



**NORTHEAST ELECTRIC DEVELOPMENT CO., LTD.**  
**東北電氣發展股份有限公司**

*(A joint stock limited company incorporated in the People's Republic of China with limited liability)*

*(在中華人民共和國註冊成立之股份有限公司)*

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



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## About This Report 關於本報告

This is the second Environmental, Social and Governance Report (the “**ESG Report**”, the “**Report**”) of the Northeast Electric Development Company Limited (the “**Company**”) and its subsidiaries (collectively referred to as the “**Group**”, or “**We**”). This report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (“**ESG Reporting Guide**”) stated in the Appendix 27 to the *Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited* (the “**Listing Rules**”) with an aim to summarize the Group’s measures, plans and achievements in respect of ESG and to demonstrate its commitment to sustainable development.

The Report covers the period from 1 January 2018 to 31 December 2018. Given that the disposal of New Northeast Electric (Jinzhou) Power Capacitor Co., Ltd., a former wholly owned subsidiary, and its subsidiary, Jinzhou JinRong Electric Company Limited (collectively referred to as “**Xin Jin Rong**”) was completed during the year, and that the business scale of Xin Jin Rong was comparatively small with its revenue accounted for 0.73% of that of the Group in 2018, which had an insignificant impact on environment, society and governance, this Report focuses on the performance of environmental protection, social responsibility and corporate governance of the Company and its subsidiary, Fuxin Enclosed Busbar Co., Ltd. (the “**Fuxin Busbar**”) during the reporting period.

The Group has established an ESG working group (the “**Working Group**”) comprised of personnel from related departments and appointees designated by subsidiaries. Members of the Working Group are assigned to collect data in connection with ESG and compile the ESG report. The Working Group reports to the board of directors regularly, assists the Group to assess and identify whether the risk management at ESG level and its internal monitoring system are in place and effective. The Working Group reviews the Group’s performance in respect of ESG, including environment, labour treatment and information of other areas in connection with ESG. The directors set the tone for ESG strategies and are responsible for compliant operation of the risk management system and the internal monitoring system.

本報告是東北電氣發展股份有限公司(「**本公司**」)及其附屬公司(統稱「**本集團**」、「**我們**」)連續第二年發布的環境、社會及管治報告(「**ESG報告**」、「**本報告**」)。本報告之內容已根據《香港聯合交易所有限公司證券上市規則》(「**上市規則**」)附錄二十七所載之《**環境、社會及管治報告指引**》(「**ESG報告指引**」)之要求而編制，旨在概述本集團的ESG措施、計劃及成果以及展示其對可持續發展的承諾。

本報告之涵蓋期間為2018年1月1日至2018年12月31日。考慮到原全資附屬公司新東北電氣(錦州)電力電容器有限公司及其附屬公司錦州錦容電器有限責任公司(統稱「**新錦容**」)已於本年度內完成出售，同時其業務規模相對較小(2018年其收入占比為0.73%)，對環境、社會及企業管治方面整體影響並不重大，故本報告著重彙報本公司及附屬公司阜新封閉母綫有限責任公司(「**阜新母綫**」)於報告期內在環境保護、社會責任及企業管治之表現。

本集團已成立由相關部門人員及附屬公司指定人員組成的ESG工作小組(「**工作小組**」)，并指派工作小組成員收集與ESG相關的數據及編制ESG報告。工作小組定期向董事彙報，協助評估及識別本集團於ESG層面的風險管理以及其內部監控系統是否合適及有效。工作小組檢討本集團的ESG表現，包括環境、勞工待遇及涉及ESG的其他層面信息。董事為ESG策略定下基調，并負責確保合規有效的風險管理制度及內部監控體系運行。

## About This Report 關於本報告

Main businesses of the Group include research and development, design, production and sales businesses of power transmission and transformation equipment related products. Main products, including enclosed busbars, are principally used in the power system field to improve the transmission efficiency of transmission lines and support the transmission of high-power electric energy, serving as the important equipment of power systems.

Actively realizing its environmental responsibility of “**Friendly Environment, Warm Home**”, the Company strives to create an environment friendly enterprise. In line with the business objective of “**Good Faith for Reputation, Everlasting Innovation**”, it provides customers with better products and services through the concerted efforts of all employees to keep pace with the times and struggle ahead.

As a responsible and visionary enterprise, we create value to shareholders and potential investors through optimising corporate governance, environmental protection, talent development and community investment, and simultaneously support our business philosophy and objectives, promote sustainable development strategy, implement environmental-friendly policies, fulfill corporate social responsibility, devote to sustainable talent growth, and endeavor to build a more pleasant and harmonious environment.

The Group actively improves its corporate governance structure to standardise its operation. The Group seriously complied with the provisions of “**Corporate Governance Code**” and “**Corporate Governance Report**” in the Appendix 14 to the *Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited* and, where appropriate, adopted the recommended best practices as specified therein.

本集團主要業務包括輸變電設備相關產品的研發、設計、生產和銷售業務，主營產品主要為封閉母綫，主要應用於電力系統領域，用以提高輸電綫路的輸電能效，支持大功率電能的傳輸，是電力系統的重要設備。

公司一直踐行「**環境友好、保護家園**」的環境觀，懷著共建環境友好企業的願望，本著「**以信持譽、創新永恒**」的經營宗旨，通過全體員工與時俱進的市場意識和拼搏進取的堅韌毅力，為客戶提供更優質的產品及服務。

作為一家具有責任心及遠見的企業，我們通過優化營運管治、環境保護、培養人才和小區投資等方面的措施，為股東和潛在投資者創造價值的同時，也可實現經營理念和業務目標，推動公司可持續發展，履行環境友好策略，肩負社會責任，推動人才持續成長，為建設更美好的和諧社會環境而奮鬥。

同時本集團積極完善公司法人治理結構，規範公司運作。本集團認真遵守《**上市規則**》附錄十四《**企業管治守則**》及《**企業管治報告**》的規定，并在適當的情況下採納其中所載的建議最佳常規。

## Environment 環境

Actively realizing its environmental responsibility of “**Friendly Environment, Warm Home**”, the Company strives to create an environment-friendly enterprise. During the reporting period, the Group conducted its business pursuant to the national laws and regulations on environmental protection and energy conservation, and strictly managed pollutant emissions. At the same time, the Company continued its investment in energy conservation and emission reduction and conducted many technical transformation projects for energy conservation and emission reduction with a focus on implementation of the management of **waste water, carbon emissions and wastes**. By combining strict management and benign guidance, the Company strove to carry out measures to save resources. Its usage of natural resources was in compliance with laws and regulations. The construction of environment friendly enterprise was further promoted. The energy conservation and environmental protection achieved positive results, and no environmental incidents occurred in the whole year.

### 1. Emissions

The Group strictly abides by national laws and regulations such as *Environmental Protection Law of the People's Republic of China*, *Law of the People's Republic of China on Prevention and Control of Environmental Pollution by Solid Waste*, *Comprehensive Emission Standard of Air Pollutants and Ambient Air Quality Standard*, and constantly pays close attention to environmental protection, energy conservation and emission reduction. The Group takes the possible impact on the environment during product manufacturing seriously. As a result, energy saving and emission reduction, as well as environmental protection have become a significant part in production and operation.

