

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

2020 | Environmental, Social and
Governance Report
環境、社會及管治報告

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1. ABOUT THE REPORT

關於報告

This is the 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. Please refer to the “Corporate Governance Report” on pages 42 to 63 of the Annual Report of 2020 for the information of corporate governance.

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**」）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，請參閱二零二零年年報第42至63頁「企業管治報告」。

1.1 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 2019 and 31 May 2020 (the “**Year**”). The environmental key performance indicators (“**KPIs**”) as disclosed in the ESG Report are based on the performance of the Group’s headquarters, 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.

1.1 報告範圍

本報告專注於二零一九年六月一日至二零二零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，並披露有關可持續發展的資料。

1.2 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.

1.2 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。

1.3 STAKEHOLDER ENGAGEMENT

Understanding and taking actions towards stakeholders’ concerns and expectations is essential towards our sustainability development. Therefore, we actively engage with stakeholders to help us recognise our sustainability performance and understand the impacts by our sustainability policies and measures. We have established various communication channels so that comments and feedback from major stakeholders are effectively and timely addressed.

1.3 持份者參與

瞭解持份者的關注及期望並採取應對行動，對我們的可持續發展至關重要。因此，我們積極與持份者合作以幫助我們認識我們在可持續發展方面的表現並瞭解我們可持續發展的政策和措施帶來的影響。我們已設立多項溝通渠道，藉此有效且及時地處理主要持份者的意見及反饋。

1. ABOUT THE REPORT

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The following table summarises the main expectations and concerns of the key stakeholders as identified by the Group, and the corresponding management responses.

下表概述本集團所識別的關鍵持份者的主要期望與關注，以及相應的管理層回應。

Stakeholders 持份者	Expectations and Requirements 期望及要求	Means of Communication and Response by the Group 溝通方式及本集團回應
Government and Regulators	<ul style="list-style-type: none"> Compliance with national policies, laws and regulations Tax payment in full and on time Safe production 	<ul style="list-style-type: none"> Regular Information reporting Examination and inspection Fulfilling the requirements of accounting standards and relevant bodies
政府及監管機構	<ul style="list-style-type: none"> 遵守國家政策、法律及法規 按時足額納稅 安全生產 	<ul style="list-style-type: none"> 日常信息披露 檢查及檢驗 符合會計準則及有關機構之要求
Shareholders	<ul style="list-style-type: none"> Returns Compliance operations Rise in company value Transparency and effective communication 	<ul style="list-style-type: none"> General meetings Announcements Email, telephone conversation and company website Dedicated reports
股東	<ul style="list-style-type: none"> 回報 合規經營 提升公司價值 透明及有效的溝通 	<ul style="list-style-type: none"> 股東大會 公告 電子郵件、電話交談及公司網站 專用報告
Partners	<ul style="list-style-type: none"> Operation with integrity 誠信經營 	<ul style="list-style-type: none"> Internal reviews 內部評審
合作夥伴		
Customers	<ul style="list-style-type: none"> Outstanding products and services Health and safety Operation with integrity 	<ul style="list-style-type: none"> Customer service center and hotlines Customer satisfaction surveys Social media platforms and emails
客戶	<ul style="list-style-type: none"> 優質產品及服務 健康與安全 誠信經營 	<ul style="list-style-type: none"> 客戶服務中心和熱線 客戶滿意度調查 社交媒體平台及電子郵件
Environment	<ul style="list-style-type: none"> Compliance with emission regulations Environmental protection 	<ul style="list-style-type: none"> Communication with local environmental departments Reporting
環境	<ul style="list-style-type: none"> 符合排放法規 環境保護 	<ul style="list-style-type: none"> 與當地環境部門的溝通 報告

1. ABOUT THE REPORT

關於報告

Stakeholders 持份者	Expectations and Requirements 期望及要求	Means of Communication and Response by the Group 溝通方式及本集團回應
Industry 行業	<ul style="list-style-type: none"> Establishment of industrial standards Enhancement of industrial development 建立行業標準 促進行業發展 	<ul style="list-style-type: none"> Joining industry-related associations 加入行業相關協會
Employees 僱員	<ul style="list-style-type: none"> Protection of rights Occupational health Remunerations and benefits Career development Humanity cares 權利保護 職業健康 薪酬及福利 職業發展 人文關懷 	<ul style="list-style-type: none"> Meetings with employees House journal and intranet Training and workshop Employee activities 與僱員開會 內部日誌和內部網 培訓及工作坊 僱員活動
Community and the public 社區及公眾	<ul style="list-style-type: none"> Enhancement of community environment Participation in charity Transparency 改善社區環境 參與慈善 透明度 	<ul style="list-style-type: none"> Company website Social media platforms 公司網站 社交媒體平台

