



**SHOUGANG CONCORD CENTURY  
HOLDINGS LIMITED**  
**首長寶佳集團有限公司**

股份代號 Stock Code : 103

**2018** 環境、社會及管治報告  
ENVIRONMENTAL, SOCIAL AND  
GOVERNANCE REPORT



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# REPORT PARAMETERS – SCOPE OF REPORT

## 報告參數 – 關於本報告

**Shougang Concord Century Holdings Limited** (“Shougang Century”/the “Company”; together with its subsidiaries collectively the “Group”) issues its environmental, social and governance (the “ESG”) report (the “ESG Report”) for the year ended 31 December 2018. The report expounds the Group’s ESG management strategies and performance in 2018, mainly focusing on the matters of investors and other stakeholders’ concerns and how the Group integrates sustainability into its business that could bring additional value to the Group in respect of economic, environmental and social terms.

More importantly, the ESG Report follows all the “comply or explain” provisions set out in the ESG Reporting Guide (the “ESG Guide”) of Appendix 27 of the Rules Governing the Listing of Securities (the “Listing Rules”) on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”), and reports certain recommended disclosures for the purpose of providing our investors and stakeholders with comprehensive and comparative non-financial information. For preparation of the ESG Report, the Company has established an ESG working group and set up an ESG database to sustain the collection and review of data since 2013.

The Group originally engages in the manufacturing of steel cords for radial tyres and sawing wires, and the processing and trading of copper and brass products. Hence, the ESG information contained in the ESG Report is still divided into three segments: (1) steel cord segment; (2) copper and brass products segment; and (3) head office and other operating subsidiaries’ office (the “Offices”). However, ESG information/data in relation to copper and brass products segment would be significantly different and minimized, primarily attributable to the cessation of the business operation of whole copper and brass products segment in September 2018. For details of corporate profile, please refer to the “CORPORATE PROFILE” section on page 2 of the 2018 annual report of the Company.

首長實佳集團有限公司(「首長實佳」/「本公司」；連同其附屬公司統稱「本集團」)發佈截至二零一八年十二月三十一日止年度環境、社會及管治(「環境、社會及管治」)報告(「環境、社會及管治報告」)。該報告闡述本集團二零一八年的環境、社會及管治管理策略及表現，重點關注持份者關注的事項及本集團如何在經濟、環境及社會方面追求可持續發展。

更重要的是，環境、社會及管治報告採納了香港聯合交易所有限公司(「聯交所」)「證券上市規則」(「上市規則」)附錄二十七的「環境、社會及管治報告指引」(「環境、社會及管治指引」)所載的所有「遵守或解釋」條款和報告若干建議披露資料，旨在向投資者及持份者提供全面及可比較的非財務資料。為準備環境、社會及管治報告，本公司已成立環境、社會及管治工作組，並自二零一三年以來建立了環境、社會及管治數據庫以便於數據收集和檢查。

本集團原本主要是從事製造鋼簾線及切割鋼絲業務，以及銅及黃銅材料加工及貿易。因此，環境、社會及管治報告中包含的環境、社會及管治資料仍分為三個分部：(1)鋼簾線分部；(2)銅及黃銅材料分部；和(3)總部辦公室和其他營運附屬公司辦公室(「辦公室」)。然而，有關銅及黃銅材料分部的環境、社會及管治資料／數據將有顯著差異及減少，主要歸因於二零一八年九月銅及黃銅材料分部的業務營運停止。有關公司概況，請參閱本公司二零一八年年報第2頁上的「公司簡介」一節。



# REPORT PARAMETERS – SCOPE OF REPORT

## 報告參數 – 關於本報告

To perform social responsibility, the Company particularly embarks environmental protection issues aiming to prevent the deterioration of global warming as well as decelerate negative impact on the environment brought by its business operation during the production process. The Group has given the maximum efforts to carry out emission reduction and conservation measures in every segment of our businesses.

In addition to following the ESG Guide, reference has been taken from international standards or guidelines in preparation of our ESG report. The scopes of emissions and their emission factors are defined in accordance with Hong Kong and the international reporting framework published as shown below and quoted from relevant websites:

- Respective Sustainability Reports 2018 and 2017 of CLP Power Hong Kong Limited and The Hongkong Electric Company, Limited;
- the Hong Kong Environmental Protection Department's (the "EPD") Vehicle Emission Calculation model;
- the Greenhouse Gas Accounting Tool for Chinese Cities published by the World Resources Institute;
- Emission Factors of China's Regional Power Grid Baseline of 2017 published by the Clean Development Mechanism in China;
- The discharge coefficient of pollutant from domestic source and the user manual published by the South China Institute of Environmental Sciences, under the Ministry of Environment Protection;
- 中華電力有限公司及香港電燈有限公司各自的《可持續發展報告2018及2017》;
- 香港環境保護署(「環保署」)汽車排放計算模型;
- 世界資源研究所發表的城市溫室氣體核算工具指南;
- 中國清潔發展機制網發表二零一七年中國區域電網基準線排放因數;
- 環境保護部華南環境科學研究所發表的生活源產排污系數及使用說明;

為了履行社會責任，本公司特別致力於環境保護問題，旨在防止全球暖化惡化，並不遺餘力地減少業務營運對環境所帶來的負面影響。本集團已盡最大努力在各業務分部內實施減排及節約措施。

除了遵守環境、社會及管治指引，我們亦會參考國際標準或指引以擬備我們的環境、社會及管治報告。排放物範圍及其排放因子乃根據以下香港及國際報告框架發表的定義，並取自相關網站：

# REPORT PARAMETERS – SCOPE OF REPORT

## 報告參數 – 關於本報告

- The World Resources Institute/World Business Council for Sustainable Development, as reported in The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard and International Organization for Standardization (ISO), as reported in ISO14064-1;
- Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong published by the EPD and the Electrical and Mechanical Services Department (the “EMSD”);
- Emission factors from Intergovernmental Panel on Climate Change (“IPCC”); and
- The International Civil Aviation Organization and Carbon Care Asia Limited (“CCA”)’s Carbon Emissions Calculators.
- 世界資源研究所／世界可持續發展工商理事會公佈的《溫室氣體議定書：企業核算與報告準則》及國際標準化組織訂定的ISO14064-1；
- 環保署及機電工程署(「機電工程署」)發表的香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的核算和報告指引；
- 政府間氣候變化專門委員會「政府間氣候變化專門委員會」提供的排放物系數；及
- 國際民航組織及低碳亞洲有限公司(「低碳亞洲」)碳排放計算器。

The figures of 2018 and 2017 have not been assured by third party.

二零一八年和二零一七年的數字沒有經過第三方認證。

# REPORT PARAMETERS – SCOPE OF REPORT

## 報告參數 – 關於本報告

### ESG REPORTING STRUCTURE AND RESPONSIBILITIES

#### 環境、社會及管治報告架構和職責

Parties 參與方	Responsibilities 職責
The Board 董事會	<ul style="list-style-type: none"> <li>Review and approve the ESG Report 審閱並批准本環境、社會及管治報告</li> </ul>
Human Resources and Administration Department and Company Secretarial Department 人力資源及行政部和公司秘書部	<ul style="list-style-type: none"> <li>Review the principles regarding ESG 審閱有關環境、社會及管治的原則</li> <li>Monitor the progress on ESG and community engagement programs 監測環境、社會及管治進展和社區參與計劃</li> <li>Ensure good corporate governance standards and practices are maintained 確保維持良好的企業管治標準和慣例</li> </ul>
ESG Working Group 環境、社會及管治工作組	<ul style="list-style-type: none"> <li>Develop a list of key internal and external stakeholders, and identify their main concerns and expectations 編製一份主要的內部和外部持份者名單，並識別彼等的主要關注和期望</li> <li>ESG System set up and maintenance 環境、社會及管治系統的設置和維護</li> <li>Data input, collection and analysis, computing all relevant KPIs 數據輸入、收集和分析，以及計算所有相關關鍵績效指標</li> <li>Organise and implement community engagement programs 組織和實施社區參與計劃</li> </ul>
Principal business units/subsidiaries 主要業務單位／附屬公司	<ul style="list-style-type: none"> <li>Gather ESG related data and data entry 收集環境、社會及管治相關數據和數據輸入</li> <li>Formulate and improve related ESG aspects policies/guidelines/procedures 制訂和完善有關環境、社會及管治方面的政策／指引／程序</li> </ul>

# REPORT PARAMETERS – SCOPE OF REPORT

## 報告參數 – 關於本報告

With regard to corporate governance aspect, please refer to “CORPORATE GOVERNANCE REPORT” section on pages 53 to 97 of the 2018 annual report of the Company. The ESG Report can be downloaded from the websites of the Stock Exchange and the Company. If there are any comments or suggestions relating to the ESG Report, please share by post or email at the addresses below:

### Postal address

Room 1215, 12/F., Honour Industrial Centre  
6 Sun Yip Street, Chai Wan, Hong Kong

### E-mail addresses

business\_link@shougangcentury.com.hk  
ir@shougangcentury.com.hk  
scchl@shougangcentury.com.hk

關於企業管治方面，請參閱本公司二零一八年年報第53至97頁之「企業管治報告」章節。本環境、社會及管治報告可在聯交所和本公司網站下載。如對本環境、社會及管治報告有任何意見或建議，請郵寄或電郵到以下地址：

### 郵寄地址

香港柴灣新業街6號  
安力工業中心十二樓1215室

### 電郵地址

business\_link@shougangcentury.com.hk  
ir@shougangcentury.com.hk  
scchl@shougangcentury.com.hk

# MESSAGE FROM CHAIRMAN AND MANAGING DIRECTOR

## 董事長兼董事總經理致辭

Dear Stakeholders,

On behalf of the Company, as the Chairman and Managing Director of the Company, I feel grateful to present our Group's third ESG Report. We are aware that not all returns are expressed in monetary terms, but in fact can be achieved through our responsibility to stakeholders. As one of the leading steel cord manufacturers with famous and recognizable brand name "Eastern" in the Mainland, the Group is committed to provide top quality products and after-sales service to our customers. Besides, we are of the view that the year of 2019 will still be full of challenges, facing with the global concern of environmental protection due to great impacts of climate change and extreme weather events and the rights and interests of employees attributable to more influential voices on striking for human rights at the workplace, we are committed to implementing relevant measures to reduce emissions and use resources effectively and properly, and try our best to cater for the needs of our employees.

In fact, we believe that employees are essential assets who possess a wealth of different knowledge and expertise which contribute to the prosperity of the Group. In this regard, we continue to provide a healthy and safety working environment to and also improve the welfare and development of our employees so as to retain our outstanding colleagues to work with us. For instance, when our head office in Hong Kong and a subsidiary office at Shanghai have been relocated in August 2018 and June 2018 respectively, we have placed small potted plants at working area so as to make our offices more green.

尊敬的持份者，

作為本公司董事長兼董事總經理，我很高興代表公司向你們介紹本集團的第三份環境、社會及管治報告。我們意識到並非所有的回報都可以金錢來衡量，而事實上有些回報是通過我們對持份者的責任中達成。作為國內知名，及得到肯定的「東方」品牌的領先鋼索線製造商之一，本集團致力為客戶提供優質的產品和售後服務。此外，我們認為二零一九年仍將充滿挑戰，面對因氣候變化和極端天氣的巨大影響而引起對環境保護的全球關注及歸因於更多有影響力的人士為爭取在工作場地應有的人權而對僱員權益關注的發聲，我們承諾實施減少排放和有效及適當地使用資源的相關措施，及盡力滿足僱員之需求。

事實上，我們認為僱員是必不可少的資產，其擁有各種豐富的知識和專門技術，有助於本集團的成功。在這方面，我們將繼續為僱員提供健康及安全的工作環境，並改善僱員的福利和發展，以留住優秀的同事與我們共事。例如，當我們的香港總部辦公室及上海附屬公司的辦公室分別於二零一八年八月及二零一八年六月搬遷時，我們在工作地方放置小型盆栽植物，以使我們的辦公室更為綠色。



# MESSAGE FROM CHAIRMAN AND MANAGING DIRECTOR

## 董事長兼董事總經理致辭

To align with our corporate culture and operating practice, we are committed to providing products and services with safety and high quality. We have imposed strict requirements on the quality of our “Eastern” products to suit our customers’ needs. In respect of supply chain, the Group selects the suppliers who are committed to emphasizing on the philosophy of environmental protection as well as having respects of the rights of their employees. The Group also keeps on maintaining good relationship with suppliers to guarantee better procurement and suit our production requirement.

In all, the Group shall engage sustainable development strategies for its businesses to bring positive impact to the community in Hong Kong and Mainland China. We continue to make efforts to improve our operating efficiency and our stewardship of resources since we strive to build a sustainable future that will create long-lasting value to our stakeholders including but not limited to the shareholders, the community and in particular to the environment. We will also drive to reduce greenhouse gas, air emission, and wastes generated in our manufacturing plants and workplaces and use energy and natural resources effectively to address the global warming issue.

Last but not least, I, on behalf of the Board, would like to express our deepest gratitude to all colleagues for their contribution to the ESG report.

By Order of the Board

**Su Fanrong**

*Chairman and Managing Director*

Hong Kong, 22 March 2019

為了與我們的企業文化和營運實踐保持一致，我們致力於提供安全和高質量的產品和服務。我們對「東方」產品的質量施加了嚴格要求，以滿足客戶的需求。於供應鏈方面，本集團承諾選擇致力於強調環保理念並尊重僱員權利的供應商。本集團亦一直與供應商保持良好關係以確保更穩定的採購及符合我們的生產要求。

總括，本集團會為業務制定可持續發展策略，為香港及中國的社區帶來正面影響。我們將繼續努力提高營運效率和資源管理，建立一個可持續的未來，為持份者包括但不限於股東、社區以及特別是環境創造持久的價值。我們亦會努力減少生產廠房和工作間產生的溫室氣體、廢氣排放以及廢物和有效地使用能源和天然資源，以應對全球暖化問題。

最後，我謹代表董事會對所有同事對環境、社會及管治報告作出的貢獻表示最深切的謝意。

承董事會命

**蘇凡榮**

*董事長兼董事總經理*

香港，二零一九年三月二十二日

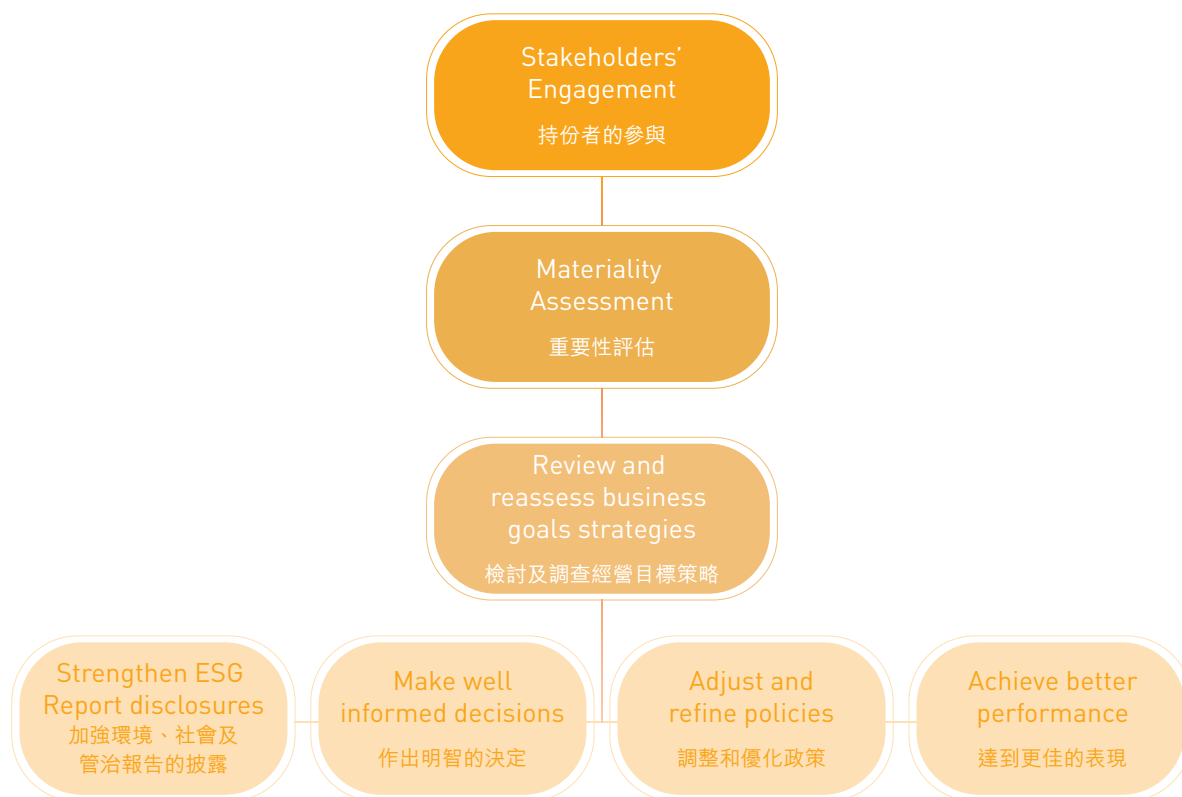
# STAKEHOLDERS' ENGAGEMENT AND MATERIALITY ASSESSMENT

## 持份者參與及重要性評估

The Group keeps on pursuing sustainable development by taking into account the interests of our stakeholders since stakeholders are the keystone in driving sustainability within the Group. Responding to the expectations and concerns of stakeholders is one of our main responsibilities and commitments in addition to striving for better financial performance. We determine to make further review on our business decision, adjust policies and business strategies to improve our financial and non-financial results and satisfy the needs of stakeholders through a materiality assessment, so that our ESG Report disclosures can be strengthened, appropriate policies can be carried out, well informed business decisions can be made and the better performance can be achieved as a result.

本集團通過考慮持份者的利益繼續追求可持續發展，因為持份者是推動本集團可持續發展的基石。我們除了盡力爭取更佳財務業績外，滿足持份者的期望和關注亦是我們其中一個主要責任和承諾。我們決定透過重要性評估，進一步檢討業務決策、調整政策和業務策略來改善我們的財務和非財務結果及滿足持份者的需求，從而加強我們環境、社會及管治報告的披露、執行適當的政策、作出明智的業務決策，從而達到更佳的業務表現。

### A flow chart showing the process of stakeholders' engagement and materiality assessment 有關持份者參與及其重要性評估流程圖



# STAKEHOLDERS' ENGAGEMENT AND MATERIALITY ASSESSMENT

## 持份者參與及重要性評估

We identify our stakeholders in accordance with evaluation that any individuals or entities who are significantly influenced by the principal activities of the Group and/or whose actions are expected to significantly influence the finance, operation, community investment and environmental policies of the Group. These categories of stakeholders are recognised as shareholders, employees, customers, suppliers, media, community and general public, government and regulators, as well as banks and financial institutions/creditors. In order to map out our relation with stakeholders and their ability to influence our decision making process, the Stakeholders' Influence – Dependency Matrix below generates insights on the importance and influence of each category of stakeholders. With this information, it becomes possible to develop a specific approach for the identified stakeholders and their concerns:

我們根據評估確定我們的持份者，即受本集團主要業務影響及／或其行動預期會對本集團的財務、營運、社區投資及環境政策產生重大影響的任何個體或實體。這些持份者被歸類為股東、僱員、客戶、供應商、媒體、社區及大眾、政府及監管機構，以及銀行及金融機構／債權人。為了說明我們與持份者的關係及其對我們決策過程的影響，以下的「持份者影響－依賴關係矩陣」讓大家充分了解到每類持份者對我們的重要性和影響。根據這些資料，我們可以就針對持份者及其關注點制定具體的應對方法：

		Stakeholders' influence on Company (or objective, project or business line) 持份者對本公司（或目標、計劃或業務）的影響					
		No influence 無影響力	Low influence 低度影響力	Some influence 部分影響力	High Influence 高度影響力		
Stakeholders' dependence on Company (or project, objective or business line) 持份者對本公司（或目標、計劃或業務）的依賴程度	High dependence 高度依賴			Shareholders 股東	Employees 僱員	Customers 客戶	Suppliers 供應商
	No direct impacts 無直接影響	Community & General Public 社區及大眾		Government & Regulators 政府及監管機構	Banks & Financial Institutions / Creditors 銀行及金融機構/債權人		
		Media 媒體					

# STAKEHOLDERS' ENGAGEMENT AND MATERIALITY ASSESSMENT

## 持份者參與及重要性評估

Stakeholders' engagement is essential for our sustainability strategies in the workplace, environment, market place and community. In 2018, the six main stakeholder categories identified by the management of the Group are namely shareholders, employees, customers, suppliers, government and regulators, and also banks and financial institutions/creditors. Our stakeholders' engagement activities are listed in the following channels:

**Shareholders** : E-mail and postal correspondences, telephone enquiries, website of Shougang Century, complete the request information form on e-mail alert registration on website of Shougang Century, regular reports and announcements, annual general meetings and general meetings.

**Employees** : Employees' Satisfaction Survey, newcomer orientation, charitable activities, training programmes, cultural activities, regular employees' performance review, department heads communicating with their subordinates, the management of the Group meet with the employee representative to discuss relevant employment issues at the Congress of Workers and Staff, the management together with employees participating in annual dinner and performance to have better communication, the labour union organizing activities to play the role in uniting the employees and maintaining the rights and interests of the employees.

