

ORIENT VICTORY TRAVEL GROUP COMPANY LIMITED

東勝旅遊集團有限公司

(Incorporated in the Cayman Islands with limited liability)

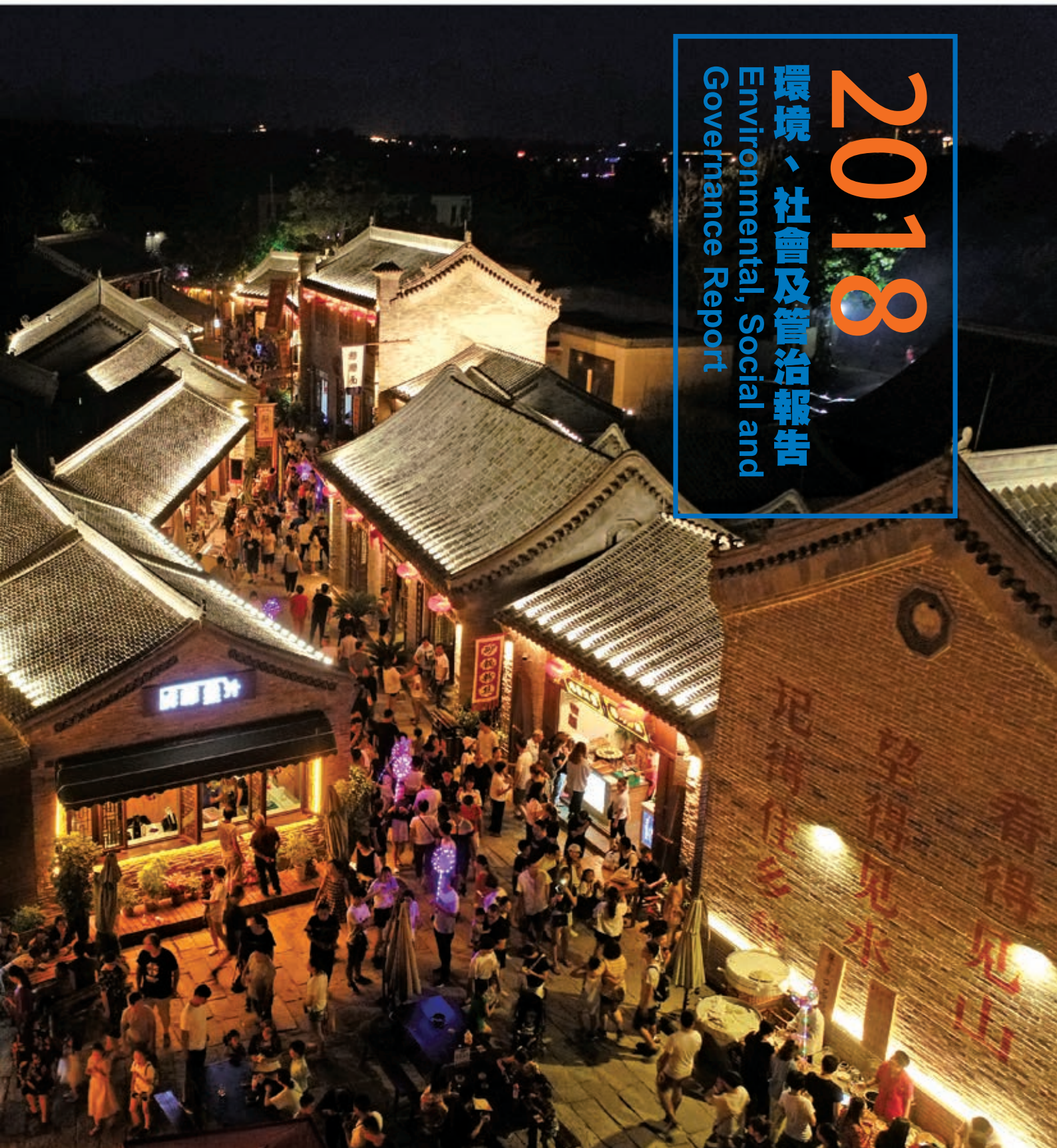
(於開曼群島註冊成立之有限公司)

