



# CHINA WOOD INTERNATIONAL HOLDING CO., LIMITED 中木國際控股有限公司

(Formerly known as "HongDa Financial Holding Limited") (前稱「弘達金融控股有限公司」)

(Joint Provisional Liquidators appointed)  
(已委任共同臨時清盤人)

(For restructuring purposes only)  
(僅適用於公司重組)

(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: 1822)



ENVIRONMENTAL,  
SOCIAL AND  
GOVERNANCE REPORT  
環境、社會及管治報告

# 2020

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### CONTENTS

INTRODUCTION & SCOPE OF REPORT
MATERIALITY ASSESSMENT
A. ENVIRONMENTAL SUSTAINABILITY
A1. EMISSIONS
A2. USE OF RESOURCES
A3. THE ENVIRONMENT AND NATURAL RESOURCES
B. SOCIAL SUSTAINABILITY
B1. EMPLOYMENT
B2. HEALTH AND SAFETY
B3. DEVELOPMENT AND TRAINING
B4. LABOUR STANDARDS
B5. SUPPLY CHAIN MANAGEMENT
B6. PRODUCT RESPONSIBILITY
B7. ANTI-CORRUPTION
B8. COMMUNITY INVESTMENT
C. ENVIRONMENTAL SOCIAL AND GOVERNANCE REPORTING INDEX

### 目錄

引言及報告的範圍	2
重要性評估	3
A. 環境可持續性	3
A1. 排放	5
A2. 資源使用	7
A3. 環境及天然資源	9
B. 社會可持續性	10
B1. 僱傭	10
B2. 健康及安全	11
B3. 發展及培訓	11
B4. 勞動標準	12
B5. 供應鏈管理	12
B6. 產品責任	12
B7. 反貪污	13
B8. 社區投資	13
C. 環境、社會及管治報告索引	14



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### INTRODUCTION

The 2020 Environmental, Social and Governance Report (the “**Report**”) presented by China Wood International Holding Co., Limited (joint provisional liquidators appointed for restructuring purposes only) (the “**Company**”), together with its subsidiaries (collectively referred to as the “**Group**”) is a detailed report following the requirements set forth in the ESG Reporting Guide under Appendix 27 of the Listing Rules governing the Main Board. This report captures our major ESG policies, initiatives and performance of the Group for the year ended 31 December 2020 (the “**Reporting Period**”).

### SCOPE OF REPORT

The Group is mainly engaged in three business lines including (i) trading business of materials and other goods (including bulk stock materials and other goods); (ii) car rental business; (iii) financial services and investment business (including fund management). This report will be primarily focus on the car rental business in Beijing and the Group’s Hong Kong headquarter, since these are the areas that represent the majority of the Group’s social, environmental and economic impacts.

### 引言

二零二零年環境、社會及管治報告（「**本報告**」）由中木國際控股有限公司（已委任共同臨時清盤人（僅適用於公司重組））（「**本公司**」），連同其附屬公司（統稱「**本集團**」）提呈，為根據主板上市規則附錄二十七項下《環境、社會及管治報告指引》所載規定編製的詳細報告。本報告載列本集團截至二零二零年十二月三十一日止年度（「**報告期**」）的主要環境、社會及管治政策、措施及表現。

### 報告的範圍

本集團主要從事三大業務系列，當中包括(i)材料及其他貨品（包括大宗材料及其他貨品）貿易業務，(ii)汽車租賃業務，(iii)金融服務及投資業務（包括資金管理）。本報告內容主要集中在北京的汽車租賃業務以及本集團的香港總部，原因在於對該等領域產生的影響佔本集團社會、環境及經濟影響的大部分。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### MATERIALITY ASSESSMENT

Following the discussion between our senior management team and operational staff, we have identified the ESG issues related to the Group. These issues have been evaluated according to the importance to our stakeholders as well as the Group. The major ESG issues are listed below:

### 重要性評估

在與我們的高級管理團隊及營運人員進行討論後，我們確定與本集團相關的環境、社會及管治問題。根據該等問題對我們的利益相關者以及本集團的重要性，對相關問題進行了評估。以下列出了主要環境、社會及管治問題：

#### ESG aspects as set forth in the ESG

##### Reporting Guide

《環境、社會及管治報告指引》

中提出的環境、社會及管治方面

##### Material ESG issues

重大環境、社會及管治問題

#### A. Environmental

##### A. 環境

A1 Emissions	– Carbon, Sulphur oxides (SOx), Nitrogen oxides (NOx), particulate matter (PM) emissions and waste management
A1 排放	– 碳、硫氧化物(SOx)、氮氧化物(NOx)、顆粒物(PM)排放及廢物管理
A2 Use of resources	– Electricity and paper consumption
A2 資源使用	– 電力及紙張消耗情況
A3 The environment and natural resources	– Measures in reducing environmental impact
A3 環境及天然資源	– 減少環境影響的措施

