



信義玻璃控股有限公司

XINYI GLASS HOLDINGS LIMITED

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號 : 00868

信譽至上，義氣爭榮，
自強不息，善待天下。



2016

Environmental, Social
and Governance Report

環境、社會及管治報告



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About this Report

關於本報告

This report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”), Appendix 27 to the Rules Governing the Listing of Securities of the Stock Exchange of Hong Kong Limited (the “SEHK”). As the first Environmental, Social and Governance Report published by Xinyi Glass Holdings Limited (hereinafter refer to as “Xinyi Glass” or the “Company”) (SEHK Stock Code: **00868**), the report mainly focuses on Xinyi Glass’s performance in its corporate social responsibilities and corporate governance during the period from 1 January 2016 to 31 December 2016. The core businesses of Xinyi Glass’s in the Greater China region constitute the main scope of this report, which covers the production and sales of glass of Xinyi Glass and its subsidiaries. In this report, the Company has complied with the disclosure requirement of the “comply or explain” provisions set out in the ESG Reporting Guide.

This report is available for inspection on the Company’s website (<http://www.xinyiglass.com>) and the SEHK website (<http://www.hkexnews.hk>).

This report is published in two languages, Chinese and English. In case of discrepancy between the two versions, the Chinese version shall prevail. If you have any questions or suggestions regarding the contents of this report, please contact us by phone or by mail. Our contact details are as follows:

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本報告按照香港聯合交易所有限公司（「香港聯交所」）的證券上市規則附錄二十七《環境、社會及管治報告指引》（「ESG報告指引」）編寫，為本公司首份對外公開發佈的《環境、社會及管治報告》，主要描述由2016年1月1日至2016年12月31日為止，信義玻璃控股有限公司（以下簡稱「信義玻璃」、「本公司」）（聯交所代號：**00868**）在企業社會責任及管治方面的表現。本報告範疇以信義玻璃於大中華地區的核心業務為主，涵蓋信義玻璃及其附屬公司所擁有的玻璃生產及銷售業務。報告中，本公司已遵守ESG報告指引所載「不遵守就解釋」條文的披露要求。

本報告可在本公司網站(<http://www.xinyiglass.com>)及香港聯交所網站(<http://www.hkexnews.hk>)查閱。

本報告以中、英文兩種文字出版，若兩種版本出現差異，請按中文版解讀。對本報告的內容如有任何疑問或建議，歡迎本電或來函詢問。我們的聯繫方式如下：

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About Xinyi Glass

關於信義玻璃

Xinyi Glass Holdings Limited, one of the major glass manufacturers in the global supply chain, was founded in 1988 and listed on the main board of the SEHK on 3 February 2005 (SEHK Stock Code: **00868**). The Company provides a wide range of products in coverage of the fields of high-quality float glass, automobile glass, energy-saving architectural glass, etc. Currently, the share of Xinyi Glass is a constituent stock of the Hang Seng Global Composite Index, the Hang Seng Composite Index, the Hang Seng Composite MidCap Index, the Hang Seng Composite Industry Index - Industrials, as well as the MSCI Hong Kong Small Cap Index. Apart from the overseas base in Malaysia, the present Xinyi Glass's seven industrial parks in China – Dongguan, Shenzhen, Jiangmen, Wuhu, Tianjin, Yingkou and Deyang have already covered Pearl River Delta Region, Yangtze River Delta Region, Beijing-Tianjin Region and western Chengdu-Chongqing Economic Zone. The Company occupies a total gross floor area of over 5.3 million square meters with approximately 12,000 existing employees.

As a global leading manufacturer of high-quality float glass, Xinyi Glass is currently ranked the first in China in terms of daily melting capacity. Xinyi's float glass has a long-term commitment to the research and development of high-tech and environmentally-friendly energy-saving products. The Company is one of the very few manufacturers in the industry that could make a major breakthrough in the production technology for the ultra-thin, ultra-thick and ultra-long float glass, with a range from 0.3mm to 25.0mm thickness. To satisfy the individualised needs of domestic and overseas customers as well as from the fields of automobile glass and energy-saving architectural glass, various specially-coloured glass in ultra-clear, green, gray, tea, blue, black, white, etc. as a series are produced all year around. Relying on the advanced production technology and excellent supporting management, Xinyi Glass has formed a lateral chain of integrated production and sales from the raw materials to the high-quality float glass production and the downstream processing of the glass products. This effectively reduces the production costs, improves efficiency and achieves the scale advantages.

信義玻璃控股有限公司創建於1988年，2005年2月3日在香港聯交所主機板上市（聯交所代號：**00868**），是全球玻璃產業鏈的主要製造商之一。產品涵蓋優質浮法玻璃、汽車玻璃、建築節能玻璃產品等領域。目前，信義玻璃股份為恆生環球綜合指數、恆生綜合指數、恆生綜合中型股指數及恆生綜合行業指數－工業及MSCI香港小型股指數成份股。除了國外的馬來西亞基地，現時的國內七大工業園－東莞、深圳、江門、蕪湖、天津、營口、德陽，已輻射最活躍的珠三角、長三角、京津冀、西部成渝經濟帶，總佔地面積530多萬平方米，現有員工近1.2萬人。

信義玻璃是國際領先的優質浮法玻璃生產商，目前日熔量全國排名第一。信義浮法長期致力於高科技和環保節能產品的研發，是行業極少數能掌握0.3mm至25.0mm厚度的超薄、超厚和超長等高端浮法玻璃生產技術的廠家之一，並常年生產超白玻、綠玻、灰玻、茶玻、藍玻、黑玻和白玻等系列的特殊顏色玻璃，滿足了汽車玻璃、建築節能玻璃領域及國內外客戶的個性化需求。依靠先進的生產技術和卓越的配套管理，信義玻璃已形成從原料到優質浮法玻璃及下游深加工玻璃產品的一體化生產及銷售的橫向產業鏈，有效降低生產成本，提升效率，實現了規模優勢。



Being one of the largest automobile glass manufacturers in China, Xinyi Glass operates automobile glass production lines in the production parks in Shenzhen, Dongguan, Wuhu, Tianjin, Deyang, etc. We account over 20% of the global automobile glass aftermarket sector, as well as our products and solutions have been used in more than 140 countries and regions across the world. Our major products include, SOLAR-X heat reflective auto glass, laminated windshields, tempered auto glass, tempered auto glass with heating elements, laminated auto glass with heating elements, auto sunroofs and bullet proof glass. The Company and our products have passed several certifications, like ISO/TS16949: 2002, ISO14001: 2004, OHSAS18001, Germany VDA6.3, USA DOT, EU ECE and China 3C. With the high-end R&D system and the data exchange platform with the automobile manufactures, Xinyi Glass is able to keep up the pace with the latest product development, and hence, become the best partner of many automobile companies across the world.

Xinyi Glass, one of the largest high-end energy-saving LOW-E glass suppliers in China, operates energy-saving architectural glass production lines in industrial parks of Dongguan, Jiangmen, Wuhu, Tianjin, Yingkou, etc. which also accounts for more than 15% of the LOW-E glass market in the PRC. Its high-quality energy-saving architectural glass products include LOW-E glass, heat reflective coated glass, insulating glass, tempered glass, laminated glass, silk-screen printed glass etc. Xinyi Glass by now has supplied high-quality energy-saving architectural glass products to landmark buildings in cities of China and other countries, such as the 2010 Shanghai Expo China Pavilion, the main stadium of the World Universiade, Digital Beijing, Guangzhou Victory Building, Tokyo Skytree and Singapore Bio Valley etc.

Besides, Xinyi Glass upholds the mission “**Leading a Green New Life**”. In terms of environmental protection, our Company values the optimisation of resources with an expectation to reduce waste and emission. Meanwhile, through continuous product innovations, we hope to join hands in contributing to a green and energy-saving society.

信義玻璃是中國最大的汽車玻璃生產商之一，在深圳、東莞、蕪湖、天津、德陽等生產基地建設有汽車玻璃生產線。公司佔有全球汽車玻璃替換市場20%以上份額，產品和解決方案已經應用於全球140多個國家和地區。公司主要生產SOLAR-X熱反射汽車玻璃、汽車用前風檔夾層玻璃、汽車用鋼化玻璃、汽車用加發熱絲天線鋼化玻璃、汽車用夾絲夾層玻璃、汽車天窗、防彈玻璃等產品。公司及產品先後通過了ISO/TS16949:2002、ISO14001:2004、OHSAS18001、德國VDA6.3認證、美國DOT標準、歐共體ECE標準及中國3C標準的認證。信義擁有高端輔助開發系統和資料互換平台，實現了與汽車生產商設計體系的資料交換和同步開發，成為全球眾多汽車公司的最佳合作夥伴。

信義玻璃是中國最大的高檔LOW-E節能玻璃生產商之一，在東莞、江門、蕪湖、天津、營口等工業園建設有建築節能玻璃生產線。公司佔有中國LOW-E節能玻璃市場超過15%份額。公司主要生產低輻射鍍膜玻璃（LOW-E玻璃）、熱反射鍍膜玻璃、中空玻璃、鋼化玻璃、夾層玻璃、彩釉玻璃等高檔建築節能玻璃產品。目前信義玻璃已為世博會中國館、世界大運會主場館、數字北京大廈、廣州維多利大廈、日本東京塔、新加坡生物穀等國內外大中城市標誌性建築物提供高品質的建築節能玻璃產品。

此外，信義玻璃秉承一貫使命－「**引領綠色新生**」，在環境保護方面，本公司重視資源優化，以期望減少浪費、排放，同時，透過產品的不斷革新，為創造一個綠色節能的社會共同作出貢獻。

Our corporate vision is **“To Establish a Remarkable Glass Enterprise and Achievements of World Class Brand.”** The Company has been committed to providing the right products, services and solutions to meet customers’ requirements in order to facilitate the long-term value and potential growth for our customers and working partners. At the time of running the business, Xinyi Glass also put full efforts in planning several missions in favour of sustainable development. We care about our employees from various dimensions and offer them various learning opportunities and organised activities – seeking to give them a joyous feeling of “home”.

