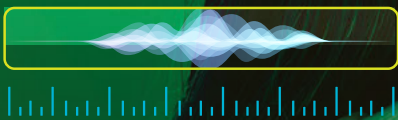
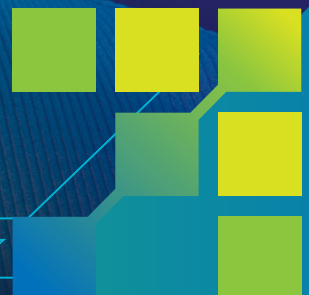


Industry 4.0



ACTIVATE SUSTAINABILITY OPPORTUNITIES

啟動可持續發展
新機遇





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回望2020/21年，香港的營商環境受到前所未見的因素影響，經濟發展受困於新型冠狀病毒病疫情，中小企的抗逆能力面臨重大考驗。「可持續發展」這個概念，於關鍵時刻能夠發揮重大作用，協助企業加強競爭力與韌力，靈活應對未來的挑戰與變遷。

2020/21 was a year defined by unprecedented business challenges arising from the impacts of COVID-19. The pandemic stalled economic development and put the resilience of SMEs to the test. In such critical times, the sustainability concept had a vital role to play. It was a means for enterprises to strengthen their competitiveness and resistance to adversities, empowering them to cope with challenges and changes with greater versatility.

香港生產力促進局（生產力局）一直致力促進綠色科研落地應用，對推動建設綠色智慧城市全力以赴。配合全球ESG（環境、社會及管治）的大趨勢，本局以特區政府公佈的《香港氣候行動藍圖》為目標，與各界攜手邁向2050年香港達至碳中和的願景。本局有4項與環保相關的科研項目，於享負盛名的「日內瓦國際發明展2021」獲得兩金兩銀的佳績，涵蓋污水處理及可換電池電動車輛等技術，實在令團隊感到非常鼓舞。

我很高興見證生產力局在疫下仍圍繞「可持續發展」這個核心價值取得相當進展。我們全力擔當香港的抗疫後盾，作為政府「本地口罩生產資助計劃」的秘書處，為今日社會口罩供應趨於穩定打下穩固根基。

國家《十四五規劃》支持本港發展為國際創新科技中心，本局2021年以「成就智上」為年度主題，彰顯我們致力透過技術、資金、人才培訓，提供「工業4.0」、「企業4.0」創新技術，引領廣大企業轉而採用更環保、更低碳的先進製造及智能業務流程，助香港一步步邁向高增值工業轉型，重構多元化的實體經濟。我們的科研團隊努力不懈協助本地生產商建設智能生產線，以製造用於供個人防護裝備使用的先進環保納米纖維材料等，為環保、抗疫及「可持續發展」繼續努力。

Over the years, the Hong Kong Productivity Council (HKPC) has made consistent efforts towards the practical application of green technologies, while striving to advance Hong Kong's goal of becoming a green and smart city. Keeping pace with the global Environmental, Social, and Governance (ESG) trend, we work with the industry to realise Hong Kong's vision to become carbon neutral in 2050 under *Hong Kong's Climate Action Plan 2050* published by the HKSAR Government. Four environmental protection-related research projects by HKPC garnered two gold awards and two silver awards at the world-famous International Exhibition of Inventions of Geneva 2021. The projects have produced new technologies for wastewater treatment and electric vehicle with swappable battery. These honours brought great encouragement to the team.

I was thrilled to see HKPC making meaningful progress in furthering our core value of sustainable development even during the pandemic. Supporting Hong Kong's fight against the pandemic in every possible way, we took up the role of secretariat for the government's Local Mask Production Subsidy Scheme. The scheme laid the groundwork for the stable supply of masks we enjoy today.

As affirmed by the National 14th Five-Year Plan, Hong Kong will enjoy strong support in her development into an international innovation and technology hub. Preparing for this inspiring roadmap, HKPC launched multiple efforts under the theme of "Make Smart Smarter" in 2021 to emphasise our role in providing funding, technology and talent support as well as new Industry 4.0 (i4.0) and Enterprise 4.0 (e4.0) innovative technologies to guide the industry in a transition to greener, low-carbon advanced manufacturing and smart business processes. These building blocks will enable Hong Kong to shift progressively to high value-added productions and reconstruct a diversified real economy. Our research team had applied themselves continually to drive environmental protection, COVID prevention and sustainable development in the past year, working assiduously to assist local manufacturers to build intelligent production lines for various products, such as advanced green nanofiber materials for personal protection equipment.



於人才培訓及中小企支援方面，生產力學院於報告期內提供超過100個「再工業化及科技培訓計劃」的認可課程，提升香港工商業界的創新能力、競爭力和可持續性。透過政府委託本局營運的「中小企資援組」（SME ReachOut），我們為中小企提供獨特的一站式支援，幫助企業善用政府資助，進行業務創新和發展先進技術，適應疫情帶來的「新常態」，務求讓中小企「可持續發展」。

是次的報告是本局首份採納《全球報告倡議組織標準》（GRI Standards）撰寫的可持續發展報告，記錄了我們在可持續發展方面的成果與進程。我衷心感謝全體同事的努力，以及理事會成員在關鍵時期的迅速應變，並感謝業務伙伴、政府及其他持份者的鼎力支持，讓我們在疫境中化危為機，繼續堅持推動可持續發展的初心，共同締造更美好、更宜居的「明日香港」。

主席
林宣武 GBS, JP

On the front of talent development and SME support, HKPC Academy offered more than 100 approved courses under the Reindustrialisation and Technology Training Programme (RTTP) in the reporting year to promote innovation, competitiveness and sustainability among local businesses. Through SME ReachOut, a one-stop SME support solution whom the government has commissioned HKPC to operate, we helped SMEs achieve sustainable development by leveraging government resources for business innovation and developing advanced technologies to adapt to new norms under the pandemic.

This is HKPC's first sustainability report prepared in accordance to GRI Sustainability Reporting Standards (GRI Standards), outlining our sustainability achievements and progress in the past year. I am grateful to our entire staff for their admirable efforts and great dedication, and to our Council Members who made swift responses during critical times to ensure smooth operation. Appreciations also go to business partners, the government and other stakeholders who have provided unfailing support to help us create opportunities from the pandemic crisis. We remain committed to taking forward Hong Kong's sustainability agenda and building a better and more liveable city for the future.

Willy Lin, GBS, JP
Chairman



2020/21年，香港處處充滿挑戰與不確定性，然而生產力局對可持續發展的追求及參與從未停步。作為領先的科研機構，本局盡己所長，以尖端科技、努力不懈的研發，以及我們廣泛的政、產、學、研合作及聯繫網絡，協助本地企業於經濟、環境和社會三方面均達至可持續發展。

2020/21 was a year of challenges and uncertainties for Hong Kong, yet it did not frustrate our sustainability efforts and engagement activities. As a leading scientific research institution, HKPC contributed our cutting-edge technological strengths, expertise in research and development (R&D) and extensive connections across the Government, industry, academic and research sectors to help local enterprises achieve sustainable economic, environmental and social development.



關顧員工 Care for Our People

疫情下，本局格外關注員工及訪客的安全，向他們派發個人防護設備及加強工作間的衛生防疫措施：疫情嚴峻時，生產力大樓特設快速抗原檢測指定區域，進入大樓的員工或訪客均須在指定的隔間等待結果屬陰性，方可進入大樓。此外，亦實施特別工作安排，讓大部分員工於疫情高峰期留家工作、減少接觸，更提供多項資訊科技配套服務，讓員工可輕鬆安全地在家工作。

The safety of employees and visitors is our top priority in COVID times. During the year, we provided personal protection equipment and tightened anti-pandemic hygiene measures in the workplace. During severe stages of the crisis, a rapid antigen testing area was designated in HKPC Building. All employees and visitors entering the building were required to take the test and remain in that area until negative test results were confirmed. Special work arrangements were also in place so the majority of employees could work from home during peaks of the pandemic to minimise social contact. To help staff work safely and free of stress at home, we provided adequate IT services and related support.



科研抗疫 Fight COVID with Research Deliverables

我們的科研團隊為協助社區抗疫，適時研發了屢獲殊榮的「kNow Touch無觸按鈕」，無須觸碰到按鈕面板，便能「隔空掀升降機」，有效減低公眾感染病毒的機會。「kNow Touch」無觸按鈕已於本地廣泛使用，並將推廣至多個香港以外地區。

To help prevent the spread of COVID in the community, our research team developed the award-winning "kNow Touch – Contactless Elevator Control Panel". Elevator users can select destination floors by pointing their fingers at close range without touching the panel. This new technology that significantly reduces the risk of virus infection is now widely used across Hong Kong and being promoted to other regions.



全力支援 與中小企同行 Brave Headwinds Alongside SMEs

疫情期間，不少企業推行在家工作，數碼轉型的需求激增，本局全力協助本地企業善用「企業4.0」數碼科技，並連同轄下香港電腦保安事故協調中心（HKCERT）提供資訊保安事故的消息和防禦指引、事故回應及支援服務，於「新常態」下為在家工作、網上營商提供所需的數碼轉型支援。

Working from home was commonplace during the pandemic and many enterprises had an urgent need to digitalise operations. Addressing the sharply increased demand for digital transformation, HKPC offered extensive e4.0 support to businesses, and its Hong Kong Computer Emergency Response Team Coordination Centre (HKCERT) unremittingly offered information security news, prevention guidelines for security threats, and response and support services to ensure that enterprises could adapt to working from home and operating businesses online.

為中小企提供支援是本局的一貫重要使命，疫情下中小企需要的支援更為迫切。為與中小企共度時艱，本局適時於2020年3至9月向中小企及初創企業提供指定服務百分之五十費用寬免優惠，促進中小企提升生產力。本局在疫情期間擔任政府「本地口罩生產資助計劃」以及「遙距營商計劃」的秘書處，前者協助多家本地企業於疫情初期設立了20條口罩生產線，為社會提供了超過4億個「香港製造」的口罩；後者支援受疫情影響的中小企採用數碼轉型方案，以持續營運和提供服務。我們年內更成立了「資助計劃科」整合資源，加強人手提升處理資助批核的能力。本局在報告年內擔任11項政府資助基金的秘書處，經本局發放予中小企的資助額超過港幣10億元、獲批申請的總額約港幣32億元。

Supporting SMEs has always been a core mission of HKPC and there is a clarion call for assistance in COVID times. To weather the storm alongside Hong Kong's SMEs, we promptly extended 50% concessions on designated services to SMEs and startups between March and September 2020 to boost productivity. Moreover, the government engaged HKPC as the secretariat for the Local Mask Production Subsidy Scheme and the Distance Business (D-Biz) Programme. The former helped several local businesses to set up 20 mask production lines at the onset of the pandemic to supply over 400 million made-in-Hong Kong masks to the public. The latter supported enterprises affected by the pandemic to adopt digital transformation solutions to ensure uninterrupted operation and services. Our new Funding Scheme Branch came into operation last year, consolidating resources and increasing manpower to boost our funding approval capacity. In the reporting year, HKPC was secretariat for 11 government funding schemes. More than HK\$1 billion of funding was made available to SMEs through HKPC and funding applications totaled approximately HK\$3.2 billion were approved.

綠色科研 實踐減碳責任 Achieve Green Goals by R&D and Decarbonisation

環保及減碳是「可持續發展」的重要元素，生產力局的日常運作以致力保護環境為前提，實施多項節能減廢措施，使生產力大樓成為環保工作間，而大樓頂部更於年內安裝了太陽能光伏系統，產生超過一萬千瓦時的清潔能源。綠色科研一直是本局的研發重點，佼佼者為利用「創新及科技基金—公營機構試用計劃」資助並與本地公司合作研發的「廚餘再生俠」，是全港首個能自動將廚餘液化成漿液的處理系統，大大簡化廚餘處理過程，全面改變廚餘收集生態，配合全球轉廢為能的大趨勢，令廚餘不用運往堆填區。其於香港中文大學開展的試行計劃亦取得相當成果。其後更與業界合作，將技術落地，務求於社區廣泛採用，令社會長遠受惠，希望改變大眾的心態，讓商戶、市民更容易實踐廚餘回收，為源頭減廢出一分力。

此外，本局轄下的「汽車科技研發中心」亦一直致力於綠色新能源運輸技術的研發，並於年內為環保署完成了電動公共小巴和充電設施的技術顧問項目，推出指引供車廠和充電設施供應商製造可支援快速充電的電動小巴及充電設施，為推動可持續發展作出貢獻。

而在推動業界採用綠色科技及清潔生產技術方面，本局繼續擔任政府「清潔生產伙伴計劃」、「回收基金」、「綠色就業計劃：大專畢業生資助項目」及「智慧交通基金」的秘書處。其中「清潔生產伙伴計劃」所批出項目，每年協助節省能源2,700太焦耳，合共為區內減少超過9,000公噸空氣污染物及287萬公噸污水排放；「回收基金」年內共批出1,621個申請項目，資助總額約港幣5億9千6百萬元。這些項目均有助社會節能減排，邁向低碳社會。

Protecting the environment and reducing carbon emission are key concepts for sustainable development. HKPC adopted a green approach across our operations. With effective measures in place to save energy and reduce waste, the HKPC Building is a green workplace with its rooftop photovoltaic system installed during the reporting year generating over 10,000 kWh of clean energy. Green research has always been our focus for R&D. One of our star projects in the reporting year was Food TranSmarter developed with a local company and supported by the Public Sector Trial Scheme under the Innovation and Technology Fund. This first-ever system in Hong Kong to automatically liquefy food waste into slurry simplifies the disposal of food waste and diverts it from the landfills. It is an industry game changer that aligns with the global waste-to-energy trend. Its pilot run in The Chinese University of Hong Kong also enjoyed success and the technology was industrialised through collaboration with members of the sector, promoting a wide application in the community for long-term benefits. The aim was to foster a change in attitude and make food waste recovery more convenient for businesses and the public to reduce waste at source.

HKPC's Automotive Platforms and Application Systems R&D Centre (APAS) is actively engaged in the development of new green energy transport technologies. During the year in review, APAS completed a technical consultancy project on electric public minibuses and charging facilities for the Environmental Protection Department. Guidelines were provided to auto manufacturers and charging facility suppliers for producing fast-charging electric minibuses and related charging facilities. This project exemplified our contribution to sustainable development.

In promoting green technologies and clean production in the manufacturing industry, HKPC continued its role as secretariat for the HKSAR Government's Cleaner Production Partnership Programme, Recycling Fund, Green Employment Scheme: Graduates Subsidy Programme and Smart Traffic Fund. Specifically, approved projects under the Cleaner Production Partnership Programme had contributed to annual energy savings of 2,700 tera-joules and in turn reduced more than 9,000 tonnes of air pollutants and 2.87 million tonnes of effluent. In the past year, 1,621 Recycling Fund applications were approved and total funding amounted to approximately HK\$596 million. Augmenting territory-wide energy saving and emission reduction initiatives, these projects bolstered Hong Kong's transition to a low-carbon city.



集思廣益 加強各方聯繫 Maintain Close Ties to Draw On Collective Wisdom

要構建可持續社會，需要各方共同努力，尤其在艱難時期，更需要彼此互相支持、團結一致。本局積極連結持份者，年內舉辦了99場行業諮詢活動，共34,106人次參加本局主辦的研討會、工作坊、會議、展覽或免費培訓課程。本局積極舉辦不同主題的業界「集思匯」，廣邀持份者參與，創造跨界別合作契機，讓我們的理念得以延伸、科研成果能夠進一步加快落地。

為進一步籌劃未來發展路向，本局於年內委託第三方顧問公司羅兵咸永道諮詢服務有限公司與我們的持份者作深度調查，撰寫獨立報告，闡述生產力局對香港經濟及社會各方面的貢獻、角色和職能。報告顯示接近80%受訪生產力局客戶表示本局服務為其在大灣區、中國內地及東盟國家的業務帶來正面影響，除了讓收入增長、成本降低，更包括改善生產和營運流程、提升效率和生產力等無形影響。

我們希望能承先啟後，引領中小企成為推動可持續發展的一份子。期望我們將來的可持續發展工作繼續有您的支持和參與，攜手為香港的可持續發展增添動力。

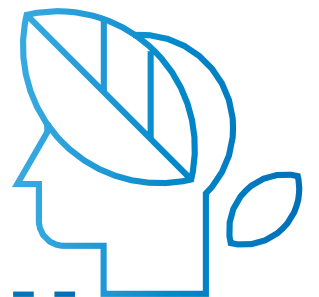
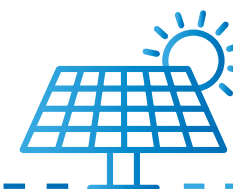
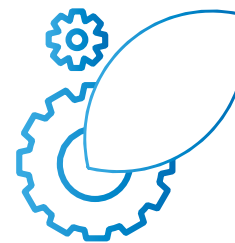
The success of a sustainable community requires concerted effort. Collaboration and mutual support are particularly important during challenging times. As always, HKPC worked proactively to connect with all stakeholders. We organised 99 industry consultation events during the year, while our seminars, workshops, conferences, exhibitions and free training courses benefited 34,106 participants. In addition, we held "Hong Kong Industry Network Clusters" (HK-INC) consultation sessions in various themes regularly. By engaging a broad spectrum of stakeholders, we created opportunities for cross-sector collaboration which furthered our vision in greater latitude and accelerated the industrialisation of research deliverables.

To plan the next stage of our future development roadmap, we commissioned PricewaterhouseCoopers Advisory Services Limited, a third-party consultant, to conduct an in-depth stakeholder survey and prepare an independent report to present HKPC's contributions, roles and competencies on the economic and social fronts in Hong Kong. According to the report, nearly 80% of HKPC clients consulted indicated our services had generated positive impacts on their businesses across the Greater Bay Area, Mainland China and ASEAN countries. In addition to revenue growth and cost reduction, they also benefited from intangible rewards like improved production and operation processes as well as higher efficiency and productivity.

As a torch bearer, HKPC will lead SMEs to play their part in the furtherance of sustainable development. We hope you will continue to show support and actively engage in our future sustainability initiatives. Hand in hand, we will generate new momentum to drive sustainable development in Hong Kong.

總裁
畢堅文 MH

Mohamed D. Butt, MH
Executive Director



香港生產力促進局(以下簡稱「生產力局」)欣然發布2020/21財政年度的可持續發展報告(以下簡稱「本報告」)，匯報我們由2020年4月1日至2021年3月31日的可持續發展工作表現和成果。

Hong Kong Productivity Council (hereinafter "HKPC") is pleased to present this Sustainability Report (hereinafter "this Report") which represents our commitment, performance and major achievements in sustainability during the fiscal year 2020/21 (from 1 April 2020 to 31 March 2021).

報告原則 **Reporting Principles**

本報告依照《可持續發展報告標準》的「核心選項」編寫。生產力局在編製本報告時秉持全球報告倡議組織(GRI)訂明的報告原則，包括持份者包容性、可持續發展背景、重要性及完整性，並致力符合報告質素的標準，包括準確性、平衡性、清晰性、可比性、可靠性和時效性。請參閱第9章「全球報告倡議組織內容索引」，以找出《可持續發展報告標準》的相關主題於本報告出現的相應章節。

This report has been prepared in accordance with the GRI Standards: Core option. When developing the content, HKPC had incorporated the GRI Reporting Principles of Stakeholder Inclusiveness, Sustainability Context, Materiality and Completeness, and strived to achieve report quality of Accuracy, Balance, Clarity, Comparability, Reliability and Timeliness. Please refer to the GRI Content Index (Chapter 9) for cross-referencing relevant topics of GRI Standards to corresponding sections of this Report.

本報告經獨立第三方驗證，確保準確、可靠和可信，並且遵從《可持續發展報告標準》的「核心選項」報告標準。詳情請參閱第10章「獨立保證意見聲明書」。

An independent third party was engaged to verify this Report to ensure its accuracy, reliability and credibility, as well as its compliance to the Core option of the GRI Standards. Please refer to the Independent Assurance Opinion Statement (Chapter 10) for details.

本報告已通過GRI的「重要議題審核」，經GRI評核確認本報告的「全球報告倡議組織內容索引」清晰，並已標示披露102-40至102-49的相應章節位置，以便參照。

This Report has successfully completed the GRI Materiality Disclosures Service. GRI has reviewed that the enclosed GRI Content Index is clearly presented and the references for Disclosures 102-40 to 102-49 align with appropriate sections in the body of this Report.

報告範圍 **Reporting Scope**

本報告闡述生產力局香港總部以及主要附屬公司的可持續發展措施與成效，包括深圳及東莞各獨資企業。除特別說明外，本報告中截至2021年3月31日止的所有數據均為部門所知的標準化絕對數字。本報告披露的財務數據涵蓋2020/21財政年度，所有金額均以港幣為單位。詳情請參閱《生產力局2020-2021年報》的「財務報告」部份。

除原有的數碼科及智慧生活創新科外，本局於匯報年度成立了新的資助計劃科，調整營運後員工總數增至827名。除上述調動外，匯報年度並無其他關於本局擁有權或供應鏈的重大變動。

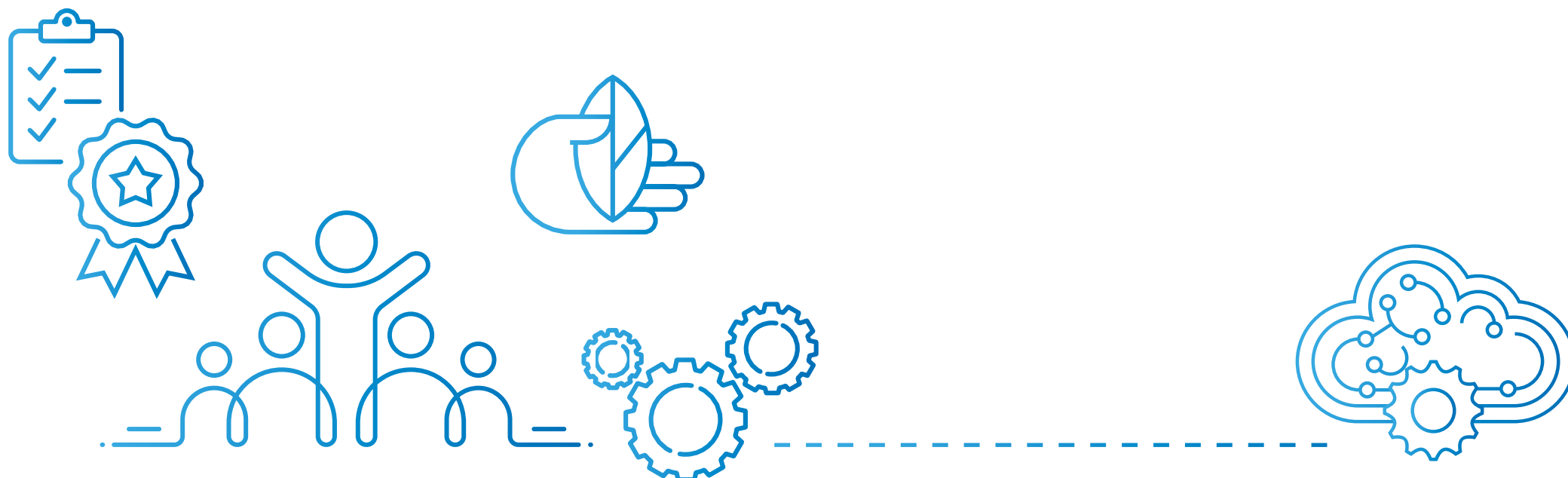
This Report illustrates our major sustainability initiatives and achievements of HKPC's headquarter in Hong Kong and its key subsidiaries, i.e. Wholly Foreign Owned Enterprises (WFOEs) in Shenzhen and Dongguan. All data in this Report are standardised and presented in absolute figures as of 31 March 2021 to the best of our knowledge, unless stated otherwise. Financial data in this Report are disclosed for the fiscal year 2020/21, and all monetary values are expressed in Hong Kong Dollars. Please refer to the Financial Review of the HKPC Annual Report 2020-2021 for details.

HKPC has established a new branch, Funding Scheme Branch, during the reporting period in addition to the Digital Branch and Living Innovation Branch. The total number of employees increased to 827 in the reporting year as a result of operational adjustments. Aside from the above, there were no significant changes with regard to organisational ownership or its supply chain during the reporting period.

回饋意見 **Feedback**

歡迎您就本報告的報告方針及內容和本局的可持續發展表現提供寶貴意見，助我們繼續推展可持續發展進程，精益求精。如欲查詢，請以電郵與我們聯絡：esg@hkpc.org。

We welcome your suggestions on the reporting approach and content of this Report, as well as our sustainability performance. Your valuable feedback will facilitate our continuous improvement on sustainable development. For enquiries, please contact us by email at esg@hkpc.org.



生產力局是受《香港生產力促進局條例》（香港法律第1116章）管轄的法定組織，專業技術和知識涵蓋多個不同範疇。生產力局致力維持良好企業管治，以履行公眾使命，滿足社會期望。本局極為重視問責、透明度、公平及道德操守，以此作為企業管治架構的基石。

企業管治 Corporate Governance

生產力局的企業管治策略及相關政策，為本局的可持續管理奠定基礎。我們設有一系列標準守則，作為日常營運和員工行為的指引，當中包括避免利益衝突、防止賄賂、提供平等機會及恰當地使用個人資料等。

作為公共機構，生產力局以最高的誠信和專業水平，熱心為工商界及廣大市民服務。本局規定所有職級的員工須嚴格遵守所有相關法律和規例，另設有獨立舉報機制，處理關於員工誠信及操守的查詢或檢舉。同時，我們亦邀請香港廉政公署代表向員工講解如何防範貪污舞弊，並透過定期審核及管理層檢討分析，檢視本局的誠信表現。如想了解更多有關生產力局管治架構的詳情，可瀏覽本局網頁，或《生產力局年報2020-21》。

為妥善監察並提升本局的環境表現，本局特設環境管理委員會，由來自不同部門的代表組成。委員會定期會面以檢視企業環境表現，並推動不同層面的新計劃，例如節能、減廢及員工意識等。

報告期內，本局並無任何違反本港社會經濟和環境法律及規例的事件記錄，例如職業健康與安全、個人資料私隱、貪污、服務推廣、化學品管制及廢物處置等相關事宜。

持份者參與 Stakeholder Engagement

我們非常重視持份者的意見，他們的回饋有助本局籌劃業務發展及不斷提升表現。我們廣開渠道與持份者保持溝通，以緊貼他們的期望，同時本着互信及公開透明的態度與持份者聯繫合作。本局更額外舉辦多項持份者參與活動，以協助釐定本報告須包含的重要議題及報告範圍。

HKPC is a multi-disciplinary statutory organisation governed by the Hong Kong Productivity Council Ordinance (Chapter 1116 of Laws of Hong Kong). HKPC is fully committed to maintaining good corporate governance which is essential to accomplishing our public mission and meeting the expectations of our stakeholders. We attach paramount importance to accountability, transparency, fairness and ethics as the cornerstones of our corporate governance framework.

