



# Environmental, Social and Governance Report

環境、社會  
及管治報告

# 2019



Amuse Group Holding Limited  
佰悅集團控股有限公司

(incorporated in the Cayman Islands with limited liability)  
(於開曼群島註冊成立之有限公司)

(Stock code 股份代號 : 8545)

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## FOREWORD

### 前言

Amuse Group Holding Limited (the “**Company**”) and its subsidiaries (the “**Group**”) primarily adopt the principles of the Environmental, Social and Governance Reporting Guide (the “**ESG Reporting Guide**”) as set out in Appendix 20 to the Rules Governing the Listing of Securities of the GEM Listing Rules made by The Stock Exchange of Hong Kong Limited and satisfied the “comply or explain” provisions of the ESG Reporting Guide, with an aim to establish a sound environmental, social and governance structure.

This year, the Company is pleased to present its Environmental, Social and Governance Report, which aims to demonstrate its efforts on sustainability developments to both internal and external stakeholders.

This report comprises the review of environment, social and governance areas, which sets out the Group’s policies and practices as well as certain major subsidiaries’ policies and practices in respect of three environmental aspects and eight social aspects in accordance with ESG Reporting Guide for the year ended 31 March 2019 (the “**Year 2019**”). This report is designed to allow the Company’s stakeholders, such as the Board, employees, Government/regulatory authorities, customers, suppliers and communities to have a comprehensive understanding of the long-term sustainability information of the Group. The Group seeks to balance the views and interests of these stakeholders through constructive conversation with a view to setting the course for long term prosperity.

For the environmental aspect, this report will focus on the Bestone Creative Development Limited, Sentinel International Co., Limited, Lai Ga Toys Co., Limited, D4 Toys Co., Limited and Moon One Toys Co., Limited which are design, marketing and sale of toys and related products.

The Group has a head office located in Hong Kong (“**HK Office**”) and retail distribution platforms including online stores and a flagship store located in Hong Kong.

佰悅集團控股有限公司(「**本公司**」)及其附屬公司(「**本集團**」)主要採用香港聯合交易所有限公司GEM證券上市規則附錄二十所載環境、社會及管治報告指引(「**環境、社會及管治報告指引**」)之原則並符合環境、社會及管治報告指引之「不遵守就解釋」條文，旨在建立良好的環境、社會及管治架構。

本年度，本公司欣然提呈其環境、社會及管治報告，旨在向內部及外部利益相關者展示其於可持續發展方面之努力。

本報告包括對環境、社會及管治範圍之檢討，當中載列本集團及若干主要附屬公司於截至二零一九年三月三十一日止年度(「**二零一九年度**」)根據環境、社會及管治報告指引就三個環境範疇及八個社會範疇之政策及慣例。本報告旨在讓本公司利益相關者(如董事會、僱員、政府／監管機構、客戶、供應商及社區)對本集團長期可持續發展資料獲得全面理解。本集團致力透過建設性對話平衡此等利益相關者之意見及利益，旨在為長期繁榮指明方向。

就環境範疇而言，本報告將集中於盈天創意發展有限公司、千值練國際有限公司、禮嘉玩具有限公司、D4 Toys Co., Limited及月一玩具有限公司，該等公司均從事設計、市場推廣及銷售玩具及相關產品。

本集團於香港設有總辦事處(「**香港辦事處**」)及零售分銷平台，包括網店及一間位於香港之旗艦店。

## FOREWORD

### 前言

This report has primarily highlighted the major efforts and performance in relation to three environmental aspects and eight social aspects in Year 2019.

本報告主要概述於二零一九年度就三個環境範疇及八個社會範疇作出之主要努力及表現。



## STAKEHOLDER ENGAGEMENT

### 利益相關者參與

Stakeholder engagement plays a core role in the sustainability of the Group. The Group fully appreciates the needs to build both online and offline communication channels and to provide stakeholders with timely reports on strategic planning and performance of the Group in order to establish a continuing communication mechanism with the stakeholders. In addition, the Group consults all stakeholders on its recommendations and propositions to ensure its business practices can meet the expectations of the stakeholders.

The stakeholders include the shareholders, governments and regulatory bodies, employees, customers, suppliers and society and the public. The Group discusses with the stakeholders through various channels for their expectations and relevant feedback of the Group as below:

利益相關者參與在本集團的可持續發展中發揮核心作用。本集團深明需要透過設立線上及線下溝通渠道，以及適時向利益相關者提供本集團的策略計劃及表現報告，以與利益相關者建立持續溝通機制。此外，本集團向所有利益相關者諮詢建議及提議，以確保其業務的實踐方式符合利益相關者之期望。

利益相關者包括股東、政府及監管機構、僱員、客戶、供應商及社會和大眾。本集團與利益相關者通過各類渠道討論彼等對本集團的期望和相關反饋意見，列載如下：

Stakeholders 利益相關者	Expectations 期望	Communication and feedback 溝通及反饋意見
Shareholders 股東	<ul style="list-style-type: none"><li>Financial results 財務業績</li><li>Corporate transparency 企業透明度</li><li>Sound risk control 良好風險管控</li></ul>	<ul style="list-style-type: none"><li>Improving profitability 改善盈利能力</li><li>Regular information disclosure 定期資料披露</li><li>Optimising risk management and internal control 優化風險管理及內部監控</li></ul>
Governments and regulatory bodies 政府及監管機構	<ul style="list-style-type: none"><li>Compliance with laws and regulations 遵守法律及法規</li><li>Tax payment in accordance with laws 根據法律繳納稅項</li></ul>	<ul style="list-style-type: none"><li>Compliance operation 合規營運</li><li>Tax payment in full and on time 悉數及按時繳付稅項</li></ul>

