



Environmental, Social and Governance Report  
環境、社會及管治報告  
2017

泛亞環境國際控股有限公司  
Earthasia International Holdings Limited

eadg 泛亞國際



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朗香書院 THE RONCHAMP ACADEMY



Yanghu  
Wetland Park  
Changsha  
長沙洋湖濕地公園

#### OVERVIEW

This report is the second 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 2017.

#### 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

The data and case studies reported in this report are prepared based on our internal statistical reports, internal policy documents and other internal documents.

#### BOARD APPROVAL

This report is approved by the Board on 29 June 2018.

About  
this report  
關於本報告

### 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」）發佈的第二份環境、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，惟報告中介紹的園境設計工作項目可在2017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

本報告的數據和案例主要源自公司統計報告、相關文件。

### 確認及批准

本報告於2018年6月29日獲董事會通過。





Hongma Sports  
Park, Panjin  
遼寧盤錦紅馬體育公園

# Our Governance On ESG Aspects

公司的環境、社會及管治表現



The Board has overall responsibility for the Group's ESG strategy and reporting. The board is responsible for evaluating and determining the Group's ESG-related risks, and ensuring that appropriate and effective ESG risk management and internal control systems are in place. The Group has established an ESG working group that reports to the Board, comprising members of senior management, human resources personnel, project directors and other members of staff to conduct internal and external assessments.

Our Chairman, Mr. Patrick Lau, leads the implementation of ESG programs of the Group. Our management are delegated the responsibility of 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.

We have engaged our key stakeholders through survey and interviews. The following materiality analysis results were derived from our findings of the stakeholder engagement exercise.

There is no significant change in the list of the Group's material aspects except in the end of 2017, the Group commenced its catering business. The effect of catering segment to the Group in this ESG report was relatively insignificant. Water consumption data is added in this report.

董事會負責本集團的整體環境、社會及管治策略及匯報工作，負責評估及釐定本集團在環境、社會及管治方面的風險，並確保設有合適有效的環境、社會及管治風險管理及內部監控制度。本集團已成立環境、社會及管治工作小組，專責向董事會匯報工作，工作小組的成員包括高級管理層、人力資源部同事、項目總監及其他員工，負責內部及外部評估工作。

本集團的環境、社會及管治由主席劉興達先生帶領執行。我們的管理層負責協調落實環境、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。透過訪談及問卷調查持份者，我們得出以下主要調查結果。

除本集團於2017年年底展開餐飲業務外，本集團的重要議題清單並無重大變動。餐飲業務分部對本集團在環境、社會及管治報告方面的影響微不足道。水用量數據已收錄於本報告。

Subject 範疇	Highly material aspects 高度重要議題	Moderately material aspects 中度重要議題
Environment 環境	Embedding consideration to environment in design work 在項目設計中加入對自然環境的考慮	Saving energy at office 辦公室節能
	Climate change 氣候變化	Saving paper at office 節省用紙
Employment and labor standards 僱傭及勞工準則	Staff development 員工發展	Compliance to labor regulations 遵守勞動法規
	Talent retention 人才留用	Health and safety 健康與安全
	Equal opportunities 平等機會	Fair and competitive remuneration package 合理及具競爭力的薪酬
	Fair recruitment and promotional policies 公平招聘及晉升政策	Reasonable working hours and holidays 合理工時及假期日數
Governance and community 管治及社區	Anti-corruption 反貪污	
	Community investment 社區投資	
Service responsibility 服務責任		Quality improvement 品質改進



An aerial photograph of a modern park or urban development. The scene is dominated by lush green trees and well-maintained walkways. A river flows through the upper portion of the image, with a bridge visible in the background. In the foreground, there are several landscaped areas, including a large, curved walkway with a central tree pit, and a set of wide, wavy steps leading down towards the bottom right. The overall atmosphere is bright and sunny, suggesting a pleasant outdoor environment.

### MINIMISING IMPACT ON ENVIRONMENT

As our main business is to provide landscape consultancy services, we truly recognise the importance of environmental protection and encourage our staff to minimise the environmental impact of our operations. We work with our clients on a daily basis to promote sustainable, greening and environmental-friendly design, materials and technology in our services for our clients and the community.

Landscape architecture is about the planning design and construction of open areas. It is a core component of contemporary build 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 environmental 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 and bring very different impact to 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 in 2017.

