



Allan International Holdings Limited

(亞倫國際集團有限公司)

Incorporated in Bermuda with limited liability

於百慕達註冊成立之有限公司

Stock Code 股份代號: 684



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

2018 / 19

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ABOUT THE GROUP

Allan International Holdings Ltd. (the "Company", together with its subsidiaries, "Allan International" or the "Group") is principally engaged in designing, manufacturing and selling of household electrical appliances. Sales turnover of the Group is divided into four segments: Europe, Asia, America, and other regions accounting for 46%, 23%, 27% and 4% respectively. The Group's major customers are customers with well-known household electrical appliance brands.

During the year, in order to better utilize resources and cut cost, the Group decided to optimise and consolidate the existing manufacturing facilities by relocating the plants located in Hui Nan Hi-Tech Industrial Park to existing Lilin Plant in April 2019.

Looking ahead, the Group will maintain efficient and effective production through automation and process improvements. The Group will improve the engineering and R&D capabilities to offer comprehensive project management with unique and innovative product platforms to the customers. The Group will strive to expand the customer base and product categories, and look for business opportunities to create higher value to our stakeholders.

關於本集團

亞倫國際集團有限公司(「本公司」)連同其附屬公司(統稱「亞倫國際」或「本集團」)主要從事家庭電器的設計、製造及銷售業務。本集團的主要銷售地區劃分為歐洲(佔銷售營業額46%)、亞洲(佔銷售營業額23%)、美洲(佔銷售營業額27%)和其他地區(佔銷售營業額4%)。本集團的主要客戶為家庭電器知名品牌客戶。

本年度，為提升資源利用效率及降低成本，本集團決定優化和整合現有的製造設施，並於二零一九年四月將位於惠南高新技術產業園區的工廠搬遷至現有的瀝林廠區。

展望未來，本集團將透過自動化和流程改進維持高效生產。本集團將提升工程和研發能力，為客戶提供獨特和創新產品平台的全面項目管理。本集團將致力擴充客戶群及產品種類，以及尋找商業機會，為各持份者創造更高價值。



ABOUT THE REPORT

This is the third Environmental, Social and Governance Report (the "Report") released by Allan International. By reporting on the Group's environmental, social and governance policies, measures and performance, the Report enhances stakeholders' understanding of the Group's progress and development direction on sustainable development. This Report is prepared in both Chinese and English and is available on the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") and the Company's website at www.allan.com.hk.

SCOPE OF THE REPORT

The Report presents the Group's environmental, social and governance performance for the financial year from 1 April 2018 to 31 March 2019 (the "Year"). Same as the report of last year, the Report focuses on the operation of the Group's plant in Lilin Town, Zhongkai Hi-tech Industrial Development Zone, Huizhou City, Guangdong Province, China (the "Lilin Plant"). The Report has not yet covered the Group's operations of other places (such as the operations in Hong Kong). However, the Group will continue to improve its internal data collection procedures to gradually expand the scope of disclosure.

REPORTING STANDARDS

The Report has been compiled in accordance with the Environmental, Social and Governance Reporting Guidance (the "Guidance") under Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited, with the four reporting principles, i.e. Materiality, Quantitative, Balance and Consistency, as the basic preparation. To allow stakeholders to gain a comprehensive understanding of the Group's performance in environmental, social and governance, this Report not only discloses key performance indicators (KPIs) according to the "comply or explain" provisions, but also KPIs according to the "recommended disclosures" in the Guidance.

關於本報告

本報告為亞倫國際發表的第三份《環境、社會及管治報告》(「本報告」)。本報告透過匯報本集團在環境、社會及管治方面的政策、措施和績效，讓各持份者更了解本集團於可持續發展議題的進程和發展方向。本報告以中、英文編寫，並已上載至香港聯合交易所有限公司(「聯交所」)及本公司網站www.allan.com.hk。

報告範圍

本報告匯報本集團在二零一八年四月一日至二零一九年三月三十一日之財政年度內(「本年度」)之環境、社會及管治表現。與去年報告相同，本報告聚焦本集團位於中國廣東省惠州市仲愷高新技術產業開發區瀝林鎮的廠房(簡稱「瀝林廠房」)之營運。本報告目前未有覆蓋本集團其他營運點之營運(例如位於香港的營運)，然而本集團將不斷提升內部資料收集程序以逐步擴大披露範圍。

報告準則

本報告按《香港聯合交易所有限公司證券上市規則》附錄二十七《環境、社會及管治報告指引》(「指引」)編寫，並以四項匯報原則—重要性、量化、平衡及一致性，作為編寫報告的基礎。為了讓持份者全面了解本集團的環境、社會及管治績效，本報告不僅按「不遵守就解釋」的規定披露環境關鍵績效指標，亦匯報部份《指引》中「建議披露」的社會關鍵績效指標。



CONFIRMATION AND APPROVAL

The Group has formulated internal control and formal review procedures, striving to ensure the accuracy and reliability of the information presented. The Report was confirmed and approved by the board of directors of the Company in September 2019.

FEEDBACK

Allan International's continuous improvement depends on your valuable comments on the performance and reporting method of the Group. If you have any question or suggestion about the Report, please contact the Group through the following channels:

Address: Flat B, 23rd Floor, Chaiwan Industrial Centre,
20 Lee Chung Street, Chai Wan, Hong Kong
Tel: (852) 2103 7288
Fax: (852) 2214 9357
E-mail: info@allan.com.hk

確認及批准

本集團已成立內部監控及正式審查程序，竭力確保本報告所有呈現的資料均準確可靠。本報告已於二零一九年九月獲董事會確認及批准。

意見反饋

亞倫國際的持續進步有賴閣下對本集團的表現及匯報方法發表寶貴意見。如閣下對報告有任何疑問或建議，歡迎透過以下方式聯絡本集團：

地址：香港柴灣利眾街20號柴灣中心
工業大廈23樓B室
電話：(852) 2103 7288
傳真：(852) 2214 9357
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CHAIRMAN'S MESSAGE

I am pleased to release the Group's third "Environmental, Social and Governance Report" to inform stakeholders of our performance in relevant areas and maintain effective communication with them. The success of the Group depends on the support of stakeholders from all walks of life, including customers, suppliers, employees and shareholders. We understand that nowadays stakeholders' expectations are not only about economic benefits, but also the contribution of enterprises to social well-being and environmental protection.

The Group recognizes that the board of directors is fully responsible for the sustainability performance and reporting of the Group. Through communication with stakeholders, the Group has selected green production, retaining talents and supply chain management as the focus of its sustainable development. These issues highlight the opportunities and risks on the sustainable development of our business. We regularly review the different segments of our business to identify risks in a timely manner and take corresponding measures.

The Group's production activities inevitably have an impact on the environment. We promote green production in our business operation to reduce emissions and waste to avoid pollution to the environment while focusing on industrial safety and operating our business to achieve benefits for our stakeholders. As manufacturing industry is facing a shortage of workers in mainland China, how to retain talents and ensure steady growth of business has always been an issue of great concern to us. The Group has taken various measures to retain staff, such as improving benefits, caring for staff needs and regularly reviewing their remuneration packages. We attach importance to managing the environmental and social impacts of the supply chain, protecting the interests of the local communities in which we operate, and ensuring that all of our operational segments comply with local laws and regulations.

主席寄語

本人欣然發佈本集團第三份《環境、社會及管治報告》，讓各界持份者了解我們在相關方面的績效，同時與持份者保持有效的溝通。本集團的成功有賴於各界持份者，包括客戶、供應商、員工和股東的支持。我們明白，今天持份者的期望不止於經濟效益，亦牽涉企業對社會福祉及環境保護的貢獻。

本集團知悉，董事會須對集團的可持續發展表現及匯報負全責。透過與持份者溝通，本集團挑選出綠色生產、留任人才及供應鏈管理為可持續發展工作的重點。這些議題突顯了我們的業務在可持續發展議題上面臨的機遇及風險。我們定期檢視業務的不同部分，從而及時辨別風險，作出應對。

本集團的生產活動無可避免構成環境影響，我們在業務營運上提倡綠色生產，減少排放及廢物，避免污染，同時着重工業安全，以持份者的利益為依歸。製造行業面對中國內地工人短缺的問題，如何留任人才、確保業務穩健，一直是我們十分關注的議題。本集團透過提升福利條件、關懷員工需要及定期檢討員工待遇等措施挽留員工。我們重視管理供應鏈的環境及社會影響，保障營運當地社區的利益，並確保所有營運部分符合當地法例法規。



In order to better monitor the sustainable development performance of the Group, we will consider to set up a dedicated steering committee for reporting to the directors of the Group. The committee is responsible for formulation, implementation and review of relevant policies. The board of directors and committee will actively maintain two-way communication with a view to responding flexibly to changes on issues related to sustainable development.

With the support of stakeholders from all walks of life, the Group will continue to strive to meet the difficulties in the challenging market, the needs of customers, take care of the well-being of staff, and to improve environmental and social performance. We will maintain close communication with our customers, suppliers and key external stakeholders, and proceed cautiously to overcome the current difficulties and face future challenges related to sustainability issues.

Allan International Holdings Ltd.

Chairman

Cheung Lai Chun, Maggie

為更有效地監管本集團的可持續發展績效，我們將考慮成立一個專責督導委員會，向本集團的董事匯報。委員會將負責相關政策的制定、執行及檢討。董事會及委員會會積極保持雙向溝通，務求靈活應對與可持續發展相關議題帶來的轉變。

在各界持份者的支持下，本集團會繼續努力在充滿挑戰的市場中迎難而上，符合顧客的需要、照顧員工的福祉，同時爭取改善環境及社會績效。我們會與客戶、供應商及關鍵外部持份者保持緊密溝通，謹慎而行，跨越當前的難關及面對未來與可持續發展議題相關的挑戰。

張麗珍

主席

亞倫國際集團有限公司



GOVERNANCE STRUCTURE AND RISK MANAGEMENT

The board of directors of the Company adheres to a high level of corporate governance and believes that good corporate governance practices can effectively contribute to the establishment and realization of long-term strategies and goals of Allan International. The board of directors bears corporate social responsibility of the Group, including seizing and responding to opportunities and risks arising from sustainable development for the enterprise.

Risk management is an essential component of daily management procedures and good corporate governance. The Group has established risk management and internal control systems which were reviewed by the Audit Committee on an on-going basis to ensure the effective operation of the systems. The audit work covers areas such as finance, operations and compliance controls, and is performed by an external independent professional to assist in identifying and assessing the risks of the Group through interviews.

The Group notes that the current risk management and internal control systems do not fully cover issues of sustainable development. Going forward, the Group will consider setting up an environmental, social and governance working team and will include the potential environmental and social issues into its risk systems in order to identify risks and formulate responsive plans in a timely manner.

管治架構及風險管理

本公司董事會致力秉持高水平的企業管治，並相信良好的企業管治常規能有效領導亞倫國際建立和實現長遠策略和目標。董事會肩負本集團的企業社會責任，當中包括帶領企業把握和應對可持續發展帶來的機遇和風險。

風險管理是日常管理過程及良好企業管治的重要一環。本集團已建立風險管理及內部控制系統，並由審核委員會持續監察，確保系統有效運作。審核工作涵蓋財務、營運及合規控制等範疇，並由外部獨立專業人士透過訪談的形式進行，以協助識別及評估本集團的風險。

本集團注意到現行的風險管理及內部監控系統並未全面涵蓋可持續發展議題。展望未來，集團將考慮成立環境、社會及管治工作小組，以及把潛在環境及社會議題納入風險系統，以便及時識別風險和確定應對方案。



COMMUNICATION WITH STAKEHOLDERS

持份者溝通

Allan International values the communication with stakeholders¹, with the aim to introduce the Group's operation development principles and latest business updates, and to listen to their opinions and expectations, so as to help the Group to have better response to the needs of markets and society as well as to develop and implement relevant policies and measures. During the Year, the Group kept closely communicating with the stakeholders via daily operation and various channels.