Our corporate governance strategies and underlying policies lay the foundation for our corporate sustainability management. A series of standard practices are established to govern our daily operations and staff's conduct, including the avoidance of conflict of interest, prevention of bribery, provision of equal opportunities, and the proper use of personal data, etc.

HKPC serves the business community and the public with the highest integrity and professionalism as a public body. Employees of all levels must comply strictly with all applicable laws and regulations. There is also an independent whistleblowing channel in place to handle relevant integrity inquiries or reports. Representatives from the Hong Kong Independent Commission Against Corruption (ICAC) are invited to conduct anti-corruption training sessions for our staff. Our integrity performance is checked and examined through regular audits and management reviews. To know more details about HKPC's corporate governance, please visit our website, or HKPC Annual Report 2020-21.

In order to monitor and improve our environmental performance, HKPC has established a dedicated Environmental Management Committee, which involves representatives from various divisions. The committee has met regularly to review the environmental performance of the corporate, as well as to initiate new programmes for different areas such as energy saving, waste reduction, and staff awareness.

During the reporting year, there were no reported non-compliance cases against local laws and regulations relating to socio-economic and environmental topics, such as occupational health and safety, personal data privacy, corruption, marketing of services, chemicals control, and waste disposal.

We highly value stakeholder feedback, which helps shape our business development and enables continuous performance enhancement. Regular communications through a range of channels not only keep us abreast of stakeholders' latest expectations, but also promote trust, openness, and transparency in our relationship with stakeholders. In particular, additional engagement activities were conducted to assist in evaluating the materiality and boundary of this Report.

參與渠道

我們透過下列參與渠道，與積極參與本局運作或受本局業務影響的局內外主要持份者保持聯繫。

主要持份者組別及參與渠道 Key Stakeholder Groups and Engagement Channels

主要持份者組別 Key Stakeholder Groups	主要參與渠道 Key Engagement Channels	主要持份者組別 Key Stakeholder Groups	主要參與渠道 Key Engagement Channels
員工 Staff	<ul style="list-style-type: none">◆ 員工大會 Town Hall meetings◆ 圓桌諮詢會議 Roundtable meetings◆ 辦公室通告及標準守則 Office circulars and standard practices◆ 培訓課程 Training programmes◆ 員工活動 Staff activities◆ 電子通訊 eNewsletters◆ 內聯網 Intranet◆ 社交媒體平台 Social media platforms◆ 逆向導師計劃 Reverse Mentoring Programme◆ 良好實務分享 Best Practice Sharing sessions◆ 早會 "Morning prayer" meetings◆ 工作安全委員會 Work Safety Committee (WSC)◆ 職員康樂會 Staff Recreation Club	供應商及承辦商 Suppliers and Contractors	<ul style="list-style-type: none">◆ 「生產力局Sourcing Fair 2020」採購會 HKPC Sourcing Fair 2020◆ 招標流程及表現評估 Tendering process and performance review◆ 會議 Meetings
		政府 Government	<ul style="list-style-type: none">◆ 立法會會議 Legislative Council meetings◆ 協作項目及計劃 Collaborative projects and schemes◆ 政府資助計劃秘書處 Secretariat support to Government funding schemes◆ 參與政府諮詢 Participation in Government consultation exercises◆ 與政府官員的會議及官員實地考察 Meetings with and visits by Government officials◆ 與創新科技署管制人員的工作會議 Housekeeping meetings with Controlling Officer (ITC)
客戶 Clients	<ul style="list-style-type: none">◆ 客戶滿意度調查 Customer satisfaction survey◆ 研討會 / 展覽 / 工作坊 Seminars / exhibitions / workshops◆ 免費培訓課程 Free training courses◆ 會議 Meetings◆ 電子通訊 eNewsletters◆ 中小企資援組的外展活動 Outreach activities by SME ReachOut	業界聯會 Trade/ Industry Association	<ul style="list-style-type: none">◆ 業界諮詢會 Voice of Industry consultation meetings◆ 「HKPC集思匯」諮詢會 Hong Kong Industry Network Clusters (HK-INC) consultation sessions
		非政府機構 Non-governmental Organisations	<ul style="list-style-type: none">◆ 支持慈善活動 Support to charitable events and activities◆ 會議 Meetings
		公眾 The Public	<ul style="list-style-type: none">◆ 主題展館 Theme halls◆ 刊物 / 企業網站 / 社交媒體平台 Publications / company website / social media platforms

重要議題分析

生產力局依循《可持續發展報告標準》的報告原則及要求，廣泛諮詢持份者並選取重要議題，從而界定本報告的內容。2021年，我們與若干內部員工和外界客戶代表進行持份者面談及問卷調查，然後進行重要議題評估，以識別與生產力局及其持份者最息息相關的環境、社會及經濟優先議題。

下圖的重要議題矩陣展示了內部和外界持份者對特定議題的相對關注程度。在31項議題中，12項被界定為第一級重要議題（高於90%曲線），另有兩項第二級重要議題（介乎70%曲線與90%曲線之間），即「職業健康及安全」和「排放」，經管理層評估後認為對本局可持續發展表現有舉足輕重的影響，因此亦納入重要議題。根據結果，我們圍繞上述14項議題編製本報告。

Materiality Analysis

Following reporting principles and requirements of the GRI Standards, HKPC defined the content of this Report through a comprehensive stakeholder engagement and materiality assessment process. In 2021, we carried out stakeholder interviews and a survey which reached out to a number of representatives of both internal staff and clients. A materiality assessment was then performed to help prioritise environmental, social and economic topics most relevant to HKPC and our stakeholders.

The materiality matrix provides an overview of selected topics to the relative levels of concern of our internal and external stakeholders. Out of 31 topics, 12 topics were identified as material topics from Tier 1 (above the 90% curve) in the following materiality matrix. Furthermore, two additional topics from Tier 2 (between the 70% and 90% curves), including Occupational Health and Safety, and Emissions, were also included as material topics based on management review. These two additional topics were deemed to be of great significance to our sustainability performance. As a result, this Report was prepared accordingly with reference to these 14 material topics.

生產力局2020/21重要議題矩陣
HKPC's Materiality Matrix 2020/21



重要議題及相關範圍
List of Material Topics and Corresponding Boundaries

下表列出所有重要議題及根據持份者回應釐定的相關報告範圍。
A list of these material topics, together with their corresponding boundaries based on stakeholders' feedback, are shown in the following table.

可持續發展分類 Sustainability Categories	重要議題 Material Topics	邊界 Boundaries	
		生產力局運作 HKPC's Operation	生產力局供應鏈 HKPC's Supply Chain
經濟績效 Economic Performance	間接經濟影響 Indirect Economic Impacts	√	√
	多元化與平等機會 Diversity and Equal Opportunity	√	
員工福利及政策 Employee's Benefits and Policies	員工培訓及教育 Employee Training and Education	√	
	員工福利 Employee Welfare and Benefits	√	
	勞/資關係 Labour/Management Relations	√	
	職業健康及安全 Occupational Health and Safety	√	
環境表現 Environmental Performance	排放 Emissions	√	
	能源消耗 Energy Consumption	√	
	環境合規 Environmental Compliance	√	√
	廢物 Waste	√	√
營運表現 Operational Performance	客戶健康與安全 Customer Health and Safety	√	
	客戶隱私 Customer Privacy	√	
	產品和服務的營銷 Marketing of Products and Services	√	
	社會和經濟領域的合規性 Regulatory Compliance in Social and Economic Areas	√	

保障供應鏈夥伴的私隱

生產力局要求所有職級的員工遵守《個人資料(私隱)條例》的規定，並且秉持最高標準，周全保障和保密個人資料。我們已制訂相關的標準守則為員工提供指引，確保已採取所有合理可行的措施保護客戶、供應商和其他業務夥伴的個人資料及私隱。

報告期內，我們並無發現任何洩露、盜用或遺失客戶資料的事件，亦無接獲監管機構經證明屬實的投訴。

管理供應商

生產力局與供應商合作無間，致力確保業務運作完善。我們的供應商包括物料供應商、服務供應商及工程承建商。我們甄選新供應商的流程公開公正，並會定期檢討現有供應商的產品和服務質素，評估供應商表現時則會考慮其社會及環境表現，包括在適當情況下於報價或招標文件指明必須符合相關的監管或標準要求。

這些社會及環境要求包括員工健康及安全(如參照 OHSAS 18001 及 ISO 45001 標準)、能源效益(如參照「能源效益標籤計劃」)及廢物管理(如參照「廢電器電子產品生產者責任計劃」)等。

Safeguarding the Privacy of Supply Chain Partners

Our staff of all levels are required to comply with the requirements set forth by the Personal Data (Privacy) Ordinance, and observe the highest standards of personal data security and confidentiality. Relevant standard practices have been developed to provide internal guidance for employees, in order to ensure that all reasonable and practicable steps are taken to safeguard the personal data and privacy of our clients, suppliers, and other business partners.

During the reporting year, there were no identified leaks, thefts, or losses of customer data, or any substantiated complaints from regulatory bodies.

Managing Our Suppliers

We work closely with our suppliers to ensure efficient business operations. Our suppliers include material suppliers, services providers, and works contractors. HKPC follows an open and fair process to select new suppliers as well as review product and service quality of existing suppliers regularly. We also take their social and environmental performance into consideration when evaluating suppliers' performance, and include relevant regulatory or standards requirements when requesting quotation or tendering, if applicable.

These social and environmental requirements include, for example, worker health and safety (e.g. with reference to OHSAS 18001 and ISO 45001 standards), energy efficiency (e.g. with reference to the Energy Efficiency Labelling Scheme), and waste management (e.g. with reference to the Producer Responsibility Scheme on Waste Electrical and Electronic Equipment), etc.



於2020/21年度，我們共向 **1,021** 間供應商

採購貨物及服務，**88%** 的採購支出用於本地供應商，當中約 **66%** 購自中小企。

In 2020/21, we purchased goods and services from a total of **1,021** suppliers, and allocated **88%** of our spending on local suppliers, including **66%** from SMEs.



自2020年初起爆發的新型冠狀病毒席捲全球，受感染人口數以千萬，嚴重威脅人類健康。各地紛紛推行社交距離限制措施，企業遭遇前所未見的挑戰，業務運作困難重重。面對時艱，生產力局矢志履行社會責任，並憑藉我們豐富的創新技術及專業服務經驗，支援政府及香港各界攜手抗疫。

The global outbreak of the COVID-19 pandemic since early 2020 have threatened the health of millions of people. With social distancing restrictions being widely enforced across the globe, businesses faced unprecedented challenges to maintain their operations. As a socially responsible public organisation, HKPC is committed to supporting Hong Kong Government and the industries to fight the pandemic by providing technical and professional assistance.

創新科技對抗疫情 Leveraging Innovation and Technologies to Fight the Virus

新型冠狀病毒可在塑膠或金屬表面存活一段時間，若要減少病毒人傳人，應盡量避免直接接觸共用表面，以防交叉感染。然而，出入公共地方如商場、食肆、工作場所、屋苑或其他社區設施時，少不免要按動電梯按鈕到達目標樓層。

The COVID-19 coronavirus may remain active on plastic or metal surface for up to three days. To reduce the risk of human-to-human transmission, it is essential to minimise physical contact on shared surface to prevent cross-contamination. However, in public areas such as shopping malls, restaurants, workplaces, housing estates and other community facilities, we often have to press elevator buttons to reach destination floors.

個人的衛生防護在疫情期間尤其重要。本局智慧城市部在香港特別行政區創新及科技局和創新科技署大力支持下，成功研發新穎的「kNOw Touch無觸按鈕」，可隔空按鍵而無須觸碰電梯面板，藉此減低因接觸電梯面板而感染病毒的潛在風險。此項目是創新科技署「創新及科技基金」應對新冠病毒疫情而推出的「公營機構試用計劃」下的獲批項目之一。

Personal health protection is particularly important during the pandemic. With support of the Innovation and Technology Bureau and the Innovation and Technology Commission (ITC) of the HKSAR Government, the novel "kNOw Touch – Contactless Elevator Control Panel" was developed by our Smart City Division to reduce risks associated with touching potentially contaminated elevator control panels. It was one of the approved projects under the Public Sector Trial Scheme of ITC's Innovation and Technology Fund, a special call to combat the COVID-19 pandemic.

「kNOw Touch無觸按鈕」系統試驗成功後在全港多個場所安裝使用，例如政府部門、公營機構辦公大樓、香港國際機場、商場、市政大廈、教會、私人屋苑和私人機構等。

After successful trials, the "kNOw Touch" system found its presence in elevators at many indoor locations across Hong Kong, such as government departments, office buildings of public organisations, Hong Kong International Airport, shopping centres, municipal buildings, places of worship, private housing estates and private organisations, etc.



這項廣泛應用的創新專利技術屢獲香港及國際殊榮，當中包括「日內瓦國際發明展2021」最高級別的「評審團嘉許金獎」，以及2020年獲香港電腦學會頒發「抗疫創新數碼方案2020—傑出醫療類別獎」，嘉許這項為香港抗疫作出貢獻的科研成果。

This patented technology received multiple international and local accolades in recognition of its innovation and wide application, including the highest accolade of Gold Medal with Congratulations of Jury at the 2021 Geneva International Exhibition of Inventions. Moreover, it was granted the Anti-epidemic Innovative Digital Solution 2020-Outstanding Medical Category Award by the Hong Kong Computer Society, which was a special honour for scientific research projects that contributed to the community's fight against the pandemic.

2021年3月，生產力局與兩家夥伴企業展開合作，在中國內地、澳門、台灣、日本、南韓、澳洲、印度及東南亞等地推廣「kNOw Touch無觸按鈕」技術，致力推動這項創新的香港防疫研發於世界各地普及應用。

For a wider adoption of this innovative local R&D technology in other regions, HKPC formed collaboration with two business partners in March 2021 to jointly promote the "kNOw Touch" solution outside Hong Kong, including Mainland China, Macau, Taiwan, Japan, South Korea, Australia, India, and Southeast Asia.

支持政府抗疫措施 Supporting Government Measures under the Pandemic

報告期內口罩成為日常防疫必需品，但由於2020年初全球供應鏈出現混亂，香港亦如許多其他地區一樣面臨口罩短缺的情況。與此同時，本地不少企業在疫下難以維持業務暢順運作。生產力局在關鍵時刻，悉力支援政府推動本地企業建立口罩生產線，以及撥款予合資格企業轉用遙距營商模式。

During the reporting year, personal mask became a daily necessity to guard against COVID-19. Due to disruption of the global supply chain, however, the city experienced a shortage of masks like many other regions in early 2020. Meanwhile, many local companies faced difficulties in maintaining business operations. HKPC stepped out in such critical time to support the Government in facilitating the establishment of local production lines for face masks, and allocating funding to eligible companies to implement distance business models.

本地口罩生產資助計劃

新型冠狀病毒疫情爆發後不久，香港對口罩的需求激增，但全球產能有限，因此供應十分短缺。政府於2020年初推出「本地口罩生產資助計劃」，緩解當時市面對口罩的燃眉之急，同時鞏固本地生產能力及為香港建立口罩存貨儲備。

Local Mask Production Subsidy Scheme

Shortly after the outbreak of COVID-19, there was a severe supply shortage of personal face masks because local demand increased significantly whereas global production capacity was limited. To alleviate the imminent mask shortage, as well as to build up local production ability and some stock reserve to help maintain a steady supply of masks in Hong Kong, the Government launched the "Local Mask Production Subsidy Scheme" in early 2020.

生產力局獲政府委任為該計劃的秘書處，協助商務及經濟發展局審批20條口罩生產線的資助申請。截至2021年3月底，這些生產線為香港提供了約4億個符合國際標準的「香港製造」口罩。生產力局亦為52條本地口罩生產線提供機器調試的技術支援。

有賴各方同心協力及業界迅速回應，加上新設立的生產線產量理想，本地製造口罩的供應量及價格遂漸漸穩定下來。生產力局一直緊貼社會的需要，再次發揮專業精神和積極作用，竭誠為公眾服務。

遙距營商計劃

隨著香港實施社交距離措施，愈來愈多商業活動轉到網上平台。許多本地企業特別是中小企急需支援，特別是中小企更極需支援，以將線下業務轉為網上模式，確保能透過電子方式遙距營商，以緊貼市場並發展業務。

生產力局擔任政府「防疫抗疫基金」下「遙距營商計劃」的秘書處，助工商界轉危為機。計劃撥款額原訂為港幣5億元，其後於2021年1月增加至港幣19億元。本計劃旨在提供撥款，資助中小企採用網上工具或解決方案，以在疫情期間提供遙距服務，確保業務不會間斷。例如，零售店可利用電子商貿平台銷售貨品，食肆可使用網上訂餐及電子付款系統，提供外賣送遞服務，教育中心則可開辦網上課程，而診所亦可提供網上診症服務。上述數碼解決方案有助企業藉著數碼轉型來迎合新常態，在社交距離措施下仍可有效地向顧客提供貨品及服務。

HKPC was appointed by the Government as the Secretariat to assist the Commerce and Economic Development Bureau in approving funding for 20 production lines to produce masks for local use. As of end March 2021, these production lines had supplied around 400 million Made in Hong Kong masks in compliance with the international standards. HKPC was also engaged to provide technical support on machine testing and commissioning for 52 local mask production lines.

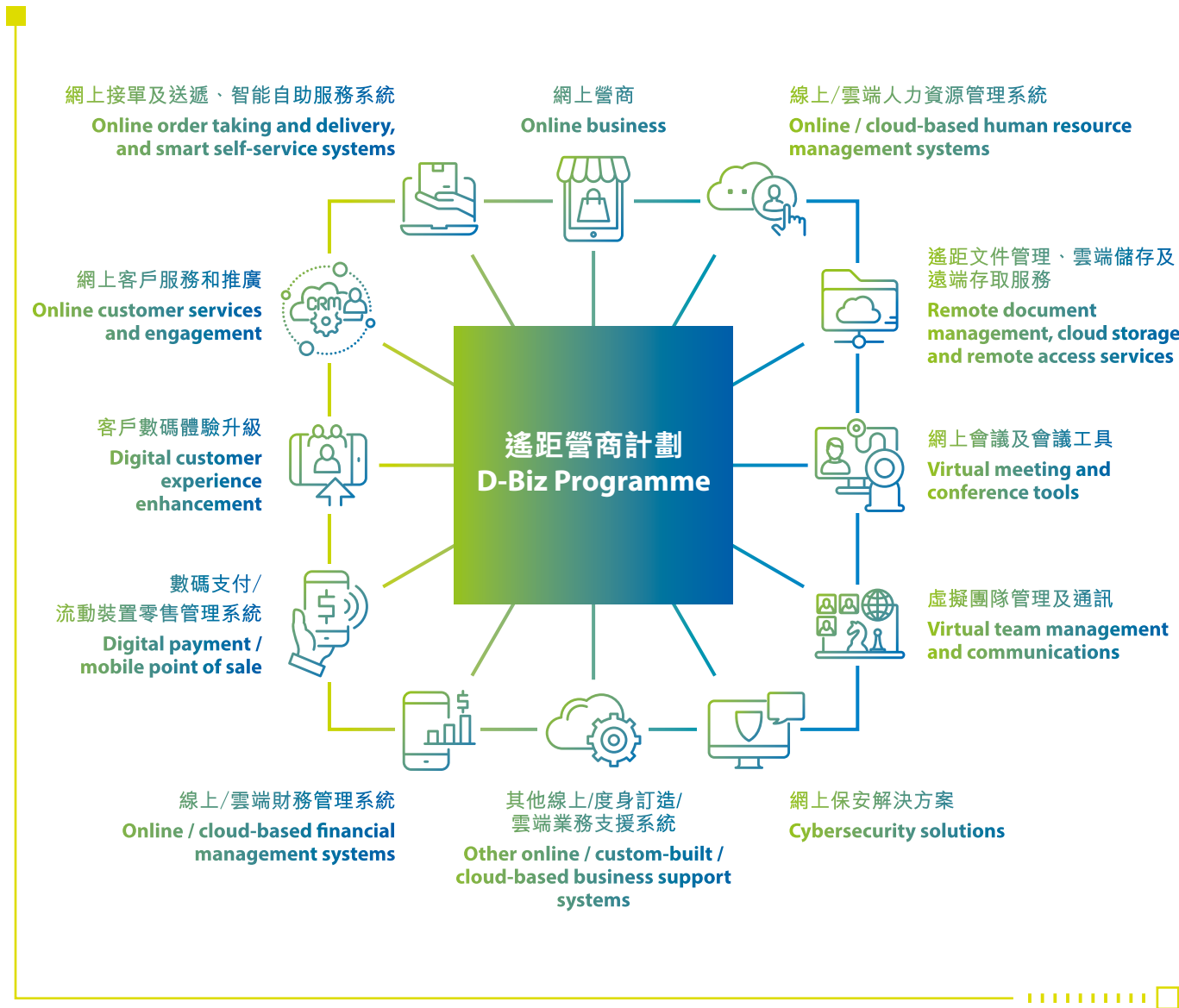
Thanks to concerted efforts of all parties to source materials for Hong Kong, and satisfactory output of the established local production lines, the supply of locally-made masks and their prices gradually stabilised. HKPC continued to stay close to the needs of society, and responded once again with our professionalism and dedication to make positive impact.

The Distance Business Programme

After the introduction of social distancing restrictions, more and more business activities turned to online platforms. Many local companies, especially small and medium enterprises (SMEs), were in great need of support to transform their offline operating practices into an online mode, allowing remote access via digital means to stay connected with the market for business development.

Assisting the industry in turning crises into opportunities, HKPC served as Secretariat for the Distance Business (D-Biz) Programme under the Government's Anti-epidemic Fund. With an original funding of HK\$500 million which was later increased to HK\$1.9 billion in January 2021, D-Biz Programme was designed to provide funding support to SMEs in adopting online tools or solutions, so as to continue their operations and provide remote services during the pandemic. For example, retail stores could adopt e-commerce platforms to sell their goods, restaurants could use online ordering and electronic payment systems to provide take-out catering services, education centers could set up online courses, and clinics could provide online consultations. These digital solutions helped businesses to achieve digital transformation for the New Norm, while continuing to offer goods and services to customers efficiently in spite of social distancing.

「遙距營商計劃」資助的數碼解決方案 Digital Solutions Supported under the D-Biz Programme



截至報告年度末，「遙距營商計劃」批出並獲申請人接納的申請達27,882宗，涉及的總資助額約港幣18億元。

營商環境不斷變化，不時帶來新的挑戰，生產力局一直靈活應對，致力支援工商界創優增值，抓緊新機遇，當中尤其重視中小企的需要，竭力為業界提供周全的服務。

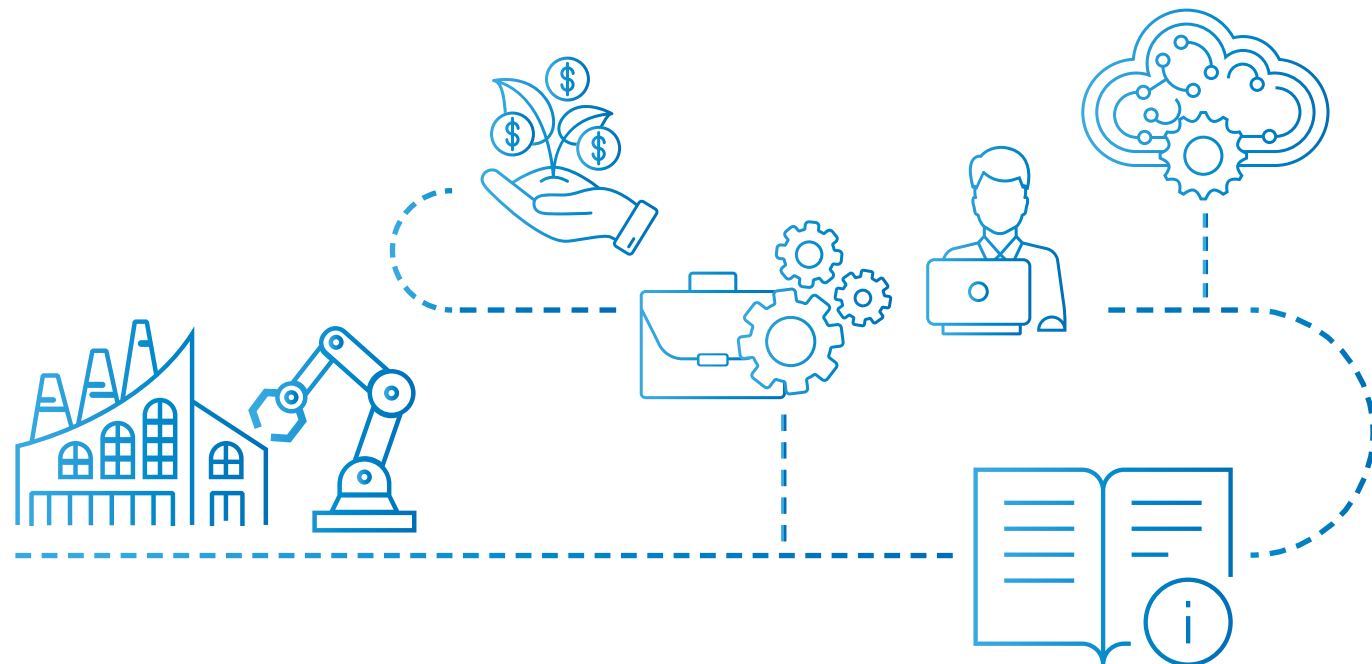
By the end of the reporting year, the D-Biz Programme approved 27,882 applications which were accepted by the applicants, involving funding of around HK\$1.8 billion.