# Promoting Sustainable Development of Cities

## 推動城市的可持續發展





Gui Yang  
Shantytowns  
revitalization  
貴陽南浦路公園

#### 減低對環境的影響

基於本集團主要業務乃提供園境顧問服務，我們深刻認知到保護環境的重要性，並鼓勵員工盡力減低我們業務對環境造成的影響。我們每天與客戶攜手合作，為我們的客戶與社區提供的服務採用可持續發展、綠色環保的設計、物料及技術。

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环境的功能。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2017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 — GUIDE ON STREET ECOLOGY STRATEGY FOR HONG KONG

### Street Tree Selection and Replacement Guide

Development Bureau of HKSAR Government commissioned us a study to formulate a user-friendly and practical reference guide to select suitable tree species in different common streetscape typologies for urban Hong Kong. It is specifically written to target consultants and Hong Kong Government Works Departments involved in street tree planting and replacement. The Guide is intended to support the Hong Kong Biodiversity Strategy and Action Plan and the Hong Kong's Climate Action Plan 2030+ and aims to be part of the short, medium and long-term street tree planting and management program.

### Methodology

An analysis and evaluation of current urban Hong Kong streetscape environment was conducted through the overview of existing guidelines and ordinances, past project experience, desktop analysis, comments and inputs from the landscape and arboricultural industry, government departments and professional bodies. Data gathered from over 698,000 trees of 554 different tree species from all over Hong Kong was examined. It was discovered that the current Hong Kong streetscape is dominated by a small range of commonly used tree species within a large pool of lesser-used species.

### Right Tree, Right Place, For Us

The principle of 'Right Tree, Right Place, For Us' was first conceptualized and formulated in this study. It states that for an urban tree to be successful, the tree species need to be suitable for the urban environment and Hong Kong climate, the street and planting conditions need to be suitable for that tree species and that the design function of the tree can be reached.

Under this principle, a total of 80 tree species was shortlisted for 7 common street typologies to form the start of a living database for suitable urban street tree selection. The end users are encouraged to select other tree species not shortlisted using the same principle. Professional advice from landscape architects is recommended to be sought in the initial planning and design stage to ensure site specific factors and the surrounding green community is taken into consideration.

### 案例分析 — 香港街道生態策略指引

#### 街道植物篩選及替換指引

為篩選適合香港都市不同街道環境的樹種，香港特區政府發展局委託我們著手研究並制定一套簡易便利而實用的參考指引。此套指引專為參與街道樹木種植及替換的顧問及香港政府工程部門而設，旨在支持香港生物多樣性策略及行動計劃及香港氣候行動藍圖2030+，並成為短期、中期以至長期街道植樹及管理計劃的一部分。

#### 方法

我們透過涉覽現行指引及條例、過往項目經驗、分析、地形與樹藝業界、政府部門及專業團體的意見及建議，分析與評估香港現時的城市街道環境。收集來自全港逾698,000棵屬554種不同品種的樹木的數據並經過審查。調查發現目前香港街道主要種植的種類為廣泛的少用品種中常見樹木的一小撮。

#### Right Tree, Right Place, For Us (我們的樹，我們的環境)

「Right Tree, Right Place, For Us (我們的樹，我們的環境)」乃在此項研究中首次構思得出並制定方案。此概念指出，成功的城市綠化需要有適合城市環境及香港氣候的樹種，而街道及種植條件亦需要適合該樹種，方能達到綠化的目的。

依循此原則，為7類常見的不同街道環境篩選出合共80種樹木，著手建立城市樹木種類篩選的真實數據庫。歡迎終端用戶根據同一原則挑選其他並未獲選的樹種。建議在初期規劃及設計階段即徵詢園境師的專業意見，從而確保已考慮到地點的個別因素及周圍的綠化社區。



# Case Studies

## 案例分析

## Street Ecology Strategy for Hong Kong

### 香港街道生態策略

# Kwun Tong Community Green Station 綠在觀塘



## CASE STUDY — GREENING STATION SUSTAINABILITY DESIGN – KTCGS

Various energy efficient and sustainable features were adopted in the project, including:

- i. simplified, modular and off-site prefabricated building materials such as recycled containers, bamboo, paver blocks, fixtures and signage made from recycled or scrap materials;
- ii. the proposed Zero Irrigation System (a fully self-sustainable system developed by the Hong Kong Housing Authority) for an approximately 32 m<sup>2</sup> planter which eliminates the need of manual watering and portable water for planting. The system consists of a reservoir at the bottom of the planter for collecting rainwater and hydrating the planting soil through capillary action;
- iii. the utilization of glass paver blocks constructed from recycled glass as a major constituent in the production of concrete blocks;
- iv. natural cross ventilation achieved through a series of windows and louvres located on each side of the containers and the provision of ventilation fans. The promotion of natural ventilation reduces the reliance on air conditioning;
- v. the use of energy efficient light fittings such as T5 fluorescent tubes and LEDs; the use of motion sensors to control lighting based on room occupancy.