持份者的參與對促進我們在工作場所、環境、市場及社區的可持續發展有著至關重要的作用。於二零一八年，經本集團管理層確定的六大主要類別的持份者為股東、僱員、客戶、供應商、政府及監管機構，以及銀行及金融機構／債權人。我們與持份者的溝通渠道列示如下：

**股東** : 電郵和郵件、電話查詢、首長寶佳網頁、於首長寶佳網頁上的電郵提示填寫索取資料登記表、定期報告和公告、股東周年大會及股東大會。

**僱員** : 僱員滿意度調查、入職培訓、慈善活動、培訓計劃、文化活動、定期進行僱員表現評估、部門主管與其下屬溝通、在職工代表大會上本集團管理層與僱員代表就有關勞工事宜進行洽談、管理層與僱員一起參加周年晚宴和表演以增進溝通、工會組織活動發揮其團結僱員及維護僱員權益的作用。



# STAKEHOLDERS' ENGAGEMENT AND MATERIALITY ASSESSMENT

## 持份者參與及重要性評估

Customers	: Customers' Satisfaction Survey, scoring system established allowing customers rating our services and products, regular face-to-face meetings and visits that aim to provide better follow-up services for the usage of product, have a better understanding of customers' new product requirements through the provision of new specification testing subject to Advanced Product Quality Planning (APQP) control procedures, feedbacks regarding product quality and services from customers from time to time.	客戶	: 客戶滿意度調查、建立評分系統讓客戶評估我們的服務和產品、舉行定期會面及拜訪以提供更好的產品使用的售後服務，並透過根據產品質量先期策劃管理程序 (APQP)，提供新規格測試樣板以了解客戶對新產品的要求、客戶不時反饋關於產品質量和服務的意見。
Suppliers	: Regular face-to-face meetings and visits which are held according to the feedbacks on standard procurement process, quality control, pre-testing orders, after-orders services and the progress on execution of orders, scoring system established to assess the quality of products provided by suppliers.	供應商	: 根據提供的意見反饋、質量控制、預訂單、售後服務及執行訂單的情況之定期會面及拜訪、建立評分系統評估供應商提供的產品質量。
Government & Regulators	: Occasional face-to-face meetings and visits.	政府及 監管機構	: 不時會面及拜訪。
Banks & Financial Institutions/ Creditors	: Occasional face-to-face meetings and visits.	銀行及 金融機構/ 債權人	: 不時會面及拜訪。

# STAKEHOLDERS' ENGAGEMENT AND MATERIALITY ASSESSMENT

## 持份者參與及重要性評估

Through above stakeholders' engagement channels and internal discussion with our senior management who has hands-on knowledge of our operations, we note as below the most concerned issues of the six main categories of stakeholders (not in particular order). With reference to the standard set out by the Global Reporting Initiative (GRI), we have identified the following expectations from them we considered as material (marked as "(M)"):

通過上述持份者溝通渠道和與我們對營運有實際了解的高級管理層的內部討論，我們注意到六大主要類別的持份者最關注以下問題(排名不分先後)，而根據全球永續性報告協會(GRI)制定的標準，我們找出以下關注問題且認為屬於高度重要性的標記為「(M)」：

Shareholders 股東		
1	Return on the investment (dividend) 投資回報(股息)	(M)
2	Assets and liabilities 資產及負債	(M)
3	Share capital and cash flow 股本及現金流	(M)
4	Stock price performance 股價表現	(M)
5	Information disclosure and transparency 資料披露及透明度	(M)
6	Management policies 管理政策	
7	Corporate governance structure 企業管治架構	
8	Substantial transactions and proposals 重要交易和提案	(M)
9	Company's growth and sustainability 本公司增長及可持續發展	(M)
10	Protection of interests and fair treatment of shareholders 股東權利保護與公平對待	(M)

Employees 僱員		
1	Salary competitiveness 薪酬競爭性	(M)
2	Working environment 工作環境	(M)
3	Occupational health and safety 職業健康與安全	
4	Job security and satisfaction 工作保障及滿意度	(M)
5	Career advancement and trainings 職業發展與培訓	(M)
6	Benefits and welfare policy 福利政策	(M)
7	Corporate culture 企業文化	
8	Relationship with colleagues 與同事的關係	
9	Work-life balance 工作與生活的平衡	
10	Sense of belongings towards the Company 對本公司的歸屬感	
11	Communication effectiveness 有效的溝通	
12	Satisfaction with the management and management policy 對管理層及管理政策的滿意度	
13	Fairness of appraisal system 僱員表現評核系統的公平性	
14	Management System 系統管理	(M)

# STAKEHOLDERS' ENGAGEMENT AND MATERIALITY ASSESSMENT

## 持份者參與及重要性評估

### Suppliers

供應商

1	Profitability 盈利	(M)
2	Financial Management 財政管理	
3	Data protection and privacy 資料保護和私隱	
4	Compliance with laws and regulations 遵守法律和法規	(M)
5	Supply chain management 供應鏈管理	(M)
6	Accountability, credibility and reliability 責任感、誠信和可靠性	(M)
7	Good communication 良好的溝通	(M)
8	Reputation 信譽	
9	Target customers and the supply network 目標客戶和供應網絡	
10	Purpose of products supplied 供應之產品的目的	
11	Degree of honesty in co-operation 合作誠信度	(M)
12	Length of partnership 合作時間	(M)

### Customers

供應商

1	Supply chain management 供應鏈管理	(M)
2	Price 價格	(M)
3	Packaging 包裝	(M)
4	Product safety 產品安全	(M)
5	Compliance with laws and regulations 遵守法律和法規	
6	Quality assurance process 品質控制程序	(M)
7	Product specification requirements 產品規格要求	(M)
8	Reputation 信譽	
9	Credibility 信用能力	(M)
10	Pre-sale and after-sale services 售前及售後服務	(M)
11	Condition of property, plants and equipment 物業、廠房和設備的狀況	
12	Good communication 良好的溝通	(M)

# STAKEHOLDERS' ENGAGEMENT AND MATERIALITY ASSESSMENT

## 持份者參與及重要性評估

### Government and Regulators

政府及監管機構

1	Compliance with laws and regulations 遵守法律和法規	(M)
2	Compliance with accounting standards and procedures 遵守會計準則及程序	(M)
3	Operational and ethnical practices 營運及道德慣例	(M)
4	Policies made and measures taken by the Company 本公司實行的政策及措施	
5	Environmental impact on society and CSR activities 環境方面對社會的影響及社會責任	
6	Investment in the Community 社區投資	(M)

### Banks and Financial Institutions/Creditors

銀行及金融機構/債權人

1	Profitability 盈利	(M)
2	Financial Management 財政管理	(M)
3	Ability to repay loans and interests 償還貸款及利息的能力	(M)
4	Compliance with laws and regulations 遵守法律和法規	
5	Credibility 信用能力	(M)
6	Financial position 財政狀況	(M)
7	Stock price performance 股價表現	(M)

As our commitment to continuous improvement of our overall ESG Report performance, we will make sure the effectiveness of the communication channels with our stakeholders and give due considerations to the feedback received from all categories of stakeholders.

作為我們持續改進環境、社會及管治報告整體表現的承諾，我們將確保與持份者溝通渠道的有效性，並對所有類別的持份者的反饋給予應有的考慮。








# STAKEHOLDERS' ENGAGEMENT AND MATERIALITY ASSESSMENT

## 持份者參與及重要性評估

The below table shows the level of materiality in respect of the KPIs listed in the ESG Reporting Guide (Appendix 27 of Listing Rules) and their impact within and outside our Group. The direction of the ESG Report will be determined by above analysis and the report will set out in greater details of the issues which are of great concern by the stakeholders.

下表顯示根據環境、社會及管治指引(上市規則附錄二十七)所列出的關鍵績效指標對我們業務屬重要之事宜以及其對本集團內外所產生之影響。本環境、社會及管治報告的領域通過上述分析決定，報告將對持份者最為關注的議題作出更詳細的闡述。

Topics/KPIs	Level of Materiality	Impact within the Group	Impact outside the Group
議題／關鍵績效指標	重要性程度	對本集團內的影響	對本集團外的影響
<b>Environmental</b>			
<b>環境</b>			
1 Air pollutants emission 廢氣排放	Low 低		
2 Greenhouse gas emission 溫室氣體排放	Low 低		
3 Hazardous waste 有害廢物	High 高		
4 Non-hazardous waste 無害廢物	Low 低		
5 Energy consumption 能源消耗	High 高		
6 Water consumption 用水	High 高		
7 Packaging consumption 包裝耗材	Medium 中		
8 Other impacts on environment 其他對環境的影響	Medium 中		
<b>Social</b>			
<b>社會</b>			
9 Employment 僱傭	Medium 中		
10 Occupational health and safety 職業健康及安全	High 高		
11 Vocational training 職業培訓	Low 低		
12 Child labour 童工	Low 低		
13 Forced labour 強制勞工	Low 低		
<b>Operating practices</b>			
<b>營運慣例</b>			
14 Supply chain management 供應鏈管理	High 高		
15 Product safety 產品安全	Medium 中		
16 Customer satisfaction 客戶滿意度	High 高		
17 Intellectual property issues 知識產權	Low 低		
18 Quality of products 產品質量	High 高		
19 Data protection and privacy 資料保護和私隱	Low 低		
20 Anti-corruption practices 反貪污	Low 低		
21 Whistleblowing procedures 舉報程序	Low 低		
<b>Community</b>			
<b>社區</b>			
22 Community investment 社區投資	Low 低		

# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

### ENVIRONMENT

The Group is fully conscious of the environmental impacts that may arise from its operations. In view of the recent occurrences of extreme weather surrounding climate change and water also being a precious resource, the Group is fully aware of its duties as a responsible corporate in protecting the environment by reducing its overall greenhouse gas emission and improve its water conservation efforts and energy efficiency.

Hence, the Group is committed to protect environment proactively and comply with relevant environmental laws, rules and regulations in Hong Kong and the People's Republic of China ("PRC") in which it operates its businesses. We have implemented proper measures to reduce wastes and greenhouse gas ("GHG") emissions while maintaining and providing safe and high quality products and services to our customers. In order to mitigate wastes, and use energy and resources more wisely, we have adopted principles to reduce, reuse and recycle in our plants and offices in Hong Kong and the Mainland. Employees have been nurtured and encouraged to have energy conservation and environmental protection consciousness.

In 2018, through regular monitoring and active management, we respond to environmental risks and changes in the external environment in a prompt manner. We also strengthen our 5S Management, which are known as "sort", "systemize", "standardize", "self-discipline" and "shine" in both manufacturing plants in order to make the production lines more green and more environmentally friendly. We continue to devote our efforts in environmental protection by implementing policies and measures discussed hereunder, so that our businesses and the communities in which we operate can be benefited.

### 環境

本集團深明業務營運難免會對環境造成影響。有鑑於最近出現因氣候變化引致的極端天氣，而水也為珍貴的資源，本集團充份地意識到其作為一個負責任的企業，應背負上減少其整體溫室氣體排放，加強節水並高效節能的責任。

因此，本集團承諾會主動地保護環境，及遵守香港及中華人民共和國（「中國」）其經營業務之所在地的相關環保法律、規則及規定。我們已採取適當措施減少廢物和溫室氣體（「溫室氣體」）排放，同時保持和提供安全及高質素的產品和服務予我們的客戶。為了減少廢物和明智地使用能源和資源，我們在香港及國內的廠房及辦公室均採取減少、重用和回收原則，以及培養和鼓勵僱員擁有節能和環保意識。

於二零一八年，透過定期監控和積極管理，我們迅速應對環境風險和外部環境變化。我們於兩個生產廠房中還加強了5S管理，分別為「整理」、「整頓」、「清掃」、「清潔」及「素養」，使生產線更走進綠色和更環保。我們繼續致力於環保並推行下述的政策和措施，使我們的業務及營運的社區從中得益。

# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

We have adopted various policies, procedures and measures which would be updated and revised from time to time to reduce GHG emissions, wastes generated, energy consumption in our plants and offices in Hong Kong and the Mainland as shown below:

我們已採納以下多項政策、程序和措施，並將不時更新和修訂，以減少我們在香港及國內的廠房及辦公室的溫室氣體排放、廢物產生和能源消耗：

<b>GHG Emissions</b> 溫室氣體排放	<b>Wastes Generated</b> 廢物產生	<b>Energy Consumption</b> 能源消耗
<ul style="list-style-type: none"> <li>• Procedures of handling excess emissions and measures on reduction of emissions 排放物超標處理程序及減少排放物措施</li> <li>• Regulations on the management, prevention and control of waste gas pollution 廢氣污染防治管理規定</li> <li>• Regulations on the management of waste gas 廢氣管理規定</li> </ul>	<ul style="list-style-type: none"> <li>• Management on the handling of hazardous waste system 有害廢物管理制度</li> <li>• Regulations and methods on the waste treatment 廢物處置管理方法和規定</li> <li>• Regulations on hazardous chemicals management 危險化學品管理規定</li> <li>• Regulations on waste management 廢物管理規定</li> <li>• Risk identification, assessment and control procedures 風險識別、評估與控制措施程序</li> <li>• Regulations on the management of waste water 廢水管理規定</li> </ul>	<ul style="list-style-type: none"> <li>• Measures on effective energy conservation 有效節能措施</li> <li>• Guidelines on resources conservation in offices and environmental protection 辦公室節約資源和環境保護指引</li> <li>• Regulations on energy saving management 節能管理規定</li> <li>• Regulations on usage of office resources 辦公室資源使用規定</li> <li>• Regulations on management of energy saving and consumption reduction 節能降耗管理規定</li> </ul>

# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION 我們保護環境的責任

## Environment Management System Authentication

The latest certificate, ISO14001:2015 Environment Management System Certificate was obtained by Jiaying Eastern Steel Cord Co., Ltd. (“JESC”) and Tengzhou Eastern Steel Cord Co., Ltd. (“TESC”) in years 2017 and 2019 respectively. The systems have been operating effectively and reviewed annually by respective WIT Assessment Company Limited and Shanghai NQA Certification Co. Ltd..

## EMISSIONS

The Group strictly monitors and controls the generation of wastes, sewage discharges and GHG emissions during the production process, and ensures all the emissions and discharges are within environmental quality standards as set out by the local government of the place where our businesses operate to mitigate negative impacts on the environment. These laws, ordinances and regulations include the Environmental Protection Law of the PRC (《中國環境保護法》), the Environmental Protection Tax Law of the PRC (《環境保護稅法》), the Water Pollution Prevention and Control Law of the PRC (《中國水污染防治法》), the Prevention and Control of Atmospheric Pollution of the PRC (《中國大氣污染防治法》), the Waste Disposal Ordinance (Chapter 354 of the Laws of Hong Kong), and the Product Eco-responsibility Ordinance (Chapter 603 of the Laws of Hong Kong) etc.

## 環境管理體系認證

嘉興東方鋼簾線有限公司(「嘉興東方」)及滕州東方鋼簾線有限公司(「滕州東方」)分別於二零一七年及二零一九年取得最新ISO14001:2015環境管理體系認證證書。該系統一直保持有效運作，並每年分別由萬泰認證有限公司和上海恩可埃認證有限公司進行審核。

## 排放物

本集團嚴格監控及控制生產過程中產生的廢物、廢水排出和溫室氣體排放，為減輕對環境的負面影響，我們確保所有產生的排放物均在我們經營業務所在地的當地政府規定的環境質量標準內。該等法律、條例及規定包括：《中國環境保護法》、《環境保護稅法》、《中國水污染防治法》、《中國大氣污染防治法》、廢物處置條例(香港法例第354章)及產品環保責任條例(香港法例第603章)等。



# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

### GHG Emissions and Other Pollutants Emission

The Group is committed to reducing air, GHG and other pollutants' emissions in all our areas of operation as far as practicable. We have implemented and improved the aforesaid policies and measures since inception and from time to time to suit the need of environmental protection law requirement. To reduce GHG and other pollutants, we have adopted measures for example, selling products with minimal packaging, using less heat and air-conditioning in our manufacturing plants of the steel cord and copper and brass products segments etc.. However, the total amount of air pollutants of the three segments increased by 2.96% when compared to that of 2017 attributable to the more frequent use of light goods vehicle of steel cord segment (whose emission factor adopted is far greater than the others) in year 2018. Details of the data of air emissions is set out under the headings "Air Emissions" and "GHG Emissions". We continue to appoint environmental technicians in the steel cord segment to monitor all emissions from the plants and report to their managers/supervisors immediately if the emission amount exceeds the standards required under the relevant environmental laws and regulations.

### Sewage Discharge Management

Same as 2017, to ensure the release of sewage to the sewer complies with the standards under the Environmental Quality Standard for Surface Water (《地表水環境品質標準》) and Wastewater Quality Standards for Discharge to Municipal Sewers (《污水排入城鎮下水道水質標準》) of the PRC, both plants have set up sewage treatment stations to collect and dispose of domestic sewage and industrial sewage. Besides, they have also set up condensate receivers to collect and reuse water after steam cooling from steam condensate return systems in the production lines. They monitor the pH value and Chemical Oxygen Demand (COD), and detect heavy metals ions of industrial sewage in the sewer daily at regular intervals and from time to time respectively. Immediate actions will be taken to stop the discharge of industrial sewage if emissions are discovered to be excessive, and perform exhaustive inspection to ensure all emissions are in compliance with the standard requirements as set out by the PRC environmental regulatory authority. During the years ended 31 December 2018 and 2017, the pH value, COD and heavy metals ions of industrial sewage were lower than the stipulated standards.

### 溫室氣體排放及其他污染物排放

本集團致力於盡可能減少於所有營運範圍內的廢氣排放、溫室氣體排放和其他污染物排放。我們自成立以來已實施及不時完善前述的政策和措施，以符合環保法律要求的規定。為了減少溫室氣體和其他污染物，我們採取措施例如：在鋼簾線和銅及黃銅材料分部的生產廠房用最小量包裝物銷售產品、減少使用暖氣和空調等。但由於在二零一八年鋼簾線分部使用了輕型貨車，而其所採用的排放系數遠遠大於其他排放系數，因此於二零一八年的三個分部空氣污染物總排放量對比二零一七年上升2.96%。廢氣排放數據的詳情載於以下「廢氣排放」及「溫室氣體排放」標題內。我們繼續在鋼簾線分部委任環境技術人員監測廠房所有排放，如排放量超出有關環保法律和規定所定下的標準，會立即向其經理／主管報告。

### 污水排放管理

與二零一七年相同，為確保污水按照中國《地表水環境品質標準》及《污水排入城鎮下水道水質標準》的規定標準在排放口排出，兩廠均有設置污水處理站收集和處理生活污水和工業污水。除此以外，他們亦在生產線上設置冷凝水接收器以收集及重用經蒸氣冷凝水回收系統所收集的蒸氣冷卻後的水。他們分別每天定期監測在排放口排出工業污水的酸鹼值及化學需氧量，並不時檢測重金屬離子。如發現超出標準，會即時採取行動停止排出工業污水，並進行徹底檢查，以確保所有排放物符合中國環境監管機構的標準規定。截至二零一八年及二零一七年十二月三十一日止年度，工業污水的酸鹼值、化學需氧量及重金屬離子均低於規定的標準。

# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION 我們保護環境的責任

## Waste Management

A hazardous waste treatment system and waste treatment procedures have been established which formulated provisions for collection, storage, and disposal of hazardous wastes generated in production lines. Qualified disposal enterprises in accordance with the Measures for Hazardous Waste Operation Administration (《危險廢物經營授權管理辦法》) and the Environmental Pollution by Solid Wastes of Prevention and Control Law of the PRC (《中國固體廢物污染環境防治法》) have been engaged to dispose of hazardous wastes properly. Most of the non-hazardous wastes, including kitchen wastes, were disposed of by engaging recycling enterprises for recycling and reusing or by using other legitimate measures. In 2018, in order to strengthen the environmental awareness of the employees, JESC established an environmental protection team to manage the classification of hazardous waste, general solid waste, and domestic garbage generated from the operation of the production, the results are obvious. JESC has also built a new hazardous waste warehouse in the same year to better manage and control the amount of the wastes generated. JESC has tested and installed a new emulsion condensed evaporator to condense the density of lubricant which in turn reduces the amount of lubricant. In 2018, the amount of lubricant produced in JESC has decreased significantly by approximately 49%. However, the amount of lubricant produced in TESC has increased significantly by approximately 42% in 2018. The main reason is that in 2018, TESC carried out large-scale disposal of lubricants. Further details in respect of the disposal of hazardous and non-hazardous wastes are illustrated in the section of “Hazardous and Non-hazardous Wastes” of the ESG report.

The emissions information of three segments for the years ended 31 December 2018 and 2017 is as follows:

## 廢物管理

一套有害廢物處理系統和廢物處理程序已建立，制定了生產線上收集、儲存和處置有害廢物的規定。根據《危險廢物經營授權管理辦法》及《中國固體廢物污染環境防治法》，我們已聘用合資格的處置企業妥善處置有害廢物。而大部份非有害廢物，包括廚餘，則已交由回收企業進行回收和循環再用或採取合法的途徑處理。為加強僱員的環保意識，嘉興東方於二零一八年成立了環保工作組，負責對生產營運產生的危險廢物固體廢物、生活垃圾等進行分類管理，成績有目共睹。嘉興東方還於同年建立了一個新的危險廢物倉庫，以更好地管理和控制產生的廢物量。嘉興東方於二零一七年測試及安裝了新型乳化濃縮蒸發器，以濃縮潤滑劑密度，從而減少潤滑劑的數量，因此，二零一八年嘉興東方的廢潤滑劑數量大幅減少了大約49%。惟二零一八年滕州東方的廢潤滑劑數量增加了大約42%，主要原因是二零一八年滕州東方進行大規模處理廢潤滑劑。有關處置有害及非有害廢物的進一步詳情請見本環境、社會及管治報告的「**有害及非有害廢物**」章節內。

截至二零一八年及二零一七年十二月三十一日止年度，三個分部的排放物資料如下：

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## Air Emissions

Gaseous fuel consumption in the production lines and emission from motor vehicles and corporate fleet will emit air pollutants. In general, the key air pollutants include nitrogen oxides (NO<sub>x</sub>), sulphur oxides (SO<sub>x</sub>) and the respiratory suspended particles (RSP) (which is also known as particulate matter (PM)). The respective data of air emissions<sup>(1)</sup> of the three segments for the years ended 31 December 2018 and 2017 is as follows:

		Steel Cord Segment		Copper and Brass		Offices		Total	
		鋼索線分部		銅及黃銅材料分部		辦公室		合計	
		2018	2017	2018	2017	2018	2017	2018	2017
Nitrogen oxides (NO <sub>x</sub> ) (kg)	氮氧化物(千克)	16.29	12.31	4.43	6.29	5.35	6.77	26.06	25.37
Sulphur oxides (Sulphur dioxide) (SO <sub>x</sub> ) (kg)	硫氧化物(二氧化硫)(千克)	0.36	0.29	0.08	0.12	0.12	0.16	0.56	0.57
Respiratory suspended particles (RSP) (kg)	懸浮顆粒(千克)	1.24	0.92	0.25	0.34	0.39	0.50	1.89	1.76
Total air pollutants (kg)	空氣污染物總量(千克)	17.89	13.52	4.75	6.74	5.87	7.42	28.51	27.69
Total air pollutants per thousand tonnes of production volume (kg/’000 tonnes)	每千噸產量的空氣污染物總量(千克/千噸)	0.09	0.08	0.69	0.98	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用
Total air pollutants per gross floor area (kg/m <sup>2</sup> )	每平方米的空氣污染物總量(千克/平方米)	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用	0.006	0.005	N/A 不適用	N/A 不適用

## 廢氣排放

生產線中氣體燃料消耗及汽車和公司車隊排放會產生空氣污染物。一般來說，主要的空氣污染物包括氮氧化物(NO<sub>x</sub>)，二氧化硫(SO<sub>x</sub>)和懸浮顆粒(RSP)(亦稱為顆粒物(PM))。截至二零一八年及二零一七年十二月三十一日止年度，三個分部的廢氣排放<sup>(1)</sup>相關數據如下：

- |   |  |
|---|--|
| <p>1. The air emissions data is presented in NO<sub>x</sub>, SO<sub>x</sub> and RSP equivalent and the emissions factors are based on the IPCC and the Hong Kong Business Coalition on the Environment, the EPD Vehicle Emission Calculation model, the discharge coefficient of pollutant from domestic source and the user manual published by the South China Institute of Environmental Sciences, under the Ministry of Environment Protection and the Huaian Environmental Protection Bureau in the PRC.</p> <p>2. Total air pollutants increased by 2.96% when compared with that of 2017. The reason of the increase is illustrated under the heading “GHG Emissions and Other Pollutants Emission”.</p> <p>3. Due to the relocation of the offices in 2018, the gross floor area of the offices decreased by approximately 32.92%. Notwithstanding the total air pollutants of the offices in 2018 has decreased by approximately 21% when compared to that of 2017, the total air pollutants per gross floor area is slightly higher than that of previous year.</p> <p>4. Due to the cessation of operation of copper and brass products segment in September 2018, there is no data or information available for measurement afterwards. The ESG data in relation to copper and brass products segment would be significantly different and minimized.</p> | <p>1. 廢氣排放數據乃按氮氧化物(NO<sub>x</sub>)、二氧化硫(SO<sub>x</sub>)和懸浮顆粒(RSP)當量呈列，該等排放系數乃按照政府間氣候變化專門委員會、環保署汽車排放計算模型、環境保護部華南環境科學研究所發表的生活源產排污系數及使用說明及中國淮安市環境保護局。</p> <p>2. 空氣污染物總量比二零一七年上升2.96%。上升之原因於上文標題「溫室氣體排放及其他污染物排放」中闡述。</p> <p>3. 由於在二零一八年辦公室曾進行搬遷，辦公室平方米面積下降了大約32.92%。儘管二零一八年辦公室的空氣污染物總量比二零一七年減少大約21%，惟每平方米的空氣污染物總量比去年的略高。</p> <p>4. 由於銅和黃銅材料分部於二零一八年九月起停止營運，因此二零一八年九月後沒有數據或資料可用於計算，上述數據將有顯著差異及減少。</p> |
|---|--|

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## GHG Emissions

GHG emissions come from all sorts of everyday activities, principally from water consumption, electricity consumption, combustion of fuel and gases, and driving. The increase in GHG emissions is one of the main reasons for the rise of the global temperature and occurrence of extreme weather and carbon dioxide is the major GHG emitted through human activities. We are committed to managing our GHG emissions by reducing flaring and improving the efficiency in use of energy and resources in our day-to-day operations.

