



**KIN YAT HOLDINGS LIMITED**  
**建溢集團有限公司**

website 網址 : <http://www.kinyat.com.hk>

(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 : 638)



**ENVIRONMENTAL,  
SOCIAL AND GOVERNANCE REPORT**  
**環境、社會及管治報告**  
**2019**

## CONTENTS

### 目錄

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT	環境、社會及管治報告	2
About the Report	關於本報告	2
Reporting Scope	報告範圍	2
Reporting Guideline	報告準則	2
Comment and Feedback	意見及反饋	2
CORPORATE SOCIAL RESPONSIBILITY APPROACH	企業社會責任方針	3
STAKEHOLDER ENGAGEMENT AND MATERIALITY ASSESSMENT	持份者參與及關鍵性評估	5
SUSTAINABLE PRODUCTS	可持續產品	8
Manufacturing Business	製造業務	8
Real Estate Development Business	房地產發展業務	11
RESPONSIBLE EMPLOYMENT	負責任僱傭	12
Fairness and Anti-discrimination	公平及反歧視	12
Employment	僱傭	13
Employee Profile	僱員概況	14
Development and Training	發展及培訓	15
Employee Turnover	僱員流失	17
Occupational Health and Safety	職業健康及安全	19
OPERATIONAL FOOTPRINT	營運足印	21
Managing our Footprint	管理足印	21
Responsible Use of Resources	負責任地使用資源	22
Minimising Environmental Impacts	減低環境影響	26
CARING COMMUNITY	關懷社區	31
INTEGRITY IN BUSINESS	誠信經營	31
Intellectual Property	知識產權	31
Confidentiality and Privacy	保密及私隱	32
Anti-corruption	反貪污	33
HKEX ESG REPORTING GUIDE INDEX	香港交易所環境、社會及管治報告 指引索引	34



## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### About the Report

Kin Yat Holdings Limited (hereinafter referred as “Kin Yat”, the “Company” or “We”) is pleased to present our third environmental, social and governance (“ESG”) report (hereinafter referred as “this Report”), detailing our material environmental and social performance of the Company as well as its subsidiaries (collectively referred to as the “Group”). The board of directors of Kin Yat has reviewed this Report and confirmed its accuracy, completeness and authenticity.

### Reporting Scope

This Report focuses on the Group's principal business in Hong Kong and Mainland China, for the period from 1 April 2018 to 31 March 2019 (hereinafter referred to as the “Year” or “FY2019”). Our Hong Kong operations include trading businesses maintained by Kin Yat Holdings Limited and Standard Motor Company Limited. In Mainland China, our main operations include production facilities of electrical and electronic products in Shenzhen (“Shenzhen”) and Shaoguan (“Shaoguan”), production facilities of motors in Dushan (“Dushan”) and Shixing (“Shixing”), as well as property development business in Dushan.

### Reporting Guideline

This Report is prepared in compliance with all applicable provisions set out in the ESG Reporting Guide (“HKEX ESG Reporting Guide”) contained in Appendix 27 to The Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited.

### Comment and Feedback

As continuous improvement is crucial in sustainability towards a better environment and society in the future, therefore, we are committed to continuously improving our ESG performance and sharing our growth in future ESG report. We welcome your feedback on this Report and please share your feedback with us by sending an email to [esg@kinyat.com.hk](mailto:esg@kinyat.com.hk).

## 環境、社會及管治報告

### 關於本報告

建溢集團有限公司（下稱「建溢」、「本公司」或「我們」）欣然提呈第三份環境、社會及管治（「環境、社會及管治」）報告（下稱「本報告」），詳述本公司及其附屬公司（統稱「本集團」）的重大環境及社會表現。建溢董事會已審閱本報告，並確認其準確性、完整性及真實性。

### 報告範圍

本報告聚焦本集團於二零一八年四月一日至二零一九年三月三十一日期間（下稱「本年度」或「二零一九年財政年度」）在香港及中國內地的主要業務。我們的香港業務包括建溢集團有限公司及標準微型摩托有限公司經營的貿易業務。在中國內地，本集團的主要業務包括經營位於深圳（「深圳」）及韶關（「韶關」）的電器及電子產品生產設施、位於獨山（「獨山」）及始興（「始興」）的摩托生產設施，以及位於獨山的物業發展業務。

### 報告準則

本報告乃遵照香港聯合交易所有限公司證券上市規則附錄27所載環境、社會及管治報告指引（「香港交易所環境、社會及管治報告指引」）的所有適用條文編製。

### 意見及反饋

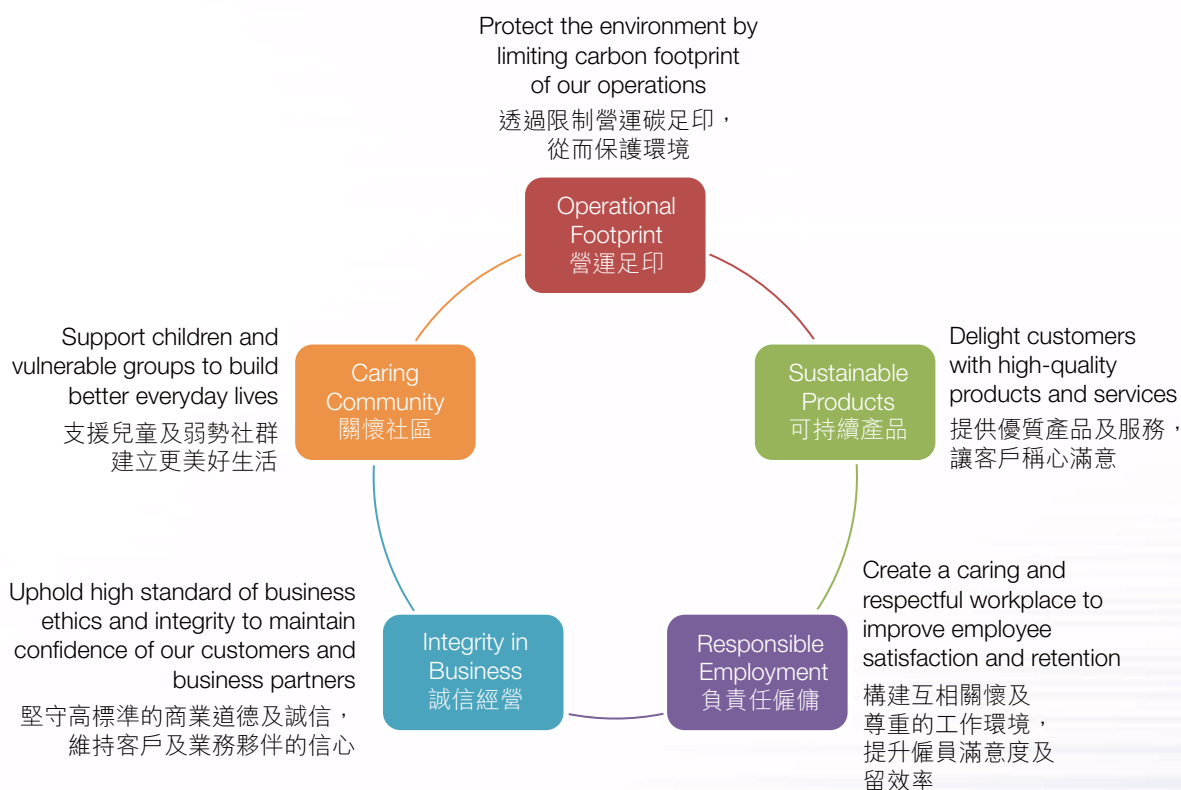
由於持續改善對日後達致更美好環境及社會的可持續發展最為重要，因此，我們致力於持續改善我們的環境、社會及管治表現，並於日後的環境、社會及管治報告中分享增長成果。我們歡迎閣下就本報告提出反饋，敬請透過電郵[esg@kinyat.com.hk](mailto:esg@kinyat.com.hk)與我們分享閣下的反饋意見。

## CORPORATE SOCIAL RESPONSIBILITY APPROACH

Sustainability has long been incorporated into our vision. Since our establishment in 1981, we have always strived to fulfill our corporate social responsibility (“CSR”) in our broad range of business operations from manufacturing of electronic and electrical products as well as motors to real estate development. Our CSR approach is guided by five core areas — reducing operational footprint, making sustainable products, promoting responsible employment, upholding integrity in business, as well as building a caring community, in order to build a sustainable business:

## 企業社會責任方針

可持續發展早已融入我們的願景之中。我們涉獵的業務廣泛，包括製造電器及電子產品以及摩打以至是房地產發展，自一九八一年成立以來，我們一直致力在業務營運中履行企業社會責任（「企業社會責任」）。我們的企業社會責任方針由五個核心範疇引領，即減少營運足印、生產可持續產品、推廣負責任僱傭、堅守誠信經營及建立關懷社區，藉此建立可持續發展的業務：



## CORPORATE SOCIAL RESPONSIBILITY APPROACH *(continued)*

In developing the strategy in our everyday business practices, including awareness-raising campaigns, we set out our expectations and commitments through guidelines and codes, by taking reference to international and industry-specific standards of ISO standards and the International Council of Toy Industries ("ICTI") Code of Business Practices. We believe these tools can guide us to manage ESG issues arising from our operation in a systematic and effective manner.

With our great effects in fulfilling our CSR, the Hong Kong Council of Social Service recognised our efforts to foster an engaging workplace and community as well as environmentally-friendly environment in FY2019 and awarded us as one of the Caring Company in Hong Kong.

## 企業社會責任方針 (續)

制訂在日常業務常規中實施的策略期間，包括擬訂提高知名度的活動時，我們參考國際及行業特定標準，即ISO標準及國際玩具工業理事會("ICTI")的商業行為守則，依照指引及守則訂立我們的期望及承諾。我們相信，該等工具可引導我們以系統化及有效的方式管理營運產生的環境、社會及管治議題。

透過我們實現企業社會責任，為締造良好的工作、社區以及環保環境而努力不懈地付出，於二零一九年財政年度得到香港社會服務聯會認可，向我們頒授香港商界展關懷公司嘉許。



## STAKEHOLDER ENGAGEMENT AND MATERIALITY ASSESSMENT

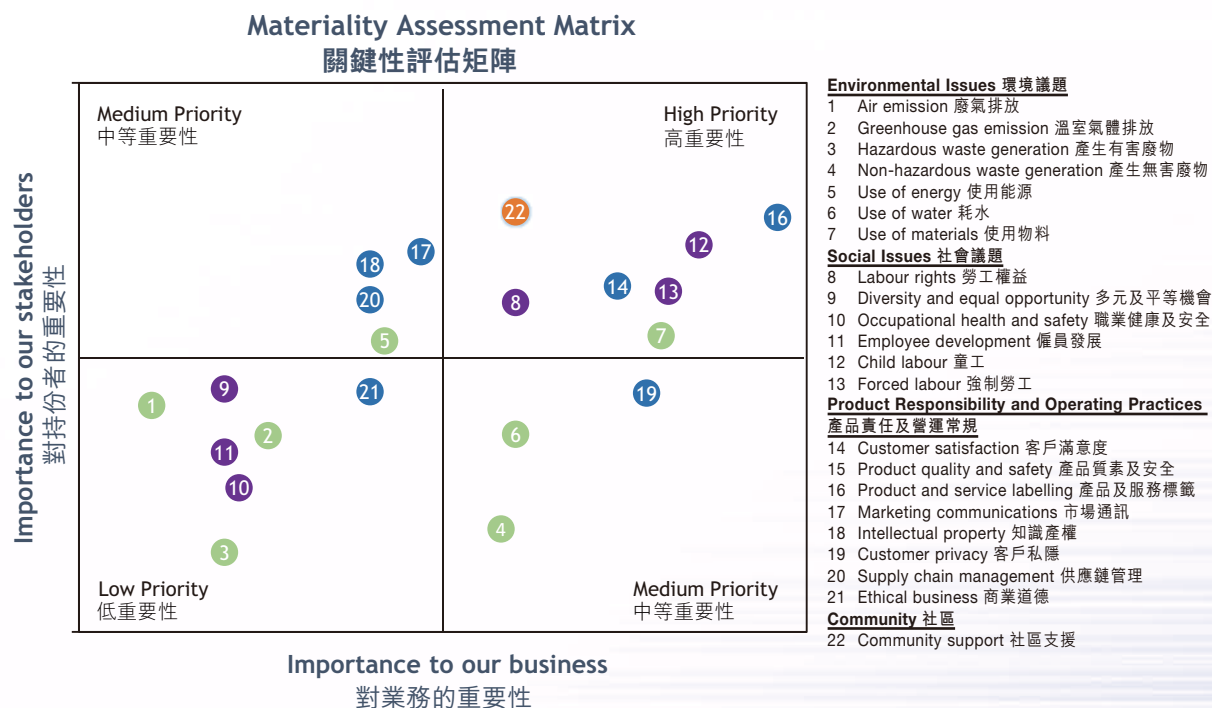
Stakeholders play an important role in our sustainability journey. We value the process of engaging different groups of stakeholders because their diverse insights always help shape our current ESG strategies and future plans addressing priorities and needs.

