

Cabbeen

CABBEEN FASHION LIMITED

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2018

卡賓服飾有限公司
環境、社會及管治報告 2018



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

INTRODUCTION

The Company (together with its subsidiaries, the “**Group**”) is committed to build an environmentally-friendly corporation that pays close attention to conserving natural resources.

This report covers the Group’s headquarters in Guangzhou City, Guangdong Province, an office and a logistics centre in Shishi City, Fujian Province, and two other warehouses in Xian City and Chengdu City, the People’s Republic of China (the “**PRC**”). The Group’s headquarters comprises office premises, a sample workshop, a staff canteen and a number of showrooms. The Company’s ESG report is an annual report and this report is for the period from 1 January 2018 to 31 December 2018.

This report is prepared in accordance with the requirements of the Environmental, Social and Governance Reporting Guide as set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”).

(A) ENVIRONMENT

The Group is principally engaged in design and sales of menswear apparels and accessories in the PRC. It outsources production of all its products to third-party suppliers and its operating activities do not generate any emissions or wastes that would severely pollute the environment. The Group is aware that it does not directly control most of the environmental impacts occur in its operations but it seeks to manage its indirect environmental impact by improving environmental awareness of its employees and business partners in the supply chain.

緒言

本公司(連同其附屬公司統稱「**本集團**」)承諾密切關注天然資源保護，成為一家著重環保的企業。

本報告涵蓋本集團位於中華人民共和國(「**中國**」)廣東省廣州市的總部、位於福建省石獅市的辦事處及物流中心以及兩個分別位於西安市及成都市的貨倉。本集團總部包括辦公室、一間樣品車間、一間員工餐廳及數個展廳。本公司的環境、社會及管治報告為年度報告且本報告的涵蓋期間為二零一八年一月一日至二零一八年十二月三十一日。

本報告乃根據香港聯合交易所有限公司證券上市規則(「**上市規則**」)附錄27所載的環境、社會及管治報告指引規定而編製。

(A) 環境

本集團主要於中國從事男裝及配飾的設計及銷售。其所有產品的生產均外包予第三方供應商，而其營運活動不會產生嚴重污染環境的排放物或廢棄物。儘管本集團並不直接控制大部分營運活動對環境造成的影響，但仍致力於通過提升其員工以及供應鏈內的業務夥伴的環保意識，以管理其間接環境影響。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (CONTINUED)

環境、社會及管治報告(續)

A1: Emissions

The Group is a non-production company. It outsources productions of all its products and does not own its vehicle fleets. The Group does not produce any hazardous wastes from its operating activities and greenhouse gas emissions from its operating activities are limited which are mainly from energy consumption and employee travels. The Group implements a low-carbon policy and encourages its employees to conserve energy where practicable, including shutting or minimizing the use of air conditioning and lighting during non-office hours.

For the year ended 31 December 2018, the Group has complied with all applicable environmental laws and regulations, and was not subject to any fine, penalty, investigation or prosecution for non-compliance with the relevant laws and regulations relating to emissions.

A1: 排放物

本集團為非生產型企業。其外包其全部產品的生產且並無自有車隊。本集團營運活動並無產生任何有害廢棄物，且其營運活動的溫室氣體排放主要源於能源消耗及員工出差，排放量有限。本集團實施低碳政策並鼓勵員工切實節約能源，包括在非辦公時段關閉及減少使用空調及照明設備。

截至二零一八年十二月三十一日止年度，本集團已遵守所有適用環境法律及法規，並無因違反與排放物有關的法律及法規而遭受任何罰款、處罰、調查或起訴。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (CONTINUED)

環境、社會及管治報告(續)

According to the key performance indicators (the “KPIs”) set out in Appendix 27 of the Listing Rules, the Group’s performance on sustainable development in terms of emissions are summarised below:

根據上市規則附錄27所載關鍵績效指標(「關鍵績效指標」)，本集團就排放物而言在可持續發展方面的表現概述如下：

KPIs 關鍵績效指標		For the year ended 31 December 截至十二月三十一日止年度
		2018 二零一八年
		2017 二零一七年
A1.1	Type of emission 排放物類型	There was no material emission from the Group’s operating activities. 本集團營運活動並無重大排放物。
A1.2	Greenhouse gas emissions and intensity 溫室氣體排放量及密度	Greenhouse gas emissions from its operating activities are limited which are mainly from energy consumption and employee travels. 營運活動的溫室氣體排放主要源於能源消耗及員工出差，排放量有限。
A1.3	Total hazardous waste produced and intensity 產生的有害廢棄物總量及密度	No hazardous waste was produced from the Group’s operating activities. 本集團營運活動並無產生有害廢棄物。
A1.4	Total non-hazardous waste produced and intensity 產生的無害廢棄物總量及密度	The Group has downsized its sample workshop since 2017. Scrap fabrics and other wastes from our sample workshop at Guangzhou headquarters are not material. The sample workshop was subsequently shut down in early 2019. 本集團自二零一七年起縮減其樣品車間規模。位於廣州總部的樣品車間產生的邊角料及其他廢棄物並不重大。樣品車間已在之後於二零一九年初關閉。
A1.5	Measure to mitigate emission and results achieved 減少排放物的措施及所得成果	There was no material emission from the Group’s operating activities. 本集團的營運活動並無重大排放物。
A1.6	Measure to handle hazardous and non-hazardous waste, reduction initiatives and results achieved 處理有害及無害廢棄物的措施、減排措施及所得成果	The Group’s operating activities do not produce hazardous waste. 本集團的營運活動並無產生有害廢棄物。 The Group seeks to ensure the business operations are environmentally friendly, making every effort to reduce waste from every aspect of the business activities. Leftover fabrics are collected by recyclers. 本集團致力確保營運結合環保理念，盡一切努力減少業務活動各層面產生的廢棄物。剩餘面料由回收商集中回收。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (CONTINUED)

環境、社會及管治報告(續)

A2: Use of Resources

The Group strives to minimize its environmental impact by optimizing its consumption for electricity and water, and encouraging recycling of office supplies and other materials. These measures help save both money for the Group and natural resources. For wastes that cannot be avoided, the Group strives to reuse and recycle the relevant supplies and materials as much as possible. The Group also aims at delivering products to retail stores and distributors' warehouses efficiently while minimizing the carbon footprint of transportation. Accordingly, the Group has invested to build a centralized logistics centre in Fujian Province to enhance efficiency and reduce transportation costs by better planning product distribution and consolidating outbound product delivery. The centralized logistics centre commenced its operation in second half of 2018.

The Group has also implemented the following measures to foster a culture of resources conservation awareness among its employees and business partners:

- The Group encourages paperless working procedures through intranet and use video-conference system to replace avoidable business trips and increase communication efficiency.
- All printers in the Group's premises are preset for double-sided printing by default.
- The Group encourages its distributors to switch using LED lighting for retail outlets operated by them.
- The Group is dedicated to minimizing use of materials and recycling any unused materials, such as used papers, leftover fabrics from sample rooms, hangers and shopping bags and carton boxes at warehouses and shop furniture, whenever possible.

A2: 資源使用

本集團致力於通過優化電力及水資源使用，以及鼓勵回收利用辦公用品及其他材料，盡可能減少對環境的影響。這些措施有助於本集團節約成本及天然資源。對於無法避免的廢棄物，本集團盡可能重複利用及回收有關用品及材料。本集團亦致力於以高效的方式向零售店舖及經銷商的倉庫送貨，同時最大限度地減少貨運碳足跡。因此，本集團已在福建省投資建設一個集中化物流中心，通過更好的產品分銷規劃和統一產品對外運送，提高效率並降低運輸成本。該集中化物流中心已於二零一八年下半年投入運營。

