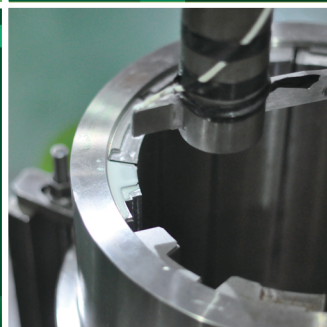


# Yuk Wing Group Holdings Limited 煜榮集團控股有限公司

(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：1536



## 2016/17

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

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## APPROACH

Yuk Wing Group Holdings Limited (stock code: 1536) and its subsidiaries (hereafter, called the “**Group**”, “**we/our**”, or “**us**”) are pleased to present the first Environmental, Social and Governance (“**ESG**”) report.

The results of the ESG review shown in this report demonstrate the importance which we place on environmental protection in addition to our business development targets, and explain how we seek to continually improve our ESG strategy in line with the global standards.

With both integrity and purpose, we look at issues that may have a reputational impact on, or that may pose a risk to, the Group in the short, medium or long-run. Issues that are important to our stakeholders, including but not limited to, our customers and employees, as well as the community, are also crucial to us. We are positive in developing opportunities with a focus on work ethics to ensure that the Group’s success in business development is sustainable, and that the benefits will pass on to our employees, customers and the environment.

The Group follows the principle of sustainable development and incorporates policies and mechanisms so as to reduce the damage to the environment caused by the business operations of the Group. Environmental protection is our priority and our target is to minimise adverse impact on the environment by adopting environmental protection practices in our operational activities.

We are confident that as part of the business decision-making process, whenever the Group can properly monitor the ESG issues with all relevant stakeholders involved in the ESG management process, the Group’s success in the long-run can be maintained.

Our sustainability strategy in the following aspects is applied to the work streams:

1. To contribute towards environmental sustainability;
2. To attract, support and retain employees;
3. To engage with stakeholders;
4. To support local community;
5. To strengthen community relations; and
6. To grow suppliers’ commitment.

## 方法

煜榮集團控股有限公司(股份代號：1536)及其附屬公司(以下稱為「**本集團**」或「**我們**」)欣然提呈首份環境、社會及管治(「**環境、社會及管治**」)報告。

載於本報告的環境、社會及管治審閱結果展示我們除了業務發展目標外，對環境保護亦很重視，並說明我們如何根據全球標準尋求持續改善環境、社會及管治策略。

我們秉持誠信及目標，著眼於可能在短期、中期或長期內對本集團的聲譽造成影響，或可能對本集團帶來風險的事宜。對持份者(包括但不限於客戶及僱員)及社區而言屬重要的事宜對我們而言亦屬關鍵。我們積極創造機會，專注於遵守職業道德，確保本集團業務發展持續成功，從而造福僱員、客戶及環境。

本集團遵從可持續發展的原則，並納入政策及機制，以減低本集團業務營運對環境所造成的損害。環保是我們優先考慮的因素，且我們的目標為透過於營運活動中採納環境保護措施，盡量減少對環境造成的不利影響。

我們相信，作為業務決策流程的一部分，本集團在所有相關持份者參與環境、社會及管治管理流程的情況下，可恰當地監控相關環境、社會及管治事宜，亦可維持本集團長期成功。

我們在工作流程中應用下列範疇的可持續發展策略：

1. 促進環境的可持續性；
2. 吸引、支援及挽留員工；
3. 與持份者聯繫；
4. 支持當地社區；
5. 鞏固社區關係；及
6. 增強供應商承諾。

## ABOUT THIS REPORT

### Report Profile

This year's ESG report is our first step in environmental, social and governance reporting and mainly focuses on our Hong Kong operations and the operations of our factory located in the Shunde District, Guangdong Province, the People's Republic of China (the "PRC") (being the main operations of the Group). It describes the progress in the way of our contribution towards creating sustainable value for our shareholders and other stakeholders.

### Report Scope and Boundary

During the process of preparing this ESG report, we have conducted thorough review and evaluation of the existing ESG practices of the Group with the aim of achieving better performance results in the future.

The ESG report contains information that is material to allow report readers understand our practices in the Group's operations in Hong Kong and the PRC.

This ESG report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the "ESG Guide") as set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Listing Rules") and focuses on providing an overview of the performance of our operations in Hong Kong and the PRC with respect to the aspects of ESG for the financial year from April 1, 2016 to March 31, 2017 (the "financial year" or "reporting period"). The ESG reporting period is consistent with our financial year.

This ESG report mainly covers general disclosures on the environmental and social aspects of the Group for the reporting period and excludes disclosure of environmental and social Key Performance Indicators ("KPIs"). The Group will expand the scope with disclosures on KPIs for the next financial year. For corporate governance matters, please refer to the Corporate Governance Report in the Group's 2016/17 Annual Report.

All the materials contained herein are sourced from the official documents and data of the Group, and refer to the management and operational information provided by the Hong Kong office and the factory in the PRC in accordance with the internal policies of the Group.

