



英皇文化產業集團有限公司
Emperor Culture Group Limited

Incorporated in Bermuda with limited Liability (Stock Code: 491)
於百慕達註冊成立之有限公司（股份代號：491）

2022/2023
**ENVIRONMENTAL,
SOCIAL AND
GOVERNANCE REPORT**
環境、社會及管治報告



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**ABOUT THIS
REPORT**
關於本報告

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Emperor Culture Group Limited (“Company”) and its subsidiaries (collectively referred to as “Group”) engages in entertainment, media and cultural development businesses which mainly include cinema operation. It acknowledges the significance of effective environmental, social and governance (“ESG”) initiatives at operational level. By adopting environmental and social initiatives into its business operations, the Group can enhance its cost efficiency and risk management, and make informed decisions by engaging with the stakeholders of the Group. By so doing, the Group can operate in a responsible and sustainable manner.

This report describes the ESG values and initiatives of the Group for the financial year ended 30 June 2023 (“Year”). The contents of this report provide its stakeholders with an overview of the Group’s efforts regarding ESG impacts arising from its daily operations. This report complies with the provision of the ESG Reporting Guide as set out in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. It is recommended that this report is read in conjunction with the Company’s 2022/2023 Annual Report, in particular the Directors’ Report and Corporate Governance Report sections therein.

This report is available on the websites of the Company (<https://www.EmpCulture.com>) and Hong Kong Exchanges and Clearing Limited (“HKEX”) news website (<https://www.hkexnews.hk>).

英皇文化產業集團有限公司(「本公司」)及其附屬公司(統稱為「本集團」)從事娛樂、媒體及文化發展業務，主要包括戲院營運。其深明有效的環境、社會及管治舉措在經營層面的重要性。通過於業務營運實施環境和社會舉措，本集團將可提升其成本效益及風險管理，並透過與本集團利益持份者溝通以作出明智決策。藉此，本集團將可以負責任及可持續的方式營運。

本報告闡述本集團於截至2023年6月30日止財政年度(「本年度」)的環境、社會及管治價值及措施。本報告的內容為其持份者概述本集團在日常營運對環境、社會及管治方面的影響所作出的努力。本報告符合香港聯合交易所有限公司證券上市規則附錄27所載《環境、社會及管治報告指引》的條文。建議閣下將本報告與本公司2022/2023年報一併閱讀，尤其是其中的董事會報告及企業管治報告部分。

本報告可於本公司的網站(<https://www.EmpCulture.com>)及香港交易及結算所有限公司(「港交所」)的披露易網站(<https://www.hkexnews.hk>)查閱。

BOARD STATEMENT 董事會聲明

The board of directors of the Company (“Board”) has the overall responsibility for ensuring effectiveness of the Company’s ESG strategy and reporting with an aim that the Group can operate its businesses in a responsible and sustainable manner.

Our ESG processes and procedures focus on non-financial indicators that outline the Company’s approach towards sustainability and has taken into account ESG-related issues covering different aspects including operations, legal and compliance, internal control, human resources, as well as marketing and communications. To reinforce the Board’s ESG management approach and strategy as well as further enhance ESG governance, the Board has adopted an ESG Policy whereby the ESG Committee (comprising representatives from operations and supporting departments) and the Executive Committee of the Company (“Executive Committee”) are delegated the power and authority to handle all ESG-related matters.

Their respective roles and functions are as follows:

ESG Committee

- Works through the key performance indicators and the right tools and resources to handle the ESG issues
- Formulates and executes action plans and ensures execution by respective teams so as to achieve the ESG-related goals and targets set by the Board and Executive Committee

The ESG Committee reports to the Executive Committee on the progress of the above action plans.

本公司董事會(「董事會」)對於確保本公司環境、社會及管治策略和報告的有效性負有全面責任，以讓本集團以負責任及可持續的方式營運其業務。

我們的環境、社會及管治流程和程序專注於非財務指標，概述了本公司就可持續發展的方法，並已考慮與環境、社會及管治相關議題，涵蓋多個方面，包括營運、法律合規、內部監控、人力資源以及營銷和通訊。為了加強董事會的環境、社會及管治管理方法及策略，並進一步提升對環境、社會及管治的管治，董事會採納了環境、社會及管治政策，並授予環境、社會及管治委員會(由營運及支援部門的代表組成)及本公司執行委員會(「執行委員會」)權力及權限處理所有與環境、社會及管治相關的事宜。

其各自的角色和職能如下：

環境、社會及管治委員會

- 通過關鍵績效指標及正確的工具和資源來處理環境、社會及管治事宜
- 制定及實施執行計劃，並確保各團隊的執行以達致董事會及執行委員會制定的環境、社會及管治相關目標

環境、社會及管治委員會向執行委員會報告上述執行計劃的進展情況。

Executive Committee

- Provides recommendations to the Board on setting ESG-related goals and targets in relation to the Group's businesses as well as management approach and strategy
- Oversees formulation and implementation of action plans by the ESG Committee
- Monitors and evaluates effectiveness of action plans in achieving ESG-related goals and targets relating to the Group's businesses including the key performance indicators
- Reviews the effectiveness of ESG risk management and internal control systems and makes recommendations to the Board

The Executive Committee reports at least once a year to the Board on the implementation and the progress made towards achieving ESG objectives.

Based on the recommendations from the Executive Committee, the Board reviewed the progress made towards achieving the ESG-related goals and targets as well as effectiveness of the management approach and strategy.

執行委員會

- 就本集團業務的環境、社會及管治相關目標的設定，以及管理方式和策略向董事會提出建議
- 監督由環境、社會及管治委員會制定及實施的執行計劃
- 監測和評估執行計劃在達致與本集團業務有關的環境、社會及管治相關目標方面的有效性，包括關鍵績效指標
- 檢視環境、社會及管治風險管理和內部監控系統的有效性，並向董事會提出建議

執行委員會將至少每年向董事會報告一次就達致環境、社會及管治目標的執行及進展情況。

根據執行委員會的建議，董事會已檢視在達致環境、社會及管治相關目標方面取得的進展，以及管理方法及策略的有效性。

1.1 Stakeholders Engagement and Materiality Assessment 持份者之參與及重要性評估

The Group is committed to making proactive efforts to continuously interact with key stakeholder groups. The Group maintains active engagement with its stakeholders, and collects their feedback through various communication channels to understand and address their concerns in order to improve the Group's operation and practices accordingly.

本集團致力與主要持份者群組進行持續互動。本集團與其持份者保持緊密聯繫，並透過各種溝通渠道收集其反饋意見，了解與回應其關注點，從而改善本集團的營運和實踐。

Major Communication Channels 主要溝通渠道

- Onsite communications
- Social media
- Emails
- Customer service hotlines



- 現場溝通
- 社交媒體
- 電郵
- 顧客服務熱線

- Performance appraisal interviews
- Employee engagement surveys
- Staff activities
- Daily communications



- 績效評估訪談
- 員工參與度調查問卷
- 員工活動
- 日常交流

- General meetings
- Corporate websites
- Meetings and conference calls
- Corporate communication documents



- 股東大會
- 企業網站
- 會議及電話會議
- 公司通訊文件

- Daily communications
- Assessments
- Meetings



- 日常交流
- 評估
- 會議

- Community services
- Corporate websites
- Social media



- 社區服務
- 企業網站
- 社交媒體

- Regular dialogues
- Meetings
- Forums and conferences



- 定期對話
- 會議
- 論壇和會議

Based on the stakeholders' feedback, the material issues were identified as follows. The Group's performance regarding these issues are discussed in this report.

根據持份者的意見，以下為已識別之重要議題。本集團就該等議題的表現於本報告內作出討論。

Material Topics 重要議題	
<p>Environment 環境</p> <ul style="list-style-type: none"> • Energy conservation 能源節約 • Waste management 廢物管理 • Waste recycling 廢物循環利用 • Paper reduction 減少用紙 	<p>Workplace 工作場所</p> <ul style="list-style-type: none"> • Employment and labour practices 僱傭及勞工慣例 • Diversity and equal opportunities 多元共融和平等機會 • Training and development 培訓和發展 • Occupational health and safety 職業健康與安全 • Work-life balance 工作與生活平衡
<p>Operating Practices 經營常規</p> <ul style="list-style-type: none"> • Supply chain management 供應鏈管理 • Products and services quality 產品及服務質素 • Customer privacy protection 客戶私隱保護 • Anti-corruption/Anti-money laundering 反貪污／反洗錢 • Compliance with laws and regulations 遵守法例及法規 	<p>Community 社區</p> <ul style="list-style-type: none"> • Employee volunteering 員工志願服務 • Community fundraising 社區籌款

**ENVIRONMENTAL
PROTECTION**

環境保護

02

2.1 Environmental Policies 環境政策

During the Year, the Group continued making its best endeavours to protect the environment in its business activities and workplace. The Group also educates its employees on their awareness of promoting a green environment. The Group seeks to identify and manage environmental impacts attributable to its operations, in order to minimise these impacts if possible. In pursuing sustainability, various measures have been adopted to reduce energy and other resource use, minimise waste and increase recycling, and promote environmental protection in its supply chain and marketplace. These measures are discussed in section 2.2, “Use of Resources”, of this report.

於本年度，本集團繼續致力在業務活動及工作場所實踐環境保護。本集團亦教育其僱員提升對綠色環境的意識。本集團努力辨識及管理其業務對環境造成之影響，務求將該等影響盡可能減至最低。為達致可持續發展，本集團已採取多項措施以降低能源及其他資源消耗、減廢及增加循環再用，並在其供應鏈及市場中推行環保。該等措施載於本報告第2.2「資源使用」章節。

2.2 Use of Resources 資源使用

2.2.1 Energy Saving 能源節約

Global warming and climate change are among the major environmental concerns in every part of the world. In an effort to reduce energy consumption and carbon emissions, the Group actively promotes efficient use of energy and adopts green technologies. To identify energy efficiency opportunities, the Group measures and records the energy consumption intensity from time to time.

The Group has implemented the following environmental initiatives in its head office at Emperor Group Centre, 288 Hennessy Road, Wan Chai, Hong Kong (“Head Office”) and part of its cinemas, to enhance overall energy efficiency.

