

# KB

建滔積層板控股有限公司

KINGBOARD LAMINATES HOLDINGS LIMITED

Stock Code 股份代號 : 1888

ESG REPORT

# 2017

環境、社會及  
管治報告





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## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

Kingboard Laminates Holdings Limited (“Kingboard Laminates”, the “Group” or “We”) has integrated sustainable development in its strategic planning and day-to-day operation, with a view to delivering long-term value to stakeholders of the Group. This report covers the initiatives and performance in environmental, social and governance (“ESG”) matters relating to laminates products for the period commencing on 1 January and ending on 31 December 2017 (“Reporting Period”, “FY2017”).

This environmental, social and governance report (“ESG Report”) has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (“ESG Guide”) set out in Appendix 27 to the Main Board Listing Rules of the Hong Kong Stock Exchange. In connection with this ESG Report, our major stakeholders have participated in the materiality assessment of various environmental, social and governance matters (“ESG Matters”) and identified our operating activities with a material impact on the environment and the community. A summary of the ESG Matters material to the Group contained in this report is set out in the following table:

建滔積層板控股有限公司(「建滔積層板」、「本集團」或「我們」)將可持續發展融入企業的戰略規劃及日常營運之中，務求為本集團的利益相關方創造長遠價值。本報告涵蓋自二零一七年一月一日至十二月三十一日期間(「報告期間」、「2017年財政年度」)與覆銅面板產品業務相關之環境、社會及管治(「ESG」)方面的舉措及相關表現事宜。

本環境、社會及管治報告(「ESG報告」)根據香港交易所主版上市規則附錄二十七所載之環境、社會及管治報告指引(「ESG指引」)而編製。本ESG報告由主要利益相關者共同參與，對各環境、社會及管治事宜(「ESG事宜」)進行重要性評估，辨識我們對環境和社會有重大影響的營運活動。下表為本報告所載對本集團屬重大的ESG事宜之摘要：

ESG Guide ESG指引提要		Material ESG Matters 重大ESG事宜	
<b>A. The Environment</b>			
<b>A. 環境</b>			
A1.	Discharge and Emission	—	Air emissions
		—	Wastewater management
		—	Waste management
		—	Carbon emissions
A1.	排放物	—	大氣排放物
		—	污水管理
		—	廢棄物管理
		—	碳排放
A2.	Consumption of Resources	—	Energy management
		—	Water consumption
		—	Consumption of packaging materials
A2.	資源使用	—	能源管理
		—	用水
		—	包裝材料使用
A3.	The Environment and Natural Resources	—	Environmental management
		—	Soil conservation
		—	Noise control
A3.	環境及天然資源	—	環境管理
		—	土壤保護
		—	噪音控制

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ESG Guide ESG指引提要	Material ESG Matters 重大ESG事宜
<b>B. The Community</b> <b>B. 社會</b>	
B1. Employment	— Policies for recruitment, remuneration, promotion and dismissal
B1. 僱傭	— 招聘、薪酬待遇、晉升及解僱政策
B2. Health and Safety	— Production safety and staff health
B2. 健康與安全	— 安全生產及員工身心健康
B3. Development and Training	— Staff development and training
B3. 發展及培訓	— 員工發展及培訓
B4. Labour Standards	— Prevention of child labour or forced labour
B4. 勞工準則	— 防止童工或強制勞工
B5. Supply-chain Management	— Supply-chain quality and management of sustainable development
B5. 供應鏈管理	— 供應鏈質量及可持續發展管理
B6. Product Liability	— Customer service, product quality and customer privacy
B6. 產品責任	— 客戶服務、產品質量及客戶私隱
B7. Anti-corruption	— Integrity and corruption-free practices as corporate principles
B7. 反貪污	— 誠信與廉潔的企業原則
B8. Community Investment	— Nurturing people and care for the underprivileged
B8. 社區投資	— 培育人才與扶貧

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## A. THE ENVIRONMENT

### A1 Discharge and emission

The Group is committed to minimising the environmental impact of air emissions, waste water and solid wastes generated in its production process. We seek to reduce the volume of discharge of air emissions, waste water and hazardous wastes in all areas, such as production, office and staff quarters, by formulating regulations and operating procedures relating to environmental protection. In addition, we also focus on preventive measures, as we conduct evaluation of the source of discharge and emission on a regular basis, devise schemes to reduce discharge and emission at source, make adjustments to energy-related technologies and equipment, and seek further opportunities for recycling discharged materials and turning them into usable resources. We also make proactive efforts to optimise facilities and procedures for processing discharge and emission to ensure their effectiveness.

Moreover, we are aware of the fact that employees play an important role in the reduction of industrial waste. We have put in considerable resources to the education of employees on raising the awareness of environmental protection. We have also established a dedicated environmental protection task force responsible for formulating and implementing our environmental strategy, defining the environmental objectives of various business units and coordinating their environmental initiatives, supervising the implementation of targets in discharge and emission through a relevant mechanism for environmental audits and investigating future environmental rectification plans based on the outcome of such audits.

The Group implements the ISO14001 management system to process or control waste water, air emissions and wastes generated in the production process from their sources. Improvement measures are carried out to reduce discharges and environmental hazards on an ongoing basis.

## A. 環境

### A1 排放物

本集團積極將生產過程中排放的廢氣、污水及廢棄物對環境的影響減至最低。我們通過制定各項環境保護制度及操作規程，從生產、辦公、員工宿舍生活各環節著手，從不同層面削減廢氣、污水、危險廢棄物等排放物數量。此外，我們重視污染預防工作，定期評估排放源頭，研究源頭減排方案，調整能源技術設備，同時開拓更多將排放物回收再利用與資源化的機會。我們亦主動優化治污設施及程序，確保其有效性。

另外，我們深明員工在工業減廢中扮演著重要角色，因此我們投放充足的資源向員工倡導正確的環保觀念及集團的減排方針。我們更成立環保專責小組，制定並落實集團的環保策略，為各業務單位設立環保目標並協調環保工作，通過相應環境審查機制監督減排目標的實施程度，根據相應結果探討未來的環保整改計劃。

本集團內部實施ISO14001管理體系，從源頭對生產過程中排放的污水、廢氣及廢棄物進行處理或管控，每年度均持續進行改進措施，不斷減少排放量，以減少對環境的危害。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## A. THE ENVIRONMENT (continued)

### A1 Discharge and emission (continued)

#### Air emissions

Key discharge and emission data of Kingboard Laminates for FY2017 is set out as follows:

Major air emissions and waste water discharge (tonne)	主要大氣排放物及污水(噸)	Total 總數
Nitrogen oxides	氮氧化物	88.1
Particles	顆粒物	6.2
Sulphur dioxide	二氧化硫	19.7
Processed waste water	已處理的污水	11,520.0

The Group has consistently invested in the construction of environmental projects. For example, the Group has completed the full upgrade and conversion of the denitrification and dust removal system of the boiler and brought the discharge volume for various pollutants to a level exceeding national standards. Compared to the previous year, the Group successfully reduced its emission of sulphur dioxide, nitrogen oxides and flue dust by 85%, 35% and 65%, respectively. In addition, the Group has also implemented the project for carbon dioxide recovery from coke oven exhaust gas to facilitate recycling of exhaust gas generated from the coke oven and increase the ratio of clean energy utilisation.