## STAKEHOLDER ENGAGEMENT

### 利益相關者參與

Stakeholders 利益相關者	Expectations 期望	Communication and feedback 溝通及反饋意見
Employees 僱員	<ul style="list-style-type: none"> <li>• Career development platform 職業發展平台</li> <li>• Salary and benefits 薪金及福利</li> <li>• Safe working environment 安全工作環境</li> </ul>	<ul style="list-style-type: none"> <li>• Promotion mechanism 晉升機制</li> <li>• Competitive salary and employee benefits 優厚薪金及僱員福利</li> <li>• Providing trainings for employees and strengthen their safety awareness 為僱員提供培訓及加強彼等的安全意識</li> </ul>
Customers 客戶	<ul style="list-style-type: none"> <li>• Customer information security 客戶信息安全</li> <li>• Customer privacy protection 客戶隱私保護</li> </ul>	<ul style="list-style-type: none"> <li>• Customer rights and interests protection 客戶權利及權益保護</li> <li>• Compliance marketing 合規營銷</li> </ul>
Suppliers 供應商	<ul style="list-style-type: none"> <li>• Integrity cooperation 誠信合作</li> <li>• Business ethics and credibility 商業道德及信譽</li> </ul>	<ul style="list-style-type: none"> <li>• Building a responsible supply chain 建立負責供應鏈</li> <li>• Performing the contract according to law 根據法律履行合約</li> </ul>
Society and the public 社會及大眾	<ul style="list-style-type: none"> <li>• Environmental protection 環保</li> <li>• Employment opportunities 僱傭機會</li> </ul>	<ul style="list-style-type: none"> <li>• Putting into use environmental protection and energy saving equipment 使用環保及節能設備</li> <li>• Providing employment opportunities 提供僱傭機會</li> </ul>

## MATERIALITY ASSESSMENT

### 重要性評估

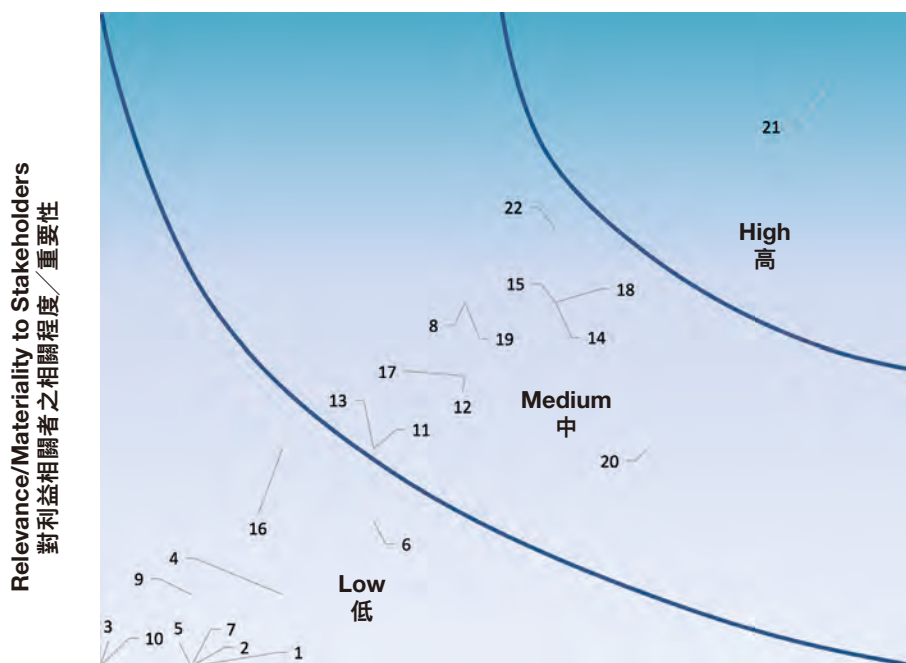
In Year 2019, the Company conducted a comprehensive materiality assessment. This involved conducting interviews and/or surveys with internal and external stakeholders to identify which areas have the most significant operating, environmental and social impacts towards their business.

With reference to the scopes as required under the ESG Reporting Guide and taking into consideration of the corporate business characteristics, we have identified and confirmed 22 issues, which cover environmental, training and development, occupational health and safety, labour standards in supply chain, corporate governance, customer privacy, anti-corruption and community investments.

