



# Yan Tat Group Holdings Limited 恩達集團控股有限公司

(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 : 1480

## 2017

Environmental,  
Social and  
Governance Report

環境、社會  
及管治報告



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# Environmental, Social and Governance Report

## 環境、社會及管治報告

### ABOUT ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

This second Environmental, Social and Governance Report (“ESG Report”) issued by Yan Tat Group Holdings Limited (the “Company”) and its subsidiaries (collectively referred to as the “Group” or “we”), sets out the corporate social responsibilities, principles and actions of the Group carried out during the business operation over the year. Please refer to the Corporate Governance Report of the 2017 annual report dated 26 March 2018 for details of corporate governance.

### Report Scope

The ESG Report covers the performance of environment management and social responsibilities in our principal business in the People’s Republic of China (“China”) and Hong Kong Special Administrative Region (“Hong Kong”) during the period from 1 January 2017 to 31 December 2017 (the “Year”). During the Year, there was no significant change in our principal business and the Group was principally engaged in the manufacturing and sale of printed circuit boards. The key performance indicators disclosed in the environmental aspect of the ESG Report mainly focus on Yan Tat Printed Circuits (Shenzhen) Co., Ltd. (“Yan Tat Printed Circuits”), a subsidiary of the Group in Shenzhen.

### Reporting Basis

The ESG Report was prepared in accordance with Appendix 27 Environmental, Social and Governance Reporting Guide to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited (“Stock Exchange”).

### Stakeholders Involvement

The Group understands that stakeholders are closely connected to the Group’s business development. The Group communicates with the key stakeholders by various channels. The preparation of the ESG Report was also attended by our colleagues at each department which laid a solid foundation for formulating and implementing short-term and long-term development strategies of the Group.

### Information and Feedback

For details of the Group’s environmental, social and corporate governance efforts, please refer to our official website ([www.yantat.com](http://www.yantat.com)) and annual reports. We value your opinion on this Report. For any enquiry or advice, please feel free to send email to [ir@yantat.com](mailto:ir@yantat.com).

### 關於環境、社會及管治報告

本報告是恩達集團控股有限公司(「本公司」)及其附屬公司(合稱「本集團」或「我們」)發佈的第二份環境、社會及管治報告(「ESG報告」)，闡述過去一年本集團在業務營運中所履行的企業社會責任、秉持的原則及開展的工作。有關企業管治的內容，請參閱日期為二零一八年三月二十六日之二零一七年年報內的《企業管治報告》。

### 報告範疇

ESG報告涵蓋本集團在中華人民共和國(「中國」)內地及香港特別行政區(「香港」)的主營業務於二零一七年一月一日至二零一七年十二月三十一日(「本年度」)期間在環境管理及社會責任方面的表現。本年度，本集團的主營業務未發生重大變化，主要從事製造及銷售印刷電路板業務。ESG報告披露的環境範疇關鍵績效指標聚焦於本集團位於深圳市的附屬公司恩達電路(深圳)有限公司(「恩達電路」)。

### 報告準則

ESG報告依照香港聯合交易所有限公司(「聯交所」)證券上市規則附錄二十七《環境、社會及管治報告指引》所編寫。

### 持份者參與

本集團深明持份者與本集團業務發展的緊密聯繫。本集團通過各種渠道與重要持份者溝通，ESG報告的編寫亦得到各部門同事的共同參與，為本集團短期及長期發展策略的制定和實施奠定穩固根基。

### 信息及回饋

有關本集團環境、社會及企業管治的詳細資訊，請參閱本集團官方網站([www.yantat.com](http://www.yantat.com))及年報。本集團重視您對這份報告的看法，如有任何意見或建議，歡迎以電郵形式發送至以下地址：[ir@yantat.com](mailto:ir@yantat.com)。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### CORPORATE PROFILE

Printed circuit board (“PCB”) is a basic component necessary for electronic products and electrical parts, known as the “mother of the electronic industry”. The Group is an original equipment manufacturer (“OEM”) provider of PCBs, principally engaging in manufacturing quality PCBs. Our headquarter is in Hong Kong and our factories are located in Shenzhen, China. Under the management and leadership of Mr. Chan Wing Yin, our executive director and chairman, the Group was listed on the Main Board of the Stock Exchange in 2014.

Since the establishment of the Group, leveraging our industry experience, core technologies and products, high-end operation management and technical talents and modernized scientific management methodologies, we established brand products and received numerous accolades including the “National Excellent Enterprise with Foreign Investment — Tax Payment and Turnover”, “High and New Technology Enterprise”, “Advanced Technology Foreign Investment Enterprise”, “Landscape and Garden-like Factory” etc. We also accredited with ISO/TS16949, ISO14001, ISO9001, AS9100 and other certifications. As each of our technology and production technique becomes more mature, our clients also include some renowned enterprises in Europe, the US, Japan and China.

### ENVIRONMENT AND RESOURCES

#### Emission Management

The Group understands that environmental protection and clean production are key issues of the PCB industry. In regard of this, we strived to enhance the efficiency of environmental protection in the production process and reduce environmental pollution and energy consumption in order to achieve a win-win situation in respect of both corporate development and environmental protection. During the Year, we continued to strictly observe the Environmental Protection Law of the People’s Republic of China (《中華人民共和國環境保護法》), the Law of the People’s Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste (《中華人民共和國固體廢物污染環境防治法》), the Law of the People’s Republic of China on the Prevention and Control of Water Pollution (《中華人民共和國水污染防治法》) and other laws and regulations related to emission discharge and environmental protection promulgated by the national and local governments. Meanwhile, we continuously exercised comprehensive management and control over each type of emission during the production process in accordance with the Cleaner Production Standard: Printed Circuit Board Manufacturing (《清潔生產標準：印刷電路板製造業》) and other industry requirements issued by the Ministry of Environmental Protection.