#### Waste water management

We operate in strict accordance with the requirements of national and local laws and regulations to ensure compliance with national standards in the discharge of waste water.

#### Waste management

The volume of waste generated by Kingboard Laminates during FY2017 is set out as follows:

Type of waste (tonne)	廢棄物種類(噸)	Total 總數
<b>Major non-hazardous waste</b>	<b>主要無害廢棄物</b>	
Daily waste	生活垃圾	92.0
Paper	紙	144.0

To facilitate safe and effective reduction of the generation of hazardous wastes, we have implemented a range of measures to reduce the discharge of hazardous wastes. During the Reporting Period, the Group actively encouraged its subsidiary plants to reduce the generation of wastes through the adoption of various technologies. For example, we carried out acidification and dehydration processes in respect of membrane slag generated from the production of circuit boards to reduce the generation of membrane slag by as much as 50%.

## A. 環境(續)

### A1 排放物(續)

#### 大氣排放物

建滔積層板2017年財政年度的主要的排放數據如下：

本集團一直致力投放資金於環保工程建設上。例如，本集團對鍋爐實施脫硝及除塵系統全面升級改造，使各項污染物排放值均優於國家標準。相較於去年，本年度集團成功減少排放二氧化硫85%、氮氧化物35%、煙塵65%。另外集團亦實施了焦爐煙道廢氣回收二氧化碳工程，將焦爐煙道氣進行回收，提高清潔能源使用比例。

#### 污水管理

我們嚴格遵守國家和地方法律法規要求，以確保對外排放的污水符合國家排放標準。

#### 廢棄物管理

建滔積層板2017年財政年度的廢棄物產生量：

為安全、有效地減低有害廢棄物產生量，我們實施了一系列危險廢棄物減排措施。於報告期間，本集團對積極鼓勵下屬工廠利用不同技術減低廢棄物的生產量。例如，我們將生產電路板後產生的幹膜渣進行酸化處理後再進行脫水處理，減少幹膜渣的產生量可高達50%。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

## A. THE ENVIRONMENT (continued)

## A1 Discharge and emission (continued)

**Waste management** (continued)

Moreover, we are also committed to the temporary management of hazardous wastes. Currently, we require the plants to place hazardous wastes at storage facilities designated for the temporary storage of hazardous wastes. Such facilities have been duly equipped with measures to prevent seepage, rain wash and draining. Different types of wastes are placed at strictly separate locations. In addition, stringent regulations have been set in respect of the facilities and ground surface of the storage venues to ensure compliance of the storage of hazardous wastes with environmental requirements.

Meanwhile, we are equally committed to the proper handling of non-hazardous wastes. Waste recycling areas are set up in all premises of operation. Different types of wastes are marked with labels for identification and separately collected and stored. We collect used paper and plastics and deliver them to recycling operators for reuse to reduce secondary pollution. In connection with office documents, the Group adopts electronic versions or two-sided printing to reduce waste generations.

**Carbon emissions**

The emission of carbon in the Group's operations originates primarily from its energy consumption. The operation of our plants, supported mainly by municipal electricity and natural gas, generated a total of 260,229.5 tonnes of CO<sub>2</sub>e in FY2017. For details of our carbon emissions and measures for energy conservation and emission reduction, please refer to section "A2 Consumption of Resources".

All departments of the Group are required to abide strictly by its internal regulations for environmental protection to ensure compliance with applicable laws and regulations. The Company was not aware of any material non-compliance with laws and regulations in relation to environmental matters that had a significant impact on the Group during FY2017.

## A. 環境 (續)

## A1 排放物 (續)

**廢棄物管理** (續)

其次，我們亦認真對待危險廢棄物的暫存管理工作。目前，我們規定工廠須將危險廢棄物放置於專門暫存危險廢棄物的倉庫，現場做好「防滲漏、防雨淋、防流失」的三防工作，嚴格分開置放各類廢棄物之存放位置。此外，我們對貯存場所的設施及地面有嚴格的規定，以確保有害廢棄物的存放符合環保要求。

另一方面，我們同樣重視對無害廢棄物的處置。我們於各營運場所內均已設置廢棄物回收區，按照廢棄物種類進行分類標識收集貯存。我們收集使用過的廢紙、塑料等，再交予指定回收商加以回收再造，做到再生利用，降低二次污染。集團亦盡量對辦公資料採用電子版或雙面打印，減少廢棄物產生量。

**碳排放**

本集團的碳排放主要來自於能源使用。我們以市電、天然氣作為主要能源以維持工廠的運作，於2017年財政年度總共產生了260,229.5噸二氧化碳當量(CO<sub>2</sub>e)，有關碳排放及節能減排措施的詳情，請參照「A2資源使用」。

本集團所有部門均須嚴格遵守集團內部有關環保的管理制度，確保其符合法律及法規。本集團於2017年財政年度並無發現與環境有關及對公司有重要影響的法律及法規的重大違規事宜。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

## A. THE ENVIRONMENT (continued)

## A2 Consumption of Resources

The Group employs production processes and equipment of industry-advanced standards, to reduce energy and resource consumption, while setting targets for water and electricity conservation. Moreover, we are committed to compliance with pertinent laws and regulations on environmental protection with the adoption of effective measures to facilitate optimal use of resources, reduction in wasteful consumption and energy conservation.

The Group's production facilities have been operated in accordance with applicable environmental rules and regulations, while enterprise resource planning (ERP) systems have been implemented at all plants and offices to facilitate centralised administration and allocation of all resources, improvements to the manufacturing processes, materials, production equipment and recycling technologies relating to our products, timely adjustments on product mix to reduce the consumption of resources during production. Moreover, to avoid wasteful consumption of resources, the Group has formulated rules and regulations relating to the use of resources to regulate the use of water, electricity and gas in production and operation.

Data on the volume of energy and water consumption of Kingboard Laminates for FY2017 is set out as follows:

## A. 環境 (續)

## A2 資源使用

本集團採用行業先進水平的生產工藝和設備，減少能源和資源的消耗，並訂立節水、節電目標。此外，我們致力遵守相關環保法律法規，採取有效措施達至善用資源、減少浪費及節省能源。

本集團的內部生產設施一直按照相關環境規則及規例運作，並於所有工廠和辦公室等實施企業資源規劃(ERP)系統，對所有資源進行統一管理和調配，且改善產品的製作流程、材料、生產設備及再循環技術，更及時調整產品結構，減少產品於生產過程中的資源消耗。另外，為避免浪費資源，本集團制定了資源使用相關的規章制度，列明在生產及營運過程中使用資源如水、電及燃氣等的規範事項。

建滔積層板2017年財政年度的能源使用及用水量如下：

Type of resources	資源種類	Total 總數
Urban electricity (kwh)	市電(千瓦時)	175,237,450.0
Coal (tonne)	煤(噸)	61,682.5
Diesel (tonne)	柴油(噸)	43.8
Water (cubic metre)	水(立方米)	856,977.0
Carbon discharge (CO <sub>2</sub> e in tonnes) <sup>Note 1</sup>	碳排放(噸二氧化碳當量) <sup>註1</sup>	260,229.5

<sup>Note 1:</sup> Carbon discharge data set out above is calculated by reference to the "Greenhouse Gas Protocol" published by the World Business Council for Sustainable Development (WBCSD) and World Resources Institute (WRI), "Greenhouse gas reporting – Conversion factors 2016" published by the Department for Business, Energy & Industrial Strategy of the United Kingdom Government, Baseline Emission Factors for Regional Power Grids in China 2016 (Draft for Comment)" published by National Development and Reform Commission of China, the HKEx Reporting Guidance on Environmental KPIs, and "A Study of CO<sub>2</sub> Emission Sources and Sinks in Thailand" published by Geophysics Research Center and Center for the study of Earth System Environment and Adaptation for Sustainability.

