



**SANDMARTIN INTERNATIONAL
HOLDINGS LIMITED**
聖馬丁國際控股有限公司*

Incorporated in Bermuda with limited liability 於百慕達註冊成立之有限公司
Stock Code 股份代號 : 482



* For identification purpose only
僅供識別

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



CONTENTS

目錄

About SMT 關於聖馬丁	2
About the Report 關於本報告	4
Message from the Director 董事寄語	6
Sustainability Governance and Risk Management 可持續發展管治及風險管理	7
Stakeholder Engagement 持份者溝通	8
Environmental Protection 環境保護	10
Operational Responsibility 營運責任	18
Caring for Employees 員工關懷	24
Community Investment 社區投資	30
Key Performance Indicator Summary 關鍵績效指標摘要	31
Report Content Index 報告內容索引	40

About SMT 關於聖馬丁

Sandmartin International Holdings Limited (the “Company”) and its subsidiaries (collectively, “SMT” or the “Group”) is principally engaged in designing, manufacturing and trading of media entertainment platform related products, other multimedia products and satellite TV equipment and antenna products, such as set-top boxes, ancillary chargers, high definition multimedia interface (“HDMI”) cables, external batteries, retractable chargers and wireless mobile phone chargers for vehicles, and satellite TV broadcasting service. The Group’s operations are mainly located in the People’s Republic of China (the “PRC”), Taiwan, Europe, North America, Middle East, Africa and South America.

The Group completed its restructuring within the year ended 31 December 2018 by redefining the original work flow of its manufacturing activities, including but not limited to rationalising its manufacturing segment, outsourcing of certain production processes to external service providers and termination of production lines with low efficiency. We enhanced our product portfolio to meet market demand and competition. For the satellite TV broadcasting business, the Group is expanding its subscriber base to reach breakeven.

To capture business opportunities arising from new 5G peripherals, the Group is now developing new 5G related products, such as small cell technology and networks, as well as next generation radio frequency and antenna products. In the future, the Group continues to restructure its operation by focusing on the manufacturing segment and the launch of new products to enrich the product portfolio. Besides, the Group will establish certain manufacturing facilities in India, relocating certain satellite TV equipment and antenna products manufacturing workflows to India and diversify the production facilities and meet the trend of pay TV market development and digitalisation.

聖馬丁國際控股有限公司*（「本公司」）及其附屬公司（統稱「聖馬丁」或「本集團」）主要從事設計、生產及買賣媒體娛樂平台相關產品、其他多媒體產品及衛星電視設備及天線，如機頂盒、配置充電器、高清多媒體接口（「HDMI」）電纜、外置電池、可伸縮充電器及車載無線手機充電器、低雜訊降頻器等電子及多媒體配件，以及衛星電視廣播服務。本集團的業務主要位於中國、臺灣、歐洲、北美、中東、非洲及南美。

本集團於截至二零一八年十二月三十一日止年度重組製造業務分部，精簡架構，包括重整原有工作流程、將若干生產工序外判予供應商，以及停止運作缺乏效率的生產線，並調整產品組合，以迎合市場口味和競爭。至於衛星電視廣播業務，本集團正拓闊其訂戶群以達至收支平衡。

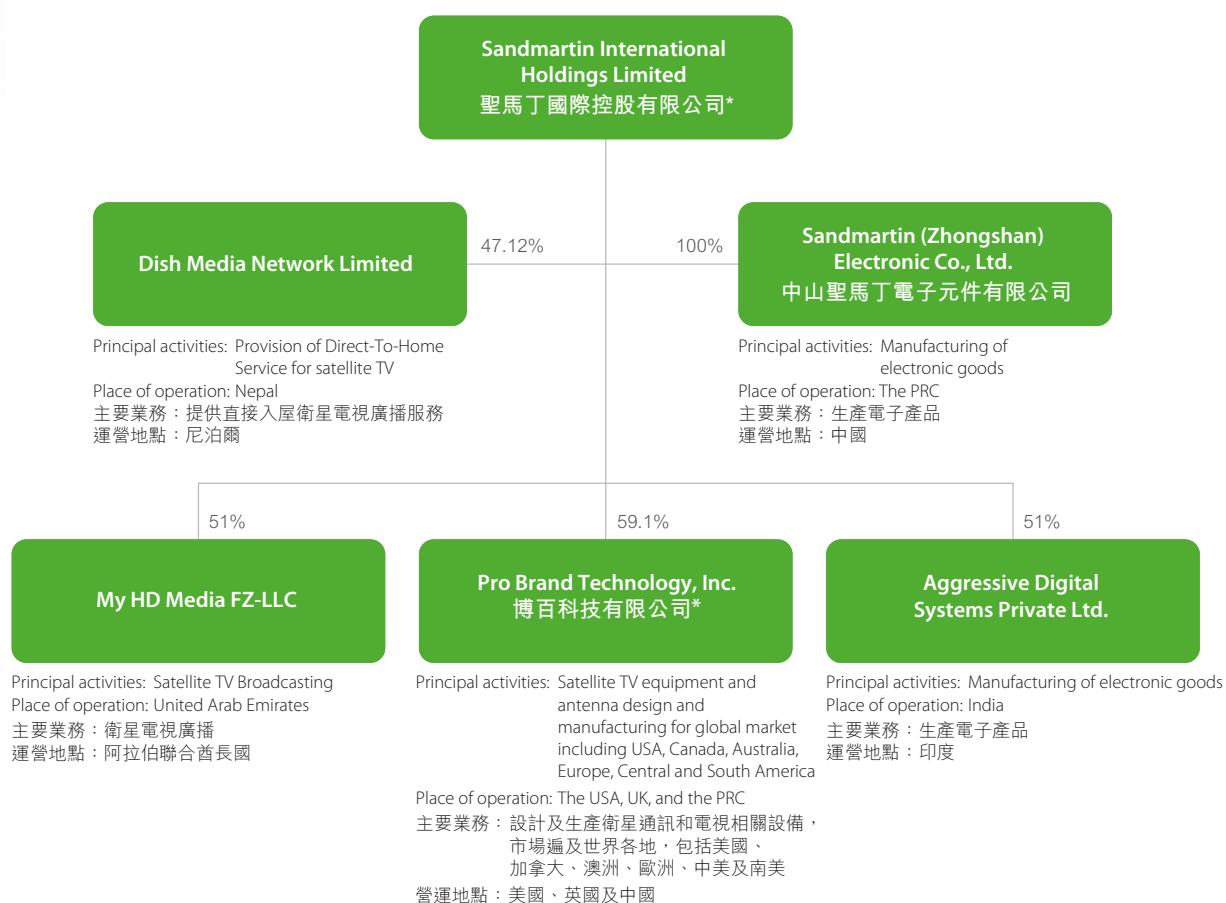
為把握5G周邊和相關產品帶來的商機，本集團正開發全新5G相關產品，如微型基站和網絡、新一代的無線電頻道和天線產品。未來，本集團將繼續重整業務，以製造業務為主調，推出新產品及豐富產品組合。此外，本集團會在印度設立若干生產設施，將部分衛星電視設備及天線相關生產工序遷往印度，使生產設施多元化，並迎合當地收費電視市場發展及數碼化趨勢。

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About SMT (Continued)

關於聖馬丁(續)

SMT Business Structure 聖馬丁業務架構



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About the Report

關於本報告

This is the third Environmental, Social and Governance (“ESG”) Report (the “Report”) issued by SMT. By reporting the Group’s policies, measures and performance in environment, social and governance aspects, the Report allows stakeholders to better understand the Group’s progress and development direction in sustainability issues. This Report has been prepared in both Chinese and English versions and will be uploaded to the websites of The Stock Exchange of Hong Kong Limited (“HKEX”) and of the Company (www.sandmartin.com.hk). The Chinese text of the Report shall prevail over the English text for the purpose of interpretation.

REPORTING PERIOD

All information in the Report reflects the Group’s environmental and social performance between 1 January 2018 and 31 December 2018 (the “Year”). In the future, the Company will annually publish the ESG Report for the public’s reference, and continuously increase the transparency of information disclosure.

REPORTING SCOPE

The Report focuses on the Group’s operation of the manufacturing and sales business of satellite TV equipment and antenna, media entertainment platform related products and other multimedia products, excluding the operation of other businesses. The reporting boundary includes the manufacturing plants of two representative subsidiaries¹ located in Zhongshan, Guangdong province (which are the Zhongshan manufacturing plant and the Pro Brand Technology, Inc (“PBT”) manufacturing plant, collectively, the “manufacturing plants”), and key sites of operation in the United States of America (the “USA”)² (“PBT office”). In the future, the Group will continue to improve its internal data collection system to gradually expand the scope of disclosure.

本報告為聖馬丁發表的第三份《環境、社會及管治報告》(「本報告」)。報告透過匯報本集團在環境、社會及管治方面的政策、措施和績效，讓各持份者更瞭解本集團於可持續發展議題的進程和發展方向。本報告以中、英文編寫，並已上載至香港聯合交易所有限公司(「聯交所」)及本公司網站(www.sandmartin.com.hk)。本報告之中英文版本如有歧義，概以中文為準。

報告年度

本報告中的所有資料均反映本集團於二零一八年一月一日至二零一八年十二月三十一日(「年內」)期間在環境保護和社會方面的績效。往後，本公司將每年定期發佈《環境、社會及管治報告》，以供各界隨時查閱，並持續提升資訊披露的透明度。

報告範圍

本報告聚焦本集團之製造及銷售「衛星電視設備及天線」、「媒體娛樂平台相關產品」、和「其他多媒體產品」業務的營運，其他業務的營運並不包括在內。報告範圍覆蓋本集團位於廣東省中山市之兩間具代表性的附屬公司¹之生產廠房(分別為中山生產廠房及博百科技生產廠房，統稱為「各廠房」)，以及美國(「美國」)之主要營運點²(「博百科技辦公室」)。未來，本集團將繼續完善內部資料收集系統，以逐步擴大披露範圍。

¹ Sandmartin (Zhongshan) Electronic Co., Ltd. and Zhongshan Chengfu Electronics Technology Co., Ltd.*

² Pro Brand Technology, Inc is the subsidiary relevant to the key sites of operation in the US.

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¹ 兩間具代表性的附屬公司為中山聖馬丁電子元件有限公司及中山晟富電子科技有限公司。

² 美國主要營運點之相關附屬公司為博百科技有限公司* (Pro Brand Technology, Inc.)。

About the Report (Continued) 關於本報告(續)

REPORTING STANDARDS

The Report is prepared in accordance with the “comply or explain” provisions in the ESG Reporting Guide (the “Guide”) under Appendix 27 of the Rules Governing the Listing of Securities on HKEX. During its preparation, the Group adheres to the principles of materiality, quantitative, balance and consistency. To provide stakeholders with a comprehensive understanding of the Group’s ESG performance, the Report also discloses selected social key performance indicators under the “recommended disclosures” in the Guide. To ensure the accuracy of environmental key performance indicators, the Group commissioned a professional consultancy, Carbon Care Asia, to conduct a carbon assessment. A complete index is inserted in the last chapter of the Report for readers’ reference to the Guide.

