

RUIYUAN  
瑞 远

浙江瑞遠智控科技股份有限公司

Zhejiang RuiYuan Intelligent Control Technology Company Limited\*

(a joint stock limited company incorporated in the People's Republic of China)

(於中華人民共和國註冊成立之股份有限公司)

Stock code 股份代號: 8249

ENVIRONMENTAL,  
SOCIAL AND  
GOVERNANCE  
REPORT

2019

環境、社會  
及管治報告

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

1.	About this Report 關於本報告	2
2.	Sustainable Development Strategies 可持續發展策略	3-4
2.1.	Stakeholder Engagement 持份者溝通	3-4
3.	Standardized Operation 規範營運	5-7
3.1.	Integrity and Compliance 廉潔合規	5
3.2.	Product Responsibility 產品責任	5-6
3.3.	Customer Privacy 客戶隱私	6
3.4.	Supply Chain Management 供應鏈管理	7
4.	Workforce 員工團隊	8-11
4.1.	Employment Practices 僱傭常規	9
4.2.	Welfare and Benefits 福利待遇	10
4.3.	Health and Safety 健康與安全	10-11
4.4.	Training and Development 培訓及發展	11
5.	Concerns on Environmental Protection 關注環境保護	12-17
5.1.	Management of Greenhouse Gas Emissions 溫室氣體排放管理	12-14
5.2.	Energy Management 能源管理	15
5.3.	Use of Resources 資源使用	16
5.4.	Waste Management 廢棄物管理	17
6.	Care for Society 關心社會	17
	Appendix 1: Sustainability Data Statements 附錄一：可持續發展數據摘要	18-21
	Appendix 2: Content Index of Hong Kong Stock Exchange ESG Reporting Guide 附錄二：香港聯合交易所《環境、社會及管治報告指引》索引	22-27

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

### 1. ABOUT THIS REPORT

Zhejiang Ruiyuan Intelligent Control Technology Company Limited (the “Company”), together with its subsidiaries (collectively the “Group” or “we”), are pleased to publish our fourth Environmental, Social and Governance (“ESG”) Report (the “Report”). This Report describes our concept of sustainable development and aims to enhance the understanding of stakeholders on the Company’s environmental and social performance.

#### Reporting Guide

This report was prepared in compliance with the disclosure obligations and reporting principles under the ESG Reporting Guide (the “Guide”) set out in Appendix 20 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and in accordance with the actual situation of the Company.

#### Scope of Report

The report covers the environmental and social performance of all the business operations the Group for the period from 1 January 2019 to 31 December 2019 (the “Year” or the “Reporting Period”). Unless otherwise stated, the content pertains to businesses directly controlled by the Group. For the disclosure of the indicators in the report, please refer to the content index at the end of this Report. For details on corporate governance, please refer to the “Corporate Governance” section of the Group’s annual report or visit the official website ([www.ruiyuanhk.com](http://www.ruiyuanhk.com)).

#### Feedback to the Report

The stakeholders’ feedback towards this Report will be valued by the Group. If you have any enquiries or advices, please send to the email address: [ruiyuan\\_icttech@yeah.net](mailto:ruiyuan_icttech@yeah.net).

### 1. 關於本報告

浙江瑞遠智控科技股份有限公司(「本公司」)連同其附屬公司(統稱「本集團」或「我們」)欣然發佈我們的第四份的《環境、社會及管治報告》(「本報告」)。本報告闡述我們的可持續發展理念，旨在提高持份者對於本公司的環境及社會工作表現的了解。

#### 報告指引

本報告遵守香港聯合交易所有限公司《GEM 證券上市規則》附錄二十所載的《環境、社會及管治報告指引》(下稱「《指引》」)的披露責任及匯報原則，並按本公司實際情況編製而成。

#### 報告範圍

本報告披露本集團所有業務營運於二零一九年一月一日至二零一九年十二月三十一日(下稱「本年度」或「報告期」)期間的環境及社會表現。除非另有註明，本報告的內容涵蓋本集團直接控制的業務。各項指標在報告中的披露情況，請參閱載於本報告最後的內容索引。有關本集團企業管治的詳細資料，請參閱本集團年報內的《企業管治報告》章節或本集團的官方網站([www.ruiyuanhk.com](http://www.ruiyuanhk.com))。

#### 報告反饋

本集團重視持份者對本報告之反饋。如有任何查詢或建議，歡迎以電郵形式發送至以下郵箱([ruiyuan\\_icttech@yeah.net](mailto:ruiyuan_icttech@yeah.net))。

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

### 2. SUSTAINABLE DEVELOPMENT STRATEGIES

The Group's core businesses include the design, manufacture and sale of controller systems for electronic equipment and electronic component and subassembly for electronic appliances, and its products are marketed all over China. As a socially responsible corporate citizen, we pay attention to the impact of our operations on the environment and society, and actively implement a sustainable business model. The Group's sustainable development strategies focus on compliance with laws and we strictly comply with the laws and regulations in the regions where we operate.

All departments of the Group formulate and implement appropriate policies of sustainable development governance according to actual needs and relevant laws. The Board of the Group bears all responsibility for strategies and reporting with regards to ESG matters. It is furthermore responsible for assessing and determining ESG risks, supervising management reviews of relevant risk management and the internal monitoring systems, and giving advice to the departments on the relevant policies.

#### 2.1. Stakeholder Engagement

The Group carries out active communication and exchanges with various stakeholders in an effort to fully understand the issues that concern them and their expectations. During the Year, we communicated with stakeholders including customers, employees, shareholders and investors, business partners, suppliers, regulators, and media.

### 2. 可持續發展策略

本集團的核心業務包括設計、製造及銷售電子設備和電子元件的控制器系統及電子用品部件，產品營銷至中國各地。作為對社會負責任的企業公民，我們注重自身營運對環境及社會帶來的影響，積極落實可持續發展的商業模式。本集團的可持續發展策略以合法合規為主，我們嚴格遵守各營運所在地的法律法規。

本集團的各部門根據實際需要和相關法律制定並執行適合的持續發展管治政策。而本集團的董事會承擔環境、社會及管治策略及匯報的全部責任，負責評估及釐定有關環境、社會及管治的風險，並督導管理層審核相關風險管理及內部監控系統的效能，為各部門的相關政策提供意見。

#### 2.1. 持份者溝通

本集團積極與各持份者溝通交流，以掌握他們所關注的議題及期許。本年度，我們聯繫了不同界別的持份者，包括客戶、員工、股東及投資者、業務夥伴、供應商、監管機構、傳媒等。

Stakeholder 持份者	Key concerns 主要關注議題	Communication Channels 溝通渠道
Customers  客戶	<ul style="list-style-type: none"> <li>Customer services</li> <li>Information security</li> <li>客戶服務</li> <li>信息安全</li> </ul>	<ul style="list-style-type: none"> <li>Daily operation/communications</li> <li>Site visit by customer relationship managers</li> <li>Phone call</li> <li>日常營運／交流</li> <li>客戶關係經理探訪</li> <li>電話</li> </ul>

