

# TENGY

浙江天潔環境科技股份有限公司

Zhejiang Tengy Environmental Technology Co., Ltd

(a joint stock company incorporated in the People's Republic of China with limited liability)

(於中華人民共和國註冊成立的股份有限公司)

Stock code 股份代號：1527

Environmental,  
Social and  
Governance  
Report

環境、社會  
及管治報告

2017

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## About this Report 關於本報告

### REPORTING PERIOD

This is the second Environmental, Social and Governance report (“**ESG Report**”) of Zhejiang Tengy Environmental Technology Co., Ltd (“**Tengy Environmental**” or “**Company**”, together with its subsidiaries, the “**Group**” or “**we**”). This Report covers our management approach, strategies, goals and progress on environmental, social and governance issues from 1 January 2017 to 31 December 2017 (“**Reporting Period**”).

### REPORTING SCOPE

We are principally engaged in design, manufacture, installation and the provision of services for environmental products, specialising in providing customers with integrated atmospheric pollution control solutions. With a focus on particulate emission control, we offer mega-sized precipitators, flue gas desulphurization and denitrification equipment to customers in various industries. Our main products include dry, wet, movable collecting electrode plate, bag filters, electric-bag precipitators (“**EBP**”), dry, semi-dry and wet flue gas desulfurizers (“**FGD**”), selective non-catalytic reduction (“**SNCR**”) or selective catalytic reduction (“**SCR**”) denitration systems and denitration catalysts, dense-phase fly ash conveyor systems with fluidized pumps, fly ash conveyor systems of double pipes and pulp alkali recovery equipment. This ESG Report only covers the business operation of the Company and its two subsidiaries, including Zhejiang Tengy Environmental Technology Co., Ltd, Zhuji City Tianjie Electronic and Technology Co., Ltd.\* (諸暨市天潔電子科技有限公司) and Zhuji City Tianjie Installation Engineering Co., Ltd.\* (諸暨市天潔安裝工程有限公司), in Paitou Town, Zhuji City, Zhejiang Province, the People’s Republic of China (the “**PRC**”), unless otherwise stated. The operational location in Paitou Town, Zhuji City, Zhejiang is the major production base of the Group. The majority of staff of the Group are concentrated in this location. We believe that there are sufficient relevant data to reflect our overall condition.

### 報告期間

本報告是浙江天潔環境科技股份有限公司(「**天潔環境**」或「**本公司**」，連同其附屬公司統稱為「**本集團**」或「**我們**」)發表的第二份環境、社會及管治報告(「**環境、社會及管治報告**」)。本報告涵蓋我們於二零一七年一月一日至二零一七年十二月三十一日止(「**報告期間**」)有關環境、社會及管治的管理方針、策略、目標及成果的資料。

### 報告範圍

我們主要從事設計、製造及安裝環保產品以及提供相關服務，專門為顧客提供綜合大氣污染防治的解決方案，尤其專注於懸浮粒子的排放控制，在多個行業為客戶提供特大型除塵器、煙氣脫硫及脫硝設備。我們主要的產品包括乾式、濕式、移動極板、布袋除塵器、電袋複合除塵器、乾法、半乾法、濕法脫硫系統、選擇性非催化還原法(SNCR)或選擇性催化還原法(SCR)脫硝系統及脫硝催化劑、濃相流態化倉式泵氣力輸送、雙套管氣力輸送系統及造紙鹼回收系統。除非另有說明，本環境、社會及管治報告內容僅涵蓋本公司及兩間附屬公司(包括諸暨市天潔電子科技有限公司及諸暨市天潔安裝工程有限公司)在中華人民共和國(「**中國**」)浙江省諸暨市牌頭鎮的業務營運。浙江省諸暨市牌頭鎮運營地點為本集團之主要生產基地，本集團大部分員工集中在此地點工作，我們相信相關數據足夠反映我們的整體情況。

# About this Report

## 關於本報告

### REPORTING BASIS

In preparation of the ESG Report, we follow the requirements of the Environmental, Social and Governance Reporting Guide (the “**ESG Guide**”) set out in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited to disclose our performance in environmental and social aspects. For performance about our corporate governance, please refer to the Corporate Governance Report (page 41-58) of the 2017 Annual Report of the Company.

### STAKEHOLDER ENGAGEMENT

Stakeholder engagement is one of the key drivers in the continuous improvement of our ESG performance. As such, we attach great importance to communication with stakeholders. Our key stakeholders include shareholders, customers, employees, suppliers, business partners, the government, nearby communities, etc. In the ordinary course of our business, we closely communicate with stakeholders and interested parties on ESG issues through means such as phone calls, emails, conferences, visits, seminars, exhibitions, staff meetings and shareholders meetings. We provide them with transparent information, listen attentively to their views, and take timely measures to seek continuous improvement and advancement and achieve sustainable development.

### YOUR OPINION

The Group welcomes and values stakeholders’ opinions. If you have any opinion or feedback on the ESG approach and performance of the Group or this ESG Report, please email to [by@tengy.com](mailto:by@tengy.com).

### 報告依據

在編製本環境、社會及管治報告時，我們依循香港聯合交易所有限公司證券上市規則附錄二十七之《環境、社會及管治報告指引》(「**ESG指引**」)的要求來披露我們於環境及社會方面的表現。而有關於我們在企業管治方面的表現，請參閱本公司二零一七年年報中的「企業管治報告」部分(第41至58頁)。

### 持份者參與

持份者的參與是我們在環境、社會及管治表現上持續進步的重要推動力之一。因此我們重視與持份者的溝通，我們的主要持份者包括：股東、客戶、僱員、供應商、業務夥伴、政府以及附近社區的居民等。我們在日常營運過程中，透過電話、電郵、會議、拜訪、參觀、座談會、展覽、員工會議、股東大會等方式與各持份者及利益相關方在各環境、社會及管治議題上緊密溝通。我們提供透明的信息，用心聆聽持份者的意見，及時採取應對措施，使我們能持續改善，不斷進步，從而實現可持續發展。

### 您的意見

本集團歡迎亦十分重視持份者的意見，閣下如對本集團的環境、社會及管治方針及表現或本環境、社會及管治報告有任何意見或反饋，請電郵至[by@tengy.com](mailto:by@tengy.com)。



## About Us 關於我們

The Group is a well-established integrated atmospheric pollution control solution provider with a primary focus on particulate emission control, offering mega-sized precipitators, flue gas desulphurization and denitrification equipment to customers in various industries. Precipitators are air-cleaning devices designed to trap and remove particulate matters, such as PM2.5, from the exhaust gas stream of an industrial process.

We have been engaged in manufacturing environmental protection equipment for more than 20 years, and have been an industry leader in the manufacturing of equipment specialised for prevention of environmental pollution in the PRC as well as one of the four largest enterprises engaged in the production of electric precipitators. We possess the qualification for environmental engineering (exhaust gas) design, the manufacturing licence of pressure vessels I and II as well as ASM certification and CE certification.

With robust capabilities in production and manufacturing as well as large and efficient production and processing facilities. The Group has developed the first 850-type anode plate production line in the PRC and has taken the lead to produce the widest CE plate in the PRC and obtained patent rights of it. Integral barbed wires are applied in all tubular barbed wires of electric precipitators. We also innovated and developed a continuously-welded movable anode plate device on our own, which, together with the technique of continuous welding with movable electrode plate, was the first of its kind in the world.