全球暖化及氣候變化已成為全球各地關注的主要環境議題。為降低能源消耗及減少碳排放，本集團積極推行節能並採納綠色科技。為發掘提升能源效益的方法，本集團不時量度及記錄耗能情況。

本集團在其位於香港灣仔軒尼詩道288號英皇集團中心的總辦公室（「總辦公室」）及部分戲院實施下列環保措施，以提高整體能源效益。

Head Office 總辦公室

- Deploying LED tubes 採用節能LED光管
- Ensuring lights are switched off when staff leave the office for more than one hour 倘離開辦公室超過一小時，關掉辦公室的燈光
- Staff turn off lights and air-conditioning in their zones after work 下班後關閉各自區域的燈光及空調
- Using air-conditioning thermostats to maintain constant room temperatures 透過冷氣系統的恆溫器維持穩定室溫
- Some passenger lifts are switched off after office hours 辦公時間後關掉部分乘客升降機

Cinemas 戲院

- Employing energy saving LED lamps 使用LED節能燈
- Setting light switch on/off times and energy-saving modes of different brightness levels according to prime and non-prime business hours of the cinemas, to minimise energy use 按戲院的黃金和非黃金營業時段制定燈光開關時間及不同亮度的節能模式，以嚴格監管耗電量
- Adjusting the number and duration of use of air-conditioners in the cinemas, and the temperature of chilled water for air-conditioners, according to the weather and onsite conditions 根據天氣及現場情況調節戲院的冷氣機使用數量及時間，以及冷氣機冷凍水的溫度
- Deploying theatre management systems to ensure that movies will not be shown during non-screening sessions 採用影院管理系統以確保電影不會在非放映場次播放
- Checking houses before cinemas close every day, to ensure that the equipment has been properly shut down 每天關店前檢查放映院以確保設備已妥善關閉
- Regularly maintaining projection equipment 定期維護放映設備
- Posting "Save Water" signs in the washrooms, reminding staff and customers to conserve water 在洗手間貼有「節約用水」標識，提醒員工及顧客節約用水
- Utilising water saving devices in the washrooms 在洗手間安裝節水裝置
- Conducting energy saving training for the Group's staff on a regular basis, to raise their awareness of the need for energy saving 定期為員工進行節能培訓，以提高他們的節能意識

2.2.2 Waste Reduction and Management 減少及管理廢物

The Group engages employees in their waste behaviours and encourages recycling practices in the workplace in order to minimise the environmental impacts arising from waste disposal.

In the office building, the building's property management company has appointed recycling contractor to collect and recycle used papers, plastic bottles, aluminium, glasses, fluorescent tubes and computer equipment. Recycled bags are also put in the office to collect waste papers for recycling.

Waste segregation is implemented in most of the Group's cinemas, with hazardous and non-hazardous waste handled separately, and recyclable waste collected for recycling. Also, eco-friendly straws instead of plastic straws are provided to customers, who are encouraged to use reusable cups, to reduce damage to the environment.

本集團讓員工參與廢物處理，並鼓勵他們在工作場所進行回收，以減低棄置廢物對環境所產生的影響。

在辦公大樓，大廈之物業管理公司已委聘回收承包商收集及回收使用過的紙張、塑膠瓶、鋁、玻璃、光管以及電腦設備。辦公室並放置了回收袋以收集廢紙作循環利用。

本集團大部份戲院已進行垃圾分類，有害及無害廢棄物以分開處理，並將可循環再用之垃圾進行回收。此外，戲院向顧客提供環保吸管而非塑料飲管，鼓勵觀眾使用可循環使用的杯子，以減少對環境的破壞。



2.2.3 Paper Reduction 減少用紙

In an effort to reduce the use of paper, admission by QR code scanning has been adopted in all of the Group's cinemas in Hong Kong. A QR code is provided for each online ticketing transaction, and customers may present the QR code at the entrance for admission without the need to print the tickets.

為了減少紙張的使用，二維碼掃描入場已在本集團於香港的全部戲院採用。每項網上票務交易均提供二維碼，顧客在入場處出示二維碼即可入場，無需打印戲票。

The Group continues to encourage a paperless working environment which not only reduces environmental damage but also fits commercial goals, as it can save physical space, facilitate information sharing via IT networks, and reduce complicated documentation procedures. In recent years, the Group has implemented paperless internal human resources processing such as employee time sheets, payrolls, leave applications, surveys, assessment papers, inspection forms and many more. From time to time, the Group shares tips on paper reduction with colleagues – such as utilising used envelopes for internal correspondences, and using laptops or tablets instead of paper for meetings. Besides, electronic devices instead of paper are now typically used in promotional activities.

Partnering with its printing solutions provider, the Group has adopted “Follow You” print solution in the Head Office, helping the Group becoming more cost efficient through smarter printing. The print solution enables the Group to achieve environmental objectives by reducing unclaimed printing, as printing is released only upon presentation of a staff card from that particular staff who gives the printing instruction. Moreover, duplex printing and copying has become the norm within the Group, greatly reducing paper consumption and saving costs. Usage data of office printing machines is regularly collected and assessed for monitoring the efficiency of the paperless environment.

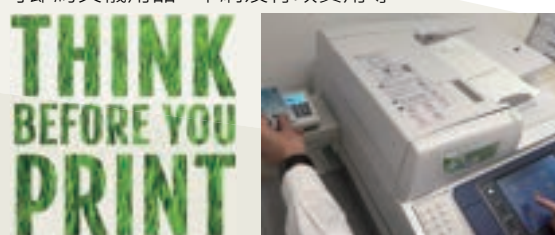
The Company strongly recommends shareholders to access its corporate communications, including financial reports, through the websites of the HKEX and the Company, instead of receiving printed form. By introducing electronic means of corporate communications to shareholders, the quantity of printed materials has been considerably reduced. This paperless practice thus helps to protect the environment, as well as save costs for stationery, printing and administrative charges, etc.



本集團繼續鼓勵無紙化的工作環境，不僅可減少對環境的破壞，亦具有多重商業裨益，包括節省空間、促進資訊科技網絡信息共享及減省繁複的文書程序等。近年來，本集團已實行內部人力資源無紙化流程，例如僱員工時表、糧單、假期申請、意見調查、評估報告及檢查表格等。本集團不時與同事分享減少用紙的建議，例如利用已使用的信封作內部文件往來及使用平板或手提電腦代替紙張開會等。此外，於宣傳活動上現時通常使用電子器材以取代紙張。

本集團與其列印方案供應商合作，在辦公室採用「Follow You」列印方案，透過智能列印有助本集團達成更佳的成本效益。由於作出列印指示的指定員工於列印時需要出示員工證方能進行打印，因此可減少無人認領列印的情況，從而有助本集團達到環保的目的。另外，雙面列印及複印已成為本集團內部慣例，大大減少紙張消耗及節省成本。本集團定期收集及評估辦公室打印機使用數據，以監控無紙化環境之成效。

本公司極力推薦股東利用港交所及本公司網站獲取公司通訊(包括財務報告)而非收取印刷文件。通過向股東引入電子版公司通訊，印刷量大幅減少。此無紙化的做法既可保護環境，亦可節約文儀用品、印刷及行政費用等。



2.3 Climate Change Impact 氣候變化影響

The world's climate has changed significantly in the past decades – global temperatures have increased and extreme weather events are becoming more frequent and severe, which may cause disruptions to business operations globally, and in turn adversely impact the macro economy.

The Group is mainly engaged in cinema operation which does not involve large scale production. The increase in temperature may lead to an increase in the energy consumption of the Group's cinemas. The possible extreme weather may also hinder customers to visit its cinemas.

The Group's cinema operations strictly enforce government laws and regulations and fire safety related regulations; and corresponding preventive and emergency measures have been formulated and implemented. The Group will continue keeping abreast of weather warnings issued by the government, and closely monitor the potential risks arising from climate change and its impacts on the Group's operations and customers. The Group will also continue its efforts in controlling energy consumption and carbon emissions, to minimise their damage to the environment.

世界氣候在過去數十年發生了重大變化 – 全球氣溫上升，極端天氣事件越趨頻繁及嚴重，這可能擾亂全球業務營運，從而對宏觀經濟構成不利影響。

本集團主要從事戲院營運，並不涉及大規模生產。氣溫上升可能會使本集團戲院的能源消耗有所提升。可能出現的極端天氣或會阻礙顧客到訪其戲院。

本集團的戲院營運嚴格執行政府法律法規及消防相關規定，同時已制定及推行相應的預防和緊急應對措施。本集團將繼續時刻關注政府發佈的天氣預警，並密切監察氣候變化的潛在風險及其對本集團的營運和客戶的影響。本集團亦會繼續致力於控制能源消耗及碳排放，務求減低其對環境的破壞。

2.4 Environmental Performance Summary 環境保護績效概要

During the Year, all of the Group's revenue was derived from its cinema operation. To illustrate the Group's environmental performance, qualitative data has been collected from several cinemas of the Group including **Emperor Cinemas** in Beijing, China, as well as **Emperor Cinemas** at iSquare, Tsim Sha Tsui and Times Square, Causeway Bay in Hong Kong. The relevant data are listed in the table below.

於本年度，本集團之收入全部來自其戲院業務。為呈列本集團之環境保護表現，已從數間戲院收集量化數據，包括位於中國北京之**英皇電影城**，以及位於香港尖沙咀iSquare及銅鑼灣時代廣場之**英皇戲院**。相關數據已列載於下表。

Indicators 指標		FY2021/22 年度	FY2022/23 年度
GHG Emissions 溫室氣體排放			
Scope 1 GHG emissions (kgCO ₂ e)	範疇1溫室氣體排放(每公斤二氧化碳當量排放)	N/A 不適用	N/A 不適用
Scope 2 GHG emissions (kgCO ₂ e)	範疇2溫室氣體排放(每公斤二氧化碳當量排放)	798,865	753,940
Scope 3 GHG emissions (kgCO ₂ e)	範疇3溫室氣體排放(每公斤二氧化碳當量排放)	2,400	2,160
Total (Scope 1, 2 & 3) GHG emissions (kgCO ₂ e)	溫室氣體排放總量(範疇1,2及3)(每公斤二氧化碳當量排放)	801,265	756,100
GHG emissions intensity (kg/m ²)	溫室氣體排放強度(公斤/平方米)	54.5	51.4

Indicators 指標		FY2021/22 年度	FY2022/23 年度
Energy Consumption 能源消耗			
Direct energy consumption (GJ)	直接能源消耗(千兆焦耳)	N/A 不適用	N/A 不適用
Indirect energy consumption (GJ)	間接能源消耗(千兆焦耳)	4,180	4,950
Total energy consumption (GJ)	能源消耗總量(千兆焦耳)	4,180	4,950
Energy consumption intensity (GJ/m ²)	能源消耗強度(千兆焦耳/平方米)	0.3	0.3
Waste Management 廢物處理			
General refuse disposed to landfills (kg)	棄置於堆填區的一般廢物(公斤)	24,064	30,616
General refuse disposed to landfills intensity (kg/m ²)	一般廢物密度(公斤/平方米)	1.6	2.1
Recycled waste (kg)	回收廢物總量(公斤)	502	341
Recycled waste intensity (kg/m ²)	回收廢物密度(公斤/平方米)	0.03	0.02
Water Consumption 耗水量			
Water consumption (m ³)	耗水量(立方米)	3,821	3,764
Water consumption intensity (m ³ /m ²)	耗水量密度(立方米/平方米)	0.3	0.3
Packaging Material Consumption 包裝物料消耗			
Total packaging material used for food and beverages (kg)	食物及飲品用的包裝材料總量(公斤)	1,416	6,583

The resumption of normal operation of the above-mentioned cinemas during most of the Year has resulted in an increase in some of the consumption above when compared to the previous year.

