



**ALLIED SUSTAINABILITY AND ENVIRONMENTAL
CONSULTANTS GROUP LIMITED**

沛然環保顧問有限公司

(Incorporated in the Cayman Islands with limited liability)

Stock Code: 8320



**環境、社會
及管治報告 2018**
ENVIRONMENTAL, SOCIAL and GOVERNANCE REPORT

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Our Sustainability Highlights

我們的可持續發展亮點

Highlights of the Year

In striving to promote a sustainability mind-set internally and externally while enhancing livelihoods for our community, AEC has achieved several milestones and awards in testament to our efforts and expertise.

年度亮點

在努力促進公司內外可持續發展思維以及改善社區生活水平的同時，沛然已成功獲得數十座里程碑及獎項，見證著我們的努力耕耘和專業知識。



12 Sustainability Awards and Recognitions
個可持續發展獎項和榮譽



Total GFA of Certified Green Buildings
已認證綠色建築的總建築面積
657,000 m²



90 Completed Sustainability Projects
個已完成的可持續發展項目



98 Community Service Hours
小時社區服務



Average Hours of Employees Trained
員工平均受訓時數

16 hours
小時



Charitable Donations of 慈善捐款港幣

\$249,900

予 11 個不同機構
in 11 Different Organizations



Who we are 公司簡介

Established in 1994, Allied Sustainability and Environmental Consultants Group Limited ("AEC" or "the Group") was born out of a shared vision to bring about a sustainable future. Loyal to its vision, AEC has become the first listed sustainability and environmental consultancy service provider in Hong Kong with an extensive portfolio spanning across Hong Kong, Mainland China, and the Asia Pacific region.

Through our dedication, we underpin our core values with services such as designing sustainable building features, conducting environmental assessments and galvanising businesses to incorporate sustainability values. With our expertise and professionalism, AEC has received many of the industry's most prominent accreditations and awards. At the forefront of Hong Kong's sustainable development, we aspire to shape resilient cities and inspire sustainability values in the society.

沛然環保顧問有限公司（「沛然」或「本集團」）自 1994 年成立起，便持有實現可持續發展未來的共同願景，並為之努力。沛然忠於其願景，已成為首家於香港上市的可持續發展及環境顧問服務提供商，並在香港、中國內地和亞太地區均佈滿我們的足跡。

全賴我們鍥而不捨的精神，我們以設計可持續建築特色、施行環境評估和激勵企業納入可持續發展理念等服務來鞏固我們的核心價值觀。憑藉我們的專業知識和職業精神，沛然已榮獲多項業界的認證和獎項。作為香港可持續發展的前沿，我們渴望塑造一個韌性城市，並激發社會中的可持續發展價值。

The Four Pillars of Our Business 我們的四大業務



About This Report

關於本報告

This Environmental, Social and Governance (“ESG”) Report (“the Report”) summarizes AEC’s environmental and social performances accomplishments and highlights of the past year. The Report covers the operation of the Group’s main subsidiary, Allied Environmental Consultants Limited, in Hong Kong from 1 April 2017 to 31 March 2018 (“the Year”). All activities undertaken by other subsidiaries are excluded from this Report. In addition to the disclosure of AEC’s ESG performances, we would like to take this opportunity to share the pillars of our business and our contributions to a sustainable built environment during the Year.

The Report is prepared in accordance with the Appendix 20 Environmental, Social and Governance Reporting Guide (the “ESG Guide”) issued by the Stock Exchange of Hong Kong Limited (the “HKEx”) under the Rules Governing the Listing of Securities on the GEM of the Stock Exchange. Information regarding AEC’s Corporate Governance is addressed more in depth in the Annual Report in pursuance of Appendix 15 of the GEM Listing Rules.

Information and Feedback

For more information about our businesses, please refer to AEC’s official website <https://www.asecg.com>

If you have any comments or questions regarding the Report, please feel free to send them to info@aechk.com or contact us at (852) 2815 7028

本環境、社會及管治（「ESG」）報告（「本報告」）總結了沛然的环境及社會表現、成就和過去一年的亮點。本報告涵蓋本集團主要附屬公司沛然環境評估工程顧問有限公司於二零一七年四月一日至二零一八年三月三十一日（「本年度」）的業務。其他子公司的所有業務均不包涵在本報告範圍內。除披露沛然的 ESG 表現，我們希望藉此機會分享我們的主要業務以及本年度為建立可持續環境所付出的貢獻。

本報告根照香港聯合交易所有限公司（「港交所」）GEM 上市規則附錄二十的環境、社會及管治報告指引（「報告指引」）所編制。根據 GEM 上市規則附錄十五，有關沛然企業管治的相關資訊已另行於年報中作更深入的討論。

聯絡資料

有關我們業務的更多資訊，請參閱沛然的官方網站 <https://www.asecg.com>

如果您對本報告有任何意見或查詢，歡迎發送郵件至 info@aechk.com 或致電 (852) 2815 7028 與我們聯繫。



Foreword

前言

Dear Valued Shareholders,

On behalf of the board of Directors (the "Board"), I am delighted to take this opportunity to present to you the ESG Report for the Year.

Integrating Sustainability in Action

Since its inception in 1994, AEC has been devoted to providing sustainability and environmental consultancy services in hopes of making a contribution to shaping a sustainable built environment. As a pioneering sustainability and environmental consulting firm, AEC not only creates sustainable values for the business community but also strives to set a good role model in the sustainability field through integrating sustainability in its daily business operation through energy and water conservation, resource management, and education and awareness. To make sure we are on track towards sustainable development, AEC's Environmental, Social, and Governance Committee (the "Committee") is committed to steering our sustainability performance through advising, supervising, and reporting on matters relating to ESG issues.

Advocating Sustainability through External Social Engagement

Sharing knowledge, ideas and insights is important for raising awareness of sustainability issues, inducing behavioral changes and shaping a more sustainable future. With this in mind, we are always keen to share our knowledge as a sustainability and environmental consultant through seizing various opportunities to participate in local and international events. During the Year, we have hosted and participated in over 10 lectures, seminars, conferences, and forums for students and industry partners, in hopes of sharing our insights into driving a more sustainable society.

各位尊貴的股東：

本人謹代表董事會（「董事會」）欣然發表本集團於本年度的 ESG 報告。

坐言起行推動可持續發展

自一九九四年創立以來，沛然一直致力提供可持續發展及環境顧問服務，期望為建設可持續發展的建築環境出一分力。作為一家領先的可持續發展及環境顧問公司，沛然不只為商界創造可持續發展價值，而且亦透過節水省電、管理資源，以及提升教育及意識等方面將可持續發展理念融入日常營運中，務求在可持續發展領域中樹立榜樣。為了確保我們朝著可持續方向發展，沛然的環境、社會及管治委員會（「委員會」）本負責為集團就環境、社會及管治事宜提供意見，並監察及匯報相關事項，從而督導集團的可持續發展表現。

向社會各界倡議可持續發展

分享知識及意見對提升可持續發展議題的關注、改變行為，以及締造一個更可持續發展的未來至為重要。作為可持續發展及環境顧問，我們樂於參與本地及國際活動，藉以分享我們的知識。我們於本年度舉辦及參與超過 10 場講座、研討會、會議及論壇，與學生及業界人士交流，並分享如何促進社會邁向可持續發展。

Nourishing Employee Wellbeing

We recognize our employees as the fundamental drivers that deliver sustainable practices, advocate sustainability in the business community, and add sustainable values to the society. In this connection, we always take care of our employees through ensuring their rights, providing them with welfares, flourishing their development, and creating a promising and healthy work environment. To cultivate our employees to climb the career ladder, we offered a variety of training opportunities with a total of over 800 training hours during the Year.

Creating Sustainability Values for the Community

We always endeavor to create sustainable values, not only for the business community, but also for the wider community through participation in a variety of community projects, ranging from combating climate change, reducing waste generation to raising public awareness of those in need. During the Year, we devoted 98 man-hours and donated \$249,900 to 11 different organizations in support of local community development.

On behalf of the Board and our management team, I would like to express my sincere gratitude to our staff members, business partners, and clients for their unfailing support during the Year. As we move ahead, we will continue to explore more opportunities to expand our sustainability footprint and make a greater contribution to the city's sustainability landscape.

保障員工福祉

我們認為員工是推行可持續發展措施、在商界倡議可持續發展，以及為社會提升可持續發展價值的原動力。有見及此，我們一直秉持關懷員工的原則，為他們提供應得的權益及福利、促進他們的發展，以及締造理想的工作環境。為了栽培員工發展事業，我們在本年度提供逾 800 小時的培訓，為他們提供各項培訓機會。

為社區創造可持續發展價值

我們不只為商界創造可持續發展價值，而且參與不同類型的社區項目，為社區推動可持續發展，不論是對抗氣候變化、減廢，以至於提升社會對有需要人士的關注，我們均有參與其中。我們在本年度一共提供 98 小時義工服務，以及捐出 249,900 港幣予 11 個不同類型的機構，身體力行支持本地社區發展。

本人謹代表董事會及管理團隊衷心感謝所有員工、業務夥伴及客戶於過往財政年度的鼎力支持。本集團將繼續勇往直前，尋找更多機會為集團擴闊可持續發展足跡，為本港的可持續建築環境作出更重大的貢獻。



Kwok May Han Grace
Chairman and Executive Director

28 September 2018

郭美珩

主席兼執行董事

二零一八年九月二十八日



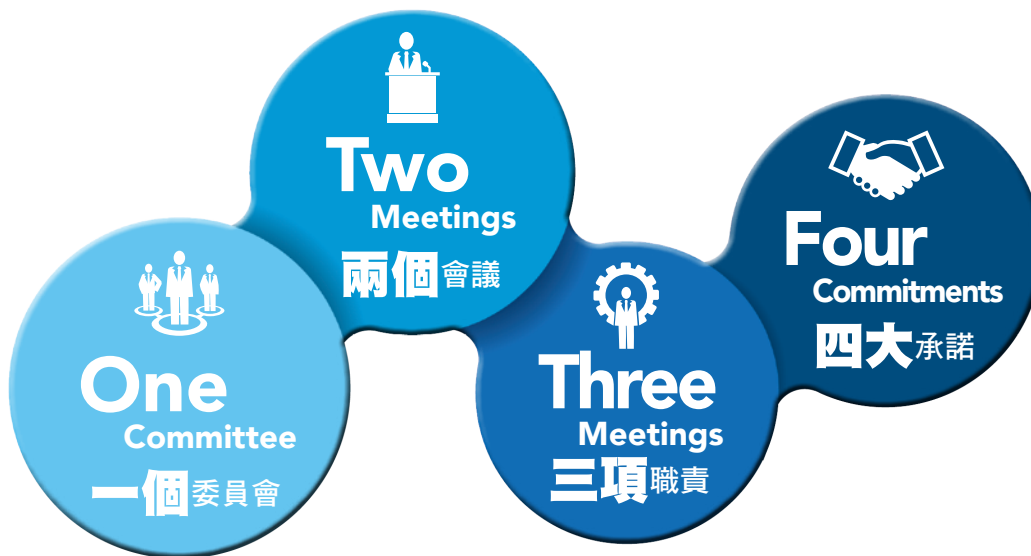
Our Sustainability Culture

我們的可持續發展文化

At AEC, we value the interconnections between promoting sustainability and elevating livelihood. Through our innovative services and continuing involvements, we hope to foster and enrich lives by modifying and endorsing sustainability.