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

Stakeholder 持份者	Key concerns 主要關注議題	Communication Channels 溝通渠道
Employees 員工	<ul style="list-style-type: none"> <li>• Remuneration and welfare</li> <li>• Occupational safety and health</li> <li>• Training and development</li> </ul>	<ul style="list-style-type: none"> <li>• Performance interview/evaluation</li> <li>• Group discussions/meetings</li> <li>• Employee suggestion box</li> <li>• Employee communication conferences</li> <li>• Employee intranet</li> <li>• 工作表現晤談／評核</li> <li>• 小組討論／會議面談</li> <li>• 員工意見箱</li> <li>• 員工溝通大會</li> <li>• 員工內聯網</li> </ul>
Shareholders and investors 股東及投資者	<ul style="list-style-type: none"> <li>• Economic performance</li> <li>• Compliant operation</li> <li>• Information transparency</li> </ul>	<ul style="list-style-type: none"> <li>• Annual general meetings</li> <li>• Investors meetings</li> <li>• Interim reports and annual reports</li> <li>• Corporate communications</li> <li>• Announcement of results</li> <li>• 股東周年大會</li> <li>• 投資者會議</li> <li>• 中期報告與年報</li> <li>• 企業通訊</li> <li>• 業績公佈</li> </ul>
Business partners 業務夥伴	<ul style="list-style-type: none"> <li>• Mutual development</li> <li>• 共同發展</li> </ul>	<ul style="list-style-type: none"> <li>• Visits</li> <li>• 探訪</li> </ul>
Suppliers 供應商	<ul style="list-style-type: none"> <li>• Fair competition</li> <li>• Sustainable supply chain</li> <li>• 公平競爭</li> <li>• 可持續發展供應鏈</li> </ul>	<ul style="list-style-type: none"> <li>• Management process for suppliers</li> <li>• Site inspection</li> <li>• 供應商管理程序</li> <li>• 實地視察</li> </ul>
Regulators 監管機構	<ul style="list-style-type: none"> <li>• Compliant operation</li> <li>• 合規經營</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• 會議</li> </ul>
Media 傳媒	<ul style="list-style-type: none"> <li>• Information transparency</li> <li>• 信息透明</li> </ul>	<ul style="list-style-type: none"> <li>• Announcement of results</li> <li>• 業績公佈</li> </ul>

By maintaining constant communication with stakeholders, we understand the major ESG issues they concern and formulate the Group's sustainable development strategies. The Group's sustainable development policy covers all aspects of business operations, workforce, environment and community, with an aim to continuously improve our ESG performance.

通過與持份者保持恆常溝通，我們知悉他們主要關注的環境、社會及管治議題，並制定本集團的可持續發展策略。本集團的可持續發展政策涵蓋業務營運、員工團隊、環境及社區等各個方面，以不斷提升我們的環境、社會及管治表現。

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

### 3. STANDARDIZED OPERATION

#### 3.1. Integrity and Compliance

The Group emphasizes integrity and maintains clean and compliant operations, and strictly abides by laws and regulations related to anti-corruption, including the Supervision Law of the People's Republic of China, the Company Law of the People's Republic of China, the Criminal Law of the People's Republic of China, and the Anti-Money Laundering Law of the People's Republic of China. We organize anti-money laundering trainings from time to time, and strive to maintain a high level of ethical standards, and require employees to abide by the established internal code of conduct of the Group to strictly prevent acts of favouritism. The Group encourages employees, customers, suppliers and other stakeholders related to the Group's business to complain and make comments on any bribery or improper suspicious behaviours related to the Group, and to keep the identity of the whistle-blower confidential and accept accountability in an open and rational manner. During the Reporting Period, there were no new lawsuits against the Group or its employees or cases pertaining to corruption, bribery, extortion, fraud or money laundering.

#### 3.2. Product Responsibility

The Group strictly abides by the Product Quality Law of the People's Republic of China, the Law of the People's Republic of China on the Protection of Consumer Rights and Interests and other laws and regulations related to product responsibility, with close attention to the quality of products and services sold and a commitment to meet customer needs. We maintain strict control over product quality and conduct spot checks from time to time to ensure that the products and services we sell comply with safety and health regulations. We attach great importance to the feedback from our customers and have a comprehensive system in place to address customer requests and complaints and provide after-sale services. There are dedicated channels available for customers to make enquiries and complaints. We respond to customer complaints in a timely way through internal investigation and getting back to the affected customers about the results of investigation in due course. Furthermore, the management will also review complaints and discuss possible remedial measures to continuously improve internal control and management system or facilities and prevent re-occurrence of similar cases. During the Reporting Period, the Group had not received any complaint about its products and services, nor have there been any cases where products have to be recalled for safety and health reasons.

### 3. 規範營運

#### 3.1. 廉潔合規

本集團注重誠信，堅持廉潔合規營運，嚴格遵守反貪腐相關的法律法規，包括《中華人民共和國監察法》、《中華人民共和國公司法》、《中華人民共和國刑法》及《中華人民共和國反洗錢法》。我們不時舉辦反洗錢培訓，竭力保持高度的道德標準，並要求員工遵守已制定本集團內部的行為準則，嚴防徇私舞弊的行為。本集團鼓勵員工、客戶、供應商及其他與本集團業務相關的持份者對與本集團有關的任何賄賂或不正當的可疑行為進行投訴及提出意見，並會對舉報者的身份予以保密，以公開理性的態度接受問責。於報告期內，我們並沒有收到對本集團或員工提出任何新增的訴訟或發現任何貪污、賄賂、勒索、欺詐及洗黑錢的案件。

#### 3.2. 產品責任

本集團嚴格遵守《中華人民共和國產品質量法》及《中華人民共和國消費者權益保護法》等與產品責任相關的法律法規，密切關注所售產品及服務的質量、健康與安全，致力滿足客戶的需求。我們嚴格控制產品品質，不時進行抽查檢驗，確保所售產品及服務均符合安全及健康規例。我們重視客戶的反饋，並已制定全面的預案處理客戶的查詢、投訴及售後服務。客戶可透過專設的渠道提出查詢及投訴。在接到客戶投訴後，我們會立即跟進事件，進行內部調查，並適時與受影響的客戶溝通調查結果。此外，管理層亦會審查相關的投訴，並討論可行的後續補救措施，以持續改進內部控制和管理系統或設施，避免類似的情況再次出現。於報告期內，本集團並沒有接獲任何有關產品和服務的投訴個案，也沒有因安全與健康理由而須回收產品的個案。

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

In terms of information disclosure, the Group strictly abides by the Advertising Law of the People's Republic of China, Patent Law of the People's Republic of China, Implementation Rules for Patent Law of the People's Republic of China, Trademark Law of the People's Republic of China, the Intellectual Property Law of the People's Republic of China, the Patents Ordinance and the Copyright Ordinance of Hong Kong Special Administrative Region, and other laws and regulations related to advertising, labelling and privacy. We are careful in handling related matters and strictly prohibit fraudulent use of false and misleading product descriptions, to ensure the delivery of complete and true information to the public and safeguard all legal rights and interests of the Group and its business partners, including intellectual property rights, legal patent rights, trademark rights and copyrights. During the Reporting Period, the Group was not aware of any violation of laws and regulations that have a significant impact on the Group related to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.

### 3.3. Customer Privacy

The Group respects the privacy of customers and strives to protect customers' personal data from infringement. We comply with the Privacy Law of the People's Republic of China, the Implementation Measures of the Privacy Law of the People's Republic of China, and other laws and regulations related to information security, and require employees to handle all customer data cautiously. According to the codes of conduct for operation and service formulated by the Group, employees must ensure that customer information is kept safe and confidential, and unauthorized copying, disclosure or dissemination of any customer information are prohibited, so as to reduce the risk of leakage of confidential information.

