



# G-RESOURCES

*(Incorporated in Bermuda with limited liability)*

Stock Code: 1051

## 2022

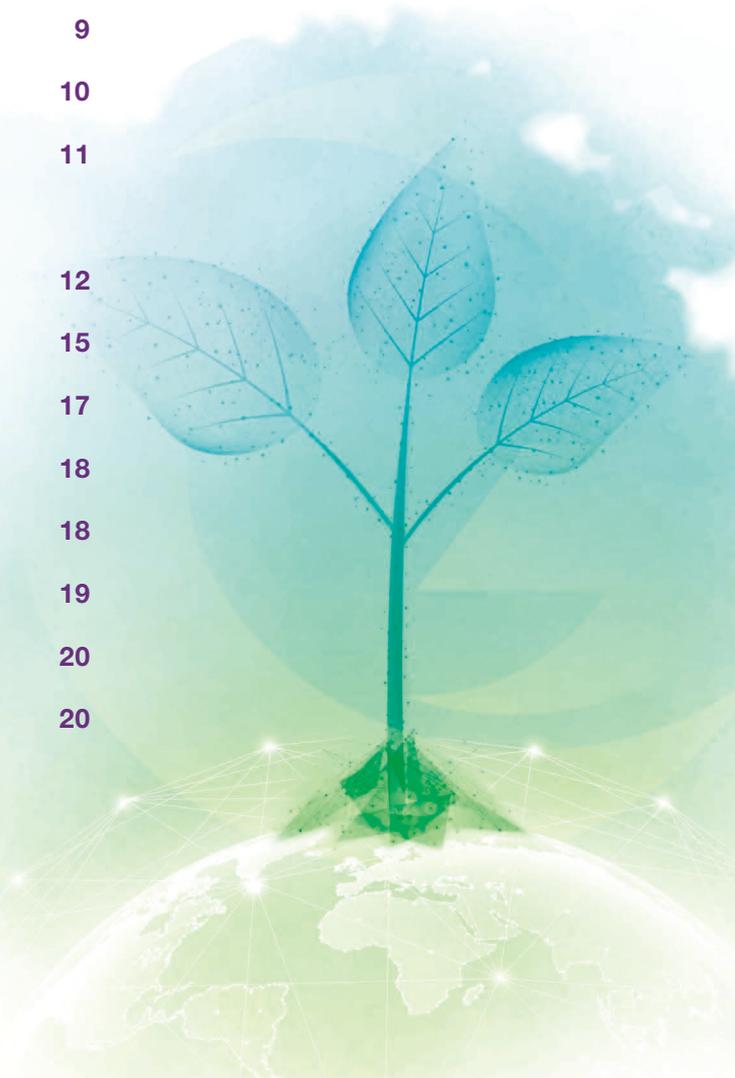
ENVIRONMENTAL,  
SOCIAL AND  
GOVERNANCE REPORT





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## ABOUT THIS REPORT

This is the seventh stand-alone Environmental, Social and Governance (“ESG”) Report (the “Report”) of G-Resources Group Limited (the “Company”) and its subsidiaries (collectively the “Group”). The Group is engaged in financial services, money lending, principal investment and real property businesses. The Report presents our management approach and the performance of environmental and social aspects. This Report should be read in conjunction with our annual report. For corporate governance section, please refer to pages 24–42 of our annual report for the year ended 31 December 2022.

The board of directors of the Company (the “Board”) confirms that it has reviewed and approved the Report which, to the best of its knowledge, addresses all material topics related to the Group’s operations and fairly presents the Group’s performance on each topic.

### Reporting Standard

This Report is prepared in compliance with the ESG Reporting Guide set out in Appendix 27 to the Rules Governing the Listing of Securities (the “Listing Rules”) on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”). This Report is also available in Chinese. In case of any discrepancy between the meanings conveyed by the two versions, the English version shall prevail. The electronic version is released on websites of both the Stock Exchange and the Company.





