



**HYBRID KINETIC GROUP LIMITED**  
**正道集團有限公司**

*(incorporated in Bermuda with limited liability)*

*(於百慕達註冊成立之有限公司)*

(Stock code 股份代號: 1188)

**ENVIRONMENTAL, SOCIAL & GOVERNANCE REPORT 2016**  
**二零一六年環境、社會及管治報告**

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## About This Report

The Group has always focused on sustainable development. In order to more effectively give our stakeholders a better understanding of our performance, the Group has decided to publish this report – our first Environmental, Social and Governance (ESG) Report. Our core governance philosophy is to “Cherish the Earth, care for employees, serve customers, and contribute to the community”. The Group’s operations are all concerned with protecting the Earth, including through the use of non-toxic materials. The electric vehicles (EV) that we provide are also clean energy products that reduce the use of petrol and diesel and the associated emissions. In order to provide employees with a platform to develop their potential, we operate a fair system of promotion evaluations and provide appropriate training to employees. The Group also values satisfying customer requirements and does not permit the sale of any products that do not meet quality inspection standards. The Group is also absolutely committed to giving back to the community while engaging in business operations. We continue to communicate with communities to discuss the most appropriate community contribution solutions.

Scope of the report: This report is an annual report and was written with reference to Appendix 27 (Environmental, Social and Governance (ESG) Reporting Guidelines) of the Hong Kong Exchanges and Clearing Limited (HKEx) securities market listing regulations (Listing Regulations). The report period is from 1 January 2016 to 31 December 2016, the same as for the Group’s annual financial reports. This report covers the Environmental, Social and Governance (ESG) performance of the Group’s car sales business operations. The Group’s main manufacturing base in Lianyungang was the key report data collection point.

## 關於本報告

本集團一直著重可持續發展，為了能更有效地讓我們的持份者了解我們的表現，集團決定出版本報告－我們的首份環境、社會及管治報告。我們的核心管治理念是「珍惜地球 關懷員工 服務客戶 貢獻社區」。集團的營運都圍繞著保護地球，包括採用無毒無害的物料。我們提供的電動車亦是潔淨能源產品，能夠減少汽油或柴油的使用及碳排放。為了讓員工有一個發展自我潛能的平台，我們採用公平的晉升評估機制及提供員工適當的培訓。集團亦重視滿足客戶需求，凡不通過質檢標準的產品，都不會出售。集團在營運的同時，絕不忘回饋社區。我們持續與社區溝通，探討合適的社區貢獻方案。

匯報範圍：本報告為年度報告，是參考香港聯合交易所有限公司（「香港聯交所」）的證券上市規則（「上市規則」）附錄二十七「環境、社會及管治報告指引」編寫的。匯報期間為2016年1月1日至2016年12月31日，與本集團的財政年度相同。本報告涵蓋集團營運汽車經銷業務的環境、社會及管治表現，集團的連雲港主要制造基地為核心的報告資料收集點。

## Communication with Stakeholders

The Group communicates with and supports stakeholders through a two-way model, in order to achieve joint growth. Our major stakeholders include employees, customers, investors and suppliers, all of whom we share the latest information with via email, telephone, site visits and communication meetings during the course of our day-to-day operating practices. We have dedicated email addresses that make it easy for employees to share feedback and opinions. We provide after-sales service hotlines and perform customer satisfaction surveys, so that customers can “buy with peace of mind, check at any time, and express their opinions”. The group holds a Shareholder Meeting every year, providing shareholders with a key channel to find out about the Group’s development plans and results. We regularly evaluate supplier performance to facilitate continual improvements and innovations in our supply chain performance.

### 1. Environment

#### 1.1. Managing Emissions and Leading by Example

The Group supports China’s national environmental protection strategy by supplying electric buses complemented by fast-charging LTO battery systems. We advocate a philosophy of “Economical use and reducing emissions”, and implement a variety of environmental protection policies and measures in our operations, including:

- 1) We use energy-saving light bulbs, while all departments implement a principle of “Management by the on-duty staff”, in order to foster good habits in terms of turning lights off after use;
- 2) Strict control of air conditioning temperatures prevents excessive energy consumption and extends the life of air conditioning units, reducing the amount of waste electronic equipment;
- 3) We promote economic use of water and monitor all our drinking water machines to prevent leakage and wastage of water resources;
- 4) We use cleaner production techniques to reduce the use of water in production and increase water recycling and reuse;

## 與持份者溝通

集團與持份者以雙軌溝通模式互相交流及支持，以達致共同成長。我們的主要持份者包括員工、客戶、投資者及供應商等，在日常營運慣例中，都會透過電郵、電話、現場探訪及溝通大會等分享最新資訊。我們設有員工專屬的郵箱，方便他們反饋意見。我們提供售後服務熱線及展開客戶滿意度調查，讓客戶「安心選購隨時查詢表達意見」。每年，集團都會舉辦股東大會，為股東了解集團發展計劃及成績的重要渠道。在供應商方面，我們定期評估供應商表現，使供應鏈表現能不斷創新及改善。