本集團是著名的綜合大氣污染防治解決方案供應商，主要專注於懸浮粒子的排放控制，在多個行業為客戶提供大型除塵器。除塵器屬高效空氣清潔設備，用於捕集及清除來自工業過程中廢棄流的懸浮粒子，如PM2.5。

我們從事環保設備製造已有二十多年，是國家環境污染防治專用設備製造行業的排頭兵，中國四大電除塵器生產企業之一，具備環境工程(廢氣)專項設計資質、一、二類壓力容器製造許可證以及ASM認證和CE認證。

本集團具備強大的生產製造能力，配有大型高效生產加工設備，還自主研發了中國首條850型陽極板生產線，並且率先生產了中國最寬的CE板並獲得專利權，電除塵器管形芒刺線全部採用整體芒刺線，自主創新開發了連續焊移動陽極板焊接設備，連續焊接移動電極陽極板和移動電極陽極板連續焊接工藝為國際國內首創。



## About Us 關於我們

Moreover, the Group's electric precipitator equipment are being exported to different regions and countries, including Russia, India, Indonesia, Thailand, Colombia, Chile, Brazil, the Philippines, Turkey.

Our products have won dozens of science and technology awards and patent awards at the ministerial and provincial level or above. Our advanced technology has reached the current national standard and achieved a leading position in the PRC.

此外，本集團的電除塵器裝備出口至不同地區及國家，包括俄羅斯、印度、印尼、泰國、哥倫比亞、智利、巴西、菲律賓、土耳其等地方。

我們的產品先後獲得了省部級以上的科技獎和專利獎幾十項，技術水平達到當前國標先進水平並居國內領先地位。



## “JOINING HANDS WITH CUSTOMERS TO REDUCE EMISSIONS AND IMPROVE AIR QUALITY”

As a major supplier of environmental protection equipment, we spare no efforts in environmental protection. Our products are widely installed at and applied in coal-fired power plants, metallurgical plants, paper mills and other industrial production plants with the aim of helping customers to reduce emissions and improve air quality. In the meantime, we value environmental management across the entire enterprise and strive to protect the environment at the production level. We integrate the concepts of environmental protection in our business operation and strictly comply with various requirements and guidelines of regulatory bodies, which have improved our environmental performance. During the Reporting Period, we were not aware of any non-compliance with laws and regulations in respect of emission of exhaust gas and greenhouse gas, discharges into water and land and hazardous and non-hazardous wastes.

## 「與客戶攜手減低排放，改善空氣質素」

作為一家大型環保設備供應商，我們在環境保護的工作上不遺餘力。我們的產品在燃煤電廠、冶金廠、造紙廠及其他工業生產廠房廣泛安裝使用，協助客戶減低排放，改善空氣質素。同時，我們重視企業內部的環境管理工作，並致力在生產層面上保護環境。我們在業務過程中融入各種環保理念，嚴格遵守監管機構的各種規定及指引，持續改善我們在環保方面的表現。於報告期間，我們並未有發現違反任何廢氣及溫室氣體排放、向水及土地排放、有害及無害廢棄物等相關法律法規。



# Environmental 環境

- **EMISSIONS**

## **Air and Greenhouse Gas Emissions**

In our production process, certain air emissions are generated directly or indirectly. Direct air emissions mainly come from the use of self-owned vehicles and forklift trucks. Our production process requires the use of various electrical machinery and apparatus, such as vacuum oil filter and crane, and our daily office operation involves electricity consumption, which causes indirect greenhouse gas emissions.

Our production process involves welding together different metal parts. Certain parts have to undergo surface processing in a confined space. Air pollutants generated therefrom, such as sand blasts and dust, will be discharged after being processed in the confined space. As we have not kept statistics on the emissions of blasting dust and paint fume, no disclosure has been made.

Our managerial staff have to travel between mainland China and other parts of Asia to participate in different cooperation conferences. When they go on business trips by air, greenhouse gas will be emitted indirectly.

- **排放物**

## **空氣及溫室氣體排放**

在我們的生產過程中，會產生若干直接或間接的空氣排放。我們的直接空氣排放物主要來自於自有車輛及叉車的使用。我們的生產過程會使用到不同的電動機械及儀器，例如真空濾油機、起重機等，以及辦公室的日常營運亦需要使用電力，我們會因電力的耗用而間接產生溫室氣體排放。

我們的生產過程需要以焊接方式來連接不同的金屬組件。部分組件需要在封閉車間進行表面處理，因此產生的噴砂粉塵等空氣排放物將在封閉車間內處理之後排放。我們尚未有統計噴砂粉塵及油漆廢氣的數據，因而未能作出有關排放的披露。

我們的管理員工需要往來於中國大陸及其他亞洲地區參加不同的合作會議，他們在搭乘航空公司的航班外出公幹時，亦會間接地引起溫室氣體的排放。



Staff are performing welding work  
員工進行焊接工作



# Environmental 環境

Key Performance Indicators (KPIs) 關鍵績效指標	Value 數值	Unit 單位
Air emissions 廢氣排放		
Nitrogen oxides (NOx) 氮氧化物(NOx)	763.96	kg 千克
Sulfur oxides (SOx) 硫氧化物(SOx)	1.29	kg 千克
Particulate matters (PM) 懸浮粒子(PM)	20.05	kg 千克
Greenhouse gas emissions 溫室氣體排放量		
Total emissions (Scope 1, 2 and 3) 總排放量(範圍一、二及三)	2,549.67	tonnes of CO <sub>2</sub> e 公噸二氧化碳當量
Scope 1 範圍一	437.25	tonnes of CO <sub>2</sub> e 公噸二氧化碳當量
Scope 2 範圍二	1,931.65	tonnes of CO <sub>2</sub> e 公噸二氧化碳當量
Scope 3 (Business air travel) 範圍三(航空差旅)	180.77	tonnes of CO <sub>2</sub> e 公噸二氧化碳當量
Intensity (per m <sup>2</sup> of gross floor area) 密度(以每平方米建築面積計算)	0.03	tonnes of CO <sub>2</sub> e 公噸二氧化碳當量

Total floor area coverage of offices and plants (including both self-owned and leased premises) of the Group located in Paitou Town, Zhuji City, Zhejiang Province, was 86,707.04 m<sup>2</sup>.

集團位於浙江省諸暨市牌頭鎮的辦公室及廠房(包括自有及租賃)總建築面積為86,707.04平方米。

# Environmental 環境

## Hazardous waste

Our production process involves the generation of hazardous waste, including waste emulsion and waste developer.

Hazardous wastes are collected and stored temporarily in the hazardous waste storage area. Qualified hazardous waste disposal companies will be commissioned to collect and properly handle the hazardous waste.

## 有害廢棄物

我們生產過程涉及產生的有害廢棄物包括廢乳化液及廢顯影液。

我們會將有害廢棄物收集及暫存在廠區內危險廢物暫存間，並委託具有危險廢物處置資格的公司進行收集及妥善處理。



Temporary storage area for hazardous waste  
危險廢物暫存間

Key Performance Indicators (KPIs) 關鍵績效指標	Value 數值	Unit 單位
Hazardous waste 有害廢棄物		
Total amount 總量	0.08	tonnes 公噸
Waste emulsion 廢乳化液	0.02	tonnes 公噸
Waste developer 廢顯影液	0.06	tonnes 公噸
Intensity (per m <sup>2</sup> of gross floor area) 密度(以每平方米建築面積計算)	0.92	g 克
Collected and disposed by qualified hazardous waste disposal companies 由合資格危廢處理公司收集和處理	0.08	tonnes 公噸

## Non-hazardous waste

Our non-hazardous wastes are mainly metal debris, office waste papers and domestic waste. In line with the national policy on industrial solid waste, we prioritise recyclable industrial waste for recycling and separate and dispose of non-recyclable waste according to their nature. Metal debris is sold to recyclers for comprehensive utilisation. General domestic waste and waste papers are collected and handled by environmental hygiene department. As the collection of waste is non-scheduled, we are unable to provide statistics or estimate on the amount of domestic waste. To reduce waste generation at source, we strongly encourage our staff to print on both sides of the paper for internal documents and develop green printing habits.

