



SANDMARTIN INTERNATIONAL HOLDINGS LIMITED

聖馬丁國際控股有限公司*

Stock Code 股份代號: 482

INCORPORATED IN BERMUDA WITH LIMITED LIABILITY
於百慕達註冊成立之有限公司

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

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ABOUT THE REPORT 關於本報告

REPORTING GUIDELINES

This Environmental, Social and Governance (“ESG”) Report (the “Report”) issued by Sandmartin International Holdings Limited (the “Company”) and its subsidiaries (collectively, “SMT” or the “Group”) is prepared in compliance with ESG Reporting Guide set out in the Appendix 27 of the Rules Governing the Listing of Securities on the main board made by The Stock Exchange of Hong Kong Limited (“HKEX”) and based on the actual conditions of the Group.

In accordance with the reporting principles of materiality, quantitative, balance and consistency, the Report aims to increase the understanding of stakeholders on the Group’s environmental and social performance and sustainable development strategies. The board of directors (the “Board”) of the Company has reviewed this Report to confirm its accuracy, authenticity and completeness. This Report has been prepared in both Chinese and English versions and will be uploaded to the websites of HKEX and of the Company. The Chinese text of the Report shall prevail over the English text for the purpose of interpretation.

REPORTING SCOPE

The Report discloses the environmental and social performance of the Group for the period from 1 January 2017 to 31 December 2017. The scope of the Report covers the manufacturing and distribution business of satellite TV equipment & antenna and the manufacturing business of other electronic goods, excluding the provision of the satellite TV broadcasting and the manufacturing of electronic goods in other locations.

The information and data in the Report derives from the subsidiaries of the Group, including (i) Pro Brand Technology, Inc. (“PBT”), (ii) Sandmartin (Zhongshan) Electronic Co., Ltd. and (iii) Zhongshan Chengfu Electronics Technology Co., Ltd.* (中山晟富電子科技有限公司). For the disclosure of various indicators in the Report, please refer to ESG Content Index at the end of the Report.

FEEDBACK AND SUGGESTIONS

The Group will continue to improve the content and format of the Report in the future. We value for any feedback and suggestions on the Report. Please feel free to contact us at smt@sandmartin.com.hk.

報告指引

本環境、社會及管治（「環境、社會及管治」）報告（「本報告」）為聖馬丁國際控股有限公司*（「本公司」）及其附屬公司（統稱「聖馬丁」或「本集團」）遵守香港聯合交易所有限公司（「聯交所」）主板上市規則附錄二十七《環境、社會及管治報告指引》及根據本集團實際情況而編製。

按照重要性、量化、平衡及一致性等報告原則，本報告旨在提高利益相關方對本集團的環境及社會表現和可持續發展戰略的瞭解。本公司董事會（「董事會」）已審閱本報告，確認其準確性、真實性和完整性。本報告以中、英文編製，並將上載至聯交所及本公司網站。本報告之中英文版本如有歧義，概以中文為準。

報告範圍

本報告披露本集團於二零一七年一月一日至二零一七年十二月三十一日期間內環境及社會方面的表現。本報告範圍涵蓋衛星電視設備及天線之生產及分銷業務，以及其他電子產品之生產業務，不包括提供衛星電視廣播以及於其他地區生產電子產品之業務。

本報告中的資料及數據來自本集團之附屬公司，包括(i)博百科技有限公司*（「博百科技」）(Pro Brand Technology, Inc.)，(ii)中山聖馬丁電子元件有限公司及(iii)中山晟富電子科技有限公司。各項指標在本報告中的披露情況，可參見本報告最後的環境、社會及管治內容索引。

意見反饋

本集團將於未來持續改進和完善本報告的內容和形式。我們非常重視有關本報告的任何意見和建議。如有任何疑問，歡迎透過電郵smt@sandmartin.com.hk與我們聯繫。

* For identification purpose only
僅供識別

ABOUT SANDMARTIN 關於聖馬丁

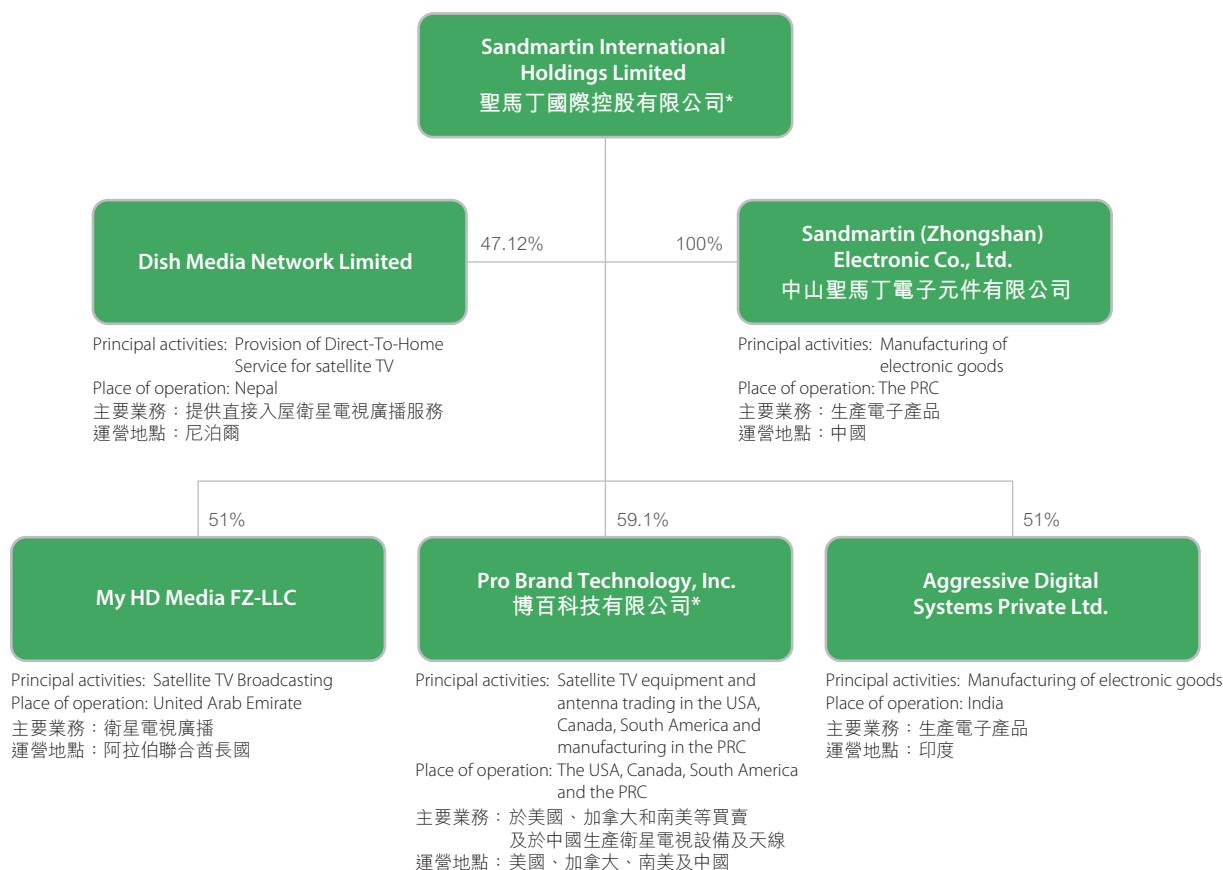
The Group is principally engaged in designing, manufacturing and trading of media entertainment platform related products, connectors, cables, set-top boxes and assorted electronic accessories, satellite television monthly payment service as well as satellite television service operator business. Through continuous development of new technologies and technological innovations in digital satellite receivers, and cable television receivers products, the Group has become one of the world-class leaders in digital products.

SMT's subsidiaries are located in the United States, Germany and Spain, and partner with many distributors and system integrators in Middle East and North Africa, North America and India. Nowadays, SMT has evolved from a manufacturer to a platform operator and has established partnerships with local administrative units, financial groups and telecommunications operators.

本集團主要從事設計、生產及買賣媒體娛樂平臺相關產品、接頭、電纜、機頂盒及各類電子配件、衛星電視每月付費服務及衛星電視服務供應商業務。通過不斷地開發新技術以及對數字衛星接收機和有線電視接收機產品的技術創新，本集團已成為世界數碼產品的領導者之一。

聖馬丁的附屬公司遍佈美國、德國和西班牙，並與中東和北非、北美和印度等多家分銷商和系統整合商成為合作夥伴。如今，聖馬丁已經從製造商發展成為平臺運營商，並與當地行政單位、金融集團和電訊業者建立緊密合作關係。

SMT Business Structure 聖馬丁業務架構



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MISSION AND COMMITMENT

理念與承諾

The Board of SMT actively supports the Company's commitment to corporate social responsibility and gives close attention to its progress. This includes strategy and risks, performance, internal operations, occupational health and safety and environmental issues, as well as the management approach and results of compliance in operations and sales. The Company's management is responsible for formulating and executing strategies involved in the management systems related to environmental protection, energy-saving projects, emissions reduction and greenhouse gas reduction.

SMT has been striving to create value for internal and external stakeholders and the wider community in the economic, social and environmental dimensions in its business philosophy. Our sustainability vision is to be a responsible key stakeholder committed to the sustainable development of our marketplace, workplace, community and environment, and to promote socially responsible practices in our marketplace and community. We believe conducting our business in a socially and environmentally responsible way is not just an ethical obligation, but also pivotal for a sustainable business.

聖馬丁董事會積極支持本公司對企業社會責任的承諾並關注其進展情況，包含策略與風險、績效、內部運營、職業健康與安全以及環境相關的合規經營銷售的管理過程與結果。本公司管理層負責策略的制定及實施，涉及議題包含環境保護、節能工程、減排管理與溫室氣體減排等。

聖馬丁致力在其經營理念中為內部和外部利益相關方以及廣大的社區在經濟、社會和環境方面創造價值。我們的可持續發展願景是成為一個負責任的關鍵利益相關方，致力可持續地發展我們的市場、工作場所、社區和環境，並在市場和社區推廣對社會負責的做法。我們認為以對社會和環境負責的方式開展業務不僅是一種道德責任，更有助業務的可持續發展。

CORE PRINCIPLES AND OBJECTIVES 核心原則和目標

ECONOMIC SUSTAINABILITY

1. We create long-term value for our shareholders through focused investments in assets across Asia to Middle East.
2. We provide products and services that are valuable and commit to delivering them safely, reliably and cost effectively in responsible manner.
3. We communicate openly and transparently with our stakeholders on our investments and operations, as well as our financial, social and governance performance.
4. We adhere to the laws of all jurisdictions we operate in and seek to bring international best practice principles of ethics, governance, public communication, transparency and sustainability to all our operations.

OUR EMPLOYEES

1. We ensure a safe and healthy workplace and are committed to preventing work-related accidents, injuries and physical or mental illness.
2. We ensure compliance with all employment related legal requirements and contractual agreements in the countries that we operate in, best practice governance and disclosure of executive remuneration.
3. We recruit staff from diverse sources and backgrounds. We encourage retention by ensuring equal opportunity, and by maintaining a harassment and discrimination free workplace.
4. We provide competitive and fair remuneration and benefits. We help our employees to maintain their work-life balance with family-friendly policies and reasonable working hours.

OUR MANAGEMENT

The Company has set up an ESG team comprising senior management staff of the Group, representatives from different departments and factories. Its primary responsibilities are managing issues relevant to SMT's business and operations on Corporate Social Responsibility and the Environmental Management System standards, collecting ESG data and ensuring the effectiveness and efficiency in implementing and executing the ESG philosophy and strategies of the Group.

