



**ZZ CAPITAL INTERNATIONAL LIMITED**

**中植資本國際有限公司**

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號：08295

# Environmental, Social and Governance Report

環境、社會及管治報告

# 2017/2018



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## INTRODUCTION

ZZ Capital International Limited 中植資本國際有限公司 (the “Company”) and its subsidiaries (collectively referred to as the “Group”) is an investment and corporate investment advisory services firm with its headquarters in Hong Kong. In order to enhance business sustainability, we provide our customers with secure and reliable services. We also operate our business based on high standards of corporate governance, whilst supporting our staff and implementing measures to protect the environment at the same time.

We are pleased to present our second Environmental, Social and Governance Report which covers certain environmental and social responsibility aspects underlying the operations of the Group. The period covered by this report is the fiscal year 2017/18 (1 April 2017 to 31 March 2018), which is the same period covered by the 2017/18 annual report of the Company.

This report is written in accordance with the Environmental, Social and Governance Reporting Guide (hereinafter referred to as the “Guide”) contained in Appendix 20 to the Rules Governing the Listing of Securities on GEM on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”).

## COMMUNICATION WITH STAKEHOLDERS

The Company maintains close relationships with its stakeholders to understand their expectations in order to improve its management and operational efficiency. Various channels have been used to communicate with our stakeholders. We communicate with shareholders through the Company’s announcements, circulars, financial reports and shareholders’ meetings. Financial reports, circulars and announcements are provided in a timely manner through the websites of the Stock Exchange and the Company ([www.zzcapitalinternational.com](http://www.zzcapitalinternational.com)). Emails, meetings and the Company website are also used to communicate with all kinds of stakeholders.

## 簡介

ZZ Capital International Limited 中植資本國際有限公司 (「本公司」) 及其附屬公司 (統稱「本集團」) 為一家總部設於香港的投資及企業投資諮詢服務公司。為提升業務可持續性，我們為客戶提供安全而可靠的服務。我們的營運奉行高標準之企業管治，同時亦支持我們的員工及實施政策保護環境。

我們欣然發表第二份《環境、社會及管治報告》，涵蓋與本集團營運有關之若干環境及社會責任。本報告所涵蓋之期間為2017/18財政年度(即2017年4月1日至2018年3月31日)，與本公司2017/18年年報所涵蓋之期間相同。

本報告依循香港聯合交易所有限公司(「聯交所」) GEM證券上市規則附錄二十所載的《環境、社會及管治報告指引》(下稱「指引」)而編撰。

## 與持份者溝通

本公司與其持份者保持緊密聯繫，從而了解他們的期望，務求提升管理與營運效率。我們採用多種渠道與持份者溝通。我們透過本公司之公告、通函、財務報告及股東會議與股東溝通。財務報告、通函及公告乃透過聯交所網站及本公司網站 ([www.zzcapitalinternational.com](http://www.zzcapitalinternational.com)) 及時提供。我們亦利用電郵、會議及公司網站與各類持份者溝通。

## A Environmental

### A1 Emissions

The Group endeavours to reduce and control all kinds of emissions in our business activities, so as to minimize the environmental pollution. We strongly promote the minimization of waste generation through waste separation and recycling. Recycling bins are placed in office areas for collecting paper, metal, plastic and glass waste separately. The power consumption on our premises constitutes a major part of the indirect greenhouse gas emission of the Group, thus we are actively concerned about this and continuously monitor and regularly review our power consumption.

The Group is committed to incorporating environmental considerations at different levels of decision-making and business activities. Environmental considerations and their associated risks are a part of due diligence process in our routine investment activities. Moreover, we encourage our staffs to work in an environmentally responsible manner, and we broadly make use of tele-conference systems in order to reduce business travel.

#### **Greenhouse Gas Emissions** 溫室氣體排放

Total Greenhouse Gas Emissions (tCO <sub>2</sub> e) 總溫室氣體排放 (每噸二氧化碳當量)	68.47
Greenhouse Gas Emissions Intensity (tCO <sub>2</sub> e/staff) 溫室氣體排放密度 (每噸二氧化碳當量/員工)	6.85

\* For the air emissions data from the company vehicle, which is seldomly used, the related data is immaterial and hasn't been recorded.

The Group is in strict compliance with relevant environmental laws and regulations. During the reporting period, there was no legal complaint for violating environmental laws and regulations.