在沛然，我們重視促進可持續性和改善生活之間的聯繫。因此，透過創新的服務和持續參與，我們盼望以優化及支持可持續發展來促進並豐富生活。

The ESG Committee 環境、社會及管治委員會



The Board has established AEC's ESG Committee on 23 September 2016 to drive the Group's sustainable development. The Committee held meetings twice a year to develop ESG related strategies. The primary functions of the Committee are to advise, supervise, and report on matters relating to ESG issues. Through its fundamental functions, we have specified our ongoing commitments to fulfil our ESG performances.

董事會已於二零一六年九月二十三日成立沛然的 ESG 委員會以帶領集團邁向可持續發展。本委員會每年舉辦兩次會議，以拓展與 ESG 相關的策略。本委員會的主要職責為建議、監察及報告與 ESG 有關的議題。透過其基本職責，我們已為充盈其 ESG 績效而制定我們的持續承諾。



Three Primary Functions 三項主要職責

Advising the corporate sustainability agenda to refine our development
為企業可持續發展的議程提供建議，以完善我們的發展



Four ESG Commitments 四大 ESG 承諾



Steering Our Sustainability Visions

As the backbone of AEC's social and environmental performances, the Committee has steered AEC's sustainability visions:

- **Restyling the cities**
with sustainable building designs;
- **Providing advanced mitigation solutions**
to minimize environmental impacts;
- **Inspiring corporate social responsibility**
by adding sustainability values into business frameworks;
- **Educating different industries**
through raising awareness and sharing knowledge on sustainability issues;
- **Shaping a green future**
for the continuity of the Greater Good

引領我們的可持續發展願景

作為沛然社會和環境績效的支柱，本委員會已從旁指導沛然關於可持續發展問題的願景：

- **重塑城市**
利用可持續建築設計；
- **提供先進的緩解方案**
以實現環境影響最小化；
- **激發企業社會責任**
將可持續發展價值觀貫徹業務框架；
- **教育各個行業**
通過提高可持續發展議題認知和分享相關的知識；
- **塑造綠色未來**
為了可持續的美好世界

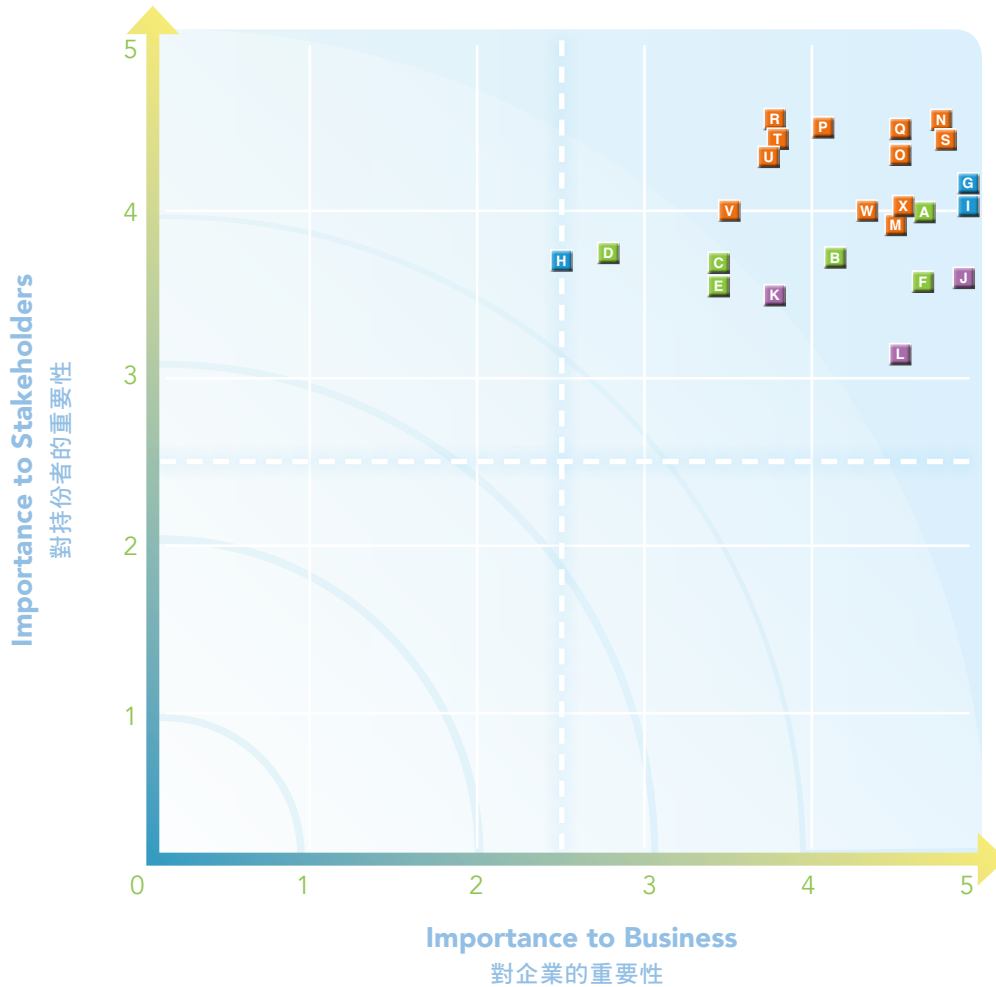
Identifying and Integrating Material Issues

Through the leadership of the ESG Committee and the sustainability vision casted, we have taken proactive steps in identifying and addressing material issues through stakeholder engagement. Here are the three critical steps in identifying and integrating material issues:

識別和貫徹重要議題

在本委員會的領導和可持續發展願景指引之下，我們已採取積極措施，通過持份者參與辨別並處理重要議題。以下為識別和納入重要議題的 3 大關鍵步驟：





Environment 環境	
Sustainable operation 可持續經營	A
Management of internal environmental impacts 內部環境影響管理	B
Resource usage (e.g. use of electricity, water, office equipment) 資源使用 (如電力、水、辦公設備的使用)	C
Waste management (e.g. waste disposal, recycling, waste reduction) 廢棄物管理 (如廢棄物處理、循環再用、廢棄物減少)	D
Procurement practices (e.g. select environmental friendly office supplies) 採購方法 (如選擇環境友好的辦公用品)	E
Climate change and GHG emissions 氣候變化和溫室氣體排放	F
Service Quality and Project Management 服務質量與項目管理	
Provide sustainable solutions 提供可持續的解決方案	G
Subcontractor quality 承包商的質量	H
Clients' feedbacks and comments 客戶的反饋與意見	I
Community Building 社區建設	
Company sponsorship for community projects 公司贊助社區項目	J
Employee volunteerism 員工義工服務	K

Charity donation 慈善捐款	L
Human Capital 人力資本	
Company culture 公司文化	M
Management and employee communication 管理層與員工的溝通	N
Compensation 薪酬	O
Working hours 工作時數	P
Training and development 培訓及發展	Q
Employee benefits and welfare 員工待遇及福利	R
Job satisfaction 工作滿意度	S
Equal opportunity for promotion 平等的晉升機會	T
Work environment (e.g. air quality, lighting, acoustic) 工作環境 (如空氣質素、照明、聲控)	U
Occupational health and safety (e.g. standing table to prevent back pain) 職業健康與安全 (如防止背痛的站立工作台)	V
Whistle-blowing mechanism (e.g. confidential submission of any kind of information or activity that is deemed illegal, unethical, or wrongful within AEC) 舉報機制 (如機密呈交任何信息或活動在 AEC 內被認為非法、不道德或錯誤)	W
Anti-corruption and integrity 反貪污與廉潔	X

