

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
2020 環境、社會
及管治報告

2020 Environmental, Social and Governance Report

2020 年度環境、社會及管治報告

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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 Environmental, Social and Governance (“ESG”) Report. This report summarizes the Group’s implementation of the concept of sustainable development and fulfillment of corporate social responsibility. This report has been reviewed and approved by the board of directors.

Reporting Guide

This report was prepared in compliance with 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. This report has complied with all the provisions of “Comply or Explain” in the Guide, and the contents are in line with the reporting principles of “materiality”, “quantitative”, “balance” and “consistency” in the Guide.

Scope of Report

The report covers the overall performance on sustainability development of the Group for the period from 1 January 2020 to 31 December 2020 (the “Year” or the “Reporting Period”). Unless otherwise stated, the content pertains to businesses directly controlled by the Group. 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).

Feedback to the Report

If you have any enquiries or advices about this Report or the sustainable development policies of the Group, please send to the email address: 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」)及其附屬公司(統稱「本集團」或「我們」)欣然發佈我們的環境、社會及管治(「ESG」)報告。本報告概述本集團在實踐可持續發展理念及履行企業社會責任的工作情況。董事會已審閱及批准本報告。

報告標準

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》」)編寫。本報告已遵守《指引》中所有「不遵守就解釋」條文，內容符合《指引》中的「重要性」、「量化」、「平衡性」、「一致性」的匯報原則。

報告範圍

本報告載有本集團於二零二零年一月一日至二零二零年十二月三十一日(下稱「本年度」或「報告期」)期間有關可持續發展的整體表現。除非另有註明，本報告的內容涵蓋本集團直接控制的業務。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)。

報告反饋

若閣下對於本報告或本集團的可持續發展政策有任何查詢或意見，歡迎以電郵形式發送以下郵箱(ruiyuan_icttech@yeah.net)。

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2. BUSINESS SUSTAINABLE DEVELOPMENT

The principal activities of the Group are sales of controller systems for electronic equipment and electronic component and subassembly for electronic appliances in the PRC. We believe that good corporate governance sets a framework for effective management, successful business growth and healthy corporate culture. In order to create value for all stakeholders, the Group complies with good corporate governance practices and procedures, always concerns about the impact of its operations on the environment and society, and strictly abides by the laws and regulations where it operates.

The Board focuses on formulating the Group's overall strategies, approving the development plan and budget, monitoring financial and operating performance, reviewing the effectiveness of the internal control system, supervising and managing management's performance of the Group, and setting the Group's values and standards. The Board delegates the day-to-day management, administration and operation of the Group to the chief executive officer and senior management. The delegated functions are reviewed by the Board periodically to ensure that they accommodate the needs of the Group. The Board has the overall responsibility for our ESG strategy and reporting of the Group, and is responsible for evaluating and determining ESG-related risks, and supervising the management to review the effectiveness of ESG risk management and internal control systems so as to provide advice on relevant policies of various departments. Each department formulates and implements appropriate sustainable development governance policies based on actual needs and relevant laws.

2.1. Stakeholder Engagement

We attach great importance to the relationship and communication with stakeholders, and fully understand their concerns and expectations through the establishment of diversified communication channels, and formulate short-term and long-term sustainable development strategies for the Group. During the Year, we contacted stakeholders from different sectors, including customers, employees, shareholders and investors, business partners, suppliers, regulators, and media.

2. 業務可持續發展

本集團主要在中國從事銷售電子設備及電子元件的控制器系統及電子用品部件業務。我們相信，良好的企業管治能為有效管理、成功之業務增長及健康之企業文化訂立框架。本集團遵從良好之企業管治常規及程序，一直關注自身運營對環境及社會帶來的影響，嚴格遵守各運營所在地的法律法規，為各持份者創造價值。

董事會專注於制定本集團之整體策略、批准發展計劃及預算、監察財務及營運表現、檢討內部監控系統之成效、監督及管理本集團管理層之表現及釐定本集團之價值觀及標準，以維持高水準之企業管治常規。董事會委任管理層負責本集團之日常管理、行政及營運工作。董事會定期檢討所授出之職能，以確保其符合本集團之需要。董事會對本集團的環境、社會及管治策略及匯報的承擔全部責任，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。而各部門則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。

2.1. 持份者溝通

我們十分注重與各持份者之關係及溝通，透過建設多元化溝通渠道，充分了解他們所關注的議題及期許，並制定本集團短期及長期的可持續發展策略。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。

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Stakeholder 持份者	Communication Channels 溝通渠道
Customers 客戶	<ul style="list-style-type: none"> • Daily operation/communications • Site visit by customer relationship managers • Phone call • 日常營運／交流 • 客戶關係經理探訪 • 電話
Employees 員工	<ul style="list-style-type: none"> • Performance evaluation • Meetings and interview • Employee suggestion box • Employee opinion survey • Employee communication conferences • Business briefing • 工作表現評核 • 會議面談 • 員工意見箱 • 員工意見調查 • 員工溝通大會 • 業務簡報
Shareholders and investors 股東及投資者	<ul style="list-style-type: none"> • Annual general meetings • Investors meetings • Interim reports and annual reports • Corporate communications • Announcement of results • 股東周年大會 • 投資者會議 • 中期報告與年報 • 企業通訊 • 業績公佈
Business partners 業務夥伴	<ul style="list-style-type: none"> • Visits • Meetings • 探訪 • 會議
Suppliers 供應商	<ul style="list-style-type: none"> • Management process for suppliers • Site inspection • Meetings • 供應商管理程序 • 實地視察 • 會議
Regulators 監管機構	<ul style="list-style-type: none"> • Written response to public consultation • Compliance report • 對公眾諮詢的書面回應 • 合規報告
Media 傳媒	<ul style="list-style-type: none"> • Announcement of results • Senior management visits • 業績公佈 • 高級管理人員訪問

