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建滔積層板控股有限公司

KINGBOARD LAMINATES HOLDINGS LIMITED

Stock Code 股份代號：1888

二零一六年  
環境、社會及管治報告  
ESG REPORT

# 2016



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# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

Kingboard Laminates Holdings Limited (“Kingboard Laminates”, the “Group” or “We”) has integrated sustainable development in its strategic planning and day-to-day operation, with a view to delivering long-term value to stakeholders of the Group. This report covers ESG matters relating to the laminates business for the period commencing on 1 January and ending on 31 December 2016 (“Reporting Period”, “FY2016”).

This environmental, social and governance report (“ESG Report”) has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (“ESG Guide”) set out in Appendix 27 to the Main Board Listing Rules of The Stock Exchange of Hong Kong Limited. In connection with this ESG Report, our major stakeholders have participated in the materiality assessment of various environmental, social and governance matters (“ESG Matters”) and identified our operating activities having a material impact on the environment and the community. A summary of the ESG Matters material to the Group contained in this report is set out in the following table.

建滔積層板控股有限公司(「建滔積層板」、「本集團」或「我們」)將可持續發展融入企業的戰略規劃及日常營運之中，務求為本集團的利益相關者創造長遠價值。報告涵蓋自二零一六年一月一日至十二月三十一日(「報告期間」、「2016年財政年度」)與覆銅面板業務相關之ESG事宜。

本環境、社會及管治報告(「ESG報告」)根據香港交易所主版上市規則附錄二十七所載之環境、社會及管治報告指引(「ESG指引」)而編製。本ESG報告由主要利益相關者共同參與，對各環境、社會及管治事宜(「ESG事宜」)進行重要性評估，辨識我們對環境和社會有重大影響的營運活動。下表為本報告所載對本集團屬重大的ESG事宜之摘要：

ESG Guide ESG指引	Significant ESG Matters 重大ESG事宜
<b>A. The Environment</b>	
<b>A. 環境</b>	
A1. Discharge and Emission	<ul style="list-style-type: none"> <li>— Atmospheric emissions and waste water management</li> <li>— Waste management</li> <li>— Carbon emission</li> </ul>
A1. 排放物	<ul style="list-style-type: none"> <li>— 大氣排放物及污水管理</li> <li>— 廢物管理</li> <li>— 碳排放</li> </ul>
A2. Consumption of Resources	<ul style="list-style-type: none"> <li>— Energy management</li> <li>— Water consumption</li> <li>— Consumption of packaging materials</li> </ul>
A2. 資源使用	<ul style="list-style-type: none"> <li>— 能源管理</li> <li>— 用水</li> <li>— 包裝材料使用</li> </ul>
A3. The Environment and Natural Resources	<ul style="list-style-type: none"> <li>— Environmental management</li> <li>— Soil conservation</li> <li>— Noise control</li> </ul>
A3. 環境及天然資源	<ul style="list-style-type: none"> <li>— 環境管理</li> <li>— 土壤保護</li> <li>— 噪音控制</li> </ul>

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

ESG Guide ESG指引	Significant ESG Matters 重大ESG事宜
<b>B. The Community</b>	
<b>B. 社會</b>	
B1. Employment B1. 僱傭	— Employee, remuneration and promotion policies — 僱員、薪酬及晉升政策
B2. Health and Safety B2. 健康與安全	— Production safety and staff health — 安全生產及員工身心健康
B3. Development and Training B3. 發展及培訓	— Staff development and training — 員工發展及培訓
B4. Labour Standards B4. 勞工準則	— Prevention of child labour or forced labour — 防止童工或強制勞工
B5. Supply-chain Management B5. 供應鏈管理	— Supply-chain quality and management of sustainable development — 供應鏈質量及可持續發展管理
B6. Product Liability B6. 產品責任	— Customer service and product quality — 客戶服務及產品質量
B7. Anti-corruption B7. 反貪污	— Integrity and corruption-free practices as corporate principles — 誠信與廉潔的企業原則
B8. Investing in the Community B8. 社區投資	— Nurturing people and care for the underprivileged — 培育人才與關注貧窮

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

#### A. THE ENVIRONMENT

##### A1. Discharge and emission

The Group worked actively to minimise the environmental impact of gas emission, waste water and solid wastes generated in its production process. We prevent pollution by evaluating the source of discharge and emission on a regular basis and studying plans for source reduction. We also seek opportunities for the recycling of discharged materials and turning them into usable resources. Improvements have been made to the equipment and procedures for processing discharge and emission to ensure their effectiveness.

Moreover, we appreciate that our employees play an important role in the reduction of industrial waste. Hence we have put a strong emphasis on educating employees about proper environmental concepts and the Group's principles in environmental protection, in order to enhance their awareness for waste reduction. We have also established a dedicated environmental protection task force to formulate and implement our environmental strategy, as well as to coordinate the environmental initiatives of various business units.

The Group conducts its environmental protection in accordance with the applicable national and local laws and regulations. The Group implements the ISO14001 management system and has established a dedicated environmental protection team to manage at source waste water, gas emissions and solid wastes generated in the production process, in order to reduce environmental hazards. Moreover, the Group provides annual training sessions on the ISO14001 environmental management system to all employees, in order to enhance their awareness for environmental protection. To protect the environment, the Company has also formulated environmental principles and undertaken to adopt management principles underpinned by "legal compliance, safe operation, resource conservation and waste reduction, internal and external interaction, pollution prevention and ongoing improvement".