經濟可持續性

1. 我們通過集中投資亞洲至中東地區的資產為股東創造長期價值。
2. 我們承諾以負責任的方式安全、可靠和經濟高效地提供有價值的產品和服務。
3. 我們與利益相關方就我們的投資、運營以及財務、社會和管治績效進行公開透明的溝通。
4. 我們遵守所有經營所在司法管轄區的法律，並致力為所有業務提供道德、管治、公共溝通、透明度和可持續性等國際最佳實踐原則。

我們的員工

1. 我們確保安全和健康的工作場所，並致力預防與工作相關的事故、傷亡和身體或心理疾病。
2. 我們確保遵守運營所在國家所有僱傭相關法律要求和合同協議，符合最佳實踐治理和高管薪酬披露。
3. 我們招聘來自不同背景的員工，並通過確保平等機會、維持免受騷擾和歧視的工作場所，保留人才。
4. 我們提供具競爭力和公平的報酬和福利。通過家庭友善的政策和合理的工作時間，我們幫助員工保持工作與生活的平衡。

我們的管理

本公司已組成環境、社會及管治團隊，成員包括本集團高級管理人員，以及不同部門和工廠代表。該團隊主要職責為管理與聖馬丁企業社會責任和環境管理體系標準相關的業務和運營相關議題，收集環境、社會及管治數據，並確保本集團環境、社會及管治理念及策略能有效地實施和執行。

SUSTAINABLE MANAGEMENT STRATEGY

可持續發展管理策略

SMT understands that sustainable development is one of the important pillars of the Group's continued operations. In addition to its own business development, it is critical to bear its share of social responsibilities, including product responsibility, occupational health and safety, energy conservation and emission reduction, supplier management, etc. The Group insists on gradually integrating sustainable development into daily business operations, establishes a management system and sets a foundation for the Group's sustainable development. To achieve this vision, the Group actively communicates with various stakeholders, including investors, employees, business partners, government agencies, environmental groups, etc., and actively confronts relevant opportunities and challenges, which continues to improve its own sustainable development management and performances.

During the year, the Group progressed satisfactorily in all aspects of the sustainable development plans. For example, the Group continued to improve energy-saving and emissions reduction measures in its factories, so as to improve its technical level. It reduced resources consumption from source and managed "three wastes"¹ emissions, including developed cleansing wastewater treatment project to improve wastewater treatment efficiency and reduce wastewater discharges, and hence to further minimize environmental pollution. In addition, each department focused on strengthening employees' environmental awareness education and actively promoted green office measures such as saving water and electricity.

The Group's culture always emphasizes integrity and development of employees through establishing a stronger and energetic team to complement the Group's business development. In 2017, the Group invested various resources and organized a variety of trainings including but not limited to safety knowledge lectures, seminars, report meetings, advanced experience exchange conferences and accident lesson site meetings to enable employees to develop their strengths and careers. Through providing various channels to communicate with employees, we are committed to care for employees and cultivate a passionate team.

The Group adheres to the "safety first, prevention-oriented" approach to safe production, equips employees with the necessary labour protective equipment, and conducts diversified safety training and fire drills to safeguard the health and safety of employees.

聖馬丁明白可持續發展乃是本集團繼續運營的重要支柱之一。除集團自身發展外，亦需承擔其應負的社會責任，包括產品責任、職業健康安全、節能減排、供應商管理等。本集團堅持將可持續發展逐漸融入於日常業務運營中，建立管理體系，奠定可持續發展於本集團的根基。為實現此願景，本集團積極與各利益相關方，包括投資者、員工、業務夥伴、政府機構、環保團體等保持溝通，積極面對有關的機遇與挑戰，持續完善自身的可持續發展管理及表現。

年內，本集團在可持續發展計劃的各個範疇上取得令人滿意的進展。例如，本集團不斷完善廠房節能減排的措施，提高其技術水準，從源頭減少資源使用及管理「三廢」¹排放，包括研發清洗廢水處理工程方案，提升廢水處理效用，減少污水排放量，進一步降低對環境造成的污染。此外，各部門著力加強員工環境意識的教育，積極推廣綠色辦公室的措施，如節約用水及用電。

本集團的文化一向強調誠信和員工發展，透過建立更強大及充滿活力的團隊，以配合本集團業務的可持續發展。於2017年，本集團投放了不同的資源，及舉辦多元化的培訓包括但不限於安全知識講座、座談會、報告會、先進經驗交流會、事故教訓現場會等，讓員工盡展所長、發展事業。透過提供各種渠道與僱員溝通，致力關顧員工，培養充滿熱忱的團隊。

本集團秉承「安全第一、預防為主」的安全生產方針，為員工配備必要的勞動防護用品，並進行多元化的安全培訓以及消防演習，以保障員工的健康及安全。

¹ "Three wastes" refers to "waste water, waste gas, and solid waste" discharged from industrial production.

¹ 「三廢」是指工業生產所排放的「廢水、廢氣和固體廢棄物」。

SUSTAINABLE MANAGEMENT STRATEGY (Continued)

可持續發展管理策略 (續)

In addition, the Group focuses on product quality and strives to provide customers with high quality products and services. Through formulating, reviewing and improving the governance structure and internal control, the Group conducts fair and rigorous selection of suppliers and open communication with them on a regular basis to increase the satisfaction of products.

The Group is committed to giving back to the community and actively participates in community activities during the year, such as participating by PBT manufacturing plant in "Charity Walk" for benefiting the needy; participating by PBT distribution business in "AT&T Charity Golf Tournament 2017" to support the fundraising activity for Non-Governmental Organization.

另外，本集團注重產品品質，並致力為客戶提供優質的產品與服務。透過制定、檢視和改進管治架構和內部監控的工作，本集團就供應商進行公正及嚴謹的甄選，並定期與彼等進行公開的溝通，以提升產品滿意度。

本集團致力回饋社會，年內曾積極參與社區活動，如博百科技生產廠房參與「慈善萬人行」，幫助有需要人士；博百科技分銷業務參與「AT&T高爾夫球慈善賽2017」，為非牟利慈善機構籌款。



PBT manufacturing plant in
"Charity Walk"
博百科技生產廠房參與
「慈善萬人行」

As the business continues to grow, the Group is committed to constructing a long-term and feasible sustainable development plan that creates value for customers, employees, shareholders, investors and the communities where we have operations, fulfilling our share of social responsibilities.

隨著業務持續發展，本集團致力建構一個長遠可行的可持續發展計劃，為顧客、員工、股東、投資者，以及運營所在社區創造價值，積極承擔我們應負的社會責任。

STAKEHOLDER ENGAGEMENT

Fully communicating with stakeholders to understand their expectations and demands is the foundation of our social responsibility and sustainable development. We have been always communicating with internal and external stakeholders on multiple social responsibility issues through an open, transparent and multichannel mechanism. The major stakeholders of SMT include shareholders and creditors, employees and employee organizations, regulatory authorities, business partners, service providers as well as customers, etc.

利益相關方參與

充分與利益相關方溝通、瞭解他們的期望和訴求，是本公司履行社會責任和實現可持續發展的基礎。我們一直通過公開、透明和多管道的機制，與利益相關方就多項社會責任議題進行交流。聖馬丁的利益相關方主要包括股東及債權人、員工及員工組織、監管機構、合作夥伴、承包服務商以及客戶等。

SUSTAINABLE MANAGEMENT STRATEGY (Continued)

可持續發展管理策略 (續)

Communication with major stakeholders

主要利益相關方溝通情況

Stakeholders 利益相關方	Key points of communication 溝通交流重點
Shareholders and creditors 股東及債權人	<ul style="list-style-type: none"> Regularly guarantee the quality and efficiency of information disclosure and protect the interests of shareholders and creditors 定期保障信息披露的質量與效率，保護股東及債權人的利益 Conduct and maintain effective and close communication 進行及保持有效溝通與交流 Annual and special general meeting of shareholders, equal treatment of shareholders, conduct corporate governance and risk management 股東週年及特別大會、平等對待股東，進行企業管治與風險管理
Employees 員工	<ul style="list-style-type: none"> Daily communication, focus on career development and promotion, provide on-job training and skills training for employees 日常溝通及交流、關注職業發展及晉升，為員工提供在職培訓和技能訓練 Internal information disclosure, pay attention to employee turnover rate and distribution 內部信息披露，關注員工流失率及分佈情況 Complaints and feedback 投訴與反饋 Adhere to "Occupational Health and Safety", strive to create work-life balance with family-friendly policies for employees 遵守《職業健康與安全》，致力通過家庭友善的政策，為員工締造工作與生活的平衡
Regulatory authorities 監管機構	<ul style="list-style-type: none"> Execute and follow-up of laws and regulations, monitor and ensure the Company's legal compliance with applicable laws and regulations and safeguard the quality of information disclosure 法律法規的執行與跟進、監察及確保本公司遵守適用法律法規，保障信息披露質量 Timely response to enquiry and prompt reply, improve the corporate governance 適時回應詢問及準時回覆，提高企業管治水平
Business partners and service providers 合作夥伴及承包服務商	<ul style="list-style-type: none"> Business negotiations, stabilize cooperation, integrate internal and external resources and actively promote on sharing experience, resources and technology 商務協議、穩定合作關係、整合內外資源，積極推動經驗、資源及技術共享 Project cooperation to achieve information and experience sharing to discuss the prospects for the development of the industry 項目合作，以達到信息及經驗分享，共商行業發展前景
Customers 客戶	<ul style="list-style-type: none"> Customer services, pay attention to services, price and quality 客戶服務，關注服務、價格及質量 Conduct daily communication and handle different complaints to enhance customer satisfaction 日常溝通及交流，處理不同的投訴，提高客戶滿意度

ENVIRONMENTAL PROTECTION 環境保護

The Company adopts the ISO14001:2015 International Environmental Management System Standard to manage the Zhongshan manufacturing plant aiming to improve the Company's image and credibility; ensuring the compliance with the requirements of the environmental regulations by the Company; improving the environment, reducing the cost of violating the environmental regulations; raising customers' confidence, and ensuring the impact of the product or service to the environment is minimal.

ENVIRONMENTAL MANAGEMENT

SMT implements an environmental policy of "complying with regulations, reducing consumptions, increasing efficiency, pollution prevention and continuing improvement". In 2017, the Company reasonably consumed resources during business operations, dedicating to reduce pollutants and create a good working and living environment. The Group strictly complies with national law and regulations related to environmental protection, including the Environmental Protection Law of the PRC and the Law of the PRC on the Promotion of Clean Production, etc.

In 2017, in order to prevent the occurrence of environmental and safety accidents, and to strengthen the foundation work of safe production in Zhongshan manufacturing plant and PBT manufacturing plant, the Company formulated the "Environmental and Safety Emergency Plan" to establish a rescue and emergency mechanism, so as to promote the responsibility for safe production, promote comprehensive and in-depth management of the entire business chain, ensure the safety of employee's lives and corporate property, and at the same time reduce hazards of accidents to surrounding personnel and the impact of environment.

The environmental impacts resulted from the Group's production in satellite television equipment, antennas and other electronic products include energy consumption, waste gas emission and generation of hazardous waste. The Group's Zhongshan manufacturing plant and PBT manufacturing plant have implemented the "Environmental Management System", stating clearly the responsibilities of the Environmental Protection Officer and other relevant employees. The Environmental Management Office is responsible for the unification of management, including the use of resources and "three wastes" emissions. The Company's environmental management system has obtained GB/T 24001-2016/ISO14001:2015 Environmental Management System Certification.