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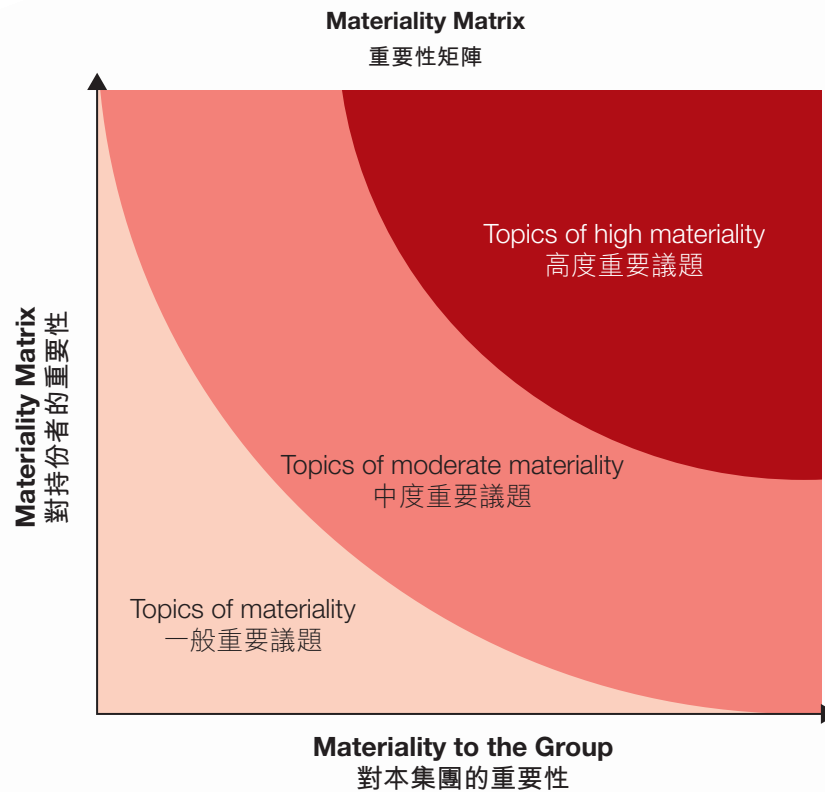
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2.2. Materiality Assessment

During the Year, taking into account our operating performance and topics of concern of stakeholders, and with reference to the disclosure obligations under the Guide, the Materiality Map issued by the Sustainability Accounting Standards Board (SASB) and the best practice in the industry, the Group identified ESG topics relevant to the business of the Group to formulate our sustainable development strategies of the Group. We ultimately identified 17 materiality topics, including 7 of high materiality, 7 of moderate materiality and 3 of materiality, as the basis of preparation for this report.

2.2. 重要性評估

本年度，本集團考慮自身業務的經營情況及各持份者所關注的議題，並參考《指引》所涵蓋的披露責任、美國永續會計準則委員會(SASB)的《重要性議題庫》、行業最佳實踐等，梳理與本集團業務相關的ESG議題，以制訂本集團的可持續發展策略。我們最終確定了17個重要性議題，當中包括7個高度重要議題、7個中度重要議題及3個一般重要議題，作為我們準備本報告時的依據。



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Topics of high materiality 高度重要議題	Topics of moderate materiality 中度重要議題	Topics of materiality 一般重要議題
Use of resources 資源使用	Emission management 排放物管理	Protection of intellectual property right 知識產權保護
Labor practices 勞工常規	Wastewater discharge 廢水排放	Product design and lifecycle management 產品設計和生命週期管理
Prevention of child and forced labour 防止童工及強制勞工	Waste management 廢棄物管理	Anti-corruption 反貪污
Staff development and training 員工發展及培訓	Participation, diversity, and inclusion of the staff 員工參與度、多元共融	
Data security 數據安全	Employee health and safety 員工健康與安全	
Product responsibility 產品責任	Supply chain management 供應鏈管理	
Customer Service 客戶服務	Material procurement and efficiency 材料採購與效率	

3. STANDARDIZED OPERATION

The Group attaches great importance to corporate image. Leveraging the establishment of sound internal control and risk management systems, it standardizes business management and strive to improve the overall level of corporate governance so as to promote the steady development of our businesses.

3.1. Integrity and Compliance

We strictly abide by laws and regulations, 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, insist on integrity and compliance operation, and safeguard brand integrity.

3. 規範經營

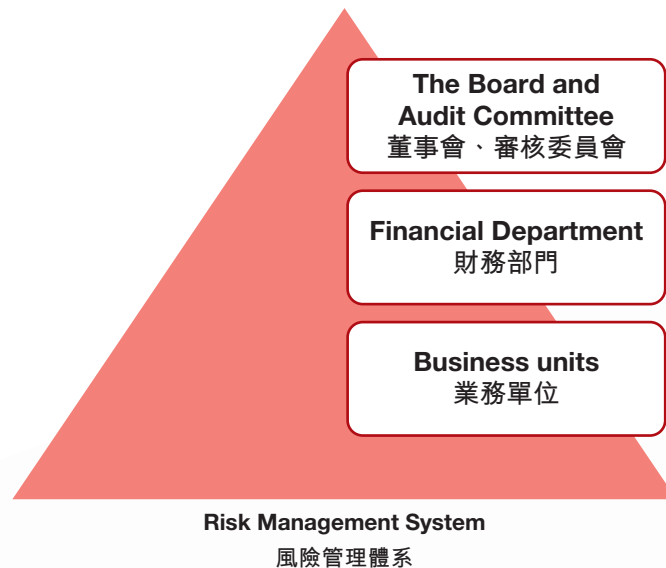
本集團高度重視企業形象，通過建立完善的內部控制及風險管理體系，規範業務管理工作，並致力提高整體的企業管治水平，促進業務穩定發展。

3.1. 廉潔合規

我們嚴格遵守《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》等法律法規，堅持廉潔合規經營，維護品牌誠信。

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Our risk management and internal control systems involve internal environment, risk assessment, monitoring activities, information and communication, and internal supervision. The Group adopts a three-level risk management method to identify, evaluate, reduce and respond to risks. In the first-tier prevention system, business units are responsible for identifying, evaluating and monitoring the risks associated with each business or transaction. As the second-tier prevention system, the financial department defines the rule portfolio and model, supervises and reports to the board of directors on risk management matters, and ensures that risks are within an acceptable range and the first-tier prevention system is effective. As the last tier of prevention system, the board of directors of the Company and the Audit Committee ensure the effectiveness of the first and second tiers of the prevention system through continuous inspection and monitoring based on the professional recommendations and opinions of an external professional company, which conducts internal audit work for the Group on a yearly basis.

