



信義香港  
XINYI  
HONG KONG

**XINYI AUTOMOBILE GLASS  
HONG KONG ENTERPRISES LIMITED**  
**信義汽車玻璃香港企業有限公司**

(Incorporated in the Cayman Islands with limited liability)

(根據開曼群島法例註冊成立的有限公司)

Stock Code 股份代號：08328



# Contents 目錄

<b>ABOUT THIS REPORT</b>	<b>關於本報告</b>	<b>2</b>
<b>ABOUT XINYI HONG KONG</b>	<b>關於信義香港</b>	<b>3</b>
<b>ENVIRONMENTAL PROTECTION</b>	<b>環境保護</b>	<b>4</b>
EMISSIONS	排放物	5
USE OF RESOURCES	資源使用	7
THE ENVIRONMENT AND NATURAL RESOURCES	環境及天然資源	9
<b>SOCIAL ASPECT</b>	<b>社會</b>	<b>11</b>
EMPLOYMENT AND LABOUR PRACTICES	僱傭及勞工常規	11
OPERATING PRACTICES	營運慣例	18
COMMUNITY	社區	20



## About this Report 關於本報告

This report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “**ESG Reporting Guide**”), Appendix 20 to the Rules Governing the Listing of Securities on GEM of the Stock Exchange of Hong Kong Limited (the “**SEHK**”). The Environmental, Social and Governance Report published by Xinyi Automobile Glass Hong Kong Enterprises Limited (hereinafter refer to as “**Xinyi Hong Kong**” or the “**Company**”) (SEHK Stock Code: **08328**) and its subsidiaries (the “**Group**”) mainly focuses on Xinyi Hong Kong’s policies and performance in its corporate social responsibilities during the period from 1 January 2018 to 31 December 2018. This report provides an overview of the sustainability strategies and social responsibilities undertaken by the Group. For details of the Group’s corporate governance matters, please refer to the annual report of the Company published on 29 March 2019.

This report is available for inspection on the Company’s website (<http://www.xyglass.com.hk>) and the SEHK website (<http://www.hkexnews.hk>).

This report is published in two languages, Chinese and English. In case of discrepancy between the two versions, the Chinese version shall prevail. If you have any questions or suggestions regarding the contents of this report, please contact us by phone or by mail. Our contact details are as follows:

Xinyi Automobile Glass Hong Kong Enterprises Limited  
Investor Relations Department

Address: 21/F, Rykadan Capital Tower  
135 Hoi Bun Road, Kwun Tong  
Kowloon, Hong Kong

Tel: +852 3919 2888

Fax: +852 3919 2890

E-mail: [ir@xyglass.com.hk](mailto:ir@xyglass.com.hk)

Website: [www.xyglass.com.hk](http://www.xyglass.com.hk)

本報告按照香港聯合交易所有限公司(「**香港聯交所**」)的GEM證券上市規則附錄二十《環境、社會及管治報告指引》(「**ESG報告指引**」)編寫。信義汽車玻璃香港企業有限公司(以下簡稱「**信義香港**」、「**本公司**」)(香港聯交所股份代號：**08328**)及其附屬公司(「**本集團**」)發佈的《環境、社會及管治報告》，主要描述由二零一八年一月一日至二零一八年十二月三十一日為止期間，信義香港在企業社會責任的政策及表現。本報告提供本集團所承擔的可持續策略及社會責任的總覽。有關本集團企業管治事宜的詳情，請參閱本公司於二零一九年三月二十九日刊發的年報。

本報告可在本公司網站(<http://www.xyglass.com.hk>)及香港聯交所網站(<http://www.hkexnews.hk>)查閱。

本報告以中、英文兩種文字出版，若兩種版本出現差異，請按中文版解讀。對本報告的內容如有任何疑問或建議，歡迎來電或來函詢問。我們的聯繫方式如下：

信義汽車玻璃香港企業有限公司  
投資者關係部

地址：香港九龍  
觀塘海濱道135號  
宏基資本大廈21樓

電話：+852 3919 2888

傳真：+852 3919 2890

電郵：[ir@xyglass.com.hk](mailto:ir@xyglass.com.hk)

網站：[www.xyglass.com.hk](http://www.xyglass.com.hk)



## About Xinyi Hong Kong 關於信義香港

Xinyi Hong Kong is one of the largest vehicle glass repair and replacement service providers in Hong Kong. The Group currently has four service centres and a motorcade service team with 21 vehicles for the provision of its services.

The Group has a production plant for the production of lithium battery products in Wuhu city of Anhui Province in China. The Group also engages in the development and sale of energy storage facilities with lithium batteries, like large-scale power banks for manufacturing facilities to facilitate load shifting and power stabilization, uninterruptible power supply (UPS) and power banks for households.