於二零一九年度，本公司已進行全面重要性評估，涉及與內部及外部利益相關者進行面談及／或調查，以識別對其業務之經營、環境及社會影響而言最重要之方面。

經參考環境、社會及管治報告指引所規定之範圍，以及經考慮企業業務特點，我們已識別及確認22個問題，涵蓋環保、培訓及發展、職業健康與安全、供應鏈勞工標準、企業管治、客戶私隱、反貪污及社區投資。

**Materiality of Environmental, Social and Governance Issues**  
環境、社會及管治問題重要性



**Relevance/Materiality to Business**  
對業務之相關程度／重要性



## MATERIALITY ASSESSMENT

### 重要性評估

#	Issues	Category	Result
#	問題	類別	結果
1.	Greenhouse gas emissions 溫室氣體排放	Environmental issues 環境問題	Low 低
2.	Energy consumption 能源消耗	Environmental issues 環境問題	Low 低
3.	Water consumption 用水	Environmental issues 環境問題	Low 低
4.	Waste 廢物	Environmental issues 環境問題	Low 低
5.	Saving energy measures 節能措施	Environmental issues 環境問題	Low 低
6.	Use of raw materials and packaging materials 使用原材料及包裝物料	Environmental issues 環境問題	Low 低
7.	Utilization of energy resources 使用能源資源	Environmental issues 環境問題	Low 低
8.	Use of chemicals 使用化學品	Environmental issues 環境問題	Medium 中
9.	Local community engagement 當地社區參與	Social issues 社會問題	Low 低
10.	Community investment 社區投資	Social issues 社會問題	Low 低
11.	Occupational health and safety 職業健康與安全	Social issues 社會問題	Medium 中
12.	Labour standards in supply chain 供應鏈勞工標準	Social issues 社會問題	Medium 中
13.	Training and development 培訓與發展	Social issues 社會問題	Medium 中
14.	Employee welfare 僱員福利	Social issues 社會問題	Medium 中
15.	Inclusion and equal opportunities 包容及平等機會	Social issues 社會問題	Medium 中
16.	Talent attraction and retention 吸引及挽留人才	Social issues 社會問題	Low 低
17.	Economic value generated 所產生經濟價值	Operating issues 經營問題	Medium 中
18.	Corporate governance 企業管治	Operating issues 經營問題	Medium 中
19.	Anti-corruption 反貪污	Operating issues 經營問題	Medium 中
20.	Supply chain management 供應鏈管理	Operating issues 經營問題	Medium 中
21.	Customer satisfaction 客戶滿意度	Operating issues 經營問題	High 高
22.	Customer privacy 客戶私隱	Operating issues 經營問題	Medium 中

In addition to compliance with the ESG Reporting Guide, the Group have also included more details of the issues to which the stakeholders pay greater attention in the Report. Meanwhile, the materiality assessment results will provide the Group with guidance on formulating strategic objectives and plans to resolve the ESG issues for the coming year, as well as on continuing to push forward its sustainability development.

除遵守環境、社會及管治報告指引外，本集團亦於報告中加入了更多利益相關者更為關注之問題詳情。同時，重要性評估結果將為本集團就制定策略目標及計劃以解決來年環境、社會及管治問題提供指引，以及就繼續推進其可持續發展提供指引。



## EMISSIONS

### 排放物

As mentioned above, the Group is principally engaged in design, marketing, distribution and retail sales of toys and related products. The amount of the Group's atmospheric emission, greenhouse gas emission, water and land pollution, as well as generation of hazardous and non-hazardous wastes are minimal compared to mining or manufacturing business in the Year 2019.

During the Year 2019, the major emissions of the HK Office were: (i) greenhouse gases generated from the electricity consumption; (ii) greenhouse gases generated from the paper waste disposal at landfills; and (iii) greenhouse gases generated from water consumption.

誠如上文所述，本集團主要從事設計、市場推廣、分銷及零售玩具及相關產品。於二零一九年度，與採礦或生產業務相比，本集團的大氣排放物、溫室氣體排放、向水及土地排污以及產生之有害及無害廢物極少。

於二零一九年度，香港辦事處之主要排放物為：(i)用電產生之溫室氣體；(ii)於堆填區處置之廢紙所產生之溫室氣體；及(iii)用水產生之溫室氣體。

### Greenhouse Gas ("GHG") Emissions from Operations

### 因營運產生的溫室氣體（「溫室氣體」）排放

Sources 來源	Unit 單位	2019 二零一九年	2018 二零一八年
GHG emission (Scope 1) 溫室氣體排放（範圍1）	Kg CO <sub>2</sub> e 千克二氧化碳當量	—	—
GHG emission (Scope 2)* 溫室氣體排放（範圍2）*	Kg CO <sub>2</sub> e 千克二氧化碳當量	6,532	5,709
GHG emission (Scope 3)* 溫室氣體排放（範圍3）*	Kg CO <sub>2</sub> e 千克二氧化碳當量	772	21
Total GHG emission 溫室氣體排放總量	Kg CO <sub>2</sub> e 千克二氧化碳當量	7,304	5,730
Total area of operations 總經營面積	Square meter ("M <sup>2</sup> ") 平方米（「平方米」）	410	365
GHG emission Intensity (Total GHG emission/ Total area of operations) 溫室氣體排放強度（溫室氣體排放總量／ 總經營面積）	Kg CO <sub>2</sub> e/M <sup>2</sup> 千克二氧化碳當量／ 平方米	17.8	15.7

Scope 1: It represents the petrol, diesel oil from consumption of motor vehicles and machine.

