



2018

ENVIRONMENTAL, SOCIAL
AND GOVERNANCE REPORT

環境、社會及管治報告



**CHINA ENVIRONMENTAL TECHNOLOGY AND
BIOENERGY HOLDINGS LIMITED**
中科生物控股有限公司

(Incorporated in the Cayman Islands with limited liability) (於開曼群島註冊成立的有限公司)

Stock Code 股份代號: 1237

INTRODUCTION, ENVIRONMENTAL, SOCIAL AND GOVERNANCE POLICIES

This Environmental, Social and Governance Report (the “ESG Report”) summarizes China Environmental Technology and Bioenergy Holdings Limited (the “Company”), together with its subsidiaries (the “Group” or “we”) environmental, social and governance (“ESG”) initiatives, plans and performances, and demonstrates its commitment to sustainable development.

The Group adheres to the ESG management principles of sustainable development, and is committed to effectively and responsibly handling the ESG affairs of the Group. We take this as the core part of our business strategy because we believe this is the key to our continued success in the future.

ESG Governance Structure

The Group has established an ESG working taskforce (the “Taskforce”). The Taskforce comprises of core members from different departments of the Group and is responsible for collecting relevant information on our ESG aspects for the preparation of this ESG Report. The Taskforce would periodically report to the Board of Directors (the “Board”), assisting in identifying and assessing the Group’s ESG risks and the effectiveness of the internal control mechanism. The Taskforce also examines and assesses the Group’s performance in different aspects such as environment, health and safety, labour standards, and product responsibility in the ESG perspectives. The Board has set the general direction of the Group’s ESG strategy and ensures the effectiveness of ESG risk management and internal control mechanism.

REPORTING SCOPE

The ESG Report mainly covers the Group’s three major business operations in Mainland China, including manufacturing and sales of wooden products, retail business, and manufacture and sales of renewable energy products. Unless specified otherwise, we obtained ESG key performance indicator (“KPI”) information through the Group’s operational control mechanisms. We will continue to expand the scope of disclosure in the future after the Group’s data collection system becomes more mature and its work on sustainable development is strengthened.

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」）總結中科生物控股有限公司（「本公司」），連同其附屬公司（「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。

本集團秉承可持續發展的環境、社會及管治的管理方針，承諾有效及負責任地處理本集團的環境、社會及管治事務。我們會以此為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。

環境、社會及管治治理結構

本集團已成立了環境、社會及管治工作小組（簡稱「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以編制本報告。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、社會及管治風險及內部控制機制的有效性。工作小組亦會檢查和評估本集團在環境、社會及管治範疇內環境、健康與安全、勞工標準、產品責任等不同方面的表現。董事會則會設定本集團環境、社會及管治策略上的大方向，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。

報告範圍

本報告涵蓋本集團在中國內地的三大主營業務，包括生產及銷售木製品、零售業務和生產及銷售再生能源產品。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（「關鍵績效指標資料」）。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。

REPORTING FRAMEWORK

This ESG Report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) under Appendix 27 of the Main Board Listing Rules of the Stock Exchange of Hong Kong Limited.

Information relating to the corporate governance practices of the Group has been set out in the Corporate Governance Report on page 21 to 38 of the 2018 Annual Report.

REPORTING PERIOD

The ESG Report describes the ESG activities, challenges and measures being taken during the financial year ended 31 December 2018 (the “Reporting Period”).

STAKEHOLDERS ENGAGEMENT

Stakeholder engagement plays a core role in the sustainability of the Group. We recognize the mechanism for ongoing communications established with stakeholders to understand and response to stakeholders’ concerns. The Group has established different communication channels with key stakeholders to report regularly to stakeholders on the Group’s strategic planning and performance on sustainable development, and to consult the opinions and concerns of all parties, so that the Group’s business practices can meet the expectations of stakeholders. The Group will consider the expectations of different stakeholders and, through mutual cooperation, enable the Group to continuously improve its performance and create greater value for the community.

The Group’s stakeholders include the Board, employees, government and regulatory authorities, customers, suppliers, communities, shareholders, institutions and individual investors, media and non-governmental organizations. We will communicate with stakeholders on different topics through different communication channels. The Group’s communication channels with the key stakeholders, as well as their expectations and demand are as follows:

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二十七環境、社會及管治報告指引（「環境、社會及管治報告指引」）所編製編寫。

有關本集團的企業管治常規刊載於本集團2018年報第21至38頁的「企業管治報告」內。

報告期間

本報告詳述本集團於截至二零一八年十二月三十一日止年度（「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

持份者參與是本集團可持續發展工作的核心部分。我們注重與持份者建立常態化溝通機制，為瞭解及回應持份者關注事項。本集團與主要持份者設立了不同溝通渠道，定時向持份者匯報本集團可持續發展戰略規劃與績效表現，諮詢各方的意見與訴求，以使本集團的業務常規達到持份者的期望。本集團會考慮不同持份者的期望，透過彼此合作使本集團不斷改善其表現，為社會締造更大價值。

本集團的主要持份者包括董事會、員工、政府及監管機構、客戶、供應商、社區、股東、機構及個人投資者、傳媒及非政府組織。我們會就議題內容透過不同渠道與持份者進行溝通。本集團與持份者的溝通渠道及持份者對本集團的期望與要求如下：

Stakeholder 持份者	Communication Channel 溝通渠道	Expectation and Demand 期望與要求
The Board 董事會	Regular board meetings 定期進行董事會會議 Daily communications and reports 日常溝通及匯報	Compliant operations 合規經營 Financial results 財務業績 Corporate sustainability 企業可持續發展
Employees 員工	Training activities 培訓活動 Team building activities 團建活動 Regular performance assessment 定期績效考核 Staff meetings 員工大會 Daily communications and reporting 日常溝通及匯報	Career development 職業發展 Health and safety 健康與安全 Remuneration and benefits 薪酬與福利 Equal opportunities 平等機會
Government and regulatory authorities 政府及監管機構	Daily communications and reporting 日常溝通與匯報 Compliant management 合規管理 Fulfillment of taxation obligations 主動納稅 Disclosure of information 信息披露 Written communications, wherever appropriate 於需要時以書面形式溝通	Implementation of policies 政策執行 Compliance with rules and laws 遵紀守法 Tax payment as required by law 依法納稅 Business ethics 商業道德 Community engagement 社區參與
Customers 客戶	Customer activities 客戶活動 Satisfaction questionnaire 滿意度調查 Telephone and face-to-face meetings 電話及當面會議	Customer information and privacy protection 客戶信息及私隱保護 Business integrity and ethics 商業誠信和道德
Suppliers 供應商	Meetings 會議 On-site inspection 實地考察 Regular assessment 定期評估 Exchanges and mutual visits 交流互訪	Fair competition 公平競爭 Business ethics and reputation 商業道德與信譽 Product quality 產品質量 Cooperation with mutual benefits 合作共贏
Community 社區	Promoting employment 促進就業 Community activities 社區活動 Investments and donations 投資與捐助	Compliant operations 合規經營 Promoting community development 促進社區發展 Environmental protection 環境保護

Stakeholder 持份者	Communication Channel 溝通渠道	Expectation and Demand 期望與要求
Shareholders, institutions and individual investors 股東、機構及個人投資者	Annual general meeting and notices 股東周年大會及通知 Regular corporate publications (including financial statements) 定期的公司刊物（包括財務報表） Circulars and announcements, wherever necessary 於需要時發出通函及公告 Corporate website 公司網站	Compliant operations 合規經營 Financial results 財務業績 Corporate sustainability 企業可持續發展
Media 傳媒	Corporate website 公司網站 Circulars and announcements 通函及公告	Compliant operations 合規經營 Promoting community development 促進社區發展 Environmental protection 環境保護 Business ethics 商業道德 Health and safety 健康與安全
Non-governmental organization 非政府組織	Corporate website 公司網站 Circulars and announcements 通函及公告	Promoting community development 促進社區發展 Environmental protection 環境保護 Health and safety 健康與安全

MATERIALITY ASSESSMENT

The management and employees of the Group's major function had participated in preparing the ESG Report, assisted the Group in reviewing its operation and identifying the key ESG issues, and assessing the importance of these issues to our businesses and stakeholders.

Through various engagement channels, we have invited internal and external stakeholders in rating the level of materiality of the 22 issues, so to determine the materiality order of the 22 issues. By analyzing the materiality scores, and considering the Group's business development priorities and industry disclosures, the key disclosure issues of this ESG Report are summarized and the materiality matrix is formed.

