

Environmental, Social and Governance Report

環境、社會及管治報告

As a major media organisation in Hong Kong, the Group attaches great importance to corporate social responsibility, complies with relevant laws and regulations, and is committed to ensuring that it conducts its business in a manner that takes into account the impact on our people, the communities we serve and the environment around us. Through implementing practical policies and responsible business practices, we establish ourselves as a responsible and reliable corporate citizen for sustainable business growth and development while safeguarding stakeholders' interests and creating long-term value for our shareholders.

SCOPE OF THE REPORT

This report focuses on the Group's core activities in Hong Kong, namely newspaper and magazine publishing and related digital media operations (which represents the majority of the Group's revenue and cash flow) and covers information on how we address the most significant environmental and social impact arising from our business operations here. The reporting framework adopted is in accordance with the disclosure requirements set forth in the Environmental, Social and Governance Reporting Guide (the "ESG Guide") contained in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. The reporting period is from 1 January 2020 to 31 December 2020. In compliance with the ESG Guide, the Board has overall responsibility for the Group's Environmental, Social and Governance strategy and reporting, including evaluating and determining the Group's Environmental, Social and Governance-related risks and ensuring that appropriate and effective Environmental, Social and Governance risk management and internal control systems are in place.

ENGAGEMENT WITH STAKEHOLDERS

In preparing this report, we identify Environmental, Social and Governance subject areas and aspects that are of particular importance and relevance by engaging with stakeholders who have an interest in or are affected by our operations. We define our key stakeholders as our staff, customers, suppliers, shareholders, investors, and business partners. Our engagement activities include questionnaires and surveys conducted with employees, readers, suppliers and shareholders, to collect views from both internal and external stakeholders so as to better understand their expectations and identify opportunities and challenges in our operations. The results of the stakeholder engagement are taken into consideration when we assess and prioritise our issues. Health and safety, anti-corruption and product responsibility were ranked as the more important aspects by our stakeholders, while environment-related issues and community investment were ranked as relatively less relevant to the Group's business operations.

作為香港主要媒體機構，本集團十分重視企業社會責任，遵守相關法律及法規，並致力確保其經營業務時顧及對人員、社會及環境所造成的影響。通過實際可行的政策及負責任的商業守則，我們履行作為可靠盡責企業公民的社會責任，在爭取可持續的業務增長及發展的同時，亦保障持份者利益及為股東締造長遠價值。

報告範圍

本報告集中於本集團在香港的核心業務，包括報章及雜誌出版與及相關的電子媒體業務（該等業務代表本集團主要收入及現金流量），報告內容涵蓋業務營運上所產生對環境及社會重要影響的資料。本報告根據香港聯合交易所有限公司證券上市規則附錄二十七所載之《環境、社會及管治報告指引》（ESG 指引）之匯報框架編製。報告期為二零二零年一月一日至二零二零年十二月三十一日。為遵守 ESG 指引，董事會對本集團的環境、社會及管治策略和匯報整體負責，包括評估及釐定本集團於環境、社會及管治相關的風險，以及確保設有適當且有效的環境、社會及管治風險管理和內部監控系統。

持份者參與

於編製本報告時，我們通過與受我們業務營運影響或帶有利益的持份者的溝通而辨識對本集團至為重要及切合的範疇和層面。我們的主要持份者包括員工、客戶、供應商、股東、投資者及業務夥伴。持份者的參與形式包括我們與僱員、讀者、供應商及股東進行問卷調查以收集內外持份者的意見，從而了解他們的期望及識別我們營運中的機遇與挑戰。持份者參與的意見有助我們評定相關的議題及其優次。我們的持份者將健康及安全、反貪污及產品責任等議題評為最重要；另一方面，環境相關及社區投資的議題則被視為與本集團的業務營運有較少關連。

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A. ENVIRONMENTAL

A1. Emissions

Consistent with our approach to long-term sustainable business development, the Group takes active steps to adopt good environmental practices and comply with relevant laws and regulations regarding environmental protection. Our businesses continually seek ways to improve energy efficiency, prevent pollution and reduce, reuse and recycle wastes. It is the Group's policy to ensure that our business activities are carried out in a manner that causes minimum adverse impact on the environment, to strive to continually improve our environmental performance and to enhance environmental protection awareness among our staff especially those involved in our printing processes.

The Group's production operations do not result in significant air and greenhouse gas emissions, discharges into water and land or generation of hazardous and non-hazardous waste. The Group is committed to reducing these emissions, discharges or waste insofar as they exist. The Group's operations, including its newspaper printing operations, comply with all applicable environmental and related legislations. The Group outsources the printing of magazines to third-party printers and has no data on emissions from such activities. The Group is not aware of any confirmed non-compliance incidents in relation to emissions, discharges into water and land or generation of hazardous and non-hazardous waste in 2020 that had a significant impact.

KPI A1.1

The Group's operations do not result in significant air emissions. Emissions of nitrogen oxides (NO_x), sulphur oxides (SO_x) and respiratory suspended particles (RSP, also known as Particulate Matter ("PM")) from the use of vehicles owned by the Group are not significant. For the year ended 31 December 2020, the amount of NO_x emissions, SO_x emissions and PM emissions generated by the use of vehicles owned by the Group in Hong Kong were 40.74 kg, 0.69 kg and 3.27 kg, respectively. The decrease in emissions in 2020 was due to a reduction in the number of vehicles used by the Group.

A. 環境

A1. 排放物

為貫徹我們長遠可持續發展業務的方針，本集團積極實行良好的環境措施及遵守環境保護的相關法律及法規。我們的業務不斷尋求方法提升能源效益、避免污染和減少、重用及回收廢棄物。我們的政策旨在確保將我們的商業行為對環境產生的不利影響減至最低，努力持續改善我們在環保方面的表現，並增強員工(尤其是從事印刷工序的員工)的環保意識。

本集團的生產運作不會導致大量廢氣及溫室氣體排放、向水及土地的排污或有害及無害廢棄物的產生。本集團致力減少如有出現的排放、排污或廢棄物。本集團的運作(包括報章印刷運作)遵守所有適用的環境及相關法規。本集團將雜誌印刷外判予第三方印刷商，並無其相關的排放數據。於二零二零年，本集團並不知悉任何有關排放物、向水及土地的排污或有害及無害廢棄物的產生之已證實違規事宜以致造成重大影響。

關鍵績效指標 A1.1

本集團的業務運作不會導致大量廢氣排放。因使用本集團所擁有車輛而排放的氮氧化物(NO_x)、硫氧化物(SO_x)及懸浮顆粒(RSP，或稱為顆粒物(PM))並不顯著。截至二零二零年十二月三十一日止年度，使用本集團在香港所擁有車輛所產生的氮氧化物、硫氧化物及顆粒物排放量分別為40.74公斤、0.69公斤及3.27公斤。二零二零年的排放量減少，是由於本集團使用的車輛有所減少。

		2020 二零二零年	2019 (Restated) 二零一九年 (經重列)
NO _x emissions (kg)	氮氧化物排放量(公斤)	40.74	41.41
SO _x emissions (kg)	硫氧化物排放量(公斤)	0.69	0.71
PM emissions (kg)	懸浮顆粒排放量(公斤)	3.27	3.31

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Note: The emissions data above is calculated based on the formulae and emission factors set out in “How to prepare an ESG Report, Appendix 2: Reporting Guidance on Environmental KPIs” contained in the website of The Stock Exchange of Hong Kong Limited. The data only includes the use of vehicles owned by the Group.

KPI A1.2

The Group’s greenhouse gas emissions are primarily “energy indirect” emissions resulting from the generation of purchased electricity for consumption by the Group’s printing plant and office (Scope 2), as reported on below. Greenhouse gas emissions resulting from combustion of fuels by vehicles owned by the Group (Scope 1) are also reported on below. Other greenhouse gas emissions such as from business air travel by employees (Scope 3) are not material and therefore are not reported on.