The GHG emissions of the three segments for the years ended 31 December 2018 and 2017 are as follows:

## 溫室氣體排放

溫室氣體排放源自各種日常活動，主要來自於耗水、電力消耗、燃燒燃料和氣體以及駕駛。溫室氣體排放增加是地球溫度上升及極端氣候出現的主要原因之一，而二氧化碳是通過人類活動所排放的主要溫室氣體。我們致力在日常營運中減少燃燒及改善使用能源和資源的效益以管理我們溫室氣體的排放。

截至二零一八年及二零一七年十二月三十一日止年度，三個分部的溫室氣體排放如下：

		Steel Cord Segment 鋼索線分部		Copper and Brass Products Segment 銅及黃銅材料分部		Offices 辦公室		Total 合計	
		2018	2017	2018	2017	2018	2017	2018	2017
Direct emissions (tonne) (Scope 1)	直接排放(噸)(範圍一)								
Corporate fleet <sup>(5)</sup>	公司車隊 <sup>(5)</sup>	55.32	53.63	10.13	16.63	18.86	29.51	84.31	99.76
Liquefied petroleum gas	石油氣	N/A 不適用	N/A 不適用	2.69	4.11	N/A 不適用	N/A 不適用	2.69	4.11
Natural gas	天然氣	25,339.54	26,073.44	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用	25,339.54	26,073.44
Diesel	柴油	N/A 不適用	N/A 不適用	1.25	2.61	N/A 不適用	N/A 不適用	1.25	2.61
Total emissions (tonne) (Scope 1)	總排放量(噸)(範圍一)	25,394.86	26,127.07	14.07	23.34	18.86	29.51	25,427.79	26,179.92
Indirect energy emissions (tonne) (Scope 2)	間接能源排放(噸)(範圍二)								
Electricity	電力	209,046.30	255,088.12	58.82	120.89	44.66	40.31	209,149.50	255,249.32
Other indirect emissions (tonne) (Scope 3)	間接排放(噸)(範圍三)								
Business travel <sup>(4)</sup>	公幹 <sup>(4)</sup>	26.22	33.62	0.73	0.75	38.02	28.41	64.97	62.78
Paper consumption	耗紙量	36.59	32.70	1.66	3.52	2.97	3.84	41.22	40.07
Water consumption	耗水量	843.31	876.60	2.17	3.71	0.02	0.01	845.50	880.32
Total emissions (tonne) (Scope 3)	總排放量(噸)(範圍三)	906.12	942.92	4.56	7.99	41.01	32.26	951.69	983.17
Total emissions (tonne) (Scopes 1, 2 and 3)	總排放量(噸)(範圍一、二及三)	235,347.28	282,158.11	77.45	152.22	104.25	102.08	235,528.98	282,412.41
Total emissions per thousand tonnes of production volume (tonne/000 tonnes)	每千噸產量的總排放量(噸/千噸)	1,230.02	1,617.46	11.25	22.10	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用
Total emissions per gross floor area (tonne/m <sup>2</sup> )	每平方米的總排放量(噸/平方米)	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用	0.07	0.10	N/A 不適用	N/A 不適用

1. Due to the operation needs of the steel cord segment, GHG emissions mainly come from the combustion of natural gas and electricity consumption.
2. Due to the operation needs of the copper and brass products segment, GHG emissions mainly come from the consumption of electricity.

1. 基於鋼索線分部的營運需要，溫室氣體排放主要源自燃燒天然氣及電力消耗。
2. 基於銅及黃銅材料分部的營運需要，溫室氣體排放主要源自電力消耗。



# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

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- GHG emissions factors are calculated based on the Report on GHG Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) issued by the EPD and the EMSD, Guide to Low Carbon Office issued by the EPD, Legislative Council Complex Greenhouse Gas Accounting Report for the period from 1 April 2017 to 31 March 2018 issued by CCA, China's Regional Power Grid Baseline of 2017 (using the average of the operation margin and build margin) published by the Clean Development Mechanism in China and 2006 IPCC Guidelines for National GHG Inventories from the IPCC.
- Emissions from business travel by air are measured as they account for a major and large part of emissions from business transportation. We use the emission factors quoted from the International Civil Aviation Organization and CCA's Carbon Emissions Calculators to calculate the amount of emissions.
- Emissions from corporate fleet only include the transportation of employees as we do not have our own corporate fleet to transport/deliver our products to customers in steel cord segment, and due to the cessation of operation of copper and brass products segment in September 2018, there is no data or information available afterwards for measurement.
- In 2018, we used a unit of MWh rather than KWh in the Mainland indirect energy consumption times an emission factor which we considered to be more appropriate and reliable, for calculating the indirect energy emission in steel cord segment and copper and brass products segment (the Mainland portion). The said figures for 2017 have been restated to reflect the new measurement.
- Paper consumption only includes A4 papers which are commonly used for printing corporate documents/communication in the ordinary course of business of the respective segment.
- In 2018, we used a new emission factor (we obtained recently) from Intergovernmental Panel on Climate Change (the emission factors adopted by most of the market practitioners) which we considered to be in general more appropriate and reliable than the one used in 2017, for calculating the amount of indirect emission from water consumption in steel cord segment, copper and brass products segment and the offices. The said figures for 2017 have been restated to reflect the new emission factor.
- 溫室氣體排放系數乃根據機電工程署及環保署刊發的《香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的核算和報告指引》、環保署刊發的《低碳辦公室》、低碳亞洲刊發的二零一七年四月一日至二零一八年三月三十一日期間的立法會綜合大樓溫室氣體會計報告、中國清潔發展機制網發展發表二零一七年中國區域電網基準線排放因數(採用電量邊際排放因子和容量邊際排放因子之平均)及政府間氣候變化專門委員會發出的《二零零六年政府間氣候變化專門委員會國家溫室氣體清單指南》規定計算。
- 由於航空旅程的排放量佔公幹排放量的主要及大部分，故公幹的排放量只計算航空旅程。我們使用排放量系數乃根據國際民航組織及低碳亞洲碳排放計算器計算排放量。
- 由於我們沒有自己的車隊向鋼簾線分部的客戶運輸／運送產品，故此公司車隊的排放量計算只包括接載僱員。而由於銅及黃銅材料分部於二零一八年九月起停止營運，因此二零一八年九月後沒有數據或資料可用於計算。
- 於二零一八年，我們計算國內間接能源耗量採用之單位為兆瓦，而非瓦，再乘以一個我們認為較為合適及可信的排放系數，來計算由鋼簾線分部及銅及黃銅材料分部(國內部分)的間接能源排放量。上述二零一七年的數據已重列，以反映新的計算。
- 紙張消耗只包括各分部在日常業務中通常用於打印公司文件／通訊的A4紙張。
- 於二零一八年，我們用了一個我們最近才獲得而一般而言認為比二零一七年使用的較為合適及可信及由政府間氣候變化專門委員會提供(大部分市場從業者採用的排放系數)的新排放系數，來計算由鋼簾線分部、銅及黃銅材料分部及辦公室的耗水量產生的間接排放總量。上述二零一七年的數據已重列，以反映新的排放系數。



# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

### Hazardous and Non-hazardous Wastes

Other hazardous and non-hazardous wastes (apart from air pollutants and GHG emissions), discharged of by the three segments for the years ended 31 December 2018 and 2017 are as follows:

#### Steel Cord Segment

##### 鋼簾線分部

### 有害及非有害廢物

截至二零一八年及二零一七年十二月三十一日止年度，三個分部產生的其他有害及非有害廢物(除空氣污染物和溫室氣體排放)如下：

Types of hazardous wastes (tonne)	有害廢物類型(噸)	2018	2017
Solid wastes	固體廢物		
Sludge from sewage treatment station	污水站污泥	1,434.79	2,491.25
Sludge from lubricating station	潤滑站污泥	157.60	111.76
Total solid wastes	固體廢物總數量	1,592.39	2,603.01
Total solid wastes per thousand tonnes of production volume (tonne/'000 tonnes)	每千噸的固體廢物總數量(噸/千噸)	8.32	14.92
Liquid wastes	液體廢物		
Lubricant	廢潤滑液	5,970.22	4,450.34
Used acid	廢酸	13,517.80	16,994.97
Total liquid wastes	液體廢物總數量	19,488.02	21,445.31
Total liquid wastes per thousand tonnes of production volume (tonne/'000 tonnes)	每千噸產量的液體廢物總數量(噸/千噸)	101.85	122.93
Sewage <sup>(2)</sup>	污水 <sup>(2)</sup>		
Domestic and industrial sewage	生活及工業污水	570,610.04	629,412.65
Total sewage per thousand tonnes of production volume (tonne/'000 tonnes)	每千噸產量的污水總量(噸/千噸)	2,982.23	3,608.07

- In accordance with the List of National Hazardous Wastes formulated by the Environmental Pollution by Solid Wastes of Prevention and Control Law of the PRC (《中國固體廢物污染環境防治法》), all the captioned wastes we have recorded are defined as hazardous wastes.
- Sewage was discharged of from the business units of the PRC and consumption data was based on the amount of sewage discharged.
- Since TESC (one of components of the steel cord segment) has outsourced the disposal of used acids to a third party since 2017, used acids are no longer handled by the company's sewage treatment station and disposed of separately. The amount of sludge from sewage treatment station continued to decrease significantly by approximately 42.41% when compared to that of previous year.
- There is an enhancement of the equipment to handle the emission of lubricant since 2017, greater amount of lubricant could be digged out for disposal once every month, therefore the amount of lubricant in 2018 increased by approximately 34.15% when compared to that of previous year.

- 根據《中國固體廢物污染環境防治法》制定的「國家危險廢物名錄」規定，上述所有(我們有記錄的)廢物被定義為有害廢物。
- 從中國的業務單位排放的污水，數據基於污水排放量計算。
- 由於滕州東方(鋼簾線分部其中一個部份)自二零一七年外判第三方直接處置廢酸，廢酸不再由公司污水站處理及已獨立地處置。污水站污泥總量繼續比去年顯著減少約42.41%。
- 自二零一七年改進了處理廢潤滑液排放的設備，較多數量的潤滑液可以於每月掘出處理，所以於二零一八年廢潤滑液數量比去年上升約34.15%。

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### Steel Cord Segment (continued)

鋼簾線分部(續)

Types of non-hazardous wastes	非有害廢物類型	2018	2017
<b>Industrial wastes (tonne)</b>	<b>工業廢物(噸)</b>		
Scrapped wires, used packaging metals and steel wire rod ties	廢絲、打包鐵皮和盤條紮帶	<b>6,369.39</b>	6,879.62
Oxidised surface of steel wire rod	廢氧化皮	<b>737.51</b>	688.38
Total industrial wastes	工業廢物總數量	<b>7,106.90</b>	7,568.00
Total industrial wastes per thousand tonnes of production volume (tonne/'000 tonnes)	每千噸產量的工業廢料總數量(噸/千噸)	<b>37.14</b>	43.38
<b>Metallic wastes (unit)</b>	<b>金屬廢物(隻)</b>		
Scrapped spools	廢工字輪	<b>190,175.00</b>	15,873.00
Total metallic wastes per thousand tonnes of production volume (unit/'000 tonnes)	每千噸產量的金屬廢物總數量(隻/千噸)	<b>993.93</b>	90.99
<b>Packaging wastes</b>	<b>包裝物廢物</b>		
Scrapped plastic separators (piece)	廢隔板(張)	<b>960.00</b>	666.65
Total scrapped plastic separators per thousand tonnes of production volume (piece/'000 tonnes)	每千噸產量的廢隔板總數量(張/千噸)	<b>5.02</b>	3.82
Scrapped plastic bags (tonne)	廢塑膠袋(噸)	<b>7.60</b>	8.63
Used packaging plastic ties (tonne)	用過的塑膠打包帶(噸)	<b>2.95</b>	1.84
Used packaging plastic bags for steel wire rod (tonne)	用過的盤條包裝袋(噸)	<b>193.40</b>	183.10
Total scrapped plastic bags, used packaging plastic ties and used packaging plastic bag for steel wire rod	廢塑膠袋、用過的塑膠打包帶及用過的盤條包裝袋總數量	<b>203.95</b>	193.57
Total scrapped plastic bags, used packaging plastic ties and used packaging plastic bag for steel wire rod per thousand tonnes of production volume (tonne/'000 tonnes)	每千噸產量的廢塑膠袋、塑膠打包帶及用過的盤條包裝袋總數量(噸/千噸)	<b>1.07</b>	1.11
<b>Other wastes (tonne)</b>	<b>其他廢物(噸)</b>		
Used sacks	用過的麻袋片	<b>77.66</b>	70.55
Total used sacks per thousand tonnes of production volume (tonne/'000 tonnes)	每千噸產量的用過的麻袋片總數量(噸/千噸)	<b>0.41</b>	0.40
Used powdered lubricant	廢潤滑粉	<b>142.25</b>	182.77
Total used powdered lubricant per thousand tonnes of production volume (tonne/'000 tonnes)	每千噸產量的廢潤滑粉總數量(噸/千噸)	<b>0.74</b>	1.05
Scrapped wooden brackets	廢木托	<b>305.18</b>	173.51
Total scrapped wooden brackets per thousand tonnes of production volume (tonne/'000 tonnes)	每千噸產量的廢木托總數量(噸/千噸)	<b>1.59</b>	0.99
Kitchen wastes	廚餘	<b>25.60</b>	-
Total kitchen wastes per thousand tonnes of production volume (tonne/'000 tonnes)	每千噸產量的廚餘總數量(噸/千噸)	<b>0.13</b>	-

# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

- |   |   |
|---|---|
| <p>1. The aforesaid wastes generated in production lines of the steel cord segment were disposed of properly by those qualified disposal enterprises to mitigate the impact on the environment and those wastes are not defined as hazardous wastes according to the List of National Hazardous Wastes. Those wastes could be properly disposed of and re-used.</p> | <p>1. 鋼簾線分部生產線上產生的以上廢物已交由合資格的處置企業妥善處理，以減少對環境的影響，而根據「國家危險廢物名錄」規定，該等廢物不被定義為有害廢物。該等廢物可妥善處理及重用。</p> |
| <p>2. The amount of scrapped spools in 2018 has increased by approximately 11 times as compared to that of 2017, this is mainly attributable to the large-scale disposal of scrapped spools in warehouse of TESC (which has been operated over 10 years) in 2018.</p>   | <p>2. 二零一八年的廢工字輪數量比二零一七年增加了大約11倍，主要原因是二零一八年滕州東方（已營運超過十年）大規模處理在倉庫的廢工字輪。</p>                      |
| <p>3. In 2018, kitchen wastes from JESC has been properly separated and disposed of and we can start to measure the amount of the kitchen waste from JESC since 2018, while there is no such data for TESC measurement.</p>   | <p>3. 於二零一八年，嘉興東方的廚餘已妥善分離和處理，我們並由二零一八年起可以開始計算嘉興東方的廚餘數量，惟滕州東方沒有此數據計量。</p>                        |

### Copper and Brass Products Segment

#### 銅及黃銅材料分部

Types of non-hazardous wastes (kg)	非有害廢物類型(公斤)	2018	2017
<b>Packaging wastes</b>	<b>包裝物廢物</b>		
Used wrapping papers	用過的包裝紙	<b>967.96</b>	2,221.44
Total used wrapping papers per thousand tonnes of production volume (kg/'000 tonnes)	每千噸產量的用過的包裝紙總數量(公斤/千噸)	<b>369.75</b>	322.56
Used metallic and plastic packaging ties	用過的打包鐵帶和打包膠帶	<b>437.34</b>	1,266.04
Total used metallic and plastic packaging ties per thousand tonnes of production volume (kg/'000 tonnes)	每千噸產量的用過的打包鐵帶和膠帶總數量(公斤/千噸)	<b>167.06</b>	183.83
Used plastic films	用過的膠膜	<b>483.97</b>	1,148.11
Total used plastic films per thousand tonnes of production volume (kg/'000 tonnes)	每千噸產量的用過的膠膜總數量(公斤/千噸)	<b>184.87</b>	166.71
Used paper cores	廢紙芯	<b>6,796.13</b>	16,255.05
Total used paper cores per thousand tonnes of production volume (kg/'000 tonnes)	每千噸產量的廢紙芯總數量(公斤/千噸)	<b>2,596.04</b>	2,360.26
Scrapped wood pallets	廢木托盤	<b>5,807.73</b>	18,137.00
Total scrapped wood pallets per thousand tonnes of production volume (kg/'000 tonnes)	每千噸產量的廢木托盤總數量(公斤/千噸)	<b>2,218.48</b>	2,634
<b>Paper wastes</b>	<b>廢紙</b>	<b>39.58</b>	70.49
Total paper wastes per thousand tonnes of production volume (kg/'000 tonnes)	每千噸產量的廢紙總數量(公斤/千噸)	<b>15.12</b>	10.24

- |   |  |
|---|--|
| <p>1. The aforesaid wastes generated in production lines of the copper and brass products segment are not defined as hazardous wastes according to the List of National Hazardous Wastes. Because of the cessation of operation of copper and brass products segment in September 2018, there is no data or information available for measurement afterwards.</p> | <p>1. 根據「國家危險廢物名錄」規定，銅及黃銅材料分部的生產線上產生的上述廢物不被定義為有害廢物。而由於銅和黃銅材料分部於二零一八年九月起停止營運，因此這之後沒有數據或資料可用於計算。</p> |
|---|--|

# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

### Offices

#### 辦公室

Types of non-hazardous wastes	非有害廢物類型	2018	2017
Paper wastes collected for recycling (kg)	回收廢紙(公斤)	132.0	273.5

1. In 2018 and 2017, the Offices did not produce any hazardous wastes.
2. Paper wastes collected for recycling commenced from the third quarter of 2016. Paper consumption in offices decreased in 2018 when compared with that of 2017.

1. 於二零一八年及二零一七年，辦公室沒有產生任何有害廢物。
2. 自二零一六年第三季開始回收廢紙。於二零一八年辦公室紙張消耗比二零一七年減少。

### Measures have been Taken to Mitigate Emissions and Results Achieved

We have implemented a number of energy saving measures such as using energy efficient equipment, reusing water produced by the condensation of steam in production lines and reducing electricity, water and paper consumption in Offices to mitigate emissions, and remarkable results have been achieved in the Offices. In 2018, we place great emphasis on the promotion of the concept of environmental protection by participating in the “Green Office Awards Labelling Scheme” (“GOALS”) and “Eco-Healthy Workplace Awards Labelling Scheme” (“Eco-Healthy Workplace”) organized by the World Green Organisation (“WGO”) to increase the awareness on physical and mental health of employees on workplace and be able to identify and apply reduction opportunities, ranging from energy, water and paper consumption to carbon at the office to assess and improve the environmental footprint. To show our continual support on the promotion of green office, we continue to participate in GOALS and Eco-Healthy Workplace in 2019. The idea of green office has become the mindset of our colleagues in our subsidiaries in Mainland, they are now accustomed to switch off the light when they leave their workplace and sticking labels beside the light switch is just a reminder to strengthen employees’ awareness on the importance of electricity saving. In 2018, the total electricity consumption decreased despite of the growth of production volume of steel cord segment. We will continue to spare no effort in strengthening and improving the current measures and policies in mitigating emissions. The effectiveness of the measures will be reviewed periodically in order to seek continuous improvement in the efficient use of energy and resources.

### 已採取減少排放的措施和取得的成果

我們已實施一系列的節能措施，例如在生產線上使用節能設備、重用蒸汽冷凝水及在辦公室減少用電、水和紙張消耗，以減少排放，並在辦公室取得了顯著成果。於二零一八年，為了加強推廣環境保護的概念，本公司參與了由世界綠色組織(WGO)舉辦的「綠色辦公室獎勵計劃」(「綠色辦公室」)和「健康工作間獎勵計劃」(「健康工作間」)，從而提高僱員在工作間對身體和精神健康的認知，並於辦公室內找出及採取措施從能源、水、紙張和碳減少資源消耗，以評估和改善環境足跡。為了展示我們對推動綠色辦公室的持續支持，於二零一八年，我們將繼續參與「綠色辦公室」及「健康工作間」。「綠色辦公室」的理念更已植根於我們內地附屬公司同事的思維中，他們現在已習慣當離開辦公室時關掉燈光，在電燈開關旁邊貼上節約用電標籤只是一個輕輕的提示，去喚醒僱員對節約用電的重要性。儘管鋼索線分部產量增長，二零一八年總耗電量卻下跌，而我們將不遺餘力地繼續加強和改善現行的措施和政策以減少排放，亦將定期審查該等措施的有效性，使能源和資源能更有效地使用。



# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

### Disposal and Reduction Initiatives of Hazardous and Non-hazardous Wastes, and Results Achieved

The Group has entered into contracts in respect of the disposal of the sludge from sewage station and lubricating station, used acid and lubricant between qualified disposal enterprises. These hazardous wastes generated in production lines of the steel cord segment were disposed of properly by those qualified disposal enterprises in accordance to the Standard for Pollution Control on Hazardous Wastes Storage (《危險廢物貯存污染控制標準》) regulated in the PRC. In 2018, kitchen wastes from JESC has been properly separated and disposed of and we can start to measure the amount of the kitchen wastes, from JESC since 2018, while there is no such data for TESC measurement. Used wrapping papers, metallic and plastic packaging ties, plastic films, paper cores and scrapped wood pallets incurred in production lines of the copper and brass products segment had also been disposed of properly by those qualified disposal enterprises if possible. In the past, paper wastes were disposed of to landfill, but we (Hong Kong Office) have arranged the disposal of paper waste to recycling enterprises for recycling or reuse since the third quarter of 2016.