CONFIRMATION AND APPROVAL

Information contained herein is sourced from the official documents and statistical data of the Group, and is aggregated from the management and operational information in accordance with the policies of the Group. The Report was approved by the board of directors of the Company (the “Board”) on 6 June 2019.

OPINION AND FEEDBACK

Stakeholders’ opinions help the Group develop a more detailed and comprehensive sustainability strategy in the future. If you have any questions or suggestions regarding the Report, please contact us via email: smt@sandmartin.com.hk.

報告準則

本報告遵從聯交所證券上市規則附錄二十七中的《環境、社會及管治報告指引》(《指引》)中有關「不遵守就解釋」的規定，並以其載列的四項匯報原則—重要性、量化、平衡及一致性，作為編寫本報告的基礎。為了讓持份者全面瞭解本集團的環境、社會及管治績效，本報告亦匯報部份《指引》中「建議披露」的社會關鍵績效指標。為確保環境關鍵績效指標資料的準確性，本集團委託獨立顧問公司低碳亞洲進行碳評估。本報告最後一章附有完整索引，以便讀者按《指引》閱讀本報告。

確認及批准

本報告引用的所有資料均來自聖馬丁及其子公司的正式文件、統計數據，及其根據本集團制度收集的管理和營運資料。本報告已於二零一九年六月六日由本公司董事會(「董事會」)確認批准。

意見反饋

持份者的意見有助本集團未來建立更仔細和健全的可持續發展策略。如閣下對本報告有任何疑問或建議，請電郵至 smt@sandmartin.com.hk。

Message from the Director

董事寄語

I am honoured to publish the third ESG Report of SMT, to give stakeholders a better understanding of the Group's attitudes and measures in sustainability. As part of the manufacturing industry, the Group's operations inevitably have an impact on the environment. How to reduce the impact, comply with local regulations, and protect the well-being of stakeholders are all our concerns. Through this Report, the Group hopes to keep in touch with stakeholders and collect valuable feedback from readers so that we can make progress.

The Board is fully responsible for the Group's sustainability issues. Based on compliance with laws and regulations of the government and regulatory agencies, we continue to learn and improve to further enhance our corporate governance. To effectively manage sustainability issues in the Group, we have established an ESG team comprising representatives from senior management, local offices and manufacturing plants, to help integrate the experience and talents of our members, and enhance the environmental and social performance of the Company in a multipronged approach.

ESG issues have brought impact and opportunities to the Group's operations. The Board has been closely monitoring how to assess and respond to these factors to maintain operation in a constantly changing environment. A sound risk management system helps us futureproof our business, seize opportunities and avoid risks. In our outsourcing businesses, we continue to implement supply chain management to identify and respond to social and environmental risks. Within our own operation, one of our priorities is to retain and unite our talent, to improve production efficiency and increase the stability of business operations.

While compliance remains the Group's current focus in sustainability, we recognise that there is much room for improvement. In the future, the Group's ESG team will establish sustainability strategies and policies applicable to the entire group, covering environmental protection, operational management, employment system and community investment. It will standardise the Group's measures and policies to help achieve more effective governance.

Mr. Chen Wei Chun
Executive Director

本人很榮幸發佈聖馬丁第三份《環境、社會及管治報告》，讓持份者進一步了解本集團在可持續發展方面的取態及措施。身處製造行業，本集團的營運無可避免為環境帶來影響，如何減低影響，符合各地法規，保障持份者的福祉等，都是我們關心的地方。透過此報告，本集團希望與持份者保持聯繫，並收集讀者的寶貴意見，讓我們得以進步。

董事會對本集團的可持續發展事宜負全部責任。我們以配合遵從政府及監管機構的法律法規為基礎，不斷學習及改進，以進一步完善企業的管治。為有效管理集團內的可持續發展相關事宜，我們已成立環境、社會及管治團隊，由高級管理人員、各地辦公室及生產廠房之多個部門的代表組成，有助融匯成員的經驗和才能，從多方面提升企業的環境及社會績效。

與環境、社會及管治相關的議題為本集團的營運帶來影響及機遇，董事會一直密切留意如何評估及應對這些因素，在恆常變化的環境中維持經營。妥善的風險管理系統助我們提前做好準備，把握機遇，避過危機。在外判業務上，我們持續進行供應鏈管理，辨別及回應當中的社會及環境風險；針對自身的營運，我們其中一工作重點是挽留人才，凝聚員工，以提高生產效率，及增加業務營運的穩定性。

本集團目前在可持續發展上仍處於合規遵從的階段，尚有不少進步空間。未來，本集團之環境、社會及管治團隊將會建立適用於整個集團的可持續發展策略和政策，涵蓋環境保護、營運管理、僱傭制度和社區投資等範疇，統一全集團的措施和方針，實現更有效的管治。

執行董事
陳偉鈞

Sustainability Governance and Risk Management

可持續發展管治及風險管理

Sound corporate governance and operational practices are fundamental to the Group's sustainability governance and long-term development. The Board upholds sound corporate governance principles and is responsible for the review and monitoring of legal and regulatory compliance of the operations. The Board is committed to fulfilling corporate social responsibility and continuously supervising sustainability policies, practices and performance, to capture and respond to opportunities and risks associated with sustainability.

The management of the Company is responsible for formulating and implementing sustainability strategies covering environmental and social aspects such as emissions and resource management, operational responsibility and employee system. The Company has established an ESG team that manages operations related to corporate social responsibility and environmental management system standards, as well as collecting ESG data. The ESG team comprises senior management of the Group, as well as representatives of different departments and manufacturing plants.

To effectively integrate sustainability into day-to-day operations, the Group plans to improve the sustainability structure in the future to ensure that sustainability measures can be effectively conducted and implemented. The sustainability structure will be responsible for developing and refining sustainability strategies and policies that apply to the entire group, covering environmental protection, operational management, employment system and community investment, as well as reviewing and implementing relevant measures.

RISK MANAGEMENT

The Group values risk management by continuously maintaining and enhancing the effectiveness of the internal control systems. The Board is responsible for maintaining a sound and effective risk management and internal control systems, evaluating the Group's operational and governance risks and adopting response measures. The Audit Committee and the internal audit manager prepare the annual internal audit plan based on the risk profile of each business unit. For details of risk management and internal control systems, please refer to SMT's 2018 Annual Report.

The Group noted that the current risk management and internal control systems do not cover sustainability issues. In the future, the Group plans to identify potential environmental and social risks to enhance the effectiveness of risk management.

良好的企業管治及營運常規是本集團可持續發展管治和長遠發展的重要基礎。董事會秉持良好企業管治原則，負責檢討及監察業務營運遵守法律及監管規定之情況。董事會致力承擔企業社會責任，持續監督可持續發展的政策、常規及績效，以把握和應對與可持續發展相關的機遇和風險。

本公司管理層負責制定並實施可持續發展策略，涵蓋排放及資源管理、營運責任及員工制度等環境和社會範疇。本公司已成立環境、社會及管治團隊，主要管理與企業社會責任和環境管理體系標準相關的營運，以及收集環境、社會及管治數據。環境、社會及管治團隊由本集團高級管理人員，以及不同部門和生產廠房之代表組成。

為使可持續發展有效融入日常營運中，本集團計劃於未來完善可持續發展架構，確保可持續發展措施能有效地實施和執行。可持續發展架構將負責制訂和完善適用於整個集團的可持續發展策略和政策，涵蓋環境保護、營運管理、僱傭制度和社區投資等範疇，以及檢視和執行有關措施。

風險管理

本集團重視風險管理，持續維持及加強內部監控系統的有效性。董事會負責維持穩健有效的風險管理及內部監控系統，評估集團營運及管治的風險並採取應對措施。審核委員會及內部審計經理負責根據各業務單位的風險狀況，每年制訂內部審計計劃。有關風險管理及內部監控系統的詳情，請參閱聖馬丁《二零一八年年報》。

本集團注意到現行的風險管理及內部監控系統並未涵蓋可持續發展議題。未來，本集團計劃識別潛在環境及社會風險，以提升風險管理的效能。

Stakeholder Engagement

持份者溝通

Stakeholder engagement is one of the key pillars of business development. Stakeholders include groups or individuals who have a significant impact on the Group's business or are impacted by the Group, including shareholders and creditors, employees and employee organisations, regulatory authorities, business partners, service providers, customers as well as communities, etc. The Group is committed to building an open and transparent communication mechanism to understand their expectations and needs.

持份者參與是業務發展的重要支柱之一。本集團的持份者包括對其業務有重大影響，或會受業務影響的群體和個人，包括股東及債權人、員工及員工組織、監管機構、合作夥伴、承包服務商、客戶及社區等。本集團致力建構公開透明的溝通機制，瞭解他們的期望和訴求。

Key means of stakeholder engagement during the Year

年內與主要持份者溝通方式

Employees 員工	<ul style="list-style-type: none">Establish employee complaint mechanisms and channels to understand employees' opinions and suggestions for the Group設立員工申訴機制和渠道，了解員工對本集團的意見與建議Pay attention to the career development and promotion of employees, and understand the day-to-day management of the Company through daily communications and exchange透過日常溝通及交流，關注員工職業發展及晉升，瞭解公司日常管理之事務
Shareholders and creditors 股東及債權人	<ul style="list-style-type: none">Maintain effective and close communication, such as annual and special general meeting of shareholders保持有效溝通與交流，如股東週年及特別大會
Customers 客戶	<ul style="list-style-type: none">A complaint handling mechanism is in place to ensure that customer complaints are properly handled and to improve customer satisfaction設有投訴處理機制，確保客戶投訴得以妥善處理，提高客戶滿意度
Business partners and service providers 合作夥伴及承包服務商	<ul style="list-style-type: none">Regularly evaluate and assess suppliers to understand their business model, environmental and social performance, and promote sustainable development management定期評估及審核供應商，了解其營運模式、環境及社會表現，倡導完善可持續發展管理Discuss the development prospects of the industry through project cooperation, and information and experience sharing通過項目合作分享信息及經驗，共商行業發展前景
Regulatory authorities 監管機構	<ul style="list-style-type: none">Respond to queries in a timely manner and improve corporate governance適時回覆詢問，提高企業管治水平
Communities 社區	<ul style="list-style-type: none">Promote community development by donations and encouraging employee participation in charitable activities透過捐款支持及鼓勵員工參與慈善活動，促進社區發展

Stakeholder Engagement (Continued)

持份者溝通 (續)

IDENTIFYING MATERIAL ISSUES

To identify the most important environmental and social issues for the Group and the stakeholders, SMT engaged an independent consultant to conduct a management interview. Combining the results and the consultant's advice, the Group selected 3 out of the 11 environmental and social aspects from the Guide to be the material issues of the Report, which determine the direction of the Group's sustainability strategy.

