

# CULTURECOM



文化傳信集團有限公司

(於百慕達註冊成立之有限公司)

(股份代號：00343)

CULTURECOM HOLDINGS LIMITED

(Incorporated in Bermuda with limited liability)

(Stock Code : 00343)

## 2018

環境、社會及管治報告

Environmental, Social

and Governance

Report



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# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

Culturecom Holdings Limited, together with its subsidiaries (collectively, the Group), is pleased to publish the second Environmental, Social, and Governance (the “ESG”) report, highlighting its ESG performance, with disclosure reference made to the ESG Reporting Guide as described in Appendix 27 of the Listing Rules and Guidance set out by The Stock Exchange of Hong Kong Limited.

The Group continues to principally engage in traditional publishing and intellectual properties (“IP”) licensing business; online and social business; retailing and wholesales business and catering business. The major operational changes during the reporting period is the relocation of the two offices to Admiralty and Tsuen Wan.

This ESG report covers the Group’s overall performance in two subject areas, namely, environmental and social of the business operations in Hong Kong including the two offices in Admiralty, and Tseun Wan, Hong Kong from 1 April 2017 to 31 March 2018, unless otherwise stated. The two offices host major business operations on traditional publishing and IP licensing and retailing and wholesale which provides the main revenue source for the Group during this reporting period. Other segment businesses, i.e., online and social business and catering business account for less than 18% of the Group’s total revenue, thus not included in the scope of this report.

文化傳信集團有限公司連同其附屬公司(統稱「本集團」)欣然刊發第二份環境、社會及管治(「環境、社會及管治」)報告，主要匯報本集團於環境、社會及管治方面的表現，並參考香港聯合交易所有限公司的上市規則與指引中附錄27所載《環境、社會及管治報告指引》作出披露。

本集團繼續主要從事傳統出版及知識產權(「知識產權」)授權業務；在線及社交業務；零售與批發業務及飲食業務。於報告期間，主要經營變動為搬遷兩間辦公室至金鐘及荃灣。

除文義另有所指外，本環境、社會及管治報告涵蓋本集團在二零一七年四月一日至二零一八年三月三十一日於兩個重要範疇的整體表現，即於香港的業務營運(包括於香港金鐘及荃灣的兩間辦公室)的環境及社會範疇。兩間辦公室經營主要業務(傳統出版、知識產權授權及零售與批發)，並於本報告期間為本集團帶來主要收入來源。其他分部業務(例如在線及社交業務以及飲食業務)佔本集團總收入不足18%，故並無納入本報告的範圍內。

# STAKEHOLDER ENGAGEMENT AND MATERIALITY

## 持份者參與及重要性

In order to identify the most significant aspects for the Group to report on for this ESG report, key stakeholders including frontline staff, directors, shareholders, customers and suppliers have been involved in regular engagement sessions to discuss and to review areas of attention which will help the business meet its potential growth and be prepared for future challenges. The Group is not hierarchical in culture and all staff members and directors are free to communicate with each other to express advice. The Group regularly holds internal meetings with staff and management to discuss ESG issues.

Through the stakeholder surveys carried out this year, key material issues raised by the stakeholders all focused on social aspects, environmental aspects, on the other hand, were considered less relevant to the Group. This finding aligns with the general assumption that the Group's daily operation within an office environment poses minimum environmental risks, compared to other traditional (e.g., manufacturing) sectors. Among the social aspects, the followings have been deemed as the most important by stakeholders:

- Employment
- Occupational Health and Safety
- Development and Training
- Labour Standards
- IP Rights
- Consumer Data Protection
- Anti-Corruption

In addition, all stakeholders surveyed also highly valued the importance of placing relevant policies on censoring sensitive content such as violence, racism, and discrimination when license in or license out of IP rights.

為識別對本集團最為重要的方面以納入本環境、社會及管治報告作呈報，主要持份者(包括前線員工、董事、股東、客戶及供應商)已參與定期舉行的會議以討論及檢討需要注意的地方，這將有助我們的業務實現潛在增長，並作最好準備應對未來挑戰。本集團秉持無分階級的文化，故所有員工及董事均可隨時互相溝通並提出意見。本集團與員工及管理層定期舉行內部會議，以討論環境、社會及管治議題。

透過我們於今年進行的持份者調查，持份者提出的關鍵重大議題全部集中於社會層面。另一方面，環境層面則被視為與本集團較不相關。此結果與本集團的一般假設相符，其假設本集團相較其他傳統行業(例如製造業)於辦公室日常營運中面臨的環境風險極微。於社會層面中，下列各項為持份者視之為重要一環：

- 僱傭
- 職業健康與安全
- 發展及培訓
- 勞工準則
- 知識產權
- 客戶資料保障
- 反貪污

此外，所有受訪持份者亦對引進或對外授權知識產權時的審查高度重視，例如暴力、種族歧視及其他歧視等敏感內容時實行相關政策的重要性。

# STAKEHOLDERS' FEEDBACK 持份者反饋

The Group welcomes stakeholders' feedback on the environmental, social and governance approach and performance by giving suggestions or share views via email at [info@culturecom.com.hk](mailto:info@culturecom.com.hk).

本集團歡迎持份者透過電郵至[info@culturecom.com.hk](mailto:info@culturecom.com.hk)提供建議或分享意見，對環境、社會及管治方式及表現發表意見反饋。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## MISSION

The Group is committed to providing contents and products including its various IP rights, allowing its consumers to enjoy unique individual experiences and to discover a new source of entertainment.

## VISION ON ENVIRONMENT, SOCIAL, AND GOVERNANCE

Business sustainability is critical to the long-term trust that the Group has built with the general public. Our shareholders are vital, and so is our obligation to all stakeholders. Culturecom was one of the original founding members of the Hong Kong Comics and Animation Federation Limited, founded in 1999 and the Group is the member of Orbis Hong Kong.

Our near-future business focus will closely align with the Group's overall vision on Environment, Social, and Governance. As the global trend shows persisting shrinkage on the traditional publishing industry, our management had strategically regarded IP licensing business as our main development focus. In accordance, the Group will place the majority of its resources on digitalization of our IPs and adopt online technologies. Compared with traditional publishing, information digitalization will bring in environmental benefits including saving forest resources, increasing supply chain efficiency, and reducing manufacturing resource consumption.

