



China Automotive Interior Decoration Holdings Limited 中國汽車內飾集團有限公司

(Incorporated in the Cayman Islands with limited liability)
(於開曼群島註冊成立的有限公司)

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2017
環境、社會及管治報告
Environmental, Social and
Governance Report 2017

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ABOUT THE REPORT

In 2017, China Automotive Interior Decoration Holdings Limited (collectively “the Group” or “We”) has adhered to the principle of “Seek Truth from Facts, Lead by Examples”. With care and love for the environment, ecology, talents and active participation of employees, we have achieved effective practices in environmental and social performance. We hope employees and the Group working together to raise awareness in environmental and social responsibility, to develop and grow together. For stakeholders, we have followed the principle of mutual benefits by maintaining effective communication, sharing information on environmental and social responsibility, and establishing long-term partnership.

Reporting Scope: This annual report covers the operations of the Group’s automotive interior decorations business at Wuxi City, the PRC for the year ended 31st December 2017. The reporting period is the fiscal year 2017 (1st January 2017 – 31st December 2017), which runs consistent with the annual report of the Group.

This report was prepared in accordance with Appendix 27 Environmental, Social and Governance Reporting Guide to the Rules Governing the Listing of Securities of the Stock Exchange of Hong Kong Limited. This is the Company’s second Environmental, Social and Governance (“ESG”) Report in accordance with the Guide.

COMMUNICATION WITH STAKEHOLDERS

Understanding the needs of the stakeholders is an important consideration for the Group to lead and develop. We have maintained good relationships with our stakeholders by understanding their expectations through two-way communication. This was done via meetings, telephone conferences, information on the company website, company publications and E-mails on issues such as environmental protection awareness, fire safety, product quality and emission reduction. The Group has held regular annual general meetings, as required by the Stock Exchange, to provide shareholders with the Group’s business situation and vision, in order for them to build understanding and confidence in us.

關於本報告

在2017年度，中國汽車內飾集團有限公司（統稱「集團」或「我們」）堅持「實事求是、以身力行」為念，及本著對環境、生態、人才的愛護，配合員工的積極參與，在環境和社會表現得到有效地實踐。我們期望員工與本集團一起提升環境和社會責任意識，並一起發展及成長。對於持份者，我們以互惠互利的原則，與他們保持良好的溝通，相互交流及分享環境和社會責任的資訊，共同建立長期合作夥伴關係。

報告範圍：本年度報告涵蓋本集團截止二零一七年十二月三十一日止年度位於中國無錫市的汽車內飾營運業務。報告的時段為二零一七年財政年度（二零一七年一月一日至十二月三十一日），與本集團年報報告期一致。

本報告依據《香港聯合交易所有限公司證券上市規則》附錄二十七《環境、社會及管治報告指引》編撰，為公司第二份依循該指引編撰的環境、社會及管治（「ESG」）報告。

與持份者溝通

洞悉持份者的需求，是本集團領導及發展的重要考慮因素。我們通過探訪會議、電話會議、公司網站資訊、公司刊物、電郵等多種渠道，與持份者在環保意識、消防安全、產品質量、減少排放等議題上進行雙向溝通，從而明白他們的期望，使我們與持份者之間的合作良好關係。本集團按照聯交所相關規定定期召開周年股東大會，為股東提供集團的經營情況和願景，以建立股東對我們的瞭解及信心。

1. ENVIRONMENT

1.1 Cherish Environment and Reduce Emissions

As the problem of environmental pollution has become increasingly serious, national governments have established strict environmental laws towards this issue. As a responsible and dutiful company, the Group is dedicated to controlling and reducing impact to the environment.

The Group has adopted organized emissions for organic compound generated from various stages of the manufacturing process. Collected exhaust would be emitted to the environment through pipelines. In order to implement the local government's legal requirements on air pollutant emissions, the Group would delegate a third-party inspection body to conduct regular monitoring on organic compound emissions.

