



Ta Yang Group Holdings Limited 大洋集團控股有限公司

(incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code 股份代號 : 1991)

Moving Forward To A **BRIGHTER FUTURE**

Environmental, Social and Governance Report
環境、社會及管治報告 2018



TaYang

Environmental, Social and Governance Report

環境、社會及管治報告

ABOUT THIS REPORT

The Environmental, Social and Governance (“ESG”) Report published by Ta Yang Group Holdings Limited (the “Company”) outlines the various initiatives of the Company and its subsidiaries (collectively referred to as the “Group” or “we”) in supporting sustainable development and the performance in the social and governance aspects for the year from 1 August 2017 to 31 July 2018 (the “Year”).

Scope of the Report

The content of the ESG Report mainly outlines the environmental and social policies of the Group in its silicone rubber business, with a focus on the performance of two of its major subsidiaries, namely Dongguan Tai Yang Rubber Plastic Industrial Company Limited (“Dongguan Tai Yang”) and Huzhou Ta Yang Electronic Technology Company Limited (“Huzhou Ta Yang”), and the Hong Kong office in the environmental and social aspects during the Year. For disclosure of key performance indicators for the Year, the Group also focuses on the performance of Dongguan Tai Yang, Huzhou Ta Yang and the Hong Kong office. For details of corporate governance, please refer to the Corporate Governance Report in the annual report for the Year.

Reporting Guidance

The ESG Report is prepared in accordance with Appendix 27 of the Main Board Listing Rules, the Environmental, Social and Governance Reporting Guide, issued by The Stock Exchange of Hong Kong Limited (the “Stock Exchange”).

Stakeholders Engagement

With the joint efforts of colleagues from various departments, we have a clearer understanding of the current development of the Group in the environmental and social aspects when preparing the ESG Report. The data we have collected not only provide a summary of the initiatives of the Group in the environmental and social aspects during the Year, but also lay a foundation for formulating short-term and long-term policies for sustainable development.

Acknowledging the importance of stakeholders’ opinions, the Group has therefore committed itself to in-depth communication with all stakeholders through various channels, responding positively to the expectations and concerns of different stakeholders and enhancing corporate management capabilities. The Group’s stakeholders are from different sectors, including government and regulatory bodies, shareholders, partners, customers, employees, the environment, the community and the public. In addition to responding directly to the stakeholders’ demands in daily operation, we have also established effective communication channels through regular meetings, general meetings, visits and interviews to understand the needs of stakeholders and respond accordingly. The opinions of stakeholders are vastly beneficial to formulating and implementing sustainable development strategies whereby we can improve the ESG performance.

關於本報告

大洋集團控股有限公司(「本公司」)發表的環境、社會及管治(「ESG」)報告闡述本公司及其附屬公司(統稱「本集團」或「我們」)，於二零一七年八月一日至二零一八年七月三十一日(「本年度」)內，支持可持續發展方面的各項工作，以及在社會管治方面的表現。

報告範疇

ESG報告的內容主要闡述本集團於矽膠事業的環境及社會政策，並集中披露本集團其中兩家主要子公司—東莞大洋橡塑製品有限公司(「東莞大洋」)及湖州大洋電子科技有限公司(「湖州大洋」)，以及香港辦公室於本年度在環境及社會層面的表現。本集團亦以東莞大洋、湖州大洋及香港辦公室的表現作為本年度關鍵績效指標的披露重點。有關企業管治的詳情，請參閱本年度年報內的《企業管治報告》。

報告準則

ESG報告依照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》所編寫。

持份者參與

有賴各部門同事共同參與，我們撰寫ESG報告時更清晰瞭解本集團目前在環境和社會層面的發展水平。我們收集到的資料，既總結了本集團於本年度的環境和社會工作，也為我們制訂短期和長期可持續發展策略奠定基礎。

本集團深明持份者意見的重要性，因此我們致力以多元化的渠道與各持份者深入溝通，積極回應不同持份者的期望和關注，提升公司的管理能力。本集團的持份者來自不同界別，包括政府與監管機構、股東、合作夥伴、客戶、員工、環境、社區及公眾等。除在日常營運過程中直接回應持份者訴求外，我們亦透過定期舉行會議、股東大會、拜訪和面談等方式，建立有效的溝通渠道，了解持份者需求並作出回應。持份者的意見對我們制定和實施可持續發展策略有莫大裨益，從而讓我們提升ESG的表現。

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Comments and Feedback

For details of environmental and corporate governance of the Company, please refer to Ta Yang Group Holdings Limited's official website (<http://www.tayang.com>) and its annual report. If you have any comments or suggestions regarding this report, please feel free to contact us by email: info@tayanggroup.com.

ENVIRONMENTAL PROTECTION

Treatment of Emissions

While committing itself to developing silicone rubber business, the Group has never forgotten protecting the surroundings where it operates. We continue to strictly observe the laws and regulations in relation to environmental protection, including the Atmospheric Pollution Prevention and Control Law of the People's Republic of China, Water Pollution Prevention and Control Law of the People's Republic of China, Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes, Environmental Protection Law of the People's Republic of China and Energy Conservation Law of the People's Republic of China, with a view to controlling emissions and conserving resources. Dongguan Tai Yang and Huzhou Ta Yang each have obtained the ISO14001:2015 Environmental Management System Certification and engaged a third-party company to carry out regular inspection of pollutants, including industrial wastewater, domestic sewage and exhaust gas, discharged by factories to ensure that such emissions meet provincial and industrial emission standards.

Wastewater

Wastewater generated by the Group can be classified into industrial wastewater and domestic sewage. Domestic sewage from Dongguan Tai Yang and Huzhou Ta Yang undergoes treatment in septic tank before being discharged into the municipal drainage system or wastewater treatment plant in the industrial park. Industrial wastewater from Dongguan Tai Yang includes wastewater from water curtain booths and wastewater from cleaning operations. Wastewater from water curtain booths is reused in the production process after being treated by a production wastewater treatment facility and such water is regularly replaced and replenished. Upon proper collection of wastewater from cleaning operations and non-reusable wastewater from water curtain booths, Dongguan Tai Yang delivers such wastewater to qualified units for central treatment to ensure that industrial wastewater will not be discharged. Industrial wastewater from Huzhou Ta Yang, including wastewater from screen cleaning operations and wastewater from spraying operations, is discharged into the wastewater treatment plant in the industrial park for treatment after being treated by a self-built wastewater treatment facility subject to emission limits under the Emission Standard of Pollutants for Rubber Products Industry (GB27632-2011).

