



Allan International Holdings Limited

(亞倫國際集團有限公司)

Incorporated in Bermuda with limited liability
於百慕達註冊成立之有限公司
Stock Code 股份代號：684



2017 / 18

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

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ABOUT THE GROUP

Allan International Holdings Ltd. (the "Company", together with its subsidiaries, "Allan International" or the "Group") is principally engaged in manufacturing and selling household electrical appliances and provides OEM and ODM services for various worldwide well-known household electrical appliance brands. Its products include food processors, juicers and blenders, electric steamer, coffee machines and electric kettles, etc. Sales turnover of the Group is divided into four segments by geographic area: Europe, America, Asia, and other regions. Sales turnover to Europe, America, Asia and other regions accounts for 50%, 25%, 22% and 3% respectively.

Looking ahead, the competition within the industry will remain intense. The Group is facing continuous pressure of selling price reduction from its customers in the context of rising material costs and shortage in labour, making the business environment more challenging. At the operation level, the Group will continue to stay focused on stringent cost and expense control, production efficiency and product quality. As for the manufacturing process, the Group will continue to implement semi-automation, lean production and improvement in the manufacturing process to increase productivity and efficiency and in turn alleviate the reliance on manpower. Furthermore, the Group will continue to invest in its engineering and research & development functions to offer comprehensive project management services and a unique and innovative product platform to its customers.

With its prudent and pragmatic business approach, financial strength and commitment to excel, the Group will strive to move ahead cautiously to ride through the current difficulties, so as to create value for shareholders, employees, business partners and stakeholders of the Group.

關於本集團

亞倫國際集團有限公司(「本公司」)連同其附屬公司(統稱「亞倫國際」或「本集團」)主要從事家庭電器生產製造及銷售業務，為全球各地家庭電器知名品牌提供貼牌生產(OEM)與設計代工製造(ODM)服務。其產品包括食物調理器、榨汁與攪拌機、電蒸爐、咖啡機及電水壺等。本集團產品銷售分為四個營運地區分部：歐洲、美洲、亞洲及其他地區，其中歐洲銷售佔50%，亞洲銷售佔25%，美洲銷售佔22%，其他地區銷售則佔3%。

展望未來，行業內競爭依然激烈，而本集團面臨客戶的持續減價壓力，物料成本上漲和勞動力短缺，為經營環境帶來挑戰。在營運層面，本集團將繼續關注嚴格的成本和支出控制，生產效率和產品質量。在生產製造流程上，本集團將繼續實施半自動化，精益生產和製造工藝改進，以提高生產力和效率，減輕對勞動力的依賴。本集團更將繼續投資於自主工程研發，為客戶提供全面的項目管理和獨特創新的產品平台。

憑藉本集團審慎務實的經營方針、財政實力和承諾創先爭優，本集團將努力和審慎向前邁進，以渡過當前困難境況，為本集團之股東、僱員、業務夥伴及各持份者創造價值。



Corporate Policy	企業方針
Customer satisfaction depends on quality	顧客滿意憑優質
Save energy and reduce consumption to pursue lean production	節能降耗求精益
Abide by the laws and focus on safety and health	遵紀守法重安健
Continuous improvement to promote development	持續改進助發展

ABOUT THE REPORT

This report is the second “Environmental, Social and Governance Report” (the “Report”) published by Allan International. The Report provides its stakeholders with a better understanding of the Group’s progress and direction of the sustainable development through reporting the Group’s policies, measures and performance in respect of environmental, social and governance aspects. The Report is prepared in both Chinese and English languages, and it is also available on the websites of the Stock Exchange and the Company (www.allan.com.hk).

SCOPE OF THE REPORT

The Report focuses on the operation of the Group’s plant in Lilin Town, Zhongkai Hi-tech Industrial Development Zone, Huizhou City, Guangdong Province, China (“Lilin Plant”) from April 2017 to March 2018 (the “Year”), excluding other plant’s operation. The scope of the Report is consistent with that of the first Environmental, Social and Governance Report published last year. For ease of comparing, the context of the Report is as similar to the first report as possible. As for all other operations of the Group not covered in this Report, the Group is in the process of upgrading its internal data collection procedures so as to gradually expand the scope of disclosure of the Group.

REPORTING STANDARDS

The Report is prepared pursuant to the “comply or explain” provisions of the Environmental, Social and Governance Reporting Guide (the “Guide”) issued by the Stock Exchange and is based on the four reporting principles: materiality, quantitative, balance and consistency contained therein. The Report selects certain key performance indicators under “Recommended Disclosures” set out in the Guide based on our actual situation in order to enable completeness of the Report. In order to ensure the accuracy of environmental key performance indicators, the Group has also appointed Carbon Care Asia (低碳亞洲), a professional consultant, to conduct the carbon assessment. A complete index is appended to the last chapter hereof for the purpose of reading this Report in accordance with the Guide.

關於本報告

本報告為亞倫國際發佈的第二份《環境、社會及管治報告》(「報告」)。報告透過匯報本集團在環境、社會及管治方面的政策、措施和績效，讓各持份者更了解本集團於可持續發展議題的進程和發展方向。本報告以中、英文編寫，並已上載至聯交所及本公司網站 www.allan.com.hk。

報告範圍

本報告聚焦本集團在二零一七年四月至二零一八年三月(「本年度」)位於中國廣東省惠州市仲愷高新技術產業開發區瀝林鎮的廠房(簡稱「瀝林廠房」)之營運，其他營運並不包括在內。此報告範圍與去年發表的首份《環境、社會及管治報告》一致。為方便讀者比較本集團的年度表現，報告結構亦盡量貼近首份報告。報告目前未能覆蓋本集團的所有營運，本集團正不斷提升內部資料收集程序，並將逐步擴大披露範圍。

報告準則

本報告遵守聯交所頒佈的《環境、社會及管治報告指引》(「《指引》」)中有關「不遵守就解釋」的規定，並以其載列的四項匯報原則——重要性、量化、平衡及一致性，作為編寫報告的基礎。報告因應本機構的實質情況，選用《指引》中部份「建議披露」的關鍵績效指標，令匯報內容更完整。本集團亦已委託專業顧問公司低碳亞洲進行碳評估，以確保環境關鍵績效指標資料的準確性。本報告最後一章附有完整索引，以便讀者按《指引》閱讀本報告。

CONFIRMATION AND APPROVAL

All information in the Report is derived from the official documents and statistics of Allan International and the management and operation data collected via the Group's systems. The Report has been approved by the Board of Directors in July 2018.

FEEDBACK

The Group values feedbacks from its stakeholders. If you are in doubt or have any other suggestions in respect of the contents or presentation of the Report, please contact the Group through following methods:

Add: Flat B, 23rd Floor, Chai Wan Industrial Centre,
20 Lee Chung Street, Chai Wan, Hong Kong
Tel: (852) 2103 7288
Fax: (852) 2214 9357
E-mail: info@allan.com.hk

確認及批准

本報告引用的所有資料均來自亞倫國際的正式文件、統計數據，及其根據本集團制度收集的管理和營運資料。本報告已於二零一八年七月獲得董事會批准。

意見反饋

本集團重視持份者的意見。如閣下對本報告的內容或匯報形式有任何疑問或建議，歡迎透過以下方式聯絡本集團：

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MANAGEMENT'S MESSAGE

The operational objective of Allan International is to attain customers satisfaction by offering high-quality products, and sustainable development in corporate strategy-making process to realize energy saving and efficiency improvement as well as non-stop progress.

As a household electrical appliance manufacturer, Allan International realizes that while making products to enhance customer convenience, we would no doubt leave an impact on the environment. The Group has in place various management procedures designed for different types of emissions, in an effort to minimize damage to the environment. To make a more active response to global warming, the Group conducted carbon assessments during the Year to identify sources of greenhouse gas emissions and thus to develop control measures.

Allan International believes in ensuring the benefits of its employee and treating its employees fairly. To this end, the Group has put up a suggestion box mailbox to collect feedback from its employees, as a better understanding of the opinions of employees would facilitate the constant growth of the Group. The Group keeps improving the working environment and remuneration packages of its employees and nondiscriminatory practices are adopted, so as to enhance employees' sense of belonging.

Ensuring the occupational health and safety of employees is a top priority for Allan International in its operation. We believe that precaution should come first. The Group provides training and education, protective gears and regular physical examinations to its employees depending on the needs of positions to minimize occupational hazards of its employees.

管理層寄語

亞倫國際的營運宗旨是透過提供優質的產品，力求讓客戶滿意，並把可持續發展的理念融入企業決策，以收節能降耗，精益求精之效。

作為家庭電器生產商，亞倫國際的營運為消費者帶來便捷生活的同時亦對環境構成影響。針對不同類別的排放，本集團已實施相應的管理程序，以減少對環境的傷害。為更積極應對全球暖化，本集團於本年進行碳評估以辨別溫室氣體排放來源，從而制定控制措施。

亞倫國際視保障員工福利及公平對待員工為己任。本集團特設立申訴信箱收集員工的反饋，因為瞭解員工意見可讓本集團不斷成長。本集團持續改善員工的工作環境和待遇，絕不容許歧視行為，以提升員工的歸屬感。

確保員工的職業健康與安全是亞倫國際在營運中的首要考慮。本集團以預防為重，按崗位需要為員工提供培訓和教育、防護裝備及定期身體檢查，盡可能避免員工受職業危害影響。

Allan International continuously provides training to all employees in areas such as work environment, job responsibilities, operating procedures, skills and production safety knowledge, and has an effective mechanism in place to assess employee performance and assist employees in identifying and developing their potentials.

To ensure the health and safety of its products, Allan International ensures that its product quality meets safety and customer requirements through rigorous product inspection and measurement control processes. Procedures and operational guidance in respect of incoming materials, design development, labelling, intellectual property and product returns allow the Group to effectively control product quality and address to related issues.

An incorrupt business operation is the foundation of healthy social development. Allan International is committed to adhering to the policy of preventing conflicts of interest and corruption and prohibits any commercial corruption. The Group requires all suppliers to sign a statement of integrity and has a whistle-blowing system to encourage its employees to monitor each other and avoid misconduct.

There is a long way to go for promoting sustainable development. In the future, the Group will continue to improve the performance of various environmental and social scopes to contribute to society with its own expertise and fulfil the needs of different stakeholders.

Allan International Holdings Ltd.

