



HYBRID KINETIC GROUP LIMITED
正道集團有限公司

(incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock code 股份代號: 1188)

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2018
二零一八年環境、社會及管治報告

INTRODUCTION, ENVIRONMENTAL, SOCIAL AND GOVERNANCE POLICIES

This Environmental, Social and Governance Report (the “Report”) summarizes the environmental, social and governance (“ESG”) initiatives, plans and performances of Hybrid Kinetic Group Limited (the “Company”), together with its subsidiaries, (the “Group” or “we”) and demonstrates its commitment to sustainability development.

The Group focuses on sustainable development and the core governance concept is “Cherish the Earth, Care Employees, Serve for Clients, and Contribute to the Community”. The Group adheres to the management policies of sustainable ESG development, actively participates in electric vehicles-related business and supports clean energy products to reduce gasoline or diesel consumption, eventually reducing the greenhouse gas (“GHG”) emissions. In addition, we also value the development of employees’ self-potential and satisfy the needs of our clients. Meanwhile, we contribute to society through constant communication with the community and discussion of potential policies for community contribution. We are committed to handling the Group’s ESG affairs effectively and responsibly, which is integrated as one of the core components of our business strategy as we believe this is the key to its continuous success in the future.

This Report enables stakeholders better understand the performance and contribution of the Group in the aspect of environmental protection and social responsibility.

The ESG Governance Structure

During the year ended 31 December 2018 (the “Reporting Period”), the Group has established the ESG Taskforce (the “Taskforce”). The Taskforce comprises core members from different departments and is responsible for collecting relevant information on our ESG aspects for preparing the ESG Report. The Taskforce reports to the Board of Directors (the “Board”), assists in identifying and evaluating the Group’s ESG risks and the effectiveness of the internal control mechanisms. The Taskforce also examines and evaluates our performances in different aspects such as environment, health and safety, labour standards and product responsibilities in the ESG aspects. The Board sets up a general direction for the Group’s ESG strategies, ensuring the effectiveness in the control of ESG risks and internal control mechanisms.

序言和環境、社會及管治方針

本環境、社會及管治報告（「本報告」）總結正道集團有限公司（「本公司」）及其附屬公司（「本集團」或「我們」）在環境、社會及管治（「環境、社會及管治」）上的倡議、計劃及績效，並展示其在可持續發展方面的承諾。

本集團著重可持續發展，核心管治理念是「珍惜地球、關懷員工、服務客戶、貢獻社區」。本集團秉承可持續發展的環境、社會及管治的管理方針，積極參與電動車相關業務及支援潔淨能源產品，減少汽油或柴油的使用，藉此減少溫室氣體（「溫室氣體」）的排放。另外，我們亦著重員工發展自我潛能和重視滿足客戶需求，同時不忘回饋社區，通過持續與社區溝通，以探討合適的社區貢獻方案。我們承諾有效及負責任地處理本集團的環境、社會及管治事務，並以此作為我們商業戰略的一個核心部分，因為我們相信這是讓我們在未來繼續取得成功的關鍵。

本報告能讓持份者更深切瞭解本集團在環境保護及社會責任方面的表現及貢獻。

環境、社會及管治治理結構

於二零一八年十二月三十一日止年度（「報告期間」），本集團成立了環境、社會及管治工作小組（「工作小組」）。工作小組由本集團不同部門的核心成員組成，負責搜集我們在環境、社會及管治方面的相關資料及資料以編制環境、社會及管治報告。工作小組會定期向董事會（「董事會」）彙報，協助辨識和評估本集團的環境、社會及管治風險以及內部控制機制的有效性。工作小組亦會檢查和評估我們在環境、社會及管治範疇內環境、安全生產、勞工標準、產品責任等不同方面的表現。董事會則會設定集團環境、社會及管治戰略上的大方向，並確保環境、社會及管治風險控制及內部控制機制的有效性。

SCOPE OF REPORTING

The Report covers the Group's ESG performance of manufacturing lithium battery systems for electric vehicles. This represents the Group's major source of revenue and the business with higher ESG impacts. The Lianyungang office of the Group is the main source of the report data. Unless specified otherwise, we collect the Group's key performance indicators ("KPI") in Environmental and Social areas through the Group's operation control mechanism. We will continue to expand the scope of disclosure in the future after the Group's data collection system is more matured and the sustainable development work is enhanced.

REPORTING FRAMEWORK

The Report has been prepared in compliance with all applicable provisions set out in the Environmental, Social and Governance Reporting Guide (the "ESG Reporting Guide") contained in Appendix 27 of the Main Board Listing Rules of the Stock Exchange of Hong Kong Limited.

REPORTING PERIOD

The Report is prepared on an annual basis, describing the ESG activities, challenges and measures taken by the Group during the Reporting Period.

STAKEHOLDER ENGAGEMENT

The Group communicates with and supports stakeholders through a two-way model in order to achieve mutual growth. Therefore, we value stakeholders' opinions to our operation business and ESG issues. In order to better understand and address stakeholders' concerns, we communicate with our key stakeholders, including but not limited to shareholders and investors, customers, suppliers, employees, as well as the community, non-governmental organizations ("NGOs") and media through different channels. With regard to our usual practice, we share the latest information through email, telephone, site visits, and meetings.

報告範圍

本報告涵蓋本集團之電動汽車的鋰電池系統製造業務的環境、社會及管治表現。該業務代表本集團之主要收入來源及與環境、社會及管治影響較高的業務。本集團的連雲港總辦事處為核心的報告資料收集點。除了特別列明以外，我們通過本集團的營運控制機制取得環境、社會及管治關鍵績效指標（「關鍵指標」）資料。待本集團之資料收集系統更趨成熟，以及可持續發展工作深化之後，我們將於未來繼續擴大披露範圍。

報告框架

本報告依照香港聯合交易所有限公司主板上市規則附錄27環境、社會及管治報告指引（「環境、社會及管治報告指引」）所編制編寫。

報告期間

本報告為年度報告，詳述本集團於報告期間取得的環境、社會及管治方面的活動、挑戰和採取的措施。

持份者參與

本集團與持份者以雙軌溝通模式互相交流及支援，以達致共同成長。因此我們重視不同持份者對我們經營及環境、社會及管治事務上的意見。為全面瞭解、回應及處理不同持份者的核心關注點，我們與包括但不限於股東及投資者、客戶、供應商、員工和社群、非政府機構（「非政府機構」）及媒體在內的不同持份者緊密溝通。在日常營運慣例中，我們會透過電郵、電話、現場探訪及溝通大會等分享最新資訊。

Through different stakeholder engagements and communications channels, we will take into account stakeholders' expectation in our operations and ESG strategies. The stakeholder engagement and communication channels are as follows:

通過不同的持份者參與及溝通管道，我們會將他們的期望帶入我們的營運及環境、社會及管治戰略當中。持份者參與及溝通管道如下：

Stakeholder type 持份者類型	Communication channels 溝通管道
Shareholders and Investors 股東及投資者	<ul style="list-style-type: none"> Annual general meeting 股東周年大會 Annual and interim report 年報及中期報告 Announcements and circulars 公告及通函
Customers 客戶	<ul style="list-style-type: none"> Hotline for after-sale service 售後服務熱線 Customer satisfaction survey 客戶滿意度調查
Suppliers 供應商	<ul style="list-style-type: none"> On-site audit management system 現場審計管理制度 Regular assessment of suppliers' performance 定期評估供應商表現 Supplier management meetings and events 供應商管理會議及活動
Employees 員工	<ul style="list-style-type: none"> Means for employees to express opinions (e.g. opinion form and suggestion box) 員工表達意見的管道（如表格、意見箱） Regular meeting and management communication (e.g. email and telephone) 定期的溝通大會和管理通訊（如電郵、電話） Intranet 內部網路 Site visits 現場探訪 Assessment of work performance 工作表現評核
Community, NGOs and media 社群、非政府機構及媒體	<ul style="list-style-type: none"> Community investment plans 社區投資計劃 ESG report 環境、社會及管治報告

The Group is committed to improving our ESG performance through collaboration with our stakeholders, creating greater value for our society and the country continuously.

本集團致力於與我們的持份者合作以改善本集團在環境、社會及管治方面的表現，並為我們的國家和社會持續創造更大的價值。

MATERIALITY ASSESSMENT

The management and staff of the Group's respective major operations have participated in the preparation of the Report to assist the Group in reviewing our operations and identifying relevant ESG issues, and assessed the importance of related issues to our businesses and stakeholders. Based on the assessed significant ESG issues, a data collection questionnaire was prepared to collect information from relevant departments and business units of the Group.

The following table is a summary of the Group's material ESG issues included in this Report:

重要範疇評估

本集團各主要職能的管理層與員工均有參與編制本報告，以協助本集團檢討其運作情況及鑒別相關環境、社會及管治事宜，並評估相關事宜對本集團的業務以及各持份者的重要性。根據經評估的環境、社會及管治重要事項，編制問卷，向本集團相關部門及業務單位收集資料。

下表為本報告所載本集團屬重大環境、社會及管治事宜之摘要：

The ESG Reporting Guide 環境、社會及管治報告指引	Material ESG aspects of the Group 本集團環境、社會及管治重要範疇	Page number 頁數
A. Environmental A. 環境		
A1. Emissions A1. 排放物	Greenhouse Gas ("GHG") Emissions 溫室氣體排放	P. 7
A2. Use of Resources A2. 資源使用	Energy Consumption 能源消耗	P. 11
	Water Management 用水管理	P. 12
A3. The Environment and Natural Resources A3. 環境及天然資源	Employee's Environmental Awareness 員工環保意識	P. 13
B. Social B. 社會		
B1. Employment B1. 僱傭	Remuneration and Benefits 薪酬福利	P. 15
B2. Health and Safety B2. 健康與安全	Safety Production 安全生產	P. 18
B3. Development and Training B3. 發展及培訓	Training Management and Courses 培訓管理及課程	P. 20
B4. Labour Standards B4. 勞工準則	Preventive Measures of Child Labour 防止童工措施	P. 22
	Preventive Policies of Forced Labour 防止強制勞工政策	P. 22
B5. Supply Chain Management B5. 供應鏈管理	Supply Chain Management 供應鏈管理	P. 23
B6. Product Responsibility B6. 產品責任	Quality Control 品質控制	P. 25
	Product Recycling 產品回收	P. 25
	Customer Service and Privacy 客戶服務及隱私	P. 26
	Protection of Intellectual Property Rights 知識產權	P. 27
B7. Anti-corruption B7. 反貪污	Anti-corruption Policies and Systems 反貪污政策及制度	P. 28
B8. Community Investment B8. 社區投資	Corporate Social Responsibility 企業社會責任	P. 30

As at the year ended 31 December 2018, the Group confirmed that it has established appropriate and effective management policies and internal control systems for ESG issues and confirmed that the disclosed contents are in compliance with the requirements of the ESG Reporting Guide.