### 企業簡介

印刷電路板(「PCB」)是電子及電器零件中不可或缺的零件，稱為「電子工業之母」。本集團為印刷電路板原設備製造(「OEM」)供貨商，主要從事製造高品質印刷電路板。本集團總部設於香港，廠房設於中國深圳市，在執行董事兼主席陳榮賢先生的管理及帶領下，於二零一四年在聯交所主板上市。

本集團發展至今，憑藉行業經驗、核心技術產品、高層次的經營管理和技術人才、現代化科學管理方法，樹立了品牌產品，先後榮獲「外商投資雙優企業」、「高新技術企業」、「外商投資先進技術企業」、「園林和花園式工廠」等榮譽稱號，並通過ISO/TS16949、ISO14001、ISO9001、AS9100等認證，各項工藝和生產技術越來越成熟，客戶包括歐洲、美國、日本和中國國內一些知名企業。

### 環境與資源

#### 排放物管理

本集團深明，環境保護與清潔生產是PCB行業不變的主題。為此，我們始終致力於提升生產過程環保效能，減少環境污染與能源消耗，努力實現企業發展與環境保護的雙贏。本年度，我們繼續嚴格遵守《中華人民共和國環境保護法》《中華人民共和國固體廢物污染環境防治法》《中華人民共和國水污染防治法》等國家及地方政府頒佈的有關污染物排放和環境保護的法律和法規。同時，我們繼續依照環保部《清潔生產標準：印刷電路板製造業》等行業要求，對生產過程中的各類排放物實施全面管控。

### Waste Disposal

The non-hazardous wastes generated from the Group mainly consist of scissel, steel barrel, plastics, waste paper and other domestic waste. During the Year, the total non-hazardous wastes of Yan Tat Printed Circuits was approximately 271 tons and the average amount of non-hazardous wastes per square meter of products was approximately 0.55kg. As domestic waste was collected and transported by the local environmental and hygiene authorities and the total amount produced could not be determined, the weight of such part was not included. The Group continues to carry out administrative measures on waste, and collect and store waste by categories of "Recyclable Wastes", "To-be-recycled Plastic Barrels of Chemicals" and "Non-recyclable Wastes". The "Recyclable Wastes" are divided further into scissel, steel barrel, carton and plastics and the disposal venue of which should be cleared at least once a month, while "To-be-recycled Plastic Barrels of Chemicals" are classified by dealers and collected and recycled by qualified dealers monthly and "Non-recyclable Wastes" are cleared every day by refuse collectors. To ensure safe storage of wastes, every department is required to dispose their wastes by designated staff at specified place.

The hazardous wastes generated from the Group mainly consist of copper sludge, stripping wastes and ink residue. Etching wastes are recycled and are not discharged. During the Year, the total hazardous waste of Yan Tat Printed Circuits was approximately 1,064 tons and the average amount of hazardous wastes per square meter of products was approximately 2.17kg. We continue to process hazardous wastes in accordance with the Regulations on the Safety Management of Hazardous Chemicals and the Management Plan of Hazardous Waste and other relevant regulations and internal policies. We engaged an organization that is qualified for handling industrial waste (liquid) and tracked its disposal method of the waste. We actively push forward the upgrading and replacement of equipment by adopting advanced equipment with a view to reducing the generation of hazardous wastes at source.

### Sewage Treatment

As a PCB manufacturing enterprise, every production process of our PCB involves high consumption of water, various and complicated water pollutants. In regard of this, we continue to process the sewage and implement stringent monitoring and control of sewage treatment. A third-party testing institute is engaged to regularly check and monitor the water quality at the discharge point in order to ensure the discharged water meets the recycling standard and in compliance with the related standards set out in the Emission Standard of Pollutants for Electroplating (GB21900-2008). There were no non-compliance cases noted in relation to the sewage discharge of the Group during the Year.

### 廢棄物處置

本集團產生的無害廢棄物主要包括金屬邊料、鐵桶、塑膠、廢紙及其他生活垃圾。本年度，恩達電路的無害廢棄物產生總量約為271噸，平均每平方米產品的無害廢棄物產生量約為0.55千克；其中，因生活垃圾由當地環衛部門負責收集清運，並未測定其產生總量，故此部分重量未包含在內。我們繼續推行各項廢棄物管理規定，對「可回收廢棄物」、「待回收化學品膠桶」、「不可回收廢棄物」進行分類收集和存放：我們將「可回收廢棄物」按金屬邊料、鐵桶、紙箱、塑膠等分類，每月至少處理一次；「待回收化學品膠桶」按處理商分類，每月聯繫有資質的處理商回收處理；「不可回收廢棄物」由清運人員每天清理。為確保廢棄物安全存放，我們要求各部門指派專人棄置廢棄物，不得將其亂丟亂放。

本集團產生的危險廢物主要為含銅污泥、退錫廢液和油墨渣；蝕刻廢液循環利用，並無外排。本年度，恩達電路的危險廢物產生總量約為1,064噸，平均每平方米產品產生量約為2.17千克。我們繼續按照《危險化學品安全管理條例》等法規和《危險廢物管理計劃》等內部制度處理危險廢物，聘請有資質的工業廢物（液體）處理機構，並對其處理方式進行跟蹤。我們採用先進設備，積極推進設備更新換代，從源頭上減少危險廢物的產生。

### 污水處理

作為印刷電路板生產企業，本集團的各道生產工序用水量，廢水污染物種類多，成份複雜。為此，我們繼續對生產污水進行處理並實施嚴密監控，定期聘請第三方檢測機構對排放口水質進行監測，確保出水水質達到回用或《電鍍污染物排放標準》(GB21900-2008)中的相關標準。本年度，本集團的污水排放未出現任何不達標情況。

The Group implemented dual control measures by requiring the wastewater station to carry out sample test every day and demanding the physics and chemistry laboratory to collect samples from the discharge point for further analysis on schedule. All discharge points in the factory area are subject to supervision by online monitoring devices. We are required to report and register with local environmental departments of sewage discharge information. Moreover, we formulated emergency measure to deal with incident of discharging high concentration wastewater at the early stage and incident of treating excessive wastewater at the last stage. To reduce water consumption and wastewater discharge, our scrubbing machine is equipped with copper powder recycling devices and cleaning system for recycling purpose.