#### A. 環境

##### A1. 排放物

本集團積極將生產過程中排放的廢氣、污水及廢棄物對環境的影響減至最低，我們預防污染，定期評估排放源頭，研究源頭減排的方案，同時會開拓更多將排放物回收再利用與資源化的機會，並改善處理排放物的設備及程序，確保其有效性。

另外，我們深明員工在工業減廢中扮演著重要角色，因此我們投放充足的資源向員工倡導正確環保的觀念及集團的環保方針，加強其減廢的意識。我們亦設立環保專責小組，制定並落實集團的環保策略，及負責協調各業務單位的環保工作。

本集團根據適用的國家和地方法律法規開展環保工作。本集團內部實施ISO14001管理體系，並組建專職環保隊伍，從源頭對生產過程中排放的廢水、廢氣及廢棄物進行管理處置，減少對環境的危害。另外，本集團每年對所有員工進行ISO14001環境管理體系培訓，加強其環保意識。為保護環境，公司還制訂了環境方針，承諾並保持「遵守法規、安全運作、節源減廢、內外交流、預防污染、持續改進」之管理方針。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### A. THE ENVIRONMENT (continued)

#### A1. Discharge and Emission (continued)

##### Atmospheric emissions and waste water management

The Group has invested in environmental protection projects in the past, such as the upgrading conversion of waste water processing equipment to reduced chemical oxygen demand and ammonia nitrogen emission, as well as the full upgrading and conversion of the desulphurisation, denitrification and dust removal systems. As a result, we have exceeded national standards in various limits for pollutant discharge, reducing sulphur dioxide, nitrogen oxides and flue dust. In addition, we have also implemented the coke oven chimney exhaust gas recovery carbon dioxide project for the recovery of exhaust gas from the coke oven.

During the year under review, we made a further investment to launch treatment projects, including the closure of feedstock yard for dust repression, boiler conversion to enable ultra-low flue gas emission, volatile organic compound treatment and hazardous waste storage conversion based on patented technologies developed by the Environmental Simulation and Pollution Control of State Key Laboratory. During the year under review, we started the trial application of a newly developed high-performance water treatment agent to reduce the heavy metal contents in the waste water, as well as to recover copper from mildly corrosive liquid through electrolysis, so as to attain the goal of ultralow discharge and emission of pollutants for the plant as a whole.

Moreover, we have also made efforts to strengthen self-regulation. For example, we have replaced all online automated monitoring devices at the flue gas outlets of the boilers and installed an online automated device to monitor coke quenching water, so that all monitoring data is disclosed on a real-time basis and managed by specialised third-party agencies to assure the effectiveness and accuracy of such data.

### A. 環境(續)

#### A1. 排放物(續)

##### 大氣排放物及污水管理

過去，本集團致力投放於環保工程上，例如實施了污水處理設備提標改造工程以減少化學需氧量與氨氮的排放，並實施脫硫、脫硝及除塵系統全面升級改造，使各項污染物排放值均優於國家標準，減少排放二氧化硫、氮氧化物、煙塵。另外亦實施了焦爐煙道廢氣回收二氧化碳工程，將焦爐煙道氣進行回收。

我們於回顧年度再投資，根據環境模擬與污染控制國家重點實驗室研發的專利技術，實施料場封閉抑塵、鍋爐煙氣超低排放改造、揮發性有機物治理、危廢間改造等治理工程，我們於回顧年度開始試用新藥劑高效水處理劑以降低污水中的重金屬含量，以及回收微蝕廢液以進行電解，從中回收銅，實現全廠污染物超低排放的目標。

此外，我們還在強化自我約束和監管方面下功夫，例如將鍋爐煙氣出口在線自動監測裝置全部更換，並安裝了熄焦水在線自動監測裝置，做到監測數據實時公開，而數據全部移交第三方專業機構管理，保證了監測數據的有效性和準確性。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

#### A. THE ENVIRONMENT (continued)

##### A1. Discharge and Emission (continued)

###### Waste management

In order to dispose of hazardous waste in a safe and reliable manner, we have built hazardous waste warehouses used exclusively for the storage of industrial waste water and sludge packed in special bags and barrels with clear labels, while warning signs are displayed at conspicuous spots in these warehouses. Moreover, we have appointed waste disposal companies with proven experience in the disposal of hazardous wastes for environmental protection projects of the government. Prior to being handed over to professional third-party recycling companies, the hazardous waste is stored in special containers and placed in designated areas. Meanwhile, we also ensure that the facilities and ground conditions at the storage venue are compliant with relevant requirements. The ground is hardened to resist corrosion, while the facilities have been processed to weather rain, wind and sunshine. Anti-leakage collection facilities have also been installed, while we will inspect the packaging of wastes during transportation to ensure that there is no damage or leakage, in a bid to minimise the environmental impact of hazardous wastes with the best of our ability.

We put a strong emphasis on measures for source reduction, as we are of the view that source reduction is a more effective way to reduce wastes. For example, we would take the initiative to recommend to customers the use of lead-free products in order to reduce the consumption of tin-lead bars, and the acidification of membrane slag generated from the production of circuit boards to reduce such generation by 20%. We have phased out the consumption of prohibited substances under the Restriction of Hazardous Substances Directive (RoHS) of the European Union, while enhancing training of employees on the prevention of pollution by hazardous substances.

We see the disposal of non-hazardous wastes as an equally important task. Waste recycling areas are set up in our venues for operation and marked with labels for identification. Waste paper and plastics are collected for delivery to recycling companies.

#### A. 環境(續)

##### A1. 排放物(續)

###### 廢棄物管理

為安全、可靠地處理有害廢棄物，我們建立了危險廢物庫，專門用於存放工業廢水、污泥，而工業廢水、污泥採用專用包裝袋和包裝桶，並張貼特定標籤，以及於危險廢物庫的當眼處展示警告標誌。再者，我們挑選了經驗豐富且曾完成多個政府環保項目的廢物處置公司處理有害廢棄物，在交由第三方專業回收商處理前，有害廢棄物會採用特定容器儲存在指定區域，同時確保貯存場所的設施及地面符合相關要求，地面經硬化處理以耐腐蝕，而設施則防雨、防風、防曬，並設置防泄漏收集裝置，而我們於廢棄物運輸時檢查包裝有無破損及泄漏，盡我們一切可能減低有害廢棄物對環境造成的影響。

本集團認為源頭減廢更能有效減少廢棄物的產生，故此十分重視相關措施，例如我們主動向客戶推薦使用無鉛產品，減少有鉛錫條的消耗，及對生產電路板後產生的幹膜渣進行酸化處理，使其產生量減少20%，更逐步減少使用歐盟危害性物質限制指令(RoHS)中的禁用物質，同時加強員工防治有害物質污染的環境意識培訓。

我們亦無忽略對無害廢棄物的處置，於營運場所內設置廢物回收區，並貼上標誌以資識別，收集無用的廢紙，塑料等，再交予回收商加以回收再造。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### A. THE ENVIRONMENT (continued)

#### A1. Discharge and Emission (continued)

##### Carbon emission

The emission of carbon in the Group's operations originates primarily from its energy consumption. The operation of our plants is mainly supported by urban electricity and gas supply.

