



HYBRID KINETIC GROUP LIMITED
正道集團有限公司

(incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock code 股份代號: 1188)

ENVIRONMENTAL, SOCIAL & GOVERNANCE REPORT 2017
二零一七年環境、社會及管治報告

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About This Report

The Group is striving to support sustainable development and the core governance philosophy is to “Cherish the Earth, Care for Employees, Serve for Customers, and Contribute to Community”. The publication of This Report enables the stakeholders better understands the performance and contributions in the aspects of environmental protection and social responsibility. The Group’s operations are concerning with the environmental protection and is actively participating in the business relevant to the electric motor vehicles. Also, through supporting clean energy products and reduction in consumption of petrol or diesel oils, the Groups aims to reduce the emission of greenhouse gases (GHG). In order to provide employees with a platform for exploring their potentials, the Group adopts a fair mechanism for evaluation of promotion opportunities and provision of appropriate training to employees. The Group also values satisfying the customers’ needs and establishes the mechanism for assuring the delivered products which meet quality inspection standards. Moreover, the Group is concerned with giving back to the community while engaging in business operations, through the continued community communication for identification of the appropriate solutions contributing to them.

Reporting Scope

This report is prepared annually with reference to Appendix 27 Environmental, Social and Governance (ESG) Reporting Guide of Main Board Listing Rules of Hong Kong Exchanges and Clearing Limited (HKEx). This reporting period is from 1 January 2017 to 31 December 2017, which is the same as the fiscal year of the Group. This report covers the environmental, social and governance performance of the Group’s activities in the manufacture of lithium battery systems for electric motor vehicles. The Group’s head office in Lianyungang is the core area for reporting data collection.

關於本報告

本集團一直著重可持續發展，核心管治理念是「珍惜地球 關懷員工 服務客戶 貢獻社區」，此報告的出版讓持份者能更深切了解集團在環境保護及社會責任方面的表現及貢獻。集團的營運都一直關注保護環境，積極參與電動車相關業務及支持潔淨能源產品，減少汽油或柴油的使用，藉此減少溫室氣體的排放。在社會責任方面，為了讓員工有一個發展自我潛能的平台，集團採用公平的晉升評估機制及提供員工適當的培訓。集團亦重視滿足客戶需求，訂立機制以確保只會出售通過質檢標準的產品。此外，集團在營運的同時，不忘回饋社區，通過持續與社區溝通，以探討合適的社區貢獻方案。

匯報範圍

本報告為年度報告，是參考香港聯合交易所有限公司（「香港聯交所」）的主板上市規則（「上市規則」）附錄二十七「環境、社會及管治報告指引」編寫的。匯報期間為2017年1月1日至2017年12月31日，與本集團的財政年度相同。本報告涵蓋集團之電動汽車的鋰電池系統製造業務的環境、社會及管治表現，集團的連雲港總辦事處為核心的報告資料收集點。

Communication with Stakeholders

The Group communicates with and supports stakeholders through a two-way model, in order to achieve joint growth. The Group's major stakeholders include employees, customers, investors and suppliers, all of whom the Group share the latest information with via email, telephone, site visits and communication meetings during the course of the day-to-day operating practices. The Group has dedicated email addresses that make it easy for employees to share feedback and opinions. The Group provides after-sales service hotlines and performs customer satisfaction surveys, so that customers can "buy with peace of mind, check at any time, and express their opinions". The Group holds the Annual General Meeting every year, providing updates to shareholders about the Group's development plans and business performance. The Group regularly evaluate supplier performance to facilitate continual improvements and innovations in the Group's supply chain performance.

1. Environment

1.1. Managing Emissions and Leading by Example

The Group supports the national strategy in environmental protection and supplies electric buses with fast-charging Lithium Titanium Oxide (LTO) battery systems. The Group advocates philosophy of "Energy conservation and Emission reduction", and implements a variety of environmental protection policies and measures amongst the Group's operations, including:

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

與持份者溝通

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

1. 環境

1.1 以身作則 管理排放

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

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

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| <p>5) The Group implements a waste paper recycling and reuse programme and use double-sided printing to reduce the amount of paper used;</p> | <p>5) 落實廢紙回收重用及雙面列印，降低紙張使用量；</p> |
| <p>6) The Group prohibits smoking in the office, keeping fresh and clean air in the premises;</p> | <p>6) 禁止任何人士在辦公室內抽煙，保持室內空氣清新；</p> |
| <p>7) The Group prioritises the use of local suppliers, as local suppliers create lower carbon emissions during delivery than those in overseas suppliers;</p> | <p>7) 優先選用本地供應商，因為本地供應商在運輸時產生的碳排放較海外供應商低；</p> |
| <p>8) The Group selects non-toxic, harmless, odour-free materials for new builds, expansion and rebuilding of factories, as well as for new equipment and tools;</p> | <p>8) 新建、擴建、改建房屋及新增設備、器具時，選用無毒無害無味的材料；</p> |
| <p>9) The Group controls the usage of aluminium cans and plastic and glass products, and increase the recycling and reuse of such products;</p> | <p>9) 控制鋁罐、塑膠及玻璃製品的使用量，增加製品的回收及再利用；</p> |
| <p>10) The Group is replacing plastic products with environmentally-friendly, biodegradable materials;</p> | <p>10) 使用環保可降解的材料替代塑膠製品；</p> |
| <p>11) The Group separates solid waste for storage by type, so that it can be reused in a rational way based on the properties of each type of solid waste, while the portion that cannot be reused is collected by registered recycling organisations for recycling and processing.</p> | <p>11) 分類存放固體廢棄物，根據各種固體廢棄物的特性，合理地再利用，不能再利用的，則交由專門機構回收處理。</p> |

The Group strictly complies with the laws and regulations governing emissions and effluents. In the reporting period, no major violation was identified against the relevant environmental regulations.

