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## 概覽

本報告是泛亞環境國際控股有限公司（下稱「本公司」、「我們」）發佈的首份環境、社會及管治報告，重點披露本集團在服務責任、誠信營商、員工發展和環境保護方面表現的資料。報告年期與年報一致，惟報告中介紹的園景設計工作項目可在2016年以前開始或完成。

## 編製依據

本報告主要參考香港聯交所《環境、社會及管治報告指引》編製而成。本報告內容按照一套程序而釐定。有關程序包括：識別和排列重要的持份者、識別和排列重要環境、社會及管治議題、收集環境數據、對報告中的數據進行檢視等。

## 報告範圍及邊界

本報告中所提供之政策及數據僅涵蓋本公司及下屬子公司（下稱「本集團」）。報告範圍不包括合營公司。

## 數據來源及可靠性保證

本報告的數據和案例主要源自公司統計報告、相關文件。公司董事會承諾本報告不存在任何重大虛假記載或誤導性陳述，並對其內容真實性、準確性和完整性負責。

## 確認及批准

本報告經管理層確認後，與2017年7月21日獲董事會通過。

# About this report

## 關於本報告

### OVERVIEW

This report is the first Environment, Social and Governance ("ESG") Report published by Earthasia International Holdings Limited ("the Company", or "we"), which discloses information on our service responsibility and integrity, staff development and environmental protection. The reporting year of this report is align with our financial year. However, landscape design projects featured in this report may be launched or completed before 2016.

### BASIS OF COMPILING THE REPORT

This report is compiled in accordance with the Environmental, Social and Governance Reporting Guide published by the Hong Kong Stock Exchange Limited. The content of this report is determined by a set of procedures, including identifying and prioritizing stakeholders, identifying and prioritizing material environmental, social and governance issues, collecting environmental metrics, and verify the reported metrics.

### REPORTING SCOPE AND BOUNDARY

The content and metrics reported in this document cover the Company and its subsidiaries (the "Group"). Joint ventures are not included.

### SOURCE OF DATA AND ASSURANCE TO RELIABILITY

The data and case studies reported in this report are prepared based on our internal statistical reports, internal policy documents and other internal documents. The Board hereby confirm that there is no material false or misleading statements made in this report. The Board takes full responsibility to the authenticity, accuracy and completeness of this report.

### BOARD APPROVAL

Upon review of the management, this report is approved by the Board on 21 July 2017.





# Our Governance On ESG Aspects

## 公司的環境、社會及管治表現

Our Chairman, Mr. Patrick Lau, leads the implementation of ESG programs of the Group. Ms. Cindy Wu, Human Resources Officer, Mr. Paul Kwok, Chief Financial Officer, Ms. Veron Chan, Company Secretary and our technical directors are responsible for coordinating the implementation of the Group's Environment, Employment and Service Quality Assurance Policies.

As a member of the landscape architectural consulting profession in China, we believe promoting the sustainable development of cities, and developing the landscape architectural profession are our two key missions. Externally, we deliver landscape architectural and planning solution which enhance environmental sustainability, and send out mentors for our next generation of landscape architects. Internally, we are committed to nurture excellent and professional teams of landscape architects and designers, and enhance their understanding of sustainability.

Our key stakeholders include clients, employees, business partners and professional bodies of the landscape architectural industry. With the support of third-party consultant, we have engaged our key stakeholders through survey and interviews. The following materiality analysis results are derived from our findings of the stakeholder engagement exercise.

本集團的環境、社會及管治由主席劉興達先生帶領執行。人力資源總監吳曼女士、首席財務官郭嘉熙先生、公司秘書陳志卿女士及各項目總監負責協調落實環境、僱傭、服務質量政策。

作為中國園境建築專業的一員，本集團深信推動城市的可持續發展，以及推動園境建築專業的發展為公司的兩大使命。對外，我們為客戶提供環保及可持續的園境建築方案，並派出導師培養新一代的園境建築人才。對內，我們致力培養一支優秀而專業的園境師及設計師團隊，並促進團隊對於可持續發展的認識。

本集團之主要持份者為客戶、員工、合作方及園境建築專業組織。在第三方顧問協助下，我們在籌備本報告的過程中透過訪談及問卷調查持份者，得出以下主要調查結果：

Subject 範疇	Highly material aspects 高度重要議題	Moderately material aspects 中度重要議題
Environment 環境	<ul style="list-style-type: none"> <li>Embedding consideration of environment in design work 在項目設計中加入對自然環境的考慮</li> <li>Climate change 氣候變化</li> </ul>	<ul style="list-style-type: none"> <li>Saving energy at office 辦公室節能</li> <li>Saving paper at office 節省用紙</li> </ul>
Employment and labor standards 僱傭及勞工準則	<ul style="list-style-type: none"> <li>Staff development 員工發展</li> <li>Talent retention 人才留用</li> <li>Equal opportunities 平等機會</li> <li>Fair recruitment and promotion policies 公平招聘及晉升政策</li> </ul>	<ul style="list-style-type: none"> <li>Compliance to labor regulations 遵守勞動法規</li> <li>Health and safety 健康與安全</li> <li>Fair and competitive remuneration package 合理及具競爭力的薪酬</li> <li>Reasonable working hours and holidays 合理工時及假期日數</li> </ul>
Governance and community 管治及社區	<ul style="list-style-type: none"> <li>Anti-corruption 反貪污</li> <li>Community investment 社區投資</li> </ul>	
Service responsibility 服務責任		<ul style="list-style-type: none"> <li>Quality improvement 品質改進</li> </ul>

This report discloses our policies, management approach and performance indicators on aspects which are considered material to the Group.  
本報告對集團在被評為重要的議題的政策、管理辦法和指標數據作出披露。



# Promoting Sustainable Development of Cities

## 推動城市的可持續發展

Landscape architecture is about the planning, design and construction of open areas. It is a core component of contemporary built environment, and is closely linked to master planning of human habitats. Landscape architects construct a fascinating landscape utilizing different elements and design concepts. Building on aesthetics, partial functions and ecosystem service, it improves environment quality and shape societal behavior.

