



明輝國際控股有限公司*

Ming Fai International Holdings Limited

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code 股份代號: 3828)



2016
Environmental, Social and
Governance Report
環境、社會及管治報告

* For identification purpose only 僅供識別

CONTENTS

目錄

About this Report	關於本報告	01
Scope of Report	報告範疇	02
Reporting Period	報告期間	02
Access of This Report	報告獲取途徑	02
About Us	關於我們	04
Corporate Profile	企業概況	04
Corporate Culture	企業文化	05
Environmental Matters	環境事務	06
Air Emission	廢氣排放	07
Greenhouse Gas Emission	溫室氣體排放	08
Discharges into Water and Land	污水排放與土地排污	09
Hazardous and Non-hazardous Waste	有害及無害廢棄物	11
Use of Resources	資源使用	12
Environment and Natural Resources	環境及天然資源	13
Social Responsibilities	社會責任	15
Employment and Labour Practices	僱傭及勞工常規	16
Operating Practices	營運慣例	21
Community Investment	社區投資	25



ABOUT THIS REPORT

關於本報告

This is the first year's Environmental, Social and Governance Report ("this Report") published by Ming Fai International Holdings Limited (hereinafter referred to as the "Company", together with its subsidiaries, collectively as the "Group" or the "Ming Fai Group"). This Report was prepared in accordance with Appendix 27 "Environmental, Social and Governance Reporting Guide" of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Stock Exchange"). Data disclosed in this Report are results of internal statistics and analysis of the Group.

這是由明輝國際控股有限公司(以下簡稱「本公司」, 連同其附屬公司, 統稱「本集團」或「明輝集團」)首年出版的《環境、社會及管治報告》(「本報告」)。本報告為按照香港聯合交易所有限公司(「聯交所」)證券上市規則附錄二十七《環境、社會及管治報告指引》編製。本報告所披露的數據乃本集團內部統計與分析之結果。



ABOUT THIS REPORT (CONTINUED)

關於本報告(續)

SCOPE OF REPORT

The Group is principally engaged in the manufacturing and distribution of amenity products and the distribution and retail business of cosmetic products and fashion accessories. For the details of the aforesaid businesses, please refer to the Group's 2016 Annual Report. This Report only covers the manufacturing and distribution business of amenity products, and does not include relevant information regarding the distribution and retail business of the Group. This Report mainly focuses on the Group's head office in Hong Kong and factory in Mainland China.

REPORTING PERIOD

The information published in this Report covers the period from 1 January 2016 to 31 December 2016, which is the same as the financial year covered in the Group's 2016 Annual Report.

ACCESS OF THIS REPORT

This Report is released online. The online version is available on the HKEXnews website of the Stock Exchange and the Company's website (www.mingfaigroup.com). This Report is released in Chinese and English version. Should there be any discrepancies between the two versions, the Chinese version shall prevail.

報告範疇

本集團主要從事製造及分銷賓客產品及分銷及零售化妝產品與時尚配飾業務。有關前述業務的詳情，敬請參閱本集團2016年年報。本報告只涵蓋本集團製造及分銷賓客產品業務，而並不包括分銷及零售業務方面的相關資料。本報告範疇以本集團於香港的總辦事處及中國大陸工廠為主。

報告期間

本報告內容所刊載的資訊期間為2016年1月1日至2016年12月31日，與本集團2016年年報涵蓋的財政年度一致。

報告獲取途徑

本報告以電子版形式發佈。電子版可見於聯交所「披露易」網站及本公司網站(www.mingfaigroup.com)。本報告以中英文版發佈。於兩種文本理解發生歧義時，請以中文文本為準。

2016CHF 2016CHF 2016CHF 2016CHF 2016CHF 2016CHF 2016CHF 2016CHF



HOTELS

GOLDEN HORSE AWARDS OF CHINA HOTEL

第十六届中国饭店金马奖

明辉集团
MING FAI GROUP

中国最佳酒店用品供应商

THE BEST HOTEL PRODUCTS SUPPLIER

中国饭店业年会组织委员会

二〇一六年三月十六日

2016CHF 2016CHF 2016CHF 2016CHF 2016CHF 2016CHF 2016CHF 2016CHF

ABOUT US

關於我們

CORPORATE PROFILE

Ming Fai Group is an international corporate with a well-recognized brand name, and an integrated supplier of international leading hotel supplies and accessories, aviation supplies, travel supplies and personal care products. Founded in 1980, Ming Fai Group now has a production base with a total site area reaching 120,000 square meters (approximately a total of 1,300,000 square feet), integrating plastic, chemical, printing and sewing production workshops and achieving a vertically integrated production. It is also equipped a logistics warehouse with 13,000 square meters. In November 2007, Ming Fai was listed on the Main Board of the Stock Exchange.

In 2014, the Group established the Total Solution Service Center and set up a showroom with a total area of nearly 10,000 square meters. To date, products supplied by the Group covers various categories such as bathroom amenities, hotel guest room amenities, small appliances, catering supplies, kitchen accessories, banquet tableware, guest room linen, glassware, exquisite ceramics, and cleaning equipment and supplies. Through bringing together numerous international brands of the hotel supplies industry, Ming Fai is committed to providing clients with a one-stop solution.