Responding to the ever-changing business environment and new challenges, HKPC is committed to creating new values, new capabilities and new opportunities for businesses, in particular SMEs, and doing its utmost to provide comprehensive support to the industry.



生產力局致力促進工商業界及社會的生產力，透過技能提升、業界支援和跨行業協作帶來改變，推動可持續發展。本局按照既定程序，以負責任的方法推展市場活動和為客戶提供服務，並一直竭誠服務業界及社會，多年來與各界持份者建立穩健關係，回應他們的需要。

Promoting productivity for the industry and society, HKPC strives to drive changes for sustainable development through capacity building, industry support, and cross-sector collaboration. We follow established procedures and adhere to responsible practices in marketing and delivering services for our customers. Our ongoing efforts to serve the industry and community allow us to stay engaged with a wide range of stakeholders and respond to their needs.



提升工商業生產力 Enhancing Industry Productivity

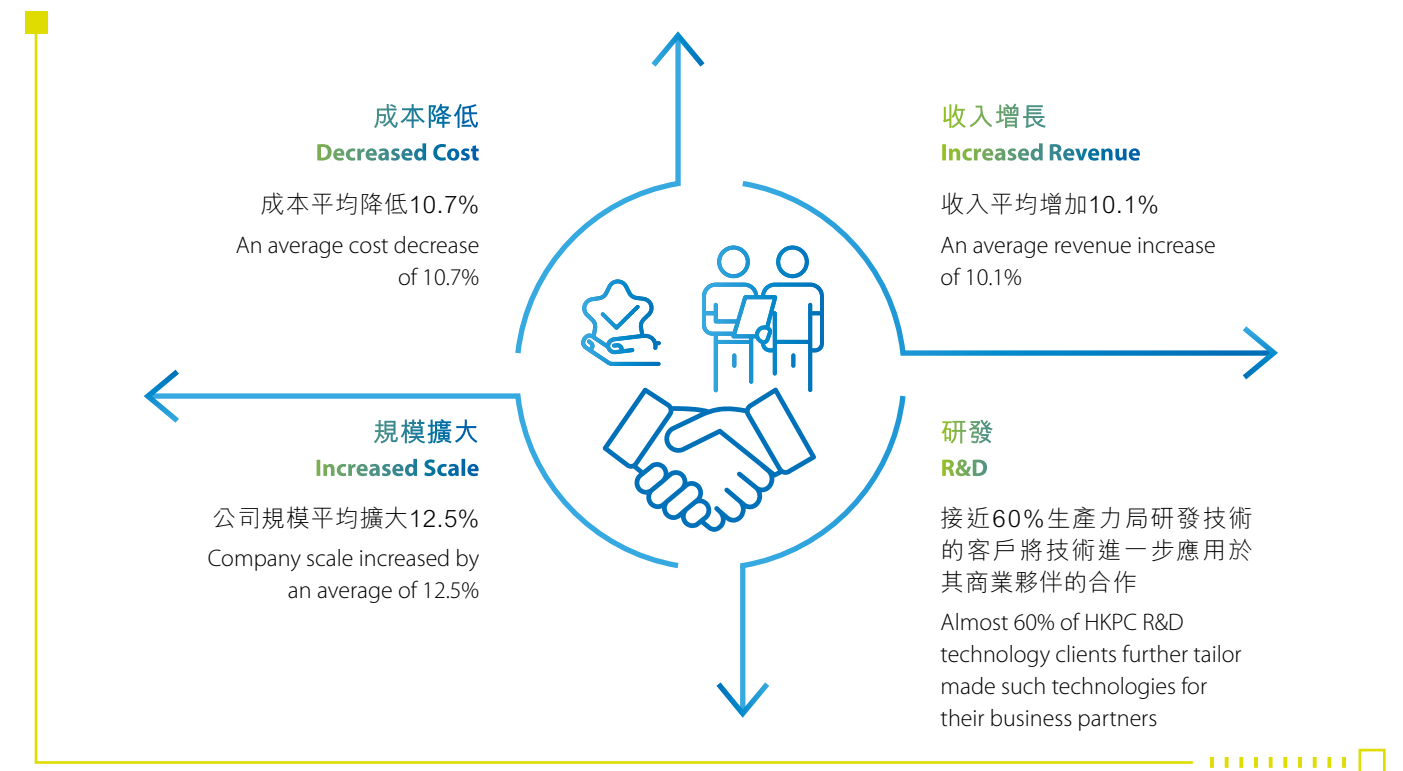
生產力局全力協助工商企業包括中小企提高業務能力和競爭力。我們提供研發技術及周邊服務如設備測試、技術支援等，協助企業增強生產力，踏上可持續發展之路。我們亦積極舉辦工作坊及研討會等活動，與業界分享經驗和知識，包括倡導業界實踐可持續發展。

HKPC is committed to supporting the industry, including small and medium enterprises (SMEs), to enhance their business capabilities and competitiveness. Our research and development (R&D) technologies and other services such as device testing and technical support allow enterprises to achieve productivity excellence and sustainable development. We also proactively share our experience and knowledge with the industry and promote sustainable business practices through workshops and seminars.

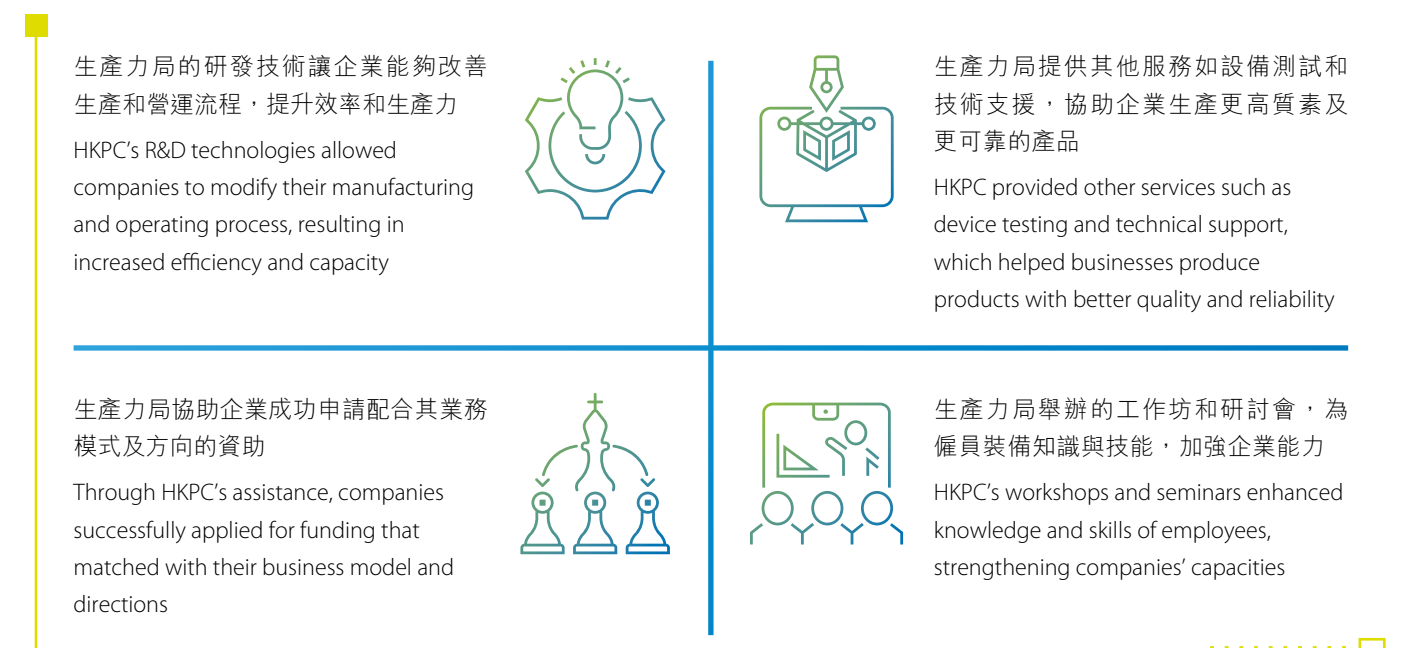
2021年，生產力局委託第三方顧問公司羅兵咸永道諮詢服務有限公司進行研究，評估生產力局工商業服務帶來的效益和價值。根據研究結果，近80%受訪客戶表示生產力局的服務為其在大灣區、中國內地及東盟國家的業務帶來正面影響。

In 2021, a study was conducted by PricewaterhouseCoopers Advisory Services Limited, a third-party consultant, to evaluate the impacts and values of HKPC services provided to the industry. Almost 80% of the HKPC clients participating in the study stated that our services had generated positive impacts on their businesses across the Greater Bay Area (GBA), Mainland China as well as ASEAN countries.

生產力局服務的重大實質經濟及社會效益 Major tangible economic and social impacts of HKPC services



生產力局服務的重大無形經濟及社會效益 Major intangible economic and social impacts of HKPC services



資料來源 Source:
PricewaterhouseCoopers Advisory Services Limited (PwC, June 2021) Report on Review of HKPC's Future Business Direction, Mode of Operation and Subvention Mode

促進大小企業發展 Supporting Development for Businesses of All Sizes

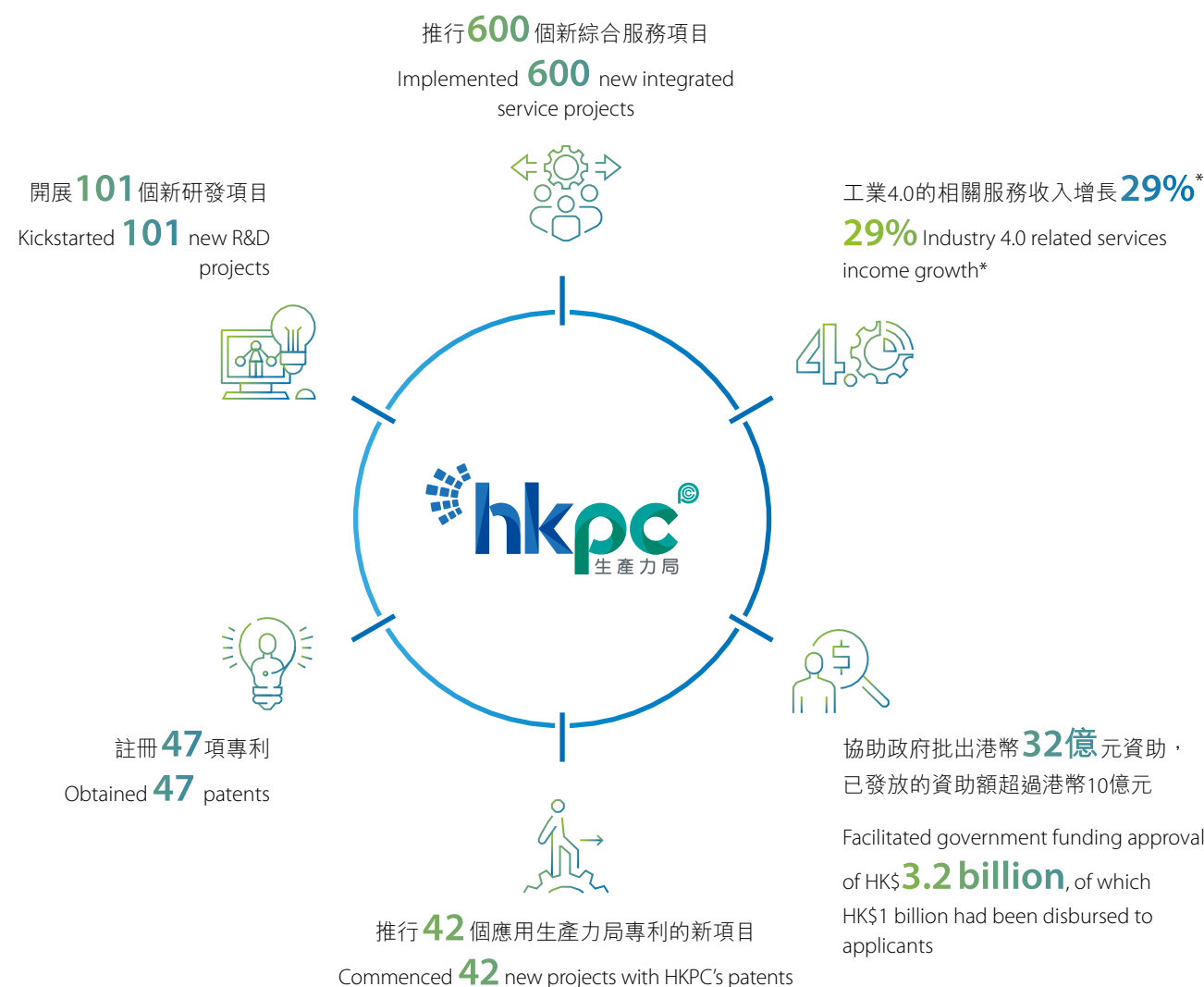
為與各行各業保持密切聯繫，了解他們的需要，本局持續舉辦各類型交流活動，並廣邀商會及本地企業(包括中小企)參與。於匯報年度，我們在各界持份者鼎力支持下，成功舉辦99場業界諮詢活動。

我們致力促進持份者共同合作，幫助他們轉移知識、提升技能、拓展網絡及建立應對不同挑戰的能力，取長補短。

To stay connected with different industry sectors and understand their needs, HKPC continued to organise engagement activities with trade associations and local enterprises, including SMEs. During the reporting year, a total of 99 industry consultation events were held with the support of stakeholders.

We facilitate collaboration among stakeholders and bridge the gaps through knowledge transfer, building capacity, developing network, and building resilience against various challenges.

2020/21年度生產力局服務概覽 HKPC Service Highlights in 2020/21



* 以2017/18至2020/21年均複合增長率計算
Calculated by 2017/18 to 2020/21 Compound Annual Growth Rate

此外，本局於匯報年度擔任11個政府資助計劃的秘書處及執行機構，協助中小企善用政府資助，推動業務創新及技術發展。

- ◆ 中醫藥發展基金
- ◆ 清潔生產伙伴計劃
- ◆ 發展品牌、升級轉型及拓展內銷市場的專項基金
- ◆ 遙距營商計劃(已於2020年10月31日截止申請)
- ◆ 綠色就業計劃：大專畢業生資助項目(2020年度申請於2020年8月20日截止)
- ◆ 本地口罩生產資助計劃(已於2020年4月24日截止申請)
- ◆ 專利申請資助計劃
- ◆ 第三方物流服務供應商資助先導計劃
- ◆ 回收基金
- ◆ 零售業人力需求管理科技應用支援計劃
- ◆ 智慧交通基金

HKPC also served as the secretariat and implementation organisation of 11 government funding schemes during the reporting year, helping SMEs leverage government funding resources for business innovations and technology development.

- ◆ Chinese Medicine Development Fund
- ◆ Cleaner Production Partnership Programme
- ◆ Dedicated Fund on Branding, Upgrading and Domestic Sales
- ◆ Distance Business Programme (Application closed on 31 October 2020)
- ◆ Green Employment Scheme: Graduates Subsidy Programme (Application for Year 2020 closed on 20 August 2020)
- ◆ Local Mask Production Subsidy Scheme (Application closed on 24 April 2020)
- ◆ Patent Application Grant
- ◆ Pilot Subsidy Scheme for Third-party Logistics Service Providers
- ◆ Recycling Fund
- ◆ Retail Technology Adoption Assistance Scheme for Manpower Demand Management
- ◆ Smart Traffic Fund

促進製造業蛻變

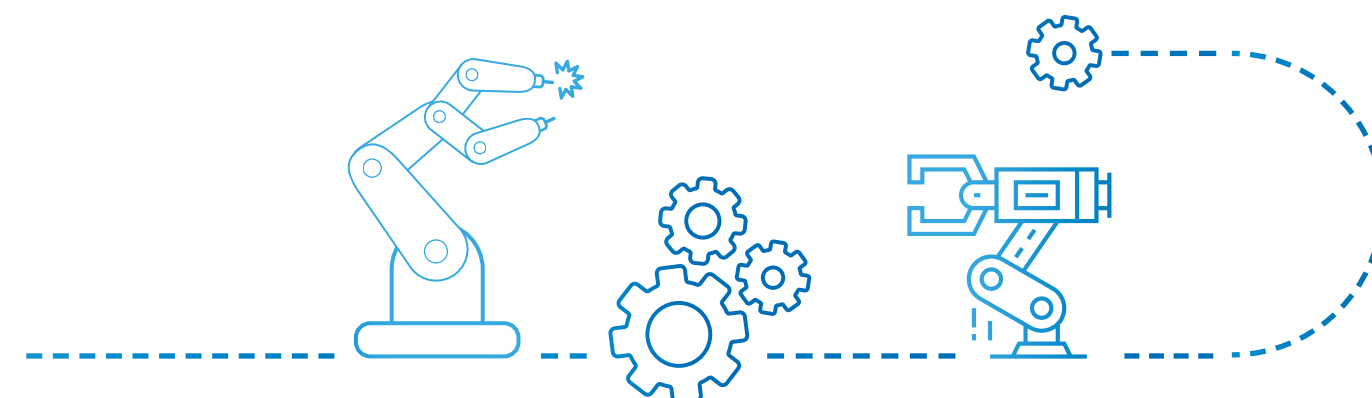
生產力局積極推動香港發展先進製造，支援企業應用嶄新先進製造技術，令製造業與時並進，邁向高增值時代。

我們應用工業4.0(i4.0)智能製造技術，為多間本地企業建立多條智能生產線，其高度自動化和智能化的生產程序不但有助提升生產力、減少能源耗用，更可減少人為失誤、廢料和次品，長遠節省成本同時避免浪費資源，協助製造業朝可持續發展的方向邁進。以下是生產力局協助企業實踐先進製造的成功例子。

Fostering Transformation of Manufacturing

HKPC has been actively promoting advanced manufacturing in Hong Kong and supporting enterprises in their move towards high value-added production by supporting their implementation of new smart technologies.

Applying Industry 4.0 (i4.0) smart manufacturing technologies, HKPC established a number of intelligent production lines for local companies. The highly automated and intelligent production processes not only enhance productivity and reduce energy consumption, but also reduce human errors, wastes and defective products, saving costs in the long run and avoiding waste of resources. Contributing to a sustainable future of the manufacturing industry, here are some successful cases of how HKPC assisted enterprises in implementing advanced manufacturing.



■ NiRoTech Limited 的「貓頭鷹」智能生產線

“OWL” Intelligent Production Line for NiRoTech Limited ■



-50%
生產線佔地
Land Use



-60%
生產線人手
Manpower



+150%
整體產能
Overall
Productivity



-30%
廢料率
Wasted
Materials

■ 協助嘉瑞國際控股有限公司升級改善大灣區生產線

Upgraded Production Line in the GBA for Ka Shui International Holdings ■

透過工業物聯網及實時車間可視化技術升級至工業4.0生產線，加上數據系統優化，公司營運效率和毛利率得以大幅提高，生產成本則下降。基於這次升級改造及其他因素，公司2020年純利錄得39.8%增長。

The production line was upgraded to i4.0 by integrating the industrial Internet of Things (IoT) and real-time visualisation. With the application of these technologies and continuous optimisation of information systems, the operational efficiency and gross profit margin of the company increased significantly, while manufacturing overhead decreased. Supported by this upgrade and other factors, the company's net profit grew by 39.8% in 2020.

■ 協助致豐工程有限公司自動收集數據及整合系統

Automatic Data Collection and System Integration for Trio Industrial Electronics Group Limited ■

透過收集實時數據、引進自動化設備及整合生產系統，促進製造業務及營運智能化。實踐工業4.0後，整體作業效率提升逾40%，公司現可開發更多高增值電子產品。

By applying real-time data collection, facilities automation and system integration, the company was able to make its manufacturing and operations smarter. The implementation of i4.0 boosted the overall work efficiency by over 40%, enabling the company to develop more high value-added electronics goods.

生產力局深信創新科技是企業克服時艱、再創業務高峰的關鍵要素。因此，我們致力協助香港企業掌握最新科技，以凝聚動力推進香港經濟復甦，助力未來發展。

HKPC strongly believes new technology is a key element for enterprises to combat the present adversity and take their business to new heights. Hence, we are committed to facilitating Hong Kong enterprises in harnessing new technology to lead economic recovery and future development.

再工業化主題展館 Reindustrialisation Theme Hall

生產力局於2021年3月聯同香港科技園公司(香港科技園)合辦「推動香港再工業化發展論壇暨主題展館開幕典禮」，並獲創新科技署(創科署)支持。生產力局與創科署及香港科技園組成「黃金鐵三角」，提供多元化支援服務，包括資助、基本設施、技術及人才等，推動香港再工業化。我們藉著再工業化主題展館設立期間，鼓勵本地及大灣區廠商在本港設立具創新技術的高增值生產線，以及協助廠商與相關機構進行配對，邁向工業4.0。

With support from the Innovation and Technology Commission (ITC), HKPC and the Hong Kong Science and Technology Parks Corporation (HKSTP) co-organised the “Accelerating Reindustrialisation in Hong Kong and Theme Hall Opening Ceremony” in March 2021. Forming a “Golden Triangle” with ITC and HKSTP, HKPC is committed to providing diverse support for reindustrialisation in Hong Kong, ranging from funding, infrastructure, technology to talent. Through the launch of the Reindustrialisation Theme Hall, we encouraged local and Greater Bay Area manufacturers to set up high value-added production lines in Hong Kong, and helped manufacturers identify available support to achieve reindustrialisation.



生產力局主席林宣武先生於「推動香港再工業化發展論壇暨主題展館開幕典禮」致歡迎辭
Welcome Speech delivered by Mr Willy Lin, Chairman of HKPC, at the Accelerating Reindustrialisation in the Hong Kong and Theme Hall Opening Ceremony

推動數碼轉型

數碼化轉型是企業實現可持續發展的通道，生產力局矢志協助香港企業善用數碼科技，為整個價值鏈創優增值。

Promoting Digital Transformation

Digital transformation fuels enterprises to achieve sustainable development. HKPC is committed to assisting local industries in utilising digital technology for quality improvement and value creation throughout the value chain.

推動智慧零售 Promoting Smart Retail

為幫助香港零售商採用最新零售科技，藉此加強競爭力及抓緊大灣區市場商機，生產力局於2020年與香港零售管理協會協辦「智慧零售·科技帶頭」計劃，並獲得工商機構支援基金資助。逾1,000人參與該計劃的多場會議、研討會及展覽。

To help local retailers accelerate the adoption of retail technology to strengthen their competitiveness and identify business opportunities in the GBA market, HKPC joined hands with the Hong Kong Retail Management Association to implement the “Enter the Era of Smart Retail” programme funded by the Trade and Industrial Organisation Support Fund in 2020. More than 1,000 participants attended conference, seminars, and exhibitions of the programme.



2021年10月安排實地參觀活動，讓參加者探討和觀摩如何應用智慧零售科技
A site visit of explorations and applications of smart retail technologies organised in October 2021

網絡保安 Cyber Security

現今世界科技掛帥，網絡風險無處不在，年青一代也難免面對網絡安全問題。為加強年輕人的網絡保安意識和培育更多資訊科技專才，生產力局聯同轄下香港電腦保安事故協調中心(HKCERT)在網上合辦隊制形式的「香港網絡保安新生代奪旗挑戰賽2020」，反應非常熱烈，全港37間中學和19間大專院校派出近540名學生組成156隊參賽。參賽學生可從中學學習及應用密碼學、編程概念、網絡鑑證等網絡保安知識與技能，汲取知識打穩基礎，日後繼續進修網絡保安或相關課題。

Cyber risks are commonplace in today's technology-driven world. They affect everyone and the younger generation is no exception. To enhance the cyber security awareness of young people and develop more IT talents, HKPC and its Hong Kong Computer Emergency Response Team Coordination Centre (HKCERT) jointly hosted the "Hong Kong Cyber Security New Generation Capture the Flag Challenge 2020" online team competition. The event received overwhelming response from 37 secondary schools plus 19 tertiary institutions, which sent 156 teams comprising of nearly 540 students in total. During the contest, the students were encouraged to learn and utilise cyber security knowledge and skills, such as cryptography, programming concept and forensics. Cyber security knowledge helped lay the foundation for the students to pursue further learning on cyber security or relevant areas.