「締造傑出玻璃企業，成就世界一流品牌企業」一直是信義玻璃的企業願景。本公司致力於為客戶提供滿足其需求的產品、服務和解決方案，為客戶和合作夥伴創造長期價值和潛在增長。信義玻璃在營商之餘，也不遺餘力計劃多種可持續發展之任務，從多方面去關顧員工，為他們提供不同的學習機會及組織各類活動，務求為員工締造一個美好的「家園」。



Environmental Protection

環境保護

Xinyi Glass, as a global leading and integrated glass manufacturer, upholds the belief “Leading a Green New Life” in development. It takes the lead in promoting a green and healthy corporate culture under the concept of high-quality energy-saving products and green development. From the selection of raw materials to the automation of processing technology, the Company increases the product research and development and innovation. Through continuous integration and optimisation of the “green” industrial chain, it gives and actively promotes to customers such energy-saving and environmental-friendly product experience and green initiatives. These green ideas are actively fostered within the Company. Xinyi Glass continues to increase the investment in technological reform, energy saving and reducing consumption as well as the environmental protection facilities. This is to create and shape the Group itself an environmental-friendly, innovative world-class brand.

Emissions

Xinyi Glass continuously strengthens the research of green technologies and sets up project funding. With each division as a unit, the Company has set up a professional environmental management team, where cumulatively over HK\$100 million has been devoted. In face of the various outcomes obtained along with the continuously improved green facilities and the raised efficiency in operations and maintenance, the Company stands out in the glass industry in the leading role.

In compliance with “Environmental Protection Law of the People’s Republic of China” (《中華人民共和國環境保護法》), “Environmental Impact Assessment Law of the People’s Republic of China” (《中華人民共和國環境影響評價法》), “Law of the People’s Republic of China on the Prevention and Control of Atmospheric Pollution” (《中華人民共和國大氣污染防治法》), “Water Pollution Prevention and Control Law of the People’s Republic of China” (《中華人民共和國水污染防治法》), “Law of the People’s Republic of China on the Prevention and

信義玻璃作為全球領先的綜合玻璃製造商，秉持「引領綠色新生活」的發展理念，以優質節能的產品與綠色發展的理念，引領行動，弘揚綠色健康的企業文化。從原料的選擇到自動化的深加工工藝，不斷加大產品研發和創新，通過不斷整合和優化「綠色」產業鏈，給客戶帶來節能、環保的產品體驗的同時，積極宣導綠色發展之道，在公司內部積極推動。集團不斷加大對技術改造、節能降耗、環保設施的投入，致力將信義玻璃打造成為環保、創新的世界一流品牌。

排放物

信義玻璃持續加強環保技術研究並設立專項資金，以事業部為單位建立了一套專業的環保管理隊伍，累計投入過億元，不斷改善現有環保設施，提高運維效率，取得的各項成果使得企業居於玻璃行業前列。

信義玻璃遵守《中華人民共和國環境保護法》、《中華人民共和國環境影響評價法》、《中華人民共和國大氣污染防治法》、《中華人民共和國水污染防治法》、《中華人民共和國固體廢物污染環境防治法》及各業務所在地所適用的環保法律法規，採取必要的環境保護措施。集團不斷加大對技術改造、節能降耗、環保設施的投入，致力將信義打造成為環保、

Control of Environmental Pollution by Solid Waste” (《中華人民共和國固體廢物污染環境防治法》) and the environmental protection regulation(s) applicable to the business location(s), Xinyi Glass takes necessary environmental protection measures. The Group continues to increase the investment in technological reform, energy saving and reducing consumption as well as the environmental protection facilities. This is to create an environmentally-friendly and innovative world-class brand, Xinyi Glass. The Group comprehensively promotes desulphurisation, denitrification and residual heat generation projects to reduce carbon emissions and promotes reuse of resources. This is to achieve a win-win situation between the enterprise and society, meanwhile significantly accelerating the country's move towards energy conservation. The Group has a project called “Golden Sun”, which is a rooftop and distributed ground solar power generation project among all industrial parks. It allows us to generate electricity for our own use in the plants and help the Company to create economic benefits.

In the process of glass production, the main greenhouse gases and emissions include carbon dioxide (CO₂), sulphur dioxide (SO₂), nitrogen oxide (NO_x) and dust. All the sulphur dioxide, nitrogen oxide as well as smoke and dust by Xinyi Glass comply with the specified national emission requirements.

Natural gas, a clean energy, is adopted as the fuel for the float glass production line, to which the integrated technology of fume desulphurisation, denitrification and dedusting is fully applied. An online system for real-time environmental monitoring is established to ensure that the emissions meet the national emission standards. With the implementation of various industrial pollution remedial measures, Xinyi Glass has currently met the exhaust gas emission standards required by the country in terms of all pollutant indicators.

創新的世界一流品牌。集團全面推廣脫硫脫硝、餘熱發電等專案來減少碳排放，加大資源的重複利用，實現企業價值與社會價值的雙贏，大力推動國家節能減排的步伐。集團在各工業園廠房屋頂建設「金太陽」屋頂光伏發電項目和地面分佈式光伏電站，在滿足工廠自身對電能使用的同時也為公司創造了良好的經濟效益。

在生產玻璃的過程中，最主要的溫室氣體及排放物包括二氧化碳(CO₂)、二氧化硫(SO₂)、氮氧化物(NO_x)及粉塵。信義玻璃的二氧化硫、氮氧化物及煙塵均符合國家指定的排放標準。

浮法玻璃生產線均採用清潔能源天然氣作為燃料，並全部上線使用煙氣脫硫、脫硝、除塵一體化技術，建立了環保線上即時監測，保障排放達到國家排放標準。目前，信義玻璃通過實施各項工業污染治理措施，所有污染物指標均已達到國家規定的廢氣排放標準。



As of the end of 2016, for the Xinyi Glass's invested and constructed residual heat power station, the relevant installed capacity had reached 93MW. More than 150,000 tonnes of standard coal had been saved. More than 100,000 tonnes of carbon dust emission had been reduced. Reduction of CO₂ emission had amounted to more than 400,000 tonnes. More than 10,000 tonnes of SO₂ emission had been reduced. The grid-connected capacity of Xinyi Glass's invested and constructed rooftop solar power station had amounted to over 230MW. More than 100,000 tonnes of standard coal had been saved. Approximately more than 50,000 tonnes of carbon dust emission had been reduced. Reduction of CO₂ emission had amounted to more than 200,000 tonnes. Nearly 10,000 tonnes of SO₂ emission had been reduced.

In respect of non-hazardous waste, Xinyi Glass encourages recycling and reuse to reduce the waste of resources. Shattered glass or scrap glass generated during the production process can be collected and converted into raw materials again, while some packaging waste can also be passed to recycling companies for treatment and reuse. In addition, the Company has built a sedimentation tank inside the screen-washing room. The water used in screen-washing is reclaimed and channelled to the sedimentation tank for reuse after sedimentation. Sediments are cleared from time to time. Not only could this reduce the sewage disposal, but also make it profitable with the sale of the recycled silver paste waste where possible.

In respect of some hazardous waste of items such as reagent bottles (glass), fluorescent tubes, mineral oil, etc., they are packed and separated for handling by the Company. These items will be collected and handled by qualified agencies after they are labelled by relevant tags and properly stored.

截止2016年底，信義玻璃投資建設的餘熱發電站裝機容量達93兆瓦，節約標準煤超15萬噸，減排碳粉塵超10萬噸，減排CO₂超40萬噸，減排SO₂多於1萬噸。信義玻璃投資建設的屋頂太陽能發電站並網超過230兆瓦，節約標準煤超過10萬噸，減排碳粉塵約多於5萬噸，減排CO₂多於20萬噸，減排SO₂接近1萬噸。

對於無害廢物，信義玻璃鼓勵回收利用，減少浪費資源。生產過程中所產生的碎玻璃或玻璃廢品可收集重新成為原料，而一些包裝廢料亦會交由回收公司處理再循環使用。另外，公司在洗網房製作沉澱池，將洗網水回收至沉澱池進行沉澱後，再重複使用，定期對沉澱物進行清理。既可減少污水排放量，對廢銀漿也可進行回收出售創造收益。

對於一些有害廢物例如試劑瓶（玻璃）、燈管、礦物油等等物品，本公司包裝及分隔處理，貼上相關標識再妥善存放，待合資格廠商收集進行處理。

Behind these impressive figures, through continuous integration and optimisation of the “green” industrial chain, our staff at Xinyi give and actively promote to customers such energy-saving and environmental-friendly product experience and green initiatives. Besides, we actively promote “Low-Carbon Production” and “Energy Saving and Reducing Consumption” within the Company. All our employees participate in the “Green Production Practices”. The green and environmentally-friendly path is very well paved and walked on.