## Reporting Principles

In compilation of this Report, we follow below reporting principles set out in the ESG Reporting Guide as below:

Reporting Principle	Definition	Our Application
<b>Materiality</b>	Materiality is the threshold at which ESG issues become sufficiently important to investors and other stakeholders that they should be reported.	Materiality assessment has been conducted to identify issues that are of material to the Group and its stakeholders. Relevant information of these issues has been collected and disclosed in a targeted manner.
<b>Quantitative</b>	Key performance indicators should be measurable. Targets can be set to reduce a particular impact. In this way the effectiveness of ESG policies and management systems can be evaluated and validated. Quantitative information should be accompanied by a narrative, explaining its purpose, impacts, and giving comparative data where appropriate.	Comparative and quantitative information has been disclosed in this Report.
<b>Balance</b>	This Report should provide an unbiased picture of the issuer's performance. The Report should avoid selections, omissions, or presentation formats that may inappropriately influence a decision or judgment by the report reader.	This Report has disclosed both achievements and challenges of the Group in an objective way.
<b>Consistency</b>	The issuer should use consistent methodologies to allow for meaningful comparisons of ESG data over time. The issuer should disclose in the ESG report any changes to the methods used or any other relevant factors affecting a meaningful comparison.	Consistent methodology has been used in this Report with necessary explanation on any changes to the methods used as compared to previous years.



## Reporting Period and Scope

The Report covers all operations of the Group and presents information relevant to the ESG management approach and performance for the financial year from 1 January 2022 to 31 December 2022.

## Feedback

Your valuable comments are crucial to our continuous improvement in driving sustainability. Should you have any comments on this report or the Group's sustainability strategy, please contact us at:

Contacts	
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## Board Statement

Though the businesses of the Group have only a minimal impact on the environment, we strive to consider sustainability when taking any decisions and formulating our corporate strategies so as to minimise whatever environmental and social impacts we have on the community.

The Board assumes the ultimate responsibility for addressing all ESG issues and considers them when making decisions about the Group's operations. The Group has set up an ESG Working Group of senior management to manage ESG and related issues. This working group reports to the Board on an annual basis and advise the Board on matters including but not limited to ESG management approach and strategy, material ESG-related risks and opportunities and progress made against ESG-related goals.

ESG-related topics that are considered important are listed and are prioritised after regular engagement with stakeholders. The final list of material topics and their order of priority are assessed and approved by the Board. That becomes the basis for formulation of the Group's ESG management strategy.

The Group's risk management strategy takes ESG issues into consideration to identify and prioritise relevant risks that have a higher likelihood of occurrence and impact on the Group. To address these risks, we have set targets for minimising our impact on the environment, after considering the nature of our business and the current status.

The Board has reviewed and approved this Report and confirms that to the best of its knowledge, the Report has addressed all material topics and fairly presents the performance on each topic.





## ESG MANAGEMENT APPROACH

Growth, Respect, Excellence, Action and Transparency (GREAT) are the principal components of the ideology that drives our ESG management approach. The ultimate responsibility of the Company's ESG performance is that of the Board while actual work is assigned to the management team.



**GROWTH** in value for all our stakeholders



**RESPECT** for our people, our communities and for all stakeholders



**EXCELLENCE** in everything we do



**ACTION** to deliver on our commitments



**TRANSPARENCY** openness, honesty and good governance



## Materiality and Stakeholder Engagement

For identifying risks and opportunities related to ESG and constantly improving performance on the sustainability front, it is necessary to engage with stakeholders and to consider their opinions and suggestions. Therefore, the Group makes it a point to interact with internal and external stakeholders, including investors and shareholders, employees, the government, customers and the community on an ongoing basis, through appropriate channels. The ways we interact with various stakeholders and the channels we use are listed in the table below.

STAKEHOLDERS	ISSUES	ENGAGEMENT CHANNELS
<b>Investors and Shareholders</b>	<ul style="list-style-type: none"> <li>• Corporate governance</li> <li>• Operational risk</li> <li>• Business operation</li> <li>• Disclosure</li> </ul>	<ul style="list-style-type: none"> <li>• Investor conferences and roadshows</li> <li>• Shareholders' meetings</li> <li>• Financial reports and press releases</li> <li>• ESG report</li> </ul>
<b>Employees</b>	<ul style="list-style-type: none"> <li>• Training and development</li> <li>• Remuneration</li> <li>• Occupational health and safety</li> </ul>	<ul style="list-style-type: none"> <li>• Whistleblowing policy</li> <li>• Feedback of training workshops</li> <li>• Remuneration policies</li> <li>• Annual reviews</li> </ul>
<b>The Government</b>	<ul style="list-style-type: none"> <li>• Taxation compliance</li> <li>• Employee protection</li> <li>• Business ethics</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with laws and regulations</li> <li>• Active response to government policy</li> <li>• Ongoing communication with relevant government departments</li> </ul>
<b>Customers</b>	<ul style="list-style-type: none"> <li>• Data privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Company's website</li> <li>• Feedback from front-line employees</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>• Helping people in need and poverty relief</li> </ul>	<ul style="list-style-type: none"> <li>• Support charity organisations in the relevant field</li> </ul>





