



葉氏化工集團有限公司  
Yip's Chemical Holdings Limited

於開曼群島註冊成立之有限公司  
Incorporated in the Cayman Islands with limited liability

股份代號 Stock Code: 408



2017

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

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## 管理層的話 Management Statement

葉氏化工集團有限公司(葉氏化工或我們)很高興向各位呈報集團二零一七年《環境、社會及管治(環社管)報告》。這是集團首份獨立成刊的環社管報告，當中記載了我們致力可持續發展，從而幫助集團創造長遠價值的努力和進展。

集團以「百年葉氏·引以為傲·備受尊崇」為宏圖，深明與各界持份者，包括員工、股東、投資者、業務夥伴，以至廣大社群及環境建立良好關係，對集團的持續發展至關重要。為此，我們會謹慎及適時地處理集團營運對環境及社會的影響。

當此百年已過半之際，檢討過集團的營運模式後，我們更決意推行環保化、終端化及服務化的業務發展方向。此不僅於推出創新的產品和服務，這個三頭並重的策略，意味著我們要更具創意，突破現有思維習慣，以科學和數據為依歸，透過化工本業來改善人類生活。特別是國內整個化工行業都要面對更嚴格的環保政策時，我們要視障礙為機遇，開發更多環保產品及提供綠色生活方案，積極構建健康環保的社會。我們相信這亦有利於中國整個化工業的長遠發展。

年內我們另一個工作重點是實施流程管理及營運優化項目「一起成就改變」(Achieving Change Together, ACT)。得到外聘顧問的協助，我們在二零一七年中審視了價值鏈各個流程，希望藉此提升營運效率。ACT項目第一階段集中於塗料業務並於多方面取得效率提升，不止成本結構有所改善，項目亦使業務更符合可持續發展的原則，為持份者創造了長遠價值。

Yip's Chemical Holdings Limited (Yip's Chemical or we) is delighted to present the 2017 Environmental, Social and Governance (ESG) Report, which is our first standalone ESG report. It captured our efforts and progress in areas of sustainability that help the Group create long term values.

With the vision of "Towards a Century of Revered Leadership", we understand that our relationship with stakeholders, including employees, shareholders, investors, business partners, community and the environment at large, are crucial to our sustainable development. And to this end, we take a prudent and timely approach in managing our environment and social impacts brought about by our operations.

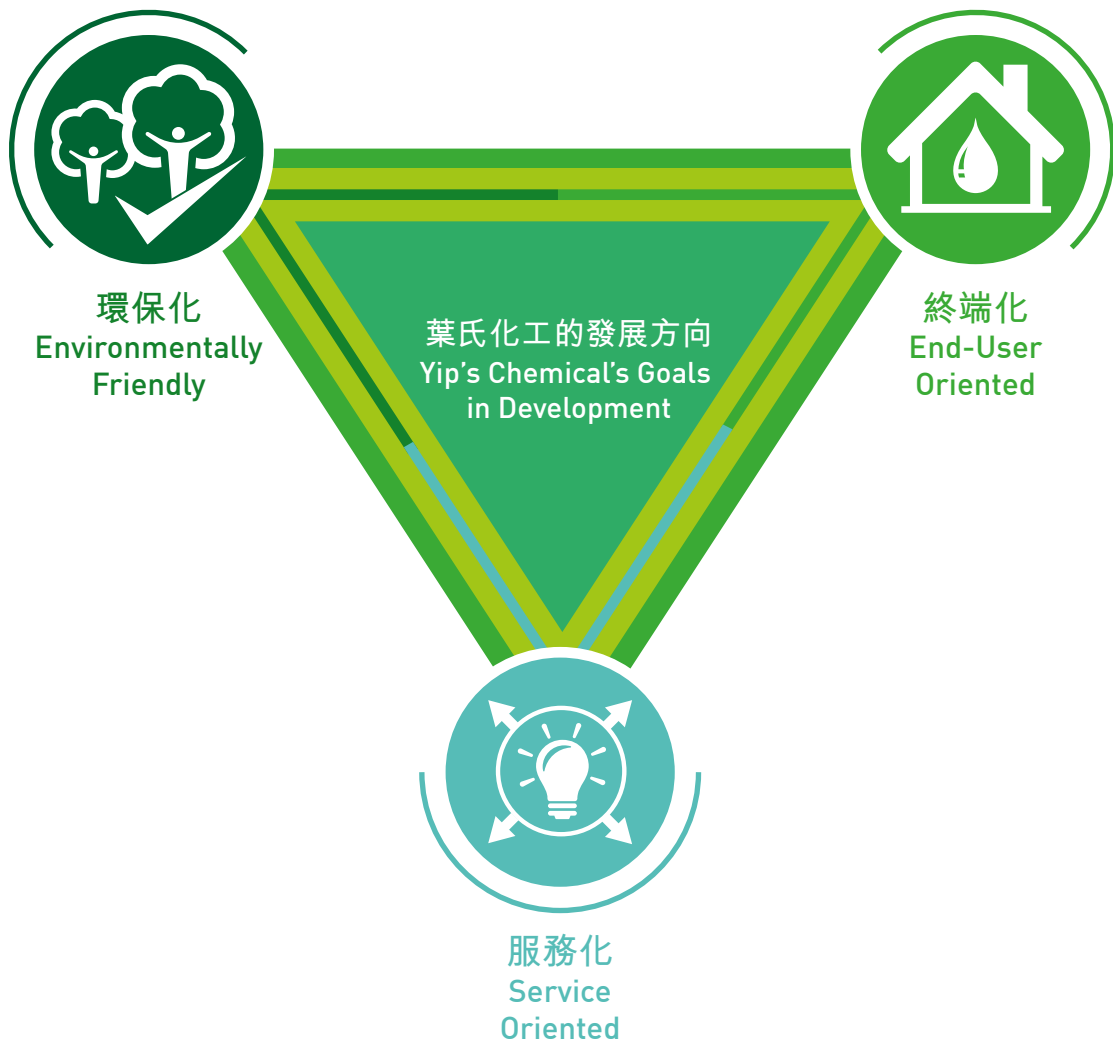
At our halfway to a century, we reviewed our business model and reinforced our development at being environmentally friendly, end-user oriented and service oriented. More than innovation of products and services, this three-pronged approach means a breakthrough of our way of thinking to be more scientific, data-based and creative in living a better life through our passion in chemistry. In particular, the entire chemical industry faces challenges from more stringent environmental protection policy in Mainland China, but we strive to turn challenges into opportunities through inventing more environmentally friendly products and offering green living solutions; we believe it will be conducive to the industry in long term in creating a healthy and green living community.

Another highlight of the year is the process management and operation optimization project, namely "Achieving Change Together" (ACT). We worked with an external consultant from mid-2017 to look at various processes along the value chain, with the aim to increase operational efficiency. There were lots of accomplishments in our first phase of Project ACT which was carried out in coatings business. Other than a healthier cost structure, Project ACT facilitated us to make our businesses more sustainable and create long term benefits to our stakeholders.



不斷改進是持續發展的關鍵，也是葉氏化工建造百年基業所倚。展望二零一八年，我們會在業務轉型上加信努力，深化ACT項目，積極化解困難，為日後業務發展打下更堅實的基礎。

Continuous improvement is the key to achieve sustainable development, which is also the key to future success of Yip's Chemical. In 2018, we will further deepen our efforts in business transformation and Project ACT, remain resilient and lay a more solid foundation for our future business growth.



# 創造長遠價值——葉氏化工的可持續發展方針

## Creating Long-term Values— Yip's Chemical's Goals in Sustainable Development

作為一家創立四十七年的企業，葉氏化工訂立「百年葉氏」為願景，證明其期望繼往開來、創造長遠價值的決心，亦說明了可持續發展對葉氏化工及其子公司(集團)業務的重要性。

可持續發展模式，是集團從日常決策與營運達致「百年葉氏」的橋樑。集團訂立宏圖，透過當中七項元素的互相推動產生協同作用，以期建立「引以為傲·備受尊崇」的地位。而宏圖的基礎，正是集團與持份者建立長遠關係的框架，是集團對員工、顧客、股東，以至集團營運所在地的社群及環境等的尊重及承諾。

As a company with a forty-seven-year history, the vision of Yip's Chemical is "A Century of Revered Leadership", which is a testimony to its determination in creating long-term values. It underscores the importance of sustainable development to the businesses of Yip's Chemical and its subsidiaries (Group).

Sustainable development is the key for the Group to achieve "A Century of Revered Leadership" from everyday decisions and operations. With the desire to be a respectable company, the Group has developed a corporate vision with seven driving forces which interact to generate synergies. This corporate vision is built on the basis of how the Group establishes long-term relationship with its stakeholders; it stands for the Group's respect and commitment to its employees, customers and shareholders as well as to the community and environment of the localities where the Group operates.





要將可持續發展成為員工日常決策及執行時的考慮要素，集團除設立完善規章制度，亦重點投放資源於提升企業文化，強調專業態度及營運效益。集團提供內部指引，於年度評核及制定每年工作計劃時，將可持續發展的理論及規章轉化成工作指標。集團亦善用對供應商及顧客的影響力，推動整個價值鏈的可持續發展。

董事會每年會審視集團不同層面的風險議題，包括有關環社管的風險，透過考慮持份者意見而訂出年內風險管理的優先次序，並於每次會議檢討進度。由於集團的四大業務各有不同行業特性及相關自身考慮事宜，日常的可持續發展管理亦因應情況作中央統一管理，或由子公司各自制定相應措施。集團安全健康環保委員會（安委會）於二零一二年成立，現由三位獨立非執行董事組成，並由專責職業安全與健康（職安健）及環保的同事組成安全健康環保部（安環部）負責日常執行。安委會於報告期內共召開三次會議，確保各部門嚴格遵守所有相關的安全法規和要求。集團的社區投資項目及企業義工隊由集團企業傳訊部負責策劃及執行，並向集團企業發展總裁匯報；人力資源事宜由集團制定政策方向，子公司按政策及適用法規處理相關事宜。其他範疇如供應鏈及產品責任等，則交由子公司管理。

To embed the consideration of sustainability in daily decision-making and execution, the Group goes beyond regulations and systems and has specifically allocated resources to shape a corporate culture that underscores professionalism and operational efficiency. During annual appraisals and when drawing up annual work plans, the concepts and rules of sustainable development are converted into performance indicators per internal guideline. The Group also leverages its influence on suppliers and customers in driving sustainable development throughout its value chain.

The board of directors of Yip's Chemical (Board) identifies risks of various aspects, including ESG related risks every year and sets priorities in managing risks in accordance with stakeholders' opinions. Progresses of mitigations are followed up in subsequent Board meetings. Since each of the Group's four business segments has its own industry peculiarities and related internal considerations, sustainability-related matters are, depending on the situation, either centrally managed or left to the subsidiaries for formulating corresponding measures. Set up in 2012, the Group's Health, Safety and Environment Committee (HSE Committee) is currently composed of three independent non-executive directors while day-to-day affairs are carried out by the Health, Safety and Environment Department (HSE Department) formed by employees responsible for occupational health and safety (OHS) and environmental protection. During the period under review, the Group's HSE Committee has convened three meetings to review and ensure the compliance with all related safety laws and requirements. The Group's community investment projects and the operation of the corporate volunteer team are planned and carried out by the Group's Corporate Communications Department and reported to the Chief Corporate Development Officer. Human resources policies are formulated at the Group level while daily operations and compliance matters are handled by the subsidiaries. Other areas such as supply chain and product responsibility are managed by the subsidiaries.





## 持份者溝通

集團認為與持份者溝通應具連續性及務實性，除傳統的聯繫途徑，集團亦建立了葉氏化工面書(Facebook)專頁及微信(WeChat)訂閱號，與持份者就軟性的議題作生動輕鬆的溝通；並不斷拓展其功能性，例如嘗試透過社交媒體平台收集持份者意見，以促進雙向聯繫。

在聯繫的過程中，集團亦收集了持份者對於環社管相關議題的意見，並以此為基礎決定此報告需要匯報的重要事宜。以下展示總括集團的不同聯繫渠道：

## Communicating with Stakeholders

The Group believes it is important that there are continuity and practicality in stakeholder communication. In addition to conventional communication channels, the Group also sets up a Facebook page and a WeChat subscription page to carry out lively communication with stakeholders on soft issues. It has also been constantly expanding the functions of these new communication options by, for example, holding experimental voting to collect the opinions of stakeholders as a way to promote two-way communication.

In the process of engagement, the Group collected opinions of stakeholders on ESG issues, and in this way determined material issues which should be included in this report. The Group's various communication channels are summarised as follows:





集團認為可持續發展是一個循序漸進的過程，集團會就持份者的意見作出檢討，從而歸納出集團的短至中期的機遇與挑戰。集團將會於下期環社管報告匯報以下目標的實踐進度。

The Group holds the belief that sustainable development is a step-by-step process. It has therefore drawn up a list of short-to mid-term opportunities and challenges upon reviewing the opinions of its stakeholders. The Group will report on the progress of achieving the targets below in the next issue of ESG Report.