1.4 INFORMATION AND FEEDBACKS

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

1.4 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。

2. 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，如參與電信或電力基建項目的馬來西亞基建公司、建築公司、機械或電力承包商及分包商。為配合我們的核心業務，本集團亦買賣接線盒配件及管道，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。憑藉本集團全員の同心協力，本集團於二零一七年七月十九日在聯交所GEM上市。

3. PROTECTING OUR ENVIRONMENT

保護環境

3.1 EMISSIONS

Environmental protection is beyond dispute a collective responsibility of all businesses given the stern environmental circumstances nowadays. As a responsible corporate 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 1974. During the Year, the Group was not aware of any non-compliance with relevant laws and regulations relating to environmental issues.

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

Air Pollutants

空氣污染物

Nitrogen oxides (kg)

氮氧化物 (千克)

Sulphur dioxide (kg)

二氧化硫 (千克)

Particulate matter (kg)

顆粒物 (千克)

3.1 排放物

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，本集團仍不遺餘力地控制生產過程中的排放量。我們嚴格遵守《一九七四年環境質量法案》等有關排放的法例及規例。於本年度內，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，下表載列本年度空氣污染物的排放量：

	2019-20	2018-19
Nitrogen oxides (kg)	1,162	1,279
Sulphur dioxide (kg)	0.50	0.48
Particulate matter (kg)	28	32

3. PROTECTING OUR ENVIRONMENT 保護環境

Climate change is another 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 gases (GHG) directly and indirectly through activities such as logistics and transportations, electricity and fuel consumption, paper usage and disposal. During the Year, the Group does not have any business travels due to the outbreak of COVID-19. The total emission and emission intensity of GHG of the Year are shown as below:

氣候變化是全球關注的另一議題，本集團也不例外。我們深信，所有人均有責任控制其碳足跡。本集團的生產及營運通過物流及運輸、電力及燃料消耗、紙張使用及處置等活動直接及間接排放溫室氣體。於本年度，由於2019新型冠狀病毒（「COVID-19」）爆發，本集團未有進行任何商務旅行。本年度溫室氣體排放總量及排放密度載列如下：

GHG Emission	溫室氣體排放	2019-20	2018-19
Total emission (tonne of CO ₂ e)	排放總量		
	(噸二氧化碳當量)	271	278
Direct emission (Scope 1) ¹	直接排放 (範圍1) ¹		
(tonne of CO ₂ e)	(噸二氧化碳當量)	193	192
Indirect emission (Scope 2) ²	間接排放 (範圍2) ²		
(tonne of CO ₂ e)	(噸二氧化碳當量)	75	81
Indirect emission (Scope 3) ³	間接排放 (範圍3) ³		
(tonne of CO ₂ e)	(噸二氧化碳當量)	3	5
Emission intensity	排放密度 (噸二氧化碳		
(tonne of CO ₂ e/million RM of revenue)	當量 / 百萬令吉收益)	11.76	9.46

¹ The data includes GHG emissions from the combustion of fuels in vehicles.

² The data includes GHG emissions from the generation of purchased electricity.

³ The data includes GHG emissions from the landfill disposal of paper waste.

¹ 該數據包括來自汽車燃料燃燒的溫室氣體排放。

² 該數據包括來自外購電力生產時的溫室氣體排放。

³ 該數據包括來自廢紙堆填的溫室氣體排放。

3. PROTECTING OUR ENVIRONMENT

保護環境

3.2 WASTE

The Group strives to handle the 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 waste, general waste is produced from daily operation of both office and plants, while hand gloves are generated from the production process. Hazardous waste mainly includes bottle spray and lead from the production process, and toner cartridges from office operations. During the Year, some research has been done by changing bottle spray brand to reduce usage, coupled with the Movement Control Order (MCO) under COVID-19 which led to a lower production activity when comparing that to 2019. The weights and intensity of waste produced are shown in the following table:

Waste	廢棄物		
Total hazardous waste produced (kg) ⁴	產生的有害廢棄物總量 (千克) ⁴	214	547
Bottle Spray (kg)	瓶裝噴劑(千克)	55	308
Lead (kg)	鉛(千克)	157	233
Toner (kg)	墨盒(千克)	2	6
Intensity of hazardous waste (kg/million RM of revenue)	有害廢棄物密度 (千克／百萬令吉收益)	9.29	18.55
Total non-hazardous waste produced (kg) ⁵	產生的無害廢棄物總量 (千克) ⁵	826	1,024
Hand gloves (rubber) (kg)	手套(橡膠)(千克)	84	116
Hand gloves (cotton) (kg)	手套(棉)(千克)	742	908
Intensity of non-hazardous waste (kg/ million RM of revenue)	無害廢棄物密度 (千克／百萬令吉收益)	35.91	34.77

3.2 廢棄物

本集團致力以最嚴謹的方式處理廢棄物，並嚴格遵守《環境質量法案》(Environmental Quality Act) 及《環境質量(計劃內廢棄物)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棄物。就無害廢棄物而言，辦公室及廠房的日常作業過程中均產生一般廢棄物，而生產過程中亦會產生手套。有害廢棄物主要包括生產過程中產生的瓶裝噴劑及鉛以及辦公室營運產生的碳粉盒。於本年度，本集團經進行研究，通過改變瓶裝噴劑品牌以減少使用量，連同COVID-19疫情下頒布的行動管制令導致生產活動較二零一九年有所減少。產生廢棄物的重量及密度載列於下表：

	2019-20	2018-19
Total hazardous waste produced (kg) ⁴	214	547
Bottle Spray (kg)	55	308
Lead (kg)	157	233
Toner (kg)	2	6
Intensity of hazardous waste (kg/million RM of revenue)	9.29	18.55
Total non-hazardous waste produced (kg) ⁵	826	1,024
Hand gloves (rubber) (kg)	84	116
Hand gloves (cotton) (kg)	742	908
Intensity of non-hazardous waste (kg/ million RM of revenue)	35.91	34.77

⁴ During the Year, 12 fluorescent tubes were discarded but the weight was not measured hence not included in the total weight of hazardous waste produced.

⁵ Since the general waste generated by the Group was collected by third-party cleaning companies and no record was kept during the Year, the amount and intensity are unable to disclose. The Group will continue to strengthen information collection in order to improve data disclosures in the ESG Report.

⁴ 於本年度，12個熒光燈管被丟棄，但由於沒有計量其重量，故未計入產生的有害廢棄物總量內。

⁵ 由於本集團產生的一般廢棄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。

3. PROTECTING OUR ENVIRONMENT

保護環境

3.3 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:

Use of Resources	資源使用	2019-20	2018-19
Energy	能源		
Total consumption (MWh)	消耗總量 (兆瓦時)	850	864
Fuel combustion for vehicles (MWh)	汽車燃料燃燒 (兆瓦時)	742	735
Electricity purchased (MWh)	外購電力 (兆瓦時)	108	129
Consumption intensity (MWh/million RM of revenue)	消耗密度 (兆瓦時／百萬令吉收益)	36.95	29.33
Water	水		
Total consumption (m³)	消耗總量 (立方米)	5,552	6,613
Consumption intensity (m³/million RM of revenue)	消耗密度 (立方米／百萬令吉收益)	241.27	224.54

3.3 節能節水

能源及水是本集團所消耗的兩大重要資源。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：

3.4 GREEN OPERATION

In order to shoulder the burden of environmental protection and sustainability, we have taken multiple steps through dedicating considerable efforts to reducing emissions as well as resource consumption. 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.

3.4 綠色營運

為肩負起環境保護與可持續發展的重任，我們採取了多項措施致力於減少排放及資源消耗。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。

3. PROTECTING OUR ENVIRONMENT

保護環境

Our dedication to cutting carbon footprint can be reflected by various measures, in addition to complying with local laws and regulations relating to environmental protection. To minimize the impacts brought by air pollution, vehicles, during entering and exiting our plant, are sprayed with water to remove dusty materials and minimize spreading of dust. We also conduct regular inspections on tyre pressure and ensure engines are turned off for idling vehicles to reduce emission of pollutants. While 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 adopt hybrid automobiles with less polluting emissions and higher fuel efficiency compared to other vehicles. Besides, we 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.