企業概況

明輝集團是具有卓越品牌的國際企業，是國際領先的酒店用品及配件、航空用品、旅遊用品、以及身體護理產品綜合型供應商。明輝集團創始於1980年，如今生產基地總佔地面積已達12萬平方米(約合130萬平方英尺)，集塑膠、化工、印刷、車縫生產車間為一體，實現一條龍生產，並配備有1.3萬平方米的物流倉庫。於2007年11月，明輝在聯交所主板上市。

於2014年，本集團成立酒店綜合配套中心，設立總面積近1萬平方米的展廳。至此，本集團供應產品涵蓋浴室用品、酒店客雜、小家電、餐飲、廚雜用品、宴會擺台、客房布草、玻璃器皿、精美陶瓷、清潔設備及用品等各個品類。彙集酒店用品行業的眾多國際品牌，明輝致力為客戶提供一站式解決方案。

ABOUT US (CONTINUED)

關於我們(續)

CORPORATE CULTURE

Our Vision

To become an international enterprise specializing in travel amenities with peerless quality and be the first choice of customers

Our Mission

1. To provide customers with quality products and services
2. To create maximum value for customers, shareholders and business partners
3. To develop and materialize staff potential and career
4. To support ecology and environment for sustainable development

Our Values

1. Integrity first
2. Customer-oriented
3. Unity for all wins
4. Innovation and adaptation
5. Open and proactive
6. Ploughing back to society

企業文化

我們的願景

成為以旅遊用品為核心的卓越國際品牌

我們的使命

1. 提供優質的產品和服務
2. 為顧客、股東、合作夥伴創造理想價值
3. 為員工創造有助發揮潛能的平台
4. 關注生態環保，致力可持續發展

我們的價值觀

1. 誠信至上
2. 以客為先
3. 團結共贏
4. 創新求變
5. 開放進取
6. 回饋社會





ENVIRONMENTAL MATTERS

環境事務

The Group is engaged in the manufacturing of travel amenity products, which is closely related to environmental protection and usage of natural resources. Adhering to the goal of sustainable development and operation, the Group has formulated a series of management policies, mechanism and measures regarding environmental and natural resources protection. The Group strives to enhance the efficiency in the usage of energy, water resources and materials, while also complying with relevant environmental laws and regulations and international general practices in our areas of business operation, with an aim to reduce the use of natural resources and protect the environment. The actions taken are aligned with international standards, including the implementation of greenhouse gas emission inspection work, waste reduction and waste classification and recycling, and energy conservation and reduction in factories with high energy consumption levels.

本集團經營製造旅遊用品業務，與環境保護及天然資源使用密切相關。本集團就環境及天然資源保護方面制訂一系列的管理政策、機制及措施，以貫徹持續發展及經營之目的。本集團致力提升各項能源、水資源及物料有效利用，同時依循經營業務各地相關的環境法規及國際慣例，減少對各項天然資源的使用，並保護環境。這些行動循國際標準的要求，包括實施溫室氣體盤查作業、廢棄物減量及分類再利用，並針對重大耗能廠區進行節能減排。

ENVIRONMENTAL MATTERS (CONTINUED)

環境事務(續)

AIR EMISSION

The Group formulated relevant air emission policies and measures according to the Integrated Emission Standard of Air Pollutants, Hygienic Standards for the Design of Industrial Enterprises and Vehicle Exhaust Emission Pollution Control Ordinance of Guangdong Province of the People's Republic of China ("PRC"), including:

1. Conduct regular environmental assessment and integrate the assessment results in formulating air emission standards.
2. Strictly require our transportation service providers to establish vehicles environmental emission standards and obtain environmental green label as the main sources of air emissions are vehicles.
3. Arrange self-operated vehicles to receive regular environmental testing and obtain environmental green label in accordance with the laws and regulations.
4. Environmental assessment shall be passed before new equipment are purchased or new initiatives are adopted.
5. Actively understand relevant air emission laws and regulations and ensure the compliance of our suppliers.
6. Carry out trainings for new staff so that they have basic environmental awareness and understanding of emission requirements of relevant exhaust gas.

廢氣排放

本集團根據中華人民共和國(「中國」)的《大氣污染物綜合排放標準》、《工業企業設計衛生標準》及《廣東省機動車排氣污染防治條例》來制定有關廢氣排放政策及措施，包括：

1. 定期進行環境評估，結合評估結果制定廢氣排放標準。
2. 由於主要廢氣排放源為車輛，嚴格要求運輸服務供應商具備車輛環保排放標準，並取得環保綠標。
3. 按照法律及規定，安排自營車輛定期接受環保檢測及取得環保綠標。
4. 所採購的新設備或在採納新方案前，必須通過環境評估。
5. 積極了解和確保合作的供應商遵守有關廢氣排放的法律及規定。
6. 對新員工進行培訓，讓他們掌握基本環保意識和相關廢氣排放要求。

ENVIRONMENTAL MATTERS (CONTINUED)

環境事務(續)

GREENHOUSE GAS EMISSION

Regarding greenhouse gas emissions, the Group has passed the certification of Energy Management Systems. To reduce greenhouse gas emission, relevant policies and measures of the Group include:

1. Actively develop low-carbon energy resources, such as gradually replace diesel and other fuels by natural gas.
2. Promote and use high efficiency or energy-saving equipment.
3. Actively explore and introduce renewable energy.
4. Assess and increase the reuse of waste.
5. Recycle resources, such as recycle those raw materials leftovers from production for reuse.
6. Actively promote energy-saving and emission reduction to raise energy-saving and environmental awareness among most staff.

溫室氣體排放

有關溫室氣體排放，本集團通過能源管理體系認證。為減低溫室氣體排放量，本集團有關政策及措施包括：

1. 積極發展低碳能源資源，如逐步以天然氣替代柴油等其他燃料。
2. 推廣及採用高效率或節能設備。
3. 積極探討及適時引進再生能源。
4. 評估及增加廢棄物再利用。
5. 回收資源物，如使用原料製作產品後所遺留的邊角料進行回收再次使用。
6. 積極進行節能減排宣傳，以提升廣大員工對節能及環保的意識。

ENVIRONMENTAL MATTERS (CONTINUED)

環境事務(續)

DISCHARGES INTO WATER AND LAND

Manufacturing travel amenity products is a production process involving high water consumption; the Group has set up a sewage treatment pool in industrial park as early as 2003, and has optimized and upgraded the sewage treatment pool in 2014. To reduce sewage discharge, the Group has carried out a series of measures which include:

1. Adopting the pre-treatment of sewage with chemical oxidation, iron-carbon micro-electrolysis and coagulating sedimentation which achieves significant results in waste reduction. Subsequent biological treatment was also adopted after the pre-treatment which guarantees stable and satisfactory water discharge.
2. Establishing strict sewage treatment monitoring process under which the items of Chemical Oxygen Demand and Biochemical Oxygen Demand of the water quality are inspected before and after the treatment to ensure that the quality of sewage discharged is higher than the national standard; sewage discharge is monitored and controlled in order to reduce discharge from the source and lower sewage treatment load.
3. Undergoing water quality sample inspection by the East Shenzhen Water Conservation Office of Shenzhen Environmental Protection Bureau every quarter.
4. Adopting highly efficient submersible non-clog sewage pumps for sludge pumps of the sewage tank, with efficiency of up to over 85%.
5. Over 90% of surface active agents (surfactants) in major component of cosmetic products are biodegradable to reduce the effect of water pollution.

