

Canon

Delighting You Always

50
Delightful Years
IN HONG KONG



CANON HONGKONG COMPANY LIMITED

CORPORATE SOCIAL RESPONSIBILITY REPORT 2021



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About this Report

Overview

Canon Hongkong Company Limited (“Canon Hong Kong” or “We”) is pleased to present the Corporate Social Responsibility Report 2021 (the “Report”). This Report aims to disclose our diverse initiatives in environmental, social, and economic aspects to demonstrate Canon Hong Kong’s vision, which contributes to the realization of a sustainable society to our stakeholders. With an eye towards achieving our vision, this year our Report has established a formal structure for the readers to understand Canon Hong Kong’s performance holistically. It includes our management approach and progress areas. During the preparation for the Report content, we have taken the disclosure requirements of the Environmental, Social and Governance Reporting Guide as set out in Appendix 27 to the Rules Governing the Listing of Securities on the United Nations Sustainable Development Goals (“SDGs”) into consideration.

Reporting Scope and Period

This report is prepared to disclose the Canon Hong Kong material sustainability topics from 1st January to 31st December 2021 and, where specified, the latest initiatives after FY2021 as well. Our reporting scopes include but not limited to activities (development, production, and sales) at the operational sites.

Report Approval

This Report was approved by the management of the Canon Hong Kong in April 2022.

Contact Us

We welcome all your feedback as it can help us with continuous improvement. Please share any of your feedback or suggestions regarding Canon Hong Kong’s sustainability performance and this report below:

Corporate Communications Division
Email Address: corp_comm@chk.canon.com.hk

PRESIDENT & CEO STATEMENT

Looking back on 2021, we have witnessed an enormous transformation around the globe. It was undoubtedly a challenging year, yet it was incredible to see the world's resilience and perseverance in combating the epidemic. We see this as an opportunity to review and renew our commitment to all the stakeholders. At Canon, we strive to realize our corporate philosophy 'Kyosei'. In Japanese, the word 'Kyosei' describes the idea of harmonious coexistence. It expresses our shared aspiration to create a society in which all people living and working together harmoniously for the common good into the future, regardless of race, religion or culture.

Under the new normal, we are devoted to empowering our clients to seize opportunities in the surging demand for mobile working and remote management. To excel in our spirit of 'Delighting You Always', an all-rounded online platform and remote technical support (rTS) have been proactively helping our consumer and corporate clients to respond to this ever-changing business environment. To harmonize environmental and ecological economic activity, we have always maximized resources efficiency through technological innovation and improved management efficiency, contributing to a carbon-neutral community and safeguarding natural resources for our next generations.

As a good corporate citizen, Canon spares no effort in focusing the development of employees, communities and the environment, by working hand in hand with our stakeholders to achieve sustainable development goals, cohering with the concept of the Sustainable Development Goals (SDGs) adopted by the United Nations in 2015. Under the umbrella of "Imaging for Good", we aim to connect and contribute to the community by supporting CSR activities through our imaging expertise, including environmental conservation, youth development and caring for vulnerable groups.

In 2021, Canon Hong Kong was officially reaching its 50th anniversary, we are very proud of what we have achieved together. Upholding the "Kyosei" philosophy, we are looking forward to building a better world with you.



Shunichi Morinaga

President & CEO
Canon Hongkong Co., Ltd.



PERFORMANCE HIGHLIGHT



The ONLY Manufacturer

across the globe to offer both imaging input
and output device solutions

Canon Hong Kong endeavours to achieve our corporate philosophy “Kyosei” by integrating sustainability elements into our operational activities. This year we are honoured to receive several awards and accreditations from the most credible organizations ranging from international to local communities.



19th straight year of

NO.1

share of global
interchangeable-lens digital
camera market



Global net sales

30.55 BILLION (US\$)

(as of 31 December 2021)



Number of U.S.
patent ranking among Japanese firms

NO.1

share for 17 years



Environmental Contribution

Key Awards & Performance



The mark of responsible forestry
FSC™ C148225



減廢證書
WasteWiSe
— Certificate —



Carbon Audit 碳審計
綠色機構 Green Partner



減碳證書
Carbon Reduction
— Certificate —



ECO-Healthy
WORKPLACE



Carbon Emission

2021: **0.737** Tonnes CO₂e/ employee

↓ **2.8%** compared to FY2020



Resources Recovery

2021: **4703** m³ of Recycled Material

↑ **2.5%** compared to FY2020



Energy Intensity

2022 Target: **80.33** kWh/m²

2021: **81.97** kWh/m²

↓ **3.9%** compared to FY2020



Paper Consumption

2022 Target: **3.7** reams/employee

2021: **3.75** reams/employee

↓ **13.4%** compared to FY2020

Community Engagement

Key Awards & Performance



Number of Training held

81 workshops / seminars / webinars
in FY 2021

↑ **252%** compared to FY2020



Total Volunteer Service Hours

540.5 hours in FY2021

↑ **69%** compared to FY2020



Charities Supported

22 in FY 2021

↑ **38%** compared to FY2020

ABOUT CANON

共生 Kyosei

*Living and working together for the
common good*



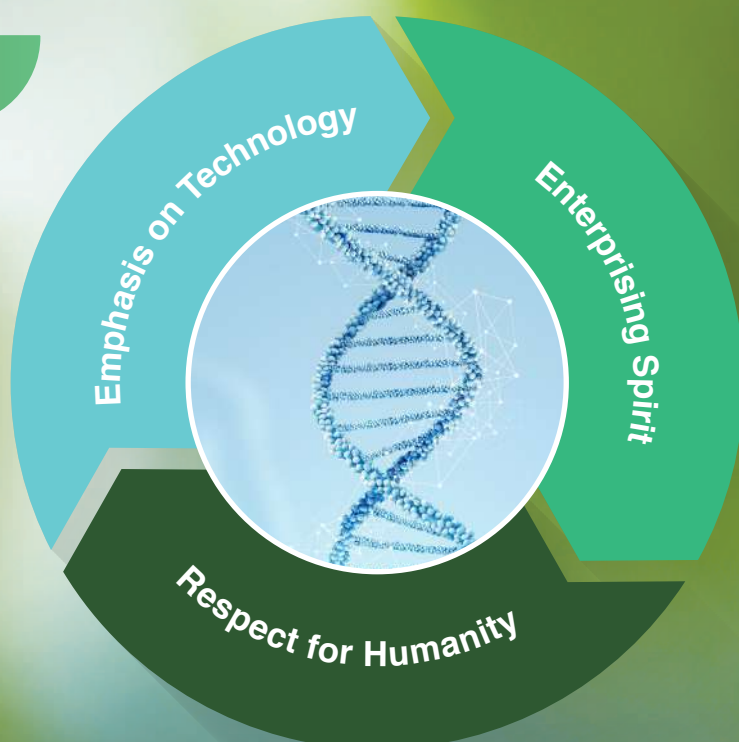
Corporate Philosophy

Canon's corporate philosophy is Kyosei, which means 'to live and work together for the common good'. This is what Canon does every day with its corporate activities. We understand that our business is supported by the development of society as a whole. This is why, as a Good Corporate Citizen, Canon aims to contribute to the realization of a better society by engaging in sound and fair business activities. In addition, we realize that we have an increasingly important role to play in addressing complex social issues that include climate change, frequent natural disasters, poverty and inequality as expressed in the Sustainable Development Goals (SDGs) adopted by the United Nations.

Canon's sales companies in Asia abide by the basic CSR statement of the Canon Group. In addition, we draw on Group resources such as advanced technological capabilities, global business deployment expertise, and diverse, specialized human resources to engage in activities tailored to characteristics and issues specific to the Asian countries and regions we operate in. Besides reinvesting business profits into local communities, we are also committed to addressing social issues, as we believe such activities are essential to sustainable development. Canon Asia's social contribution activities are focused on education, community care, environment, and cultural improvement. In times of need, we provide humanitarian support to people facing harsh conditions and natural disasters. Under the umbrella message "Imaging for Good", we aim to do our part in creating a better and sustainable society with fair chances for all, creating and capturing smiles wherever we go.

Value Creation Process

In 2021, the Canon Group commenced a new five-year management plan – Phase VI of the Excellent Global Corporation Plan. With inheriting our corporate DNA that is based on the philosophy of Kyosei, We continue to keep the plan on a strong track. We aim to help build a resilient and sustainable society that provides secure, safe, comfortable, and enriched lifestyles. We will contribute using technology, products, and solution-based services to create value in ways that help to achieve the SDGs and realize an emission-free future.



Sustainability Milestones – Kyosei in Canon Hong Kong

Echoes with our corporate philosophy “Kyosei” and leading image expertise. We forge ahead together, hand in hand with Hong Kong people for 50 years.

1971



Hong Kong office was established as the first Canon office in Asia.

1985



Canon launched its first printer in Hong Kong.

1992



Canon introduced the Toner Cartridge Recycling Program in Hong Kong.

2003



Canon Hongkong Co., Ltd. and Canon Marketing (HK) merged to become Canon Hongkong Co., Ltd.



Canon Hong Kong launched “Hong Kong Ka Yau” Campaign to revitalize Hong Kong economy from SARS.

2004



Bestowed the Caring Company Award, which honors the sustainable development contribution of companies.



Became Kitchee Football Team's Principal Partner by providing comprehensive sponsorship including long-term scholarship scheme to nurture talented young football players.

2008



Organized the first Canon PhotoMarathon in Hong Kong and donated all enrolment fees to Charity.

2015



Successfully verified by SGS for the greenhouse gas (GHG) accounting and reporting practices of the Year 2013 and 2014 against ISO 14064-1:2006, which is an international standard regarding the quantification and reporting of GHG emissions and removals at the organizational level.