Our Expertise in Shaping Sustainability

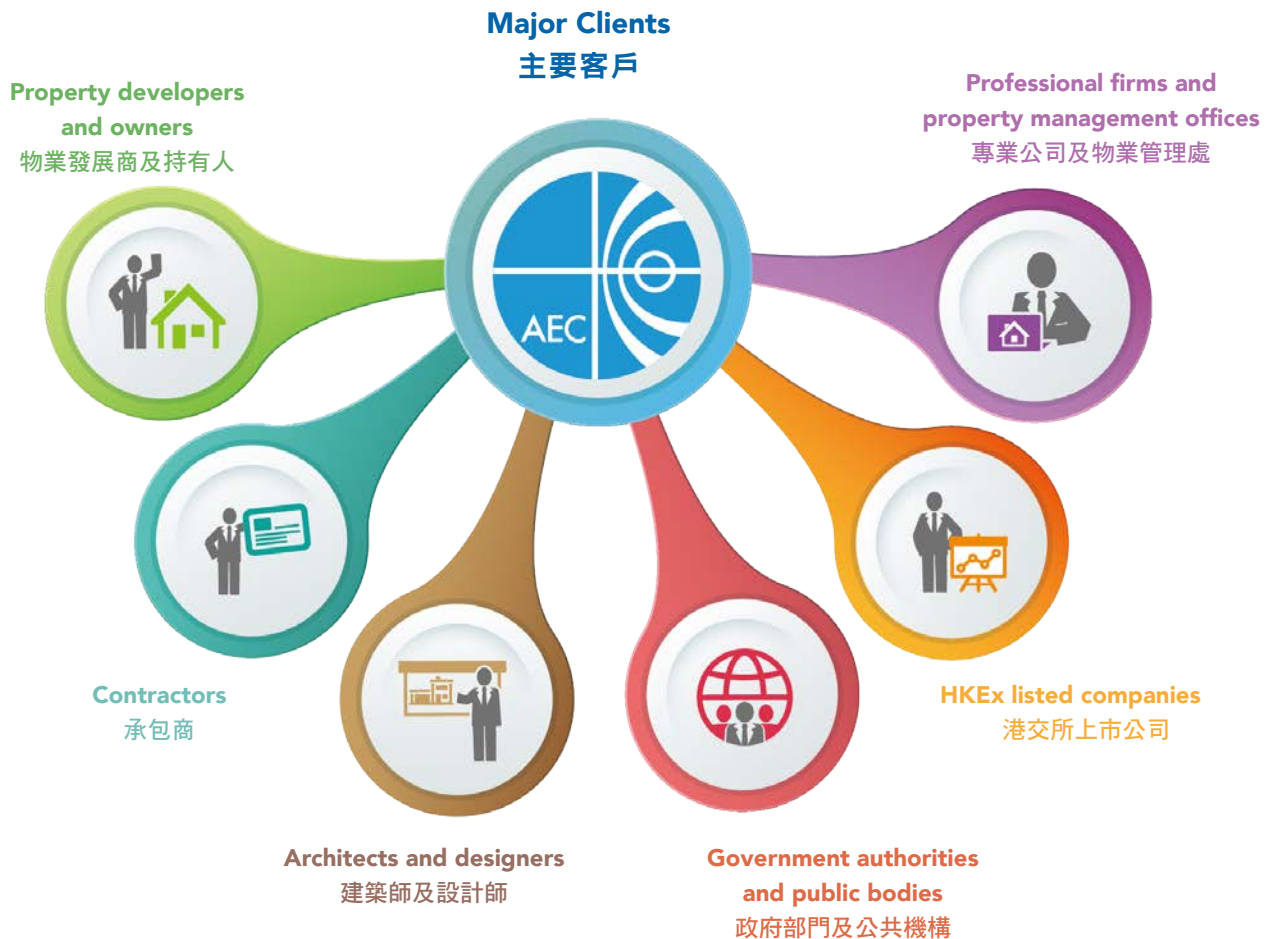
我們對塑造可持續性的專業知識

Our Diversified Clients

Our full breadth of major clients extends from government authorities and property developers, to architects and designers, and to listed companies and professional firms. As our business continues to grow, we hope that AEC's services will expand in the sustainability arena to further enhance livelihoods in the community.

我們多元化的客戶

我們的主要客戶全面而廣泛，包括從政府部門及物業發展商到建築師及設計師，再到上市公司及專業公司。隨著我們的業務持續增長，我們希望沛然的服務能在可持續發展領域擴展，以進一步改善社區的生活水平。



Our Footprints Across Hong Kong during the Year 我們過去一年度遍佈於香港的足跡



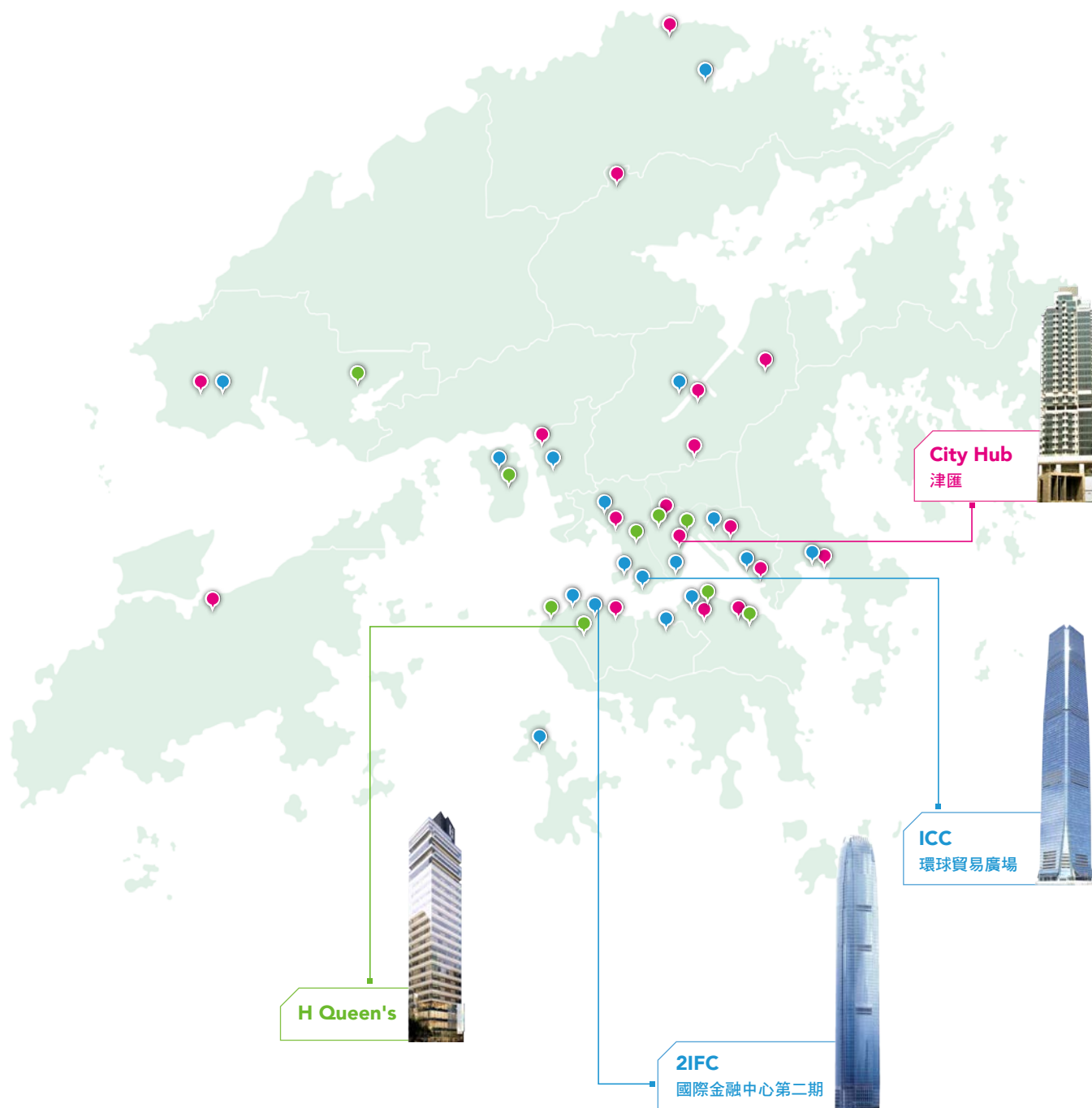
Green Building
綠色建築



Sustainability and Environmental
可持續發展及環境



**Acoustics, Audiovisual and
Lighting Design**
聲學、視聽及照明設計



For more details of the above projects, please see the project breakdowns on p. 15 - 17 of the Report
欲了解更多有關有以上項目的資訊，請參閱本報告第 15 至 17 頁的各個項目詳情



Green Building Certification Consultancy 綠色建築認證顧問

With more than two decades of professional experience, we offer practical and innovative solutions for property developers to improve sustainability in new and existing buildings. The process includes conducting detailed analysis and modelling, environmental design of the building and monitoring contractors' performances. In achieving a green building certification, the building fundamentally reflects the upgrades of green building features. Our expertise and knowledge span from Building Environmental Assessment Method ("HK-BEAM/BEAM Plus"), Leadership in energy and Environmental Design ("LEED") and China Green Building Design Label ("GBL").

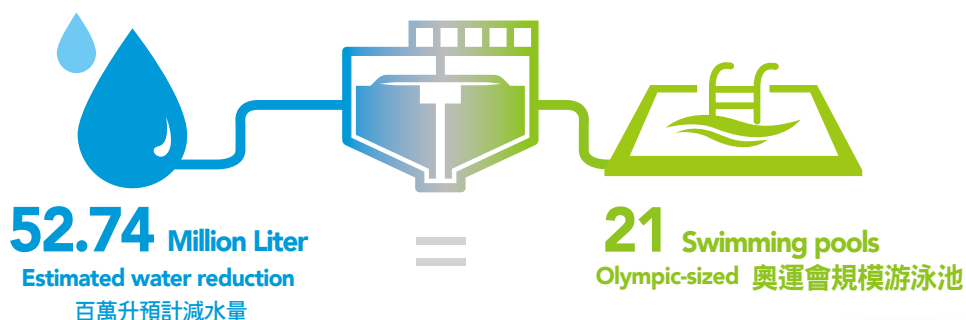
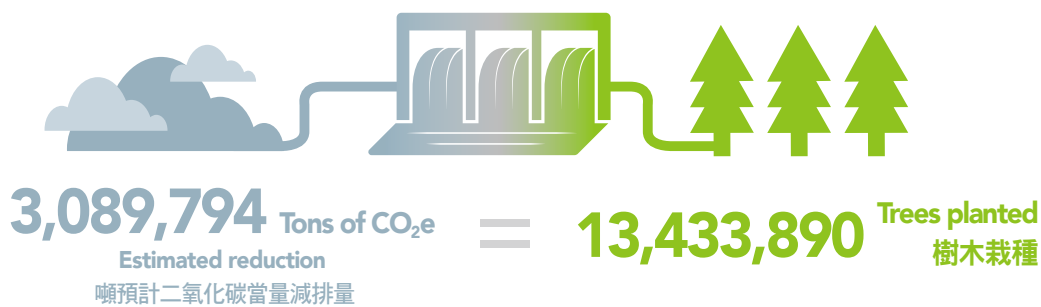
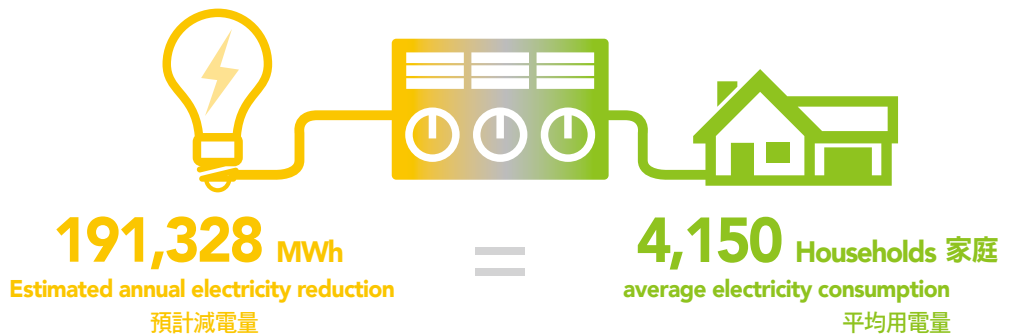
憑藉 20 多年的專業經驗，我們為物業發展商提供實用和創新的解決方案，從而提高新建及現有建築的可持續性。而當中過程包括詳細的分析和建模、環保建築設計，以及承包商表現的監督。在獲得綠色建築認證時，該建築從中亦反映著綠色建築特色的升級。我們的專業技能和知識涵蓋綠色建築環境評估法（「綠建環評」）、領先能源與環境設計（「LEED」）和中國綠色建築評價標準（「綠標」）。

Shaping Sustainability Footprint

Total saving of BEAM Plus and LEED assessed projects in the Year compared to their respective baseline standards:

建立可持續發展足跡

與其各自的標準相比，本年度獲綠建環評和 LEED 認證項目的總節省量為：



Greening two of Hong Kong's Financial Beacons:
綠化香港的兩個金融標誌：



ICC and Two IFC

The end of the Year marked the achievement of the Final Platinum rating under BEAM Plus Existing Buildings V2.0 for MTR Corporation Limited's International Commercial Centre ("ICC") and Sun Hung Kai Properties' Two International Finance Centre ("2IFC"), respectively. In reaching this milestone, AEC has played a vital role in the design and assessment process to assist the two buildings' current rating certification.