We invited a diverse group of key stakeholders – including our employees, board of directors and senior management – to take part in our online questionnaire throughout FY2019, to understand how they think towards ESG. In the questionnaire, there is a set of rating questions on twenty two ESG indicators, allowing our key stakeholders to determine the importance and relevance of each ESG indicator to our business operation. Stakeholders were also encouraged to share their opinions on how we could improve to address their expectations and needs.

## 持份者參與及關鍵性評估

持份者在我們的可持續發展過程中擔任重要角色。我們重視不同持份者組別的參與過程，因為他們的不同見解往往有助我們訂立當前的環境、社會及管治策略及未來計劃，以判斷議題主次及滿足需求。

於二零一九年財政年度期間，我們邀請不同組別的主要持份者（包括我們的僱員、董事會及高級管理層）填寫我們的網上問卷，藉此了解他們對環境、社會及管治的看法。在問卷中，我們的主要持份者須回答二十二項環境、社會及管治指標的評級問題，讓他們判斷各項環境、社會及管治指標對我們業務營運的重要性及相關性。我們亦鼓勵持份者與我們分享他們的意見，以滿足他們的期望及需求。



## STAKEHOLDER ENGAGEMENT AND MATERIALITY ASSESSMENT *(continued)*

Through this exercise, based on the scores given by our key stakeholders in the online questionnaire, we have prioritised the ESG indicators and visualised materiality results in the matrix above. The seven aspects at the top right quadrant of the matrix are considered as the most “highly prioritised” ESG aspects that are important to both our stakeholders as well as our business operation.

Our responses to these key concerns raised by our stakeholders are detailed in the table as follows. With the results and suggestions in mind, we will continue to strive to improve our ESG performance, to build a sustainable business. Details of our efforts in FY2019 are presented in later sections.

## 持份者參與及關鍵性評估 (續)

透過此評估，根據主要持份者在網上問卷給予的評分，我們已劃分環境、社會及管治指標的主次，並以上述矩陣顯示關鍵性評估結果。矩陣右上方的七個層面被視為最「優先」的環境、社會及管治層面，對持份者及我們的業務營運均最為重要。

對於持份者提出的主要關注事項，我們的回應詳列於下表。考慮到結果及建議，我們將繼續致力改善我們的環境、社會及管治表現，建立可持續發展業務。我們於二零一九年財政年度所作的努力將於稍後的章節呈報。



## STAKEHOLDER ENGAGEMENT AND MATERIALITY ASSESSMENT *(continued)*

## 持份者參與及關鍵性評估 (續)

Key concerns from stakeholders 持份者的主要關注	Our responses 我們的回應	Sections 章節
Enhancing product labelling to drive customer satisfaction 改善產品標籤，提高客戶滿意度	Increasing attention has been placed on product labelling and customer satisfaction. With a commitment to create value for our customers and other stakeholders, in addition to attaching safety labels, we like to listen to our customers through after-sales service systems and customer satisfaction reviews, to identify opportunities for continuous improvement. 我們日益重視產品標籤及客戶滿意度。我們承諾為客戶及其他持份者創造價值，除了貼附安全標籤，我們亦透過售後服務系統及客戶滿意度評估去聆聽客戶意見，找出持續改善空間。	Sustainable Products and Operational Footprint 可持續產品及營運足印
Protecting labour standards as well as preventing child and forced labour 保障勞工權益，防止童工及強制勞工	Our stakeholders continue to view it as a "highly prioritised" aspect. As an ethical and responsible employer, we always respect and support human rights, by addressing them in our guidelines and codes. We also encourage open and direct dialogue with our employees, by launching Staff Suggestion Day and opinion boxes, for gathering their feedback. 我們的持份者繼續視之為「高重要性」的層面。身為有道德及負責任的僱主，我們一向尊重及支持人權，並透過指引及守則應對有關事宜。我們亦促進與僱員的開放及直接對話，透過舉行僱員建議日及設置意見箱收集他們的反饋。	Responsible Employment 負責任僱傭
Promoting responsible use of materials 推廣負責任使用物料	Facing challenges such as global warming and extreme weather, as an environmentally responsible corporate, we strive to tackle these big challenges to conserve the natural environment for future generations. In doing so, we put lots of efforts in raising awareness among employees and will continue identifying areas for continuous improvement. 面對全球暖化及極端天氣等挑戰，作為對環境負責的企業，我們致力應對該等危機，為下一代保育自然環境。為此，我們努力提高僱員的意識，並將繼續找出持續改善空間。	Operational Footprint 營運足印
Supporting our communities 支援社區	We always place strong emphasis on contributing to the community where we operate. We will continue taking care of our community and encourage our people to join different types of voluntary activities and charities. 我們向來注重對營運所在社區作出貢獻。我們將繼續關心社區，鼓勵員工參加不同種類的義工活動及慈善工作。	Caring Community 關懷社區



## SUSTAINABLE PRODUCTS

We always want our customers to enjoy our diverse range of products from toys, AI robotic cleaners, smart-home-appliances, motors, glass technology and application business to real estate projects. As a responsible corporate, to take care of the well-being of our end-user customers and other stakeholders, we remain committed to making our products in ways that respect and sustain people as well as the natural environment. We also continued to work closely with over 900 business partners, including suppliers and support them to strengthen their capabilities when necessary.

### Manufacturing Business

We always work to live up to the expectations of our customers. As a responsible corporate, it is our responsibility to integrate sustainability into our business practices – from how we design products, how we source raw materials and manage supply chain, how we make products, to how we deliver quality products to our customers.

#### Product Design 產品設計

- Product design is the first stage of product development. A set of green design principles is followed, namely, from carrying out product life-cycle assessment, as well as developing waste-reducing and energy-efficient manufacturing techniques, to reducing environmental impacts.  
產品設計是開發產品的第一階段。我們由進行產品生命週期評估，以至開發減廢節能製造技術，均遵循一套環保設計原則，以減少對環境的影響。
- We continued to conduct research and develop innovative and green solutions for manufacturing technologies.  
我們繼續研發有關製造技術的創新環保解決方案。
- A performance-based incentive scheme is set up for employees to encourage and reward creative inventions and patent projects.  
本集團設立表現獎勵計劃，鼓勵及獎勵僱員的嶄新發明及專利項目。

## 可持續產品

我們一直期盼客戶能享受我們各式各樣的產品，包括玩具、人工智能吸塵機械人、智能家電、摩打、玻璃技術及應用業務以至房地產發展項目。作為負責任的企業，我們顧及終端用戶客戶及其他持份者所需，繼續致力以持續及對人類以至自然環境無害的方式製造產品。我們亦繼續與超過900名業務夥伴（包括供應商）緊密合作，並於有需要時伸出援手，為他們出一份力。

### 製造業務

我們一直努力迎合客戶的期望。作為負責任的企業，我們有責任將可持續發展融入我們的業務實踐中，包括我們設計產品的方式、採購原材料及管理供應鏈的程序、製造產品的工序，以及向客戶交付優質產品的渠道。

## SUSTAINABLE PRODUCTS *(continued)*

### Manufacturing Business *(continued)*

#### Sourcing 採購

- To promote responsible sourcing, we encourage using recyclable, durable, environmentally-friendly, as well as healthy and safe raw materials in our products.  
為促進負責任採購，我們鼓勵以可回收、耐用、環保且健康安全的原材料製造產品。
- We work to improve product's safety, by attaining certifications of Restriction of Hazardous Substances ("RoHS") and Registration, Evaluation, Authorisation and Restriction of Chemicals ("REACH"), on stricter control over harmful chemical substances used in products.  
我們努力提高產品的安全性，透過取得《危害性物質限制指令》(「RoHS」)及《關於化學品註冊、評估、授權和限制法規》(「REACH」)認證，更嚴格地管控產品所使用的有害化學物質。

#### Supply Chain Management 供應鏈管理

- In procurement process, our supply chain management is designed to ensure quality of the raw material to meet our standards.  
在採購過程中，我們的供應鏈管理旨在確保原材料的品質符合我們的標準。
- New suppliers are carefully selected through comprehensive assessment procedures, by taking their environmental certifications and use of environmentally-friendly production technology into account, in addition to consideration of product quality, services and costs.  
我們透過全面的評估程序審慎甄選新供應商，當中考慮的因素不僅是產品質素、服務及成本，更包括其環境認證及是否使用環保生產技術。
- Qualified suppliers are required to submit agreements and third-party test reports on the strict use of hazardous substances.  
合資格供應商必須提交有關嚴格規範有害物質使用的協議及第三方測試報告。
- For existing suppliers, regular on-site assessment is conducted to ensure their compliance levels and product performance in operation. We will assist suppliers in implementing corrective action plans if their performance fails to meet our standards. Continuous failure may result in discontinuing our business relationship.  
就現有供應商而言，我們定期進行實地評估，確保他們在營運中的合規水平及產品表現。倘若他們的表現未能達到我們的標準，我們將協助供應商實施補救行動計劃。一直不能達標的供應商可能會被我們終止業務合作。

## 可持續產品 (續)

### 製造業務 (續)

## SUSTAINABLE PRODUCTS *(continued)*

### Manufacturing Business *(continued)*

#### Production 製造

- During production, we focus on our efforts on reducing adverse impacts on the natural environment as well as increasing efficiency of resources.  
在生產過程中，我們致力於減少對自然環境的不利影響，以及提高資源效率。
- A set of automated systems is adopted, which cannot simply safeguard workers' safety by eliminating needs to perform dangerous operations, but also save energy in production lines.  
採用一套自動化系統，除了透過減省危險作業去保障工人安全，亦能為生產線節省能源。
- Green production is promoted, such as eliminating processes such as spraying and pad painting as well as modifying injecting moulding process, in order to reduce the use of chemicals and generation of hazardous waste.  
推廣環保生產，例如減省噴漆和噴油工序以及改進注塑工序，藉以減少使用化學品及減少產生有害廢物。
- A quality management system is established in accordance with international ISO19001 to ensure regulatory compliance and to satisfy customers' needs.  
根據國際ISO19001建立質量管理體系，以確保監管合規及滿足客戶需求。
- After the manufacturing of products, various evaluations are conducted on products, such as performing sampling check on raw materials, semi-products and final products, to ensure safety and quality of products.  
產品出產後將接受各種評估，例如對原材料、在製品及製成品進行抽樣檢查，以確保產品的安全性及質素。
- Our manufacturing facilities are equipped with precision test instrumentation, testing laboratories and effective quality-control mechanisms.  
我們的生產設施設有精密的測試儀器、測試實驗室及有效的質量控制機制。
- Product defect analysis is conducted, in case of product defects, to understand causes and identify solutions to eliminate defects in the future. In FY2019, our efforts to safeguard customer health and safety helped us achieve zero record of product recall due to safety and health issues.  
倘若產品出現缺陷，則進行產品缺陷分析，以了解起因並釐定解決方案，避免日後再出現缺陷。於二零一九年財政年度，我們在保障客戶健康及安全方面所作的努力，讓我們錄得零宗因安全及健康問題而回收產品的事件。

