



# Allan International Holdings Limited

(亞倫國際集團有限公司)

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：684



ENVIRONMENTAL, SOCIAL  
AND GOVERNANCE REPORT

環境、社會及管治報告

2016 / 2017



Contents 目錄

[2] About Us  
關於我們

About This Report  
關於本報告

[3] 



[4] Chairman's Message  
主席寄語

Communication with  
Stakeholders  
持份者溝通

[5] +

[6] Environmental  
Protection  
保護環境

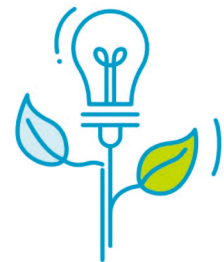


Employee Care  
員工關懷

[9]



[15] Operating Practice  
營運慣例



Community Investment  
社區投資

[17]



[18] Environmental, Social and  
Governance Reporting Guide  
《環境、社會及管治報告指引》內容索引



## About Us

Allan International Holdings Ltd. and its subsidiaries (hereinafter referred to as "Allan International" or "the Group") is headquartered in Hong Kong with production plants in Guangdong Province, China. The Group is engaged in household electrical appliances manufacturing, and provides OEM and ODM services for various worldwide well-known household electrical appliance brands.

Products sales are divided into four operation segments: Europe, America, Asia, and other regions, among which Europe accounts for 50%, Asia 25%, America 23%, and other regions 2%.

## 關於我們

亞倫國際集團有限公司及其附屬公司(統稱「亞倫國際」或「集團」)以香港為總辦事處並在中國廣東省設生產廠房，專注於家電生產項目，為多國家庭電器知名品牌提供貼牌生產(OEM)與設計代工製造(ODM)服務。

產品銷售分為四個營運部份：歐洲、美洲、亞洲、其他地區銷售，其中歐洲銷售佔50%，亞洲銷售佔25%，美洲銷售佔23%，其他地區銷售則佔2%。

### 企業方針

顧客滿意憑優質  
節能降耗求精益  
遵紀守法重安健  
持續改進助發展

### Company Policy

Customer satisfaction depends on quality  
Save energy and reduce consumption to pursuit lean  
Abide laws, focus on safety and health  
Continuous improvement helps development





## About the Report

This report is the first “Environmental, Social and Governance Report” published by Allan International, which discloses the Group’s measures and performance in the past year on different sustainable development topics in a transparent and open manner, and shows the strategy and commitment of the Group about the sustainable development, so as to increase stakeholders’ confidence and understanding on the Group.

### Reporting year

All the information in the report reflects the performance of Allan International in environmental protection and social responsibility from 1st April 2016 to 31st March 2017. In the future, the Group will release the Environment, Social and Governance Report annually for public review from time to time.

### Scope of the report

This report focuses on the operation<sup>1</sup> of Allan International’s plant in Zhongkai Hi-tech Industrial Development Zone, Lilin Town, Huizhou City, Guangdong Province, China (“Lilin Plant” or “the Plant”). The Group will expand the scope of disclosure to fully cover all operations of the Group as and when the data collection and work on the environmental, social and governance aspects becomes more mature. This report does not include the disclosure of environmental key performance indicators. However, the Group will conduct carbon assessments next year so as to further refine and standardize the reported indicators.

### Reporting standards

This report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “Guide”) issued by the Stock Exchange of Hong Kong Limited (the “Stock Exchange” or “SEHK”). This report provides a simplified overview on the environmental, social and governance performance of Allan International. The information in This report is derived from the Group’s official documents and statistical data, as well as the monitoring, management and operational information provided by subsidiaries of the Group according to its related regulations. The last chapter of This report has a complete content index for quick reference. This report is prepared in both Chinese and English languages, and it is also available on the Group’s website [www.allan.com.hk](http://www.allan.com.hk). For any contradictions or inconsistencies between the Chinese and English versions, the Chinese version shall prevail.

## 關於本報告

本報告為亞倫國際集團有限公司發佈的首份《環境、社會及管治報告》，以透明、公開的方式披露集團過去一年在不同的可持續發展議題上的行動和績效，同時展現集團在持續發展道路上的策略與承諾，以增加持份者對集團的信心和了解。

### 報告年度

報告中的所有資料均反映亞倫國際於二零一六年四月一日至二零一七年三月三十一日在環境管理和社會責任方面的績效。往後，集團將每年定期發佈《環境、社會及管治報告》，以供各界隨時查閱。

### 報告範圍

報告聚焦於亞倫國際位於中國廣東省惠州市仲凱高新技術產業開發區瀝林鎮的廠房（簡稱「瀝林廠房」或「廠房」）之營運<sup>1</sup>。待集團在資料收集系統更趨成熟，以及環境、社會及管治的工作深化之後，集團將擴大披露的範圍，直至全面覆蓋集團的所有營運。本報告並不包括環境關鍵績效指標的披露，然而集團已計劃於明年進行碳評估，進一步將匯報的指標細化和標準化。

### 報告準則

本報告依循香港聯合交易所有限公司（「聯交所」）頒佈的《環境、社會及管治報告指引》（「《指引》」）編製。報告以精簡的形式概述亞倫國際的環境、社會及管治表現。報告中的資料來自集團的官方文件和統計數據，以及根據集團相關制度由旗下公司提供的監測、管理和營運資料整合匯總。報告的最後一章有完整的內容索引，以便讀者快速查詢。本報告以中、英文兩種文字編製，亦已上載至集團網站[www.allan.com.hk](http://www.allan.com.hk)。如中、英文兩個版本有任何抵觸或不相符之處，應以中文版本為準。

## Feedback 意見回饋

Allan International’s continuous improvement depends on your valuable comments on the performance and reporting method of the Group. For any questions or suggestions on the report, please email to [info@allan.com.hk](mailto:info@allan.com.hk), which will help us continuously to improve our environmental, social and governance performance.