CONTACT US

We welcome stakeholders to provide their opinions and suggestions. You can provide valuable advice in respect of the ESG Report or our performances in sustainable development by mailing to Suites 1407-8, 14/F, Great Eagle Centre, 23 Harbour Road, Wanchai, Hong Kong.

A. ENVIRONMENTAL

A1. Emissions

General Disclosure and KPIs

The Group adheres to good environmental management, striving to protect the environment to fulfil the corporate social responsibility. We support the national strategy in environmental protection and supply electric buses with fast-charging Lithium Titanium Oxide ("LTO") battery systems. The Group advocates philosophy of "Energy conservation and Emission reduction", implements a variety of environmental protection policies and measures amongst the Group's operations, and obtained the ISO14001:2004 "Environmental Management System Certificate".

The Group strictly complies with "Environmental Protection Law of the People's Republic of China", "Water Pollution Prevention and Control Law of the People's Republic of China", "Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution", "Law of the People's Republic of China on Environmental Noise Pollution Prevention and Control", "Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste" and other related environmental protection laws and regulations. We have established accountability system for environmental protection and actively adopt environmental protection measures to tackle the environmental impacts generated in the operation.

於截至二零一八年十二月三十一日止年度，本集團確認已就環境、社會及管治事宜設立合適及有效的管理政策及監控系統，並確認所披露內容符合環境、社會及管治報告指引的要求。

與我們聯絡

本集團歡迎持份者提供意見及建議。閣下可就環境、社會及管治報告或其在可持續發展方面的表現提供寶貴意見，並郵寄至香港灣仔港灣道23號鷹君中心14樓1407-8室。

A. 環境

A1. 排放物

一般披露和關鍵績效指標

本集團重視良好的環境管理，努力保護環境，以落實本集團應承擔的社會責任。我們支持國家環保戰略，提供電動公車配合功率快速充電鈦酸鋰（「鈦酸鋰」）電池系統。本集團提倡「節約、減排」的理念，在營運方面實施多項環保政策及措施，亦得到了ISO14001:2004《環境管理體系認證證書》。

本集團嚴格遵守《中華人民共和國環境保護法》、《中華人民共和國水污染防治法》、《中華人民共和國大氣污染防治法》、《中華人民共和國環境雜訊污染防治法》、《中華人民共和國固體廢物污染環境防治法》及其他有關環境保護的法律法規。我們建立了環境保護責任制度，對於經營過程中產生的環境影響積極採取環境保護措施。

During the Reporting Period, the Group did not have any violation of relevant local environmental laws and regulations in relation to exhaust gas and GHG emissions, water and land discharge, and the generation of hazardous and non-hazardous wastes that have a significant impact on the Group.

Exhaust Gas Emissions

The exhaust gas generated by the Group's business operations mainly includes nitrogen oxides, sulphur oxides and particulate matter, and its main source is automobile. The Group has formulated policies and implemented various emission reduction measures to reduce emissions from the source. Specific measures such as:

- Reduce long-distance meetings by advocating telephone or video meetings, reducing exhaust gas and GHG emissions caused by transportation;
- Take public transport during business trips under normal circumstance;
- Strictly require employees to choose public transportation for long distance trip in order to control the use of company vehicles with weight under 2.5 tonnes; and
- Choose local suppliers and contractors to reduce exhaust gas and GHG emissions resulted from transportation.

During the Reporting Period, the Group's exhaust gas emissions were as follows:

於報告期間，本集團並無任何就空氣及溫室氣體、水資源及土地的排污以及有害及無害廢棄物產生，對本集團有重大影響的當地相關環境法律法規之違規事件。

廢氣排放

本集團業務營運產生的廢氣主要包括氮氧化物、硫氧化物和顆粒物，其主要來源為汽車尾氣。本集團已經制定政策，並實施各種減排措施，以減少通過上述來源產生的廢氣排放。具體措施如：

- 減少舉行長途的見面會議，以電話或視訊會議取代，減少因交通而產生的廢氣及溫室氣體排放；
- 出差期間，如無必要，則儘量選擇公共交通工具；
- 進一步控制本公司2.5噸以下重量通勤車的使用，嚴格要求長途出差人員選擇公共交通工具；及
- 盡量選擇本地供應商及承判商以減少因交通帶來的廢氣及溫室氣體排放。

於本報告期間，本集團的廢氣排放量如下：

Types of exhaust gas 廢氣種類	Total emission (kg) 排放總量 (公斤)
Nitrogen Oxides (NOx) 氮氧化物(NOx)	44.92
Sulphur Oxides (SOx) 硫氧化物(SOx)	0.09
Particulate Matter (PM) 可吸入顆粒物(PM)	4.30

GHG Emissions

The major sources of the Group's GHG emissions are direct emissions from production facilities and gasoline combustion for transportation (Scope 1) and indirect emissions from purchased electricity and heat (Scope 2).

During the Reporting Period, the Group's GHG emissions were as follows:

溫室氣體排放

本集團的主要溫室氣體排放來源於生產設施及交通運輸所消耗的汽油造成的直接溫室氣體排放（範圍一）及外購電力及熱力造成的能源間接溫室氣體排放（範圍二）。

於報告期間，本集團的溫室氣體排放表現如下：

Indicator ¹ 指標 ¹	Total emissions (tCO ₂ e) 排放總量 (噸二氧化碳當量)	Intensity ² (tCO ₂ e/employee) 密度 ² (噸二氧化碳當量／ 僱員)
Direct GHG emissions (Scope 1) 直接溫室氣體排放（範圍1）	15.78	0.24
Indirect GHG emissions (Scope 2) 間接溫室氣體排放（範圍2）	117.98	1.82
Total GHG emissions (Scope 1 and 2) 溫室氣體排放總量（範圍1及2）	133.76	2.06

Note:

- GHG emissions data is presented in terms of carbon dioxide equivalent and are based on, including but not limited to, "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standards" issued by the World Resources Institute and the World Business Council for Sustainable Development, the latest released emission factors of China's regional power grid basis, "How to prepare an ESG Report? – Appendix II: Reporting Guidance on Environmental KPIs" issued by the HKEX, "Global Warming Potential Values" from the IPCC Fifth Assessment Report, 2014 (AR5).
- As at 31 December 2018, the Group had 65 full-time employees in total at Lianyungang office. The data is also used for calculating other intensity data.

備註：

- 溫室氣體排放資料乃按二氧化碳當量呈列，並參照包括但不限於世界資源研究所及世界可持續發展工商理事會刊發的《溫室氣體盤查議定書：企業會計與報告標準》、香港交易所發佈的《如何準備環境、社會及管治報告？—附錄二：環境關鍵績效指標彙報指引》、最新發佈的中國區域電網基線排放因數及政府間氣候變化專門委員會發佈的《第五次評估報告》的全球升溫潛能值。
- 截至二零一八年十二月三十一日，本集團於連雲港總辦事處的員工總數為65人。此數據亦會用作計算其他密度數據。

The Group actively adopts electricity conservation and energy saving measures to reduce GHG emissions, including strict control of air conditioning usage. The temperature of air conditioning cannot be lower than 26 degree celsius and higher than 20 degree celsius in summer and winter. Besides, the air conditioning should be turned off when no employee is in the office. In addition, the Group also replaced long-distance meetings by telephone or video conferencing to reduce carbon emissions of business travel. At the same time, long-distance travellers are strictly required to choose public transport. Compared with 2017, the Group's gasoline consumption for vehicles decreased by approximately 5,386 litres.

Sewage Discharge

The Group has developed an environmental operational control system, monitoring sewage produced in production and offices to comply with relevant laws and regulations and meet local government sewage discharge standards. Sewage is charged into the municipal sewage pipe network system of the government and shall not be discharged directly into the water environmental or farmland.

Domestic Sewage

The Group also discharges domestic sewage in the daily production and operation process, and the discharged domestic wastewater will be discharged into the urban sewage pipe network after being purified by the underground sewage treatment device.

During the Reporting Period, the Group's sewage discharge performances were as follows:

本集團積極採取節電和節能措施，以減少溫室氣體排放。當中包括嚴格控制空調使用情況，要求空調溫度夏、冬兩季不低於攝氏26度、不高於攝氏20度，亦要求辦公室無人情況下要關閉空調。此外，本集團亦以電話或視訊會議取代長途的見面會議，減少商業差旅產生的碳排放。同時亦嚴格要求長途出差人員選擇公共交通工具。相較於2017年度，本公司機動車輛用汽油使用量減少約5,386升。

污水排放

我們制訂了環境運行控制程式，監控生產和辦公室產生的廢水，以遵守相關的法律法規和達到當地政府的污水排放標準。廢水按規定排入市政府污水管網系統，不得直接排入水環境或農田。

生活污水

本集團在日常生產及運營過程中亦排放生活污水，排放的生活廢水會經地下污水處理裝置淨化後排入城市污水管網。

於報告期間，本集團的污水排放表現如下：

Type of sewage 廢水種類	Total discharge (cubic meters) 排放總量 (立方米)	Intensity (cubic meters/ employee) 密度 (立方米／僱員)
Domestic sewage 生活污水	187.00	2.88

Waste Management

The Group identifies and classifies waste, storing and disposing it in a unified manner. In the office and production areas, the Group has set up a unified recycling box, designated management responsible persons to timely dispose waste, and maintain environmental sanitation around the collection box. The Group has taken specific measures for handling the following categories of solid waste.