污水排放與土地排污

製造旅遊用品屬高耗水生產製程，本集團早於2003年在工業園區設立污水處理池，並在2014年對污水處理池進行優化升級。為減少廢水排放，本集團進行一系列措施，當中包括：

1. 採用化學氧化、鐵碳微電解及混凝沉澱的污水預先處理，減污效果明顯。預先處理污水後再加後續生化處理，出水可確保穩定達標。
2. 訂有嚴格的污水處理監控流程，檢測污水前及污水後水質的化學需氧量(Chemical Oxygen Demand)和生化需氧量(Biochemical Oxygen Demand)項目，確保排水品質高於國家標準，使污水排放受監控和控制，從源頭做好減排，降低污水處理負擔。
3. 每季度接受深圳環境保護局下屬東深水源保護辦公室之水質抽樣檢查。
4. 污水池的污泥泵均採用高效不堵塞潛污泵，其工作效率大多達到85%以上。
5. 化妝品產品的主要成分中，超過90%的表面活性成分(表面活性劑)是可生物降解的，減少對水質的影響。

ENVIRONMENTAL MATTERS (CONTINUED)

環境事務(續)

The Group has also complied with the Environmental Protection Law of the PRC and formulated internal guidelines to control the discharges into water and land. Relevant policies include:

1. Conducting on-site supervision for the sewage producing department to prevent sewage discharging through ordinary sewage pipelines.
2. Engaging professional bodies to handle the industrial sewage discharge, and ensuring that the professional bodies engaged are qualified and obtained legal and effective certificates.
3. Entrusting qualified professional bodies to conduct periodical inspection on sewage discharge according to the standard requirements so as to ensure the compliance.
4. Setting up inspection groups to strictly inspect and manage industrial sewage discharge, hazardous chemicals, corrosive goods and hazardous waste in order to prevent discharging into water and land and causing pollution.
5. Carrying out training for new employees, so that they have basic environmental protection awareness and water and land pollution knowledge.
6. Strictly controlling sewage discharge and sludge, engine oil waste, liquid chemicals, etc. in treatment pools, and handing them over to organization recognized by the government department in charge for recycling, in order to prevent direct discharge to land and causing pollution.

本集團亦遵守《中華人民共和國環境保護法》並制定內部準則，以控制污水排放與土地排污。有關政策包括：

1. 對污水產生部門現場進行嚴格管控，以防污水流入普通排污管道。
2. 委託專業機構處理工業污水排放，並確保所委託的專業機構符合資格及具備合法及有效證書。
3. 按照標準規定，定期對所排放污水委託合資格專業機構檢測，確保符合標準。
4. 成立檢查小組，對工業污水、危險化學物品、腐蝕性物品、有害廢棄物嚴格檢查及管理，防止流入水與土地造成污染。
5. 對新員工進行培訓，讓他們掌握基本環保意識和水與土地污染常識。
6. 對污水處理池之污水淤泥、廢棄機油、液態化學品等嚴格把控，統一交予政府主管部門認可的單位回收，防止直接向土地排放造成污染。

ENVIRONMENTAL MATTERS (CONTINUED)

環境事務(續)

HAZARDOUS AND NON-HAZARDOUS WASTE

The relevant waste treatment policies and measures of the Group include:

1. Environmental protection has to be considered before production commences. Therefore, at the initial stage of product design, we have carefully considered to deliver more environmental friendly product design, providing environmental friendly materials for customers' selection, such as Post-Consumer Recycled materials, reusable environmental friendly stone-paper packaging and Forest Stewardship Council ("FSC") certified packaging.
2. Cooperate with Soap Cycling, a non-profit organization based in Hong Kong, in collecting, sanitizing and recycling slightly used soaps and other sanitation amenities.
3. Proactively recycle waste such as plastics and papers and classify them for reuse.
4. Arranging designated qualified recycling company in handling production processes involving hazardous waste to prevent illegal handling of waste.
5. Assessing non-hazardous waste to determine whether they are reusable. After non-hazardous wastes reached their useful life, handing them over to organization bodies recognized by the government department in charge for handling, and reaching agreements with the government department in charge for handling non-hazardous waste.

The Group formulates hazardous and non-hazardous waste treatment policy according to the Regulation on the Safety Administration of Hazardous Chemicals, the Hygienic Standards for the Design of Industrial Enterprises, and the waste management system.

有害及無害廢棄物

本集團有關廢棄物處理的政策及措施包括：

1. 在未開始生產前考慮環境保護。因此，在產品設計之初，我們已仔細考慮增加產品設計的環保概念，提供客戶選擇綠色環保材料，例如消費後可回收再生 (Post-Consumer Recycled) 物料、可循環使用的環保石頭紙包裝及通過森林管理委員會 (Forest Stewardship Council，簡稱「FSC」) 認證的包裝紙。
2. 與香港非營利機構再皂福 (Soap Cycling) 合作，收集、消毒和回收稍微使用過的香皂和其他衛生用品。
3. 積極回收塑膠、紙張等廢棄物及對其進行分類以重覆使用。
4. 對涉及有害廢棄物的生產工序安排符合資格的指定回收公司處理，防止非法處理廢棄物。
5. 評估無害廢棄物是否可以循環使用。在無害廢物到達使用年限報廢後，將交由政府主管部門認可的單位進行處理，並與政府主管部門協定處置非有害廢棄物。

本集團根據《危險化學品安全管理條例》、《工業企業設計衛生標準》及廢棄物管理制度制定有害及無害廢棄物處理政策。

ENVIRONMENTAL MATTERS (CONTINUED)