議題 Topic	二零一六年目標 2016 Target	二零一七年進度 2017 Progress	二零一八年目標 2018 Target
<p>以清潔生產為方針，對環境影響盡量減低，集團致力為改善國內空氣質素的進程作出貢獻。</p> <p>With the goal of achieving clean production and minimising the environmental impacts, the Group strives to contribute to the progress of improving air quality in Mainland China.</p>	<p>進一步減低揮發性有機化合物(VOC)排放。</p> <p>Further lower volatile organic compounds (VOC) emission.</p>	<p>於上海金山廠房安裝全新的大型VOC處理裝置，主要工程已於年內完成，裝置亦於二零一八年投入運作。</p> <p>Installed new large VOC treatment facilities at Shanghai Jinshan plant; major work has been completed in the year and the facilities were commissioned in 2018.</p>	<p>研究於其他廠房安裝大型VOC處理裝置的可行性。</p> <p>Study the feasibility of installing large VOC treatment facilities in other plants.</p>
<p>各部門一直就業務實際情況而訂立風險管理措施，以針對處理營運風險為主。集團希望風險管理程序能夠更有系統及全面。</p> <p>Departments have been developing risk management measures limited to operational risks. The Group targets to develop more systematic and comprehensive risk management procedures.</p>	<p>改善現有風險管理制度，形成定期風險跟蹤與彙報機制。</p> <p>Improve the existing risk management structure; develop regular risk tracking and reporting mechanisms.</p>	<p>推出集團層面的風險管理政策，就風險識別、分析、控制和報告進行標準化以加強各部門溝通。政策覆蓋財務、營運、聲譽、安全及合規風險。</p> <p>Rolled out Group level risk management policy to enhance reporting and standardise the identification, analysis, control and reporting of risks, covering financial, operational, reputational, safety and compliance risks.</p>	<p>集團認為現時風險管理政策足夠，將定期檢討以進行適時調整。</p> <p>The Group considers the current risk management policy adequate and will carry out regular reviews to ensure the timeliness of policy adjustments.</p>
<p>集團會於未來擴展環社管報告範圍及提升內容，作務實而透明的匯報。</p> <p>The Group will expand the scope and enrich the content of the ESG Report in a practical and transparent approach.</p>	<p>報告更多業務。</p> <p>Report on more business segments.</p>	<p>於塗料及油墨業務的主要廠房進行環境數據收集，有關數據亦已納入本報告的《環境的長遠價值》部份。</p> <p>Carried out environment data collection in the major plants of the coatings and inks divisions; the related data was included in the "Long-term Values in Environment" section.</p>	<p>集團將繼續研究擴闊報告範圍。</p> <p>The Group will continue to study the expansion of the reporting scope.</p>
<p>「環境保護」一直是集團社區投資政策的重點之一，集團期望未來能進一步推廣環保。</p> <p>Environmental protection has always been a major focus of the Group's community investment policy; the Group will further promote environmental protection going forward.</p>	<p>(不適用)</p> <p>(Not applicable)</p>	<p>(不適用)</p> <p>(Not applicable)</p>	<p>於社區及員工層面推行環保教育。</p> <p>Education in environmental protection will be carried out at the community level and employee level.</p>



## 員工的長遠價值 Long-term Values in Employees

「渴才」及「人和」是集團宏圖中七項要素其中兩項，說明人力資本對集團的重要性，是集團達致可持續發展的主要條件。集團重視員工的發展空間及友善工作環境，並積極營造企業文化及建立凝聚精神。

“Thirst for Talents” and “Respect for and Cooperation with All Stakeholders” are two of the seven driving forces in the Group’s corporate vision, denoting that people is an important criteria for the Group to attain sustainable development. The Group gives high priorities to employees’ development and a friendly work environment. It places great amount of efforts in developing corporate culture and building corporate cohesion.

## 凝聚企業文化

集團推廣「工作新浪潮」(TIDE)，以「團結」(Teamwork)、「正直」(Integrity)、「決心」(Determination)及「卓越」(Excellence)，塑造集團的核心價值。除透過員工溝通會、團隊建設活動及講座等強化員工對「工作新浪潮」的認識，並將「工作新浪潮」的四個元素訂為員工績效評估項目之一，要求員工在工作中實踐核心價值。

## Building A Cohesive Culture

The Group promotes “TIDE” (Teamwork, Integrity, Determination and Excellence) as corporate core values. It strives to strengthen employees’ understanding of “TIDE” through employee communication sessions, team building activities and seminars. The four “TIDE” elements are also set as a staff performance assessment item and employees are required to put the corporate core values into practice.

集團業務遍佈中國各地各省，如何與各地員工保持適時及雙向的溝通，是集團建立凝聚力的挑戰。集團設立一系列內部溝通渠道，包括內聯網系統、集團微信、透過電郵發放的集團新聞，並就重大事宜舉行溝通會，讓員工緊貼集團的業務情況及最新發展，包括集團業績、新發展項目、新員工介紹等。

With business presences in multiple provinces, maintaining timely two-way communication with employees in different locations is one of the Group’s challenges in building corporate cohesion. The Group has set up a number of internal communication channels, including an intranet system, a Group WeChat account, corporate news in email format and staging communication sessions for major issues. In this way, employees can be immediately aware of the Group’s latest development, including its business results, new development projects and the profiles of new employees.



葉氏化工董事會於二零一四年通過的「集團操守及行為守則」列出集團的核心價值及行事標準，為集團的制度、決策及執行提供指引。其中集團對於利益衝突處理尤為關注。同事除了於每年進行績效表現檢討時需要填寫利益申報表外，人力資源部亦會於迎新培訓詳細解釋利益衝突議題。集團邀請了香港廉政公署<sup>1</sup>為香港同事講解員工於工作時可能遇到的相關情況及處理方法。員工手冊列明員工禁止參與存在利益衝突的活動，並就收受禮物及利益、交際應酬及公司資源運用，以至員工親屬的避嫌列明規範。集團員工年內並沒有涉及任何貪污訴訟案件。集團亦於年內就利益衝突處理機制進行檢討，確認有效執行。除了以提升工作質素為目的外，集團相信嚴謹的道德規範亦可營造有利於員工的工作環境，留住人才。

集團透過迎新培訓及員工手冊解釋員工舉報機制。員工應先向直屬上司或人力資源部反映，如有合理原因，員工亦可以書面或電郵形式向總經理或集團高層領導團隊成員申訴。負責部門的調查結果及處理方法必須通報給申訴者、相關部門主管及人力資源部。員工如果對處理不滿意可向更高級的管理層或部門申訴。

有關平等機會及反歧視條文均依相關法律及規例列於僱傭合約及員工手冊。員工如受到不公平對待，可向人力資源部提出申訴，以確保員工不因性別、婚姻狀況、殘疾或家庭崗位受到歧視。集團亦不容許童工或強制勞工，符合集團謹守相關法例的政策。

The “Group Codes of Ethics and Conducts” adopted by the Board in 2014 lays down the Group’s core values and standards of work behaviour to serve as guidelines for its systems, decision making and implementations. The Group pays particular attention to handling conflicts of interest. Other than requiring employees to fill out a declaration of interest form during annual appraisal, the human resources departments also explain related issues to the employees during orientation training. The Group invited Hong Kong Independent Commission Against Corruption (ICAC)<sup>1</sup> to explain some possible scenarios in work and ways of handling them. The Group’s Employee Handbook explicitly prohibits employees from participating in activities where there is a conflict of interest with the Group. It also formulates particular rules regarding employee’s behaviours in the acceptance of gifts and benefits, in business entertainments, in the utilization of company resources and even in how their relatives should remain above suspicion. In the year, no employee of the Group was involved in any corruption prosecution. Also, the Group reviewed its procedures on the handling of conflicts of interest in the year, and concluded that these procedures were effective. The Group believes that, in addition to enhancing work quality, strict ethical standards are conducive to creating a favourable work environment for employees and will help retain talents.

The Group explains its whistle-blowing mechanism to its employees through orientation training and the Employee Handbook. In making an appeal, an employee should first present the case to his/her direct superior or the human resources department concerned. If there is any reasonable cause, the employee can also lodge the appeal in writing or through email to the general manager or to a member of the Senior Leadership Team. The appellant, the head of the business unit and the human resources department concerned should be notified of the investigation results and the method of handling the case by the department concerned. If the employee is not satisfied with the results, an appeal can be made to a higher level of management or department.

Provisions on equal opportunity and on anti-discrimination are specified in employment contracts and the Employee Handbook in accordance with related laws and regulations. Employees receiving unfair treatments can raise complaints with the relevant human resources departments. This ensures that employees will not be discriminated due to their gender, marital status, disabilities or family posts. In line with the Group’s policy of strictly abiding by related laws the Group does not allow child labour or forced labour.

<sup>1</sup> 於2018年1月舉行。  
Organised in January 2018.



員工的長遠價值  
Long-term Values in Employees

## 人才發展與培訓

員工的持續發展即是集團的持續發展。集團為所有員工提供不同內部及外部培訓課程，涵蓋技術、管理及個人成長，並資助有關學費，合資格的員工亦可獲資助參與專業學會。此外，集團亦會因應子公司不同業務性質提供培訓課程，例如銷售團隊的團隊建設、銷售技巧，以及生產管理培訓等。

人才梯隊建設方面，集團建立了三層架構的人才發展計劃，為不同人才進行評估及度身訂造個人發展方案，包括短期項目、崗位調動、內部和外部培訓等。集團亦推行繼任人計劃，並由集團主席及高層領導團隊成員組成的高管職涯發展委員會負責。一方面確保業務得以長遠及穩定發展，另一方面為人才提供事業發展機會。委員會亦會定期檢討各部門架構及關鍵崗位的人事配合，對有潛能的員工加以培養以作為未來管理層的儲備，確保集團的管理精神薪火相傳。

集團自二零零三年起推行管理培訓生計劃，為管理培訓生制訂全面培訓課程及訂立清晰的職涯規劃。二零一七年集團重整了培訓生計劃，新的計劃安排包括兩年的部門輪崗及一年的項目實踐。兩年輪崗將覆蓋整個業務價值鏈，包括生產、供應鏈、銷售，以及一個後勤部門。兩年學習期完成後，培訓生將會被指派一個一年期的項目，將所學應用到工作，進一步提升知識與能力。在項目完成後接受考核和評估，考核結果滿意便能成為集團管理人員之列。未來集團將按照業務發展需求而推出此計劃。

## Talent Development and Training

The sustainable development of employees means the sustainable development of the Group. The Group offers to all employees a variety of internal and external training courses that cover technical knowledge, management and personal development with financial sponsorship. Qualified employees are also sponsored in joining professional societies. In addition, the Group also arranges training courses according to the different business natures of the subsidiaries. For example, for sales teams, training courses in team building, sales skills and production management are offered.

In personnel echelon building, the Group has set up a three-tier personnel development plan that serves to conduct assessments for different types of talents and develop tailor-made development plans for them, including short-term projects, post transfers, external and internal trainings. The Group also carries out succession planning, which is responsible by the Senior Management Career Development Committee comprising the Group Chairman and members of the Senior Leadership Team. Its mission is to ensure long-term development of the business while offering career development opportunities to employees. The committee reviews the organisational structures and personnel appointments of key positions regularly. It nurtures employees with potentials as management reserves so that the Group's management philosophy can be passed on.