Stock Code 股份代號: 265



東勝旅遊

ORIENT VICTORY TRAVEL



2018

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

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ABOUT THIS REPORT

Orient Victory Travel Group Company Limited (Stock code: 00265) (hereinafter referred to as “Orient Victory” or the “Company” and, together with its subsidiaries the “Group”) is pleased to present the Environmental, Social and Governance (“ESG”) Report (the “Report”). Through this Report, the Company is able to communicate with its shareholders the Group’s commitments, policies, operating practices and performance relating to material environmental, social and governance issues. The Group is committed to disclosing our ESG performance in the most accurate and genuine manner, hence all information published in this Report is based on existing policies or practices, official documents and actual data. Such information is disclosed through ESG reporting annually in a transparent and responsible manner.

The board of directors (the “Board”) of the Company is dedicated to managing ESG-related matters of the Group. They are responsible for the leadership and control of ESG-related strategy, risk identification and management, as well as overseeing the Group’s economic, environmental and social performance in promoting sustainable development.

REPORTING SCOPE

The scope of this Report covers the Group’s travel related business segment in Hong Kong and headquarters’ operations in Hong Kong. This Report is divided into four parts, each addresses different aspects of sustainable development, namely “Our Operation”, “Our Environment”, “Our People” and “Our Community”.

REPORTING PERIOD

This Report presents our sustainability performance for the financial year ended 31 December 2018 (“Reporting Period”), unless otherwise specified.

REPORTING FRAMEWORK

This Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide contained in Appendix 27 to the the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“HKEx”).

FEEDBACK CONTACT

We welcome and value your feedback on this Report and on our sustainability performance. Please send us your comments:

By Post: 2603, 26/F, Harbour Centre, 25 Harbour Road, Wan Chai, Hong Kong
By Phone: (852) 3590 6280
By Facsimile: (852) 3590 6290

ABOUT ORIENT VICTORY

In the Reporting Period, Orient Victory's operations involved in five business segments, namely (i) the provision of diversified tourism products and services; (ii) the provision of integrated development; (iii) the provision of financial services (ceased on 15 May 2019); (iv) investment holding; and (v) provision of trading and retail of jewellery products (ceased on 18 September 2018).

DIVERSIFIED TOURISM PRODUCTS AND SERVICES

Four Seas Tours Limited ("Four Seas") which is a subsidiary of the Company runs its business under the diversified tourism products and services segment in Hong Kong and continues to contribute the most of the revenue to the Group in this Reporting Period. It specializes in the sale of airline tickets and travel packages, arrangement of hotel accommodation bookings and other travel related services.

In recent years, Four Seas has been expanding the business scope and client base in Hong Kong. We also seek to further develop our tourism services by introducing highly profitable travel products, including Meetings, Incentives, Conferences and Exhibitions (MICE) and cruise business. In addition, the Group also partners with other global companies in the development of travel reporting tools that are customized to our clients' needs, so that they are provided with effective and efficient travel management solutions.

As the operating performance of Four Seas represented the significant portion among the Group in the Reporting Period, the focus of this Report is on the Four Sea.

INTEGRATED DEVELOPMENT SERVICES

The Group has started to operate the integrated development business by acquiring a piece of land in New Zealand in late 2017. The acquisition of land was intended to develop in phases and comprise self-serviced units and residential units. In the Reporting Period, the Group expanded its market shares by completing the acquisition of certain companies in the People Republic of China ("PRC"), which principally engage in the operation and management of tourist attractions and culture spots in the PRC. The Board believes that additional revenue would be brought to the Group in coming years.

Since the integrated development business segment is still in preliminary stage, no revenue was recorded for the Reporting Period and therefore, is excluded from the scope of this Report due to its immateriality.

FINANCIAL SERVICES

The Group's financial services were carried on by Orient Victory Azure Capital Company Limited ("Azure Capital") and Orient Victory Azure Asset Management Limited ("Azure Asset Management"). Azure Capital is licensed to carry out Type 6 (Advising on Corporate Finance) regulated activity under the Securities and Future Ordinance (Cap. 571 of the Laws of Hong Kong) (the "SFO"), while Azure Asset the Management is licensed to carry on Type 4 (Advising on Securities) and Type 9 (Asset Management) regulated activities under the SFO. As the performance of this financial services segment was below expectation, the Group disposed of the entire business in financial services segment in May 2019.