## 使命

本集團致力提供內容及產品，包括多種知識產權，以令客戶享受獨一無二的個人體驗及探索嶄新的娛樂方式。

## 對環境、社會及管治的展望

對於本集團與公眾之間已建立的長期信任而言，業務可持續性攸關重要。股東為關鍵一環，而我們對所有持份者所承擔的責任亦十分重要。文化傳信為香港動漫畫聯會有限公司(於一九九九年成立)的原創辦成員之一，且本集團目前為奧比斯香港的成員。

我們近期的業務重心將緊密配合本集團對環境、社會及管治方面的整體展望。由於全球傳統出版業持續下滑，我們管理層在策略上已將知識產權授權業務視為我們的主要發展重心。因此，本集團將大部分資源撥至知識產權數碼化並採用線上技術。與傳統出版相比較，資料數碼化將為環境帶來益處，包括節省樹木資源、提升供應鏈效率及減少製造資源消耗。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## VISION ON ENVIRONMENT, SOCIAL, AND GOVERNANCE (Continued)

The Group considers the value of education of paramount importance and is central to the development of every community. Other than our commitment in the initiation of two courses within the Open University of Hong Kong, the Group is actively expanding its business and influence within Mainland China. A new decision currently being made is to enter into the capital increase agreement with a Target Company based in Beijing, PRC. Considering the Target Company's demographic network and expertise in mainland China, it is believed that this collaboration will bring in enormous benefits to the Group's future development and promote our IP and licensing business. While this decision is financially-dominated, the Group believes that by expanding the IP business in the PRC, the Group can bring in its own expertise knowledge to contribute to reinforcing a stronger, more standardized IP market in the PRC.

The Group believes that such capacity building has a broader social impact. Ultimately, it is hoped that through our business operations, more people will be educated and become more literate about the IP-related knowledge in this information era.

## 對環境、社會及管治的展望(續)

本集團非常重視教育，並認為其對各個社區的發展攸關重要。除我們於香港公開大學開辦的兩個課程外，本集團亦積極於中國內地拓展其業務及影響力。我們目前作出的新決策為與設立於中國北京市的目標公司訂立增資協議。經慮及目標公司於中國內地的人口網絡及專業知識，我們相信該合作將對本集團的未來發展而言極為有利，並將推動知識產權及授權業務。儘管該決策主要涉及資金方面，但本集團相信透過於中國擴展知識產權業務，本集團可就自身的專業知識為中國知識產權市場作貢獻，令其更加強大及規範化。

本集團相信，有關能力培養具有更廣泛的社會影響。最終，我們希望透過業務營運，在當今的資訊時代，令更多人瞭解有關知識產權。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## A. ENVIRONMENTAL

As a non-manufacturing company, the Group and its daily operation generate little negative impacts on the natural environment. The Group does not produce wastewater, exhaust gas emission and hazardous waste in daily operations. Direct and indirect environmental impacts generated by the Group mainly includes the following activities: 1) consumption of gasoline (for Group-owned vehicles) and purchased electricity; and 2) business air travel. Their corresponding emissions were calculated and presented within following sub-sections. The Group did not generate significant amount of electronic waste, it did not involve in consumption of packaging materials. Non-hazardous waste generated include office papers and they were recycled or self-reused during the reporting period.

During the reporting period, the Group reinforced several environmental protection and resource saving schemes. In particular, the Group has implemented the following practices:

- Promotion of online and electronic communication:
  - The Group has promoted electronic communication, both internally and with business partners, this resulted in reduced number of business traveling and reduced paper consumption.

## A. 環境

作為一間非製造公司，本集團及其日常營運對自然環境產生的負面影響甚微。本集團於日常營運中並無產生廢水、廢氣排放和有害廢棄物。本集團產生的直接及間接環境影響主要包括以下活動：1)消耗汽油(本集團擁有的車輛)及採購電力；及2)商務航空差旅。其相關排放已於以下分節計算及呈列。本集團並無產生大量電子廢物，原因為並無涉及消耗包裝材料。於報告期間，概無產生有害廢棄物(包括辦公室紙張)，且紙張已被回收或重用。

於報告期間，本集團完善若干環保節源計劃。尤其是，本集團已實行以下措施：

- 推行線上及電子通訊：
  - 本集團已在內部及與業務夥伴推行電子通訊，此舉減少商務差旅次數及紙張消耗量。



# THE GROUP'S SUSTAINABILITY MISSION AND VISION

## 本集團的可持續性使命及展望

### A. ENVIRONMENTAL (Continued)

- Energy and water efficiency and conservation:
  - All monitors need to be switched to power saving mode after 15 minutes of idling and computers are automatically switched into sleep mode.
  - Our refrigerator performs high energy efficiency (Level 1 on Energy Label).
  - When purchasing electric appliances such as water boiler and refrigerator, energy labels are checked.
  - Air conditioners (AC) are pre-set at 25.5 Celsius degree, all AC are set to low wind mode except for special conditions.
  - Drinking water dispensers are set with a timer to automatically shut off water boiling function after office hours or fall within the Hong Kong Electrical and Mechanical Services Department (EMSD) certified electricity consumption rating.
  - Recycled water is used when watering office plants.

### A. 環境(續)

- 提高能源及水效益以及節約能源及水：
  - 所有顯示屏於閒置15分鐘後需切換至節能模式，且電腦將自動切換為休眠模式。
  - 使用高效節能的雪櫃(第一級能源標籤)。
  - 購買電熱水壺及雪櫃等電器時，檢查能源標籤。
  - 預設空調為攝氏25.5度，且設置所有空調為低風速模式(特殊情況例外)。
  - 飲水機設有時間掣，辦公時間後自動關閉沸水功能，或飲水機屬於香港機電工程署核證耗電評級。
  - 使用再循環水澆灌辦公室的植物。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## A. ENVIRONMENTAL (Continued)

- Encouraging more sustainable behaviours within employees:
  - Office lights, AC, printers, personal computers and monitors are turned off when staff leave the office.
  - When staff leave any rooms, the AC must be turned off.
  - Most of our employees take public transportations for work commuting, and business traveling are controlled in terms of necessity.
  - Restrict unnecessary business air travel, all applications are reviewed and approved by our senior management. Except for special conditions, employees only travel by Economy class.
  - Employees are encouraged to follow the dress code of smart casual on weekdays, and casual wear is allowed on Friday, resulting in the reduced reliance on AC consumption.