Use of Resources

Xinyi Glass continuously invests in the upgradation and improvement of technologies and equipment, energy saving and consumption reduction, as well as environmentally friendly facilities, so that it can utilise the resources more efficiently and, to some extent, reduce the consumption of various resources.

Using natural gas as the main fuel for production, each industrial park actively reduces the energy consumption of its products. Besides, water and energy consumption is reduced even by using residual heat generation equipment, solar power generation equipment and hot air from the annealing furnace for water and electricity supply, etc. With the reuse of the current resources, this leads to a fresher and cleaner environment.

1. Use of Natural Gas

To fully implement clean production, the safe and environmentally friendly clean energy, natural gas, is currently used in the production of float glass at each of Xinyi Glass production parks. The fumes are treated with the integrated technology of denitrification, desulphurisation and dedusting. Xinyi Glass has obtained good results in clean production, energy saving and emission reduction while ensuring the safe and stable operation of the production system.

這些可觀的數字背後，體現了信義人通過不斷整合和優化「綠色」產業鏈，給客戶帶來節能、環保的產品體驗的同時，積極宣導綠色發展之道，在公司內部積極推動「低碳生產」、「節能降耗」，動員全體員工參與「綠色生產理念」的實踐，走上了綠色環保的發展之路。

資源使用

信義玻璃不斷通過升級改造技術和設備、節能降耗、環保設施的投入，更加有效地利用資源，一定程度上減少對各類資源的消耗。

各工業園採用天然氣作為主要生產燃料，積極降低產品能耗。另外，更採用餘熱發電、光伏發電、退火窯熱風供水供電等設備減少水及能源耗用量，將現有資源重新加以利用，令環境更清新潔淨。

1. 採用天然氣

目前信義玻璃各生產基地的浮法玻璃生產均採用了安全、環保的清潔能源－天然氣，煙氣進行了脫硝、脫硫、除塵一體化技術，全面推行清潔生產。在保證生產系統安全穩定運行下，取得良好的清潔生產和節能減排效果。



2. Residual Heat Generation

To reduce energy consumption and production costs, Xinyi Glass has built pure low temperature residual heat generation stations at its production bases in Dongguan, Tianjin, Wuhu, Jiangmen, Yingkou and Deyang. This can help better exercising scientific and reasonable control over the emission of sulphur dioxide, carbon dioxide, nitrogen oxides, dust and high-temperature gas generated by the glass melting furnace. Therefore, atmospheric and environmental pollution is significantly reduced, and the problem of high energy consumption and high pollution of the glass industry can be effectively alleviated. For the residual heat generation stations built by Xinyi Glass, fumes at approximately 450°C, which are generated by the melting furnace in the production line and released from the regenerative chamber, enter the denitrification system of fumes after their temperature drops to approximately 350°C with part of the heat recovered by the waste heat boiler. After the removal of nitrogen oxides and dust, the fumes at approximately 320°C re-enter the boiler system of residual heat generation and the temperature is finally lowered to approximately 170°C as the waste heat is used. Without spraying a large amount of water for cooling, the requirement for inputs of a temperature below 180°C of the subsequent desulphurisation is directly met. The fumes then enter the desulphurisation system to remove sulphur dioxide and the residual dust. By doing so, a significant amount of water and electricity is saved and the efficiency of denitrification and desulphurisation is enhanced. Xinyi Glass fulfills the emission standards while fully utilising the residual heat of exhaust gas.

2. 餘熱發電

為降低能耗和生產成本，信義玻璃在東莞、天津、蕪湖、江門、營口、德陽的生產基地興建純低溫餘熱發電站，這對玻璃熔窯產生的二氧化硫、二氧化碳、氮氧化物、粉塵、高溫氣體的排放，能更好地進行科學合理的控制，從而大大降低對大氣、環境的污染，有力改善玻璃工業的高能耗、高污染問題。信義玻璃建設的餘熱發電站，以生產線熔窯產生並由蓄熱室出來的450°C左右的煙氣經餘熱鍋爐回收部分熱量後溫度下降至350°C左右進入煙氣脫硝系統，去除氮氧化物和粉塵後的煙氣溫度還有320°C左右，再次進入餘熱發電鍋爐系統利用餘熱，最後溫度降低至170°C左右，在無需大量噴水降溫的情況下，直接滿足了其後脫硫工藝對煙氣進口溫度低於180°C的要求，進入脫硫系統去除二氧化硫和剩餘粉塵，這樣不僅節約了大量用水、用電，也提升了脫硝、脫硫的效率，在充分利用廢氣餘熱的同時實現了達標排放。

Advanced settings are adopted in the thermodynamic system and the installed programme of Xinyi Glass residual heat generation stations, which enable the power stations to operate flexibly and reliably and to work well with the glass production lines seamlessly. For the residual heat generation project of Dongguan Industrial Park only, the emissions are indirectly reduced: CO₂ by more than 57,000 tonnes, SO₂ by more than 400 tonnes and NO_x by more than a hundred tonne annually.

3. Solar Power Generation

Xinyi Glass has commenced the “Golden Sun” rooftop solar power generation project since 2013. Solar energy is converted into electricity through the distributed solar power generation project carried out in different industrial parks. Renewable energy is used and society is provided with clean and green energy.

信義玻璃餘熱發電站的熱力系統和裝機方案均採用成熟配置，可以使電站運行方式靈活、可靠，能很好地與玻璃生產線有機的配合。僅東莞工業園的餘熱發電項目，每年可間接減少排放的CO₂就超過57,000餘噸，SO₂多於400噸，NO_x過百噸。

3. 光伏發電

信義玻璃在2013年起實施「金太陽」屋頂光伏發電項目，不同的工業園均有推行分佈式光伏發電項目，將太陽能轉化為電能，實現可再生能源利用，為社會貢獻清潔綠色能源。



Xinyi Glass has also launched the plant rooftop solar power generation project, in which solar radiation is directly converted into usable electricity. By directly connecting the solar power generation system with the Company's internal grid, the grid-connected operation does not require the use of battery cells. This does not only significantly reduce the construction cost, but also increases power generation efficiency and enhances the performance on environmental protection. The amount of the electricity generated by the rooftop solar system of the Group in 2016, represents an increase of approximately 21% over the same period in 2015, which optimises the use of energy.

4. Using Hot Air from the Annealing Furnace for Water and Electricity Supply

By using hot air from the annealing furnace to produce hot water, Xinyi Glass enhances the integrated utilisation rate of resources, achieves energy saving and emission reduction, and reduces the production cost of the enterprise at the same time. After the installation and implementation of the system, the hot water consumed by the staff in the living area for daily use no longer need to be heated by steam, and the spare steam can all be used to generate electricity, bringing us greater economic efficiency. Heat from the annealing process is recovered by using the surface heat exchange technology, and the resulting hot water at approximately 70°C is transferred to the heat exchange station in the living area. After the circulating hot water is cooled down to approximately

信義玻璃亦推行了廠房屋頂光伏發電項目，把太陽光輻射能直接轉換為可利用的電能。通過將光伏發電系統與公司內部電網直接連接並網運行，不採用蓄電池，不僅可以大幅度降低造價，而且具有更高的發電效率和更好的環保性能。2016年，集團的屋頂光伏發電量，對比2015年同期上升約21%，優化能源利用。

4. 利用退火窯熱風供水供電

信義玻璃利用退火窯熱風生產熱水，從而提高資源綜合利用率，實現節能減排的同時降低企業生產成本。安裝實施該工程後，無需再用蒸汽來加熱生活區員工生活用的熱水，節省下來的蒸汽可以全部用來發電，帶來更大的經濟效益。採用表面換熱技術實現退火段熱量回收，產生的溫度為70°C左右的熱水至生活區換熱站，迴圈熱水降溫到50°C左右後通過回水管重新回到退火窯邊的換熱器裡進行加熱，迴圈使用；水箱內的自來水被加熱到50~55°C後通過水泵輸送到員工宿

50℃, it will return to the heat exchanger beside the annealing furnace through the return pipe and will then be heated and circulated for use. Municipal water in the water tank is heated to 50-55℃ and then transferred to the staff dormitory using the water pump. Based on the actual situations in winter, the circulating hot water can also be diverted to the heat supply pipe in order to provide heat to the staff dormitory. In 2016, the Group supplied heat of more than hundreds of billions kcal by using hot air from the annealing furnace.

5. Use and Handling of Sewage

Xinyi Glass actively promotes several measures in water saving and discharge reduction to perform the recycling use as far as possible as our goal. An example is that the discharged water, after being treated by the circulating water system at the low-temperature residual heat generation stations, is reused for the glass production lines and the cooling water of equipment is circulated for use. The indirect utilisation rate of circulating water is resources over 97.0%.