意見及反饋

有關本公司環境及企業管治的詳細信息，請參閱大洋集團控股有限公司的官方網站 (<http://www.tayang.com>) 及年報。若閣下對此份報告有任何意見或建議，歡迎通過電郵聯絡我們：info@tayanggroup.com。

環境保護

排放物處理

本集團在致力發展矽膠業務的同時，亦不忘保護業務所在的周邊環境。我們繼續嚴格遵守與環境保護相關的法律法規，包括《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》、《中華人民共和國固體廢物污染環境防治法》、《中華人民共和國環境保護法》及《中華人民共和國節約能源法》，旨在控制排放量及節約資源。東莞太洋及湖州大洋均已取得ISO14001:2015環境管理體系認證，並定期委託第三方公司對廠房外排污染物進行檢測，包括工業廢水、生活污水、廢氣等，確保排放物符合省級及行業的排放標準。

廢水

本集團產生的廢水可分為工業廢水及生活污水。東莞太洋及湖州大洋的生活污水通過化糞池處理，方會排入市政管網或園區污水處理廠。東莞太洋的工業廢水包括水簾櫃廢水和清洗廢水。水簾櫃廢水會經生產廢水處理設施處理後回用於生產過程，並定期更換及補充用水。清洗廢水和不可再重用的水簾櫃廢水經妥善收集後，東莞太洋會將廢水交由合資格的單位集中處理，確保工業廢水不會外排。湖州大洋的工業廢水，包括版網清洗廢水及噴淋廢水，均會經自建污水處理站處理，在確保水質達到《橡膠製品工業污染物排放標準》(GB27632-2011)的排放限值後，方會排入園區污水處理廠處理。

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Given that industrial wastewater from Dongguan Tai Yang will not be discharged, industrial wastewater inspection is not required. During the Year, Huzhou Ta Yang engaged a third-party company to carry out industrial wastewater inspection and the discharge data are set out as follows:

由於東莞太洋工業廢水並不外排，因此無需對工業廢水進行檢測。本年度，湖州大洋已通過第三方公司進行工業廢水檢測，相關排放數據如下：

Industrial wastewater	工業廢水	Emission concentration	Emission limit of required standard ¹
		排放濃度	要求標準 排放限值 ¹
pH	pH	7.36–7.56	6–9
Chemical oxygen demand (mg/L)	化學需氧量(毫克/公升)	31–41	300
Total suspended solids (mg/L)	總懸浮固體(毫克/公升)	<4	150
Petroleum fractions (mg/L)	石油類(毫克/公升)	0.06–0.09	10
Ammonia nitrogen (mg/L)	氨氮(毫克/公升)	4.94–5.02	30

Note:

1 Based on Emission Standard of Pollutants for Rubber Products Industry (GB27632-2011).

註：

1 根據《橡膠製品工業污染物排放標準》(GB27632-2011)。

Exhaust Gas

Organic exhaust gas is generated in various production procedures of the Group, such as printing and spraying. In order to reduce fugitive emissions of exhaust gas as much as possible, Dongguan Tai Yang and Huzhou Ta Yang collect and dispose of organic exhaust gas. Dongguan Tai Yang disposes of collected exhaust gas properly to meet the standard requirements under the Emission Limits of Air Pollutants (DB44/27-2001) in Guangdong Province, Emission Standards for Volatile Organic Compounds for the Furniture Manufacturing Industry (DB44/814-2010) and Emission Standards for Volatile Organic Compounds for the Printing Industry (DB44/815-2010) in Guangdong Province. For example, exhaust gas from spraying operations is emitted into the air at height only upon water scrubbing, UV photolysis and activated carbon adsorption treatment subject to emission standards. Huzhou Ta Yang collects sulphur-containing and non-sulphur-containing organic exhaust gas separately and applies corresponding treatment techniques to enhance the efficiency of exhaust gas treatment, thereby meeting the standard requirements under the Emission Standard of Pollutants for Rubber Products Industry (GB27632-2011), the Emission Standard of Odour Pollutants (GB14554-93) and the Integrated Emission Standards for Air Pollutants (GB16297-1996). The removal rate of hydrogen sulphide and non-methane hydrocarbons reaches 80% upon treatment of exhaust gas from Huzhou Ta Yang.

廢氣

本集團的不同生產過程中，例如印刷和噴塗工序，都會產生有機廢氣。為盡量減少無組織廢氣的排放，東莞太洋和湖州大洋均會收集並處理有機廢氣。東莞太洋妥善處理收集後的廢氣，以達廣東省《大氣污染物排放限值》(DB44/27-2001)、廣東省《傢俱製造行業揮發性有機化合物排放標準》(DB44/814-2010)及《印刷行業揮發性有機化合物排放標準》(DB44/815-2010)的標準要求，例如，噴塗廢氣需經過水噴淋、UV光解及活性炭吸附處理，確保廢氣達標後才會高空排放。湖州大洋會將含硫及不含硫的有機廢氣分開收集，採用不同技術處理兩種廢氣，提高廢氣處理率，以達《橡膠製品工業污染物排放標準》(GB27632-2011)、《惡臭污染排放標準》(GB14554-93)及《大氣污染物綜合排放標準》(GB16297-1996)的標準要求。湖州大洋的廢氣經處理後，硫化氫及非甲烷總烴的去除率高達80%。

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During the Year, Dongguan Tai Yang and Huzhou Ta Yang each engaged a third-party company to carry out exhaust gas inspection and the emissions data are set out as follows:

本年度，東莞太洋及湖州大洋已通過第三方公司進行廢氣檢測，相關排放數據如下：

Exhaust gas	廢氣	Dongguan Tai Yang 東莞太洋		Huzhou Ta Yang 湖州大洋	
		Emission concentration	Emission limit of required standard ¹	Emission concentration	Emission limit of required standard ²
		排放濃度	要求標準 排放限值 ¹	排放濃度	要求標準 排放限值 ²
Benzene (mg/m ³)	苯 (毫克/立方米)	<0.27	1	Huzhou Ta Yang did not carry out inspection regarding these pollutants during the Year	
Toluene and xylene (mg/m ³)	甲苯與二甲苯合計 (毫克/立方米)	0.08–1.70	20		
Total volatile organic compounds (mg/m ³)	總揮發性有機物 (毫克/立方米)	0.83–13.30	30	湖州大洋本年度並沒有對此污染物進行檢測	
Non-methane hydrocarbons (sulphur-containing organic exhaust gas) (mg/m ³)	非甲烷總烴 (含硫有機廢氣) (毫克/立方米)	Dongguan Tai Yang did not need to carry out inspection regarding these pollutants during the Year		2.54–6.54	10
Non-methane hydrocarbons (non-sulphur-containing organic exhaust gas) (mg/m ³)	非甲烷總烴 (不含硫有機廢氣) (毫克/立方米)	東莞太洋本年度無需對此污染物進行檢測		1.57–3.93	120

Notes:

- 1 Based on Emission Standards for Volatile Organic Compounds for the Furniture Manufacturing Industry (DB44/814-2010).
- 2 For non-methane hydrocarbons (sulphur-containing organic exhaust gas), based on the Emission Standard of Pollutants for Rubber Products Industry (GB27632-2011); for non-methane hydrocarbons (non-sulphur-containing organic exhaust gas), based on the secondary standard under the Integrated Emission Standard of Air Pollutants (GB16297-1996).