亞倫國際的持續進步有賴閣下對集團的表現及匯報方法發表寶貴意見。如閣下對報告有任何疑問或建議，歡迎將意見經電郵發送至[info@allan.com.hk](mailto:info@allan.com.hk)，幫助集團不斷改善環境、社會及管治的工作。

<sup>1</sup> It is operated by Huiyang Allan Plastic & Electric Industries Co. Ltd. and Artreal (Huiyang) Manufacturing Limited, subsidiaries of the Group.

<sup>1</sup> 由集團子公司惠陽亞倫塑膠電器實業有限公司和雅美工業（惠陽）有限公司負責其營運。





## Chairman's Message

I am pleased to release the first "Environmental, Social and Governance Report" of Allan International. This report not only symbolizes the Group's new milestone in the environment, society and governance, but also serves as an important platform to convey the Group's policies and progress in sustainable development to all stakeholders.

Allan International was founded in 1963 as a local plastic & moulding manufacturer in Hong Kong, and we have grown into a large electrical home appliance manufacturer with clients all over the world. During our development, Allan International has been adhering to business practices of respecting moral values, employees, communities and natural environment.

We are aware of the profound impact of global warming on human society and natural environment, and the importance of reducing carbon emissions and resource consumption. While strengthening brand competitiveness, we are committed to minimizing the impact of our business operation on the environment. On resources conservation and pollution reduction, we have obtained ISO14001 Environmental Management System Certification and ISO14064 Greenhouse Gas Management System Certification, so as to ensure that environmental protection is incorporated into the Group's daily production management.

The Group believes that talent is our number one asset creator. We are committed to provide employees with a safe, fair and sustainable working environment, for the growth of both employees and the Group. Health & safety is a very important part of the plant management. We have developed a sound health & safety management and fire safety management system, and we also provide staff with comprehensive safety trainings.

Allan International will continue to implement and improve our performance in the environmental, social and governance aspects, and do our best to remain a respectable and responsible corporation to our stakeholders.

**Allan International Holdings Ltd.**  
*Chairman*  
**Cheung Lai Chun, Maggie**

## 主席寄語

本人欣然公佈亞倫國際集團有限公司的第一份《環境、社會及管治報告》。本報告不僅象徵了集團在環境、社會及管治方面的嶄新里程碑，也是我們向所有持份者傳達集團在可持續發展的方針和進展的重要平台。

亞倫國際創立於一九六三年，由一間香港本地塑膠生產商，發展至今成為客戶分佈世界各地，具規模的家庭電器生產商。在這發展歷程中，亞倫國際一直堅守尊重道德價值、員工、社區及自然環境的營商手法。

我們了解到全球暖化對人類社會和自然環境的深遠影響，並意識到減少碳排放和資源消耗的重要性。我們在加強品牌競爭力的同時，致力改善業務營運對環境的影響。在節約資源，降低污染環節上，我們先後獲得ISO14001環境管理體系認證和ISO14064溫室氣體管理體系認證，確保環境保護工作納入集團的日常生產管理之中。

集團相信人才是企業資產的最大創造者。我們致力為員工提供安全、公平、有發展空間的工作環境，讓員工與集團共同成長。健康與安全是廠房管理中極為重要的一環，我們為此制定了完善的健康安全管理和消防安全管理制度，並為員工提供全面的安全培訓。

展望未來，亞倫國際將持續執行並提升企業在環境、社會及管治的管理和表現，並致力繼續成為對持份者負責任及可敬的企業。

**張麗珍**  
*主席*  
**亞倫國際集團有限公司**



## Communication with Stakeholders

The SEHK has proposed four reporting principles in the Guide, including Materiality, Quantity, Balance and Consistency, which are the basis for the preparation of Environmental, Social and Governance Report. As the Stock Exchange has stated, the participation of stakeholders is the method used to assess the Materiality. Through communication with stakeholders, we can understand various views, and identify important environmental and social issues.

The stakeholder of Allan International are groups or individuals that have significant impact on the Group's business or vice versa. The Group attaches great importance to the participation of stakeholders and actively maintains contact with internal and external stakeholders. During the past year, the Group has communicated with key stakeholders through different channels, and reviewed various important topics which are of concern to stakeholders through management review meetings.