The industrial wastewater generated by the Group mainly comes from the production of adhesive backed fabrics. During the production batch change, water for equipment cleaning would be collected, precipitated and recycled. This step could prevent wastewater pollution and effectively reduce the usage of water resources.

The Group would appropriately separate hazardous and non-hazardous waste for disposal. Hazardous waste, such as waste plastics and waste active charcoal, would be entirely transferred to government licensed processors for safe disposal. Non-hazardous waste would be managed by the industrial park management committee. To reduce waste, we would segregate and recycle waste such as glass and aluminum cans. In addition, a simple process would be carried out for trimmed materials and regrind materials generated for reuse in the manufacturing process. This would help reduce waste disposal and increase cost effectiveness.

1. 環境

1.1 愛環境減排放

環境污染問題日益嚴重，多國政府正針對此問題制定了嚴格的環保法例，本集團作為一間負責任的企業，亦克盡己任，以守法循規為原則，致力控制及減少對環境的影響。

本集團對生產過程中不同環節所產生的有機廢氣採取了有組織的排放，收集到的廢氣會經管道集中排放到大氣中。而為貫徹落實當地政府有關大氣污染物排放的法例要求，本集團會委託第三方檢測機構為排放的有機廢氣進行定期監測，以確保符合標準。

本集團產生的工業廢水主要來自背膠線的生產，當進行生產換批時，清洗設備用水最後會收集起來，經沉澱後再循環使用。此措施既可避免因排出工業廢水而造成污染，同時亦能有效減少水資源的使用。

對於廢棄物的處理，本集團會適當分開有害及無害廢棄物作棄置。有害廢棄物，如廢膠渣、廢活性炭等會嚴格按照當地的環保法要求，全數轉交獲政府許可的合資格處理商作安全處置。而無害廢棄物則會交由所在的工業園管理委員會作統一處理，同時，我們在廠區內亦對玻璃、鋁罐等廢棄物安排分類回收，以減少廢棄物的產生。另一方面，對生產過程中所產生的邊料和次料會進行簡單的工序處理，再回收到產品製作過程中作循環使用，有助減少廢棄物料的棄置，亦能提高成本效益。

During the reporting period, the exhaust emissions generated by the Group were mainly vehicle exhaust emissions generated by the Company's vehicles. Major emission data is as follows:

於報告期內，本集團排放的廢氣主要為公司車輛的尾氣排放，主要排放數據如下：

Major emissions 主要排放物	Unit 單位	Emissions 排放量
Nitrogen oxides 氮氧化物	kg 千克	74.2
Suspended particles 懸浮顆粒	kg 千克	7.1
Sulfur dioxide 硫氧化物	kg 千克	0.11

During the reporting period, the data of greenhouse emissions generated by the Group is as follows:

於報告期內，本集團排放的溫室氣體數據如下：

Type 類別	Emissions 排放量 (tCO ₂ e) (噸二氧化碳當量)	Intensity 密度 (emission per square meter) (以每平方米排放量計)
Greenhouse gas 溫室氣體	4,203.76	5.48

During the reporting period, the data of hazardous waste and non-hazardous waste generated by the Group is as follows:

於報告期內，本集團產生的有害廢棄物和無害廢棄物數據如下：

Type 類別	Total 總量 (tonnes) (噸)	Density 密度 (tonnes per square meter) (以每平方米每噸計)
Hazardous waste 有害廢棄物	2.9	0.0038
Non-hazardous waste 無害廢棄物	5	0.0065

The Group has strictly complied with the laws and regulations related to emissions. During the reporting period, there have been no cases of prosecution against the Group due to violation of any relevant laws.