<sup>註1:</sup> 上述碳排放之計算參照世界企業永續發展協會(WBCSD)與世界資源研究院(WRI)出版之《溫室氣體盤查議定書》、Department for Business, Energy & Industrial Strategy of the United Kingdom Government之《Greenhouse gas reporting – Conversion factors 2016》、中國國家發展和改革委員會公布之《2016中國區域電網基準線排放因子(徵求意見稿)》及香港交易所《環境關鍵績效指標彙報指引》、Geophysics Research Center及Center for the study of Earth System Environment and Adaptation for Sustainability之《A Study of CO<sub>2</sub> Emission Sources and Sinks in Thailand》。

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## 環境、社會及管治報告

## A. THE ENVIRONMENT (continued)

## A2 Consumption of Resources (continued)

Data on energy consumption and intensity of water consumption of Kingboard Laminates for FY2017 is set out as follows:

Type of resources 資源種類	Total 總數
Urban electricity (kwh/per unit of finished product) 市電(千瓦時/每件成品)	2.71
Coal (tonne/per unit of finished product) 煤(噸/每件成品)	0.001
Diesel (tonne/per unit of finished product) 柴油(噸/每件成品)	0.000001
Water (ubic metre/per unit of finished product) 水(立方米/每件成品)	0.01

Data on the volume of consumption of packaging materials of Kingboard Laminates for FY2017 is set out as follows:

Type of packaging materials (tonne) 包裝材料種類(噸)	
Carton 紙箱	190.8
Card board 卡板	413.0
Drench membrane paper 淋膜紙	317.9

During the Reporting Period, all power generators with large output operating at the Group's plants, such as water pumps, wind turbines and air-conditioners, were replaced with energy-saving models. Notable results have been achieved with projected annual savings of power by approximately 15%. We have also phased out old models of air compressors and replaced them with the 132 energy-saving model, which is capable of reducing daily power consumption by approximately 25%-30% compared to the old model, while assuring normal air supply at the workshops. Moreover, we have also been using new LED lights for the exposure machines, reducing power consumption by 60% versus traditional lights previously in use.

## A. 環境(續)

## A2 資源使用(續)

建滔積層板2017年財政年度的能源使用及用水密度：

建滔積層板2017年財政年度的包裝材料使用量：

於報告期間，本集團將工廠之水泵、風機、空調等大功率電機全部更換為節能電機，並取得明顯的效果，預計每年將節省約15%的電力。我們更淘汰舊型空壓機，更換為132型節能空壓機，而新型機每天用電量比原機節省約25%-30%電力，亦可保證車間內正常供氣。其次，我們陸續於曝光機採用新型LED燈，其與原有的傳統燈對比節約用電60%。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

#### A. THE ENVIRONMENT (continued)

##### A2 Consumption of Resources (continued)

During the Reporting Period, the third set of new cold compressor was also put into operation to further enhance our efficiency in power consumption. The Group has also assigned dedicated staff to carry out regular inspection, supervising the implementation of the resource management mechanism to procure rectification of any deficiencies as well as conducting timely warnings and adjustments in respect of production lines showing excessive growth in total energy consumption, so as to ensure optimal utilisation of all resources of the Group.

In connection with water consumption, the Group emphasises recycling as well as conservation of water resources. We have established environmental protection functional departments to carry out detailed management and supervision in respect of energy conservation, discharge reduction and recycling. A portion of the purified water and usable waste water discharged to the waste water treatment station is being recycled, while discharged water at the waste water treatment station is being reused in the recycling water system as replenishment after deep processing, with a view to recycling water resources and reducing discharge of waste water.

Furthermore, we have built a water purification system which allows the recycled use of waste water for the exhaust gas towers, air-conditioners and water towers to save water consumption by 20% each month. Meanwhile, the Group's proprietary technology package of "electrochemical water processing + micro-nano bubble + ultra-high speed filter + two-film filtration" is capable of improving the quality of effluents to a level close to purified water in excess of the national standard by a considerable measure. We have also adopted an advanced open circulatory cooling water processing system to lower the temperature of water used by equipment in the cooling workshop through heat exchange with air at the counter-flow cooling tower before recycling such water. The system only requires occasional replenishment of water to balance losses caused by evaporation and wind-drying.

In addition to assuring energy efficiency, the Group also seeks to maintain stability in the source and quality of water supply by sourcing from the government water supply system only. During the Reporting period, the Company did not experience any problems in securing appropriate water sources.

#### A. 環境 (續)

##### A2 資源使用 (續)

於報告期間，新配置的第三套冷壓已開始投入使用，以期能更好地提高耗能效率。本集團更指派專人進行定期查核，監督資源管理機制的實施情況並對不足之處加以改善，並對能源使用總量增長過快的生產線及時做出預警和調控，以確保集團內所有能源均可用得其所。

用水方面，集團同樣重視對水資源的節約與回用。我們設立環境保護職能部門對節能減排、循環經濟工作進行細化管理及監督。我們將排至污水處理站的部分淨水及可用的污水進行回收再利用，並將污水處理站的外排水經深度處理後回用至循環水系統進行補水，以循環利用水資源及減排污水。

再者，我們建設了一套純水系統，將處理後的污水再用於廢氣塔、空調、水塔等，每月可節約水量20%。而集團自主研發的「電化學水處理+微納米氣浮+超高速過濾機+雙膜過濾」組合技術可全面回收並再利用生產系統的冷卻水，處理後的水質大幅優於國家標準。我們亦採用了先進的敞開式循環冷卻水處理系統，將用作冷卻車間設備之水，通過逆流式冷卻塔與空氣進行熱交換而降低水溫，然後再循環使用。該系統只需偶爾補充新水，就可平衡蒸發、風吹等損失的水量。

除能源效益之外，本集團為保持穩定的水源及水質，一切用水均來自政府供水系統。於報告期間，本集團沒有發現求取適用水源的問題。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

## A. THE ENVIRONMENT (continued)

## A3 The Environment and Natural Resources

To assure sustainable development, the Group has developed an environmental management system, through which the environmental impact of business activities is being assessed and continuous improvements are being made to the production processes and equipment to avoid abuse and depletion of natural resources. The Group has obtained certifications under ISO14001, the Hazardous Substances Directive of the European Union (ROHS) and Sony Management Regulations for the Environment-related Substances to be Controlled which are included in Parts and Materials (SS-00259) for its environmental management systems. Meanwhile, we have appointed a third-party professional firm to prepare an environmental contingency plan and established an environmental contingency team headed by the plant manager, ensuring swift response to emergencies to minimise the impact of any environmental incidents.

In addition to compliance with currently applicable national and provincial regulations and standards on environmental protection, the Group has also acted in proactive response to noise generated by production facilities. A dedicated task force has been assigned to conduct regular noise tests and controls, while soundproof enclosures have been installed for equipment and facilities generating loud noise, and covers have been added on outdoor wind turbines and power generators together with relevant shock absorbing measures to reduce noise pollution, in a bid to build the Group into a national benchmark enterprise that exceeds national standards in environmental protection.