亞倫國際重視與持份者¹溝通，旨在為向他們介紹本集團的營運發展方針和業務最新動向之餘，同時聆聽他們的意見與期盼，協助本集團更好地應對市場與社會的需求，制定和實行相應的政策和措施。本年度，本集團繼續透過日常營運和各種渠道與持份者保持緊密溝通。

COMMUNICATION WITH STAKEHOLDERS

持份者溝通

Employees

員工

- Conducted employee survey to analyse employees' opinions towards working environment
- 進行員工意見調查，分析員工對工作環境的意見
- Disseminated the information to employees through trainings, meetings, bulletin newsletter and internet, etc.
- 以培訓、會議、宣傳板報和互聯網等方式向員工傳達資訊

Customers

客戶

- Conducted customer satisfaction surveys
- 客戶滿意度調查
- Stipulated customer communication procedures to ensure the opinions and complaints will be duly handled
- 制定客戶溝通程序，妥善處理客戶的意見和投訴

Shareholders

股東

- Reported the operation of the Group to shareholders through general meetings, annual reports and financial reports
- 透過股東大會、年報及財政報告向股東匯報集團的營運情況

Suppliers

供應商

- Arranged audit and risk assessment on suppliers, and encouraged them to improve their environmental and social performance
- 安排供應商審核和進行風險評級，鼓勵供應商改善環境和社會責任表現

Community

社區

- Organized visits, sponsored community events and established scholarship scheme
- 舉辦探訪活動、贊助社區活動和成立獎學金

¹ "Stakeholders", also known as "interested parties" or "equity holders", refer to groups or individuals that have a material impact on corporation business, or would be influenced by the business, including internal board of directors, management team, executives and the general staff, external shareholders, business partners, customers, governments and regulatory agencies, banks and investors and community, etc.

¹ 「持份者」，又稱「利益相關方」或「權益人」，指對企業業務有重大影響，或會受業務影響的群體和個人，包括內部的董事會、管理層、行政員工和一般員工，以及外部的股東、業務夥伴、客戶、政府及監管機構、銀行及投資者和社區團體等。

MATERIAL ISSUES

Since last year, Allan International has appointed a consultancy company, Carbon Care Asia to assist the Group in conducting in-depth discussions with stakeholders in relation to the issues about sustainable development. In order to understand the opinions and expectations of key stakeholders towards the Group's sustainable development, the Group conducted the communications on sustainability in a fair, open and transparent manner.

During the Year, communication with stakeholders in relation to sustainable development were mainly conducted in the following steps:

實質性議題

亞倫國際去年起委託顧問公司低碳亞洲協助本集團就可持續發展中的相關議題與持份者進行深入的交流。本集團以公正、公開及透明的方式進行可持續發展溝通活動，以此瞭解關鍵持份者對本集團在可持續發展路向上的意見與期望。

本年度，有關可持續發展的持份者溝通工作主要通過以下步驟進行：

Steps 步驟	Actions 行動
Step 1: Identify key stakeholders and relevant issues 第一步：識別關鍵持份者和相關議題	<ul style="list-style-type: none"> The key internal stakeholders of the Group include members of the board of directors and staff, while the key external stakeholders include the community, non-government organizations, media, governments and regulatory agencies, commercial customers, business partners, suppliers and contractors, academic organizations and schools 本集團的關鍵內部持份者包括董事會成員和員工，關鍵外部持份者包括社群、非政府機構、傳媒、政府和監管部門、工商客戶、業務伙伴、供應商和承辦商、學術界和學校 To ensure that the issues could fully reflect the nature of the Group's business and the results of the past communications with stakeholders, the Group has identified 24 issues which are most closely related to the Group's business and its impacts, covering the four major areas of "environment", "employment and labour practices", "operating practices" and "community investment" 為確保議題充分反映本集團的業務性質和過去的持份者溝通結果，本集團識別24項與本集團業務及其影響最密切相關的議題，涵蓋「環境」、「僱傭及勞工常規」、「營運慣例」和「社區投資」四大範疇
Step 2: Collect stakeholder's feedbacks 第二步：收集持份者意見	<ul style="list-style-type: none"> The consultant has conducted detailed interviews with the management of the Group and distributed questionnaires to enable the stakeholders to grade the sustainability issues according to the level of importance 顧問與本集團的管理層進行了詳細面談，以及發放問卷，讓持份者就各項可持續發展議題的重要性評分 The Group ultimately collected a total of 224 questionnaires, among which 109 were from internal stakeholders and 115 were from external stakeholders 本集團最終收回224份問卷，其中109份來自內部持份者，115份來自外部持份者
Step 3: Identify material issues 第三步：識別實質性議題	<ul style="list-style-type: none"> The consultant has conducted a materiality matrix analysis on the basis of the level of importance to stakeholders and the importance to the business development of the Group of each issue and determined the materiality of each issue. According to the analysis result, there were 13 issues being defined as material issues (for details, please see the following sections) 顧問根據每項議題對持份者的重要程度和對本集團業務發展的重要性，進行實質性矩陣分析，評定每項議題的實質性。根據分析結果，共13項議題被定義為實質性議題（詳情見以下章節）
Step 4: Confirm material issues 第四步：確認實質性議題	<ul style="list-style-type: none"> The senior management of the Group has reviewed and verified the result of materiality matrix to give priority to handle those material issues 本集團的高級管理層審視及驗證實質性矩陣結果，以便優先處理實質性議題

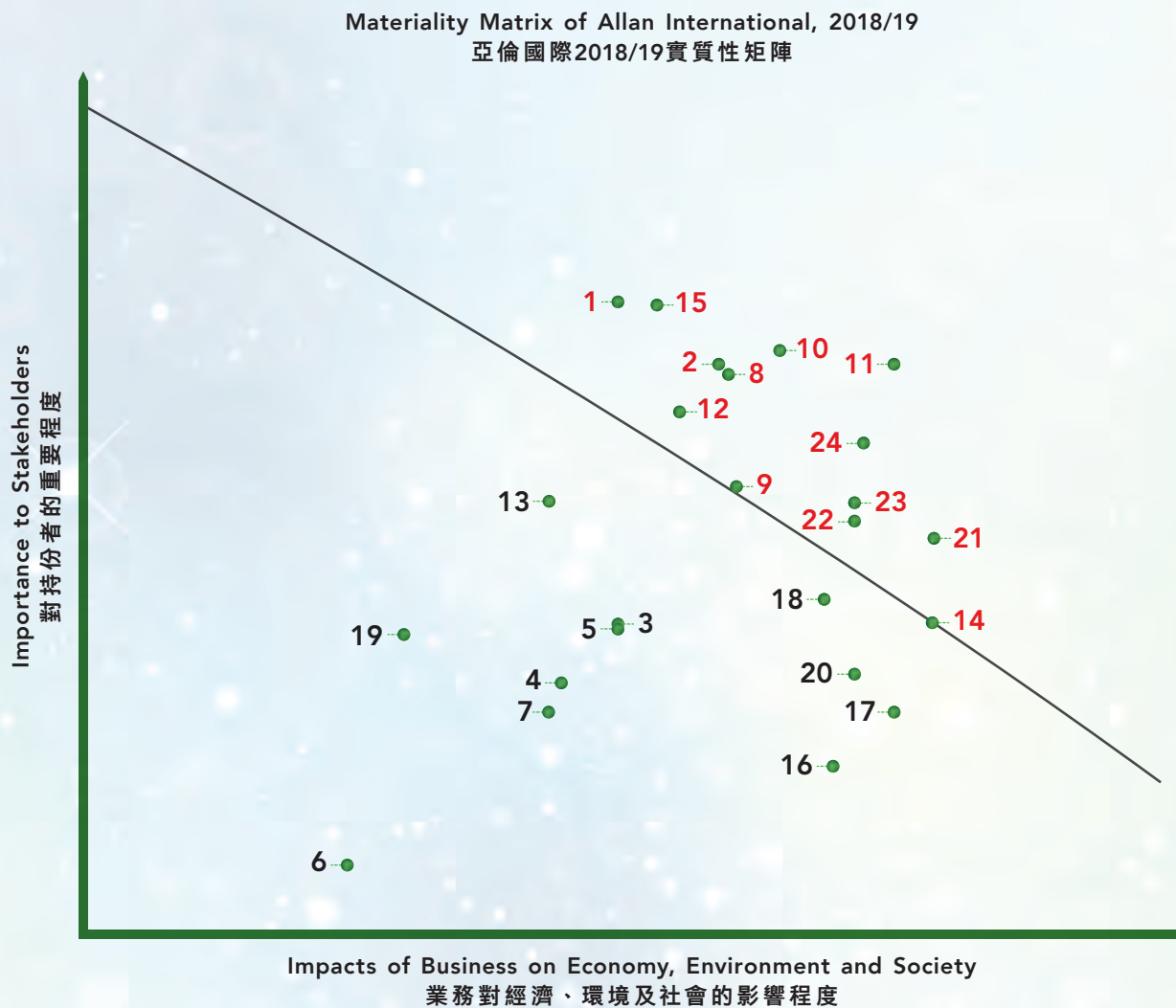


MATERIALITY MATRIX

Based on the results of the questionnaire survey, the consultant has conducted a materiality analysis. The consultant has integrated the average of all the stakeholders' scores and created the Group's materiality matrix (as shown in the graph below). The 13 issues marked in red in the graph are the material issues.

實質性矩陣

顧問根據問卷調查的結果進行了實質性分析，綜合所有持份者評分的均值，得出本集團的實質性矩陣(如下圖所示)。圖中紅色標註的13項議題為實質性議題。



The issues indicated above the line in the graph are the relatively important items after the investigation of the stakeholders' survey and are therefore included in the material issues in this report.

圖中斜線以上所標示的議題為經持份者問卷調查後較重要的項目，因此本報告中將之納入實質性議題中。

The relevant issues identified by the Group are listed in the table below, and the 13 material issues identified by the materiality matrix analysis are presented in bold type. Issues within each area are arranged in descending order of importance.

本集團所識別的相關議題均列於下表，而其中通過實質性矩陣分析所得出的13項實質性議題以粗體字顯示，並按其範疇下的重要性由高至低排列。

Area 範疇	Number 序號	Relevant issue 相關議題
Environment 環境	2	Wastewater treatment 廢水排放管理
	1	Air pollutant and greenhouse gas emission management 空氣污染物及溫室氣體排放管理
	3	Waste management 廢棄物管理
	5	Water efficiency 用水效益
	4	Energy efficiency 能源效益
	7	Impact of management operation on the environment and natural resources 管理營運對環境及天然資源造成的影響
	6	Efficiency on usage of other resources 其他資源的使用效益
Community Investment 社區投資	24	Needs and interests of the community 社區需要和利益
	23	Community investment 社區投資
Employment and Labour Practices 僱傭及勞工常規	11	Employee benefits and well-being 員工福利及身心健康
	10	Healthy and safe workplace 健康和安全的工作環境
	15	Prohibition of forced labour 防止強制勞工
	8	Employment and labour policy 僱傭制度
	12	Employee training 員工培訓
	9	Anti-discrimination, equal and diversified employment environment 反歧視、平等和多元化僱傭環境
	14	Prohibition of child labour 防止童工
Operating Practices 營運慣例	21	Protection of the interests of customers and business partners 保障客戶及業務合作夥伴
	22	Prevention of bribery, extortion, fraud and money laundering 防止賄賂、勒索、欺詐及洗黑錢
	18	Customers' health and safety 客戶的健康與安全
	20	Customer complaint handling mechanism 客戶投訴處理及應對機制
	17	Quality control of incoming production material 來貨生產材料的品質控制
	16	Environmental and social risks of the supply chain 供應鏈的環境及社會風險
	19	Product-recall mechanism 產品回收制度

Allan International understands the importance of communication with stakeholders. We will continue to expand the communication channels with stakeholders and enlarge the scope of communication activities with both internal and external stakeholders, so as to have a more comprehensive understanding of the view of different stakeholders for the Group with regard to the work and effectiveness in the abovementioned four areas of sustainable development.

