SK TARGET GROUP LIMITED 瑞強集團有限公司

(incorporated in the Cayman Islands with limited liability) (於開曼群島註冊成立的有限公司) Stock Code 股份代號: 8427

2018 Environmental, Social and Governance Report 環境、社會及管治報告

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About the Report 關於報告

This is the second Environmental, Social and Governance Report (the "**ESG Report**") of SK Target Group Limited (the "**Company**") and its subsidiaries (collectively the "**Group**" or "**We**"). The ESG Report summarizes the efforts and achievement made by the Group in sustainability and social responsibility. As for the information of corporate governance, please refer to the "Corporate Governance Report" on pages 38 to 53 of the Annual Report of 2018.

SCOPE OF THE REPORT

The ESG Report focuses on the sustainability approach and performance of the Group in the environmental and social aspects between 1 June 2017 and 31 May 2018 (the "**Year**"). The environmental key performance indicators ("**KPIs**") as disclosed in the ESG Report are based on the performance of the Group's headquarter, a rental hostel for our employees and two production plants in Malaysia during the Year. The Group will continue to strengthen information collection in order to enhance the environmental realm and disclosure of information on the sustainable development.

REPORTING FRAMEWORK

The ESG Report was prepared in accordance with the "Environmental, Social and Governance Reporting Guide" under Appendix 20 of the Rules Governing the Listing of Securities on the Growth Enterprise Market of the Stock Exchange of Hong Kong Limited.

STAKEHOLDER ENGAGEMENT

The engagement of our employees from different departments of the Group helps us recognize our sustainability performance. The diligently collected and carefully analyzed data underscores not only the Group's sustainable initiatives for the Year, but also the Group's short-term and long-term sustainability strategy. The Group will continue to increase the involvement of stakeholders via constructive conversation with a view to charting a course for long term prosperity.

INFORMATION AND FEEDBACKS

For detailed information about the environmental, social and corporate governance of the Group, please refer to the official website (<u>http://www.targetprecast.com</u>). Your opinions will be highly valued. If you have any advice or suggestions, please email to enquiry@targetprecast.com.

此為瑞強集團有限公司(「本公司」)及其附屬公 司(統稱「本集團」或「我們」)第二份環境、社 會及管治報告(「本報告」)。本報告概述本集 團於可持續發展及社會責任方面所作出的努 力及成果。有關企業管治的資料,請參閱二 零一八年年報第38至53頁「企業管治報告」。

報告範圍

本報告專注於二零一七年六月一日至二零一 八年五月三十一日期間(「本年度」)本集團在 環境及社會方面的可持續發展方針及表現。 本報告所披露的環境關鍵績效指標乃以本年 度本集團總部、一間為僱員租賃的宿舍及兩 間位於馬來西亞的生產廠房的表現為基礎。 本集團將繼續加強資料搜集,以促進環保, 並披露更多有關可持續發展的資料。

報告架構

本報告乃根據香港聯合交易所有限公司GEM 證券上市規則附錄20「環境、社會及管治報 告指引」編製。

持份者參與

本集團各部門僱員的參與有助我們了解我們 於可持續發展方面的表現。經蒐集和仔細分 析的數據,不僅總結了本集團於本年度在可 持續發展方面的努力,亦展示了本集團短期 及長期的可持續性策略。本集團將透過建設 性對話繼續加強持份者的參與,從而達至長 期繁榮發展。

資料及意見

有關本集團環境、社會及企業管治的詳盡資料,請參閱官方網站 (http://www.targetprecast.com)。 我 們 高度重視 閣下的意見。倘 閣下有 任何意見或建議,請以電郵方式發送至 enquiry@targetprecast.com。

About Us 關於我們

The Group is headquartered in Malaysia and is principally engaged in manufacturing and selling precast concrete telecommunication junction boxes and precast concrete electrical junction boxes, which are used mainly in telecommunication and electrical infrastructure upgrade and expansion works as well as construction projects in Malaysia. In comparison to traditional cast-in-situ junction boxes, a precast one can achieve higher time effectiveness, cost efficiency and structural specifications. Due to the aforementioned advantages, the Group has accumulated a wide range of customers such as infrastructure companies. construction companies, mechanical or electrical contractors and sub-contractors in Malaysia who participate in telecommunication or electrical infrastructure projects. To complement our core business, the Group also trades junction box accessories and pipes and offers mobile crane rental and ancillary services such as uplifting services for our precast concrete junction boxes. Thanks to the concerted efforts made by everyone in the Group, the Group was listed on the GEM Board of the Stock Exchange on 19 July 2017.

本集團總部設於馬來西亞,主要從事製造及 銷售預製混凝土電信接線盒及預製混凝土 電力接線盒,產品主要用於馬來西亞的電信 及電力基建升級及擴張工程以及建設項目。 相較傳統現澆接線盒,預製接線盒可達致項目。 較 高時間效益、成本效益及結構規格。基於上 述優勢,本集團已累積廣泛的客戶,如參與 電信或司、機械或電力承包商及分包商。為 配件及管道,並提供移動式起重機租賃及配 套服務,如我們的預製混凝土接線盒的起重 服務。憑藉本集團全仁同心協力,本集團於 二零一七年七月十九日在聯交所GEM上市。

EMISSION TREATMENT

Environmental protection is beyond dispute a collective responsibility of all businesses given the stern environmental circumstances nowadays. As a responsible corporation and manufacturer, the Group has exerted itself to control emission from the production process, in spite of the fact that manufacturing precast concrete junction boxes generates very little air, water and noise pollution. We comply strictly with the laws and regulations related to emission, such as the *Environmental Quality Act*. During the Year, the Group was not aware of any non-compliance with relevant laws and regulations relating to environmental issues.

The Group has established an environmental policy and an environmental management system, which are unique to the Group's business context, aiming at preventing pollution and minimizing environmental impacts. The environmental management system has been certified as meeting the internationally-recognized standard of ISO 14001:2015.

