



2017年環境、社會與管治報告

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2017

億仕登控股有限公司

ISDN HOLDINGS LIMITED

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I. Board Statement

ISDN Holdings Limited (the “Company”) and its subsidiaries (collectively, the “Group”) stringently fulfil their environmental and social responsibilities. Through this Environmental, Social and Governance (“ESG”) report, the Group demonstrates its progressive performance in terms of sustainable development to its stakeholders during the reporting period. This report has been prepared in accordance with the Global Reporting Initiatives (“GRI”) Standards.

The Group developed its sustainability strategy with the goal to create sustainable values to its stakeholders, and to lower the Group’s impact on the environment. In order to carry out the Group’s sustainability strategy from top to bottom, the Board of Directors (the “Board”) of the Company has ultimate responsibility for ensuring the effectiveness of the Group’s ESG policies. The Board established dedicated teams to manage ESG issues within each business division of the Group. Designated staff was assigned to enforce and supervise the implementation of the relevant ESG policies. The Group is also committed to constantly reviewing and adjusting its sustainability policies to satisfy the ever-changing needs of its stakeholders. Details of its management approach in both the environmental and social aspect can be found throughout different sections of this ESG Report. The Group believes sustainability is essential to the its long-term development.

II. About ISDN

Headquartered in Singapore, ISDN Holdings Limited is an integrated engineering solution provider focusing on motion control, industrial computing and other specialised engineering solutions. The Group’s customers are primarily manufacturers and original design manufacturers of products and equipment that have specialised requirements in precision controls. The Group provides the full spectrum of engineering services from conceptualisation, design & development to prototyping, production, sales & marketing and after sales engineering support.

一、董事會報告

億仕登控股有限公司（「本公司」）及其自公司（統稱為「集團」）嚴格履行其各自的環境和社會責任。通過環境、社會及管治（「ESG」）報告，本集團向其利益相關者展示了集團在報告期內，可持續發展方面的進步表現。本報告是根據全球報告倡議（「GRI」）標準所編寫。

本集團制定了可持續發展戰略，目標是向其利益相關者創造可持續價值，減小本集團對環境的影響。為了在整個集團實施可持續發展戰略，公司董事會（簡稱「董事會」）對確保集團的ESG政策之有效性負有最終責任。董事會成立了專責小組，負責管理集團各業務部門的ESG問題。集團還制定了專責人員，負責督促ESG相關政策的執行。集團還承諾不斷審查並調整期可持續發展戰略，以滿足其利益相關者日益變化的需求。有關集團在環境和社會方面的管理方法，可參見ESG報告的相關章節。集團認為，持續性對集團的長期發展非常重要。

二、關於億仕登

億仕登控股有限公司總部位於新加坡，是一家主要專注於運動控制、工業計算及其他專業工程解決方案的綜合工程解決方案供應商。集團的客戶主要為製造商和那些對精度控制有特別要求的產品和設備原始設計製造商。集團提供全範圍的工程服務，從概念、設計和開發到原型製作、生產、銷售和行銷以及售後工程技術保障。

ISDN's vision is "To be the engineering solution provider of choice focused on delivering innovative and quality solutions to both its customers and stakeholders". To achieve its vision, the Group is committed to doing the following:

- To be recognized as the leader in all the markets it serves
- To continue to build enduring relationship of trust with its customers and business partners
- To be an employer of choice that inspires and rewards performance excellence
- To generate value for shareholders through measured growth strategies in earnings and distributions.
- To conserve the environment through the use of technology for better resource management

III. Reporting Period and Scope of the Report

This ESG Report covers the environmental and social performance within the operational boundaries of the Group that includes the Group's (i) business operation, which comprises sales and administration offices in Singapore, Hong Kong, the People's Republic of China (the "PRC"), Malaysia, Vietnam, Taiwan, Indonesia, and Thailand; and (ii) manufacturing operation, which comprises manufacturing plants and warehouses in Wujiang, Suzhou, PRC. Notable change in the operational scope would be the inclusion of the Group's sales offices in Taiwan, Indonesia, and Thailand, which has previously been scoped out of its operational boundaries. The reporting period is the Group's financial year dating from 1 January 2017 to 31 December 2017 ("FY2017").

IV. Stakeholder Engagement

With the goal to strengthen the sustainability approach and performance of the Group, the Group puts tremendous effort into listening to both its internal and external stakeholders. The Group actively collects feedback from its stakeholders to maintain a high standard of sustainability within the Group, while also building a trustful and supportive relationship with them. The Group connects with its stakeholders through their preferred communication channels below.

億仕登的願景是「成為客戶首選的工程解決方案供應商，專注於為客戶和其利益相關者提供創新和優質的解決方案」。為了實現這個願景，集團做出以下承諾：

- 成為所有其服務市場的公認領導者
- 繼續建立其與客戶和商業夥伴之間的持久信賴關係
- 成為最佳僱主，激勵員工卓越的工作表現並予以獎勵
- 通過勻稱的收益和分配增長型戰略，為利益相關者創造價值
- 通過使用技術，更好的管理資源，以此來保護環境

三、 報告期和報告範圍

ESG報告涵蓋了集團運營範圍內的環境和社會表現；運營範圍主要保函集團的以下業務：(i) 業務運營，包括新加坡、香港和中華人民共和國（簡稱「中國」）、馬來西亞、越南、臺灣、印尼和泰國的銷售辦事處和行政辦公室；(ii) 製造業務，包括中國吳江區和蘇州市的製造廠和倉庫。運營範圍變化顯著的包括集團在臺灣、印尼和泰國的銷售辦事處，這幾處辦事處以前未被列入運營範圍。報告期即集團的財政年度，從2017年1月1日之2017年12月31日（「2017財政年度」）

四、 利益相關者參與

為了鞏固可持續發展方法，提高集團的業績，本集團做出巨大努力去聆聽集團內外部利益相關者的意見。集團積極收集利益相關者的回饋，以在集團內維持一個可持續發展的方法，同時也在與利益相關者建立可以信賴和支持的關係。集團通過以下優先溝通渠道，保持與利益相關者的聯繫。

Table 1 Communication with Stakeholders

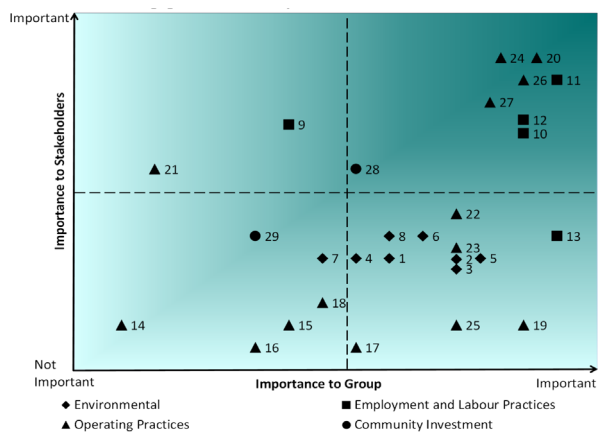
表1 與利益相關者的溝通

Stakeholders 利益相關者	Expectations and Concerns 期望和關注點	Communication Channels 溝通渠道
Government and regulatory authorities 政府和監管機構	<ul style="list-style-type: none"> - Compliance with laws and regulations - 遵守法律法規 - Support economic development - 支持經濟發展 	<ul style="list-style-type: none"> - Supervision on compliance with local laws and regulations - 監督是否遵守地方法律法規 - Routine reports - 例行報告
Shareholders 股東	<ul style="list-style-type: none"> - Return on investments - 投資回報率 - Corporate governance - 公司治理 - Business compliance - 業務合法性 	<ul style="list-style-type: none"> - Regular reports and announcements - 定期報告和公佈 - Regular general meetings - 定期召開股東大會 - Official website - 官方網站
Employees 員工	<ul style="list-style-type: none"> - Employees' compensation and benefits - 員工的薪酬福利 - Career development - 職業發展 - Health and safety in the working environment - 工作環境的衛生與安全 	<ul style="list-style-type: none"> - Performance reviews - 績效審查 - Regular meetings and trainings - 定期會議與培訓 - Emails, notice boards, hotline, caring activities with management - 管理相關的電子郵件、佈告欄、熱線和關愛活動
Customers 客戶	<ul style="list-style-type: none"> - High quality products and services - 優質的產品和服務 - Protect customers' rights - 保障客戶合法權益 	<ul style="list-style-type: none"> - Customer satisfaction survey - 客戶滿意度調查 - Face-to-face meetings and on-site visits - 面對面會議和實地探訪 - Customer service hotline and email - 客戶服務熱線和電子郵件
Suppliers 供應商	<ul style="list-style-type: none"> - Fair and open procurement - 公平公開的採購 - Win-win cooperation - 雙贏合作 	<ul style="list-style-type: none"> - Open tendering - 公開招標 - Suppliers' satisfactory assessment - 供應商滿意度評估 - Face-to-face meetings and on-site visits - 面對面會議和實地探訪
General public 一般公眾	<ul style="list-style-type: none"> - Community involvement - 社區參與 - Business compliance - 業務合法性 - Environmental protection awareness - 環境保護意識 	<ul style="list-style-type: none"> - Media conferences and responses to enquiries - 媒體會議和問詢回應

