



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



We **Carry** quality apparel with
a **Wealth** of Human Resources

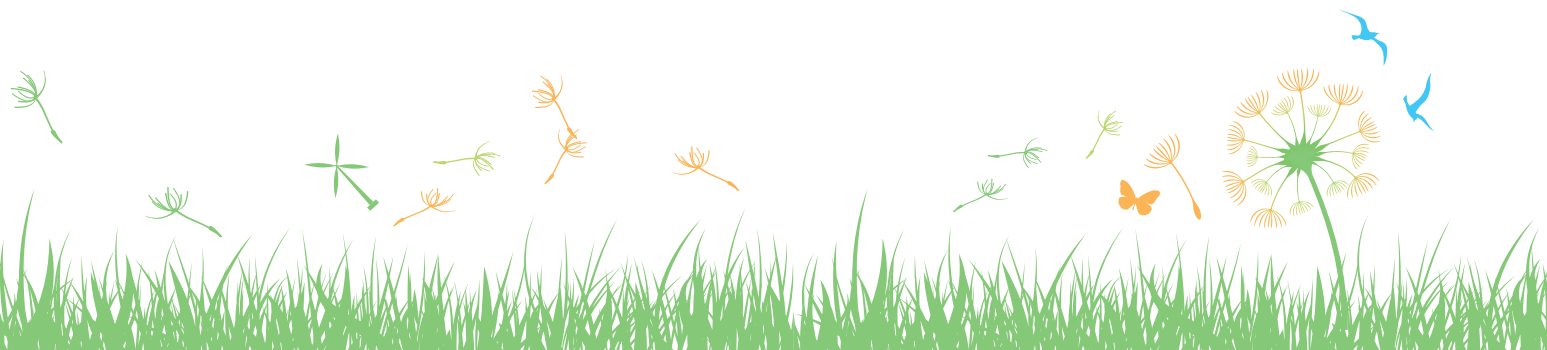


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ABOUT THIS REPORT

Carry Wealth Holdings Limited and its subsidiaries (the “Group”) have been pursuing excellence in environmental protection, social responsibility and corporate governance. The Board of Directors (the “Board”) believes that a sound environmental, social and governance structure is vital for the sustainable development of the Group. The Environmental, Social and Governance (“ESG”) Report highlights the Group’s performance on various aspects on environmental and social issues for the year ended 31 December 2018. Corporate governance is addressed separately in the Group’s 2018 annual report. This ESG Report has been prepared with reference to Appendix 27 ESG Reporting Guide published by The Stock Exchange of Hong Kong Limited (the “Stock Exchange”), and is based on the material aspects related to the Group and its stakeholders.

The Board has overall responsibility for the Group’s ESG strategy. The Board is responsible for ensuring that there are appropriate and effective risk management and internal control systems to mitigate ESG related risks to meet stakeholders’ needs and expectations. The Board commits to be a responsible corporation and maintain the highest standard on environmental and social practices.

關於本報告

恒富控股有限公司及其附屬公司（「本集團」）一直致力追求卓越之環境保護、社會責任及企業管治。董事會（「董事會」）相信一個健全之環境、社會及管治架構對本集團之可持續發展至關重要。本環境、社會及管治（「環境、社會及管治」）報告重點載述本集團截至二零一八年十二月三十一日止年度於環境及社會事宜各層面之表現。企業管治乃於本集團之二零一八年年報獨立載述。本環境、社會及管治報告乃參考香港聯合交易所有限公司（「聯交所」）刊發之附錄二十七環境、社會及管治報告指引，並基於與本集團及其持份者有關之重大方面而編製。

董事會對本集團之環境、社會及管治策略承擔整體責任。董事會負責確保設立合適及有效之風險管理及內部監控系統，從而降低環境、社會及管治相關風險，以達致持份者之需求及期望。董事會致力成為負責任之企業並於環境及社會常規方面維持最高水準。



The Group adopts the following ESG governance structure to monitor and report ESG issues on an ongoing basis:

本集團採納以下環境、社會及管治之管治架構藉以持續監察並報告環境、社會及管治事宜：



STAKEHOLDERS' ENGAGEMENT

Listening to the voices from stakeholders is an essential driving force for the sustainable development of the Group. With various communication channels and meetings, the Group understands stakeholders' needs and expectations. Below table summaries major stakeholders' needs and expectations:

Major stakeholders 主要持份者	Communication channels 溝通渠道	Needs and expectations 需求及期望
Shareholders 股東	<ul style="list-style-type: none"> Annual general meeting 股東週年大會 Interim/annual reports and announcements 中期報告／年度報告及公布 Direct communications 直接溝通 Corporate website 公司網站 	<ul style="list-style-type: none"> Stable investment return 穩定投資回報 Corporate transparency 公司透明度 Business sustainability 業務可持續發展 Corporate social responsibility 企業社會責任
Regulators 監管機構	<ul style="list-style-type: none"> Meetings 會議 Reports 報告 	<ul style="list-style-type: none"> Compliance with laws and regulations 遵守法律及法規
Customers 客戶	<ul style="list-style-type: none"> Direct communications with frontline staff 與前線員工之直接溝通 Factory visits and audits 工廠參觀與審核 Corporate website 公司網站 	<ul style="list-style-type: none"> Quality products and timely delivery 優質產品和及時交付 Product responsibility 產品責任 Factory and labor conditions 工廠及勞工狀況
Suppliers 供應商	<ul style="list-style-type: none"> Direct communications and meetings 直接溝通及會議 Site visits and reviews 現場參觀與審查 Vendor acceptance and management process 供應商接納及管理流程 	<ul style="list-style-type: none"> Fair and open purchasing process 公平公開之採購過程 Punctual performance of contractual payment 準時履行合約付款