Two of the Group's customers for power batteries are engaged in the production of forklifts. The Group has also agreed with these two customers to source forklifts from them and engage in the trading of forklifts powered by its lithium batteries.

The Group holds approximately 18% equity interest in Xinyi Wind Power (Jinzhai) Company Limited ("Xinyi Wind"). Xinyi Wind has a wind farm in Anhui Province. The Group provides management services to Xinyi Wind.

信義香港為香港最大的汽車玻璃維修及更換服務供應商之一。本集團目前有四間服務中心及21輛車的車隊服務團隊提供服務。

本集團於中國安徽省蕪湖市設有生產廠房以生產鋰電池產品。本集團亦從事開發及銷售鋰電池儲能設施，如用於調峰調頻及穩定供電的大型製造設施電源、不間斷電源及家用儲能系統。

本集團的兩名動力電池客戶從事叉車生產。本集團亦已與該兩名客戶議定向彼等購買叉車並從事以鋰電池作為動力的叉車的貿易。

本集團持有金寨信義風能有限公司（「信義風能」）約18%的股權。信義風能於安徽省設有一個風電場。本集團為信義風能提供管理服務。



## Environmental Protection 環境保護

Xinyi Hong Kong continues to increase the business investment in new energy sector. This is to create and shape the Group itself an environmental-friendly and innovative brand. Through continuous integration and optimisation of the “green” industrial chain, it gives and actively promotes to customers such energy-saving and environmental-friendly product experience and green initiatives. These green ideas are actively fostered within the Group.

Lithium battery and wind energy are renewable energy, which can reduce the reliance on traditional fuels and cause less damage to the environment and resources. Compared with conventional batteries, lithium-ion batteries feature an array of advantages including high energy density, light weight, tiny size, long life cycle and quick charging. They are also known as “green and new energy products” since they are free of heavy metals such as lead, cadmium and do not contain toxic substances. Therefore, there are no significant environmental risks of pollution in the lithium battery related business of the Group.

As a lithium-ion battery and energy storage products producer in the new energy business sector, the Group is strongly committed to environmental protection while conducting business in mainland China. With the aim of creating green spaces, the Group has been carrying out a series of environmental protection measures and has actively implemented various emission reduction solutions. In response to the country’s advocacy and promotion of environmental protection, the Group optimises its production facilities and implements intelligent manufacturing automations. As an important part of the enterprise development strategy, “energy saving and environmental protection” is implanted in every step of its development.

信義香港不斷加大對新能源領域的業務投入，致力將本集團自身打造成為環保及創新的品牌。通過不斷整合和優化「綠色」產業鏈，給客戶帶來節能、環保的產品體驗的同時，積極宣導綠色發展之道，在本集團內部積極推動。

鋰電池及風能屬可再生能源，能降低對傳統燃料能源的依賴，從而減少對環境資源的破壞。與傳統電池比較，鋰離子電池具有能量密度高、重量輕、體積小、循環壽命長、充電快速等優勢，同時由於不含鉛、鎘等重金屬，亦不含毒性材料，被稱為綠色新能源產品。因此，本集團的鋰電池相關業務並不存在重大環境污染風險。

作為一間新能源業務領域的鋰離子電池及儲能產品製造商，本集團於中國內地進行業務的同時，致力對環境保護盡力盡責。本集團一直實施一連串環保措施，積極推行各種減排放量方案，旨在創造綠色空間。本集團響應國家提倡和推動環保工作，優化生產設施，實行智慧製造的自動化工序。「節能環保」作為企業發展戰略的重要部分，植入企業發展的每個環節。

## Emissions

The Group aims to support sustainable development by conducting our business in an environmentally responsible manner. The Group is aware of the impact of climate change and make effort to minimise the effect our operations have on the environment.

During the year, we had complied with the applicable laws and regulations relating to environmental protection and had not been subject to any penalties or fines by the competent authority for any non-compliance with the relevant environmental protection laws and regulations. We did not experience any incident or complaint or claim relating to environmental hazard which had a material impact on us during the year.

Our vehicle glass repair and replacement service, forklift trading and wind farm management do not involve production process, hence there is no obvious exhausting of pollutant emissions.

The lithium battery related business complies with the environmental protection laws and regulations applicable to its business. The relevant laws and regulations include “Environmental Protection Law of the People’s Republic of China” (《中華人民共和國環境保護法》), “Law of the People’s Republic of China on Appraising Environmental Impacts” (《中華人民共和國環境影響評價法》), “Cleaner Production Promotion Law of the PRC” (《中華人民共和國清潔生產促進法》), “Law of the People’s Republic of China on the Prevention and Control of Atmospheric Pollution” (《中華人民共和國大氣污染防治法》), “The Law of the PRC on Prevention and Control of Environmental Noise Pollution” (《中華人民共和國環境噪聲污染防治法》), “Law of the People’s Republic of China on the Prevention and Control of Water Pollution” (《中華人民共和國水污染防治法》), “Law of the People’s Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste” (《中華人民共和國固體廢物污染環境防治法》) and “Emission Standard of Pollutants for Battery Industry ” (《電池工業企業污染物排放標準》) (GB30484-2013).

