

TENGY

浙江天潔環境科技股份有限公司
Zhejiang Tengy Environmental Technology Co., Ltd

(a joint stock company established in the People's Republic of China with limited liability)
(於中華人民共和國成立之股份有限公司)

Stock code 股份代號：1527

**Environmental, Social and
Governance Report**

2019

**環境、社會及
管治報告**

Contents 目錄

About this Report	關於本報告	2
Reporting Scope	報告範圍	2
Reporting Basis	報告依據	3
Stakeholder Engagement	持份者參與	3
Assessment of Materiality	對重要性的評估	4
Contact Us	聯繫方式	5
About Us	關於我們	6
Our Business	我們的業務	6
Environmental	環境	8
Resource Usage and Greenhouse Gas Emissions	資源使用及溫室氣體排放	9
Water Resources and Sewage Discharge	水資源及污水排放	9
Waste	廢棄物	10
Key Environmental Performance Indicators (KPIs)	環境關鍵績效指標	11
Social	社會	15
Employment	僱傭	15
Employee Distribution	員工分佈	16
Labour Standards	勞工準則	17
Compensation and Benefit	薪酬及福利	18
Occupational Health and Safety	職業健康與安全	20
Development and Training	發展及培訓	23
Quality Control and After-Sale Service	品質監控及售後服務	24
Customer Data Security	客戶資料安全	26
Supply Chain Management	供應鏈管理	26
Intellectual Property Management	知識產權管理	27
Anti-Corruption	反貪污	28
Community Investment	社區投資	29
HKEX ESG Reporting Guide Index	聯交所《環境、社會及管治報告指引》索引	30

About this Report

關於本報告

This Report is the fourth Environmental, Social and Governance report (the “**Report**”) of Zhejiang Tengy Environmental Technology Co., Ltd (“**Tengy Environmental**” or “**Company**”) together with its subsidiaries (the “**Group**” or “**we**”). This Report aims to present our management approach, strategies, goals and progress on environmental, social and governance issues to our stakeholders.

REPORTING SCOPE

This Report mainly describes our environmental and social policies in relation to design, development, manufacture, installation and sale of environmental pollution prevention equipment and electronic products, and focuses on disclosing the business operation as well as environmental and social performance of the Company and its two subsidiaries, Zhuji City Tianjie Electronic and Technology Co., Ltd.* (諸暨市天潔電子科技有限公司) and Zhuji City Tianjie Installation Engineering Co., Ltd.* (諸暨市天潔安裝工程有限公司), in Paitou Town, Zhuji City, Zhejiang Province, the People’s Republic of China (the “**PRC**”) from 1 January 2019 to 31 December 2019 (“**Reporting Period**”). The operational location in Paitou Town, Zhuji City, Zhejiang Province is the major production base of the Group. The majority of employees of the Group are concentrated in this location. We believe that the relevant data is sufficient to reflect our overall condition.

本報告是浙江天潔環境科技股份有限公司（「**天潔環境**」或「**本公司**」）及其附屬公司（統稱「**本集團**」或「**我們**」）發表的第四份環境、社會及管治報告（「**本報告**」）。本報告旨在向各持份者匯報本集團在有關環境、社會及管治的管理方針、策略、目標及成果。

報告範圍

本報告主要涵蓋我們從事環保污染防治設備及電子產品的設計、開發、製造、安裝及銷售業務的環境及社會政策，並集中披露本公司及其中兩家主要附屬公司—諸暨市天潔電子科技有限公司及諸暨市天潔安裝工程有限公司於2019年1月1日至2019年12月31日止（「**報告期間**」）在中華人民共和國（「**中國**」）浙江省諸暨市牌頭鎮的業務營運及其環境及社會層面的表現。浙江省諸暨市牌頭鎮運營地點為本集團之主要生產基地，本集團大部分員工集中在此地點工作，我們相信相關數據足夠反映本集團的整體情況。

About this Report

關於本報告

REPORTING BASIS

This Report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “Guide”) as set out in Appendix 27 to the Rules Governing the Listing of Securities on the Main Board of The Stock Exchange of Hong Kong Limited (the “HKEX”). In addition, the HKEX published latest conclusions to its consultation on the Guide in December 2019, which principally set out guides on revising the Guide, such as upgrading the disclosure obligation of all “Social” KPIs to “comply or explain” and shortening the publication deadline. At present, we have fulfilled some of the disclosure requirements. However, we also understand that investors and stakeholders have higher expectations, and we will strive to make disclosures meeting the newly revised requirements in the next annual report. For details about our corporate governance, please refer to the Corporate Governance Report of the 2019 Annual Report of the Group.