香港網絡保安新生代奪旗挑戰賽2020
Hong Kong Cyber Security New Generation Capture the Flag Challenge 2020

洞悉中小企的需要

香港所有註冊商業機構中，超過98%是中小企業，他們是推動香港持續發展的中流砥柱。為回應中小企的獨特需要，政府委託生產力局營運的專責支援小組「中小企資援組」於2020年1月1日起投入服務，協助中小企選擇合適的政府資助計劃方案、解答有關申請的問題，並透過與中小企直接見面會談、舉辦展覽及研討會等提供資訊。於匯報年度，中小企資援組共舉辦及參與45項外展活動、3場展覽和10個研討會，並回應約5,400宗查詢。

為協助本地中小企及初創企業持續發展及提升競爭力，生產力局同時設有「一站式」支援服務「中小企一站通」，於報告年內舉辦了一系列研討會，提供資助計劃、營商及科技轉型等各項資訊分享，錄得約1,700人次參與；並處理約1,600項有關申請資助、業務發展及技術支援相關的查詢。

Understanding the Needs of SMEs

Constituting over 98% of registered business establishments in Hong Kong, SMEs contribute significantly to the city's sustainable development. HKPC's SME ReachOut is there to address their unique business needs. SME ReachOut, whom the government has commissioned HKPC to operate, was launched in 1 January 2020 to help SMEs identify suitable government funding schemes, and answer enquiries regarding applications. SME ReachOut provides services via face-to-face meetings with SMEs, exhibitions, seminars and etc. During the reporting year, SME ReachOut organised and participated in 45 outreach activities, 3 exhibitions and 10 seminars, and responded to about 5,400 inquiries.

In order to facilitate local SMEs and Startups to sustain their businesses' competitiveness, HKPC also set up an "One-stop" supporting service hub SME One. A series of seminars for SMEs on funding schemes, technology transformation, market insights and business trends were organised by SME One during the reporting year with about 1,700 participants. Around 1,600 inquiries on funding schemes, business development and technical support were handled.

資助基金推廣 Fund Fair

2020年，我們主辦了「資助基金網絡互動推廣周」及「資助基金推廣全面觀2020」網上展覽，為中小企和初創企業提供有關政府資助的第一手資訊，協助中小企及各行各業善用政府資助建立業務復原力，積極投入疫後經濟謀求發展。業界的反應十分踴躍，「資助基金推廣全面觀2020」共有逾3萬人次參加，另約有15,000個工商業代表參觀逾50個虛擬展覽攤位，網站點擊逾18萬次。



資助基金推廣全面觀2020
Fund Fair Everywhere 2020

To support SMEs and industries to build business resilience and engage in the post-adversity economy, HKPC organised the "Fund Fair GO Online" and "Fund Fair Everywhere 2020" virtual exhibitions in 2020 to provide SMEs and startups with first-hand information on government funding schemes and programmes. "Fund Fair Everywhere 2020" attracted overwhelming response from more than 30,000 participants, while about 15,000 industrial representatives visited over 50 virtual exhibition booths, and the online portal recorded a traffic of over 180,000 visits.

網上採購會 Sourcing Fair

我們於2020年10月舉辦本地大型線上採購會「生產力局Sourcing Fair 2020」，讓潛在供應商包括初創及中小企，了解本地市場最新的科技發展，以及獲取生產力局及其他支持機構對五大應用範疇的採購需求，包括大數據、人工智能、5G、物聯網、機械人技術、先進材料與機械和數碼轉型，旨在促成更多與中小企的採購交易和合作。中小企可藉此良機向各大機構展示其優質產品及服務，發掘潛在商機。

To foster sourcing businesses and partnership with SMEs, HKPC organised a large-scale local sourcing event, HKPC Sourcing Fair 2020, in October 2020 to keep potential suppliers including SMEs and startups abreast of the latest technological offerings in the local market, as well as the procurement needs of HKPC and other supporting organisations on five major applied technologies, including big data, artificial intelligence (AI), 5G, IoT, robotics, advanced material & machinery, and digital transformation. The Fair showcased participating SMEs' sophisticated products and services, and unleashed the potential business opportunities therein.



舉辦「生產力局Sourcing Fair 2020」，務求促成更多與中小企的交易與合作
"HKPC Sourcing Fair 2020" was held to foster sourcing business and partnerships with SMEs

智瞻 ForeSight

生產力局的責任是協助本地企業緊貼經濟發展的脈搏，掌握最新科技發展的資訊。2020年11月，我們舉辦為期五天的「智瞻2021」大型網上論壇，有幸邀得逾50位商界及學術界重量級嘉賓擔任講者，以「掌握先機 扭轉困局」為主題，深入探討企業轉型、技術創新及最新經濟發展趨勢，讓企業打開思路，作好準備迎接2021年及以後的嶄新經濟紀元。活動深受中小企歡迎，錄得逾26萬點擊次數。

HKPC shoulders the responsibility to help local companies gain insights into impending economic development and technology trends. A five-day virtual forum – “ForeSight 2021” drew upon more than 50 business heavyweights and academics in November 2020 to dive deep into enterprise transformation, technology innovation and new economic development under the theme of “Innovation Pivot New Economy”. Well-received by SMEs with over 260k hits, this thought-provoking event helped enterprises gear up for the new economic era of 2021 and beyond.



淬煉技能迎接未來

生產力局提供一系列FutureSkills(未來技能)課程，涵蓋從科技知識到溝通和管理等14個主題，讓不同年齡層及行業的人士掌握在未來工作成功的必要技能。生產力學院年內舉辦了559個培訓課程，範疇涵蓋環境科技、資訊科技、管理系統及製造技術。

培植人才對推進科技發展舉足輕重，生產力局自2018年開始推行「再工業化及科技培訓計劃」，以2(政府)對1(企業)的配對形式資助本地企業人員接受先進科技培訓，尤其是與工業4.0有關的培訓。生產力學院按照計劃提供逾100個先進科技及多元化培訓課程和服務，促進企業的創新能力及競爭力的同時亦推動可持續發展。

2020年5月，本局舉行首個網上招聘展，為有意加入生產力局的人才構築事業大道，實現創科夢想。招聘展提供大約100個職位空缺，涵蓋智能製造、機械人和人工智能、智慧城市及數碼轉型等，推動創科業發展。

Developing Skills for Future

HKPC offered a range of FutureSkills training programmes in 14 areas including technological knowledge, communication and management, etc. Participants of all ages and industries could acquire essential skills for success in the future workplace. HKPC Academy organised 559 training programmes covering Environmental Technologies, Information Technologies, Management Systems and Manufacturing Technologies in the year under review.

Talent nurturing is an essential part of technology development. The Government has been promoting the Re-industrialisation and Technology Training Programme since 2018, which funds local enterprises on a 2 (Government): 1 (Enterprise) matching basis for their staff to receive training in advanced technologies, especially those related to Industry 4.0. Under the programme, HKPC Academy provides enterprises with more than 100 courses in advanced technologies and diversified training services to enhance their innovative capability, competitiveness and sustainability.

In May 2020, HKPC hosted the first-ever Virtual Recruitment Fair to pave the way for talent who wish to join HKPC for realising their dreams of innovation and technology (I&T). The recruitment fair offered about 100 positions covering smart manufacturing, robotics and artificial intelligence, smart city, and digital transformation, etc., which contribute to the development of I&T.

促進各年齡階層發展 Supporting Development for All Ages

人力資源是香港發展不可或缺的基石，若要成功實踐可持續發展，培育本地人才就是關鍵。本局致力善用我們的專業技術和知識，為香港工商業培植技能卓越的人才。

Human capital is the most important driving force for the development of Hong Kong. Hence, nurturing local talent is the key to sustainability. We are committed to contributing our professional expertise and industry knowledge to help build a pool of highly skilled talent for the Hong Kong industries.



生產力局於2020年5月首次舉辦虛擬招聘博覽會
HKPC's First Virtual Recruitment Fair in May 2020



培養青年創業家和人才

今日的世界着重知識和創新，為滿足日益殷切的人才需求，我們訂下目標，建立創新生態系統以孕育初創企業、創業家和新一代STEM專才。生產力局的知創空間是初創企業和發明家的支援網絡，此外並提供政府資助計劃的諮詢服務，加強企業的應對能力。

為培養中小學生的STEM知識，以及羅致大學畢業生建立本地人才庫，生產力局與STEM教育工作者及專上院校攜手合作，強化本地人才供應。我們的STEM學界及大學精英培訓計劃為學生提供STEM動手實習經驗和機器培訓課程，例如3D打印機、激光切割機及傳統金屬加工機，讓學生把意念化為成品，並可以吸收有關業界創新項目與創業的知識。

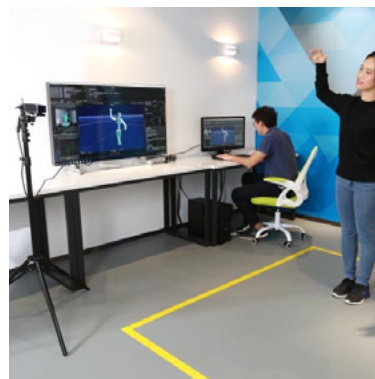
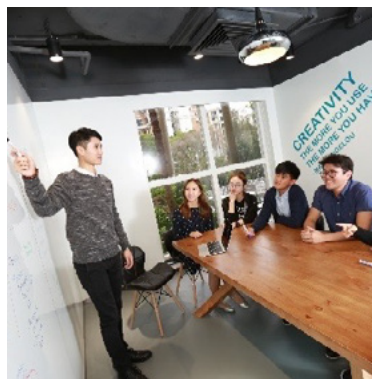
Nurturing Young Entrepreneurs and Talent

To meet increasing demands in today's knowledge and innovation driven world, we aim to create an innovative ecosystem for startup, entrepreneurs and next-generation STEM talent. HKPC launched a startup platform "Inno Space" which features a supporting network for startups and inventors, in addition to offering consultation services on relevant Government funding schemes to enhance their business resilience.

To cultivate STEM literacy in primary and secondary schools, as well as to build a local talent base sourced from university graduates, HKPC collaborated with STEM educators and tertiary institutions to strengthen the supply of local talent. The STEM Talent Scheme for Schools and Universities provided students with practical hands-on experience in STEM and machine learning, such as 3D printer, laser cutting machine and traditional metal machining, turning their ideas into prototypes and gaining knowledge on disruptive business models and entrepreneurship.

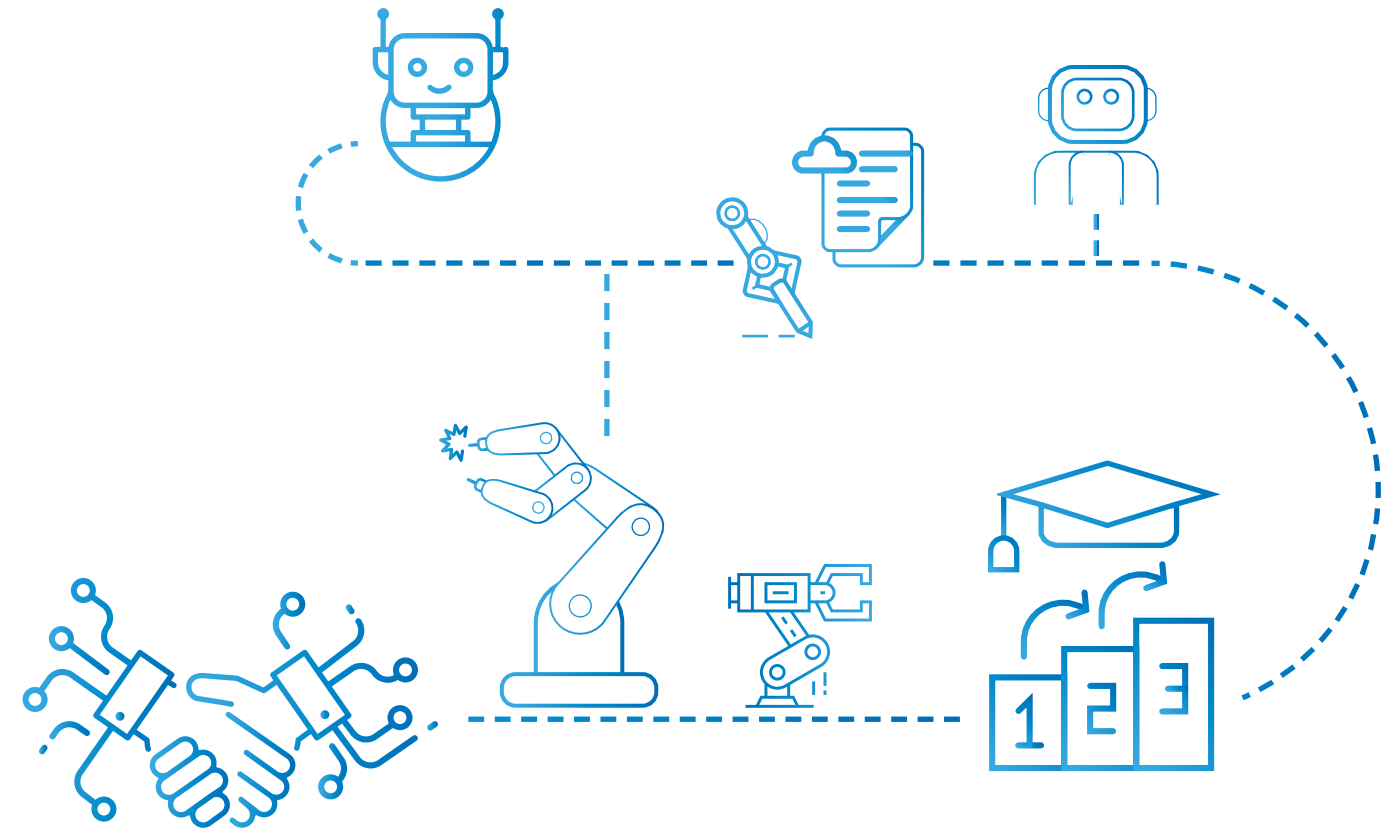


與教育界夥伴在知創空間合辦STEM工作坊及活動
STEM workshops and activities organised in collaboration with educational partners at Inno Space



2021年2月，生產力局與香港中文大學工程學院簽署諒解備忘錄，承諾攜手培育新一代創科人才，為香港孕育更多「InnoTalent」。是次合作為有志於學習創科知識的學生提供實戰和交流機會，盡展所長，為香港的經濟、工商業及學界注入新動力，創造有利條件推動創科發展及再工業化。

In February 2021, HKPC and the Faculty of Engineering of The Chinese University of Hong Kong signed a Memorandum of Understanding, pledging to jointly nurture a new generation of I&T talent and incubate more InnoTalent in Hong Kong. Under this partnership, students who are interested in I&T learning are given practice and exchange opportunities to develop their technological talents, which will in turn invigorate Hong Kong's economy, industries and academia with new impetus, and create favourable conditions to support the I&T development and reindustrialisation.



推廣樂齡科技

隨著香港人口老化步伐迅速，社會愈來愈認同使用新科技滿足長者及護理者的需要。樂齡科技是現時國際公認解決人口老化問題的關鍵。

生產力局牽頭成立香港首個樂齡科技產業聯盟「智齡」GLink，締造樂齡科技使用者與服務供應商分享資訊的平台，加強嶄新樂齡產品及服務的研發，構建智能樂齡社區。為促進跨行業夥伴合作，掌握樂齡科技市場的潛在商機，我們於2020年12月舉辦網上「樂齡科技高峰論壇」，邀請來自政府部門及多個業界的專家講者，共同剖析樂齡科技的最新趨勢及發展。

Promoting GeronTech

With our city's population ageing rapidly, there is a growing consensus on using novel technology to meet the needs of the elderly and their caregivers. Gerontechnology (GeronTech), combining gerontology with technology, is widely recognised as a key to tackle this challenge.

HKPC spearheaded the establishment of Hong Kong's first gerontechnology industry cluster - GLink, creating an information sharing platform for GeronTech users and service providers, also accelerating R&D of innovative GeronTech products and services and achieving the building of smart ageing community. To foster cross-industry collaboration and grasp business potentials of the GeronTech market, a "Gerontechnology Conference – Insight of Gerontechnology in Hong Kong" was organised in December 2020. Experts from Government departments and industries were invited to shed light on the latest trend and development of GeronTech in various aspects.



生產力局多年來熱衷於向商界和中小企宣揚可持續發展理念，推行各類計劃協助構建綠色社會之餘，對自身的環境表現也極為關注，務求不斷改進，藉以緩解對環境的潛在影響及建立氣候應變能力。

Over the years, HKPC has always been dedicated to advocating sustainability among the business sectors and SMEs. On top of contributing to the development of a greener society through various initiatives, HKPC has also strengthened efforts to ensure continuous improvement of our environmental performance, so as to mitigate our potential environmental impact and build climate resilience.

推動建構綠色社會 Driving a Greener Society

生產力局與政府和工商業緊密合作，並積極研發創新科技，致力推動各行各業的可持續發展。我們全面投放資源支持政府的環保倡議，同時推廣有助減少排放和提高能源效益的先進技術。

HKPC strives to promote sustainable development of industries through close collaboration with the Government and the business sector, as well as through technological innovations. We continue to step up efforts in supporting the Government's environmental protection initiatives and promoting advanced technologies for reducing emissions and enhancing energy efficiency.

支持政府的環保倡議

政府於2017年公布《香港氣候行動藍圖2030+》，訂立了多個重要的環保範疇、主要措施及目標，當中包括推廣科技應用以優化環境表現，而最新的《香港氣候行動藍圖2050》亦於2021年公布。生產力局全力支持有關倡議，並擔任多個與環保有關的資助計劃的執行夥伴，鼓勵業界以創新技術，締造良好的環境效益。

Supporting the Government's Environmental Initiatives

The Government released its Climate Action Plan 2030+ in 2017 which identified a few focus areas, key measures and targets, including promoting technology application to enhance environmental performance. The latest Hong Kong's Climate Action Plan 2050 has also been released in 2021. Giving full support, HKPC serves as the implementation partner for several environmental funding schemes to encourage industries to drive technology innovations that make a green impact.

清潔生產伙伴計劃 Cleaner Production Partnership Programme

截至本匯報年度，生產力局擔任清潔生產伙伴計劃(下稱「計劃」)的執行機構已約13年，一直協助環境保護署(環保署)和當時的廣東省經濟及信息化委員會(現稱廣東省工業和信息化廳)鼓勵和促進在香港及廣東省經營的港資工廠採用清潔生產技術與作業方式。計劃實施以來，在污染物及污水減排方面取得良好成效，也可協助參與企業改善資源效益、降低成本、加強競爭力和提升企業形象。有見計劃的環境裨益甚廣，政府遂於2020年6月宣布延長計劃期至2025年3月31日，並向計劃增撥港幣3億1千1百萬元。隨着計劃進入新階段，我們將加倍努力，積極推廣減少揮發性有機化合物及氮氧化物的技術或作業流程，更會將地域範圍擴闊至涵蓋廣東省。

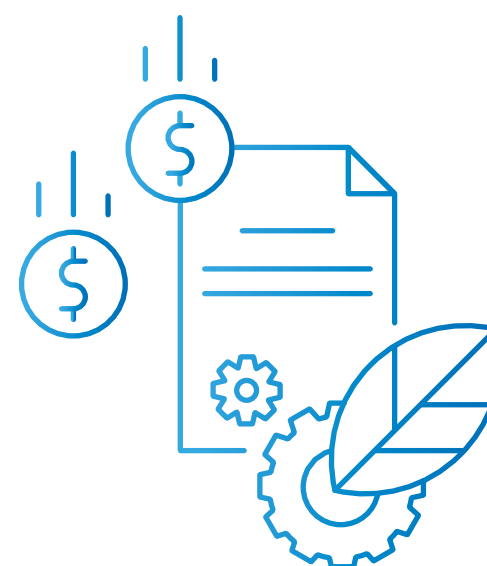
As the implementation agent of the Cleaner Production Partnership Programme (the Programme) for around 13 years as of the reporting year, HKPC assisted the Environmental Protection Department (EPD) and the former Economic and Information Commission of Guangdong Province (currently the Department of Industry and Information Technology of Guangdong Province) in encouraging and facilitating Hong Kong-owned factories to adopt cleaner production technologies and practices in Hong Kong and Guangdong. The Programme has contributed to the minimisation of emissions and effluents, while enabling participants to improve resource efficiency, lower costs, enhance competitiveness, and boost corporate image. Encouraged by the tremendous environmental benefits, the Government announced in June 2020 an extension to the Programme until 31 March 2025, with an additional funding of HK\$311 million. More efforts would be placed in the new phase of the Programme to promote volatile organic compound (VOC) and nitrogen oxides (NOx) reduction technologies or processes, with the geographical coverage being extended to cover the entire Guangdong Province.

除了協助合資格企業申請資助，生產力局亦獲政府委任為不同行業的清潔生產技術制訂參考基準，以助廠商評估表現。為協助廠商採用清潔生產技術，我們亦參與「清潔生產工具箱」的開發，讓廠商利用此簡易的網上平台搜尋實用資訊，了解適用於不同生產程序的清潔生產技術及其成本效益。

In addition to supporting the funding processes of eligible businesses, HKPC was also commissioned by the Government to establish cleaner production reference benchmarks for different industry sectors to evaluate their own performances. In order to help factories achieve cleaner production, HKPC also contributed to the development of the Cleaner Production Toolbox, a user-friendly web platform with useful information about the technologies including cost-effectiveness, which is applicable to different production processes.



清潔生產伙伴計劃概覽 (2008年4月–2021年3月) Highlights of the Cleaner Production Partnership Programme (April 2008 – March 2021)



批出 **1,045** 個項目及活動，資助額超過港幣
1億3千3百萬元；

Approved over HK\$ **133** million for **1,045**
projects and activities;

批出 **551** 個示範項目，每年可節省：

Approved **551** demonstration projects,
which could annually reduce:



2,700 太焦耳
tera-joules

能源消耗量
of energy consumption



>9,000 公噸
tonnes

空氣污染物
of air pollutants



2.87 百萬公噸
million tonnes

污水排放
of effluent discharge

回收基金 Recycling Fund

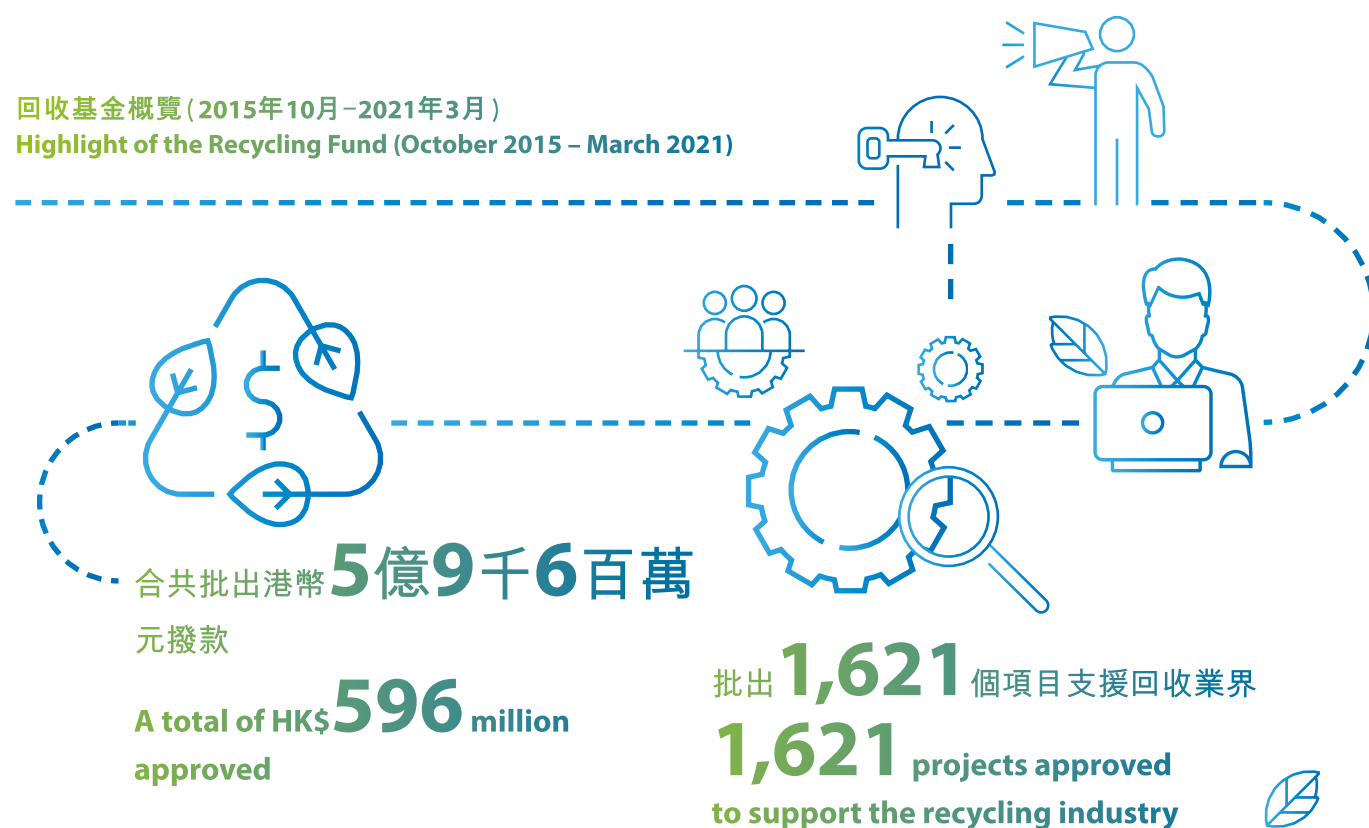
政府於2015年配合減廢策略設立港幣10億元的回收基金(下稱「基金」)，為本地回收業提供資助，促進其可持續發展。為協助回收業鞏固營運能力和效率，基金設有「企業資助計劃」及「行業支援計劃」，分別資助個別回收企業以及非分配利潤組織。

截至匯報年度，生產力局已擔任基金的執行伙伴及秘書處五年多，期間一直提供專業支援，協助籌備、推廣、管理、執行及監察基金的相關活動。2021年，政府再為基金注資港幣10億元以繼續支援業界。基金的申請期限現已延長至2027年，生產力局將繼續與政府和業界緊密合作，推動回收業可持續發展。

In line with the waste reduction strategy of the Government, the Recycling Fund (the Fund) of HK\$1 billion was launched in 2015 to support the sustainable development of the local recycling industry. To help the recycling industry upgrade its operational capabilities and efficiency, the Enterprise Support Programme (ESP) and Industry Support Programme (ISP) of the Fund provide funding support to individual enterprises and non-profit distributing organisations (NPOs) respectively.