### 1. 環境

#### 1.1 以身作則 管理排放

本集團支持國家環保戰略，提供電動公車配合功率快速充電鈦酸鋰電池系統。我們提倡「節約、減排」觀念，在營運方面實施多項環保政策及措施，包括：

- 1) 使用節能燈，各部門實行「誰在崗，誰管理」的原則，養成用後關燈的良好習慣；
- 2) 嚴格控制空調機使用時的溫度，避免能源過度消耗，亦能延長空調機壽命，減少廢棄電器垃圾的產生；
- 3) 宣導節約用水，檢測各飲水機，避免滲漏情況出現，浪費水資源；
- 4) 採用清潔生產技術，減少生產用水，及增加水的迴圈再利用；

- |  |  |
|--|--|
| <p>5) We implement a waste paper recycling and reuse programme and use double-sided printing to reduce the amount of paper used;</p>   | <p>5) 落實廢紙回收重用及雙面列印，降低紙張使用量</p>                              |
| <p>6) Nobody is allowed to smoke in the office, keeping the air in the premises fresh and clean;</p>   | <p>6) 禁止任何人士在辦公室內抽煙，保持室內空氣清新；</p>                            |
| <p>7) We prioritise the use of local suppliers, as local suppliers create lower carbon emissions during delivery than those in overseas suppliers;</p>   | <p>7) 優先選用本地供應商，因為本地供應商在運輸時產生的碳排放較海外供應商低；</p>                |
| <p>8) We select non-toxic, harmless, odour-free materials for new builds, expansion and rebuilding of factories, as well as for new equipment and tools;</p>   | <p>8) 新建、擴建、改建房屋及新增設備、器具時，選用無毒無害無味的材料；</p>                   |
| <p>9) We control the usage of aluminium cans and plastic and glass products, and increase the recycling and reuse of such products;</p>  | <p>9) 控制鋁罐、塑膠及玻璃製品的使用量，增加製品的回收及再利用；</p>                      |
| <p>10) We are replacing plastic products with environmentally-friendly, biodegradable materials;</p>   | <p>10) 使用環保可降解的材料替代塑膠製品；</p>                                 |
| <p>11) We separate solid waste for storage by type, so that it can be reused in a rational way based on the properties of each type of solid waste, while the portion that cannot be reused is collected by registered recycling organisations for recycling and processing.</p> | <p>11) 分類存放固體廢棄物，根據各種固體廢棄物的特性，合理地再利用，不能再利用的，則交由專門機構回收處理。</p> |

The Group strictly complies with the laws and regulations governing emissions and effluents, and no major cases involving breaches of such regulations occurred during the report period.

本集團嚴格遵守排放物的法律法規，在匯報期內，沒有發生重大的違例案件。

**1.1.1 The Types of Emissions and Total Greenhouse Gas Emissions**

**1.1.1 排放物種類及溫室氣體總排放量**

Energy Type 能源類型	Consumption 耗用量	CO <sub>2</sub> Emissions 碳排放量	CO <sub>2</sub> Emissions/Person 碳排放量／人
Petrol 汽油	15,565 L 15,565升	35.2941 tonnes CO <sub>2</sub> equivalent 35.2941噸二氧化碳當量	0.4468 tonnes CO <sub>2</sub> equivalent 0.4468噸二氧化碳當量
Electricity 電力	138,112 kWh 138,112千瓦時	101.6090 tonnes CO <sub>2</sub> equivalent 101.6090噸二氧化碳當量	1.2862 tonnes CO <sub>2</sub> equivalent 1.2862噸二氧化碳當量
<b>Total:</b> <b>總計：</b>		<b>136.9031 tonnes CO<sub>2</sub> equivalent</b> <b>136.9031噸二氧化碳當量</b>	<b>1.7330 tonnes CO<sub>2</sub> equivalent</b> <b>1.7330噸二氧化碳當量</b>

**1.1.2 Total Amount of Hazardous and Non-hazardous Waste, and Effectiveness of Waste Reduction Measures**

**1.1.2 有害及無害廢棄物總量及減廢措施的成效**

Type 類型	Quantity 數量	Quantity/Person 數量／人	Reduction Measure 處理措施	Waste Reduction Effectiveness 減廢成效
Hazardous waste 有害廢棄物	0 tonne 0噸	0 tonne 0噸	Choosing non-toxic and non-hazardous materials for production. 選用無毒無害的生產材料。	Zero hazardous waste materials. 零有害廢棄物。
Non-hazardous waste 無害廢棄物	0.9286 tonne 0.9286噸	0.0118 tonne 0.0118噸	Waste materials are sorted by type and the number of recycling bins and collections have been increased, for example: additional waste paper recycling bins were added to collect waste paper, and a recycling firm was appointed to collect the waste paper. 分類廢棄物，並增設回收箱收集，例如：增設廢紙回收箱收集廢紙，並安排廢紙回收商進行收集。	1-tonne reduction in non-hazardous waste materials, considered effective. 無害廢棄物減少了1噸，合乎成效。

