



A.Plus Group Holdings Limited 優越集團控股有限公司

(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: 8251

2016/17

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

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ABOUT THE GROUP

A.Plus Group Holdings Limited (the “Company”) and its subsidiaries (the “Group”) has over 15 years’ history in the financial printing industry in Hong Kong. The Group is principally engaged in the provision of typesetting, design, translation, printing and delivery services in relation to financial reports, announcements, shareholder circulars, debt offering circulars, IPO prospectuses and fund documents. The majority of the Group’s customers are companies listed on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”).

Leveraging our listing status, our long-term business relationships with customers and business partners, the Group positions itself as a prominent player in the financial printing industry, and will continue to adhere to its business strategy to expand our customer base of companies listed on the Stock Exchange and further penetrate the market of debt offering circulars and IPO prospectuses through developing our business relationship with intermediaries.

ABOUT THIS REPORT

This is the first environmental, social and governance (“ESG”) Report (the “Report”) published by the Group to disclose the initiatives and performance of the Group over sustainable development in an open and transparent manner to facilitate the improvement in understanding and confidence of the Group amongst its stakeholders.

Reporting Period

All information contained herein reflects the performance of the Group on environmental management and social responsibility from 1 April 2016 to 31 March 2017 (the “Reporting Period”). Subsequently, the Group will publish the Report on an annual basis and which can be available openly to the public to continuously enhance its transparency and accountability.

Scope of Report

The Group is a financial printing service provider in Hong Kong and its business is mainly conducted through its two wholly-owned subsidiaries, namely A.Plus Financial Press Limited (“APF”) and A.Plus International Financial Press Limited (“API”). This Report includes both APF and API which engage in the above business in the Group’s offices located in Hong Kong.

This Report highlights our sustainability activities during the Reporting Period.

For information about corporate governance aspect of the Group, please refer to the Corporate Governance Report as set out in the annual report of the Company for the year ended 31 March 2017.

Reporting Criteria

The subject areas and aspects are presented based on the “Environmental, Social and Governance Reporting Guide” (“Guide”) as set out in Appendix 20 of the Rules Governing the Listing of Securities on the Growth Enterprise Market of the Stock Exchange. This Report outlines the environmental, social and governance performance of the Group in a concise manner. The Group has complied with the “comply or explain” provisions set out in the Guide for the Reporting Period. The last chapter contained herein includes a complete index for reference. This Report is prepared in English and Chinese and both are uploaded to the Group’s website at www.aplusgp.com.hk. In case of any inconsistency between the English and Chinese versions, the English version shall prevail.

Comments and feedback

We value your opinion and feedback which can help us continuously improve our ESG performance. Please feel free to leave us your opinions by emailing us at ir@aplushk.com.

CHAIRMAN'S STATEMENT

The Group is committed to maintaining and ensuring high standards of corporate governance, internal control and risk management, which are essential for the sustainability and long-term success of the Group.

To achieve our ESG commitments, we have vested the overall management of the Group's ESG strategy and reporting to the board of Directors (the "Board") of the Company. The Board is responsible for determining the ESG policies of the Group as well as assessing and improving the effectiveness of our risk management and internal control functions to ensure compliance with relevant legal and regulatory requirements.

Due to the nature of our business, the Group is aware that we may impact the environment and the community in which we operate. As such, the Group strives to minimize our impact on the environment whilst growing our business by placing an emphasis on the efficient use of resources, promoting energy-saving habits, adopting fair practices to create an equal employment environment and assisting those in need in our society.

I would like to take this opportunity to express my sincere gratitude to our customers, business partners and shareholders for their continuous support and trust in the Group. I also wish to express my heartfelt appreciation to all our staff and our business partners for their efforts and commitment to ensure that the Group achieves its' ESG and sustainability goals.

A.Plus Group Holdings Limited

Lam Kim Wan

Chairman and Executive Director

ENVIRONMENTAL PROTECTION

Emissions

The most significant emissions from the Group's operation are those resulting from printing works carried out by its external printing factories, but the Group does not have direct control over these emissions. Therefore, printing works at external printing factories are beyond the Group's direct control and the scope of this Report.