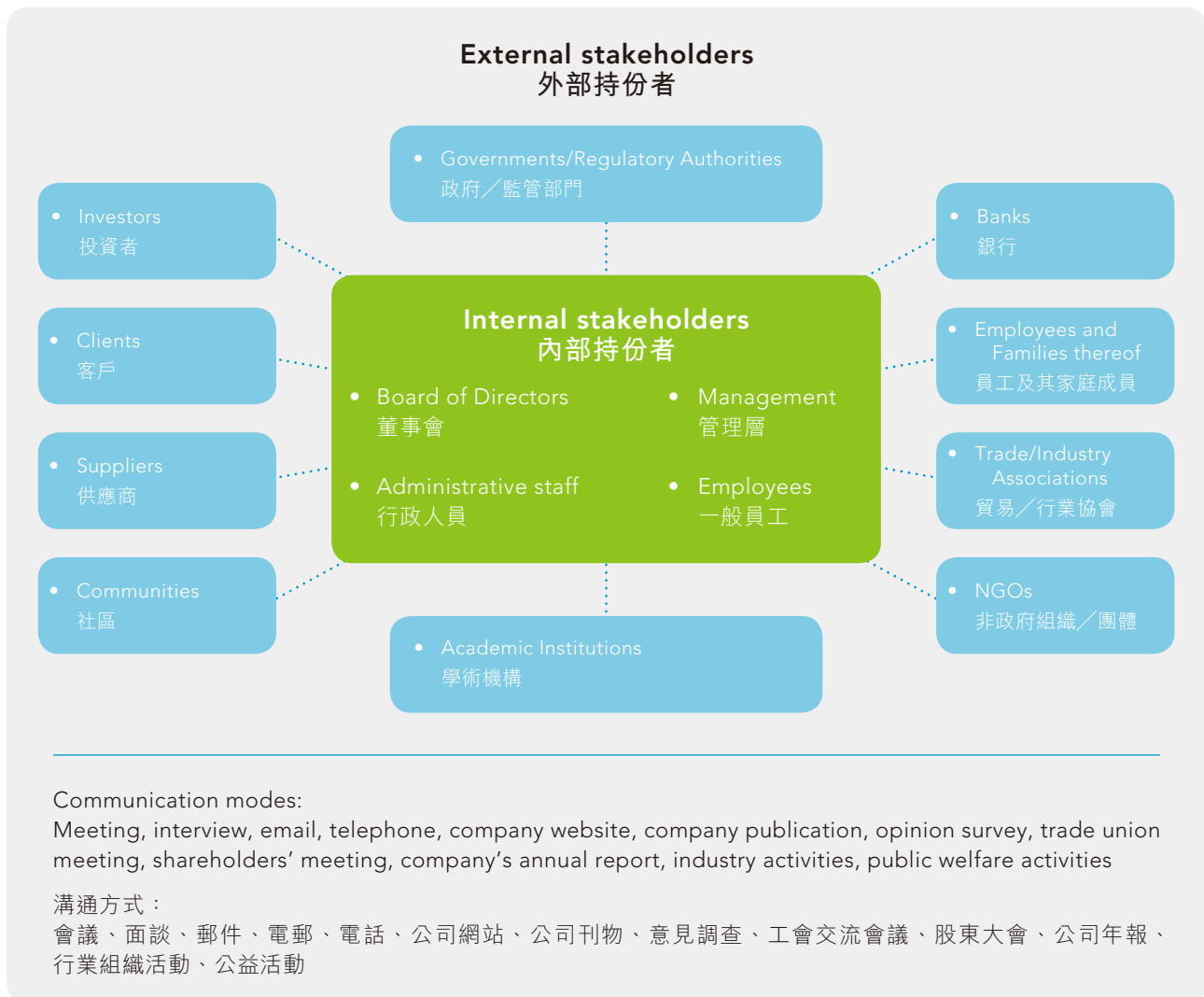
## 持份者溝通

聯交所《指引》中提出了四項匯報原則，包括重要性、量化、平衡及一致性，作為編製《環境、社會及管治報告》的基礎。誠如聯交所所言，持份者參與是用以評估重要性的方法。透過與持份者的溝通，企業能夠了解廣泛的意見，識別重要的環境和社會事宜。

對於亞倫國際而言，持份者指的是對集團的業務有重大影響，或受集團業務影響的群體和個人。集團十分重視持份者的參與，積極與內部及外部持份者保持聯繫。過去一年，集團透過不同方式與關鍵持份者進行溝通，並透過舉行管理評審會議，對持份者所關注的各項重要議題進行檢討。

### Stakeholders' general communication modes during the reporting period

### 報告期內的持份者常規溝通方式







Allan International attaches great importance to the participation of stakeholders, and believes that communication with stakeholders is a continuously deepening dynamic process. In preparation for the report, the Group commissioned a professional consultancy to conduct a substantive analysis in the form of management interviews, and clarified the important issues based on the advice of expert consultants. The Group will use it as the foundation to prepare future sustainable development blueprint. Furthermore, the Group plans to expand communication to other internal and external stakeholders in the future, and through substantive assessment and establishment of substantive matrix, try to identify the most critical sustainable development issues. This will not only help the Group to compile reports more effectively, but also provide a platform for the Group and stakeholders to discuss the challenges and opportunities of sustainable development.

亞倫國際十分重視持份者的參與，且相信持份者溝通是一個不斷深化的動態過程。為籌備是次報告，集團特意委託專業顧問公司以管理層訪談的形式進行實質性分析，結合專家顧問的意見釐清匯報的重要議題，並以此作為集團日後制訂可持續發展藍圖的基礎。集團考慮未來把溝通工作擴展至其他內部和外部持份者，並將透過進行實質性評估分析及建立實質性矩陣，以識別最關鍵的可持續發展議題。這不僅有助集團更有效地編撰報告，同時為集團與持份者提供一個共同討論可持續發展帶來的挑戰和機遇的平台。

## Environmental Protection

## 保護環境

Climate change has brought unprecedented challenges to global economic development. Many countries over the world cooperate to address climate change, and Chinese government has also actively carried forward efforts to mitigate climate change, and it promised to reduce the national carbon intensity by 60%-65% by 2030 comparing with 2005. Guangdong, as one of the important economic provinces, actively implements low-carbon economy and lifestyle.

氣候變化為全球經濟發展帶來了前所未見的挑戰。全球多國合作應對氣候變化，中國政府亦積極推展緩減氣候變化的工作，並承諾在二零三零年把國家碳強度較二零零五年的水準降低百分之六十至六十五。廣東作為重要經濟省份之一，積極實行低碳經濟和低碳生活。



Plant area landscape  
廠區風景



Sculpture in plant area park  
廠區公園雕塑

## Emissions

## 排放物

Allan International responds positively to China and Guangdong's development policy of low-carbon economy. The Group has developed a greenhouse gas management system, which provides a management structure for planning and implementing Greenhouse Gas Control Procedures and other relevant emissions and verification measures, and also we passed ISO14064:2006 certification.