## 無害廢棄物

我們的無害廢棄物主要來自生產過程產生的金屬碎屑、辦公廢紙及生活廢物。我們按照國家對工業固體廢棄物的政策，優先對各類可回收工業廢棄物進行回收利用，其他無法再利用的廢棄物則依它們的屬性分類處理。我們將金屬碎屑會外售予回收商作綜合利用，一般的生活垃圾和廢紙則由環境衛生部門收集和清理，由於收集服務不定期進行，我們未能統計或估算報告期間的生活垃圾數量。為了從源頭減少廢物產生，我們大力提倡員工雙面列印內部文件及養成環保的列印習慣。

# Environmental 環境

Key Performance Indicators (KPIs) 關鍵績效指標	Value 數值	Unit 單位
Non-hazardous waste 無害廢棄物		
Total amount of generation <sup>1</sup> 總產生量 <sup>1</sup>	574.90	tonnes 公噸
Metal debris 金屬碎屑	567.87	tonnes 公噸
Papers (Purchases during the year) 紙張(年內採購量)	7.03	tonnes 公噸
Intensity (per m <sup>2</sup> of gross floor area) 密度(以每平方米建築面積計算)	6.63	kg 千克
Reused by recyclers <sup>2</sup> 由回收商再利用 <sup>2</sup>	567.87	tonnes 公噸
Collected and disposed by environmental hygiene department 由環衛部門收集和填埋	Unavailable 未能披露	

## Sewage Discharge

Our production process does not generate a significant amount of industrial sewage. In paint spraying process, we apply water-based anti-corrosive primer. We generally use water as a diluent. Since water evaporates as the paint dries, no sewage will be generated. As cooling water circulates continually, water discharge is not involved. Sewage pipe network around our plants is under construction planning that we are currently not connected to municipal sewage pipe network. Domestic sewage, such as toilet flushing water, will be treated in septic tanks, and canteen wastewater will be treated in grease traps. After treatment in the buried sewage treatment equipment installed in our plant area to meet the Grade I standard specified in the Integrated Wastewater Discharge Standard (GB8978-1996), the domestic sewage will be discharged into the river nearby.

<sup>1</sup> General domestic waste has not been included in the total amount of generation of non-hazardous waste. The total amount of paper being disposed of is assumed to be almost the same as the purchases and consumption during the year.

<sup>2</sup> All metal debris is delivered to recyclers for processing and papers are disposed of as general domestic waste.

## 污水排放

我們的生產過程並不會產生大量的工業廢水。在噴漆的過程中會採用到水性防鏽底漆，我們一般以水作為稀釋劑，水份會隨油漆乾燥而全部揮發，因此不存在污水的產生。而循環冷卻用水在正常情況下會不斷循環使用，不涉及排水。由於廠房周邊的污水管網正在規劃建設中，因此我們目前尚未接通市政污水管網，員工生活污水（如沖廁廢水）經化糞池處理、食堂廢水則經隔油池處理後，經廠區內設置的地理式生產污水處理設施處理，達到《污水綜合排放標準》(GB8978-1996)一級標準後排至周邊河道。

<sup>1</sup> 無害廢棄物總產生量數據未有包括一般的生活垃圾，紙張棄置量則假設與年內採購量及消耗量大致相同。

<sup>2</sup> 全數金屬碎屑均交由回收商處理，紙張則作一般生活垃圾處置。



## • USE OF RESOURCES

### Direct and Indirect Energy

During production, our plants require electricity for lighting and driving equipment such as vacuum oil filter and crane. Electricity is also necessary for office operation. Moreover, fuels, such as diesel oil and unleaded Petrol, are used in our vehicles and in-house forklift trucks.

In order to mitigate indirect emissions generated from our operation and reduce the use of non-renewable resources, we entered into a power-supply contract with a solar-power company, which supplied a certain amount of electricity to us. During the Reporting Period, we sourced 967,342.50 kWh of solar power to replace electricity purchased from traditional urban power grids. In addition, through on-going education, we encourage staff to pay attention to environmental protection, and we adopt various energy-saving measures to enable them to play a part in protecting the environment. Measures implemented include:

- Setting electronic appliances and equipment in energy-saving modes
- Switching off unnecessary lighting and electrical devices
- Installing and using air conditioners with thermostats
- Switching on air conditioners only when the ambient temperature is 25°C or above
- Switching on heaters only when the ambient temperature is 5°C or below

## • 資源使用

### 直接及間接能源

我們工廠在生產時需要以電力提供照明，以及使用以電力驅動的設備(例如真空濾油機、起重機等)，而我們的辦公室在營運時亦會使用電力。另外，自有車輛及廠房叉車會使用的柴油及無鉛汽油等燃料。

為減低我們在營運時帶來的間接排放及減少使用非再生能源，我們與一家太陽能發電公司簽定了供電合同，他們供應我們部分的用電需求，在報告期間，我們採購了967,342.50千瓦時的太陽能電力，以取代從傳統市區電網購電，此外，我們透過持續的教育，鼓勵員工注重環保，採取各種節能措施，使每一位集團成員都能克盡己能，為環保出一分力，我們所推行的措施包括：

- 將電器及電子設備設置為節能模式
- 關掉非必要的照明設備及電器
- 安裝使用恆溫空調
- 僅在環境溫度為25°C或以上時方開啟空調
- 僅在環境溫度為5°C或以下時方開啟暖爐

## Environmental 環境

As a responsible manufacturer, we have complied with relevant laws and regulations on use of resources, including but not limited to the Law of the People's Republic of China on Conserving Energy. During the Reporting Period, we had not received any notice of non-compliance with relevant laws and regulations.

作為負責任的生產商，我們一直遵守資源使用的相關法律法規，其中包括但不限於《中華人民共和國節約能源法》，於報告期間，我們未有收到任何違反相關法律法規的通知。

Key Performance Indicators (KPIs) 關鍵績效指標	Value 數值	Unit 單位
Electricity 電力		
Total purchased electricity 總外購電力	3,713,114.50	kWh 千瓦時
Purchased electricity (non-renewable energy) 外購電力(非再生能源)	2,745,772.00	kWh 千瓦時
Purchased electricity (renewable energy) 外購電力(再生能源)	967,342.50	kWh 千瓦時
Intensity (per m <sup>2</sup> of gross floor area) 密度(以每平方米建築面積計算)	42.82	kWh 千瓦時
Fuel 燃料		
Total fuel consumption 總燃料使用量	285,227.33	kWh 千瓦時
Diesel oil 柴油	127,756.13	kWh 千瓦時
Unleaded Petrol 無鉛汽油	157,471.20	kWh 千瓦時
Intensity (per m <sup>2</sup> of gross floor area) 密度(以每平方米建築面積計算)	3.29	kWh 千瓦時

## Water Resources

Our main water-consuming items include domestic water, water used in our canteen and water-based paint thinners, and loss of recirculated cooling water. Our water source is well water, and we have obtained relevant right of use and license for water drawing. Before being used directly, the well water will be filtered through a filter to protect the health and safety of users. We constantly remind our employees to save water in their daily office activities. If any leakage of pipes or valves is found, relevant departments should be notified as soon as possible to carry out maintenance.