由於上述戲院在本年度大部分時間恢復正常營業，使上述部份消耗相比去年有所增加。

The Group has set a target to reduce energy consumption by 5% in the above-mentioned cinemas by FY2026/2027 or before, with FY2022/2023 as the baseline.

本集團已訂立了目標，以2022/2023年度為基準，於2026/2027年度或之前在上述戲院減少能源消耗5%。

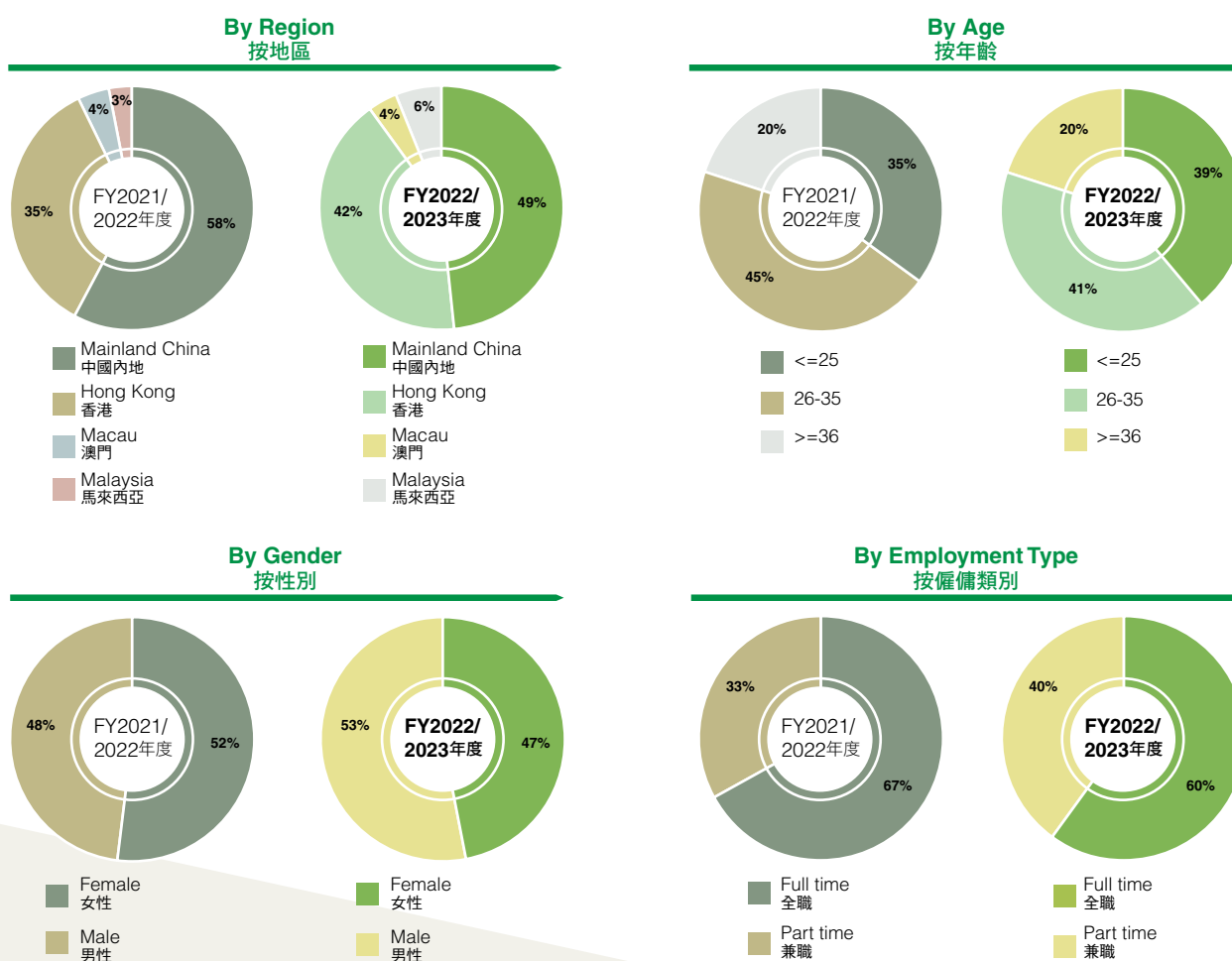
**WORKPLACE
QUALITY**
工作場所質素

03

3.1 Workforce Distribution and Diversity 員工分佈及職場多元化

The Group believes that a motivated and balanced workforce is crucial for building a sustainable business model and delivering long-term returns. As at 30 June 2023, the employees of the Group totalled 743 (2022: 745), working in mainland China, Hong Kong, Macau and Malaysia. The demographics of the Group's workforce as at 30 June 2023 are summarised below:

本集團深信，積極主動且具均衡比例之員工團隊，是建立可持續經營模式及帶來長遠回報的關鍵元素。於2023年6月30日，本集團合共僱有743（2022年：745）名僱員，於中國內地、香港、澳門及馬來西亞任職。於2023年6月30日，本集團之員工分佈資料概述如下：



The Group has a diverse workforce in terms of gender and age, providing a variety of ideas and levels of competencies that contribute to the Group's success. The Group is firmly committed to gender equality, and particularly encourages female participation in the Board, and at managerial and operational levels.

The management believes that employees are important assets of the Group, and remains committed to attracting and retaining talent with diverse backgrounds for achieving sustainable growth and maintaining a stable turnover rate. The turnover rates of the Group's workforce during the Year are listed in the tables below.

本集團的員工團隊來自不同年齡層及性別，提供多元化的觀點及各種程度的技能，為本集團的成功作出貢獻。本集團一直堅守兩性平等原則，尤其支持女性在董事會、管理及營運層面之參與。

管理層相信，員工乃本集團之重要資產，致力吸引並挽留不同背景的人才，以達致可持續增長及維持穩定的流失率。於本年度，本集團之員工流失率已列載於下表。

By Region 按地區	Percentage 百分比
Mainland China 中國內地	49%
Hong Kong 香港	78%
Macau 澳門	61%
Malaysia 馬來西亞	32%

By Age 按年齡	Percentage 百分比
<=25	97%
26-35	41%
>=36	28%

By Gender 按性別	Percentage 百分比
Female 女性	69%
Male 男性	53%

3.2 Labour Standard 勞工標準

The Group strictly complies with 中華人民共和國勞動合同法, Employment Ordinance (Cap. 57, Laws of Hong Kong), 《勞動關係法》(澳門法例第7/2008號法律), Employment Act (Act 265, Laws of Malaysia), Malaysia), and other statutory requirements regarding employment and labour practices. The Group is dedicated to providing equal opportunities in all aspects of employment and ensure the workplace is free from discrimination. The Group ensures employees receive fair and competitive remuneration packages in accordance with their experience, qualifications, performance and market rates, and are being reviewed on a regular basis. To attract and retain talent, comprehensive benefits are provided by the Group, such as employer's voluntary MPF contributions, medical coverage, life insurance and extra paid annual leave. Part of the employees are also entitled to birthday leave in lieu of a birthday gift.

To ensure the staff clearly understand their rights and obligations, the employee handbook and other policies and guidelines are in place covering the areas of compensation and dismissal, recruitment, working hours, rest periods, equal opportunity, anti-discrimination and other fringe benefits, etc. The Group reviews its related policies from time to time to ensure the Group complies with the latest statutory requirements. To create a stronger bond between the Group and its staff, the Human Resources Department invited colleagues to participate in an anonymous employee engagement survey, so that the Group can identify the key areas for creating a happier and more productive working environment for its staff. Also, a set of grievance procedures is also in place, to provide staff with a channel to confidentially escalate complaints and concerns to the Human Resources Department.

The Group fully complies with relevant laws and regulations in related regions concerning prevention of forced or child labour. In the recruitment process, the Group implements appropriate procedures to ensure that employment adheres to minimum age provisions of applicable laws. The Group also prohibits any form of forced labour. The ages and identities of its employees are verified, and employment contracts are entered into with all employees.

本集團嚴格遵守中華人民共和國勞動合同法、《僱傭條例》(香港法例第57章)、《勞動關係法》(澳門法例第7/2008號法律)、**Employment Act (Act 265, Laws of Malaysia)**及其他有關僱傭及勞工慣例的法定規定。本集團致力於在就業的各方面提供平等機會，並確保工作場所不存在歧視。本集團確保僱員基於其經驗、資歷、表現及市場工資水平獲得公平及具競爭力的薪酬待遇，並定期檢討有關待遇。為吸引和挽留人才，本集團提供全面的福利，例如僱主的自願性強積金供款、醫療保險、人壽保險及額外有薪年假。部分員工並可享有生日假期以代替生日禮物。

為確保員工清楚了解自己的權利和義務，員工手冊及其他政策及指引，涵蓋薪酬及解僱、招聘、工作時間、休息時間、平等機會、反歧視以及其他額外福利等範疇。本集團不時檢討其相關政策，以確保本集團符合最新法定要求。為了在本集團和員工之間建立更緊密的聯繫，人力資源部邀請同事們參加員工參與度匿名調查問卷，以便本集團能夠識別為員工創造更快樂和更有成效的工作環境的關鍵領域。另外，已制定申訴程序，為員工提供渠道，使員工可以保密方式向人力資源部提出投訴和關注事項。

本集團嚴格遵守在相關地區有關防止強迫勞動或童工的法律及法規。在招聘過程中，本集團實施適當程序以確保受僱員工符合適用法律的最低年齡規定。本集團亦禁止任何形式的強迫勞動。其僱員的年齡和身份均得到核實，並與所有僱員簽訂了僱傭合同。

The Group values workplace wellness practices that support employees' health and well-being. The Group encourages breastfeeding and provides a designated private space in the office building to support breastfeeding female employees to express breastmilk according to their schedule during working hours. These "Breastfeeding Friendly Workplace" measures demonstrate the Group's commitment to the well-being of its employees and their families.