亞倫國際明白與持份者溝通的重要性，將會持續拓寬與持份者溝通的渠道，並擴大內外部持份者的溝通活動的範圍，以更全面的瞭解不同持份者對於本集團在上述四個可持續發展範疇的工作和成效。

EMPLOYEE CARE

Allan International's human resources policy is based on the fundamental principle of respecting the individual dignity and value. The Group strives to become a desirable employer by promoting the work-life balance, equal opportunities and the health and safety of its employees.

EMPLOYMENT SYSTEM

Allan International is committed to create a harmonious working environment that supports the growth and development of its employees. The *Employee Handbook* (《僱員手冊》) of the Group sets out arrangements for remuneration, dismissal, recruitment, promotion, working hours and holidays to ensure employees understand their rights and responsibilities. The Group has formulated the *Anti-Discrimination Management Procedures* (《反歧視管理程序》) in order to ensure that every employee is being dealt with fairly in terms of employment, wages, treatment, training opportunities, work arrangements, promotion, disposition, dismissal, etc., regardless of nationality, race, gender, age, religious belief, social background, disability, marital status, political orientation, sexual orientation, etc. Employees are entitled to equal rights to employment and career choices.

員工關懷

亞倫國際的人力資源管理方針建基於尊重個人尊嚴和價值的基本原則。本集團提倡員工工作與生活平衡，確保他們享有平等機會，且重視員工的健康和安全，矢志成為理想的僱主。

僱傭制度

亞倫國際致力締造和諧共融的工作環境，支持員工成長和發展。本集團的《僱員手冊》列明有關薪酬、解僱、招聘、晉升、工作時間、假期的安排，確保員工了解他們的權利和職責。為確保每名員工在錄用、工資、待遇、培訓機會、工作安排、升職、處分、解僱等都受到公平的對待，本集團制定《反歧視管理程序》，確保不會因國籍、種族、性別、年齡、宗教信仰、社會背景、殘疾、婚姻狀況、政治傾向、性取向等方面而差別對待員工，員工該享有平等就業和選擇職業的權利。

Total number of
employees
員工總人數

2,442

Ratio of male to
female employees
員工男女比例

1:2.25

Turnover rate of
employees
員工流失率

43.9%

Rate of
New Recruitment
員工新增率

42.2%

Communication with employees

Allan International emphasizes communication with employees and has established internal communication procedures to promote an open communication culture. The internal communication methods of the Lilin Plant include training, conferences, bulletin newsletter and the Internet. Relevant departments or management representatives are responsible for timely communicating to the employees the operation of the Group's policies on the code of conduct and management systems, so that they understand the Group's policies and objectives. Employees can also communicate their opinions to the Group through the complaint mailbox.

員工溝通

亞倫國際重視員工溝通，並建立內部溝通程序，推動開放的溝通文化。瀝林廠房內部溝通的方式包括培訓、會議、宣傳板報和互聯網等。相關部門或管理者代表負責及時向員工傳達本集團的行為準則政策和管理體系運行情況，讓他們了解本集團的方針和目標。員工亦可透過申訴信箱向本集團傳達意見。



Valuing the opinions of employees

Allan International conducted a survey in 2018 to understand the level of satisfaction and opinions of the employees on the administrative services and facilities provided by the Lilin Plant. Based on the survey results, the Group made statistical analysis and summary on the three indicators of the general administrative services, company car services and kitchen services, which was taken as a reference for continuous improvement of staff services in the future. The administrative service commitment of the Lilin Plant has an overall score of 87.6 points, which has exceeded the original target of 80 points. As of the fourth quarter of 2018, the Group has taken improvement measures or communicated with relevant departments on the 22 comments received.

重視員工意見

亞倫國際於二零一八年進行一項問卷調查，藉以了解員工對瀝林廠房所提供的行政服務及設施之滿意程度及意見。本集團根據問卷調查所得的結果，在一般行政服務、車隊服務和廚房服務三項指標上作出統計分析和總結，並以此作為日後持續改善員工服務的參考。瀝林廠房的行政服務承諾總體得分為87.6分，已超過原訂目標的80分。截至二零一八年的第四季度，本集團已對收到的22項意見進行改善措施或與相關部門進行溝通。

Opinions of Employees (Extract) 員工意見(節錄)	Response of Allan International 亞倫國際的回應
<ul style="list-style-type: none"> A more convenient way to collect work-related courier packages 採用更便捷領取公務快遞的方式 	<ul style="list-style-type: none"> Centralize the collection location 統一收取地點 Add Hive Boxes 增設蜂巢快遞櫃
<ul style="list-style-type: none"> The old photocopier model under repair frequently 影印機型號較舊，須經常維修 	<ul style="list-style-type: none"> Replace 5 photocopiers 更換5台影印機
<ul style="list-style-type: none"> More choices of breakfast at staff canteens 增加員工飯堂的早餐選擇 	<ul style="list-style-type: none"> Breakfast menu changes periodically to suit the employees 更改早餐配搭，迎合員工需要

Allan International has complied with laws and regulations such as *Labour Law of the PRC* (《中華人民共和國勞動法》), *Employment Contracts Law of the PRC* (《中華人民共和國勞動合同法》) and *Social Insurance Law of the PRC* (《中華人民共和國社會保險法》). During the Year, the Group did not have any cases of illegality and violation to employment rules or any complaints on discrimination or harassment in the Lilin Plant.

亞倫國際遵守《中華人民共和國勞動法》、《中華人民共和國勞動合同法》及《中華人民共和國社會保險法》等法律法規。本年度，本集團於瀝林廠房並無發現與僱傭相關的違法或違規個案，或任何有關歧視或騷擾的申訴個案。

THE OCCUPATIONAL HEALTH AND SAFETY SYSTEMS 職業健康與安全體系



Allan International is committed to maintain a healthy and safe working environment in order to avoid any industrial accident. The Group has established the occupational health and safety systems for the six key aspects, namely fire safety, regional safety, daily performance, occupational hygiene, special equipment and hazardous chemicals. Lilin Plant has reviewed and renewed the safety and production management structure during this Year. In addition to the person-in-charge of the plant and the departmental managers, the person-in-charge for specific regions of the plant are responsible for the supervision and adherence to the health and safety management system at all production regions.

亞倫國際致力維持一個健康、安全的工作環境，防止工傷意外的發生。本集團針對消防安全、區域安全、日常績效、職業衛生、特種設備和危險化學品六項要點制定職業健康與安全體系。瀝林廠房於本年度檢視和更新安全生產管理架構，除廠房負責人和部門經理外，車間區域負責人亦須負責各生產部門的健康和安全監督管理，以及監督健康安全相關管理制度的執行。



The occupational health and safety management system

For the safety management of production processes, the Group states relevant health and safety management systems in the Employee Handbook and Health and Safety Management Procedures, aiming to eliminate potential health and safety dangers.

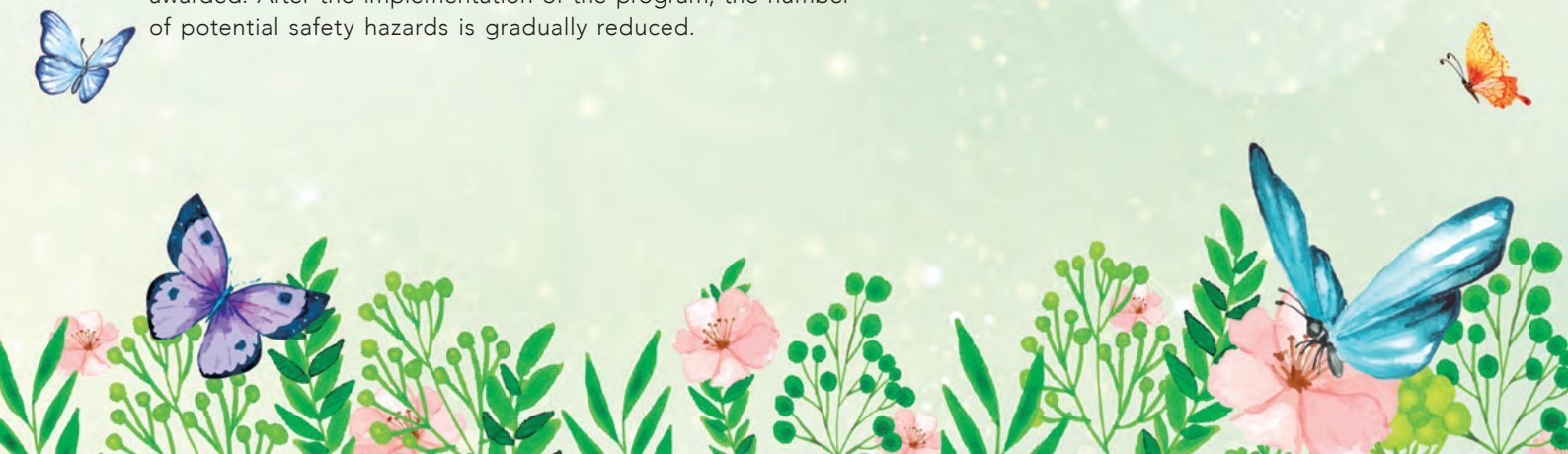
職業健康與安全的管理制度

針對在生產工序的安全管理，本集團的《僱員手冊》和《健康安全管理程序》已列明多項健康與安全的管理制度，以消除潛在的健康與安全隱患。

Management systems 管理制度	Measures (Examples) 措施(例子)
Production safety 生產安全	<ul style="list-style-type: none"> Employees shall comply with safety operation processes and shall not operate in violation of regulations 員工須遵守安全操作規程，不得違章操作 Providing employees with safety protection gear (for example: uniforms, safety helmets, masks, gloves etc.) 為員工提供防護用品(例如：工衣、工帽、口罩、手套等) Providing in-house clinic. The workplace and dormitories are equipped with first aid kits 設立醫務室，並在工作場所和宿舍配備搶救藥品
Fire safety 消防安全	<ul style="list-style-type: none"> Regularly checking and maintaining fire fighting equipment to ensure they are in good condition and the Fire Exits are clear 定期核對和維修消防設備，確保消防設備完好及消防通道暢通 Setting up area responsibility system and arrange regular fire inspection to prevent fire hazards 實行防火安全責任制，定期組織防火檢查，及時消除火災隱患 Conducting one fire drill every 6 months to enhance fire awareness and responsibility of employees 每半年舉行一次走火演習，提升員工的防火意識及應對能力
Electricity safety 用電安全	<ul style="list-style-type: none"> Keeping electrical equipments well ventilated 保持電器設備通風良好 Checking and maintaining all electrical equipments regularly 定期檢修所有電器設備
The use and storage of inflammable and explosive materials 易燃、易爆物品的存放和使用	<ul style="list-style-type: none"> Explosive materials must be stored in special warehouse which meets the requirements for prevention of fire and explosion and must not be stored with other stuff 易爆物品必須儲存於符合防火防爆要求的特別物品倉，不得與其他物品一起存放 Inflammable and explosive materials must be clearly labelled 易燃、易爆物品必須貼上清晰的標籤

Meanwhile, Lilin Plant implements the regional responsibility program. To enhance the safety awareness and responsibility of regional person-in-charge, performance incentives are awarded. After the implementation of the program, the number of potential safety hazards is gradually reduced.