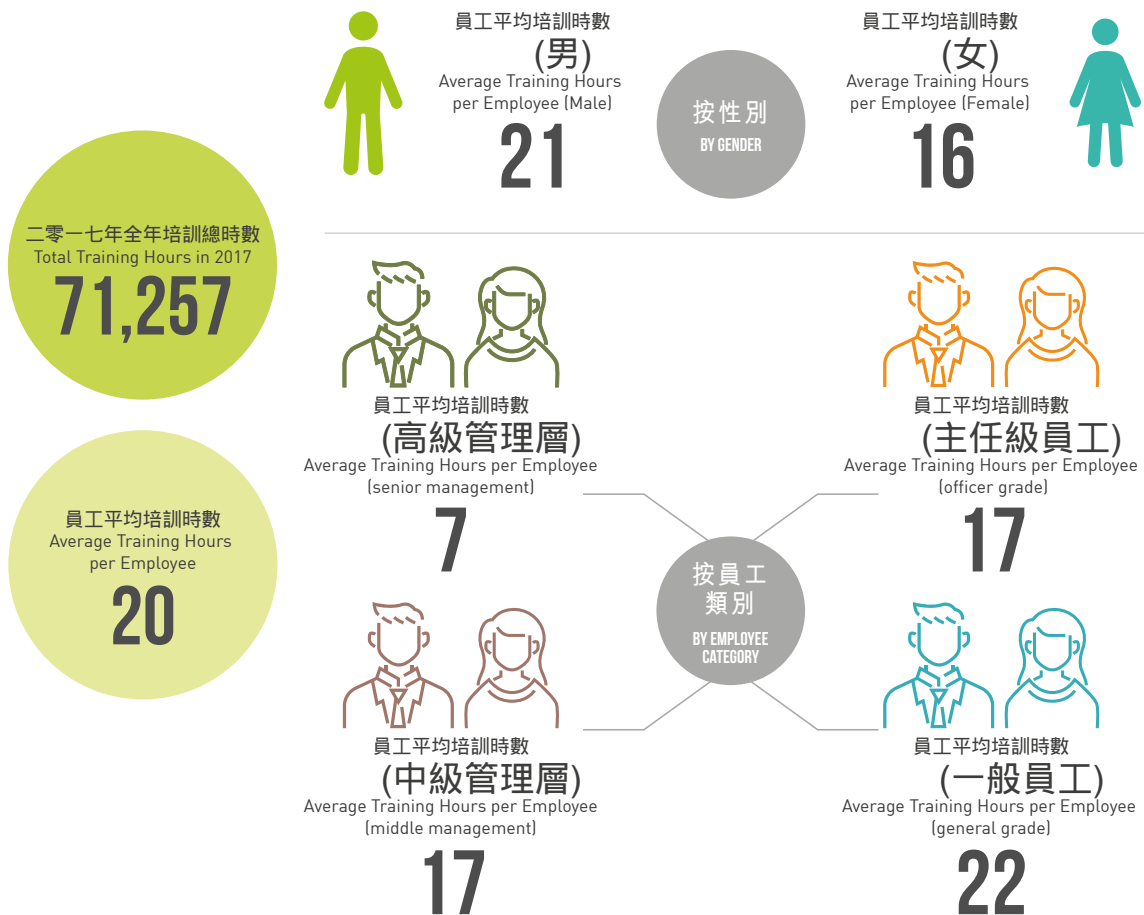
Since 2003, the Group has been running a management trainee programme and has developed comprehensive training courses and structured career path for the trainees. In 2017, the programme was restructured to include two years of interdepartmental job rotations and one year of project management. The two-year job rotations cover the whole business value chain, including production, supply chain, sales and one back-office department. After the two-year learning period, trainees are assigned to a one-year project to apply what they have learnt, so as to further build up their knowledge and ability. Upon completion of the project, trainees will undergo assessments and appraisals. If the results of the assessment are satisfactory, they will become a member of the Group management team. This programme will be carried out in accordance with the needs of business developments.



集團每年舉辦年度管理層會議，當中包括集團業務策略的分享討論，以及有關領導才能的專題培訓，使集團管理人員除了掌握集團發展方向，還能自我增值，提升領導技巧。二零一七年，集團為超過300位管理人員提供了名為「開啟領導力之門」的管理技巧培訓；亦分別開展了「六頂思考帽」及「思維導圖」兩個有關發展思考及組織能力的培訓課程給予香港集團總部及張江研發中心的中層管理人員，有關培訓計劃將於二零一八年推行到整個集團。

The Group holds annual management meeting in which there will be a sharing session on the Group's business strategies and a leadership training session. This ensures that Group management personnel are not only well informed of the Group's development directions, but also have a chance to make self improvement and upgrade their leadership skills. In 2017, over 300 management personnel of the Group attended a management skill training course titled "Opening the Door to Leadership". A "Six Thinking Hats" course and a "Thinking Map" course that aimed at developing thinking and organisational skills were offered to middle management personnel at the Hong Kong headquarters and the Zhangjiang R&D Centre. These two courses will be offered throughout the Group in 2018.

詳細培訓數據<sup>1</sup>  
Detailed Training Data



<sup>1</sup> 數據包括整個集團。  
The data cover the whole Group.





員工的長遠價值  
Long-term Values in Employees

## 理想工作環境

集團視保障員工的職業安全與健康為集團的重要任務。這些日常運作由安環部負責。安環部定期對各廠房進行安全檢查，期內共進行了13次安全檢查和二次對外倉的專項檢查，向不同廠房提供意見及要求作出整改，持續改進安全管理工作。為進一步提升職業安全文化，期內推出了以下三項措施：

1. 自二零一七年九月起，集團高層領導團隊成員不定期到各工廠進行安全巡查，至年底共進行了14次，提出改善措施共45項。
2. 安環部識別較高危的事故為場景，將注意事項製作成二零一八年漫畫月曆送贈予所有員工，以輕鬆的方法提醒他們時刻要注意安全。
3. 選擇具參考價值的事故處理制作成資訊分享，圖文並茂地分析事故原因和整改措施，防止同類事故再發生。

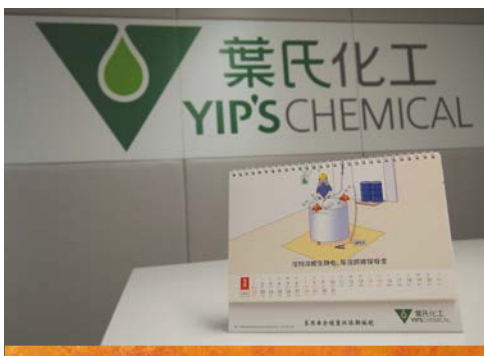
對於處理危險化學品，集團有特別的安全生產規章制度，涵蓋安全意識教育、預防措施、風險評估、生產過程安全管理、突發應急等共32項要求。例如新入職的駐廠房員工必須經過安全教育，課程包括基本安全法規、從事工種的危險因素、應急及自救處理等。員工必須通過安全考核才可以開始工作。

## Favourable Working Environment

The Group considers ensuring occupational health and safety as one of its primary tasks. The HSE department is responsible for the daily operation of this task and conducts regular safety inspections of the Group's plants. In the period under review, a total of 13 safety inspections and two special inspections of outside warehouses were conducted, offering suggestions and requiring the plants to take corrective actions to achieve continuous improvements in safety management. To further raise occupational health and safety awareness, the following three measures were implemented in the period:

1. Since September 2017, members of the Senior Leadership Team have made safety visits to different plants. By the year end, 14 visits were made and 45 improvement measures were suggested.
2. As a light-hearted way to arouse safety consciousness, the HSE Department identified some high-risk incidents and used them as scenarios depicted in a 2018 cartoon calendar for distribution to all employees.
3. Selected incident situations were developed into an illustrated circular with cause analysis and corrective actions, which was shared with employees to prevent reoccurrences.

As to the handling of hazardous chemical substances, the Group adopts special safety production rules and regulations that cover 32 requirements including safety awareness education, preventive measures, risk assessment, safety management of production processes and emergency responses. For example, new recruits who are supposed to station in factories must undergo a safety education course that includes basic safety laws and regulations, hazard factors in the type of work they engage, emergency responses and self-rescuing procedures. Employees must pass a safety assessment before they can start working.





年內集團共進行了 **108,467** 小時與安全健康環保相關的培訓。

因工死亡個案為 **0**，涉及工傷的員工人數為 **8<sup>1</sup>** 人，

牽涉因工傷損失工作日數 **276<sup>2</sup>** 日。

In the year, the Group conducted **108,467** hours of health, safety and environment-related training.

While there was **0** job-related fatality, **8<sup>1</sup>** employees sustained work injuries and

**276<sup>2</sup>** workdays were lost.

集團依照營運地適用於僱傭及勞工的法例進行招聘，以僱傭合約保障雙方利益。合約及員工手冊均列明聘用條件、薪酬、合約終止條款、假期、福利等。集團並提供優於法規的醫療福利計劃、強積金供款、年假、產假以及彈性上班時間等，提高對員工保障及建立家庭友善工作環境。集團亦有一套完善的績效管理系統，要求所有員工最少每年進行一次績效評估，當中包括工作表現、管理能力及道德行為。績效評估結果除了直接與調薪比率及花紅掛鉤，員工亦可透過績效評估反映工作情況及困難，讓管理層於合適的情況下優化人力資源管理措施，以鼓勵及推動表現優秀的員工。

對於自行離職的員工，人力資料部會收集他們的離職原因作分析，以保持集團於人才挽留的競爭力。

The Group recruits employees according to applicable laws at the locality of operation and protects the interests of both parties by means of employment contracts. Employment conditions, salaries, termination policy, holidays and benefits are specified in employment contracts and the Employee Handbook. To provide better employee protection and to create a family-friendly work environment, the Group offers a medical benefit plan, mandatory provident fund contribution, annual leave, maternity leave and flexible working hours that exceed statutory requirements. The Group also established a sound performance appraisal system and requires its employees to undergo at least once a year a performance assessment that includes the assessment of job performance, management capability and ethical behaviours. The results of a performance appraisal are linked directly to the salary increment and to the bonus scheme. Moreover, through the performance assessments, employees can also reflect their work situation and the difficulties encountered. Management can also optimise personnel management measures under suitable situations to encourage and motivate employees with outstanding performance.

For employees leaving on their own accord, the human resources departments collect the reasons for their resignation for further analysis in order to remain competitive in retaining personnel.

<sup>1</sup> 工傷定義為工傷日數五日或以上的個案。

Work injuries are defined as cases incurring the loss of five or more workdays.

<sup>2</sup> 集團會按照當地法例安排醫療事項。此外，集團亦為有職業危害因素的員工提供定期的健康檢查。

Medical matters were dealt with in accordance with local laws. Besides, the Group provided regular medical checks to employees exposed to occupational hazards.

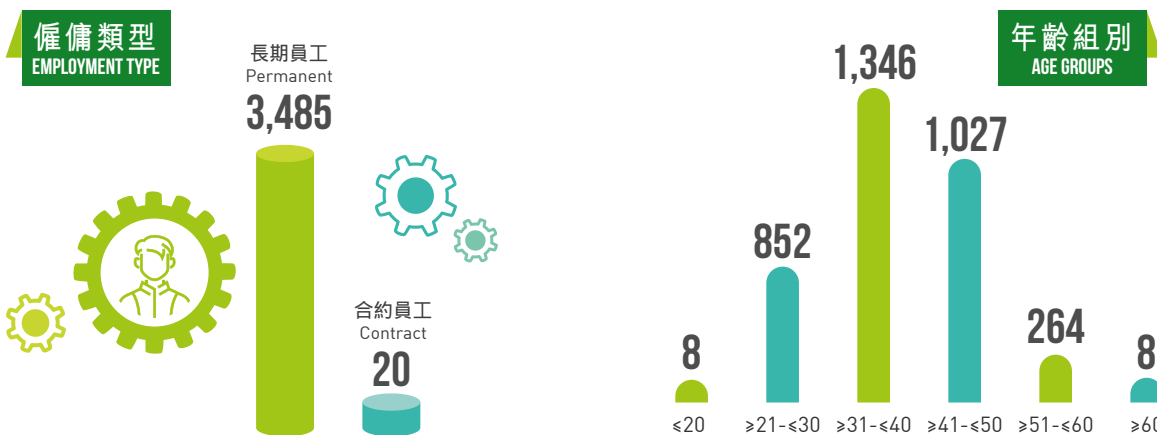
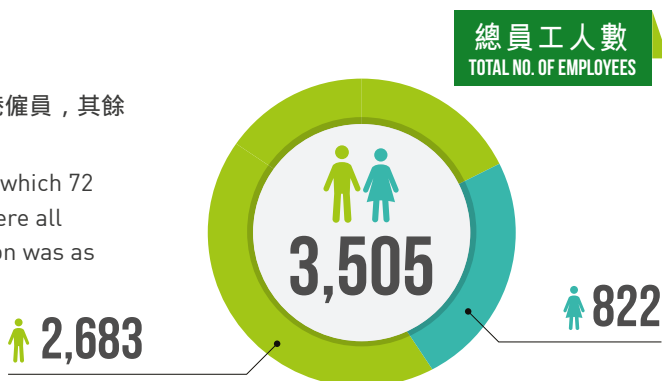