註：

- 1 根據《傢俱製造行業揮發性有機化合物排放標準》(DB44/814-2010)。
- 2 非甲烷總烴(含硫有機廢氣)根據《橡膠製品工業污染物排放標準》(GB27632-2011)；非甲烷總烴(不含硫有機廢氣)根據《大氣污染物綜合排放標準》(GB16297-1996)二級標準。

Waste

Non-hazardous waste from Dongguan Tai Yang and Huzhou Ta Yang includes general industrial solid waste and domestic garbage. Non-hazardous waste such as plastic, silicone rubber trimmings and disposed packaging materials, are generated in the production process by Dongguan Tai Yang and Huzhou Ta Yang, and those non-hazardous waste are recycled by qualified companies. During the Year, Dongguan Tai Yang and Huzhou Ta Yang recycled 277.53 tonnes of non-hazardous waste, including silicone rubber trimmings, used paper and used moulds. Domestic garbage from the staff is gathered up and then transported by a particular unit. Garbage produced is cleared up on a daily basis to reduce the spread of odour. Various hazardous waste such as waste lubricating oil, waste ink residues and waste cloths are classified into different categories upon collection and stored separately by Dongguan Tai Yang and Huzhou Ta Yang according to the applicable national and local requirements before handing over to qualified units for further treatment.

廢棄物

東莞太洋及湖州大洋的無害廢棄物包括一般工業固體廢物和生活垃圾。生產過程中，東莞太洋及湖州大洋會產生塑膠、矽膠邊角料和廢棄包裝材料等無害廢棄物，以上無害廢棄物均由專業公司回收處理。本年度，東莞太洋及湖州大洋已回收277.53噸無害廢棄物，包括矽膠邊角料、廢紙和廢模具等。員工的生活垃圾則經集中收集後，由特定單位統一運走，日產日清，減少垃圾的臭味逸散。東莞太洋及湖州大洋亦按照國家和當地相關的要求將各類有害廢棄物如廢機油、廢油墨渣及廢抹布等分類收集並分開存放，然後交由合資格的單位進行後續處理。

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Resource Conservation

The Group places great emphasis on resource conservation and strives to enhance the energy efficiency of equipment by strengthening the maintenance of factory equipment, optimizing operation standards and adopting energy-saving measures. Moreover, we have adopted the following measures to enhance the efficiency in the use of resources:

- Enhancing the efficiency in the use of raw materials: as silicone rubber is a kind of eco-friendly material, Dongguan Tai Yang and Huzhou Ta Yang have cooperated with qualified factories in recycling silicone rubber trimmings generated in the production process to reduce the amount of waste and make better use of raw materials;
- Product packaging: the Group uses eco-friendly packaging materials and makes use of recyclable packaging materials as much as possible to avoid secondary pollution;
- Raising environmental awareness: the Group raises environmental awareness and standards of the staff through strengthening management and providing trainings. During the Year, Dongguan Tai Yang and Huzhou Ta Yang provided ISO14001:2015-related training courses for employees to equip them with knowledge of waste classification and recycling, water and energy conservation, etc. Meanwhile, we have set strict operation standards for the staff to reduce the amount of exhaust gas generated;
- Strategic location of factories: as the production cycles of most of our customers are relatively short, the production facilities of the Group are strategically located in close proximity to our major clients' factories in the PRC, in order to deliver products to our customers on time while reducing carbon emissions from transportation;
- Promotion of green office: Dongguan Tai Yang and Huzhou Ta Yang have developed annual plans setting out their environmental objectives and implemented resource conservation policies. For example, Dongguan Tai Yang has set monthly consumption amount of paper, water and electricity for every department with a view to conserving resources with the staff. The Group also encourages the staff to reuse paper, put paper recycling bins at the office and use double-sided printing wherever possible to save paper. In addition, we use email instead of paper for internal and external correspondence to reduce paper consumption and encourage the staff to develop energy-saving habits such as configuring computers to go into sleep mode when idle and regulating the temperature of air-conditioners to reduce electricity consumption.

節約資源

本集團重視節約資源，通過加強維護廠房設備、優化操作水平和節能措施，以提高設備的能源效益。此外，我們還採取了下列措施，以提高資源使用效益：

- 提高原材料使用效益：由於矽膠為環保材料，因此東莞太洋及湖州大洋都會與合格的廠商合作，回收生產過程中產生的矽膠邊角料，務求減少垃圾量和善用原材料；
- 產品包裝：本集團選用環保包裝材料，盡量使用可回收再用的包裝材料，避免二次污染；
- 提高環保意識：本集團通過加強管理及提供員工培訓，增強員工的環保意識及質素。本年度東莞太洋及湖州大洋提供了ISO14001:2015相關的培訓課程予員工，豐富員工有關垃圾分類回收、節水節電等知識。同時，我們嚴格規範員工操作水平，以減少廢氣產生；
- 廠房選址：由於本集團大部分客戶生產工序所需的週期較短，為求準時向客戶交貨，同時減少交通運輸過程中的碳排放，本集團的生產設施坐擁策略性的地理位置，鄰近主要客戶位於中國的廠房；
- 推廣綠色辦公：東莞太洋及湖州大洋制定年度環境目標展開計劃，實施節約資源的政策，例如東莞太洋會為各部門定下每月用紙、用水及用電量，與員工一同參與節約資源的行動。本集團亦鼓勵員工循環再用紙張，在辦公室設置廢紙回收箱，並鼓勵員工盡量使用雙面打印，節約用紙。我們同時使用電郵代替紙張進行內部及外部溝通，以減少用紙，並鼓勵員工奉行節能習慣，如讓電腦在閒置時進入休眠模式、控制空調溫度，以節約用電。

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EMPLOYEES FIRST

Employment

The Group has been able to establish its presence in the manufacturing industry of silicone rubber products for years riding on staff commitment and contribution. We strongly believe that good employment policy is the bedrock to promote the Group's sustainable development and maintain long-term stability, enabling the Group to continue to stand out in the industry.