The major source of air pollutants generated by the Group is the use of vehicles and the emission during the Year is shown in the following table:

排放處理

面對現時嚴峻的環境狀況,環境保護無疑是 各行各業的共同責任。雖然製造預製混凝 土接線盒只會產生極少空氣、水質及噪音污 染,但作為一家負責任的公司及製造商,本 集團仍不遺餘力控制生產過程中的排放。我 們嚴格遵守《環境質量法案》(Environmental Quality Act)等有關排放的法例及規例。於本 年度,本集團並不知悉任何違反有關環境問 題的相關法律法規的事宜。

本集團已訂立一套適用於本集團獨有業務環境 的環境政策及環境管理系統,旨在防止污染 及將對環境的影響減至最低。環境管理系統 經核證已符合國際公認標準ISO 14001:2015。

本集團所產生的空氣污染物主要來自於車輛 的使用,下表載列本年度的排放量:

Air Pollutants	空氣污染物	Weight (kg) 重量(千克)
	王利万米初	里里(九/
Nitrogen oxides	氮氧化物	334
Sulphur dioxide	二氧化硫	2
Particulate matter	顆粒物	4

To minimize the impacts, the vehicles, during entry to and exit from our plant, are sprayed with water to remove dusty materials. We also conduct regular inspection on tyre pressure and ensure engines are turned off for idling vehicles to reduce emission of pollutants. On the other hand, the major source of wastewater is the water used for cleaning our products. We adopt a filter system through which sand and pellets of rock are filtered out from the wastewater and are collected for recycling by designated contractors while wastewater enters the municipal drainage system for proper wastewater treatment. With regards to noise pollution, we have conducted a boundary noise monitoring test which proved that the noise during both daytime and nighttime around our plant was compliant with the mandatory limit set by the Department of Environment in Malaysia. 為盡量減低影響,我們會在車輛進出本集團 廠房時向車輛灑水以清除塵垢物質。我們亦 定期進行輪軩壓力檢查,並確保關掉閒置車 輛的引擎以減少污染物排放。此外,污水的 主要來源為清洗我們產品的用水。我們採用 過濾系統以過濾污水中的沙粒及石塊,並經 由專責承包商收集後循環再用,同時污水會 排進城市排污系統作適當的污水處理。至於 噪音污染方面,我們已進行邊界噪音監察測 試,證實日間及夜間我們廠房四周的噪音均 符合馬來西亞環境部所訂的強制性上限。

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WASTE MANAGEMENT

The Group strives to handle our waste with the highest degree of carefulness and compliance with laws, such as the *Environmental Quality Act* and the *Environmental Quality (Scheduled Wastes) Regulations*. The Group generates both non-hazardous and hazardous wastes from the production process and office operation. For non-hazardous wastes, general waste is produced from daily operation of both office and plants, while hand gloves, mould oils, concrete, and scrap metals are generated from the production process. For hazardous wastes, they mainly include bottle spray, lead, light tube and toner. The weights and intensity are shown in the following table:

廢物管理

本集團致力以最嚴謹的方式處理廢物,並 嚴格遵守《環境質量法案》(Environmental Quality Act)及《環境質量(計劃內廢物)規例》 (Environmental Quality (Scheduled Wastes) Regulations)等法例。本集團於生產及辦公 室作業過程中產生無害及有害廢物。就無害 廢物而言,辦公室及廠房的日常作業過程中 均產生一般廢物,而生產過程中亦會產生手 套、滑模油、混凝土及廢金屬。而有害廢物 主要包括瓶裝噴劑、鉛、燈管及墨盒。其重 量及密度載列於下表:

Waste¹

廢物¹

Total hazardous waste produced (kg) ²	產生的有害廢物總量(千克) ²	371
Bottle Spray (kg)	瓶裝噴劑(千克)	189
Lead (kg)	鉛(千克)	171
Toner (kg)	墨盒(千克)	11
Intensity of hazardous waste	有害廢物密度(千克/百萬令吉收益)	
(kg/million RM of revenue)		9.70

To properly handle non-hazardous wastes, the Group has devised a series of procedures in an effort to avoid harmful impacts to the environment resulted from our operation. Apart from general waste and hand gloves which are disposed of at landfills, we recycle mould oils for internal use while concrete and scrap metals are collected and recycled by suppliers so as to minimize the amount of wastes being discarded. To avoid harmful impacts, all hazardous wastes are collected and handled by qualified recycling companies. 為妥善處理無害廢物,本集團設計出一系列 程序,以避免我們的營運對環境造成有害 影響。除於填埋區域處置的一般廢物及手套 外,我們回收滑模油作內部自用,而混凝土 及廢金屬則由供應商收集及循環利用,以盡 量減少所丢棄廢物的數量。為避免有害影 響,所有有害廢物均由合資格回收公司收集 並處理。

- ¹ Since the non-hazardous wastes generated by the Group were collected by third-party cleaning companies and no record was kept during the Year, the amount and intensity of non-hazardous wastes are unable to disclose. The Group will continue to strengthen information collection in order to improve data disclosures in the ESG Report.
- ² During the Year, 35 fluorescent tubes were discarded but the weight was not measured hence not included in the total weight of hazardous waste produced.
- 由於本集團產生的無害廢物由第三方清潔 公司收集,且本年度並無保留記錄,故無 法披露無害廢物的數量及密度。本集團將 繼續加強資料收集,以改善本報告的數據 披露。
- 於本年度,35個熒光燈管被丢棄,但由於 沒有計量其重量,故未計入產生的有害廢 物總量內。

In our office, a plenty of measures are also implemented to reduce waste. For instance, discarded papers such as documents and letters without confidential information and envelopes are collected and sent to recycling companies. We also strive to extend the life cycle of office stationery by reusing envelopes and refilling pens. Besides, rechargeable batteries are chosen over disposable batteries in the office. 我們亦於辦公室實施多項減廢措施,例如收 集非機密文件及信件以及信封等廢紙送往回 收公司。我們亦致力透過再次利用信封及替 換原子筆芯以延長辦公室文具的壽命。此 外,我們的辦公室選用充電電池而非即棄電 池。