STAKEHOLDER ENGAGEMENT

The Group values stakeholders’ opinions. Thus, we are committed to communicating with stakeholders through diverse channels, responding to the expectations and concerns of different stakeholders actively and enhancing the management capabilities of the Group. Our stakeholders include shareholders, customers, employees, suppliers, business partners, the government, nearby communities, etc. In addition to actively talking with the stakeholders directly in the daily operations, we have also established effective communication channels to understand their needs and expectations on the Group through means such as phone calls, emails, conferences, visits, seminars, exhibitions, staff meetings and shareholders meetings. In this way, we will seek continuous improvement in sustainable development performance.

報告依據

本報告依照香港聯合交易所有限公司（「聯交所」）《主板上市規則》附錄二十七《環境、社會及管治報告指引》（《指引》）所編寫。此外，聯交所於2019年12月發佈了最新的《指引》諮詢總結，當中主要包括對《環境、社會及管治報告指引》作出修訂指引，包括將所有「社會」關鍵績效指標的披露責任提升至「不遵守就解釋」、縮短刊發期限等，目前我們的披露已滿足部分要求，同時亦明白投資者及持份者抱著更高的預期，我們會力臻完善，以下年度報告為目標，提升至能符合新修定要求的披露。而有關企業管治的詳情，請參閱本集團2019年年報內的《企業管治報告》。

持份者參與

本集團重視持份者的意見，為此我們採取多元化的管道與各持份者進行溝通，積極回應不同持份者的期望和關注，提升本集團的管理能力。我們的持份者來自不同界別，包括股東、客戶、僱員、供應商、業務夥伴、政府以及附近社區居民等。我們不但在日常營運中直接與持份者積極對話外，亦會透過電話、電郵、會議、拜訪、參觀、座談會、展覽、員工會議、股東大會等方式，建立有效的溝通管道，瞭解他們對本集團的需要和期望，以此為基礎不斷完善我們在可持續發展方面的表現。