Our Company has also invested in the construction of sewage treatment system for the purpose of handling the sewage that is non-reusable or unsuitable for reuse. For example, the "glass powder" which the washing and polishing lines of tempered glass produce in Wuhu Industrial Park. The cesspool is designed based on the daily amount of sewage produced in the washing and polishing process, having a corresponding treatment capacity of more than thousands tonnes of sewage per day. After dosing, the sewage undergoes sedimentation and purification in the clarifier, and finally, clear water is produced for reuse in the production lines. Set to run automatically, sewage discharge can be timed based on the purification progress of each pool. The maximum and

舍。同時根據實際情況在冬天時還可以將迴圈熱水接到供暖管道，用來給員工宿舍取暖。2016年，集團的退火熱風供暖熱量超過千億大卡。

5. 污水利用及處理

信義玻璃積極進行多項節水減排工作，盡量以循環使用為方向，例如經低溫餘熱發電站迴圈水系統排水進行處理後，回用於玻璃生產線，設備冷卻水迴圈使用，水資源間接迴圈利用率超過97.0%。

本公司亦投資興建污水處理系統，去處理無法或不適合重新使用的污水。例如蕪湖工業園鋼化洗磨線產生的「玻璃粉」對水質的污染。根據洗磨每天產生的污水量，污水池設計成相應匹配的處理能力，每天可處理過千噸污水。經加藥處理到淨化池進行沉澱淨化，最後產生清水供生產線再次使用。排污設定的是自動排污，可根據每個池子淨化情況設定時間進行排污。水泵上下水位控制採用的都是浮球開關控制，每個泵在運行中都配備熱保護裝置，防止電機燒壞。加藥採用的



minimum water levels of the pump are controlled by a float switch, and each pump is equipped with a thermal protector for its operation to prevent burning out of the machine. Dosing, which mainly includes two kinds of drugs, is controlled manually and the dosing amount of the dosing barrels is based on the effluent strength. Sludge is cleared once a week after it is discharged to the sludge tank. The amount of water consumed in 2016 was 8% less as compared to 2015.

6. Recycling of Wooden Boards and Metal Pallet

Recycling technology is implemented and wooden boards are reused in each industrial park. The wooden boards from unpacking are recycled, processed and reused to avoid the wastage of resources. Currently, most of the raw glass used by the Company in production is packed in wooden cases which will turn into a large amount of waste if not recycled, processed or reused after unpacking. On the other hand, the Group's demand for wooden boards is relatively high, and the Company produces a large amount of recyclable wooden boards after using the raw glass packed in wooden cases. If nails and scraps are removed from the collected boards, they can be put into use again, which enhances the value of resources, saves production cost, lightens the workload of waste treatment and reduces the pressure on natural resources supply. In 2016, a total of more than 3,000 m³ of wooden boards had been recycled.

是人工控制，主要有兩種藥劑。藥桶出口流量根據水的濃度來控制大小，污泥排放到污泥池後，每週進行清理一次。2016年對比2015年的用水量同比減少約8%。

6. 木板及鐵架回收

各個工業園實施了回收科技板再利用，將拆箱後的木板進行回收處理後再利用，避免資源浪費。目前公司生產使用的原片有很多是木箱包裝，拆用後如不進行收集處理再利用，將會產生大量的廢木板。另一方面，集團對木板的需求量比較大，公司使用木箱原片後會產生大量的可循環使用的木板。如收集後進行「去釘去廢」處理，這些木板將可再次投入使用延長資源價值，節約生產成本，減少廢品處理工作量，降低自然資料供應壓力。2016年回收木板共超過3,000立方米。

The Environment and Natural Resources

Xinyi Glass is coordinated and managed by the Group. Each division carries out energy saving and environmental protection management as a unit, of which the head is responsible for the energy saving and environmental protection work of the respective department. Based on the principle of “the responsibility falls on the manager”, the responsible person for production management is the first person held accountable for all environmental protection work. Each of the companies and departments fully cooperates with well-defined duties and clear division of responsibilities, which effectively facilitates all work on environmental protection. Having fulfilled the ISO14001 certification for the environmental management system, all of Xinyi Glass seven major production parks in China currently operate and implement the system in strict compliance with the relevant requirements. Online monitoring system for fumes is installed in each production park, and the emission information of fumes is instantly sent to the local environmental protection bureau and supervised by the environmental protection department.

Xinyi Glass carries out improvement projects to promote energy saving and consumption reduction actions. By effectively making use of residual heat from the furnace of float glass to provide hot water to all living areas, Xinyi Glass effectively reduces energy consumption and fulfils the needs of living of its staff. Through the projects of improving lighting equipment in workshops, managing the electricity consumption of production equipment and implementing the Group’s material control system, etc. Xinyi Glass significantly facilitates the achievement of the Group’s goal of energy saving and consumption reduction. All Xinyi’s staff members provide valuable inputs and action to make their own contributions to the enterprise’s goal of “building a green, energy-saving and environmentally friendly enterprise”.

環境及天然資源

信義玻璃以集團統籌管理，各事業部為單位進行節能環保管理，各事業部負責人為節能環保負責人，以「誰管理誰負責」為原則，生產管理負責人為各項環保工作的第一責任人，各公司、部門全力配合並進行職責劃分、分工明確，有效促進了各項環保工作的開展。目前，信義玻璃國內七大生產基地全部通過了ISO14001環境管理體系認證，並嚴格按照體系要求運行實施。各生產基地全部安裝了煙氣線上監測系統，煙氣排放資料即時上傳當地環保局，接受環保部門監督。

信義玻璃以項目改進，推進節能降耗再行動。信義玻璃有效利用浮法玻璃窯爐餘熱，對所有生活區供應熱水，有效減少了能源消耗的同時，保障了員工的生活需要。通過車間照明設備的改造、生產設備的用電管理、集團物料控制體系的實施等專案，極大的促進了集團節能降耗目標。全體信義人集思廣益、行動起來，從我做起，為企業「建設綠色節能環保型企業」添磚加瓦。



Social Aspect

社會

Employment and Labour Practices

Xinyi Glass regards talents as the most valuable treasure. Xinyi Glass strives to provide continuous improvement of working conditions, competitive benefits and remuneration package, an effective training system, a deployment system which evaluates performance not based on education background, contribution assessment not based on qualifications, as well as fair, just and reasonable opportunities are given to everyone for individual growth, in order to build a platform where they could showcase their talents, so that we could attract, nourish, reward and retain talents with competency, high quality and international exposures.

Employment

In addition to complying with the relevant labour laws and regulations such as "Labour Law of the People's Republic of China" (《中華人民共和國勞動法》) and those of each location, Xinyi Glass has also formulated "Induction Training Procedure for New Staff". Before joining, each new staff member is provided with induction training to gain knowledge of the corporate culture, rules and regulations, safe production, system establishment, positions and responsibilities, etc., including the Group profile, overview of the industrial park, training on safety knowledge, training on system knowledge and external training.

As at 31 December 2016, the number of employees of Xinyi Glass was 12,000, including production, research and development, sales and management teams, etc. The majority of which were in the age group of 20-30. Xinyi Glass recruits employees with diversified backgrounds, including different age, gender, race, nationality and location, and religion and political beliefs, as well as educational background.

僱傭及勞工常規

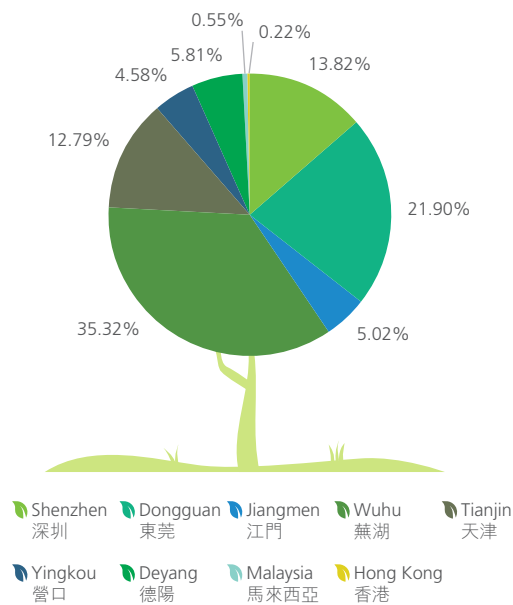
人才，被信義玻璃視為最寶貴的財富。信義玻璃堅持以不斷改善的工作條件，具有競爭力的福利待遇，實效的培訓系統，不以文憑評估能力、不以資歷比較貢獻的用人機制，公平、公正、合理地賦予每個人成長機會，搭建充分展示才華的舞台，吸引、培養、獎勵、留住有能力、高品質、具備國際化素質的人才。

僱傭

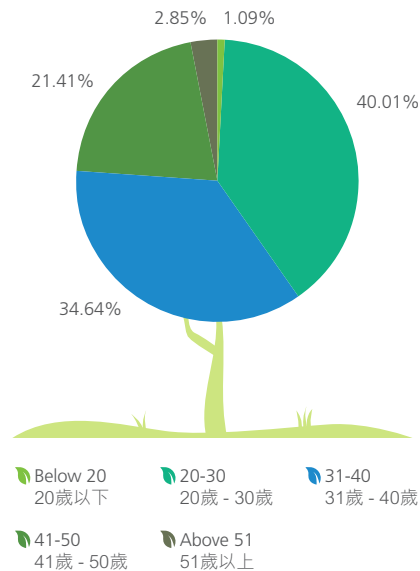
信義玻璃除了遵守《中華人民共和國勞動法》及各地等相關的勞動法律法例外，本公司亦制定了《新員工入職培訓流程》，每位同事入職前，均有新員工入職培訓，讓新員工瞭解企業文化、規章制度、安全生產、體系建設、崗位職責等方面的知識，例如包括集團概況、工業園概況、安全知識培訓、體系知識培訓和委外培訓。

截至2016年12月31日，信義玻璃的僱員數目約12,000人，包括生產、研發、銷售及管理團隊，大部份分佈在20-30歲年齡層。信義玻璃聘用不同年齡、性別、民族、國籍和地區、宗教信仰、政治理念和教育經歷等多元因素的員工。

Staff composition % of each industrial park
各地工業園員工比例



Age group % of staff in each region
各地員工年齡層比例



Remuneration Package and Benefits

Xinyi Glass has set up the "Remuneration System", providing the employees with attractive remuneration and benefits. Staff's remuneration package, comprised of basic salary, performance-based salary and reward and punishment, is adjusted for factors such as the Company's results, the value of the staff member's position, personal competency and performance, and social development level, etc. The Company pays the social insurance premium for its staff, and provides them with meal allowances, housing benefits, subsidies for high temperature, transport and communication allowances.