### Exhaust Emission

The greenhouse gas emission of the Group from operations mainly comes from (i) direct emission generated from fuel consumption of vehicles, manufacturing equipment and manufacturing processes, etc; (ii) energy indirect emission generated from purchased electricity. During the Year, the total greenhouse gas emission of Yan Tat Printed Circuits was approximately 44,396 tons CO<sub>2</sub>e and the average amount of greenhouse gas emission per square meter of products was approximately 0.09 tons CO<sub>2</sub>e.

The air pollutant emission of the Group from operations mainly includes nitrogen oxides, sulfur oxides and particulate matters, which are mainly the exhaust from vehicles. During the Year, the total emissions of nitrogen oxides, sulfur oxides and particulate matters of Yan Tat Printed Circuits were approximately 15kg, 0.3kg and 1kg, respectively.

Besides, the Group strives to minimize exhaust emission during the production process. We strictly observe the related requirements in Emission Standard of Pollutants for Electroplating (GB 21900-2008), the Emission Limits for Air Pollutants (DB 44/27-2001) and the Emission Standard of Cooking Fume (Trial) (GB 18483-2001). An environmental protection institute is engaged to regularly check and monitor the emission of controlled emission, fugitive emission and cooking fume of canteen in the factory area. There were no non-compliance cases noted in relation to the gas emission of the Group during the Year. To reduce exhaust emission, we require exhaust from the etching line and four electroplating lines to be treated in the purifying tower before discharge. The factory shall keep up the work of chemical feeding and maintenance in a timely and appropriate manner.

本集團不僅要求廢水站每日自行檢測廢水樣，還要求理化室按時到排放口取樣分析，進行雙重把關。廠區所有排放口均接受線上監測儀器的監測，並按規定向當地環保部門彙報及登記排污情況。此外，我們制定有事故應急措施，以應對前端高濃度廢水進水事故和末端廢水處理超標事故的發生。我們的磨板機均採用銅粉回收裝置及磨板清洗水過濾循環回用等節水措施以減少廢水外排。

### 廢氣排放

本集團營運期間排放的溫室氣體主要來自(i)車輛燃油消耗、生產設備和製程等造成的直接溫室氣體排放；(ii)外購電力造成的能源間接溫室氣體排放。本年度，恩達電路的溫室氣體總排放量約為44,396噸二氧化碳當量，平均每平方米產品溫室氣體排放量約為0.09噸二氧化碳當量。

本集團營運期間排放的空氣污染物主要包括氮氧化物、硫氧化物和顆粒物，其主要來源為車輛尾氣。本年度，恩達電路的氮氧化物總排放量約為15千克，硫氧化物總排放量約為0.3千克，顆粒物總排放量約為1千克。

除此之外，本集團還致力於將生產過程中的廢氣排放減至最低。我們嚴格遵守《電鍍污染物排放標準》(GB 21900-2008)、《大氣污染物排放限值》(DB 44/27-2001)、《飲食業油煙排放標準(試行)》(GB 18483-2001)中的相應要求，定期聘請環保機構監測廠區有組織廢氣、無組織廢氣以及食堂油煙排放情況。本年度，本集團的廢氣排放未出現任何不達標情況。為減少廢氣排放，我們要求蝕刻線廢氣和四條電鍍線廢氣經淨化塔治理達標後才可排放，工廠須及時做好廢氣淨化塔的加藥、保養工作。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Utilization of Resources

During the Year, the total energy consumption of Yan Tat Printed Circuits was approximately 46,392MWh and the average energy consumption per square meter of products was approximately 0.09MWh. Energy is mainly consumed in canteen cooking stoves, vehicle fuel and purchased power. The total water consumption of Yan Tat Printed Circuits was approximately 495,676 m<sup>3</sup> and the average water consumption per square meter of products was approximately 1.01 m<sup>3</sup>. The total weight of the packaging materials used by Yan Tat Printed Circuits was approximately 199 tons and the average consumption of packaging materials per square meter of products was approximately 0.41kg.

### Environmental and Resource Protection

The Group mainly focuses on the following aspects so as to improve the efficiency of resources utilization and reduce unnecessary energy consumption. For example, we fully implement clean production to achieve waste reduction at source; we actively push forward the measures of saving energy, water and material; strengthen the energy saving management of lighting system, air-conditioning system and office equipment and attach great importance to maintenance and repair of the vehicles; operate a paperless office and introduce the Enterprise Resources Planning System ("ERP System"), through which it implemented electronic management on the its production, sales, supply chain, and human resources with a view to saving paper.

### Energy Management

During the Year, we continue to implement Project Plan of Energy Management System. Each production department has designated staff responsible for the management of energy use. We convene monthly energy management meeting to analyze the energy data of that month and devise energy plan for the next month. In our new factory, we adopt the online collection of energy consumption data, which enables real time monitoring of electricity consumption, thus optimizing the management of energy consumption.

### Technological Upgrading

The Group values the research, development and application of new technologies and equipment, with an aim to reduce energy consumption and costs by reforming technologies and upgrading equipment. Relevant departments are scheduled to prepare annual energy-saving and technological upgrading plans to be accomplished by the energy-saving management team. During the Year, we introduced dry film developers, dry film scrubbing machines, conformal coating equipment and automatic screen cleaning machines with a view to enhancing production efficiency and improving staff working environment.

