



# China Baoli Technologies Holdings Limited 中國寶力科技控股有限公司

(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: 164)

Environmental, Social and Governance Report **2019**  
環境、社會及管治報告

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# About This Report

## 關於本報告

China Baoli Technologies Holdings Limited (the “Company”) and its subsidiaries (collectively the “Group” and “we”) are pleased to issue the Environmental, Social and Governance Report (the “ESG report”) for the year ended 31 March 2019 (the “Year”). The ESG report elaborates on the various policies carried out by the Group in fully implementing the principle of sustainable development and its performance on environmental, social and governance during the Year.

### REPORTING SCOPE

The ESG report mainly covers the operation of the Group’s office in Hong Kong and Chongqing Baoli Yota Technologies Limited\* (“CQ Baoli Yota”), a subsidiary of the Group principally engaged in mobile technologies business in the People’s Republic of China (the “PRC”). The Group will continue its efforts in collecting information from different business segments to increase the breadth and depth of the ESG report and hence the disclosure of relevant information. For information on corporate governance, please refer to the Corporate Governance Report in the Group’s 2018/19 Annual Report.

### REPORTING STANDARD

The ESG report was prepared in accordance with the “Environmental, Social and Governance Reporting Guide” under Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.

### STAKEHOLDER ENGAGEMENT

The engagement of our employees from different departments of the Group helps us recognize our sustainability performance. The data were collected diligently and analyzed carefully which underscores not only the Group’s sustainability initiatives for the Year but also the Group’s short-term and long-term sustainability strategy. The Group will continue to increase the involvement of stakeholders via constructive conversation with a view to charting a course for long-term prosperity.

### FEEDBACK

Your opinions are highly valued by the Group. If you have any advice or suggestions, please feel free to provide through the following email address: [enquiry@chinabaolitech.com](mailto:enquiry@chinabaolitech.com).

中國寶力科技控股有限公司(「本公司」)及其附屬公司(統稱「本集團」或「我們」)欣然發表截至二零一九年三月三十一日止年度(「本年度」)的環境、社會及管治報告(「ESG報告」)。ESG報告闡述本集團於本年度制定不同的政策以全面實施可持續發展之原則及其於環境、社會及管治方面之表現。

### 報告範圍

ESG報告主要涵蓋本集團香港辦事處及本集團主要從事手機技術業務的附屬公司——重慶寶力優特科技有限公司(「重慶寶力優特」)，於中華人民共和國(「中國」)的營運。本集團將繼續努力收集不同業務領域之資訊，以強化ESG報告的寬度及深度以及加強相關資訊之披露。有關企業管治之資料，請參閱本集團2018/2019年報中的《企業管治報告》。

### 報告準則

ESG報告根據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》編製。

### 持份者參與

本集團旗下各部門僱員的參與協助我們加深了解可持續發展表現。本集團盡力收集數據並加以認真分析，有關數據不僅突顯出本集團於本年度之可持續發展舉措，同時亦標示出本集團短期以至長期可持續發展策略。本集團將繼續透過有建設性之對話，加強持份者參與，從而促使業務蒸蒸日上。

### 反饋

本集團重視您的意見。如有任何意見或建議，歡迎以電郵形式發送至以下郵箱：[enquiry@chinabaolitech.com](mailto:enquiry@chinabaolitech.com)。

\* For identification purpose only

### GREEN OPERATION

The Group principally engaged in mobile and multi-media technologies business, tourism and hospitality business and gamma ray irradiation services during the Year. For the mobile technologies business, we mainly took part in research and development, production, distribution and sale of dual-screen mobile handsets in the PRC. As we have outsourced most of our production to third-party manufacturers, no industrial pollutants are emitted during our business operation. However, as a responsible enterprise, we still uphold the principle of “Green Operation” and strive to improve our environmental performance by implementing various measures and practices. While complying with all the laws and regulations relating to environmental protection such as the Air Pollution Control Ordinance of Hong Kong, our commitment to reduce air pollutant emissions can be reflected by effective fleet management as vehicles are the main source of air pollutants generated by the Group. For instance, regular inspection, repair and maintenance are performed to ensure the efficiency of vehicles. Also, drivers are advised to switch off idling engines to reduce air pollutant emissions.