Greening can arise synergy of built area and natural environment. Vegetation can absorb carbon dioxide, purify air and lowering ambient temperature. These features are valuable to urban areas. Effective greening can mitigate climate change, easing the Urban Heat Island Effect, enhancing appearance of urban open areas, and even coordinate micro-climate. Through choice of innovative materials and design approach, landscape architects can also contribute to enhance the sustainability of buildings.

Landscape design also affects our living style and behavior. Community-friendly design, such as allowing more walkable space, promotes human physical and mental health. Environmental-friendly design is also educational. Design concepts oriented to different objectives can have different impact on the communities.

Through providing professional landscape architectural service, we enhance the quality of life of users by proposing sustainable, beautiful and practical landscape architectural solutions. We have done our part in promoting urban sustainability through the following selected projects:

園境建築關乎室外空間的規劃，設計和建造，是現今營造環境的一個重要組成部分，與人居環境及整個區域的發展計劃有密切關係。園境師運用各種設計元素配合不同概念營造出理想的景觀，在美學空間功能和生態服務系統的基礎上改善環境質素並塑造社會行為。

都市中的綠化部分可使建築物與自然環境產生連結，植物具有吸收二氧化碳、淨化空氣及降溫等功能，對於城市地區尤其有利。有效的綠化有助減緩氣候變化的影響、減緩城市的熱島效應、提升都市空間美感、甚至調節城市範圍的微氣候等改善人居環境的功能。在環境保護方面，透過創新的設計和物料的選擇，園境建築可推動綠色建築元素的落實。

園境建築亦影響用者的生活方式和行為，對社區有利的設計例如更廣闊的活動空間可促進人的身心健康，著重推動環保理念的設計可達到教育的目的。不同目標導向的設計理念可帶來截然不同的影響。

本集團在為客戶提供專業的園境建築服務之餘，亦透過提出可持續、美觀、實用的園境建築方案，提升用者的生活質量。在2016年，我們的園境師運用專業知識，透過以下的項目實例，為推動城市的可持續發展盡一份力。





## Case Study

### 案例分析

#### Tree Nursery for West Kowloon Cultural District

WKCD designated an area of about 20,000m<sup>2</sup> at the western part of WKCD for the purpose of the establishment of the tree nursery. It is intended that a tree nursery established on site to nurture a wide range of plant materials, reduce carbon emission from long distance transportation and ensure that the quality of plant materials is of a desirable standard. The on-site tree nursery aims to facilitate the development of plant materials in large quantities which allows early plant establishment and allows the plants to acclimatize to the respective environments. The established plants support the future WKCD development and the great park designed to bring the countryside into the city fabric.

#### Design Concept of the Tree Nursery

The design intent of the tree nursery is to simulate the unique landscape in Hong Kong. Three habitats, namely "native woodland", "waterfront" and "urban forest", are designated in the tree nursery to showcase the landscape diversity in Hong Kong. An orchard is also included in the tree nursery to enrich the experience of the visitors. A total of 998 trees were specially selected to suit the uniqueness of each habitat in the tree nursery.

#### Testing Ground for Trial Planting of New Tree Species

Instead of planting species commonly found in Hong Kong, the tree nursery at the WKCD is designed to be more experimental to enhance biodiversity in Hong Kong. As the future park is located at an exposed waterfront area, trial planting exercise are carried out to test the growth performance of the plants in the seaside environment.

#### Educational Purpose for Activities

As a testing ground for trial planting, there will be a large amount of uncommon plant species planted in the tree nursery. This provides a great opportunity for the public to learn about the native and uncommon plants, and participate in tree planting activities. Adequate space with an open lawn is moved in the tree nursery for holding a range of activities.

#### 西九文化區樹木苗圃

西九文化區管理局安排20,000平方米空間於西九文化區的西面，作為設置樹木苗圃。苗圃目的在於現場栽種多樣植物品種，並於區內成長以減低因長途運送所產生的碳排放及保持植物品質合乎所須規格。苗圃有助培植日後所需的大量樹木，在現場成長的苗木更能適應區內氣候環境。苗圃將會提供品種豐富的成長苗木，為未來文化區和公園帶來郊野景觀。

#### 苗圃設計概念

苗圃以香港景觀特色作為設計理念。營造三種景區環境，「本土林地」，「海濱」，「城市森林」，令苗圃成為香港景觀多樣性的展示區。苗圃內一共栽種了998棵喬木，品種都經過特別挑選以配合不同景區環境的特色。另外，更包括果園品種為市民提供教育和康樂體驗。

#### 新苗木品種試驗

作為優化香港生物多樣性的試驗區，苗圃栽種了很多非常見的品種。由於未來西九文化公園位於海濱地區，測試多樣品種的生長情況將為海岸環境提供理想的苗木品種選擇。

#### 教育目標的活動

作為品種測試區，苗圃引進了大量非常見品種，市民便有機會學習和欣賞本地和不常見的苗木品種，並參與相關植苗活動。場地提供了開放草坪和設置了充足活動空間，以便進行各種各樣的活動。



# Upholding Professionalism

## 恪守專業

We offer comprehensive services from concept design to construction stage for both hard and soft landscape works. Our clients include organizations, individuals and companies from the public and private sector. They rely on our provision of professional design services to improve the environmental, functional and visual aspects of their projects, quality control on the implementation of projects, and provision of project management services. We implement a quality management system accredited by ISO19001 standard, and take strict quality control procedures across the lifecycle of our projects. To ensure quality of service, we emphasize on how we communicate closely with our clients as to understand their needs thoroughly. Client satisfaction is one of our quality performance indicators. Project directors take responsibility in responding to client complaints and facilitate an open discussion to resolve disputes, if any. Client complaints are recorded and respective corrective actions will be planned.