ENERGY AND WATER CONSERVATION

Energy and water are the two major resources consumed by the Group. As water is a basic building block for concrete, a vast majority of water consumption is used in the production plants of precast concrete. During the Year, the energy consumption and water consumption, together with their corresponding intensities are shown in the following table:

節能節水

能源及水是本集團所消耗的兩大資源。由於 水是混凝土的基本組成元素,本集團大部分 用水都消耗於預製混凝土的生產廠房。本 年度的能源及水消耗,連同相應密度載於下 表:

Use of Resources

資源使用

Energy	能源	
Total consumption (MWh)	消耗總量(兆瓦時)	525
Fuel combustion for vehicles	汽車燃料燃燒(直接消耗)	
(direct consumption) (MWh)	(兆瓦時)	396
Electricity purchased (indirect consumption)	外購電力(間接消耗)(兆瓦時)	
(MWh)		129
Consumption intensity (MWh/million RM of	消耗密度(兆瓦時/百萬令吉收益)	
revenue)		13.74
Water	水	
Total consumption (m ³)	消耗總量(立方米)	7,940
Consumption intensity (m ³ /million RM of revenue)	消耗密度(立方米/百萬令吉收益)	207.85

The Group is aware of the emergence of multifarious global environmental issues and the associated influences on the human society. We therefore shoulder the burden of environmental protection and sustainability through dedicating considerable efforts to reducing energy and water consumption. 本集團注意到全球出現多種環境問題及對人 類社會的相關影響。因此,我們肩負環境保 護與可持續發展的重任,竭力減少能源及水 消耗。

In order to minimize the electricity usage and enhance the efficiency of the lighting system, we reduce unnecessary lighting and ensure all light fixtures and lamps are cleaned regularly. Other than the lighting system, measures are also implemented for more efficient operation of the air conditioning system. We conduct leakage check on refrigerants and replace the worn-out pressure gauges, pressure hose and connectors of air compressors to prevent refrigerant leakage. Besides, in hot weather and on Fridays, our employees are allowed to dress light so as to reduce the use of air conditioning. There is also room for cutting down energy usage in the use of other electric devices. For instance, computers and other information and communication technology equipment are set to automatic standby mode or switched off when not in use.

Our environmental commitment also encompasses an array of water-saving measures such as reducing water pressure of pipes to the lowest practical level, putting up water saving reminder label in toilet, carrying out regular check for leakage and fixing dripping tips in a prompt and timely manner. We also use water taps and urinal equipment with water-efficient label to minimize water consumption. 為盡量減少用電量及提高照明系統的效能, 我們減少不必要的照明及確保定期清潔所有 燈飾及燈具。除照明系統外,我們亦已採取 更有效運用空調系統的措施。我們進行製冷 劑洩漏檢查及取代老化的壓力錶、壓力軟管 及空氣壓縮機的連接器,以防製冷劑洩漏。 此外,於酷熱天氣及星期五,我們容許僱員 穿著便服以減少使用空調。我們在使用其他 電腦及其他信息和通信技術裝置均會於閒置 時自動調校至待機模式或關機狀態。

我們的環境承諾亦包含一系列節水措施,如 喉管水壓減至最低可用水平、於洗手間貼上 節約用水的提示標誌、進行定期滲漏檢查以 及迅速及時修補滴水問題。我們亦使用貼有 節水標誌的水龍頭及衛生間設備以盡量減少 用水。

GREEN OPERATION

GHG Emission

Climate change is the issue that dominates the world's attention as well as the Group's. It is our conviction that all of us have the obligation to take ownership of our carbon footprint. The Group's production and operation emit greenhouse gas (GHG) directly and indirectly through activities such as electricity and fuel consumption, paper usage and disposal, as well as business trips of employees. Total emission and emission intensity of GHG during the Year are shown as below:

綠色營運

氣候變化是全球關注的議題,本集團也不例 外。我們深信,所有人均有責任控制其碳足 跡。本集團於生產及營運過程中透過消耗電 力及燃料、使用及處置紙張,以及僱員差旅 過程直接及間接釋放溫室氣體。本年度溫室 氣體排放總量及排放密度載列如下:

GIIG EIIII33IOII		
Total emission (tonne CO ₂ e)	排放總量(噸二氧化碳當量)	202
Direct emission (Scope 1) ³ (tonne CO_2e)	直接排放(範圍1)3(噸二氧化碳當量)	95
Indirect emission (Scope 2) ⁴ (tonne CO ₂ e)	間接排放(範圍2)4(噸二氧化碳當量)	95
Indirect emission (Scope 3) ⁵ (tonne CO_2e)	間接排放(範圍3)⁵(噸二氧化碳當量)	12
Emission intensity	排放密度	
(tonne CO ₂ e/million RM of revenue)	(噸二氧化碳當量/百萬令吉收益)	5.30

Our dedication to cutting carbon footprint can be reflected by a couple of measures, in addition to complying with local laws and regulations relating to environmental protection. Logistics and transportation is one of the major sources of GHG emissions of the Group, we thereby optimize route planning for the delivery of our products in order to minimize the mileage of vehicles. We also substitute phone or video conferences for business travel as much as possible. For unavoidable business trip, we always prefer direct flights and economy class so as to lower our carbon footprint from transportation. For energy and water consumption, the benefits of conservation measures adopted by the Group are in fact not limited to saving resources, but the reduction of carbon footprint (please refer to "Energy and Water Conservation" for details).

