



**持續發展・從未停步**   
SUSTAINABILITY NEVER STOPS





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## 主席獻辭 Chairman's Message

回顧2021-22年度，全球各地包括香港的經濟持續受新型冠狀病毒疫情影響，在此情況下，可持續發展及氣候變化可能不是公眾最關注的議題，但疫情卻提醒我們可持續發展的重要性，可確保經濟在不損害環境的原則下長期穩定發展。

**In 2021-22, the COVID-19 pandemic continued to impact economies across the globe, including Hong Kong. Although it may have diverted attention from sustainability and climate change, it did emphasise the importance of sustainable development for long-term economic stability without negative effects on the environment.**

2021年10月香港特區政府發布《香港氣候行動藍圖2050》，訂下推展「零碳排放・綠色宜居・持續發展」的願景，承諾於2050年前實現碳中和。

香港生產力促進局(生產力局)於2021年加入碳中和夥伴計劃，承諾全力支持香港實踐碳中和目標。我們一直致力向各行各業推廣可持續發展，更希望以身作則，在2040年前達到碳中和，以顯示生產力局竭盡所能為香港構建可持續發展的低碳未來。

我們坐言起行，訂立了多項中期目標及策略，以期盡量減輕溫室氣體排放和縮減碳足跡，也實事求是地踏出減碳的重要一步，承諾在2030年前達致碳排放減半和減少能源消耗量15%。在此綱領下，我們將繼續提高能源效益和投放資源推行各種可再生能源措施，同時努力創新及推廣普及使用電動車。

生產力局嚴格遵守廢物利用、物盡其用和循環再造的3R原則。我們定期進行廢物審核，尋找途徑改善廢物管理，此外並推出電子廢物綜合管理計劃，簡化回收流程以提高成效。我們亦避免產生廢物和採取負責任的回收措施，從而降低能源消耗量及溫室氣體排放。

我們的減碳措施必須獲得業界支持才可成功，所以生產力局鼓勵業界持份者加強研發創新的綠色科技意念，並轉化為實用工具造福社會，同時推廣各行各業應用綠色科技。

生產力局冀盼推動香港邁進新型工業化，鞏固香港作為智慧城市和國際創科中心的定位，積極追求可持續發展。我們經常與客戶聯合進行研究及發展項目，研發成果在國際和本地屢獲殊榮。我們的「堆填區垃圾滲濾液嶄新化學處理方法」是簡單而成本低廉的化學處理流程，可清除堆填區垃圾滲濾液中的有色及難以生物降解有機物，這項發明奪得「2022年日內瓦國際發明展」金獎。

In October 2021, the HKSAR Government launched Hong Kong's Climate Action Plan 2050, which sets out the vision for "Zero-carbon Emissions • Liveable City • Sustainable Development" and commits to achieving carbon neutrality before 2050.

The Hong Kong Productivity Council (HKPC) joined the Carbon Neutrality Partnership in 2021, pledging our full support for Hong Kong's carbon neutrality goal. As an organisation dedicated to promoting sustainable development across different sectors of the industry, HKPC aims to lead by example and attain carbon neutrality by 2040. This demonstrates HKPC's commitment to creating a low-carbon and sustainable future for Hong Kong.

To put these words into practice, we have set our medium-term targets and strategies to minimise greenhouse gas emissions and reduce our carbon footprint. Pledging to cut half of our carbon emissions and reduce 15% of our energy consumption by 2030, we are making a significant and tangible step towards decarbonisation. In doing so, we will continue to improve energy efficiency, invest in renewable energy initiatives, as well as innovating and driving the adoption of electric vehicles.

HKPC adheres to the 3R principles of "Reduce, Reuse and Recycle". Regular waste auditing helps identify ways to improve waste management, and HKPC has launched a comprehensive e-waste management plan to make recycling simpler and more effective. Effective waste prevention and responsible recycling can help reduce energy consumption and greenhouse gas emissions.

Our decarbonisation endeavours could not be achieved without participation of the industry. HKPC encourages industry stakeholders to step up and translate more innovative GreenTech ideas into practical use to benefit the community, and foster industry-wide adoption of GreenTech.

HKPC aims to facilitate new industrialisation in Hong Kong, bolstering Hong Kong as a smart city and international innovation and technology hub, and embracing sustainability. Collaborative research and development projects with our clients have consistently been recognised both locally and internationally. Our Novel Chemical Treatment Process for Landfill Leachate, a simple, low cost chemical treatment process for removing coloured and non-biodegradable organic matter from landfill leachate, was the Gold Medal winner of the 2022 Geneva International Exhibition of Inventions.



我們研發的「廚餘再生俠」是香港首個可自動將廚餘液化成漿液的處理系統，榮獲多個本地及國際獎項，至於「智能流動電動車充電系統」則是「第44屆日內瓦國際發明展」銀獎和2017年世界華人發明大獎金獎得主。這部可兼容多種標準的電動車充電器可為行駛期間電池耗盡的電動車緊急充電，突破了以往傳統電動車充電設施必須固定安裝於指定位置的限制。

綠色運輸、智慧出行和新能源車都可令環境更綠化潔淨，而且不會降低效率和效益。我們與夥伴協辦許多合作項目及發明項目，務求迎合各式各樣的商業用途和車輛運作模式。插電式混合動力客車是一款純電動的零排放車輛，比傳統柴油客車節省超過40%燃料；可換電池低地台電動小巴及貨車則是路邊零排放的商用車；還有適用於電動叉車的高效率氫燃料電池混合動力系統和氫燃料電池充電器，提供更潔淨環保的解決方案，可取代傳統系統和充電器。

生產力局矢志不渝推展可持續發展進程，未來將繼續努力達成碳中和目標。我衷心感謝全體員工、業界夥伴、政府及其他持份者與我們共渡去年的時艱，給予我們無限支持。憑著協作與努力，我們定可採取積極的氣候行動，使香港演變成更為健康環保的智慧城市。

主席  
陳祖恒議員



Our Food TranSmarter, the first system in Hong Kong to automatically liquefy food waste into slurry, was the proud winner of various awards locally and internationally. Our Smart Mobile EV Charger was the Silver Medal winner of the 44th Geneva International Exhibition of Inventions and the Gold Medal winner of the 2017 Chinese International Invention Award. This multi-standard EV charger provides emergency charging service for battery-drained EVs while on the road, a breakthrough in the limitation faced by traditional EV charging facilities that must be stationed in fixed locations.

Green transportation, smart mobility and new energy vehicles are ways to create a greener, cleaner environment without compromising efficiency and effectiveness. Collaborative projects and inventions cater for a wide range of commercial applications and vehicles operation. The Plug-in Hybrid Electric Coach is a zero-emission vehicle in pure electric driving mode capable of at least 40% fuel savings compared to traditional diesel coaches. The Swappable Battery Low Platform Electric Minibus and Truck achieve zero roadside emissions for commercial vehicles. The High-efficient Hydrogen Fuel Cell Hybrid System for Electric Forklifts and the Hydrogen Fuel Cell Powered Charger both offer a cleaner and eco-friendlier solution over traditional versions.

HKPC remains committed to its sustainability agenda and will continue to dedicate its efforts to move towards carbon neutrality. I am very grateful to our staff, industry partners, the government and other stakeholders for their contributions and support during this difficult time. Together, we can all play a part in taking positive climate actions to create a healthier, greener and smarter Hong Kong.

Hon Sunny TAN  
Chairman



可持續發展是生產力局的願景，未來所有業務均會貫徹這套理念。在新型冠狀病毒疫情期間，日常生活備受影響，可持續發展倍見重要。我們相信只要堅定不移、永不言倦地努力研發，我們必可在各自的崗位上作出貢獻，使香港和我們為家的地球變得更美好。

**At HKPC, we envision a future where sustainability lies at the heart of business. This is especially true in the wake of the COVID-19 pandemic, which has impacted many aspects of our lives. We believe that through unwavering commitment and tireless research and development (R&D), we can all contribute to the betterment of Hong Kong and to our planet.**

生產力局是「工業4.0」及「企業4.0」的主要促成者，一直全力推動香港的新型工業化進程，促進香港發展成為智慧城市和國際創科中心。

可持續發展是新型工業化的關鍵，要旨是應用資訊科技承輔發展。我們可運用創意、創新、智能、數碼化、高科技、新技能及物料等元素建立具有高增值潛力和經濟效益的新興行業，與此同時將減少耗用資源和消減環境污染等可持續發展元素融入整個生產周期，從設計到生產和銷售全程涵蓋，這就是新型工業化的精髓。

生產力局從環境、社會及管治方面著手，不遺餘力地提倡和推動可持續發展。我們作為香港政府碳中和計劃的主要合作夥伴，致力透過屬下的香港及內地辦事處為業界提供綠色解決方案和推廣環保意識。

As a key enabler of Industry 4.0 and Enterprise 4.0, HKPC strives to facilitate new industrialisation in Hong Kong, bolstering it to become a smart city and an international innovation and technology hub.

Sustainability is a crucial element in new industrialisation, which emphasises the use of information technology to drive the development process. By making use of elements, such as, creativity, innovation, intelligence, digitisation, high technology, new skills and materials, we can develop emerging industries with high value-added potential and economic benefits. At the same time, we ensure that sustainable elements, such as, reducing resource consumption and environmental pollution, are incorporated throughout the product cycle, from design to production and sales. This is the essence of new industrialisation.

HKPC has provided immense support to promote and drive sustainable development from the ESG perspective. As a key partner in the Hong Kong Government's Carbon Neutrality Partnership, HKPC is committed to providing green solutions to industries and promoting environmental awareness across our offices in Hong Kong and the Mainland.





我們的環境政策廣泛涵蓋不同範圍，包括提倡改善能源效益及節約資源、採用負責任的營運措施減少廢物和採購環保產品與服務等。我們亦資助合資格的企業並提供技術支援，同時制訂不同行業的清潔生產技術參考基準，協助業界自我評估表現。

除此之外，本局也參與開發「清潔生產工具箱」。此使用簡便的網上平台提供多種技術的資訊和相關的成本效益數據，工廠可揀選合適的技術進行清潔生產。年內我們舉辦多次研討會及參觀活動，加深製造業界了解清潔生產技術和良好實務，為企業提供平台，以助他們採用清潔生產措施。我們亦啟動多宗研發項目，針對多種環境挑戰開發技術解決方案，例如空氣污染管制、污水處理、水資源及廢物回收、環保運輸及節能等。

Our environmental policy covers a wide range of areas, from advocating for energy efficiency and resources conservation, to reducing waste through responsible practices, and procuring green products and services. We have provided funding and technical support to eligible businesses and established cleaner production reference benchmarks for different industries, assisting them in self-evaluating their own performance.

We also contributed to the development of the Cleaner Production Toolbox, a user-friendly web platform with information on different technologies and associated cost-effectiveness, to help factories select applicable technologies to achieve cleaner production. We organised seminars and visits to promote a wider understanding of cleaner production technologies and best practices, serving as a platform for companies in their pursuit of adopting cleaner production practices. Additionally, we conducted R&D projects for technology solutions to address various environmental challenges relating to air pollution control, wastewater treatment, water resources and waste recycling, green transportation and energy conservation.



另一方面，生產力局也積極孕育人才，為業界提供穩定的人力資源。我們的「未來技能」培訓以最熱門的新科技應用程式及軟技能作課題，例如人工智能、區塊鏈、大數據、設計思維和團隊管理技能，讓參加者提升未來技能，作好準備發展事業，開拓更光明豐盛的前途。生產力局的宗旨是與員工一起成長和發展，因此我們透過各類培訓及發展計劃，不斷培才賦能。於報告期內，生產力局舉辦了68次員工內部培訓，多元化的講題包括個別職位的特定技能、健康與安全、合規、創科、客戶服務、管理及傳訊、成長思維和應變能力以及良好實務分享，合共逾7,600小時，超過4,200員工人次參加。

為強調正確作業措施的重要性和進一步提升內部合規水平，我們每年均會安排網上比賽形式的標準實務重溫培訓。在疫情期間，我們亦推出新的iLearn網上學習平台，員工可在網上獲取培訓教材，十分方便，隨時隨地也可進修。

生產力局是政府多項資助計劃的執行機構，旨在扶持中小企發展。本局明白中小企申請資助時往往遭遇困難，所以在2020年1月1日設立了專責的「中小企資援組」，協助中小企識別合適的資助計劃並處理申請查詢。在數碼安全方面，生產力局轄下的香港電腦保安事故協調中心為企業提供重要的資訊保安服務，並回應公眾的需要，中心的服務在疫情期間發揮重大作用。

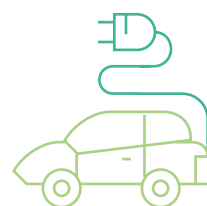
生產力局作為負責任的企業公民，全面依循嚴格

Talent grooming and development is vital to maintaining a steady workforce for industry. Our FutureSkills training covers the hottest new technology applications and soft skills, such as, AI, Blockchain, Big Data, Design Thinking and Team Management Skill, enabling participants to upgrade their FutureSkills for a brighter, more fulfilling career.

At HKPC, we strive to grow with our staff and are committed to providing continuous support through training and development. During the reporting period, HKPC organised 68 sessions of in-house training for staff, covering a wide range of topics, including job specific skills, health and safety, compliance, innovation and technologies, customer service, management and communication, growth mindset and resilience and best practice sharing. This totalled over 7,600 training hours, with more than 4,200 participants.

To reinforce the importance of proper practices and strengthen internal compliance, we conducted annual refresher training of standard practices in the form of online challenges. During the pandemic, we also launched the new e-learning platform, "iLearn", offering staff an easy access to online training materials for self-learning anytime and anywhere.

As the implementation body of various government funding schemes to support the growth of SMEs, HKPC understands the difficulties faced by SMEs when applying for funding. A dedicated service team entitled "SME ReachOut" commenced operation on 1 January 2020, assisting SMEs to identify suitable funding schemes, and handling application enquiries. On the digital security front, our Hong Kong Computer Emergency Response Team Coordination Centre provided critical security for companies, and addressed the needs of the community, particularly during the COVID-19 pandemic.





的作業標準，以此作為各級員工的管治指引。我們設有合規及內部審計辦公室，直接向局方匯報關於局方合規的事宜，此外並會進行內部審計，確保所有員工執行職務時嚴格遵守作業標準和指引，另亦經常舉行「HKPC集思匯」諮詢會，以蒐集持份者的意見和了解中小企的需要，務求不斷提升本局的服務。

2022年是生產力局55周年誌慶，標誌著局方的重要里程碑。我非常感激業界夥伴多年來信任本局和支持我們的研發及技術商品化項目。我們憑藉創新科技助企業克服技術和營運挑戰，也致力開發適切的實用方案提高業界的競爭力，與企業並肩打造可持續發展的錦繡前路，成就智上。

生產力局將繼續支持及推動新發明，並會引入更多先進技術和促進政府、業界、學界及研究等界別合作，攜手為香港開創更環保的低碳未來。

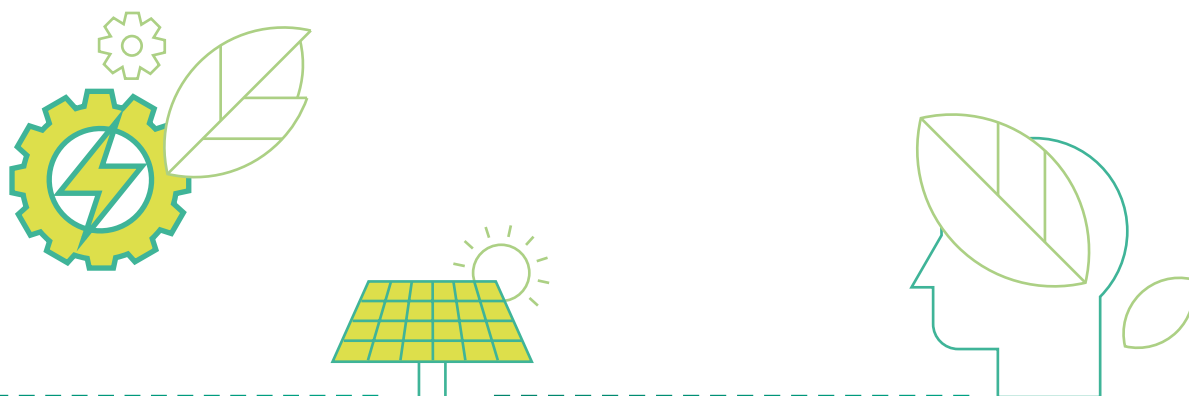
As a responsible corporate citizen, HKPC strictly follows a comprehensive standard of practice, providing governance guidelines at all levels to our staff. We have set up a Compliance and Internal Audit Office, reporting to the Council on issues relating to Council's compliance. We also carry out internal audits to ensure all staff strictly operate according to the standard practice and guidelines. Meanwhile, Hong Kong Industry Network Clusters consultation sessions were held regularly to collect stakeholder feedback and to understand the needs of SMEs, in order to further improve our services.

HKPC celebrated its 55th anniversary in 2022, which was another milestone for the Council. I am very grateful to our industry partners for their trust and support of our R&D and technology commercialisation capabilities over the years. Our innovative technologies help businesses address technical and operational challenges and develop the appropriate practical solutions to strengthen industry competitiveness, creating a smarter and sustainable future for enterprises.

HKPC will continue to support and promote new inventions, adopt more cutting-edge technologies, as well as facilitating collaboration across the government, industry, academic and research sectors to create a green, low-carbon future for Hong Kong.

總裁  
畢堅文 MH

**Mohamed D. Butt**, MH  
Executive Director



## 關於本報告 About this Report

香港生產力促進局（以下簡稱「生產力局」）自2020-21年度開始發表可持續發展報告，今年欣然發布第一份年度環境、社會及管治報告（以下簡稱「本報告」），呈述我們於2021-22財政年度（2021年4月1日至2022年3月31日）致力提升的環境、社會及管治表現、管理概況、各項計劃和工作成果。本報告內並無對過往信息進行重整。

Having published sustainability reports since 2020-21, Hong Kong Productivity Council (hereinafter "HKPC") is pleased to present its first annual Environmental, Social and Governance Report (hereinafter "this Report"), which presents our strengthened commitment to environmental, social and governance performance management, programmes and achievements during the fiscal year 2021-22 (from 1 April 2021 to 31 March 2022). There is no restatement of historical information in this report.

### 報告標準 Reporting Standards

本報告依照《2021年全球報告倡議組織（GRI）可持續發展報告標準》（GRI標準）和《香港聯合交易所有限公司證券上市規則》附錄二十七所載的《環境、社會及管治報告指引》（《ESG指引》）編寫。生產力局在披露其環境及社會可持續發展表現時秉持全球報告倡議組織標準（GRI標準）訂明的報告原則，包括準確性、平衡性、清晰性、可比性、完整性、可持續發展背景、時效性和可驗證性，並且依循《ESG指引》的重要性、量化、平衡及一致性匯報原則。請參閱第80-89頁「內容索引」，以找出GRI準則及《ESG指引》中相關披露於本報告出現的相應章節和其他適用的補充資料。

This Report has been prepared in accordance with the Global Reporting Initiative (GRI) Sustainability Reporting Standards 2021 and the Environmental, Social and Governance Reporting Guide (the "ESG Guide") contained in Appendix 27 of the Rules Governing the Listing of Securities of The Stock Exchange of Hong Kong Limited. When disclosing our environmental and social sustainability performance, this Report adheres to the reporting principles stated in the GRI Standards: Accuracy, Balance, Clarity, Comparability, Completeness, Sustainability Context, Timeliness and Verifiability, as well as those in the ESG Guide: Materiality, Quantitative, Balance and Consistency. Please refer to the Content Index on pages 80-89, which provides a cross-reference of relevant disclosures of the GRI Standards and the ESG Guide to corresponding sections of this Report, supplemented by further information where applicable.

### 報告保證 Reporting Assurance

本報告經獨立第三方驗證，確保準確、可靠和可信，並且遵從2021年GRI準則及《ESG指引》。詳情請參閱第90-91頁「驗證聲明書」。

An independent third party was engaged to verify this Report to ensure its accuracy, reliability and credibility, and compliance to the GRI Standards 2021 and the ESG Guide. Please refer to the Verification Statement on pages 90-91 for details.

本報告已通過GRI的「內容索引—基本服務」評核，確認本報告的「GRI索引」清晰，並已標示披露2-1至2-5、3-1及3-2的相應章節位置，以便參照。

This Report has been reviewed by the GRI Content Index – Essential Service to confirm that the enclosed GRI Content Index is clearly presented and that references for Disclosures 2-1 to 2-5, 3-1 and 3-2 are aligned with appropriate sections in the body of this Report.



## 報告範圍 Reporting Scope

本報告闡述生產力局位於九龍塘的香港總部以及主要附屬公司的環境及社會措施與成效，於適用情況下包括深圳及東莞各獨資企業。除特別說明外，本報告中截至2022年3月31日止的所有數據均為標準化絕對數字。本報告披露的財務數據涵蓋2021-22財政年度，所有金額均以港幣為單位。詳情請參閱《生產力局年報2021-22》的「財務報告」部分。

本局於匯報年度內成立了新的「新世代企業及技能發展部」，將現有的生產力學院、知創空間和SME One「中小企一站通」合而為一。除上述調動外，報告期內並無其他關於本局擁有權、團隊規模或供應鏈的重大變動。

This Report illustrates our major environmental and social initiatives and achievements of HKPC's headquarters located in Kowloon Tong, Hong Kong, as well as key subsidiaries, including the Wholly Foreign Owned Enterprises (WFOEs) in Shenzhen and Dongguan, when applicable. All data in this Report are standardised and presented in absolute figures as of 31 March 2022 to the best of our knowledge, unless stated otherwise. Financial data in this Report are disclosed for the fiscal year 2021-22, and all monetary values are expressed in Hong Kong Dollars. Please refer to the Financial Review section of HKPC Annual Report 2021-22 for details.

During the reporting period, HKPC established the new InnoPreneur (SME & Startup Growth) and FutureSkills Division incorporating the then-existing HKPC Academy, Inno Space, and SME One. Aside from the above, there were no significant changes with regard to organisational ownership, workforce size, or 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環境、社會及管治表現或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](mailto:esg@hkpc.org)。

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



# 可持續發展管治方針

## Sustainability Governance Approach

生產力局是政府依據《香港生產力促進局條例》(香港法律第1116章)成立的法定組織，旨在提升本港各行各業的生產力、營運效率和競爭力。本局致力維持良好的企業管治，並深信這是我們賴以履行公眾使命和滿足持份者期望的要素。我們極為重視問責、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

生產力局悉力確保企業管治優良並維持穩健，堅守公開、正直、問責及公平原則。理事會是本局的管治機構，為生產力局履行職能提供策略領導。

理事會成員是由政府委任的非執行成員，包括代表管理、勞工和專業或學術利益的非官方成員及公職人員。

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、職員事務委員會及業務發展委員會。各委員會在總裁領導下指導及監督生產力局的高級管理層，總裁直接向理事會匯報和提供建議。有關本局的企業管治架構詳情，請瀏覽生產力局網站 ([www.hkpc.org](http://www.hkpc.org)) 或《生產力局年報2021-22》。

生產力局是一家公營機構，因此我們要求理事會成員執行局方的職務時將公眾及生產力局的利益置於個人利益之上，並要確保行為操守不會破壞生產力局的聲譽。我們已於2021年12月參照廉政公署所發布的最新版本《公共機構成員行為守則範本》更新《理事會成員行為守則》，以守護生產力局的價值和行為標準。該守則就日常營運各方面提供指引，當中包括申報利益衝突、防止賄賂、收受利益等。我們亦設有理事會成員利益登記冊，並會每年更新，歡迎公開查閱。

2021年11月，生產力局榮獲2021年度傑出董事獎和董事會多元化卓越嘉許，表揚我們努力不懈，致力推行良好的管治措施，並且肯定理事會領導生產力局作出重要貢獻，積極推動創科發展。生產力局將在企業管治上精益求精，秉持最高的誠信、透明及問責原則，並分享我們的經驗，以啟導其他機構。

HKPC is a statutory organisation established by the Government under the Hong Kong Productivity Council Ordinance (Chapter 1116 of Laws of Hong Kong) with the aim to improve the productivity, operational efficiency and competitiveness of local industries. HKPC is fully committed to maintaining a high standard of corporate governance as we strongly believe that good corporate governance is essential for accomplishing our public mission and meeting the expectations of our stakeholders. We attach paramount importance to adopting accountability, transparency, fairness, and ethics as the cornerstones of our corporate governance framework.

HKPC endeavours to achieve and maintain good corporate governance with openness, probity, accountability, and fair play. The Council is the governing body providing strategic leadership in the fulfilment of the organisation's functions.

The Council Members are non-executive members appointed by the Government, comprising non-official members representing management, labour and professional or academic interests and public officers.

Four Committees have been established under the Council to look after different aspects of HKPC performance, including the Audit Committee, the Finance Committee, the Staffing Committee, and the Business Development Committee. The Committees provide guidance and supervision to senior management of HKPC led by the Executive Director, who in turn reports and provides recommendations to the Committees. For further details of our corporate governance framework, please refer to our website ([www.hkpc.org](http://www.hkpc.org)) or HKPC Annual Report 2021-22.

Given that HKPC is a public body, our Council members are expected to place public and HKPC's interests above private interests when carrying out duties in relation to their Council membership, and to ensure that their conduct would not bring HKPC into disrepute. The Code of Conduct for Council Members was updated in December 2021 based on the latest version of the Independent Commission Against Corruption (ICAC)'s "Sample Code of Conduct for Members of Public Bodies", so as to uphold HKPC's values and standards of behaviour. It serves as a guideline in areas that include declaration of conflict of interest, prevention of bribery, acceptance of advantages etc. A register of Members' interests, available for public inspection, is updated every year.

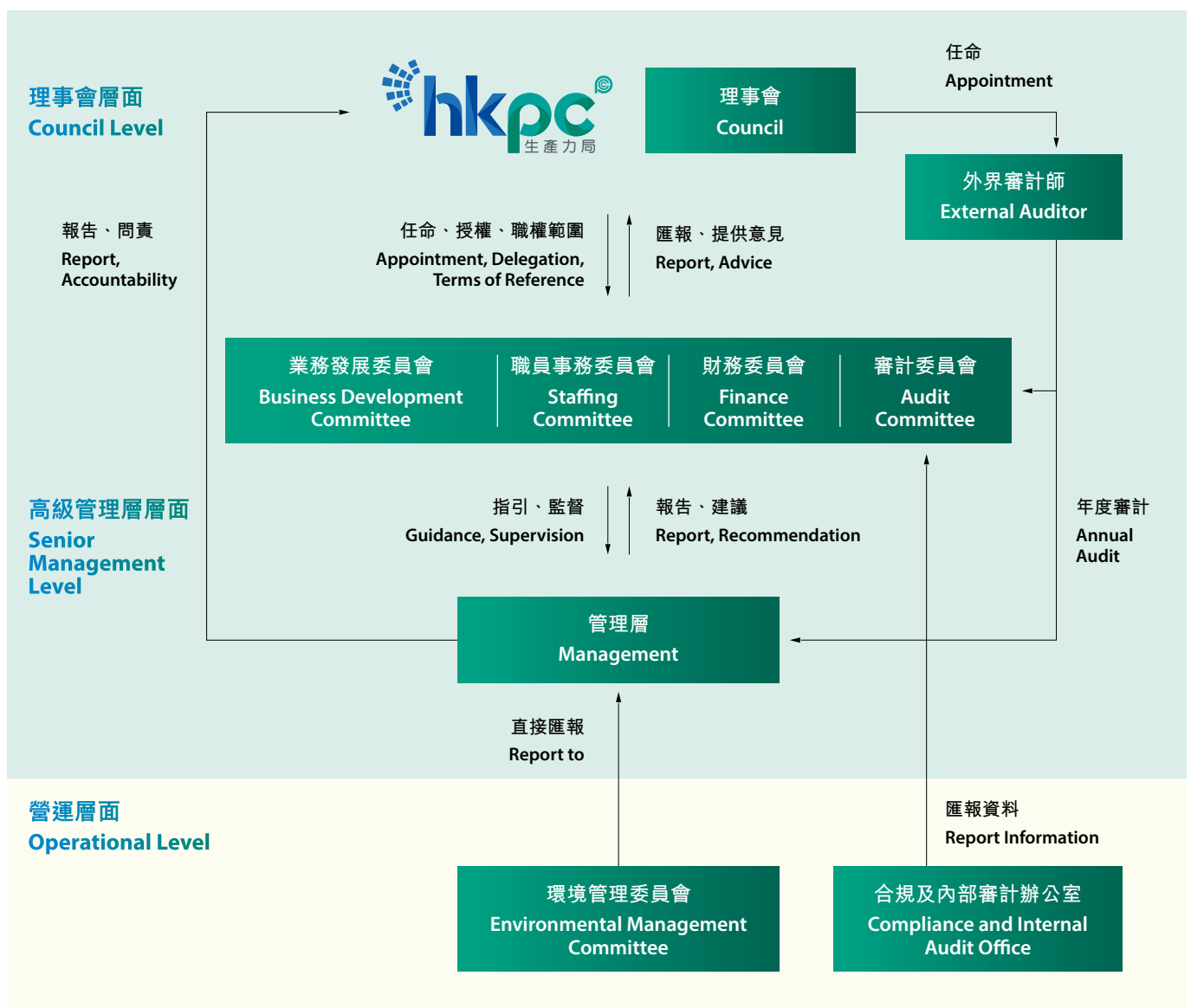
In recognition of our continuous efforts, HKPC received the Directors of the Year Awards 2021 and Special Recognition of Excellence in Board Diversity in November 2021. The awards recognised HKPC's good governance practice and the Council's contribution to leading HKPC as a key driver of innovation and technology (I&T) development. HKPC will continue to uphold corporate governance with high integrity, transparency and accountability, and share our experience to inspire other organisations.