本集團嚴格遵守排放物的法律法規，在匯報期內，沒有發生重大與環境相關的違例案件。

1.1.1 The Types of Emissions and Total Greenhouse Gas Emissions

In the reporting year, the Group's business is mainly the sales of stock. This reduces the use of manufacturing facilities and the associated emissions of greenhouse gases (GHG). Therefore, the GHG emission intensity is calculated based on the number of employees in the Group.

In 2017, the GHG emission of the Group's operating areas is illustrated as below:

1.1.1 排放物種類及溫室氣體總排放量

本年度集團的營運主要是銷售庫存，減少因使用生產設施所造成的溫室氣體排放。因此，溫室氣體排放密度的計算以集團人數作為基準。

於2017年期內，本集團營運地點的溫室氣體排放表現如下：

GHG emission sources 溫室氣體排放源	Consumption 耗用量	GHG emission volume (tonne CO ₂ equivalent) 溫室氣體排放量 (噸二氧化碳當量)	GHG emission intensity (tonnes CO ₂ equivalent/person) 溫室氣體排放密度 (噸二氧化碳當量／人)
Petrol 汽油	11,322 litre 11,322升	25.6730	0.3517
Electricity 電力	197,567 kWh 197,567千瓦時	159.7527	2.1884
Total: 總計：		185.4257	2.5401

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

The Group adopts production materials which are non-toxic and non-hazardous, and consequently would not generate any hazardous wastes. Non-hazardous wastes mainly come from carton boxes for packaging of production materials, battery conveying pallets, etc. The Group classifies the types of recyclable and non-recyclable wastes, and appoints the designated agencies for handling. The Group establishes the recyclable collection boxes, such as paper collection boxes for storing the scrap papers and appoints the paper recyclers for collection. Through the aforesaid principles and measures, the Group's performance in waste reduction during the reporting period is illustrated as below:

Type of Wastes 廢棄物種類	Annual weight (tonne) 全年總量 (噸)	Emission intensity (tonne/person) 排放密度 (噸／人)
Hazardous wastes 有害廢棄物	0	0
Non-hazardous wastes 無害廢棄物	0.943	0.0129

1.1.2 有害及無害廢棄物總量及減廢措施的成效

集團選用無毒無害的生產材料，故不會產生有害廢棄物；無害廢棄物主要是生產原材料外的包裝紙箱、電芯託盤等。集團將可回收與不可回收的廢棄物分類，及交由專門單位處理，並設立回收箱收集，例如：廢紙回收箱收集廢紙，並安排廢紙回收商進行收集。透過落實以上原則及措施，本集團於匯報期內在廢物減排的成果如下：

1.2 Valuing Resources

The Group values the precious resources and implements policies for green office and green production management. As well as cooperating with these policies, the Group's employees have sufficient awareness to proactively make sparing use of electricity, paper and water resources. For example, the Group's employees all work to implement a paperless office by sending documents in electronic form whenever possible, in order to reduce the amount of waste caused by printing on paper.

1.2 珍資源 愛資源

本集團珍惜資源，實行綠色辦公室政策及綠色生產管理。集團的員工在配合這些政策下，都會自動自覺地珍惜電、紙及水資源。例如，員工都在落實無紙化辦公，文件傳遞儘量使用電子文檔，以減少紙張列印，造成浪費。

In the manufacture of vehicle battery system, the Group promotes environmental products which complies with the national requirements as well as achieving the goal of "Four-No" production – "No toxic, No hazardous substance is generated; No wastewater, No exhaust gas is discharged". During the production process, generally no packaging material is required, such as through the adoption of reusable conveying pallets for transportation within the factory. For warehousing and delivery activities, also no paper nor plastic material is used for packing purpose. Occasionally wrapping film may be used for protection of products; however the quantity is rare and it amounts to only 0.15 tonne throughout the year. Moreover, for different types of production orders, the Group adopts different delivery methods and is striving to eliminate the use of neither paper nor plastic packaging materials, such as putting the final products on the truck directly and requesting the transportation agency to bind them with rope and linoleum only, or reuse the conveying pallets and carriage frames for reduction of waste generation and resource consumption.