除遵守當地有關環境保護的法律及法規外, 我們亦採取了若干措施,足以反映我們在減 低碳足跡方面的努力。物流及運輸是本集團 溫室氣體排放主要來源之一。因此,我們已 優化產品運送的路線規劃,以盡量降低車 程。我們亦盡量以電話或視像會議取代商務 旅行。如無法避免商務旅行,我們會選擇直 航及經濟客位以減低我們在交通方面的碳 足跡。就節能節水而言,本集團所採納節約 措施的裨益實際上不僅限於節約資源,同時 亦減少了碳足跡(詳情請參閱「節能節水」)。

- The data include GHG emissions from the combustion of fuels in vehicles.
 The data include GHG emissions from the generation of purchased electricity.
 The data include GHG emissions from the generation of purchased electricity.
 The data include GHG emissions from the generation of purchased electricity.
 - The data include GHG emissions from the landfill disposal of paper $$\,^{\scriptsize 5}$$ waste and business travel by employees.
- 該數據包括來自填埋處理廢紙及僱員差旅 的溫室氣體排放。

The use of paper has long been a main source of carbon emission in modern society, thus we endeavor to reduce paper consumption in our office with pragmatism. We support the use of electronic means, rather than paper-based, to disseminate information wherever possible. Apart from setting our computers and printers as default duplex and economic modes, notices are also placed next to printers to remind employees to use and print on both sides of paper as well as to reuse paper wherever possible. To minimize paper waste, we encourage the use of reusable cutlery such as cups and chopsticks over the disposable one. 長久以來,紙張使用是現代社會的主要碳排 放來源。因此,我們致力以務實方式降低辦 公室的紙張消耗。我們支持盡可能使用電子 方式而非紙本方式發佈消息。除將電腦及打 印機預設為雙面打印及經濟模式外,我們亦 會在打印機旁張貼告示,提醒僱員盡可能雙 面列印及重複使用紙張。為減少廢紙,我們 鼓勵使用可循環再用而非即棄餐具(例如水 杯及筷子等)。

Caring about our Employees 關懷僱員

EMPLOYMENT AND WELFARE

In order to provide the best working environment and protect the rights of our employees, the Group strictly conforms with relevant laws and regulations such as the *Employment Act, Employees Provident Fund Act, Employees' Social Security Act and Minimum Wages Order.* Adhering to the principle of fairness, our applicants are assessed on basis of merits and criteria regardless of his/ her gender, race or religion. As a means to avoid employing child labour, our recruitment process also includes age verification which is an essential step requiring newly employed staff to provide identification documents. To prevent any form of forced labour, a job description outlining the principal accountabilities of the employee is attached in the letter of employment of every employee, which also covers matters such as wages, working hours, probation period, and requirement for notice of termination.

The Group seeks to build an elite workforce by recruiting and promoting outstanding employees. We offer an appealing remuneration package to our staff including salary, bonuses, allowances and medical benefits. The salary of each employee is determined according to his/her experience, qualifications, capability and the prevailing market remuneration rate. Staff performance review is also conducted regularly so as to form the basis of the management decision with regards to salary adjustment, bonuses and promotions. We take into consideration our staff's quality and adequacy of work output, punctuality, initiative, attitude and teamwork when considering salary increment and provision of bonuses. For employees who have decided to resign, exit interview will also be conducted in order to collect precious opinions for any possible improvement of the Group's policies.

Adding to the remuneration package is an assortment of welfare offered by the Group. In an attempt to assure our employees of sufficient rest time, working hours are clearly defined in the letter of employment of every employee and in compliance with relevant laws and regulations. Our staff is subject to a corresponding overtime salary rate for different types of overtime work. Our staff is also entitled to a number of leaves, either statutory or non-statutory, such as public holidays, annual leave, medical and hospitalization leave, maternity and paternity leave, marriage leave, and examination leave. Moreover, medical benefits, insurance and allowance are provided to all employees

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僱傭及福利

本集團嚴格按照相關法例及規定,如《僱傭 法例》(Employment Act)、《僱員公積金法案》 (Employees Provident Fund Act)、《僱員社會 保障法案》(Employees' Social Security Act) 及《最低工資法令》(Minimum Wages Order), 以提供最佳工作環境及保障僱員權益。本 公司恪守公平原則,按申請人的優勢和公司 準則對其進行評估,而不論性別、種族或宗 教。為避免聘請童工,我們的招聘程序當中 亦包括年齡核證的重要步驟,要求新聘員工 提供身份證明文件。為避免任何形式的強制 勞工,每名僱員的聘書中均會附有一份列明 僱員主要職責的工作描述,當中亦會涵蓋工 資、工作時間、試用期及終止聘任通知規定 等事宜。

本集團透過招聘及提拔傑出僱員,致力建立 優秀的工作團隊。我們向員工提供具吸引力 的薪酬方案,當中包括工資、花紅、津貼及 醫療福利。各僱員的工資乃根據其經驗、資 歷、能力及現行市場的薪酬水平釐定。本公 司定期檢討員工表現,為管理層作出有關薪 酬調整、花紅及晉升的決定提供依據。於考 慮加薪及派付花紅時,我們會考慮員工產出 的質素及數量、出勤情況、主動性、態度及 團隊合作精神。如僱員決定呈辭,我們亦會 進行離職面談,以收集任何可改進本集團政 策的寶貴意見。

除薪酬方案外,本集團亦提供多項福利。每 名僱員的聘書中均會清楚列明工作時數,並 會符合相關的法例及規例,以確保僱員有充 足的休息時間。因應不同類型的超時工作, 我們的員工可獲發相應的超時工資。我們的 員工亦享有多項法定或非法定假期,如公 眾假期、年假、醫療及住院假、產假及侍產 假、婚假及考試假。此外,本集團亦向全體 僱員提供醫療福利、保險及津貼。另外,我

Caring about our Employees 關懷僱員

in the Group. Besides that, we also place emphasis on the worklife balance of our staff by hosting various leisure activities, such as festive luncheons, badminton competition and birthday celebration which allow our employees to relax and interact.

During the Year, the Group continued to comply with all the applicable labour laws and regulations in Malaysia and did not face any disciplinary action with respect to the labour protection issues.