### USE OF RESOURCES

The Group has adopted a specific and efficient policy in the use of resources in the production lines and spares no effort in nurturing and encouraging employees to have practices for energy and resources conservation. The Group has also implemented various measures to reduce the use of papers, and water and electricity consumption in production lines and Offices. To monitor the implementation of energy consumption measures, environmental technicians and/or the manager of human resources and administration department are responsible for monitoring the use of energy and resources in the production lines and offices. Details of the green measures are set out under the heading “**THE ENVIRONMENT AND NATURAL RESOURCES**” in the ESG Report.

### 處置及減少有害和非有害廢物的行動和取得的成果

本集團與合資格的處置企業訂立合約處置污水處理站及潤滑站污泥、廢酸及潤滑劑。根據中國《危險廢物貯存污染控制標準》的規定，鋼簾線分部的生產線上所產生的有害廢物，須交由合資格的處置企業妥善處理。於二零一八年，嘉興東方的廚餘已妥善分離和處理，我們並由二零一八年起可以開始計算嘉興東方廚餘數量，惟滕州東方沒有此數據計量。而銅及黃銅材料分部的生產線上已用的包裝紙、金屬和塑膠打包帶、膠膜、紙芯和廢木托盤亦已盡可能交由合資格的處置企業妥善處理。在過去，我們(香港辦公室)將產生的廢紙送至堆填區處置，但自二零一六年第三季開始已把廢紙交由回收企業回收或重用。

### 資源使用

本集團採納一套在生產線上特定和有效的資源使用政策，並致力培養和鼓勵僱員節約能源和資源的習慣。本集團亦在生產線及辦公室實施措施減少用紙和水以及電力的消耗。為監測實施能源消耗措施，環境監察人員及／或人力資源及行政部經理負責監察在生產線和辦公室的能源和資源使用。節能措施之詳情載列於本環境、社會及管治報告內標題為「**環境及天然資源**」內。





# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

### Direct and Indirect Energy Consumption

The respective direct and indirect energy consumption data of the three segments for the years ended 31 December 2018 and 2017 is as follows:

### 直接及間接能源耗量

截至二零一八年及二零一七年十二月三十一日止年度，三個分部的直接和間接能源消耗數據分別列示如下：

		Steel Cord Segment		Copper and Brass		Offices		Total	
		鋼索線分部		銅及黃銅材料分部		辦公室		合計	
		2018	2017	2018	2017	2018	2017	2018	2017
Direct energy consumption (MWh)	直接能源耗量 (百萬瓦時)								
Diesel <sup>(2)</sup>	柴油 <sup>(2)</sup>	N/A 不適用	N/A 不適用	5.08	11.09	N/A 不適用	N/A 不適用	5.08	11.09
Liquefied petroleum gas	石油氣	N/A 不適用	N/A 不適用	4.28	6.52	N/A 不適用	N/A 不適用	4.28	6.52
Natural gas <sup>(3)</sup>	天然氣 <sup>(3)</sup>	131,225.53	134,608.66	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用	131,225.53	134,608.66
Petrol	汽油	229.08	186.17	46.31	57.72	78.23	102.43	353.62	346.31
Total direct energy consumption (MWh)	直接能源總耗量 (百萬瓦時)	131,454.61	134,794.83	55.68	75.32	78.23	102.43	131,588.51	134,972.59
Indirect energy consumption (MWh)	間接能源耗量 (百萬瓦時)								
Electricity consumption	耗電量	392,453.50	361,480.90	108.49	209.02	60.08	68.27	392,622.07	361,758.19
Total direct and indirect energy consumption (MWh)	直接和間接能源總耗量 (百萬瓦時)	523,908.11	496,275.73	164.17	284.34	138.30	170.70	524,210.58	496,730.77
Total energy consumption per thousand tonnes of production volume (MWh/'000 tonnes)	每千噸產量的能源總耗量 (百萬瓦時/千噸)	3,003.27	2,844.87	23.84	41.29	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用
Total energy consumption per gross floor area (MWh/m <sup>2</sup> )	每平方米的能源總耗量 (百萬瓦時/平方米)	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用	0.13	0.11	N/A 不適用	N/A 不適用

- Energy consumption data was measured based on the amount of electricity, and fuels and gas consumed and energy conversion factors had taken reference from the Bioenergy Feedstock Development Program at Oak Ridge National Laboratory and a Beginner's Guide to Energy and Power, an article submitted by N Packer, Staffordshire University, UK, February 2011.
- Diesel was used by forklift in the plant of copper and brass products segment located in the PRC.
- Natural gas was consumed in the combustion furnace at production lines of and cooking in the steel cord plants.
- Due to the relocation of the offices in 2018, the gross floor area of the offices decreased by approximately 32.92%. Notwithstanding the total direct and indirect energy consumption of the offices in 2018 has decreased by approximately 19% when compared to that of 2017, the total energy consumption per gross floor area is higher than that of previous year.

- 能源消耗量數據乃依據耗電和燃料及氣體數量計算及能源轉換系數是參考橡樹嶺國家實驗室(Oak Ridge National Laboratory)的生物能源材料再生發展計劃(Bioenergy Feedstock Development Program)及由英國斯塔福德郡大學N Packer於二零一一年二月提交的文章。
- 柴油於銅及黃銅材料分部於中國的廠房的鏟車中使用。
- 天然氣在鋼索線廠房生產線上的燃燒爐及煮食時消耗。
- 由於在二零一八年辦公室曾進行搬遷，辦公室平方米面積下降了大約32.92%。儘管二零一八年辦公室的直接和間接能源總耗量比二零一七年減少大約19%，但每平方米的能源總耗量比去年的為高。

# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

### Water Consumption

Water is a paramount resource in the running of our operation and production, therefore we are acutely aware of water resources consumption and aim to maximise our water utilisation efficiency. Currently, the water resources supply comes primarily from local municipal water supply, rivers and lake water. We have installed condensate receivers to collect and reuse water after steam cooling from steam condensate return system in the production lines.

The water consumption data of the three segments for the years ended 31 December 2018 and 2017 is set out as follows:

### 耗水量

水是我們的營運和生產最重要資源，所以我們十分關注水資源的運用及以最有效地用水為目標。目前，水資源供應主要來自地方政府供水、河流及湖水。我們在生產線設置冷凝水接收器以收集及重用經蒸氣冷凝水回收系統所收集的蒸氣冷卻後的水。

截至二零一八年及二零一七年十二月三十一日止年度，三個分部的耗水量數據列示如下：

		Steel Cord Segment		Copper and Brass Products Segment		Offices		Total	
		鋼索線分部		銅及黃銅材料分部		辦公室		合計	
		2018	2017	2018	2017	2018	2017	2018	2017
Total water consumption (m <sup>3</sup> )	總耗水量(立方米)	926,717.72	963,292.80	2,390.00	4,080.31	18.81	11.8	929,126.53	967,384.81
Total water consumption per thousand tonnes production volume (m <sup>3</sup> /1000 tonnes)	每千噸產量的總耗水量(立方米/千噸)	4,843.39	5,522.02	912.95	592.45	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用
Total water consumption per gross floor area (m <sup>3</sup> /m <sup>2</sup> )	每平方米的總耗水量(立方米/平方米)	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用	0.02	0.01	N/A 不適用	N/A 不適用

- In the past, the offices and copper and brass products segment operate in leased office premises in Hong Kong and the PRC where both the water supply and discharge are solely controlled by the respective property management, whom consider the provision of water withdrawal and discharge data or sub-meter for individual occupant is not feasible. Hence, only the data regarding drinking water was collected. Since the relocation of the Hong Kong office in August 2018, we are able to collect water withdrawal and discharge data afterwards. Hence, the total water consumption includes water withdrawal and discharge data in Hong Kong office from August 2018. In addition, due to the cessation of operation of copper and brass products segment in September 2018, there is no data or information available for measurement afterwards.
- The data of amount of water is quoted by the water bills received and bottled water consumed.
- In 2018, total water consumption per thousand tonnes production volume of the copper and brass products segment greater than that of 2017 because its production volume substantially decreased due to its cessation of the operation in 2018.

- 過去，在香港及中國，因辦公室和銅及黃銅材料分部租賃辦公地方營運供水和排水均為物業管理處自行控制，而相關管理處認為向個別租戶提供用水和排水數據或分錶並不可行。因此，我們只收集飲用水之數據。自二零一八年八月香港辦公室搬遷後，我們開始收集到用水和排水數據。因此，以上的總耗水量包括自二零一八年八月起在香港辦公室的用水和排水數據。此外，由於銅和黃銅材料分部於二零一八年九月起停止營運，因此二零一八年九月後沒有數據或資料可用於計算。
- 耗水量數據乃根據收到的水費單所列的耗水量和樽裝飲用量計算。
- 在二零一八年，銅及黃銅材料分部的每千噸產量的總耗水量大於二零一七年，基於其在二零一八年停止營運而令產量大幅下降。

# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

### Measures have been Taken on Energy Use and Water Efficiency Initiatives, and Results Achieved

We have taken the following actions for the efficient use of resources in the production lines:

1. Setting up two sets of harmonic management devices to reduce the heating rate of cables and other production machinery and equipment;
2. Using energy efficient equipment, such as motors, frequency converters and reactors and the cross-sectional area of the cable in the power supply system to reduce the usage of electricity;
3. Reducing the amount of water consumption in the production lines through the reuse of water after steam cooling from steam condensate return system in steel cord segment;
4. Using energy efficient LED lighting rather than fluorescent lamp; and
5. Selling products with minimal packaging.

The Group has also implemented energy saving measures in offices as stated under the heading “**THE ENVIRONMENT AND NATURAL RESOURCES**” in the ESG report.

Through implementing the aforesaid measures, the electricity consumption in offices in 2018 has reduced by 12% as compared with that of 2017. However, the electricity consumption in steel cord segment increased by 8.6% in 2018 when compared with that of 2017, which is in line with the increased of production volume.

### Packaging Materials for Finished Products

The Group encourages reusing and recycling certain materials like spools and wooden pallets so as to reduce wastes. However, we understand that finished products produced by the steel cord and copper and brass products segments should be packed properly and follow customers' instructions before delivery so as to avoid any damage during transportation. Therefore, packaging materials could not be reduced significantly, in particular when the production volume increased. The types and data of package materials for respective steel cord and copper and brass products segments for the years ended 31 December 2018 and 2017 are as follows:

### 已採取對能源使用和用水效益的措施及取得的成果

我們在生產線上採取以下行動以有效地使用資源：

1. 設置兩套諧波治理裝置櫃，以降低電纜和其他生產機器和設備的加熱速率；
2. 使用高效節能設備，如電動機、變頻器和電抗器和電力供應系統中橫截面面積的電纜，以減少電力使用；
3. 於鋼簾線分部通過利用蒸汽冷凝水回收系統重用蒸汽冷卻後的水，降低生產線上的耗水量；
4. 使用節能的LED照明取代光管；及
5. 用最少量的包裝物銷售產品。

本集團亦在辦公室實施列於本環境、社會及管治報告內標題為「**環境及天然資源**」的節能措施。

通過實施以上措施，辦公室於二零一八年的耗電量與二零一七年比較減少12%。但是，於二零一八年鋼簾線分部耗電量比二零一七年上升8.6%，與產量增加一致。

### 製成品所用包裝材料

本集團鼓勵重用和回收利用若干包裝物，例如工字輪和木托盤架以減少浪費。但是，我們明白鋼簾線和銅及黃銅材料分部生產的成品應在交貨前依據客戶的指示妥善包裝，避免在運輸過程中有任何損壞。因此，包裝物不能顯著減少，特別是當產量增加。截至二零一八年及二零一七年十二月三十一日止年度，鋼簾線和銅及黃銅材料分部的包裝物類型及數據分別列示如下：

# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

### Steel Cord Segment

#### 鋼索線分部

Types of packaging materials	包裝物類型	2018	2017
Wooden, plastic and metallic pallets (unit)	木、塑膠及金屬托盤架(隻)	<b>173,863.00</b>	162,450.00
Total wooden, plastic and metallic pallets per thousand tonnes of production volume (unit/'000 tonnes)	每千噸產量的木、塑膠及金屬托盤架數量(隻/千噸)	<b>908.68</b>	931.24
Spools (unit)	工字輪(隻)	<b>7,857,463.00</b>	7,514,887.00
Total spools per thousand tonnes of production volume (unit/'000 tonnes)	每千噸產量的工字輪總數量(隻/千噸)	<b>41,066.21</b>	43,078.66
Plastic bags (unit)	塑膠袋(個)	<b>174,278.00</b>	156,971.00
Total plastic bags per thousand tonnes of production volume (unit/'000 tonnes)	每千噸產量的塑膠袋總數量(個/千噸)	<b>910.85</b>	899.83
Cardboard boxes (unit)	紙板箱(套)	<b>161,944.00</b>	150,933.00
Total cardboard boxes per thousand tonnes of production volume (unit/'000 tonnes)	每千噸產量的紙板箱總數量(套/千噸)	<b>846.38</b>	865.21
Plastic scale boards (piece)	塑膠襯板(張)	<b>880,929.00</b>	840,527.00
Total plastic scale boards per thousand tonnes of production volume (piece/'000 tonnes)	每千噸產量的塑膠襯板總數量(張/千噸)	<b>4,604.08</b>	4,818.27
Humidity indicators (piece)	濕度指示咭(張)	<b>170,339.00</b>	153,356.00
Total humidity indicators per thousand tonnes of production volume (piece/'000 tonnes)	每千噸產量的濕度指示咭總數量(張/千噸)	<b>890.26</b>	879.10
Desiccants (tonne)	乾燥劑(噸)	<b>717.89</b>	733.78
Total desiccants per unit of production volume (tonne/'000 tonnes)	每千噸產量的乾燥劑總數量(噸/千噸)	<b>3.75</b>	4.21
Stretch films (tonne) <sup>(1)</sup>	拉伸膜(噸) <sup>(1)</sup>	<b>0.00</b>	0.40
Total stretch films per thousand tonnes of production volume (tonne/'000 tonnes)	每千噸產量的拉伸膜總數量(噸/千噸)	<b>0.00</b>	0.002
Packaging ties (tonne)	打包帶(噸)	<b>55.28</b>	54.16
Total packaging ties per thousand tonnes of production volume (tonne/'000 tonnes)	每千噸產量的打包帶總數量(噸/千噸)	<b>0.29</b>	0.31

1. We have determined not to use stretch films for packaging products progressively since late 2016, hence no stretch films incurred in 2018.
2. Most of packaging materials amount increased in 2018 when compared with that of 2017.
3. Notwithstanding the increase in the amount of most of the packaging materials in 2018, the total packaging materials per thousand tonnes of production volume of respective packaging materials (except humidity indicators) is less than that of 2017. This reflect the effectiveness of the usage of packaging materials in 2018.

1. 由於我們自二零一六年底決定逐步不使用拉伸膜包裝產品，所以二零一八年沒有拉伸膜產生。
2. 於二零一八年大部分包裝物數量比二零一七年增加。
3. 儘管大部份的包裝物數量於二零一八年增加，惟每千噸產量的包裝物(濕度指示咭除外)總數量(各自包裝物)卻比二零一七年的為低。這反映二零一八年有效地使用包裝物。

# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION 我們保護環境的責任

## Copper and Brass Products Segment

### 銅及黃銅材料分部

Types of packaging materials	包裝物類型	2018	2017
Wooden pallets <sup>(1)</sup>	木托盤架 <sup>(1)</sup>	55,528.20	133,307.12
Total wooden pallets per thousand tonnes of production volume (kg/'000 tonnes)	每千噸產量的木托盤架總數量 (公斤/千噸)	21,211.10	19,356.43
Plastic and metallic packaging ties <sup>(2)</sup>	塑膠及金屬打包帶 <sup>(2)</sup>	210.59	800.34
Total plastic and metallic packaging ties per thousand tonnes of production volume (kg/'000 tonnes)	每千噸產量的塑膠及金屬打包帶總數量 (公斤/千噸)	80.44	116.21
Wrapping papers <sup>(3)</sup>	包裝紙 <sup>(3)</sup>	340.32	756.54
Total wrapping papers per thousand tonnes of production volume (kg/'000 tonnes)	每千噸產量的包裝紙總數量 (公斤/千噸)	130.00	109.85
Fiber tapes	纖維膠紙	42.09	99.33
Total fiber tapes per thousand tonnes of production volume (kg/'000 tonnes)	每千噸產量的纖維膠紙總數量 (公斤/千噸)	16.08	14.42
Stretch films	拉伸膜	588.20	1,655.99
Total stretch films per thousand tonnes of production volume (kg/'000 tonnes)	每千噸產量的拉伸膜總數量 (公斤/千噸)	224.69	240.45

1. Due to the cessation of the operation of copper and brass products segment in September 2018, there is no data or information available for measurement afterwards. The ESG data in relation to copper and brass products segment would be significantly different and minimized.

1. 由於銅和黃銅材料分部於二零一八年九月起停止營運，因此二零一八年九月後沒有數據或資料可用於計算。銅及黃銅材料分部的環境、社會及管治數據將有顯著差異及減少。

## THE ENVIRONMENT AND NATURAL RESOURCES

We understand that our business nature would have an impact on the environmental and natural resources. Thus, continuous efforts have been put into minimising such impact by implementing various measures at offices and production lines as far as we could so as to generate profit and return to the shareholders simultaneously, and also protect the environment. Due to office relocation in both Hong Kong and Shanghai, we have adopted various green measures to mitigate the impact of the renovation of our new office and to achieve better furnishment to make our new office more "green".

## 環境及天然資源

我們明白到我們的業務性質會對環境和自然資源帶來影響。因此我們持續致力於在辦公室和生產線上實施各項措施盡量減少該等影響，從而為股東爭取盈利及回報的同時，亦能保護環境。由於香港及上海的辦公室搬遷，我們採取了各種綠色措施去減低裝修新辦公室的影響以及達至最佳的佈置使我們的新辦公室更加「綠色」。



# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

We encourage employees to go green at the offices by implementing the following measures since the second half year of 2016, and we keep on doing in 2018:

為在辦公室實現綠色環保，我們由二零一六年下半年起鼓勵僱員實施以下措施，並於二零一八年繼續施行：

Green Measures Implemented 已實施之綠化措施	
Lighting 照明	<ul style="list-style-type: none"> <li>During the period from 13:05 to 13:55 (lunch time) and from 18:00 (after office hours) on business days, only those lighting which are essentially needed for safety, security or other specific purposes are maintained by adopting timer or plug load controller. 於辦公日(午飯時間)中午一時零五分至一時五十五分及(辦公時間後)晚上六時開始，只會保留配合安全、保安或其他特殊用途所需的照明設備的區域(利用定時器或插頭控制器)。</li> </ul>
	<ul style="list-style-type: none"> <li>Switch off lights that are not in use. Those lighting which are in individual office areas are recommended to switch off when the occupier is away or out for work. 關閉不使用的燈，並建議在使用者離開或外出工作時關閉個人辦公室區域的照明。</li> </ul>
	<ul style="list-style-type: none"> <li>Non-essential lighting should be switched off if there are only few people working in the office. 若辦公室人數不多，非必要的照明會關掉。</li> </ul>
	<ul style="list-style-type: none"> <li>The last-man-out should check and turn off the lighting of all areas of the office. 最遲離開辦公室的僱員應檢查並關掉所有辦公室區域的照明。</li> </ul>
	<ul style="list-style-type: none"> <li>Using energy efficient LED lighting rather than fluorescent lamp or tungsten filament lamp. 使用節能LED照明取代光管或鎢絲燈。</li> </ul>
Air-conditioning 空調	<ul style="list-style-type: none"> <li>Individual air-conditioner can be adjusted manually to suitable temperature. It is recommended to adjust the temperature of individual air-conditioner to 25°C or above to save energy. 獨立空調能手動調節到合適的溫度。建議將獨立空調的溫度調節到25°C或以上，以節省能源。</li> </ul>
	<ul style="list-style-type: none"> <li>The last-man-out should check and switch off the air-conditioning of all areas of the office. Individual office users should check and ensure that the air-conditioner is turned off before leaving. 最遲離開辦公室的僱員應檢查並關閉辦公室所有區域的空調。個人辦公室使用者應在離開前檢查並確保空調已關閉。</li> </ul>

# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

Green Measures Implemented 已實施之綠化措施	
	<ul style="list-style-type: none"> <li>Affix stickers as a reminder to encourage employees switch off air-conditioning when not in use. 貼上貼紙去提示及鼓勵僱員關閉無需使用的空調。</li> </ul>
	<ul style="list-style-type: none"> <li>Alternative ventilation systems, e.g. fans, were available and good enough for normal air ventilation without air-conditioning. 替代通風系統，例如無需使用空調時使用風扇去確保足夠正常的空氣通風。</li> </ul>
Office Equipment 辦公室設備	<ul style="list-style-type: none"> <li>Individual office equipment with energy label (e.g. computer and monitors with EU Energy Star) were adopted. 採用具有能源標籤的個人辦公室設備(例如，歐盟能源之星型號的電腦和電腦顯示屏)。</li> </ul>
	<ul style="list-style-type: none"> <li>Affix “Save Energy” stickers near the main switches as a reminder to our employees. 在主要電源開關掣附近會貼上「節約能源」的貼紙，以向僱員作出提示。</li> </ul>
	<ul style="list-style-type: none"> <li>Computers, monitors and individual multi-functional printers (if any) should be switched off after office hours or when leaving the workplace to reduce power consumption. 在非辦公時間或離開工作間時應關掉電腦、電腦顯示屏及個人多功能列印機(如有)以減少耗電量。</li> </ul>
	<ul style="list-style-type: none"> <li>All computers shall preset time for standby or hibernate mode. Switch computers to sleep or hibernate mode and switch off monitors when they are idle to reduce power consumption. 所有電腦應預設待機或休眠模式的時間。在電腦閒置時，將電腦切換到睡眠或休眠模式，並關閉電腦顯示屏以降低耗電。</li> </ul>
	<ul style="list-style-type: none"> <li>The auto energy-saving mode of the computer has been activated and the brightness of the screen of the monitor has been lowered to reduce power consumption. 電腦的自動節能模式已啟動，並已降低電腦顯示屏的亮度以減少耗電量。</li> </ul>

# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

Green Measures Implemented 已實施之綠化措施	
•	<p>19" LED monitors were widely adopted in office for higher resolution so that the chance of eye problems can be reduced.</p> <p>為了提高電腦顯示屏的解像度，以舒緩僱員眼睛的壓力，19吋的LED顯示屏在辦公室被廣泛採用。</p>
•	<p>LED monitors instead of Cathode Ray Tube (CRT) monitors were used in order to save the consumption of electricity.</p> <p>使用LED顯示屏代替陰極射線管(CRT)顯示屏以節省電力消耗。</p>
•	<p>Multi-function device (with printing, scanning, photo copy, fax) was used and well maintained to prevent waste of paper.</p> <p>使用多功能設備(包括打印，掃描，照片複印和傳真)，並且定期作出維修，以避免紙張浪費。</p>
•	<p>Purchase environmental friendly stationery and office equipment as priority. Stop purchasing and using stationery and office equipment which may cause a negative impact to the environment.</p> <p>優先購買環保文具和辦公室設備，停止購買和使用可能會對環境帶來負面影響的文具和辦公室設備。</p>
•	<p>Employees should reuse stationeries, e.g. paper clips, folders, binders and envelopes.</p> <p>僱員會重用文具，例如紙夾、文件夾、活頁夾及信封。</p>
•	<p>Refrigerator and cool water dispenser were kept away from sunlight, well ventilated and well maintained.</p> <p>冰箱和冷飲水機遠離陽光並保持通風和狀態良好。</p>
•	<p>Unwanted materials and thick ice were regularly cleared and defrosted from refrigerator.</p> <p>定期清理及解凍冰箱中不需要的物品和厚冰塊。</p>
•	<p>The last-man-out should check and turn off all office equipment.</p> <p>最遲離開辦公室的僱員應檢查並關掉所有辦公室設備。</p>

# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

Green Measures Implemented 已實施之綠化措施	
Water 水	<ul style="list-style-type: none"> <li>Strengthen the daily maintenance of water supply equipment. Employees should inform the property management office through Human Resources and Administration Department for carrying out repairing work promptly once water supply equipment is damaged. 加強供水設備的日常維護。一旦供水設備損壞，僱員會盡快透過人力資源及行政部通知物業管理處進行維修工程。</li> </ul>
	<ul style="list-style-type: none"> <li>Employees are reminded to shut water taps after use at drinking water and pantry area. 提醒僱員在飲用水和餐具區使用後要關閉水龍頭。</li> </ul>
	<ul style="list-style-type: none"> <li>Cleaning staff or drivers should clean with wet mop or cloth instead of flushing. 清潔人員或司機會使用濕拖把或布，而不是以沖洗形式清潔。</li> </ul>
	<ul style="list-style-type: none"> <li>Employees were encouraged to report leaks and drips. 鼓勵僱員報告漏水和滴水的問題。</li> </ul>
	<ul style="list-style-type: none"> <li>Water taps are equipped with automatic open or close device or automatic closing mechanism to save water. 水龍頭配備自動開關裝置，以節約用水。</li> </ul>
Behavioural Change 行為轉變	<ul style="list-style-type: none"> <li>Employees should adjust the margins and font size of documents in order to optimize the use of paper, use double-sided copying, reuse single-sided paper, shred non-useful papers instead of throwing away together with domestic wastes, prevent unnecessary and wrong printing and avoid colour printing and copying to conserve more ink. 為善用紙張，鼓勵僱員調整文件頁邊邊界及字體大小、使用雙面複印、廢紙列印、碎掉沒有用的紙張，避免與生活垃圾一起扔掉、防止不必要和錯誤的打印及避免彩色列印和複印，以節省墨水。</li> </ul>
	<ul style="list-style-type: none"> <li>To nurture employees the habits of waste separation at source, two waste separation bins have positioned at pantry for collecting plastic and metallic wastes. Other domestic wastes which cannot be recycled should be placed in existing garbage bins. Printed waste papers after shredding will also be properly disposed of. 為培養僱員廢物源頭分類的習慣，兩個廢物分類回收箱已設置於茶水間用作收集塑膠及金屬廢物，其他不能回收的生活廢物則需棄置在現有垃圾筒內，而廢列印紙碎掉後亦將適當地處置。</li> </ul>
	<ul style="list-style-type: none"> <li>Employees should purchase in bulk (e.g. barreled fresh water) to reduce resource utilization by transportation. 僱員會大批訂購物資(例如：樽裝食用水)以減少運輸資源的利用。</li> </ul>

# OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION

## 我們保護環境的責任

Green Measures Implemented 已實施之綠化措施	
	<ul style="list-style-type: none"> <li>Buy toners and inks that can be refilled to avoid more metallic or plastic cartridges disposed of to landfills. 購買可重新填充的墨粉和墨水，以避免將更多金屬或塑料墨盒丟棄到垃圾堆填區。</li> </ul>
	<ul style="list-style-type: none"> <li>Use reusable utensils and refuse to use disposable cups, plates, forks and other utensils. 使用可重複使用的器具，並拒絕使用一次性杯子，盤子，叉子和其他器具。</li> </ul>
	<ul style="list-style-type: none"> <li>Refill instead of new pen will be provided when used up. 當原子筆的筆芯用完後，提供可更換的筆芯以代替新原子筆。</li> </ul>
Others 其他	<ul style="list-style-type: none"> <li>Recycle the cartridges by manufacturer or EPD assigned recyclers (e.g. Computer Recycling program) 由製造商或環保署指定的回收商回收墨盒(例如電腦回收計劃)。</li> <li>Electronic documentation was available and widely adopted. 電子形式之文件被廣泛採用。</li> <li>In-situ reminders such as signage, poster, friendly reminder for switch-off light and air-conditioner were placed in prominent place. 放置標誌、海報、關燈及關空調的友好提醒在當眼位置。</li> <li>Environmental awareness was continuously raised through program and other means in which employees could actively participate in. 僱員通過積極參與不同的環保計劃和其他方式，不斷提高自身的環境意識。</li> <li>Umbrella stand was available to avoid using one-off umbrella bags. 有雨傘架提供，避免使用一次性雨傘袋。</li> <li>General greenery in office area. 辦公室區域的一般綠化。</li> <li>Use environmental friendly paper (wood-free paper) for printing annual report and the ESG Report, etc.. 用環保紙(無木紙)印刷年報及環境、社會及管治報告等。</li> </ul>



## OUR RESPONSIBILITIES FOR ENVIRONMENTAL PROTECTION 我們保護環境的責任

Through implementing the aforesaid measures, recycling of waste and recovery of resources, we believe that we can manage the negative impact on the environment and use resources effectively and efficiently to the greatest extent. We are gratefully being awarded a Certificate of Recognition by WGO for the period from November 2017 to November 2018 by participating in the GOALS and Eco-Healthy Workplace as an affirmation to our contribution and have submitted our renewal application of the scheme from Spring 2019. We also will commit ourselves to improve continuously our environmental performance in our production lines by the installation of more environmental friendly machines and equipment.

通過實施以上措施、廢物回收及資源循環再用，我們相信可以管理對環境帶來的負面影響以及有效益地和效率地使用資源至最大程度。通過參加「綠色辦公室」和「健康工作間」，我們非常榮幸獲得由WGO頒發的認可證書（由二零一七年十一月至二零一八年十一月期間），作為對我們貢獻的肯定。而我們亦於二零一九年春季遞交了「綠色辦公室」的續期申請。我們亦承諾繼續在生產線上安裝更環保的機械和設備，致力改善我們生產線上的環境績效。



# BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

## EMPLOYMENT

### Our People and Safety

Employees are the crucial assets and an integral part to the long-term sustainability of the Group. Needless to mention, ensuring their safety and health at the workplace is of top priority. The Group is committed to provide all employees in addition to productive with harmonious, safety and healthy working environment.

To ensure our employees are working under a safety environment, we have implemented various measures during the year to promote occupational health and safety at the workplace, which is also part of the initiatives we have taken under the “Green Office Awards Labelling Scheme” and “Eco-Healthy Workplace Awards Labelling Scheme” (collectively the “Schemes”) organised by the World Green Organisation. We have implemented some of the recommended practices set out in the guideline of the Schemes, such as placing labels at monitors, near the working stations and shelves to remind employees not to look at the computer screen for too long and keep their back straight and use a trolley when moving heavy objects, adjusting light intensity in office for a comfort and safe working environment, removing excess lighting in areas that are too bright, placing computer screens at a right angle to the windows, controlling noise from the photocopiers by placing them in a designated area, keeping all sections of the office clean, disposing garbage in an appropriate containers, using air purifiers at offices, cleaning carpets regularly and providing chairs with “height adjustable seat”, “height adjustable armrest” and “tilting backrest” to employees etc.. The adoption of all practices above is for the purpose of providing safety and healthy workplace to our invaluable employees. For further details regarding the Schemes, please refer to the heading “**COMMUNITY INVESTMENTS**” in this ESG Report.

## 僱傭

### 我們的僱員及安全

僱員是本集團重要的資產及長期可持續發展不可分割的部分。無庸置疑，確保他們在工作地點的安全和健康為最優先的考量。本集團致力為所有僱員提供除了具生產力外，和諧、安全和健康的工作環境。

為確保僱員在安全的工作環境下工作，我們於本年度推行了多項措施，以促進工作地點的職業安全健康，亦是我們於由世界綠色組織舉辦的「綠色辦公室標籤獎勵計劃」及「健康工作間獎勵標籤計劃」(統稱為「該等計劃」)中採取的眾多措施之一。我們已實行了該等計劃指引中所列的一些建議措施，例如在電腦屏幕、工作站和架子附近貼上標籤提醒僱員不要長時間注視螢光幕以及在搬運重物時背部保持平直和使用手推車、調整辦公室的光線強度以獲得舒適和安全的工作環境、移除區域內太亮的光線、調整電腦屏幕與窗口成直角、將影印機放在能減低噪音的指定區域、保持辦公室所有地方整潔、將垃圾放入適當的容器內、使用空氣淨化器、定期清潔地毯及為僱員提供「高度可調節」、「扶手可調節」和「傾斜靠背」的椅子等等。採用上述所有措施是為了提供安全和工作環境予本集團寶貴的僱員。有關該等計劃的更多詳情，請參考載列於本環境、社會及管治報告中標題為「**社區投資**」內。

# BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

## Management Systems for the Employees of the Group

The Group has prepared human resources policies, which are stipulated in employees' handbooks, notices, and relevant codes of conduct, and implemented employees' management systems in its business units. The abovementioned handbooks, notices, codes and systems cover the area of relevant rules and regulations in respect of compensation and dismissal, recruitment and promotion, working hours, rest periods, and other benefits and welfare. Regulations and rules set out in those handbooks, notices, codes and systems are in line with the applicable laws and regulations in Hong Kong and the PRC, including the anti-discrimination Ordinance (e.g. Sex Discrimination Ordinance (Chapter 480 of the Laws of Hong Kong)), Employment Ordinance (Chapter 57 of the Laws of Hong Kong), Employees' Compensation Ordinance (Chapter 282 of the Laws of Hong Kong), Occupational Safety and Health Ordinance (Chapter 509 of the Laws of Hong Kong), Company Law of the PRC (《中國公司法》), Labour Law of the PRC (《中國勞動法》), Labour Contract Law of the PRC (《中國勞動合同法》), etc. During the year under review, there was no material breach of or non-compliance with those applicable laws and regulations by the Group.

## Compensation and Dismissal

We have formulated procedures and terms and conditions in the employees' handbooks to deal with those employees who violate any regulations set out by the Group. A written warning notice will be given or immediate dismissal will be imposed to them according to on the level of severity of each case. Human resources department of the concerned company should be consulted prior to the proposed dismissal of any employee so as to ensure the compliance with the legal requirements.

We will pay sufficient compensation to those employees subject to the aforesaid laws and regulations.

## 本集團僱員管理制度

本集團已於其業務單位之僱員手冊、通告及相關行為守則內編製人力資源政策及實施僱員管理制度。該上述之手冊、通告、守則和制度的範圍涵蓋補償及解僱、招聘及晉升、工作時數、休息時間及其他利益及福利的相關法規及規則。該等僱員手冊、通告、守則和僱員管理制度所載的法規及規則乃根據香港及中國適用法律及法規，包括《反歧視條例》(例如《性別歧視條例》(香港法例第480章))、《僱傭條例》(香港法例第57章)、《僱員補償條例》(香港法例第282章)、《職業安全及健康條例》(香港法例第509章)、《中國公司法》、《中國勞動法》、《中國勞動合同法》等而編製。於本年度回顧，本集團並無重大違反或不遵守該等適用的法律及法規。

## 補償及解僱

我們在僱員手冊中制定程序及條款和條件，以處理違反本集團任何規定的僱員。亦會按事件的嚴重性給予書面警告通知或直接解僱該等僱員。在建議解僱任何僱員之前，必須先諮詢各有關公司人力資源部門，以確保遵守法律要求。

我們將根據上述法律及法規給予該等僱員足夠的補償。

# BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

## Working Hours and Rest Periods

The employees' handbooks and employment contracts have mentioned the working hours for employees. For employees who are required to work on irregular hours and on public holidays are offered overtime pay and additional compensation as defined in their employees' job description. The Group has complied with the relevant employment laws and regulations in respect of working hours and rest periods in Hong Kong and the PRC.

## Emolument Policies of the Directors and Employees

The emoluments of the directors of the Company are decided by the remuneration committee of the Company having regard to individual's performance, the Group's performance and profitability, remuneration benchmark in the industry and prevailing market condition. The emolument policy of the Group's employees is also based on their merit, qualifications and competence as well as the prevailing market condition of the industry. In general, remuneration packages, which include an element of discretionary bonuses, are reviewed annually. In addition to salary payments, other employee benefits including medical subsidies, hospitalisation scheme and a defined contribution provident fund stipulated by State Regulatory of the PRC, Mandatory Provident Fund Scheme stipulated by the Mandatory Provident Fund Schemes Ordinance (Chapter 485 of the Laws of Hong Kong) and other retirement scheme or other similar defined contribution provident fund have been provided as retirement benefits to employees in Hong Kong and the PRC. There are also other benefits provided to the employees in the PRC subject to the Labour Law of the PRC (《中國勞動法》).

## 工作時間和休息期間

僱員手冊和僱傭合同提及僱員的工作時間。需於非規定工作時間及公眾假期工作的僱員可按其工作職責所定義獲得加班費和額外補償，本集團已遵守香港及中國就工作時間及休息期間的相關僱傭法例及規定。

## 本集團董事及僱員之酬金政策

本公司董事之酬金由本公司薪酬委員會按照個人表現、本集團之業績及盈利狀況，亦按業界指標及當時市場環境而釐訂。本集團僱員之酬金政策亦按僱員價值、資格及能力，及按業界當時市場狀況而釐訂。一般而言，薪酬待遇包括酌情發放之花紅，會每年予以檢討。在薪酬支付外，其他僱員福利包括醫療保險、住院資助計劃及由中國國家監管部門監管規定的定額供款公積金計劃、《強制性公積金計劃條例》(香港法例第485章)規定的強制性公積金計劃，及其他退休計劃或類似定額供款公積金計劃分別為香港及中國僱員提供退休福利。根據《中國勞動法》，在中國的僱員亦享有其他福利。

# BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

## Equal Opportunity, Recruitment and Promotion

The Group strictly prohibits any discrimination, harassment, victimisation or vilification occurred at workplace regardless of their age, gender, marital status, pregnancy, disability, family status or race, nationality or religion for protection of human's rights. We emphasis on the prohibition of discrimination, in particular, the sex discrimination at workplace. Hence, we have established the Policy on Prevention of Sexual Harassment at Workplace.

The procedures regarding recruitment, promotion and retention of talents are also implemented according to the equal opportunity principles under the Sex Discrimination Ordinance (Chapter 480 of the Laws of Hong Kong), Disability Discrimination Ordinance (Chapter 487 of the Laws of Hong Kong), Race Discrimination Ordinance (Chapter 602 of the Laws of Hong Kong), Family Status Discrimination Ordinance (Chapter 527 of the Laws of Hong Kong), Protection of Women's Rights and Interests Law of the PRC (《中國婦女權益保障法》), the Special Rules on the Labour Protection of Female Employees (《女職工勞動保護特別規定》) and Protection of Disability Law of the PRC (《中國殘疾人保障法》).

In addition, we have adopted the Policy for Nomination of a Director of the Company, setting out the procedures for the selection, appointment and reappointment of Directors containing the selection criteria, including but not limited to considering the potential contributions a candidate can bring to the Board in terms of qualifications, skills, experience, independence and gender diversity.

The Group has formulated a promotion mechanism which sets out uniform selection criteria and guidelines for promotion of employees. In addition, the Group has regulated a complaint channel for employee to make complaint if he/she has been suffered from any unequal treatments.

## 平等機會、招聘及晉升

本集團保護人權，嚴格禁止在工作地點內僱員因年齡、性別、婚姻狀況、懷孕、殘障、家庭狀況或種族、國籍或宗教而發生任何歧視、騷擾、受害或誹謗。我們強調禁止歧視，特別是工作地點內的性別歧視。因此，我們制定了「預防工作環境性騷擾政策」。

有關招聘、晉升及挽留人才的程序均依據《性別歧視條例》(香港法例第480章)、《殘疾歧視條例》(香港法例第487章)、《種族歧視條例》(香港法例第602章)、《家庭崗位歧視條例》(香港法例第527章)、《中國婦女權益保障法》、《女職工勞動保護特別規定》及《中國殘疾人保障法》規定下的平等機會原則執行。

此外，我們已採納提名公司董事政策，列出制定甄選、委任及重新委任董事的程序，其中附有甄選標準，包括但不限於考慮個人選可為董事會的資歷、技巧、經驗、獨立性及性別多元化等方面帶來的貢獻。

本集團制定了一套晉升機制並以劃一的甄選準則及指引晉升僱員。此外，本集團已設立投訴渠道，僱員如遭受任何不平等對待，他／她可向本集團提出投訴。



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## Personal Data Privacy

The Group respects personal data privacy and is committed to implement and comply with the data protection principles and all relevant provisions of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong) and codes of practice/guidelines issued by the Privacy Commissioner for Personal Data, Hong Kong for the collection of personal data from employees for the purpose of provision of welfare, compensation, salary payments, performance assessment, promotion etc.

## Diversity and Gender Mainstreaming

The Group has established an employees' diversity policy to recruit talents based on their skills and professions, regardless of gender, age, religion, race and nationality. All employees are entitled to the same rights of work, salary and benefits.

In addition, the Board has also established a board diversity policy to attract and retain talented people as board members. A revised board diversity policy has been approved and adopted by the Board on 18 December 2018, mainly increasing diversity at the Board level, including but not limited to gender, age, cultural and educational background, ethnicity, professional experience, skills, knowledge and length of service, as an essential element in supporting the attainment of the Company's objectives and its sustainable development. In the light of this policy, the measurable objective for 2019, "Promote a family friendly working culture to support employees with family care responsibilities so as to bring diversity to workplace", has been adopted by the Board to attract and retain valuable employees, enhance gender diversity in the workplace and maximize workplace productivity and employee satisfaction. A summary regarding the revised board diversity policy and measurable objectives can refer to the "The summary of revised Board Diversity Policy and its measurable objectives" section on page 69 under the heading "CORPORATE GOVERNANCE REPORT" of the 2018 annual report of the Company.

## 個人資料私隱

本集團尊重個人私隱並承諾實施和遵守保障資料原則，以及《個人資料(私隱)條例》(香港法例第486章)的所有有關條款及香港個人資料私隱專員公署發出的實務守則／指引收集僱員的個人資料作為向他們提供福利、補償、薪酬支付、表現評核、晉升等為目的。

## 多元化及性別主流化

本集團建立了一套僱員多元化政策，不論性別、年齡、宗教、種族和國籍，而是基於他們的技能和專業招聘人才。所有僱員均有資格享有相同的工作權利、薪酬和福利。

此外，董事會亦制定了一套董事會成員多元化政策，用以吸引和留住人才成為董事會成員。董事會於二零一八年十二月十八日批准並採納經修訂的董事會成員多元化政策，主要是提高董事會層面的多元化，包括但不限於性別、語言、年齡、宗教、社經地位、文化及教育背景、種族、專業經驗、地區及行業經驗、技能、知識、思想作風、技術及服務任期，作為實現本公司目標和可持續發展的重要因素。根據此政策，本公司董事會採納了二零一九年可計量的目標為「提倡家庭友善的工作文化以支援負有家庭照顧責任的僱員，從而促進工作場所的多元化」，吸引和留住有價值的僱員、增強工作地點的性別多元化及盡量提高工作地點生產力和僱員滿意度。有關經修訂的董事會成員多元化政策及可計量目標的概要可參閱本公司二零一八年年報第69頁「企業管治報告」標題下之「董事會成員多元化政策及其可計量目標之概要」章節。

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Furthermore, the Company has joined the Gender Focal Point Network (GFPN) which was jointly organised by the Labour and Welfare Bureau (LWB) of the Government of the Hong Kong Special Administrative Region and the Women's Commission (WoC) which is an organization actively engages in activities in relation to women empowerment and advancement in promoting gender mainstreaming, which is a global strategy of the United Nations for the promotion of women's advancement and gender equality. After joining GFPN, we are willing to communicate and co-operate on gender-related matters in the daily work to our employees.

During the year, our Company's representative had participated in activities related to gender equality and gender mainstreaming such as participating in Seminar on Gender Mainstreaming to unleash potential in the workplace organized by the WoC in 2018, for the purpose of understanding the current role and status of women in business sector and different parties' concerns on gender mainstreaming. The message of gender mainstreaming is delivered to the employees of the Company for learning.

## Communication with Employees

The Group treasures employees as they are our vital internal stakeholders and we recognise that a committed workforce really helps to meet business strategies and hence achieves missions and visions of the Group. Moreover, the Group also pays attention to employees' opinion/view.