## 有關本報告

### 報告簡介

本年度環境、社會及管治報告乃本集團首次作出的環境、社會及管治報告，主要專注於我們於香港的業務及位於中華人民共和國（「中國」）廣東省順德區工廠的營運（為本集團的主要業務）。本報告說明我們為股東及其他持份者創造可持續價值所做投入的工作進展。

### 報告範圍及界限

編製此環境、社會及管治報告的過程中，我們已對本集團現有的環境、社會及管治的常規作出詳盡審查及評估，旨在於日後取得更好的業績表現。

本環境、社會及管治報告所載資料很重要，可讓查閱報告的人士瞭解有關本集團於香港及中國的慣常營運。

本環境、社會及管治報告乃根據香港聯合交易所有限公司證券上市規則（「上市規則」）附錄 27 所載環境、社會及管治報告指引（「環境、社會及管治指引」）編製，專注提供我們於二零一六年四月一日至二零一七年三月三十一日止財政年度（「財政年度」或「報告期間」）就環境、社會及管治方面於香港及中國營運表現的概覽。環境、社會及管治報告期間與我們的財政年度一致。

本環境、社會及管治報告主要涵蓋本集團於報告期間在環境及社會方面的一般披露，而不包括環境及社會關鍵績效指標（「關鍵績效指標」）的披露。本集團將於下個財政年度加入關鍵績效指標披露資料，以擴大報告範圍。有關企業管治事宜，請參閱載於本集團 2016/17 年報的企業管治報告。

本報告所載一切資料源自本集團的官方文件及數據，並根據本集團內部政策，參考香港辦公室及中國工廠所提供的管理及營運資料。

## OUR STAKEHOLDERS

We believe that our key stakeholders play a crucial role in sustaining the success of our business, and we seek for every opportunity to understand and engage our stakeholders in pursuance of constant improvement in our business operations. The Group's stakeholders cover a diverse group of parties, including, but not limited to, its employees, customers, suppliers, investors, shareholders, and other governmental and community groups. Communication with stakeholders would normally be conducted via our day-to-day interaction or during the annual general meeting. Announcements and publications relevant to the Group would also be issued on the Company's or the Hong Kong Stock Exchange's websites.

### Stakeholders' Feedback

We value the stakeholders' feedback on both the content and the form of this ESG report. Comments and suggestions regarding our ESG performance are always welcomed and can be sent by post to our principal place of business in Hong Kong at Unit B, 17/F, E-Trade Plaza, No. 24 Lee Chung Street, Chai Wan, Hong Kong for the attention of our Company Secretary.

## 我們的持份者

我們相信，主要持份者在維持我們的業務成功方面發揮著重要作用，且我們積極尋求每一次瞭解持份者及與之交流的機會，以保持業務營運不斷改善。本集團持份者涵蓋不同組別之人士，包括但不限於其僱員、客戶、供應商、投資者、股東以及其他政府及社區團體。本集團通常透過日常互動或於股東週年大會與持份者溝通。本集團亦會透過本公司或香港聯交所網站發佈有關本集團之公告及刊物。

### 持份者反映的意見

我們重視持份者對本環境、社會及管治報告的內容及形式反映的意見。倘對我們的環境、社會及管治表現有任何意見及建議，歡迎郵寄至我們的香港主要營業地點香港柴灣利眾街24號東貿廣場17樓B室，收件人為我們的公司秘書。

## A. ENVIRONMENTAL Overview

The Group is principally engaged in the manufacturing and trading of down-the-hole (“DTH”) rockdrilling tools, trading of piling and drilling machineries and rockdrilling equipment.

We understand that the foundation for economic progress and well-being of the society is crucial to a healthy environment. We are committed to upholding high environmental standards to fulfil relevant requirements under applicable laws and regulations in Hong Kong and the PRC for our operations. The Group complies with relevant local environmental regulations and international general practices, with an aim to reduce the use of natural resources and to protect the environment.

The Group has been persistent in conducting business in an environmentally responsible manner through the efficient use of resources, including energy, water, and raw materials, and minimising the Group’s impact on the environment and natural resources.

We ensure that the concept of environmental sustainability is integrated into every part of our business operations. For instance, the Group has set up a Safety Committee (安全生產領導小組), and the “Enterprise Environmental Protection Management System Policy” (企業環保管理制度) in order to comply with environmental matters in our production processes in the PRC, including use of resources, greenhouse gas emissions, generation of hazardous and non-hazardous wastes, and waste discharges into water and land, for minimising the impacts on the environment and natural resources. The Group ensures that internal guidelines and procedures for complying with the relevant laws and regulations in relation to business operations, production and working environment are in place and up-to-date.

To further enhance the Group’s ESG reporting standards, we have also engaged an independent professional firm specialising in the provision of verification, testing and certification to perform a quarterly review and produce a report on environmental impact in April 2017, including the data on air pollution, greenhouse gas emissions and noise levels. Qualitative and quantitative measures have been introduced. In this respect, recommendations have been considered for the continued improvement of our ESG reporting performance.