## A. ENVIRONMENTAL

The nature of our business is office-based. No production is involved and therefore energy consumption is minimal and so are emissions and pollution effects. However, we pay a great deal of attention to whatever adverse impacts our business has on the environment and sustainability. We continuously try to improve the efficiency of resource usage and reduce greenhouse gas (“GHG”) emissions. We not only encourage our employees to help protect the environment but also provide various kinds of training for this purpose.

We have set targets for different aspects of environmental protection and monitor our performance against these targets regularly. These are as shown in the table below:

Aspect	Target	Progress during the year
<b>GHG emissions</b>	Continue to attain the Energywise Certificate with Excellent Level under the Hong Kong Green Organisation Certification (the “HKGOC”)	Attained
<b>Waste</b>	Recycle 90% of paper used	Attained
<b>Energy efficiency</b>	Buy electric equipment only if they have energy efficiency label	Attained
<b>Water usage</b>	Water related equipment must be of Grade 1 efficiency label	Attained

### A1. Emissions

The emissions generated by the Group’s operations are all indirect carbon emissions, from the consumption of purchased electricity for office use. Due to business nature, we do not generate air emissions and direct (scope 1) GHG emissions. In 2022, the total GHG emissions<sup>1</sup> were approximately 86.01 tonnes of carbon dioxide equivalent (“tCO<sub>2</sub>e”) and the intensity was 0.003 tCO<sub>2</sub>e per thousand USD revenue (2021: 109.53 tCO<sub>2</sub>e and 0.002 tCO<sub>2</sub>e per thousand USD revenue). We strive to reduce our GHG emissions through energy saving initiatives, including setting the temperature of air conditioning system at 25 to 27°C, replacing ordinary fluorescent tubes with LED energy-saving tubes, prioritizing the purchase of electronic equipment with energy saving labels, turning off electrical and lighting equipment such as computers, computer screens, lights and printers when idled, installing solar film on windows and reducing brightness of desktop and avoiding the use of screensaver.

Our operations being office-based, generation of hazardous or non-hazardous waste is negligible and we strive to reduce even the small amount of waste we generate by encouraging recycling to the extent feasible. We actively pursue green office initiatives and segregate wastepaper, aluminum cans and plastic waste for facilitating recycling. Separate bins are used for holding the major types of waste and employees are required to dispose wastepaper, aluminum cans and plastic waste in designated bins only. The waste collected in bins is sent to the waste recycling station for further sorting. Electronic waste, such as dysfunctional printers, used toner cartridges, etc. are handed over to the appropriate agency for recycling.

<sup>1</sup> GHG emissions were calculated according to “Greenhouse Gas Protocol” published by the World Resources Institute and World Business Council for Sustainable Development.

During the year, the Company continues to achieve its waste management target by attaining the good level of Wastewi\$e Certificate under the HKGOC, recognising the Company's effort to strive for continuous improvement in avoiding and reducing waste generation in daily operations. We will continue to strengthen our effort in reaching our target to recycle 90% of our paper used. We regularly participate in the Green Low Carbon Day organised by The Community Chest of Hong Kong, which increases awareness of environmental-related issues of our employees.

In 2022, the Company strictly complied with all environmental-related laws and regulations including but not limited to Air Pollution Control Ordinance (Chapter 311 of the Laws of Hong Kong), Water Pollution Control Ordinance (Chapter 358 of the Laws of Hong Kong) and Waste Disposal Ordinance (Chapter 354 of the Laws of Hong Kong). We were not aware of any non-compliance of relevant laws and regulations that have a significant impact on the Company relating to air and GHG emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.



**減廢證書**  
Wastewi\$e  
—Certificate—

## A2. Use of Resources

The Company consumes electricity and water in the course of its daily operations. During the year, total energy consumption in the form of electricity was approximately 121,139 kilowatt-hour ("kWh"), with total energy intensity of 4.51 kWh per thousand USD revenue (2021: 138,643 kWh and 2.19 kWh per thousand USD revenue). The total water consumption of the Company was 173 m<sup>3</sup> and the water intensity was 0.006 m<sup>3</sup> per thousand USD revenue (2021: 241 m<sup>3</sup> and 0.004 m<sup>3</sup> per thousand USD revenue).