此外，本公司參加了由香港特別行政區政府勞工及福利局與婦女事務委員會（「婦委會」）（一個積極參與婦女賦權和晉升的組織）合辦的「性別課題聯絡人網絡」（「性別課題聯絡人網絡」），以推廣性別主流化，為聯合國一項提高婦女地位和兩性平等的全球策略。自參與性別課題聯絡人網絡後，我們願意與僱員在日常工作中就性別相關事宜溝通和合作。

於本年度，本公司代表參加了由婦委會於二零一八年舉辦的一些有關性別平等和性別主流化的活動，例如參與如何由性別主流化去推動職場潛力發展的研討會，以了解女性目前在商界的角色和地位及各方對性別主流化的關注。有關性別主流化的信息已傳遞給本公司僱員學習。

## 與僱員的溝通

本集團重視僱員，因為僱員是我們重要的內部持份者，以及認定忠誠的僱員有助實現本集團業務策略及因此達成其目標及使命。此外，本集團亦關注僱員的意見／建議。

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The two steel cord plants of the Group conduct an Employees' Satisfaction Survey every year by using a scoring assessment mechanism to indicate the employees' satisfaction level on their careers' perspectives. Through the surveys, we can measure the engagement level of our employees and know whether employees are engaged or disengaged under common factors, such as advancement, benefits and compensation, work condition, relationship with management, culture of the companies etc. The surveys also give employees a channel for open feedback and thus a two-way communication platform can be established. Besides, the information obtained from surveys enable us to identify the strength and opportunities for improving engagement in our Group. The Company has conducted the same Employees' Satisfaction Survey since 2016, aiming to collect opinion/view of employment perspectives from employees and relevant employees' job satisfaction summary analysis report has been prepared for management's review. The management of the Company will consider and make response to the opinions made by employees and refine the relevant human resources related policies and systems, if practicable.

The Group is aware of the importance of maintaining the rights and interests of employees, especially the production workers in the PRC as those production workers account for a majority of employees of the Group. When they are not satisfied with their salaries, meals allowance, working hours and working conditions, in addition to expressing their views/opinions to the management of the Group, they can have rights to report to the Chinese Trade Union and negotiate with their employers under the Trade Union Law of the PRC (《中國工會法》), Articles of Association of Trade Unions in the PRC (《中國工會章程》) and Congress of Workers of the Industrial Enterprises Regulations (《全民所有制工業企業職工代表大會條例》). Our employees, including production workers, can give their comments and recommendations at the Congress of Workers and Staff. To conclude, we are glad to listen to the opinions from and entertain the needs of employees. We have provided various communication channels for employees to express their opinions regarding employment issues.

本集團兩間鋼索廠房每年均採用評分機制對僱員進行有關他們對職業前景的滿意度調查。我們可通過調查以量度僱員對公司的參與度及瞭解僱員在共同要素中，如晉升、福利和補償、工作條件、與管理層的關係以及公司文化等方面有否參與。該調查亦為僱員提供公開反饋的途徑，並因此建立雙方溝通的平台。此外，從調查中取得的資料可讓我們找出改善在集團的參與度的實力和機遇。本公司自二零一六年起進行同樣的僱員滿意度調查，旨在收集僱員對工作前景的意見／建議，並把相關僱員滿意度總結分析報告交予管理層審閱。本公司的管理層將考慮及回應僱員的意見，並(如可行)完善相關的人力資源有關政策和制度。

本集團知悉維護僱員權益的重要性，尤其是中國的生產工人，因該等生產工人佔本集團僱員數目的大多數。當他們對薪酬、膳食津貼、工作時間和條件不滿時，他們除可向本集團管理層反映其意見外，亦有權向中國工會報告，並根據《中國工會法》、《中國工會章程》及《全民所有制工業企業職工代表大會條例》與他們的僱主談判。我們的僱員(包括生產工人)可在職工代表大會上提出他們的意見和建議。總括而言，我們很樂意聽取僱員之意見和考慮他們的需要，我們已提供多種溝通渠道予僱員讓他們發表對僱傭事宜之意見。

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## Total Workforce and Employee Turnover Rate by Gender, Employment Type, Age Group and Staff Hometown Region

Total workforce by gender, employment type, age group and hometown region of staff of the three segments for the years ended 31 December 2018 and 2017 are as follows:

按性別、僱傭類型、年齡組別及僱員家鄉地區的僱員總數和僱員流失比率

截至二零一八年及二零一七年十二月三十一日止年度，三個分部按性別、僱傭類型、年齡組別及僱員家鄉地區劃分的僱員總數如下：

	Unit 單位	Steel Cord Segment 鋼索線分部		Copper and Brass Products Segment 銅及黃銅材料分部		Offices 辦公室		Total 合計	
		2018	2017	2018	2017	2018	2017	2018	2017
		Number of employees 僱員總數							
		2,020	2,179	2	48	38	43	2,060	2,270
By gender 按性別劃分									
Male 男	No. of employees 僱員人數	1,887	2,032	0	34	19	22	1,906	2,088
Female 女	No. of employees 僱員人數	133	147	2	14	19	21	154	182
By employment type 按僱傭類型劃分									
Full time 全職	No. of employees 僱員人數	2,020	2,179	2	48	38	43	2,060	2,270
Part-time 兼職	No. of employees 僱員人數	0	0	0	0	0	0	0	0
By age group 按年齡組別劃分									
30 or below 三十歲或以下	No. of employees 僱員人數	698	942	0	6	4	4	702	952
31 to 50 三十一歲至五十歲	No. of employees 僱員人數	1,203	1,104	1	28	18	19	1,222	1,151
Over 50 五十歲以上	No. of employees 僱員人數	119	133	1	14	16	20	136	167

Unit 單位	Steel Cord Segment 鋼索線分部						Copper and Brass Products Segment 銅及黃銅材料分部						Offices 辦公室			Total 合計							
	Shandong Province 山東省		Zhejiang Province 浙江省		Henan Province 河南省		Guangdong Province 廣東省		Hunan Province 湖南省		Chongqing Province 重慶省		Hong Kong 香港		Shanghai 上海		Beijing 北京		Others 其他				
	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017	2018	2017			
By hometown region of staff 按僱員家鄉地區																							
No. of employees 僱員人數		1,112	1,222	454	493	107	104	1	7	-	13	-	10	15	21	11	11	6	6	354	383	2,060	2,270

# BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

The number and rate of employee turnover by gender, employment type, age group and hometown region of staff of the three segments for the years ended 31 December 2018 and 2017 are as follows:

截止二零一八年及二零一七年十二月三十一日止年度，三個分部按性別、僱傭類型、年齡組別及僱員家鄉地區劃分的僱員流失人數及流失率如下：

Unit 單位	Steel Cord Segment 鋼索線分部				Copper and Brass Products Segment 銅及黃銅材料分部				Offices 辦公室				Total 合計				
	2018		2017		2018		2017		2018		2017		2018	2017			
Number and rate of employee turnover (%) 僱員流失人數和流失率(百分比)	787	3.08	622	2.58	44	19.04	11	1.66	13	2.55	5	1.00	844	3.19	638	2.53	
By gender 按性別劃分																	
Male 男	No. of employees and % 僱員人數和百分比	736	2.88	595	2.47	33	13.23	7	1.06	7	1.42	2	0.40	776	2.94	604	2.40
Female 女	No. of employees and % 僱員人數和百分比	51	0.20	27	0.11	11	5.81	4	0.60	6	1.13	3	0.60	68	0.25	34	0.13
By employment type 按僱傭類型劃分																	
Full time 全職	No. of employees and % 僱員人數和百分比	787	3.08	622	2.58	44	19.04	11	1.66	13	2.55	5	1.00	844	3.19	638	2.53
Part-time 兼職	No. of employees and % 僱員人數和百分比	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0
By age group 按年齡組別劃分																	
30 or below 三十歲或以下	No. of employees and % 僱員人數和百分比	421	1.65	400	1.66	4	0.85	3	0.45	1	0.21	1	0.19	426	1.61	404	1.60
31 to 50 三十一歲至五十歲	No. of employees and % 僱員人數和百分比	328	1.28	207	0.86	27	11.89	3	0.45	6	1.16	3	0.60	361	1.36	213	0.85
Over 50 五十歲以上	No. of employees and % 僱員人數和百分比	38	0.15	15	0.06	13	6.30	5	0.76	6	1.18	1	0.21	57	0.21	21	0.08



# BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

Year 年份	Unit 單位	Steel Cord Segment 鋼索線分部								Copper and Brass Products Segment 銅及黃銅材料分部				Offices 辦公室					
		Shandong Province 山東省		Zhejiang Province 浙江省		Henan Province 河南省		Others 其他		Guangdong Province 廣東省		Hunan Province 湖南省		Chongqing 重慶	Others 其他	Hong Kong 香港			
By hometown region of staff 按僱員家鄉地區																			
2018	No. of employees and % 僱員人數和 百分比	458	1.80	75	0.29	51	0.20	203	0.79	6	2.46	12	3.39	10	5.63	16	7.57	13	2.55

Year 年份	Unit 單位	Steel Cord Segment 鋼索線分部								Copper and Brass Products Segment 銅及黃銅材料分部				Offices 辦公室					
		Shandong Province 山東省		Zhejiang Province 浙江省		Hunan Province 湖南省		Others 其他		Guangdong Province 廣東省		Hubei Province 湖北省		Guizhou 貴州	Others 其他	Hong Kong 香港			
By hometown region of staff 按僱員家鄉地區																			
2017	No. of employees and % 僱員人數和 百分比	232	0.95	70	0.29	62	0.26	258	1.08	5	0.76	2	0.30	2	0.30	2	0.30	5	1.00

## Promotion of Employees' Work-life Balance

It has always been a great challenge for our employees to strike a work-life balance between career and family. We believe that employees are willing to work at the Company longer and feel more motivated if they are less stressed out at work. Thus, a higher employee retention rate can be maintained as well as less time-consuming training and greater loyalty of employees towards the Company.

## 促進僱員平衡工作和生活

在工作和生活之間取得完美的平衡一直是我們僱員的一個挑戰。我們相信僱員感到較有積極性和工作壓力較輕時會較願意為本公司工作一段較長的時間。因此，本公司不但可保持較高僱員保留率，更可減少培訓時間和加強僱員對本公司的忠誠度。

# BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

## HEALTH AND SAFETY

The Group treats our employees' health and safety as top priority importance and we are committed to maintain a safe, healthy and productive workplace for its employees. Hence, we provide orientation training, comprehensive and ongoing safety trainings to our employees of the main departments in particular to those who worked at workshop and production lines of the Company and its principal business units/its subsidiaries to help them to be accustomed to the operation of the plant and machineries and production facilities.

In order to provide a safe and healthy working environment to our employees, the Group has formulated various production safety regulations, relevant workshop regulations and codes of conduct in workplace, which provide guidelines on handling personal injuries and operating equipment accidents in case of occurrence, handling dangerous chemicals and operating machines which is set out in the procedures on operation safety manual and safety codes in accordance with the Occupational Safety and Health Ordinance, Occupational Disease Prevention Law in the PRC (《中國職業病防治法》), and the Production Safety Laws of the PRC (《中國安全生產法》).

We have adopted the codes of practice in safety operation for handling hazardous wastes and operating machines to strictly regulate employees who often handle hazardous waste and operate machines. They have to take and/or wear full set occupational protective equipment, such as face shield, safety glasses/goggles, safety belts, protective clothing etc. provided by the Group when they are handling dangerous chemicals or operating machines to protect their health and safety. They should check if the operating machines or equipment are in order and safe before using. All the operating machines and equipment have been inspected regularly to ensure safety. We have also prepared a compilation of responsibilities on safety issues to regulate the duties of each of main department of the two steel cord plants in terms of planning, monitoring and reviewing of safety and health measures. Safety maintenance officers have been appointed by the two plants to implement, monitor and enforce the management of health and safety policies. In addition, we have also formulated regulations in respect of maintenance of healthy and safety workplace for our employees.

## 健康與安全

本集團將僱員的健康和安全視為高度重要任務，我們並承諾為僱員維持一個安全、健康、具生產力的工作地點。因此，我們為本公司及其主要業務單位／其附屬公司的主要部門，特別是於車間和生產線工作的僱員提供入職培訓、全面和持續的安全培訓，以幫助他們適應廠房、機械和生產設施的運作。

為提供我們的僱員一個安全與健康的工作環境，本集團根據《職業安全及健康條例》、《中國職業病防治法》及《中國安全生產法》制定各種安全生產規定、相關車間法規及在工作地點的行為守則，該等法規及行為守則提供處理個人工傷事故及一旦操作設備發生意外時的指引、處理危險化學品及列於安全操作程序和安全守則中操作機器的程序。

我們採納處理有害廢物及操作機械的安全操作慣例守則以嚴格規管經常處理有害廢物和操作機器的僱員。當他們處理危險化學物或操作機器時必須帶上及／或穿上本集團提供的全套工作保護設備，如面罩／護目鏡、安全帶及防護衣物等以保護他們的健康和安全。他們在操作機器或設備前需檢查該等機器或設備是否妥當及安全。所有操作機器和設備均須定時檢查以確保安全。我們亦編製了一份《安全事宜責任匯編》規定鋼簾線兩廠每個主要部門的就規劃、監控和審查其安全與健康措施。兩廠亦委任安全監察員去實施、監察及執行健康與安全管理政策。此外，我們亦為僱員制定了有關維持在工作場所健康與安全之規則。

## BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

Our plants in the PRC have implemented several working measures, in particular, strengthening the safety and 5S Management, which are known as “sort”, “systemize”, “standardize”, “self-discipline” and “shine” so as to make our employees working in a safe and green working environment and production lines.

The Group has regulated that all new employees in the Mainland must take three levels of production safety trainings before taking up their duties, i.e. departmental trainings, workshop trainings and class/team work lines trainings. Employees who have special job duties, such as handling of dangerous chemicals, electricians, fitters, welders, forklift operators etc., must follow the operation safety rules. For employees who change job positions must also re-take relevant safety trainings before serving. We also provide trainings to Hong Kong and PRC employees, aiming to deliver a message of the importance of occupational health and safety in offices of Hong Kong and the PRC. Our head office in Hong Kong and a subsidiary office at Shanghai have been relocated in August 2018 and June 2018 respectively and we have improved the working environment and maintain the safe and healthy condition of the workplace, such as placing small potted plants at working area so as to make our offices more green.

In addition, we have set up a reporting channel for work injuries and work-related fatalities. If any work injury or work-related fatality has occurred, the managers of the Company and main business units of the subsidiaries must report to the manager of human resources and administration department immediately. We have also adopted an internal key performance indicator defining a tolerance level for the occupational injury and fatality of the main business units of the subsidiaries. When no occupational injury or serious occupational accident has occurred or the occurrence rate is below the tolerance level, the responsible person of the management will be awarded. We are of the view that such measures can reduce the occurrence of work injuries.

Both manufacturing plants in Jiaxing and Tengzhou have set a target to achieve “zero” work injury in 2019.

我們在中國的廠房已實施多項工作措施，特別是加強安全和5S管理，分別為「整理」、「整頓」、「清掃」、「清潔」及「素養」，使我們的僱員在安全、綠色的工作環境和生產線上工作。

本集團規定國內所有新入職的僱員工作前必須先進行安全生產的三級培訓(即所屬部門培訓、車間培訓及班組／團隊工序培訓)。任職特殊工種的僱員，如處理危險化學物、電工、鉗工、焊工、叉車工等則必須按照安全操作規則工作。所有變更職位的僱員在入職前亦必須重新進行相關安全培訓。我們亦提供有關以傳遞辦公室職業健康和安全性的重要信息為目的之培訓予香港和中國的僱員。我們香港總部及上海附屬公司辦公室分別於二零一八年八月及二零一八年六月進行搬遷，並改善了工作環境及維持了工作場所的安全和健康狀況，例如在工作地方放置小型盆栽植物，以使我們的辦公室更為綠色。

此外，我們設立了一個與工傷和工作有關的死亡事故報告渠道。如發生任何工傷或與工作有關的死亡事故，本公司和附屬公司之主要業務單位經理必須立即向人力資源及行政部經理報告。我們亦採納一個內部關鍵績效指標，對附屬公司之主要業務單位的工傷和與工作有關的死亡事故界定一個承受水平。當沒有發生工傷或嚴重工傷意外或發生率低於承受水平，負責該等工作的管理層會獲得獎勵。我們認為該等措施可減少工傷的發生。

兩個於嘉興和滕州的生產廠房都制定了二零一九年實現「零」工傷的目標。

# BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

## Occupational Health and Safety Management System Authentication

JESC and TESC obtained the OHSMS18001 and OHSAS18001 Occupational Health and Safety Management System Authentication Certificate since January 2016 (and renewed in 2017) and October 2014 respectively which are reviewed by WIT Assessment Company Limited and Shanghai NQA Certification Co., Ltd. every year. The respective certificate is valid till 15 October 2020 and 12 March 2021.

Our manufacturing plant in Tengzhou also obtained the OHSAS18001: 2007 Occupational Health and Safety Management System Authentication Certificate since January 2016 and renewed in January 2019 which is reviewed by NQA Certification Limited, a leading independent provider of environmental simulation testing, inspection and certification services in the U.S., and valid till 12 March 2021.

## Number and Rate of Work-related Fatalities and Lost Days due to Work Injury

Under the Employees' Compensation Ordinance, the Company should have a policy of insurance to cover its liabilities under both the ordinance and common law for injuries at work in Hong Kong. All employees working at the PRC are protected from work injury and work-related disease subject to China's social security system. If an employee has suffered from work-related injury, fatalities or disease in his/her course of employment, we must report in writing to the Labour Department in Hong Kong or Ministry of Human Resources and Social Security of the PRC within the period stipulated by the Occupational Safety and Health Ordinance, Regulation on Work-Related Injury Insurances (《工傷保險條例》) of the PRC and The State Council of the PRC, as the case may be.

Save as disclosed as below, during the years ended 31 December 2018 and 2017, neither any accidents in relation to occupational health and safety nor work-related fatalities had occurred in connection to the Group.

## 職業健康安全管理體系認證

嘉興東方和滕州東方分別於二零一六年一月(二零一七年更新)和二零一四年十月取得OHSMS18001和OHSAS18001職業健康安全管理體系認證證書，並每年將由萬泰認證有限公司和上海恩可埃認證有限公司對認證範圍進行審核。相應的證書有效期至二零二零年十月十五日和二零二一年三月十二日。

我們位於滕州的生產廠房自二零一六年一月取得由NQA認證有限公司(美國領先的環境模擬測試、檢驗和認證服務的獨立供應商)審核的OHSAS18001: 2007職業健康安全管理體系認證證書，並於二零一九年一月更新，有效期至二零二一年三月十二日。

## 因工作關係而死亡的人數及比率及因工傷損失工作日數

根據《僱員補償條例》，本公司必須投購僱員補償保險單，以承擔其在該條例及普通法方面對在香港工傷的法律責任。所有中國的僱員均根據中國社會保障系統涵蓋工傷和與工作有關的疾病的保護。如僱員在工作期間遭遇與工作有關的受傷、死亡或疾病，我們必須因應情況按香港《職業安全及健康條例》或中國《工傷保險條例》及中國國務院規定的期限內以書面形式向香港勞工處或中國人力資源和社會保障部報告。

除以下所述，截至二零一八年及二零一七年十二月三十一日止年度，本集團並無涉及職業健康及安全的意外，亦沒有與工作有關的死亡事故發生。

# BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

	Unit 單位	2018	2017
No. of occupational injury incidents of employees <sup>(1)</sup> 僱員工傷事故次數 <sup>(1)</sup>	No. of incidents 次數	8	4
No. of occupational injury of employees 僱員工傷人數	No. of persons 人數	8	4
Percentage of occupational injury of employees <sup>(2)</sup> 僱員工傷人數比率 <sup>(2)</sup>	%	0.38	0.20
No. of working date lost due to occupational injury of employees 僱員因工傷損失工作日數	Days 日數	489	310
Compensation amount due to occupational injury of employees 僱員因工傷賠償金額	HK\$ 港幣	68,505.66	17,372.54
Person-time participated in safety training 僱員接受安全培訓人次	Person-time 人次	2,100	6,823

- Reportable injuries refer to work-related accidents of employees resulting in incapacity for a period exceeding 3 days in Hong Kong under the Employees' Compensation Ordinance and the days as defined under the Regulation on Work-Related Injury Insurances (《工傷保險條例》) in the PRC.
- The rate of occupational injury is calculated as the number of injured employee divided by the number of employees employed in steel cord segment and multiplied by 100%.

- 須予報告的工傷指僱員因工作相關意外，按《僱員補償條例》導致無法工作超過3天(香港)及按《工傷保險條例》(中國)所界定的天數。
- 工傷比率的計算方法是把受傷僱員的人數除以鋼索線分部的受僱人數再乘以100%。



# BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

## Compensation for Work Injuries

The Group complies with the laws, rules and regulations in relation to compensation for work injuries or occupational diseases in Hong Kong and the PRC, which include the Employees' Compensation Ordinance, Compensation Standard for Work Injury (《工傷賠償標準》), Regulation on Work-Related Injury Insurances (《工傷保險條例》), Social Insurance Law of the PRC (《中國社會保險法》) and Regulation on Work-Related Injury Insurance in Zhejiang Province (《浙江省工傷保險條例》) to pay compensation to employee who has suffered from work-related injuries or work-related diseases. The Group would also consider to pay extra compensation more than statutorily required to those employees who are injured, dead or suffered from work-related disease in their course of employment.

## DEVELOPMENT AND TRAINING

The Group aims to ensure that development and training are ongoing for all employees and is committed to provide the Mainland staff, Directors and employees of the Company with continuous development training programmes/courses which are designed to enhance their technical skills in production and management, and professional skills and knowledge. Thus, the Group has adopted training course management policies which set out training structures to provide internal and external trainings programme/course to different levels of employees of the Group, such as at managerial grade or above, general staff and production workers. Each business segment is responsible for developing its own training programmes/courses to meet its specific business requirements. These training programmes/courses offered to employees include orientation training, on-the-job training, safety education, on-site training, simulative practice, vocational training, talk/lecture, quality management, job relocation training and external training related to professional qualifications. Through orientation training, new employees can have a rapid understanding of the company, identify the organisational culture of the company and can easily adapt to it. Workers who fail the orientation training after the probation period stipulated in their employment contract and employees' handbook of their companies may result in disqualification as permanent employees with those companies. Any employee who has attended on-the-job training should take examination for the purpose to assess employee's performance.

## 工傷賠償

本集團遵守香港及中國與工傷或職業病賠償有關的法律、規則和法規，包括《僱員補償條例》、《工傷賠償標準》、《工傷保險條例》、《中華人民共和國社會保險法》及《浙江省工傷保險條例》向受工傷或得到與工作相關的疾病的僱員支付補償。本集團亦會考慮向於受僱期間受傷、死亡或得到與工作有關的疾病的僱員支付比法定要求更多的額外賠償。

## 發展及培訓

本集團旨在確保所有僱員的發展及培訓持續進行，並致力向國內僱員、本公司董事及僱員提供持續發展培訓計劃／課程以提升他們的生產和管理技術，及專業技能和知識。因此，本集團採納了為本集團不同級別的僱員，包括管理層或以上、一般僱員和生產工人而設立的培訓課程管理政策，為他們提供內部和外部培訓計劃／課程的培訓架構。每個業務分部均負責發展他們自己的培訓計劃／課程，以滿足他們特定的業務要求。該等給予僱員的培訓計劃／課程包括入職培訓、在職培訓、安全教育、現場培訓、模擬實習、職能培訓、講座、質量管理、轉職培訓和有關專業資格的外部培訓。通過入職培訓，新加入的僱員能迅速了解公司、認識公司企業文化及更輕鬆地融入公司。未能根據其僱傭合同及公司僱員手冊及規定的試用期後通過入職培訓的僱員，可能會被取消在該等公司作為全職僱員的資格。任何出席在職培訓的僱員須參加考試以評估僱員的表現。

## BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

During the year ended 31 December 2018, the directors of the Company have attended programmes or seminar(s) organised by the Company, other qualified professional bodies and regulatory authorities. In particular, all directors of the Company had actively participated in the Directors E-Training launched by the Stock Exchange of Hong Kong Limited in February and December 2018, which has enhanced their understanding of the responsibilities at Initial Public Offering and after listing process and independent non-executive director's role in corporate governance and other new corporate governance requirements that took effect on 1 January 2019.