Materiality Assessment

The Group undertakes annual review in identifying and understanding its stakeholders' main concerns and material interests for the ESG Report. In FY2017, the Group engaged its stakeholders to conduct a materiality assessment survey. Specifically, internal and external stakeholders were selected based on their influence and dependence on the Group. Stakeholders with high level of influence and dependence on the Group were selected and invited to express their views and concerns on a list of sustainability issues via an online survey. The results from the materiality assessment survey were mapped and presented below.

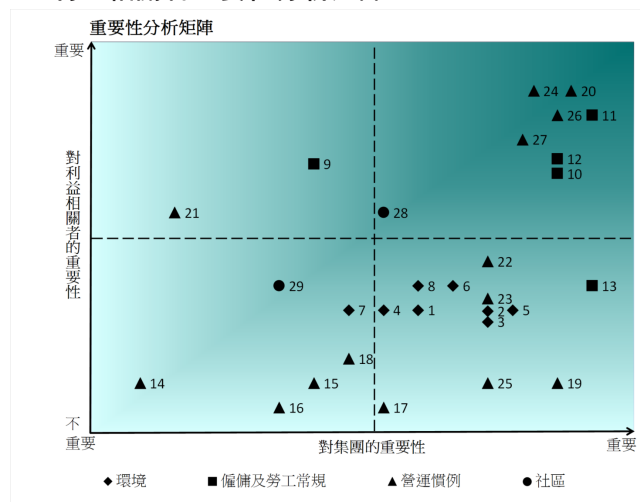
Stakeholder Engagement Materiality Matrix



重要性評估

集團進行年度評審，確定並理解其利益相關者對於ESG報告的主要關注點和重大利益。2017財政年度，集團讓其利益相關者進行了一次重要性評估調查。具體方法為，根據對集團的影響和對集團的依賴程度，選擇內外部利益相關者。選出對集團影響程度和依賴程度高的利益相關者，並通過線上調查，邀請他們在一張可持續發展問題表上寫出自己的看法和問題。重要性評估調查結果如下圖所示：

利益相關者重要性分析矩陣



1	Air and greenhouse gas emissions 大氣和溫室氣體排放
2	Sewage treatment 污水處理
3	Land use, pollution and restoration 土地使用、污染和恢復
4	Solid waste treatment 固體廢棄物處理
5	Energy use 能源使用
6	Water use 用水
7	Use of other raw/packaging materials 其他原材料/包裝材料的使用
8	Mitigation measures to protect natural resources 保護自然資源緩解措施
9	Composition of employees 員工組成
10	Employee remuneration and benefits 員工薪資福利
11	Occupational health and safety 職業健康與安全
12	Employee development and training 僱員發展和培訓
13	Preventing child and forced labour 防止童工和強制勞工

14	Suppliers by geographical region 按地理位置劃分供應商
15	Selection of suppliers and assessment of their product/services 供應商選擇及其產品/服務評估
16	Environmental protection assessment of the suppliers 供應商的環保評估
17	Social risks assessment of the suppliers 供應商的社會風險評估
18	Procurement practices 採購行為
19	Health and safety relating to products/services 產品/服務相關的衛生安全
20	Customers' satisfaction 客戶滿意度
21	Marketing and promotion 市場行銷及推廣
22	Observing and protecting intellectual property rights 遵守和保護知識財產權
23	Product quality assurance and recall percentage 產品品質保證和召回比例
24	Protection of consumer information and privacy 客戶資訊和隱私保護
25	Labelling relating to products/services 產品/服務標籤問題
26	Preventing bribery, extortion, fraud and money laundering 防止賄賂、勒索、敲詐和黑錢
27	Anti-corruption policies and whistle-blowing procedure 反腐敗政策和舉報程序
28	Understanding local communities' need 理解地方社區的需求
29	Public welfare and charity 公共福利和慈善

With respect to this ESG Report, the Group identifies "Customers' satisfaction", "Preventing bribery, extortion, fraud and money laundering", "Occupational health and safety", and "Protection of consumer information and privacy" as issues of highly important to both the Group and its stakeholders. This review helped the Group in meeting stakeholders' expectation by prioritising its sustainability issues and highlighting the relevant material aspects.

Stakeholders' Feedback

As the Group strives for excellence, stakeholders' feedback is always welcomed, especially on topics listed as highly important in the materiality assessment. Readers are also welcome to share their views with the Group at info@isdnholdings.com or www.isdnholdings.com.

在這份ESG報告中，集團認定，「客戶滿意度」、「防止賄賂、勒索、敲詐和黑錢」、「職業健康與安全」和「客戶資訊和隱私保護」這幾項，屬於對集團及其利益相關者都十分重要的事項。此次評審有助於集團通過對可持續發展問題進行優先排序，強調重要性相關方面等手段，滿足利益相關者的期望。

利益相關者回饋

集團追求卓越，因此歡迎利益相關者提出回饋，尤其是針對重要性評估中列為十分重要的話題。也歡迎讀者通過以下方式與集團分享您的觀點：info@isdnholdings.com 或 www.isdnholdings.com。

V. ENVIRONMENTAL SUSTAINABILITY

The Group is committed to ensuring long-term environmental sustainability in places where it operates. The Group stringently controls its emissions and resource consumption through implementation of the energy conservation measures at its offices and manufacturing factories.

This section primarily discloses the Group's policies, practices and quantitative data on emissions, use of resources and the environment and natural resources in FY2017.

A.1. Emissions

The Group complied with all relevant local environmental laws as set out in the countries where the Group operates. In FY2017, the Group found no disregard to influential laws relevant to air or greenhouse gas emissions, discharging contaminants to water or land, and hazardous or non-hazardous wastes.

In FY2017, the Group's greenhouse gas ("GHG") emissions under Scope 1 (Direct Emissions), Scope 2 (Energy Indirect Emission), and Scope 3 (Other Indirect Emission) were 405 tonnes carbon dioxide equivalent ("CO₂e"), 1,551 tonnes CO₂e, and 102 tonnes CO₂e respectively. The Group's total GHG emissions amounted to 2,058 tonnes CO₂e, and the GHG intensity for the Group was 7.04 tonnes CO₂e/SGD ("Singapore Dollar") million. Other than GHG emissions, the Group also generated 82 tonnes of non-hazardous solid wastes (with an intensity of 0.28 tonnes/SGD million), and 17 tonnes of non-hazardous wastewater (with an intensity of 0.05 tonnes/SGD million) in its operations. The Group's operation did not generate any hazardous waste. The Group's total emissions is summarised in Table 2.