Canon Hong Kong Corporate Volunteer Team was officially established to support community services and attained the Silver Award for Volunteer Service (Organization).

2017



Bestowed the Gold Award of the 2016 Hong Kong Awards for Environmental Excellence (HKAEE) under Servicing and Trading sector, recognizing its excellent effort in environmental management.

2018



Canon Hong Kong head office was relocated to China Life Center to create a highly collaborative working environment.



The newly opened Canon Business Experience Center provides a in-depth business solutions tour to elevate enterprises' capabilities in industry leadership, business intelligence with opportunities.

2019



Canon Hong Kong has successfully acquired the Forest Stewardship Council™ (FSC™)'s Chain-of-Custody Certificate (CoC) (FSC license code: FSC-C148225).

2021



Canon Image Square relocated to Grand Century Place to let the public experience and enjoy the brand's one-stop imaging solutions with pre-sales and post-sales services.

UNITING AS ONE SUSTAINABLE SOCIETY

In line with our corporate philosophy Kyosei, Canon Hong Kong implements a series of sustainability strategies, ranging from identifying aspects material to our business, mapping Sustainable Development Goals, to maintaining good corporate governance and “Canon Quality”. Through these strategies, we ensure our business is capable of operating in harmony with communities and therefore is resilient to a high variety of risks.

Topics of this section

Sustainable Development Goals and Materiality Assessment | Our Sustainability Strategic Partner

Sustainable Development Goals

17 PARTNERSHIPS FOR THE GOALS





We truly understand that the Sustainable Development Goals (“SDGs”) are the fundamental cornerstone to identify the changes in societal trends and impact positively while continuing our business activities. Among these SDGs, Canon Hong Kong aligned with the materiality themes selected by the Canon Group in 2021 and integrated the SDGs that are closely related to our business activities in Hong Kong. Regarding our Group's stakeholder questionnaire survey in 2021, there is a higher expectation from our stakeholders in promoting good health, innovation, sustainable management in business operation, and action for climate change.



3 Materiality Themes in Canon Hong Kong

 Responding to People and Society as a Good Corporate Citizen	 Creating New Value and Solving Social Issues	 Protecting and Conserving the Environment
<ul style="list-style-type: none"> • Respect for basic human rights/ Prevention of discrimination and harassment • Appropriate wage and working hour management • Improving quality of repair /maintenance support, as well as the ability to effectively respond to customer inquiries • Improving quality of products and services and strengthening quality control • Utilizing business activities to contribute to social welfare • Support for nurturing the students and children who will lead the next generation 	<ul style="list-style-type: none"> • Advancing security technology to contribute to the safety and security of society • Development of products and technologies that lead to affluence and delight for people in the fields of photography and imaging 	<ul style="list-style-type: none"> • Promotion of energy conservation • Reuse and recycling of used product • Reduction of waste/ Prevention of water and soil pollution

Based on the result of the materiality assessment, Canon Hong Kong has identified the following initiatives which are most relevant to our Group's CSR management strategies and on the fulfillment of the SDGs goals:

3 GOOD HEALTH AND WELL-BEING	Relevant Target	Our Initiatives and Achievements (Excerpt)
	 3.4 By 2030, reduce by one third premature mortality from non-communicable diseases through prevention and treatment and promote mental health and well-being.	<p>Canon Hong Kong has implemented the Occupational Health and Safety Management System to minimize the chances of injury or illness for our employees and stakeholders. Under the management system, we have executed several measures and policies to ensure a healthy and comfortable working environment for the employee, including dental care and critical illness insurance. Canon Hong Kong has also participated in the "Indoor Air Quality Certification Scheme" and received IAQ Certificates with "Good Class" level for 2 of our offices and Canon Image Square to reduce the chronic risks aggravated by indoor air pollution.</p> <p>We have introduced an Employee Assistance Programme to offer a range of activities, including wellness seminars and Care Express Hotline, to help employees cope with personal issues that may adversely affect their health, well-being and work performance.</p> <p>Professional counselling and consultation service are also provided to support employees and their immediate family to overcome the challenge.</p>

9 INDUSTRY, INNOVATION AND INFRASTRUCTURE



Relevant Target



9.4

Upgrade all industries and infrastructures for sustainability.

Our Initiatives and Achievements (Excerpt)

In 2018, Canon Hong Kong head office was relocated to a building with sustainable certifications, including BEAM Plus Final Gold Certification and the LEED Gold Award.

Conduct carbon audits and manage inventory regularly to monitor the GHGs emissions in the head office. We have fulfilled the Carbon Reduction Scheme and Reduction of GHGs to respond to climate change and environmental challenges through technical and social innovation.

Accredited as HKAEQ since 2015 to demonstrate our qualified supply chain management, typically in security and safety. Regularly conduct vendor assessments to review our service provider's environmental and social performance.

12 RESPONSIBLE CONSUMPTION AND PRODUCTION



Relevant Target



12.2

By 2030, achieve the sustainable management and efficient use of natural resources.

Our Initiatives and Achievements (Excerpt)

Canon Hong Kong has established an environmental management system ("EMS") as a mechanism for continually improving the ecological assurance activities in accordance with ISO 14001 and has obtained its certification since 2006.



12.4

Achieve environmentally sound management of chemicals and all waste throughout the product lifecycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water, and soil.

We pursue the "Produce-Use-Recycle" approach to ensure our environmental sustainability, which entails managing products in ways that support a circular economy from design to End-of-Life (EoL). We have been providing extensive recycling programs for our customers and been actively supporting recycling programs organized by the community to reduce the landfill burden and increase resources efficiency through the product life cycle.



12.5

By 2030, substantially reduce waste generation through prevention, reduction, recycling, and reuse.

Aside from the extensive recycling programs, we understand the waste generate on our operation is linked to our environment closely. Thus, a range of internal recycling schemes have been employed to reduce the volume of landfill waste, such as setting up recycling bins and organizing donation programs.

13 CLIMATE ACTION



Relevant Target



13.2

Integrate climate change measures into national policies, strategies, and planning.

Our Initiatives and Achievements (Excerpt)

Continuously enhance the energy efficiency in the head office by utilizing energy-saving initiatives.

Organizing Green Intelligence Office Tour to share our green practices and solutions, and to exchange the insights on being “Climate Ready” with our partners and clients.

Our Sustainability Strategic Partner

It is essential to have an ongoing dialogue with diverse stakeholders as an outlet to build mutual understanding. Canon Hong Kong strives to maintain close communication with stakeholders to communicate on Canon corporate philosophy through different engagement channels.

Throughout our sustainability journey, we have always upheld the philosophy of kyosei. We are proud to walk this journey with all those around us, from our employees, suppliers, customers to the local communities, NGOs, education institutions, etc. This year, we have established a strategic partnership with Riskory Consultancy Limited, a leading professional risk, and ESG consultancy firm that shared the same sustainability vision with us. Their enthusiastic team had extensive experience in providing ESG-related services to over 200 listed companies, covering businesses around the globe. Apart from that, their expertise was also recognized by reputable organizations in the industry, such as the Hong Kong Institute of Public Accountants (“HKICPA”) and Hong Kong Independent Non-Executive Directors Association (“HKINEDA”). Canon Hong Kong continues to feed into the Group’s global approach to sustainability by establishing the partnership with Riskory together to pool our expertise and resources in order to create new values which ables to expedite the sustainability concept within the community.



ONE CORPORATE SPIRIT DESIGNED TO ACHIEVE OUR VISION

To establish a solid corporate governance structure and continuously raise our corporate value, Canon Hong Kong believes improving management transparency and strengthening supervising management functions is essential. At the same time, our management and employee must have a sense of ethics and mission to achieve continuous corporate growth and development.

Topics of this section

Corporate Governance

Sustainable
Development
Goals

16

PEACE, JUSTICE
AND STRONG
INSTITUTIONS



自覚
Self-Awareness

自治
Self-Management

自発
Self-Motivation



The San-ji Spirit

The foundation of Canon's guiding principles is The San-ji (Three Selves) Spirit, which have been inherited over generations since Canon was founded. The Three Selves include: self-motivation, self-management, and self-awareness. Canon Hong Kong incorporates The Three Selves into its operation and management system, ensuring our employees are aware of their responsibilities and perform their duties with a positive and forward-looking attitude.

CSR Basic Statement

The Canon Group recognizes the responsibilities of companies in a society, including product quality and safety, environmental conservation, compliance, information security, employee rights and labour management, and supply chain management. To demonstrate the Group's commitment to its corporate social responsibilities, the Canon Group CSR Basic Statement has been drafted and the Canon Group CSR Activity Policy was formulated accordingly.

The Canon Group CSR Basic Statement was drafted in accordance with our corporate philosophy of Kyosei and reiterates the Group's determination to live and work together for the common good. The statement includes our promises to provide safe and secure products, comply with laws and regulations, ensure information security, prevent corruption and bribery, and respect human rights etc.

The sustainability governance of Canon Hong Kong is guided by the Canon Group CSR Basic Statement and the Canon Group CSR Activity Policy with the aim to put into practice our core value of operating in harmony with the community and the environment.

CANON "San-Ji" Spirit

Ji-hatsu (Self-Motivation)
Take the initiative and be proactive in everything you do

Ji-chi (Self-Management)
Conduct yourself responsibly and be accountable for all of your actions

Ji-kaku (Self-Awareness)
Understand the situation you find yourself in and your role in that situation

Our commitment under the "San-Ji" Spirit:

- We must observe and act in accordance with all applicable laws and rules.
- We must always conduct ourselves in a fair, honest and ethical manner.

Canon

Compliance Test

Would your actions

- ☐ violate any laws or rules?
- ☐ leave you feeling guilty?
- ☐ disappoint your family, friends or co-workers?
- ☐ embarrass you if reported publicly in the news?
- ☐ cause trouble for the community?
- ☐ harm the Canon Brand?