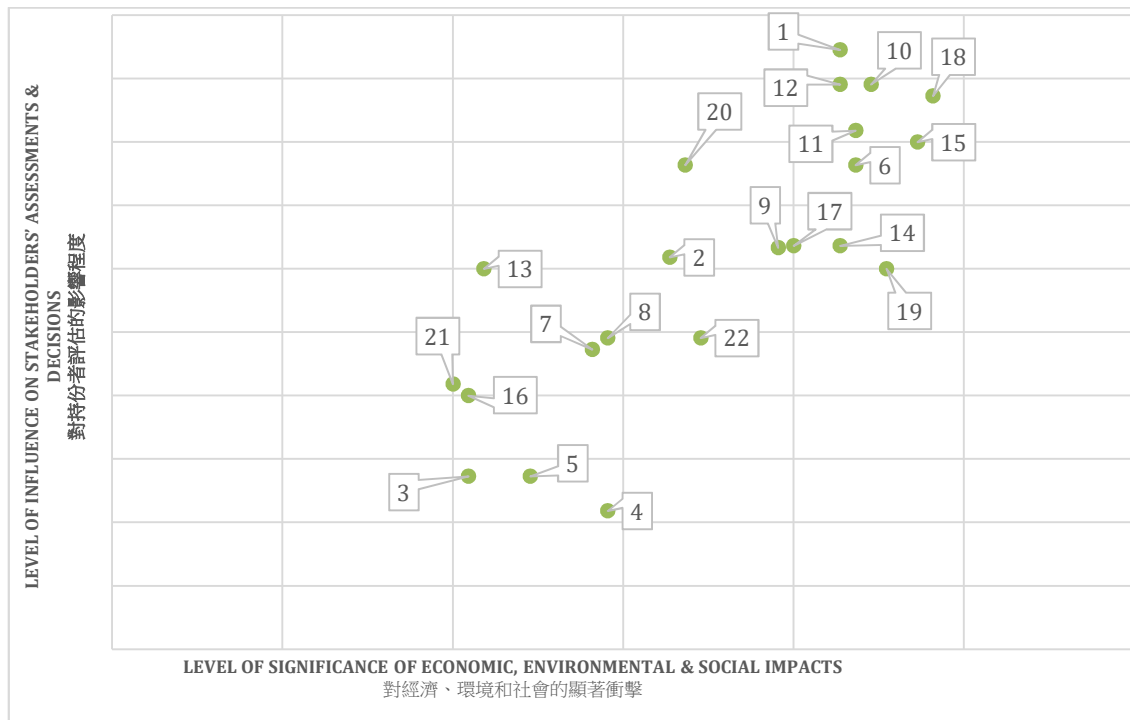
The materiality matrix is as follow:

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製本報告，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，並評估相關事宜對我們的業務以及各持份者的重要性。

我們通過不同形式的參與渠道，邀請內外部權益人就 22 項議題對其的重要程度進行打分，進而確定 22 項議題的重要性評分排序。通過分析重要性評分，綜合考慮本集團業務發展重點及行業披露情況，總結得出本報告的重點披露議題，形成重要性議題矩陣。

重要性議題矩陣如下：



Item 項數	Description 描述	Item 項數	Description 描述
1	Exhaust Gas Emissions 廢氣排放	12	Staff Development and Training 員工發展及培訓
2	Greenhouse Gas ("GHG") Emissions 溫室氣體（「溫室氣體」）排放	13	Prevention of Child and Forced Labour 防止童工及強制勞工
3	Waste Management 廢棄物處理	14	Supplier Quality Management 供應商質量管理
4	Sewage Management 污水處理	15	Health and Safety related to Products 產品的健康及安全
5	Waste Recycling and Reuse 廢物回收及利用	16	Advertising and Labeling of Products 產品的廣告及標籤
6	Electricity Consumption 電資源使用	17	Customer Information and Privacy 客戶的資料及私隱
7	Water Consumption 水資源使用	18	Customer Satisfaction 客戶的滿意度
8	Use of Packaging Materials 包裝材料使用	19	Product Quality Inspection 產品質量檢定
9	Impacts on the Environment and Natural Resources 對環境及天然資源的影響	20	Prevention of Bribery, Blackmail, Fraud and Money Laundering 防止賄賂、勒索、欺詐及洗黑錢
10	Employee Remuneration and Benefits 員工薪酬待遇及福利	21	Anti-corruption Mechanism 反貪污機制
11	Occupational health and safety 職業健康及安全	22	Community Investment 社區投資

As at the year ended 31 December 2018, the Group has confirmed that an appropriate and effective management policy and internal monitoring system for ESG issues has been established, and has confirmed the information disclosed in the ESG Report meets the ESG Reporting Guide. We will report on issues of stakeholder attention in more detail in the ESG Report. At the same time, the results of the materiality assessment will be used to guide the Group in formulating next year's ESG strategic goals and plans, and to continue to advance the sustainability development progress.

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，並確認本報告所披露內容符合環境、社會及管治報告指引的要求。我們會在本報告中對持份者關注的議題進行更為詳細的匯報。同時，重要性評估結果將用於指導本集團制定下一年度的環境、社會及管治戰略目標及計劃，持續推進可持續發展進程。

CONTACT US

We welcome comments and suggestions from our stakeholders. You may provide your comments on the ESG Report or towards our performance in respect of sustainability via email to investors@merrygardenholdings.com.

與我們聯絡

我們歡迎持份者提供意見及建議。閣下可就本報告或我們在可持續發展方面的表現提供寶貴意見，並電郵至 investors@merrygardenholdings.com。

A. ENVIRONMENTAL

A1. Emissions

General Disclosures and KPIs

The Group adheres to the strategy of sustainable development in its operations. In terms of environmental protection, since the introduction of the ISO14001 environmental management system in July 2014, the Group has been implementing the “Sound System, Cherish Resources, Treat the Earth well, and Sustainable Development” policy, with the aim to reducing energy consumption and GHG emissions, as well as exploring operating methods that will create less harm to the environment. We value the importance of good environmental management, and strive to protect the environment so to implement the social responsibility of the Group.

The Group sets control procedures for identification and evaluation of environmental factors to identify exhaust gas emissions, pollutants discharged into water, land pollution, solid waste, and other pollutants. The Group has implemented and strictly executes the energy management regulations, waste control procedures and hazardous waste management systems to monitor various exhaust gas and GHG emissions, wastewater disposal, the generation of hazardous and non-hazardous waste, which are in compliance with the “Integrated Emission Standard of Air Pollutants”, the “Emission Standard of Air Pollutants for Boilers”, the “Integrated Wastewater Discharge Standard”, the “Standard for Pollution Control on Hazardous Waste Storage”, the “Hazardous Chemicals Management Regulations” and the “Precursor Chemicals Management Regulations” of the People’s Republic of China and other national standards.

The Group also strictly abides by the “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 Environmental Noise Pollution”, “Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes” and other laws and regulations related to environmental protection. Based on this, we will construct and implement various measures to reduce emissions and reduce waste. During the Reporting Period, the Group was not aware of any material non-compliance with environmental laws and regulations relating to air and greenhouse gas emissions, sewage discharge, water and land pollution, and generation of hazardous and non-hazardous wastes, which would have a significant impact to the Group.

A. 環境

A1. 排放物

一般披露和關鍵績效指標

本集團在運營上堅持可持續發展的戰略。就環境保護方面，本集團自 2014 年 7 月引入了 ISO14001 環境管理體系以來，一直貫徹「健全體系、珍惜資源、善待地球、持續發展」的方針，以減低能源消耗和溫室氣體排放為目標，並探索對環境造成較少有害影響的營運方式。我們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。

本集團設有環境因素識別與評價控制程序以識別向大氣排放、向水體排放、土地污染、固體廢棄物等。本集團制定並嚴格執行能源管理規定、廢棄物控制程序及危險廢物管理制度，監控各類廢氣及溫室氣體排放、污水排放、有害及無害廢棄物的產生，符合中華人民共和國《大氣污染物綜合排放標準》、《鍋爐大氣污染物排放標準》、《污水綜合排放標準》、《危險廢物儲存污染控制標準》、《危險化學品管理條例》、《易製毒化學品管理條例》等國家標準。

本集團亦嚴格遵守《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噪聲污染防治法》、《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，以此為根據，建設並實施各種減排減廢的措施。於報告期間，本集團並無發現任何未有遵守與廢氣及溫室氣體排放、水及土地排放以及產生有害及無害廢棄物有關的環境法例及法規，而對本集團產生重大影響之違規事件。

Exhaust Gas Emissions

The Group's emissions are mainly originated from boilers and vehicles. The production lines of the Group will generate sawdust during the wood cutting process and the humidity of the material will be adjusted by the boilers when necessary. In terms of transportation, since customers will either pick up the goods at factories by themselves or appoint a third-party transportation company, the Group's vehicles are only reserved for pick-up purpose, hence generating limited emissions.