## 水資源

我們主要耗水的項目包括職工生活用水、食堂用水、水性油漆稀釋劑用水及循環冷卻水損耗。我們的用水取自井水，並已取得相關使用權和取水許可證，在直接使用前，井水會經過濾器過濾，以保障使用者的健康安全。我們時刻提醒員工在日常辦公活動中要保持節約用水的自覺性，若發現任何管道、閘門有損壞漏水的情況，應盡快通知相關部門進行維修。

Key Performance Indicators (KPIs) 關鍵績效指標	Value 數值	Unit 單位
Water consumption 用水		
Total water consumption 總耗水量	23,089	m <sup>3</sup> 立方米
Intensity (per m <sup>2</sup> of gross floor area) 密度(以每平方米建築面積計算)	0.27	m <sup>3</sup> 立方米

# Environmental 環境

## Packaging Materials

We consumed channel steel, angle steel and cold-rolled steel for packaging. Below shows our consumption of packaging materials in the Reporting Period.

## 包裝物料

我們使用槽鋼、角鋼及冷軋鋼作適度包裝，以下是我們在報告期間包裝物料的使用量。

Key Performance Indicators (KPIs) 關鍵績效指標	Value 數值	Unit 單位
Packaging materials 包裝物料		
Total amount 總量	8.00	tonne 公噸
Channel steel 槽鋼	2.00	tonne 公噸
Angle steel 角鋼	4.00	tonne 公噸
Cold-rolled steel 冷軋鋼	2.00	tonne 公噸
Intensity (per m <sup>2</sup> of gross floor area) 密度(以每平方米建築面積計算)	0.09	kg 千克



## • THE ENVIRONMENT AND NATURAL RESOURCES

We understand that the business operation of the Group is likely to cause environmental impact. In view of this, we strictly abide by relevant environmental laws and regulations and emission standards. In order to carry out management in a more systematic way, we have established the Quality, Environment and Occupational Health and Safety Management Manual which clearly describes our environmental management objectives and identifies the relevant major process. The management system also obtained the Environmental Management System certification (GB/T 24001-2016/ISO 14001:2015).

## • 環境及天然資源

我們明白集團的業務營運有機會造成的環境影響，有見及此，我們嚴格遵守有關環保法律及排放標準。為了進行更有系統的管理，我們已建立相關的《質量、環境和職業健康安全手冊》，內容清楚地闡述我們的環境管理目標和確定了相關的主要過程識別，該管理系統亦取得《環境管理體系認證證書(GB/T 24001-2016/ISO 14001:2015)》。





**“HELPING OUR EMPLOYEES TO ACHIEVE THEIR MAXIMUM POTENTIAL”** 「幫助我們的員工發揮其所有潛力」

Our employees have been playing a vital role in the Group's development. A diversified workforce brings vitality to our business and enhances its commercial value. As such, we seek to build a diversified workforce, foster leadership and organisational skills of employees, create a favourable working environment, give them equal opportunities for learning and development and ensure they can derive satisfaction from work, making us a competitive employer. We prepare the best equipment and resources for them to ensure their safety and health, and improve their proficiency in work.

我們的員工在集團發展過程中一直扮演著關鍵的角色，多元化的工作團隊為我們的業務帶來活力，並增加其商業價值。因此我們致力於建立多元化的員工隊伍、通過培養員工的領導和組織能力、構建優良的工作環境、努力賦予員工平等的學習和發展機會，並確保他們在工作中得到滿足感，這使我們成為具吸引力的僱主。我們為他們準備最佳的裝備和資源，確保他們安全健康，並且使他們工作時得心應手。

• EMPLOYMENT

• 僱傭



Group photo of some frontline staff  
部份前線員工合照

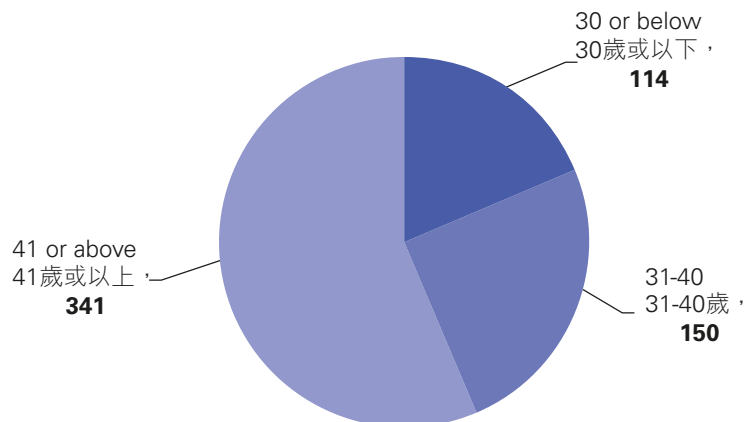
**Employee Overview**

Employees have always been valuable assets of the Group. Therefore, we have been providing a competitive salary, benefits and a suitable working environment to attract talents in different fields. As of 31 December 2017, the Group had a total of 605 employees, all of whom are full-time employees from different provinces of the PRC. All employees are required to enter into labour contracts with us.

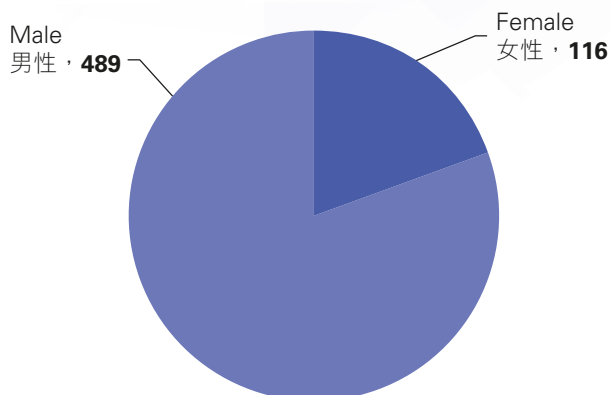
**員工概覽**

員工向來都是集團寶貴的資產，所以我們一直以具競爭力的薪酬、福利及合適的工作環境來向各方面的人材招徠。於二零一七年十二月三十一日止，本集團共聘用605名員工，全體員工均為來自中國不同省份的全職僱員。所有員工均需與我們簽訂勞動合同。

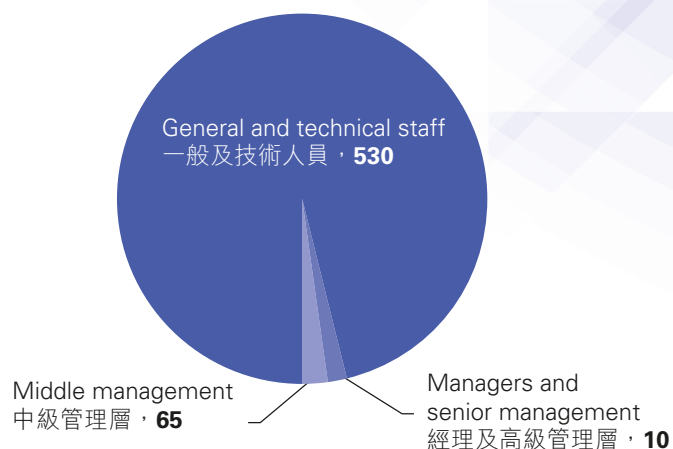
Number of employees by age group  
按年齡組別劃分的員工數目



Number of employees by gender  
按性別劃分的員工數目



Number of employees by employment type  
按僱傭類別劃分的員工數目



We formulated and implemented the Human Resources Management System and the Staff Handbook. Employees' recruitment, hiring, promotion, dismissal, training, code of conduct, working hours, performance appraisal, welfare benefits, and diversification and anti-discrimination are all regulated and managed with a sound system.