One example of a sustainability feature of ICC is its most advanced building management system that manages real-time operational data of the building's facilities. This feature can maximize ICC's energy efficiency according to the demand for certain building functions, such as lighting and cooling.

For the advancement of 2IFC's building features, the waste compactor has been upgraded to collect a wide range of recyclables, such as light bulbs, fluorescent lamps, waste electrical and electronic equipment. This feature increases customer convenience, recycling rate, and ultimately reduces the volume of waste being sent to landfills.

Considering the two buildings' iconic status, ICC and 2IFC have also become a beacon for the green building movement in Hong Kong. After the success of the two projects, AEC's green building team hopes to expand its services to greater lengths in promoting sustainability and enhancing building livelihood capabilities.

環球貿易廣場和國際金融中心第二期

本年底度，新鴻基地產的環球貿易廣場（「ICC」）及香港鐵路有限公司的國際金融中心第二期（「2IFC」）兩個項目分別獲得綠建築評既有建築 2.0 的最終鉑金級評級。為達到此里程碑，沛然在設計和評估過程中擔任一個關鍵的角色，並從中協助兩座建築獲得評級認證。

以 ICC 的可持續發展設備中最先進的建築管理系統為例，該系統管理著樓宇設施的實時操作數據。此設備可根據特定建築功能（如照明和冷卻）的需求，將 ICC 的效能提升至最高。

為推進 IFC 在建築設施上的升級，其垃圾壓縮機已被升級並去收集各種回收物（如燈泡、螢光燈、電氣和電子設備垃圾）。此設備可提高客戶便利性及回收率，並可減少送往垃圾堆填區的廢物量。

鑑於兩座建築都具標誌性的地位，ICC 和 2IFC 已成為推動香港綠色建築運動的標誌。因這兩個項目的成功，沛然的綠色建築團隊期望再進一步擴展其服務範圍，並提升可持續性及改善建築內的生活品質。



ICC Factsheet 環球貿易廣場資料

Location: Tsim Sha Tsui	地點: 尖沙咀
Building use: Hotel Commercial Offices	建築用途: 酒店 商業 寫字樓
Tower GFA: 274,064 m ²	大廈建築面積: 274,064 平方米



2IFC Factsheet 國際金融中心第二期資料

Location: Central	地點: 中環
Building use: Commercial Offices	建築用途: 商業 寫字樓
Total GFA: 185,805 m ²	大廈建築面積: 185,805 平方米



Sustainability and Environmental Consultancy 可持續發展及環保顧問

Working collaboratively with private and public sectors, we provide expert advices and sustainable design solutions to lead projects toward sustainable development from the design stage to construction stage and to operations stage. We provide a wide range of solutions for urban regeneration, sustainable development and integrated design. Our solutions and services including, but not limited to, providing environmental impact assessment, noise impact assessment, air quality impact assessment, carbon & energy audit and building environmental study.

我們與私營和公共部門攜手合作，提供專業建議及可持續設計解決方案，引領項目從設計到施工和營運階段的可持續發展方向。我們為城市重塑、可持續發展和融合設計提供多元化的解決方案。而我們的服務包括但不限於提供環境影響評估、噪聲影響評估、空氣質素影響評估、碳與能源審計，以及建築環境研究。

The Bustling Dwelling:
繁華的住宅區：



City Hub

City Hub, located in one of the busiest districts in Hong Kong, represents a new era of accessibility and convenience in residential development. In consideration of the surrounding busy traffic, our team has provided impact assessments and solutions to largely reduce the traffic noise level in addition to the compliance with local noise standards. The incorporation of various practicable noise mitigation measures, such as specially designed acoustic window, have benefited a total of 175 residential units.



City Hub Factsheet 津匯資料

Location:
To Kwa Wan

地點:
土瓜灣

Building use:
Residential

建築用途:
住宅

津匯

位於香港最繁忙的地段之一，津匯代表著住宅發展可達性和便利性新時代的到來。考慮到周圍繁忙的交通，我們的團隊提供影響評估，並提出解決方案，務求在符合本地的噪音標準同時，亦大幅降低交通噪音水平。藉著採用各種切實可行的噪音緩解措施（例如特別設計的隔音窗），共有 175 個住宅單位受惠。

City Hub 津匯



Acoustic Windows 隔音窗





Acoustics, Audiovisual and Lighting Design Consultancy 聲學、視聽及照明設計顧問

For buildings and event venues of all types, we offer our clients all-round acoustics and lighting design consultancy plans. Our services provide noise and light control compliance assessments to enhance users' experience. From advanced modelling to professional design conception to mitigation solutions, our team has a wide array of services that benefits our distinctive clients varying from private residential owners, charity organizations, contractors and building developers.

對於各類型的建築和活動場地，我們都會為客戶提供音響和燈光設計上全方位的諮詢服務。我們的服務涉及噪音和燈光控制合規性評估，以增強用戶體驗。從先進建模到專業設計理念再到緩解方案，我們的團隊為客戶包括私人住宅業主、慈善組織、承包商和建築發展商，提供廣泛的服務，及帶來更大的收益。

The Heart of Art and Culture:
藝術與文化的中心：



H Queen's

Located in the heart of the bustling Central district, H Queen's is envisioned to be an architectural icon that represents Hong Kong's art and lifestyle. With a surrounding neighbourhood of commercial buildings, residential buildings and restaurants, AEC has developed a design conception that would mitigate H Queen's noise impacts generated from electrical and mechanical ("E&M") equipment located on the rooftop. Based on our assessments, the team adopted acoustic louvres as a mitigation measure to enclose the E&M equipment, and ultimately to ensure a comfortable noise level that has little to no impact on its surrounding area.

坐落於中環繁華地帶中心，H Queen's 是一座代表著香港藝術及生活文化的標誌性建築。由於周圍建有商業建築、住宅建築及餐館，沛然研發出一套設計方案，以減輕 H Queen's 屋頂電氣和機械（「機電」）設備的噪音所產生的影響。根據我們的評估，本團隊已採用聲學百葉窗隔離機電設備作為緩解措施，旨在為周邊提供一個幾乎無噪音的舒適聲音環境。



H Queen's Factsheet 資料

Location:
Central

地點：
中環

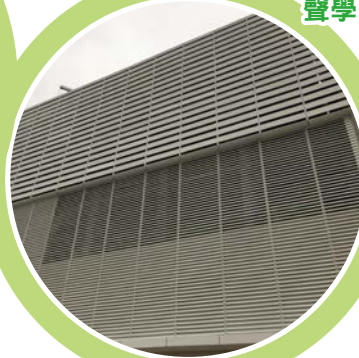
Building use:
Art galleries,
events,
restaurants,
indoor
commercial
spaces and
outdoor terrace
areas

建築用途：
藝術畫廊、活動
場地、餐廳、室
內商業空間、戶
外露台區

H Queen's



Acoustic Louvres 聲學百葉窗





Environmental, Social and Governance Reporting and Consultancy 環境、社會及管治報告及顧問

The missions behind our ESG reporting and consultancy services are to assist companies and enterprises in realizing the financial and corporate benefits of a strategic and sustainable development. Driven by HKEx's requirement on listed companies to produce annual ESG reports, we have seen an increase of clients from various industries.

With this in mind, we tailor our ESG consultancy services to each company of their respective industry. We provide a comprehensive plan from organizing site visits, understanding business operations, conducting stakeholder engagements, to setting specific ESG goals and strategies. Furthermore, our ESG services include scope identification, data collection, materiality assessment, content development, and continual improvement.

ESG Service Footprint:
ESG 服務足跡：

Overseas: Europe, Africa, Asia (Except HK & PRC)
海外：歐洲、非洲及亞洲（香港及中國大陸除外）

Overseas: North America
海外：北美洲



SERVED INDUSTRY 服務行業	
	Property 物業
	Manufacturing 製造
	Ice Manufacturing 製冰
	Cement Manufacturing 水泥製造
	Construction 建築
	Solution Provider 方案供應商
	Food & Beverage 飲食
	Supply Chain 供應鏈
	Travel Agency 旅行社
	Iron Ore Mining 鐵礦開採
	Retail 零售
	Oil Production 製油

Our Responsible and Ethical Practices

我們的負責和道德實踐

Managing our Sustainability Performance

As a proactive and environmentally conscious company, we recognize that the sustainability values carried out in our business projects also reflect internally within company culture. Being a *Carbon Audit · Green Partner*, AEC has signed the Carbon Reduction Charter as a commitment to carry out all activities in support of greenhouse gas emission reduction.

In efforts to integrate sustainability, we have been certified with the ISO 14001, which recognizes our Environmental Management System ("EMS"). Our EMS establishes a framework whereby we manage our environmental goals and performance.

In the framework, we have steered our focus on energy and water saving, resource management, and education. We have also enacted initiatives for providing sustainability education and training to foster a sustainability mind-set for our employees.