1.2.1 Electricity and Water Consumption by Facilities

Apart from reduction in use of packaging materials, the Group is seeking the equipment modification for achieving the conservation of energy and water. In the reporting year, the air compressor room has been modified on energy saving within the battery system production floor. In August 2017, the vents of air compressor have been installed with exhaust pipelines connecting directly to the external. This releases heat generated during the operation of air compressor properly and lowers the temperature of the air compressor room, as well as avoids the malfunction and tripping because of high temperature in the compressor room. This modification substitutes the previous way of lowering the compressor's room temperature by use of air-conditioning from production floor and eventually reduces the unnecessary energy consumption. According to the operational situation of the air compressors for production in the reporting year, monthly electricity saving of 1,230 kWh is achieved through this modification. When the business reaches the full capacity in the coming year, the performance of energy saving will be more prominent.

在動力電池系統的生產中，集團推動綠色產品，既能符合國家要求，又能達致四無生產－「無毒及無害物質產生 無廢水及無廢氣排放」。產品在生產過程中基本上無須包裝物，例如通過使用周轉托盤在廠內運輸。在存儲及運輸的活動中，大致也不用涉及紙材或膠材作包裝用途，偶爾會使用纏繞薄膜作產品防護，但數量極少，全年度所使用的纏繞薄膜只有0.15噸。此外，因應不同種類的生產訂單，集團採用不同的送貨方式，致力杜絕使用紙質或膠質的包裝材料，例如直接將成品放於送貨車輛上及要求承運方只用繩索或油布進行綁紮發貨，或循環使用周轉托盤與運輸支架，以減少廢棄物的產生及同時節省資源的耗用。

1.2.1 設施用電及耗水量

除了減少使用包裝材料，集團亦尋求設備改進以達致節能及節水的效果。本年度在電池系統生產工場進行了空壓機房的節能改造，於2017年8月在空壓機出風口增加一個排風管道直通室外，將空壓機在運行過程中產生的熱量適量解放，以降低機房室內溫度，避免機房溫度過高而導致空壓機出現故障跳閘。此改造代替以前利用生產工場內的空調進行降溫，從而減少不必要的能源浪費。按照本年度的生產空壓機的運轉狀況，通過此改造每月可節約電量1,230千瓦時；來年業務若達到滿產程度，省電效果將會更為顯著。

In addition, for efficient use of fresh water, the factory has established rainwater collection tank, which utilises rainwater for irrigation of plants within production premises. Through this facility, it saves 3 tonnes of fresh water per month on average.

另外，為了有效地使用新鮮水，工廠內建有雨水收集池，利用雨水灌澆廠區內的植物，通過此設施每月平均可減少新鮮用水約3噸。

During the reporting period, the consumption of key resources by the Group through the aforesaid facilities is illustrated as below:

在匯報期內，本集團透過以上設備所達致的主要資源耗用狀況如下：

Resource Types 資源類型	Annual Consumption 全年耗量	Consumption Intensity 耗用密度
Electricity 電力	68,506 kWh 68,506千瓦時	938.44 kWh/person 938.44千瓦時／人
Water 水	193 cubic metre 193立方米	2.64 cubic metre/person 2.64立方米／人

1.3 Environment & Natural Resources

1.3 環境及天然資源

The Group is deeply aware of resource crisis facing by the Earth, and as part of the Global Village, the Group will not stay aloof from the affair. For this reason, the Group is engaged in the following environmental protection activities and promotes environmental protection to every category of stakeholder through various channels:

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

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

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

1.3.1 Significant Impacts to the Environment & Natural Resources and Management Actions Taken

Despite the Group have already implemented green policies and taken measures to reduce emissions and consumption, there is still slight impact on the environment and natural resources owing to production needs. Same as the previous years, the Group continues to liaison with various stakeholders (including internal employees) for participation of various green activities, aiming to strengthen the positive environmental promotion to the external parties.

1.3.1 對環境及天然資源的重大影響及已採取管理行動

雖然集團已經推行綠色政策，實施減排減耗，但基於生產的需要，也會產生對環境及天然資源的輕微影響。一如往年，集團繼續聯同各相關持份者（包括內部員工）參與不同類型的綠色活動，藉此加強對外的環保正面宣傳。

Type of Activities 活動類型	Details of Activities 活動內容	Achievement of Activities 活動成果
Clean Water & Green Mountain Environmental Protection Charter 綠水青山環保約章	Supported the environmental activity hosted by the government 支持政府舉辦的綠色活動	<ul style="list-style-type: none"> Collaboration with 15 organisations on supporting the national environmental protection charter 聯同15間機構一同支持國家的環境保護約章
Environmental protection seminar by Suzhou Fanglin customer 蘇州方林客戶的環保講座	Assigned employees to attend the environmental activity hosted by business partner 派員出席業務夥伴所舉辦的綠色活動	<ul style="list-style-type: none"> Obtained customer's updates on the latest environmental protection trend 掌握客戶的最新環保動向 Demonstrated to the customer about the Group's commitment on supporting environmental protection and enhancing environmental promotion along the supply chain 向客戶彰顯集團對環保的支持，加強供應鏈對環保的宣傳
Employee Tree Planting Day 員工植樹日	Internal green activities planted trees together on empty land 內部的綠色活動，在空地一起植樹	<ul style="list-style-type: none"> Planted 10 trees 植樹10顆 Planned to encourage more employees to take part in subsequent activities 計劃鼓勵更多員工參與下次活動
Internal Environmental Education 內部環保教育	Raised employees' awareness on energy saving and emission reduction 提升公司員工的節能及減排意識	<ul style="list-style-type: none"> Attended by 64 trainees 64參與人次 Average 2 training hours per person 人均2小時培訓時長