As the Implementation Partner and the Secretariat of the Fund, HKPC has been contributing support and expertise for over five years as of the reporting year, by taking up the responsibility to facilitate the development, promotion, management, operation, and monitoring of associated activities. In 2021, the Government injected an additional HK\$1 billion to the Fund to render continuous support to the trade. The application period of the Fund has also been extended to 2027. HKPC will continue to collaborate with the Government and the trade industry closely to drive the sustainable development of the recycling industry.

回收基金概覽 (2015年10月–2021年3月) Highlight of the Recycling Fund (October 2015 – March 2021)



嘉許傑出的環境表現

生產力局支持多項可持續發展獎項計劃，不遺餘力地推動社會可持續發展。

「香港環境卓越大獎」由環境運動委員會聯同環保署及多個機構合辦，生產力局自2008年至今一直擔任此獎項的技術顧問，亦是合辦機構之一。此獎項旨在嘉許承諾和致力保護環境的企業及機構，藉此鼓勵各界努力作出貢獻，共創美好環境。

此獎項每年均吸引大量不同界別的企業及機構參加：

Recognising Environmental Achievements

HKPC strives to foster sustainable social development through supporting multiple sustainability award schemes.

Led by the Environmental Campaign Committee alongside the EPD and in conjunction with other organisations, HKPC has been the technical consultant and one of the co-organisers for the Hong Kong Awards for Environmental Excellence (HKAEE) since 2008. The award aims to recognise businesses and organisations for their commitment and efforts in different aspects of environmental protection, so as to encourage them to strive for environmental betterment.

The sector-specific competition attracts an overwhelming response every year:

2020年共有 **2,785** 家來自 **15** 個行業的機構報名，
機構數目較2008年增加七倍多，當中 **47** 家機構獲得金、銀或銅獎。

In 2020, **2,785** applications from **15** industry sectors were received, more than a sevenfold increase compared with the number of entries in 2008, among which **47** won gold, silver or bronze awards.

香港環境卓越大獎 HKAEE
(生產力局合辦 Co-organised by HKPC)

本局除透過此獎項創造誘因，推動機構提升環境表現，亦藉此向業界宣揚環保心得和要訣。於2020/21年度，我們舉辦了4場網上研討會，邀請得獎機構與工商界分享寶貴經驗，讓與會者取眾之長，採取行動優化香港環境。

Through HKAEE, apart from providing incentives for organisations to enhance their environmental performance, we also promote the best practices in implementing environmental initiatives. In 2020/21, four webinars were held for winners to share their valuable experiences, benefitting the industry with insights into driving environmental enhancement.

發展創新環境科技

生產力局矢志營造更可持續的生活環境，因此不斷研發採用先進技術的創新綠色方案，同時提倡工商業採用最佳的環保措施。我們研發了多種環保科技應對不同環境問題，涵蓋污水控制、廢物管理、降低排放、食品安全及能源效益等範疇。例如，為防止堆填區污水造成污染，生產力局為環保署進行了堆填區滲濾液處理的技術研究，並發明獨特的化學處理方式，能有效地減少滲濾污水中的污染成分和淨化滲濾液的顏色。

Driving Environmental Technology Innovation

Striving for a more sustainable living environment, HKPC continues to develop innovative green solutions based on advanced technologies and promote the best environmental practices to the industry. We developed environmental technology solutions to address various challenges relating to effluent control, waste management, emission reduction, food safety and energy efficiency, etc. For example, to prevent effluent pollution from landfills, HKPC conducted a technical research on landfill leachate treatment for the EPD, and invented a unique chemical treatment method that could reduce the pollutant content effectively and purify the colour of the leachate.

而為保障食物安全及能源效益，生產力局協助香港一家製造商研發包裝食品高壓處理系統，此項目獲創新科技署撥款資助。該系統在常溫下以高壓消毒殺菌，可大幅減少能源消耗及熱能排放，亦可節省運輸及庫存所需的能源和成本。此外，用於高壓處理的水可以回收再用。

生產力局配合政府推廣電動車的倡議，於匯報年度為環保署推行諮詢項目，制訂多套關於本地電動公共小巴及相關快速充電設施的技術指引。有關指引於2020年10月發佈，向生產此類設施的電動車製造商及充電設施供應商闡述相關的基本規格。

To protect food safety and enhance energy efficiency, HKPC assisted a local manufacturer to develop a High-Pressure Food Processing System for Packaged Food (HPP) with subsidy from ITC. The HPP technology utilises high pressure at room temperature for sterilisation, which significantly reduces the energy consumption and heat emission, as well as energy and costs for shipping and storage. Furthermore, the water used for the HPP technology can be recycled.

During the reporting year, to support the Government's initiative to promote the adoption of electronic vehicles, HKPC implemented a consultancy project for EPD to develop technical guidelines for local fast-charging electric public light buses (e-PLBs) and associated charging facilities. Published in October 2020, the guidelines provide basic specifications and requirements to electric vehicle manufacturers and charging service providers in manufacturing these facilities.

「廚餘再生俠」革新廚餘收集及處理方式

Food TranSmarter for Food Waste Collection and Treatment

生產力局全力響應政府於2021年2月公佈的《香港資源循環藍圖2035》的「全民減廢・資源循環・零廢堆填」願景，與本地一家公司聯合研發「廚餘再生俠」，簡化廚餘收集及處理過程。項目由「創新及科技基金 — 公營機構試用計劃」資助，並在香港中文大學(中大)進行試用。

現時廚餘收集牽涉大量人力及運輸成本，需以人手將廚餘分類，廚餘亦需暫存於廚餘桶等待不定期收集，亦可能導致臭味問題。「廚餘再生俠」結合機械及生物降解技術，革新廚餘回收方式，是全港首個可自動將廚餘液化成漿液的處理系統。吸缸車只需每星期來往收集點1至2次收集廚餘漿液，並運往政府轄下的中央處理設施進一步處理及轉化為電能。「廚餘再生俠」能從廚餘提取多達97%可重用物質轉化成廚餘漿液，只餘下少於3%不可分解垃圾需棄置。系統還內置除臭裝置，以減輕廚餘分解和抽取漿液時發出的氣味。

2020年9月，中大校園四間餐廳率先成為「廚餘再生俠」項目試點，每日處理量為500公斤。系統運作試驗十分成功，截至2021年3月，合共回收和處理25公噸廚餘，轉化為7,500千瓦時電力，足證「廚餘再生俠」能簡化廚餘回收流程並減少廚餘運往堆填區，更可轉廢為能，有助舒緩堆填區的沉重壓力。

生產力局將積極推動「廚餘再生俠」於更多處所如商場、屋苑等廣泛應用。我們未來會繼續竭盡所能，借助先進科技並與各界持份者廣泛合作，解決香港的廚餘問題。

In February 2021, the Government announced the vision of "Waste • Reduction • Resources Circulation • Zero Landfill" in the Waste Blueprint for Hong Kong 2035. In view of this, HKPC collaborated with a local company to develop the Food TranSmarter to facilitate food waste collection and handling, with funding support from the Public Sector Trial Scheme – Information and Technology Fund, and a pilot scheme was taken place in The Chinese University of Hong Kong (CUHK).

Currently, a huge labour and logistic cost is involved in food waste collection. While the staff need to carry out food waste sorting by themselves, bad odour may also be generated when the food waste is temporarily stored in the collection bin until the collection truck come at inflexible time. By combining mechanical and biodegradation technologies, Food TranSmarter redefined food waste recycling methodologies by being the first-ever system in Hong Kong to automatically liquefy food waste into slurry. The slurry would then be delivered to centralised government treatment facilities for further processing to generate energy. The suction truck only needs to come once to twice a week to collect the slurry. Food TranSmarter can capture at most 97% of reusable materials from food waste and convert into slurry, leaving less than 3% inert waste for disposal. To minimise odour during food waste decomposition and slurry extraction, an odour control unit was also integrated.

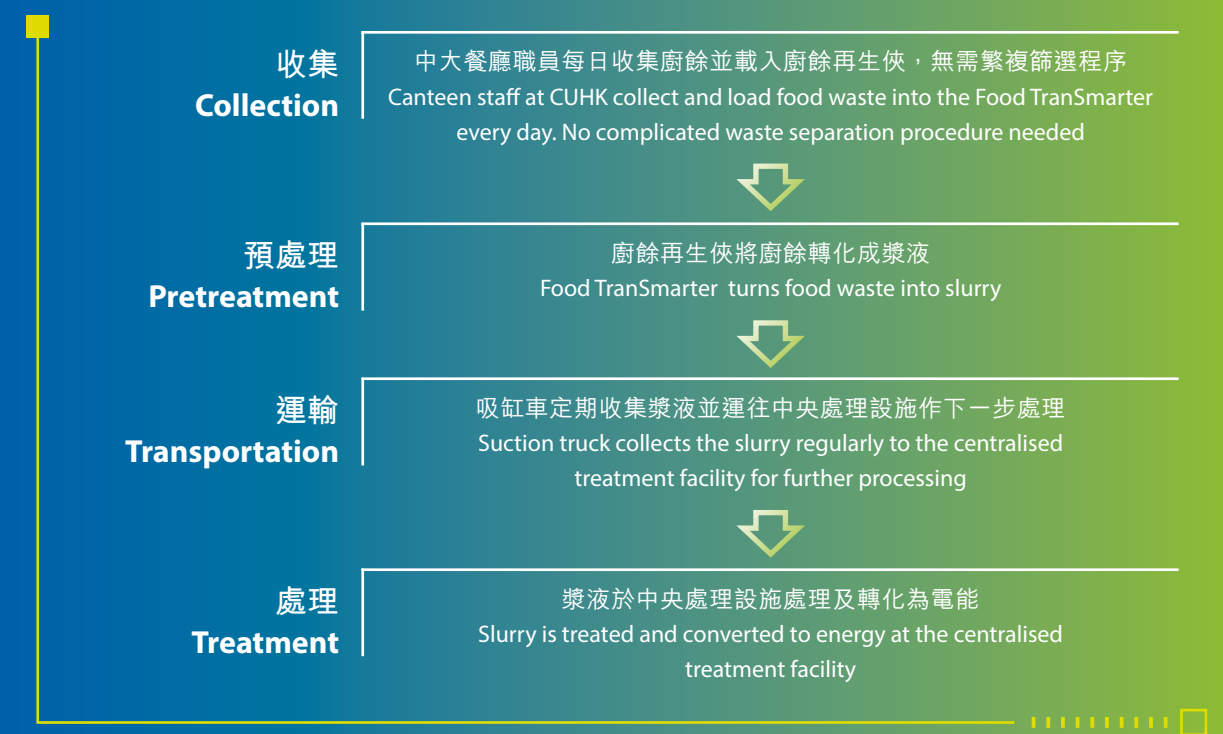
A pilot project of Food TranSmarter was launched in four canteens of CUHK in September 2020, with a daily treatment capacity of 500kg. As at March 2021, 25 tonnes of food waste was successfully collected and processed, while 7,500 kWh of electricity was generated, illustrating the effectiveness of Food TranSmarter in simplifying food waste recycling, waste-to-energy conversion and easing the pressure on landfills.

HKPC will promote wider adoption of Food TranSmarter in more premises such as shopping malls and residential buildings. In the future, HKPC will continue to step up our efforts to tackle the food waste issue in Hong Kong by utilising cutting-edge technologies and collaborating with different stakeholders.



「廚餘再生俠」試驗項目的廚餘處理流程

Food waste process flow of the Food TranSmarter in the pilot project



營造綠色工作環境

Creating a Greener Workplace

生產力局一方面支持政府倡議和技術創新，推動社會走向綠色未來，另一方面亦確保本局內部的環保表現達到最佳水平，以確立我們在環保領域的領導角色。我們透過內部監察及管理系統，持續優化環保表現。

Apart from driving a greener society by supporting government initiatives and introducing technological innovations, HKPC is also committed to demonstrating our leadership as a green organisation within our office. We have established an internal monitoring and management system to help enhance environmental performance continuously.

節約能源

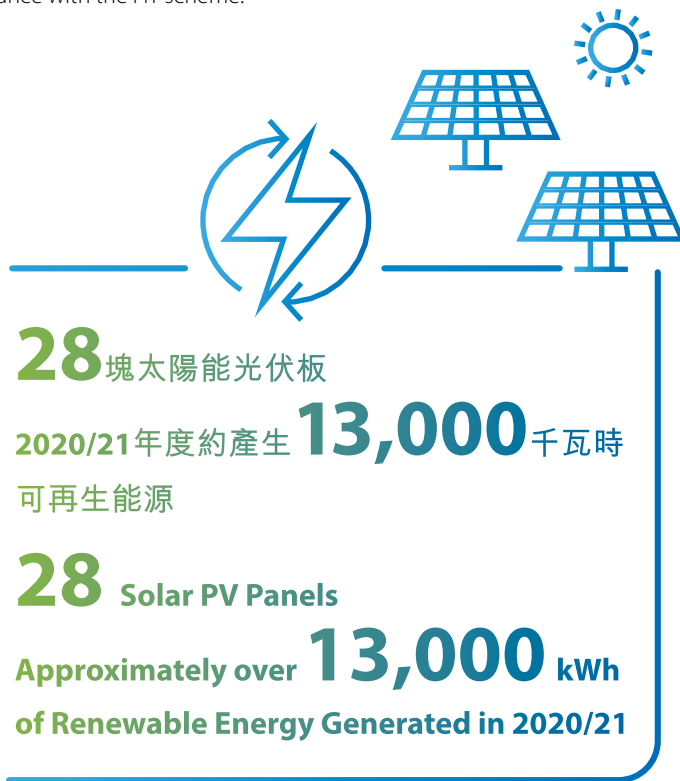
本局積極支持低碳轉型，與各界攜手創建低碳未來。於2020/21年度，我們於生產力大樓屋頂裝設28塊太陽能光伏板，同年參與中華電力有限公司認可的上網電價補貼計劃。上述太陽能板於匯報年度產生約13,000千瓦時可再生能源，按照上網電價補貼計劃輸入電網。

Conserving Energy

HKPC supports the transition towards a low carbon future. In 2020/21, we installed 28 solar photovoltaic (PV) panels on the roof of HKPC Building, and joined the Renewable Energy Feed-in Tariff (FiT) scheme approved by CLP Power Hong Kong Limited. Approximately over 13,000 kWh of renewable energy was generated from these panels during the reporting year, which was supplied to the electricity grid in accordance with the FiT scheme.



生產力大樓屋頂的太陽能光伏板
Solar PV panels on the roof of the HKPC Building



於報告年度期間，我們於生產力大樓安裝了智能電錶系統。系統包括多個智能電錶，可用於量度大樓內主要辦公樓層內特定設備的能源使用量。智能電錶可記錄實時數據，協助監察並管理辦公樓層的能源使用情況。

During the reporting year, a Smart Metering System was applied in the HKPC Building. The system comprised a number of smart meters to measure the energy use of selected equipment on major office floors of the building. These smart meters captured real-time data for facilitating energy monitoring and management of energy utilisation in office floor areas.

管理排放

為促進研發及創新科技發展，生產力局設立實驗室及多個研發工作室，並執行技術試驗項目。鑒於此業務性質，本局主要排放源包括空氣污染物、污水及化學廢料。我們嚴守所有環境法規，並已制定嚴格的排放管理政策和標準程序為員工提供指引。我們已安裝內部管制設備，以監察並控制空氣污染及污水排放。我們亦定期監察每月化學廢物的棄置流程，確保妥善管理及處理化學廢料，盡量避免對人體健康和環境構成風險。

Managing Emissions

To foster R&D and technology innovation, HKPC sets up laboratories, various R&D workshops and implements technical trial projects. Due to such nature of our operations, air pollutants, wastewater and chemical waste become HKPC's major sources of emissions. Strictly abiding by environmental laws and regulations, we have established strict emission management policies and standard procedures to guide our staff. Internal control equipment has been installed to monitor and regulate air emission and wastewater discharge. To ensure proper management and handling of chemical waste, we regularly monitor its monthly disposal process, thus minimising the risks posed to human health and the environment.

減少廢物及回收再造

我們深明固體廢物是整個社會的共同挑戰，要解決難題必須全民參與。生產力局一直與各類社區計劃及商業機構合作並推行減廢及回收措施，包括試行都市固體廢物收費、推動源頭分類等；同時加強員工的環保意識，鼓勵減廢及回收。我們亦與政府緊密合作，推動環保，例如我們曾協助政府徵集市民意見，以制訂都市固體廢物收費的方案。我們將繼續盡最大努力，於各項業務活動全面減廢，並作充分準備，確保日後廢物分類規例收緊及廢物收費正式實施時可守法合規。

Reducing and Recycling Waste

Recognising that solid waste is a common challenge for the entire society, requiring everybody's participation to tackle the problems, HKPC has been proactively partnering with various community programmes and business organisations, introducing waste reduction and recycling initiatives, which include pilot trial on municipal solid waste charging, promotion on separation at source, etc. to raise staff awareness on waste reduction and recycling. We also work closely with the Government to foster environmental protection. For instance, we assisted the Government in consolidating public opinions for formulating the municipal solid waste charging scheme. We will continue to expedite our efforts to minimise waste generation across business activities, and get well-prepared for potentially more stringent waste separation and when the charging requirements are officially implemented in the future.

新設回收試行計劃 New Recycling Trial Scheme

為鼓勵員工和訪客回收廢物，我們與環保協進會有限公司合作，由回收基金撥款於生產力大樓設置智能回收機，並提倡員工參與「智能回收機獎賞計劃」。員工和訪客只需將清潔的空膠樽及鋁罐放入回收機，便可獲得獎賞積分。

With the aim to encourage waste recycling by our staff and visitors, we partnered with Environmental Association Limited to introduce a Smart Reverse Vending Machine (RVM) at HKPC Building with support from the Recycling Fund. We also encouraged our staff to participate in the Smart RVM Reward Scheme. Staff and visitors receive reward points by simply putting clean empty plastic bottles and aluminium cans into the machine.



生產力大樓的智能回收機
Smart Reverse Vending Machine at the HKPC Building



電子廢物回收

生產力局一直鼓勵員工以環保方式管理電子廢物，並全面配合政府的「電腦及通訊產品回收計劃」，安排妥善處置所有舊電器及電子設備，包括電腦中央處理器、顯示屏、掃描器及打印機等。2020/21年度，我們共回收241件電器及電子設備。

Recycling E-waste

HKPC has been encouraging staff to manage their e-waste in an environmentally sound manner, and fully supports the Government's Computer and Communication Products Recycling Programme (CCPR). We have been arranging a proper approach to dispose of our used electrical and electronic equipment, such as CPUs, monitors, scanners, and printers, etc. A total of 241 pieces of electrical and electronic equipment were recycled in 2020/21.

為進一步擴大「電腦及通訊產品回收計劃」的覆蓋範圍，我們開放生產力大樓作為其中一個公共回收點，接收市民交送的舊電腦設備及通訊產品。

To further expand the coverage of the CCPR, the HKPC Building serves as one of the public collection points for the general public to bring in used computer equipment and communication products for recycling.

作為一間以知識為本的機構，生產力局視員工為最寶貴的資產，而在本局實踐可持續發展願景的過程中，員工的角色也舉足輕重。我們嚴格遵守所有勞工法例及規例。於匯報年度，我們繼續致力營造共融安全的工作環境，與此同時亦為員工提供適當的培訓和發展機會。年內我們定期舉辦內部課程及簡報會，以助僱員增進專業技能、鼓勵協作；職員康樂會則為員工與家屬安排各式各樣的活動，促進身心健康之餘，亦藉此支持我們的社區夥伴。

Being a knowledge-based organisation, HKPC regards employees as our most valuable assets, who also play significant roles in achieving our sustainability vision. We strictly adhere to labour laws and regulations. During the reporting year, apart from maintaining an inclusive and safe working environment, we continued to provide our staff with adequate training and development opportunities. In-house courses and briefing sessions were held regularly to enhance professional competence and encourage staff collaboration. Diverse activities were also provided through our Staff Recreation Club for employees and their families to enhance their well-being, as well as to support community partners.

營造共融的工作環境 Creating an Inclusive Workplace

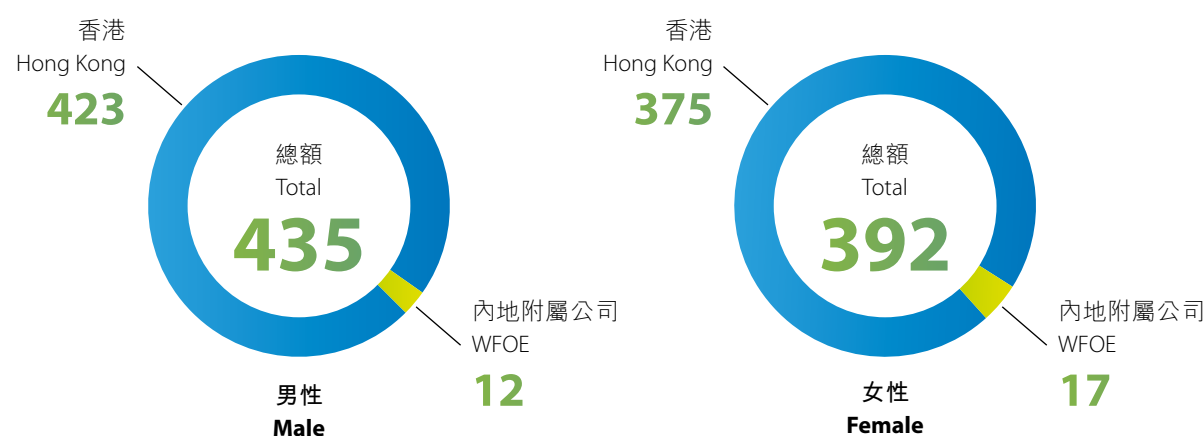
在本局內部，我們努力營造尊重包容的工作環境，確保每位員工也得到公平待遇。為保證公平開放、不歧視及提供平等機會，我們的招聘及表現評估流程以求職者的資歷、經驗和個人特質作考慮，不論性別、種族、婚姻狀況、傷健或家庭狀況，務求甄選最符合相關資格的人選擔任職位。

Internally, we strive to build a respectful working environment where employees are fairly treated. In order to ensure openness, non-discrimination and equal opportunity, our recruitment and performance review processes depend on candidates' qualifications, experience and personal characteristics that best suit the requirements of a position, regardless of their sex, race, marital status, disability or family status.

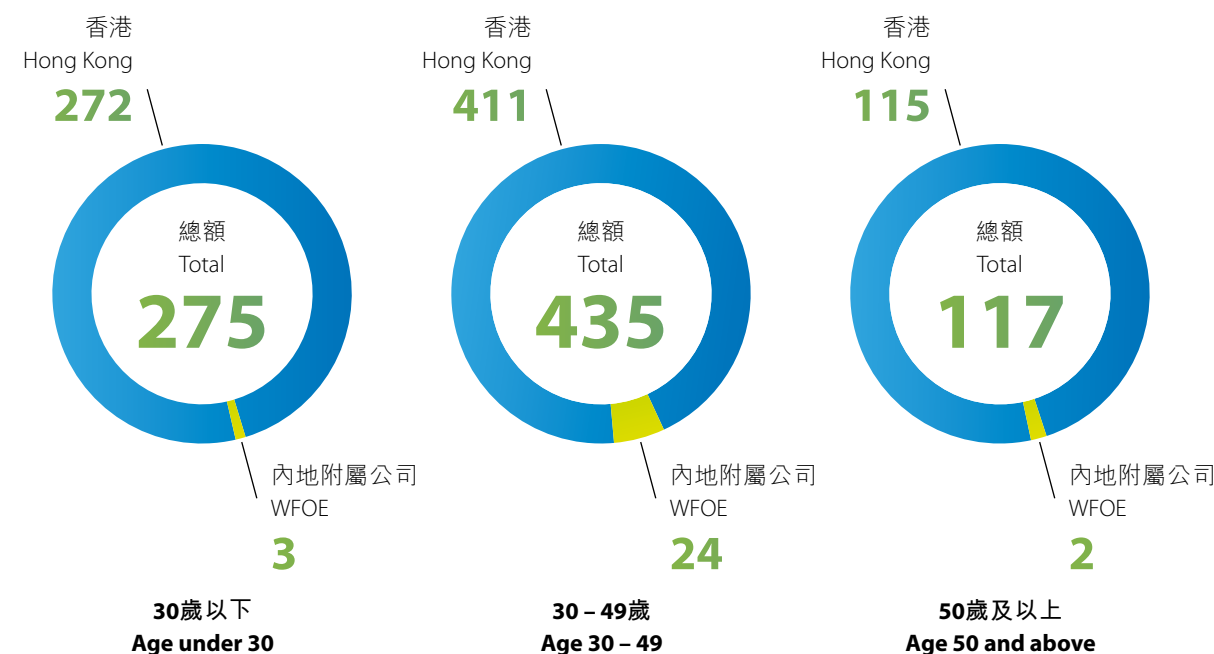
員工分佈概覽 Workforce Distribution

截至2021年3月31日，生產力局在香港和內地（深圳及東莞）共有827名僱員，當中包括全職及兼職、長期及合約員工，另亦聘用少數臨時員工協助各項目的行政和其他支援工作。報告期內的員工新入職比率及流失率分別為40%及25%。
As of 31 March 2021, we had a total of 827 employees in Hong Kong and the Mainland (i.e. Shenzhen and Dongguan), including full-time, part-time, permanent, and contract staff. A small number of temporary workers also helped to provide administrative and other support for our projects. The new employee hire rate and turnover rate during the reporting year were 40% and 25%, respectively.