管理我們的可持續發展績效

作為一間積極主動並且具有環保意識的公司，我們體會到其業務中所實施的可持續價值觀也體現在公司的內部文化。身位「綠色香港·碳審計」的一員，沛然已簽署減廢約章以履行廢低溫室氣體排放之承諾。

為貫徹可持續發展，我們已通過 ISO 14001 標準去認證我們的環境管理體系（「EMS」）。我們藉著 EMS 建立的框架去管理環保層面的目標和績效。

在此框架中，我們將重點施於節能省水、資源管理和教育之上。我們亦已制定提供可持續發展的教育和培訓方案，以培養員工的可持續發展思維。



For more details of our sustainability practices, please see p.28 of the Report
欲了解有關我們的可持續發展實踐，請參閱本報告的第 28 頁

External Social Engagement

In sharing the importances and impacts of our environmental consultancy work, we have hosted and participated in over 10 various lectures, seminars, conferences, and forums for students and industry partners. We hope that these events will bring light to the understanding of our line of work, as well as the role we have in bringing sustainability to our society.

We have seized various opportunities to participate in local and international seminars and conferences. We have explained the practices pertaining to the use of various green building rating tools in greening existing buildings and enhancing health and wellbeing of building occupants, and shared our insights into driving corporate sustainability.

外部社區參與

為分享環境顧問工作的重要性和影響力方面，我們為學生和業界人士舉辦過十場講座、研討會、會議和論壇。憑藉多項社區參與活動，我們盼望展現出我們對本行業的獨特見解，以及我們為社會帶入可持續性所肩負的重任。

我們把握各個參加本地和國際研討會和會議的機會。我們在會議中講解各種綠色建築評級工具在綠化既有建築物和增強住戶健康與福祉方面的應用方案，並分享我們對邁向企業可持續發展的心得。



Talk on Greening the Existing Buildings

AEC was invited by Hong Kong Institute of Surveyors to deliver a talk on Greening the Existing Buildings.

綠化現有建築講座

沛然受香港測量師學會的邀請，發表關於綠化既有建築的演講。



WSBE17 Hong Kong

AEC hosted a parallel session and set up an exhibition booth during this 3-day international green building mega event.

香港可持續建築環境

沛然主持一場專題分享，並在為期三日的國際綠色建築大型活動中設立展覽攤位。



Belt and Road Leadership Series Summit Luncheon

AEC participated in a panel discussion that featured Sustainable Regional Development along the Belt and Road.

一帶一路先鋒系列研討會

沛然參加有關一帶一路沿線的可持續區域發展的座談會。





JCEIA Annual Conference 2018

In explaining the practicalities of green building designs, AEC delivered a presentation on pursuing health and wellbeing through green building design and participated in the panel discussion.

聯校環境創新協會舉辦周年研討會 2018

為解釋綠色建築設計之實用性，沛然參與座談會並發表有關通過綠色建築設計追求健康和福祉的演講。



The 8th Cross-Strait Area Green Building Technology Development Forum

AEC delivered a presentation on Greening the Existing Buildings and co-chaired a panel discussion.

第八屆兩岸四地綠色建築技術發展論壇

沛然發表關於綠化既有建築的演講，並共同主持座談會。



In giving an in-depth understanding of ESG reporting, our ESG team delivered presentations and seminars on how to utilize ESG reporting in effectively communicating to clients about the progress and efforts displayed from companies. Because of the upcoming and evolving ESG requirements and challenges, we have developed an aim to actively raise awareness in various industries while inputting a proactive mind-set to integrate sustainability into practices.

在深入了解 ESG 報告的過程中，我們 ESG 團隊提供了關於如何善用 ESG 報告有效地與客戶溝通公司的展和工作的演講及研討會。面對將來不斷發展的 ESG 要求和挑戰，我們已經制定目標，積極提高各行業的意識，並採用前瞻性的思維方式，將可持續發展納入實踐。



RICS Hong Kong Annual Conference 2017

The ESG team delivered a presentation on the latest trend and tips on ESG reporting.

皇家特許測量師學會年度會議 2017

ESG 團隊發表有關 ESG 報告最新趨勢和貼士的演講。



ESG Seminar

The ESG team co-organized four seminars with industry partners that had over 100 participants from listed companies.

ESG 研討會

ESG 團隊與行業業界人士合作舉辦 4 次研討會，有過百間上市公司與會者參與。



To foster the next generation of environmental consultant experts, AEC has delivered several presentations to share our experience in green building projects as well as various aspects of being an environmental consultant. From career prospects to our impact on society, our presentations provided a thorough understanding for students seeking opportunities to work in our field after graduation.

為了培養下一代環保顧問專家，沛然已舉辦多次演講分享我們在綠色建築項目以及作為環境顧問方面的心得。從職業前景到我們對社會的影響，我們的演講都為畢業後在本行業尋找工作的學生提供透徹的分析。

PolyU Education Info Day

AEC delivered a presentation and shared the role and career prospect of an environmental consultant.

理工大學資訊日

沛然藉分享會講述環境顧問的角色和職責的願景。

The 1st Cross-Strait Areas Green Building Innovations Entrepreneurship Forum

AEC shared with the students what it's like to work as an environmental consultant and co-chaired a panel discussion.

首屆兩岸四地綠色建築創新創業學生論壇

沛然於其主持的座談會中，與學生分享環境顧問工作的體驗。



CUHK's BEAM Plus Lectures

AEC delivered two guest lectures on the BEAM Plus rating to provide a better understanding for students on this green building rating tool.

中文大學綠建環評講座

沛然在環境評估相關課程中進行兩次客座演講，以助學生增強對該綠建環評的認知。

OCHK Talk on Green Building

Another talk was also given to OCHK students on the BEAM Plus rating system by AEC.

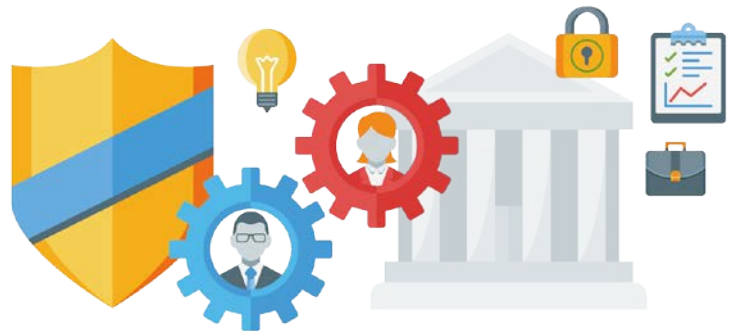
公開大學綠色建築講座

香港公開大學的學生亦有參與沛然所舉辦的綠建環評分系統講座。



Maintaining Corporate Reputation

AEC is committed to promoting a clean corporate image and preventing violation of any form. On top of regulation compliance, AEC has taken a step further by implementing preventive measures such as setting up a whistleblowing mechanism to review all suspected corruption cases. The Human Resources department has set up anonymous reporting box and email system for collecting whistleblowing reports. The case will then be reviewed by the Legal department to access the situation. Additionally, the Board has established an Audit Committee that reviews AEC's interim, quarterly and annual report in terms of accounting standards, the GEM Listing Rules, and legal requirements.



維護企業聲譽

沛然致力於提升其企業形象，及防止任何形式的違規行為。除遵守法規外，沛然更進一步地採取預防措施，如設立舉報機制，旨於監察所有涉嫌貪污的案例。人力資源部門已設置匿名舉報箱和電郵系統，以助揭發案件。其後，該案件亦會由法律部門審核以查明情況。此外，董事會已成立審計委員會去就審核會計準則、GEM 上市規則及法規，進而複核沛然的中期、季度和年度報告。

Ensuring Quality

The quality of our services and our commitment to prioritizing client's needs are the stepping stones to our success. We strive to comply with the international standard ISO 9001 and constant improvement of our Quality Management System ("QMS"). We monitor our service quality through rigorous ISO guidelines and our QMS to provide reliable service in the most effective and efficient manner.

Our QMS acts as a guideline to maintaining a high standard of products and services, and is improved through internal quality audits, data analyses and management reviews. Through the numerous guidelines, monitoring, and training to reinforce our service quality, AEC will remain competitively strong and competent as our field becomes more and more prevalent.

保證質量

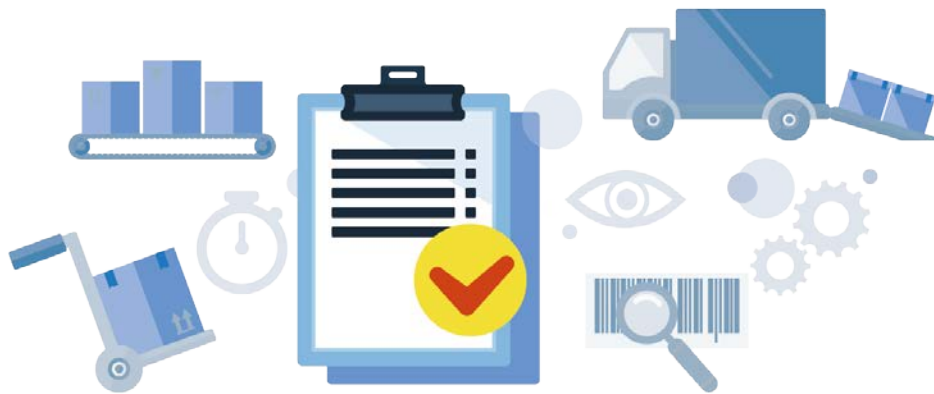
我們的服務質量和恪守客戶需求優先的承諾是其成功的基石。沛然致力遵從國際標準 ISO 9001，並不斷改進我們的質量管理系統（「QMS」），我們透過 ISO9001 指引及其 QMS 系統嚴謹地監督我們的服務質素，從而以最高效率及效益的方案提供可靠的服務。

我們的 QMS 作為維持產品和服務標準的指南，會從內部質量審核、數據分析及管理評審中獲得改進。沛然透過多方面的準則、監控和培訓，藉以提高其服務質素。隨著我們的服務範疇不斷擴展，沛然將保持強而有力的競爭力。



Overseeing our Subcontractors

While our supply chain does not have significant environmental and social risks, we still follow the framework of our QMS and select subcontractors based on track-record and compliance with relevant government regulations. In terms of the management of subcontractors, we thoroughly evaluate their performances, and monitor all nonconformities raised by the subcontractors.



監管我們的承包商

雖然我們的供應鏈並無重大的環境和社會風險，但我們仍遵循其 QMS 框架，並根據承包商政績及其合規性作出篩選。在管理承包商時，我們會徹底評估其表現，並監察因承包商所引致的不合規情況。

Protecting Client Data

Based on ISO 9001, our QMS framework is used as a procedure for employees to strictly control ingoing and outgoing documents. All employees are required to protect any confidential data acquired during his or her employment. Furthermore, all outgoing documents are reviewed to ensure no confidential information is leaked.