## 可持續產品 (續)

### 製造業務 (續)

## SUSTAINABLE PRODUCTS *(continued)*

### Manufacturing Business *(continued)*

#### To Customers 向客戶交付

- Customer satisfaction review is conducted to continually improve our product and service quality.  
我們進行客戶滿意度評估，不斷改進產品及服務質素。
- We work to satisfy customers' needs; however, we sometimes receive complaints from customers; therefore, relevant procedures and after-sales service systems are in place to ensure complaints are handled properly. In FY2019, number of complaints related to our products and services decreased by 14% compared to FY2018 to 314. We will continue to live up to customers' expectations.  
我們盡力去滿足客戶需求，但我們有時亦會收到客戶的投訴，因此，我們訂有相關程序及售後服務制度，確保投訴得到妥善處理。於二零一九年財政年度，與我們的產品及服務相關的投訴較二零一八年財政年度減少14%至314件。我們將繼續達到客戶的期望。

### Real Estate Development Business

It is essential that our property products are developed in ways that are better for our environment as well as do not pose health and safety risks to our customers. Our construction quality management manual contains specific requirements, ranging from procurement to inspection, for our business partners to ensure project quality and safety. In addition, we take great care in minimising our operational footprint, by conducting an air quality assessment as well as carefully selecting construction materials such as paints and wood that meet national environmental standards, to ensure our properties do not cause impacts on the environment as well as residents' wellbeing. A number of energy-saving designs are incorporated in our properties as follows:

## 可持續產品 (續)

### 製造業務 (續)

### 房地產發展業務

我們必須採用對環境更有益的方式發展物業業務，不會對客戶造成健康及安全風險。我們的工程品質管理手冊載有從採購到檢查的具體要求，供業務夥伴確保項目的質素及安全。此外，我們盡力減少營運足印，透過進行空氣質素評估，以及審慎挑選符合國家環保標準的建築材料（例如油漆及木材），確保我們的物業不會對環境及居民生活造成影響。我們的物業採用以下多項節能設計：

#### Use of natural light 採用天然光

- Design incorporated with natural light in the interior environment to reduce energy consumption for indoor lighting  
室內環境採用天然光設計，減少室內照明所消耗的能源

#### Energy-efficient system 能源效益系統

- Installation of energy-efficient LED lighting system to conserve energy  
安裝高能源效益的LED照明系統，節省能源



## RESPONSIBLE EMPLOYMENT

We recognise the importance of our employees, since their efforts and talents contribute a lot to our business success. Therefore, we fulfill our responsibility as a responsible employer, by offering a decent and safe work environment for all our employees, where they can develop their career and grow with us. Not only have we attained certifications from the ICTI Code of Business Practices in two of our electrical and electronic product factories to promote the ethical operation, we also support freedom of association and encourage employees to express their opinions for our continuous improvement. To gather their feedback, different feedback channels, such as suggestion boxes and mails, are set up. We also arrange a Staff Suggestion Day in our real estate development segment every month to maintain regular and open dialogue.

### Fairness and Anti-discrimination

We believe everyone deserves to be treated in a fair and respectful manner. This is why, across the Group, we support anti-discrimination and work to provide equal opportunities to all employees.

To build mutual trust, policies are in place to eliminate discrimination, harassment and victimisation at work. We strictly prohibit employment of forced and child labour, and also place great care to ensure our pregnant, disabled and underage workers are not arranged any of the labour-intensive, high-risk and overtime work tasks.

Fair recruitment is promoted so that talents are hired on the basis of openness and fairness. During employment and promotion, we consider job-related criteria, such as qualifications, manners and etiquettes, as well as work performance.

In FY2019, we were not aware of any material non-compliance with laws and regulations relating to equal opportunity, diversity, and anti-discrimination in Hong Kong and Mainland China.

## 負責任僱傭

僱員的耕耘及才幹為我們的業務成功作出巨大貢獻，故我們深明僱員的重要性。因此，我們履行負責任僱主的責任，為所有僱員提供良好及安全的工作環境，讓他們發展事業，與我們一同成長。我們不僅為兩間電器及電子產品廠房取得ICTI商業行為守則認證，以促進營運道德，我們亦支持結社自由，鼓勵僱員表達意見，讓我們能精益求精。為收集他們的反饋意見，我們設立不同的反饋渠道，例如意見箱及郵件。我們的房地產發展分部亦每月舉辦僱員建議日，以保持定期及公開對話。

### 公平及反歧視

我們確信，每個人都應該得到公平對待及應有尊重。因此，本集團廣泛支持反歧視，致力為所有僱員提供平等機會。

為建立互信，本集團已制定政策去杜絕工作環境中的歧視、騷擾及欺壓。我們嚴禁僱用強制勞工及童工，亦致力確保不會安排懷孕、殘疾及未成年勞工參與任何勞動密集型、高風險及加班工作。

本集團提倡公平招聘，以公開公正的原則聘用人才。於招聘及晉升時，我們考慮與工作相關的因素，例如資歷、待人和處事能力以及工作表現。

於二零一九年財政年度，我們並不知悉任何嚴重違反香港及中國內地有關平等機會、多元化及反歧視的法律及法規的情況出現。

## RESPONSIBLE EMPLOYMENT *(continued)*

### Employment

Our responsibility of being a responsible employer is to create a fair, respectful and inclusive environment for our people. Strictly complying with relevant laws and regulations, we clearly set out guidelines on labour standards and human rights, to ensure everyone is treated in a respectful and fair manner. These include compensation, dismissal, recruitment, promotion, working hour, rest periods, equal opportunity, diversity, anti-discrimination, as well as benefits and welfare.

Attractive remuneration package is provided to help attract, motivate and retain our talents. In addition to medical insurance and statutory pension, various benefits and allowances, such as special paid leaves for marriage and compassionate, compensation for overtime work as well as medical check-up, are offered to eligible employees. To motivate, rewards in terms of promotions, bonuses or other fringe benefits are provided based on their individual performance and contribution.

In FY2019, we were not aware of any material non-compliance with laws and regulations relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, and other benefits and welfare in Hong Kong and Mainland China.

## 負責任僱傭 *(續)*

### 僱傭

身為負責任的僱主，為員工構建公平、互相尊重及包容的環境是我們的責任。我們嚴格遵守相關法律及法規，就勞工準則及人權制訂清晰指引，確保每一個人都得到尊重及平等對待，當中包括薪酬、解僱、招聘、晉升、工作時數、假期、平等機會、多元化、反歧視、待遇及福利。

我們提供具吸引力的薪酬待遇，藉此吸引、激勵及挽留人才。除醫療保險及法定退休金外，合資格僱員亦獲提供各種福利及津貼，例如有薪特別婚假及恩恤假、超時工作補償以及身體檢查。為激勵員工，我們根據其個人表現及貢獻，提供晉升、花紅或其他福利作為獎勵。

於二零一九年財政年度，我們並不知悉任何嚴重違反香港及中國內地有關薪酬及解僱、招聘及晉升、工作時數、假期以及其他待遇及福利的法律及法規的情況出現。

## RESPONSIBLE EMPLOYMENT *(continued)*

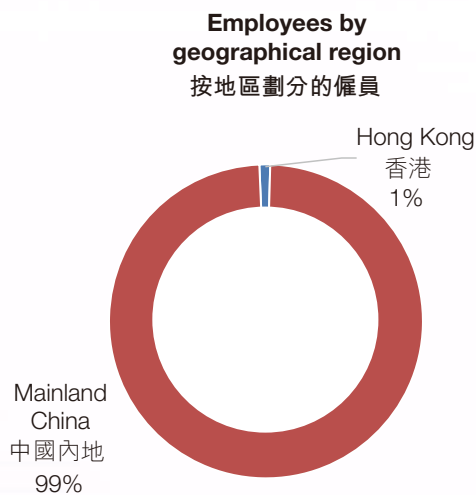
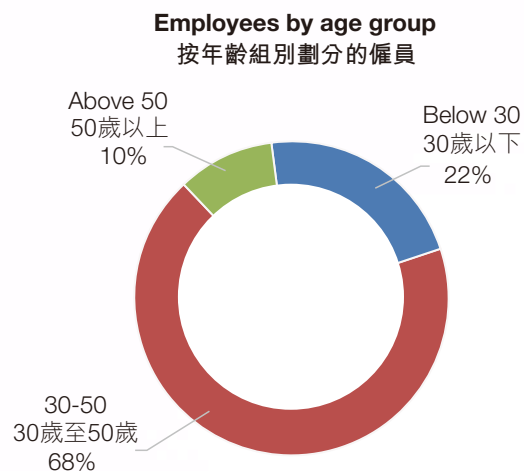
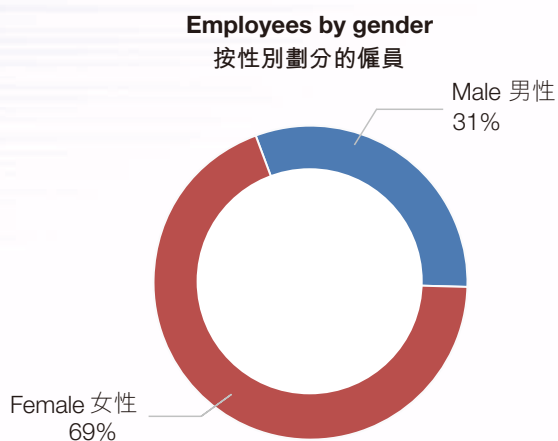
### Employee Profile

As of 31 March 2019, we employed a total of 9,188 employees across Hong Kong and Mainland China.

## 負責任僱傭 (續)

### 僱員概況

於二零一九年三月三十一日，我們於香港及中國內地合共聘用9,188名僱員。

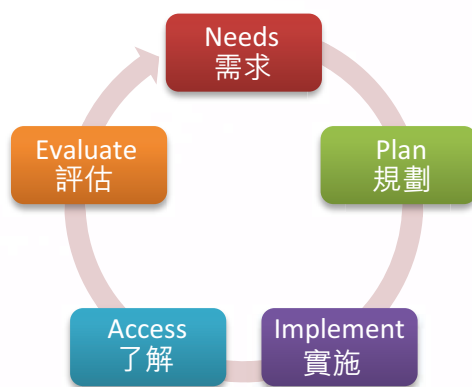


## RESPONSIBLE EMPLOYMENT *(continued)*

### Development and Training

Valuing development of our employees, we aim to provide learning and development opportunities so that they can nurture their talents and grow with us.

A comprehensive development and training system is established for capacity development and productivity enhancement. Each year, we consider training needs of employees at all positions performing different job duties and develop a training plan for them, ensuring they have the necessary skills and knowledge for their jobs as well as having an opportunity to develop their potentials. A wide range of internal and external training programmes is provided to our employees, covering topics on job specific skills and knowledge, industry-wide practices and regulations, occupational health and safety, management skills, as well as personal development. After every training, we review the training programmes to assess whether they are effective for our employees' development and also for our own continuous improvement for planning the training programmes.