## A 環境

### A1 排放物

本集團竭力減少及控制業務活動中各類排放物，從而盡量減低對環境的污染。我們大力推動廢物分類及回收，以盡量減少廢物的產生，而辦公室區域亦放置了回收箱，對紙張、金屬、塑料及玻璃廢棄物作分類回收。經營場所的能源消耗構成本集團間接排放溫室氣體之主要部分，因此，我們十分關注此方面，並對能源消耗的情況進行持續監控及定期檢討。

於決策及業務活動的各個層面，本集團竭力顧及環境。顧及環境及相關風險乃我們日常投資活動中盡職審查過程的一部分。此外，我們廣泛採用電話會議系統減少商務差旅，鼓勵員工以對環境負責任的方式工作。

\* 就公司車輛的氣體排放數據而言，因車輛甚少使用，故有關數據並不重大且尚未作記錄。

本集團嚴格遵守相關環境法律及法規。於報告期間內，概無違反環境法律及法規的法律申索。



## A2 Use of Resources

Improving the efficiency of use of energy and resources could significantly contribute to environmental protection. The Group has implemented various measures for reducing the energy consumption in office areas. For example, employees are required to turn off the lights when they are not in use. Air-conditioners are set at an appropriate temperature level. Meanwhile, energy saving tubes are used and variable frequency devices are equipped in the air-conditioning system which are controlled by the building management office.

To conserve natural resources, the Group strongly encourages our employees to adopt double-sided printing. Moreover, recycling boxes are placed in the office for collecting waste paper for reuse. In order to raise the environmental awareness of our employees, we advocate conservation of water resources.

### **Electricity consumption** 電力消耗

Electricity consumption (kWh) 電力消耗(千瓦時)	86,669
Electricity consumption intensity (kWh/staff) 電力消耗強度(千瓦時/員工)	8,667

\* Potable water usage cannot be obtained as payment for water usage has been included in the management fee to the landlord.

### **Water consumption (Chilled water)** 用水量(冷水)

Water consumption (m <sup>3</sup> ) 用水量(立方米)	14,416
Water consumption intensity (m <sup>3</sup> /staff) 用水量密度(立方米/員工)	1,442

## A2 資源使用

提升能源及資源使用效率能為環保作出顯著的貢獻。本集團已實施多種措施減少辦公室區域的能源消耗，例如僱員須於不使用燈光時關閉電源，空調亦設定於合適的溫度水平。與此同時，辦公室區域用上節能燈及為空調系統安裝了變頻裝置，此等裝置均由大樓管理處進行控制。

為保護自然資源，本集團強烈鼓勵僱員採用雙面打印。此外，辦公室內亦放有回收箱以收集廢紙作循環使用。而為提升僱員的環境意識，我們又提倡節約用水。

\* 飲用水使用量無法取得，乃由於用水量之付款已包含於支付予業主之管理費中。

## A3 The Environment and Natural Resources

The Group achieves the reduction of impact on the environment and natural resources through working hand-in-hand with different stakeholders. To effectively reduce the use of paper, the Group introduced the electronic platform to process internal operations and approvals. An archiving server is also in place for documents storage to reduce the storage of documentation in paper format.

## A3 環境及天然資源

本集團與不同持份者攜手合作，減少對環境及自然資源的影響。為有效減少用紙量，本集團引入電子平台以處理內部營運及審批程序。本集團更設有伺服器用於文件存儲，以減少紙質文件存儲。

**B Social****B1 Employment**

The Group is committed to fair employment practice and equal opportunities. We respect the religious beliefs, political stances, ethnicity or sexual orientation of all our employees and candidates, and also ensure that they will not be discriminated against because of differences in race, disability, gender, marital status and age. Regarding the remuneration packages of our employees, the Group will only determine this based on their personal experience, performance and abilities, ranks and reference to the overall market pay level.

The Group actively advocates work-life balance, and therefore we aim to offer a diversified range of welfare and caring policy to our employees. We organized retreats annually for team building and recognition of our staffs. In addition, the Group celebrates employee birthdays, major holidays with meal gatherings or customary benefits, such as zongzi and mooncakes. Other benefits offered include study leave and casual Fridays.

**Employee Structure (persons) 僱員結構(人數)**

Total no. of employees as at 31 March 2018 於2018年3月31日之僱員總數	28
Employees by Gender 按性別分類之僱員人數	
Male 男性	15
Female 女性	13

The Group is in strict compliance with relevant employment laws and regulations. During the reporting period, there was no legal complaint for violating employment laws and regulations.