## A. 環境 概覽

本集團主要從事製造及買賣潛孔(「潛孔」)鑿岩工具、買賣打樁機及鑽機和鑿岩設備。

我們明白，經濟發展及社會福祉穩固對締造健康的環境甚為關鍵。我們致力於維持高水平的環保標準，確保在營運業務時能遵守香港及中國的適用法律及法規項下的相關規定。本集團遵守相關地方環境法規及國際公認常規，以減少使用天然資源及保護環境為目標。

本集團持續地以對環境負責的方式進行業務，有效使用資源，包括能源、水及原材料，並盡量減低本集團對環境及天然資源所造成的影響。

我們確保環境可持續性的概念融入我們業務營運的每個部分。例如，本集團已設立安全生產領導小組及企業環保管理制度，以符合與我們於中國進行的與生產過程有關的環保事宜，當中包括資源使用、溫室氣體排放、有害及無害廢物的產生情況、水中及陸上排污，以盡量減低對環境及天然資源所造成的影響。本集團確保已實施內部指引及程序以遵守有關業務營運、生產及工作環境的法律及法規，並經常更新至最新標準。

為進一步提升本集團的環境、社會及管治報告標準，我們亦委聘專責提供驗證、測試及核證的獨立專業公司於二零一七年四月進行季度審閱及編製環境影響報告，當中包括空氣污染、溫室氣體排放及噪音水平數據。我們已引入定性及定量測量措施。就此，我們已考慮所得建議，以持續提升我們的環境、社會及管治報告表現。

## Emissions

Our operations in Hong Kong do not impose any material impacts on air pollution and greenhouse gas emissions. For our operations in the PRC, air pollution and greenhouse gas emissions mainly consist of metallic dust and weld fumes from the production processes and exhaust gas from petroleum gas furnaces.

We comply with the requirements as set out in the local environmental protection laws and regulations in the PRC, including, but not limited to the “Law of Environmental Protection of the PRC” (中華人民共和國環境保護法), the “Law of the PRC on the Prevention and Control of Atmospheric Pollution” (中華人民共和國大氣污染防治法), “Standards of Guangdong Province on Emission Limits of Air Pollutants” (廣東省地方標準 — 大氣污染物排放限值 DB44/27-2001) issued by the Guangdong Environmental Protection Bureau and the Administration of Quality and Technology Supervision of the Guangdong Province in the PRC and “Standard of Smoke and Dust Emission for Industrial Kiln and Furnace” (工業窯爐大氣污染物排放標準 GB9078-1996).

In order to minimise the emissions of metallic dust, we collect and reuse the ball blast dust by a cyclone dust collector with a shot blasting machine. We also gather the weld fumes and exhaust gas by using collection channels to release them through an exhaust funnel that is approximately 15 metres in height.

There were no cases of non-compliance with laws and regulations relating to air pollution and greenhouse gas emission during the reporting period.

## Hazardous Waste & Non-Hazardous Waste

Our operations in Hong Kong do not impose any material impact on generation of hazardous and non-hazardous wastes, and/or discharges into water and land.

Our operations in the PRC principally generate non-hazardous wastes including scrap metal and metal powder; and minor hazardous waste including machinery oil, used oil rag and waste cutting fluid buckets.

## 排放

我們於香港的業務對空氣污染及溫室氣體排放並無造成任何重大影響。就於中國的業務而言，空氣污染及溫室氣體排放主要包括生產過程中產生的金屬粉塵及焊煙以及石油氣爐排放的廢氣。

我們符合中國當地環保法律及法規所載的規定，包括但不限於「中華人民共和國環境保護法」、「中華人民共和國大氣污染防治法」、中國廣東省環境保護局及廣東省質量技術監督局頒佈的「廣東省地方標準 — 大氣污染物排放限值 DB44/27-2001」及「工業窯爐大氣污染物排放標準 GB9078-1996」。

為盡量減低金屬粉塵的排放量，我們以旋風集塵器連同噴粒機收集及重用球狀爆炸粉塵。我們亦利用收集渠道收集焊煙及廢氣，透過約15米高的排氣煙囪將其排放。

於報告期間，概無違反有關空氣污染及溫室氣體排放的法律及法規的情況。

## 有害廢棄物與無害廢棄物

我們於香港的業務對有害及無害廢棄物的產生情況及／或水中及陸上排污並無造成任何重大影響。

我們於中國的業務主要產生無害廢棄物，當中包括廢金屬及金屬粉末；以及輕微有害廢棄物，當中包括機油、用過的油破布及切削廢液儲存桶。

We comply with the requirements as set out in the local environmental protection laws and regulations in the PRC, including, but not limited to, the “Law of Environmental Protection of the PRC” (中華人民共和國環境保護法), the “Law of the PRC on Prevention and Control of Water Pollution” (中華人民共和國水污染防治法), the “Law of the PRC on the Prevention and Control of Atmospheric Pollution” (中華人民共和國固體廢物污染環境防治法), “Regulations of Guangdong Province on Prevention and Control of Environmental Pollution by Solid Waste” (廣東省固體廢物污染環境防治條例).

To mitigate the effects of waste disposal, we engage qualified recyclers who have obtained the “Hazardous Waste Collection, Storage, Disposal Business License” (危險廢物收集、儲存、處置經營許可證) and “Dangerous Goods Road Transport Business License” (道路危險貨物運輸經營許可證) to dispose hazardous waste, such as metal powder and scrap metal, and return cutting fluid buckets back to the suppliers for recycling purposes.

Water is neither used nor released in our production processes. Our PRC office utilises low levels of water and releases non-hazardous waste water and sanitary sewage. The Group complies with “Discharge Limits of Water Pollutants” (水污染物排放限值 DB44/26-2001).