同時，瀝林廠房實行區域負責人方案，以績效獎勵提升區域負責人的責任意識。實施方案後，廠房的安全隱患數量逐漸降低。



Work-related injury treatment

Lilin Plant holds monthly meeting to review work-related injury in the current month and follow up with the improvement measures for the work-related injury for previous month. During the Year, there were 11 work-related injury cases. The relevant departments should report the occurrence of the accident at the review meeting, analyze the cause and set up precaution measures. Lilin Plant has strengthened the occupational safety training and safety protection gear and also replaces and remodels relevant equipment to improve the health and safety aspects at work.

Allan International complies with the *Safety Production Law of the PRC* (《中華人民共和國安全生產法》), the *Fire Prevention Law of the PRC* (《中華人民共和國消防法》), the *Law of the PRC on the Prevention and Control of Occupational Diseases* (《中華人民共和國職業病防治法》) and other applicable laws and regulations relating to working health and safety. During this year, there is no case of death arising from work-related injury or any violation relating to health and safety regulations at Lilin Plant.

EMPLOYEE TRAINING

Allan International believes that nurturing and retaining excellent talents is the core to the Group's development and competitiveness of an enterprise. According to the *Human Resources Management Procedures* (《人力資源管理程序》) and the *Employee Training* (《僱員培訓》), the Group arranges appropriate and diverse trainings for employees, including induction training, on-board training and transfer training, on-the-job training, special training and external training to enhance their working skills and professional abilities. The Group provides subsidies for qualified employees, such as funding for external training including travel and accommodation expenses so as to encourage employees to pursue further education.

工傷事故處理

瀝林廠房舉行每月一次的工傷事故檢討會議，以檢討當月的工傷事故和跟進上月的工傷事故改善情況。本年度，本集團的工傷個案共十一宗。相關部門須於檢討會議闡述事故發生的經過，分析事故原因，以及實施預防事故的措施。針對安全事故，瀝林廠房已加強職業安全培訓、加強個人防護裝備，以及更換和改造設備。

亞倫國際遵守《中華人民共和國安全生產法》、《中華人民共和國消防法》、《中華人民共和國職業病防治法》，以及其他有關工作健康與安全的適用的法律及規例。本年度，本集團於瀝林廠房並沒有發生任何因工受傷引致死亡個案，或任何有關健康與安全的違方案例。

員工培訓

亞倫國際深信培育與留任優秀人才是確保企業得以發展以及強化企業競爭力的核心。根據《人力資源管理程序》和《僱員培訓》，本集團為員工安排適當且多樣的培訓，包括入職培訓、上崗和轉崗培訓、在職培訓、專項培訓和外部培訓等，以提升員工的工作技能和專業能力。本集團為合資格員工提供外部培訓補貼，例如資助外訓及差旅食宿費用，鼓勵員工自主進修。

Percentage of employees receiving trainings
接受培訓員工比例人數

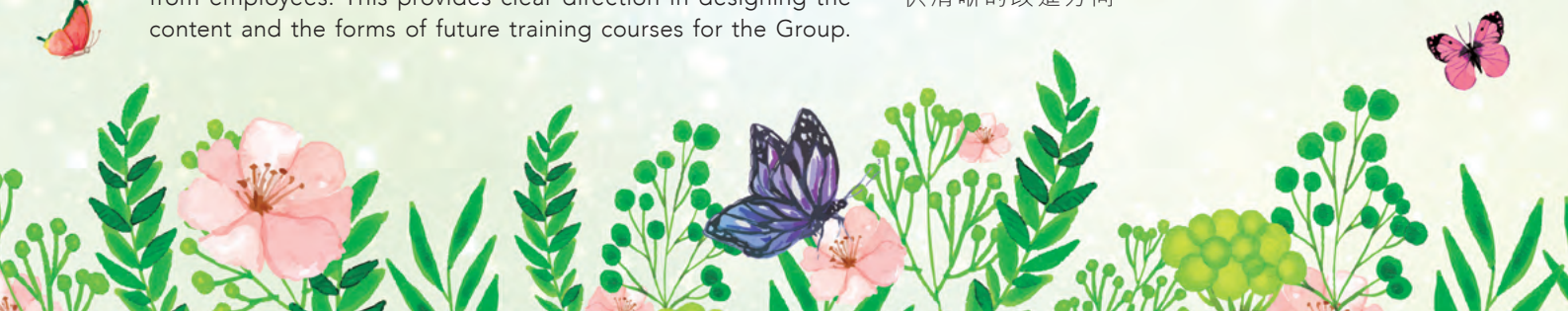
100%

Average training hours of each employee
平均每名員工接受培訓時數

27.2

In order to understand the training needs of employees, the Group conducts enquires for annual training needs. The Group collects views on the training courses for the coming year from employees. This provides clear direction in designing the content and the forms of future training courses for the Group.

為了解員工的培訓需要，本集團進行年度培訓需求諮詢。透過收集員工對來年培訓課程的意見，有助本集團於設計未來課程內容和方式提供清晰的改進方向。



Allan International conducts annual performance appraisal based on objective and fair principles to assess employees' working abilities and personal qualities. This serves as the basis for employees' salary increment, promotion, transfer and year-end bonuses. The Group has established a promotion mechanism to offer opportunity for promotion and development to employees with excellent performance, thereby motivating employees to bring out their potential.

LABOUR STANDARDS

Allan International is committed to ensuring employees' basic labour rights are well protected. The Group has formulated and implemented the *Procedures for Free Choice of Occupation* (《自由選擇職業程序》), prohibiting child labour or forced labour in any form.

If any child labour misemployment is discovered, the Group will initiate contingency in accordance with the *Procedures for Remedying Child Labours and Promoting Children's Education* (《補救童工及推廣兒童教育工作程序》), including immediately stopping their work, designating specific person to send them to the hospital for health check and notifying the local labour department. If they are in good health, the Group will settle their salary, arrange designated personnel to send them back to their parents. In addition, the Group will bear all related expenses (medical and transportation expenses) and assist such child labour to complete their statutory compulsory education. To avoid misemployment of child labour under fake identity card, regular check and verification on employee's identity card is carried out regularly.

The Group has established the *Procedures for Working Hours Control* (《工作時間控制程序》). The production plans are formulated according to Lilin Plant's operation period so as to arrange reasonable working hours and rest time for the employees. If it is necessary to extend the working hours due to the production needs, consent from employees should be obtained and overtime works should be arranged appropriately to ensure employee's health condition and such employees should be paid accordingly.

Allan International has complied with provisions pertaining to prohibiting forced labour and child labour of such laws and regulations as *Labour Law of the PRC* (《中華人民共和國勞動法》) and *Employment Contracts Law of the PRC* (《中華人民共和國勞動合同法》). During the Year, no violation of labour standards had occurred at the Lilin Plant of the Group.

亞倫國際秉承客觀和公正的原則進行年度績效考核，評估員工的工作能力及個人質素，並以考核結果作為員工加薪、晉級、調動及發放年終獎金的依據。本集團建立晉升機制，表現優良的員工將獲得晉升和發展的機會，以此激勵員工發揮工作潛能。

勞工準則

亞倫國際致力確保員工基本的勞工權益得到保障，本集團制定並實施《自由選擇職業程序》，禁止使用童工或以任何形式聘用強制勞工。

如本集團發現誤聘童工，本集團將按《補救童工及推廣兒童教育工作程序》啟動應急工作，包括立即停止其工作，安排專人負責送其到醫院檢查身體的健康狀況，並通知當地勞動部門；如其身體健康，則結清其全部工資，安排專人將其送到父母身邊。同時，本集團將支付全部費用（醫療及交通），並支援該童工完成法定的義務教育。瀝林廠房亦定期檢查員工的身份證明文件和核實員工的實際年齡，避免任何人使用虛假身份進入廠房。

本集團制定《工作時間控制程序》，瀝林廠房須根據廠房的運作時間制定生產計劃，為員工安排合理的工作和休息時間。如因應生產經營需要須延長工作時間，瀝林廠房須得到員工本人的同意和確保其身體健康，適當安排員工加班和補償加班費。

亞倫國際遵守《中華人民共和國勞動法》及《中華人民共和國勞動合同法》等法律及規例中有關禁止強制勞工及使用童工的條文。本年度，本集團於瀝林廠房並無發生任何有關勞工準則的違法個案。



RESPONSIBLE OPERATION

Allan International dutifully manages all phases of operations. The Group understands that the role which the Company should play in the entire life cycle of products and services. The proper management of supply chains and the provision of high-quality products and services are the key to the Group's brand reputation, business sustainability and operating cost management.

SUPPLY CHAIN MANAGEMENT

Allan International attaches great importance to risk management of suppliers and actively encourages suppliers to be accountable for environment and society. The materials that the Group mainly purchases include motors, electronic materials, metalware, packaging materials, rubber and plastic. The Group has developed a number of policies and standards, including the *Procurement Control Procedures* (《採購控制程序》), the *Supplier/Subcontractor Management Control Procedures* (《供應商／分包商管理控制程序》) and the *Supplier Standards* (《供應商準則》). The Group strives to minimise the environmental and social risks of suppliers by adhering strictly to the screening, monitoring and evaluation of suppliers.

盡責營運

亞倫國際盡責地管理各個營運階段。本集團了解公司在產品和服務的整個生命週期中都應該發揮作用，而供應鏈的妥善管理及優質產品和服務的提供正是本集團維護品牌聲譽，確保業務可持續性和管理營運成本的關鍵。

供應鏈管理

亞倫國際重視對供應商的風險管理，並積極鼓勵供應商對環境及社會負責。本集團主要採購的物料包括馬達、電子材料、五金、包裝材料、橡膠和塑膠。本集團制定多項政策和準則，包括《採購控制程序》、《供應商／分包商管理控制程序》和《供應商準則》，在篩選、監察和評估供應商的各個環節均實行嚴格管理，務求把供應商的環境和社會風險降至最低。

Process 流程	Details 詳情
Supplier Screening 供應商篩選	Supplier Selection 供應商選擇 <ul style="list-style-type: none"> Materials procured must comply with the requirements of Hazardous Substances Free (HSF), including RoHS, REACH, HF, no bisphenol A, and food contact 採購物料必須符合有害物質減免(HSF)要求，包括RoHS、REACH、HF、不含雙酚A和食物接觸等要求 Suppliers who has been accredited by the Quality Management System (ISO9001), the Environmental Management System (ISO14001) and the International Electrotechnical Commission Quality Assessment System for Electronic Components (QC080000) shall be given priority in selection 通過品質管理系統(ISO9001)、環境管理系統(ISO14001)，以及國際電工技術委員會電子零件品質管理系統(QC080000)的供應商可獲優先選擇 Obsolescent facilities, equipment and technologies using high-energy consumption shall not be chosen 禁止選用淘汰型的高能源耗用設施、設備和技術





Process 流程	Details 詳情
<p>Supplier Screening (continued) 供應商篩選(續)</p>	<p>Supplier Approval 供應商認可</p> <ul style="list-style-type: none"> Suppliers must trial-run the products in small quantity. Only suppliers who meet the criterion of quality and safety can be included in the list of approved suppliers 供應商須試產小批量的產品，沒有任何品質及安全資料不符的物料供應商方可列入認可供應商名單 Surveys of social accountability of suppliers is conducted by questionnaire. The Purchase Department shall evaluate the social accountability status of suppliers according to the survey results prior to listing them as approved suppliers 向供應商進行社會責任問卷調查，採購部根據調查結果評估供應商的社會責任狀況，經批准後方可列入認可供應商名單
<p>Review on Suppliers 供應商篩選評審</p>	<p>Supplier Standards 供應商準則</p> <ul style="list-style-type: none"> Formulating the <i>Supplier Standards</i> to regulate and manage the process of social performance of suppliers 制定《供應商準則》，以規範和管理供應商在社會表現方面的流程 Developing the environmental protection requirements with which suppliers must comply by reference to the requirements of Environmental Management System (ISO14001), and enhancing the environmental protection awareness of suppliers 參照環境管理系統(ISO14001)的要求訂立供應商須遵守的環保要求，以及提升供應商的環保意識
	<p>Review on Suppliers 供應商審查</p> <ul style="list-style-type: none"> Conducting annual review on suppliers on compliance with requirements of Hazardous Substances Free (HSF) 對供應商就符合有害物質減免(HSF)的要求進行年度審查 All business relationship will be ceased if any intentional use of child or forced labour or other severe non-compliance with labour laws by suppliers is found 如發現供應商故意使用童工、強制勞工和其他嚴重違反勞動法的情況，將停止其合作關係 Arranging questionnaire surveys of social accountability for suppliers at least once a year to evaluate the social accountability performance of suppliers and follow up with improvement measures 每年至少一次為供應商安排社會責任問卷調查，以評估供應商的社會責任表現，跟進改善措施



QUALITY CONTROL

Allan International adopts a rigorous inspection process to ensure the quality of products. An effective and comprehensive quality management system is the basis for enterprises to focus in quality and to meet customer needs. Lilin Plant has been implemented and accredited by ISO9001:2015 Quality Management System for continuously improving quality management.