持份者參與

聽取持份者之意見乃本集團可持續發展之重要推動力。本集團透過不同的溝通渠道及會議來瞭解持份者之需求及期望。以下表格概述主要持份者之需求及期望：

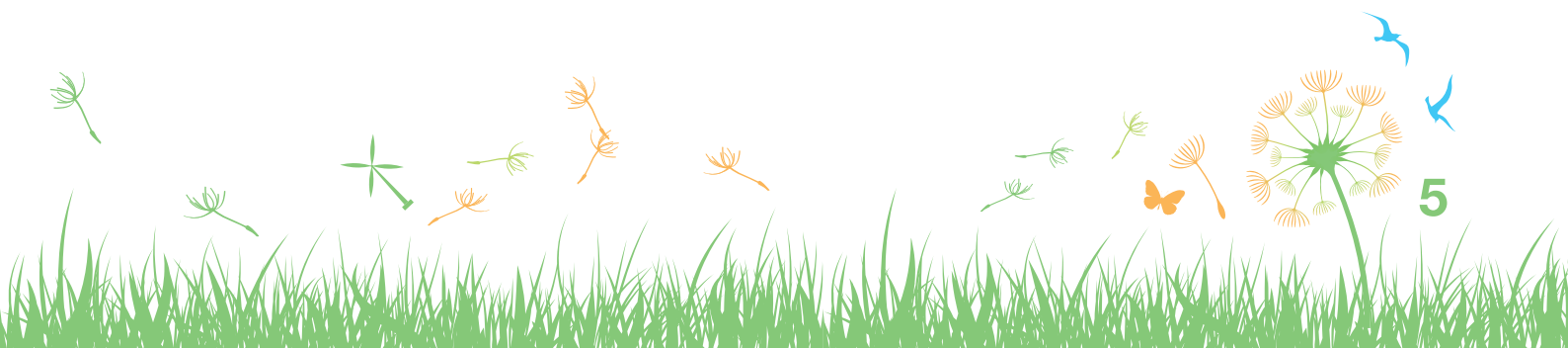
Major stakeholders 主要持份者	Communication channels 溝通渠道	Needs and expectations 需求及期望
Employees 僱員	<ul style="list-style-type: none"> • Trainings and development 培訓與發展 • Work-life balance activities 工作與生活之平衡活動 • Policy communication 政策溝通 • Communication with labor union 與工會溝通 • Internal and corporate websites 內部及公司網站 	<ul style="list-style-type: none"> • Health and safety 健康及安全 • Remuneration and welfare 薪酬與福利 • Career development 職業發展
Community 社區	<ul style="list-style-type: none"> • Involvement in social services and activities 參與社會服務及活動 • Corporate website 公司網站 	<ul style="list-style-type: none"> • Contribution to community development 對社區發展之貢獻 • Participation in community activities 參與社區活動

PRIORITY ASSESSMENT

The issues that major stakeholders concern most are identified in the matrix above. Weighted against the respective risks and opportunities, the Group places comparatively higher emphasis on ESG matters relating to environment, employee and product responsibility. Though higher priority is given to the aforementioned areas, other ESG aspects are also monitored and included in this report in line with the Stock Exchange's requirement.

優先次序評估

主要持份者最關注之事宜乃於以上矩陣內識別。經權衡各自之風險與機遇，本集團相對更為重視與環境、僱員及產品責任有關之環境、社會及管治事宜。儘管之前所述領域具有更高優先次序，惟其他環境、社會及管治方面亦受到監察並遵照聯交所之規定載入本報告內。



SCOPE OF THE REPORT

The Group is engaged in two business segments, namely, garment manufacturing and trading and securities investment. The Group's factory in Heshan city of Guangdong Province, Mainland China has accounted for most of the garment manufacturing and trading business with a total of 863 employees. While the Hong Kong office has 16 employees who are mainly responsible for the securities investment business and providing supporting services to the Group. Hong Kong office has complied with all the relevant laws and regulations including health and safety, workplace conditions, employment and the environment. Having considered stakeholders' major concerns and based on materiality, the Group has chosen the garment manufacturing and trading business as carried out by its Heshan factory for inclusion in this ESG report.

報告之範圍

本集團從事兩個業務分部，即成衣製造及貿易以及證券投資。本集團位於中國大陸廣東省鶴山市之工廠負責大部分成衣製造及貿易業務，合共有863名僱員。同時香港辦事處有16名僱員，其主要負責證券投資業務及為本集團提供支援服務。香港辦事處已遵守所有相關法律及法規，包括健康及安全、工作環境狀況、僱傭及環境。經考慮持份者之主要關注並基於重要性，本集團已選擇將其鶴山工廠從事成衣製造及貿易業務載入本環境、社會及管治報告內。



The Group's factory located at Heshan has been awarded with gold certification issued by Worldwide Responsible Accredited Production ("WRAP"). WRAP is the world's largest independent certification program focused on the garment product sector. The award demonstrates that our factory has maintained effective management systems and complied with WRAP's twelve principles encompass environmental practices, human resources management, health and safety, legal compliance and security standards.

本集團位於鶴山之工廠已獲Worldwide Responsible Accredited Production (「WRAP」)頒發金級認證。WRAP為專注於成衣產品領域之世界最大獨立認證計劃。該獎項證明我們的工廠已維持有效之管理系統及遵守WRAP之十二項原則，包括環境慣例、人力資源管理、健康及安全、遵守法律及安全標準。



ENVIRONMENTAL ASPECTS

The Group recognizes the importance of environmental stewardship to ensure a harmonious development of its business alongside the community in which it operates. The Group's Heshan factory needs to undergo stringent environmental audit and continuous monitoring by local government departments. An annual inspection report regarding our factory's air emissions, wastewater discharges and noise had been performed by an independent professional third parties and had reported to Heshan Environmental Protection Department. In the reporting year, the Heshan factory complied with all the relevant environmental laws and regulations.