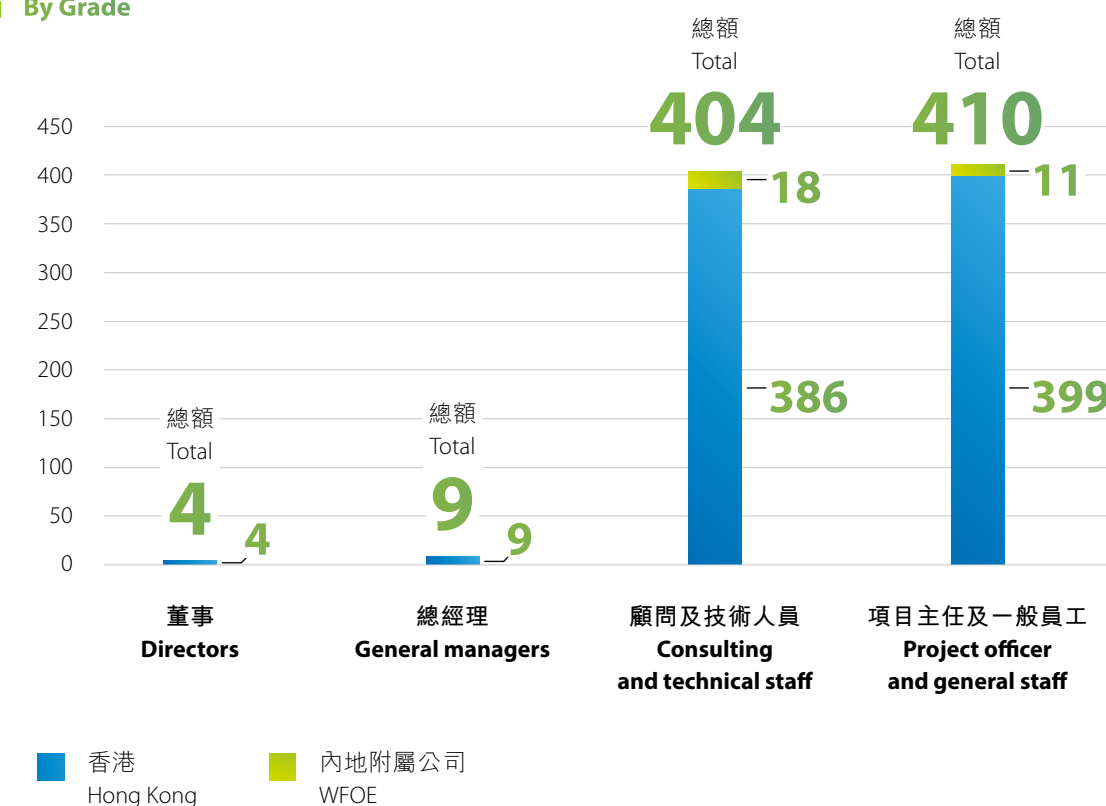
按性別劃分 By Gender



按年齡劃分 By Age



按職級劃分 By Grade



員工福利 Staff Welfare

生產力局致力以具競爭力的薪酬和福利廣納賢才。按照員工的職級、僱用條件及日期，我們為香港員工提供完善福利，包括醫療保險、牙科保險、人壽保險、強積金計劃附加權益、稅務效益安排以及婚假、產假、侍產假及恩恤假等。

我們在內地附屬公司的職員亦享有廣泛的職員福利，包括商業保險、社會保險、住房公積金、年假、產假、男士陪產假、育兒假及獨生子女護理假等。

我們設有年度評核機制，檢討所有合資格全職員工的表現。我們透過評核機制以獎勵員工的貢獻，例如調整薪酬及個別表揚等，激勵員工盡展所長。此外，年度評估結果亦會由「表現評核委員會」作整體評核，確保整個評估流程公平透明。

We strive to offer competitive remunerations and benefits to attract and retain talents. With reference to rank levels, terms and dates of employments, our employees in Hong Kong are provided with comprehensive benefits, including medical insurance, dental insurance, life insurance, top-up MPF scheme and tax efficiency arrangement, as well as marriage, maternity, paternity and compassionate leaves.

Our employees in Mainland Subsidiaries also enjoy a wide range of benefits, including commercial insurance, social insurance, housing fund, annual leave, maternity leave, paternity leave, parental leaves, only child care leave, etc.

An annual appraisal mechanism has been established to review the performance of all eligible full-time staff. We reward our employees for their contributions through the appraisal mechanism, offering incentives such as variable pay and individual recognitions to motivate talents. An overall evaluation on the annual appraisal results is also conducted by the Performance Appraisal Board to ensure fairness and transparency of the appraisal mechanism.

保障工作場所安全 Safeguarding Workplace Safety

我們深信在日常營運和提供服務時必須優先保障員工職業安全，因此致力為員工及在現場工作的承辦商提供安全健康的作業環境，同時周全防範工傷或與工作相關的健康問題。在嚴格遵守相關法律法規的基礎上，我們制訂了ISO 45001認證的職業健康安全系統，可用於提供業界支援服務，包括顧問、研究和開發、實驗室及培訓服務等等，並且為員工和承辦商、客戶及轄下處所的訪客提供最新的安全資訊。

安全管理

生產力局已制訂《職業健康及安全政策》，闡述我們保障職業健康及安全（職安健）的承諾；並成立「工作安全委員會」，由不同部門的成員組成，每季均會舉行會議，職責包括確保所有工作符合安全規定、評估風險及影響、調查安全事故（如有）和推廣安全意識。

Acknowledging workplace safety as a priority for our daily operations and service delivery, HKPC is committed to providing a safe and healthy environment for our staff and contractors working on site, and to preventing work-related injury or ill health. Based on strict compliance with relevant laws and regulations, we have developed an ISO 45001 certified occupational health and safety management system, which is applicable to the provision of industry support services including consultancy, research and development, laboratory and training services, and continuously share safety information with our staff as well as contractors, customers and visitors to our premises.

Safety Management

HKPC has formulated the Occupational Health and Safety Policy to set out our commitments on occupational health and safety. We have set up a Work Safety Committee which comprises of members from different divisions. The Committee meets quarterly and is responsible for ensuring safety compliance, assessing risks and impacts, investigating incidents, if any, and promoting safety awareness.

我們已編製《職業健康及安全管理系統手冊》作為整體管理的指引。此手冊每兩年檢討一次，確保所有指示均配合最新的營運情況。除此之外，我們亦制訂了一套管理程序、安全程序及企業作業指令，詳述如何在各範疇實踐保障職安健的措施。為盡量減少安全隱患，我們定期在工作場所進行評估，並為員工提供必要的保護裝備。

為著不斷改善職安健管理系統，生產力局每年均會進行內部安全審核，確保日常營運符合安全規定和管理系統成效理想。我們提供包括電郵等溝通渠道，並與「工作安全委員會」協調，讓員工就與工作相關的健康及安全事宜表達意見或關注。當同事經各種溝通渠道分享意見後，所有個人資料將會保密及匿名處理。

在2019新型冠狀病毒病疫情下，生產力局以員工健康為首，採取積極主動的態度提供支援。為盡量減低辦公室的感染風險，我們引入特別工作安排，負責提供必要服務的員工可輪班工作，其他員工則居家工作。我們並為同事們提供抗疫用品，例如外科口罩。為促進鼓勵防疫，員工接種疫苗可享休假，讓他們在接種疫苗後出現不適期間在家休息，以及照顧剛接種疫苗的家人。

We have also developed an Occupational Health and Safety Management System Manual to guide overall management. The manual is reviewed every two years to ensure the instructions are aligned with our latest operations. A set of management procedures, safety procedures and corporate work instructions have also been set out to detail the implementation procedures on occupational health and safety. To minimise exposure to safety hazards, we conduct regular assessment in workplace and provide personal protection equipment when necessary.

With the aim to continuously improve our occupational health and safety management system, an internal safety audit is performed annually to ensure the safety compliance of our operational activities and the effectiveness of our management system. We provide communication channels (such as email) and coordinate with the Work Safety Committee to allow staff to provide feedback or express concerns about work-related health and safety issues. When the colleagues have shared their opinions through the communication channels provided, their personal information will be kept confidential and stay anonymous.

In light of the threat of the COVID-19 pandemic, HKPC prioritised the health of our staff and took proactive approaches to offer support. To minimise the risk of COVID-19 infection at office premises, we implemented special work arrangement, allowing staff of essential services to carry out duties on shifts and other staff to work from home. We also supplied our staff with anti-epidemic supplies such as surgical masks. To encourage COVID-19 prevention, our staff were provided with vaccination leave, allowing them to rest at home to recuperate from any possible side effects and provide support to their family members who receive vaccination.

安全意識

為提高員工的安全意識，我們主動為各職級人員安排定期培訓，另每年進行安全培訓需要分析，以識別培訓要求。

Safety Awareness

In an effort to promote safety awareness of our staff, we proactively arrange safety training to staff of different levels regularly. A safety training needs analysis is carried out every year to identify training requirements.



為確保培訓達到應有成效，我們要求員工於完成安全培訓課程後填寫問卷。我們會仔細考慮同事們的意見及建議，不斷改善安全培訓計劃。

除此之外，我們會向到訪生產力大樓參加活動的人士播放安全指引影片，提高他們的安全意識。

報告年度內沒有與客戶健康及安全有關的意外紀錄。我們將持續監察此範疇。

To ensure training effectiveness, our staff are required to complete an evaluation survey after attending safety training courses. Their comments and suggestions are reviewed carefully to help improve our safety training programme continuously.

In addition, to increase safety awareness of our visitors, a safety video clip is shown to participants who attend events at the HKPC Building.

No incidents related to customer health and safety were reported in reporting year. We will continue to monitor the situation.

建立人才庫 Building Our Talent Pool

鞏固人才實力

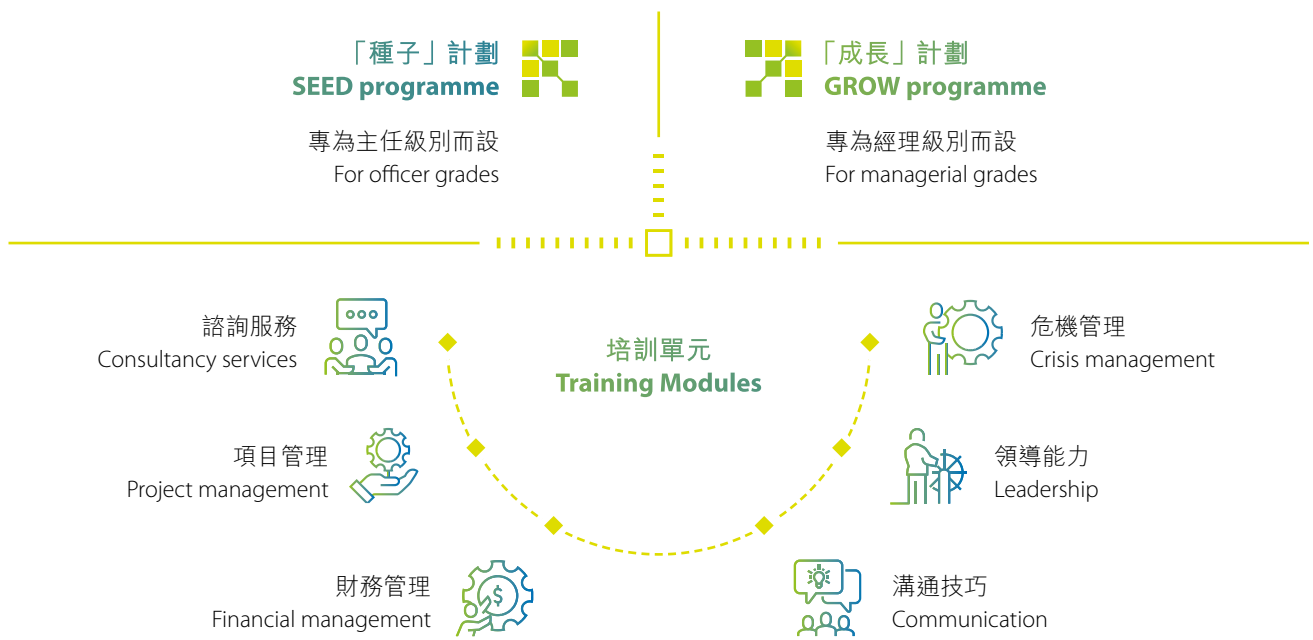
生產力局與員工團隊攜手並進，因此致力為員工提供培訓和發展機會，讓團隊保持競爭力。我們會在年度評核時釐定個別員工的培訓及發展需要。

生產力局致力培養優秀的領袖人才。於匯報年度，我們開辦兩項培訓計劃栽培有潛質的員工，包括安排予主任級別的「種子」計劃及經理級別的「成長」計劃，增進他們的管理技能。這兩項培訓計劃由單元學習和小組項目組成，讓員工合作進行小組項目，並在導師的指導下應用技能。

Strengthening Our Competence

HKPC strives to grow with our staff and is committed to providing continuous support for them through training and development, thereby enabling HKPC to sustain a competitive workforce. Training and development needs of individual employees are reviewed as part of their annual appraisal.

With an aim to cultivate leaders, HKPC launched two training programmes during the reporting year to enhance the management skills of potential staff, including the SEED programme for the officer grades and the GROW programme for the managerial grades. The two programmes consisted of module learning and group projects, allowing staff to collaborate on group projects and apply skills under the guidance of mentors.



為鼓勵年輕僱員與管理層加強溝通，我們特別推出「逆向導師計劃」，讓年輕員工與管理層進行配搭，由前者擔任「導師」，與管理層分享新資訊及創新意念，與此同時亦可從管理層身上學習寶貴的企業管理和領導技巧。本計劃讓雙方建立互惠的夥伴關係，開拓視野，彼此在不同範疇上切磋砥礪。

In order to encourage communication between younger employees and the management, we launched the Reverse Mentoring Programme to pair up young employees and management representatives. The young employees served as "mentors" to share latest trends and innovative ideas with the management representatives, and to learn essential management and leadership skills from them at the same time. The programme allowed both sides to establish a mutually beneficial partnership and broaden their horizons by learning from each other.



「逆向導師計劃」
Reverse Mentoring Programme

培育新生代人才

生產力局深明香港若要持續發展，必須薪火相傳，讓年青人接棒。為此，生產力局推出夏季和冬季實習計劃，以本地及海外專上學院的學生為對象。我們透過這計劃提倡科技創新，並提供機會讓年青人深入了解科技研究和開發。

Nurturing Young Talents

Acknowledging the utmost importance of handing the torch to the next generation for Hong Kong's sustainable growth, HKPC launched summer and winter internship programmes for students from both local and overseas tertiary institutions. Through these programmes, we promoted technological innovations and provided opportunities for young talents to understand more about technology research and development (R&D).

2020年夏季實習計劃 Summer Internship 2020

生產力局於2020年6月展開為期八週的夏季實習計劃，在超過1,200個申請中，挑選31名實習生並分配到不同部門，各配搭一位導師以促進互相學習和啟發創意。實習生在疫情下以混合模式參與我們的日常營運，汲取實際工作經驗，從而培養成長思維，掌握未來事業發展所需的技能。

各實習生除了執行日常職務，還參加Friday Spark活動，深入了解生產力局的角色、專門知識及內部文化。實習計劃圓滿結束後，實習生在期終簡報會以小組形式闡述他們獲取的獨特在職經驗及創新意念。

An eight-week summer internship started in June 2020. Out of over 1,200 applications, 31 Interns were selected and deployed to different divisions and paired up with a mentor for mutual learning and inspiring creativity. The interns engaged in our operation in a hybrid mode format and acquired practical working experience amid the pandemic to better equip themselves with a growth mindset and an essential skillset for their future careers.

Apart from day-to-day duties, they also joined the "Friday Spark" to better understand the roles, expertise and internal culture of HKPC. At the end of the programme, the interns attended the final presentation in groups to showcase their unique on-the-job training experience and creative ideas.



2020年夏季實習計劃參與實習生
Participants of Summer Internship 2020



夏季實習生參與團隊培訓活動
Summer interns having team building activities

2020年冬季實習計劃 Winter Internship 2020

生產力局於2020年首度舉辦「冬季實習計劃」，吸引了800多份申請，26名實習生獲選。計劃旨在鼓勵本地及海外大專生畢業後投身技術研發領域，不但為大專學生締造職場實戰及學習機會，為未來就業做好準備，同時希望助香港孕育新一代「InnoTalent」，為香港的科研及工業行列注入新動力。

計劃的對象是本地及海外大專學生，為實習生提供實戰經驗，同時建立交流平台，讓來自香港和外地的實習生共同投入各類項目，分享不同角度的意念。生產力局安排了多個培訓課程，例如設計思維工作坊，訓練學員解決複雜問題的能力。實習生更與管理層代表對話，聽取他們對未來趨勢展望的見解。

HKPC initiated the first "Winter Internship" programme in 2020, which attracted over 800 applications with 26 interns selected. Aiming at encouraging local and overseas tertiary students to engage in technology R&D after graduation, the programme not only created hands-on experience and learning opportunities for students to equip themselves for their future careers, but also groomed the new generation of "InnoTalent" to support Hong Kong's technology development.

Targeting at local and overseas tertiary students, the programme was designed to enable interns to acquire practical working experience and build an exchange platform for local and overseas students to share ideas from multiple perspectives through different projects. HKPC arranged trainings such as a design thinking workshop to enhance their competency in solving complex problems. The interns also conducted a dialogue with management representatives, who shared their insights into future trends.



冬季實習生參觀工業4.0展廳
Winter interns visiting Industry 4.0 exhibition hall



冬季實習生獲得寶貴的實戰經驗
Winter interns gaining precious work experience



冬季實習生為小組簡報做準備
Winter interns preparing for group presentation

增進員工的身心健康 Promoting Staff Well-being

我們非常注重員工的健康和個人發展，因此積極推廣團隊合作，提倡作息平衡的健康生活方式。

溝通渠道

生產力局致力打造充滿創意和活力的進取團隊，以支持業務長期發展。為此，本局過往曾舉辦一系列團隊建立活動，提供多元化的學習體驗，以增強員工的團隊精神及歸屬感。報告年度期間雖因疫情而無法舉辦實體活動，但日後將繼續籌辦更多團隊活動。

我們深明內部溝通的重要，因此鼓勵員工多交流合作，並不時舉行員工大會，安排管理層分享公司的策略性業務方向、最新營運安排和企業政策，確保同事們透徹了解生產力局的願景與目標，並聆聽同事意見以持續改進我們的勞工政策。於匯報年度，鑒於社交距離限制，員工大會以混合模式（實體及網上會議）進行。除此之外，我們亦舉行總裁與不同職級員工的圓桌會議，鼓勵親身交流意見和孕育創新意念。

Attaching great importance to employees' well-being and personal development, HKPC strives to build strong team spirit and promote a balanced lifestyle among our staff.

Communication Channels

Committed to building a creative, dynamic and motivated team for our continuous business development, HKPC organised a series of team building activities that focused on diverse learning experiences. Due to pandemic, physical team building activities were temporarily suspended in the reporting year. With a view to enhancing team spirit and a sense of belonging, we will continue to organise more team building programmes in the future when the situation allows.

Acknowledging the importance of internal communication, HKPC is dedicated to encourage sharing and collaboration between staff members. In an effort to deepen our people's understanding of HKPC's vision and objectives, we organised Town Hall meetings from time to time for the management to share HKPC's latest strategic business direction, as well as updates on operational changes and company policies, and listen to opinions from colleagues to constantly improve our labour policies. Town Hall meetings were held in a hybrid mode (physical and online) to accommodate social distancing requirements during the reporting year. In addition to Town Hall meetings, Roundtables were also organised to provide a communication platform between the Executive Director and staff of different ranks, thereby allowing management and staff to exchange views and innovative ideas in person.

職員康樂會

職員康樂會由不同部門的代表組成，專責安排健康、運動及福利等範疇的活動。

2020年1月疫情爆發後，香港的口罩供應一度緊張，職員康樂會成功採購本地生產的口罩派發給員工，助他們和家人在年內數波疫情下做好防護措施。

在社交距離限制措施實施期間，職員康樂會舉辦了連串線上活動，鼓勵同事在疫情下保持作息平衡和推廣健康訊息。例如，我們舉辦2020年生產力局線上元旦派對，讓員工在疫情期間享受節慶的歡樂。

Staff Recreation Club

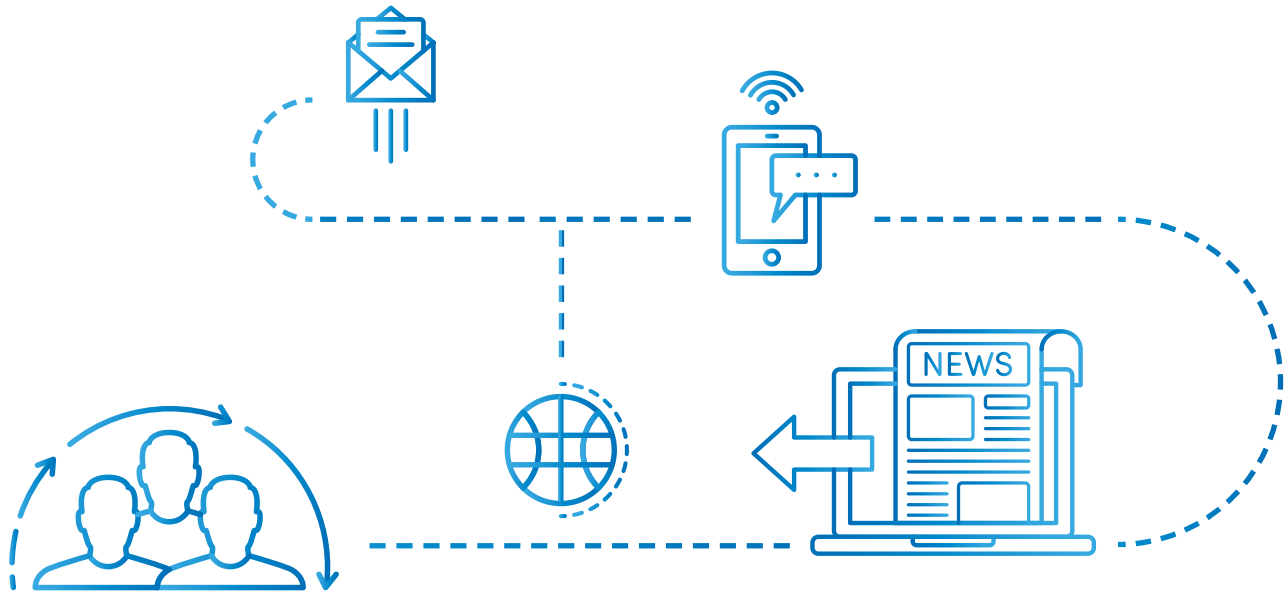
The Staff Recreation Club (SRC) is formed by representatives from multiple divisions to arrange various activities of different aspects, such as wellness, sports and welfare.

Upon the outbreak of pandemic in January 2020, Hong Kong experienced a shortage of masks. SRC procured locally produced masks for our staff, helping to protect them and their families during several waves of outbreak in the reporting year.

In response to the social distancing measures, SRC held a series of virtual activities to encourage a balanced lifestyle among employees and promote staff wellness during the pandemic. For instance, we held the 2020 HKPC Virtual New Year Eve Party, spreading festive spirits to staff amid the pandemic.



2020年生產力局線上元旦派對
2020 HKPC Virtual New Year Eve Party



於匯報年度，我們安排多項創新的員工活動，例如舉辦InnoParenting工作坊，向身為家長的同事提供關於兒童發育成長的實用資訊。為使員工在特別工作安排下保持身心健康，我們亦舉辦了InnoWalkathon及InnoWellness工作坊，教導如何避免肌肉拉傷和伸展運動。

During the reporting year, we held a number of innovative staff activities, such as the InnoParenting Workshops, with the aim to provide staff members who are parents with useful information on child development. To enhance staff's well-being during special working arrangements, we also organised the InnoWalkathon and InnoWellness workshops on reducing muscle strains and stretching exercises.



InnoParenting工作坊 — 如何提高兒童的學習效率
InnoParenting Workshop - How to increase children's learning efficiency



InnoWalkathon



義工隊

我們關顧員工的健康，也積極鼓勵他們關顧社會。於匯報年度，職員康樂會參與多項慈善籌款及義工活動，例如香港公益金「綠色低碳日」及香港免唇裂顎協會賣旗日。我們向社區夥伴提供義助力量，並大力鼓勵員工支持公益活動，年內完成了五個義工項目，並捐款支持多項公益事業。

我們萬分感謝全體員工為生產力局作出貢獻，與我們共渡疫情時艱，未來我們會發掘機遇推展更多社區參與項目，繼續促進香港社會持續發展。

Volunteer Team

While caring for the wellness of our staff, we also strive to encourage employees to furnish the well-being of the community. During the reporting year, SRC participated in a number of fundraising and volunteering activities, such as the Green Low Carbon Day by the Community Chest and the Flag Day of Hong Kong Association for Cleft Lip and Palate. By lending hands to our external community partners and actively encouraging our staff to participate in community events, we successfully completed five volunteering projects and made donations for social causes.

During difficult times of the pandemic, we were grateful to the sincere contribution of our staff to society. In the future, we will continue to seek opportunities to roll out more community engagement projects and make further contributions to the sustainable development of our society.