在信息披露方面，本集團嚴格遵守《中華人民共和國廣告法》、《中華人民共和國專利法》、《中華人民共和國專利法實施細則》、《中華人民共和國商標法》、《中華人民共和國知識產權法》、香港特別行政區《專利條例》及《版權條例》等廣告、標籤及私隱相關的法律法規。我們小心處理相關的事宜，嚴禁使用虛假及誤導性商品說明的欺詐行為，確保向大眾傳遞完整真確的資訊，維護本集團與業務夥伴的一切合法權益，包括知識產權、合法專利權、商標權、著作權。於報告期內，本集團並不知悉違反產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法且對本集團造成重大影響的法律法規事宜。

### 3.3. 客戶隱私

本集團尊重客戶的隱私，竭力保護客戶的個人資料免受侵害。我們恪守《中華人民共和國保密法》及《中華人民共和國保密法實施辦法》等有關信息安全的法律法規，要求員工審慎處理所有客戶數據。按本集團制定的操作和服務行為守則，員工須確保客戶信息安全保密，未經授權不得任意複製、披露或傳播任何客戶信息，以減低洩漏機密資料的風險。

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

### 3.4. Supply Chain Management

Maintaining a stable and reliable supply chain is highly important for the sustainable development of the Group's trading business. Therefore, we pay constant attention to suppliers' sustainable development performance and fulfilment of social responsibilities. In terms of supplier selection and procurement policy, we will evaluate suppliers' service performance and product quality, and also consider suppliers' environmental certification. The Group has put in place a comprehensive supply chain tracking management system and closely monitors supply sources, supply channels, supply quality and follow-up services, etc. to ensure the stability of its supply chain. The Group's tendering and procurement plan is prepared and implemented by the procurement management department. The procurement management department regularly perform assessment on our suppliers. If a supplier is found to be inconsistent with the agreed terms, after review and confirmation, the Group will immediately terminate the contract with such supplier. During the Year, the Group had 12 major suppliers, all of which were from China. Their distribution by region is as follows:

### 3.4. 供應鏈管理

維持穩定可靠的供應鏈對本集團貿易業務的可持續發展非常重要。因此，我們持續關注供應商的可持續發展績效及其履行社會責任情況。在選擇供應商和採購政策方面，我們會評估供應商的服務表現及產品質素，亦會考慮供應商的環保相關認證。本集團設有完善的供應鏈跟蹤管理系統，密切監察供應來源、供應渠道、供貨質量及後續服務情況等，以確保集團供應鏈的穩定性。本集團的招標採購計劃由採購管理部統一編製及實施。採購管理部會定期對供應商進行評核。如發現不符合約定條款表現的供應商，經審查確認後，本集團會即時終止與該供應商的合約。本年度，本集團的主要供應商共有12家，他們均來自中國，其按地區的分佈如下：

Region 地區	Number of suppliers 供應商數目
Southern region 南方地區	5 5家
Eastern China 華東地區	5 5家
Central China 華中地區	1 1家
Northern China 華北地區	1 1家



# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

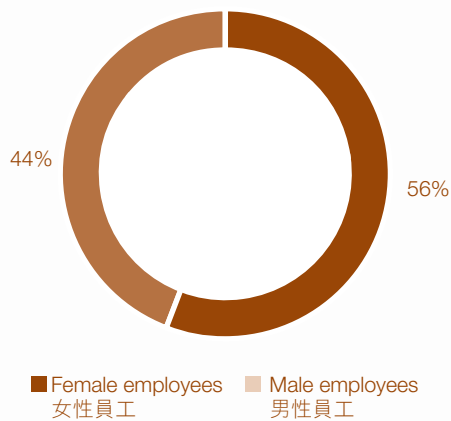
### 4. WORKFORCE

Employees are important capital of the Group. We value human resource management and are committed to maintaining a sound employment relationship with employees and providing them with a suitable working environment. As at 31 December 2019, the Group had a total of 18 employees. The following chart illustrates the percentage of employees by gender, employee type, age group and region:

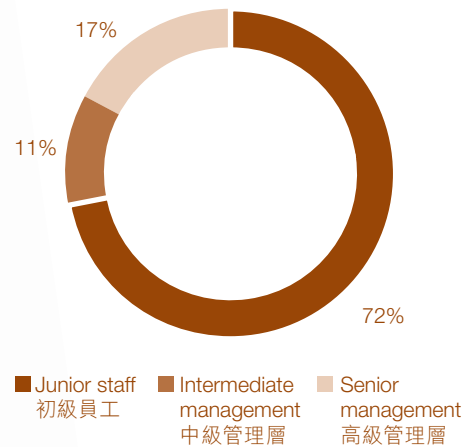
### 4. 員工團隊

員工是本集團重要的資本。我們重視人力資源管理，致力與員工維持良好的僱傭關係，並為其提供適合的工作環境。於2019年12月31日，本集團的員工團隊共有18人。以下圖表展示其按性別、員工類別、年齡組別及地區劃分的員工百分比：

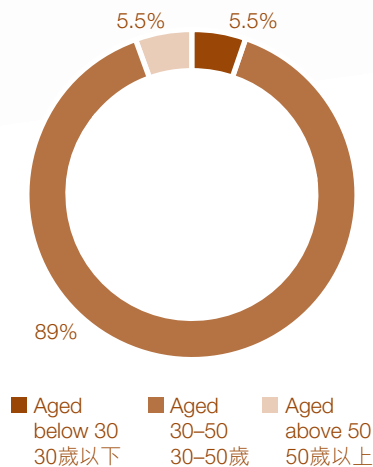
**Percentage of employees by gender**  
按性別劃分的員工百分比



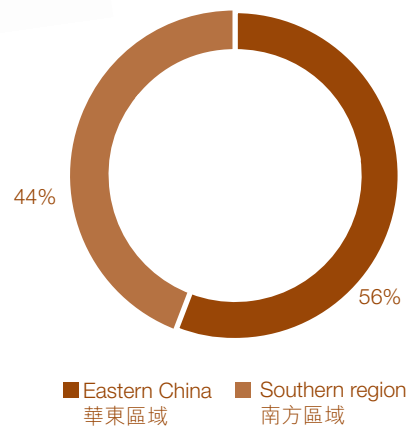
**Percentage of employees by employment type**  
按員工類別劃分的員工百分比



**Percentage of employees by age group**  
按年齡組別劃分的員工百分比



**Percentage of employees by region**  
按地區劃分的員工百分比



# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

### 4.1. Employment Practices

The Group strictly abides by the Labour Law of the People's Republic of China, the Labour Contract Law, Law on the Protection of Minors and the Prohibition of Using Child Labour and other laws and regulations related to labour and employment, and ensure diversity and equality in the workplace, without any discrimination or harassment. The Company has adopted a Board Diversity Policy to have a well-diversified Board of Directors by considering a number of factors, including but not limited to gender, age, cultural/education and professional background, skills, knowledge and experience. During the Reporting Period, the Group had not violated any laws and regulations related to remuneration and dismissal, recruitment and promotion, working hours, equal opportunities, diversity, anti-discrimination, prevention of child labour or forced labour, and had not identified any case involving child labour or forced labour.

The Group has established a comprehensive human resources management policy to avoid child labour or forced labour. In terms of recruitment, promotion and transfer, the Group provides equal opportunities for applicants and employees on the basis of fairness. We will consider the educational background, work experience and other relevant conditions of the applicants, and employment opportunities are given irrespective of their nationality, race, colour, religion, age, gender, political stance, sexual orientation, disability, family status and other legally protected class. During the recruitment process, the administration and human resources department is responsible for checking the applicants' identity documents and verifying their identity. Employment of child labour is strictly prevented. When employees resign, the human resources department will conduct an interview to understand the reasons for the resignation, make sure there is no discrimination and exploitation in the workplace, and continue to improve the human resources management system.