During the Reporting Period, the Group's exhaust gas emissions performance in relation to boilers are as follows:

Type of exhaust gas

廢氣種類

Total emissions (tonnes)

排放總量 (噸)

Sulphur Oxides (SOx) 硫氧化硫	0.34
Nitrogen Oxides (NOx) 氮氧化物	1.45
Particulate Matter (PM) 顆粒物	3.50

GHG Emissions

The major sources of the Group's GHG emissions are emissions from the combustion of fuels generated from the production process (Scope 1), purchased electricity (Scope 2) and paper consumption (Scope 3). The Group has formulated the Energy Management System, and has actively adopted the following measures to reduce GHG emissions during operation:

- Actively adopt environmental protection, energy conservation and water conservation measures. The corresponding measures are described in the sections "Energy Management" and "Water Resource Management" of Aspect A2; and
- Actively adopt measures to reduce paper use in office. The corresponding measures are described in the section "Waste Management" of this section.

Through these GHG emission reduction measures, employees' awareness of reducing GHG emissions has been raised.

廢氣排放

本集團的廢氣排放主要源於鍋爐和汽車。本集團生產線於生產過程中切割木料時會產生鋸沫，有需要時會以鍋爐調整材料的濕度。在運輸方面，由於客人會到工廠自行提貨或委託第三方安排運輸，本集團的車輛只作接送用途，因此只會產生有限度排放。

於報告期間，本集團鍋爐廢氣排放表現概述如下：

溫室氣體排放

本集團的主要溫室氣體排放來源源於生產過程中燃燒燃料（範圍一）、外購電力（範圍二）以及紙張消耗（範圍三）。本集團已訂立了《能源管理制度》，並積極採取以下措施以減少營運時之溫室氣體排放：

- 積極採取環保、節能及節水措施。有關措施如層面 A2「能源管理」及「水資源管理」中載述；及
- 積極在辦公室採取減少用紙措施。有關措施於本章節「廢棄物管理」一節中載述。

透過該等溫室氣體排放減緩措施，員工對減少溫室氣體排放的意識得以提高。

The Group's total GHG emissions have increased by approximately 5% from about 11,260 tCO₂e in 2017 to about 11,824 tCO₂e in 2018. However, due to the increase in the Group's revenue, the total GHG emissions intensity in 2018 has reduced by approximately 23.5% compared with 2017. The Group's GHG emissions performances are summarized as follows:

本集團溫室氣體排放總量由 2017 年的約 11,260 噸二氧化碳當量增加了約 5%至 2018 年的約 11,824 噸二氧化碳當量。但是由於本集團收入增加，2018 年的總溫室氣體排放密度比 2017 年減少了約 23.5%。本集團溫室氣體排放表現概述如下：

Indicator ¹ 指標 ¹	Year 年份	Total emissions (tCO ₂ e) 排放總量 (噸二氧化碳當量)	Intensity (tCO ₂ e/million RMB revenue) 密度 (噸二氧化碳當量/百 萬元人民幣收入)
Direct GHG emissions (Scope 1) - combustion from burning wood trim and saw dust 直接溫室氣體排放（範圍一） - 木邊料、鋸沫燃燒	2018	4,264.00	-
	2017	5,238.00	-
Indirect GHG emissions (Scope 2) - purchased electricity 間接溫室氣體排放（範圍二） - 外購電力	2018	7,547.31	-
	2017	6,005.00	-
Indirect GHG emissions (Scope 3) - paper consumption 間接溫室氣體排放（範圍三） - 紙張棄置	2018	13.14	-
	2017	17.00	-
Total GHG emissions (Scope 1, 2 and 3) 溫室氣體排放總量（範圍一、二及三）	2018	11,824.45	18.63 ²
	2017	11,260.00	24.36

Note:

備註：

1. GHG emission 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), and "Greenhouse Gas Inventory Guidance: Direct Emissions from Stationary Combustion Sources" issued by the United States Environmental Protection Agency.
2. As at 31 December 2018, the Group's total revenue was approximately RMB634,686,000. This data is also used for calculating other intensity data.

1. 溫室氣體排放數據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》、最新發布的中國區域電網基準線排放因子、香港交易所發佈的《如何準備環境、社會及管治報告？- 附錄二：環境關鍵績效指標匯報指引》、政府間氣候變化專門委員會發佈的《第五次評估報告》的全球升溫潛能值及美國國家環境保護局發佈的《溫室氣體清單指引的固定燃燒源的直接排放》。
2. 截至二零一八年十二月三十一日，本集團的總收入為約人民幣 634,686,000 元。此數據亦會用作計算其他密度數據。

Wastewater Management

The Group will discharge domestic sewage and boiler water during daily operation process, and only a small amount of domestic sewage will be discharged during operation. In regards to domestic sewage, the Group has built a domestic sewage treatment system, and treated domestic sewage can be discharged upon reaching the standard and used for irrigation. The detailed sewage reduction measures are described in the section "Water Management" of Aspect A2.

廢水處理

本集團在日常運營過程中會排放生活污水及鍋爐用水，而運行期間僅排放少量生活污水。在生活污水處理方面，本集團自建生活污水處理系統，處理後的生活污水可達標排放，用於農田灌溉。具體減少污水排放措施會於層面 A2 中「水資源管理」一節中說明。

Waste Management

The Group adheres to the principle of waste management, and is committed to properly handling and disposing all waste generated by our business activities. All of our waste management practices comply with relevant environmental laws and regulations.

Non-hazardous Waste

The Group will collect scraps and sawdust generated from the wood processing process, and use them as fuel for boilers as well as producing biomass energy, thus no waste will be generated during the processing process. In addition, the Group will collect boiler slags, precipitator dust and liquid residue of dust removal, and modify them as soil fertilizer for reselling purpose, thus no waste will be generated during this process. Therefore, the non-hazardous waste generated by the Group is mainly paper, for instance paper used for administrative purposes in office and sales material.

The Group requires all departments and employees that generate solid wastes to take measures in collecting and storing solid wastes. Each department should clearly label the containers or designated locations used to collect solid waste. Solid recyclable wastes will be classified for centralized storing and recycling upon reaching a certain amount; while non-recyclable production and household garbage will be collected daily by qualified contractor for processing.

The Group has implemented the following measures to enhance paper efficiency, and thereby reducing carbon footprint and the impact on the environment.

- Setting most of the network printers to double-sided printing mode;
- Reminding employees to take sensible measures when photocopying;
- Encouraging employees to use both sides of the paper;
- Separating paper from other wastes for recycling; and
- Placing a carton and a paper tray next to the photocopier to collect single-sided paper for recycling.

The Group also promotes waste reduction knowledge to employees through bulletin boards, company newsletters and postings so to raise the awareness of environmental protection. Through the above waste reduction measures, employees' awareness of waste reduction has increased.

廢棄物管理

本集團堅守廢物管理原則，致力適當處理及處置由我們業務活動產生的所有廢棄物。我們的所有廢棄物管理慣例均符合相關環保法律及規例。

無害廢棄物

本集團會收集在木材加工過程中產生的邊角料及木屑等，並作為自身使用的鍋爐燃料及製作生物質能源，因此在加工過程中沒有廢棄物產生。此外，本集團亦會收集鍋爐爐渣、除塵灰及除塵水沉渣，並作為改良土壤的肥料出售，這過程也沒有廢棄物產生。因此，本集團的無害廢棄物排放主要為廢紙，如辦公室用紙及營銷物料。

本集團要求所有產生固體廢物的部門和員工採取措施對固體廢物進行分類收集和存放。各部門應對用來收集固體廢物的容器或指定地點進行明確的標識。可回收固體廢物會分類集中存放，一定數量後進行回收處理；不可回收生產垃圾、生活垃圾則會每日由合格承包方收集處理。

本集團已實施以下措施以提升用紙效益，從而減低碳足跡及對環境的影響。

- 將大部分網絡印表機預設為雙面列印模式；
- 提醒員工影印時採取明智措施；
- 鼓勵員工雙面用紙；
- 將紙張與其他廢棄物分隔以方便回收；及
- 於影印機旁放置紙箱及紙盤收集單面紙張以供循環再用。

本集團亦通過宣傳欄、公司通訊及向員工發文等形式宣傳減廢知識，從而提高環境保護意識。透過該等減廢措施，員工的減廢意識得以提高。

Through the promotion on efficient use of paper and waste reduction measures, the Group's paper consumption intensity has reduced by approximately 43.2% from about 0.0076 tonnes per million RMB revenue in 2017 to about 0.0043 tonnes per million RMB revenue in 2018. The Group's major non-hazardous waste amount performance is summarized as follows:

透過節約用紙宣傳及減廢措施，本集團用紙量密度由 2017 年每百萬元人民幣收入的約 0.0076 噸減少了約 43.2%至 2018 年每百萬元人民幣收入的約 0.0043 噸。本集團主要無害廢物表現概述如下：

Type of waste 廢物類別	Year 年份	Total amount (tonnes) 總量 (噸)	Intensity (tonnes/million RMB revenue) 密度 (噸/百萬元人民幣收入)
Paper 紙張	2018	2.7	0.0043
	2017	3.5	0.0076

Hazardous Waste

The Group's hazardous wastes are mainly waste paint buckets, waste wood chips used to absorb waste paint during the spray process, and other hazardous waste generated from our production processes. During the production processes, we try to reduce and avoiding using hazardous materials or production methods that will produce hazardous wastes. It is regulated that waste paint bucket and spray section for the adsorption of waste wood chips of waste paint as well as other hazardous wastes shall not be mixed with other solid wastes, and must be stored in hazardous wastes reservoir pool constructed strictly in accordance with relevant requirements under the "Pollution Control Standards for Hazardous Wastes Storage" GB18597-2001. The disposal, collection, temporary storage and management of hazardous solid wastes should be carried out according to relevant provisions of "Hazardous Chemicals Management Regulations" and "Precursor Chemicals Management Regulations". We have formulated the Hazardous Waste Management System, and all hazardous wastes should be entrusted to qualified third parties for disposal. In addition, chemical containers are kept by the Group in accordance with the supplier agreement, and are regularly recycled by suppliers for reuse so to reduce waste.