薪酬及福利

信義玻璃制定了《薪資制度》，為僱員提供有吸引力的薪酬和福利。員工的薪酬由基本工資、績效工資和獎罰額度構成，薪酬隨著公司業績、員工崗位價值、個人能力與績效以及社會發展水平等因素進行調整。公司為員工繳納社會保險金，為員工提供飲食津貼、住房福利、高溫補貼、交通及通訊補助。

To retain high calibre staff members, our Company also sets up reward systems such as "Patent Reward System", "Incentive Scheme", "Management System for the Internal Title Accreditation of the Group", etc., to encourage staff members to conduct more product research and development and participate in the annual internal title accreditation. Staff members who have been internally accredited with titles, managerial duties and titles, or specially-recruited staff members are entitled to the Company's share options. In addition, Xinyi Glass presents service awards to its employees. Staff will receive their service awards and cash prize after the completion of their first 5-year contract terms. Staff will be awarded service and monetary awards after the completion of their second 5-year contract terms. For staff who work for Xinyi Glass for 10 consecutive years, subject to the approval from the Board, the Company will consider granting share options as an incentive to allow their staff to share Xinyi's fruitful results.

Xinyi Glass strictly complies with working hour limit and holiday requirements under "Labour Law of the People's Republic of China" (《中華人民共和國勞動法》), the Employment Ordinance (《僱傭條例》) and the laws in the locations in which it operates. The staff work eight hours a day, while production departments implement a shift system. The Company provides national statutory holidays and paid leaves, such as marriage leave, funeral leave, maternity leave, and paternity leave, etc.

Labour Unions

Xinyi Glass cares about its staff's life outside of the production work. According to the "Labour Union Management System" set up by the Company, each industrial park has established a labour union, which possesses a complete structure with members including a chairperson, a treasurer, a coordinator, etc. Various groups have been set up under the union to ensure its orderly operation. Through transparent and democratic management, the labour unions organise various activities that benefit the staff's well-being. Meanwhile, they also strengthen the communication between the Company and the staff as well as negotiate for the benefits to raise the staff's sense of belonging.

本公司為挽留優秀員工，亦設立《專利獎勵制度》、《激勵制度》、《集團內評職稱管理制度》等等獎勵制度，鼓勵員工多作產品研發及參評每年一次的內部職稱評定，具備公司內評職稱、管理職務頭銜或特殊引進人才享有公司股票購股權。此外，信義玻璃設有就業服務獎。員工第一個五年期勞動合同期滿後，頒發信義就業服務獎及現金獎。第二個五年期勞動合同期滿後，則有信義就業服務獎及獎金。對於在信義連續工作滿十周年的員工，在獲得董事會批准後，當年可考慮給予公司股權激勵，讓員工一同分享信義的成果。

信義玻璃嚴格遵守《中華人民共和國勞動法》、《僱傭條例》等及各業務所在地法律規定的工作時限和假期。每天工作八小時，生產部門實行倒班輪休制。公司按國家法定節假日放假，另設有婚假、喪假、產假、陪產假等有薪假期。

工會組織

信義玻璃關心員工生產以外的生活，按本公司制定的《工會管理制度》，各個工業園均成立了工會，擁有包括主席、財務、統籌等成員的完整架構，其下設立各個小組去確保工會有秩序地運作。工會透過透明及民主的管理，舉辦各項有益身心的活動，同時，亦增加公司與員工們之間的溝通、爭取福利以增加員工的歸屬感。

Among the initiatives, the Caring Fund under each labour union assists the staff and their families who are in need and shows the spirit of mutual support. Up to 2016, the accumulated expenditure amounted to approximately RMB2.4 million and the number of assisted staff members has reached 455.

Staff Activities

In response to the increasingly fast pace of life, Xinyi Glass encourages its staff to achieve work-life balance. It organises medical check-ups and travel tours for the eligible staff and holds various events such as entertainment and recreational activities including birthday party, football match, Chinese New Year celebration, National Day celebration, etc. There are different cultural and daily facilities in the industrial parks, such as library, basketball court, football field, badminton court, snooker room, table tennis room, cyber cafe, TV room, karaoke room, fitness room, medical room, kiosk, tuck shop, staff canteen, etc. Inputs in various kinds of facilities are expanded to well perform their maintenance and management, enriching the life and enhancing the interaction of staff members outside the eight working hours.

Highlights of Some Activities:

- Chinese New Year Lucky Draw of Xinyi Glass in Tianjin, Yingkou and Shenzhen Industrial Parks held in February aims to reward the hard work of all staff members of the Company throughout the year. This thoroughly showcases the outlook of Xinyi's staff: striving for improvements, pioneering with determination, enterprising and energising at hard work. It also strengthens the bonding, loyalty and capability of our Company, allowing our staff members to enjoy a warm and peaceful Chinese New Year.

其中，各個工會屬下的「愛心基金」用於協助有困難的員工及其家庭，發揮員工間守望相助的精神。截止2016年累計支出約人民幣240萬元，受助員工達455人。

員工活動

面對日益加快的生活節奏，信義玻璃鼓勵員工平衡工作與生活，主張為合資格員工組織健康體檢和旅遊，並舉辦各項有趣的業餘活動如娛樂康體活動如生日會、足球比賽、春節晚會、國慶晚會等。工業園內設有不同文化、生活設施如圖書室、籃球場、足球場、羽毛球館、桌球室、乒乓球館、網吧、電視房、卡拉OK室、健身房、醫療室、小賣部、小吃店、員工飯堂等，並擴大各類設施的投入，以做好維護和管理，豐富員工8小時之外的生活和交流。

部分活動撮要：

- 信義玻璃天津、營口、深圳工業園2月份的春節抽獎，是為答謝公司全體員工一年來付出的辛勤努力，充分展示信義人積極向上、開拓進取、艱苦創業和勇於拼搏的精神面貌，增強企業的凝聚力、向心力和戰鬥力，使廣大員工度過一個溫馨、祥和的春節。





- Xinyi Glass Yingkou Industrial Park arranged a trip for outstanding staff members in May, which rewarded and thanked them for their hard works in their positions and their contributions to the development of Yingkou. On 21 May 2016, Yingkou Labour Union organised a one-day trip to Benxi Water Cave Geological Museum (本溪水洞地質博物館) for the outstanding staff members under various groups of Yingkou Industrial Park in the second half of 2015.
- 信義玻璃營口工業園5月份舉行了優秀員工旅遊，獎勵優秀員工在崗位上的辛勤勞作，感謝他們為營口的發展所付出的努力。2016年5月21日，營口工會組織營口工業園各系統2015下半年度優秀員工參加本溪水洞地質博物館一日遊活動。
- Xinyi Glass Deyang Industrial Park held the Second Sports Day for all staff members of Deyang Industrial Park in June 2016, so as to nurture the spirit of coordination and collaboration, as well as strengthening the bonding with our staff.
- 信義玻璃德陽工業園6月份舉行了2016年德陽工業園第二屆全員運動會，為培養各公司協作精神，增強公司凝聚力。
- The Third "Parent-Child Sports Day" of Xinyi Glass Henggang Industrial Park enriched our staff's leisure life, cared for their families, as well as increasing their sense of belonging and intimacy. The Third "Parent-Child Sports Day" was well received by all departments. Parents brought their children to join our trip joyfully during summer holidays. The day trip was carefully planned and arranged and ended perfectly with laughter and joy.
- 信義玻璃橫崗工業園的第三屆『親子運動會』活動，豐富員工業餘生活，關愛員工家庭，增強員工歸屬感與親切感。第三屆『親子運動會』在各個部門的積極參與下，趁著歡樂的暑假期間，各個家長帶上自家的寶寶，其樂融融的踏上了我們的歡樂之旅，經過1天的精心策劃安排，終於在歡聲笑語中完美結束。

- Each Xinyi Glass Industrial Park has Mid-Autumn Festival celebrations and National Day Cultural Performance Show in September. The series of activities create strong festive atmosphere, enrich staff's cultural life and strengthen the bonding with the staff and their sense of belonging. Tianjin Industrial Park held a National Day Cultural Performance Show themed "Greet our National Day and Making more Achievements". The show was arranged and performed by our staff members on their own. There were abundant programmes of all kinds with completely different styles. The eye-catching scenes showcased the qualities of Xinyi staff: professional, dedicated and versatile, together with the spirit of teamwork by our diligent, pioneering and proactive management staff.
- 信義玻璃各地工業園9月份均有舉辦中秋活動及國慶文藝晚會，營造濃厚的節日氣氛，豐富員工的文化生活，增強團隊凝聚力和員工歸宿感。天津工業園舉辦了「喜迎國慶，再創輝煌」國慶文藝晚會，整台晚會均由員工自編自演，內容豐富、形式多樣，場景五光十色，炫目耀眼，從多角度、多方面展現了信義員工愛崗敬業、多才多藝的素質，展示了幹部職工團結、奮進、開拓、進取的精神風貌。

Health and Safety

Xinyi Glass has set up a safety management and implementation instrumentality with dedicated personnel, and has developed the "Work Safety System" and implemented the health and safety management system and operation procedure in accordance with the "Work Safety Law" (《安全生產法》). The Group provides its staff with labour protective equipment and supplies, including gloves and safety shoes, etc.; and, at the same time, improves health and safety conditions in workplace, such as placing safety slogans and relevant warning signs around its industrial parks to remind the staff. The Company also conducts annual medical check-ups for the eligible staff to ensure their health. Smoking is strictly prohibited in the areas of both office and production workshops in order to create a healthy, safe, clean and comfortable working environment.