範圍1：指汽車及機器消耗的石油、柴油。

Scope 2: It represents the electricity purchased from power suppliers.

範圍2：指向供電商購買的電力。

Scope 3: It represents the paper waste disposed at landfills and water used.

範圍3：指於堆填場棄置的廢紙及所用的水。

\* The emission factor is sourced from the CLP Power Hong Kong Limited sustainability reports for 2018 and HK Electric Investments sustainability reports for 2018. The figures are calculated in accordance with the "Reporting Guidance on Environmental KPIs".

\* 排放因子乃摘自中華電力有限公司的二零一八年可持續發展報告及港燈電力投資的二零一八年可持續發展報告。該等數字根據「環境關鍵績效指數報告指引」計算得出。

## EMISSIONS

### 排放物

#### Environmental Performance from Operations

#### 營運之環境績效

Sources 來源	Unit 單位	2019 二零一九年	2018 二零一八年
Hazardous waste produced 所產生之有害廢物	Kg CO <sub>2</sub> e 千克二氧化碳當量	<i>Note 1</i> <i>附註1</i>	<i>Note 1</i> <i>附註1</i>
Intensity 強度	Kg CO <sub>2</sub> e/M <sup>2</sup> 千克二氧化碳當量／平方米	<i>N/A</i> 不適用	<i>N/A</i> 不適用
Non-hazardous waste produced 所產生之無害廢物	Kg CO <sub>2</sub> e 千克二氧化碳當量	1,460	1,643
Intensity 強度	Kg CO <sub>2</sub> e/M <sup>2</sup> 千克二氧化碳當量／平方米	3.6	4.5

*Note 1:* Hazardous waste produced by the Group is minimal, therefore, no relevant figure is quantified.

*附註1:* 由本集團產生之有害廢物極少，因此並無量化相關數字。

There is no hazardous waste produced from the operations of HK Office and flagship store. Non-hazardous waste produced from the operations in Hong Kong is mainly comprised of HK Office and the flagship store.

香港辦事處及旗艦店之經營並無產生有害廢物。香港之經營所產生之無害廢物主要包括香港辦事處及旗艦店。

#### Compliance with relevant laws and regulations

The Group is not aware of any material non-compliance with the Waste Disposal Ordinance, Product Eco-responsibility Ordinance and other applicable laws and regulations that have a significant impact relating to air and greenhouse gas emissions, discharging into water and land, generation of hazardous and non-hazardous waste of the Group during the Year 2019.

In addition, no significant fine or non-monetary sanction for non-compliance with relevant laws and regulations has been reported in the Year 2019.

#### 遵守相關法例及法規

於二零一九年度，本集團並不知悉任何嚴重違反《廢物處置條例》、《產品環保責任條例》及與本集團大氣及溫室氣體排放、向水及土地排污、產生之有害及無害廢物有關且造成重大影響的其他適用法例及法規之事件。

此外，於二零一九年度並無有關違反相關法例及法規之大筆罰款或非貨幣制裁之匯報。

## USE OF RESOURCES

### 資源使用

The Group is committed to minimize the impacts on the environment of its business activities and has been supporting environmental protection. In particular, a number of initiative measures designed to conserve resources has been introduced so as to promote employees' awareness of resources conservation in order to achieve efficient use of resources.

本集團致力將其業務活動對環境的影響減至最低並支持環保。具體而言，本集團已推出多項節約資源的措施以提高僱員對節約資源的意識，從而達到有效使用資源。

### Relevant Consumptions from Operations

### 經營之相關消耗

Sources 來源	Unit 單位	2019 二零一九年	2018 二零一八年
<b>Energy Consumption</b>			
<b>能源消耗</b>			
Electricity consumption 用電量	KWh 千瓦時	11,763	11,194
Electricity consumption intensity 用電強度	KWh/M <sup>2</sup> 千瓦時／平方米	28.7	30.7
<b>Water Consumption</b>			
<b>用水</b>			
Water consumption 用水量	Cubic metre ("M <sup>3</sup> ") 立方米(「立方米」)	6.05	1.8
Water consumption intensity 用水強度	M <sup>3</sup> /M <sup>2</sup> 立方米／平方米	0.015	0.005
<b>Packaging material Consumption</b>			
<b>包裝物料消耗</b>			
Packaging material used for finished products 用於製成品的包裝物料	Kg 公斤	96	1,095
Packaging material used intensity 所用包裝物料強度	Kg/M <sup>2</sup> 公斤／平方米	0.23	3.0

## USE OF RESOURCES

### 資源使用

Regarding measures to mitigate emissions, the Group closely monitors the level of energy consumption, greenhouse gas emissions and wastes disposal of its HK Office and flagship store. Every year, the Group is required to set its respective energy and carbon reduction targets and come up with feasible measures to achieve them. The details and results achieved are listed as follows:

就減少排放措施而言，本集團密切監察其香港辦事處及旗艦店的能源消耗、溫室氣體排放及廢物處置水平。每年，本集團須設定其相關節能減碳目標，並構思可行的措施以達到該等目標。詳情及成果列示如下：

