



芯智控股有限公司

Smart-Core 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: 2166

Environmental, Social and
Governance Report

環境、社會及管治報告

2016



Environmental, Social and Governance Report

環境、社會及管治報告

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Environmental, Social and Governance Report

環境、社會及管治報告

Reporting Scope

The ESG annual report covers the operating locations of Smart-Core Holdings Limited (hereinafter referred to as “Our Company”) in Hong Kong and Shenzhen for the year ending 31 December 2016. The reporting period, which is the fiscal year 2016 (1 January to 31 December 2016), is consistent with the reporting period of the Company’s Annual Report.

The report is compiled in accordance with the relevant provisions of Appendix 27 Environmental, Social and Governance (ESG) Reporting Guide of the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited. It is the first ESG report issued by the Company in accordance with the “comply or explain” requirement of the guide.

Communication with Stakeholders

Our Company has established multiple channels of communication with investors, including release of business performance and annual report. The Group maintains regular contact with Stakeholders through conference calls, and also provides the latest information on the Company’s website and by organizing roadshow from time to time.

報告範圍

本年度報告涵蓋芯智控股有限公司（下稱「本公司」）截止二零一六年十二月三十一日止年度位於香港及深圳的營運點。報告的時段為二零一六年財政年度（二零一六年一月一日至十二月三十一日），與公司年報報告期一致。

本報告依據《香港聯合交易所有限公司證券上市規則》附錄二十七《環境、社會及管治報告指引》編撰，為公司首份依循該指引編撰的環境、社會及管治報告，並按指引中「不遵守就解釋」的要求作出一般披露。

與持份者溝通

本公司建立多種與投資者溝通的渠道，當中包括業績發佈、年報等。本公司亦經常與持份者進行電話會議，同時本公司亦會不定時進行路演，及時和持份者分享公司最新資訊，另可透過公司網站等了解本公司的最新情況。

A Environmental

A1 Emissions

Electricity consumption is high in the office area. Our Company is committed to controlling the use of electricity in air conditioning and strives to reduce greenhouse gas emissions caused by electricity consumption. Our Company has kept the temperature of the air conditioning in the office area at 25 °C. The Shenzhen office has introduced a centralized regulating system to adjust the running hours and temperature of air conditioning between winter and summer to reduce the consumption of electricity resources. In addition, after-work inspection has been conducted in the office area and turned off the electrical equipment that were left power on.

Our Company has also implemented numerous measures to reduce carbon emissions in the environment. For example, when choosing suppliers, we have given preference to local suppliers with equally competitive qualifications. We have also signed long-term cooperation agreement with local material suppliers. In addition, our Company has tended to use e-mails, telephone calls, mobile apps, e-business meetings and web meetings for communication and consultation with business partners to reduce the need for travel.

Our company has strictly complied with the relevant environmental laws, and there have been no cases of prosecution due to violation of the relevant environmental laws during this period.

A 環境

A1 排放物

辦公室範圍耗用大量的電力，本公司致力於控制空調設備的用電，務求減少因用電而產生的溫室氣體排放。本公司將辦公室的空調適當控制在 25 度。深圳辦公室更針對性地對冬季和夏季的空調開啟時間及溫度進行統一調控，以減少對電力資源的消耗。另外，下班後又會對辦公區域實行巡查，及時關閉漏關的電源。

本公司亦推行了多項措施以減少對整體環境的碳排放。例如在挑選供應商時，如擁有相近條件，我們會優先選用本地供應商。又會對可以進行固定批量採購的本地物資供應商簽訂長期合作協定。此外，本公司更善用電郵、電話、手機通訊應用程式、電子商務會議、網路會議等與業務夥伴進行溝通及協商，以減少差旅的需要。

本公司嚴格遵守相關的環保法例，期內未有因為違反與環保相關法例而被檢控的個案。

A2 Use of Resources

Our Company is mainly engaged in the trade and distribution of electronic products. For the cartons used in the storage and transportation process, we would seek to make effective use of the packaging materials through reuse. As for office paper, our Company has encouraged double-sided printing. The Shenzhen office has conducted regular inspection on the water supply facilities to avoid leakage and waste of water resources. All public lighting systems, office equipment and drinking water facilities were required to be turned off after work to reduce standby power consumption.