When in doubt, always consult your superior or the designated department.

Canon Group Code of Conduct

Canon Hong Kong works to promote corporate ethics in accordance with the Canon Group Code of Conduct ("Code of Conduct"), to develop and regularly review our compliance system. Our executives and employees are obligated to comply with the management stance and standards listed on the Code of Conduct when performing their duties.

The Canon Group Code of Conduct

Management Stance	Code of Conduct for Executives and Employees
<ul style="list-style-type: none"> • Contribution to Society • Fair Business Activities 	<ul style="list-style-type: none"> • Compliance with Corporate Ethics and Laws • Management Assets and Property • Management of Information • Conflict of Interest / Separation of Personal and Company Matters • Maintenance and Improvement of Working Environment

CSR Management Structure of Canon Hong Kong

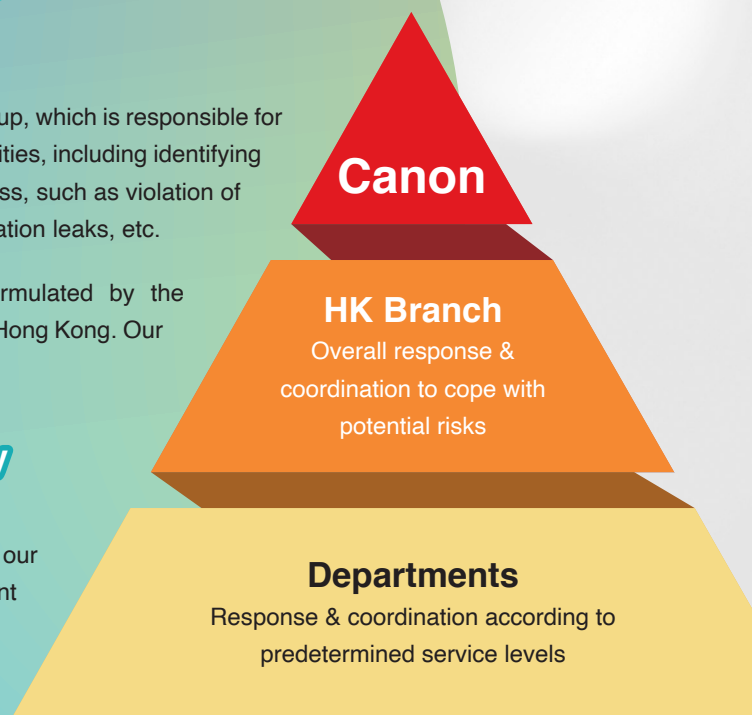
Risk Management

A Risk Management Committee has been established by Canon Group, which is responsible for developing measures to promote the Group's risk management activities, including identifying any significant risks that the Group may face in the course of business, such as violation of laws and regulations, environmental issues, quality issues or information leaks, etc.

An annual basic policy for risk management activities was formulated by the committee, which underpins the risk management system of Canon Hong Kong. Our business continuity management system consists of two parts.

Canon Hong Kong's Business Continuity Management System

The business continuity system of Canon Hong Kong ensures our effectiveness in coping with risks and driving sustainable development in business. All departments of Canon Hong Kong operate in line of this system and aim at achieving sustainability and continuity of our quality service and a high level of business resilience.



Quality, Environmental, Health and Safety (QEHS) Policy

Canon Hong Kong pursues to become an excellent and sustainable company which supports the environment and society. We commit to meet the needs and expectations of interested parties. In line with the corporate philosophy Kyosei, we are dedicated to continually improve the Quality, Environmental, Health and Safety (QEHS) Management Systems. The following demonstrates how we strive to continuously refine our QEHS management system:



Promoting Anti-fraud Culture and Zero Dishonesty (ZD)

Canon values a honest and fair working environment which is critical to business growth. Concept of Zero Dishonesty (ZD) has been widely recognized and promoted to every member of Canon. Canon Hong Kong promotes an anti-fraud and ZD culture in line with the Group's merits through developing clear tone at the top, anti-fraud messages and control training, and case reporting and declaration channels.

Clear Tone at the Top

The Canon Group CSR Basic Statement includes "Prevent corruption in all its forms including bribery," making clear to stakeholders, both internal and external, the management stance adopted by Canon on bribery and other forms of fraud and corruption. In addition, the Canon Group Code of Conduct clearly stipulates that Group executives and employees are prohibited from receiving benefits from business partners and corporate customers in the form of gifts or entertainment, etc., that exceed the social norm, and from providing similar benefits to government agencies, business partners and corporate customers. It also clearly prohibits actions that may cause conflicts of interest and insider dealing.

Canon Hong Kong management team recognizes the importance of ZD culture and ensures that our staff comply with all the relevant laws, the Canon Group CSR Basic Statement and the Canon Group Code of Conduct.

Anti-fraud Messages and Control Training

Compliance training enables our employees to understand rules and regulations that applicable to our daily operations. Apart from requiring our employees to adopt The San-ji Spirit culture, Canon Hong Kong has aligned with the Group to execute and promote compliance at all levels. All Group policies and related training materials are available for access on both online and intranet systems. Different types of training activities are also available to ensure our employees are knowledgeable about compliance and the ZD concepts of Canon.

Besides, in order to promote our Zero Dishonesty culture outside the company, ethics letter from Canon Hong Kong's President and CEO will be sent to suppliers and business partners on yearly basis to ensure their acknowledgement of Canon's guidelines for fair trade and ethical relationship.

Case Reporting and Declaration Channels

Canon Hong Kong has designed an online whistle blow channel, "ZD Helpline" for our employees and business partners to report misconduct to Canon management. Each case will be reviewed by a designated taskforce. We ensure that:

- All cases are strictly confidential;
- Identity of the reporter will be fully protected; and
- Any improper treatment to the reporter is strictly prohibited.

Necessary corrective measures will be taken based on the investigation results in order to prevent similar case to be happened again.

Employees are required to submit conflict of interest declaration every year. They can also file independent incident involving personal interest anytime on the company's declaration platform.



DELIGHTING YOU ALWAYS

To put our company's motto of "Delighting You Always" into practice, Canon Hong Kong is committed to going the extra mile to delight customers and staff by means of high-quality products and technical support, as well as excellent customer services. The motto drives our employees to surpass our current level of service and reminds us that customers will be delighted only through the continuous provision of innovative and extraordinary services.

Topics of this section

**Business Portfolio | Service Excellence |
Product Safety and Quality Management |
Supply Chain Management**

DELIGHTING
YOU ALWAYS

Sustainable
Development
Goals

9 INDUSTRY, INNOVATION
AND INFRASTRUCTURE



12 RESPONSIBLE
CONSUMPTION
AND PRODUCTION



Business Portfolio

Business Service & Solution

- Document Management
- Document Security
- Cloud and Mobility
- Workflow Management System
- Output Management
- Resources Management
- Electronic Signature
- Customer Communication Management
- Video Analytics
- Network Visual
- Green Office
- Scanning
- Canon Business Services
- One-stop IT Services

Imaging System

- EOS Digital Interchangeable Lens Cameras
- RF and EF Lenses
- EOS VR System
- Digital Compact Cameras
- Cinema EOS Camcorders
- Cinema EOS Lenses
- Professional Camcorders
- Multi-purpose Cameras
- Broadcast Lenses
- Reference Display
- Inkjet Printers
- Laser Printers
- Compact Photo Printers



Intelligence Office Products

- Multi-functional Devices
- Laser Printers
- Fax Machines
- Document Scanners
- Cheque Scanners
- Flatbed Scanners
- Projectors



Professional Printing Equipment

- Production Printing Systems
- Large Format Printers
- Commercial Printing Systems

Service Excellence

Achieving Customer Success as Our Ultimate Goal

Canon has always put our customer in the first place. Working proactively in partnership with our customers, we undertake our business strategy in an effort to help our customers to achieve their success. We believe the only way to excel our service strategy with the motto is to serve beyond customers' expectation.

Canon Hong Kong was awarded "The Best SME's Partner Award 2021" by Hong Kong Greater China SME Alliance Association and SME Lab in recognizing our contribution to utilize the power of technology to support digital transformation on document management platforms across various departments, enhancing the efficiency and business competitiveness of cross-border collaboration and information sharing, accelerating sustainable business development.



Customer Experience

Canon Hong Kong strives to deliver a great journey for our customers to experience Canon service excellence through customer touchpoints. Our user-centered free space creates a truly personalized and tailored journey for our customers to explore their needs.

Canon Image Square: An Innovative Hub for Unleashing Creativity and Inspiration

The Canon Image Square welcomes the public to experience and enjoy the Canon's one-stop imaging solutions that infused with cutting-edge technology to meet the increasing demands for live-streaming, virtual meeting, and online seminar. We ensure seamless user experience is in place across O2O (online-to-offline) and optimize the customer journey as physical touchpoint with service excellent.

3 Features Zones in Canon Image Square



THE LIVE HOUSE - Imaging Solutions X Creative Power



THE SQUARE - The Creative Space for Inspirations



THE CLUB - The Zone for Idea Exchange X Services

Canon Business Experience Center: A Combination of Intelligence and Innovation for Potential

Featuring four experience zones based on the principles of “INTELLIGENCE”, “LEADERSHIP”, “INNOVATION” and “SUSTAINABILITY”, the Canon Business Experience Center provides enterprises with comprehensive product lines combined with intelligence and innovation. Products range from digital document management, network video solutions to comprehensive large-scale production lines, will all help optimizing corporate potential and efficiency.



Canon Virtual Business Experience Center: An Immersive Experience of the Intelligent Business Solutions and Printing Possibilities

This year, Canon Hong Kong has officially launched the Virtual Business Center to offer a truly immersive way for our customers to experience Canon's intelligent business solutions and unleash printing possibilities. Aiming to connect with our customers online, the platform offers a walkthrough experience with an immersive 720° and 3D imagery view. Simply click on the product, our customer could get to know more and explore the potentials of our products and solutions.