TRAINING AND DEVELOPMENT

Fostering our employees' knowledge and skills hence their career development has long been seen as a core strategy of the Group. With the provision of specific training tailored to respective types of employees' goals and needs, we strive to create an intellectually-stimulating environment within which employees can develop basic skills and knowledge, if not specific talent and ability.

It is one of our policies that all employees shall be given the opportunity to attend approved training programs either locally or internally in technical or management fields. For instance, courses regarding essential knowledge on concrete and concrete technology were arranged for our technical staff in an effort to deepen their understanding of concrete hence our products and production process. On the other hand, for accounting and financial staff, training and conference on Malaysia Tax was provided in a bid to improve the accuracy of tax calculation. We also offer training to the middle and top management from different departments so as to enhance their supervisory and management ability. As a way to encourage employees to take the initiative in learning, we offer reimbursements to our staff who have received relevant training and completed development programs that pertain to their respective work positions and skills.

Our employee development strategy is more than mere provision of training as the Group is also devoted to paving a path for employees' career development. As mentioned, we carry out staff performance review regularly in an attempt to provide promotion opportunities for employees with outstanding performance. Recommendation on training is also given to staff so as to help them step further in their career path in the future. 們亦強調員工的工作與生活平衡,透過舉辦 節日午餐聚會、羽毛球比賽和生日會等休閒 活動,讓僱員舒緩壓力及聯誼。

於本年度,本集團持續遵守馬來西亞的所有 適用勞動法律法規,且並未遭遇任何有關勞 動保障問題的懲戒處分。

培訓與發展

培養僱員的知識與技能,從而協助其事業 發展,一直以來都是本集團的核心策略。透 過提供切合不同類型僱員的目標和需要的特 別培訓,我們致力營造可激發僱員智慧的環 境,令僱員能夠發展基本的技能與知識,甚 至其他特別的才能。

令全體僱員有機會參加技術或管理領域內的 本地或集團內部批准培訓項目,乃我們的政 策之一。例如,我們為技術員工安排有關混 凝土及混凝土技術必備知識的課程,以加深 彼等對混凝土,以及我們產品及生產程序的 理解。另一方面,我們為會計及財務員工提 有關馬來西亞税法的培訓及會議,以提高 計税的準確性。我們亦向不同部門的中高層 管理人員提供培訓,以提高其監督和管理能 力。為鼓勵僱員主動學習,曾接受相關培訓 及完成與其工作崗位及技能有關的發展計劃 的員工均可報銷所支付的費用。

我們的僱員發展策略不單為僱員提供培訓, 本集團還致力為僱員的事業發展鋪路。如上 文所述,我們定期檢討僱員表現,為表現出 色的僱員提供晉升機會。我們亦會向員工提 供培訓建議,以協助彼等的未來事業更上一 層樓。

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瑞強集團有限公司 / 2018 環境、社會及管治報告

Caring about our Employees 關懷僱員

HEALTH AND SAFETY

In view of the paramount importance of employees' health and safety, we strictly abide by the laws and regulations that are relevant to occupational health and safety which include the Factory and Machinery Act, Fire Service Act, Electricity Supply Act, Occupational Safety and Health Act and the Workmen's Compensation Act. To better ensure the safety and health of our staff, we have also established a Safety and Health Committee which is responsible for reviewing our safety and health measures, investigating cases of unsafe and unhealthy and coping with matters related to government investigation. Employee representatives are appointed to the Committee and meetings are held regularly so as to keep track of all health and safety matters. With well-established occupational safety and health (OH&S) policies, the Group has successfully obtained the certificate of OHSAS 18001:2007 Occupational Health and Safety Management System.

The Group carries out a safety plan which consists of four areas. To minimize the risk of injury, we provide personal protection equipment such as safety shoes, gloves, spectacles, face shield and earplugs, which cater for the needs of workers from different departments. Safety training, which is conducted by either internal or external parties such as the National Institute of Occupational Safety and Health, is given to our employees before using any machine or equipment and handling dangerous chemicals. Programs such as toolbox talks, induction programs, exercises, lectures and seminars are also organized to complement each other. Apart from training and equipment provision, we also carry out job hazard analysis on an ongoing basis in an attempt to set down potential hazards preventive measures for our employees to follow. Lastly, safety and health inspections are conducted regularly to ensure all health and safety measures are duly implemented.

In pursuit of an injury-free business environment, fire drills and training on the use of fire extinguisher and first aid, are also arranged annually to enhance our employees' ability in dealing with emergency. The group will continue to review the OH&S objectives, policy and management system at a periodic basis for suitability, and improve its effectiveness.

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健康與安全

鑒於僱員健康與安全的高度重要性,我們嚴 格遵守有關職業健康與安全的法律規定,包 括《工廠及機械法案》(Factory and Machinery Act)、《消防法案》(Fire Service Act)、《電力 供應法案》(Electricity Supply Act)、《職業 安全與健康法案》(Occupational Safety and Health Act) 及《勞工賠償法案》(Workmen's Compensation Act)。我們亦成立了安全及健 康委員會,負責檢討各項安全及健康措施、 調查不安全及不健康的個案及處理涉及政府 調查的事宜,以更佳地保障員工的安全及健 康。僱員代表獲委任參與委員會,並定期舉 行會議,以跟進所有健康和安全事宜。憑藉 完善的職業安全與健康政策,本集團已成功 取得OHSAS 18001:2007職業健康安全管理 體系證書。

本集團實施由四個範疇組成的安全計劃。為 盡量降低受傷風險,我們提供切合不同部 門工人需要的個人防護裝備,如安全鞋、手 套、護目鏡、面罩及耳塞。僱員在使用任何 機器或設備及處理危險化學品前,均會接受 由內部或外界機構(例如國家職業安全與健 康研究所(National Institute of Occupational Safety and Health))向彼等提供的安全培訓。 我們亦會舉辦工地座談會、入職課程、練習、 講座及研討會等不同課程,以作相互配合。 除提供培訓及設備外,我們亦持續進行職業 危害的措施。最後,我們亦會定期進行安全 及健康檢查,確保所有健康和安全措施得到 妥善執行。