本集團亦已實施以下措施，培養其僱員及業務合作夥伴節約資源意識的文化：

- 本集團透過使用內聯網提倡無紙化工作流程，並使用視頻會議系統，盡量避免商務差旅，並提高溝通效率。
- 本集團辦公室的打印機均默認預設為雙面打印模式。
- 本集團鼓勵經銷商於其經營的零售店舖改用LED照明。
- 本集團致力於減少材料的使用並盡可能回收任何尚可利用的材料，如使用過的紙張、板房的剩餘面料、衣架及購物袋、倉庫的紙箱以及店舖擺設。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (CONTINUED)

環境、社會及管治報告(續)

- The Group avoids using excessive packaging and aim at having packaging offering protection for its products and at the same time appealing to customers.
- The Group maintains its air-conditioners regularly for better performance and an average indoor temperature of 25°C in order to minimize electricity usage.
- 本集團避免過度包裝產品，產品包裝旨在為產品提供保護，並吸引客戶的注意力。
- 本集團定期維護空調系統以保持高效率運轉，並維持平均室內溫度在25度左右以盡量減少電力使用。

According to the KPIs set out in Appendix 27 of the Listing Rules, the Group's performance on sustainable development in terms of resources utilization is summarized below:

根據上市規則附錄27所載關鍵績效指標，本集團就資源利用而言在可持續發展方面的表現概述如下：

KPIs 關鍵績效 指標		For the year ended 31 December 截至十二月三十一日止年度		
		2018 二零一八年	2017 二零一七年	
A2.1	Electricity consumption 耗電量	Consumption quantity 消耗量	1,389,683 units 1,389,683 個 單位	1,377,261 units 1,377,261 個 單位
		Intensity (based on total annual sales of the Group) 密度(根據本集團全年銷售總額計算)	1.0913 units/ RMB'000 1.0913 單位/ 人民幣千元	1.2645 units/ RMB'000 1.2645 單位/ 人民幣千元
A2.2	Water consumption 耗水量	Consumption quantity 消耗量	15,111m ³ 15,111 立方米	15,021 m ³ 15,021 立方米
		Intensity (based on total annual sales of the Group) 密度(根據本集團全年銷售總額計算)	0.0119 m ³ / RMB'000 0.0119 立方米/ 人民幣千元	0.01379 m ³ / RMB'000 0.01379 立方米/ 人民幣千元
A2.3	Energy use efficiency initiatives and results achieved 能源使用效益計劃及所得成果	Electricity consumption varies depending on weather and product dispatch schedules. The Group is committed to minimize the use of electricity by taking the measures mentioned in section A2 above. 電力消耗量取決於天氣及產品調度計劃。本集團致力通過採取上文第A2節所述措施盡可能減少電力使用。		

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (CONTINUED)

環境、社會及管治報告(續)

KPIs 關鍵績效 指標	For the year ended 31 December 截至十二月三十一日止年度	
	2018 二零一八年	2017 二零一七年

A2.4	Water efficiency enhancement initiatives and results achieved 用水效益提升計劃及所得成果	Water consumption varies depending on mainly number of employees. The Group is committed to reserve water resources by promoting environmental awareness among its employees. 耗水量主要取決於僱員人數。本集團致力於通過提高僱員環保意識，保護水資源。
A2.5	Total packaging materials used for finished goods and intensity 製成品所用包裝材料的總量及密度	<p>The Group reuses all cartoon boxes used for products purchased from suppliers. Accordingly, only an insignificant portion of the cartoon boxes the Group used for finished goods were purchased by the Group itself. 本集團重複利用所有向供應商採購的產品的紙箱。因此，本集團自身採購用於製成品的紙箱比例並不重大。</p> <p>In addition, the Group considers that it is not practical to measure the weights of other packaging materials used, like duct tape and plastic bags. 此外，本集團認為計量其他已用包裝材料(如寬膠帶及塑料袋)的重量不具可操作性。</p> <p>Total package materials, including cartoon boxes, plastic bags and tapes, purchased during the year ended 31 December 2017 and 2018 amounted to RMB2.0 million and RMB2.5 million, respectively. 於截至二零一七年及二零一八年十二月三十一日止年度內，採購的包裝材料總額(包括紙箱、塑料袋及膠帶)分別為人民幣2.0百萬元及人民幣2.5百萬元。</p>

A3: The Environment and Natural Resources

Save as disclosed in sections A2 and A3 above, the Group's operating activities have no significant impact on the environment and natural resources.