Emissions
排放物

Employment System
僱傭制度

Supply Chain Management
供應鏈管理

The Group values stakeholder engagement. In the future, the Group will explore more diversified communication channels and strengthen communication with stakeholders. The Group plans to conduct a questionnaire survey in 2019 to collect opinions and suggestions from stakeholders on the sustainability performance of the Group to improve its management.

識別實質性議題

為識別對本集團和持份者至關重要的環境和社會議題，聖馬丁委託獨立顧問進行管理層訪談。綜合訪談所得及顧問意見，本集團從《指引》中的11個環境及社會範疇中選出3項作為是次報告重要議題，奠定本集團可持續發展策略的方向。

本集團重視持份者溝通。未來，本集團將開拓更多元化的溝通渠道，加強與持份者交流。本集團計劃於二零一九年進行問卷調查，收集廣泛持份者對本集團可持續發展表現的意見和建議，以完善管理。

Environmental Protection 環境保護

The Group upholds its environmental policy of “complying with regulations, reducing consumptions, increasing efficiency, pollution prevention and continuing improvement”. The Group manages the environmental impact of its day-to-day operations and is committed to reducing the generation of pollutants and using resources efficiently. The manufacturing plants have obtained GB/T 24001-2016/ISO 14001:2015 Environmental Management System Certification, and have formulated the “Environmental Management System”, which stipulates the responsibilities of the environmental protection officer and other relevant employees. The environmental management office is responsible for the unification of management, including the emissions of “three wastes”³ emissions and the use of resources. At the same time, the manufacturing plants have formulated the operating instructions for “three wastes” emission management and the “Guidelines for Resource-saving and Energy-saving Operation” to establish guidelines with regard to emissions and use of resources.

During the Year, data collection and data completeness was affected by the restructuring. Therefore, the Report cannot provide certain environmental performance data that was disclosed in last year’s report, making comparison with last year’s data impossible. Footnotes are added in the corresponding sections of the Report.

本集團秉持「遵守法規、降耗增效、污染預防、持續提升」的環境方針。本集團管理日常營運對環境造成的影響，致力減少污染物的產生及有效使用資源。各廠房已獲得GB/T 24001-2016/ISO 14001:2015環境管理體系認證，並制定《環境管理制度》守則，明確列明環保主任及其他相關員工的職責。環保管理辦公室負責統一管理各廠房的環境表現，包括「三廢」³排放及資源使用。同時，各廠房已制定「三廢」排放管理作業指導書及《節約資源能源作業指導書》，建立針對排放物和資源使用的指引。

年內，由於業務重組影響數據收集及數據完整性，本報告未能提供部分去年報告有披露的環境表現數據，以致未能與去年的數據進行比較。本報告已於相應部分加入註解。

³ Refers to “waste water, waste gas, and solid waste” discharged from industrial production.

³ 「三廢」是指工業生產所排放的廢水、廢氣和固體廢棄物。



Environmental Management System Certification
環境管理體系認證

Environmental Protection (Continued) 環境保護(續)

GREENHOUSE GAS EMISSIONS

Greenhouse gas ("GHG") emissions are closely related to climate change. To quantify the GHG emissions produced by the operations, the Group engaged an independent consultant to conduct a carbon assessment with reference to national and international standards such as Guidelines for Accounting and Reporting Greenhouse Gas Emissions — Machinery and Equipment Production Enterprise announced by the National Development and Reform Commission, ISO 14064-1 and GHG Protocol.

溫室氣體排放

溫室氣體排放與氣候變化息息相關。為量化營運產生的溫室氣體排放，本集團委託獨立顧問按中國國家發展改革委發佈的《機械設備製造企業溫室氣體排放核算方法與報告指南》、ISO 14064-1 和溫室氣體盤查議定書等國家及國際標準進行碳評估。

GHG emissions	溫室氣體排放	Emissions of 2018 二零一八年排放量 (tonne of CO ₂ -e) (噸二氧化碳當量)
Scope 1 — Direct emissions	範圍一 — 直接溫室氣體排放	126.9
Scope 2 — Energy indirect emissions	範圍二 — 能源間接溫室氣體排放	7,517.6
Total GHG emissions	溫室氣體總排放量	7,644.5
GHG emissions Intensity (by manufacturing plant area, i.e. tonne of CO ₂ -e/square metre)	溫室氣體密度 (以廠房面積每平方米計算)	0.075

Scope 1 — from fugitive emissions of production facilities in manufacturing plants and refrigerants of manufacturing plants (excluding fuel combustion of vehicle of the manufacturing plants)

Scope 2 — purchased electricity

範圍一 — 來自廠房生產設備及廠房的制冷劑逸散性排放(不包括各廠房的汽車燃油排放)

範圍二 — 來自外購電力排放

During the Year, the Group's total GHG emissions were 7,644.5 tonnes of CO₂-e, and the GHG emissions intensity was 0.075 tonnes of CO₂-e per square metre of manufacturing plant area. The main source of GHG emissions was purchased electricity of Scope 2 emissions, accounting for approximately 98% of total emissions. The Group will annually assess, record and disclose its GHG emissions, and use the data within the Year as baseline for comparison with future data, evaluate the effectiveness of current measures and improve its solutions, which will help formulate emissions reduction targets in the future.

年內，本集團的溫室氣體總排放量為7,644.5噸二氧化碳當量，溫室氣體密度為0.075噸二氧化碳當量每平方米廠房面積。溫室氣體排放主要來自範圍二之外購電力排放，佔總排放量約98%。本集團將每年評估、紀錄及披露其溫室氣體排放，以年內的數據作基準比較往後數據，檢討現行措施成效及完善方案，並有助日後制定減排目標。

Environmental Protection (Continued)

環境保護(續)

AIR EMISSIONS

The Group's main air pollutants come from production equipment and vehicle use. Air pollutants mainly included nitrogen oxides, sulphur oxides and respirable suspended particulates.

廢氣排放

本集團主要的空氣污染物來自生產設備及汽車使用。空氣污染物主要包含氮氧化物、硫氧化物及可吸入懸浮粒子。

		Emissions of 2018 二零一八年排放量 (kg) (千克)
Air pollutants	空氣污染物	
Nitrogen oxides	氮氧化物	485.8
Sulphur oxides	硫氧化物	0.3 ⁴
Respirable suspended particulates	可吸入懸浮粒子	15.5

The manufacturing plants have formulated the "Exhaust Emission Management Operating Guideline" to control the air pollutants generated in the production process, use of vehicles and other production facilities, to ensure national air emissions standards are complied with and to reduce adverse impacts on the environment and human health. The table below covers measures adopted by the manufacturing plants in Zhongshan and the PBT office.

各廠房已制定《廢氣排放管理作業指導書》，管經由生產過程、汽車使用及其他廠房設備產生的空氣污染物，確保廢氣排放達國家標準，減低對生態環境及人體健康的不利影響。以下圖表涵蓋中山各廠房及博百科技辦公室的措施。

Production process

生產過程

- Production personnel are required to strictly implement operating procedures and conduct inspections
- 要求生產人員嚴格執行操作規程，並進行檢查
- Electric welding and tin furnaces should be operated in a well-ventilated environment. The equipment should be switched off immediately after use
- 使用電焊和錫爐時須保持良好通風，開啟排風設施，作業完畢時須立即關閉電焊和錫爐
- Adopt the "collection, water spray and cyclone dust removal" treatment process when polishing the surface of aluminium products to control dust emissions
- 打磨鋁製品表面時，運用「收集、水噴淋和旋風除塵」技術，控制粉塵排放

Other production facilities

其他廠房設備

- Gradually replace old refrigerators and air conditioners with environmentally friendly options and refrigerants
- 逐步更換環保型冰箱和空調，及環保型製冷劑
- Reduce use of gas in canteen
- 食堂節約使用煤氣

⁴ Emissions of sulphur oxides only includes the emissions of PBT office.

⁴ 硫氧化物排放量只包括博百科技辦公室的排放量。

Environmental Protection (Continued)

環境保護(續)

Use of vehicles in the manufacturing plant

廠房汽車使用

- Use low sulphur and lead-free fuel whenever possible
- 儘量使用低硫無鉛燃料
- Regular inspection and maintenance of vehicles
- 進行車輛年檢及保養
- Require internal and external vehicles to switch off idling engine
- 要求內部及外來車輛停車熄火，禁止汽車長時間引擎空轉

Logistics of goods

貨物運輸

- Distribution business adopts efficient container shipping methods. Railways and trucks are used for inland transportation
- 分銷業務貨物使用高效益的集裝箱海運方式，內陸運輸則使用鐵路和卡車方式

ENERGY MANAGEMENT

During the Year, the Group's total energy consumption was 14,477.2 MWh-equivalent ("MWh-e"), the energy intensity was 0.142 MWh-e/square metre of manufacturing plant area. The key energy consumed includes purchased electricity, accounting for approximately 98% of total energy consumption. Other energy consumed included natural gas, gasoline, diesel and solar energy.

能源管理

年內，本集團的能源總耗量為14,477.2兆瓦時等值，能源密度為0.142兆瓦時等值/平方米廠房面積。主要能源使用包括外購電力，佔能源總耗量約98%。其他能源使用包括天然氣、汽油、柴油及太陽能。

Energy use 能源使用		Consumption of 2018 二零一八年耗用量
Direct energy 直接能源	Natural gas (MWh-e) 天然氣(兆瓦時等值)	295.0
	Gasoline (MWh-e) 汽油(兆瓦時等值)	Unavailable ⁵ 未能提供 ⁵
	Petrol (MWh-e) 柴油(兆瓦時等值)	Unavailable ⁵ 未能提供 ⁵
Indirect energy 間接能源	Purchased electricity (MWh) 外購電力(兆瓦時)	14,162.9
Renewable energy 可再生能源	Solar energy (MWh-e) 太陽能(兆瓦時等值)	19.3
Total energy consumption (MWh-e) 能源總耗量(兆瓦時等值)		14,477.2
Energy intensity (by manufacturing plant area, i.e. MWh-e/square metre) 能源密度(以廠房面積計算，即兆瓦時等值/平方米)		0.142

⁵ As data collection and completeness was affected by the restructuring, consumption data of gasoline and petrol is not available.