All departments of the Group are required to abide strictly by its internal regulations for environmental protection to ensure compliance with laws and regulations. The Group complied with relevant environmental laws and regulations that have a significant impact on the Company in all material respects during FY2016.

#### A2. Consumption of Resources

With an emphasis on environmental protection and energy conservation, the Group has taken the initiative to develop clean production, make ongoing improvements to relevant policies and operating efficiency, and conduct assessments and examinations on energy conservation on a regular basis. Targets for total energy consumption have been set to control energy consumption at plants in terms of growth and total volume, as timely warnings will be issued in respect of production lines showing excessive growth in total energy consumption and adjustments will be made accordingly.

To implement energy conservation, we have adopted heat exchange through chlorine gas to reduce energy consumption. By installing a heat exchanger at the chlorine gas control to increase the temperature of incoming water, the energy required to heat up the water has been significantly reduced.

In connection with water consumption, the Group emphasises the conservation as well as recycling of its water resources. Most of our production lines have adopted the multi-tiered counter-current washing method to reduce the consumption of cleaning water, resulting in water conservation. The Group does not currently foresee any material issue in sourcing water that is fit for purpose. Moreover, the Group has also built a water reclamation system, whereby processed waste water is recycled to the production lines. The system enhances water conservation, thereby also helping to alleviate water pollution.

The Group has been making efforts to improve its ratio of resource utilisation, such as the implementation of the enterprise resource planning (ERP) system, under which all resources of the enterprise are centrally managed and allocated. We have also made improvements to the manufacturing process, materials, production equipment and recycling technologies, as well as adjusted our product mix in a timely manner to reduce the consumption of resources in the production process.

### A. 環境(續)

#### A1. 排放物(續)

##### 碳排放

本集團的碳排放主要來自於能源使用。我們以市電、天然氣作為主要能源以維持工廠的運作。

本集團所有部門均需嚴格遵守集團內部有關環保的管理制度，確保其符合法律及法規。於2016年財政年度，本集團一直遵守在重大方面對本公司有重大影響之與環境相關的適用法律法規。

#### A2. 資源使用

本集團注重環保及節約能源，自發地開展清潔生產，並持續改善政策及營運效率，定期進行節能評估審查，建立能源消費總量控制目標，控制工廠能源增長及總量，並對能源消費總量增長過快的生產線及時作出預警和調控。

為貫徹節約能源的方針，我們採用氯氣換熱以節省能源耗量，通過在氯氣總管安裝換熱器，調高自來水溫度，從而大大降低加熱自來水的所需能源。

至於用水方面，本集團同樣重視對水資源的節約與回用，因此我們的生產線多數採用多級逆流漂洗方法，以減少清洗水的消耗量，從而節約自來水量。本集團目前預期，我們採購適用水資源時並無任何重大問題。此外，集團建設了一套中水回用系統，將處理後的廢水回用到生產線，既解決了廢水的環境污染問題，又節約了水資源。

本集團一直致力提高資源使用的效率，並實施企業資源規劃(ERP)系統，對企業的所有資源進行統一管理和調配，且改善產品的製作流程、材料、生產設備及再循環技術，更及時調整產品結構，減少產品於生產過程中的資源消耗。



## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

#### A. THE ENVIRONMENT (continued)

##### A3. The Environment and Natural Resources

The Group has set up an environmental system management task force as part of its effort to develop an environmental management system that supports sustainable development, and has obtained ISO14001 certification for environmental management systems. An environmental contingency team headed by the general plant manager has also been established, ensuring that we could respond swiftly to emergencies to minimise the impact of any environmental incidents.

On top of stringent compliance with relevant national and provincial regulations and standards on environmental protection, we have also developed partnerships with research institutions in a proactive manner and applied advanced environmental protection technologies in our production processes, striving to build our Company into a national benchmark enterprise that exceeds national standards in environmental protection. For example, all tank storage areas of the Company used for the storage of chemicals have undergone anti-seep and anti-corrosion treatments, while rainwater and waste water run through different ducts, as the waste water duct is directly connected to the sewage processing facility, and waste water will be directed to the city sewage network through the duct after processing to minimise the possibility of soil pollution.

In addition, the Group seeks to control noise pollution generated at its production venues on a best-effort basis. A dedicated task force has been assigned to conduct noise testing and control on a regular basis. Sound enclosures have been installed for equipment and facilities that generate loud noise, while lawns have been planted in the surrounding areas of the plants. Ground-level and underground water tanks and water sewage are built in isolation, while covers have been installed for outdoor fans and power generators to reduce noise pollution.

#### A. 環境(續)

##### A3. 環境及天然資源

本集團為貫徹可持續發展，致力於發展環境管理體系，因而成立環境體系管理小組，並取得了ISO14001環境管理體系專業認證。我們成立了以工廠總經理為首的環境應急小組，以確保出現緊急情況時，我們能迅速做出應對，將環境事故的影響降到最低。

本集團除了嚴格遵守既有的國家及省級相關環保法規及標準外，我們亦主動與研究機構建立合作夥伴關係，套用先進的環保科技於生產流程之中，務求使我們的環保管理優於國家標準，努力將公司建成全國標杆企業。例如公司用以存放化學品的場地均經過防滲防腐處理，管道均採用雨污分流，污水管道直接連接污水處理設施，污水經處理後經管道進入城市污水管網，最大限度地減少土壤污染。

另外，本集團盡力對生產場所造成的噪音進行管制，委派專責小組定期檢測噪音，進行監控，並對產生噪音較大的設備和設施加裝了隔音罩，以及在廠房周邊種植了草皮綠化帶，更對地面、排水溝與地下貯水池等全部做隔離，而室外運轉的風機和電機均加設罩蓋，以減少噪音污染。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## B. THE COMMUNITY

### B1. Employment

We believe people represent a crucial factor forging the competitiveness of an enterprise. In this connection, the Group adopts an HR strategy that seeks ongoing recruitment of competitive and creative personnel, complemented by a comprehensive training regime that emphasises continuous learning and team coordination, with a view to nurturing top-rate technical and management personnel required by the Group at various levels.