To properly handle non-hazardous waste, the Group has devised a series of procedures in an effort to prevent any negative impacts made to the environment resulted from our operation. Apart from general waste which is disposed of at landfills, hand gloves are collected and recycled by suppliers so as to minimize the amount of wastes being discarded. To avoid harmful impacts, all hazardous waste such as toner cartridges, bottle sprays and lead are collected and handled by qualified companies and suppliers.

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. In our working area, we maximize the use of natural light as practicable and adopt energy efficient lighting such as T5 fluorescent lamps and LED lamps. 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 worn-out pressure gauges, pressure hose and connectors of air compressors to prevent refrigerant leakage. We also set the air-conditioning systems at a minimum of 25.5 degree Celsius and switch off air-conditioning when the rooms are not in use.

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。為盡量減低空氣污染帶來的影響，我們會在車輛進出本集團廠房時向車輛灑水以清除塵土並盡量減低灰塵擴散。我們亦定期進行輪胎壓力檢查，並確保關掉閒置車輛的引擎以減少污染物排放。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。我們亦使用混合動力汽車，與其他車輛相比其廢氣排放較少且燃油效率較高。此外，我們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。

為妥善處理無害廢棄物，本集團設計出一系列程序，以避免我們的營運對環境造成任何負面影響。除於填埋區域處置的一般廢棄物外，手套由供應商收集及循環利用，以盡量減少所丟棄廢棄物的數量。為避免有害影響，所有有害廢棄物如碳粉盒、瓶裝噴劑及鉛均由合資格公司及供應商收集並處理。

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。在我們的工作區域中，我們盡可能地利用自然光，並採用節能照明，例如T5熒光燈及LED燈。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並更換老化的壓力錶、壓力軟管及空氣壓縮機的連接器，以防製冷劑洩漏。我們亦將空調系統的最低溫度設置為25.5攝氏度，並在不使用房間時關閉空調。

3. PROTECTING OUR ENVIRONMENT

保護環境

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 toilets, carrying out regular check for leakage and fixing dripping tips in a prompt and timely manner. To avoid hidden water leakage, we conduct periodic water meter checking. We also use water taps and urinal equipment with water-efficient label to minimize water consumption in the manufacturing process. In terms of wastewater, we adopt a filter system through which sand and pellets of rocks are filtered out before being collected for recycling by designated contractors while unrecyclable wastewater enters the municipal drainage system for proper wastewater treatment.

The use of paper has been a significant 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 methods, 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. We also set print quota for users and monitor the printing volume regularly to encourage reduction in paper usage. In addition, we purchase printing paper, toilet paper and paper towels with recycled content.

我們的環境承諾亦包含一系列節水措施，如將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解決漏水問題。為排查暗處漏水，我們會定期核查水錶。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製造過程中的水消耗。污水方面，我們採用過濾系統以過濾污水中的沙粒及石塊，其後由專責承包商收集循環再用，同時不可循環利用的污水會排進城市排污系統作適當的污水處理。

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使用及列印紙張以及重複使用紙張。我們還為使用者設置打印配額並定期監控打印量，以鼓勵減少紙張使用量。此外，我們購買的是具有再生成分的印刷紙、衛生紙及紙巾。

4. CARING ABOUT OUR EMPLOYEES

關懷僱員

4.1 EMPLOYMENT AND WELFARE

In order to protect the rights of and provide the best working environment for our employees, the Group strictly conforms to 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 the basis of merits and criteria regardless of their gender, race or religion. To avoid child labour in workplace, age verification is mandatory in our recruitment process, which takes 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 annually so as to form the basis of the management decision with regards to salary adjustment, bonuses and promotions. We also take our staff's quality and adequacy of work output, punctuality, initiative, attitude and teamwork into account when considering rewards like salary increment and provision of bonuses. For employees who have decided to resign, exit interviews will also be conducted in order to collect their precious opinions for any possible improvement of the Group's policies.

4.1 僱傭及福利

本集團嚴格遵守相關法例及規定，如《僱傭法例》、《僱員公積金法案》、《僱員社會保障法案》及《最低工資法令》，以保障僱員權益及提供最佳工作環境。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強制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。本公司每年檢討員工表現，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等獎勵時，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，以收集他們的任何可改進本集團政策的寶貴意見。

4. CARING ABOUT OUR EMPLOYEES

關懷僱員

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 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 in the Group. Besides, we also place emphasis on the work-life 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.