## 可持續發展管治 Sustainability Governance

生產力局已將可持續發展管治納入企業管治架構，並設立環境管理委員會，負責推展各類環保計劃和監察環境表現。我們亦已組成專責小組，統籌每年編製報告匯報環境及社會表現，報告交由管理層審議及批核。各部門的管理團隊會在日常營運時監察有關工作的實施情況和各級員工的表現，務求達成既定的目標與指標。

Sustainability governance has been incorporated into our corporate governance structure. In addition, HKPC's Environmental Management Committee is responsible for initiating environmental programmes and monitoring environmental performance. Furthermore, a task force has been set up to support the development of annual reporting on environmental and social sustainability performance, while the management is responsible for reviewing and endorsing such reports. During daily operations, the management teams of different divisions keep track of actual implementation and the performance of staff at all levels to support achieving set objectives and targets.



為不斷提升本局核心營運活動的環境表現，本局特設環境管理委員會，專責管理環境績效、識別需要關注的議題、擬定各類環保計劃並向管理層監察和匯報進展。環境管理委員會由來自不同部門的管理層代表組成，確保可取眾之長促進環境可持續發展。委員會由首席創新總監擔任主席，直接向高級管理層匯報各類環境議題及其影響，並會提出相關建議。除此之外，生產力局亦設有多項相關的政策和系統，包括《環保採購政策》及《環保政策》，務求相輔相承，以促進環保的營運措施和達成既定目標。

為響應香港特區政府致力於2050年前實現碳中和，生產力局將積極支持並承諾努力在2040年前達致碳中和。我們在香港推動減碳、減低空氣污染物及減廢，最終邁向2050年前碳中和的目標。我們的目標是支持和推廣各界發明及採用更先進的綠色科技方案，為香港打造綠色低碳未來。為加快生產力局轉向碳中和，我們成立了由綠色生活與創新部領導的低碳專責小組，著手擬定2040年碳中和的低碳轉型路線圖，我們在報告期內開始制定多項目標促進減碳、節省電力及管理廢物，並隨後由環境管理委員會審批。環境管理委員會將繼續評估和匯報上述工作的進展，確保本局可按照計劃實踐碳中和願景。

To continuously improve the environmental performance of our core operations, we have established the Environmental Management Committee (EMC) to manage environmental performance, identify issues of concern, develop environmental programmes and monitor and report progress to the management. EMC consists of management-level representatives from various divisions, ensuring that collective efforts can be carried out to foster environmental sustainability. Chaired by the Chief Innovation Officer, EMC reports to senior management on environmental issues, associated impacts, and relevant recommendations. A number of pertinent policies and systems have been introduced to encourage green operation practices and facilitate the achievement of targets, including the Green Procurement Policy and Environmental Policy.

To echo the HKSAR Government's commitment to achieving carbon neutrality before 2050, HKPC fully supports and pledges to strive for carbon neutrality by 2040. We support Hong Kong to decarbonise, reduce air pollutants and minimise waste, and ultimately moving towards the goal of carbon neutrality before 2050. Our goal is to support and promote the invention and adoption of more cutting-edge GreenTech solutions to create a green and low-carbon future for Hong Kong. In order to accelerate HKPC's transition towards carbon neutrality, a Low Carbon Taskforce led by the Green Living and Innovation Division was also set up to initiate a low carbon transitional plan towards 2040 carbon neutrality. We have commenced setting up a number of targets to foster carbon reduction, electricity savings and waste management during the reporting period, which are endorsed by EMC subsequently. EMC will continue to review and report on the progress to ensure that we are on track towards our carbon neutrality vision.

## 策略計劃 Strategic Planning

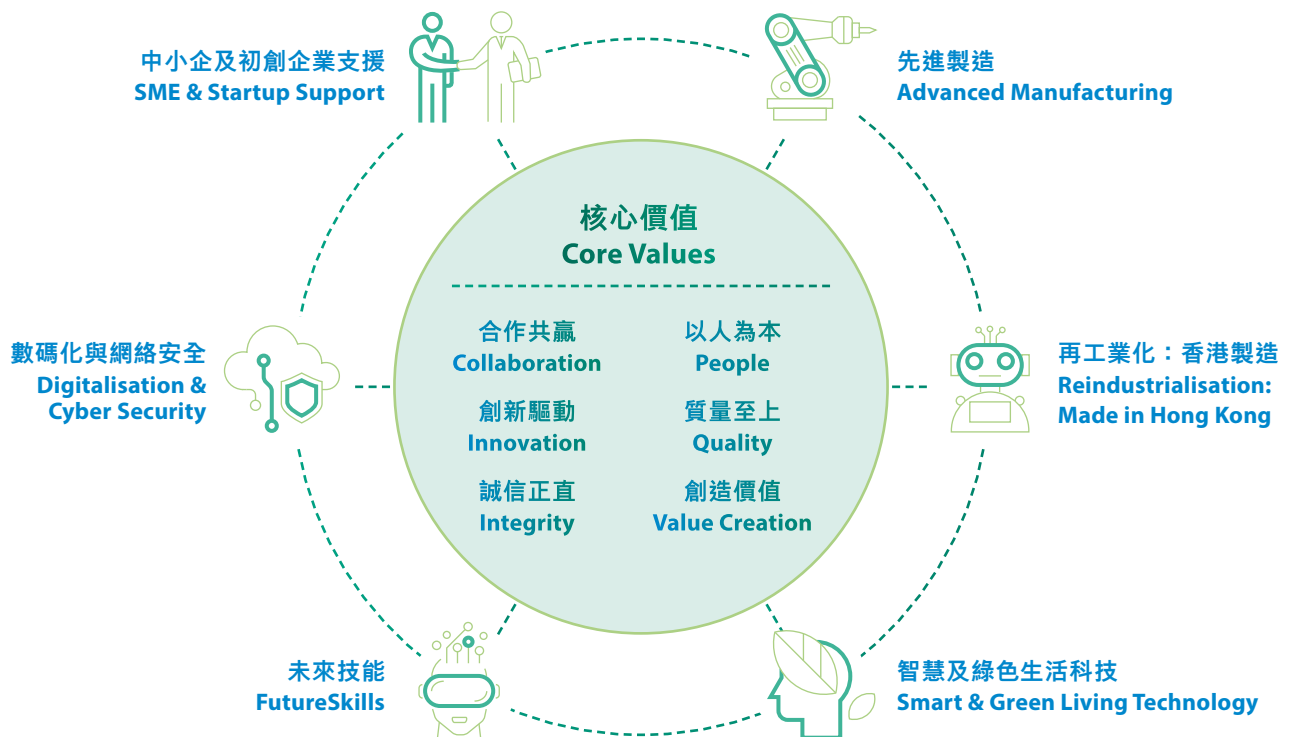
生產力局在香港的角色十分獨特，我們致力提高香港業界的生產力及推動可持續發展，為社會整體帶來裨益。現今的營商環境不斷變化，因此生產力局也持續調整業務模式緊貼時勢。為確保本局的策略性規劃適切地迎合最新的市場趨勢和業界的需要，我們會就生產力局的三年策略計劃及關鍵績效指標的目標諮詢理事會。除此之外，本局亦不時蒐集持份者的意見，例如2021年初的業界諮詢會便促成了2021年4月構建新策略框架，訂立生產力局的發展重點、最新願景及使命宣言和核心價值。生產力局將加強發展六個策略方向，回應業界當前的需要，協助企業抓緊大灣區及「十四五」規劃帶來的機遇。六個策略方向如下：

With a unique position in Hong Kong, HKPC strives to foster productivity and support the sustainable development of Hong Kong's industry and benefit the whole society. In response to the ever-changing business environment, HKPC's business model has been evolving continuously. To ensure relevance of HKPC's strategic plan to meet the latest market trends and needs of the industry, the Council is consulted on HKPC's Three-Year Strategic Plan and the targets of Key Performance Indicators (KPIs). In addition, HKPC collects opinions from stakeholders from time to time. A case in point is the Voice of Industry consultation exercise in early 2021 which culminated in a new strategic framework for HKPC from April 2021, comprising the HKPC Game Plan, revised vision and mission statements and core values. HKPC will deepen support in 6 strategic directions to meet industry's imminent needs and help them capture opportunities in the Greater Bay Area and under the national 14th Five-Year Plan. The 6 strategic directions are:



## 生產力局的發展重點及企業願景、使命和價值 HKPC's Game Plan and Corporate VMVs

### 發展重點 Game Plan



#### 願景 Vision

成為科技創新、技術應用和價值創造的賦能者及促進者，為社會、經濟和環境提供綜合支援，全面促進香港成為國際創新科技中心。

To be the key enabler and catalyst of innovation, applied technology and value creation, delivering social, economic and environmental impact for bolstering Hong Kong as the international innovation and technology hub.



#### 使命 Mission

致力推動技術以提升香港企業生產力。

Relentlessly drive technologies to enhance productivity of Hong Kong enterprises.

我們透過多元化的服務助香港企業建立實力和提高生產力。為保障公眾的健康與福祉，我們努力開發及提倡應用先進的製造和環保技術，促進世界走向低碳及可持續發展。支援業界是我們的重中之重，並已納入本局的目標。我們透過定期監察表現和每年檢討，確保資源物盡其用，全方位推行措施建設社會。

Through our services, we contribute to building competence and boosting productivity of Hong Kong enterprises. Taking the community's well-being into account, we develop and promote the adoption of advanced manufacturing and green technologies to help build a low-carbon sustainable world. We value our contribution to industry support and have included it as part of our targets. With regular performance tracking and annual review, we are able to maximise our resources and efforts in community investment.

## ■ 管控可持續發展的風險 Risk Control for Sustainable Development

為完善管理各業務及營運範疇的風險，我們設有審計委員會監察本局的企業管治和提出優化建議，務求穩健。審計委員會由理事會委任，職責是監管風險管理事務和監察重大風險，包括關於業務、員工及資源效益的事項，並由專責的合規及內部審計辦公室從旁協助，定期進行檢討。

本局每年均會編製審計計劃，利用風險為本的審計方法，界定應優先審計的範疇。年度審計計劃的實施情況及主要審計結果和相關建議會呈報審計委員會，由委員會審議及按照有關風險的影響進行評估，然後匯報年度審計計劃的最新進展，據此建立風險管理及內部管控架構。理事會會定期在會議公布最新進展。

各營運部門在合規及內部審計辦公室的指導和協調下各司其職，評估與生產力局營運相關範疇的風險，以及建議適切的內部監控措施，以符合企業管治的要求。風險識別涵蓋的範疇包括營運、設施及環境、職業健康與安全、人力資源和公眾利益等。

To manage risks in various aspects of HKPC's business and operation, the Audit Committee has been set up to monitor and make recommendations to enhance HKPC's sound corporate governance. Delegated by the Council, the Audit Committee oversees risk management activities and monitors material risks, including those related to business, people and resources efficiency, with assistance from regular review by the delegated Compliance and Internal Audit Office (CIA).

An annual audit plan is prepared each year, employing a risk-based auditing methodology to prioritise areas to be audited. The implementation status of the annual audit plan and key audit observations and recommendations will be reported to Audit Committee for review and evaluation of issues according to their impacts. The Audit Committee will then report the latest progress update of the annual audit plan which forms the risk management and internal control framework. The latest progress is updated in the Council's meeting regularly.

Under CIA's advice and coordination, our operation divisions are tasked with reviewing risks in their associated areas relating to HKPC's operations and proposing appropriate internal control measures in line with corporate governance mandates. The risk identification covers areas such as operations, facilities and environment, occupational health and safety, human resources, and community interest.

## ■ 合規及舉報 Compliance and Whistleblowing

生產力局作為公職人員架構，一直信守服務價值，秉持最高的誠信與專業水平。我們定期邀請香港廉政公署代表主講防範貪污舞弊的培訓，課題包括公職人員行為不當及收受利益等。2022年1月，本局在內聯網推出「Compliance GO 2022」網上重溫培訓單元，確保員工熟悉合規要求和行為守則，同時創造誘因鼓勵同事參與。是次網上培訓共有821名員工完成修讀。

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，確保客戶、供應商及其他業務夥伴的個人資料和私隱得到保障。此外，本局已委任個人資料私隱主任，專門監察該條例的整體合規情況，如有需要則向各部門的負責人員及資料使用者提供指導。

我們也致力保護知識產權，規定員工遵守《知識產權(雜項修訂)條例》，而本局的內部指引亦訂明員工不得傳送任何可能侵犯知識產權或其他第三方權利的物料。

As public servants, HKPC upholds our service values with the highest level of integrity and professionalism. We invite representatives from the ICAC to conduct anti-corruption training sessions for our staff regularly, covering topics of misconduct in public office, acceptance of advantages, etc. In January 2022, an e-training module "Compliance GO 2022" was launched on our intranet as a refresher session for our staff on compliance requirements and the Code of Conduct. Incentives were given to encourage staff participation, and a total of 821 colleagues successfully completed the e-training.

HKPC requires staff of all levels to comply with the requirements set forth by the Personal Data (Privacy) Ordinance and upholds the strictest standards of personal data security and confidentiality. Relevant standard practices have been developed for staff to safeguard the personal data and privacy of our clients, suppliers and other businesses. A Personal Data Privacy Officer (PDPO) has been appointed to monitor the overall compliance with the Ordinance and provide advice to divisional responsible officers and data users when required.

We also strive to protect intellectual property rights. Our staff is required to comply with the Intellectual Property (Miscellaneous Amendments) Ordinance. Following our internal guidelines, HKPC staff is restricted from transmitting any material that may infringe upon intellectual property rights or other third-party rights.



報告期內並無觸犯本地社會經濟及環境法律和規例的不合規個案，例如個人資料私隱、知識產權、防止貪污、職業健康與安全、推廣服務、化學品管制及廢物處置等。

理事會推行了舉報政策，為公眾提供舉報渠道和指引。若有人懷疑生產力局或任何員工出現違規、行為失當或舞弊的情況，可通過書信或電郵直接向審計委員會主席舉報。舉報人將受到保護，免遭不公平解僱、迫害或無正當理由的紀律處分。此外，職員事務委員會亦設有渠道，員工如對一般服務條款與條件有任何不滿，而事件未能透過商議解決，可藉此途徑向理事會申訴。報告期內並無任何舉報或申訴個案。

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

To provide the wider public with reporting channels and guidance on whistleblowing, the Council has a whistleblowing policy which allows persons with legitimate concerns regarding any irregularity, misconduct or malpractice by the Council or any staff member to raise the matter directly through mail or email to the Audit Committee Chairman. Whistleblowers will be protected against unfair dismissal, victimisation or unwarranted disciplinary action. The Staffing Committee provides a channel between the Council and staff members for the communication of grievances about general terms and conditions of service, in situations where they cannot be resolved by consultation. There were no whistleblowing and grievance cases during the reporting period.

## 管理供應商 Suppliers Management

生產力局與供應商緊密合作，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，主要向本局供應產品和服務，包括機器及設備、翻新及維修工程、電器、辦公室用品、業務顧問及培訓服務等。於2021/22年度，我們向1,055家供應商採購貨物及服務，90%採購支出用於本地供應商。

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」）和廢物管理（如參照「廢電器電子產品生產者責任計劃」）等。供應商交付或完成每份採購訂單後，我們會進行供應商表現評估以評定其表現，此外並會每年評估根據採購訂單金額排行的頭100間註冊或指定供應商的表現。這項評估的範圍十分廣泛，包括服務品質和可靠度以及職業健康與安全等，從而確保供應商的服務質素，盡量減少供應鏈的風險。本局可能會按情況對被評定表現不合格或未如理想的供應商執行紀律處分。

We work closely with our suppliers to ensure efficient business operations. Our suppliers include material suppliers, services providers and work contractors that mainly provide products or services, including machinery and equipment, renovation and maintenance works, electrical supplies, office supplies, business consultancy and training services. In 2021/22, we purchased goods and services from a total of 1,055 suppliers and allocated 90% of our spending to local suppliers.

For supplier selection, HKPC has adopted an open and fair supplier selection process and a regular review practice on the product and service quality of existing suppliers. Suppliers' social and environmental performance are taken into consideration in performance evaluation. Relevant regulatory or standard requirements have been included when requesting quotations 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. After delivery or completion of each purchase order, there is a supplier performance evaluation to assess supplier's performance. Moreover, an annual performance review is carried out for the top 100 registered or nominated suppliers based on the purchase order amount basis, covering a wide range of criteria, such as quality and reliability of services and occupational health and safety. As a result, we are able to ensure the service quality of our suppliers and minimise the risks along the supply chain. For suppliers that are considered exhibiting non-conformance or unsatisfactory performance, disciplinary actions may be taken when applicable.

本局選購產品及服務的原則是透過環保採購以負責任的態度管理環境議題。我們已訂立《環保採購政策》，規定參照相關的環境規例、標準和準則，採購環保的產品及選用奉行環保的服務承辦商。

為提高採購流程的效率，我們年內推出名為ePROQ的電子採購系統，可辦理報價、招標及供應商註冊事務。此數碼應用程式可減少人為錯誤，確保交易全程透明，有助監察合規情況和控制開支，此外並可節省大量紙張，比以往的招標程序更環保。

For products and services selection, we embrace the responsible management of environmental aspects through green procurement. A Green Procurement Policy has been introduced to purchase environmentally preferable products and contract service providers with reference to relevant environmental regulations, standards and criteria.

To enhance the efficiency of the procurement process, we launched an e-Procurement system in the reporting year, known as “ePROQ”, for processing requests for quotation, tendering and supplier registration. Adopting this digital application reduces manual errors and increases end-to-end transparency of transactions, which can facilitate compliance monitoring and control of spending. A considerable amount of paper can also be saved as compared to previous tendering processes.



## 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，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。例如，我們於2021-22年度舉辦六場「HKPC集思匯」諮詢會，並且邀請業界/商會代表參與，與他們分享心得和最新趨勢，藉以了解各行業/商會的最新需要，確保可提供適當的支援。諮詢會的討論議題包括樂齡科技、環境、社會及管治、食品和飲品製造以及在香港發展半導體和氫燃料。

2022年，我們於編製本報告的過程中進行了問卷調查，並且安排與多個特定的持份者組別面談，以助評估重要環境、社會及管治議題和界定優先次序。

我們透過下列各種參與渠道，定期與主要持份者組別保持溝通，務求適時與積極參與本局運作或受本局業務影響的主要持份者聯繫合作。這些參與渠道總結如下：

We value feedback from our stakeholders, which is important in shaping our business development and enabling us to continue improving our performance. Through a wide range of regular communication channels, we are able to keep abreast of stakeholders' latest expectations and maintain a trusted, open, and transparent relationship with our stakeholders. For example, we organised 6 Hong Kong Industry Network Clusters (HK-INC) consultation sessions in 2021/22 and invited representatives from industry / trade associations to share insights and latest trends, with the aim to identify emerging needs from the industries and provide corresponding support to them. Topics of the consultation sessions covered gerontechnology, ESG, food and beverage manufacturing and the development of semiconductors and hydrogen energy in Hong Kong.

Furthermore, to support the compilation of this Report, a survey and interviews were conducted in 2022 with a number of selected stakeholder groups, so as to assist evaluating and prioritising material environmental, social and governance issues.

Our regular engagement channels with key stakeholder groups have been developed and maintained to ensure timely and interactive communications with our stakeholders who are significantly affected by or involved in our operations. These engagement channels are summarised below.



## 主要持份者組別的參與渠道

### Engagement Channels with Key Stakeholder Groups

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 Employee	<ul style="list-style-type: none"> <li>◆ 員工大會 Town Hall meetings</li> <li>◆ 圓桌會議 Roundtable meetings</li> <li>◆ 辦公室通告及標準守則 Office circulars and standard practices</li> <li>◆ 培訓課程 Training programmes</li> <li>◆ 員工活動 Staff activities</li> <li>◆ 電子通訊 eNewsletters</li> <li>◆ 內聯網 Intranet</li> <li>◆ 社交媒體平台 Social media platforms</li> <li>◆ 好拍檔計劃 PAL programme</li> <li>◆ 逆向導師計劃 Reverse mentoring programme</li> <li>◆ 良好實務分享會 Best practice sharing sessions</li> <li>◆ 「早禱會」 "Morning prayer"</li> <li>◆ 工作安全委員會 Work Safety Committee</li> <li>◆ 職員康樂會 Staff Recreation Club</li> </ul>	供應商及承辦商 Suppliers and Contractors	<ul style="list-style-type: none"> <li>◆ 招標流程及表現評估 Tendering process and performance review</li> <li>◆ 會議 Meetings</li> </ul>
		政府 Government	<ul style="list-style-type: none"> <li>◆ 立法會會議 Legislative council meetings</li> <li>◆ 協作項目及計劃 Collaborative projects and schemes</li> <li>◆ 申請政府資助計劃 Application for government funding schemes</li> <li>◆ 作為政府資助計劃秘書處/執行機構 Secretariats/Implementers of Government funding schemes</li> <li>◆ 參與政府諮詢項目 Participation in government consultation exercises</li> <li>◆ 與政府官員的會議及官員實地考察 Meetings with and visits by government officials</li> <li>◆ 與創新科技署管制人員的實務會議 Housekeeping meetings with Controlling Officer from Innovation and Technology Commission (ITC)</li> </ul>
		工商業界聯會 Trade/ Industry Association	<ul style="list-style-type: none"> <li>◆ 業界諮詢會 Voice of Industry consultation meetings</li> <li>◆ 「HKPC集思匯」諮詢會 Hong Kong Industry Network Clusters (HK-INC) consultation sessions</li> </ul>
客戶 Customer	<ul style="list-style-type: none"> <li>◆ 客戶滿意度調查 Customer satisfaction survey</li> <li>◆ 研討會/展覽/工作坊 Seminars/exhibitions/workshops</li> <li>◆ 免費培訓課程 Free training courses</li> <li>◆ 會議 Meetings</li> <li>◆ 報告重要議題調查 Report materiality survey</li> <li>◆ 電子通訊 eNewsletters</li> <li>◆ 中小企資援組的外展活動 Outreach activities by SME ReachOut</li> </ul>	非政府機構 Non-governmental Organisations	<ul style="list-style-type: none"> <li>◆ 支持慈善活動 Support to charitable events and activities</li> <li>◆ 會議 Meetings</li> </ul>
		公眾 The Public	<ul style="list-style-type: none"> <li>◆ 主題展館 Theme halls</li> <li>◆ 本局刊物/網站/社交媒體平台 Corporate publications/website/social media platforms</li> </ul>

## 本報告的重要議題分析 Materiality Analysis for This Report

生產力局依循GRI準則及《ESG指引》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。我們評估了多項關乎環境、社會、管治及經濟的潛在議題，當中包括關於人權的議題，最終歸納出33個適用議題進行重要性分析。隨後我們展開持份者參與過程，分別進行問卷調查以及與包括員工、客戶和供應商在內的持份者組別面談，並且邀請商會及行業協會評論我們擬定的潛在議題組別，然後參考持份者的意見並進行分析，確定這些議題的相對重要性，從而界定與本報告最息息相關的優先議題。

下圖的重要議題矩陣綜觀各潛在議題、內部及外界持份者對特定議題的相對關注程度和最具重要性的議題。在33項潛在議題中，13項被界定為最重要議題(右上角及高於曲線)，分別涵蓋環境及社會層面。該等重要議題經管理層評估後確認，因此採納為本報告的依據。該13項重要議題包括兩項新議題，即「氣候變化」及「產品/服務責任」，現已納入本報告。此外，相關的社會、經濟及環境監管合規資料，儘管並非最重要的議題，亦獲視為與本局的營運環境相扣，因此亦參照2021年GRI準則的一般披露要求納入報告範圍。

Following the reporting principles and requirements of the GRI Standards and ESG Guide, HKPC has defined the content of this Report through a comprehensive stakeholder engagement and materiality assessment process. We reviewed potential topics related to environmental, social, governance and economic aspects, including those concerning human rights, to group 33 applicable topics for materiality analysis. A stakeholder engagement exercise, consisting of a survey and interviews, was then conducted. Representatives from a number of stakeholder groups, including staff, clients, suppliers, as well as trade and industry associations, were invited to share their views on the grouped potential topics. Based on stakeholders' feedback, an analysis was performed to help identify the relative materiality of these topics, so as to prioritise the most relevant topics to be addressed in this Report.

The materiality matrix below presents an overview of the potential topics, the relative materiality levels chosen by our internal and external stakeholders and the topics with the highest materiality. Out of the 33 potential topics, 13 topics have been identified as the most material (in the upper right corner and above the curve), covering environmental and social aspects. After management review, the following material topics have been confirmed, according to which this Report was prepared. Among the 13 material topics, two new topics, namely, Climate Change and Product / Service Responsibility, are added to this Report. In addition, the relevant regulatory compliance information relating to social, economic, and environmental aspects, although not among the top selected topics, is regarded as essential to our operations and thus also included in this Report, with reference to the general disclosure requirements of GRI Standards 2021.





## 生產力局2021/22年度重要議題矩陣 Materiality Matrix for HKPC ESG Report 2021/22



### 經濟 Economic

◆ 本報告的優先重要議題 Prioritised material topics of this Report

1 經濟績效 Economic performance	4 採購守則 Procurement practices	7 產品和服務營銷 Marketing of products and services
2 市場表現 Market presence	5 防止貪污 Anti-corruption	8 客戶隱私 Customer privacy
3 間接經濟影響 Indirect economic impacts	6 客戶健康與安全 Customer health and safety	9 社會和經濟領域的合規性* Regulatory compliance in social and economic areas*

### 環境 Environmental

10 物料 Materials	13 生物多樣性 Biodiversity	16 環境合規* Environmental compliance*
11 能源消耗 Energy consumption	14 排放 Emissions	17 供應商環境評估 Supplier environmental assessment
12 水資源及污水排放 Water and effluents discharge	15 廢物 Waste	18 氣候變化* Climate Change*

### 社會 Social

19 僱傭政策 Employment policy	25 平等機會及非歧視 Equal opportunities and non-discrimination	30 人權評估 Human rights assessment
20 勞/資關係 Labour / management relations	26 結社自由及集體談判 Freedom of association and collective bargaining	31 本地社區 Local communities
21 職業健康及安全 Occupational health and safety	27 公共政策 Public policy	32 供應商社會評估 Supplier social assessment
22 員工培訓及教育 Employee training and education	28 反競爭行為 Anti-competitive behaviour	33 產品/服務責任* Product / Service responsibility*
23 多元化與平等機會 Diversity and equal opportunity	29 保障人權 Protecting human rights	
24 員工福利 Employee welfare and benefits		

註 Notes:

\* 生產力局2021/22年度環境、社會及管治報告增設兩項新議題，即「氣候變化」和「產品/服務責任」。  
Two new topics, namely, Climate Change and Product / Service Responsibility, are covered in HKPC's ESG Report for 2021/22.

\* 本章參照2021年GRI標準的一般披露要求，載述關於社會、經濟及環境的監管合規資料。  
Regulatory compliance information regarding social, economic, and environmental aspects is included in this chapter, with reference to the general disclosure requirements of GRI Standards 2021.

## 竭誠為工商業界及社會服務 Serving the Industry and Community

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，有效地回應他們的不同需求。我們按照既定程序，以負責任的方法推展市場活動和為客戶提供服務。

At HKPC, we aim to promote productivity of industry and community and drive sustainable development by building capacity, supporting industry, and collaborating with different sectors. Our unwavering dedication to serving the industry and community has enabled us to foster robust relationships with a wide-ranging group of stakeholders over the years, allowing us to meet their diverse needs effectively. Our commitment to responsible practices is evidenced by our adherence to established procedures in marketing and delivering services to our customers.