## 1.2 Valuing Resources

The Group values our precious resources and implements policies for green offices and green production management. As well as cooperating with these policies, our employees have sufficient awareness to proactively make sparing use of electricity, paper and water resources. For example, our employees all work to implement a paperless office by sending documents in electronic form whenever possible, in order to reduce the amount of waste caused by printing on paper. On the car production front, we promote green production; this means we not only comply with national requirements, but also achieve the so-called “four frees” in our production activities – “no toxic or harmful materials are produced, and no waste water and harmful gases are emitted”. We also refrain from using paper or plastic materials for production packaging, thereby reducing the use of precious resources.

### 1.2.1 Indirect Usage of Energy and Water Resources

## 1.2 珍資源 愛資源

本集團珍惜資源，實行綠色辦公室政策及綠色生產管理。我們的員工在配合這些政策下，都會自動自覺地珍惜電、紙及水資源。例如，員工都在落實無紙化辦公，文件傳遞儘量使用電子文檔，以減少紙張列印，造成浪費。在汽車生產方面，我們推動綠色產品，既能符合國家要求，又能達致四無－「無毒及無害物質產生無廢水及無廢氣排放」生產。我們也不使用紙材料或膠材料作生產包裝，從而節省這些珍貴資源的用量。

### 1.2.1 間接能源及水資源的使用量

Type 類型	Consumption 耗量	Consumption/Person 耗量／人
Electricity 電力	138,112 kWh 138,112千瓦時	1,748.25 kWh 1,748.25千瓦時
Water 水	171 m <sup>3</sup> 171立方米	2.16 m <sup>3</sup> 2.16立方米

### 1.3 Environmental & Natural Resources

The Group is acutely aware that the planet is facing a resource crisis, and as part of the Global Village, we cannot put ourselves beyond efforts to tackle such issues. For this reason, we are engaged in the following environmental protection activities and we promote environmental protection to every category of stakeholder through a variety of channels:

- 1) Our production technologies and processes comply with national technical standards, reducing the negative impact on the surrounding environment;
- 2) Our products comply with national requirements, and are non-toxic and non-harmful when used normally;
- 3) We work with environmental groups to teach employees how to take care of the environment in their day-to-day production activities;
- 4) We use posters to promote the use of eco-friendly measures to our contractors.

#### **1.3.1 Major Effects on the Environment & Natural Resources and Management Actions Taken**

While we have already implemented green policies and take measures to reduce emissions and consumption, our production requirements mean that production still has some slight impact on the environment and natural resources. For this reason, we held a range of different green activities in 2016, with the goal of utilising the events to increase the Group's positive impact on environmental protection.

### 1.3 環境及天然資源

本集團深明地球面臨的資源危機，作為地球村的一份子，我們不得置身事外，因此，我們進行了下列環保活動，從不同渠道向各個組別的持份者宣揚環保：

- 1) 生產技術和工藝符合國家的技術標準，減少對周邊環境產生的負面影響；
- 2) 產品符合國家要求，正常使用的情況下是無毒無害的；
- 3) 與環保團體合作，教育員工在日常的生產活動中做好環保；
- 4) 在宣傳海報中，向承判商宣揚環保措施。

#### **1.3.1 對環境及天然資源的重大影響及已採取管理行動**

雖然我們已經推行綠色政策，實施減排減耗，但基於生產的需要，也會產生對環境及天然資源的輕微影響。因此，我們於2016年舉辦了不同類型的綠色活動，希望能夠藉著這些活動，增添集團於環保的正面影響。



Activity Type and Name 活動種類及名稱	Activity Content 活動內容	Activity Performance 活動成果
Internal green activities: Employee Tree Planting Day 內部的綠色活動：員工植樹日	Planting trees together on empty land 在空地一起植樹	<ul style="list-style-type: none"> <li>10 trees were planted 植樹10棵</li> <li>The significance of this activity was clear, and the scheme also encouraged more employees to take part in subsequent activities. 深明活動意義，計劃鼓勵更多員工參與下次活動。</li> </ul>
Support green activity organized by the green organization: Marine Debris Clean-up Day 支持綠色組織舉辦的綠色活動：海洋垃圾清理日	We organised a team of volunteers to help the Cangwu Evening News Coast Clean-up Volunteer Team to clean up debris discarded in the sea, and promoted the activity to our suppliers/contractors 組織義工隊，幫助蒼梧晚報海岸清潔義工團清理海洋垃圾，並向供貨商／承判商宣傳活動	<ul style="list-style-type: none"> <li>We cleaned up 5 tonnes of debris from the sea 清理了5噸海洋垃圾</li> <li>More organisations became familiar with this campaign 更多機構得悉是次活動</li> </ul>
Support green activity organized by the government: Clean Water & Green Mountain Environmental Charter 支持政府舉辦的綠色活動：綠水青山環保約章	We supported this national charter for environmental protection 支持國家環境保護約章	<ul style="list-style-type: none"> <li>The charter was supported by 15 organisations 此約章得到15間機構支持</li> </ul>
Support green activity organized by business partner: Environmental protection talks for Suzhou Fanglin customers 支持業務夥伴舉辦的綠色活動：蘇州方林客戶的環保講座	We sent employees to attend the talks 派員出席講座	<ul style="list-style-type: none"> <li>Obtained information on our customers' latest environmental-protection activities 掌握客戶的最新環保動向</li> <li>We demonstrated our support for our customers' environmental-protection activities and increased the cohesiveness of environmental-protection efforts in our supply chain 向客戶彰顯我們對其環保活動的支持，加強供應鏈的環保凝聚力</li> </ul>