⁵ 由於業務重組影響數據收集及數據完整性，故未能提供汽油及柴油耗用量的數據。

Environmental Protection (Continued)

環境保護(續)

Since energy consumption was a main source of GHG emissions, the Group regards energy consumption reduction as a key emissions reduction strategy. To effectively manage the use of energy, the manufacturing plants implemented the following energy saving measures according to the "Guidelines for Resource-saving and Energy-saving Operation":

鑑於能源消耗是溫室氣體排放的主要來源，本集團視減低能耗為重點減排策略之一。為有效管理能源使用，各廠房按《節約資源能源作業指導書》實施以下節能措施：

Employee awareness 員工意識	Facilities energy saving management 設備節能管理	Consumption monitoring 用量監控
<ul style="list-style-type: none"> Require employees to uphold the principle of electricity saving through educational campaigns and training 透過宣傳及培訓，要求員工秉持節約用電原則 	<ul style="list-style-type: none"> Turn off all power consuming devices when leaving the office or when they are idle 於下班或無人使用時關掉所有耗電設備 Use air conditioning only when the room temperature is above 28°C 於室溫高於28°C時方可使用空調 Adjust the computer display monitor to automatically turn off after 30 minutes of inactivity 預設電腦顯示屏閒置30分鐘後自動關閉 Turn on the standby power saving mode of power consuming equipment 開啟耗電設備的待機節電模式 It is recommended to give priority to purchasing equipment with higher energy efficiency 建議優先引進較高能源效率之設備 	<ul style="list-style-type: none"> The Production Department adjusts the number and timing of equipment used according to production needs 生產部按生產需求調節設備開關數量及時間 The Manufacturing Department and the Engineering Department continuously review current production process to enhance production efficiency and reduce energy consumption 製造部與工程部持續檢討現行生產過程，提高生產效率，降低能耗 Energy administrators regularly calculate and analyse energy consumption 能源管理員定期統計及分析耗用量 Regularly inspect the energy consumption of each department to explore ways to reduce consumption 定期巡查各部門能源使用情況，共同探討節約方法

Environmental Protection (Continued) 環境保護(續)

The main purpose of energy consumption of PBT office was office air conditioning systems. The energy conservation measures adopted included adjusting the air conditioner to an appropriate temperature, monitoring monthly electricity consumption, and identifying the main energy consumption and energy saving solutions.

WATER CONSUMPTION AND WASTEWATER MANAGEMENT

During the Year, the total water consumption of the Group was 465.6 cubic metres, the water intensity was 0.104 cubic metres/square metre of manufacturing plant area⁶. The Group sourced water from municipal supply and faced no issue in sourcing water fit for purpose. With regard to water saving, the manufacturing plants required employees to reduce water consumption and enhance awareness education according to the "Guidelines for Resource-saving and Energy-saving Operation". Notices were posted to remind employees to report leaks or malfunction to reduce wastage. PBT office monitors its water consumption every month and analyses the sources of water consumption to identify relevant water saving solutions.

Wastewater produced by the Group mainly included industrial wastewater and domestic wastewater. The "Guidelines for Wastewater Discharge Management" states the procedures for the manufacturing plants to reduce and treat wastewater. To reduce wastewater discharge, the Group reused wastewater from cooling and designed a cleaning wastewater treatment project to increase the efficiency of wastewater treatment. The manufacturing plants have obtained the discharge permit issued by the Zhongshan Environmental Protection Bureau to discharge sewage into municipal sewers after the wastewater quality reaches the discharge standards.

博百科技辦公室的主要能源消耗用途為辦公室空調系統。已採取的節能措施包括調較空調至適當溫度，每月監測用電量，並識別主要能耗及節能方案。

用水及廢水管理

年內，本集團的總耗水量為465.6立方米，耗水密度為0.104立方米／平方米廠房面積⁶。本集團從市政供水取水，年內於求取適用水源上沒有問題。在節水方面，各廠房根據《節約資源能源作業指導書》，要求員工實踐節約用水，加強意識教育，並通過告示提醒員工匯報漏水或損壞事故，減少浪費。博百科技辦公室每月監測耗水量，分析耗水源頭以識別相應節水方案。

本集團產生的廢水主要包含工業廢水和生活廢水。《廢水排放管理作業指導書》明確各廠房減少及處理廢水的流程。為減少污水排放量，本集團重複使用冷卻廢水，設計清洗廢水處理工程方案以提升廢水處理效率。各廠房已取得由中山市環保局發出的排污許可證，確保水質達到排污標準後，方可排放污水至市政污水渠。

⁶ Data of water consumption only includes data of PBT office.

⁶ 用水量數據只包括博百科技辦公室的數據。

Environmental Protection (Continued)

環境保護(續)

USE OF MATERIALS AND WASTE MANAGEMENT

The Group handles the solid waste produced by its operations with caution. The solid waste it produced were divided into recyclable waste (mainly includes waste paper, waste carton boxes and waste plastics), general non-hazardous waste (mainly includes office and domestic waste) and hazardous waste (mainly includes dust collected by dust removal equipment, sludge from sewage treatment plant, waste fluorescent tubes, waste batteries and waste electronic equipment). During the Year, the Group generated 1.5 tonnes of hazardous waste, the hazardous waste intensity was 0.015 tonnes/square kilometre of manufacturing plant area⁷.

To properly handle waste generated in the operation, the two manufacturing plants formulated the "Solid Waste Management Procedures" to require each department to sort, collect, store, transport and properly dispose of waste. The Group sorted and recycled recyclable waste by passing it to recyclers. General non-hazardous waste was sent to public refuse transfer stations. For hazardous waste, the Group engaged licensed hazardous waste handler to dispose of it. Hazardous waste transfer orders were filled in as required by the local Environmental Protection Bureau to prevent leakage leading to secondary pollution. The Group exchanged certain hazardous waste containers with suppliers to reuse and reduce the number of disposal.

The Group is improving the data collection of non-hazardous waste, and plans to disclose the relevant data in the next reporting year.

With regard to reducing use of resources, the manufacturing plants' "Guidelines for Resource-saving and Energy-saving Operation" and PBT office both encourage employees to reuse resources and adopt double-sided printing, making good use of electronic communications and switching to paperless office. In the future, the Group will further explore resource saving measures and solutions to raise the efficiency of raw materials and packaging materials use.

物料使用及廢棄物管理

本集團謹慎處理業務營運產生的固體廢棄物。本集團將營運產生的固體廢棄物分為可回收廢棄物(主要包含廢紙、廢紙箱和廢塑膠等)、一般無害廢棄物(主要包含辦公室及生活垃圾等)及有害廢棄物(主要包含除塵設備收集塵料、污水處理站污泥、廢燈管、廢電池及廢電子設備等)。年內，本集團產生的有害廢棄物為1.5噸，有害廢棄物密度為0.015噸/千平方米廠房面積⁷。

為妥善處理營運產生的廢棄物，兩家廠房已制定《固體廢棄物管理程序書》，要求各部門將廢棄物分類、收集、存放、運輸和適當棄置。本集團分類收集可回收廢棄物，交由回收商回收再用；一般無害廢棄物則送交公共垃圾站。針對有害廢棄物，本集團委託持有有害廢棄物經營許可證的公司處置，並按地方環保局要求填寫危險廢物轉移聯單，防止洩漏造成二次污染。本集團將部分有害廢棄物的容器移交供應商進行交換，循環使用，減少其報廢數量。

本集團正在完善無害廢棄物的數據收集方法，並計劃於下年度報告披露有關數據。

在減少資源使用方面，各廠房的《節約資源能源作業指導書》以及博百科技辦公室均鼓勵員工重複使用資源以及採用雙面打印，善用電子方式溝通，實行無紙化。未來，本集團將進一步探討節約資源措施，以及提高原材料及包裝材料使用效率的方案。

⁷ Data of hazardous waste generation only includes the data of the manufacturing plants in Zhongshan. Due to the impact of restructuring on data collection and data completeness, data of non-hazardous waste is unavailable.

⁷ 所產生有害廢棄物總量只包括中山各廠房的數據。由於業務重組影響數據收集及數據完整性，故未能提供無害廢棄物的數據。

Environmental Protection (Continued) 環境保護(續)

THE ENVIRONMENT AND NATURAL RESOURCES

The Group understands the importance of protecting the surrounding environment and using natural resources effectively, and implements environmental management measures to reduce the environmental impact of its day-to-day operations. To reduce the risk of environmental and safety emergencies to people and the environment in the surroundings, the manufacturing plants have implemented the “Environmental and Safety Emergency Plan” to require each department to identify potential environmental and safety hazards, and formulate relevant prevention and emergency response plans that stipulate the duties of the relevant personnel, and educate employees on the relevant mechanism and measures.

The Group abides by laws and regulations in relation to the environment, including but not limited to the “Environmental Protection Law of the PRC”, the “Law of the PRC on the Prevention and Control of Atmospheric Pollution”, the “Law of the PRC on Prevention and Control of Water Pollution”, the “Law of the PRC on Prevention and Control of Environmental Noise Pollution”, and the “Law of the PRC on Prevention and Control of Environmental Pollution by Solid Waste”. During the Year, the Group was not aware of any significant cases of non-compliance with laws and regulations in relation to the environment.

In the future, the Group will continue to monitor its environmental performance to execute various measures and gradually amend and improve the relevant policies. Items of improvement will be presented in next year’s report.

環境及天然資源

本集團深明保護周邊環境及有效使用天然資源的重要性，並通過實施環境管理措施減低日常營運產生的環境影響。為減低突發環境及安全事故對周邊人員及環境的危害，各廠房已制定《環境、安全應急預案》，要求各部門識別潛在的環境及安全隱憂，制定相應的預防及應急計劃，明確規定相關人員職責，及教育員工有關機制及措施。

本集團遵守與環境相關的法律及規例，包括但不限於《中華人民共和國環境保護法》、《中華人民共和國大氣污染防治法》、《中華人民共和國水污染防治法》、《中華人民共和國環境噪聲污染防治法》及《中華人民共和國固體廢物污染防治法》。年內，本集團並無獲悉任何與環境相關對本集團產生重大影響的違法或違規事項。

未來，本集團將持續監察其環境表現，執行各項措施，並逐步修訂及完善相關政策，並於下一年度報告呈現改善項目。

Operational Responsibility

營運責任

The Group is committed to improving supply chain and quality management to provide customers with quality products and services. The Group has established a series of quality control and operational measures covering the supply chain, production process and after-sales service, and attaches importance to regular communication with suppliers and customers.

SUPPLY CHAIN MANAGEMENT

During the Year, the Group's 205 suppliers were distributed across the PRC, Taiwan and the USA, who mainly supplied antenna, low noise blocks, satellite accessories, electronics and hardware accessories, adaptors, plastics, packaging materials and wires. The Group pays attention to the environmental and social performance of suppliers, and takes relevant factors into consideration in selecting and assessing suppliers. The Group encourages suppliers to operate in a responsible and sustainable manner through daily cooperation and communication. The Group requires suppliers to sign the "Business Ethics Pledge" and the "Social Responsibility Pledge" to ensure they understand and accept the ethical requirements of the Group.

