

# **CORPORATE SOCIAL RESPONSIBILITY COMMITTEE TERMS OF REFERENCE**

## **1. OBJECTIVE**

The Corporate Social Responsibility Committee (the "Committee") shall assist the Board of Directors (the "Board") of Eminence Enterprise Limited (the "Company") in reviewing the policies and overseeing the issues with respect to corporate social responsibility ("CSR"), including:

- (a) workplace quality;
- (b) environmental protection;
- (c) operating practices; and
- (d) community involvement.

## **2. MEMBERS**

Members of the Committee shall be appointed or removed by the Board.

## **3. MEETINGS**

3.1 The Committee shall meet as and when required and at least once every year.

3.2 The quorum of a meeting shall be two members.

## **4. DUTIES**

The Committee shall:

- 4.1 consider and formulate the Company's value and strategy as regards to CSR;
- 4.2 develop and review the Company's CSR policies relating to workplace quality, environmental protection, operating practices and community involvement;
- 4.3 identify CSR issues, and related risks and opportunities that are relevant to the Company's operations, and incorporate the issues or factors into the Company's existing risk management;
- 4.4 evaluate and enhance the Company's CSR performance and make recommendation to the Board for improvement;



- 4.5 review the forms, surveys and questionnaires relating to the Company's sustainability ratings, such as the Hang Seng Corporate Sustainability Index Series, for submission; and
- 4.6 review and endorse the Company's annual CSR report for the Board's approval for public disclosure.

## **5. REPORTING PROCEDURES**

- 5.1 The Committee shall report to the Board at regular intervals for advising the issues as regards to CSR.
- 5.2 The chairman of the Committee shall attend the annual general meeting and answer questions from the stakeholders on matters relating to CSR.

*March 2016*