## 2. Caring for Employees

### 2.1 Employment

We were involved in no breaches of employment rules during the report period. This is because we regard employees as the lifeblood of the Group and actively work to implement a range of equality and employee welfare policies to enable our employees to work in a happy and healthy environment. We respect the principle that all people are equal; as long as an applicant complies with legal and statutory requirements and the Group's needs, they will be recruited by the Group regardless of age, sex, ethnicity or marital status. This principle also applies to employee promotions; the main conditions considered when awarding promotions involve employee performance, and we are not influenced by other criteria such as sex or ethnicity. In terms of employee welfare, we operate a Retirement Policy that allows employees to safeguard a livelihood when they retire. We also have a Work-Life Balance Policy that ensures that employees have spare time to rest and relax with their families. The tables below summarise the group's employment situation.

#### 2.1.1 Total Employees and Turnover by Sex

Sex 性別	Number of Employees 員工人數	Employee Turnover 員工流失比率
Male 男性	45	17.8%
Female 女性	34	5.9%
<b>Total Employees 員工總數</b>	<b>79</b>	

## 2. 關懷員工

### 2.1 僱傭

我們在報告期間沒有違反任何僱傭條例，因為，我們視員工為集團命脈，我們積極實行多方向平等及員工福利政策，讓員工能夠開心健康地工作。我們尊重「人人平等」之道，只要是符合法律法規要求及集團要求的應徵者，不論其年齡、性別、種族及婚姻狀況等，都會被集團聘請。此道亦應用於員工晉升，我們只會考慮員工表現為晉升的主要條件，不會被其他因素，如性別及種族等左右。在員工福利方面，我們推行《退休政策》，讓員工能在退休時有生活保障。此外，我們還有《工作生活平衡政策》，確保員工有空餘時間休息及與家人同樂。下列圖表概述了集團的僱傭狀況。

#### 2.1.1 按性別劃分的員工總數及流失率

2.1.2 Total Employees and Turnover by Employment Type

2.1.2 按僱傭類型劃分的員工總數及流失率

Employment Type 僱傭類型	Number of Employees 員工人數	Employee Turnover 員工流失比率
Full Time全職	79	12.7%
Part Time 兼職	0	N/A 不適用
<b>Total Employees 員工總數</b>	<b>79</b>	

2.1.3 Total Employees and Turnover by Age Group

2.1.3 按年齡組別劃分的員工總數及流失率

Age Group 年齡組別	Number of Employees 員工人數	Employee Turnover 員工流失比率
18-30	38	15.8%
31-40	33	0
41-60	8	0
≥ 61	0	N/A 不適用
<b>Total Employees 員工總數</b>	<b>79</b>	

2.2 Health & Safety

2.2 健康與安全

We care for our employees not only in terms of equality and welfare, but also in terms of their physical and mental health and safety. Employee safety is an important aspect of our operations. For this reason, we provide employees with occupational health and safety training to increase their awareness of safety issues. We also provide employees with appropriate safety equipment to protect them from suffering injuries at work. We worked hard to achieve "Zero Accident", and there was no incident involving violations of health and safety regulations or industrial injuries during the whole of 2016. The Group has formulated a programme of continuous improvement and regularly reviews health and safety performance to enable us to maintain our record of "Zero Accident".

我們關愛員工，並不止在平等及福利層面，亦汲及其身體健康、心理健康及安全。員工安全是我們的重點方針，故之亦然，我們為員工提供職安健相關培訓，讓他們提高安全意識。另外，我們會為員工提供適當的安全裝備，保護其身體免在工作中受到傷害。我們力爭「工作零事故」，在2016年整年，沒有違反健康與安全個案及沒有工傷個案。集團定立持續改善制度，定期評估職安健安全表現，使我們能持續保持「工作零事故」績效。

**2.2.1 We have undertaken the following measures and activities with regard to our employees' occupational health and safety:**