本集團致力完善供應鏈及品質管理，為客戶提供優質的產品與服務。本集團確立一系列質量控制及營運措施，涵蓋供應鏈、生產過程及售後服務，並重視定期與供應商及客戶進行溝通。

供應鏈管理

年內，本集團約205家供應商分佈在中國、臺灣以及美國，主要提供天線、低雜訊降頻器、衛星配件、電子及五金配件、轉接插頭、塑膠、包裝材料及線材。本集團關注供應商的環境和社會表現，並於選擇及考察供應商時考慮有關因素。本集團通過日常協作及溝通，倡導供應商以負責任和可持續發展的方式營運。本集團要求供應商簽署《商業道德貿易承諾書》及《遵守社會責任準則承諾書》，確保其理解和接受本集團的道德要求條款。

Product quality

The quality of raw materials of suppliers has a significant impact on product quality. When selecting a supplier, the manufacturing plants would prioritise the implementation of a quality assurance system (such as providing ISO 9001 certification or applying TL 9000 requirements). The manufacturing plants implemented the "Manufacturer Cooperation Management Process" to ensure that suppliers provide qualified raw materials and processing materials in a stable manner.

產品質量

供應商的原材料質素對產品質量有重要影響。在選擇供應商時，各廠房優先考慮實施質量保證體系(如提供ISO 9001認證或應用TL 9000要求)的供應商。各廠房已實施《協力廠商管理程序》，以確保供應商穩定地提供合格原材料和加工材料。

Operational Responsibility (Continued)

營運責任(續)

Product quality

The manufacturing plants have established professional teams comprising members from the Purchasing Department, the Quality Management Department and the Engineering Technology Department to assess the suppliers and evaluate their production capacity, level of technology, machinery and equipment, quality and operation management. At the same time, the manufacturing plants conduct quality assessment of the products supplied every month, and record the results in the Group's supplier database, TIPTOP system. In case of significant quality issues, or if the supplier's rating drops consecutively for three months, the manufacturing plants will conduct an on-site inspection to guide and supervise the supplier in improving its product quality. For suppliers who fail to meet the assessment standards for three consecutive months, the manufacturing plants will terminate their partnership.

產品質量

各廠房已成立專業團隊，成員包括採購部、品質管理部和工程技術部人員，考察供應商，評審其生產能力、技術水平、機器設備、品質及經營管理等方面。同時，各廠房每月對供應商提供的產品進行質量評級，並將評估結果記錄於本集團的供應商數據庫TIPTOP系統。如發現重大產品質量問題，或供應商評級連續三個月下降，各廠房將執行實地審查，指導及監督供應商改善品質。針對連續三個月未達到評級標準的供應商，各廠房將會終止與其合作。

Environmental risk

The Group pays attention to the environmental impact of managing the supply chain. When selecting suppliers, the manufacturing plants require the suppliers to comply with environmental standards and submit the relevant certifications, such as the ISO 14001 Environmental Management System Certification, "RoHS⁸ restricted substances limitations guarantee" and RoHS inspection report. All manufacturing plants are prohibited from purchasing from suppliers who fail in their environmental performance. In the event of any non-compliance with the RoHS standard, the manufacturing plants will immediately report to the suppliers on the situation and handle relevant unqualified materials.

環境風險

本集團重視管理供應鏈對環境造成的影響。在選擇供應商時，各廠房要求供應商遵守環境標準及提交相關認證，例如：ISO14001環境管理體系認證、「RoHS⁸限用物質不超標保證書」及RoHS審查報告。各廠房不得向環境表現不合規的供應商採購材料。若發現違反RoHS標準之情況，各廠房會即時向供應商報告，並處置不合規材料。

⁸ "RoHS" refers to "Directive on the Restriction of the use of certain Hazardous Substances in Electrical and Electronic Equipment" adopted in February 2003 by the European Union.

⁸ 「RoHS」是指歐洲聯盟於二零零三年二月採用的《關於限制在電子電器設備中使用某些有害成分的指令》。

Operational Responsibility (Continued)

營運責任(續)

Social risk

社會風險

The Group selects suppliers through open and competitive bidding, based on the reasonableness of terms, service performance and service quality, in order to achieve fairness and openness, and prevent companies from monopolising the market.

本集團以公開招標方式選擇供應商，根據條款合理性、服務表現和服務質量作出評核，務求過程公平、公開及公正，防止企業壟斷市場。

The Group encourages its suppliers to share its commitment to human rights (including labour rights), diversity, ethical and sustainable business practices, and considers such factors in its supplier selection processes. The manufacturing plants have established the “Suppliers Social Responsibility Review List” to list the assessment standards of suppliers’ social ethics performance, such as in relation to child labour, forced labour, fair compensation, safe working environment, etc. The Group requires suppliers to abide by the local laws and international standards to ensure workers’ rights are not violated, including prevention of long working hours, elimination of workplace harassment and bullying, and ensuring safety in the working environment.

本集團倡導供應商分享其對人權(包括勞工權益)、多元化、道德和可持續業務實踐的承諾，並在選擇供應商時考慮這些因素。各廠房建立《供應商社會責任審核表》，列明供應商社會道德表現的評分準則，如童工及強迫勞工、公平報酬、安全工作環境等方面。本集團要求供應商遵守當地法律及國際標準，確保工人權益不受侵害，包括避免工時過長、消除工作場所的騷擾或欺凌，以及確保工作環境安全。

In response to conflict minerals⁹, the Group cooperates with suppliers in implementing conflict minerals compliance programs to ensure that supplies do not contain conflict minerals, in accordance with the “Rules for Disclosing Use of Conflict Minerals” issued by the United States Securities and Exchange Commission.

針對衝突礦產⁹，本集團根據美國證券交易委員會發佈的《披露衝突礦產的規則》，與供應商共同實施衝突礦產合規計劃，確保供應物料不含衝突礦物。

⁹ Conflict minerals refer to the minerals mined in the context of armed conflicts and human rights violations, especially from the four minerals of tin, gold, tantalum and tungsten produced in the Democratic Republic of the Congo and surrounding countries.

⁹ 衝突礦產是指在武裝衝突和侵犯人權的情況下所開採的礦物，特別是來自於剛果民主共和國及其鄰近國家所生產的錫、金、鉍、鈳四種礦產。

Operational Responsibility (Continued) 營運責任(續)

PRODUCT RESPONSIBILITY

Customer loyalty is founded on the quality of the products and services. The Group is committed to providing valuable and quality products and services in a responsible manner and to ensure that products and services are safe, reliable and economical.

PRODUCT QUALITY AND CUSTOMER ENGAGEMENT

The Group pays attention to product quality and develops quality management measures to ensure that products meet the Group's quality standards and customer requirements. The Quality Management Department of the manufacturing plants shall inspect the raw materials, semi-finished products and finished products according to the inspection procedures, and separately label and store the qualified and unqualified materials. The department will record the inspection results in the database, TIPTOP system, and fill in a quality inspection report. Besides, the department will also repair faulty products and make a record.

The Group values its customers' opinions to improve products and meet customer needs. The Group has established the "Rule for handling and managing customers' complaints" to stipulate the procedures of handling customer complaints. Customers can reflect their opinion, make complaints or arrange return via fax or email. The request will be recorded, followed up and replied. The Quality Management Department will follow up with and analyse the complaints. The relevant departments are responsible for formulating solutions and preventive measures. If similar problems are found in other product categories, the Group will acknowledge the factory director and the general manager of the manufacturing plant to perform recall, return, replenishment or repair of products. The manufacturing plants will reply to the customers on related product reports within three working days and discuss with the customers about product processing solutions. At the same time, the Company has set up a recall team to analyse the reasons and impacts of the product recall and perform risk assessment so as to improve the product quality.

產品責任

客戶的忠誠乃建基於產品及服務的質量。本集團承諾以負責任的方式提供有價值及優質的產品和服務，並確保產品和服務安全、可靠和符合經濟效益。

產品品質及客戶溝通

本集團關注產品品質，並制定質量管理措施，確保產品符合集團質量標準及客戶要求。各廠房的品質管理部門按檢驗程序書檢驗原材料、半成品及成品，並將合格及不合格的物料分開標識及存放。部門會將檢驗結果記錄至數據庫TIPTOP系統及填寫品質檢驗報告。此外，部門亦會維修不良產品，並進行記錄。

本集團重視客戶意見，以完善產品及滿足客戶需求。本集團設立《客戶投訴處理與管理規範》，明確處理客戶投訴的流程。客戶可透過傳真或電郵向業務人員反映意見、作出投訴或退貨，業務人員將規範記錄、跟進及回覆客戶。品質管理部門將跟進及分析投訴個案，相關部門則負責制訂解決方案及預防措施。若發現其他產品存在類似的質量問題，本集團將通知廠長及總經理安排產品回收、退貨、補貨及維修賠償。各廠房會在三個工作天內回覆客戶有關的產品報告，並與客戶商討產品處理方案。同時，本公司已成立回收小組，分析產品回收的原因和影響，並進行風險評估，以改善產品質量。

Operational Responsibility (Continued)

營運責任(續)

During the Year, there was no product recall due to product health and safety. The Group received a total of 124 product complaints, which are mainly related to quality failure to meet standards (mainly includes connectors, wires, appearance, accessories, electrical characteristics, etc.), issue during use, and incorrect order information. The Group responded to all complaints and made relevant improvement. The Group will continue to improve the production technique to improve product quality.

RESPONSIBLE MARKETING

To maintain consumers' trust and loyalty, the Group strives to ensure the truthfulness and legality of advertisement and labelling. The Group's "Business Ethics Regulations" provides the relevant guidelines for employees engaged in product sales and marketing. The Group fairly and truthfully describes product features and correct uses, and ensure all advertisements and promotion are based on proven results and scientific data, to help consumers choose and correctly use the products.

PROTECTION OF CUSTOMER PRIVACY AND INTELLECTUAL PROPERTY

The Group respects customers' privacy and intellectual property rights. Employees shall abide by the "Business Ethics Regulations" and the "Staff Handbook". Suppliers should sign a confidentiality agreement and are prohibited from disclosing customer information. At the same time, the Group respects the copyright and intellectual property rights of suppliers, and ensures the confidentiality of the suppliers' confidential information.

The Group abides by laws and regulations in relation to product responsibility, including but not limited to the "Product Quality Law of the PRC", the "Contract Law of the PRC", the "Advertising Law of the PRC", the "Tort Law of the PRC" and the "Trademark Law of the PRC". During the Year, there were no cases of non-compliance with laws or regulations in relation to product responsibility (including health and safety, advertising, labelling and privacy matters) within the Group.