### 4.1. 僱傭常規

本集團嚴格遵守《中華人民共和國勞動法》、《勞動合同法》、《未成年人保護法》及《禁止使用童工的規定》等有關勞動及僱傭的法律法規，確保員工可以在多元平等、無歧視或騷擾的情況下工作。本公司已採納董事會成員多元化政策，透過考慮多項因素，包括但不限於性別、年齡、文化／教育及專業背景、技能、知識及經驗，務求達致董事會成員多元化。於報告期內，本集團並沒有違反任何有關薪酬及解僱、招聘及晉升、工作時數、平等機會、多元化、反歧視、防止童工或強制勞工的相關法律及規例，亦沒有發現任何涉及童工或強制勞工的個案。

本集團已建立完善的人力資源管理政策，避免童工或強制勞工的情況。在招聘、晉升及調職等各方面，本集團以公平的原則為申請人和員工提供平等的機會。我們會考慮應徵者的教育背景、工作經驗等相關條件，而其受聘機會並不會受其國籍、種族、膚色、宗教、年齡、性別、政治立場、性取向、是否殘疾、家庭狀況及其他法律保護的類別影響。在招聘過程中，行政及人力資源部負責細查應聘者的身份證明文件，核實其身份，嚴防聘用童工。在員工提出離職要求時，人力資源部會以面試的方式了解其提出離職原因，確保沒有職場歧視和剝削的情況，並持續完善人力資源管理體制。

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

### 4.2. Welfare and Benefits

In terms of employee benefits, the Group formulates employee compensation and welfare policies with reference to the price standard on the labour market and internal conditions of the Group, and implements competitive compensation and welfare programs to attract and retain talents. We regularly conduct employee assessments, conduct annual review on remuneration structure, pay bonuses to employees as appropriate and provide long-term service awards, so as to affirm employees' contributions to the Group. In accordance with the laws and regulations of the PRC, the Group provides social security for eligible employees, which mainly includes basic medical insurance, basic endowment insurance, unemployment insurance, work injury insurance, maternity insurance and a housing provident fund. During the Reporting Period, the Group was not aware of any violation of laws and regulations that have a significant impact on the Group related to rest periods and other welfare and benefits.

### 4.3. Health and Safety

The Group attaches great importance to the health and safety of employees. We strictly abide by the Law of the People's Republic of China on the Prevention and Control of Occupational Disease, the Production Safety Law of the People's Republic of China, the Fire Production Regulation of the People's Republic of China, Regulations on the Reporting, Investigation and Disposition of Work Safety Accidents, Regulations on the Supervision and Administration of Occupational Health in the Workplace, the Regulation on Work-Related Injury Insurance, and other laws and regulations related to occupational health and safety, and is committed to creating a safe and healthy workplace for employees.

The Group has established a sound workplace safety and response policy. We implement safety protection measures at the office, prohibit smoking at workplace, and provide employees with necessary protective equipment. In order to enhance employees' occupational safety awareness, the Group provides different departments and positions with relevant professional safety skills trainings on, among others, safety regulations, possible dangers encountered in the work and emergency measures, and provides all employees with the latest occupational safety information to strengthen vocational and health education. In addition, a safety incident reporting mechanism is in place for employees to report potential hazards to the Group for investigation and corresponding improvements.

### 4.2. 福利待遇

在員工待遇方面，本集團參考勞動力市場價格標準及集團內部狀況制定員工薪酬福利政策，實行有競爭力的薪酬福利方案，以吸引及挽留人才。我們定期進行員工考核，並對薪資結構進行年度審閱，酌情向員工支付花紅及頒發長期服務獎勵，以肯定員工對本集團所作出的貢獻。本集團依照有關中國法律及法規的規定，為符合條件的僱員提供社會保障，主要包括基本醫療保險、基本養老保險、失業保險、工傷保險、生育保險及住房公積金。於報告期內，本集團並不知悉任何違反有關假期及其他福利待遇且對本集團造成重大影響的法律法規事宜。

### 4.3. 健康與安全

本集團高度重視員工的健康與安全。我們嚴格遵守《中華人民共和國職業病防治法》、《中華人民共和國安全生產法》、《中華人民共和國消防法》、《工作場所職業衛生監督管理規定》、《工傷保險條例》等有關職業安全及健康的法律法規，致力為員工打造一個安全健康的工作環境。

本集團已建立完善的工作環境安全及應對政策。我們在辦公室執行安全保護措施，嚴禁任何人士在工作場所吸煙，並為員工提供必要的保護設備。為提高員工的職業安全意識，本集團為不同部門及崗位提供相關的專業安全技能培訓，內容包括安全規例、在工作中可能遇到的危險以及應急措施，向所有員工提供最新的職業安全資訊，加強職業及健康教育。此外，員工可通過安全事故通報機制向本集團匯報相關的潛在的危險，以便展開調查並作出相應改善安排。

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

During the Reporting Period, we were not found to be in violation of any law or regulation relating to the provision of a safe working environment and protection of employees from occupational hazards, and no working days were lost due to work-related injuries or work-related accidents causing the death of employees.

於報告期內，我們並沒有違反任何有關提供安全工作環境及保障僱員以避免職業性危害的相關法律及規例，也沒有因工傷而損失的工作日數或發生任何員工因工作關係而造成死亡的個案。

### 4.4. Training and Development

### 4.4. 培訓及發展

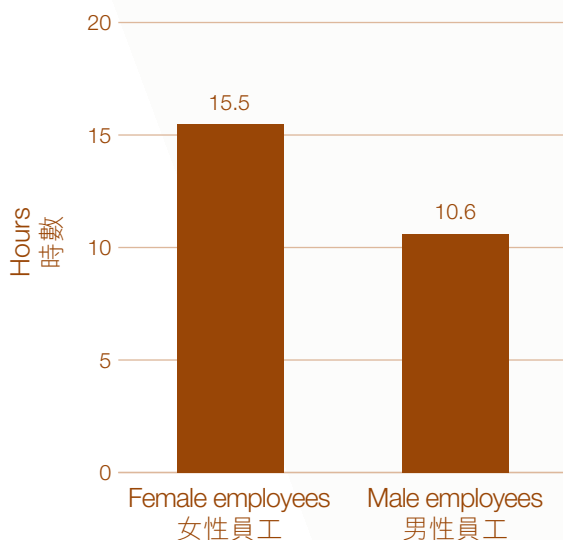
We care about the career development of employees. The Group formulates employee training programs and plans annually based on business needs and employee performance, and invite various professional organizations on a regular basis to provide professional and diverse training program and inform the employees of relevant legal and regulatory information, product information and industry development information. We also establish a promotion system to provide career development opportunities for employees in different positions.