## 負責任僱傭 *(續)*

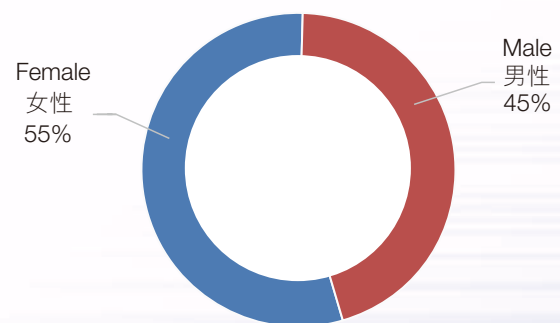
### 發展及培訓

我們重視僱員的發展，我們的目標是提供進修及發展機會，讓他們能磨練才能，與我們一同成長。

我們已建立全面的發展及培訓制度，以發展技能及提升生產力。每年，我們會考慮所有崗位上不同職責的員工對培訓的需要，為他們制定培訓計劃，確保他們具備工作所需的技能和知識，並有機會發展他們的潛能。我們為僱員提供廣泛的內外部培訓課程，涵蓋工作特定技能及知識、行業慣例及法規、職業健康與安全、管理技巧以及個人發展等主題。於每次培訓後，我們會檢討培訓課程對僱員發展的成效，亦檢視我們本身在規劃培訓課程方面的持續改進空間。

Employees receiving training  
by gender

按性別劃分的受訓僱員





## RESPONSIBLE EMPLOYMENT *(continued)*

### Development and Training *(continued)*

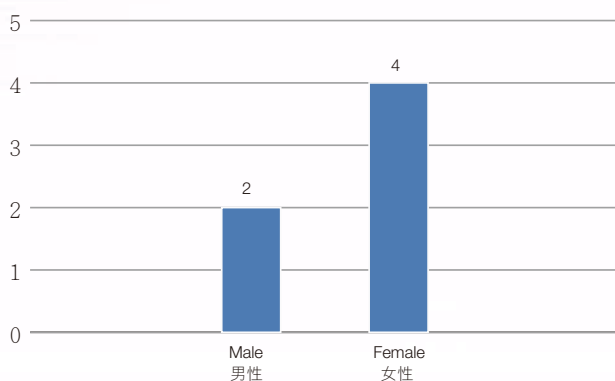
In FY2019, we delivered more than 8,100 hours of training to our employees. We will continue to provide job training programmes to our employees so that they have the opportunities to learn and advance in their careers.

## 負責任僱傭 (續)

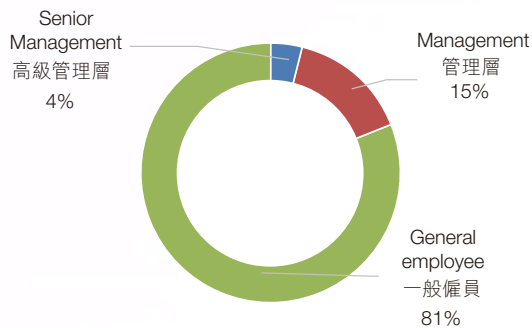
### 發展及培訓 (續)

於二零一九年財政年度，我們為僱員提供超過8,100小時的培訓。我們將繼續為僱員提供在職培訓計劃，讓他們有機會增進知識，發展事業。

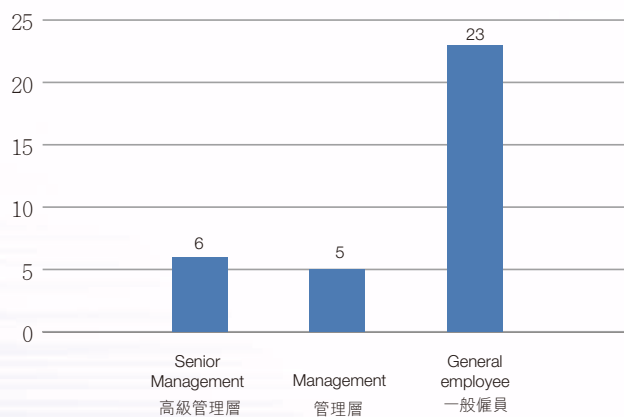
**Average training hours by gender**  
按性別劃分的平均受訓時數



**Employees receiving training by employee category**  
按僱傭類型劃分的受訓僱員



**Average training hours by employee category**  
按僱傭類型劃分的平均受訓時數



## RESPONSIBLE EMPLOYMENT *(continued)*

### Development and Training *(continued)*

To support career growth and development, we always encourage employees to acquire the latest industry-related knowledge. Several incentives, such as a continuous educational subsidy fund in our Hong Kong operation, are offered to help them evolve in ways that are good for their personal growth and future career development.

### Employee Turnover

In addition to providing numerous development and training opportunities, it is vital to retain our talents, so that they could grow with us. In FY2019, our employee turnover was 49.8%, compared with 47.3% in FY2018. We will continue improving our talent retention strategies, to make sure that our people can thrive and reach their greatest potential during the time with us.

## 負責任僱傭 *(續)*

### 發展及培訓 *(續)*

為支持事業發展，我們一向鼓勵僱員掌握最新的行業相關知識。我們提供多項獎勵（例如香港業務的持續進修津貼基金），幫助他們自我提升，追求個人成長，發展未來事業。

### 僱員流失

除了提供各種發展及培訓機會，挽留人才並讓他們與我們一同成長同樣重要。於二零一九年財政年度，我們的僱員流失率為49.8%，而二零一八年財政年度則為47.3%。我們將繼續改善人才留效策略，確保我們的員工能夠在我們麾下同一成長，一展所長。

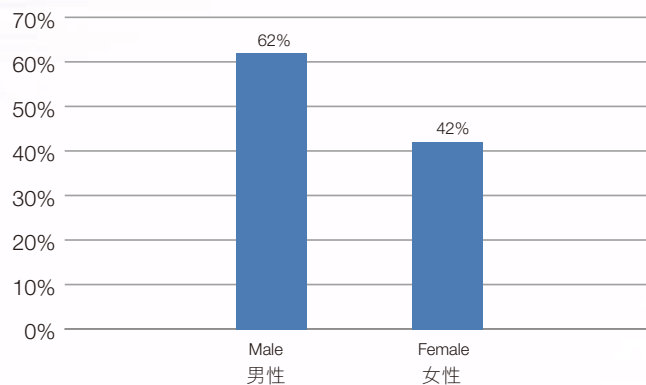
## RESPONSIBLE EMPLOYMENT *(continued)*

### Employee Turnover *(continued)*

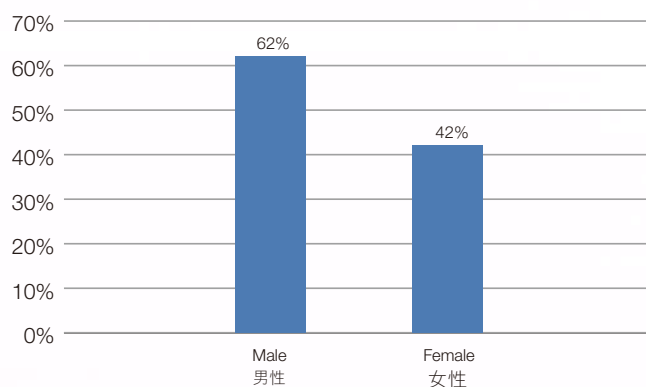
## 負責任僱傭 (續)

### 僱員流失 (續)

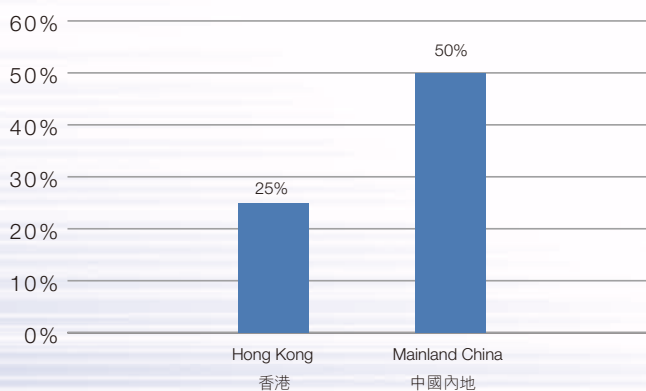
**Employee turnover by gender**  
按性別劃分的僱員流失率



**Employee turnover by age group**  
按年齡組別劃分的僱員流失率



**Employee turnover by geographical location**  
按地區劃分的僱員流失率



## RESPONSIBLE EMPLOYMENT *(continued)*

### Occupational Health and Safety

It is our responsibility to take great care of the safety and well-being of our employees. In doing so, in addition to strictly following applicable regulatory requirements, we have relevant guidelines and programmes in place to ensure employees have a decent and safe place to work in. In FY2019, we were not aware of any material non-compliance with laws and regulations relating to providing a safe working environment and protecting employees from occupational hazards in Hong Kong and Mainland China.

To ensure a safe and healthy workplace for our people, in addition to providing personal protective equipment and first-aid kits, regular safety assessments are performed to identify and eliminate recognisable workplace hazards, to address potential safety risks. Guided by representatives from different departments, a dedicated Environmental, Health and Safety committee provides guidance on upholding safety standards in our electrical and electronic manufacturing facilities as well as implements initiatives to raise awareness among employees. We also offer medical insurance to cover employees' medical expenses on health check-up and hospitalisation to safeguard their wellness.

In our operation, awareness-raising plays a key role to ensure workplace safety and employee well-being. Safety education and training programmes, namely, from emergency response, chemical handling to safe operation of forklift truck, are provided for our employees to improve their awareness and skills.

We always work to ensure workplace safety and people well-being; however, accidents may happen. Our emergency response preparedness guidelines are in place to ensure our people clearly understand how to cope with in case of emergency situations. Emergency drills are also arranged for our employees to raise their safety awareness and to strengthen knowledge on workplace safety and emergency response among employees.

## 負責任僱傭 *(續)*

### 職業健康及安全

我們有責任保障僱員的安全及身心健康。為此，我們不單嚴格遵守適用監管規定，亦制定相關指引及計劃，確保僱員享有完善及安全的工作場所。於二零一九年財政年度，我們並不知悉任何嚴重違反香港及中國內地有關提供安全工作環境及保護僱員免受職業危害的法律及法規的情況出現。

為確保我們的員工享有安全及健康的工作場所，我們不單提供個人防護設備及急救用品，亦定期進行安全評估，以找出及消除所發現的工作場所隱患，從而化解潛在安全風險。在不同部門代表的帶領下，環境、健康及安全委員會負責提供指引，維持電器及電子產品製造設施的安全標準，並推行措施去提高僱員自身意識。我們亦提供醫療保險，承保僱員進行身體檢查及住院的醫療開支，從而保障他們的健康。

在我們的營運中，提高警覺對確保工作場所安全及僱員身心健康至為重要。我們為僱員提供的安全教育及培訓計劃涵蓋緊急應變、化學品處理以至叉車的安全操作，藉此提高他們的意識及技能。

我們一直致力確保工作場所安全及保障員工身心健康；但意外總是防不勝防。我們已制定緊急應變指引，確保我們的員工清楚了解如何應對緊急情況。我們亦安排僱員參加緊急疏散演習，提高僱員的安全意識以及加強他們對工作場所安全及緊急應變的知識。



## RESPONSIBLE EMPLOYMENT *(continued)*

### Occupational Health and Safety *(continued)*

With our great dedication on workplace safety and employees' wellbeing, we have made good progress in the area of health and safety in our operation in FY2019 – our lost days due to work injury decreased by 23% compared to FY2018 to 411 days, while there were no fatalities at work among our employees. We will continue to focus on this aspect and increase safety awareness among our employees, in order to minimise accident rate and achieve zero fatalities at work.