During the year, the Group once again achieved its energy saving target by attaining an excellent level of Energywi\$e Certificate under the HKGOC, recognising the Group's effort to strive for continuous improvement in energy saving, including an action plan to conduct administrative control, procure energy efficient appliances, and encourage our employees to use public transport for commuting in order to help reduce GHG emissions.

During the year, the Group did not have any issue in sourcing water that is fit for the purpose. Our operations do not involve use of any packaging materials. As a stepped-up measure to resources conservation, we purchase paper, toilet paper and tissues made from recycled resources and use recycled toner cartridges as much as possible.



**節能證書**  
Energywi\$e  
—Certificate—



## A3. Environment and Natural Resources

### Green Office Initiatives

The Group has been proactive in creating an eco-friendly and sustainable workplace. We have been implementing a series of green office initiatives to conserve energy and other resources.

#### Lighting



- Adopt energy-efficient LED lighting system
- Shut off or reduce use of lighting during lunch breaks unless it is necessary for operations



#### Air Conditioning



- Maintain average room temperature at 25–27°C
- Switch off air conditioning when not in use
- Install solar film on windows to reduce cooling costs



#### Office Equipment



- Adopt energy-efficient printers and refrigerators
- Lower the brightness and disable the use of screensavers on desktop
- Turn off the office appliances when not in use



#### Energy conservation initiatives

#### Paper



- Use electronic equipment (e.g. tablets and projectors) to replace printouts
- Use Forest Stewardship Council (FSC) certified paper
- Reuse envelopes for internal mailing
- Set double-side printing as default



#### Waste



- Recycle paper, obsolete printers and used toner cartridges
- Collected 310 plastic bottles, 278 paper drink packing and 324 aluminum cans for recycling
- Install water purifiers to reduce purchase of bottled water
- Provide sufficient reusable utensils to reduce disposable waste



#### Water



- Encourage conservation of water resources
- Ensure that the water taps are turned off after each use



#### Resources conservation initiatives

The Group is not aware of significant impact we have imposed on the environment and natural resources regarding our office-based business nature. However, we are dedicated to taking up corporate social responsibility by managing our environmental performance. During the year, we have pledged to support Earth Hour 2022 organised by WWF-Hong Kong, as well as No Air Con Night 2022 organised by Green Sense, to promote low carbon living style.



## A4. Climate Change

The Group is very conscious that climate change is an issue that needs to be addressed seriously by all. We leave no stone unturned to identify the risks climate change implies for our business and develop strategies on an ongoing basis, while following what our peers are doing. A Climate Change Policy has been formulated, which lists actions required and taken for addressing climate change.

### Climate Change Policy



Set and implement long-term carbon emissions reduction targets



Consider climate change factors in the procurement process



Access the risks and opportunities brought about by climate change



Develop appropriate risk mitigation measures to deal with climate-related physical risks, including extreme weather events such as typhoons and floodings, as well as climate-related transition risks, including policy change and regulatory updates



## B. SOCIAL

Employees of any company are the key factor that determines its success in business and we believe we are no different. We adopt a “people-oriented” approach and try to provide a healthy and safe working environment to all our employees. We strictly complied with all relevant employment-related laws and regulations in Hong Kong during the year, including but not limited to Employment Ordinance (Chapter 57 of the Laws of Hong Kong), Minimum Wage Ordinance (Chapter 608 of the Laws of Hong Kong), Employees’ Compensation Ordinance (Chapter 282 of the Laws of Hong Kong), Sex Discrimination Ordinance (Chapter 480 of the Laws of Hong Kong), Disability Discrimination Ordinance (Chapter 487 of the Laws of Hong Kong), Family Status Discrimination Ordinance (Chapter 527 of the Laws of Hong Kong) and Race Discrimination Ordinance (Chapter 602 of the Laws of Hong Kong).

### B1. Employment

Competent and diligent workers are necessary for a company to grow its business as well as to address sustainability. We uphold equal opportunity in the process of recruitment and promotion. We ensure that all decisions in this context are made on the basis of merit, performance and professional experience.