For the year ended 31 December 2020, greenhouse gas emissions from the use of vehicles owned by the Group in Hong Kong amounted to 127,468 kg of total CO₂ equivalent emissions (including CO₂, CH₄ and N₂O). Indirect greenhouse gas emissions from purchased electricity in Hong Kong amounted to 4,769,823 kg of total CO₂ equivalent emissions. The decrease in Scope 1 emissions in 2020 was due to the reason mentioned under KPI A1.1 above, and the decrease in Scope 2 emissions was due to a reduction in electricity consumption by the Group printing’s plant as a result of lower production volume and machine usage.

附註： 以上排放數據是根據香港聯合交易所有限公司網站內所載的《如何編備環境、社會及管治報告之附錄二：環境關鍵績效指標匯報指引》中公式及排放係數計算得出。以上數據僅包括本集團所擁有車輛的使用。

關鍵績效指標A1.2

本集團的溫室氣體排放主要為「能源間接」排放，是由本集團的印刷廠房及辦公室消耗所購入電力而產生(範圍二)，報告如下。由本集團所擁有車輛燃燒燃料所產生的溫室氣體排放(範圍一)亦列出於以下報告。其他溫室氣體排放如僱員航空商務行程等所產生之溫室氣體排放(範圍三)並不重大，因此並無載列於報告當中。

截至二零二零年十二月三十一日止年度，由使用本集團在香港所擁有車輛所產生的溫室氣體排放之總二氧化碳當量(包括二氧化碳、甲烷及氧化亞氮)為127,468公斤。於香港購入電力所產生的間接溫室氣體排放之總二氧化碳當量為4,769,823公斤。二零二零年的溫室氣體排放(範圍一)減少，其原因上述關鍵績效指標A1.1中提及，而溫室氣體排放(範圍二)減少則是由於印刷廠的生產量及機器的使用量減少，令本集團的電力消耗下降。

CO ₂ equivalent emissions	二氧化碳當量排放	2020	2019 (Restated)
		二零二零年	二零一九年 (經重列)
Scope 1 (kg)	範圍一(公斤)	127,468	130,040
Scope 2 (kg)	範圍二(公斤)	4,769,823	5,865,563
Scope 3 (kg)	範圍三(公斤)	N/A不適用	N/A不適用

Note: The emissions data above is calculated based on the formulae and emission factors set out in “How to prepare an ESG Report, Appendix 2: Reporting Guidance on Environmental KPIs” contained in the website of The Stock Exchange of Hong Kong Limited. For electricity purchased from CLP Power Hong Kong Limited, the emission factor is based on the 2019 sustainability report of CLP Power Hong Kong Limited.

附註： 以上排放數據是根據香港聯合交易所有限公司網站內所載的《如何編備環境、社會及管治報告之附錄二：環境關鍵績效指標匯報指引》中公式及排放係數計算得出。有關購自中華電力有限公司的電力，其排放係數乃參照中華電力有限公司二零一九年可持續發展報告。

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KPI A1.3

The hazardous waste generated by the Group's newspaper printing operations in Hong Kong include spent developer, spent ink and scrap zinc plates. For the year ended 31 December 2020, a total amount of approximately 67.8 tonnes of hazardous waste were generated, including 15.9 tonnes of spent developer, 2.4 tonnes of spent ink and 49.5 tonnes of scrap zinc plates. The increase in spent developer was due to the full year impact of an adjustment in the mix of plates used (which resulted in savings in the total quantity of plates consumed as well as cost savings) while the decrease in spent ink and scrap zinc plates was due to lower production volume.

關鍵績效指標A1.3

本集團於香港的報章印刷運作所產生的有害廢棄物包括使用過的顯影劑、廢油墨及使用過的印刷鋅板。截至二零二零年十二月三十一日止年度，所產生有害廢棄物合共約67.8公噸，包括使用過的顯影劑15.9公噸、廢油墨2.4公噸及使用過的印刷鋅板49.5公噸。使用過的顯影劑有所增加是由於使用板材組合的改變於全年產生影響(此舉能減少鋅板的消耗總量及節省成本)。廢油墨及使用過的印刷鋅板減少是由於生產量下降。

		2020 二零二零年	2019 二零一九年
Spent developer (tonnes)	使用過的顯影劑(公噸)	15.9	14.9
Spent ink (tonnes)	廢油墨(公噸)	2.4	3.2
Scrap zinc plates (tonnes)	使用過的印刷鋅板(公噸)	49.5	74.0

KPI A1.4

The non-hazardous waste generated by the Group, including domestic waste, office waste and renovation waste, was not material in 2020.

關鍵績效指標A1.4

於二零二零年，本集團產生的無害廢棄物(包括日常廢棄物、辦公室廢棄物及裝修廢棄物)並不重大。

KPI A1.5

The Group adopts appropriate measures to mitigate emissions. In particular, the Group's printing plant adopts appropriate environmentally-friendly measures and assign appropriate responsible staff in charge of reducing emissions. Electricity consumption at our printing plant and office account for the majority of indirect greenhouse gas emissions in our operations and we have implemented initiatives to increase energy efficiency so as to control or reduce emissions. These include the use of LED spotlights and T5 fluorescent tubes to replace traditional lamps at the production premises, using timers and automatic shut-off for outdoor lighting systems, and regular cleaning of the air-conditioning units and chiller plants to maximise their efficiency and reduce energy loss. More of the Group's general energy use efficiency initiatives are described under KPI A2.3 below. In addition, the waste paper, used printing plates and waste ink generated by our printing operations are collected by reputable recycling companies, as described in more detail under KPI A1.6 below, to reduce emissions from these sources.

關鍵績效指標A1.5

本集團採取適當措施以減少排放物。具體而言，本集團的印刷廠房採用適當的環境友善措施，並由專責員工負責減排事宜。印刷廠房及辦公室的電力使用是我們業務運作中間接溫室氣體排放的最大來源，而我們通過實施提升能源效益的舉措，以控制或減少排放物，當中包括，在印刷廠房使用LED燈及T5節能光管取代傳統燈管；室外照明系統使用定時器及自動關閉功能；定期清洗空調及製冷設備以提升其效能並減少能源耗損。有關本集團一般能源使用效益計劃，詳列於關鍵績效指標A2.3中。此外，如關鍵績效指標A1.6中所詳述，本集團的印刷業務運作所產生的廢紙、使用過的印刷鋅板及廢油墨，一概由信譽良好的回收公司收集，以減少由該等來源所產生的排放。

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KPI A1.6

Chemical wastes including spent developer are generated during the Group's printing processes and our printing plant is registered as a chemical waste producer with the Environmental Protection Department. Spent developer and other chemical wastes are collected by licensed chemical waste collectors in compliance with the Waste Disposal (Chemical Waste) (General) Regulation (Cap. 354C of the Laws of Hong Kong). To reduce waste from source, our printing plant adopts non-alcohol printing method to reduce the use of chemicals.

Waste paper and used printing plates generated by our printing operations are collected by a reputable recycling company who specialises in waste management and waste recycling. The recycling company, under an annual contract with the Group, collects waste paper from our printing plant for unloading to the allocated depots. After sorting and packing, the baled waste materials are shipped overseas or to mainland China for further recycling. Similarly, used printing plates are collected by the recycling company, sorted, packed, and shipped to mainland China for further recycling. In addition, waste ink is collected by the ink supplier for resource recycling treatment.

The Group engages environmental recyclers to handle scrapped electronic parts, and used printer cartridges are collected by suppliers for recycling. Waste paper generated by our office operations and other recyclable office materials are also collected for recycling.

A2. Use of Resources

The Group is committed to use resources efficiently and minimise waste generation in our operations. We strive to strengthen our environmental protection efforts to conserve resources and manage wastes when conducting our business activities. In managing its use of resources, it is the Group's policy to:

- Meet or exceed all applicable environmental standards;
- Choose suppliers and sub-contractors that follow appropriate environmentally-friendly practices;
- Promote environmental awareness among staff, business partners and the public.