The revenue and the operating results from the financial services business segment are considered insignificant in the Reporting Period. Due to its immateriality and the Group no longer carries on business in this segment, it is thus excluded from the scope of this Report.

INVESTMENT HOLDINGS

The Group's investment holding business mainly includes the interests in associates of the Group. One of our associates engages in the provision of tourism-related and ticket-sales-related services and provision of brand name used by the franchisees in the PRC.

As the Group does not obtain the control rights over the operation and management decisions of these investments, it is excluded from the scope of this Report.

TRADING AND RETAIL OF JEWELLERY

The Group had ceased to engage in the trading and retail of jewellery business since September 2018. As the trading and retail of jewellery was disposed of before the preparation of this Report, it is excluded from the scope of this Report.

OUR APPROACH TO SUSTAINABILITY

In order to deliver long-term value to our stakeholders, the Group embeds sustainability principles in the business activities. We have put in place a set of management policies that pay due regard to environmental and public health considerations. Through all levels and business units in our organisation, we aim to raise awareness to sustainability and to empower our stakeholders to develop sustainability initiatives.

During the Reporting Period, the Group had carried out robust stakeholder engagement. Together with our stakeholders and oversight from the Board, we hope to identify, assess and manage our operational risks in a transparent and efficient manner. Based on the stakeholder engagement results, our sustainability targets cover the following four aspects: Our Operation; Our Environment; Our People; and Our Community. Practices in these areas will be disclosed relating to their materiality in the following pages. Where appropriate, we will also illustrate our future plans with regards to the Group's sustainability vision.

STAKEHOLDER ENGAGEMENT

Our approach to stakeholder engagement is designed to ensure mutual understanding of the views and expectations of the Group's sustainability strategies. Serving a wide range of stakeholders including investors and shareholders, customers, suppliers, employees, regulatory bodies, and the community, we strive to comprehend and integrate their sustainability views and concerns across our operations. During the Reporting Period, regular and effective communication channels have been set up and adopted for engagement.

Through identifying relevant ESG issues that are the most material to the Group, it ensures that we can direct our efforts to aligning our business operations with their goals and sustainability concerns. Our key stakeholders and their respective engagement channels can be referred in the table below:

Stakeholder Groups	Engagement Channels
Investors and Shareholders	<ul style="list-style-type: none">• General meetings• Interim and annual financial reports• Website of Orient Victory
Customers	<ul style="list-style-type: none">• Newsletters• Tea parties• Corporate hotline, emails, social media platform, website
Suppliers	<ul style="list-style-type: none">• Workshops and travel exhibitions• Meetings and correspondences
Employees	<ul style="list-style-type: none">• Video conference• Performance appraisals• Sponsored training and development• Meetings and correspondences
Regulatory Bodies	<ul style="list-style-type: none">• Compliance and non-compliance reports• Correspondences
Community	<ul style="list-style-type: none">• Charity and voluntary activities

RISK MANAGEMENT

Risks are inherent in every sector of our business who play a vital role in determining an entity’s ability to compete in the market. Our Board recognises the importance to understand, analyse and address operational risks faced and anticipated in order to achieve the Group’s business objectives. Hosted by our management and held among our employees, risks relating to the changing regulatory and operating environment, as well as business strategies, are identified and prioritised in the annual meeting. Such practices are helpful for our management to determine control strategies and employ subsequent mitigatory measures.

Through conducting periodic reviews by our industry analysts, potential risk factors to the Group were identified during the Reporting Period:

Risk(s)	Potential Cause(s)/Result(s)
1. Changes in Operating Conditions	• Deregulation
	• Increased public pressure on pricing
	• Economic recession
2. New Personnel	• Changes in key personnel
	• High staff turnover
	• Greater demand thus pressure on training and supervision
3. New Information System	• Initial effective controls may break down as new systems are developed
4. Unexpected Rapid Growth	• Existing control systems may strain to breaking point as operations expand
	• Loss of staff
5. Corporate Restructuring	• Inadequate supervision
	• Segregation of duties

To ensure that risks are managed in a coordinated fashion, different functions and levels of staff in the Group are assigned with respective responsibilities. It allows close collaboration to safeguard against various range of risks, as well as to prevent them from further widening.