公司一直踐行「**環境友好、保護家園**」的環境觀，構建環境友好企業。在報告期內，本集團認真執行國家環境保護法和節能環保等法律法規，嚴格控制污染物排放；同時，本公司堅持在節能減排方面的投入，實施多項節能減排技改工程，重點落實「**廢水**」、「**碳排放**」和「**廢棄物**」管理，把從嚴管理與良性引導相結合，堅決落實節約資源的措施，依法合規使用自然資源，深入推進環境友好型企業建設，有效推動公司節能減排工作取得新成效，全年未發生環保事故。

### 1. 排放物

本集團嚴格遵守《*環境保護法*》、《*中華人民共和國固體廢棄物污染環境防治法*》、《*大氣污染物綜合排放標準*》和《*環境空氣質量標準*》等國家法律法規，持續關注環境保護和節能減排，高度重視產品製造過程中對環境可能造成的影響，從而將節能減排和環境保護作為生產運營活動的一項重要工作。

## Environment 環境

The Company is engaged in the research and development, design, production, and sales of power transmission and transformation equipment related products, belonging to the machining industry. In daily production and operation, our design is carried out in strict conformity with the national environmental protection standards and design specifications; we implement the corporate environment protection system in an all-round way, and our “**Three Wastes**” treatment involving the emission of waste gases and greenhouse gases has satisfied relevant national emission standards. The Company has developed *Environmental Factors Control Standards* to clearly define the details and requirements of environmental management for “**design and development of products**”, “**manufacturing, packaging and transportation of products**”, “**waste management**”, “**raw material and access to natural resources**” and other aspects. In addition, as required by the certificate renewal of environmental management system, the control procedures on identification and evaluation of environmental elements and control procedures on operational environment in relevant documents have been revised while we passed the on-the-spot review by the certification company and were accredited by the environmental management system. In production plants, environmental protection specialists are appointed, and persons in charge at each level execute environmental protection liability statements, which **clarify responsible persons, responsibility, tasks, rewards and punishment**, making sure that control indicators in connection with environmental protection cover all operational positions and all staff.

本公司從事於輸變電設備相關產品的研發、設計、生產和銷售的業務，屬機械加工行業。在日常生產運營中，公司嚴格按照國家環保標準、設計規範進行設計，全面落實企業環境保護制度，涉及有關廢氣及溫室氣體排放的「三廢」治理均達到國家有關排放標準。本公司制定了《*環境因素控制標準*》，對「**產品的設計和開發**」、「**產品的製造、包裝和運輸**」、「**廢物管理**」、「**原材料與自然資源的獲取**」等環節提出明確的環境管理內容和要求。此外，根據環境管理體系換版要求，修訂了相關文件中的環境因素識別評價控制程序和運行環境控制程序，並通過認證公司現場審核，通過環境管理體系的認證。生產廠區設置環保骨幹，層層簽訂環保責任書，實現「**定人員、定責任、定任務、定獎懲**」，使環保管理控制指標涵蓋了全部操作崗位、全部員工。



## Environment 環境

As an enterprise engaging in rendering design and processing of enclosed busbars, a type of power transmission and transformation product, the Group only emits greenhouse gases during day-to-day operation, and discharges industrial sewage and waste gases and other pollutants. Such pollutants have been discharged free of any hazardous chemical substance after filtering, conforming to the environmental standards applicable to direct emission. A negligible amount of dust and smoke and mechanical noise that does not exceed 60 dB and meets the environmental standards are also produced in the process. The processing of materials produces recyclable wastes from solid leftover materials such as scrap aluminum, scrap iron, and scrap copper. A total of 18.2 tons of solid wastes were generated in 2018, a slight decrease by 5% as compared with that of the previous year. The specific composition is as follows:

作為提供輸變電產品—封閉母綫設計及加工的企業，本集團日常運營僅排放溫室氣體，產生經過濾後已不帶有任何化學危險物質的工業生產廢水和廢氣等污染物，均可以在達到環保標準的情況下直接排放；產生少量的可忽略不計的粉塵煙霧；產生不超過60dB符合環保標準的機械噪音；在材料的加工過程中會產生固體邊角廢料的回收廢棄物，如廢鋁、廢鐵和廢銅等，2018年共計產生18.2噸的固體廢棄物，較去年微降5%。具體構成對照表如下：

No. 序號	Type 類型	Substance emitted 排放物	Amount/Weight in 2018 2018年數量/重量	Amount/Weight in 2017 2017年數量/重量
1	Atmospheric Emissions 大氣排放	Dust 粉塵	0.116mg/m <sup>3</sup>	0.145mg/m <sup>3</sup>
2		Smog 煙霧	—	—
3		Noise 噪音	50-53DB	52-54dB
4		Carbon dioxide 二氧化碳	1.7t	2.32t
		Nitrogen oxides 氮氧化合物	1.3t	—
6	Sewage Emissions 廢水排放	Industrial wastewater 生產廢水	1245m <sup>3</sup>	550m <sup>3</sup>
7		Sanitary wastewater 生活廢水	1418m <sup>3</sup>	2750m <sup>3</sup>
8	Wastes 廢棄物	Recyclable waste 可回收廢物	1.2t	1.2t
9		Non-recyclable waste 不可回收廢物	17t	18t
		Hazardous waste 危險廢物	0.8t	0

### Notes:

- Due to the relocation of the plant, replacement of manufacturing equipment and purchase of environmental protection facilities, nitrogen oxides was increased to 1.3 tons over that in 2017;
- Due to the relocation of the plant and the construction of workpiece spray cleaning facilities, the discharge amount of waste water from production has more than doubled over the past year;
- Due to the relocation of the plant, we have put to use new environmental protection facilities which need to replace the activated carbon every six months, generating hazardous waste - 0.8 ton of activated carbon.

### 備注：

- 因廠區搬遷，更換生產設備及新增環保設施，較2017年產生氮氧化合物1.3t；
- 因廠區搬遷，新建工件噴淋清洗設施，生產廢水排放量較去年增加逾一倍；
- 因廠區搬遷，投入新環保設施，環保設施需每半年更換一次活性炭，進而產生危險廢物-活性炭0.8t。

## Environment 環境

### 1.1 Atmospheric Emissions

Based on the business nature and production activities of the Group, daily operation only emits carbon dioxide, nitrogen oxides and a small amount of dust without any other greenhouse gases. As a result, the Group's operations have a slight impact over the environment. However, the Group is devoted to fostering and enhancing employees' awareness of environmental protection in their daily work, and actively and continuously implements its environmental measures to reduce the emission of greenhouse gases.

In respect of the emission of greenhouse gases, the Group strictly abides by *Law of the People's Republic of China on Prevention and Control of Environmental Pollution by Solid Waste*, and continuously decreases waste gases produced in operations. For the smoke, dust and other pollution substances generated in the production process, open operation shall be avoided as far as possible, and ventilation devices shall be set up. For the noise pollution caused by the mechanical equipment in processing and production, the equipment with noise < 60dB shall be selected to prevent workers from the hazard of noise.

Greenhouse gases of the Group mainly come from air conditioning and seasonal heating in the office area. The Group started to implement stricter energy saving policies from 2018, by which the density of its greenhouse gas emission is reduced by 26.72%. Details of such policies are described in the section of "Use of Resources".