To avoid the waste of resources caused by excessive packaging during storage and transportation, our Company would contact the consignee to ask for their specific packaging requirements in meeting customer needs and trying to be environmental-friendly as much as we can. Meanwhile, to enhance the employees' environmental awareness, our Company has also encouraged the conservation of water and electricity and advocated a green way of life.

A2 資源使用

本公司主要從事電子產品的代理貿易及分銷服務，對儲運過程中所產生的舊包裝箱，我們會採取循環再用的方式處理以有效使用包裝材料。辦公用紙方面，本公司鼓勵複印列印紙張雙面使用。深圳辦公室會對供水設備進行定期檢查，避免出現漏水情況，浪費水資源。而所有公共照明系統、文儀設備、飲用水裝置等在下班後會關閉電源，減少待機能耗。

為避免在儲運過程中產生過量的包裝而導致資源的浪費，本公司更會主動向收貨方瞭解它們不同的包裝要求，在滿足客戶要求的同時，亦能顧及環保。本公司為增強員工環保意識，又大力提倡節約用水用電，宣導綠色生活。

A3 The Environment and Natural Resources

Our Company is taking multiple steps to reduce the damage to the environment and natural resources. In terms of lighting system, energy-saving lamps are currently used in the office area. To further reduce energy consumption, the Hong Kong office is switching into LED lighting.

In the procurement process, our Company has given preference to recyclable, easy-to-dismantle, easy-to-degrade, non-toxic, harmless or low-harm materials and designs. In addition, we have chosen recyclable and environmental-friendly packaging materials whenever possible in product delivery and storage. We have also given preference to purchase environmental-friendly consumables in order to reduce the environmental impact from the materials used in different aspects of our business. At the same time, we have also required procured materials to comply with the national standards for environmental protection.

In document processing, our Company is actively promoting office automation. In 2016, our Company standardized the basic management process with the introduction of a full set of advanced computer system. The delivery notes or general applications within our Company have all been reviewed and approved in the computer system. At the same time, all documents were stored in our company server. These measures have significantly reduced the demand for paper use.

A3 環境及天然資源

本公司積極從各方面著手以減少對環境及天然資源的破壞。照明系統方面，公司的辦公區域現正使用節能燈管，而為更進一步減少能源的消耗，香港辦公室正逐一轉換為LED照明。

而在採購過程中，本公司會優先選擇可循環、易回收、易拆解、易降解、無毒無害或者低害的物料和設計方案。另外，對送貨、儲貨的包裝亦會選擇可回收材料及環保材料。在選購耗材時，我們亦要求優先採購環保耗材，務求在不同的業務環節所用到的物料都以減低對環境的影響為考慮。同時，我們亦要求採購的物料能符合國家環保規定的標準。

在文書處理方面，公司積極推進辦公自動化，2016年公司全面引入先進電腦系統規範公司的基礎管理流程。而對銷售出貨單或一般公司的內部申請，都已採用電腦系統作審批。與此同時，文件亦以中央伺服器形式儲存。此等措施令用紙的需求大大降低。

B Social

B1 Employment

Our Company employment policy focuses on equality and employee rights. In terms of employee recruitment, all job applicants enjoy the same right to apply. They would not be rejected due to factors such as gender, age and race, but only be judged by their qualifications for the job. In addition, when making promotion decisions, we would only consider the employee's performance, experience and personal capability rather than factors such as marital status and physical conditions.