員工的長遠價值  
Long-term Values in Employees

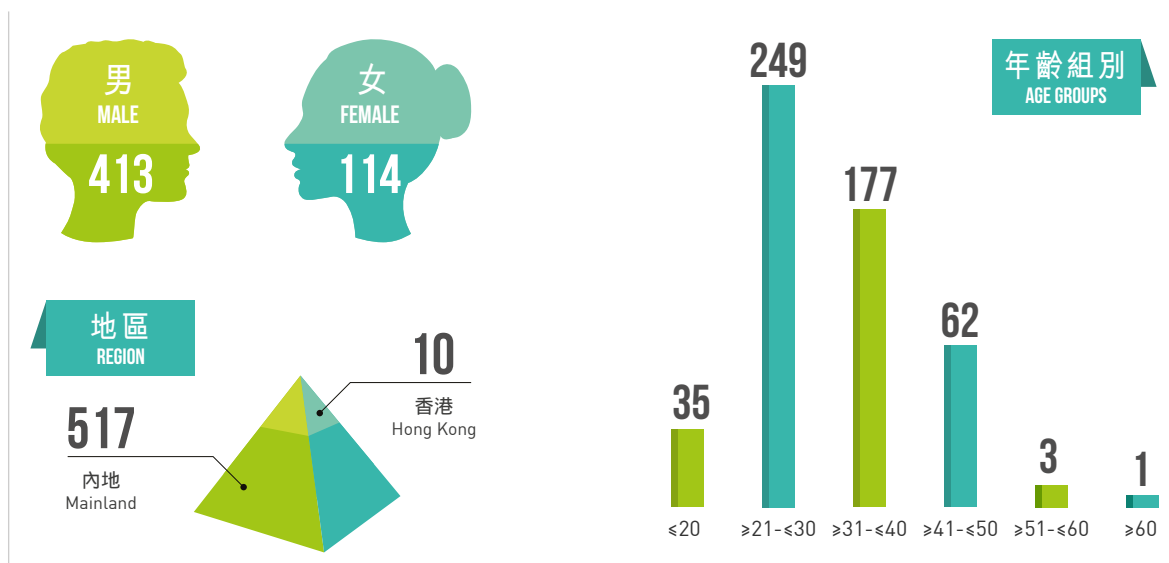
集團總員工人數為3,505<sup>1</sup>人，其中72人為香港僱員，其餘均為內地僱員。詳細分佈如下：

The Group had a total headcount of 3505<sup>1</sup>, of which 72 were Hong Kong employees while the rest were all mainland employees. The detailed distribution was as follows:



僱員流失比率為15%<sup>2</sup>，詳細分佈如下：

Employee turnover rate was 15%<sup>2</sup>, detailed distribution was as follows:



<sup>1</sup> 於二零一七年十二月三十一日，包括集團所有員工總數。

As at 31 December 2017; inclusive of all employees of the Group.

<sup>2</sup> 僱員流失率為截至二零一七年十二月三十一日止年度內自辭員工人數與於二零一七年十二月三十一日員工總數的比率。


Employee turnover rate is calculated as the ratio of the number of employees leaving on their own accord during the year ended 31 December 2017 to the total number of employees of the Group as at 31 December 2017.

## 供應鏈的長遠價值 Long-term Values in Supply Chains

集團從事化工業務兼且營運地理範圍廣闊，在不同的範疇上都得到合作夥伴支持。集團的供應商大致分類為原材料採購、機械設備、建築工程、資訊科技及貨物運輸。供應商的質素與集團整體營運效率息息相關，集團需要供應商配合以建構可持續發展的價值鏈，為長遠發展打好基礎。

The Group needs support from various business partners owing to its business nature as a chemical company and the expansive geographical scope of its operations. The Group's suppliers can broadly be classified as engaging in raw material procurement, mechanical equipment and construction engineering as well as information technology and goods shipment. Because the quality of the suppliers is closely related to the Group's overall operational efficiency, the Group and its suppliers have to work in concert to build a sustainable value chain that serves as a solid foundation for long-term development.

子公司年內與 **1,276<sup>1</sup>** 個供應商合作，  
其中超過95%的供應商為營運地點的本地供應商，  
以減低運輸及公幹所產生的碳排放。 

In the year, subsidiaries have worked with **1,276<sup>1</sup>** suppliers,  
of which 95% were from their respective locality of operation  
so that carbon emission resulting from shipments and business trips can be minimised. 



## 系統性管理供應鏈

子公司設立採購部，就業務性質根據既定程序對供應商進行管理與監測。其中子公司設立合格供應商名單，採購部會就供應商性質，與不同部門合作作出年度評審、定期評審及個別項目評審。基於化工原料涉及安全及環境風險，集團對於原材料供應商有更嚴格的要求，例如評估供應商於運送過程的保護措施。

## Systematic Management of Supply Chains

The procurement department set up in each subsidiary manages and monitors its suppliers according to designated procedures. Subsidiaries compile a list of qualified suppliers and, according to the nature of the suppliers, the procurement department cooperates with different departments in carrying out appraisals annually, regularly and in relation to individual projects. When the project involves chemical raw materials which pose safety and environmental risks, the Group has more stringent requirements on its raw material suppliers, including, for example, the evaluation of the protective measures taken by the suppliers during shipment.

<sup>1</sup> 數據包括塗料及油墨業務。

The figure covers the coatings and inks businesses.



## 供應鏈的長遠價值 Long-term Values in Supply Chains

除質量檢測，年度評審還包括供應商有否履行社會責任作為評分標準。如果供應商未達合格分數而經過警告後仍未見改善，有可能會對其中止採購。名單會每年更新，因此供應商每年最少一次要經過採購部的年度評審。子公司亦會抽樣探訪供應商作實地考察，其中塗料及油墨業務於年內總共進行了10次相關評估。

員工只可選用合格名單上的供應商，並就它們往績評估決定採用的優先次序。這政策亦有利集團與優秀供應商維持長期而穩定的關係。子公司就集團最新政策或國家法規與供應商聯絡，並定期對化工原料供應商進行有害物質宣導，鼓勵供應商建立有害物質過程管控系統。

## 反貪措施

嚴謹道德規範是集團的管治理念。除質量及社會責任的監控，廉潔是集團守護整條價值鏈的一道重要關口。與供應商簽訂合作協議時，子公司會特別訂明一份廉潔聲明或承諾書，詳細列舉不可接受的利益收受行為以避免灰色地帶、違反規定的後果，以及申訴機制，當中列明申訴處理人的姓名及聯絡方法。子公司會作不定期檢查以維持供應商及內部員工的警覺性。

年內沒有供應商因違反上述聲明及承諾而接受警告或需要取消合作。報告期內集團沒有涉及賄賂或欺詐的訴訟。集團相信詳細要求說明與專業的定期評估的管理系統對壓抑貪污活動行之有效。

Other than quality inspection and testing, undertaking social responsibility is also a scoring item in the annual appraisal for suppliers. If a supplier fails to get a qualifying score and has not shown any improvement after warning, procurement from it may be stopped. Supplier lists are updated annually, so each supplier will have to undergo an annual procurement department appraisal at least once a year. Each subsidiary will also pay on-site visits to its suppliers through random sampling. In the year, the coatings and inks divisions carried out ten on-site assessments.

Employees can only select suppliers in the qualified list and decide the priority of using suppliers according to their previous appraisal results. This policy is also conducive to maintaining long-term stable relationships with exceptional suppliers. Subsidiaries will communicate with suppliers on the latest corporate policies and national laws and regulations. They also carry out periodic talks on hazardous substances with chemical raw material suppliers and push them into setting up hazardous substance control systems.

## Anti-corruption Measures

Strict observance of ethical standards is the philosophy of Group governance. Other than quality and social responsibility monitoring, probity is a critical area for the Group to safeguard the whole value chain. In entering into a cooperation agreement with a supplier, subsidiaries will specify a probity declaration or undertaking which lists out prohibited benefit accepting behaviours to avoid grey areas, the consequences of any violation and whistle-blowing mechanism. The contact information of the designated personnel for handling whistle-blowing or feedback is stated in the declaration. Subsidiaries will make unscheduled checks to keep suppliers and employees of the Group alert.

In the period under review, no supplier was warned or disqualified for violating the above-mentioned declaration and undertaking. There was no litigation against the Group in relation to bribery, extortion, money laundering and fraud. The Group believes that the detailed listing of requirements and the carrying out of periodic professional appraisal are effective management measures against corruption-related activities.

## 顧客的長遠價值 Long-term Values in Customers

集團的產品種類及用途廣泛，例如食品包裝用的油墨以至家居牆身及傢俱塗料等，都與日常生活息息相關，而且使用時間長久。因此產品安全與健康是持份者最關注的議題之一，是集團於產品責任範疇上的重要事項。集團恪守責任企業的承諾，視安全與健康議題為集團所有業務發展的根基，並基於適用情況，遵從國家或國際標準進行監控。

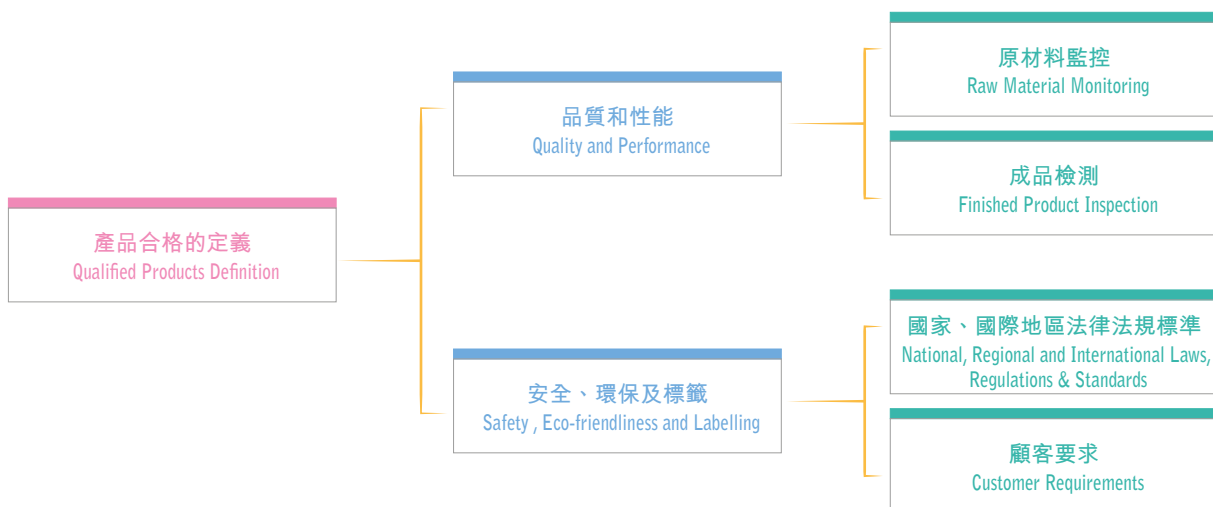
例如，塗料及油墨業務均獲ISO 9001產品質量管理認證，並實行企業資源管理監控系統(ERP)以管理生產過程效益及確保材料使用的精準度，減低人為錯誤或資源浪費。

油墨業務是全球首批引入QC 080000有害物質管理體系的化工企業，並透過建立有害物質管控數據庫及法規庫，控制產品中的重金屬及有機化合物等超過40種物質以符合歐盟、美國及日本等國家、地區的相關產品標準和環保標準，並不斷提升產品安全評估和風險管控能力。廠房採用無苯車間及管道化生產模式，以自控系統並連接ERP系統作全方位的生產過程監控。

The Group's products have extensive uses, such as printing inks for food packages, household wall paints and furniture coatings which are closely related to our daily lives and have a long usage time. Product safety and health is, therefore, one of the major concerns of stakeholders and also a material item in the area of product responsibility for the Group. The Group abides by its commitment as a responsible enterprise and sees safety and health issues as a foundation for the development of its businesses. It carries out monitoring in accordance with national or international standards where applicable.

For example, both coatings and inks businesses are ISO 9001 certified for their respective quality management systems. They also implement Enterprise Resource Planning (ERP) system to manage the efficiency of their production processes and to ensure the precise usage of materials so as to minimise human errors and wastage of resources.

The Group's inks business is the first batch of chemical enterprises worldwide to adopt the QC 080000 Hazardous Substances Process Management system. Through the setting up of a control database and a regulation database for hazardous substances, it controls more than 40 substances covering heavy metals and organic compounds to comply with related country and regional product and environmental standards from the EU, US and Japan. In addition, the inks business is continuously upgrading its capability in product safety evaluation and risk control. The factories adopt fully pipelined manufacturing in a benzene-free production base while the control system is automatic and linked to an ERP system for comprehensive production process monitoring.