**B 社會****B1 僱傭**

本集團矢志履行公平僱傭慣例及平等機會。我們尊重全體僱員及應徵者之宗教信仰、政治立場、種族或性取向，亦確保彼等不會因種族、殘障、性別、婚姻狀況及年齡之差異而受歧視。關於僱員薪酬方面，本集團亦只會根據其個人經驗、表現及能力、職級及整體市場之薪酬水平來釐定。

本集團積極倡導工作及生活平衡，因此，我們旨在為僱員提供多元的福利及關懷政策。我們每年會組織團隊合作訓練並表彰員工。另外，本集團會為僱員慶祝生日，重要節日時又會舉行聚餐或安排傳統應節食品如粽子及月餅。我們提供的其他福利亦包括學習假期及星期五便服日。

本集團嚴格遵守相關僱傭法律及法規。於報告期間內，概無違反僱傭法律及法規的法律申索。

## B2 Health and Safety

To ensure a healthy and safe workplace for all staff, the Group follows the occupational health and safety guidelines from Occupational Safety and Health Council. To effectively prevent employees from accidents in the work environment and protect employees from occupational hazards, the Group identifies safety hazards, assesses and manages safety risks whenever necessary. In addition, the Group also promotes occupational health and safety awareness among our employees by communicating via emails or through campaigns.

### **Occupational Health and Safety Data** 職業健康及安全數據

Work related fatality 與工作有關的死亡人數	0
Lost days due to work injury 工傷所致缺勤天數	0

The Group is in strict compliance with relevant safety laws and regulations. During the reporting period, there was no legal complaint for violating laws and regulations relating to occupational safety.

## B3 Development and Training

The Group believes that effective training and development benefit the individual and the corporation as a whole, and contributes to the sustainable success of the Company. We provide training and seminars in all aspects to broaden, deepen and enhance employee skill sets and competencies. As an investment services firm, we attach great importance to employees' comprehensive understanding of legal compliance and regulatory requirements. The relevant compliance training courses include corporate governance, personal conduct and responsibilities, anti-money laundering, etc.

In addition, we are committed to facilitate staff development through encouraging their continuous learning. The Group supports our employees by encouraging them to undertake external training for professional development and acquire professional certifications. We also offer study leave to employees to participate in professional development programmes.

## B2 健康與安全

為確保全體員工能夠享有健康及安全的工作場所，本集團遵循職業安全健康局之職業健康及安全指引。而為有效防止僱員於工作環境中發生意外並防止職業危害，有需要時本集團會進行安全隱患的識別工作，並評估及管理相關的安全風險。此外，本集團亦會透過電子郵件或舉辦活動以提升僱員之職業健康及安全意識。

本集團嚴格遵守相關安全法律及法規。於報告期間內，概無違反職業安全法律及法規的法律申索。

## B3 發展及培訓

本集團深信有效的培訓及發展對個人及企業整體而言皆有裨益，且有助本集團持續取得成功。我們提供全方位的培訓及講座以擴展、加強及提升僱員之技能及能力。作為一間投資服務公司，我們尤為重視僱員對法律合規及規管要求之全面了解；而有關的合規培訓課程則包括企業管治、個人操守及責任、反洗黑錢等。

此外，我們致力於通過鼓勵員工持續進修以促進彼等之發展。本集團支持並鼓勵員工參與外部舉辦的職業發展培訓並獲取相關的專業認可。同時，我們亦向員工提供學習假期以參與專業發展課程。

**B4 Labour Standards**

The Group strictly observes ethical labour practices. Meanwhile, we are committed not to engage in the use of child labour and forced labour. The Group ensures that all employees have reached the minimum statutory age for employment and that all employees provide their services willingly.

The Group is in strict compliance with relevant labour laws and regulations. During the reporting period, the Group has never had a case of child labour or forced labour.

**B5 Supply Chain Management**

The Group advocates procuring required services and products in an environmentally-sound and socially-responsible manner through a stringent selection process. The selection process of a supplier or service provider is based on certain criteria such as their reputation, professionalism, and past performance. Meanwhile, social responsibility is also one of the consideration criteria when selecting and evaluating a supplier or service provider. Moreover, we communicate our environmental and social commitment to suppliers and service providers to encourage their support of it.

**B6 Product Responsibility**

The Group is engaged in offering diversified corporate advisory and assets management services. All regulated financial activities are carried out by licensed entities governed by the Securities and Futures Commission to ensure compliance with the Securities and Futures Ordinance. In addition, all information provided by the Group to its customers is also in compliance with the relevant product descriptions and product liability legislation.

The Group strictly abides by the Personal Data (Privacy) Regulations to enhance the confidentiality of customer data. We also sign non-disclosure agreements and confidentiality agreements with our customers and business partners.