## A. 環境(續)

- 鼓勵僱員作出更多可持續行為：
  - 員工於離開辦公室後關閉辦公室的燈光、空調、打印機、個人電腦及顯示屏。
  - 員工於離開任何房間時須關閉冷氣機。
  - 大部分僱員使用公共交通工具上下班，並控制在必要時才出差。
  - 限制非必要商務航空差旅，且所有申請經高級管理層審閱及批准。除特殊情況外，僱員僅搭乘經濟艙。
  - 鼓勵僱員於工作日穿著時尚便服，並允許於星期五穿著休閒服裝以減少依賴使用冷氣機。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION

## 本集團的可持續性使命及展望

### A. ENVIRONMENTAL (Continued)

- Implementing the 4R Environmental Management Model including Reduce, Reuse, Recycle and Replace:
  - All printers are mandatorily assigned at least 1 drawer for recycled papers;
  - Recycling bins are provided in all common areas where trash bins are present.
  - Applicable regulations are strictly followed when disposing electronic waste.
  - Office paper is collected and reused in internal document printing when suitable.
  - Multiple office supplies are shared by our staff, including staplers, hole puncher and stamps; similarly, file folders and blinders are shared and reused internally.
  - Obsolete stock (such as old comic books, unsold and recall books) are stored in our warehouse, after a certain length of inventory time, the obsolete stock are handled by licensed recyclers.

### A. 環境(續)

- 實行四用環境管理模式(包括減少使用、廢物利用、循環再用及取代使用):
  - 所有打印機中至少一個紙匣須放置回收紙張;
  - 於垃圾桶所在的所有公共區域放置回收箱。
  - 嚴格遵守適用法規棄置電子廢物。
  - 於適當的時候收集辦公室紙張並重新利用列印內部文件。
  - 員工共用多種辦公用具, 包括訂書機、打孔機及印章; 同樣地, 於內部分享及重用文件夾及長尾夾。
  - 陳舊存貨(例如往期漫畫書、未售出及回收書籍)存放於我們的倉庫, 於存放一段時間後, 有關陳舊存貨經持牌回收商處理。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## A. ENVIRONMENTAL (Continued)

### 1. Emissions and Waste

#### (i) Air Pollutant Emission

There are no direct on-site air emissions. Indirect air emissions, including both greenhouse gas (GHG) and non-GHG are generated from the consumption of gasoline for group vehicle, GHG emissions are also generated from the consumption of electricity in office environment and business air travel.

#### *Vehicle Operation and Emission*

Passenger cars were used for daily business operation. Vehicles are operated on gasoline. Their combustion generated several air emissions including nitrogen oxides (NO<sub>x</sub>), sulphur oxides (SO<sub>x</sub>) and respiratory suspended particles (PM).

#### **Mobile fuel source** 汽車燃料來源

## A. 環境(續)

### 1. 排放及廢棄物

#### (i) 空氣污染物排放

本集團概無實地直接排放廢氣。間接廢氣排放(包括溫室氣體及非溫室氣體)乃產生自本集團車輛消耗的汽油，而溫室氣體排放亦產生自辦公室環境及商務航空差旅所消耗的電力。

#### *車輛運作及排放*

私家車乃用於日常業務營運。車輛使用汽油，而燃燒汽油產生若干廢氣排放，包括氮氧化物(NO<sub>x</sub>)、硫氧化物(SO<sub>x</sub>)及可吸入懸浮粒子(PM)。

#### **Air emissions (non-GHG) from the vehicle** 汽車產生的廢氣排放(非溫室氣體)

	NO <sub>x</sub> (kg) 氮氧化物(千克)	PM (kg) 懸浮粒子(千克)	SO <sub>x</sub> (kg) 硫氧化物(千克)
Gasoline 汽油	1.023	0.075	0.034

Note: Emission factors for calculations on environmental parameters throughout the report were made reference to Appendix 27 of the Main Board Listing Rules and their referred documentation as set out by Hong Kong Exchanges and Clearing Limited, unless stated otherwise.

附註：除文義另有所指外，整份報告中有關環境參數計算的排放系數乃參考香港交易及結算有限公司所述的主板上市規則附錄27及其載列的參考文件。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## A. ENVIRONMENTAL (Continued)

### 1. Emissions and Waste (Continued)

#### (ii) Greenhouse Gas (GHG) Emissions

There were 46.92 tonnes of GHG emitted in the reporting period, reported in carbon dioxide equivalent (CO<sub>2eq.</sub>). The GHG reported includes the following activities and scope:

- Direct (scope 1) GHG emission from the combustion of fuels for mobile transportation;
- Energy indirect (scope 2) GHG emission from purchased electricity;
- Other Indirect (scope 3) GHG emission from business air travel by the Group employees.

## A. 環境(續)

### 1. 排放及廢棄物(續)

#### (ii) 溫室氣體排放

於報告期間，以噸二氧化碳當量(CO<sub>2eq.</sub>)計算，溫室氣體的排放量為46.92噸CO<sub>2eq.</sub>。溫室氣體包括以下活動及範圍：

- 直接(範圍1)就交通工具燃燒燃料產生的溫室氣體排放量；
- 能源間接(範圍2)由採購電力產生的溫室氣體排放量；
- 其他間接(範圍3)乃本集團僱員進行商務航空差旅產生的溫室氣體排放量。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## A. ENVIRONMENTAL (Continued)