本集團恪守排放物的法律法規，期內未有發生任何違反相關法例而被檢控的個案。

1.2 Use of Resources

“Lower Energy Consumption, Reduce Resource Use” has been the priority in the Group’s efforts to improve the environment. We have implemented a series of measures for reducing energy consumption and resource used. They are as follows:

- For processes that use thermal setting, new and highly effective steam trapping equipment have been introduced. This has shortened the length of the steam pipes, and consequently reduced steam and energy consumption. The steam consumption during 2017 has been decreased by 30% from previous years;
- Cotton insulation has been placed around the thermal setting process drying room to improve insulation and reduce heat loss. The drying speed of nonwoven fabric has been increased with an additional one meter per minute;
- Fiberglass light transmitting panels have been installed in the roof of main workshop to reduce the use of lighting in the daytime. This measure could save approximately 50,000 kilowatt hours electricity per year;
- Use of energy-saving machines to reduce energy consumption;
- To effectively reduce the use of packaging material, the Group would negotiate with clients to increase the number of items in individual packages. If this is carried out, we estimate a decrease in packaging material consumption of up to 15%;
- Strict control on procurement and use of raw material based on production orders;
- We have advocated energy saving in the office by using natural light and reducing the use of power in office area and unoccupied areas. We have also encouraged employees and visitors to save water.

1.2 資源使用

「降低能源消耗、減少耗用資源」已被視為本集團在改善環境方面的首要工作，為此，我們推行了一系列有關節約能源及資源的方案和計劃，詳情如下：

- 針對使用蒸汽進行熱定型的工序，引進新型高效的蒸汽疏水設備，從而縮短蒸汽管道長度，減少蒸汽用量，亦同時減低用來產生蒸汽的能源消耗，更令2017年的蒸汽用量對比往年減少約30%；
- 為熱定型工序烘房四周加貼保溫棉以提升保溫效果，減少熱量損耗，從而令工藝溫度提高，無紡布的烘乾速度每分鐘亦因而增加了1米；
- 主車間樓頂加裝玻璃鋼採光帶，令車間在白天無需依靠燈光照明，此措施可為廠區每年節省約5萬千瓦時的用電；
- 採用節能電機，以降低能耗；
- 為有效減少包裝材料的使用，本集團將與客戶協商，計劃增加每個獨立包裝內的成品件數，如按計劃進行，預計能降低達15%的包裝材料耗用量；
- 根據生產訂單嚴格控制原材料的採購和領用，以避免過量的採購而造成浪費；
- 辦公室範圍亦倡導節約水電，盡量採用自然光照明，推行減少辦公用電和非辦公用電；又在日常運作中，鼓勵員工及訪客節約用水。

During the reporting period, the major consumption of energy and resources is as follows:

於報告期內，本公司的主要能源和資源消耗情況如下：

Types	Consumption
類別	消耗量
Electricity consumption (kilowatt hours) 耗電量 (千瓦時)	5,145,992
Electricity consumption density (kilowatt hours per square meter) 耗電密度 (每平方米千瓦時計)	6,709.25
Water consumption (cubic meter) 耗水量 (立方米)	12,410
Water consumption density (cubic meter per square meter) 耗水密度 (以每平方米立方米計)	16.18
Total amount of plastic packaging materials for finished product (tonnes) 製成品所用包裝膠材料總量 (噸)	3

1.3 The Environment and Natural Resources

The Group has successfully obtained the ISO14001 Environmental Management System certification since 2006. We have developed programmes related to prevention of environmental pollution for continuous improvement. This is to fulfill our commitment to environmental protection. Moreover, the Group has primarily focused on saving energy, reducing consumption, reducing pollution and improving efficiency. We have strived to reduce impact on the environment and natural resources by actively using energy-saving devices and technology, introducing wastewater recycling systems, recycling manufacture waste and reducing raw material consumption.

In addition to implementing environmental management system, the Group has reinforced cooperation with suppliers that advocate green management. We prioritize raw material suppliers with green certification. In regards to the supply of one of our main raw material, fibers, we have secured suppliers that have obtained green certification now account for around 80% of the Group's fiber procurement.

Besides, the Group has promoted a paperless operation through various means such as providing clients with online purchasing services and using computer filing instead of printed copies.