Non-hazardous Waste

The non-hazardous wastes produced by the Group are mainly carton boxes for packaging of production materials and a small portion of office waste. Specific waste reduction measures are as follows:

- Classify recyclable and non-recyclable waste and set up collection bins to recycle the waste;
- Increase the recycling rate of recyclable cartons to achieve reutilization;
- Control the consumption of aluminium cans, plastics and glass products, and increase the rate of recycling and reuse of the products;
- Replace plastic products with biodegradable ones;
- Classify and store solid waste, and reuse the waste based on the characteristics of various solid wastes. If it cannot be reused, it will be recycled by special agencies; and
- Implement a waste paper recycling and reuse programme and use double-sided printing to reduce the amount of paper used.

廢物管理

本集團對廢棄物進行識別分類、集中存放，統一處置。在辦公區和生產區，本集團設置統一的分類收集箱，指定管理責任人適時處理廢物，並保持收集箱周圍的環境衛生。對以下類別的固體廢棄物，本集團採取有針對性的處理措施。

無害廢棄物

本集團所生產的無害廢棄物主要是生產原材料外包裝紙箱以及少量辦公室廢物。具體減少廢物製造措施如下：

- 將可回收與不可回收的廢棄物分類，並設立回收箱收集；
- 加強可回收紙箱再利用，做到紙箱的二次利用；
- 控制鋁罐、塑膠及玻璃製品的使用量，增加製品的回收及再利用；
- 使用可生物降解的製品替代塑膠製品；
- 分類存放固體廢棄物，根據各種固體廢棄物的特性，合理地再利用。不能再利用的廢棄物，則交由專門機構回收處理；及
- 落實廢紙回收重用及雙面列印，降低紙張使用量。

During the Reporting Period, the performances of the Group's non-hazardous waste discharged were as follows:

於報告期間，本集團的無害廢棄物排放量表現如下：

Type of non-hazardous waste 無害廢棄物種類	Total weight (tonnes) 排放總量 (噸)	Intensity (tonnes/ employee) 密度 (噸／僱員)
Carton boxes for packaging of production materials 生產原材料外包裝紙箱	0.07	0.0011
Paper ³ 紙張 ³	0.21	0.0032

Remarks :

備註：

3. Paper consumption was approximately 49,000 sheets.

3. 紙張消耗量為約49,000張。

Through the implementation of the above principles and measures, the Group reduced the total amount of non-hazardous waste emissions by approximately 70%, which was approximately 0.66 tonnes, during the Reporting Period when compared to 2017.

透過落實以上原則及措施，本集團於報告期間相較於2017年度，無害廢棄物排放總量減少約70%，即約0.66噸。

Hazardous Waste

有害廢棄物

The Group adopts production materials which are non-toxic and non-hazardous, and hence would not generate any hazardous wastes.

本集團選用無毒無害的生產材料，故不會產生有害廢棄物。

A2. Use of Resources

A2. 資源使用

General Disclosure and KPIs

一般披露和關鍵績效指標

The Group upholds and promotes the principle of effective use of resources, evaluating the potential environmental impacts by real-time monitoring our business operations. Through the 4Rs principles, namely, reduce, reuse, recycle and replace, we promote green office and operation environment to minimize the environmental impacts of the Group. The employees of the Group follow these principles, consciously reduce the consumption of electricity, paper and water resources. For example, the Group's employees all together to implement a paperless office by sending documents in electronic form whenever possible, in order to reduce the amount of paper consumption.

本集團以積極推動有效使用資源為宗旨，即時監察業務營運對環境帶來的潛在影響。通過減少、重用、回收及取代四個基本原則，我們推廣綠色辦公及營運環境，將本集團和子公司營運對環境的影響減至最低。本集團的員工在配合這些政策下，都會自動自覺地珍惜電、紙及水資源。例如，員工都在落實無紙化辦公，儘量傳遞電子文檔，以減少紙張使用。

In the manufacture of vehicle battery system, the Group promotes green products which complies with the national requirements as well as achieving the goal of “Four-No” production – “No toxic, No hazardous substance is generated, No wastewater, No exhaust gas is discharged”. The Group manages the use of water, electricity and oil resources by collecting monthly usage statistics and standardizing the operation processes for major energy-consuming equipment for effective utilization of energy.

In addition, in order to achieve environmentally sustainable development, the Group conducts environmental education and training for our employees and promotes practical advice on environmentally friendly lifestyles to enhance employees’ awareness of environmental protection. It also promotes green travel and raises employees’ awareness of emission reduction and carbon reduction.

Energy Consumption

The Group proactively implemented the mission of energy conservation and emission reduction. In addition to reducing the use of packaging materials, the Group also improved equipment to achieve energy savings.

The Group has established rules and regulations to achieve the goal of saving electricity and using electricity efficiently. The specific measures are as follows:

- Use energy-saving light bulbs and all departments implement the principle of “Management by the on-duty staff” in order to foster good habits in terms of turning lights off after use;
- Unplug electrical appliances which are not in use for a long time to save standby power;
- Strict control of air conditioning temperatures prevents excessive energy consumption and extends the life of air conditioning units, reducing the amount of waste electronic equipment; and
- Modify the air compressor room on energy saving within the battery system production floor to lower the temperature of the air compressor room as well as avoids the malfunction and tripping because of high temperature in the compressor room.

在動力電池系統的生產中，本集團推動綠色產品，既能符合國家要求，又能達致四無生產－「無毒及無害物質產生，無廢水及無廢氣排放」。本集團對水、電和油等資源使用進行管理，每月統計用量，對主要耗能設備進行重點管理，規範設備作業流程，以充分有效地利用能源。

此外，為達成環境可持續發展，本集團每年對員工進行環保教育培訓及宣揚有關環保生活方式的實用建議，提升員工的環保意識，亦會宣傳綠色出行，提高員工減排、降碳意識。

能源消耗

本集團積極踐行節能減排理念，除了減少使用包裝材料，本集團亦尋求設備改進以達致節能的效果。

本集團制定了規章制度以達到節約用電及有效使用電力的目標，相關具體措施如下：

- 使用節能燈，各部門實行「誰在崗，誰管理」的原則，養成用後關燈的良好習慣；
- 長時間不用的電器設備應拔掉插頭，以節省待機時的耗電；
- 嚴格控制空調機使用時的溫度，避免能源過度消耗，亦能延長空調機壽命，減少廢棄電器垃圾的產生；及
- 在電池系統生產工場進行了空壓機房的節能改造以降低機房室內溫度，避免機房溫度過高而導致空壓機出現故障跳閘。

Through the above measures, employees' awareness of energy conservation has been improved. Compared with 2017, back office has saved approximately 16,844 kWh of electricity, which is about RMB14,418 in electricity bills.

透過上述措施，員工的節能意識得以提高。相較於2017年度，辦公後勤節約用電約16,844千瓦時，節約電費約人民幣14,418元。

During the Reporting Period, the energy consumption of the Group and its intensity were as follows:

於報告期間，本集團的能源用量及其密度表現如下：

Type of energy 能源種類	Energy consumption (kWh) 用量 (千瓦時)	Intensity (kWh/employee) 密度 (千瓦時／僱員)
Gasoline ⁴ 汽油 ⁴	55,360.14	851.69
Electricity 電力	181,944.00	2,799.14

Remarks:

備註：

4. Conversion is in reference to the conversion provided on the US Energy Information Administration's Energy Conversion Calculator, actual gasoline consumption is approximately 5,936.20 litres.

4. 有關換算乃經參考美國能源資訊管理局的能源轉換計算器提供的換算進行，實際汽油消耗為約5,936.20公升。

Water Management

用水管理

We encourage all employees and customers to develop the habit of conscious water use to reduce water consumption in the office. The Group continued to increase water conservation propaganda and posted water-saving slogans in the washrooms, staff canteens and staff lounges to encourage employees to save water. In addition, for efficient use of fresh water, the factory has established rainwater collection tank, which utilises rainwater for irrigation of plants within production premises. Through the above measures, employees' awareness of water saving has been raised. Moreover, the average monthly fresh water consumption is reduced for about 3 tonnes by utilising rainwater for irrigation.

我們鼓勵所有僱員及客戶養成自覺節約用水的習慣，以減少辦公耗水量。本集團不斷加大節水宣傳力度，在洗手間、員工食堂及員工休息室張貼節水標語，鼓勵僱員節約用水。另外，為有效使用新鮮水，工廠內建有雨水收集池，利用雨水灌澆廠區內的植物。透過上述措施，員工的節水意識得以提高。此外，通過雨水收集與灌溉每月平均可減少新鮮用水約3噸。

During the Reporting Period, the water consumption of the Group and its intensity were as follows:

於報告期間，本集團的耗水量及其密度表現如下：

Water consumption (cubic meters) 耗水量 (立方米)	Intensity (cubic meters/employee) 密度 (立方米／僱員)
187.00	2.88

Use of Packaging Material

Due to our business nature, the Group only uses a small amount of packaging materials in the production process, so our daily operation does not produce a large amount of packaging materials. Wrap film is the packaging material used by the Group and the annual consumption is approximately 0.01 tonnes.

A3. The Environment and Natural Resources

General Disclosure and KPIs

The Group pursues the best practices for environment protection and focuses on the Group's business impacts on the environment and natural resources. In addition to complying with relevant environmental laws and international standards for protecting the natural environment, the Group has also implemented a number of measures to reduce its environmental impact. On the other hand, the Group also provides environmental education to all employees to enhance their environmental awareness.

Employee's Environmental Awareness

The Group conducts environmental education and training for its employees annually, and regularly provides environmentally-friendly and energy-saving tips and educational materials to our employees to enhance their environmental awareness. In addition, we also actively support the green activities organized by green organizations like "Coastal Clean-up Day", having 23 participants for the coastal clean-up activity, accompanying with the other organizations jointly clean up approximately 3.4 tonnes of coastal rubbish. Meanwhile, the Group actively supports the green activities organized by various organizations and internal activities initiated by the Company, including the "Tree Planting Day" held by the Company, the "Clean Water and Green Mountain Environmental Protection Charter" organized by the government, environmental talks arranged by business partners and so on.