The employee canteen located at our PRC factory mainly produces non-hazardous waste water and sanitary sewage. Waste water is handled by the use of three-stage sludge to separate oil and slag, while sanitary sewage is first processed by the use of three-stage septic-tank. Waste water and sanitary sewage are then further processed by Wusha sewage treatment plant before being released to Hongqi drain channel located in the Guangdong Province in the PRC.

The Group is not aware of any material cases of non-compliance with laws and regulations relating to generation of hazardous and non-hazardous waste arising from its operations, and waste discharges during the reporting period.

我們符合中國當地環保法律及法規所載的規定，包括但不限於「中華人民共和國環境保護法」、「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「廣東省固體廢物污染環境防治條例」。

為盡量減少廢物處理造成的影響，我們聘請取得「危險廢物收集、儲存、處置經營許可證」及「道路危險貨物運輸經營許可證」的合資格回收公司，以處理有害廢棄物（如金屬粉末及廢金屬）以及向供應商交還切削液儲存桶作回收之用。

我們於生產過程中，概無使用或排放水。我們的中國辦事處用水量低，並會排放無害廢水及生活污水。本集團符合「水污染物排放限值DB44/26-2001」的要求。

位於我們中國工廠的員工食堂主要會產生無害廢水及生活污水。廢水透過三階段沉澱以分隔油與熔渣，而生活污水則首先採用三階段化糞池處理。其後，廢水及生活污水在排入位於中國廣東省的紅旗排水渠前，首先經過烏沙污水處理廠進一步處理。

於報告期間，本集團並無察覺任何因其業務所產生的有害及無害廢棄物以及排污而嚴重違反有關法律及法規的事宜。



## Use of Resources

Efficient use of energy is more than just consuming less, but also making the most efficient usage of energy we consume, while delivering safe and quality products to our customers. Our office and factory processes implement effective energy conservation measures in order to reduce greenhouse gas emissions and consumption of resources.

Our operations in Hong Kong do not impose any material impact on the use of resources.

For our production operations in the PRC, energy and resource usage includes domestic water, electricity, steel and petroleum gas. We comply with the requirements as set out in the local environmental protection laws and regulations in the PRC, including, but not limited to, the “Environmental Protection Law of the PRC” (中華人民共和國環境保護法) regarding the efficient use of resources, including energy (mainly electricity), water and raw materials. We have implemented the “Policy for Mitigating Greenhouse Gas Emissions and Saving Resources” in order to prevent wastage of water, electricity and raw materials in our operations.

The water consumption of the Group is minimal, as a majority of the water consumption is for basic cleaning, sanitation and domestic use. In order to reduce water wastage, we inspect the operations of water supply facilities and promote water conservation awareness of the employees.

## 資源使用

有效使用能源不單在於減少消耗，亦包括以最有效方式使用我們消耗的能源，同時為我們的客戶提供安全及優質的產品。我們的辦事處及工廠工序採用有效的節能措施，以減少溫室氣體排放及資源消耗。

我們位於香港的業務對資源消耗並無造成任何重大影響。

就我們位於中國的生產業務而言，能源及資源使用包括生活用水、電力、鋼材及石油氣。我們符合中國當地環保法律及法規所載的規定，包括但不限於「中華人民共和國環境保護法」，內容有關有效使用資源，包括能源（主要為電力）、食水及原材料。我們已實施「盡量減少溫室氣體排放及節約資源政策」，以防止於營運時浪費食水、電力及原材料。

本集團用水量極少，大部分食水消耗用於基本清潔、衛生設備及家居用途。為減少浪費食水，我們會視察供水設施的運作情況及向員工宣傳節約用水意識。

The main practices that help us reduce the use of resources and protect the environment include:

1. Control raw material usage and reduce raw material wastage by procuring raw materials, especially tungsten carbide ring, with size as similar as that of finished products, and monitoring the quality of our work-in-progress and products;
2. Switch off electrical appliances and lights during lunch hours and non-working hours;
3. Keep indoor temperature at 24 degrees celsius or above to reduce unnecessary energy wastage;
4. Keep the doors closed while using the air conditioning system;
5. Control paper usage and promote the concept of double-side printing; and
6. Recycle cutting fluid, which is used for prevention of floating metal dust in the air.

### Environmental Impact

The production facility in the PRC complies with the “Emission Standard for Industrial Enterprises’ Noise at Boundary” (工業企業廠界環境噪聲排放標準GB12348-2008). During the production process, comprehensive control of noise is adopted which includes sound insulation, vibration reduction, noise elimination and sound absorption.

有助我們減少使用資源及保護環境的主要慣常做法包括：

1. 透過採購與製成品大小相若的原材料(尤其碳化鎢環)以及監測在製品及產品質素，控制原材料的用量及減少浪費原材料；
2. 於午飯及非工作時間關上電器及電燈；
3. 保持室溫在攝氏24度或以上，以減少不必要的能源浪費；
4. 使用空調系統時保持門戶關閉；
5. 控制紙張用量及宣傳雙面印刷的概念；及
6. 循環再用切削液，其用途為防止金屬粉塵漂浮空中。

### 環境影響

位於中國的生產設施符合「工業企業廠界環境噪聲排放標準GB12348-2008」。於生產過程中，我們已採納全面噪音控制，當中包括隔音、減震、消音及吸音。

## B. SOCIAL

### Employment and Labour Practices

The Group regards its employees as its most valuable assets. The Group's internal policies have been implemented in order to comply with relevant labour laws and regulations related to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare, employment development and training, child and forced labour.