Environmental Management
System Certification
環境管理體系認證



本公司採用ISO14001:2015國際環境管理體系標準去管理中山生產廠房，目的為改善本公司的形象和公信力、確保本公司符合環保規例的要求、改善環境、減低抵觸環保規例的代價，從而增加顧客信心，確保產品或服務對環境造成的影響減至最低。

環境管理

聖馬丁落實「遵守法規、降耗增效、污染預防、持續提升」的環境方針。於2017年，本公司在業務經營過程中合理使用資源，致力減少污染物的產生，創造良好的工作生活環境。本集團嚴格遵守國家環保相關的法律法規，包括《中華人民共和國環境保護法》和《中華人民共和國清潔生產促進法》等。

於2017年，本公司為防止環境及安全事故的發生，中山生產廠房及博百科技生產廠房為強化安全生產基礎工作，本公司制定《環境、安全應急預案》，針對如何在緊急情況下建立進行救援和應急的機制，推動安全生產責任，促進整體業務鏈上的全面深化管理，確保員工的性命和企業財產安全，同時減少意外事故對周遭人員的危害和對環境的影響。

本集團衛星電視設備、天線及其他電子產品的生產業務對環境所造成的影響包括能源使用、廢氣排放以及危險廢棄物的產生。本集團的中山生產廠房及博百科技生產廠房已經制訂《環境管理制度》守則，清楚列明環保主任及其他相關員工的職責，由環保管理辦公室負責統一管理，包括資源使用及「三廢」排放。本公司的環境管理制度已獲取GB/T 24001-2016/ISO14001:2015環境管理體系認證。

ENVIRONMENTAL PROTECTION *(Continued)*

環境保護 (續)

RESOURCES CONSUMPTION

The main resources consumed in the Group's operations are electricity and tap water used by manufacturing plants and offices, diesel and gasoline consumed by vehicles as well as fixed diesel and packaging materials used in production process. In 2017, the total energy consumption of the Group's Zhongshan manufacturing plant, PBT manufacturing plant and PBT distribution business (hereinafter referred to as "Manufacturing Plants and Distribution Business") was 48,644 GJ, with energy consumption intensity of 31.5 GJ per million HKD revenue; the water consumption intensity was 67.9 tonnes of water per million HKD revenue. The Group has no problem about acquiring suitable water resources. The major resources consumption of the Group is summarized as follows:

資源使用

本集團運營過程主要耗用的資源為廠房及辦公室所使用的電力和自來水、車輛使用的柴油和汽油，以及生產過程中使用的固定柴油和包裝材料。於2017年，本集團中山生產廠房、博百科技生產廠房、以及博百科技分銷業務（下簡稱為「生產廠房及分銷業務」）的能源總耗量為48,644千兆焦耳，能源使用強度為每一百萬港元營業額消耗31.5千兆焦耳能源；水資源使用強度為每一百萬港元營業額消耗67.9噸自來水。本集團於求取適用水源上沒有任何問題。本集團的主要資源使用情況概列如下：

Resources consumed 資源耗用	Energy Consumption 能源耗用量	Unit 單位
Electricity 電	12,706,090	kWh 千瓦時
Gasoline 汽油	42,004	Liter 公升
Diesel 柴油	43,662	Liter 公升
Tap water 自來水	104,937	Tonne 噸
Plastic film [#] 塑料膜 [#]	32	Tonne 噸
Wood [#] 木材 [#]	93	Tonne 噸
Cardboard [#] 紙板 [#]	327	Tonne 噸

[#] The figures of packaging materials consumed only include the amount used by manufacturing plants.

[#] 包裝材料數據只包括生產廠房使用之數量。

ENVIRONMENTAL PROTECTION (Continued)

環境保護 (續)

Greenhouse Gas Emissions

The Group's greenhouse gas emissions include direct emissions from the consumption of gasoline and diesel, and indirect emissions from the consumption of purchased electricity. In 2017, the total greenhouse gas emissions from the Manufacturing Plants and Distribution Business were 6,926 tonnes. Emission intensity was computed as 4.5 tonnes of carbon dioxide equivalent emission per million HKD revenue.

Greenhouse gas 溫室氣體	Emissions 排放量	Unit 單位
Direct emissions (Scope 1) 直接排放 (範圍一)	230	tCO ₂ e 噸二氧化碳當量
Indirect emissions (Scope 2) 間接排放 (範圍二)	6,696	tCO ₂ e 噸二氧化碳當量

Energy Conservation

In order to manage resources consumption effectively, the Zhongshan manufacturing plant and PBT manufacturing plant strive to conserve energy throughout the entire production process of the Company for the society. The Company continued to improve its foundation work of energy-saving system and mechanism and formed an integrated energy-saving management system.

Recognising the importance of the project source energy-saving management and control, the Company formulated the "Guidelines for Resource-saving and Energy-saving Operation" and clearly specified the management methods for various resources and arranged energy administrators to be responsible for the statistics of the Company's resources consumption and the preparation of energy-saving and emission reduction plans.

The Company continues to increase its fine resources management. Human Resources Department regularly provides training to raise awareness of resources conservation to employees of the Company, and to implement energy-saving technological transformations and other measures throughout production operations. PBT distribution business units regularly track the Company's water and electricity consumption and monitor monthly resources usage. The Group promotes green office and production by implementing following measures for the purpose of an effective resources allocation:

溫室氣體排放

本集團的溫室氣體排放包括從耗用汽油和柴油的直接排放，及耗用外購電力的間接排放。於2017年，生產廠房及分銷業務的溫室氣體總排放量為6,926噸，排放強度為每一百萬港元營業額排放4.5噸二氧化碳當量。

節能降耗

為有效管理資源使用，中山生產廠房及博百科技生產廠房均努力為社會節約能源工作貫穿本公司之全面生產業務過程。本公司更不斷完善節能體制以及機制基礎工作，建立了一套完整的節能管理制度體系。

本公司明白項目源頭節能管控的重要性，故制定了《節約資源能源作業指導書》，清楚列明各項資源的管理辦法，並安排能源管理員負責統計本公司的資源耗用量和編寫節能減排規劃。

本公司繼續加大精細化資源管理。人事部會定期向本公司員工進行培訓，以提高其節約資源的意識，從生產操作運行，實施節能技術改造等措施。博百科技分銷業務則定期追蹤本公司的用水量及用電量，監測每月資源使用情況。本集團採取以下措施以有效地使用資源，以提倡綠色辦公室及生產：

ENVIRONMENTAL PROTECTION (Continued)

環境保護 (續)

Electricity 電力	<ul style="list-style-type: none"> ◆ The Manufacturing Department and Engineering Department continuously review current production process to enhance production efficiency ◆ The Manufacturing Department better allocates its machineries and time consumption throughout the production to reduce any unnecessary wastage in resources ◆ The Company implements relevant energy-saving management in the office. For instance, keep the room temperature at 25.5°C, the computer monitors will automatically turn off after 30 minutes of inactivity, etc. ◆ The Company encourages the use of environmentally friendly refrigerators and air conditioners, environmentally friendly refrigerants to reduce the greenhouse gas emissions as well as minimizing the damage to the atmospheric ozone layer ◆ Installation of solar energy equipment to encourage the use of renewable energy 	<ul style="list-style-type: none"> ◆ 製造部與工程部持續檢討現行生產過程，以提高生產效率 ◆ 生產部於生產過程中善用機器及時間的分配，以減低不必要的能源耗用 ◆ 本公司於辦公室內實行相關節能管理，如室溫保持25.5°C、電腦顯示屏已預設於閒置30分鐘後自動關閉等 ◆ 本公司鼓勵使用環保型冰箱和空調、環保型製冷劑，以減少溫室氣體的排放和對大氣臭氧層的破壞 ◆ 安裝太陽能設備，鼓勵使用可再生能源
Water 水資源	<ul style="list-style-type: none"> ◆ Stickers are affixed in the offices for reminding employees to report of any leakage or damages, the General Affairs Department will then take appropriate measures ◆ Canteen is the place consumed water most. Therefore, the Company uses highly efficient and environmentally friendly detergents to reduce water consumption and pollution 	<ul style="list-style-type: none"> ◆ 本公司貼有告示，以提醒員工匯報漏水或損壞事故，總務部會採取適當措施 ◆ 飯堂是耗用水資源最多的地方，因此本公司使用高效環保型的洗潔精，減低用水量和污染
Green Office 綠色辦公室	<ul style="list-style-type: none"> ◆ The Company promotes paperless work and replaces it electronically to all departments. If it is necessary to use paper, employees should confirm the correctness of the document before photocopying or printing, and use 2-sided of non-confidential paper as much as possible so as to save resources ◆ Reuse packaging materials to reduce waste ◆ Use recyclable materials in product packaging 	<ul style="list-style-type: none"> ◆ 本公司各部門推行無紙化工作，以電子方式代替。若必要使用紙張，員工應在影印或列印前確認文件無誤，並盡可能雙面使用作廢的非機密文件，以節省資源 ◆ 回收重用包裝材料，減少浪費 ◆ 在產品包裝中使用可回收的材料

EMISSIONS MANAGEMENT

In order to minimize the environmental pollution, the Group strictly abides by the "Law of the PRC on the Prevention and Control of Air Pollution", the "Law of the PRC on Prevention and Control of Environmental Pollution of Solid Waste" and the "Regulations on Administration of Hazardous Waste Transfers". The Zhongshan manufacturing plant and PBT manufacturing plant have also formulated the operating instructions for "three wastes" emission management to control the environment-related activities.

排放管理

為減少環境污染，本集團嚴格遵守《中華人民共和國大氣污染防治法》、《中華人民共和國固體廢物污染防治法》及《危險廢物轉移聯單管理辦法》等。中山生產廠房及博百科技生產廠房更制定「三廢」排放管理作業指導書，對環境相關的活動進行控制。

ENVIRONMENTAL PROTECTION *(Continued)*

環境保護 (續)

Exhaust Gas

The Group's operations involve the emission of sulphur oxides, nitrogen oxides and particulate matters from vehicles and manufacturing plants. During the year, the Group has complied with all relevant national and local standards for air emissions.

Emissions 排放物	Air Emissions 廢氣排放量	Unit 單位
Sulphur oxides (SOx) 硫氧化物(SOx)	0.171	Tonne 噸
Nitrogen oxides (NOx) 氮氧化物(NOx)	1.073	Tonne 噸
Particulate matters (PM) 懸浮粒子(PM)	0.311	Tonne 噸

To deal with the exhaust emissions from vehicles, the "Exhaust Emission Management Operating Guideline" is formulated by Zhongshan manufacturing plant and PBT manufacturing plant, stipulating that the motor vehicles of each unit have to use low sulphur and lead-free fuel, and carry out annual inspection and maintenance of vehicles on time. It is forbidden for both internal and external vehicles to idle their engines for a long time during parking.

In terms of production process, the Company requires electric welding and tin furnaces to be operated in a well-ventilated environment and exhaust ventilation facilities need to be installed. In addition, due to the need of polishing the surface of aluminium products during the production process, some of the dust will be emitted into the air. The Company has formulated a dust and exhaust gas treatment scheme, which has comprehensively applied the "collection, water spray and cyclone dust removal" treatment process to make the exhaust gas emissions up to standard.

廢氣

本集團的運營涉及車輛和生產廠房所排放的硫氧化物、氮氧化物及懸浮粒子。年內，本集團的廢氣排放量均符合國家與地方的相關標準。

針對車輛的廢氣排放，中山生產廠房及博百科技生產廠房制定的《廢氣排放管理作業指導書》規定各單位的機動車輛使用低硫無鉛的燃料，並按時進行車輛年檢及保養，內部及外來車輛停車時嚴禁長時間發動機怠速運行。

有關生產工藝，本公司要求電焊、錫爐在通風良好的環境中運作，並安裝排風設施。另外，由於生產過程中需對鋁製品表面進行打磨，部分粉塵會散發在空氣中。本公司制訂粉塵廢氣處理設計方案，方案綜合運用「收集、水噴淋和旋風除塵」的處理工藝，使廢氣排放達標。

ENVIRONMENTAL PROTECTION (Continued)

環境保護 (續)

Wastes

During the production process, the Group generated hazardous wastes such as dust collected from dust removal equipment, sludge of sewage treatment plants, waste lamps, waste batteries and waste electronic equipment. The PBT distribution business is principally office operations and does not generate hazardous waste. During the year, the Group's Manufacturing Plants and Distribution Business generated a total of 2.2 tonnes of hazardous waste.