We emphasize on the ethical standard that we must meet as professionals. It is one of the key responsibilities of the Board to build and maintain an ethical culture, and ensure the Group operates in a fair and just manner. It is our policy to restrict our employees to disclose client information to any external parties without authorization. Employees are forbidden from obtaining personal or indirect interest from clients, suppliers or other parties connected with the Group through abuse of power. If any behavior of employees results in conflict of the Group's interest, the concerned employee shall report the case and declare interest. In case of any violation of the above rules, an employee will be subject to disciplinary action, and can be prosecuted. Apart from regulating employee behavior through a Code of Conduct, we organize anti-corruption training for our employees based in Hong Kong in the year.


During the reporting year, an arborist of a subsidiary of the Company was convicted by the ICAC of Hong Kong with conspiracy for accepting illegal commissions totaling over \$250,000 in relation to referral of tree survey services projects to a freelance arborist. Where the interest of the Group was infringed upon, we had rendered full assistance to the ICAC during its investigation and dismissed the arborist immediately. The arborist was sentenced to jail for 14 months.



本集團為公私營客戶提供從園境概念設計到施工階段的全方面服務。客戶依託本集團提供的專業設計服務，從環境，功能和視覺方面來提升項目價值、在工程實施中作質量控制，或提供工程管理服務等。我們運行ISO9001質量管理體系，在所有項目週期中均嚴格落實質量控制程序。為確保服務的質量，我們重視與客戶在項目的設計過程中作緊密的溝通，以深入瞭解客戶的需求。我們亦以客戶滿意度為其中一個質量目標。如遇有客戶投訴，項目總監會負責與客戶進行友善協商解決爭議，集團內部亦會就有關投訴作出改善。

我們一貫向員工強調作為專業人士應恪守道德標準。為本集團建立和維護整體道德文化，以及確保本集團以高度廉正的態度經營業務，屬董事會的重要責任。為維護客戶及公司之知識產權，鼓勵業界原創及積極競爭的風氣，公司設有政策，規定員工不得向任何人士外洩或透露客戶資料，特別是項目設計草圖。員工不得利用職權從客戶、供應商或其他與本集團有關的人士謀取個人或間接利益。如員工行為與公司利益存在衝突情況，有關員工必須向本集團申報。如員工違反以上守則，將被紀律處分，並可能負上刑事責任。除了透過守則規範員工行為外，年內我們亦有為香港員工舉辦反貪污講座。

在報告期內，本集團子公司一名樹藝師被香港廉政公署起訴，指其收受外判樹藝師非法佣金共逾二十五萬元，向該外判樹藝師轉介樹木勘察服務項目。事件中本集團的利益受到損害，在得悉事件後已即時解除該名樹藝師的職務，並在廉署調查案件期間提供全面協助。最後該名樹藝師被判囚14個月。



截至2016年12月31日止，本集團共有316名員工，當中大部分員工為專業的園境建築師、規劃師、項目管理人員及樹藝師。本集團謀求具備專業知識、道德、豐富經驗，並且不斷追求卓越的人才。本集團致力為他們提供良好的工作條件及環境。

我們有制訂職業安全及健康政策，承諾遵守各營業地點的職業安全及健康法律；作為僱主，營造安全文化，防止在我們的業務地點內發生意外是本集團的責任。我們鼓勵員工積極參與所屬辦公大樓管理方安排之火警演習，以熟習如何應對在業務地點發生的緊急情況。

本集團向僱員提供優厚薪酬及福利待遇。員工薪酬主要按照工作性質、市場趨勢以及個人表現釐定。僱員紅利乃根據各附屬公司及其僱員的表現分發。我們的人力資源管理政策符合中國、香港及菲律賓的勞動法規要求。我們已向員工提供法定的福利、以及合理的薪酬與休假日待遇。本集團每一位員工均應該受到保障，我們不容忍性別、種族及宗教方面的歧視或騷擾行為，任何涉事員工會被紀律處分，甚至有機會被即時解僱。

作為專業服務機構，員工的培訓和發展極為重要；使員工在受聘期間提升專業能力，發展所長，除了屬項目質量保證的一環，也同時提升中國園境建築業界的水平。2016年，本集團為員工提供了如園境建築、項目成本控制、設計軟件使用等培訓，亦會為員工提供一定的外部專業培訓資助。為推動員工對於可持續發展的理解，我們設有項目文件庫，供員工參閱在不同項目所應用的綠色設計和技術。員工間亦會不定期組織項目交流會，使不同組別的設計團隊可作技術交流。