健康與安全

信義玻璃設立安全管理和執行機構並配備專門人員，並已按《安全生產法》制定《安全生產制度》及執行健全管理制度和操作規程。集團為員工配備勞動保護設施和用品包括手套、勞保鞋等；同時，改善工作場所健康與安全環境，工業園都有安全標語及相關警告標誌，以提醒員工；本公司每年亦會為合資格員工進行體檢，確保員工的健康。不論辦公室及生產車間的範圍內都嚴禁吸煙，以營造健康、安全、整潔和舒適的工作環境。



Xinyi Glass annually organises training for the management staff of safe production to enhance their know-how about health and safety. Safety awareness of the staff is raised and the implementation of the rules and regulations on safe production and the technical operation procedure is ensured by integrating the internal and external education and promotion on health and safety, including giving seminars on safety knowledge, setting up safety warning labels, banners and slogans, etc. and other ways. As the safety awareness of the staff is fostered in various aspects, the number of accidents this year slumped 37% at a year-on-year rate.

信義玻璃每年組織對安全生產管理人員的培訓，提高員工的健康安全技能。通過內外相結合的健康與安全教育和宣傳，如安全知識講座、設置安全警示標識、條幅及標語等多種形式，提高員工安全意識，確保安全生產規章制度和技術操作規程的實現。隨著各方面去加強員工的安全意識，本年度的事故數量同比大幅下降了37%。



Highlights of Some Activities:

- In January 2016, Xinyi Glass Deyang Industrial Park carried out a thematic assessment of safety facilities, of which the sub-assessment of safety design mainly focused on assessing the design of safe production facilities and the hazardous chemicals.

部分活動撮要：

- 2016年1月份信義玻璃德陽工業園舉行了安全設施專題審核，安全設計專篇審核的主要內容是安全生產設施設計和危化品部分評審。

- In March 2016, Xinyi Glass Yingkou Industrial Park held fire training, seriously implementing preventive measures for fire incidents in the industrial park and increasing the staff's awareness of fire safety. The training was mainly about the instructions on how to use self-contained breathing apparatus, which helped the staff to understand its characteristics and the circumstances under which it would be used. Meanwhile, the security guards of Yingkou Industrial Park reviewed and familiarised themselves with the usage of fire-fighting equipment and the basic daily physical training, which increased their understanding of fire safety knowledge and improved their practical skills of using fire-fighting equipment properly.
- In June 2016, Xinyi Glass Deyang Industrial Park held training in the theoretical knowledge of fire-fighting, further raising the staff's awareness of occupational fire safety and spreading fire safety knowledge among them, in order to improve the fire-fighting skills of the resident staff and their families in the industrial park, as well as the external staff. Organised by the general manager assistant of the finance department, the training in fire safety knowledge was jointly given by the safety office and the trade union at the lecture theatre in the integrated building.
- In June 2016, Xinyi Glass Deyang Industrial Park held first-aid training in trauma treatment in response to the "Safety Month" event promoted by the Group in order to increase the first-aid knowledge of trauma treatment among the staff.
- 2016年3月份信義玻璃營口工業園舉辦了消防培訓，認真落實營口工業園火災事故的防範措施，增強消防安全意識。本次培訓主要講述自吸正壓式空氣呼吸器的使用方法，瞭解其特性以及在什麼情況下發揮作用。同時對於消防器材的使用以及日常基本體能訓練加以複習、熟練。加深了營口工業園保安員對消防安全知識的理解和消防器材正確使用的實戰技能。
- 2016年6月份信義玻璃德陽工業園舉辦了消防理論知識培訓，進一步提高職工消防安全意識，普及員工的水防安全知識，提高工業園內部常住員工、員工家屬及外單位人員的滅火技能，由財務部總助組織，安全辦和工會牽頭在綜合樓階梯教室開展了消防安全知識培訓。
- 2016年6月份信義玻璃德陽工業園舉辦了創傷急救處理培訓，響應集團提倡的「安全生產月」活動，增強員工創傷急救處理知識。



Development and Training

Xinyi Glass is committed to “deploying” and “nurturing” human resources, which are an intangible asset of the Company. With a sound system for nurturing and managing talents, which is the “Management Procedure for Training Programme”, the Company carries out staff training and development events, through which the staff can continuously increase their professional knowledge and skills, improve management techniques and develop problem-solving ability. The good training resources and learning environment help to enhance their learning efficiency and encourage continuous innovation, which allows the Company to build up a reserve of talents for future development.

發展及培訓

人力資源是信義玻璃的無形資產，致力於「用」和「育」。本公司有健全人才培養和管理機制《培訓計畫管理流程》，推動員工培訓和發展活動，故不斷增進僱員的專業知識與技能，提升管理技巧，培養其解決問題的能力，完善的訓練資源與學習環境，員工的學習更具效率，使人才才能不斷創新，做好未來發展的人才儲備。





BASE-LEVEL STAFF 基層同事

TRAINING TOPIC 培訓主題	TRAINING CONTENT 培訓內容
Work safety 安全生產	"Assessment of Work Safety Standardisation" – Level Three 『安全生產標準化評審』三級
	Knowledge of Chemicals Management and Safety 化學品管理和安全知識
	Safe Production and Team Management 安全生產與班組管理
	6S Management and Operation Standardisation in Workplace 工作現場6S管理及作業標準化
Environmental protection 環境保護	Material Control Management System of the Group 集團物控管理制度
Personal professional skills 個人專業技能	Knowledge of Glass Technology 玻璃工藝知識
	Knowledge of Coating Technology 鍍膜工藝知識
	Training for the Examination of Forklift Truck Operational Skills 叉車操作技能考核培訓
	Pneumatic Control Principles and Drawings 氣動控制原理及識圖
	Environmental Control and Management in Printing Room 印刷室內的環境管理與控制
	Fundamentals of Field Installation by Electricians 電工現場安裝基礎
	Electrical Repair Techniques for ESU Bending Furnace ESU熱彎爐電氣維修技巧
	Sales Development Training 銷售拓展培訓



BASE-LEVEL STAFF 基層同事

TRAINING TOPIC 培訓主題	TRAINING CONTENT 培訓內容
Personal professional skills 個人專業技能	Basic Knowledge of CorelDraw CorelDraw基礎知識
	Knowledge of Trademark Certification 商標認證知識
	How to Increase Execution Capacity 如何提高執行力
Teamwork 團隊合作	Development Training 拓展培訓
	The Importance of Teamwork 團隊合作的重要性
	Interpersonal Relationship and Communication Skills 人際關係與溝通技巧
	Communication Skills of Internal Coordination 內部協調溝通技巧

MIDDLE MANAGEMENT STAFF 中級管理層同事

TRAINING TOPIC 培訓主題	TRAINING CONTENT 培訓內容
Personal professional skills 個人專業技能	"Information on the Industry and its Related Upstream and Downstream Industries" 《行業及上下游相關行業資訊》
	"Management and Control of Financial Risks" 《財力風險管控》
	"Business Etiquette" 《商務禮儀》
	Use of Functions and Improvement of Skills in EXCEL EXCEL的函數運用及技能提升



MIDDLE MANAGEMENT STAFF 中級管理層同事

TRAINING TOPIC 培訓主題	TRAINING CONTENT 培訓內容
Teamwork 團隊合作	Development Training 拓展培訓
Management Capacity 管理能力	<p>"The Road to Being a Leader and Leadership" 《領導者修煉與領導力》</p> <p>"How to Enhance the Performance of the Middle Management in a company" 《如何提高公司中層的管理成效》</p> <p>"Craftsmanship, Quality Management and Operation Management Ideas from Japan and German" 《工匠精神、品質管理與日德運營管理思想》</p> <p>"Time Management and Efficient Communication" 《時間管理與高效溝通》</p> <p>Ways to Conclude Work and the Development of Plans 工作總結方法與計畫的制定</p> <p>Emotion and Stress Management 情緒與壓力管理</p> <p>Strategy Planning and Management Training 專案策劃管理培訓</p>



Labour Standards

While developing the "Recruitment Management Procedure", Xinyi Glass strictly complies with the "Labour Law of the People's Republic of China" (《中華人民共和國勞動法》), "Provisions on the Prohibition of Using Child Labour" (《禁止使用童工規定》) and the local legal requirements in the places where its business are located, as well as the laws and regulations prohibiting the use of child and forced labour. To ensure staff health and safety, forced labour is strictly prohibited and no staff can start working before the completion of the relevant training.

Operating Practices

Supply Chain Management

Xinyi Glass has developed and implemented the "Procurement and Outsourcing Management System" to ensure the normal operation of our production, reduction in procurement cost and improvement of supply chain management. It also aims to carry out standardised and professional procurement on the Group level to achieve resources sharing and the allocation of materials across the companies. All procurement activities involve the signing of agreements and contracts, and the performance of the contracts is strictly monitored and the payment of funds is strictly controlled.