About this Report

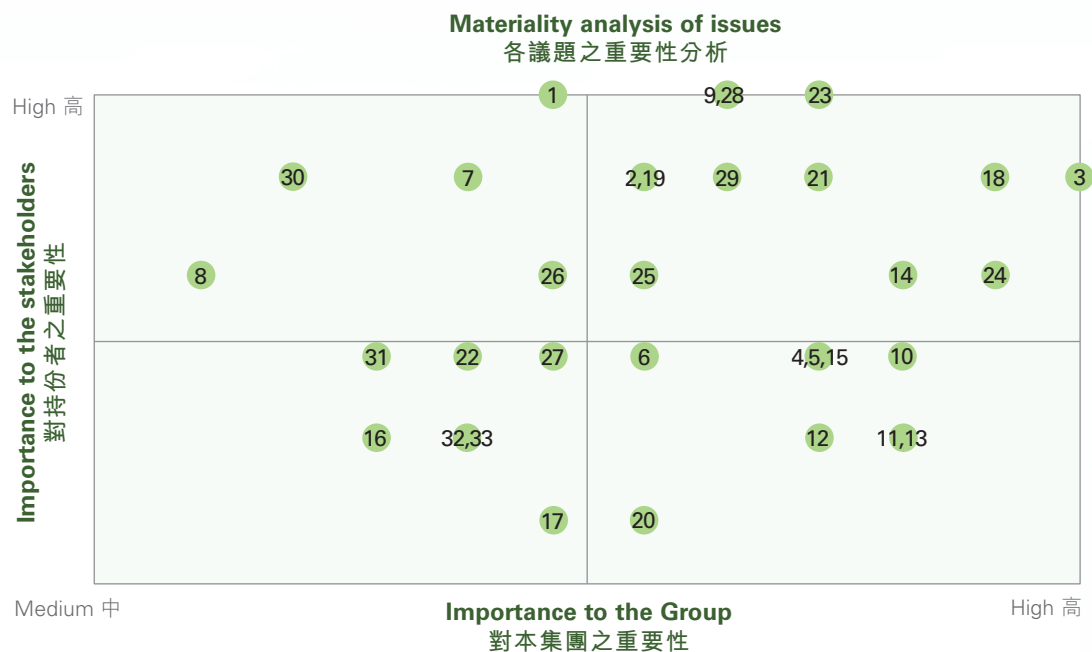
關於本報告

ASSESSMENT OF MATERIALITY

In order to effectively identify the issues on the sustainable development that stakeholders are concerned about, we have conducted environmental, social and governance assessments on important issues in the early stages of the preparation of this Report. According to the requirements of the Environmental, Social and Governance Reporting Guide, 33 environmental, social and governance issues were recognized and identified based on the actual business and industry characteristics of the Group. We invited stakeholders to rate the importance of the 33 issues, summarized stakeholders' ratings and the Group's sustainable development direction and determined and developed the materiality analysis matrix for each issue. As one of the channels to brief stakeholders on our sustainable development, this Report focuses on the issues of greatest concern to stakeholders.

對重要性的評估

我們為了能更有效地識別出持份者所關注的可持續發展議題，在本報告編製初期就開展了環境、社會及管治重要議題評估工作，奠基於本集團的實際業務與行業特點及《環境、社會及管治報告指引》要求，識別並確定了33項環境、社會及管治議題，並邀請各持份者就該33項議題的重要程度進行評分，綜合所有評分結果與本集團可持續發展方向，總結並編製各議題之重要性分析矩陣，並於本報告中將持份者最為關注的議題作為重點匯報內容，作為回應他們對本集團的可持續發展的其中渠道。



About this Report

關於本報告

Quality of Working Environment 工作環境質素	Environmental Protection and Green Operation 環境保護和綠色運營	Operation Practices 營運常規	Product Service and Responsibility 產品服務及責任	Contributions to Community 社區貢獻
1. Diversity and equal employment opportunity 1. 職工多元化及均等就業機會 2. Employment relationship and staff communication 2. 僱傭關係及員工溝通 3. Occupational safety and health 3. 職工職業安全及健康 4. Training and development for staff 4. 職工培訓及發展 5. Prevention of child labour and forced labour 5. 防止童工及強制勞動 6. Recruit and retain outstanding and responsible employees 6. 聘用及挽留優秀及負責的職工 7. Staff salary 7. 職工薪資待遇 8. Staff welfare/recreational activity 8. 職工福利/康樂活動 9. Employment compliance 9. 僱傭方面的合法合規性	10. Sewage Discharge 10. 污水排放 11. Greenhouse gas emissions 11. 溫室氣體排放 12. Air emissions 12. 廢氣排放 13. Hazardous and non-hazardous waste treatment 13. 危險及無害廢物處理 14. Saving energy and water 14. 節約能源及用水 15. Use of natural resources (including energy and water) 15. 天然資源使用 (包括能源及用水) 16. Supplier environmental and social performance appraisal 16. 供應商環境及社會表現評估 17. Environmental education and advocacy 17. 環保教育及宣傳 18. Environmental compliance 18. 環保方面的合法合規性 19. Environmental policy 19. 環保政策	20. Supplier management program 20. 供應商管理程式 21. Anti-corruption 21. 反舞弊腐敗 22. Disaster contingency plans 22. 災難應急預案 23. Operational practices compliance 23. 營運慣例的合法合規性	24. Quality and safety of the Company's products 24. 公司產品品質及安全 25. Customer satisfaction 25. 客戶滿意度 26. Awards and honors of the Company 26. 公司所獲獎項及殊榮 27. Customers' comments and complaints 27. 客戶意見及投訴 28. Trademarks and patented technologies 28. 商標及專利技術 29. Protect customers' sensitive and private information 29. 客戶敏感及隱私資訊保護 30. Logistics service 30. 後勤服務	31. Community volunteer service 31. 社區志願者服務 32. Charitable donations 32. 慈善捐贈 33. Participation in public welfare activities 33. 參與公益活動

CONTACT US

The Group welcomes and values stakeholders' opinions. If you have any opinion or feedback on the ESG approach and performance of the Group, please contact us through email at by@tengy.com.