Our Company has not defined a mandatory retirement age, but would consider employees' retirement age based on their health conditions in order to put everyone's talent to the best of use. The compensation policy of our Company is governed by the relevant local laws, and the Hong Kong office has been offering compensation higher than what is required by the Labor Department. In addition, the Shenzhen office has provided its employees with a full package of holidays and leave, including statutory holidays, marriage leave, maternity leave, paternity leave and work injury leave. Our Company also has been providing health insurance, physical examination and other benefits to the employees.

Our Company attaches high importance to balance between work and life. The Hong Kong office has offered its employees with free annual tours, dinner parties on important festivals and monthly birthday parties. The Shenzhen office has organized tours and Lunar New Year annual dinner to encourage the team morale. The Shenzhen office has also organized regular sports activities, photo competitions and other recreational programs for employees to enrich their life outside work.

Our company has strictly complied with the relevant employment laws, and there have been no cases of prosecution due to violation of the relevant employment laws during this period.

B 社會

B1 僱傭

公司的僱傭政策一向重視平等及員工權益。在員工招聘方面，每位工作應徵者都擁有相同的應徵權利，不會因性別、年齡及種族等因素而拒絕聘用應徵者，亦只會考慮應聘人員是否符合崗位要求。另外，我們只會參考員工的工作表現、經驗及個人能力作員工晉升，不會考慮其他因素如婚姻及身體狀況等。

本公司並無設定強制退休年齡，而會按個人健康情況考慮其退休年期，力求人盡其材。而賠償政策方面，會以遵照當地相關法律為原則，而香港辦公室更會高於勞工處的規定。除此之外，深圳辦公室向員工提供各類假期，如法定節假日、婚假、產假及陪產假、工傷假等。此外，本公司亦提供醫療保險及健康體檢等福利予員工。

本公司非常重視工作與生活平衡，香港辦公室特別為員工提供年度免費旅遊及重要節日聚餐，又安排為當月生日員工舉行的生日會，深圳辦公室則組織春節週年晚會和部門旅遊以鼓勵團隊士氣，並定期組織各類球類活動，興趣小組以致攝影比賽等，給員工提供工作以外各種娛樂活動。

本公司一直嚴格遵守相關的僱傭法例，期內未有因為違反與僱傭相關法例而被檢控的個案。

B2 Health and Safety

Our Company has an electronic products storage warehouse, and the health and safety of the warehouse operators has become the focus of our Company. To strengthen protection of our employee safety, we have provided all kinds of suitable personal protective equipments for our operators, such as safety shoes and slip-proof gloves. In addition, stacking height has been set with a limit of below 1.8 meter in the storage area, the general limitation is set so as to reduce safety risks that might occur to on-site staff as a result of over-piling of the goods.

As warehouse operations involve manual handling, we have therefore installed air-conditioning in the warehouse area thus providing employees a comfortable work environment. Meanwhile, sufficient lighting has also been provided to prevent wrong goods picked, and at the same time can protect employee eyesight. Our Company has also requested employees to strictly follow the rules in the safety handbook of different equipments. To strengthen employee safety consciousness, we would arrange job safety operation reviews on an irregular basis, and provide related training.

Our company has strictly complied with the relevant safety laws, and there have been no cases of prosecution due to violation of the relevant occupational safety laws during this period.

B2 健康與安全

本公司設有電子產品儲存倉庫，而倉庫操作人員的健康與安全亦成為本公司關注的重點。為加強保障員工安全，本公司會為操作人員提供各種適當的個人防護裝備，如安全鞋和防滑手套。除此之外，倉庫儲貨區亦設有貨物堆放高度限制，一般高度控制在 1.8 米以下，以減低因堆疊過高對現場人員產生的各種安全隱患。

因倉庫操作涉及體力勞動，故此倉庫範圍亦安裝了空調系統，為員工提供一個舒適的工作環境。此外，倉庫亦裝有充足的照明，使員工在提貨時有充足的光線避免提貨環節出錯，同時亦能保護其視力。本公司亦要求員工嚴格按照不同設備的安全手冊進行操作。為加強員工的安全意識，本公司會安排不定期的工作安全操作檢討，並提供相關培訓。