Xinyi Glass regularly reviews and updates the list of suppliers and monitors the consumption of materials such as raw materials and ancillary parts. Through the above measures, our supply chain can be secured.

Product Responsibility

Xinyi Glass is committed to production of quality glass, with great importance on product quality and reputation. All products have been strictly tested as set out in the "Quality

勞工準則

信義玻璃在制定《招聘管理流程》時，嚴格遵守《中華人民共和國勞動法》、《禁止使用童工規定》等及各業務所在地法律規定，禁止使用童工或強制勞動的法律法規。為保障員工健康和 safety，嚴禁強迫勞動，所有員工亦需經過相關培訓才可工作。

營運慣例

供應鏈管理

信義玻璃已制定並執行《採購和外包管理制度》，確保生產正常運行，降低採購成本，完善供應鏈管理，規範採購行為，集團化、專業化採購，並以達到資源分享，各公司間物資可相互調配使用的目的。所有採購都會簽訂合約合同，嚴格監督合同的履行和控制資金的支付。

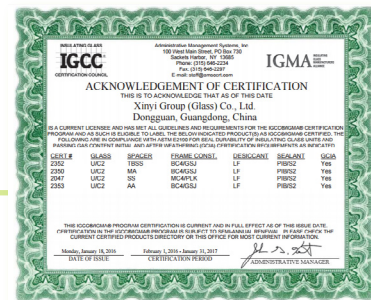
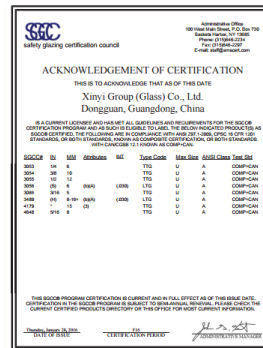
信義玻璃備有供貨商名冊並定期對其評估和更新，監控原材料、配件等物資的消耗情況。透過上述措施，確保供應鏈的安全。

產品責任

信義玻璃致力於生產優質玻璃，十分重視產品的質量和信譽，所有產品嚴格按制定的《品質管理制度》檢測，成功

Management System” and successfully obtained several domestic and overseas certifications, like ISO/TS16949: 2002, ISO14001: 2004, OHSAS18001, BSI Licence (for tempered and laminated glass) (BSI鋼化和夾層認證), another BSI Licence (for insulated glass) (BSI中空認證), SGCC certification (SGCC認證), Germany VDA 6.3 (德國VDA6.3認證), USA DOT (美國DOT標準), product certification from Australia (澳大利亞產品認證), EU ECE (歐共體ECE標準) and China 3C (中國3C標準), following the Company’s purchased liability insurance. Xinyi Glass has won honours including “Guangdong Provincial Government Quality Award” (廣東省政府品質獎), “Shenzhen Mayor Quality Award” (深圳市市長品質獎), “Longgang District Executive Chief Quality Award” (龍崗區區長品質獎) etc. These mark the Group’s high standard in product quality.

取得了各項國內外的認證，包括：ISO/TS16949：2002、ISO14001:2004、OHSAS18001、BSI鋼化和夾層認證、BSI中空認證、SGCC認證、德國VDA6.3認證、美國DOT標準、澳大利亞產品認證、歐共體ECE標準及中國3C標準等的認證，並為產品購買了責任保險。信義玻璃曾獲廣東省政府品質獎、深圳市市長品質獎及龍崗區區長品質獎等榮譽，以表揚集團產品質量的高水平。



Anti-Corruption

Xinyi Glass strictly follows relevant regulations, advocating in a proactive manner that the philosophy of integrity, honesty, fairness and to abide by the law is implemented in concrete terms to the words and behaviour of all staff in daily basis. In 2016, there had not been any legal cases regarding any corruption, bribery, fraud activity and money laundering, etc. involved with the Company.

Xinyi Glass has developed internal codes, behaviour guidelines and reward and punishment systems to ensure that all staff are well aware of the significance of action of honesty and ethical conduct.

Xinyi Glass has established an anti-corruption office under its legal department, specialising against the corruption affairs of the Group. Staff can report, in ways of letter, email, telephone calls and so forth, misconduct of any staff, including any breach of duty, dereliction of duty, abusing power for personal gains, receiving bribes, and encroaching company assets, to any office for corruption-free group, and the matter will then be handled upon investigation, collecting evidence, verification and drawing a conclusion.

反貪污

信義玻璃嚴格遵守相關規範，積極宣導所有僱員在日常的言、行中具體落實正直、誠實、公平和遵守法令的理念。在2016年度，沒有任何貪污、賄賂、勒索等案件發生。

信義玻璃已制定內部守則、行為指南與獎懲制度，確保所有員工皆理解及落實誠信及道德行為的重要性。

信義玻璃在集團法務部下設立了集團廉潔辦公室，專責處理集團廉潔事務。員工可以通過信函、電子郵件、電話等方式向各地工業園廉潔辦舉報公司任何員工的各類失職、瀆職、以權謀私、收受賄賂、侵佔公司財物等違規行為，經調查、取證、核實、得出結論後予以處理。

Community

Community Investment

Since the foundation in 1988, Xinyi Glass proactively undertakes the responsibility of helping the poor and needy in the long term. The Company is committed to community and charity works, where its corporate value is striven to be brought into play. The Group makes donations enthusiastically for education, culture and health, transportation and environmental protection, poverty and disaster relief, social security, righteous and brave acts, etc. in philanthropy. As a member of the local community, Xinyi Glass always insists on the concept of repaying the society and plays an active role in public welfare undertakings. The Company has made positive contributions to the public welfare, education, disaster relief and environmental protection in a practical way. The Group even has in succession won several titles of honour and awards, including the title of "Humen Education Supporter" granted by the government of Humen Town, Dongguan, "Guangdong Glory Career Award" and "The third Pengcheng Charity Award", etc.

- In May 2016, 15 colleagues from Yingkou Industrial Park joined an international marathon race in response to the call by the Bayuquan District General Labour Union about proactive participation in the community activities. Staff from Yingkou Industrial Park rose to challenge themselves and build up the never-give-up spirit.
- In October 2016, Xinyi Glass participated in the "Dress Casual Day 2016" held by The Community Chest of Hong Kong. Staff of Hong Kong Office proactively engaged in the event and expressed their care to the needy in society.

社區

社區投資

信義玻璃自1988年成立以來，長期主動承擔著扶貧濟困的責任，致力於社會公益事業，努力發揮企業本身價值。集團為中國的教育、文化衛生、交通環保、扶貧賑災、社會治安、見義勇為等慈善公益事業踴躍捐輸。信義玻璃始終堅持回報社會的理念，作為當地社區家庭的一員，熱心於社會公益事業，以實際行動為當地社區的公益、教育、賑災救助和環保等做出積極貢獻。集團更先後獲得東莞市虎門鎮政府頒發的「支援虎門教育事業」稱號、「廣東省光彩事業獎」和「第三屆鵬城慈善獎」等殊榮。

- 2016年5月，營口工業園的15位同事參加了國際馬拉松比賽，以回應鯊魚圈總工會號召，積極參與社區活動，營口工業園員工勇於挑戰自我，培養永不言棄的精神。
- 2016年10月，信義玻璃參加了香港公益金舉辦的「二零一六年公益金便服日」。香港辦公室員工積極參與，向社會上有需要的人士表達關懷。



Awards 獎項



DATE OF AWARD 獲獎日期	NAME OF THE AWARDS 獎項名稱	HOST ORGANISATIONS 主辦機構
March 2016 2016年3月	"Enterprise Efficiency Front-runner" to Jiangmen Industrial Park 江門工業園榮獲廣東省玻璃行業能效领跑者企業	Guangdong Glass Association 廣東省玻璃行業協會
May 2016 2016年5月	China Export & Credit Insurance Corporation's "AAA-Rated Client 2016" to Shenzhen Industrial Park 深圳工業園榮獲2016年中國出口信用保險公司AAA級客戶	China Export & Credit Insurance Corporation 中國出口信用保險公司
August 2016 2016年8月	"Bases for Youth Employment" of Deyang Economic Technological Development Zone to Xinyi Glass Deyang Industrial Park "2015 Advanced Member Unit" of Deyang Association of Enterprises with Foreign Investment to Xinyi Glass Deyang Industrial Park 信義玻璃德陽工業園榮獲德陽市經濟技術開發區青年就業見習基地信義玻璃德陽工業園榮獲德陽市外來投資企業協會2015年度先進會員單位	Bureau of Social Security of Deyang Economic Technological Development Zone Deyang Association of Enterprises with Foreign Investment 德陽經濟技術開發區社會保障局德陽市外來投資企業協會
September 2016 2016年9月	"Top 100 Private Enterprises of Guangdong Province" to Xinyi Glass Holdings Limited "Bases for Youth Employment" of Deyang Economic Technological Development Zone to Xinyi Glass Deyang Industrial Park 信義玻璃控股有限公司獲廣東省百強民營企業信義玻璃德陽工業園榮獲德陽市經濟技術開發區青年就業見習基地	Jointly Organised by the Provincial United Front Work Department, the Provincial Commission of Economy and Informatisation, the Provincial Federation of Industry & Commerce Bureau of Social Security of Deyang Economic Technological Development Zone 省委統戰部、省經濟和資訊化委、省工商聯共同主辦德陽經濟技術開發區社會保障局