保障客戶資料

基於 ISO 9001 的標準，員工需嚴格跟從公司的 QMS 框架，所有進出的文件都被受嚴格管制。所有員工必需保護其於工作期間所獲得的任何機密資料。此外，所有發文都會被審核，以確保機密信息不被外泄。



Enhancing Livelihood for Our Communities

提高我們的社區生活水平

Being a sustainability advisory consultancy firm, AEC actively supports and advocates for a betterment in lifestyle. We work hard to show care for our communities from the core of our business workforce to the society. In our efforts to continuously invest in the community, we are proud to uphold a collaborative vision in shaping a sustainable future in the society we live and love.

Our People and Team of Excellence

AEC recognizes our employees as the drivers that promote sustainable improvements of livelihood. AEC sets a bottom line to cultivate its employees by ensuring their rights, providing them with welfares, flourishing their development, and creating a promising work environment. In this regard, we are committed to fostering our talented employees as a way to promote their livelihood.

Recruiting Talents

In AEC, we have a diverse work environment that brings different perspectives to enrich our workforce. We view a diverse and comprehensive workplace as an inspiration of different inputs and ideas. Therefore, we strive to institute a spirited workforce to enliven our talented team.

AEC has taken measures to provide them with equal opportunities. Take the recruitment process as an example, we evaluate all candidates based on their experience and expertise, regardless of their age, race, or gender. Furthermore, AEC is committed to promote a workplace free from any form of discrimination or harassment.

Seeing the potential for cultivating local talents, AEC takes responsibility to nurture and recruit the youths. For almost a decade, we have participated in IVE's Student Industrial Attachment Program to provide final year students with internship opportunities. Through the internship program, students acquire practical hands-on experience for their future career development.

作為一家可持續發展顧問公司，沛然積極支持並倡導於生活方式上的改善。我們力求將對社區的關懷從工作場所傳達至整個社會。在我們連綿不斷地投放社區關懷的過程中，秉持著在我們棲身並熱愛的社會中塑造可持續未來的共同願景，並為之感到自豪。

我們優秀的員工和團隊

沛然視我們的員工為改善可持續生活的原動力。在擴展社區關懷前，沛然為培養員工確立基線以確保員工權利、提供員工福利、支持員工發展以及締造有發展潛力的工作環境。因此，我們承諾為培育有才能的員工製定發展方針，以促進他們的生活水平。

人才招攬

在沛然，我們擁有多元化的工作環境，從多角度令工作場所更豐盛。我們視多元化和全面的工作環境為帶動不同職責和創新思想的靈感來源。因此，我們鼎力建立一個充滿活力的工作場地，並使我們的人才團隊更富生氣。

沛然已採取措施為他們提供平等機會。以招聘流程為例，我們僅對應職者的經驗和專業知識進行評估，而不因他們的年齡、種族或性別區別對待。此外，沛然致力於倡導沒有任何歧視或騷擾的工作場所。

因意識到栽培本地人才的潛力，沛然肩負起培育和招募年輕人的責任。近十年來，我們亦有參加了香港專業教育學院所舉辦的學生工作實習計劃，為最後一年的學生提供實習機會。通過此實習計劃，學生獲得職業發展的實踐經驗，為未來鋪路。



Retaining Talents

AEC views every employee as an important asset; hence, we thrive to shape a sustainable working condition by providing the best welfares and incentives. On top of the competitive remuneration package, we have gone the extra mile to offer our employees a long list of additional benefits and special leaves such as birthday leave.

人才保留

沛然將每位員工視為重要資產，因此我們通過提供理想的福利和獎勵，塑造充滿持續性的工作待遇。除具有競爭力的薪酬外，我們還進一步為員工提供一系列額外福利和特別假期，如生日假期。

Employee Benefits 員工福利

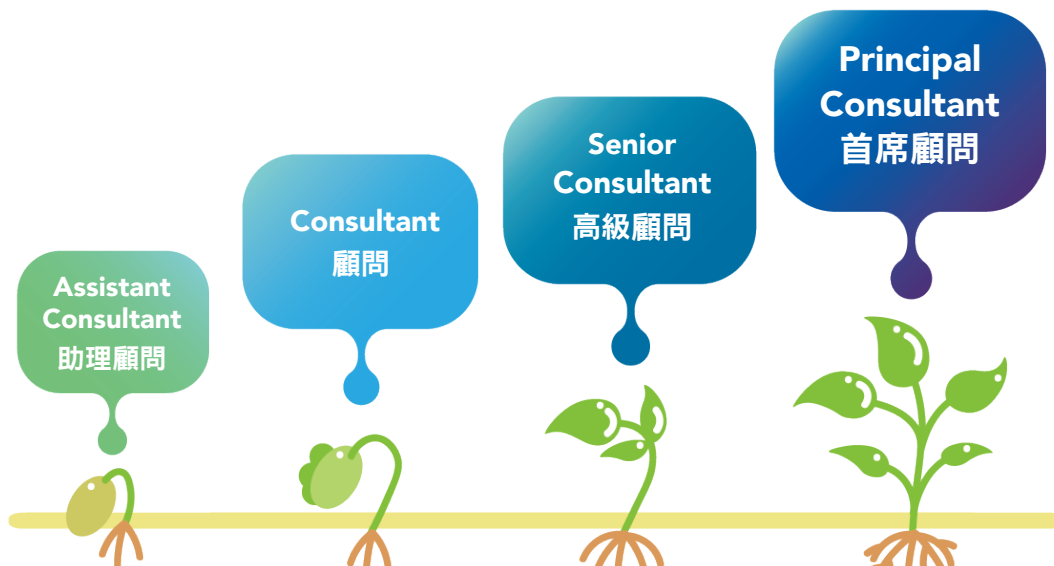


Developing Talents

There are four levels of consulting professionals in AEC: Assistant Consultant, Senior Consultant, Experienced Consultant, and Principal Consultant. Our senior consultants and principal consultants provide guidance to mentor our assistant consultants and experienced consultants in their projects. Every employee's career journey is developed with a full range of practical skills.

人才發展

沛然一共有四個級別的顧問：助理顧問、有經驗顧問、高級顧問和首席顧問。我們的首席和高級顧問會為我們的有經驗和助理顧問提供項目上的指導。每位員工的職業發展旅程都是從其全方位的技能中成累積出來。



To help employees' career development, AEC offers a wide variety of training programs. Our teams encompass bi-weekly knowledge sharing sessions to share their experience and to exchange ideas. AEC also encourages employees to enhance knowledge and skills and to network with other professionals, thus improving the potential for future opportunities. With that in mind, we tailor special training for employees based on their interests and positions.

為栽培員工的職業發展，沛然提供各種各樣的培訓計劃。我們的團隊每兩週舉辦一次知識分享會，以分享他們的經驗和交流心得。另外，沛然更鼓勵員工增強知識和技能，並與其他專業人士建立聯繫，從而提高在未來的發展機會。考慮到這一點，我們會根據員工的興趣和職位去特定合適的培訓。

The following infographic summarizes the trainings we offered to our teams during the Year:

以下圖表總結了本年度我們提供給團隊的培訓：



Total Training
總培訓
880 hours
小時



Average Training Hour Per Employee
每位員工平均培訓時數
16 hours
小時



29
Different Training Courses
個不同類別的培訓

Nourishing our Employees' Wellbeing

As a company that prioritizes our employees' wellbeing, AEC promises to provide not only a safe but also a healthy working environment. As one of the local leaders in the sustainability sector, we constantly upgrade our corporate wellness program to promote employee's prosperity.

保障員工福祉

作為一間會優先考慮員工福祉的公司，沛然承諾提供一個既安全又健康的工作環境。身為本地可持續發展方向的領導者之一，我們不間斷地升級其企業康健計劃，以促進員工的繁榮。



Sustainability Integration 貫徹可持續性		
Energy Saving 節能	Clear lighting and air-conditioning zoning 清晰的照明和空調分區	A
	Green 1 Energy label refrigerator 綠色一級能源標籤冰箱	B
Water Saving 節水	Water saving logos as reminders 節水提示標誌	C
Resource Management 資源善用	Reusable containers and utensils 可重用的容器和餐具	D
	Recycling bins 資源回收箱	E
	Paperless publication such as ESG Report and newsletters 無紙化出版物，如 ESG 報告和通訊	F
Education and Awareness 教育及意識	Sustainability Policies in place 制定可持續發展政策	G
	Participation in various green events such as Tree Planting Day 支持各種綠色活動，如植樹日	H

Employee Wellbeings 員工福祉	
Ergonomic workstation equipped with a standing desk, ergonomic chair, and wrist rest 符合人體工程學設計的工作間設有站立式工作桌、符合人體力學的椅子，以及手腕墊	I
Relaxation room with a massage chair and refreshment bar 休息室設有按摩椅，並提供小食	J
Air purifier to improve indoor air quality 改善室內空氣質量的空氣淨化機	K
Daily delivery of refreshments 每日茶水供應	L
Flexible working hours 彈性上班時間	M
Weekly fruit distribution 每週水果派送	N
Fitness centre corporate plan to provide employee discount 為員工提供健身中心折扣	O
Staff activities 員工團建活動	P

Preserving Company Culture and Team Spirit

To uphold a harmonious and dynamic working environment, AEC facilitated an open-minded environment for employees to exchange ideas. We have set up various communication channels to grasp a deeper understanding of our employees' thoughts and inputs. Conducted once a year, the performance appraisal systematically evaluates employees' performance and show appreciation. Through the profound understanding, we can effectively interpret what motivates our employees to and analyse their capabilities for task assignment.

In our efforts to enhance employees' sense of belonging, we have arranged a variety of staff activities. These activities effectively strengthened their team bonding, built mutual trust, and created shared values.

保持公司文化和團隊精神

為維持和諧且充滿活力的工作環境，沛然竭力推動開放的環境讓員工自由進行想法交流。我們建立了各種溝通渠道，以深入了解員工的思想和付出。績效評核每年舉行一次，旨在有系統地評估員工的表現並表示謝意。通過深刻透徹的理解，我們能夠有效地激勵員工，並分析他們的能力以便工作分配。

旨在提高員工的歸屬感，我們安排各種員工活動。這些活動有力地加強團隊凝聚力，建立互相信任，並創造共同價值觀。



Internal Communication 內部溝通

Team Building Session 團隊建設活動



Staff suggestion Box 員工意見箱



Team lunch 團隊午餐



Satisfaction Survey 滿意度調查



Community Activity 社區活動



WhatsApp Group WhatsApp 群組



Gathering and Festive Party 聚會及節日派對





AEC Christmas Party

AEC hosted a party and celebrated the festive season with colleagues.