我們關心員工的職業發展。本集團按業務需要及員工的工作表現每年制定員工培訓項目及計劃，定期邀請各專業團體提供專業且多樣性的培訓課程，讓員工獲取相關法律法規及產品的知識和最新行業發展情況等。我們同時建立晉升制度，為不同崗位的員工提供職業發展機會。

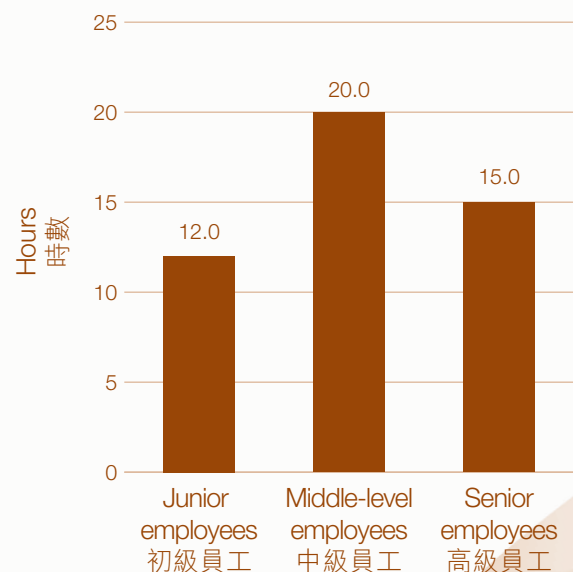
By providing examination holiday, cash subsidies or similar incentives, the Group encourages employees to actively participate in seminars, sharing sessions and related courses organized by professional institutions and self-study to enrich their professional knowledge and strengthen their competitiveness. During the Reporting Period, all employees of the Group received different levels of training, and the average training hours of employees by gender and employee type are as follows:

透過提供考試假期、現金補貼或類似獎勵，本集團鼓勵員工積極參加由專業機構舉辦的座談會、分享會及相關課程，自我進修以豐富其專業知識，同時加強競爭力。於報告期內，本集團的全體員工均有接受不同程度的培訓，而員工按性別及員工類別的平均培訓時數如下：

**Average training hours of employees by gender**  
按性別劃分的員工平均培訓時數



**Average training hours of employees by employment type**  
按員工類別劃分的員工平均培訓時數



# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

### 5. CONCERNS ON ENVIRONMENTAL PROTECTION

The Group is committed to reducing the negative impact of business operations on the environment, and strictly abides by the environmental laws and regulations applicable to locations where it operates, including the Environmental Protection Law of the People's Republic of China, the Atmospheric Pollution Prevention and Control Law of the People's Republic of China, the Water Pollution Prevention and Control Law of the People's Republic of China and the Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste. During the Reporting Period, the Group was not aware of any violation of environmental protection laws, nor experienced any major accidents affecting the environment and natural resources, nor received any penalties and litigation notice regarding environmental issues.

#### 5.1. Management of Greenhouse Gas Emissions

In response to climate change, China issued the National Plan for Climate Change (2014-2020), the Outline of the 13th Five-Year Plan for the National Economic and Social Development of the People's Republic of China (2016-2020), National Strategies for Adapting to Climate Changes and China's Policies and Actions for Addressing Climate Change 2019 etc., in an active effort to control carbon emissions. In conformity with China's strategy to address climate change, and with reference to the recommendations of the Task Force on Climate-Related Financial Disclosures (TCFD), we disclose and compares greenhouse gas emissions and energy consumption in the report, and strive to strengthen our management of greenhouse gas emissions and promote low-carbon corporate culture.

### 5. 關注環境保護

本集團致力減少業務營運對環境帶來負面的影響，嚴格遵守各營運所在地有關環境保護的法律及法規，包括《中華人民共和國環境保護法》、《中華人民共和國大氣污染防治法》、《中華人民共和國水污染防治法》及《中華人民共和國固體廢棄物污染環境防治法》等。於報告期內，本集團並不知悉任何違反有關環境保護的法例或造成影響環境及自然資源的重大事故，亦沒有接到任何關於環境範疇的處罰及訴訟通知。

#### 5.1. 溫室氣體排放管理

為應對氣候變化，中國發佈了《國家應對氣候變化規劃(2014-2020年)》、《中華人民共和國國民經濟和社會發展第十三個五年規劃綱要(2016-2020年)》、《國家適應氣候變化戰略》及《中國應對氣候變化的政策與行動2019年度報告》等，積極控制碳排放。我們配合中國應對氣候變化的策略，並參考了氣候相關財務信息披露工作組(TCFD)的建議，在報告中披露及比較溫室氣體排放及耗能的情況，致力加強溫室氣體排放管理，推動低碳企業文化。

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

During the Year, in accordance with the Greenhouse Gas Inventory Protocol developed by the World Resources Institute and the World Business Council for Sustainable Development and ISO 14064-1 standards from the International Organisation for Standardisation, the Group conducted a greenhouse gas emission inventory for the Group's headquarters and offices of its three principal subsidiaries. The greenhouse gas emissions for the Reporting Period is as below:

本年度，本集團根據由世界資源研究所與世界可持續發展工商理事會開發的《溫室氣體盤查議定書》及國際標準化組織制定的ISO 14064-1，為本集團的總部辦公室及三個主要附屬公司辦公室進行溫室氣體排放盤查，其於報告期內的溫室氣體排放表現如下：

Greenhouse gas (GHG) emission		Unit	Amount
溫室氣體排放		單位	數量
Scope 1	Direct GHG emissions	tonnes CO <sub>2</sub> e	9.7
範圍1	直接溫室氣體排放	公噸二氧化碳當量	
Scope 2	Indirect GHG emissions	tonnes CO <sub>2</sub> e	12.8
範圍2	間接的溫室氣體排放	公噸二氧化碳當量	
Scope 3	Other indirect GHG emissions	tonnes CO <sub>2</sub> e	2.0
範圍3	其他間接的溫室氣體排放	公噸二氧化碳當量	
Total GHG emissions		tonnes CO <sub>2</sub> e	24.5
溫室氣體排放總量		公噸二氧化碳當量	

GHG emission intensity		Unit	Amount
溫室氣體排放強度		單位	數量
Thousand RMB Revenue (Scopes 1, 2 and 3)		Kg CO <sub>2</sub> e/RMB' 000	0.4
每千元人民幣營業額(範圍1、2及3)		千克二氧化碳當量/千元人民幣	

Scope 1:	The direct GHG emissions generated from sources owned and controlled by the Group.	範圍1：	本集團擁有及控制的來源所產生的直接溫室氣體排放。
Scope 2:	GHG emissions indirectly generated by electricity generation, heating and cooling or steam purchased by the Group.	範圍2：	發電、供熱和制冷或者本集團向外購買的蒸汽所間接引致的溫室氣體排放。
Scope 3:	Emissions include GHG emissions indirectly generated by sources that are not owned or directly controlled by the Group but related to the Group's business activities.	範圍3：	排放包括並非由本集團擁有或直接控制，但與本集團業務活動有關的來源所間接產生的溫室氣體排放。

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

Based on the results of the greenhouse gas emission inventory, the Group's greenhouse gas emissions can be categorised as direct (Scope 1) and indirect (Scopes 2 and 3). Emissions in each scope derive from the fuel consumption of vehicles of the Group (Scope 1), electricity usage (Scope 2), and water consumption, sewage treatment, flight emissions from business trips, waste disposed at landfill and paper use during business operations (Scope 3).

During the Reporting Period, the Group's headquarters office and the offices of its three principal subsidiaries emitted a total of 24.5 tonnes of carbon dioxide equivalent, while greenhouse gas emission intensity was 0.4 kilogram of carbon dioxide equivalent per thousand RMB revenue, which was similar to that of last year.

In order to strengthen the management of greenhouse gas emissions, the Group monitors the results of greenhouse gas emission inventory, intensifies green operations in all aspects, and educates employees to carry out environmental protection through regular environmental training. We advocate green travel and encourage employees to use public transport and videoconferencing instead of unnecessary business travel if possible and select direct flights when business travel is unavoidable.