## 案例分析 — 綠化站持續營運的設計 — 綠在觀塘 KTCGS

項目中採用各式各樣能源效益及持續發展的方案，包括：

- 一、簡化、模塊化及非現場預製樓宇物料，例如循環再用貨櫃、竹竿、地磚、以回收或廢棄物料製造的裝置及標記；
- 二、規劃中的零灌溉系統（香港房屋委員會開發的全能自動可持續系統），為約32平方米的植物灌溉，減少對人手灌溉及流動灌溉水的需求。灌溉系統在植物底部設有儲水盆以收集雨水，並通過輸送管道濕潤泥土；
- 三、生產混凝土地磚時採用玻璃地磚，玻璃地磚以循環再造玻璃為主要物料；
- 四、在貨櫃每面設有一系列的窗戶及通風窗以達到自然空氣對流的效果，並安裝抽氣扇。加強自然通風可減少對冷氣的依賴；
- 五、採用能源效益燈具裝置，例如T5熒光燈管及LED燈；根據房間佔用頻率採用感應燈以控制燈光。



#### **SUPPLY CHAIN MANAGEMENT POLICY**

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.

#### **PRODUCT AND SERVICE RESPONSIBILITY POLICY**

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 problems, if any. Client complaints are recorded and respective corrective actions will be planned.

In 2017, the Group was not aware of any non-compliance incidents or grievances that have a significant impact on the Group in relation to the use of the Group's products or services.

#### **ANTI-CORRUPTION POLICY**

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 behaviour through a code of conduct, we organized anti-corruption training for our employees based in Hong Kong regularly.

In 2017, there were no confirmed non-compliance incidents or grievances that have a significant impact on the Group or its employees in relation to bribery, extortion, fraud and money laundering.

Upholding  
Professionalism  
恪守專業

### 供應鏈管理政策

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。

### 產品與服務責任政策

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問題，集團內部亦會就有關投訴作出改善。

於2017年，並無對本集團就使用本集團產品或服務方面有重大影響的已確認的違規事件或不公平情況。



### 反貪污政策

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。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。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，我們亦有定期為香港員工舉辦反貪污講座。

於2017年，並無對本集團或其僱員就防止賄賂、勒索、欺詐及洗黑錢方面有重大影響的已確認的違規事件或不公平情況。

#### **EMPLOYMENT POLICY**

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. As of 31 December 2017, the Group has 465 employees, where most of them are professional landscape architects, planners, project managers and arborists.

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, Italy 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.

In 2017, there were no confirmed non-compliance incidents or grievances that have a significant impact on the Group in relation to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

#### **HEALTH AND SAFETY POLICY**

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.

In 2017, there were no confirmed non-compliance incidents or grievances that have a significant impact on the Group in relation to providing a safe working environment and protecting employees from occupational hazards.

#### **DEVELOPMENT AND TRAINING POLICY**

Development and training 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 2017, 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.

#### **LABOUR STANDARDS POLICY**

As a professional service firm, the Group mainly employs professional staff who are at least university graduates, with solid work experience or with professional qualifications. The Group strictly prohibits hiring of child or forced labour and the human resources department will closely monitor the employment applications including job vacancy of temporary or part-time nature.

In 2017, there were no confirmed non-compliance incidents or grievances that have a significant impact on the Group in relation to human rights and labour practices, preventing child and forced labour.