### Compensation and benefit

To expand our pool of talent, we recruit staff through various means such as recruitment websites. Regarding staff promotion, we conduct annual performance appraisals, factors we consider for staff promotion and staff pay adjustments include their competence, work experience, performance, and relevant training experience. In addition to annual appraisal, high-performing staff are provided with more promotion opportunities. Furthermore, in order to encourage staff to achieve self-enhancement and improvement, in-house staff will be prioritised when any vacancy arise, and external recruitment will be conducted only when not all the vacancies are filled by internal promotion.

我們制定並實施了《人力資源管理制度》和《員工手冊》政策，就員工的招聘、錄用、晉升、解僱、職員培訓、行為準則、工作時間、績效考核、福利待遇以及多元化與反歧視等方面，以完善的系統作規範與管理。

### 薪酬及福利

為了網羅更優秀人材，我們會透過各種方式招賢納士，例如招聘網站等。而現職員工晉升方面，一般以年度績效考核，按能力、工作經驗、表現、相關培訓經驗等因素，作考量晉升員工或調整員工薪酬的指標。除了年度考核外，表現優異者更會獲得額外的晉升機會。另外，為鼓勵現任員工自我提升及進步，當有職位空缺時會優先考慮內部員工，當內部調升未能滿足需求時，才會對外招聘。



As specified in the Staff Handbook, our remuneration package is determined based on a number of factors such as the nature of the position, basic salary, performance pay, overtime pay, piece rate pay and various kinds of subsidy. We believe this would motivate different categories of staff effectively and protect their legitimate interests. Also, in accordance with relevant laws and regulations such as the Labour Contract Law of the People's Republic of China and the Regulation on Work-Related Injury Insurances, we have formulated our human resources management system and paid social insurance contributions (including pension insurance, medical insurance, unemployment insurance, work injury insurance and maternity insurance) and housing provident fund for employees. We ensure full-time employees are entitled to paid statutory holidays, maternity leave, sick leave, marriage leave and bereavement leave.

Staff dismissal will be dealt with in manner strictly following labour laws and relevant requirements of the Group and there would be sufficient communication with the staff. All fair terms and conditions concerning changes of contract terms or termination are detailed in the employment contract.

### **Working hours and holidays**

Working hours are restricted to no more than 8 hours per day. If the staff has to perform overtime work, approval shall be obtained from the Group. Overtime pay will be determined based on actual attendance record and paid in accordance with regulations. The person-in-charge of each department is required to exercise strict control over overtime working hours to make sure all work is being done on time and ensure that staff have sufficient time to rest.

### **Equal opportunity, diversity and anti-discrimination**

We follow the principle of equal opportunities in our staff recruitment, training and development, promotion and benefits determination processes. Employees shall not be discriminated against or deprived of such opportunities because of their gender, ethnic, background, religion, colour, age, marital status, family status, retirement, disability, pregnancy or any other discrimination prohibited by applicable laws in the PRC.

於《員工手冊》列明，我們薪酬工資是根據崗位的性質、基本工資、績效工資、加班工資、計件工資及各類補貼等因素構成，我們相信這樣能有效地提升各類職工的積極性，並保障員工合法權益。我們並依據《中華人民共和國勞動合同法》、《工傷保險條例》等相關法律法規制定人力資源管理制度，為員工辦理繳納社會保險(包括退休保險金、醫療保險、失業保險、工傷保險及生育保險)及住房公積金，亦確保全職員工能享有法定節日有薪假期、產假、病假、婚假及喪假。

辭退員工時我們會嚴格地根據勞動法規和我們企業內部有關規定執行，並與有關僱員有足夠的溝通，所有有關更改或終止合約的公平條件及條款已詳列於僱傭合約。

### **工作時數及假期**

我們制定員工的工作時數限制於每天不超過8小時，員工如因工作需要加班，需經集團批准並以實際考勤時間為準，按規定支付加班費。亦規定各部門負責人嚴格控制加班時間，以保證工作和能按時完成，又能保障員工充分休息時間。

### **平等機會、多元化、反歧視**

我們在以提供平等機會為原則作員工的招聘、培訓及發展、晉升以及福利等方面的考慮。員工不會基於性別、種族、背景、宗教、膚色、年齡、婚姻狀況、家庭狀況、退休、殘疾、懷孕或中國適用法律所禁止之任何其他歧視因素，而遭歧視或被剝奪有關機會。

### Employee communication

We regard each employee as a member of our family. In order to strengthen communication with employees and internal cohesion, we organised a number of employee activities in the past year, such as the Group's in-house basketball games, rafting, and "Summer Breeze". The active participation of employees reflected the success of the activities.

### 員工溝通

我們視每一為員工是家庭成員的一分子，為了加強與員工的溝通及內部的凝聚力，在過去一年內我們舉辦多項員工活動，包括集團內部籃球比賽、漂流活動、「夏日送清涼」等，員工的積極參與切實反映了活動的成功。

### Case Study 個案研究

#### Summer Breeze

Leading cadres of the Group and the head of the labour union (工會) visited and expressed their gratitude to frontline workers in production plants for their diligence, and presented them with heatstroke prevention gifts.

#### 夏日送清涼

集團領導和工會負責人，分別走進各生產車間，探望慰問一線職工，感謝他們的辛勤，送上防暑物品。



- **HEALTH AND SAFETY**

The Group strictly complies with national occupational health and safety-related laws and regulations, including but not limited to the Production Safety Law of the People's Republic of China, the Law of the People's Republic of China on the Prevention and Control of Occupational Diseases and the Fire Protection Law of the People's Republic of China. During the Reporting Period, we were not aware of any non-compliance with laws and regulations on occupational health and safety.

To further protect the safety of employees in the workplace, we formulated an occupational health and safety management policy and obtained the Occupational Health and Safety Management System Certification (GB/T28001-2011/OHSMS18001:2007). Potential occupational safety hazards were identified, and preventive measures were taken accordingly.

- **健康與安全**

本集團嚴格遵守國家的職業健康及安全相關的法律法規，包括但不限於《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》及《中華人民共和國消防法》等。在報告年度內，我們並不知悉任何違反職業健康及安全法律及法規的個案發生。

為了進一步保障員工在工作環境的安全，我們制定了職業健康安全管理政策，並取得《職業健康安全管理體系認證證書(GB/T28001-2011/OHSMS18001:2007)》，識別出潛在的職業安全危機及相應可採取的預防措施。



Fire Safety Training Course  
消防安全知識專題培訓班

We strictly abide by the Labor Law of the People's Republic of China and provide safety equipment and appropriate personal protective equipment according to the needs of different positions. Safety procedures are displayed at work sites. The safety procedures set out detailed operation steps and procedures, safety technical knowledge and precautions, such as the proper use of the personal protective equipment, repair and maintenance of production equipment and safety facilities, emergency measures in accidents and system and requirements of safety inspection. From time to time, safety production work conferences and safety knowledge training courses are held in the Group, which further facilitate thorough understanding by departments at all levels towards the importance of safe production. Rules and regulations have been enforced strictly.

Besides, in order to encourage staff to report on potential safety hazards in the workplace, we have established the Safe Production Reward System, which, by way of cash rewards, raise their awareness on work safety and serve as an incentive to report hazards.