包裝材料使用

基於業務性質，本集團生產的過程中僅使用少量包裝材料，因此在日常營運過程中並不會使用大量包裝材料。纏繞薄膜是本集團所使用的包裝物料，全年耗量為約0.01噸。

A3. 環境及天然資源

一般披露和關鍵績效指標

本集團追求與環境的最佳實務，注重本集團業務對環境及天然資源的影響。除了遵循環境相關法規及國際準則，適切地保護自然環境外，本集團亦採取多項措施以減少對環境的影響。另一方面，本集團亦為所有員工提供環保教育，藉此提高員工的環保意識。

員工環保意識

本集團每年都對員工進行環保教育培訓，定期向內部員工推送環保節能小妙招和教育素材，提升員工的環保意識。此外，我們亦會支持綠色組織舉辦的綠色活動如「海洋垃圾清理日」，參與清理海洋垃圾活動為23人，於是次活動中與其它多家機構單位共同清理海洋垃圾約3.4噸。本集團同時積極支持員工參加各機構舉辦的綠色活動及本公司內部舉辦的活動，包括本公司舉辦的「員工植樹日」、政府舉辦的「綠水青山環保約章」和商務夥伴舉辦的環保講座等。

Indoor Air Quality Management

Apart from monitoring and controlling the production process, the Group also puts emphasis on indoor air quality. The Group has strict control over air quality management, especially smoking. The Group prohibits anyone from smoking in the office and sets the entire production area as smoke-free area, maintaining good air ventilation. The Group also designs special smoking areas for employees and prohibits smoking in public areas. The Group has also installed air purifiers or other devices for removing odour to maintain good air ventilation and indoor air environment.

B. Social

B1. Employment

General Disclosure

Employees are the core of the Group's greatest and most valuable assets and competitive advantages, providing the Group with the driving force for continuous innovation. We respect the principle of "Everyone is equal" and adhere to the people-oriented approach, standardizing employment management to respect and protect the legitimate interests of every employee. At the same time, we strive to ensure our employees' occupational health and safety, strengthen democratic management, and protect employee's interests to show respect to our employees and unleash their enthusiasm, initiative and creativity for building a harmonious employment relationship.

During the Reporting Period, the Group strictly complied with relevant labour laws and regulations, including but not limited to, the "Labour Law of the People's Republic of China" and "Labour Contract Law of the People's Republic of China". The Group did not aware of any material non-compliance of laws and regulations in respect of human resources.

室內空氣質素管理

本集團除了對生產過程有所留意並加以控制外，亦對室內空氣質素加以注意。本集團對於空氣質素管理，尤其是對吸煙有嚴格的控制。本集團禁止任何人士在辦公室內抽煙，並把整個生產區域定為禁煙區，亦保持室內空氣清新。本集團另外設置專門吸煙區供需要的員工使用，而公共區域則一律禁止吸煙。本集團亦安裝了空氣清新機或其他吸除異味的裝置，保持空氣流通，維持良好的室內空氣環境。

B. 社會

B1. 僱傭

一般披露

員工是本集團最大及具價值的資產和競爭優勢的核心，同時為本集團提供不斷創新的原動力。我們尊重「人人平等」之原則，堅持以人為本，尊重和保障每一位員工的合法權益，規範勞動僱傭管理。同時，我們保障員工職業健康安全，加強民主管理，維護員工切身利益，充分尊重和重視激發員工積極性、能動性和創造力，致力於構建和諧的勞動關係。

於報告期間，本集團嚴格遵守與僱傭相關的法律法規，包括但不限於《中華人民共和國勞動法》和《中華人民共和國勞動合同法》。本集團並未發現任何違反有關人力資源的法例和法規的重大事宜。

Remuneration and Benefits

The Group has established a fair, reasonable and competitive remuneration system for salary payments to employees based on fairness, competitiveness, incentives, reasonableness, and legality. Our employees' remuneration comprises of basic salary, performance bonus, overtime payment, position subsidy and related subsidies and other various bonuses. In addition, we conduct annual assessments in accordance to the changes in macroeconomic factors (e.g. national policies and price levels), industry and regional remuneration levels, changes in the Group's development strategy and overall effectiveness of the Group, and makes corresponding adjustments to our staff remuneration.

The Group has signed and executed the labour contracts with employees in accordance with the "Labour Contract Law of the People's Republic of China". The signing rate of labour contracts is 100%. In accordance with the law, the Group pays "five social insurance and one housing fund" for its employees, namely, endowment insurance, medical insurance, unemployment insurance, employment injury insurance, maternity insurance and housing provident fund, to ensure employees are covered by social insurance.

The Group secures the legal labour rights according to the "Labour Law of the People's Republic of China", respects the rights for employee to rest and take leaves, regulates employee's working hours and respect their rights for different rest periods and holidays.

The Group also pays wages, overtime compensation, social insurance, and paid holidays in accordance with local regulations, and implements the "Retirement Policy", enhancing the living standard of retired employees. Employees who have been employed for 20 years or more will be given a pension to show our gratitude for their contributions over the years.

In addition, the Group has established the "Work-Life Balance Policy" to ensure that employees have sufficient time to rest and have fun with their families. We will not force our employees to work overtime, and will regularly organize sports and other recreational activities and organize team building activities to relieve their pressure.

薪酬福利

本集團建立了一套公平、合理且有競爭力的薪酬體系，基於公平、競爭、激勵、合理及合法原則，為員工發放薪酬。我們的員工薪酬由基本工資、績效工資、加班工資、崗位補貼、相關補貼和各種獎金等組成。此外，我們每年對國家政策和物價水準等宏觀因素的變化、行業及地區薪資水準、本集團發展戰略變化以及本集團整體效益情況進行評估，並對員工薪酬等作相應調整。

本集團按照《中華人民共和國勞動合同法》依法與員工簽訂並履行勞動合同，勞動合同簽約率為100%。本集團依法為員工繳納「五險一金」，即養老保險、醫療保險、失業保險、工傷保險、生育保險以及住房公積金，保障員工享受社會保險待遇。

本集團按照《中華人民共和國勞動法》等國家和地方法律法規的要求切實保障勞動者合法權益，尊重員工的休息和休假的權利，規範員工的工作時間及其享有的各類休息時間和假期的權利。

本集團亦按照當地法規支付工資、加班補償、社會保險、及有薪假期等，亦推行《退休政策》，讓員工能在退休時有生活保障。任職二十年或以上至退休的員工將會給予退休金，以答謝其多年來的貢獻。

此外，本集團已建立《工作生活平衡政策》，確保員工有充分時間休息及與家人同樂。我們不會強迫員工超時工作，並會定期舉辦體育競技等娛樂活動，組織團隊建設活動，幫助員工減壓。

Employment, Promotion and Dismissal

The Group proactively implements strategies for talent recruitment, continuously establishing and improving our recruitment system. In the recruitment process, we have standardized the hiring procedures and recruitment principles, adhering to the hiring principles of morality, knowledge, ability, relevant working experience and health conditions required by the positions. We uphold the principles of justice, fairness, equality and openness to attract talents. All applicants are given the right to apply, and the Group will not reject job applicants due to factors such as gender, age and ethnicity.

The Group classifies and manages the frontline and back office employees, clarifying the basis and process of promotion, transfer and downgrade management, standardizing the resignation process to protect the interests of both employees and the Company. The Group has implemented a fair and open assessment system to evaluate employees' work performance, experience and personal abilities, providing promotion opportunities for employees without considering other factors such as marriage and physical condition to unleash their working potential. In order to optimize the allocation of human resources, the Group provides more training opportunities for employees' career development.

The Group establishes a long-term employee development system, continuously targeting at employees' needs, which provides employees with courses of job skills with the goal of raising their workplace performance and developing their smoother paths to promotion. The Group has proactively rolled-out an "Employee Joint Growth Model" that allows new recruits and junior employees to be mentored by experienced employees; the mentoring and communication process also allows the experienced employees to be inspired with new mind set for enhancement of their own competence and knowledge.

招聘、晉升及解聘

本集團積極實施人才強企戰略，不斷建立和完善人才招聘選拔制度。在招聘過程中，我們規範錄用流程和招聘原則，堅持品德優秀、學識、能力、經驗和體格適合於所任崗位的聘任原則，堅持公正、公平、平等及公開原則，從而不斷吸引和招攬優秀人才。每位工作應徵者都擁有相同的應徵權利，本集團不會因性別、年齡及種族等因素而拒絕聘用工作應徵者。

本集團對前線員工和後勤人員的入職進行分類管理，明確人員晉升、調動和降級管理的依據及流程，規範離職流程，保護員工和本公司雙方的利益。本集團已經落實了一套公平公開的考核制度，只會按照員工的工作表現、經驗及個人能力作員工晉升的條件，不會考慮其他因素如婚姻及身體狀況等，為員工提供晉升及發展的機會，以發掘其工作潛能。為優化人力資源配置，本集團為員工的職業發展提供更多培訓機會。

本集團開展長期員工發展機制，持續針對員工需要，提供工作技巧課程，目的是提升他們的職場表現，能夠有更暢通的晉升前路。本集團積極展開「員工共同成長模式」，新入職員工或初級員工會受經驗較豐富的員工指導，在指導過程中，經驗較豐富的員工亦能在溝通過程中，啟發新思維，改善自身的能力及增進知識。

Equal Opportunities

The Group strictly complies with national and local standards by adopting a fair, equitable and open requirement process and developing relevant system files to eliminate discrimination in the recruitment processes. Employees face no discrimination regardless of race, sex, colour, age, family background, family background, ethnic tradition, religion, physical fitness and nationality and thus allowing them to enjoy fair treatment in every aspect including recruitment, salary, training and promotion. We endeavour to attract professionals with diverse background to join us.