五、環境可持續性

本集團確保在其經營地長期的環境可持續性。本集團通過在其辦公室和製造工廠實施節能措施，嚴格控制其排放和資源消耗。

本節主要公佈本集團2017財政年度排放、資源利用和環境、自然資源方面的政策以及實踐和數量資料。

A.1. 排放物

本集團遵守其經營所在地所有相關的地方環境法律。2017財政年度，本集團重視氣體、溫室氣體排放、水體或土地污染排放以及有害或無害廢棄物排放方面有影響力的法律。

2017財政年度，本集團分別排放範圍1（直接排放）、範圍2（能源間接排放）和範圍3（其他間接排放）溫室氣體（「GHG」）405噸、1,551噸和102噸二氧化碳當量（「CO₂e」）。本集團溫室氣體排放總量達到了2,058噸（二氧化碳當量），本集團溫室氣體集約度為7.04噸二氧化碳當量/百萬新元。除了溫室氣體排放，本集團在經營過程中還排放了82噸無害固體廢棄物（密度為0.28噸/百萬新加坡元）和17噸無害污水（密度為0.05噸/百萬新加坡元）。本集團經營過程中不排放有害污染物。表2所示為本集團總排放量。

Table 2 Total Emissions by the Group in FY2017

表2 本集團2017財政年度總排放量

Emissions 排放物	Key Performance Indicator (KPI) 關鍵業績指標	Unit 單位	Amount 總計	*Intensity (Unit/ SDG million) *密度 (單位/一 百萬新元)
GHG Emissions 溫室氣體排放	Scope 1 (Direct Emission) 範圍1 (直接排放)	tonnes CO ₂ e 噸二氧化碳	405	-
	Scope 2 (Energy Indirect Emission) 範圍2 (能源間接排放)	tonnes CO ₂ e 噸二氧化碳	1,551	-
	**Scope 3 (Other Indirect Emission) **範圍3 (其他間接排放)	tonnes CO ₂ e 噸二氧化碳	102	-
	Total (Scope 1, 2 and 3) 共計 (範圍1、2和3)	tonnes CO ₂ e 噸二氧化碳	2,058	7.04
Non-hazardous Waste 無害廢棄物	Solid Waste 固體廢棄物	tonnes 噸	82	0.28
	Wastewater 污水	tonnes 噸	17	0.05

* Intensity was calculated by dividing the amount by the Group's FY2017 revenue of S\$292.185 million

** The Group's Scope 3 (Other Indirect Emissions) includes only paper waste disposed at landfills

* 根據本集團2017財政年度292.185百萬新元的收入計算出了密度。

** 本集團範圍3類排放（其他間接排放）只包含填埋的廢紙。

Business Operation

The Group is committed to environmental protection in its daily operations. The Group has established policies to reduce emissions coming from the daily operation in the office. The specific emissions generated were indirect greenhouse gases emissions from use of electricity, and municipal solid waste and wastewater generated by the employees. The measures taken to reduce electricity consumption in the office, and thus GHG emissions from this business segment, are further described in **A.2.Use of Resources**.

To reduce the amount of municipal solid waste generated, the Group implemented the following practices:

- Separate and recycle solid waste;
- Encourage employees to reduce use of disposable items such as plastic tableware; and
- Advocate office stationeries reuse.

Any non-recyclable municipal solid wastes were collected and disposed by the property management.

業務運營

本集團在日常經營中注重環境保護。本集團出臺了旨在減少日常辦公經營中的排放的政策。具體產生的排放包括因使用電力所產生的間接性溫室氣體排放和員工產生的城市固體廢棄物和污水。在資源利用A.2章節中進一步說明了減少辦公室電力消耗以及該營業環節中的溫室氣體排放的措施。

為了減少城市固體廢棄物，本集團進行了以下實踐：

- 分類和回收利用固體廢棄物；
- 鼓勵員工減少一次性物品的使用，如塑膠餐具；並且
- 提倡辦公文具重複利用。

所有不可回收城市固體廢棄物都由物業管理回收處理。

Since the amount of wastewater generated highly depends on the amount of water used, the Group adopted specific measures to reduce water consumption, which are further described in **A.2.Use of Resources**. Municipal wastewater was directly discharged into the property sewage system.

Manufacturing Operation

In the manufacturing operation, the Group is very prudent in controlling all discharges. Emissions generated from the manufacturing production process include air & greenhouse gases, wastewater, solid waste, and noise in FY2017. The Group has established internal policies to control and manage air & GHG, wastewater, solid waste and noise emissions.

Air & GHG Emissions

Air emissions from this business segment include volatile organic compound ("VOC") generated during the production process. In FY2017, the Group had designated collection ducts to collect VOC, which was first purified by the external air purification unit in the ventilation system before being released to the atmosphere. The main source of GHGs in this business segment came from the use of purchased electricity, while petroleum and diesel fuel consumed in vehicles and backup generators were also major contributors to the Group's GHG emissions. The Group has established internal policies to reduce energy use and thus the air and GHG emissions, as further described in **A.2.Use of Resources**. The Group's business has complied with the Integrated Emission Standard for Air Pollutants (《大氣污染物綜合排放標準》).

Wastewater

Wastewater produced in this business segment includes domestic wastewater and industrial wastewater. Wastewater in compliance with the Integrated Emission Standard for Wastewater (《污水綜合排放標準》) was directly discharged into the local sewerage system. As for industrial wastewater, the Group assigned qualified wastewater treatment company for its handling.

產生的污水很大程度取決於用水量，所以本集團已採用特殊措施減少用水，這一點在A.2資源利用章節中進一步說明。城市污水直接排放進入物業污水系統。

製造業務

在製造業務中，本集團積極控制其所有排放。2017財政年度，製造生產過程產生的排放包括廢氣和溫室氣體、污水、固體廢棄物和噪音。本集團出臺了內部政策，控制管理氣體和溫室氣體、污水、固體廢棄物和噪音排放。

廢氣和溫室氣體排放

本營業環節的廢氣排放包括生產過程中產生的揮發性有機化合物（「VOC」）。2017財政年度，本集團專門設置收集管道來收集揮發性有機化合物，在排放到大氣中之前先由通風系統中的外部空氣淨化裝置淨化。本營業環節的主要排放來源於電力的使用，另外車輛和備用發電機消耗的石油和柴油燃料也是溫室氣體排放的主要來源。本集團制定了政策，以此減少能源使用，以降低氣體和溫室氣體排放，這一點會在資源利用A.2中進一步說明。本集團的業務符合《大氣污染綜合排放標準》的要求。

污水

本營業環節產生的污水包括生活污水和工業污水。符合《污水綜合排放標準》規定的污水直接排放進當地污水系統。對於工業污水，本集團指定合格的污水處理公司處理。

Solid Wastes

The solid wastes generated in this business segment include domestic solid waste from employee's daily life and electronic wastes. Domestic and electronic wastes were well sorted, collected, and recycled by local waste management company. Notably, the Group has obtained the CE marking in electronic waste handling as required for relevant export markets, such as the European Union market.

Noise

Noise is mainly generated from the operation of machinery and equipment during the manufacturing process. According to the monitoring results from the factory in FY2017, the noise level complied with the Industrial Enterprise Boundary Noise Emission Standards (《工業企業廠界環境雜訊排放標準》).

In order to maintain a green production environment, the Group regularly inspects and monitors the environmental conditions of the operation areas to ensure emissions generated by the Group strictly comply with the local emission standards at all times.

A.2. Use of Resources

The Group has complied with the relevant laws and regulations in relation to the Group's use of resources during the reporting period. In FY2017, the Group consumed electricity, petroleum, diesel fuel, water, paper, and paper packaging materials. The Group has established internal policies to ensure the efficient use of resources.

固體廢棄物

本營業環節包含員工日常生活產生的生活固體廢棄物和電子廢棄物。生活和電子廢棄物由當地廢棄物管理公司妥善保存、收集和回收利用。值得注意的是，本集團在電子廢棄物處理方面按照相關出口市場，例如歐盟市場的要求取得了CE標誌。

噪音

噪音主要來源於製造過程中的機器和設備操作。根據2017財政年度工廠的監控結果，噪音等級符合《工業企業廠界環境雜訊排放標準》。

為了維護綠色的生產環境，本集團定期檢查監控經營區域的環境條件，以確保本集團的排放完全滿足當地排放標準。

A.2.資源利用

本集團在報告期內遵守本集團資源使用相關的法律法規。2017財政年度，本集團使用電力、汽油、柴油燃料、水資源、紙張和紙類包裝材料。本集團建立了內部政策確保資源的有效使用。

Table 3 Total Use of Resources by the Group in FY2017

表3 2017財政年度本集團資源總用量

Use of Resources 資源的利用	Key Performance Indicator (KPI) 關鍵業績指標 (KPI)	Unit 單位	Amount 總計	*Intensity (Unit/ SGD million) *密度 (單位/一百萬新元)
Energy 能源	Electricity 電力	kWh'000 千個千瓦時	2,292	7.84
	Petroleum 汽油	Litres 升	162,673	556.75
	Diesel Fuel 柴油燃料	Litres 升	8,999	30.80
Water 水資源	Water 水資源	m ³ 立方米	32,025	109.61
Paper 紙張	Paper 紙張	tonnes 噸	21	0.07
Packaging Materials 包裝材料	By Paper 紙類	tonnes 噸	76	0.26

* Intensity was calculated by dividing the amount by the Group's FY2017 revenue of S\$292.185 million

* 根據本集團2017財政年度292.185百萬新元的收入計算出了密度。

Electricity

The Group's electricity consumption came from regular operations of its offices and manufacturing factories. In FY2017, the Group's total electricity consumption was 2,292 kWh'000 (with an intensity of 7.84 kWh'000/SGD million). The Group also requires its subsidiaries to stringently comply with the Group's energy saving policy.