## 排放物

本集團採取對環境負責的方式經營業務，旨在支持可持續發展。本集團注意到氣候變化所帶來的影響，致力於盡量減少我們的業務營運對環境構成的影響。

年內，我們已符合有關環境保護的適用法律及法規，且不曾因不遵守相關環境保護的法律及法規而遭主管機關處罰或罰款。年內，我們不曾出現與危害環境有關並對我們構成重大影響的任何事故或投訴或索償。

我們的汽車玻璃維修及更換服務、叉車貿易及風電場管理並不涉及生產程序，因此污染物排放量並不顯著。

鋰電池相關業務遵守其業務所適用的環法律法規，相關法律法規包括《中華人民共和國環境保護法》、《中華人民共和國環境影響評價法》、《中華人民共和國清潔生產促進法》、《中華人民共和國大氣污染防治法》、《中華人民共和國環境噪聲污染防治法》、《中華人民共和國水污染防治法》、《中華人民共和國固體廢物污染環境防治法》及《電池工業企業污染物排放標準》(GB30484-2013)。

## Environmental Protection 環境保護

Major emissions from our plants in China included waste water, exhaust air and solid wastes. Emission-related data are being closely monitored by our plants in China and under strict control to ensure that the emission readings are in line with the requirements of national and regional laws and regulations and are within the stipulated levels of industry.

**Exhaust air:** The Group adopted de-ionized water, which is no harmful to the environment when vaporized, as a solvent for mixing of anode powders. N-Methyl Pyrrolidone (NMP) is used as cathode solvent and its recovery rate is over 95% by using the condensing technique to realize continuous recapturing and air purification. Exhaust air met the national and local standard, and was closely monitored.

**Waste water:** The current production base is equipped with sewage treatment and collection system to treat the domestic and industrial sewage, which is discharged only after treatment. The discharge of sewage is regularly monitored with respect to its pH value, chemical oxygen demand (COD), biochemical oxygen demand (BOD5), ammonia nitrogen, vegetable and animal oils and suspended solids (SS). This is to ensure that the emission standards required by the country are met.

**Solid wastes:** Packaging material for different raw materials and chemicals, scrap electrodes and general domestic waste are the major solid wastes. Most of the packaging materials were returned to the suppliers or sold to recycling companies. Other wastes would be packed properly before disposing to the waste centre.

The quantities for hazardous waste and non-hazardous waste produced is not listed due to the business operations involve a very low risk in these regards.

中國廠房主要的廢放物包括廢水、廢氣及固體廢物。中國廠房嚴格監控排放物的排放資料以符合國家及區域法規的要求及行業標準所規定要求。

**廢氣：**本集團的負極合漿採用於蒸發時對環境無污染的去離子水做為溶劑；正極採用N-甲基吡咯烷酮(NMP)做為溶劑，通過利用冷凝技術達到連續回收和淨化空氣的目的，其回收利用率超過95%。廢氣符合國家和地方標準，並作定期監察。

**廢水：**目前生產基地設有污水處理收集系統處理生活和工業污水，污水經過處理後始作排放，污水排放會就其酸鹼值(pH)、化學需氧量(COD)、生化需氧量(BOD5)、氨氮、動植物油及懸浮物(SS)，作定期監察，以確保符合國家指定的排放標準。

**固體廢物：**不同原材料及化學品的包裝物料、廢極片及一般生活廢物的包裝材料為主要固體廢物。大部分包裝材料均退回供應商或出售予回收公司。其他廢物將妥善包裝，然後交予廢物中心處理。

由於業務經營所涉所產生的有害廢棄物及無害廢棄物的風險極低，故未有列出所產生的有害廢物及無害廢棄物的數量。

## Greenhouse Gas Emissions:

## 溫室氣體排放：

Key Performance Indicator	重要表現指標	Unit 單位	2018 二零一八年
Total Greenhouse gas emissions from indirect emission sources (Note 1)	間接排放源的溫室氣體總排放量(附註1)	tonne of CO2e 噸二氧化碳 排放	5,674

Note:

- Greenhouse gas emissions factors are calculated based on the China's Regional Power Grid Baseline of 2017 (using the average of the operation margin and build margin) published by the Clean Development Mechanism in China, the Sustainability Reports of 2018 published by CLP and HK Electric Investments.