Rights and Interests of Employees

The Group has established a set of sound human resources procedures to regulate and manage recruitment activities, and carries out its recruitment process in a fair and just manner to recruit suitable talent in strict compliance with relevant laws and regulations, including the Labour Law of the People's Republic of China and Labour Contract Law of the People's Republic of China. Our recruitment process, which is mainly conducted by the human resources department centrally, strives to attract talents through different recruitment channels. The Group will provide equal employment opportunities to candidates as long as they satisfy the job requirements during the recruitment. They will not be discriminatorily treated due to their ethnicity, colour, age, gender, religion, marital status or fertility status. To prevent employment of child labour, the Group requires the candidates to present their valid proof of identity to ensure that they have reached the legal working age. The Group also sets out clearly important details, such as the job duties, locations and working hours of the staff, in the employment contract to protect their rights and interests and forced labour is strictly prohibited. For departing employees, the Group will pay the outstanding wages on time as required by relevant laws and regulations.

Benefits of Employees

In accordance with laws and regulations, the Group ensures that the working hours of our employees meet the relevant requirements, and they are entitled to rest days and statutory paid holidays with wages in line with local minimum wage standards. To cater for the needs of different positions, Dongguan Tai Yang has adopted three working hour systems, i.e. the standard working hour system, the flexible working hour system and the comprehensive working hour system. In order to maintain work-life balance for our staff, the Group does not encourage working overtime. In case the factories need to extend working hours owing to production needs or special reasons, or employees are required to work overtime on rest days and public holidays, the Group will provide overtime pay or compensatory leave in accordance with relevant regulations. In addition to basic remuneration and leave, Dongguan Tai Yang also pays social insurance fees for our staff, such as endowment, medical care, unemployment, employment injury and maternity, and provides them with long service payment, rewards and allowances to commend for their dedication.

重視員工

僱傭

本集團在矽膠產品製造業得以屹立多年，全賴於員工的投入及貢獻。我們堅信良好的僱傭政策是推動本集團的持續發展及長遠穩定的基石，讓本集團得以繼續在業內脫穎而出。

員工權益

本集團制定了一套完善的人力資源程序，以規範及管理招聘活動，並嚴格遵從相關法律法規，包括《中華人民共和國勞動法》和《中華人民共和國勞動合同法》，以公平公正的方式招聘合適人才。我們的招聘工作主要由人力資源部統一負責，透過不同招聘渠道，務求多方面吸納人才。招聘過程中，只要應聘者符合職位要求，本集團均予其同等受聘機會，不會因民族、膚色、年齡、性別、宗教信仰、婚姻狀況或生育狀況而獲差別待遇。為防止聘用童工，本集團要求應聘者出示有效身份證明文件，確保應聘者符合法定工作年齡。本集團亦於僱傭合約內清楚列明員工的工作內容、地點及工時等重要細節，保障員工權益，杜絕強制勞工。對於離職的員工，本集團會按照相關法律法規要求，依時發放餘下工資。

員工福利

按照法律法規，本集團確保員工的工時符合相關要求，並可享有休息日及法定有薪假期，工資亦符合當地最低工資標準。針對不同崗位需要，東莞太洋採用三種工時制度——標準工時制、不定時工時制和綜合計算工時制。為了讓員工在生活和工作上取得平衡，本集團並不鼓勵加班工作。倘若工廠因生產需要或特殊原因而延長工作時間或要求員工在休息日及法定休假日加班，本集團會按照有關法規支付加班工資或安排補假。除了提供基本薪酬及休假外，東莞太洋亦為員工繳付養老、醫療、失業、工傷、生育等社會保險費，並提供長期服務金、獎勵及津貼，以嘉許員工的付出。

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The Group hosts a variety of activities regularly, promotes the cultural concept of work-life balance and creates a harmonious working environment. For example, Dongguan Tai Yang adopted "Work Comfortably and Live Happily" as the theme of activities for year 2018, holding various activities including the Spring Festival Gala, children-caring campaign and team hiking during the Year. We will also give staff welfare gifts on traditional holidays to celebrate the joy of festivals, which is beneficial to foster staff's sense of belonging to the Group.

Employee Training and Development

The Group is dedicated to providing fair and just promotion opportunities, striving to build a leading work team in the industry. Therefore, we offer outstanding employees promotion opportunities based on employees' work capability, experience and performance.

Moreover, given that the expertise and knowledge of our staff are the key to the success of the Group, we have invested resources in providing quality training commensurate with the staff at each level to cope with our operation policies and future development needs, as well as to enrich their knowledge, enhance their efficiency, and unleash their potential. Based on the needs of each department and in line with future corporate development schemes and production plans, Dongguan Tai Yang and Huzhou Ta Yang will design annual training plan regularly and arrange internal and external training for employees. Dongguan Tai Yang and Huzhou Ta Yang provide new employees with orientation training to help them gain some basic knowledge in corporate profile, corporate culture and management system. New employees are required to participate in induction training arranged by their respective units according to the needs of their positions, which mainly covers job-related operational skills and management systems regarding quality, safety and environment. The employees will officially start working upon passing the job assessment tests taken after training. We also assist redeployed employees to acquire the necessary skills and knowledge for the new positions by providing them with redeployment training. In addition, Dongguan Tai Yang will provide at least one on-the-job training bi-annually, offering basic required courses related to management system, quality standard, etc. Apart from providing staff with basic training, Dongguan Tai Yang takes into account of the staff's annual performance appraisals and annual corporate training plans to provide courses on job-related knowledge, skills and professional qualifications for the staff on a regular basis to enhance their efficiency and capability. Furthermore, we also encourage the staff to receive external training. For example, Dongguan Tai Yang provides staff with training subsidies to support them to participate in external training sessions, seminars and professional qualifications assessments, etc.