### 發揮積極作用扶持業界 Generating Positive Impacts on the Industry

生產力局在各方面支援工商企業，尤其著力扶持中小企。我們藉著先進科技和完備服務技術，例如設備測試、技術支援等，為企業提供協助及解決方案，助客戶提升卓越生產力，踏上可持續發展之路。我們亦樂於分享經驗與知識，因此經常舉辦各類活動倡導業界實踐可持續發展。

HKPC is dedicated to supporting the industry, with a particular focus on small and medium enterprises (SMEs). Our cutting-edge technologies and comprehensive services, such as device testing and technical support etc., provide aids and solutions for businesses for achieving productivity excellence and sustainable development. We also believe in sharing our experience and knowledge, which is why we proactively promote sustainable business practices through a variety of events and activities.

### 研究生產力局服務對業界的效益 Impact Study of HKPC's Services to the Industry

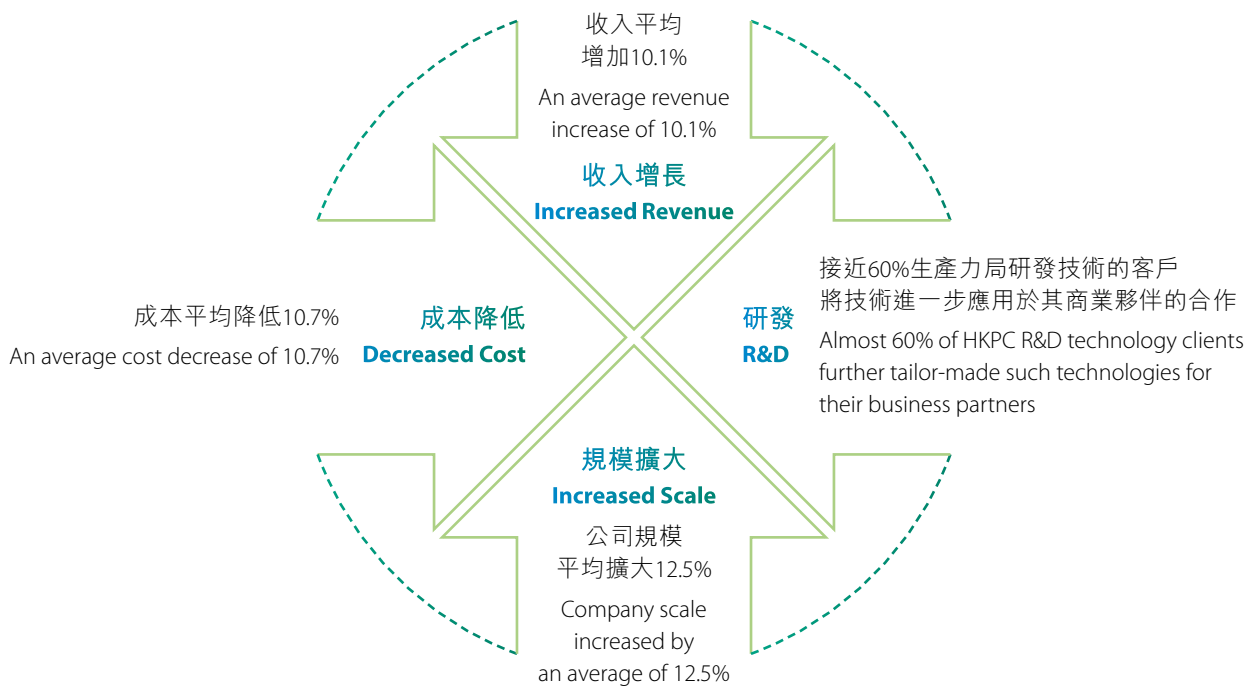
2021年，我們委託第三方顧問公司羅兵咸永道諮詢服務有限公司評估生產力局為業界提供服務的效益和價值。近八成參與研究的生產力局客戶表示本局服務為其在大灣區、內地其他地區及東盟國家的業務帶來正面影響。

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. Nearly 80% of HKPC clients participating in the study stated that our services had generated positive impacts on their businesses across the Greater Bay Area (GBA), the rest of the Mainland and ASEAN countries.



## 生產力局服務的重大實質經濟及社會效益

### Significant tangible economic and social impacts from HKPC services



## 生產力局服務的重大無形經濟及社會效益

### Significant intangible economic and social impacts from HKPC services

生產力局的研發技術讓企業能夠改善生產和營運流程，提升效率和生產力

HKPC's R&D technologies allowed enterprises to modify their manufacturing and operating processes, resulting in increased efficiency and productivity

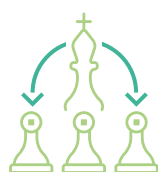


生產力局提供其他服務如設備測試和技術支援，協助企業生產更高質素及更可靠的產品

HKPC provided other services such as device testing and technical support, which helped business produce products with better quality and reliability

生產力局協助企業成功申請配合其業務模式及方向的資助

Through HKPC's assistance, enterprises successfully applied for funding that matched with their business models and directions



生產力局舉辦的工作坊和研討會，為僱員裝備知識與技能，加強企業能力

HKPC's workshops and seminars enhanced the knowledge and skills of employees, strengthening enterprises' capacities

資料來源 Source:

羅兵咸永道諮詢服務有限公司(PwC，2021年6月)，*Review of HKPC's Future Business Direction, Mode of Operation and Subvention Mode*報告。

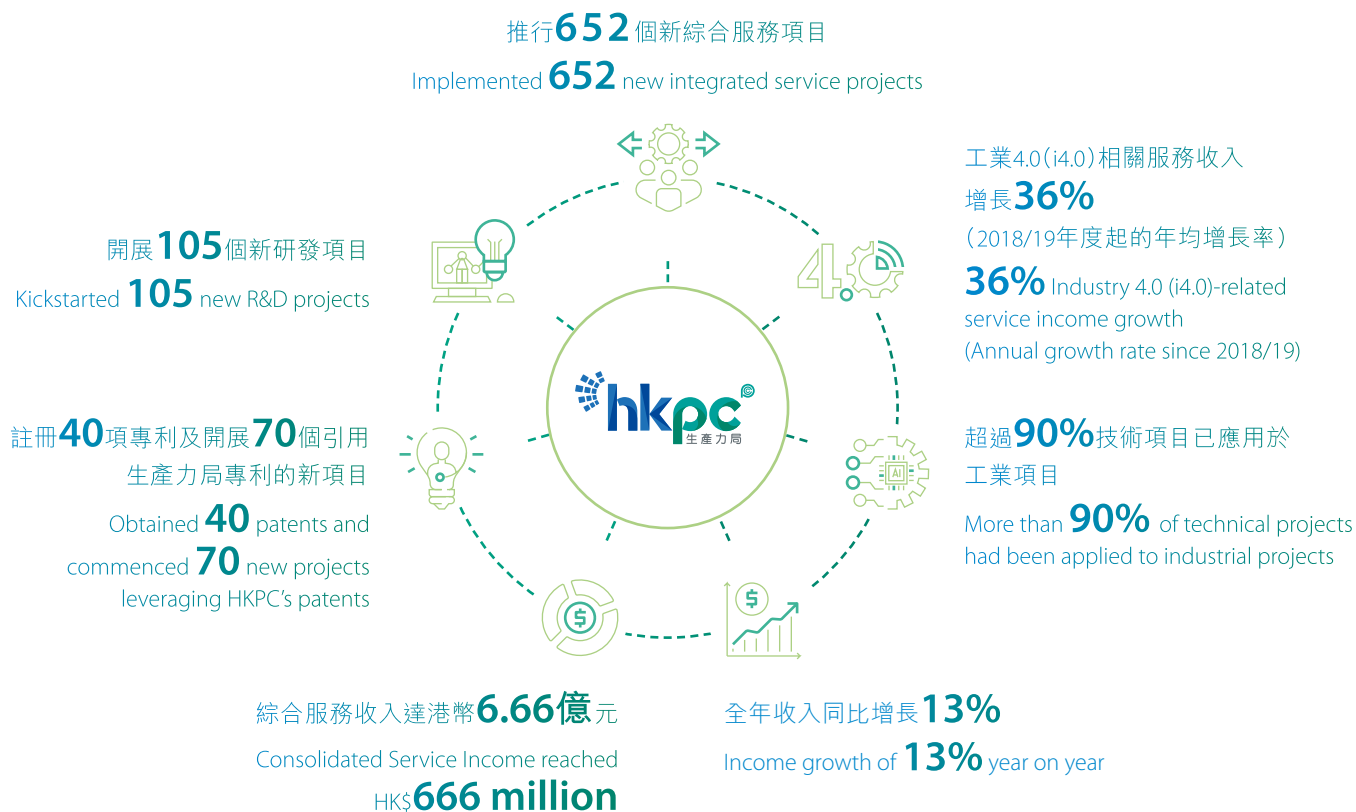
PricewaterhouseCoopers Advisory Services Limited (PwC, June 2021) Report on Review of HKPC's Future Business Direction, Mode of Operation and Subvention Mode

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

生產力局致力扶助業界茁壯成長，特別以中小企為重心。我們為企業提供提升營商能力和競爭力所需的工具及資源，並透過設備測試、技術支援等科技和支援服務，協助企業提高生產力及追求可持續發展。本局亦與各行各業保持密切聯繫，經常舉辦工作坊及研討會與業界交流經驗和提倡可持續發展的業務措施。報告年度內，我們繼續與各行各業同行，舉辦了92場行業諮詢活動，藉此渠道促進持份者共同合作，幫助他們分享知識、提升技能及拓展網絡，以建立應對不同挑戰的能力，取長補短。

HKPC strives to foster growth of the industry, especially SMEs, by providing tools and resources to improve business capabilities and competitiveness. Our technologies and support services, such as device testing and technical support, enable enterprises to achieve greater productivity and sustainable development. We also actively engage with the industry by sharing our expertise and promoting sustainable business practices through workshops and seminars. Our commitment to staying connected with different industry sectors is reflected in the 92 industry consultation events we held during the reporting year. Through these efforts, we aim to bridge the gaps between stakeholders and facilitate knowledge sharing, capacity building and network development to help the industry overcome challenges and thrive.

### 2021/22年度生產力局服務概覽 HKPC Service Highlights in 2021/22







## 支援中小企 SME Support



**>14,000**

服務超過14,000間中小企  
Served over 14,000 SMEs



**90%**

本地採購比例達90%，  
當中75%購自中小企  
90% local procurement,  
of which 75% purchased  
from SMEs



**~HK\$2.1 billion**

年內政府批出約港幣21億元資助，  
已發放的資助額超過港幣16億元  
Approved Government funding of  
around HK\$2.1 billion within the year,  
of which over HK\$1.6 billion had been  
disbursed to applicants



## 獎項殊榮 Accolades



**85**

個本地及國際獎項  
local and international  
accolades



**85%**

位列三甲  
top-three awards



**89%**

由政府資助計劃支持  
supported by government funding



## FutureSkills (未來技能)



**>500**

帶領來自超過70間學校逾  
500位學生創下「機械人  
集體編程」健力士世界紀錄  
Led over 500 students from  
over 70 schools to achieve  
Guinness World Record for  
Mass Robot Programming



**>700**

提供超過700個FutureSkills  
(未來技能)培訓課程，  
共有逾30,000人參加  
Delivered more than  
700 FutureSkills training  
courses with over 30,000  
participants in total



**>5,300**

舉辦108場STEM活動，  
吸引100多間學校逾5,300位  
師生參與  
Held 108 STEM activities participated  
by over 5,300 students and teachers  
from over 100 schools



## 持份者參與及客戶滿意度 Stakeholder Engagement & Customers Satisfaction Rate



**92**

舉辦92場行業諮詢活動  
Held 92 industry  
consultation events



**26,327**

26,327人次參加生產力局  
研討會、工作坊、會議、  
展覽及免費培訓課程  
26,327 people attended  
HKPC's seminars, workshops,  
conferences, exhibitions and  
free training courses



**9.2/10**

客戶滿意指數得分：9.2/10  
Customer Satisfaction  
Index Score: 9.2/10

我們竭盡所能協助企業達成目標，不斷進步。本局於報告年度擔任12個政府資助計劃的秘書處及執行機構（如下表所示），為中小企提供重要支援，讓他們善用政府資助。此外，我們亦調配更多資源加快審批過程，並且延長「科技券計劃」的宣傳期，希望鼓勵本地企業和機構借助科技服務及解決方案提升生產力，促進業務流程轉型。除此之外，「發展品牌、升級轉型及拓展內銷市場的專項基金」（「BUD專項基金」）亦進展理想，年內啟動第二階段優化措施，覆蓋範圍擴大至35個經濟體，為香港企業提供更強後盾。

We are committed to helping enterprises achieve their goals and reach new heights. During the reporting year, we acted as the secretariat and implementation body for 12 government funding schemes (as shown below), providing SMEs with valuable support to access government funding. We have allocated more resources to speed up the vetting processes and extended the promotion of the Technology Voucher Programme (TVP), aiming to encourage local enterprises and organisations to improve productivity and transform their business processes with the help of technology services and solutions. The Dedicated Fund on Branding, Upgrading and Domestic Sales (BUD) Fund also made significant progress, launching its second phase of Enhancement Measures during the reporting year and expanding its geographical coverage to 35 economies to provide greater support to Hong Kong's enterprises.



### 擔任政府資助基金秘書處 Secretariat for Government Funding Schemes

中醫藥發展基金  
Chinese Medicine  
Development Fund

清潔生產伙伴計劃  
Cleaner Production  
Partnership Programme

發展品牌、升級轉型及拓展  
內銷市場的專項基金  
Dedicated Fund on Branding,  
Upgrading and Domestic Sales

遙距營商計劃  
（已於2020年10月31日截止申請）  
Distance Business Programme  
(Application closed on  
31 October 2020)

綠色就業計劃：大專畢業生  
資助項目（2021年度申請  
於2021年9月30日截止）  
Green Employment Scheme:  
Graduates Subsidy Programme  
(Application for Year 2021 closed on  
30 September 2021)

本地口罩生產資助計劃  
（已於2020年4月24日截止申請）  
Local Mask Production Subsidy Scheme  
(Application closed on 24 April 2020)

專利申請資助計劃  
Patent Application Grant

第三方物流服務供應商資助  
先導計劃  
Pilot Subsidy Scheme for  
Third-party Logistics Service Providers

回收基金  
Recycling Fund

零售業人力需求管理科技  
應用支援計劃  
（已於2021年4月1日截止申請）  
Retail Technology Adoption  
Assistance Scheme for Manpower  
Demand Management  
(Application closed on 1 April 2021)

智慧交通基金  
Smart Traffic Fund

科技券計劃  
Technology Voucher Programme

## 科技推動轉型 Transforming with Technology

生產力局深信科技是香港蛻變成為環保智慧城市的關鍵，我們積極推廣先進及創新智能科技發展，使香港邁向更可持續及更具效益的將來。本局抱持著這份信念，一直鼎力支持香港特區政府的倡議，例如「香港智慧城市藍圖2.0」和「香港氣候行動藍圖2050」。我們專注於綠色科技研發並訂立目標在2040年前實現碳中和，顯證我們作出最大努力，為香港締造更美好的未來。與此同時，我們不遺餘力地推廣先進技術的應用，例如智慧出行及智慧生活等領域的5G、物聯網和機械人技術，以提升大眾的生活質素。我們的目標是透過開發及應用創新產品，為香港創造燦爛的明天。

### 研究及開發成果

生產力局的研發項目及創新科技於報告年度成績斐然，取得85項本地和國際榮譽，當中包括歷來首次在「2022年日內瓦國際發明展」榮獲「評審團嘉許金獎」，我們逾半得獎研發項目已商品化，助生產力局的夥伴覓得新商機。

HKPC firmly believes that technology holds the key to a greener and smarter future for Hong Kong. We are dedicated to promoting the development of advanced and innovative smart technologies that will drive the city towards a more sustainable and efficient future. Our unwavering support for the HKSAR Government's initiatives, such as "Hong Kong Smart City Blueprint 2.0" and "Hong Kong's Climate Action Plan 2050", is a testament to our commitment. Our focus on green technology R&D and our goal of achieving carbon neutrality by 2040 demonstrate our dedication to creating a better future for our city. We are actively driving the adoption of cutting-edge technologies, such as 5G, IoT and robotics, in areas like smart mobility and smart living, to improve the quality of life for all. By fostering the development and application of innovative products, we hope to create a brighter future for Hong Kong.

### Research and Development (R&D) Achievements

HKPC's R&D efforts and innovative technologies shined with local and international awards and recognitions during the reporting period, receiving a total of 85 awards, including a record-breaking Gold Medal with Congratulations of Jury at the 2022 Geneva International Exhibition of Inventions. Over half of the commended R&D projects have been commercialised, helping HKPC's partners seize new business opportunities.

#### 個案 Case 1

##### SMART PATCH

生產力局的「SMART PATCH」技術是「2022年日內瓦國際發明展」中「評審團嘉許金獎」的得主，為本港食品製造業帶來革命性突破，可提高產能和生產效率。這項技術即將在廚房壹號有限公司及聯泰香港鮮蛋液有限公司的兩宗智能生產線項目應用，利用實時數據監察生產流程，提升安全水平及生產力。兩宗項目均獲得政府資助，智能生產線將於2022年稍後投入運作。

Winning the Gold Medal with Congratulations of Jury at the 2022 Geneva International Exhibition of Inventions, HKPC's "SMART PATCH" technology revolutionises the local food manufacturing industry by improving production capacity and efficiency. The technology will soon be applied in two projects of smart production lines for CK One Limited and Luen Tai Hong Kong Fresh Liquid Eggs Limited, monitoring real-time production data for increased safety and productivity. Both projects have received funding from the Government and their smart production lines will come into operation in late 2022.



SMART PATCH

## 個案 Case 2

### 多段式等離子拋光技術

#### Multi-stage Plasma Polishing of Metallic Object

本局獲創新科技署的創新及科技基金撥款，成功研發「多段式等離子拋光機」，克服了一般用於打磨金屬物件表面的傳統拋光機的弱點。新裝置已完成試驗，顯示可將腕錶、眼鏡及飾條的金屬部件打磨成鏡面的拋光效果。相比傳統的機械拋光機，新裝置拋光一枚腕錶錶殼的運作成本可減低80%，而且與傳統電化學拋光機相比，新裝置採用無毒性電解液，並無需進行昂貴的後期處理，因此這項嶄新的拋光科技可廣泛應用於製造珠寶及金屬部件。這項創新的技術在「2022年日內瓦國際發明展」奪得金獎，並於香港工商業獎榮獲「設備及機械設計優異證書」。



多段式等離子拋光機  
Multi-stage Plasma Polishing  
Machine

With funding support from Innovation and Technology Fund (ITF) of the Innovation and Technology Commission (ITC), a "Multi-stage Plasma Polishing Machine" has been developed by HKPC to overcome the shortcomings of conventional polishing machines for metallic object surface polishing. A trial run demonstrated that the new machine could achieve the required mirror-like surface effectively when polishing metal parts of watches, eyewear and mouldings. In comparison with a traditional mechanical polishing machine, this new device can reduce the operation cost by 80% for polishing a watch case. Additionally, the electrolyte used by this machine is non-toxic and does not require expensive post-treatment, as compared with a traditional electro-chemical polishing machine. As such, this new polishing technology can be widely applied in jewellery and metal parts manufacturing. In recognition of its technological innovation, the new polishing machine received the Gold Medal at the 2022 Geneva International Exhibition of Inventions and the Equipment and Machinery Design Certificate of Merit from Hong Kong Awards for Industries (HKAI).

## 個案 Case 3

### 智能隧道質量檢測系統

#### 3S Tunnel Defect Inspector

於報告年度，生產力局與香港特別行政區政府土木工程拓展署東拓展處和安誠一邁進聯營顧問公司合作研發的「智能隧道質量檢測系統」，是香港首台搭載人工智能處理技術的隧道施工巡檢航拍機，這系統已成功應用於T2主幹路和茶果嶺隧道工程項目，令隧道檢測工作更安全。系統首創在非常小巧的人工智能邊緣系統應用人工智能處理程序，直接安裝在隧道施工巡檢航拍機，成功克服在隧道施工面對的種種挑戰。

「智能隧道質量檢測系統」提供獨特的解決方案，可取代傳統人手操作的巡檢流程，提高效率之餘亦降低安全風險，因此獲得多個獎項，包括「2022年日內瓦國際發明展」銀獎、美國加州2022年「百大科技研發獎」（「軟件/服務」類別）和2022年「香港商業科技卓越獎」。

During the reporting year, in collaboration with the East Development Office of the Civil Engineering and Development Department of the HKSAR Government and Hyder-Meinhardt Joint Venture, HKPC developed the "3S Tunnel Defect Inspector", which is the Hong Kong's first tunnel inspection system based on drone and on-board AI technologies to enhance the safety of tunnel inspection. The system has been successfully applied in the Trunk Road T2 and Cha Kwo Ling Tunnel project. This is the first system to put AI processing in a highly-compact AI edge system mounted directly on a drone in the tunnel, overcoming many challenges of the tunnel construction environment.

Offering a unique solution to replace traditional manual inspection processes to increase efficiency and lower safety risk, the "3S Tunnel Defect Inspector" system won a Silver Medal at the 2022 Geneva International Exhibition of Inventions, an accolade in the category of Software/Services at the 2022 R&D 100 Awards in California, USA and the Hong Kong Business Technology Excellence Awards in 2022.



智能隧道質量檢測系統  
3S Tunnel Defect Inspector



## 個案 Case 4

### 智能雞蛋仔製作系統

#### Smart Egg Waffle Making System

智能雞蛋仔製作系統是「2022年日內瓦國際發明展」銅獎得主，由生產力局為香港街食有限公司研發，將經典街頭美食「雞蛋仔」製作工藝自動化。系統是一條環形輸送帶，可同時製作九片雞蛋仔，產量比以往的人手操作流程高450%，此外並附設智能感測器及溫度監察裝置，即使大批生產，雞蛋仔的品質亦可保持穩定。

The Smart Egg Waffle Making System won a Bronze award in the 2022 Geneva International Exhibition of Inventions and was developed for Hong Kong Street Eats Limited to automate its production process for making "Egg Waffles", a traditional delight of local street food. Using a circular conveyor design, it can make 9 egg waffles simultaneously, increasing production output by 450% compared to a previous manual process. Thanks to smart sensors and temperature monitoring, egg waffles are more consistent in quality, even for larger-scale production.



雞蛋仔製作

Egg Waffle Making

## 5G 技術應用展館

2021年4月，位於生產力大樓的「5G新世代應用展館」正式揭幕，分兩階段展出20多項嶄新的5G解決方案和應用方案。展館的開幕儀式共有超過50家公營及私營機構派代表出席，分別來自建築、物業管理、醫療、製造、運輸及零售方案等界別。生產力局是香港首個全面裝設本地四家5G電訊商5G基站的研發機構，可提供綜合平台測試各類5G應用方案。



5G新世代應用展館開幕

Opening of the 5G Future Hall

## 5G Technology Showcase

In April 2021, the 5G Future Hall was launched at HKPC Building, showcasing over 20 new 5G solutions and applications in two phases of exhibitions. The grand opening was supported by more than 50 organisations from both the public and private sectors, covering fields like construction, property management, medical, manufacturing, transport and retail solutions. As the first R&D organisation in Hong Kong with 5G base stations for all four local 5G telecommunications operators, HKPC provides a comprehensive testing platform for 5G applications.



5G技術應用展館

The 5G Future Hall showcases latest technologies



生產力局的5G遙控機械臂設有手勢控制功能，透過高速5G連接為遠程操作人員帶來無縫的串流直播體驗，操控十分靈敏。這項技術可作多種戶外用途，毋須因為惡劣天氣而耽誤工作。

由香港特區政府創新科技署成立、生產力局承辦的香港汽車科技研發中心成功研發香港第一款5G遙距自動駕駛汽車應用方案。新技術善用5G網絡的低時延和高速傳輸優點，令駕駛者可實時觀看車輛回傳的路面高清影像，享受可靠真實的遙距駕駛體驗。

## 推廣自動駕駛

構建智慧城市是我們的願景，為推進智慧出行技術，年內我們成立「自動駕駛聯盟」，凝聚多個行業促進自動駕駛發展，同時鞏固行業之間合作互動，加快研發項目在香港應用和商品化的進程。我們的目標是朝著智慧城市的方向發展，創造更佳的出行效率及生活質素。

## 推進跨大灣區合作

生產力局於2021年10月開始輪任為「粵港澳大灣區生產力促進服務聯盟」（下稱「聯盟」）理事長單位，為期三年，致力加強大灣區創科服務業合作。本局擔當超級聯繫人的角色，促進各行各業互動，例如綠色科技、青年創新創業、先進製造業及人才培訓等。我們準備舉辦論壇、交流會、考察團及其他活動，令聯盟成員深入了解業界環境，從而提升整體競爭力和生產力。

HKPC's 5G remote-controlled robotic arm with gesture control offers a seamless live-streaming experience to remote operators and agile control response thanks to its high-speed 5G connection. This technology can be used for outdoor tasks, making adverse weather disruption a thing of the past.

The Hong Kong Automotive Platforms and Application Systems (APAS) R&D Centre, established by the Innovation and Technology Commission of the HKSAR Government and undertaken by HKPC, developed the first 5G tele-driving application in Hong Kong. Utilising the low latency and ultra-high bandwidth of the 5G network, the tele-driving application allows real-time high-resolution video transmission from a vehicle to create a reliable and realistic remote-driving experience.

## Promoting Autonomous Driving

Aspiring to build a smart city, we promote smart mobility technology through the establishment of Autonomous Driving Alliance. Different industries are teamed up to foster the development of autonomous driving, strengthen the interactions of industries and speed up the application and commercialisation of R&D outcomes in Hong Kong. We aim to enhance efficiency in mobility and quality of life through smart city development.

## Partnership Across GBA

Since October 2021, HKPC has been rotating as the chairing organisation of the Guangdong-Hong Kong-Macao Greater Bay Area Productivity Promotion Service Alliance (hereinafter referred to as the "Alliance") for a term of three years, to enhance cooperation of innovative services in the Greater Bay Area (GBA). We act as a superconnector to support the interactions of members in different sectors, such as green technology, youth innovation and entrepreneurship, advanced manufacturing, talent training etc. Forums, exchanges, study tours and other activities will be organised to deepen members' understanding of the industrial environment. Overall competitiveness and productivity can be improved as a result.



「自動駕駛聯盟」成立

The Autonomous Driving Alliance established

## 了解中小企的需要 Understanding the Needs of SMEs

生產力局致力促進香港企業的業務發展，當中尤其注重支援中小企。我們了解他們的需要及經營上的困難，全力協助他們增強市場競爭力，發揮積極作用推動經濟復甦和未來增長。

### 渣打香港中小企領先營商指數

在瞬息萬變的商業環境裡，「渣打香港中小企領先營商指數」是中小企早著先機的重要工具。該指數於2012年由生產力局與渣打銀行（香港）有限公司聯合推出，每季進行前瞻性的調查，推算區域經濟前景及整體營商環境。指數以逾800間香港中小企提供的資訊作分析依據，全面透視商界未來一季的發展方向。企業掌握了最新趨勢，便可相應地調整策略捕捉新商機和克服挑戰，並可作出知情決策，為成功奠定基礎。指數亦可為企業提供度身設計的支援服務，確保他們擁有必要資源及指引，盡展潛能。

HKPC is dedicated to supporting Hong Kong enterprises, particularly Small and Medium-size Enterprises (SMEs), by understanding their needs and challenges to help them gain market competitiveness and drive economic recovery and future growth.

### Standard Chartered Hong Kong SME Leading Business Index

The Standard Chartered Hong Kong SME Leading Business Index is a valuable tool for SMEs and the public to stay ahead of the constantly changing business environment. Launched in 2012 as a collaboration between HKPC and Standard Chartered Bank (Hong Kong), this forward-looking survey provides quarterly insights into the region's economic outlook and overall business climate. The index is computed from the analysis of inputs from over 800 local SMEs and offers a comprehensive picture of the business world's direction in the next quarter. By keeping track of latest trends, businesses can adjust their strategies accordingly to capture new opportunities, overcome challenges and make informed decisions for their future success. The index also provides tailored support to businesses, ensuring they have the necessary resources and guidance to reach their full potentials.