OUR OPERATION

Providing high-quality and responsible services is the prerequisite for the development of a sustainable partnership with our stakeholders. We strictly adhere to the relevant laws, rules, regulations and guidances in governing our businesses. Due care has been exercised to uphold business conduct, ensure the quality of our services and products, customer satisfaction, as well as safeguard the relationship with our suppliers.

CARE FOR CUSTOMERS

The Group would not have thrived in the travel industry without the continuous support and loyalty from our customers. As we attach great importance to their satisfaction, Four Seas is committed to prioritising customers' interests and preferences in making business decisions, which we consider one of the keys to our economic sustainability.

With great flexibility, it is outlined in the company policies that all flights and travel packages are refundable subject to customers' requests. A refund team responsible for forging refund procedures is formed. Their duties include the submission of request to airlines via the Global Distribution System (the "GDS"), as well as generating Credit Notes to customers once refunds have been received from respective airlines.

As catalyst for our service improvement, we highly value all feedback from our customers. An effective mechanism is established to facilitate communication where comments and views can be directed to Four Sea's email account. While complaints are handled by a designated team manager with due care, all team heads are expected to govern the performance of their team members to ensure satisfactory and standardised frontline services.

SUPPLY CHAIN MANAGEMENT

Effective management of environmental, social and economic performance from our suppliers allows the conservation of resources as well as the promotion of positive corporate values. As the majority of suppliers at Four Seas are airlines, hotels and travel agents, we prioritise pricing as the key criteria when selecting suppliers in order to offer the most cost-effective flight options for our customers.

Other aspects such as service quality, reputation, safety standards, responsiveness and reliability are also taken into consideration. Currently, we do not put in place a policy on assessing our suppliers as to their sustainability performance. Nevertheless, our managers shall supervise and ensure that all suppliers are in compliance with relevant laws and industry practices.

As we also acknowledge the indirect impacts imposed to the environment through freight operation, it is within the Group's sustainability vision to minimise environmental damage. Thus, respective corporate social responsibility performance will be taken into considerations when selecting airline suppliers.

During the Reporting Period, we relied on more than 270 suppliers in providing travel-related products. As the quality and reputation of our suppliers are critical in retaining customer loyalty, having a well-established and managed supply chain system is vital for the Group's prosperity. To sustain stable supply of quality travel-related products, we aspire to collaborate closely and forge long-term relationships with our supply chain partners. As at the end of the Reporting Period, 35% share capital of Four Seas is held and owned by our top supplier.

PROVISION OF QUALITY TRAVEL PRODUCTS

It is the Group's mission in providing quality and safe travel products. During the Reporting Period, Four Seas had once again received accreditation from the International Air Transport Association ("IATA") in the promotion and sale of international air passenger transportation. Being a certified agent allows the direct transaction of flight tickets from member airlines, which safeguards the efficiency and quality of our travel products supply.

Four Sea strictly complies with the requirements outlined in the Travel Agents Ordinance (Cap. 218 of the Laws of Hong Kong), including obtaining all required licenses for travel businesses, as well as imposing levies on travel agents. To govern our operation and protect the interests of our customers, we follow the Directives and Guidelines of Travel Industry Council ("TIC") of Hong Kong, and collect latest market information by maintaining communication with the TIC as well as relevant regulatory authorities.

Through adherence to the Trade Descriptions Ordinance (Cap. 362 of the Laws of Hong Kong), the Group prohibits all false trade descriptions, misleading omissions, aggressive commercial practices, bait advertising, bait-and-switch and wrongly accepting payment. Thus, customers are reassured that all trade practices are fairly deployed by our employees.

To prevent information leaks, we attend to the confidentiality and consumer privacy in accordance to the Personal Data (Privacy) Ordinance (Cap.486 of the Laws of Hong Kong). All information collected will only be used pursuant to the Group's Personal Data (Privacy) Policy. All consumer data is stored in a secured computer system with access available by authorised staff only. The authorised system administrator shall also suspend the access of customer profiles after use. During the Reporting Period, the Group did not receive any complaints and was not aware of any non-compliance with laws and regulations regarding breaches of customer privacy.