#### B. Social

##### B. 社會

B1 Employment	– Labour practices
B1 僱傭	– 勞工慣例
B2 Health and safety	– Workplace health and safety
B2 健康及安全	– 工作場所健康及安全
B3 Development	– Staff development and training
B3 發展	– 員工發展及培訓
B4 Labour standards	– Anti-forced labour
B4 勞工標準	– 反強迫勞動
B5 Supply chain management	– Supplier management
B5 供應鏈管理	– 供應商管理
B6 Product responsibility	– Product and service responsibility, quality assurance
B6 產品責任	– 產品及服務責任、質量保證
B7 Anti-corruption	– Anti-corruption policy
B7 反貪污	– 反貪污政策
B8 Community investment	– Community involvement
B8 社區投資	– 社區參與

# Environmental, Social and Governance Report

## 環境、社會及管治報告

The Group has followed the “comply or explain” provisions set out in the ESG Reporting Guide for the Reporting Period. ESG data from our vendors or service providers is not included in this report as it is difficult to verify with existing resources.

### A. ENVIRONMENTAL

The Group’s car rental business is closely related to environmental protection and the usage of natural resources. The Group has implemented a number of environmental protection management policies, mechanisms and measures, in order to ensure the sustainable development and operation of the Group. The Group is committed to improve the efficiency of energy and resources usage, and also follows relevant local environmental regulations and international general practices, in the effort to conserve natural resources and protect the environment.

The Group’s car rental subsidiary strictly abides by the regulation (“北京市租賃小客車數量配置暫行辦法”) of Beijing Transportation Bureau (“北京市交通委員會運輸管理局”) in the PRC. During the Reporting Period, the Group did not have any environmental-related penalties or serious non-compliance with relevant standards, rules and regulations.

本集團已遵守本報告期《環境、社會及管治報告指引》所載的「遵守或解釋」條文。我們的供應商或服務供應商所提供的環境、社會及管治數據則不包括在本報告內，此乃由於該等數據很難通過現有資源進行驗證。

### A. 環境

本集團的汽車租賃業務與環境保護及天然資源使用密切相關。本集團已實施多項環境保護管理政策、機制及措施，以確保本集團可持續發展及營運。本集團致力於提高能源及資源使用效益，並遵守當地有關環境法規及國際通用做法，努力保護天然資源及保護環境。

本集團的汽車租賃附屬公司嚴格遵守中國北京市交通委員會運輸管理局發佈的《北京市租賃小客車數量配置暫行辦法》。報告期內，本集團並無任何環境相關處罰或嚴重不符合有關標準、規則及規定的情況。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### A1. EMISSIONS

#### *Sulphur oxides (SOx), nitrogen oxides (NOx) and particulate matter (PM) emissions*

The source of SOx, NOx and particulate matter are generated from private vehicles of car rental business in the China region. There is no motor vehicle in the Hong Kong region hence no data is available. The amounts of SOx, NOx produced by our operations in the China region is shown in the table below:

(Units: grams)

Emissions by air pollutants	按空氣污染物劃分的排放	2020 二零二零年	Intensity 密度	2019 二零一九年	Intensity 密度
SOx <sup>(note 1)</sup>	硫氧化物 <sup>(附註1)</sup>	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用
NOx <sup>(note 2)</sup>	氮氧化物 <sup>(附註2)</sup>	52,140	686	345,392	2,558
PM <sup>(note 3)</sup>	顆粒物 <sup>(附註3)</sup>	3,893	51	44,574	330

<sup>1</sup> Cars are refuelled by customers; therefore no fuel usage amount can be obtained to calculate SOx emission data.

<sup>2</sup> Formula: NOx emission (g) = kilometres travelled x Emission Factor. Intensity is emission per motor vehicle.

<sup>3</sup> Formula: PM emission (g) = kilometres travelled x Emission Factor. Intensity is emission per motor vehicle.

<sup>4</sup> During the Reporting Period, there was 76 motor vehicle in the PRC, and none in the HK region.

The Group has considered vehicle emission as a key issue in air pollution since it has a detrimental impact on people's health. During the Reporting Period, the decreased number of cars and travel miles led to the decrease in NOx and PM emission. By the end of 2020, the Group has 22 electric cars for car rental business (approximately 22% of the total 98 cars).

### A1. 排放

#### 硫氧化物(SOx)、氮氧化物(NOx)及顆粒物(PM)排放

硫氧化物、氮氧化物及顆粒物來自中國地區的汽車租賃業務的私家車輛。於香港地區並無汽車，因此概無可用數據。我們在中國地區營運產生的硫氧化物、氮氧化物數量如下表所示：

(單位：克)

<sup>1</sup> 汽車由客戶加油，因此無法取得燃料使用量以計算硫氧化物排放數據。

<sup>2</sup> 公式：氮氧化物排放量(克)=行駛公里數x排放因子。密度乃每輛汽車的排放量。

<sup>3</sup> 公式：顆粒物排放量(克)=行駛公里數x排放因子。密度乃每輛汽車的排放量。

<sup>4</sup> 報告期內，於中國有76輛汽車，而香港地區則無。

本集團認為汽車排放為空氣污染的關鍵問題，原因在於其對人民健康產生不利影響。報告期內，汽車數量及行駛里程的減少導致氮氧化物及顆粒物排放的減少。截至二零二零年底，本集團汽車租賃業務共有22輛電動汽車(約佔汽車總數98輛的22%)。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

The Group actively seeks methods to save gasoline and protect the environment by prioritizing purchasing and using electric vehicles. In addition, the Group has emphasized proper car maintenances that keeping all vehicles in the best condition. We believe that routinely and high-quality vehicle maintenance can keep cars in top operating conditions, therefore lower the pollutant emission.