The Group employs the methodology for identification, recording, evaluation, isolation and disposal of unqualified products as set out in the *Unqualified Control Procedures* (《不合格控制程序》), which is communicated to each responsible department or person. The Group monitors the production process of products from raw materials to finished products. The Group establishes a hazardous substance review team which is responsible for establishing a hazardous substance assessment and identification process. The team consists of representatives from key departments, and regularly holds review meetings to establish hazardous substance standards and determine the risk level for materials.

質量管理

亞倫國際致力確保產品品質，通過嚴謹的檢驗過程以確保產品符合要求。一套有效及完善的質量管理體系是企業專注質量及滿足客戶需求的基礎。因此，瀝林廠房已實行和獲得ISO9001:2015質量管理體系認證，持續改善質量管理。

本集團實施《不合格控制程序》，列明不合格品的識別、記錄、評估、隔離及處理方式，並要求通知各責任部門或者責任人。本集團監察產品從原料到成品的生產流程。本集團成立有害物質評審小組，負責訂立有害物質評核和建標流程。有害物質評審小組由各關鍵部門的代表組成，並定期舉行評審會議，訂立有害物質標準及確定物料風險等級。

Good Manufacturing Practice (GMP) Certification 良好操作規範(GMP)認證

In 2018, Allan International successfully implemented a pilot project to improve the quality management of plastic injection moulding and facilities in production lines, including development of standards for raw materials, plant, equipment, hygiene and personnel training to ensure that products meet GMP safety and quality standards. The production process of the plant conforms to GMP standards and has been examined and certified by an independent surveyor.

二零一八年，亞倫國際成功實施一項試點計劃，提升塑膠注塑和產品生產線內設施的質量管理，包括對原材料、廠房、設備、衛生和人員培訓方面訂定準則，確保產品達到GMP有關安全和品質標準的要求。廠房的生產過程符合GMP標準，並通過獨立公證行審查及取得相關認證。

CUSTOMER COMMUNICATION

Allan International values the opinions of customers, based on which the Group improves our products and meets customers' needs. The Group implements the *Customer Information Feedback Operation Guide* (《顧客信息反饋作業指導》) to provide a platform to collect and convey customers' opinions to the Group in writing, fax, email or other forms. The Group also conducts online customer satisfaction survey at least once a year. The Group takes corresponding improvement and preventive measures to enhance customer satisfaction with the Group's products and services according to the survey results.

客戶溝通

亞倫國際重視客戶意見，以完善產品及滿足客戶需求。本集團制定《顧客信息反饋作業指導》，向客戶提供意見收集平台，讓客戶通過書面文件、傳真、電郵或其他形式向本集團傳達意見。同時，本集團進行每年最少一次的網上客戶滿意度調查，並依據調查結果採取相應的改善和預防措施，提升客戶對本集團產品和服務的滿意度。



PRODUCT RECALLS

In order to minimize the health and safety risks to customers and the public, Allan International has formulated the *Operational Guidance for Customer Return Processing after Delivery* (《成品出貨後客戶退貨處理作業指導》) to ensure the rapid and timely recall of defective products.

產品回收

為把對客戶及公眾所造成的健康安全風險降至最低水平，亞倫國際制定《成品出貨後客戶退貨處理作業指導》，確保能夠迅速及時回收不合格產品。



CUSTOMER PRIVACY AND INTELLECTUAL PROPERTY RIGHT PROTECTION

In order to protect the interests of customers, Allan International has established the *Customer/External Supplier Property Management Procedures* (《顧客／外部供方財產管理程序》) to protect the privacy and intellectual property rights of customers. The Group's employee induction training incorporates such relevant requirements, including the prohibition of copying and disclosing customers intellectual property rights and transferring or producing products related to customers or suppliers intellectual property rights without authorization. In addition, any third party shall sign a "confidentiality agreement" before receiving customer data, to ensure that both parties are aware of their confidentiality responsibilities.

保護客戶私隱及知識產權

為保護客戶利益，亞倫國際已設立《顧客／外部供方財產管理程序》，保障客戶私隱及知識產權。本集團的入職培訓包括與知識產權相關的課題，協助員工得知相關要求，包括不得擅自拷貝及洩露客戶的知識產權，以及未經允許不能自行轉移或生產涉及含客戶或外部供方知識產權的產品。此外，任何第三方在接受客戶資料時須簽署「保密協議書」，確保雙方明瞭保密責任。



Lilin Plant is solely engaged in the OEM production and design of household appliances with no involvement in product advertising. The Group has complied with such laws and regulations pertaining to product liabilities as *China Compulsory Certification* (《強制性產品認證制度》), *Product Quality Law of the People's Republic of China* (《中華人民共和國產品質量法》) and *Trademark Law of the People's Republic of China* (《中華人民共和國商標法》). During the Year, the Group does not have any case of violation of laws and regulations relating to product liability (product quality, product health and safety, labelling, customer privacy protection and intellectual property rights, etc.) in Lilin Plant.

ANTI-CORRUPTION

Adhering to the principle of integrity and impartiality, Allan International prohibits any form of corruption, bribery, extortion, fraud and money laundering to maintain a fair, ethical and efficient business and working environment.

Allan International formulated *Management System of Interest Conflicts and Integrity* (《利益衝突及廉潔管理制度》), which stipulates the specific action to be taken by employees to avoid conflict of interest and reporting requirement. Where conflict of interest may result (i.e. business gift, entertainment, rebate etc.), employees should report to the Group pursuant to the interest reporting system, including the amount of gift and entertainment to his/her department. In case of any conflict of interest not being reported by relevant employee, the Group will impose punishment according to the level of severity or report the case to the judiciary.

The Group monitors corruption actions from multiple aspects and provides various channels for employees to report suspected corruption cases via phone, e-mail, letter and face to face reporting.

Allan International has complied with the provisions relating to anti-corruption of such laws and regulations as Criminal Law of the People's Republic of China. During the Year, Lilin Plant was not involved in any corruption, violation of laws and regulations or litigation cases.

瀝林廠房之營運只涉及家用電器產品的貼牌生產與設計代工，因此沒有涉及產品廣告事宜。本集團遵守《強制性產品認證制度》、《中華人民共和國產品質量法》及《中華人民共和國商標法》等有關產品責任的法律及規例。本年度，瀝林廠房並無發現與產品責任相關(產品質量、產品健康與安全、標籤、客戶私隱保障及知識產權等)的違法違規個案。

反貪污

亞倫國際一直堅持誠實公正的原則，嚴禁任何形式的貪污、賄賂、勒索、欺詐及洗黑錢等行為，確保公平、誠信及合規的營商及工作環境。

亞倫國際制定《利益衝突及廉潔管理制度》，載列對員工在工作時有關遵守防止利益衝突和利益申報的具體要求。員工在面對有可能造成利益衝突的情況(如：商業饋贈、款待及回扣等)須按照利益申報制度向本集團報告，包括向所屬部門申報商業饋贈及款待的金額。任何員工如沒有就利益衝突情況進行申報，本集團將按嚴重程度給予處罰，並按情況移交司法機關處理。

本集團建立舉報處理工作流程，向員工提供舉報渠道，讓員工以電話、電郵、信件及當面舉報等多種形式檢舉懷疑貪污個案，從多方面管控貪腐行為。

亞倫國際遵守《中華人民共和國刑法》等法律及規例中有關反貪污的條文。本年度，瀝林廠房並無涉及任何貪污違法違規或訴訟個案。

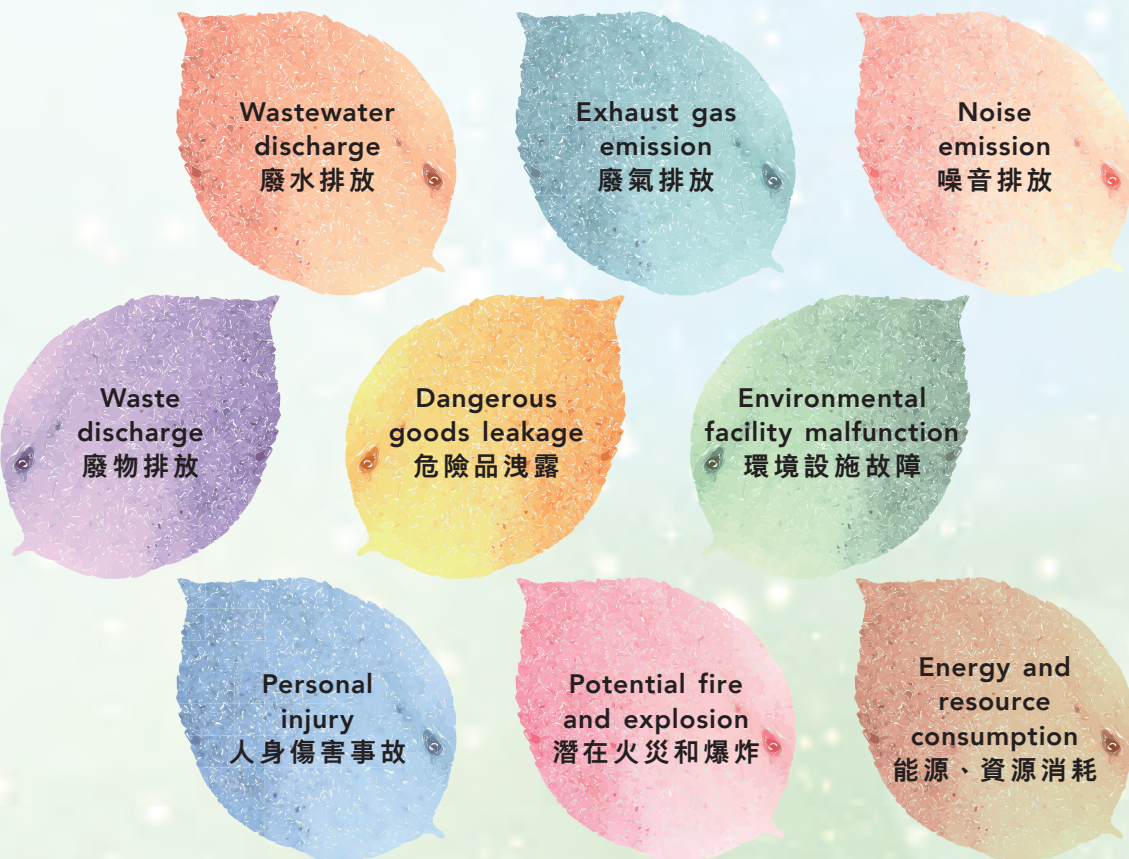


GREEN PRODUCTION

Allan International is committed to reduce the negative impact on environment in its business operation and production. Lilin Plant established various policies and procedures according to international standards of ISO14001 Environmental Management System to manage the emissions and the utilization of resources properly. To assess the impact on the environment by our operation, the Group has formulated the *Environmental Factors Identification and Evaluation Management Procedures* (《環境因素識別和評價管理程序》) to identify the important environment factors in activities, products and service regularly. All the environment factors that may have significant impact on environment are prioritized for control and continuous improvement. During the Year, the important environment factors identified by the Group are the same as those of last year, including:

綠色生產

亞倫國際致力降低在業務營運及生產流程中對環境所造成的負面影響。瀝林廠房根據ISO14001環境管理系統的國際標準建立各類政策和程序，妥善管理排放物和資源使用。為評估營運對環境造成的影響，本集團建立《環境因素識別和評價管理程序》，定期識別活動、產品和服務中的重要環境因素，確保所有可能構成重大環境影響的環境因素得以控制及按優先次序進行持續改進。本年度，本集團所識別的重要環境因素與去年一致，包括：



EMISSION MANAGEMENT

The operating facilities of Lilin Plant emit greenhouse gas and air pollutants in utilizing energy. The Group has implemented energy saving plans and activities to minimize the impact on the environment.