Chairman

Cheung Lai Chun, Maggie

亞倫國際持續為所有員工提供與工作環境、崗位職責、操作規程、技能及生產安全知識等範疇相關的培訓，同時設有效機制評核員工的工作表現，協助員工發展潛能。

為確保產品的健康與安全，亞倫國際透過嚴謹的產品檢視和測量控制過程確保產品質量符合安全及客戶要求。在來料、設計開發、標籤、知識產權及退貨等方面的程序和作業指導確保本集團能有效控制產品質量及處理相關問題。

廉潔營商是社會健康發展的基礎。亞倫國際恪守防止利益衝突及貪污的政策，嚴禁任何商業腐敗。本集團規定所有供應商必須簽署廉潔聲明書，並設舉報制度鼓勵員工互相監察，避免不當行為。

推動可持續發展的工作任重而道遠。未來本集團將繼續改進各個環境及社會範疇的績效，在自身的專長上貢獻社會，照顧不同持份者的需要。

張麗珍

主席

亞倫國際集團有限公司



COMMUNICATION WITH STAKEHOLDERS

Stakeholders¹ engagement serves a vital role in the business operation of Allan International. It assists the Group in examining potential risks and business opportunities and understanding their views, thus allowing the Group to meet more stakeholders' needs and expectations and properly manage opinions from different stakeholders.

持份者溝通

在亞倫國際的業務管理中，持份者¹的參與是其中一個重要部分，有助本集團審視潛在的風險與商機，亦能瞭解他們的看法，令本集團的業務常規更貼近他們的需要和期望，妥善管理不同持份者的意見。



¹ "Stakeholders", also known as "interested parties" or "equity holders", refer to groups or individuals materially influencing or affected by the Group's business and consist of internal stakeholders including board of directors, management, executives and staff and external stakeholders including government/regulatory authorities, trade/industry associations, banks, suppliers, customers, non-government organizations/groups, employees and their family members, academic institutions, community, investors etc.

¹ 「持份者」，又稱「利益相關方」或「權益人」，指對本集團的業務有重大影響，或會受業務影響的群體和個人，包括內部的董事會、管理層、行政人員及員工，外部的政府／監管部門、貿易／行業協會、銀行、供應商、客戶、非政府組織／團體、員工及其家庭成員、學術機構、社區、投資者等。



MAJOR METHODS OF COMMUNICATION WITH STAKEHOLDERS DURING THE YEAR

The Group constantly communicates with key internal and external stakeholders via various channels. This enables them to have an opportunity to understand the Group's development and operation directions and allows the Group to hear their opinions, thereby prioritizing different issues and developing corresponding policies. The consultant had in-depth discussions with senior management through interviews to understand the Group's sustainable development orientation in the industry and discussed the Group's vision, goals and plans in sustainable development in the future. The Group also sent questionnaires to internal stakeholders to allow them to express their opinions fairly. The Group also organized internal stakeholders focus groups to encourage interactive exchanges to further understand the opinions and expectations of stakeholders. To enhance stakeholders' engagement, the Group also incorporated training elements in its communication activities to improve participants' understanding of sustainable development and to assist them in reviewing and assessing the daily operation of the Group in a more comprehensive manner.

SIGNIFICANT ISSUES ON SUSTAINABLE DEVELOPMENT DURING THE YEAR

To formulate its sustainable development strategies and directions, and identify the most important environmental and social issues for the Group and its stakeholders, the Group commissioned Carbon Care Asia, an independent consultant, to conduct a materiality matrix analysis by questionnaire survey, and clarified important reporting issues taking account advises from expert consultants and accordingly determined the direction of the Group's sustainable development. Based on the results of the survey, Carbon Care Asia conducted a substantive assessment analysis and identified the six most important issues among the 11 sustainable development issues covered. The following chart shows the Group's substantive matrix in which the topics marked in red are the "Substantive Issues" of the Group.

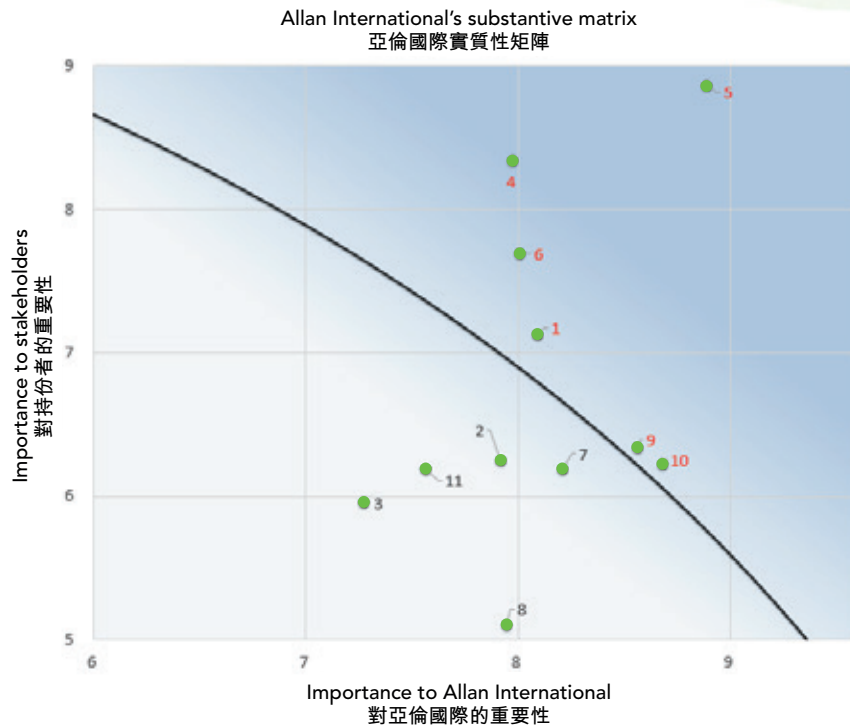
本年度主要持份者溝通方式

本集團恆常地透過不同途徑與集團內外的關鍵持份者。這確保他們有機會瞭解本集團的發展和營運方針，亦提供機會讓本集團聽取他們的意見，以辨識不同議題的優先順序，並發展相應政策。顧問透過面談與高級管理層進行深入討論，瞭解本集團於行業中的可持續發展定位，並探討本集團未來的可持續發展願景、目標和計劃。本集團亦向內部持份者發出問卷，讓他們公平發表意見。本集團更舉辦內部持份者焦點小組，鼓勵互動交流，從而進一步了解持份者的意見和期望。為加強持份者的參與度，本集團在溝通活動中加入培訓元素，以提高參與者對可持續發展的認識，並協助他們更全面地檢討及評估集團的日常運作。

本年度重大可持續發展議題

為訂立本集團的可持續發展策略和方向，以及識別對本集團和持份者至為重要的環境和社會議題，本集團委託了獨立顧問公司低碳亞洲以調查問卷的形式進行實質性矩陣分析，並結合專家顧問的意見釐清匯報的重要議題，以此制定集團的可持續發展路向。根據問卷調查的結果，低碳亞洲進行實質性評估分析，在所涵蓋的11個可持續發展議題中，識別當中最關鍵的6項議題。下圖為集團的實質性矩陣，圖中以紅色標注的議題為集團的「實質性議題」。





No. ² 編號 ²	Area 範疇	Allan International's "Substantive Issues" 亞倫國際的「實質性議題」
5	Employment and Labour Practices 僱傭及勞工常規	Allan International provides a healthy and safe working environment and adopts occupational health and safety measures to protect its employees from occupational hazards 亞倫國際提供健康與安全的工作環境，採取職業健康與安全措施，保障僱員避免職業性危害
4		Allan International provides a suitable employment environment for its employees 亞倫國際提供適當的僱傭環境給員工
6		Allan International provides its employees with development and training opportunities to enhance their knowledge and skills in performing their duties 亞倫國際為員工提供發展及培訓的機會，提升僱員履行工作職責的知識及技能
1	Environmental Protection 環境保護	Allan International effectively manages and monitors emissions to reduce the adverse impact of operations on the environment 亞倫國際對排放物進行有效的管理和監控，減少營運對環境產生的負面影響
10	Operating Practices 營運慣例	Allan International develops anti-corruption precautions and report procedures to prevent bribery, extortion, fraud and money laundering 亞倫國際制定反貪污的防範措施及舉報程序，防止賄賂、勒索、欺詐及洗黑錢
9		Allan International is liable for the products offered or services rendered 亞倫國際對所提供的產品或服務承擔責任

² The descending order is according to the significance of the issues.

² 按照議題的重要性由高至低排列。

Based on the interviews and discussion with management and advises from professional consultant, in addition to the above issues, the Group is also aware of stakeholders' concerns about community investments, including consideration of the needs and interests of the communities and social responsibility. Therefore, the Group has also elaborated on these relevant issues in the Report and made positive response to the increasing concern of stakeholders.

結合管理層訪談討論結果及專業顧問意見，除上述議題外，本集團也知悉持份者對社區投資的關注。其中包括本集團業務活動有否考慮營運所在社區的需要及利益，並履行企業責任。因此，本集團在本報告中亦有闡述相關議題，對持份者日益關注的議題作出積極回應。



In order to ensure the effectiveness of communication with stakeholders, the Group is committed to achieve a transparent, sincere and accurate communication and provide timely responses. In future, the Group will continue to conduct its interaction and communication with stakeholders to encourage more opinions and expectations from stakeholders.

為確保持份者溝通的成效，本集團致力建立透明、誠信、準確的溝通，並提供適時回覆。未來，本集團會持續與持份者互動和交流，鼓勵更多持份者參與本集團可持續發展方面的溝通並提出建議和對集團的期望。

GREEN PRODUCTION

Allan International attaches importance to environmental protection and implements various management procedures to effectively use natural resources and reduce emissions from its business operation and significant environmental impacts. During the Year, the Company formulated the "*Important Environmental Factors* (《重要環境因素》)" policy to enable its employees to have a better understanding of the Group's environmental impact and to enable relevant departments (such as the production department and the mould department) to effectively control important environmental factors. The Group has also identified the following important environmental factors and has documented corresponding control policy, so as to manage environmental impacts.