2016年，本集團72%員工曾接受本集團提供的正式培訓，當中人均受訓時數為16小時。

# Developing Talents

## 人才發展

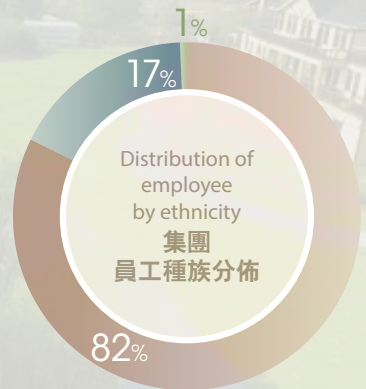
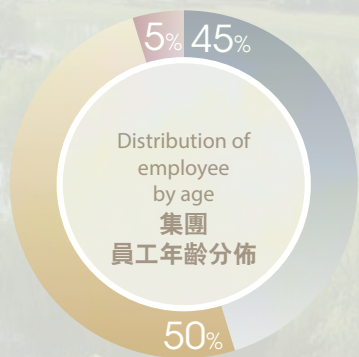
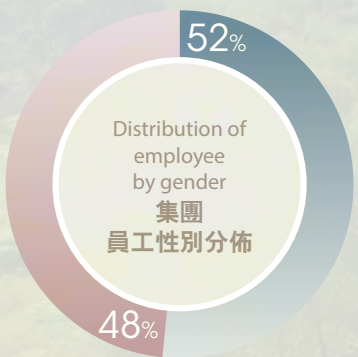
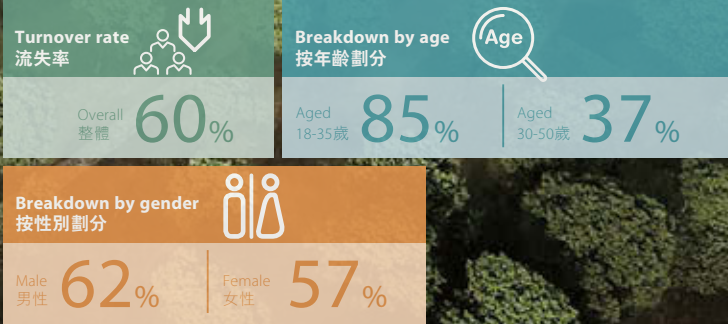
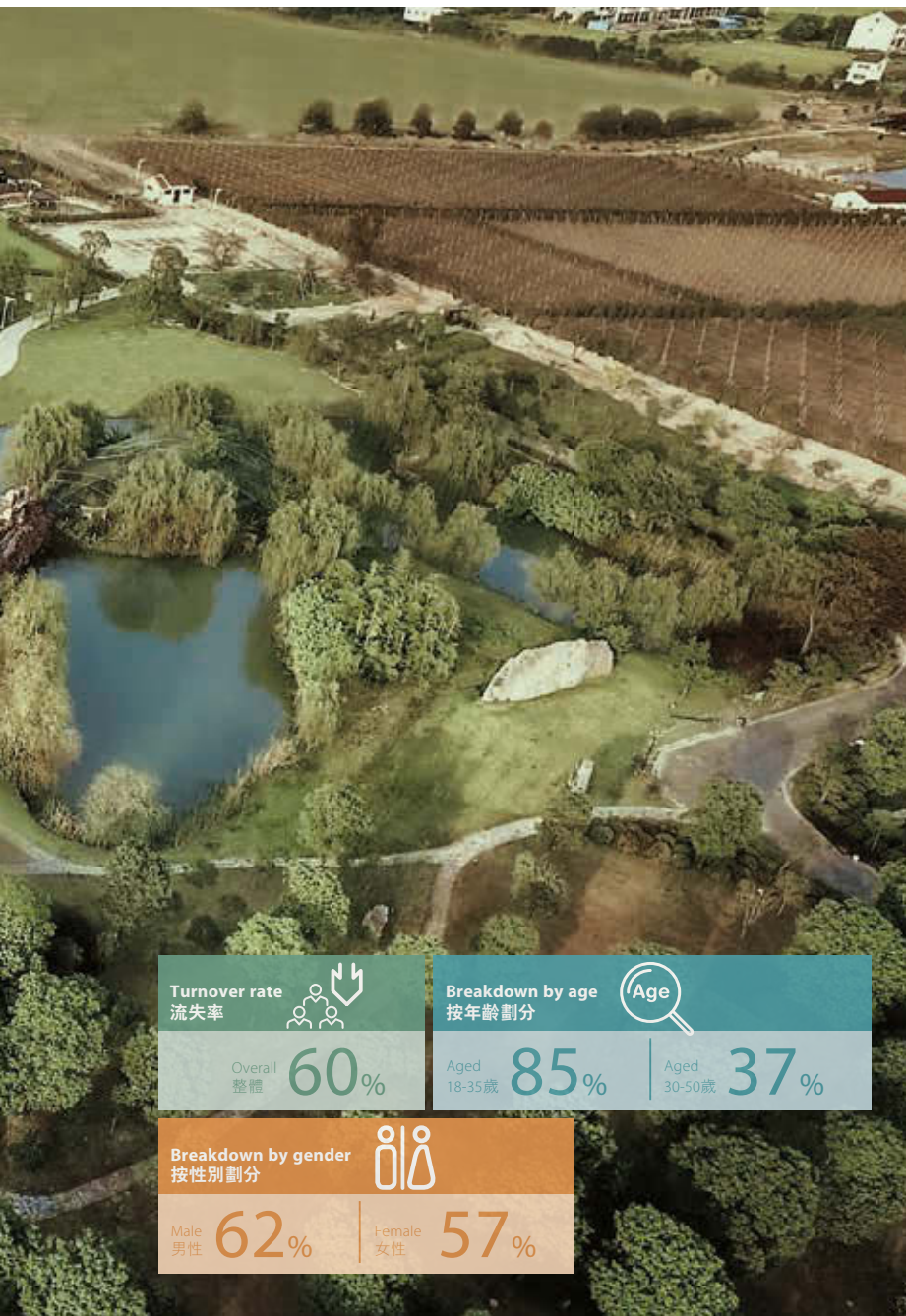
As of 31 December 2016, the Group has 316 employees, where most of them are professional landscape architects, planners, project managers and arborists. We welcome talents who possess professional knowledge, ethics, sound experience, and always pursuit for excellence. The Group is committed to offer desirable working condition and environment.