### 1. Emissions and Waste (Continued)

#### (ii) Greenhouse Gas (GHG) Emissions (Continued)

Activity <sup>1</sup>	GHG Emission (in tonnes CO <sub>2eq.</sub> ) 溫室氣體排放量 (以噸計 二氧化碳當量)	%
Scope 1 Direct GHG emission 範圍1 直接溫室氣體排放量		
Gasoline (mobile combustion) 汽油(汽車所用的汽油燃燒)	6.22	
<i>Scope 1 total</i> 範圍1 總計	6.22	13.26%
Scope 2 Energy indirect GHG emission from purchased electricity <sup>2</sup> 範圍2 採購電力產生的能源間接溫室氣體排放量 <sup>2</sup>		
Admiralty office 金鐘辦公室	6.67	14.21%
Tsuen Wan office 荃灣辦公室	28.66	61.09%
<i>Scope 2 total</i> 範圍2 總計	35.33	75.30%
Scope 3 Other Indirect GHG emission 範圍3 其他間接溫室氣體排放量		
Business air travel <sup>3</sup> 商務航空差旅 <sup>3</sup>	5.37	
<i>Scope 3 total</i> 範圍3 總計	5.37	11.44%
<b>Total GHG</b> 溫室氣體總排放量	<b>46.92</b>	<b>100.00%</b>

## A. 環境(續)

### 1. 排放及廢棄物(續)

#### (ii) 溫室氣體排放(續)

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## A. ENVIRONMENTAL (Continued)

### 1. Emissions and Waste (Continued)

#### (ii) Greenhouse Gas (GHG) Emissions (Continued)

Note 1: The scope 1 and scope 3 activity sources for GHG emissions are recorded and calculated together at the Group level, while for scope 2 GHG emissions, the calculation was separated at the office level.

Note 2: Emission factors for purchased electricity in Admiralty and Tsuen Wan office was obtained from Hong Kong Electric (HKE) and CLP Power Hong Kong Limited (CLP), respectively.

Note 3: Business travel is recorded together and thus aggregated during calculation. Emissions were calculated using the online tool provided by International Civil Aviation Organization.

#### (iii) Hazardous and Non-hazardous Waste

Both offices did not generate major hazardous waste. Only small amount of electronic waste was generated and due to its insignificant amount, it was not recorded. The treatment and disposal of such hazardous waste strictly follow applicable regulations in Hong Kong.

## A. 環境(續)

### 1. 排放及廢棄物(續)

#### (ii) 溫室氣體排放(續)

附註1：範圍1及範圍3活動的溫室氣體排放來源乃按本集團層面記錄並計算，而範圍2的溫室氣體排放量乃按辦公室層面分別計算。

附註2：於金鐘及荃灣辦公室所採購電力的排放系數乃分別取自香港電燈及中華電力有限公司。

附註3：由於商務差旅乃一併記錄，故予以合併計算。排放量乃使用國際民用航空組織所提供的線上工具計算。

#### (iii) 有害及無害廢棄物

辦公室均無產生主要有害廢棄物，惟產生少量電子廢物。由於該部分廢棄物數量甚微，故並無記錄。有關有害廢棄物乃嚴格遵守香港適用法規予以處理及處置。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## A. ENVIRONMENTAL (Continued)

### 1. Emissions and Waste (Continued)

#### (iii) Hazardous and Non-hazardous Waste (Continued)

Non-hazardous waste generated by the Group was mainly office paper. As a result of the successful promotion of electronic-communication, and the 4R Environmental Management Model, all office paper generated during the reporting period have been diverted from the landfilling disposal. This implementation not only contributed to the waste reduction and resource conservation, but also indirectly reduced the air emissions associated with the landfilling.

## A. 環境(續)

### 1. 排放及廢棄物(續)

#### (iii) 有害及無害廢棄物(續)

本集團產生的無害廢棄物主要為辦公紙張。由於成功推行電子通訊及四用環境管理模式，於報告期間所產生的所有辦公紙張並無丟棄至堆填區。落實該措施不僅減少廢棄物及節省資源，並且間接減少有關垃圾堆填的廢氣排放。



# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## A. ENVIRONMENTAL (Continued)

### 1. Emissions and Waste (Continued)

#### (iii) Hazardous and Non-hazardous Waste (Continued)

Office Location 辦公室地點	Non-hazardous waste (i.e. office paper) 無害廢棄物(例如辦公紙張)		Waste treatment method 廢棄物處理方法
	Waste category 廢棄物類型	Amount (kg) 數量(千克)	
Admiralty 金鐘	Waste office paper for self-reuse 內部循環再用之廢棄辦公紙張	169.04	Re-use within the office 於辦公室內循環再用
	Waste office paper for recycle 可回收之廢棄辦公紙張	18.79	Downstream recycle 下游回收
Tsuen Wan 荃灣	Waste office paper for self-reuse 內部循環再用之廢棄辦公紙張	157.80	Re-use within the office 於辦公室內循環再用
	Waste office paper for recycle 可回收之廢棄辦公紙張	94.68	Downstream recycle 下游回收

## A. 環境(續)

### 1. 排放及廢棄物(續)

#### (iii) 有害及無害廢棄物(續)

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## A. ENVIRONMENTAL (Continued)

### 2. Use of Resources

#### (i) Energy Consumption

The energy source the Group consumed was electricity and gasoline. Annual consumption of gasoline was converted to indirect consumption in Kilowatt-hour (kWh) unit.

Energy source 能源來源	Direct consumption (in liter) 直接消耗量(升)	Indirect consumption (in kWh) 間接消耗量(千瓦時)
Gasoline 汽油	2,297.14	20,323.37

Note: Conversion factors were made reference to IEA Energy Statistics Manual and 2006 IPCC Guidelines for National Greenhouse Gas Inventories.

The electricity consumption was 61,511 kWh in total for the Group.

## A. 環境(續)

### 2. 資源使用

#### (i) 能源消耗

本集團消耗的能源來源為電力及汽油。汽油的年消耗量已換算為間接消耗量(單位為千瓦時)。

附註：換算系數乃參考國際能源署能源統計手冊及2006年IPCC國家溫室氣體清單指南。

本集團的耗電量合共為61,511千瓦時。

Office Location 辦公室地點	Consumption (kWh) 消耗量(千瓦時)	Intensity (kWh per m <sup>2</sup> total floor area) 密度 (每平方米總樓面面積千瓦時)	Floor area (m <sup>2</sup> ) 樓面面積(平方米)
Admiralty Office 金鐘辦公室	8,439	45.62	185
Tsuen Wan Office 荃灣辦公室	53,072	190.91	278
The Group 本集團	61,511	132.85	463

# THE GROUP'S SUSTAINABILITY MISSION AND VISION

## 本集團的可持續性使命及展望

### A. ENVIRONMENTAL (Continued)

#### 2. Use of Resources (Continued)

##### (ii) Water Consumption

The water consumption for the Group was centrally managed by the building property management and the Group did not have control over either the water consumption or any relevant water saving initiatives. Furthermore, water consumed by the Group was insignificant within an office environment. The water data was not recorded and reported.