根據溫室氣體排放盤查結果，本集團的溫室氣體排放可分為直接排放（範圍1）及間接排放（範圍2及範圍3）。各範圍的溫室氣體排放分別來自集團名下車輛的燃油耗用量（範圍1）、在業務營運時的電力使用（範圍2）及水源消耗、污水處理、員工外出公幹的飛航排放、廢物堆填及紙張使用（範圍3）等。

於報告期內，本集團的總部辦公室及三個主要附屬公司辦公室的溫室氣體排放總量為24.5公噸二氧化碳當量，而溫室氣體排放強度則為每千元人民幣營業額0.4千克二氧化碳當量，與上年度的數據相若。

為加強對溫室氣體排放的管理，本集團監察溫室氣體排放盤查結果，在各方面深化綠色營運的舉措，透過定期的環保培訓教導員工實行環保。我們提倡綠色出行，鼓勵員工盡可能選搭公共交通工具，並運用視頻會議取代非必要的海外出行，為不可避免的商務旅行選擇直航航機。

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

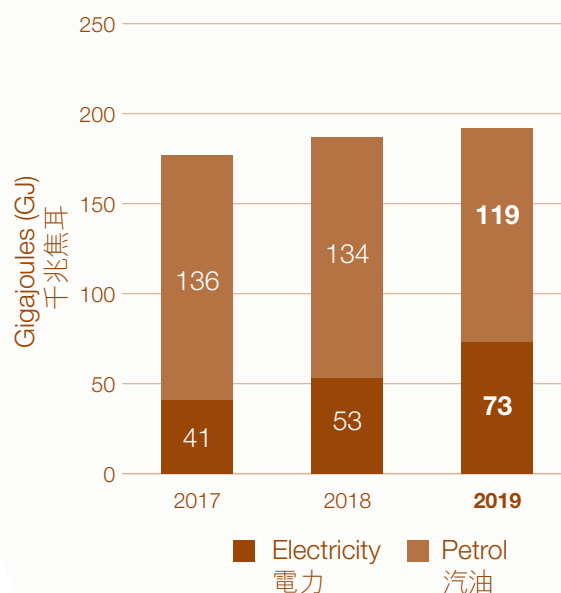
### 5.2. Energy Management

The Group actively carry out energy management and implement a number of measures to save energy in offices. Our offices are divided into multiple lighting areas, which can be controlled by independent switches, allowing employees to use the lighting system flexibly. We regularly measure the brightness of different locations in the office to reduce the number of luminaires in areas where excessive illumination is identified. Moreover, the Group has installed a central air conditioning system, and the air conditioning temperature is set between 25 to 27 degrees. We also remind our employees to turn off unnecessary electronic equipment and regularly clean the lighting fixtures and air filter screens of air conditioning systems to improve energy efficiency. The Group allows employees to wear casual clothing to work on a basis of not affecting the corporate image to reduce the demand for air conditioning system. In addition to monitor the power consumption during business operations regularly, the Group also regularly monitors the fuel consumption of its car fleet. We regularly arrange inspections for the fleet to ensure proper functioning of engines, tires and other components and improve fuel efficiency. During the Reporting Period, the total energy consumption of the Group's headquarter office and the offices of its three principal subsidiaries during operation was 191.8 gigajoules, while the energy intensity was 2.9 megajoules per thousand RMB revenue, which was similar to that of last year. The following chart shows the energy consumption of the Group in the past three years:

### 5.2. 能源管理

本集團積極進行能源管理，在辦公室實行多項節能措施。我們將辦公室劃分成多個照明區域，配合可獨立控制的開關，方便員工靈活使用照明系統。我們不時測量辦公室不同位置的亮度，以便減省高於需求亮度位置的燈具數目。此外，本集團採用中央空調系統，設定辦公室的空調在25至27度範圍內運行。我們亦提醒員工關閉不必要的電子設備，並定期清潔照明裝置及空調系統的過濾網，以提高能源效益。在不影響企業形象的情況下，本集團容許員工穿著輕便服飾上班，以減低對空調的需求。除了定期監控業務運營時的耗電量外，本集團亦定期監察名下車隊的燃料耗用量。我們定期為車隊安排檢驗，以確保引擎、輪胎等部件正常運行，提高燃料使用效益。於報告期內，本集團的總部辦公室及三個主要附屬公司辦公室在運營過程中的總能源耗用量為191.8千兆焦耳，而能源耗用強度則為每千元人民幣營業額2.9兆焦耳，與上年度的數據相若。以下圖表展示本集團過去三年的能源耗用量：

**Energy consumption in the past three years**  
過去三年的能源耗用量





# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

### 5.3. Use of Resources

The Group encourages employees to use natural resources responsibly. Notices are displayed prominently next to printers to remind employees to use double-sided photocopying or reuse paper, and printers are pre-set to print on both sides in ink-saving mode, so as to nurture the habits of using double-sided photocopying and reusing papers among employees. The Group also encourages employees to use electronic communication technologies to transmit message, in order to reduce paper printing. During the Year, the total paper consumption of the Group's headquarter office and the offices of its three principal subsidiaries was 61.3 kilogram, while the intensity of paper use was 3.4 kilogram per employee.

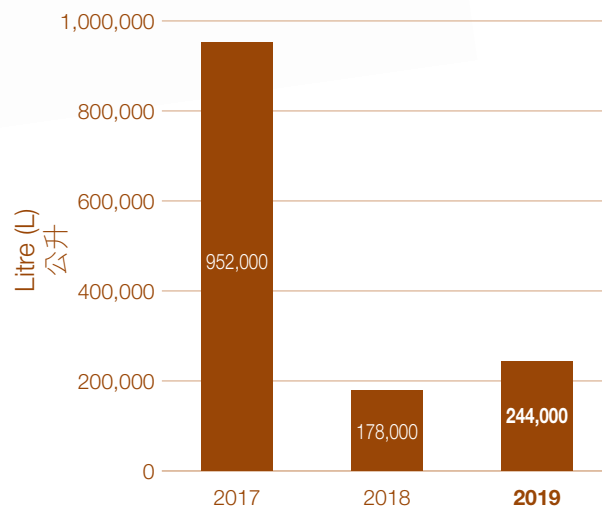
Furthermore, we post water-saving labels in washrooms to remind employees to turn off faucets and cherish water resources. We also regularly conduct leakage tests on concealed water pipes and arrange timely maintenance work to reduce wastage due to leakage. During the Reporting Period, the total water consumption of the Group's headquarter office and the offices of its three principal subsidiaries was 244,000.0 litre, while the water consumption intensity was 3.7 litre per thousand RMB revenue, which was similar to that of last year. The following chart shows the water consumption of the Group in the past three years:

### 5.3. 資源使用

本集團鼓勵員工負責任地使用自然資源。我們在打印機旁的當眼處張貼告示提醒員工採用雙面影印或使用再用紙，並預設打印機以省墨模式雙面打印，致力培養員工雙面使用及重複使用紙張的習慣。本集團亦鼓勵使用電子通訊技術傳遞信息，以減少紙本印刷。本年度，本集團的總部辦公室及三個主要附屬公司辦公室的紙張使用總量為61.3千克，而紙張使用的強度則為每名員工3.4千克。

此外，我們在洗手間張貼節約用水的標貼，提醒員工關緊水龍頭，珍惜水資源。我們亦定期進行隱蔽水管滲漏測試，並適時安排維修工作，以減少因滲漏而造成的浪費。本集團的總部辦公室及三個主要附屬公司辦公室於報告期內的用水總量為244,000.0公升，而用水強度則為每千元人民幣營業額3.7公升，與上年度的數據相若。以下圖表展示本集團過去三年的用水量：

**Water consumption in the past three year**  
過去三年的用水量



# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

### 5.4. Waste Management

The Group advocates waste management from the source. We encourage the use of rechargeable batteries instead of disposable batteries, and reduce the use of disposable and non-recyclable products. The Group also reviews the inventory of various types of materials from time to time and assesses the consumption to avoid excessive purchases. In terms of waste disposal, we strictly follow relevant laws and regulations, put waste batteries in specific recycling bins, and recycle waste paper, metal and plastic products. During the Year, the total amount of non-hazardous waste generated by the Group's headquarter office and the offices of its three principal subsidiaries was 2 kilogram, and the intensity of non-hazard waste was 0.1 kilogram per employee. Hazardous waste generated includes 1 computer, 3 used ink cartridges/used toner cartridges and 10 used batteries. The Group will continue to monitor the amount of non-hazardous waste and hazardous waste generated to strengthen the preventive measures for pollution.