### Carbon emissions

The major source of indirect carbon emission is the electricity consumption in the workplace. In order to reduce our carbon footprint, please refer to the "A2 Use of resources" section below for measures that we have implemented. As to the approximate amount of carbon dioxide (CO<sub>2</sub>) generated from our electrical usage in Hong Kong and China regions, the figures are shown in the table below:

(Units: total emissions in tonnes CO<sub>2</sub>e, intensities in tonnes CO<sub>2</sub>e per square metres)

Emissions by regions	按地區劃分的排放	2020	Intensities	2019	Intensities
		二零二零年	密度	二零一九年	密度
Hong Kong	香港	2.519	0.005	20.058	0.038
China	中國	1.196	0.004	18.568	0.068

<sup>5</sup> Calculation formula: Total carbon emissions (t)=Total use of electricity x Emission Factor.

<sup>6</sup> Intensities are calculated by dividing the total emission in the region by the floor areas in the region.

During the Reporting Period, the carbon emissions from electricity consumption significantly decreased because the work from home arrangement due to the Covid-19 and the Hong Kong office has been relocated, and the electricity changes were included in the management fee, thus, the Group cannot collect the electrical usage for Hong Kong office from May to December 2020.

本集團透過改善採購工作及使用電動汽車，積極尋求方法節省汽油及保護環境。此外，本集團加強適當的汽車維修保養措施，令所有汽車保持最佳狀態。我們相信，常規及優質汽車維修保養工作可讓汽車維持最佳運行狀況，從而減少污染物排放。

### 碳排放

工作場所的電力消耗乃間接碳排放的主要來源。為了減少我們的碳足印，我們已經實施了若干措施，請參閱下文「A2資源使用」一節。關於我們在香港及中國地區使用電力所產生的二氧化碳(CO<sub>2</sub>)概約數量情況，其數據如下表所示：

(單位：排放總量(噸二氧化碳當量)、密度(每平方米噸二氧化碳當量))

<sup>5</sup> 計算公式：碳排放總量(噸)=電力消耗總量x排放因子。

<sup>6</sup> 密度乃按該地區的排放總量除以該地區的建築面積計算。

報告期內，由於新型冠狀病毒疫情導致在家辦公及香港辦公室已搬遷，因此電力消耗的碳排放大幅減少，且用電變動已計入管理費，故本集團無法收集自二零二零年五月至十二月香港辦公室的用電情況。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Waste management

During the Reporting Period, no hazardous waste was noted in our business activities including the trading business of electronic materials. Our non-hazardous waste is mainly from our daily activities such as regular trash can waste and some packaging waste. The major land waste is the paper used for job management and office documents. The Group has established environmental policies to reduce and handle the waste. Our non-hazardous waste is dealt with appropriately and is disposed of in a proper manner by waste disposal company in each region.

## A2. USE OF RESOURCES

The resources used by the Group are principally attributed to electricity, water and paper consumed at our offices.

### Use of electricity

Electricity is consumed during daily business operations in our offices including the use of indoor lighting, air-conditioning, functioning of office equipment and equipment related to repair and maintenance etc. As mentioned above, the work from home arrangement and Hong Kong office relocation led to a significant decrease in electrical usage. The amount of electricity consumption of Hong Kong and China regions are shown in the table below:

(Units: total consumption in kWh, intensities in kWh per square metres)

Consumption by regions 按地區劃分的消耗		2020 二零二零年	Intensities 密度	2019 二零一九年	Intensities 密度
Hong Kong	香港	3,189	354.33	25,389	48.73
China	中國	1,417	109.00	22,000	80.00

<sup>7</sup> Intensities are calculated by dividing the total usage in the region by the floor areas in the region.

### 廢物管理

報告期內，我們的業務活動（包括電子材料貿易業務）並未發現有害廢物。我們的無害廢物主要來自我們的日常活動，如常規垃圾桶廢物及若干包裝廢物。主要的土地浪費來自用於工作管理及辦公文件的紙張。本集團已制定減少及處理廢物的環保政策。我們的無害廢物得到妥善處理，並由廢物處理公司在各地區以適當的方式處置。

## A2. 資源使用

本集團使用的資源主要來自我們辦公室消耗的電力、水及紙張。

### 用電情況

我們的辦公室在日常業務營運中（包括使用室內照明、空調以及運行辦公設備及與維修保養相關設備等）消耗電力。誠如上文所述，在家辦公及香港辦公室搬遷導致用電量大幅減少。香港及中國地區的電力消耗量如下表所示：

(單位：消耗總量(千瓦時)、密度(每平方米千瓦時))

<sup>7</sup> 密度乃按該地區的使用總量除以該地區的建築面積計算。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

In order to enhance the environment protection and save energy consumption, the Group has established energy saving measures:

- The Group is using LED light in the office;
- Lighting should be switched off while staff are off duty;
- Staff are encouraged to switch off all nonessential items (e.g. photocopiers) during non-office hours.