To enhance the quality of our environmental management, the ground surfaces of our plant areas are “either green or cement”, as lawns have been planted in the surrounding areas of the plants to facilitate purification, moderation and improvement of air quality for the plant areas. Separation and anti-seep measures have been adopted for the ground-level drainage and the underground water tanks to prevent soil pollution by industrial liquid wastes on the factory grounds.

## B. THE COMMUNITY

## B1 Employment

We believe high-calibre human resources represent a crucial factor forging the competitiveness of an enterprise. In this connection, the Group has adopted a core strategy that seeks ongoing recruitment of competitive and creative personnel, complemented by a comprehensive training regime that emphasises continuous learning and team coordination, with a view to nurturing top-rate technical and management personnel pursued by Group departments at all levels.

## A. 環境 (續)

## A3 環境及天然資源

本集團為貫徹可持續發展，致力於發展環境管理體系，評估業務活動對環境的影響，持續改善生產流程及設備，以避免濫用及損耗天然資源。本集團的環境管理體系亦獲得環境管理體系 (ISO14001)、歐盟危害性物質限制指令 (ROHS)、索尼環保標準 (SS-00259) 等專業認證。另外，我們委托了第三方專業公司根據集團的實際情況而編製了環境應急預案，同時成立了以工廠總經理為首的環境應急小組，以確保出現緊急情況時，我們能迅速做出應對，將環境事故的影響降到最低。

除了符合既有的國家及省級相關環保法規及標準外，本集團主動應對生產場所造成的噪音，委派專責小組定期檢測噪音並進行監控，對產生噪音較大的設備和設施加裝隔音罩，而室外運轉的風機和電機均加設罩蓋及減震措施，以減少噪音污染，務求使我們的環保管理優於國家標準，努力將集團建成全國標杆企業。

為提高本集團的環境管理質素，我們的廠區地面亦做到「非綠即硬、非硬即綠」的要求，在廠房周邊種植了草皮綠化帶，以期對廠區環境具有自淨、調節及轉化空氣的作用。此外，我們更對地面排水溝與地下貯水池等全部做好隔離及防滲工作，以免廠區土壤被工業廢液污染。

## B. 社會

## B1 僱傭

本集團認為企業的優勢關鍵在於優秀的人才資源，因此集團的戰略核心是通過持續引進充滿競爭力和創造力的人員，佐以完善的培養機制，不斷塑造學習型企業以及團隊的協作，意在為集團培養出不同層面及部門熱切渴望的一流技術與管理人才。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

## B. THE COMMUNITY (continued)

## B1 Employment (continued)

Under our recruitment policy, we are basically looking for people who are trustworthy, innovative and proactive team players. All applicants must undergo a formal and objective assessment to determine whether they have the aptitude and ability to meet requirements of the Group's business development. At the same time, we have also established stringent procedures for examination and approval to ensure fairness of the recruitment process.

Our remuneration policy has been formulated in strict accordance with provisions of local governments and pertinent laws and regulations announced by the Ministry of Labour in the PRC. Comprehensive rules and regulations, including the System for the Administration of Salaries and Allowances, Performance Appraisal System, System for the Administration of Merit Assessment and Reward Allocation System, have been formulated for our employees' reference and as a basis for appraisal. Staff remuneration is determined on the basis of market levels, profitability of the Group and individual performances and adjusted according to comprehensive performance appraisals, seniority, attitude and other factors, in order to maintain the objectivity and fairness of our remuneration regime. We also provide adequate paid annual leaves for employees and stipulate appropriate work hours and off hours with a view to work-life balance on the part of employees.

In addition to competitive remuneration packages, we also grant share options and special bonuses to eligible personnel, depending on their performances and our financial conditions. Meanwhile, staff privacy is also of equal importance to us, who have adopted relevant measures to keep confidential data relating to staff remuneration.

Moreover, we also provide employees with opportunities for promotion. The Group encourages internal promotion, as approximately 80% of the current team of junior, intermediary or senior managers have come through the ranks to where they stand now. The system of internal promotion allows capable staff to bring their strengths into full play and provide them with clear goals in career aspirations.

## B. 社會 (續)

## B1 僱傭 (續)

我們的招聘政策以誠信、創新、積極及團隊精神為錄用人才的基本準則，且所有應徵者需經客觀正規的入職考核以評估其能力能否滿足集團發展的要求，同時我們亦需通過嚴格的審批程序以確保整個招聘流程的公平性。

我們的薪酬政策嚴格遵守當地政府之規定以及中國勞動部的法律法規並編有完善《薪資管理制度》、《績效考核制度》、《評優管理制度》和《獎金分配制度》，作為員工之參考及考核依據。員工工資以外部競爭力、集團盈利表現及員工個人表現為基礎，並依據全面的員工績效評核、服務年期、工作態度等表現作出調整，以維持薪酬釐定的科學性及公平性。我們亦向員工提供充足的有薪年假，同時規定合適的工作及休班時間，讓員工於工作及生活之間取得平衡。

除了提供具競爭力的薪酬待遇外，我們亦會視乎員工的表現及集團財務狀況，為合資格員工發放優先購股權及特別獎金。此外，我們同樣重視員工的個人隱私，實施各種措施去保護員工的薪酬數據。

此外，我們亦為員工提供良好的晉升機會。本集團鼓勵內部晉升，目前無論是基層、中層或是高層管理人員，均有約八成來自於集團內部的提升，讓有能力的員工可以一展所長，並且使他們追求的事業目標更為清晰。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## B. THE COMMUNITY (continued)

### B1 Employment (continued)

Furthermore, we insist on the appointment of staff solely on a merit basis. For this reason, we seek to foster a diverse workplace with strict prohibition against discrimination in any form in relation to recruitment, remuneration and promotion. Currently, we run recruitment programmes in all major cities of China and employment opportunities are available to all qualified applicants. Staff at all rankings are entitled to equal opportunities for training to ensure that all employees have adequate opportunities in career development. We have also established a whistleblowing system with a dedicated team to investigate any unfair treatments and adopt disciplinary actions. Meanwhile, we hold the employment relationship with our employees in high regard and strictly prohibit unreasonably dismissal of staff. The period of notice of termination is clearly stated in the employment contract, while there is appropriate communication with employees.

The Company was not aware of any material non-compliance with applicable laws and regulations pertaining to employment that had a significant impact on the Group during FY2017.

### B2 Health and Safety

The Group regards occupational health and safety as one of its foremost responsibilities. In addition to compliance with the “Law of the People’s Republic of China on Safe Production”, “Labour Law of the People’s Republic of China” and “Law of the People’s Republic of China on the Prevention of Occupational Diseases”, among others, we have also adopted stringent measures to ensure compliance of our production processes with various regulatory requirements.

Staff safety is a prime concern for us, particularly in view of the mechanical operations involved in our production stages. We have formulated respective operational safety protocols for all production personnel, detailing safety matters for different production stages. A three-tier safety training programme, comprising plant entry training, workshop training and shift training, is arranged for all new employees. The operational safety protocols are explained during training and employees are requested to operate in strict compliance therewith. Any violations of the operational safety protocols are reflected in individual performance appraisals.