顧客的長遠價值  
Long-term Values in Customers

## 安全及品質監控

除電腦化生產過程，品質管理還包括原材料及成品監控。專業質檢員會對原材料的來貨資料和品質檢驗報告進行核對，再根據ERP系統的技術指標抽樣材料進行檢測；或者進行原料同步檢驗 - 即與供應商共同制訂檢測指標，雙方均對原料作獨立檢測再對比兩邊的檢測報告。除對原材料進行檢驗外，相關部門同時也會對生產過程進行監督，其中包括檢測生產過程所使用的輔料、設備、工具和包裝容器等，以確保生產過程不受污染。

成品檢測是產品質量最重要的把關，主要由品質部及生產部負責。生產系統會就不同產品提出相應「品控指標」，作為相關部門的檢測根據。例如塗料產品會測試外牆塗料耐用度，是否通過紫外光加速試驗或加速曝曬和雨淋測評，其次會同步做戶外南四十五度角曝曬測試，主要評估漆膜變色、失光、粉化、脫落等耐久性指標。

如果產品質量出現重大問題而需要回收，業務亦設有產品回收指引，並必須由質檢部主管提出申請以啟動程序，確保產品召回為管理層知悉，以進一步採取必要的糾正和預防措施，以防止不合格再次發生。年內塗料及油墨業務並無因產品安全問題導致產品召回的個案。

## Safety and Quality Monitoring

Apart from the computerization of production processes, quality management also involves the monitoring of raw materials and finished products. Professional quality inspection personnel checks the information of incoming raw materials against the corresponding quality testing reports, and then carries out inspection and testing on a random sampling basis according to the technical specifications shown in the ERP system. Alternatively, simultaneous inspection and testing can be carried out. In other words, inspection and testing indicators are jointly developed with a supplier and, after independent inspection and testing of the raw materials are carried out by both parties, the testing reports from both sides are compared. In addition to carrying out inspection and testing of raw materials, responsible departments also supervise production processes, including the inspection and testing of auxiliaries, equipment, tools and packaging containers used in the production processes so as to ensure that there is no contamination during production.

Inspection and testing of finished products are the most important product quality control point and is the responsibility of the quality department and production department. Respective "quality control indicators" for different products would form the basis in inspection and testing by related departments. For coating products, for example, the durability of outer-wall coatings will be evaluated by subjecting it to accelerated sunlight exposure and rain damage. Simultaneously, a sunlight exposure test is carried out by putting a surface coated with the product outdoor and inclining the surface at a 45° angle facing south. Durability indicators such as a change in colour, loss in lustre, pulverisation and peeling off of coating film will be assessed.

If there is a serious problem in product quality that the recalling of a product is necessary, product recall guidelines are also in place. This procedure must be initiated by the quality department to ensure that the recalling is acknowledged by the management, so that corrections and measures are made subsequently to prevent reoccurrence. In the year, for the coatings and inks businesses, there was no incident in which a product had to be recalled because of safety problems.

### 木器漆品質的三重考驗 Three-step Testing of Wood Paints



第一重  
測膜性能演示  
Demonstration of  
coating film  
properties

遮蓋力、耐洗刷、鉛筆測定  
漆膜硬度、耐冷熱度等。

Hiding property, washability,  
pencil test on coating  
hardness, cold and heat  
resistance, etc.

第二重  
施工性能演示  
Demonstration of  
workability

漆膜乾固時間、流平性。

Time required for coating  
film to dry, levelling power.

第三重  
安健環指標測試  
Testing with  
respect to HSE  
indicators

VOCs檢測、甲苯二異  
氰酸脂(TDI)含量。

Testing for VOCs and  
toluene diisocyanate  
(TDI) contents.

塗料和油墨工廠先後建立四家中國合格評定國家認可委員會(CNAS)認可的檢測實驗室，提供產品安全和品質檢測的專業服務，由CNAS認可的檢測結果和報告獲多個國家和地區認可。塗料位於惠州的實驗室除獲得CNAS認可外，亦獲國際實驗室認證聯盟(ILAC- MRA)認證。

The coatings and inks divisions have successively set up in their plants four testing laboratories accredited by the China National Accreditation Service for Conformity Assessment (CNAS). These laboratories provide professional services in testing the safety and quality of products; their testing results and reports are recognised by many countries and territories. Besides CNAS, the testing laboratory in Huizhou coating plant is also accredited by the International Laboratory Accreditation Cooperation Mutual Recognition Arrangement (ILAC-MRA).

## 顧客關係

集團明白意見回饋是顧客的權益，這亦是集團獲得寶貴意見及與顧客維持長遠互信的合作關係的重要渠道。塗料及油墨業務推行清晰的顧客申訴機制及明確處理程序，以確保顧客的意見得到重視及處理。年內塗料及油墨業務有關質量投訴率分別為0.12%及0.98%。業務緊守營運地的法律及規例進行廣告及產品標籤事宜，並由專業團隊管理及管理層審批。

## Customer Relations

The Group understands that customers have the right to give feedbacks and it is an important channel to obtain valuable opinions and maintain long-term, mutually trusting and cooperative relationships with customers. The coatings and inks businesses have a clear customer complaint mechanism and definite handling procedures to ensure that customer opinions are highly valued and duly handled. In the year, the rates of quality-related complaints of the coatings and inks divisions were respectively 0.12% and 0.98%. The Group executes business advertising activities and product labelling in accordance with the law and regulations of the relevant operational locality, which are handled by professional teams and reviewed by the management.



塗料業務於年內參與流程管理及營運優化項目ACT，以改善銷售及顧客關係為項目其中一個研究單元，透過對產品的合格率進行統計分析，以及整合銷售及客戶服務網絡等，提升客戶服務的質量及效率。其中惠州廠房於項目進行期間的客戶投訴率亦比同期大幅下降。

In the year, the coatings segment participated in the process management and operation optimisation project ACT. One of the objectives was to improve sales and customer relations. This was achieved by raising the quality and efficiency of customer service through statistical analysis of product qualification rate and the consolidation of sales and customer service networks. The Huizhou plant, in particular, registered a substantial decrease in the customer complaint rate year-on-year when the project was underway.





顧客的長遠價值  
Long-term Values in Customers

## 處理投訴程序

## Complaint Handling Procedures

### 接收投訴 Receiving complaints

業務官方網頁均列出聯絡方法，並各自設有指定部門處理客戶投訴。由於塗料業務包括零售性質，回饋方法亦會印在油漆罐上，消費者可親自到代理點或紫荊花辦事處網絡使用紫荊花產品投訴系統，以便查詢。

Every business segment has a designated department to receive complaints, with their contact information available on the Group's official website. For coatings business which involves retail, its contact information is also printed on paint cans, while customers can also go to a distributor's store or the Bauhinia office network to lodge complaints via the Bauhinia product complaint system.



### 初部評估 Initial assessments

處理部門會先作評估有關投訴是否成立，以及投訴內容是否與產品質量還是服務相關。如投訴不成立需回應客戶；投訴成立則按分類及內部指引交給相關部門跟進。

The department-in-charge of the customer complaints will first assess whether the complaint is valid and whether it is related to product quality or services. While the customer will be informed if the complaint is deemed invalid, valid complaints will be followed up by the relevant department according to the complaint classification and internal guidelines.



### 調查及改善 Investigations and improvements

責任部門需要於指定時期查找問題所在，並擬定改善措施。檔案將儲存於ERP系統或投訴系統以作日後參考。

The responsible department has to identify the root cause of the problem and come up with improvement measures within a specified period. It is then recorded in the ERP system or complaint handling system for future reference.



### 回應顧客 Feedback to customers

投訴處理完成後需向客戶報告跟進結果，並識別客戶的滿意度。如過程涉及退貨或賠償，業務亦各自設有相關內部指引可根據執行。

After a complaint is processed, the customer will be informed of the result and customer satisfaction will be noted. The return of goods and payment of compensation, if any, will follow each business segment's related internal guidelines.

基於集團業務性質，謹需要客戶少量個人資料（如名字及送貨地址），而客戶多為公司客戶及經銷商，因此私隱事宜並非集團重大關聯事宜。

Due to the nature of Group's businesses, which only requires minimal data (e.g. names and delivery addresses) from customers, who are mostly corporate clients and distributors, therefore privacy is not a material issue for the Group.

## 社區的長遠價值 Long-term Values in Communities

集團屹立近半世紀，成就於社會的進步。因此集團本著「取諸社會，用諸社會」的理念回饋社會，與營運地的社區共同成長，攜手走更遠的路。

作為企業公民，集團善用自身優勢及人才，提出策略性的社區投資，從而連繫各方持份者，建立長遠互利關係，促進業務的均衡和健康發展。集團的「社區投資、贊助及捐贈政策」為篩選社區投資項目時提供指引，子公司可根據營運地的社區需要選擇合適項目，由集團指定部門監察運作。重點包括：

- 集中考慮集團營運所在地的項目
- 項目鼓勵員工參與
- 選擇信譽良好的非牟利機構合作
- 優先考慮「環境保護」和「弱勢社群」相關的項目

The development of the Group for almost half of a century owes much to social progress. Therefore, the Group upholds the principle of “From the Community, for the Community” to reciprocate the society where it operates to grow together.

As a corporate citizen, the Group makes the best of its expertise and resources by proposing strategic community investment as a means of connecting various stakeholders in order to build long-lasting mutually beneficial relationships and to promote balanced and healthy development of its businesses. The Group’s “Policy on Community Investment, Sponsorships and Donation” offers guidelines in the selection of community investment projects. A subsidiary can choose suitable projects according to the needs of the community in which it operates and these projects will be monitored by a designated department in the Group. The main points of this policy include:

- Focus on projects where the Group operates
- Encourage employees to participate
- Partner with reputable non-profit organisations
- Give priority to projects related to environmental protection and underprivileged groups

集團的業務遍佈內地各省，其中有些城市的鄉鎮依然較為落後，存在不少社會問題。因此，弱勢社群為社區投資策略的重點對象之一。除了提供即時的生活舒緩，相關項目亦能夠促進社區和諧、鼓勵人才發展，長遠有利於集團業務的穩定及可塑性。

作為化工行業，持份者普遍認為環保是集團的重要可持續發展議題，環保的推動與教育亦是集團的重點社區投資目標。

While the Group’s businesses span across most provinces in Mainland China, some cities are however lagging in development and rife with social problems. Hence, underprivileged groups are one of the Group’s key targets in community investment. Other than providing immediate livelihood relief, the related projects can also foster community harmony and encourage personal development which would be beneficial to the Group’s long-term stability.

As a member of the chemical industry, stakeholders generally believe that environmental protection is a material aspect of sustainability for the Group. As a result, promotion and education in environmental protection are also a key focus of the Group’s community investment.

集團有短期及長期的社區投資項目，短期項目能夠接觸不同的社會議題，發掘更多長遠合作機會。長期的投資項目對社會議題深入了解，甚至為社會帶來長遠改變。

The Group has both short-term and long-term community investment projects. The short-term ones allow it to get in touch with different social issues and develop more long-term cooperation opportunities. The long-term ones allow it to gain an in-depth understanding of social issues or even bring far-reaching changes to society.



社區的長遠價值  
Long-term Values in Communities

## 流動眼科手術車捐贈計劃

集團在中國營運時注意到部分落後地區存在大量白內障眼疾患者，他們往往家庭貧困，更因行動不便、生活無法自理等導致就醫困難，進一步拖累家庭，難以改善生活條件。因此，集團訂下長期社會投資項目，幫助國內這一數量龐大而分佈廣泛的弱勢群體，令其得到有效醫治，重見光明，從而重拾生活與勞動技能。

## Mobile Eye Surgery Centre Donation Programme

The Group notices from its operation in China that there are many cataract patients in the underdeveloped regions. These patients are usually poverty-stricken and with disabilities, which make them unable to care for themselves and seek medical help. As a result, they become a burden in their families and their livelihood sees little chance of improvement. In view of this, the Group has developed a long-term social investment project to help this large and widely scattered underprivileged group to receive effective medical treatment in order to revive their sight and regain their living and working skills.

 **2017** 年葉氏化工流動眼科手術車  
處理接近 **19,000** 宗手術

 Yip's Chemical's mobile eye surgery centres  
performed nearly **19,000** cataract  
removal surgeries in **2017**



集團於二零一零年與亞洲防盲基金會及中國殘疾人聯合會共同發起「流動眼科手術車捐贈計劃」，透過捐贈多架配備先進眼科手術儀器的流動手術車，幫助國內的白內障患者重見光明。每部手術車的建造費連眼科手術儀器價值約250萬港元，配合專業的醫療服務人員，到貧困縣進行白內障手術。

In 2010, Yip's Chemical started a "Mobile Eye Surgery Centre Donation Programme" in collaboration with the Asian Foundation for the Prevention of Blindness and the China Disabled Persons' Federation. The objective is to help restore vision for mainland cataract patients through the donation of a number of mobile eye surgery centres equipped with advanced ophthalmological surgery instruments. Inclusive of construction cost and ophthalmological instruments, each mobile centre costs around HK\$2.5 million. With a team of professional medical personnel, the mobile eye surgery centres are sent to impoverished counties to carry out cataract removal surgeries.