我們的風險管理及內部監控系統涉及內部環境、風險評估、監控活動、資訊與溝通及內部監督等。本集團採納三級風險管理方法以識別、評估、降低及應對風險。在第一道防線，業務單位負責識別、評估及監察與每項業務或交易有關的風險。作為第二道防線，財務部門界定規則組合及模型、監督及向董事會報告風險管理事宜，並確保風險在可接受範圍內及第一道防線行之有效。作為最後一道防線，本公司董事會連同審核委員會在外聘專業公司（按年為本集團進行內部審核工作）的專業建議及意見下透過持續檢查及監控確保第一道防線及第二道防線行之有效。

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In order to strengthen the prevention of various violations of law and discipline for obtaining inappropriate benefits, we organize anti-money laundering training from time to time, and require employees to abide by the established code of conduct of the Group and maintain high ethical standards. 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. Customer Service

The Group pays close attention to the quality, safety and health of products and services provided, has strict control over product quality, makes commitments to meet customer needs, and maintains a good relationship with customers. We abide 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. We conduct spot checks from time to time to ensure that the products and services we sell comply with safety and health regulations.

We have a comprehensive system in place to address customer requests and complaints and provide after-sale services. The sales staff of the Group regularly meet and/or call customers to collect feedbacks. 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 and related remedial measures in due course. Furthermore, the management will also review complaints, study the reason for complaint, and discuss possible improvement measures to continuously improve internal control and management system 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.

為加強防範各種謀取不當利益的違法違紀行為，我們不時舉辦反洗黑錢培訓，並要求員工遵守已制定本集團內部的行為準則，保持高度的道德標準。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. 客戶服務

本集團密切關注所售產品及服務的質量、健康與安全，嚴格控制產品品質，致力滿足客戶的需求，並與客戶維持良好關係。我們遵守《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，不時對所售產品進行抽查檢驗，確保其符合安全及健康規例。

我們已制定全面的預案處理客戶的查詢、投訴及售後服務。本集團的銷售人員會定期與客戶會面及／或致電客戶，收集客戶的反饋。客戶亦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及相關補救措施。此外，管理層亦會審查相關的投訴，研究投訴的因由，並討論可行的後續改善措施，以持續改進內部控制和管理系統，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。

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3.3. Information Management

The Group complies with the “Law of the People’s Republic of China on Guarding State Secrets” and the “Implementation Regulations of the Law of the People’s Republic of China on Guarding State Secrets” and other laws and regulations related to information security, so as to fully maintain the integrity of customer information. We have formulated relevant code of conduct for business operations and services, requiring employees to handle customer data carefully to reduce the risk of leaking confidential information. We expressly stipulate that employees shall not arbitrarily copy, disclose or disseminate any customer information without authorization to ensure the security of customer information.

In terms of business 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 and other laws and regulations. The Group is also aware of its obligations under the Securities and Futures Ordinance Chapter 571 of the Laws of Hong Kong and the GEM Listing Rules, of which the overall principle is that the inside information must be announced immediately after a decision is made. We are careful in handling the release of inside information, advertising, labelling and 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 in an appropriate manner 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. 信息管理

本集團遵守《中華人民共和國保守國家秘密法》及《中華人民共和國保守國家秘密法實施條例》等有關信息安全的法律法規，全面維護客戶信息的完整性。我們已制定相關業務操作和服務行為守則，要求員工審慎處理客戶數據，以減低洩漏機密資料的風險。我們明確規定員工在未經授權的情況下不得任意複製、披露或傳播任何客戶信息，確保客戶信息安全。

在業務信息披露方面，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》等法律法規。本集團亦知悉其根據香港法例第571章證券及期貨條例及GEM上市規則所應履行的責任，整體原則是內幕消息必須在有所決定後即時公佈。我們謹慎處理內幕消息發佈、廣告、標籤及相關的事宜，嚴禁使用虛假及誤導性商品說明的欺詐行為，確保以適當的途徑向大眾傳遞完整真確的資訊，並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，本集團並沒有違反產品和服務的健康與安全、廣告、標籤及私隱事宜且對本集團造成重大影響的法律法規事宜。

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3.4. Supply Chain Management

A sustainable supply chain is crucial for maintaining steady business growth. We focus on supply chain management, strictly abide by the Law of the People's Republic of China on Tendering and Bidding, the Implementation Regulations of the Law of the People's Republic of China on Tendering and Bidding and other laws and regulations, and are committed to establishing sound cooperative relations with suppliers.

We pay constant attention to suppliers' sustainable development performance and fulfilment of social responsibilities, and formulate standardized bidding and procurement procedures to strengthen the prevention of related environmental and social risks in the supply chain. To select suppliers, we will consider suppliers' service performance, product quality, and their environmental certification. The Group also 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 performs assessment on our suppliers to ensure that the selected supplier meets the needs of various business and management. 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 9 major suppliers, all of which were from China. Their distribution by region is as follows:

3.4. 供應鏈管理

可持續的供應鏈是支持本集團業務平穩發展的重要一環。我們注重供應鏈管理，嚴格遵守《中華人民共和國招標投標法》、《中華人民共和國招標投標法實施條例》等法律法規，致力與供應商建立良好的合作關係。

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，並已制定規範化的招標及採購流程，加強防範供應鏈的相關環境及社會風險。我們會考慮供應商的服務表現、產品質素、環保相關認證等因素甄選供應商，亦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，以確保本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，確保所選擇的供應商符合各項業務和管理的需要。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9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
Shenzhen 深圳	5 5家
Hangzhou 杭州	1 1家
Ningbo 寧波	1 1家
Hunan 湖南	1 1家
Guangzhou 廣州	1 1家