亞倫集團積極回應國家和廣東省低碳經濟發展的發展方針，已制定溫室氣體管理體系，為計劃以至執行《溫室氣體控制程序》及其他有關排放和核查等措施提供了管理架構，並取得ISO14064:2006認證。

The Group attaches importance to proper disposal of the waste. We have formulated the "Solid Waste Management Procedures" and the "Guidance on Solid Waste Classification Disposal Operations", in order to ensure proper classification, collection,

集團重視廢棄物的妥善處置，制定了《固體廢物管理程序》和《固體廢物分類棄置作業指導》，確保對固體廢棄物進行正確的分類、收集、儲存、運輸和處置。瀝林廠房分類回收廢棄塑膠、紙皮和





storage, transportation and disposal of solid waste. Lilin Plant recycles waste plastics, paper and hardware by categories, and commissions qualified contractors to dispose of hazardous waste, including but not limited to contaminated chemicals or waste components.

Wastewater of the Plant comprises of domestic sewage and production sewage. Production sewage discharge accounts for only 0.3% of total wastewater, and after being treated by sedimentation tank and filter tank, it is used for flushing toilets and watering flowers and plants.

## Use of resources

The Group always follows the principles of reducing, reusing and recycling, in order to reduce the consumption of natural resources. The Group has formulated the “Energy Resource Management Procedures”, carried out a series of energy-saving measures, and set up energy-efficiency commissioners in each department, so as to ensure that measures are properly implemented.

五金，並委託合資格的承包商處理有害廢棄物，包括沾染化學品或油廢的部件等。

廠房排放的廢水有生活污水和生產污水。生產污水排放佔總水量僅千分之三，全部經沉澱池和過濾池處理後，作沖廁和淋花之用。

## 資源使用

集團一直以減低、再用和再循環為原則，致力減少天然資源消耗。集團已制定《能源資源管理程序》，實行一系列節電措施，並在各部門設立節能專員，確保措施得以妥善落實。

### Ongoing energy conservation measures at Lilin Plant

### 瀝林廠房持續採取的節電措施

#### Regularly review the electricity consumption 定期檢討用電情況

- Set up power lines in different areas of the Plant, and install separate meters  
廠房分區鋪設電源路線，並設有獨立電錶
- Energy-efficiency commissioners of each department submit electricity reports on a quarterly basis to review the electricity consumption  
各部門的節能專員每季度提交用電報告，檢討用電情況

#### Air conditioning energy saving 空調節電

- Stipulate the temperature and daily start-up/shut-down time of air conditionings in the production line and offices  
規定生產線和辦公室的空調溫度和每天開關時間

#### Lighting energy saving 照明節電

- Continuously replace traditional light pipe (T8) by energy-saving light pipe (T5)  
持續以節能光管(T5)代替傳統光管(T8)
- As of March this year, the Plant has replaced about 98% of light pipes  
截至本年度三月，廠房已更換約百分之九十八的光管

#### Production line energy-saving equipment 生產線節電設備

- Injection molding machines have been replaced by energy-efficient and high-efficiency all-electric injection molding machines  
注塑機已更換為更節能高效的全電動注塑機

#### Solar power 太陽能發電

- Solar central hot water system are installed in the three staff quarters in the Plant to supply hot water for staff  
廠房三棟員工宿舍設有太陽能中央熱水系統，為員工供應熱水



In addition to the above ongoing energy saving measures, the Plant replaced some of the lights into energy-efficient LED light pipes in late 2016. These lights are currently still undergoing lifetest assessments. We are planning to utilise LED light pipes gradually.

In terms of water resources, the Group has set up a water-saving team to analyze the use of water at the Plant, identify key areas and strengthen water resources management. Key areas include engineering construction, water pipeline dripping, water evaporation and use of water by staff. This helps the Group move forward 4 controlling measures – monitor water consumption, promote the awareness of water conservation, inspect the water pipelines every month, and reinforce the pipeline maintenance and management, and then develop specific water conservation measures. The Group plans to replace the old water tower with a closed water tower, reducing the wastage caused by water evaporation and leakage.

### The environment and natural resources

The Group conducts quarterly inspections, internal reviews and external audits in accordance with the requirements of the environmental management system and the established systems. We incorporate environmental management into daily production management, continuously improve the management effectiveness, so as to reduce the negative impact of its activities on the environment and natural resources. The relevant systems have passed ISO14001:2004 Environmental Management System Certification. At the same time, the Group has included new elements such as life cycle and risk management in the current management system in accordance with the latest ISO14001:2015 standard, which we plan to pass the certification in 2018.

The Group has developed “Chemical Dangerous Goods Management Procedures” for strict control on storage, transportation and consumption of chemical materials, and waste disposal, so as to prevent environmental pollution caused by leakage of chemical dangerous goods.

The Group strictly complies with relevant environmental laws and regulations. During the reporting period, no non-compliance case relating to emissions or the environment was found in Lilin Plant.

除了以上持續採取的節電措施外，於2016年下旬廠房把部分照明更換為更節電的發光二極體(LED)光管進行壽命測試，並逐步更換。

水資源方面，集團設立用水節省小組，負責分析廠房的用水情況、識別重點範疇和加強水資源管理，重點範疇包括工程施工、管道滴漏、水蒸發和員工用水。這有助集團進一步以監測用水情況、加強宣傳、每月檢查集團水管完好性，加強管道維修保養四個管理措施，制訂具體節水措施。集團計劃將更換廠房舊水塔為封閉式水塔，減少因水蒸發及洩漏而造成的浪費。

### 環境及天然資源

集團按照環境管理體系的要求以及既定的制度進行季度檢查、內審和外審，將環境管理納入日常生產管理之中，持續提高管理成效，致力減少其活動對環境及天然資源造成負面影響。有關體系已取得ISO14001:2004環境管理體系認證。同時，集團已按照最新的ISO14001:2015標準，在現行管理體系中加入生命週期和風險管理等元素，並計劃於二零一八年取得該項認證。