2 Caring for Employees

2.1 Employment

The Group values employees as the lifeblood and is striving to implement various policies on employees' remuneration and benefits, this ensures employees working in a happy and healthy environment. The Group respects the principle "everyone is equal". As long as the applicant complies with the statutory requirements and the corporate's needs, the Group will review the application on a fair basis regardless of age, sex, ethnicity, marital status, etc. This principle also applies to the arrangement of employee promotion, it only considers the employee's performance as the key criteria and is not influenced by other irrelevant criteria such as sex or ethnicity of the individual. In terms of employee welfare, the Group will abide by the local regulations to provide the wages, overtime compensation, social insurance, paid statutory holidays, etc. as well as to implement "Retirement Policy" for assuring protection to employees upon retirement. Moreover, the Group have established "Work-Life Balance Policy" to ensure that employees have adequate time for rest and leisure with their families.

In the reporting period, the Group did not identify any legal violation or complaint related to employment or discrimination.

2. 關懷員工

2.1 僱傭

集團視員工為命脈，因此積極實行多方面的員工待遇與福利政策，讓員工能夠開心健康地工作。集團尊重「人人平等」之原則，只要是符合法律法規要求及集團要求的應徵者，不論其年齡、性別、種族及婚姻狀況等，集團都會公平地審批其申請。此原則亦應用於員工的晉升安排，只會按員工表現作為晉升的主要準則，不會受其他無關因素所影響，如個人的性別及種族等。在員工福利方面，集團按照當地法規支付工資、加班補償、社會保險、及有薪假期等，亦推行《退休政策》，讓員工能在退休時有生活保障。此外，集團已建立《工作生活平衡政策》，確保員工有充分時間休息及與家人同樂。

在匯報期內，集團沒有發現與僱傭或歧視相關的違法或投訴個案。

As of 31 December 2017, the number of the Group's employees covered by this report and the associated turnover rate are illustrated as below:

於2017年12月31日，集團在此報告涵蓋的營運地點的員工人數及其流失率概述如下：

2.1.1 Total Number of Employees and Turnover Rate by Gender

2.1.1 按性別劃分的員工總數及流失率

Gender 性別	Number of Employees 員工人數	Monthly Average Employee Turnover Rate (%) 每月平均僱員 流失率(%)
Male 男性	40	2.69
Female 女性	33	1.95
Total workforce 員工總數	73	2.34

2.1.2 Number of Employees and Turnover Rate by Employment Type

2.1.2 按僱傭類型劃分的員工總數及流失率

Employment Type 僱傭類型	Number of Employees 員工人數	Monthly Average Employee Turnover Rate (%) 每月平均僱員 流失率(%)
Full Time 全職	73	2.34
Part Time 兼職	0	N/A 不適用
Total workforce 員工總數	73	2.34

2.1.3 Number of Employees and Turnover Rate by Age Group

2.1.3 按年齡組別劃分的員工總數及流失率

Age Group 年齡組別	Number of Employees 員工人數	Monthly Average Employee Turnover Rate (%) 每月平均僱員 流失率(%)
18-30	28	3.33
31-40	37	2.15
41-60	6	0
≥ 61	2	0
Total workforce 員工總數	73	2.34

2.2 Health & Safety

The Group cares for the employees not only in terms of equality and welfare, but also their health and safety in both physical and mental aspects. Employee safety is an important consideration in the Group's operations. For this reason, the Group provides employees with occupational health and safety training to raise their safety awareness. The Group also provide employees with appropriate safety equipment to protect them from suffering injuries at work. The Group is striving to achieve the goal of "Zero Incident at Work" and sustain it continuously, through continued improvement system and regular evaluation of occupational health and safety performance.

In the reporting period, the Group did not identify any violation against the local regulations relevant to occupational health and safety, also did not identify any number of employee fatalities at work, nor any lost days due to their work injuries. In the same period, the Group has received one complaint case from employee regarding the poor air-conditioning performance, but this case has been satisfactorily resolved within the reporting period.

2.2 健康與安全

集團關愛員工，並不止在平等及福利層面，亦汲及其身體健康、心理健康及安全。員工安全是集團的重點方針，故之亦然，集團為員工提供職安健相關培訓，讓他們提高安全意識。另外，集團會為員工提供適當的安全裝備，保護其身體免在工作中受到傷害。集團力爭「工作零事故」，持續改善制度，定期評估職業健康與安全績效，確保集團能持續達到「工作零事故」的目標。

在匯報期內，集團未有發現違反業務當地職業健康及安全的相關法規，亦未有發現僱員因工作關係而死亡；或因僱員工傷而損失的工作日數。同期，集團收到一宗關於空調製冷效果差的員工投訴，但在匯報期內已完滿解決。

2.2.1 The Group has undertaken the following measures and activities with regards to the employees' occupational health and safety:

2.2.1 針對員工的職業健康與安全，集團採取了以下措施及活動：

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

2.3 Development & Training

2.3 發展及培訓

The Group expects employees to be developing together with the Group and working hand-in-hand to create a better future. The Group has developed a long-term employee development system continually targeting at employees' needs, which provides employees with courses of job skills with the goal of raising their workplace performance and developing their smoother paths to promotion. The Group have proactively rolled-out an "Employee Joint Growth Model" that allows new recruits and junior employees to be mentored by experienced employees; the mentoring and communication process also allows the experienced employees to be inspired with new mindset for enhancement of their own competence and knowledge.