BUSINESS CONDUCT

Any form of bribery, extortion, fraud and money laundering can damage an entity's long-established reputation and brand image. It is of great importance to act as a responsible corporate citizen. Therefore, the Group is devoted to upholding integrity in its business operations by complying with the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong) of Hong Kong. All employees are prohibited to solicit or accept any advantages without prior permission from the Group. Any breach of conduct will lead to termination of the employment contract and be liable to legal consequence.

To raise ethical awareness, Four Seas has issued the Code of Ethics and Business Conduct (the "Code"). The Code serves to assure our clients, suppliers and competitors of the Group's integrity. It states that dealings with any suppliers will be terminated if any bribery attempts are found. As a guide for both our directors and employees of the Group, the Code requires disclosure of relevant information regarding all products and services that might be in conflict with our customers and the Group.

Four Seas' Information Technology Policy under the Employee Handbook has detailed that all IT facilities, including computers, servers, network infrastructure, email and internet access, are strictly restricted to business-related usage. Employees are not allowed to install any unauthorised software or store any non-business related files in the computer system.

As we strive to comply with the aforementioned local rules, laws and regulations, as well as internal policies, no legal cases relating to bribery, extortion, fraud and money laundering was brought against the Group or any of its directors and employees during the Reporting Period.

OUR ENVIRONMENT

The daily operations of Four Seas and the headquarters have both direct and indirect impacts on the environment in terms of energy consumption and emissions from transportation. On the road to sustainable development, we are committed to striking a balance between business growth and environmental conservation. To apply robust sustainability principles throughout our business operations, Four Seas has implemented the Environmental Protection Policy that puts into practice our commitment to environmental sustainability. It outlines our expectations with regards to environmentally-friendly use of resources for our employees' references.

In the Reporting Period, the Group was not aware of any non-compliance with laws and regulations relating to air and greenhouse gas emissions, discharges into water and land and generation of waste.

AIR EMISSIONS

Four Seas primarily engages in the provision of diversified tourism products and services. As our business is office-oriented, we have minimal direct impact in respect of air emissions. While our operations do not involve generation of non-hazardous waste and sewage discharges, during the Reporting Period we encourage our employees to utilise public transportation and do not use company vehicle as a means to reduce exhaust gas emissions. Thus, air emissions for the Reporting Period mainly consist of indirect greenhouse gas ("GHG") derived from electricity generation for our office operation.

The quantification methodology references the "Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong 2010" and the emission factor is based on the latest figure provided by the Hongkong Electric Company ("HKEC").

	2017 GHG Emission (tCO ₂ e-)	2018 GHG Emission (tCO ₂ e-)
Four Seas	86.67	84.14
Headquarter	5.90	5.53
Total	92.57	89.67

Despite the fact that our business operations do not involve generation of direct GHG emissions, the Group considers GHG emissions reduction as one of its long-term objectives. Therefore, we take into consideration the environmental protection policies when selecting airline suppliers. For initiatives to minimise environmental impacts in our business operations, please refer to the "Waste Management" and "Energy Usage" sections.

WASTE MANAGEMENT

Waste treatment and disposal impose an escalating environmental challenge to densely populated cities like Hong Kong. Our businesses produce zero hazardous waste and generate considerably insignificant amount of domestic waste. Due to the insignificance of its quantity, during the Reporting Period we did not document the amount of waste generated at our offices. Nevertheless, the Group is taking a holistic approach to waste management in the offices where we operate. All waste is properly handled and disposed of by authorised third party.

In face of limited space to accommodate waste, Four Seas strive to minimise the burden imposed on landfills by implementing the Environmental Protection Policy that documents green office policies for our employees' reference. In particular, the measures are implemented to reduce waste generation at source, facilitate recycling and ensure waste disposal in a responsible manner. Some of our initiatives are listed below:

- Set duplex black and white as default setting for printing and photocopying
- Utilise recycled papers for internal documents
- Replace printed tickets with the use of electronic tickets
- Encourage our customers to use e-invoices and e-statements
- Purchase reusable stationary
- Return all used ink cartridges to suppliers for recycling purpose

Moving forward, we shall consider implementing more initiatives to facilitate further recycling and efficient use of resources. We shall also consider adopting a more systematic approach to document the amount of domestic waste generated and recycled at respective offices.