Apart from the emissions of air pollutants, the Group is also mindful of its obligation to avert the adverse impacts of climate change and reduce greenhouse gas emissions during its operation. The Group's greenhouse gas emissions primarily stem from vehicle fuel combustion, use of purchased electricity, business trips and disposal of paper to landfills. As a way to reduce carbon emissions, video conferences are held where possible to avoid any unnecessary overseas business travels and direct flights are chosen for inevitable business travel. It is the Group's belief that employees' participation is indispensable for the success of emission reduction. Therefore, we encourage employees to commute on public transportation and adopt other environmentally friendly practices at work.

The Group also lays emphasis on resources conservation. For example, water taps with water efficiency labels are installed and dripping taps are fixed immediately to avoid the wastage of water resource. Besides, even though the packaging processes are outsourced to third-party factories, the Group still attaches great importance to the design and consumption of packaging of our products so as to cut down the usage of packaging materials.

### 綠色營運

本集團於本年度主要從事手機與多媒體技術業務、旅遊及消閒業務、伽瑪射線照射服務。就手機技術業務而言，我們主要參與中國的研究及開發、生產、分銷及銷售雙屏手機。由於我們已向第三方製造商外包大部分生產，因此我們業務營運期間並無排放工業污染物。然而，作為負責任的企業，我們仍本著「綠色營運」的原則，實行不同措施及常規，致力於提高環境績效。鑒於汽車為本集團產生空氣污染物之主要來源，我們在遵守有關環保之法律法規，如香港《空氣污染管制條例》的同時，亦透過對車隊的有效管理，致力減少排放空氣污染物。舉例而言，我們進行定期檢查、修理及維護，確保車隊的效率。此外，我們要求司機停車熄匙降低空氣污染物的排放。

除空氣污染物排放外，本集團時刻緊記於營運過程中肩負避免氣候變化帶來的負面影響及減少溫室氣體排放的責任。本集團的溫室氣體排放主要來自車輛燃料燃燒、購電使用、公幹及將廢紙棄置於堆填區。我們盡可能舉行視訊會議取代不必要之海外公幹，亦為必要的海外公幹選擇直航航班作為降低二氧化碳排放的方法。本集團相信，僱員的參與是成功減排不可或缺的因素。因此，我們鼓勵僱員使用公共交通工具，並在工作時採用其他環保習慣。

本集團亦重視資源保護。舉例而言，安裝貼有節水標籤的水龍頭，及時維修滴水水龍頭避免水資源浪費。此外，儘管包裝環節外包予第三方公司，本集團仍高度重視產品包裝設計及消耗，旨在減少使用包裝材料。

## Environmental Protection (continued)

### 環境保護(續)

#### ENERGY CONSERVATION

The Group recognizes the importance of maintaining environmental sustainability in its daily operation. As part of the Group's initiatives to reduce energy consumption in lighting system, we divide the office area into different light zones using independent lighting switches, adopt energy-efficient lighting and clean light fixtures regularly to increase the energy efficiency of lighting system. We have also employed measures to enhance the energy efficiency of air conditioning system, such as allowing employees to dress in casual attire every Friday. In addition, the Group is actively integrating energy conservation initiatives into its operations. For instance, when procuring new eclectic devices, priority is given to those with energy efficiency labels so as to reduce energy consumption.

#### WASTE MANAGEMENT

During the Year, our non-hazardous waste was mainly generated in daily office operations and was collected by a corresponding waste collection company arranged by the building management company. We have implemented the policy that promotes double-sided printing and copying, and the use of electronic means for information dissemination whenever possible to reduce paper consumption, and hence waste paper disposal. Initiatives to reduce the use of disposable and non-recyclable products, and replacing one-off stationeries with refillable stationeries are also adopted to maintain a sustainable utilization of resources. The hazardous waste we produced during the Year only included toner cartridges, which were collected by the vendor after use.