### 1.1 大氣排放

基於本集團的業務性質及生產活動，日常運營僅排放二氧化碳、氮氧化合物及少量粉塵等物質，不產生其他溫室氣體，對環境的影響較低。儘管如此，本集團仍致力於培養及加強雇員於日常工作過程的環保意識并積極持續地實施本集團的環保措施以降低溫室氣體排放。

對於溫室氣體的排放，嚴格遵守《中華人民共和國大氣污染防治法》，并持續降低業務過程中產生的廢氣。針對在生產過程中產生的烟塵、粉塵等污染物質，盡可能避免敞開式操作，并設置排風裝置；針對機械設備在加工生產過程產生的噪音污染，盡可能選用<60dB的低音降噪設備，防止噪音對工人的危害。

本集團溫室氣體的排放主要來源於辦公區域的空調、季節性取暖等。由於2018年開始實施的進一步嚴格的節能政策，溫室氣體排放的密度下降了約26.72%。該等政策的詳情將於「資源使用」章節闡釋。



## Environment 環境

The Group's emission of greenhouse gases is summarised as follows:

溫室氣體排放表現概要如下：

	Weight (tons of carbon dioxide) 重量(噸二氧化碳) 2018	Weight (tons of carbon dioxide) 重量(噸二氧化碳) 2017
Total emissions 排放總量	1.7	2.32
Density (Emissions/Employees) 密度(排放/雇員)	0.01	0.004

We have adopted the following measures to reduce greenhouse gases emitted during our operations:

我們已採納下列措施以降低我們業務經營中所產生的溫室氣體的排放：

- Relocation of Fufeng Busbars. The equipment and process of the new plant have been renewed, restructured and further upgraded; the working procedures of the workshops have been reasonably arranged; and the design planning of the plant has been optimised, in order to improve and smoothen the process flow and reduce emission from sources;
- The Company adopts energy-saving electric appliances in the operation area, such as energy saving lamp, and encourages employees to avoid turning on lights when the natural light suffices;
- 阜封母綫搬遷新廠區。新廠區針對設備和工藝進行了更新、改造并進一步升級合理布局車間轉序，對廠房的設計規劃進行了優化改造，使得工藝流程更加完善和流暢，從源頭上減少排放量；
- 公司運營區域全部采用節能型的電器，如節能燈，并倡導員工在自然光綫充足的時，儘量不開燈；

## Environment 環境

- The Company applies energy-saving measures to cooling and air conditioning systems, and encourages employees to open windows to circulate air and shut down air conditioners as much as possible when it is in moderate temperature, in an effort to save energy and reduce emission;
- We advocate green traveling by encouraging employees to take public transportation or shared bicycles to reduce cars' emission of exhaust gas;
- 采用製冷和空調系統節能措施，倡導員工在溫度適宜的時候，儘量開窗通風，關閉空調，節能減排；
- 倡導員工綠色出行，上下班儘量采用公共交通或共享單車，減少汽車的尾氣排放。

Electricity consumption is deemed as the major source of indirect emission of greenhouse gases. The Group has implemented the measures contained in the section of “Use of Resources” below to reduce energy consumption and thus cutting carbon emission.

電力消耗被視為間接溫室氣體排放的最主要來源。本集團已實施下文「資源使用」章節所載的措施，以減少能源消耗，從而減少碳排放。

Through such measures to reduce greenhouse gases, employees' awareness of reducing greenhouse gases has been increased.

透過該等溫室氣體減排措施，僱員對溫室氣體減排的意識有所提升。

### 1.2 Sewage Emissions

### 1.2 廢水排放

The Group has fully satisfied the regulations provided in the *Law of the People's Republic of China on Prevention and Control of Water Pollution and the Notice of the State Council on Issuing the Action Plan for Prevention and Control of Water Pollution*. The daily operating activities of the production companies under the Group have discharged more than twice the amount of wastewater than last year due to the construction of the workpiece spray cleaning facilities in the new plant. However, the discharge of domestic wastewater has dropped significantly compared with last year, down by approximately 50%. Most of the water supply and drainage facilities are provided and managed by property management companies, and the Group has discharged all domestic wastewater in accordance with the national control standards.

本集團已全面落實貫徹《中華人民共和國水污染防治法》及國務院關於《水污染防治行動計劃的通知》的要求，集團內生產企業的日常業務活動因新廠區建立了工件噴淋清洗設施，較去年生產廢水排放量增加逾一倍，但是生活廢水排放量較去年大幅下降，下降幅度近50%。大部分供水及排水設施有物業管理公司提供及管理，生活污水均按照國家控制標準排放。

## Environment 環境

### 1.3 Wastes

According to the *Law of the People's Republic of China on Prevention and Control of Environmental Pollution by Solid Waste* and other applicable laws and regulations, we have formulated relevant rules, regulations and guidelines and strictly implemented them.

#### 1.31 Hazardous waste

The Group is engaged in the machining industry, and it does not produce any hazardous waste in its production operations due to its business nature. However, due to the relocation of the plant, we have put to use new environmental protection facilities which need to replace the activated carbon every six months, thus the activated carbon waste was produced within the year. As for that, we have prepared the guidelines on management and disposal of hazardous waste. Any harmful waste produced will be disposed of in accordance with relevant environmental protection rules.

### 1.3 廢棄物

根據《中華人民共和國固體廢物污染環境防治法》等相關法律法規，我們制定了相關的規章制度及指引，并嚴格執行。

#### 1.31 有害廢棄物

本集團從事機械加工行業，因其業務性質，在其生產運營中，不會產生任何的有害廢棄物，但是因廠區搬遷，投入新環保設施，環保設施需每半年更換一次活性炭，進而產生活性炭危險廢棄物。因本集團於本年度內產生活性炭有害廢棄物，我們已制定管理及處置有害廢棄物的指引。對於產生的任何有害廢棄物，我們必定按照相關環境規例處理該等廢棄物。

	Weight (tons) in 2018 重量(噸) 2018	Weight (tons) in 2017 重量(噸) 2017
Total emissions 排放總量	0.8	0
Density (Emissions/Million revenue) 密度(排放/百萬收入)	0.024	0.00

## Environment 環境

### 1.32 Non-hazardous Wastes

Certain solid wastes inevitably produced during material cutting and processing mainly include recyclable wastes, non-recyclable wastes and domestic garbage. We adopt the classification management and centralized disposal of non-hazardous solid wastes, by which recyclable wastes are recycled regularly and reused while non-recyclable wastes are handled by qualified environmental protection units and domestic garbage are treated strictly in compliance with the relevant regulations of China.

The recyclable wastes mainly include scrap copper, scrap aluminium, scrap iron, and other leftover bits and pieces in the cutting and processing process. Owing to the factors such as technical transformation of equipment and processing technique after completion of the relocation of the plant, and low capacity utilisation rate, the total amount of recyclable wastes was approximately 1.2 tons in 2018, flat with last year. Other non-recyclable wastes are mainly the garbage generated from daily operations, such as paper waste and food waste from canteens, which has also reduced slightly year on year. Discharge of the Group's non-hazardous waste is summarised as follows:

### 1.32 無害廢棄物

在原材料切割和加工過程中會不可避免的產生一些無害固體廢物，主要包括可回收廢物、不可回收廢物和生活垃圾。我們採用對無害固體廢物實行分類管理，集中處置的原則。對可回收廢物進行定期回收並利用；對不可回收廢物則交給合資格的環保單位處理；對於生活垃圾，嚴格按照國家相關規定執行。

可回收廢物主要為切割加工過程產生的銅、鋁、鐵等邊角廢料，因新廠區搬遷完成設備和工藝技術改造、開工不足等綜合因素影響，2018年總量約為1.2噸，較去年持平。其他不可回收廢棄物主要為日常運營產生的垃圾，如紙張垃圾、食堂食物垃圾等，同比微降。主要無害廢棄物排放表現概述：