## B. 社會 (續)

### B1 僱傭 (續)

另外，我們堅守「用人不拘一格，任人只唯賢」之理念，因此我們鼓勵多元化的工作環境，嚴禁任何形式的歧視，包括招聘、薪酬、晉升等等。現時我們在全國各大城市均設有招聘計劃，符合要求的應徵者均有獲聘機會。各職級員工均會享有平等的機會接受培訓，以確保不同員工都有充足機會發展。我們亦設立舉報機制，如有任何不平等待遇的情況，將由專責小組負責調查並作相應紀律處分。同時，我們尊重與員工的僱傭關係，嚴禁不合理解僱員工，並於僱傭合約中訂明終止合約的通知期，及會與員工有適當的溝通。

於2017年財政年度，本集團並未發現任何與僱傭相關及對集團有重要影響的法律及法規的重大違規事宜。

### B2 健康與安全

本集團將職業健康與安全視作我們最重要的責任之一，除了其他的中國法律和法規外，我們還須遵守《中華人民共和國安全生產法》、《中華人民共和國勞動法》及《中華人民共和國職業病防治法》，並採取多項嚴格措施以確保生產運作流程符合各項監管規定。

員工的安全為我們的重要考慮因素，尤其我們的生產程序涉及機械操作，因此我們為所有生產員工制定了相應的安全操作規程，詳列不同生產程序的安全注意事項，並為所有新員工安排三級安全培訓，包括入廠培訓、車間培訓和班組培訓，講解安全操作規程內容，並要求員工嚴格遵循安全操作規程，將違反安全操作規程的個案反映於個人績效評估。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## B. THE COMMUNITY (continued)

### B2 Health and Safety (continued)

Staff health represents a top priority for the Group, which has made active efforts to provide a safe workplace for employees and adopted a range of measures to protect them from occupational hazards. For example, to ensure workplace safety of the plant workshops, we have engaged professional environmental consulting firms to conduct tests on workshop hazards. Moreover, employees are required to attend occupational health checks prior to starting work in the Group or transferring to new positions and may only commence work after passing such checks. We organise regular health checks at a full-service hospital for all staff on an annual basis. Employees susceptible to occupational hazards, once identified, are removed from the positions concerned to make sure they stay away from such occupational hazards. Furthermore, we require departing employees to receive occupational health inspection upon departure in strict accordance with the provisions of the Labour Law to safeguard their lawful interests. In addition, we are driving the establishment of a complete occupational health and safety management system for Group-wide implementation to facilitate investigation and rectification of safety hazards, development of preventive mechanisms ahead of potential incidents and effective regulation over production activities, ensure compliance with applicable laws and regulations relating to production safety at all production stages and enhancing standardisation in production safety on an ongoing basis.

To enhance employees' safety awareness and fire evacuation skills, we organise fire prevention safety training for staff on a regular basis. Such training includes familiarisation with means of escape, skills of evacuation in fire accidents, general knowledge on safe assembly and proper application of fire extinguishers and fire hoses. In addition, we also require employees to handle fire equipment in person, as we believe in the importance of hands-on practices. Moreover, a "Safe Production Activity Month" is held to further enhance employees' awareness on production safety. Through centralised monthly training sessions, employees have developed a better understanding of the importance of safe production.

The Company was not aware of any material non-compliance with applicable laws and regulations pertaining to staff health and safety that had a significant impact on the Group during FY2017.

## B. 社會 (續)

### B2 健康與安全 (續)

我們重視員工的身體健康，積極為員工提供安全的工作環境，採取一系列措施以避免員工遭受職業性危害。例如，我們為保證工廠車間工作環境的安全，聘請專業環境諮詢公司為車間進行危害因素檢測。其次，本集團更規定員工入職前或轉崗前需進行職業健康體檢，合格後方可入職。我們每年定期組織正規醫院對全體員工進行體檢。一旦發現容易受職業危害因素影響的員工，便調離相關崗位，以遠離職業危害。此外，我們嚴格遵循《勞動合同法》中的規定，員工離廠前亦需進行離崗職業健康體檢，以保證其合法權益。此外，我們目前正全面推行於集團內建立完整的職業健康安全管理制度，以便排查治理安全隱患，提早建立預防機制，有效規範生產行為，使各生產環節符合安全生產方面相關的法律法規，不斷加強集團安全生產規範化的建設。

為增強員工的安全意識和消防逃生能力，我們定期為員工安排消防安全培訓。培訓內容包括熟悉安全通道、火災逃生技能、安全集合常識、正確使用滅火器和消防水帶等內容。除此之外，我們亦重視動手實踐，因此要求員工親自操作防火設備。另外，我們亦舉辦「安全生產活動月」以進一步提高員工的安全生產意識，通過每月一次集中培訓，讓員工更深入理解安全生產的重要性。

於2017年財政年度，本集團並未發現任何與僱員健康與安全相關及對本集團有重要影響之法律及法規的重大違規事宜。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

## B. THE COMMUNITY (continued)

## B3 Development and Training

The Group has always attached great importance to the cultivation of talents. Therefore, we have devised and implemented a wide range of training activities, which can be categorised into induction training, external training and internal training:

- Induction training: induction training aims to introduce new employees to the Group's rules and regulations as well as corporate culture and to share with them important business information, including information relating to production safety. Proper induction training helps new staff to enhance safety awareness, acclimatise to the Company, understand its business, mix with colleagues and build positive relations with their teams, so that they are well-prepared to thrive in their new positions.
- External training: external training programmes comprise mainly management training and technical training, including expertise training provided by Hong Kong Printed Circuit Association (HKPCA) and the Group's PCB Training Centre. In addition, Kingboard Management Academy also offers from time to time training for the enhancement of management skills and aptitude. To increase the effectiveness of the training programmes, the Group conducts internal transferred training in respect of selected external training courses. This is implemented primarily through the sharing of course materials and the promotion of training topics to maximise the value of external training by enabling more employees to receive training. Meanwhile, we have compiled the Group's training information package by organising and categorising the external training programmes and courses in FY2017 to prepare for the launch of more training programmes in the future.
- Internal training and guidance: internal training programmes for relevant departments are organised each month and implemented according to annual training plans to consolidate fundamental skills and knowledge of employees and enhance their capabilities. The Group provides solid career planning support not just for in-service staff, but also for graduates fresh from colleges. Following discussion between heads of the HR and other relevant departments and a graduate, a customised training programme will be designed based on the wishes and aspirations of such graduate and experienced mentors will be assigned to provide guidance, support and assistance in connection with the career path of graduates, aiming to enhance the competence and competitiveness of fresh graduates and cultivate in them dedication and a positive work ethic.