# Developing Talents

## 人才發展



## Grand Hyatt Haitang Bay, Sanya 海南三亞海棠灣 君悅酒店

### 僱傭政策

我們用人唯才，期待與具備專業知識、道德、經驗豐富，且力求卓越的人才共事。本集團承諾提供愜意的工作條件及環境。截至2017年12月31日，本集團共有465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。僱員花紅乃根據個人表現分發。我們的人力資源管理政策符合中華人民共和國、香港、意大利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。

於2017年，並無對本集團就薪酬及解僱、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方面有重大影響的已確認的違規事件或不公平情況。

### 健康與安全政策

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例及法規。作為負責任的僱主，我們營造安全文化，每位員工既重視自身亦關注其他人的安全，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。

於2017年，並無對本集團就提供安全工作環境及保障員工避免受職業性危害方面有重大影響的已確認的違規事件或不公平情況。

### 發展與培訓政策

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。2017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。

### 勞工準則政策

本集團作為專業服務機構，主要聘用具有一定學歷、工作經驗及專業資格之人士。本集團嚴禁聘用童工或強制勞工，人力資源部門將密切留意申請應聘的情況，包括全職或兼職空缺。

於2017年，並無對本集團就人權及勞工慣例、防止童工及強制勞工方面有重大影響的已確認的違規事件或不公平情況。

# Environmental Protection

## 環境保護

### EMISSION POLICY

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.

### EFFICIENT USE OF RESOURCES POLICY

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.

In 2017, there were no confirmed non-compliance incidents or grievances that have a significant impact on the Group in relation to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

Shanghai Zhangjiang  
Theme Park  
上海張江主題公園



## 排放政策

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。

## 有效使用能源政策

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。

於2017年，並無對本集團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有重大影響的已確認的違規事件或不公平情況。

## Environmental data 環境數據

Energy consumption	能耗	2017	2016
Energy consumed by company vehicles (MWh)	公司車輛燃油能耗(兆瓦時)	104.5	103.5
Electricity consumed at offices (MWh)	辦公室電力消耗(兆瓦時)	446.5	431.0
Total (MWh)	總計(兆瓦時)	551.0	534.5
Energy intensity (MWh/employee)	人均能耗密度(兆瓦時/人)	1.7	1.5

Carbon emission	碳排放	2017	2016
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-噸)	26.4	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-噸)	465.1	448.9
Scope 3 (employee business travel by flight) (tons CO <sub>2</sub> -e)	範疇三(員工飛行差旅行生排放) (二氧化碳當量-噸)	284.4	312.8
Total (tons CO <sub>2</sub> -e)	總計(二氧化碳當量-噸)	775.9	787.9
Carbon intensity (tons CO <sub>2</sub> -e/employee)	人均碳排放(二氧化碳當量-噸/人)	2.4	2.2

Water emission	水用量	2017	2016
Water consumption (tons)	水用量(噸)	1,281.8	n/a

Paper consumption and recycling	紙張使用及回收	2017	2016
Paper consumed (kg)	紙張使用(公斤)	4,974.9	6,100.4
Paper recycled (kg)	紙張回收(公斤)	302.5	735.6

# 友商有良 2016/17

## Partner Employer Award 嘉許計劃

### COMMUNITY INVESTMENT POLICY

We are committed to promoting development, cultivating talents and broadening horizons in our young professionals. Our internship program has continued to grow with our established partnerships from overseas universities and major local institutes such as, Technological and Higher Education Institute of Hong Kong and the University of Hong Kong. It provides a solid base for young professionals hoping to kick-start their career in landscape architecture by offering an all-round on-the-job learning starting from soft and hard landscape design and conceptual stage to construction. In 2017, we have won the Partner Employer Award for our contribution and dedication in our internship program.

Our chairman, Mr. Patrick Lau, also the founding chairman of Asian Habitat Society and New Century Society, continues to improve city's livability, present innovative urban design and promote landscape architecture to the community and to other professionals through seminars and conferences held in Hong Kong and overseas. As one of the key members of the Hong Kong Institute of Landscape Architects, he supported the establishment of more landscape architects posts in the Hong Kong Government to promote landscape architecture on policy level. Our employees were also encouraged to participate in the Institute's activities and operations to widen the exposure of different landscape architecture knowledge from all over the world.