Zhongshan manufacturing plant and PBT manufacturing plant entrust licensed hazardous waste disposal companies to dispose of all the hazardous wastes generated and fill out hazardous waste transfer orders as required by the local environmental protection bureau. Some hazardous waste containers are returned to suppliers for recycle in order to reduce the generation of hazardous waste.

For general waste, the Company collects and stores it by category and centralized it by the General Affairs Department. Recyclable wastes such as waste paper, waste paper bins and waste plastics are sent to recyclers for recycling, while non-recyclable wastes are sent to the local sanitation department for disposal. In order to reduce the production of general waste, the Company monitors the waste generation and recycling by tracking the cost of monthly waste disposal. The Group is optimising the data collection methodology for general waste generated. We will start to disclose these data in next year's report.

Sewage

The various departments of the Company foster the education on environmental awareness to employees, including water-saving, reducing the discharge of sewage, and reusing cooling wastewater. Zhongshan manufacturing plant and PBT manufacturing plant have obtained a discharge permit issued by the Zhongshan Environmental Protection Bureau to discharge sewage into municipal sewers. In addition, the Company has a cleaning wastewater treatment program in place to improve the efficiency of wastewater treatment. After a series of technological processes, the discharge water quality meets the level 3 standard of the "Water Pollutant Emission Limit". In 2017, the chemical oxygen demand of sewage discharged from SMT's manufacturing plants was 0.96 tonne.

Regulatory Compliance

During the year, the Group did not notice any environmental-related violations that had a significant impact on the Group, demonstrating our efforts on meeting the compliance of the applicable laws and regulations.

廢棄物

本集團於生產過程中產生除塵設備收集塵料、污水處理站污泥、廢燈管、廢電池及廢電子設備等危險廢棄物。博百科技分銷業務以辦公室運營為主，不涉及危險廢棄物的產生。年內，本集團生產廠房及分銷業務產生的危險廢棄物共2.2噸。

中山生產廠房及博百科技生產廠房委託具有危險廢棄物經營許可證的公司處置所產生的所有危險廢棄物，並按地方環保局的要求填寫危險廢棄物轉移聯單。部分危險廢棄物的容器交由供貨商回收使用，以減少危險廢棄物的產生。

針對一般廢棄物，本公司會分類收集及儲存，由總務部集中處理。可回收的廢棄物，如廢紙、廢紙箱和廢塑膠等會送到回收商作回收；不可回收的廢棄物則送至當地環保部門處理。為減少製造一般廢棄物，本公司通過追蹤每月廢棄物處理的費用來監控廢棄物的產生及回收利用的情況。本集團正在優化一般廢棄物產生的數據收集方法，我們將於明年的報告中開始披露該數據。

廢水

本公司各部門加強員工環境意識方面的教育，包括節約用水，減少污水排放量，並重複使用冷卻廢水。中山生產廠房及博百科技生產廠房已取得由中山市環保局發出的排污許可證，污水排放至市政污水渠。另外，本公司為提升廢水處理效用，設計清洗廢水處理工程方案。經過一系列工藝流程，排放水質達到《水污染物排放限值》中的三級標準。於2017年，聖馬丁生產廠房排放的污水化學需氧量為0.96噸。

監管合規

年內，本集團並無獲悉任何對本集團產生重大影響的環境相關違法事項，展示我們在遵守適用法律法規方面的努力。

OPERATING PRACTICES

運營慣例

SMT strives to provide customers with high quality products and services. Through formulating, reviewing and improving the governance structure and internal control, the Group conducts fair and rigorous selection of suppliers and regularly communicates with them to increase the satisfaction of products.

聖馬丁致力為客戶提供優質的產品與服務。透過制定、檢視和改進管治架構和內部監控的工作，本集團就供應商進行公正及嚴謹的甄選，並與彼等進行定期溝通，以提升產品滿意度。

SUPPLY CHAIN MANAGEMENT

The raw materials provided by suppliers have a significant impact on the quality of the Groups' products. We implement "Manufacturer Cooperation Management Process", to manage our suppliers. Quality control managers strictly follow the "Inspection Qualified Treatment" of the "Incoming Quality Control" and the "Inspection Standard for Imported Materials"; and advocate the suppliers to develop their businesses in a responsible and sustainable manner. At the same time, SMT respects the copyright and intellectual properties of its suppliers and ensures the confidentiality of the suppliers' confidential information. In 2017, the Group had a total of 538 suppliers, which are mainly located in Mainland China.

供應鏈管理

供應商提供的原材料對本集團的產品質量有著重要影響。我們實施《協力廠商管理程序》以管理供應商，品質員嚴格執行「進料檢驗標準書」之「檢驗合格處理方式」及「進料檢驗規範」；並倡導供應商以負責任和可持續發展的方式發展業務。同時，聖馬丁尊重供應商的版權和知識產權，並確保供應商的機密資訊予以保密。於2017年，本集團共有供應商538家，大部分集中於中國內地。

Country or Region 國家或地區	Hong Kong 香港	Mainland China 中國內地	Other Regions 其他地區	Total 總計
Number 數量	21	481	36	538

To ensure that manufacturers can maintain long-term stability in importing qualified raw materials and processed materials, the Group selects suppliers through an open and competitive bidding, determined by the term of reasonableness and evaluates the service performance and service quality of the suppliers with objective criteria, in order to achieve fairness and openness to conform with the "Competition Ordinance" of Hong Kong and prevent companies from monopolizing the market.

為確保廠商能長期穩定進口合格原材料和加工材料，本集團以公開招標方式選擇供應商，按條款合理性釐定，並以客觀標準對其服務表現和服務質量作出評鑒，務求達到公平、公開以及公正來符合香港《競爭條例》，防止企業壟斷市場。

We have also established a professional team consists of engineering staff who is responsible for the procurement, quality control and implementation of the project. The team will conduct a comprehensive assessment of suppliers based on the "Supplier Plant Review Item List". The evaluation result will be recorded in the Group's supplier database, TIPTOP system. In every December, the team will formulate the supplier's assessment plan for the coming year. Meanwhile, the Group ensures that all suppliers understand and accept the general terms of the Company's procurement and payment, including the moral requirements terms of the Group.

我們亦已成立專業團隊，項目由工程部門的人員負責採購、質量控制和工程的執行。該團隊根據《供應商審廠項目表》對供應商進行綜合評估，評估結果將記錄在本集團的供應商數據庫TIPTOP系統中。小組於每年12月需擬定來年的供應商評鑒計劃。同時，本集團確保所有供貨商理解和接受本公司採購和付款的一般條款，其中包括本集團的道德要求條款。

OPERATING PRACTICES (Continued)

運營慣例 (續)

The Group attaches great importance to whether the suppliers' materials will affect the environment. Before procuring materials from suppliers, the Purchasing Department strictly requires all suppliers to provide ISO14001 Environmental Management System Certification, "RoHS² restricted substances limitations guarantee" and RoHS inspection report. The Purchasing Department of SMT are prohibited to further purchase materials from non-compliance suppliers. In the event of any non-compliance with the RoHS standard, SMT will immediately report to the suppliers on the situation and handle relevant unqualified materials. In response to conflict minerals³, PBT distribution business, in accordance with the "Rules for Disclosing use of Conflict Minerals" issued by the US Securities and Exchange Commission, has worked cooperatively with suppliers in implementing conflict minerals compliance programs to ensure that supplies do not contain conflict minerals.

In addition, the Group's procurement and quality assurance staff rate the quality of products provided by suppliers monthly. If major product quality problems are found, review will be implemented so as to guide and monitor the Group's suppliers to improve their supply quality. Suppliers who have quality assurance system, such as providing ISO 9001 certification, or applying TL 9000 requirements, will be given priority. For suppliers who have not reached the rating of "Supplier Monthly Evaluation Report" in three consecutive months, the Group will terminate its cooperation with them.

SMT encourages its suppliers to share its commitments to human rights (including labour rights), diversity, ethical and sustainable business practices and consider such factors in its supplier selection processes. The Group requires each supplier to comply with local laws and international standards to assure that workers are protected from unsafe working conditions, including long working hours, harassment and bullying, and exposure to unsafe substances and conditions in the workplace.

PRODUCT RESPONSIBILITY

As a reputable corporate in satellite television and telecommunication products, SMT is dedicated to ensuring product quality. Through a strict inspection process, it makes sure the products meet the requirements and obtained GB/T9001-2016/ISO 9001:2015 Management System Certification in China and continuously updated the certification. The Group strictly complies with relevant laws, regulations and standards, including the "Advertising Law of the PRC", and did not find any case of violation of health and safety, advertisement, labelling and customer privacy of the products and services during the year. In 2017, the Group did not recall any products due to safety or health reasons.

² "RoHS" refers to "Directive on the Restriction of the use of certain Hazardous Substances in Electrical and Electronic Equipment" was adopted in February 2003 by the European Union.

³ Conflict minerals refer to the minerals mined in the context of armed conflicts and human rights violations, especially from the four minerals of tin, gold, tantalum and tungsten produced in the Democratic Republic of the Congo and surrounding countries.

本集團十分重視供應商的材料會否對環境造成影響。在向供應商採購材料前，採購部嚴格要求所有供應商提供ISO14001環境管理體系認證、「RoHS²限制物質不超標保證書」及RoHS審查報告。聖馬丁採購部不得向不合規供應商採購材料。若出現任何不遵守RoHS標準之情況，聖馬丁會即時向供應商報告情況以及處置有關不合規材料。針對衝突礦產³，博百科技分銷業務根據美國證券交易委員會發佈的《披露衝突礦產的規則》，與供應商聯手合作，實施衝突礦產合規計劃，以確保供應不含衝突礦物。

另外，本集團的採購和質量保證人員每月會對供應商提供的產品進行質量評級。如發現重大產品質量問題，將執行審查，以指導和監督本集團的供應商並改善其供應品質。擁有質量保證體系（如提供ISO 9001認證或應用TL 9000要求）的供應商將被優先考慮。對於連續三個月未達到《供應商月評價報表》評級的供應商，本集團將終止與其合作。

聖馬丁鼓勵供應商分享其對人權（包括勞工權益）、多樣性、道德和可持續業務實踐的承諾，並在供應商的選擇過程中考慮這些因素。本集團要求所有供應商遵守當地法律和國際標準，以確保工人免受不安全的工作條件侵害，包括過長的工作時間、在工作場所受到騷擾或欺凌，和在不安全的工作環境下工作。

產品責任

作為在衛星電視及數碼通訊產品方面具良好商譽的企業，聖馬丁致力確保產品品質，通過嚴謹的檢驗過程以確保產品符合要求，並於國內獲得GB/T9001-2016/ISO 9001:2015管理體系認證，並持續進行更新。本集團嚴格遵守相關法律法規及標準，包括《中華人民共和國廣告法》，並於年內沒有發生任何違反產品和服務的健康與安全、廣告、標籤及客戶私隱等的案件。於2017年，本集團並沒有因安全或健康理由而進行產品回收。

² 「RoHS」是指歐洲聯盟於二零零三年二月採用的《關於限制在電子電器設備中使用某些有害成分的指令》。

³ 衝突礦產是指在武裝衝突和侵犯人權的情況下所開採的礦物，特別是來自於剛果民主共和國及其鄰近國家所出產的錫、金、鉭、鎢四種礦產。

OPERATING PRACTICES (Continued)

運營慣例 (續)

Product Quality Management

According to the corresponding inspection procedures, the Group's Quality Management Department inspects incoming materials, semi-finished products and finished products to prevent the production or shipment of unqualified materials. Each finished product inspector of the Manufacturing Department conducts testing according to the specifications specified in the "Product Inspection Specification" and "Product Testing Specifications" and makes conformity judgements. Among them, the inspection process includes the inspection on the first product, circulate inspection and batch inspection during production and processing of products. The result of inspection will be recorded in the Group's database, TIPTOP system, and a quality inspection report will then be completed. In addition, the Group also regulates unsatisfied products, performs selection and repair, and records the process.