本集團定期組織不同類型的活動，倡導工作與生活平衡的文化理念，締造和諧的工作環境。例如，東莞太洋以「安心工作、開心生活」作為二零一八年的活動主題，於本年度內舉辦了春節晚會、親子活動和團體爬山等各類活動。我們亦會在傳統節日向員工發放福利品，歡度佳節，有助提升員工對本集團的歸屬感。

員工培訓及發展

本集團致力提供公平公正的晉升機會，務求打造一個領先業界的工作團隊。因此，我們以員工的工作能力、經驗及表現為基礎，予以表現優異的員工晉升機會。

另外，員工的專業技能及知識是本集團賴以成功的關鍵，因此本集團投放資源為各級別員工提供相應的高質素培訓，以配合我們的營運方針及未來發展需要，增進員工知識及提高工作效率，激發員工潛能。按照各部門需要，並綜合公司未來發展規劃及生產計劃，東莞太洋及湖州大洋會定期編制年度培訓計劃，為員工安排內部及外部培訓。東莞太洋及湖州大洋提供新進員工培訓，以協助新員工熟悉公司概况、企業文化及管理制等基本知識。根據不同崗位需要，新員工須參與所屬單位組織的上崗培訓，內容主要包括有關的操作技能及品質、安全及環境管理制度等。完成培訓後，員工需通過崗位考核，方可正式投入工作。我們亦為調職員工提供轉崗培訓，協助其掌握新職位所需的技術和知識。此外，東莞太洋每半年會進行至少一次的在職培訓，為員工提供有關管理體系、品質標準等基礎必修課程。除了為員工提供基本培訓，東莞太洋還會綜合員工年度績效評核及公司年度培訓計劃，定期為員工提供與崗位知識、技能及專業資格等相關的課程，提升員工效率及能力。另外，我們亦鼓勵員工接受外部培訓，例如東莞太洋會為員工提供培訓資助，支持員工參與外部機構培訓、研討會及專業資格考核等。

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Health and Safety

Maintaining occupational health and safety is one of the main responsibilities of the Group and is beneficial to promote the long-term development of the Group. The Group has adopted a series of strict measures to ensure work operation procedures comply with regulatory requirements and facilitate the enforcement of work safety while strictly complying with relevant laws and regulations such as the Work Safety Law of the People's Republic of China. We have introduced a reward and punishment system under which we reward employees and departments for their outstanding performance in work safety and punish those who violate the rules. The Group has established a comprehensive work safety system, which covers a range of work safety tasks, whereby we can prepare for predictable sudden incidents. In order to implement the "Safety First, Prevention Oriented" approach, we set up comprehensive precautionary measures and emergency plans to protect staff's safety dedicatedly and mitigate the impact of incidents.

Work Safety System

Huzhou Ta Yang has established a comprehensive work safety management system and unequivocally sets out work safety management accountability, ensuring each department will enforce relevant laws, regulations and standards diligently. Huzhou Ta Yang's work safety management system includes safety inspection, safety education training, occupational disease prevention and control and safety protection equipment. In addition, Dongguan Tai Yang adopts a clearly defined top-down work safety accountability system, under which the staff at each level bear the responsibility to comply with safety policies. Dongguan Tai Yang has established the Work Safety Committee ("WSC") which is responsible for work safety management and implementing the principle of "Regulate Work and Maintain Safety". WSC's responsibilities include researching and devising work safety technical measures and labour protection schemes, arranging and monitoring work safety inspections as well as handling safety-related incidents. For example, WSC arranges different kinds of work safety inspections, including at least two safety inspections of the factories quarterly, at least two safety inspections of each production unit monthly and daily inspections of all special jobs and equipment, to ensure the smooth running and safety of production.

Under the work safety accountability system, each production unit has to set up a work safety task force which is responsible for providing work safety education, formulating implementation details and operation procedures for work safety and carrying out the instructions of WSC to ensure work safety. All machine rooms and production teams have safety personnel in place to oversee the production process. According to the work safety system of Dongguan Tai Yang, machine operators, as well as employees on special positions who handle dangerous materials must go through professional safety skills training, pass assessment tests and obtain relevant licences before becoming eligible to carry out duties independently. New employees, temporary employees, interns and redeployed employees will be qualified to work only when they complete three levels of safety training, including production unit training, machine room team training and production position training.

健康與安全

維護職業健康和安全是本集團的重要責任之一，且有助推動本集團的長遠發展。在嚴守《中華人民共和國安全生產法》等相關法律法規的同時，本集團亦已採取一系列嚴格措施，以確保生產運作流程符合各項監管規定，並推動安全生產的執行。我們引入獎懲制度，獎勵在安全生產方面表現突出的員工和部門，懲罰違規者。本集團已建立全面的安全生產制度，涵蓋不同範疇的安全生產工作，為可預想的突發事情作準備。為了貫徹「安全第一，預防為主」的方針，我們制定了完善的預防措施及應急預案，竭力保障員工安全，減低事故帶來的影響。

安全生產體系

湖州大洋設有完善的安全生產管理制度，清楚列明安全生產管理職責，確保負責單位認真執行有關法律法規及標準。湖州大洋的安全生產管理制度涵蓋的內容包括安全檢查、安全教育培訓、職業病防治及安全防護設備等。此外，東莞太洋的安全生產責任制職權分明，由上而下，各級別員工均有責任履行安全方針。東莞太洋已成立安全生產委員會（「安委會」），負責公司安全生產管理工作，貫徹「管生產必須管安全」的原則。安委會的職責包括研究並制定安全生產技術措施和勞動保護計劃、組織並監督安全生產檢查以及處理安全事故等工作。例如，安委會組織不同類型的安全生產檢查，包括工廠每季至少兩次的安全檢查、各生產單位每月至少兩次的安全檢查、所有特殊工種和設備的每日檢查等，以確保生產工作運行正常且安全。

在安全生產責任制下，各生產單位須成立安全生產領導小組，負責提供安全生產教育、制定安全生產實施細則和操作規程、執行安委會的指令，以確保生產安全。各機房、生產班組亦設置安全員，負責監督生產過程。按照東莞太洋的安全生產制度，機器操作員及處理危險物品的特殊工種員工須進行專業安全技術培訓，並通過考核取得相關執照後，方可獨立執行工作。新員工、臨時工、實習人員和調職員工則須完成三級安全培訓，包括生產單位、機房班組和生產崗位的培訓，方可上崗。

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Prevention and Handling of Accidents

The Group strictly abides by laws and regulations, such as the Fire Protection Law of the People's Republic of China and Law of the People's Republic of China on Prevention and Control of Occupational Diseases, and has established a system to prevent and handle emergencies. To prevent accidents, the Group has formulated precautionary and strengthened safety training to enhance corporate safety management technical knowledge and safety operation skills. The Group has set out detailed solutions and a clear list of emergency personnel with division of labour to address emergencies such as fire, flood and chemical leakage to reduce casualty and losses arising from accidents.