### Water usage

Water usage through our business activities is relatively minimal. The majority of our water usage comes from water supplies for our offices. The approximate amount of water usage for Hong Kong and China regions are shown in the table below:

(Units: total consumption in cubic metres, intensities in cubic metres per square metres)

<b>Consumption by regions 按地區劃分的消耗</b>		<b>2020 二零二零年</b>	<b>Intensities 密度</b>	<b>2019 二零一九年</b>	<b>Intensities 密度</b>
Hong Kong	香港	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用
China	中國	86	0.31	180	0.65

<sup>8</sup> Intensities are calculated by dividing the total usage in the region by the floor areas in the region.

During the Reporting Period, with the same reason for the decrease in electrical usage, the water usage decreased by approximately 50%. Although the usage of water is small, we also encourage staff to be environmental-friendly by reminding them to turn off water taps after use.

為加強環保及節約能源消耗，本集團制定了節能措施：

- 本集團在辦公室使用LED燈；
- 員工下班時應關閉照明；
- 鼓勵員工在非辦公時間關閉所有非必需設備（例如影印機）。

### 用水情況

我們業務活動的用水量相對較少。我們的大部分用水來自辦公室供水。下表列出香港及中國地區用水量的概約情況：

(單位：消耗總量(立方米)、密度(每平方米立方米))

<sup>8</sup> 密度乃按該地區的使用總量除以該地區的建築面積計算。

報告期內，出於減少用電量的相同原因，用水量減少約50%。儘管用水量較少，惟我們亦鼓勵員工保護環境，提醒員工在使用後關閉水龍頭。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Packing materials and paper usage

The major packing materials used in the Group are wooden boxes, which are provided and packed by supplier. The Group transfers good to customers from warehouse or supplier without unloading the packing. Therefore, there is no packing material needed to be disposed during the logistics process. In term of paper consumption during the year, the approximate amount of paper usage for Hong Kong and China regions are shown in the table below:

(Units: amounts in sheets, intensities per employees)

Consumption by regions 按地區劃分的消耗		2020 二零二零年	Intensities 密度	2019 二零一九年	Intensities 密度
Hong Kong	香港	36,640	4,071	30,000	833
China	中國	35,000	2,692	30,000	2,500

To reduce the amount of paper consumption, we encourage staff to be mindful when printing documents and make use of double-sided printing whenever possible. Non-essential items should be used in e-format. Any documents that are no longer in use should be shredded and recycled.

### A3. The Environment and Natural Resources

The Group actively manages the possible impacts of its operations on the environment, and continues to reduce our carbon footprint. We closely monitored the use of natural resources in our operations and emissions. In addition to comply with all relevant laws and regulations concerning environmental protection, we are committed to incorporate environmental considerations into our business practices while raising awareness among our staff and customers.

In terms of reducing the environmental impact, we have mainly focused on the reduction of vehicle emission and adopted above measures to protect the environment.

### 包裝材料及紙張使用情況

本集團使用的主要包裝材料乃供應商提供及包裝的木箱。本集團將貨品由倉庫或供應商轉移至客戶時無須拆卸包裝。因此，物流過程中無需棄置包裝材料。就本年度的用紙量而言，香港及中國地區的用紙量大致如下表所示：

(單位：紙張數量、密度(每名僱員))

為減少紙張消耗量，我們鼓勵僱員在打印文檔時謹慎行事，並於可行情況下使用雙面打印。非重要文檔應使用電子版本。任何不再使用的文檔應在碎紙後回收。

### A3. 環境及天然資源

本集團積極管理其營運可能對環境帶來的影響，並繼續減少我們的碳足印。我們密切監察業務中所用天然資源及排放物。除遵守與環保有關的所有相關法例法規外，我們致力將環保考慮因素納入業務慣例，同時提高員工及客戶的環保意識。

就減少環境影響而言，我們主要專注減少汽車排放量，並採取上述措施保護環境。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### B. SOCIAL

#### B1. EMPLOYMENT

The management is aware of the value of employees, as well as their impacts on the Group to achieve our missions and objectives.

To maintain a pleasant, healthy, safe, and productive working environment, we have implemented procedures and policies in all aspects of the Group's business operations and integrated in our Employee Handbook and human resources policy. Our Group is also committed to provide a supportive office environment for employee, in order to promote a healthy work-life balance.

Our Group complies with laws relating to compensation, dismissal, equal opportunity, anti-discrimination, rest periods, working hours, and other benefits and welfares.