SMT has also established a product return and recall system. If product return is needed, customers can acknowledge the Company by fax or email. Quality Management staff will analyse the reason and propose preventive measures. Besides, the Company will set up a recall team to analyse the reasons and impacts on the product recall and perform risk assessment so as to improve the product quality.

Customer Complaints

SMT values its customers' opinions towards the products and thus has set up "Rule for handling and managing customers' complaints" to handle customers' complaints confidentially. If customers are not satisfied with the products received, they can reflect relevant information to business staff. Quality engineer makes an analysis based on the customer's complaint information and determines whether the complaint is valid.

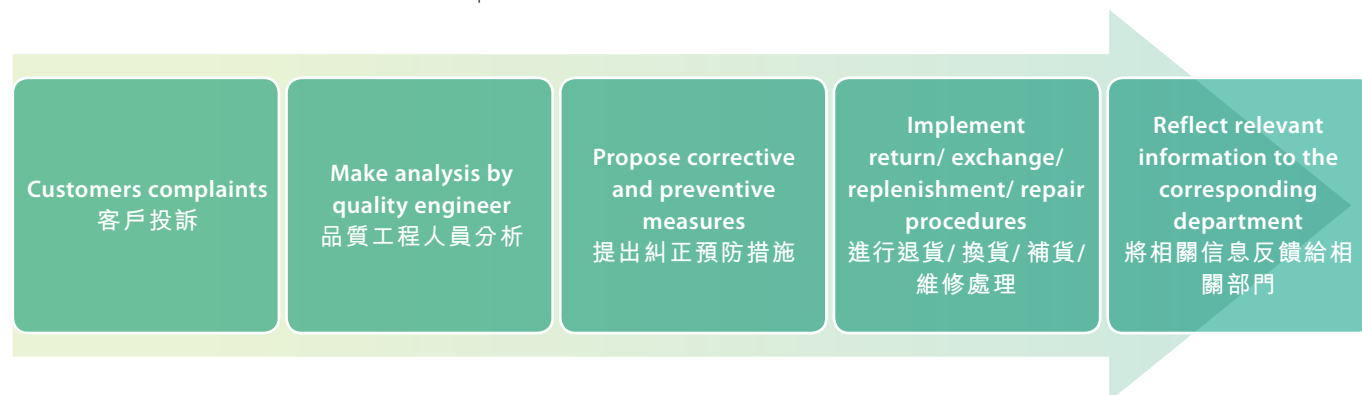
產品質量管控

根據相應的檢驗程序書，本集團的品質管理部門對進料、半成品以及成品進行檢驗，以防止不合格的物料生產或出貨。各製造部成品檢驗員按《成品檢驗規範》和《產品檢驗規格書》規定的專案進行檢測，並進行符合性判定。其中，檢驗過程包括對產品之生產及加工過程進行首件、巡迴以及批量檢驗，檢驗結果會錄入本集團的數據庫TIPTOP系統，並填寫品質檢驗報告。此外，本集團亦會管制不良生產產品，對其進行挑選或維修，並進行記錄。

聖馬丁亦設有退貨及產品回收制度。客戶若需退貨，可透過傳真或電郵通知本公司。品質管理等相關人員分析原因，並提出預防措施。另外，本公司將組成回收小組以分析產品回收的原因和影響，並進行風險評估，以改善產品質量。

客戶投訴

聖馬丁重視客戶對產品的意見，並設立《客戶投訴處理與管理規範》保密地處理客戶投訴。客戶收到產品後若不滿意，可將相關資料反饋給業務人員。品質工程人員根據客戶的投訴信息作出分析，並判定投訴是否成立。



OPERATING PRACTICES (Continued)

運營慣例 (續)

The Quality Management Department will sort out the complaint reports and the relevant departments will then propose corresponding corrective and preventive measures. Our business staff will reply the "Customer Complaint Handling List" by sending the complaint report to the customers. If similar problems are found in other product categories, the Group will acknowledge the factory director and the general manager of the manufacturing plant of the Company to perform recall, return, replenishment or repair of products, the manufacturing plants will reply to the customers on related product reports within 3 working days and discuss with the customers about product processing solutions. In 2017, the Group received a total of 145 complaints about products and services, mainly due to abnormal quality. Through continuous improvement of the technology, the complaints have been satisfactorily resolved.

In order to understand the customers' opinions on the Group's products and services, SMT conducted 2 customer satisfaction surveys during the year. The customer satisfaction rate reached 100%. The customers were satisfied with the quality, delivery period, technical support and services of the Group's products.

Protection of Intellectual Property Rights

SMT is dedicated to protecting intellectual property rights. In accordance to the relevant regulations of the country and the Company, the Group executes registered trademarks and trade names, while the professional management departments manage and regulate relevant issues to ensure the owners can have the rights to sign in the relevant achievement documents, obtain relevant honours, reward and the rights of remunerations. If any violation of intellectual property rights is found, the Group will investigate the liability according to the law.

Customer Information Protection

Customer privacy protection relates to the interest of our customers. SMT prohibits our business partners and employees to disclose any customers confidential information to the manufacturing plants other than SMT through regulations. Prior to providing confidential information, the Company will sign confidentiality agreements with suppliers. During the year, the Group did not receive any complaints related to leakage of customer privacy.

品質管理部門則整理投訴報告，並由相關部門提出糾正預防措施。業務人員將「客戶投訴處理單」及投訴報告回覆客戶。若發現其他產品類別有類似的質量問題，本集團會知悉本公司廠長及總經理進行回收、退貨、補貨或維修賠償等處理方法，生產廠房會在三個工作日內回覆客戶相關的產品報告，並與客戶商討產品處理方案。於2017年，本集團共接獲145宗關於產品及服務的投訴，主要因為品質異常。通過持續改善工藝，投訴已圓滿解決。

為瞭解客戶對本集團產品和服務的意見，聖馬丁於年內已進行兩次客戶滿意度調查，客戶滿意度達100%，反映客戶對本集團產品無論於質量、交付期、技術支持及服務等方面均感到滿意。

保護知識產權

聖馬丁致力保障知識產權。本集團根據國家和本公司的相關規定執行註冊商標和商號，由專業管理部門負責管理相關議題，並規定知識產權相關的擁有人享有在有關成果檔上署名和取得相應榮譽、獎勵及獲得報酬的權利。若發現侵害知識產權的行為，本集團將依法追究責任。

客戶資訊保護

客戶的隱私保護關乎客戶利益。聖馬丁規定業務夥伴與員工不得向聖馬丁以外的協力廠商披露客戶機密資訊。於提供機密資料之前，本公司會與供應商簽署保密協議。年內，本集團並無接獲有關本公司洩漏客戶私隱的投訴。

OPERATING PRACTICES (Continued)

運營慣例 (續)

Anti-corruption

SMT is committed to achieving the highest standard of corporate governance. The Group adheres to the value of corporate integrity and business ethics and strictly prohibits the behaviour of corruption, extortion and misappropriation of public funds. During the year, the Group complied with the relevant laws and regulations of anti-bribery, extortion, fraud and money-laundering and found no major corruption case.

To regulate the behaviours of different parties in the Company, SMT sets up related business ethics regulations such as "Whistle Blowing Policy", "Code of Ethics", etc. The regulation requires employees to report any gifts or service received to their supervisors and prohibit them to give any gifts without the Company's logo to customers or the Company's stakeholders in exchange for any commercial benefits. The Group also encourages employees and other relevant corporate stakeholders, to promptly report any violation of business ethics to related department or person of the Company. SMT also protects the rights of the informers and ensures the confidentiality of the informants' identities.

The Group's employees must comply with SMT's anti-corruption laws and code of conduct for employees and must not claim or accept any interest of business-related parties in any name or form. If any corruption, bribery, or fraud is found to deceive the Company, the Group may unconditionally revoke the labour contract with the employee, regardless of whether it causes damage to the Company. Employees also refrain from divulging all undisclosed business information and customer information related to the Group or the Company. When it is uncertain whether certain specific contents are corporate secrets, the Company should identify the nature.

反貪腐

聖馬丁致力實現企業管治的最高標準，堅持企業誠信和商業道德的價值，並嚴格禁止貪污、敲詐勒索和挪用公款等行為。年內，本集團遵守與反賄賂、勒索、欺詐及洗黑錢相關的法律法規，並無發現重大貪腐法律案件。

為監督本公司內部各方行為，聖馬丁設定相關商業道德的規範如《舉報政策》、《操守守則》等。該規範規定員工需向上司匯報所收到的任何禮品或招待，並禁止向客戶或本公司的利益相關方贈送除印有本公司標誌以外的禮物，以換取任何商業上的利益。本集團亦鼓勵員工及本公司其他相關利益相關方，及時向相關部門或人員舉報違反商業道德的行為。聖馬丁亦保障舉報人的權益，確保對舉報人的身份保密。

本集團的員工必須遵守聖馬丁的反貪腐法律和員工行為守則，不得以任何名義或形式索取或者收受業務關聯單位的利益。若發現有貪污、受賄或作假欺騙本公司的行為，無論對本公司造成損失與否，本集團均可無條件與牽涉員工解除勞動合同。員工亦避免洩露所有有關本集團或本公司一切未公開的業務信息和客戶資料，當不確定某些具體內容是否為企業秘密時，應由本公司鑒定其性質。

EMPLOYEE CARE 關愛員工

The Company's growth cannot be separated from employees' joint efforts and contributions. We value employees and pay close attention to their needs, create a good working environment for them, and help them grow their careers; promote the concept of happy work and healthy living and help employees achieve their dreams in a joyful manner.

TALENT RECRUITMENT

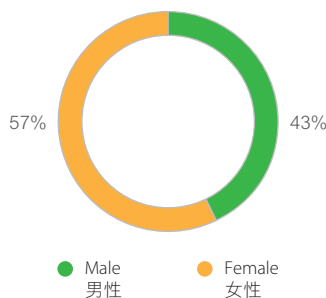
Employees are the Group's most important asset and talent recruitment is the first step to achieve its success. To effectively enrich the pool of talents, Human Resources Department follows the hiring procedures set out in the "Staff Handbook" for recruitment. The Group strictly complies with national and local employment laws, including the "PRC Labour Law" and the "Prohibition on the Use of Child Labour", prohibiting from the employment of child labour and forced labour. Regarding the prohibition of employment of child labour, the hiring procedure of the Group states that any citizens under the age of 16 will not be hired and considered. Human Resources Department conducts verification of applicant's identity documents. Forced labour is also rigidly forbidden within the Group. Employees and the Company shall sign labour contracts in negotiation within a prescribed time according to the requirements of "Labour Contract Law". During the year, there were no child or forced labour cases reported.

