



大家樂集團有限公司  
CAFÉ DE CORAL HOLDINGS LIMITED

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

Stock Code 股份代號: 341

Annual Report 2008 年報





# Corporate Governance and Corporate Social Responsibility Report

## CORPORATE SOCIAL RESPONSIBILITY

The Company is conscious of its role as being a responsible business entity and ensuring to make positive contribution to the communities where it operates. The Company has performed certain social activities during the year and gained with recognition from the community.

### HEALTH & SAFETY

The Company takes health and safety commitment towards our employees, customers and communities. The Company's health and safety policy has been reviewed and refined periodically aiming at achieving continual improvement. Periodical and Operational Safety training have been provided to those employees who are working under different environment. Since 2004, the Company has also developed a continual annual plan to deal with possible outbreak of influenza.

#### General Health and Safety

Taking full account of the health and safety obligations towards the stakeholders, the Company has set up a Health and Safety Committee and the related policy since 90's to monitor all functional departments and shops follows the Factories and Industrial Undertakings Ordinance 「工廠及工業經營條例」 and Occupational Health and Safety Ordinance 「職業安全及健康條例」. Regular meetings and enforcement of checking procedures, meeting reviews, as well as inspection of all the safety and health measures were being imposed by all department and shops.

#### Café de Coral Centre

In compliance with the Factories and Industrial Undertakings (Safety Management) Regulation 「工廠及工業經營(安全管理)規例」, the Company has implemented a comprehensive safety management system for its central food manufacturing plant and headquarter which was audited by external safety auditor since 2002 to assess, evaluate and improve the health and safety at work continuously. The Company has also implemented a work-station ergonomic assessment in order to evaluate possible office work-related illnesses.

#### Branches

A broad range of health and safety promotional program has been implemented at all branches. For example, periodically reviewed Employee Health & Safety Handbook will be dispatched to all new join staff. Health and safety poster and labels in alerting different types of hazards have been posted at kitchen and staff rest room at branch.

#### Joint Health & Safety Training at Corporate Store of Manchu Wok in North America

In May, 2007, all corporate store restaurant managers and assistant restaurant managers participated in a 3-day intense classroom training on Health & Safety. This was a legislative requirement that all stores should be stationed with a certified representative. All managers have met all legislative requirements and training which was specific to the food industry.



## Awards

It is honor to report that the Company has won different prizes in “Catering Industry Safety Award Scheme (2007/08)” (勞工處飲食業安全獎勵計劃) organized by Labour Department of Hong Kong. The Company has won the Gold (金), Silver (銀) and Bronze Prizes (銅獎) in three different categories for “Group Safety Performance Awards” (集團安全表現獎) respectively according to their nature of business, namely, Fast Food Shops serving Chinese and general categories of food (中式及一般快餐店), Fast Food Shops serving Western Shops (Chinese and general categories) (西式快餐店) and Restaurants (Non-Chinese) (非中式餐館). The award goes to **Café de Coral Fast Food, The Spaghetti House Restaurants and Oliver’s Super Sandwiches**. Moreover, some of the employees have also won in the “Safe Worker Awards” (安全工友組) and “Supervisor Awards” (管理人員組).

## WORK-LIFE BALANCE

The Company’s human resources function aims at maintaining high ethical standards, professionalism and best people management practice in the industry.

The recruitment and staffing function has been implemented in accordance with annual manpower planning to ensure that staff and talents are identified from both internal and external sources, aiming at providing the suitable career path and opportunities within the corporation. Transparent human resources policies have been set up and reviewed periodically to strike the balance of human relations in hiring, grievance, disciplinary and ethical aspects.

Acting as the communication channel within the Group, regular meetings and briefings are held to exchange the view from the management and obtain feedback from staff. The compensation and benefits policies would be reviewed annually to meet the mutual needs and the enforcement of the belongingness.

A series of benefit programmes was launched in January, 2008 to keep on improving the working condition of our employees in every aspect. These programmes enhancement included implementation of alternate Saturday off work week for head office employees, premium subsidy increase for Group Hospitalization Insurance Plan and launching of the newly designed “Quality Work Life Incentive Programme” (優質工作生活獎勵計劃).

Part of the Company’s underlying principle in setting up human resources and welfare related policies is to balance the demands of employee work and family life, including Compassionate Leave, Paternity Leave and the launching of staff wellness club (大家樂融融會) which organizes health trainings and recreational programmes accessible to all staff. Planning in offering Employees Assistance Programmes such as stress management classes and mental health seminars is under progress and relevant programmes will be launched in the forthcoming quarter to the front-line employees.