In our Employee Handbook, we have outlined the Group's general procedures and practices regarding employment, compensation and benefits. The terms, which included compensation and dismissal, working hours, rest periods and other benefits and welfares, have been specified in our employment contract. We have established a reporting channel for our employees to express any concerns in good faith. It is ensured that concerns would be handled properly without any fear of reprisal or any negative impacts. During the Reporting Period, there were no non-compliance cases noted in relation to employment laws and regulations.

We acknowledge that the foundation to our success is our employees. The total number of employees of the Group as at end of the Reporting Period was 29, of which 22 was within the scope of this report. They were all full time staff. The analysis of these employees by gender, age group and geographical regions are as below:

Number of employees	僱員人數	Hong Kong 香港	China 中國
<b>By gender</b>	<b>按性別</b>		
- Male	- 男性	9	10
- Female	- 女性	0	3
<b>By age group</b>	<b>按年齡組別</b>		
- 30 and below	- 30歲及以下	1	3
- 31-50	- 31至50歲	3	9
- 51 and above	- 51歲及以上	5	1

### B. 社會

#### B1. 僱傭

管理層明白僱員的價值以及彼等對本集團實現使命及目標產生的影響。

為保持愉快、健康、安全及富有成效的工作環境，我們已在本集團業務運營的各個方面實施了程序及政策，並納入了我們的僱員手冊及人力資源政策中。本集團亦致力提供可支援僱員工作環境，提倡工作生活充分平衡。

本集團遵守有關薪酬、解僱、平等機會、反歧視、休息時間、工作時間以及其他利益及福利的法律。

在我們的僱員手冊中，我們概述本集團有關僱傭、薪酬及福利的一般程序及常規。涉及薪酬及解僱、工作時間、休息時間及其他利益及福利等的條款已在我們的僱傭合約中訂明。我們已設立舉報渠道，供僱員真誠表達所關注問題。我們確保所關注問題將獲適當處理而無需擔心遭受報復或任何負面影響。報告期內，概無發現與僱傭法律法規有關的不合規案件。

我們明白，我們成功的基礎在於我們的僱員。於報告期末，本集團的僱員總人數為29名（其中22名屬於本報告範圍內）。彼等均為全職員工。該等僱員按性別、年齡組別及地理位置的分析如下：



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### B2. HEALTH AND SAFETY

The Group values the health and well-being of our employees. Therefore, the Group is dedicated to maintain a safe, hygienic and productive workplace by minimizing the potential risk of accidents, injuries and exposure in relation to health risks. We encourage our employees to keep the work place tidy to minimize accidental incidents. We have policies in place and are in compliance with the relevant laws pertaining to health and safety and providing a healthy safe work environment as well as protecting employees from occupational hazards.

The Group did not violate any health and safety laws and regulations of Hong Kong during the Reporting Period.

### B3. DEVELOPMENT AND TRAINING

Continuous development and training opportunities are important for the growth of our employees. The Group has provided professional and high-quality orientations to all new employees, in which new joiners are required to complete. It also includes the general safety and specific department training, so that all employees are equipped with the skill set for their individual role.

The Group also provides our employees with adequate developments and trainings to ensure that they maintain a high level of competency to stay competitive in today's fast-changing world. In addition, we encourage employees to participate in external trainings to acquire necessary professional skills and enhance team spirit. Employees are encouraged to pursue growth and continuous learning and training. Training allowance, as one of our compensation benefits, are offered to employees who will attend examinations organized by professional bodies or academic institutions.

During the Reporting Period, our employees have participated in programmes or seminar(s) organized by the Group or other qualified professional bodies or regulatory authorities in areas of, including but not limited to, prevention of bribery and inside information. Relevant training development materials would be provided, in order to keep employees informed of the latest updates in the market, as well as the latest changes in the legal and regulatory field.

### B2. 健康及安全

本集團重視僱員的健康及福祉。因此，本集團致力透過盡力減少事故、傷害的潛在風險及與健康有關的風險維持安全、衛生及高效的工作場所。我們鼓勵僱員保持工作場所整潔，以盡量減少意外事件發生。我們制定了相關政策，並遵守有關健康及安全的相關法律，提供健康安全的工作環境，並保護僱員免受職業危害。

報告期內，本集團並無違反香港任何健康及安全法律法規的情況。

### B3. 發展及培訓

持續發展及培訓機會對於僱員成長十分重要。本集團為所有新僱員提供專業及優質定向培訓，其中，新僱員必須完成。有關培訓亦包括一般安全及特定部門培訓，從而讓所有僱員具備其個人崗位所需技能。

本集團亦為僱員提供充分的發展及培訓，以確保彼等的能力維持於高水平，從而在現今瞬息萬變的世界中保持競爭力。此外，我們鼓勵僱員參加外部培訓，以獲得必要的專業技能，並增強團隊精神。我們鼓勵僱員追求成長以及持續學習及培訓。培訓津貼將作為薪酬福利之一，向參加由專業團體或學術機構舉辦的考試的僱員提供。

於報告期內，我們的僱員曾參加由本集團或其他合資格專業機構或監管機構舉辦的課程或研討會，內容包括但不限於防範賄賂及內幕信息。我們會提供相關培訓發展材料，以使僱員知悉市場的最新發展以及法律及監管領域的最新變化。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### B4. LABOUR STANDARDS

The Group have committed to create a work environment free of discrimination and harassment where everyone is treated with dignity and respect, regardless of age, marital status, pregnancy, race and religion. All staffs are working on a voluntary basis with agreed terms between employees and the Group to ensure that they are under protection of labour law from different jurisdictions.