We believe it is important to promote diversity and inclusiveness in the internal environment. Discrimination of any kind on the basis of age, gender, marital status, ethnicity, religion or disability in employment related decisions is not tolerated. Besides hiring, we take steps to ensure that no employee is harassed because of prejudices of any sort.

The basic approach to management of human resources is reviewed and revised regularly in order to keep it aligned with market trends in terms of appraisal, remuneration, welfare policies and career development. Assessment of performance and decisions on promotions are always based on transparent and fair considerations, including the need to allow each employee to realise his or her full potential.

During the year, the Company did not contravene any relevant laws and regulations that have a significant impact on the Company relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

## Employee Composition

As at 31 December 2022, the Group had a total of 49 (2021: 68) full-time employees and all are situated in Hong Kong. The breakdown of employees by gender, age group, employment type and geographical region is outlined below:

	2022		2021	
	Number	Percentage	Number	Percentage
<b>By gender</b>				
Male	<b>27</b>	<b>55%</b>	38	56%
Female	<b>22</b>	<b>45%</b>	30	44%
<b>By age group</b>				
<30	<b>4</b>	<b>8%</b>	7	10%
30–50	<b>31</b>	<b>63%</b>	40	59%
>50	<b>14</b>	<b>29%</b>	21	31%
<b>By employment type</b>				
Management	<b>4</b>	<b>8%</b>	5	7%
General Staff	<b>45</b>	<b>92%</b>	63	93%
<b>By geographical region</b>				
Hong Kong	<b>49</b>	<b>100%</b>	68	100%

During the year, our overall turnover rate was 47% (2021: 19%). The employee turnover rate by gender, age group and geographical region was as follows:

	2022	2021 <sup>2</sup>
<b>By gender</b>		
Male	<b>56%</b>	21%
Female	<b>36%</b>	17%
<b>By age group</b>		
<30	<b>75%</b>	43%
30–50	<b>32%</b>	10%
>50	<b>71%</b>	29%
<b>By geographical region</b>		
Hong Kong	<b>47%</b>	19%

<sup>2</sup> The figures have been restated to reflect the actual situation.



## Employee Welfare

Our compensation packages include contribution to mandatory provident fund, paid sick leave, insurance, maternity leave, paternity leave, marriage leave, and compassionate leave, besides other welfare benefits. These are reviewed and revised based on the latest regulations and laws with consideration of regular internal monitoring procedures.

Through deploying a digitised attendance system, employees' working hours and rest days are managed effectively to maintain work-life balance across the Group. Over-time work arrangement is enacted on a fully voluntary basis with meal and transportation subsidies provided to support employees who need to work over-time. Our employee handbook has also set out our policy in relation to compensation and dismissal.

## Employee Communication

The Group is devoted to sustaining a close and caring relationship with its employees. Outbreak of the COVID-19 pandemic posed challenges to us also. We helped employees to follow the norms of social distancing and provided all assistance needed to cope with the situation. We also ensure that employees are able to maintain a balance between work and life. During the year, we offered our staff to participate in an online guided tour of water gathering grounds in the country park of Hong Kong which organised by Green Power. The online guided tour offered our employees a chance to delve into the topics of ecology and history, including the interrelationship between water and ecology, and the concept of ecosystem services. They learned how the ecology of catchment areas can provide people with multiple tangible and intangible services.

The right kind of communication with employees is viewed as necessary and it was particularly so last year because of the pandemic. We value concerns of employees and engage with them through a mutual communication platform, emails, regular meetings, and other channels.



## B2. Health and Safety

Providing a healthy and safe working environment to employees is a priority. To address the situation arising from COVID-19 pandemic, we have adopted a very flexible approach and have allowed employees to work-from-home where feasible. Although sanitisation of offices is quite routine and simple, we provide training to our staff in order to ensure they know how to use chemical disinfectants and pesticides in a safe way. We also engaged certified company to provide office disinfection and disinfectant coating service during the year. This shows our commitment to occupational health and safety.



On a regular basis, we review our internal policies and practices relating to working environment and safety regularly which also helps us ensure full compliance with all applicable laws and regulations and also to prevent any occupational health risks. We provide all possible protection to all employees, mainly by providing them a customised insurance policy. We also help employees to address work stress, health and safety by arranging suitable online workshops and training.

Basically, the nature of our business is such that there are no serious risks at work. The Company has been a member of the Green Cross Group since 2019, enabling it to strive for excellence in occupational safety and health by benchmarking against industry practices and peers in the industry.