## B. 社會 (續)

## B3 發展及培訓

集團歷來重視人才的培養，因此我們制訂並實施了多樣的培訓，主要分為崗前培訓、外部培訓以及內部培訓：

- 崗前培訓：其主旨為向新晉員工介紹本集團的規章制度、企業文化以及分享包括生產安全在內等重要的業務相關信息。完善的崗前培訓可幫助新晉員工提高安全意識，並通過該培訓機會儘快融入公司，瞭解企業，熟悉同事並與所屬工作團隊建立良好關係，為其在新崗位充分發揮工作潛力做好準備。
- 外部培訓：外派培訓項目主要分為管理類與技術類，其中包括香港線路板協會(HKPCA)和集團線路板培訓中心的專業知識培訓。此外，其亦包括建滔管理學院不定期舉辦的關於提升管理技能與素質的培訓。在外派培訓後，為使培訓效果事半功倍，集團更對部分課程在公司內進行轉訓。轉訓主要方式為課件共享及培訓課題推廣，確保更多人員得到培訓，充分發揮該外派培訓的價值。此外，我們於2017年財政年度將外派培訓的項目及課程進行了歸類整理，完備了本集團的培訓相關資料，為日後開展更多的培訓提供了必要條件。
- 內部培訓與輔導：每月都有相應部門的內部培訓計劃，按照年度的培訓計劃實施，加強鞏固員工的基礎技能知識，提升員工的工作能力。除在職員工外，本集團更為應屆畢業生提供足夠的職業規劃支持。由人力資源部、相應部門領導與各個畢業生溝通後，根據該畢業生的意願及理想，為其定制相應的培養計劃，並安排經驗豐富的指導老師對畢業生的職業生涯提供指導、支持及協助，旨在全面提升應屆畢業生的工作能力及社會競爭力，培養畢業生對待工作的積極態度和敬業精神。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## B. THE COMMUNITY (continued)

### B3 Development and Training (continued)

We are committed to offering growth opportunities to staff, as we are convinced that the development of an enterprise is founded on none other than the personal growth of its employees. We have launched continuous learning courses known as the “Kingboard Class” in collaboration with Xingtai M&E Technicians’ School, Xingtai Technicians’ College, Hebei Industrial Vocational Technical College and Xingtai Teaching Outpost of Hebei University of Technology to provide employees with a convenient path for enhancing professional skills and attaining higher qualifications. This arrangement would facilitate staff training for the Group on the one hand, and allow its junior management staff to acquire academic degrees on the back of part-time studies. The Group has also launched the “Kingboard Tertiary Class” in Qingyuan and Jiangmen in association with Jiangxi University of Science and Technology and Maoming College to provide a learning platform for staff who aspire to improve academically.

Moreover, the “Kingboard Management Academy” founded by the Group in 2003 has developed a comprehensive training regime with Kingboard’s characteristics categorised into the modules of pre-graduation management, induction training and in-service development, with a view to building a high-calibre talent pool for the Group through centralised staff training programmes.

### B4 Labour Standards

The Group firmly believes that respect for staff is a core value underpinning the success of an enterprise, and that labour relations characterised by mutual respect and equality will enhance unity within the enterprise. The Group is committed to fostering mutual trust and harmonious labour relations with its staff to ensure adequate protection of staff interests. In line with this objective, we have adopted a range of measures to protect the interests of employees, including the prohibition of forced labour by way of violence, threat, detention or other illegal actions and the prohibition of child labour in strict accordance with pertinent provisions of the Labour Law and SA8000 Social Responsibility Standards.

All candidates qualified for employment must have reached the statutory age and are in possession of valid identification documents issued by the public security department before they can be officially appointed. All employees are required to enter into labour contracts for the prevention of forced labour. All staff must be legally employed on a voluntary basis. A stringent identity vetting process is carried out as part of the employment procedures. Candidates found to be falling short of the statutory age will be rejected without an exception.

## B. 社會 (續)

### B3 發展及培訓 (續)

我們堅信企業的發展建立在員工的成長之上，所以積極為員工提供成長機會。本集團先後與邢台機電技工學校、邢台技師學院、河北工業職業技術學院和河北工業大學邢台教學站聯合開辦持續進修課程，成立「建滔班」，為員工專業技能提升以及學歷提升需求提供便利。不僅為本集團培訓人才，同時為集團的基層管理人員提供在職考取學位的機會。本集團亦與江西理工大學、茂名學院聯合辦學，於清遠區及江門區舉辦「建滔大專班」，為有志提高學歷的員工，提供學習的平台。

另外，集團於2003年起成立「建滔管理學院」，至今已構建一套完善的建滔風格培訓體系，細分為畢業前管理、上任前培訓及在職後培養等不同模組，以期通過統一的人才培養計劃為集團提供高品質的人才儲備。

### B4 勞工準則

本集團堅信尊重員工是企業成功的核心，勞資關係雙方相互尊重、平等合作的關係可令企業增加凝聚力。在此前提下，我們採取一系列措施保障僱員權益，包括嚴格按照《勞動法》及《SA8000社會責任體系》的相關要求，禁止以暴力、脅迫、拘禁或其他非法行為強迫勞工工作及禁止聘用童工。

所有符合招聘要求的員工在正式取錄前，必須已成年及持有經公安部門簽發的有效身份證明文件，並一律簽訂勞動合同，以杜絕強制勞工的可能性。所有的人員錄用須以自願、合法的原則進行。在辦理入職手續時，會嚴格核查身份證信息，對於不夠年齡人員，堅決不予錄用。

**ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT****環境、社會及管治報告****B. THE COMMUNITY** (continued)**B4 Labour Standards** (continued)

The Company was not aware of any material non-compliance of applicable laws and regulations pertaining to the prohibition against child labour or forced labour during FY2017.

**B5 Supply Chain Management**

We typically apply stringent requirements in respect of suppliers and the stability of supply chains. All suppliers of production materials must have passed our Group's evaluation before entering into cooperation with us. A vetting process is conducted in respect of the business licenses, accreditations and qualifications of suppliers, including various international quality management system (ISO) accreditations (such as ISO9001, ISO14001 and others), OHSAS18001 (occupational health and safety management system accreditation), safety testing and certification of the United States (UL) and test reports under the Restriction of Hazardous Substances Directive of the European Union (ROHS), to ensure suppliers' compliance with the Group's requirements.

Moreover, we conduct on-site assessments at the suppliers' plants and sample tests on their products to ensure compliance of their products with our quality requirements. Only suppliers who have complied with the Group's requirements will be admitted to the Group's list of qualified suppliers.

The Group also monitors the quality of products provided by its suppliers on a continuous basis. To avoid compromising the quality and safety of the Group's products, suppliers whose accreditation or product quality falls short of required standards will be suspended. Annual reviews of the suppliers are being conducted through on-site examination of their quality management, environmental systems, production setting and social responsibility to ensure compliance of their products and services with quality requirements and the principle of sustainable development.

**B. 社會** (續)**B4 勞工準則** (續)

本集團於2017年財政年度並無發現任何與防止童工或強制勞工有關之法律及法規的重大違規事宜。

**B5 供應鏈管理**

我們一向對供應商及供應鏈之穩定有著嚴格要求，所有提供生產物料的供應商在與集團合作前，必須通過我方的供應商評估。我們會對供應商的營業執照、認證資格證書進行審查，其中包括各項國際質量管理系統(ISO)認證(如ISO9001、ISO14001認證)、職業安全衛生管理系統(OHSAS 18001)認證、美國安全試驗(UL)認證及歐盟危害性物質限制指令(ROHS)測試報告等等，以確保供應商符合集團要求。

此外，我們亦會派員到供應商廠房作現場評估，並對供應商產品進行樣品測試，確保產品質量符合要求。只有符合及通過集團的各項規定之供應商方可錄入集團的合資格供應商名單內。

集團亦會持續對供應商的產品質量進行監管，若供應商的認證資格或產品質量未能達標，我們將會停用該供應商，以避免本集團產品的質素及安全性受到負面影響。我們會每年對供應商進行年度評審，就供應商質量管理、環境系統、生產環境及社會責任等方面進行現場審查，以確保供應商的產品與服務符合質量要求及可持續發展原則。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## B. THE COMMUNITY (continued)

### B6 Product Responsibility

We have adopted a customer-centric principle with a primary focus on customers' experience of products and after-sales services. In this regard, we have established and implemented comprehensive procedures to manage customer communications, returned goods and customer complaints and assigned dedicated staff to provide after-sales services and handle returned goods and customer complaints, so as to assure timely response to customers' needs. Customer service personnel are required to retain all records of communications with customers to provide reference to relevant staff for understanding customers' requirements and expectations, so that timely actions can be taken to assure positive customer experience of our services.