2021年第一季舉行的「渣打香港中小企領先營商指數」新聞發布會

The press conference of the "Standard Chartered Hong Kong SME Leading Business Index" in the first quarter of 2021

## 政府資助基金博覽

面對時艱，中小企及商界急需支援，本局於2021年8月聯同香港特別行政區政府轄下工業貿易署協辦「中小企資援組：2021政府資助基金博覽+」，推出連串活動向中小企及初創企業提供寶貴資訊，讓他們善用政府資助的機遇和計劃。活動提供的資源包括網上資訊研討會、互動式虛擬攤位和客制化諮詢服務。博覽會為期三日，反應非常熱烈，共吸引14,000人參與網上及實體活動，提供逾300次單對單諮詢，並接到7,000多宗關於資助計劃的查詢。生產力局矢志支持中小企和商界發展及創造業務成果，是次活動讓我們成就使命而且成績卓越，令我們引以為傲。



## Fund Fair

To empower SMEs and the business community in the face of adversity, we joined forces with the Trade and Industry Department of the Government of the Hong Kong Special Administrative Region (HKSAR) to host the "SME ReachOut – 2021 Fund Fair PLUS" exhibitions in August 2021. These events aimed to impart valuable information on government funding opportunities and programmes to SMEs and startups, offering a variety of resources, such as informative webinars, interactive virtual booths and personalised consultation services. The three-day event was a tremendous success, attracting a remarkable 14,000 online and in-person participants providing over 300 one-on-one consultations and receiving more than 7,000 inquiries about funding schemes. HKPC is dedicated to supporting the growth and success of SMEs and the business community. We were thrilled to have achieved our mission with this outstanding event.



中小企資援組：2021政府資助基金博覽+  
SME ReachOut – 2021 Fund Fair PLUS

## e-vClinic 諮詢服務

生產力局旗下「知創企業家網絡」正籌備推出專為中小企及初創企業而設的全年無休網上平台，讓企業互相聯繫，交流新科技意念。我們希望透過平台促進中小企技術轉型，讓他們獲得製造廠商、業界顧問和政府資助的強大網絡支援，成功將初創解決方案商品化。企業可參與單對單諮詢及知識分享活動，藉此契機接觸業界的專業人士和發掘新商機。生產力局定期舉辦各式各樣的活動，與超過150間各行各業的機構建立了支援網絡，令超過5,000人受惠。



e-vClinic 諮詢服務平台  
e-vClinic Consultation Service Platform

## e-vClinic Consultation

The HKPC InnoPreneur Network is launching a year-round online platform for SMEs and startups to connect and exchange ideas on the latest technologies. This platform is designed to support SMEs in their technological transformation and commercialisation of startup solutions with backing from a network of manufacturers, industry advisors and government funding assistance. Businesses can take advantage of this opportunity to connect with industry professionals and explore new business opportunities through one-on-one consultations and knowledge exchange. We connect with over 150 supporting organisations from various industries and reached over 5,000 people through regular events.



## 「中小企資援組」

為使中小企獲得更周全的支援，本局於2020年成立「中小企資援組」，專門為中小企提供諮詢和服務，助他們物色最切合公司業務的資助計劃。這個工作小組向中小企深入講解他們符合申請資格的各項政府資助計劃詳情，鼓勵中小企充分利用這些資源。

政府設有40多項資助計劃可供企業選擇，包括「BUD專項基金」、「中小企業市場推廣基金」、「科技券計劃」及「保就業計劃」等，從不同業務層面支援中小企。「中小企資援組」提供免費諮詢和資助計劃配對服務，在企業申請資助時全程指引。我們每年接觸逾33,000間中小企及安排逾5,000次單對單諮詢、超過60場外展活動及研討會。

## SME ReachOut

To better assist SMEs, the "SME ReachOut" team was launched in 2020 to provide consultation and support for identifying the most suitable funding schemes for their businesses. The team aims to enhance SMEs' understanding of various government funding options available to them, with a focus on encouraging full utilisation of these resources.

The government offers over 40 funding options, including the BUD Fund, EMF, TVP and ESS, to support SMEs in different areas of their businesses. SME ReachOut provides free advisory and fund matching services and guides them throughout the funding application journey. We reached over 33,000 SMEs and conducted over 5,000 one-on-one consultations, and organised over 60 outreach activities and seminars annually.



中小企資援工作小組  
SME ReachOut Team



## 中小企紓困措施

Omicron變異病毒襲港期間，本局幫助香港中小企渡過時艱，宣布推出多項特別紓困措施，包括由2022年3月1日起生效、為所有新研發項目、諮詢服務、檢測服務及場地租用費提供五折優惠，以期在急需支持的困難時期提振中小企。

## Concessions Measures for SMEs

To support SMEs in Hong Kong during the difficult times brought on by the Omicron variant, HKPC is proud to announce a series of special relief measures, including a 50% discount on all new R&D projects, consultancy services, testing services and venue charges. Available from 1<sup>st</sup> March 2022, this offer aims to give a much-needed boost to SMEs during this challenging period.

## 推動各界機構數碼轉型

### Facilitating Digital Transformation for Organisations

善用數碼科技是企業實現長遠發展和創造業務佳績的重要途徑，生產力局矢志協助香港各行各業推行數碼轉型，協助他們提高品質、創優增值及在價值鏈全面實踐可持續發展。

#### 中小企數碼化入門方案包

創新計劃的成本有高有低，生產力局的「中小企數碼化入門方案包」為預算有限的中小企提供富成本效益的入門途徑，以較低廉的費用啟動計劃。入門方案包綜合多套精選的資訊科技方案，最能迎合中小企的業務需要，讓企業簡便經濟地趕上數碼化大趨勢。

Leveraging digital technology is crucial for enterprises to achieve long-term growth and success. HKPC is dedicated to supporting local industries on their digital transformation journey, helping them improve quality, create value and drive sustainable development throughout the value chain.

#### Digital Transformation Starter Kit

As the cost of innovation varies, HKPC's "Digital Transformation Starter Kit" provides a cost-effective introductory programme for SMEs with tight budgets to take action at a relatively low cost. It offers handy packages of selected IT solutions that fit the business needs of SMEs, offering them an easy and cost-effective ride on digitalisation.

#### 粵港澳大灣區傑出貢獻機構獎

本局於2021年11月5日喜獲領航「9+2」粵港澳大灣區傑出貢獻機構獎，由中央人民政府駐香港特別行政區維護國家安全公署副署長李江舟先生及中國外交部駐香港特別行政區特派員公署副特派員潘雲東先生頒發獎項。生產力局2021年共獲得超過50項殊榮，其中更有多個國際級獎項，彰顯在創新科技方面的世界級實力。今次生產力局特別榮幸獲得領航「9+2」大獎的嘉許，肯定了生產力局致力以技術驅動香港和大灣區中小企業創新轉型及提升生產力的重大貢獻。

#### The Greater Bay Area Navigation Award

HKPC was awarded The Greater Bay Area Navigation Award – Award for Outstanding Contribution (Organisation) on 5 November 2021. The trophy was presented by Mr Li Jiangzhou, Deputy Director of the Office for Safeguarding National Security of the Central People's Government in the HKSAR and Mr Pan Yundong, Deputy Commissioner of the Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China in the HKSAR. Garnering over 50 accolades in 2021, including numerous international recognitions, HKPC has handsomely showcased its world-class innovation and technology (I&T). We are honoured to be named winner of this award that recognises our achievement in relentlessly driving technologies to enhance the productivity of Hong Kong and Greater Bay Area (GBA) enterprises and help them transform.



粵港澳大灣區傑出貢獻機構獎

The Greater Bay Area Navigation Award



## 協助非政府機構提升資訊科技實力

我們鼓勵香港的非政府機構善用資訊科技優化營運和服務，喜獲香港賽馬會慈善信託基金支持，推出「賽馬會資訊科技支援計劃」，為本港非政府機構提供全面的免費資訊科技顧問及諮詢服務。報告期內共辦理46宗申請，全部進展非常順利，迄今已完成66個項目。

計劃分為五個範疇，包括資訊科技策略規劃顧問服務、項目規劃諮詢服務、構建軟件或系統諮詢服務、購買軟件或系統諮詢服務、資訊科技安全風險評估和安全審核服務。每間申請機構最多可從中選擇三項免費顧問及諮詢服務。

## 香港網絡保安新生代奪旗挑戰賽2021

網絡安全挑戰重重，若要有效防範，必須培育年青一代專才和培訓本地網絡安全從業員。科技教育可增進新一代的網絡安全知識、激發興趣及鼓勵創新思維，還可傳授密碼學、編程概念、網絡鑑證等技能，裝備他們迎接層出不窮的新挑戰。至於現職的網絡保安人員，則可不時透過培訓了解最新趨勢和提升相關技能，以助機構降低風險及提升事故應變能力。

有見及此，生產力局聯同轄下香港電腦保安事故協調中心(HKCERT)合辦「香港網絡保安新生代奪旗挑戰賽2021」，藉此提升業界和學生的網絡保安技能及推廣網絡保安意識，鼓勵透過團隊合作、創新思維和網絡保安技能解決問題。

挑戰賽的環節包括兩個工作坊和一場網上比賽，今年共吸引逾900名人士組成315隊參賽，在48小時的競賽平台一較高下。除了本地賽隊，大會亦邀請10支海外科技精英隊伍加入戰團，激鬥一番。賽後我們舉行頒獎儀式，表揚和恭賀中學組、大專組及公開組的勝出隊伍。

## Supporting NGOs in IT Upgrading

To encourage non-government organisations (NGOs) in Hong Kong to make smart use of information technology (IT) to enhance operation and service delivery, HKPC launched "The Hong Kong Jockey Club IT Support Programme for NGOs" with support of the Hong Kong Jockey Club Charities Trust to provide these organisations with comprehensive free IT consultancy and advisory services. During the reporting period, 46 project applications have been processed. All of them have made excellent progress, among which 66 projects have been completed.

Under the Programme, each applicant can apply for a maximum of three free consultancy and advisory service packages from a list of five, including IT Strategic Planning Consultancy Services, Project Planning Advisory Services, Software / System Implementation Advisory Services (Build), Software / System Implementation Advisory Services (Buy) and IT Security Risk Assessment and Security Audit Services.

## Hong Kong Cyber Security New Generation Capture the Flag Challenge 2021

To cope with cyber security challenges, it is imperative to nurture the new generation and train local cyber security practitioners. Technology Education (TechEd) can foster and enhance the new generation's knowledge and interest in cyber security, while training their creative thinking and impart skills such as cryptography, programming concept and network forensics to cope with new challenges. For existing cyber security practitioners, regular updates of the latest trends and enhancement of cyber security skills can help organisations to reduce risks and improve incident response capability.

In light of this, HKCERT and HKPC jointly hosted the "Hong Kong Cyber Security New Generation Capture the Flag (CTF) Challenge 2021" to strengthen cyber security skills and awareness of the industry and students, and to promote problem-solving through teamwork, creative thinking and cyber security skills.

The CTF challenges involved two workshops and an online competition. Over 900 participants formed 315 teams to compete on the platform in 48 hours. Apart from local participants, 10 overseas elite teams were also invited to join the trial. After the exciting competition, an award presentation ceremony was held to recognise the winning teams from the secondary and tertiary student category and the open category.



## ■ 栽培人才 Supporting Talent Development

本局深明若要滿足未來的技能需要，成功實踐可持續發展目標，必須透過支持本地人才發展，確保香港擁有雄厚的高技能人才庫。我們準備推出多個綜合培訓課程培育不同事業階層的青年人才，讓他們掌握個別行業的專門技能。

### 培養青年創業家及人才

年內我們舉辦「TechEd科技教學展」推廣科技教育，把握先進科技的契機，栽培傑出優才及多元化的專才。展覽的環節包括「未來技能與教育」主題論壇、展覽攤位、體驗區和創意工作坊，展示最新的智慧校園科技及應用方案，例如虛擬實境(VR)及機械人技術等。除了增進師生和家長的科技知識與技能，活動亦是年青人增長數碼及軟技能的好機會，讓他們為日後投身職場作好準備。

我們還趁著新學年尚未開始，舉辦「TechEd網上STEM教育節」，讓師生們把握最後機會利用免費網上科技教育工作坊學習未來技能。工作坊由資深STEM教師及專業導師主講，課題包括do your :bit、3D打印、虛擬實境和模擬飛行等。

除此之外，我們還主辦「創建機械人集體編程世界紀錄」活動，策動逾500名學生進行機械人集體編程，培養他們對科技應用和機械人科學的興趣。學生對機械人技術興趣濃厚，積極投入。這項大型活動開始之前，我們安排了多個工作坊，讓學生增廣知識及提高解決問題的能力，鼓勵設計思維和動手實踐。

In order to meet the demands for future skills and achieve our sustainability goals, it is vital to empower local talent to ensure an adequate pool of highly skilled manpower. We are primed for offering comprehensive training programmes to support the growth of talent from all levels, thereby enhancing our industry-specific competencies.

### Nurturing Young Entrepreneurs and Talent

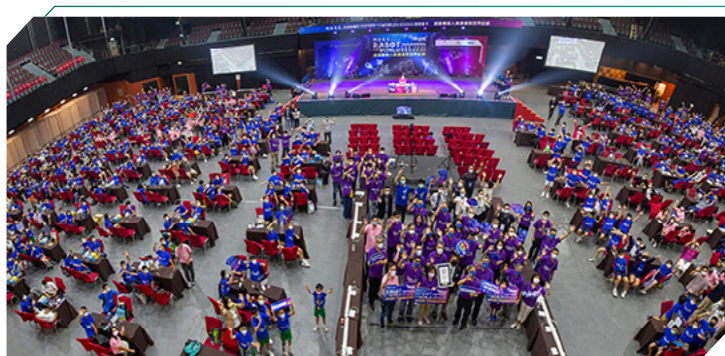
We organised the "TechEd Mini-Expo" to promote TechEd and nurture high-performing and diverse talents through advanced technology. Forum on FutureSkills in Education, exhibition booths, experience zone and creative workshops were included in the Expo to showcase the latest smart campus technology and application, such as VR and robotics. In addition to enhancing technology knowledge and skills of students, teachers and parents, it also allowed young people to gain experience on digital and soft skills to equip themselves for the future workplace.

We organised the TechEd Online STEM Festival which offered teachers and students the last chance to acquire FutureSkills through free online TechEd workshops before school re-started. Taught by experienced STEM teachers and professional tutors, the workshops covered multiple topics from do your :bit, 3D printing, virtual reality to flight simulation.

We also organised "Mass Robot Programming for New World Record" where more than 500 students were engaged to programme robots to stimulate their interest in technology applications and robotic science. Students showed great enthusiasm and dedication in robotics. A number of workshops were held before this mega event to enhance students' knowledge, problem-solving skills, design thinking and hands-on experience.



TechEd網上STEM教育節  
TechEd Online STEM Festival



「創建機械人集體編程世界紀錄」活動  
"Mass Robot Programming for New World Record"

## 磨練在職專業人才的商務技能

遙距工作和無接觸客戶參與漸成趨勢，生產力局當然緊貼潮流，適應最新的轉變鞏固競爭力。年內我們夥拍Google，設立YouTube Creator Academy及Google Cloud網上課程供員工進修。課程主題包括人工智能應用方案及YouTube頻道管理等，介紹最新的商業管理方針，此外並有大數據及區塊鏈等網上課程，都在生產力局的網上學習平台推出，方便學員學習數碼技能，以配合機構或企業的發展需要。

生產力局積極支持在職專業人才提升技能，我們的努力得到肯定。本局榮獲Jobmarket的「最佳企業培訓服務機構大獎」，並奪得Linux基金會開源軟件學園(LFOSSA)的「2022 LFOSSA卓越培訓夥伴獎」。未來我們將繼往開來，不斷優化員工的商務能力及擴大人才庫，維持超卓的專業水平和同業競爭力。

## Enhancing Business Skills of Working Professionals

Riding the trend of remote working and contactless client engagement, HKPC strives to stay competitive and adapt to this evolution by partnering with Google to offer YouTube Creator Academy and Google Cloud online courses to our staff. Courses on AI applications and YouTube channel management, etc., were held to explain the latest approach in business management. Other online courses on new technology applications, such as Big Data and Blockchain, can be found on our online learning platform. These help people gain digital skills to cope with the development needs of their organisations or enterprises.

Our efforts in upskilling working professionals are being recognised. HKPC was named the "Best Corporate Trainer" by JobMarket and clinched the "2020 LFOSSA Excellent Training Partner Award" of Linux Foundation Open Source Software Academy (LFOSSA). We will continue to strengthen our staffs' business skills and enlarge our talent pool to stay professional and competitive in the industry.

## 創領最新趨勢 Staying at the Forefront of Latest Trends

生產力局一直走在科技前端，廣泛進行研究及調查，以灼識睿見支持本地企業和社群。我們的研究及問卷調查結果為各界提供寶貴資源，讓他們掌握資訊，作出知情決策。我們向本地商界提供不同範疇的知識與指引，讓他們面對不斷變化的商業環境時運籌帷幄，保持領先地位。

HKPC has been at the forefront of providing valuable insights to local enterprises and communities through various studies and surveys. The findings from these surveys and studies are valuable resources for all to make informed decisions. By providing a wealth of knowledge and guidance to local businesses, HKPC helps them navigate the constantly changing business landscape and stay ahead of the curve.

## 香港未來工作與技能問卷調查

我們於報告期內進行《香港未來工作與技能》問卷調查，訪問超過600名僱主及僱員，邀請他們就混合辦公模式和數碼技能發表意見。近年傳統思想徹底改變，既有契機也帶來挑戰，機構和決策者必須重新思考未來工作的概念以及僱員提升技能和再培訓的需要。是次調查的結果獲得媒體廣泛報導，透視了工作性質翻天覆地的改變。

## The Future of Work & Skills

During the reporting period, we conducted the Future of Work & Skills Survey which interviewed over 600 employers and employees to gain their perspectives on hybrid work and digital skills. The paradigm shift had presented both opportunities and challenges for organisations and decision-makers to re-think the concept of Future of Work as well as employees' needs to upskill and reskill. The results were widely reported by media and provided valuable insights into the changing nature of work.

## 金融科技人才研究

本局並聯同香港大學及數碼港進行詳盡的「金融科技人才研究」，探討香港金融服務業對金融科技人才的需求。研究有逾200間機構參與，包括大型企業、中小企和初創企業，透過研究全面了解金融科技專才的供求現況。

## 網絡保安準備指數

無論大小企業，網絡保安都是重要議題，生產力局一直牽頭開發解決方案，應對這個棘手問題。理事會於2021年完成了香港資訊安全現況評估和2022年預測，提出「必須留意」的五大保安風險。此外本局亦公布最新的「HKT香港企業網絡保安準備指數2021」，整體指數微升，其中中小企的網絡保安準備指數升至47.6。

## DHL香港空運貿易領先指數

生產力局的季度「DHL香港空運貿易領先指數」全面評估空運貿易市場的展望，提供重要的市場情報。這項調查旨在協助包括中小企在內的本地企業作出知情決策，在營商路上捷足先登。

## 再工業化研究

本局與香港大學經管學院聯合發表《香港再工業化研究》報告，集中研究香港較具發展潛力的三大行業：食品科技、健康科技及綠色科技。現時傳統行業正趨向科技轉型，合成生物未來可能成為最具發展潛力的「再工業化」革命，而健康科技則可優化中西藥生產和拓展疫苗生產及生命科學，至於環保方面，研究發現香港回收業並沒有應用新科技，若能善用科技，無論用地及生產成本均有望降低。

在國家政策的支持下，香港可建立晶片設計中心，吸引世界各地的半導體相關企業來港扎根。生產力局相信長遠而言，隨著北部都會區發展，未來可望匯通整個新一代半導體行業鏈。

## FinTech Talent Study

HKPC also joined forces with the University of Hong Kong and Cyberport to embark on a comprehensive study of the FinTech talent market in Hong Kong's financial services industry. With over 200 organisations participating, including large enterprises, SMEs and start-ups, the study offers a comprehensive understanding of the current supply and demand profile of FinTech talent.

## Cyber Security Readiness Index

Cyber security is a critical issue for all businesses, and HKPC has been spearheading solutions to address this challenge. The Council reviewed the information security situation in Hong Kong in 2021 and forecast for 2022, highlighting the five "must watch" security risks. In addition, HKPC conducted "HKT Hong Kong Enterprise Cyber Security Readiness Index 2021", which showed a slight increase in the overall index with SMEs rising to 47.6.

## DHL Hong Kong Air Trade Leading Index

HKPC provides valuable market intelligence through the DHL Hong Kong Air Trade Leading Index, a quarterly survey that comprehensively reviews the air trade market outlook. This survey is aimed at assisting local enterprises, including SMEs, in making informed decisions and staying ahead of the game.

## A Study on Reindustrialisation

HKPC and the University of Hong Kong's Faculty of Business and Economics have released a report titled "A Study on Hong Kong's Reindustrialisation". The report focuses on three industries with potential for development in Hong Kong: food technology, health technology and green technology. Technology transformation is the trend in traditional industries, and synthetic biology may become the most promising "reindustrialisation" revolution in the future. Health technology can optimise the production of traditional Chinese and Western medicine, expand vaccine production and advance life sciences. In terms of environmental protection, the research found that the Hong Kong recycling industry has not been using advanced technology. If technology can be used effectively, both land use and production costs can be expected to decrease.

With the support of national policies, Hong Kong can become a chip design centre and attract semiconductor-related companies from around the world to base in the city. HKPC believes that the entire new-generation semiconductor industry chain can be converged through the Northern Metropolis in the long run.



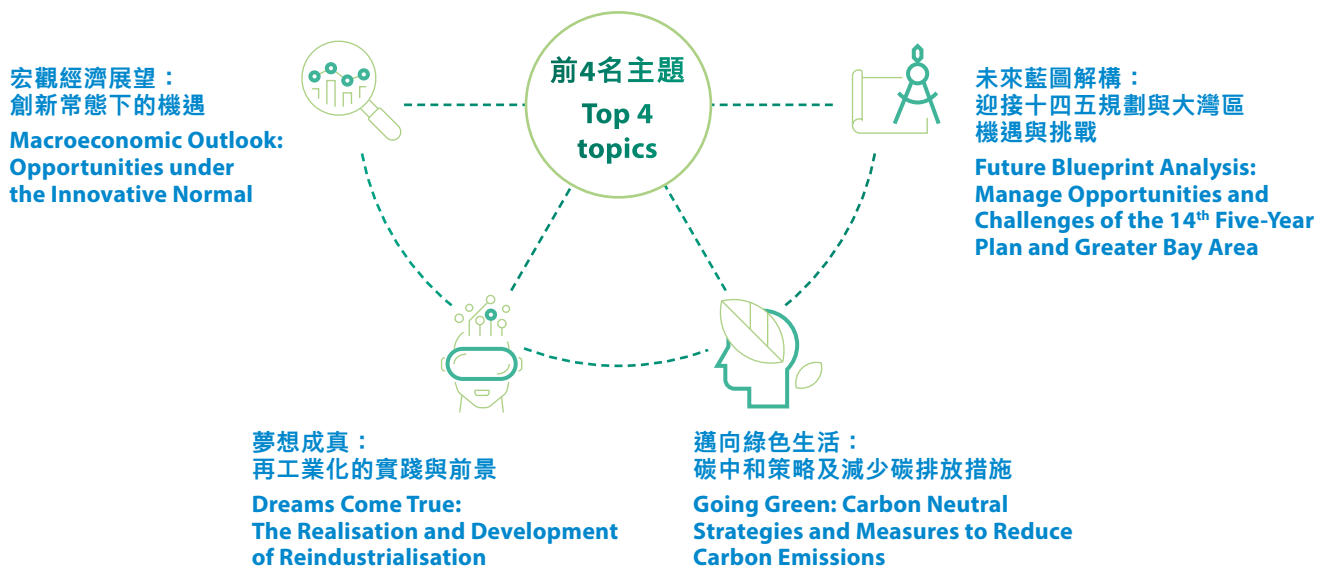


## Foresight智瞻2022

於報告年度，生產力局在2021年11月18日至19日於生產力大樓舉辦年度重點活動《ForeSight智瞻2022》。今年主題為「『智』敢想像、『創新』商機」，請來多位舉足輕重的政商創科名人及行業翹楚，以前瞻的視野分享未來市場趨勢、創科發展前景及營商機遇，涵蓋四大熱門主題，包括「宏觀經濟展望」、「國家十四五規劃和大灣區機遇與挑戰」、「再工業化發展」及「淨零碳排放策略」等議題。

## Foresight 2022

During the reporting year, HKPC hosted the annual signature "ForeSight 2022" event at the HKPC Building from 18 to 19 November 2021. Under the theme "Dare to Innovate, Capture the Opportunities", this year's event saw an ensemble of political, business and innovation and technology (I&T) heavyweights and industry leaders sharing their insights on upcoming market trends, the outlook for I&T development and business opportunities. Their forward-looking vision focused on four hot topics: macroeconomic outlook, challenges and opportunities in the National 14<sup>th</sup> Five-Year Plan and the Guangdong-Hong Kong-Macao Greater Bay Area (GBA), reindustrialisation and strategies on net-zero carbon emissions.



Foresight智瞻2022

Foresight 2022



## 保護環境 Protecting the Environment

生產力局多年來持續宣揚環境可持續發展理念，支持政府推行各類環保計劃，並向公營機構和包括中小企在內的商界推廣先進技術及解決方案，與此同時對自身的環境承諾和表現也極為關注，全力緩解對環境的潛在影響及建立氣候變化應變能力。

Over the years, HKPC has continued to promote environmental sustainability through supporting environmental initiatives of the Government, promoting advanced technologies and solutions to both public and business sectors, including SMEs. In addition, we strive to step up our own environmental commitment and performance, with an aim to mitigate potential negative impacts and enhance our resilience to climate change.

### 促進環境持續發展貢獻社會 Contributing to Environmental Sustainability for Society

生產力局緊貼國際及本地最新趨勢，與政府、公營機構、商會、企業和廣大市民等持份者緊密合作，推進自然環境持續發展。我們全力支持政府的環保倡議及公共計劃，同時積極研發有助提升可持續發展表現的創新解決方案和科技。

Staying abreast of international and local trends, HKPC is dedicated to promoting sustainable development of natural environment through close collaboration with various stakeholders including the Government, public organisations, trade associations, enterprises, and the public. We remain steadfast in our support of the Government's environmental initiatives and public programmes, meanwhile continuing to develop innovative solutions and technologies to achieve better sustainability performance.

### 支持政府牽頭的環保計劃

生產力局支持政府應對氣候變化的長期計劃，並擔任多項環保相關資助和認可計劃的執行夥伴，旨在提高公眾意識、啟發創新及鼓勵應用新科技，配合《香港氣候行動藍圖2050》。

### Supporting Government-led Environmental Programmes

HKPC supports the Government's ongoing efforts to tackle climate change through its role as an implementation partner for a number of environmental-related funding and recognition programmes, which aim to increase awareness, inspire innovations, and encourage technology applications, in line with the Hong Kong's Climate Action Plan 2050.

#### 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」）的秘書處近14年，其間一直協助香港政府轄下環境保護署及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。計劃旨在協助參與廠商減少污染排放和提高能源效益，從而增強競爭力及降低成本，改善企業形象。

本局在計劃下負責向合資格企業提供資助及技術支援。我們已制訂不同行業的清潔生產技術參考基準，以助廠商自我評估表現。為協助廠商落實清潔生產，我們亦參與「清潔生產工具箱」的開發，讓廠商利用簡易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。

於報告期內，我們共舉辦18場研討會及到訪8間廠房考察，向企業詳細介紹各種清潔生產技術和良好實務。上述活動為企業提供平台，鼓勵他們採用清潔的生產工藝。

HKPC had served as the Secretariat of the Hong Kong Cleaner Production Partnership Programme (CPPP) for around 14 years by the reporting year. During this time, HKPC worked with the Environmental Protection Department of the HKSAR Government and the Department of Industry and Information Technology of Guangdong Province to encourage and facilitate the adoption of cleaner

#### 案例 Case 1



production technologies by Hong Kong-owned factories in both Hong Kong and Guangdong. The CPPP aims to reduce emissions and increase energy efficiency, resulting in improved competitiveness, lower costs, and enhanced corporate image for participating companies.

As part of our role under the CPPP, we provided funding and technical support to eligible businesses and established cleaner production reference benchmarks for different industry sectors to assist them in self-evaluating performances. We also contributed to the development of the Cleaner Production Toolbox, a user-friendly web platform with information about different technologies and associated cost-effectiveness, to help factories select applicable technologies to achieve cleaner production.

During the reporting period, we organised a total of 18 seminars and conducted 8 factory visits aimed at promoting a wider understanding of cleaner production technologies and best practices. These activities also served as a platform for companies in their pursuit of adopting cleaner production practices.