ENERGY USAGE

The energy used by the Group’s headquarters and Four Seas are primarily for office use, which are powered by utility companies using fossil fuels as our major source of electricity. During the Reporting Period, with an approximation of 110,920 kWh, electricity accounted for the greatest in the form of our energy consumption.

	2017 Energy Consumption (kWh'000)	2018 Energy Consumption (kWh'000)
Four Seas	109.71	104.01
Headquarter	7.47	6.91
Total	117.18	110.92

By implementing energy efficient initiatives in our Environmental Protection Policy, we hope to mobilise our employees to embrace a greener working environment. Below are some of the energy saving measures adopted in the Reporting Period:

- Use natural lighting and energy-saving lighting system
- Opt for electronic appliances with energy saving labels
- Maintain room temperature at 25.5°C
- Inspect air conditioning systems and filters regularly to ensure energy efficiency
- Turn off air-conditioning systems and all electronic appliances when the office is not in use
- Whenever possible, hold internal E-conferences to avoid business travel

WATER CONSUMPTION

Water is a valuable resource and the Group is aware of its global citizen role to foster the practices to conserve water resource among employees through effective means. For example, water-conservation labels and posters are put up at noticeable areas.

As the washrooms of Four Seas and our headquarter are shared amongst occupants of the entire buildings, the water supply is regulated by respective property management group. Therefore, we are unable to retrieve any water usage record during the Reporting Period. Nevertheless, we will maintain rigorous effort to encourage efficient use of water within the Group.

USE OF ENVIRONMENTAL AND NATURAL RESOURCES

Efficient management of environmental and natural resources reduces operational costs and benefits the environment. Even though the Group’s operations do not generate significant impact to the environment, nor involve direct use of natural resources, we acknowledge the indirect environmental impacts caused by our businesses. For example, the GHG emissions caused by the operation of our airline suppliers.

Moving forward, we shall improve our data monitoring system by measuring the domestic waste collected and recycled. Going beyond legal compliance, we shall also continue advancing our environmental management measures by benchmarking best environmental practices in the industry.

OUR PEOPLE

Human resources are our most valuable resources and the cornerstone for our businesses to thrive. To establish ourselves as an employer of choice, employees are provided with fair and adequate remuneration package and various benefits. We are dedicated to nurturing and retaining talents through continuous training and development. We also actively engage our employees through different platforms in order to sustain an inclusive, healthy, safe and harmonious work environment.

EMPLOYMENT

As of 31 December 2018, the Group had a total of 60 employees working in Four Seas, and the headquarters. The table below details our workforce statistics as at the end of the Reporting Period:

Number of Employees	Four Seas	Headquarter
Total Workforce	47	13
By Gender		
Male	20	9
Female	27	4
By Age		
<30	3	0
30-50	32	9
>50	12	4
By Years of Service		
<2 Years	2	5
2-5 Years	13	8
5-10 Years	12	0
>10 Years	20	0

The Group strives to foster an inclusive culture and adopts a fair recruitment policy. By complying with the Employment Ordinance (Cap. 57 of the Laws of Hong Kong) and the Labour Relations Ordinance (Cap. 55 of the Laws of Hong Kong), the Group's Code also demonstrates our commitment to create a work environment that is free from discrimination of all forms.

As an equal opportunity employer, we strive to eliminate gender, age, race, disability, social identity, marital status and religious discrimination in the course of employment. Unlawful harassment of any type, including sexual, disability and racial are strictly forbidden. Our Code has also stipulated that opportunities are provided for capable individuals whose potential many have been restricted by unethical legislation of social discrimination in the past.

Outlined in the Employee Handbook, we ensure that all our employees are familiar with their rights and obligations. In response to the swiftly changing travel industry, it is essential for the Group to develop and retain our talent pool. Benchmarked against our industry peers regularly, the Group

offers competitive benefits to our employees, including paid annual leave, marriage leave, compassionate leave, maternity and paternity leave, medical insurance, and employer's liability insurance.