#### 節約能源

本集團深明於日常營運中維持環境可持續發展的重要性。作為本集團減少照明系統能耗措施一環，我們利用獨立照明開關將辦公空間劃分為不同照明區、採用具能源效益之照明用品，並定期清潔照明裝置以提升照明系統之能源效益。我們亦已採取措施提升空調系統之能源效益，例如僱員每逢星期五可穿著便服。此外，本集團積極於營運中融入節約能源理念。舉例而言，採購新電子器材時，我們會優先選擇具有能源效率標籤的產品，以降低能源消耗。

#### 廢棄物管理

本年度，我們的無害廢棄物主要源於日常辦公室營運，由樓宇管理公司安排之相應廢棄物收集公司收集。我們提倡雙面列印及複印、盡量使用電子途徑發佈資料的政策，以減少耗用紙張，從而減輕廢棄紙張的棄置。為保持資源的可持續利用，我們亦已採取減少使用一次性及不可回收之產品的措施，並以可補充文具取代一次性文具。我們於本年度產生之有害廢棄物僅包括碳粉盒，其已在用後經由服務供應商收集。

# Employment and Labour Practices

## 僱傭及勞工常規

### EMPLOYMENT STANDARD

Talent is the foundation for the stable development of the Group. The Group firmly upholds the principle of treating all employees fairly and consistently in all matters and enforces its employment policies in accordance with the regulations of the Employment Ordinance of Hong Kong and the Labour Law of the PRC. A series of systematic recruitment procedures have been set to formulate recruitment plan and details. During the recruitment process, all applicants enjoy equal opportunities regardless of sex, family status and race. Prior to the confirmation of appointment, we will verify the identity of candidates to ensure that they are lawfully employable and have reached the legal working age as stipulated in the Employment of Children Regulation of Hong Kong and the Provisions on the Prohibition of Using Child Labour of the PRC. Employees are required to enter into a labour contract which contains information regarding working hour, his/her benefits and rights on termination to prevent any form of forced labour. Upon receipt of letters of resignation, payment of the outstanding wages will be made on time.

### EMPLOYEE BENEFITS

Driven by the Group's belief that employees are our most valuable asset, we greatly value their rights and benefits. The salary structure is reviewed annually to maintain a competitive remuneration package for employees. Apart from basic salary, we also offer discretionary bonus based on the individual performance of the employees and our financial performance. Our employees are also eligible for different types of leave, such as annual leave, compassionate leave, wedding leave and maternity leave. Other entitlements include medical insurance, dental benefits and travel insurance. In order to foster team spirit, we have organized activities such as monthly birthday party during the Year.

As for employees of CQ Baoli Yota, their rights and benefits are protected by relevant laws and regulations in the PRC such as the Labour Contract Law of the PRC and enjoy "Four Social Insurances and One Housing Fund". In addition, the Group also provides them with other benefits such as lunch subsidy, afternoon and late night refreshments, health checks and various festival, birthday and wedding gifts.

### 僱傭準則

人才為本集團穩步發展之根基。本集團堅持公平對待每位僱員，採取一視同仁的態度，並按照香港《僱傭條例》及《中華人民共和國勞動法》中之規例執行其僱傭政策。本集團已設立一系列系統化招聘程序，以制訂招聘計劃及詳情。於招聘過程中，所有申請者均享有平等機會，無分性別、家庭狀況及種族。於確認聘請前，我們會核實身份，確保候任人可合法受僱，並符合香港《僱用兒童規例》及中國《禁止使用童工規定》規定的法定工作年齡。僱員須簽訂勞工合約，當中載有有關工作時數、個人福利及終止合約權利的資料，以防止出現任何形式之強制勞工。於接獲辭職信時，本集團會及時支付未付工資。

### 僱員福利

僱員是本集團最寶貴的資產，我們極其重視彼等之權利及福利。我們會每年檢討薪金架構以維持僱員薪酬待遇之競爭力。除基本薪金外，我們亦會視乎僱員個人表現及我們的財政表現發放酌情花紅。我們的僱員享有不同類型假期，如年假、恩恤假、婚假、產假等。其他福利包括醫療保險、牙科福利及旅遊保險。為培養團隊精神，我們於本年度組織不同活動，如每月生日派對。

至於重慶寶力優特的僱員，其權利及福利受到《中華人民共和國勞動合同法》等中國相關法律法規保障，並享有「四險一金」。此外，本集團亦為他們提供其他福利，如午膳津貼、下午茶及宵夜、健康檢查及不同節慶贈禮、生日禮物及結婚賀禮。