**2.2.1 針對員工的職業健康與安全，我們採取了以下措施及活動：**

Name of Measure/Activity 措施／活動名稱	Performance Review 成效評估	Performance Review Frequency 成效評估頻率	Performance Review Evaluation Follow-up 成效評估跟進
OHSAS 18001 Occupational Health & Safety Management System OHSAS 18001職業健康及安全管理體系	The Company regularly performs internal reviews to allow the prompt discovery of any issues. 公司定期進行內部評審，讓問題能被及時發現。	Once per year 每年一次	Familiarise employees with the content of OHSAS 18001. 使員工知悉OHSAS 18001所有內容。
Provide occupational health and safety training 提供職業健康及安全培訓	The effectiveness of training is assessed using drills. 通過演練，評估培訓成效。	Once per year 每年一次	Regular clean-up drills. 清理定期演練。
Recreational Activities 娛樂活動	Create opinion surveys to evaluate the effectiveness of activities. 制定民意調查，評估活動效果。	Once per year 每年一次	Revising the activity plan based on employee opinions. 根據員工意見，修改活動方案。
Employee Communication Channels 員工溝通管道	Employee suggestions are regularly collected by email. 定期通過郵箱收集員工建議。	Once per year 每年一次	The activity plan is revised based on employee opinions. 根據員工意見，修改活動方案。

**2.3. Development & Training**

**2.3 發展及培訓**

We would like our employees to be able to grow together with the Group and work hand-in-hand to create a better future. The Group has developed a long-term employee development system that continuously provides employees with job skills courses targeted at employee needs, with the goal of increasing their workplace performance and providing them with a smoother path to promotion. We have proactively rolled-out an "Employee Joint Growth Model" that allows new recruits and junior employees to be mentored by experienced employees; the mentoring and communication process also allows more experienced employees to develop new thinking and improve their own abilities and knowledge.

我們希望員工能和本集團共同成長，攜手創建更好的未來。集團開展長期員工發展機制，持續針對員工需要，提供工作技巧課程，目的是提升他們的職場表現，能夠有更暢通的晉升前路。我們積極展開「員工共同成長模式」，初級員工或新入職員工會受經驗較豐富的員工指導，在指導過程中，經驗較豐富的員工亦能在溝通過程中，啟發新思維，改善自身的能力及增進知識。

**2.3.1 Percentage of Employees trained and Average Training Hour by Gender/Employee Type**

**2.3.1 按性別及員工類別劃分的受訓員工百分比及完成受訓的平均時數**

Gender/Employee Type	Percentage of employees trained	Average training hour
性別／員工類別	受培訓員工百分比	員工完成培訓的平均時數
Male 男性	100%	4 hours 4小時
Female 女性	100%	4 hours 4小時
Senior Management 高級管理層	100%	4 hours 4小時
Middle Management 中級管理層	100%	4 hours 4小時
Junior Employees 初級員工	100%	4 hours 4小時

**2.4 Labour Standards**

**2.4 勞工準則**

The Group is committed to only recruiting adults over 18 years of age and uses absolutely no child labour. We abide by the relevant legislation concerning labour standards, such as China's Labour Contract Law, and we were involved in no cases of violations of labour standards during the report period. The Group respects human rights and believes that employees should receive our protection, and should not be subjected to forced labour by Group employees of any level.

本集團承諾只會聘請18歲以上的成年人，絕不聘請童工。我們恪守與勞工準則之相關法例，例如國內的《勞動合同法》，在報告期間內，並沒有發生任何違反勞工準則的案件。集團尊重人權，認為員工應受我們保護，不應被集團任何階層的員工強迫勞動。

**2.4.1 Recruitment Practice Measures to Prevent Child Labour and Forced Labour**

**2.4.1 招聘慣例的措施以避免童工及強制勞工**

Measure 措施	Content of Measure 措施內容	Performance Review 成效評估	Performance Review Frequency 成效評估頻率
Measures to Prevent Child Labour 防止童工措施	The HR Department excludes all job applicants under 18 when reviewing CVs. 人力資源部在評估履歷表時，會剔出年齡18歲以下的工作應徵者。	Child labour checks and reviews are conducted every year, and the actual age of employees can be checked on the official website. We have not employed any child labourers since these measures were introduced. 每年進行童工檢查審核，到官網核實員工真實年齡。自措施生效以來，我們並未聘用任何童工。	Child labour checks and reviews are conducted every year 每年進行童工檢查審核
Measures to Prevent Forced Labour 防止強制勞工措施	Employees must submit work hours to their line manager every day 員工需每天呈交工作時數予其直屬上司	The HR Department checks the work hour records once per week, and any excessive work hours are immediately investigated. 人力資源部每星期檢查一次工作小時記錄，如發現超時情況，會立刻調查。	Once per week 每星期一次