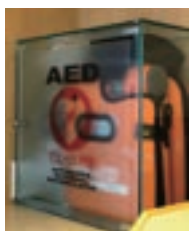
本集團注重健康的工作場所，使員工體魄強健。本集團鼓勵母乳餵哺，並於辦公大樓提供特定的私人空間，以支援女性員工在工作時間內按照其時間表擠母乳。該等「母乳餵哺友善工作間」措施兌現本集團維護僱員及其家庭成員福祉的承諾。

3.3 Occupational Health and Safety 職業健康及安全

The Group prides itself on providing a safe, effective and congenial work environment for its staff. Health and safety training is provided to employees on induction. Workshops and seminars on different topics are regularly held, to present the latest information and raise awareness of occupational health and safety issues for employees.

Besides, occupational health and safety ("OHS") measures are regularly reviewed by the Group to ensure their effectiveness. A dedicated team has also been established to deal with OHS matters, and to react promptly if there are issues, to ensure a healthy and safe work environment.

The Group enhances emergency preparedness and ensures there are well-stocked first-aid kits in the office to protect the health and safety of employees, in the event that they are injured at work. An automated external defibrillator ("AED") has been placed in the office building to rescue cardiac arrest patient when needed. Besides, the Group has arranged staff who is certificate first aider to provide First Aid treatment to colleagues in the Head Office whenever needed. The cinemas are also equipped with first aid and medical supplies. During the Year, the Group invited a first aid instructor from Hong Kong Red Cross to conduct a Public Education Talk for employees, to enhance their knowledge of first aid, cardiopulmonary resuscitation and AED, as well as raise their safety awareness.



本集團致力為員工提供安全、高效及舒適之工作環境，並引以為豪。於入職時，員工需接受健康及安全培訓。本集團定期舉辦不同主題的學習工作坊及研討會，以呈列最新資訊，及加強僱員對職業健康及安全方面的意識。

此外，本集團定期審查職業健康及安全（「職安健」）措施，以確保其有效性。同時成立了一個專門小組處理職安健事宜，以便在問題出現時迅速作出反應，確保一個健康和安全的工作環境。



本集團提升應急準備能力及確保辦公室內配備充足的急救箱，以於員工發生工傷時能保障員工的健康及安全。自動體外心臟去顫器（「AED」）已放置在辦公室，以在需要時救助心臟驟停的患者。此外，本集團安排了已獲認可急救證書之員工於需要時在總辦公室為其他員工提供急救治療。戲院內亦配備了急救及醫療用品。於本年度，本集團邀請了香港紅十字會急救講師進行公眾急救教育講座，以增強員工對急救、心肺復甦法及AED的知識，並提高其安全意識。

Fire Safety Training 消防安全培訓

The Group invited representatives from the Fire Emergency Knowledge Publicity Center to conduct lectures and drills for its staff in mainland China, to enable them to manage fire prevention, along with learning about fire escapes and use of fire hydrants, and points to note regarding daily operations.

本集團邀請了消防應急知識宣傳中心的代表為內地員工進行講解和操練，讓員工掌握如何預防火災、消防逃生、消防栓使用方法及日常營運的注意事項等。

Shoulder, Neck and Back Training 肩頸腰知識培訓

The Group invited a sports and health expert from a sports organisation to enable staff to reacquaint themselves with and practice scientific-back ways to exercise and achieve fitness. The expert provided training on relieving tension in shoulders, neck and waist; onsite exercises, and post-exercise stretching and relaxation, etc., to assist the staff with cultivating healthy habits and reducing shoulder, neck and waist pains caused by sedentary lifestyles or incorrect ways of exercising.

本集團邀請了體育機構的運動健康專家，讓員工重新認識和練習科學化的運動方式並達到強身健體。該專家提供緩解肩部、頸部及腰部緊張的訓練，以及進行了現場練習、鍛煉後的拉伸和放鬆等，協助員工培養健康習慣，減少他們因久坐或錯誤的運動方式而引起的肩頸腰疼痛。

Every case of injury, if any, is required to be reported to the Human Resources Department and be individually assessed under the internal guideline procedures. During the Year, the number of lost days due to work injuries was 100 (2022: 198), while the numbers and rate of work-related fatalities during the past 3 years are listed in the table below.

每宗工傷事故(如有)需稟報至人力資源部，以根據內部指引程序進行獨立評估。於本年度，因工傷損失工作日數為100 (2022年：198)天，而過去3年因工亡故的人數及比率已列載於下表。

Item 項目	FY2020/2021年度	FY2021/2022年度	FY2022/2023年度
Number of work-related fatalities 因工亡故的人數	0	0	0
Rate of work-related fatalities 因工亡故的比率	0	0	0



During the Year, the Head Office, along with many other units of the Emperor Group Centre, were awarded an “Indoor Air Quality Certification – Good Class” by the Environmental Protection Department, under its voluntary Indoor Air Quality Certification Scheme for Offices and Public Places.



於本年度，環境保護署根據其自願性辦公室及公眾場所室內空氣質素檢定計劃向總辦公室連同英皇集團中心內其他眾多單位頒發「室內空氣質素檢定證書—良好級」。

3.4 Development and Training 發展及培訓

Recognising the importance of skilled and professionally trained employees, the Group offers comprehensive training to enhance the knowledge, skills and work capability of its staff. The Group encourages and provides subsidies to employees at all levels to pursue educational or training opportunities that achieve personal growth and professional development. A policy on External Training Subsidy is in place, allowing every staff member to develop and maintain job-related skills for full performance.

During the Year, the Group arranged training for staff responsible for recruitment, mainly covering recruitment channels, procedures and interviewing skills, with a view to upskilling the interviewers in the selection process and enhancing the efficiency of the recruitment process. Besides, new frontline staff members participated in employee induction training, which mainly covered product knowledge and customer services. In addition, the Group organised a year-end appraisal workshop, provided training on appraisal skills for employees of specific grades, to enhance people management.

本集團明白技能熟練及經專業培訓的員工之重要性，因此提供全面的培訓以提升員工的知識、技能及工作能力。本集團鼓勵並資助各級員工進修或參與培訓，以實現其個人成長及專業發展。本集團設外間進修資助政策，讓每個員工能發展及維持工作技能，發揮最佳表現。

於本年度，本集團為負責招聘之員工安排培訓，內容主要包括招聘渠道、流程及面試技巧，以提升面試員的甄選技巧及提高招聘過程的效率。此外，新入職之前線員工獲安排參加入職培訓，內容主要涵蓋產品知識及客戶服務。再者，本集團舉行了年終考績評核工作坊，為指定職級之員工提供有關評估技巧之培訓，提升人員管理。

Cinema Attachment in Emperor Cinemas 英皇戲院實習體驗

The Group arranged for its back-office staff to participate in an internship experience workshop in **Emperor Cinemas**, enabling them to gain an in-depth understanding of cinema operations through several days of hands-on experience in the cinemas, with the aim of enabling them to better cater to the needs of frontline staff.

本集團安排其後勤員工在**英皇戲院**參加實習體驗，讓他們透過數天在戲院的親身體驗，深入了解戲院的營運，旨在讓他們更好地配合前線員工的需要。

Mystery Shopper Program 神秘顧客服務評核計劃

Through a third-party professional organisation, the Group arranged for mystery shoppers to assess the service quality of its staff in the cinemas, and subsequently reviewed and revised the training contents and service pledges, etc, to further improve and enhance the overall service standard of its cinemas.

本集團透過第三方專業機構，於戲院安排神秘顧客評核員工的服務質素，及後就培訓內容及服務承諾等作檢討及修訂，進一步改善及提高整體戲院服務水平。

Team Building Workshop and Dinner 團隊建立工作坊及晚宴

The workshop aimed to strengthen communications between the management team, department heads and frontline management, to build up mutual trust and enhance the sense of mission, in order to prepare for the business challenges ahead. A team dinner was organised after the workshop, to reward the team for their contributions and efforts and to enhance the team cohesion.

The Group adopts a zero-tolerance approach to all forms of corruption and bribery. This is clearly stipulated in all employees' contracts which prohibits staff from accepting advantages, gifts or entertainment from all business partners. These policies are explained during induction training, and are freely accessible on the Group's intranet. To maintain vigilance against corruption risks, the Group also offers internal refresher training such as talks or seminars on business ethics on a regular basis, delivered by Independent Commission Against Corruption of Hong Kong ("ICAC"). During the Year, a virtual talk was organised by the ICAC, to raise employees' awareness of temptations for corruption in daily work and enhance knowledge of anti-corruption laws; all employees were required to participate.

During the Year, the number of training hours of the staff of the Group is listed in the table below.

此工作坊旨在加強管理團隊、部門主管及前線管理人員的溝通，從而建立互信及提升使命感，為今後的業務挑戰作好準備。工作坊後更安排了團隊晚宴，以回饋團隊的貢獻及努力，提升凝聚力。

本集團對一切形式的貪污和賄賂採取零容忍的態度。這在所有僱傭合同中均有明確規定，禁止員工接受所有商業夥伴的好處、禮物或娛樂。這些政策已在入職培訓時作出解釋，並可在本集團內聯網上自由查閱。為了保持對貪污風險的警惕性，本集團還定期提供內部進修培訓，如由香港廉政公署舉辦的商業道德講座或研討會。於本年度，香港廉政公署舉辦了一次網上講座，以提高員工對日常工作中貪污誘惑的意識，並加強對反貪污法律的知識，所有員工都必須參加。

於本年度，本集團員工培訓時數已列載於下表。

Item 項目	FY2021/2022年度	FY2022/2023年度
Total training hours 總培訓時數	16,920	27,552
Average training hours per employee 每名員工平均培訓時數	22	37

During the Year, the percentage of employees trained are listed in the tables below.

於本年度，受訓僱員百分比已列載於下表。

By Gender 按性別	Percentage 百分比
Female 女性	47%
Male 男性	53%

By Employee Category 按僱員類別	Percentage 百分比
Managerial grade or above 經理級別或以上	8%
General staff 一般員工	92%

3.5 Work-life Balance 工作與生活的平衡

The Group believes that maintaining work-life balance is essential for sustainability and a sound body and mind for every employee. To support employees in maintaining work-life balance and creating team spirit, the Group organised staff activities from time to time that helped strengthen relationships between employees, boosted their morale and promoted a harmonious working environment.