環境事務(續)

USE OF RESOURCES

As a manufacturer of travel amenity products, the Group emphasizes the use of resources. Relevant policies and measures include:

1. Proactively advocate the awareness on electricity and water conservation among staff.
2. Use piped natural gas to replace liquefied petroleum gas.
3. Gradually replace motor equipment of high energy consumption with energy-saving or servo motor to save electricity.
4. Replace conventional air-conditioners with varied frequency air-conditioners.
5. Adopt high frequency power transformer to reduce efficiency depletion and power transmission loss.
6. Our production process requires that the scrap materials on the production machines and equipment be removed or scraped and then be washed so as to save water.
7. The Group inspects water consumption facilities in the manufacturing plants and offices, and takes timely remedy to any water leakage or dripping. Water conservation slogans are posted and promoted to raise employee awareness of water conservation and to remind employees and visitors to conserve water.
8. Extend the use of the air energy resource recycling system, such as using the heat remained in air to boil water in staff dormitory instead of using diesel.

資源使用

作為旅遊用品生產商，本集團注重對資源的使用。相關政策及措施包括：

1. 積極向員工提倡節約用電及用水的訊息。
2. 轉用管道天然氣，取代原液化石油氣。
3. 逐步將設備高耗能電機組更換為節能電機或伺服電機，以節省用電。
4. 替換傳統舊式空調為變頻節能空調。
5. 採用高效率電力變壓器，減少功率損耗和送電損失。
6. 我們的生產工作流程要求清出或刮出生產機械設備上的餘料再進行清洗，以節約用水。
7. 本集團檢查製造廠及辦公室的耗水設施，並對任何漏水或滴水採取及時補救措施。我們張貼節約用水標語，倡議員工提高對節約用水的意識，並提醒員工及訪客珍惜用水。
8. 擴大空氣能源回收系統的使用，如在員工宿舍之熱水取消以柴油加熱，改為以空氣餘熱集中加熱。

ENVIRONMENTAL MATTERS (CONTINUED)

環境事務(續)

ENVIRONMENT AND NATURAL RESOURCES

The Group is committed to conducting its business activities in an environmentally conscious manner and strives to mitigate the environmental impact caused by our operations. To achieve this, the relevant policies and measures include:

1. The Group strives to protect forests and environment while makes contribution to local communities for ensuring sustainable development. Besides, the Group follows FSC Principles, and takes on a commitment to stop trading and using below high risks lumber or wood fiber:
 - illegally harvested wood;
 - wood harvested in violation of traditional and human rights;
 - wood from forests in which High Conservation Values are threatened by management activities;
 - wood from forests being converted to plantations or non-forest use; and
 - wood from forests in which genetically modified trees are planted.

環境及天然資源

本集團承諾以關注環境的方式進行業務，並致力減低營運對環境造成的影響。就此，本集團之相關政策及措施包括：

1. 本集團盡力保護森林、愛護環境，惠及地方社區，確保可持續發展。此外，本集團遵循FSC原則，並承諾停止買賣及使用下列高危木材或木料：
 - 非法採伐的木材；
 - 侵犯傳統和公民權利而採伐的木材；
 - 於高度保護價值受到威脅的森林採伐的木材；
 - 於已轉為種植園或非林用地的森林採伐的木材；及
 - 於種植基因改造樹木的森林採伐的木材。

ENVIRONMENTAL MATTERS (CONTINUED)

環境事務(續)

2. The Group obtained the EU Ecolabel certification and also attained the first ECOCERT certification in China. We are dedicated in promoting and practicing the environmental concept of the EU Ecolabel certification. The EU Ecolabel set out strict requirements in formula and packaging design in order to protect the environment: it requires license holders to reduce the pollution in water ecosystem in order to satisfy the strict requirements in biodegradation, and strict restrictions are imposed on disposal of packaging, thereby reducing ecological pollution from the use of materials and packaging.
2. 本集團獲得歐盟生態環保標籤(EU Ecolabel)認證，亦於中國首獲得歐盟有機天然產品認證(ECOCERT)。我們致力提倡及實踐歐盟生態環保標籤認證的環保理念。歐盟生態環保標籤在配方和包裝設計訂有嚴格的要求，旨在保護環境：要求標籤持有者減少對水生生態系統的污染，滿足嚴格的生物降解要求，並嚴格限制包裝廢棄，從而在用料和包裝上減少生態污染。
3. The Group endeavored in the sustainable development of palm oil, and has obtained Roundtable on Sustainable Palm Oil (“RSPO”) certification in producing certified RSPO soaps. RSPO’s planting guideline for palm oil, vegetation protection and sustainable development concept are consistent with the Group’s philosophy as it promotes reasonable land exploitation of palm oil planting field, vegetation protection, as well as respecting the rights of the landowner and protecting the rights of farm workers.
3. 本集團致力於棕櫚油可持續發展項目工作，並獲得可持續棕櫚油圓桌會議(Roundtable on Sustainable Palm Oil，簡稱「RSPO」)認證，生產RSPO認證香皂。RSPO對棕櫚油的種植指引、植被保護和可持續發展的理念與本集團一致，因其提倡棕櫚油種植園的土地合理開發、保護植被，並尊重土地所有者權利和農工權益保護。
4. Actively explore and introduce renewable energy.
4. 積極探討及適時引進再生能源。
5. Explore the chance of cooperating with organizations which value on environmental protection, such as cooperating with Soap Cycling to contribute on waste reduction to the environment.
5. 尋求重視環保之機構的合作機會，如與再皂福(Soap Cycling)合作以為環境減廢作出貢獻。



SOCIAL RESPONSIBILITIES

社會責任

Employees are true practitioners of enterprise value creation and the key to implementation of enterprise strategies. The Group views every single employee as the most valuable resources and wealth, values and protects their legitimate rights and interests, provides them with good career development opportunities, concerns their health and safety, cares for their well-being, strives to create a comfortable, and satisfactory working environment for them, thus achieving common growth.