### 資源使用

本年度，恩達電路的能源總耗量約為46,392兆瓦時，平均平方米產品能源消耗量約為0.09兆瓦時，主要消耗於食堂煮食爐、車輛燃油和外購電力。恩達電路的總耗水量約為495,676立方米，平均每平方米產品耗水量約為1.01立方米。恩達電路使用的包裝材料總重量約為199噸，平均每平方米產品包裝材料用量約為0.41千克。

### 環境與資源保護

本集團主要從以下幾方面著手，提高資源利用效率，減少不必要的消耗，例如：全面推行清潔生產，從源頭減少廢物產生；積極實施節能、節水、節材措施；加強照明系統、空調系統和辦公設備節能管理，注重車輛保養及維護；推行無紙化辦公，採用企業資源計劃系統（「ERP系統」）對生產、銷售、供應鏈、人力資源等流程進行電子化管理，以節省紙張。

### 能源管理

本年度，我們繼續實施《能源管理體系項目計劃》。各生產部門設有專人負責對能源使用進行管理，每月召開能源管理會議，對當月的能源數據進行分析，並部署下個月的節能計劃。在新廠房內，我們採用能耗數據線上採集，實時監測耗電情況，優化能耗管理。

### 技術改造

本集團重視新技術、新設備的研發和應用，通過技術改造和設備更新降低能耗和成本。我們安排相關部門編制年度節能技改計劃，並組成節能管理小組負責完成。本年度，我們引進了幹膜顯影機、幹膜磨板機、三防噴塗設備、自動網版清洗機等設備，提高生產效率的同時亦改善了員工工作環境。

### Promotion and Training

Staff support and participation is the key for implementing environmental protection policies and measures of the Group. Through announcement, internal email and training provided by external experts, we promote the knowledge on energy-saving and emission reduction and environmental protection of our staff. To achieve the annual energy-saving target, we further review the job done by each department and include environmental protection concepts to all of our business decision-making process in respect of manufacturing and sales. We keep encouraging and leading our staff to take part in our persisting environment improvement initiative as well as providing training in anticipation that every staff will understand the importance of energy-saving and emission reduction.

## EMPLOYMENT AND LABOUR PRACTICE

### Employment

The Group strives to build an optimal working environment and lenient work atmosphere for the employees and puts in the effort to establish a career platform for employees to shine. We continue to protect employees' interests in strict compliance with legal requirements. The Group keeps attracting experienced and outstanding employees and constantly boosts the formation of a harmonious labour relationship aiming at becoming an ideal employer.

### Recruitment and Promotion

The Group seeks to recruit and promote outstanding employees to build an elite workforce for corporate development and introduction of talents. In this regard, we continue to identify the most suitable candidates for each position based on the recruitment and promotion procedures. By the end of each year, each department shall devise a plan to be carried out by the human resource department to coordinate the recruitment process. Our recruitment is divided into internal and external recruitment. Internal promotion requires candidates to pass an examination, while in external recruitment candidates will be screened and elected for a first-round interview. As we get to know the general quality of the candidates and evaluate their interview performance, qualified candidates will be invited to a second-round interview by the manager of the recruiting department to ensure their professional competence to the position.

### 宣傳與培訓

員工的支持與參與是本集團環保政策和舉措得以落實的關鍵。我們通過廣播、內部郵件、邀請外部專家提供培訓等途徑向員工宣傳節能減排及環保知識。為實現年度節能目標，我們繼續了解和監督各部門完成情況，並將環境保護理念納入到製造、銷售的所有經營決策過程中。我們亦不斷鼓勵和帶領員工參與持續改善環境的行動，提供培訓以使每位員工都明白節能減排的重要性。

### 僱傭及勞工常規

#### 僱傭

本集團致力於為員工提供良好的工作環境和寬鬆的工作氛圍，努力建立有利於員工發揮其才能的事業平台。我們繼續嚴格遵守法律規定，維護員工合法權益，不斷吸納經驗豐富及高素質的人才，持續推進和諧勞動關係企業的建設，以成為員工的理想雇主為目標。

### 招聘晉升

本集團力求聘用及提拔高素質員工，打造精英團隊，為企業發展提供人才儲備。為此，我們繼續根據招聘及晉升程序，為每個崗位尋找最適合的人選。各部門於每年年底作出計劃，並交由人力資源部安排招聘工作。我們的招聘分為內部及外部招聘：內部晉升者需要通過考核才能受聘；外部招聘者需經過篩選後進行第一輪面試，在我們了解應聘者的一般情況並填寫面試評價後，合格者由用人部門經理負責第二輪面試，以確保應聘者對崗位的專業能力。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Wages and Salary Control

To enhance enterprise management and ensure proper execution of each system of the Company as well as to uphold ordinary operation process, we continue to implement an incentive programme for employees to motivate them and recognise their contribution with bonuses, awards, merits and promotions.

The Group continues to review salary and bonus scheme, and offer competitive salary and benefits to the employees. We distribute performance-based bonus and make contributions to the “five insurances and a pension” required by the government. To boost employee loyalty to the Company, employees who have served for more than one year are entitled to five days of paid leave per year plus casual leave, maternity leave, work injury leave and sick leave.

### Employee Benefits

The Group cares about both physical and mental health of our employees and applies the eight-hour working system. In the event of overtime work, we will ensure compliance of all regulations of the labour department. We offer fixed meal subsidies to all of our employees as well as free night refreshment and a break to the night shift. In hot summer season, we provide Chinese herbal tea and hot season subsidy to employees. To boost their loyalty to the Company, the Group continues its practice to provide awards and other rewards to recognise long service and excellent performance of employees. We offer free meals and gifts in festive seasons to create a warm family-like atmosphere in the Group. We have established free quarters for our workers near the plant. They are equipped with air conditioners, hot water supply and washing machines. They serve as an ideal living environment for the employees after work.

Furthermore, the Group also attaches great importance to the development of “five virtues in life” of the employees. The factory area is equipped with leisure room, table tennis room, library and television room where employees may rest. Monthly cultural and sports events are organised to enhance communication between employees, which include tug of war event, table tennis competition, badminton competition, chess competition, basketball competition, birthday party, etc.