A3: 環境及天然資源

除上文第A2及A3節所披露者外，本集團的營運活動對環境及天然資源並無重大的影響。



(B) SOCIAL

B1: Employment

As of 31 December 2018, the Group had 404 employees. Human resources are one of the greatest assets of the Group and the Group regards the personal development of its employees as highly important.

The Group endeavors to continue to be an attractive employer for committed employees. The Group conducts employee satisfaction survey once a year. It seriously considers all those valuable feedback from employees for enhancing workplace productivity and harmony.

(B) 社會

B1: 僱傭

截至二零一八年十二月三十一日，本集團有404名員工。人力資源是本集團最大的資產之一，本集團高度重視員工的個人發展。

本集團致力繼續成為一名具吸引力的僱主，可吸引忠誠敬業的員工。本集團每年進行一次員工問卷調查，以瞭解員工對工作環境滿意度，並認真考慮員工就提高工作效率及打造和諧工作環境所提供的一切寶貴意見。



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (CONTINUED)

環境、社會及管治報告(續)

The Group offers competitive remuneration packages to its employees and has also adopted share option schemes to recognize and reward the contribution of the employees to the growth and development of the Group. The Company's compensation system is strictly in compliance with the Labour Contract Law, the Labour Law and other relevant laws and regulations, with all statutory social security contributions being paid in full and on time. The Company also adjusts employee salaries from time to time according to their performance and skills and in the light of the general compensation level in the industry to ensure that its compensation system is both competitive and fair. The Company ensures that all employees are entitled to paid annual leave, marriage leave, maternity leave and other statutory leaves and holidays in accordance with the law and safeguards employees' basic rights.

本集團向員工提供具競爭力的薪酬待遇，並採納購股權計劃以表彰及獎勵對本集團成長及發展作出貢獻的員工。本公司的薪酬系統嚴格遵守勞動合同法、勞動法以及其他有關法律及法規，並按時繳足所有法定社會保障供款。本公司亦根據員工表現及技能以及因應業內普遍薪酬水準，不時調整員工薪金，以確保其薪酬系統具競爭力及公平性。本公司確保全體員工均有權享有法律規定的帶薪年假、婚假、產假及其他法定休假及假期並保障員工的基本權利。

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To support our working mothers' needs, the Group offers new mothers options of flexi-time work arrangement.

本集團體貼在職母親的需要，為身為新生兒母親的員工提供彈性工作制的安排選擇。



In addition, the Group provides long service awards to employees that have served the Group for 5 years, 10 years, 15 years, respectively. To enhance the sense of belongings of employees to the Group, it also organizes various interest group activities regularly for its employees.

B2: Health and Safety

The Group is committed to providing safe and healthy work environments for its employees. It also promotes health and well-being of all employees by encouraging employees to do more exercises after work and organizes seminars, jogging and yoga class to employees at its headquarters in Guangzhou. In addition, the Company prohibits smoking in offices and the premises of the Group to eliminate all safety hazards. For the year ended 31 December 2018, the Company experienced no employee on duty casualty or any other serious accident and has been in compliance with the applicable laws and regulations relating to its employees' health and safety.