Comprehensive Service Beyond Boundaries

Under the new normal, we ensure that our one-stop online platform supports various logistics of our wide range of product categories. We believe in the importance of being proactive and thus launched a series of pre-sales and after-sales services available anytime and anywhere. In addition, we have also set up self-service platforms at more than 140 locations for the convenience of customers' product pick-up. Digitalizing our services, like allowing our customers to scan QR codes on maintenance documents to track the progress of their product repair, also increases transparency and customer satisfaction.

Live Chat Service



Quotation Checking



Product Information Enquires



Delivery Service Reservation



Warranty Registration



Online Payment



Repair Status



Door-to-Door Pickup



Delighting our Customers from the Bottom of our Heart

Canon Hong Kong is dedicated to commit "Delighting You Always", we serve with "Heart" and make good use of intelligence and innovative technology to provide diversified and comprehensive solutions for different type of customers. We understand a close customer relationship underpins sustainable business growth. After understanding customers' needs, diversified activities have been launched to create initiatives on the grounds. The activities serves as

a platform bringing more information of our products while collecting instant feedbacks from the customers.

Workshop: APTEC Digital Printing Technology and Application Course in 2022

On 3 Jan 2022, Advanced Printing Technology Centre (APTEC) invited guests from the design and advertising industry who are interested in printing to visit the Canon Business Experience Center, gaining a thorough understanding of the advantages of digital printing with various intelligent printing devices to meet the market needs.



The members of APTEC experienced Canon printing systems with advanced technologies with various application in the market

Continuous Optimization to Improve Operational Efficiency

Resource allocation is undoubtedly one of the keys for excellent customer service. To shorten the service time, every engineer is equipped with a customized mobile device to monitor the system status in real-time. It helps engineers to solve the potential problems proactively and efficiently. Meanwhile, we provide remote technical services for frequently asked questions. Hence, our engineers can focus on more complicated cases on-site that significantly shorten the waiting time of our customers for door-to-door repairing service.



Product Safety and Quality Management

Canon's basic quality concept is to ensure that customers have "no claim, no trouble". We work to maintain "Canon Quality" throughout all of our products and services. Based on this mindset, a Canon Quality Motto "Safety + Smartness + Satisfaction" was set forth to ensure our customers can use our products safely and with satisfaction.

The Canon Group CSR Basic Statement includes "Provide safe and secure products and services", demonstrating the Group's emphasis on product safety. Our own safety standards have been established for all Canon products, taking customer safety and legally stipulated product safety standards into account. The safety of ink, toner, and other consumables are assessed to raise customers' confidence when using our printers. Canon Hong Kong receives safety information, such as safety cautions from Canon Group when making repairs or exchanging parts and complies with the safety standards.

In the unlikely event that product quality issues arise, a framework for prompt response, including causal investigation, free repair and information disclosure, is in place. Canon Hong Kong will file reports to the respective quality assurance division which will then investigate the cause of issues and look into countermeasures. We also provide the Group-based tiered training to our employees to ensure our employees are capable to provide quality service.



Information Security Management System (ISMS) Policy

In accordance with "Ensure thoroughness in managing information, prevent information leaks, and protect personal information", from the Canon Group CSR Basic Statement, Canon Hong Kong is committed to preserving the confidentiality, integrity and availability of all the physical and electronic information assets to support our digital printing and scanning. Our Information Security Management System (ISMS) Policy is an enabling mechanism for information sharing, electronic operations, and reducing information-related risks to acceptable levels.

Privacy Policy

The privacy of customers is always protected at Canon Hong Kong, who complies with the requirements of Cap. 486 Personal Data (Privacy) Ordinance. All the personal data supplied by customers is retained in one or more of our databases in different formats and is secured with restricted access by our authorized personnel through appropriate security protocols for authentication and authorization.

We make promise to customers that we would implement appropriate technical and organizational measures for ensuring that only personal data which are necessary for each specific purpose of the operation is processed. The data protection impact assessment is implemented including the consideration of personal data's processing approach, purposes of obtaining those data, and risk assessments to individuals when processing the personal data.

Protection of Intellectual Property (IP) Rights

Canon has always been a research and development (R&D)-led company and has always respected intellectual property (IP) rights.

The Group conducts thorough searches of third-party patents at all stages to prevent use of IP held by others without permission. Canon Hong Kong is in line with the Basic Policy of IP Activities and ensures its business operations do not infringe the IP rights of others. Canon Hong Kong has shared information on spotting counterfeit Canon products on its company website (<https://hk.canon/en/campaign/anti-counterfeit>) to protect and educate customers of methods to distinguish genuine Canon products from counterfeit ones and the disadvantage of using counterfeit products.

Basic Policy of IP Activities



IP activities are vital to support business operations.



The fruits of R&D are products and IP.



Intellectual property rights of others should be respected and handled properly.

Supply Chain Management

Canon does not only monitor its own environmental and social risks, but also pays close attention to relevant risks when selecting suppliers and vendors. We have formulated the Procurement Policy and the Canon Supplier Code of Conduct, which is based on the Responsible Business Alliance (RBA) Code of Conduct, to ensure our procurement activities are socially and environmentally responsible.

Furthermore, Canon Hong Kong have been accredited as Hong Kong Authorized Economic Operator (HKAEO) (Tier 2) in the HKAEO Programme organized by the Customs and Excise Department (HKC&ED) since June 2015. The accreditation signifies that we have met pre-determined security standards in our international supply chain and we are recognized as a trusted partner of HKC&ED to jointly secure the global supply chain.



Eco-friendly Procurement

Canon Hong Kong is an environmentally friendly organization. We care about operating in a greener way and envision a green and sustainable future. In line with our company philosophy Kyosei, we manage our supply chain responsibly to provide our future generations with a better environment.

Canon Hong Kong's Procurement Policy and Principles



**Open and Fair
Competition**



Quality



Safety



**Information
Security**

Stated in Canon Hong Kong's Procurement Policy and Principles, environmental-friendly products or services would be on top of our list. Our Vendors are required to meet the statutory requirements with respect to environmental protection and other requirements which we have communicated to them.



The mark of
responsible forestry
FSC™ C148225

To protect forests as carbon sinks and cradles of biodiversity, we have successfully acquired the Forest Stewardship Council™ (FSC™)'s Chain of Custody (CoC) Certificate in May 2019. The CoC Certificate provides a credible assurance that products sold with an FSC claim originate from well-managed forests, controlled sources, or reclaimed materials. With CoC Certificate, our customers can rest assured that they are supporting sustainable management of forests when purchasing paper products.

Canon Hong Kong is committed to protect the environment. We care about how our external service providers help conserving the environment. All external service providers must comply with all applicable environmental laws & regulations. We have developed Environmental, Health and Safety Guidelines for External Service Providers which set out our minimum environmental standards on resource conservation, waste handling and treatment, etc. Our external service providers should review this guideline to ensure they meet the standards while working for Canon Hong Kong. Their ability to meet or exceed standards in the guideline will be taken into account when we make procurement decisions.

Green Procurement in Canon Hong Kong

Highlighted initiatives from our operations



**Purchase of electrical appliances
with Grade 1 Energy Efficiency
Labeling**



**Applied the WWF sustainable seafood
guide for selecting dishes in our corporate
events**



**Use of recycled paper in premium such as the
Company letterhead is made of recycled paper**



**Production of sales promotional items such
as camera bags and stationery with emission
reduction substances**

COLLECTIVE ACTIONS FOR THE ENVIRONMENT

Based on our corporate philosophy of Kyosei, our approach to environmental assurance centers on maximizing resource efficiency to harmonize environmental economic activity. The Canon Group has established the vision of “Action for Green” under the foundation of the Canon Group Environmental Charter. With this vision in mind, Canon Hong Kong aims to achieve sustainable corporate growth through technological innovation and improved management efficiency throughout all our corporate activities.

Topics of this section

Environmental Management System | GHGs Emission |
Energy and Water Efficiency | Resources Management

Sustainable
Development
Goals

6 CLEAN WATER
AND SANITATION



7 AFFORDABLE AND
CLEAN ENERGY



12 RESPONSIBLE
CONSUMPTION
AND PRODUCTION



15 LIFE
ON LAND



Sound Environmental Management System

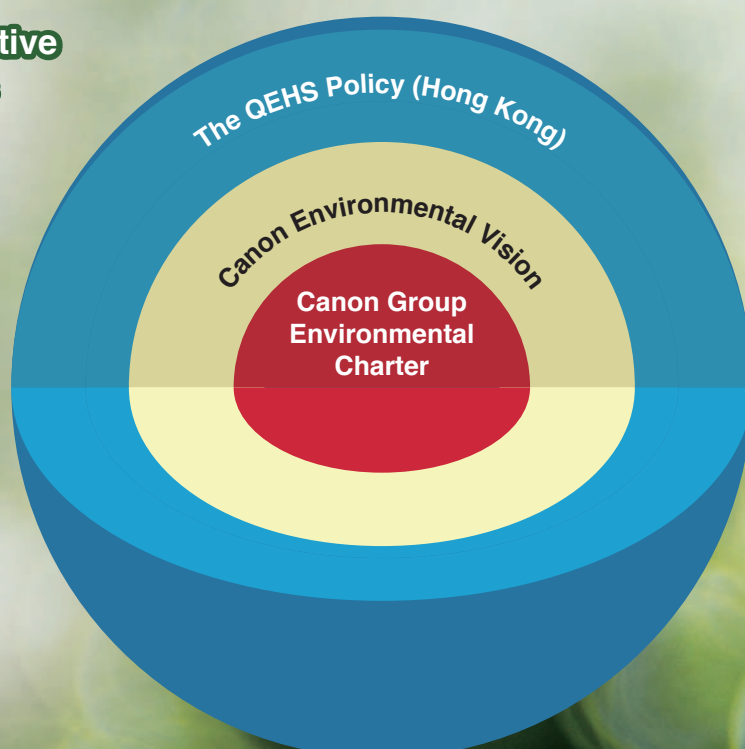
Canon Hong Kong has established an environmental management system (“EMS”) as a mechanism for continually improving the environmental assurance activities in accordance with ISO 14001 and obtained its certification since 2006. We apply the Plan-Do-Check-Act Model (“PDCA”) into our EMS. Evaluation is carried out for each environmental aspect to determine its significance, we will also consider whether the aspect is related to law, requirement of interested parties, and goals set up by the Canon Group. For reducing our potential negative impacts that are identified in the model, Canon Hong Kong will implement applicable control measures into our business operation. The QEHS Department is responsible for the implementation of both internal and external environmental programs, coordinating with our Corporate Communication Division based on the Canon Group Environmental Charter, Canon Environmental Vision, and the QEHS Policy respectively. We have standard operation procedures for handling non-compliance and an online system for managing and monitoring of non-compliance case.