As at 31 December 2018, the specific information of our employees at the Group's operation location covered in this Report is as follows:

平等機會

本集團嚴格遵守國家及地方政府各項法規，採取公平、公正、公開的招聘流程，制定了相關制度檔以杜絕招聘過程中的歧視現象，不因種族、性別、膚色、年齡、家庭背景、民族傳統、宗教、身體素質和國籍等因素歧視任何一位員工，讓員工在招聘、薪酬、培訓和晉升等各個階段享受公平待遇，以盡力羅致不同背景的專才加入本集團。

於2018年12月31日，有關本集團在此報告涵蓋的營運地點之員工的具體資料如下：

Employee gender 僱員性別	Number of employee 人數	Monthly average turnover rate (%) 每月平均僱員流失率(%)
Male 男性	39	0.36
Female 女性	26	0.84
Total employees 員工總數	65	1.20

Employment category 僱員類別	Number of employee 人數	Monthly average turnover rate (%) 每月平均僱員流失率(%)
Full-time 全職	65	1.20
Part-time 兼職	—	—
Total employees 員工總數	65	1.20

Employee age group 僱員年齡	Number of employee 人數	Monthly average turnover rate (%) 每月平均僱員流失率(%)
18-30 years old 18-30歲	22	0.36
31-40 years old 31-40歲	28	0.48
41-60 years old 41-60歲	14	0.36
≥61 years old ≥61歲	1	—
Total employees 員工總數	65	1.20

B2. Health and Safety

General Disclosure

The Group highly recognizes the importance of health and safety of our employees. We commit to provide employees with a healthy, safe and comfortable working environment and strive to eliminate potential health and safety hazards at the workplace. We strictly enforce relevant laws and regulations such as the "Labor Law of the People's Republic of China", "Production Safety Law of the People's Republic of China", "Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases" and "Fire Protection Law of the People's Republic of China", etc. During the Reporting Period, the Group did not record any accidents that resulted in death or serious physical injuries and no claims or compensation was paid to our employees due to such events, no material non-compliance of laws and regulations relevant to health and safety of employees were found.

The Group has always focused on standardizing the management system to regulate the Group's occupational health and safety management. We have established an occupational health and safety management system based on OHSAS 18001 international standards and passed the certification of independent third-party companies. According to the requirements of the system, the Group has established a series of procedures such as "Environmental, Occupational Health and Safety Operation Control Procedure", "Hazard Source Identification and Risk Assessment Control Procedure" and "Emergency Preparation and Response Control Procedure", etc.

Safety Production

Safety Production Management System

Employee safety is the focus of the Group. Therefore, the Group provides employees with occupational safety and health related training to enhance their safety awareness. In addition, the Group provides employees with appropriate safety equipment to protect their bodies from injuries at work. The Group strives to achieve the goal of "zero accidents at work", continuously improve the system, and regularly assess occupational health and safety performance to ensure that the Group can consistently achieve the goal of "zero accidents at work".

B2. 健康與安全

一般披露

本集團高度重視員工的健康與安全，致力於為員工提供健康、安全和舒適的工作環境，並努力消除職場潛在的健康與安全危害。我們嚴格執行《中華人民共和國勞動法》、《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》和《中華人民共和國消防法》等相關法律法規。於報告期間，本集團並無錄得任何導致死亡或嚴重肢體受傷的意外事件，並無因該等事件而向其僱員支付索償或補償以及並未發現任何違反僱員健康與安全相關的法律法規。

本集團一貫注重以標準化的管理體系來規範本集團的職業健康與安全管理工作。我們依據OHSAS 18001國際標準建立了職業健康安全管理体系，並通過了獨立協力廠商公司認證。根據體系要求，本集團建立了《環境、職業健康安全運行控制程序》、《危險源辨識和風險評價控制程序》和《應急準備和回應控制程序》等一系列程序檔。

安全生產

安全生產管理體系

員工安全是本集團的重點方針，因此本集團為員工提供職業健康相關培訓，讓他們提高安全意識。另外，本集團會為員工提供適當的安全裝備，保護其身體免在工作中受到傷害。本集團力爭「工作零事故」，持續改善制度，定期評估職業健康與安全績效，確保本集團能持續達到「工作零事故」的目標。

The Group identifies and evaluates the hazard sources of company activities, products and services that affect the health and safety of employees and customers. We also identify major hazards, and implement effective control and management to provide a basis for establishing target indicators and preventing hazards. For the identified risks, the Group has adopted training and drills to improve the emergency response capability of all employees to emergencies during production and other experimental processes, so that all employees can enhance their safety awareness and take effective emergency measures in the event of an emergency or accident to reduce the harm to personnel, damage to property and adverse effects on the environment.

The Group's professional safety supervisors also regularly monitor and evaluate safety measures, and will carry out corrective measures immediately to prevent accidents.

Safety Production Training and Employee Health Management

The Group creates a good working environment and safe production conditions for employees, strengthens safety inspections, and guarantees the safety of production equipment and facilities. We provide employees with safe and effective body protection tools, production safety education and trainings, allowing them to have the knowledge of production safety, familiar with relevant production safety regulations and operating procedures, as well as master the safe operation skills required for each position.

In order to prevent occupational diseases and injuries caused by occupational hazards, the Group allows employees to have full awareness on the factors causing occupational diseases, potential consequence of occupational hazards and protective measures. The Group conducts internal reviews on an annual basis to keep employees informed of the important content in OHSAS 18001. In addition, the Group also provides occupational health and safety trainings and evaluates the effectiveness of trainings through drills annually. To improve the training programmes, the Group consults employees' opinion by survey and collects their suggestions through email. The Group also arranges occupational body check for employees and establishes occupational health records.

本集團對公司活動、產品和服務中影響員工及顧客健康安全的危險源進行辨識與評價，確定重大危險源，並實施有效的控制和管理，為建立目標指標和對危害因素的預防提供依據。針對已識別的危險源，本集團採取培訓和演練等措施提高全體員工對生產及其他實驗過程中突發事件的應急能力，使全體員工增強安全意識，並在發生緊急情況或事故時能迅速有效地採取應急措施，減少各類突發事件對人員的傷害、財產損失和對環境的不良影響。

本集團的專業安全督導員亦會定期就安全措施進行監測和評估，並會立刻作出糾正，以預防工傷意外的發生。

安全生產培訓及員工健康管理

本集團為員工創造良好的工作環境和安全生產條件，加強安全檢查，保障生產設備和設施的安全。我們為員工提供安全有效的身體防護工具，並為員工提供生產安全教育及培訓，使其具備必要的生產安全知識，熟悉相關生產安全條例及操作程式，掌握各自崗位所需安全操作技能。

為預防職業危害因素導致職業病及傷害事故的發生，本集團讓員工充分意識到生產活動中產生的職業病危害因素、可能導致的職業危害後果以及安全防護措施。本集團每年定期進行內部評審，讓員工知悉OHSAS 18001中的重要內容。此外，本集團每年亦會提供職業健康及安全培訓，並透過演練評估培訓成效。本集團每年都會制定問卷調查，諮詢員工意見以改善活動方案，同時亦透過電郵收集員工的建議。本集團亦為員工安排職業健康體檢並建立職業健康檔案。

Fire Safety Management

The Group attaches great importance to fire safety in the factory, designs and carries out plant construction in accordance with national engineering building fire control standards, and has formulated fire safety work methods and established fire control systems. Fire-fighting facilities, including fire sprinkler systems, fire extinguishers, fire hoses, etc., are installed in warehouses, production workshops and offices, and are regularly maintained by external professional companies; "No flame" signs are posted on prominent positions in the gates and workshops; motorcycles and cars are required to park at designated locations; strengthen the monitoring of key locations (such as transformers and power distribution rooms, storage of inflammable and explosive materials warehouses, etc.) to reduce fire hazards. In order to raise the awareness of fire protection for all employees, the Group also regularly organizes fire training and emergency drills for employees.

B3. Development and Training

General Disclosure

The Group has established long-term employee development mechanism, continuously providing job skills courses for the needs of employees. The purpose is to enhance their workplace performance and to have a smoother promotion path. Through a diversified training model, the Group meets the diverse needs of employees at all levels, enhancing staff's skills, helping the Group to achieve sustainable development, and promoting individual employee growth and development.

Training Management and Courses

The Group is proactively engaged in the "Employee Joint Growth Model", junior staff or new employees are guided by experienced employees. During the guidance process, experienced employees can also inspire new ideas and enhance their abilities and knowledge. The Group also encourages employees to participate in external training on their own, and will also subsidize employees to obtain professional qualifications related to the business of the Group.

消防安全管理

本集團極為注重工廠內的消防安全，按照國家工程建築火災控制標準設計和進行生產廠房建築，並制定了消防安全工作辦法，建立了火災控制系統。在倉庫、生產車間及辦公室設有消防設施，包括消防灑水系統、滅火筒、滅火喉等，並由外部專業公司定期進行維護；在各大門及車間顯著位置貼上「嚴禁煙火」的標識；摩托車及汽車需於指定地點停泊；加強對重點位置（如變壓及供配電房、儲存易燃易爆物品倉庫等）的監控，以減低消防隱患。為提高全體員工消防意識，本集團亦定期為員工舉行消防培訓及應急演練。

B3. 發展及培訓

一般披露

本集團開展長期員工發展機制，持續針對員工需要，提供工作技巧課程，目的是提升他們的職場表現，能夠有更暢通的晉升前路。本集團通過多元化培訓模式來滿足各類員工的不同需求，提升員工技能，幫助本集團達致可持續發展，同時促進員工個人成長及發展。

培訓管理及課程

本集團積極展開「員工共同成長模式」，初級員工或新入職員工會受經驗較豐富的員工指導。在指導過程中，經驗較豐富的員工亦能在溝通過程中，啟發新思維，改善自身的能力及增進知識。本集團亦鼓勵員工自行參加外部培訓，同時亦會資助員工考取與本集團業務相關的專業資格。

All levels of personnel of the Group's enterprises will hold weekly training meetings to inform employees about the project process to coordinate the smooth operation of the Group's various businesses; generally entrusting the instructors of professional organizations or arranging business leaders at all levels within the Group to conduct training. The training content may include presentation of a new generation of lithium battery projects, declaration of national catalogue processes and details, diagnosis of new financial regulations, team building brainstorming, etc.