#### 清潔生產伙伴計劃概覽 (2008年4月–2022年3月)

#### Highlights of the Cleaner Production Partnership Programme (April 2008 – March 2022)



批出 **4,279** 個項目及活動，資助額超過港幣  
**2億7千5百萬** 元；

Approved over HK\$ **275** million for **4,279**  
projects and activities;

批出 **632** 個示範項目，每年可節省：

Approved **632** demonstration projects,  
which could annually reduce:



**2,788** 太焦耳  
tera-joules

能源消耗量  
of energy consumption



**>15,087** 公噸  
tonnes

空氣污染物  
of air pollutants



**3.2** 百萬公噸  
million tonnes

污水排放  
of effluent discharge

## 回收基金 Recycling Fund

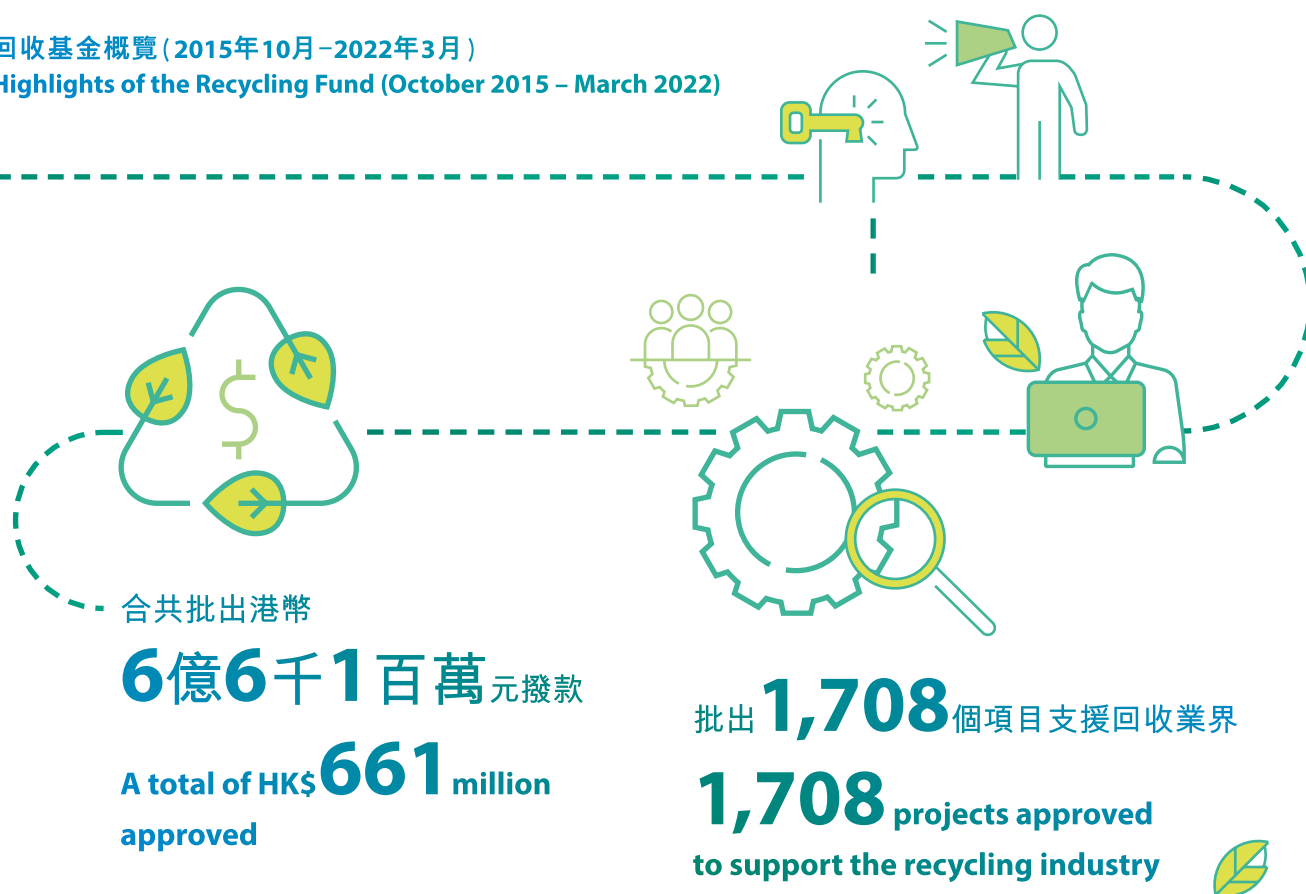
政府的回收基金旨在透過資助壯大本地回收業，以達到資源可持續運用的目標。生產力局是基金的執行伙伴及秘書處，在推動回收業發展上擔當重要角色。於匯報年度，我們負責管理基金的營運並協調相關的推廣活動，藉以推動回收業發展。

展望未來，我們將繼續與政府及回收業界協作，一起推動可持續發展，在香港提倡高效完善的回收作業方式。

The Government's Recycling Fund was established to support the growth of the local recycling industry and achieve the goal of sustainable resources utilisation. As the designated Implementation Partner and Secretariat of the fund, HKPC plays a crucial role in advancing the development of the sector. During the reporting year, we facilitated the recycling industry by managing the operation of the fund and supporting associated promotional activities.

In the future, we are dedicated to continuing collaboration with the Government and the recycling industry to drive sustainable development and encourage effective and efficient recycling practices in Hong Kong.

### 回收基金概覽 (2015年10月–2022年3月) Highlights of the Recycling Fund (October 2015 – March 2022)



案例 Case 3



香港環境卓越大獎

Hong Kong Awards for Environmental Excellence (HKAEE)



生產力局不遺餘力地推廣環境管理概念，鼓勵各界追求卓越表現。我們是「香港環境卓越大獎」的技術顧問和合辦機構之一，多年來聯同政府及環境運動委員會與其他夥伴機構合作，評估參選機構和表揚他們努力保護環境的傑出表現。此獎項計劃亦向各行各業推廣實施環保倡議的良好實務，並會舉行多項活動，邀請得獎者分享寶貴經驗。

HKPC plays a vital role in promoting environmental management concepts and driving performance excellence. As a technical consultant and co-organiser of the Hong Kong Awards for Environmental Excellence (HKAEE), we collaborate with the Government and the Environmental Campaign Committee and in conjunction with other partner organisations to conduct assessments on organisations and recognise their commitments and efforts in environmental protection. This awards scheme also promotes best practices in environmental initiatives to the industries and provide an opportunity for winners to share their valuable experiences through various events.

2021年共有 **3,115** 家來自 **15** 個行業的機構報名，

機構數目較2008年增加超過八倍，當中 **55** 家機構獲得金、銀或銅獎。

In 2021, **3,115** applications from **15** industry sectors were received, more than an eightfold increase compared with the number of entries in 2008, among which **55** 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)

## 發展創新環境科技

生產力局深明若要優化環境表現，必須借助先進科技，透過不斷開發和應用突破性的創新環保方案，利用具有成本效益的方式營造更可持續的生活環境。我們致力研發各類環保技術方案以應對不同環境問題，包括空氣污染管制、廢水處理、水資源及廢物回收、環保運輸和節能等範疇。

## Driving Environmental Technology Innovations

Technology is an essential driver for advancing environmental performance. In this regard, HKPC strives to be a pioneer in developing and applying innovative and cost-effective green solutions to build a more sustainable living environment. We conduct research and development work for technology solutions to address various environmental challenges relating to air pollution control, wastewater treatment, water and waste recycling, green transportation, and energy conservation.

### 案例 Case 1

#### 管理都市固體廢物堆填區垃圾滲濾液的革命性新技術 Revolutionising Leachate Management for MSW Landfills

都市固體廢物堆填區的垃圾滲濾液問題亟待解決，因為這類污染物對地表水及地下水構成嚴重威脅。香港現有的垃圾滲濾液處理設施和住宅污水處理設施均未能妥善清除耐火有機物，此類深色的耐火有機物會削弱紫外線消毒的成效，導致排放水的細菌水平增加或處理程序更耗電。

為解決難題，我們開發了「堆填區垃圾滲濾液嶄新化學處理方法」。這項奪得「日內瓦國際發明展2022」金獎的發明是全球首創可清除耐火有機物的處理系統，未來將在香港一個大型堆填區安裝使用，預期可除去垃圾滲濾液中超過95%有色物質濃度和60%不可生物降解有機物。全賴這項創新技術，下游市區污水處理廠的處理效率得以大幅提升。

Leachate generation is a major problem for municipal solid waste (MSW) landfills, as it poses a significant threat to surface water and groundwater. Existing leachate treatment facilities and domestic sewage treatment facilities in Hong Kong face limitations in their ability to remove refractory organic matter. These refractory organic substances are dark in colour, which decreases the efficacy of ultraviolet disinfection methods, leading to excessive bacteria levels in the discharged water or increased power consumption required for treatment.

To address this challenge, we have developed a Novel Chemical Treatment Process, an award-winning solution granted a Gold medal at the 2022 Geneva International Exhibition of Inventions. As the world's first treatment system designed to remove refractory organic matter, this innovative process will be deployed at a large landfill site in Hong Kong. It will remove more than 95% of the coloured matter intensity and 60% of non-biodegradable organic matter from landfill leachate, significantly improving the treatment efficiency of downstream urban sewage plants.



比較已採用(左)和未採用(右)嶄新化學處理方法的堆填區垃圾滲濾液顏色  
Comparison of the colour of landfill leachate with (left) and without (right) the Novel Chemical Treatment Process



## 案例 Case 2

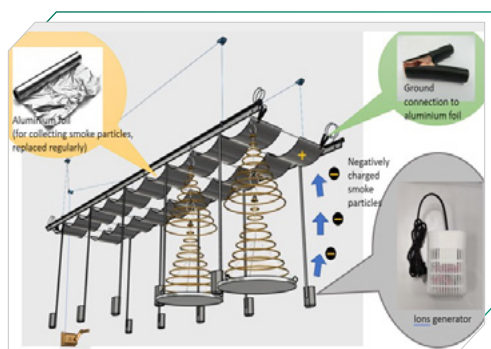
### 傳統節日空氣淨化方案

#### Air Purification Solutions for Traditional Festivals

每逢中國傳統節日，很多市民習慣燃燒冥鏹和燃點香燭拜祭祖先神明，但此類活動會產生煙霧及其他空氣污染物，對附近居民造成滋擾。事實上，全球華人燃燒的冥鏹超過1.2億噸，釋出約190萬噸二氧化碳。為解決這個環境問題，生產力局研發了兩項創新解決方案，包括「香燭除煙器」及「低煙冥鏹」，透過可持續的解決方案平衡保留傳統習俗與保護環境的需要，兩套方案均在「日內瓦國際發明展 2022」奪得銀獎。

香燭除煙器是具成本效益的室內裝置，採用靜電除塵技術，可在廟宇去除四成於燃燒香燭時產生的懸浮煙塵，耗電量低而且體積小巧，適合在空間有限的廟宇安裝。

It is a custom for locals to burn joss paper and incense as a form of sacrifice during traditional Chinese festivals. However, these activities generate smoke and other air pollutants and cause a nuisance to nearby residents. As a matter of fact, around 1.9 million tonnes of carbon



香燭除煙器系統裝置

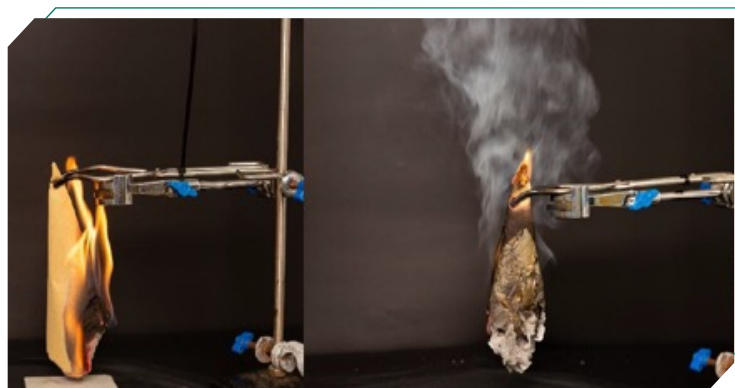
Smoke Remover for Chinese Incense and Candle Burning system setup

dioxide is emitted from the burning of over 120 million tonnes of joss paper by ethnic Chinese communities worldwide. To address this environmental issue, HKPC has developed two innovative solutions, the “Smoke Remover for Chinese Incense and Candle Burning” and the “Smokeless Joss Paper”, which provide sustainable solutions to balance traditional customs and environmental protection. These solutions were awarded silver medals at the 2022 Geneva International Exhibition of Inventions.

The “Smoke Remover for Chinese Incense and Candle Burning” is a cost-effective indoor device that uses electrostatic precipitation to eliminate 40% of suspended dust particles generated by incense and candle burning in Chinese temples. It has low power consumption and compact size, making it suitable for installation in temples with limited space.

低煙冥鏹是用無機填料及助燃劑製造的新型冥鏹，燃燒速度提升四成，釋出的熱能減少兩成，燃燒時的煙塵遠少於傳統冥鏹。這套環保的解決方案既可承傳中國節日的祭祀活動，亦可減輕對化寶爐的損耗和減少二氧化碳排放。

The “Smokeless Joss Paper” is a new type of joss paper comprising recycled inorganic filler and burning aids. The paper burns 40% faster, releases 20% less heat energy, and produces significantly less smoke than traditional joss paper. This eco-friendly solution helps to sustain traditional Chinese festive activities while reducing the deterioration of furnaces and carbon emissions.



比較低煙冥鏹(左)和傳統冥鏹(右)燃燒時產生的煙塵

Comparison of smoke generated from smokeless joss paper (left) and traditional joss paper (right)



### 優化半導體物料業污水處理及回收系統 Enhancing Effluent Treatment and Recycling Systems for the Semiconductor Materials Sector



生產力局獲內地一家大型高科技元件工廠委託，裝設先進的工業廢水處理及回收系統。系統的設計達到最嚴格的排污標準，可有效清除重金屬，有助降低化學需氧量和促進水資源循環再用。

系統採用選擇性離子交換系統(IX技術)及化學混凝工藝，配合化學氧化技術(UV-Fenton技術)，可有效除去不同濃度的重金屬。IX技術的作用是提取廢水中的重金屬離子和弱重金屬，而UV-Fenton技術則可破壞有機物的整體結構。

系統亦設有兩級有機處理程序輔助除去化學需氧量，包括應用UV-Fenton及SAF技術以不同方法清除有機物。UV-Fenton是化學氧化技術，而SAF則是生物過濾技術。經過一系列廢水處理程序後，工廠約六成生產廢水可由系統回收及循環再用。

HKPC is commissioned to implement a state-of-the-art industrial wastewater treatment and recycling system at a large factory in the Mainland produces high-tech components. The system is designed to meet stringent effluent standards and effectively removes heavy metals, improves chemical oxygen demand (COD) removal, and facilitates water reuse.

The system employs a combination of selective ion exchange systems (IX technology) and chemical coagulation in conjunction with chemical oxidation (UV-Fenton technology) to effectively remove heavy metals of varying concentrations. IX technology extracts heavy metal ions and weakly heavy metals from wastewater. UV-Fenton technology is used to destroy the bulk structure of the organic matter.



IX 技術  
IX technology

A two-stage organic treatment process is also involved in COD removal. It includes the use of UV-Fenton and SAF technology, both of which are used to remove organic matter but by different methods. UV-Fenton uses chemical oxidation, while SAF technology uses biological filters. After a series of wastewater treatments, the system is capable of recycling and reusing approximately 60% of production wastewater.



UV-Fenton 技術  
UV-Fenton technology



SAF 技術  
SAF technology



## 營造綠色工作環境 Creating a Green Workplace

生產力局一方面向業界提供綠色方案和推廣環保知識，另一方面亦不斷增進本局員工的環保意識。我們已制訂環保政策及相關指引，涵蓋的範圍眾多，例如提倡高能源效益和節約資源、採用負責任的實務減少廢物、採購環保產品與服務和推廣環保意識等。指引旨在提醒員工在日常營運時注重環保，有助確保我們所有決策均充分考慮環境因素。

### 管理辦公室環境

本局作為香港特區政府碳中和倡議的主要夥伴，積極向各行各業提供環保解決方案，與此同時在本局位於香港及內地的辦事處推行周全的企業管治規程，藉此提高環保意識。我們的環保政策涵蓋範圍十分廣泛，包括提倡高能源效益和節約資源、採用負責任的實務減少廢物、採購環保產品與服務和推廣環保意識等。我們亦會提醒員工在日常營運時注重環保，務求作出負責任的決策保護地球。環境管理委員會會持續監察及檢討本局的能源和用水情況以及廢物量，確保環保政策得以貫徹推行。

我們的主要業務營運集中於香港總部生產力大樓，大樓的用電量和碳排放分別佔本局總額99%及95%。有見及此，我們已於本報告年度訂立減低生產力大樓的用電量及碳排放目標，鼓勵同事不斷提高環境表現，昂首邁向碳中和的整體目標。

### 環境合規

我們嚴格遵守本地環境規例，非常重視合規表現，並已採取多項措施實現目標。其中一項重要行動是聘請第三方檢測化驗所每月評估廢水及空氣質素，以助查找潛在問題，及時採取糾正措施，盡量減低違反環境法規的風險。

我們並與合格有害廢物收集商合作，依照法律規定處理化學廢物，包括妥善標籤、儲存及處置有害物料，此外亦會定期監察和向監管機構通報，以助遵守所有適用的環境監管規例。

In addition to providing green solutions and promoting environmental knowledge to the industries, we also continue to cultivate environmental consciousness among our staff. With this aim in mind, we have established an environmental policy and associated guidelines encompassing multiple areas, such as advocating for energy efficiency and conservation of resources, reducing waste through responsible practices, procuring green products and services, and raising environmental awareness. The guidelines serve as reminders for our staff in day-to-day operations and help to ensure that we take environmental issues into account when making decisions.

### Office Environmental Management

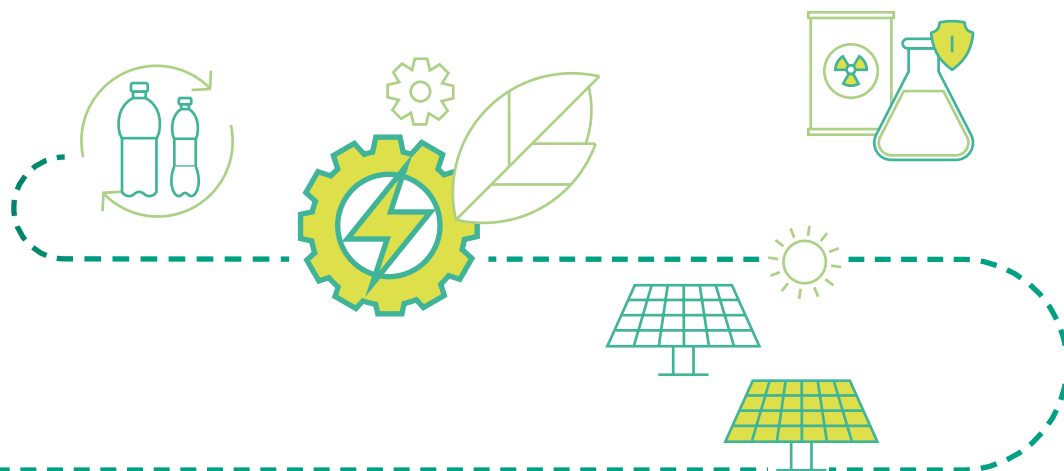
As a key partner in the HKSAR Government's Carbon Neutrality Partnership, HKPC is committed to providing green solutions to industries and promoting environmental awareness across our offices in Hong Kong and the Mainland by implementing robust corporate governance protocols. Our environmental policy covers a wide range of areas, including advocating for energy efficiency and resources conservation, reducing waste through responsible practices, procuring green products and services, and raising environmental awareness. Reminders are given to our employees to make responsible decisions that protect our planet in day-to-day operations. To ensure the effective implementation of the policy, the Environmental Management Committee (EMC) continuously monitors and reviews our energy, water, and waste consumption.

Our major business activities are centralised in our Hong Kong headquarters, or HKPC Building, which accounts for 99% of our total electricity use and 95% of total carbon emissions. Accordingly, we have set reduction targets for electricity consumption and carbon emissions for the HKPC Building in the reporting year. Our goal is to encourage continuous improvement in our environmental performance and to drive us towards our overall objective of achieving carbon neutrality.

### Environmental Compliance

Ensuring compliance with local environmental regulations is a key priority for our company, and we take several measures to achieve this goal. One important step we take is to engage a third-party testing laboratory to perform monthly assessments of wastewater and air quality. This helps us to identify potential problems and take corrective action quickly, minimising the risk of non-compliance with environmental regulations.

We also work with a qualified hazardous waste collector to handle chemical waste in accordance with legal requirements. This includes proper labelling, storage and disposal of hazardous materials, as well as regular monitoring and reporting to regulatory authorities, to assist us in complying with all applicable environmental regulatory requirements.



## 碳排放

氣候變化是人類面對的嚴峻挑戰，近年出現極端天氣事件日趨頻繁和嚴重，包括颶風、水災及熱浪。我們明白必須及時採取氣候適應和主動防範措施，才可應對氣候變化的影響。本局已實施多項緊急規劃措施，在極端天氣事件期間保障員工安全和業務營運暢順。有關措施包括作好準備應對業務中斷的潛在風險、為員工提供培訓及資源，以及制訂緊急事故應變計劃。

生產力局作為負責任的企業，堅決採取具實效的行動應對威脅全球的氣候變化。為履行承諾，我們公布了於2040年前實現淨零碳排放的宏大目標，亦訂立以2015年作基準的中期減碳目標。

## Carbon Emissions

Climate change is a serious challenge that has increased the frequency and severity of extreme weather events, including hurricanes, floods, and heat waves. We understand the critical importance of climate adaptation and have taken proactive steps to address this issue. In particular, we have implemented emergency planning measures to ensure the safety of our employees and operations during extreme weather events. This includes preparing for potential disruptions to our business, providing training and resources to our employees, and developing protocols for emergency response.

As a responsible corporate entity, we are deeply committed to taking meaningful action to counter the global climate change challenge. In furtherance of this commitment, we take pride in announcing our goal of achieving net-zero emissions by 2040. We have also established one medium-term carbon reduction target against a 2015 baseline.

# - 50%

以2015年作基準，

於2030年前減少50%

碳排放

**To cut 50% carbon emissions  
by 2030 compared to the  
2015 baseline**



減碳目標  
Carbon Targets

透過能源轉型、推行創新減廢措施及提高水資源效益，不斷促進減碳

**To drive improvement  
through energy transition,  
innovation in waste reduction  
and water efficiency**

於2040年前達致碳中和

**To become carbon neutral by 2040**



我們在本匯報年度擬備了可持續發展策略，以期盡量降低溫室氣體排放，當中的措施包括改善建築物的能源及用水效益表現，以及投放資源擴展可再生能源計劃。我們深明本局的業務對抗禦氣候變化具有重大影響，而確立淨零目標正好反映我們矢志在可持續發展路上前行。

### 表現進展

我們的方針注重透明和問責，我們會定期匯報實踐目標的進展，與員工、客戶及供應商等持份者溝通合作，將可持續發展理念全面融入業務營運。

過去數年我們持續監察碳排放，包括範圍一（直接排放）、範圍二（間接溫室氣體排放）及範圍三（其他間接排放；部分）。當中，源自採購能源的範圍二間接溫室氣體排放是主要因素，佔碳排放總量95%。為深入了解生產力大樓的碳影響，我們委託了第三方機構根據本匯報年度的數據進行碳審計。

In this reporting year, we developed a sustainability strategy to minimise our greenhouse gas emissions. This includes improving the energy and water efficiency performance of buildings, and investing in renewable energy initiatives. We recognise that our business has a crucial role in combating climate change, and our net-zero goal reflects our steadfast commitment to this cause.

### Performance Progress

Transparency and accountability are central to our approach. We will regularly report on our progress towards this goal and engage with our stakeholders, including employees, customers, and suppliers, to integrate sustainability into every aspect of our operations.

In the past few years, we have been tracking carbon emissions, covering Scope 1 direct emissions, Scope 2 indirect emissions, and Scope 3 other indirect emissions (partial). Scope 2 indirect GHG emissions from purchased energy are the dominant factor, contributing 95% of our carbon emissions. To better understand the carbon impact of the HKPC Building, we engaged a third party to conduct a carbon audit based on available data in the reporting year.



### 監察碳排放 Tracking Carbon Emissions

2015/2016:

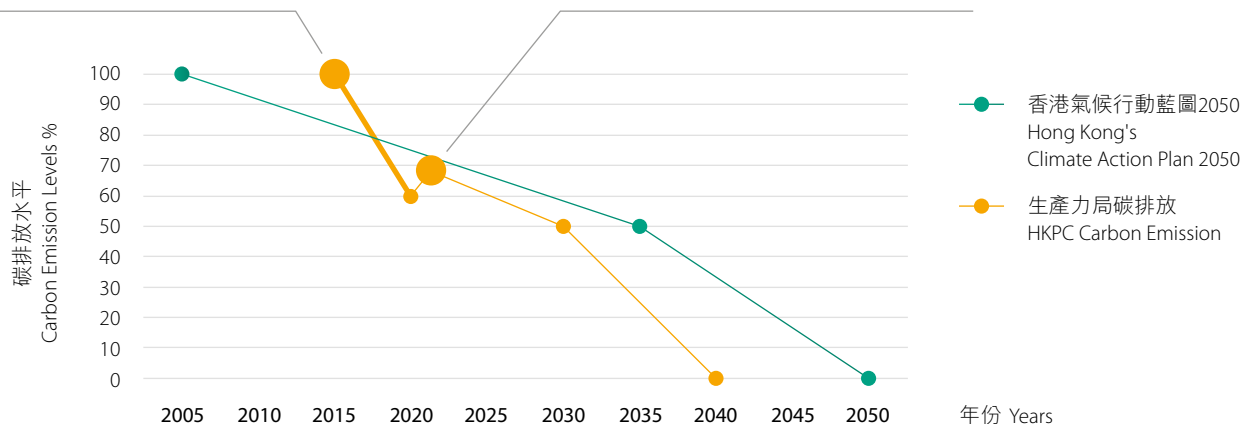
總溫室氣體排放量(二氧化碳當量)  
Total GHGs emission (tCO<sub>2</sub> e): **3,544**

碳強度(人均二氧化碳當量)  
Intensity (tCO<sub>2</sub> e per capita): **5.63**

2021/2022:

總溫室氣體排放量(二氧化碳當量)  
Total GHGs emission (tCO<sub>2</sub> e): **2,416**

碳強度(人均二氧化碳當量)  
Intensity (tCO<sub>2</sub> e per capita): **2.91**



↓↓↓ **32%**

以2015年作基準，於**2021/2022年**的碳排放  
**Carbon emission in 2021-2022**  
compared to the 2015 baseline

↓↓↓ **48%**

以2015年作基準，於**2021/2022年**的碳強度  
**Intensity in 2021-2022**  
compared to the 2015 baseline

### 低碳及節能措施

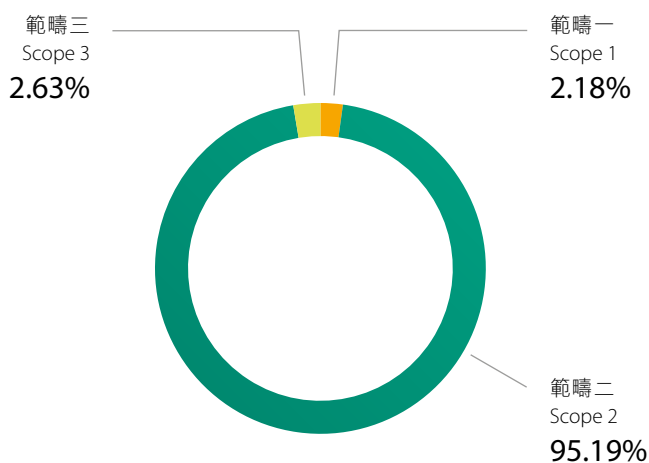
於匯報年度，各梯間的照明裝置均已換作高能源效益的「New Vision LED燈」，另生產力大樓天台28塊太陽能光伏板亦於2021年開始運作，今年共生產逾11,000千瓦時可再生能源輸往電網。兩項措施大大降低本局的溫室氣體排放量，支持我們實踐承諾打造低碳未來，同時突顯我們全力以赴追求可持續發展。

### Low Carbon and Energy Saving Measures

In the reporting year, we replaced the lighting in our stairways with energy-efficient New Vision LED lights. Additionally, the 28 solar photovoltaic (PV) panels on the roof of our building, which have been in operation since 2021, generated over 11,000 kilowatt-hours (kWh) of renewable energy for the electricity grid this year. This substantial contribution to reducing greenhouse gas emissions supports our commitment to a low-carbon future and demonstrates our dedication to sustainability.



### 香港總部2021/22年度溫室氣體排放量分布情況 2021/22 GHG Distribution in Hong Kong headquarters



### 能源使用量

### Energy Use

**- 10%**

致力於2025年前減少用電量10%  
**Committed to reducing  
10% electricity consumption  
by 2025**



**- 15%**

於2030年前減少用電量15%  
**Reduce 15 % electricity  
consumption by 2030**

用電是機構碳足跡的主要因素，因此必須訂立減低用電量的目標，才可達致業務可持續發展。

由於來自用電的範圍二碳排放佔碳排放總量95%，我們的目標是在2030年前減少用電量15%，實事求是地踏出重要一步縮減碳足跡。

為達成目標，我們準備實施綜合能源管理計劃，透過多項策略優化用電，包括採用高效率的建築設計和營運實務、投放資源開發可再生能源技術及在機構內部培養節省電力的文化。只要積極推行上述措施，我們定可實現減少用電的目標，同時提升營運活動的效率和可持續發展表現。

#### 表現進展

由於耗能是本局環境影響的主要因素，我們持續監察屬下建築物的用電情況。根據分析結果，我們欣然匯報年內的耗能強度與上個報告年度相同，但能源使用量比基準年則大幅下降29%。

Electricity consumption is a major contributor to the carbon footprint of organisations. As such, setting reduction target on electricity consumption is an important aspect of sustainable business practices.