員工是企業價值創造的真正實踐者，是企業戰略落實的關鍵。本集團將每一位員工視為最寶貴的資源和財富，重視和維護員工的各項合法權益，為員工提供良好的職業發展機會，關注員工的健康與安全，並給予員工關愛，致力為員工營造一個舒適和滿意的工作環境，實現與企業共同成長。

SOCIAL RESPONSIBILITIES (CONTINUED)

社會責任(續)



EMPLOYMENT AND LABOUR PRACTICES

Compensation

The Group holds the principle of equal pay for equal work for both genders, commits in providing opportunities to employees to tap their potential, and determines remuneration according to staff's knowledge and skills. The Group refers to its performance and market environment in adjusting the remuneration to ensure that our remuneration are in line with market and that our staff are motivated.

The Group determines the remuneration in accordance with the minimum wage standards, issued by Shenzhen Human Resources and Social Security Bureau, the Employment Ordinance of Hong Kong and the internal standards.

Recruitment, Promotion and Dismissal

The Group recruits talents from Hong Kong, China and other areas around the world, and conducts recruitment in an open and impartial manner regardless of gender, introducing talents according to their personal qualifications and the need of the Group, with the aim to achieve the Group's target of continuous pursuit for innovation and change and strictly complying with the laws and regulations in recruiting staff.

僱傭及勞工常規

薪酬

本集團以男女同工同酬為原則，致力提供機會予員工發揮潛能，並根據員工的知識和技能定薪。本集團參考集團業績和市場環境來調整薪酬，以確保我們給予之薪酬與外界一致，且能激勵員工。

本集團按照深圳市人力資源和社會保障局發出之最低工資標準、香港《僱傭條例》及內部標準訂定薪酬。

招聘、晉升及解僱

本集團羅致香港、中國及世界其他地區的人才，並以公開及公正的方式進行招聘，不限性別、按個人學歷及本集團需要，引進專業人才，實現本集團不斷追求創新與變革之目標，並嚴格遵守法律及規定招聘人員。

SOCIAL RESPONSIBILITIES (CONTINUED)

社會責任(續)

Human resource is the most valuable resource of an enterprise, and also the competitiveness of an enterprise. The Group provides staff with competitive promotion path based on the Group's performance and talent development strategy, staff performance review and tests, or based on internal recommendation of outstanding staff by departments and promoting staff that contribute to the Group. The Group implements key performance indicators assessment scheme to achieve operational goal and raise staff's working capability. By setting up and implementing departmental and personal goals, and undergoing annual key performance indicators assessment, we measure staff's overall achievement of goals and performance. The assessment results are also applied to the promotion, rewards, trainings and personal development of the staff. Through key performance indicators assessment scheme, we shape a performance-oriented corporate culture, encourage staff's performance as well as nurture and develop staff's personal capabilities.

The Group complies with the Employment Ordinance of Hong Kong and the Labour Contract Law of the PRC. If a staff is unable to perform his/her current job, he/she will go through training or redeployment. If the staff is still unable to perform the job, we will terminate the employment relationship in accordance with the laws and regulations.

Working Hours

The Group respects the rest time of our staff by establishing human resources computerized attendance systems to effectively manage staff's working hours. Employees voluntarily apply for overtime when needed.

人力資源是企業最寶貴的資源，也是企業的競爭力。本集團為員工提供具有競爭力的晉升管道，根據本集團業績及人才發展策略，檢討員工表現，及通過考核，或根據部門內部推薦表現出色及對本集團有貢獻的員工予以晉升。本集團實施關鍵績效指標計劃以達到營運目標及提升員工工作能力。經設定和執行部門與個人目標，並每年進行關鍵績效指標評核，衡量員工整體目標達成狀況與職能表現。評核結果也應用於員工之晉升、獎勵、訓練及個人發展計劃。藉關鍵績效指標計劃，塑造以績效為導向的企業文化，並激勵員工的表現，培育及發展員工個人能力。

本集團遵守香港《僱傭條例》及《中華人民共和國勞動合同法》規定。倘員工無法勝任現有崗位，員工將經過培訓或調崗，若仍無法勝任工作，將按照法律及規定終止勞動關係。

工作時數

本集團尊重員工的休息時間，建立人力資源電腦考勤系統，有效管理員工工作時間。如有工作需要，由員工自願申請加班。

SOCIAL RESPONSIBILITIES (CONTINUED)

社會責任(續)

Labour Benefits

The Group provides competitive benefits for full-time staff and formulates benefits according to the Hong Kong and the PRC laws and regulations, including paid leave such as paid maternity leave. The Group also provides various other benefits to designated staff, including work performance bonus and year-end bonus, staff dormitory, staff canteen, shuttle bus service, and a wide range of regular activities (such as singing, sports and dance).

Equal Opportunity and Diversity

The Group commits to assisting staff in developing their potentials, upholds the spirit of openness and aggressiveness, and treats talents of different nationalities, genders, ages and religions with the principles of fairness and impartiality. We recruit and develop talents according to the work attitude, professional ability and performance of staff.

Besides, the Group safeguards staff's rights so that they will not be discriminated in any ways, including employment, compensation, training opportunities, promotion, contract termination and retirement due to reasons such as races, social status, original nationality, gender, age, religious belief, disability, marital status, membership in labour union, and political connections. The Group will never interfere with the rights and freedoms of all staff regarding races, nationality, religion, disability, gender, gender orientation, and labour union membership.

Other Benefits and Welfare

The Group follows the people-oriented and staff-caring corporate culture. "Returning Home Scheme" is implemented during every Chinese New Year, and group train tickets are bought for staff in need, and all staff enjoys returning trip transportation subsidy every Chinese New Year. We also implement comprehensive protection scheme and participate in social insurance or medical insurance as well as purchasing staff accident insurance, supplemental work injury insurance or travel insurance according to the job positions of staff.