集團現時合共捐贈九部手術車分別予江蘇省、山東省、內蒙古自治區、雲南省、黑龍江省、山西省、湖南省、河北省及貴州省(二零一八年捐贈), 捐贈金額總值超過2,200萬港元。

除了擔當手術車捐贈者的角色外, 葉氏化工義工隊會到訪受贈省份, 進行探訪活動, 讓更多員工了解手術車成效及項目對地區的貢獻。年內, 18位義工到訪湖南省進行白內障預防教育、白內障患者及康復者探訪, 另外亦動員其他持份者如經銷商參與手術車相關的義工活動。

集團亦善用自身資源及人脈, 進一步拓展項目。紫荊花塗料集團就為部份受惠者提供免費舊房牆面翻新服務, 幫助患者處理牆面脫落、裂紋、發霉等問題, 改善他們的居住環境, 讓他們在恢復視力後重見燦爛的色彩和煥然一新的家居, 展開復明後的新生活。二零一七年紫荊花塗料集團更與上海慈善團體合作, 將牆面重塗發展至關愛兒童項目, 為他們刷新校舍及支持他們參與藝術教育活動, 提供給兒童一個安全、環保、多彩的學習環境。

So far, the Group has donated a total of nine mobile centres respectively to Jiangsu, Shandong, Inner Mongolia, Yunnan, Heilongjiang, Shanxi, Hunan, Hebei and Guizhou (the one to Guizhou was donated in 2018), amounting to over HK\$22 million in total donations.

In addition to being a donor, “Yip’s Chemical Volunteers”, the corporate volunteer team, goes to the recipient provinces and pays visits to the surgery centres so that more employees can understand the benefits brought about by the mobile centres and the contribution the donation programme has made in the area. In the year, 18 team members went to Hunan to conduct cataract prevention education and visit cataract patients and ex-patients. The corporate volunteer team also mobilised other stakeholders such as distributors to participate in related volunteer activities.

The scope of this programme is further broadened through the leverage of the Group’s own resources and business networks. To help treated patients embark on their new lives, Bauhinia Coatings Group offers free wall-refurbishing services for the decrepit living quarters of some of the patients. By treating peeled off, cracking and moulding old paints, the service substantially improves the living environment of the ex-cataract patients and allows them to enjoy their colourful renovated homes upon regaining their eyesight. In 2017, Bauhinia Coatings Group also joined hands with a charity organisation in Shanghai to add a child caring element to the wall-refurbishing project: it repainted school buildings and provided support to their art education activities, thus giving the children a safe, environmentally friendly and colourful learning ambience.







社區的長遠價值  
Long-term Values in Communities

## 多元義務活動

為了讓社區投資項目設計更切合持份者關注點，二零一七年初集團舉辦了全集團投票，根據員工投票結果選出他們最關注的社會議題，並以此設計相關的義工活動。集團全年共舉辦23項活動，涵蓋關愛弱勢社群、藝術教育、環保及健康生活等範疇。集團期望透過二零一七年的多元發展，能夠與更多團體建立溝通橋樑，發掘一些滿足集團長遠發展、持份者關注及社會需要的社區投資項目。

此外，葉氏化工亦積極支持由非牟利機構主辦的「海鷗助學計劃」，為計劃中受助的大學生提供暑期工作實習的機會。於二零一七年，集團安排了22名海鷗助學計劃中的大學生在子公司位於浙江桐鄉及上海金山的廠房進行為期一個月的工作實習。每位實習生都會得到實習報酬，集團亦會為這些實習生提供免費膳食，員工宿舍住宿及交通。

## Diversified Volunteer Services

For better alignment of its community investment planning with the expectations of stakeholders, the Group held a group-wide poll in early 2017, inviting employees to vote for the social issues they were most concerned about and volunteer activities were designed accordingly. In the year, the Group held 23 events that covered topics including caring for underprivileged groups, art education, environmental protection and healthy lifestyle. The Group hopes that, through the diverse initiatives in 2017, it can initiate communications with more organisations and uncover potential community investment projects that would meet the needs of its long-term development, stakeholder concerns and society at large.

Yip's Chemical has been an active supporter of a non-profit organisation that runs the "Seagull Scholarship Programme" by offering summer internships to undergraduates sponsored by the programme. In 2017, 22 undergraduates of the Seagull Programme were assigned to the Tongxiang, Zhejiang and Jinshan, Shanghai plants of the subsidiaries of Yip's Chemical to undergo a one-month internship. Apart from getting paid, each intern was fully sponsored for their meals, accommodation as well as transportation expenses.

2017

### 員工和親友參與義工服務

Employees and their relatives and friends contributed to volunteer services



總服務時數為  
Total service hours

801 小時  
hours



總義工人數達  
Total number of volunteers

131 人  
volunteers

### 葉氏化工義工隊

自 2011 年九月成立以來，

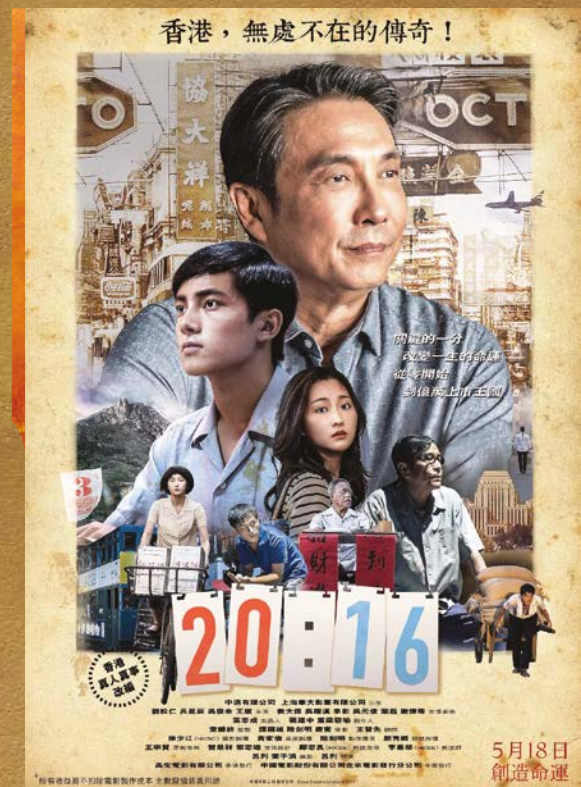
Since September 2011 when the corporate volunteer team was established,

累計的  
總服務時數為  
the cumulative hours of  
services were

7,557 小時  
hours

二零一七年集團主席葉志成先生自資拍攝的電影《20：16》於五月在中港兩地同步上映，而集團亦借這套以葉志成先生建立葉氏化工為故事藍本的電影發展成年度別樹一幟的慈善項目。集團管理層走訪國內近30家大學舉行分享會，分享創立葉氏化工的心路歷程，勉勵年青人要敢於追求理想。各子公司向業務伙伴、包括供應商、經銷商及客戶發起慈善募捐，讓中港學生可以免費觀賞電影。集團又與上海民間團體合作，將電影製作成無障礙版本，在上海放映17場，安排約1,300位視障朋友觀賞，亦作為集團多年關注視障社群福利的伸延。除了電影故事特寫中國青年來港潮及倚靠工業奠下香港經濟基石，為香港近代史填補了一段空白外，電影創作團隊亦希望通過電影把「持之以恆，期之待昌」的正能量宣揚開去。

In May 2017, the film 20:16 personally funded by Group Chairman Mr. Ip Chi Shing was screened simultaneously in Hong Kong and the mainland while the Group also took this opportunity to turn this film, which based on the story of Mr. Ip building Yip's Chemical, into a one-of-a-kind charity project. Members of the Group's top management toured some 30 mainland universities to share all the tears and sweat involved in building up the Company so as to encourage the pursuit of dreams by young people. The subsidiaries of Yip's Chemical, meanwhile, held a charity fundraising among suppliers, distributors and clients so that students in Hong Kong and the mainland could watch the film for free. The Group also cooperated with organisations in Shanghai to produce barrier-free version of the film which was subsequently screened 17 times to some 1,300 persons with visual impairments. This is yet another example that the Group has, over the years, been paying attention to the welfare of the visually impaired. The movie production team wanted not only to fill a gap in the modern history of Hong Kong by depicting how young people from the mainland came and helped build the economic foundation of Hong Kong through different industries, but also to spread the film's positive values of "Excellence is the Reward of Perseverance" to the public.





## 環境的長遠價值

### Long-term Values in Environment

化工企業以天然資源作部份產品原材料，因此集團明白環境的生生不息與業務發展的密切關係，環保考慮與營運是不可分割的。

集團的環保事宜由安委會監督，由於各廠房的生產模式及營運地的地方政策各異，廠房會按照實際情況進行環保管理。集團一直提倡的清潔生產方針並不止於節能減排措施，而是覆蓋產品整個生命週期。從原材料減少浪費，生產過程減輕對環境造成壓力，採取嚴謹的廢物處理，包括從清理及保養生產設備所產生的污水及向土地排污的妥善處理以至研發環保產品以確保產品到達顧客手上後，當產品被使用時仍然維持對環境最低的傷害。除了將環保融入日常營運程序，管理層亦從風險管理角度作出未雨綢繆的計劃，處理突發事故及其他有可能因環境因素以致集團持份者損失事宜，令整個環境管理系統更加完整。

塗料及油墨業務的產品接觸到終端消費者，其生產過程亦關係到公眾的環境健康。位於惠州、中山、上海、桐鄉的廠房均獲ISO 14001環境管理體系認證證書，以及多個產品獲「十環」中國環境標誌產品認證，優於國內業界水平。

塗料及油墨行業面對的主要排放物管理挑戰為有關VOC的控制，如VOC未經適當處理而排放會影響當地的空氣質素。集團一直進行研究以致力降低各廠房的VOC排放量，包括於生產過程針對每一個步驟增加VOC的捕集效率，並於適當地方安裝活性炭吸附裝置對收集的VOC進行淨化。廠房會進行定期檢測，確保生產流程符合國家的塗料及油墨行業的大氣污染物排放標準。為配合國家訂下的長遠控制VOC目標，集團計劃分階段安裝大型的VOC處理裝置，以踏實而有效的措施配合國家的環保方針。

As some of the raw materials used by chemical enterprises are natural resources, the Group understands that a well-conserved environment is closely related to the sustainable development of its businesses. Environmental considerations are inseparable from operation.

The Group's environmental protection affairs are under the supervision of the HSE Committee. Because different plants have different production models and are under different local policies, each plant will carry out environmental management according to its actual situations. The clean production policy that the Group has been advocating is not limited to energy conservation and emission reduction measures, it encompasses the whole life cycle of products, including minimising waste of raw materials, lessening pressure on the environment in production processes, adopting strict waste treatment procedures which include proper handling of sewage and discharge to land after cleansing and maintenance of production facilities, and developing green products to ensure that, when these products are used by customers, they pose minimal harm to the environment. In addition to making environmental protection an integral part of daily operations, the Group also makes plans from a risk management perspective to handle unforeseen incidents and other matters that may incur losses of its stakeholders due to environmental reasons. As a result, its environmental management system has become more complete.

The products of the coatings and inks businesses directly get in touch with consumers and their production processes involve public environmental health. The environmental management systems in the plants in Huizhou and Zhongshan, Shanghai and Tongxiang have all been ISO 14001 certified, while many products are qualified with China Environmental Labelling, an above-par achievement in the chemical industry in the mainland.

The main challenge in emission management faced by the coatings and inks businesses is the control of VOC, which might affect the air quality of the relevant operational localities if not duly managed. The Group has been studying ways to lower VOC emission levels, including raising the efficiency of capturing VOC at each step of the production processes and installing activated carbon adsorption devices where suitable to treat the captured VOC. Moreover, regular inspections are carried out at plants to ensure that the production processes meet the national air pollutant emission criteria for the coatings and inks industries. In line with national environmental policy, the Group is taking a practical and effective initiative to meet long-term national VOC control target by installing large VOC treatment devices in stages.

位於上海金山的廠房是塗料業務的最大廠房，為安裝大型VOC裝置的第一個試點，集團預計總共投入近2,400萬人民幣進行相關整改。由於VOC的來源主要為投料及生產過程的揮發，因此其中一個重要工程為在職業安全與健康得以顧全的情況下打造全密封式的車間，包括加裝雙層自動門以確保員工及貨物進出時不會從出入口溢出VOC。

The Group's largest coatings plant in Jinshan, Shanghai, has been chosen as the pilot location in installing large VOC treatment devices, where the Group budgeted around RMB24 million for the installation and ancillary infrastructure. One of the measures is to construct fully-sealed production plants which comply with occupational health and safety standards to capture VOC volatiles during raw material feeding and production. This entails the installation of a double-layer automatic door to prevent VOC leakage when employees and goods are entering and leaving.