The Group started replacing traditional light bulbs with electricity-saving ones as well as educated its employees about energy conservation and emission reductions. It is widely acknowledged that the electricity consumption is inextricably correlated with GHG emissions. As the Group started reducing its electricity consumption, the total GHG emissions would decline correspondingly. To ensure the effective use of electricity, the Group has implemented the following practices:

- Turn off all idle lighting and air conditioning system;
- Turn off computers at the end of the day
- Place energy saving reminder labels next to switches;
- Clean office equipment (such as refrigerator, air-conditioner) regularly;
- Replace old equipment with energy saving equipment; and
- Set temperature of air conditioners according to the season.

電力

本集團電力消耗主要來源於辦公室和製造工廠的定期運作。2017財政年度，本集團電力消耗總計為2,292 千個千瓦時（密度為7.84 千個千瓦時百萬新加坡元）。此外，本集團還要求其子公司嚴格遵守本集團的節能政策。

本集團用節能燈泡替換原來的電燈泡，並且教育員工節能減排。眾所周知，電力消耗與溫室氣體排放是密不可分的。本集團降低電耗的同時，溫室氣體排放總量也相應的降低。為了確保電力的有效使用，本集團進行以下實踐：

- 關閉所有閒置電燈和空調系統；
- 下班時關閉電腦
- 在開關旁邊貼上節能標誌；
- 定期清潔設備（如冰箱和空調）；
- 用節能設備替換原來的設備；並且
- 隨季節變化設置空調溫度。

Energy

The Group consumes petroleum in its vehicles and diesel fuel in its back-up generator. In FY2017, the amount of petroleum and diesel fuel consumed by the Group were 162,673 litres (with an intensity of 556.75 litres/SGD million), and 8,999 litres (with an intensity of 30.80 litres/SGD million) respectively. To reduce the energy consumption during operations and therefore address the challenge of climate change, the Group highly encourages energy saving through simple measures, such as turning off all idle equipment and replacing highly polluting vehicles with more environmentally-friendly ones .

Water

The Group spares no efforts to educate its employees on saving water. In FY2017, the Group had no issues in sourcing water for its business operation, and the total water consumption of the Group was 32,025 m³ (with an intensity of 109.61 m³/SGD million). To further improve the utilisation efficiency of water resources, the Group has adopted the following practices:

- Place posters "Saving Water Resources" in prominent places to encourage water conservation;
- Fix dripping taps immediately to avoid further leakage of the water supply system;
- Strengthen the inspection and maintenance on water tap, water pipelines and water storage; and
- Use water saving equipment.

Packaging Materials

The Group uses paper based packaging materials. In FY2017, the amount of paper packaging materials consumed by the Group was 76 tonnes (with an intensity of 0.26 tonnes/SGD million). To reduce the use of packaging materials, the Group opts for simple packaging and packaging that can be re-used easily.

能源

本集團汽油消耗來源於車輛，柴油消耗來源於備用發電機。2017財政年度，本集團汽油和柴油燃料消耗分別達到162,673升（集約度為556.75升/百萬新加坡元）和8,999升（密度為30.80升/百萬新加坡元）。為了降低運行期間的能耗，從而應對氣候變化的挑戰，本集團積極鼓勵通過簡單的措施節約能源，例如關閉所有閒置的設備，用更環保的車輛替換高污染的車輛。

水資源

本集團竭盡全力教育員工節約用水。2017財政年度本集團沒有業務運作用水方面的問題，本集團用水量共計32,025立方米（密度為109.61立方米、百萬新加坡元）。為了進一步提高水資源利用效率，本集團實施了以下實踐：

- 在顯眼位置張貼「節約用水」的標語，鼓勵節約用水；
- 及時關上水龍頭，避免供水系統漏水。
- 加強水龍頭、水管和蓄水池的檢查和維護；以及
- 使用節水設備。

包裝材料

本集團使用紙類包裝材料。2017財政年度，本集團紙質包裝材料用量達到76噸（密度為0.26噸/百萬新元）。為了減少紙類包裝材料的使用，本集團選擇簡單、易於二次利用的包裝。

A.3. The Environment and Natural Resources

The main natural resource that the Group Consumed was paper. In FY2017, the amount of paper consumed by the Group was 21 tonnes (with an intensity of 0.07 tonnes/SGD million). To ensure more efficient use of paper, the Group has adopted the following practices:

- Think before print: posting reminders to avoid unnecessary printing;
- Set duplex printing as the default mode for most network printers;
- Distribute information through email or electronic bulletin boards;
- Use environmentally friendly paper for printing reports; and
- Use the back of old single-sided documents for printing or as draft paper.

VI. SOCIAL SUSTAINABILITY

EMPLOYMENT AND LABOUR PRACTICES

B.1. Employment

As at 31st December 2017, the total number of employees of the Group was 809. ISDN believes that its success in the engineering industry is highly dependent on its employees; therefore, it has devised a competitive compensation and benefit package to attract, retain, and motivate employees. Employees' remuneration is commensurate with their educational qualifications, industry experience and interpersonal skills. Recruitment of employees is based upon continual analysis of human resource requirement in coping with the Group's business development. Salaries and wages are reviewed annually based on performance appraisals, qualifications, experience, position and seniority.

A.3.環境和自然資源

本企業使用的主要自然資源為紙張。2017財政年度，本集團紙張用量達到21噸（密度為0.07噸/百萬新元）。為了更有效的使用紙張，本集團進行了以下實踐：

- 在列印前想清楚，張貼提示標誌，避免列印時浪費
- 將大部分網路印表機設置為預設雙面列印。
- 通過電子郵件或電子公告板分發資訊。
- 列印報告時使用環保型紙張；並且
- 再利用單面文件，用于列印或用作草稿紙。

六、社會可持續性

僱傭和勞務實踐

B.1. 僱傭

截至2017年12月31日，本集團員工總數為809人。億仕登認為其在工程行業的成功在很大程度上依賴於其員工；因此，其已設計出有競爭力的薪酬和福利待遇來吸引、留住並激勵員工。員工薪酬與員工教育資格、行業經驗及人際交往能力相稱。基於對人力資源關於處理集團業務發展這一要求的不斷分析來招聘員工。每年基於績效評估、資格、經驗、職位和資歷對薪水和工資進行審核。

The Group provides equal opportunities for employees in respect of recruitment, training and development, job advancement, and remuneration and benefits. The employees would not be discriminated or deprived of such opportunities on the basis of gender, ethnicity, religion, colour, age, marital status, family status, pregnancy or any other discrimination prohibited by applicable laws. ISDN also appreciates cultural diversity in the development of the Group, and therefore employs people in a wide range of ages and ethnicities. The Group believes that the exceptional working experience, skill set and professional techniques brought by the cultural diversity is of paramount importance to the success of company and makes for a friendly and harmonious workplace by building the trust among employees.