By 2030, we aim to reduce our electricity consumption by 15%, a significant and tangible step towards minimising our carbon footprint as Scope 2 emission from electricity consumption accounts for 95% of our total carbon emissions.

To achieve this target, we plan to implement a comprehensive energy management programme that encompasses various strategies to optimise electricity usage. These include adopting efficient building design and operations practices, investing in renewable energy technologies, and promoting a culture of electricity conservation throughout our organisation. Through diligent implementation of these measures, we can achieve our reduction goals while simultaneously improving the efficiency and sustainability of our operations.

#### Performance Progress

As energy consumption remains a major contributor to our environmental impact, we continue to monitor electricity consumption in our buildings. Our analysis shows that the energy intensity of consumption remains unchanged from the previous reporting year. However, we are pleased to report a significant reduction in energy consumption of 29% compared to the baseline year.



#### 監察用電量

#### Tracking Electricity Consumption

2015/2016:

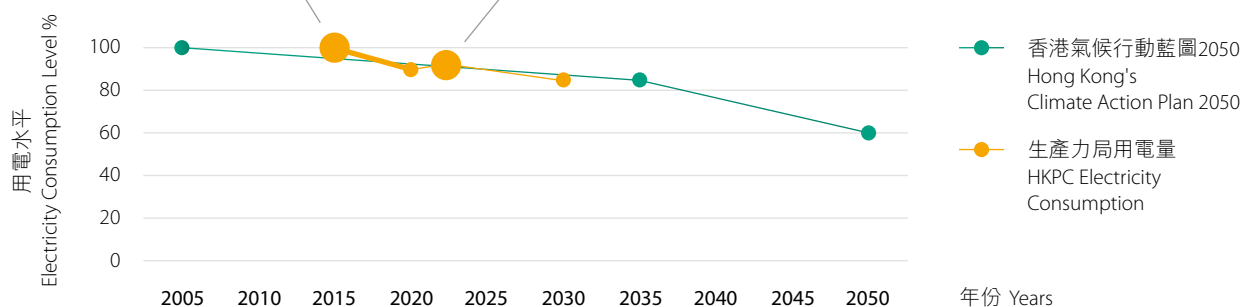
總用電量(千兆焦耳)  
Total electricity consumption (GJ): 22,716

強度(人均千兆焦耳)  
Intensity (GJ per capita): 36.11

2021/2022:

總用電量(千兆焦耳)  
Total electricity consumption (GJ): 21,232

強度(人均千兆焦耳)  
Intensity (GJ per capita): 25.61



⚡↓ 7%

以2015年作基準，於2021/2022年的用電量  
**Electricity consumption in 2021-2022**  
compared to the 2015 baseline

⚡↓ 29%

以2015年作基準，於2021/2022年的用電強度  
**Electricity intensity in 2021-2022**  
compared to the 2015 baseline

## 廢物管理

我們視減廢和廢物分流措施為業務營運一部分，並奉行3R原則，確保物盡其用、廢物利用及循環再造，以及作出負責任的知情採購決策，選擇整個生命周期對環境影響最輕微的產品與服務。

## Waste Management

We strongly emphasis on waste reduction and diversion efforts as an integral part of our business operations. Adhering to the 3R principles of “Reuse, Reduce, and Recycle”, we strive to make informed and responsible purchasing decisions, selecting products and services with minimal environmental impact throughout the entire lifecycle.

## 廢物

## Waste

46%

廢物中不可回收物料的數量

Quantity of recyclables  
in the refuse



54%

廢物中可回收物料的數量

Quantity of non-recyclables  
in the refuse

進行全面廢物審計  
A comprehensive waste audit  
is conducted

我們致力在辦公室倡導可持續發展文化，繼續推行各類減廢和回收計劃，例如在便利位置設置回收箱等，培養零廢物文化，提高廢物回收率。

To foster a culture of sustainability within our offices, we will continue to implement various waste reduction and recycling programmes, such as the provision of readily accessible recycling bins, in order to foster a wasteless culture and increase the rate of waste recycling.

除此之外，生產力局亦積極提倡員工以負責和環保的方式管理電子廢物，以及支持政府的「電腦及通訊產品回收計劃」。我們已制訂全面的電子廢物管理計劃，確保以環保方式處置舊電器及電子設備，包括電腦中央處理器、顯示器、掃描器、打印機及其他相關裝置。此外，為進一步推動「電腦及通訊產品回收計劃」和鼓勵回收電子廢物，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，安排妥善處置和循環再造。

We are also committed to promoting responsible and sustainable e-waste management among our employees and supporting the government's Computer and Communication Products Recycling Programme (CCPR). To ensure that our used electrical and electronic equipment, including CPUs, monitors, scanners, printers, and other related devices, are disposed of in an environmentally sound manner, we have established a comprehensive e-waste management plan. To further advance the CCPR programme and encourage e-waste recycling, HKPC Building has been designated as a public collection point, where members of the public can bring their used computers and communication equipment for proper disposal and recycling.



## 表現進展

年內我們委託第三方根據匯報年度的數據進行廢物審計，以評估整體廢物組合和尋找有待改善之處。評估結果顯示生產力局業務產生的都市固體廢物大部分為不可回收廢物，佔總廢物量54%。

報告期內的廢紙回收率增加50%，另亦成功回收406件電器及電子設備，這些工作成果是生產力局努力減廢和提倡善盡責任保護環境的最佳例證。

## 水資源

我們堅持以負責任及高效的方式使用水資源。生產力局許多營運範疇也需要用水，包括用作原料、冷卻、測試和總部日常用水。我們的水資源主要由本港的城市水務機構供應。

## 表現進展

為保護珍貴的水資源，我們準備短期內訂立減少用水目標，同時推行多項措施宣傳節約用水和提高用水效益，包括持續監察各物業組合的用水量，以及應用節水技術和良好實務。與此同時亦會致力確保盡最大努力保護環境，防止任何形式的污水污染。

生產力局將投資於可持續的水資源管理措施，並且設立嚴謹的監察流程，致力創造安全、健康及可持續發展的環境，給未來世代續享。為減少用水，生產力大樓已安裝附設感應器的節水式龍頭和坐廁。

## Performance Progress

To evaluate our overall waste composition and identify room for improvement, we entrusted a third party to conduct a waste audit based on data of the reporting year. It was found that the majority of the Municipal Solid Waste (MSW) generated by our operations comprises of non-recyclable waste, accounting for 54%.

During the reporting period, there were a 50% increase in paper recycling. In addition, a total of 406 pieces of electrical and electronic equipment were successfully recycled. These efforts demonstrated our commitment to reducing waste and promoting environmental responsibility.

## Water Resource

We focus on utilising water resources responsibly and efficiently. Water serves various purposes in our operations, used as a raw material and for cooling, testing, and domestic purposes at our headquarters. Our primary water source is a local municipal water supplier.

## Performance Progress

To preserve this valuable resource, we plan to establish water reduction goals in the near future and implement a variety of initiatives to promote water conservation and efficiency. This will involve continuous monitoring of water usage across our property portfolio and implementing water-saving technologies and best practices. Moreover, we are committed to ensuring the highest level of environmental protection and preventing any form of sewage contamination.

Through investment in sustainable water management practices and strict monitoring procedures, we strive to contribute to a safe, healthy, and sustainable environment for future generations. Sensor-equipped water-efficient faucets and toilets are installed in the HKPC Building, to minimise water consumption.



## 關愛員工 Caring for People

生產力局提供多元化的專業顧問服務，人才是我們的中流砥柱，我們視員工為最寶貴的資產，致力為他們創造共融、安全而有利於發展的工作環境。於疫情期間，生產力局迅速應對，推行多項措施保障員工的健康和關懷他們的家人。

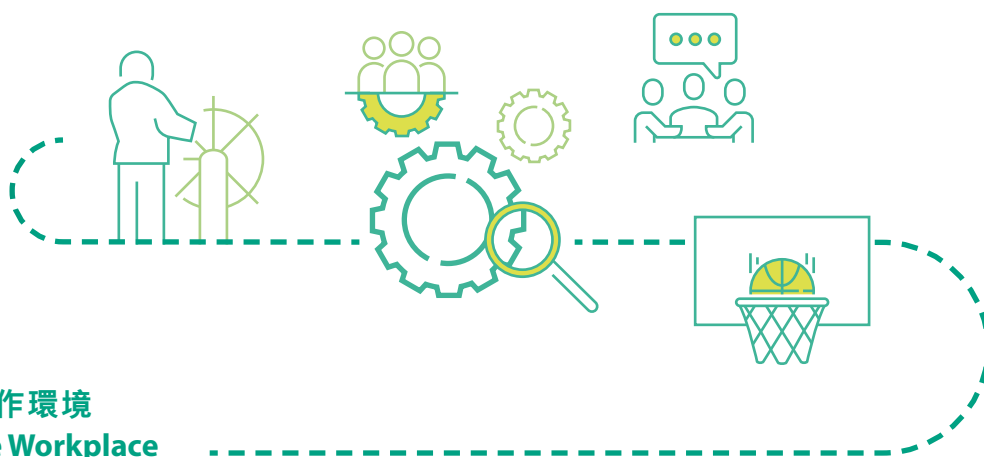
為促進同事的專業發展，生產力局安排多類培訓及發展計劃，還有專為青年人而設的重點實習計劃。於報告年度，生產力局取得澳洲會計師公會認證為「認可僱主合作夥伴」，嘉許我們積極助團隊提升技能和提供最佳工作及培訓環境，另亦獲英國特許公認會計師公會「專業培訓認可僱主」榮銜。兩項認證均顯示我們矢志栽培人才及支持未來世代發展，為他們提供國際級的培訓。

此外，我們也透過各種溝通渠道及員工活動與員工保持緊密聯繫。年內，生產力局職員康樂會繼續籌辦形形色色的活動，增進員工的身心健康和貢獻社會。

Providing a wide range of professional consultancy services, HKPC regards our employees as the most valuable asset. It puts great efforts into creating an inclusive, safe and supportive work environment. During the COVID-19 pandemic, HKPC took swift measures to ensure the health of employees and extend care to their families.

To foster employees' professional growth, HKPC offers a variety of training and development programmes, as well as signature internship programmes for young talent. During the reporting period, we received the "Recognised Employer Partner" (REP) accreditation from CPA Australia (CPAA), which recognises HKPC's excellence in upskilling its workforce and providing top-quality working and training environment. HKPC was also granted the "Approved Employer Accreditation – Professional Development" by the Association of Chartered Certified Accountants (ACCA) of Britain. These accreditations demonstrate our commitment and world-class efforts in developing talent and future generations.

In addition, employees are engaged regularly through various communication channels and staff activities. During the year, our Staff Recreation Club continued to arrange activities that promote employee well-being and support the community.



### 締造積極進取的工作環境 Fostering a Positive Workplace

儘管年內疫情持續，生產力局仍然擁有強大的團隊作為後盾，總僱員人數較上年增加3.9%。我們除遵從關於僱傭的法律規定，也繼續提供其他員工福利和支援，藉以激勵同事，滿足員工和他們家人的需要。

#### 團隊結構

截至2022年3月31日，生產力局在香港和內地（深圳及東莞）共有857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。

Despite the impacts of the pandemic, HKPC has maintained a strong workforce, with the total number of employees increasing by 3.9% from the previous year. In addition to statutory requirements, HKPC continues to offer additional benefits to support and motivate talent and cater to the needs of employees and their families.

#### Workforce Composition

As of 31 March 2022, HKPC had a total of 857 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.

## 聘用及福利

生產力局嚴格遵守勞工法規，努力打造互相尊重的工作環境，確保每位員工也得到公平待遇。我們嚴禁任何形式的童工及強迫勞動，而在報告期內並無發現任何此類個案。為保證公平開放、不歧視及提供平等機會，我們的招聘流程以求職者的資歷、經驗和職能作考慮，不論性別、種族、婚姻狀況、傷健或家庭狀況，務求甄選最合適人選擔任職位。

我們致力以具競爭力的薪酬及福利廣納賢才。按照員工的職級和僱用條件，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、退休福利、稅務效益安排以及年假、病假、婚假、產假、侍產假、恩恤假及進修假期等。

我們在內地附屬公司的員工亦享有廣泛的員工福利，包括商業保險、社會保險、住房公積金、年假、病假、產假、男士陪產假、育兒假及子女護理假等。

為關注員工的身心健康，我們提供僱員支援服務計劃，以及由專業輔導員提供24小時輔導及諮詢熱線服務，另亦舉辦健康講座及其他運動班，讓員工強身健體。

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。

## Employment and Welfare

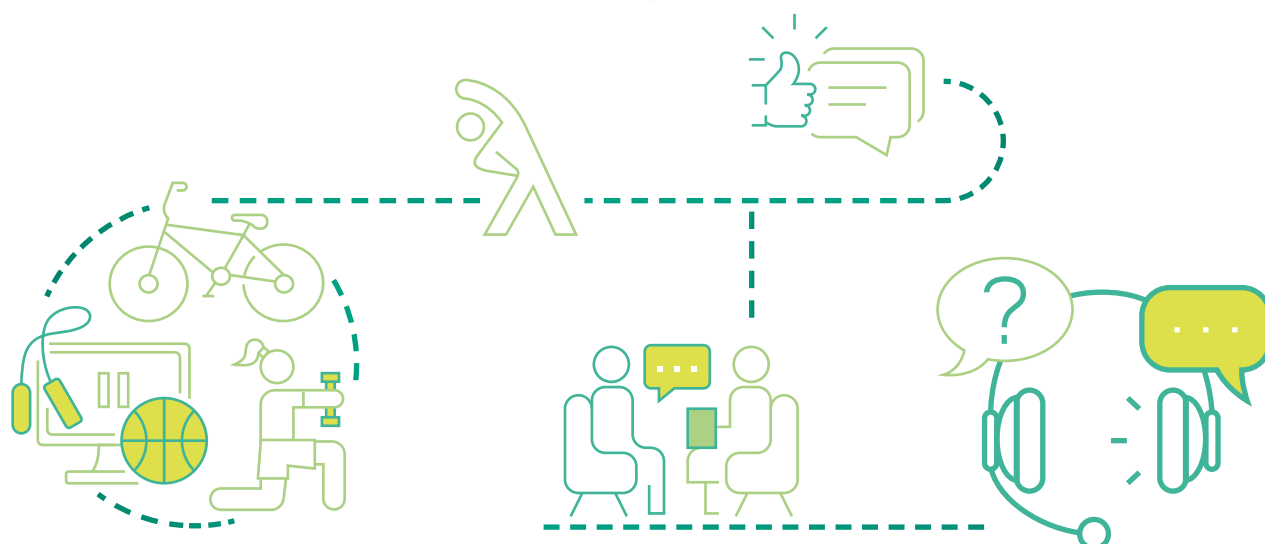
HKPC strictly adheres to labour laws and regulations and strives to build a respectful working environment where employees are fairly treated. Any forms of child labour and forced labour are strictly prohibited; no such case has been identified during the reporting period. In order to ensure openness, non-discrimination and equal opportunity, our recruitment process considers candidates' qualifications, experience and competencies that best suit the requirements of a position, regardless of gender, race, marital status, disability or family status.

We strive to offer competitive remunerations and benefits to attract and retain talent. According to job grade and terms of employment, our employees in Hong Kong are provided with comprehensive benefits, including medical insurance, dental insurance, life insurance, retirement benefits and tax efficiency arrangement, as well as annual, sick, marriage, maternity, paternity, compassionate leaves and study leave.

Our employees in Mainland subsidiaries also enjoy a wide range of benefits, including commercial insurance, social insurance, housing fund, annual leave, sick leave, maternity leave, paternity leave, parental leave, childcare leave, etc.

To promote well-being, we offer an employee assistance programme as well as a 24-hour counselling and consultation hotline service provided by counselling professionals. Health talks and other physical exercise classes are organised for good health and well-being.

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



## 特別休假及工作安排

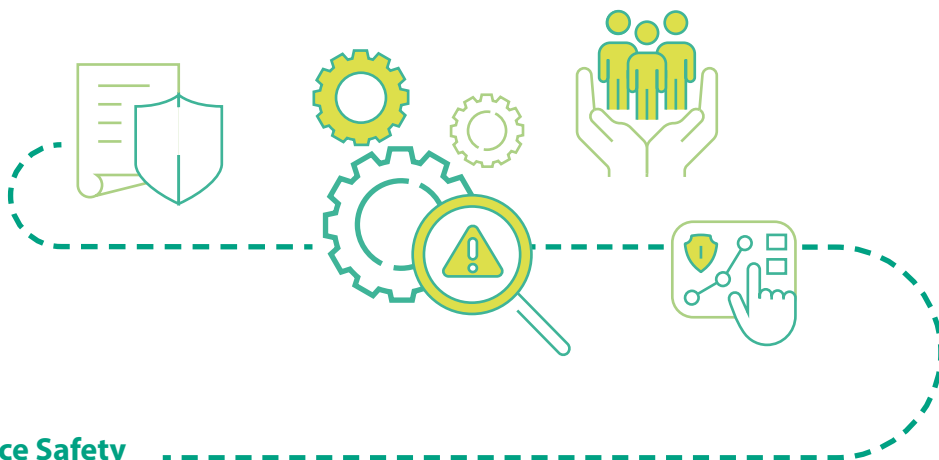
疫情期間，生產力局將員工的健康放在第一位，全方位提供支援。為鼓勵防疫，員工接種疫苗可享休假，讓他們在接種疫苗後出現不適期間在家休息，此外並推行靈活輪班工作安排，盡量減低同事間傳播染疫的情況。

感染新型冠狀病毒病的員工可休放病假，密切接觸者則安排居家工作，我們還向同事的家人送上關懷。生產力局推出關愛家人疫苗假期，讓員工陪同家人接種疫苗。我們也考慮到有些員工希望在農曆新年期間返鄉與家人團聚，因此允許這些同事在檢疫期間居家工作。

## Special Leave and Work Arrangement

During the COVID-19 pandemic, HKPC prioritised the health of our staff and provided them with multi-faceted support. To encourage COVID-19 prevention, we offered special day-off for staff receiving vaccination to allow recuperation from any possible side effects. Flexible work arrangements, such as work shifts arrangements, were implemented to minimise the risk of COVID-19 infection.

Apart from sick leave granted to staff infected with COVID-19 and work-from-home arrangement for close contact cases, we also extended our care to the families of staff members. HKPC introduced family care vaccination day-off for staff members who wished to accompany their family members to receive vaccination. Considering that staff might wish to reunite with family members living in the Mainland during Chinese New Year, employees who returned to their hometowns on the Mainland during the festive period were allowed to work from home during quarantine.



## 保障工作場所安全 Safeguarding Workplace Safety

我們在日常營運和提供服務時均極重視工作場所的安全。生產力局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。在嚴格遵守相關法規的基礎上，我們制訂了ISO 45001職業健康安全標準認證的內部管理系統，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。

生產力局也為員工和承辦商、客戶及轄下處所的訪客提供最新的安全資訊。例如，承辦商在生產力局屬下處所展開某些工程之前，必須通過工程許可證評核，此外並須符合嚴格的健康與安全規定。

Regarding 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 preventing work-related injury or ill health. While strictly abiding by relevant laws and regulations, we also implement an internal management system certified to the international standard of ISO 45001 for occupational health and safety management, which covers our provision of industry support services, including consultancy, research and development, laboratory and training services, etc.

We also regularly share safety information with our staff, contractors, customers and visitors to our premises. For example, a work permit assessment is required before commencing certain works at HKPC premises. Contractors are also required to meet strict health and safety requirements.

## 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，並且成立「工作安全委員會」，廣泛涵蓋不同部門的代表，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。

我們已制訂一套手冊、管理程序、安全程序及企業作業指令並定期作出檢討，詳述如何實施保障職安健的措施。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。

我們不斷改善職安健管理系統，每年均會進行內部安全審核，確保日常營運符合安全規定，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。

## 安全意識

為提高同事的安全意識，我們主動為各職級人員安排定期培訓。

新招聘員工的入職培訓亦涵蓋提高安全意識的教育，內容包括生產力局的安全政策及指引，並會每年安排全體員工參加重溫培訓課程。我們亦為需要在實驗室工作的員工度身設計額外的安全培訓，確保同事擁有安全相關的技術知識與能力。員工參加安全培訓會記錄在檔案，實驗室每件器材均有使用指南，指引如何應對個別作業可能發生的危險事故。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。

## 疫情期間盡力降低健康風險

於疫情期間，生產力局不斷向員工傳達疫情的最新消息，並敦促他們注意保健和提供工作場所措施的指引。我們提醒員工對疫症保持警覺，注意個人衛生及遵守社交距離措施。生產力局亦為員工提供抗疫用品，例如外科口罩等，並在生產力局的處所進行專業清潔及消毒，保障公共衛生。年內我們起用機械人在生產力局處所執行消毒工作。

## 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 with wide representation 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.

A set of manuals, management procedures, safety procedures and corporate work instructions have also been formulated and reviewed periodically to detail the implementation procedures for occupational health and safety. To minimise exposure to safety hazards, we conduct regular assessments in the workplace and provide personal protective equipment, when necessary.

Striving to continuously improve our occupational health and safety management system, an internal safety audit is performed annually to ensure safety compliance of our operational activities and effectiveness of our management system. We provide various 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.

## Safety Awareness

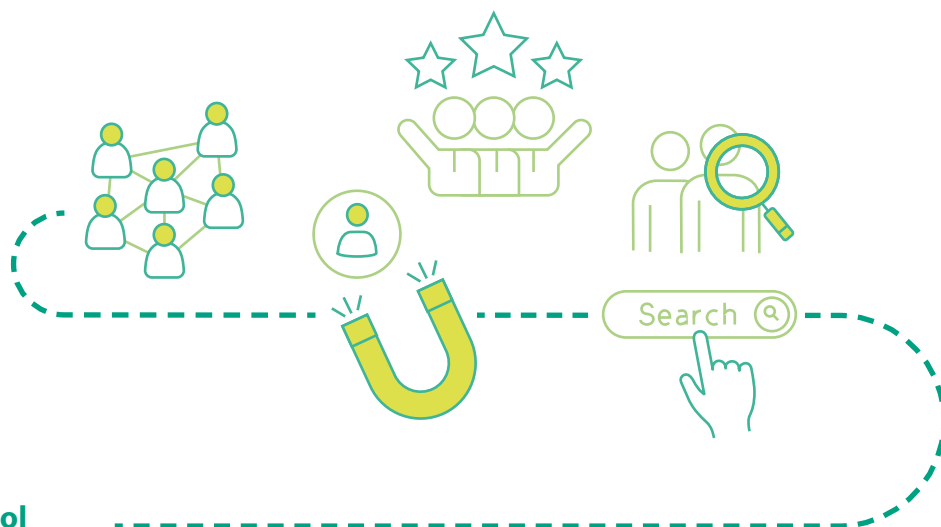
In an effort to promote safety awareness of our staff, we proactively arrange safety training for staff of different levels on a regular basis.

Safety awareness training is covered in the induction training for new hires, including our safety policy and guidelines. Refresher training sessions are also conducted every year for all staff. For staff who need to work in the laboratory, we arrange additional tailored safety training to ensure safety-related technical knowledge and competence. Staff participation in safety training will be kept on record. There are operation manuals for each piece of equipment in the laboratory to address potential hazards that could result from specific operations. In addition, to increase safety awareness of our visitors, a safety video is shown to participants who attend events at the HKPC Building.

## Minimising Health Risk During COVID-19

During the pandemic, HKPC constantly kept our staff posted on the latest COVID-19 situation, and provided them with healthcare reminders and guidelines on workplace measures. We reminded our staff to stay vigilant of the pandemic with full attention to personal healthcare and observation of social distancing measures. We also supplied our staff with anti-epidemic items, such as surgical masks. Professional cleaning and sterilisation were also performed at HKPC premises to safeguard health. A robot was introduced to carry out disinfection tasks at HKPC premise.





### 建立人才庫 Building Our Talent Pool

雄厚的人力資源是生產力局提供卓越服務不可或缺的元素，所以我們為員工提供培訓及發展機遇，致力優化屬下團隊。於報告年度，我們為員工安排逾7,600小時培訓，較上年增加21.5%。我們亦設有多項實習計劃，積極培育專上學院的學生，為他們投入創新科技行業作好準備。

A strong talent pool is the cornerstone for the success of HKPC's services. HKPC is dedicated to building our team by providing training and development opportunities. The number of training hours in the reporting year amounted to over 7,600 hours, up 21.5% from the previous year. Through internship programmes, we actively prepared tertiary students for joining the innovation and technology industry.

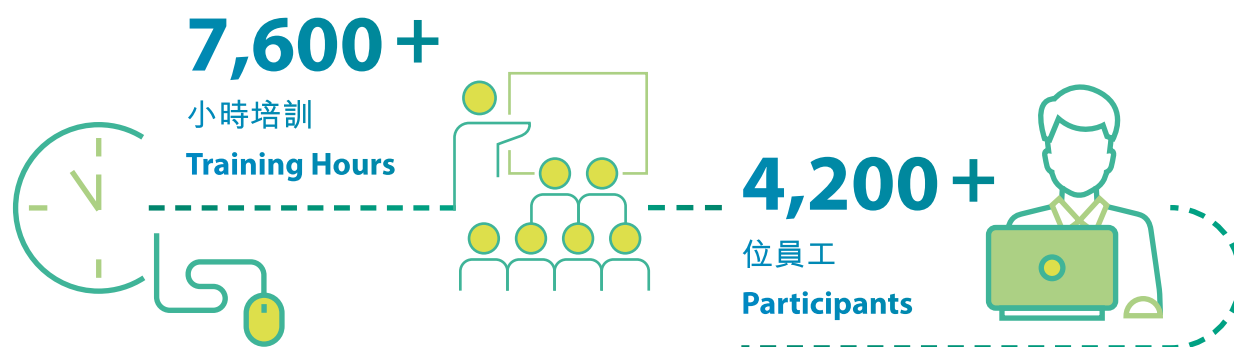


員工學習如何操作機械臂  
Staff learning how to operate robotic arms



## 鞏固人才實力

生產力局與員工團隊攜手並進，因此持續為員工提供培訓及發展機會，讓團隊保持競爭力，同時在年度評核時釐定個別員工的培訓及發展需要。於報告年度，我們開辦68場內部員工培訓，多元化的講題包括個別職位的專門技能、健康與安全、合規、創新科技、客戶服務、管理及傳訊、成長思維及抗逆力和良好實務分享等，全年共為逾4,200位員工安排超過7,600小時培訓。為著提倡正確措施和在內部促進合規，我們每年均會開辦標準守則的網上重溫課程，讓同事更新知識。疫情期間，我們還推出全新的網上學習平台iLearn，員工可在網上下載培訓教材，隨時隨地進行自修。



作為一間以知識為本的機構，生產力局致力培才展能，讓員工盡展潛能，發揮最佳表現。我們全力促進員工的技能和專業發展，協助他們提升學歷與職能，從而輔助生產力局持續發展。報告年度內我們推出兩項新措施，分別是進修假期及學術培訓獎學金，提供特別休假和資助支持員工修讀由知名院校舉辦與職位相關的學術、技術及專業課程。

## 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，生產力局推出多項實習計劃，以本地及海外專上學院的學生為對象。我們透過計劃提供機會，讓年青人才汲取創新科技和科技研發的實戰經驗，探索投身該行業的途徑。

## Strengthening Our Competence

HKPC strives to grow with our staff and is committed to providing continuous support for them through training and development to maintain a competitive workforce. Training and development needs of individual employees are reviewed as part of their annual appraisal. During the reporting period, HKPC has organised 68 sessions of in-house training for our staff, covering a wide range of topics, including job specific skills, health and safety, compliance, innovation and technology, customer service, management and communication, growth mindset and resilience, best practice sharing, etc., totalling over 7,600 training hours from over 4,200 participants. To reinforce proper practices and strengthen internal compliance, annual refresher of standard practices was conducted in the form of online challenges to refresh staff's knowledge. During the pandemic, we also launched the new e-learning platform, iLearn, so that our staff can easily access online training materials for self-learning anytime and anywhere.