本公司的成長離不開員工的共同努力和付出。我們珍視員工，關注員工所需，為他們創造良好的工作環境，助其職業成長；宣導快樂工作、健康生活的理念，促進員工身心愉悅地成就夢想。

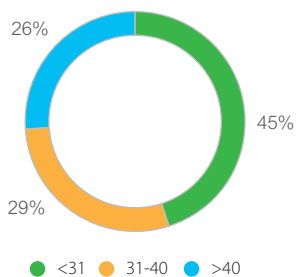
人才招聘

員工是本集團最重要的資產，吸納人才是集團獲取成功的第一步。為更有效開發人力資源，人事部依從《員工手冊》所設的聘用程序進行人才招聘。本集團嚴格遵守國家和地方相關的僱傭法例，包括《中華人民共和國勞動法》和《禁止使用童工的規定》禁止聘用童工和強迫勞動。在禁止僱用童工方面，本集團在聘用程序中列明任何未滿16歲的未成年公民將不予錄用，人事部會驗證應聘人員身份證明文件。本集團亦嚴禁強迫勞動，按《勞動合同法》要求，員工與公司雙方協商，且在規定的時間內簽訂勞動合同。年內，本集團沒有任何童工或強制勞動事件發生。

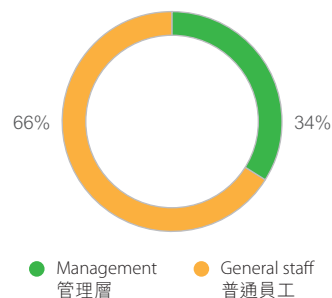
Gender Distribution
性別分佈



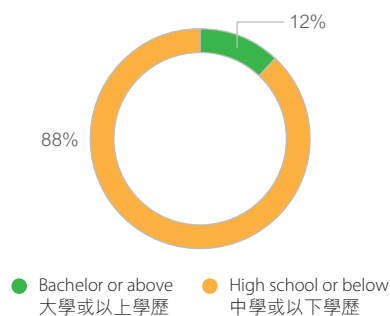
Age Distribution
年齡分佈



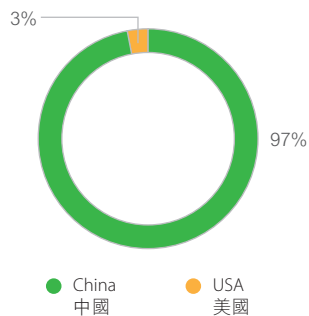
Position Distribution
職位分佈



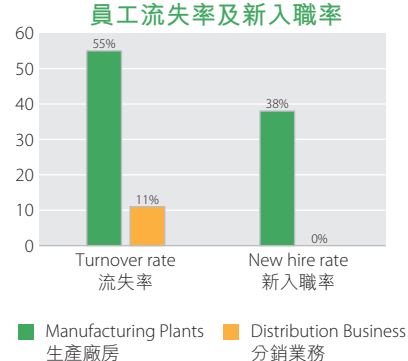
Education Distribution
學歷分佈



Geographical Distribution
地區分佈



Employee Turnover Rate and New Hire Rate
員工流失率及新入職率



EMPLOYEE CARE (Continued)

關愛員工 (續)

As of the end of 2017, the Group's Zhongshan manufacturing plant, PBT manufacturing plant and PBT distribution business had a total of 1,399 employees, most of whom were from Mainland China, accounting for 97%, with a male to female ratio of 43:57. Employees under the age of 31 accounted for 45% and 34% of employees were management level. About 12% of the Group's employees have obtained a university degree or above. The employee turnover rate and new hire rate of manufacturing plants were 55% and 38%, respectively. For distribution business, the employee turnover rate and new hire rate were 11% and 0%.

Talent Management

The Group adheres to the principle of "fair in competition, survival of the best" to implement a series of assessments for new staff and eliminates those who are not in line with its standard. The Group also provides orientation for new employees to help them acquire the basic knowledge of the Company profile, personnel regulations, etc. According to the agreement of "Labour Contract", new employees who have passed their probation will be authorized as regular employees of the Group only if passing the department's position evaluation. Throughout the recruitment, Human Resources Department is required to introduce candidates to have basic understanding of the Company together with related policies and management regulations, especially information regarding working hours, wages and remuneration, etc.

SMT evaluates and provides feedback on the work performance of employees through performance appraisal, affirms their contribution to the Company, and cooperates with the development of the Group to make appropriate improvements. Human Resources Department is responsible for the annual assessment, while the department head and employees can conduct interviews and fill out the assessment form in mutual agreement, to conduct comprehensive assessment of the implementation of the work plan, performance and work ability. The results generated from the performance appraisal will be consolidated by the Human Resources Department for future use and held as references for determining qualification of salary raise, promotion and award.

截至2017年年底，本集團的中山生產廠房、博百科技生產廠房及博百科技分銷業務共有1,399位員工，大部分來自中國內地，佔97%，男女比例為43:57。當中31歲以下員工佔45%，34%員工為管理層。本集團約12%員工取得大學或以上學歷。生產廠房的員工的流失率和新入職率分別為55%和38%。分銷業務的員工流失率和新入職率為11%和0%。

人才管理

本集團秉承「公平競爭，優勝劣汰」的用人原則，對新進員工實行一連串評核，淘汰不適合者。本集團亦為新進員工提供入職前培訓，幫助他們瞭解本公司概況、人事規章等。依照《勞動合同》約定，試用期滿的新員工經部門崗位考核合格後，方可轉為本集團正式員工。人事部在招聘員工時，需向應聘人員介紹本公司基本情況及相關政策和管理規定，尤其是有關工作時間、工資福利待遇等信息。

聖馬丁透過績效管理評價和反饋員工的工作表現，肯定他們對本公司的貢獻，並配合本集團的發展，作出適當的改善。人事部負責年度考核，部門主管可與員工進行面談，共同填寫考核表，對其工作計劃的執行落實情況、行為表現、工作能力進行綜合考核評估。績效考核結果由人事部統一存檔備查，並作為加薪、晉升和評獎資格的參考依據。

EMPLOYEE CARE (Continued)

關愛員工 (續)

Fair Mechanism

Dedicated to creating an equal working environment for its employees, SMT prohibits any form of discrimination against race, age, disability, gender, etc. Employees who are discriminated against or harassed in the workplace must immediately notify their supervisor or Human Resources manager. The Company will promptly investigate the incident and take appropriate actions, including condemning, suspending, demotion, transfer or dismissal of the offender. The Group abides by the requirements of national laws and shows respect to basic human rights; hence, employees enjoy the rights granted by the legal provisions and company system. To retain employees' rights, employees can possess the freedom of association stated by the law, and decide whether participate in union, seek representation and join labours committee. In terms of employees' welfare, all employees of the Group are entitled to legal holidays, such as marriage leave, maternity leave and bereavement leave. SMT, according to local governmental regulations, undertakes its responsibility to pay the basic social insurance for employees, including pension insurance, work injury insurance, unemployment insurance, etc.

Employee Communication

To understand the needs and opinions from employees, the Group has adopted an "Internal Communication Procedure" for years to regulate the ways of communications and its responsibility. Employees can communicate with each other through departmental, subordinate, and external communications in various ways to achieve the Company's goal of continuous improvement.

As for internal grievances, whistleblowing or appeals of the Company, employees can contact Human Resources Department or senior managers whose department and staff investigate and handle the case under the principle of confidentiality to ensure that the legitimate interests of employees are not violated.

In addition, the Group has set out an "Suggestion Box" which employees can put notes into the box if they encounter any unfair treatment at workplace. The management representative is responsible for investigating, analysing causes of issue, and passing the results to the relevant employees with taking measures to prevent similar issues from recurrence. Suspected employees who are found to have violated relevant regulations will be subject to disciplinary action, which may include immediate dismissal. During the year, the Group did not aware of any incidents and behaviours of employment violation.

In an attempt to help employees develop their personal interests as well as having a healthy and wonderful life, at the same time strengthen the staff's personal development, SMT has held several cultural events throughout the year.

公平機制

聖馬丁為員工營造平等的工作環境，禁止任何形式，包括種族、年齡、殘障或性別等的歧視。任何於工作場所受到歧視或騷擾的員工，需立即通知他們的主管或人事部經理，本公司會即時調查事件並採取適當的行動，包括對違反紀律的人員作出譴責、停職、降級、轉移或解僱。本集團堅守國家法律要求和尊重基本人權，員工享有法律規定和公司制度賦予的權利。為保障員工權利，員工依法享有自由結社權、參加與不參加工會權、尋求代表權、參加工人委員會權等。因此，員工的福利方面，本集團員工均享有婚假、產假、喪假等法律規定的假期。聖馬丁按當地政府規定為員工辦理基本社會保險，並承擔本公司應繳納部分，具體包括養老保險、工傷保險、失業保險等。

員工溝通

為瞭解員工的需求和意見，本集團多年來採用《溝通程序書》，規範各公司溝通之方法及其權責規定，員工能透過多種方式進行部門之間、上下級和外部溝通，以達至本公司持續改善的目標。

至於本公司內部投訴、舉報或申訴，員工可向人事部或高層管理人員提出。受理部門和人員在保密的原則下認真調查處理，確保員工的合法利益不受侵害。

此外，本集團設立「意見箱」，員工如在工作場所中遇到任何不公的待遇，可以書面方式投入意見箱。管理層代表負責調查，分析原因並將處理結果告訴有關員工，採取措施防止類似的事情再次發生。所有涉嫌員工一經證實違反相關規定，將會受到紀律處分，可能包括即時解僱。本年度本集團並沒有發現任何僱傭違規的事件和行為。

為協助員工發展個人興趣以及擁有健康充實的生活，同時加強員工的個人發展，聖馬丁於年內多次舉辦文化活動。

EMPLOYEE CARE *(Continued)*

關愛員工 (續)

Family Finance Structuring

Educating employees on how to gradually understand their families' financial status by looking into capital information, situation analysis and physical examination, then provided them with financial advice.



家庭理財結構

教導員工如何通過資本資料、情況分析、體檢分析等方面逐步瞭解診斷他們的家庭財務健康狀況，並提出理財建議。

Effective Communication and Interpersonal Relationships

Employees learned to acquire empathy when listening to and communicating with others, so as to show the importance of understanding first before expressing themselves. Through recognizing communication barriers, they mastered the dynamic in dialogue system and grasp to conduct constructive dialogues, which avoid interpersonal conflicts but effectively communicate with families, friends, colleagues and customers.



高效溝通與人際關係建設

員工通過學習以同理心傾聽及與別人溝通，學會先理解別人，再表達自己。他們透過認識溝通障礙，掌握動力對話系統，學會進行建設性的對話，從而能夠避免人際衝突，有效地與家人、朋友、同事和客戶交流。

Excel in Execution

The initiative instructed employees to come up with prompt improvement in their execution abilities through scientifically effective methods to easily complete work tasks and boost their quality in general. The event also helped redress the mind-set of corporate managers and executives, set up ideology for execution, and mastered methods for improving the implementation of relevant systems to improve the efficiency of corporate management.



贏在執行力

指導員工通過科學有效的方法迅速提升自己的執行力，更好地完成職場工作，同時提升自己的綜合素質。是次活動還幫助轉變企業管理人員及執行人員的觀念，樹立執行上的思想，掌握制度提升執行力相關制度規範的方法，提高企業管理效率。

EMPLOYEE CARE (Continued)

關愛員工 (續)

DEVELOPMENT AND TRAINING

To meet the demand of business development and improve the staff quality, the Group organizes various kinds of educational training. The Zhongshan manufacturing plant and PBT manufacturing plant implement the "Educational Training Procedure", seeking to enhance Company's competitiveness by systematic and standardized course training for improvement in staff's professional skills and business levels, as well as individual's overall quality and competency.

The Group conducts training for new employees to introduce them various departmental organizations, responsibilities, and operating conditions, and instils their basic safety knowledge and anti-terrorism knowledge, including inter-departmental training and external education and training.

Human Resources Department is responsible for the coordination of all training programs, supervising the implementation of training, and coordinating the preparation, revision, and file management of relevant training materials. Department heads and senior staff train and guide employees in daily works by formulating work plans, allocating tasks, evaluating performance, and advancing work progress.

In terms of employee training, the Group selected professional staff to conduct external short-term training or off-job training where experts were invited to give a series of special lectures to raise employee academic skills, thereby enhancing our productivity. As for employees working in special tasks, PBT manufacturing plant required that drivers, electricians, welders and other staff were trained in professional knowledge and obtained corresponding certificates from national authorities.