## 負責任僱傭 (續)

### 職業健康及安全 (續)

憑藉我們在工作場所安全及僱員身心健康方面所作的努力，我們於二零一九年財政年度在營運中的健康及安全層面取得良好進展－我們因工傷損失的工作天數較二零一八年財政年度減少23%至411天，以及並無與工作有關的僱員死亡事故。我們將繼續集中於此方面以及提高僱員的安全意識，以盡量減低意外率及實現零工作死亡事故。



We care about the well-being of our people working in offices as much as those working in our manufacturing and real estate development operation. In December 2018, we invited the Evangelical Lutheran Church Social Service – Hong Kong (ELCHK)'s Professional Training Centre to host a series of workshops on stretch therapy and acupressure massage, to promote employee wellness.

無異於製造及房地產發展業務的員工，我們亦關心辦公室員工的身心健康。於二零一八年十二月，我們誠邀基督教香港信義會社會服務部專業培訓中心舉辦一連串有關伸展治療及指壓按摩的研習班，推廣僱員健康。

## OPERATIONAL FOOTPRINT

As a manufacturer, we always have a close knit with natural environment, from which we strongly rely on the precious natural resources to manufacture products. Therefore, it is our responsibility to work as an environmentally responsible corporate and to preserve the planet for our future generations.

### Managing our Footprint

Being an environmentally responsible corporate, we always strive to reduce environmental footprint arisen from our daily business activities. To manage our footprint with the implementation of ISO14001 environmental management system at our manufacturing facilities, a set of environmental policies and supporting procedures has been established. These tools guide us to act in full compliance with applicable environmental laws and regulations, as well as aiding in managing environmental issues in a systematic manner.

Compliance is a fundamental part in managing our footprint. Hence, under our environmental management system, we pay close attention to and ensure we are in strict compliance with all relevant laws and regulations at both national and industrial levels. To ensure continual compliance, we conduct regular assessments of our operational activities to monitor and assess our environmental performance on a regular basis. In the case of any major issues requiring our attention, we would immediately cease the operation and implement a corrective action plan for continuous improvement of our environmental performance. In FY2019, we were not aware of any material non-compliance with laws and regulations relating to air and greenhouse gas emissions, discharges into water and land, generation of waste and use of resources in Hong Kong and Mainland China.

## 營運足印

作為製造商，我們與自然環境一向密不可分，我們非常依賴後者的寶貴天然資源去製造產品。因此，我們有責任成為對環境負責的企業，並為我們的後代保護地球。

### 管理足印

作為對環境負責的企業，我們一直致力減少日常業務產生的環境足印。為了在我們的製造設施實施ISO14001環境管理體系以管理我們的足印，我們已制定一套環境政策及支持程序。該等工具協助我們全面遵守適用的環境法律及法規，有助於以有系統方式管理環境問題。

合規是我們管理足印的基礎。因此，根據我們的環境管理制度，我們密切關注並確保我們嚴格遵守國家及行業層面的所有相關法律及法規。為確保持續合規，我們定期評估我們的業務，以定期監察及評估我們的環境表現。倘若發生任何需注意的重大事故，我們將立即停止營運並實施糾正行動計劃，以持續改善我們的環境表現。於二零一九年財政年度，我們並不知悉任何嚴重違反香港及中國內地有關廢氣及溫室氣體排放、向水及土地的排污、廢物產生及資源使用的法律及法規的情況出現。

## OPERATIONAL FOOTPRINT *(continued)*

### Managing our Footprint *(continued)*

We aim to minimise adverse environmental impacts arisen from our business activities and promote responsible use of resources, in addition to compliance. Training programmes are offered to raise employees' awareness and competence on environmental protection. We identify significant environmental impacts and set reduction targets for our manufacturing operation every year. Control measures are formulated to minimise the environmental impacts as much as possible.

In managing the footprint arisen from our operational activities, we always identify areas where we could improve and strengthen our approach in the future. Not only do we regularly conduct reviews in our operation and look for areas for improvement, we also focus on research and developing products and manufacturing technologies that are friendly to the environment.

### Responsible Use of Resources

We rely on different precious resources such as energy, water, wood and other raw materials to sustain our daily operations; however, these resources are not unlimited and will be used up in one day. Facing the challenge and focusing on tackling it, we put a lot of efforts into promoting responsible use of these resources to help preserve the planet for our next generations. Therefore, we always strive to use these resources in a responsible manner to help sustain the natural environment. We constantly promote resource conservation through awareness-raising training programmes and displaying posters to ensure our people have the competency and knowledge to fulfill responsibilities in their routines.

## 營運足印 *(續)*

### 管理足印 *(續)*

除合規外，我們的目標是盡量減少業務對環境造成的不利影響，並推廣負責任地使用資源。我們提供培訓計劃以提高僱員的環保意識及能力。我們每年識別製造業務的重大環境影響並設定減廢目標。我們已制定監控措施以盡可能減少對環境的影響。

在管理我們的經營活動所產生的足印時，我們一向識別我們日後可改進及做得更好的領域。我們不僅定期檢討營運並尋找改善空間，亦專注研發環保產品及製造技術。

### 負責任地使用資源

我們依靠不同寶貴資源如能源、水、木材及其他原材料去維持日常營運；然而，該等資源並非用之不竭，終有一天會消耗殆盡。面對如此挑戰，我們專注於應對此危機，投入大量精力去推廣負責任地使用該等資源，為下一代保護地球。因此，我們一直致力以負責任方式使用該等資源，協助保育自然環境。我們透過旨在提高意識的培訓計劃以及張貼海報來持續推廣節省資源，確保我們的員工具備能力及知識去履行日常職責。

## OPERATIONAL FOOTPRINT *(continued)*

### Responsible Use of Resources *(continued)*

To identify areas for improvement, we continue our efforts in improving our data tracking and measurement system, in addition to installation of metering systems in our factories to track and review the amount of energy and water that we use and implementation of corrective measures when necessary. We believe this system is able to give us a clearer picture of what we need to improve on. In FY2019, we began to keep track of how resources, such as electricity and packaging, are used in our operation. Our annual consumption of resources is presented in the table as follows:

Resource use <sup>1,2</sup> 資源使用 <sup>1,2</sup>	Unit 單位	FY2019 二零一九年財政年度	FY2018 二零一八年財政年度
<b>Electricity</b> 電力	<b>kWh</b> 千瓦時	<b>53,708,197.58</b>	<b>48,843,632.84</b>
Intensity 密度	kWh/FTE 千瓦時／全職僱員	5,845.47	4,844.16
<b>Water</b> 水	<b>m<sup>3</sup></b> 立方米	<b>482,631.27</b>	<b>466,227.86</b>
Intensity 密度	m <sup>3</sup> /FTE 立方米／全職僱員	52.53	46.24
<b>Paper consumed</b> 紙張消耗	<b>Tonnes</b> 公噸	<b>20.97</b>	<b>39.09</b>
Intensity 密度	Tonnes/FTE 公噸／全職僱員	0.002	0.004
<b>Packaging consumed</b> 包裝消耗	<b>Tonnes</b> 公噸	<b>7,555.55</b>	<b>4,249.58</b>
Intensity 密度	Tonnes/FTE 公噸／全職僱員	0.82	0.42

<sup>1.</sup> We collected data from our core operations that were considered material to our business operations in FY2019.

<sup>2.</sup> Our intensity figure is the total recorded amount per number of full-time employees ("FTE") in the core operations in FY2019.

## 營運足印 *(續)*

### 負責任地使用資源 *(續)*

為找出改善空間，除了於廠房安裝量錶系統外，我們繼續努力改善我們的數據追蹤及計量系統，以記錄及檢討我們的能源耗量及耗水量，並在有需要時實施糾正措施。我們相信，該系統能讓我們更準確地掌握需要改善的地方。於二零一九年財政年度，我們開始記錄營運所用電力及包裝等資源的情況。我們的全年資源耗量於下表呈列：

<sup>1</sup> 我們所收集的數據來自被視為於二零一九年財政年度對業務營運屬重要的核心營運。

<sup>2</sup> 我們的密度數據即二零一九年財政年度錄得的總額除以核心營運的全職僱員（「全職僱員」）人數。



## OPERATIONAL FOOTPRINT (continued)

### Responsible Use of Resources (continued)

#### – Promoting Green Office

In our office operation, despite little and not directly impacting natural environment, we still work to promote a green culture by having relevant guidelines in place and implementing several resource-saving measures at work. Regular check is performed to ensure green practices are implemented in an appropriate manner.

## 營運足印 (續)

### 負責任地使用資源 (續)

#### – 推廣綠色辦公室

我們的辦公室營運對自然環境影響甚微且並無直接影響，儘管如此，我們仍努力透過制定相關指引及實施若干節省資源的辦公措施以推廣環保文化。我們定期進行檢查，確保以適當方式實行環保常規。

#### Air-conditioning system

##### 空調系統

- Reduce the use of air-conditioning system by limiting the hours of operation and setting temperature at 25 degree celsius to maintain optimal temperature and help reduce power consumption  
限制空調系統的運作時數以減少使用，並將溫度設定為攝氏25度以維持最舒適溫度，協助減少消耗能源

#### Paper

##### 紙張

- Encourage doing duplex printing over single-sided printing to reduce paper consumption  
鼓勵雙面打印而非單面打印，減少耗紙
- Encourage better use of electronic communication instead of printing hardcopies  
鼓勵善用電子通訊而非打印文本

#### Stationary and Other Office Equipment

##### 文具及其他辦公設備

- Recycle used ink cartridges to extend useful lifespan  
回收重用碳粉盒，延長可使用年期
- Switch off electrical office equipment, such as computers, after office hours  
在辦公時間過後關掉電子辦公設備，例如電腦
- Promote green procurement practices, such as opting for refillable ball pens and energy-efficient office equipment, to conserve energy and reduce wastage  
推廣環保採購常規，例如選用可換芯原子筆及高能源效益辦公設備，以收節能減廢之效

#### Water

##### 水

- Perform regular checks over operation of faucets to reduce waste  
定期檢查水龍頭運作，減少浪費

## OPERATIONAL FOOTPRINT (continued)

### Responsible Use of Resources (continued)

#### – Conserving Resources in Factories

In our manufacturing operation, we focus on upgrading existing machineries and installing energy-efficient equipment, to reduce our operational footprint. In addition to switching to energy-efficient LED lighting system, several energy-saving measures are implemented in our factories as follows:

Water cooling system 水冷卻系統	Installation of recirculating water system that makes use of well water for indoor cooling 安裝循環用水系統，將井水用於室內降溫  In Shenzhen and Shixing, we use water chilled system to cool down the water during off-peak period and facilitate to cooling down the factories at day time. It helps to alleviate the peak load energy consumption of power plants at day time. 於深圳及始興，我們在非高峰期間使用水冷系統冷卻用水以於日間為工廠降溫，來減輕日間發電廠高峰時段的用電需求。
Heat recovery system 熱回收系統	Heat recovery from rotatory screw air compressors for water heating in staff dormitories in Shaoguan, Shixing and Dushan. 於韶關、始興及獨山通過螺桿式空壓機回收熱力，並用於員工宿舍之熱水系統。  Adopting heat recovery technologies for energy-intensive plastic moulding processes in Shenzhen. 於深圳採用熱能回收技術來回收由注塑工序而大量消耗能源所產生的熱能。

#### – Managing Resources in Real Estate Development Business

Various saving incentives are implemented in the construction projects of our real estate development business. Our business partners, such as contractors, are required to uphold our standards of environmental protection to use energy and water in a responsible manner. We regularly monitor and review equipment performance to identify areas of continuous improvement. Penalties are given for any improper use of resources.