Environmental Communication: A Proactive Engagement Approach for Stakeholders

Canon Hong Kong eagerly adopts a wide range of media and platforms to inform our stakeholders about the environmental activities closely related to us, including but not limited to the following channels:

- Canon Hong Kong CSR Report;
- Canon Hong Kong official webpage;
- Social Media such as Facebook, YouTube, and Instagram;
- Corporate Newsletter for our business partner;
- Environmental programs / campaigns; and
- Internal communication with our employee such as QEHS survey and working group meetings.





Environmental Education: Impacting Our Community and Future Generation

Environmental education helps to raise the public awareness and empower the stakeholders to take part in contributing the environmental conservation. Canon Hong Kong provides comprehensive environmental training program for all employees, some of the specialized trainings are given for specific types of work. We aspire to promote public education in the community. In 2009, Canon Hong Kong launched the Ink Cartridge Recycling Program and invited the famous cartoon character “McDull” as the program ambassador. We encourage all primary and secondary schools in Hong Kong to recycle used ink-jet printer cartridges and thus help to reduce the landfill waste. In the school year of 2021-2022, over 220 schools joined the Inter-School Ink Cartridge Competition and 5 environmental seminars were held.



GHGs Emissions: Contributing A Carbon-Neutral Community

To achieve the long-term goal of carbon neutrality, Canon Hong Kong is taking proactive actions, fully implementing environmental and carbon reduction measures in every aspect of the business, conducting green office experience tours for business partners to share their green initiatives and intelligent solutions that will help companies improving work efficiency and productivity. Electricity consumption in offices and Canon Image Square is our major source of GHG emission. We are highly aware that such GHG emission which causes climate change. We adopt series of measures to save energy, such as, switching off the lights during office lunch hour, using energy-efficient electrical appliances, lighting sensors along the window sides and timer controllers at the head office.

Type of Emissions	2021	2020
GHG Emissions	Tonnes CO ₂ e	
Scope 1 - Direct Emissions	15.36	8.46
Scope 2 - Indirect Emissions	337.99	385.41
Scope 3 - Other Indirect Emissions	0.49	0.51
Total	353.84	394.37
Intensity (Tonnes CO ₂ e/employee)	0.737	0.758

Scope 1: Vehicle fuel combustion, fugitive emission (refrigerant, fire extinguisher, propellant, etc.)

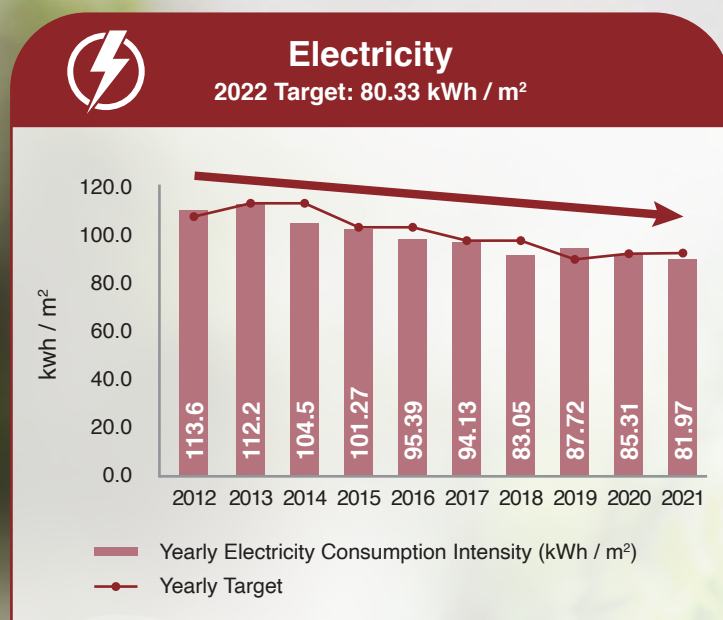
Scope 2: Electricity consumption

Scope 3: Paper consumption and recycling, fresh-water consumption, waste-water generation

Deployment of Integrated Solutions to Realize Resource and Energy Saving

Canon Hong Kong has adopted and utilized our total business solutions in our operation sites, such as Output Management System and Document Management Solution, to reduce carbon emission by reducing printing volume that indicates less power consumption.

Canon Hong Kong believes that by delivering a wide range of solutions, we can together continue contributing to reducing carbon emissions not only in our operation but also in the community as a whole. Thus, we have launched a series of “Total Imaging Solutions” to support our customers to accomplish the goal of sustainability.



Reduce Printing Volume



Reduce Paper Usage



Save Trees



Reduce CO₂ Emission



Reduce Power Consumption

Apart from reducing energy consumption through strategic planning and solutions integration, Canon Hong Kong also enhances the energy efficiency with the measures listed below:



Clear Light Zoning
Diagram



Use of energy efficient
appliances, ie.
Refrigerators with
Grade 1 Energy Label ,
LED Spot Light and T5
Fluorescent Tube



Temperature
Monitoring



Installed sensors along
with windows at the
head office, auto light
off when exceeding
650 lux and during
lunch hours

Water Conservation:

Our business does not require a significant amounts of water to operate. Thus, we did not produce a large amount of sewage during the Reporting Period. The water consumption in our daily operation would be office cleaning service, which is provided by the property management company. For this reason, we have no issues sourcing water that is fit for the purpose.

To conserve water resources as well as reduce the water demand, we implement measures such as:

- Display water saving tips next to taps and sinks;
- Installation of flow controller at the head office; and
- Installation of grease tanks in sink basins at pantries.



Resources Management: Promoting Circular Economy

Canon Hong Kong pursues the “Produce-Use-Recycle” approach to ensure our environmental sustainability, which entails managing products in ways that support a circular economy from design to end-of-life.



Canon Hong Kong has identified and considered the waste categories generated during the product life cycle, mainly regarded as the used machines, consumables, and the packaging materials such as multi-functional devices, toner bottles, foams, etc. Since then, we have launched various recycling programs to manage our end-of-life products which help to reduce the burden of landfills and consumption of natural resources for production.

Resources Recovery




Canon Hong Kong actively works to reduce the amount of waste originating from our operation process. Comprehensive recycling programs have been organized to reuse and/or recycling resources with our staff and customers:

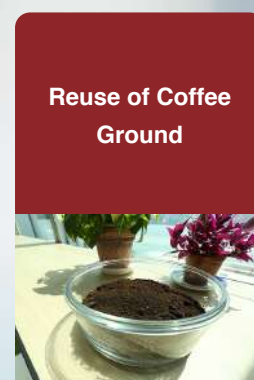
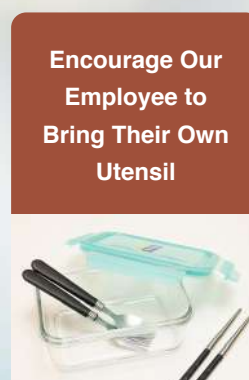
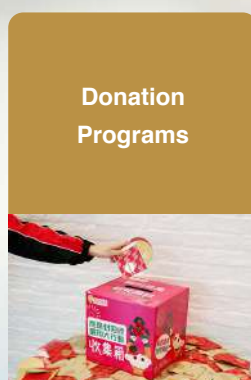
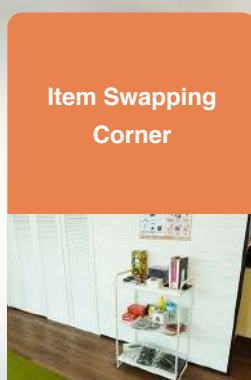
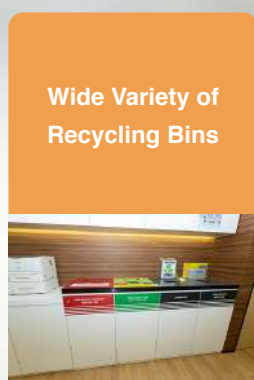
All-rounded Recycling Programs in Canon Hong Kong

Product Categories	Our Recycling Programs / and Initiatives
 <p>Ink Cartridges</p>	<p>Ink Cartridge Recycling Program since 2009 with the following activities:</p> <ul style="list-style-type: none"> • Inter-school Ink Cartridge Recycling Competition • Establish over 300 Ink Cartridge Collection Boxes in Hong Kong
 <p>Toner Cartridges</p>	<p>Canon Group introduced Toner Cartridge Recycling Program since 1990. Canon Hong Kong collects empty toner cartridges through:</p> <ul style="list-style-type: none"> • Collection during the delivery of new toner cartridges • Return directly to Canon Image Square; or • Call designated hotline 31912333 for further arrangements
 <p>Toner Bottles</p>	<p>Empty toner bottles can be collected upon delivery of newly ordered toner via designated hotline 31912333</p>
 <p>Multi-functional Devices</p>	<p>After high standard quality inspection, collected Multi-functional Devices are sent to our technical workplace for refurbishment or to local recycling companies for proper dismantling.</p>
 <p>Printers and Scanners</p>	<p>Sent for recycling through the “Computer and Communication Products Recycling Program” run by the Environmental Protection Department of HKSAR</p>
 <p>Rechargeable Batteries</p>	<p>Sent for recycling through the “Rechargeable Battery Recycling Program” run by the Environmental Protection Department of HKSAR</p>

Recycled End-of-life Products and Packaging in 2021



Recycled Office Waste in 2021		Unit (kg)
	Paper	13,239
	Plastic Bottles	544
	Other Plastic (including CD and plastic bags)	177
	Aluminium Cans	153
	Other Metal	140



COMBATING CLIMATE CHANGE TOGETHER

The United Nations Climate Change Conference ("COP26") has stepped up the global action with significant progress on solving the climate crisis recently. It has successfully aroused the concern of people around the world regarding the growing impacts of climate change. Canon Hong Kong has taken solid action in combating climate change. We joined forces with our stakeholders to promote technology innovation and evaluate the climate resilience in our business operation.