As a responsible employer, we comply with all relevant employment laws and regulations, including "Employment Ordinance", "Minimum Wage Ordinance", "Employees' Compensation Ordinance", and "Mandatory Provident Fund Schemes Ordinance" in Hong Kong, and the "Labour Law", "Labour Contract Law", and "Law of the PRC on Work Safety" (中華人民共和國安全生產法) in the PRC.

During the reporting period, there was no case of non-compliance in relation to labour laws and regulations.

### Compensation, Dismissal, Recruitment, Promotion, Working hours and Rest Periods

We are committed to providing our employees with critical benefits including annual remuneration, bonus for full attendance and compensation to leaving employees. Our employees are entitled to legal holidays, marital leave, maternity leave, etc.

Open recruitment is conducted through various methods such as recruitment advertisements, online recruitment, campus recruitment, job market recruitment, and head-hunter referral. Comprehensive evaluation will be conducted for every applicant.

For effective personnel management, the rewards (e.g. promotion) and punishments (e.g. dismissal) are linked to employee attendance and performance.

The employees' rest time is well respected. To comply with "Labour Law" in the PRC, we manage the work schedule for our employees in PRC production facility with no more than 8 working hours per day and no more than 44 hours per week on the average. Any arrangements of overtime work are agreed by the employees voluntarily to prevent forced overtime work.

## B. 社會

### 僱傭及勞工慣例

本集團視其僱員為最寶貴的資產。本集團已實施內部政策以遵守有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利、僱員發展及培訓、童工及強制勞工方面的相關勞工法律及法規。

作為負責任的僱主，我們遵守所有相關僱傭法律及法規，包括香港的「僱傭條例」、「最低工資條例」、「僱員補償條例」及「強制性公積金計劃條例」以及中國的「勞動法」、「勞動合同法」及「中華人民共和國安全生產法」。

於報告期內，概無有關勞工法律及法規的不合規事宜。

### 補償、解僱、招聘、晉升、工時及假期

我們致力於為僱員提供關鍵福利，包括年度薪酬、勤工獎以及向離職僱員作出補償。我們的僱員有權享有法定假期、婚假、產假等福利。

本集團透過各種方式進行公開招聘，例如招聘廣告、網上招聘、校園招聘、就業市場招聘及由獵頭公司轉介。我們亦會對每位申請人進行全面評估。

為達致有效的人事管理，獎勵(如晉升)及處分(如解僱)與僱員的出勤率及表現掛鈎。

本集團極為重視僱員的休息時間。為遵守中國的「勞動法」，我們為中國生產設施的僱員安排工作時間表，其中每日工作時數不超過八小時及平均每週工作時數不超過44小時。為避免強制超時工作，任何超時工作的安排均須獲僱員自願同意。

### Child Labor and Forced Labor

The Group does not tolerate the recruitment of children and/or the use of forced labour. During the reporting period, the Group had no non-compliance cases regarding violation of relevant child labour and forced labour laws.

To ensure that the Group complies with the “Employment Ordinance” in Hong Kong and “Labour Law” in the PRC, stringent internal review procedures are taken. For example, during the recruitment process, the responsible personnel collect the identity documents from candidates to ensure that the age of the candidates can meet the legal requirements.

### Equal Opportunity, Diversity, Anti-discrimination

Our Group is committed to providing a friendly working environment where our employees are treated fairly and equally. All employees are assessed regularly based on their ability, job performance and contribution, irrespective of their nationality, race, religion, disability, sexual orientation, political opinion, gender, age or family status. Harassment and discrimination are strictly prohibited within the Group as stated in its “Staff Handbook”.

The Group has established a “Staff Handbook” which clearly defines the rights of its employees, recruitment procedures, dismissal procedures, attendance management procedures, promotion procedures, working hours, leave entitlements, internship arrangements, other benefits and welfare. To ensure that our employees follow our labour policies and understand their rights and obligations, written employment contracts are signed with all our employees and a copy of the “Staff Handbook” is provided to our employees.

All employees who have successfully completed the probationary period are entitled to special leave such as paid marriage leave, maternity leave, and bereavement leave, as the case may be.

### Health and Safety

We are dedicated to providing a working environment that prioritises the occupational health and safety of our employees and protection of employees from occupational hazards. The Group complies with relevant laws and regulations relating to provision of a safe working environment and protection of employees from occupational hazards in Hong Kong and the PRC, including but not limited to the “Law of the PRC on Work Safety” (中華人民共和國安全生產法) and the “Regulations on Work Safety Permits” (安全生產許可證條例).