New recruits will receive on-the-job training to help them adapt to the work environment and perform their duties as quickly as possible. The Group also trains key personnel such as technicians, internal auditors, environmental, safety management personnel and quality inspectors.

The Group also attaches great importance to safety production training to protect the personal safety of employees. The relevant policies have been described in detail in section B2 "Safety Production Training and Employee Health Management".

The Group pays attention to staff training and the training rate is 100%. The specific information of employee training is as follows:

本集團企業各級人員每週均會召開培訓例會，目的讓員工知曉各專案流程，以協調本集團各項業務運轉流暢；一般委託專業機構的導師或安排本集團內各級業務領導進行培訓。培訓內容可包括對新一代鋰電池專案宣講、申報國家目錄流程及細節問題確診、財務新法規解釋、團隊建設頭腦風暴等。

新入職員工將接受入職培訓，以幫助員工儘快適應工作環境，更好履行職責。本集團還對各車間的技術人員、內審員、環境、安全管理人員和品質檢查員等重要崗位人員進行培訓。

本集團亦極為重視安全生產培訓以保障員工個人安全，相關政策已經在B2部分「安全生產培訓及員工健康管理」一節詳細描述。

本集團非常注重員工培訓，受訓率為100%。員工培訓的具體資料如下：

Employee gender 僱員性別	Number of employee 人數	Total training hours (hours) 受訓總時數 (小時)	Average training hours (hours) 受訓平均時數 (小時)
Male 男性	39	5,070	130
Female 女性	26	2,028	78

Employee category 僱員類別	Number of employee 人數	Total training hours (hours) 受訓總時數 (小時)	Average training hours (hours) 受訓平均時數 (小時)
Senior management 高級管理層	3	312	104
Middle management 中級管理層	6	936	156
Junior employee 初級員工	56	5,850	104

B4. Labour Standards

General Disclosure

The Group complies with the “Abolition of Forced Labour Convention”, “Labour Law of the People’s Republic of China” on the employment of youth under the age of 16 and their legal rights, and “Provisions on the Prohibition of Using Child Labour” that has formulated and enacted since 1 December 2002. During the Reporting Period, the Group was not aware of any material non-compliance with any laws and regulations in relation to the prevention of child or forced labour.

Preventive Measures of Child Labour

The Group strictly prohibits the use of any child and forced labour by our operations in Mainland. Our recruitment post stipulates that only employees over the age of 18 will be recruited and all new employees are required to provide true and accurate personal information. The recruiters will stringently verify their information, including body check results, academic certificates, identity card and account information. The Human Resources Department will also eliminate job applicants under the age of 18. In addition, the Group conducts child labor inspections every year and verifies the true age of employees on the official website.

Preventive Policies of Forced Labour

The Group has a well-established recruitment process that examines the candidate’s background and a formal reporting process to address any exceptions. It is also regularly reviewed and inspected to prevent any child labour or forced labour in the operation. The Group adheres to relevant laws relating to labour standards, such as the domestic “Labour Contract Law”. The Group respects human rights and promises that employees should be protected by the Group and should not be forced to work by employees of any class.

B4. 勞工準則

一般披露

本集團已遵守《廢止強迫勞動公約》、有關僱用16歲以下青少年及其法律權益的《中華人民共和國勞動法》，以及自二零零二年十二月一日起制定及執行的《禁止使用童工規定》。於報告期間，本集團並未發現任何違反防止童工或強制勞工相關的法律法規的重大事宜。

防止童工措施

本集團嚴格禁止其中國大陸業務僱用任何童工及強制勞工。本集團在招聘簡章上明確規定只招收18歲以上的員工，並要求新員工入職時提供真實準確的個人資料，招聘人員嚴格審查入職資料包括體檢合證明、學歷證明、身份證、戶口等資料。人力資源部在評估履歷表時，亦會剔出年齡18歲以下的工作應徵者。此外，本集團會每年進行童工檢查審核，到官網核實員工真實年齡。

防止強制勞工政策

本集團已建立需檢查候選人背景的完善的招聘流程及處理任何例外情況的正式報告程式。另外亦定期進行審查及檢查，以防止經營中存在的任何童工或強制勞動。本集團恪守與勞工準則之相關法例，例如國內的《勞動合同法》。本集團尊重人權，承諾員工應受本集團保護，不應被本集團任何階層的員工強迫勞動。

In addition, employees work overtime on a voluntary basis, and we promise not to force employees to work overtime to avoid violating labour standards and effectively safeguard employee rights. The Group will not collect deposits from new recruits or seize their identity documents. The Human Resources Department also regularly checks the working hour record and will investigate immediately if overworking is discovered. The Group also prohibits punitive measures, management methods and behaviours such as abusive, corporal punishment, violence, mental stress, sexual harassment (including inappropriate language, posture and physical contact), sexual abuse, etc. for any reason.

此外，員工加班遵循自願原則，我們承諾不會強迫員工超時工作，以避免違反勞工準則，切實維護員工權益。員工入職時，本集團不會向員工收取押金或扣押他們的身份證明文件。人力資源部亦會定期檢查工作小時記錄，如發現超時情況，會立刻調查。本集團亦禁止以任何理由對員工進行辱罵、體罰、暴力、精神壓迫、性騷擾（包括不恰當語言、姿勢和身體的接觸）、性虐待等懲罰性措施、管理方法和行為。

B5. Supply Chain Management

General Disclosure

Apart from sourcing raw materials based on the specifications of the required products, price trends of raw materials and product requirements, the Group also attaches great importance to the management of potential environmental and social risks in the supply chain. The Group has established a rigorous and standardized procurement system and supplier selection process, and has imposed environmental and social risk control requirements on suppliers.

We also focus on local procurement, with over 95% local suppliers (China). The number of suppliers by region is as follows:

Region 地區劃分	Number of suppliers 供應商數目
China 中國	42
Korea 韓國	2
Total suppliers 合計	44

Supply Chain Management

The Group has formulated a well-managed procurement system and a rigorous supplier selection process to ensure the quality of raw materials and enhance the quality of our products. In addition, all suppliers are monitored and assessed by the Group regularly. The Group takes measures to assess whether suppliers act in compliance with relevant laws and regulations and other required standards for health, safety, forced labour and child labour, and to examine suppliers' awareness of these aspects in order to reduce the social risk of the Group's supply chain.

B5. 供應鏈管理

一般披露

除了根據所需產品的規格、原材料的價格趨勢及產品需求採購原材料外，本集團亦高度重視供應鏈中潛在環境和社會風險的管理。本集團建立了嚴格而規範的採購體系及供應商甄選流程，並對供應商提出了環境及社會風險控制方面的要求。

我們亦著重本地採購，本地供應商（中國）佔比超過95%。按地區劃分的供應商數目如下：

供應鏈管理

本集團設有管理完善的採購體系及嚴格的供應商甄選流程，以確保原材料的品質，從而提升我們的產品質素。此外，所有供應商須定期接受本集團的監察及評估。本集團會採取措施以評估供應商是否有在健康、安全、強迫勞工及童工方面符合相關法律法規以及其他所須達到的標準，及考察供應商在上述各方面的意識，以減低本集團供應鏈的社會風險。

Fair and Open Procurement

The Group's procurement procedures strictly abide by the "Bidding Law of the People's Republic of China" and related regulations, making procurement on an open, fair and impartial basis without any discrimination against any particular supplier. Employees and other individuals who share common interest with the relevant supplier will not be allowed to participate in the relevant procurement activities.

Business Ethics

The Group also concerns about the integrity of our suppliers and partners and will only select suppliers and partners who have a good track record in the past and do not have any serious violations or ethical violations. We have zero tolerance for bribery and corruption, and it is strictly forbidden for suppliers and partners to obtain procurement contracts or partnerships through any form of transfer of benefits.

B6. Product Responsibility

General Disclosure

The Group attaches great importance to product quality and corporate reputation, and actively monitors the quality of products and services through internal controls and strictly monitors the compliance of products sold. We also maintain communication with our customers and provide after-sales service to ensure understanding and meeting customer needs and expectations, and continuously improve our products and services by understanding customer satisfaction level.

The Group actively complied with the laws and regulations of the "Product Quality Law of the People's Republic of China", the "Consumer Protection Law of the People's Republic of China" and the "Advertising Law of the People's Republic of China". During the Reporting Period, the Group did not identify any material issues that violated the laws and regulations related to the quality of products and services.

公平及公開採購

本集團採購過程嚴格參照《中華人民共和國招標投標法》等相關規定，在公開、公平、公正的條件下進行，不會對任何供應商有歧視性待遇，與相關供應商有利益關係的員工及其他個人不會被允許參與相關採購活動。

商業道德

本集團亦關注供應商及合作夥伴的誠信，只會挑選過去營商紀錄良好，沒有任何嚴重違規或違反商業道德行為的供應商及合作夥伴。我們對賄賂及貪污零容忍，嚴禁供應商及合作夥伴以透過任何形式的利益輸送而取得採購合約或合作關係。

B6. 產品責任

一般披露

本集團十分重視產品質素及企業信譽，積極透過內部監控確保產品及服務質素，嚴格監控所售產品的合規情況。我們亦一直保持與顧客的溝通並提供售後服務，確保理解和滿足顧客的需求和期望，並希望瞭解客戶的滿意情況，以對我們的產品和服務不斷作出改進。

本集團積極遵守《中華人民共和國產品品質法》、《中華人民共和國消費者權益保護法》和《中華人民共和國廣告法》等法律法規的規定。於報告期間，本集團並未發現任何違反產品及服務品質相關的法律法規的重大事宜。

Quality Control

The Group implements strict quality control, our quality standards are formulated with reference to applicable Chinese standards and introduced the ISO 9001 quality control system standards, establishing a comprehensive quality control system, and obtaining the "IATF 16949:2016 Quality Control System Certification". The Group's products have passed all necessary product certification tests commissioned by the Group, such as GB/T 31467.3-2015 "Lithium Ion Power Battery Packs and Systems for Electric Vehicles Part 3 Safety Requirements and Test Methods", Ministry of Industry and Information Technology The dustproof and waterproof requirements and fire protection requirements in the "Safety Technical Conditions for Electric Buses" in Document 377 and the rate test in 1610 "Test Methods for Power Plants and Fuel Cells Related Technical Specifications (Implementation)". These certification tests are performed by independent testing and inspection agencies. The Group is equipped with sufficient quality inspectors to implement quality control programs, most of which involve basic inspections and simple equipment operations.