聯繫方式

本集團歡迎和重視持份者的意見，閣下如對本集團的環境、社會及管治方針及表現有任何意見或回饋，請電郵至 by@tengy.com 與我們聯繫。

About Us 關於我們



OUR BUSINESS

We are principally engaged in design, development, production, installation and sale of environmental pollution prevention equipment and electronic products. The Group is an integrated atmospheric pollution control solution provider with a primary focus on particulate emission control, offering mega-sized precipitators to customers in various industries. During the Reporting Period, the Group generated its revenue primarily from (i) environmental protection equipment contracts; (ii) sales of goods; and (iii) rendering of services. The environmental protection equipment contract refers to the customized integrated atmospheric pollution control solutions provided by the Group to its customers, which include providing equipment procurement and manufacturing, installation and debugging guidance, customer training, maintenance and repair on a case-by-case basis.

我們的業務

我們主要從事環保污染防治設備及電子產品的設計、開發、製造、安裝及銷售。我們是綜合大氣污染防治解決方案供應商，專注於顆粒物的排放控制，在多個行業為客戶提供特大型除塵器。報告期間，本集團的主要收益來自(i)環保設備合同；(ii)銷售貨品；及(iii)提供服務。環保設備合同指本集團為客戶提供的度身定制的綜合大氣污染防治解決方案，包括按專案向客戶提供設備採購及製造、指導安裝及調試、客戶培訓及維修與維護。

About Us 關於我們

The Group mainly offered four types of precipitators during the Reporting Period: electrostatic precipitators, bag filter precipitators, electrostatic-bag composite precipitators and wet electrostatic precipitators. The flue gas treatment projects involved in the Group's products and equipment are distributed in more than 30 provinces, municipalities and autonomous regions and overseas markets, and our key customers include large state-owned enterprises and leading private enterprises.

In 2019, we entered into a cooperation agreement with a well-known state-owned company incorporated in India. Both parties will cooperate to jointly participate in the tendering, bidding and contracting of the Engineering, Procurement, and Construction (EPC)/general contracting for the flue-gas desulphurisation (FGD) system of Indian power plants. The board of directors is of the view that the entering into of such cooperation agreement will facilitate the Group to explore and develop new business in India, and will increase the Group's awareness, experience and reputation in the market and the overall competitiveness of the Group in future air pollution control projects, and is in the best interest of the Group and its shareholders as a whole.

本集團於報告期間主要提供四種除塵器：靜電除塵器、袋式除塵器、電袋複合除塵器及濕式靜電除塵器。本集團的產品設備涉及的煙氣治理項目分佈在全國三十餘個省、直轄市和自治區及海外市場，重點客戶包括大型國企及民營龍頭企業。

我們於2019年內更與一家於印度註冊成立的知名國有企業訂立合作協定，雙方將合作以共同參與有關印度電廠的煙氣脫硫系統(FGD)的設計、採購及施工(EPC)/總承包工作的投標、競標及合約事宜。董事會認為，訂立合作協定將促進集團於印度探索及開發新業務；將提高集團於市場的知名度、經驗及聲譽以及集團未來於大氣污染防治項目的整體競爭力及符合集團及其股東整體最佳利益。