本集團相信，維持工作與生活的平衡對每位員工的可持續發展及身心健康至為重要。為支持員工維持工作與生活的平衡及培養團隊精神，本集團不時舉辦員工活動，這有助鞏固員工之間的關係、加強員工士氣，並締造和諧的工作環境。

Emperor Group 80th Anniversary Photography Competition and Mobile Photography Workshop 英皇集團80週年攝影比賽暨手機攝影工作坊

August to
September 2022
2022年8至9月



To celebrate the 80th anniversary of Emperor Group, “The Best of Emperor” photography competition was organised to encourage its staff to appreciate the people and events around them, and to use photography to preserve, spread and pass on the “Best of Emperor”. The winners were awarded with gifts. To tie in with the competition, a mobile photography workshop was also organised to equip the staff with better photography skills.

為慶祝英皇集團成立八十週年，舉辦了「英皇之最」攝影比賽，鼓勵同事欣賞身邊的人與事，用攝影把「英皇之最」留住、傳揚並得以承傳。得獎同事均獲得豐富禮品。為配合是次比賽，還舉辦了手機攝影工作坊，讓同事在攝影技巧上更得心應手。

Mid-Autumn Festival Delicacies 佳餚美饌賀中秋

September 2022
2022年9月

As a token of appreciation and to celebrate the Mid-Autumn Festival, mooncakes provided by The Emperor Hotel were given to and shared among employees in the Head Office while employees in mainland China received a Mid-Autumn gift bag which included a mooncake, drinks and other food. The Group also prepared some lantern-related riddles for its staff in the mainland China office.



為表達本集團的心意及慶祝中秋節，總辦公室的員工獲贈並一同分享由英皇駿景酒店所提供的月餅。國內員工則獲贈包括月餅、飲品及其他食品等的中秋禮包。本集團還為國內辦公室的員工準備了猜燈謎遊戲。

Stretching and Exercising Classes

伸展舒痛體驗班

October 2022

2022年10月



In view of office workers sometimes facing problems such as muscle fatigue, or muscle tension or pain caused by poor posture, the Group organised stretching and exercising classes for employees, so they can relieve any pain through stretching exercises.

有見及辦公室同事常面對如肌肉過勞或因不良姿勢而造成肌肉繃緊或痛症等問題，本集團特意舉辦伸展舒痛體驗班，讓員工透過伸展運動舒緩痛症。

Head, Shoulder and Neck Massage Service

頭肩頸按摩服務

October to

December 2022

2022年10至12月

In view of the long working hours of colleagues in the office, the Group has specially invited masseurs from “Smart Living” of the Employees Retraining Board to provide head, shoulder and neck massage services for its colleagues in the Head Office to help improve blood circulation, relieve chronic pain and promote health, and alleviate work pressures for its staff.

考慮到同事平日在辦公室內長時間工作，本集團特意邀請了僱員再培訓局「樂活一站」的按摩員，為總辦公室的同事提供頭肩頸按摩服務，有助血液循環、改善痛症及促進身體健康，並為員工舒緩工作壓力。



Yoga Classes 瑜伽體驗班

December 2022
2022年12月



In an effort to maintain employees' physical and mental health, the Group organised yoga classes for employees catering to different needs such as easing stress, improving sleep quality and mental relaxation, as well as strengthening muscles and relieving pain.

為保持其員工身心健康，本集團為員工舉辦了針對不同需要的瑜珈班，如舒緩壓力、改善睡眠質素、放鬆精神等，同時有助強化肌肉及改善痛症。

DIY Aromatherapy Workshop DIY香薰精油療法工作坊

December 2022
2022年12月

To help its employees relieve daily stress and relax their bodies and minds, the Group organised an aromatherapy workshop for them to learn about aromatherapy and essential oils, and to learn how to use aroma sticks. Employees could also mix their own aroma sticks in order to relieve their body pains, tension and stress.

為幫助員工舒緩日常生活壓力及放鬆身心，本集團舉辦了香薰精油療法工作坊，讓員工認識香薰治療和精油並學習如何運用芳療棒。員工更可親手調配個人芳療棒，用以舒緩他們身體的痛症、緊張及壓力。



“Toys Exchange” Parent-child Activity
「以蜜易物」親子活動

April 2023
2023年4月



The Group is very supportive of its employees' efforts to maintain work-family balance, and has specially organised a "Toys Exchange" parent-child activity for employees and their families. Game tables were set up for children to play and exchange toys, so they could learn sharing and communication skills. All the adults and children spent a joyful afternoon together.

本集團十分支持其員工努力保持工作與家庭間的平衡，特意舉辦了「以蜜易物」親子活動，供員工及其家人參加。設有攤位遊戲，供小朋友們玩樂及交換玩具，讓他們從中學習分享和溝通技巧等。大人及小朋友一起渡過了一個歡樂的下午。

Mother's Day Special – DIY Flower Table Lamp Workshop
母親節呈獻 – DIY保鮮花枱燈工作坊

May 2023
2023年5月

The Group organised a DIY Flower Table Lamp Workshop for Mother's Day, enabling colleagues to create unique flower table lamps for their mothers. Apart from sharing the fun of making handicrafts together, colleagues could also express their love and gratitude to their mothers.

本集團為母親節舉辦了DIY保鮮花枱燈工作坊，讓同事們製作獨一無二的保鮮花枱燈送給母親。同事們除了能一起分享製作手工藝品的樂趣，又可以表達他們對母親的關愛和感激之情。



Father's Day Special – Cake Baking Workshop
父親節呈獻 – 蛋糕烘焙工作坊

June 2023
2023年6月



With Father's Day approaching, the Group organised a Cake Baking workshop for colleagues, so they could prepare cakes themselves for their fathers and express their love through action.

臨近父親節，本集團為同事舉辦蛋糕烘焙工作坊，讓同事可以親手為爸爸們準備窩心蛋糕，以行動表達其愛意。

Besides, the Group organised several online talks during the Year, covering topics that aimed to enhance the wellness of its employees. These included:

此外，本集團於本年度舉辦了一些網上講座，涵蓋的主題均旨在提升員工的健康，包括：



- Ways to combat high blood pressure, hyperlipidaemia and hyperglycaemia
擊退「三高」有妙法



- Complete guide to healthy diets
健康飲食全攻略



- Breast cancer prevention through yoga
乳•您啟程：瑜珈教室



- What is Dementia?
認知障礙知多點

All these activities helped strengthen relationships between employees, boosted their morale and promoted a harmonious working environment. Besides, the Group organised a few online talks during the Year, covering topics that aimed at enhancing the wellness of its staff.

此等活動均有助鞏固員工之間的關係、加強員工士氣，並締造和諧的工作環境。此外，本集團於本年度舉辦了一些網上講座，涵蓋的主題均旨在提升員工的健康。

**OPERATING
PRACTICE**
經營常規

04

4.1 Supply Chain Management 供應鏈管理

The Group has established solid relationships with a number of cinema exhibition equipment and services providers in mainland China and Hong Kong who maintain high levels of quality control and service standards.

The selection of suppliers is based on criteria such as quality, supplier's capability and experience. The Group has stringent requirements for suppliers especially in respect of environmental protection, such as ensuring a supplier can provide a production safety licence or it meets the national environmental protection requirements. The Group examines certificates provided by suppliers and checks whether their products have already complied with the environmental protection requirements. The Group has also implemented a stringent goods inspection process, to assess whether the goods conform to the specifications. Preference is given to suppliers who demonstrate their environmental commitment.

To ensure the suppliers are responsible companies, the Group visits their workplaces from time to time, to promote proper labour standards. The Group will terminate contracts with suppliers who use child or forced labour, and report to relevant departments in case if any cases found. The Group will also be alert as to whether there is unfavourable news regarding its engaged suppliers on the environmental aspect. In the event of such news, the Group will internally discuss the need to change the supplier.

During the Year, the number of suppliers in the Group's supply chain are listed in the table below.

本集團與多家維持嚴謹品質監控及高服務水平的中國內地和香港電影院展示設備商及服務商建立穩固的合作關係。

供應商之甄選乃根據其質素、實力及經驗等準則進行。本集團對供應商尤甚在環境保護方面有嚴格的要求，例如供應商能否提供安全生產許可證、或是否符合國家規定的環境保護要求等。本集團將審核供應商提供的證書，以及檢視其產品是否已符合環境保護要求。本集團並實施嚴謹的驗貨流程，嚴格檢驗每項貨物是否符合規範。若能履行環保責任的供應商可獲優先考慮。

為確保供應商為負責任的公司，本集團不時拜訪其供應商的工作場所，以促進適當的勞動標準。如發現任何個案，本集團會終止使用童工或強迫勞動的供應商的合同，並向相關部門舉報。本集團亦會留意其使用的供應商在環境保護方面有否出現不利新聞。如有發現，本集團會進行內部討論，以決定是否需要更換供應商。

於本年度，本集團供應鏈之供應商數目已列載於下表。

Region 地區	Number of suppliers 供應商數目
Hong Kong and Macau 香港及澳門	132
Mainland China 中國內地	37

4.2 Product Responsibility and Customer Services 產品責任及客戶服務

The state-of-the-art cinemas under the Group offer premium viewing experience for audiences. The theatres are designed to provide an unparalleled and luxurious visual, audio and sensory experience, resulting in enhanced customer satisfaction. Some of its cinemas possess various advanced technologies and facilities such as IMAX® and CINITY theatre system, Screen X, 4DX or MX4D motion systems, D-Box seats and Dolby Atmos sound system.

In terms of food safety, upon receipt of food products, cinema staff conduct inspections to ensure they meet the required standards. Products are then stored according to internal guidelines. The staff also conduct regular inspections to ensure that the food products have not expired or do not have mould problems. If there are any packaging defects or other quality problems, the cinema staff promptly contact the supplier for recall and return or replacement of the products. Further internal inspections are then conducted, to ensure that there are no issues with the storage of the products, to avoid any recurrence of the problem.

The Group believes in recognising the support and loyalty of its customers. To appreciate these valuable relationships, the Group has established an exclusive loyalty program for rewarding loyal customers with unmatched privileges and special offers. The Group has also enhanced customer engagement by increasing the use of social media and launching more promotional activities.