集團已制定《化學危險品管理程序》，針對化學品儲存、搬運、領用和廢棄物處理進行嚴格的管理，防止因化學危險品洩漏而造成環境污染。

集團嚴格遵守與環境相關的法律和法規。本報告期內，瀝林廠房並無發現與排放物或環境相關的違規個案。







## Employee Care

### Employment system

The Group believes that talent is the number one asset creator of an enterprise. We are committed to provide employees with a working environment that can reveal their ability, create value, enhance their self quality, and achieve comprehensive development. Lilin Plant has employed about 2,700 employees during the reporting period. The Plant implements the minimum wage guarantee system to ensure that the wage of employees is not lower than local statutory minimum wage. Furthermore, The Group provides staff with attendance award and peak season subsidies. During the reporting year, the Plant has organized a number of staff activities, including employee birthday party, extra meals and party gatherings during festivals, etc., in order to promote the balance between work and life.



Employee birthday party  
員工生日會

At present, manufacturing industry generally faces the challenges of difficulty in recruitment and high turnover rates. The Group attaches importance to attract and retain outstanding talents, and conducts regular review on improvement measures. In order to attract talents to join us, during the reporting year, the Group has actively participated in the programs organized by local government (like Hundreds of Schools and Thousands of Enterprises), and reaching out to other provinces to hire talents.

## 員工關懷

### 僱傭制度

集團相信人才是企業資產的最大創造者，致力為員工提供一個可以展示能力、創造價值、提升自我素質、獲得全面發展的工作環境。瀝林廠房報告期內僱用近二千七百名員工。廠房實行最低工資保障制度，保證員工的工資不低於當地最低工資標準，更向員工提供考勤獎和旺季補貼。廠房年內組織多項員工聯誼活動，包括員工生日會、年節加餐和晚會等，旨在推動工作與生活平衡。



Employee birthday party  
員工生日會

現今製造業普遍面對招聘困難、流失率偏高的挑戰。集團重視吸引及留任優秀人才，並定期進行檢討及制定改善措施。為吸引優秀人才加入工作團隊，集團年內積極參與當地政府組織的百校千企、赴外省招聘等計劃。





During the reporting period, the Plant has carried out following programs to retain talents

報告期內廠房實行了以下留任員工計劃

### Senior workers guiding newcomers “Elder Brothers, Elder Sisters” Program 以老帶新「大哥哥，大姐姐」計劃

“Elder Brothers and Elder Sisters” guide the new employee, so that new employees can fit in and become part of the team more quickly. While helping new employees, senior employee report newcomers’ feedback to the HR, playing the role of communication bridge. 大哥哥大姐姐與新員工交流，讓新員工更快融入團隊，熟悉環境。員工在幫助新員工的同時，也回饋員工的問題和心聲給人事部，建立良好的橋樑作用



### Pre-employment Visiting Program 職前參觀計劃

By organizing newcomers to visit employees’ living area, the HR’s Recruitment Team conveys the corporate culture to new employees, helps them get familiar with employees’ living environment (food, clothing, housing, transport and daily necessities) and other logistics sites, and the team will also collect and follow-up newcomers’ feedback

由人事部招聘小組透過舉辦參觀員工生活區域活動，向新員工傳遞本公司的企業文化、員工的生活環境(衣食住行)等後勤現場，以及收集和跟進員工的回饋

### Employee Promotion Program 員工晉升計劃

Implementing internal employee promotion to select outstanding talents and increase employee promotion opportunities  
推行員工內部晉升，選拔優秀人才，提升員工晉升機會

The Group is committed to create an equal employment environment, in which we do not engage in or support any discrimination or harassment based on race, social class, nationality, sex, sexual orientation and so on. From recruitment, promotion to welfare, Lilin Plant implements fair and transparent systems, and lists clearly relevant management systems in the Employee Handbook. In addition, Lilin Plant actively supports the employment of persons with disabilities, providing them with suitable jobs, and establishes an equal employment environment and harmonious labour relations. During the reporting year, Lilin Plant hired 68 disabled persons.

集團致力締造一個平等的僱傭環境，絕不從事或支持任何基於種族、社會階級、國籍、性別、性取向等因素而作出的歧視或騷擾。從招聘、晉升到福利，瀝林廠房均執行公平透明的制度，並在《僱員手冊》中列明各項管理制度。此外，瀝林廠房積極支持殘疾人士就業，向他們提供合適的崗位，創建平等的就業環境及和諧的勞資關係。年內瀝林廠房僱用共六十八名殘疾人士。

If employees have any opinions on the work, management and employment, they can appeal to the HR in accordance with the provisions of the Employee Appeal Management Procedures. The Group promises to investigate such matter based on the principles of swiftness, confidentiality and objectivity, and will make a ruling within 15 days after receiving such complaint.

員工如對公司的工作開展、管理、用人等方面有任何意見，可根據《員工申訴管理程序》的規定向人事部作出申訴。集團承諾以迅捷、保密、客觀三大原則進行調查，並於接收申訴後十五日之內做出裁決。

## Safety and health

The Group attaches great importance to the safety and health of employees, and carries out the labour protection policy of "Safety and Prevention First". The Group has formulated the "Health and Safety Management Procedures" and the "Fire Safety Management Procedures", in order to strengthen occupational health and safety management and fire safety management, including measures such as providing occupational safety awareness training, fire awareness training and hot work supervision and management.

The Plant conducts safety inspection on a regular basis, aiming to eliminate hidden dangers at work on a timely basis. In addition, the Plant holds monthly meeting to review work-injury during the month and discuss improvement measures. During the reporting year, there is no case of death during work at the Plant. The 11 work-injury during the reporting year were all minor injuries, mainly due to lack of safety awareness. In view of this, the Plant has provided targeted safety training for these departments, and installed additional safety facilities for the production equipment.