Employees are also encouraged to pursue lifelong learning and training. As such, we offer comprehensive benefits, for instance, examination leaves, for those employees who will attend examinations organised by professional bodies or academic institutions. In general, employees are provided with all-round and comprehensive trainings to enhance their technical skills and knowledge constantly.

截至二零一八年十二月三十一日止年度，本公司董事已參加由本公司或其他專業資格團體或監管機構所舉辦的課程或研討會。特別是，本公司全體董事已積極參與香港聯合交易所有限公司於二零一八年二月及十二月推出的董事網上培訓，增進了他們對首次公開招股及上市之後的責任及獨立非執行董事在企業管治中的角色及其他於二零一九年一月一日生效的新企業管治要求的理解。

本集團鼓勵僱員終身學習和培訓。因此，我們提供全面福利，例如考試假期，給予將參與由專業團體或學術機構組織的考試的僱員。一般而言，本集團為僱員提供全方位和全面的培訓，以不斷提升他們的技術技能和知識。

# BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

## The Percentage of Employees Trained and Average Training Hours Completed per Employee by Gender and Employee Category

As at 31 December 2018 and 2017, the respective percentage of employees trained and average training hours completed per employee by gender and employee category of the three segments are as follows:

## 按性別及僱員類別劃分的受訓僱員百分比及每名僱員完成受訓的平均時數

於二零一八年及二零一七年十二月三十一日止，三個分部分別按性別及僱員類別劃分的受訓僱員百分比及每名僱員完成受訓的平均時數如下：

	Unit 單位		Steel Cord Segment 鋼索線分部		Copper and Brass Products Segment 銅及黃銅材料分部		Offices 辦公室	
			2018	2017	2018	2017	2018	2017
			Total no. of employees trained	接受培訓僱員百分比	%	50.81	49.11	0.00
Percentage of employees who received trainings by gender	按性別劃分接受培訓僱員百分比							
(i) Male	(i)男	%	48.78	47.79	0.00	0.89	5.34	5.44
(ii) Female	(ii)女	%	2.03	1.31	0.00	0.17	3.46	3.66
Percentage of employees who received trainings by employee category:	按僱員類別劃分接受培訓僱員百分比：							
(i) Directors and/Senior management	(i)董事及/高級管理層	%	0.00	0.00	0.00	0.00	5.16	5.03
(ii) Managerial grade or above	(ii)經理級或以上	%	0.03	0.05	0.00	0.00	0.19	0.20
(iii) Production workers	(iii)生產工人	%	47.92	45.77	0.00	0.74	N/A 不適用	N/A 不適用
(iv) Supporting/General staff	(iv)支援/一般僱員	%	2.73	2.96	0.00	0.32	1.16	1.66
(v) Others	(v)其他	%	0.13	0.33	0.00	0.00	2.29	2.21
Total training hours completed by employees	僱員完成培訓總時數	Hours 時數	72,373.00	54,653.00	-	431.00	99.30	108.10
Average hours of training per employee	每名僱員平均培訓時數	Hours 時數	2.84	2.23	0.00	0.67	0.21	0.22
Average hours of training per employee by gender:	按性別劃分僱員平均培訓時數							
(i) Male	(i)男	Hours 時數	2.91	2.29	0.00	0.63	0.17	0.24
(ii) Female	(ii)女	Hours 時數	1.81	1.26	0.00	0.81	0.25	0.19
Average hours of training per employee by employee category:	按僱員類別劃分僱員平均培訓時數							
(i) Directors and/Senior management	(i)董事及/高級管理層	Hours 時數	0.00	0.00	0.00	0.00	1.35	1.60
(ii) Managerial grade or above	(ii)經理級或以上	Hours 時數	0.09	0.29	0.00	0.00	0.05	0.02
(iii) Production workers	(iii)生產工人	Hours 時數	3.15	2.46	0.00	1.31	N/A 不適用	N/A 不適用
(iv) Supporting/General staff	(iv)支援/一般僱員	Hours 時數	1.04	1.12	0.00	0.43	0.01	0.03
(v) Others	(v)其他	Hours 時數	0.25	0.45	0.00	0.00	0.63	0.50
Total charges for employees' external trainings paid by the Group	本集團支付僱員外部培訓的總費用	HK\$ 港幣	85.60	17,436.07	-	500.00	7,560.00	5,340.00
Time cost for training hours completed by employees	僱員接受培訓時數所佔的時間成本	HK\$ 港幣	1,428,034.60	1,153,494.82	-	8,915.69	60,730.92	79,911.61

1. No training was conducted for the copper and brass products segment in 2018 due to preparation of its cessation of operation.

1. 於二零一八年，銅及黃銅材料分部沒有進行培訓，基於其準備停止營運。

# BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

## LABOUR STANDARDS

To recruit candidates from the widest pool of available talent in a fair and equitable manner of the Group, we have formulated a comprehensive set of human resources policies including but not limited to stipulating rules on recruitment and also formulated a strict recruitment policy to prevent child and forced labour, and other potential illegal incidents.

### Management Systems for Recruitment

The Group aims to recruit and retain the best employees to help itself to achieve business objectives, vision and mission by implementing recruitment management systems to appreciate their contribution. The Group has taken all practical steps to ensure that the job seeker is lawfully employable subject to the Prohibition of Child Labour of the PRC (《中國禁止使用童工規定》) and relevant laws and regulations in Hong Kong and the PRC and request new employee truthfully fill in their personal information in the personal data form, and provide identification documents and/or working visa (if any) to human resources and administration department in a fair and equitable manner and also under legitimate procedures. The procedures include but not limited to verification of identity to prevent the Group from recruiting employees under the age of 16 and forced labour. In addition, we ensure that applicants and employees are treated equally in respect of recruitment, assignment, development, evaluation and reward.

## 勞工準則

本集團制定一套全面但不限於招聘的人力資源政策規定，以公平合理的方式招募最廣泛的人才，並制定嚴格的招聘政策，以防止童工及強制勞工和其他潛在不合法的事件發生。

### 招聘管理系統

本集團以招聘和挽留最優秀僱員為目標，通過實施招聘管理系統，鼓勵他們作出貢獻以幫助實現本集團業務方針、抱負及使命。本集團根據《中國禁止使用童工規定》及其他香港及中國相關法律及規定採取所有切實可行的步驟確保求職者為合法受僱，並按公平及公正的態度及合法的程序，要求新入職僱員填寫真實的個人資料在個人資料表格上，以及提供身份證明文件及／或工作簽證(如有)予人力資源及行政部。該等程序包括但不限於核實身份以防止本集團招聘十六歲以下的人士及強制勞工。此外，我們亦確保求職者和僱員均在招聘、分配工作、發展、評估和獎勵各方面受到平等的對待。

# BUILDING A HARMONIOUS AND PROSPEROUS COMMUNITY ENVIRONMENT 建設和諧和繁榮的社區環境

## Prevention of Child Labour and Forced Labour

In accordance with the Provisions on the Prohibition of Child Labour of the PRC (《中國禁止使用童工規定》) and the Law of the PRC on the Protection of Minors (《中國未成年人保護法》), the Group is prohibited to recruit employees under the age of 16 and forced labour. In this connection, we have stipulated regulations on managing the prevention of child labour and forced labour, and set out procedures to handle incidents with necessary actions taken to transport back those labour to hometown or place of origin if any child/forced labour is found. Disciplinary actions including the possibility of summary dismissal will be taken against employees deliberately providing untrue personal data or forged certificates or violating such regulations subject to the concerned company's employees' handbook and policies. Those regulations are in line with the Employment Ordinance and relevant laws and regulations in the PRC.

In all, the Group reviews the overall recruitment practices from time to time to prevent child labour, forced labour and other potential illegal incidents and shall comply with any laws, rules and regulations to prohibit child labour and forced labour. During the year of 2018, the Group was not aware of any breach of or non-compliance with applicable laws and regulations in relation to child labour and forced labour.

## 防止童工和強制勞工

根據《中國禁止使用童工規定》及《中國未成年人保護法》，本集團禁止招聘十六歲以下的人士及強制勞工。在這方面，我們編製了防止僱用童工和強制勞工的管理規則，以及設立發現僱用任何童工／強制勞工的事件處理程序，如發現童工／強制勞工，我們並會採取必要行動送他們回到家鄉或出生地。根據相關公司的僱員手冊和政策，故意提供不真實的個人資料或偽造證書或違反該等規定的僱員將給予紀律處分，包括可能即時解僱。該等法規符合僱傭條例及中國的相關法律及規定。

總括而言，本集團不時審查整個招聘慣例以防止童工、強制勞工和其他潛在不合法事件，及會符合任何法律、規則及規定以禁止童工和強制勞工。於二零一八年內，本集團並沒有知悉任何違反或不遵守任何關於童工及強制勞工適用的法律及法規。



# OPERATING PRACTICES

## 營運慣例

### SUPPLY CHAIN MANAGEMENT

#### Our customers and suppliers

The Group has maintained satisfactory business relationship with its suppliers for many years since stable quality of raw materials has been provided to the Group persistently. The suppliers mainly supplies steel wire rod for manufacturing steel cords for radial tyres and copper and brass materials for copper and brass products segment.

We are committed to deliver fine quality and superior steel cords and sawing wire products to our customers (i.e. tyre manufacturers). In our supply chain management, both steel cord and copper and brass products segments strictly select raw material suppliers with quality assurance, good reputation, high credibility and suppliers who are with integrity to co-operate in order to maintain long-term business relationship since quality control is one of the key features. In addition, we use a stringent procurement management mechanism and screening system to rate those suppliers qualification based on various factors including the price, exclusivity, convenience in transportation, financial condition, quality, techniques and skills, reputation, after-sale services and social responsibility to select raw material suppliers. We also concern the suppliers' environmental and social responsibilities in our supply chain management. On one hand, the Group selects the suppliers who are committed to emphasizing on the philosophy of environmental protection as well as having respects of the rights of their employees, for instance, one of our suppliers, Nanjing Iron & Steel Co., Ltd., whose philosophy in production is to provide and maintain environmental friendly and safety working environment to their employees; while on the other hand, the Group keeps on maintaining good relationship with suppliers to guarantee better procurement and suit our production requirement. We also try to procure locally or in nearby places rather than overseas so as to reduce carbon emissions associated with transport and shipping, as such most of our suppliers are located in Zhejiang and Jiangsu (for steel cord segment) and Shanghai (for both steel cord and copper and brass products segments).

### 供應鏈管理

#### 我們的客戶及供應商

基於供應商持續為本集團提供穩定質量的原材料，本集團多年來一直與供應商保持良好的業務關係。供應商主要供應製造子午線輪胎用的鋼簾線盤條和用於銅及黃銅材料分部的銅及黃銅材料。

我們致力為我們的客戶(即輪胎製造商)提供優質的鋼簾線和切割鋼絲產品。在我們的供應鏈管理中，因質量控制是其中一個關鍵，故鋼簾線和銅及黃銅材料分部會嚴選有品質保證、具有良好信譽、信用能力高的原材料供應商及以誠合作的供應商合作從而保持長期業務關係。此外，我們採用一個嚴格的採購管理機制和篩選系統，包括根據價格、獨家、運輸便利、財務狀況、質量、工藝技術、信譽、售後服務及社會責任等各種因素來選擇我們原材料供應商。在供應鏈管理中，我們亦關注供應商對環境及社會的責任。一方面，本集團承諾選擇致力於強調環保理念並尊重僱員權利的供應商，例如，我們的供應商之一南京鋼鐵股份有限公司，其生產理念是為僱員提供和維持環保及安全的工作環境；另一方面，本集團一直與供應商保持良好關係以確保更穩定的採購及符合我們的生產要求。另外，我們嘗試在本地或附近而非海外採購以減低因運輸及航運產生的碳排放，故此我們大部分供應商也位於浙江及江蘇(鋼簾線分部)及上海(鋼簾線及銅及黃銅材料兩者分部)。

# OPERATING PRACTICES

## 營運慣例

Moreover, we regularly assess the existing suppliers using major factors, including the on-going quality of raw material, costs, service, delivery, feedback from customers, etc.. We have gone through a standard procedure to select and evaluate samples of raw materials, wire rods, to meet the quality requirements of international standard, such as ISO9001:2008. We would also administer the changes in customers' and suppliers' particulars in order to minimize the possible business risks, attributable from the change of our customers' or suppliers' owner/beneficiary under well-established procedures and to maintain an accurate and reliable record of our customers and suppliers.

### Number of Suppliers by Geographical Region

The number of suppliers by geographical region for steel cord segment for the years of 2018 and 2017 is as follows:

此外，我們會定期以包括原材料的持續質量、成本、服務、交付情況、客戶的反饋等主要因素評估現時的供應商。我們已通過一套標準程序來選擇和評估原材料(即盤條)樣本以符合國際標準，如ISO9001：2008的質量要求。我們亦會以完善的程序監控客戶和供應商資料的變更，以盡量減低因我們客戶及供應商擁有人／受益人發生轉變而產生的業務風險，及為我們的客戶和供應商保持準確可靠的記錄。

### 按地區劃分的供應商數目

於二零一八年及二零一七年年鋼索線分部按地區劃分的供應商數目如下：

		2018	2017
PRC	中國		
Jiangsu	江蘇	6	6
Others	其他	3	4
Subtotal	小計	9	10
Japan	日本	2	2
Korea	韓國	0	0
Total	總計	11	12

# OPERATING PRACTICES

## 營運慣例

The number of suppliers by geographical region for copper and brass products segment for the years of 2018 and 2017 is as follows:

於二零一八年及二零一七年年銅及黃銅材料分部按地區劃分的供應商數目如下：

		2018	2017
PRC	中國		
Guangdong	廣東	5	4
Shanghai	上海	1	2
Zhejiang	浙江	3	4
Jiangsu	江蘇	0	0
Others	其他	4	5
Subtotal	小計	13	15
Hong Kong	香港	0	7
Korea	韓國	0	2
Others	其他	0	1
Total	總計	13	25

### Practices relating to Engaging Suppliers, Number of Suppliers where the Practices are being Implemented, and the Execution and Monitoring of those Practices

With regard to the steel cord segment, a serial of procedures on supplier management have been implemented on its purchasing department to strictly monitor the quality of raw materials and review the rating of those supplies regularly. We aim to choose suitable suppliers with high quality raw materials and good services. To ensure the products provided by our key suppliers meet our quality requirements, we have a supplier product quality assurance co-operation agreement drafted for them. We believe this practice can enhance the mutual trust relationship between the suppliers and the Group and safeguard both parties' interests.

### 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

對於鋼簾線分部，其採購部門已實施一系列供應商管理程序以嚴格監控原材料的品質，並會定時對該等供應商審查評分。我們的目標是確保挑選可提供高質量原材料和優質服務之供應商。我們特別草擬了一份供方產品質量保證合作協議書給我們的主要供應商簽訂，以確保他們提供的產品符合我們的質量要求。我們相信此慣例能幫助供應商及本集團建立互信關係和維護雙方的利益。

# OPERATING PRACTICES

## 營運慣例

With regard to the copper and brass products segment, a procurement procedure and a monitoring quality system have been set up. An abnormal quality report will be submitted to general manager and related departments upon abnormal quality of raw materials is found. In view of the implementation of control procedures and continuous monitoring of the performance of suppliers, we can ultimately boost the overall productivity of this segment. A satisfaction survey is conducted regularly based on the price, quality, financial condition, after-sale service and etc. for the existing suppliers of this segment. Based on these procedures, the procurement department can monitor the performance of suppliers and provide feedback to respective suppliers to improve their overall performance. However, procurements in relation to copper and brass products segment is no longer required, primarily attributable to the cessation of the business operation of whole copper and brass products segment in September 2018.

The above practices applied to all suppliers in respect of provision of raw materials for all segments during the years of 2018 and 2017.

In addition, we have adopted the green procurement policy, by encouraging our employees to purchase in bulk so as to minimize the resources utilization in transportation and purchasing environmental friendly stationery and office equipment as priority, etc..

We encourage suppliers to follow the Group's standards, comply with all applicable laws and regulations, and strive to minimize negative impacts on environment and preserve our natural resources. Indeed, certain suppliers like Nanjing Iron & Steel Co., Ltd., supplies their products to us based on their environmental protection policies and guidelines and follow our requirements.

Suppliers also have expectations on us, including our profitability, level of compliance with laws and regulations, effectiveness of supply chain management, accountability, credibility and reliability, willingness to communicate, degree of honesty in co-operation and length of partnership.

對於銅及黃銅材料分部，其有制定採購程序及監控質量系統。當發現質量異常的原材料，便需向總經理及有關部門提供質量異常報告。鑑於實施監控程序和持續監控供應商的表現，我們最終定能提高此分部的整體生產力。我們會根據價格、質量、財務狀況、售後服務等定期對此分部現有的供應商進行滿意度調查。採購部門可以按此程序監控供應商的表現，並向相應的供應商提供反饋，以提高供應商的整體表現。然而，有關銅及黃銅產品的分部不再需進行採購，主要歸因於二零一八年九月銅及黃銅材料分部的業務停止營運。

於二零一八年和二零一七年，上述慣例適用於全部分部有關提供原材料的所有供應商。

此外，我們採取了綠色採購政策，鼓勵僱員大批量採購，以盡量減少因運輸之資源使用，以及優先考慮購買環保文具和辦公室設備等。

我們鼓勵供應商遵守本集團的標準，遵守所有適用之法律和法規，並努力減少對環境的負面影響以及保護我們的天然資源。事實上，若干供應商例如南京鋼鐵股份有限公司，他們根據其環境保護政策和方針並遵循我們的要求提供產品。

我們的供應商亦對我們有期望，包括：盈利能力、遵守法律和法規的程度、供應鏈管理的有效性、責任感，誠信和可靠性、是否願意溝通、合作誠信度和合作時間。

# OPERATING PRACTICES

## 營運慣例

We wish to be customers of the choice of our preferable targeted suppliers. In another words, their loyalty, support and collaboration enable us to operate more effectively, source our materials more sustainably and so strengthen our supply chain value.

### PRODUCT RESPONSIBILITY

We have to go through stringent testing procedures to become a qualified supplier of a new radial tyre customer. These testing procedures could last for about 2 years in most international radial tyre manufacturers so as to test the properties of steel cord in the radial tyres under various weather conditions. In this connection, the Group pays utmost importance to the provision of products with good quality and high safety standard to its customers, aiming to maintain our “Eastern” brand recognition in steel cord industry. We monitor the quality of different specifications of steel cord constantly to ensure that radial tyre manufacturers are pleased with our products, and their requirement of production of safe radial tyres can be met. Through the application of these standards, we can obtain their long-term support and trust and thus raise the profitability of the Group. To maintain the customers’ confidence in our product quality, the Group provides after-sale services to its customers. If we receive complaints from any customer, we will first communicate with our customer and arrange technical personnel to visit our customer’s site for inspection or fine tune our product specification as the case may be. For instance, if we find out that the main reason of the complaint is because the current production process does not satisfy customer’s requirements, we will improve the product quality to suit our customer’s need and customers may return the products or exchange for new products subject to the terms and conditions of sales contracts. Besides, if we investigate that the operators violate the rules and do not comply with the operation procedures which cause complaints, our management will give warning to such operators and provide further trainings to them.

我們希望成為我們所挑選的供應商選擇的客戶。換句話說，他們的忠誠、支持和合作使我們能夠更有效地營運，更可持續地獲得原材料，從而增強我們的供應鏈價值。

### 產品責任

我們必須經過嚴格的測試程序以成為新子午線輪胎客戶的合資格供應商。該等測試程序在大多數國際子午線輪胎製造商可持續長達約兩年，以測試在各種天氣條件下子午線輪胎中的鋼簾線性能。有見及此，本集團高度重視為客戶提供優質及安全性極高的產品，以保持我們在鋼簾線行業中「東方」品牌的美譽。我們持續監控不同規格的鋼簾線質量，以確保子午線輪胎製造商滿意我們的產品及符合其對生產安全子午線輪胎的要求。透過應用這些標準，我們可以得到他們的長期支持和信任，從而提高本集團的盈利能力。為了保持客戶對我們產品質量的信心，本集團為客戶提供售後服務。如我們收到任何客戶的投訴，我們將先與該客戶溝通，並安排我們的技術人員拜訪該客戶以進行檢查或調整我們的產品規格（視乎情況而定）。例如，如我們發現投訴的主要原因是因為現行的生產過程不能滿足客戶的要求，我們將提高產品質量以滿足客戶的需求，及客戶可根據銷售合同條件退回產品或替換新產品。此外，如我們調查操作員違反規則並且不遵守操作程序而造成投訴，我們的管理層將向這些操作員發出警告，並為他們提供進一步的培訓。



# OPERATING PRACTICES

## 營運慣例

IATF 16949:2016 was issued by TÜV Rheinland Cert GmbH, a leading international provider of inspection services, to TESC and JESC in years 2018 and 2019 respectively. In 2018, a certificate GB/T28001-2011, was issued to JESC by WIT Assessment Co. Ltd., a commercial services company specializing in third-party certification business, providing management system certification, products certification and training services to domestic and international clients, which will be valid until 15 October 2020. Those certificates are intended to build up or enforce the confidence of customers towards the system and process quality control of a supplier, in particular for the development, production and installation and servicing of automotive-related products.

For steel cord segment, it has pre-product quality control planning procedures and sales of products policies and procedures, in which the area of those procedures and policies cover sales return policy, customers' complaint procedures and maintenance and safeguard products' intellectual property policies and measures. In addition, customers' satisfaction surveys are conducted every year to collect comments from customers about our quality of products, efficiency on delivery and after-sale service. The sales representatives of steel cord segment visit the customers from time to time to obtain comments/opinions so as to improve the quality of our products and enhance our technical skills and knowledge to meet the requirements of the customers.

For copper and brass products segment, it has product complaint and process form for customers to make necessary complaints and relevant department will follow-up thereafter. Besides, there is a practice of copper and brass products segment's management to visit customers regularly in order to build better business relationship. As we have built trust and reliable relationship with customers, the collection of accounts receivables from those customers are much more easier when this segment ceased its operation in September 2018.