附註：

- 溫室氣體排放的計算方法乃根據中國清潔發展機制發佈的二零一七年中國區域電網基準線排放因數(採用電量邊際排放因子和容量邊際排放因子之平均)、中電及港燈電力投資發佈的二零一八年可持續發展報告制訂。

Powered by lithium-ion batteries, the energy storage systems and electric forklifts developed and constructed by the Group and its partners can help to promote environmental protection and reduce emissions. Their operations cause no greenhouse gas emissions and can facilitate energy saving.

本集團及其合夥人利用其開發和建設的鋰離子電池、儲能系統和電動叉車有助推動環保及減排，有關營運沒有導致溫室氣體排放並且節省能源。

## Use of Resources

Due to the business nature, the energy, power and water utilisation during the year is relatively low for the vehicle glass repair and replacement service, forklift trading and wind-farm management service. The resources consumed by the Group, mainly by lithium battery production plant, is as follow:

## 資源使用

由於業務性質使然，年內汽車玻璃維修及更換服務、叉車貿易及風電場管理服務的能源、電力及用水量相對較低。本集團所用資源主要由鋰電池生產廠房使用，載列如下：

## Water and Energy Consumptions:

## 水及能源消耗：

Key Performance Indicator	重要表現指標	Unit 單位	2018 二零一八年
Electricity Consumption	耗電	kwh 千瓦時	8,748,000
Total Volume of Water Usage	總用水量	tonne 噸	4,988



## Environmental Protection 環境保護

The Group continuously upgrades its equipment for the lithium battery production in order to achieve the purpose of energy saving and emission reduction, and to build an environmental-friendly facility. Through this approach, the Group can utilise the resources more efficiently and, to some extent, reduce the consumption of various types of resources.

Electricity recovery: Every battery should be charged and discharged several times during the formation and grading process. The Group's formation and grading systems have the ability to recycle energy from the discharging batteries and to feedback the energy to power grid to be reused by other facilities. The recycling efficiency can reach to approximately 75%.

For the packaging of finished products, the Group actively promotes the use of metal pallet instead of wooden pallet to facilitate recycling and reuse. Other than that, the Group also uses simple packaging as far as possible and recycles wooden trays, cardboard and packaging strips.

The quantities of packaging material used for finished goods is not listed due to the business operations involve a very low risk in these regards.

本集團不斷通過升級鋰電池生產的設備以達到節能減排和建立一個環境友好的工廠的目的。通過此方法，本集團可以更加有效地利用資源，一定程度上減少對各類資源的消耗。

電能回收：在電池化成和分容工序中，電池要多次充電和放電。本集團的化成和分容系統具有能量回收功能，可以將電池放電的能量回饋給電網供其它設備再利用。回收效率可達約75%。

在產成品包裝方面，本集團積極推廣以鐵架代替木箱，以便回收及循環使用。除此之外，本集團亦盡量採用簡約包裝，並進行木托盤、紙板及包裝條的回收。

由於業務經營所涉製成品所用包裝物料的風險極低，故未有列出製成品所用包裝物料的数量。

## The Environment and Natural Resources

Before setting up the production facilities of lithium-ion battery, the Group has carried out environmental assessment to analyse the natural environment (such as water, soil and natural resources) and the environmental quality (such as air quality, quality of surface water, environmental noise, etc.). In addition, the analysis report has set out the primary environmental protection goals and the levels of protection.

Except for the various measures of energy saving and emission reduction mentioned above, the Group has adopted the following green office practices to raise our staff's awareness of environmental protection with the aim of protecting the environment and natural resources:

- Setting up waste recycling bins to recycle waste paper, aluminum cans and plastic bottles;
- Encouraging the staff to save paper and putting a box beside the printer to collect used paper for double-sided printing and reuse;
- Properly adjusting the temperature of the office air-conditioning system to reduce energy consumption;
- Reducing the unnecessary power consumption of lighting equipment and only keeping the specially required lighting systems and those for security purposes at lunch breaks and non-business hours;

## 環境及天然資源

本集團在建設鋰離子電池生產設施前會作出環境評估報告，對所在地的自然環境如水、土壤及自然資源；環境品質狀況如空氣品質、地表水環境品質、區域聲環境品質等作出分析。此外，分析報告已經列出一些主要環境保護目標及保護級別。

除了上文提及的各項節能減排措施外，為提升員工的環保意識，並保護環境及天然資源，本集團採納以下環保辦公室措施：

- 設置廢物回收箱回收廢紙、鋁罐和膠樽；
- 鼓勵員工節約用紙，在影印機旁放置單面紙收集箱，以作環保紙之用；
- 適當調節辦公室空調系統溫度，減少能耗；
- 減省不必要的照明設備用電，於午休及非辦公時間，只保留有特別需要及配合保安要求的照明系統；