Complaints from the customers are independently investigated and handled according to its internal guidelines. During the Year, the Group received 71 customer complaints lodged with the Consumer Council or relevant regulatory bodies which were diligently assessed and addressed in a timely manner.

本集團旗下先進的電影院為觀眾提供高品質的觀賞體驗。電影廳提供無與倫比及奢華的視覺、聽覺及感觀之體驗，顧客滿意度因而獲提升。其部分電影院配備不同領先的科技及設施，如IMAX®及CINITY影院系統、Screen X、4DX或MX4D動感系統、D-Box動感座椅及杜比全景聲音效系統。

食品安全方面，戲院同事在收到食品後進行檢查以確保其符合檢驗標準，然後根據內部指引儲存食品。員工並進行定期檢查以確保食品不會存在過期、發霉等問題。如發現包裝瑕疵或其他品質問題時，戲院同事將迅速聯絡供應商以回收及辦理退貨或換貨，並會進行內部檢查以確保產品儲存沒有出現問題，避免問題重複發生。

本集團對一直給予支持及忠誠的客戶心存感謝。為了感謝彼此重要的關係，本集團已設立尊貴的忠誠會員計劃，以特別的禮遇及優惠回饋忠誠客戶。本集團並通過增加社交媒體的使用和推出更多的推廣活動增強客戶參與度。

客戶投訴均按照內部指引作獨立調查及處理。於本年度，本集團接獲71宗向消費者委員會或相關監管機構作出之客戶投訴，並已仔細評估及即時處理有關投訴。

4.3 Protection of Data 資料保護

The Group places the utmost importance on protecting the privacy of its customers, partners and staff in the collection, handling, safekeeping, use and retention of their personal data. The Group adheres to the applicable data protection regulations and ensures appropriate technical measures are in place to protect personal data against unauthorised disclosure, use or access. The Group also ensures that customers' personal data is securely stored, and used only for the purpose for which it has been collected and such other purposes as expressly consented by customers. Relevant staff are provided with adequate training in compliance with applicable laws on data privacy protection, to strengthen their awareness and to protect personal data against loss, unauthorised access, use, modification or disclosure. In addition, access to the customer database is limited to authorised staff, whilst authentication is required before accessing the data. To reduce the risk of identity theft, the Group takes appropriate measures to dispose of documents that contain customer information.

本集團在收集、處理、保管、使用及保存客戶、合作夥伴及員工的個人資料過程中，對保障彼等的私隱給予最高度的重視。本集團嚴格依循適用的資料保護法例並確保設立適當之技術措施，保障個人資料免被未經授權披露、挪用或存取。本集團亦確保客戶個人資料獲安全妥善地儲存，並只會按收集時指定的用途及經客戶明確同意的其他用途使用。本集團根據資料私隱保護適用法律向相關員工提供充足培訓，以加強彼等的意識及保障個人資料，防止遺失、未經授權獲取、使用、修改或披露。此外，客戶資料庫只容許經授權員工存取，在存取資料前亦須進行驗證。為減低身份盜竊的風險，本集團於處置含有客戶資料的文件方面採取適當措施。

4.4 Protection of Intellectual Property 保護知識產權

The Group protects its intellectual property rights by prolonged use and registration of domain names and various trademarks. The Group has registered trademarks in various classes in Hong Kong, Macau, Malaysia and mainland China. The Group's trademarks and domain names are constantly monitored, and renewed prior to their expiration.

本集團透過持續使用及登記域名與各類商標保障其知識產權。本集團已在香港、澳門、馬來西亞及中國內地註冊多個類別的商標。本集團商標及域名會獲持續監控及於屆滿時續期。

Besides, the Group immediately takes action against any fake news or infringing articles or materials in relation to the Group.

此外，本集團針對任何與本集團有關的欺詐或侵權物品或材料採取即時行動。

4.5 Anti-corruption/Anti-money Laundering 反貪污／反洗錢

In order to enhance ethical corporate culture and practices, the Group has established policies and procedures for anti-corruption, anti-money laundering and counter-terrorist financing.

為提升企業道德文化及常規，本集團已建立反貪污、打擊洗錢及恐怖分子資金籌集之政策及程序。

It is essential for the Group's employees to acquire a better understanding of bribery, extortion, corruption and related acts. In addressing and mitigating corruption risks, a set of guidelines in giving and receiving gifts, or offer in the form of meals, accommodation and entertainment, as well as interacting with government officials, was established to outline acceptable and unacceptable conduct in employees' daily business activities. It targets to ensure every employee adheres to applicable legal requirements and makes ethical business decisions. Special care must additionally be taken to ensure that all business dealings with government officials are conducted in a context that is free from any form of corrupt practices.

The Group has long adopted an Anti-Money Laundering and Counter-Terrorist Financing Policy and Procedure ("AML Policy"). The AML Policy establishes the general framework for combating potential money laundering and financing of terrorism, and provides guidelines for preventing the Group's employees from being misused for money laundering, terrorist financing or other financial crimes. The AML Policy indicates the kind of potentially suspicious transactions or activities that employees should look out for.

The Group has set out the key provisions relating to anti-corruption legislation. The Group has also adopted a whistle-blowing policy and procedures for all levels and operations under the Group, so staff can raise concerns, in confidence, about possible improprieties (such as misconduct and malpractice) in any matter related to the Group. The Group's whistle-blowing policy encourages all internal staff to report actual or suspected improper conduct, in confidence, to their immediate supervisor or department head. These policies and procedures together with the code of conduct can be found in the employee handbook.

During the Year, no legal case regarding corrupt practices was brought against the Group or its employees. Also, no whistle-blowing concerning a criminal offence or misconduct was reported.

本集團之員工必須對賄賂、勒索、貪污及相關行為加深了解。為了針對及減低貪污之風險，本集團已就贈送及收受禮物、提供用餐、住宿及娛樂，以及與政府官員交往制訂一套指引，列明員工日常業務活動中可接受及不可接受的行為。這旨在確保每位員工遵從適用的法律規定及作出合乎道德之商業決定。此外，還必須特別注意確保所有與政府官員進行的所有業務往來在不涉及任何形式的舞弊行為的情況下進行。

本集團多年來一直採納打擊洗錢及恐怖分子資金籌集政策及程序（「打擊洗錢政策」）。打擊洗錢政策確立了打擊潛在洗錢及恐怖主義資金籌集罪行的一般框架，並提供指引防止本集團的員工被濫用於洗錢、資助恐怖主義或其他金融罪行。打擊洗錢政策已列出部分潛在可疑交易或活動的指標，供員工參考。

本集團已制定有關防止貪污法例之主要條文。本集團亦採納一套檢舉政策及程序，讓本集團各層面及業務之員工可在保密的情況下就任何可能影響本集團之不當事宜（如不當及不法行為）進行舉報。本集團的檢舉政策鼓勵所有內部員工在保密的情況下向其直屬上司或部門主管舉報實際或疑似的不當行為。該等政策及程序連同行守則可於員工手冊內查閱。

於本年度，本集團或其員工並無面對任何有關貪污行為之法律起訴案件。同時，亦無涉及刑事罪行或不當行為之個案被舉報。

4.6 Compliance with Relevant Laws and Regulations 遵守相關法律及法規

The Corporate Governance Committee is delegated by the Board to review and monitor the policies and practices on compliance with legal and regulatory requirements, including but not limited to the following ordinances which have significant impact on the Group:

People's Republic of China

- 《電影管理條例》
- 《電影產業促進法》
- 《外商投資電影院暫行規定》及補充規定
- 《數字電影發行放映管理辦法(試行)》
- 《電影院建築設計規範》
- 《食品經營許可管理辦法》
- 《公共場所衛生管理條例》及其實施細則
- 《中華人民共和國消防法》
- 《中華人民共和國勞動合同法》及其實施條例
- 《環境保護法》
- 《中華人民共和國環境影響評價法》
- 《反不正當競爭法》
- 《中華人民共和國食品安全法》
- 《中華人民共和國外商投資法》及其實施條例
- 《中華人民共和國民法典》
- 《中華人民共和國個人信息保護法》
- 《中華人民共和國個人數據安全法》

Hong Kong Special Administrative Region

- Amusement Rides (Safety) Ordinance (Cap. 449, Laws of Hong Kong)
- Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615, Laws of Hong Kong)
- Companies Ordinance (Cap. 622, Laws of Hong Kong)
- Competition Ordinance (Cap. 619, Laws of Hong Kong)

董事會委派企業管治委員會檢視及監察有關法例及法規要求之政策及慣例，包括但不限於以下對本集團有重大影響的法例：

中華人民共和國

- 《電影管理條例》
- 《電影產業促進法》
- 《外商投資電影院暫行規定》及補充規定
- 《數字電影發行放映管理辦法(試行)》
- 《電影院建築設計規範》
- 《食品經營許可管理辦法》
- 《公共場所衛生管理條例》及其實施細則
- 《中華人民共和國消防法》
- 《中華人民共和國勞動合同法》及其實施條例
- 《環境保護法》
- 《中華人民共和國環境影響評價法》
- 《反不正當競爭法》
- 《中華人民共和國食品安全法》
- 《中華人民共和國外商投資法》及其實施條例
- 《中華人民共和國民法典》
- 《中華人民共和國個人信息保護法》
- 《中華人民共和國個人數據安全法》

香港特別行政區

- 《機動遊戲機(安全)條例》(香港法例第449章)
- 《打擊洗錢及恐怖分子資金籌集條例》(香港法例第615章)
- 《公司條例》(香港法例第622章)
- 《競爭條例》(香港法例第619章)

- Employment Ordinance (Cap. 57, Laws of Hong Kong)
- Film Censorship Ordinance (Cap. 392, Laws of Hong Kong)
- Fire Services (Installations and Equipment) Regulation (Cap. 95B, Laws of Hong Kong)
- Inland Revenue Ordinance (Cap. 112, Laws of Hong Kong)
- Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong)
- Places of Public Entertainment Ordinance (Cap. 172, Laws of Hong Kong)
- Prevention and Control of Disease Ordinance (Cap. 599, Laws of Hong Kong)
- Prevention of Bribery Ordinance (Cap. 201, Laws of Hong Kong)
- Public Health and Municipal Services Ordinance (Cap. 132, Laws of Hong Kong)
- 《僱傭條例》(香港法例第57章)
- 《電影檢查條例》(香港法例第392章)
- 《消防(裝置及設備)規例》(香港法例第95B章)
- 《稅務條例》(香港法例第112章)
- 《個人資料(私隱)條例》(香港法例第486章)
- 《公眾娛樂場所條例》(香港法例第172章)
- 《預防及控制疾病條例》(香港法例第599章)
- 《防止賄賂條例》(香港法例第201章)
- 《公眾衛生及市政條例》(香港法例第132章)