(1) Emissions

(a) Air and greenhouse gas

The Group's policy on air emissions is in line with the emissions requirements in Guangdong Province (that is "廣東省地方標準之大氣污染物排放限值 DB44/27-2001" and "鍋爐大氣污染物排放標準 DB44765-2010"). Air emissions are mainly produced by diesel oil combustion consumed by a boiler to generate steam for the ironing process in garment production. These emissions comprise mainly of sulphur dioxide, nitrogen oxide, particulars and black fumes.

According to the quantification formula provided in "The Clean Air Charter – A Business Guidebook" published by the Hong Kong General Chamber of Commerce, there were 14g of sulphur dioxide and 181.5Kg of nitrogen oxide generated from the combustion of diesel oil consumed by a boiler in the year under review. The quantity of air emissions from the boiler complied with the emission standards in Guangdong Province.

環境層面

本集團認識到環境管理之重要性，以確保其業務與其營運所在社區之和諧發展。本集團之鶴山工廠須經地方政府部門進行嚴格環境審核及持續監察。有關我們的工廠之廢氣排放、廢水排放及噪音之年度檢查報告已由獨立專業第三方完成並已報告致鶴山環保局。於報告年度，鶴山工廠已遵守所有相關環境法律及法規。

(1) 排放物

(a) 廢氣及溫室氣體

本集團有關廢氣排放之政策符合廣東省排放規定（即「廣東省地方標準之大氣污染物排放限值DB44/27-2001」及「鍋爐大氣污染物排放標準DB44765-2010」）。廢氣排放主要由一個鍋爐為產生蒸汽用作成衣生產之熨燙過程所消耗之柴油燃燒而產生。該等排放物主要包括二氧化硫、氮氧化物、顆粒物及黑煙。

根據香港總商會刊發之「清新空氣約章－商界指南」之量化公式，於回顧年度內鍋爐所使用柴油燃燒產生14克二氧化硫及181.5千克氮氧化物。鍋爐產生之廢氣排放量符合廣東省之排放標準。

The Group greenhouse gas emissions data are calculated in accordance with Greenhouse Gas Protocol. During the reporting year, there were 2,272.8 tonnes of carbon dioxide equivalent (CO₂-eq) comprised carbon dioxide, methane and nitrous oxide produced by the Heshan factory. The annual emissions by the scope of greenhouse gas were as follows:

本集團溫室氣體排放數據乃根據溫室氣體盤查議定書計算得出。於報告年度內，鶴山工廠產生了2,272.8噸的二氧化碳當量(CO₂-eq)，其由二氧化碳、甲烷及一氧化氮所組成。按溫室氣體範圍劃分之年度排放量如下：

Scope of greenhouse gas emissions 溫室氣體排放範圍	Emission sources 排放來源	Emission quantity (tonne of CO ₂ – eq) 排放量 (二氧化碳當量噸數)	Intensity (Kg CO ₂ -eq per garment set produced) 密度 (每生產一套成衣之 千克二氧化碳當量)
Scope 1: 範圍1：			
Direct emission 直接排放	Consumption of gasoline, natural gas and diesel oil by motor vehicles and the boilers 汽車及鍋爐之汽油、天然氣及柴油消耗	617.9	0.08
Scope 2: 範圍2：			
Indirect emission 間接排放	Consumption of purchased electricity 所購電力消耗	1,654.9	0.21
	Total 合計	2,272.8	0.29



(b) Wastewater

In general, there are two types of wastewater. Domestic and industrial wastewater as generated by human activities and garment production respectively. As the Group outsources most of the garment washing for bulk orders to subcontractors, the Heshan factory only generates wastewater from garment sample washing and human activities.

The Group has built a wastewater treatment facility with a daily maximum treatment capacity of 250 cubic meters to reduce wastewater impact on the environment. Before any discharge to the public pipe, the wastewater is processed by the wastewater treatment system to ensure that it is in compliance with the emissions standards in Guangdong Province (that is “水污染物排放限值 DB44/26-2001”). During the reporting year, there was no reported case of non-compliance of discharge. The total wastewater emission for the reporting year was 40,499 tonnes, equivalent to 5.3Kg per garment set produced.

(c) Hazardous and non-hazardous waste

The Group does not produce any hazardous waste according to the List of National Hazardous Wastes (“國家危險廢物名單”) affixed to the People’s Republic of China (“PRC”) Law on the Prevention and Control of Solid Waste Pollution (“中華人民共和國固體廢物污染環境防治法”). Non-hazardous waste mainly from production floor comprises scrap fabrics and used carton boxes.

The Group employs experienced cutters to ensure maximum usage of fabrics with the assistance of computer software. The production leftovers are collected by recycling contractors. The non-hazardous waste produced by daily living is collected by government assigned garbage collector for central disposal according to the local environmental regulations.

(b) 廢水

一般而言，有兩類廢水。生活及工業廢水分別由人類活動及成衣生產所產生。由於本集團將大部分大宗訂單之成衣洗滌外判予分包商，故鶴山工廠產生的廢水僅來自成衣樣品洗滌及人類活動。

本集團已建設一套廢水處理設施，其最高日處理量為250立方米，藉以減少廢水對環境之影響。在向公共管道排放前，廢水會經過廢水處理系統處理以確保其符合廣東省之排放標準（即「水污染物排放限值DB44/26-2001」）。於報告年度內，概無未遵守排放之報告事項。報告年度之廢水總排放量為40,499噸，相當於每生產一套成衣產生5.3千克廢水。

(c) 有害及無害廢棄物

根據《中華人民共和國固體廢物污染環境防治法》隨附之《國家危險廢物名單》，本集團並無產生任何有害廢棄物。無害廢棄物為主要來自生產車間之包括廢棄剩布碎及已用過之紙箱。