In line with our recruitment policy, we look for people who are trustworthy, innovative and proactive team players. All applicants must undergo an objective assessment to determine whether they have the aptitude and ability to meet requirements of the Group's business development. At the same time, we have also established stringent procedures for examination and approval to ensure fairness of the recruitment process.

Our remuneration policy has been formulated in accordance with local governments and pertinent laws and regulations announced by the Ministry of Labour in the PRC, as applicable. A comprehensive range of rules and regulations, such as the System for the Administration of Salaries and Allowances, Performance Appraisal System, System for the Administration of Merit Assessment and Reward Allocation System, have been formulated for our employees' reference and as a basis for appraisal. Staff remuneration is determined on the basis of market levels, profitability of the Group and individual performances and adjusted according to comprehensive performance appraisals, seniority, attitude and other factors, in order to maintain the objectivity and fairness of our remuneration regime.

We are supported by approximately 9,900 employees globally. In addition to competitive remuneration packages, we also offer share options and special bonuses to qualified staff, depending on their performances and our financial conditions. In line with our emphasis on the protection of staff privacy, we have adopted relevant measures to keep confidential data relating to staff remuneration.

## B. 社會

### B1. 僱傭

我們相信，企業競爭力的關鍵在於人才，因此集團的人才戰略核心是通過持續引進充滿競爭力和創造力的人員，及完善的培訓機制，而且不斷塑造學習型企業以及團隊的協作，以培養出集團中各個層面所需要的一流技術與管理人才。

我們的招聘政策以誠信、創新、積極及團隊精神為錄用人才的基本準則，且所有應徵者須經客觀的入職考核以評估其能力能否滿足集團發展的要求，同時我們亦須通過嚴格的審批程序以確保整個招聘流程的公平性。

我們的薪酬政策遵照當地政府之規定以及中國勞動部頒佈的相關法律法規(如適用)制定，並編有完善《薪資管理制度》、《績效考核制度》、《評優管理制度》和《獎金分配制度》，作為員工之參考及考核依據。員工工資以外部競爭力、集團盈利表現及員工個人表現為基礎，並依據全面的員工績效評核、服務年期、工作態度等表現作出調整，以維持薪酬釐定的科學性及公平性。

我們在全球聘用員工約9,900人，除了提供具競爭力的薪酬待遇外，我們亦會視乎員工的表現及集團財務狀況，為合資格員工發放優先購股權及特別獎金。此外，我們同樣重視員工的個人隱私，實施各種措施去保護員工的薪酬數據。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## B. THE COMMUNITY (continued)

### B1. Employment (continued)

We also provide sound pathways and opportunities for promotion to our staff. The Group encourages internal promotion, as approximately 80% of the current team of junior, intermediary or senior managers have come through the ranks to where they stand now. In this way, capable employees can bring their strengths into full play, while having clearer goals in career aspirations.

Moreover, we persist in appointing staff solely on a merit basis. For this reason, we encourage the fostering of a diverse workplace with strict prohibition against discrimination in any form in relation to recruitment, remuneration and promotion. Currently, we have instituted recruitment programmes in major cities across the nation and employment opportunities are open to all qualified applicants. Equal opportunities for training are made available to staff at all rankings to ensure adequate development prospects for different employees. We have also established a whistleblowing system and a dedicated team has been appointed for the investigation of and possible disciplinary actions against unfair proceedings.

The Group complied with applicable laws and regulations that have a significant impact on the Group pertaining to employment in all material respects during FY2016.

### B2. Health and Safety

We regard occupational health and safety as one of our most important responsibilities. We are required to comply, among others, with the “Law of the People’s Republic of China on Safe Production”, “Labour Law of the People’s Republic of China” and “Law of the People’s Republic of China on the Prevention of Occupational Diseases” and we have adopted a number of measures to ensure compliance of our production processes with various regulatory requirements.

Staff safety represents a prime concern for us, particularly in view of the mechanical operations we are involved in. We have formulated respective operational safety rules for different production personnel, detailing safety matters for different production stages. A three-tier safety training programme, comprising plant entry training, workshop training and shift training, is arranged for all new employees. The operational safety rules are explained during training and employees are requested to observe strict compliance with these rules. Cases of violation of the operational safety rules are reflected in individual performance appraisals.

## B. 社會 (續)

### B1. 僱傭 (續)

此外，我們亦為員工提供良好的晉升階梯及機會。本集團鼓勵內部晉升，目前無論是基層、中層或是高層管理人員，均有約八成來自於集團內部的提升，讓有能力的員工可以一展所長，並且使他們追求的事業目標更為清晰。

另外，我們堅守「用人不拘一格，任人只唯賢」之理念，因此我們鼓勵多元化的工作環境，嚴禁任何形式的歧視，包括招聘、薪酬、晉升等等。現時我們在全國各大城市均設有招聘計劃，符合要求的應徵者均有獲聘機會。各職級員工均會享有平等的機會接受培訓，以確保不同員工都有充足機會發展。我們亦設立舉報機制，如有任何不平等待遇的情況，將由專責小組負責調查並作相應紀律處分。

於2016年財政年度，本集團一直遵守在所有重大方面對本集團有重大影響之與僱傭相關的適用法律法規。

### B2. 健康與安全

我們將職業健康與安全視作我們最重要的責任之一，除了其他的中國法律和法規外，我們還須遵守《中華人民共和國安全生產法》、《中華人民共和國勞動法》及《中華人民共和國職業病防治法》，並採取多項措施以確保生產運作流程符合各項監管規定。

員工的安全為我們的重要考慮因素，尤其我們的營運涉及機械操作，因此我們為所有生產員工制定了相應的安全操作規程，詳列不同生產程序的安全注意事項，並為所有新員工安排三級安全培訓，包括入廠培訓、車間培訓和班組培訓，講解安全操作規程內容，並要求員工嚴格遵循安全操作規程，並將違反安全操作規程的個案反映於個人績效評核。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### B. THE COMMUNITY (continued)

#### B2. Health and Safety (continued)

To enhance employees' safety awareness and evacuation skills in fire accidents, we organise fire prevention safety training for staff on a regular basis. Such training includes familiarisation with safe access, evacuation skills in fire accidents, general knowledge on safe assembly and proper application of fire extinguishers and fire hoses. Practical skills are emphasised in these training sessions, as we require employees to personally handle these fire prevention facilities. Moreover, we organise campaigns such as "Safe Production Month" to further enhance staff awareness for production safety. Through the monthly general training, our employees have gained better understanding of the importance of safe production.