## 營運足印 (續)

### 負責任地使用資源 (續)

#### – 節省廠房資源

在我們的製造業務中，我們專注於升級現有機器及安裝高能源效益設備，以減少我們的營運足印。除改用高能源效益的LED照明系統外，我們的廠房亦實施以下多項節能措施：

#### – 管理房地產發展業務資源

我們在房地產發展業務項下的建設項目中實施各種節約措施。我們的業務夥伴（例如承包商）須遵從我們的環保標準，以負責任的方式使用能源及水。我們定期監察及審視設備表現，以找出需要持續改善的地方。任何人不當使用資源一律會受到處分。

## OPERATIONAL FOOTPRINT *(continued)*

### Minimising Environmental Impacts

Realising our operational activities can potentially impact the surrounding environment. In addition to advocating for responsible use of resources, we are dedicated to reducing our environmental footprint through limiting air emissions as well as managing waste responsibly in our operation.

#### – Waste and Wastewater Management

Landfills are usually the destination to where waste ends up. Knowing continually sending waste to landfills is clearly not a sustainable solution to deal with waste issues, we always strive to minimise the waste from our operational activities as well as to turn seemingly useless waste into valuable resources.

We are aware of the potential impacts if waste, in particular for hazardous waste, which could be harmful to the natural environment and to the safety of our people without proper handling. To ensure proper handling, standardised procedures for handling both non-hazardous and hazardous waste are set out for our people to follow. Strictly complying with national and regional standards, we make sure the waste that we generate is clearly labelled and properly stored according to the category and nature. Hazardous waste is collected by licensed treatment companies for further treatment. Training programmes are provided to make sure our people have sufficient skills and knowledge to handle emergency situations.

## 營運足印 (續)

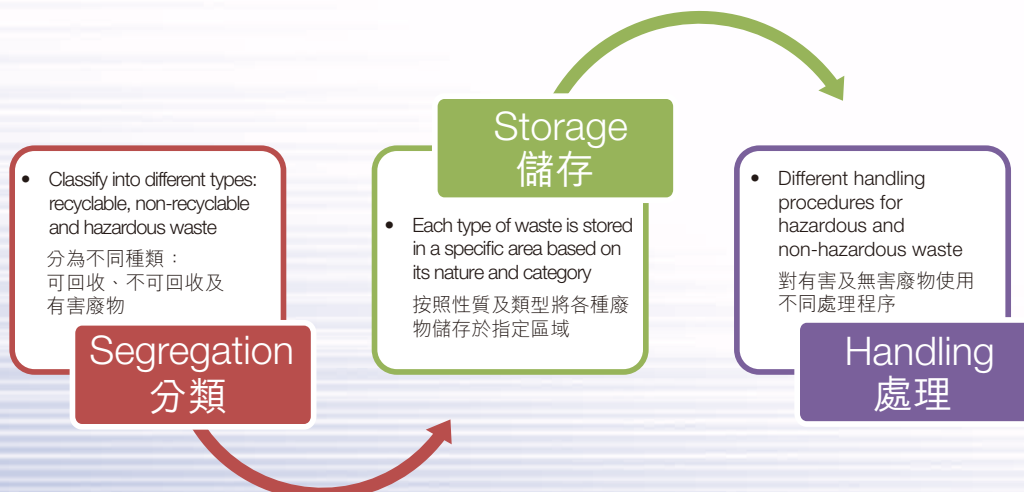
### 減低環境影響

進行經營活動有可能會影響周圍環境。除提倡負責任地使用資源外，我們在營運中限制廢氣排放以及負責任地管理廢物，致力減少我們的環境足印。

#### – 廢物及廢水管理

廢物最後通常被棄置於堆填區。我們明白一直將廢物送往堆填區顯然並非處理廢物問題的可持續解決方案，我們一直致力將經營活動產生的廢物減至最低，並將乍看無用的廢物轉化為有用資源。

我們明白並無經過適當處理的廢物（特別是有害廢物）可能會損害自然環境及員工安全。為確保妥善處理，我們制定了處理無害及有害廢物的標準程序，以供員工遵循。我們嚴格遵守國家及地區標準，確保我們產生的廢物已根據種類及性質貼上當眼標籤及妥善儲存。有害廢物由持牌處理公司收集作進一步處理。我們提供培訓計劃，以確保員工具備足夠的技能及知識處理突發情況。



## OPERATIONAL FOOTPRINT *(continued)*

### Minimising Environmental Impacts *(continued)*

#### – Waste and Wastewater Management *(continued)*

We generate various wastes, wood pieces and scrap metal left over from the manufacturing process, in different parts of our business activities. In Kin Yat, seeing potential values in waste, we work hard to turn them into resources and extend their usable lifespan, by recycling and reusing some useful parts in our production process. In FY2019, we generated 5,843,619 tonnes of waste, of which 99% was recycled, incinerated, or sent to licensed companies for further treatment.

Waste management <sup>1, 2</sup> 廢物管理 <sup>1,2</sup>	Unit 單位	FY2019 二零一九年財政年度	FY2018 二零一八年財政年度
<b>Total hazardous waste produced</b> 所產生有害廢物總量	<b>Tonnes</b> 公噸	<b>62.29</b>	<b>74.36</b>
Intensity 密度	Tonnes/FTE 公噸／全職僱員	0.0068	0.0074
<b>Total non-hazardous waste produced</b> 所產生無害廢物總量	<b>Tonnes</b> 公噸	<b>5,843,556.43<sup>#</sup></b>	<b>5,526.47</b>
Intensity 密度	Tonnes/FTE 公噸／全職僱員	636.00	0.55

<sup>#</sup> The increase in the quantity of non-hazardous waste produced is mainly due to the addition of recycled metal waste, which was not covered in FY2018's figure.

While wastewater is unavoidably produced from our operational sites, we always focus on wastewater quality and make sure the discharged is safe and clean enough before releasing to the environment. If excessive contaminants such as oil and chemicals are found in the wastewater, we will not discharge the wastewater but store it carefully to avoid leakage, as well as requiring collection from statutory third parties for proper treatment for lesser impacts brought into the environment as well as minimising adverse effects to human health. Regular testing is also conducted by an accredited organisation to monitor after-discharge wastewater quality and remediation measures will be implemented when necessary. In FY2019, a total of 452,765 m<sup>3</sup> of wastewater were produced from our operational sites.

## 營運足印 *(續)*

### 減低環境影響 *(續)*

#### – 廢物及廢水管理 *(續)*

我們在業務不同部分的生產過程中產生各種廢物、木碎及廢金屬。在建溢，我們察覺到廢物蘊藏潛在價值，在生產過程中回收及重用個別有用部件，致力於轉廢為材，延長其可使用年期。於二零一九年財政年度，我們產生5,843,619公噸廢物，其中99%已回收、焚化或轉交持牌公司作進一步處理。

<sup>#</sup> 所產生無害廢物總量增加主要由於計入已回收金屬廢料，該等廢料並無計入二零一八年財政年度之數據。

我們的營運場所無可避免會產生廢水，但我們一向關注廢水質素，並確保排放物屬安全及潔淨後才排出至環境。倘若發現廢水所含的油污及化學品等污染物超標，我們不會將廢水排出，而是謹慎地儲存以避免洩漏，並要求法定第三方收集作妥善處理，從而減少對環境造成的影響，以及盡量減少對人體健康的不利影響。認可機構亦定期進行測試，監察所排出廢水的質素，並於有需要時實施補救措施。於二零一九年財政年度，我們的營運場所合共產生452,765立方米廢水。

## OPERATIONAL FOOTPRINT (continued)

### Minimising Environmental Impacts (continued)

#### – Waste and Wastewater Management (continued)

Wastewater management <sup>1, 2</sup> 廢水管理 <sup>1,2</sup>	Unit 單位	FY2019 二零一九年財政年度	FY2018 二零一八年財政年度
Wastewater 廢水	m <sup>3</sup> 立方米	452,765	449,257
Intensity 密度	m <sup>3</sup> /FTE 立方米／全職僱員	49.28	44.56

#### – Air Emissions

While air pollutants are inevitably produced during commuting or production processes in our operation, we work to ensure they are properly treated in ways that are friendly to the environment and human health, before releasing them back into the atmosphere.

In our manufacturing operation, air treatment facilities are installed to filter air emissions leaving our factories, to ensure emission levels comply with regulatory requirements. To help measure and maintain our improvement, we conduct regular assessments to monitor and review our performance in air quality at specific high-risk locations. We would immediately cease relevant operational activities and take corrective actions, in the case of any areas requiring remediation and improvement.

In FY2019, we produced around 45.52 kg of air emissions from our cooking stoves, forklift trucks and other vehicles. The majority accounting for more than 90% of the air emissions generated from our operational activities was nitrogen oxides (“NO<sub>x</sub>”), and the rest was particulate matter (“PM”) as well as sulphur oxides (“SO<sub>x</sub>”).

## 營運足印 (續)

### 減低環境影響 (續)

#### – 廢物及廢水管理 (續)

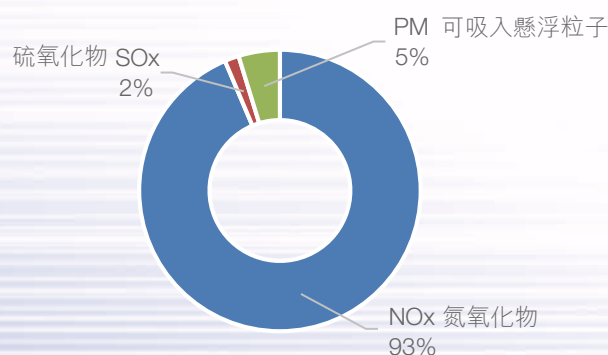
#### – 廢氣排放

營運中的通勤或生產過程無可避免會產生空氣污染，但我們將污染物排出至大氣前，會先確保以對環境及人體健康有益的方式妥善處理。

在我們的製造業務中，我們已裝設廢氣處理設施，過濾排出廠房的廢氣，確保排放水平符合監管規定。我們定期進行評估，在特定高風險地點監察及檢討我們在空氣質素方面的表現，從而協助計量及保持改善。一旦有任何需作出補救及改善的地方，我們將立即停止相關經營活動並採取糾正措施。

於二零一九年財政年度，我們的煮食爐、叉車及其他車輛產生約45.52千克廢氣排放。經營活動產生的廢氣排放中大部分（佔90%以上）為氮氧化物（「氮氧化物」），其餘為可吸入懸浮粒子（「可吸入懸浮粒子」）及硫氧化物（「硫氧化物」）。

Air emission by type  
按類型劃分的廢氣排放





## OPERATIONAL FOOTPRINT *(continued)*

### Minimising Environmental Impacts *(continued)*

#### – Air Emissions *(continued)*

Air emissions <sup>1</sup> 廢氣排放 <sup>1</sup>	Unit 單位	FY2019 二零一九年財政年度	FY2018* 二零一八年財政年度
<b>Air emissions by type</b> 按類型劃分的廢氣排放			
NO <sub>x</sub> 氮氧化物	kg 千克	137.09	55.01
SO <sub>x</sub> 硫氧化物	kg 千克	1.62	1.62
PM 可吸入懸浮粒子	kg 千克	11.99	4.02

\* FY2018's figures are adjusted and restated due to the adoption of different units in data calculation.