本集團聘用經驗豐富之裁剪工以確保在電腦軟件協助下最大限度地使用布料。生產之剩餘物料由回收商收集。日常生活產生之無害廢棄物由政府指派之垃圾收集工收集，以按照當地環境法規集中處理。

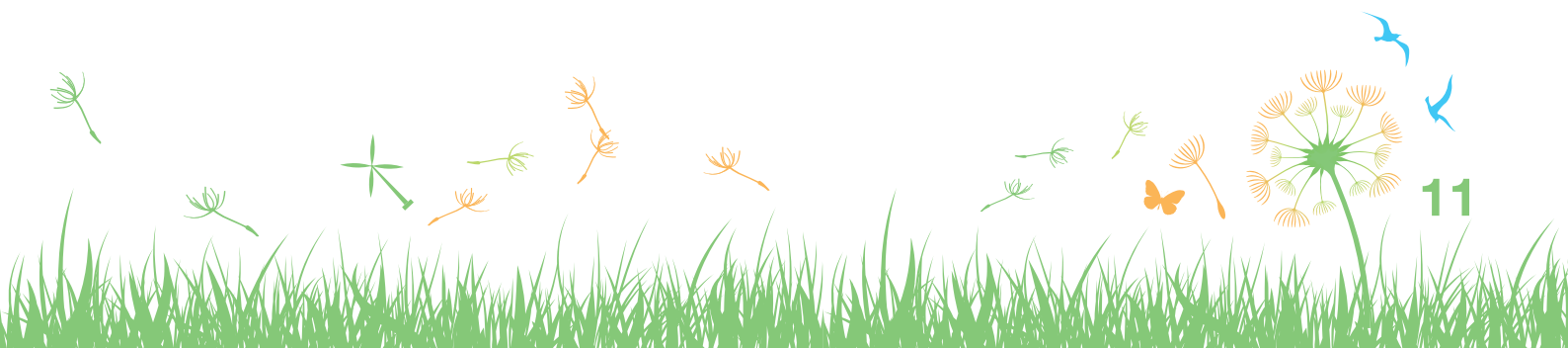
In the reporting year, the total non-hazardous waste emission was as follows:

於報告年度，無害廢棄物總排放量如下：

Non-hazardous waste 無害廢棄物	Emission quantity 排放量		Intensity 密度	
	Total 合計	Unit 單位	Emission per garment set produced 每生產一套 成衣之排放	Unit 單位
Production waste 源自生產之廢棄物	366.6	Tonne 噸	0.05	Kg/set 千克／套
Living waste 源自生活之廢棄物	74.4	Tonne 噸	9.64	g/set 克／套

The Group understands that it is vital to minimize emissions and wastage so as to protect the environment. In order to strike a balance between business development and impact on the environment, the management had continuously reviewed its production process and used environmental friendly material and clean fuel as far as possible. With the committed efforts to control the raw material usage, enhancement on the production process and the fine tuning of the production combination, the production wastage per garment set produced was further decreased to 0.05Kg in the reporting year (2017: 0.06Kg). In addition, various seminars and activities were conducted to raise staff's awareness on environmental protection.

本集團明悉減少排放及損耗對保護環境至關重要。為了在業務發展與環境影響之間取得平衡，管理層已不斷檢討其生產流程並盡可能使用環保材料及潔淨燃料。通過努力控制原料之使用、生產流程之改進及對生產組合進行微調，於報告年度每生產一套成衣之源自生產之廢棄物進一步下降至0.05千克（二零一七年：0.06千克）。此外，本集團開展各種研討會及活動以提高員工之環保意識。



(2) Use of resources

The world is facing with limited resources. To have a sustainable business, the Group understands the importance of energy conservation. Water and electricity are the mostly used resources for the garment production. The Group has been working with customers in sourcing raw materials and enhancing production workflows so as to minimize both water and electricity consumption as far as possible. Currently, the Group has outsourced most of the bulk garment washing to external service providers. This arrangement does not only enable the Group to concentrate and strengthen its core production process, but also provide the Group with a flexibility in only selecting subcontractors with sound water conservation measures and environmental protection. Meanwhile, continuous efforts including regular review of production processes and operation flows, education seminars and activities have been organized to ensure efficient and responsible use of resources. The Group emphasizes the importance to fully utilize and recycle all available materials and resources whenever possible at all operation and production stages. In the reporting year, major resources consumed were summarized as follows:

(2) 資源使用

全球面臨有限之資源。為維持可持續發展業務，本集團明悉節能之重要性。水及電乃成衣生產使用最多之資源。本集團一直與客戶在採購原材料及提升生產流程方面進行合作，從而盡量減少用水和用電。現時，本集團已將大部分大宗成衣洗滌外判予外部服務供應商。此安排不僅讓本集團可專注及加強其核心生產流程，亦為本集團在只挑選具備完善節水措施及環保之分包商方面提供靈活性。與此同時，本集團持續努力（包括定期審查生產過程及營運流程、舉辦組織教育研討會及活動）以確保有效及負責任地使用資源。本集團強調於所有營運及生產階段盡可能充分利用及回收所有現存材料及資源之重要性。於報告年度，主要資源耗用數據概述如下：

Resources 資源	Consumption quantity 消耗量		Intensity 密度	
	Total 合計	Unit 單位	Usage per garment set produced 每生產一套 成衣之消耗	Unit 單位
Electricity 電	2.5	MWh 百萬瓦時	0.32	Kwh/set 千瓦時／套
Water 水	40,499	Tonne 噸	5.25	Kg/set 千克／套
Carton boxes 紙箱	121.8	Tonne 噸	0.02	Kg/set 千克／套
Plastic bags 塑膠袋	603.5	Kg 千克	0.08	g/set 克／套

Information about the Group's efficiency in energy consumption and conservation measures is set out in the section "The environment and natural resources" below.