綠色生產

亞倫國際重視環境保護，並實施各項管理程序，致力有效地使用天然資源，並減少業務運作產生的排放物及對環境造成的重大影響。本公司於本年度制訂《重要環境因素》政策文件，讓員工更清晰瞭解本集團的環境影響，同時使相關部門（如：生產部、工模部等）對重要環境因素作出有效控制。本集團亦已為下述各項已識別重要環境因素設立相應管理文件，以管理環境影響。

IDENTIFIED IMPORTANT ENVIRONMENTAL FACTORS 已識別重要環境因素


Wastewater discharge
 廢水排放


Exhaust gas emission
 廢氣排放


Noise emission
 噪音排放


Waste discharge
 廢物排放


Dangerous goods leakage
 危險品洩露


Environmental facility malfunction
 環境設施故障


Personal injury
 人身傷害事故


Potential fire and explosion
 潛在火災和爆炸


Energy and resource consumption
 能源、資源消耗

EMISSION MANAGEMENT

Greenhouse gas emission

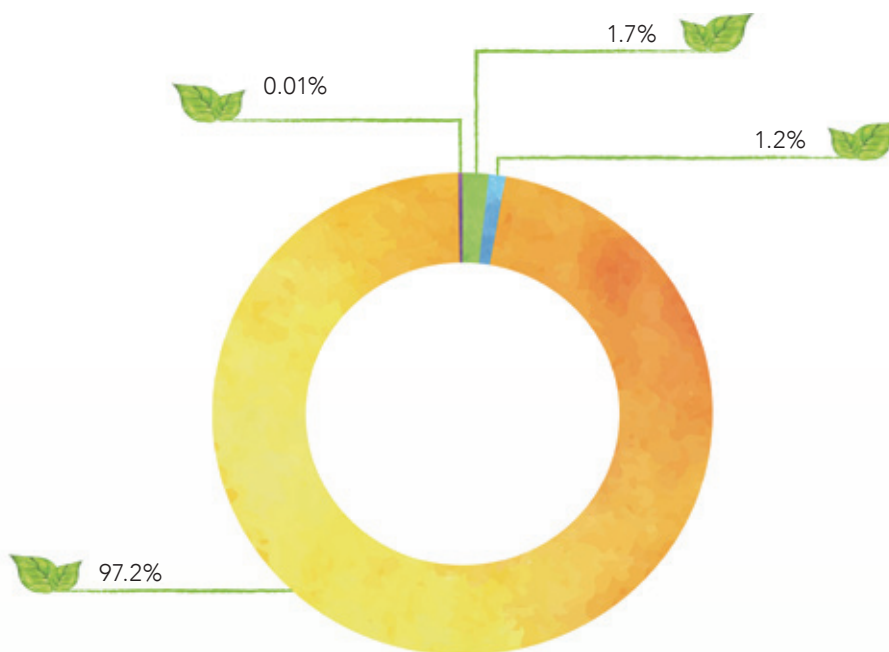
Greenhouse gas emission is closely related to climate change and global warming. Companies around the world have all initiated carbon reduction targets and control. During the Year, the Company formulated and implemented the *Greenhouse Gas Control Procedures* (《溫室氣體控制程序》) to regulate greenhouse gas management and meet the requirements of the ISO14064-1:2006 greenhouse gas inventory standards. In the meantime, the Group engaged Carbon Care Asia, a professional consulting firm, to carry out a carbon assessment by calculating the amount of greenhouse gas emitted from its operations. The carbon assessment was conducted with reference to the guidelines³ published by National Development and Reform Commission of the People's Republic of China and international standards such as the Guidance for Accounting and Reporting Corporate GHG Emissions to ensure the accuracy of environmental key performance indicators.

排放物管理

溫室氣體排放

溫室氣體排放與氣候變化及全球暖化息息相關，各國企業紛紛訂立減碳措施及目標。本年度，本公司制訂並實施《溫室氣體控制程序》，以規範溫室氣體管理工作並符合ISO14064-1：2006溫室氣體盤查標準要求。同時，本集團於本年度委託專業顧問公司低碳亞洲進行碳評估，計算營運所產生的溫室氣體排放。評估過程參考中華人民共和國國家發展和改革委員會發布的指南³、以及溫室氣體核算體系企業核算與報告標準等國際標準，以確保環境關鍵績效指標資料的準確性。

GREENHOUSE GAS EMISSIONS (BY EMISSION SOURCE) 溫室氣體排放量(按排放源劃分)



 Fossil fuel combustion — stationary source
化石燃料燃燒 — 固定源

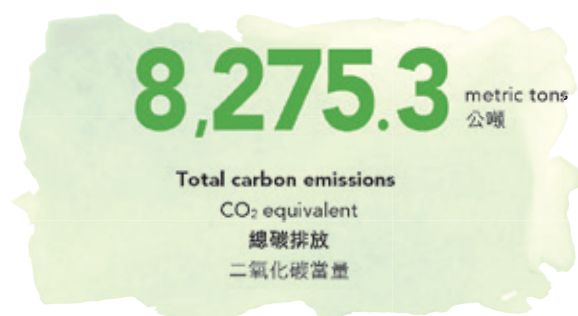
 Purchased electricity
外購電力

 Fossil fuel combustion — moving source
化石燃料燃燒 — 移動源

 Business flight
飛機商務旅行

³ the *Guidelines for Accounting and Reporting of Greenhouse Gas Emissions from Other Industrial Enterprises* (in trial) (《工業其他行業企業溫室氣體排放核算方法與報告指南(試行)》)

³ 《工業其他行業企業溫室氣體排放核算方法與報告指南(試行)》



The Group's carbon emissions are mainly derived from indirect greenhouse gas emissions from purchased energy (accounting for approximately 97%), followed by fixed-source fossil fuel combustion (accounting for approximately 2%). The Group will continue to assess, record and disclose its greenhouse gas emissions and other environmental data on an annual basis and compare them with the previous data to review the performance when setting emission reduction targets in the future.

Air pollutants emission

Allan International implements the *Wastewater, Exhaust Gas, and Noise Management Procedures* (《廢水、廢氣、噪音管理程序》) to ensure that exhaust gas emissions meet local standards (such as *Integrated Emission Standard of Air Pollutants* (GB16297-1996) (《大氣污染物綜合排放標準 (GB16297-1996)》), a mandatory national standards, and local standards in Guangdong Province such as *Discharge Limits of Air Pollutants* (DB44/27-2001) (《大氣污染物排放限值(DB44/27-2001)》) and requirements of related laws and regulations.

本集團之碳排放主要來自外購能源所產生的間接溫室氣體排放(佔約97%)，其次為固定源化石燃料燃燒(約佔2%)。本集團將繼續評估、紀錄及每年披露其溫室氣體排放及其他環境數據，與以往數據作比較，從而檢討表現，有助日後進一步制定減排目標。

大氣污染物排放

亞倫國際實施《廢水、廢氣、噪音管理程序》，以確保廢氣排放達到當地標準(如：強制性國家標準《大氣污染物綜合排放標準(GB16297-1996)》及廣東省地方標準《大氣污染物排放限值(DB44/27-2001)》等)以及相關法律法規的要求。

Air pollutants	空氣污染物	Emissions for the Year (kg) 本年度排放量(千克)
Sulfur oxide ⁴	硫氧化物 ⁴	13.4
Inhalable particle ⁵	可吸入顆粒物 ⁵	14.4
Volatile organic compound	揮發性有機化合物	5.8

The air pollutants produced by the Group are mainly derived from generators, dripping machines and vehicle emissions in Lilin Plant. The Group stipulates that the air pollution facilities built by all relevant departments must go through the inspection and acceptance of local competent environmental protection departments and the departments must purify or dedust the exhaust gases before discharging. At the same time, the Group requires that the canteen shall be equipped with fume purification devices such as smoke exhaust ventilator to ensure that discharged exhaust gas complies with the emission standard.

本集團產生的大氣污染物主要來自瀝林廠房的發電機、滴漆機和車輛排放。本集團規定各相關部門在建設大氣污染設施時必須經過當地環境保護行政主管部門的驗收；需要向大氣排放廢氣的部門，必須事先對廢氣進行淨化或除塵處理。同時，本集團要求食堂應配備抽油煙機等油煙淨化裝置，以確保油煙通過淨化裝置後達標排放。

⁴ Only includes exhaust emissions from vehicles

⁵ Only includes exhaust gases from fixed sources (generators and kitchen equipment)

⁴ 只包括車輛所排放廢氣

⁵ 只包括固定源(發電機及廚房設備)所排放廢氣

Waste discharge

The Group's main solid wastes are non-hazardous wastes, including domestic waste and waste paper, and there are relatively few hazardous wastes, including discarded fluorescent tubes, used batteries, packaging barrels, used mineral oil and surface treatment wastes (including water curtain cabinet sediment, exhaust gas tower wastes and integrated surface treatment sludge).

412.8 metric tons
公噸

Non-hazardous wastes
無害廢棄物

To meet the requirements of regulations such as *the Measures for Administration of Joint Disposal of Hazardous Wastes* (《危險廢物轉移聯單管理辦法》) and *Regulations of Guangdong Province on Prevention and Control of Environmental Pollution by Solid Wastes* (《廣東省固體廢物污染環境防治條例》), the Group formulated and implemented the *Solid Wastes Management Procedures* (《固體廢物管理程序》) to manage the classification, collection, storage and disposal of wastes generated in the course of operation. The Group requires that relevant departments shall classify wastes into three categories: hazardous wastes, recyclable wastes and general wastes. Meanwhile, the Department of Administration and Personnel has developed the *Solid Wastes Classification List* (《固體廢物分類一覽表》) and installed waste separation recycle bins. All departments must classify wastes and put them into designated recycling bins. The hazardous waste is transported to the government-approved hazardous waste recycling entities for further processing; the recyclable waste is transferred to the government-approved entities for recycling; and the general domestic waste is disposed by the environmental hygiene authority.

廢棄物排放

本集團主要固體廢棄物為無害廢棄物，包括生活垃圾和廢紙皮等；有害廢棄物相對較少，包括廢燈管、廢乾電池、廢包裝桶、廢礦物油以及表面處理廢棄物(包括水簾櫃沉渣、廢氣塔廢渣及綜合表面處理污泥)。

0.37 metric tons
公噸

Hazardous wastes
有害廢棄物

為履行國家《危險廢物轉移聯單管理辦法》及《廣東省固體廢物污染環境防治條例》等的法規要求，本集團制訂並實施《固體廢物管理程序》，管理營運過程中產生的廢棄物的分類、收集、儲存和處置。本集團要求相關部門將廢棄物分為三類：危險廢物、可回收廢物和一般廢物。同時，行政及人事部制訂《固體廢物分類一覽表》並設置分類回收桶，各部門必須對廢棄物分類並放入指定收集桶中。其中，危險廢物交給經政府許可的危險廢物回收部門做進一步處理；而可回收廢物則交給經政府許可的廢物回收部門進行回收再利用；一般生活垃圾則由環衛部門負責清運。



Wastewater disposal

The Group is in compliance with *Discharge Limits of Water Pollutants (DB44/26-2001)* (《水污染物排放限值 (DB44/26-2001)》), and manages the wastewater generated during its operation according to the *Wastewater, Exhaust Gas, and Noise Management Procedures* (《廢水、廢氣、噪音管理程序》). Such procedure requires that the industrial wastewater generated shall be treated through sewage treatment facilities and is not allowed to be discharged until reaching the standard; the domestic wastewater shall be treated according to the operational guidelines of each department. For example, the washing wastewater from canteens must go through the sewage treatment tank before discharging; the leftovers from canteens must be dumped into the designated bucket and delivered to the pig farm for reuse; and the wastewater generated in the staff quarters and the restrooms of plants must be treated through septic tank and is not allowed to be discharged until reaching the standard.

The wastewater generated by the Group is mainly non-hazardous domestic wastewater, which is directly discharged into the local sewage treatment plant through the municipal sewage pipe network for treatment. In the future, the Group will gradually improve its measures and formulate specific emission reduction plans.