為追求零傷害的業務環境,我們亦每年安排 消防演習以及滅火器使用及急救培訓,以加 強僱員處理緊急情況的能力。本集團將繼續 定期檢討職業健康與安全目標、政策及管理 體系的適用性,並提高其成效。

Operating our Business 經營業務

SUPPLY CHAIN MANAGEMENT

To comprehensively fulfill our environmental and social responsibility, the Group also puts effort in managing our business operation including the supply chain. We purchase raw materials and accessories for the manufacturing of our precast junction boxes. When selecting suppliers, we take into account a range of criteria including product pricing, product quality, supply capability, business track record and the services provided by the suppliers. Environmental performance of the suppliers is also an essential factor affecting the Group's decision. For example, we focus on the chemical constituent of raw materials and consider if they are detrimental to the health and safety of our employees or customers.

After collecting the relevant information during the selection process, we have compiled a list of approved suppliers to facilitate periodic review. The Group works closely and regularly with our suppliers in order to review their backgrounds and performance as well as their business licenses and requisite certifications. Besides, product quality, ease of contacting and response to enquiries and complaints are also parts of our consideration. To enhance the reliability of the results of performance review, site visits to our main suppliers are also conducted to better evaluate their business performance. In general, we aim to maintain a good relationship with suppliers with remarkable environmental and social performance while suppliers who fail to satisfy any of the aforementioned requirements or in violation of the Group's policy would be excluded from the supplier list.

QUALITY ASSURANCE

As a manufacturer, we never spare ourselves in the pursuit of excellence in product quality and we always adopt stringent and high-standard quality control for our products and services so as to achieve a continued success. The Group has established a quality management system which is designed and implemented according to requirements of the ISO 9001:2015 Quality Management System. While our top management is fully responsible and dedicated to the development, implementation and continual improvement of the quality management system, a quality control team is assigned to oversee the quality control measures for our products and raw materials.

供應鏈管理

為全面履行環境及社會責任,本集團亦致力 管理其業務營運(包括供應鏈)。我們就製造 預製混凝土接線盒採購原材料及配件。在挑 選供應商時,我們考慮包括產品定價、產品 質素、供應能力、業務往績以及供應商所提 供的服務等多項準則。供應商的環境表現亦 為影響本集團決定的重要因素。舉例而言, 我們著重原材料的化學成份,並考慮有關成 份會否損害僱員或客戶的健康與安全。

在挑選過程中收集相關的資料後,我們已編 製一份認可供應商名單,以便定期審閱。本 集團與供應商緊密且定期合作,以審查彼等 的背景和表現以及其業務牌照及所需認證。 此外,產品質素、聯繫的方便程度以及對 調及投訴的回應速度亦為我們考慮因素的一 部分。為提高表現審查結果的可靠性,我們 亦會實地造訪主要供應商,以更佳地評估其 業務表現。一般而言,我們致力與在環境及 社會方面表現卓越的供應商維持良好關係, 並將未能符合任何上述要求或違反本集團政 策的供應商從供應商名單剔除。

質量保證

作為製造商,我們在追求卓越產品質素方 面從不怠懈,並一直對產品及服務採用嚴格 且高標準的質量監控,務求取得持續成功。 本集團已建立一套質量管理系統,乃根據 ISO 9001:2015質量管理系統的要求設計及 推行。我們的高級管理層全面負責及致力發 展、推行及持續改善質量管理系統,而質量 監控團隊則負責監察產品及原材料質量的監 控措施。

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Generally, our quality management measures are carried out in several steps. Before commencing the manufacturing of products for our customers, the Sales Department is responsible for ensuring all customer requirements are clearly defined so that products specifications as required by our customers can be met. After that, a physical inspection will be arranged for all incoming raw materials and equipment to avoid any non-compliance with the specifications. Upon completion of the manufacturing, our products are subject to various quality examinations such as measuring product dimensions, loading test and concrete hardness test by well-trained quality control assurance inspectors. To better improve our product quality, customers' perception as to whether or not we meet their requirements is determined through customer satisfaction surveys, regular meetings or visits to customers. The results of the aforementioned procedures will be properly documented.

In case of any non-conformance of our products, either to the prescribed standards or the customers' requirements, we will carry out remedial and preventive action in response to the complaints from our clients. Reports will also be prepared to summarize the cases and suggest corrective actions. As a responsible manufacturer, we always strive for zero-complaint.

As recognition of our effort in achieving high product quality, the Group has obtained registrations from the Scientific and Industrial Research Institute of Malaysia (SIRIM) for a certain models of our standard precast concrete junction boxes in relation to product quality since 2005. We have also successfully obtained the certificate of ISO 9001:2015 for our quality management system applicable to our precast concrete manholes and accessories.

PROTECTION OF CUSTOMER DATA AND PRIVACY

Regarding customer information and data, the Group always handles it with the highest degree of confidentiality. Instruction with respect to confidentiality is clearly stated in the letter of employment of our employees. In other words, employees are well noted about the importance of protecting the privacy of our customers and the Group even before their commencement of work. Our employees are prohibited to reveal or capitalize on any confidential matters or information related to their work and the Group no matter under employment or after termination of their employment. To emphasize the significance of privacy protection, divulging confidential information to any third parties or outsiders without authorization is regarded as a major misconduct and could result in disciplinary actions. 一般而言,我們的質量管理措施按多個步驟 進行。為客戶製造產品前,銷售部門負責確 保已明確界定客戶的所有要求,從而令產品 規格符合客戶要求。之後,我們將會安排對 所有進貨原材料及設備進行實質檢查,以避 免任何不符合規格的情況。製造完成後,產 品須接受經專業培訓質控保證檢驗員進行的 多項以及混凝土硬度測試。為進一步改善產品 質量,我們透過進行客戶滿意度調查、定 調 的要求。上述程序的結果均會以文件妥善記 錄。