Projects 項目	Details and results achieved 詳情及成果
Light-emitting diode (LED)	Part of lightings in the HK Office and flagship store has been installed with LED, instead of compact fluorescent lamps, to reduce electricity consumption.
發光二極管 (LED)	香港辦事處及旗艦店的部分照明已採用LED取代緊湊型熒光燈，以減少用電量。
Water conservation	The staff strictly controls the usage of water resources in the HK Office. All staff was encouraged to save water at pantry. As a result, consumption of water has been reduced.
節約用水	香港辦事處的員工嚴格控制水資源的使用。鼓勵所有員工在使用茶水間時節約用水。因此，用水量有所減少。
Air-conditioners	More energy efficient air conditioners were selected in Year 2019 thus reducing the relevant consumption of electricity.
空調	我們於二零一九年度挑選更多節能的空調，因而使相關用電量得以減低。
Non-Hazardous waste	Non-hazardous waste from the HK Office and the flagship store include consumables, household wastes, paper and paper boxes. The HK Office and the flagship store have made their best effort to minimise their impact on the environment by using recyclable paper and paper boxes. The HK Office and the flagship store promotes separation of wastes such as cartons and plastic bottles, which are placed in designated areas to be collected by recyclers.
無害廢物	香港辦事處及旗艦店的無害廢物包括消耗品、家居廢物、紙張及紙箱。透過使用可回收紙張及紙箱，香港辦事處及旗艦店已致力將其對環境的影響減至最低。香港辦事處及旗艦店鼓勵分類硬紙盒及塑膠樽等廢物，該等廢物放置於指定區域，回收商在有關區域進行收集。

## USE OF RESOURCES

### 資源使用



LED lightings in the HK Office  
香港辦事處的LED照明



Recycle paper is used  
使用可回收紙張

As mentioned in the “EMISSIONS” section above, the Group has a series of policies and procedures to minimise the electricity consumed by the employees in the HK Office and the flagship store. In addition, multi-function devices with printing, scanning and photo copying are extensively used. Employees are encouraged to switch on the computers only when in use and to switch off after office hours. For policies on the efficient use of water resources in the HK Office and the flagship store, staffs are encouraged to save water at pantry. The drinking water containers are well maintained to prevent leakage. For policies on packaging materials, all staff is encouraged to use recyclable paper boxes.

誠如上文「排放物」一節所述，本集團設有一連串政策及程序，以將香港辦事處及旗艦店僱員所用電力減至最低。此外，我們廣泛使用具備打印、掃描及影印功能的多功能設備。我們鼓勵僱員僅在使用時開啟電腦，並在辦公時間外將電腦關閉。在香港辦事處及旗艦店有效使用水資源的政策方面，我們鼓勵員工在使用茶水間時節約用水。飲用水容器亦獲妥善存置以防滲漏。在包裝物料政策方面，我們鼓勵所有員工使用可回收紙箱。

## THE ENVIRONMENT AND NATURAL RESOURCES

### 環境及自然資源

The Group encourages all employees to participate in different kinds of recycling activities and minimize the use of natural resources. In the Year 2019, there is no significant impact on the environment and natural business from the operations of the Group.

In the Year 2019, the Group actively adopted environmental protection measures in its HK Office and the flagship store, including (i) priority use of energy-saving lighting and electrical appliances; (ii) turning off electric equipment and lighting during non-office hours; and (iii) reuse of papers and driving forward paperless office gradually. In addition, the Group also encourages its employees to save resources, cherish food and avoid waste of resources as a beginning.

The impact on the environment and natural resources from the HK Office and flagship store was minimal in the Year 2019.

本集團鼓勵所有僱員參與不同類型的回收活動，並盡量減少使用自然資源。於二零一九年度，本集團的經營並無對環境及自然造成重大影響。

於二零一九年度，本集團於其香港辦事處及旗艦店積極採取環保措施，包括(i)優先使用節能照明及電器；(ii)在非辦公時間關閉電子設備及照明；及(iii)重複使用紙張並逐步推進無紙化辦公。此外，本集團亦鼓勵其僱員從小事做起，節約資源、珍惜食物及避免浪費資源。

於二零一九年度，香港辦事處及旗艦店對環境及自然資源造成的影響屬極微。



# EMPLOYMENT

## 僱傭

### Distribution of workforce classified by different categories

The Group has a set of comprehensive human resources management policy to provide guidance and requirements for employees' behaviour. The policy states the scope of compensation and dismissal, recruitment and promotion, working hours, appraisal, training and benefits. The Group has always strictly observed the relevant legislations in its HK Office and flagship store regarding the equal employment opportunities, labour and forced labour.

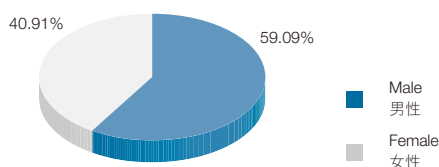
The Group strongly emphasizes developing human resources and providing competitive remuneration and welfare packages. Promotion opportunities and salary increments are based on individual performance. Employees are entitled to a wide-range of fringe benefits such as annual leave, sick leave, maternity leave, marriage leave and medical insurance coverage in accordance with the local laws and regulations.