## Environment 環境

Type 類型	Weight (tons) in 2018 重量(噸) 2018	Weight (tons) in 2017 重量(噸) 2017
Recyclable waste – Copper 可回收廢物—銅	0.18	0.2
Recyclable waste – Aluminium 可回收廢物—鋁	0.75	0.8
Recyclable waste – Iron 可回收廢物—鐵	0.27	0.2
Non-recyclable waste – Garbage 不可回收廢物—垃圾	17	18
Total 總計	18.2	19.2
Density (Emissions/Million revenue) 密度(重量/百萬收入)	0.563	0.594

We examine the amount of non-hazardous waste regularly, and implement a number of measures to reduce the generation of waste, in order to reduce the impact of non-hazardous waste produced on the environment during business operation. To diminish the generation of waste, the Group takes measures in connection with the disposal of waste, and introduce different methods to reduce waste:

- Further optimise the design drawing, avoid reworking, reduce the use of raw material and production of scraps, through which the Group decreases waste from sources;

我們定期檢查無害廢棄物的相關數目情況，並推行多項減少產生廢棄物的措施，為降低業務運營產生的無害廢棄物對環境的影響。本集團推行處理有關廢棄物的措施並推出不同的減少廢棄物方法，以減低廢棄物產量。

- 進一步優化設計圖紙，減少二次返工，減少原材料的使用及邊角料的產生，從源頭上降低廢棄物的產生；

## Environment 環境

- Further regulate the use of office supplies, and establish monthly quota for each employee;
- Adjust the changing pattern of printer consumables, and encourage employees to print in black and white as well as on both sides and avoid colour printing and single-sided printing as much as possible;
- Enhance the utilization rate of paper, recycle and use waste printing paper to reduce waste;
- Encourage employees to take meals at our canteen, and take food based on their consumption to avoid waste of food.
- 進一步規範辦公用品領用，按照每人每月固定額度領取；
- 調整打印耗材更換模式，倡導員工儘量黑白打印和雙面打印，減少彩色打印和單面打印；
- 提高紙張使用率，回收和利用打印廢紙，減少浪費；
- 鼓勵員工公司食堂就餐，按量索取，減少食物浪費。

### 2. Use of Resources

The Group strictly abides by the national laws and regulations on resource protection, such as *Provisional Regulations on the Control of Energy Conservation*, *Technical Regulations on Energy Conservation Design of Engineering Machinery and Standard and Common Industry*, and *Design Code for Energy Conservation of Machinery Industry*. We are committed to optimizing the use of resources, proactively implement measures to improve resource efficiency and adopt an environmentally friendly approach in our operations. Our daily operations mainly use electricity and water. The Group has established policies and procedures to effectively utilize resources and maximize resources conservation in accordance with the objectives of achieving higher energy efficiency and reducing the use of non-essential materials.

### 2. 資源使用

本集團嚴格遵守國家有關資源保護的法律法規，如《節約能源管理暫行條例》、《工程機械、標準通用行業節能設計技術規定》和《機械行業節能設計規範》，並致力於優化業務營運的資源運用，主動推行措施以於營運中提高資源效率及採用環保方式。我們的日常運營主要使用電力及水，本集團已根據達致更高能源效率及減少非必要材料使用的目標，制定相關政策及程序以有效利用資源，最大程度節約資源。



## Environment 環境

### 2.1 Energy Consumption

The main energy consumption of the Group in its daily operations is electricity consumption and water consumption.

No. 序號	Type of resource 資源類型	Unit 單位	Consumption in 2018 消耗量2018	Density (per Million revenue) 密度(每百萬 收入)2018	Consumption in 2017 消耗量2017	Density (per Million revenue) 密度(每百萬 收入)2017
1	Power 電力	Kw	1,180,000	36,521.20	501,000	15,191.02
2	Water 水	M <sup>3</sup>	2,663	82.42	3,218	97.57

Note:

- Due to the relocation of the old plant to a larger new plant, and as the electric boiler was used for heating in winter, the total power consumption was significantly increased to 1,180,000Kw.

The Group has established rules and regulations to achieve the goal of saving electricity and using electricity efficiently, with the aim of reducing waste and reducing environmental impact. The relevant specific measures are as follows:

- Use energy-efficient equipment and appliances in operation, office and living areas;
- Advocate employees to avoid turning on lights when the natural light suffices;
- Advocate employees to open windows to circulate air and shut down air conditioners as much as possible when it is in moderate temperature;

### 2.1 能源消耗

本集團於日常營運的主要能源消耗為電力消耗及水消耗。

備注：

- 因搬遷廠房，廠區面積較舊廠區擴大，加之冬季供暖採用電鍋爐，總耗電量較去年大幅增加至1,180,000Kw。

本集團制定了規則及規例以達到節約用電及有效使用電力的目標，旨在減少浪費及降低對環境的影響。相關具體措施如下：

- 於運營、辦公室及生活區域全部採用節能型的設備及電器；
- 倡導雇員在自然光綫充足的時候，盡量不開燈；
- 倡導雇員在溫度適宜的時候，盡量開窗通風，關閉空調；

## Environment 環境

- Encourage employees to turn off their computers (hosts or monitors) when they are out for a long time, and put the computer to sleep when they go out for lunch at noon;
- Surrender the tenancy of the unused office area and increase the usage rate of the venue.

Therefore, through these energy-saving measures, employees' awareness of energy conservation has been increased.

### 2.2 Water Consumption

The daily operating activities consumed more than twice the amount of water used in last year due to the construction of the workpiece spray cleaning facilities in the new plant. However, the consumption of domestic water has dropped significantly compared with last year, down by approximately 50%. Domestic water is sourced from municipal water supply. Most of the water supply facilities are provided and managed by property management companies, so the procurement of suitable water sources is not relevant to the Group.

We encourage all employees to develop the habit of saving water. We continue to strengthen the publicity of water conservation and post water-saving reminders in the pantry room to guide employees to use water reasonably.

For industrial water, we have installed water recycling facilities and adopted the water recycling treatment, by which the rinsing water is reused after it is recycled and filtered, and thus the water consumption has been reduced.

- 鼓勵雇員在長時間外出時關閉計算機(主機或顯示器)，并在其中午外出就餐時將計算機轉至休眠狀態；
- 退租閑置的辦公區域，提高場地的使用率。

因此，透過該等節能措施，雇員對節約能源的意識得以提高。

### 2.2 水源消耗

因新廠區建立了工件噴淋清洗設施，業務活動的耗水量較去年增加逾一倍，但是生活用水耗水量較去年大幅下降，下降幅度近50%。生活用水均來自於市政用水，大部分供水設施由物業管理公司提供及管理，故採購適合水源與本集團不相關。

我們鼓勵所有雇員養成節約用水的習慣。我們不斷加強節約用水宣傳、并於茶水間張貼節水提示籍此引導雇員合理用水。

對於生產中的用水，建立水循環處理設施，采用循環水處理方法，清洗用水經回收過濾後循環使用，降低水源的消耗。

## Environment 環境

### 2.3 Use of Packaging Material

Based on the nature of our business, during processing of materials provided by foreign clients, production and packaging, the Group will consume a large amount of packaging materials for product packaging. In 2018, a total of 6.25 tons of packaging materials was used, and the amount of consumables was significantly reduced by 4.75 tons year on year, the specific comparison is as follows:

Type 類型	Weight (tons) in 2018 重量(噸)2018	Weight (tons) in 2017 重量(噸)2017
Wooden box 木箱	2.6	4.1
Carton 紙箱	0.35	0.4
Plastic 塑料	0.3	1.5
Box iron 槽鋼	3	5
Total 總計	6.25	11
Density (Weight/Revenue in millions) 密度(重量/百萬收入)	0.19	0.33

### 3. Environment and Natural Resources

As a continuing commitment to corporate social responsibility, we recognize the importance of reducing the negative impact of business operations on the environment. We are also committed to achieving sustainable development to create long-term value for the community environment and investors.