1.3 環境及天然資源

本集團早於2006年已順利通過ISO14001環境管理體系的認證，並按照體系相關的標準要求，不斷開展有關預防環境污染的項目，以持續改善我們的環境績效，實踐對保護環境的承諾。此外，本集團又以節能、降耗、減污、增效為主要方向，積極採用節能的裝置及技術，引入廢水循環系統、回收生產廢料及實行原材料減耗，為減低對環境及天然資源的影響而努力。

本集團在推行環境管理體系的同時，亦盡力加強與主張綠色管理的供應商合作，以提升我們對環境的關注層面。本集團會優先選擇有綠色認證的原材料供應商，而就我們其中一種主要的原材料纖維而言，現時已取得綠色認證的供應商已佔本集團約八成的纖維採購量。

除此之外，本集團亦從多方面推廣無紙化運作，包括為客戶提供現代化的產品網上訂購服務，又會將內部文件以電腦存檔取代印刷本，以節約用紙。

2. EMPLOYMENT AND LABOUR PRACTICES

2.1 Employment

We are committed in providing fair employment opportunities and have created a work environment of mutual respect for the employees. The Group strongly advocates anti-discrimination and has implemented relevant policies that focuses on treating others with fairness and dignity, and giving everyone equal opportunities. The Group has also been actively fulfilling its social responsibility by hiring people with disabilities, exemplifying the spirit of equality. Moreover, we follow a policy of employee diversity. Candidates, whether local or foreign, would be hired as long as they fulfill the job requirements. During the reporting period, foreign employees were accounted for 80% of the Group's employees. In terms of remuneration, internally, we would determine primarily base on personal capabilities and rank. Externally, competitiveness would be maintained to attract and retain outstanding talents. To maintain fair competition, employees' personal qualities and capabilities would be the only deciding factors for employee promotion.

The Group has provided a diverse range of staff welfare benefits. All employees are entitled to statutory holidays, paid annual leave, marriage leave, maternity and paternity leave and other such holidays prescribed by the local labour laws. Apart from statutory holidays, we would arrange additional welfare for employees to celebrate the festivals. Benefits would be given for special occasions such as birthdays, marriage or sickness. Employees' social insurance and commercial accident insurance would be paid for by the Group so that they can be compensated in the event of an accident. In terms of lay-off, contracts would be terminated according to the Labour Law and company regulations for employees who were not abiding by the Labour Law. Retirement procedures would be arranged for employees who have reached the retirement age according to the national policy.

2. 僱傭及勞工常規

2.1 僱傭

我們致力提供公平的就業機會，為員工創造一個互相尊重的工作環境。本集團大力倡導反歧視，並制定相關政策，主張公平、尊嚴地對待他人，給予各人平等的機會。與此同時，本集團亦積極履行社會責任，聘請殘疾人士作為員工，以體現人人平等的精神。我們更奉行僱員多元化的政策，應徵者只要符合相關職位的工作要求，不論是本地或外地人士，都會聘請；而報告期內集團旗下僱員佔百分之八十均為外地人員。薪酬方面，集團對內主要以個人能力及職級來釐定，而對外則會保持相應的競爭力，以吸引和留住優秀人才。員工晉升方面，亦只會考慮員工的個人素質及能力，以維持公平競爭的機制。

本集團為員工提供多元化的福利待遇，所有員工均享有當地勞動法規定的假期，如有薪年假、法定節假日及婚假產假等。除了法定假期外，我們亦額外安排在節日發放福利給員工；而對於員工的一些特別情況，如生日、結婚、生病等也會給予一定的福利待遇。另一方面，本集團又為所有員工繳納社保及意外商業保險，如當員工遇上意外，可及時為他們作出賠償。而解僱方面，則會對不符合勞動法規定錄用的員工，根據勞動法和公司規章制度解除勞動合同；退休方面，則根據國家政策給達到退休年齡的員工辦理退休手續。

Distribution of employees (number of employees):

員工分佈(員工人數):

Total 總體	145				
Gender 按性別劃分	Male 男			Female 女	
	113			32	
Age group 按年齡組別劃分	18 – 24	25 – 34	35 – 44	45 – 54	55 – 64
	1	41	49	46	8
Employment type 按僱傭類型劃分	Full-time 全職		Part-time 兼職		Contract 合約
	140		0		5
Employee category 按僱員類別劃分	Senior management level 高級管理層		Middle management level 中級管理層		Supervisor 主管
	4		5		6
					130