4.2 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.

除薪酬方案外，本集團亦提供多項福利。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期假期，如公眾假期、年假、醫療及住院假、產假及待產假、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多樣休閒活動，讓僱員舒緩壓力及聯誼。

於本年度，本集團繼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。

4.2 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。

4. CARING ABOUT OUR EMPLOYEES

關懷僱員

In order to raise the level of effectiveness of employees and improve their working performance, it is one of our policies that all employees are 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 staff in an effort to deepen their understanding of concrete hence our products and production process. On the other hand, in the aspect of information technology, trainings on Microsoft Excel 2016 as well as tutorials on e-leave application were provided so as to enhance the IT application of the Group. Indoor sales training was also arranged to strengthen employees' marketing skills. We also offer trainings on ISO45001 awareness in a bid to enhance staff members' knowledge towards occupational health and safety. 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. Recommendations on training are also given to staff so as to help them step further in their future career path.

為提高僱員的效率水平並改善彼等的工作績效，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，就信息技術而言，我們提供 Microsoft Excel 2016 的培訓及電子請假軟件的教程，以提升本集團的 IT 應用水平。我們亦安排了室內銷售培訓，以提高員工的營銷技能。我們亦進行 ISO45001 意識培訓以增強員工對職業健康及安全的認知。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，以協助彼等未來的事業更上一層樓。

4. CARING ABOUT OUR EMPLOYEES 關懷僱員

4.3 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 formed a health and safety management team constituted with supervisors and managers which aims at providing and maintaining a safe working environment, safe systems of work and facilities for the welfare of all workers. To emphasize the importance of workplace safety and health, internal policy is in place and ensures our working environment is in line with requirements of relevant environmental law. With well-established occupational health and safety (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 external parties, is given to our employees before using any machine or equipment and handling dangerous chemicals. An array of programs such as toolbox talks, induction programs, industrial practices, lectures and seminars are also provided for our staff to ensure the equipment is safely used. 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.

4.3 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法規，包括《工廠及機械法案》、《消防法案》、《電力供應法案》、《職業安全與健康法案》及《勞工賠償法案》。為了更好地確保我們員工的安全和健康，我們亦組建了由監事和管理人員組成的健康和安全管理團隊，旨在提供和維護安全的工作環境、安全的工作系統及設施，以保障所有工人的福利。為強調工作場所安全與健康的重要性，已制定內部政策，並確保我們的工作環境符合相關環境法的要求。憑藉完善的職業健康與安全政策，本集團已成功取得OHSAS 18001:2007職業健康安全管理体系證書。

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，均會接受由外界機構向彼等提供的安全培訓。我們亦會向員工提供工地座談會、入職課程、工業實踐、講座及研討會等不同課程，以確保設備的安全使用。除提供培訓及設備外，我們亦持續進行職業危害分析，以制定要求僱員遵守的預防潛在危害的措施。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。

4. CARING ABOUT OUR EMPLOYEES

關懷僱員

In pursuit of an injury-free business environment, fire drills and training on the use of fire extinguisher and chemicals & spillage (mould oil & diesel) handling, are also arranged annually to enhance our employees' ability in dealing with different emergent situations. In addition, basic occupational first aid, CPR and AED trainings, which are conducted by internal and external parties, are also provided for our staff to equip them with safety knowledge as well as skills to handle emergencies. The Group will continue to review the OH&S objectives, policy and management system at a periodic basis for suitability, and improve its effectiveness.

In the face of the outbreak of Coronavirus Disease 2019 ("COVID-19"), the Group has strictly complied with the Standard Operating Procedure on Health and Safety Measures against COVID-19 Pandemic. We adopted various preventive measures to ensure the health and well-being of our staff members. Operating and customer visiting hours are shortened to prevent the spread of disease in crowds. Thermal scanners and hand sanitizers are placed at our premises. Everyone who entered the premises is required to take forehead temperature and health screening. All staff and visitors are also required to wear face masks and keep social distancing of at least 1 meter. Besides, all our staff were monitored for COVID-19 related symptoms, such as fever, cough, sore throat and shortness of breath daily. During the Year, no COVID-19 cases were reported in the Group.