**B4 勞工準則**

本集團嚴格遵守合乎職業道德標準的勞工慣例。於此同時，我們堅決不使用童工及強制勞工。本集團會確保所有僱員符合受僱之最低法定年齡且所有僱員均為自願提供服務。

本集團嚴格遵守相關勞動法律及法規。於報告期間內，本集團從未涉及僱用童工或強制勞工事件。

**B5 供應鏈管理**

本集團倡導通過嚴格的篩選過程並考慮環保及對社會負責的態度採購所需的服務及產品。篩選供應商或服務提供商的過程乃基於若干標準，如其聲譽、專業程度及過往表現。於此同時，社會責任亦為篩選及評估供應商及服務提供商的考量標準之一。此外，我們又會向供應商及服務提供商傳達我們對環境及社會的承諾，藉此鼓勵彼等之支持。

**B6 產品責任**

本集團致力提供多元化的企業諮詢及資產管理服務。所有受規管的金融活動乃由證券及期貨事務監察委員會監管之持牌實體負責執行以確保符合證券及期貨條例之規定。此外，本集團向客戶提供的所有資料均符合相關商品說明及產品責任法規。

本集團嚴格遵守個人資料(私隱)條例，亦會與客戶及業務合伙人簽訂保密協議，以加強對客戶資料的保密。



In order to improve the quality of service leading to customer satisfaction, the Group strives to provide professional and responsive feedback and advice to all customers and to ensure full compliance with contractual obligations.

為提升服務質量以達致客戶滿意，本集團竭力為客戶提供專業及適時的反饋及建議，並確保充分履行合約責任。

Number of received complaints about services 所收到的服務投訴之數目

0

The Group is in strict compliance with the relevant product responsibility laws and regulations. During the reporting period, there was no legal complaint for violating laws and regulations relating to product responsibility.

本集團嚴格遵守相關的產品責任法律及法規。於報告期間內，概無違反產品責任相關法律及法規的法律申索。

## B7 Anti-corruption

The Group has zero tolerance for bribery, corruption and money laundering, and advocates honest business practices and fair competition. The Group specially established a compliance manual with contents relevant to bribery, extortion, fraud and money laundering. To demonstrate our commitment in fighting corruption and maintain corporate integrity image, we set up strict rules in prohibiting employees from soliciting, accepting or offering any bribe during the business process. Meanwhile, in order to encourage employees to report suspected breach of compliance, the Group has established a whistle-blowing mechanism to protect the confidentiality of the identity of the whistle-blower.

All staff members of the Group are required to declare their participation in other business interests or activities at the time of joining the company and on an annual basis for declaring their conflict-of-interest. In addition, relevant compliance training covering the aspects such as staff dealing policy, gift and entertainment policy, is provided to our employees to raise their awareness on anti-corruption.

Number of concluded legal cases regarding corrupt practices during the reporting period  
於報告期間內，已結案的涉及腐敗的法律案件之數目

0

We strive to comply with all applicable laws and regulations relevant to bribery, extortion, fraud, money laundering and counter-terrorism. During the reporting period, there was no legal complaint for violating relevant laws and regulations.

## B7 反貪污

本集團對賄賂、貪污及洗黑錢持零容忍態度，並提倡誠信經營及公平競爭。本集團特別編制涉及賄賂、勒索、欺詐及洗黑錢等內容之合規手冊。為彰顯我們打擊貪污之決心及保持企業誠信的形象，我們設立嚴格的規定禁止僱員於業務過程中索賄、受賄或行賄。與此同時，為鼓勵僱員舉報懷疑違規事件，本集團設立了舉報機制，並確保對舉報者的身份得到保密。

本集團的所有員工須於加入公司時申報彼等所涉及之其他業務利益或活動，並規定每年對所涉及之利益衝突作申報。此外，本集團又為僱員提供相關範疇的合規培訓，內容涵蓋員工交易政策、餽贈及酬酢政策等，從而提升彼等之反貪污意識。

我們努力遵守與賄賂、勒索、欺詐、洗黑錢及反恐有關的所有適用法律及法規。於報告期間內，概無違反相關法律及法規的法律申索。

## B8 Community Investment

The Group makes all efforts to integrate community investment with its operations to earn the trust of relevant stakeholders. We actively support the sustainable development of the finance industry, for example, are an active member of the Hong Kong Venture Capital and Private Equity Association ("HKVCA"). Besides, to give back to the society, the Group explores collaboration with reputable organizations to participate in various community activities.

### YOUR FEEDBACK

Going forward, the Group will continue to adopt measures for the benefit of the environment, society and governance in conducting its business.

Stakeholder feedback is valuable and can help us to improve our operational, environmental, social and governance policies and procedures. We welcome any input towards our performance and please contact us via any of the channels below.

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## B8 社區投資

本集團全力將社區投資與其營運相結合，從而贏取相關持份者之信任。我們積極支持金融業之持續發展，例如，我們是香港創業及私募投資協會（「HKVCA」）的活躍成員。此外，為回饋社會，本集團與知名組織尋求合作機會以參與各類社區活動。

### 意見回饋

展望未來，本集團將於其經營業務時繼續採取有益於環境、社會及企業管治的措施。

持份者的寶貴意見有助我們提升營運、環保、社會與管治政策與程序之表現。歡迎就本集團表現發表意見，亦可透過以下任何渠道聯絡我們。

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