Since the Group has tried to reduce and avoid using hazardous materials or production methods that will produce hazardous wastes, therefore we did not generate significant amount of wastes during the Reporting Period.

有害廢棄物

本集團的有害廢棄物排放主要為生產過程產生的廢油漆桶、噴塗工段用於吸附廢棄塗料的廢木屑等危險廢物。在生產過程中，我們儘量減少及避免使用危險物或會產生有害廢物的生產方法。我們規定廢油漆桶及噴塗工段用於吸附廢棄塗料的廢木屑等有害廢棄物不得與其他固體廢物混放，並應存放在按照《危險廢物儲存污染控制標準》GB18597-2001有關規定而建設的危險廢物貯存庫。危險固廢的棄置、收集、暫存與管理按《危險化學品管理條例》、《易製毒化學品管理條例》的相關規定執行。我們訂立《危險廢物管理制度》，所有產生的有害廢棄物委託合資格的第三方進行處理。此外，根據供應商協議，化學品容器會由本集團保存，並定時由供應商回收再用，以減少浪費。

由於本集團在生產過程中已儘量減少及避免使用危險物或會產生有害廢物的生產方法，因此我們於報告期間並無產生大量有害廢物。

A2. Use of Resources

General Disclosures and KPIs

The Group aims to actively promote the effective use of resources. We have real-time monitoring of the potential environmental impact of business operations, promote a green operating environment in order to minimize the environmental impact brought by the Group's and its subsidiaries' operations. The Group attaches great importance to the overall energy consumption, establishes and implements the Energy Management Regulations, clarifies the use specifications of various energy sources and the responsibilities of various departments, and establishes a monitoring team to supervise and inspect the energy use of production systems and non-production systems.

Energy Management

In line with the concept of energy conservation, the Group has been actively committed to the integrated transformation of the energy-saving system to promote low-carbon recycle and pollution reduction in environmental protection facilities. Scraps and sawdust generated from the wood processing process will be collected and used as boiler fuel and to produce biomass energy; after the operation of the biomass wood pellet fuel production line with an annual output of approximately 50,000 tonnes, wood residue and other wastes generated from the wood processing will be made full use of to make wood pellet fuel, making an integrated utilization rate of approximately 99%. Biomass pellet fuel, which does not contain sulfur phosphorus, will not corrode the boiler and is able to extend the service life of the boiler, from which the enterprise will benefit. It will neither lead to acid rain, nor it will pollute the atmosphere or the environment.

Besides, during daily production operation, the Group's major energy consumption will be power consumption for operation. The Group has established the Energy Management System, and has established principles in the efficient use of equipment. The relevant measures are specified as follows:

Lighting equipment

- Turning off lighting equipment when no employee is around, achieving "No light when people are leaving"; and
- Introducing energy-saving lighting fixtures.

Production equipment

- Conducting regular inspection to minimize energy consumption; and
- Turning off all production equipment when production ceases to prevent excessive power consumption.

A2. 資源使用

一般披露和關鍵績效指標

本集團以積極推動有效使用資源為宗旨。我們即時監察業務營運的潛在環境影響，推廣綠色營運環境以將本集團營運對環境的影響減至最低。本集團非常重視能源消耗的整體狀況，建立並實施《能源管理規定》，明確各能源的使用規範及各部門職責，並設立監察小組，監督和檢查生產系統和非生產系統的能源使用情況。

能源管理

本著節約能源的觀念，本集團積極致力於能源系統節能整合改造以促進低碳循環綜合利用及環保設施減污。木材加工過程中產生的邊角料、木屑等收集後會作為鍋爐燃料自身使用及製作生物質能源；年產約 5 萬噸生物質木顆粒燃料生產線建成投產後，充分利用木材加工後的木屑等廢棄物，製成木顆粒燃料，使公司木材的綜合利用率達約 99%。生物質顆粒燃料不含硫磷，不僅不腐蝕鍋爐，亦可延長鍋爐的使用壽命，企業將受益匪淺不含硫磷，而且不會導致酸雨產生，亦不污染大氣或環境。

此外，在日常生產運營中，本集團的主要能源消耗為營運耗電。本集團訂立了《能源管理制度》，並訂立設備節約使用的原則。相關具體措施如下：

照明設備

- 照明設備應當在沒有員工在場時關閉，執行「人走燈關」；及
- 逐步使用節能燈管。

生產設備

- 做定期檢查以降低能源消耗；及
- 於生產停止時停止生產設備的運轉以避免電力浪費。

Air-conditioning equipment

- Turning of air-conditioning equipment when the temperature reaches more than 28 degree Celsius during summer with an air-conditioning temperature not lower than 28 degree Celsius;
- Turning on air-conditioning equipment with a room temperature no higher than 22 degree Celsius only when the room temperature falls below 15 degree Celsius;
- Turning off air-conditioning equipment by 21:00; and
- Not turning on air-conditioning equipment when there are less than 3 employees working overtime.

空調設備

- 夏天室溫攝氏 28 度以上才開啟空調，設定溫度為不低於 28 度；
- 冬天當室溫低於攝氏 15 度時，開啟空調而設定溫度為不高於 22 度；
- 空調最遲至 21:00 關機；及
- 加班人員少於 3 人時不開空調。

Water film dedusting equipment

- Operating in accordance with the use of equipment in order to maximize the efficiency;
- Conducting regular inspections to maintain high performances; and
- Turning off all water film dedusting equipment when production ceases to prevent excessive power consumption.

水膜除塵設備

- 水膜除塵設備應配合設備的使用來運轉，以便發揮最大的效益；
- 定期做檢查以保持高性能；及
- 於生產停止時停止水膜除塵設備的運轉以避免電力浪費。

In addition, the Group's Human Resources and Administration Department is generally responsible for promoting the awareness of power conservation, as well as conducting regular inspections over power conservation at different departments. Supervisors of each department are responsible to promote, supervise and inspect power conservation. The department that consumes the most in power-driven equipment shall be responsible for repairing and maintaining the equipment. Through the above energy conservation measures, the Group's employees' awareness on energy conservation has been raised.

另外，本集團的人事行政中心總體負責節約用電的意識宣傳，定期檢查各部門節約用電執行的情況。各部門主管則負責節約用電的宣傳、督促與檢查。主要使用用電設備的部門須負責使用設備的維護與保養。透過該等節約能源措施，本集團員工對節約能源的意識得以提高。

Through formulating and implementing the Energy Management System, the Group's energy consumption intensity has decreased by approximately 22.16% from about 23.56 MWh per million RMB revenue in 2017 to about 18.34 MWh per million RMB revenue in 2018. The Group's energy consumption performances are summarized as follows:

透過訂立及實施《能源管理制度》及節約用電宣傳，本集團的用電密度由 2017 年每百萬元人民幣收入的約 23.56 兆瓦時下降了約 22.16% 至 2018 年每百萬元人民幣收入的約 18.34 兆瓦時。本集團能源消耗量表現概述如下：

Energy Type 能源種類	Year 年份	Total consumption (MWh) 消耗總量 (兆瓦時)	Intensity (MWh / million RMB revenue) 密度(兆瓦時/百萬元人民幣收入)
Electricity 電力	2018	11,639	18.34
	2017	10,891	23.56

Water Resources Management

The Group's use of water resources mainly comprises of water used for boiler and domestic purposes. We do not heavily rely on the use of water resources, and the consumption of domestic water has a limited impact on the Group.