Apart from the basic package, other benefits including severance pay, mandatory/central provident fund, employment compensation insurance, medical insurance, unlimited times doctor visit reimbursement, annual leaves, sick leaves, additional remuneration and benefits to reward and recognise performing employees such as performance based bonus, commissions and variable annual bonuses are provided discretionarily as well. Besides, based on the different job duties of employees, local travelling (parking and petrol inclusive) allowance, mobile phone allowance, overseas travelling and meals allowance, and overtime taxi claim are included in the total remuneration and benefit package for employees. During the reporting period, the Group was in compliance with the following laws and regulations related to employment:

本集團在員工的招聘、培訓和發展、職位晉升、報酬和福利方面為其提供平等機會。員工不會因為性別、種族、宗教、膚色、年齡、婚姻狀況、家庭狀況、懷孕或適用法律禁止的任何其他歧視而受歧視或被剝奪此類機會。億仕登同樣重視集團發展的文化多樣性，因此僱傭員工的年齡和種族範圍較為廣泛。本集團認為文化多樣性帶來的特殊的工作經驗、技能組合和專業技術對公司的成功來說至關重要，並且本集團通過在員工間建立信任，有助於確立友好和諧的工作面。

除基本福利包以外，本集團也提供其他福利，包括離職金、強制性/中央公積金、員工賠償保險、醫療保險、無限次就醫報銷、年假、病假、用來獎勵和認可執行員工的額外報酬及福利（如績效獎金、傭金、可變的年終分紅）。此外，基於員工不同的工作職責，員工的總報酬和福利待遇包括當地差旅（包含停車費和汽油費）補貼、手機電話費補貼、海外差旅和飲食補貼及加班打車費報銷。在報告期間，本集團符合以下與僱傭有關的法律法規：

Table 4. Employment Laws and Regulations the Group was in Compliance with

表4本集團符合的僱傭法律法規

Hong Kong 香港	Employment Ordinance (Chapter 57 of the Laws of Hong Kong) 《僱傭條例》（《香港法例》第57章）
	Mandatory Provident Fund Schemes Ordinance 《強制性公積金計劃條例》
People's Republic of China 中華人民共和國	The Social Insurance Law of the PRC 《中華人民共和國社會保險法》
	The Provisional Measures for Maternity Insurance of Employees of Corporations 《企業職工生育保險暫行辦法》
	The Decisions on the Establishment of a Unified Program for Old-Aged Pension Insurance of the State Council 《國務院關於建立養老保險統一計劃的決定》
	The Decisions on the Establishment of the Medical Insurance Program for Urban Workers of the State Council 《國務院關於建立城鎮職工醫療保險計劃的決定》
	The Unemployment Insurance Measures 《失業保險辦法》
Singapore 新加坡	The Employment Act (Chapter 91) of Singapore (EA) 《新加坡僱傭法（EA）》（第91章）
	Central Provident Fund Act 《中央公積金法》
	Employment of Foreign Manpower Act (Chapter 91A) of Singapore (EFMA) 《新加坡僱傭外籍勞工法（EFMA）》（第91A章）
Malaysia 馬來西亞	Employment Act 1955 ("EA 1955") 《1955年僱傭法》（“EA 1955”）
	Industrial Relations Act 1967 ("IRA 1967") 《1967年勞資關係法》（“IRA 1967”）
	Trade Unions Act 1959 ("TUA 1959") 《1959年工會法》（“TUA 1959”）
	Employees Provident Fund Act 1991 ("EPF 1991") 《1991年員工公積金法》（“EPF 1991”）
	Employees' Social Security Act 1969 ("SOCSO Act") 《1969年員工社會保障法》（“SOCSO法”）
Vietnam 越南	The Labour Code 《勞動法》

B.2. Health and Safety

The Group has established work safety policies and procedures to ensure that its operations are fully in compliance with the applicable work safety laws and regulations on both local and national levels. The Group is actively engaged in caring for the wellbeing of its employees through adopting various occupational health and safety trainings and measures; specific instructions and guidelines to ensure employees' health and safety are well developed and efficiently communicated to maintain a healthy and safety working environment for employees. The management of the Group is also responsible for the overall health and safety performance of employees to ensure work safety.

The Group was in compliance with the following laws and regulation related to employees' health and safety during the reporting period:

Table 5. Laws and Regulations related to employees' Health and Safety the Group was in Compliance with

Hong Kong 香港	Occupational Safety and Health Ordinance, Chapter 509 《職業安全及健康條例》第509章
	Employees' Compensation Ordinance, Chapter 282 《員工補償條例》第282章
People's Republic of China 中華人民共和國	Production Safety Law of the PRC 《中華人民共和國安全生產法》
	Regulation of Insurance for Labor Injury 《工傷保險條例》
Singapore 新加坡	Workplace Safety and Health Act, Chapter 354A (WSHA) 《工作場所安全和健康法（WSHA）》第354A章
	Work injury compensation is governed by the Work Injury Compensation Act, Chapter 354 工傷賠償受《工傷賠償法》第354章管轄
Malaysia 馬來西亞	Workmen's Compensation Act 1952 (WCA 1952) 《1952年勞工賠償法》（WCA 1952）
	Occupational Safety and Health Act 1994 (OSHA 1994) 《1994年職業安全與健康法》（OSHA 1994）
Vietnam 越南	The Labour Code 勞動法

B.2. 健康和 safety

本集團已建立安全生產政策和程序，以確保其操作完全符合適用的地方和國家級安全生產法律法規。本集團通過採取各種職業健康安全培訓和措施積極關心員工福利；確保員工健康和安全的具體指導和方針獲得良好發展和高效交流，以為員工保持健康安全的工作環境。本集團的管理層也負責員工的整體健康安全表現，以確保生產安全。

在報告期間，本集團符合以下與員工健康和 safety 有關的法律法規：

表5本集團符合的與員工健康和 safety 有關的法律法規

The Group has been providing health and safety trainings, safety tips in internal communications and briefings in the production plant that aim to promote and enhance safety awareness among employees. During the reporting period, there was no incidence of work stoppages, labour disputes, litigation, claims, administrative action or arbitration against the Group.

B.3. Development and Training

The Group regards employees as the most valuable asset that allows the Group to produce products of high quality. Therefore, a series of formal trainings are provided on a regular basis to ensure employees are equipped with professional and qualified skill-set. Specifically, various training programs are developed to enhance employees' knowledge and understanding on customer handling skills, quality control standards, internal policy, procedures and safety related issues.

B.4. Labour Standards

In FY2017, the Group was in compliance with the related Employment Act, Labour Laws and Employment Ordinance of the countries where the Group operates in terms of employment management, and there was no child nor forced labour in the Group's operations. The recruitment mechanism of the Group is strictly in line with the guidelines of the Group's human resource department. During the process, a recruitment questionnaire is used to collect personal, educational, and employment information of job applicants. After all necessary data related to employment is verified, the qualified candidate would be hired in accordance to the job requirement and employer's expectation and provided a healthy and sustainable work environment.

本集團一直都在生產廠房內部交流和簡報中提供健康安全培訓和安全提示，旨在提高和增強員工的安全意識。在報告期間，並未發生停工事件或就本集團提出任何勞資糾紛、訴訟、索賠、行政訴訟或仲裁。

B.3. 發展和培訓

本集團將員工視為使集團能夠生產優質產品的最有價值的資產。因此，本集團定期提供一系列正式培訓以確保員工具備專業且合格的技能組合。本集團制定了各種培訓計劃以增強員工對客戶處理技能、品質控制標準、內部政策、程序及安全相關問題的瞭解和理解。

B.4. 勞動規範

2017財政年度，本集團符合其在開展業務的一些國家與僱傭管理有關的僱傭法、勞動法和僱傭條例，且本集團業務中沒有童工或強迫性勞工。本集團的招聘機制嚴格遵守其人力資源部門的指導。在此過程中，本集團使用招聘問卷來收集求職者的個人、教育和僱傭資訊。在核實所有與僱傭有關的必要資料後，本集團將按照工作要求和僱主期望聘用合格的候選人，並為其提供健康可持續的工作環境。

OPERATING PRACTICES

B.5. Supply Chain Management

As a socially responsible enterprise, it is critical for the Group to maintain and manage a sustainable and reliable supply chain that takes environmental and societal impact into considerations. The Group monitors the quality of its suppliers and supply chain practices on a strict and regular basis.