關鍵績效指標 A1.6

本集團的印刷過程中會產生化學廢物，包括使用過的顯影劑，我們的印刷廠房已向環境保護署註冊為化學廢物產生者。使用過的顯影劑及其他化學廢物遵從《廢物處置(化學廢物)(一般)規例》(香港法例第354C章)由持牌化學廢物回收公司統一收集。為了從源頭減廢，我們的印刷廠採用無酒精印刷方法，致力減少使用化學物質。

本集團的印刷運作所產生的廢紙及使用過的印刷鋅板，皆由專門從事廢物管理及廢物回收之信譽良好的回收公司收集。回收公司依照每年與本集團簽訂之合約，從本集團的印刷廠房收集廢紙，然後運送至所分配倉庫。經過分類及包裝後，成捆的廢棄物會運送到海外或中國內地作進一步回收。同樣，使用過的印刷鋅板由回收公司收集、分類及包裝，然後運送到中國內地作進一步回收。此外，廢油墨由油墨供應商回收作再生產用途。

本集團委聘環保回收商處理廢棄的電子零件，而使用過的碳粉匣則由供應商回收。本集團的辦公室運作所產生的廢紙和其他可回收的辦公室用品亦會收集作回收用途。

A2. 資源使用

本集團致力於有效善用資源，並力求將營運中產生的廢棄物減至最低。我們努力加強環保工作，在開展業務活動時保護資源及管理廢棄物。本集團於管理資源時採取以下政策：

- 嚴格執行或超越所有適用環保作業守則；
- 優先聘用實行適當環境友善措施的供應商或承包商；
- 促進環保意識普及化，積極推動員工、商業夥伴及社會大眾愛護環境。

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Paper and ink are the major raw materials used in the printing of the Group's publications. Caring for the environment and optimising production cost are the two main considerations in the selection and use of these materials. Our aim is to use environmentally-friendly products as much as possible, and at the same time minimise consumption and wastage.

In 2020, the Group used 15,652 tonnes of newsprint for the production of its newspapers in Hong Kong, and 1,609 tonnes of newsprint was collected for recycling. Around 50% of the paper used by the Group for printing newspapers in Hong Kong in 2020 was recycled paper or contained recycled paper. The paper used was supplied by reputable manufacturers in Asia, Europe, Australasia and North America, all of whom are members of the Forest Stewardship Council and adhere strictly to manufacturing processes that create minimal impact on the environment. Stringent supervision and control on the efficient use of newsprint were exercised at all times. The Group used organic-based printing ink for printing newspapers in Hong Kong. This ink consists of a composite of resin and vegetable oil that fulfils environmental conservation objectives. All ink used was supplied by manufacturers in Korea who comply with ISO14000 and 14001 Environmental Management System Standards as well as the ISO9000 and 9001 Quality Management System Standards.

紙張及油墨為印刷本集團刊物所用的主要原材料。於甄選及使用該等材料時，我們的兩大主要考慮因素為對環境友善及善用生產成本。我們的目標是盡量採用環境友善產品，同時將消耗及廢棄減至最少。

於二零二零年，本集團於香港印刷報章所消耗的白報紙為15,652公噸，並收集1,609公噸的白報紙作回收用途。本集團於二零二零年用於香港印刷報章的紙張，約50%為再造紙或含再造紙成分。使用的紙張由信譽良好的製造商提供，分佈亞洲、歐洲、澳紐及北美洲，該等製造商均屬森林管理委員會的會員，並謹守對環境造成最少影響的製造程序。本集團嚴格監控和控制白報紙運用得宜。此外，本集團用於香港印刷報章的油墨為有機油墨。此油墨由樹脂及植物油的合成物組成，符合環境保育的目標。所有使用的油墨由符合ISO14000及14001環境管理體系標準及ISO9000及9001質量管理體系標準的韓國製造商提供。

		2020 二零二零年	2019 二零一九年
Newsprint used (tonnes)	白報紙消耗(公噸)	15,652	33,162
Newsprint collected for recycling (tonnes)	白報紙回收(公噸)	1,609	3,102

KPI A2.1

Electricity used in the newspaper printing process at its printing plant and in the office operations account for the majority of the Group's electricity consumption. The Group purchases electricity from CLP Power Hong Kong Limited. The electricity consumption by the Group in Hong Kong for the year ended 31 December 2020 was 9,539,645 kWh. The decrease in electricity consumption was due to the reason mentioned under KPI A1.2 above.

關鍵績效指標A2.1

本集團主要電力消耗為印刷廠房印刷報章以及辦公室運作所用的電力。本集團向中華電力有限公司購入電力。截至二零二零年十二月三十一日止年度，本集團在香港的電力消耗總量為9,539,645千瓦時。電力消耗總量減少的原因於上述關鍵績效指標A1.2中提及。

		2020 二零二零年	2019 二零一九年
Electricity consumption (kWh)	電力消耗總量(千瓦時)	9,539,645	11,501,103

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KPI A2.2

The Group's major water consumption is for its printing operations and office operations. Water consumption by the Group in Hong Kong for the year ended 31 December 2020 was approximately 32,291 cubic metres. The increase in water consumption was due to increase in usage for sanitation in response to the outbreak of the COVID-19 pandemic.

關鍵績效指標A2.2

本集團主要用水為印刷運作及辦公室運作所使用的水。截至二零二零年十二月三十一日止年度，本集團在香港的耗水總量為約32,291立方米。耗水總量的增加是由於2019冠狀病毒疫情爆發導致增加用水以作清潔。

		2020 二零二零年	2019 (Restated) 二零一九年 (經重列)
Water consumption (cubic metres)	耗水總量(立方米)	32,291	30,613

KPI A2.3

As mentioned under KPI A1.5, the Group adopts appropriate environmentally-friendly measures for energy use efficiency and assigns appropriate responsible staff in charge of energy saving matters. In general, the Group deploys energy-saving lightings, uses natural sunlight as much as possible and urges staff to switch off idle lightings, air-conditioning, computers and other electrical equipment; in addition, staff are encouraged to use recycled paper and to use telephone or video conferencing to reduce local and overseas travelling. Reminders and notices are regularly issued to staff to remind them to use energy smartly as well as to save water and to reduce sewage from the source.

關鍵績效指標A2.3

如關鍵績效指標A1.5所述，本集團採取適當的環境友善措施以提高能源使用效益，並由專責員工負責節能事宜。大致上，本集團使用節能照明，儘可能採用自然光，並敦促員工在沒有人使用時關閉照明設備、空調、電腦及其他電子器材；此外，我們鼓勵員工循環使用紙張及利用電話或視像會議以減少本地及海外公幹。我們定期發出提示及通知，提醒員工善用能源、節約用水及從源頭減廢。

KPI A2.4

Water is not a significant element in the Group's business operations and generation of waste water is minimal.

關鍵績效指標A2.4

水在本集團的業務營運中並非重大元素，因此產生廢水不多。

KPI A2.5

The packaging materials used by the Group for its finished products are immaterial.

關鍵績效指標A2.5

本集團用於包裝製成品的材料不多，並視為不重要。

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A3. The Environment and Natural Resources

The Group is committed to environmental protection. It is the Group's policy to minimise the impact of its business activities on the environment and natural resources.

KPI A3.1

The Group's activities do not have a significant impact on the environment and natural resources. Other than the measures to mitigate emissions mentioned under KPI A1.5 and the energy use efficiency initiatives mentioned under KPI A2.3 above, the Group continually monitors and reviews its operations and processes to minimise any impact on the environment. In April 2020, the Group's IT Department completed its data centre virtualisation project, replacing all aged legacy servers with virtualisation solution which not only helped to cut down on energy use but also generated savings in physical space and maintenance costs. The final phase of this virtualisation project has brought about an average monthly reduction of approximately 20% in electricity consumption of the data centre since April 2020.

B. SOCIAL

B1. Employment

It is the Group's policy to recruit the best qualified people and to maintain a pool of human resources according to different businesses' manpower requirements and planning. It is also the Group's policy to transfer or promote well performing and capable employees to fill vacancies so that employees are provided with opportunities to widen their exposure and further their career development within the Group.