As a knowledge-based organisation, HKPC strives to empower our people so they can unleash their potentials and seek high performance. To provide stronger support for upskilling and professional development to advance employees' academic qualifications and competencies and thereby contribute to HKPC's sustainable development, we launched two new initiatives in the reporting year, namely Study Leave and Academic Training Scholarship, which provided special leave and subsidy for staff to pursue job-related academic, technical and professional programmes organised by established institutions.

## Nurturing Young Talent

Acknowledging the utmost importance of passing the torch to the next generation for the city's sustainable growth, HKPC organises internships for students from both local and overseas tertiary institutions. Through these programmes, we provide opportunities for young talents to gain workplace experience and explore career opportunities in the innovation and technology (I&T) as well as technology research and development (R&D) industries.

### InnoTalent夏季實習計劃

我們上年的實習計劃卓有成效，2021年我們延續佳績，再度開辦InnoTalent夏季實習計劃，招募了38位年青學生，分別來自香港各間大學和海外知名院校，例如劍橋大學及倫敦帝國學院等。學員在八個星期內參與了生產力局多個先進研發項目，我們並安排參觀活動，讓他們汲取獨特的實習經驗。

除此之外，生產力局首次與麻省理工學院Hong Kong Innovation Node合作，為實習生協辦培訓工作坊，鼓勵他們創新和展現才華，學員可透過是次體驗掌握專門技能，為將來的事業打穩基礎，特別有助他們投身創科行業。

### InnoTalent冬季實習計劃

我們的InnoTalent冬季實習計劃2021亦取得理想成績，年內招募了34位實習生參與為期六星期的訓練。學員除接受在職培訓外，還參加一系列FutureSkills(未來技能)課程、實地考察和管理團隊影子實習活動。實習計劃讓學員汲取實戰經驗，掌握與工作相關的知識與技能，還可拓闊視野和接觸面，同時培育InnoTalent新生代，為香港灌注動力推展科技及工業化項目。

### Summer InnoTalent Programme

Riding on our success in the previous year, HKPC organised Summer InnoTalent Programme in 2021, recruiting 38 young students from universities across Hong Kong and other renowned academic institutes overseas, such as the University of Cambridge, Imperial College London, etc. Throughout the 8-week programme, students participated in HKPC's cutting-edge R&D projects and made site visits to gain unique hands-on experience.

HKPC also collaborated with MIT Hong Kong Innovation Node for the first time to offer training workshops for the interns to encourage innovation and to showcase their potential. Such exposure allowed them to develop valuable skills for their future career, especially in the I&T sector.

### Winter InnoTalent Programme

Our Winter InnoTalent Programme 2021 also received good response. 34 interns were selected to join the six-week scheme. In addition to on-the-job training, the interns were offered a series of FutureSkills training, field trips, as well as job shadowing opportunities with the management team. The programme provided them with hands-on experience, equipped them with work-related knowledge and skills, and broadened their horizons and exposure. It also groomed the new generation of "InnoTalent", giving impetus to Hong Kong's technology and industrialisation initiatives.



冬季實習計劃2021畢業典禮  
Graduation Ceremony of Winter Internship 2021



## 鞏固創科人才庫

為鞏固本港的創科人才庫及提升競爭力，生產力局與職業訓練局（職訓局）簽訂諒解備忘錄，向職訓局學生提供培訓及實習機會，讓年青人掌握必要的職場綜合技能和新科技知識。是次合作突顯生產力局矢志培育香港經濟賴以增長的創科人才。

## Strengthening the Innovation & Technology (I&T) Talent Pool

To strengthen the local innovation and technology (I&T) talent pool and enhance Hong Kong's competitiveness, HKPC signed a Memorandum of Understanding (MOU) with the Vocational Training Council (VTC) to provide trainings and internships for VTC students, empowering them with essential workplace skillsets and knowledge in new technology. The collaboration is an example of our commitment to cultivating I&T talent, which is critical to Hong Kong's economic growth.



與職訓局簽署諒解備忘錄  
Signing of MOU with VTC



年內，生產力局舉辦「Smarter Talent Gala」招聘日，介紹我們的工作、招聘原則及職位空缺，讓有志從事研究和開發的年青人探索創科業的發展前景與機遇，藉此加強我們的人才庫。

To enable would-be research and development (R&D) talents to explore development prospects and opportunities of the I&T industry, HKPC organised the "Smarter Talent Gala" to introduce its work, recruitment principles and job vacancies, aiming to strengthen its talent pool.



「Smarter Talent Gala」招聘日設有「與總裁對話」環節，由生產力局總裁畢堅文先生與參加者分享業界最新動態和個人心得

"Dialogue with Executive Director" session of "Smarter Talent Gala", where HKPC's Executive Director, Mr Mohamed Butt, shares the latest industry development and his insights with the audience



## 促進員工參與 Engaging our Staff

我們希望向員工推廣團隊合作精神及作息平衡的生活方式，因此經常與各級同事保持溝通，而且關注他們的健康和個人發展。

### 溝通渠道

我們知道內部溝通至為重要，因此鼓勵員工之間交流和合作。為使員工透徹了解生產力局的願景及目標，我們不時舉行員工大會，安排管理層成員講述生產力局最新的策略性業務方向，以及通報營運上的最新安排和公司新政策。

生產力局致力打造充滿創意及活力的進取團隊，以支持業務長期發展。為此，本局年內透過各類活動表揚員工的優秀表現和鼓勵參與。例如，我們在答謝周舉辦一系列活動嘉許員工過去一年對生產力局作出的貢獻。

In a bid to promote strong team spirit and a balanced lifestyle to our staff, HKPC maintains close communication with staff members of different levels and attaches great importance to their well-being and personal development.

### Communication Channels

Acknowledging the importance of internal communication, HKPC is dedicated to encouraging sharing and collaboration among 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.

Committed to building a creative, dynamic and motivated team for our continuous business development, HKPC organised different activities to recognise and engage our staff. For example, a series of activities were organised during the appreciation week to acknowledge our staff's contribution in the past year.



答謝周活動：糖果吧的美味糖果林林總總，供員工挑選

Activities during the Appreciation Week: staff exploring sweet offerings at the candy corner



答謝周活動：弱視按摩師為員工做保健按摩

Activities during the Appreciation Week: health massage provided by visually impaired masseurs and masseuses



## 職員康樂會

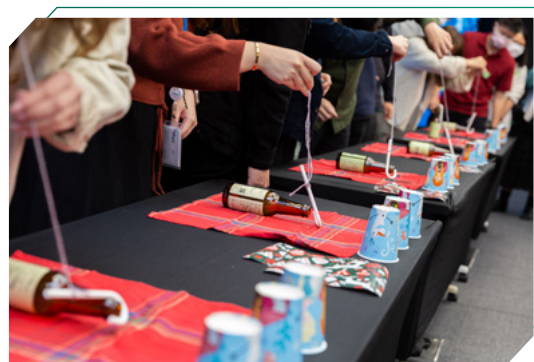
職員康樂會由不同部門的代表組成，專責計劃及安排健康、運動和福利等範疇的活動。

於報告年度，生產力局的員工活動形形色色，包括手工藝工作坊、地質公園旅遊和聖誕派對等，並安排連串體育活動促進員工身心健康及培養團隊精神，例如InnoWalkathon和籃球比賽。有見疫情下不少同事居家工作，我們推出Wellness March計劃關注員工身心健康，此外還有減壓活動，包括禪繞畫班及香氛療法鬆弛工作坊，讓員工好好享受輕鬆時刻。

## Staff Recreation Club

The Staff Recreation Club (SRC) was established with representatives from various divisions to plan and arrange a diverse range of activities, encompassing wellness, sports, welfare, etc.

During the reporting year, HKPC initiated and facilitated a variety of dynamic staff activities, such as handcraft workshops, a visit to the Geopark, a Christmas party, etc. To enhance the health and team spirit of staff members, we also organised a series of sports activities, including the InnoWalkathon and basketball competitions. In response to work-from-home arrangements in the wake of the pandemic, we launched the "Wellness March" programme to promote staff well-being. Stress-relieving activities, such as a Zentangle workshop and an aromatherapy relaxation workshop, were held to give employees a well-deserved break and time to rejuvenate.



員工在聖誕派對盡歡  
Employees having fun at the Christmas party



2021年舉行籃球賽增加凝聚力  
Building cohesion with a basketball competition in 2021





暢遊地質公園  
A visit to the GeoPark



禪繞畫班學員的「傑出作品」  
"Masterpieces" created by employees at the Zentangle workshop



Inno Prototype 體驗工作坊  
Inno Prototype experience workshop





## 服務社會 Supporting the Community

疫情期間，生產力局積極調配資源回應社會的需要。由於許多企業改為遙距工作避免病毒傳播，生產力局轄下的香港電腦保安事故協調中心為員工在家工作的公司提供重要的網絡保安要訣。

為順應遙距工作的新趨勢，生產力局提供了生產力學院的在線學習平台vLearn的免費賬戶，方便公眾在家進修及提升技能，課程主題包括最熱門的新科技應用及軟技能，例如人工智能、區塊鏈、大數據和設計思維、團隊管理技巧等，讓學員掌握FutureSkills(未來技能)，蓄勢在經濟反彈時盡展所長。

職員康樂會也擔當重要角色，鼓勵員工回饋社會。報告年度的義工活動包括生產力局捐血日及與救狗之家合辦遛狗活動，讓生產力局員工同心協力回饋社會。

During the pandemic, HKPC utilised its resources to address the needs of the community. As many companies turned to remote working to mitigate the spread of the virus, HKPC's Hong Kong Computer Emergency Response Team Coordination Centre provided critical security tips for companies with employees working from home.

To support the shift towards remote working, HKPC offered free accounts to its vLearn Platform, an online learning platform via HKPC Academy, to enable the public to learn and upskill while working at home. These programmes cover the hottest new technology applications and soft skills, such as AI, Blockchain, Big Data and Design Thinking, Team Management Skill, enabling participants to groom their "FutureSkills" in preparation for economic bounce-back.

The Staff Recreation Club also played a key role in encouraging employees to give back to the community. During the reporting period, volunteer activities including Blood Donation Day at HKPC and dog walking with Hong Kong Dog Rescue (HKDR) were organised to facilitate HKPC staff to make concerted efforts and contribute to the community.



2021年捐血日  
Blood Donation Day 2021



2021年救狗之家遛狗活動  
Dog Walking at HKDR 2021



## 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
<b>能源使用 Energy Consumption<sup>1</sup></b>				
電力 <sup>2</sup> Electricity <sup>2</sup>	千兆焦耳 (兆瓦小時) GJ (MWh)	21,232 (5,897.8)	122.4 (34)	21,354.4 (5,931.8)
汽油 Petrol	千兆焦耳 (公升) GJ (L)	226.4 (6,488.4)	-	226.4 (6,488.4)
能源使用總量 Total energy consumption	千兆焦耳 GJ	21,458.5	122.4	21,580.8
能源強度 <sup>3</sup> Energy intensity <sup>3</sup>	人均千兆焦耳 GJ per capita	25.9	4.4	25.2
<b>水資源使用 Water Resources Consumption</b>				
都市用水 Municipal water used	立方米 m <sup>3</sup>	27,124.3	1,076	28,200.3
都市用水強度 <sup>3</sup> Municipal water intensity <sup>3</sup>	人均立方米 m <sup>3</sup> per capita	32.7	38.4	32.9
<b>材料使用 Material Consumption</b>				
辦公室用紙 Office Paper	公斤 kg	11,812.9	317.6	12,130.5
辦公室員工平均用紙量 <sup>3</sup> Average office paper consumption per staff <sup>3</sup>	公斤 kg	14.3	11.3	14.2
<b>氣體排放 Air Emissions<sup>4</sup></b>				
硫氧化物 Sulfur oxides (SOx)	公斤 kg	0.1	-	0.1
氮氧化物 Nitrogen oxides (NOx)	公斤 kg	2.6	-	2.6
懸浮微粒 Particulate matter (PM)	公斤 kg	0.2	-	0.2

	單位 Unit	香港 Hong Kong	內地附屬公司 WFOE	總數 Total
<b>溫室氣體排放量 Greenhouse Gas (GHG) Emissions<sup>5</sup></b>				
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 <sub>2</sub> e	53.8	-	53.8
能源間接(範疇二)溫室氣體排放 <sup>6</sup> Energy Indirect GHG emissions (Scope 2) <sup>6</sup>	公噸 二氧化碳當量 tCO <sub>2</sub> e	2,299.7	19.8	2,319.5
其它間接(範疇三)溫室氣體排放 <sup>7</sup> Other Indirect Emission (Scope 3) <sup>7</sup>	公噸 二氧化碳當量 tCO <sub>2</sub> e	63.6	2.2	65.8
溫室氣體排放總量 Total GHG emissions	公噸 二氧化碳當量 tCO <sub>2</sub> e	2,416	22	2,438
溫室氣體排放強度 GHG emissions intensity	人均公噸 二氧化碳當量 tCO <sub>2</sub> e per capita	2.9	0.8	2.8
<b>廢物 Waste</b>				
<b>棄置的有害廢物 Waste Disposed - Hazardous waste</b>				
化學廢物 Chemical waste	公升 L	210	-	210
<b>棄置的非有害廢物 Waste Disposed – non-hazardous waste</b>				
棄置於堆填區的非有害廢物 <sup>8</sup> Non-hazardous waste disposed of at landfills <sup>8</sup>	公斤 kg	30,886.3	-	30,886.3
<b>從棄置中分流(回收或重用)的非有害廢物 Waste diverted from disposal (recycled or reused) – non-hazardous</b>				
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	17,342	-	17,342
塑料 Plastic	公斤 kg	34.7	-	34.7
金屬 Metal	公斤 kg	2,461	-	2,461
<b>從棄置中分流(回收或重用)的有害廢物 Waste diverted from disposal (recycled or reused) – hazardous</b>				
碳盒/墨盒 Toner/inkjet cartridge	數目 No.	264	-	264
廢電器電子產品 Electrical and electronic waste	數目 No.	406	-	406



- 1 換算成千兆焦耳的轉換系數如下：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 are used to standardise the units to gigajoules (GJ): petrol (0.0348GJ/L) and electricity (3.6GJ/MWh).
- 2 源自電力使用的溫室氣體排放系數取自《2021年中電可持續發展報告》：0.39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 2021: 0.39 kg CO<sub>2</sub> e/ kWh.
- 3 香港和內地附屬公司的人均溫室氣體排放及能源強度是基於全職員工的人數計算。  
The per capita GHG emissions and energy intensity for Hong Kong and Mainland office are calculated based on the number of full-time staff.
- 4 硫氧化物、氮氧化物及懸浮微粒的排放系數取自香港交易所《附錄二 — 環境關鍵績效指標匯報指引》。  
The emission factor of SO<sub>x</sub>, NO<sub>x</sub>, and PM are obtained from HKEX Appendix 2- Reporting Guidance on Environmental KPIs.
- 5 溫室氣體排放量乃參考《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)計算。溫室氣體包括二氧化碳、甲烷、氧化亞氮、氫氟烴、全氟烴化合物、六氟化硫及三氟化氮。  
The GHG emissions are calculated with 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). The types of greenhouse gases include carbon dioxide (CO<sub>2</sub>), CH<sub>4</sub>, and N<sub>2</sub>O, HFCs, PFCs, SF<sub>6</sub>, NF<sub>3</sub>.
- 6 內地附屬公司的間接(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(2021)：0.581千克二氧化碳當量/千瓦時。  
The emission factor for indirect emission (Scope 2) for WFOE is obtained from the Ministry of Ecology and Environment of People's Republic of China (2021): 0.581 kg CO<sub>2</sub>/kWh.
- 7 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。從處理食水及污水所產生的其它間接(範疇三)溫室氣體排放是17.3公噸二氧化碳當量。由於報告期間所紀錄的紙張回收量高於紙張用量，而紙張回收無法為其他排放來源作碳抵消，因此棄置廢紙所帶來的影響在是次其它間接(範疇三)溫室氣體排放的考量中被視為0。  
In the operation of HKPC, other indirect emission (Scope 3) includes emission from electricity used for freshwater processing and sewage processing, and methane gas generation at landfill in Hong Kong due to disposal of paper waste etc. The other indirect emission (Scope 3) from fresh water and sewage processing is 17.3 t CO<sub>2</sub> e. Since the recorded paper recycling amount is higher than the paper consumed during the reporting period, and paper recycling are not carbon offsetting for other emission sources, the impact of paper waste disposal is taken as 0 in the consideration of other indirect emissions (Scope 3).
- 8 棄置於堆填區的無害廢物數量是由外部顧問公司於廢物審計期間抽樣估算。  
The amount of non-hazardous waste disposed of to landfills is estimated through a sampling method during a waste audit conducted by an external consultant.

社會表現  
Social Performance

職員編制<sup>9</sup>

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.	829	28	857
按性別劃分 By Gender					
男 Male		人數 No. (%)	421 (50.8%)	8 (28.6%)	429 (50.1%)
女 Female		人數 No. (%)	408 (49.2%)	20 (71.4%)	428 (49.9%)
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 (50.4%)	12 (42.9%)	430 (50.2%)
	女 Female	人數 No. (%)	368 (44.4%)	17 (60.7%)	385 (44.9%)
兼職 Part-time	男 Male	人數 No. (%)	5 (0.6%)	1 (3.6%)	6 (0.7%)
	女 Female	人數 No. (%)	7 (0.8%)	0.0%	7 (0.8%)
按僱用合約及性別劃分 By Employment Contract and Gender					
長工 Permanent	男 Male	人數 No. (%)	316 (38.1%)	1 (3.6%)	317 (37.0%)
	女 Female	人數 No. (%)	269 (32.4%)	2 (7.1%)	271 (31.6%)
合約工 Contract	男 Male	人數 No. (%)	105 (12.7%)	7 (25.0%)	112 (13.1%)
	女 Female	人數 No. (%)	139 (16.8%)	18 (64.3%)	157 (18.3%)
按年齡劃分 By Age					
30歲以下 Age under 30		人數 No. (%)	247 (29.8%)	4 (14.3%)	251 (29.3%)
30-49歲 Age 30 – 49		人數 No. (%)	469 (56.6%)	26 (92.9%)	495 (57.8%)
50歲或以上 Age 50 or above		人數 No. (%)	113 (13.6%)	2 (7.1%)	115 (13.4%)
按職階劃分 By Grade					
董事 Directors		人數 No. (%)	4 (0.5%)	0.0%	4 (0.5%)
經理 General managers		人數 No. (%)	13 (1.6%)	0.0%	13 (1.5%)
顧問及技術人員 Consulting & technical staff		人數 No. (%)	471 (56.8%)	17 (60.7%)	488 (56.9%)
項目主任及一般職員 Project officer & general staff		人數 No. (%)	341 (41.1%)	11 (39.3%)	352 (41.1%)

<sup>9</sup> 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 were 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
受訓員工總數 Total trained employees	人次 Person-time	4,226	1	4,227
總培訓時數 Total training hours	小時 Hour	7,620	16	7,636
按性別劃分的受訓僱員人次 Person-times of Employees Trained By Gender				
男 Male	人次 Person-time	1,870	0	1,870
女 Female	人次 Person-time	2,356	1	2,357
按職階劃分的受訓僱員人次 Person-times of Employees Trained By Grade				
董事 Directors	人次 Person-time	37	0	37
經理 General managers	人次 Person-time	21	0	21
顧問及技術人員 Consulting & technical staff	人次 Person-time	2,741	0	2,741
項目主任及一般職員 Project officer & general staff	人次 Person-time	1,427	1	1,428
按性別劃分的平均培訓時數 Average Training Hours by Gender				
男 Male	小時 Hour	8.2	0	8.0
女 Female	小時 Hour	10.2	0.8	9.8
按職階劃分的平均培訓時數 Average Training Hours by Grade				
董事 Directors	小時 Hour	9.5	0	9.5
經理 General managers	小時 Hour	2.8	0	2.8
顧問及技術人員 Consulting & technical staff	小時 Hour	10.4	0	10.0
項目主任及一般職員 Project officer & general staff	小時 Hour	7.8	0	7.6

## 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. (%)	441 (53.2%)	11 (39.3%)	452 (52.7%)
按性別劃分 By Gender				
男 Male	人數 No. (%)	223 (53.0%)	8 (100.0%)	231 (53.8%)
女 Female	人數 No. (%)	218 (53.4%)	3 (15.0%)	221 (51.6%)
按年齡劃分 By Age Group				
30歲以下 Age under 30	人數 No. (%)	228 (92.3%)	1 (25.0%)	229 (91.2%)
30-49歲 Age 30 – 49	人數 No. (%)	178 (38.0%)	9 (34.6%)	187 (37.8%)
50歲或以上 Age 50 or above	人數 No. (%)	35 (31.0%)	0.0%	35 (30.4%)

## 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. (%)	472 (56.9%)	7 (25.0%)	479 (55.9%)
按性別劃分 By Gender				
男 Male	人數 No. (%)	221 (52.5%)	4 (50.0%)	225 (52.4%)
女 Female	人數 No. (%)	251 (61.5%)	3 (15.0%)	254 (59.3%)
按年齡劃分 By Age Group				
30歲以下 Age under 30	人數 No. (%)	228 (92.3%)	2 (50.0%)	230 (91.6%)
30-49歲 Age 30 – 49	人數 No. (%)	229 (48.8%)	5 (19.2%)	234 (47.3%)
50歲或以上 Age 50 or above	人數 No. (%)	15(13.3%)	0.0%	15 (13.0%)

## 職業安全與健康統計數據

### Occupational Safety and Health Statistics

	單位 Unit	香港 Hong Kong	內地附屬公司 WFOE	總數 Total
連續3年發生與工作有關的死亡事故 Work-related fatalities in 3 consecutive years	人數 No.	0	0	0
已記錄的工傷事故 Recordable work-related injury	人數 No.	1	0	0
故高後果的工傷事故 High-consequence work-related injury	人數 No.	0	0	0
工傷引致損失工作日 Lost days due to injury	No.	0.5	0	0.5
死亡率 Fatality Rate	%	0.0%	0.0%	0.0%

## 合規性

### Compliance

	單位 Unit	香港 Hong Kong	內地附屬公司 WFOE	總數 Total
<b>法律合規 Legal Compliance</b>				
被定罪的貪污案件 Convicted cases of corruption	人數 No. (%)	0	0	0
<b>社會合規 Social Compliance</b>				
被定罪的不遵守法律或法規的案件 Convicted cases of non-compliance with laws or regulation	人數 No. (%)	0	0	0
罰款 Significant fines	港元 HK\$	0	0	0



## 育嬰假 Parental Leave

	單位 Unit	香港 Hong Kong	內地附屬公司 WFOE	總數 Total
享有育嬰假的員工 Employees entitled to parental leave				
女 Female	人數 No.	397	20	417
男 Male	人數 No.	409	8	417
使用育嬰假的員工 Employees who took parental leave				
女 Female	人數 No.	8	0	8
男 Male	人數 No.	11	3	14
休完育嬰假後復職的員工 Employees who returned to work after parental leave ended				
女 Female	人數 No. (%)	8 (100.0%)	0 (0.0%)	8 (100.0%)
男 Male	人數 No. (%)	11 (100.0%)	3 (100.0%)	14 (100.0%)
休完育嬰假且復職後12個月仍在職的員工 Employees who remained employed 12 months after the end of parental leave				
女 Female	人數 No. (%)	5 (62.3%)	0 (0.0%)	5 (62.3%)
男 Male	人數 No. (%)	7 (63.6%)	2 (66.7%)	9 (64.3%)

# 香港交易所環境、社會及管治報告指引索引表

## HKEX ESG Reporting Guide Index

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<b>層面A1：排放物 Aspect A1: Emissions</b>				
一般披露 General Disclosure		保護環境 Protecting the Environment	P.40-41	
KPI A1.1	排放物種類及相關排放數據。 The types of emissions and respective emissions data.	表現摘要－環境表現 Performance Summary - Environmental Performance	P.66	
KPI A1.2	直接（範圍1）及能源間接（範圍2）溫室氣體排放量（以噸計算）及（如適用）密度。 Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity.	保護環境 Protecting the Environment 表現摘要－環境表現 Performance Summary - Environmental Performance	P.67	
KPI A1.3	所產生有害廢棄物總量（以噸計算）及（如適用）密度。 Total hazardous waste produced (in tonnes) and, where appropriate, intensity.	表現摘要－環境表現 Performance Summary - Environmental Performance	P.67	
KPI A1.4	所產生無害廢棄物總量（以噸計算）及（如適用）密度。 Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity.	表現摘要－環境表現 Performance Summary - Environmental Performance	P.67	
KPI A1.5	描述所訂立的排放量目標及為達到這些目標所採取的步驟。 Description of emission target(s) set and steps taken to achieve them.	保護環境 Protecting the Environment	P.48-53	
KPI A1.6	描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。 Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them.	保護環境 Protecting the Environment	P.52	
<b>層面A2：資源使用 Aspect A2: Use of Resources</b>				
一般披露 General Disclosure		保護環境 Protecting the Environment	P.40, 44 P.47-53	
KPI A2.1	按類型劃分的直接及／或間接能源（如電、氣或油）總耗量（以千個千瓦時計算）及密度。 Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity.	保護環境 Protecting the Environment 表現摘要－環境表現 Performance Summary - Environmental Performance	P.50-51	

一般披露 及關鍵績效指標 (KPI) General Disclosure and KPIs	描述 Description	部份 Section	頁數 Page No	備註 Remarks
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KPI A2.3	描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。 Description of energy use efficiency target(s) set and steps taken to achieve them.	保護環境 Protecting the Environment	P.51	
KPI A2.4	描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。 Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them.	保護環境 Protecting the Environment	P.53	
KPI A2.5	製成品所用包裝材料的總量（以噸計算）及（如適用）每生產單位佔量。 Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.			生產力局只提供服務，不會生產附有包裝的產品。 HKPC only provides services and does not produce products with packaging.

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

一般披露 General Disclosure		保護環境 Protecting the Environment	P.40, 44	
KPI A3.1	描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。 Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	保護環境 Protecting the Environment	P.47-53	

#### 層面A4：氣候變化 Aspect A4: Climate Change

一般披露 General Disclosure		保護環境 Protecting the Environment	P.48	
KPI A4.1	描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。 Description of the significant climate-related issues which have impacted, and those which may impact the issuer, and the actions taken to manage them.	保護環境 Protecting the Environment	P.48-53	

一般披露 及關鍵績效指標 (KPI) General Disclosure and KPIs	描述 Description	部份 Section	頁數 Page No	備註 Remarks
<b>B. 社會 Subject Area B. Social</b>				
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一般披露 General Disclosure		關愛員工 Caring for People	P.54-56	
KPI B1.1	按性別、僱傭類型（如全職或兼職）、年齡組別及地區劃分的僱員總數。 Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region.	表現摘要－社會表現 Performance Summary - Social Performance	P.69	
KPI B1.2	按性別、年齡組別及地區劃分的僱員流失比率。 Employee turnover rate by gender, age group and geographical region.	表現摘要－社會表現 Performance Summary - Social Performance	P.70	
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一般披露 General Disclosure		關愛員工 Caring for People	P.56-58	
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KPI B2.2	因工傷損失工作日數。 Lost days due to work injury.	表現摘要－社會表現 Performance Summary - Social Performance	P.71	
KPI B2.3	描述所採納的職業健康與安全措施，以及相關執行及監察方法。 Description of occupational health and safety measures adopted, how they are implemented and monitored.	關愛員工 Caring for People	P.54-58	
<b>層面B3：發展及培訓 Aspect B3: Development and Training</b>				
一般披露 General Disclosure		關愛員工 Caring for People	P.58-61	
KPI B3.1	按性別及僱員類別劃分的受訓僱員百分比。 The percentage of employees trained by gender and employee category.		P.70	我們根據員工的不同興趣和需要，為他們提供各式各樣的培訓。當中部份培訓，例如合規培訓為必須，我們要求所有員工完成。 We offer a wide range of training for employees, depending on their different interests and needs. For mandatory training such as compliance, all staff members are required to complete the training.