此外，凡於本集團服務滿五年、十年及十五年的員工，均會獲頒長期服務獎。本集團亦定期為其員工組織多樣的興趣小組活動，提升員工對本集團的歸屬感。

B2: 健康與安全

本集團致力為員工提供安全及健康的工作環境。其亦鼓勵員工在工作之餘加強身體鍛煉，並於廣州總部為員工組織研討會、慢跑及瑜伽課，促進全體員工的健康及福利。此外，本公司嚴禁於本集團辦公室及其他場所內吸煙，以杜絕一切安全隱患。截至二零一八年十二月三十一日止年度，本公司並無出現任何員工意外傷亡或任何其他嚴重事故且一直遵守有關其僱員健康與安全的適用法律及法規。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (CONTINUED)

環境、社會及管治報告(續)



B3: Staff Development and Training

The Group strives to motivate its employees by providing a clear career path and opportunities for advancement and improvement of their skills. The Group provides pre-employment and on-the-job training and development opportunities to staff members. The training programs cover areas such as accounting and tax updates, managerial and leadership skills, sales and production, customer services, quality control, workplace ethics and training of other areas relevant to the industry and employees' profession. The Group aims to foster teamwork cohesion and help equip its employees with new skills for the changing business environment in which the Group competes and new challenges.

B3: 員工發展及培訓

本集團致力於為僱員提供清晰的職業發展路徑以及提升其技能的機會，激勵其不斷進步。本集團為員工提供崗前及在職培訓以及發展機會。培訓項目涵蓋最新的會計及稅務知識、管理及領導技能、銷售與生產、客戶服務、質量控制、職業道德以及與行業及員工職業相關的其他領域培訓等。本集團旨在透過員工培訓，凝聚團隊精神並提升員工的工作能力以面對多變的營商環境及競爭與新挑戰。



B4: Labour Standards

The Group strictly prohibits child labour or forced labour for any position. No one aged below 16 is employed by the Group. There was no case of violation of laws and regulations relating to child or forced labour for the year ended 31 December 2018.

B5: Supply Chain Management

The Group currently outsources the production of all of its products to domestic OEMs. The Group carefully selects its OEMs and requires them to satisfy certain evaluation and assessment criteria, including environmental protection and sewage disposal standards. The Company manages a list of qualified suppliers. Only suppliers that have been assessed to be qualified in terms of safety, quality, business reputation and other indicators are included in the list and qualified to be engaged by the Group.

The Group reviews its suppliers' environmental, and health and safety performance, among other metrics, regularly, and inspects premises of the suppliers to ensure they are complied with the environmental and occupational health and safety management requirements.

B4: 勞工準則

本集團嚴禁任何職務僱用童工或強制勞工。本集團並無僱用任何16歲以下的人士。截至二零一八年十二月三十一日止年度，本集團並無違反有關童工或強制勞工的法律法規。

B5: 供應鏈管理

本集團目前將其所有產品的生產外包予國內的供應商。本集團審慎地挑選其供應商，並要求彼等滿足若干評估及評核標準，包括環保及污水處理的標準。本公司管理一列表合資格供應商。僅經評定符合安全、質素、業務聲譽及其他指標規定的供應商方可納入列表及符合資格獲本集團委聘。

本集團定期審查(其中包括)其供應商於環境、健康與安全方面的表現，並對供應商的廠房進行檢查，以確保其符合環境及職業健康與安全管理的規定。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT (CONTINUED)

環境、社會及管治報告(續)

B6: Product Responsibility

It is essential that the Group provides products to its consumers that are innovative, inspiring, and safe. This helps fulfill its responsibilities to the public, enhances its competitive position in the marketplace, and retains the confidence of its customers. Products must be designed, produced, and serviced to the Group's standards and should comply with applicable regulations and contractual obligations.

The Group has established a supplier quality assurance system covering supplier approval and evaluation, quality inspection and supporting the Group's strategic supplier development policy. OEMs are generally required to procure raw materials, manufacture and package our products in accordance with national standards and the Group's guidelines. OEMs are not allowed to sub-contract their work to other third parties without the Group's prior written approval. OEMs are required to provide quality inspection reports issued by Fujian Institute of Fiber Inspection (福建纖維檢驗所) or Guangzhou Fiber Product Testing Institute (廣州市纖維產品檢測院) on raw materials they procured and quality inspection reports by a third-party quality inspection institution designated by the Group on finished products. The Group also periodically despatches order handling and quality control staff to its OEMs' production sites to inspect the production process. OEMs are required to obtain the Group's approvals upon its inspection of the product samples before a volume production can be taken place.