### 3. Supply Chain Management

We have always managed our supply chain effectively; we use continual communication, including conference calls, visits, meetings and email, to ensure that the supply chain is operating in a healthy way and that the products provided by the Group comply with or even exceed stakeholder expectations, in terms of both safety and quality. The Group's supply chain management incorporates ESG concepts by requiring suppliers to comply with the social responsibility standards that we set, such as safety standards based on national regulations, environmental protection performance standards, and successful social responsibility performance. We conduct regular evaluations of social responsibility performance and discuss the relevant issues; for example: at the start of 2016, a supplier proposed on-site guidance for the assembly of a particular part to reduce wastage rates, so we conveyed this information to the Production Department and arranged for the relevant training and guidance to take place. We have added environmental protection performance to our supplier selection criteria, in order to increase environmental protection awareness among suppliers. The Group's supplier situation in 2016 was as follows:

#### 3.1 Number of Suppliers by Geographical Region

Breakdown by Region 地區劃分	Number of Suppliers 供應商數目
China 中國	45
United States 美國	1
Total 合計	46

### 3. 供應鏈管理

我們一直有效地管理供應鏈，通過不斷的互相溝通，包括電話會議、探訪會議及電郵等，確保供應鏈能健康地操作，讓集團提供的產品的安全及質量都能符合甚至超越持份者期望。集團把環境、社會及管治理念帶到供應鏈管理中，要求供應商符合我們設定的社會責任規範，如依照國家規定的安全規範、環保表現規範及社會責任表現成就等。我們會定期對其社會責任表現進行評估，探討相關事項，例如：在2016年初，供應商提出現場指導某零件的組裝，以降低損耗率，我們把信息傳達致工藝部門，以安排培訓與指導。在聘用供應商方面，我們加入環保表現為其中一項選用條件，以加強供應商的環保意識。於2016年，集團的供應夥伴如下：

#### 3.1 按地區劃分的供貨商數目

#### 4. Responsibility to Customers

The Group understands that it has a responsibility to customers, and in order to fulfil this responsibility, it is vital that product quality and safety reach standards-compliant levels. We use quality testing and safety checks to strictly monitor and control the level of quality compliance for the products we sell. When we are selling a product, we promise to only provide the customer with genuine product description information to prevent the customer being misled. We continue to fulfil our responsibility to the customer after a product has been successfully sold, so we provide an after-sales service to make it easy for customers to make enquires. We never avoid responsibility if there are any issues with the product; we actively communicate with the customer and will investigate product recalls. Based on the responsible operations described above, we were involved in no breaches of regulations relating to product liability in 2016; neither were any recalls required due to safety or quality issues for products that had already been sold or delivered.

To implement excellent customer service, we have set up a telephone complaint mechanism, and all issues are followed-up and dealt with by the After-Sales Service Department, so that customers have “Channels to submit complaints and smooth resolutions to any issues”. We also conduct customer satisfaction surveys to allow us to analyse the level of customer satisfaction and make improvements. In order to safeguard consumer data and privacy, we have appointed Internet Security Administrator to perform regular maintenance and inspections of the Group’s networks and computer equipment and ensure that the systems are secure. Our Internet Security Management team performs evaluations on a monthly basis, and if any anomalies are found in the system, they are dealt with in a timely manner.

#### 4. 對客戶的責任

集團明白對客戶有責，而履行這個責任，產品質量及安全能夠達到合規標準是必須的。我們透過品質檢測及安全驗證，嚴格監控所售產品質量的合規情況。產品售賣時，我們承諾只會向客戶提供真實的產品描述訊息，防止顧客被誤導。產品成功售賣後，我們亦會一直對客戶負責，所以，我們提供售後服務，方便客戶查詢。如產品出現問題，我們絕不逃避責任，會主動與客戶協商，研究產品回收。基於以上盡責營運，我們在2016年，沒有出現與產品責任相關的違例個案，也沒有已售或已運送產品因安全與質量理由而需要回收。

為了做好顧客服務，我們設立電話投訴機制，並由售後服務部進行跟進與處理，讓客戶可以「投訴有門 暢通解決問題」。與此同時，我們進行顧客滿意度調查，以分析客戶滿意度，以作改進。為保障消費者資料及私隱，我們委派網路安全管理員，定期對本集團的網路與電腦設備進行維護與監察，確保系統安全。我們的網路安全管理團隊會每月進行一次評估，如果發現系統有異常情況，會及時進行修復。