## 6. CARE FOR SOCIETY

While promoting business development, the Group actively encourages its employees to participate in community activities to promote cultural exchanges and cooperative development with the communities. We care for the community, respect the local culture and values, always consider the interests of the communities in which we operate, and wish to bring positive contribution to society.

### 5.4. 廢棄物管理

本集團提倡從源頭進行廢棄物管理。我們鼓勵使用充電電池代替一次性電池，並減少使用一次性及不可回收的產品。本集團亦不時盤點各類物資的存貨量及評估耗用量，以避免過量添置。在處理廢棄物方面，我們嚴格遵從相關的法律法規，將廢棄電池放置於特定的回收箱內，並回收廢棄紙張、金屬及塑料類產品。本年度，本集團的總部辦公室及三個主要附屬公司辦公室的無害廢棄物產生總量為2 千克，無害廢棄物產生的強度為每名員工0.1 千克。而所產生的有害廢棄物則包括1 台電腦、3 件廢墨盒/廢碳粉盒及10 件廢舊電池。本集團將繼續監控無害廢棄物及有害廢棄物的產生量，深化各項污染防治的措施。

## 6. 關心社會

在推動業務發展的同時，本集團積極鼓勵員工參與社區活動，以促進與社區的文化交流及合作發展。我們心系社區，尊重社區的文化及價值，時刻考慮營運所在社區的利益，並希望對社會產生正面的影響。

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

### APPENDIX 1: SUSTAINABILITY DATA STATEMENTS

### 附錄一：可持續發展數據摘要

The following is a summary of the sustainability data in the subject area of environment of the Group's headquarter office and the offices of its three principal subsidiaries during the Year:

以下是本年度本集團的總部辦公室及三個主要附屬公司辦公室的环境範疇可持續發展數據摘要：

	Unit 單位	2019 2019 年度
<b>Emissions</b>		
<b>排放物</b>		
Sulphur oxides	kg	8.3
氮氧化物	千克	
Nitrogen oxides	kg	0.1
硫氧化物	千克	
Particulate matters	kg	0.8
懸浮顆粒	千克	
<b>GHG emissions</b>		
<b>溫室氣體排放</b>		
Direct GHG emissions (Scope 1)	tonnes CO <sub>2</sub> e	9.7
直接溫室氣體排放(範圍1)	公噸二氧化碳當量	
Indirect GHG emissions (Scope 2)	tonnes CO <sub>2</sub> e	12.8
間接溫室氣體排放(範圍2)	公噸二氧化碳當量	
Other indirect GHG emissions (Scope 3)	tonnes CO <sub>2</sub> e	2.0
其他間接溫室氣體排放(範圍3)	公噸二氧化碳當量	
Total GHG emissions (Scope 1, 2 and 3)	tonnes CO <sub>2</sub> e	24.5
溫室氣體排放總量(範圍1、2及3)	公噸二氧化碳當量	
GHG emission intensity (per thousand RMB revenue)	kg CO <sub>2</sub> e/RMB'000	0.4
(Scope 1, 2 and 3)		
溫室氣體排放強度(每千元人民幣營業額)(範圍1、2及3)	千克二氧化碳當量/千元人民幣	
<b>Energy consumption</b>		
<b>能源耗用</b>		
Total energy consumption	GJ	191.8
總能源耗用量	千兆焦耳	
Energy intensity (per thousand RMB revenue)	MJ/RMB'000	2.9
能源耗用密度(每千元人民幣營業額)	兆焦耳/千元人民幣	
Purchased electricity consumption	GJ	73.2
外購電力耗用量	千兆焦耳	
Gasoline consumption	GJ	118.6
汽油耗用量	千兆焦耳	

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

	Unit 單位	2019 2019 年度
<b>Water consumption</b>		
<b>水源耗用</b>		
Total water consumption	L	244,000.0
總耗水量	公升	
Water consumption intensity (per thousand RMB revenue)	L/RMB'000	3.7
水源耗用密度(每千元人民幣營業額)	公升/千元人民幣	
<b>Paper consumption</b>		
<b>紙張耗用量</b>		
Total paper consumption	Kg	61.3
用紙總量	千克	
Paper consumption per capita	Kg/employee	3.4
人均用紙量	千克/員工	
<b>Waste</b>		
<b>廢棄物</b>		
Total generation of non-hazardous waste	Kg	2.0
無害廢棄物產生總量	千克	
Non-hazardous waste generation intensity (per employee)	Kg/employee	0.1
無害廢棄物產生強度(每名員工)	千克/員工	
Generation of hazardous waste (computer)	Unit	1
有害廢棄物產生量(電腦)	台	
Generation of hazardous waste (ink cartridge and toner box)	Piece	3
有害廢棄物產生量(廢墨盒、廢碳粉盒)	件	
Generation of hazardous waste (used batteries)	Piece	10
有害廢棄物產生量(廢舊電池)	件	

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

The following is a summary of the Group's sustainability data in the subject area of society for the Year:

以下是本年度本集團的社會範疇可持續發展數據摘要：

		2019 2019 年度
<b>Total workforce</b> 僱員總數	Number of individuals 人數	18
<b>Workforce by gender</b> 按性別劃分的員工人數		
Female 女性員工總數	Number of individuals 人數	10
Male 男性員工總數	Number of individuals 人數	8
<b>Workforce by employment type</b> 按工作類別劃分的員工人數		
Junior employee 初級員工總數	Number of individuals 人數	13
Intermediate management 中級管理層總數	Number of individuals 人數	2
Senior management 高級管理層總數	Number of individuals 人數	3
<b>Workforce by age group</b> 按年齡組別劃分的員工人數		
Aged below 30 30歲以下員工總數	Number of individuals 人數	1
Aged 30-50 30-50歲員工總數	Number of individuals 人數	16
Aged above 50 50歲以上員工總數	Number of individuals 人數	1
<b>Workforce by geographical region</b> 按地區劃分的員工人數		
Eastern China 華東區域員工總數	Number of individuals 人數	10
Southern region 南方區域員工總數	Number of individuals 人數	8
<b>Total employee turnover rate*</b> 員工總流失率*		5.6%

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

2019  
2019 年度

### Employee turnover rate by gender\*

#### 按性別劃分的員工流失比率\*

Female employee turnover rate 女性員工流失比率	5.6%
Male employee turnover rate 男性員工流失比率	0.0%

### Employee turnover rate by aged group\*

#### 按年齡組別劃分的員工流失比率\*

Aged below 30 30歲以下員工流失比率	0.0%
Aged 30–50 30–50歲員工流失比率	5.6%
Aged above 50 50歲以上員工流失比率	0.0%