During the Reporting Period, the Group has complied with all relevant labour standards. No violation regarding to the age of employment and very few labour dispute has incurred between the Group and employees.

### B5. SUPPLY CHAIN MANAGEMENT

We review and evaluate suppliers regularly to ensure that the quality of our products and quality control procedures are in line with our Group's requirements and expectations of our customers. In the future, we will incorporate sustainability considerations into our sourcing practices including procurement of other office equipment and communicate with suppliers on their environmental and social responsibilities to identify opportunities to improve their current environmental and social practices.

### B6. PRODUCT RESPONSIBILITY

We have developed measures, procedures and policies to address the issue of vehicle quality, in order to ensure that all vehicles that supplied to our customers meet our requirements for product safety and quality. Before leasing to customers, we have ensured all vehicles are in good conditions with completed vehicles quality checking label registry under Beijing Transportation Bureau. A background assessment and a product quality check will be performed by the Group before any suppliers admitted as qualified.

### B4. 勞動標準

本集團致力於創造不存在歧視及騷擾的工作環境，當中不論年齡、婚姻狀況、懷孕、種族及宗教信仰如何，每名僱員均將獲給予尊嚴及尊重。所有僱員均按自願基準按僱員與本集團約定的條款工作，以確保彼等獲得不同司法權區的勞動法保護。

報告期內，本集團已遵守所有相關勞工標準。本集團與僱員之間並無有關僱傭年齡的違規情況，亦極少出現勞資糾紛。

### B5. 供應鏈管理

我們定期審核及評估供應商，以確保產品質量及質量控制程序符合本集團的要求及客戶的期望。在未來，我們將於採購常規中納入可持續發展的考慮因素，有關常規包括採購其他辦公設備，並與供應商就其環境及社會責任進行溝通，以找出改善其當前環境及社會實踐的機會。

### B6. 產品責任

我們制定措施、程序及政策，以處理汽車質量問題，從而確保向客戶供應的所有汽車均符合我們對產品安全及質量的要求。在向客戶出租汽車前，我們已確保所有汽車均處於良好狀態，並完成北京市交通委員會運輸管理局所規定汽車質量檢查標籤登記。本集團將在供應商獲給予資格前，對其進行背景評估及產品質量檢查。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### B7. ANTI-CORRUPTION

A system with good moral integrity and anti-corruption mechanism is the cornerstone for a sustainable and healthy development of the Group. To constantly monitor the corruption risks in our operating environments, we have established a Code of Conduct which sets out the basic standard to be followed by all directors and employees, and procedures for accepting benefits and dealing with conflicts of interest in the business. The Code is also with reference to the Prevention of Bribery Ordinance of Hong Kong and the details of Section 9 (1) of the Prevention of Bribery Ordinance of Hong Kong. The policy is strictly implemented in the operation of the Group.

The Group has also established a whistle blowing policy to provide a channel for employees to report violations, corruption, bribery and other suspicious incidents in full confidence. Our Group will provide full support to employees who raise their concerns in good faith and the aforementioned issue will be handled by management in a professional and appropriate manner. In 2020, there were no reported cases of corruption or bribery.

### B8. COMMUNITY INVESTMENT

As a socially responsible corporation, we assess local needs, promote community engagement, and share the well-being of the community that we serve. We also believe that our business will only prosper within a sustainable community. We encourage and support our employees' engagement in volunteering to benefit local communities. Moving forward, the Group is committed to promote and support long-term community investment in the future.

### B7. 反貪污

具有良好道德操守及反貪機制的體系是本集團持續健康發展的基石。為持續監控我們營運環境中的腐敗風險，我們已制定一套行為準則，有關行為準則規定所有董事及僱員應遵守的基本準則以及在業務中接受利益及處理利益衝突的程序。該行為準則亦參考了香港《防止賄賂條例》及香港《防止賄賂條例》第9(1)條的詳細規定。該政策在本集團的業務中嚴格執行。

本集團亦制定舉報政策，為僱員安心舉報違規行為、貪污行為、賄賂行為及其他可疑事件提供渠道。本集團將為僱員真誠提出所關注問題提供全力支援，而上述問題將由管理層以專業及適當的方式處理。於二零二零年，概無任何貪污或賄賂行為舉報案例。

### B8. 社區投資

作為一間對社會負責任的公司，我們會評估當地需要，促進社區參與，並分享我們所服務社區的福祉。我們亦相信只有在可持續發展的社區內，業務方能蓬勃發展。我們鼓勵並支持僱員參與義工服務以造福當地社區。展望未來，本集團在未來會致力推動及支持長期的社區投資。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING INDEX