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化學品及洩漏物（滑模油及柴油）的處理的培訓，以加強僱員處理各種緊急情況的能力。此外，我們通過內部及外界機構亦為員工提供基本職業急救、心肺復甦法（CPR）及自動體外心臟去纖維性顫動法（AED）培訓，旨在讓員工具備安全知識以及處理緊急情況的技能。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。

於二零一九年新冠疫情（「COVID-19」）爆發之際，本集團嚴格遵循《應對COVID-19疫情的健康與安全措施的標準操作程序》。我們採取了各種預防措施，以確保我們員工的健康與福祉。我們也縮短了運營時間和訪客時間，以防止病毒在人群中傳播。我們在公司放置了熱掃描儀和洗手液，進入公司的每個人均須進行額頭溫度檢查和健康檢查。所有員工和訪客均必須佩戴口罩，並保持至少1米的社交距離。此外，我們所有員工每天都接受COVID-19相關症狀的監測，例如發燒、咳嗽、喉嚨痛及呼吸急促。於本年度內，本集團內未發現COVID-19病例。

5. OPERATING OUR BUSINESS

經營業務

5.1 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 concrete 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. Suppliers to the company must comply with all relevant local and national laws and regulations in relation to unethical behavior, bribery, corruption and other prohibited business practices. Suppliers must also comply with laws and regulations related to local and national health and safety. 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 was found to be inconsistent with the Company's policy or contractual requirements, the Company will terminate future cooperation until the situation has been improved.

5.1 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標準。本公司的供應商必須遵守有關不道德行為、賄賂、腐敗及其他禁止的商業行為的所有相關當地及國家法律法規。供應商亦必須遵守與當地及國家健康與安全有關的法律法規。供應商的環境表現亦為影響本集團決定的一項重要因素。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查詢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，我們旨在與在環境及社會方面表現卓越的供應商維持良好關係，而發現與本公司政策或合約要求不一致的供應商，本公司將終止未來的合作，直到情況有所改善。

5. OPERATING OUR BUSINESS

經營業務

5.2 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.

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 noncompliance 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. We also arrange product training to equip our employees with necessary knowledge of qualified products. 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. We monitor and collect consumer feedback to address potential product quality or safety issues. 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.

5.2 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。

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質量測試，例如量度產品尺寸、載荷測試以及混凝土硬度測試。我們亦安排產品培訓，令僱員具備必需的合格產品知識。為進一步改善產品質量，我們透過進行客戶滿意度調查、定期會面或客戶探訪，瞭解我們能否符合他們的要求。我們監視並收集消費者的反饋意見，以解決潛在的產品質量或安全問題。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。

5. OPERATING OUR BUSINESS

經營業務

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.

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。

5.3 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. The Group also provides employees with privacy training to promote their privacy awareness.

5.3 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瞭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。本集團亦為僱員提供私隱培訓，以提高其私隱意識。

5. OPERATING OUR BUSINESS

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5.4 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. During the Year, we did not engage in, and were not aware of, any litigation or legal proceedings for the violation of intellectual property rights or any material violation.

5.5 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.

5.4 保護知識產權

本集團透過遵守相關法例及規例(如《商標法》及《普通法對非註冊商標的保障》),致力保障本集團的知識產權。我們已於馬來西亞註冊商標,且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,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。

5.5 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,我們亦已就僱員收取客戶、顧客或供應商的餽贈制訂明確規則,以防止任何形式的賄賂。我們嚴格禁止在沒有明確商業目的的情況下,作出過度鋪張的宴請。為更方便及清晰地傳達道德守則的涵義,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。

5. OPERATING OUR BUSINESS

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During the Year, we were not aware of any breach of laws and regulations in relation to bribery, extortion, fraud and money laundering, such as the Anti-Corruption Commission Act 2009 of Malaysia and the Prevention of Bribery Ordinance of Hong Kong that had a significant impact on the Group.

於本年度內，我們並不知悉任何違反有關賄賂、勒索、欺詐及洗錢的法律及法規（例如馬來西亞的《2009年反貪污法案》及香港的《防止賄賂條例》）而對本集團造成重大影響的情況。

6. 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 caring the underprivileged group is exemplified by our charity work with the Malaysia Children Downs Syndrome Association. The Group has donated RM1K for the Association, in hopes of bracing the group as well as raising public awareness on the needy people. During the Year, we also support various charity organizations from different aspects through festive sponsorship of RM4,588 in total.