### 2.3 包裝材料使用

基於我們的業務性質，在來料加工、生產及後期包裝過程中，本集團會消耗大量用於產品包裝的包裝材料，2018年共計使用6.25噸的包裝用材料總量，同比耗材量大幅減少4.75噸，具體對照如下：

### 3. 環境與天然資源

作為對企業社會責任的持續承諾，我們意識到減低業務營運對環境的負面影響之重要性。我們亦致力於達致可持續發展以為社區環境及投資者創造長期價值。

## Environment 環境

In order to reduce the potential impact on the environment and natural resources, the Group continued to promote internal management, continuously explore internal energy saving potential, implement energy conservation and emission reduction, reduce resource consumption, and implement various resource saving measures, such as eliminating unnecessary office decoration and engineering renovation. As for the decoration and renovation of the office area, meeting the minimum office needs will suffice. In addition, reducing unnecessary business trips and holding video conference and phone meetings using electronic communication equipment to communicate and solve related issues also help energy conservation and emission reduction. Furthermore, we simplify the layout of the venue, reduce unnecessary roll screen, podium KT board, etc., print the necessary table cards, banners, reminder boards only, and maximize the efficiency of reuse as much as possible.

Meanwhile, we focus on the environmental education and advocacy among staff to raise the awareness of our people to understand the importance of resource conservation. They are encouraged to make full use of resources, to maximize their effectiveness and to avoid wastage of resources. We encourage employees to actively participate in environmental public welfare activities, and arrange for employees to participate in the publicity activities of “**Caring for Marine – Release Fry**”, “**Cleaning Coastline**” and “**Cycling 50km for Green Travel**” organized by the substantial shareholder HNA Volunteer Association. In addition, we actively encourage employees to actively practice green public welfare activities in their daily lives, such as driving to and from the workplace as little as possible, taking the green model of public transportation, and minimizing the waste of working meals in the canteen.

爲了減少對環境和天然資源的潛在影響，本集團持續推進內部管理、不斷發掘內部節能潛力，落實節能減排，減少資源消耗，實施各種節約資源的措施，比如取消不必要的辦公裝修及工程改造，對於辦公區域裝修和改造，滿足最低的辦公需求即可；減少不必要的會議出差，儘量使用電子通訊設備的視頻會、電話會溝通溝通解決相關事宜；簡化會場布置，不製作不必要的易拉寶、演講台KT板等，只印刷必要的桌牌、橫幅、提示板，並盡可能提高重複使用效率。

同時，重視員工的環保教育和宣傳工作，以提高員工明白節約資源的重要性，鼓勵他們充分利用資源，發揮其最大效能，且杜絕資源使用中出現浪費現象。鼓勵雇員積極參與環境公益活動，安排員工參加大股東海航集團志願者協會舉辦的「**關愛海洋活動—放生魚苗**」、「**清潔海岸綫**」、「**單車50公里綠色出行**」宣傳活動。此外，積極倡導員工積極在日常生活中踐行綠色公益活動，如儘量少開車上下班，乘坐公共交通綠色出行方式；儘量減少食堂工作餐的浪費等。

## Social 社會

The Group always adheres to the talent concept of “**Believing, Employing, Cultivating, Motivating and Developing Talents**”, builds people-oriented harmonious labor relations and strives to create a non-discriminatory and equal working environment, strengthens occupational health protection and fully protects the health and work safety of employees, continuously improves salary distribution systems to provide attractive remuneration packages and promotion opportunities for employees, as well as adequate resources for training, continuously enhances supply chain management, fulfills product responsibility, promotes sustainable and sound development of the Company, gives maximum consideration to the interests of all relevant parties, actively promotes community investment and anti-corruption, maintains stability and promotes harmonious development of the community.

### 1. Employment

Human resources are the cornerstone supporting the sustainable development of the Group. Therefore, we develop relevant employment policies, adopt people-oriented management and help employees reach their full potential. Relevant employment policies have been formally documented, covering recruitment, compensation, promotion, working hours and rest periods, diversity, equal opportunities and other factors. During the staff recruitment and promotion, morality, knowledge, ability, physical fitness and job requirements are used as the selection standards. We provide equal opportunities to employees and they are not discriminated against because of their race, gender, age, nationality or religion. We devote to building a fair, comprehensive, diverse and equality corporate culture.

In formulating relevant policies and procedures, the Group strictly follows the relevant labour laws and regulations, strictly forbids any unethical employment approaches, including child labor and forced labor in the workplace, ensures employees to enjoy labor rights and perform their obligations in accordance with laws, maintains relatively stable positions, actively promotes the full employment, fulfills social responsibilities, and avoids mass dismissal of employees under normal operation conditions to increase social burden.

本集團始終堅持「**相信人、使用人、培養人、激勵人、造就人**」的人才理念，建設以人為本的和諧勞動關係，致力打造非歧視、平等的工作環境；加強職業健康保護，充分保障員工健康和工作安全；不斷完善薪酬分配體系，為員工提供具吸引力的薪酬待遇和晉升機會，以及準備充足的資源提供各種培訓；不斷加強供應鏈管理，落實產品責任，推動企業持續健康發展，最大限度地兼顧各相關方利益；積極開展小區投資及反貪污，維護小區穩定，促進小區和諧發展。

### 1. 僱傭

人力資源是支撐本集團持續發展的基石。因此，我們制訂相關僱傭政策、採納以人為本的管理并幫助雇員充分發揮潛力。相關僱傭政策已正式成文，其涵蓋招聘、補償、晉升、工時及休息期間、多元化及平等機會等。在招募和晉升的過程中，以品德、學識、能力、體格及應聘崗位的要求為標準，為員工提供平等機會，員工不會因種族、性別、年齡、國籍、宗教信仰等因素受到不平等對待，致力打造公平、全面、多元化及平等的企業文化。

在制定相關政策和程序的時候，嚴格遵守相關勞動法律法規，嚴格禁止任何不道德的雇用手法，包括在工作場所雇用童工和強迫勞工，保護員工依法享有勞動權利和履行勞動義務，保持工作崗位相對穩定，積極促進充分就業，切實履行社會責任。避免在正常經營情況下批量辭退員工，增加社會負擔。

## Social 社會

During the year, the Group is not aware of any material violations of laws and regulations relating to employment and labor practices.

於本年度，本集團并不知悉存在任何有關僱傭及勞動實務的法律及法規的重大違規情況。

### 2. Health and Safety

The Group attaches great importance to the employees' health and safety, and is committed to providing employees with a safe and healthy working environment. We set up a safety plan and established rules and regulations on safe production and occupational disease prevention, which contain health and safety management programmes to ensure safety and prevent accidents. The Group strictly implements national standards and norms of occupational safety and health, pays attention to the work safety, such as installing safety protective covers for processing equipment machinery and new transmission parts of equipment, setting up warning marks, strengthening the regular maintenance and management of production equipment, and providing protective articles including masks and safety goggles in accordance with occupational health requirements, performs dust, noise and heatstroke prevention, avoids accidents, ensures production safety for employees, and avoids work accidents.