We also adhere to the Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong) by contributing to their provident fund on a monthly basis. In order to show recognition to competitive and qualified staff, the Group conducts annual salary review where discretionary bonus may be provided. Our promotion policy primarily depends on our employees' years of service and their annual performance appraisals.

During the Reporting Period, the Group did not receive any complaint and was not aware of any non-compliance with laws and regulations in relation to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other entitlements and benefits.

HEALTH AND SAFETY

A healthy and safe working environment is essential to the wellbeing and efficiency of our employees. Thus, the safety of our employees is always the Group's top priority under any circumstances. We strive to eliminate potential hazardous occupational risks in order to achieve zero accident. It is also our obligation to ensure that our employees are secure and free from danger, physical violence, and mental or emotional harassment, as well as to foster a work-life balance among our staff.

At Four Seas and our headquarters, we endeavour to attend to our employees' health and safety concerns by maintaining satisfactory indoor air quality. Smoking is prohibited in the office area, including toilets, pantries, and entrance area. Our employees are reminded to review the Employee Handbook to react appropriately in the unlikely event of fire, accidents or injuries. First-aid kits are also placed at noticeable areas and maintained regularly for emergency use.

As a result of our effort to maintain health and safety standards, the Group did not receive any reported work injury cases and was not aware of any non-compliance with laws and regulations relating to providing a safe working environment and protecting employees from occupational hazards during the Reporting Period. Moving forward, we hope to continue to maintain and achieve zero accident case.

DEVELOPMENT AND TRAINING

Quality of Service is the key to the Group's success. Since service quality is reflected by the performance of our employees, we recognise the importance to provide different trainings for our directors and staff so that they are equipped with latest skills and knowledge to accomplish our vision and goals. As highlighted in the Code, the Group has the obligation to give due attention to all employees of their training and development needs.

During the Reporting Period, all newly appointed directors of the Group received an introduction package, covering our businesses, and statutory and regulatory obligations as a director of a listed company. Directors are also provided with trainings and seminars conducted by professional party. To master frontline and back office operations, all new hires are required to attend the orientation programme.

In enhancing customer interaction, product trainings are also conducted at Four Seas regularly so that our frontline staff are updated with the latest product information and market trends. We encourage our employees to attend seminars and courses for the understanding of the tourism industry. On a compulsory basis, they are required to undertake courses provided by the Global Distribution System ("GDS"). By arranging for courses and providing allowances, we hope to improve their knowledge and service quality so that the Group maintains its competitiveness in the market. The table below details the information related to trainings and development conducted by Four Seas during the Reporting Period:

Training hours	Four Seas
Average training hours (per person)	26
No. of Staff Who Received Trainings – <i>By Gender</i>	
Male	20
Female	27

OUR PEOPLE

LABOUR STANDARDS

In line with the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), the Group applies rigour to all applicable labour standards in the elimination of child and all forced and other unlawful form of labour employment in our business operation. All candidates and new hires are required to present their identity proof to the human resource department for eligibility verification purpose. When false information is provided, the employment process will be terminated immediately and the case will be reported to relevant regulators and recorded by the Group.

During the Reporting Period, the Group did not receive any reported cases and was not aware of any non-compliance with laws and regulations relating to child, illegal or forced labour.

OUR COMMUNITY

To fulfil our role as a corporate citizen, the Group is committed to the wellbeing and development of the society. With the goal to develop a cohesive culture of sustainability within the Group, we encourage our staff to take part in voluntary services. By taking part in various charitable and community activities during the Reporting Period, we hope to promote work-life balance among our employees while at the same time mobilise their contribution to the society.

In the Reporting Period, a group of our employees from Four Seas participated in the Jessica Run 2018 organised by Jessica Foundation, the charity under the fashion magazine Jessica. By raising funds to support community development, the event also serves to bring awareness to the importance of regular exercise in improving both physical and mental health.