(3) The environment and natural resources

The management recognizes the significance of energy conservation. Measures implemented in the past to reduce energy consumption and environmental impact included replacement of fluorescent light tubes with LED lights, setting the central air-conditioner temperature at 25 degree celsius, installing fans to supplement the air conditioner to circulate cool air for production floor, using the waste heat from boilers to generate hot water, using environmental friendly natural gas boiler, tree plantation campaign as well as using electric bus as shuttle for employees.

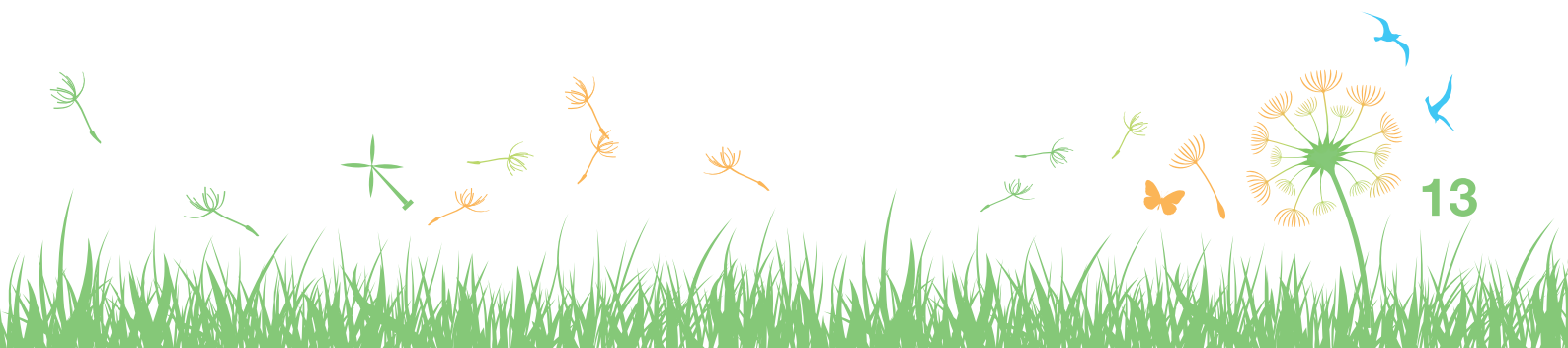
All of the above measures not only enriched employees' awareness of environmental protection but also made contributions to reduce greenhouse gases and air pollution.

有關本集團之能源使用效率及節能措施之資料載於下文「環境及天然資源」一節。

(3) 環境及天然資源

管理層認識到節能之重要意義。過去為減少能源消耗及對環境影響所實施之措施包括採用LED燈取替光管、將中央冷氣機溫度設定於攝氏25度、安裝風扇以輔助冷氣機之冷氣循環至生產樓層、使用來自鍋爐之餘熱產生熱水、使用環保天然氣鍋爐、植樹活動以及使用電動巴士作為員工之往返交通。

以上所有措施不僅豐富了員工的環保意識，而且為減少溫室氣體和空氣污染做出了貢獻。



SOCIAL ASPECTS

Employment and labour practices

(1) Employment

The Group provides a harmonious and professional working environment to employees whose commitment and expertise are critical to the long-term success of its business. It also provides equal employment and promotion opportunities to everyone regardless of their gender, race, age, religion and sexual orientation. Any form of discrimination is prohibited. To attain the most updated gender related issues which are essential for the design and evaluation of policy, the Group has also joined the Gender Focal Point network established by the Hong Kong Special Administration Region Government for listed companies in Hong Kong.

The Group strives to create a positive work-life balance that provides reasonable working hours and rest periods for its employees. The Group remunerates employees according to the prevailing market practices, individual experience and performance. To attract and retain high caliber employees, it also offers discretionary bonuses and share options to employees based on performance of the individual as well as the Group.

社會層面

僱傭及勞工常規

(1) 僱傭

本集團為僱員提供和諧及專業之工作環境，其業務之長遠成功全賴僱員之竭誠投入工作及其專業技能。本集團亦向每名僱員提供平等僱傭及晉陞機會，而不論其性別、種族、年齡、宗教及性取向。嚴禁任何形式之歧視。為獲得就設定及評估政策至關重要之最新性別相關議題，本集團亦已加入由香港特別行政區政府為香港上市公司創建之性別課題聯絡人網絡。

本集團致力於營造正面之工作與生活平衡，為其僱員提供合理之工時及休息時間。本集團僱員薪酬福利乃根據現行市場慣例及其個人經驗與表現而釐定。為吸引及挽留高質素僱員，本集團亦按個別僱員之表現及本集團之業績授予酌情花紅及購股權。



All employees employed by the Heshan factory are recruited under employment agreements with terms in compliance with the relevant laws and regulations including the PRC Labor Law (“中華人民共和國勞動法”), the PRC Labor Contract Law (“中華人民共和國勞動合同法”) and the Implementations Regulations of the PRC Labor Contract Law (“中華人民共和國勞動合同法實施條例”). During the reporting year, there was no reported case of non-compliance with the relevant laws and regulations. The work force as at 31 December 2018 and turnover rates during the reporting year were as follows:

所有受僱於鶴山工廠之僱員遵照包括《中華人民共和國勞動法》、《中華人民共和國勞動合同法》及《中華人民共和國勞動合同法實施條例》等相關法律及法規之條款訂立之僱傭協議而招聘。於報告年度內，概無違反相關法律及法規之報告情況。於二零一八年十二月三十一日之員工及於報告年度之僱員流失率如下：

		Mainland China 中國大陸	Hong Kong and overseas 香港及海外	Total 總計
Male 男性	Staff 員工	81	3	84
	Workers 工人	106	–	106
	Turnover rate 流失率	9.4%	–	9.4%
Female 女性	Staff 員工	130	1	131
	Workers 工人	542	–	542
	Turnover rate 流失率	4.3%	–	4.3%





(2) Health and safety

Our factory places heavy emphasis on occupational health and safety. The respective policies are stipulated in the staff handbook covering occupational health, emergency and incident treatment support and instruction. The policies have fully complied with the relevant laws and regulations in Mainland China.