本公司嚴格遵守相關的安全法例，期內未有因為違反與職業安全相關法例而被檢控的個案。

B3 Development and Training

Our Company emphasizes on diversified talent training programs. In this respect, the Hong Kong office management team would arrange allocation of staff to different jobs in different departments. Employees would then have the opportunity to acquire new knowledge. They would also be trained in various aspects of work from which they could strength their capabilities when facing with challenges.

The Shenzhen office would regularly provide various aspects of training courses for their employees. Course categories include management, professional skill, servicing etc. In addition, the Shenzhen office would also arrange senior staff to guide junior staff in their work and help them to familiarize with department operations and grasp the necessary knowledge.

B3 發展及培訓

本公司著重多元化的人才培訓計劃。香港辦公室推行發展培訓計劃，管理層會安排員工調配到不同的職能部門，令員工有機會學習新知識並培養員工多方面的才能，從而加強員工應對挑戰時的能力。

而深圳辦公室則會定期為員工提供多方面的培訓課程，課程類別涵蓋管理、專業技能、服務等範疇。另外，又會安排資深的員工為初級員工進行工作指導以協助他們盡快熟悉部門運作及掌握所需知識。

B4 Labour Standards

Our Company pursues with the basic labour standards, committing that we would only employ persons at the age of 18 or above as our employees, and we abide by the Hong Kong labour law. The Shenzhen office has established policies to prevent the use of forced labour and made clear definition to it to protect employee personal freedom being trespassed. At the same time to prohibit any form of embezzlement, stop payment, reduce paying wages as methods to enforce forced labour.

Our Company would absolutely not force staff to work overtime. According to the requirements from National and Regional governments, the Shenzhen office has strictly implemented a work-hour system. Employees are not allowed to work more than 8 hours daily and the weekly average working hours could not exceed 40 hours.

Our company has strictly complied with the relevant labour laws. There have been no cases of child labour, forced labour or prosecution due to violation of the relevant laws during this period.

B4 勞工準則

本公司奉行基本的勞工準則，承諾只會聘請18歲或以上人士作為員工，並嚴守香港的勞工法例。而深圳辦公室更建立了防止強制勞工政策，並對強制勞工行為作出明確定義保障員工的人身自由不受侵害，又禁止以任何形式剋扣、停發、少發員工工資的方式迫使員工勞動。

本公司絕不強迫員工超時工作，深圳辦公室根據國家及地區政府的要求，嚴格實行每天工作時間不超過八小時、平均每週工作時間不超過四十小時的工時制度。

本公司嚴格遵守相關的勞工法例，期內未出現任何童工或強迫勞工的情況，亦未有因為違反相關法例而被檢控的個案。

B5 Supply Chain Management

The basis of the Company's procurement policy is to achieve win-win and coexist harmoniously with suppliers. Regardless of whether they are product suppliers or contractors in the supply chain, we have adopted a fair and appropriate principle. We have actively given impetus to those procurement activities which are responsible to the society and those which can help for a positive development to the society.

Our Company is committed to select quality suppliers in the industry which is suitable for our customers. We have also formulated a supplier grading standard. The selected product manufacturers or dealers are generally well known in the industry. To upgrade our management on suppliers, we additionally have signed agreements with them specifying their obligations. We have also required them to strictly follow the quality, environment and safety regulations stated in the agreement.