年內，本集團沒有產品因安全與健康理由而須回收。本集團共接獲124宗產品投訴，主要關於品質不良或不達標(主要包括接頭、線材、外觀、裝配、電特性等)、使用時出現問題，以及訂單資料不正確。本集團已回覆所有投訴，並作出相應改善。本集團將持續改善生產工藝，以提升產品質量。

負責任營銷

為維持消費者的信任及忠誠度，本集團致力確保廣告及標籤內容的真實性和合法性。本集團的《商業道德規範》為參與產品營銷和推廣的員工提供有關指引。本集團公正和真實地描述產品效用和正確用法，並確保所有廣告和促銷題材以經過證實的效果和科學數據為基礎，以助消費者選擇及正確使用產品。

保障客戶私隱及知識產權

本集團尊重客戶的私隱及知識產權。員工必須遵守《商業道德規範》及《員工手冊》，而供應商則需簽署保密協議，嚴禁披露客戶資料。同時，本集團尊重供應商的版權和知識產權，保密處理供應商的機密資料。

本集團遵守產品責任相關的法律及規例，包括但不限於《中華人民共和國產品質量法》、《中華人民共和國合同法》、《中華人民共和國廣告法》、《中華人民共和國侵權責任法》及《中華人民共和國商標法》。年內，本集團並無發現與產品責任(包括產品的健康與安全、廣告、標籤及私隱事宜)相關的違法或違規個案。

Operational Responsibility (Continued) 營運責任(續)

ANTI-CORRUPTION

The Group has always adhered to corporate integrity and business ethics. The Group upholds the highest standards of corporate governance and prohibits corruption such as bribery, extortion, fraud and money laundering. The Group requires employees to abide by the “Business Ethics Regulations” and the “Staff Handbook”. They shall not receive or request any benefit from customers or business partners. Employees violating the code or laws and regulations are subject to disciplinary actions by the Group, including termination of contract. To encourage reporting, the Group formulated the whistleblowing mechanism, under which all employees and external parties can report conduct that violates business ethics to the Group. The Group will handle all reports confidentially with care, to protect the rights of the whistleblower.

The Group abides by laws and regulations in relation to anti-corruption, including but not limited to the “Criminal Law of the PRC”, the “Anti-Money Laundering Law of the PRC”, the “Anti-Unfair Competition Law of the PRC”, and the “Bidding Law of the PRC”. During the Year, there were no cases of reports, litigation or non-compliance in relation to corruption within the Group.

反貪污

企業誠信和商業道德是本集團一直堅守的價值。本集團秉持企業管治的最高標準，嚴禁賄賂、勒索、欺詐及洗黑錢等貪污行為。本集團要求員工遵守《商業道德規範》及《員工手冊》等行為守則，不得向客戶或業務夥伴收受或索取任何利益。本集團如發現違反守則及違法行為，將對涉事員工進行紀律處分，其中包括解除合約。為鼓勵揭發違規行為，本集團設立舉報制度，所有員工及外部人員均可向本集團舉報有關違反商業道德的行為。本集團會慎重及保密地處理所有舉報事宜，以保障舉報人的權益。

本集團遵守與反貪污相關的法律及規例，包括但不限於《中華人民共和國刑法》、《中華人民共和國反洗錢法》、《中華人民共和國反不正當競爭法》及《中華人民共和國招標投標法》。年內，本集團並無發現與貪污相關的舉報個案、訴訟案件及違法違規個案。

Caring for Employees

員工關懷

The joint efforts and dedication of employees are the cornerstone of the Group's success. The Group values its employees and promotes the concept of healthy living, and is committed to creating a sound and safe working environment for its employees. At the same time, the Group is committed to nurturing a strong, dynamic and dedicated team, and focuses on employee development in support of their career advancement.

EMPLOYMENT SYSTEM

A sound employment system is the first step in attracting and retaining talent. The "Staff Handbook" of the manufacturing plants lists provisions such as salary, recruitment, promotion, dismissal, working hours, rest days and other welfare, so that employees understand the employment terms and human resources policies. At the same time, the manufacturing plants will provide pre-job training for new hires to help them understand the Group and the human resources regulations.

The Group promotes equal opportunities and mutual respect. It does not tolerate any form of discrimination and harassment. The Group adheres to the principle of "fair in competition, survival of the best" to implement fair recruitment and promotion of employees. The "Staff Handbook" lists the remuneration of candidates and employees, including employment, salary, welfare, training, promotion, termination of contract, retirement, etc. They should not be treated differently due to reasons such as race, social status, nationality, religious belief, age, disability, gender, marital status, pregnancy, sexual orientation, being an employee representative and political affiliations. Employees can raise complaints to the department manager or the Human Resources Manager with regard to discrimination or harassment. The Group will investigate the incident in confidentiality and inform the employee concerned of the results. Employees violating the relevant regulations will be subject to disciplinary actions upon investigation, including warning, suspension and dismissal.

員工的共同努力和付出是本集團賴以成功的基石。本集團珍視員工，宣導健康生活的理念，致力為員工營造良好而安全的工作環境。同時，本集團致力培養強大、充滿活力及熱忱的團隊，關注員工發展，助其職業成長。

僱傭制度

完善的僱傭制度是吸納人才和吸引員工留任的第一步。各廠房的《員工手冊》載列有關薪酬、招聘、晉升、解僱、工作時間、假期及其他福利等制度，讓員工瞭解僱傭條款及人事政策。同時，各廠房會為新進員工提供入職前培訓，讓其瞭解集團概況及人事規章等。

本集團提倡平等機會及互相尊重，絕不容忍任何形式的歧視及騷擾行為。本集團秉持「公平競爭，優勝劣汰」的原則，實踐公平的人員招聘及晉升。《員工手冊》列明應聘人士和員工的待遇，包括錄用、工資、福利、培訓、晉升、終止合同、退休等，均不得因種族、社會地位、國籍、宗教信仰、年齡、殘障、性別、婚姻狀況、懷孕、性傾向、身為員工代表和政治聯繫等理由而有所差別。員工可就歧視或騷擾事件向主管或人事部經理提出申訴，本集團將以保密形式調查事件，並將結果告知有關員工。所有經證實違反相關規定的員工將會受到紀律處分，包括警告、停職及解僱等。

Caring for Employees (Continued)

員工關懷(續)

The Group offers competitive and fair remuneration and benefits. Apart from the five national statutory insurance¹⁰ and statutory holidays, the Group offers different paid leaves to manufacturing plant workers, such as marriage leave, maternity leave, paternity leave and bereavement leave. The Group provides annual leave and salary compensation of five to ten days according to the length of service of employees. The Group also provides performance bonuses for different types of employees. In addition, the Group implements family-friendly initiatives and reasonable working hours, to allow employees to maintain work-life balance. For example, breastfeeding employees are entitled to paid leave of one hour each day for breastfeeding.

Employees' opinion can help the Group develop. The Group formulated the "Suggestions and Complaints Management Process", and set up a "Suggestion Box" for employees to voice their opinion and raise suggestions regarding the Group and work-related matters in written form. With regard to internal complaints, reports and grievances, employees can also raise them to the Human Resources Department or the senior managers. The Group will conduct investigation of the reported matters in confidentiality. At the same time, the Group respects employees' rights. Employees enjoy the rights of association, joining the labour union, seeking representation and joining labours committee.

The Group has formulated and adopted the board diversity policy; in the future, the Group will review the current policy to evaluate how to improve employment guidelines and measures in relation to diversity.

The Group abides by laws and regulations in relation to employment, including but not limited to the "Labour Law of the PRC", the "Labour Contract Law of the PRC", and the "Social Insurance Law of the PRC". During the Year, the Group did not find any cases of non-compliance with laws and regulations in relation to employment and labour practices, or any cases of complaint related to discrimination and harassment.

本集團提供具競爭力和公平的報酬和福利。除國家法定五類保險¹⁰的福利及法定假期外，本集團向廠房員工提供不同有薪假期，例如婚假、產假、侍產假及喪假等。根據員工的服務年期，本集團提供五日至十五日不等的年假及工資補貼；本集團亦為不同工種設表現獎金。另外，本集團實行家庭友善措施和合理工作時間，讓員工保持工作與生活平衡，例如哺乳期的員工均享有每天一小時的有薪哺乳時間。

員工的意見有助集團發展。本集團已建立《意見申訴管理程序》，並設置「意見箱」，員工可以書面方式對本集團及工作有關事宜提出意見及建議。針對內部投訴、舉報或申訴，員工亦可向人事部或高層管理人員提出，本集團會對受理事件展開保密調查。同時，本集團尊重員工權利，員工依法享有自由結社權、參與工會的自由、尋求代表權及參加工人委員會權等。

本集團已制定並採納董事會多元化政策；未來，本集團將審視現行政策，檢討如何完善有關多元化的僱傭指引及措施。

本集團遵守與僱傭相關的法律及規例，包括但不限於《中華人民共和國勞動法》、《中華人民共和國勞動合同法》及《中華人民共和國社會保險法》。年內，本集團並無發現與僱傭及勞工常規相關的違法或違規個案，或任何有關歧視或騷擾的申訴個案。

¹⁰ The five statutory insurance stipulated by the country are: pension insurance, unemployment insurance, medical insurance, work injury insurance, and maternity insurance.

¹⁰ 國家規定「法定五類保險」為養老保險、失業保險、醫療保險、工傷保險和生育保險。

Caring for Employees (Continued)

員工關懷(續)

EMPLOYEE HEALTH AND SAFETY

Production safety

The Group insists on the “safety first, prevention-oriented” approach to production safety, by building a safe and healthy working environment for employees. The manufacturing plants have established the “Health and Safety Management Procedures” to stipulate the production safety system and measures. The Safety Committee conducts risk assessment at least once a year to identify factors in the manufacturing plant that may harm the health and safety of employees, and suggest preventive and improvement measures with regard to the relevant risks. The department heads are responsible for supervising the safety checks and maintenance to ensure employees comply with the safety system and the operational procedures.

To ensure the safety of production facilities, the manufacturing plants purchase special equipment according to the requirements in the “Special Equipment Safety Management System” and schedules regular inspection and maintenance. In addition, the manufacturing plants provides employees with guidelines on safe operation and correct use of personal protective equipment (such as masks, goggles, gloves and ear plugs) through job guidelines. The manufacturing plants regularly purchase, check and replace personal protective equipment according to the “Personal Protective Equipment Management Procedures” to ensure employee safety. The manufacturing plants arrange regular checks of occupational diseases for employees according to the “Work Injury and Occupational Diseases Management Procedures” to protect the rights of employees suffering from occupational diseases.

員工健康與安全

安全生產

本集團堅持「安全第一、預防為主」的安全生產方針，為員工建立安全健康的工作環境。各廠房已建立《健康與安全管理程序》，明確安全生產制度及措施。安全委員會組織負責每年進行至少一次風險評估，識別生產廠區內有可能危害員工的健康安全的因素，並就相關風險提出預防及改善措施。各部門主管則負責監督安全檢查及保養工作，確保員工遵從安全制度和操作規程。

為確保生產設備的安全性，各廠房按《特種設備安全管理制度》要求選購特種設備，定期檢驗及保養。另外，各廠房通過作業指引向員工提供安全操作及正確使用個人防護用品(如口罩、護目鏡、手套和耳塞)等指示，並根據《個人防護用品管理程序》定期採購、檢查及更換個人防護裝備，以保障員工安全。各廠房按照《工傷與職業病管理程序》，為員工定期安排職業病檢查，並保障罹患職業病員工的權益。



Staff training
員工培訓

Caring for Employees (Continued) 員工關懷(續)

SAFETY EDUCATION

Safety education is an integral part of corporate safety management. The manufacturing plants provide employees with regular occupational health and safety knowledge training at the start of and during their employment. Employees must pass the training assessment to ensure that employees have sufficient safety knowledge. Management staff will arrange production work according to employees' competencies and conduct regular safety training for employees responsible for special types of work. At the same time, the manufacturing plants educate employees on production safety and prevention of occupational diseases through various channels and promotion, such as on-site first aid, to enhance employees' safety awareness. During the Year, the manufacturing plants organised 66 occupational safety health and safety training sessions, with a total of 545 participants, and about 53.5 hours of training in total¹¹.