Greenhouse gas management

During the Year, Allan International continued to engage Carbon Care Asia (低碳亞洲), a professional consultant, to conduct the carbon assessment to quantify the emission of greenhouse gases (or "carbon emissions") arising from business operation. The quantification process was based on the guidelines issued by the National Development and Reform Commission of the People's Republic of China² and international standards such as GHG Protocol Corporate Accounting and Reporting Standard.

排放物管理

瀝林廠房的營運設施在使用能源時會造成溫室氣體和大氣污染物排放。本集團推行節能計劃和活動，務求減少對環境的影響。

溫室氣體管理

亞倫國際於本年度繼續委託顧問公司低碳亞洲進行碳評估，以量化其營運產生的溫室氣體排放(或稱「碳排放」)；量化的過程參考中華人民共和國國家發展和改革委員會發布的指南²、以及溫室氣體核算體系企業核算與報告標準等國際標準而進行。

Greenhouse gas emission 溫室氣體排放		Emissions (tonnes of CO ₂ -e) 排放量(公噸二氧化碳當量)	
Scope	範圍	2018-19 2018-19年度	2017-18 2017-18年度
Scope 1 — Direct greenhouse gas (GHG) Emissions	範圍1 — 直接溫室氣體排放		
Fossil fuel combustion — fixed sources	化石燃料燃燒 — 固定源	78.5	136.9
Fossil fuel combustion — mobile sources	化石燃料燃燒 — 移動源	84.1	97.7
Scope 2 — Energy Indirect GHG Emissions	範圍2 — 能源間接溫室氣體排放		
Electricity purchased from power companies	從電力公司購買的電力	9,655.0	8,039.7
Scope 3 — Other Indirect GHG Emissions	範圍3 — 其他間接溫室氣體排放		
Business travel by plane	飛機商務旅行	1.0	1.1
Total GHG emissions	溫室氣體總排放量	9,818.6	8,275.3
GHG emission intensity (based on the output value of finished goods per RMB million)	溫室氣體排放密度(依每百萬人民幣製成品產值計算)	14.0	11.2

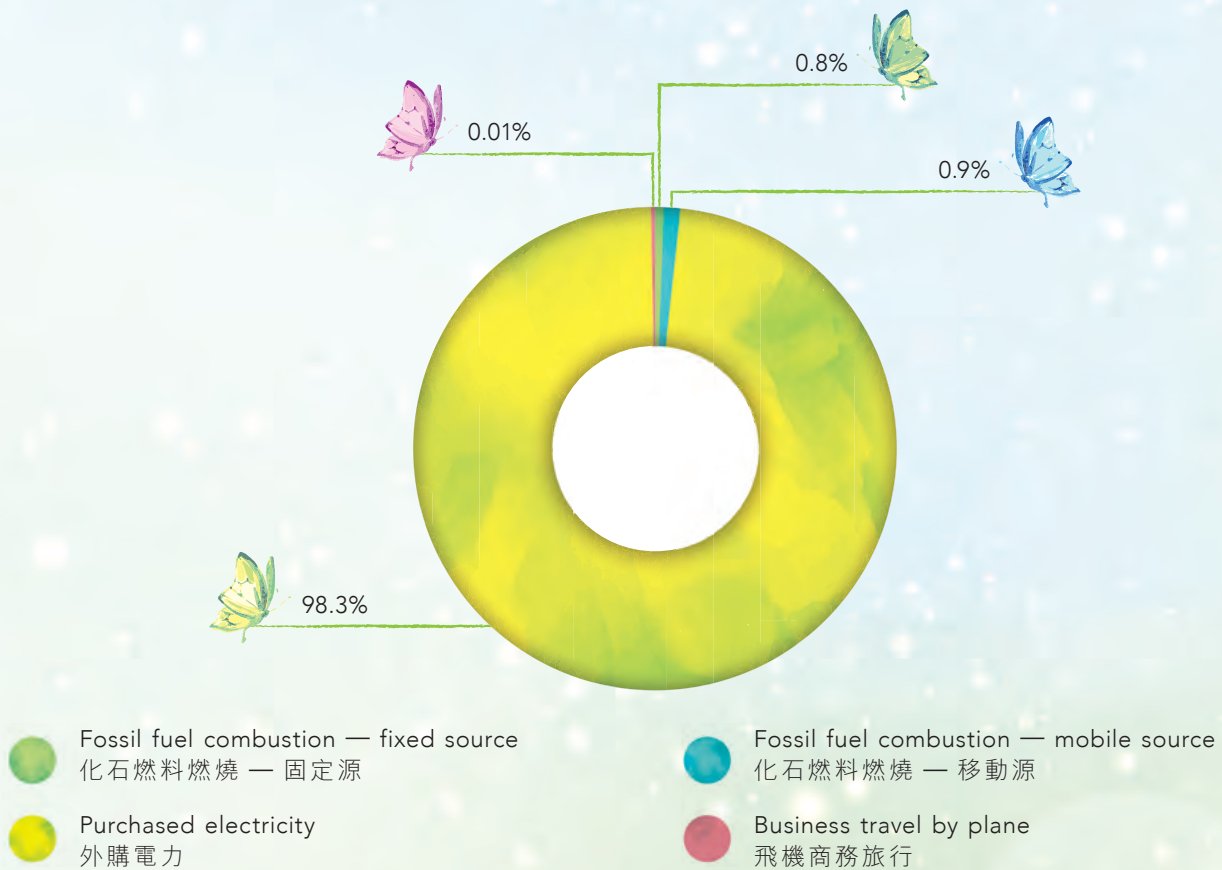
² the Guidelines for Accounting and Reporting of Greenhouse Gas Emissions from Other Industrial Enterprises (in trial) (《工業其他行業企業溫室氣體排放核算方法與報告指南(試行)》)

² 《工業其他行業企業溫室氣體排放核算方法與報告指南(試行)》

Lilin Plant's carbon emissions are mainly derived from indirect greenhouse gas emissions from purchased energy within scope 2 (accounting for approximately 98%), followed by moving source fossil fuel combustion in scope 1 (accounting for approximately 1%). The greenhouse gas emissions for the Year caused by purchased energy within scope 2 increased by approximately 20% as compared to 2017/18, mainly due to the increase of approximately 4% in the purchased power used by Lilin Plant and the adjustment for the average emission factor of China's national power grid.

瀝林廠房的碳排放最主要來自範圍2之外購能源所產生的間接溫室氣體排放(佔約98%)，其次為範圍1之移動源化石燃料燃燒(約佔1%)。範圍2之外購能源所造成的溫室氣體排放量本年度較2017/18年度增加約20%，主要由於瀝林廠房外購電力使用量約4%的增幅，以及中國全國電網平均排放因子的調整。

GREENHOUSE GAS EMISSIONS (BY EMISSION SOURCE) 溫室氣體排放量(按排放源劃分)



During the Year, Lilin Plant's greenhouse gas emissions were 9,819 tonnes of CO₂-e, and the greenhouse gas intensity was approximately 14 tonnes per RMB million. The Group will continue to assess, record and disclose its greenhouse gas emissions and other environmental data on an annual basis, which will help to set emission reduction targets in the future.

瀝林廠房本年度的溫室氣體為9,819公噸二氧化碳當量，溫室氣體密度則約為14公噸每百萬人民幣產值。本集團將繼續評估、紀錄及每年披露其溫室氣體排放及其他環境數據，有助日後進一步制定減排目標。

Air pollutants management

The air emissions produced by Lilin Plant are mainly derived from generators, kitchen equipment and vehicle emissions. The estimated total volatile organic compounds emissions during the Year increased as compared to 2017-18. The Group will strengthen the inspection and screening of plant equipment operations and consider additional measures to reduce organic compounds emissions in plant in the coming year.

大氣污染物管理

瀝林廠房的空氣排放物主要來自發電機、廚房設備和車輛排放。本年度揮發性有機化合物排放估算總量較2017-18年度有所上升，本集團將加強廠房設備運作的檢測排查，並考慮於來年採取更多消滅廠房揮發性有機化合物的措施。



Exhaust gas emissions 廢氣排放		
Air pollutants	空氣污染物	Emissions for the Year 2018-19 (kg) 2018-19年度排放量(千克)
Nitrogen oxides	氮氧化物	999.4
Sulfur oxide	硫氧化物	41.6
Inhalable particle	可吸入懸浮顆粒	20.5
Volatile organic compound	揮發性有機化合物	44.6

To effectively manage the air pollutants emission, the Group formulated the *Wastewater, Exhaust Gas, and Noise Management Procedures* (《廢水、廢氣、噪音管理程序》), which stipulates that the new construction, expansion and reconstruction of projects that discharge pollutants to the atmosphere should observe the state regulations concerning environmental protection management of construction projects. The air pollution prevention and control facilities must pass the inspection and acceptance of local competent environmental protection departments. The Group requires the plant to purify or dedust the exhaust gases, and adopt dust removal measures to strictly control the emission of toxic exhaust gas and dust.

為有效管理大氣污染物排放，本集團制定《廢水、廢氣、噪音管理程序》，規定向大氣排放污染物的新建、擴建及改建項目須遵守國家有關建設項目環境保護管理的規定，其大氣污染的防治設施亦須經過當地環境保護行政主管部門驗收。本集團要求廠房須對廢氣進行淨化或除塵處理，以及採取除塵措施，嚴格控制有毒廢氣和粉塵的排放。



Waste management

The Group formulated and implemented the *Solid Wastes Management Procedures* (《固體廢物管理程序》) and the *Guidance on Solid Waste Classification Disposal Operations* (《固體廢物分類棄置作業指導》) to manage and guide employees to classify, collect, store and dispose wastes generated in the course of operation in a proper way.

廢棄物管理

本集團制定並實施《固體廢物管理程序》和《固體廢物分類棄置作業指導》，管理及指導員工正確分類、收集、儲存和處置營運過程中產生的廢棄物。

	General wastes 一般廢物	Recyclable wastes 可回收廢物	Hazardous wastes 危險廢物
Cover types of waste (examples) 涵蓋廢棄物種類(舉例)	domestic waste, waste paper 生活垃圾、廢紙皮	waste paper, waste packages, scrap parts and tools, waste cardboards 廢紙、廢包裝物、報廢的零件和工具、廢卡板	discarded fluorescent tubes, used batteries, packaging barrels, used mineral oil and surface treatment wastes (including water curtain cabinet sediment, exhaust gas tower wastes and integrated surface treatment sludge) 廢燈管、廢乾電池、廢包裝桶、廢礦物油以及表面處理廢棄物(包括水簾櫃沉渣、廢氣塔廢渣和綜合表面處理污泥)
Treatment method 處理方法	<ul style="list-style-type: none"> • Arrange cleaners to collect and clear up every day 安排清潔工每天收集清理 • Dispose of by the licensed processor of Environment Protection Department 交由環衛部門清運 	<ul style="list-style-type: none"> • Set up collection point 設置回收點 • Recycle waste paper and other recyclable waste separately 分開回收廢紙和其他可回收廢物 	<ul style="list-style-type: none"> • Separate from other types of waste 與其他種類的廢棄物分開擺放 • Appoint qualified hazardous waste recyclers for recycling 委任合資格的危險廢物回收商進行回收 • Continuously monitor and evaluate the performance of recyclers 持續監控和評估回收商的表現

During the Year, Lilin Plant produced 0.24 tonnes of hazardous waste and about 379 tonnes of non-hazardous waste.