### 薪酬管理

為了強化企業管理，保障公司各項制度的執行，維護正常的工作秩序，我們繼續實施獎勵制度激勵員工，培養員工對工作的熱忱，以獎金、嘉獎、記功、晉級的方式獎勵有關員工。

本集團繼續依慣例對薪金及花紅制度進行檢討，為員工提供具競爭力的薪金及福利，並按員工表現發放獎勵，並按照政府規定為員工繳納「五險一金」。為加強員工對企業的忠誠度，我們規定工作服務滿一年以上的員工每年可享受五天帶薪年休假及事假、產假、工傷假和病假。

### 員工福利

本集團注重員工的身心健康，實行八小時工作制。如有需要加班，我們會確保遵守勞工部門的所有法規。我們不僅為全體員工提供固定的餐補，還為夜班員工提供免費夜宵及休息時間。在高溫季節，我們提供涼茶和高溫補貼給員工。為提升員工對企業的歸屬感，我們亦依慣例頒發年資服務獎及其他獎勵給優秀員工作為鼓勵。每逢節日我們設有免費餐及贈送節日禮品，希望員工在本集團感受到家的溫暖。我們在工廠附近提供免費住宿，住宿配有空調、熱水、洗衣機等，使員工在下班後享有理想的居住場所。

除此之外，本集團亦注重員工的五育發展。我們在工廠內設有娛樂室，提供乒乓球、圖書室、電視廳等員工休閒場所。我們每月舉行不同文體活動，加強員工之間交流，包括拔河活動、乒乓球比賽、羽毛球比賽、棋藝比賽、籃球比賽、生日派對等。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Equal Opportunity

To listen to the voices of different departments, the Group continues to implement the Administrative Measures for Internal Communication and Complaint of Employees. In the event of unfair treatment or disrespect, employees may file a complaint to seek for resolution to such issue.

The Group strives to improve each employment policy for employees and every personnel decision is made in accordance with the requirements of Labour Law of the People's Republic of China, Labour Contract Law of the People's Republic of China and other relevant regulations in an equal manner, instead of discriminatory treatment stemming from different genders, ages, races and religions.

### Health and Safety

The Group places high importance to the health and safety of employees. To prevent accidents and minimise occupational hazards, we continue to comply with the national and local laws and regulations with regard to labour hygiene and assure the personal safety of employees to create a safe and hygienic work environment to everyone working at our premises.

We insist on a safe production approach which could be summed up by the phrase "human-oriented, safety-first and prevention based". To avoid employees' exposure to occupational diseases and hazards at work, we arrange many occupational health trainings for all employees to boost awareness and competence of self-protection. In accordance with the requirements of the relevant laws and regulations, we regularly conduct health examination on employees of relevant positions and prevent injuries suffered from repetitive work. We inspect issues identified during the body check and may re-designate employees so that they work in a healthy and comfortable environment. For positions exposed to occupational hazards, employees must wear or use labour protection equipment as required by the Group's management. We arrange stringent body check on new employees and they do not start working until we have obtained the health certificate.

### 平等機會

為聆聽不同部門的聲音，本集團繼續實施《員工內部溝通及申訴管理方法》。若員工在工作上受到不公平待遇或感到未受尊重時，可以透過申訴處理有關事宜尋求解決。

本集團致力於完善員工的各項僱傭政策，所有人事的決定均按《中華人民共和國勞動法》、《中華人民共和國勞動合同法》及其他有關規定辦理，並遵照平等原則執行，不因性別、年齡、民族、宗教等因素區別對待。

### 健康與安全

員工的健康及安全對本集團同樣重要。為防止事故發生，減少職業危害，我們繼續遵守國家及地方有關勞動衛生的法律法規，保證員工人身安全，令所有員工享有安全、衛生的工作環境。

本集團貫徹「以人為本，安全第一，預防為主」的安全生產方針。為避免員工因工作遭受職業性疾病與職業災害，我們對全體員工進行多次職業健康教育，以提高員工的自我防護意識和能力。我們根據相關法律法規，定期對相關崗位員工進行健康檢查，避免員工因重複性工作而受到傷害，如體檢中檢測到問題，我們會了解並進行調崗，務求其能於健康舒適的環境下工作。凡可能引起職業危害的崗位，員工必須按本集團管理要求佩戴或使用勞保用品。我們對新員工進行嚴格的健康檢查，取得健康證後才可允許其上崗。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

We pursue a risk-free and accident-free business environment and implement an accountability system for safe management. During the course of performing their duties, employees must obey orders and concentrate on production operation in accordance with operation programme and method instructed by technicians. Employees exposed to occupational hazards must attend at least one annual occupational hygiene knowledge training. To safeguard employee's safety more effectively, we have also set up a safety management committee and designated safety officers to handle issues such as safe production management, work injury and illness, and hospitalisation and treatment. They also improve medical assurance measures and relevant requirements on occupational health and safety and are fully in charge of labour safety, hygienic and environmental matters in the factory area. Due to our emphasis on safety matters of every employee, the Group did not experience any material accident during the Year.

### Development and Training

The growth and development of our staff is constantly a focus of the Group. We actively conduct surveys on the demand for educational programmes and trainings in accordance to our annual operation plans and objectives. With reference to the survey results on the demand for training among staff across departments, we make appropriate annual training programmes available to them. The need for strategic development of our manpower structure can be satisfied by the continuing learning system. With our continuous provision of comprehensive learning resources including orientation, pre-employment and on-the-job trainings and specialized trainings and study environment, as well as subsidies of advance learning for both internal and external courses, we aim to build up the professional knowledge and skills of our staff, so that every employee can cope with their jobs independently and keep on making innovative efforts, which in turn could help the Group maintain its competitiveness.

Training materials including operation guide and basic technical skills have been prepared by experienced and senior staff in the training programmes to better equip our staff with the necessary skills and capability for their positions which, in return, would benefit the enhancement of work efficiency and reduction in resource consumption and waste due to errors and mistakes during the working process.

For a faster and smoother adaptation to their jobs, the Group offers new staff orientation training comprise of introduction to our corporation, corporate culture, rules and regulations, our system, fundamental knowledge in relation to production, fire safety, vocational skills, ISO/TS16949 and ISO14001 as well as trainings to increase awareness on environmental protection among the staff. Staff who are newly employed or transferred to their current positions have to take pre-employment and on-the-job trainings for at least two days to be equipped with working techniques and skills.