沛然聖誕聯歡派對

沛然舉辦聖誕聯歡派對，與同事一同渡過歡樂的節日。



AEC Chinese New Year Lunch

AEC invited colleagues to lunch and celebrated the festive season together.

沛然團年飯

沛然邀請同事共進午餐，並共同歡渡節日。



Women's Day Tea Gathering

To promote gender diversity, AEC hosted a tea gathering to celebrate International Women's Day with our female colleagues.

婦女節茶聚

為促進性別多元化，沛然與各女同事一起舉辦一場茶聚，以慶祝國際婦女節。



Team Lunch

AEC arranged team lunch every three months with seniors for team bonding and sharing.

團隊午餐

沛然每三個月與高級顧問一起安排團隊午餐，以便加強團隊關係和交流。



Our Community Impacts

As part of our vision, AEC strives to shape a green future for the business community as well as the local community. During the Year, AEC has devoted 98 man-hours to various community service programs. Through participation in a wide ranging of community projects, we have sprouted a caring mindset, blossomed cross-team collaborations and spread sustainable values while giving back to the community.

我們的社區影響

作為我們願景之一，沛然極力為商業社區和本地社區創造綠色未來。在本年度，沛然的員工共投放 98 小時於各種社區服務之中。透過參與廣泛的社區項目，我們從中培養富關懷的心態、增強跨團隊合作及宣揚可持續的價值觀，同時回饋社區。

Reinforcing a Sustainable Society 促進可持續社會



Trees Conservation and Planting Day 2017

AEC joined this tree planting activity for the fourth consecutive year and made a contribution to combating climate change.

樹木護理及種植日 2017

沛然連續四年參加植樹活動，為應對氣候變化作出貢獻。



Biz - Green Dress Day 2017

AEC encouraged our colleagues to go Biz Green in hopes of minimizing energy consumption of air-conditioners and cutting carbon emissions.

輕·型上班日 2017

沛然鼓勵我們的同事參加輕·型上班日，希望藉著減少空調能源消耗，從而減少碳排放。



Mooncake Box Recycling Program 2017

AEC supported Greeners Action's Mooncake Box Recycling Program 2017 and collected 4 kg of waste paper as well as 8 kg of iron cans.

月餅盒回收大行動 2017

沛然支持 2017 年綠領行動舉辦的月餅盒回收大行動，並收集 4 公斤的廢紙及 8 公斤的鐵罐。





Visit to a Polyfoam Recycling Centre

參觀發泡膠回收中心

AEC arranged a visit to Polyfoam Recycling Centre in Tsuen Wan, where our colleagues assisted in collecting polyfoam from the surrounding area and participating in the treatment process at the centre.

沛然安排了同事參觀荃灣的發泡膠回收中心，我們協助收集周邊地區的發泡膠，及參與該中心的處理過程。



Dress Pink Day 2017

粉紅服飾日 2017

AEC supported the Dress Pink Day initiated by the Hong Kong Cancer Fund to show our full support to women with breast cancer.

沛然親身支持由香港癌症基金會發起的粉紅服飾日，以對患有乳癌女性展示我們的全力支持。



Walkie Talkie Walkathon 2017

「助言喜行...一步，幫一生」慈善步行籌款 2017

AEC joined the Walkie Talkie Walkathon 2017, which aimed to increase public awareness of speech delayed children and raise fund for Benji's Centre.

沛然參與「助言喜行...一步，幫一生」慈善步行籌款 2017，旨在提高公眾對語音發展遲緩的兒童之認識，並為庭恩兒童中心籌集資金。



International Coastal Clean-up 2017

國際海岸清潔運動 2017

AEC took part in the clean-up activity at Wu Kai Sha Beach to show our support to the International Coastal Cleanup 2017 Hong Kong.

沛然到烏溪沙海灘的參加清潔活動，以表示我們對香港國際海岸清潔運動 2017 的支持。





Care for Homeless and Street-sleepers

AEC supported Sunshine Action and delivered hot meals as well as daily necessities to homeless people in Nam Cheong, in hopes of spreading warmth to them under such an extreme cold weather.

關懷無家可歸者及露宿者

沛然支持耀陽行動，並到南昌為露宿者提供熱膳食及日用品，希望在極端寒冷的天氣下給他們帶來溫暖。



Red Packet Reuse and Recycling Programme

AEC supported Red Packet Reuse and Recycling Programme organized by Greeners Action and collected over 500 red packets.

利是封回收大行動

沛然支持由綠領行動舉辦的利是封回收大行動，並收集了多於 500 個利是封。



Green Recycling Day of Hong Kong Flower Show

AEC supported the reusing and recycling of spent resources during the Green Recycling Day.

香港花卉展覽環保回收日

沛然於環保回收日協助重用及回收使用過的資源。



Charitable Donations 慈善捐款

Apart from our participation in various volunteering activities and community campaigns, AEC has been keen to make charitable donations to support community development. Over the Year, AEC has donated a total of HK\$249,900 to 11 non-profit organizations.

除了參與各種義工及社區活動外，沛然一直熱衷於慈善捐款以支持社區發展。過去一年，沛然共捐出 249,900 港幣予 11 間非營利機構。

Promoting Sustainable Development 促進可持續發展

AEC is proactively connected to a number of green organizations through membership and panel discussions with different expert panels, standing committees, and advisory groups. Through our participation, we are joining hands with the industry in promoting sustainable development, raising the bar of sustainability standards and practices, while contributing to a low-carbon city. For instance, we have participated in Hong Kong Green Building Council's ("HKGBC"), Green Building Faculty and BEAM Society Limited's BEAM Expert Panel, where we have contributed to the development of BEAM Plus, a Hong Kong based green building assessment scheme, as well as other various green building initiatives.

To spread the green message to the business community and general public, we have actively served on HKGBC's Communications & Membership Committee and Green Labelling Committee as well as Business Environment Council ("BEC") Climate Change Business Forum Advisory Group and Environmental, Social and Governance Advisory Group, where we have advocated for a greener business operation and more sustainable lifestyle through awareness building activities and campaigns.

沛然透過於不同專家小組、常設委員會和諮詢小組中的會籍及討論，積極地與多個綠色組織建立聯繫。通過自身的參與，我們與本行業攜手促進可持續發展、提高可持續發展標準和實務，同時亦為低碳城市作出貢獻。例如，我們加入了香港綠色建築議會（「HKGBC」）、綠色建築專家和建築環保評估協會中的建築環保評估專家小組，從中為擴展香港綠色建築評估計劃的綠建環評—香港綠色建築評估計劃做出貢獻，此外亦實施各種綠色建築舉措。

為向商界和公眾宣揚綠色環保知識，我們活躍於綠建會的傳訊及會員事務委員會和綠建標籤委員會，以及商界環保協會（「BEC」）的氣候變化商業論壇顧問小組和環境、社會及管治顧問小組，並從中倡導更環保的商業運作和更可持續性的生活方式。



Looking Forward

展望將來

In light of the ambitious goals of the Paris Agreement on climate change, we will continue to do our part as a sustainability and environmental consulting firm towards shaping a more sustainable society. With this mission in mind, we will continue to expand our sustainability footprint through creating sustainable values for the business community as well as the wider community. This will not only help keep climate change under control, but also enhance quality of life for urban citizens in a more pleasant living environment.

有見巴黎協議對氣候變化的目標宏大，我們將繼續發揮作為可持續發展及環境顧問的專長，為締造更可持續發展的社會出一分力。我們將肩負使命，繼續為商界及社區創造可持續發展價值，以擴闊可持續發展足跡，從而對抗氣候變化，以及為市民建設更宜居的生活環境，並提升他們的生活水平。



Memberships and Charters

會籍和憲章

Memberships 會籍

BRE Academy 英國建築研究院學會

Business Environment Council 商界環保協會

China Green Building (Hong Kong) Council 中國香港綠色建築議會

Federation of Hong Kong Industries 香港工業總會

Hong Kong Green Building Council 香港綠色建築議會

International Cinema Technology Association 國際電影技術協會

The Chamber of Hong Kong Listed Companies 香港上市公司商會

The Hong Kong General Chamber of Commerce 香港總商會

U.S. Green Building Council 美國綠色建築協會

Charters and Pledges 憲章和承諾

Carbon Audit • Green Partner 綠色香港 • 碳審計

Hong Kong Institute of Qualified Environmental Professionals' (HKIQEP's) Pledge to Support the Development of Qualified Environmental Professionals
香港合資格環保專業人員學會 (香港環專會)

Hong Kong Zero Carbon Partnership 香港零碳夥伴



Awards and Recognitions of the Year

本年度獎項與榮譽

Sustainability Awards & Recognitions

可持續發展獎項和認可

Programme 項目	Awarding Organizer 頒發機構	Name of Award 獎項名稱
2017 Business Excellence Awards 2017 企業卓越大獎	Acquisition International Magazine	Best Acoustics Consultancy - Hong Kong 最佳聲學顧問大獎 – 香港
BDO ESG Awards BDO 環境、社會及管治年度大獎	BDO 香港立信德豪會計師事務所	Best in Reporting – Small Cap 最佳 ESG 報告大獎 — 小型股
BOCHK Corporate Environmental Leadership Awards 中銀香港企業環保領先大獎	Federation of Hong Kong Industries; Bank of China (Hong Kong) 香港工業總會； 中國銀行（香港）	BOCHK Corporate Environmental Leadership Awards 2016 – EcoChallenger 2016 中銀香港企業環保領先大獎 – 環保優秀企業
Caring Company 商界展關懷	The Hong Kong Council of Social Service 香港社會服務聯會	Caring Company 商界展關懷
Hong Kong Awards for Environmental Excellence 香港環境卓越大獎	Environmental Campaign Committee 環境運動委員會	SMEs – Servicing Industry – Certificate of Merit 中小企界別 - 服務業 - 優異獎
Hong Kong Green Awards 香港綠色企業大獎	Green Council 環保促進會	Green Management Award – Service Provider (SME) – Bronze Sustained Performance (3 Years+) 優越環保管理獎 (中小企) – 服務提供者 – 銅獎 連續獲獎機構 (3 年或以上)
Hong Kong Green Organisation Certification – Energywise 香港綠色機構認證 — 節能	Environmental Campaign Committee 環境運動委員會	Energywise Certificate – Basic Level 節能證書 — 基礎級別
Hong Kong Green Organisation Certification – Wastewise 香港綠色機構認證 — 減廢	Environmental Campaign Committee 環境運動委員會	Wastewise Certificate – Good Level 減廢證書 — 良好級別
Industry Cares 工業獻愛心	Federation of Hong Kong Industries 香港工業總會	Caring Certificate (Enterprise Group) 愛心關懷獎 — 企業組別
Stock Code Balloting for Charity Scheme 股份代號慈善抽籤安排計劃	The Community Chest 香港公益金	Award of Distinction 公益優異獎
2017 WSBE17 Hong Kong Gala – Dinner 2017 年度香港可持續建築環境全球會議 — 晚宴	Hong Kong Green Building Council; Construction Industry Council 香港綠色建築議會； 建造業議會	Organization with the most BEAM Plus final Platinum Projects; Highest Score for BEAM Plus Existing Buildings 最多綠建環評最終鉑金級評級的組織； 綠建環評現有建築中分數最高
Nobel Laureate Series Award Presentation Ceremony 2017 諾貝爾獎學人系列頒獎典禮 2017	Asian College of Knowledge Management 亞洲知識管理學院	Outstanding Business Award 2017 亞洲商界女領袖獎