## Environmental Protection 環境保護

- Making use of the sleep mode of computers and the power-saving mode setting;
- Encouraging the staff to use reusable utensils such as water bottles, cups, etc. and avoid using disposable items such as paper cups;
- Using energy-efficient appliances such as LED lights and appliances with Grade 1 energy efficiency label;
- Continuously optimising and promoting office automation and gradually implementing a paperless office.
- 善用電腦休眠模式及省電模式的設置；
- 鼓勵員工使用可循環再用器具，如水樽、水杯等，避免使用即用即棄用具，如紙杯；
- 使用具能源效益的電器，如LED燈及標有一級能源效益標籤的電器；
- 不斷優化並推行辦公自動化，逐漸實現無紙化辦公。



## Social Aspect 社會

### Employment and Labour Practices

Xinyi Hong Kong regards talents as the most valuable treasure. The Group insists on providing every employee with fair, just and reasonable opportunities for development by continuously improving working conditions, offering competitive benefits and remuneration, and adopting an effective training system and the employment mechanism of putting ability and contribution over education and seniority. Platforms are established for the employees to show their talents, which attracts, nurtures, motivates, and retains competent and quality talents up to international standards.

#### Employment

The Group strictly comply with relevant laws and regulations in the PRC and Hong Kong, and the relevant administrative rules and measures are strictly enforced. These rules and regulations specify the requirements relating to employment, labour relations, employees' remuneration and welfare to protect the rights of employees. We strictly complied with the laws, regulations and policies regarding the social security in the PRC and Hong Kong's Mandatory Provident Fund Schemes Ordinance. The Group paid social insurances and mandatory provident fund in a timely manner for all the staff.

### 僱傭及勞工常規

人才，被信義香港視為最寶貴的財富。本集團堅持以不斷改善的工作條件，具有競爭力之福利待遇，實效之培訓系統，不唯文憑重能力、不唯資歷比貢獻之用人機制，公平、公正、合理地賦予每個人成長機會，搭建充分展示才華的舞台，吸引、培養、激勵、留住有能力、高品質、具備國際化素質的人才。

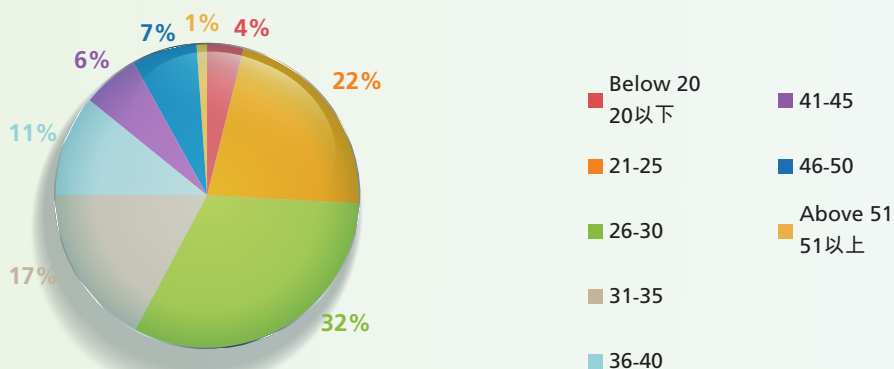
#### 僱傭

本集團嚴格遵守中國及香港的相關法律法規，並嚴謹執行相關行政規則及措施。該等規則及法規訂明與僱用、勞資關係、僱員薪酬及福利有關的規定，以保障僱員權利。我們嚴格遵守有關社會保障的中國法律、法規及政策以及香港《強制性公積金計劃條例》。本集團及時為全體員工支付社會保險及強制性公積金供款。

## Social Aspect 社會

As at 31 December 2018, Xinyi Hong Kong had approximately 269 employees including production, R&D, sales, management and other teams, with the majority in the age group of 20-30. Xinyi Hong Kong hires employees from diversified backgrounds of different ages, genders, races, nationalities, regions, religions, beliefs, political ideologies and educational backgrounds.

截至二零一八年十二月三十一日，信義香港的僱員數目約269人，包括生產、研發、銷售及管理團隊，大部份分佈在20-30歲年齡層。信義香港聘用不同年齡、性別、民族、國籍和地區、宗教信仰、政治理念和教育經歷等多元因素的員工。



Xinyi Hong Kong provides the employees with attractive remuneration and benefits. Staff's remuneration package, comprised of basic salary, performance-based salary and reward and punishment, is adjusted for factors such as the Group's results, the value of the staff member's position, personal competency and performance, and social development level, etc. The Group pays the social insurance premium for its staff, and provides them with meal allowances, housing benefits, subsidies for high temperature, transport and communication allowances.