The Plant has set up a three-level safety education system (company level, workshop level and team level). All employees are required to carry out basic safety training at company level before reporting duty. The Plant will provide workshop level and team level safety trainings for employee at different posts, so as to help employees get familiar with the performance of key equipment, job safety operations, case studies, emergency treatment, and so on. During the reporting year, the Plant invited the Red Cross personnel to provide first-aid training.

The Group believes that to avoid work injury effectively, it is necessary to identify potential safety risks of different jobs. According to the actual situation of the Plant, the Group has identified several high-risk jobs, including the posts that need to contact chemicals, dust and noises. In addition to implementing safety precaution to safeguard employee from occupational diseases in daily work, training is provided to increase the employee safety awareness and strengthen the control and supervision



## 安全與健康

集團非常重視員工的安全與健康，貫徹執行「安全第一，預防為主」的勞動保護方針。集團制定《健康安全管理程序》和《消防安全管理程序》，強化職業健康安全管理和消防安全管理，包括為員工提供職業安全意識培訓、防火意識培訓和火源管理等措施。

廠房定期進行安全生產檢查，旨在及時消除工作中存在的隱患。此外，廠房每月進行工傷事故檢討會議，檢討當月工傷事故和討論改善措施。年內，瀝林廠房沒有發生因工死亡個案。此外，年內十一宗工傷事故均屬輕傷，主要由於員工安全意識不足所導致；有見及此，廠房已就工傷事故向部門員工提供針對性的安全訓練，並對生產設備加裝了安全設施。

廠房設有三級安全教育制度（公司級、車間級和班組級），要求員工在上崗前進行公司級的基本安全培訓，並針對員工的崗位提供車間級和班組級安全培訓，讓員工深入了解主要設備的性能、崗位安全操作、事故案例和應急處理等。年內，廠房邀請紅十字會人員為全廠房的急救員進行培訓。

集團認為要有效避免意外發生，必先識別不同工作崗位的潛在安全風險。根據瀝林廠房的實際情況，集團識別出來的高風險工作崗位包括需要接觸化學品、粉塵及噪音的崗位。集團除了日常做好員工職業病防治的保護措施，並安排培訓加強員工安全意識及提高監管。





## Development and training

The Group is committed to build a comprehensive-development study platform for staff, and has established a categorized and multi-level "People-oriented" training system, which provide job skills, management knowledge, corporate culture and other training programs for all ranks of employee, so as to improve employee quality and ability, and help them and the Group grow together.

During the reporting year, the Plant has commissioned professional trainers to organize trainings related to job skills and management knowledge. In addition, the Plant has arranged induction training for new comer, and provided job-transfer training, including relevant work environment, job responsibilities, operating procedures, skills and production safety knowledge, to facilitate the job-transfers. During the reporting year, total expenditure of relevant employee trainings funded by the Plant is RMB530,000.

## 發展及培訓

集團致力為員工開拓一個全面發展的學習平台，以「以人為本」為方針構建了分類分層的培訓體系，向各職級的員工提供崗位技能、管理知識、企業文化等培訓項目，全面提升員工素質和能力，讓員工與企業的共同成長。

年內，廠房委任專業導師，協助舉辦多個與崗位技能和管理知識相關的培訓。此外，廠房為新員工安排入職培訓，以及為員工提供轉崗培訓，內容包括相關工作環境、崗位職責、操作規程、技能及生產安全知識，協調適應新的工作崗位。本報告年度廠房資助員工培訓的相關總資助金額為人民幣五十三萬元。







**Training Category**  
培訓類別

**Training Content**  
培訓內容

**Training Target Group**  
培訓對象

**Job skills**  
崗位技能

Reduce procurement costs and supplier management  
降低採購成本與供應商管理

All employees  
全廠房

Hazardous substance control  
有害物質控制

All employees  
全廠房

Factory automation strategy and methodology  
工廠自動化的策略與方法

Manufacturing Department  
製造部

Production safety and fire precaution training  
安全生產及消防培訓

All employees  
全廠房

ISO9001/ISO14001 (2015 edition)  
ISO9001/ISO14001二零一五年版

Internal auditors and department heads  
內審員及各部門體系負責人

**Management knowledge**  
管理知識

Management skills (communication, counseling, incentives, authorization)  
管理技能(溝通、輔導、激勵、授權)

All employees  
全廠房

Management system and management skills  
管理體系及管理技能

Heads of management systems of all departments  
各部門體系負責人

**Average training hours of the employees during the reporting period (by rank and gender)**

報告期內廠房員工平均培訓時數(按職級及性別劃分)

	Average training hours of male employee 男性員工平均培訓時數	Average training hours of female employee 女性員工平均培訓時數
<b>Senior Management</b> 管理層	6	6
<b>Manager</b> 經理	16	12
<b>General staff</b> 一般員工	12	12



The Group has developed a performance appraisal system to evaluate the performance of the employees, and to understand their needs on development and training. The Group conducts an individual performance exercise every six months to assess the performance of the employees in terms of leadership, communication skills, job knowledge and resourcefulness based on their position. During the reporting year, all employees have participated in the annual career development review.

### Labour standards

The Group understands that child labour and forced labour are a serious violation of fundamental human rights and ILO conventions and pose a threat to sustainable social and economic development. Therefore, the Group strictly abides by relevant laws and regulations. Lilin Plant prohibits child labour, and it reviews the applicants' actual age in the recruitment process, and the applicants' ID cards have to pass the verification machine and the verification software system before carrying out employment procedures. The Plant operates on an 8 hours per day, 5 days per week working hours. To cope with production and operation demand, overtime work will be arranged with consent from individual employee.

During the reporting period, there was no illegal case related to employment and labour practices in Lilin Plant.