As the Group is not involved in any manufacturing activities directly, emissions produced directly by the Group only relate to the Group's motor vehicles used in Hong Kong for local travelling, which we considered immaterial due to the scale and usage.

During the Reporting Period, there are no relevant laws and regulations applicable to our business on this aspect and we are not aware that the Group has violation of any laws and regulations in respect of environmental issues.

Use of Resources

We are striving to minimize our impact on the environment whilst growing our businesses. We also place an emphasis on the efficient use of resources. Due to the nature of our business, we consume considerable amounts of paper in our offices.

The Group reminds all staff to print their documents on both sides of a sheet of paper where applicable and to avoid unnecessary photocopies/printouts. The Group also makes use of cross-platform and end-to-end encrypted instant messaging application as a communication platform, which enables us to further reduce the consumption of paper for internal communications.

Water and electricity consumption in our operation is not significant as it relates only to the personal consumption by our staff and our offices in Hong Kong.

We have been promoting an energy-saving concept amongst our staff, we have also been encouraging our staff to establish energy-saving habits in our offices by introducing the use of labels to remind our staff to save energy and other natural resources, such as switching off lights, computers and equipment when they are not in use or before leaving the office. We always take energy efficiency into consideration when purchasing office equipment or information technology equipment for our operation.

The Group also adopted a reusing scheme for office equipment and furniture by donating redundant office equipment and furniture to approved charitable organizations in Hong Kong. The Group also engaged accredited secure information disposal services provider to collect used papers from our offices for recycling purposes when applicable.

Environment and Natural Resources

The Group does not have significant impact on the environment and natural resources beyond the resource consumption and emission as mentioned above. The Group will continuously explore ways of integrating environmental considerations into its business decisions, including promoting and supporting ways to combat climate change.

OUR STAFF

Employment

The Group's staff are our most important asset that drives the long-term growth and development of the Group, we promote fair practices relating to compensation and dismissal, recruitment and promotion, reasonable working hours and rest period, and we strive to create an equal employment environment without any discrimination for our staff, regardless of race, nationality, place of origin, age, gender, religion, disability, marital status, pregnancy, social orientation and other factors.

We value our staff's contribution to the growth and success of the Group and it's the Group's practice to share its success with all of our staff by providing competitive remuneration packages to our staff, including basic salary, commission, bonus and other allowances. The Group also regularly reviews its remuneration policy to ensure its competitiveness in the market. As we adopt performance-based remuneration packages to reward our staff, the Group performs staff evaluation on a yearly basis to appraise performance of all staff and staff's contributions are well recognized and rewarded according to their individual performance.

The Group observes relevant laws and regulations such as the Employment Ordinance, Employees' Compensation Ordinance and the Mandatory Provident Fund Scheme Ordinance in Hong Kong. During the Reporting Period, the Group has had no non-compliance and/or violation of any relevant laws and regulations in respect of employment.

Health and Safety

The Group puts utmost importance in maintaining the occupational health and safety of its staff. We are committed to the provision of a healthy, safe and quality working environment and protecting our staff from occupational hazards.

There has been no high-risk or safety-sensitive type of work identified in the Group's workplace and we have complied with the requirements established by regulatory authorities for health and safety in the workplace.

During the Reporting Period, the Group has had no non-compliance and/or violation of any relevant laws and regulations in respect of occupational health and safety.

Development and Training

The Group values the personal development of our staff and encourages them to unleash their potentials. Other than the provision of on-the-job training which is relevant to our staff's current role, we also provide relevant external training courses to our staff at the Group's expense such as team-building course.

Labour Standards

The Group fully understands that child and forced labour violates basic human rights and international labour conventions, and poses threats to the sustainable social and economic development. Therefore, the Group is committed to comply with relevant laws and regulations in this regard. The Group prohibits the use of child labour by reviewing the identity cards or other identification documents of candidates during our recruitment process. The Group only carries out the requirement of standard labour contract and does not use any means to unfairly restrict the employment relationship between staff and the Group.