表現摘要
Performance Summary

環境表現
Environmental Performance

	單位 Unit	香港 Hong Kong	內地附屬公司 WFOE	總數 Total
能源使用 Energy Consumption ¹				
電力 Electricity ²	兆瓦小時 (千兆焦耳) MWh (GJ)	5,680 (20,448)	39 (141)	5,718 (20,589)
汽油 Petrol	公升 (千兆焦耳) L (GJ)	5,375 (187)	0	5,375 (187)
能源使用總量 Total energy consumption	千兆焦耳 GJ	20,635	141	20,776
能源強度 Energy intensity	人均千兆焦耳 GJ per capita	26	5	25
水資源使用 Water Resources Consumption				
耗水量 Water consumption	立方米 m ³	26,265	537	26,802
排放 Emissions ^{3 4}				
直接(範疇一)溫室氣體排放 Direct GHG emissions (Scope 1)	公噸 二氧化碳當量 tCO ₂ e	15	0	15
能源間接(範疇二)溫室氣體排放 Energy Indirect GHG emissions (Scope 2)	公噸 二氧化碳當量 tCO ₂ e	2,102	24 ⁵	2,126
其它間接(範疇三)溫室氣體排放 Other Indirect Emission (Scope 3)	公噸 二氧化碳當量 tCO ₂ e	15	3	18
溫室氣體排放總量 Total GHG emissions	公噸 二氧化碳當量 tCO ₂ e	2,131	27	2,158
溫室氣體排放強度 GHG emissions intensity ⁶	人均公噸 二氧化碳當量 tCO ₂ e per capita	2.71	0.94	2.64
材料使用 Material Consumption				
辦公室紙張總用量 Total office paper consumption	公斤 kg	11,274	657	11,931
A4紙 A4 paper	公斤 kg	11,040	647	11,687
A3紙 A3 paper	公斤 kg	234	10	244
辦公室每名員工紙張用量 Office paper consumed per staff	公斤 kg	14.34	22.67	14.64

	單位 Unit	香港 Hong Kong	內地附屬公司 WFOE	總數 Total
有害廢物 Hazardous Waste				
廢料回收 Collected for Recycling				
碳盒/墨盒 Toner/inkjet cartridge	數目 No.	140	0	140
電子垃圾 Electrical and electronic waste	數目 No.	241	0	241
無害廢物 Non-hazardous Waste				
廢料回收 Collected for Recycling				
紙類(包括辦公室用紙、報紙和紙箱) Paper (including office paper, newspaper, and carton boxes)	公斤 kg	11,550	0	11,550
塑料 Plastic	公斤 kg	30	0	30
金屬 Metal	公斤 kg	4,380	0	4,380

- 1

換算成千兆焦耳的轉換系數為汽油(0.0348千兆焦耳/公升)及電力(3.6千兆焦耳/兆瓦小時)。
Conversion factors used to standardise the units to gigajoules (GJ): petrol (0.0348GJ/L) and electricity (3.6GJ/MWh).
- 2

電力的溫室氣體排放系數來自《2020年中電可持續發展報告》：0.37公斤二氧化碳當量/千瓦時。
The emission factor of greenhouse gas emissions due to electricity consumption is obtained from the CLP Sustainability Report 2020: 0.37 kg CO₂ e/ kWh.
- 3

參考《香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的審計和報告指引》(由環境保護署及機電工程署編製)。溫室氣體包括二氧化碳、甲烷及氧化亞氮。
Made reference to the Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for buildings (Commercial, Residential or Institutional Purposes) in Hong Kong (by the Environmental Protection Department and the Electrical and Mechanical Services Department). Types of greenhouse gases include CO₂, CH₄ and N₂O.
- 4

在生產力局的營運過程中，其它間接(範疇三)溫室氣體排放包括使用電力處理食水及污水所產生的溫室氣體排放、棄置廢紙於堆填區所產生的甲烷。
In the operation of HKPC, other indirect emission (Scope 3) includes emission from electricity used for fresh water processing and sewage processing, and methane gas generation at landfill in Hong Kong due to disposal of paper waste etc.
- 5

能源間接(範疇二)溫室氣體排放系數來自中華人民共和國生態環境局(2019): 0.6101 千克二氧化碳當量/千瓦時。
The emission factor of indirect emission (Scope 2) is obtained from the Ministry of Ecology and Environment of People's Republic of China (2019): 0.6101 kg CO₂/kWh.
- 6

香港和內地附屬公司的人均溫室氣體排放強度是基於全職員工的人數計算。
The per capita GHG emissions intensity for Hong Kong and WFOE is calculated based on the number of full-time staff.

社會表現
Social Performance

職員編制⁷
Staff Breakdown

		單位 Unit	香港 Hong Kong	內地附屬公司 WFOE	總數 Total
人員總數 Number of staff		人數 No.	798	29	827
按性別劃分 By Gender					
男 Male		人數 No. (%)	423 (53%)	12 (41%)	435 (53%)
女 Female		人數 No. (%)	375 (47%)	17 (59%)	392 (47%)
按僱用類型及性別劃分 By Employment Type and Gender					
全職 Full-time	男 Male	人數 No. (%)	418 (52%)	12 (41%)	430 (52%)
	女 Female	人數 No. (%)	368 (46%)	17 (59%)	385 (47%)
兼職 Part-time	男 Male	人數 No. (%)	5 (1%)	0	5 (1%)
	女 Female	人數 No. (%)	7 (1%)	0	7 (1%)
按僱用合約及性別劃分 By Employment Contract and Gender					
長工 Permanent	男 Male	人數 No. (%)	307 (38%)	1 (3%)	308 (37%)
	女 Female	人數 No. (%)	258 (32%)	3 (10%)	261 (32%)
合約工 Contract	男 Male	人數 No. (%)	116 (15%)	11 (38%)	127 (15%)
	女 Female	人數 No. (%)	117 (15%)	14 (48%)	131 (16%)
按年齡劃分 By Age					
30歲以下 Age under 30		人數 No. (%)	272 (34%)	3 (10%)	275 (33%)
30-49歲 Age 30 – 49		人數 No. (%)	411 (52%)	24 (83%)	435 (53%)
50歲或以上 Age 50 or above		人數 No. (%)	115 (14%)	2 (7%)	117 (14%)
按職階劃分 By Grade					
董事 Directors		人數 No. (%)	4 (1%)	0	4 (0%)
經理 General managers		人數 No. (%)	9 (1%)	0	9 (1%)
顧問及技術人員 Consulting & technical staff		人數 No. (%)	386 (48%)	18 (62%)	404 (49%)
項目主任及一般職員 Project officer & general staff		人數 No. (%)	399 (50%)	11 (38%)	410 (50%)

- 7

大部分營運和服務皆由我們的員工執行。
A significant portion of our operations and services was carried out by our employees.

員工培訓
Training Performance

	單位 Unit	香港 Hong Kong	內地附屬公司 WFOE	總數 Total
總培訓時數 Total training hours	小時 Hour	6,272	32	6,304
按性別劃分的平均培訓時數 Average Training Hours by Gender				
男 Male	小時 Hour	6.5	0	6.4
女 Female	小時 Hour	9.3	1.9	9.0
按職階劃分的平均培訓時數 Average Training Hours by Grade				
董事 Directors	小時 Hour	5	0	5
經理 General managers	小時 Hour	4.8	0	4.8
顧問及技術人員 Consulting & technical staff	小時 Hour	8.5	1.8	8.2
項目主任及一般職員 Project officer & general staff	小時 Hour	7.3	0	7.1

員工流失量
Staff Turnover

	單位 Unit	香港 Hong Kong	內地附屬公司 WFOE	總數 Total
員工流失總量 Total staff turnover	人數 No. (%)	200 (25%)	7 (24%)	207 (25%)
按性別劃分 By Gender				
男 Male	人數 No. (%)	101 (24%)	4 (33%)	105 (24%)
女 Female	人數 No. (%)	99 (26%)	3 (18%)	102 (26%)
按年齡劃分 By Age Group				
30歲以下 Age under 30	人數 No. (%)	89 (33%)	0	89 (32%)
30-49歲 Age 30 – 49	人數 No. (%)	87 (21%)	7 (29%)	94 (22%)
50歲或以上 Age 50 or above	人數 No. (%)	24 (21%)	0	24 (21%)

新入職員工
New Employee Hires

	單位 Unit	香港 Hong Kong	內地附屬公司 WFOE	總數 Total
新入職員工總數 Total new hires	人數 No. (%)	323 (40%)	8 (28%)	331 (40%)
按性別劃分 By Gender				
男 Male	人數 No. (%)	148 (35%)	4 (33%)	152 (35%)
女 Female	人數 No. (%)	175 (47%)	4 (24%)	179 (46%)
按年齡劃分 By Age Group				
30歲以下 Age under 30	人數 No. (%)	205 (75%)	2 (67%)	207 (75%)
30-49歲 Age 30 – 49	人數 No. (%)	108 (26%)	6 (25%)	114 (26%)
50歲或以上 Age 50 or above	人數 No. (%)	10 (9%)	0	10 (9%)

本報告已通過GRI的「重要議題審核」，經GRI評核確認本報告的「全球報告倡議組織內容索引」清晰，並已標示披露102-40至102-49於相應章節的位置，以便參照。

For the Materiality Disclosures Service, GRI Services reviewed that the GRI content index is clearly presented and the references for Disclosures 102-40 to 102-49 align with appropriate sections in the body of the report. The service was performed on the English version of the report.

可持續發展報告標準 GRI Standards	一般披露 General Disclosures	參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
GRI 101：基礎2016 GRI 101: Foundation 2016				
GRI 102：一般披露2016 GRI 102: General Disclosures 2016	機構簡介 Organisational Profile			
	102-1	機構名稱 Name of the organisation	公司網頁 - 關於我們 Company Website - About Us 生產力局獨立核數師報告及財務報告 HKPC Independent Auditor's Report and Financial Statements 2020-21	- P.28
	102-2	業務活動、品牌、產品及服務 Activities, brands, products, and services	公司網頁 - 關於我們 Company Website - About Us 生產力局獨立核數師報告及財務報告 HKPC Independent Auditor's Report and Financial Statements 2020-21	- P.28
	102-3	機構總部的 Location of headquarters	關於本報告 About this Report	P.11
	102-4	營運地點 Location of operations	關於本報告 About this Report	P.11
	102-5	擁有權及法律形式 Ownership and legal form	關於本報告 About this Report 公司網頁 - 關於我們 Company Website - About Us 香港生產力促進局年報2020-2021 Hong Kong Productivity Council Annual Report 2020-2021	P.10 - P.11
	102-6	所服務的市場 Markets served	關於本報告 About this Report 公司網頁 - 關於我們 Company Website - About Us	P.10-11 -
	102-7	機構的規模 Scale of the organisation	關於本報告 About this Report 竭誠為工商業界及社會服務 Serving the Industry and Community 關愛員工 Caring for People 公司網頁 - 關於我們 Company Website - About Us 香港生產力促進局年報2020-2021 Hong Kong Productivity Council Annual Report 2020-2021 生產力局獨立核數師報告及財務報告 HKPC Independent Auditor's Report and Financial Statements 2020-21	P.10-11 P.22-33 P.42-43 - P.2, 36-40 P.8

可持續發展報告標準 GRI Standards	一般披露 General Disclosures	參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
	102-8	有關僱員及其他員工的資料 Information on employees and other workers	關於本報告 About this Report 關愛員工 Caring for People 表現摘要 Performance Summary 公司網頁 - 關於我們 Company Website - About Us 生產力局獨立核數師報告及財務報告 HKPC Independent Auditor's Report and Financial Statements 2020-21 報告年度內沒有任何有關僱員人數的重大變化。 No significant variations in the numbers reported in relation to employees.	P.11 P.42-43 P.55-57 - P.28 -
	102-9	供應鏈 Supply chain	可持續發展管治方針 Sustainability Governance Approach 我們的供應商例子包括： 物料供應商 - 提供製造和加工機械、實驗室儀器、電子設備、辦公室用品等。 服務供應商 - 提供商業顧問、培訓服務、工程、研究和科技相關服務等。 工程承建商 - 提供裝修及小型工程、安裝及維修、供水及排水裝置等。 Examples of our suppliers include: Material suppliers - for manufacturing and processing machinery, laboratory equipment, electrical supplies, office supplies, etc. Service Providers - for business consultancy, training services, engineering, research and technology-based services, etc. Works Contractors - for renovation and minor works, installation and maintenance, plumbing and drainage, etc.	P.17 -
	102-10	機構與其供應鏈方面的重大改變 Significant changes to the organisation and its supply chain	關於本報告 About this Report	P.10-11
	102-11	謹慎方針或原則 Precautionary principle or approach	可持續發展管治方針 Sustainability Governance Approach 保護環境 Protecting the Environment	P.12-17 P.34
	102-12	由外部所制定的倡議 External initiatives	本局於報告年度持有「香港綠色機構」名銜、減廢證書及節能證書，並已簽署減碳約章。 HKPC held the title of Hong Kong Green Organisation, Wastewise Certificate and Energywise Certificate in the reporting year, and has previously signed the Carbon Reduction Charter.	-

可持續發展報告標準 GRI Standards	一般披露 General Disclosures	參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
	102-13 機構參與的協會的會員資格 Membership of associations	生產力局屬於以下協會的成員： • 香港電腦學會 • 香港能源服務協會 • 香港室內空氣協會 • 香港廢物管理學會 • 廣東省清潔生產協會 • 香港測檢認證協會 • 香港電器業協會 • 香港汽車零部件工業協會 • 香港航空業協會 • 香港塑膠機械協會 • 香港總商會 • 香港品牌發展局 • 香港工業總會 • 香港電子業商會 HKPC held membership in the following associations: • Hong Kong Computer Society • Hong Kong Association of Energy Services Co Ltd. (HAESCO) • Hong Kong Indoor Air Quality Association • Hong Kong Waste Management Association • Guangdong Cleaner Production Association • Hong Kong Association for Testing, Inspection and Certification Limited • Hong Kong Electrical Appliance Industries Association • Hong Kong Auto Parts Industry Association • Hong Kong Aviation Industry Association • Hong Kong Plastic Machinery Association • The Hong Kong General Chamber of Commerce • Hong Kong Brand Development Council • Federation of Hong Kong Industries • The Hong Kong Electronic Industries Association Ltd.	-	
策略 Strategy				
	102-14 最高決策者的聲明 Statement from senior decision-maker	主席獻辭 Chairman's Message 總裁回顧 Executive Director's Review	P.4-5 P.6-7	
道德與誠信 Ethics and Integrity				
	102-16 價值、原則、標準和行為規範 Values, principles, standards, and norms of behaviour	公司網頁 - 願景 / 使命 / 核心價值 Company Website - VISION / MISSION / CORE VALUES	-	

可持續發展報告標準 GRI Standards	一般披露 General Disclosures	參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
管治 Governance				
102-18	管治結構 Governance structure	可持續發展管治方針 Sustainability Governance Approach <u>香港生產力促進局年報 2020-2021</u> Hong Kong Productivity Council Annual Report 2020-2021 <u>公司網頁 - 企業管治及理事會成員</u> Company Website - Corporate Governance & Council Membership 理事會是生產力局的管治組織，為生產力局履行職能提供策略領導。理事會轄下成立了四個委員會，以處理不同範疇的事務，這四個委員會分別為：審計委員會、財務委員會、職員事務委員會、業務發展委員會。於環境及安全管理方面，本局特設環境管理委員會及工作安全委員會，由不同部門的成員組成。 The Council is HKPC's governing body providing strategic leadership in the fulfilment of the organisation's functions. Four Committees have been set up under the auspices of the Council, to look after different aspects of Council business: the Audit Committee, the Finance Committee, the Staffing Committee and the Business Development Committee. In terms of environmental and safety management, HKPC has set up an Environmental Management Committee and Work Safety Committee which comprise members from different divisions.	P.12-13 P.20-24 - -	
持份者參與 Stakeholder Engagement				
102-40	持份群體清單 List of stakeholder groups	可持續發展管治方針 Sustainability Governance Approach	P.13	
102-41	集體談判協議 Collective bargaining agreements	香港目前並無集體協商的相關法例，但部門設有多個渠道與員工溝通。 There is no collective bargaining legislation in Hong Kong but we have maintained various staff engagement channels.	-	
102-42	界定及挑選持份者 Identifying and selecting stakeholders	可持續發展管治方針 Sustainability Governance Approach	P.12-14	
102-43	引入持份者參與的方針 Approach to stakeholder engagement	可持續發展管治方針 Sustainability Governance Approach 為準備本報告的內容，生產力局進行持份者面談及問卷調查。而其他於本報告中所列出的持份者參與活動，則會為主要持份者每年至少舉辦一次。詳情可詳閱《可持續發展管治方針》章節。 To prepare for HKPC Sustainability Report 2020-21, HKPC carried out stakeholder interviews and a survey. Other stakeholder engagement activities listed in the report are carried out at least once a year for major stakeholder groups. For details, please refer to "Sustainability Governance Approach".	P.14 -	

可持續發展報告標準 GRI Standards	一般披露 General Disclosures	參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
	102-44 提出的主要議題及關注事項 Key topics and concerns raised	可持續發展管治方針 Sustainability Governance Approach 香港生產力促進局年報2020-2021 Hong Kong Productivity Council Annual Report 2020-2021	P.14-16 P.2-6	
報告方式 Reporting Practice				
	102-45 財務報表所包含的單位 Entities included in the consolidated financial statements	關於本報告 About this Report 香港生產力促進局年報2020-2021 Hong Kong Productivity Council Annual Report 2020-2021	P.11 P.36	
	102-46 界定報告內容及議題界限 Defining report content and topic boundaries	關於本報告 About this Report 可持續發展管治方針 Sustainability Governance Approach	P.10 P.14-15	
	102-47 重要議題清單 List of material topics	可持續發展管治方針 Sustainability Governance Approach	P.16	
	102-48 重整信息 Restatements of information	本報告內並無對過往信息進行重整。 There is no restatement of past information in this Report.	-	
	102-49 匯報上的改變 Changes in reporting	關於本報告 About this Report	P.10-11	
	102-50 匯報期 Reporting period	關於本報告 About this Report	P.10	
	102-51 上一份報告的日期 Date of most recent report	上一份報告為《可持續發展報告2014-2016(摘要)》(日期：2018年5月)。 The latest report is “Sustainability Report 2014-2016 (Summary version)” (Dated May 2018).	-	
	102-52 匯報周期 Reporting cycle	本報告涵蓋本局2020至2021年間的可持續發展表現。 This report covers the annual sustainability performance of HKPC in 2020-21.	-	
	102-53 查詢報告的聯絡點 Contact point for questions regarding the report	關於本報告 About this Report	P.11	
	102-54 按照GRI標準提出的匯報申述 Claims of reporting in accordance with the GRI Standards	關於本報告 About this Report	P.10	
	102-55 全球報告倡議組織內容索引 GRI content index	全球報告倡議組織內容索引 GRI Content Index	P.58-73	
	102-56 外部認證 External assurance	關於本報告 About this Report 獨立保證意見聲明書 Independent Assurance Opinion Statement	P.10 P.74	

可持續發展報告標準 GRI Standards	披露 Disclosures	參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
經濟 Economic				
間接經濟影響 Indirect Economic Impacts				
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1 103-2 103-3 關於管理方針的一般披露 Generic disclosures on management approach	關於本報告 About this Report 可持續發展管治方針 Sustainability Governance Approach 竭誠為工商業界及社會服務 Serving the Industry and Community	P.10-11 P.12-16 P.22-33	
GRI 203： 間接經濟影響 2016 GRI 203: Indirect Economic Impacts 2016	203-1 203-2 基礎設施投資與支援性服務 Infrastructure investments and services supported 重大間接經濟影響 Significant indirect economic impacts	竭誠為工商業界及社會服務 Serving the Industry and Community 竭誠為工商業界及社會服務 Serving the Industry and Community	P.22-33 P.23-24	
環境 Environmental				
能源消耗 Energy Consumption				
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1 103-2 103-3 關於管理方針的一般披露 Generic disclosures on management approach	關於本報告 About this Report 可持續發展管治方針 Sustainability Governance Approach 保護環境 Protecting the Environment	P.10-11 P.12-16 P.34-41	
GRI 302： 能源2016 GRI 302: Energy 2016	302-1 302-3 302-4 機構內部的能源消耗量 Energy consumption within the organisation 能源強度 Energy intensity 減少能源消耗 Reduction of energy consumption	保護環境 Protecting the Environment 表現摘要 Performance Summary 表現摘要 Performance Summary 保護環境 Protecting the Environment 為確保數據準確性，我們正委託第三方檢視過往的數據。但受新冠疫情影响，核實數據過程受阻。因此截至本報告出版時，我們仍需時決定基準年份。 To ensure data accuracy, we have appointed a third party to review past data. However, due to COVID-19, the verification process has been delayed. Thus, we are not able to determine the base year by the date this report is published.	P.40-41 P.53-54 P.53 P.37-41 -	

可持續發展報告標準 GRI Standards	披露 Disclosures		參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
排放物 Emissions					
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1	關於管理方針的	關於本報告	P.10-11	
	103-2	一般披露	About this Report	P.12-16	
	103-3	Generic disclosures on management approach	可持續發展管治方針 Sustainability Governance Approach 保護環境 Protecting the Environment	P.34-41	
GRI 305： 排放物2016 GRI 305: Emissions 2016	305-1	直接(範疇一)溫室氣體排放 Direct (Scope 1) GHG emissions	表現摘要 Performance Summary	P.53	
			生產力局並無產生生物源的二氧化碳排放量。 We do not have Biogenic CO ₂ emissions.	-	
		為確保數據準確性，我們正委託第三方檢視過往的數據。但受新冠疫情影響，核實數據過程受阻。因此截至本報告出版時，我們仍需時決定基準年份。 To ensure data accuracy, we have appointed a third party to review past data. However, due to COVID-19, the verification process has been delayed. Thus, we are not able to determine the base year by the date this report is published.	-		
	305-2	能源間接(範疇二)溫室氣體排放 Energy indirect (Scope 2) GHG emissions	表現摘要 Performance Summary	P.53	
			生產力局並無產生生物源的二氧化碳排放量。 We do not have Biogenic CO2 emissions.	-	
		為確保數據準確性，我們正委託第三方檢視過往的數據。但受新冠疫情影響，核實數據過程受阻。因此截至本報告出版時，我們仍需時決定基準年份。 To ensure data accuracy, we have appointed a third party to review past data. However, due to COVID-19, the verification process has been delayed. Thus, we are not able to determine the base year by the date this report is published.	-		
305-3	其它間接(範疇三)溫室氣體排放 Other indirect (Scope 3) GHG emissions	表現摘要 Performance Summary	P.53		
305-4	溫室氣體排放強度 GHG emissions intensity	表現摘要 Performance Summary	P.53		

可持續發展報告 標準 GRI Standards	披露 Disclosures		參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
廢棄物 Waste					
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1	關於管理方針的	關於本報告	P.10-11	
	103-2	一般披露	About this Report		
	103-3	Generic disclosures on management approach	可持續發展管治方針 Sustainability Governance Approach 保護環境 Protecting the Environment	P.12-16 P.37-41	
GRI 306： 廢棄物2020 GRI 306: Waste 2020	306-1	廢棄物的產生與 廢棄物相關的重大 影響 Waste generation and significant waste-related impacts	保護環境 Protecting the Environment 表現摘要 Performance Summary	P.40-41 P.54	
	306-2	廢棄物相關的重大 影響管理 Management of significant waste-related impacts	保護環境 Protecting the Environment 針對實驗室產生的化學廢物，我們委託了第三方的持牌廢物收集者，負責運載化學廢物作處理及處置。 For the chemical waste produced in laboratories, we have appointed a third-party licensed waste collector to transport chemical waste for treatment and disposal. 我們會透過部門及跨部門會議去監察廢物數據，例如環境管理委員會會議。當產生廢物時，尤其是化學廢物，我們的員工會聯絡安全主任以安排廢物收集。安全主任亦會監察廢物數據。 We monitor waste data through departmental and inter-departmental meetings, such as meetings of the Environmental Management Committee. Once waste is generated, especially chemical waste, our colleagues will contact the safety manager for waste collection. The safety manager is also responsible for monitoring waste data.	P.40-41 - -	
	306-3	產生的廢棄物 Waste generated	保護環境 Protecting the Environment 表現摘要 Performance Summary 報告年度內錄得的化學廢物量為0。而一般廢物方面，由於是由承辦商收集，我們並沒有相關紀錄。 The amount of chemical waste recorded in the reporting year was 0. For domestic waste, we do not have such record since domestic waste is collected by contractor.	P.40-41 P.53-54 -	
	306-4	廢棄物轉移 Waste diverted from disposal	保護環境 Protecting the Environment 表現摘要 Performance Summary	P.40-41 P.53-54	

可持續發展報告標準 GRI Standards	披露 Disclosures		參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
環境合規 Environmental Compliance					
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1	關於管理方針的一般披露	關於本報告 About this Report	P.10-11	
	103-2	Generic disclosures on management approach	可持續發展管治方針 Sustainability Governance Approach	P.12-16	
	103-3				
GRI 307： 環境合規2016 GRI 307: Environmental Compliance 2016	307-1	違反環保法規 Non-compliance with environmental laws and regulations	可持續發展管治方針 Sustainability Governance Approach	P.12	
社會 Social					
員工福利 Employee Welfare and Benefits					
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1	關於管理方針的一般披露 Generic disclosures on management approach	關於本報告 About this Report	P.10-11	
	103-2		可持續發展管治方針 Sustainability Governance Approach 關愛員工 Caring for People 為切合現時市場趨勢並吸引人才，我們會定期審視我們的薪酬福利，經理事會及政府轄下創新科技署審批後便會引入新的員工福利。 To align with the current market trend and attract talents, we will review our remuneration package regularly and introduce new staff benefits to our colleagues after approval by the Council and the Innovation and Technology Commission of HKSAR Government.	P.12-16	
	103-3			P.44	
				-	
GRI 401： 僱傭2016 GRI 401: Employment 2016	401-1	新進員工和離職員工 New employee hires and employee turnover	表現摘要 Performance Summary	P.56-57	
	401-2	提供給全職員工 (不包含臨時或兼職員工)的福利 Benefits provided to full-time employees that are not provided to temporary or part-time employees	關愛員工 Caring for People	P.44	