我們謹遵《中華人民共和國勞動法》，亦按個別崗位需要提供安全設備及合適的個人防護裝備。在工地裏亦展示了安全操作規程，詳細地列出操作步驟和程序，安全技術知識和注意事項，例如如何正確使用個人安全防護用品、生產設備和安全設施的維修保養、緊急事故應變措施、安全檢查制度和要求等。並不定時在集團內召開安全生產工作會議及安全知識培訓班，進一步強調各級各部門充分認識安全生產工作的重要性，並推行嚴格落實各項規章制度。

另外，在推動員工匯報工作環境的安全隱患方面，我們設立了《安全生產獎勵制度》，以現金獎勵方式加強整體對工作安全的關注及舉報誘因。



Occupational Health and Safety Data 職業健康與安全資料		2017 二零一七年
Work related fatality	與工作相關的死亡個案	0
Work injury cases >3 days	受傷多於3天的工傷個案	14
Work injury cases ≤3 days	受傷3天或以下的工傷個案	7
Lost days due to work injury	因工傷損失的工作日數	313

### Case Study 個案研究

#### Fire Safety Knowledge Training Course

All relevant centres, departments and personnel participated in the training class. Zheng Yufei, director of Yue'an Fire Protection Vocational Training School of Hangzhou Fire Education Training Centre, gave a special lecture. Lecture topics included "fire prevention knowledge, high-rise self-rescue, and the use of fire extinguishers" which provided a full understanding of fire safety knowledge.

#### 消防安全知識專題培訓班

培訓班上，有各有關中心、部門、人員參加，杭州中消防教育培訓中心越安消防職業技能培訓學校主任教員鄭玉飛為大家作專題講座。講座圍繞「防火常識、高樓逃生自救、滅火器使用方法」等主題，對消防安全知識進行全面解讀。



## • DEVELOPMENT AND TRAINING

"Value, Gather, Nurture and Utilize talents", is our philosophy in human resource management. We provide appropriate training opportunities for all our employees, enable them to adapt to market development and enhance their job-specific skills, which, in turn, would improve the Group's overall operational efficiency and achieve a win-win situation for both the employer and the employees.

## • 發展及培訓

「愛才、聚才、育才、用才」是我們的人力資源管理理念。一直以來為全體員工提供相應階段的培訓機會，旨在適應市場發展的同時，也為員工個人的職業技能增值，提高集團整體運作效率，最終達致僱主和員工雙贏局面。

The training we provide includes two aspects: internal training and external training. Internal training includes on-the-job training and professional training. It mainly introduces the history and development of the Group, explains the duties of staff positions, and the association between various business and management processes and between job positions. External training includes management skills, professional knowledge and skills training not covered by internal training and personal development training. The following are the trainings completed in 2017:

- Security duties training
- Comprehensive operational capacity training
- Internal auditor training
- Survey and design qualification training
- Labour dispute case analysis and risk prevention training
- Lean management training
- Registered quantity surveyor training
- Zhejiang “Four Databases on One Platform” training
- Assurance staff training
- Training on the supervision and credit information system of construction market in Zhejiang

我們所提供的培訓包括兩方面：內部培訓和外部培訓。內部培訓包括入職培訓及專業培訓，主要介紹集團歷史和發展，以及說明員工所在崗位的職責，各業務及管理流程關係及崗位工作關係。而外部培訓則包括內部培訓及個人發展培訓並未涵蓋的管理技巧、專業知識及技能培訓。以下是二零一七年內完成的培訓內容：

- 保安職責培訓
- 業務綜合能力培訓
- 內審員培訓
- 勘察設計資質培訓
- 勞動爭議案例分析與風險防範培訓
- 精益管理培訓
- 註冊計量員培訓
- 浙江省「四庫一平台」培訓
- 檢定人員培訓
- 關於浙江省建築市場監管與誠信信息系統的培訓

## Case Study 個案研究

### Induction training for electric welders

36 electric welders participated in the induction training. It was the second welder induction training organised by Tengy Environmental during 2017. We have been committed to improve the overall quality of the workforce and to build a studious, skilful and innovative workforce to provide strong support for the sustainable development of the Group.

### 電焊工參加上崗培訓

36名電焊工參加上崗培訓，這是天潔環境2017年內組織的第二批焊工上崗培訓。我們堅持提高職工隊伍的整體素質，致力打造一支學習型、技術型、創新型職工隊伍，為集團持續發展提供有力支持。



In 2017, the average training time per employee was 35.35 hours. Average training time of male and female employees was 36.39 and 30.96 hours respectively. Average training time of middle management and the general and technical staff was 0.43 and 40.30 hours respectively. A total of 21,388 hours of training courses was conducted.

- **LABOUR STANDARDS**

During the Reporting Period, the Group strictly complied with the Labour Law of the People's Republic of China. We were not aware of any non-compliance with applicable laws and regulations on child labour and forced labour. Job candidates' identity cards and household registration booklets are checked at the interview to ensure compliance with all laws and regulations concerning child labour and forced labour.

The Group require all employees shall enter into a formal employment contract with the Group in a voluntary basis. The employment contracts might be in non-fixed term or fixed term according to different situations. Before entering into an employment contract, the employee has the right to know about the Group's policies and procedures, labour conditions, labour remuneration, etc. and we shall explain to them truthfully.

2017年度人均培訓時數35.35小時，男性和女性員工的平均培訓時數分別為36.39及30.96小時，而中級管理層和一般及技術人員的平均培訓時數分別為0.43及40.30小時，全員合計21,388小時的培訓課程。

- **勞工準則**

在報告期間，本集團嚴格遵守《中華人民共和國勞動法》，在童工及強制勞工的適用法律及法規上並未知悉任何違規情況。為確保有關勞工法例能切實執行，我們面試時會查核求職者的身份證及居民戶口登記簿，以確保遵守所有有關童工及強制勞工的法律法規。

本集團明確規定要與所有員工在雙方自願的原則下簽訂勞動合同，並根據不同情況分別簽訂無固定期限或有固定期限的勞動合同，在合同簽訂前，他們亦有權了解集團的規章制度、勞動條件、勞動報酬等情況，我們定當如實說明。

## Operating Practices 營運慣例



**“WE HOPE THAT OUR PARTNERS WILL TAKE STRICT MANAGEMENT MEASURES WITH US TO REDUCE EMISSIONS.”**

In the face of the continuous challenge of environmental pollution, our partners and we are constantly working together to develop new solutions and improve our product performance. By adopting innovative technologies and using greener and more energy efficient production methods, we are constantly exploring opportunities to reduce emissions and energy consumption of us and our customers.

**「我們期望合作夥伴和我們一起採取嚴格的管理措施，減少排放。」**

面對環境污染的持續挑戰，我們和合作夥伴不斷合作研發新的解決方案並加以改進我們的產品表現。通過採用創新的技術和使用更環保和更有能源效率的生產方式，我們不斷積極尋找機會降低我們和客戶的排放和能源消耗。



• **SUPPLY CHAIN MANAGEMENT**

• 供應鏈管理



Monitoring raw material quality  
監控原材料質量

We insist on maintaining high-quality products. The first step is to start with the supply of raw materials to enable continuous improvement in the selection and management of the supply chain and effectiveness in meeting customer needs under a fair and just procurement principle. Therefore, we have established the Supplier Management System and the Procurement Management System, which enable systematic regulation and management on procurement and supplier selection.