USE OF RESOURCES

Allan International recognizes the importance of saving resources and is committed to reducing resource waste in its day-to-day operations. The Group formulated and implemented the *Energy Resource Management Procedures* (《能源資源管理程序》) for the management of energy, water and paper use.

Energy and water resources

The energy used by the Group includes electricity, diesel and liquefied petroleum gas. The Group draws water through the municipal water pipe network, which is a proper water source.

廢水排放

本集團遵守廣東省地方標準《水污染物排放限值 (DB44/26-2001)》，並根據《廢水、廢氣、噪音管理程序》管理其營運過程產生的廢水。該程序要求生產廢水應通過污水處理設施，達標後排放；生活廢水則按各部門的操作指引進行處理。例如，食堂產生的清洗廢水必須經污水處理池後排放；食堂產生的殘菜剩湯必須倒入指定的泔水桶，提供給養豬場再利用；員工宿舍及廠區洗手間產生的廢水必須經化糞池處理至達標後排放。

本集團產生的廢水主要為無害生活廢水，直接經市政污水管網排入當地污水廠處理。未來，本集團將逐步完善措施，制定具體減排計劃。

資源使用

亞倫國際明白節約使用資源的重要性，致力於在日常營運中減少資源浪費。本集團制訂並實施《能源資源管理程序》，用於管理能源、水、紙張的使用。

能源及水資源

本集團使用的能源包括電、柴油和液化石油氣。本集團通過市政自來水管網抽取用水，從而取得適用水源。

Use of resources	能源使用	Energy consumption 能源耗量
Direct energy	直接能源	
Natural gas (Gj)	天然氣(吉焦耳)	1,235.7
Petroleum (Gj)	汽油(吉焦耳)	624.2
Diesel (Gj)	柴油(吉焦耳)	1,597.0
Indirect energy	間接能源	
Purchased electricity (MWh)	外購電力(兆瓦時)	15,252.6
Use of water resources	水資源使用	Water consumption 耗水量
Total water consumption (cubic meter)	總耗水量(立方米)	184,149

During the Year, the Group set specific water-saving and energy-saving targets with an aim to achieve energy conservation and consumption reduction and increase energy utilization rate. A total amount of RMB202,500 was spent to achieve this goal. The environmental targets have been basically achieved with details as follows:

本年度，本集團設立具體的節水及節電目標，致力於節能降耗及提高能源使用率，並花費共20.25萬元人民幣以達到此目標，目前已基本完成該環境目標，詳情如下：



Environmental targets 環境目標	Measures 措施	Fees (RMB) 費用(人民幣)
Annual water consumption per unit of output decreased by 3.5% 年度單位產值 用水量降低3.5%	1. Replaced ageing faucets, water pipes and water valves in stages; 分階段更換老化水龍頭、水管、水閥； 2. Increased efforts in sewage treatment, continued to increase the reuse rate of reclaimed water, and improved the use of reclaimed water; 加大污水處理力度，繼續提高中水回用率、提高中水使用； 3. Installed water meters in different areas, conducted analysis and monitoring of the areas with higher water consumption and posted contact methods of the maintenance department, the relevant departments shall timely report to the maintenance department when there is an abnormality in respective departments' water pipes/faucets/water valves. 分區安裝水錶，對用水大的區域分析及監控，張貼維修聯絡方式，相關部門水管／水龍頭／水閥有異常時及時通知維修部門。	32,500
Annual electricity consumption per unit of output decreased by 1.7% 年度單位產值 用電費降低1.7%	1. Replaced 7 new central air conditioners (for which the useful life of the compressor heads had expired) and repaired the central air conditioners; 更換新中央空調機7台(壓縮機頭已過壽命)及維修中央空調機； 2. Redeployed wire lines; 線路整改； 3. Installed electric meters and energy-saving fluorescent lamps. 安裝電錶、節能光管。	170,000

In the future, the Group will plan to continually improve the policies related to resource use, and organize each department to set resource conservation targets for the coming year based on the track records.

未來，本集團計劃持續完善資源使用相關的政策，每年度組織各部門根據往年的記錄，制訂來年的資源節約目標。



Paper, raw materials and packaging materials

The Group's paper consumption for the Year was approximately 9.3 tons, mainly from the daily operation of the offices. Based on the *Energy Resource Management Procedures* (《能源資源管理程序》), the Group instructed its employees to save paper and required all departments to use paper on both sides to the greatest extent and recycled waste paper. In addition, the Group also use environmentally friendly paper and advocated a paperless office to reduce paper consumption.

The raw materials used by the Group mainly include recycled plastics, electronics, hardware, rubber, plastic raw materials. Raw materials and packaging materials are mainly used for daily production, and their consumption depends on the output. The Group is committed to minimizing material waste and calls on its employees to pay attention to resource conservation and increase awareness of environmental protection.

紙張、原材料及包裝材料

本年度本集團的用紙量約為9.3噸，主要來自於辦公室日常營運。本集團透過《能源資源管理程序》指導員工節約用紙，要求各部門盡量雙面使用紙張，並回收廢紙。此外，本集團亦盡量使用環保紙，並推行無紙化辦公以減少紙張消耗。

本集團使用的原材料主要包括再生塑膠、電子、五金、橡膠、塑膠原料。原材料及包裝材料主要用於日常生產所需，使用量取決於產量。本集團致力減少材料的浪費，並呼籲員工重視節約資源使用，提高環保意識。

Materials used	物料使用	Consumption (ton) 耗用量(噸)
Plastic raw materials	塑膠原料	7,287
Packaging material	包裝材料	5,443
Electronics equipments	電子器材	3,706
Hardware	五金	2,172
Recycled plastics	再生塑膠	116
Rubber	橡膠	79

ENVIRONMENT AND NATURAL RESOURCES

Allan International follows internal policies and related laws and regulations to endeavour to prevent environmental pollution in its daily operation. The Group developed written documents for identified important environmental factors, conducted supervision in all aspects such as environmental facilities maintenance, identified areas and locations where important environmental factors are generated, and listed out responsible departments and guides for management documents.

Allan International has obtained the environmental management system certification issued by China Quality Certification Center for the production and processing process of Lilin Plant. The Group has also achieved the environmental targets set to improve fire safety level and control chemical leakage, and kept zero incidence of accident. During the Year, the Group spent approximately RMB280,000 on relevant staff training and equipment upgrade.

環境及天然資源

亞倫國際遵循內部政策及相關法律法規，致力在日常營運中防止環境污染。本集團為已識別的重要環境因素列出書面文件，從環境設施維護等各方面進行監督，識別重要環境因素所產生區域及位置，並列明負責部門及管理文件指引。

亞倫國際已為瀝林廠房的生產加工流程取得中國質量認證中心頒發的環境管理體系認證。本集團亦已完成所設立的提高消防安全水平及控制化學品洩漏的環境目標，將事故發生控制在零宗。本年度，本集團花費約28萬元人民幣進行相關的員工培訓及設備改進。

During the Year, the Group conducted an internal stakeholder focus group to discuss and make key recommendations on green production issues, including (but not limited to):

本集團於本年度進行內部持份者焦點小組，就綠色生產議題進行討論並提出重點建議，其中包括(但不限於)：

- Use materials which are in compliance with environmental policies in the design and production process; 在設計及生產過程中採用符合環保要求的物料；
- In the design process, select the common materials suitable for various products to increase the efficiency of material use; 在設計過程中選用適用於各類產品的共用物料，增加材料使用效率；
- Regulate environmental operation in the work flow with reference to "Good Manufacturing Practice" (GMP); 參考「良好製造規範」(GMP)以規範生產流程中的環保作業；
- Regularly calculate carbon emissions with reference to international standards. 定期參考國際標準統計碳排放量。

In the coming year, the Group will study and adopt the recommendations on green production, and will fulfil and enhance the Group's commitment to environmental protection.

來年，本集團將研究實施關於綠色生產的建議，落實並深化本集團對環境保護的承諾。

The Group has complied with such applicable laws and regulations pertaining to environment and emissions as *the PRC Law on the Prevention and Control of Air Pollution* (《中華人民共和國大氣污染防治法》), *the PRC Law on the Prevention and Control of Water Pollution* (《中華人民共和國水污染防治法》), *the Regulations On Protecting Water Quality Of Guangdong Pearl River Delta* (《廣東省珠江三角洲水質保護條例》) and *the PRC Law on the Prevention and Control of Solid Waste Pollution* (《中華人民共和國固體廢物污染環境防治法》). During the Year, no violation of environmental laws and regulations had occurred at the Lilin Plant of the Group.

本集團遵守《中華人民共和國大氣污染防治法》、《中華人民共和國水污染防治法》、《廣東省珠江三角洲水質保護條例》、《中華人民共和國固體廢物污染環境防治法》，以及其他有關環境及排放物的適用的法律及規例。本年度，本集團於瀝林廠房並無發生任何違反環境相關法律法規的個案。





EMPLOYEE CARE

The Group recognizes that talent is the key for the management and development of an enterprise. Allan International sets out policies and commitments on employment terms, safe and healthy working environment, staff training and development and labour standards in the *Employee Handbook* (《僱員手冊》), the *Human Resources Management Procedures* (《人力資源管理程序》) and other documents.

HEALTH AND SAFETY

Allan International attaches importance to the health and safety of employees and sets out clearly occupational health and safety policies in the *Employee Handbook* (《僱員手冊》) and the *Health and Safety Management Procedures* (《健康安全管理程序》) to strengthen the management of occupational health and safety, ensure the occupational health and safety of employees in production activities and reduce occupational hazards.

The Group's special operating posts include those requiring exposure to chemicals, dust and noises. In order to ensure the safety of special operating personnel, the relevant departments of the Group (such as the Human Resources Department and the Administration Department) will develop special training plans based on competencies and training needs of special operating personnel on an annual basis. The duties of such employees are being supervised and monitored on a regular basis. Untrained or unqualified personnel is strictly prohibited to perform at special operating posts.

In addition, the Group also focuses on the management of occupational disease prevention and control. The Group regularly supervises and inspects the occupational disease prevention and control work in the workplaces and living areas of employees and provides medical examination for employees. Special operating personnel have been provided with occupational disease protection devices. Lilin Plant is also equipped with first aid facilities, medical first aid supplies and first aid personnel. When constructing, rebuilding, expanding and technically transforming projects, the Group requires that the occupational health and safety facilities shall be designed, constructed and put into operation simultaneously with the main works.

The Group has established a safety training plan during the Year, and provides one-hour safety knowledge training for employees of Lilin Plant on a monthly basis and assesses them in the form of oral examinations. In addition, the Group has improved the fire safety level of Lilin Plant and completed the goal of zero fire through training and exercising fire protection laws and regulations for relevant employees and increasing the provision of fire safety facilities.