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

Employees at each hierarchical level should be convened in training meeting every week, through which the employee will understand the workflow of various projects and this facilitates the smooth operations amongst various businesses in the company. Training is generally carried out by tutors from professional institutions or business leaders assigned internally by the company. Training content may include: project kick-off of new generation lithium battery, workflow elaboration and problematic diagnosis for national category application, interpretation of new financial regulations, establishment of team brainstorming, etc.

各級人員每周均會召開培訓例會，目的讓員工知曉各項目流程，以協調公司各項業務運轉流暢；一般委托專業機構的導師或安排公司內各級業務領導進行培訓；培訓內容可包括：對新一代鋰電池項目宣講、申報國家目錄流程及細節問題確診、財務新法規解釋、團隊建設頭腦風暴等。

2.3.1 Percentage of Employees Trained and Average Training Hour Completed by Gender and Employee Category

2.3.1 按性別及員工類別劃分的受訓員工百分比及完成受訓的平均時數

For the operating locations covered by this report in 2017, the monthly average percentage of trained employees and monthly average training hours completed per employee are listed as below:

於2017年在此報告所涵蓋的營運地點，接受培訓僱員的每月平均百分比及每名僱員的平均培訓時數如下：

Gender 性別	Monthly Average Percentage of Employees Trained (%) 受訓僱員的每月 平均百分比(%)	Monthly Average Training Hours Completed per Employee (Hour) 每名僱員的每月 平均培訓時數(小時)
Male 男性	100	8
Female 女性	100	8
Employee Category 僱員級別		
Senior Management 高級管理層	100	8
Middle Management 中級管理層	100	8
Junior Employees 初級員工	100	8
Overall Average 總平均	100	8

2.4 Labour Standards

The Group has established the policy for prohibiting employment of child labour. Owing to the job nature within the Group's manufacturing premises, only adults of aged 18 or above would be employed for those manufacturing tasks. The Group abides by the relevant legislations concerning the labour standards, such as the PRC's "Labour Contract Law". The Group respects human rights, and commits that employees should be protected by the Group and not be subject to forced labour by any level of employees in the Group.

Pursuant to the local regulations, the Group arranges the working hours of employees and shall not force any overtime work. Whenever the extended working hour is necessary, prior application from employee is required and shall be submitted on voluntary basis. Upon recruitment, the Group shall not request employees to submit deposits nor withhold their personal identity documentation.

In the reporting period, the Group did not identify any complaint or legal violation against the regulations related to child labour or forced labour.

2.4.1 Recruitment Practices to prevent Child Labour and Forced Labour

2.4 勞工準則

集團已建立政策禁止聘用童工。基於集團廠內的工作性質，本集團只會聘請18歲或以上的成年人於廠內工作。集團恪守與勞工準則之相關法例，例如國內的《勞動合同法》。集團尊重人權，承諾員工應受集團保護，不應被集團任何階層的員工強迫勞動。

集團按照當地法規安排僱員的工作時間，絕不強迫加班工作，如需延長工作時間，須由員工主動及自願申請。員工入職時，集團不會向員工收取押金或扣押他們的身份證明文件。

在匯報期內，本集團並無發現有關童工及強制勞工的投訴或相關的違法案件。

2.4.1 招聘慣例的措施以避免童工及強制勞工

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

3. Supply Chain Management

The Group has always managed the supply chain effectively through the continued bilateral communication, including teleconference, on-site meetings and emails, etc. This ensures that the supply chain is operating in a healthy manner and that the products delivered by the Group comply with and even exceed the stakeholders' expectations of both safety and quality aspects. The Group's supply chain management has incorporated ESG concepts by requiring suppliers to comply with the code of social responsibility stipulated by the Group, such as the compliance with the national code of safety practices and code of environmental protection practices, as well as achievement in social responsibility, etc. For continual enhancement of the product attributes, the Group is proactively sharing and reviewing the relevant project requirements with the suppliers, including in 2017 there were technical sharing on components of water cooling system, discussion on the verification and acceptance standards for batteries, etc. For determining supplier engagement, the Group has included environmental performance as one of the selection criteria for raising the suppliers' awareness of environmental protection. In 2017, the suppliers of the Group are distributed as follows:

3.1 Number of Suppliers by Geographical Region

Geographical Region 地區劃分	Number of Suppliers 供應商數目
China 中國	92
Korea 韓國	1
Japan 日本	1
Denmark 丹麥	1
Germany 德國	1
Total 合計	96