我們堅持維持高質素的產品，第一步先從原料供應把關，務求就供應鏈篩選及管理方面不斷完善，在公平公正的採購原則下有效地滿足客戶需求，因此我們建立了《供應商管理制度》及《採購管理制度》，對採購及供應商選取進行有系統的規範和管理。



## Operating Practices 營運慣例

Our procurement process is coordinated and supervised by Purchasing Department. They will verify and evaluate qualified suppliers of materials or equipment and develop a Qualified Supplier List. In the selection of supplier, they will be based on specific need and take into consideration the quality assurance system, product creditability, production, inspection, technical capabilities, industrial or special qualifications, etc. For example, priority is given to suppliers and products possessing special qualifications such as being certified by ISO14001 Environmental Management System or ISO9001 Quality Management System and other international certification. We actively seek out excellent local suppliers in order to lower our transportation costs on the one hand and reduce energy consumption and related carbon emissions and minimise the impact on the environment on the other hand.

When receiving a purchase order from other departments, our Purchasing department will select three or more suppliers from the list and request for quotation, and make the final decision based on factors such as price, quality, technical conditions, and after-sales service. In the case of bulk purchase or purchase of frequently-consumed raw materials, suppliers will be selected through tendering or negotiated to bid.

Every year, Purchasing Department reviews the quality records of qualified supplier and makes appropriate amendments to the Qualified Supplier List. When the quality is found to have deteriorated significantly, or a supplier is found to have provided false record or document or violated any provision of orders and contracts, we will issue warnings to such supplier and request for amendments. Suppliers involved in any serious violation or failure to rectify will be disqualified.

During 2017, all materials were purchased from different provinces and cities in the PRC, including Zhejiang, Shaoxing, Jiangsu, Beijing, Nanjing, Tianjin, Weihai, Shanghai and Anhui.

採購程序由物資部負責統籌和監督，他們會對合資格物料或設備供應商進行驗證及評定，並制定一個《合格供應商名單》，在選擇供應商時，他們會按個別需要如須具有質量保證體系、產品信譽度、生產、檢驗、技術能力、具備行業或特殊資格等作考量，如供應商及其產品取得特別資格如通過ISO14001環境管理體系或ISO9001質量管理體系等國際認證更可獲優先考慮。我們積極尋找本地優秀供應商，一方面能降低運輸成本，另一方面可減少能源消耗及相關的碳排放，縮小對環境的影響。

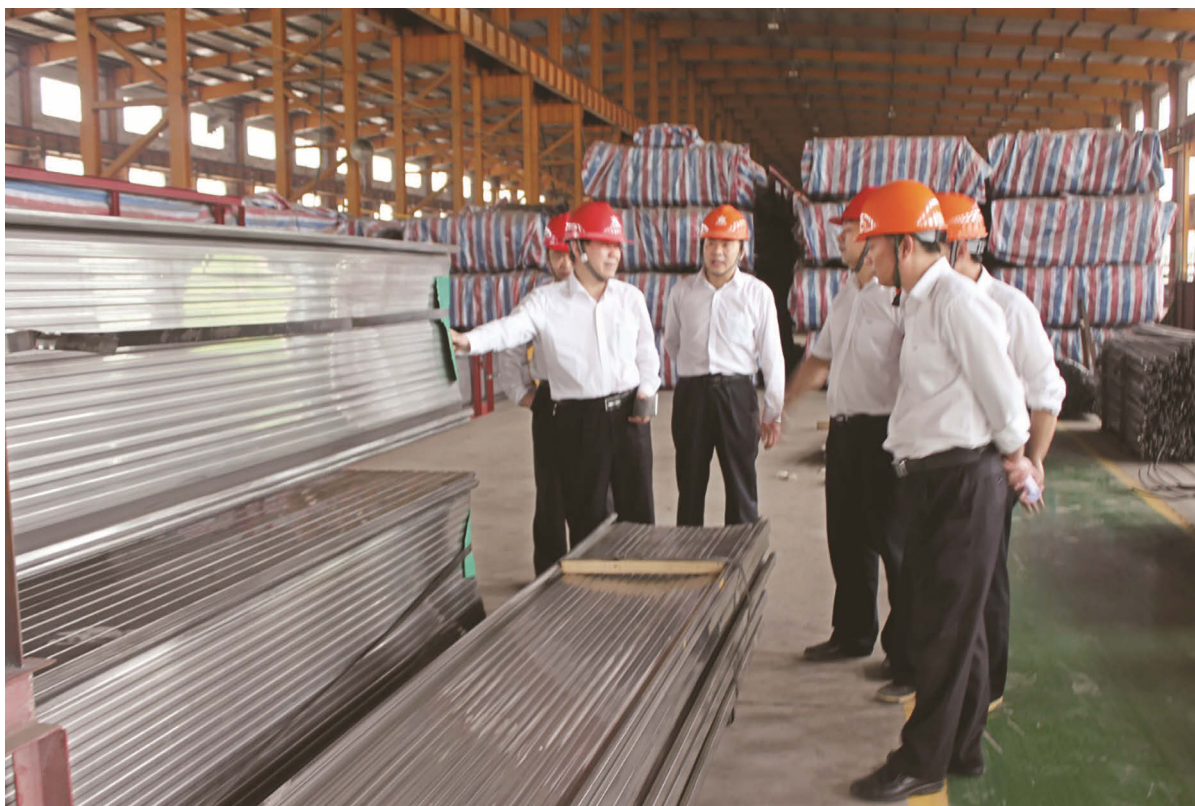
在收到各部門的採購申請時，物資部會從名錄中選擇三家或以上進行詢價，最後會根據價格、質量、技術條件、售後服務等因素作決定。若需作大額、大批量或常耗原料的採購時，更會透過投標或議標形式選定供應商。

每年，物資部會根據合格供應商質量記錄進行覆核評審，並適當地調整《合格供應商名單》。凡發現品質嚴重下降、提供虛假記錄或證明文件或違反訂單和合同規定的情況，我們會對供應商作出警告及要求修正，嚴重違規或未能修正者更會被撤銷供應資格。

於二零一七年內，所有物料均採購自中國不同地方，包括浙江、紹興、江蘇、北京、南京、天津、威海、上海、安徽等省份及城市。

• **PRODUCT RESPONSIBILITY**

• **產品責任**



Quality and safety inspection  
質量及安全檢查

The Group endeavours to provide customers with high-quality products and services. We pay extra attention to quality inspections. In addition, we also value communication with our customers, and we hope to continuously improve our products and services to create the most suitable products for them.

本集團竭力為客戶提供高品質的產品及服務。我們對於質量檢定極為關注，此外，我們亦重視與客戶的溝通，期望能持續改進產品及服務，以創造出最切合他們需要的產品。

## Operating Practices 營運慣例

In order to ensure that our products meet the quality requirements, we have formulated our Quality Inspection and Testing Management Standards and Construction Project Quality Management Regulations to establish clear standards and specifications for the quality requirements of raw materials, semi-finished products, finished products and installations. Our quality management system has also obtained the Quality Management System Certification to demonstrate compliance with the requirements of Quality Management System – Requirement (ISO 9001:2015) and the Code for Quality Management of Engineering Construction Enterprises (GB/T 50430-2007). Twelve of our products obtained product certification from Power (Beijing) Product Certification Centre Co., Ltd. (PCCC), demonstrating that our certified products meet the standards of the PRC or the electric power industry and affirm our achievements in quality.

In the production process of semi-finished products and finished products, after each process is completed, supervisors will conduct self-inspection. Then, the products will undergo in-process inspection conducted by quality inspectors and, if passed, enter into the next procedure. After completion, another inspection will be conducted. For product installation, it is closely monitored and inspected by on-site engineering staff.