發展及培訓

為適應業務發展的需要和改善員工素質，本集團舉辦各種教育訓練。中山生產廠房及博百科技生產廠房實施《教育培訓程序書》，希望通過系統化、規範化的課程教育，提高員工的崗位技能及業務水平，和個人的綜合素質及工作能力，以加強企業競爭力。

本集團向新員工進行入職培訓，簡介各部門組織、職責、作業狀況等，亦灌輸他們基本安全知識及反恐知識，當中包括跨部門培訓及外部教育培訓。

人事部負責所有培訓計劃的協調、監督培訓的實施、統籌相關培訓教材編寫、修訂及檔案管理。而部門主管和資深員工通過制定工作計劃、分配工作、評價考核業績、推進工作改善等途徑，在日常工作中對員工進行培養和指導。

職員工訓練方面，本集團選派專業崗位人員進行外部短期培訓或脫產進修，並邀請專家學者作系列專題演講，以增進他們本職學術技能，從而提升生產力。為應付特殊工種員工的需要，博百科技生產廠房指定司機、電工、電焊工等人員必須進行專業知識培訓，並取得國家權威機構相應的合格證書。

Inter-departmental
Training
跨部門培訓



EMPLOYEE CARE (Continued)

關愛員工（續）

HEALTH AND SAFETY

SMT is committed to providing our employees with a healthy and safe working environment. It adheres to the safety production policy of “safety first, prevention-oriented”. The Group established “Health and Safety Management Procedures” and “General Safety Plan” according to the potential safety hazards of the plant, defined the safety responsibilities of each supervisor and manager, and formulated corresponding preventive and remedial measures to ensure the health and safety of the employees. The general manager delegates department heads to conduct routine inspections on department’s health and safety, whereas Human Resources Department and General Affairs Department designees oversee the recording.

The Group complies with national and local laws, regulations and requirements related to occupational health and safety, including the “Law of the PRC on the Prevention and Treatment of Occupational Diseases” and the “Production Safety Law of the PRC”. During the year, no occupational safety violations have been found that have a significant impact on the Group. The Group strives to closely control the safety and health risk. Assessments are conducted at least once a year to monitor and evaluate the safety and health performance such as manufacturing site environment as well as safety and hygiene which may endanger employees, and appropriate improvements will be made.

The Group provides necessary labour protection equipment, such as masks, goggles, gloves and ear plugs, to all employees according to the site of production and type of work. Aiming to strengthen the governance on the procurement situation of the plants and meet the requirements of production safety, the Group formulated the “Special Equipment Safety Management System” to manage employees’ purchase and use of special equipment.

Labour protection equipment must be purchased from qualified sentinel procurement suppliers, and the equipment must have certified safety logos. Meanwhile, the “Personal Protective Equipment Management Procedures” stipulates the control standards for various types of issued labour protective equipment. Damaged labour protective equipment will be promptly recovered and replaced by the Group. These measures serve to ensure employees can work in a safe environment, reducing the chance of employees being injured due to industrial accidents. During the year, a total of 32 work-related accidents occurred in the Manufacturing Plant and Distribution Business of the Group, 32 people were injured due to work injuries, and no work-related fatalities were recorded.

Emergency Response

Zhongshan manufacturing plant and PBT manufacturing plant have formulated “Emergency Preparation and Response Procedures” in analysing potential accidents, emergencies, and safety hazards of the Company. It allows us to perform emergency preparations and response measures in advance to minimize the economic losses and environmental impacts.

健康與安全

聖馬丁承諾為員工提供健康安全的工作環境，堅持「安全第一、預防為主」的安全生產方針。本集團根據廠房的健康與安全隱患，設立《健康與安全管理程序》和《一般安全計劃》，確立各主管和經理的安全職責，並制定相應的預防和補救措施，確保員工的健康與安全。總經理委派部門主管日常檢查部門的健康與安全工作，而人事部和總務部指定人員負責監督記錄。

本集團遵守國家與地方與職業健康與安全相關的法律法規和要求，包括《中華人民共和國職業病防治法》和《中華人民共和國安全生產法》。年內，並無發現對本集團造成重大影響的職業安全違法事件。本集團努力控制安全健康風險，每年至少進行一次評估，監察及評核於生產廠區環境、安全衛生等有可能危害員工的安全衛生方面的表現，並作出適當改善。

本集團為所有員工按生產場所及工種需要，配備必要的勞動防護用品，如口罩、護目鏡、手套和耳塞。為加強關注廠房的實際選購情況，滿足安全生產要求，本集團制定《特種設備安全管理制度》，管理員工在特種設備的選購和使用。

勞動防護用品採購必須向合資格的定點經營單位購買，用品亦須有安全標誌。同時，《個人防護用品管理程序》規定所發放各類勞動防護用品的控制標準，本集團亦會及時收回和補換已損壞的勞保用品。這些措施保障員工能在安全的環境工作，以減低員工因工業意外受傷的機會。年內，本集團生產廠房及分銷業務共發生32次工傷事故，32人因工受傷，並沒有員工因工死亡。

緊急應變處理

中山生產廠房及博百科技生產廠房制定《應急準備與響應程序書》，旨在分析本公司潛在事故、緊急情況及安全隱患，預先做出應急準備和響應對策，將經濟損失及對環境的影響減至最低。

EMPLOYEE CARE (Continued)

關愛員工 (續)

In case of major accident occurred, the General Affairs Department should coordinate relevant departments to analyse the cause of accidents and conduct correction as well as preventive measures in accordance with the "Corrective and Preventive Measures Procedures". The management team and Human Resources Department supervise the implementation and record investigation results in the "Environmental Accidents Investigation Form".

To ensure employees can immediately carry out contingency measures and avoid the spread of influence when accidents occur, the Group has established a series of emergency measures, such as "Fire Emergency Plan", "Hazardous Chemicals Leakage Emergency Plan" and "Liquefied Gas Explosion Emergency Plan", listing the treatment methods for different accidents. The Production Department or safety managers are obligated to conduct frequent monitoring and supervise employees to comply with the safety system and operating procedures, in addition to conduct safety inspections along with maintenance work. Given that employees identified any unsafe conditions among workplace, they shall report it to their supervisors. The working environment should be kept clean and tidy. Explosive materials are required to be properly stored and handled. Fire and explosion proof facilities are also established. Manufacturing plants are in strict compliance with safety practices and safety regulations.

To fully implement the fire prevention policy of "prevention-oriented, combination of prevention and fire safety", Zhongshan manufacturing plant and PBT manufacturing plant carried out fire drills during the year to strengthen employees' understanding on fire safety knowledge and proper use of firefighting equipment in real practice, so that they are aware of means to address fire emergencies.

當重大事故發生後，總務部應組織各相關部門分析事故原因，並依照《矯正與預防措施程序書》開展矯正與預防措施處理。管理組與人事部監督驗證實施效果並將調查結果記錄至《意外環境事故調查表》。

為確保事故發生時，員工能立即採取應變措施和避免影響範圍擴大，本集團制定一系列的應急措施，如《火災應急計劃》、《危險化學品洩露應急計劃》、《液化氣爆炸應急計劃》等，列明不同突發意外發生時的處理方法。生產部門或安全負責人經常檢查和督促員工遵守安全制度和操作規程，進行安全檢查及保養工作。員工若發現任何不安全情況，要及時報告上級。工作環境時刻保持清潔整齊，恰當儲存和處理易爆物品，並設有防火、防爆設施，廠房都嚴格執行安全操作守則和安全規定。

為貫徹落實「預防為主，防消結合」的消防工作方針，中山生產廠房及博百科技生產廠房於年內進行消防演習，加深員工對消防安全知識的理解和消防器材正確使用的實戰技能，使員工清晰認識到如何面對突發火災的緊急情況。

Manufacturing plant carried out fire drills
生產廠房進行消防演習



EMPLOYEE CARE (Continued)

關愛員工 (續)

Safety Education

Safety education is an integral part of corporate safety management. The Group focuses on safety education and is committed to preventing industrial accidents. PBT distribution business provides junior occupational health and safety training for new employees on the first day of employment, pointing out the potential safety risks in the workplace. Zhongshan manufacturing plant and PBT manufacturing plant have implemented the "2017 Safety Training and Education Plan" to strengthen safety education and training for construction workers who then can proceed the work smoothly.

安全教育

安全教育是企業安全工作中不可或缺的部分，本集團著重各項安全教育工作，致力預防工業意外。博百科技分銷業務為新進員工於就職的第一天提供初級職業健康和安全教育，指出工作場所潛在的安全風險。中山生產廠房及博百科技生產廠房推行《2017年度安全培訓教育計劃》，加強對施工人員安全教育的培訓工作，以便工程能順利進行。



As the Company's safety production management program stated, employees must undergo training to clearly understand product requirements and safety operation procedures. Managers are suggested to arrange production in line with employees' competencies and conduct regular safety education for employees with special job duties. And the Company regularly carries out educational campaigns for employees on safe production as well as disease prevention and control. In 2017, the Company optimized the safety awareness education, with the theme of "safety first, prevention-oriented" to cultivate employees' awareness of safety production and reinforce their self-protection awareness, so as to achieve "three no harm" – no harm ourselves, no harm others, and no harmed by others. Endeavouring to let employees to build a better safety sense, the Group adopts multiple channels and diversified safety education, such as teaching employees about on-site health care. During the year, the Group's manufacturing plants and distribution business held 475 occupational safety and health education trainings with a total of 1,249 participants, where the total training hours were around 709 hours.

本公司的安全生產管理項目表明，員工須通過培訓，清楚產品要求及安全操作規程等，管理人員依員工能力合理安排生產，並對特殊工種的在崗人員進行經常性的安全教育。本公司亦定期為員工開展安全生產、疾病防治知識的宣傳活動。於2017年，本公司優化安全意識教育，以「安全第一、預防為主」為題，提高員工對安全生產及加強自身保護的意識，達至「三不傷害」—不傷害自己、不傷害他人及不被他人傷害。本集團透過多種渠道和形形色色的安全教育，如教授員工現場衛生救護知識等，旨在讓員工建立更好的安全意識。年內，本集團生產廠房及分銷業務舉行475場職業安全健康教育培訓，共1,249人次參與，培訓總時數約709小時。

EMPLOYEE CARE (Continued)

關愛員工 (續)

Occupational health and safety education 職業健康安全教育	Quantities 數量	Unit 單位
Total number of training 培訓總場數	475	Times 場
Total training participants 培訓總人次	1,249	People 人
Total training hours 培訓總時數	709	Hours 小時



COMMUNITY INVOLVEMENT

Being a social responsible and caring enterprise, SMT encourages employees to participate in community charitable activities and make contributions in terms of money and time, in order to learn more about the needs of the communities where we are operating.

During the year, the Group's PBT manufacturing plant took part in Charity Walk 2017, raising of RMB10,000 in total. The employees of PBT distribution business continued last year's charity event, participated in the "AT&T Charity Golf Tournament 2017" and raised funds for non-profit charitable organizations such as Junior Achievement, Resource Area for Teaching (Colorado) and the American Heart Association. At the same time, PBT distribution business made an annual donation to Metro North FOP to provide food and toys to families in need in the country where they operate (Cobb County, Georgia, the USA). In 2017, PBT distribution business had a charity donation of USD12,600.