# Employment and Labour Practices (continued)

## 僱傭及勞工常規(續)

### HEALTH AND SAFETY

Work safety is the cornerstone of the sustainable development of the Group. While complying with relevant laws and regulations such as the Occupational Safety and Health Ordinance of Hong Kong and the Law of the PRC on the Prevention and Control of Occupational Diseases, we are committed to achieving a high standard of occupational safety and health. To promote a healthy work-life balance for employees, we do not encourage overtime working. If extension of working hours is necessary, overtime traffic allowance is provided to ensure that our employees return home safely. To maintain a safe working environment and keep injuries to the minimum, a safety committee has been established for the implementation of fire protection and security measures. Meanwhile, fire evacuation drills are conducted regularly to increase employees' awareness and involvement in accident prevention. We also seek to create a pleasant and comfortable workplace for employees by carrying out various measures, including provision of adjustable seats, sufficient storage space for a more spacious desk area and regular maintenance or replacement of office equipment.

### DEVELOPMENT AND TRAINING

In order to establish an excellent team, we monitor employee performance annually for evaluation and development purpose to attain our goal of forging competitiveness and motivation. The Group sees the annual appraisal not only as a process to document the performance of employees, but also a precious opportunity to devise their working plans and targets for the coming year. To promote the growth and development of employees, we have provided employees with internal training courses of various technical aspects such as audio architecture, software application and testing during the Year. We have also offered job-related training and guidance to employees in different positions and provided assessments for new employees and fresh graduates. In order to encourage employees to develop their potential through independent learning, employees who participate in external job-related training and assessment are eligible to examination leave and allowance. Each promotion decision involves thorough consideration of the employee's training record, ability and performance at work. Competent employees will be considered for internal promotion in recognition of their efforts and contributions.

### 健康與安全

工作安全為本集團可持續發展之基石。在遵守香港《職業安全及健康條例》及《中華人民共和國職業病防治法》等相關工作安全法律法規之同時，我們亦致力於實現高標準的職業安全及健康。為了平衡僱員健康的工作與生活，我們並不鼓勵超時工作。如需延長工時，我們會提供超時交通津貼，確保僱員安全回家。為保持安全的工作環境並盡量減少傷亡事故，本集團已成立安全委員會，落實防火及保安措施。與此同時，我們定期舉行火警疏散演習，以提升僱員安全意識及提倡更多僱員參與防災訓練。我們亦推行不同措施，盡力為僱員提供理想舒適之工作環境，包括提供可調校坐椅、提供足夠儲存位置以騰空桌面空間、定期維修或更換辦公室設備。

### 發展及培訓

為建立優秀團隊，我們每年會監察僱員表現用作評估及發展用途，藉此實現我們增強競爭力及推動力的目標。本集團不單視年度評核為記錄僱員績效之程序，亦視之為制訂僱員來年工作計劃及目標之寶貴機會。為促進僱員成長及發展，我們於本年度為僱員提供音訊格式、軟件應用及測試等不同內部技術培訓課程。我們亦為不同崗位之僱員提供在職培訓及指導，並為新入職僱員及應屆畢業生進行評核。為鼓勵僱員透過自學發展潛力，參與外部職業相關培訓及考核之僱員享有考試假期及津貼。在作出晉升決定時，本集團全面考慮僱員之培訓紀錄、能力及工作表現。有能力的僱員可獲內部升遷，以肯定其努力及貢獻。

### SUPPLY CHAIN MANAGEMENT

During the Year, the Group had all major suppliers located within the PRC, of which the majority was in Guangdong province. An application is required to be submitted by relevant departments prior to each procurement, and suppliers are assessed based on different criteria including product quality, management, production techniques, environmental performance and social responsibility. When signing procurement contracts, terms regarding quality assurance are included to ensure the delivered products and components are up to standard, and defective products will be returned. In addition, the Group has also established a rating system for the assessment of current suppliers, and those who consistently failed to meet the required standards would be excluded from the supplier list.

To integrate the environmental vision of the Group into the procurement of office supplies, priority is given to environmentally friendly products, such as refillable ballpoint pens, mechanical pencils and recyclable toner cartridges. With our strict adherence to green purchasing principle, the usage of materials is constantly evaluated to avoid overstocking and squandering resources.