Also, the Group insists on the principle of taking precautions as the main task, enhances its employees' sense of safety in various ways, strengthens occupational safety education, extensively commences promotion, education and training on production safety, and conducts emergency drills, while safety education will be provided to new employees once they join the Group. With great emphasis on employee induction and orientation, we have implemented a qualification authentication system on special posts and carried out regular safety inspection for workplace to remove hidden safety risks timely and improve occupational health and safety and environment management.

### 2. 健康與安全

本集團重視員工的健康與安全，致力為雇員提供安全健康的工作環境。我們設立安全計劃，建立了安全生產和職業病防治方面的規章制度，其載有健康安全管理方案，以保障安全及預防事故。本集團堅決嚴格執行國家職業安全衛生標準和規範，注意工作安全，如加工設備機械和新置設備傳動部分均應安裝安全防護罩，設置警示標記，加強生產設備的經常性維護管理，按照職業健康發放并要求佩戴面具、眼鏡等防護用品。做好防塵、防噪音、防暑降溫、防止事故發生，保證職工安全生產，防止工傷事故發生，

同時，貫徹預防為主的原則，采用多種形式增強員工安全意識，加強勞動安全教育，廣泛開展安全生產宣傳教育培訓，對應急情況進行安全演練，對新入職的員工首先進行安全培訓，重視崗位培訓，對於特殊崗位實行資格認證制度，定期開展安全生產檢查活動，及時排除安全隱患，提供職業健康和環境管理水平。



## Social 社會

In terms of employee care, the Group actively organizes cultural and sports activities to enrich employees' life, organizes them to conduct basketball or badminton activities from time to time, and organizes single youths of appropriate age to participate in blind dates.

During the year, the Group is not aware of any violation of laws and regulations relating to health and safety which has a significant impact on the Group. In addition, we will continue to devote sufficient resources to maintaining and improving safety management to reduce risks associated with health and safety.

### 3. Development and Training

In order to meet the development needs of the Company and the career planning of the employees, it is very important for us to continuously improve the quality and work ability of our staff, and to cultivate talents and enhance the skills of human capital. The Group has established internal rules and regulations, and developed training strategies focusing on creating value and satisfying the needs of its customers, talents and society.

於員工關愛方面，本集團積極組織開展文體活動，豐富生活，不定期組織員工開展籃球或者羽毛球活動、組織適齡單身青年參加鵲橋會相親等。

於本年度，本集團并不知悉存在任何對本集團有重大影響且嚴重違反健康及安全的相關法律及法規的情況。此外，我們將繼續投放足夠資源，致力維護及提升安全管理，以減低涉及對健康及安全的風險。

### 3. 發展與培訓

爲了配合公司發展需要以及員工職業生涯規劃，不斷提高員工質素和工作能力，培育人才及提升人力資本的技能對我們至關重要，本集團建立內部規章制度，發展著重創造價值及滿足其客戶、人才及社會需求的培訓策略。

## Social 社會

We understand the importance of keeping up with the latest trends in the industry and the changing pace of the domestic market for staff training and development. We make full use of our internal resources to provide different forms of training for employees, including intern training, new employees' induction training, business backbone training, corporate integrity and compliance culture training, training on operating instructions of safe production and usage of labour protection appliances, and training on the new laws in relation to safety, to enhance the knowledge and skills of professionals.

We also encourage employees to participate in training and obtain professional qualifications. Participation in various training programmes, such as the follow-up training of secretary of the board provided by the Exchange's designated training institutions, the follow-up training of the listed company's financial controllers, the independent directors' compliance training and the training for qualifications of secretary of the board, etc., will enable employees to further enhance their basic skills and professionalism. The Group also encourages a culture of sharing knowledge and experience.

#### 4. Labor Standards

As defined by laws and regulations, child labor and forced labor are strictly prohibited during the recruitment process. The Group strictly abides by relevant laws and regulations and has formulated the "Staff Management System" and other systems. It endeavors to create a better working environment for its staff, and at the same time reduces exposure to labor employment risks, as well as efficiently eliminates the use of child and forced labor.

The personal data collected by the Group during the recruitment process is used to select suitable candidates and verify the candidate's personal data. The information collected is only used to understand the background of the applicant. The human resources department must also ensure that the identity documents have been carefully examined, in particular the age. If a violation is involved, it will be handled as the circumstances may require.

我們瞭解培訓及發展對員工緊貼業內的最新趨勢及現時國內市場不斷變化步伐的重要性，充分利用其內部資源為雇員舉辦不同形式的培訓，包括實習生培訓、新員工崗前入職培訓、業務骨幹培訓、企業誠信合規文化培訓，安全生產操作規程及勞動保護使用培訓、新安全法培訓以提升專業人員的知識和技能。

我們亦鼓勵雇員參與培訓及取得專業資格。參加各種培訓計劃，如交易所指定培訓機構開展的董秘後續培訓，上市公司財務總監後續培訓，獨立董事合規培訓及董秘資格培訓等，可令雇員更深入提升彼等基本的技巧及專業知識。本集團亦鼓勵分享知識及經驗的文化。

#### 4. 勞工準則

誠如法律法規所界定，於招聘過程中嚴禁僱傭童工及強制勞工。本集團嚴格遵守相關法律法規，制定了《員工管理制度》等制度，努力為員工創造良好工作環境的同時，也減少了勞動用工風險，並有效拒絕童工和強迫勞動現象。

本集團於招聘過程中收集的個人資料以挑選合適的候選人及核實候選人的個人資料。收集的資料只用作瞭解申請人的背景。人力資源部門亦須確保已仔細檢查身份證明文件，尤其核實年齡。倘涉及違規情況，其將根據情況處理。

## Social 社會

During the year, the Group is not aware of any material violation of laws and regulations relating to child labor and forced labor.

### 5. Supply Chain Management

The Group has always focused on protecting the interests of consumers, suppliers and clients, valued its relationships with suppliers (including subcontractors) and regarded them as important business partners, treated them in good faith, and shall not pursue benefits through fraudulent promotion and false advertisements. We shall strengthen the quality of our products and services in earnest, especially ensuring the product or service safety, with an effort to provide safe and healthy products and services with high quality for the society.

We have established a sound management system for supply chain system. In order to strengthen the selection of suppliers, the Group welcomes the participation of qualified, competent and quality suppliers. The Group's procurement department and marketing department are responsible for formulating these policies to standardize supplier management and improve operating standards. The Company's professional review panel has conducted stringent accreditation on suppliers' qualification, technological capacity, productivity and others to guarantee product quality and reduce production costs. Only those accredited suppliers will be on the list of cooperative units, by which the raw materials necessary for production are offered.

The Group maintains close liaison with our suppliers to monitor their performance and ensure compliance with our service commitments. During the year, the Group is not aware of any major suppliers' actions or practices that had a significant negative impact on business ethics, environmental protection, human rights and labour practices.