勞工福利

本集團為全職員工提供具競爭力的福利，依據香港及中國的法律及規定制定福利，包括有薪產假等有薪假期。本集團亦提供多項其他福利措施予特定員工，包括生產績效獎金與年終獎金、員工宿舍、員工餐廳、交通車接送服務及定期舉辦各式各樣活動(如歌唱、運動及舞蹈)。

平等機會與多元化

本集團致力協助員工發揮潛能，秉承開放進取的精神，對不同地區、性別、年齡、宗教之人士皆以公平、公正的原則對待。根據員工工作態度、專業能力與表現引進和發展人才。

此外，本集團保障員工的工作權益，在聘用、賠償、培訓機會、晉升、終止合同、退休等各方面均不會因為種族、社會地位、原國籍、性別、年齡、宗教信仰、殘疾、婚姻狀況、工會會員資格、政治聯繫等理由而受到任何歧視。本集團絕不干涉所有員工有關種族、國籍、宗教、殘疾、性別、性別取向、工會會員資格等權利或自由。

其他待遇及福利

本集團遵循以人為本及關愛員工的企業文化。每年春節實行「溫馨回家計劃」，為有需要的員工購買團體火車票，所有員工每年均可享有春節返回交通津貼。我們亦實施全方位保障計劃，購買社會保險或醫療保險，並按崗位需要購買員工意外保險、補充工傷保險或出差旅遊保險。

SOCIAL RESPONSIBILITIES (CONTINUED)

社會責任(續)

Safe Working Environment

The Group makes efforts in providing a safe and healthy working environment for all staff, and strictly complies with the relevant laws, regulations and policies of occupational health and safety, including the Production Safety Law of the PRC, the Labour Law of the PRC, and the Production Safety Regulations of Guangdong Province. Staff trainings are arranged to teach staff safety concepts and enhance staff's own safety awareness. Qualified work equipment is also provided for staff as protection. Environmental protection measures are carried out as well to ensure all dangerous items meet national standards so as to continuously enhance work environment safety. Moreover, inspections are conducted on occupational hazardous elements in working areas with poisonous and harmful substances and the inspection results are reported. Meanwhile, we will arrange occupational health checks for staff who engage in contacting occupational hazardous elements. In addition, the Group purchases labour insurance for staff according to the Employment Ordinance of Hong Kong and travel insurance for staff in need.

Development and Training

The Group puts emphasis on staff's knowledge and quality as well as training on job skills to enable them to perform their job and enhance competitiveness so as to achieve the goal of innovation and change, together with the introduction of new concepts and technology to match with the Group's strategic development. All staff receive appropriate trainings, along with the vision, mission and value of the Group, in order to actively nurture professionals for the Group. Trainings are held regularly every year, covering staff in all levels:

安全工作環境

本集團努力為所有員工提供安全及健康的工作環境，並嚴格遵守職業健康和安全的相關法律、規定和政策，包括《中華人民共和國安全生產法》、《中華人民共和國勞動法》及《廣東省安全生產條例》，亦安排員工培訓，灌輸安全理念，加強員工對自身安全意識。為員工提供合資格的工作器具作防護。提供環保措施確保所有危險物符合國家標準，以此不斷地提高工作環境的安全性。此外，檢測對有毒或有害工作場所的職業危害因素及通報檢測結果。安排從事接觸職業病危害因素的員工進行職業健康檢查。本集團亦根據香港《僱傭條例》為員工購買勞工保險及為有需要之僱員購買出差旅遊保險等。

發展及培訓

本集團重視員工的知識、素質及在職工作技能之培訓，使其能勝任工作及提升競爭力，以達致創新求變的目標，並引入新理念和技術以配合本集團之策略發展。所有員工均受到適當培訓，培訓結合本集團之願景、使命及價值觀，積極為本集團培養專業人才。培訓每年定期舉辦，涵蓋各職級之員工：

SOCIAL RESPONSIBILITIES (CONTINUED)

社會責任(續)

- For rank-and-file staff, orientation for new staff (such as rules and regulations of the Group, corporate culture, safety education etc.), position-related trainings (such as basic knowledge on production line and basic knowledge on system operation), corporate culture (such as safety, communication, and environment etc.) and personal development courses (such as team spirit) are provided.
- For technical staff, trainings on professional skills (such as mechanical equipment repair and maintenance, special operation test, and product expertise etc.), knowledge required for different posts (such as new laws and regulations, product development, plan formulation and implementation, brand knowledge etc.) are provided.
- For managing staff, trainings on management ability courses (such as performance management, precise management, on-site management and mentoring skills etc.) and other personal development courses (such as pressure and emotional management and thinking effectiveness) are provided.
- 對基層崗位員工提供新員工入職(如集團規章制度、企業文化、安全教育等)、崗位相關技能培訓(如車間操作基礎知識、系統操作基礎知識)、企業文化(如安全、溝通、環境等)及自我發展課程(如團隊精神)等培訓。
- 對專業技術員工提供專業技能(如機械設備維修保養、特種作業考核及產品專業知識等)、不同崗位需求的知識(如新法律及規定、產品開發、計劃制定與執行、品牌知識等)等培訓。
- 對管理崗位員工提供管理能力課程(如績效管理、細節管理、現場管理與輔導技巧等)及其他個人發展課程(如壓力與情緒管理及思維效能等)等培訓。

Labour Standards

According to the Employment Ordinance of Hong Kong and the Labour Law of the PRC, the Group will never recruit child labour whose age is lower than the minimum age allowed under the local laws and regulations, and valid identity proof is required from job seekers during interview to confirm their actual age. Interviews are conducted face-to-face with job seekers by the Group's staff to prevent forced labour.

勞工準則

按照香港《僱傭條例》及《中華人民共和國勞動法》，本集團絕不招聘年齡低於當地法律及規定限制的童工，並在面試時要求求職者提供有效的身份證以確認其實際年齡。面試由求職者與本集團員工面對面進行，杜絕強制勞工。

SOCIAL RESPONSIBILITIES (CONTINUED)

社會責任(續)

OPERATING PRACTICES

Supply Chain Management

The Group aims to establish a supply chain management system so as to proactively provide comprehensive solutions that meet customers' needs through consolidating procurement resources, and promoting the screening and management mechanism of suppliers. In addition to enhancing product quality and lowering costs, the Group also focuses on developing the suppliers' research and development and sustainable development capability, in order to continuously improve the supply chain management as well as performing social and environmental responsibilities.