### 環境、社會及管治報告索引

Subject areas, aspects, general disclosures and Key Performance Indicators (KPIs)	Section	Pages
主要範疇、層面、一般披露及關鍵績效指標	章節	頁次
<b>A. Environmental</b>		
<b>A. 環境</b>		
<b>A1: Emissions</b>		
<b>A1 : 排放</b>		
General Disclosure 一般披露	"Environmental Aspects" 「環境方面」	4
KPI A1.1 關鍵績效指標 A1.1	The types of emissions and respective emissions data 排放物種類及相關排放資料	"Emission – Air Pollutants Emission" 「排放－空氣污染物排放」
KPI A1.2 關鍵績效指標 A1.2	Greenhouse gas emissions in total and, where appropriate, intensity 溫室氣體總排放量及(如適用)密度	"Emissions – Greenhouse Gas Emission" 「排放－溫室氣體排放」
KPI A1.3 關鍵績效指標 A1.3	Total hazardous waste produced and, where appropriate, intensity 所產生有害廢物總量及(如適用)密度	Not applicable to the Group's business 不適用於本集團業務
KPI A1.4 關鍵績效指標 A1.4	Total non-hazardous waste produced and, where appropriate, intensity 所產生無害廢物總量及(如適用)密度	Not material to the Group's business 對本集團業務為非重要性
KPI A1.5 關鍵績效指標 A1.5	Description of measures to mitigate emissions and results achieved 描述減低排放量的措施及所得成果	"Emissions – Air Pollutants Emission" 「排放－空氣污染物排放」 "Emissions – Greenhouse Gas Emission" 「排放－溫室氣體排放」
KPI A1.6 關鍵績效指標 A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved 描述處理有害及無害廢物的方法，減低產生量的措施及所得成果	"Emissions – Waste Management" 「排放－廢物管理」

# Environmental, Social and Governance Report

## 環境、社會及管治報告

Subject areas, aspects, general disclosures and Key Performance Indicators (KPIs)		Section	Pages
主要範疇、層面、一般披露及關鍵績效指標		章節	頁次
<b>A2: Use of Resources</b>			
<b>A2 : 資源使用</b>			
General Disclosure 一般披露		"Use of Resources" 「資源使用」	7
KPI A2.1 關鍵績效指標 A2.1	Direct and/or indirect energy consumption by type in total and intensity 按類型劃分的直接及／或間接能源總耗量及密度	"Use of Resources – Energy" 「資源使用－能源」	7
KPI A2.2 關鍵績效指標 A2.2	Water consumption in total and intensity 總耗水量及密度	"Use of Resources – Water" 「資源使用－水資源」	8
KPI A2.3 關鍵績效指標 A2.3	Description of energy use efficiency initiatives and results achieved 描述能源使用效益措施及所得成果	"Use of Resources – Energy" 「資源使用－能源」	7
KPI A2.4 關鍵績效指標 A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved 描述求取適用水源上是否有任何問題，以及提升用水效益措施及所得成果	"Use of Resources – Water" 「資源使用－水資源」	8
KPI A2.5 關鍵績效指標 A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced 製成品所用包裝材料的總量及（倘適用）每生產單位估量	Not applicable to the Group's business 不適用本集團業務	N/A 不適用

# Environmental, Social and Governance Report

## 環境、社會及管治報告

Subject areas, aspects, general disclosures and Key Performance Indicators (KPIs)		Section	Pages
主要範疇、層面、一般披露及關鍵績效指標		章節	頁次
<b>A3: The Environment and Natural Resources</b>			
<b>A3 : 環境及天然資源</b>			
General Disclosure 一般披露		"The Environment and Natural Resources" 「環境及天然資源」	9
KPI A3.1 關鍵績效指標 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	Not applicable to the Group's business 不適用於本集團業務	N/A 不適用
<b>B. Social</b>			
<b>B. 社會</b>			
<b>Employment and Labour Practices</b>			
<b>僱傭及勞工慣例</b>			
<b>B1: Employment</b>			
<b>B1 : 僱傭</b>			
General Disclosure 一般披露		"Employment" 「僱傭」	10
KPI B1.1 關鍵績效指標 B1.1	Total workforce by gender, employment type, age group and geographical region 按性別、僱傭類型、年齡組別及地區劃分的僱員總數	"Employment" 「僱傭」	10
KPI B1.2 關鍵績效指標 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	Not disclosed 無披露  Not material 非重要性	N/A 不適用