社區參與

聖馬丁作為負責任以及關心社會的企業，鼓勵員工參與社區慈善活動，作出金錢及時間的貢獻，從而瞭解更多運營所在社區的需求。

年內，本集團博百科技生產廠房參與2017年慈善萬人行，共計捐款人民幣1萬元。博百科技分銷業務之員工承接去年的善舉，參與「AT&T高爾夫球慈善賽2017」，為Junior Achievement，Resource Area for Teaching（科羅拉多州）及美國心臟協會等非牟利慈善機構籌款。同時，博百科技分銷業務為Metro North FOP作出年度捐獻，為經營所在地（科布郡，美國喬治亞州）有需要的家庭提供食物及玩具。於2017年，博百科技分銷業務的公益投入達12,600美元。

PERFORMANCE DATA SUMMARY

數據表現摘要

		2017 二零一七年	2016 二零一六年	Unit 單位
Employee 員工	Total Number of People 總人數	1,399	1,416	
	Geographical Distribution 地區分佈			
	China 中國	1,363	1,384	
	USA 美國	36	32	
	Age Distribution 年齡分佈			
	<31	631	678	
	31-40	399	436	
	>40	369	302	
	Gender Distribution 性別分佈			
	Male 男性	603	582	
	Female 女性	796	834	
	Education Distribution 學歷分佈			
	Bachelor or above 大學或以上	170	52	
	High school or below 中學或以下	1,229	1,364	
	Position Distribution 職能分佈			
	Management 管理層	474	—	
	General staff 普通員工	925	—	
	Employee Turnover Rate (Manufacturing Plants) 員工流失率(生產廠房)	55%	—	
	By Age 按年齡			
	<31	84%	—	
	31-40	35%	—	
	>40	21%	—	
	By Gender 按性別			
	Male 男性	87%	—	
	Female 女性	31%	—	

PERFORMANCE DATA SUMMARY (Continued)

數據表現摘要 (續)

	2017 二零一七年	2016 二零一六年	Unit 單位
Employee Turnover Rate (Distribution Business) 員工流失率 (分銷業務)	11%	—	
By Age 按年齡			
<31	50%	—	
31-40	0%	—	
>40	9%	—	
By Gender 按性別			
Male 男性	16%	—	
Female 女性	0%	—	
Employee New Hire Rate (Manufacturing Plants) 員工新入職率 (生產廠房)	38%	—	
By Age 按年齡			
<31	29%	—	
31-40	52%	—	
>40	48%	—	
By Gender 按性別			
Male 男性	25%	—	
Female 女性	59%	—	
Employee New Hire Rate (Distribution Business) 員工新入職率 (分銷業務)	0%	—	
By Age 按年齡			
<31	0%	—	
31-40	0%	—	
>40	0%	—	
By Gender 按性別			
Male 男性	0%	—	
Female 女性	0%	—	
Employee Training 員工培訓			
Average training hours 人均培訓時數	18	15	Hours 小時
External training hours of employees 員工外部培訓時數	101	72	Hours 小時
Cost of external training for employees 員工外部培訓之費用	37	25	RMB '000 千元人民幣

PERFORMANCE DATA SUMMARY (Continued)

數據表現摘要 (續)

		2017 二零一七年	2016 二零一六年	Unit 單位
Occupational Health and Safety 職業健康與安全	Occupational Health and Safety Performance 職業健康與安全績效			
	Work accident 工傷事故	32	28	
	Number of employees suffering from work-related injury 因工受傷人數	32	–	
	Lost day due to work injury 因工傷損失日數	0	–	Days 日
	Work related fatalities 因工死亡人數	0	–	
	Total compensation paid due to work injury 因工傷支付之賠償總數額	198	54	RMB '000 千元人民幣
Occupational Health and Safety Training 職業安全健康培訓	Total number of training 培訓總場數	475	–	
	Total training times 培訓總人次	1,249	–	
	Total training hours 培訓總時數	709	–	Hours 小時
Environmental 環境	Total Resources Consumption 資源消耗總量			
	Electricity 電	12,706,090	11,587,658	kWh 千瓦時
	Gasoline 汽油	42,004	–	Litre 公升
	Diesel 柴油	43,662	–	Litre 公升
	Tap Water 自來水	104,937	124,062	Tonne 噸
	Plastic film 塑料膜	32	–	Tonne 噸
	Wood 木材	93	–	Tonne 噸
	Cardboard 紙板	327	–	Tonne 噸

PERFORMANCE DATA SUMMARY (Continued)

數據表現摘要 (續)

	2017 二零一七年	2016 二零一六年	Unit 單位
Emissions 排放物			
Air pollutants 空氣污染物			
Sulphur oxides (SOx) 硫氧化物	0.171	–	Tonne 噸
Nitrogen oxides (NOx) 氮氧化物	1.073	–	Tonne 噸
Particulate matters (PM) 懸浮微粒	0.311	–	Tonne 噸
Solid waste 固體廢棄物			
Hazardous waste 危險廢棄物	2.2	–	Tonne 噸
Sewage chemical oxygen demand 污水化學需氧量	0.96	–	Tonne 噸
Greenhouse Gas Emissions 溫室氣體排放			
Total GHG Emissions 溫室氣體總排放量	6,926	–	tCO ₂ e 噸二氧化碳當量
Scope 1 範圍一	230	–	tCO ₂ e 噸二氧化碳當量
Scope 2 範圍二	6,696	–	tCO ₂ e 噸二氧化碳當量

ESG CONTENT INDEX

環境、社會及管治內容索引

Key Performance Indicators (KPIs) 關鍵績效指標(KPIs)	HKEX ESG Reporting Guide Requirements 聯交所環境、社會及管治報告指引要求	Section/Remarks 章節／備註
A. Environmental A. 環境		
Aspect A1 層面A1	Emissions 排放物	
General Disclosure 一般披露	Information on: 資料載於： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料 relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 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。	Environmental Protection – Emission Management 環境保護－排放管理
KPI A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Environmental Protection – Emission Management 環境保護－排放管理
KPI A1.2	Greenhouse gas emissions in total (in tonne) and, where appropriate, intensity. 溫室氣體總排放量（以噸計算）及（如適用）密度。	Environmental Protection – Resources Consumption 環境保護－資源使用
KPI A1.3	Total hazardous waste produced (in tonne) and, where appropriate, intensity. 所產生有害廢棄物總量（以噸計算）及（如適用）密度。	Environmental Protection – Emission Management 環境保護－排放管理
KPI A1.4	Total non-hazardous waste produced (in tonne) and, where appropriate, intensity. 所產生無害廢棄物總量（以噸計算）及（如適用）密度。	Environmental Protection – Emission Management 環境保護－排放管理
KPI A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Environmental Protection – Emission Management 環境保護－排放管理
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 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。	Environmental Protection – Emission Management 環境保護－排放管理
Aspect A2 層面A2	Use of Resources 資源使用	
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源（包括能源、水及其他原材料）的政策。	Environmental Protection – Resources Consumption 環境保護－資源使用
KPI A2.1	Direct and/or indirect energy consumption, including electricity, air or gas by type in total (kWh in '000s) and intensity. 按類型劃分的直接及／或間接能源（如電、氣或油）總耗量（以千個千瓦時計算）及密度。	Environmental Protection – Resources Consumption 環境保護－資源使用

ESG CONTENT INDEX (Continued)

環境、社會及管治內容索引 (續)

Key Performance Indicators (KPIs) 關鍵績效指標 (KPIs)	HKEX ESG Reporting Guide Requirements 聯交所環境、社會及管治報告指引要求	Section/Remarks 章節／備註
KPI A2.2	Water consumption in total and intensity. 總耗水量及密度。	Environmental Protection – Resources Consumption 環境保護－資源使用
KPI A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Environmental Protection – Resources Consumption 環境保護－資源使用
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	Environmental Protection – Resources Consumption 環境保護－資源使用
KPI A2.5	Total packaging material used for finished products (in tonne) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量（以噸計算）及（如適用）每生產單位佔量。	Environmental Protection – Resources Consumption 環境保護－資源使用
Aspect A3 層面A3	The Environment and Natural Resources 環境及天然資源	
General Disclosure 一般披露	Policies on minimizing the issuers' significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	Environmental Protection – Environmental Management 環境保護－環境管理
KPI A3.1	Description of significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	Environmental Protection – Environmental Management 環境保護－環境管理
B. Social B.社會		
Aspect B1 層面B1	Employment 僱傭	
General Disclosure 一般披露	Information on: 資料載於： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料 relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 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。	Employee Care – Talent Recruitment 關愛員工－人才招聘

ESG CONTENT INDEX (Continued)

環境、社會及管治內容索引 (續)

Key Performance Indicators (KPIs) 關鍵績效指標 (KPIs)	HKEX ESG Reporting Guide Requirements 聯交所環境、社會及管治報告指引要求	Section/Remarks 章節／備註
KPI B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Employee Care – Talent Recruitment 關愛員工－人才招聘
KPI B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Employee Care – Talent Recruitment 關愛員工－人才招聘
Aspect B2 層面B2	Health and Safety 健康與安全	
General Disclosure 一般披露	Information on: 資料載於： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料 relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害。	Employee Care – Health and Safety 關愛員工－健康與安全
KPI B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	Employee Care – Health and Safety 關愛員工－健康與安全
KPI B2.2	Lost days due to work injury. 因工傷損失工作日數。	Employee Care – Health and Safety 關愛員工－健康與安全
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 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。	Employee Care – Health and Safety 關愛員工－健康與安全
Aspect B3 層面B3	Development and Training 發展及培訓	
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Employee Care – Development and Training 關愛員工－發展及培訓
KPI B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Employee Care – Performance Data Summary 關愛員工－數據表現摘要

ESG CONTENT INDEX (Continued)

環境、社會及管治內容索引 (續)

Key Performance Indicators (KPIs) 關鍵績效指標(KPIs)	HKEX ESG Reporting Guide Requirements 聯交所環境、社會及管治報告指引要求	Section/Remarks 章節／備註
Aspect B4 層面B4	Labour Standards 勞工準則	
General Disclosure 一般披露	Information on: 資料載於： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料 relating to preventing child or forced labour. 有關防止童工或強制勞工。	Employee Care – Talent Recruitment 關愛員工－人才招聘
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Employee Care – Talent Recruitment 關愛員工－人才招聘
KPI B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Employee Care – Talent Recruitment 關愛員工－人才招聘
Aspect B5 層面B5	Supply Chain Management 供應鏈管理	
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Operating Practices – Supply Chain Management 運營慣例－供應鏈管理
KPI B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Operating Practices – Supply Chain Management 運營慣例－供應鏈管理
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 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。	Operating Practices – Supply Chain Management 運營慣例－供應鏈管理

ESG CONTENT INDEX (Continued)

環境、社會及管治內容索引 (續)

Key Performance Indicators (KPIs) 關鍵績效指標 (KPIs)	HKEX ESG Reporting Guide Requirements 聯交所環境、社會及管治報告指引要求	Section/Remarks 章節／備註
Aspect B6 層面B6	Product Responsibility 產品責任	
General Disclosure 一般披露	Information on: 資料載於： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料 relating to products and services provided and methods of redress. 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。	Operating Practices – Product Responsibility 運營慣例－產品責任
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 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。	Operating Practices – Product Responsibility 運營慣例－產品責任
KPI B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Operating Practices – Product Responsibility 運營慣例－產品責任
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Operating Practices – Product Responsibility 運營慣例－產品責任
KPI B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程式。	Operating Practices – Product Responsibility 運營慣例－產品責任
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	Operating Practices – Product Responsibility 運營慣例－產品責任

ESG CONTENT INDEX (Continued)

環境、社會及管治內容索引 (續)

Key Performance Indicators (KPIs) 關鍵績效指標 (KPIs)	HKEX ESG Reporting Guide Requirements 聯交所環境、社會及管治報告指引要求	Section/Remarks 章節／備註
Aspect B7 層面B7	Anti-corruption 反貪腐	
General Disclosure 一般披露	Information on: 資料載於: (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料 relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢。	Operating Practices – Anti-corruption 運營慣例－反貪腐
KPI B7.1	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. 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。	Operating Practices – Anti-corruption 運營慣例－反貪腐
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Operating Practices – Anti-corruption 運營慣例－反貪腐
Aspect B8 層面B8	Community Investment 社區投資	
General Disclosure 一般披露	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. 有關以社區參與來瞭解運營所在社區需要和確保其業務活動會考慮社區利益的政策。	Community Involvement 社區參與
KPI B8.1	Focus areas of contribution. 專注貢獻範疇。	Community Involvement 社區參與
KPI B8.2	Resources contributed to the focus area, such as money or time. 在專注範疇所動用資源（如金錢或時間）。	Community Involvement 社區參與