Turnover rate of employees (%):

員工流失率(%):

Gender 按性別劃分	Male 男			Female 女	
	7.1			3.1	
Age group 按年齡組別劃分	18 – 24	25 – 34	35 – 44	45 – 54	55 – 64
	100	7.3	4.1	2.2	0

The Group has strictly complied with the laws and regulations related to employment. During the reporting period, there have been no cases of prosecution against the Company due to violation of any employment related laws.

本集團恪守相關的僱傭法例，期內未有發生任何違反與僱傭相關法例而被檢控的個案。

2.2 Health and Safety

As part of the manufacturing industry, safe production and employee health are crucial to the Company's operation. The Group has implemented occupational safety management measures to create a safe and healthy work environment with the goal of "Zero Fire Hazards, Zero Deaths, Zero Severe Injuries, Zero Occupational Disease". In 2017, the Group had successfully achieved all goals and has been awarded the "Manufacturing Safety Standardization Grade 3 Certificate for a Textile Company" from the local government. To fully implement the safety management system, the Group has carried out various measures as follows:

- Identify hazard and risk so that they can be managed;
- Provide appropriate personal protective equipment and first aid kits to ensure safety and health of employees;
- Appoint safety officers to monitor and inspect the equipments in the workplace to ensure all are in safe conditions;
- The Group places the same importance on the safety supervision on the subcontractors. We would sign a safety management agreement with the subcontractors, clearly detailing relevant safety responsibilities, and carry out supervision and inspection on them.

To raise employee awareness of work safety, the Group would offer corresponding occupational health and safety training and drills for employees to let them fully aware of the potential risk in the work environment and measures that could be taken to prevent such incident from occurring. Apart from physical health, the Group also places importance on employees' mental health. Psychological counseling and stress relieve sessions would be provided for employees.

The Group has strictly complied with the laws and regulations related to occupational safety and health. During the reporting period, there have been no cases of prosecution against the Group due to violation of any relevant laws.

2.2 健康與安全

作為製造業的一份子，安全生產及員工健康在企業營運中至為關鍵。本集團實行職業健康安全管理制度，並訂下「火災事故為零、死亡率為零、重傷率為零、職業病發病率為零」的目標，致力營造一個安全健康的工作環境；而於二零一七年，本集團亦順利達成所有目標，並獲當地市政府頒發「紡織企業安全生產標準化三級證書」以表揚我們在安全生產方面的出色表現。而為全面落實安全管理制度，本集團推行了多項措施，具體如下：

- 對工作場所開展危險源和安全隱患識別工作，務求針對性地進行管理；
- 為員工提供工作崗位所需的勞動防護用品和醫療用品，以保障員工的安全及健康；
- 委派安全員專責監督及檢查工作場所內的設備，以確保處於安全狀態；
- 本集團亦同樣重視對外包商的安全監管，會與外包商簽訂安全管理協議，明確相關安全責任，並對它們實施監督檢查。

為增強員工有關工作安全方面的意識，本集團會為員工提供適當的職業健康及安全培訓和演習，讓他們充分認識到工作環境中潛在的危險以及預防事故發生應採取的措施。除關注員工的身體健康，本集團亦關注員工的心理健康，我們會為員工安排心理輔導和減壓。

本集團嚴格遵守相關的職業安全健康法例，期內沒有任何違反相關法例的個案發生。

2.3 Development and Training

The Group has made significant efforts in building a good platform for employees to grow and assisting them in making their career plans. Moreover, employees could independently formulate their career goals. Through this, we would then establish a series of plans such as training, promotion and human resource deployment to help employees to grow together with the Group.

To increase employees' professional knowledge and skills, the Group would regularly establish the annual training plans. Training would conduct to all departments. Training programs would primarily cover the operations of critical production process, e.g. "Needled Fabrics Quality Training", "Product Quality Requirements and Recent Measures of Quality Improvement" and manufacturing equipment maintenance knowledge. We have also arranged external training programs on various subjects including system auditing, financial operations, seminar on new changes to personnel training and discharged pollutants declaration.