ESG PERFORMANCE TABLE

Key Performance Indicators	Four Seas	Headquarter	Total
GHG Emissions			
GHG Emissions (tCO ₂ e-)	84.14	5.53	89.67
GHG Emission Intensity by Full Time Employee (the “FTE”)			
(tCO ₂ e-/person)	1.79	0.43	2.22
GHG Emission Intensity by Area			
(tCO ₂ e-/m ²)	0.27	0.04	0.31
Energy Usage			
Energy Usage (kWh '000)	104.01	6.91	110.92
Energy Intensity by FTE			
(kWh '000/person)	2.21	0.53	2.74
Energy Intensity by Area			
(kWh '000/m ²)	0.34	0.05	0.39
Workforce			
Total Workforce	47	13	60
<i>By Gender</i>			
Male	20	9	29
Female	27	4	31
<i>By Age</i>			
<30	3	0	3
30-50	32	9	41
>50	12	4	16
<i>By Years of Service</i>			
<2 Years	2	5	7
2-5 Years	13	8	21
5-10 Years	12	0	12
>10 Years	20	0	20
Training and Development			
Average Training Hours	26	N/A	26

HKE_x ESG GUIDE CONTENT TABLE

Aspects, General Disclosures and KPIs	Description	Relevant Chapter, Reference Page(s) or Explanation
A. Environmental		
Aspect A1: Emissions		
General Disclosure	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.	Our Environment – Air Emissions, Waste Management, Energy Usage, Water Consumption, and Use of Environmental and Natural Resources
KPI A1.1	The types of emissions and respective emissions data.	Our Environment – Air Emissions
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Our Environment – Air Emissions; ESG Performance Table
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	The Group produces zero hazardous waste.
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	The amount of waste produced is not documented because of its insignificant quantity. The Group shall consider recording such data in the near future.
KPI A1.5	Description of measures to mitigate emissions and results achieved.	Our Environment – Air Emissions, Waste Management and Energy Usage
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Our Environment – Waste Management

HKE_x ESG GUIDE CONTENT TABLE

Aspect A2: Use of Resources		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	Our Environment – Air Emission, Waste Management, Energy Usage and Water Consumption
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	Our Environment – Energy Usage; ESG Performance Table
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	The amount of water consumed by the Group is not documented because the water supply is regulated by respective property management group(s).
KPI A2.3	Description of energy use efficiency initiatives and results achieved.	Our Environment – Air Emission and Energy Usage
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	Our Environment – Water Consumption
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	The Group does not produce finished products and did not consume packaging material in this Reporting Period.
Aspect A3: The Environment and Natural Resources		
General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources.	Our Environment – Use of Environmental and Natural Resources
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Our Environment – Use of Environmental and Natural Resources

B. Social		
Employment and Labour Practices		
Aspect B1: Employment		
General Disclosure	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.	Our People – Employment
KPI B1.1	Total workforce by gender, employment type, age group and geographical region.	Our People – Employment; ESG Performance Table
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Our People – Employment; ESG Performance Table
Aspect B2: Health and Safety		
General Disclosure	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.	Our People – Health and Safety
KPI B2.1	Number and rate of work-related fatalities.	Nil
KPI B2.2	Lost days due to work injury.	Nil
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Our People – Health and Safety
Aspect B3: Development and Training		
General Disclosure	Policies on improving employees’ knowledge and skills for discharging duties at work. Description of training activities.	Our People – Development and Training
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	N/A
KPI B3.2	The average training hours completed per employee by gender and employee category.	Our People – Development and Training; ESG Performance Table

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Aspect B4: Labour Standards		
General Disclosure	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.	Our People – Labour Standards
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	Our People – Labour Standards
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	Our People – Labour Standards
Operating Practices		
Aspect B5: Supply Chain Management		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	Our Operation – Supply Chain Management
KPI B5.1	Number of suppliers by geographical region.	Our Operation – Supply Chain Management
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	Our Operation – Supply Chain Management
Aspect B6: Product Responsibility		
General Disclosure	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.	Our Operation – Care for Customers and Provision of Quality Travel Products
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	N/A
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	Our Operation – Care for Customers
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	N/A
KPI B6.4	Description of quality assurance process and recall procedures.	Our Operation – Provision of Quality Travel Products
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Our Operation – Provision of Quality Travel Products

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Aspect B7: Anti-corruption		
General Disclosure	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.	Our Operation – Business Conduct
KPI 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.	Nil
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Our Operation – Business Conduct
Community		
Aspect B8: Community Investment		
General Disclosure	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.	Our Community
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	N/A
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	N/A



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