The quality inspection process of the Group is rigorous, and all purchased raw materials must be tested by a third-party testing agency before they can be put into storage. Products on the production line must pass the sampling test before proceeding to the next step. All finished products must pass the quality and safety inspection of the inspection department and issue a finished product inspection report. After the test is completed, the quality manager reviews the test report. Only products that pass the test report can be sold, and products that fail to pass the test report will be recalled according to the relevant procedures.

Product Recycling

After consultation with the customer, the Group will conduct a comprehensive assessment based on the actual capacity of the recovered used power battery, charge and discharge characteristics and safety of use to determine whether it can be used for cascade use (including: energy storage, mobile power use, low speed vehicles are used), recycled or scrapped.

品質控制

本集團實施嚴格品質控制，我們的品質標準還參考適用中國標準制訂，並引入了ISO 9001品質管制體系標準，建立了全面的品質控制體系，亦得到了《IATF 16949:2016 品質管制體系認證證書》。本集團的產品均已通過本集團委託進行的所有必需產品認證測試，如：GB/T 31467.3-2015《電動汽車用鋰離子動力蓄電池包和系統第3部分安全性要求與測試方法》、工信部裝377號文件中《電動客車安全技術條件》中防塵防水要求及防火要求和1610《動力電池、燃料電池相關技術指標測試方法（實行）》中倍率測試等。該等認證測試由獨立測試及檢驗機構執行。本集團配備足夠的質檢員負責實施品質控制程式，最主要涉及基本檢查及簡單設備的操作。

本集團質量檢測過程嚴謹，所有採購的原材料均需通過第三方檢測機構檢測才可入庫。生產線上的產品必須按照抽檢合格方可進入下一步驟。所有成品必須通過檢測部門的品質與安全檢測，並出具成品檢驗報告。檢測完成後，由品質部經理審閱檢測報告。只有檢測報告合格的產品才可出售，而檢測報告不合格的產品，將會按照相關流程進行回收。

產品回收

與顧客協商後，本集團都會按回收後的廢舊動力蓄電池的容量、充放電特性及使用安全性等實際情況進行綜合評估，判斷其是否可進行梯級利用（包含：儲能使用、移動電源使用、低速車使用）、再生利用或報廢。

The Group conducts testing, sorting, dismantling and reorganization of used power storage batteries that meet the conditions for cascade utilization. The Group affixes trademark to indicate that the battery products for cascade utilization, and will code and establish traceability system for the products according to the requirements of the Group.

The used power storage batteries that have been judged to be unable for cascade utilization will be recycled according to relevant requirements, so that companies with recycling qualifications can recover valuable resources and handle them according to the prescribed procedures.

Customer Service and Privacy

The Group provides quality service experience to consumers through standardized service quality, humanized service process and standardized service management. The Sales Department is responsible for receiving and processing customer complaints in a timely manner, and is confirmed and resolved by the salesperson on-site. The Sales Department continuously tracks the feedback from customers in order to increase customer satisfaction. At the same time, the Group conducts customer satisfaction surveys on an annual basis to collect valuable customer feedback.

The Group strictly and cautiously manages customer files to avoid leakage of customer privacy, and requires relevant business personnel to sign the "Non-disclosure Agreement" when they join the company to strengthen the protection of the Group's business secrets.

When the Group's products are sold, it will provide customers with authentic product description to prevent customers from being misled. The Group will also provide after-sales services to customers to address their enquiries. If there is a problem with the product, the Group will actively approach the customer for possible product recycling.

本集團會對符合梯級利用條件的廢舊動力蓄電池進行必要的檢測、分類、拆解和重組，貼自有商標以明示該電池產品為梯級利用電池，並會按照本集團要求對產品編碼及建立追溯系統。

經判斷不能進行梯級利用的廢舊動力蓄電池會按有關要求進行再生利用，讓有回收資質的公司回收其中有價值的資源，按規定流程處理。

客戶服務及隱私

本集團通過標準化的服務品質、人性化的服務過程以及規範化的服務管理為消費者和客戶帶來優質的服務體驗。本集團由銷售部門負責及時接收和處理顧客投訴，並由業務員現場確認並解決，銷售部門持續跟蹤客戶回饋的資訊，進而提高顧客滿意度。同時，本集團每年均進行客戶滿意度調查，收集客戶的寶貴意見。

本集團對客戶檔案進行嚴密謹慎的管理，避免客戶隱私的洩露，並要求相關業務人員在入職時簽署《保密協定》，加強對本集團業務機密的保護。

本集團產品售賣時，必會向客戶提供真實的產品描述訊息，防止顧客被誤導。產品成功售賣後，本集團亦會為客戶致力提供售後服務，方便客戶查詢。如產品出現問題，本集團會主動與客戶協商，研究產品回收。

To implement excellent customer service, the Group has set up a telephone complaint handling mechanism, and all issues are followed-up and dealt with by the After-sales Service Department, so that customers have “Channels to submit complaints and smooth resolutions to any issues”. The Group also conducts customer satisfaction surveys to allow us to analyse the level of customer satisfaction and make improvements. For safeguarding consumer data and privacy, the Group has appointed Internet Security Administrator to perform regular maintenance and inspections of the Group’s networks and computer equipment and ensure that the systems are secure. The Group’s Internet Security Management team performs evaluations on monthly basis. In event of any abnormality found in the system, it will be rectified in a timely manner.

Protection of Intellectual Property Rights

The Group is committed to maintaining and safeguarding intellectual property rights and has different practices to ensure that intellectual property rights are respected. Conventions include not buying pirated products, conducting monthly internal audits, checking whether employees have downloaded pirated software privately, not using photos that are not authorized by the third-party manufacturer, and verifying whether the photos used by the Company are copyrighted once a month. In addition, the Group will not adopt designs that are not authorized by the third-party manufacturers, and will check whether the designs belong to the Company every six months. The Group promises that all propaganda or product design of the Company does not involve plagiarism, and requires all employees of the Group to have a sense of intellectual property rights and keep their designs confidential.

為了做好顧客服務，本集團設立電話投訴機制，並由售後服務部進行跟進及處理，讓客戶可以「投訴有門，暢通解決問題」。本集團亦會進行顧客滿意度調查，以分析客戶滿意度以進一步改善本集團服務。為保障消費者資料及私隱，本集團委派網路安全管理員，定期對本集團的網路與電腦設備進行維護與監察，確保系統安全性。本集團的網路安全管理團隊會每月定期進行一次評估，如果發現系統有異常情況，會及時進行修復。

知識產權

本集團致力維護及保障知識產權，並設有不同慣例，以確保知識產權得到尊重。慣例包括不購買盜版產品、每月一次進行內部審核，檢查員工有否私自下載盜版軟體、不採用未經協力廠商授權的相片相，每月一次核查本公司所用相片是否具有版權。此外，本集團亦不會採用未經協力廠商授權的設計，並會每半年一次抽查設計是否屬於本公司所有。本集團承諾本公司所有的宣傳或產品設計均不涉及抄襲，並要求本集團所有員工有知識產權意識，對自己的設計保密。

B7. Anti-corruption

General Disclosure

Anti-corruption Policies and Systems

The Group believes that a corporate culture with integrity is the key to the Group's continued success, therefore highly concerned on anti-corruption work and system building, and is committed to building a clean and transparent corporate culture. The Group strictly abides by the "Company Law of the People's Republic of China", the "Bidding Law of the People's Republic of China", the "Anti-Unfair Competition Law of the People's Republic of China", the "Provisional Regulations on the Prohibition of Commercial Bribery" and other laws and regulations. During the Reporting Period, the Group did not find any material violations of laws and regulations regarding the prevention of bribery, extortion, fraud and money laundering.

The Group requires all employees to abide by the code of business ethics and promise not to engage in any corruption or bribery, fraud, extortion and money laundering activities. The Group has a strict internal control system, establishes regulations on combating corruption, and assigns dedicated personnel to monitor positions with relatively high risk of conflict of interests to eliminate any forms of corrupt behaviours. The composition of different members in the Board allows independent monitoring on corporate behaviours. The Board will regularly evaluate anti-corruption policies, such as independent auditing policies, contract approval policies and tendering policies, to maintain anti-corruption performance.

B7. 反貪污

一般披露

反貪污政策及制度

本集團相信廉潔的企業文化是本公司持續成功的關鍵，因此極為重視反腐倡廉的工作及制度建設，致力於建設廉潔公開透明的企業文化。本集團嚴格遵守《中華人民共和國公司法》、《中華人民共和國招標投標法》、《中華人民共和國反不正當競爭法》和《關於禁止商業賄賂行為的暫行規定》等法律法規的規定。於本報告期間，本集團並未發現任何違反有關防止賄賂、勒索、欺詐及洗黑錢的法律法規的重大事宜。

本集團要求所有員工都要遵守商業道德準則，並承諾不會有任何貪污及賄賂行為，亦不會從事任何詐騙、勒索及洗黑錢活動。本集團設有嚴格的內部控制制度，制定了關於反腐倡廉的規定，亦會派專人監察發生利益衝突較高風險的職位，杜絕任何形式的腐敗行為發生。本集團設有董事局，讓來自不同機構的董事局成員能獨立監管企業管治表現。董事局會定期探討防止貪污政策，例如獨立核數政策、合約審批政策及招標政策等，以維持防貪表現。

Conflict of Interest Policy

The Group has established a policy on the declaration of conflict of interest. In event of a suspected case, employee must declare the conflict of interest to the Human Resources Department within two days. The reporting channel includes meetings, phone calls and emails. We will review the declaration procedures and communication channels for each case. The declaration conflicts of interest measures will be evaluated once a year, and will take followed up actions within one week based on the results of the inspection. For positions with higher-risk of conflicts of interest, the Group will assign special personnel to monitor and resolutely prevent any form of corruption, including extortion and money laundering.