A3. 環境及天然資源

本集團致力於環境保護，其政策旨在將本集團的商業行為對環境及天然資源所造成的影響減至最低。

關鍵績效指標A3.1

本集團的業務不會對環境及天然資源造成重大影響。除了上述關鍵績效指標A1.5中提及的減少排放物措施及關鍵績效指標A2.3中提及的提高能源使用效益措施之外，本集團將持續監控和檢視其運營及流程，以將對環境的影響減至最少。於二零二零年四月，本集團資訊科技部完成了其數據中心虛擬化項目的最後階段實施，用虛擬化方案替換了所有舊式的伺服器，不僅有助於減少能源使用，更能節省實體空間和維修成本。自二零二零年四月該最後階段完成後，數據中心的每月用電量平均減少約20%。

B. 社會

B1. 僱傭

本集團的政策旨在根據不同業務的人力需求及計劃招聘最具資格的人才及保留人才資源。本集團亦會將表現優秀及有能力的僱員調任或晉升以填補職位空缺，為僱員提供於本集團內拓闊閱歷及事業發展的機會。

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The Group is dedicated to employment diversity and anti-discrimination in the workplace, and adopts an Equal Employment Opportunity policy. All applicants for the Group's positions have equal opportunities of employment irrespective of their age, sex, marital status, family status, disability, race, nationality or religion (provided that these do not impede the abilities of the prospective appointees to carry out normal job duties or affect the health and safety of fellow employees). Job applicants are treated fairly and equally. Employment is offered only to the best qualified applicants with reference to their merits and abilities to meet the requirements of the jobs irrespective of whether they are referrals or direct applicants.

The Group's Human Resources Department provides recruitment advice and related services to all departments and line managers are responsible for ensuring that these policies are implemented in their operations. The Human Resources Department is consulted before any action is taken in relation to any employee and confirmation of full time and part-time employment is offered by the Human Resources Department.

We offer remuneration packages to staff taking into account their performance, contribution and the level of responsibility/empowerment pertinent to the specific jobs. Remuneration packages are reviewed according to individual performance, business unit performance as well as the Group's overall business performance. We attract, retain and motivate high-performing employees with incentive payments, such as allowances, performance driven commissions and bonuses, discretionary year-end bonuses and share option scheme. We offer a comprehensive range of employee benefits to full-time staff including insurance and medical coverage, maternity and paternity benefits, long service recognition awards, etc.; and we provide mandatory provident fund schemes for all staff including part-time staff.

Staff employment policies are adopted with approval by management and confirmed by the Group's Legal Department to ensure compliance with relevant laws and regulations including the Companies Ordinance (Cap. 622 of the Laws of Hong Kong), Employment Ordinance (Cap. 57 of the Laws of Hong Kong) and Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong). Updates to the relevant laws and regulations, policies and procedures are posted to staff via memoranda or company intranet.

本集團致力於在工作環境奉行多元化及反歧視的僱傭原則，採納平等僱傭機會政策。所有應徵本集團職位的人士均具有平等的受僱機會，不論其年齡、性別、婚姻狀況、家庭狀況、殘障、種族、國籍或宗教信仰(除非妨礙可能獲聘者履行正常工作職責或影響其他僱員的健康及安全)。應徵者獲公平及平等對待。本集團任人唯賢，僱傭最具有工作所要求的能力及資格的應徵者，不論其為引薦人士或直接應聘者。

本集團人力資源部向所有部門提供招聘意見及相關服務，部組經理負責確保在營運過程中執行該等政策。在採取任何與僱員相關行動之前須諮詢人力資源部，而所有全職和兼職僱傭皆由人力資源部確認。

我們經考慮員工及其具體工作相關的表現、貢獻及權責後提供薪酬待遇。薪酬待遇根據個人表現、業務單位表現及本集團的整體業務表現作出檢討。為吸引、挽留或激勵表現優異的僱員，我們提供津貼、表現佣金及花紅、年終酌情花紅及購股權計劃等獎勵。我們向全職僱員提供全面的僱員福利，包括保險及醫療保障、產假及侍產假、長期服務獎金等。我們亦為全體員工包括兼職員工提供強制性公積金計劃。

員工僱傭政策經管理層批核後方可採用，並由法律部確認，以確保遵守相關法律及法規，包括《公司條例》(香港法例第622章)、《僱傭條例》(香港法例第57章)及《僱員補償條例》(香港法例第282章)。相關的法規、政策及程序的更新會透過備忘錄或公司內聯網向員工傳達。

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The collection, access, update, retention and/or transfer of employees' data for the process of employment are conducted strictly in accordance with designated procedures which are subject to regular reviews in compliance with the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong).

The Group's Human Resources Department has appropriate systems and processes in place to ensure compliance with the above policies and with Hong Kong statutory provisions. It gives appropriate advice to all operating units in following the standard procedures and practices. All employment letters, time-sheets, overtime forms, regular compensation, mandatory provident fund contributions, sick leave and injury compensation, and arrangements regarding working hours and rest periods are subject to annual audit and regular review to ensure compliance with relevant laws and regulations.

KPI B1.1

As at 31 December 2020, the Group employed a total of 1,163 full-time employees including 929 in Hong Kong and 234 in the Group's mainland China and overseas offices.

僱傭過程中收集、獲取、更新、保留及／或轉移的僱員資料會嚴格按照指定程序進行，該等程序依照《個人資料(私隱)條例》(香港法例第486章)定期覆核。

本集團人力資源部設有適當系統及程序，確保遵守上述政策及香港法定條文。人力資源部會向所有營運單位提供關於遵循該等程序及慣例的適當意見。所有僱傭函件、出勤表、超時工作表、固定補償、強制性公積金供款、病假、工傷補償、工作時數及休假安排必須進行年度審核及定期覆核，以確保遵守法律及法規。

關鍵績效指標B1.1

於二零二零年十二月三十一日，本集團共聘用全職僱員1,163人，當中包括香港僱員929人及中國大陸和海外僱員234人。

		2020 二零二零年	2019 (Restated) 二零一九年 (經重列)
Full-time employees in Hong Kong	全職僱員(香港)	929	1,006
Full-time employees in mainland China and overseas	全職僱員(中國大陸和海外)	234	261
Total number of full-time employees	總全職僱員	1,163	1,267

The table below shows a breakdown of the Group's employees in Hong Kong by age group and by gender:

Full time employees by age group:

下表為本集團按年齡組別及性別劃分的香港僱員：

按年齡組別劃分的全職僱員人數：

Age Group	年齡組別	2020 二零二零年	2019 二零一九年
29 or under	29歲或以下	19.9%	17.6%
30-39	30歲至39歲	15.1%	15.9%
40-49	40歲至49歲	30.8%	34.8%
50 or above	50歲或以上	34.2%	31.7%

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Full time employees by gender:

按性別劃分的全職僱員人數：

Gender	性別	2020 二零二零年	2019 二零一九年
Male	男性	56.8%	57.2%
Female	女性	43.2%	42.8%

KPI B1.2

關鍵績效指標 B1.2

The Group's employee turnover rate in Hong Kong in 2020 was 11.0%. The table below shows the Group's employee turnover rate by age group and by gender:

於二零二零年，本集團的香港僱員流失比率為11.0%。下表為本集團按年齡組別及性別劃分的僱員流失比率：

Employee turnover rate by age group:

按年齡組別劃分的僱員流失比率：

Age Group	年齡組別	2020 二零二零年	2019 二零一九年
29 or under	29歲或以下	39.6%	77.5%
30-39	30歲至39歲	13.0%	26.0%
40-49	40歲至49歲	2.8%	8.2%
50 or above	50歲或以上	2.6%	4.3%

Employee turnover rate by gender:

按性別劃分的僱員流失比率：

Gender	性別	2020 二零二零年	2019 二零一九年
Male	男性	7.5%	15.1%
Female	女性	15.7%	33.2%

B2. Health and Safety

B2. 健康及安全

The Group takes measures to provide and maintain a safe and healthy workplace for our employees through establishing an Occupational Health and Safety Management System. We pledge to follow and observe the following principles in implementing the system:

本集團設有職業安全及健康管理體系，為僱員提供一個安全及健康的工作環境。我們於推行該體系時依照並遵循下列原則：

- To recognise that safety and health at work is an integral part of our business performance and to endeavor to achieve a high level of safety performance;
- To accept the responsibility of providing and maintaining a safe workplace for our employees and contractors/suppliers working within our premises;