Topics of this section

Be Climate Ready

Sustainable
Development
Goals

13 CLIMATE
ACTION





Governance

In reference to the recommendations proposed by the Task Force on Climate-related Financial Disclosures (“TCFD”) of the Financial Stability Board, Canon Hong Kong has undertaken the following initiatives related to climate change as follows:

A comprehensive management approach is vital due to the inter-connectedness of environmental issues, particularly for climate change. Based on our Group's Global Environmental Promotion System, when an environment-related global problem arises, its impact on the Canon Group businesses will be assessed. The Global Environmental Center ("GEC") will report to the President & CEO and Executive Vice President and seek for approval on the direction in response to the associated risks, opportunities, and related measures to be taken. Canon Hong Kong has initiated and integrated the management mechanisms under the QEHS Policy. We can assess all potential risks inducing the occurrence of extreme weather for all operations and implementing appropriate response measures.



Strategy

Canon Hong Kong has identified the following risks and opportunities related climate change; we will be going to conduct a comprehensive risk assessment in the future to further build up climate resilience strategy.

Physical Risks

In short term, it is foreseen that the frequency of adverse climate activities such as typhoon and flooding in our operational sites will be increased gradually which may affect service efficiency and increase risks. Canon Hong Kong has utilized the online one-stop service to ensure our excellent service under this circumstance. Flexible working arrangements guideline has also formulated to our employees.

Transitional Risks

As the carbon neutrality goals of Mainland China and Hong Kong are expected to accelerate, our transition action may necessitate extensive policy and technologies to fulfill the stringent environmental regulations issued by the authorities. Financial risks include increasing the investment cost in research and development for legal compliance in long term. Furthermore, Canon Group has to stay ahead of both market and industry trends related to climate change so as to integrate low-carbon elements within our products.

Opportunities

Canon Group has taken the entire product lifecycle into account for carbon reduction when designing our product for office equipment, from the stage of raw material to customer use. Canon Hong Kong promotes various imaging and business solutions to improve operational efficiency, help the users conserve resources, and increase energy efficiency.





Canon Hong Kong has obtained ISO 14001 consolidated certification as an objective third-party evaluation of EMS effectiveness. The EMS implementation helps our company identify and mitigate new risks and opportunities related to climate change and further enhance our climate resilience under the management approach to environmental assurance.

Risk Management



Metrics and Targets

Based on appropriate disclosure, we will continue to utilize various proprietary Canon technologies and undertake initiatives to contribute directly and indirectly to achieving the global goal of net-zero CO₂ emissions by 2050. Our Group has broken down the overall (lifecycle) target into product and operational site targets. We have established a production target of an average 3% improvement per year in the raw materials and using CO₂ emissions improvement index per product. Canon Hong Kong has unit improvement indicators covering energy consumption, total waste generation, water usage, and emission of controlled chemical substances, which to monitor and manage regularly to contribute the overall target from our Group.



JOIN FORCES TO CARE FOR OUR PEOPLE AND SOCIETY

Kyosei is not only about the environment, but people are also an indispensable part of a harmonious community. Canon Hong Kong cares for people. As a matter of course, our team members, including our staff and employees in our supply chain are our most valuable assets. Our service quality, business development and continuity all depend on our people. Their health, welfare and satisfaction are always among our priorities. Other than our team, we recognize the importance of giving back to the society and offering help to those in need. Canon Hong Kong has always been active in organizing and participating in various community services, in hope of contributing to the harmony of our society.

Topics of this section

Our Talent | Imaging for Good: Community Care



Sustainable Development Goals

3 GOOD HEALTH AND WELL-BEING



4 QUALITY EDUCATION



5 GENDER EQUALITY



10 REDUCED INEQUALITIES



15 LIFE ON LAND



Our Talent

Employees are the foundation of Canon Hong Kong's sustainable business and values. We strive to ensure our team is treated fairly and can work in a safe and comfortable environment. Work-life balance is encouraged at Canon Hong Kong to take care of their mental and physical health. We promote the cultivation and development of talents by providing diverse training programs and promotion opportunities to our employees for their career and professionalism development. By investing in the health and development of our team members, we always make sure that they can thrive and grow together with Canon Hong Kong, and achieve the virtue of Delighting You Always in their roles.



Canon Hong Kong always listens. Different communication channels have been established for better communications between the employees and the management, such as luncheons with management, annual conferences and corporate communications. We believe this would bring innovation to the company development.

We value the opinion of our employees. Therefore, we also provide communications tools for two-way communication on a timely basis, for example, employee satisfaction surveys, focus group meetings, reporting hotlines, and departmental regular briefings. What's more, the intranet ifeedback and iThanks are available to express their opinions and gratitude toward colleagues.

Canon Culture

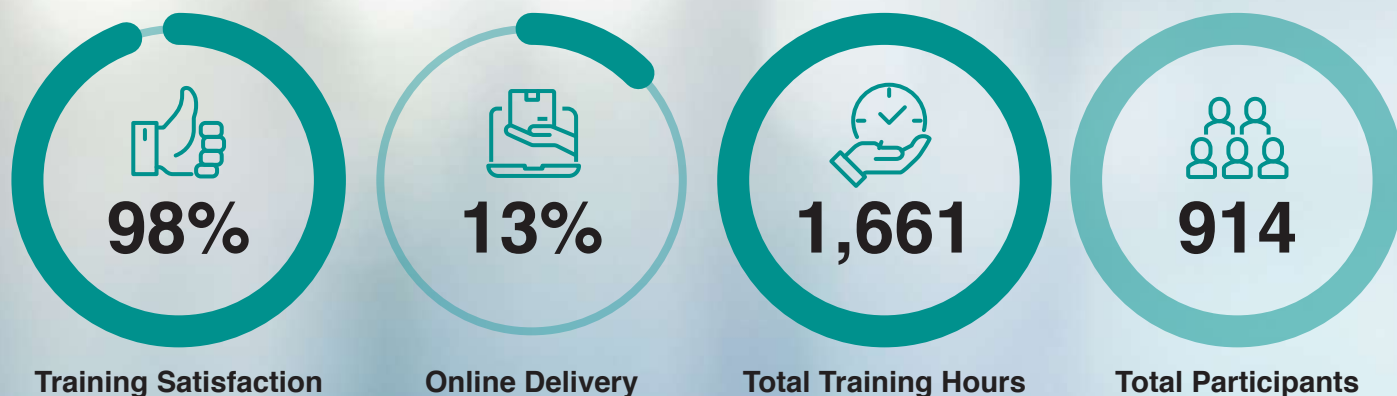
Canon Hong Kong practices "Back to Basics" policies to boost our team's morale and team spirit. We emphasize on creating a friendly working environment where employees can unleash their potentials and creativity. Our team members are reminded of proper business behavior and conduct, to appreciate the work of teammates, and to be innovative and bring services to customers' delight. We have established the "Canon Hong Kong Best Performance Award" to recognize and appreciate our employees that have shown their outstanding effort in the company performance.



"6S Culture" is promoted at Canon Hong Kong in order to provide a good working environment which does not only allow employees to work comfortably, but also reduces work accidents and improves work efficiency. 6S represents six workplace organization methods:



Talent Development



81

Workshop / Seminar / Webinar

↑ 252%
VS 2020



Training Mechanism

Position	Onboarding Training	Structured Training	Elective Training	Self-Development
Senior Management	New Staff Orientation	Canon Management School	Product Knowledge Language Training IT Training Regional / Global Rolling Stone Program	External Seminars & Workshops Educational Subsidy
Managerial		Global Leadership Training Leadership Development Program		
General		General/ Supervisory Training		

Plentiful resources have been invested in providing training programs to employees at Canon Hong Kong. A two-way training mechanism is promoted, either through department head nomination or self-initiation, suitable on-the-job training will be offered by our Human Resources department. With the goal of enabling employees to access the professional knowhow in an interactive way, different kinds of workplace training programs are offered, including:



Classroom Learning



Company Visit



Dedicated Tutor Orientation



eLearning Course



Experiential Learning



Video Stimulation Trainings

Training topics include on-board orientation, supervision and leadership skills, mental health and interpersonal relationship, and regular courses.

External Education Subsidy is also provided to encourage our employees to attend different levels of courses ranging from Professional Certifications, Short Courses, Diplomas, Bachelor's to Master's Degrees run by external accredited institutions for their continuous development.



Tailor-designed Programs by Training Experts

Our trainers equip employees with the technical skills that can build resilience for the unpredictable commercial world with customized corporate training.