Moreover, we also believe that it is absolutely essential to help keep our employees healthy, both physically and psychologically. For this reason, sporting activities are being actively promoted and sporting games such as basketball, badminton and table-tennis tournaments are organised from time to time to encourage staff participation. Apart from helping employees to train up physically, these sports games also offer excellent opportunities for team-building, which will enhance harmony and mutual aid at our workplace.

The Group complied with applicable laws and regulations that have a significant impact on the Group pertaining to staff health and safety in all material respects during FY2016.

#### B3. Development and Training

We believe in the co-development of the staff and the enterprise. For this reason, we have actively provided staff with opportunities for development and training to facilitate their career advancement. Target-specific training, counselling and lectures are being offered to employees at different ranks, as more than 200 days of systematic training are provided to staff at all levels each year through the comprehensive project training regime and business-skill training regime under Kingboard Management Academy, with a view to enhancing the executive ability of our management personnel and providing a stable succession team for the Group.

Furthermore, the Group runs the "Kingboard Class" in association with collaborations with Qingyuan Vocational College, offering training to staff while providing junior management personnel of the Company with the opportunity of studying for a degree on an in-service basis. The Group has also organised "Kingboard Tertiary Classes" in Qingyuan and Jiangmen in collaboration with Jiangxi University of Science and Technology and Maoming College to provide a platform for learning for employees looking to enhance themselves academically.

### B. 社會 (續)

#### B2. 健康與安全 (續)

為增強員工的安全意識和消防逃生能力，我們定期為員工安排消防安全培訓，當中包括熟悉安全通道、火災逃生技能、安全集合常識、正確使用滅火器和消防水帶。而培訓強調實踐，我們要求員工親自操作防火設備。另外，我們亦舉辦「安全生產活動月」以進一步提高員工的安全生產意識，通過每月一次集中培訓，讓員工更深入理解安全生產的重要性。

此外，我們亦十分注重員工身心健康以及推廣運動風氣。我們不時舉辦各類型運動比賽，如籃球賽、羽毛球賽、乒乓球賽等，鼓勵員工參加。透過參與各項運動比賽，員工除了可鍛煉體魄外，更可藉此建立團隊合作精神，推動和諧互助的工作環境。

於2016年財政年度，本集團一直遵守在所有重大方面對本集團有重大影響之與僱員健康與安全相關的適用法律法規。

#### B3. 發展及培訓

我們相信員工成長就是企業的發展，因此我們積極為員工提供發展及培訓機會，幫助發展其職業生涯，為此我們特意提供針對性的培訓、輔導及課程予不同職級的員工，並成立了建滔管理學院，構建完善的項目培訓體系與業務技能培訓體系，每年為集團各階層員工共提供超過200天系統性的培訓課程，以提升管理人員的管理質素，為集團構建穩定的人才梯隊。

此外，本集團與清遠職業技術學院聯合辦學，成立「建滔班」，不僅為本集團培訓人才，同時為集團的基層管理人員提供在職考取學位的機會。本集團亦與江西理工大學、茂名學院聯合辦學，於清遠區及江門區舉辦「建滔大專班」，為有志提高學歷的員工，提供學習的平台。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## B. THE COMMUNITY (continued)

### B3. Development and Training (continued)

The Group has always put a strong emphasis on the nurturing of talents, especially fresh graduates, as these young people form the cornerstone of our development. We have designed a year-long training programme for fresh graduates, to be conducted in three stages: pre-graduation management, induction training and on-job training:

- Pre-graduation management: the Group formulates a detailed plan for each appointee prior to his/her graduation based on the position appointed and the personal situation of the student, suggesting the supplementary knowledge he/she should acquire prior to starting with the Group in order equip him/herself with requisite know-how.
- Induction training: specialised induction training programmes are arranged with a special emphasis on helping graduates to tune-in to the professional setting and cultivate vocational aptitudes, in order to expedite the transition from a student to an incumbent.
- On-job training: this is conducted under the leadership of the HR Department in association with relevant department heads, whereby a development plan is tailored for each fresh graduate hired by the Group and a dedicated, experienced mentor with relevant know-how is designated for each appointee to guide his/her career planning and help improve his/her professional capability so that the appointee can go through the transition from a student to an incumbent.

### B4. Labour Standards

The Group is committed to fostering mutual trust and harmonious labour relations with its staff to ensure adequate protection of staff interests. In line with this objective, we have adopted a range of measures to protect the interests of employees, including the prohibition of forced labour by way of violence, threat, detention or other illegal actions and the prohibition of child labour in strict accordance with pertinent provisions of the Labour Law and SA8000 Social Accountability Standards.

Before officially appointing any qualified person to a job position, we will carry out a vetting process to ensure he or she have reached the legal working age and holds valid identification documents issued by the public security department. All employees are required to enter into labour contracts for the prevention of forced labour. All employments are conducted on a voluntary basis in compliance with the law.

## B. 社會 (續)

### B3. 發展及培訓 (續)

集團歷來重視人才的培養，尤其是針對應屆畢業生，因為應屆畢業生是我們發展的基石。我們為應屆畢業生設計了為期一年的全面培訓計劃，分三個階段進行，分別是畢業前管理、入職培訓以及崗位培養：

- 畢業前管理：在學生畢業前，集團根據各畢業生將要任職的崗位及學生的實際情況，擬定一份詳細的計劃，建議應屆畢業生在入職前應該在哪些方面補充知識，提前做好工作知識的儲備。
- 入職培訓：安排專門的培訓課程，針對應屆畢業生的工作心態調整及職業素養的塑造進行培訓，以儘早完成從學生到在職人士的過渡。
- 崗位培養：由人力資源部及相應部門領導主導，為每個學生量身定造一個發展規劃，並為每一位應屆畢業生安排專門的、經驗豐富且有一定知識背景的指導老師，對應屆畢業生的職業生涯進行指導，提升應屆畢業生的工作能力，真正完成由學生到在職人士的轉變。

### B4. 勞工準則

本集團一直致力於與員工建立互相尊重、和諧用工的關係，以確保員工的利益獲得充分保障。在此前提下，我們採取一系列措施保障僱員權益，包括嚴格按照《勞動法》及《SA8000社會責任體系》的相關要求，禁止以暴力、脅迫、拘禁或其他非法行為強迫勞工工作及禁止聘用童工。

所有符合招聘要求的員工在正式取錄前，必須已成年及持有經公安部門簽發的有效身份證明文件，並一律簽訂勞動合同，以杜絕強制勞工的可能性。所有的人員錄用須以自願、合法的原則進行。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## B. THE COMMUNITY (continued)

### B4. Labour Standards (continued)

The Group complied with applicable laws and regulations that have a significant impact on the Group pertaining to the prohibition against child labour or forced labour in all material respects during FY2016.