#### 4.1 The Group's Practices relating to observing and protecting intellectual property rights

#### 4.1 本集團維護及保障知識產權有關的慣例

Practice 慣例	Action Content 行動內容	Effectiveness Evaluation 成效評估	Frequency of Effectiveness Evaluations 成效評估頻率
We do not buy fake products 不會購買盜版產品	We are committed to not purchasing pirated products and all software used in our offices is genuine. 我們承諾不會購買盜版產品，所有辦公使用的軟體均為正版。	We conduct regular internal reviews to check that employees are not secretly downloading pirated software. 定期進行內部審核，檢查員工是否私自下載盜版軟體。	Once per month 每月一次
We do not use unauthorised third-party photographs 不會採用未經第三方授權的相片	We are committed to not using photographs without third-party authorisation, and all photos are provided by legitimate photograph-holding companies. 我們承諾不會使用未經第三方授權的相片，所有相片均由合法的相片持有公司提供。	The relevant departments regularly check that the company has copyright for all photos used. 相關部門定期核查公司所用相片是否具有版權。	Once per month 每月一次
We do not use unauthorised third-party designs 不會採用未經第三方授權的設計	We are committed to ensuring that none of our publicity materials or product designs involve plagiarism, and we require all employees to have an awareness of intellectual property (IP) rights and maintain the confidentiality of their own designs, as all designs are the property of the Company. 我們承諾公司所有的宣傳或產品設計均不涉及抄襲，並要求公司所有員工有知識產權意識，對自己的設計保密，因為所有設計均屬於公司財產。	The relevant departments regularly perform spot-checks to ensure that the company owns the relevant designs. 相關部門定期抽查設計是否屬於本公司所有。	Every six months 每半年一次



## 4.2 Group Quality Assurance Process and Recall Procedures

## 4.2 本集團質量檢定過程及產品回收程序

Process Type 過程類別	Step 1 步驟1	Step 2 步驟2	Step 3 步驟3	Step 4 步驟4	Step 5 步驟5	Step 6 步驟6
Quality Assurance Process 質量檢定過程	All raw materials purchased must pass tests conducted by a third-party testing organisation before storage. 所有採購的原材料均需通過第三方檢測機構的檢測，方可入庫。	Products on the production lines are subject to IPQC before proceeding to the next step. 在生產線上的產品，必須按照規定抽檢合格方可進入下一步驟。	All finished products must pass quality and safety tests with FQC report performed by the Testing Department. 所有成品必須通過檢測部門的品質與安全檢測，並出具成品檢驗報告。	After test, the Quality Manager reviews the Test Report. 檢測完成後，由品質部經理審閱檢測報告。	Only products with a compliant Test Report may be sold. 檢測報告合格的產品才可出售。	Products with a non-conformance Test Report are recalled in accordance with the relevant processes. 檢測報告不合格的產品，將會按照相關流程進行回收。

Process Type 過程類別	Step 1 步驟1	Step 2 步驟2	Step 3 步驟3
Product Recall Process 產品回收過程	Once recovered, discarded power storage cells are subject to comprehensive evaluations of their capacity, charge and discharge characteristics, and usage safety, and a determination of their suitability for graded use, recycling or scrap is then made based on the actual situation. (Graded use includes: use in energy storage, mobile power sources, and low-speed vehicles). 回收後的廢舊動力蓄電池的容量、充放電特性及使用安全性等，都會按實際情況進行綜合評估，判斷其是否可進行梯級利用、再生利用或報廢。（梯級利用包含：儲能使用、移動電源使用、低速車使用）。	Power storage cells that are suitable for graded use are subjected to the necessary tests, sorting, dismantling, and reassembly, and are then labelled with our own trademark to clearly show that the battery product is a graded-use battery; product numbering and traceability systems are then applied in accordance with the Group's requirements. 對符合梯級利用條件的廢舊動力蓄電池進行必要的檢測、分類、拆解和重組，貼自有商標以明示該電池產品為梯級利用電池，並會按照集團要求對產品編碼及建立追溯系統。	Discarded power storage cells that are judged unsuitable for graded use must be recycled in accordance with the relevant requirements; a registered recycling company is appointed to collect the wastes in accordance with regulations. 經判斷不能進行梯級利用的廢舊動力蓄電池應按有關要求進行再生利用，讓有回收資質的公司回收其中有價值的資源，按規定流程處理。

## 5. Preventing Corruption

The company was not involved in any corruption cases during the whole of 2016. This is the result of the Group's cultivation of an employee culture that upholds professional ethics and integrity. We require all employees to abide by business ethics standards and commit to not engage in any corrupt activities or bribery. If a conflict of interest arises, employees can declare the situation to the HR Department to allay any potential suspicion of individual corruption. For positions that involve a relatively high risk of conflicts of interest, the Group assigns dedicated personnel to monitor the situation and ensure that absolutely no form of corrupt activity takes place, including extortion and money laundering. The Board of Directors also regularly discusses anti-corruption policies, such as independent auditing policy, contract approval policy and tenders policy, in order to maintain our anti-corruption performance.