### 按不同類別劃分的員工分佈

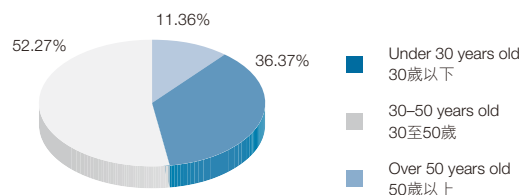
本集團已制定一整套全面的人力資源管理政策，以就僱員行為提供指引及作出規定。該政策訂明賠償及解僱、招聘及晉升、工時、評核、培訓及福利的範圍。本集團香港辦事處及旗艦店一直嚴格遵守有關平等就業機會、勞工及強迫勞工之相關法律。

本集團極為注重發展人力資源並提供具競爭力薪酬及福利待遇。晉升機會及加薪均以個別表現為基準。根據本地法例及法規，僱員有權享有年假、病假、產假、婚假及醫療保險等多種附加福利。

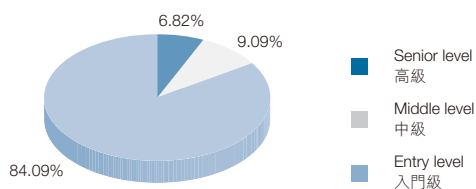
**By gender**  
按性別劃分



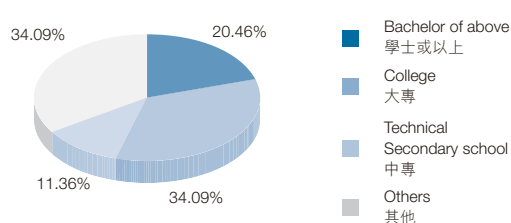
**By age group**  
按年齡組別劃分



**By employment category**  
按僱傭類別劃分



**By academic qualifications**  
按學歷劃分





## EMPLOYMENT

### 僱傭

The Group emphasizes equal opportunities for all personnel in respect of hiring, pay rates, training and development, promotion and other terms of employment. The Group is committed to providing a working environment that is free from any form of discrimination on the basis of ethnicity, gender, religion, age, disability or sexual orientation.

The Group has a diversified culture, including hiring the employees with different genders, ages, skills, educational backgrounds, industry experiences and other qualifications in order to achieve the most suitable composition and balance.

The remuneration of the employees of the Group will be adjusted according to the levels of business prospect, the annual operating results, annual performance appraisal, the market trend and inflation.

Treatment of employee's misconduct is to be fair and reasonable in all of the circumstances. Misconduct may lead to a warning, and more serious misconduct may lead to a dismissal. Any acts of misconduct are to be reported to the administration department. In addition, the audit committee of the Company (the "Audit Committee") has established a whistleblowing policy. Written complaints can be lodged directly to the chairman of the Audit Committee and/or make a copy of the complaint to the chief financial controller of the Company (if applicable).

本集團注重在招聘、支薪、培訓及發展、晉升及其他僱用條款方面為所有僱員提供平等機會。本集團致力提供一個不存在種族、性別、宗教、年齡、殘疾或性取向等任何歧視的工作環境。

本集團擁有多元文化，包括聘用不同性別、年齡、技能、教育背景、行業經驗及其他資格的僱員，以達到最合適的組合及平衡。

本集團僱員的薪酬將按照業務前景、年度經營業績、年度表現評核、市場趨勢及通脹水平作調整。

僱員的不當行為於所有情況下均會以公平合理之方式處理。本集團可能向作出不當行為之僱員發出警告，並可能解僱作出嚴重不當行為之僱員。任何不當行為均會被通報予行政部門。此外，本公司審核委員會（「審核委員會」）訂有舉報政策。現可直接向審核委員會主席呈交書面投訴，及／或向本公司財務總監提交投訴副本（如適用）。

## EMPLOYMENT

### 僱傭

#### Compliance with relevant laws and regulations

The Group is not aware of any material non-compliance with the Employment Ordinance, Employees' Compensation Ordinance and other applicable laws and regulations that have a significant impact relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare on the Group during the Year 2019.

In addition, no non-compliance with relevant laws and regulations that resulted in significant fine or sanction has been reported in the Year 2019.

#### 遵守相關法例及法規

於二零一九年度，本集團並不知悉任何嚴重違反《僱傭條例》、《僱員補償條例》及與賠償及解僱、招聘及晉升、工時、休假、平等機會、多元化、反歧視及其他待遇及福利有關且對本集團造成重大影響的其他適用法例及法規之事件。

此外，於二零一九年度並無有關違反相關法例及法規而招致大筆罰款或制裁之匯報。

## HEALTH AND SAFETY

### 健康及安全

The Group adopts non-discriminatory employment practices and provides a healthy and safe workplace. All employees are required to keep the HK Office premises and flagship store in good and cleaning condition. The Group is subject to and comply with regulations in Hong Kong that govern occupational health and safety issues.

本集團採取非歧視僱用慣例並提供健康且安全之工作場所。所有僱員均須將香港辦事處處所及旗艦店保持於良好及整潔的狀態。本集團須受限於及遵守監管職業健康及安全事宜之香港規例。



Clean and comfortable working area  
整潔及舒適的辦公區



Meeting room area  
會議室區

Smoking is prohibited in HK Office areas and flagship store. Fire extinguishers, fire alarms and evacuation route are available for the employees located at HK Office and flagship store.