### PRIVACY PROTECTION

The Group attaches great importance to the protection of confidential data of our clients. We strictly comply with the laws and regulations relating to privacy matters such as the Personal Data (Privacy) Ordinance of Hong Kong and the Cybersecurity Law of the PRC. In order to protect clients' personal information, every employee is required to enter into a labour contract which forbids him/her to disclose confidential or proprietary information to any third-parties, either employed or have already resigned, without the Group's authorization. Also, we endeavor to protect the software system to prevent virus infections and the leakage of clients' information.

### PRODUCT RESPONSIBILITY

The Group acknowledges the importance of product responsibility and is in strict conformity with relevant laws and regulations such as the China Compulsory Certification. The Group has obtained ISO9001:2015 qualification to guarantee that an effective quality management system is in place. All of our marketed products have also undergone and passed China Compulsory Certification safety tests to ensure that our products are in line with national safety standard.

### 供應鏈管理

本年度，本集團所有主要供應商均位於中國，當中大部分位處廣東省。我們要求每宗採購前均須由相關部門作出申請，而供應商會從產品品質、管理、生產技術、環保表現及社會責任等多方面評核選定。簽訂採購合約時，我們會於當中加入質量保證條款，以確保所交付產品及零部件符合標準，而有缺陷產品會被退貨。此外，本集團亦已對現有供應商的評定建立評級系統，持續不達標的供應商將會被從供貨商名單中除名。

為將本集團之環保藍圖融入辦公室供應品採購之中，我們優先選購環保產品，如可替換筆芯之原子筆及自動鉛芯筆以及可循環再用的碳粉盒。我們嚴格奉行環保採購原則，持續評估物料使用情況，避免積存及浪費資源。

### 保護私隱

本集團極其重視保護客戶機密資料，恪守香港《個人資料(私隱)條例》及《中華人民共和國網絡安全法》等私隱相關法律法規。為保護客戶個人資料，各僱員均須簽訂勞工合約，禁止僱員在未經本集團授權的情況下，於受聘期間或離職後，向任何第三方披露保密或專有資料。此外，我們竭誠保護軟件系統免受病毒感染及避免洩漏客戶資料。

### 產品責任

本集團深明產品責任的重要性，嚴格遵守中國強制性產品認證等相關法律法規。本集團已取得ISO9001:2015資格，確保建立有效的質量管理系統。所有的市場產品亦已進行並通過中國強制性產品認證安全測試，確保我們的產品符合國家安全標準。



## Operation Management (continued)

### 營運管理(續)

Instruction guidelines regarding product quality inspection, return and repair of defective products have been set to further ensure that the quality of our products are up to standard and customers who have received verified defective products can get their replacement. Upon receiving a defective unit of a product, the unit is subject to different procedures depending on the situation, which will be accepted for exchange or repair if the customer can provide valid purchase and warranty documents. Our customer service team is responsible for monitoring and handling customer complaints and a set of procedures has been formulated so that complaints can be categorized and solved by the designated staff timely.

As a way to safeguard the confidentiality of the Group's information, suppliers are required to sign a confidential agreement to prevent unauthorized disclosure of confidential materials. The procurement contract also contains terms to ensure the supplies are correctly and properly packaged and labelled.

When advertising our products, detailed plans are formulated through assessing various aspects of our products such as market condition, competitors and the competitiveness of our products. Content of the advertisements are reviewed regularly by the Group to avoid false and misleading advertising claims or statements.

#### ANTI-CORRUPTION

With integrity being a core part of the Group's business ethics, employees have the responsibility to observe the applicable rules and regulations such as the Prevention of Bribery Ordinance of Hong Kong and the Criminal Law of the PRC, as well as our code of conduct. To maintain high standards of corporate governance, we fulfill our commitment through abiding by anti-corruption policies and guidelines, such as acceptance of gifts and conflict of interest. Related procedures and guidelines are available in our conduct code. To live up to this commitment, there is a whistle-blowing policy to encourage employees to disclose any suspected misconduct. We have designated personnel to investigate the misconduct reported and take corresponding remedial measures against the irregularities. All reports and enquiries are handled with strict confidentiality under all circumstances to preserve anonymity.

During the Year, the Group was not aware of any breach of laws and regulations that have a significant impact on the Group in relation to bribery, extortion, fraud and money laundering.