The Group also takes safety education seriously, for example, Dongguan Tai Yang has a wide range of safety education measures, including posting slogans and distributing leaflets in all departments, workshops and teams as well as hosting activities like "Work Safety Month" and "Walk for Work Safety", to promote national work safety approaches, policies and relevant laws and regulations to employees for the purpose of raising their awareness of work safety. Moreover, during the process of manufacturing silicone rubber products, employees may be exposed to chemicals. As such, apart from strengthening professional training in actual operation for these employees, Dongguan Tai Yang has strengthened ventilation equipment to ensure that the air quality in the workshop meet the standard of Occupational Exposure Limits for Hazardous Chemical Agents (GBZ2.1-2007). The Group attaches great importance to fire emergency safety management and formulates comprehensive fire emergency management system. For example, Huzhou Ta Yang carries out fire emergency safety inspection per day and per shift, and potential dangers will be rectified and eliminated once found. Dongguan Tai Yang and Huzhou Ta Yang arranged four safety drills respectively to raise staff's capacity to cope with emergencies during the Year. We have also provided employees with sufficient protective gear, such as protective masks and gloves, to reduce the impact of chemicals on employees' health. Meanwhile, Dongguan Tai Yang and Huzhou Ta Yang arrange free annual medical check-up for employees and regular assessment by third-parties on the working environment of factories to safeguard employees' health.

事故預防及處理

本集團嚴格遵守《中華人民共和國消防法》及《中華人民共和國職業病防治法》等法律法規，亦建立突發事件預防和處理制度。為了預防事故發生，本集團制定各種預防措施，並透過加強安全培訓，提高企業的安全管理技術知識和安全操作技能。本集團訂立詳盡對策及制定清晰的應急人員分工名單，應對火警、水浸、化學洩漏等緊急情況，以減低事故造成的傷亡和損失。

本集團亦十分重視安全教育。以東莞太洋為例，其安全教育工作類型廣泛，包括在各部門、車間及班組張貼標語及派發宣傳單張，並組織「安全生產月」及「安全生產萬里行」等活動，藉此向員工推廣國家安全生產方針、政策及相關法律法規，提高員工的安全生產意識。另外，在製造矽膠產品的過程中，員工有機會接觸到化學物品。為此，東莞太洋除加強接觸人員專業實操培訓外，亦加強車間排風設備，以確保車間空氣質量達到《工作場所所有害因素職業接觸限值：化學有害因素》(GBZ2.1-2007)。本集團重視消防安全管理，並制定了完善的消防管理制度，例如湖州大洋會於每日、每班進行消防安全檢查，一旦發現隱患會立刻整改。本年度，東莞太洋及湖州大洋各進行了四次安全演練，提升員工緊急應變能力。我們亦為員工提供足夠的防護工具，包括防護口罩和防護手套等，以減低化學品對員工健康的影響。同時，東莞太洋及湖州大洋為員工安排免費的年度身體檢查，並定期安排第三方進行廠房工作環境評估，保障員工健康。

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OPERATING PRACTICES

Quality Assurance

The Group has always been placing great emphasis on product quality to protect the interests of customers. We stringently manage suppliers to avoid any impact of raw materials on products and adopt strict quality control over the production process.

Management of Suppliers

During the procurement process, the Group will give priority to those suppliers on the List of Qualified Suppliers. When selecting new suppliers, we will give priority to those who hold relevant certificates such as ISO9001 or IATF16949. At the same time, we will also conduct risk assessment on candidate suppliers' production capability, delivery capacity, financial position and environmental compliance, and obtain sample materials for assessment. In addition, we will conduct on-site audits as necessary in order to ensure that the supplier meets the production requirements. For instance, Dongguan Tai Yang will carry out on-site assessment of the candidate suppliers who provide key materials for products. We will also assess the raw materials to ensure that the raw material specifications from the candidate suppliers meet the environmental requirements of the customers and comply with relevant laws and regulations. In order to ensure the quality of raw materials, the Group conducts regular assessment on existing suppliers. For instance, in connection with the product subcontractors, as well as suppliers which provide key materials for products, Dongguan Tai Yang will conduct monthly assessments on the product quality, delivery time and services, the suppliers are rated based on their assessment results. Suppliers who have poor ratings and have not taken actions for improvement may be directly disqualified. In addition, Dongguan Tai Yang also arranges an annual audit team to conduct annual audits of specific suppliers. By managing the suppliers through assessment, the potential risk of the supply chains on product quality can be mitigated.

營運慣例

品質保證

本集團一向重視產品品質，保障客戶權益。我們嚴格管理供應商，避免產品受原材料影響，並對生產過程採取嚴謹的品質監控。

供應商管理

在採購過程中，本集團優先考慮合格供應商名單上的供應商。當選擇新供應商時，我們會優先考慮持有ISO9001或IATF16949等相關證書的供應商，同時亦會就候選供應商的生產能力、交貨能力、財務狀況及環保符合狀況等方面進行風險評估，並索取材料樣品作評估。此外，為確保供應商符合生產要求，我們會在必要時進行現場稽核，例如針對提供產品關鍵材料的候選供應商，東莞太洋會進行現場實地評估。我們亦會進行原料評估，以確保候選供應商提供的原材料規格符合客戶的環保要求及相關法律法規。為保障原材料品質，本集團會定期對現有供應商進行評估。例如，針對產品外包商及提供產品關鍵材料的供應商，東莞太洋會就其貨品品質、交貨期及服務等方面進行每月評估，按供應商的評估表現分為不同等級。評級結果未如理想，而未有採取改善行動的供應商有機會直接失去資格。此外，東莞太洋亦會組織年度稽核小組，對特定供應商進行年度稽核。通過評估對供應商進行管理，減低供應鏈對產品品質的潛在風險。

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Product Quality Management

The Group attaches great importance to product quality. In addition to compliance with relevant laws and regulations, including the Product Quality Law of the People's Republic of China and Production Safety Law of the People's Republic of China, we have also established detailed quality management procedures. For the whole process from the receipt of raw materials to the dispatch of products, we carry out strict quality control on every process to maintain stable product quality. Dongguan Tai Yang and Huzhou Ta Yang both have obtained ISO9001:2015 and ISO/TS 16949:2009 certification in Quality Management System.

Taking Dongguan Tai Yang as an example, upon receipt of raw materials, its warehouse staff will check the goods according to the materials and procurement requirements, and the quality control department will examine the appearance and functions of such raw materials on a random sampling basis. When the raw materials pass the preliminary check, the quality control department will stamp a qualifying mark on the packaging of the particular batch of raw materials for storage in the warehouse. If the raw materials fail to pass the preliminary check, the quality control department may reject the batch and request for a follow-up from the supplier to avoid any misuse of unqualified raw materials. During the process of production, inspectors from Dongguan Tai Yang will carry out inspections in accordance with established policies and practices. Not only will they monitor the operation of equipment, they will also correct any improper operation by the staff in order to ensure the quality of finished goods. In each of the production process, Dongguan Tai Yang deploys inspectors for a comprehensive inspection of the products. All uninspected products will not go through the next process. Before the outbound of finished goods, the quality control department will carry out another inspection of the products. Unqualified products detected in the product inspection are set aside to avoid being mixed up and inspectors will take record of the unqualified products. After unqualified products are reworked, inspectors will carry out the inspection in accordance with stricter standards. As for storage, Dongguan Tai Yang posts "No Smoking and Fire Making" signs in all storage areas to prevent accidents. At the same time, by taking measures such as monitoring the temperature and humidity of the warehouse, Dongguan Tai Yang ensures that the storage management meets the requirements of ISO14001 environmental management system and the products are properly stored.