#### – Managing Greenhouse Gas Emissions

Strongly linked with climate change and triggering environmental challenges such as more frequent extreme weather events, greenhouse gas ("GHG") is often released from energy production. In managing the amount of GHG produced, we will continue to perform carbon accounting and used it as a tool for better management of carbon footprint in our operation in the future.

In FY2019, we measured a total of 49,155.59 tonnes of carbon dioxide equivalent. Of the total of GHG we generated from our operational activities, 98% came from the electricity that we purchased from electricity supply company. We will continue to explore opportunities to reduce our carbon footprint in this area.

## 營運足印 *(續)*

### 減低環境影響 *(續)*

#### – 廢氣排放 *(續)*

\* 由於計算數值時採用不同單位，因此二零一八年財政年度之數據已經調整及重列。

#### – 管理溫室氣體排放

溫室氣體（「溫室氣體」）一般在能源生產中釋放，其與氣候變化及所觸發的環境挑戰，如更頻繁的極端天氣現象，正是緊密相連。在管理所產生的溫室氣體量時，我們將繼續進行碳會計，並以此為日後更妥善地管理營運碳足印的工具。

於二零一九年財政年度，我們錄得合共49,155.59公噸二氧化碳當量。在經營活動產生的溫室氣體總量中，98%來自我們向供電公司購買的電力。我們將繼續探索在此領域減少碳足印的機會。

## OPERATIONAL FOOTPRINT *(continued)*

### Minimising Environmental Impacts *(continued)*

#### – Managing Greenhouse Gas Emissions

*(continued)*

## 營運足印 *(續)*

### 減低環境影響 *(續)*

#### – 管理溫室氣體排放 *(續)*

GHG emissions <sup>1, 2, 3</sup> 溫室氣體排放 <sup>1,2,3</sup>	Unit 單位	FY2019 二零一九年財政年度	FY2018 二零一八年財政年度
<b>Direct emission (“Scope 1”)</b> 直接排放 (「範圍1」)			
Refrigerants 製冷劑	tCO <sub>2</sub> e 公噸二氧化碳當量	402.54	619.74
Company vehicles 公司車輛	tCO <sub>2</sub> e 公噸二氧化碳當量	261.10	260.86
Generators and cooking stoves 發電機及煮食爐	tCO <sub>2</sub> e 公噸二氧化碳當量	131.25	144.07
<b>Energy indirect emission (“Scope 2”)</b> 能源間接排放 (「範圍2」)			
Purchased electricity 外購電力	tCO <sub>2</sub> e 公噸二氧化碳當量	48,351.59	43,841.80
<b>Other indirect emission (“Scope 3”)</b> 其他間接排放 (「範圍3」)			
Business air travel 航空差旅	tCO <sub>2</sub> e 公噸二氧化碳當量	82.95	100.70
<b>Total</b> 總計	tCO <sub>2</sub> e 公噸二氧化碳當量	49,229.43	44,967.17
Intensity 密度	tCO <sub>2</sub> e/FTE 公噸二氧化碳當量 ／全職僱員	5.36	4.46

<sup>3</sup> Our GHG emission figure is the sum of direct (Scope 1) emission, energy indirect (Scope 2) emission as well as other indirect (Scope 3) emission.

In FY2019, Scope 1 emission included combustion of fuel in stationary sources from electricity generators and cooking stoves, combustion of fuel in our vehicles, as well as fugitive emissions from use of refrigerants. Scope 2 emission included electricity purchased from power companies. Scope 3 emission include emissions arising from business air travel by employees.

<sup>3</sup> 我們的溫室氣體排放數據是直接(範圍1)排放、能源間接(範圍2)排放以及其他間接(範圍3)排放的總和。

於二零一九年財政年度，範圍1排放包括來自發電機及煮食爐的固定源燃燒燃料、車輛燃燒燃料及來自使用製冷劑的逃逸性排放。範圍2排放包括向供電公司購買的電力。範圍3排放包括僱員航空差旅產生的排放。

## CARING COMMUNITY

We are not simply a company, but also a part in the community. To promote positive corporate citizenship, we always strive to provide support to the communities in which we operate as well as the people in need.

In FY2019, through sponsorships and donations, we supported a number of programmes in the areas of community health and wellness. The amount we sponsored and donated for charitable purposes was HK\$39,377 in FY2019. We will continue to strengthen our efforts in supporting charitable activities and advocating for diversified causes in the future.

## INTEGRITY IN BUSINESS

We always act with high levels of integrity when conducting business. In making sustainable business, we remain committed to safeguarding all confidential information and having zero tolerance against corruption.

### Intellectual Property

Being a corporate placing strong emphasis on product development, we highly appreciate the efforts from our research team. Understanding the importance of originality, we safeguard our intellectual property ("IP") rights by establishing guidelines for our employees to follow so that they understand what to do and act when dealing with IP rights. Patent infringement in any form is not accepted, and violations or misuse of the IP rights will be subject to disciplinary actions. We also provide training programmes to raise awareness of employees.

While safeguarding our original IP rights, we also support and respect the IP rights of others. We work to register patents for original product information, such as designs and techniques, created by our people, to make sure values of IP are well respected and recognised across the Group.

To show our commitment, our Guizhou factory has attached the national GB/T 29490 certification for their systematic IP management system. We believe this certification can enable our people to act in the best way in managing IP rights and safeguarding this valuable asset within our business operation.

## 關懷社區

我們不僅是一間公司，更是社區一員。為宣揚正面的企業公民身份，我們一直致力為我們營運所在社區及有需要人士提供支援。

於二零一九年財政年度，我們透過贊助及捐款支持多項社區保健及健康項目。於二零一九年財政年度，我們贊助及捐贈作慈善用途的善款達39,377港元。我們日後將繼續加強支持慈善活動及提倡各種善舉。

## 誠信經營

我們經營業務時始終秉持高度誠信。經營可持續業務時，我們一直致力保護所有機密資料，對貪污採取零容忍態度。

### 知識產權

作為一家重視產品開發的企業，我們由衷感謝研究團隊的付出。我們明白原創性的重要，並制訂指引供僱員遵從，讓他們了解在處理知識產權（「知識產權」）權利時的做法及行動，從而保障知識產權。我們不接受以任何方式侵犯專利權，任何人侵犯或不當使用知識產權將受到紀律處分。我們亦提供培訓計劃以提高僱員的意識。

在保障我們的原創知識產權的同時，我們亦支持及尊重他人的知識產權。我們致力為員工的原創產品資料（例如設計及技術）註冊專利，確保知識產權的價值在本集團內得到廣泛尊重及認同。

為展示我們的決心，我們的貴州工廠已得到國家系統性知識產權管理體系GB/T 29490認證。我們相信，此認證能讓我們員工以最佳方式管理知識產權及保障業務營運中的此等寶貴資產。

## INTEGRITY IN BUSINESS *(continued)*

### Confidentiality and Privacy

We believe that it is the responsibility of all employees to maintain confidentiality at all times, to protect the interest of the Group as well as our business partners. Taking confidentiality in a serious manner, we set out clear guidelines for our employees to ensure they understand how to handle the Group's confidential information including customers' privacy as well as internal proprietary information. Employees are required to sign a confidentiality agreement for shared understanding and restricted from disclosing sensitive information to external parties.

In the case of breaching confidentiality, we will take corrective actions promptly and the employees involved may be subject to legal actions.

In FY2019, we were not aware of any material non-compliance with laws and regulations relating to privacy matters relating to products and services in Hong Kong and Mainland China.

## 誠信經營 *(續)*

### 保密及私隱

我們堅信，全體僱員均有責任時刻保守機密資料，以保障本集團及業務夥伴的權益。我們嚴格保密，並為僱員制定清晰指引，確保他們了解如何處理本集團的機密資料，包括客戶私隱及內部專有資料。僱員須簽署保密協議，以限制向外界分享及披露敏感資料。

倘若違反該保密規定，我們將立即採取糾正措施，而相關僱員可能會面對法律訴訟。

於二零一九年財政年度，我們並不知悉任何嚴重違反香港及中國內地有關產品及服務私隱事宜的法律及法規的情況出現。

## INTEGRITY IN BUSINESS *(continued)*

### Anti-Corruption

Complying with all relevant laws and regulations, we work against corruption in any of its forms – including bribery, extortion, fraud and money laundering in our operation.

It is essential that all our employees and business partners understand and act in the same way we do business. Therefore, guidelines are set out to define situations and behaviour of which our employees should be aware of, such as soliciting and receiving advantages as well as accepting frequent and excessive entertainment. Our suppliers are also required to sign a declaration against corruption, before a starting business relationship with our Shenzhen factory, to ensure our business activities can be carried out in a fair and transparent manner. We also arrange training sessions for both our employees and business partners to raise their awareness and prohibit unethical business practices.

Our employees have the responsibility to report any suspected business improprieties. An anonymous whistle-blowing system is operated to encourage reporting of misconduct while respecting privacy of whistle-blowers. Any violation will lead to disciplinary actions such as dismissal and legal actions.

In FY2019, there were no confirmed cases of corruption, and we were not aware of any material non-compliance with laws and regulations relating to bribery, extortion, fraud and money laundering in Hong Kong and Mainland China.

## 誠信經營 (續)

### 反貪污

我們遵守所有相關法律及法規，積極對抗任何形式的貪污行為，包括營運中的賄賂、勒索、欺詐及洗黑錢。

我們的所有僱員及業務夥伴必須了解我們的營商之道並以相同方式行事。因此，我們制定指引以界定僱員應提防的情況及行為，例如索取及收受利益，以及經常接受奢侈款待。與我們的深圳工廠展開業務合作前，供應商亦須簽署反貪污聲明，確保我們的業務以公正透明的方式進行。我們亦為僱員及業務夥伴安排培訓課程，以提高他們的意識及杜絕不道德的商業行為。

我們的僱員有責任舉報任何懷疑不當商業行為。本集團設有匿名舉報制度，鼓勵舉報不當行為，同時尊重舉報人的私隱。違規人士將面臨紀律處分，例如解僱及法律訴訟。

於二零一九年財政年度，概無已證實的貪污個案，且我們並不知悉任何嚴重違反香港及中國內地有關賄賂、勒索、欺詐及洗黑錢的法律及法規的情況出現。



## HKEX ESG REPORTING GUIDE INDEX

## 香港交易所環境、社會及管治報告索引

### HKEx ESG Reporting Guide General Disclosures

香港交易所環境、社會及管治報告指引一般披露

### Explanation / Reference Section

解釋／參考章節

### Aspect A Environmental

#### 層面A環境

<b>A1 Emissions</b>	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous wastes.	Operational Footprint
<b>A1 排放物</b>	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： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	營運足印
<b>KPI A1.1</b>	The types of emissions and respective emissions data.	Operational Footprint – Minimising Environmental Impacts
<b>關鍵績效指標A1.1</b>	排放物種類及相關排放數據。	營運足印 – 減低環境影響
<b>KPI A1.2</b>	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g., per unit of production volume, per facility).	Operational Footprint – Minimising Environmental Impacts
<b>關鍵績效指標A1.2</b>	溫室氣體總排放量（以公噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	營運足印 – 減低環境影響
<b>KPI A1.3</b>	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g., per unit of production volume, per facility).	Operational Footprint – Minimising Environmental Impacts
<b>關鍵績效指標A1.3</b>	所產生有害廢棄物總量（以公噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	營運足印 – 減低環境影響
<b>KPI A1.4</b>	Total non-hazardous waste produced (in tonnes) and where appropriate, intensity (e.g., per unit of production volume, per facility).	Operational Footprint – Minimising Environmental Impacts
<b>關鍵績效指標A1.4</b>	所產生無害廢棄物總量（以公噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	營運足印 – 減低環境影響
<b>KPI A1.5</b>	Description of measures to mitigate emissions and results achieved.	Operational Footprint – Minimising Environmental Impacts
<b>關鍵績效指標A1.5</b>	描述減低排放量的措施及所得成果。	營運足印 – 減低環境影響
<b>KPI A1.6</b>	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Operational Footprint – Minimising Environmental Impacts
<b>關鍵績效指標A1.6</b>	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。	營運足印 – 減低環境影響