### B5. Supply-chain Management

We typically apply stringent requirements for suppliers and the stability of supply chains. All suppliers of production materials must have passed our Group's evaluation before entering into cooperation with us. A vetting process is being conducted in respect of the business licenses, accreditations and qualifications of suppliers, including various international quality management system (ISO) accreditations (such as ISO9001, ISO14001 and others), OHSAS18001 (occupational health and safety management system accreditation), safety testing and certification of the United States (UL) and test reports under the ROHS, to ensure suppliers' compliance with the Group's requirements. Moreover, we conduct on-site assessments at the suppliers' plants, including sample testing on their products. Only suppliers who have complied with the aforesaid requirements will be admitted to the Group's list of qualified suppliers.

The Group also monitors the quality of products provided by its suppliers on a continuous basis. Suppliers whose accreditations or product quality fall short of required standards will be suspended, to avoid compromising the quality and safety of the Group's products. Annual reviews of the suppliers are being conducted through on-site examination of their quality management, environmental systems, production setting and social responsibility to ensure compliance of their products and services with quality requirements and the principle of sustainable development.

### B6. Product Liability

We adopt a customer-centric principle with a strong focus on customers' experience of our products and after-sales services. In connection with customer service, we have established and implemented comprehensive procedures for the management of customer communications, processing of returned goods and handling of customer complaints. All records of communications with customers are retained to provide reference to related personnel for understanding customers' requirements and expectations, so that timely actions will be taken to assure positive experience of our services on the part of customers.

## B. 社會 (續)

### B4. 勞工準則 (續)

於2016年財政年度，本集團一直遵守與防止兒童或強制勞工有關之適用法律法規，該等法律法規在所有重大方面對本集團有重大影響。

### B5. 供應鏈管理

我們一向對供應商及供應鏈之穩定有著嚴格要求，所有提供生產物料的供應商在與集團合作前，必須通過我方的供應商評估。我們會對供應商的營業執照、認證資格證書進行審查，其中包括各項國際質量管理系統(ISO)認證(如ISO9001、ISO14001認證等)、OHSAS 18001職業安全衛生管理系統認證、美國安全試驗(UL)認證及ROHS測試報告等等，以確保供應商符合集團要求。此外，我們亦會派員到供應商廠房作現場評估，並對供應商產品進行樣品測試。只有符合及通過以上各項規定的供應商方可錄入集團的合資格供應商名單內。

集團亦會持續對供應商的產品質量進行監管，若供應商的認證資格或產品質量未能達標，我們將會停用該供應商，以避免本集團產品的質素及安全性受到負面影響。我們會每年對供應商進行年度評審，就供應商質量管理、環境系統、生產環境及社會責任等方面進行現場審查，以確保供應商的產品與服務符合質量要求及可持續發展原則。

### B6. 產品責任

我們的宗旨是以顧客為先，顧客的產品體驗及售後服務為我們的關注焦點。故此我們編製及落實完善的顧客溝通管理、退貨處理及顧客投訴處理程序，並保留每次與顧客溝通的相關記錄，以方便各相關人員瞭解顧客的需求與期望，適時跟進，保證顧客有良好的服務體驗。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## B. THE COMMUNITY (continued)

### B6. Product Liability (continued)

In connection with product quality, we have obtained ISO9001: 2015 and ISO/TS 16949: 2016 quality system accreditations. The Group has formulated quality standards and relevant guidebooks covering the entire business process from inspection of raw materials to packaging and delivery, on the basis of which the quality inspection department could exercise control over product quality to ensure compliance of our raw materials, semi-finished products and finished products. To prevent the circulation of sub-standard products and ensure consistency of product specifications with customers' requirements, we typically conduct a compliance check of each finished item prior to ex-factory delivery.

Moreover, the Group plans to engage a third-party accreditation institution to conduct a full-scale annual audit on the quality management systems and provide guidance to relevant departments and teams, in order to enhance the effectiveness, sufficiency and appropriateness of its quality system on a continuous basis. We also arrange regular training for staff of the quality inspection department to ensure that their knowledge and skills match with the evermore demanding quality requirements.

The Group complied with applicable laws and regulations that have a significant impact on the Group pertaining to product and service quality in all material respects during FY2016.

### B7. Anti-corruption

All members of our staff, including the management, are required to strictly comply with the code of conduct of our Group on anti-corruption. Management personnel are required to declare annually conflict of interests in any form, while the Group has established a whistleblowing mechanism supported by an independent investigation team to deal with all reports on bribery, blackmailing, fraud and money-laundering. Moreover, to enhance staff awareness of the importance of corruption-free practices, all new employees are required to participate in training on code of conduct upon induction, while incumbent staff also receive regular training in the form of case study.

The Group was not aware of any material breach of laws and regulations pertaining to the prevention of bribery, blackmailing, fraud and money-laundering during FY2016.