B6: 產品責任

向消費者提供創新、啟發靈感及安全的產品對本集團而言至關重要。這有助於履行其對公眾的責任，提高其於市場上的競爭地位，並讓客戶保持信心。產品必須按照本集團的標準設計及生產，並應符合適用的法規及合約責任。

本集團已建立供應商認證制度，包括對供應商的審核和評估、品質監督及支持本集團供應商戰略合作關係。供應商通常須根據國家標準及本集團的指引採購原材料、生產產品及進行包裝。未經本集團事先書面同意，供應商不得將其工作分包予其他廠商。供應商必須就採購的原材料提供福建纖維檢驗所或廣州市纖維產品檢測院出具的質量檢驗報告，並就產成品提供本集團指定的第三方質量檢驗機構出具的質量檢驗報告。本集團亦會定期派遣跟單及質量控制人員前往供應商生產現場視察其生產流程。在開始批量生產之前，供應商的產品樣品必須經過本集團的檢驗並獲得批准。

B7: Anti-corruption

The Group highly values honesty and integrity. It gives each employee clear guidelines in staff handbook on prevention of corruption. Employees of the Group may never offer, give, or accept gifts of cash (or cash equivalents) in any business relationship because these could be considered an illegal bribe or kickback. Gifts and hospitality from business partners to members of employees' family, to those with whom the employee has a close personal relationship, are considered to be given to that employee as well.

The Group requires all of its distributors and suppliers to sign anti-bribery sub-agreements when they enter into agreements with the Group. These anti-bribery sub-agreements impose obligations on the distributors or suppliers and the Group to comply with certain PRC laws and regulations in relation to unfair competition and anti-bribery. The Group is entitled to terminate the agreements with distributors or suppliers for their non-compliance with the terms of the anti-bribery sub-agreements.

For the year ended 31 December 2018, the Company did not find any significant risks relating to corruption and was not subject to any confirmed corruption cases involving the Company or any corruption investigation or prosecution against the Company or any of its employees.

B8: Community investment

The Group cares about the community and encourages its employees to participate in charity events to help people in need. The Group makes donations to education associations and charitable organizations and encourages staff participation in volunteer work. For the year ended 31 December 2018, the Group donated RMB85,000 to charitable organizations approved by the local governments.

B7: 反貪污

本集團非常重視誠實守信。其員工手冊就防止貪污為每位員工提供明確的指引。本集團員工於任何業務關係中不得提供、給予或接受現金(或現金等價物)餽贈，這些可能會被視為非法賄賂或回佣。商業夥伴向員工家屬或與員工存在緊密關係的人士贈送禮品及進行招待會被視為相當於向該員工贈送禮品及進行招待。

本集團要求其所有的經銷商及供應商於與本集團簽訂協議時同步簽署防止賄賂協議。上述防止賄賂的協議規定，經銷商或供應商及本集團有責任遵守有關不正當競爭及防止賄賂的若干中國法律法規。本集團有權因經銷商或供應商不遵守防止賄賂協議的條款而終止與彼等的合作。

截至二零一八年十二月三十一日止年度，本公司並無發現任何與貪污有關的重大風險且本公司並無涉及任何已確認貪污案例或向本公司或其任何僱員進行任何貪污調查或起訴。

B8: 社區投資

本集團關懷社區，並鼓勵其員工參與慈善活動，幫助有需要的人。本集團亦向教育機構及慈善組織捐款，並鼓勵僱員參與義工活動。截至二零一八年十二月三十一日止年度，本集團向經地方政府批准成立的慈善機構捐款人民幣85,000元。

Cabbeen

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