##### (iii) Packaging Materials

Printed books are our main products. Plastic covers are used for book packaging in our contracted printer factories. Due to its insignificant amount used, it was not quantitatively recorded.

### A. 環境(續)

#### 2. 資源使用(續)

##### (ii) 耗水量

本集團的耗水量主要由樓宇物業管理處統一管理，而本集團並無控制耗水量或任何相關節水措施。此外，本集團於辦公室的耗水量中甚微，故並無記錄及呈報有關水的數據。

##### (iii) 包裝材料

印刷本為我們主要的產品。我們於簽約印刷工廠中使用塑膠套包裝圖書。由於其使用量甚少，故並無記錄其數量。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## B. SOCIAL

### 1. Employment and Labour Practices

#### (i) Employment

The Employee's Handbook continues to serve as the guideline and working procedure to manage employment and labour-related practices.

At the end of this reporting cycle, the Group had a total of 28 employees for its Admiralty and Tsuen Wan office. All being permanent employees.

## B. 社會

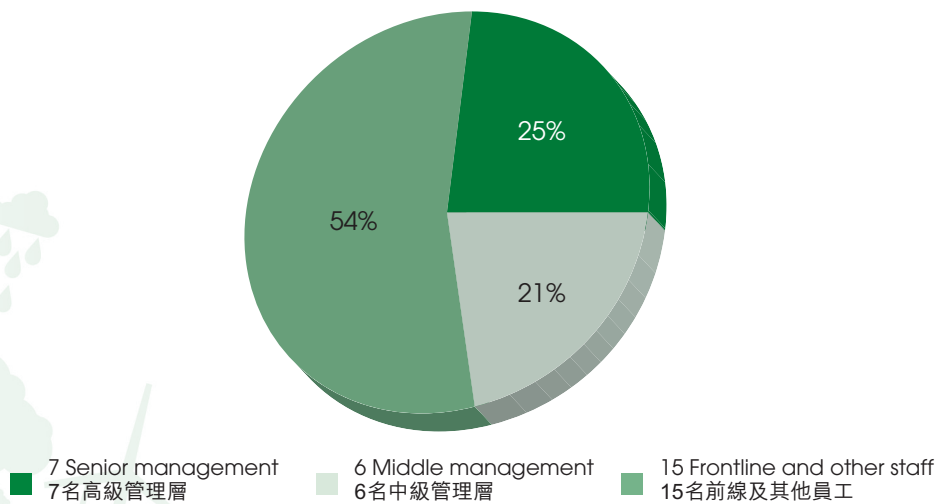
### 1. 僱傭及勞工常規

#### (i) 僱傭

員工手冊繼續為管理僱傭及與勞工相關常規的指引及工作流程。

於本報告週期末，本集團於金鐘及荃灣辦公室合共有28名僱員。彼等全部為全職僱員。

**Total Workforce (number of employees, %) by Employee Category**  
按僱傭類別劃分的僱員總數(僱員數目所佔比率)



# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## B. SOCIAL (Continued)

### 1. Employment and Labour Practices (Continued)

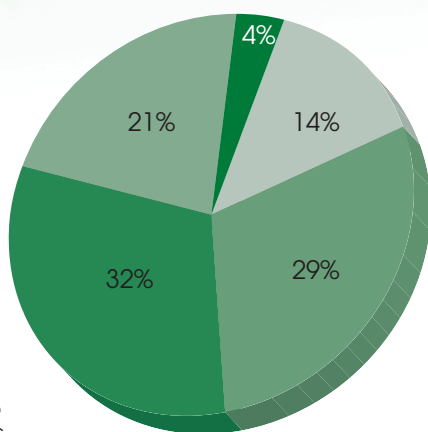
#### (i) Employment (Continued)

## B. 社會(續)

### 1. 僱傭及勞工常規(續)

#### (i) 僱傭(續)

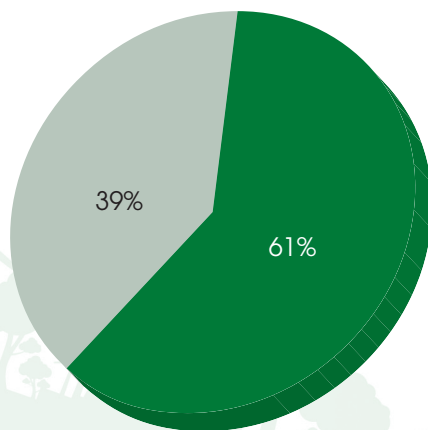
**Total Workforce (number of employees, %) by Age Group**  
按年齡組別劃分的僱員總數(僱員數目所佔比率)



By Age Group  
按年齡組別劃分

Age Group	Number of Employees
<= 25	1 Employee 1名僱員
26 - 35	4 Employees 4名僱員
36 - 45	8 Employees 8名僱員
46 - 55	9 Employees 9名僱員
>= 56	6 Employees 6名僱員

**Total Workforce (number of employees, %) by Gender**  
按性別劃分的僱員總數(僱員數目所佔比率)



17 Male  
17名男性

11 Female  
11名女性

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## B. SOCIAL (Continued)

### 1. Employment and Labour Practices (Continued)

#### (i) Employment (Continued)

##### *Compensation and Benefits*

Employees' rights and benefits, including public holidays, annual leave, sick leave, maternity leave, and compensation leave for overtime are all formulated and executed in accordance with the Employment Ordinance.

Apart from stringently following applicable laws and regulations, the Group strives to adopt best industrial practices by providing various benefits to employees. For example, the medical benefit allows all employees to be covered under the Group's group medical scheme. With an extensive network all over the world, this medical scheme entitles employees' health coverage for out-patient visits and hospitalization worldwide. Other benefits include voluntary dental Scheme, life & accident insurance, retirement benefit, staff discount, welfare fund, and long service award.