### 童工及強制勞工

本集團絕不容忍聘用童工及／或使用強制勞工。於報告期內，本集團概無違反相關童工及強制勞工法例的不合規事宜。

為確保本集團遵守香港的「僱傭條例」及中國的「勞動法」，我們已採取嚴謹的內部檢討程序。例如，在招聘過程中，負責人員會收集申請人的身份證明文件以確保申請人的年齡符合法例規定。

### 平等機會、多元化、反歧視

本集團致力於提供友善的工作環境，公平且平等地對待僱員。我們定期根據能力、工作表現及貢獻評估所有僱員，而不論彼等的國籍、種族、宗教、殘疾、性取向、政見、性別、年齡或家庭狀況。誠如「員工手冊」所述，本集團內嚴禁騷擾及歧視。

本集團已編製「員工手冊」，當中清楚界定僱員的權利、招聘程序、解僱程序、出勤管理程序、晉升程序、工作時數、應享假期、實習安排、其他待遇及福利。為確保僱員遵循我們的勞工政策並了解彼等的權利及義務，我們與所有僱員簽署書面僱傭合約，並向僱員提供「員工手冊」副本。

所有成功完成試用期的僱員均享有特別假期，如有薪婚假、產假及喪假（視情況而定）。

### 健康與安全

我們致力於提供安全的工作環境，優先考慮僱員的職業健康與安全，避免僱員遭受職業危害。本集團遵守香港及中國有關提供安全工作環境以及避免僱員遭受職業危害的相關法律及法規，包括但不限於「中華人民共和國安全生產法」及「安全生產許可證條例」。

To fulfil commitment of providing a safe working environment to our employees, we have established a set of comprehensive policies covering occupational health system, safety management system and detailed machine operation rules for each production process. The Human Resources Manager is responsible for monitoring the compliance of the Group with all the relevant laws and regulations.

The Group has developed emergency plans in regard to production disruption, fire control, unexpected events and industrial injuries. In case of the occurrence of any unexpected event, actions are taken immediately in accordance with the emergency plan. The Group should first report the nature of the accident, and then should investigate and analyse the possible causes in order to implement remedial measures. Furthermore, the Group assesses its production effectiveness and impacts on the environment in order to prevent any unexpected events with the expansion of negative impacts on the environment.

The Group has established a "Fire Safety Management Guideline" in order to ensure that its employees are aware of the procedures in case of any unexpected events. We also perform regular fire drills to ensure that employees are well aware of evacuation routes and fire extinction measures.

We ensure that our workers are technically and professionally certified before assigning them to operate any special equipment. The Human Resources Department ensures that the certificates are valid and keeps the certificates during the period of our employees' service with the Group.

To further ensure compliance with safety requirements in our production facility, the Human Resources Department also performs daily inspections on hygiene, workplace and machinery safety, and regular inspections on designated protective measures, including wearing of protective clothing and face masks by employees while they are operating machines.

In addition, the Group provides regular safety and first aid training to different levels of employees in order to strengthen the safety protection awareness of its employees.

The Group also ensures that all its employees receive proper medical care and treatment in the case of work related injuries.

為履行向僱員提供安全工作環境的承諾，我們已制定一套涵蓋職業健康制度、安全管理制度及各生產程序的詳細機器操作規則等方面的全面政策。人力資源經理負責監察本集團遵守所有相關法律及法規的情況。

本集團已制定有關生產中斷、火警監控、突發事件及工傷等方面的應變計劃。當發生任何突發事件時，我們會按照應變計劃即時採取行動。本集團應首先報告意外的性質，然後調查並分析可能的原因以實行補救措施。此外，本集團會評估其生產效益及對環境造成的影響，務求避免發生任何會對環境造成更大負面影響的意外事件。

本集團已制定「消防安全管理指引」，以確保僱員知悉在發生任何突發事件時應採取的程序。我們亦定期進行火警演習，確保僱員清楚知悉逃生路線及滅火方法。

我們在分派人員操作任何特別器材前會確保彼等擁有技術及專業認證。人力資源部會確保有關證書有效，並在僱員任職本集團期間保留有關證書。

為進一步確保生產設施的安全規定遵守情況，人力資源部亦會每日就衛生、工作場所及機器的安全進行檢查，並定期檢查指定保護措施，包括僱員在操作機器時穿戴的保護衣物及面罩。

此外，本集團定期為各職級僱員提供安全及急救培訓，務求加強僱員的安全防護意識。

本集團亦確保其所有僱員在發生工傷時均可接受恰當的醫療護理及治療。

### Development and Training

As mentioned in the “Health and Safety” section, the Group has established a broad employee training programme covering production safety, fire safety and occupational health. Various types of internal training courses are regularly provided to all employees.

Training is provided to newly recruited employees by their department supervisor about the Group and their department structure, their responsibilities, required skills and working instructions.

In April 2016, occupational health training was provided by the Safety Manager of the Group to all employees in the PRC production facility, covering requirements under the relevant laws and regulations and the Group’s policies, such as use of personal protective equipment, promotion of safety awareness in production process, machinery operation and first-aid measures for minor work injuries. In August 2016, training in machinery operation was provided by the Safety Manager of the Group to production workers in the PRC production facility, covering safety measures in operation, maintenance and inspection of various machineries. In October 2016, fire safety training and drills training were provided by the Safety Manager of the Group to all staff in the PRC production facility for demonstration of rescue skills including evacuation route and use of fire extinguisher.

### Supply Chain Management

The Group values the well-established and long-term relationships, and effective communication with its suppliers. The Group has developed a “Purchasing Policy (採購管理制度)” covering procurement procedures, selection criteria for suppliers and quality control on raw materials. We select suppliers based on factors such as scale of production, on-time delivery, price advantage, quality assurance, after-sale service and compliance with the relevant laws and regulations on environmental and social matters, including but not limited to, environmental impacts minimised and child labour prohibited.