A variety of trainings are available for junior to executive level employees, from one-hour lunch time sharing session to a three-day executives training. Department heads and trainers can review the training roadmap to achieve individual growth objectives, thus cultivating a lifelong learning culture at Canon Hong Kong.

“Rolling Stone” Program

Canon Hong Kong encourages employees to make good use of the company’s vast international network to gain global perspective. Employees are given the opportunities to work in the US, Europe and Japan branches, which allows them to obtain more exposure and training, broaden the horizon for their work and promote personal career development. As a result, they can contribute diversified ways of thinking to Canon Hong Kong.

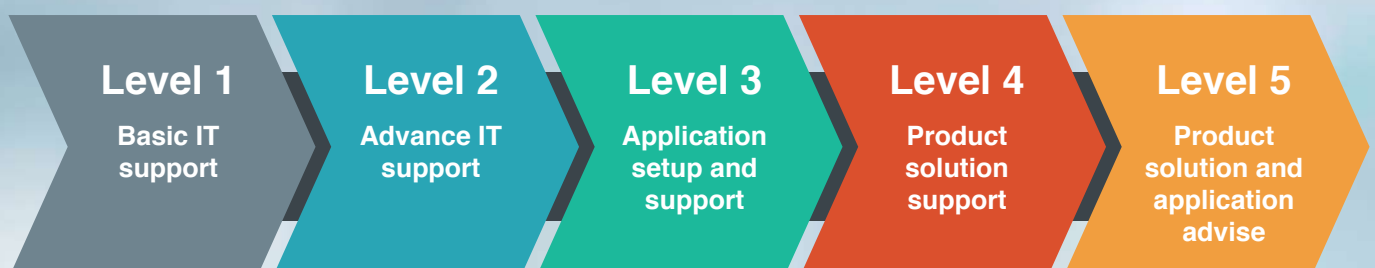
Canon Solutions Championship 2021

Canon Hong Kong participated in the Group’s regional 13th Canon Solutions Championship to enhance sales and marketing professionals. Our team has been recognized and honored to be the Champion of Canon Solution Championship 2021 and Best Sales Award respectively. By presenting the innovative theme “Hybrid Workplace,” our team has demonstrated the capability of comprehensive solutions and integration into the hybrid workplace under the new normal, which impressed the judges with high recommendations.

Engineers must keep up with times and continue to equip themselves in order to become an all-round engineer who is capable of responding to the digitalization of the business ecosystem, as well as coping with the latest digital technologies and innovative solutions. We offer a series of trainings to new engineers prior to their employment duty.



Canon Hong Kong has established Certified Engineer Program since 2017 to ensure the competence of our engineers. This program provides step-by-step training ranging from network to software support, fully meeting the needs of engineers. Cooperating with highly recognized professional certification courses in the market, the program increases the confidence of engineers and help them offer customers with comprehensive and efficient service. To enhance the professionalism of our engineers, we also provide the “Engineer Development Program” that includes overseas on-the-job training organized every year. The Program encourages our engineers to keep up on the latest trends and industry knowledge with an international perspective. In addition, Canon organizes Service Meister contest in Asia regularly where employees can exchange valuable experience and receive recognition from the company. We also encourage the participants to share their experience and promote constructive competition among colleagues.





Comprehensive Compensation System

A performance-based compensation system for all levels of employees at Canon has been implemented, ranging from new hires to senior management. Employees' achievements, work-related processes and performance during the year are evaluated to determine annual remuneration. Individual achievements and company performance will be used as a distribution meter of bonus. We hope to motivate our employee to achieve goals with Canon Hong Kong as a team.

Health & Safety

The provision of a healthy, safe and comfortable environment for employees and customers has always been a prime objective for Canon Hong Kong. Since the early days of the 2000s, we have invested substantially in the implementation of Occupational Health & Safety Management System (OHSMS), aiming to minimize chances of injury or illness to employees and all other stakeholders, via a series of hazard identification and risk assessment works. And the effort did not go unnoticed, in 2005, Canon Hong Kong was awarded the OHSAS18001 OHSMS certificate, recognition on its effort in promoting OHS management.

In 2020, Canon Hong Kong succeeded in migrating its OHSMS to a new standard ISO45001:2018.

Risk Assessment

We conduct risk assessment for all operations to evaluate the risk level based on the probability of occurrence and consequences of each job hazard. According to the assessment results, preventive and control measures are implemented to minimize the risk of injury and illness. The risk assessment is reviewed regularly to address the dynamic nature of business.

Emergency Response Measures

Canon Hong Kong conducts different natures of emergency drills annually to test the appropriate emergency preparedness and response procedures, ensuring effective communication and handling of emergency situation. We also have qualified first aiders for assistance when needed.



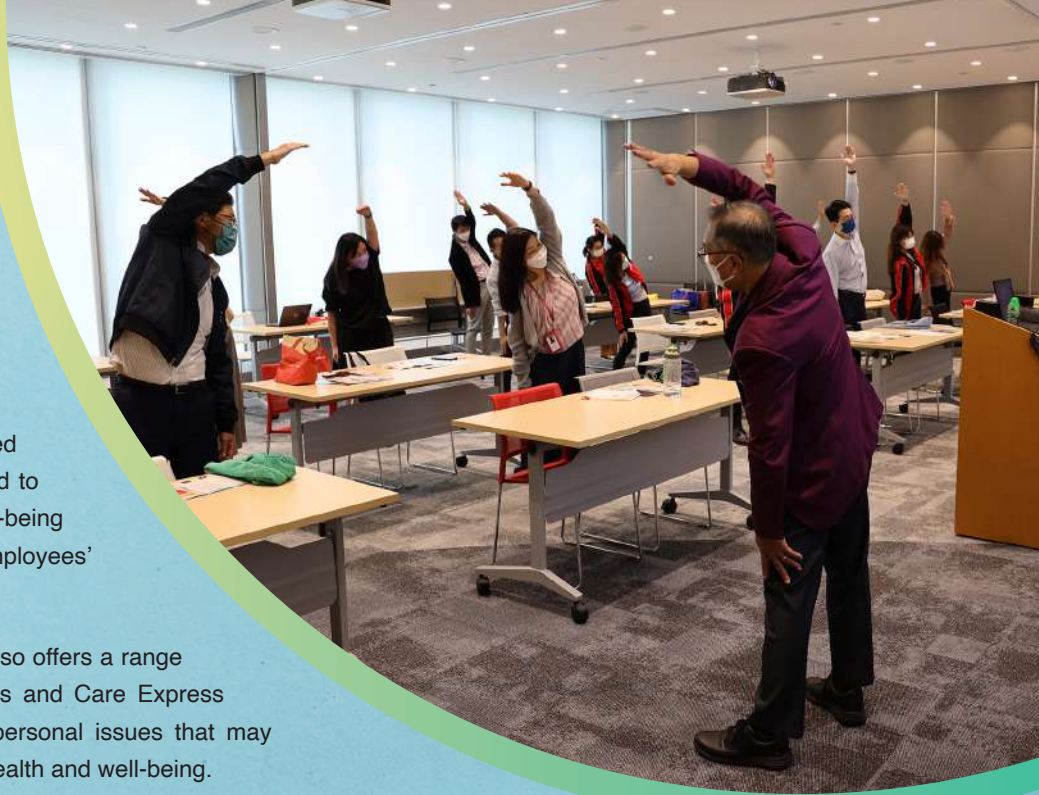
Training and Seminars

Health and safety awareness trainings, such as manual handling, are provided to every staff, aiming at enhancing their knowledge and awareness towards health and safety risks in workplace.

A variety of seminars are also arranged regularly on topics related but not limited to healthy diet, physical health, mental well-being in order to show our care towards employees' health-related habits and mental health.

Our Employee Assistance Programme also offers a range of activities, including wellness seminars and Care Express Hotline, to help employees cope with personal issues that may adversely affect their job performance, health and well-being.

Professional counselling and consultation services are also provided to employees and their immediate families to support them to overcome the challenge.



Indoor Air Quality (IAQ) Assurance



To provide a healthy and comfortable working environment, we have voluntarily joined the “Indoor Air Quality Certification Scheme” organized by the Environmental Protection Department (EPD) since 2005. Canon Hong Kong received the IAQ Certificates with “Good Class” level for our Hung Hom head office, Wan Chai office and Canon Image Square in 2021.

Comprehensive Insurance Protection

As a caring company, Canon Hong Kong offers thorough insurance protection to our employees and their immediate families, including but not limited to dental care, life insurance, and medical insurance.

Work-Life Balance

Staff Recreation Club

Our Staff Recreation Club provides a wide range of recreational activities for our employees and their families, aiming to enhance their physical and mental health to achieve work-life balance and to increase the cohesiveness between our team and the community. We organize activities including:



Sports Club

Movie Night



Dragon Boat Team

Corporate Volunteer Team

Leisure Workshops



Mini Ecosystem Aquarium Workshop

Our colleagues designed and decorated their unique mini ecosystem aquarium during the workshop.



Canon Bowling Fun Night

Our SRC Team organized the "Canon Bowling Fun Night" to further promote a healthy lifestyle among our colleagues.

Family-Friendly Employment Practices

Canon Hong Kong set up nursing rooms to support breastfeeding mothers at work. Full-paid maternity leave and paternity leaves are also provided, allowing our staff to take care of their own families.

Work Environment

Wellness facilities are available at our office for staff to take a break and recharge at work. Indoor spinning bikes make it easier for our employees to exercise at any time of the day. Further, we have three private wellness rooms equipped with massage chairs and lounge chairs for relaxation.



Imaging for Good: Community Care

Following the corporate philosophy of Kyosei, we emphasize operating in harmony with the community and the environment. Conservation of biodiversity, supporting the building of a fair and caring society are as important as our own growth.