- 認同安全及健康工作場所是業務表現的其中一部分，並致力達到高水平的職業安全及健康表現；
- 承擔責任為員工及在本集團所屬管理的地方工作的承包商及供應商提供及保持一個安全及健康的工作場所；

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- To comply with the occupational health and safety regulations and relevant legal requirements where appropriate;
 - To define safety organisational structure and responsibilities and provide adequate and appropriate resources for developing and implementing the system;
 - To provide appropriate training for our employees in order to ensure the system is properly implemented;
 - To ensure our employees and contractors/suppliers working within our premises implement the system;
 - To periodically review the system and its performance and implement appropriate follow up actions in order to achieve continual improvement.
- 遵守職業安全及健康相關的法例要求及指引；
 - 訂立安全管理架構及權責，並提供足夠及合適的資源，以建立及推行職業安全及健康管理體系；
 - 為員工提供適當的培訓，以確保能恰當地推行職業安全及健康管理體系；
 - 確保員工及在本集團所屬管理地方的承包商及供應商推行職業安全及健康管理體系；
 - 定期評審職業安全及健康管理體系的推行情況，並執行相應的跟進活動，從而達至持續改善職業安全及健康的表現。

In view of the outbreak of COVID-19, the Group strictly followed the guidelines and measures issued by the government and has implemented the following preventive and control measures to safeguard the health and well-being of our colleagues:

鑑於2019冠狀病毒爆發，本集團嚴格遵守政府發出的指引及措施，並實施以下預防和控制措施，以保障同事的健康和福祉：

- Keeping employees informed and updated of preventive measures against COVID-19;
 - Cleaning and disinfecting the workplace regularly, especially the toilets and pantries, as well as requiring vendors such as shuttle bus and staff canteen operators to enhance cleaning and sanitisation;
 - Providing hand sanitisers, masks and other protective equipment for staff use and requiring staff to wear masks in public areas of the work premises;
 - Checking body temperature of employees and visitors before entering the work premises;
 - Requiring visitors to fill in health declaration forms and scanning the “LeaveHomeSafe” QR code before entering the work premises;
 - Encouraging social distancing in the workplace and adopting tele-conference or video conference to minimise physical contact;
- 不時向員工提供對2019冠狀病毒的最新預防措施；
 - 定期清潔和消毒工作場所，尤其是洗手間和茶水間，並要求外判穿梭巴士和員工餐廳等供應商加強清潔及消毒；
 - 為員工提供潔手消毒液、口罩和其他防疫設備，並要求員工在工作場所的公眾範圍內配戴口罩；
 - 所有員工及訪客進入工作場所前必須量度體溫；
 - 要求訪客填寫健康申報表，並在進入工作場所之前掃描「安心出行」二維碼；
 - 鼓勵在工作場所保持社交距離，並採用電話或視像會議以盡量減少身體接觸；

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- Implementing flexible working hours, “Work from Home” arrangements and setting up “A-B” teams in different areas of the office to reduce social assembling;
- Asking staff with COVID-19 symptoms to consult a doctor and take the COVID-19 test, and not come to the workplace until a negative test result is confirmed.
- 實施彈性上班時間、「在家工作」安排及在辦公室的不同區域建立「A-B」團隊，以減少社交聚集；
- 要求出現2019冠狀病毒症狀的員工諮詢醫生並接受2019冠狀病毒測試，直至確認陰性測試結果後方可上班。

KPI B2.1 and KPI B2.2

For the year ended 31 December 2020, there were a total of 4 cases of work-related injuries representing an average injury rate of 4.31 per 1,000 employees (defined according to Occupational Safety and Health Branch, Labour Department). There were a total of 793 days lost due to work-related injuries. No work-related fatal incidents occurred in 2020. The number of days lost due to work-related injuries increased because of three injuries requiring longer recovery time.

KPI B2.3

The Group complies with relevant laws and regulations relating to providing a safe working environment and protecting employees from occupational hazards. For example, in compliance with the Fire Services Ordinance (Cap. 95 of the Laws of Hong Kong) and the Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong), the Group has installed adequate fire sprinklers and extinguishers in our workplaces and emergency exit floor plans are clearly posted; all emergency exits are checked frequently to ensure no obstacles and we hold fire evacuation drills and safety talks at regular intervals. All workplaces are also equipped with first aid boxes and the printing plant is equipped with an AED (automated external defibrillator). In compliance with the Factories and Industrial Undertakings Ordinance (Cap. 59 of the Laws of Hong Kong) and Factories and Industrial Undertakings (Safety Management) Regulation (Cap. 59AF of the Laws of Hong Kong), we have set up a Safety Management Committee and a Safety Management System to monitor all safety issues in the workplace, audited by a registered safety auditor annually. In addition, we hold regular factory-related drills (e.g. chemical spillage) at our printing plant.

關鍵績效指標 B2.1 及 關鍵績效指標 B2.2

截至二零二零年十二月三十一日止年度，共錄得4宗工傷，以每千名僱員計的傷亡率為4.31（根據勞工處職業安全及健康部的定義計算）。因工傷而引致損失工作日數合共為793日。於二零二零年內並沒有工作引致死亡的個案。因工傷而引致損失工作日數增加是由於其中三宗工傷需要較長的康復時間。

關鍵績效指標 B2.3

本集團遵守有關提供安全工作環境及保護僱員免受職業危害的法律及法規。例如，根據《消防條例》(香港法例第95章)及《職業安全及健康條例》(香港法例第509章)，本集團於工作場所安裝足夠的消防噴頭及滅火器，並清楚張貼緊急出口平面圖；我們經常檢查所有緊急出口，確保無障礙物，並定期舉行消防疏散演習及安全講座。所有工作場所亦配備急救箱，同時印刷廠房也配備AED（自動體外心臟去顫器）。根據《工廠及工業經營條例》(香港法例第59章)以及《工廠及工業經營(安全管理)規例》(香港法例第59AF章)，我們已設立安全管理委員會及安全管理系統，監察工作場所的安全事宜，每年由註冊安全審核員審核。此外，我們定期在印刷廠房舉行與工廠相關(例如化學品洩漏)的演習。

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B3. Development and Training

We encourage our staff members to improve their job capabilities and career prospects by providing them with opportunities for professional and personal growth and development, through various training programmes, workshops and seminars.

An induction training is organised for new employees to apprise them of the Group's businesses and the industry in which we operate. In addition, on-the-job training is offered to employees, including management and directors, for the purpose of refreshing and developing their knowledge and skills. These include training related to compliance with relevant laws and regulations such as the Personal Data (Privacy) Ordinance, the Trade Descriptions Ordinance (Cap. 362 of the Laws of Hong Kong) as well as other advertising and media laws. Work safety and anti-bribery training is also provided on a regular basis. To ensure that our staff are kept abreast of the developments in the media industry, we also offer training on the latest editorial management systems, office automation, online media technology as well as digital sales and marketing, according to the roles and responsibilities of the employees.

KPI B3.1 and KPI B3.2

For the year ended 31 December 2020, a total of 733 employees attended training through both internal and external training course (representing 78.9% of full-time employees), with a total of 38,871 hours of training.