During the year, the Company was not aware of any non-compliance of relevant laws and regulations that have a significant impact on the Company relating to providing a safe working environment and protection of employees from occupational hazards including but not limited to Occupational Safety and Health Ordinance (Chapter 509 of the Laws of Hong Kong). There were no work-related injuries or deaths of employees for the past three years; thus, there were no lost days due to work injury.



Develop office layouts based on ergonomic and safety-related designs to ensure that fire exits are not blocked



Regular inspections to ensure fire safety standards are met



Appoint a professional cleaning company to clean and disinfect offices and equipment on a regular basis



Use of air-conditioned ventilation helps to maintain a work environment with a suitable temperature

***Initiatives for maintaining an occupationally safe workplace***



### B3. Development and Training

We believe we can be successful in the long-term only if our employees are competent and diligent. For this we have to ensure that employees are equipped with needed skills and information. Besides ensuring performance, providing adequate training to employees also helps them maximise their personal and professional potential which in turn helps the Group attract and retain top-class talent. The human resources department is responsible for drawing and implementing training plans in consultation with heads of various departments.

We regularly invite professionals to share their understanding of industry trends and new developments, as well as any changes in relevant laws and regulations with our employees. Those wanting to attend outside training programmes and seminars are helped by way of subsidising the fees of the same. These measures help our staff improve professional knowledge and perform better at work.

Performance of individual employees is assessed in a scientific and transparent manner and outstanding performance is recognised appropriately by way of rewards and awards. Our performance review system includes annual evaluations based on reports from immediate superiors. Salary adjustment, promotion, position transfer and other related decisions are based on these evaluations.

The following sets out the average training hours and percentage of employees trained by gender and employment type:

	Average Training Hours <sup>3</sup>		Percentage of Employees Trained <sup>4</sup>	
	2022	2021 <sup>5</sup>	2022	2021 <sup>5</sup>
<b>By gender</b>				
Male	6	7	76%	93%
Female	8	9	77%	89%
<b>By employment type</b>				
Management	9	10	80%	100%
General Staff	7	8	76%	91%

<sup>3</sup> The average training hour is calculated based on the total number of training hours for employees (including those who left employment) during the reporting period in the specific group divided by the total number of employees as of 31 December and employees who left employment during the reporting period in that specific group, for a more accurate reflection of the training resources invested by the Group.

<sup>4</sup> Employee training percentage is calculated based on the number of employees trained in the specific group during the reporting period divided by the total number of employees in the specific group as of 31 December (including those who left employment), for a more accurate reflection of the ratio of employees trained by gender and employment type.

<sup>5</sup> The figures have been restated to reflect the actual situation.





## B4. Labour Standards

The rights of employees in accordance with labour laws are respected by the management of the Company. We adhere to all relevant laws and regulations in recruitment and child or forced labour are strictly prohibited. We insist that all new employees declare that they are aged 18 or above and demonstrate that by presenting appropriate identification documents.

Since our operations are mainly located in Hong Kong where risks of child and forced labour are minimal, the Group considers that it is immaterial to establish steps taken to eliminate such practices when child or forced labour are discovered.

During the year, the Company did not contravene any relevant laws and regulations that have a significant impact on the Company relating to preventing child and forced labour including but not limited to Employment Ordinance (Chapter 57 of the Laws of Hong Kong). The Company did not identify any incidents relating to the use of child or forced labour.

## B5. Supply Chain Management

Relationships with suppliers are accorded high priority by the Group and therefore it communicates with them regularly to ensure smooth business operations, as well as adequate attention to sustainability issues by suppliers. The nature of our business is such that we do not have many suppliers. Nevertheless, we do interact regularly with suppliers on ESG related issues. The Group's Board and senior management keep a watchful eye on ESG-related risks throughout the supply chain, and regularly review the effectiveness of our control measures. We are committed to finding ways to improve and further strengthen our supplier management approach. Based on our investigations, we have not found any suppliers to be of "high risk". We focus on partnering with companies that share our values, and prioritise environmental and social responsibilities as our suppliers. When selecting suppliers, we take into consideration their commitment to fulfilling ESG responsibilities.

To uphold our responsibility in environmental protection, we would prioritise the purchase of environmentally friendly office supplies during procurement, such as electronic equipment with energy saving labels, LED lights and recycled paper.