Environmental 環境

Our operations in the PRC are subject to environmental laws and regulations regarding air pollution, noise emissions, wastes, sewage and wastewater discharge as well as other environmental issues. The relevant laws and regulations include, but not limited to, the Environmental Protection Law of the PRC (中華人民共和國環境保護法), the Regulations on the Administration of Construction Project Environmental Protection (建設項目環境保護管理條例), the Law of the PRC on Appraising of Environmental Impact (中華人民共和國環境影響評價法), the Law of the PRC on the Prevention and Control of Water Pollution (中華人民共和國水污染防治法), the Law of the PRC on the Prevention and Control of Atmospheric Pollution (中華人民共和國大氣污染防治法), the Law of the PRC on the Prevention and Control of Pollution from Environmental Noise (中華人民共和國環境噪聲污染防治法), and the Law of the PRC on the Prevention and Control of Environmental Pollution by Solid Waste (中華人民共和國固體廢物污染環境防治法). We are required to register with competent environmental protection authorities for discharging pollutants, and when the discharging pollutants are in excess of the prescribed national or local standards, we must pay for the excessive discharge and assume the responsibility for eliminating or controlling pollution. During the Reporting Period, the Group is not aware of any prosecutions for violations of laws and regulations relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous wastes.

The main emissions of the Group that may affect the environment and natural resources during its operations are air pollutants, wastewater and waste. We have taken the necessary internal environmental protection measures to prevent environmental pollution. We have established the Quality, Environment and Occupational Health and Safety Management Manual and obtained the Quality Management System Certification (GB/T 19001-2016/ISO 9001:2015), the Environmental Management System Certification (GB/T 24001-2016/ISO 14001:2015) as well as Occupational Health Management System Certificate (GB/T 28001-2011/ISO45001:2018).

我們在中國的經營須遵守有關大氣污染、噪音排放、廢棄物、污水及廢水排放以及其他環境事宜的環境法律及法規，有關法律法規包括但不限於《中華人民共和國環境保護法》、《建設項目環境保護管理條例》、《中華人民共和國環境影響評價法》、《中華人民共和國水污染防治法》、《中華人民共和國大氣污染防治法》、《中華人民共和國環境噪聲污染防治法》及《中華人民共和國固體廢物污染環境防治法》。我們必須就排放污染物向主管環境保護機關登記，而排放的污染物若超出訂明的國家或地方標準，則必須支付超額排放費，並負責消除或控制污染。報告期間，本集團並不知悉有任何因違反有關空氣及溫室氣體排放、向水及土地之排放以及產生有害及無害廢棄物之法律法規而遭到檢控的情況。

本集團於營運過程中可能對環境和自然資源造成影響的主要排放物為大氣污染物、廢水及廢棄物。我們已採取必要的內部環境保護措施以防止對環境造成污染。我們已建立《質量、環境和職業健康安全管理手冊》並取得《質量管理體系認證證書》(GB/T 19001-2016/ISO 9001:2015)、《環境管理體系認證證書》(GB/T 24001-2016/ISO 14001:2015)、《職業健康管理體系認證證書》(GB/T 28001-2011/ISO45001:2018)。

Environmental 環境

RESOURCE USAGE AND GREENHOUSE GAS EMISSIONS

In our production process, certain air emissions are generated directly or indirectly. Direct air emissions mainly come from the use of diesel and unleaded petrol in self-owned vehicles and forklifts, while indirect air emissions mainly come from electricity consumption during our production process, and the electricity is mainly used in various electrical machinery and equipment, such as vacuum oil filters and cranes. In addition, our production process will also involve welding, sandblasting, painting and other processes, which will produce air pollutants and dust. However, as we have not kept statistics on the emissions of sandblasting dust and paint fume, no disclosure has been made. Moreover, our staff at or above the management level may need to travel to different areas for their daily duties and cause greenhouse gas emissions indirectly when travelling by air.

Meanwhile, we have taken the following measures to reduce greenhouse gas emissions:

- Setting electronic appliances and equipment in energy-saving modes
- Switching off unnecessary lighting and electrical devices during lunch and after work
- Installing and using air conditioners with thermostats
- Switching on air conditioners only when the ambient temperature is 25°C or above
- Switching on heaters only when the ambient temperature is 5°C or below

WATER RESOURCES AND SEWAGE DISCHARGE

The water consumption in our operations is mainly pertaining to water used by staff for daily use, canteens and water-based paint thinners as well as water loss from cooling water circulation. We have no issue in sourcing water that is fit for purpose, as we purchase water from the local water suppliers. Our production process does not produce a large amount of industrial wastewater, and our sewage is mainly from domestic sewage. The flushing wastewater will be treated by the septic tank, while the canteen wastewater will be treated by the grease trap. Such wastewater is discharged to the surrounding river after being treated by the buried sewage treatment facilities installed in the plant.