B3. 發展及培訓

我們透過舉辦不同的培訓計劃、工作坊及講座，向員工提供專業及個人成長及發展的機會，鼓勵員工提升工作能力及職業前途。

我們為新員工提供入職培訓，讓他們了解本集團業務及所在行業的狀況。此外，我們向僱員(包括管理層及董事)提供在職培訓，旨在提升及發展其知識與技能。該等培訓包括有關遵守相關法律及法規，如《個人資料(私隱)條例》、《商品說明條例》(香港法例第362章)及其他廣告及媒體法例。我們亦定期提供工作安全及反賄賂培訓。為確保我們的員工了解媒體行業的最新發展，我們亦根據僱員的職位及職責提供編輯管理系統、辦公自動化、線上媒體技術、數碼化銷售及市場推廣的培訓。

關鍵績效指標B3.1及關鍵績效指標B3.2

截至二零二零年十二月三十一日止年度，共有733名員工出席內部及外部培訓課程(相當於全職僱員的78.9%)，接受共38,871小時的培訓。

		2020 二零二零年	2019 二零一九年
Number of employees who attended training	受培訓員工人數	733	865
Total hours of training	總員工培訓時數	38,871	45,036

B4. Labour Standards

The Group adopts a "No Child Labour and No Forced Labour" policy which:

- Ensures that no person below the age of 15 is employed in the workplace;
- Prohibits the use of forced or compulsory labour;

B4. 勞工準則

本集團採納「不僱傭童工及不強逼勞動」政策：

- 確保不僱傭十五歲以下的人士工作；
- 禁止強逼或強制勞動；

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- Ensures that no employee is made to work against his/her will or to work as bonded/forced labour, or subjected to corporal punishment or coercion of any kind related to work;
- Refrains from engaging with vendors and suppliers who use child labour and forced labour in their operations.

The Human Resources Department as well as department heads will ensure implementation of this policy, in compliance with Employment of Children Regulations (Cap. 57B of the Laws of Hong Kong) and Employment of Young Persons (Industry) Regulations (Cap. 57C of the Laws of Hong Kong), throughout the process of recruitment and employment registration. Any violation of related regulations and procedures will be subject to warning, re-education or disciplinary action and such other appropriate measures as the Group's management may decide to take.

KPI B4.1 and KPI B4.2

The Group has taken necessary measures to prevent child labour and such measures are communicated regularly to all departments and suppliers. The Human Resources Department maintains appropriate procedures to verify the date of birth of new joiners. Work time sheets with details on job nature are required and kept to ensure that young persons (as defined under the Employment Ordinance) do not engage in night shifts or hazardous jobs, and to ensure that minimum wages are adhered to. Limits for working hours and overtime are set taking into consideration the age of employees.

During the year ended 31 December 2020, the Group was not aware of any non-compliance with relevant laws and regulations on preventing child labour or forced labour.

B5. Supply Chain Management

It is the Group's policy to source materials from sustainable sources managed or operated by environmentally reputable suppliers who are in line with the Group's view to social responsibility and these suppliers are diversified geographically to ensure the source materials supply is not affected by change of environmental policy of individual country or individual region.

- 確保沒有僱員違背其自身意願工作或遭強逼勞動或遭到與工作有關的體罰或脅逼；

- 不會採用聘用童工及使用強逼勞動的供應商。

人力資源部及部門主管確保執行本政策，於招聘及僱傭登記過程中遵守《僱用兒童規例》(香港法例第57B章)及《僱用青年(工業)規例》(香港法例第57C章)。如有觸犯相關法規及程序，將予以警告、再教育或紀律處分，以及本集團管理層決定採取之其他適當措施。

關鍵績效指標B4.1及關鍵績效指標B4.2

本集團已採取必要措施以防止僱傭童工，並定期通知各部門及供應商其相關措施。人力資源部定有合適程序以核實新加入員工的出生日期，並要求及保存附有工作性質詳情的出勤表，以確保青年(按《僱傭條例》的定義)未有從事夜班或危險性工作，且確保遵守最低工資條例。在制訂工作時間限制及加班時會考慮到員工的年齡。

截至二零二零年十二月三十一日止年度，本集團並不知悉任何違反有關防止僱用童工或強逼勞動的法律及法規之事宜。

B5. 供應鏈管理

本集團的政策是向與本集團具有一致社會責任理念的供應商採購材料，該等供應商須具有良好環保聲譽並提供來自可持續來源的材料。該等供應商來自全球不同地區，以確保原材料供應不受任何個別國家或個別地區之環境政策變動所影響。

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KPI B5.1 and KPI B5.2

In 2020, the top 10 suppliers for the Group's regular business operations in Hong Kong (being suppliers of products and/or services with an annual total contract amount of HK\$10 million or above) accounted for approximately 26% of the Group's total purchases of products and/or services. These are mainly suppliers of newsprint, ink, printing services, delivery and distribution services and approximately 63%, 11%, 14% and 12% of them are located, respectively, in Hong Kong, Asia, North America and Australasia.

Newsprint and ink are the major materials consumed by the Group. Senior management staff responsible for this role visits existing and potential suppliers (who individually accounts for 20% or more of total consumption) to examine and assess whether they fulfil the industry's expectations in the social and environmental aspects, especially concerning the raw materials and the natural resources they use to produce their products.

B6. Product Responsibility

The Group aims to provide products (inter alia, newspapers, magazines, recruitment media and other publications) and services (inter alia, advertising, promotional events, printing and publishing services) of the highest standards. As a content provider, the Group aims to produce high quality content to make its products preferred and valued by readers. As an advertising medium, the Group aims to be an effective platform for advertisers to reach their target audience. Also, the Group is committed to protecting the privacy of individuals with respect to personal data.

關鍵績效指標B5.1及關鍵績效指標B5.2

於二零二零年，本集團於香港日常業務運作的十大供應商(為年內合約總額一千萬港元或以上的產品及／或服務供應商)佔本集團產品及／或服務採購總額約26%。該等供應商主要供應白報紙、油墨、印刷服務、運送及派發服務，來自香港、亞洲、北美洲及澳紐的佔比分別約63%、11%、14%和12%。

白報紙及油墨為本集團主要使用的材料。對個別佔總消耗量兩成或以上的現有或潛在供應商，負責的高級管理人員會通過現場視察，檢查及評估其有否符合行業在社會及環境方面的期望，尤其是其於製造產品時所用的原材料及天然資源。

B6. 產品責任

本集團旨在提供最高質素的產品(其中包括報章、雜誌、招聘媒體及其他刊物)及服務(其中包括廣告、推廣活動、印刷及出版服務)。本集團作為內容供應商，旨在製作優質的內容，使其產品受到讀者的青睞及重視。本集團同時作為廣告媒介，旨在為廣告商提供聯繫其目標受眾的高效平台。此外，在處理個人資料方面，本集團致力保護個人私隱。

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KPI B6.1, KPI B6.2, KPI B6.3 and KPI B6.4

For the year ended 31 December 2020, none of our products sold or shipped was subject to recalls for safety and health reasons, and the Group was not aware of any products and service related complaints that would have significant impact on the Group. It is the Group's policy to respect intellectual property rights (which is also one of its valuable assets as a content provider), not to use infringing articles in our business and only use licensed software on office equipment. All staff are required to strictly comply with the Copyright Ordinance (Cap. 528 of the Laws of Hong Kong) as stipulated in the Employee Handbook, and are required to report any suspected intellectual property rights infringement of the Group. In terms of quality assurance, regular review meetings are held by relevant staff to ensure provision of high quality content to readers.

KPI B6.5

Brief updates and/or training are provided to keep the relevant staff in pace with the developments in the advertising and media laws, and the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong). Regarding advertising service, advertisements of suspicious nature are reviewed and commented before publication so as to minimise the possibility of any claims, allegations and/or contravention of the relevant laws. In relation to privacy, a personal data policy is set out in the Employee Handbook to which staff are required to strictly adhere when handling personal data. In compliance with the Personal Data (Privacy) Ordinance, privacy policy statements are also included in the Group's websites and mobile applications, and Personal Information Collection Statements are made whenever personal data is collected. All personal data is maintained with care and can only be accessed by authorised staff, and protected by appropriate security measures.

B7. Anti-corruption

It is the Group's policy to ensure that its business operates according to the highest standards of ethical conduct and professional competence. All staff are required to strictly comply with the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong) and the code of conduct contained in the Employee Handbook, in particular the conflict of interest and anti-bribery provisions.