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。我們與馬來西亞兒童唐氏綜合征協會聯合參與的慈善工作展現了我們對弱勢群體的關懷。本集團為該協會捐贈1,000令吉，以鼓勵這一群體及呼籲人們關愛弱勢群體。於本年度，我們亦通過節日贊助共計4,588令吉，向不同慈善機構提供多方面支持。

APPENDIX: KPI REPORTING GUIDE

附錄：關鍵績效指標報告指引

KPI 關鍵績效指標	Description 說明	Chapters 章節	Page No. 頁次
Environment			
環境			
A1 Emissions			
A1 排放物			
A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Emissions 排放物	6
A1.2	Greenhouse gas emissions in total and, where appropriate, intensity. 溫室氣體總排放量及（如適用）密度。	Emissions 排放物	6
A1.3	Total hazardous waste produced and, where appropriate, intensity. 所產生有害廢棄物總量及（如適用）密度。	Waste 廢棄物	8
A1.4	Total non-hazardous waste produced and, where appropriate, intensity. 所產生無害廢棄物總量及（如適用）密度。	Waste 廢棄物	8
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。	Green Operation 綠色營運	9
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。	Waste 廢棄物	8

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A2 Use of Resources			
A2 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。	Energy and Water Conservation 節能節水	9
A2.2	Water consumption in total and intensity. 總耗水量及密度。	Energy and Water Conservation 節能節水	9
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	9
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。	Energy and Water Conservation 節能節水	9
A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量及（如適用）每生產單位佔量。	Not Applicable 不適用	N/A 不適用
A3 The Environment and Natural Resources			
A3 環境及天然資源			
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 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。	Emissions; Waste; Energy and Water Conservation; Green Operation 排放物；廢棄物；節能節水；綠色營運	6

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KPI 關鍵績效指標	Description 說明	Chapters 章節	Page No. 頁次
Social			
社會			
B1 Employment			
B1 僱傭			
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。	No relevant disclosure for the Year 本年度並無相關披露事宜	N/A 不適用
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。	No relevant disclosure for the Year 本年度並無相關披露事宜	N/A 不適用
B2 Health and Safety			
B2 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。	No relevant disclosure for the Year 本年度並無相關披露事宜	N/A 不適用
B2.2	Lost days due to work injury. 因工傷損失工作日數。	No relevant disclosure for the Year 本年度並無相關披露事宜	N/A 不適用
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。	Health and Safety 健康與安全	15

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KPI 關鍵績效指標	Description 說明	Chapters 章節	Page No. 頁次
B3 Development and Training			
B3 發展及培訓			
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。	No relevant disclosure for the Year 本年度並無相關披露事宜	N/A 不適用
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。	No relevant disclosure for the Year 本年度並無相關披露事宜	N/A 不適用
B4 Labor Standards			
B4 勞工準則			
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	12
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。	No relevant disclosure for the Year 本年度並無相關披露事宜	N/A 不適用
B5 Supply Chain Management			
B5 供應鏈管理			
B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	No relevant disclosure for the Year 本年度並無相關披露事宜	N/A 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. 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。	Supply Chain Management 供應鏈管理	17

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KPI 關鍵績效指標	Description 說明	Chapters 章節	Page No. 頁次
B6 Product Responsibility			
B6 產品責任			
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召回的百分比。	No relevant disclosure for the Year 本年度並無相關披露事宜	N/A 不適用
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。	No relevant disclosure for the Year 本年度並無相關披露事宜	N/A 不適用
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。	Protection of Intellectual Property Rights 保護知識產權	20
B6.4	Description of quality assurance process and recall procedures. 描述質量保證過程及產品召回程序。	Quality Assurance 質量保證	18
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 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。	Protection of Customer Data and Privacy 保障客戶數據及私隱	19
B7 Anti-corruption			
B7 反貪污			
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。	No relevant disclosure for the Year 本年度並無相關披露事宜	N/A 不適用
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。	Anti-corruption 反貪污	20

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KPI 關鍵績效指標	Description 說明	Chapters 章節	Page No. 頁次
B8 Community Investment			
B8 社區投資			
B8.1	Focus areas of contribution. 專注貢獻範疇。	Contributing to our Community 貢獻社區	22
B8.2	Resources contributed to the focus area. 在專注範疇所動用資源。	No relevant disclosure for the Year 本年度並無相關披露事宜	N/A 不適用

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SK TARGET GROUP LIMITED
瑞強集團有限公司