Once Dongguan Tai Yang finds that the raw materials or finished products are potentially dangerous, the quality control department will arrange for the isolation of unqualified products and track the shipments. For products with serious quality problems, Dongguan Tai Yang will stop selling and shipping the products and recall the products in addition to isolating and tracking products. In order to ensure effective implementation of product recall procedures in the event of an emergency, Dongguan Tai Yang conducts a product recall simulation exercise at least once a year.

產品質量管理

本集團十分重視產品質量，除了遵守相關法律法規，包括《中華人民共和國產品質量法》及《中華人民共和國安全生產法》，我們已制定詳細的質量管理程序。從接收原材料到產品出庫的整個過程，我們對每個環節都進行嚴格質量把關，保持產品品質穩定。東莞太洋及湖州大洋均已取得ISO9001:2015及ISO/TS 16949:2009質量管理體系認證。

以東莞太洋為例，在交收原材料時，倉庫員工根據物料及採購要求核對貨物，品管部則進行針對原材料外觀及性能的抽查。當原材料通過初步檢查，品管部會在該批次原材料的包裝箱蓋上合格標示，由倉庫接收該批次原材料；如原材料無法通過初步檢查，品管部可以拒收該批次原材料，並會要求供應商跟進，防止誤用不合格的原材料。於生產過程中，東莞太洋的檢驗員會按照制度規範進行巡視，不僅監察設備的運作，並會糾正員工不妥的操作，以確保成品品質不受影響。於各生產環節，東莞太洋設置檢驗員進行產品全檢，所有未經檢驗的產品不得轉入下一工序。成品出貨前，品管部會再次檢驗產品。在質檢過程中發現的不合格產品會被分開存放，以防止混用，檢驗員亦會記錄不合格產品。不合格產品經過重新加工後，檢驗員會根據更嚴格標準進行檢驗。在儲存方面，東莞太洋在所有儲存區張貼「嚴禁煙火」告示，以避免意外發生。同時，東莞太洋會透過控制倉庫溫度和濕度等措施，確保儲存管理符合ISO14001環境管理體系要求及產品得以妥善保存。

東莞太洋一旦發現原材料或成品有潛在危險，品管部會安排隔離不合格的產品，並對出貨產品進行追蹤。針對存有嚴重質量問題的產品，東莞太洋除了隔離和追蹤產品，同時會停止銷售和運輸該產品，並將產品召回。為確保於突發情況下能有效執行產品召回程序，東莞太洋每年會舉行最少一次的模擬回收行動。

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Customer-oriented

The Group has always adhered to a customer-oriented approach and committed to the provision of quality products and services for customers. The Group complies with laws and regulations related to advertising and labelling and does not use incorrect information for publicity to mislead customers. At the same time, the Group adopts a proactive attitude to regularly conduct surveys and analyses on client satisfaction, formulate corresponding measures and enhance product and service quality. The scope of our customer satisfaction survey covers the opinions and suggestions of customers towards the quality, price, appearance or package of our products, as well as our service attitude and quality, our response to complaints and our delivery capacity. For aspects with low customer satisfaction, we will raise the issues for improvements and follow up on the implementation of the improvement measures. For unsatisfactory improvement measures, we will re-develop measures until the improvements are completed. Through sorting out and conducting analyses on the opinions and suggestions of customers, the Group can have a better understanding of customers' needs in order to provide services with higher quality. Customers may also file complaints against our products by means of phone, fax or mail. The Group will take every complaint seriously and reply as quickly as possible.

To safeguard customer data and the confidential information of the Group, we specifically request our senior management and senior technicians to undertake confidentiality obligations and comply with the Non-Compete Clause within two years after the termination of their employment contracts. If customers request for extra measures to protect their intellectual property, the Group will also enter into confidentiality agreements with them in full respect for their privacy. Furthermore, we abide by the laws and regulations against corruption, blackmail, fraud and money laundering, such as the Criminal Law of the People's Republic of China, and forbid all employees to engage in any malpractice or fraud in the name of the Group. Any employee who is in breach of the rules may be dismissed or even held criminally liable.

COMMUNITY ENGAGEMENT

As a socially responsible corporation, the Group has all along been engaging in community activities while expanding its footprint, with an aim to pay back to society. The Group always encourages employees to actively participate in community and voluntary work to further the benefits of local communities and render assistance to the needy. Meanwhile, the Group has strengthened its ties and communication with various communities for the well-being of society, in an effort to advocate a caring and serving spirit.

客戶至上

本集團一向以客為尊，致力為客戶提供優質產品和服務。本集團亦遵從廣告及標籤相關的法律法規，不以錯誤資料作宣傳，誤導客戶。同時，本集團採取主動積極的態度，定期調查並分析客戶滿意度，制定相應措施，提高產品和服務質素。我們的客戶滿意度調查內容涵蓋客戶對產品質量、產品價格、產品外觀或包裝、服務態度、服務質量、投訴處理及交付能力等方面的意見及建議。針對客戶滿意度較低的範疇，我們會提出需改進的事項，並跟進實施改進措施後的情況。對未如理想的改進措施，我們亦會重新制定對策，直至完成。通過整理及分析客戶的意見和建議，本集團將更了解客戶需求，以冀提供更優質的服務。客戶亦可透過電話、傳真、郵遞等途徑就產品作出投訴，本集團會嚴肅認真對待所有投訴，並會盡快回覆。

為了保障客戶資料及本集團機密，我們特別要求高級管理人員、高級技術人員等履行保密義務。在合約完結的兩年內，員工仍需遵守競業限制。若客戶要求額外措施保障知識產權，本集團亦會與其簽定保密協議，充分尊重客戶私隱。另外，我們遵守與反貪污、勒索、詐騙及洗黑錢相關的法律法規，如《中華人民共和國刑法》等，嚴禁員工營私舞弊或以本集團的名義在外詐騙。違規員工或會被解僱，甚至被追究刑事責任。

社區參與

作為肩負社會責任的企業，本集團在發展業務時，亦致力參與社會活動，回饋社會。本集團一直鼓勵員工積極參與社會公益事務，以惠澤當地社區及幫助有需要的人士。同時，本集團加強與社區的聯繫和溝通，努力為社區謀福祉，推廣關愛助人的精神。

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KEY PERFORMANCE INDICATORS

The following data only cover the operations of Dongguan Tai Yang, Huzhou Ta Yang and Hong Kong office. In future, the Group will consider expanding the coverage of operations in the ESG Report.