關鍵績效指標B6.1、關鍵績效指標B6.2、關鍵績效指標B6.3及關鍵績效指標B6.4

截至二零二零年十二月三十一日止年度，我們既無已售或已運送的產品因安全與健康理由而須回收，本集團並不知悉任何有關產品及服務的投訴且會對本集團造成重大影響。本集團的政策為尊重知識產權（此亦為本集團作為內容供應商之其中一項珍貴資產），在我們的業務中不採用侵權物品，以及於辦公室設備上只使用授權軟件。全體員工須按僱員手冊中規定，嚴格遵守《版權條例》（香港法例第528章），並須匯報任何懷疑侵犯本集團知識產權的情況。就品質保證而言，相關員工定期舉行檢討會，以確保為讀者提供優質內容。

關鍵績效指標B6.5

我們提供更新概要及／或培訓予相關員工，致使其持續了解有關廣告及媒體之法例以及《個人資料（私隱）條例》（香港法例第486章）的最新發展。就廣告服務而言，性質可疑的廣告會於刊登前進行審閱及批閱，以減低招致任何申索、指控及／或違反相關法律的可能性。就私隱而言，員工於處理個人資料時須嚴格遵守載於僱員手冊的個人資料政策。為符合《個人資料（私隱）條例》，私隱政策聲明亦載於本集團的網站及流動應用程式，而於收集個人資料時則會作出個人資料收集聲明。所有個人資料會審慎保管，而僅有獲授權員工方可查閱，並採用合適保安措施加以保護。

B7. 反貪污

本集團的政策為確保其業務遵循最高標準的道德規範及專業質素。所有員工須嚴格遵守《防止賄賂條例》（香港法例第201章）及僱員手冊所載的行為守則，尤其是利益衝突及反賄賂條文。

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KPI B7.1

For the year ended 31 December 2020, the Group was not aware of any concluded legal cases regarding corrupt practices brought against the Group or its employees.

KPI B7.2

The Group encourages the reporting of any suspected breach of the aforesaid to the Human Resources Department through the whistle-blowing mechanism. Such reports are kept confidential and the identity of the reporting employee will not be divulged. The Group will take all reasonable steps to ensure that the reporting employee suffers no detriment. Also, different internal audit assignments are conducted from time to time.

KPI B7.3

The Group has clear guidelines on the practical guidance of the operation of the anti-bribery provisions set out in the Employee Handbook, applicable to all employees (including Directors) of the Group. The guidelines have been uploaded to the Group's intranet for all employees to read at any time.

B8. Community Investment

As a media organisation, the Group strives to provide high quality journalism and an effective advertising medium to ensure business success, while at the same time the Group is committed to fulfilling its social responsibility as a good corporate citizen that brings benefits to the communities in which it operates. Our community investment strategy is to leverage on and align the resources of the Group (including our readers and staff) with the needs of the communities we serve. We focus on two core areas where we believe our understanding of the needs and our support can best contribute to the long term development and sustainability of the community, namely, Education and Charity & Community Care.

關鍵績效指標B7.1

截至二零二零年十二月三十一日止年度，本集團並不知悉任何對本集團或其員工提出並已審結的貪污訴訟案件。

關鍵績效指標B7.2

對於任何疑似違反上述各項的情況，本集團鼓勵透過舉報機制向人力資源部作舉報。該舉報內容會保密處理，而作出舉報的僱員身份不會被披露。本集團將採取一切合理程序以確保作出舉報的僱員不會受傷害。此外，本集團會不時進行不同的內部審核工作。

關鍵績效指標B7.3

本集團對載於僱員手冊中有關反賄賂條文的操作有明確的指引，適用於本集團的所有員工(包括董事)。該指引已上載到本集團的內聯網，供所有員工隨時閱讀。

B8. 社區投資

本集團作為媒體機構，致力提供高質素新聞資訊及有效廣告渠道，每天發掘及報道社會時事，同時關心社區，負上良好企業公民的責任。本集團的社區投資策略是集中善用集團的資源(包括其讀者及員工)，於教育與慈善及社區關懷兩方面投入心力，務求對社會的持續發展帶來正面貢獻。

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KPI B8.1 and KPI B8.2

Education

It is our belief to support and nurture today's young people who are our future, by providing them with opportunities to formal education as well as personal development. This section outlines our key educational initiatives:

— Students' Loan Fund and Scholarship under Sing Tao Charitable Foundation

Sing Tao Charitable Foundation was established in 1976 with the aim of providing financial assistance to those in need, including student loans and scholarships, which comprise:

- Sing Tao Charitable Foundation Students' Loan Fund

Sing Tao Charitable Foundation Students' Loan Fund seeks to assist, by way of interest-free loans, students who face financial difficulty and are nominated by their education institutes. The Loan Fund is composed of two parts – loans to students of the eight University Grants Committee-funded universities and Hong Kong Shue Yan University, and emergency loans to students of the aforementioned nine universities, certain other tertiary institutions and secondary schools recognised by the Education Bureau. In addition to providing funding to the Loan Fund, the Group also participates in its selection committee. In the 2019/2020 academic year, Sing Tao Charitable Foundation Students' Loan Fund provided loans of approximately HK\$742,000 to 58 students.

- Sing Tao Charitable Foundation Scholarships

Sing Tao Charitable Foundation Scholarships was set up to offer one-off scholarships to outstanding students studying Journalism and Communication at The Chinese University of Hong Kong, in order to nurture future journalists and talents in the news industry. In the 2019/2020 academic year, Sing Tao Charitable Foundation Scholarships provided scholarships of HK\$40,000 to 8 students.

關鍵績效指標B8.1及關鍵績效指標B8.2

教育

我們堅信支持及培養年青人為社會的長遠發展帶來動力，透過協助他們獲得正統教育及個人發展機會，年青人將能成為未來的社會棟樑。以下是我們於教育方面的主要項目：

— 「星島慈善基金」屬下助學金及獎學金

「星島慈善基金」成立於一九七六年，目的為社會上有需要人士提供財務上的支援，包括提供助學金及獎學金，當中有以下項目：

- 「星島慈善基金貸款助學金」

「星島慈善基金貸款助學金」以免息貸款形式，為有經濟困難並獲得院校推薦的學生伸出援手。「星島慈善基金貸款助學金」分為兩部分，除了向受大學教育資助委員會資助的八間院校及香港樹仁大學提供助學貸款，亦設有緊急援助貸款，後者的支援對象包括上述九間大學、其他專上學院及教育局認可中學的學生，助他們在遭逢巨變時可以渡過難關，繼續學業。本集團因應需要向基金捐款注資，同時亦派員參與遴選委員會的工作。於二零一九／二零二零學年，「星島慈善基金貸款助學金」共向58名學生借出貸款助學金約742,000港元。

- 「星島慈善基金獎學金」

「星島慈善基金獎學金」每年向香港中文大學新聞與傳播系中成績優異的學生頒發一筆過的獎學金，為新聞行業培育人才。於二零一九／二零二零學年，「星島慈善基金獎學金」共向8名學生頒發獎學金合共40,000港元。

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- The Standard/Sing Tao “Fat Choy” Drive Medical Students Loan Fund

The Standard/Sing Tao “Fat Choy” Drive Medical Students Loan Fund aims to provide financial assistance, by way of interest-free loans, to students in Medicine, Nursing and Chinese Medicine at The University of Hong Kong. In the 2019/2020 academic year, The Standard/Sing Tao “Fat Choy” Drive Medical Students Loan Fund approved loans of approximately HK\$538,000 to 23 students.

— Education-related Activities

- Since 1994 the Group has organised the annual “Leader of the Year” Award to acknowledge outstanding leaders and thereby encourage the younger generation to strive for excellence and contribute to the development of Hong Kong. Up to 2019, a total of 127 awards have been presented to individuals and groups in recognition of their achievements in a range of categories spanning Community/Public Affairs to Education and Research. A new award category “Young Entrepreneur” was added in 2017 to recognise young leaders and foster the spirit of entrepreneurship and creativity. In view of the various restriction measures under the COVID-19 pandemic, the “Leader of the Year 2020” award presentation ceremony is planned to be held in June 2021.
- The Group co-organises the annual “Sing Tao Inter-School Debating Competition” with the Education Bureau and the event reached its 35th year in 2020. The competition provides an opportunity for students to hone their skills in use of language, debating, analytical thinking and organisation, as well as to raise their awareness of current affairs and enrich their experience in extra-curricular activities. Due to the outbreak of the COVID-19 pandemic, the “35th Sing Tao Inter-School Debating Competition” was conducted in both virtual and physical formats, and received unabated enthusiasm and support.