Major purchases are of office equipment, amenities and consumables and sourcing is based on product and service quality, reliability and fulfilment of social responsibility by the supplier.



## B6. Service Responsibility

Ensuring quality of products and services supplied to customers is one of the most important priorities. It is ensured by the Group that intellectual property rights of others aren't infringed. We procure products from legitimate sources only.

In order to provide financial services to customers at the highest standards and maintain smooth transactions, an unexpected system failure or even delay in execution of transactions because of technological glitches is something we watch out for because an incident of this nature can cause serious losses for clients. We strive to maintain the highest standards of service and have a systematic emergency plan in place. Regular emergency drills are conducted.

The Group attaches high importance to maintenance of good relations with its customers and its corporate image. Any complaints from customers are handled in accordance with procedures prescribed and documented in our Internal Control and Operation Manual. All employees are encouraged to express their opinions on our policies and actions. Even when clients submit complaints verbally, records of the same are maintained meticulously. When complaints are submitted in writing they are processed by responsible officers of the Company. The Board is informed of complaints received and is apprised of outcome of processing. Confidentiality of the complaint is viewed as an important responsibility. During the year, we did not receive any complaint in relation to our products and services.

Our operations are in strict compliance with relevant laws and regulations, including but not limited to Securities and Futures Ordinance (Chapter 571 of the Laws of Hong Kong), Money Lenders Ordinance (Chapter 163 of the Laws of Hong Kong) and Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Chapter 615 of the Laws of Hong Kong).

Due to our business nature, labelling and advertising are not applicable.

## Data Privacy Protection

It is equally important for the Group to maintain data security and privacy of its own and that of its customers and business partners. Our business is such that we have process a very large quantity of data pertaining to clients with very diverse businesses and backgrounds. We follow in letter and in spirit the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), in order to protect all customer data from misuse, loss, damage or corruption.

We have in place a series of codes of conduct that cover all services, particularly to protect client privacy and prevent the risk of data leakage. Unauthorised access, copying, dissemination or disclosure of clients' confidential information are prohibited systematically and concerned employees are trained for this purpose regularly.

During the year, the Company was not aware of any non-compliance of relevant laws and regulations that have a significant impact on the Company relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.





## B7. Anti-corruption

Honesty and integrity of conduct is paramount to the Group. Bribery, fraud, and corruption are dealt with severely by our management to keep unethical practices at bay. All personnel are required to follow all applicable laws and regulations, including the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong). Our staff is required not to engage in inappropriate behavior or malpractices that may endanger interests of our customers and other stakeholders.

To identify and investigate unethical behaviours effectively, a whistleblowing policy is set up by the Audit Committee of the Company, encouraging employees, customers, suppliers and other stakeholders of the Group to raise concerns and report any suspected misconducts related to corruption to the Company in a confidential manner. The Group also adopted an anti-corruption policy to maintain a high standard of integrity and anti-corruption regulations. If the case is found to involve criminal offence, it is referred to the Independent Commission Against Corruption for further investigation.

During the year, we have arranged over 19.5 hours of training in terms of regulations, anti-corruption and financial risks etc. for our directors and staff.

During the year, the Company recorded zero concluded legal cases regarding corrupt practices and was not aware of any non-compliance with relevant laws and regulations that have a significant impact on the Company relating to bribery, extortion, fraud and money laundering.

## B8. Community Involvement

The Group strives to fulfil its share of social responsibilities. We volunteer to participate in charitable projects and give donations where appropriate to demonstrate that we are a part of the community. We also encourage our employees to volunteer for social work which helps us strengthen ties to the community.

Environmental problems are one of our Group's main areas of involvement. The Group is devoted to participating in a variety of community activities in order to raise environmental awareness among its members and the general public.

During the year, we encouraged our employees to participate in Dress Casual Day, Love Teeth Day, Skip Lunch Day and Green Low Carbon Day organised by The Community Chest of Hong Kong. We also volunteered in the bread collection voluntary activity organised by Feeding Hong Kong. To raise employees' environmental consciousness, we support Earth Hour 2022 organised by WWF-Hong Kong, No Air Con Night 2022 organised by Green Sense, as well as Mooncake Box Recycling Drive 2022 organised by Greeners Action. Looking ahead, the Group will continue to refine our strategies in taking its corporate social responsibility for building a more connected society. The Group donated approximately HK\$3,200.