3. 供應鏈管理

集團一直有效地管理供應鏈，通過不斷的互相溝通，包括電話會議、探訪會議及電郵等，確保供應鏈能健康地操作，讓集團提供的產品的安全及質量都能符合甚至超越持份者期望。集團把環境、社會及管治理念帶到供應鏈管理中，要求供應商符合集團設定的社會責任規範，如依照國家規定的安全規範、環保表現規範及社會責任表現成就等。為持續提升產品質素，集團會積極與供應商交流及探討相關項目要求，包括於2017年對水冷系統零件技術交流、商討電芯驗收標準等。在聘用供應商方面，集團加入環保表現為其中一項選用條件，以加強供應商的環保意識。於2017年，集團的供應夥伴分佈如下：

3.1 按地區劃分的供貨商數目

4. Responsibility to Customers

The Group is aware of the responsibilities to customers, and the compliance with quality and safety standards is the essential element for fulfilment of the mentioned responsibilities. Through quality testing & inspection and safety verification, the Group strictly monitors and controls the compliance status for the products to be sold. Upon product selling, the Group is committed to providing the customer with true product information for prevention of misleading to customers. After products sold, the Group continues to hold product responsibility and provides after-sales service for customers' enquiries. Whenever any product defect is identified, the Group shall not shrink from responsibility and proactively investigate with customer for the necessity of product recall. From the aforesaid responsible operation, throughout the reporting period the Group did not identify any violation against the regulations related to product responsibility, nor any recall from the sold products because of product safety and health reasons. In September 2017, the Group received one complaint of delayed shipment because of weather reason, and the case was satisfactorily resolved within the reporting year.

To implement excellent customer service, the Group has set up a telephone complaint handling mechanism, and all issues are followed-up and dealt with by the After-Sales Service Department, so that customers have "Channels to submit complaints and smooth resolutions to any issues". The Group also conducts customer satisfaction surveys to allow us to analyse the level of customer satisfaction and make improvements. For safeguarding consumer data and privacy, the Group has appointed Internet Security Administrator to perform regular maintenance and inspections of the Group's networks and computer equipment and ensure that the systems are secure. The Internet Security Management team performs evaluations on monthly basis. In event of any abnormality found in the system, it will be rectified in a timely manner.

4. 對客戶的責任

集團明白對客戶有責，而履行這個責任，產品質量及安全能夠達到符合標準是必然要素。集團透過品質檢測及安全驗證，嚴格監控所售產品的合規情況。產品售賣時，集團承諾必會向客戶提供真實的產品描述訊息，防止顧客被誤導。產品成功售賣後，集團亦會一直對客戶負責，所以，集團提供售後服務，方便客戶查詢。如產品出現問題，集團絕不逃避責任，會主動與客戶協商，研究產品回收。基於以上盡責營運，整個報告期限沒有出現與產品責任相關的違例個案，也沒有已售或已運送產品因安全與健康理由而需要回收。於2017年9月，集團收到一宗因天氣原因而項目須延期交付的投訴，事件在年內完滿解決。

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

4.1 The Group's practices for observing and protecting intellectual property rights

4.1 本集團維護及保障知識產權有關的慣例

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

4.2 The Group's Quality Assurance Process

4.2 本集團之質量檢定過程

Process 過程	Step 1 步驟1	Step 2 步驟2	Step 3 步驟3	Step 4 步驟4	Step 5 步驟5	Step 6 步驟6
Quality Assurance Process	All procured raw materials must pass test/inspection conducted by third-party organisation before storage.	Products on production lines must pass the stipulated sampled inspection before moved to next step.	All finished products must pass quality and safety verification with reports performed by inspection & testing dept.	After inspection & testing, the Quality Manager review the report.	Only product which attain pass result in report is allowed to be sold.	Product with fail result in report will be recalled in accordance with the relevant process.
質量檢定過程	所有採購的原材料均需通過第三方檢測機構的檢測，方可入庫。	在生產線上的產品，必須按照規定抽檢合格方可進入下一步驟。	所有成品必須通過檢測部門的品質與安全檢測，並出具成品檢驗報告。	檢測完成後，由品質部經理審閱檢測報告。	檢測報告合格的產品才可出售。	檢測報告不合格的產品，將會按照相關流程進行回收。