Approved suppliers are evaluated annually based on their quality of products and services and compliance with the relevant laws and regulations on environmental and social matters, and we continue to cautiously select suppliers to ensure effective supply chain management.

### 發展及培訓

誠如「健康與安全」一節所述，本集團已設立內容廣泛的僱員培訓計劃，涵蓋產品安全、防火安全及職業健康等方面。我們定期向所有僱員提供多種內部培訓課程。

部門主管向新聘僱員提供有關本集團以及其部門架構、職責、所需技能及工作指引的培訓。

於二零一六年四月，本集團的安全經理向中國生產設施的所有僱員提供了職業健康培訓，涵蓋相關法律及法規的規定以及本集團政策，例如使用個人防護設備、提高生產過程的安全意識、機器操作以及輕微工傷的急救措施等方面。於二零一六年八月，本集團的安全經理向中國生產設施的生產人員提供了機器操作培訓，涵蓋操作、保養及檢查各種機器的安全措施。於二零一六年十月，本集團的安全經理向中國生產設施的所有僱員提供了消防安全培訓及演習培訓，示範包括逃生路線及使用滅火筒等救援技巧。

### 供應鏈管理

本集團重視與供應商建立良好及長久的關係以及有效溝通。本集團已制定涵蓋原材料的採購程序、供應商篩選準則以及質量監控等方面的「採購管理制度」。我們根據多項因素選擇供應商，例如生產規模、按時交付、價格優勢、質量保證、售後服務以及遵守相關環境及社會事宜的法律及法規的情況（包括但不限於盡量降低環境影響及禁止童工等）。

我們每年評估認可供應商的產品質量及服務以及遵守相關環境及社會事宜的法律及法規的情況，並繼續審慎篩選供應商以確保有效的供應鏈管理。

### Product Responsibility

In order to minimise our product liability risk and ensure customer satisfaction in the quality of our products, the Group has established a “Quality Management System and Process Policy” (品質管理制度及流程). The product quality is inspected by the Quality Control Department. The Quality Control Department carefully checks all processes, including the quality of raw materials, the production process and the quality of finished goods. A product inspection report is issued by the Quality Control Department for the finished goods prior to the delivery of products to our customers.

We have an experienced aftersales service team to ensure that customers are using our products effectively. Upon request, the aftersales service team provides onsite technical support at our customers’ construction sites in Hong Kong and Macau. Whilst we rely on our overseas distributors in Scandinavia, Japan and India to provide the users with aftersales technical support in the first instance, we also provide assistance to them in this regard when necessary. Moreover, we offer other value-added services, including repair services for the machineries and equipment, to our customers.

The Group complies with the relevant laws and regulations relating to product responsibility, including but not limited to the “PRC Product Quality Law” (中華人民共和國產品質量法), the Product Liability Act in Finland and the Product Liability Act of Japan. During the reporting period, no non-compliance case regarding product responsibility, including product and services, health and safety, advertising, labelling and privacy matters relating to products and services provided by us and methods of redress was reported.

### Customer Service

Sound customer service is essential in maintaining a long-term relationship with our customers. Should our customers have any complaint in relation to our products or services, they can do so in writing, and our Quality Control Department should acknowledge receipt of the complaint and respond in a timely manner. After the complaint is accepted, internal investigation will be conducted in order to find a practical solution so as to settle the complaint.

### 產品責任

為盡量減低產品責任風險並確保客戶滿意產品質量，本集團已制定「品質管理制度及流程」。產品質量會經由品質控制部檢驗。品質控制部謹慎檢查所有流程，當中包括原材料的質量、生產流程及製成品的質量。本集團在品質控制部就製成品發出產品檢驗報告後，方會向客戶交付產品。

我們擁有經驗豐富的售後服務團隊，以確保客戶有效使用我們的產品。售後服務團隊會應要求在香港及澳門的客戶建築地盤提供現場技術支援。儘管我們依靠位於斯堪的納維亞、日本及印度的海外分銷商首先向用戶提供售後技術支援，我們仍會在必要時為用戶提供有關協助。此外，我們向客戶提供其他增值服務，當中包括機械及設備的維修服務。

本集團遵守有關產品責任的相關法律及法規，包括但不限於「中華人民共和國產品質量法」、芬蘭產品責任法及日本產品責任法。於報告期內，概無錄得任何有關產品責任(包括產品及服務，以及有關我們所提供產品及服務的健康與安全、廣告、標籤及私隱事宜以及補救方法)方面的不合規情況。

### 客戶服務

優良的客戶服務對與客戶保持長期合作關係至關重要。倘客戶對我們的產品或服務有任何投訴，彼等可以書面提出，而我們的品質控制部將發出確認通知並及時作出回覆。投訴獲接納後，我們將進行內部調查，務求找出切實可行的解決方法，以處理有關投訴。

### Intellectual Property Rights

The Research and Development Department (“**R&D Department**”) files the documents for trademarks and patents, and monitors the status and usage of the Group’s intellectual property (“**IP**”). When potential infringement comes to the attention of the Group’s employees, the matter will be reported to the R&D Department. The R&D Department will then assess the matter on a timely basis, and the matter will be reported to management for further action.

In the case of cooperation with third parties on research and development, a technical cooperation agreement, specifying relevant right of patent application, entitlement of patent, and confidentiality of proprietary information, is signed with the relevant parties to protect the Group’s IP rights.