## 5. 防止貪污

於2016年整年，我們沒有貪污個案，這是集團培養員工職業道德操守的成果。我們要求所有員工都要遵守商業道德準則，承諾不會有任何貪污及賄賂行為。如有利益衝突情況，員工可向人力資源部申報案件，以防懷疑貪污個案發生。針對發生利益衝突的較高風險職位，集團會指派專人監察，以堅決杜絕任何形式的腐敗行為，包括勒索及洗黑錢。董事局會定期探討防止貪污政策，例如獨立核數政策、合約審批政策及招標政策等，以維持防貪表現。

## 5.1 Anti-Corruption Measures and Whistle-blowing Processes

## 5.1 防貪措施及舉報程序內容

Anti-Corruption Measures 防貪污措施	Content of Measure 措施內容	Information Reviewed 評估資料	Performance Review 成效評估
Independent financial audit measures 獨立核數機構措施	Lianyungang Tianzhou United Accounting Firm was appointed to conduct audits. 委託連雲港天洲聯合會計師事務所核數。	Audit Report 核數報告	The content of the Audit Report is followed up once per year to improve our financial systems. 每年一次，跟進核數報告內容，改善財務機制。
Disclosure of conflict of interests 利益衝突申報措施	If there is a suspected case of conflict of interest, the employee must report the conflict of interest to the HR Department within two days; channels through which such conflicts may be reported include face-to-face meetings, phone calls and email. 如有疑似個案，員工須在兩天內向人力資源部申報利益衝突，申報管道包括會面、電話及電郵。	The reporting process and channels of communication are reviewed on the basis of each individual case 按著每個個案，檢視申報程式及溝通管道	Once every year, the results of the review are followed up within one week. 每年一次，根據檢視結果，在一星期內跟進。
Tender measures 招標措施	<ul style="list-style-type: none"> <li>Suppliers are invited to submit tenders via email invitations or by announcements on the Company website. 透過電郵邀請及公司網站公告，邀請供貨商投標。</li> <li>The number of suppliers invited is determined on the basis of the value of the services, but at least 3 suppliers must be invited. 按服務的價值確定邀請供貨商的數量，最少邀請3家。</li> </ul>	The supplier's documents and performance shall be reviewed and the effectiveness of the tendering is evaluated 檢討供貨商檔案及表現，評估招標成效	Suppliers may be replaced once per year if their services are found to not meet our requirements. 每年一次，如發現供貨商的服務與我們期望不符，會撤換供貨商。
Contract Approval Measures 合約審批措施	Contracts must be approved by the relevant manager or the CEO depending on their value; any contracts already approved must be reviewed by the Procurement Department prior to payment made by Finance Department. 根據合約金額，由相關經理或總裁批准，已批合約須由採購部審查，通過審查後，才交由財政部付款。	The number of contracts which have not been authorised by means of a signature is used as a reference 以沒有受權簽署的合約數量為基準	The investigation for the breach of contract is performed once per month. 每月一次，調查違規合約的原因。

## 6. Community Contribution

The Group strives to serve the community, and the Integrated Management Department is responsible for dealing with matters involving community contribution and associated communications. We incorporate issues including the environment, labour requirements, education and culture into community discussions, in order to support activities/campaigns involving the relevant issues. On 5 December 2016, the Company's managing director attended the launch ceremony of the "Gender Focal Point Network" initiated by the "Women's Commission", as a nominated representative in order to demonstrate our support for industry-community activities.

## 7. Brand Success

As a responsible business, the Group values environmental protection, employee safety and product quality; our sense of responsibility has spurred us on to achieve certification for ISO 14001 Environmental Management System, OHSAS 18001 Occupational Health & Safety Management System, and ISO/TS 16949 Quality Management System.

## Outlook

The Group has made determined efforts in all aspects of ESG in 2016. By effectively implementing a system of integrated management, we have obtained fruitful results in terms of reducing waste, as well as reducing levels of harmful waste to zero. We have always valued employees' growth and development, and strived to build amicable employer-employee relationships. We strongly believe in the concept of "Mutual benefit and interaction" with stakeholders, and we continue to retain excellent levels of communication and collaboration with them. For this reason, we will continue to build on our previous results and make future progress in terms of our environmental and social responsibility performance, while developing towards making continuous improvements.

## 6. 社區貢獻

本集團致力服務社群，並由綜合管理部處理社區貢獻及溝通事宜。我們把環境、勞工需求、教育及文化等納入社區探討事項，以支持相關事項的活動。於2016年12月5日，公司執行董事以提名代表身份出席由「婦女事務委員會」於上市公司推行的「性別課題聯絡人」網絡(Gender Focal Point Network)啟動儀式，以示對業界社區活動的支持。

## 7. 品牌成就

本集團為責任企業，高度重視環保、員工安全與產品質量，我們的責任感，推使我們達致ISO14001環境管理體系、OHSAS 18001職業健康安全管理体系及ISO/TS 16949質量管理體系。

## 展望

在2016年，本集團在環境、社會及管治方面付出一定的努力，我們通過綜合管理體系的有效實施，在減廢方面獲得良好效果，並將有害廢棄物總量減為零。一直以來，我們重視員工的成長和發展，讓彼此之間締造友好的僱傭關係。我們堅信與持份者的「互惠互利互動」理念，繼續與他們保持良好溝通與合作。因此，我們將繼往開來地保持環境與社會責任的表現，並以持續改進為我們的發展方向。

## HKEx Environmental, Social and Governance (ESG) Reporting Guidelines

## 香港聯交所環境、社會及管治報告指引索引

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