To further reduce and reuse water resources, the Group actively advocates the Group's employees to establish the concept of water conservation. In regards to boiler water, the boiler's steam condensate recovery system does not only save fuels, but also effectively improves water recycling. In regards to domestic sewage, the Group has built a domestic sewage treatment system, and treated domestic sewage can be discharged upon reaching the standard and used for irrigation. Besides, the Group has formulated the following water conservation measures:

- Conducting regular inspection on water supply facilities. If water leakage or various control devices are found to be malfunctioning, immediate measures should be taken or plans should be formulated by supervisors to prevent the long-term loss of production and domestic water;
- Using water supply facilities with good water efficiency whenever possible;
- Establishing the mindset of water conservation so to achieve the concept of "turning off the faucet while leaving". Whenever the water tap cannot be closed, relevant personnel should be notified in time for resolutions;
- Complying the standard of sewage discharge with relevant government regulations;
- Recycling of industrial water as much as possible;
- Conducting regular inspection on water supply pipelines, so to avoid water wastage and leakage; and
- Reviewing water use and the effectiveness of water conservation measures at environmental management meetings, and propose other effective water resources management measures when necessary.

Besides, we have posted slogans relating to water conservation on wash basins, commodes and kitchen sinks. Through the above water conservation measures, employees' awareness on water saving has been raised.

Considering the production model and geographic locations of our factories and offices, we do not have any issue relating to accessing water sources.

水資源管理

本集團水資源使用主要是鍋爐用水和生活用水。我們並無過度倚賴水資源，生活用水也對本集團的影響輕微。

為進一步節約和利用水資源，本集團積極宣導本集團員工樹立節約用水的觀念。在鍋爐用水方面，鍋爐的蒸汽冷凝水回收系統不僅可節省燃料，還可有效提高水的迴圈利用。在生活污水處理方面，本集團自建生活污水處理系統，處理後的生活污水可達標排放，用於農田灌溉。除此之外，本集團亦已訂立以下節約用水規定：

- 檢查供水設施的完好情況，若發現漏水或各類控制裝置失靈，應及時採取措施或報告主管及時制定方案，以防生產、生活用水長時間流失；
- 盡可能使用具有良好節水能力的供水設施；
- 用水者應時刻樹立節約用水的觀念，做到「人走水關」。當發現水無法關閉時，應及時向有關人員反映以求解決；
- 污水排放應符合政府有關法規要求；
- 工業用水應儘量做到循環再利用；
- 定期檢查供水管道，防止水資源浪費及漏水；及
- 在環境管理會議上，審核水資源使用情況及節約用水措施的有效性，必要時，提出其他有效的水資源管理措施。

另於，我們亦於洗手台、洗眼台、洗碗池等處大量張貼關於節約用水標語。透過上述節約用水措施，員工對節約用水的意識得以提高。

基於我們的生產模式及廠房與辦公室的地理位置，我們沒有任何求取適用水源上的問題。

Use of Packaging Materials

The Group's major products include leisure household products as well as timber houses and their related parts. The major packaging materials are poly velvet, cartons and plastic materials. Without affecting sales, we actively reduce secondary pollution caused by excessive use of packaging materials. The performances of total packaging materials and the respective intensity are as follows:

Type of packaging materials 包裝物料類別	Year 年份	Total consumption (tonnes) 總用量 (噸)	Intensity (tonnes/million RMB revenue) 密度 (噸/百萬元人民幣收入)
Poly velvet 保麗絨	2018	14.60	0.023
	2017	16.10	0.035
Cartons 紙箱	2018	139.19	0.219
	2017	140.90	0.305
Plastic bags 塑膠袋	2018	7.25	0.011
	2017	7.50	0.016
Woven bags 編織袋	2018	104.15	0.164
	2017	113.30	0.245
Other packaging materials 其他包裝物	2018	22.24	0.035
	2017	32.70	0.071

The Group successfully reduced per unit produced in 2018. It is expected that the amount of packaging material per unit produced can be maintained in 2019.

包裝材料使用

本集團的主要產品有休閒家居用品和木屋及其相關部件。主要包裝材料有保麗絨、紙箱及塑膠物料。在不影響銷售的情況下，我們積極減少因為使用過多的包裝物而造成二次污染。使用包裝物料的總用量及其密度表現概述如下：

本集團在 2018 年成功減少每生產單位佔量。2019 年目標預計可以保持包裝物料對每生產單位佔量。

A3. Environment and Natural Resources

General Disclosure and KPIs

The Group focuses on the impact brought by the Group's businesses on the environment and natural resources, and pursues the best environmental practices. Apart from complying with related environmental regulations and international standards to protecting the natural environment and achieving the aim of environmental sustainability, the Group also integrates the concept of environmental and natural resource protection into its internal management and daily operational activities.

Natural Resource Management

The Group is principally engaged in the business of wood processing and sales; therefore, we attach great importance to the wood sources and their impacts to the forest environment. The timber purchased by the Group are supplied by suppliers who value sustainable development, while pursue the balance between economic, social and environment. The timber we purchased are supplied by suppliers who are certified by the Forest Stewardship Council ("FSC") and The Programme for the Endorsement of Forest Certification ("PEFC") in order to contribute in maintaining the ecological environment and natural resource conservation while conducting our own business.

A3. 環境及天然資源

一般披露和關鍵績效指標

本集團著重本集團業務對環境及天然資源的影響，追求保護環境的最佳實務。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，為致力達成環境永續之目標，本集團亦將環境及天然資源保護的概念融入內部管理及日常營運活動當中。

天然資源管理

本集團主要從事有關木材加工及銷售的業務；因此，我們對於木材的來源及對森林環境的影響亦非常重視。本集團所採購的木材均來自重視可持續發展，追求經濟、社會及環境三方面中取得平衡的供應商。我們所採購的木材都是由通過 FSC 和 PEFC 森林管理體系認證的供應商所提供，以求在進行自身業務時亦能為維持生態環境及保育天然資源作出貢獻。

B. SOCIAL

B1. Employment

General Disclosure

Employees are the Group's largest and most valuable asset, and serves as the core of competitive advantage, therefore the Group's success relies heavily on the ability to attract, develop and retain employees. We adhere to a people-oriented principle, and adopt a standardized and targeted recruitment policy of "Selection, Cultivation, and Retention" that attract many outstanding talents to serve the Company. At the same time, the Group also regulates employment management to respect and protect the legitimate rights and interests of each employee, to protect employees' occupational health and safety; while at the same time motivate employees' enthusiasm, initiative and creativity to build a harmonious labour relationship.

The Group actively complies with labour laws and regulations such as the "Labour Law of the People's Republic of China", the "Labour Contract Law of the People's Republic of China" and "Regulation on Work-Related Injury Insurances". The Group has developed a series of human resource management policies accordingly in guiding employees to integrate their personal pursuits into the long-term development of the Group. During the Reporting Period, the Group was not aware of any material non-compliance of laws and regulations in respect of human resources.

Remuneration and Benefits

The Group has established a fair, reasonable and competitive remuneration system for employees based on fairness, competitiveness, incentives, reasonableness, and legality. The Group adheres to the principles of more pay for more work and work distribution; under the premises of improving economic efficiency, we are able to fully reflect the operational mission and corporate goals of high efficiency, high wages, and high welfare.

Remuneration for employees of the Group is determined by different factors such as the difficulty of work, job responsibilities and the required professional skills, workload, amount of physical labour, and the level of contribution. The Group has complied with laws and paid "five social insurance and one housing fund" for 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.

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，故而本集團的成功十分依賴於吸引、培養及留住員工的能力。我們堅持以人為本的原則，採取規範而又針對性的「優選育留」招攬人才政策，使得眾多優秀人員願意到本集團任職。同時，本集團亦規範了勞動僱傭管理以尊重和保障每一位員工的合法權益，積極保障員工職業健康安全；同時激發員工積極性、主動性和創造力，以構建和諧的勞動關係。

本集團積極遵守《中華人民共和國勞動法》、《中華人民共和國勞動合同法》和《工傷保險條例》等勞工法律法規。本集團據此制定了一系列相關人事管理政策，引導員工積極將個人追求融入到本集團長遠發展之中。於報告期間，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。

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。本集團貫徹多勞多得、按勞分配原則；在經濟效益提高的前提下，我們充分體現高效益、高工資、高福利的經營理念和企業目標。

本集團員工薪酬按工作繁簡難易、職責輕重及所需專業技能、工作量、勞動量、貢獻程度等因素組成。本集團亦依法為員工繳納「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。

All employees of the Group have more than two promotions or salary promotion opportunities annually by the results of their monthly assessment. In addition, all managements can obtain more than 2 times of their annual bonus based on the assessment results. Moreover, the Group provides welfare benefits such as home purchasing subsidies, car subsidies, petrol subsidies, phone subsidies, and meal subsidies for management and technical staff who have excellent performances. At present, more than 85% of the management staff are enjoying the said welfare.