# Environmental, Social and Governance Report

## 環境、社會及管治報告

Subject areas, aspects, general disclosures and Key Performance Indicators (KPIs)		Section	Pages
主要範疇、層面、一般披露及關鍵績效指標		章節	頁次
<b>B2: Health and safety</b>			
<b>B2 : 健康及安全</b>			
General Disclosure 一般披露		"Health and Safety" 「健康及安全」	11
KPI B2.1 關鍵績效指標 B2.1	Number and rate of work-related fatalities 因工作關係而死亡的人數及比率	Not disclosed 無披露 Not material 非重要性	N/A 不適用
KPI B2.2 關鍵績效指標 B2.2	Lost days due to work injury 因工傷損失工作日數	Not disclosed 無披露 Not material 非重要性	N/A 不適用
KPI B2.3 關鍵績效指標 B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored 描述所採納的職業健康及安全措施，以及相關執行及監察方法	"Health and Safety" 「健康及安全」	11
<b>B3: Development and Training</b>			
<b>B3 : 發展及培訓</b>			
General Disclosure 一般披露		"Development and Training" 「發展及培訓」	11
KPI B3.1 關鍵績效指標 B3.1	The percentage of employee trained by employee category 按僱員類別劃分的受訓僱員百分比	Not disclosed 無披露 Not material 非重要性	N/A 不適用
KPI B3.2 關鍵績效指標 B3.2	The average training hours completed per employee by gender and employee category 按性別及僱員類別劃分的每名僱員完成受訓的平均時數	Not disclosed 無披露 Not material 非重要性	N/A 不適用

# Environmental, Social and Governance Report

## 環境、社會及管治報告

Subject areas, aspects, general disclosures and Key Performance Indicators (KPIs)		Section	Pages
主要範疇、層面、一般披露及關鍵績效指標		章節	頁次
<b>B4: Labour Standards</b>			
<b>B4 : 勞動標準</b>			
General Disclosure		“Labour Standards”	12
一般披露		「勞動標準」	
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour	Not disclosed	N/A 不適用
關鍵績效指標	描述檢討僱傭慣例的措施以避免童工及強制勞工	無披露	
B4.1		Not material	
		非重要性	
KPI B4.2	Description of steps taken to eliminate such practices when discovered	Not disclosed	N/A 不適用
關鍵績效指標	描述在發現違規情況時消除有關情況所採取的步驟	無披露	
B4.2		Not material	
		非重要性	
<b>Operating Practices</b>			
<b>營運慣例</b>			
<b>B5: Supply Chain Management</b>			
<b>B5 : 供應鏈管理</b>			
General Disclosure		“Supply Chain Management”	12
一般披露		「供應鏈管理」	
KPI B5.1	Number of suppliers by geographical region	Not disclosed	N/A 不適用
關鍵績效指標	按地區劃分的供應商數目	無披露	
B5.1		Not material	
		非重要性	
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored	Not disclosed	N/A 不適用
關鍵績效指標	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	無披露	
B5.2		Not material	
		非重要性	

# Environmental, Social and Governance Report

## 環境、社會及管治報告

Subject areas, aspects, general disclosures and Key Performance Indicators (KPIs)		Section	Pages
主要範疇、層面、一般披露及關鍵績效指標		章節	頁次
<b>B6: Product Responsibility</b>			
<b>B6 : 產品責任</b>			
General Disclosure 一般披露		"Product Responsibility" 「產品責任」	12
KPI B6.1 關鍵績效指標 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召回的百分比	Not disclosed 無披露 Not material 非重要性	N/A 不適用
KPI B6.2 關鍵績效指標 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	Not disclosed 無披露 Not material 非重要性	N/A 不適用
KPI B6.3 關鍵績效指標 B6.3	Description of practices relating to observing and protecting intellectual property rights 描述與監察及保護知識產權有關的慣例	Not disclosed 無披露 Not material 非重要性	N/A 不適用
KPI B6.4 關鍵績效指標 B6.4	Description of quality assurance process and recall procedures 描述品質保證過程及產品召回程式	Not disclosed 無披露 Not material 非重要性	N/A 不適用
KPI B6.5 關鍵績效指標 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	"Product Responsibility" 「產品責任」	12

# Environmental, Social and Governance Report

## 環境、社會及管治報告

Subject areas, aspects, general disclosures and Key Performance Indicators (KPIs)		Section	Pages
主要範疇、層面、一般披露及關鍵績效指標		章節	頁次
<b>B7: Anti-corruption</b>			
<b>B7 : 反貪污</b>			
General Disclosure 一般披露		"Anti-corruption" 「反貪污」	13
KPI B7.1 關鍵績效指標 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 case 於報告期內對發行人或其僱員提出並以審結的貪污訴訟案件的數目及訴訟結果	No concluded legal case regarding corrupt practices was noted. 並無發現已審結之貪污訴訟案件。	N/A 不適用
KPI B7.2 關鍵績效指標 B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored 描述防範措施及舉報程式，以及相關執行及監察方法	Not disclosed 無披露 Not material 非重要性	N/A 不適用
<b>Community</b>			
<b>社區</b>			
<b>B8: Community Investment</b>			
<b>B8 : 社區投資</b>			
General Disclosure 一般披露		"Community Investment" 「社區投資」	13
KPI B8.1 關鍵績效指標 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、環境問題、勞工需求、健康、文化、體育)	Not disclosed 無披露 Not material 非重要性	N/A 不適用
KPI B8.2 關鍵績效指標 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)	Not disclosed 無披露 Not material 非重要性	N/A 不適用





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