The Group offers various compensation including overtime compensation, annual bonus, meal allowance, traveling allowance, and standby allowance.

## B. 社會(續)

### 1. 僱傭及勞工常規(續)

#### (i) 僱傭(續)

##### *補償及待遇*

僱員的權利及待遇乃根據僱傭條例制定及執行，其中包括公眾假期、年假、病假、產假及超時工作補假。

除嚴格遵守適用法律及法規外，本集團致力透過向僱員提供多種待遇從而採取最佳業內常規。例如，醫療福利令全體僱員可受本集團的集團醫療計劃所保障。由於其廣泛網絡遍佈世界，該醫療計劃令僱員可就門診及住院獲得僱員健康保障。其他待遇包括自願性牙科診療計劃、壽險及意外險、退休福利、員工折扣、福利基金及長期服務金。

本集團提供多種補貼，其中包括超時工作補貼、年度花紅、餐飲津貼、差旅津貼及候命津貼。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## B. SOCIAL (Continued)

### 1. Employment and Labour Practices (Continued)

#### (i) Employment (Continued)

##### *Corporate Culture and Welfare*

The Group has a non-hierarchical organizational culture, staff can easily voice out their opinion to its top management via multiple written and oral communication channels. The Group adopts a flexible working hour's system for non-shift employees, with the approval of their department managers. During holidays and festivals, generous coupon are offered to employees, such as the mooncake coupon, or turnip cake coupon. Annual dinner and New Year dinner had been arranged to celebrate the related holiday.

Welfare Fund continues to enrich and reinforce company culture by providing financial budget to departments for organizing recreational, social and other celebratory meal activities. In addition, it can be used to provide relief in the form of loans to employees in need of financial assistance.

##### *Appraisal System*

Performance appraisal is conducted annually. Employees are promoted on basis of their performance in the current post and the extent to which they demonstrate the attributes required for the higher grade.

## B. 社會(續)

### 1. 僱傭及勞工常規(續)

#### (i) 僱傭(續)

##### *企業文化及福利*

本集團的公司文化無分階級，員工可自由地透過多種書面及口頭通訊渠道向上級管理人員表達其意見。本集團在得到部門經理的批准後，對非輪班僱員採取靈活上班工時系統。我們於節慶假日向僱員提供優厚禮券，例如月餅禮券或蘿蔔糕禮券。我們已安排年會及春茗以歡度相關假日。

福利基金繼續透過向部門提供財務預算以舉行娛樂、社交及其他慶祝宴活動，從而豐富及加強企業文化。此外，該基金可用作在僱員需要財務資助時以貸款的形式向其提供幫助。

##### *評核系統*

我們於每年進行績效評核。根據僱員目前崗位的工作表現及彼等是否展示具有更高職位所需的能力，晉升僱員。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## B. SOCIAL (Continued)

### 1. Employment and Labour Practices (Continued)

#### (i) Employment (Continued)

##### *Equal Opportunity*

The Group has constructed a formal Policy on Equal Employment Opportunities. Equal opportunities are offered to candidates and employees, regardless of their sex, nationality, marital status, disability and religious belief, on recruitment, internal transfer and promotion. Any employee, regardless of his/her sex, nationality, marital status, disability and religious belief, is entitled to the same benefits and treatment being offered and applied to all other employees.

##### *Turnover*

For Admiralty and Tsuen Wan office, a total of 5 employees left the Group, resulting in a turnover rate of 18%.

## B. 社會(續)

### 1. 僱傭及勞工常規(續)

#### (i) 僱傭(續)

##### *平等機會*

本集團已制定有關平等僱傭機會的正式政策。不論候選人及僱員的性別、國籍、婚姻狀況、殘疾及宗教信仰，彼等在聘用、內部調任及晉升方面享有平等機會。任何僱員(不論其性別、國籍、婚姻狀況、殘疾及宗教信仰)有權獲得提供及適用於全部其他僱員的相同福利及待遇。

##### *流失率*

就金鐘及荃灣的辦公室而言，本集團合共有5名僱員離任，流失率為18%。



# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## B. SOCIAL (Continued)

### 1. Employment and Labour Practices (Continued)

#### (ii) Occupational Health and Safety

The Group is governed by Occupational Safety & Health Ordinance and Employees' Compensation Ordinance. The internal Health & Safety Policy guides the daily occupational health and Safety (OHS) management, including workplace safety, fire safety, and adverse weather arrangement, etc.

Workplace safety is of high priority and all employees are must follow the safe and health measures per the Group's Safety Policy Handbook to fully protect them against potential accidents. The Group provides a general guideline on treating accidents at work. To allow the treatment for minor injuries, first aid boxes are available at readily accessible locations. Employees who suffer from injury arising out of and in the course of employment are entitled to compensation in accordance with the Employee' Compensation Ordinance.

## B. 社會(續)

### 1. 僱傭及勞工常規(續)

#### (ii) 職業健康與安全

本集團受《職業安全及健康條例》及《僱員補償條例》所規管。內部健康及安全政策為日常職業健康及安全管理提供指引，其中包括工作場所安全、消防安全及惡劣天氣安排等。

我們高度重視工作場所安全，且全體僱員須遵守本集團安全政策手冊所定的安全及健康措施，以全面保障彼等免遭受潛在意外。本集團就處理於工作中出現的意外提供一般指引。為處理輕微受傷情況，急救箱乃放置於可輕易取得的位置。因僱傭或於僱傭期間受傷的僱員有權根據《僱員補償條例》獲得賠償。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## B. SOCIAL (Continued)

### 1. Employment and Labour Practices (Continued)

#### (ii) Occupational Health and Safety (Continued)

Ergonomic office furniture has been provided to employees for maximum comfort, to reduce worker fatigue and allow repetition tasks to be performed without a significant increase in Musculoskeletal Disorders (MSD) risk.

No work-related fatality or injury cases has been reported during the reporting period. No non-compliance with relevant laws and regulations that have a significant impact on the Group relating to providing a safe working environment and protecting employees from occupational hazards can be identified during the reporting period.