- 「虎報／星島發財醫科生助學金」

「虎報／星島發財醫科生助學金」旨在為香港大學醫學系、護理學院及中藥學院的學生提供免息貸款，助他們完成學業，為香港培育醫學專才。於二零一九／二零二零學年，「虎報／星島發財醫科生助學金」共向23名學生批出貸款約538,000港元。

— 教育相關活動

- 本集團自一九九四年起，每年舉辦「傑出領袖選舉」，表揚貢獻香港的領袖，並藉此鼓勵年青人以這些傑出領袖為榜樣，發奮圖強。截至二零一九年，共頒發127項獎項予個人或機構，他們來自社會多個界別，遍及社區／公共事務、教育及科研等。於二零一七年新增設「青年企業家」獎項組別，以嘉許年青領袖並促進企業精神和創意。因應2019冠狀病毒疫情的各樣限制措施，「2020年傑出領袖選舉」頒獎典禮計劃於二零二一年六月舉行。
- 本集團與教育局合辦「星島全港校際辯論比賽」，至二零二零年已踏入第三十五屆。活動旨在全面訓練學生雙語能力、辯才、思考力及組織能力，提升學生的時事觸覺，豐富學生的課外活動經驗。由於2019冠狀病毒疫情爆發，「星島第三十五屆全港校際辯論比賽」以網上及實體形式進行，無減參加者的熱誠及支持。

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- In order to raise students' interest in journalism and allow young people to better understand the operations of a newspaper, the Group regularly organises visits from schools and non-profit organisations. During the visits, staff from the Group's Editorial Department, Art Department, Printing Department and Information Centre interact with students to explain and demonstrate their operations in addition to answering questions from students. In 2020, visits were suspended in order to comply with the government's social distancing measures necessitated by the COVID-19 pandemic.
- The book publication and distribution unit of the Group regularly makes donations of books to schools, in order to promote healthy reading habits among students to broaden their knowledge, or cash donations from charity book sales to charitable organisations. However, such activities were halted in 2020 due to the COVID-19 pandemic.
- 為引發學生對傳媒的興趣，同時讓他們對報業營運有更深入的了解，從而為傳媒業培養人才，本集團定期舉辦報館參觀活動，接待學校及非牟利團體。本集團於活動期間安排編輯部、美術部、印刷部及資料室的人員簡介及示範工作流程，解答學生的提問，同時帶領學生參觀實際的工作場所。於二零二零年，為遵守政府的2019冠狀病毒社交距離措施，參觀活動暫停舉辦。
- 本集團旗下圖書出版及發行業務會定期舉辦贈書活動，向中小學校捐贈圖書，推廣閱讀文化並豐富學生的知識，或將圖書義賣所得現金捐贈予慈善機構。該等活動於二零二零年因2019冠狀病毒疫情而暫停。

Charity & Community Care

The Group is committed to “giving back to society” by supporting charitable activities and caring for those in need. In our day-to-day news gathering and reporting activities, the Group is frequently in touch with and aware of the special and urgent needs in the community. This section outlines our key charity and community care initiatives:

— Charity projects under Sing Tao Charitable Foundation

In addition to education-related financial assistance, Sing Tao Charitable Foundation also provides aid to victims of accidents or disasters.

慈善及社區關懷

本集團堅守「取諸社會，用諸社會」的信念，一直支持慈善活動，關懷有需要人士。本集團的媒體業務以嚴謹的編採態度，每天走入社區發掘事實真相，亦因此對社會的狀況有深入認知，了解有需要人士及團體的迫切需要，及時向他們伸出援手。以下是我們於慈善及社區關懷方面的主要項目：

— 「星島慈善基金」屬下慈善項目

除教育方面的財務支援，「星島慈善基金」亦在突發事故或災難情況為不幸人士提供援助。

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- Sing Tao Charitable Foundation – Readers’ Donations

Through the reporting in the Group’s publications, readers become aware of the needs of individuals and families struck by adversities and want to provide financial assistance to them. Sing Tao Charitable Foundation serves as a channel to coordinate readers’ donations and ensure that the process is systematic and accountable. Readers can choose to donate on a one-off or ongoing basis and over the years the Foundation has helped many individuals and families in need to tide over their worst times. In 2020, Sing Tao Charitable Foundation participated in 6 cases and directed over HK\$1,240,000 in donations from our benevolent readers.

— Charity and Community Care Activities

- As a newspaper, Sing Tao Daily is at the forefront in encountering happenings in society and the needy. In 2009, it set up an Adversity Support Scheme with Yan Oi Tong to provide emergency financial assistance to those who face sudden mishaps and hardships. Sing Tao Daily’s reporters refer cases and contact the individuals and families concerned, and the Scheme also arranges support services by professional social workers. In addition, Sing Tao Daily is also the media sponsor of the Scheme and assists in publicising the cases requiring assistance to encourage the public to care and donate. In 2020, the Scheme participated in 5 cases and provided HK\$100,000 in donations.

- 「星島慈善基金 — 讀者捐款」

不少讀者通過本集團旗下刊物的報道獲悉不幸人士或其家庭的需要，並希望提供經濟上的援助。為協調讀者捐助及使捐款程序規範化，「星島慈善基金」設立讀者捐款項目，清晰管理賬目，讓善心讀者有渠道一次性或持續捐助有需要人士，多年來幫助了很多受困人士渡過難關。於二零二零年，讀者捐款項目共有6宗援助個案，捐款數字逾1,240,000港元。

— 慈善及社區關懷項目及活動

- 傳媒站在社會事件的最前線，最快接觸有需要人士，故此，《星島日報》早於二零零九年起與仁愛堂合作籌辦「仁間有愛應急錢計劃」，旨在為面對突如其來、受天災人禍影響的人士及其家庭提供即時應急金錢以渡過難關。除了由《星島日報》記者主動聯絡有需要人士提供臨時經濟援助，計劃更設有支援服務，專業社工會為有需要的受助人士或家庭提供跟進及支援。另外，《星島日報》亦同時擔任計劃的媒體贊助商，刊登受助個案，宣揚互助精神。於二零二零年，該計劃共向5個個案提供100,000港元的善款。

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- Since 2011 Headline Daily has been a media sponsor for The Community Chest Rainbow Fund, which is involved in providing immediate and short term financial assistance to individuals and families with urgent and critical needs. Headline Daily supports by devoting editorial space to publish relevant cases and to appeal for donations from readers, as well as by referring cases to the Fund for approval. In 2020, the Fund provided donations of HK\$415,000 to 7 cases.
- In 2020, due to the outbreak of the COVID-19 pandemic and the ensuing government measures on social distancing and other restrictions, many of the Group's regular charitable activities were suspended. The Group's different business units continued to act as media partner for charities such as Agency for Volunteer Service, Breakthrough, Hong Kong Society for the Protection of Children, and Orbis. To help fight the pandemic, the Group participated in various events including free distribution of surgical face masks and hand sanitisers to those in need, and sponsorship of advertising or content for anti-virus campaigns, so as to instill positive energy in the society in fighting the virus together.
- 《頭條日報》自二零一一年起為「公益金及時雨基金」擔任媒體贊助商。該基金主要為因不幸而身陷財困的人士或其家庭，提供迅速的短期過渡性援助，讓他們盡快重回生活軌道。《頭條日報》撥出版位報道該基金的援助個案，呼籲讀者捐款為善，並轉介個案至基金審核。於二零二零年，該基金共向7個個案提供415,000港元的經濟援助。
- 於二零二零年，由於2019冠狀病毒疫情爆發以及隨之而來政府實施的社交距離和其他限制，本集團的多項常規慈善活動暫停。本集團旗下不同業務單位仍繼續以媒體合作夥伴方式支持慈善機構，如義務工作發展局、突破、香港保護兒童會及奧比斯等。為對抗疫情，本集團參與各類抗疫活動，其中包括向有需要市民免費派發口罩及潔手消毒液，及抗疫活動的廣告或內容贊助等，在同心抗疫中給社會帶來正能量。