Procurement policy

The Group recognises the importance of using reputable suppliers who offer reliable, cost-effective and technologically advanced products in order to meet the engineering needs of its customers. With a broad customer base comprised of industries such as medical equipment, robots, mobile phones and transportation, the Group typically selects suppliers based on the suitability and value of components and parts and/or readily available products they supply according to the customers' specifications. Furthermore, financial reliability of suppliers, stable supply of products, delivery time commitment, price stability and market reputation of the quality of the products are the critical selection criteria for the Group to ensure its product quality. The suppliers are being assessed based on factors including their reputation, the quality of their products and their receptiveness to feedbacks. Sourcing for supplies generally executed by the subsidiary or branch office where the related suppliers are located and it usually takes place in the PRC, while the parent companies of such suppliers are usually located in Asia or North America. The Group maintains close liaison with its suppliers to ensure they comply with local environmental laws and regulations in their country during operations and stick to their corporate ethics such as prohibiting child labour.

操作實踐

B.5. 供應鏈管理

作為一間負有社會責任的企業，維持並管理一條可持續且可靠的供應鏈（考慮環境和社會影響）對本集團來說至關重要。本集團嚴格並定期監測其供應商的品質和供應鏈實踐。

採購政策

本集團認識到使用信譽良好的供應商的重要性。這類供應商可提供可靠、高性價比和技術先進的產品來滿足客戶的工程需求。本集團擁有醫療設備、機器人、手機和交通運輸等行業組成的廣泛客戶群體，通常根據零部件的適用性和價值和/或根據客戶規格提供的現成產品來選擇供應商。此外，供應商的財務可靠性、產品供應穩定性、交貨時間承諾、價格穩定性和產品品質的市場聲譽是本集團確保產品品質的關鍵選擇標準。根據其聲譽、產品品質以及對回饋的接受能力等因素對供應商進行評估。通常由相關供應商所在地的子公司或分支機構來採購物資。採購一般由相關供應商的所在地的子公司或分支機構執行。相關供應商通常位於中國，而他們的母公司通常位於亞洲或北美。本集團與供應商保持著緊密的聯繫，以確保其在運營過程中遵守相應國家的當地環境法律法規，並堅持企業道德規範，例如禁止童工。

Machinery and equipment maintenance

The Group's machinery and equipment are primarily comprised of computer numerical control (CNC) machines as well as sawing and milling machines for die casting or stamping, and are generally sourced from manufacturers in the PRC and the United States. In order to maintain the performance and functionality of the machine and equipment, regular cleaning and maintenance activities are carried out to ensure the production will not be adversely affected. As a result, customers and businesses would not be impacted due to the insufficiency of machinery or equipment failure. Given the firm and stable relationship between the Group and its suppliers, the Group did not experience any major difficulty in obtaining adequate supplies for its production in FY2017.

B.6. Product Responsibility

Customers' satisfaction

The engineering personnel is available to assist customers with their complaints and products related problems. Although no warranty is provided to customers in case of a product fault that is attributed to a part produced by the supplier, repair service or replacement of the part will be provided to the defective component or system. During the reporting period, there were no product returns or product quality issues or complaints from customers.

Quality control

The Group strives to provide well-suited and appropriate engineering solutions with quality service that consistently meet or exceed customers' requirements. By focusing on the needs and expectations of customers, improving operations and services, introducing the latest technology and products, developing the skills, competency and commitment of its employees, and establishing strategic relationships with its suppliers, a strict quality assurance and control system is established and in place to ensure the consistency and quality of the engineering solutions are in compliance with the standards of the International Organisation for Standardisation.

機器和設備維護

本集團的機器及設備主要由電腦數控（CNC）機器以及用於壓鑄或衝壓的鋸床和銑床組成，一般來源於中國及美國的製造商。為了保持機器和設備的性能和功能，定期實施清潔和維護活動以確保生產不受負面影響。這樣一來，客戶和企業不會因為機器不足或設備故障而受影響。鑒於本集團與其供應商之間牢固穩定的關係，2017財政年度本集團並沒有遇到任何由於無法獲取生產充足的物資而導致的重大困難。

B.6. 產品責任

客戶滿意度

工程人員可協助客戶處理其投訴以及產品相關問題。針對供應商提供的部件導致產品出現故障的情況，雖然本集團不會給客戶提供絕對保證，但仍然會為缺陷零件或系統提供維修服務或為其更換部件。在報告期內，沒有出現產品退貨或產品品質問題或客戶投訴等問題。

品質控制

本集團致力於提供便利且合適的工程解決方案，並提供持續符合或超越客戶需求的優質服務。通過關注客戶的需求和期望、改進運營和服務、引入最新技術和產品、發展員工的技能、能力和承諾，並與供應商建立戰略合作關係，建立起了一套嚴格的品質保證和控制體系並執行到位，以確保工程解決方案的一致性和品質符合國際標準組織的標準。

Table 6. List of International Organisation Standard the Group is in Compliance with

表6國際組織標準清單 本集團符合

Certification 認證	Recipient 接收方	Certified since 認證開始日期	Quality control area 品質控制領域	Issuing organization 簽發機構	Expiry date 到期日
ISO 9001:2008	Servo Dynamics	11 December 2000 2000年12月11日	Factory automation solutions 工廠自動化解決方案	SGS United Kingdom Ltd	18 August 2018 2018年8月18日
ISO 9001:2008	Precision Motion	11 December 2000 2000年12月11日	Factory automation Products 工廠自動化產品	SGS United Kingdom Ltd	18 August 2018 2018年8月18日
ISO 9001:2008	Portwell	11 December 2000 2000年12月11日	Industrial information technology products 工業資訊技術產品	SGS United Kingdom Ltd	18 August 2018 2018年8月18日
ISO 9001:2008	Dirak Asia	11 December 2000 2000年12月11日	Industrial hardware accessories 工業五金配件	SGS United Kingdom Ltd	18 August 2018 2018年8月18日
GB/T19001-2008 ISO9001:2008	Servo Suzhou 蘇州鈞信中控 自動化有限公司	13 February 2015 2015年2月13日	Control series – mechanical and electrical equipment 控制系列 – 機電設備	Guardian Independent Certification Ltd	12 February 2018 2018年2月12日

The Group's procurement policy is to screen, select, and assess quality suppliers for the provision of the best available quality products for its production. During the production process, In-process quality assurance is implemented throughout the production line of the engineering solutions to ensure that defect is identified and corrected at an early stage. All prototypes must undergo a series of stress tests and simulation runs to ensure that they meet the customers' specific requirements and needs. After the engineering systems have been assembled, another quality inspection will be performed before they are packed and labelled according to strict internal packing standards and delivered to the customers. Moreover, as part of the total quality management (TQM) approach, the Group's management has implemented continuous improvement processes for its business operations. These processes are designed to improve all aspects of its operations including internal controls that incorporate preferred financial practices and procedures such as inventory and accounts receivable management .

本集團的採購政策是篩選、選擇和評估優質供應商，為其生產提供最優質的產品。在生產過程中，對工程解決方案的整個生產線實施過程品質保證，以確保在早期階段確定缺陷並加以糾正。所有原型必須經過一系列壓力測試和模擬運行，以確保其符合客戶的特定要求和需求。工程系統組裝好後，再進行另一次品質檢驗，然後按照嚴格的內部包裝標準進行包裝和貼標籤，最後再交付給客戶。此外，作為全面品質管制（TQM）方法的一部分，本集團的管理層已經為其業務運營實施了持續改進流程。這些流程旨在改善其運營的所有方面，包括納入首選財務慣例和程序的內部控制，如存貨和應收賬款管理。

Inventory control

Enterprise resource planning (ERP) systems are employed to track inventory levels to ensure adequate levels of products are available. The Group's products are barcoded to enhance flow tracking from the warehouses. Monthly stock count at random locations are performed to verify the accuracy of the inventory system, while a complete stock check is performed annually to ensure stable availability of raw materials and products, and to minimise obsolete stocks in the inventory .

Intellectual property

The Group owns a number of trademarks, patents and domain names in Singapore, PRC and Hong Kong. During the reporting period, there was no material infringement of the intellectual property rights. The Group is confident that all effective measures have been taken to prevent any infringement of its own intellectual property rights.

Consumer data protection

In FY2017, the Group was in compliance with the Personal Data (Privacy) Ordinance of Hong Kong, the Personal Data Protection Act 2012 of Singapore and the Personal Data Protection Act 2010 ("PDPA 2010") of Malaysia. While company computers and servers are protected with access passwords, employees, in the meantime, are instructed of their responsibility to ensure that data should be collected, stored and handled properly and securely, as well as the risks involved with malpractice. The Group strictly abided by the regulation in the collection, disclosure, usage, retention, and storage of data to ensure data integrity and safety during the year under review.