Environmental Performance

環境績效

Performance Table 績效表

Indicator 指標	Unit 單位	Performance Data/ Section 績效數據 / 相關部分		Page No. 頁數	
		2017/18	2016/17		
A1 Emissions 排放物					
A1.1	Types of emissions and respective emissions data 排放物種類及相關排放數據	N/A 不適用	The majority of our operation takes place in our Wanchai office, and our carbon emission is the main type of emission produced. All wastewater discharge is managed by the building management and therefore is non-material to our operation. 我們的大部分業務均在灣仔辦事室進行，而我們的碳排放是營運中主要排放物種類。而所有廢水排放均由建築物管理部門管理，因此對我們的運營並不重要。		N/A 不適用
A1.2	Total Greenhouse Gas (GHG) Emission 溫室氣體總排放量	tCO ₂ 噸二氧化碳當量	47.88	42.0	N/A 不適用
A1.2	GHG Intensity 溫室氣體密度	tCO ₂ /Employee 噸二氧化碳當量 / 員工	0.87	0.82	N/A 不適用
A1.3	Total hazardous waste produced and, where appropriate, intensity 所產生有害廢棄物總量及密度	N/A 不適用	The Group does not produce any hazardous waste. 本集團並不生產任何危險廢棄物。		N/A 不適用
A1.4	Total non-hazardous waste produced and, where appropriate, intensity 所產生無害廢棄物總量及密度	N/A 不適用	The Group currently does not report on the total non-hazardous waste produced. We plan to disclose the information in the future. 目前，本集團未有報告無害廢棄物的數據。我們計劃在未來披露這些資料。		N/A 不適用
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	N/A 不適用	Please refer to p.28 of the Report and indicator A2.3 of the performance table for relevant measures regarding emission mitigation. 有關減排的相關措施，請參閱報告第 28 頁和績效表 A2.3。		p.28
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棄物的方法、減低產生量的措施及所得成果	N/A 不適用	The Group has Green Office policies to reduce non-hazardous wastes. We have released publication online, encourage reusable containers and utensils, purchased refillable stationery, reused envelopes and single sided paper, and set up recycling bins. Considering the Group has recently established the above policies and measures, we expect to see improvements in the future. 本集團已制定綠色辦公室政策，以管理無害廢棄物。我們在網上發布出版物，鼓勵可重複使用的容器和器具，購買可再填充的文具，重複使用的信封和單面紙，並設置回收箱。而我們預期未來會有所改善。		p.28

Environmental Performance

環境績效

Indicator 指標	Unit 單位	Performance Data/ Section 績效數據 / 相關部分		Page No. 頁數	
		2017/18	2016/17		
A2 Use of Resources 資源使用					
A2.1	Total Electricity Usage 總耗電量	kWh 千瓦時	60,613 <small>(Note/ 備注 1)</small>	53,201 <small>(Note/ 備注 2)</small>	N/A 不適用
	Electricity Intensity 耗電密度	kWh/Employee 千瓦時 / 員工	1,102.05	1,043.16	N/A 不適用
A2.2	Water consumption in total and intensity 總耗水量及密度	N/A 不適用	The Group's water is supplied and managed by the building management. Therefore, water consumption is not applicable. 本集團的用水由大廈管理層供應及管理。因此，用水量不適用。		N/A 不適用
A2.3	Description of energy use efficiency initiatives and results achieved 描述能源使用效益計劃及所得成果	N/A 不適用	The Group has Green Office policies to increase energy use efficiency and reduce electricity consumption. We have set clear lighting and AC zones, and purchased grade 1 energy label and multi-function devices. Considering the Group has recently established the above policies and measures, we expect to see improvements in the future. 本集團已制定綠色辦公室政策，以提高能源效益並減少電力消耗。我們已設置清晰的照明及冷氣區域，購買有一級能源標籤和多功能電子設備。而我們預期未來會有所改善。		p.28
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可有任何問題，以及提升用水效益計劃及所得成果	N/A 不適用	Water consumption is relatively insignificant to the Group's operation. However the Group has actively engaged employees in water saving practices. 用水量對本集團相對微不足道。然而，本集團已積極提倡員工進行節水措施。		p.28
A2.5	Total packaging material used for finished products 製成品所用包裝材料的總量	N/A 不適用	The Group does not have any packaging material. 本集團並不無任何包裝材料。		N/A 不適用
A3 The Environment and Natural Resources 環境及天然資源					
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	N/A 不適用	Due to the Group's business nature, we do not have any significant environmental impacts. However, we are still eager to integrate sustainability and participate in various green activities, as ways to promote eco-friendly consciousness and conserve the environment. 根據本集團的業務性質，我們並無任何對環境的重大影響。然而，我們仍然渴望貫徹可持續發展並參與各種綠色活動，作為促進環保意識和保育環境的方針。		p.28

Note 1: Due to the continuous company expansion, the Group has begun to occupy more rooms. Hence, we have consumed more electricity compared to 2016/17.
備注 1：由於公司不斷擴張，集團已開始佔用更多空間。因此，與 2016/17 相比，我們消耗的電量有所增加。

Note 2: The total electricity consumption from 2016/17 has been reinstated. Therefore, the electricity intensity, total GHG emission, and GHG intensity from 2016/17 have been recalculated using the new data.

備注 2：2016/17 年度的總耗電量已被重述。因此，2016/17 年度的耗電強度、溫室氣體排放總量以及溫室氣體強度都是根據新的數據重新計算。

Social Performance

社會績效

Performance Table 績效表

Indicator 指標	Unit 單位	Performance Data/ Section 績效數據 / 相關部分		Page No. 頁數	
		2017/18	2016/17		
B1 Employment 僱傭					
	Total number of employees 總員工人數	Number of People 人數	55	51	N/A 不適用
B1.1	Total number of male employees 總男性員工人數	Number of People 人數	26	24	N/A 不適用
	Total number of female employees 總女性員工人數	Number of People 人數	29	27	N/A 不適用
B2 Health and Safety 健康與安全					
B2.1	Number of work-related fatalities 因工作關係而死亡的人數及比率	Number of People 人數	0	0	N/A 不適用
B2.2	Lost days due to work injury 因工傷損失工作日數	Number of People 人數	0	0	N/A 不適用
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與安全措施，以及相關執行及監察方法	N/A 不適用	Please refer to p.28 of the Report for relevant measures regarding health and safety measures. 職業健康與安全的相關措施，請參閱報告第 28 頁。		p.28
B3 Development and Training 發展及培訓					
B3.2	Average training hours completed per employee 平均僱員完成受訓的平均時數	Number of Hours 時數	16	7	p.27
B4 Labour Standard 勞工準則					
B4.1	Description of measures to review employment practices to avoid child and forced labour 描述檢討招聘慣例的措施以避免童工及強制勞工	N/A 不適用	The Human Resources department screens through all recruits to ensure employment contracts are signed in compliance with the local labour laws. 人力資源部門會篩選所有新員工，以確保符合本地勞動法的僱傭合同。		p.25

Social Performance

社會績效

Indicator 指標	Unit 單位	Performance Data/ Section 績效數據 / 相關部分		Page No. 頁數	
		2017/18	2016/17		
B5 Supply Chain Management 供應鏈管理					
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關的執行及監察方法	N/A 不適用	The Group follows the framework of our QMS and select subcontractors based on track-record and compliance with relevant government regulations while evaluating their performances. 本集團遵循 QMS 框架，並根據承包商政績及其合規性作出篩選亦會徹底評估其表現。		p.24
B6 Product Responsibility 產品責任					
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	N/A 不適用	All employees are require to protect clients' confidential data. Furthermore, all outgoing documents are strictly reviewed. 所有員工必需保護客戶的機密資料。此外，所有發文都會被審核。		p.24
B7 Anti-Corruption 反貪污					
B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period 於報告期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果	Number of Cases 案件數目	0	0	N/A 不適用
B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored 描述防範措施和舉報程序，以及相關執行及監察方法	N/A 不適用	The Group has taken a step further by implementing preventive measures such as setting up a whistleblowing mechanism to review all suspected corruption cases. 本集團更進一步地採取預防措施，如設立舉報機制，旨於監察所有涉嫌貪污的案例。		p.23
B8 Community Investment 社區投資					
B8.1	Focus areas of contribution 專注貢獻範疇	N/A 不適用	The Group strives to shape a green future for the business community as well as the local community. 本集團極力為商業社區和本地社區創造綠色未來。		p.31
B8.2	Resources contributed 所動用的資源	Number of Hours 時數	98	105	p.31
		HKD Donation(\$) 港幣捐款(\$)	249,900	719,650 ^(Note/ 備注 3)	p.33

Note 3: The total amount of donations from 2016/17 includes the HKD \$ 650,000 donated to Community Chest as a part of the HKEx Stock Code Balloting Scheme.
備注 3：2016/17 年度捐款總額包括透過「股份代號抽籤計劃」向香港公益金捐贈的 650,000 港幣。



**ALLIED SUSTAINABILITY AND ENVIRONMENTAL
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