The Group has formulated long-term value strategies based on the advocate of "resource integration and value enhancement", in the hope to show product innovation and green value by developing more new materials, new production process, new technologies and new applications, so as to realize the concept of corporate social responsibility and sustainable operation.

The Group selects suppliers based on five criteria:

1. Product quality
2. Integrated factory and quality control system
3. Social responsibility
4. Market sensitiveness
5. Sustainable development

營運慣例

供應鏈管理

本集團期望透過整合採購資源、推動供應商篩選與管理機制，以建立供應鏈管理系統，主動提供全面解決方案，滿足客戶需求。除強化品質與減低成本外，本集團亦著重拓展供應商研發與持續發展能力，務求不斷改進供應鏈管理並承擔社會與環境責任。

本集團主張「資源整合、價值提昇」，並按此擬定長期價值策略，期望經由發展更多新材料、新製程、新技術與新應用，展現產品之創意及綠色價值，以落實企業社會責任與持續經營的理念。

本集團按五個標準篩選供應商：

1. 產品質素
2. 綜合工廠及品質控制系統
3. 社會責任
4. 市場敏感度
5. 可持續發展

SOCIAL RESPONSIBILITIES (CONTINUED)

社會責任(續)

The Group has also formulated a supplier review system:

1. Regularly discuss the supply chain policies and requirements of the Group with the suppliers;
2. Formulate and regularly update the supplier collaboration guidelines;
3. Assess suppliers based on supplier scoring system; and
4. Strictly carry out on-site inspection on factories of important suppliers.

Apart from assessing financial and capability performance factors, the Group also focuses on supplier's social responsibility and sustainability performance. We seek sustainable and highly transparent manufacturers to guarantee sustainability in the production process of our procured goods, and put emphasis on the supplier's commitment to social responsibility and human rights, and require them to comply with the following standards:

1. Do not employ forced, tied or indentured labour, or involuntary prison labour;
2. No discrimination or harassment on an individual due to races, colour, religion, gender, pregnancy, HIV status, sexual orientation, nationality, age, disability, veteran status, marital status or political affiliation;
3. No harsh or inhuman treatments on an individual, including sexual harassment or abuse, corporal punishment, coercion or verbal abuse;
4. Avoid unsafe working environment, provide sufficient rest periods during workdays, and make agreements with staff on days off from work and maximum working hours;

本集團亦制定供應商審評系統：

1. 與供應商定期商討本集團的供應鏈政策及要求；
2. 制定及定期更新供應商合作指南；
3. 按供應商計分制度評估供應商；及
4. 對重要供應商進行嚴格工廠現場檢驗。

除評估財務及能力表現因素，本集團亦注重供應商的社會責任及可持續性表現。我們尋求可持續性透明度高之生產商，確保我們的採購品的生產過程具可持續性，亦重視供應商在社會責任及人權方面的承諾，要求他們遵守下列標準：

1. 不聘用強迫、捆縛、契約勞工或非自願的監獄勞工；
2. 不因種族、膚色、宗教、性別、懷孕、愛滋病狀況、性取向、國籍、年齡、殘疾、退伍軍人身份狀況、婚姻狀況或政治關係歧視或騷擾個人；
3. 不苛刻對待或不人道對待個人，包括性騷擾或虐待、體罰、脅迫或謾罵；
4. 避免不安全的工作環境，工作日提供足夠的休息時間，與員工協定休假日子及最長工作時間；

SOCIAL RESPONSIBILITIES (CONTINUED)

社會責任(續)

5. Pay wages for all working hours, and communicate with employee on the compensation and overtime pay before he/she formally commences work;
 6. Respect employee's rights to participate in unions, free from threat of reprisal, unlawfully interference or coercion; and
 7. Respect the rights of employees on group negotiation without unlawful interference.
5. 支付所有工作時數的工資，在員工正式開始工作前訂明薪酬及加班的工資；
 6. 尊重員工參與公會的自由，不因此報復、非法干預或威脅員工；及
 7. 尊重員工集體談判的權利，也不非法干預。

Regarding environmental requirements on suppliers, we require suppliers to accord to the objective of environmental protection in processes including product development, material selection, production, as well as service and product transportation, in order to avoid or minimize the destruction to environment. We will also conduct surveys on suppliers regarding their environmental awareness.

Product Responsibility

As an enterprise with strong sense of social responsibility, the Group has been accredited with the ISO9001 Quality Management System as early as in 1998, and subsequently accredited with the ISO13485 Medical Devices — Quality Management Systems, ISO22716 Cosmetics — Good Manufacturing Practices, Cosmetic Good Manufacturing Practice Guidelines published by U.S. Food and Drug Administration, Guidelines for Good Manufacturing Practice of Cosmetic Products published by Council of Europe, and made reference to the Product Quality Law of the PRC, thereby fully guaranteeing our products from raw material procurement, production process, the final product testing as well as warehousing and logistics, forming a comprehensive quality monitoring system.

對供應商之環保方面要求，我們要求供應商無論在產品研發、材料選用、生產製造，以及在服務和產品運輸等過程中，都應本著保護環境的宗旨，避免或盡量降低對環境的破壞。我們亦對供應商就其環境保護意識進行調查。

產品責任

作為一家具有強烈社會責任感的企業，本集團早在1998年通過了ISO9001質量管理體系，並相繼通過了ISO13485醫療器械質量管理體系、ISO22716化妝品良好操作規範、美國食品及藥物管理局頒佈的化妝品良好操作規範、以及歐洲理事會頒佈的化妝品良好操作規範，並參考《中華人民共和國產品質量法》，從原料採購、生產過程以及最終成品檢測和倉儲物流充分保障我們的產品，形成了一套完善的品質監控系統。

SOCIAL RESPONSIBILITIES (CONTINUED)

社會責任(續)

The Group was also accredited with ISO14001 Environmental Management Systems, FSC certification, ECOCERT, EU Ecolabel certification, and Hong Kong Green Label. Meanwhile, regarding the environmental consideration and demand on environmental products by end users, we are continuously enhancing our own research and development capability, and provide Plastarch Material, a degradable environmental friendly material for use. In addition, the customers can choose to add environmental friendly additives in the packaging, or they can choose to use the environmental friendly materials in design and packaging.