員工關懷

本集團深明人才乃企業經營及發展的關鍵，並通過《僱員手冊》和《人力資源管理程序》等文件列明對待員工的僱傭條款、提供安全健康的工作環境、員工培訓及發展和勞工準則的相關政策和承諾。

健康與安全

亞倫國際重視員工的健康與安全，在《僱員手冊》和《健康安全管理程序》中列明職業健康與安全的政策，強化職業健康安全的管理，保證員工在生產活動中的職業健康與安全，減少職業危害。

本集團特種作業崗位包括：需要接觸化學品、粉塵及噪音的崗位。為保障特種作業人員安全，本集團各相關部門（如：人事部和行政部等）每年針對特種作業人員的勝任情況、培訓需求等制定專門的培訓計劃，並定期對該類員工的上崗情況進行監督檢查，要求無證人員停止特種作業。

此外，本集團亦關注職業病防治的管理，每年定期對作業人員的工作場所、生活區域的職業病防治工作進行監督檢查並做好記錄，更為員工提供健康體檢。特種作業人員已使用本集團提供的職業病防護用品。瀝林廠房亦配備急救設施、醫療急救用品和急救人員。而在新建、改建、擴建和技術改造工程項目時，本集團要求職業健康安全設施與主體工程同時設計、施工和投產使用。

本集團已於本年度制定安全培訓計劃，每月與瀝林廠房的員工進行一場一小時的安全知識培訓，並以口試的形式進行考核。此外，本集團通過對相關員工進行消防法律法規的培訓和演習，並且增加配備消防安全設施，提高瀝林廠房的消防安全水平，完成零火災的目標。



The Group has complied with applicable laws and regulations pertaining to working health and safety as *Production Safety Law of the PRC* (《中華人民共和國安全生產法》), *Fire Control Law of the PRC* (《中華人民共和國消防法》), and *Code of Occupational Disease Prevention and Control of the PRC* (《中華人民共和國職業病防治法》). During the Year, no work-related injuries or deaths or illegal cases relating to health and safety had occurred in Lilin Plant of the Group.

EMPLOYMENT SYSTEM

The Group is committed to providing employees with a fair and equitable working environment. The Group clearly sets out the terms of employment relating to compensation, dismissal, recruitment, promotion, working hours and holidays in the *Employee Handbook* (《僱員手冊》) and the *Anti-Discrimination Management Procedures* (《反歧視管理程序》). The Group is committed to eliminating discrimination in the workplace and giving employees equal opportunities to work. Each department is also committed to ensuring that every employee is treated fairly in terms of employment, wages, treatment, training opportunities, work arrangements, promotion, disposition, dismissal, etc., regardless of nationality, race, gender, age, religious belief, social background, disability, marital status, political orientation, sexual orientation, etc.

The Group also attaches great importance to the opinions of employees and sets up a complaint mailbox to encourage employees to give comments and suggestions on the operation of the Group. In addition, the Group has developed and implemented the *Internal and External Information Communication Management Procedures* (《內外信息溝通管理程序》) to facilitate the execution of management procedures regarding working hours, wages, anti-discrimination, etc. and the accurate conveying of employee opinions.

本集團遵守《中華人民共和國安全生產法》、《中華人民共和國消防法》、《中華人民共和國職業病防治法》，以及其他有關工作健康與安全的適用的法律及規例。本年度，本集團於瀝林廠房並沒有發生任何因工受傷或死亡個案，或任何有關健康與安全的違法案例。

僱傭制度

本集團致力向員工提供一個公正平等的工作環境。本集團透過《僱員手冊》和《反歧視管理程序》列明關於薪酬、解僱、招聘、晉升、工作時間、假期等僱傭條款。本集團致力消除工作環境中的歧視，給予員工平等就業的機會。各部門亦致力確保每個員工在錄用、工資、待遇、培訓機會、工作安排、升職、處分、解僱等都受到公平的對待，不會因國籍、種族、性別、年齡、宗教信仰、社會背景、殘疾、婚姻狀況、政治傾向、性取向等方面而差別對待員工。

本集團亦重視員工意見，設立申訴信箱，鼓勵員工對本集團之營運提出意見和建議。此外，本集團制訂並實施《內外信息溝通管理程序》，落實關於工作時間、工資報酬、禁止歧視等管理程序的執行及員工意見的準確傳達。

2,511

Total number of
employees
員工總人數

1 : 2.37

Ratio of male to female
employees
員工男女比例

39.7%

Turnover rate of
employees
員工流失率

Due to such issues as relatively remote distance of the plant from the downtown area and the differences in salary compared to nearby plants, the Group recorded a high turnover rate during the Year. In response to this issue, the Group has discussed with employees through focus groups, and summarized the following suggestions and measures to retain talents:

由於廠房離市區較遠以及周邊廠房的工資差距等問題，本集團於本年度的員工流失率屬於偏高。針對此問題，本集團通過焦點小組與員工進行討論，總結留任人才的建議措施：

- To provide a mentoring program to provide guidance and assistance to employees;
增設輔導計劃對員工提供指導與幫助；
- To regularly conduct internal communication and care activities, collect opinions from employees to timely adjust and improve the employment system ;
定期開展內部交流和關懷活動，並收集員工意見，以及時調整及改善僱傭制度；
- To improve staff accommodation conditions.
改善員工宿舍條件。

In the coming year, the Group will continue to focus on the turnover of employees and endeavour to adjust its structure and benefits to retain talents. The Group is also committed to creating a diverse working environment for employees and plans to add guidance to relevant policies.

來年，本集團將持續關注員工流失問題，並且盡量調整架構及福利等以保留人才。本集團亦致力為員工創造多元化的工作環境，並將在相關政策文件中加入指引。

The Group has complied with such laws and regulations pertaining to employment system as *Labour Law of the PRC* (《中華人民共和國勞動法》) and *Employment Contracts Law of the PRC* (《中華人民共和國勞動合同法》). During the Year, the Group did not find any cases of illegality and against rules related to employment in Lilin Plant.

本集團遵守《中華人民共和國勞動法》及《中華人民共和國勞動合同法》等有關僱傭制度的法律及規例。本年度，本集團於瀝林廠房並無發現與僱傭相關的違法違規個案。

DEVELOPMENT AND TRAINING

Allan International attaches great importance to cultivating employees, encourages employees to pursue career advancement within the Group and is committed to enabling employees to grow with the Group. The Group prescribes clear policies on staff careers and training in the *Human Resources Management Procedures* (《人力資源管理程序》) and the *Employee Training* (《僱員培訓》) and provides corresponding learning and training courses for employees.

發展及培訓

亞倫國際重視培養員工，鼓勵員工在本集團發展事業，致力於讓員工與本集團一同成長。本集團於《人力資源管理程序》及《僱員培訓》中訂明關於員工發展及培訓相關的政策，為員工提供相應的學習及培訓課程。

100%

Proportion of employees receiving trainings
接受培訓員工比例

16.4

Average training hours of each employee
平均每名員工接受培訓時數

The Group has a complete training system to ensure that all the employees, who have an impact on quality, environment, hazardous materials processes, greenhouse gas management and information security management, are accustomed to and competent for their jobs. In addition, the Group also sets up a regular performance appraisal system to assess employees' working abilities and personal qualities which will serve as one of the factors for promotion or salary adjustment. The assessment results can also enable the Group to understand whether employees are appropriate for their current positions and to make appropriate re-designation, thus motivating and supporting employees to exert their potentials.

本集團設立有完整的培訓體系，以確保所有對品質、環境、有害物質過程、溫室氣體管理和資訊安全管理有影響之工作人員均能適任及勝任其工作。此外，本集團亦設置定期績效考核制度，評估員工的工作能力及個人素質，作為晉升或薪金調整的依據。考核結果亦讓集團瞭解員工是否適應現時的職位，並作出相應的人事調動，激勵和支持員工發揮工作潛能。



Training Category 培訓類別	Training Recipient 培訓對象	Training Content 培訓內容	Responsible Department 負責部門
Induction Training 入職培訓	New Employees 新員工	Brief introduction of the Company's basic situation, history and organizational structure, and rules and regulations; the Company's policies and objectives (responding to relevant management systems); basic knowledge of fire protection, safety and health; Basic knowledge of ISO9001/ISO14001/QC080000/ISO14064/ISO27001. 公司基本情況簡介、公司歷史及組織架構、規章制度；公司的方針及目標（應對相關的管理體系）；消防、安全和衛生基本知識；ISO9001/ISO14001/QC080000/ISO14064/ISO27001基礎知識。	The Administration and Human Resources Department 行政及人事部
Engagement/ Transfer Training 上崗／轉崗培訓	New employees or employees assigned to new positions 新員工或調配到新崗位的人員	Skills training that helps new employees to meet the requirements as soon as possible and guarantee the quality of work; specific requirements and safe operating procedures of relevant posts; other training requirements arising from job responsibilities and departmental work requirements; related training should be provided prior to carrying out the related job. Corresponding programs and operating procedures can be used as teaching materials. 技能訓練，使新員工能儘快達到要求，保證工作品質；相關崗位的特定要求及安全操作規程；崗位職責及部門工作需要而產生之其他培訓要求；上崗／轉崗培訓應在員工上崗／轉崗前進行，相應的程式及操作規程可作為教材。	Department Director/ Manager/ Supervisor 各部門總監／經理／主管
On-the-job Training 在職培訓	Employees in need 有需求員工	Diversified development of the Company's business; system requirements; coordination needed according to process and equipment requirements. 公司業務發展多元化；體系的要求；按制程所需作出配合；按設備所需作出配合。	All departments 各部門
Specific Training 專項培訓	Related employees 相關員工	New management systems or new technologies; for improvement of management skills or specific technique. 新的管理體系或新技術；有利於提升管理水準或技能的專題培訓。	Strategy management committee/ Administration and Human Resources Department 策略管理委員會／行政及人事部

The Admin & Personnel Department of the Group is responsible for formulating training budget based on the training plan and providing external training subsidies for qualified employees, such as funding for external training and travel and accommodation expenses. In addition, the Group will also analyze the training needs based on its strategic planning, human resources planning and staff performance, etc. to develop a targeted training plan. Relevant responsible department will evaluate employees performances after training to review the effectiveness of training for improving the training system continuously.

LABOUR STANDARDS

Allan International prohibits the use of child labours or employment of forced labours in any form. The Group has formulated and implemented the *Procedures for Free Choice of Occupation* (《自由選擇職業程序》), which sets out the policy of not using child labours and forced labours and is committed to ensuring the basic interests of employees such as free choice of occupation.

The Group has implemented the *Procedures for Remedying Child Labors and Promoting Children's Education* (《補救童工及推廣兒童教育工作程序》) to ensure that child labours misemployed can be discovered in time and are properly treated and educated. The Administration and Personnel Department conducts irregular inspections and spot checks on employees of Lilin Plant, regularly check employees' identity cards and personnel registration forms and verify the actual age and identity of employees. If child labours recruited mistakenly are found, the departments will record them in the *Child Labor Investigation and Countermeasures Report* (《童工調查及對策報告》) and adopt rescue control procedures, including immediately stopping their work, designating special persons to send them to the hospital to check their health status and notifying the local labour department; if they are in good health, the Group will settle their salary, arrange designated personnel to send them to their parents, and go to the local police station to issue a certificate. In addition, the Group will support all related expenses (medical and transportation expenses) to ensure the child labours can complete statutory compulsory education.