The Group sincerely safeguards the legitimate interests of labourers in accordance with the requirements of the national and local laws and regulations such as the "Labor Law of the People's Republic of China", respects the rights of employees to rest and leave, and regulates their working hours as well as their rights for various types of rest times and holidays. We comply with the "Regulation on Paid Annual Leave for Employees" and other relevant regulations, implement the annual paid leave policy and pay overtime wages for employees who work beyond their statutory working hours.

Employment, Promotion and Dismissal

The Group has developed a comprehensive and an all-rounded human resources management system. The system has clearly stipulated the requirements and operational procedures for interviews, evaluations, background checks and admission notice in the recruitment processes conducted by the Group's staff. During the recruitment process, recruitment principles will be standardized, appointment principles based on the merits of excellence, knowledge, ability and experience will be uphold, and principles of justice, fairness, equality and openness will be adhered to so to attract and recruit outstanding talents.

The Group specifies the basis and procedures for staff promotion, transfer and demotion, regulates the departure process so to and protect the interests of both employees and the Group. Any employment, promotion or dismissal will be based on legal reasons. The Group prohibits any form of illegal dismissal.

本集團所有的員工一年均有兩次以上憑藉每月考核結果得以崗位晉升或者薪資晉級的機會。此外，所有管理人員均可憑藉當年度的考核結果獲發 2 倍以上的年終獎金。不僅如此，本集團特為優秀的管理技術人員制定了購房補貼、購車補貼、油費補貼、話費補貼、餐費補貼等福利待遇。目前現有 85% 以上的管理人員享受此待遇。

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。我們按照《職工帶薪年休假條例》等相關規定，實施員工帶薪年休假制度，為超出法定工作時間的勞動支付超時工資報酬。

招聘、晉升及解聘

本集團制定了一套齊全而又完善的人力資源管理制度。在此制度中明確規定了本集團在人員招聘過程中面試、評測、背景調查、錄取通知書等相關要求及操作規範。在招聘過程中亦會規範招聘原則，堅持品德優秀、學識、能力和經驗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。

本集團對員工有明確人員晉升、調動和降級管理的依據及流程，規範離職流程，以保護員工和本集團雙方的利益。任何僱傭、晉升或解僱均將基於合法理由。本集團禁止任何形式的違法或非法解僱。

Equal Opportunities and Anti-discrimination

The Group strictly complies with national and local government regulations by adopting a fair, just and open recruitment process, and developing relevant systems to prohibit discrimination in the recruitment process to ensure no discrimination regardless to race, gender, colour, age, family background, ethnic tradition, religion, physical fitness and nationality, thus allowing employees to enjoy fair treatment in every aspect including recruitment, salary, training and promotion, so to attract professionals with diverse backgrounds to join the Group. The Group has zero tolerance for any workplace discrimination, harassment or infringement in accordance with relevant government legislations, regulations and rules. If there are any violations of anti-discrimination, employees may report to the Human Resources and Administration Department. The Human Resources and Administration Department is responsible to ensure strict compliance with local and corporate regulations, and to assess, manage, record and take disciplinary actions against incidents.

B2. Health and Safety

General Disclosure

The Group highly values employees' health and safety, and commits itself to provide employees a healthy, safe, and comfortable working environment so to eliminate potential health and safety hazards in workplace in preventing occupational hazards. We believe an understanding environmental, health and safety performance can bring sustainable growth to the Group. We enforce relevant laws and regulations such as the "Labour 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 the "Fire Protection Law of the People's Republic of China".

During the Reporting Period, the Group did not record any accidents that resulted in death or serious physical injury, and no claims or compensation were paid to its employees due to such accident. We were not aware of any material non-compliance of laws and regulations in relation to health and safety of employees.

平等機會及反歧視

本集團嚴格遵守國家及地方政府各項法規，採取公平、公正及公開的招聘流程，制定了相關制度文件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。本集團根據相關政府立法、條例及規則對任何工作場所歧視、騷擾或侵害行為零容忍。倘出現任何違反反歧視事件，員工可向人事行政中心報告。人事行政中心負責嚴格遵守當地及企業法規，對有關事件進行評估、處理、記錄及採取紀律處分。

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，努力消除潛在工作場所健康及安全危害，防止職業病危害因素產生。我們堅信透過卓越的環境、健康及安全表現能為本集團帶來可持續的增長。我們嚴格執行《中華人民共和國勞動法》、《中華人民共和國職業病防治法》、《中華人民共和國消防法》等相關法律法規。

於報告期間，本集團並未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我們的僱員支付索償或補償。我們並未發現任何違反僱員健康與安全相關的法律法規的重大事宜。

Internal Health and Safety Management System

The Group highly values the protection of employee's work environment and social environment. In regards to providing employees a healthy and safe environment, the Group has developed a sound quality/environment/occupational health and safety management manual in accordance with GB/T19001-2016/ISO9001: 2015, GB/T24001 2016/ISO14001: 2015 and GB/T28001-2011/OHSAS18001: 2007 standards. The Group has provided labour insurance products on a monthly basis, and requiring relevant personnel to wear specified respirators, earplugs, goggles, and other protection supplies with reference to relevant laws and regulations. In addition, the Group has launched corresponding reward and punishment mechanism, and established a supervision branch to conduct checking and supervision. Moreover, the Group invested in the construction of central dust removal system to avoid secondary pollution and noise pollution, thus creating a clean and safe working environment.

In order to maintain the air quality in workplace and safeguard the health of employees, all central processing plants of the Group are equipped with a central dust removal system to effectively reduce dust concentration, noise level and exhaust gas emissions. Through the establishment of closed spray device, staff are protected from exposing to exhaust gas and a safe working environment can be guaranteed.

In addition, the Group has adopted the following measures to protect employees' occupational health and safety:

- Providing staff with a seven-day pre-job safety training and on-job special safety production operation training from time to time;
- Implementing physical examination of employees with occupational disease hazards and supervising employees to wear protective equipment as required;
- Using prevention and anti-occupational injury device in the production process, such as using active protective devices, fixed protective device or a variety of protective devices;
- Strengthening troubleshooting of production safety accidents, implementing and rectifying measures to fulfil corporate obligations in protecting employees' health and safety;
- Purchasing accident insurance to ensure traffic safety of staff;
- Sticking eye-catching reflective strip on uniforms to ensure traffic safety in the nighttime;

內部健康與安全管理制度

本集團高度重視員工的工作環境和社會環境的保護工作。就為員工提供健康和環境方面，本集團參照依據GB/T19001-2016/ISO9001: 2015, GB/T24001-2016/ISO14001: 2015, GB/T28001-2011/OHSAS18001: 2007 標準制定了完善的質量/環境/職業健康安全管理手冊。本集團參照相關法律法規每月發放合規勞保用品，並要求相關人員按規定佩戴指定的口罩、耳塞、護目鏡等防護用品。同時，本集團也推行了相應的獎罰機制，並成立監察科進行檢查和督導。此外，本集團投資建設中央除塵系統，避免了粉塵帶來的二次污染和雜訊污染，因而創造了清潔而安全的作業環境。

為保持工作場所的空氣品質及保證從業人員的健康，本集團所有的加工車間全部安裝中央除塵系統，可以有效降低粉塵的濃度和雜訊水平，減少廢氣的排放。通過建立封閉式噴塗裝置，使廢氣不會泄出以保障員工安全的工作環境。

此外，本集團亦積極採取了下列措施以保障員工的職業健康安全：

- 員工入職前提供為期 7 天的崗前安全培訓及崗中不定期的進行專項安全生產操作培訓；
- 進一步落實職業病危害員工體檢，監督員工按要求佩戴防護用品；
- 生產過程中使用預防和控制職業意外裝置，例如採用活動式防護裝置、固定式防護裝置或多種防護裝置；
- 強化現場生產安全事故隱患排查與落實整改，落實企業責任，保護員工健康安全；
- 為員工購買意外險以保障員工的人身安全；
- 於廠服上製作醒目的反光條，保障夜間行走交通安全；

- Offering employees with free physical examination annually and commissioning third parties for the issuance of a Review (Test) Report for the Status of Occupational Disease Hazard, all of which comply with the Architectural Lighting Design Standards (GB50034-2013), Occupational Exposure Limits for Hazardous Agents in the Workplace Part 1: Physical agents (GBZ2.1-2007) and Occupational Exposure Limits for Hazardous Agents in the Workplace Part 2: Physical Agents (GBZ 2.2-2007); and
- Organizing corporate compulsory fire brigade to purchase professional fire emergency rescue facilities, including fire engines, automatic sprinkler systems, automatic alarm system and other fire facilities and equipment; performing fire drills twice a year to increase the safety awareness of employees, and conduct monthly fire training targeted to key fire positions.
- 員工可以每年免費做身體檢查，並為委託第三方進行《職業病危害現狀評價檢測報告》，全部合乎 GB50034-2013《建築照明設計標準》、GBZ 2.1-2007《工作場所所有害因素職業接觸限值第 1 部分：化學有害因素》及 GBZ 2.2-2007《工作場所所有害因素職業接觸限值第 2 部分：物理因素》；及
- 組建企業義務消防隊，購置專業消防應急救援設施，含消防車、自動噴淋系統、自動報警系統等消防設施及設備；每年舉辦 2 次全員消防疏散演習，提升全體職工的安全意識並針對關鍵消防崗位，每月定期進行專項消防訓練。

B3. Development and Training

General Disclosure

The Group focuses on the establishment of internal management training and development system. We satisfy the different needs of employees at all levels through diversified training programs, enhance the employees' skills in achieving the Group's aim of sustainable development, while helping employees to grow and develop at the same time.