Macao Special Administrative Region

- 《民法典》(澳門法例第39/99/M號法令)
- 《商法典》(澳門法例第40/99/M號法令)
- 《合約的一般條款》(澳門法例第17/92/M號法律)
- 《個人資料保護法》(澳門法例第8/2005號法律)
- 《營業稅》(澳門法例第15/77/M號法律)
- 《勞動關係法》(澳門法例第7/2008號法令，本法規的內容已被第134/2020號澳門特別行政區行政長官批示重新公佈)
- 《商業場所、辦事處場所及勞務場所之工作衛生與安全總規章》(澳門法例第37/89/M號法令)
- 《樓宇及場地防火安全的法律制度》(澳門法例第15/2021號法律)
- 《食品安全法》(澳門法例第5/2013號法令)
- 《關於色情及猥褻物品的公開販賣、陳列及展出》(澳門法例第10/78/M號法令)

澳門特別行政區

- 《民法典》(澳門法例第39/99/M號法令)
- 《商法典》(澳門法例第40/99/M號法令)
- 《合約的一般條款》(澳門法例第17/92/M號法律)
- 《個人資料保護法》(澳門法例第8/2005號法律)
- 《營業稅》(澳門法例第15/77/M號法律)
- 《勞動關係法》(澳門法例第7/2008號法令，本法規的內容已被第134/2020號澳門特別行政區行政長官批示重新公佈)
- 《商業場所、辦事處場所及勞務場所之工作衛生與安全總規章》(澳門法例第37/89/M號法令)
- 《樓宇及場地防火安全的法律制度》(澳門法例第15/2021號法律)
- 《食品安全法》(澳門法例第5/2013號法令)
- 《關於色情及猥褻物品的公開販賣、陳列及展出》(澳門法例第10/78/M號法令)

Malaysia

- Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (Act 613, Laws of Malaysia)
- Companies Act 2016 (Act 777, Laws of Malaysia)
- Competition Act 2010 (Act 712, Laws of Malaysia)
- Employment Act 1955 (Act 265, Laws of Malaysia)
- Entertainments Duty Act 1953 (Act 103, Laws of Malaysia)
- Fire Services Act 1988 (Act 341, Laws of Malaysia)
- The Personal Data Protection Act 2010 (Act 709, Laws of Malaysia)

Details on the work of the Corporate Governance Committee are shown in the Corporate Governance Report, which can be found on pages 37 to 38 of the Company's 2022/2023 Annual Report.

The Legal Department works to provide an in-house legal and compliance service that effectively supports various operation units in their duties and day-to-day operation to comply with all applicable laws, rules and regulations.

Updates to the relevant applicable laws, rules and regulations are brought to the attention of relevant employees and relevant operation units from time to time. The management must ensure that business is conducted in accordance with the relevant applicable laws and regulations.

馬來西亞

- Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (Act 613, Laws of Malaysia)
- Companies Act 2016 (Act 777, Laws of Malaysia)
- Competition Act 2010 (Act 712, Laws of Malaysia)
- Employment Act 1955 (Act 265, Laws of Malaysia)
- Entertainments Duty Act 1953 (Act 103, Laws of Malaysia)
- Fire Services Act 1988 (Act 341, Laws of Malaysia)
- The Personal Data Protection Act 2010 (Act 709, Laws of Malaysia)

企業管治委員會之工作詳情載於本公司2022/2023年度報告第37至38頁中之企業管治報告內。

本集團法律部旨在提供內部法務及合規服務，有效支援多個營運單位於其職責及日常營運方面遵守所有適用法律、規則及法規。

相關員工及相關經營單位不時獲悉之相關適用法律、規則及法規之更新資訊。管理層須確保所從事業務乃符合適用之法律及法規。

**COMMUNITY
INVOLVEMENT**
參與社區活動

05

Embracing the mission “From the Community, To the Community”, the Group actively promotes diverse community campaigns spanning elderly welfare, underprivileged communities and environmental conservation initiatives. The Group’s management team also plays an important role in mobilising staff to join all these activities, which are held in tandem with its commitment to sustainable development.

以「取諸社會，用諸社會」為使命，本集團積極推廣多種社區活動，涵蓋長者福利、弱勢社群及環保行動。該等活動與本集團可持續發展之承諾相輔相承，而本集團管理層團隊在動員參與該等活動方面亦擔任重要角色。

5.1 Voluntary Services 義工服務

The Group governmental organisations and charitable organisations, to reach and support needy communities.

本集團持續與非政府組織和慈善組織保持夥伴關係，以伸出援手支持有需要幫助的社群。

Bread Run 麵包收集活動

July to
August 2022
2022年7至8月



In response to Feeding Hong Kong’s call, the Group encouraged its staff to participate in this event by collecting surplus bread from designated bakeries at closing times and bringing them to the food bank of Feeding Hong Kong instantly, in order to provide food to those in need as well as reduce the food waste.

為響應樂餉社的號召，本集團鼓勵員工參與該活動，於臨近關門時段到指定的麵包店收集剩餘麵包，並隨即送至樂餉社的食物銀行，以提供食物予有需要的人士，同時減少浪費食物。

Student Affairs Development Project 學生事務拓展計劃

September 2022
2022年9月



Emperor Group joined hands with the Elsie Tu Education Fund to provide internship opportunities to students from Mu Kuang English School, enabling them to experience working life beyond school. **Emperor Cinemas** participated in this project, which not only enabled the students to understand various businesses in society and accumulate experience, but also enhanced their interpersonal skills and self-confidence.

英皇集團與杜葉錫恩教育基金合作，為慕光英文書院的學生提供實習機會，讓他們體驗學校以外的工作生活。**英皇戲院**參與了這個計劃，不僅能讓學生了解社會上的各種業務及積累經驗，同時也提高了他們的人際交往能力及自信心。

Cognitive Fun Day with Elderly 認知耆樂日

October 2022
2022年10月

In order to raise awareness of senior citizens' brain health, Emperor Foundation co-hosted the "Cognitive Fun Day with Elderly" with Yan Chai Hospital. The Group's volunteers conducted a series of games with elderly members of the community centre under Yan Chai Hospital, and distributed health soup packages and goodie bags sponsored by Emperor Foundation to each of them, to give them care and greetings.

為提升大家對長者腦部健康意識，英皇慈善基金與仁濟醫院合作舉辦「認知耆樂日」。本集團的義工與仁濟醫院社區中心轄下長者會員進行一系列認知遊戲，以及向每位長者派發由英皇慈善基金贊助的保健湯包及福袋，送上關懷與祝福。



“Discover Emperor, The Celebration Walk” Virtual
Charity Tour – Elderly Session
「一喜活現·英皇80年」慈善虛擬導賞活動長者場

October 2022
2022年10月



Co-organised with local cultural enterprise “Walk in Hong Kong”, Emperor Group held the Virtual Charity Tour – Elderly Session of “Discover Emperor, The Celebration Walk” at **Emperor Cinemas**, Citywalk, Tsuen Wan. Emperor Group employed an interactive online broadcast format with an audio-visual guide, combining information on its development with key celebratory moments for Hong Kong people, to enable senior citizens to relive bygone days. Over 80 senior citizens from the beneficiaries, Hong Kong Lutheran Social Service and The Neighbourhood Advice-Action Council, attended the event in person, and over 800 participated online. The Group organised a volunteer team to interact with the senior citizens on site, creating an enthusiastic atmosphere.

英皇集團於荃灣荃新天地之**英皇戲院**舉行「一喜活現·英皇80年」慈善虛擬導賞活動長者場，活動由本地文化企業「活現香港」協辦。英皇集團將其發展蹤跡結合香港人生命中值得慶祝的美好時刻，利用線上直播互動形式配合聲畫導航，與公眾重溫懷舊風情。活動邀請到逾80位來自香港路德會社會服務處及鄰舍輔導會的長者出席，同時逾800位長者透過線上參與。本集團組織義工隊在現場與長者互動，氣氛熾熱高漲。

Sending Love and Care to the Elderly
向長者贈暖送福

November 2022
2022年11月

Emperor Foundation joined hands with Yan Chai Hospital and organised an activity “Sending Love and Care to the Elderly” in which the Group’s volunteers visited elderly singletons and couples living in Butterfly Estate, Tuen Mun, who are in the care of Yan Chai Hospital. They gave them gift bags and healthy soup packs, showing love and care to the elderly.

英皇慈善基金與仁濟醫院攜手籌辦「向長者贈暖送福」活動，由本集團的義工同事逐一登門為由仁濟醫院照顧居於屯門蝴蝶邨的獨居及雙老家庭送上福袋及保健湯包，為他們表達愛與關懷。



Visit to the Elderly

長者探訪

March 2023

2023年3月



The Group joined hands with Bliss District Elderly Community Centre of Hong Kong Christian Service to organise visits to the elderly. The volunteers of the Group and the centre visited elderly singletons and couples living in the district, to understand the lives and challenges of the elderly through interacting with them and listening to their stories, and to send blessings to them.

本集團與香港基督教服務處樂暉長者地區中心攜手合辦長者探訪活動。本集團與該中心的義工一起探訪區內獨居和雙老長者，透過與他們的互動及聆聽他們的故事，了解長者的生活和挑戰，並藉此向他們送上祝福。

Cinema Visit

戲院參觀

June 2023

2023年6月

The Group organised a cinema visit to **Emperor Cinemas** in MOSTown, Ma On Shan, for pupils, teachers and parent volunteers from Yiu Wing Anglo-Chinese Kindergarten. The cinema staff showed the kindergarten pupils around the cinema and introduced their daily routines: the box office staff demonstrated the sales and printing of movie tickets; snack counter staff introduced the food and beverages and arranged a popcorn tasting; ticketing staff demonstrated the checking of movie tickets and arranging admission for customers. Finally, all participants entered a theatre to experiencing a movie show and learn about the audio-visual equipment.