EMERGENCY MANAGEMENT

To enhance employees' capability in responding to emergencies, the manufacturing plants formulated a series of emergency response measures, such as the "Emergency Preparation and Response Procedures", the "Fire Emergency Plan", the "Hazardous Chemicals Leakage Emergency Plan" and the "Liquefied Gas Explosion Emergency Plan", etc. Methods of handling different emergencies are listed and regular drills are carried out. In case of significant emergencies, the manufacturing plants should investigate the cause of incidents and hidden safety hazards with different departments, and devise remediation and preventive measures according to the "Corrective and Preventive Measures Procedures".

安全教育

安全教育是企業安全管理不可或缺的部分。各廠房為員工提供就職及定期職業健康安全知識培訓，員工須通過培訓考核，以確保員工具備充分安全知識。管理人員會按員工能力安排生產工作，並對特殊工種的員工進行定期安全培訓。同時，各廠房透過多種渠道和宣傳，教育員工安全生產、預防職業病等知識，如現場急救等，以提高員工的安全意識。年內，各廠房舉行了66場職業安全健康教育培訓，共545人次參與，培訓總時數約53.5小時¹¹。

应急管理

為加強員工應對突發事故的能力，各廠房制定一系列應急措施，如《應急準備與響應程序書》、《火災應急計劃》、《化學品泄漏應急計劃》、《液化氣爆炸應急計劃》等，載列不同突發意外的處理方法，並定期進行演習。倘發生重大事故，各廠房須與各部門調查事故原因及安全隱患，按《矯正與預防措施程序書》擬訂補救及預防措施。



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

¹¹ The sum total of all training activities hours.

¹¹ 即所有培訓活動時數之總和。

Caring for Employees (Continued)

員工關懷(續)

During the Year, the Group was involved in 29 cases of work injury and occupational diseases. The work injury cases were mainly twists and cuts during lifting, and finger slashes during operation of equipment, and finger injuries due to failure in complying with operational guidelines. The Group has enhanced the safety training for lifting and production personnel, and strictly implements the operation safety regulations.

The Group abides by laws and regulations in relation to health and safety, including but not limited to the "Production Safety Law of the PRC", the "Law of the PRC on the Prevention and Treatment of Occupational Diseases" and the "Regulation on Work-Related Injury Insurances". During the Year, there were no cases of non-compliance in relation to health and safety within the Group.

DEVELOPMENT AND TRAINING

The Group is committed to providing training and development opportunities for employees so that their potential can be fully unleashed. The Human Resources Department formulates the annual training plan based on the training needs of each department, and assesses the effectiveness of the training according to the "Educational Training Procedure". The major training content was as below:

年內，本集團共牽涉29宗工傷及職業病個案。工傷主要為搬運貨物時扭傷及刮傷、操作設備時手指鋸傷，以及違規操作致手指受傷。本集團已就有關個案加強搬運及生產人員的安全培訓，嚴格執行安全操作規程。

本集團遵守與健康與安全相關的法律及規例，包括但不限於《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》及《中華人民共和國工傷保險條例》。年內，本集團並無發現與健康與安全相關的違法或違規個案。

發展及培訓

本集團致力為員工提供培訓及發展機會，讓員工充分發揮潛能。根據《教育培訓程序書》，人事部負責按各部門的培訓需求擬訂年度培訓計劃，並與各部門共同評估培訓成效。以下為主要培訓內容：

Training category 培訓類型	Target audience 對象	Training content 培訓內容
Orientation training 入職培訓	New hires 新員工	<ul style="list-style-type: none">Covers the organisation, responsibilities and operations of each department, management systems, basic occupational health and safety knowledge and counter-terrorism knowledge.涵蓋各部門組織、職責及作業狀況、管理制度、基本職業健康安全知識及反恐知識。
On-the-job training 在職培訓	Employees of each department 各部門員工	<ul style="list-style-type: none">Covers skills training, equipment management, product quality management and customer management.涵蓋技能訓練、設備管理、產品質量管理及客戶管理等內容。
Professional training 專業培訓	Employees of special types of work 特殊工種員工	<ul style="list-style-type: none">Covers professional knowledge, job guidance and training, and safety training.涵蓋專業知識、作業指導及訓練和安全培訓等內容。

Caring for Employees (Continued)

員工關懷(續)

Department heads and senior staff nurture employees by formulating work plans and providing daily guidance. During the annual performance review, department heads had an interview with employees to understand and assess their work and performance. The Human Resources Department takes this as the reference for considering raise, promotion and eligibility for reward.

LABOUR STANDARDS

The Group prohibits the use of child labour and forced labour. The manufacturing plants stipulate in the "Prohibition of Forced Labour Management Procedures" that employees under the age of 16 must not be hired and the Human Resources Department should verify the identity documents of the candidates during recruitment. To prevent forced labour, the manufacturing plants also cover arrangements of working hours, overtime work and overtime work compensation in the "Staff Handbook", to ensure legal and regulatory compliance of the operations. At the same time, employees can submit written resignation within the notification period stipulated in the contract according to the resignation procedure in the "Staff Handbook".

The Group abides by the laws and regulations in relation to the labour standards, including but not limited to the "Labour Law of the PRC" and the "Labour Contract Law of the PRC". During the Year, there were no cases of non-compliance with laws and regulations in relation to child labour and forced labour.

部門主管和資深員工通過制定工作計劃和日常指導培養員工。部門主管透過年度績效考核與員工進行面談，了解及評價員工的工作及表現；人事部將以此作為加薪、晉升和評獎資格的參考依據。

勞工準則

本集團禁止使用童工及強制勞工。各廠房於《禁止強迫勞動管理程序》明確規定禁止聘用未滿16歲的員工，由人事部在招聘過程中核實應聘人員的身份證明文件。為防止強制勞動，各廠房亦將工時、加班及加班工資等安排納入《員工手冊》，確保營運符合法律及規例。同時，員工可按照《員工手冊》內的離職流程，於合約所訂的通知期內以書面形式辭職。

本集團遵守與勞工準則相關的法律及規例，包括但不限於《中華人民共和國勞動法》及《中華人民共和國勞動合同法》。年內，本集團並無發現任何與童工或強制勞工有關的違法或違規個案。

Community Investment 社區投資

Community Investment

Corporate growth is inextricably linked to community development. As a responsible company that cares for the society, the Group encourages employees to participate in community charity events and community donation to care for and return to society.

During the Year, the manufacturing plants and their employees participated in the Charity Walk 2018 to raise funds for Zhongshan Red Cross. Approximately HK\$11,600¹² was donated in total. PBT office participated in the Liberty Foundation Golf Tournament to raise fund for local charitable organisations and foundations in the USA. At the same time, PBT office made donations to support the community work of North Metro Fraternal Order of Police, including providing assistance such as food and toys to families and children in need in Georgia and providing supplies to schools. During the Year, PBT office made approximately HK\$32,000¹³ worth of community donations.

In the future, the Group will continue to understand the needs of the community where it operates, formulate policies and plans related to community investment, and bring about more positive impact to the community.

社區投資

企業成長與社區發展密不可分。作為一家負責任及關心社會的企業，本集團鼓勵員工參與社區慈善活動及社區捐款，關懷和回饋社會。

年內，各廠房與其員工參與「二零一八年慈善萬人行」，為中山市紅十字會募集資金，合計捐款約港幣11,600元¹²。博百科技辦公室參與「Liberty Foundation高爾夫球慈善賽」，為美國當地慈善機構及基金籌款；同時，博百科技辦公室捐獻支持North Metro Fraternal Order of Police的年度社區工作，包括為喬治亞州有需要的家庭及兒童提供食物及玩具等援助，以及向學校提供用品。年內，博百科技辦公室的社區捐獻合計約港幣32,000元¹³。

未來，本集團將繼續瞭解營運所在社區的需求，制定社區投資相關政策及計劃，為社區帶來更多正面影響。



Charity Walk 2018
2018年慈善萬人行

¹² Converting RMB1 to HK\$1.16, for illustration purpose only.

¹³ Converting US\$1 to HK\$7.8, for illustration purpose only.

¹² 以1人民幣=1.16港幣計算(僅供參考)。

¹³ 以1美元=7.8港幣計算(僅供參考)。

Key Performance Indicator Summary

關鍵績效指標摘要

ENVIRONMENTAL PERFORMANCE¹⁴

環境表現¹⁴

Air emissions and GHG emissions

廢氣及溫室氣體排放

	Emissions 排放量	
	2018 二零一八年	2017 二零一七年
Nitrogen oxides (kg) 氮氧化物(千克)	485.8	1,073
Sulphur oxides (kg) 硫氧化物(千克)	0.3 ¹⁵	171
Respirable suspended particulates (kg) 可吸入懸浮粒子(千克)	15.5	311
Scope 1 — Direct GHG emissions (tonne of CO ₂ -e) 範圍一 — 直接溫室氣體排放(噸二氧化碳當量)	126.9	230
Scope 2 — Energy indirect GHG emissions (tonne of CO ₂ -e) 範圍二 — 能源間接溫室氣體排放(噸二氧化碳當量)	7,517.6	6,696
Total GHG emissions (tonne of CO ₂ -e) 溫室氣體總排放量(噸二氧化碳當量)	7,644.5	6,926
GHG emissions Intensity (by area of manufacturing plant, i.e. tonnes of CO ₂ -e/square metre) 溫室氣體密度(以廠房面積計算, 即噸二氧化碳當量/平方米)	0.075	—
Scope 1 — from fugitive emissions of production facilities in manufacturing plants and refrigerants of manufacturing plants (excluding fuel combustion of vehicle of the manufacturing plants of Zhongshan)	範圍一 — 來自廠房生產設備及廠房的制冷劑逸散性排放(不包括中山各廠房的汽車燃油排放)	
Scope 2 — purchased electricity	範圍二 — 來自外購電力排放	

¹⁴ As data collection and data completeness are affected by restructuring, the report cannot provide certain environmental performance data mentioned in last year's report, making comparison impossible. Footnotes are added in the relevant environmental performance data.

¹⁵ Emissions of sulphur oxides only include the emissions of PBT office.