## B. 社會 (續)

### B6. 產品責任 (續)

在產品質量方面，我們已通過質量體系認證ISO9001：2015及ISO/TS 16949：2016。現時集團已制定各種質量標準，從來料檢查到包裝出貨均有專門的質量標準指導書，供質檢部門作為產品質量監控的標準，以確保我們的原材料、半成品和成品符合質量標準。為禁止不合格品流出，以及確保產品規格與客戶要求一致，在每件成品出貨前，我們均會再次對產品符合性進行稽查。

此外，集團擬每年邀請第三方認證機構進行全面的質量管理體系審核，並對相關部門及小組提供指導，以持續提升質量體系運行的有效性、充分性和適宜性。我們亦會安排質檢部門的員工進行定期培訓，以確保員工的知識和技能符合持續提高的質量要求。

於2016年財政年度，本集團一直遵守與產品及服務質量有關之適用法律法規，該等法律法規在所有重大方面對本集團有重大影響。

### B7. 反貪污

本集團嚴格要求管理層及所有員工遵守集團有關反貪污的道德行為守則，管理人員每年需要申報任何形式的利益衝突事宜，而集團設立了匿名舉報及獨立小組調查機制，處理所有賄賂、勒索、欺詐及洗黑錢的舉報。另外，為加強員工的廉潔意識，我們要求所有新員工入職時均須參加道德行為守則的培訓，而且定期以個案研究的方式培訓現有員工。

本集團於2016年財政年度並無發現與防止賄賂、勒索、欺詐及洗黑錢有關之法律及法規的重大違規事宜。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## B. THE COMMUNITY (continued)

### B8. Investing in the Community

Parallel to its persistent efforts in corporate development, the Group also has a strong commitment to corporate social responsibility, with a view to promoting harmony in the society. We are delighted to commit substantial resources to education, in the hope of training up more high-calibre people for the society. For example, we have donated in aggregate more than RMB3 million in the past for the construction of school campuses, school operations and teachers' training. Kingboard Polymer Research Centre, an institution jointly established by the Group and Zhejiang University, is engaged in scientific and technological research in collaboration with the University. The Group is also actively involved in the nurturing of talents for Hong Kong, as evidenced by the "Vibrant Youth (青年躍動) Undergraduate Internship Programme" launched in association with Kowloon Federation of Associations, which aims to provide one-month internships for university students in Hong Kong. During FY2016, we welcomed approximately 120 undergraduates from Hong Kong who undertook internships at more than 30 plants under the Group.

The internship programme for Hong Kong undergraduates represents an important initiative for the Group. Meticulous arrangements are made in all aspects including selection, allocation, work assignment and accommodation. The programme has received vigorous support from leading universities in the territory, including The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology, The University of Hong Kong, The Chinese University of Hong Kong and City University of Hong Kong. The programme features individually tailored internships supported by dedicated mentors who make records on the students' work, while students can also communicate with the mentors in a timely manner on issues encountered in their internships. Personnel appointed by the Group visited the relevant plants and review the progress of the internships, while Mr. Cheung Kwok Wing, Chairman of Kingboard Chemical Holdings Limited, also hosted a seminar in Shenzhen to talk to the interns and understand how they had been doing. Towards the end of the programme, a conference was held in Hong Kong, during which regional student representatives shared their thoughts and insights gained from the programme. Many expressed the wish to join the Group after graduation.

In addition to the above, we are also actively involved in the community, with a special concern for poverty issues. The basketball team of the Company and members of the management visited the Xingtai Welfare House, bringing food, stationery and toys to the kids who lived there and arranging games and basketball matches for them. While the visit has been an act of charity for the kids, all staff who have participated have also felt the joyfulness of fulfilling their social responsibility.

## B. 社會 (續)

### B8. 社區投資

本集團一直在堅持企業發展的同時，承擔著企業的社會責任，促進社會的和諧發展，並樂於投放大量資源於教育事業，為社會培育更多人才，例如過去曾投放總共超過三百萬人民幣善款於學校建設、學校營運、師資培訓等等，以及與浙江大學合作成立建滔高分子研究中心，與大學共同進行科學及技術研究。本集團更積極為香港社會培育人才，並與九龍社團聯合會合辦「青年躍動，大學生實習領航計劃」，為香港大學生提供為期一個月的實習機會。於2016年財政年度，我們已迎來了約120名香港在校大學生，並將他們安排在集團旗下三十餘間工廠實習。

香港大學生實習領航計劃得到集團的重視，從學生的選拔、分配、工作、生活等均做了細緻周密的安排，同時亦得到香港理工大學、香港科技大學、香港大學、香港中文大學及香港城市大學等多所大學的支持。此計劃不僅為每位實習生制定實習計劃，還專門安排實習導師輔導，定期對學生的實習情況進行記錄，學生也對實習中遇到的情況進行反饋，及時與導師進行溝通。集團亦十分重視學生的實習情況，實習期間委派專人到各實習生所在的工廠進行考察，而張國榮先生（建滔化工集團有限公司主席）亦親自到深圳區與各實習生開座談會，瞭解學生工作與生活的情况。集團於實習計劃的尾聲，在香港召開實習生總結大會，各區學生代表上台發表實習感言及分享實習過程中的收穫，有不少的大學生在總結會上表示，希望自己在畢業後能夠進入本集團工作。

除此之外，我們亦積極參與社區活動，關注社區貧窮問題。公司籃球隊及部分管理人員曾赴邢台福利院作義務探訪。當天我們除了為福利院的小朋友們送上食品、文具及玩具等物資外，更安排了一系列活動予小朋友參與，當中包括各類遊戲及籃球活動。是次探訪不但為小朋友獻上愛心，公司員工亦樂在其中，盡一份社會責任。



## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## BOARD MANAGEMENT & RESPONSIBILITY

The Company is committed to good corporate governance, which promotes the long-term interests of shareholders, strengthens board and management accountability, and helps build public trust in the Company.

In this ESG Report, we highlighted many corporate policies and practices, through which we seek to responsibly manage our business in different parts of the world. The Company's risk management initiatives, which include ESG, consider annually whether the Company's policies and programs adequately identify and respond to the material ESG risks that we face. The Company's risk management and internal control systems help ensure protection of the Company's assets, including our people, the efficiency and effectiveness of our processes, the reliability of the information provided to our stakeholders, and our compliance with applicable laws and regulations.

### Risk Management, Internal Control and Responsibility of the Board

The Board acknowledges its accountability to the risk management and internal control system and its responsibility to review the effectiveness of the system. The Board also clarifies that the system is purported to manage, but not eliminate, the risk of failure to fulfil business objectives, and can only provide reasonable but not absolute assurance against material misstatement or loss.

Management is responsible for setting the appropriate tone from the top, performing risk assessment, and owning the design, implementation and maintenance of internal control. Essential to this risk management and internal control systems are well defined policies and procedures that are properly documented and communicated to employees.