In order to retain high calibre staff members, Xinyi Hong Kong carries out internal appraisal of its staff on a yearly basis. The eligible staff members are entitled to participate in the Company's share option scheme as an incentive. In addition, Xinyi Hong Kong presents service awards to its employees. Staff will receive their Xinyi service awards after the completion of their first and second 5-year contract terms.

Xinyi Hong Kong strictly complies with working hour limit and holiday requirements under the laws applicable to each of its places of business, and provides local statutory holidays and paid leaves, such as marriage leave, funeral leave, maternity leave, and paternity leave, etc.

Efficient handling of human resources affairs is achieved by using information technology, adapting to the rapid development of the Internet, and creating and using the personnel OA office platform. Employees can enjoy one-stop services anywhere, anytime, such as checking personal information, applying for leaves, booking airline tickets, applying for the use of official vehicles, and checking salary details.

信義香港為僱員提供具吸引力的薪酬和福利。員工的薪酬由基本工資、績效工資和獎罰額度構成，薪酬隨著本集團業績、員工崗位價值、個人能力與績效以及社會發展水準等因素進行調整。本集團為員工繳納社會保險，為員工提供飲食津貼、住房福利、高溫補貼及通訊補助。

信義香港為挽留優秀員工，員工每年須作內部評核，符合資格者可參與公司的購股權計畫，作為獎勵。此外，信義香港設有就業服務獎。員工第一個及第二個五年期勞動合同期滿後，均會頒發信義就業服務獎。

信義香港嚴格遵守各業務所在地法律規定的工作時限和假期，並按當地法定節假日放假，另設有婚假、喪假、產假、陪產假等有薪假期。

採用資訊化手段，順應互聯網快速發展，創建並使用人事OA辦公平台，實現人力資源事務性工作高效流轉，員工隨時隨地可查詢個人資訊、辦理請假手續、機票預訂、申請公務用車、工資明細查詢等一站式服務。

## Social Aspect 社會

In response to the increasingly fast pace of life, Xinyi Hong Kong encourages its employees to achieve work-life balance. It organises medical check-ups and travel tours for the employees and holds various fun activities after work to enrich their life and communication beyond eight hours of work.

### *Highlights of Some Activities:*

- Outward bound training was organised at campsite for the production frontline management cadres, which boosted team cohesion and unity, built a platform for mutual communication, and achieved expected training results. Leisure activities such as golf, self-service barbecue and fishing were added to release positive energy and relieve work pressure.
- At the end of the year, a group dinner was held with a lucky draw. The Group's development bonus was shared with employees at the end of the year.

面對日益加快的生活節奏，信義香港鼓勵員工平衡工作與生活，主張為員工組織健康體檢和旅遊，並舉辦各項有趣的業餘活動，豐富員工八小時工作之外的生活和交流。

### *部分活動撮要*

- 組織生產一線管理幹部前往露營地進行戶外拓展訓練，提振團隊凝聚力和向心力，搭建互相交流的平台，取得了預期培訓效果。活動中穿插高爾夫、自助燒烤、垂釣等休閒專案，釋放正能量，舒緩工作壓力。
- 年末歲首，舉辦團年晚宴，並設有抽獎環節，企業發展紅利在年末與員工分享。

## Health and Safety

We are subject to the Hong Kong and the PRC laws and regulations regarding labour, safety and workplace incidents. We have implemented our internal safety manual, among other policies, to establish operating procedures for work safety, accident handling, accident rescue and safety training.

Work safety measures are adopted to protect our employees during the course of work. We provide our employees with safety manual, new employee training and regulation education.

We provide safety protection to our employees working in our service centres and production plant, which include providing them with adequate safety equipment and ensuring that our service centres and plant facilities have adequate precautionary measures. When there is an accident or emergency, immediate report to our administrative department and appropriate responsive actions are required.

During the year, we had complied with the applicable laws and regulations relating to providing a safe working environmental and protecting employees from occupational hazards and had not been subject to any penalties or fines by the competent authority for any non-compliance with the relevant laws and regulations. We did not experience any workplace injuries which was material to our business during the year.