金山廠車間的所有通風系統均直接與管道連接，將車間內生產過程中產生的VOC導入處理裝置。裝置佔地800平方米，廢氣會首先被導入巨型轉輪，以沸石吸附技術收集VOC。然後經高溫脫附出來的濃縮VOC會被導入到另一巨型容器，透過蓄熱燃燒技術(RTO)，將濃縮廢氣加熱至超過攝氏800度至VOC完全燃燒分解。蓄熱燃燒技術除了進行燃燒，亦會儲起過程中釋放的熱量用來加熱新進入的廢氣，因此節省加熱能源，亦提高處理的穩定性及效率。整套裝置已於二零一八年正式投入運作，另油墨業務位於中山的最大廠房亦已開始相關大型VOC裝置安裝工程，採取相同VOC淨化技術，以改善油墨業務的廢氣排放情況。

All ventilation systems of the production plants in the Jinshan plant are connected directly to pipes so that VOC generated in the plants are diverted to the treatment device. The device takes up an area of 800 m<sup>2</sup>; exhaust gas is first sent to its giant turbine and VOC are captured using zeolite absorption technology. The concentrated VOC desorbed by high temperature are then diverted to a giant container to be heated up to higher than 800°C through a regenerative thermal oxidiser (RTO) for complete decomposition. The RTO does not only burn up the concentrated VOC, it also captures the heat released in the process and uses it to pre-heat the incoming exhaust gas. This way, energy for heating can be conserved while the stability and efficiency of the process are enhanced. The complete set of the device has been formally put into operation in 2018. Meanwhile, related work for installing a large VOC treatment device has also been started at the Group's largest inks plant in Zhongshan. Employing the same VOC purification technology, the device is expected to improve the exhaust gas emission situation in the inks business.



VOC處理裝置  
VOC treatment device

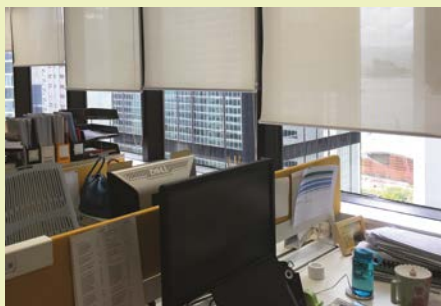
去除  
廢氣中的VOC  
Removing VOCs in  
the exhaust gas  
**> 90%**

每小時可處理廢氣  
Treating of exhaust gas per hour  
**300,000 m<sup>3</sup>**



集團首次獲環保促進會頒發香港綠色企業大獎——超卓環保安全健康獎銅獎(大型企業)，以表揚集團於綠色管理及職業安全健康等各方面的傑出表現。香港綠色企業大獎評審委員由專業組織代表、行政管理及環保專家組成，並得到國際組織專家參與及給予意見，兼具獨立性及代表性。

集團於二零一八年推行綠色辦公室，位於灣仔的集團總部獲世界綠色組織的綠色辦公室獎勵計劃頒發「綠色辦公室」及「健康工作間」標誌。



The Group was presented its first-ever Hong Kong Green Awards-Environmental, Health and Safety Bronze Award (Large Corporate) by Green Council in recognition of its outstanding performance in green and occupational health and safety management. The award judging panel is composed of representatives from professional bodies, corporate management professionals and environment specialists, as well as experts from international organisations who offered suggestions, to ensure the panel's independence and representativeness.

Green office culture was promoted in 2018. The Group's headquarters in Wanchai was recognised with "Green Office" and "Eco-Healthy Workplace" label under the World Green Organisation's Green Office Awards Labelling Scheme.

處理危險廢棄物亦是化工行業日常營運的重要環節。集團一方面委託政府認可危廢處理公司處理危廢，另一方面亦著力研究減少危廢產生。中山油墨廠房使用「噸桶」代替傳統鐵桶，這些噸桶能夠循環再用，使中山廠房年內節省了7.3噸鐵桶，減少危廢產生。

無害廢棄物會先分類為可回收及不可回收，再委託廢物處理公司已分類的廢物處理。於二零一七年中山廠的可回收廢物達58.1噸。

Hazardous waste handling is also an important aspect of daily operations in the chemical industry. The Group entrusts the handling of hazardous waste to a government-recognised hazardous waste handling company. It also focuses on studying ways to minimise the generation of hazardous waste. In using recyclable "intermediate bulk containers" (IBCs) instead of traditional iron drums, the Zhongshan inks plant was able to save 7.3 tonnes of iron drums in the year, so as to reduce the generation of hazardous waste.

Non-hazardous wastes are separated into recyclable and non-recyclable wastes and then collected and handled by external waste management companies. In 2017, 58.1 tonnes non-hazardous waste were collected for recycling in the Zhongshan plant.

## 經濟與環保效益並行

## Balancing Economic and Environmental Benefits

集團年內邀請外聘顧問改善塗料業務的流程營運 (ACT項目), 除了達到提升營運效益及優化成本結構, 其中一些措施亦同時能夠節省用電及用水; 在原材料價格高企的情況下, 重新規劃原材料使用亦降低生產成本同時減低原材料的消耗量。ACT項目的首個階段集中在塗料業務, 並於二零一八年擴展至油墨業務。

In the year, the Group has invited an external consultant to help improve the processes and operations of its coatings business through Project ACT. In addition to improving operational efficiency and optimising cost structure, some of the ACT measures also assisted in conserving energy and water usage. While raw material prices hovered at high levels, the re-planning of the use of raw materials helps lower production costs and reduces raw material consumption. The first stage of implementing Project ACT was carried out in the coatings business, and in 2018 it will be expanded to the inks business.



送貨地點納入生產計劃考慮, 將訂單分配至較近送貨點的廠房進行生產, 縮短運送距離以減低碳足印。

Product logistics was included in production planning. By allocating orders to plants nearer to delivery locations, shipment distances were shortened to reduce carbon footprints.

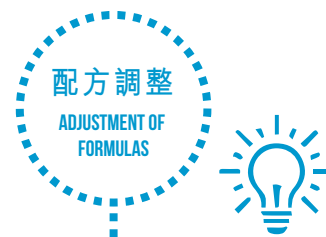


金山廠房將兩個工作輪值整合, 以減少廠房運作時間以節省用水用電量。

節省用電超過50萬度及接近35,000立方米的液化天然氣 (LNG)<sup>1</sup>。

In the Jinshan plant, two work shifts were consolidated to shorten plant operating time so as to conserve energy and water usage.

More than 500,000 kWh of electricity and nearly 35,000 m<sup>3</sup> of LNG were saved.<sup>1</sup>



因應近年原材料來貨質量分析調整生產配方, 減少生產過程中因配方差別而產生的額外原材料消耗。

原材料損耗率降低38%<sup>2</sup>。

Production formulas were adjusted according to raw material quality analysis results to minimise extra raw material consumption in production processes caused by formula deviations.

Raw material wastage was reduced by 38%.<sup>2</sup>

除了重點ACT項目外, 各廠每年向管理層匯報年內的節能措施及成效檢討, 例如所有廠房正逐步進行LED照明系統更換, 預計完成所有更換後可以節省照明系統超過40%用電。此外, 各廠亦繼續透過監察供水管網洩漏修復以及安裝自動供水裝置等措施調節用水量, 其中位於惠州的廠房將用以冷卻生產設備的水重複使用, 成功節約用水1,200噸。

In addition to Project ACT, all plants have to report to the management their energy conservation measures in the year and the effectiveness of these measures. For example, all the plants are now gradually changing to LED lighting systems and it is expected that more than 40% in energy consumption can be saved when the changes are completed. Also, the plants continue to reduce water wastage by monitoring and repairing leakage in water pipe networks and by the installation of automatic water supply devices. In particular, the Huizhou plant managed to reduce water consumption by 1,200 tonnes by the re-use of water for cooling production equipment.

<sup>1</sup> 由二零一七年十二月至二零一八年四月。  
From December 2017 to April 2018.

<sup>2</sup> 由二零一七年五月至九月。  
May to September 2017.





環境的長遠價值  
Long-term Values in Environment

## 創新綠色生活

集團貫徹清潔生產理念，除於生產過程體現，集團積極關注產品對終端用戶影響。因此集團不斷研發及引入環保化工產品，為消費者締造健康及綠色的家。

紫荊花漆的優塗麗S系列繼續推出新產品，針對新裝修家庭的甲醛問題，推出具除甲醛功能的塗料產品，其優氧淨醛分子及天然成份如竹炭、矽藻，分解空氣中遊離的甲醛等有害物質。產品獲得「美國綠色衛士金級認證」及「法國VOC法規A+認證」。

除獲歐美認證，塗料業務一直尋求技術突破，透過塗料產品以締造更健康及環保的家。

Apart from recognitions from Europe and America, the coatings division strives to seek breakthroughs in technology that would help create healthier and greener homes through coating products.



集團亦於二零一八年引入Aquapro塗料產品系列，源於澳洲技術的Aquapro專業全效抗菌乳膠漆及家居保均符合香港綠色建築議會綠材環評之評審最高標準並獲鉑金評級。

The Group also introduced in 2018 the Aquapro series of coating products. Originated from Australia, its Aquapro Protect Emulsion Paint and Aquapro Professional Steriguard Coatings conform with the Green Product Accreditation and Standards (HK G-PASS) Platinum Grade of the Hong Kong Green Building Council.





## 綠色生活

除透過清潔生產理念於日常營運層面推廣環保，集團致力於內外持份者推廣綠色生活文化。

## Living a Green Life

Going beyond the green practices through our clean production philosophy in daily operations, the Group also promotes green living culture among internal and external stakeholders.



舉辦清潔海岸義工活動，讓義工認識到紅樹林的生態價值及塑膠廢物對於海洋的影響。

Shore cleaning volunteer activity was held, which allowed volunteers to understand the ecological value of mangrove and the negative impact of plastic waste to marine ecology.



與匡智會合作安排家舍兒童認識有機種植，讓他們從小認識綠色生活的好處。

An organic farm visit was organised for the children of Hong Chi Association, promoting green living culture to the younger generation.



前往上海崇明島種植無花果樹，參加者藉此機會了解中國內地沿海生態及空氣污染問題。

Fig tree planting in Shanghai Chongming Island was organized, which allowed participants to understand more the seashore ecology of Mainland China and the issue of air pollution.





環境的長遠價值  
Long-term Values in Environment

以下數據包括集團塗料業務的主要生產基地金山廠房及油墨的主要生產基地中山廠房。除非特別標明，數據由集團委託的第三方顧問根據港交所環境、社會及管治報告指引的附錄二：環境關鍵績效指標匯報指引計算。

為確保數據報告的完整性及一致性，集團於年內為金山及中山兩廠進行環境數據檢閱。集團會繼續完善數據收集系統，於未來增加報告範圍。

The following data covered the Jinshan plant and Zhongshan plant, respectively the Group's main production base for coatings and inks. Unless otherwise specified, the data were calculated by a third party appointed by the Group in accordance with Appendix 2: Reporting Guidance on Environmental KPIs in the ESG Reporting Guide of Hong Kong Stock Exchange.

To ensure the integrity and consistency of the data reported, the Group has, in the year, carried out a health check of the environmental data quality in the two main plants. The Group will continue to improve its data collecting system and will further widen its scope of reporting in future.

排放物	EMISSIONS	
揮發性有機化合物(VOC) Volatile organic compounds (VOC)	2.99	噸 Tonnes
顆粒物 Particulates	10.32 <sup>1</sup>	噸 Tonnes
生活油煙 Domestic exhaust gas	0.02	噸 Tonnes
總排水量 Total water discharge	5,984	噸 Tonnes
化學需氧量 Chemical Oxygen Demand (COD)	0.46 <sup>2</sup>	噸 Tonnes
二氧化硫 SO <sub>x</sub>	0.0031	噸 Tonnes
氮氧化物 NO <sub>x</sub>	0.37 <sup>3</sup>	噸 Tonnes
溫室氣體- 範圍一 Greenhouse gases - Scope 1	1,131.74 <sup>4</sup>	噸氧化碳當量 Tonnes, CO <sub>2</sub> equivalent
溫室氣體- 範圍二 Greenhouse gases - Scope 2	7,147.04 <sup>2</sup>	噸氧化碳當量 Tonnes, CO <sub>2</sub> equivalent
危險廢棄物 Hazardous waste	632.15 <sup>5</sup>	噸 Tonnes
無害廢棄物 Non-hazardous waste	518.45	噸 Tonnes

消耗量	CONSUMPTION	
電力 Electricity	12,153,060	千瓦時 kWh
電油 Petrol	128,006	公升 Litres
柴油 Diesel	73,604	公升 Litres
天然氣 Natural gas	11,410	立方 m <sup>3</sup>
生物燃料 Biofuels	31.4	噸 Tonnes
總能量消耗密度 Total energy consumption intensity	0.58	千兆焦耳 / 產品噸數 gigajoule/ tonne of products
自來水 Water	120,439	噸 Tonnes
用水密度 Water consumption intensity	1.34	噸 / 產品噸數 tonnes/ tonne of products

包裝材料總量	PACKAGING MATERIALS USED	
鐵桶 Iron drums	7,015.74	噸 Tonnes
塑膠桶 Plastic buckets	146.62	噸 Tonnes
紙箱 Cartons	584.12	噸 Tonnes
塑膠膜 Plastic films	17.34	噸 Tonnes

1. 顆粒物總量包括廠房的生產排放及廠房管理車輛。  
Total particulate quantity includes emissions from the plants' production and from vehicles managed by plants.
2. 廠房設有污水處理設備，將化學需氧量減至最低。  
The plants are equipped with sewage treatment equipment to minimise COD.
3. 主要來自車輛排放（叉車除外）。  
Mainly from vehicle emissions (forklifts excluded).
4. 溫室氣體計有的二氧化碳排放因子數值參考自國家應對氣候變化戰略研究和國際合作中心（2011及2012年版本）；全球變暖潛能值參考自政府間氣候變化專門委員會。  
CO<sub>2</sub> emission factors are referenced from the National Centre for Climate Change Strategy and International Cooperation (2011 and 2012 editions); for global warming potential values, reference is made to the Intergovernmental Panel on Climate Change.
5. 危險廢棄物（數據包括報廢製成品）由政府認可的危廢處理公司處理。  
Hazardous waste (the data included scrapped finished products) were handled by a government-recognised hazardous waste handling company.
6. 集團於求取適用水源上沒有任何問題。  
The Group has no issue in sourcing water that is fit for purpose.