B5 供應鏈管理

本公司的採購政策以與供應商和諧共處共贏為基礎，不管是產品供應商還是供應鏈供應商，我們都採用公平、適當的原則，積極推動對社會負責以及能推動社會的正面發展的採購活動。

本公司致力於在行業內挑選適合客戶使用的優質供應商，並制定供應商評分標準。而所選的品牌原廠或代理供應商一般是行內知名廠商及代理商。本公司為提升對供應商的管理，更與它們訂立協議規定供應商的義務並要求它們嚴格遵守協議內對品質、環保、安全等方面的規範。

B6 Product Responsibility

Being the agent of the electronic products, we would handle the case according to the return material procedures and the agreement signed with our dealer or the manufacturers when we encounter clients' feedback on defective products. We would also help in the recalling of the defective goods for the manufacturer. We have also established the standard procedures on handling customer complaints.

To protect client confidentiality, we would appoint dedicated staff in uploading all client orders and client company information to the system for filing. They could not be arbitrarily borrowed for reading nor could they be rumoured. For all promotional product information, the relevant information provided by the manufacturer shall prevail.

Our company has strictly complied with the relevant product responsibility laws, and there have been no cases of prosecution due to violation of the relevant product responsibility or confidentiality laws during this period.

B6 產品責任

本公司作為電子產品代理商，當遇到有客戶反饋不良品訊息時，我們會根據與供貨商簽定的代理協議，按原廠的退貨流程處理，並會協助原廠向客戶回收不良品。本公司亦同時建立了處理客戶投訴的作業流程規範相關操作。

為保障客戶私隱，本公司會委派專人對所有客戶訂單、客戶公司資料安排上傳至系統作保存，不可隨意借閱及外傳。而所有用作宣傳的產品資訊均會以原廠提供的相關資料為準。

本公司嚴格遵守相關的產品責任法例，期內未有因為違反與產品責任或私隱相關法例而被檢控的個案。

B7 Anti-Corruption

As a corporate social responsible member, our Company has always followed the enterprise ethical standards as our principles. To ensure our Company, at organizational and personal level, behaviour has been fair and honest, all enterprise activities would through, the highly valued compliance with legal regulations and respect for peace of social rules, to be carried out.

To promote and improve our Company's compliance with legal regulations, we have established the compliance management handbook, and set up a whistle-blowing system to prevent any insider dealings happening in our Company and also to prevent any corruption behaviour. On the other hand, the responsible department would make comparisons and give recommendations to the quotations in a basket of service providers. This would be for the CEO or CFO's review to ensure that the selection process of service providers has been open and fair and under strict supervision.

Our company has strictly complied with the relevant anti-corruption laws, and there have been no cases of prosecution due to violation of the relevant laws during this period.

B7 反貪污

本公司作為社會負責任的成員，一直以來都以符合企業道德標準為原則。所有企業活動會通過對遵守法律規管的高度重視和尊重公平的社會規則來確保在組織和個人層面的行為的公平和廉正。

為促進和提高本公司對法律規管的遵守，我們編制了合規管理手冊，並建立舉報制度以防止本公司發生內幕交易，以及防止腐敗行為。另一方面，公司相關部門會對一籃子提供服務者的報價書作出比較及提出建議，並由集團行政總裁或財務總監審批，保證選購服務的過程公開公平並得到嚴格監管。

本公司嚴格遵守相關的反貪污法例，期內未有因為違反相關法例而被檢控的個案。

B8 Community Investment

Our Company has always aimed at servicing the socially vulnerable group. We have been strongly committed to charitable activities, performed corporate social responsibility activities. We have widely promoted among our staffs to engage their participation in the national charitable activities. Our company is also planning to participate in a number of charitable activities in the coming year, including the collection of books for donation, donation of staff children's clothing to children live in mountain area, to drive the thematic charitable event, etc.

B8 社區投資

本公司一直以弱勢社群作為服務對象，並積極投身公益行動，履行企業社會責任，並多次在國家公益活動的號召下進行全員宣導。本公司同時亦正計劃在未來一年參與多項公益行動，當中包括徵集愛心圖書作捐贈，徵集員工小朋友的衣物捐贈給山區孩子，開展主題慈善活動等。

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