## 健康與安全

我們須遵守有關勞動、安全及工地事故的香港及中國法律及法規。我們已實施內部安全守則，推行多項政策，其中包括為工作安全、處理事故、事故救援及安全培訓建立營運程序。

採納工作安全措施旨在保障僱員在工作期間的安全。我們為僱員提供安全守則、新入職僱員培訓及規範教育。

我們為在服務中心及生產廠房工作的僱員提供安全保護措施，其中包括向他們提供足夠的安全裝備及確保我們的服務中心及廠房設施已有充分的預防措施。發生任何意外事故或緊急情況須馬上匯報行政部門並採取適當應對行動。

年內，我們已經遵守有關為僱員提供安全工作環境及使僱員免於職業性危害的適用法律法規，且並未遭遇專責機關因任何不符合相關法律法規而予以任何處罰或罰款。年內，我們並無發生任何對我們業務構成重大影響的工傷事故。



## Social Aspect

### 社會

The Group attaches great importance to safe production, normalises safety education, and requires all personnel to participate in the drills involving the use of fire equipment, which has effectively improved the safety awareness and emergency handling capacity of all employees.

#### Development and Training

We allocate ample resources to staff training and development with the aim of sustaining a competent, professional and ethical staff force that will contribute to the success of the Group. Our commitment to staff development is also aligned with the expectation that our Group should engage and deploy personnel with sufficient skills, knowledge, experience and soundness of judgement for the discharge of their duties. Depending on their role, staff members will receive relevant on-the-job training in areas such as technical skills, customer service manner, work safety, operation manual, product knowledge, production process, compliance, risk management, leadership and management, and sales and relations management. Reinforcement and refresher training programs help to ensure employees have the latest information and skills to carry out their duties to the highest standards.

本集團高度重視安全生產，安全教育常態化，全員參與消防器材模擬演練，有效提升了全員安全防範意識、應急處置能力。

#### 發展及培訓

我們撥出充分的資源用於員工培訓及發展，旨在維持一隊有助於本集團成功的能幹、專業及道德的員工團隊。我們對於員工發展所作的努力亦與我們的期望一致——就是本集團應該提供及調配具備足以履行職務的技能、知識、經驗及良好判斷力的工作人員。員工將按彼等的職能接受不同領域(如技術能力、待客態度、工作安全、操作手冊、產品知識、生產程序、合規、風險管理、領導及管理、以及銷售及關係管理)的在職培訓。加強及更新培訓課程可有助確保僱員具備以最高水準執行職務的最新資訊和技能。

## Labour Standards

While developing the “Recruitment Management Procedure”, Xinyi Hong Kong strictly complies with the “Labour Law of the People’s Republic of China” (《中華人民共和國勞動法》), “Provisions on the Prohibition of Using Child Labour” (《禁止使用童工規定》) and the local legal requirements in the places where its business are located, as well as the laws and regulations prohibiting the use of child and forced labour. To ensure staff health and safety, forced labour is strictly prohibited and no staff can start working before the completion of the relevant training.

The Group does not hire any persons aged below 16 (or the relevant thresholds as may be prescribed under the local labor law) and its policy is not to employ any young persons aged 16 to 17 unless in compliance with applicable laws. During the recruitment process, job applicants will be requested to produce identity proof to ensure compliance with the Group’s policy as stated above. During the year, all employees of the Group are aged 18 or above.

## 勞工準則

信義香港在制定《招聘管理流程》時，嚴格遵守《中華人民共和國勞動法》、《禁止使用童工規定》等及各業務所在地法律規定，禁止使用童工或強制勞動的法律法規。為保障員工健康和 safety，嚴禁強迫勞動，所有員工亦需經過相關培訓才可工作。

本集團並無僱用任何不足16周歲(或當地勞工法可能規定的相關門檻)的人士，而除非符合適用法律，其政策不得僱用任何16至17歲的未成年人。於招聘過程中，應聘者須提交身份證明以確保遵守上述本集團政策。年內，本集團的全部僱員均為18歲或以上。

## Social Aspect 社會

### Operating Practices

#### Supply Chain Management

We select suppliers based on a stringent set of criteria, including product quality, price, production capacity, experience, industry qualifications and certifications, market credibility and aftersales services. Moreover, specific supplier requirements on business ethics, human rights and public responsibility were highlighted for the process of selection. We carry out regular on-site inspection and assessment on some of our major suppliers including factory visits, assessment of their production facilities and production machinery, reviews of record keeping and management system and interviews with managements to ensure the potential suppliers meet our standards. The suppliers will become our qualified suppliers if they have met our selection criteria. We generally maintain a list of qualified suppliers by conducting annual evaluations to identify and remove suppliers that may not meet our standards. We also conduct periodic assessment with our suppliers to ensure their compliance with our quality standards.