## 關於此報告 About the Report

葉氏化工集團有限公司的二零一七年《環境、社會及管治報告》按照香港聯合交易所有限公司證券上市規則附錄二十七闡述的《環境、社會及管治報告指引》最新版本編寫，以適切性、重要性及平衡考慮匯報可持續發展事宜，並基於業務性質對持份者的影響性以及考慮到相關事宜的披露深度而擬定報告範圍。除非另有說明，這份年度報告描述集團在二零一七年一月一日至十二月三十一日期間可持續發展方面的表現和措施。

The 2017 Environmental, Social and Governance Report of Yip's Chemical Holdings Limited is prepared in accordance with the Environmental, Social, and Governance Reporting Guide set out in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, with sustainability disclosures which are applicable and material and the disclosures of the environment, social and governance performance are made in a balanced manner. The reporting scope in respective areas is based on the influence of businesses to stakeholders and the consideration of allowing in-depth disclosure of material issues. This report covers the Group's performance and measures in the areas of sustainable development for the reporting period from 1 January to 31 December 2017 unless otherwise specified.

## 《環境、社會及管治報告指引》 - 內容索引 Environmental, Social and Governance Reporting Guide - Index

層面、一般披露及關鍵績效指標 Aspects, General Disclosures and KPIs	描述 Description	《2017 年環社管報告》頁數 Page no. of ESG Report	補充 Remarks
<b>層面 A1 : 排放物 Aspect A1 : Emissions</b>			
一般披露 General Disclosure	有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (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。  Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	26-32	就此報告部份的披露範圍，葉氏化工董事會於報告期內沒有從政府相關機構收到違反相關法律及規例，並對業務產生顯著影響的通知。相關規例包括但不限於《中華人民共和國環境保護法》、《中華人民共和國大氣污染防治法》、《中華人民共和國節約能源法》、《中華人民共和國水污染防治法》、《工礦用地土壤環境管理辦法（試行）》、《污染地塊土壤環境管理辦法（試行）》以及《中華人民共和國固體廢物污染環境防治法》。
關鍵績效指標 KPI A1.1	排放物種類及相關排放數據。 The types of emissions and respective emissions data.	32	In regard to the disclosures in this report section, the Board had not received from related government authorities any notice related to major violation of related laws and regulations that had significant impacts on its businesses. Related regulations include but not limited to Environmental Protection Law of the People's Republic of China, Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution, Law of the People's Republic of China on Conserving Energy, Law of the People's Republic of China on the Prevention and Control of Water Pollution, Measures for soil environmental management in industrial and mining land, Measures for the management of soil environment in contaminated land and Law of the People's Republic of China on the Prevention and Control of Environment Pollution Caused by Solid Wastes.
關鍵績效指標 KPI A1.2	溫室氣體總排放量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。 Greenhouse gas emissions in total (in tonnes).	32	
關鍵績效指標 KPI A1.3	所產生有害廢棄物總量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。 Total hazardous waste produced (in tonnes).	32	
關鍵績效指標 KPI A1.4	所產生無害廢棄物總量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。 Total non-hazardous waste produced (in tonnes).	32	
關鍵績效指標 KPI A1.5	描述減低排放量的措施及所得成果。 Description of measures to mitigate emissions and results achieved.	26-30	
關鍵績效指標 KPI A1.6	描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。 Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	28	





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層面 A2 : 資源使用		Aspect A2 : Use of Resources	
一般披露 General Disclosure	有效使用資源 (包括能源、水及其他原材料) 的政策。 Policies on the efficient use of resources, including energy, water and other raw materials.	26, 29	
關鍵績效指標 KPI A2.1	按類型劃分的直接及 或間接能源總耗量及密度。 Direct and/ or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	32	
關鍵績效指標 KPI A2.2	總耗水量及密度。 Water consumption in total and intensity (e.g. per unit of production volume, per facility).	32	
關鍵績效指標 KPI A2.3	描述能源使用效益計劃及所得成果。 Description of energy use efficiency initiatives and results achieved.	29	
關鍵績效指標 KPI A2.4	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。 Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	29	
關鍵績效指標 KPI A2.5	製成品所用包裝材料的總量及 (如適用) 每生產單位佔量。 Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	32	

層面 A3 : 環境及天然資源		Aspect A3 : The Environment and Natural Resources	
一般披露 General Disclosure	減低發行人對環境及天然資源造成重大影響的政策。 Policies on minimising the issuer's significant impact on the environment and natural resources.	26	
關鍵績效指標 KPI A3.1	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。 Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	26, 27	

層面 B1 : 僱傭		Aspect B1 : Employment	
一般披露 General Disclosure	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。  Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, (anti-discrimination, and other benefits and welfare.	13	就此報告部份的披露範圍, 葉氏化工董事會於報告期內沒有從政府相關機構收到違反相關法律及規例, 並對業務產生顯著影響的通知。相關規例包括但不限於香港《僱傭條例》、《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、香港《性別歧視條例》、《殘疾歧視條例》、《家庭崗位歧視條例》、《種族歧視條例及中華人民共和國殘疾人保障法》。  In regard to the disclosure in this report section, the Board had not received from related government authorities any notice related to major violation of related laws and regulations that had significant impacts on its businesses. Related regulations include but not limited to Hong Kong Employment Ordinance, Labour Law of the People's Republic of China and Labour Contract Law of the People's Republic of China, Hong Kong Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance, Race Discrimination Ordinance and Law of the People's Republic of China on the Protection of the Disables.
關鍵績效指標 KPI B1.1	按性別、僱傭類型、年齡組別及地區劃分的僱員總數。 Total workforce by gender, employment type, age group and geographical region.	14	
關鍵績效指標 KPI B1.2	按性別、年齡組別及地區劃分的僱員流失比率。 Employee turnover rate by gender, age group and geographical region.	14	





層面 B2 : 健康與安全 Aspect B2 : Health and Safety

一般披露 General Disclosure	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。  Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	12	就此報告部份的披露範圍，葉氏化工董事會於報告期內沒有從政府相關機構收到違反相關法律及規例，並對業務產生顯著影響的通知。相關規例包括但不限於香港《職業安全及健康條例》、《中華人民共和國安全生產法》以及《中華人民共和國職業病防治法》。  In regard to the disclosure in this report section, the Board had not received from related government authorities any notice related to major violation of related laws and regulations that had significant impacts on its businesses. Related regulations include but not limited to Hong Kong Occupational Safety and Health Ordinance, Work Safety Law of the People's Republic of China and Law of the People's Republic of China on the Prevention and Control of Occupational Diseases.
關鍵績效指標 KPI B2.1	因工作關係而死亡的人數及比率。 Number and rate of work-related fatalities.	13	
關鍵績效指標 KPI B2.2	因工傷損失工作日數。 Lost days due to work injury.	13	
關鍵績效指標 KPI B2.3	描述所採納的職業健康與安全措施，以及相關執行及監察方法。 Description of occupational health and safety measures adopted, how they are implemented and monitored.	12	

層面 B3 : 發展及培訓 Aspect B3 : Development and Training

一般披露 General Disclosure	有關提升僱員履行工作職責的知識及技能的政策。 Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	10-11	
關鍵績效指標 KPI B3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。 The average training hours completed per employee by gender and employee category.	11	

層面 B4 : 勞工準則 Aspect B4 : Labour Standards

一般披露 General Disclosure	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。  Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	9	就此報告部份的披露範圍，葉氏化工董事會於報告期內沒有從政府相關機構收到違反相關法律及規例，並對業務產生顯著影響的通知。相關規例包括但不限於附屬於香港《僱傭條例》的《僱用兒童規例》及《僱用青年（工業）規例》、中國國務院頒布的《禁止使用童工規定》、《中華人民共和國勞動法》以及《中華人民共和國勞動合同法》。
關鍵績效指標 KPI B4.1	描述檢討招聘慣例的措施以避免童工及強制勞工。 Description of measures to review employment practices to avoid child and forced labour.	9	In regard to the disclosure in this report section, the Board had not received from related government authorities any notice related to major violation of related laws and regulations that had significant impacts on its businesses. Related regulations include but not limited to the Employment of Children Regulations and Employment of Young Persons (Industry) Regulations under Hong Kong Employment Ordinance, Provisions on the Prohibition of Using Child Labor issued by State Council of the People's Republic of China, Labour Law of the People's Republic of China and Labour Contract Law of the People's Republic of China.
關鍵績效指標 KPI B4.2	描述在發現違規情況時消除童工及強制勞工情況所採取的步驟。 Description of steps taken to eliminate such practices when discovered.	9	



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層面B5：供應鏈管理 Aspect B5：Supply Chain Management

一般披露 General Disclosure	管理供應鏈的環境及社會風險政策。 Policies on managing environmental and social risks of the supply chain.	15-16	
關鍵績效指標 KPI B5.1	按地區劃分的供應商數目。 Number of suppliers by geographical region.	15	
關鍵績效指標 KPI B5.2	描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。 Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	15-16	

層面B6：產品責任 Aspect B6：Product Responsibility

一般披露 General Disclosure	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (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。  Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	17	就此報告部份的披露範圍，葉氏化工董事會於報告期內沒有從政府相關機構收到違反相關法律及規例，並對業務產生顯著影響的通知。相關規例包括但不限於GB 9685-2016食品安全國家標準食品接觸材料及製品用添加劑使用標準、GB/T 10004-2008包裝用塑膠複合膜、袋、幹法複合、擠出複合本標準、GB/T 26572-2011《電子電氣產品中限用物質的限量要求》GB 18581《室內裝飾裝修材料木器塗料中有害物質限量》以及中華人民共和國廣告法。  In regard to the disclosure in this report section, the Board had not received from related government authorities any notice related to major violation of related laws and regulations that had significant impacts on its businesses. Related regulations include but not limited to GB 9685-2016 National Food Safety Standard: Standard for the Use of Additives in Food Contact Materials and Articles, GB/T 10004-2008 Plastic laminated films & pouches for packaging - Dry lamination and extrusion lamination, GB/T 26572-2011 Requirements on concentration limits for certain restricted substances in electrical and electronic products, GB18581 Indoor decorating and refurbishing materials - limit of harmful substances of coatings for woodenware and Advertising Law of the People's Republic of China.
關鍵績效指標 KPI B6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比。 Percentage of total products sold or shipped subject to recalls for safety and health reasons.	18	
關鍵績效指標 KPI B6.2	接獲關於產品及服務的投訴數目以及應對方法。 Number of products and service related complaints received and how they are dealt with.	19-20	
關鍵績效指標 KPI B6.4	描述質量檢定過程及產品回收程序。 Description of quality assurance process and recall procedures.	18	

**層面B7：反貪污** Aspect B7: Anticorruption

一般披露 General Disclosure	有關防止賄賂、勒索、欺詐及洗黑錢的： (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。  Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	9,16	
關鍵績效指標 KPI B7.1	於匯報期內對發行人或其僱員提出並已審結的貪污，訴訟案件的數目及訴訟結果。  Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	9	
關鍵績效指標 KPI B7.2	描述防範措施及舉報程序，以及相關執行及監察方法。 Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	9,16	

**層面B8：社區投資** Aspect B8: Community Investment

一般披露 General Disclosure	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。  Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	21-25	
關鍵績效指標 KPI B8.1	專注貢獻範疇。 Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	21-25	
關鍵績效指標 KPI B8.2	在專注範疇所動用資源。 Resources contributed (e.g. money or time) to the focus area.	21-25	



葉氏化工集團有限公司  
Yip's Chemical Holdings Limited

於開曼群島註冊成立之有限公司  
Incorporated in the Cayman Islands with limited liability  
股份代號 Stock Code: 408

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Environmental, Social and Governance Report

環境、社會及管治報告