Our Occupational Health and Safety Policy states our commitment in complying with applicable health and safety legislation and regulatory requirements as we operate. As a responsible employer, developing a safety culture where our people embrace ownership for the safety of themselves and others, and eliminate any safety hazards at our sites are the Group's responsibilities. We encourage our employees to participate in fire drills arranged by respective office building managers to familiarize the actions to take in case of emergency.

Competitive remuneration packages are offered. The remuneration package is determined based on job nature, market trend and personal performance. Bonus can be offered depending on the performance of particular employees. Our human resource management policies adhere to the labor regulation of the People's Republic of China, Hong Kong and the Philippines. We have provided statutory benefits, reasonable remuneration and holidays. Every single employee should be protected. We do not tolerate any sexual, racial and religious discrimination and harassment. Any offending employees will be subject to disciplinary action and can be dismissed immediately.

Training and development of employee is of utmost importance to a professional service firm like us. Where it is an action to assuring service quality, enhancing the professional competence of our employees and allowing them to thrive is also how we contribute to the development of landscape architectural industry in China. In 2016, the Group has offered training including design training, project costing training and Lumion in-house training. In addition, we sponsor our employees to attend professional training organized by external institutions. To enhance the understanding of sustainability by our employees, we have established the project document library for employees to review green solutions applied in precedent projects. Lunch-and-learn exchange gatherings are organized irregularly for different project teams to exchange their knowledge and experience.

In 2016, 72% of employees of the Group had received formal training offered by the Group. Average training hours received per employee was 16 hours.



● Male 男性    ● 18-30    ● 華人    ● Southeast Asian 東南亞裔    ● Female 女性    ● >50    ● Other 其他



# Environmental Protection

環境保護



## ENVIRONMENTAL DATA 環境數據：

Energy consumption	能耗	
Energy consumed by company vehicles (MWh)	公司車輛燃油能耗(兆瓦時)	103.5
Electricity consumed at offices (MWh)	辦公室電力消耗(兆瓦時)	431.0
Total (MWh)	總計(兆瓦時)	534.5
Energy intensity (MWh / employee)	人均能耗密度(兆瓦時/人)	1.5

Carbon emission	碳排放	
Scope 1 (company vehicle emission) (tons CO <sub>2</sub> -e)	範疇一(公司車輛排放) (二氧化碳當量一噸)	26.2
Scope 2 (electricity consumption) (tons CO <sub>2</sub> -e)	範疇二(辦公室電力消耗) (二氧化碳當量一噸)	448.9
Scope 3 (employee business travel by flight) (tons CO <sub>2</sub> -e)	範疇三(員工飛行差旅衍生排放) (二氧化碳當量一噸)	312.8
Total (tons CO <sub>2</sub> -e)	總計(二氧化碳當量一噸)	787.9
Carbon intensity (tons CO <sub>2</sub> -e / employee)	人均碳排放(二氧化碳當量一噸/人)	2.2

Paper consumption and recycling	紙張使用及回收	
Paper consumed (kg)	紙張使用(公斤)	6,100.4
Paper recycled (kg)	紙張回收(公斤)	735.6

As a promoter of sustainability, we are committed to reduce our impact on the natural environment, conserve resources and handle wastes properly as we operate. Our major operating sites are offices, and our operations do not involve significant pollution and resources consuming activities. We understand our major environmental impact is the use of paper and energy consumption.

The Group considers internal management approach is the most direct and effective means to reduce our impact on the environment. We purchase paper which are certified to have made of materials derived from sustainable source. Used paper will be sent to third party for recycling. We encourage our employees to conserve energy, such as reminding them to switch off unused lights and computers as they leave office.

Since our core business is to create sustainable environment through our planning and design services, we will continue to research and develop innovative methods and technology to reduce impact on environment, such as 'Sponge City', Green Infrastructure, Urban Forest, Nature Conservation Area and also assist our clients to offset carbon emission from their development and operation.

Besides, we promote to our suppliers and investors the importance of sustainability. Our procurement policy favors products with a lower environmental footprint.

作為可持續發展的推動者，本集團致力在營運時減緩對自然環境的影響，節約資源、妥善處理廢物。本集團的主要業務地點為辦公室，不涉及高度污染及大量消耗天然資源的活動，因此我們的主要環境影響在於紙張及能源消耗。

本集團認為透過相關的內部管理措施是減低環境影響最直接和有效的方法。為此我們採用的紙張均具有可持續發展來源認證；紙張使用過後，會交由第三方作回收處理。本集團鼓勵同事節約能源，提醒他們離開工作地點時應將不使用的電燈和電腦關上。

由於我們的核心業務是以規劃和設計去創造可持續環境，我們將繼續致力研究和發展創新的方法和技術，以創造真正減低環境影響的發展如「海綿城市」、綠色基礎設施、城市森林、自然保育區等，並協助客戶抵銷項目發展和營運產生的碳排放。

此外，透過業務上的交往，我們致力向我們的外判商、供應商及投資者宣揚可持續發展的重要性。我們盡量採購較為環保的產品。



# Promoting Development of the Profession

## 推動專業發展



As part of the landscape architectural profession, we save no effort in promoting the development of the profession. Our Chairman Mr. Patrick Lau is the founder and chairman of Asian Habitat Society and the New Century Society, in which he promotes sustainable development, and to improve human habitats with landscape design. The organization promotes innovation in the industry, and promotes the landscape architectural profession to the community.

Education is key to professional development. We encourage our employees to mentor young professionals. The Group has been in partnership with the Faculty of Design and Environment of Technological and Higher Education Institute of Hong Kong (THEi). One of our technical directors, Mr. Paul Chan, is the Head of the Department of Environment and Programme Leader of Landscape Architecture. The other two technical directors, Mr. Jason Chan and Mr. Ringo Lee are part-time lecturers of the Faculty. The Group also offers internship positions for the students of Bachelor of Arts (Honors) in Landscape Architecture Program, who are required to complete the Program with hands-on experience in a business setting. The Group has also sponsored in collaboration with THEi a Design Studio and a Symposium held in 2016 on Sustainable Design and New Town Development taking North East New Territories as subject site.