集團制定績效評核制度，藉此檢視員工的工作表現，以及了解員工於發展與培訓的需要。集團每半年進行一次個人績效管理，根據職位級別評估員工在領導才能、溝通能力、工作知識和應變能力等方面的表現。年內，所有員工均參與年度職業發展檢視。

### 勞工準則

集團明白童工和強制勞工嚴重違反基本人權及國際勞工公約，並對可持續的社會和經濟發展構成威脅。因此，集團嚴格遵守相關的法律及法規。瀝林廠房禁止使用童工，在招聘過程中會進行實際年齡的審查工作，應徵者的身份證需要通過驗証機、驗證軟體系統讀取與鑒別方可辦理相關手續。此外，廠房實行每天工作八小時、每週工作五天的工作制度。於生產經營需要時，加班安排必須經員工本人同意。

在本報告期內，瀝林廠房並無與僱傭及勞工常規相關的違規個案。

**The International Labor Organization is a specialized agency of the United Nations, which enacts labor standards in the form of international labor conventions and recommendations, and thereby, improves the standard of work and living around the world. China is a founding member of the ILO and a permanent member of the organization.**

國際勞工組織是聯合國的專門機構，透過國際勞工公約和建議書的形式頒佈勞工標準，從而提高世界各地的工作和生活標準。中國是國際勞工組織的創始成員國，也是該組織的常任理事國。



## Operating Practice

### Supply chain management

Supply chain management is an important part in the operations of the Group. Main suppliers of the Plant are suppliers of various component parts, packaging materials, plastic raw materials, and motors. The Plant selects suppliers according to the guidelines under the "Purchasing Management Procedures", "Qualified Suppliers List" and "Social Responsibility/Environmental Audit Form" established by the Group. The evaluation criteria includes suppliers' performance in environment and society. In addition, we specify in contracts that the procured materials should meet the requirements of Hazardous Substance Free (HSF).

To ensure a safe working environment and the rights of the employees of our suppliers, the Group has formulated the Suppliers' Guidelines. The guidelines include paying employees with wages in compliance with relevant regulations, providing a safe and hygienic working environment, and forbidding child labour or forced labour. All suppliers are notified and must strictly adhere to the Guidelines.

In the long run, the Group hopes to maintain close and effective communication with all business partners on the issue on sustainable development. The Group provides information on ISO14001 to enterprises in the supply chain, and sets out the rules for enterprises entering the Group's plant, including measures to prevent and control pollution, work safety and fire safety, and encourages enterprises to actively promote environmental awareness.

### Product responsibility

Under the current highly competitive market environment, customers' requirements for products and services continue to increase. The Group understands that creating the greatest value for customers is the only way to win customers' trust and support. The Group was awarded ISO9001 Quality Management System Certification in 1994 and IECQ QC080000 Hazardous Substances Management System Certification in 2011. The Group focuses on product quality and strives to become outstanding in the industry.

The critical processes monitored under the IECQ QC080000 Hazardous Substances Management System Certificate include: soldering tin, repair, material transport, cross-contamination control of material placement and storage, pollution control of production additives, staff training, retrospective record, nonconforming product control, etc.

## 營運慣例

### 供應鏈管理

供應鏈管理是集團運作的一個重要環節，瀝林廠房的主要供應商包括提供生產所用的零件、包裝料、塑膠原料和馬達的公司。廠房按照集團既定《採購管理程序》、《合格供應商一覽表》和《社會責任/環保審核表》的指引選擇供應商，評估標準包括供應商在環境和社會的表現。此外，我們在合同中列明採購物料必須符合無有害物質(HSF)的要求。

為確保供應商的工作環境安全和其員工的權利，集團制定《供應商準則》。準則內容包括向員工支付符合相關法規的工資、提供安全衛生的工作環境、不得使用童工或強制勞工等。通知所有供應商知悉並嚴格遵守準則。

長遠而言，集團希望與所有業務夥伴就可持續發展的準則保持緊密和有效的溝通。集團對供應鏈內的企業發放有關ISO14001的資訊，列明企業進入集團廠房時的規則，包括有關預防和控制污染、工作安全、消防安全等措施，同時鼓勵各企業積極推行環保意識。

### 產品責任

在當今競爭激烈的市場環境下，客戶對產品和服務的要求不斷提高。集團深知，唯有為客戶創造最大價值才能得到客戶的信賴與支持。集團在一九九四年已經取得ISO9001質量管理體系認證，並於二零一一年取得IECQ QC080000有害物質管理體系認證。集團著重產品品質，致力成為行業的佼佼者。

IECQ QC080000有害物質管理體系認證的監控關鍵流程包括：焊錫、修理、物料運輸、物料擺放和儲存等的交叉污染控制、產品添加輔料的污染控制、員工培訓、追溯記錄、不合格品控制等。





In order to reduce the probability of product defects, the Group has established a Six Sigma product quality management system, and also set up the 6 Sigma Steering Committee to develop training programs, continue to carry out standardized green belt or black belt training for employees in senior and middle management and technical staff. Up to now, more than 220 employees have obtained the relevant qualifications.

In order to ensure that customers can comment or complain on product quality, the Group has developed the "Operation Guidance on Customers' Feedback" to ensure that comments or complaints of customers will be timely and effectively handled. During the reporting period, Lilin Plant did not have any non-compliant case related to product responsibility.

### Anti-corruption

The Group believes that conducting business should be fair and honest. We are committed to prevent corruption and other illegal acts. The Group has formulated the "Conflict of Interest and Integrity Management System", which stipulates the professional ethics, code of conduct and interest declaration system that our employees must abide by, and we strictly prohibit participating in corruption, theft and bribery. The Group also requests business partners to sign a declaration, promising to comply with the integrity guidelines and prohibit all bribery-related conducts. During the reporting year, the Group has communicated to all employees of Lilin Plant and our business partners on anti-corruption policies and procedures.