我們分別於二零一八年及二零一九年由一間提供檢驗服務的國際服務商TÜV Rheinland Cert GmbH為滕州東方及嘉興東方頒授IATF 16949 : 2016。於二零一八年，由一家專門從事第三方認證業務、為國內和國際客戶提供管理體系認證、產品認證和培訓服務的商業服務公司WIT Assessment Co. Ltd. 頒授GB/T28001-2011證書予嘉興東方，有效期至二零二零年十月十五日。這些證書旨在建立或加強客戶對供應商系統和過程質量控制的信心，特別是汽車相關產品的開發、生產、安裝和服務。

對於鋼簾線分部，有產品前期質量監控計劃程序及產品銷售政策和程序，這些程序和政策範圍涵蓋退貨政策、客戶投訴程序及有關保護產品的知識產權政策和措施。此外，該分部每年亦會進行客戶滿意度調查，收集客戶對我們的產品質量、交付效率和售後服務的意見。鋼簾線分部的銷售代表會不時拜訪客戶以獲得他們的評價意見，藉此改善我們的產品質量以及提升技術和知識，以盡量滿足客戶的要求。

對於銅和黃銅材料分部，則有產品投訴及程序表格供客戶作出必要的投訴，而相關部門隨後便會跟進投訴。除此之外，該分部的管理層亦經常拜訪客戶以建立更好的業務關係。由於我們與客戶建立了信任和可靠的關係，因此當該分部於二零一八年九月停止運營時，從這些客戶收回應收賬款比較容易。

# OPERATING PRACTICES

## 營運慣例

We recognise the importance of intellectual property rights protection and hence we have in place some guidelines on the identification of intellectual properties and the application for registration. Intellectual properties are our Company's critical assets, so we put effort to safeguard their rights and interests. As the owner of certain intellectual properties, we have adopted products standard management procedures to protect customers' information from unauthorized access, usage and leakage and maintain their data properly.

There was no issue regarding material non-compliance with the relevant laws and regulations that have any significant impact on the Group relating to health and safety, advertising, labelling and privacy matters during the year.

There are no products of the Group sold or shipped subject to recalls for safety and health reasons, for the years 2018 and 2017.

### Number of Products and Service Related Complaints Received and How to Deal With

As mentioned under the heading of “**PRODUCT RESPONSIBILITY**” above, when customer complaints are received, we will first communicate with our customer and arrange technical personnel to visit customer's site for inspection. Afterwards, they will fine-tune the properties of products to suit the requirements of customers (if necessary). Any corrective actions will then be recorded and continued to follow-up. The disqualified products can be returned or products can be exchanged subject to the terms and conditions of sales contracts. The complaint rate of steel cord and copper and brass products segments is as follows:

我們深明保護知識產權的重要性，因此已制定了一些辨識及申請註冊知識產權的指引。知識產權是我們公司的重要資產，所以我們努力保護知識產權的權利和利益。作為若干知識產權的持有人，我們採用了產品標準管理程序保護客戶的資料以避免未經授權的存取、使用和洩漏，並適當地保存其資料。

本集團於本年度並沒有不遵守相關法律與法規對有關健康與安全、廣告、標籤及私隱事宜對本集團有重大影響的事件。

本集團於二零一八年及二零一七年沒有因安全與健康理由而須回收的已售或已運送產品。

### 與產品和服務相關之投訴數量及處理方法

誠如在「**產品責任**」標題以上提及，當收到客戶的投訴，我們將先與該客戶溝通，並安排技術人員拜訪該客戶以進行檢查。然後，他們將微調產品的規格以符合客戶的要求(如需要)。任何糾正措施將會記錄並繼續跟進。不合格產品可根據銷售合同條件退回或替換新產品。鋼索線及銅及黃銅材料分部之投訴率如下：

# OPERATING PRACTICES

## 營運慣例

		Steel Cord Segment 鋼簾線分部	
		Unit 單位	
			2018 2017
Total number of products related complaints received per thousand tonnes of production volume	每千噸產量的接獲關於產品的投訴總數目	No. of complaints/'000 tonnes 投訴次數/千噸	0.27 0.27

		Copper and Brass Products Segment 銅及黃銅材料分部	
		Unit 單位	
			2018 2017
Total number of products related complaints received per tonnes of production volume	每噸產量的接獲關於產品的投訴總數目	No. of complaints/tonnes 投訴次數/噸	0.003 0.003

### ANTI-CORRUPTION Standard of Conduct

Having good standards of corporate governance is the essential key for the success of our businesses as this can promote and reinforce the confidence of stakeholders. We have devised and adopted several clear guidelines/policies for the Directors, management and employees of the Group which enable the Group to achieve a high standard of code of conduct, including the follows:

- Declaration of Conflict of Interest
- Guidelines on Accepting and Offering Gifts and Entertainment
- Whistleblowing Policy
- Key channels of compliant
- Reporting and Monitoring Policy on Connected Transactions and Continuing Connected Transactions

### 反貪污 行為標準

擁有良好的企業管治標準是我們業務成功的關鍵，因為這可以促進和加強持份者的信心。我們為本集團的董事、管理層及僱員制定及採納多項明確的指引／政策，使本集團取得高標準的行為守則標準，包括如下：

- 利益衝突申報書
- 接受和饋贈禮物及款待的指引
- 舉報政策
- 主要投訴渠道
- 關連交易和持續關連交易的報告和監控政策

# OPERATING PRACTICES

## 營運慣例

All the above policies/guidelines are annexed to the Internal Management and Control Manual (“Internal Control Manual”) of the Company which is reviewed and updated regularly. The Internal Control Manual has been revised and adopted on 18 December 2018. In addition, all employees, including directors of the Company should avoid conflict of interest between their private interest and the interest of the Company and should report in such cases. They must also follow the guidelines in relation to provision of gifts and entertainment and accepting gifts and benefits and observe any updates and changes regarding the anti-corruption measures.

Besides, a whistleblowing policy was implemented and adopted by the Board on 22 March 2012 to provide procedures to employees who have concerns about any suspected misconduct or malpractice within the Group, in which those employees can reflect those concerns or submit a written report to the Company through this policy. The Company will then evaluate the report to decide whether a full investigation is needed. The investigation process will start and the Company will prepare an investigation report and then submit to the audit committee of the Company upon completion of the investigation if the answer is positive. The audit committee of the Company is responsible for monitoring and reviewing the operation of the whistleblowing policy and providing any recommendations attributable from the investigation of complaints.

We set out policies/guidelines that provide guidelines on anti-corruption and codes of conduct for respective core business units in the Mainland, namely Guidelines on Corporate Corruption Prevention, Management of Regulations on Anti-corruption and Anti-bribery, Whistleblowing Policy (applicable in the PRC), Code of Conduct and Code of Ethics relating to fraud, bribery and extortion.

所有上述政策／指引均已附載於本公司會定期作出檢討及更新的內部管理及監控指引(「內部監控指引」)。內部監控指引已於二零一八年十二月十八日修訂並採納。此外，本集團所有僱員(包括本公司董事)應避免個人利益與本公司利益發生衝突，如有衝突則必須稟報。他們亦必須遵守有關提供禮物及款待及接受禮物及利益的指引，並留意有關反貪污措施的任何更新及改動。

此外，董事會於二零一二年三月二十二日制定並採納了舉報政策，為僱員提供有關舉報本集團內任何做出可疑不當行為或不當習慣的程序。該等僱員可以通過該政策向本公司表示該等關注或提交書面報告。本公司將會對該等報告進行評估以決定是否需要進行全面調查。如認為有此需要，調查過程將會執行，且將於完成後向本公司審核委員會提供調查報告。本公司審核委員會有責任監管和審查有關舉報政策的實施情況以及對投訴的調查提供任何建議。

我們亦制定了針對國內各核心業務單位的反貪污和行為守則的政策／指引，即《關於預防腐敗的公司指引》、《反貪污和反賄賂管理規定》、《公司舉報政策》(適用於中國)、《行為守則》和有關欺詐、賄賂和勒索的《道德守則》。

# OPERATING PRACTICES

## 營運慣例

We have engaged out internal auditor to review those policies to avoid any misappropriates, suspected or alleged fraud, abuse of power etc. and to ensure that all employees have a standard of code of conduct.

As for the suppliers, we have a stringent procurement management system to evaluate our suppliers' performance and conduct in order to enhance the suppliers' commitment to the Group's standards and principles.

In addition, during the year the audit committee members of the Company have responded to the external auditor about their knowledge on any actual, suspected or alleged fraud which may affect the Group and the answer is negative. During the year, the internal auditor, among others, has reviewed the risk management and internal control systems to see if any additional precaution needed to be added.

All the businesses have complied with relevant laws and regulations that may have a significant impact on the Group relating to bribery, extortion, fraud and money laundering in the PRC and Hong Kong.

During the year, we are not aware of any legal cases regarding corrupt practices brought against the Company or its employees.

我們已聘請內部核數師以審核這些政策來避免任何盜用、懷疑或涉嫌的欺詐行為、濫用權力等，並確保所有僱員有一套行為守則標準。

至於供應商，我們有嚴格的採購管理系統以評估供應商的表現和行為，以增加供應商對遵守本集團之標準和原則的支持。

此外，本公司審核委員會成員已回應外聘核數師對彼等知悉於本年度任何有關任何影響本集團的實際、懷疑或涉嫌的欺詐行為，而答覆是否定的；而內部核數師於本年度除了其他事項，已審閱風險管理、內部監控系統以確定是否需要增加任何額外的預防措施。

所有業務均符合中國及香港有關賄賂、勒索、欺詐及洗黑錢等對本集團可能有重大影響的相關法律及法規。

於本年度，我們並不知悉對本公司或其僱員提出有關貪污行為的任何訴訟案件。



# OUR COMMUNITY

## 我們的社區

### COMMUNITY INVESTMENT

The Group takes an interest in a broad range of social issues and places great emphasis on making a positive contribution to improve the communities in which we operate. We do not only support social welfare activities and community care projects by making donations, but also take initiative in participating in green activities as community care is an integral part of our corporate values. Our aims are (i) promoting environmental awareness within the Group; (ii) promoting occupational health and safety at workplace; and (iii) showing care to the underprivileged.

In order to cultivate awareness on environmental protection, occupational health and safety issues among our employees, as well as encourage their contribution to the society, we have established the Corporate Social Responsibility Guidelines and the Social Welfare Activities and Philanthropy Management Guidelines that encourage all employees to participate in and give support to community activities, maintain a safe and healthy working environment, comply with the relevant laws and regulations, and commit to environmental protection. We believe and expect every single employee can make significant contribution in engaging with the community in which they live.

We are a member of the “Jockey Club CarbonCare Open Innovation Lab” (COIL) since 2015, which is established by CarbonCare Inn Lab and contributed by the Hong Kong Jockey Club Charities Trust. The COIL holds events and/or seminars every month, inviting a number of low-carbon experts specialised in different areas or the management of companies/organisations to provide information on low-carbon and share their experiences in reducing carbon emission. The events and seminars held, and information provided by the COIL on climate justice, carbon reduction, resource conservation and adaptation to future climate scenarios are particular useful and the knowledge obtained does help us to devise relevant measures and policies on carbon reduction properly and effectively.

### 社區投資

本集團致力於探討廣泛社會問題並非常重視為改善我們經營所在的社區作出積極貢獻。我們不但通過捐款支持社會福利活動和社區關懷項目，更熱心參與綠色活動。因為我們相信關懷社區是我們企業價值的一個核心。我們的目標是(i)提高本集團的環保意識；(ii)推廣工作間的職業安全健康；及(iii)關懷弱勢群體。

為了培養我們僱員的環保意識及對職業安全健康的認知並鼓勵他們對社會作出貢獻，我們制定了企業社會責任指引和社會公益活動與慈善管理指引，鼓勵所有僱員參與及支持社區活動、保持一個安全與健康的工作環境、遵守相關法律和法規及致力於保護環境。我們相信並期許每一位僱員能在他們所居住的社區中作出顯著貢獻。

我們自二零一五年起加入了由香港賽馬會慈善信託基金贊助及賽馬會低碳創聚成立的低碳想創坊。低碳想創坊會每月舉辦活動和／或研討會，邀請多個不同領域方面的低碳專家或公司／團體的管理層宣揚有關低碳的資訊及分享他們在減少碳排放方面的經驗。低碳想創坊所舉辦的活動和研討會及提供的有關氣候公義、減碳、資源保育和如何適應未來氣候環境特別有用的資訊和所取得的知識，確實有助於我們正確而有效地制定相關的措施和減碳政策。

## OUR COMMUNITY 我們的社區

To make the first step to go green at our workplace, we had participated in the “Green Office Awards Labelling Scheme” (“GOALS”) and “Eco-Healthy Workplace” organized by the World Green Organisation (“WGO”) since 2017. These 2 schemes require companies to implement various green practices in their offices based on WGO’s guidelines with the support of Green Auditors. On the way to achieve the goals, we have gained knowledge and skills on environmental protection and sustainability, increased our awareness on physical and mental health of employees at workplace and be able to identify and apply reduction opportunities, ranging from energy, water and paper consumption to carbon at the office. As we had implemented green measures in our office far more than the minimum required, we had been awarded with WGO’s Green Office Awards label and Eco-Healthy Workplace label for a year starting from 20 November 2017. Due to office relocation and achieving better furnishment to make our office more “green”, our renewal application for the GOALS started from spring 2019. As a result, we put forth our best efforts to bring the green office and eco-health workplace best practices to our office while decorating the office, such as placement of green plants to enhance greening in the office and provide better working environment to our employees. In order to share our achievements in environmental protection, the Company had kept on inspiring the subsidiaries to take initiatives and implement green measures within their office area and work stations. Our colleagues in the Mainland now have a ‘green office’ idea at their workplace. They have stuck labels beside the light switch to remind themselves the importance of electricity saving. They also place waste separation bins to separate the wastes which can be recycled.



為了使工作間走進綠色，我們參與了由世界綠色組織(WGO)於二零一七年推出的「綠色辦公室獎勵計劃」(「綠色辦公室」)和「健康工作間」。這兩項計劃要求公司在綠色審計員的協助下，根據WGO的指引在其辦公室落實各種綠色措施。在實踐的過程中，我們學會了有關保護環境和持續性的知識和技能，提高僱員在工作間對身體或精神健康的認知，並在辦公室內找出及採取措施減少資源，包括能源、水、紙張轉為碳的消耗。由於我們在辦公室所實施的綠色措施遠遠超過最低要求，因此我們從二零一七年十一月二十日起獲得了為期一年的由WGO頒發的「綠色辦公室」標籤和「健康工作間」標誌。由於辦公室搬遷和達至最佳的佈置使我們的辦公室更加「綠色」，我們的「綠色辦公室」續期申請從二零一九年春季開始。因此，我們在裝修辦公室時盡力將「綠色辦公室」和「健康工作間」的最佳實踐帶到我們的辦公室，例如放置綠色植物以加強辦公室的綠化，並為僱員提供更好的工作環境。為了分享我們在環境保護方面所得，我們不斷鼓勵附屬公司在其辦公室區域內和工作位置積極落實綠色措施。我們國內同事現已對他們的工作間有了「綠色辦公室」的概念。他們在電燈開關旁邊貼上標籤，以提醒節約用電的重要性。他們還放置了廢物分類箱，以區分可回收的廢物。



## OUR COMMUNITY 我們的社區

The Company also became a supporting organisation of the Hong Kong Green Building Week 2018 (“HKGBW 2018”) organised by Construction Industry Council and the Hong Kong Green Building Council, which is to raise public awareness on green building development and sustainable lifestyle. The Company had participated in the Biz-Green Dress Day of HKGBW 2018 to adopt a greener lifestyle in the workplace. Employees were encouraged to dress light yet professional in order to save energy through minimising air conditioning consumption in the office.

Apart from implementing green initiatives in office, the Company has also contributed to the communities with love and care by engaging in charitable activities and donations. We had participated in the 2018 Dress Casual Day organised by The Community Chest, which is one of the most important charities in Hong Kong, and donated a certain amount of benevolent donation for rehabilitation and aftercare services which aim to acknowledge the equal rights of people with disabilities and help ex-drug abusers and ex-offenders to rebuild their life and re-integrate into the community. Employees were allowed to wear clothes they like to work and it has gained full support by the directors of the Company, the management and the employees. After the reporting date, we had also made donations to the “Services for Street Sleepers, Residents in Cage Home and Cubicles” by supporting another event called Skip Lunch Day 2019 launched by the Community Chest.

The Group had entertained employees by organising activities outside work in order to motivate employees, to foster team spirit and to secure their loyalty in long term. JESC, one of our Company’s PRC subsidiaries, has invited all employees to celebrate Chinese New Year together. A talent show had been organised for employees to show off

本公司還成為了建造業議會及香港綠色建築議會舉辦的香港綠色建築週2018的支持機構，該活動旨在提高公眾對綠色建築議題和可持續生活方式的認識。本公司參加了香港綠色建築週2018的「輕·型」上班日，提倡在工作場所採用更環保的生活方式。我們鼓勵僱員穿著輕便而專業的裝束上班，從而減少辦公室的空調消耗以達至節省能源的目的。

除了在辦公室落實綠色措施外，本公司還通過參與慈善活動和捐款為我們所愛與關懷的社區作出貢獻。我們參加了由公益金(香港其中一個最重要的慈善機構)舉辦的2018年便服日，並捐贈了一筆善款，用於資助復康及善導服務，主要目的是承認殘疾人士享有其與生俱來的平等權利，協助戒毒康復者及更生人士重建生命，重新融入社會。僱員可以穿上自己喜愛的衣服上班，而此活動亦得到了本公司董事、管理層和僱員的全力支持。在報告日期之後，我們還通過支持公益金發起的另一項名為公益行善「折」食日2019的活動，向「露宿者、籠屋及板間房居民服務」捐贈善款。

為激勵僱員、培養團隊精神及保持其忠誠度，本集團安排了一些活動以提供僱員工作以外的娛樂。本公司的內地附屬公司，嘉興東方，邀請了全體僱員一同慶祝中國農曆新年，並為僱員安排才藝表演讓他們展示才華，享受充滿音樂和舞蹈的晚上。此外，本公司的另一內地附





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their talents and enjoy themselves in the night filled with music and dances. Besides, TESC, another PRC subsidiary of the Company, had also celebrated the 10th Anniversary since operation by giving choir performances and speeches on stage. Lucky draw had been organized to reward employees for their contributions and hard work during the past 10 years. A safety knowledge contest was also held for employees of TESC to further arouse their safety awareness and develop safety working culture.

Furthermore, the Company had been granted the Good MPF Employer Award for the year 2017/18 launched by Mandatory Provident Fund Schemes Authority. This award recognized the Company's effort in protecting and enhancing the employees' retirement needs.

The participation in the above stakeholder engagement activities is merely the start of our initiatives towards business sustainability. The Group emphasises the importance of corporate social responsibility to the long-term success of our business. Therefore, we will continue to encourage participation of employees in a wide range of community-based activities such as social welfare activities and community care projects to support our local community. We hope we could put more resources for participation in charity activities or programmes in the coming years.



屬公司，滕州東方安排了合唱團表演和演講以慶祝廠房營運十週年。為了獎勵僱員在過去十年中的貢獻和辛勤工作，他們亦安排了抽獎活動。滕州東方還為僱員舉行了安全知識競賽，進一步喚起他們的安全意識，培養安全工作文化。

此外，本公司獲頒發強制性公積金計劃管理局推出的2017/18年度「積金好僱主」獎項。該獎項認可了本公司在保障和加強僱員退休福利的需求方面所作出的努力。

參與上述為持份者舉辦的活動僅僅是我們業務推行可持續發展的開始。本集團注重企業社會責任對我們的業務取得長期成功的重要性。因此，我們將繼續鼓勵僱員參與各種社區活動，例如社會福利活動及社區關懷項目以支持當地社區。我們希望能在未來為參與慈善活動或計劃投放更多資源。



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一般披露及關鍵績效指標	描述	

Aspect A1: Emissions		
層面A1：排放物		
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 air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	17-21
	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。	
KPI A1.1	Types of emissions and respective emissions data. 排放物種類及相關排放數據。	22
KPI A1.2	Greenhouse gas emission in total and intensity. 溫室氣體總排放量及密度。	23-24
KPI A1.3	Total hazardous waste produced and intensity. 所產生有害廢棄物總量及密度。	25
KPI A1.4	Total non-hazardous waste produced and intensity. 所產生無害廢棄物總量及密度。	26-28
KPI A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	28
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	29



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<b>Aspect A2: Use of Resources</b> 層面A2：資源使用		
General Disclosure 一般披露	Policies on 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。	29
KPI A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總耗量及密度。	30
KPI A2.2	Water consumption in total and intensity. 總耗水量及密度。	31
KPI A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	32
KPI A2.4	Description of whether there is any issue in sourcing water, 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。	32
KPI A2.5	Total packaging material used for finished products, and if applicable, with reference to per unit produced. 製成品所用包裝材料的總量及(如適用)每生產單位估量。	32-34

<b>Aspect A3: The Environment and Natural Resources</b> 層面A3：環境及天然資源		
General Disclosure 一般披露	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。	35-40
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and 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。	35-40

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<b>Aspect B1: Employment</b> 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： (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。	41-47
KPI B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	48
KPI B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	49-50

<b>Aspect B2: Health and Safety</b> 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： (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。	51-53

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KPI B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	53-54
KPI B2.2	Lost days due to work injury. 因工傷損失工作日數。	54
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	51-55

### 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。	55-56
KPI B3.1	The percentage of employees trained by gender and employee category. 按性別及僱員類別劃分的受訓僱員百分比。	57
KPI B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	57

### Aspect B4: Labour Standards

#### 層面B4：勞工準則

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 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。	58-59
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KPI B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	58-59
KPI B4.2	Description of steps taken to eliminate child and forced labour practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	58-59

### Aspect B5: Supply Chain Management

#### 層面B5：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。	60-61
KPI B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	61-62
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	62-64

### Aspect B6: Product Responsibility

#### 層面B6：產品責任

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 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。	64-66
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KPI B6.1	Percentage of total products sold or shipped subject to 67 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。	
KPI B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	66-67
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	66
KPI B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	64-65
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	66

<b>Aspect B7: Anti-corruption</b>		
<b>層面B7：反貪污</b>		
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 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。	67-69
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	68-69



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一般披露及關鍵績效指標	描述	
KPI B7.2	Description of preventive measures and whistleblowing 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。	68-69
<b>Aspect B8: Community Investment</b>		
<b>層面B8：社區投資</b>		
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 takes into consideration 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。	70-73
KPI B8.1	Focus areas of contribution. 專注貢獻範疇。	70-73
KPI B8.2	Resources contributed to the focus areas. 在專注範疇所動用資源。	70-73



**SHOUGANG CONCORD CENTURY  
HOLDINGS LIMITED**  
首長寶佳集團有限公司