In connection with product quality, we have obtained ISO9001:2008 and IATF 16949 quality system accreditations. The Group has formulated quality standards and relevant guidebooks covering the entire business process from inspection of raw materials to packaging and delivery. Product quality control is performed by the quality inspection department in accordance with the relevant standards and guidebooks to ensure compliance of our raw materials, semi-finished products and finished products with relevant quality standards. To prevent the circulation of sub-standard products and ensure consistency of product specifications with customers' requirements, we typically conduct a compliance check of each finished item prior to ex-factory delivery.

Moreover, the Group regularly invites third-party accreditation institutions to conduct general audits of its quality management system and provide guidance to relevant departments and teams, with a view to continuously improving the effectiveness, adequacy and suitability of its quality system. We also arrange regular training for staff of the quality inspection department to ensure that their knowledge and skills match with increasingly rigorous quality requirements.

Meanwhile, the Group is also highly concerned with customer privacy. We require our staff to comply with the Group's internal rules and regulations on information protection and handle and store customer-related information with prudence and care. We have also installed various computer controls to protect customer information in our computer systems. Such internal control measures are reviewed on a regular basis to ensure its effectiveness.

The Company was not aware of any material non-compliance of applicable laws and regulations pertaining to product and service quality and customer privacy that had a significant impact on the Group during FY2017.

## B. 社會 (續)

### B6 產品責任

我們的宗旨是以顧客為先，顧客的產品體驗及售後服務為我們的主要關注焦點之一。故此，我們編製及落實完善的顧客溝通管理、退貨處理及顧客投訴處理程序，並有專門人員負責客戶的售後服務，處理退貨及投訴等事宜，以保證及時響應客戶的需要。我們亦要求客戶服務員保留每次與顧客溝通的相關記錄，以方便各相關人員瞭解顧客的需求與期望，適時跟進，保證顧客有良好的服務體驗。

在產品質量方面，我們已通過質量體系認證ISO9001：2008及IATF 16949。現時集團已制定各種質量標準，從來料檢查到包裝出貨均有專門的質量標準指導書，供質檢部門作為產品質量監控的標準，以確保我們的原材料、半成品和成品符合質量標準。為禁止不合格品流出，以及確保產品規格與客戶要求一致，在每件成品出貨前，我們均會再次對產品質量進行稽查。

此外，集團會定期邀請第三方認證機構進行全面的質量管理體系審核，並對相關部門及小組提供指導，以持續提升質量體系運行的有效性、充分性和適宜性。我們亦會安排質檢部門的員工進行定期培訓，以確保員工的知識和技能可符合不斷提高的質量要求。

另一方面，集團同樣關注客戶的私隱。我們要求員工遵守集團內有關資料保護之規章制度，謹慎處理及存放與客戶有關的資料，同時設立各種電腦控制以保護系統內有關客戶的資料，並定期對有關內部控制進行覆核，確保其有效性。

本集團於2017年財政年度並無發現與產品、服務質量及客戶私隱有關之法律及法規的重大違規事宜。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## B. THE COMMUNITY (continued)

### B7 Anti-corruption

All members of our staff, including the management, are required to strictly comply with the code of conduct of our Group. Management personnel are required to declare annually conflict of interests in any form, while the Group has established an anonymous whistleblowing mechanism supported by an independent investigation team to deal with all reports on bribery, extortion, fraud and money-laundering. Moreover, to enhance staff awareness of the importance of honesty and integrity, all new employees are required to participate in training on the code of conduct upon induction. Stringent approval procedures have been established in respect of the use of company funds, while incumbent staff also receive regular training in the form of case study.

The Company was not aware of any material non-compliance of applicable laws and regulations pertaining to the prevention of bribery, extortion, fraud and money-laundering during FY2017.

### B8 Community Investment

In addition to its persistent efforts in corporate development, the Group is also committed to the undertaking of corporate social responsibility and the promotion of social harmony.

Apart from the above, we also consider community care and social contribution a core responsibility of the Group's long-term development, as we endeavour to continually improve our social responsibility management regime and help people in need with the resources of corporate and society as well as social resources through the collective efforts of plants, families and the community. During the Reporting Period, we were focused on providing aid to underprivileged groups, and we paid visits to grassroots citizens in Qingshan Town, Lin'an City, Zhejiang Province during traditional festivals such as the Chinese New Year, Dragon Boat Festival and Mid-Autumn Festival to show our care and concern. Furthermore, to help enrich the cultural life of the community and enhance the Company's engagement, our staff actively participated in the local card game contest in a strong boost of the cultural and leisure life of local residents. The Group's management also visited children of low-income or grassroots families to bring them food, stationery and toys. Local kids are encouraged to overcome difficulties with a positive attitude and learn with diligent efforts so that they might become useful members of the community someday.

## B. 社會 (續)

### B7 反貪污

本集團嚴格要求管理層及所有員工遵守集團的道德行為守則，管理人員每年需要申報任何形式的利益衝突事宜，而集團設立了匿名舉報及獨立小組調查機制，處理所有賄賂、勒索、欺詐及洗黑錢的舉報。另外，為加強員工的廉潔意識，我們要求所有新員工入職時均須參加道德行為守則的培訓，並對於公司資金用途訂立嚴格的審批機制，定期以個案研究的方式培訓現有員工。

本集團於2017年財政年度並無發現與防止賄賂、勒索、欺詐及洗黑錢有關之法律及法規的重大違規事宜。

### B8 社區投資

本集團一直在堅持企業發展的同時，承擔著企業的社會責任及促進社會和諧發展的使命。

除此之外，我們把關愛社會、奉獻社會作為集團長遠發展的核心責任，努力不斷完善社會責任管理機制，通過廠區、家庭、社會相結合，運用各種企業和社會資源，幫助社會上有需要的群體。於報告期間，我們集中支援經濟環境較不理想的社會群體，分別在春節、端午節、中秋節等傳統節日前赴浙江省臨安市青山鎮慰問基層群眾，為他們表達我們的關懷。另外，為豐富社區文化生活，增加企業與社區互動，公司員工更積極參加了當地的紙牌遊戲比賽，極大地帶動當地居民的文化娛樂生活。集團的管理人員更前往貧困山區探訪低保戶與基層家庭小孩，並提供食品、文具及玩具等物資，並鼓勵當地學童正視困難，奮發圖強，以成為對社會有用之才為目標而努力學習，積極生活。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## BOARD MANAGEMENT & RESPONSIBILITY

The Group is committed to good corporate governance, which promotes the long-term interests of shareholders, strengthens board and management accountability, and helps build public trust in the Company.