本集團已制定有關產品品質檢定、退回及維修有缺陷產品的指引，以進一步確保我們的產品品質符合標準，而顧客可就其已驗證為有缺陷的產品作出換貨。當收到有缺陷部件產品時，該部件會因應情況經不同程序處理。如顧客可提供有效購買及保用文件，可獲安排換貨或維修。我們的客戶服務團隊負責監察及處理顧客投訴，我們亦已制訂一套程序將投訴分門別類，由指定人員及時解決。

為使本集團資料得以保密，供應商須簽訂保密協議，以防範未經授權披露保密資料。採購合約亦載有條款，確保供應品正確而妥善包裝並加上標籤。

為產品製作廣告時，我們從市況、競爭對手及產品競爭力等不同方面進行產品評估，再制訂詳細計劃。本集團會定期檢討廣告內容，避免錯誤及誤導性的廣告陳述或聲明。

#### 反貪污

誠信是本集團商業道德的核心部分，因此，僱員有責任遵守香港《防止賄賂條例》及《中華人民共和國刑法》等適用規則及法規，以及我們的行為守則。為保持高水平之企業管治，我們透過遵守反腐敗政策和指引(如收受餽贈及利益衝突)履行我們的承諾。相關程序及指引載於我們的行為守則。為堅守此承諾，本集團訂有舉報政策，鼓勵僱員揭發任何懷疑不當行為。我們指派專人調查經舉報之不當行為，並採取相應補救措施糾正違規行為。在任何情況下所有報告及查詢一律嚴加保密，以免有關人士身份外洩。

本年度，本集團並無發現任何有關賄賂、勒索、欺詐及洗錢等對本集團影響重大的違反法律法規的行為。

## Community Investment 社區投資

Over the years, the Group has focused on community activities and strongly encouraged our employees to participate in various volunteer activities.

多年來，本集團重視社區活動，大力鼓勵僱員參與各類義工活動。

# Key Performance Indicators

## 關鍵績效指標

Environmental Indicators		環境指標	2018/19 2018/19年
<b>Emissions</b>		<b>排放物</b>	
Air Pollutant Emissions	空氣污染物排放量		
Nitrogen Oxides (kg)	氮氧化物(千克)		49
Sulphur Oxides (kg)	硫氧化物(千克)		2
Particulate Matter (kg)	顆粒物(千克)		4
Greenhouse Gas Emissions	溫室氣體排放量		
Total (tonnes CO <sub>2</sub> e)	總量(噸二氧化碳當量)		328
Scope 1: Direct Emissions <sup>1</sup>	範圍1: 直接排放 <sup>1</sup>		290
Scope 2: Energy Indirect Emissions <sup>2, 3</sup>	範圍2: 能源間接排放 <sup>2, 3</sup>		11
Scope 3: Other Indirect Emissions <sup>4</sup>	範圍3: 其他間接排放 <sup>4</sup>		27
Intensity (tonnes CO <sub>2</sub> e/employee)	密度(噸二氧化碳當量/僱員)		6.08
Waste	廢棄物		
Total Non-hazardous Waste (tonnes)	無害廢棄物總量(噸)		5
Non-hazardous Waste Intensity (tonnes/employee)	無害廢棄物密度(噸/僱員)		0.09
Total Hazardous Waste (Toner Cartridges) (piece) <sup>5</sup>	有害廢棄物(碳粉盒)總量(件) <sup>5</sup>		18
Hazardous Waste (Toner Cartridges) Intensity (piece/employee)	有害廢棄物(碳粉盒)密度(件/僱員)		0.33
<b>Resources Consumption</b>		<b>資源耗量</b>	
Energy	能源		
Total Consumption (MWh)	總耗量(兆瓦時)		1,049
Purchased Electricity <sup>3</sup>	購買的電力 <sup>3</sup>		15
Combustion of Fuels for Vehicles	車輛燃燒燃料		1,034
Intensity (MWh/employee)	密度(兆瓦時/僱員)		19.43
Water	水		
Total Consumption (m <sup>3</sup> ) <sup>6</sup>	總耗量(立方米) <sup>6</sup>		N/A 不適用
Intensity (m <sup>3</sup> /employee) <sup>6</sup>	密度(立方米/僱員) <sup>6</sup>		N/A 不適用
Packaging Materials	包裝材料		
Total Consumption (piece) <sup>7</sup>	總耗量(件) <sup>7</sup>		N/A 不適用
Intensity (piece per unit of product) <sup>7</sup>	密度(件/產品) <sup>7</sup>		N/A 不適用