The Group has established an internal audit department to review the financial condition, operational condition, risk management, compliance control and internal control of the Group. The Audit Committee assists the Board to fulfill its oversight role over the Group's risk management and internal control function by reviewing and evaluating the effectiveness of our overall risk management and internal control system at least annually. For FY2016, the Board, through the Audit Committee, conducted a review of the effectiveness of the internal control system of the Company including financial, operational and compliance controls and risk management and will conduct such review at least once a year, so as to ensure the shareholders' investment and the Group's assets are properly safeguarded. The Board is satisfied that, based on the information supplied, coupled with its own observations and with the assistance of the Audit Committee, the present internal controls and risk management processes are satisfactory for the nature and size of the Group's operations and business.

## 董事會管理及責任

本公司致力奉行良好企業管治，旨在促進股東長遠利益、提升董事會及管理層問責，以及樹立公眾對本公司的信心。

本ESG報告重點介紹本公司各項企業政策及常規，旨在以負責任方式管理我們遍布世界各地的業務。本公司每年檢討其風險管理措施，包括ESG，以考慮本公司的政策及方案是否足以識別及應對所面臨的重大ESG風險。本公司的風險管理及內部監控系統協助保障本公司的資產(包括員工)、確保業務流程行之有效、持份者獲提供可靠資料，以及我們遵守適用之法例法規。

### 風險管理、內部監控及董事會責任

董事會承認其須對風險管理及內部監控系統負責，並有責任檢討該系統之效益。董事會亦闡釋該系統旨在管理而非消除未能達成業務目標的風險，而且只能就不會有重大的失實陳述或損失作出合理而非絕對的保證。

管理層負責從頂層為監控定調、執行風險評估、並設計、實施及維護內部監控。對風險管理及內部監控系統不可或缺的是明確妥善訂立書面政策和程序，並向員工傳達。

本集團已成立內部審核部門，負責審閱本集團之財務狀況、經營狀況、風險管理、規章監控及內部監控。審核委員會協助董事會履行其在本集團風險管理及內部監控功能上的監管角色，每年至少一次審閱及評估風險管理及內部監控系統整體的效益。於2016年財政年度，董事會透過審核委員會每年至少檢討一次內部監控系統之效益，包括財務、營運及規章監控及風險管理功能，以確保妥善保障股東的投資及本集團的資產。董事會根據獲提供之資料，連同其本身觀察及在審核委員會協助下，信納就本集團營運及業務之性質及規模而言，現行內部監控及風險管理程序令人滿意。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## BOARD MANAGEMENT & RESPONSIBILITY

(continued)

### Risk Management, Internal Control and Responsibility of the Board (continued)

The Audit Committee assists the Board to fulfil its oversight role over the Group's risk management and internal control function by reviewing and evaluating the effectiveness of our overall risk management and internal control system at least annually.

The Group's risk management and internal control system is embedded within our business processes so that it functions as an integral part of the overall operation of the Group. The system comprises a comprehensive organisation structure with assignment of definite accountabilities and delegation of corresponding authorities to each post. Based on our organisation structure, a reporting system has been developed including reporting channels from division heads of business units to the Board.

The risk management and internal control systems and accounting system of the Group are aimed at identifying and evaluating the Group's risk and formulate risk mitigation strategies, and to provide reasonable assurance that assets are safeguarded against unauthorised use or disposition, transactions are executed in accordance with management's authorisation, and the accounting records are reliable for preparing financial information used within the business for publication, maintaining accountability for assets and liabilities and ensuring the business operations are in accordance with relevant legislation, regulations and internal guidelines.

The Group has a defined organisational structure with clear defined lines of responsibility and authority. Each department is accountable for its daily operations and is required to report to executive Directors on a regular basis. Policies and procedures are set for each department, which includes establishing and maintaining effective policies to enhance risks identification to which the Group are exposed and taking appropriate action to manage such risks, establishing a structure with defined authorities and proper segregation of duties; monitoring the strategic plan and performance; designing an effective accounting and information system; controlling price sensitive information; and ensuring swift actions and timely communication with our stakeholders.

### Procedures and Controls over Handling and Dissemination of Inside Information

With respect to the procedures and internal controls for the handling and dissemination of inside information, the Group has internal policy and procedures which strictly prohibit unauthorised use of inside information and has communicated to all staff; the Board is aware of its obligations to announce any inside information in accordance with the Listing Rules and conducts the affairs with reference to the "Guidelines on Disclosure of Inside Information" issued by the Securities and Futures Commission in June 2012. In addition, only Directors and delegated officers can act as the Group's spokesperson and respond to external enquiries about the Group's affairs.

## 董事會管理及責任(續)

### 風險管理、內部監控及董事會責任(續)

審核委員會協助董事會履行其在本集團風險管理及內部監控功能上的監管角色，每年至少一次審閱及評估風險管理及內部監控系統整體的效益。

本集團的風險管理及內部監控系統已納入業務流程中，成為本集團整體營運中不可分割的一部份。該系統包括一個全面的組織架構，當中每個崗位都委以明確責任，並授予相應權力。本集團根據組織架構建立了匯報制度，當中包括每個主要業務單位的主管向董事會匯報的渠道。

本集團設立風險管理及內部監控制度，以及會計制度，用以確認及評估本集團之風險，並制定減低風險之策略，以及合理確保資產不會在未經授權情況下被使用或出售，及各項交易均在管理層授權之情況下進行，以及會計賬目能夠可靠地被用作編製業務中可供刊發之財務資料，維持資產與負債之責任性及確保業務運作根據相關之法規、條例及內部指引開展。

本集團設有權責分明之組織架構。每個部門對其日常運作負責，並需定期向執行董事匯報。每個部門已設有既定政策及程序，其中包括建立及維持有效之政策以確保本集團之風險得以妥善識別，並採取合適之行動以管理該等風險；建立權責分明、職責恰當劃分之架構；監察策略計劃及表現，設計一個有效之會計及資訊系統；控制影響股價之敏感資料；及確保本集團利益相關者維持快捷及時之通訊。

### 處理及傳播內幕消息之程序及監控

有關處理及傳播內幕消息之程序及內部監控，本集團設有嚴格禁止未經授權使用內幕消息之內部政策及程序，並已知會全體員工；董事會意識到其應根據上市規則公佈任何內幕消息，並參照證券及期貨事務監察委員會於2012年6月發佈之「內幕消息披露指引」進行業務之責任。此外，僅董事及獲任命之高級職員方可擔任本集團之發言人及回應有關本集團業務之外界查詢。

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