可持續發展報告標準 GRI Standards	披露 Disclosures		參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
勞/資關係 Labour / Management Relations					
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1	關於管理方針的一般披露 Generic disclosures on management approach	關於本報告 About this Report	P.10-11	
	103-2			P.12-16	
	103-3		可持續發展管治方針 Sustainability Governance Approach 關愛員工 Caring for People	P.44, 50	
GRI 402： 勞/資關係2016 GRI 402: Labor/ Management Relations 2016	402-1	關於營運變化的最短預告期 Minimum notice periods regarding operational changes	關愛員工 Caring for People	P.44, 50	
			視乎營運變化的性質，職員平均於數星期至數個月內獲通知有關轉變。 Subject to the nature of operational changes, staff members were usually notified of relevant changes within a few weeks to a few months on average.	-	
職業健康及安全 Occupational Health and Safety					
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1	關於管理方針的一般披露 Generic disclosures on management approach	關於本報告 About this Report	P.10-11	
	103-2			P.12-16	
	103-3		可持續發展管治方針 Sustainability Governance Approach 關愛員工 Caring for People	P.44-46	
			與工作安全相關數據會被列於每月安全報告中，供管理層檢閱。工作安全委員會每季度均會召開會議，與各部門的總經理檢閱職業安全及健康的議題，並強調值得留意的個案。委員會每年亦會與總裁舉行會議，以檢視工作安全議題。 The work safety-related statistics are listed in the monthly safety report for management review. Work Safety Committee holds quarterly meeting to review occupational health and safety topics with input from General Managers of different divisions, and highlight specific cases. The Committee also meets annually with the Executive Director to review work safety issues.	-	
GRI 403： 職業健康及安全2018 GRI 403: Occupational Health and Safety 2018	403-1	職業安全衛生管理系統 Occupational health and safety management system	關愛員工 Caring for People	P.44-45	

可持續發展報告標準 GRI Standards	披露 Disclosures	參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
403-2	危害辨識、風險評估、及事故調查 Hazard identification, risk assessment, and incident investigation	關愛員工 Caring for People	P44-46	
		我們設有各種溝通渠道以收集員工意見，藉此識別工作相關的職業危害並評估風險。非例行性的溝通渠道包括安全意見收集箱、電話熱線、電郵及委任部門的安全代表。例行性的溝通渠道包括與總經理的季度會議，以及與總裁的年度會議。此外，助理安全經理與部門安全代表每月均會進行實地巡查，以識別危害、減輕風險。對於非本局員工，我們的設施管理同事會與承辦商溝通，了解他們於工作安全方面的需要。 We have various engagement channels to collect opinions from our colleagues for identifying work-related hazards and assessing risks. For non-routine channels, we have set up a safety opinion box, hotline, email and appointed a safety representative for each division. On a routine basis, there are quarterly meetings with General Managers of the divisions, and annual meeting with the Executive Director. Besides, the assistant safety manager and division safety representatives will carry out monthly site inspections in order to identify and minimize hazards and risks. For non-HKPC employees, our facility management staff will communicate with the contractors to understand their safety needs.	-	
		員工報告與工作安全相關的事件會受到保護，無須害怕遭受報復。 Staff are protected from retaliation for reporting work-related safety issues.	-	
403-3	職業健康服務 Occupational health services	關愛員工 Caring for People	P44-46	
		我們的助理安全經理與部門安全代表每月均會進行實地巡查，以識別危害、減輕風險。對於非本局員工，我們的設施管理同事會與承辦商溝通，了解他們於工作安全方面的需要。 Our assistant safety manager and division safety representatives will carry out monthly site inspections in order to identify and minimize hazards and risks. For non-HKPC employees, our facility management staff will communicate with the contractors to understand their safety needs.	-	
403-4	有關職業安全衛生之工作者參與、諮商與溝通 Worker participation, consultation, and communication on occupational health and safety	關愛員工 Caring for People	P44-46	
		於工作安全委員會的季度會議中，我們會討論員工提交的意見，如有需要作出跟進行動，必須經大部分委員及主席同意後才會執行。 We discuss feedbacks collected from our staff in the quarterly meeting of the Work Safety Committee. Any follow-up actions, if necessary, will only be taken with the agreement of most of the members and the Chairman of the Committee.	-	

可持續發展報告標準 GRI Standards	披露 Disclosures	參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
403-5	有關職業安全衛生之工作者訓練 Worker training on occupational health and safety	關愛員工 Caring for People	P45-46	
		我們會為需要在實驗室工作並有機會面對危險狀況的特定員工安排安全訓練，而於實驗室工作的員工亦必需具備相關訓練紀錄。實驗室內的儀器均備有操作手冊。 For specific staff who need to work in laboratory with possible hazardous situations, we will arrange safety training for them. Training record is compulsory for all laboratory workers. There are operation manuals for each equipment in laboratory.	-	
		關愛員工 Caring for People	P44-46, 51-52	
		為關注員工的身心健康，我們提供僱員支援服務計劃，由專業輔導員提供24小時輔導及諮詢熱線服務。 To cater for staff's well-being, we offer an employee assistance programme, which is a 24-hour counselling and consultation hotline service provided by counselling professionals.	-	
403-7	預防和減輕與業務關係直接相關聯之職業安全衛生的衝擊 Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	關愛員工 Caring for People	P46	
		當員工在本局所控制的工作間或工作間範圍以外發生安全事故，我們會將其記錄在風險評估表內，並在有需要時分享個案，以避免同類事件再次發生。 When employees are involved in safety accidents inside or outside workplace controlled by HKPC, we shall record the accident in the risk assessment form and share the case when necessary to prevent similar incidents from happening again.	-	
403-9	職業傷害 Work-related injuries	關愛員工 Caring for People	P44	
		2020-21年度有2宗職業傷害的紀錄；並無錄得嚴重的職業傷害及由職業傷害所造成的死亡事故。香港全職員工全年工時合計約1,520,438小時。本局每20萬工時發生的可記錄之職業傷害比率為0.26。兩宗傷害均是撞到物件而導致的意外受傷。在內地附屬公司及非員工方面，沒有任何個案紀錄。 In 2020-21, there were 2 cases of recordable work-related injury, and 0 cases of high-consequence work-related injuries and fatalities as a result of work-related injury. The total working hours of full-time staff was around 1,520,438. At HKPC, the rate of recordable work-related injuries per 200,000 man-hours was 0.26. Both injuries were accidental incidents caused by hitting objects. For workers who are not employees, there were 0 cases recorded.	-	
		工作安全委員會持續監察及識別所有工作相關的傷害及職業危害。 All work-related injuries and hazards are constantly monitored and identified by the Work Safety Committee.	-	

可持續發展報告標準 GRI Standards	披露 Disclosures	參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
員工培訓與教育 Employee Training and Education				
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1	關於管理方針的	關於本報告	P.10-11
	103-2	一般披露	About this Report	
	103-3	Generic disclosures on management approach	可持續發展管治方針 Sustainability Governance Approach 關愛員工 Caring for People	P.12-16 P.46-49
			同事在每次培訓活動、課程或講座後都需要填妥培訓課程檢討問卷，以便我們改善培訓計劃。此外，部門主管會在年度評核中向其下屬建議其所需的發展，我們會根據同事的需要而安排適合的培訓。 Our colleagues are required to fill in training evaluation questionnaire after each training activity, course or seminar, which allows us to enhance our training plan. Besides, our unit heads will recommend development areas to their subordinates in the annual appraisal exercise, and we will address these requirements with appropriate training arrangements.	-
GRI 404： 培訓與教育2016 GRI 404: Training and Education 2016	404-1	每名員工每年接受培訓的平均小時數 Average hours of training per year per employee	表現摘要 Performance Summary	P.56
	404-2	提升員工職能及過渡協助方案 Programs for upgrading employee skills and transition assistance programs	關愛員工 Caring for People 我們將重新僱用一些退休同事，特別是那些具有獨特專業知識及經驗的人員，以支持我們的工作。 We shall re-employ some retired staff, especially those with unique expertise and experience, to support our work.	P.46-47 -
	404-3	定期接受成效及職業發展評估的員工百分比 Percentage of employees receiving regular performance and career development reviews	關愛員工 Caring for People 所有合資格全職員工均會接受表現及職業發展評核；以作為年度績效評估的一部分。 100% eligible full-time staff received performance and career development reviews as part of our annual appraisal process.	P.44 -

可持續發展報告標準 GRI Standards	披露 Disclosures	參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
多元化與平等機會 Diversity and Equal Opportunity				
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1	關於管理方針的	關於本報告	P.10-11
	103-2	一般披露	About this Report	
	103-3	Generic disclosures on management approach	可持續發展管治方針 Sustainability Governance Approach 關愛員工 Caring for People	P.12-16 P.42
GRI 405： 多元化與平等機會 2016 GRI 405: Diversity and Equal Opportunity 2016	405-1	管治機構及員工多樣性 Diversity of governance bodies and employees	本局的管治機構，即理事會成員當中，有13名男性及10名女性。基於個人私隱的考量，本報告暫不披露年齡層分布的相關資訊。 Our governance body, as known as the Council, consists of 13 male members and 10 female members. Due to the concern on personal privacy, the information about age group distribution is not disclosed in this report. 表現摘要 Performance Summary	- P.55-57
非歧視 Non-discrimination				
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1	關於管理方針的	關於本報告	P.10-11
	103-2	一般披露	About this Report	
	103-3	Generic disclosures on management approach	可持續發展管治方針 Sustainability Governance Approach 關愛員工 Caring for People	P.12-16 P.46
GRI 406： 非歧視2016 GRI 406: Non-discrimination 2016	406-1	歧視事件以及組織採取的改善行動 Incidents of discrimination and corrective actions taken	報告年度內並沒有錄得歧視事件。 No incidents of discrimination were recorded in the reporting year.	-
客戶健康與安全 Customer Health and Safety				
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1	關於管理方針的	關於本報告	P.10-11
	103-2	一般披露	About this Report	
	103-3	Generic disclosures on management approach	可持續發展管治方針 Sustainability Governance Approach 關愛員工 Caring for People	P.12-16 P.46
GRI 416： 客戶健康與安全 2016 GRI 416: Customer Health and Safety 2016	416-2	違反有關產品與服務的健康和安全法規之事件 Incidents of non-compliance concerning the health and safety impacts of products and services	報告年度期間沒有錄得違反有關產品與服務的健康和安全法規之事件。 No incidents of non-compliance concerning the health and safety impacts of our services were recorded during the reporting year.	-

可持續發展報告標準 GRI Standards	披露 Disclosures		參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
產品和服務的營銷 Marketing of Products and Services					
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1	關於管理方針的	關於本報告	P.10-11	
	103-2	一般披露	About this Report		
	103-3	Generic disclosures on management approach	可持續發展管治方針 Sustainability Governance Approach 竭誠為工商業界及社會服務 Serving the Industry and Community	P.12-16 P.22-24	
GRI 417： 營銷與標識2016 GRI 417: Marketing and Labeling 2016	417-2	未遵循產品與服務之資訊與標識法規的事件 Incidents of non-compliance concerning product and service information and labeling	可持續發展管治方針 Sustainability Governance Approach	P.12	
	417-3	未遵循行銷傳播相關法規的事件 Incidents of non-compliance concerning marketing communications	可持續發展管治方針 Sustainability Governance Approach	P.12	
客戶隱私 Customer Privacy					
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1	關於管理方針的	關於本報告	P.10-11	
	103-2	一般披露	About this Report		
	103-3	Generic disclosures on management approach	可持續發展管治方針 Sustainability Governance Approach	P.12-17	
GRI 418： 客戶隱私2016 GRI 418: Customer Privacy 2016	418-1	經證實侵犯客戶隱私或遺失客戶資料的投訴 Substantiated complaints concerning breaches of customer privacy and losses of customer data	可持續發展管治方針 Sustainability Governance Approach	P.12	

可持續發展報告標準 GRI Standards	披露 Disclosures		參照/*直接解釋 Reference/* Direct Answer	頁數 Page No	外部認證 External Assurance
社會和經濟領域的合規性 Regulatory Compliance in Social and Economic Areas					
GRI 103： 管理方針2016 GRI 103: Management Approach 2016	103-1	關於管理方針的	關於本報告	P.10-11	
	103-2	一般披露	About this Report		
	103-3	Generic disclosures on management approach	可持續發展管治方針 Sustainability Governance Approach	P.12-16	
GRI 419： 社會經濟合規 2016 GRI 419: Socioeconomic Compliance 2016	419-1	違反社會與經濟領域之法律和規定 Non-compliance with laws and regulations in the social and economic area	可持續發展管治方針 Sustainability Governance Approach	P.12	
			本局於2020-21年度並沒有該類別的違規情況。 No non-compliance with laws and regulations in the social and economic area in 2020-21.	-	





INDEPENDENT ASSURANCE OPINION STATEMENT

Statement No.: **SRA-HK 756403**

Hong Kong Productivity Council Sustainability Report 2020-21

The British Standards Institution is independent of the Hong Kong Productivity Council (hereafter referred to as "HKPC" in this statement) and has no financial interest in the operation of HKPC other than for the assessment and assurance of HKPC Sustainability Report 2020-21 (the "Report").

This independent assurance opinion statement has been prepared for HKPC solely for the purpose of assuring its statements relating to the Report, more particularly described in the Scope below. It was not prepared for any other purpose. The British Standards Institution will not, in providing this independent assurance opinion statement, accept or assume responsibility (legal or otherwise) or accept liability for or in connection with any other purpose for which it may be used, or towards any person by whom the independent assurance opinion statement may be read. This statement is intended to be used by stakeholders & management of HKPC.

This independent assurance opinion statement is prepared on the basis of review by the British Standards Institution of information presented to it by HKPC. The review does not extend beyond such information and is solely based on it. In performing such review, the British Standards Institution has assumed that all such information is complete and accurate.

Any queries that may arise by virtue of this independent assurance opinion statement or matters relating to it should be addressed to HKPC only.

Scope

The scope of engagement agreed upon with HKPC includes the following:

1. The assurance covers the whole Report and, focuses on systems and activities of HKPC in Hong Kong for providing a range of services to promote productivity excellence through integrated advanced technologies and innovative service offerings to support Hong Kong enterprises, including but not limited to consultancy, training and manufacturing support, during the period from 1st April 2020 to 31st March 2021. The Report is prepared in accordance with the Core Option of GRI Sustainability Reporting Standards ("GRI Standards").
2. Type 1 Moderate Level of Assurance evaluates the nature and extent of HKPC's adherence to four reporting principles: Inclusivity, Materiality, Responsiveness and Impact. The specified sustainability performance information/data disclosed in the Report has been evaluated.

This statement was prepared in English and translated into Chinese for reference only.

Opinion Statement

We conclude that the Report provides a fair view of HKPC's sustainability programmes and performance in the reporting year. We believe that the economic, social and environmental performance indicators are fairly represented in the Report, in which HKPC's efforts to pursue sustainable development are widely recognised by its stakeholders.

Our work was carried out by a team of sustainability report assurers. We planned and performed this part of our work to obtain the necessary information and explanations. We considered HKPC has provided sufficient evidence that HKPC's self-declaration of compliance with the Core Option of GRI Standards were fairly stated.

Methodology

Our work was designed to gather evidence on which to base our conclusion. We undertook the following activities:

- A top level review of issues raised by external parties that could be relevant to HKPC's policies to provide a check on the appropriateness of statements made in the Report;
- Discussion with senior executives on HKPC's approach to stakeholder engagement. We had no direct contact with external stakeholders;
- Interview with staff involved in sustainability management, report preparation and provision of report information;
- Review of key organisational developments;
- Review of supporting evidence for claims made in the Report; and
- An assessment of the company's reporting and management processes concerning reporting against the principles of Inclusivity, Materiality, Responsiveness and Impact.

Conclusions

A detailed review against the Principles of Inclusivity, Materiality, Responsiveness and Impact and in accordance with GRI Standards is set out below:

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Inclusivity

The Report has reflected the fact that HKPC is seeking the engagement of its stakeholders through numerous channels such as Town Hall meetings; Roundtable meetings; Office circulars and standard practices; Training programmes; Staff activities; eNewsletters; Intranet; Social media platforms; Reverse Mentoring Programme; Best Practice Sharing sessions; "Morning prayer" meetings; Work Safety Committee (WSC); Staff Recreation Club; Customer satisfaction survey; Seminars; Exhibitions; Workshops; Free training courses; Meetings; Outreach activities by SME ReachOut; HKPC Sourcing Fair 2020; Tendering process and performance review; Legislative Council meetings; Collaborative projects and schemes; Secretariat support to Government funding schemes; Participation in Government consultation exercises; Meetings with and visits by Government officials; Housekeeping meetings with Controlling Officer (ITC); Voice of Industry consultation meetings; Hong Kong Industry Network Clusters (HK-INC) consultation sessions; Support to charitable events and activities; Theme halls; Publications; Company website; and more.

HKPC's operation involves various methods of engaging its stakeholders on a daily basis. The Report covers economic, social and environmental aspects of concern to its stakeholders with a fair level of disclosure. In our professional opinion, HKPC adheres to the principle of Inclusivity. Our view of areas for enhancement of the Report was adopted by HKPC before the issue of this opinion statement.

Materiality

HKPC publishes sustainability information that enables its stakeholders to make informed judgments about the company's management and performance. In our professional opinion, the Report adheres to the principle of Materiality and identifies HKPC's material aspects by using appropriate methods of materiality analysis and demonstrating material issues in a matrix form. Areas for enhancement of the Report were adopted by HKPC before the issue of this opinion statement.

Responsiveness

HKPC has implemented practices that respond to the expectations and perceptions of its stakeholders. These include various surveys and feedback mechanisms for both internal and external stakeholders. In our professional opinion, HKPC adheres to the principle of Responsiveness. Areas for enhancement of the Report were adopted by HKPC before the issue of this opinion statement.

Impact

HKPC has established processes to understand, measure and evaluate its impacts in qualitative and quantitative way. These processes enable HKPC to assess its impact and disclose them in the Report. In our professional opinion, HKPC adheres to the principle of Impact. Areas for enhancement of the Report were adopted by HKPC before the issue of this opinion statement.

GRI Standards Reporting

HKPC provided us with their self-declaration of compliance with GRI Standards "In Accordance" - Core option.

Based on our verification review, we are able to confirm that social responsibility and sustainable development disclosures in all three categories (Environmental, Social and Economic) are reported in accordance with the GRI Standards: Core option. In our professional opinion the report covers HKPC's social responsibility and sustainability issues. Areas for enhancement of the Report were adopted by HKPC before the issue of this opinion statement.

Assurance Level

The Type 1 Moderate Level of Assurance provided in our review is defined by the scope and methodology described in this statement.

Responsibility

It is the responsibility of HKPC's senior management to ensure that the information being presented in the Report is accurate. Our responsibility is to provide an independent assurance opinion statement to stakeholders giving our professional opinion based on the scope and methodology described.

Competency and Independence

The assurance team was composed of Lead Auditors, who are experienced in the industrial sector, and trained in a range of sustainability, environmental and social standards including GRI G3, GRI G3.1, GRI G4, GRI Standards, AA1000, HKEX ESG Guide, UNGC's Ten Principles, ISO20121, ISO14064, ISO 14001, OHSAS 18001, ISO45001, ISO 9001, and ISO 10002, etc. British Standards Institution is a leading global standards and assessment body founded in 1901. The assurance is carried out in line with the BSI Fair Trading Code of Practice.

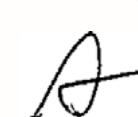
For and on behalf of BSI:



Mr. Stephen Yu
Chief Operating Officer – Hong Kong
China Operational Resilience Director

Hong Kong
11th July 2022

Verifier of the Report



Aaron Chim
Lead Assuror

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獨立保證意見聲明書

聲明書號碼: **SRA-HK 756403**

香港生產力促進局 可持續發展報告 2020-21

英國標準協會與香港生產力促進局(以下稱為“生產力局”)為相互獨立的公司及組織,英國標準協會除了針對生產力局可持續發展報告 2020-21 (以下簡稱“報告”)進行評估和核查外,與生產力局並無任何財務上的關係。

本獨立保證意見聲明書的目的,僅作為對下列有關生產力局可持續發展報告所界定範圍內的相關事項進行保證之結論,而不作為其他之用途。英國標準協會就提供本獨立保證意見聲明書,對關於其他目的之使用,或閱讀本獨立保證意見聲明書的任何人,英國標準協會並不負有或承擔任何有關法律或其他之責任。本獨立保證意見聲明書供生產力局之持份者及管理人員使用。

本獨立保證意見聲明書是基於生產力局提供予英國標準協會之相關資料審查所作成之結論,因此審查範圍乃基於並只限於這些提供的資料之內,英國標準協會認為這些資料都是完整且準確的。

對於這份獨立保證意見聲明書所載內容或相關事項之任何疑問,只能向生產力局提出。

核查範圍

生產力局與英國標準協會協議的核查範圍包括:

1. 保證涵蓋整份報告,並專注於生產力局在香港,於2020年4月1日至2021年3月31日期間的系統及活動,以致力透過先進技術和創新服務,協助香港企業提升卓越生產力,包括顧問服務、培訓及製造支援。報告依據符合全球報告倡議組織標準(GRI Standards)的核心選項編制而成。
2. 第一類型中度保證等級評估生產力局遵循四項當責性原則:包容性、重要性、回應性及影響性的本質與程度,以及對指定可持續發展的資料/數據作出核查。

本聲明書以英文編制,中文翻譯本只供參考。

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意見聲明

我們可以總結,報告為生產力局的可持續發展計劃與績效提供一個公允的觀點。我們相信報告內之經濟、社會及環境績效指標是被正確無誤地展現。報告所披露的績效指標展現了生產力局為可持續發展所作出的努力,備受持份者的廣泛認同。

這次核查工作是由一組具有可持續發展報告核查能力之團隊執行。透過策劃和進行核查時所獲得的資料及說明,我們認為生產力局就符合全球報告倡議組織標準(GRI Standards)的核心選項的聲明,是屬公允的描述。

核查方法

為了收集能讓我們得出結論的證據,我們執行了以下工作:

- 對來自外部團體關於生產力局政策的議題,進行高階管理層的審查,以確認報告中聲明書的合適性
- 與生產力局管理人員討論有關持份者參與的方式,然而,我們並無直接接觸外部持份者
- 訪問涉及可持續發展管理、報告編制及資料提供的有關員工
- 審查組織的主要發展內容
- 審查報告中所作宣告的支持性證據
- 審查報告的製作及管理流程是否按照包容性、重要性、回應性及影響性的原則進行

結論

我們對於包容性、重要性、回應性及影響性原則,及依據全球報告倡議組織標準(GRI Standards)的審查如下:

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包容性

此報告反映生產力局透過以下多種渠道作持份者參與，包括：員工大會、圓桌諮詢會議、辦公室通告及標準守則、培訓課程、員工活動、電子通訊、內聯網、社交媒體平台、逆向導師計劃、良好實務分享、早會、工作安全委員會、職員康樂會、客戶滿意度調查、研討會、展覽、工作坊、免費培訓課程、會議、中小企資援組的外展活動、「生產力局Sourcing Fair 2020」採購會、招標流程及表現評估、立法會會議、協作項目及計劃、政府資助計劃秘書處、參與政府諮詢、與政府官員的會議及官員實地考察、與創新科技署管制人員的工作會議、業界諮詢會、「HKPC集思匯」諮詢會、支持慈善活動、主題展館、刊物、企業網站等等。

生產力局透過日常營運並以多種渠道與持份者保持溝通。此報告包括持份者關注的經濟、社會及環境範疇，並以公允的方式披露。我們專業的意見認為，生產力局遵循包容性原則。我們對報告的改善意見已被生產力局於發出本意見聲明書前採納。

重要性

生產力局發布可持續發展資訊，讓持份者對生產力局的管理及表現可作出有事實根據的判斷。我們專業的意見認為，報告遵循重要性原則，並透過合適的方法識別出生產力局的重要議題，以矩陣方式展現出重要議題。我們對報告的改善意見已被生產力局於發出本意見聲明書前採納。

回應性

生產力局實行措施以回應持份者的期望與意見，包括對內部及外部持份者的各種問卷及反映機制。以我們專業的意見，生產力局遵循回應性原則。我們對報告的改善意見已被生產力局於發出本意見聲明書前採納。

影響性

生產力局設立流程以定性及定量方式去了解、計量及評價其影響，讓生產力局評估其影響及於報告內披露。以我們專業的意見，生產力局遵循影響性原則。我們對報告的改善意見已被生產力局於發出本意見聲明書前採納。

全球報告倡議組織標準

生產力局向我們提供已符合全球報告倡議組織標準（GRI Standards）的自我聲明。

從審查的結果，我們確定報告內之三個類別（環境，社會及經濟）的社會責任及可持續發展披露，是符合全球報告倡議組織標準的核心選項披露。以我們專業的意見認為，本報告包括生產力局的社會責任及可持續發展事務。我們對報告的改善意見已被生產力局於發出本意見聲明書前採納。

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保證等級

我們提供的第一類型中度保證等級審查，是以本聲明書內之範圍及方法作定義。

責任

生產力局的高層管理有責任確保這份可持續發展報告內的資料準確。我們的責任為基於所描述的範圍與方法，提供專業意見並提供持份者一個獨立的保證意見聲明書。

能力與獨立性

本核查團隊是由具專業背景，且接受過包括 GRI(全球報告倡議組織) G3、GRI G3.1、GRI G4、GRI 標準、AA1000、香港聯交所“環境、社會及管治報告指引”、聯合國全球契約十項原則、ISO20121、ISO14064、ISO 14001、OHSAS 18001、ISO 45001、ISO 9001 及 ISO 10002 等之一系列可持續發展、環境及社會標準的訓練，具有主導擔保及核查員資格之成員組成。英國標準協會於1901 年成立，是全球標準及驗證機構的領導者。本保證是依據英國標準協會公平交易準則執行。

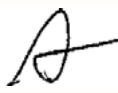
英國標準協會代表:



余英泰先生
香港首席營運總監

香港
2022 年 7 月 11 日

本報告驗證員:



Aaron Chim
主任驗證員

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