(2) 健康及安全

我們的工廠高度重視職業健康及安全。員工手冊內已訂有相應政策，涵蓋職業健康、應急及事故處理支援及指引。此政策已全面遵守中國大陸相關法律及法規。

Besides maintaining a safe, clean, healthy and productive workplace, the factory also provides clean and comfortable staff and workers quarters installed with air-conditioners and hot water supplies. During the reporting year, an emergency and fire drill was conducted and regular trainings including first-aid, workplace safety and prevention of occupational diseases were held to raise employees' awareness of health and safety.

In the reporting year, there was no work related fatality and as a result of four injury cases, the factory recorded 9.5 lost working days. A detailed review and evaluation had been performed for the four injury cases to identify precautionary measures so as to avoid a reoccurrence.

(3) Development and training

The Group believes that employees' commitments and loyalty are essential elements for the growth and sustainability of its business. Therefore, helping employees to improve their professional skills and retaining high caliber employees are the Group's policy. Our factory organizes training activities tailored to the specific needs of employees at different levels. Senior management and external professionals are invited to conduct seminars. In the reporting year, the factory held a number of trainings including operational skills, health and safety, WRAP teamwork building and other soft management skills. Following trainings are compulsory for all staff:

- Orientation for new employees
- First aid
- Occupational diseases prevention
- Fire safety
- WRAP

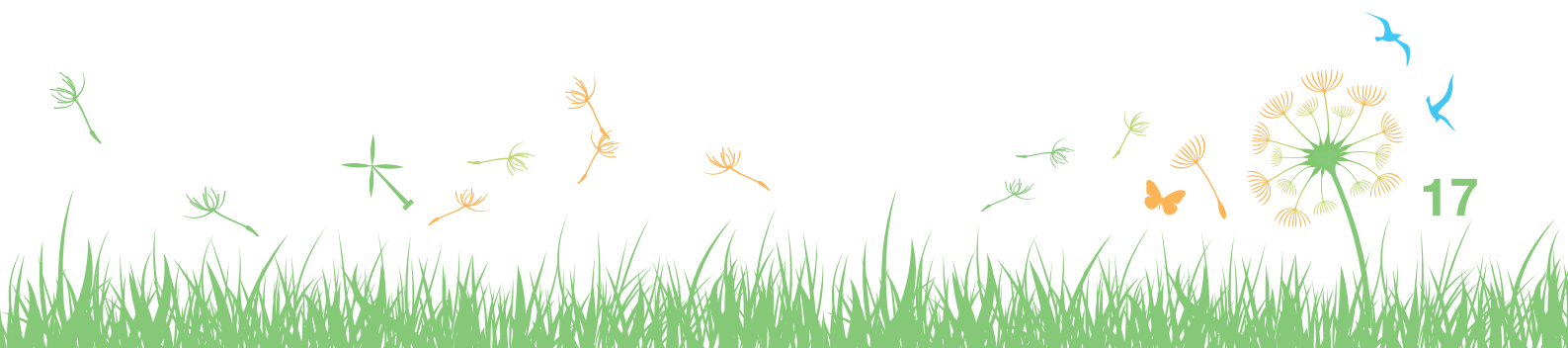
除保持安全、潔淨、健康及富生產力之工作場所外，工廠亦為員工及工人提供裝有空調及熱水供應既清潔而舒適之宿舍。於報告年度內，應急消防演習及定期培訓包括急救、工作場所安全及預防職業病經已舉行，藉以提高僱員之健康及安全意識。

於報告年度內，概無工作相關死亡。因四宗受傷事故，工廠錄得9.5個工作日損失。工廠為此四宗受傷事故進行詳細檢討及評估以識別預防措施，防範事故再次發生。

(3) 發展及培訓

本集團相信，僱員之竭誠投入及忠誠為其業務增長及可持續發展之必要元素。因此，本集團之政策為幫助僱員提高其專業技能及挽留高素質之僱員。我們的工廠根據各級僱員具體需求組織培訓活動。邀請高級管理層及外部專業人士主持研討會。於報告年度內，工廠舉行多項培訓，包括操作技能、健康及安全，WRAP團隊建設及其他軟管理技能。所有員工必須接受下列培訓：

- 新員工之入職培訓
- 急救
- 職業病預防
- 消防安全
- WRAP



(4) Labour standards

As a WRAP certified corporation, our factory has complied with the relevant laws and regulations on labour standards. The following principles are strictly enforced:

- Prohibition of child labor – no hiring of any employees under the minimum age established by the relevant employment law or any employee whose employment would interfere with compulsory schooling.
- Prohibition of forced labor – no involuntary, force or trafficked labor.
- Hours of work – working hours are set to comply with the relevant laws and regulations.
- Compensation and benefits – employees are compensated according to the requirements as stipulated in the relevant laws and regulations.
- Prohibition of harassment or abuse – these are actively discouraged in any form, to or among employees.
- Prohibition of discrimination – employees are recruited, paid, promoted and terminated on the basis of their abilities and performance. They are not discriminated by their gender, race, age, religion or sexual orientation.

All potential applicants are required to complete the factory employment application form where their personal information is provided. Our Human Resources Department will reference check to ensure the candidates are eligible to work according to the relevant labour standards.