Mr. Patrick Lau and Mr. Paul Chan hold key positions in the Hong Kong Institute of Landscape Architects (HKILA). The HKILA has been at the forefront of developing landscape architecture as a profession and raise the bar of landscape architecture quality. Landscape architects fulfill their professional mission by blending knowledge, experience and a mind of bringing positive impact to society. The Group's involvement in professional bodies is our main approach in developing the profession and sharing the results with our community.

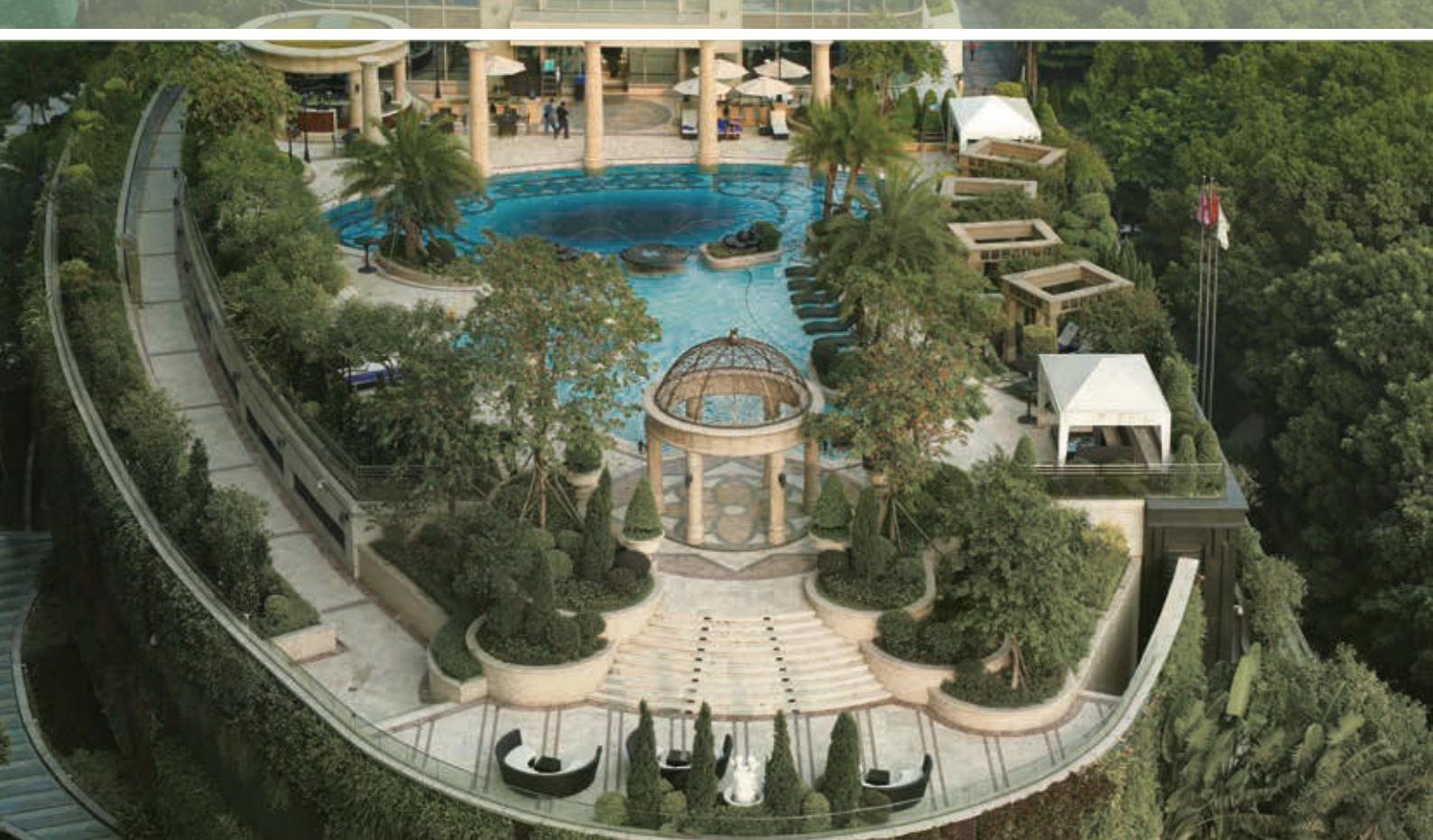
本集團作為園境專業的一份子，對於推動專業發展不遺餘力。本集團之主席劉興達先生創立亞洲人居環境協會及新世紀協會，並擔任主席，提倡可持續發展、以景觀設計改善人居環境等。協會在業界推廣創新，亦在社會推廣此專業從而令不同群體接觸此領域，並享受設計為人文社會帶來的正面影響。

由於教育是專業發展的重要一環，人才為專業領域的棟梁，集團因此鼓勵員工積極為行業培訓優秀人才。本集團與香港高等教育科技學院環境及設計學院多年來緊密合作。集團香港總監之一陳元敬先生現為該院之環境學系系主任；另外兩名總監：陳家興先生及李俊興先生均為該院之兼職講師。此外，本集團為該學院園境建築（榮譽）文學士課程之學生提供實習機會，使學生能滿足課程要求。本集團亦於2016年資助該學院舉辦「城鄉共融 - 新界東北發展」為主題的工作坊及研討會，增強專業界別與社會各界的溝通和發展。