The Group has even established a chemical microbiology laboratory with international leading technology. Heavy investment was made to introduce German and Japanese high-end research and development testing equipment, such as Fourier Transform Infrared Spectroscopy, Gas Chromatography and High-performance Liquid Chromatography, which further guarantee the validity of product research and development and testing.

The Group adopted RO-CEDI (reverse osmosis continuous electrodeionization) pure water purification system on the whole production of cosmetic products to achieve good water quality, low electrical conductivity and disinfecting effect. The Group implement strict water quality internal control process, we take samples everyday from system outlets and each water tap for inspection.

The Group has also established a legal committee which is responsible for monitoring potential legal risks from the process of design to after sale of products. We have formulated the “Quality Incidents Identification and Reporting Procedures” and “Simulated Recall Management Procedures” in the course of our daily operation, which facilitate proper handling of possible products’ quality and safety accidents as well as their compliance.

本集團亦通過ISO14001環境管理體系、FSC認證、歐盟有機天然產品認證(ECOCERT)、歐盟生態環保標籤(EU Ecolabel)、以及香港環保標籤認證。同時，就最終使用者對於環境的考慮和對環保產品的需求，我們不斷提升自身研發能力，亦提供使用可塑性澱粉材料(Plastarch Material)(一種可降解環保材料)。此外，客戶可選擇在包裝中添加環保添加劑，亦可選擇使用環保物料來設計和包裝。

本集團更設立具國際領先技術的化學微生物實驗室，斥巨資引進德國和日本高端研發設備，如傅里葉紅外光譜儀(Fourier Transform Infrared Spectroscopy)、氣相色譜儀(Gas Chromatography)和高效液相色譜儀(High-performance Liquid Chromatography)等測試儀，進一步保障產品研發和測試的有效性。

本集團化妝品產品的全線生產用水均採用逆滲透連續式通電去離子(reverse osmosis continuous electrodeionization)純水淨化系統，以達致好水質、低電導率、殺菌消毒的效果。本集團內部實行嚴格的水質自控流程，每天在系統出水口和各個用水口取樣檢測。

本集團亦成立法規委員會，負責監控產品從設計至售後過程中的潛在法規風險。在日常營運中，我們制訂「品質事故的界定和報告程序」以及「模擬召回管理程序」，使產品可能出現的品質安全意外事件能妥善且合規處理。

SOCIAL RESPONSIBILITIES (CONTINUED)

社會責任(續)

Anti-corruption and Prevention of Bribery

The Group places great emphasis on integrity of its corporate management team and upholds the principles of “making precautionary warnings, committing on self-disciplines, holding violations liable and imposing stringent punishments”. In compliance with the Criminal Law of the PRC and the Prevention of Bribery Ordinance of Hong Kong, the Group requests the staff at relevant positions to sign the “Written Commitment on Honesty and Integrity” to prevent criminal acts such as business bribery, extortion, fraud and money laundering in business dealings. In addition, the Group arranges the staff in Hong Kong to attend the training seminar organized by the Hong Kong Independent Commission Against Corruption every three years. We also require all suppliers to sign and commit to complying with the “Suppliers’ Written Commitment on Integrity and Confidentiality”, so that an effective operation of internal and external integrity structure could be assured in the Group.

COMMUNITY INVESTMENT

Since 2015, the Group has started the cooperation with Soap Cycling, a non-profit organization based in Hong Kong, and offers money donation, technical support, equipment donation, production premises and relevant support. Founded by students of the Faculty of Business and Economics of the University of Hong Kong, Soap Cycling aims at collecting slightly used hotel soaps and other sanitation amenities, and then distributing to underprivileged families and schools in disadvantaged communities around the world, particularly in Asia, via the network comprising various non-governmental organizations and charitable organizations upon re-sanitization and re-processing.

反貪污、防賄賂

本集團著重企業管理團隊的廉潔，本著「事前告誡、自律承諾、有違必究、究則必嚴」的原則，遵循《中華人民共和國刑法》及香港《防止賄賂條例》，並要求相關崗位的職員簽署「誠信廉潔承諾書」，防止員工在業務往來中出現商業賄賂、勒索、欺詐以及洗黑錢等犯罪行為。此外，本集團會每三年安排香港員工接受香港廉政公署的培訓講座。我們亦要求所有供應商簽署並承諾遵守「供應商廉潔保密承諾書」，由內到外確保廉潔體系能在本集團有效運行。

社區投資

自二零一五年起，本集團開始與香港非牟利慈善機構再皂福(Soap Cycling)合作，並對其捐款、技術支持、設備捐贈、提供生產場地及相關支援。再皂福由香港大學經濟及工商管理學院學生組成，旨在回收酒店客房旅客稍微使用過的香皂和其他衛生用品，重新消毒及再加工，經由各非政府組織及慈善機構的網絡分發到世界各地(特別是亞洲)弱勢社區的貧困家庭及學校。



SOCIAL RESPONSIBILITIES (CONTINUED)

社會責任(續)

Besides, the Group started to join the Sowers Action from 2015. Established in 1992, Sowers Action is a non-religious, non-political and non-profit making registered charitable organization in Hong Kong, committed to promoting education in China by bringing education to underprivileged or disabled students. As a participant of Sowers Action Charity Marathon, Ming Fai Group shows its support to education for poor students in rural mountain areas, putting corporate social responsibilities into practice while assisting poor students to receive education.

此外，本集團自2015年開始參與苗圃行動。苗圃行動於1992年在香港註冊成立，是一家非宗教、非政治、非牟利的慈善機構，以促進中國教育為宗旨，讓貧困或殘障學生享有平等的教育機會。作為苗圃行動的慈善馬拉松參加者，明輝集團支持山區貧困學生的教育，實踐企業社會責任，協助貧困學生實現求學之路。