Percentage of trained employees (%):

受訓僱員百分比(%) :

Gender 按性別劃分	Male 男		Female 女	
		81.4		78.1
Employee category 按僱員類別劃分	Senior management level 高級管理層	Middle management level 中級管理層	Supervisor 主管	Regular employee 一般員工
	100	100	100	78.5

Average training hours completed per employee:

僱員完成受訓的平均時數(小時) :

Gender 按性別劃分	Male		Female	
		14.8		4.6
Employee category 按僱員類別劃分	Senior management level 高級管理層	Middle management level 中級管理層	Supervisor 主管	Regular employee 一般員工
	14	20.4	15.7	14.9

2.3 發展及培訓

本集團竭力為員工搭建良好的成長平台，協助員工制定他們的職業計劃，並通過員工自主確立職業發展目標的互動模式，從而訂立培訓、升遷、人力資源調配等一系列的政策，以促進員工和企業的共同進步與全面發展。

為提升員工的專業知識及技能，本集團會定期編制年度培訓計劃，培訓內容包含所有部門。而培訓課程則主要涵蓋重點生產崗位操作，如《針刺線品質培訓》；有關品質管理知識方面，如《產品的品質要求和近期品質改善的措施》；以及生產設備維修知識等。另外，我們又安排了涉及多個範疇的外部培訓課程，當中包括體系審核、財務實操、人事培訓新政講解以及排污申報等方面的實務課程。

2.4 Labour Standards

The Group respects the rights and interests of each employee. In compliance with the regulations of “Labor Contract Law of the People’s Republic of China”, we have forbidden the employment of child labour and have prohibited the recruitment of any persons under the age of 18 or child labour. The Group has also prohibited the execution of forced labour. No employee shall be forced to work overtime against his own will. Overtime work must be done voluntarily and employees would be required to fill out the “Voluntary Overtime Application Form”. Overtime hours would strictly follow local labour law regulations to fully protect employees’ rights.

The Group has strictly complied with the laws and regulations related to labour standards. During the reporting period, there have been no cases of prosecution against the Group due to violation of any relevant laws.

3. SUPPLY CHAIN MANAGEMENT

Over the years, the Group had spared no effort in the sustainable development of the supply chain. In terms of supplier selection, we have established a set of guidelines that includes areas relating to corporate social responsibility. These areas cover product and service quality, environmental protection, occupational safety and health, community participation and conscientious employers. At the same time, we require our suppliers to have obtained awards and certifications related to corporate social responsibility.

To ensure suppliers and subcontractors continuing to provide quality products and services, the Group would strictly require them to follow the Code of Practice for suppliers. We would conduct annual performance assessments on our suppliers and subcontractors to see if they meet with our requirements. On the other hand, the Group places significant importance on the social responsibility performance of our suppliers and subcontractors, hence we have engaged in third-party organizations to conduct regular audits.

2.4 勞工準則

本集團極為關注員工所享有的勞工權益，並嚴格遵守中國的《勞動合同法》規定，建立防止童工政策，保證不會聘請十八歲以下人士或童工。除此之外，我們亦絕不容許有強制勞工的情況出現。而為有效貫徹該宗旨，本集團不會強制員工加班，並明確規定員工加班必須為自願性質，加班申請需填寫《自願加班表》，加班時間亦會嚴格按照當地勞動法規規定執行，以全面保障員工權益。

本集團恪守相關的勞工法例，期內未有發生任何違反勞工準則而被檢控的個案。

3. 供應鏈管理

本集團多年來致力推動供應鏈的可持續發展，並在挑選供應商方面訂立了一套準則，當中涵蓋不少有關企業社會責任的範疇，包括產品及服務品質、環保、職安健、社區參與及良心僱主等；同時，亦要求它們需獲得企業社會責任的相關獎項或證書。