4.3 The Group's Product Recall Procedure

4.3 本集團之產品回收程序

Procedure 程序	Step 1 步驟1	Step 2 步驟2	Step 3 步驟3
Product Recall Procedure 產品回收程序	<p>After recalled, discarded power charged batteries are subject to integrated evaluations of their capacity, charging and discharging characteristics, and safe use for determination of graded use, recycling or scrap. (Graded use includes: energy storage, mobile power source, and low-speed vehicle).</p> <p>回收後的廢舊動力蓄電池的容量、充放電特性及使用安全性等，都會按實際情況進行綜合評估，判斷其是否可進行梯級利用、再生利用或報廢。（梯級利用包含：儲能使用、移動電源使用、低速車使用）。</p>	<p>Those power charged batteries that are suitable for graded use are subject to necessary tests, sorting, dismantling, and reassembly, then labelled with own trademark to identify that battery product is for graded use; and proceeded through product numbering and traceability systems in accordance with the Group's requirements.</p> <p>對符合梯級利用條件的廢舊動力蓄電池進行必要的檢測、分類、拆解和重組，貼自有商標以明示該電池產品為梯級利用電池，並會按照集團要求對產品編碼及建立追溯系統。</p>	<p>Those discarded power charged batteries that are judged unsuitable for graded use should be recycled in accordance with the relevant requirements, this enables the valuable resources inside the products could be retrieved by the qualified recycling company.</p> <p>經判斷不能進行梯級利用的廢舊動力蓄電池應按有關要求進行再生利用，讓有回收資質的公司回收其中有價值的資源，按規定流程處理。</p>

5. Prevention of Corruption

In 2017, the Group did not identify any case of corruption, which demonstrates the successful nurture of business ethics and integrity amongst employees. The Group require all employees to abide by the code of business ethics and commit to not engaging in corruption or bribery. In event of conflict of interest, employees can declare the situation to the HR Department for preventing the occurrence of suspected corruption incident. For positions that involve a relatively high risk of conflicts of interest, the Group assigns dedicated personnel to monitor the situation for elimination of any form of corrupt behaviours, including extortion and money laundering. The Group has also established Board of Directors to enable board members from different organisations to independently supervise the Group's corporate governance performance. For maintaining anti-corruption, the Board of Directors also regularly reviews anti-corruption policies, such as independent auditing policy, contract approval policy and tendering policy, etc.

5. 防止貪污

於2017年，集團沒有發現貪污個案，這是培養員工職業道德操守的成果。集團要求所有員工都要遵守商業道德準則，承諾不會有任何貪污及賄賂行為。如有利益衝突情況，員工可向人力資源部申報案件，以防懷疑貪污個案發生。針對發生利益衝突的較高風險職位，集團會指派專人監察，以堅決杜絕任何形式的腐敗行為，包括勒索及洗黑錢。集團並成立董事局，讓來自不同機構的董事局成員能獨立監管企業管治表現。董事局會定期探討防止貪污政策，例如獨立核數政策、合約審批政策及招標政策等，以維持防貪表現。

5.1 Anti-Corruption Measures and Whistle-blowing Processes

5.1 防貪措施及舉報程序內容

Anti-Corruption Measures 防貪污措施	Content of Measure 措施內容	Information evaluated 評估資料	Performance Review 成效評估
Independent financial auditing measures 獨立核數機構措施	“Lianyungang Tianzhou United Accounting Firm” was appointed to conduct financial audits 委託連雲港天洲聯合會計師事務所核數	Audit Report 核數報告	Once a year, the content of the Audit Report is followed up to improve financial systems. 每年一次，跟進核數報告內容，改善財務機制。
Declaration of conflict of interests 利益衝突申報措施	In event of suspected case, employee must declare the conflict of interest to the HR Department within two days; declaration channels include meetings, phone calls and e-mails. 如有疑似個案，員工須在兩天內向人力資源部申報利益衝突，申報管道包括會面、電話及電郵。	Declaration process and communication channel are reviewed case by case. 按著每個個案，檢視申報程序及溝通管道。	Once a year, the results of the review are followed up within one week. 每年一次，根據檢視結果，在一星期內跟進。
Tendering measures 招標措施	<ul style="list-style-type: none"> Suppliers are invited to submit tenders via email invitations or by announcements on the Company website. 透過電郵邀請及公司網站公告，邀請供貨商投標。 The number of suppliers invited is determined according to the contract value of the services, at least 3 suppliers must be invited. 按服務的價值確定邀請供貨商的數量，最少邀請3家。 	Supplier's documents and performance shall be reviewed and the effectiveness of the tendering is evaluated. 檢討供貨商檔案及表現，評估招標成效。	Once a year, the reviewed suppliers will be replaced if their services could not meet the Group's requirements. 每年一次，如發現供貨商的服務與集團期望不符，會撤換供貨商。
Contract Approval Measures 合約審批措施	Contracts must be approved by the relevant manager or the CEO depending on the contract value; the approved contracts will then be reviewed by Procurement Department and only those passed the review will be paid by Finance Department. 根據合約金額，由相關經理或總裁批准，已批合約須由採購部審查，通過審查後，才交由財政部付款。	The number of contracts which have no authorised signature is used as reference. 以沒有授權簽署的合約數量為基準。	Once a month, investigation will proceed on the reason for breach of contract. 每月一次，調查違規合約的原因。

6. Community Contribution

The Group is striving to serve the community, and assigns the Integrated Management Department responsible for dealing with matters of community contribution and associated communications. The Group reviews the community issues including the environment, labour needs, education and culture for supporting the relevant activities. In the reporting year, the Group continues to assign personnel supporting the environmental activities hosted by the green organisations, and the details of the activities are listed as follows:

6. 社區貢獻

本集團致力服務社群，並由綜合管理部處理社區貢獻及溝通事宜。集團把環境、勞工需求、教育及文化等納入社區探討事項，以支持相關事項的活動。本年度集團繼續派員支持綠色組織所舉辦的環保活動，活動詳情如下：