於本年度，本集團并不知悉任何重大違反童工及強制勞工相關法律及法規的事宜。

### 5. 供應鏈管理

集團一向重視消費者、供貨商和客戶權益保護，重視與供貨商的關係(包括分包商)及視彼等為重要商業夥伴，對消費者、供貨商和客戶恪守誠信，不得依靠虛假宣傳以及虛假廣告牟利。切實提高產品質量和服務水平，特別是要保證其提供的商品或者服務的安全性，努力為社會提供優質安全健康的產品和服務。

我們建立了良好的供應鏈系統管理制度。為強化選擇供貨商，本集團歡迎合資格、有能力及優質供貨商參與。本集團採購部門及營銷部門專責制定該等政策以標準化供貨商的管理及改善經營標準。為保證產品質量和降低生產成本，公司組織專業的評審團對供貨商的資質、技術水平、生產能力等方面進行嚴格評審，將通過評選的供貨商進入協作單位名單，產品生產所需的原材料由協作單位供應。

本集團與我們的供貨商維持緊密的聯繫以監察他們的表現，確保符合我們的服務承諾。於本年度，本集團并不知悉任何主要供貨商有對商業道德、環境保護、人權及勞工常規造成重大負面影響的行為或慣例。

## Social 社會

### 6. Product Responsibility

Focusing on product quality, the Group has built first-class production conditions in China and a strict quality management system. During the year, we experimented with and developed the main isolated-phase busbars with 600MW, the pilot project in line with IEC international standards. With the said project, the Company also won the project “Panama 1X420MW unit of isolated-phase and nonsegregated-phase busbars”. The Company could evade the market environment with low bid domestically, and tap into the international market by virtue of internationally acclaimed lab report. In addition, the R&D and trial-production of the busbars dehumidifying system have been successfully applied in the transformation of Unit 1# plant & standby transformer nonsegregated-phase busbars in Chaoyang Yanshan Power Plant, which could effectively deal with the decrease of dielectric strength of busbars caused by humid air after a unit stops working.

The Group also attaches great importance to customer satisfaction. Oriented to customer satisfaction and excellent quality, the Group has formulated various quality and safety inspection policies for different products. Before manufacturing any product, it confirms with customers on mutual expectations and directions for such product, keeps in touch with and coordinates with customers while providing services to them.

During the communication with customers, the Group gathers customers’ information and has respects for customers’ rights to their information assets and the value of such assets, in strict compliance with systems and standards of customers’ data security management. We also stringently perform the responsibility for confidentiality, preventing confidential data leakage.

### 6. 產品責任

本集團非常重視產品質量，建立了國內一流的生產條件及嚴格的質量管理體系。於本年度內，實驗開發600MW機主離相母綫IEC國際標準形式項目，并通過該項目成功簽訂「巴拿馬1X420MW機組離相及共箱母綫」項目，取得國際認可的實驗報告可以規避國內低價中標的市場環境，開發國際市場。此外，研究開發母綫除濕系統的樣機試製，并成功應用於朝陽燕山湖電廠1#機廠變壓器、備變共箱母綫的改造工程中，可有效解決機組停機後母綫受潮濕空氣影響致使絕緣強度下降的問題。

本集團亦高度重視客戶的滿意程度，以用戶滿意為宗旨，為追求卓越的質量，本集團就不同產品制定相關的質量及安全檢驗政策，於製造任何產品前與客戶溝通及確認彼此等對產品的期望及方向，并積極於提供服務的過程中與客戶進行重複溝通協調。

在與客戶溝通過程匯總，本集團尊重客戶信息資產的價值及權利，并嚴格遵守客戶數據安全管理系統及標準。我們亦嚴格遵守保密責任，防止洩漏機密數據的數據。

## Social 社會

In accordance with the Group's policies and to comply with applicable laws and regulations in an all-round way, we base our advertising and labeling on customers' benefits and further disseminate positive information to customers and prohibit publication of violence, pornography, hatred, superstition, gambling and other negative information.

The Company shall standardize the production process, establish a strict product quality control and inspection system, strictly control the quality, and prevent the products without quality assurance or jeopardizing the life and health of the people from flowing into the society. The Company shall think highly of the after-sales service of products. If it finds products with serious quality defects or hidden dangers after they are sold, it shall timely recall them or take other effective measures to minimize or eliminate the social harm that may be caused by these products.

### 7. Anti-corruption

The Group has zero tolerance for any corrupt, fraud and other unethical behavior. Pursuant to the *Criminal Law of the People's Republic of China*, *Prevention of Bribery Ordinance* implemented by Independent Commission Against Corruption of Hong Kong and the laws and regulations of other relevant countries, the Group has always focused on combating corruption and building a clean environment, treasured and maintained due integrity, honesty and fairness when conducting businesses, and committed to fostering a harmonious and honest working environment.

於廣告宣傳品標籤的細節上，遵循本集團的政策，以客戶的利益為依歸，並全面遵守相關的法規及規定，進一步向客戶宣揚正面訊息，嚴禁發布暴力、色情、仇恨、迷信、賭博等任何負面訊息。

公司規範生產流程，建立嚴格的產品質量控制和檢驗制度，嚴把質量關，禁止缺乏質量保障、危害人民生命健康的產品流向社會。重視產品的售後服務，售後發現存在嚴重質量缺陷、隱患的產品，應當及時召回或採取其他有效措施，最大限度地降低或消除缺陷、隱患產品的社會危害。

### 7. 反貪污

本集團對任何貪腐、欺詐及所有違反職業道德的行為零容忍。根據《中華人民共和國刑法》、香港廉政公署所執行的《防止賄賂條例》和其他相關國家的法律法規，本集團始終重視反腐倡廉制度建設，重視及維護開展業務方式的誠信、誠實及公平，致力於營造一個和諧、清廉的工作環境。

## Social 社會

At present, the Group has formulated various internal control systems and process control procedures such as *Separation Control System for Incompatible Positions*, *Code of Conduct for Employees*, *Reporting and Complaint Management System*, and *Anti-fraud Management System*, to strictly monitor and prevent all kinds of illegal commercial bribery activities carried out by the Company or employees with customers and suppliers; to properly keep the personal information of consumers, suppliers and customers which shall not be illegally used or resold for profits; and to provide good after-sales service and properly handle complaints and suggestions from consumers, suppliers and customers.

At the same time, we have established a strict corporate governance mechanism in accordance with the listing rules and the *Securities and Futures Ordinance* to prohibit any fraudulent activities in the capital market. Aside from this, we also encourage employees to report any form of misconduct, such as the abuse of power and bribery by customers or employees. The Group will investigate into and collect evidence on these reports and report them to the regulatory and law enforcement authorities; and periodically carry out incorruptible training on employees and promote the construction of incorruptible culture and require all employees to perform honestly, impartially and with integrity, and develop the habit of strictly abiding by rules and regulations in the process of actively promoting the construction of corruption prevention system.

During the year, the Group is not aware of any serious impact on the Group due to violations of laws and regulations regarding bribery, extortion, fraud, and money laundering.

目前本集團已制定《不兼容職務分離控制制度》、《員工行為準則》、《舉報及投訴管理制度》和《反舞弊管理制度》等一系列內控管理制度和流程控制程序，嚴格監控和防範公司或員工與客戶、供貨商進行的各類非法商業賄賂活動；妥善保管消費者、供貨商和客戶的個人資料，不得非法使用或轉售上述個人資料牟利；提供良好的售後服務，妥善處理消費者、供貨商和客戶等提出的投訴和建議。

同時我們遵照上市規則及《證券及期貨條例》制定嚴格企業管治機制，禁止任何資本市場上的欺詐行為。此外，我們亦鼓勵員工舉報任何形式的不當行為，例如客戶或雇員濫權及賄賂，且本集團會就有關舉報進行調查取證，并向監管及執法機關舉報；在積極推進預防腐敗體系建設中，不定期對員工進行開展廉潔培訓，推進廉潔文化建設，要求所有員工均應以正直、不偏不倚及誠實的態度行事，養成嚴格遵守規章制度的習慣。

於本年度，本集團并不知悉任何因違反賄賂、勒索、欺詐及洗黑錢方面的法律法規而對本集團造成嚴重影響的情況。



## Social 社會

### 8. Community Investment

The Group believes that participating in social engagement and contributing to society are forms of showing corporate citizenship. We also see the potential to nurture corporate culture and inspire our employees towards social concerns in the daily work life. We would maintain stability and promotes harmonious development of the community as a part of the strategic development of the Group.