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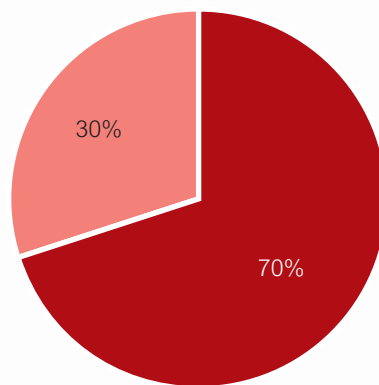
4. WORKFORCE

Employees are the foundation to promote the business operations of the Group and are also our important assets. We actively optimize the human resource management system and strive to establish a good and mutually trusting employment relationship with our employees. As of 31 December 2020, the Group have ten employees, all of whom were employees from Eastern China. The following chart illustrates the percentage of employees by gender, employment type and age group:

4. 員工團隊

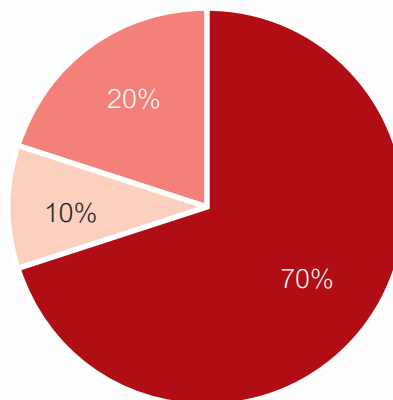
員工是推動本集團業務運營的基礎，也是我們的重要資產。我們積極優化人力資源管理體系，致力與員工建立良好互信的僱傭關係。於二零二零年十二月三十一日，本集團有十名員工，全部均為中國華東地區的員工。以下圖表展示按性別、員工類別及年齡組別劃分的員工百分比：

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



■ Female employees ■ Male employees
女性員工 男性員工

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

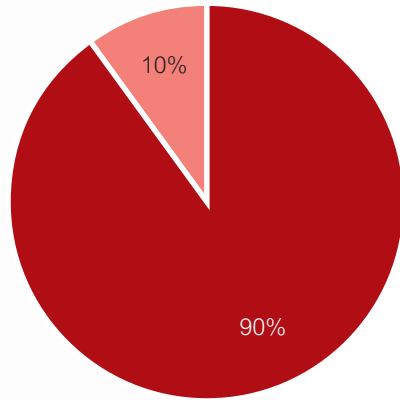


■ Junior staff ■ Intermediate management ■ Senior management
初級員工 中級管理層 高級管理層

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



■ Aged 30-50
30-50歲

■ Aged above 50
50歲以上

4.1. Employment Practices

The Group values employment rights and strives to create a harmonious, equal, diverse and inclusive workplace which is free from harassment or discrimination. We strictly abide by the Labour Law of the People's Republic of China, the Labour Contract Law of the People's Republic of China, Law on the Protection of Minors of the People's Republic of China and the Prohibition of Using Child Labour and other laws and regulations related to labour and employment. 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.

4.1. 僱傭常規

本集團重視僱傭權益，致力為員工打造和諧平等、多元包容、無騷擾或歧視的職場環境。我們嚴格遵守《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國未成年人保護法》及《禁止使用童工的規定》等有關勞動及僱傭的法律法規。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。

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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. We have established a comprehensive human resources management policy to handle issues in terms of recruitment, promotion and transfer of 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.

We enter into labor contracts with employees on the basis of consensus, clarify the working hours of employees in each position, strictly prohibit the use of forced employees, and protect the legitimate rights and interests of employees. During the recruitment process, the Administration and Human Resources Department will check the applicant's identity documents to confirm their identity and strictly prevent the employment of child labor. Regarding employee resignation, the Human Resources Department will have exit interviews to understand the reasons for the resignation, and identify and manage issues related to the employee turnover rate. We will also pay employee severance compensation and carry out a dismissal in accordance with the relevant provisions of the Labor Law of the People's Republic of China, the Labor Contract Law of the People's Republic of China, and the labor contracts entered into with employees to prevent unfair or unreasonable incidents.

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，力求達致董事會成員多元化。我們亦建立了完善的人力資源管理政策，以公平為原則處理員工招聘、晉升及調職等各方面的事宜。職位應聘者的教育背景、工作經驗等是我們招錄員工的重要考量，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。

我們在協商一致的基礎上與員工訂立勞動合同，明確各崗位員工的工作時數，嚴禁使用強迫的員工，保障員工的合法權益。在招聘過程中，行政及人力資源部會核查應聘者的身份證明文件，確認其身份，嚴防聘用童工。關於員工離職，人力資源部會以面試的方式了解其提出離職要求的原因，識別及管理與員工離職率相關的問題。我們亦會按照《中華人民共和國勞動法》、《中華人民共和國勞動合同法》中的相關規定，以及與員工訂立的勞動合同支付員工離職補償金及執行解僱，防止不公平或不合理的事件發生。

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4.2. Welfare and Benefits

The benefit of employees is an important factor for attracting and retaining talents. The Group formulates employee compensation and welfare policies with reference to the price standard on the labour market and internal conditions of the Group to ensure reasonable compensation to employees. In accordance with the laws and regulations of the People's Republic of China, we provide national retirement benefit plan contributions to eligible employees, which mainly include basic medical insurance, basic endowment insurance, unemployment insurance, work injury insurance, maternity insurance and a housing provident fund. In addition, we provide employees with statutory holidays, and also provide employees with transportation subsidies and other benefits as appropriate.

We have established Remuneration Committee to formulate a remuneration policy. The remuneration of employees is determined with reference to market terms and the performance, qualifications and experience of individual employees. We regularly conduct employee assessments, conduct annual review on remuneration structure, pay bonuses to employees in a reasonable manner and provide long-term service awards, so as to affirm employees' contributions to the Group.

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.

4.2. 福利待遇

員工的福利待遇是吸引及挽留人才的重要因素。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，確保向員工發放合理的報酬。我們按照相關中國法律及法規的規定，為符合條件的僱員作出國家退休福利計劃供款，提供的社會保障包括基本醫療保險、基本養老保險、失業保險、工傷保險、生育保險及住房公積金。此外，我們為員工提供法定節假日，亦會按情況向員工發放交通補貼等福利。

我們已成立薪酬委員會以制定薪酬政策。員工的薪酬是經參閱市場條款及個別僱員的表現、資格及經驗而釐定。我們定期進行員工考核，並對薪資結構進行年度審閱，合理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。

於報告期內，本集團並沒有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。

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4.3. Health and Safety

We care about occupational safety and employees' physical and mental health. 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, and are committed to providing a safe and healthy workplace to employees and to encouraging employees to balance work and life.