Name of Activity 活動名稱	Supporting Organisation 支持機構	Details of Activity 活動內容	Number of Participants 參與人數	Achievement of Activity 活動成果
Marine Litter Clean-up Day 海洋垃圾清理日	International Environmental Protection Organisation (IEPOA) 國際環境保護組織協會	Team of volunteers organised to support the Cangwu Evening News Coast Clean-up Volunteer Team cleaning up litter discarded in the sea 組織義工隊，幫助蒼梧晚報海岸清潔義工團清理海洋垃圾	12	<ul style="list-style-type: none"> Cleaned up 5 tonnes of litter from the sea 清理了5噸海洋垃圾； Promoted environmental protection to suppliers/contractors 向供貨商／承判商宣傳環境保護

7. Brand Achievement

As a responsible enterprise, the Group highly values environmental protection, employee safety and product quality. The Group's sense of responsibilities on these aspects has led to achievement of certification in ISO 14001 Environmental Management System, OHSAS 18001 Occupational Health & Safety Management System, and ISO/TS 16949 Quality Management System. Apart from the establishment of a comprehensive management system, the Group's technology and expertise is also recognised by the national supervision bodies and this illustrates the Group's success in the product and technological aspects.

7. 品牌成就

本集團為責任企業，高度重視環保、員工安全與產品質量，集團的責任感促使成功在ISO 14001環境管理體系、OHSAS 18001職業健康及安全管理體系、及ISO/TS 16949質量管理體系上取得認證。除了擁有完整的管理體系，集團的技術及專業也被國家監督單位所確認，彰顯集團在產品及技術方面的成就。

Management System/Technological Achievement 管理體系／技術成就	Certification/Supervision Institution 認證／監督機構
ISO14001: 2004 Environmental Management System ISO14001: 2004環境管理體系	Beijing Zhonglian Tianrun Certification Center 北京中聯天潤認證中心
OHSAS 18001 : 2007 Occupational Health & Safety Management System OHSAS 18001 : 2007職業健康安全管理體系	Beijing Zhonglian Tianrun Certification Center 北京中聯天潤認證中心
ISO/TS 16949: 2009 Quality Management System ISO/TS 16949: 2009品質管理體系	URS (United Registrar of Systems Ltd.)
GB/T 31467.3-2015 《Lithium-ion powered battery packs and systems for electric vehicles – Part 3 – Safety requirements and test methods》 GB/T 31467.3-2015 《電動汽車用鋰離子動力蓄電池包和系統 第3部分 安全性要求與測試方法》	National Passenger Car Quality Supervision and Inspection Center 國家轎車品質監督檢測中心
Ministry of Industry and Information Technology of PRC 【2016】377 no. file 《Electric passenger car safety technical specification》– dust-proof and water-proof requirements 工信部裝【2016】377號檔中《電動客車安全技術條件》中防塵防水要求	National Passenger Car Quality Supervision and Inspection Center 國家轎車品質監督檢測中心
Ministry of Industry and Information Technology of PRC 【2016】377 no. file 《Electric passenger car safety technical specification》– Fire prevention requirement 工信部裝【2016】377號檔中《電動客車安全技術條件》中防火要求	National Motor Vehicle Quality Supervision and Inspection Center (Chongqing) 國家機動車品質監督檢測中心（重慶）
1610 《Technical specification for method of testing power battery and fuel battery (Implemented)》– Rate testing 1610 《動力電池、燃料電池相關技術指標測試方法（實行）》中倍率測試	National Motor Vehicle Quality Supervision and Inspection Center (Chongqing) 國家機動車品質監督檢測中心（重慶）

Outlook

In 2017, the Group continues the dedication in environmental protection and social responsibility. Besides the effective implementation of the integrated management system, the Group is striving to invest resources in equipment modification for reducing carbon emission and waste generation, as well as to optimise the equipment and processes for enhancing the resource utilisation rates. In the aspect of social responsibility, in addition to the compliance with the mandatory laws and regulations, the Group provides adequate training resources to employees for supporting their growth and development. Also, continued close communication with other stakeholders is in place for identifying their needs and expectations, as well as for developing the operational models that fit for various parties. In the coming year, the Group will continue to fulfill the philosophy of "Energy Conservation, Emission Reduction", with the aim to identify the opportunities of improvement in the operational flow and facilities, as well as to seek for the opportunities of contribution to community.

展望

在2017年，本集團繼續在環境保護及社會責任上付出努力。除了有效地實施綜合管理體系，集團致力投放資源在提升設備以減少碳排放及廢棄物的產生，並尋求設備及工藝優化以求提升資源的使用效率。在社會責任方面，除了符合必須的法律與法規外，集團提供充份的培訓資源給員工，協助他們的成長和發展。同時亦持續與其他持份者保持緊密溝通，了解各方的要求及期望，從而制定合乎各方的營運模式。在新一年，集團將會繼續實踐「節約、減排」的理念，致力在營運流程及設備上尋求改善機會，並積極尋找機遇以服務社區。

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