關鍵績效指標

以下數據僅涵蓋東莞太洋、湖州大洋及香港辦公室的業務。往後，本集團將考慮涵蓋更多業務於ESG報告中。

Environmental Indicator	環境指標	2017/18 2017/18年
Emissions from vehicles	來自車輛的排放物	
NO _x emissions (kg)	氮氧化物的排放量(公斤)	159.36
SO ₂ emissions (kg)	二氧化硫的排放量(公斤)	0.23
Particulate matter emissions (kg)	顆粒物的排放量(公斤)	11.98
Greenhouse gas	溫室氣體	
Total greenhouse gas emissions (t CO ₂ e)	溫室氣體排放總量(噸二氧化碳當量)	8,586
Direct emissions (Scope 1) (t CO ₂ e)	直接排放(範圍一)(噸二氧化碳當量)	239.07
Energy Indirect emissions (Scope 2) (t CO ₂ e)	能源間接排放(範圍二)(噸二氧化碳當量)	8,251.53
Other indirect emissions (Scope 3) (t CO ₂ e)	其他間接排放(範圍三)(噸二氧化碳當量)	95.59
Intensity of greenhouse gas emissions (t CO ₂ e/HK\$ million)	溫室氣體排放量密度(噸二氧化碳當量/百萬港元)	22.77
Waste	廢棄物	
Total hazardous waste(t)	有害廢棄物生產總量(噸)	7
Intensity of hazardous waste (t/HK\$ million)	有害廢棄物量密度(噸/百萬港元)	0.02
Total non-hazardous waste(t)	無害廢棄物生產總量(噸)	409
Intensity of non-hazardous waste (t/HK\$ million)	無害廢棄物量密度(噸/百萬港元)	1.09
Use of Resources	資源使用	
Total energy consumption (MWh)	能源消耗總量(兆瓦時)	14,998
Intensity of energy consumption (MWh/HK\$ million)	能源耗量密度(兆瓦時/百萬港元)	39.77
Non-renewable fuel consumption (MWh)	不可再生燃料耗量(兆瓦時)	271.96
Purchased electricity (MWh)	外購電力量(兆瓦時)	14,250.55
Steam (MWh)	蒸汽(兆瓦時)	475.85
Total water consumption (m ³)	總耗水量(立方米)	87,207
Intensity of water consumption (m ³ /HK\$ million)	耗水量密度(立方米/百萬港元)	231.22
Paper and paper packaging material consumption (t)	紙及紙質品包裝材料使用量(噸)	98
Intensity of Paper and paper packaging material consumption (kg/HK\$ million)	紙及紙質品包裝材料使用量密度 (千克/百萬港元)	0.26

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Employment Indicator	僱傭指標	2017/18 2017/18年
Number of employees	僱員人數	
By gender	按性別劃分	
Male	男	613
Female	女	629
By age	按年齡劃分	
Over 50 years old	50歲以上	40
Between 30 to 50 years old	30歲至50歲	768
Below 30 years old	30歲以下	434
Occupational health and safety	職業健康與安全	
Number and rate of work-related fatalities (%)	因工作關係而死亡的人數及比率 (%)	0 (0)
Lost days due to work injury	因工傷損失工作日數	558
Average number of training hours per employee (hours) and percentage of employees trained (%)	每名僱員平均培訓時數(小時)及接受培訓僱員百分比 (%)	
By gender	按性別劃分	
Male	男	21 (96)
Female	女	20 (97)
By employee type	按僱員類別	
Senior	高級	27 (41)
Intermediate	中級	13 (88)
Junior	初級	23 (99)

Operating Indicator	營運指標	2017/18 2017/18年
Number of suppliers	供應商數目	
By geographical region	按地區劃分	
China	中國	293
Taiwan	台灣	8
The United States	美國	2
Japan	日本	1
Hong Kong	香港	4

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Environmental 環境			
Aspect A1: Emissions 層面 A1：排放物	General Disclosure 一般披露	Environmental Protection 環境保護	02
	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Treatment of Emissions 排放物處理	02
Aspect A2: Use of Resources 層面 A2：資源使用	General Disclosure 一般披露	Environmental Protection 環境保護	02
	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。	Treatment of Emissions 排放物處理	02
Aspect A3: The Environment and Natural Resources 層面 A3：環境及天然資源	General Disclosure 一般披露	Environmental Protection 環境保護	02
	Policies on minimising 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。	Treatment of Emissions 排放物處理	02
		Resource Conservation 節約資源	05

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Social			
社會			
Employment and Labour Practices			
僱傭及勞工常規			
Aspect B1: Employment 層面 B1：僱傭	General Disclosure 一般披露 Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 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：	Employees First 重視員工 Employment 僱傭	06 06
Aspect B2: Health and Safety 層面 B2：健康與安全	General Disclosure 一般披露 Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的：	Employees First 重視員工 Health and Safety 健康與安全	06 08
Aspect B3: Development and Training 層面 B3：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。	Employees First 重視員工 Employment 僱傭	06 06

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Aspect B4: Labour Standards 層面 B4：勞工準則	General Disclosure 一般披露	Employees First 重視員工	06
	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Employment 僱傭	06
Operating Practices 營運慣例			
Aspect B5: Supply Chain Management 層面 B5：供應鏈管理	General Disclosure 一般披露	Operating Practices 營運慣例	10
	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。	Quality Assurance 品質保證	10
Aspect B6: Product Responsibility 層面 B6：產品責任	General Disclosure 一般披露	Operating Practices 營運慣例	10
	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters 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的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Quality Assurance 品質保證	10
		Customer-oriented 客戶至上	12
Aspect B7: Anti-corruption 層面 B7：反貪污	General Disclosure 一般披露	Operating Practices 營運慣例	10
	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Customer-oriented 客戶至上	12

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Community			
社區			
Aspect B8: Community Investment 層面 B8：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。	Community Engagement 社區參與	12

大洋集團控股有限公司
Ta Yang Group Holdings Limited

Flat 28, 23/F, Metro Centre II, 21 Lam Hing Street,
Kowloon Bay, Kowloon, Hong Kong
香港九龍九龍灣臨興街21號美羅中心二期23字樓28室

Tel 電話 : (852) 3678 5088
Fax 傳真 : (852) 3678 5099
Website 網址 : www.tayang.com