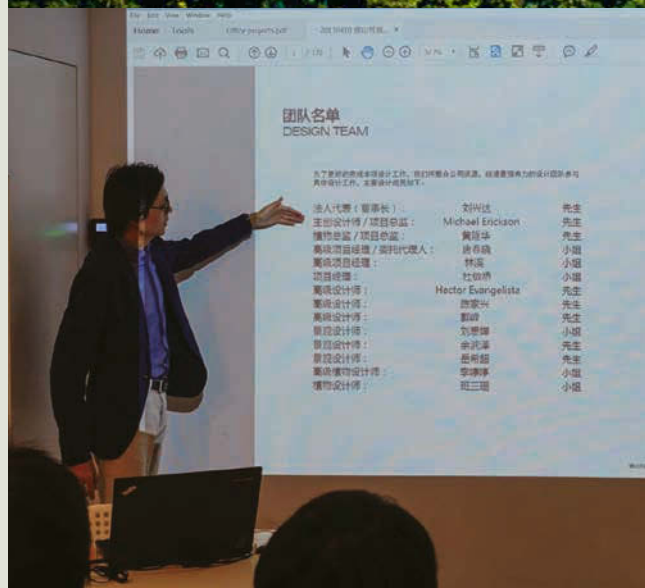
Education is the premise of progress in every society. Our technical directors, Mr. Paul Chan, Mr. Jason Chan and Mr. Ringo Lee are part-time lecturers in the Technological and Higher Education Institute of Hong Kong.

### 社區投資政策

我們致力提拔及培育人才，並擴闊平台招納更多年輕專才。我們不斷改良實習制度，亦與海外大學及香港高等教育科技學院及香港大學等主要本地機構緊密合作。我們提供全面的在職學習機會，接觸面從公私營項目的園境概念設計到施工階段，為有志成為園境師的青年提供可靠平台。於2017年，我們榮獲「友商有良」嘉許，表揚我們於實習計劃的貢獻及投入。

我們的主席劉興達先生為亞洲人居環境協會及新世紀協會的創辦主席，透過於香港及海外舉辦講座及會議，一直致力於改善城市的居住條件、提出新穎的城市設計及向社區及其他專業人士提倡景觀建設。劉興達先生亦為香港園境師學會的主要成員之一，彼支持香港政府增設更多園境師職位，以冀在政策層面推廣園境建設。我們亦鼓勵員工參與香港園境師學會的活動，以開拓眼界接觸世界各地不同的園境建設知識。

教育是每個社會邁向進步之途的鑰匙。集團的總監陳元敬先生、陳家興先生及李俊興先生均為香港高等教育科技學院的兼職講師。



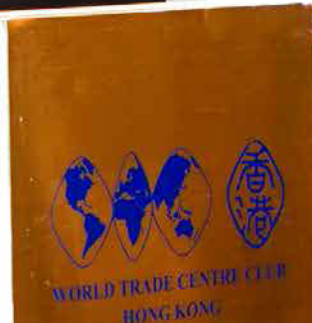
# Promoting Development of the Profession

## 推動專業發展

Hong Kong Landscape Technical Exchange  
on standardization of  
**LANDSCAPE**  
I C A T I O N

技術交流會  
標準化研討會

SPONSORED BY



Guangdong - Hong Kong  
Landscape Technical Exchange Symposium  
11.3.2017

廣東-香港園林技術交流研討會



**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	Information on: (a) the policies; and (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.  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： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Environmental protection 環境保護	
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	Environmental protection 環境保護	The Company engages in landscape architectural consulting services. We do not engage in any activities that emit substantial quantities of air and water pollutants. Therefore we are not disclosing this figure.  於2017年度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	The Company engages in landscape architectural consulting services. We do not engage in any activities that discharge substantial quantities of hazardous waste. Therefore we are not disclosing this figure.  於2017年度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

# HKEx ESG Reporting Guide Index

## 《環境、社會及管治》報告索引

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 engage in any activities that emit substantial quantities of air and water pollutants. Therefore we are not disclosing this figure.  於2017年度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
<b>Aspect A2: Use of Resources</b> <b>層面A2：資源使用</b>			
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	Environmental protection 環境保護	
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	

<p>KPI A2.4 關鍵績效指標A2.4</p>	<p>Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.</p> <p>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</p>	<p>Not applicable 不適用</p>	<p>The Company engages in landscape architectural consulting services. We do not engaged in any activities that consume substantial quantities of freshwater. We consider this is not applicable to us.</p> <p>於2017年度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</p>
<p>KPI A2.5 關鍵績效指標A2.5</p>	<p>Total packaging material used for finished products and with reference to per unit produced.</p> <p>製成品所用包裝材料的總量及每生產單位佔量</p>	<p>Not applicable 不適用</p>	<p>The Company engages in landscape architectural consulting services. We do not produce products in substantial quantities that require packaging. We consider this is not applicable to us. We have instead disclosed the quantities of paper consumed and recycled.</p> <p>於2017年度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</p>