庫存管理

企業資源規劃（ERP）系統用以跟蹤庫存水準，以確保隨時存有足夠產品。該集團的產品設有條碼，以加強從倉庫的流量跟蹤。選擇隨機地點進行月度盤貨，以驗證庫存系統的準確性，同時每年進行一次完整的庫存檢查，以確保原材料和產品的穩定供應，並減少庫存中的陳舊存貨。

知識產權

本集團在新加坡、中國大陸以及香港地區擁有眾多商標、專利以及功能變數名稱。在報告期內，知識產權未受到任何實質性侵犯。本集團相信，已採取一切有效措施防止侵犯其所有的知識產權。

客戶資料保護

在2017財年，本集團遵循香港個人資料（隱私）準則，新加坡2012年個人資料保護法及馬來西亞2010年個人資料保護法（PDPA）。本集團的電腦和伺服器受到准入密碼保護。與此同時，員工既需按要求承擔確保資訊收集、儲存的責任，並將其安全得當地加以處理，也要承受怠忽職守帶來的風險。在審核年期間，本集團嚴格遵守資料收集、保密、使用、保留及存儲的準則以確保其完整性和安全性。

B.7. Anti-corruption

In order to promote the highest standards of good corporate practices and to support the value of integrity and accountability, and to conduct business in a transparent and honest manner, the Group strictly adheres to the local laws and regulations relating to anti-corruption and bribery, irrespective of the area or country where the Group conducts its business, such as the Prevention of Corruption Act (Singapore) and the Prevention of Bribery Ordinance (Chapter 201 of The Laws of Hong Kong). ISDN has established confidential channels for the reporting of bribery, extortion, fraud, money laundering, conflict of interest, criminal offences, illegal or injustice practices, health or safety endangerment and concealment behaviour. The whistle blower can file reports without fear of reprisals or victimisation as they will be treated with strict confidentiality. Various channels have been established for this whistle blowing policy such as direct communication to superiors, email to any of the Group's Managing Director and President, or the Chairman of the Audit Committee. What is more, post is also available to allow a more convenient method for concerns submission or reporting. All reported cases will be investigated by the involvement of the Group's Audit Committee, and/or external or internal auditor; and/or forensic professionals; and/or the Police or Commercial Affairs Department depending on the nature of the concern raised or reported. The Group encourages the whistle blower to identify himself/herself when raising a concern or providing information to facilitate investigation. The Group warrants that any employee who makes a genuine report will be treated fairly but mischievous or malicious allegations will conversely lead to disciplinary action in accordance with the Group Disciplinary Procedures. During the reporting period, the Group did not violate any laws or regulations regarding corruption.

COMMUNITY

B.8. Community Investment

In FY2017, there was no company-wide formal policy on community investment in the Group. The previous awards received by the Group have been left to the board of directors for future references in decision-making of community investment.

B.7. 反腐敗

為了提升良好合作實踐的最高標準，弘揚正直與問責的價值，同時以透明真誠的方式開展經營，本集團嚴格遵守與反腐敗和賄賂有關的地方法律法規，不論是否是本集團經營其業務的地區或國家，如《防止貪污法》(新加坡)和《防止賄賂條例》(香港法例第201章)。億仕登設立了關於彙報詐騙、腐敗、利益衝突、犯罪行為、違法不公舉措、健康安全受到危害、以及隱瞞行為等內容的機密渠道。揭發者無需擔心因提交報告而受到報復及傷害，他們將受到嚴格機密的處理。目前為揭發政策建立了多種渠道，例如直接與上級溝通、向集團管理領導、董事長以及審計委員會的主席發送電子郵件。郵寄對於那些對提交郵件或當面彙報有顧慮的人來說或者也是一種更為方便的方式。彙報的所有的案件都會受到集團審計委員會的調查，和/或員警、商業事務部的參與，這要看其牽扯出的或本身的性質。集團鼓勵揭發者在促進調查時自我檢舉，揭發關係或是提供資訊。本集團保證任何真誠彙報的員工都將得到公平對待。反之，凡是按照集團紀律程序作出任何惡作劇式或惡意指控將受到紀律處分。在報告期內，本集團沒有違反任何有關腐敗的法律法規。

社會

B.8. 社會投資

在2017財年，本集團在社會投資方面，沒有正式的政策。本集團此前獲得的獎項已交由董事會，以便今後在社區投資決策方面做參考。

Table 7. List of Awards the Group obtained

表7公司所獲獎項清單

Award 獎項	Recipient 接收方	Year(s) awarded 獲獎年份	Issuing organization 簽發機構
Singapore 1000 company – public listed companies 新加坡1000家公司-公開上市公司	ISDN Holdings Limited 億仕登控股有限公司	2008 to 2017 2008年至2017年	DP Information Group
Year-to-year turnover growth rate award – 1st place 交易額增同比長率第一名	Servo Dynamics	2010	Maxon Motor AG
Supplier appreciation certificate 供應商評價證書	Servo Dynamics	2012	Manufacturing Integration Technology Ltd
ASEAN best over-achiever award 東盟最佳表現獎	Servo Dynamics	2013	Invensys
FT1000: High-Growth Companies Asia Pacific 亞太地區高增長公司1000強	ISDN Holdings Limited 億仕登控股有限公司	2018	The Financial Times Limited

VII. Report Disclosure INDEX

七、報告披露指數

HKEX ESG Indicators HKEX ESG指標	GRI Standards and Disclosures GRI標準及披露	Description 說明	Page 頁碼
Aspect A1 Emissions: General Disclosure A1方面排放：一般披露	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 305: Emissions, and GRI 306: Effluents and Waste) GRI 305: Emissions: Management approach disclosures guidance GRI 307: Environmental Compliance: Disclosure 307-1 GRI103: 管理方式：披露條款103-2 (c-i) (與GRI 305: 排放物和GRI 306: 廢水和廢物共同使用) GRI 305: 排放物：管理方式 披露指南 GRI 307: 環保合規：披露條款307-1	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 包括以下內容： (a) 政策；和 (b) 遵守對有關空氣和溫室氣體排放、水土污水排放和危險及非危險廢物產生的發行者有重要影響的相關法律法規。	6
KPI A1.1	GRI 305: Emissions: Disclosures 305-1, 305-2, 305-3, 305-6, and 305-7 GRI 305: 排放物：披露條款第305-1、305-2、305-3、305-6和305-7條	The types of emissions and respective emission data. 排放類型和各類排放資料。	6
KPI A1.2	GRI 305: Emissions: Disclosures 305-1, 305-2, 305-3, 305-4 GRI 305: 排放物：披露條款第305-1、305-2、305-3、305-4條	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 溫室氣體排放總量（噸），以及在適當的情況下，集約度（例如，每台設備單位產量）。	6
KPI A1.3	GRI 306: Effluents and Waste: Disclosure 306-2 (a) GRI 306: 廢水和廢物：披露條款306-2 (a)	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 產生危險廢物總量（噸），以及在適當的情況下，密度（例如，每台設備單位產量）。	6
KPI A1.4	GRI 306: Effluents and Waste: Disclosure 306-2 (b) GRI 306: 廢水和廢物：披露條款306-2 (b)	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 產生非危險廢物總量（噸），以及在適當的情況下，密度（例如，每台設備單位產量）。	6
KPI A1.5	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 305: Emissions) GRI 305: Emissions: Clause 1.2 and Disclosure 305-5 GRI103: 管理方式：披露103-2 (與GRI 305: 排放物) GRI 305: 排放物：條款1.2和披露條款305-5	Description of measures to mitigate emissions and results achieved. 減少排放的措施說明和所獲成果。	7