如有任何不合格產品(不論是未能符合規定 標準或客戶要求),我們將會因應客戶的投 訴採取補救及預防行動。我們亦會編製報 告,概述有關事件並建議糾正措施。作為負 責任的製造商,我們一直致力以零投訴作為 目標。

本集團已自二零零五年起就若干型號的標準 預製混凝土接線盒取得由馬來西亞標準與 工業研究院(Scientific and Industrial Research Institute of Malaysia (SIRIM))發出的產品質量 認證,表彰我們在達成高產品質量方面所付 出的努力。我們亦成功就適用於預製混凝土 沙井及配件的質量管理系統取得ISO 9001: 2015認證。

保護客戶數據及私隱

本集團一直以高度保密方式處理客戶資料及 數據。有關保密方面的指示已於僱員的聘書 中清楚列明。換言之,僱員在展開工作前已 清楚了解保障客戶及本集團私隱的重要性。 不論在受聘期間或在終止受聘後,僱員不得 透露或利用任何與其工作及本集團有關的機 密事宜或資料。為強調保障私隱的重要性, 未經授權向任何第三方或外界人士洩露機 密資料被視為重大不當行為,可導致紀律處 分。

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PROTECTION OF INTELLECTUAL PROPERTY RIGHTS

The Group spares no effort to protect the intellectual property rights of the Group by conforming to the relevant laws and regulations such as the Trade Marks Act and Common Law Protection towards Unregistered Trade Marks. We have registered our trademark in Malaysia and all our precast concrete junction boxes are labeled with the registered trademark to prevent any infringement of our intellectual property rights by any parties. We respect intellectual property rights and do not tolerate any breach of third parties' copyrights. We also require absolute accuracy of all information on our website and forbid any false, misleading or inaccurate statement in any form of our marketing activities. In the Year except for the litigation involving the Company's subsidiaries as stated in the Company's announcement dated 16 October 2017, we had not engaged in, and were not aware of, any litigation or legal proceedings for the violation of intellectual property rights or any material violation.

ANTI-CORRUPTION

Corruption could be a source of risk that weakens a business's stability and hampers its development. Thus, the Group has made its greatest effort to adhere strictly to a high standard of business conduct. We truly believe that the business conduct of the Group highly hinges on every employee's conduct hence we have formulated a code of ethics and make sure it is well communicated to all employees in the Group.

Following the code of ethics, our employees are forbidden to undertake any activity from which a conflict of interest of the Group could arise. Any employee found to be in a position of conflict must declare his interest and abstain from taking part in any decision making process concerning that activity. Besides, we also have clear regulations governing the receipt of gifts by employees from customers, clients or suppliers, to deter any form of bribery. Excessive and lavish entertainment without a clear business purpose is strictly prohibited. For easier and clearer communication of the meaning of the code of ethics, a list of major misconduct is also included. For example, failure to declare interests by an employee is deemed to have committed a major misconduct and subject to a disciplinary action.

保護知識產權

本集團透過導守相關法例及規例(如《商標 法》(Trade Marks Act)及《普通法對非註冊商 標的保障》(Common Law Protection towards Unregistered Trade Marks)), 致力保障本集 團的知識產權。我們已於馬來西亞註冊商 標,而所有預製混凝土接線盒上均已印有註 冊商標,以避免任何人士侵犯我們的知識產 權。我們尊重知識產權,不會容忍任何違反 第三方版權的情況。我們亦要求載於本集團 網站的所有資料絕對準確,並禁止在市場推 廣活動中作出任何形式的虛假、誤導或失實 陳述。於本年度,除於二零一七年十月十六 日的公佈所述涉及本公司之附屬公司的訴訟 外,我們並無涉及且並不知悉任何有關違反 知識產權或任何重大違規事宜的訴訟或法律 程序。

反貪污

貪污有可能成為削弱業務穩定性及阻礙發展 的風險來源。因此,本集團盡最大努力恪守 高標準的商業操守。我們確信,本集團的商 業操守高度取決於每位僱員的操守,因此我 們已制定道德守則,並確保已有效地向本集 團全體僱員傳達有關守則。

根據道德守則,僱員不得進行任何可能對本 集團造成利益衝突的活動。任何僱員如被發 現出現利益衝突,必須申報其利益並避免參 與有關活動的任何決策過程。此外,我們已 就僱員收取顧客、客戶或供應商的餽贈制 明確規則,以防止任何形式的賄賂。我們配 個度鋪張的宴請。為更方便及清晰地傳達 德守則的涵義,守則內亦載列了一份重大不 當行為的清單。舉例而言,沒有申報利益的 僱員會被視為干犯重大不當行為,並須受到 紀律處分。

Contributing to our Community 貢獻社區

Apart from the pursuit of business development, the Group also exerts itself to attain its philanthropic goal through participating in various charitable activities. Our endeavour in fostering the new generation is exemplified by the establishment of an education fund in a local primary school, the SJK (C) Balakong. The Group has also played a part in supporting local culture by donating to local religion societies. 除了追求業務發展,本集團亦透過參與各種 慈善活動,實現其慈善目標。我們致力於培 養新一代,例如於當地小學SJK (C) Balakong 成立教育基金。通過向當地宗教團體捐款, 本集團亦在支持當地文化方面發揮重要作 用。