本集團人力資源部門依據培訓計劃制定培訓經費預算，並為合資格員工提供外部培訓補貼，例如資助外訓及差旅食宿費用。此外，本集團亦會根據其戰略規劃、人力資源規劃及員工工作表現等方面分析培訓需求，以制定針對性的培訓計劃。負責部門會在培訓結束後對員工進行評估，從而檢討培訓成效以持續改善培訓制度。

勞工準則

亞倫國際禁止使用童工或以任何形式聘用強制勞工。本集團制訂並實施《自由選擇職業程序》，列明不使用童工及強迫勞工的政策，並致力保障員工自由選擇職業等基本權益。

本集團實施《補救童工及推廣兒童教育工作程序》，確保及時發現誤聘童工並妥善處理未成年工，並使其得到適當的教育。行政及人事部對瀝林廠房車間員工進行不定時巡視及抽查，並定期全面檢查員工《身份證》、《人事登記表》，並核實員工本人的實際年齡、身份情況。如發現有誤招聘童工，需記錄在《童工調查及對策報告》中並採取拯救控制程序，包括立即停止其工作，指定專人負責送其到醫院檢查身體的健康狀況，並通知當地勞動部門；如其身體健康，則結清其全部工資，安排專人將其送到父母身邊，並到當地派出所開具證明。同時，本集團將支負全部費用（醫療及交通），並支援該童工完成法定的義務教育。

According to the *Procedures for Free Choice of Occupation* (《自由選擇職業程序》), the Group strictly prohibits the use of work-for-debts or forced labours, and managers must not use corporal punishment, threats of violence or other forms of abuse. The Group respects the established working hours and never forces employees to work overtime. To fulfil production and operational needs, the Group will arrange appropriate overtime work with employees consent and in consideration of employees health condition, the Group will pay for statutory overtime payment as well. In addition, employees have the freedom to apply for job transfer or resignation as set forth in the employment contract.

The Group has complied with provisions pertaining to prohibiting forced labour and child labour of such laws and regulations as *Labour Law of the PRC* (《中華人民共和國勞動法》) and *Employment Contracts Law of the PRC* (《中華人民共和國勞動合同法》). During the Year, no violation of labour standards had occurred at the Lilin Plant of the Group.

根據《自由選擇職業程序》，本集團嚴禁使用抵債勞工或強迫勞工，管理人員不得採用體罰、暴力威脅或其他虐待行為的方式。本集團尊重既定的工作時間，絕不強迫員工加班加點。如果生產經營需要，必須經員工本人同意後，在保障員工身體健康的前提下，適當安排員工加班並補償加班費。此外，員工有選擇轉崗或調崗的自由，所有員工均可按照本集團合同規定擁有自由申請離職的權利。

本集團遵守《中華人民共和國勞動法》及《中華人民共和國勞動合同法》等法律及規例中有關禁止強制勞工及使用童工的條文。本年度，本集團於瀝林廠房並無發生任何有關勞工準則的違法個案。





RESPONSIBLE OPERATION

With overall management of work flow and supply chain, Allan International proactively enhance the social value of its products.

ANTI-CORRUPTION

The Group is committed to promoting a corporate culture of probity and integrity and has formulated the *Conflict of Interest and Integrity Management System* (《利益衝突及廉潔管理制度》) to set out anti-corruption policies of the Group. Employees and suppliers are required to comply with all applicable anti-corruption laws and regulations and shall not be involved in any form of bribery, extortion, fraud, money laundering or embezzlement behaviours.

Meanwhile, employees must act in accordance with the provisions of the *Conflict of Interest and Integrity Management System* (《利益衝突及廉潔管理制度》) when facing situations that may create conflicts of interests (such as business gifts). When receiving or providing gifts and hospitality, employees must ensure that they are based on legitimate business interests or purposes and be within the approved budget. They must also obtain appropriate approval, and be recorded. Gifts received are limited to promotional or advertising souvenirs that are symbolic without any cash value, or festive gifts that are of modest value just available for enjoyment, such as gift baskets and bouquets. If an employee accepts a gift worth more than RMB500, he/she must report the details with the *Acceptance of Hospitality/Personal Interests Return Form* (《接受款待／個人利益申報表》) and shall be subject to the review and authorization of an appropriate treatment method by the department director, prior submitting the same to directors for approval.

In addition, the Group also clearly provides various reporting channels, including telephone, email, letter and face-to-face reporting. The Group encourages employees to report cases of conflicts of interest discovered but not yet reported to the Group. As per company policy, the relevant departments and personnel should respond immediately, collect information and notify higher level of authority as soon as possible after receiving reports and deliver the findings reviewed by the management to the Admin and Personnel Department for further handling within 10 days.

The Group has complied with provisions pertaining to anti-corruption of such laws and regulations as *Criminal Law of the People's Republic Of China* (《中華人民共和國刑法》). During the Year, the Group was not involved in any corruption, violation of laws and regulations or litigation cases at Lilin Plant.

盡責營運

通過對生產流程及供應鏈的全方位管理，亞倫國際積極推動其產品社會價值的提升。

反貪污

本集團致力於推動廉潔誠信的企業文化，並制訂《利益衝突及廉潔管理制度》以列明本集團反貪污之政策。員工及供應商需遵守所有適用反貪污法律法規，不得以任何形式參與賄賂、勒索、欺詐、洗黑錢或挪用公款等行為。

同時，員工在面對有可能造成利益衝突的情況（如：商業饋贈及回扣等），必須按照《利益衝突及廉潔管理制度》所列規定而行。此外，員工在提供或接受饋贈及款待時必須確保是基於合法商業利益或目的而進行；提供商業饋贈及款待的開支，必須依循正確的預算、向所屬部門申請、批准、記錄及存檔程式處理；接受饋贈僅限於象徵式或無現金價值的推廣或廣告紀念品等，或屬適度價值及可供享用的節日饋贈禮品，如禮物籃和花束等。如果員工收取價值高於500元人民幣的禮品，必須以《接受款待／個人利益申報表》申報詳情，並由部門總監審核及授權合適的處理方法後，再呈交董事批准。

此外，本集團亦明確提供舉報渠道，包括電話、電郵、信件及當面舉報等多種形式。本集團鼓勵員工舉報在本集團內發現的存在利益衝突而未申報的情況，並規定相關部門及人員在接到舉報之後立即響應並盡快收集資料及通知上級，十天之內將經管理層審核過的調查結果傳達給人事部做進一步處理。

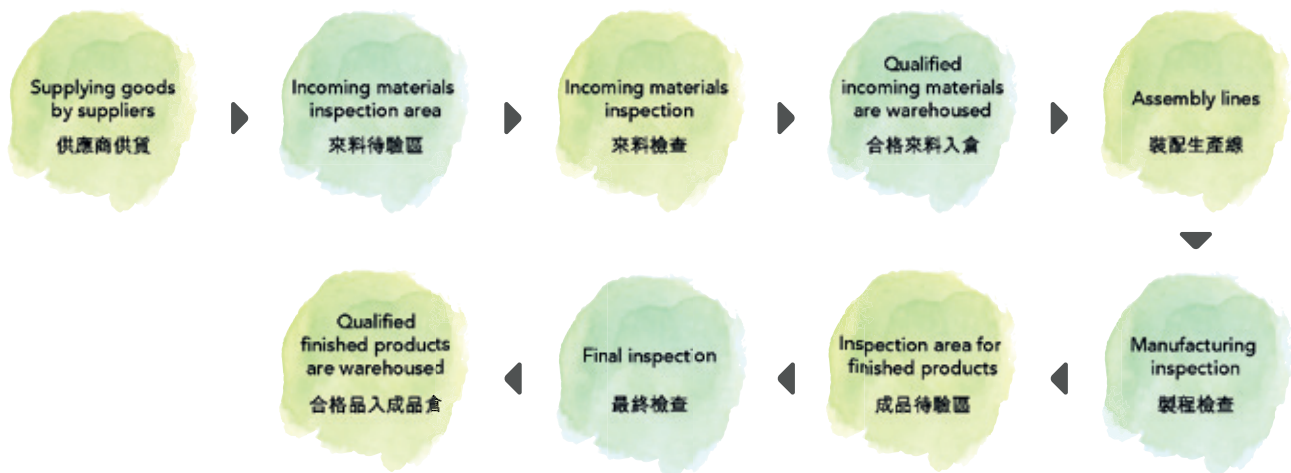
本集團遵守《中華人民共和國刑法》等法律及規例中有關反貪污的條文。本年度，本集團於瀝林廠房並無涉及任何貪污違法違規或訴訟個案。



PRODUCT RESPONSIBILITY

The Group mainly serves internationally renowned household appliances brands and is committed to controlling the product quality and continuously improving the service quality. The Group monitors the quality of products through various production processes and testing procedures to ensure the health and safety of products, and has been certified by ISO9001: 2015 Quality Management System.

The Group carefully monitors the entire production process of products, and the substances from raw materials to finished products must be checked and meet standards before entering the next step. For unqualified products, the Group employs the methods for identification, recording, evaluation, isolation and disposal of unqualified products as set out *Unqualified Control Procedures* (《不合格控制程序》), and requires to notify each responsible departments or responsible persons.



The Group attaches great importance to the health and safety of products and establishes a hazardous substance review team that is responsible for establishing a hazardous substance assessment and labelling process. The hazardous substance review team is a standing and permanent organization of the Group and consists of representative employees from the Engineering Department (Inspection and Calibration Center), the Process Integration Engineer Department (PIE), the Quality Control Department, the Purchasing Department, and the Sales and Marketing Department. The review team will regularly hold review meetings to develop hazardous substance standards and determine the risk level for materials. Common hazardous substances include those covered by the Restriction of Hazardous Substances (RoHS), halogen-free (HF), Food Contact (FC) and the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH), etc.