Training Management

The Group does not only have trainings on pre-employment corporate systems and on-job requirements, but also trainings for on-job management skills and business techniques.

The Group will conduct and organize various types of trainings targeted at production technical skills. The Group will also organize business skills trainings based on the actual needs of job requirements, such as the intellectual property right management system trainings, FSC management system trainings, occupational health management system internal auditor trainings, and national forestry standardization trainings, thus allowing employees to give full play for their role.

B3. 發展及培訓

一般披露

本集團注重企業內部管理培訓與發展體系的建立。我們通過多元化培訓模式來滿足各級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的目標，同時讓員工得以成長及發展。

培訓管理

本集團不僅有崗前公司制度、本崗位任職要求的培訓，更有崗中管理技能提升、業務技能提升的專項培訓。

本集團會針對生產技術開展和組織不同類型的培訓活動。本集團亦會針對實際的崗位要求，組織針對性的業務技能培訓，例如智慧財產權管理體系培訓、FSC 管理體系培訓、職業健康管理體系內審員培訓、國家林業標準化培訓，使得在崗人員充分發揮作用。

B4. Labour Standards

General Disclosure

Prevention of Child and Forced Labour

The Group has complied with the “Labour Law of the People's Republic of China” and “Provisions on the Prohibition of Using Child Labour of the People's Republic of China” relating to the employment of teenagers under the age of 16 and their legal rights. The Group also requires its suppliers to comply with the guiding principles of International Labour Organization Declaration on “Fundamental Principles and Rights at Work” and the United Nations “Guiding Principles on Business and Human Rights”. The Group strictly complied such regulations, and has not violate principles including freedom of association, collective bargaining, elimination of the use of child labour, abolition of all types of forced or compelled labour or workplace discrimination and other relevant principles.

The Group strictly prohibits the employment of any child and forced labour. The Group requires all new employees to provide true and accurate personal data upon appointment, recruiters will strictly scrutinize the appointment information including physical examination certification, academic credentials, identity cards, household registration, etc. In addition, regular reviews and inspections will be conducted to avoid any child or forced labour in operation.

Furthermore, employees of the Group will work overtime on a voluntary basis to prevent any breach of labour standards. The Group also prohibits any punishment, management methods and behaviours in terms of verbal abuse, corporal punishment, violence, mental oppression, sexual harassment and sexual abuse, etc. At the same time, the Group will refrain from appointment suppliers who are known to have engaged in child labour or forced labour in their operations to provide administrative supplies and services.

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.

B5. Supply Chain Management

General Disclosure

The Group highly values the importance of managing the potential environmental and social risks in its supply chain and procurement procedures. The Group has established a stringent and standardized procurement system and supplier selection process to effectively monitor procurement procedures and cost control, increase procurement management transparency, while putting forward the requirements of environment and social risks control of suppliers.

B4. 勞工準則

一般披露

防止童工及強制勞工

本集團已遵守有關僱用 16 歲以下青少年及其法律權益的《中華人民共和國勞動法》及《中華人民共和國禁止使用童工規定》。本集團亦要求其供應商須遵守國際勞工組織《關於工作基本原則和權利宣言》及聯合國《工商企業與人權指導原則》的指導原則。本集團嚴格遵守此等條例，並沒有違反包括結社自由、集體談判權、杜絕使用童工、廢除所有類型的強迫或強制勞動或職場歧視及其他有關原則。

本集團嚴格禁止其業務僱用任何童工及強制勞工。本集團要求新員工入職時提供真實準確的個人資料，招聘人員會嚴格審查入職資料包括體檢合格證明、學歷證明、身份證、戶口等資料。另外，亦會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。

此外，本集團員工加班遵循自願原則以避免違反勞工準則。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、性騷擾等懲罰性措施、管理方法和行為。與此同時，本集團亦避免委聘該等已知悉在其經營中僱用童工或強制勞動的賣方和承包商提供行政用品及服務。

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。

B5. 供應鏈管理

一般披露

本集團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政策體系及供應商的甄選流程，以更有效規範採購流程及有效地控制成本，提高採購管理的透明度，同時對供應商提出了環境及社會風險控制方面的要求。

Supplier Assessment

In selecting suppliers, the Group shall, after checking the relevant qualifications, conduct an on-site inspection and categorize suppliers into three classes, A-class, B-class and C-class according to their production scale, production capacity, production environment, staffing, safety management organization, quality control system and other indicators. The Purchasing Department regularly organizes with the Production Department, the Human Resources and Administration Department and other related departments to conduct integrated assessment on safety management and performances, as well as after-sales services to qualified supplies in order to select the most suitable one. For a small number of suppliers which have higher safety management requirements, dedicated staff will be arranged to conduct on-site if necessary.

The Group will possibly terminate suppliers who may create serious pollution or cause serious social harm, or have created significant environmental or social incidents. Through the above reviewing processed, we can ensure the quality of the materials supplied, while also reducing the potential environmental and social risks in the supply chain.

B6. Product Responsibility

General Disclosure

The Group recognizes the importance of product quality and corporate reputation, we actively monitor the quality of our products and services through internal control and strive to produce high quality products that meet international industry standards. We also maintain communication with our customers to ensure customers' needs and expectations are understood and satisfied, while understanding the customers' level of satisfaction so to continuously improve our products and services.

The Group actively complies with laws and regulations such as the "Product Quality Law of the People's Republic of China", "Law of the People's Republic of China on the Protection of Consumer Rights and Interests", "Advertising Law of the People's Republic of China", "Copyright Law of the People's Republic of China", "Patent Law of the People's Republic of China", and "Trademark Law of the People's Republic of China". During the Reporting Period, the Group was not aware of any material non-compliance with relevant laws and regulations in relation to health and safety, advertising, labeling and privacy related to the provision of products and services.

供應商審查

本集團在選擇供應商時，核查具備相關資質後，須到實地考察，根據其生產規模、生產能力、生產環境、人員配備、安全管理組織機構、品質管制制度等指標，劃分 A 級、B 級及 C 級三個等級供應商。採購部定期組織生產部、人事行政中心等相關部門，對合格供應商安全管理及表現以及產品售後服務等綜合情況進行評價考核，考核結果實行優勝劣汰。對少數供應商安全管理要求較高的，必要時會組織專人到供應商現場進行考核。

本集團亦會對可能造成嚴重污染或造成嚴重社會危害的企業或已造成重大環境或社會事故的供應商終止供應合同。通過上述審查程序，我們可以最大限度地確保供應物料的品質，同時亦能減少供應鏈中潛在的環境及社會風險。

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，我們積極透過內部監控確保產品及服務質素，致力生產符合國際行業標準的優質產品。我們亦一直保持與顧客的溝通，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》、《中華人民共和國廣告法》、《中華人民共和國著作權法》、《中華人民共和國專利法》及《中華人民共和國商標法》等法律法規的規定。於報告期間，在健康及安全、廣告、標籤及提供產品與服務相關隱私事宜以及賠償方法方面，本集團並無知悉任何對本集團有重大影響的不遵守相關法律法規的任何嚴重不合規事宜。

Quality Management

To ensure the highest quality products are provided to customers, the Group has developed a stringent quality control system, covering supplier selection, material testing, production process control, product factory inspection, third-party inspection and certification, after-sales service, product quality tracking and other processes.

We have established and implemented a number of systems and mechanisms to ensure products of the Group are meeting relevant requirements, including the management system of “survival with records, flow traceability, information accessibility and quality retroactivity”; the quality inspection mechanism of first inspection, self-inspection; line inspection, cross inspection and final inspection; the abnormal reporting and correction system, and the regular quality analysis mechanism for export products. We will also organize publicity and promotion meetings, training sessions, site-meetings and seminars on a regular basis to help staff in learning relevant laws, regulations and rules, and developing the mindset of “Quality is the life of a company, and the company has the highest responsibility on the quality”. We develop a professional team responsible for quality management through strict product quality training assessment in order to enhance employee’s responsibility on product quality and safety, as well as the awareness on quality control.