此外，劉興達先生及陳元敬先生現在香港園境師學會理事會擔任主要職位。多年來，學會持續帶領園境建築走向專業化，不斷提高執業水平。園境師必須融合知識和經驗，並具備為社會帶來積極影響的意識，才能實踐其專業使命。本集團通過多方面的努力與實踐，務求推動專業發展，從中跟社會各界分享成果。







# HKEx ESG Reporting Guide Index

## 《環境、社會及管治》報告索引

### HKEX's Environmental, Social and Governance Reporting Guide 香港聯合交易所《環境、社會及管治報告指引》索引

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Descriptions 描述	Disclosed in 參考章節	Remarks 註釋
<b>Aspect A1: Emissions 層面A1：排放物</b>			
General Disclosure 一般披露	<p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.</p> <p>有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料</p>	Environmental protection 環境保護	

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### 《環境、社會及管治》報告索引

KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據	Not applicable 不適用	Our company engages in landscape architectural consulting services. We do not engaged in any activities that emit substantial quantities of air and water pollutants. Therefore we are not disclosing this figure. 本公司業務以提供園境建築服務為主，不涉及大量的廢氣及廢水排放，故不作披露
KPI A1.2 關鍵績效指標A1.2	Greenhouse gas emissions in total and intensity. 溫室氣體總排放量及密度	Environmental protection 環境保護	
KPI A1.3 關鍵績效指標A1.3	Total hazardous waste produced and intensity. 所產生有害廢棄物總量及密度	Not applicable 不適用	Our company engages in landscape architectural consulting services. We do not engaged in any activities that discharge substantial quantities of hazardous waste. Therefore we are not disclosing this figure. 本公司業務以提供園境建築服務為主，不涉及大量有害廢棄物，故不作披露
KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste produced and intensity. 所產生無害廢棄物總量及密度	Environmental protection 環境保護	Paper is considered the most significant waste discharged from our operation sites. 本集團業務所產生之無害廢棄物主要為紙張
KPI A1.5 關鍵績效指標A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及成果	Not applicable 不適用	Our company engages in landscape architectural consulting services. We do not engaged in any activities that emit substantial quantities of air and water pollutants. Therefore we are not disclosing this figure. 本公司業務以提供園境建築服務為主，不涉及直接而重大的廢氣及廢水排放，故不作披露
KPI A1.6 關鍵績效指標A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果	Environmental protection 環境保護	Paper is considered the most significant waste discharged from our operation sites. We have arranged recycling service for our offices. 本集團業務所產生之無害廢棄物主要為紙張。本集團已安排第三方回收各辦公室所產生之廢紙

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### 《環境、社會及管治》報告索引

#### Aspect A2: Use of Resources 層面A2：資源使用

General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策	Environmental protection 環境保護	
KPI A2.1 關鍵績效指標A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總耗量及密度	Environmental protection 環境保護	
KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity. 總耗水量及密度	Not applicable 不適用	Our company engages in landscape architectural consulting services. We do not engaged in any activities that consume substantial quantities of freshwater. This is not considered a material aspect to us. 本公司業務以提供園境建築服務為主，業務上不涉及大量用水，故不作披露
KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及成果	Environmental protection 環境保護	
KPI A2.4 關鍵績效指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述於獲得水源上面對的問題，以及提升用水效益計劃及成果	Not applicable 不適用	Our company engages in landscape architectural consulting services. We do not engaged in any activities that consume substantial quantities of freshwater. This is not considered a material aspect to us. 本公司業務以提供園境建築服務為主，業務上不涉及大量用水，故不作披露
KPI A2.5 關鍵績效指標A2.5	Total packaging material used for finished products and with reference to per unit produced. 製成品所用包裝材料的總量及每生產單位佔量	Not applicable 不適用	Our company engages in landscape architectural consulting services. We do not produce products in substantial quantities that require packaging. Therefore we are not disclosing this figure. However, Earthasia consider our major environmental impact is on consumption of paper. We have disclosed the quantities of paper consumed and recycled. 本公司業務以提供園境建築服務為主，業務上不涉及大量包裝材料的使用，惟本公司主要使用之資源為紙張，並已披露有關的使用及回收數字

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## 《環境、社會及管治》報告索引

Aspect A3: The Environment and Natural Resources 層面A3：環境及天然資源			
General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低所屬機構對環境及天然資源造成重大影響的政策	Promoting sustainable development of cities 推動城市的可持續發展	
KPI A3.1 關鍵績效指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動	Promoting sustainable development of cities 推動城市的可持續發展	
Aspect B1: Employment 層面B1：僱傭			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 相關法律及規例的資料	Developing talents 人才發展	
KPI B1.1 關鍵績效指標B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數	Developing talents 人才發展	
KPI B1.2 關鍵績效指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率	Developing talents 人才發展	

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### 《環境、社會及管治》報告索引

Aspect B2: Health and Safety 層面B2：健康與安全			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.  有關提供安全工作環境及保障員工避免受職業性危害的： (a) 政策；及 (b) 相關法律及規例的資料	Developing talents 人才發展	
KPI B2.1 關鍵績效指標B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率		There was no case of work-related fatalities in 2016. 報告期內並無員工因工作關係死亡
KPI B2.2 關鍵績效指標B2.2	Lost days due to work injury 因工傷損失工作日數		There was no case of work-related lost day incidents in 2016. 報告期內並無員工因工作關係受傷並需暫停工作
KPI B2.3 關鍵績效指標B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.  描述所採納的職業健康與安全措施，以及相關執行及監察方法	Developing talents 人才發展	Major safety risks exposed by our employees at work occurs at client construction sites. For any employees who are required to visit client construction sites, they receive external safety training for permission of entering construction sites. They are required to observe the safety regulations at client construction sites.  相對於在本集團的業務地點內工作，因工作需要而到訪客戶工地現場的員工所面對之安全風險相對較高。如員工需要到訪客戶工地現場，他們需要接受外間機構提供之安全培訓以取得工地進入許可。我們亦要員工留意並緊遵客戶工地的安全守則及慣例