產品責任

本集團主要服務國際知名家用電器品牌，致力於把控產品品質，並不斷提高服務質素。本集團透過各種生產過程及檢測程序監控產品的質量，以確保產品健康及安全問題，並獲得 ISO9001: 2015 質量管理體系認證。

本集團謹慎監察產品的全生產流程，從原料到成品，必須檢查合格才可進入下一步驟。對於不合格品，本集團實施《不合格控制程序》，列明不合格品的識別、記錄、評估、隔離及處理方式，並要求通知各責任部門或者責任人。

本集團重視產品的健康及安全問題，成立有害物質評審小組，負責訂立有害物質評核和建標流程。有害物質評審小組為本集團固定及永久性組織，由工程部(檢測校準中心)、生產工程部(PIE)、品管部、採購部、銷售及市場部的代表性員工組成。有害物質評審小組會定期開展評審會議，制訂有害物質標準及確定物料風險等級。常見有害物質包括：危害性物質限制指令(RoHS)、無鹵素(HF)、食物接觸(FC)，以及化學品註冊、評估、授權和限制(REACH)等內容。



Labelling

The Group emphasizes product identification to guarantee product traceability and stipulates the identification and traceability requirements for products during acceptance, production, assembly and delivery in the *Labeling and Traceability Procedures* (《標誌和可追溯性程序》). The Group determines the traceability of products in the entire process from a customer request, procurement and raw material production to finished products using drawings, specifications or other documents.

Customer opinion management and return processing

The Group attaches great importance to the opinions of customers and is committed to maintaining a good customer relationship. The Group implements the *Customer Information Feedback Operation Guide* (《顧客信息反饋作業指導》) to ensure that the channels for customers to complain about and feedback quality information are unblocked and their complainants and feedbacks can be handled and answered in a timely and effective manner. Customers can convey their opinions in writing, fax, email or other forms.

If the customer requests return of goods, the Sales and Marketing Department will notify the Shipping Department to arrange the return after receiving the information; the Production Department will arrange the check and acceptance of the goods returned, and then replenish or rework as needed. The subsequent inspection and delivery shall be conducted in accordance with the normal production inspection process.

標籤

本集團注重產品標識及保證可追溯性，透過《標誌和可追溯性程序》列明產品在接受、生產、裝配及交貨過程中的識別及追溯性要求。本集團利用圖紙、規格或其他文件確定產品從客戶要求、採購、原料生產到成品等一系列過程中的可追溯性。

客戶意見管理及退貨處理

本集團重視客戶的意見，致力於維護良好的客戶關係。本集團執行《顧客信息反饋作業指導》，以保證顧客對質量信息抱怨及反饋的渠道暢通並得到及時有效的處理和回饋。客戶可通過書面文件、傳真、電郵或其他形式傳達其意見。

如果客戶要求退貨，銷售及市場部收到退貨資料之後需通知船務部安排退貨；生產部收到退貨後安排核對及點收，然後根據需要補貨或者翻工，而其後驗貨及出貨按照正常生產檢驗流程進行。

There are no product recalls resulting from customer complaints during the Year.

本年度因客戶投訴導致產品回收個案

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After receiving complaint from a customer, the Sales and Marketing Department will promptly report the detailed information to the Quality Control Department and related responsible departments 銷售及市場部收到客戶投訴後，須及時將詳細信息反饋給品管部及相關責任部門	After receiving the information, the Quality Control Department will immediately number and register the information and set up a quality improvement team to analyze, improve and verify problems according to the flow of customer feedback 8D processing flow ⁶ 品管部收到信息後，會立刻編號立案；成立品質改善小組須按照顧客反饋8D處理流程 ⁶ 進行問題分析、改善及驗證	The Quality Control Department prepare a report based on the relevant contents and follow up the progress and completion of the 8D processing flow 品管部將相關內容整理成報告並跟進8D處理流程進度及完成情況	The Sales and Marketing Department will feedback the processing results to the customer and maintain close communication with the customer 銷售及市場部將處理情況反饋給客戶，並與客戶保持密切溝通
Customer Opinion Processing Flow 客戶意見處理流程			

⁶ 8D processing flow refers to the 8 processing steps developed by the Group to cope with issues

⁶ 8D 處理流程指由本集團為團隊解決問題而制定的8個處理步驟



Customer privacy guarantee and intellectual property right protection

The Group emphasizes protecting the privacy and intellectual property rights of customers. The Group develops and implements the *Customer/External Supplier Property Management Procedures* (《顧客／外部供方財產管理程序》) to manage intellectual property data, designs and materials for the development and production of design products provided by customers. The Group requires all relevant departments to undertake the responsibility and obligation for the confidentiality of customer information. Department managers are responsible for employee induction training including intellectual property right education, supervision on and prevention against employees' copying and disclosing customer data and transfer or production of products related to customers intellectual property rights without authorization. In addition, any third party shall sign a "confidentiality agreement" before receiving customer data.

Lilin Plant is solely engaged in the OEM production and design of household appliances with no involvement in product advertising. The Group has complied with such laws and regulations pertaining to product liabilities as *China Compulsory Certification* (《強制性產品認證制度》), *Product Quality Law of the People's Republic of China* (《中華人民共和國產品質量法》) and *Trademark Law of the People's Republic of China* (《中華人民共和國商標法》). During the Year, the Group was not aware of any cases of violation of laws and regulations relating to product liability (product quality, product health and safety, labelling, customer privacy protection and intellectual property rights, etc.) in Lilin Plant.

客戶私隱保障及知識產權保護

本集團注重保障客戶的隱私及知識產權。本集團制訂並實施《顧客／外部供方財產管理程序》，以管理客戶提供的設計產品開發和生產的知識產權數據、設計和物料等。本集團要求各相關部門承擔對客戶信息保密的責任和義務，並委任部門經理負責確保員工入職培訓包括知識產權教育，監督員工不得擅自拷貝及洩露涉及知識產權的客戶資料，以及未經允許不能自行轉移或生產涉及知識產權的客戶產品。此外，任何第三方在接受客戶數據之前必須簽署「保密協議書」。

瀝林廠房之營運只涉及家用電器產品的貼牌生產與設計代工，並不涉及產品廣告事宜。本集團遵守《強制性產品認證制度》、《中華人民共和國產品質量法》及《中華人民共和國商標法》等有關產品責任的法律及規例。本年度，本集團於瀝林廠房並無發現與產品責任相關(產品質量、產品健康與安全、標籤、客戶私隱保障及知識產權等)的違法違規個案。



SUPPLY CHAIN MANAGEMENT

The Group attaches great importance to cooperation with suppliers, and deeply believes that a long-term and stable partnership with suppliers will help the Group to continuously improve the operation process and service level. The Group has developed *Suppliers' Guidelines* (《供應商準則》) and followed the requirements thereof for the social performance of suppliers to standardize the process of screening and managing suppliers.

The materials that the Group needs to purchase mainly include motors, electronic materials, hardware, packaging materials, rubber and plastics. In order to accelerate the certification by the ISO14001 Environmental Management System, the Group incorporates "encouraging groups within the supply and demand chain to fulfil their environmental responsibility" into the daily operational implementation information. In addition, with the *Suppliers' Guidelines* (《供應商準則》), the Group also requires suppliers to comply with and implement relevant regulations to reduce social risks, including but not limited to forbidding use of child labours and forced labours and providing employees with a healthy and safe working environment.

In addition, in accordance with the *Procurement Control Procedures* (《採購控制程序》), the Group requires that materials procured must comply with the requirements of Hazardous Substances Free (HSF), including RoHS, REACH, HF, no bisphenol A, and food contact, to control the environmental and social risks of the supply chain as much as possible.

供應鏈管理

本集團重視與供應商的合作，且深信與供應商建立長久穩定的合作夥伴關係有助本集團不斷改善營運流程及服務水平。本集團制訂並遵循《供應商準則》關於供應商社會表現的要求，以規範篩選及管理供應商之流程。

本集團需要採購的物料主要包括馬達、電子材料、五金、包裝材料、橡膠和塑膠。本集團為了推進ISO14001環境管理體系的認證工作，將「鼓勵供需鏈內的群體履行其環保責任」納入日常營運推行信息之一。此外，本集團亦透過《供應商準則》要求供應商遵從及履行相關規範以減少社會風險，包括但不限於不使用童工及強制勞工，為員工提供健康及安全的工作環境等。

此外，本集團根據《採購控制程序》要求採購物料必須符合有害物質減免(HSF)要求，包括RoHS、REACH、HF、不含雙酚A和食物接觸等要求，以盡可能控制供應鏈的環境及社會風險。

In the internal stakeholder focus group of the Group, its employees discussed and put forward key recommendations on the sustainable supply chain, including (but not limited to):

於本年度的內部持份者焦點小組，本集團員工就可持續供應鏈議題進行討論並提出重點建議，其中包括(但不限於)：

- Establish a supplier assessment mechanism to differentiate the advantages and sustainable development abilities between suppliers and regularly assess the capabilities of suppliers (such as production capacity and adaptability);
設立供應商評核機制，以區分供應商之間的優勢及可持續發展能力，並定期評估供應商能力(如：生產能力、應變能力)；
- Conduct risk assessment for production equipment, materials, compliance and process resource technologies;
對生產設備、物料、合規性及工藝資源技術作風險評估；
- Procure suppliers to create indicators (including requirements for their quality, social and environmental responsibility, and use of materials);
推動供應商創造指標(包括其對質量、社會及環保責任、物料的使用的要求)；
- Provide technical trainings to suppliers.
為供應商提供技術培訓。

In the coming year, the Group will study and implement the above recommendations and expand its commitment to the supply chain.

來年，本集團將研究實施以上建議，拓展本集團對供應鏈的責任承擔。

COMMUNITY INVESTMENT


The society expects enterprises to conduct business in a responsible manner and work with various social communities to care for and give back to the society. Allan International is committed to fulfilling its corporate responsibilities, contributing to the communities where it operates and creating value for the society and environment with a view to becoming "a body that has a commitment to social responsibility". The Group has developed and implemented the *Community Investment, Sponsorship and Donation Policies* (《社區投資、贊助及捐贈政策》). The Group is committed to producing positive impacts in the areas of youth education and development and community health through partnerships, capacity enhancement initiatives, employee volunteer services and strategic donations. In addition, the Group also undertakes to review such policies on a regular basis to ensure that the policies can adapt to changes in the business and external environment and keep pace with the times.