We truly understand that customer feedback plays a decisive role in the continuous improvement of the Group. Therefore, we have established the Customer Feedback (Proposed) Feedback Management System to stipulate procedures for handling customer feedback or complaints, which include classifying cases, contacting relevant departments as soon as possible to learn about the matter, and giving the customer an accurate and satisfactory response. Customers are welcomed to express their opinion to us by email or phone at any time.

During the Reporting Period, we did not receive any complaint about our products and services or any case involving product recall due to safety and health reasons. It is because we highly emphasis the importance of quality and product safety.

為確保產品維持質量要求，我們制訂了《質量檢驗和試驗管理標準》及《工程項目質量管理規定》，在原材料、半成品、成品及安裝的質量要求作出明確的標準規範。我們的質量管理系統並已取得《質量管理體系認證證書》，以茲證明符合《質量管理體系要求(ISO9001: 2015)》及《工程建設施工企業質量管理規範(GB/T50430-2007)》。我們更有十二項產品獲得電能(北京)產品認證中心(PCCC)的產品認證，展示了我們的認證產品符合國家或電力行業的標準，肯定了我們在品質上的成果。

在半成品和成品的生產過程中，每道工序完成後會由監督人員進行自檢，再由質檢員巡檢合格後，才可轉入下道工序，在完成後亦會進行一次檢驗。至於產品安裝方面，則由現場工程人員作緊密監察及檢驗。

我們深明客戶反饋對於集團不斷改進起著決定性的作用，所以我們建立了《客戶意見(建議)反饋處理管理制度》，訂明處理顧客反饋或投訴的程序，將案件分類，盡快與相關部門了解接洽，給予客戶準確及滿意的回覆，客戶隨時可以透過電郵或電話表達他們對我們的意見。

於報告期間，我們並沒有接獲關於產品及服務的投訴或因安全與健康理由而須回收的事件發生，這是由於我們對於質量與產品安全高度重視。

### Customer Data Security

In order to provide our customers with stable and high-quality services, we may collect feedback on customer satisfaction and contact information. The Group strictly abides by the Law of the People's Republic of China on Protection of Consumer Rights and Interests and keeps customer information confidential. In the Staff Handbook, staff are required to properly safeguard and avoid leakage of confidential information obtained in the course of work. We may consider terminating the labour contract of any employee who violates the requirements. If it appears to be a serious case, the matter will be referred to the judicial authority in accordance with the law. The handbook also clearly defines the scope of confidentiality of information, and we may sign confidentiality agreements with employees if necessary.

We respect the intellectual property rights of other companies, and we do not use the intellectual property rights of others in unauthorized circumstances. During the Reporting Period, we were not aware of any non-compliance with laws and regulations related to advertisement or label.

### 客戶資料安全

為向客戶提供穩定優質的服務，我們可能需要收集涉及客戶滿意度調查反饋以及聯絡資料。本集團嚴格遵守《中華人民共和國消費者權益保護法》的規定，就客戶的資訊作出保密，我們在《員工手冊》訂明，員工須妥善保管和避免外泄因工作而接觸到的機密資料，凡違反要求的員工，我們會考慮解除終止有關的勞動合同，若情況嚴重，更會依法交由司法機關處理，手冊亦清楚訂立資料保密的範圍，有需要時更會與員工簽定保密協議。

我們尊重其他公司的知識產權權利，我們不會在未經授權的情況使用他人的知識產權。在報告期間，亦未有知悉任何違反廣告或標籤相關的法例法規。



## Operating Practices 營運慣例

- **ANTI-CORRUPTION**

The Group has always treated matters related to corruption with a serious attitude. We stand firm against all unethical acts such as bribery, extortion, fraud and money laundering, and advocate professional ethics including compliance with law, integrity, honesty and professionalism. The Staff Handbook clearly states that staff are strictly prohibited from accepting kickbacks, banquet invitation, gifts and other acts that violate professional ethics. Violators may be required to make financial compensation to the Group or the case will be settled through judicial channels. We also encourage employees to report any misconduct and, if necessary, report it by bypassing the levels. During the Reporting Period, we were not aware of any corruption case nor did we receive any relevant report.

- **反貪污**

本集團一向以嚴肅的態度看待有關貪污的事宜，我們立場鮮明，堅決反對所有賄賂、勒索、欺詐及洗黑錢等不道德的行為，倡導守法、廉潔、誠實、敬業的職業道德，在《員工手冊》清晰列明員工嚴禁收受回扣、宴請、饋贈等違反職業道德的行為，違反者可能會被要求對集團作出經濟賠償或以司法途徑處理。我們亦鼓勵員工舉報任何不當行為，需要時可越級匯報。於報告期間內，我們並沒有發現貪污案件或接獲相關的報告。



## COMMUNITY INVESTMENT

The Group has always encouraged employees to contribute to the community and regularly participate in blood donation activities. On 15 March 2017, we organised a voluntary blood donation event with the help of medical staff and the participation of our employees.

## 社區投資

本集團一直推動員工為社區作出貢獻及回饋，並鼓勵他們定期參與捐血活動。在二零一七年三月十五日，我們便組織了一次自願性捐血活動，員工在醫護人員的協助下獻出自己的一份愛心。



Employees participated in blood donation  
員工參與捐血活動

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<b>A.環境</b>			
<b>Aspect A1: Emissions</b>			
<b>層面A1：排放物</b>			
General Disclosure	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, generation of hazardous and non-hazardous waste.	Emissions	6-11
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KPIA1.1	The types of emissions and respective emissions data.	Emissions	8
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KPIA1.5	Description of measures to mitigate emissions and results achieved.	Emissions	12
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KPIA1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Emissions	9-10
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<b>層面A2：資源使用</b>			
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KPI A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總耗量及密度。	Use of Resources 資源使用	13
KPI A2.2	Water consumption in total and intensity. 總耗水量及密度。	Use of Resources 資源使用	14
KPI A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Use of Resources 資源使用	12
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	Use of Resources 資源使用	14
KPI A2.5	Total packing materials used for finished products and, if applicable, with reference to per produced. 製成品所用包裝材料的總量及每生產單位佔量。	Use of Resources 資源使用	15
<b>Aspect A3: The Environment and Natural Resources</b>			
<b>層面A3：環境及天然資源</b>			
General Disclosure 一般披露	Policies on minimizing the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	The Environment and Natural Resources 環境及天然資源	16
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	The Environment and Natural Resources 環境及天然資源	16

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<b>Aspect B1: Employment</b> <b>層面B1：僱傭</b>			
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一般披露	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	僱傭	
KPI B1.1	Total workforce by gender, employment type, age group, and geographical region.	Employment	18-19
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KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Not disclosed	N/A
關鍵績效指標B1.2	按性別、年齡組別及地區劃分的僱員流失比率。	暫不披露	不適用
<b>Aspect B2: Health and Safety</b> <b>層面B2：健康與安全</b>			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impacts on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	Health and Safety	22-23
一般披露	有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	健康與安全	
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KPI B3.1	The percentage of employees trained by gender and employee category.	Not disclosed	N/A
關鍵績效指標B3.1	按性別及僱員類別劃分的受訓僱員百分比。	暫不披露	不適用
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<b>Aspect B4: Labour Standards</b>			
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General Disclosure	Information on: (a) the policies; and (b) compliance with the relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	Labour Standards	26
一般披露	有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	勞工準則	
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	Not disclosed	N/A
關鍵績效指標B4.1	描述檢討招聘慣例的措施以避免童工及強制勞工。	暫不披露	不適用
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	Not disclosed	N/A
關鍵績效指標B4.2	描述在發現違規情況時消除有關情況所採取的步驟。	暫不披露	不適用



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# TENGY

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