我們追求零風險、零事故記錄，實行安全管理責任制。員工在工作期間必須絕對服從指揮，集中精神，按操作程序及技術員指導的方法操作生產。從事接觸職業病危害作業的員工，至少參加一次年度職業衛生知識培訓。為更有效地保護員工安全，我們還成立有安全管理委員會，設立安全主任，負責安全生產管理、處理員工的工傷和患病送醫治療事宜，以及完善醫療保障設施以及職業健康安全相關規定，全面管理全廠的勞動安全、衛生環保工作。有賴各員工對安全問題的重視，本年度，本集團沒有重大意外發生。

### 發展及培訓

本集團持續關注員工的成長與發展。我們根據每年的營運計劃和目標，主動進行教育訓練需求調查，根據各部門對員工的培訓需求調查結果，為員工量身訂做年度培訓計劃，以持續培養的機制滿足本集團人才結構的戰略發展需求。我們繼續提供完善的訓練資源與學習環境，所有員工均設有入職培訓、崗前培訓、崗位培訓及專項培訓。我們亦提供進修津貼，補助員工內、外訓練課程之費用以不斷增進員工專業知識與技能，令每位員工能夠獨當一面地解決問題，不斷創新，使本集團在競爭中保持優勢。

為提高工作效率，減少工作失誤造成的資源消耗和浪費，本集團在對員工進行培訓時，由具備一定經驗和資格的員工編制員工崗位培訓教材，包括崗位作業指導書、崗位基本操作技能等，務求員工具備工作時所需的技能和工作能力。

為使員工更易投入企業運作，本集團為新員工提供職前培訓，包括企業簡介、企業文化、規章制度、推行的體系、生產、消防安全、崗位技能、ISO/TS16949及ISO14001等基礎知識以及提升環保意識的培訓。所有新員工或轉崗位的技術人員，必須接受至少兩天的崗前培訓和崗位培訓，以掌握工作技巧和工作技能，快速適應工作。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

Apart from new employees, we also provide trainings for mid-level management with a view to helping them get a better picture of the corporate culture, company structure and tactful issues such as how to get along with the staff and how to deal with human resources dilemmas. In addition, in line with our usual practice, annual training schemes and appraisals have been organised by the human resources department. Those who failed to pass any of the appraisals would have to retake the training. The measure helps to promote the development of our staff and enhance our operation.

### Labour Standards

The Group has strictly observed the Labour Law of the People's Republic of China and the Employment Ordinance of the Hong Kong Special Administrative Region against practices of employing forced labour and child labour. To comply with the relevant regulations, our human resources department has continued to stringently follow the management procedures of human resources by collecting copies of the identity document, educational certifications and health certificates of the applicants to ensure that they can be lawfully employed. No follow-up recruitment procedures will be processed unless all verifications are duly completed. During the Year, there was no employment of forced labour or child labour in the Group.

### PRACTICE OF OPERATION Supply Chain Management

The Group puts emphasis on maintaining sound relationships with suppliers. It also constantly explores opportunities for deeper and wider cooperation with a view to providing our customers with products and services of the highest quality. We continue to carry out a transparent procedure based on arm's length principle for selecting suppliers, and actively promote socially-responsible purchase practices.

The Group has always insisted on conducting product quality control with focus on raw materials. We continue to implement various procedures and policies on selection for purchasing raw materials targeting suppliers to ensure that the materials purchased by us and supplied to various factories fully satisfy the relevant requirements in terms of product quality and cost control. In order to satisfy all of the Group's requirements formulated according to the ISO/TS16949 standard for quality control system in the automobile industry, we apply the ISO9001 quality management system as the basic requirement to the development of all our raw material suppliers and urge suppliers to improve their performance continuously.

除了新員工，我們亦會為中層管理人員提供培訓，使其對本集團的企業文化、組織構架、如何對待員工、如何解決人力資源問題等有更深的認識。此外，人力資源部門會依慣例根據各員工的能力編制年度培訓計劃及進行考核，對不合格者重新培訓，以促進員工成長，完善本集團運營。

### 勞工準則

本集團一直嚴格執行《中華人民共和國勞動法》及香港特別行政區《僱傭條例》，反對強迫勞動和僱傭童工問題。為了符合規定，本集團的人力資源部繼續嚴格遵守人力管理程序，向應聘者收取身份證、學歷證明、健康證等證件複印本後進行審查，在一切驗證步驟完成後，才執行後續招聘程序，確保求職者可合法受雇。本年度，本集團未出現任何僱傭童工或強迫勞動的情況。

### 營運慣例 供應鏈管理

本集團重視與供貨商之間的良好合作關係，並不斷探求更深入以及更廣泛的合作，從而給予廣大客戶最優質的產品和服務。我們繼續推行具透明度和符合公平原則的供貨商甄選程序，積極推進對社會負責任的採購活動。

從原材料入手控制產品質量，是本集團一直堅持的原則。我們繼續實施各項原材料採購作業程序和甄選政策，以保證向各工廠供應完全滿足產品品質及成本控制要求的採購物料。對於所有原材料供貨商的開發，我們以ISO9001質量管理體系為基本要求，督導供貨商持續改進以滿足本集團以ISO/TS16949汽車工業質量體系所定立的各項要求。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

All suppliers engaged by the Group have long-established presence and sizable operating records and are equipped with relevant production qualifications and good reputation in the market. We assess suppliers from various aspects, including production capacity, experience, industry qualification, certification, creditability and whether they select quality raw materials, value safety and environment-friendly production technology or not, as well as after-sales services, and impacts of materials towards end products and risks. To better understand the internal environment of suppliers, we also conduct site visits to ensure that the suppliers comply with the requirements of the Group and our customers before taking them into consideration. Upon confirming our selection of suppliers, we enter into framework agreements with suppliers to secure their availability and quality.

The Group has categorised raw material provided by suppliers, and has established internal procedures for assessment and monitoring of purchases. Qualified suppliers will be marked for future reference. After selection of suppliers, we will continuously supervise our suppliers to ensure the quality, services and costs of the outputs. We will conduct trial run, verification and assessment on all the materials provided by suppliers, for the avoidance of cost increase due to unqualified materials. If a problem is identified in the monitoring process, we will contact the relevant supplier in a timely manner and demand such supplier for modification and improvement efforts. We strictly enforce each procedure, with our production goal of providing clients with products of the best quality.