## B. 社會(續)

### 1. 僱傭及勞工常規(續)

#### (ii) 職業健康與安全(續)

我們已向僱員提供合符人體工學的辦公傢俱以令其獲得最大程度的舒適度，減少工作疲勞並在免受肌肉骨骼疾病風險大幅增加的情況下進行重複工作。

於報告期間，概無與工作相關的死亡或受傷情況報告。於報告期內，概無不遵守與提供安全工作環境及保障僱員免受職業危害相關且對本集團有重大影響的法律及法規。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION

## 本集團的可持續性使命及展望

### B. SOCIAL (Continued)

#### 1. Employment and Labour Practices (Continued)

##### (iii) Development and Training

The Group has established formal Training & Development policy, specifying training policies, new employee orientation, education sponsorship, professional training in relation to the Hong Kong Exchanges and Clearing Market (HKex), and overseas training. Various categories of training have been provided to all levels of employees, such as Annually Director Training, and various training provided to the Secretary Department. In addition, Mandatory Provident Fund Schemes (MPF) seminar are provided internally to all new employees. While new updates for the MPF Scheme are available, various conference are arranged for employees to keep their knowledge up-to-date.

##### (iv) Labour Standard

The Human Resources Department continues to implement comprehensive checking system during the recruitment process to ensure compliance with all the applicable laws regarding employment and labour standard.

No non-compliance with relevant laws and regulations that have a significant impact on the Group relating to child and forced labor can be identified during the reporting period.

### B. 社會(續)

#### 1. 僱傭及勞工常規(續)

##### (iii) 發展及培訓

本集團已制定正式培訓及發展政策，指明培訓政策、新僱員入職培訓、助學金、有關香港交易及結算市場的專業培訓及海外培訓。我們已向所有級別的僱員提供多種類型的培訓，例如年度董事培訓及向秘書部提供的各類培訓。此外，所有新入職僱員亦將獲提供有關強制性公積金計劃的內部講座。儘管僱員可獲取有關強積金計劃的最新資料，我們安排不同會議令僱員獲得最新消息。

##### (iv) 勞工準則

人力資源部繼續於委聘的過程中實行全面核查制度，以確保遵守所有有關僱傭的適用法例及勞工準則。

於報告期間，概無不遵守對與童工及強制勞工相關且對本集團有重大影響的法律及法規。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## B. SOCIAL (Continued)

### 1. Employment and Labour Practices (Continued)

#### (iv) Labour Standard (Continued)

The Group strictly forbids any forms of workplace harassment. Upon finding or encountering any suspicious actions, employees can make a complaint to the Human Resources Department who will investigate thoroughly and confidentially in accordance with the guidelines in handling sexual harassment complaints.

The Group will take appropriate disciplinary action against anyone who is in breach of any applicable regulations and ordinance regulated by the Labour Department.

#### (v) Personal Data Protection

Personal data including date and place of birth, and Hong Kong Identity Card Number needs to be provided by all new employees upon reporting for duty.

The Group fully protects employees' personal data by following the Privacy Ordinance. All data supplied by the employee during and after the engagement process are confidential. An employee can approach the Group in writing for information on whether the Group holds any of his/her personnel data and if so, details of such data, and is entitled to request for amendment of any data which he/she finds to be incorrect.

## B. 社會(續)

### 1. 僱傭及勞工常規(續)

#### (iv) 勞工準則(續)

本集團嚴禁任何形式的職場騷擾。於發現或遇上任何可疑行為，僱員可向人力資源部投訴，而人力資源部將根據有關處理性騷擾投訴的指引進行徹底的保密調查。

本集團將對違反勞工處規定的任何適用法規及條例的人士採取適當的紀律行動。

#### (v) 個人資料保障

所有新入職僱員於首次到任後需提供個人資料(包括出生日期及地點以及香港身份證號碼)。

本集團透過遵守《私隱條例》保障僱員的個人資料。於委聘時或之後過程中由僱員提供的所有資料均為保密資料。僱員可透過書面形式向本集團查詢本集團是否持有其任何個人資料及有關資料的詳情(如有)，並有權要求修訂彼發現屬不正確的任何資料。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION

## 本集團的可持續性使命及展望

### B. SOCIAL (Continued)

#### 2. Operating Practices

##### (i) Supply Chain Management

The Group continues to engage with suppliers or sub-contractors with good corporate social responsibility performance whenever possible. Close communications with suppliers are maintained through daily communications such as email, phone conversations and meetings.

The Group directly censor publications and productions and/or screen the licensed distribution regarding of violence, racism, and discrimination. The business partners will also take the role to monitor the appropriateness of published content.

##### (ii) Product Responsibility

###### *Intellectual Property Rights*

The Group's designated IP Team continues to work together with the Secretary and Legal Team to manage IP rights. The Group follows similar practices as last year relating to the protection of IP rights, the process of IP authorization and licensing, and follow-up of any infringement case if found. The IP Team conducts routine monitoring and assessments and reports to various departments. Publishing materials, products and productions are only licensed upon verifications of licensee and formal agreements with the Group's Legal Team.

As of March 31, 2018, a total of over 200 Comic Titles have been actively listed under the Group's IP. The group's domain name (culturecom.com.hk) was also kept active.

### B. 社會(續)

#### 2. 營運常規(續)

##### (i) 供應鏈管理

本集團繼續盡可能委聘具備良好企業社會責任表現的供應商或分包商。透過電郵、電話溝通及會議，本集團與供應商密切保持日常溝通。

本集團直接審查及／或篩檢獲授權發行有關暴力、種族歧視及歧視的出版刊物及製作，業務夥伴亦將負責監察出版內容。

##### (ii) 產品責任

###### *知識產權*

本集團指定的知識產權團隊將繼續與秘書及法律團隊聯手管理知識產權。本集團就保障知識產權、知識產權許可與授權過程以及跟進任何侵權情況(如有發現)採用與去年相類似的做法。知識產權團隊進行例行監察及評估，並向多個部門作出報告。出版材料、產品及製作僅於本集團的法律團隊在核證授權及正式協議後方獲授權。

於二零一八年三月三十一日，合共超過200部漫畫已列為本集團的知識產權名下。本集團亦繼續沿用域名名稱(culturecom.com.hk)。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## B. SOCIAL (Continued)

### 2. Operating Practices (Continued)

#### (ii) Product Responsibility (Continued)

##### Intellectual Property Rights (Continued)

A major business risk the Group encounters is infringement of IP rights.