The Group strictly prohibits smoking at workplace, and implements safety protection measures at the office to provide employees with necessary protective equipment. We from time to time provide 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 and to enhance employees' occupational safety awareness. Employees are also encouraged to report potential hazards to the Group through a safety incident reporting mechanism for its investigation and corresponding improvements so as to continuously improve the safety policy in the workplace.

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.

4.3. 健康與安全

我們關注職業安全及員工的身心健康，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》等法律法規，致力為員工提供一個安全及健康的工作環境，並鼓勵員工平衡工作和生活。

本集團嚴禁任何人士在工作場所吸煙，並在辦公室執行安全保護措施，為員工提供必要的保護設備。我們不時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，向所有員工傳遞最新的職業安全資訊，加強職業及健康教育，提高員工的職業安全意識。我們亦鼓勵員工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，持續完善工作環境安全政策。

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。

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Case: Pandemic prevention and control

In 2020, a sudden outbreak of pneumonia caused by a new type of coronavirus hits. In the face of the outbreak of the COVID-19, the Group implemented the pandemic prevention and control decisions and deployments of the State Council of the People's Republic of China, and cooperated with government departments in the pandemic prevention and control work to reduce the harm of the pandemic and protect the health of employees.

The Group does a good job in office cleansing, uses video conferencing to reduce unnecessary business trips overseas, and strengthens the supervision of the implementation of daily pandemic prevention and control measures and the management of the reporting system to alleviate employees' worries about going to work. We also pay close attention to the health of our employees and remind them from time to time to maintain a safe social distance and avoid gatherings or visiting crowded places.

4.4. Training and Development

The Group attaches great importance to the career training and development of employees. We establish a complete staff training system and promotion system, and formulate employee training programs and plans annually based on business needs and employee performance. We regulate and promote systematic training, and provide career development opportunities for employees in different positions.

The Group invites various professional organizations from time to time to provide professional and diverse staff training program in respect of relevant legal and regulatory information, product information and industry development information. By providing examination holiday, cash subsidies or other incentives, we also support employees to participate in seminars, sharing sessions and related courses organized by external professional institutions and to do self-study to improve professional skills and quality.

案例：疫情防控

2020年，一場突如其來的新型冠狀病毒感染的肺炎疫情來襲。面對新冠病毒肺炎的爆發，本集團貫徹落實中國國務院的疫情防控決策部署，配合政府部門做好疫情防控工作，降低疫情危害，保障員工健康。

本集團做好辦公室的清潔工作，運用視頻會議取代非必要的海外公幹，並加強日常疫情防治措施落實情況的督查和報告制度的管理，減輕員工上班的顧慮。我們亦密切關注員工的健康狀況，不時提醒員工保持社交安全距離，避免聚會或前往密集場所。

4.4. 培訓及發展

本集團高度重視員工的培訓及發展。我們建立了完善的員工培訓制度及晉升制度，每年按業務需要及員工的工作表現制定員工培訓項目及計劃，規範和促進培訓工作系統地進行，並為不同崗位的員工提供職業發展機會。

本集團不時邀請各專業團體提供專業且多樣性的員工培訓課程，內容包括相關法律法規、產品的知識和最新行業發展情況等。我們亦透過提供考試假期、現金補貼或其他的獎勵，支持員工參加由外間專業機構舉辦的座談會、分享會及相關課程，實行自我進修以提升職業技能與素質。

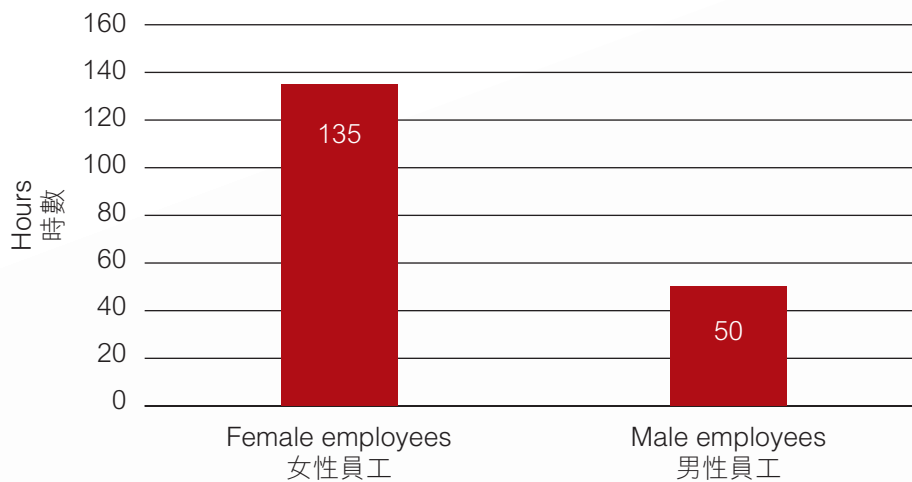
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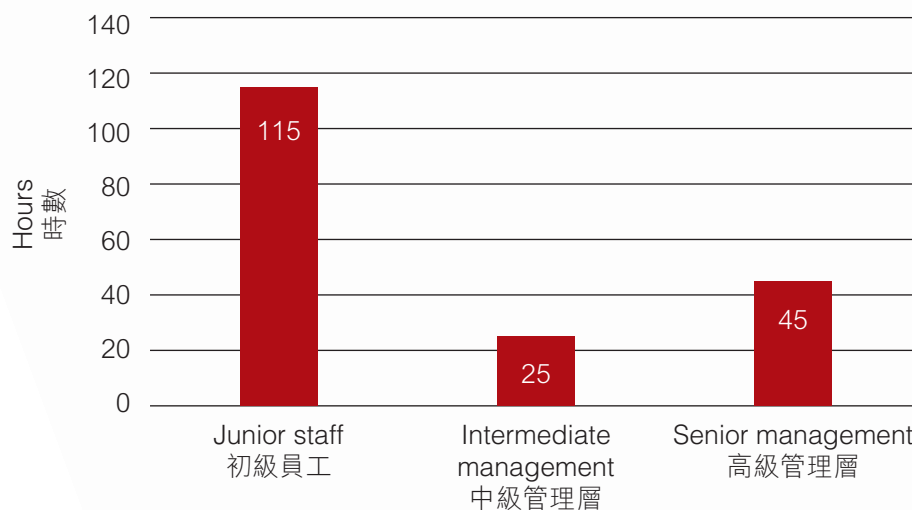
During the Reporting Period, all employees of the Group received different levels of training, and the average training hours of employees by gender and employment type are as follows:

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



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5. CONCERNS ON ENVIRONMENTAL PROTECTION

The Group strictly abides by the environmental laws and regulations, 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, the Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste, identifies and manages the impacts of our business operations on the use of resources and the environment to promote more energy-saving and environmentally-friendly operations. During the Reporting Period, the Group did not violate any 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. Energy Conservation and Emission Reduction

We conducted a greenhouse gas inventory with reference to with the Greenhouse Gas 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 greenhouse gas emissions for the Reporting Period for the Group's headquarters and offices of its three principal subsidiaries are as below:

	Unit 單位	2020 2020 年度
Scope 1 Direct GHG emissions 範圍1 直接溫室氣體排放	tonnes CO ₂ e 公噸二氧化碳當量	5.6
Scope 2 Indirect GHG emissions 範圍2 間接的溫室氣體排放	tonnes CO ₂ e 公噸二氧化碳當量	8.2
Scope 3 Other indirect GHG emissions 範圍3 其他間接的溫室氣體排放	tonnes CO ₂ e 公噸二氧化碳當量	1.3
Total GHG emissions 溫室氣體排放總量	tonnes CO ₂ e 公噸二氧化碳當量	15.1
GHG emissions intensity (Thousand RMB Revenue) 溫室氣體排放密度(每千元人民幣營業額)	kg CO ₂ e/RMB'000 千克二氧化碳當量/千元人民幣	0.4

Scope 1: The direct GHG emissions and removals generated from sources owned and controlled by the Group.

Scope 2: GHG emissions indirectly generated by electricity generation, heating and cooling or steam purchased by the Group.

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1：本集團擁有及控制的來源所產生的直接溫室氣體排放及減除。

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。

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。

5. 關注環境保護

本集團嚴格遵守《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》、《中華人民共和國固體廢棄物污染環境防治法》等法律法規，持續識別及管理業務運營對資源應用及環境造成的影響，致力推動業務更節能、更環保的運營。於報告期內，本集團並沒有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. 節能減排

我們參考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》進行溫室氣體盤查。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表現如下：

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Emissions in each scope of the Group derive from the fuel consumption of vehicles (Scope 1), electricity usage (Scope 2), and water consumption, sewage discharge, 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 15.1 tonnes of carbon dioxide equivalent, while greenhouse gas emission intensity was 0.4 kilogram of carbon dioxide equivalent per thousand RMB revenue.

We promote low-carbon, environment-friendly measures to our employees through different media channels such as email, posters and intranet, and actively implement measures that save energy and reduce consumption in all aspects of the business operations to strengthen greenhouse gas emission management. We advocate green travel and encourage employees to use public transport if possible. We also monitor the fuel consumption of our car fleet, regularly arrange inspections and maintenance for the fleet in time to ensure proper functioning of engines, tires and other components and improve fuel efficiency.

Moreover, we implement a number of measures to manage 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 have installed a central air conditioning system, and adjusted the air-conditioning temperature in the office area based on the actual needs. 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. The Group reminds our employees to turn off unnecessary electronic equipment from time to time and uses multi-functional devices with high energy efficiency, and regularly cleans the lighting fixtures and air filter screens of air conditioning systems to improve energy efficiency.

本集團各範圍的溫室氣體排放分別來自名下車輛的燃油耗用(範圍1)、在業務營運時的電力使用(範圍2)及水源消耗、污水排放、員工外出公幹的飛航排放、廢物堆填及紙張使用(範圍3)。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15.1公噸二氧化碳當量，而溫室氣體排放密度則為每千元人民幣營業額0.4千克二氧化碳當量。

我們通過電子郵件、海報、內聯網等媒體向員工宣導低碳環保措施，並積極在業務運營的各層面實行節能降耗的措施，加強溫室氣體排放管理。本集團支持綠色出行，鼓勵員工盡可能選搭公共交通工具。我們亦監控名下車隊的燃料耗用，定期為車隊安排及時的檢驗及保養，確保引擎、輪胎等部件可以正常運行，以提高燃料使用效益。

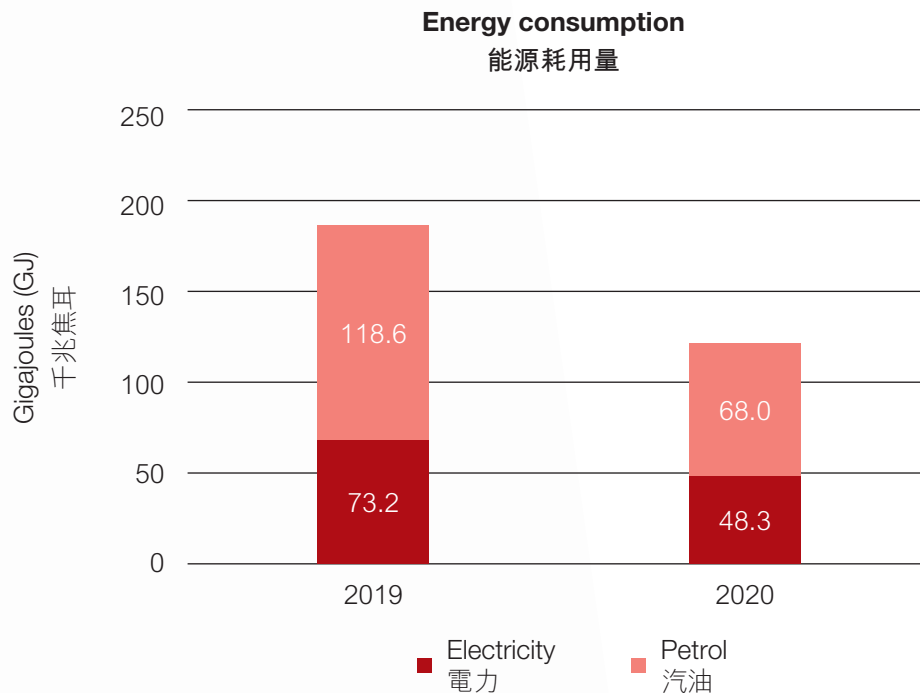
此外，我們在辦公室實行多項能源管理措施。我們將辦公室劃分成多個照明區域，配合可獨立控制的開關，方便員工靈活使用照明系統。我們亦採用中央空調系統，根據實際需求調節辦公區域的空調溫度。在不影響企業形象的情況下，本集團容許員工穿著輕便服飾上班，以減低對空調的需求。本集團不時提醒員工關閉不必要的電子設備，使用高能源效益的多功能裝置，並定期清潔照明裝置及空調系統的過濾網，以提高能源效益。