**Aspect A3: The Environment and Natural Resources  
層面A3：環境及天然資源**

<p>General Disclosure 一般披露</p>	<p>Policies on minimising the issuer's significant impact on the environment and natural resources.</p> <p>減低所屬機構對環境及天然資源造成重大影響的政策</p>	<p>Promoting sustainable development of cities 推動城市的可持續發展</p>	
<p>KPI A3.1 關鍵績效指標A3.1</p>	<p>Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.</p> <p>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</p>	<p>Promoting sustainable development of cities 推動城市的可持續發展</p>	

**Aspect B1: Employment  
層面B1：僱傭**

<p>General Disclosure 一般披露</p>	<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 compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.</p> <p>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：</p> <p>(a) 政策；及</p> <p>(b) 相關法律及規例的資料</p>	<p>Developing talents 人才發展</p>	
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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		
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		

**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	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
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 reported case of work-related fatalities in 2017. 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 reported case of work-related lost day incidents in 2017. 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		

**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		
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		

Aspect B4: Labour Standards

層面B4：勞工準則

<p>General Disclosure 一般披露</p>	<p>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</p>	<p>Developing talents 人才發展</p>	<p>The Group 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</p>
<p>KPI B4.1 關鍵績效指標B4.1</p>	<p>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</p>		
<p>KPI B4.2 關鍵績效指標B4.2</p>	<p>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</p>		

Aspect B5: Supply Chain Management

層面B5：供應鏈管理

<p>General Disclosure 一般披露</p>	<p>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</p>	<p>Upholding professionalism 恪守專業</p>	
<p>KPI B5.1 關鍵績效指標B5.1</p>	<p>Number of suppliers by geographical region. 按地區劃分的供應商數目</p>		
<p>KPI B5.2 關鍵績效指標B5.2</p>	<p>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</p>		



Aspect B6: Product Responsibility  
層面B6：產品責任

<p>General Disclosure 一般披露</p>	<p>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.</p> <p>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：</p> <p>(a) 政策；及 (b) 相關法律及規例的資料</p>	<p>Upholding professionalism 恪守專業</p>	<p>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.</p> <p>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</p>
<p>KPI B6.1 關鍵績效指標B6.1</p>	<p>Percentage of total products sold or shipped subject to recalls for safety and health reasons.</p> <p>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</p>		<p>We provide landscape architectural solutions to client and do not provide any physical products.</p> <p>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</p>
<p>KPI B6.2 關鍵績效指標B6.2</p>	<p>Number of product and service related complaints received and how they are dealt with.</p> <p>接獲關於產品及服務的投訴數目以及應對方法</p>		<p>The Group provides landscape architectural service. We measure our service quality by client satisfaction.</p> <p>本集團主要向客戶提供園境建築方案。我們主要以客戶滿意度作為質量管理績效指標</p>
<p>KPI B6.3 關鍵績效指標B6.3</p>	<p>Description of practices relating to observing and protecting intellectual property rights.</p> <p>描述與維護及保障知識產權有關的慣例</p>		
<p>KPI B6.4 關鍵績效指標B6.4</p>	<p>Description of quality assurance process and recall procedures.</p> <p>描述質量檢定過程及產品回收程序</p>		
<p>KPI B6.5 關鍵績效指標B6.5</p>	<p>Description of consumer data protection and privacy policies, how they are implemented and monitored.</p> <p>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</p>		

Aspect B7: Anti-corruption  
層面B7：反貪污

<p>General Disclosure 一般披露</p>	<p>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</p>	<p>Upholding professionalism 恪守專業</p>	
<p>KPI B7.1 關鍵績效指標B7.1</p>	<p>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</p>		
<p>KPI B7.2 關鍵績效指標B7.2</p>	<p>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</p>		

Aspect B8: Community Investment  
層面B8：社區投資

<p>General Disclosure 一般披露</p>	<p>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</p>	<p>Promoting development of the profession 推動專業發展</p>	
<p>KPI B8.1 關鍵績效指標B8.1</p>	<p>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)</p>		
<p>KPI B8.2 關鍵績效指標B8.2</p>	<p>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)</p>		



**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)