### Product Liability

In order to secure product quality and maintain its leading industry position, the Group constantly pays attention to details with careful handling as its objective. We adhere to the customer-oriented approach and provide clients with quality products catering to their needs. In addition, the Group adopts relevant assessment measures to try out our commitments. We also value feedbacks from clients. It aims not only to provide satisfactory after-sales services to clients, but also to offer timely and effective solutions regarding clients' complaints so as to boost up their confidence. Besides, we continue to strictly observe the laws and regulations governing the advertising, labelling and privacy matters of such products.

本集團所聘用的供貨商均擁有悠久的歷史和具規模的經營往績，具備相關生產資格並在市場上享有信譽。我們從產能、經驗、行業資格、證書、信用、是否選用優質的原料、重視安全及環保生產技術、售後服務等方面對供貨商進行評估，同時考慮物料對最後成品的影響及風險。為了解供貨商內部環境，我們實地考察場地，確保供貨商符合本集團及客戶要求才作出考慮。當確定供貨商後，我們與供貨商訂立框架協議，保證供貨商的供應和質量。

本集團已將供貨商提供的原材料類別作出分類，制定內部評估及採購控制程序，合格之供貨商會被記錄供日後參考。在選定供貨商後，我們持續監督供貨商，為出貨品質、服務、成本帶來保證。我們對供貨商提供的物料施行規範試驗、驗證及評估，避免物料不合格令成本增加。如在監測過程發現問題，我們會及時聯絡供貨商，向他們提出修改以及持續改進的要求。我們嚴謹地執行每個工序，以提供最優質的產品為生產目標。

### 產品責任

為保障產品品質，保持產業龍頭地位，本集團始終秉持注重細節、盡善盡美的宗旨。我們以客為本，提供切合客戶需求的優質產品，並採取相關檢定措施以實踐我們的承諾。我們亦重視客戶的意見，不僅期望為客戶提供滿意的售後服務，還對客戶的投訴提供迅速有效的解決方案，增加客戶信心。此外，我們繼續嚴格遵守有關產品廣告、標籤及隱私事宜的相關法律法規。

### Testing and Examination

To ensure that all products in compliance with the relevant laws and regulations including the Product Quality Law of the People's Republic of China and Regulations on Quality Responsibility for Industrial Products, we have set up a quality control department. We examine and test product quality throughout the procedures, from purchase of materials, product manufacturing to product delivery, using IPC (Inter-Process Communication) standards to ensure quality of products and avoid harm to clients' health and safety.

The Group continues to implement stringent quality control procedures throughout the production process. Our quality control focuses on the following four major areas: equipment control; raw material control; manufacturing control; and finished products control. To make sure all production parameters are consistent, computerized control is applied in several production processes and regular calibration is performed to ensure the accuracy. We also require to ensure all activities pertaining to quality be conducted according to established procedures.

For the sake of ensuring the material quality meeting production requirements, the Group examines the incoming materials, externally-processed semi-finished products and finished products to avoid cost increase and delayed delivery due to unqualified materials. The sourcing department also requires suppliers to provide data on such materials and submit them to the manufacturing engineering department for testing. We conduct quality tests before delivering the products. They include electrical properties test, appearances check, physical test and package check, which are undertaken by several different departments. Unqualified products will be disposed according to the Management Procedure for Unqualified Products. In addition to material and production procedure management, we set minimum qualification requirements for each position; and employees are required to possess certain job experiences. We also provide trainings on basic information of ISO/TS16949, quality system documentation and quality testing standards.

### Valuing Clients' Feedbacks

Upholding the service objective of "client-oriented service from the heart", the Group regularly conducts surveys on client satisfaction regarding our products and actively seeks to understand clients' needs, allowing us to provide services more responsive and attentive to our clients' demands, and establishes good relationship with them.

### 檢驗與測試

為確保所有產品遵守《中華人民共和國產品質量法》及《工業產品質量責任條例》等相關法例，我們設立有檢質部，從原材料採購、產品生產到產品出貨等各階段均對產品質素加以檢驗和測試。我們採用IPC（進程間通信）標準，以保障產品質量，避免出現危害客戶的健康與安全的情況。

本集團在整個制程中均繼續實施嚴格的質控程序，圍繞設備控制、原料控制、制程控制及成品控制四個範疇。為確保生產參數一致，我們在幾個製作過程中採用計算機化控制，亦定期校準確保精確性，確保每一項與質量有關的活動均按照確定的程序進行。

為確保物料質量符合生產要求，本集團對來料、外協加工半成品和成品進行檢驗，以避免使用不合格物料，增加成本，延遲交期。採購部會要求供貨商提供該物料的數據，交由工藝部進行驗證。出貨前不同部門負責質量測試，測試內容包括電性測試、外觀檢查、物理測試和包裝等，測試不合格的產品會依照《不合格品的管理程序》處理。除了物料及生產流程上的管理，我們還對各崗位的資歷設有最低要求，員工必須具備一定的工作經驗。我們亦為員工提供ISO/TS16949基礎知識培訓、質量體系文件培訓、質量檢驗標準培訓。

### 客戶意見系我心

本集團以「客戶為先，以心為心」為服務宗旨，定期調查客戶對產品的滿意度，主動了解客戶的需求，為客戶提供最貼心的服務，與其建立良好的關係。

The Group has set up a customer complaint team and the department of business affairs which are responsible for handling complaints from clients. A review meeting shall be convened within eight hours upon receiving complaints from any client. If any abnormal quality is reported by any client, such feedback will be reported immediately to the engineers, officer, manager or director of the quality assurance department for analysis of causes and formulating policy for improvement to be adopted in future production. Work-in-progress held in inventory and on the production lines will be monitored subsequently. Engineers responsible for client quality assurance will compile reports on improvement measures, send them to relevant clients, and follow up the outcome. Meanwhile, engineers at the quality assurance department formulate proposals according to the Notice Regarding Measures for Rectification and Prevention and examine inter-departmental working results to ensure whether the procedures are completed on time and clients' demands are met to their satisfaction.