## HKEX ESG REPORTING GUIDE INDEX

(continued)

## 香港交易所環境、社會及管治報告指引索引 (續)

### HKEx ESG Reporting Guide General Disclosures

香港交易所環境、社會及管治報告指引一般披露

### Explanation / Reference Section

解釋／參考章節

### Aspect A Environmental (continued)

層面A環境 (續)

<b>A2 Use of Resources</b> <b>A2 資源使用</b>	Policies on 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。	Operational Footprint – Responsible Use of Resources 營運足印 – 負責任地使用資源
<b>KPI A2.1</b> <b>關鍵績效指標 A2.1</b>	Direct and/or indirect energy consumption by type (e.g., electricity, gas or oil) in total (kWh in '000) and intensity (e.g., per unit of production volume, per facility). 按類型劃分的直接及／或間接能源 (如電、氣或油) 總耗量 (以千個千瓦時計算) 及密度 (如以每產量單位、每項設施計算)。	Operational Footprint – Responsible Use of Resources 營運足印 – 負責任地使用資源
<b>KPI A2.2</b> <b>關鍵績效指標 A2.2</b>	Water consumption in total and intensity (e.g., per unit of production volume, per facility). 總耗水量及密度 (如以每產量單位、每項設施計算)。	Operational Footprint – Responsible Use of Resources 營運足印 – 負責任地使用資源
<b>KPI A2.3</b> <b>關鍵績效指標 A2.3</b>	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Operational Footprint – Responsible Use of Resources 營運足印 – 負責任地使用資源
<b>KPI A2.4</b> <b>關鍵績效指標 A2.4</b>	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。	Operational Footprint – Responsible Use of Resources 營運足印 – 負責任地使用資源 In FY2019, we did not encounter any problems in sourcing water for our operations. 於二零一九年財政年度，我們求取營運用水時並無遇上任何問題。
<b>KPI A2.5</b> <b>關鍵績效指標 A2.5</b>	Total packaging material used for finished products (in tonnes), and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量 (以公噸計算) 及 (如適用) 每生產單位佔量。	Operational Footprint – Responsible Use of Resources 營運足印 – 負責任地使用資源

## HKEX ESG REPORTING GUIDE INDEX

(continued)

## 香港交易所環境、社會及管治報告指引索引 (續)

### HKEx ESG Reporting Guide General Disclosures

香港交易所環境、社會及管治報告指引一般披露

### Explanation / Reference Section

解釋／參考章節

### Aspect A Environmental (continued)

層面A環境 (續)

<b>A3 The Environment and Natural Resources</b> <b>A3 環境及天然資源</b>	Policies on minimising 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。	Operational Footprint 營運足印 Sustainable Products 可持續產品
<b>KPI A3.1</b> <b>關鍵績效指標 A3.1</b>	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。	Operational Footprint 營運足印 Sustainable Products 可持續產品

### Aspect B Social

層面B社會

<b>B1 Employment</b> <b>B1 僱傭</b>	Information on: – the policies; and – 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, anti-discrimination, and other benefits and welfare. 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： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	Responsible Employment – Employment & Fairness and Anti-discrimination  負責任僱傭 – 僱傭以及公正及反歧視
<b>KPI B1.1</b> <b>關鍵績效指標 B1.1</b>	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Responsible Employment – Employee Profile 負責任僱傭 – 僱員概況
<b>KPI B1.2</b> <b>關鍵績效指標 B1.2</b>	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Responsible Employment – Employee Turnover 負責任僱傭 – 僱員流失

## HKEX ESG REPORTING GUIDE INDEX

(continued)

## 香港交易所環境、社會及管治報告指引索引 (續)

### HKEx ESG Reporting Guide General Disclosures

香港交易所環境、社會及管治報告指引一般披露

### Explanation / Reference Section

解釋／參考章節

### Aspect B Social (continued)

層面B社會 (續)

<b>B2 Health and Safety</b>	Information on: – the policies; and – 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.	Responsible Employment – Occupational Health and Safety
<b>B2 健康與安全</b>	有關提供安全工作環境及保障僱員避免職業性危害的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	負責任僱傭 – 職業健康及安全
<b>KPI B2.1</b>	Number and rate of work-related fatalities.	Responsible Employment – Occupational Health and Safety
<b>關鍵績效指標 B2.1</b>	因工作關係而死亡的人數及比率。	負責任僱傭 – 職業健康及安全
<b>KPI B2.2</b>	Lost days due to work injury.	Responsible Employment – Occupational Health and Safety
<b>關鍵績效指標 B2.2</b>	因工傷損失工作日數。	負責任僱傭 – 職業健康及安全
<b>KPI B2.3</b>	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Responsible Employment – Occupational Health and safety
<b>關鍵績效指標 B2.3</b>	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。	負責任僱傭 – 職業健康及安全
<b>B3 Development and Training</b>	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Responsible Employment – Development and Training
<b>B3 發展及培訓</b>	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。 Training refers to vocational training. It may include internal and external courses paid by the employer. 培訓指職業培訓，可包括由僱主付費的內外部課程。	負責任僱傭 – 發展及培訓
<b>KPI B3.1</b>	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Responsible Employment – Development and Training
<b>關鍵績效指標 B3.1</b>	按性別及僱員類別（如高級管理層、中級管理層等）劃分的受訓僱員百分比。	負責任僱傭 – 發展及培訓
<b>KPI B3.2</b>	The average training hours completed per employee by gender and employee category.	Responsible Employment – Development and Training
<b>關鍵績效指標 B3.2</b>	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	負責任僱傭 – 發展及培訓

## HKEX ESG REPORTING GUIDE INDEX

(continued)

## 香港交易所環境、社會及管治報告指引索引 (續)

### HKEx ESG Reporting Guide General Disclosures

香港交易所環境、社會及管治報告指引一般披露

### Explanation / Reference Section

解釋／參考章節

### Aspect B Social (continued)

層面B社會 (續)

<b>B4 Labour Standards</b>	Information on: – the policies; and – compliance with relevant laws and regulations that have significant impact on the issuer relating to preventing child and forced labour.	Responsible Employment – Fairness and Anti-discrimination
<b>B4 勞工準則</b>	有關防止童工或強制勞工的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	負責任僱傭 – 公平及反歧視
<b>KPI B4.1</b>	Description of measures to review employment practices to avoid child and forced labour.	Responsible Employment – Fairness and Anti-discrimination
<b>關鍵績效指標 B4.1</b>	描述檢討招聘慣例的措施以避免童工及強制勞工。	負責任僱傭 – 公平及反歧視
<b>KPI B4.2</b>	Description of steps taken to eliminate such practices when discovered.	Responsible Employment – Fairness and Anti-discrimination
<b>關鍵績效指標 B4.2</b>	描述在發現違規情況時消除有關情況所採取的步驟。	負責任僱傭 – 公平及反歧視
<b>B5 Supply Chain Management</b>	Policies on managing environmental and social risks of the supply chain.	Sustainable Products and Integrity in Business
<b>B5 供應鏈管理</b>	管理供應鏈的環境及社會風險政策。	可持續產品及誠信經營
<b>KPI B5.1</b>	Number of suppliers by geographical region.	Sustainable Products
<b>關鍵績效指標 B5.1</b>	按地區劃分的供應商數目。	可持續產品 For our Hong Kong and Mainland China operations, in FY2019 we worked with 937 suppliers – 49% of suppliers came from Hong Kong, 29% were from Mainland China, and the rest included those from the United States and Malaysia. 就我們的香港及中國內地業務而言，於二零一九年財政年度，我們與937名供應商合作 – 49%供應商來自香港，29%來自中國內地，其餘則來自美國及馬來西亞等地。
<b>KPI B5.2</b>	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	Sustainable Products & Integrity in Business
<b>關鍵績效指標 B5.2</b>	描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及有關慣例的執行及監察方法。	可持續產品及誠信經營



## HKEX ESG REPORTING GUIDE INDEX

(continued)

## 香港交易所環境、社會及管治報告指引索引 (續)

### HKEx ESG Reporting Guide General Disclosures

香港交易所環境、社會及管治報告指引一般披露

### Explanation / Reference Section

解釋／參考章節

### Aspect B Social (continued)

層面B社會 (續)

<b>B6 Product Responsibility</b>	Information on: – the policies; and – 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.	Sustainable Products & Integrity in Business
<b>B6 產品責任</b>	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： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	可持續產品及誠信經營
<b>KPI B6.1</b>	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Sustainable Products – Manufacturing Business
<b>關鍵績效指標 B6.1</b>	已售或已運送產品總數中因安全與健康理由而須回收的百分比。	可持續產品 – 製造業務
<b>KPI B6.2</b>	Number of products and service related complaints received and how they are dealt with.	Sustainable Products – Manufacturing Business
<b>關鍵績效指標 B6.2</b>	接獲關於產品及服務的投訴數目以及應對方法。	可持續產品 – 製造業務
<b>KPI B6.3</b>	Description of practices relating to observing and protecting intellectual property rights.	Integrity in Business – Intellectual Property
<b>關鍵績效指標 B6.3</b>	描述與維護及保障知識產權有關的慣例。	誠信經營 – 知識產權
<b>KPI B6.4</b>	Description of quality assurance process and recall procedures.	Sustainable Products
<b>關鍵績效指標 B6.4</b>	描述質量檢定過程及產品回收程序。	可持續產品
<b>KPI B6.5</b>	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Integrity in Business – Confidentiality and Privacy
<b>關鍵績效指標 B6.5</b>	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。	誠信經營 – 保密及私隱

## HKEX ESG REPORTING GUIDE INDEX

(continued)

## 香港交易所環境、社會及管治報告指引索引 (續)

### HKEx ESG Reporting Guide General Disclosures

香港交易所環境、社會及管治報告指引一般披露

### Explanation / Reference Section

解釋／參考章節

### Aspect B Social (continued)

#### 層面B社會 (續)

<b>B7 Anti-corruption</b>	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	Integrity in Business – Anti-corruption
<b>B7 反貪污</b>	有關防止賄賂、勒索、欺詐及洗黑錢的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	誠信經營 – 反貪污
<b>KPI B7.1</b>	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.	Integrity in Business – Anti-corruption
<b>關鍵績效指標 B7.1</b>	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。	誠信經營 – 反貪污
<b>KPI B7.2</b>	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Integrity in Business – Anti-corruption
<b>關鍵績效指標 B7.2</b>	描述防範措施及舉報程序，以及相關執行及監察方法。	誠信經營 – 反貪污
<b>B8 Community Investment</b>	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.	Caring Community
<b>B8 社區投資</b>	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。	關懷社區
<b>KPI B8.1</b>	Focus areas of contribution (e.g., education, environmental concerns, labour needs, health, culture, sport).	Caring Community
<b>關鍵績效指標 B8.1</b>	專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	關懷社區
<b>KPI B8.2</b>	Resources contributed (e.g., money or time) to the focus area.	Caring Community
<b>關鍵績效指標 B8.2</b>	在專注範疇所動用資源(如金錢或時間)。	關懷社區