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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 116.3 gigajoules, while the energy intensity was 3.2 megajoules per thousand RMB revenue, which reduced over 10% to that of last year. The following chart shows the energy consumption of the Group in the past two years:

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116.3千兆焦耳，而能源耗用密度則為每千元人民幣營業額3.2兆焦耳，與上年度的數據減少逾一成。以下圖表展示本集團過去兩年的能源耗用量：



5.2. Water Resource Management

The Group continuously monitors water consumption during business operations and advocates for water conservation. We put up water conservation signs in the restroom to remind the staff to turn off the faucet. We also regularly conduct leakage tests on concealed water pipes and arrange timely maintenance work to reduce wastage due to leakage.

5.2. 水資源管理

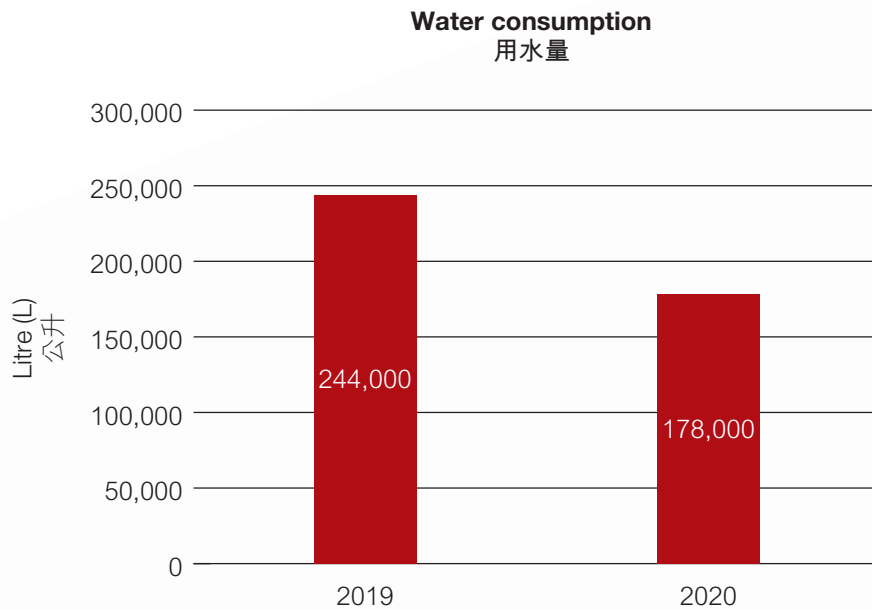
本集團持續監察在業務運營過程中的耗水量，倡導珍惜水資源。我們在洗手間張貼節約用水的標貼，提醒員工關緊水龍頭。我們亦定期進行隱蔽水管滲漏測試，適時安排維修工作，以減少因滲漏而造成的浪費。

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During the Year, we did not identify any problems in the process of obtaining suitable water sources. During the Reporting Period, the total water consumption in the head office of the Group and the offices of its three principal subsidiaries was 178,000.0 litre, while the water consumption intensity was 5.0 litre per thousand RMB revenue. The following chart shows the water consumption of the Group in the past two years:

本年度，我們於求取適用水源過程中並沒有發現任何問題。而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178,000.0公升，而水源耗用密度則為每千元人民幣營業額5.0公升。以下圖表展示本集團過去兩年的用水量：



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5.3. Waste Management

The Group supports responsible use of all kinds of resources and advocates waste reduction at source. We also encourage employees to use electronic communication technologies to transmit message, reuse office stationery such as envelopes and binders, the use of rechargeable batteries instead of disposable batteries, and reduce the use of disposable or non-recyclable products. Notices are prominently displayed 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, in order to reduce paper printing. The Group 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 1.5 kilogram, and the intensity of non-hazard waste was 0.2 kilogram per employee. Hazardous waste generated includes 4 used ink cartridges/used toner cartridges and 8 used batteries.

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.

5.3. 廢棄物管理

本集團支持負責任地使用各類物資，提倡從源頭減廢。我們鼓勵員工利用電子通訊技術傳遞信息，重複使用信封及活頁夾等文儀用品，使用充電電池代替一次性電池，並減少使用一次性或不可回收的產品。我們亦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，減少紙本印刷。本集團不時點算各類物資的存貨量及評估耗用量，以避免過量添置而造成浪費的情況。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1.5千克，無害廢棄物產生密度為每名員工0.2千克。而所產生的有害廢棄物則包括4件廢墨盒／廢碳粉盒及8件廢舊電池。