Moreover, woods used for making products are supplied globally and are certified by the FSC and PEFC forest management systems. Woods are required to be supplied by qualified suppliers together with a certificate, and sample inspection record are required to be provided for traceability. The Group will send materials to CNAS approved laboratory at least once a year to test the content of heavy metals (such as lead, cadmium, mercury and chromium), free formaldehyde and other toxic and hazardous substances. All woods used for production have undergone epidemic prevention treatment, and each batch of finished product are subjected to approval by the Quality Control Department; while randomly selected samples will be sent to the inspection room for testing prior to delivery.

The Group had been awarded with the certificate of “Excellent Enterprise in Fujian Furniture Industry in 2017” by Fujian Furniture Association, and certificate of “National Green Wood Model Enterprise” by Timber Conservation Development Center. The Group was also a “National Standardized Model Enterprise of the Forestry Industry”, proofing external recognitions of the Group’s products and production.

品質管理

為確保給客戶提供最高品質的產品，本集團制訂了一套嚴密的品質管制體系，覆蓋從供應商選擇、材料檢驗、生產程式控制、產品出廠檢驗、第三方檢查認證、售後服務、產品品質追蹤等過程。

我們建立並實施了多項制度及機制以確保本集團的產品符合相關要求，包括出口產品品質「生存有記錄、流向可追蹤、資訊可查詢、品質可追溯」的溯源管理制度、首檢自檢線檢互檢終檢的品質監督機制、異常情況報告和糾偏制度、出口產品品質定期分析機制。我們亦會定時召開宣傳推進會議、培訓會、現場會、座談會，組織員工學習相關的法律法規和規章，樹立「品質就是企業生命，企業就是品質第一責任人」的思想。我們通過嚴格產品品質崗位培訓考核，培育一支專職品質專業隊伍，從而提升公司員工的品質安全主體責任和品質管制意識。

此外，產品所用木材來自全球各地並通過 FSC 和 PEFC 森林管理體系認證。木材均需由評價合格並持有合格證書的供應商提供，並要求提供抽樣檢驗記錄，以便追溯。本集團每年至少一次送樣至經過 CNAS 認可實驗室檢測重金屬（鉛、鎘、汞、鉻）、游離甲醛等有毒有害物質含量。所有用於生產的木材都經過烤房烘乾的防疫處理，每一批成品需經品質管部檢驗合格，同時隨機抽取樣品送檢測室檢測合格方可發貨。

本集團曾經獲福建省傢俱協會頒贈「福建省傢俱行業 2017 年優秀企業」榮譽證書、木材節約發展中心頒贈「全國綠色木業示範單位」證書等證書。期內集團的生產中心也是「國家林業標準化示範企業」，可見外界到本集團產品及生產的認同。

Customer Services

The Group recognizes the importance of customer services, and believes that customer satisfaction plays a critical role in production and business sustainability of the Group. The Group conducts annual satisfaction surveys on key customers, focusing on the satisfaction of new customers and customers with large purchases. The Group will also review all complaints from customers, suppliers and partners, and take appropriate follow-up actions in accordance with internal procedures and guidelines. If applicable, the Group will conduct relevant investigations to resolve them, and make improvements as needed.

Advertising and Labelling

Due to the business nature of the Group, the Group only conducts limited publicity activities. Therefore, the business operations of the Group do not involve advertising and label related matters.

B7. Anti-corruption

General Disclosure

The Group believes that a corporate culture of high integrity is the key to its continual success, therefore we recognize the importance of anti-corruption work and systems, and are committed to building a fair, open, and transparent corporate culture. In facing corruption-related incidents, we insist on treating all cases with honesty, fairness, transparency and accountability. The Group has complied with laws and regulations such as the “Company Law of the People’s Republic of China”, “Bidding Law of the People’s Republic of China”, “Anti-unfair Competition Law of the People’s Republic of China”. During the Reporting Period, the Group was not aware of any material non-compliance in relation to bribery, extortion, fraud and money laundering.

Anti-corruption

The Group has been committed to establishing and improving the internal control system to prevent corruption and fraud. The Group’s Audit Committee and management must not tolerate corruption and fraud. Honesty, impartiality, transparency and accountability are all reflected in the Group’s policies and operating procedures.

客戶服務

本集團極為重視客戶服務的重要性，深信客戶的滿意是本集團生產及業務可持續發展的關鍵因素之一。本集團每年都會對重點客戶進行滿意度調查報告，重點分析新客戶及購買量大的客戶對產品的滿意度。本集團亦會根據內部程序及指引審議所有來自客戶、供應商及合作夥伴的投訴並採取相應跟進措施。如適用，本集團將進行相關調查並解決，並於需要時作出改進。

廣告及標籤

基於本集團的業務性質，本集團僅進行有限的宣傳活動。因此，本集團業務營運過程中，並不涉及廣告及標籤相關事宜。

B7. 反貪污

一般披露

本集團相信廉潔的企業文化是我們持續成功的關鍵，所以我們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。在面對有關貪污的事件，我們堅持以誠實、公正、透明及負責的態度對待所有個案。本集團已嚴格遵守《中華人民共和國公司法》、《中華人民共和國招標投標法》、《關於禁止商業賄賂行為的暫行規定》等法律法規的規定。於報告期間，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。

反腐倡廉

本集團一直致力於建立並持續完善內部控制體系以防止貪污和欺詐行為出現。本集團審計委員會及管理層絕對不能容忍貪污和欺詐。誠實、公正、透明及負責任等均反映在集團的有關政策及營運程式上。

The Group has formulated the Anti-bribery and Anti-corruption Policy, and requires key personnel and individuals or units who have business relationships to sign the Commitment on Prevention of Commercial Bribery so to strength the prevention and control of corruption at source. The Group 's Human Resources and Administrative Department also acts as the department for supervising and monitoring business fraud, and is responsible to implement and follow-up inspections. If any employee is found to have violated the Anti-bribery and Anti-corruption Policy, the Group will handle the violation according to the level of severity and relevant circumstances.

B8. Community Investment

General Disclosure

Charity Business

The Group has actively participated in the charity and social welfare activities, and has established the "King Wood Education Fund" in Zhangping Charity Federation in 2008. The "King Wood Education Fund" engages in providing social welfare, and had fund schools to build teaching facilities; donating piano, computer and other teaching equipment; subsidizing underdeveloped villages for road construction. In the event of disasters, the Group will also make donations to the affected areas.

In 2018, the Group donated a total of approximately RMB 192,000 (2017: approximately RMB 374,000).

本集團制定《反賄賂及反腐敗政策》，並要求重要崗位人員和與業務往來的單位或個人向公司簽訂《預防商業賄賂承諾書》，以加強源頭上預防及治理腐敗。本集團人事行政中心亦會作為預防商業賄賂的監督管理部門，並負責執行及跟進監督檢查。如發現任何僱員違反《反賄賂及反腐敗政策》，本集團會根據違反行為的程度輕重，依照有關規定給予相應的處理。

B8. 社區投資

一般披露

慈善業務

本集團一直積極熱心參會慈善事業及社會公益事業，於 2008 年在漳平市慈善總會設立了「木村助學基金」。「木村助學基金」為社會公益事業，歷年來資助向學校捐資建設教學設施、捐贈鋼琴、電腦等教學設備，資助貧困鄉村道路建。當遇上重大災害時，本集團還會向受災地區捐贈。

於 2018 年，本集團總捐助人民幣約 192,000 元（2017 年：人民幣約 374,000 元）。

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KONG LIMITED**

**香港聯合交易所有限公司的《環
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引表**

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
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 排放物
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數據。	Emissions – Exhaust Gas Emissions, GHG Emissions 排放物 – 廢氣排放、溫室氣 體排放
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
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 排放物 – 廢棄物管理 (Not Applicable – Explained) (不適用 – 已解釋)
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 – 廢棄物管理
KPI A1.5 (“comply or explain”) 關鍵績效指標 A1.5 (「不 遵守就解釋」)	Description of reduction initiatives and results achieved. 描述減低排放量的措施及所得成果。	Emissions – Exhaust Gas Emissions, GHG Emissions 排放物 – 廢氣排放、溫室氣 體排放
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 – 廢棄物管理

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 資源使用
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 Management 資源使用 – 能源管理
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 Resources Management 資源使用 – 水資源管理
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 Management 資源使用 – 能源管理
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 Resources Management 資源使用 – 水資源管理
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）及每生產單位佔量。	Use of Resources – Use of Packaging Materials 資源使用 – 包裝材料使用
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
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 – Natural Resource Management 環境及天然資源 – 天然資源管理
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

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
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
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
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
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

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
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



**China Environmental Technology And
Bioenergy Holdings Limited**
中科生物控股有限公司