HKEX ESG Indicators HKEX ESG指標	GRI Standards and Disclosures GRI標準及披露	Description 說明	Page 頁碼
KPI A1.6	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 306: Effluents and Waste) GRI 306: Effluents and Waste: Disclosures 306-2 and 306-4 GRI103: 管理方式: 披露103-2 (與GRI 306: 廢水和廢物共同使用) GRI 306: 廢水和廢物: 披露條款306-2及306-4	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 對危險和非危險廢物如何處理、減少措施和所獲成果的說明。	7
Aspect A2 Use of Resources: General Disclosure A2方面資源利用: 一般披露	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 301: Materials, GRI 302: Energy, and GRI 303: Water) GRI103: 管理方式: 披露條款103-2 (c-i) (與GRI 301: 材料, GRI 302: 能源, 及GRI 303: 水)	Policies on the efficient use of resources, including energy, water and other raw materials. 有效利用資源的政策, 包括能源、水和其他原材料。	9
KPI A2.1	GRI 302: Energy: Disclosures 302-1 and 302-3 GRI 302: 能源: 披露條款302-1及302-3	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 分類型直接和/或間接的能源消耗總量 (kWh '000s) (例如:電、氣或油) 和密度 (例如, 每台設備單位產量)。	10
KPI A2.2	Not covered by the GRI Standards GRI標準未包含	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 用水總量和密度 (例如, 每台設備單位產量)。	10
KPI A2.3	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 302: Energy) GRI 302: Energy: Disclosures 302-4 and 302-5 GRI103: 管理方式: 披露103-2 (與GRI 302: 能源) GRI 302: 能源: 披露條款302-4及302-5	Description of energy use efficiency initiatives and results achieved. 說明能源使用效率措施及所獲成果。	10
KPI A2.4	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 303: Water) GRI 303: Water: Disclosure 303-3 GRI103: 管理方式: 披露103-2 (與GRI 303: 水) GRI 303: 水: 披露條款303-3	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 說明尋找合適水源是否存在任何問題、節水效率措施及所獲成果。	11
KPI A2.5	GRI 301: Materials: Disclosure 301-1 GRI 301: 材料: 披露條款301-1	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 成品包裝材料總量 (噸) 以及, 如適用, 參考每單位產量。	11

HKEX ESG Indicators HKEX ESG指標	GRI Standards and Disclosures GRI標準及披露	Description 說明	Page 頁碼
Aspect A3 The Environment and Natural Resources: General Disclosure A3方面 環境與自然資源：一般披露	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 301: Materials, GRI 302: Energy, GRI 303: Water, GRI 304: Biodiversity, GRI 305: Emissions, and GRI 306: Effluents and Waste). GRI103: 管理方式：披露條款103-2 (c-i) (與GRI 301: 材料, GRI 302: 能源, GRI 303: 水, GRI 304: 生物多樣性, GRI 305: 排放物, 和GRI 306: 廢水和廢物)	Policies on minimising the issuer's significant impact on the environment and natural resources. 減少發行者對環境與自然資源造成重大影響的政策。	12
KPI A3.1	GRI 103: Management Approach: Disclosures 103-1 and 103-2 (used together with GRI 301: Materials, GRI 302: Energy, GRI 303: Water, GRI 304: Biodiversity, GRI 305: Emissions, and GRI 306: Effluents and Waste) GRI 303: Water: Disclosure 303-2 GRI 304: Biodiversity: Disclosure 304-2 GRI 306: Effluents and Waste: Disclosures 306-3 (c) and 306-5 GRI103: 管理方式：披露條款103-1和103-2 (與GRI 301: 材料, GRI 302: 能源, GRI 303: 水, GRI 304: 生物多樣性, GRI 305: 排放物和GRI 306: 廢水和廢物共同使用) GRI 303: 水：披露條款303-2 GRI 304: 生物多樣性：披露條款304-2 GRI 306: 廢水和廢物：披露條款306-3 (c) 及306-5	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 說明對環境與自然資源有重要影響的活動以及採取的治理行動。	12
Aspect B1 Employment: General Disclosure B1方面僱用：一般披露	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 202: Market Presence, GRI 401: Employment, GRI 405: Diversity and Equal Opportunity, GRI 406: Non-discrimination) GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI103: 管理方式：披露條款103-2 (c-i) (與GRI 202: 市場活躍度, GRI 401: 僱用, GRI 405: 機會的多樣性和均等性, GRI 406: 非歧視原則) GRI 419: 社會經濟合規：披露條款419-1	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 包括以下內容： (a) 政策；和 (b) 遵守對有關賠償金和免職、招聘和晉升、工作時間、休息時間、機會均等、多樣性、反歧視以及其他利益和福利的發行者有重要影響的相關法律法規。	12

HKEX ESG Indicators HKEX ESG指標	GRI Standards and Disclosures GRI標準及披露	Description 說明	Page 頁碼
Aspect B2 Health and Safety: General Disclosure B2方面健康和安 全：一般披露	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 403: Occupational Health and Safety) GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI103: 管理方式：披露條款103-2 (c-i) (與GRI 403: 職業健康和安 全) GRI 419: 社會經濟合規：披露條款419-1	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 包括以下內容： (a) 政策；和 (b) 遵守對有關提供安全工作環境及保護員工免受職業危害的發行者有重要影響的相關法律法規。	15
Aspect B3 Development and Training: General Disclosure B3方面開發與培 訓：一般披露	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 404: Training and Education) GRI 404: Training and Education: Disclosure 404-2 (a) GRI103: 管理方式：披露條款103-2 (c-i) (與GRI 404: 培訓和教育) GRI 404: 培訓和教育：披露條款404-2 (a)	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 關於提高員工在工作中履職的知識和技能的政策。培訓活動說明。	16
Aspect B4 Labour Standards: General Disclosure B4方面勞工標準：一般披露	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 408: Child Labor and GRI 409: Forced or Compulsory Labor) GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI103: 管理方式：披露條款103-2 (c-i) (與GRI 408: 童工和GRI 409: 強迫或強制勞動) GRI 419: 社會經濟合規：披露條款419-1	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 包括以下內容： (a) 政策；和 (b) 遵守對有關防止童工和強迫勞動的發行者有重要影響的相關法律法規。	16
Aspect B5 Supply Chain Management: General Disclosure B5方面供應鏈管理：一般披露	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 308: Supplier Environmental Assessment and GRI 414: Supplier Social Assessment) GRI103: 管理方式：披露條款103-2 (c-i) (與GRI 308: 供應商環境評估和GRI 414: 供應商環境評估)	Policies on managing environmental and social risks of the supply chain. 管理供應鏈環境和社會風險政策。	17

HKEX ESG Indicators HKEX ESG指標	GRI Standards and Disclosures GRI標準及披露	Description 說明	Page 頁碼
Aspect B6 Product Responsibility: General Disclosure B6方面產品責任：一般披露	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 416: Customer Health and Safety, GRI 417: Marketing and Labeling, and GRI 418: Customer Privacy) GRI 416: Customer Health and Safety: Disclosure 416-2 GRI 417: Marketing and Labeling: Disclosures 417-2 and 417-3 GRI 418: Customer Privacy: Disclosure 418-1 GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI103: 管理方式：披露條款103-2 (c-i) (與GRI 416: 客戶健康與安全, GRI 417: 行銷和標籤, 及 GRI 418: 客戶隱私) GRI 416: 顧客健康與安全：披露條款416-2 GRI 417: 行銷和標籤：披露條款417-2及417-3 GRI 418: 客戶隱私：披露條款418-1 GRI 419: 社會經濟合規：披露條款419-1	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 包括以下內容： (a) 政策；和 (b) 遵守對有關健康與安全、廣告、標籤及與產品及服務有關的私隱事項及補救方法的發行者有重要影響的相關法律法規。	18
Aspect B7 Anti-corruption: General Disclosure B7方面反腐敗：一般披露	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 205: Anti-corruption) GRI 205 Anti-corruption: Disclosure 205-3 GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI103: 管理方式：披露條款103-2 (c-i) (與GRI 205: 反腐敗) GRI 205 反腐敗：披露條款205-3 GRI 419: 社會經濟合規：披露條款419-1	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 包括以下內容： (a) 政策；和 (b) 遵守對有關防止賄賂、勒索、詐騙和洗錢的發行者有重要影響的相關法律法規。	21
Aspect B8 Community Investment: General Disclosure B8方面社會投資：一般披露	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 413: Local Communities) GRI103: 管理方式：披露條款103-2 (c-i) (與GRI 413: 地方團體)	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. 有關社區參與以理解發行者所經營之處的社區需求以及確保其活動考慮到社區利益的政策。	21



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