### Employee turnover rate by geographical region\*

#### 按地區劃分的員工流失比率\*

Eastern China 華東區域員工流失率	0.0%
Southern region 南方區域員工流失比率	5.6%

### Percentage of employees trained

#### 受訓員工百分比

100%

### Average training hours completed per employee by gender

#### 按性別劃分的員工平均培訓時數

Average training hours per female employee 每名女性員工平均培訓時數	Hour 小時	15.5
Average training hours per male employee 每名男性員工平均培訓時數	Hour 小時	10.6

### Average training hours completed per employee by employment type

#### 按員工類別劃分的員工平均培訓時數

Average training hours per junior employee 每名初級員工平均培訓時數	Hour 小時	12.0
Average training hours per middle-level employee 每名中級員工平均培訓時數	Hour 小時	20.0
Average training hours per senior employees 每名高級員工平均培訓時數	Hour 小時	15.0

\* The employee turnover rate is calculated by dividing the number of employees lost by the number of employees at the end of the year

\* 員工流失比率以流失員工人數除以年終員工人數計算

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

### APPENDIX 2: CONTENT INDEX OF HONG KONG STOCK EXCHANGE ESG REPORTING GUIDE

### 附錄二：香港聯合交易所《環境、社會及管治報告指引》索引

			Related Sections 相關章節
<b>A. Environmental 環境</b>			
<b>A1 : Emissions 排放物</b>	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Concerns on Environmental Protection 關注環境保護
	A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Sustainability Data Statements 可持續發展數據摘要
	A1.2	Greenhouse gas emissions in total and, where appropriate, intensity 溫室氣體總排放量及密度。	Concerns on Environmental Protection – Management of Greenhouse Gas Emissions; Sustainability Data Statements 關注環境保護 – 溫室氣體排放管理； 可持續發展數據摘要
	A1.3	Total hazardous waste produced and, where appropriate, intensity. 所產生有害廢棄物總量及密度。	Concerns on Environmental Protection – Waste Management; Sustainability Data Statements 關注環境保護 – 廢棄物管理； 可持續發展數據摘要
	A1.4	Total non – hazardous waste produced and, where appropriate, intensity 所產生無害廢棄物總量及密度。	Concerns on Environmental Protection – Waste Management; Sustainability Data Statements 關注環境保護 – 廢棄物管理； 可持續發展數據摘要
	A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Concerns on Environmental Protection – Management of Greenhouse Gas Emissions 關注環境保護 – 溫室氣體排放管理
	A1.6	Description of how hazardous and non – hazardous wastes are handled, reduction initiatives and results achieved. 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。	Concerns on Environmental Protection – Waste Management; 關注環境保護 – 廢棄物管理

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

			<b>Related Sections</b> 相關章節
<b>A2 : Use of Resources</b> 資源使用	General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	Concerns on Environmental Protection — Energy Management; Use of Resource; 關注環境保護 — 能源管理 ; 資源使用
	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。	Concerns on Environmental Protection — Energy Management; Sustainability Data Statements 關注環境保護 — 能源管理 ; 可持續發展數據摘要
	A2.2	Water consumption in total and intensity. 總耗水量及密度。	Concerns on Environmental Protection — Use of Resources; Sustainability Data Statements 關注環境保護 — 資源使用 ; 可持續發展數據摘要
	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。	Concerns on Environmental Protection — Energy Management 關注環境保護 — 能源管理
	A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 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。	Concerns on Environmental Protection — Use of Resources 關注環境保護 — 資源使用
	A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced. 制成品所用包裝材料的總量及每生產單位估量。	Not applicable, as the Group's operations do not involve packaging materials 不適用，本集團業務不涉及包裝材料
<b>A3 : The Environment and Natural Resources</b> 環境及天然資源	General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	Concerns on Environmental Protection 關注環境保護
	A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 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。	Concerns on Environmental Protection 關注環境保護



# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

			<b>Related Sections</b> 相關章節
<b>B. Social</b> 社會			
<b>Employment and Labour Practices</b> 僱傭及勞動常規			
<b>B1 : Employment</b> 僱傭	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.  有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Workforce — Employment Practices; Welfare and Benefits 員工團隊 — 僱傭常規；福利待遇
	B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Workforce; Sustainability Data Statements 員工團隊； 可持續發展數據摘要
	B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Sustainability Data Statements 可持續發展數據摘要
<b>B2 : Health and Safety</b> 健康與安全	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.  有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Workforce — Health and Safety 員工團隊 — 健康與安全
	B2.1	Number and rate of work — related fatalities. 因工作關係而死亡的人數及比率。	Workforce — Health and Safety 員工團隊 — 健康與安全
	B2.2	Lost days due to work injury. 因工傷損失工作日數。	Workforce — Health and Safety 員工團隊 — 健康與安全
	B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 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。	Workforce — Health and Safety 員工團隊 — 健康與安全

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

			<b>Related Sections</b> 相關章節
<b>B3 : Development and Training</b> 發展及培訓	General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Workforce – Training and Development 員工團隊 – 培訓及發展
	B3.1	The percentage of employees trained by gender and employee category. 按性別及僱員類別劃分的受訓僱員百分比。	Workforce – Training and Development; Sustainability Data Statements 員工團隊 – 培訓及發展；可持續發展數據摘要
	B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Workforce – Training and Development; Sustainability Data Statements 員工團隊 – 培訓及發展；可持續發展數據摘要
<b>B4 : Labour Standards</b> 勞工準則	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Workforce – Employment Practices 員工團隊 – 僱傭常規
	B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Workforce – Employment Practices 員工團隊 – 僱傭常規
	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驟。	Workforce – Employment Practices 員工團隊 – 僱傭常規

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

			<b>Related Sections</b> 相關章節
<b>Operating Practices</b> 營運慣例			
<b>B5 : Supply Chain Management</b> 供應鏈管理	General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Standardized Operation — Supply Chain Management 規範營運 — 供應鏈管理
	B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Standardized Operation — Supply Chain Management 規範營運 — 供應鏈管理
	B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 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。	Standardized Operation — Supply Chain Management 規範營運 — 供應鏈管理
<b>B6 : Product Responsibility</b> 產品責任	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Standardized Operation — Product Responsibility; Customer Privacy 規範營運 — 產品責任；客戶隱私
	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Standardized Operation — Product Responsibility 規範營運 — 產品責任
	B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Standardized Operation — Product Responsibility 規範營運 — 產品責任
	B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Standardized Operation — Product Responsibility 規範營運 — 產品責任
	B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	Standardized Operation — Product Responsibility 規範營運 — 產品責任
	B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	Standardized Operation — Customer Privacy 規範營運 — 客戶隱私

# 2019 Environmental, Social and Governance Report

## 2019 年度環境、社會及管治報告

			<b>Related Sections</b> 相關章節
<b>B7 : Anti-corruption</b> 反貪污	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Standardized Operation — Integrity and Compliance 規範營運 — 廉潔合規
	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. 於匯報期內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。	Standardized Operation — Integrity and Compliance 規範營運 — 廉潔合規
	B7.2	Description of preventive measures and whistle — blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Standardized Operation — Integrity and Compliance 規範營運 — 廉潔合規
<b>Community</b> 社區			
<b>B8 : Community Investment</b> 社區投資	General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	Care for Society 關心社會
	B8.1	Focus areas of contribution. 專注貢獻範疇。	The Group will consider making relevant disclosure in the future 本集團會考慮在未來作相關披露
	B8.2	Resources contributed. 在專注範疇所動用資源。	The Group will consider making relevant disclosure in the future 本集團會考慮在未來作相關披露

RUIYUAN  
瑞 远

**浙江瑞遠智控科技股份有限公司**

Zhejiang RuiYuan Intelligent Control Technology Company Limited\*