本集團為來自耀榮中英文幼稚園的學生、老師及義工家長於馬鞍山新港城中心之**英皇戲院**安排了戲院參觀活動。戲院員工帶領幼稚園學生參觀戲院及介紹其日常工作—由票房同事示範銷售及列印戲票、小食部同事推介餐飲及安排品嚐爆谷、檢票同事示範檢核戲票及安排顧客入場。最後，所有參加者進入放映院體驗影片播放及了解影音設備。



Pickleball Sports Day
匹克球同樂日

June 2023
2023年6月



The Group's volunteers, together with various business units and artists of Emperor Group, formed a volunteer team to participate in a training course on the emerging sport, Pickleball, jointly organised by the Neighbourhood Advice-Action Council ("NAAC") and BestKall Pickleball Association, to promote the integration of senior citizens and young people, and ensure the senior citizens to keep abreast of market trends and realise self-worth. The Group's volunteers played a friendly match with senior citizens from the Sham Shui Po District Elderly Community Centre and Lei Tung Neighbourhood Elderly Centre in Ap Lei Chau under NAAC, who enjoyed learning a new sport.

本集團聯同英皇集團旗下不同業務單位及藝人組成義工隊，參與鄰舍輔導會及柏斯高匹克球協會一同籌辦的新興運動「匹克球」訓練班，推動長青共融，讓銀髮一族緊貼潮流，實現自我價值。本集團義工與來自鄰舍輔導會轄下深水埗康齡社區服務中心及鴨脷洲利東鄰里康齡中心的長者們進行友誼賽，讓他們享受學習新的運動。

5.2 Charitable Sponsorship and Donations 慈善贊助及捐贈

The Group mobilises its staff to participate in fundraising campaigns to help underprivileged people in the community. Major charity donation and fundraising campaigns during the Year include:

本集團推動員工參與籌款活動，幫助社區弱勢群體。於本年度，主要慈善捐贈及籌款活動包括：

Donation to Priceless Planet Coalition 捐款予Priceless Planet Coalition

September to
December 2022
2022年9至12月



Emperor Group partnered with Mastercard's Priceless Planet Coalition, to put into action the concept of sustainability and give back to the community. HK\$2 is donated for every ticket purchased using Mastercard cards via e-ticketing system of **Emperor Cinemas** in Hong Kong and Macau, supporting the Priceless Planet Coalition's goal of restoring 100 million trees globally by 2025 – thereby making a greater contribution to climate protection and advocating responsible approaches to development.

英皇集團夥拍Mastercard的Priceless Planet Coalition，以行動實踐可持續理念、回饋社會。觀眾在香港和澳門的**英皇戲院**透過網上訂票系統使用Mastercard卡每購買一張電影票，英皇集團便會捐出港幣2元，以支持Priceless Planet Coalition於2025年前在全球種植1億棵樹的目標，藉此對氣候保護作出更大的貢獻，並倡導負責任的發展方式。

Mooncake Donation Campaign 愛心月餅募捐大行動

September 2022
2022年9月

During the Mid-Autumn Festival, excess mooncakes were collected by the Group from staff and donated to a subsidiary of Pok Oi Hospital. The mooncakes were then given to people from ethnic minorities at Tin Shui Wai, to share the joy and celebrate the Mid-Autumn Festival with them.

於中秋節期間，本集團向同事們收集過剩月餅，捐贈至博愛醫院屬下機構，然後轉贈天水圍的弱勢社群，與他們分享喜悅，共度中秋佳節。



Dress Casual Day
公益金便服日

October 2022
2022年10月



This year's theme was "we CARE we WEAR". Participating staff members each donated HK\$70 or more to The Community Chest of Hong Kong, and put on casual wear for dress casual day. Employees joined the campaign and showed their support.

本年主題為「we CARE we WEAR」，每位參與同事均捐出70港元或以上予香港公益金，便可於便服日穿上便服。員工一同參與活動以示支持。

Love Teeth Day
公益愛牙日

December 2022
2022年12月

The Group encouraged colleagues to participate in the "Love Teeth Day", reminding them to take care of their own teeth as well as showing their care to beneficiaries at the same time. Participating staff members who each donated HK\$35 or more to The Community Chest of Hong Kong received a "Love Teeth Day Pack" which included a variety of oral care products.

本集團鼓勵同事參加「公益愛牙日」，藉由活動提醒同事愛護自己牙齒的同時，亦向受助者送上關懷。每位參與同事凡捐款港幣35元或以上予香港公益金，便可獲得包括有各種口腔護理用品之「愛牙日禮包」一份。



Skip Lunch Day
公益行善折食日

March 2023
2023年3月



By making a donation of HK\$35 or more, each donor would receive a Skip Lunch Day coupon as a token of appreciation. Coupon holder could redeem designated items at any Hung Fook Tong outlets in Hong Kong in a specified period. The donation were used to support The Community Chest and its member agencies, to improve the lives of street sleepers, and people living in cage homes and cubicles.

凡捐款港幣35元或以上，每位捐款者即可獲得「折」食愛心券一張。持券者可於指定期間於全港鴻福堂門市換領指定產品。捐款用以支持公益金及其轄下會員機構，幫助露宿者、籠屋及板間房居民改善生活。

5.3 Environmental Conservation 環境保護

The Group is dedicated to promoting environmental awareness through green education. 本集團致力通過綠色教育宣揚環保意識。

Lai See Reuse and Recycle Program

利是封回收重用大行動

February 2023

2023年2月



The Group participated in the “Lai See Reuse and Recycling Program” launched by Greeners Action. Multiple collection points were set up in a number of properties under Emperor Group. The collected lai see packets were processed and sorted by a sheltered workshop, and turned into new lai see packets that will be distributed to the public in the following year, extending the value of paper. Through this program, the Group hopes to encourage its colleagues to put “go green” concepts into practice.

Besides, Emperor Group has signed the Greeners Action Charter on “Eco-Friendly Red Packets” this year, with the aim of reducing waste at source by printing and distributing fewer lai see packets.

本集團參與了由綠領行動舉辦之「利是封回收重用大行動」。多個收集箱設置於英皇集團旗下多個物業。收集後的利是封交由庇護工場處理及分類，製成新生利是封以於翌年派發予公眾，以延續紙張的價值。通過此行動，本集團希望能鼓勵其員工將綠色環保理念付諸實踐。

此外，英皇集團簽署了由綠領行動舉辦的「環保利是封約章」，期望通過減少印製及派發利是封，旨於從源頭推動減少廢物。

Earth Hour

地球一小時

March 2023

2023年3月

The Group's Head Office joined the millions of people around the globe and turned off its office lights in support of WWF's Earth Hour, an annual event to raise awareness of climate change.

為響應世界自然基金會一年一度的「地球一小時」活動，本集團總辦公室與全球數百萬人一同參與關閉辦公室照明燈。活動旨在提高人們對氣候變化的意識。



**APPENDIX:
HKEX ESG
REPORTING GUIDE
CONTENT INDEX**

**附錄：港交所環境、社會及
管治報告指引內容索引**

06

Subject areas 主要範疇	Description 描述	Section 章節
A. Environmental A. 環境		
Aspect A1: Emissions 層面A1：排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	2.1
KPI A1.1 指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	2.4
KPI A1.2 指標A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 直接(範圍1)及能源間接(範圍2)溫室氣體排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	2.4
KPI A1.3 指標A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Not applicable <i>In view of its business nature, the Group does not directly generate any hazardous waste.</i> 不適用 基於其業務性質，本集團不會直接產生大量有害廢棄物。

Subject areas 主要範疇	Description 描述	Section 章節
KPI A1.4 指標A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	2.4
KPI A1.5 指標A1.5	Description of emissions target(s) set and steps taken to achieve them. 描述所訂立的排放量目標及為達到這些目標所採取的步驟。	2.2, 2.4
KPI A1.6 指標A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	2.2, 2.4
Aspect A2: Use of Resources 層面A2：資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	2.1, 2.2
KPI A2.1 指標A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in'000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	2.4
KPI A2.2 指標A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	2.4
KPI A2.3 指標A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	2.2, 2.4
KPI A2.4 指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	Not applicable <i>The Group did not encounter any problems in sourcing water for its daily operations.</i> 不適用 本集團在日常營運中，在覓水源方面並無遇到任何問題。
KPI A2.5 指標A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	Not applicable 不適用

Subject areas 主要範疇	Description 描述	Section 章節
Aspect A3: The Environment and Natural Resources 層面A3：環境及天然資源		
General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	2.1, 2.2
KPI A3.1 指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	2.2
Aspect A4: Climate Change 層面A4：氣候變化		
General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經可能會對發行人產生影響的重大氣候相關事宜的政策。	2.3
KPI A4.1 指標A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	2.3
B. Social B. 社會		
Employment and Labour Practices 僱傭及勞工常規		
Aspect B1: Employment 層面B1：僱傭		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	3.2

Subject areas 主要範疇	Description 描述	Section 章節
KPI B1.1 指標B1.1	Total workforce by gender, employment type (for example, full-or part-time), age group and geographical region. 按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數。	3.1
KPI B1.2 指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	3.1
Aspect B2: Health and Safety 層面B2：健康與安全		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	3.3
KPI B2.1 指標B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年(包括匯報年度)每年因工亡故的人數及比率。	3.3
KPI B2.2 指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	3.3
KPI B2.3 指標B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	3.3
Aspect B3: Development and Training 層面B3：發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	3.4
KPI B3.1 指標B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	3.4
KPI B3.2 指標B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	3.4

Subject areas 主要範疇	Description 描述	Section 章節
Aspect B4: Labour Standards 層面B4：勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	3.2
KPI B4.1 指標B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	3.2
KPI B4.2 指標B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	3.2 Briefly discussed 已概括說明
Operating Practices 營運慣例		
Aspect B5: Supply Chain Management 層面B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	4.1
KPI B5.1 指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	4.1 Briefly discussed 已概括說明
KPI B5.2 指標B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	4.1 Briefly discussed 已概括說明
KPI B5.3 指標B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	4.1
KPI B5.4 指標B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	4.1

Subject areas 主要範疇	Description 描述	Section 章節
Aspect B6: Product Responsibility 層面B6：產品責任		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	4.2
KPI B6.1 指標B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Not applicable 不適用
KPI B6.2 指標B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	4.2
KPI B6.3 指標B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	4.4
KPI B6.4 指標B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	4.2 Briefly discussed 已概括說明
KPI B6.5 指標B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	4.3

Subject areas 主要範疇	Description 描述	Section 章節
Aspect B7: Anti-Corruption 層面B7：反貪污		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	4.5
KPI B7.1 指標B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	4.5
KPI B7.2 指標B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	4.5
KPI B7.3 指標B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	3.4
Community 社區		
Aspect B8: Community Investment 層面B8：社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解發行人營運所在社區需要和確保其業務活動會考慮社區利益的政策。	5
KPI B8.1 指標B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	5
KPI B8.2 指標B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源(如金錢或時間)。	5