DATE OF AWARD 獲獎日期	NAME OF THE AWARDS 獎項名稱	HOST ORGANISATIONS 主辦機構
November 2016 2016年11月	“Manufacturing Excellence” Achievement Award 2016” of FITMI “Top 100 Private Enterprises of Guangdong Province” to Xinyi Glass Holdings Limited FITMI『卓越製造業』成就大獎2016信義玻璃控股有限公司獲廣東省百強民營企業	Hong Kong Federation of Innovative Technologies and Manufacturing Industries Jointly Organised by the Provincial United Front Work Department, the Provincial Commission of Economy and Informatisation, the Provincial Federation of Industry & Commerce 香港創新科技及製造業聯合總會省委統戰部、省經濟和資訊化委、省工商聯共同主辦
December 2016 2016年12月	“The Best Social Responsible Enterprise of Guangdong Province” (1st Year) “Manufacturing Excellence” Achievement Award 2016” of FITMI 首屆廣東省最具社會責任感企業FITMI『卓越製造業』成就大獎2016	Jointly Organised by the Guangdong Provincial Enterprise Confederation, Guangdong Provincial Association of Entrepreneurs Hong Kong Federation of Innovative Technologies and Manufacturing Industries 廣東省企業聯合會、廣東省企業家協會共同主辦香港創新科技及製造業聯合總會
December 2016 2016年12月	“2016 Best Investment Value Award for Listed Companies” “The Best Social Responsible Enterprise of Guangdong Province” (1st Year) 2016年度最具投資價值上市公司首屆廣東省最具社會責任感企業	BIVA AWARD Jointly Organised by the Guangdong Provincial Enterprise Confederation, Guangdong Provincial Association of Entrepreneurs BIVA AWARD廣東省企業聯合會、廣東省企業家協會共同主辦
December 2016 2016年12月	“2016 Best Investment Value Award for Listed Companies” 2016年度最具投資價值上市公司	BIVA AWARD BIVA AWARD
March 2017 2017年3月	Best managed companies in Asia – Industrial sector 亞洲最佳管理公司－工業類別	FinanceAsia FinanceAsia



Corporate Governance

企業管治

The Board of Directors (the “**Board**”), comprised of four executive directors, four non-executive directors and five independent non-executive directors, is the highest governance body of our Company. There are a number of committees under the Board, including Audit Committee, Nomination Committee and Remuneration Committee.

The positions of the chairman of the Board and the chief executive officer are held by different persons with clear division of their own responsibilities to ensure the effective separation between the operation of the Board and the daily management of the Company’s businesses and operations during the process of corporate management.

The Board recognises the importance of good corporate governance in the management structure and internal control procedures of the Group for the purpose of ensuring that all business activities of the Group and the decision-making process are properly regulated and are in full compliance with the applicable laws and regulations. For corporate governance purpose, the Company has adopted the Corporate Governance Code (the “**CG Code**”) set forth in Appendix 14 to The Rules Governing the Listing of Securities (the “**Listing Rules**”) on the Stock Exchange. For corporate governance purpose, the Company has adopted the CG Code throughout the year of 2016.

The Company has applied the principles and in the opinion of the Board, the Company has complied with the applicable principles and code provisions of the CG Code throughout the year ended 31 December 2016.

董事會為本公司之最高管治機構，由四名執行董事、四名非執行董事及五名獨立非執行董事組成，轄下設多個委員會，包括審核委員會、提名委員會、薪酬委員會。

董事會的主席和行政總裁由不同人士擔任，各自的職責擁有清晰的區別，以確保在企業管理中，董事會運作和公司業務及運營之日常管理得到有效區分。

董事會認同於本集團管理架構及內部監控過程中良好企業管治之重要性，此舉有助確保本集團之所有業務活動及決策妥為規管，並全面遵守適用法律及法例。就企業管治而言，本公司已採納聯交所證券上市規則（「**上市規則**」）附錄十四所載的企業管治守則（「**企業管治守則**」）。就企業管治而言，本公司於二零一六年期間一直採納企業管治守則。

本公司已應用原則，且董事會認為本公司於截至二零一六年十二月三十一日止整個年度已遵守企業管治守則的適用原則及守則條文。



Model Code for Securities Transactions

The Group has adopted the Model Code for Securities Transactions by Directors of Listed Issuers (the “**Model Code**”) set forth in Appendix 10 to the Listing Rules as the code of conduct for securities transactions by the Directors. Directors are reminded of their obligations under the Model Code on a regular basis. Following the specific enquiries by the Group, all Directors have confirmed that they have complied with the required standard set forth in the Model Code throughout the year ended 31 December 2016 and up to the date of this annual report.

證券交易之標準守則

本集團已採納上市規則附錄十所載《上市公司董事進行證券交易的標準守則》（「**標準守則**」）作為董事進行證券交易之行為守則。定期提醒董事於標準守則項下之責任。本集團作出特定查詢後，所有董事已確認於截至二零一六年十二月三十一日止整個年度及直至本年報日期已遵守標準守則所載必要之標準。

Directors Responsibilities for the Financial Statements

The consolidated financial statements of the Company for the year ended 31 December 2016 have been reviewed by the audit committee and audited by the external auditor, PricewaterhouseCoopers. The Directors acknowledge that it is their responsibilities in (i) overseeing the preparation of the financial statements of the Group with a view to ensuring that such financial statements give a true and fair view of the state of affairs of the Group, and (ii) selecting suitable accounting policies, applying the selected accounting policies consistently, and making prudent and reasonable judgements and estimates for the preparation of the financial statements of the Group.

Risk Management and Internal Control

The Board and the management of the Group maintain a sound and effective system of internal control so as to ensure the effectiveness and efficiency of the operations of the Group in achieving the established corporate objectives, safeguarding assets of the Group, rendering reliable financial reporting and complying with the applicable laws and regulations.

Communication with Shareholders

The Company is committed to ensuring that the Group complies with the disclosure obligations under the Listing Rules and other applicable laws and regulations, and that all shareholders and potential investors have an equal opportunity to receive and obtain information issued by the Company.

Information regularly provided to the shareholders includes annual and interim reports, circulars and announcements in accordance with the Listing Rules. For both institutional and retail investors, the Company's website at www.xinyiglass.com provides up-to-date information on the Group. All key information such as announcements, annual and interim reports can be downloaded from it.

董事就財務報表所負之責任

本公司截至二零一六年十二月三十一日止年度之綜合財務報表已由審核委員會進行審閱及由外部核數師羅兵咸永道會計師事務所進行審核。董事確認其責任為(i)監督編製本集團財務報表，以確保該等財務報表可真實及公平地反映本集團之財務狀況；及(ii)選擇適用之會計政策、並貫徹採用已選用之會計政策，以及於編製本集團財務報表時作出審慎合理之判斷及評估。

風險管理及內部監控

董事會及本集團管理層於本集團一直維持良好及有效之內部監控系統，以確保本集團之業務經營既有效率又有效益以達致既定的企業目標、保障本集團資產、編製可靠財務報告及遵守適用法律及法規。

與股東溝通

本公司致力確保本集團符合上市規則及其他適用法例及規例項下之披露責任，且全體股東及有意投資者均享有公平機會，以獲得及收取本公司發出之資料。

根據上市規則，定期提供予股東之資料包括年度報告及中期報告、通函及公告。就機構及零售投資者而言，本公司網址(www.xinyiglass.com)提供有關本集團的最新資料。所有主要資料（如公告、年度報告及中期報告）均可於該網址下載。

Shareholders' Right to Convene a Shareholders' Meeting

Pursuant to Article 64 of the articles of association (the "Articles") of the Company, an extraordinary general meeting ("EGM") shall also be convened on the requisition of one or more shareholders holding, at the date of deposit of the requisition, not less than one tenth of the paid up capital of the Company having the right of voting at general meetings. Such requisition shall be made in writing to the Board or the company secretary of the Company for the purpose of requiring an EGM to be called by the Board for the transaction of any business specified in such requisition. Such meeting shall be held within two months after the deposit of such requisition. If within 21 days of such deposit, the Board fails to proceed to convene such meeting, the requisitionist(s) himself (themselves) may do so in the same manner, and all reasonable expenses incurred by the requisitionist(s) as a result of the failure of the Board shall be reimbursed to the requisitionist(s) by the Company.

Investors Relations

A printed copy of the memorandum and articles of association of the Company has been published on the websites of the Company and the Stock Exchange. There has been no change in the Company's constitutional documents during the year ended 31 December 2016.

Details

Please refer to the Corporate Governance Report set out in the 2016 Annual Report of the Company for the more detailed corporate governance policies and procedures and other information of the Group.

股東召開股東大會的權利

根據本公司組織章程（「組織章程」）第64條，於提交要求日期持有不少於本公司繳足股本（賦有於股東大會上投票的權利）十分之一的一名或以上股東有權要求召開股東特別大會（「股東特別大會」）。有關要求須以書面形式提交予本公司董事會或公司秘書，要求董事會召開股東特別大會，以處理有關要求所指明的任何事項。有關大會須提交有關要求後兩個月內召開。倘董事會於提交有關要求後的21日內仍未有召開有關大會，則要求人可自行以相同形式召開會議，而因董事會未能召開會議導致要求人產生的一切合理開支，則須由本公司付還要求人。

投資者關係

本公司的組織大綱及組織章程的副本已刊載於本公司及聯交所的網站。截至二零一六年十二月三十一日止年度，本公司的章程文件概無變動。

詳情

有關本集團更詳盡的企業管治政策和程式及其他資料，請參閱本公司2016年度年報內所載企業管治報告。





信義玻璃控股有限公司
XINYI GLASS HOLDINGS LIMITED