The Group encourages its employees to devote some time and leverage their strengths to community work, by which they will have more opportunities to learn about social and environmental problems and the Group's corporate value is boosted. We took part in the community activities organized under the leadership of corporate shareholders, and organized employees to participate in the blood donation activities jointly conducted by HNA Volunteer Association and Hainan Provincial Blood Center and to visit the elderly living alone and stay-at-home children in Haikou City Welfare House at weekends. The Company periodically organizes visits to people and households badly off in the communities and offers relief to them.

### 8. 社區投資

本集團相信透過社會參與及貢獻以回饋社會為表現企業公民責任的形式。我們亦看到培養企業文化及於日常工作中啟發雇員對社會關注的潛力。作為本集團策略發展的一部分，本集團致力於維護社區穩定，促進社區和諧。

本集團積極鼓勵員工付出時間及發揮所長參與社區工作，藉此給予雇員瞭解更多社會及環境問題的機會，并增強本集團的企業價值。積極融入參加股東單位牽頭組織的社區活動，組織員工參加海航志願者協會與聯合海南省血液中心聯合開展的愛心獻血活動，組織員工周末前往海口市福利院，看望孤寡老人及留守兒童。公司對社區生活困難人員及家庭進行定期慰問走訪。

## Corporate Governance 企業管治

The Company has been actively enhancing its corporate governance structure and standardizing its operations through strictly complying with relevant provisions such as the *Company Law of the People's Republic of China* and the *Securities Law of the People's Republic of China*. The Board of the Company is committed to maintaining a high standard of corporate governance, and believes that good corporate governance practices are crucial to the success and sustainable development of the Company's business in the long run.

During the reporting period, the Company has fully complied with all code provisions set out in the *Corporate Governance Code* and *Corporate Governance Report* in Appendix 14 to the *Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited* and, where appropriate, adopted the recommended best practices as specified therein.

To protect the interests of the Group and the shareholders while enhancing the corporate value, the Group has been adopting a sound structure, good practices and proper procedures of corporate governance. The Board of Directors, now comprised of six executive directors and three independent non-executive directors, is the highest governing body of our Group. During the year, the directorships were filled promptly. The Group appointed directors who has no background in relation to substantial shareholders, and included a director who has the experience of hospitality business and appointed a female director, which is favorable to create a governance environment featuring with board diversity.

本集團嚴格按照《中華人民共和國公司法》、《中華人民共和國證券法》等有關規定，積極完善公司法人治理結構，規範公司運作。本公司董事會致力繼續提高企業管治的水平，並堅信良好的企業管治是公司業務的長遠成功及可持續發展關鍵之點。

在報告期內，本集團全面遵守《香港聯合交易所上市規則》附錄十四《企業管治守則》及《企業管治報告》的規定，並在適當的情況下採納其中所載的建議最佳常規。

為保障集團及股東利益及提升公司價值，集團一直以來奉行良好的企業管治架構實務及程序。董事會是本集團的最高管理機構，現由六名執行董事及三名獨立非執行董事組成。本年度內，及時增補董事，委任了非大股東背景的董事，並進一步在董事會中引進與酒店業務背景的董事和委任一名女性董事，有利於打造董事成員多元化的治理環境。

## Corporate Governance 企業管治

In strict compliance with good corporate governance principles, the Board has clear division of responsibilities. The Chairman is responsible for the management and leadership of the Board to ensure that our Group maintains strong and effective corporate governance practices and procedure. The Chief Executive Officer is responsible for the daily management and operation of our Group's business, who, with the assistance of the other Board members and other senior management members, closely monitors the operation and financial results of our Group, identifies the operational deficiencies and carries out all necessary and appropriate actions to correct such deficiencies. The Chief Executive Officer is also responsible for formulating our Group's future business plans and strategies which are subject to the Board's approval. There are the Strategic Development Committee, the Investment Management Committee, the Remuneration Committee, the Nomination Committee and the Audit Committee under the Board, the membership of which will be adjusted in time based on actual circumstances, so as to lay a foundation to give a full play of their functions regarding corporate governance. Each committee regularly evaluates and reviews the effectiveness of its work in accordance with its terms of reference.

During the reporting period, the Board of the Company has strictly observed the policies and practices stipulated by laws and regulatory requirements, and also formulated and amended its regulations with reference to those policies and practices, with an aim to perfect our corporate governance policies and practices. The Company continues to focus on the training and continuing professional development of directors and senior management, and actively carries out internal review and rectification work to improve the level of the Company's governance.

The Group reviews the Governance Code in a timely manner to strengthen the internal control and improve the prevention and management of risks. Compliance with the latest regulatory requirements is thus ensured. For the more detailed corporate governance policies and procedures of our Group and other information, please refer to the Corporate Governance Report set out in the Annual Report 2018 of our Company.

董事會堅守良好的企業管治原則并有明確分工，主席負責管理及領導董事會，確保本集團維持強而有效的企業管治實務及程序。總裁負責本集團業務之日常管理運作，於董事會其他成員及其他高級管理層之協助下，緊密監控本集團之營運及財務業績，找出經營中不足之處，并作出所有必需及適當行動改善該等不足，其亦負責訂立本集團未來業務計劃及策略，待董事會批准。董事會之下已設戰略發展委員會、投資管理委員會、薪酬委員會、提名委員會及審計審核委員會，并根據實際情況，及時調整委員會成員，為充分發揮委員會在公司治理方面職能方面奠定基礎。各委員會根據其所屬職權範圍，定期評估及審查其工作的有效性。

在報告期內，本公司董事會嚴格遵守法律及監管規定方面的政策及常規，并以此制定及修訂公司規章制度，不斷完善企業管治政策及常規，持續關注董事及高級管理人員的培訓及持續專業發展，并積極開展內部審查整改工作，以提高公司管治水平。

本集團會適時檢視管治守則，強化內部監控、完善風險防範與管理，確保符合最新的監管要求。有關本集團更詳盡的企業管治政策和程序及其他數據，請參閱本公司2018年年報內所載之企業管治報告。

## GUIDELINES AND INDEX OF THIS REPORT 本報告指引及索引

The Company has complied with “**comply or explain**” provisions set out in the *ESG Reporting Guide* in Appendix 27 to the *Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited*. The table below sets forth an overview of our compliance with the provisions.

本公司已遵守《香港聯合交易所有限公司證券上市規則》附錄二十七《環境、社會及管治報告指引》所載的「**不遵守就解釋**」條文，下表為彙報守規情況的概要。

Areas, Aspects, KPIs 範圍、層面及關鍵績效指標	“Comply or explain” Provisions 「不遵守就解釋」條文	Reference page 參考頁碼
<b>A Environmental</b> A環境		
<i>Aspect A1</i> 層面A1	<i>Emissions</i> 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	4-6
KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據	6
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KPI A1.6 關鍵績效指標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	10-12
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KPI A2.1 關鍵績效指標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
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