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。

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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	2020 2020 年度
Emissions		
排放物		
Nitrogen oxides 氮氧化物	kg 千克	6.85
Sulphur oxides 硫氧化物	kg 千克	0.03
Particulate matters 懸浮顆粒	kg 千克	0.63
GHG emissions		
溫室氣體排放		
Direct GHG emissions (Scope 1) 直接溫室氣體排放(範圍1)	tonnes CO ₂ e 公噸二氧化碳當量	5.6
Indirect GHG emissions (Scope 2) 間接溫室氣體排放(範圍2)	tonnes CO ₂ e 公噸二氧化碳當量	8.2
Other indirect GHG emissions (Scope 3) 其他間接溫室氣體排放(範圍3)	tonnes CO ₂ e 公噸二氧化碳當量	1.3
Total GHG emissions (Scope 1, 2 and 3) 溫室氣體排放總量(範圍1、2及3)	tonnes CO ₂ e 公噸二氧化碳當量	15.1
GHG emission intensity (per thousand RMB revenue) (Scope 1, 2 and 3) 溫室氣體排放密度(每千元人民幣營業額)(範圍1、2及3)	kg CO ₂ e/RMB'000 千克二氧化碳當量/千元人民幣	0.4
Energy consumption		
能源耗用		
Total energy consumption 總能源耗用量	GJ 千兆焦耳	116.3
Energy intensity (per thousand RMB revenue) 能源耗用密度(每千元人民幣營業額)	MJ/RMB'000 兆焦耳/千元人民幣	3.2
Purchased electricity consumption 外購電力耗用量	GJ 千兆焦耳	48.3
Gasoline consumption 汽油耗用量	GJ 千兆焦耳	68.0

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	Unit 單位	2020 2020 年度
Water consumption		
水源耗用		
Total water consumption 總耗水量	L 公升	178,000.0
Water consumption intensity (per thousand RMB revenue) 水源耗用密度(每千元人民幣營業額)	L/RMB'000 公升/千元人民幣	5.0
Paper consumption		
紙張耗用量		
Total paper consumption 用紙總量	kg 千克	74.4
Paper consumption per capita 人均用紙量	kg/employee 千克/員工	7.4
Waste		
廢棄物		
Total generation of non-hazardous waste 無害廢棄物產生總量	kg 千克	1.5
Non-hazardous waste generation intensity (per employee) 無害廢棄物產生密度(每名員工)	kg/employee 千克/員工	0.2
Generation of hazardous waste (ink cartridge and toner box) 有害廢棄物產生量(廢墨盒、廢碳粉盒)	Piece 件	4
Generation of hazardous waste (used batteries) 有害廢棄物產生量(廢舊電池)	Piece 件	8

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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：

		2020 2020 年度
Total workforce 僱員總數	Number of individuals 人數	10
Workforce by gender 按性別劃分的員工人數		
Female employee 女性員工	Number of individuals 人數	7
Male employee 男性員工	Number of individuals 人數	3
Workforce by employment type 按工作類別劃分的員工人數		
Junior employee 初級員工	Number of individuals 人數	7
Intermediate management 中級管理層	Number of individuals 人數	1
Senior management 高級管理層	Number of individuals 人數	2
Workforce by age group 按年齡組別劃分的員工人數		
Employee aged below 30 30 歲以下員工	Number of individuals 人數	0
Employee aged 30-50 30-50 歲員工	Number of individuals 人數	9
Employee aged above 50 50 歲以上員工	Number of individuals 人數	1
Workforce by geographical region 按地區劃分的員工人數		
Employee from Eastern China 華東區域員工	Number of individuals 人數	10
Employee from Southern region 南方區域員工	Number of individuals 人數	0

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2020
2020 年度

Total employee turnover rate* 員工總流失率*	44.4%
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Employee turnover rate by gender*

按性別劃分的員工流失比率*

Female employee 女性員工	16.7%
Male employee 男性員工	27.8%

Employee turnover rate by aged group*

按年齡組別劃分的員工流失比率*

Employee aged below 30 30歲以下員工流失比率	5.6%
Employee aged 30–50 30–50歲員工流失比率	38.9%
Employee 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*

Employee from Eastern China 華東區域員工	0.0%
Employee from Southern region 南方區域員工	44.4%

Percentage of employees trained 受訓員工百分比	100%
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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 每名女性員工的平均培訓時數	Hour 小時	135.0
Average training hours per male employee 每名男性員工的平均培訓時數	Hour 小時	50.0

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 每名初級員工的平均培訓時數	Hour 小時	115.0
Average training hours per middle-level management 每名中級管理層的平均培訓時數	Hour 小時	25.0
Average training hours per senior management 每名高級管理層的平均培訓時數	Hour 小時	45.0

* 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

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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
A. Environmental 環境			
A1 : Emissions 排放物	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 — Energy Conservation and Emission Reduction: Waste Management 關注環境保護 — 節能減排：廢棄物管理
	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 — Energy Conservation and Emission Reduction; Sustainability Data Statements 關注環境保護 — 節能減排； 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 — Energy Conservation and Emission Reduction 關注環境保護 — 節能減排
	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

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			Related Sections 相關章節
A2 : Use of Resources 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 Conservation and Emission Reduction; Water Resource Management; 關注環境保護 – 節能減排 ; 水資源管理
	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 Conservation and Emission Reduction; Sustainability Data Statements 關注環境保護 – 節能減排 ; 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 – Water Resource Management; Sustainability Data Statements 關注環境保護 – 水資源管理 ; 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 Conservation and Emission Reduction 關注環境保護 – 節能減排
	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 – Water Resource Management 關注環境保護 – 水資源管理
	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佔量。	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
A3 : The Environment and Natural Resources 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

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			Related Sections 相關章節
B. Social 社會			
B1 : Employment 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

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			Related Sections 相關章節
B2 : Health and Safety 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
B3 : Development and Training 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

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			Related Sections 相關章節
B4 : Labour Standards 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
B5 : Supply Chain Management 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

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			Related Sections 相關章節
B6 : Product Responsibility 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 – Customer Service; Information Management 規範經營 – 客戶服務；信息管理
	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 – Customer Service 規範經營 – 客戶服務
	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 – Customer Service 規範經營 – 客戶服務
	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 – Information Management 規範經營 – 信息管理
	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 – Customer Service 規範經營 – 客戶服務
	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 – Information Management 規範經營 – 信息管理

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			Related Sections 相關章節
B7 : Anti-corruption 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
B8 : Community Investment 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

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