During the Reporting Period, the Group has had no non-compliance and/or violation of any relevant laws and regulations in respect of the prevention of child or forced labour.

OPERATING PRACTICES

Supply Chain Management

The Group's major suppliers are external translation providers and printing factories. In order to maintain the quality of our services, the Group selects and maintains a list of approved service providers and which will be reviewed and updated on a continuous basis. Quality assurance of translation works done by external translation service providers are performed on a regular basis to ensure the quality and timeliness of such translation works. Our responsible staff will be present at the facilities of printing factories to monitor the printing quality of specific projects when necessary.

In addition to the capabilities, delivery times and price competitiveness of service providers, the Group is also considering extending environmental and safety requirements and focusing along the supply chain, and requiring its service providers to enhance their sustainability performance.

Product Responsibility

Customers' confidence in our services is one of the success factors for our business. The Group believes that the provision of high quality services to our customers is vital for retaining our customers and enhancing our business relationships with them.

As a financial printing service provider, the Group has to handle confidential information of listed companies. We place a strong emphasis in operating in a secure information technology environment. The Group also adopts strict policies for all our staff to ensure that the confidentiality of such information is not breached. In addition, we have formulated standard operating policies to monitor and control securities dealing activities of our employees to ensure that they would not use confidential and inside information of listed companies for personal gains.

During the Reporting Period, the Group is not aware of any non-compliance and/or violation of any relevant laws and regulations in respect of product responsibility.

Anti-Corruption

The Group believes that the establishment of a corporate culture of integrity management underpins the sustainable development of an enterprise. The Group is committed to the highest possible standards of openness, probity and accountability. The Group has abided by all the relevant anti-corruption laws in Hong Kong.

The Group adopts a policy of zero tolerance towards corruption. All employees must fully comply with relevant local laws and regulations as well as the Group's own policies on the prevention of corruption. All employees have a responsibility to report any suspected violations to his/her supervisor or senior management. Whistleblowing policy is in place for individual employees to disclose malpractice or impropriety within the Group.

During the Reporting Period, the Group has had no non-compliance and/or violation of any relevant laws and regulations in respect of anti-corruption.

Community Investment

Concurrent with the development of business, the Group is devoted to the performance of social responsibilities and adheres to harmony and integration while providing assistance to those in need in the society. During the Reporting Period, the Group made charitable donations of HK\$49,600 to approved organizations.

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE CONTENT INDEX

Key Aspects	Description	Page Index
A1 Emission		
General Disclosure	Information on: <ul style="list-style-type: none"> (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the Group <p>relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.</p>	5
A2 Use of Resources		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	5
A3 The Environmental and Natural Resources		
General Disclosure	Policies on minimizing the Group's significant impact on the environment and natural resources.	6
B1 Employment		
General Disclosure	Information on: <ul style="list-style-type: none"> (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the Group <p>relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.</p>	6

Key Aspects	Description	Page Index
B2 Health and Safety		
General Disclosure	Information on: <ul style="list-style-type: none"> (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the Group <p>relating to providing a safe working environment and protecting employees from occupational hazards.</p>	6
B3 Development and Training		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	7
B4 Labour Standards		
General Disclosure	Information on: <ul style="list-style-type: none"> (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the Group <p>relating to preventing child and forced labour.</p>	7
B5 Supply Chain Management		
General Disclosure	Policies on managing environmental and social risks of the supply chain.	7

Key Aspects	Description	Page Index
B6 Product Responsibility		
General Disclosure	<p>Information on:</p> <ul style="list-style-type: none"> (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the Group <p>relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.</p>	8
B7 Anti-corruption		
General Disclosure	<p>Information on:</p> <ul style="list-style-type: none"> (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the Group <p>relating to bribery, extortion, fraud and money laundering.</p>	8
B8 Community Investment		
General Disclosure	<p>Policies on community engagement to understand the needs of the communities where the Group operates and to ensure its activities take into consideration the communities' interests.</p>	8