香港辦事處區域及旗艦店均禁止吸煙。香港辦事處及旗艦店均配有滅火器、火警鐘及逃生路線以供僱員使用。

### Compliance with relevant laws and regulations

The Group is not aware of any material non-compliance with the Occupational Safety and Health Ordinance and other applicable laws and regulations that have a significant impact on providing a safe working environment and protecting employees from occupational hazards of the Group during the Year 2019.

In addition, no non-compliance with relevant laws and regulations that resulted in significant fine or sanction has been reported in the Year 2019.

### 遵守相關法例及法規

於二零一九年度，本集團並不知悉任何嚴重違反《職業安全及健康條例》及對本集團提供安全工作環境及保護僱員免受職業危害造成重大影響的其他適用法例及法規之事件。

此外，於二零一九年度並無有關違反相關法例及法規而招致大筆罰款或制裁之匯報。

## DEVELOPMENT AND TRAINING

### 發展及培訓

The Group has stringent policy named Training & Development Policy, which is implemented to give employee adequate training to do their job safely and competently. Employees in different positions and roles are offered diverse training and development programs relevant to their required skills and knowledge. Work-life balance and a safe workplace are ensured so as to promote a harmonious working environment.

The Group is committed to providing every employee with 2 training days annually. All employees are encouraged to enhance their skills and knowledge in order to perform their duties more efficiently and effectively. During the Year 2019, certain external training expenses recommended to the employees were borne by the Group such as the topics about financial reporting and compliance updates on local laws and regulations.

The Group encourages employees to strike a balance between work and life. All employees are encouraged to participate in the recreational activities in order to enhance the team spirit, employee's sense of belonging and morale.

本集團訂有一項嚴謹政策，即培訓及發展政策，該政策經已實施以向僱員提供足夠培訓，以致彼等可安全及盡職地開展工作。不同崗位及職務的僱員獲提供與其必需技能及知識相關之多種培訓及發展計劃。本集團確保工作與生活平衡及安全的工作場所，以營造和諧的工作環境。

本集團致力於每年向所有僱員提供2個培訓日。我們鼓勵所有僱員提升其技能及知識，以致彼等可更有效及高效地履行職務。於二零一九年度，向僱員推薦之若干外部培訓費用乃由本集團承擔，例如有關財務匯報及本地法例及法規之合規更新之議題。

本集團鼓勵僱員在工作與生活之間取得平衡。我們鼓勵所有僱員參加休閒活動，以提高團隊精神、僱員歸屬感及士氣。

## LABOUR STANDARDS

### 勞工標準

The Group fully understands that the exploitation of child and forced labour are universally condemned, and therefore it takes the responsibility against child and forced labour very seriously. The Group strictly comply with all laws and regulations against child labour and forced labour.

Employment by the Group is based on the principle of fairness, openness and willingness. All individuals enter into employment contracts without acts of forced labour.

### Compliance with relevant laws and regulations

The Group is not aware of any material non-compliance with the Employment Ordinance, Employment of Children Regulations and other applicable laws and regulations that preventing from employment of child or forced labour by the Group during the Year 2019.

In addition, no non-compliance with relevant laws and regulations that resulted in significant fine or sanction has been reported in the Year 2019.

本集團深知僱用童工及強迫勞工會招致各方譴責，故有責任嚴正反對僱用童工及強迫勞工。本集團嚴格遵守所有反童工及強迫勞工的法例及法規。

本集團的聘用乃根據公平、公開及自願原則進行。所有人員均訂立僱傭合約，而並無強迫勞工行為。

### 遵守相關法例及法規

於二零一九年度，本集團並不知悉任何嚴重違反《僱傭條例》、《僱用兒童規例》及防止本集團僱用童工或強迫勞工的其他適用法例及法規之事件。

此外，於二零一九年度並無有關違反相關法例及法規而招致大筆罰款或制裁之匯報。

## SUPPLY CHAIN MANAGEMENT

### 供應鏈管理

The Group has the greatest respect for the laws and regulations that govern its business. The Group always adheres to international best practices and conducts fair and unbiased procurement processes when dealing with suppliers.

The Group adheres to the principle of transparency and implement the values of honesty, integrity and fairness in the supply chain management. The Group's procurement procedures provide directions and guidelines on evaluation and engagement when dealing with suppliers of goods and services to ensure business is conducted legally, financially and technically-sound. In addition, approval procedures are in place to ensure that supplier engagements are monitored and approved by the appropriate level of management.

本集團嚴格遵守規管其業務之法例及法規。本集團與供應商交易時一直遵循國際最佳慣例並進行公平及公正之採購程序。

本集團於供應鏈管理方面堅守透明原則，並貫徹誠實、正直及公平的價值觀。本集團之採購程序可在與貨物及服務供應商交易時為評估及委聘提供方向及指引，以確保業務均以符合法律、財務穩健及技術出眾之方式進行。此外，本集團設有審批程序，以確保供應商委聘乃經適當級別管理層之監督及審批。



## PRODUCT RESPONSIBILITY

### 產品責任

A high priority for the Group is to ensure customer satisfaction in terms of its products and services. Strenuous efforts are made to ensure compliance with the laws and regulations relating to product health and safety, advertising, labelling and privacy matters of the jurisdictions in which the Group operates. The Group requires its employees to comply with applicable governmental and regulatory laws, rules, codes and regulations.