本年度，瀝林廠房產生0.24公噸的有害廢棄物和約379公噸的無害廢棄物。



Wastewater management

The *Wastewater, Exhaust Gas, and Noise Management Procedures* (《廢水、廢氣、噪音管理程序》) of the Group prescribe methods for the management of wastewater, to ensure that emissions meet local environmental laws and regulations. The production wastewater and domestic wastewater (including the washing wastewater from canteens and the flushing wastewater from the plants) are treated by the sewage treatment facilities. The Group regularly checks wastewater management, and arrange for production wastewater and domestic wastewater in plants to be checked and tested by environment monitoring agencies at least once every year.

USE OF RESOURCES

Allan International strives to improve resource efficiency to reduce the potential impact on the environment throughout the production process. The Group formulated the *Energy Resource Management Procedures* (《能源資源管理程序》), standardizing the specific work of various departments in water, electricity, fuel and paper resource management. The resources used in Lilin Plant mainly include electricity and water and raw materials used in the production of finished products.

Electricity consumption management

Lilin Plant has set up power lines in different areas, and installed meters at each plant area to facilitate the calculation of the electricity consumption separately. Each department shall review the electricity consumption regularly and implement improvement measures once idle devices are identified. Lilin Plant has set energy saving objective and management plan to improve energy efficiency.

廢水管理

本集團的《廢水、廢氣、噪音管理程序》規定廢水的管理方法，確保排放達到當地環保法律和法規的要求。瀝林廠房的生產廢水和生活廢水(包括食堂排出的洗潔污水和廠區沖廁污水)均經由污水處理設施處理。本集團定期檢查廢水管理，以及至少每年一次聯絡環保監測機構，監測廠房的生產和生活廢水。

資源使用

亞倫國際致力提升資源效益，以減少在整個生產流程中對環境造成的潛在影響。本集團制定《能源資源管理程序》，規範各部門在水、電、燃料和紙張等資源管理的具體工作。瀝林廠房使用的資源主要包括廠區用電、用水以及用於成品生產的原材料。

用電管理

瀝林廠房按電源路線鋪設分區，並在各廠區設立電錶，以便於獨立核算用電量。各部門巡查用電情況，若發現設備閒置的情況須及時執行改善措施。瀝林廠房制訂節能目標和管理方案，提高能源使用率。

Targeted energy savings 目標節能量	Achievement of the objective 完成狀況
<p>In 2016–2018, electricity consumption fees per unit of output to be decreased by 5% compared with that of 2015</p> <p>與二零一五年相比，二零一六年至二零一八年單位產值的用電費用降低5%</p>	<p>In 2018, electricity consumption fees per unit of output decreased by 1.7%. For the years of 2016–2018 electricity consumption fees per unit of output decrease by 5.1%. Saving target was achieved.</p> <p>二零一八年單位產值的用電費降低1.7%，二零一六年至二零一八年合共降低5.1%，目標達成。</p>
Measure implemented 執行的措施	
<ul style="list-style-type: none"> Replaced six new central air conditioners 更換六台新型中央空調機 	

Use of resources	能源使用	Energy consumption 能源耗量	
		2018-19 2018-19年度	2017-18 2017-18年度 ³
Direct energy	直接能源		
Liquefied petroleum gas (MWh equivalent)	液化石油氣(兆瓦時等值)	283.0	343.3
Gasoline (MWh equivalent)	汽油(兆瓦時等值)	226.2	173.4
Diesel (MWh equivalent)	柴油(兆瓦時等值)	170.2	443.6
Indirect energy	間接能源		
Purchased electricity (MWh)	外購電力(兆瓦時)	15,825.3	15,252.6

Management of Water Consumption

用水管理

Use of water resources	水資源使用	Water consumption (cubic meter) 耗水量(立方米)	
		2018-19 2018-19年度	2017-18 2017-18年度 ³
Total water consumption	總耗水量	169,893	184,149

The Administration and Personnel Department promoted water conservation regularly and inspected water pipelines at the plant to uncover and eradicate any dripping of the pipelines. During the Year, Lilin Plant has set water conservation management plan and achieved the objective of the Year.

行政及人事部定期開展節約用水宣傳，並巡視廠房輸水管道，及時發現和排除管道滴漏現象。本年度瀝林廠房制定節水目標和管理方案，本年度的目標達成。

Targeted water savings 目標節水量	Achievement of the objective 完成狀況
In 2016-2018, water consumption per unit of output to be decreased by 3.5% compared with that of 2015 與二零一五年相比，二零一六年至二零一八年單位產值的用水量降低3.5%	In 2018, water consumption per unit of output decreased by 3.5%. For the years of 2016-2018 water consumption per unit of output decreased by 10.5%. Saving target was achieved. 二零一八年單位產值的用水量降低3.5%，二零一六年至二零一八年合共降低10.5%，目標達成。

³ The Group applied GJ as the unit of direct energy consumption in the "Environmental, Social and Governance Report" for the previous year.

³ 上年度本集團《環境、社會及管治報告》所採用的直接能源耗量單位為吉焦耳。

Measures implemented 採行的措施

- Replaced aging faucets, water pipes and water valves
更換老化水龍頭、水管、水閥
- Recycled the treated reclaimed water for flushing and watering plants
循環再用經處理的中水於沖廁和澆花
- Promoted water-saving to enhance staff awareness towards water conservation
進行節水宣傳，提高員工節水意識

Management of Raw Materials and Paper Consumption

The raw materials used by the Group mainly include recycled plastics, electronics, metalware, rubber and plastic raw materials. During the Year, Lilin Plant has implemented a plan for improvement in production process or technology. Production toolings were reviewed and enhanced to reduce material wastage. Subsequent improvement measures were also identified and formulated. Through the plan, the defective rate of the appearance of plastic injected parts decreased from 12.5% to 8.4% as compared with the corresponding period in the previous year. This helped to reduce the use of 116 tonnes of plastics at the plant.

The Group encouraged all departments to save paper and use recycled paper for the internal documents of the Group to the greatest extent, and advocated a paperless office to reduce paper consumption.

原材料和用紙管理

本集團使用的原材料主要包括再生塑膠、電子、五金、橡膠、塑膠原料。瀝林廠房於本年度執行改善生產流程或技術計劃，研究改善生產模具以降低材料損耗情況，並識別和制定改善措施。透過計劃，與上年度同期比較，注塑產品的外觀不良率已由12.5%降至8.4%，並協助廠房減少116噸塑料使用。

本集團向各部門提倡節約用紙，本集團的內部文件盡量使用環保紙，以及推行無紙化辦公，減少紙張消耗。

Materials used	物料使用	Consumption (tonnes) 耗用量(公噸)	
		2018-19 2018-19年度	2017-18 2017-18年度
Plastic raw materials	塑膠原料	6,176	7,287
Packaging material	包裝材料	6,167	5,443
Electronics	電子器材	3,156	3,706
Hardware	五金	2,288	2,172
Recycled plastics	再生塑膠	116	116
Rubber	橡膠	75	79
Paper	紙張	6.2	9.3

The Group has complied with the PRC Law on the Prevention and Control of Air Pollution (《中華人民共和國大氣污染防治法》), the PRC Law on the Prevention and Control of Water Pollution (《中華人民共和國水污染防治法》), the Regulations On Protecting Water Quality Of Guangdong Pearl River Delta (《廣東省珠江三角洲水質保護條例》) and the 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》) and other applicable laws and regulations pertaining to environment and emissions. During the Year, no violation of environmental laws and regulations had occurred at the Lilin Plant.

COMMUNITY INVESTMENT

As a responsible enterprise, Allan International understands that its operations are inseparable from the development of the community and is committed to making positive contributions to the community in which it operates. The Group continues to implement the Community Investment, Sponsorship and Donation Policies (《社區投資、贊助及捐贈政策》) and apply resources and skills to different community projects and programmes in a strategic and effective manner. The Group takes youth education and development and community health as the core areas of community investment to provide appropriate support to youth and disadvantaged groups.

本集團遵守《中華人民共和國大氣污染防治法》、《中華人民共和國水污染防治法》、《廣東省珠江三角洲水質保護條例》、《中華人民共和國固體廢物污染環境防治法》，以及其他有關環境及排放物的適用的法律及規例。本年度，瀝林廠房並無發生任何違反環境相關法律法規的個案。

社區投資

作為負責任的企業，亞倫國際深刻理解其營運與社區的發展密不可分，並致力為業務所在的社區作出積極貢獻。本集團繼續貫徹執行《社區投資、贊助及捐贈政策》，以更具策略性和有效的方法運用資源和技能於不同的社區項目和計劃。本集團以「青少年教育及發展」和「社區健康」作為社區投資的核心領域，為青少年和弱勢社群提供適切支援。

Focus Area 專注範疇	Project Content 項目內容
Community Health 社區健康	<ul style="list-style-type: none"> Visiting homes for the elderly 探訪敬老院 Annual Dinner for elderly people above 60 years old in Lilin Village 邀請瀝林村60歲以上長者聚餐
Youth Education and Development 青少年教育及發展	<ul style="list-style-type: none"> Establishing a scholarship to reward students who are academically outstanding in Lilin Central Primary School and Pingling Central Primary School 設立獎學金，獎勵瀝林中心小學和平陵中心小學成績優異學生 Sponsoring basketball games in Lilin Town 贊助瀝林鎮籃球賽

The Group understands that the needs of society will change with the times. As such, the Group undertakes to review such policies on a regular basis to ensure that the policies adapt to changes in the business and external environment and keep pace with the times.