¹⁴ 由於業務重組影響數據收集及數據完整性, 本報告未能提供部分去年報告有提及的環境表現數據, 以致未能進行比較。本報告已於相應環境表現數據加入註解。

¹⁵ 硫氧化物排放量只包括博百科技辦公室的排放量。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Waste 廢棄物	Generation 產生量	
	2018 二零一八年	2017 二零一七年
Total hazardous waste (tonne) 所產生有害廢棄物總量(以噸計算)	1.5 ¹⁶	2.2
Total hazardous waste intensity (by area of manufacturing plant, i.e. tonne/1,000 square metre) 有害廢棄物密度(以廠房面積計算, 即噸/千平方米)	0.015	–
Total non-hazardous waste (tonne) 所產生無害廢棄物總量(以噸計算)	Unavailable ¹⁷ 未能提供 ¹⁷	–
Total non-hazardous waste intensity (by area of manufacturing plant, i.e. tonne/1,000 square metre) 無害廢棄物密度(以廠房面積計算, 即噸/千平方米)	Not applicable 不適用	–

¹⁶ Data of hazardous waste generation only includes the data of Zhongshan manufacturing plants.

¹⁷ As data collection and data completeness are affected by restructuring, data of non-hazardous waste is unavailable.

¹⁶ 所產生有害廢棄物總量只包括中山各廠房的數據。

¹⁷ 由於業務重組影響數據收集及數據完整性, 故未能提供無害廢棄物的數據。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Energy use 能源使用		Consumption 耗用量	
		2018 二零一八年	2017 二零一七年
Direct energy 直接能源	Natural gas (MWh-e) 天然氣(兆瓦時等值)	295.0	–
	Petrol (MWh-e) 汽油(兆瓦時等值)	Unavailable ¹⁸ 未能提供 ¹⁸	42,004 litres 42,004 公升
	Diesel (MWh-e) 柴油(兆瓦時等值)	Unavailable ¹⁸ 未能提供 ¹⁸	43,662 litres 43,662 公升
Indirect energy 間接能源	Purchased electricity (MWh) 外購電力(兆瓦時)	14,162.9	12,706.09
Renewable energy 可再生能源	Solar energy (MWh-e) 太陽能(兆瓦時等值)	19.3	–
Total energy consumption (MWh-e) 能源總耗量(兆瓦時等值)		14,477.2	–
Energy intensity (by area of manufacturing plant, i.e. MWh-e/square metre) 能源密度(以廠房面積計算，即兆瓦時等值/平方米)		0.142	–

¹⁸ As data collection and data completeness are affected by restructuring, data of petrol and diesel consumption is unavailable.

¹⁸ 由於業務重組影響數據收集及數據完整性，故未能提供汽油及柴油耗用量的數據。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Water use 用水	Consumption 耗用量	
	2018 二零一八年	2017 二零一七年
Total water consumption (cubic metre) 總耗水量(立方米)	465.6 ¹⁹	104,937 tonnes 104,937噸
Water intensity (by area of manufacturing plant, i.e. cubic metre/square metre) 耗水密度(以廠房面積計算, 即立方米/平方米)	0.104	–
Packaging materials ²⁰ 包裝材料 ²⁰	Consumption 耗用量	
	2018 二零一八年	2017 二零一七年
Total packaging materials — cardboard (tonne) 包裝材料總量 — 紙板(噸)	280	327
Packaging materials — wood (tonne) 包裝材料 — 木材(噸)	1	93
Packaging materials — plastic film (tonne) 包裝材料 — 塑料膜(噸)	1	32
Total packaging materials (tonne) 包裝材料總量(噸)	282	452
Packaging material intensity (by area of manufacturing plant, i.e. tonne/1,000 square metre) 包裝材料密度(以廠房面積計算, 即噸/千平方米)	2.883	–

¹⁹ Data of water consumption only includes data of PBT office.

²⁰ Data of packaging materials only includes data of Zhongshan manufacturing plants.

¹⁹ 用水數據只包括博百科技辦公室的數據。

²⁰ 包裝材料數據只包括中山各廠房的數據。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

SOCIAL PERFORMANCE²¹

社會表現²¹

Total workforce 員工人數		2018 二零一八年	2017 二零一七年	2016 二零一六年
Total workforce 總人數		750	1,399	1,416
Male to female employee ratio 男女員工比例		0.72:1	0.76:1	0.70:1
By gender 性別分佈	Male 男性	313	603	582
	Female 女性	437	796	834
By region 地區分佈	The PRC 中國	720	1,363	1,384
	The USA 美國	30	36	32
By age 年齡分佈	<31	287	631	678
	31-40	268	399	436
	>40	195	369	302
By position 職能分佈	Management 管理層	390	474	-
	General staff 普通員工	360	925	-

²¹ The scope of social performance data of this report is the same as the reporting scope of the Report, i.e. Zhongshan manufacturing plants and PBT office.

²¹ 本報告社會表現數據覆蓋範圍與本報告範圍一致，即中山各廠房及博百科技辦公室。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Total workforce		2018	2017	2016
員工人數		二零一八年	二零一七年	二零一六年
By employment type 按就業類型分佈	Full-time 全職	750	–	–
	Part-time 兼職	0	–	–
By academic qualifications 按學歷分佈	Bachelor or above 大學或以上	151	170	52
	High school or below 中學或以下	599	1,229	1,364
Employee new hire rate		2018	2017	
員工新入職率		二零一八年	二零一七年	
By region 按地區	The PRC 中國		16%	38%
	The USA 美國		3%	0%
Manufacturing plants in the PRC			16%	38%
中國內地生產廠房				
By gender 按性別	Male 男性		19%	25%
	Female 女性		14%	59%
By age 按年齡	<31		27%	29%
	31–40		12%	52%
	>40		2%	48%

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Employee new hire rate		2018	2017
員工新入職率		二零一八年	二零一七年
PBT office in the USA		3%	0%
美國博百科技辦公室			
By gender	Male	0%	0%
按性別	男性		
	Female	3%	0%
	女性		
By age	<31	0%	0%
按年齡	31-40	0%	0%
	>40	0%	0%
Employee turnover rate²²		2018	2017
員工流失率²²		二零一八年	二零一七年
By region	The PRC	100%	55%
按地區	中國		
	The USA	17%	11%
	美國		
Manufacturing plants in the PRC		100%	55%
中國內地生產廠房			
By gender	Male	100%	87%
按性別	男性		
	Female	100%	31%
	女性		
By age	<31	100%	84%
按年齡	31-40	100%	35%
	>40	100%	21%

²² Employee turnover rate is calculated by dividing turnover by the relevant number of employees. Staffing reduction due to restructuring results in higher employee turnover rate.

²² 員工流失率以年內員工流失總人數計算。由於業務重組減少人手編制，年內出現較高流失率。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Employee turnover rate²²		2018	2017
員工流失率²²		二零一八年	二零一七年
PBT office in the USA		17%	11%
美國博百科技辦公室			
By gender	Male	9%	16%
按性別	男性		
	Female	38%	0%
	女性		
By age	<31	0%	50%
按年齡	31-40	33%	0%
	>40	15%	9%
Occupational health and safety		2018	2017
職業健康與安全		二零一八年	二零一七年
Work-related injury		22	32
工傷事故			
Work-related fatalities		0	0
因工死亡人數			
Number of employees injured at work		22	32
因工受傷人數			
Rate of work-related injury (per employee)		3%	—
工傷率(每名員工)			
Number of lost days due to work-related injury		495	—
因工傷損失工作日數			
Total sum of compensation paid due to work-related injury ²³		HK\$275,000	HK\$228,000
因工傷支付之賠償總數額 ²³		港幣 275,000 元	港幣 228,000 元

²² Employee turnover rate is calculated by dividing turnover by the relevant number of employees. Staffing reduction due to restructuring results in higher employee turnover rate.

²³ Converting RMB 1 to HK\$1.16, for illustration purpose only.

²² 員工流失率以年內員工流失總人數計算。由於業務重組減少人手編制，年內出現較高流失率。

²³ 以1人民幣 = 1.16港幣計算(僅供參考)。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Occupational health and safety		2018	2017
職業健康與安全		二零一八年	二零一七年
Total number of sessions of occupational health and safety training		66	475
職業健康與安全培訓總場數			
Total number of participants in occupational health and safety training		545	1,249
職業健康與安全培訓總人次			
Total number of hours of occupational health and safety training		53.5 ²⁴	709
職業健康與安全培訓總時數			
Employee training²⁵			2018
員工培訓²⁵			二零一八年
Total number of employees receiving training			1,257
接受培訓員工總人數			
Total training hours			789
員工培訓總時數			
Percentage of employees receiving training			100%
接受培訓員工比率			
By gender	Male		100%
按性別	男性		
	Female		100%
	女性		
By position	Management		100%
按職能	管理層		
	General staff		100%
	普通員工		

²⁴ Sum total of all training activities hours.

²⁵ Total number of employees receiving training includes data related to employees who have left during the Year.

²⁴ 即所有培訓活動時數之總和。

²⁵ 員工培訓總人數包括年內已離職員工的相關數據。

Report Content Index

報告內容索引

Employee training²⁵		2018
員工培訓²⁵		二零一八年
Average training hours per employee 平均員工培訓時數		1.05
By gender 按性別	Male 男性	1.09
	Female 女性	1.02
By position 按職能	Management 管理層	0.75
	General staff 普通員工	1.38
Number of suppliers		2018
供應商數目		二零一八年
By country or region 按國家或地區	The PRC and Taiwan 中國內地及臺灣	195
	The USA 美國	10

²⁵ Total number of employees receiving training includes data related to employees who have left during the Year.

²⁵ 員工培訓總人數包括年內已離職員工的相關數據。

Report Content Index (Continued)

報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
A. Environmental		
A. 環境		
A1 Emissions		
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. 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。	10-17
A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據	11-12, 16, 31-32
A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)	11, 31
A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)	16, 32
A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)	16, 32

Report Content Index (Continued)

報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
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	10-17
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	16
A2 Use of Resources		
A2 資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	13-16
A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及/或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)	13, 33
A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)	15, 34
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	14-15
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果	15
A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位估量	34

Report Content Index (Continued)

報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
A3 The Environment and Natural Resources		
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	17
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動	17
B. Social		
B. 社會		
B1 Employment		
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。	24–25
B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型及年齡組別劃分的僱員總數	35–36
B1.2	Employee turnover rate by gender, age group and geographical region. 按性別及年齡組別劃分的僱員流失比率	37–38

Report Content Index (Continued)

報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B2 Health and Safety 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。	26–28
B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率	38
B2.2	Lost days due to work injury. 因工傷損失工作日數。	38
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。	26–28
B3 Development and Training 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。	28–29

Report Content Index (Continued)

報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別劃分的受訓僱員百分比	39
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	40
B4 Labour Standards		
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。	29
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	29
B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟	29

Report Content Index (Continued)

報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B5 Supply Chain Management		
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	18–20
B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目	40
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，以及有關慣例的執行及監察方法	18–20
B6 Product Responsibility		
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。	21–22
B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	22
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。	22

Report Content Index (Continued)

報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例	22
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	21
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	22
B7 Anticorruption		
B7 反貪污		
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。	23
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	23
B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法	23

Report Content Index (Continued)

報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B8 Community Investment		
B8 社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	30
B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)	30
B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源(如金錢或時間)	30