本集團的首要任務是確保客戶滿意其產品及服務。我們作出不懈努力以確保遵守本集團經營所在司法權區內有關產品健康及安全、廣告、標籤及私隱事宜的法例及法規。本集團要求其僱員遵守適用的政府及監管法例、規則、守則及規例。



Display window of the flagship store shop  
旗艦店櫥窗



Flagship store shop overview  
旗艦店概覽

In order to fulfil the needs of after-sales service for the customers, the Group provides a meeting area located in the HK Office to allow customers to communicate with the salesperson about the product maintenance.

為滿足客戶對售後服務的需求，本集團於香港辦公室提供會客區，讓客戶與銷售人員就產品維修事宜進行溝通。



Customer meeting area  
會客區



## PRODUCT RESPONSIBILITY

### 產品責任

#### Compliance with relevant laws and regulations

The Group is not aware of any material non-compliance with the Trade Descriptions Ordinance, Copyright Ordinance, Prevention of Copyright Piracy Ordinance and other applicable laws and regulations that have a significant impact relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress on the Company during the Year 2019.

In addition, no significant fine has been reported in the Year 2019.

#### 遵守相關法例及法規

於二零一九年度，本集團並不知悉任何嚴重違反《商品說明條例》、《版權條例》、《防止盜用版權條例》及與所提供產品及服務之健康及安全、廣告、標籤及私隱事宜以及補救方法有關且對本公司造成重大影響的其他適用法例及法規之事件。

此外，於二零一九年度並無有關大筆罰款之匯報。

## ANTI-CORRUPTION

### 反貪污

Corruption, bribery or fraud in any forms are strictly prohibited. The Group's anti-corruption policies in practice set out standards of conduct to which all employees are required to adhere to promote the integrity environment in the workplace. All employees are prohibited to offer and accept of advantages by using the excuse of work or the authority granted from the Group. The advantages include but not limited to money, gifts, loans, rewards, contracts, services and benefits-in-kind.

The Group encourages the reporting of dishonest acts among the employees. The Group prohibits all employees to accept bribes, valuables and the embezzlement of funds. The Group may terminate the employment with the employee who carries out dishonest acts as stated in the employment contracts.

The Group establishes an effective whistle-blowing policy for reporting suspected irregularities, fraud and corruption via specified channels. The Group also continues to improve its internal control and monitoring system. If any irregularities are identified, the Group takes immediate action and adopts a zero tolerance approach to corruption.

### Compliance with relevant laws and regulations

The Group is not aware of any material non-compliance with the Prevention of Bribery Ordinance and other applicable laws and regulations that has a significant impact on the issuer relating to bribery, extortion, fraud and money laundering in Year 2019.

There is no litigation concerning corruption brought against the Group or its employees for the Year 2019.

任何形式的貪污、賄賂或欺詐均被嚴格禁止。本集團實施之反貪污政策列明所有僱員均須遵守之操守準則，以提升工作場所的誠信。所有僱員嚴禁利用職務之便或擅用本集團之授權提供或收受利益。該等利益包括但不限於金錢、禮物、貸款、獎勵、合約、服務及實物利益。

本集團鼓勵僱員舉報不誠實行為。本集團禁止所有僱員收受賄賂、貴重物品及挪用公款。本集團可與出現僱傭合約所訂明不誠實行為之僱員終止僱傭關係。

本集團訂有行之有效的舉報政策以供透過特定渠道舉報懷疑違規、欺詐及貪污。本集團亦繼續提升其內部控制及監察系統。一旦發現任何違規情況，本集團會立即採取行動並對貪污採取零容忍態度。

### 遵守相關法例及法規

於二零一九年度，本集團並不知悉任何嚴重違反《防止賄賂條例》及與賄賂、敲詐、欺詐及洗黑錢有關且對發行人造成重大影響的其他適用法例及法規之事件。

於二零一九年度，並無向本集團或其僱員提出有關貪污之訴訟。

## COMMUNITY INVESTMENT

### 社區投資

The Group is committed to creating sustainable prosperity that brings long-term social and economic benefits for all stakeholders, particularly to maintain the relationship with interest groups which are relevant to business operation. This is realised by first meeting the needs of the employees and then further extending the caring and services to their families and to the surrounding community.

Although the Group has not established and documented a specific community policy, social care is deeply seeded in the Group's corporate culture. Employees are encouraged to participate in various charitable events and community service.

本集團致力創造可持續繁榮以為所有利益相關者帶來長期社會及經濟裨益，尤其是與業務經營相關的利益團體維持關係。為達到上述目標，我們首先會滿足僱員的需要，隨後將關懷及服務進一步擴展至其家庭及周邊社區。

儘管本集團並無制定及記錄特定社區政策，惟社會關懷深深植根於本集團之企業文化。我們鼓勵僱員參與多種慈善活動及社區服務。



Amuse Group Holding Limited  
佰悅集團控股有限公司