本集團明白社會需求會隨著時代變遷而改變，因此，本集團承諾定期檢討該政策，確保政策能配合業務和外環境的變化，與時俱進。



OVERVIEW OF KEY PERFORMANCE INDICATORS

關鍵績效指標總覽

ENVIRONMENTAL PERFORMANCE

環境表現



Environmental Key Performance Indicators	環境關鍵績效指標	2018-19 2018/19年度	2017-18 2017/18年度	Unit 單位
The types of emissions and respective emissions data	排放物種類及相關排放數據			
Nitrogen oxides	氮氧化物	999.4	N/A 不適用 ⁴	kg 千克
Sulphur oxides ⁵	硫氧化物 ⁵	41.6	13.4	kg 千克
Inhalable particles ⁶	可吸入懸浮顆粒 ⁶	20.5	14.4	kg 千克
Volatile organic compounds	揮發性有機化合物	44.6	5.8	kg 千克
Total greenhouse gas (GHG) emissions	溫室氣體總排放量			
Scope 1 — Direct GHG Emissions	範圍1 — 直接溫室氣體排放	162.6	234.6	tonnes of CO2-e 公噸二氧化碳當量
Fossil fuel combustion — fixed and mobile sources	化石燃料燃燒 — 固定源及移動源			
Scope 2 — Energy Indirect GHG Emissions	範圍2 — 能源間接溫室氣體排放	9,655.0	8,039.7	tonnes of CO2-e 公噸二氧化碳當量
Electricity purchased from power companies	從電力公司購買的電力			
Scope 3 — Other Indirect GHG Emissions	範圍3 — 其他間接溫室氣體排放	1.0	1.1	tonnes of CO2-e 公噸二氧化碳當量
Business travel by plane	飛機商務旅行			
Total GHG emissions	溫室氣體總排放量	9,818.6	8,275.3	tonnes of CO2-e 公噸二氧化碳當量
GHG intensity (by output value of finished goods)	溫室氣體密度(以製成品產值計算)	14.0	11.2	tonnes of CO2-e/RMB million 公噸二氧化碳當量／ 百萬人民幣
Total hazardous waste	有害廢棄物總量			
Total hazardous waste generated	有害廢棄物總產生量	0.24	0.37	tonnes 公噸
Hazardous waste intensity (by production of finished goods)	有害廢棄物密度 (以製成品產值計算)	0.0005	0.0005	tonnes/10 thousand finished goods 公噸／萬件製成品
Total non-hazardous waste	無害廢棄物總量			
Total non-hazardous waste generated	無害廢棄物總產生量	379.1	412.8	tonnes 公噸
Non-hazardous waste intensity (by output value of finished goods)	無害廢棄物密度 (以製成品產值計算)	0.54	0.77	tonnes/RMB million 公噸／百萬人民幣
Total energy consumption	能源總耗量			
Direct energy	直接能源	679.3	3,456.9	MWh equivalent 兆瓦時等值
Indirect energy	間接能源	15,825.3	15,252.6	MWh 兆瓦時
Energy intensity (by output value of finished goods)	能源密度(以製成品產值計算)	23.5	79.3	MWh equivalent/RMB million 兆瓦時等值／百萬人民幣
Total water consumption	總耗水量			
Total water consumption	總耗水量	169,893	184,149	m ³ 立方米
Water consumption intensity (by output value of finished goods)	耗水密度 (以製成品產值計算)	242	250	m ³ /RMB million 立方米／百萬人民幣
Packaging material used for finished goods	製成品所用包裝材料			
Total packaging material ⁷	包裝材料總量 ⁷	6,167	5,443	tonnes 公噸
Packaging material intensity (by production of finished goods)	包裝材料密度 (以製成品產值計算)	13.2	10.2 ⁷	tonnes/10 thousand finished goods 公噸／萬件製成品

⁴ There are no appropriate guidelines for the calculation of nitrogen oxides from diesel generators and LPG kitchen equipment in 2017/18.

⁵ The calculation of sulphur oxides emissions in the Year includes the emissions from vehicles, generators and kitchen equipment. Only vehicle emissions are included in 2017/18.

⁶ The calculation of inhalable particles emissions for the Year includes emissions from vehicles, generators and kitchen equipment. Only emissions from generator and kitchen equipment are included in 2017/18.

⁷ This is the revised restatement of the value.

⁴ 2017/18年度未有合適指引計算源自柴油發電機及液化石油氣廚房設備的氮氧化物排放。

⁵ 本年度硫氧化物排放量計算包括車輛、發電機及廚房設備所排放廢氣；2017/18年度只包括車輛排放。

⁶ 本年度可吸入懸浮顆粒排放量計算包括車輛、發電機及廚房設備所排放廢氣；2017/18年度只包括發電機及廚房設備排放。

⁷ 此為修正後重新表述數值。



SOCIAL PERFORMANCE

社會表現

							Number of employees by gender 按性別劃分 員工人數	Total number of employees 員工總數	Ratio of male to female 男女比例
Gender 性別	Job grade 職級		Under 30 30歲以下	30-40 30至40歲	41-50 41至50歲	Above 50 50歲以上			
Number of employees 員工人數 ⁸	Male 男性	Chief management 首席管理人員	0	3	6	5	752	2,442	1:2.25
		Senior management 高級管理人員	10	63	33	18			
		Middle management 中級管理人員	28	46	76	40			
		General employees 一般員工	113	116	167	28			
	Female 女性	Chief management 首席管理人員	0	0	0	0	1,690		
		Senior management 高級管理人員	11	31	29	0			
		Middle management 中級管理人員	67	126	79	5			
		General employees 一般員工	151	430	761	0			

							Number of new employees by gender 按性別劃分新員工人數	Total number of new recruitment 新進員工總數	Rate of new recruitment 新進員工比率
Gender 性別	Job grade 職級	Under 30 30歲以下	30-40 30至40歲	41-50 41至50歲	Above 50 50歲以上				
Number of new employees 新員工人數	Male 男性	Chief management 首席管理人員	0 (0%)	0 (0%)	0 (0%)	0 (0%)	483 (64.2%)	1,035	42.4%
		Senior management 高級管理人員	4 (40.0%)	3 (4.8%)	2 (6.1%)	1 (5.6%)			
		Middle management 中級管理人員	17 (60.7%)	7 (15.2%)	1 (1.3%)	1 (2.5%)			
		General employees 一般員工	320 (283.2%)	88 (75.9%)	39 (23.4%)	0 (0%)			
	Female 女性	Chief management 首席管理人員	0 (0%)	0 (0%)	0 (0%)	0 (0%)	552 (32.7%)		
		Senior management 高級管理人員	2 (18.2%)	0 (0%)	0 (0%)	0 (0%)			
		Middle management 中級管理人員	33 (49.3%)	5 (4.0%)	0 (0%)	0 (0%)			
		General employees 一般員工	316 (209.3%)	108 (25.1%)	88 (11.6%)	0 (0%)			

⁸ All employees in Lilin Plant are full-time employees.

⁸ 瀝林廠房的員工均為全職員工。



							Number of exit employees by gender 按性別劃分 離職員工人數	Total number of exit employees 離職員工總數	Employee Turnover Ratio 離職員工 比率
Gender 性別	Job grade 職級	Under 30 30歲以下	30-40 30至40歲	41-50 41至50歲	Above 50 50歲以上				
Number of exit employees 離職員工人數	Male 男性	Chief management 首席管理人員	0 (0%)	0 (0%)	0 (0%)	0 (0%)	463 (61.6%)	1,071	43.9%
		Senior management 高級管理人員	1 (10%)	4 (6.3%)	1 (3.0%)	1 (5.6%)			
		Middle management 中級管理人員	20 (71.4%)	6 (13.0%)	2 (2.6%)	3 (7.5%)			
		General employees 一般員工	301 (266.4%)	92 (79.3%)	32 (19.2%)	0 (0%)			
	Female 女性	Chief management 首席管理人員	0 (0%)	0 (0%)	0 (0%)	0 (0%)	608 (36.0%)		
		Senior management 高級管理人員	1 (9.1%)	4 (12.9%)	0 (0%)	0 (0%)			
		Middle management 中級管理人員	25 (37.3%)	4 (3.2%)	2 (2.5%)	0 (0%)			
		General employees 一般員工	302 (200.0%)	104 (24.2%)	165 (21.7%)	1 (/)			



	Number of work-related fatalities 因工死亡人數	Number of work-related injuries 因工受傷人數	Rate of work injury (per thousand employees) 工傷率(每千名員工)
Number of work-related fatalities or injuries 因工死亡或受傷人數	0	11	4.5



	Job grade 職級	Male staff 男性員工	Female staff 女性員工
Percentage of employees participating in training 參與培訓員工 人數百分比	Chief management 首席管理人員	100%	—
	Senior management 高級管理人員	100%	100%
	Middle management 中級管理人員	100%	100%
	General employees 一般員工	100%	100%



	Job grade 職級	Male staff 男性員工	Female staff 女性員工	Total average training hours 總平均培訓時數
Average training hours 平均培訓時數	Chief management 首席管理人員	20	—	27.2
	Senior management 高級管理人員	20	20	
	Middle management 中級管理人員	20	20	
	General employees 一般員工	30	30	

	Supplier's location 供應商所在地	Materials supplied 供應物料	Number of suppliers 供應商數目	Percentage of suppliers implementing supply chain management practices 執行供應鏈管理 慣例的供應商比例
Suppliers 供應商	Mainland China 中國內地	Motor materials, electronic materials, hardware materials, packaging materials, rubber materials and plastic raw material 馬達物料、電子物料、五金物料、 包裝物料、橡膠物料及塑膠原料	161	100%
	Overseas 海外地區	Electronic materials, hardware materials, packaging materials, rubber materials and plastic raw material 電子物料、五金物料、包裝物料、 橡膠物料及塑膠原料	59	100%

Number of products recovered due to customer complaints 因客戶投訴導致產品回收數目	0
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Community investment 社區投資	Investment amount (RMB) 投資金額(人民幣)	Employee volunteering hours 員工義工服務時數
	101,998	400

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE INDEX

《環境、社會及管治報告指引》內容索引



Subject Areas 主要範疇	Contents 內容	Page/remarks 頁碼索引／備註
A1 Emissions 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 significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	23–28, 31
A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	26, 32
A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity. 溫室氣體總排放量(以噸計算)及(如適用)密度。	24–25, 32
A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity. 所產生有害廢棄物總量(以噸計算)及(如適用)密度。	27, 32
A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity. 所產生無害廢棄物總量(以噸計算)及(如適用)密度。	27, 32
A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	23–26
A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	27
A2 Use of Resources 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。	23, 28–30
A2.1	Direct and/or indirect energy consumption by type in total (kWh in '000s) and intensity. 按類型劃分的直接及／或間接能源總耗量(以千個千瓦時計算)及密度。	29, 32
A2.2	Water consumption in total and intensity. 總耗水量及密度。	29, 32
A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	28





Subject Areas 主要範疇	Contents 內容	Page/remarks 頁碼索引／備註
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	no issue in sourcing water that is fit for purpose for the Group 本集團在求取適用水源上沒有問題
A2.5	Total packing materials used for finished products (in tonnes) and, where appropriate, intensity. 製成品所用包裝材料的總量(以噸計算)及(如適用)密度。	30, 32
A3 Environment and Natural Resources 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。	23
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	23
B1 Employment 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 significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to compensation and dismissal, recruitment and promotion, working hours, holidays, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	12-13
B1.1	Total workforce by gender, employment type and age group. 按性別、僱傭類型及年齡組別劃分的僱員總數。	33





Subject Areas 主要範疇	Contents 內容	Page/remarks 頁碼索引／備註
B1.2	Employee turnover rate by gender and age group. 按性別及年齡組別劃分的僱員流失比率。	34
B2 Health and Safety 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 significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to providing a safe working environment and protecting employees from occupational hazards.	14–16
B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	34
B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	14–16
B3 Development and Training 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。	16–17
B3.1	The percentage of employees trained by gender and employee category. 按性別及僱員類別劃分的受訓僱員百分比。	34
B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	35
B4 Labour Standards 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 significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to preventing child and forced labour.	17
B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	17
B4.2	Description of procedures to eliminate violations when detected. 描述在發現違規情況時消除有關情況所採取的步驟。	17





Subject Areas 主要範疇	Contents 內容	Page/remarks 頁碼索引／備註
B5 Supply Chain Management 供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	18-19
B5.1	Number of suppliers by geographical regions. 按地區劃分的供應商數目。	35
B5.2 (partial) (部份)	Description of practices relating to engaging suppliers, and how they are implemented and monitored. 描述有關聘用供應商的慣例，以及有關慣例的執行及監察方法。	18-19
B6 Product Responsibility 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 significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to health and safety, advertising, labeling and privacy matters relating to products and services provided and methods of redress.	20-22
B6.2	Number of product and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	20-21, 35
B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	21
B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	20-21
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	21
B7 Anti-corruption 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 significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to preventing bribery, extortion, fraud and money laundering.	22





Subject Areas 主要範疇	Contents 內容	Page/remarks 頁碼索引／備註
B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	22
B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	22
B8 Community Investment 社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	31
B8.1	Focus areas of contribution. 專注貢獻範疇。	31
B8.2	Resources contributed to the focus area. 在專注範疇所動用資源。	35