### 營運慣例

#### 供應鏈管理

我們根據一套嚴謹的準則甄選供應商，其中包括產品質量、價格、產能、經驗、行業資格及認證、市場信譽及售後服務。此外，甄選過程中，我們也強調對供應商的商業道德、人權及公共責任等具體要求。我們定期對若干主要供應商進行實地考察及評估，包括到訪廠房、評估生產設施及生產機器、審核記錄保存及管理系統，以及拜訪管理層等，確保潛在供應商符合我們的標準。供應商如已達到我們的甄選準則，便可成為我們的合資格供應商。我們一般通過年度評估，發現及剔除可能無法達標的供應商，從而保持合資格供應商名單。我們亦定期評估供應商，以確保彼等符合我們的質量標準。

We have entered into Supplier Anti-corruption Agreement with the suppliers for non-small-sum piecemeal procurement which have long-term business relationship with the Group, including, but not limited to, all raw material suppliers, engineering service providers, transportation companies/shipping companies, advertising planning companies, equipment suppliers, food and beverage suppliers, and service providers (such as banks, cleaning services, scrap purchasers and machinery, etc.), with their official seals stamped on the agreements.

### Product Responsibility

We are committed to provide high quality products and services. We have established a strict quality management system with internal procedure manual on the production and provision of services. In order to ensure compliance with our internal procedure manual, we will also provide on-the-job training sessions to our staffs to enhance their technical skills and provide update on the latest technology, customer service skills and workplace safety in order to raise the standard and quality of our products and services. Our quality management team also carry out regular quality control inspections at our production plant and service centres to ensure our products and service quality.

Xinyi Hong Kong is committed to the research and development of energy-saving and environmentally friendly products. It has made new achievements in the research and development of green products, and has continuously promoted the popularisation and application of energy saving and environmental protection concepts.

與本集團有長期業務往來的非小額零星採購供應商包括但不限於所有原材料供應商、工程服務供應商、運輸公司／船務公司、廣告策劃公司、設備供應商、餐飲供應商、服務供應商(如銀行、清潔服務、廢品收購商及機械等)簽訂《供應商廉潔協議》，並加蓋對方公司公章。

### 產品責任

我們致力提供優質產品及服務。我們已建立嚴格質量管理制度，並制定生產及提供服務的內部程序手冊。為確保遵守我們的內部程序手冊，我們亦將向員工提供在職培訓課程以提高其技能，並讓其及時了解有關最新技術、客戶服務技能及工作場所安全的知識，從而提高我們的產品及服務水平及質量。我們的質量管理團隊亦在生產廠房及服務中心進行定期的質量控制檢查，以確保產品及服務的質量。

信義香港致力於節能環保產品的研發，在綠色產品研發上一次次實現新的開拓，不斷推動節能環保概念的普及推廣。

## Anti-Corruption

The Code of Conduct allows our people to understand explicitly on several areas, which include the provisions of anti-corruption, antibribery, conflict of interest and gift policy.

The Group has implemented anti-corruption measures, by setting up communication channels for reporting of anti-corruption faults, soliciting or accepting advantages and offering advantages. The whistle-blowing system can handle any breach of the law covered by the Code of Conducts.

The Group's business operations comply with local and national legislation on standards of conduct, such as with the Prevention of Bribery Ordinance in Hong Kong and relevant legislation on anti-corruption and bribery in the PRC. In 2018, there was no legal case regarding any corruption activities involving the Group and the employees.

## Community

### Community Investment

The Group believes that our role and responsibility in the communities where we operate business goes beyond being just doing business. We develop harmonious environment for the local communities in which we are operating. The Group hire staff from local communities, listen their needs, and maintain a pleasant working environment. During 2018, the Group has participated in charity functions like the Dress Casual Day organised by the Community Chest and our employees have actively made donations. Our management wants to express our great gratitude to our communities and plans to contribute the society, hence, we participate or encourage our staff in joining charity activities.

## 反貪污

行為守則讓我們的員工明確地了解多個範疇，其中包括反貪污、反賄賂、利益衝突及送禮政策的條文。

本集團已實行反貪污措施，設立了多個舉報貪污行為、索取或收受利益及提供利益的溝通渠道。此舉報系統能夠處理行為守則所涵蓋的任何違法行為。

本集團的業務營運符合地方及國家法規（如香港的《防止賄賂條例》及中國的相關反貪污賄賂法規）所訂明的行為標準。在2018年度，本集團及僱員並無牽涉任何貪污活動之法律案件。

## 社區

### 社區投資

本集團認為，在我們經營業務所在的社區中，我們的角色和責任不僅為從事業務。我們為我們業務所在的社區締造和諧的環境。本集團聘用的員工來自當地社群，我們聆聽他們的需要並且維持舒適的工作環境。於二零一八年，本集團積極參與慈善活動，例如香港公益金舉辦的便服日，而僱員亦常常主動為社會捐獻。我們的管理層希望向我們的社區表達謝意，並計劃貢獻社會，因此，我們參與或鼓勵員工參加慈善活動。



**XINYI AUTOMOBILE GLASS  
HONG KONG ENTERPRISES LIMITED  
信義汽車玻璃香港企業有限公司**