(4) 勞工準則

作為一間WRAP認證公司，我們的工廠已遵守勞工準則之相關法律及法規。我們嚴格推行以下原則：

- 禁止童工－不得聘用相關僱傭法律規定之最低年齡以下之任何僱員，或其受僱將干擾其義務教育。
- 禁止強迫勞工－沒有非自願、強制或販賣勞工。
- 工時－依照相關法律及法規釐定工時。
- 薪酬及福利－僱員薪酬福利乃根據相關法律及法規訂明之規定而釐定。
- 禁止騷擾或凌辱－禁止對僱員或在僱員之間有任何形式之騷擾或凌辱行為。
- 禁止歧視－僱員乃根據其能力及表現而獲招聘、支付薪酬、晉陞及終止僱傭。彼等不會因其性別、種族、年齡、宗教或性取向而遭受歧視。

所有擬獲聘的應徵者均須填寫工廠之求職申請表，提供其個人資料。我們的人力資源部會進行背景調查以確保應徵者根據相關勞工準則符合資格工作。

Operating practices

(5) Supply chain management

Effective supplier management is essential to ensure product quality and safety and to mitigate social or environmental risks. The Group has adopted a collaborative and mutual benefit approach in supply chain management.

The Group evaluates the suitability of suppliers based on their pricing, product and service quality, timely delivery as well as their abilities to assure ESG compliance. In general, our major customers request us to source raw materials from designated list of suppliers for their order production. Customers and our procurement staff work together to conduct site visits to evaluate that the suppliers have complied with the social, corporate and responsibilities requirements as stipulated by the customers. As at 31 December 2018, our factory had the following suppliers:

營運慣例

(5) 供應鏈管理

有效之供應商管理對確保產品質量及安全以及減低社會或環境風險至關重要。本集團在供應鏈管理方面採納合作及互惠互利方式。

本集團根據供應商之定價、產品及服務質量、及時交付以及其是否有能力確保環境、社會及管治合規性來評估供應商之合適。一般而言，我們的主要客戶要求我們自指定之供應商清單中採購原材料作為其訂單生產。客戶及我們的採購員工共同進行現場考察以評估供應商是否遵守客戶訂明之社會、企業及責任規定。於二零一八年十二月三十一日，我們的工廠擁有下列供應商：

	Geographical location 地理位置			
Supplies type 供應類型	Mainland China 中國大陸	Hong Kong 香港	Overseas 海外	Total 總計
Fabrics 布料	26	21	8	55
Accessories 配飾	50	31	4	85
Subcontractors 分包商	24	–	1	25

(6) Product responsibility

(a) Quality checking

The Group is strongly committed to product quality and safety. This commitment is fundamental to the success of a factory and is closely observed by employees across the board. Besides complying the product requirements according to the codes of conduct from our brand customers, our factory has also complied with the relevant laws and regulations in Mainland China.

To ensure stringent quality control, our production team carries out various testing and inspections at each principal stage of the production process and also before warehousing the materials. Our quality control team checks both semi-finished and finished products by sampling. Various quality tests, needle detection and final inspection are carried out before the delivery of the finished garment products. The stringent quality control ensures our garment products have complied with customers' specifications and the relevant laws and regulations. Upon customers' requests, the Group engages independent professional bodies to conduct quality checking so as to provide quality product assurance reports.

(6) 產品責任

(a) 質量檢測

本集團十分注重產品質量及安全。此承諾乃工廠取得成功之基礎並由全體僱員嚴格遵守。除了符合我們品牌客戶的行為守則之產品規定外，我們的工廠亦已遵守中國大陸相關法律及法規。

為確保嚴謹之質量控制，我們的生產團隊於各主要階段之生產流程及於材料進倉前進行各種測試及檢驗。我們的質量控制團隊以抽樣方式檢查在製品及製成品。我們於交付成衣製成品前進行各種質量測試、針檢及最終檢驗。嚴謹之質量控制確保我們的成衣產品符合客戶規格以及相關法律及法規。根據客戶要求，本集團也委聘獨立專業機構進行質量檢測以提供產品質量保證報告。



(b) Product service

As an original equipment manufacturer, our factory's garment products are produced according to the brand customers' specifications. Shipments are allowed only after passing both the Group's quality assurance procedures and customers' quality checking.

The Group's garment products need to comply with the importing countries law and regulations including health and safety, packaging, labelling and advertising matters. Since the Group does not sell garment products directly to the end users, it does not hold any intellectual property rights nor advertise the garment products. By reference to the supplier code on the product label, our brand customers can identify the factory responsible for any product related issues. If our factory receives a product complaint from our brand customer, the relevant departments in charge will work together to conduct an investigation to ascertain the cause of the product defect. The Group will maintain an active communication with brand customers to seek for remedial actions and ways for further improvement. Meanwhile, the Group has purchased product liability insurance so as to protect it against any product responsibility claims.

(b) 產品服務

作為一家原設備製造商，我們工廠之成衣產品乃根據品牌客戶之規格進行生產。僅於通過本集團之質量保證程序及客戶質量檢測後方會進行付運。

本集團之成衣產品須遵守進口國家法律及法規，包括健康及安全、包裝、標籤及廣告事宜等。由於本集團並不向最終用戶直接出售成衣產品，故其並無擁有任何知識產權，亦無宣傳成衣產品。通過參考有關產品標籤上的供應商代碼，我們的品牌客戶可識別負責任何產品相關事宜之工廠。倘若我們的工廠收到自品牌客戶之產品投訴，則相關負責部門將共同進行調查以確定造成產品瑕疵之原因。本集團將與品牌客戶保持積極溝通以尋求補救措施及進一步改善方案。同時，本集團已購買產品責任保險以保障其免受任何產品責任索償。



(c) *Protecting customer privacy*

The Group is committed to protecting the privacy of our customers' data. The Group has established an internal confidential system and requires the relevant employees to sign non-disclosure agreements. Access rights to data are set according to each individual's authority so as to avoid any data leakage. Customers' data are managed in accordance with applicable laws and regulations.

During the reporting year, there were neither recalls for products sold or shipped for safety and health reasons nor product liability claims against the factory. The Group complied with all the relevant rules and regulations relating to health and safety, advertising, labelling and privacy matters in connection with the products provided.