In addition, every agreement signed by distributors, suppliers, professional firms and agents (when the professional firm or agent has access to the IP), and business partners contains the confidentiality clause in order to protect the IP of the Group.

Employees of the Group are required to sign the confidentiality agreement and anti-competitive agreement.

### Data Protection

While a majority of the products are tailor-made by the Group as required by its customers, construction drawings are passed to the Production Department for the manufacturing process. In order to ensure that the construction drawings should not be disclosed without authorisation, the drawings are prohibited from copying or scanning, the computers with the drawing files have no internet connection, and no external USB storage devices can be used on those computers.

Moreover, non-disclosure agreements are signed by all employees of the Group to ensure that the production details are not disclosed, without authorisation, to third parties.

### Anti-Corruption and Money Laundering

All business operations of the Group are in compliance with relevant local and national laws and regulations relating to prevention of bribery, extortion, fraud and money laundering, including, but not limited to, the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong), Drug Trafficking (Recovery of Proceeds) Ordinance (Cap. 405) and the Organized and Serious Crimes Ordinance (Cap. 455).

### 知識產權

研發部(「**研發部**」)會將商標及專利文件存檔，並監察本集團知識產權(「**知識產權**」)的狀況及運用。當本集團僱員得悉潛在侵權行為時，會將有關事宜向研發部報告。研發部隨後將適時評估有關事宜，並向管理層報告，以採取進一步行動。

在與第三方合作研發的情況下，本集團會與有關各方簽署技術合作協議，訂明申請專利的相關權利、擁有專利的權利及專利資料的保密性，以保障本集團的知識產權。

此外，分銷商、供應商、專業公司及代理(當專業公司或代理可取用知識產權時)以及業務夥伴簽署的各項協議均載有保密條款，以保障本集團的知識產權。

本集團的僱員須簽署保密協議及反競爭協議。

### 數據保護

儘管大部分產品均由本集團按照其客戶的要求量身定制，我們會將施工圖紙交予生產部門進行製造。為確保該等施工圖紙不會在未經授權的情況下遭披露，本集團禁止複印或掃描該等圖紙，而儲存圖紙檔案的電腦概無互聯網連接，亦不得使用外置USB儲存裝置。

此外，本集團全體員工均會簽署不披露協議，以確保生產細節不會在未經授權的情況下向第三方披露。

### 反貪污及洗錢

本集團的所有業務營運均符合本地及國家有關防止賄賂、勒索、欺詐及洗錢的相關法律及法規，包括但不限於香港法例第201章防止賄賂條例、第405章販毒(追討得益)條例及第455章有組織及嚴重罪行條例。



The Group's "Employee Feedback and Anti-corruption Policy" (僱員回饋和反舞弊管控規範) clearly defines procedures and channels for reporting corruption and fraud cases. Employees of the Group are required to strictly observe the applicable laws and regulations to prevent any acts of bribery, extortion, fraud and/or money laundering from taking place. After detecting potential fraudulent case, investigation is conducted with due care and the investigation process is kept confidential. For the proven frauds, management takes appropriate action immediately.

The Group strongly prohibits corruption and bribery committed by its employees. In the case of conflict of interests, the employees must declare their personal interests and report the matters to the Group's management. Employees are strictly prohibited to use business opportunities, power and/or occupational position for obtaining personal interests or benefits.

During the reporting period, no corruption and money laundering cases were noted or reported.

### Community Investment

Social care is embedded in the Group's corporate culture as part of our community policy. We aim to foster local community through supporting our employees' health and development.

To further understand the needs of the community, support the local community and strengthen community relations, the Group will look into the possibility of investing into the community as and when the opportunity arises, e.g. donation to charity organisations.

As we look to the future, we will continue to devote our time, resources and capital to fostering a stronger and more sustainable Hong Kong. We believe that by sharing our knowledge and best practices, we aim to contribute to the long-term development of the communities we operate in.

本集團的「僱員回饋和反舞弊管控規範」明確界定舉報貪污及欺詐個案的程序及渠道。本集團僱員須嚴格遵守適用法律及法規，防止出現任何賄賂、勒索、欺詐及／或洗錢行為。發現潛在欺詐個案後，本集團會以應有的謹慎進行調查，且調查過程保密。一旦證實存在欺詐行為，管理層會立即採取適當行動。

本集團嚴禁其僱員貪污賄賂。如有利益衝突，僱員必須申報個人利益，並向本集團管理層報告該等事宜。僱員嚴禁利用商機、權力及／或職位牟取個人利益或福利。

於報告期內，概無發現或接獲舉報貪污及洗錢個案。

### 社區投資

社會關懷植根於本集團的企業文化之中，並屬於我們社區政策的一部分。我們銳意透過保障僱員健康及支持彼等發展構建本地社區。

為進一步了解社區需要，支持本地社區及鞏固社區關係，本集團將探索可投資於社區的機會，例如向慈善組織捐款。

展望未來，我們將繼續投入時間、資源及資金以促進構建一個更強大及可持續發展的香港。我們相信，透過分享我們的知識及最佳實踐經驗，我們定能為我們營運所在社區的長期發展作出貢獻。

**Yuk Wing Group Holdings Limited**  
**煜榮集團控股有限公司**