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## 《環境、社會及管治》報告索引

Aspect B3: Development and Training 層面B3：發展及培訓			
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升員工履行工作職責的知識及技能的政策，描述培訓活動	Developing talents 人才發展	
KPI B3.1 關鍵績效指標B3.1	The percentage of employees trained by gender and employee category. 按性別及僱員類別劃分的受訓僱員百分比	Developing talents 人才發展	
KPI B3.2 關鍵績效指標B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數	Developing talents 人才發展	
Aspect B4: Labour Standards 層面B4：勞工準則			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 相關法律及規例的資料	Not applicable 不適用	Earthasia is a professional service firm. We mainly employ individuals who are at least degree graduates, with solid work experience or with professional qualifications. Our risk of engaging child labor and force labor is considered insignificant. This aspect is considered immaterial and thus is not disclosed. 本公司作為專業服務機構，主要聘用具有一定學歷、工作經驗及專業資格之人士。本公司認為我們所面對出現聘用童工及強制勞工的情況非常低，故不作披露
KPI B4.1 關鍵績效指標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	Not applicable 不適用	
KPI B4.2 關鍵績效指標B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時所採取的行動	Not applicable 不適用	

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### 《環境、社會及管治》報告索引

Aspect B5: Supply Chain Management 層面B5：供應鏈管理			
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策	Upholding professionalism 恪守專業	We procure mostly travel-related services or sub-contracting professional services work. They are all based in Hong Kong or Mainland China. We consider business ethics to be the major supplier-related ESG risk. Our policy restricts our employees to obtain undeclared benefits from suppliers. Any violation to our Code is subject to disciplinary actions. If we identify any suppliers who intended to engage in bribery or any unethical actions, we will terminate the relationship immediately.
KPI B5.1 關鍵績效指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目		本集團主要向第三方採購差旅相關的代理服務，以及外判工作予外間專業人士。該等機構及人士位於香港或中國內地。本集團認為供應鏈中最大的風險為貪腐風險。我們已定有政策禁止員工向供應商或外判商收受利益。如有違反，該員工將被紀律處分。當我們發現供應商或外判商或涉及貪腐行為，我們將即時終止與該等機構或人士之合作關係
KPI B5.2 關鍵績效指標B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述聘用供應商的慣例，向其執行有關慣例的供應商數目，以及有關慣例的執行及監察方法		
Aspect B6: Product Responsibility 層面B6：產品責任			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及個人資料私隱事宜以及補救方法的： (a) 政策；及 (b) 相關法律及規例的資料	Upholding professionalism 恪守專業	Regarding marketing practices, we follow the HKILA's Professional Code of Conduct and confirm that any information presented is factual, relevant, and neither misleading nor discreditable to the profession. 有關於市場推廣政策，本集團緊守香港園境師學會之守則，確保所有市場推廣文件所示資料真確，且無誤導成份
KPI B6.1 關鍵績效指標B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中，因安全與健康理由而須回收的百分比	Not applicable 不適用	We provide landscape architectural solutions to client and do not provide any physical products. 本集團主要向客戶提供園境建築方案，並不提供任何有形產品



# HKEx ESG Reporting Guide Index

## 《環境、社會及管治》報告索引

KPI B6.2 關鍵績效指標B6.2	Number of product and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法	Upholding professionalism 恪守專業	The Group provides landscape architectural service. We do not consider number of complaints received is a fair indicator to our service quality. We measure our service quality by client satisfaction. 本集團主要向客戶提供園境建築方案。本集團並不認為投訴數字屬於能夠反映服務質量的績效指標。我們主要以客戶滿意度作為質量管理績效指標
KPI B6.3 關鍵績效指標B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例	Upholding professionalism 恪守專業	
KPI B6.4 關鍵績效指標B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序	Upholding professionalism 恪守專業	
KPI B6.5 關鍵績效指標B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及個人資料私隱政策，以及相關執行及監察方法	Upholding professionalism 恪守專業	
<b>Aspect B7: Anti-corruption 層面B7：反貪污</b>			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 相關法律及規例的資料	Upholding professionalism 恪守專業	

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### 《環境、社會及管治》報告索引

KPI B7.1 關鍵績效指標B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.  於匯報期內對所屬機構及其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果	Upholding professionalism 恪守專業	
KPI B7.2 關鍵績效指標B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.  描述防範措施及舉報程序，以及相關執行及監察方法	Upholding professionalism 恪守專業	
Aspect B8: Community Investment 層面B8：社區投資			
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.  瞭解營運所在社區的需要，確保其業務活動會考慮社區利益的政策	Promoting development of the profession 推動專業發展	
KPI B8.1 關鍵績效指標B8.1	Focus areas of contribution (e.g., education, environmental concerns, labour needs, health, culture, sport).  專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)	Promoting development of the profession 推動專業發展	
KPI B8.2 關鍵績效指標B8.2	Resources contributed (e.g., money or time) to the focus area.  在專注範疇所動用資源(如金錢或時間)	Promoting development of the profession 推動專業發展	



Environmental,  
Social and Governance Report  
環境，社會及管治報告



## 泛亞環境國際控股有限公司

Earthasia International Holdings Limited

香港銅鑼灣告士打道262號中糧大廈11樓  
11/F COFCO Tower, 262 Gloucester Road, Causeway Bay, Hong Kong

Tel : 852-25599438  
Fax : 852-25599841  
網址 : [www.ea-dg.com](http://www.ea-dg.com)  
email : [info@earthasia.com.hk](mailto:info@earthasia.com.hk)