In this ESG Report, we highlighted many corporate policies and practices, through which we seek to responsibly manage our business in different parts of the world. The Group's risk management initiatives, which include ESG, consider annually whether the Company's policies and programs adequately identify and respond to the material ESG risks that we face. The Group's risk management and internal control systems help ensure protection of the Group's assets, including our people, the efficiency and effectiveness of our processes, the reliability of the information provided to our stakeholders, and our compliance with applicable laws and regulations.

### Risk Management, Internal Control and Responsibility of the Board

The Board acknowledges its accountability to the risk management and internal control system and its responsibility to review the effectiveness of the system. The Board also clarifies that the system is purported to manage, but not eliminate, the risk of failure to fulfil business objectives, and can only provide reasonable but not absolute assurance against material misstatement or loss.

Management is responsible for setting the appropriate tone from the top, performing risk assessment, and owning the design, implementation and maintenance of internal control. Essential to this risk management and internal control systems are well defined policies and procedures that are properly documented and communicated to employees.

The Group has established an internal audit department to review the financial condition, operational condition, risk management, compliance control and internal control of the Group. The Audit Committee assists the Board to fulfill its oversight role over the Group's risk management and internal control function by reviewing and evaluating the effectiveness of our overall risk management and internal control system at least annually. For FY2017, the Board, through the Audit Committee, conducted a review of the effectiveness of the internal control system of the Company including financial, operational and compliance controls and risk management and will conduct such review at least once a year, so as to ensure the shareholders' investment and the Group's assets are properly safeguarded. The Board is satisfied that, based on the information supplied, coupled with its own observations and with the assistance of the Audit Committee, the present internal controls and risk management processes are satisfactory for the nature and size of the Group's operations and business.

## 董事會管理及責任

本公司致力奉行良好企業管治，旨在促進股東長遠利益、提升董事會及管理層問責，以及樹立公眾對本公司的信心。

本ESG報告重點介紹本公司各項企業政策及常規，旨在以負責任方式管理我們遍佈世界各地的業務。本公司每年檢討其風險管理措施，包括ESG，以考慮本公司的政策及方案是否足以識別及應對所面臨的重大ESG風險。本公司的風險管理及內部監控系統協助保障本公司的資產（包括員工）、確保業務流程行之有效、持份者獲提供可靠資料，以及我們遵守適用之法例法規。

### 風險管理、內部監控及董事會責任

董事會承認其須對風險管理及內部監控系統負責，並有責任檢討該系統之效益。董事會亦闡釋該系統旨在管理而非消除未能達成業務目標的風險，而且只能就不會有重大的失實陳述或損失作出合理而非絕對的保證。

管理層負責從頂層為監控定調、執行風險評估、並設計、實施及維護內部監控。對風險管理及內部監控系統不可或缺的是明確妥善訂立書面政策和程序，並向員工傳達。

本集團已成立內部審核部門，負責審閱本集團之財務狀況、經營狀況、風險管理、規章監控及內部監控。審核委員會協助董事會履行其在本集團風險管理及內部監控功能上的監管角色，每年至少一次審閱及評估風險管理及內部監控系統整體的效益。於2017年財政年度，董事會透過審核委員會每年至少檢討一次內部監控系統之效益，包括財務、營運及規章監控及風險管理功能，以確保妥善保障股東的投資及本集團的資產。董事會根據獲提供之資料，連同其本身觀察及在審核委員會協助下，信納就本集團營運及業務之性質及規模而言，現行內部監控及風險管理程序令人滿意。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

## BOARD MANAGEMENT & RESPONSIBILITY

(continued)

### Risk Management, Internal Control and Responsibility of the Board (continued)

The Audit Committee assists the Board to fulfil its oversight role over the Group's risk management and internal control function by reviewing and evaluating the effectiveness of our overall risk management and internal control system at least annually.

The Group's risk management and internal control system is embedded within our business processes so that it functions as an integral part of the overall operation of the Group. The system comprises a comprehensive organisation structure with assignment of definite accountabilities and delegation of corresponding authorities to each post. Based on our organisation structure, a reporting system has been developed including reporting channels from division heads of business units to the Board.

The risk management and internal control systems and accounting system of the Group are aimed at identifying and evaluating the Group's risk and formulate risk mitigation strategies, and to provide reasonable assurance that assets are safeguarded against unauthorised use or disposition, transactions are executed in accordance with management's authorisation, and the accounting records are reliable for preparing financial information used within the business for publication, maintaining accountability for assets and liabilities and ensuring the business operations are in accordance with relevant legislation, regulations and internal guidelines.

The Group has a defined organisational structure with clear defined lines of responsibility and authority. Each department is accountable for its daily operations and is required to report to executive Directors on a regular basis. Policies and procedures are set for each department, which includes establishing and maintaining effective policies to enhance risks identification to which the Group are exposed and taking appropriate action to manage such risks, establishing a structure with defined authorities and proper segregation of duties; monitoring the strategic plan and performance; designing an effective accounting and information system; controlling price sensitive information; and ensuring swift actions and timely communication with our stakeholders.

### Procedures and Controls over Handling and Dissemination of Inside Information

With respect to the procedures and internal controls for the handling and dissemination of inside information, the Group has internal policy and procedures which strictly prohibit unauthorised use of inside information and has communicated to all staff; the Board is aware of its obligations to announce any inside information in accordance with the Listing Rules and conducts the affairs with reference to the "Guidelines on Disclosure of Inside Information" issued by the Securities and Futures Commission in June 2012. In addition, only Directors and delegated officers can act as the Group's spokesperson and respond to external enquiries about the Group's affairs.

## 董事會管理及責任(續)

### 風險管理、內部監控及董事會責任(續)

審核委員會協助董事會履行其在本集團風險管理及內部監控功能上的監管角色，每年至少一次審閱及評估風險管理及內部監控系統整體的效益。

本集團的風險管理及內部監控系統已納入業務流程中，成為本集團整體營運中不可分割的一部份。該系統包括一個全面的組織架構，當中每個崗位都委以明確責任，並授予相應權力。本集團根據組織架構建立了匯報制度，當中包括每個主要業務單位的主管向董事會匯報的渠道。

本集團設立風險管理及內部監控制度，以及會計制度，用以確認及評估本集團之風險，並制定減低風險之策略，以及合理確保資產不會在未經授權情況下被使用或出售，及各項交易均在管理層授權之情況下進行，以及會計賬目能夠可靠地被用作編製業務中可供刊發之財務資料、維持資產與負債之責任性及確保業務運作根據相關之法規、條例及內部指引開展。

本集團設有權責分明之組織架構。每個部門對其日常運作負責，並需定期向執行董事匯報。每個部門已設有既定政策及程序，其中包括建立及維持有效之政策以確保本集團之風險得以妥善識別，並採取合適之行動以管理該等風險；建立權責分明、職責恰當劃分之架構；監察策略計劃及表現，設計一個有效之會計及資訊系統；控制影響股價之敏感資料；及確保本集團利益相關者維持快捷及時之通訊。

### 處理及傳播內幕消息之程序及監控

有關處理及傳播內幕消息之程序及內部監控，本集團設有嚴格禁止未經授權使用內幕消息之內部政策及程序，並已知會全體員工；董事會意識到其應根據上市規則公佈任何內幕消息，並參照證券及期貨事務監察委員會於2012年6月發佈之「內幕消息披露指引」進行業務之責任。此外，僅董事及獲任命之高級職員方可擔任本集團之發言人及回應有關本集團業務之外界查詢。



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