During the Year, Allan International spent approximately RMB200,000 on community investment, including the following aspects:

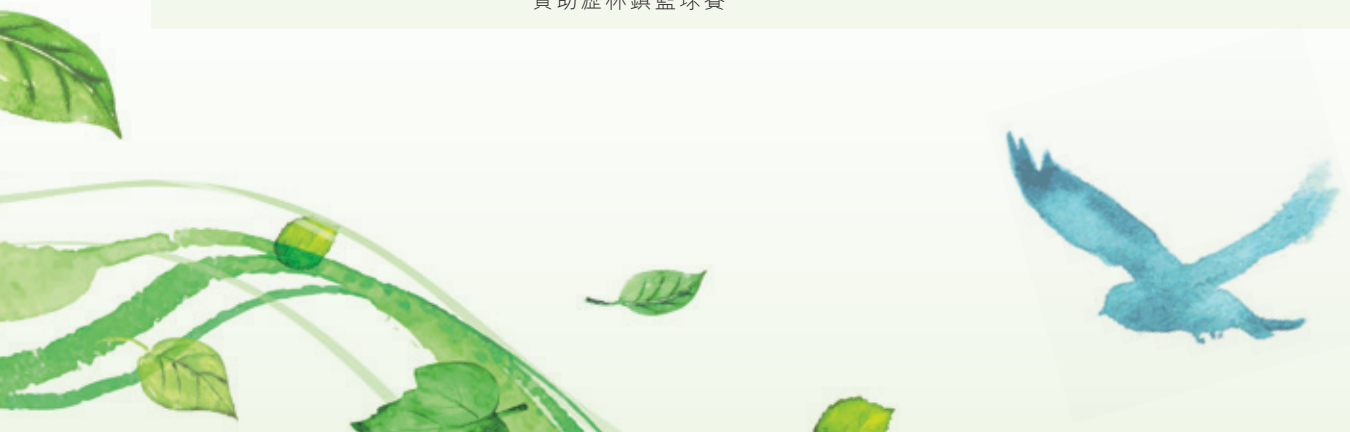
社區投資

社會期望企業能以負責任的態度營運業務，並與社會各界合作，關懷和回饋社群。亞倫國際致力履行企業責任，為其營運所在社區作出貢獻，為社會及環境創造價值，其目標是成為「一家對社會責任有承擔的機構」。本集團制訂並實施《社區投資、贊助及捐贈政策》，透過合作、能力提升的倡議、僱員義工服務和策略性捐贈，致力在青少年教育及發展和社區健康兩個範疇內建立正面影響。此外，本集團亦承諾定期檢討該政策，以確保政策能配合業務和外環境的變化，與時俱進。

本年度，亞倫國際共花費近20萬元人民幣用於社區投資，主要包含以下方面：



Focus Area 專注範疇	Project Content 項目內容	Form of Investment 投資形式	Number of Volunteers 義工人數	Accumulated Participating Hours of Volunteers 義工參與累計時數	Investment Amount (RMB) 投資金額 (人民幣)
Community Health 社區健康	Visiting homes for the elderly 探訪敬老院	Volunteer activity 義工活動	40	160	13,500
	Annual Dinner for elderly people above 60 years old in Lilin Village 組織瀝林村60歲以上長者聚餐	Volunteer activity 義工活動	18	72	119,150
Youth Education and Development 青少年教育及發展	Rewarding students who are academically outstanding in Lilin Central Primary School and Pingling Central Primary School 獎勵瀝林中心小學和平陵中心小學成績優異學生	Donation 捐款	1	6	15,000
	Sponsoring basketball games in Lilin Town 贊助瀝林鎮籃球賽	Donation 捐款	10	400	50,000



SUMMARY OF ENVIRONMENTAL AND SOCIAL KEY PERFORMANCE INDICATORS

環境及社會關鍵績效指標匯總

ENVIRONMENTAL PERFORMANCE

環境績效

Environmental Key Performance Indicators	環境關鍵績效指標	Data 數量	Unit 單位
The types of emissions and respective emissions data	排放物種類及相關排放數據		
Nitrogen oxides	氮氧化物	N/A 不適用	kg 千克
Sulphur oxides	硫氧化物	13.4	kg 千克
Inhalable particle	可吸入顆粒物	14.4	kg 千克
Volatile organic compound	揮發性有機化合物	5.8	kg 千克
Total greenhouse gas (GHG) emissions	溫室氣體總排放量		
Scope 1 — Direct GHG Emissions	範圍1 — 直接溫室氣體排放	234.6	tonnes of CO2-e 公噸二氧化碳當量
Fossil fuel combustion — fixed and mobile sources	化石燃料燃燒 — 固定源及移動源		
Scope 2 — Energy Indirect GHG Emissions	範圍2 — 能源間接溫室氣體排放	8,039.7	tonnes of CO2-e 公噸二氧化碳當量
Electricity purchased from power companies	從電力公司購買的電力		
Scope 3 — Other Indirect GHG Emissions	範圍3 — 其他間接溫室氣體排放	1.1	tonnes of CO2-e 公噸二氧化碳當量
Business travel by plane	飛機商務旅行		
Total GHG emissions	溫室氣體總排放量	8,275.3	tonnes of CO2-e 公噸二氧化碳當量
GHG intensity (by output value of finished goods)	溫室氣體密度 (以製成品產值計算)	11.2	tonnes of CO2-e /RMB million 公噸二氧化碳當量 ／百萬人民幣
Total hazardous waste	有害廢棄物總量		
Total hazardous waste generated	有害廢棄物總產生量	0.37	tonnes 公噸
Hazardous waste intensity (by production of finished goods)	有害廢棄物密度 (以製成品產量計算)	0.0005	tonnes/10 thousand finished goods 公噸／萬件製成品
Total non-hazardous waste	無害廢棄物總量		
Total non-hazardous waste generated	無害廢棄物總產生量	412.8	tonnes 公噸
Non-hazardous waste intensity (by output value of finished goods)	無害廢棄物密度 (以製成品產值計算)	0.77	tonnes/RMB million 公噸／百萬人民幣
Total energy consumption	能源總耗量		
Direct energy	直接能源	3,456.9	GJ 吉焦耳
Indirect energy	間接能源	15,252.6	MWh 兆瓦時
Energy intensity (by output value of finished goods)	能源密度 (以製成品產值計算)	79.3	GJ/RMB million 吉焦耳／百萬人民幣
Total water consumption	總耗水量		
Total water consumption	總耗水量	184,149	m ³ 立方米
Water consumption intensity (by output value of finished goods)	耗水密度 (以製成品產值計算)	250	m ³ /RMB million 立方米／百萬人民幣
Total packaging material used for finished goods	製成品所用包裝材料的總量		
Total packaging material	包裝材料總量	5,443	tonnes 公噸
Packaging material intensity (by production of finished goods)	包裝物料密度 (以製成品產量計算)	0.001	tonnes/10 thousand finished goods 公噸／萬件製成品

SOCIAL PERFORMANCE

社會績效



	Gender 性別	Job grade 職 級	Under 30 30歲 以下	30–40 30至40歲	41–50 41至50歲	Above 50 50歲 以上	Number of employees by gender 按性別劃分 員工人數	Total number of employees 員工總數	Ratio of male to female 男女比例
Number of employees 員工人數	Male 男性	Chief management 首席管理人員	0	3	6	5	745	2,511	1:2.37
		Senior management 高級管理人員	7	62	31	19			
		Middle management 中級管理人員	31	45	77	42			
		General employees 一般員工	99	128	162	28			
	Female 女性	Chief management 首席管理人員	0	0	0	0	1,766		
		Senior management 高級管理人員	10	34	29	0			
		Middle management 中級管理人員	57	126	80	5			
		General employees 一般員工	149	435	841	0			

	Job grade 職級	Male staff 男性員工	Female staff 女性員工
Percentage of employees participating in training 參與培訓員工 人數百分比	Chief management 首席管理人員	100%	—
	Senior management 高級管理人員	100%	100%
	Middle management 中級管理人員	100%	100%
	General employees 一般員工	100%	100%

	Job grade 職級	Male staff 男性員工	Female staff 女性員工	Total average training hours 總平均培訓時數
Average training hours 平均培訓時數	Chief management 首席管理人員	12.3	—	16.4
	Senior management 高級管理人員	17.4	19.0	
	Middle management 中級管理人員	16.7	16.4	
	General employees 一般員工	16.1	16.3	

	Supplier's location 供應商所在地	Materials supplied 供應物料	Number of suppliers 供應商數目	Percentage of suppliers implementing supply chain management practices 執行供應鏈管理慣例的供應商比例
Suppliers 供應商	Mainland China 中國內地	Motor materials, electric materials, hardware materials, packaging materials, rubber materials and plastic raw material 馬達物料、電子物料、五金物料、包裝物料、橡膠物料及塑膠原料	144	100%
	Overseas 海外地區	Electric materials, hardware materials, packaging materials, rubber materials and plastic raw material 電子物料、五金物料、包裝物料、橡膠物料及塑膠原料	69	100%
Number of products recovered 產品回收數目				0
Number of customer complaints 客戶投訴數目				0

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE INDEX

《環境、社會及管治報告指引》內容索引



Subject Areas 主要範疇	Contents 內容	Page/remarks 頁碼索引／備註
A. Environment 環境		
A1 Emissions 排放物		
General Disclosure 一般披露	Information on: 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) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have 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.	11-15
A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	13, 31
A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 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)。	12-13, 31
A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 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)。	14, 31
A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 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)。	14, 31
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。	11-15
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。	14



Subject Areas 主要範疇	Contents 內容	Page/remarks 頁碼索引／備註
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。	15-17
A2.1	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). 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(如以每產量單位、每項設施計算)。	15, 31
A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	15, 31
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。	15-16
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。	15-16; no issue in sourcing water that is fit for purpose for the LiLin Plant 15-16: 瀝林廠房在求取適用水源上無問題
A2.5	Total packing materials used for finished products (in tonnes) 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。	17, 31
A3 Environment and Natural Resources 環境及天然資源		
General Disclosure 一般披露	Policies on minimizing the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	17-18
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	17-18



Subject Areas 主要範疇	Contents 內容	Page/remarks 頁碼索引／備註
B. Society 社會		
B1 Employment 僱傭		
General Disclosure 一般披露	Information on: 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) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have 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, holidays, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	20-21
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。	20, 32 : reporting scope does not apply to total workforce by geographical region 20, 32 : 報告範圍不適用按地區劃分僱員總數
B2 Health and Safety 健康與安全		
General Disclosure 一般披露	Information on: 有關提供安全工作環境及保障僱員避免職業性危害的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have 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.	19-20
B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	20
B2.2	Lost days due to work injury. 因工傷損失工作日數。	20
B2.3	Description of occupational health and safety measures adopted, and 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。	19
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。	21-23
B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	21, 32



Subject Areas 主要範疇	Contents 內容	Page/remarks 頁碼索引／備註
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。	21, 32
B4 Labour Standards 勞工準則		
General Disclosure 一般披露	Information on: 有關防止童工或強制勞工的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have 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 and forced labour.	23-24
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。	23-24
B4.2	Description of procedures to eliminate violations when detected. 描述在發現違規情況時消除有關情況所採取的步驟。	23
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。	29
B5.1	Number of suppliers by geographical regions. 按地區劃分的供應商數目。	33
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。	29, 33
B6 Product Responsibility 產品責任		
General Disclosure 一般披露	Information on: 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) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have 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 health and safety, advertising, labeling and privacy matters relating to products and services provided and methods of redress.	26-28
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。	27, 33
B6.2	Number of product 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。	27, 33





Subject Areas 主要範疇	Contents 內容	Page/remarks 頁碼索引／備註
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。	28
B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	26-27
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。	28
B7 Anti-corruption 反貪污		
General Disclosure 一般披露	Information on: 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have 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 bribery, extortion, fraud and money laundering.	25
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。	25
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。	25
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。	30
B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	30
B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源(如金錢或時間)。	30