### Protection of Privacy

The Group emphasizes on privacy and ensure such information including the Group's client list, marketing plans, purchase information, pricing policy, undisclosed financial information, production techniques, methodologies, formulas, sourcing channels, production and sales strategies, bidding base and bidding proposals, composition of project teams, budgets, profits and undisclosed financial information, etc. are well protected. We also uphold arms-length transactions and continue to fully conform to the laws regarding privacy rights, standards, requirements and rules and guidelines in the EICC (Electronic Industry Citizenship Coalition Code of Conduct).

For protection of customer information, the Group continues to require every new staff member to sign a confidential agreement and provides staff manuals stating their job duties to make sure employees understand the importance of client privacy and prevent leakage of any relevant information. To ensure confidentiality of customer information, the administration department disposes waste boards that contain customer information produced in all relevant manufacturing processes separately by crushing them into shatters with grinders before notifying recycling companies to collect the wastes.

本集團已設立客訴組及商務部，負責處理客戶投訴，接獲客戶投訴後八小時內召開會議檢討。如接到客戶回饋質量異常資訊時，我們立即通知客戶質量保障工程師、主任、經理或總監分析原因，擬定對策改善以後的生產，並對在庫品和生產線上的半成品進行跟進，由客戶質量保障工程師整理改善報告予客戶及跟進改善結果。與此同時，品保部流程工程師按照《糾正預防措施通知》制定方案以驗證各部門的行動結果，確定是否按期完成並能滿足客戶要求。

### 隱私保護

本集團重視隱私保護，包括本集團的客戶名單、營銷計劃、採購資料、定價政策、不公開的財務資料、生產工藝、方法、產品配方、進貨渠道、產銷策略、招投標的標底及標書內容、項目組人員構成、費用預算、利潤情況及不公開的財務資料等。我們亦堅持公平交易，繼續全力遵守有關隱私權益的法例、EICC (《電子行業行為準則》) 標準要求、規則和指引等。

為保護客戶資料，本集團繼續與每位新員工簽署保密協定，並於員工手冊中列明職責，確保員工明白客戶隱私的重要性，禁止一切相關資料外泄。行政部分開處理所有生產工序中產生的含有客戶資料的報廢板，利用粉碎機將其粉碎至粉狀，再通知回收公司處理廢料，保證客戶資料的保密性。

### Anti-corruption

Anti-corruption is a focus of the Group. We have zero tolerance on corruption. We continue to strictly observe the Criminal Law of the People's Republic of China, the Prevention of Bribery Ordinance of the Hong Kong Special Administrative Region and other relevant laws, and delegate the power to employees and suppliers to anonymously submit a direct report to the Group so as to ensure a fair and proper handling of all transactions.

The internal policy of the Group has set out provisions on accepting gifts, incentive and transactions with financial institutions. We also arrange integrity training for employees. Employees at managerial level must attend anti-corruption conferences to improve their understanding on conflict of interest and corruption and prevent them from harboring their subordinates. Employees shall handle incentive and gifts in accordance with the department manual. In case of any conflict between personal interest and job duties, employees shall report such conflict, or else they will be subject to disciplinary actions for any non-compliance.

Besides employees, suppliers are also subject to regulatory measures. Employees of the procurement department select suppliers, issue orders and receive goods based on the division of labour to prevent a particular employee being responsible for every process and avoid corruption. We will execute an undertaking with a supplier before entering into a contract. In the event of default in any provision of the undertaking, the supplier will make an unconditional default payment to the Group after inspection and its confirmation. At the same time, we reserve the right to cease the business relationship, freeze the trade payables arising from transactions within two months and seek to enforce our legal right to hold the defaulting party responsible.

### 反貪污

防止貪污是本集團工作的重點，我們對於貪污腐敗一直採取零容忍態度。我們繼續嚴格遵從《中華人民共和國刑法》及香港特別行政區《防止賄賂條例》等法例，並賦予員工及供貨商直接向本集團提交不記名舉報的權力，確保執正持平處理所有交易。

本集團內部政策已列明有關收受禮物、獎勵及財務機構交易的規定。我們亦對員工進行誠信培訓。經理層級的員工須出席反貪污會議，深刻認識利益衝突和貪污行為，謹防任何包庇行為。員工須根據部門指引處理獎勵及禮物，當個人利益與其職務有矛盾時必須進行申報，違規者將受到紀律處分。

除了員工，供貨商亦受到規管。採購部員工採取分工方式的形式選擇供貨商、簽發訂單及回收貨物，避免同一員工負責所有流程，防止貪污情況出現。與供貨商簽訂合同時，亦須簽署承諾書。如供貨商違反承諾書條款，一經查處屬實，將無條件支付本集團違約金。同時，我們亦有權立即終止雙方業務往來，凍結兩個月交易產生的貨款，並追究相關其法律責任。



### COMMUNITY INVESTMENT

The Group dedicates to making contributions to the society and to running the business of the Group with a grateful attitude. The Group sponsored Suicide Prevention Services Charity Walk 2017 during the Year, contributing to creating a caring community. This campaign promoted the message of cherishing lives and facing life challenges proactively to the public. The funds raised are used to support and commence the suicide prevention service, which can offer more assistance to those who are suffering from emotion disturbance and have tendency to suicide. We also actively responded to the initiative of 2017 Guangdong Poverty Relief Day by making donations to Shenzhen Pingshan Charity (坪山區慈善會), helping the people in poverty to break away from predicament, and extending our care and love to the society.

### 社區投資

本集團致力於回饋社會，用感恩的心去經營企業。本年度，本集團贊助了生命熱線「愛•喜•行」慈善步行籌款2017活動，為締造充滿關愛的社會貢獻一份力量。此次活動不僅向參加者及大眾宣揚了珍惜生命、積極面對人生的訊息，亦將善款用作支持及開展預防自殺之服務，讓社會上更多情緒受困擾及徘徊於自殺邊緣的人士受惠。我們亦積極回應「2017年廣東扶貧濟困日」活動倡議，向深圳市坪山區慈善會捐出善款，幫助貧困地區人民走出困境，以點滴關懷成就企業大愛。





**Yan Tat Group Holdings Limited**  
恩達集團控股有限公司