# Key Performance Indicators (continued)

## 關鍵績效指標(續)

Social Indicators <sup>8</sup>	社會指標 <sup>8</sup>	2018/19 2018/19年
<b>Employee Composition</b>	<b>僱員組成</b>	
By Gender	按性別劃分	
Male	男性	27
Female	女性	27
By Age Group	按年齡組別劃分	
Below 30	30歲以下	14
30 to 50	30歲至50歲	26
Over 50	50歲以上	14
By Employment Type	按僱傭類型劃分	
Full time	全職	54
Part time	兼職	0
By Geographical Region	按地區劃分	
PRC	中國大陸	24
Hong Kong	香港	30
<b>Health and Safety</b>	<b>健康與安全</b>	
Total Injuries	工傷總數	0
Lost Days Due to Work Injury	因工傷損失工作日數	0
Total Work-related Fatalities	因工作關係而死亡的總人數	0
<sup>1</sup> Data includes emissions from the combustion of fuels for vehicle use.	<sup>1</sup> 數據包括車輛燃燒燃料產生的排放量。	
<sup>2</sup> Data includes emissions from electricity consumption.	<sup>2</sup> 數據包括電力消耗產生的排放量。	
<sup>3</sup> Data of electricity consumption of Hong Kong office was collected after office relocation in July 2018. Data of electricity consumption of CQ Baoli Yota was controlled by the building management after office relocation in September 2018 hence data of 2018/19 as disclosed here covers only April to August 2018.	<sup>3</sup> 香港辦事處的耗電量數據於2018年7月辦事處搬遷後開始收集。重慶寶力優特的耗電量數據於2018年9月辦事處搬遷後由樓宇管理公司控制，因而所披露的2018年／2019年的數據僅涵蓋2018年4月至8月的數據。	
<sup>4</sup> Data includes emissions from business air travels and disposal of paper to landfill. Data of paper disposal of Hong Kong office was collected after office relocation in July 2018, while that of CQ Baoli Yota was controlled by the building management after office relocation in September 2018 hence data of 2018/19 as disclosed here covers only April to August 2018.	<sup>4</sup> 數據包括海外公幹及將廢紙棄置於堆填區所產生的排放量。香港辦事處的廢紙處理數據於2018年7月辦事處搬遷後開始收集，而重慶寶力優特的廢紙處理數據於2018年9月辦事處搬遷後由樓宇管理公司控制，因而所披露的2018年／2019年的數據僅涵蓋2018年4月至8月的數據。	
<sup>5</sup> Waste toner cartridges were not weighed thus recorded as pieces. The amount of waste toner cartridges of Hong Kong office was collected after office relocation in July 2018, while that of CQ Baoli Yota was controlled by the building management after office relocation in September 2018 hence data of 2018/19 as disclosed here covers only April to August 2018.	<sup>5</sup> 廢棄碳粉盒未稱重，按件記錄。香港辦事處的廢棄碳粉盒數量於2018年7月辦事處搬遷後開始收集，而重慶寶力優特的廢棄碳粉盒數量於2018年9月辦事處搬遷後由樓宇管理公司控制，因而所披露的2018年／2019年的數據僅涵蓋2018年4月至8月的數據。	
<sup>6</sup> Both Hong Kong office and CQ Baoli Yota have their water supplied by the office premises, thus consumption data is unavailable.	<sup>6</sup> 香港辦事處及重慶寶力優特的用水由辦事處物業供應，因而無法取得耗量數據。	
<sup>7</sup> The process of product packaging has been outsourced to third-party factory starting from January 2018 hence data is unavailable for 2018/19.	<sup>7</sup> 自2018年1月起，產品包裝流程已外包予第三方工廠，因而無法取得2018年／2019年的數據。	
<sup>8</sup> Employee turnover rate and average hours of training per employee and percentage are not disclosed for 2018/19.	<sup>8</sup> 2018年／2019年的員工流動率及每名僱員的平均培訓時數與百分比均不作披露。	