Tendering Measures

To ensure that the tendering process is fair, just and open, we will invite suppliers to submit tenders through email invitations and announcements of our website. The number of invited suppliers is determined by the value of the service, and at least three are invited. We will also review the supplier's documents and performances, as well as assess the tender's effectiveness. The tendering program will conduct an annual performance evaluation. If the supplier's services are found to be inconsistent with the Group's expectations, the supplier will be replaced.

Whistle-blowing System

The Group has also established a whistle-blowing system to establish and maintain a clean and transparent culture of the Group. The whistle-blowing system allows all employees and investors to report corruption, bribery and other misconduct within the Group anonymously to the Human Resources Department and the Investment Relations Department. These two departments and the Internal Audit Committee will process the report promptly, fairly and confidentially. On the other hand, the whistle-blowing system also ensures that whistle-blowers are not treated unfairly because of reports, and not subject to unfair dismissal, unreasonable disciplinary action, and so on.

利益衝突政策

本集團設立了利益衝突申報政策。如有疑似個案，員工須在兩天內向人力資源部申報利益衝突，申報管道包括會面、電話及電郵。我們會按照各個個案，檢視申報程式及溝通管道。利益申報措施會每年進行成效評估一次，根據檢視結果，在一星期內跟進。針對發生利益衝突的較高風險職位，本集團會指派專人監察，以堅決杜絕任何形式的腐敗行為，包括勒索及洗黑錢。

招標措施

為確保招標程式公平、公正、公開，我們會透過電郵邀請及公司網站公告，邀請供應商投標。按服務的價值確定邀請供應商的數量，最少邀請三家。我們亦會檢討供應商檔案及表現，評估招標成效。招標程式會每年進行成效評估一次，如發現供應商的服務與本集團期望不符，會撤換供應商。

舉報制度

本集團亦設立了舉報制度以建立及維持本集團的廉潔和透明文化。該舉報制度讓所有員工及投資者可以向人力資源部及投資關係部匿名舉報本集團內怠忽職守、貪污、受賄及其他不當行為。人力資源部或投資關係部以及內部審計委員會將迅速、公平以及秘密地處理舉報。另一方面，舉報制度亦保障舉報者不會因舉報而受到不公平的對待，舉報者不會被無理解僱、無理接受紀律處分等等。

B8. Community Investment

General Disclosure

Corporate Social Responsibility

The Group believes in shouldering the responsibility of contributing society while having economic development. As a responsible corporate citizen, we have fulfilled our social responsibilities, actively cooperating with charitable organizations, organizing social activities for the purpose of public welfare and charity, and establishing a good public image.

Philanthropy Management

The Group is committed to serving the community, while the Integrated Management Department handles community contributions and communication affairs. The Group incorporates environmental, labour needs, education and culture into community discussions to support relevant activities.

Social Responsibility Education

The Group hopes to foster employees' sense of social responsibility, encouraging employees to participate in social welfare activities during their work and leisure time to make greater contributions to the community. We also arrange activities like environmental protection, donation and social services for employees. We believe that by participating in the community activities, the civic awareness of our employees can be enhanced, and positive values can be established.

B8. 社區投資

一般披露

企業社會責任

本集團相信，在經濟發展的同時也應肩負回報社會的責任。本集團積極履行作為企業公民的社會責任，積極與公益和慈善組織合作，組織以公益和慈善為目的的社會活動，在履行社會責任的同時樹立良好公眾形象。

慈善事業管理

本集團致力服務社群，並由綜合管理部處理社區貢獻及溝通事宜。本集團把環境、勞工需求、教育及文化等納入社區探討事項，以支持相關事項的活動。

社會責任教育

本集團希望培養員工的社會責任感，因此一直鼓勵員工於工作期間及私人時間參與社會公益活動，為社會作更大貢獻。我們亦一直安排公司員工參與環保公益、捐資助學和社會服務等活動。我們相信，借著親身參與回饋社會的活動，可以令員工的公民意識得以提升，以樹立正確的價值觀。

**THE ESG REPORTING GUIDE CONTENT INDEX
OF THE STOCK EXCHANGE OF HONG KONG
LIMITED**

**香港聯合交易所有限公司的《環
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引表**

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Aspect A1: Emissions 層面A1：排放物			
General Disclosure 一般披露	Information on: 有關廢氣及溫室氣體排放、向水及土地的 排污、有害及無害廢棄物的產生等的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to Exhaust Gas and GHG emissions, discharges into water and land, and generation of hazardous and non- hazardous waste. 遵守對發行人有重大影響的相關法 律及規例的資料。	Emissions – Exhaust Gas Emissions, GHG Emissions, Sewage Discharge, Waste Management 排放物－廢氣排放、溫室氣體排放、 污水排放、廢物管理	P. 5
KPI A1.1 ("comply or explain") 關鍵績效指標A1.1 （「不遵守就解釋」）	The types of emissions and respective emissions data. 排放物種類及相關排放資料。	Emissions – Exhaust Gas Emissions, GHG Emissions, Sewage Discharge, Waste Management 排放物－廢氣排放、溫室氣體排放、 污水排放、廢物管理	P. 6
KPI A1.2 ("comply or explain") 關鍵績效指標A1.2 （「不遵守就解釋」）	GHG emissions in total (in tonnes) and intensity. 溫室氣體總排放量（以噸計算）及密度。	Emissions – GHG Emissions 排放物－溫室氣體排放	P. 7
KPI A1.3 ("comply or explain") 關鍵績效指標A1.3 （「不遵守就解釋」）	Total hazardous waste produced (in tonnes) and intensity. 所產生有害廢棄物總量（以噸計算）及 密度。	Emissions – Waste Management (Not applicable – Explained) 排放物－廢物管理（不適用－已解 釋）	P. 10
KPI A1.4 ("comply or explain") 關鍵績效指標A1.4 （「不遵守就解釋」）	Total non-hazardous waste produced (in tonnes) and intensity. 所產生無害廢棄物總量（以噸計算）及 密度。	Emissions – Waste Management 排放物－廢物管理	P. 9
KPI A1.5 ("comply or explain") 關鍵績效指標A1.5 （「不遵守就解釋」）	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Emissions – Exhaust Gas Emissions, GHG Emissions, Sewage Discharge, Waste Management 排放物－廢氣排放、溫室氣體排放、 污水排放、廢物管理	P. 6
KPI A1.6 ("comply or explain") 關鍵績效指標A1.6 （「不遵守就解釋」）	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。	Emissions – Waste Management 排放物－廢物管理	P. 9

Subject Areas, Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明	Page number 頁數
Aspect A2: Use of Resources 層面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。	Use of Resources – Energy Consumption, Water Management 資源使用－能源消耗、用水管理	P. 10
KPI A2.1 (“comply or explain”) 關鍵績效指標A2.1 （「不遵守就解釋」）	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總耗量及密度。	Use of Resources – Energy Consumption 資源使用－能源消耗	P. 11
KPI A2.2 (“comply or explain”) 關鍵績效指標A2.2 （「不遵守就解釋」）	Water consumption in total and intensity. 總耗水量及密度。	Use of Resources – Water Management 資源使用－用水管理	P. 12
KPI A2.3 (“comply or explain”) 關鍵績效指標A2.3 （「不遵守就解釋」）	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Use of Resources – Energy Consumption 資源使用－能源消耗	P. 11
KPI A2.4 (“comply or explain”) 關鍵績效指標A2.4 （「不遵守就解釋」）	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。	Use of Resources – Water Management 資源使用－用水管理	P. 12
KPI A2.5 (“comply or explain”) 關鍵績效指標A2.5 （「不遵守就解釋」）	Total packaging material used for finished products (in tonnes) and with reference to per unit produced. 製成品所用包裝材料的總量（以噸計算）及每生產單位占量。	Use of Resources – Use of Packaging Material 資源使用－包裝材料使用	P. 13
Aspect A3: The Environment and Natural Resources 層面A3：環境及天然資源			
General Disclosure 一般披露	Policies on minimizing the issuer’s significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	The Environment and Natural Resources 環境及天然資源	P. 13
KPI A3.1 (“comply or explain”) 關鍵績效指標A3.1 （「不遵守就解釋」）	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。	The Environment and Natural Resources – Employee’s Environmental Awareness, Indoor Air Quality Management 環境及天然資源－員工環保意識、室內空氣質素管理	P. 13

Subject Areas, Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明	Page number 頁數
Aspect B1: Employment 層面B1：僱傭			
General Disclosure 一般披露	Information on: 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, antidiscrimination, and other benefits and welfare. 遵守對發行人有重大影響的相關法律及規例的資料。	Employment 僱傭	P. 14
Aspect B2: Health and Safety 層面B2：健康與安全			
General Disclosure 一般披露	Information on: 有關提供安全工作環境及保障僱員避免職業性危害的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 遵守對發行人有重大影響的相關法律及規例的資料。	Health and Safety 健康與安全	P. 18
Aspect B3: Development and Training 層面B3：發展及培訓			
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Development and Training 發展與培訓	P. 20

Subject Areas, Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明	Page number 頁數
Aspect B4: Labour Standards 層面B4：勞工準則			
General Disclosure 一般披露	Information on: 有關防止童工或強制勞工的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 遵守對發行人有重大影響的相關法律及規例的資料。	Labour Standards 勞工準則	P. 22
Aspect B5: Supply Chain Management 層面B5：供應鏈管理			
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Supply Chain Management 供應鏈管理	P. 23
Aspect B6: Product Responsibility 層面B6：產品責任			
General Disclosure 一般披露	Information on: 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have 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. 遵守對發行人有重大影響的相關法律及規例的資料。	Product Responsibility 產品責任	P. 24

Subject Areas, Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明	Page number 頁數
Aspect B7: Anti-corruption 層面B7：反貪污			
General Disclosure 一般披露	Information on: 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 遵守對發行人有重大影響的相關法律及規例的資料。	Anti-corruption 反貪污	P. 28
Aspect B8: Community Investment 層面B8：社區投資			
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來瞭解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	Community Investment 社區投資	P. 30