KP 國 爭	建績效指標	Description 説明	Chapters 章節	Page No. 頁次
Environment 環境			÷	
A1 A1	Emissions 排放物			
	A1.1	The types of emissions and respective emissions data.	Emission Treatment	4
		排放物種類及相關排放數據。	排放處理	
	A1.2	Greenhouse gas emissions in total and, where appropriate, intensity.	Green Operation	8
		溫室氣體總排放量及(如適用)密度。	綠色營運	
	A1.3	Total hazardous waste produced and, where appropriate, intensity.	Waste Management	5
		所產生有害廢棄物總量及(如適用)密度。	廢物管理	
	A1.4	Total non-hazardous waste produced and, where appropriate, intensity.	<i>No relevant disclosure for</i> <i>the Year</i>	N/A
		所產生無害廢棄物總量及(如適用)密度。	本年度並無相關披露事宜	不適用
	A1.5	Description of measures to mitigate emissions and results achieved.	Emission Treatment; Green Operation	4, 8
		描述減低排放量的措施及所得成果。	排放處理;綠色營運	
	A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Waste Management	5
		描述處理有害及無害廢棄物的方法、減低產生量的 措施及所得成果。	廢物管理	

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KPI 思确体动长 栖	Description अ∺ □□	Chapters 亲	Page No.
關鍵績效指標	説明	章節	頁次
A2 Use of Re A2 資源使用	esources		
A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及/或間接能源總耗量及密度。	Energy and Water Conservation 節能節水	6-7
A2.2	Water consumption in total and intensity. 總耗水量及密度。	Energy and Water Conservation 節能節水	6-7
A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Energy and Water Conservation 節能節水	6-7
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	Energy and Water Conservation	6-7
	描述求取適用水源上可有任何問題,以及提升用水 效益計劃及所得成果。	節能節水	
A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced.	Not Applicable	N/A
	製成品所用包裝材料的總量及(如適用)每生產單位 佔量。	不適用	不適用
A3 The Envir A3 環境及天乡	onment and Natural Resources 然資源		
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Emission Treatment; Waste Management; Energy and Water Conservation; Green Operation	
	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。	排放處理;廢物管理;節能 節水;綠色營運	

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KP		Description	Chapters 幸 齋	Page No.
翻動	建績效指標	説明	章節	頁次
Soc	cial			
社會				
	Employme	nt		
B1	僱傭			
	B1.1	Total workforce by gender, employment type, age	No relevant disclosure for	N/A
		group and geographical region.	the Year	
		按性別、僱傭類型、年齡組別及地區劃分的僱員總 數。	本年度並無相關披露事宜	不適用
	B1.2	Employee turnover rate by gender, age group and geographical region.	<i>No relevant disclosure for the Year</i>	N/A
		按性別、年齡組別及地區劃分的僱員流失比率。	本年度並無相關披露事宜	不適用
B2	Health and	d Safety		
B2	健康與安全			
	B2.1	Number and rate of work-related fatalities.	<i>No relevant disclosure for the Year</i>	N/A
		因工作關係而死亡的人數及比率。	本年度並無相關披露事宜	不適用
	B2.2	Lost days due to work injury.	No relevant disclosure for the Year	N/A
		因工傷損失工作日數。	本年度並無相關披露事宜	不適用
	B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Health and Safety	12
		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。	健康與安全	
В3	Developm	ent and Training		
B 3	發展及培訓	1		
	B3.1	The percentage of employees trained by gender and employee category.	<i>No relevant disclosure for the Year</i>	N/A
		按性別及僱員類別劃分的受訓僱員百分比。	本年度並無相關披露事宜	不適用
	B3.2	The average training hours completed per employee	No relevant disclosure for	N/A
		by gender and employee category.	the Year	
		按性別及僱員類別劃分,每名僱員完成受訓的平均 時數。	本年度並無相關披露事宜	不適用

KPI 關錄	堻績效指標	Description 説明	Chapters 章節	Page No. 頁次
	Labour Sta 勞工準則	andards		
	B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例以避免童工及強制勞工的措施。	Employment and Welfare 僱傭及福利	10
	B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步	No relevant disclosure for the Year 本年度並無相關披露事宜	N/A 不適用
В5 В5	Supply Ch 供應鏈管理	ain Management		
	B5.1	Number of suppliers by geographical region.	<i>No relevant disclosure for the Year</i>	N/A
		按地區劃分的供應商數目。	本年度並無相關披露事宜	不適用
	B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	Supply Chain Management	13
		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、以及有關慣例的執行及監察方法。	供應鏈管理	

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(PI	Description	Chapters	Page No.
剶 鍵績效指核	, 一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一	章節	頁次
36 Product 36 產品責任	: Responsibility E		
B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	No relevant disclosure for the Year	
	已售或已運送產品總數中因安全與健康理由而須召 回的百分比。	本年度並無相關披露事宜	不適用
B6.2	Number of products and service related complaints received and how they are dealt with.	<i>No relevant disclosure for the Year</i>	N/A
B6.3	接獲關於產品及服務的投訴數目以及應對方法。 Description of practices relating to observing and	本年度並無相關披露事宜 Protection of Intellectual	不適用 15
	protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Property Rights 保護知識產權	
B6.4	Description of quality assurance process and recall procedures.	Quality Assurance	13
	描述質量保證過程及產品召回程序。	質量保證	
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Protection of Customer Data and Privacy	14
	描述消費者數據保障及私隱政策,以及相關執行及 監察方法。	保障客戶數據及私隱	
87 Anti-co 87 反貪污	rruption		
B7.1	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.	<i>No relevant disclosure for the Year</i>	N/A
	於報告期間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。	本年度並無相關披露事宜	不適用
B7.2	Description of preventive measures and whistle- blowing procedures, how they are implemented and monitored.	<i>No relevant disclosure for the Year</i>	N/A
	描述防範措施及舉報程序,以及相關執行及監察方 法。	本年度並無相關披露事宜	不適用

KF	PI	Description	Chapters	Page No.
關	鍵績效指標	説明	章節	頁次
	3 Communit 3 社區投資	y Investment		
	B8.1	Focus areas of contribution.	Contributing to our Community	16
		專注貢獻範疇。	貢獻社區	
	B8.2	Resources contributed to the focus area.	No relevant disclosure for the Year	N/A
		在專注範疇所動用資源。	本年度並無相關披露事宜	不適用

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