一般披露 及關鍵績效指標 (KPI) General Disclosure and KPIs	描述 Description	部份 Section	頁數 Page No	備註 Remarks
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#### 層面B4：勞工準則 Aspect B4: Labour Standards

一般披露 General Disclosure		關愛員工 Caring for People	P.55	
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KPI B4.2	描述在發現違規情況時消除有關情況所採取的步驟。 Description of steps taken to eliminate such practices when discovered.	可持續發展管治方針 Sustainability Governance Approach 關愛員工 Caring for People	P.16-19  P.62	

#### 營運慣例 Operating Practices

#### 層面B5：供應鏈管理 Aspect B5: Supply Chain Management

一般披露 General Disclosure		可持續發展管治方針 Sustainability Governance Approach	P.17-18	
KPI B5.1	按地區劃分的供應商數目。 Number of suppliers by geographical region.	可持續發展管治方針 Sustainability Governance Approach	P.17	
KPI B5.2	描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。 Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	可持續發展管治方針 Sustainability Governance Approach	P.17-18	
KPI B5.3	描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。 Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	可持續發展管治方針 Sustainability Governance Approach	P.17-18	
KPI B5.4	描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。 Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	可持續發展管治方針 Sustainability Governance Approach	P.17-18	



一般披露 及關鍵績 效指標 (KPI) General Disclosure and KPIs	描述 Description	部份 Section	頁數 Page No	備註 Remarks
<b>層面B6：產品責任 Aspect B6: Product Responsibility</b>				
一般披露 General Disclosure		竭誠為工商業界及社會 服務 Serving the Industry and Community	P.22-25	
KPI B6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比。 Percentage of total products sold or shipped subject to recalls for safety and health reasons.			生產力局不會製造產品只提供服務，因此不適用。 Not applicable as HKPC does not manufacture products but only provides services.
KPI B6.2	接獲關於產品及服務的投訴數目以及應對方法。 Number of products and service related complaints received and how they are dealt with.			我們在提供服務的過程中持續監察客戶回饋的意見，每宗項目完結後均會進行客戶滿意度調查，如發現任何值得關注的問題將會密切跟進，所有投訴將按標準程序處理。 Customer feedback is constantly monitored during service provision. A customer satisfaction survey is conducted upon the closing of each projects. Any concerns would be closely followed up. Complaints would be handled per standard procedures. 報告期內共接獲並處理13宗外界投訴。 13 external complaints were received and resolved during the reporting period.
KPI B6.3	描述與維護及保障知識產權有關的慣例。 Description of practices relating to observing and protecting intellectual property rights.	可持續發展管治方針 Sustainability Governance Approach	P.16-17	
KPI B6.4	描述質量檢定過程及產品回收程序。 Description of quality assurance process and recall procedures.			生產力局非常重視項目的交付質素，並將質量保證納入項目管理系統，在每宗項目的整個生命週期貫徹實施。 HKPC places strong emphasis on the quality of delivery. Quality assurance is integrated into our project management system and performed throughout the project life cycle.
KPI B6.5	描述消費者資料保障及私隱政策，以及相關執行及監察方法。 Description of consumer data protection and privacy policies, how they are implemented and monitored.	可持續發展管治方針 Sustainability Governance Approach	P.16-17	

一般披露 及關鍵績效指標 (KPI) General Disclosure and KPIs	描述 Description	部份 Section	頁數 Page No	備註 Remarks
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#### 層面B7：反貪污 Aspect B7: Anti-corruption

一般披露 General Disclosure		可持續發展管治方針 Sustainability Governance Approach	P.16-17	
KPI B7.1	於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。 Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	可持續發展管治方針 Sustainability Governance Approach	P.16-17	
KPI B7.2	描述防範措施及舉報程序，以及相關執行及監察方法。 Description of preventive measures and whistleblowing procedures, and how they are implemented and monitored.	可持續發展管治方針 Sustainability Governance Approach	P.16-17	
KPI B7.3	描述向董事及員工提供的反貪污培訓。 Description of anti-corruption training provided to directors and staff.	可持續發展管治方針 Sustainability Governance Approach	P.16-17	

#### 社區 Community

#### 層面B8：社區投資 Aspect B8: Community Investment

一般披露 General Disclosure		竭誠為工商業界及社會服務 Serving the Industry and Community	P.22-27, P31, P34-37	
KPI B8.1	專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。 Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	竭誠為工商業界及社會服務 Serving the Industry and Community	P.22-39	
KPI B8.2	在專注範疇所動用資源(如金錢或時間)。 Resources contributed (e.g. money or time) to the focus areas.	竭誠為工商業界及社會服務 Serving the Industry and Community	P.22-39	

<b>使用聲明</b> <b>Statement of Use</b>	香港生產力促進局根據全球報告倡議組織標準編製本報告，匯報期為2021年4月1日至2022年3月31日。對於本報告的英文版，全球報告倡議組織確認本報告按要求清晰表述全球報告倡議組織內容索引以及標示「一般披露」2-1至2-5、3-1及3-2的位置。 Hong Kong Productivity Council has reported in accordance with the GRI Standards for the period from 1 April 2021 to 31 March 2022. For the Content Index - Essentials Service, GRI Services reviewed that the GRI content index is clearly presented, in a manner consistent with the Standards, and that the references for disclosures 2-1 to 2-5, 3-1 and 3-2 are aligned with the appropriate sections in the body of the report." The service was performed on the English version of this Report.
<b>使用的GRI 1</b> <b>GRI 1 used</b>	GRI 1: 基礎 2021 GRI 1: Foundation 2021

GRI準則 GRI STANDARD	揭露項目 DISCLOSURE	部分 SECTION	頁數 PAGE No	備註/省略 REMARKS / OMISSION
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### 一般披露 General Disclosure

GRI 2: 一般披露2021 GRI 2: General Disclosures 2021	2-1 組織詳細資訊 2-1 Organisational details	關於本報告 About this Report  可持續發展管治方針 Sustainability Governance Approach	P.10-11	
	2-2 組織可持續發展報告中包含的實體 2-2 Entities included in the organisation's sustainability reporting	關於本報告 About this Report	P.11	
	2-3 報告期、頻率及聯絡人 2-3 Reporting period, frequency and contact point	關於本報告 About this Report	P.10-11	
	2-4 資訊重編 2-4 Restatements of information	關於本報告 About this Report	P.10	
	2-5 外部保證/確信 2-5 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.90-91	
	2-6 活動、價值鏈和其他商業關係 2-6 Activities, value chain and other business relationships	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.17-18  P.22-39	
	2-7 員工 2-7 Employees	表現摘要 Performance Summary	P.69	報告期內及上個至本個報告期間，僱員人數並無重大變化。 There were no significant changes in the number of employees during the reporting period and between the current and previous reporting periods.
	2-8 非員工的工作者 2-8 Workers who are not employees			我們透過外聘承辦商安排約20名工人定期提供清潔及園景綠化服務。 Around 20 workers regularly perform cleaning and landscaping services via outsourced contractors.

GRI準則 GRI STANDARD	揭露項目 DISCLOSURE	部分 SECTION	頁數 PAGE No	備註/省略 REMARKS / OMISSION
2-9 2-9	治理結構及組成 Governance structure and composition	可持續發展管治方針 Sustainability Governance Approach <a href="#">生產力局2021-2022年度報告 P.30-31</a> <a href="#">Hong Kong Productivity Council Annual Report 2021 -2022 (P.30-31)</a> 生產力局網站－企業管治及理事會成員 HKPC's Website - Corporate Governance	P.12-13	
2-10 2-10	最高治理單位的提名與遴選 Nomination and selection of the highest governance body			理事會是生產力局的管治機構，理事會成員由香港特區政府行政長官根據政府制定的標準任命。理事會下設4個委員會，其組成由理事會決定。 The Council is the governing body of HKPC. Council Members are appointed by the Chief Executive of the HKSAR Government base on criteria set by the Government. The Council has 4 committees. Their composition is determined by the Council.
2-11 2-11	最高治理單位的主席 Chair of the highest governance body	可持續發展管治方針 Sustainability Governance Approach	P.12-13	
2-12 2-12	最高治理單位於監督影響管理的角色 Role of the highest governance body in overseeing the management of impacts	可持續發展管治方針 Sustainability Governance Approach	P.12-13	
2-13 2-13	影響管理的負責人 Delegation of responsibility for managing impacts	可持續發展管治方針 Sustainability Governance Approach	P.12-16	
2-14 2-14	最高治理單位於可持續發展報告的角色 Role of the highest governance body in sustainability reporting	可持續發展管治方針 Sustainability Governance Approach	P.12-16	
2-15 2-15	利益衝突 Conflicts of interest	可持續發展管治方針 Sustainability Governance Approach <a href="#">生產力局網站－理事會成員的行為守則</a> <a href="#">HKPC website - Code of Conduct for Council Members</a>	P.16-17	
2-16 2-16	重大事件的溝通 Communication of critical concerns	可持續發展管治方針 Sustainability Governance Approach	P.16-17	

GRI準則 GRI STANDARD	揭露項目 DISCLOSURE	部分 SECTION	頁數 PAGE No	備註/省略 REMARKS / OMISSION
	2-17 最高治理單位的集體知識 2-17 Collective knowledge of the highest governance body			理事會成員定期召開理事會會議和委員會會議，探討最新趨勢及分享專業心得，並且凝聚知識與睿智，推動生產力局持續發展。 Council Members convene council meetings and committee meetings on a regular basis to exchange latest trends and share professional insights, and to contribute their collective knowledge for HKPC's sustainable development.
	2-18 最高治理單位的績效評估 2-18 Evaluation of the performance of the highest governance body			理事會成員由香港特區政府行政長官委任，因此不適用。 Not applicable as Council Members are appointed by the Chief Executive of the HKSAR Government.
	2-19 薪酬政策 2-19 Remuneration policies			理事會成員並無報酬，因此不適用。 Not applicable as there is no remuneration for Council members.
	2-20 薪酬決定流程 2-20 Process to determine remuneration			理事會成員並無報酬，因此不適用。 Not applicable as there is no remuneration for Council members.
	2-21 年度總薪酬比率 2-21 Annual total compensation ratio			省略原因：保密限制 — 員工薪酬必須保密並受到本局的人力資源措施保護。 Reason for omission: Confidentiality constraints - compensations of employees are confidential and protected under our human resources practices.
	2-22 可持續發展策略聲明 2-22 Statement on sustainable development strategy	主席獻辭 Chairman's Message 總裁回顧 Executive Director's Review	P.4-5 P.6-9	
	2-23 政策承諾 2-23 Policy commitments	可持續發展管治方針 Sustainability Governance Approach	P.12-19	
	2-24 納入政策承諾 2-24 Embedding policy commitments	可持續發展管治方針 Sustainability Governance Approach	P.12-19	
	2-25 補救負面影響的程序 2-25 Processes to remediate negative impacts	可持續發展管治方針 Sustainability Governance Approach	P.16-17	生產力局已制訂員工申訴及舉報政策，藉以識別和解決申訴及潛在的負面影響。擬作出申訴或舉報的用戶可使用此等政策，本局歡迎他們對有關機制提出意見，以助我們改進。 HKPC has put in place staff grievance and whistle blowing policies to identify and address grievances and potential negative impacts. These policies are accessible by the intended users whose feedback on the improvement of such mechanisms are welcome.



GRI準則 GRI STANDARD	揭露項目 DISCLOSURE	部分 SECTION	頁數 PAGE No	備註/省略 REMARKS / OMISSION
	2-26 尋求建議和提出疑慮的機制 2-26 Mechanisms for seeking advice and raising concerns	生產力局網站－企業管治及 理事會成員 HKPC website - Corporate Governance	P.16-19	
	2-27 法規遵循 2-27 Compliance with laws and regulations	可持續發展管治方針 Sustainability Governance Approach	P.12-18	
	2-28 協會成員資格 2-28 Membership associations			<p>生產力局屬於以下協會的成員： (截至31/3/2022) HKPC held corporate membership in the following associations (as of 31/3/2022):</p> <ul style="list-style-type: none"> <li>• 香港工業總會 Federation of Hong Kong Industries</li> <li>• 廣東省清潔生產協會 Guangdong Cleaner Production Association</li> <li>• 香港能源服務協會 Hong Kong Association of Energy Services Co Ltd. (HAESCO)</li> <li>• 香港航空業協會 Hong Kong Aviation Industry Association</li> <li>• 香港汽車零部件工業協會 Hong Kong Auto Parts Industry Association</li> <li>• 香港測檢認證協會 Hong Kong Association for Testing, Inspection and Certification Limited</li> <li>• 香港品牌發展局 Hong Kong Brand Development Council</li> <li>• 香港電腦學會 Hong Kong Computer Society</li> <li>• 香港電器業協會 Hong Kong Electrical Appliance Industries Association</li> <li>• 香港室內空氣協會 Hong Kong Indoor Air Quality Association</li> <li>• 香港塑膠機械協會 Hong Kong Plastic Machinery Association</li> <li>• 香港廢物管理學會 Hong Kong Waste Management Association</li> <li>• 香港總商會 The Hong Kong General Chamber of Commerce</li> <li>• 香港電子業商會 The Hong Kong Electronic Industries Association Ltd.</li> </ul>

GRI準則 GRI STANDARD	揭露項目 DISCLOSURE	部分 SECTION	頁數 PAGE No	備註/省略 REMARKS / OMISSION
	2-29 持份者參與方針 2-29 Approach to stakeholder engagement	可持續發展管治方針 Sustainability Governance Approach	P.18-21	
	2-30 團體協約 2-30 Collective bargaining agreements			香港並無集體談判法例，但我們設有不同的員工參與渠道。 There is no collective bargaining legislation in Hong Kong but we have maintained various staff engagement channels.

### 重大主題 Material topics

GRI 3: 重大主題2021 GRI 3: Material Topics 2021	3-1 決定重大主題的流程 3-1 Process to determine material topics	可持續發展管治方針 Sustainability Governance Approach	P.18-21	
	3-2 重大主題列表 3-2 List of material topics	可持續發展管治方針 Sustainability Governance Approach	P.20-21	

### 物料 Materials

GRI 3: 重大主題2021 GRI 3: Material Topics 2021	3-3 重大主題管理 3-3 Management of material topics	可持續發展管治方針 Sustainability Governance Approach 保護環境 Protecting the Environment	P.12-21  P.40	
GRI 301: 物料2016 GRI 301: Materials 2016	301-1 所用物料的重量或體積 301-1 Materials used by weight or volume	表現摘要 Performance Summary	P.66-68	
	301-2 使用回收再利用的物料 301-2 Recycled input materials used			不適用於生產力局的營運。 Not applicable to HKPC's operation.
	301-3 回收產品及其包裝材料 301-3 Reclaimed products and their packaging materials			不適用於生產力局的營運。 Not applicable to HKPC's operation.

### 氣候變化 Climate Change

GRI 3: 重大主題2021 GRI 3: Material Topics 2021	3-3 重大主題管理 3-3 Management of material topics	保護環境 Protecting the Environment	P.48-53	
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GRI準則 GRI STANDARD	揭露項目 DISCLOSURE	部分 SECTION	頁數 PAGE No	備註/省略 REMARKS / OMISSION
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## 能源消耗 Energy consumption (能源 Energy)

GRI 3: 重大主題2021 GRI 3: Material Topics 2021	3-3 重大主題管理 3-3 Management of material topics	可持續發展管治方針 Sustainability Governance Approach 保護環境 Protecting the Environment	P.12-21  P.40	
GRI 302: 能源2016 GRI 302: Energy 2016	302-1 組織內部的能源消耗量 302-1 Energy consumption within the organisation	保護環境 Protecting the Environment 表現摘要 Performance Summary	P.50-51  P.66-68	
	302-2 組織外部的能源消耗量 302-2 Energy consumption outside of the organization			不適用於生產力局的營運。 Not applicable to HKPC's operation.
	302-3 能源密集度 302-3 Energy intensity	保護環境 Protecting the Environment 表現摘要 Performance Summary	P.51  P.66-68	
	302-4 減少能源消耗 302-4 Reduction of energy consumption	保護環境 Protecting the Environment	P.47-51	
	302-5 降低產品和服務的能源需求 302-5 Reductions in energy requirements of products and services	保護環境 Protecting the Environment	P.47-51	

## 水資源及污水排放 Water and effluents discharge (水資源與污水 Water and Effluents)

GRI 3: 重大主題2021 GRI 3: Material Topics 2021	3-3 重大主題管理 3-3 Management of material topics	可持續發展管治方針 Sustainability Governance Approach 保護環境 Protecting the Environment	P.12-21  P.40	
GRI 303: 水資源與污水 2018 GRI 303: Water and Effluents 2018	303-1 共享水資源之相互影響 303-1 Interactions with water as a shared resource	保護環境 Protecting the Environment	P.53	
	303-2 與排水相關影響的管理 303-2 Management of water discharge-related impacts	保護環境 Protecting the Environment	P.53	
	303-3 取水量 303-3 Water withdrawal			本局在香港及內地所使用的水源並非透過地表或地下水提取，所有水源均來自市政系統。 There is no extraction of surface or groundwater. All water utilised is from municipal water supply.
	303-4 排水量 303-4 Water discharge			公司營運產生的廢水經市政污水系統處理。 The wastewater generated by our operations is discharged to the municipal sewage system.
	303-5 耗水量 303-5 Water consumption	表現摘要 Performance Summary	P.66-68	

GRI準則 GRI STANDARD	揭露項目 DISCLOSURE	部分 SECTION	頁數 PAGE No	備註/省略 REMARKS / OMISSION
<b>排放 Emissions</b>				
GRI 3: 重大主題2021 GRI 3: Material Topics 2021	3-3 重大主題管理 3-3 Management of material topics	可持續發展管治方針 Sustainability Governance Approach 保護環境 Protecting the Environment	P.12-21  P.40	
GRI 305: 排放2016 GRI 305: Emissions 2016	305-1 直接(範疇一)溫室氣體 排放 305-1 Direct (Scope 1) GHG emissions	表現摘要 Performance Summary	P.66-68	
	305-2 能源間接(範疇二)溫室 氣體排放 305-2 Energy indirect (Scope 2) GHG emissions	表現摘要 Performance Summary	P.66-68	
	305-3 其它間接(範疇三)溫室 氣體排放 305-3 Other indirect (Scope 3) GHG emissions	表現摘要 Performance Summary	P.66-68	
	305-4 溫室氣體排放強度 305-4 GHG emissions intensity	保護環境 Protecting the Environment 表現摘要 Performance Summary	P.47  P.66-68	
	305-5 溫室氣體排放減量 305-5 Reduction of GHG emissions	保護環境 Protecting the Environment	P.48-49	
	305-6 破壞臭氧層物質的排放 305-6 Emissions of ozone- depleting substances (ODS)			不適用於生產力局的營運。 Not applicable to HKPC's operation.
	305-7 氮氧化物(NOx)、硫氧化 物(SOx)，及其它顯著的 氣體排放 305-7 Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions	表現摘要 Performance Summary	P.66-68	
<b>環境合規 Environmental compliance</b>				
GRI 3: 重大主題2021 GRI 3: Material Topics 2021	3-3 重大主題管理 3-3 Management of material topics	可持續發展管治方針 Sustainability Governance Approach 保護環境 Protecting the Environment	P.12-21  P.47	

GRI準則 GRI STANDARD	揭露項目 DISCLOSURE	部分 SECTION	頁數 PAGE No	備註/省略 REMARKS / OMISSION
<b>廢物 Waste</b>				
GRI 3: 重大主題2021 GRI 3: Material Topics 2021	3-3 重大主題管理	可持續發展管治方針	P.12-21	
	3-3 Management of material topics	Sustainability Governance Approach 保護環境 Protecting the Environment	P.40	
GRI 306: 廢物2020 GRI 306: Waste 2020	306-1 廢物的產生與廢物相關的重大影響	保護環境 Protecting the Environment	P.52-53	
	306-1 Waste generation and significant waste-related impacts			
	306-2 廢物相關的重大影響管理	保護環境 Protecting the Environment	P.52-53	
	306-2 Management of significant waste-related impacts			
	306-3 產生的廢物	保護環境 Protecting the Environment	P.52-53	
	306-3 Waste generated			
	306-4 廢物轉移	表現摘要 Performance Summary	P.66-68	
	306-4 Waste diverted from disposal			
	306-5 廢物的直接處置	表現摘要 Performance Summary	P.66-68	
	306-5 Waste directed to disposal			
<b>員工福利 Employee welfare and benefits (勞雇關係 Employment)</b>				
GRI 3: 重大主題2021 GRI 3: Material Topics 2021	3-3 重大主題管理	可持續發展管治方針	P.12-21	
	3-3 Management of material topics	Sustainability Governance Approach 關愛員工 Caring for People	P.54-56	
GRI 401: 勞雇關係2016 GRI 401: Employment 2016	401-1 新進員工和離職員工	表現摘要 Performance Summary	P.70-71	
	401-1 New employee hires and employee turnover			
	401-2 提供給全職員工(不包含臨時或兼職員工)的福利	關愛員工 Caring for People	P.55	
	401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees			
	401-3 育嬰假	表現摘要 Performance Summary	P.73	
	401-3 Parental leave			



GRI準則 GRI STANDARD	揭露項目 DISCLOSURE	部分 SECTION	頁數 PAGE No	備註/省略 REMARKS / OMISSION
<b>勞 / 資關係 Labor/Management Relations</b>				
GRI 3: 重大主題2021 GRI 3: Material Topics 2021	3-3 重大主題管理 3-3 Management of material topics	可持續發展管治方針 Sustainability Governance Approach 關愛員工 Caring for People	P.12-21  P.54-55	
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 402-1 Minimum notice periods regarding operational changes			本局通常會在業務變動後數周至數月 內通知有關員工，具體時間視乎業務 變動的性質而定。 Subject to the nature of operational changes, staff members were usually notified of relevant changes within a few weeks to a few months.
<b>產品 / 服務責任 Product/Service responsibility</b>				
GRI 3: 重大主題2021 GRI 3: Material Topics 2021	3-3 重大主題管理 3-3 Management of material topics	竭誠為工商業界及社會服務 Serving the Industry and Communit	P.22-25	
<b>平等機會及非歧視 Equal opportunities and nondiscrimination (不歧視 Non-discrimination)</b>				
GRI 3: 重大主題2021 GRI 3: Material Topics 2021	3-3 重大主題管理 3-3 Management of material topics	可持續發展管治方針 Sustainability Governance Approach 關愛員工 Caring for People	P.12-21  P.54-55	
GRI 406: 不歧視2016 GRI 406: Non- discrimination 2016	406-1 歧視事件以及組織採取的 改善行動 406-1 Incidents of discrimination and corrective actions taken			報告期內無發生任何歧視個案。 There was no incident of discrimination during the reporting period.

GRI準則 GRI STANDARD	揭露項目 DISCLOSURE	部分 SECTION	頁數 PAGE No	備註/省略 REMARKS / OMISSION
<b>本地社區 Local Communities</b>				
GRI 3: 重大主題2021 GRI 3: Material Topics 2021	3-3 重大主題管理 3-3 Management of material topics	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 關愛員工 Caring for People	P.12-21  P.22-39  P.65	
GRI 413: 當地社區2016 GRI 413: Local Communities 2016	413-1 與本地社區參與、影響評 估及發展計劃相關的活動 413-1 Operations with local community engagement, impact assessments, and development programmes	竭誠為工商業界及社會服務 Serving the Industry and Community 關愛員工 Caring for People 可持續發展管治方針 Sustainability Governance Approach (whistle blowing policy)	P.22-39  P.58-61, P.65 P.16-17	生產力局的核心業務設於香港，我們 與本地社區組織緊密合作，開拓機會 幫助有需要的人士。 With its core operation based in Hong Kong, HKPC works closely with local community organisations to seek opportunities to help people in need.
	413-2 對當地社區具有顯著實際 或潛在負面影響的營運 活動 413-2 Operations with significant actual and potential negative impacts on local communities			不適用於生產力局的營運。 Not applicable to HKPC's operation.
<b>公共政策 Public Policies</b>				
GRI 3: 重大主題2021 GRI 3: Material Topics 2021	3-3 重大主題管理 3-3 Management of material topics	可持續發展管治方針 Sustainability Governance Approach	P.12-21	生產力局是政府資助的機構，我們 支持政府制訂促進業界發展的政策 和倡議。 HKPC is a Government-subsidised organisation. We support the Government on policies and initiatives for the industry.
GRI 415: 公共政策2016 GRI 415: Public Policy 2016	415-1 政治捐獻 415-1 Political contributions	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.12-15  P.22-39	生產力局通過企業會員及其他行業 平台貢獻我們的知識與專業技術， 協助政府制訂和推行各類政策。 HKPC contribute our knowledge and expertise to the development and implementation of Government policies through corporate memberships and other industrial platforms.

# 核實聲明

## Verification Statement



香港品質保證局

### 核實聲明

#### 範圍及目的

香港品質保證局已對香港生產力促進局（「生產力局」）環境、社會及管治報告 2021-2022（以下簡稱「報告」）的內容進行獨立驗證。該報告涵蓋生產力局在 2021 年 4 月 1 日至 2022 年 3 月 31 日期間，有關可持續發展方面工作的表現。

此核實聲明的目的是對報告所記載之內容提供合理保證。報告是根據全球報告倡議組織（GRI）標準 2021、香港聯合交易所有限公司證券上市規則（「聯交所上市規則」）第 13.91 條及附錄 27 所載的《環境、社會及管治報告指引》的要求編製。

#### 保證程度和核實方法

此次驗證工作是依據 International Auditing and Assurance Standards Board（國際審計與核證準則委員會）發布的 International Standard on Assurance Engagements 3000 (Revised), Assurance Engagements Other Than Audits or Reviews of Historical Financial Information（《國際核證聘用準則 3000（修訂版），歷史財務資料審計或審閱以外的核證聘用》）執行。收集核實證據的過程是參考國際準則所訂立進行合理保證的原則而制定以確保能擬定核實結論。此外，核實的內容是按照 GRI 標準 2021、聯交所上市規則（第 13.91 條和附錄二十七《環境、社會及管治報告指引》）而定。

香港品質保證局的核實過程包括驗證了生產力局的可持續發展表現資料收集、計算和彙報的機制，檢閱有關文件資料，與負責編制報告的代表面談，還取具有代表性的數據和資料進行查核。相關原始數據和支持證據亦於核實過程中經過詳細審閱。

#### 獨立性

生產力局負責收集和準備所有在報告內陳述的資料。香港品質保證局不涉及收集和計算此報告內的數據或參與編撰此報告。就提供此核實服務而言，香港品質保證局與生產力局之間並無任何會影響核實公正的關係，我們的核實過程是完全獨立的。

#### 結論

基於是次的驗證結果，香港品質保證局對報告作出合理保證並總結：

- 報告是按照 GRI 標準 2021、聯交所上市規則（第 13.91 條和附錄二十七《環境、社會及管治報告指引》）編製而定；
- 報告平衡、具比較性、清晰、一致和適時地將重要的可持續發展表現範疇和議題作出闡述；及
- 報告內的數據和資料準確、可靠和完整。

總體而言，此報告能如實地反映生產力局的可持續發展表現並與其具體的可持續發展情況和重要性相稱。

#### 香港品質保證局代表簽署

蔣齊仲  
創新業務助理總監  
2023 年 3 月 31 日



## VERIFICATION STATEMENT

### Scope and Objective

Hong Kong Quality Assurance Agency ("HKQAA") was commissioned by Hong Kong Productivity Council ("HKPC") to undertake an independent verification for the Environmental, Social and Governance Report 2021- 2022 (hereinafter called the "Report"). The Report stated the sustainability performance of HKPC in the period of 1 April, 2021 to 31 March, 2022.

The Report has been prepared in accordance with the Global Reporting Initiative (GRI) Standards 2021, Rule 13.91 and Appendix 27 Environmental, Social and Governance Reporting Guide ("ESG Reporting Guide") of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "SEHK Listing Rules").

### Level of Assurance and Methodology

The process applied in this verification was based on the International Standard on Assurance Engagements 3000 (Revised), Assurance Engagements Other than Audits or Reviews of Historical Financial Information issued by the International Auditing and Assurance Standards Board. Our evidence gathering process was designed to obtain a reasonable level of assurance as set out in the standard for the purpose of devising the verification conclusion. The extent of this verification process undertaken covered the criteria set out in the GRI Standards, Rule 13.91 and Appendix 27 Environmental, Social and Governance Reporting Guide ("ESG Reporting Guide").

HKQAA's verification process included verifying the mechanisms for collecting, calculating and reporting the sustainability performance information, reviewing relevant documented information, interviewing responsible personnel with accountability for preparing the Report and verifying selected representative samples of data and information. Raw data and supporting evidence of the selected samples were also thoroughly examined during the verification process.

### Independence

HKPC is responsible for the collection and preparation of the information presented. HKQAA did not involve in the collection and calculation of data or the compilation of the reporting contents. Our verification activities were entirely independent and there was no relationship between HKQAA and HKPC that would affect the impartiality of the verification.

### Conclusion

Based on the verification results and in accordance with the verification procedures undertaken, HKQAA has obtained reasonable assurance and is in the opinion that:

- The Report has been prepared in accordance with the Global Reporting Initiative (GRI) Standards 2021 and the SEHK Listing Rules (Rule 13.91 and Appendix 27 the ESG Reporting Guide);
- The Report illustrates the sustainability performance of HKPC, covering all material aspects, in a balanced, comparable, clear and timely manner; and
- The data and information disclosed in the Report are accurate, reliable and complete.

In conclusion, the Report reflects truthfully of HKPC sustainability performance that is commensurate with the sustainability context and materiality of the company.

### Signed on behalf of Hong Kong Quality Assurance Agency

Meico Cheong  
Assistant Director, Innovation Business  
31 March, 2023





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