而為確保供應商及外包商能持續提供具質量的產品及服務，本集團嚴格要求它們遵守我們訂立的供應商守則，又會每年評估供應商及外包商的表現是否能達到我們的要求。另外，本集團對供應商及外包商在社會責任方面的表現亦極為重視，為此，更特別聘請第三方機構定期對它們進行相關審核。

4. PRODUCT RESPONSIBILITY AND PRIVACY

The Group has continuously committed to provide clients with the best quality products and services. As an automotive interior decoration manufacturer, we have been certified in the ISO/TS16949 Quality Management System for Automotive Industry since 2009. To fulfill the requirements of our clients and the technical specifications of the automotive industry, the Group has placed emphasis on the assessment, analysis and process control of all stages from research and development, manufacturing to quality control. Our quality control department would conduct strict quality control on raw materials, semi-finished products and final goods. All goods would need to pass the acceptance test in accordance with the "Product Inspection and Verification Management Procedure" before reaching the client. We have also placed great importance on product safety. All products must go through product certification by independent authorities before delivering to clients.

In addition, the Group has established a "Product Issue and Recall Management Procedure", a mechanism which recalls a product when it encounters major quality or safety issues. When the related department receives such notification, they would track the customer district and arrange for an emergency recall. The quality control department would carry out root cause analysis on the recalled products and take action to prevent such issues happen again. The recalled products would finally be disposed properly.

Ensuring the privacy of client's information is an important reason why the Group has gained client's trust. We have implemented a comprehensive policy for protecting client's information and have made a commitment not to give or sell our client's confidential information to third-parties. When collecting or using client's information, we would change the product model given by the client into our company's internal code to prevent leakage of information. Furthermore, before initiating a project, we would sign a contract and confidentiality agreement with the client. In addition, we would require our sales team to provide true and correct information when selling a product to avoid misleading our clients.

The Group has strictly complied with the laws and regulations related to product responsibility. During the reporting period, there have been no cases of prosecution against the Company due to violation of any product responsibility or privacy laws.

4. 產品責任及私隱

本集團一直堅持為客戶提供最優質的產品及服務，而作為汽車內飾的生產商，我們自2009年已獲頒ISO/TS16949汽車行業品質管理系統認證。為滿足客戶要求及汽車行業的技術規範，本集團著重由產品研發、生產以至品質控制的各個環節實施系統性的評估、分析及過程控制。此外，我們設有品管部，專責對原材料、半製成品及最終產品進行嚴格的品質監控，而所有製成品均會按《產品檢驗和驗證管理程序》通過檢測後才交付到客戶手中。有關產品安全方面，我們亦非常重視，所有產品均須通過獨立檢測機構的安全驗證，才可供應給客戶。

另一方面，本集團亦建立了《產品問題回收處理程序》，以明確在產品遇到重大質量或安全問題或事故時進行回收的機制。當有關部門接到產品問題訊息時，會根據記錄追蹤召回產品所在的區域客戶，而及時安排緊急回收，品管部會對召回的產品組織進行原因分析並制定措施以防問題再發生，最後再將產品作適當處置。

保障客戶資料得到保密是本集團能取得客戶信任的一個重要元素。我們制定了全面的保護客戶資料政策，並承諾絕不會將客戶的機密資料給予或出售與客戶交易無關的第三方。而當收集並使用客戶資料時，我們會將客戶給予的產品名稱轉換為公司內部代碼，以防訊息外洩。此外，我們更會在項目開展前與客戶簽訂合同及保密協議。另一方面，為避免客戶被不實的宣傳訊息誤導，本集團要求所有銷售部員工在銷售過程中，必須向客戶提供準確及真實的訊息。

本集團嚴格遵守相關的產品責任法例，期內沒有任何違反與產品責任或私隱相關法例的個案發生。

5. UPHOLD INTEGRITY

The Group's corporate governance philosophy is based on prioritizing the interests of the shareholders and, at the same time, upholding the principle of business integrity. The Board of Directors includes the Chairman of the Board, Executive Directors and Independent Non-Executive Directors. The Board of Directors is responsible for maintaining and promoting the successful business development of the Company, at the same time, it also formulates the Group's guidelines and visions.