We show our care for the community through our imaging expertise by action. A wide range of CSR projects has been initiated under the theme “Imaging for Good”, including cultural heritage, environmental protection, education enlightenment, community care, humanitarian aid to bring positive energy to the society.

Corporate Volunteer Team

Established in 2015, Canon Hong Kong Corporate Volunteer Team is dedicated to corporate social responsibility. In 2021, the scale of volunteer services was inevitably affected to a certain extent due to the pandemic. However, our Corporate Volunteer Team has always been enthusiastic and passionate about contributing to the local community. A total of 38 corporate volunteers have served in 17 service programmes and contributed 540.5 service hours.



Corporate Volunteer Reward Scheme

Canon Hong Kong has initiated the Corporate Volunteer Reward Scheme in practice to encourage our employees to participate in different charitable activities, enhancing their cohesion with the environment and the society, also contributing to our communities.



Canon Hong Kong has honored with “Caring Company 15 Years Plus” logo for our continual commitment in the areas of “Caring for the Community”, “Caring for the Employees” and “Caring for the Environment for 17 years consecutively.

Under the corporate CSR's theme “Imaging for Good”, there are three main focus areas: “Imaging for Green”, “Imaging for Care”, and “Imaging for Fun”. We utilize our expertise and resources to spread and pass on our passion for “Good”.

IMAGING FOR GOOD 影像公益



IMAGING FOR
GREEN

IMAGING FOR
CARE



IMAGING FOR
FUN



IMAGING FOR GREEN

Safeguarding Forests and Biodiversity

Canon Hong Kong supports green economy to take ecology and environment into consideration in its business decisions. We have acquired the FSC Chain of Custody (CoC) Certificate, which verifies that FSC-certified material has been identified and separated from ineligible and unacceptable material in the supply chain.

FSC-certified paper is harvested and produced in a responsible manner, which helps sustain forests for our future generations.

We have launched the Ink Cartridge Recycling Program since 2009, having the famous cartoon character “McDull” as the campaign ambassador, to encourage the public to collect empty ink cartridges for recycling. As of December 2021, we have collected more than 236,000 pieces of ink cartridges.



Educating the Concept of Sustainability

We believe that the concept of sustainability has to be spread out in the community, especially to our next generation, encouraging them to adopt a low carbon lifestyle.

Canon Hong Kong invited representative from Business Environment Council to give environmental seminars to primary and secondary school students on topics such as Ecological Impacts of Climate Change.

We also organized Item Swapping & Donation Program to promote a sustainable and eco-friendly lifestyle among our colleagues. Over 310 items and clothes were donated to The Salvation Army in 2021.

Promoting Sustainable Office Operation

We have been developing office solutions for greener and more sustainable operations. Different kinds of Canon business solutions were showcased in the green intelligence office tours, which co-organized with environmental organizations to help small and medium enterprises to go green in the workplace. As of December 2021, we have organized 21 Green Intelligence Office Tour for 190 enterprises.



Protecting Local Habitats

Local habitats such as woodlands and coastal shores are critical to the native biodiversity. Canon Hong Kong has always been investing into conserving and restoring damaged habitats in Hong Kong.

Canon Hong Kong Corporate Volunteer Team joined hands with The Green Earth (TGE) for the third time to hold a Tree Planting Day. We planted and irrigated 130 local species seedlings in the planting area of Tai Lam Country Park, hoping to extend the local woodland and sustain the biodiversity of the Hong Kong.

Since 2016, Canon Hong Kong Corporate Volunteer Team has been organizing annual clean up volunteer services to restore the natural environment. In 2021, the team worked with TGE to clean up the shoreline of Lamma Island. 15 bags of waste weighing nearly 72 kg was collected and a clean environment was recovered for the native biodiversity.

Invited by World Wide Fund for Nature Hong Kong (WWF-HK), our volunteer team joined the Gardening Service Workshop at Island House to help removing weeds, dead leaves and branches, and gathering raw materials for organic composting.



Promoting Wildlife Photography

Wildlife photography captures the beauty of nature and spreads environmental conservation messages to the public.

Our YouTube Channel has launched a series called #WhatsPhotography. We have invited Dr K Kwong, a wildlife lover, to share his tips on bird photography and insights into the ecosystem.

We have also invited Mr Samson So, a professional wildlife photographer aka Canon Pro Ambassador, to share his experience on wildlife photography via <Canon Master Imaging Space> online professional photography course.



Photos shot by
Mr. Samson So



Mr. Samson So

IMAGING FOR CARE



Supporting Students in Need

Canon Hong Kong has donated all-in-one inkjet and laser printers with consumables to the Yan Chai Hospital Social Services Department for the Small Group Homes & Foster Care Services and Youth Development Centre. The donation is to help students in need to print out homework and materials to assist their studies more effectively.



Engaging the Disabled

We collaborated with Arts with the Disabled Association Hong Kong (ADAHK) to organize Beyond Sight: Non-visual Photography Workshop & Exhibition by providing digital cameras to the visually impaired people with workshops and outings, followed by photo printing for exhibition.

We also provided behavioural therapists of Autism Partnership Foundation (APF) with a train the trainer photography workshop to help them develop their photography workshop for teenagers diagnosed with ASD to express their thoughts and feelings.

Supporting Youth-at-Risk

We have been the “Imaging Partner” of Photography Link YOUTH, a project organized by Suicide Prevention Services (SPS) since 2019. The project provided a series of photography services, including training groups, individual groups, individual counselling and community-based activities to encourage youth to express themselves.

We provided cameras and photo printing equipment support, as well as a train-the-trainer class for SPS’s volunteers. A photography exhibition was held with photos printed by Canon Hong Kong.



Community Fotomo Figure Workshop

Invited by the People Service Centre, we provided photography equipment support for the participants of the Fotomo Figure Workshop, a new art form of combining photography and modelling, to address the beauty of the local community in Sham Shui Po.



Caring and Supporting the Elderly

Partnered with St. James Settlement (SJS), Canon Hong Kong volunteers assisted to make phone calls to the singleton elderly after delivery of Festival Lucky Bag with instant food and face masks distributed by SJS during the Chinese New Year.

After phone conversation, SJS social worker received the elderly's latest health and mental situation from the Volunteer Team for further follow-up. With the support of 14 colleagues, a total of 56 elderlies benefited from the service.

We also offered camera support for the Arts with the Disabled Association Hong Kong (ADAHK) to organize the Life Enrichment Programme for Elderly with early stage of Dementia, to help the elderly stay engaged and creative with art.

Supporting the Rehabilitated Persons

We offered camera support for the "Zen Photography" Course at Pik Uk Correctional Institution. The photography course does not only cultivate the photography interest of the young inmates but also help them express their feelings and emotion through the art therapy.





Humanitarian Aid for the People in Need

Canon Hong Kong organizes Blood Donation Day 2-3 times a year. We encourage eligible colleagues to be regular donors to sustain an adequate blood supply for the people in need. In 2021, 81 packs of blood have been successfully donated to the Hong Kong Cross Blood Transfusion Service.

Food Donation for Underprivileged Families

Canon Hong Kong organized Food Collection and Donation during the Chinese New Year. With the generous support from colleagues, over 210 packs of food have been collected for donation to Kindness Centre from St. James' Settlement to help people in need.

Our Corporate Volunteer Team also visited the Mongkok community, assisted in packaging 280 free lunch boxes and 410 lucky bags with food and necessities for underprivileged families in the district in June (with Kitchee) and August 2021.



Fund-raising for People in Need

Canon Hong Kong has supported numerous charity activities organized by local charity organizations. Our colleagues supported and raised funds for ORBIS World Sight Day for 17 consecutive years and The Community Chest Love Teeth Day for 12 consecutive years.



IMAGING FOR FUN

Imaging for Fun Workshop – Unleashing Possibilities

Apart from bringing convenience and enjoyment to life, Canon always believes that imaging products can also inspire our next generation to explore more possibilities of life.

Canon Hong Kong has developed 10 Imaging for Fun Workshops with 7 NGOs, including the Boys' and Girls' Club Association (BGCA), for children to enjoy creative photo shooting and printing through a fun and interactive session called "Miniature Wonderland".



Imaging for Fun Workshop – Exploring Foreign Culture

In the time of the epidemic, travelling abroad has become much more difficult. Canon Hong Kong held 2 workshops that entitled to be one of the "Japan Autumn Festival in Hong Kong - Rediscovering Nippon 2021" activities. The workshop incorporated Japanese cultural elements in Canon Image Square and the Centre under Yan Chai Hospital respectively.

Different Japanese styled paper craft materials was sourced from Canon Creative Park. Participants could take photos of their "Mini-Me" in front of the miniature of famous Japanese attractions like Mount Fuji and Kyoto. We hope to introduce Japanese culture and the fun of creative photography through this activity. To spread the joy of handmade, a trial kit of Creative Park was also given to the children as a souvenir.

Supporting Local Sports and Music Communities

Sports and music are important elements of life and a healthy community. Canon Hong Kong always supports the development of sports and music. We hope to provide more opportunities to young athletes and musicians, unleashing the talents of the next generation and promoting healthy lifestyle and perseverance.

Since 2004, Canon Hong Kong has been a sponsor of Kitchee (a Hong Kong Premier League soccer team) for 17 years. Throughout these years, the sponsorship has been fully utilized not only on international exhibition matches, but also on local soccer trainings and establishment of Hong Kong's first soccer training centre, promoting local soccer spirit and breed sportsmanship.

In 2021, we supported the Chinese Instrumental Music Concert performed by Mr. Ray Wong for the third time in order to promote the erhu music in a modern way.



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Canon Hongkong Company Limited

Address 5/F., Tower A, China Life Center, 18 Hung Luen Road,
Hunghom, Kowloon, Hong Kong

Tel 21702828

<https://hk.canon>