(c) 保護客戶私隱

本集團致力於保護我們客戶資料之隱私。本集團已制定內部保密制度並要求有關僱員簽署保密協議。資料之查閱權乃根據每個人之權限設定以避免任何資料洩露。客戶資料乃根據適用法律及法規管理。

於報告年度內，售出或已付運產品概無因安全及健康原因而回收，工廠亦無面臨產品責任索償。本集團遵守有關所提供產品之健康及安全、廣告、標籤及私隱事宜之所有相關規則及法規。



(7) Anti-corruption

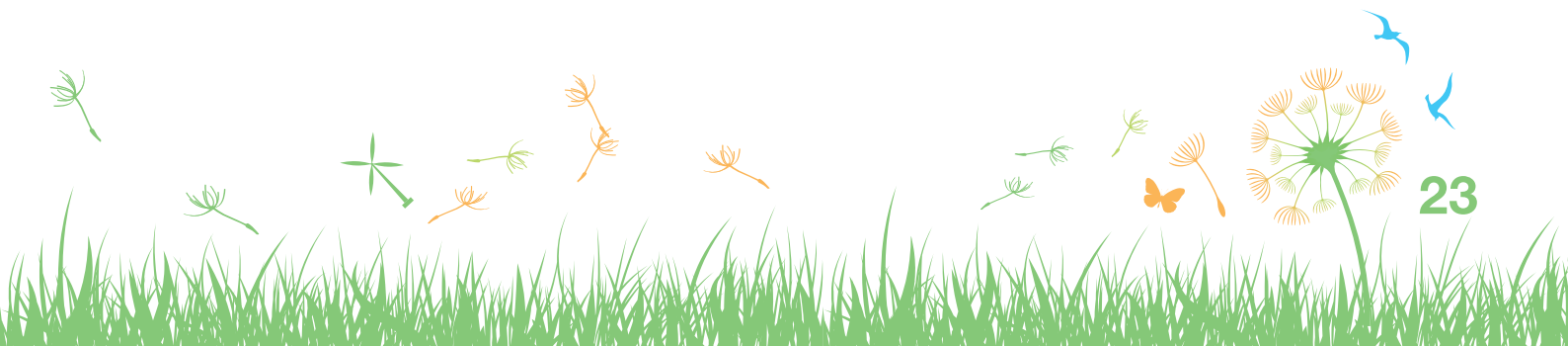
The Group advocates the principles of honesty, integrity and equity treatment and adopts a zero tolerance approach to corruption. The Group has formulated a series of policy, detailed operating procedures and code of conduct to ensure every staff do not provide, undertake, request or receive any improper and illegal benefits. In particular, under the whistle-blowing policy, employee is encouraged to raise to the Group's company secretary for any improprieties. The company secretary will disclose the information to the executive directors. Where for some specific reasons or the concerns involve the company secretary or the executive directors, employee can report directly to the chairman of the audit committee who is an independent non-executive director. According to the nature and particular circumstances of the improprieties, an independent investigation committee will be set up to verify, collect and provide report to the executive directors or the audit committee where applicable. The executive directors or audit committee will ensure that the investigation is fair and independent and recommend for any further appropriate follow up actions which include advising the Board for final decision. The Group believes these measures are effective in preventing criminal acts such as bribery, extortion, fraud and money laundering etc.

During the reporting year, the company secretary and chairman of the audit committee did not receive any incident of improprieties from the employee. Furthermore, the Group had no litigation in relation to corruption, bribery, extortion, fraud and money laundering and complied with all the relevant rules and regulations.

(7) 反貪污

本集團倡導誠實、正直及公正待遇之原則並對貪污採取零容忍方針。本集團已制定一系列政策、詳細之營運程序及行為守則以確保每名員工不會提供、承諾、要求或接受任何不當及非法利益。尤其在舉報政策下，我們鼓勵僱員就任何不當行為向本集團之公司秘書檢舉。公司秘書將向執行董事披露有關資料。倘因某些特定原因或有關事宜涉及公司秘書或執行董事，僱員可直接向作為獨立非執行董事之審核委員會主席報告。根據不當行為性質及特定情況，我們將成立獨立調查委員會以核實、收集並提供報告予執行董事或審核委員會（倘適用）。執行董事或審核委員會將確保公平和獨立之調查，並建議進行任何進一步適當跟進行動，包括向董事會提供建議以作最終決定。本集團相信該等措施可有效防止賄賂、勒索、欺詐及洗黑錢等犯罪行為。

於報告年度內，公司秘書及審核委員會主席並無自僱員收悉任何不當事件。此外，本集團並無面臨有關貪污、賄賂、勒索、欺詐及洗黑錢之訴訟，且已遵守所有相關規則及法規。



Community

(8) Community investment

Being a social responsible corporation, the Group is committed to improving the social and economic welfare of the communities in which it operates. Our factory has focused on needy areas within the Heshan community. Our factory provides equal job opportunities for the disabled and assists them to integrate into the society as well as enables them to earn a living. As at 31 December 2018, our factory employed ten disabled staff. In addition, our employees also participated in various charitable and social activities such as garment donation to Heshan Local Government Social Affair Office and the Blood Donation organized by China Red Cross.

社區

(8) 社區投資

作為一家肩負社會責任之公司，本集團致力於改善其營運所在社區之社會及經濟福利。我們的工廠專注於鶴山社區內之需要地區。我們的工廠為殘疾人士提供平等之工作機會並協助其融入社會以及令其可自食其力。於二零一八年十二月三十一日，我們的工廠僱用十名殘疾員工。此外，我們的僱員亦參加各類慈善及社會活動，如向鶴山地方政府社會事務處捐贈衣物及中國紅十字會組織之捐血等。



締造恒優品質
源於豐富人材

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