With the potential risks identified, the Group proactively manage and control them. The following procedures are carried out to manage IP rights with suppliers and business partners:

- Ensuring that the supplier has adequate controls;
- Making sure that the supplier understands the obligations and is trained to handle IP assets
- Audits and reviews on suppliers' disclosures
- Market vigilance and reviews of the related IP products

Protection will be initially in the form of a proprietary information non-disclosure agreement (NDA), which is essentially a stand-alone contract under which both parties agree to protect each other's IP rights. NDA will include various essential elements such as providing precise definition on information to be protected, providing agreement on the remedies to be provided in the event of a breach of the NDA.

## B. 社會(續)

### 2. 營運常規(續)

#### (ii) 產品責任(續)

##### 知識產權(續)

本集團面臨的主要業務風險為知識產權侵權。

鑑於已識別的潛在風險，本集團已積極管理及控制有關風險。本集團採取下列措施與供應商及業務夥伴管理知識產權：

- 確保供應商擁有足夠監控；
- 確保供應商瞭解責任並接受有關處理知識產權資產的培訓；
- 審核及審閱供應商作出的披露事項
- 市場警覺性及審閱相關知識產權產品

首先將以專利資料保密協議的形式作出保障，該協議實質上為一份獨立合約，據此訂約方同意保障對方的知識產權。不披露協議將包括多個基本要素，例如提供將受保障資料的確切定義及提供倘違反不披露協議將予提供的補救措施的有關協議。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## B. SOCIAL (Continued)

### 2. Operating Practices (Continued)

#### (ii) *Product Responsibility (Continued)*

##### *Customer Privacy and Data Protection*

For any confidential information, employees are not allowed to disclose, exploit or use these information to which they have access to, either directly or indirectly. Failure to observe this rule may lead to immediate dismissal without compensation by the Group.

##### *Quality Assurance*

Our Quality Assurance policy requires that produced products/animations/books etc. be inspected by our Comics Department before production. Furthermore, a fixed amount of samples are kept in our inventory, including but not limited to products, animation books and manuscripts.

The Group received no product or service related complaints in the reporting period.

#### (iii) *Anti-corruption*

The Group prohibits employees to offer, solicit or accept anything of material value to or from their colleagues, customers, suppliers or other business partners of the Group unless the Group has given its consent. Employees are required to report to the management team through their department manager or the Human Resources Department of incidents or suspected cases of corruption, theft, fraud, embezzlement and money laundering.

## B. 社會(續)

### 2. 營運常規(續)

#### (ii) *產品責任(續)*

##### *客戶私隱及資料保障*

僱員不得直接或間接披露、利用或使用任何彼等取用的保密資料。倘僱員未能遵守該規則，可能導致遭即時解僱且不獲本集團的賠償。

##### *質量保證*

我們的質量保證政策規定於生產產品／漫畫／書籍等前須經我們漫畫部的審查。此外，固定數目的樣本(包括但不限於產品、漫畫書及手稿)將予以備存。

於報告期間，本集團並無接獲有關產品或服務的投訴。

#### (iii) *反貪污*

本集團嚴禁僱員向或自其同事、本集團的客戶、供應商或其他業務夥伴提出要約、誘使或接受任何具實質價值的物品，惟本集團同意的情況則作別論。僱員須透過其部門經理或人力資源部向管理層團隊報告貪污、盜竊、欺詐、盜用公款及洗黑錢事件或有關疑似情況。

# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## B. SOCIAL (Continued)

### 2. Operating Practices (Continued)

#### (iii) Anti-corruption (Continued)

Legal action will take place immediately and will be arranged by the Group's Legal Advisor in case of such incidents. Management will report to the police, the Independent Commission Against Corruption (ICAC), HKex and the Securities and Futures Commission (SFC) if appropriate. Pursuant to the Prevention of Bribery Ordinance of the Laws of Hong Kong, there was no concluded legal case regarding corrupt practices brought against the Group or its employees during the reporting period.

### 3. Community Investment

The Group continues to put resources in the public education from our comic course through the Open University of Hong Kong. We have been actively engaged in several cultural events across Asia, to provide general public with comics-related exhibitions. These are on-going engagement and will be active until notice of removal by the hosting organization.

## B. 社會(續)

### 2. 營運常規(續)

#### (iii) 反貪污(續)

倘出現有關事件，本集團的法律顧問將即時採取法律行動並作出安排。管理層將於適當情況下向警局、廉政公署、香港交易所以及證券及期貨事務監察委員會上報。於報告期內，根據香港法例的《防止賄賂條例》，概無有關對本集團或其僱員提出並已審結的貪污訴訟案件。

### 3. 社區投資

本集團繼續透過於香港公開大學開設漫畫課程，將資源投放於公共教育方面。我們已於亞洲積極進行若干文化活動，以向公眾提供與漫畫相關的展覽。該等活動將持續進行直至主辦機構作出撤除通知為止。



# THE GROUP'S SUSTAINABILITY MISSION AND VISION 本集團的可持續性使命及展望

## B. SOCIAL (Continued)

### 3. Community Investment (Continued)

**Community engagement in 2017**  
於二零一七年的社區參與

**Participants**  
參與者

**Detailed resources input**  
投放資源的詳情

Hong Kong Arts Centre  
香港藝術中心

General public  
公眾人士

Assignment of Copyright for  
non-profit making purposes  
轉讓著作權以作非牟利用途

Hong Kong Ani-Com Park  
香港動漫海濱樂園

General public  
公眾人士

Display comics figures in Hong  
Kong to the general public  
向香港公眾展示漫畫雕塑

Asia Comic Cultural Museum  
亞洲漫畫文化館

General public  
公眾人士

Display comics materials in  
Malaysia to the general  
public  
向馬來西亞公眾展示漫畫資料

## B. 社會(續)

### 3. 社區投資(續)

**CULTURECOM**