The Group abides by the anti-corruption policy and has implemented an anti-bribery commitment policy whereby the Group's internal key segment employees and key position employees are required to sign a "Letter of Undertaking of Anti-bribery/Anti-corruption". The Group has also encouraged employees and companies whom we have business dealing to report any acts of corruption. Investigations of these cases would be kept strictly confidential. The Group realizes that accepting improper benefits would ruin the Group's integrity. As such, in cases where business dealings would involve conflict of interest, employees would be required to fill out a "Conflict of Interest Declaration Form". In addition, the Group would provide related training to increase employee's understanding on conflict of interest.

The Group has followed the principle of a fair and open procurement and tender process, comparing both prices and quality so as to prevent misconduct in the process. Furthermore, the Group has strictly required that all service contracts to be approved by the finance department and the general manager. Contracts with amount more than \$200,000 would be approved by the managing director. To prevent money laundering, prior to paying out substantial amount in cash cheque, receiver's personal information must be recorded. For fraud and extortion prevention, we would provide training through case studies to increase employee awareness.

The Group has strictly complied with the laws and regulations related to anti-corruption. During the reporting period, there have been no cases of prosecution against the Group due to violation of any relevant laws.

5. 恪守廉潔

本集團的企業管治理念一直以股東利益為前提，同時秉持誠信營商的原則。董事會由董事會主席，執行董事及獨立非執行董事組成。董事會負責維持及推動業務成功發展，並制定集團的管理方針。

本集團奉行防止賄賂政策，並實行預防商業賄賂承諾制，規定集團內部的重點環節及重要崗位人員必須與公司簽訂《反賄賂／反腐敗承諾書》。與此同時，本集團亦鼓勵員工及有業務來往的公司檢舉揭發腐敗行為，而檢舉的受理、調查等各個環節，必須嚴格保密。本集團意識到不正當的利益獲取會嚴重破壞集團的誠信，有見及此，我們要求當員工在處理的業務中如涉及利益衝突，必須填報《利益衝突申報表》。同時，為加強員工對利益衝突的認知，本集團會提供相關培訓。

對於採購與各項工程建設的招標，本集團會以公開公正、比質比價的原則進行，以防止過程中的不正當行為。另外，集團嚴格規定所有服務合約需經由財務部及總經理審批，對於金額超過20萬的合約更需經由董事長審批。為防範洗黑錢活動發生，在支付大額現金支票之前，必須記錄收款人的個人資料。我們更會就防止欺詐勒索的議題，不定期提供案例進行學習，以提高員工的防範意識。

本集團恪守相關的反貪污法律法規，期內未有發生任何違反相關法例而被檢控的個案。

6. CARE FOR THE COMMUNITY

The Group has actively cared for the needy people and has enthusiastically participated in different charity events, as well as sponsoring such events. We have worked together with local communities to organize activities for cancer patients, to care for the next generation and helping persons with disabilities to attain employment. We have acted as examples to create a caring community.

The Group has always promoted community integration and has set up channels to manage opinions from community group. On receiving an opinion, we would act and discuss the follow-up plan with related parties immediately. We have also increased our community involvement in the district where we are through participation in corporate sports, education, environmental related activities and trainings as a mean to strengthen our link with the community.

6. 社區關懷

本集團積極關注社會上有需要的人士，並熱心參與不同的公益慈善活動，更為有關活動提供贊助。我們與社區人士攜手合作，組織員工開展幫助癌症病人、關心社會下一代及安置殘疾人士就業等活動，身體力行以建設一個關懷的社區。

本集團一直致力促進社區融合，並設立處理社區團體意見的渠道，每當收到意見時，我們將會即時作出回應，並與有關人士共同商討跟進計劃。而另一方面，我們又透過參加所處社區的組織舉辦的企業體育、教育、環境方面的活動和訓練，增加與社區的連繫。

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