During the reporting period, there was no reported case of corruption.

為降低產品出現缺陷的機會，集團建立六西格瑪 (6 Sigma) 產品質量管理體系，並成立6 Sigma 促進委員會，負責制定培訓方案，持續對中高層管理和技術人員進行標準綠帶或黑帶培訓；現時超過二百二十名員工已考獲有關資格。

為保障顧客可以就產品品質提出意見或投訴，集團制定了《顧客信息反饋作業指導》，確保意見或投訴得到及時且有效的處理。在本報告期內，瀝林廠房並無發現與產品責任相關的違規個案。



### 反貪污

集團相信營商之道貴乎公平信實，致力預防貪污等不法行為。集團制定了《利益衝突及廉潔管理制度》，列明員工在工作中必須遵守的職業道德、行為規範、利益申報制度，嚴禁參與貪污、盜竊、行賄受賄活動。集團亦要求商業夥伴簽署廉潔聲明書，承諾遵守各項廉潔守則，禁止一切賄賂行為。年內，集團與瀝林廠房所有員工商業夥伴就反貪污政策和程序進行溝通。

在本報告期內，瀝林廠房未發生涉及貪污的個案。

The United Nations Convention against Corruption (UNCAC) is the first global convention against corruption in a comprehensive manner. Many countries have enacted laws in accordance with the Convention and have taken measures to implement such laws.

「聯合國反腐敗公約」(United Nations Convention against Corruption, UNCAC)是首個全面涵蓋貪污議題的全球性公約。許多國家均依據該公約自行制訂相關法律，並採取措施落實執法。



## Community Investment

As an organization with high social responsibility, while improving our performance, the Group commits to contribute to the community. The Group will put the interests of the community into consideration in conducting our business operations and activities. The Group supports projects and plans that meet community needs and expectations, and those which are consistent with local culture, traditions and values.

The Group has developed the Community Investment, Sponsorship and Donation Policies, so as to illustrate the Group's principles, plans and work in community investment. Lilin Plant adheres to the spirit of "Respect the Old and Cherish the Young". Over the years, it has organized many activities for the elderly and provided financial support for students.

Since the establishment of the Plant in Lilin, the Group has held many get-together parties for the elderly over the age of 60 in Lilin Village, and regularly organized staff to visit nursing homes and the elderly over the age of 80 in Lilin Village, and presented them with gifts. In addition, scholarships named after Mr. Cheung Lun, the honorary chairman of the Group, are established in Huizhou Pingling Primary School and Lilin Central Primary School. During the reporting period, the amount of donations to the elderly and subsidies to primary schools was close to RMB30,000. More than 200 employees participated in the activities, benefiting more than 80 persons.

The Group has been awarded the Hong Kong "Caring Company" logo for ten consecutive years, recognizing the Group's concern and care for the community and its commitment to corporate citizenship.



## 社區投資

作為一家對社會責任有承擔的機構，集團在實踐業績的同時，致力為所在的社區貢獻一己之力。集團進行業務活動前會考慮社區的利益，集團支援切合社區需要和期望，及符合當地文化、傳統和價值觀的項目和計劃。

集團已制定《社區投資、贊助及捐贈政策》，說明集團在社區投資方面的原則、計劃及工作。瀝林廠房秉承集團尊老愛幼的精神，多年來舉辦關愛長者的活動和為學生提供資助。

自集團在瀝林設廠開始，在瀝林村為六十歲以上長者舉行聯歡聚餐，並不定期組織員工探訪護老院及瀝林村八十歲以上長者，贈送禮物。此外，在惠州平陵小學和瀝林中心小學設立以本集團榮譽主席命名的張倫先生獎學金。本報告期內，廠房在探訪長者和資助小學方面的捐款金額接近人民幣三萬元，參與活動的義工超過二百名員工，受惠人數超過八十人。



集團已連續十年獲頒香港「商界展關懷」標誌，表揚公司對社會的關懷及作為企業公民的承擔。



## Environmental, Social and Governance Reporting Guide Index 《環境、社會及管治報告指引》內容索引

Subject Areas 主要範疇	Contents 內容	Page 頁碼索引
<b>A1: Emissions 排放物</b>		
General Disclosure 一般披露	Information on: 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	6-7
<b>A2: Use of Resources 資源使用</b>		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	7-8
<b>A3: Environment and Natural Resources 環境及天然資源</b>		
General Disclosure 一般披露	Policies on minimizing the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策	8
<b>B1: Employment 僱傭</b>		
General Disclosure 一般披露	Information on: 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的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to compensation and dismissal, recruitment and promotion, working hours, holidays, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	9-10
<b>B2: Health and Safety 健康與安全</b>		
General Disclosure 一般披露	Information on: 有關提供安全工作環境及保障雇員避免職業性危害的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to providing a safe working environment and protecting employees from occupational hazards.	11





Subject Areas 主要範疇	Contents 內容	Page 頁碼索引
<b>B3: Development and Training</b> General Disclosure 一般披露	<b>發展及培訓</b> Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	12-14
<b>B4: Labour Standards</b> General Disclosure 一般披露	<b>勞工準則</b> Information on: 有關防止童工或強制勞工的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to preventing child and forced labour.	14
<b>B5: Supply Chain Management</b> General Disclosure 一般披露	<b>供應鏈管理</b> Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	15
<b>B6: Product Responsibility</b> General Disclosure 一般披露	<b>產品責任</b> Information on: 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to health and safety, advertising, labeling and privacy matters relating to products and services provided and remedy.	15-16
<b>B7: Anti-corruption</b> General Disclosure 一般披露	<b>反貪污</b> Information on: 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to bribery, extortion, fraud and money laundering.	16
<b>B8: Community Investment</b> General Disclosure 一般披露	<b>社區投資</b> Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	17