資源使用及溫室氣體排放

在生產過程中，我們會產生若干直接或間接的空氣排放。直接空氣排放物主要來自於自有車輛及叉車的柴油及無鉛汽油等燃料使用。而間接空氣排放物主要來自生產過程中的電力消耗，電力主要用於不同的電動機械及儀器，例如真空濾油機、起重機等。另外，我們在生產過程中亦會涉及焊接、噴砂、上漆等工序，該等工序會產生空氣污染物及粉塵。然而，由於我們尚未有統計噴砂粉塵及油漆廢氣的資料，因而未能作出有關排放的披露。除此之外，我們的管理級別或以上的員工在處理日常工作時或需乘坐飛機前往不同地區執行職務，他們在搭乘航空公司的航班外出公幹時，亦會間接地引起溫室氣體的排放。

同時，我們已採取下列措施以減低溫室空氣排放：

- 將電器及電子設備設置為節能模式
- 午膳時間及下班後關掉非必要的照明設備及電器
- 安裝並使用恆溫空調
- 僅在環境溫度為25°C或以上時方開啟空調
- 僅在環境溫度為5°C或以下時方開啟暖氣

水資源及污水排放

我們業務營運的主要耗水用於職工生活用水、食堂用水、水性油漆稀釋劑用水及冷卻水循環水損耗。而用水是購自於市內的供水機構，所以於求取適用水源上並無任何問題。我們的生產過程並不會產生大量的工業廢水，污水主要來自生活污水。而沖廁所用的廢水會經化糞池處理、食堂廢水會經隔油池處理後，經廠區內設置的地理式污水處理設施妥善處理後排放至周邊河道。



Environmental 環境

WASTE

Hazardous waste

We strictly identify hazardous wastes that have the characteristics of causing danger or may endanger human health or the environment according to the national hazardous waste directory. Hazardous wastes generated during the production process include waste paint buckets, waste emulsions and waste developers. To ensure that hazardous wastes do not cause leakage or environmental pollution before being recycled, we have designated specific temporary storage sites for hazardous wastes in the plant area. All hazardous wastes will be stored in that area after collection. Qualified hazardous waste disposal companies will be commissioned to collect and handle hazardous wastes properly.

Non-hazardous waste

We may generate metal scraps such as scrap steel during the manufacturing of our products. We will recycle these metal scraps and sell them to recyclers for comprehensive utilisation. We also sort, collect and store general non-hazardous wastes generated in the office such as paper and stationery, and then deliver to the environmental hygiene department for handling. Meanwhile, we encourage our staff to print on both sides of the paper for internal documents and develop green printing habits. We also provide wastepaper recycling facilities to increase recycling efficiency.

廢棄物

有害廢棄物

我們根據《國家危險廢物名錄》嚴謹地識別出具有造成危險或可能危害人類健康或環境特性的有害廢棄物。而在生產過程中產生的有害廢棄物包括廢油漆桶、廢乳化液及廢顯影液。為確保有害廢棄物在被回收前不會造成洩漏或環境污染，我們在廠區內特設危險廢物暫存間，所有有害廢棄物經過收集後會在存放在該片區域，並委託具有資質處理危險廢物的合法專業機構進行回收及處置。

無害廢棄物

在我們的產品製造過程中會產生廢鋼等金屬碎屑，我們會進行回收並外售予回收商作綜合利用，另外在辦公室所產生的一般無害廢棄物，如紙張及辦公室文具，我們的員工會進行分類、收集和存放，隨後交由環衛部門進行處理。同時，我們提倡員工雙面列印內部檔及養成環保的列印習慣，並提供廢紙回收設施，以提高回收效率。

Environmental 環境

Key Environmental Performance Indicators (KPIs) 環境關鍵績效指標

Key Performance Indicators (KPIs) 關鍵績效指標	Year 2019 2019年度	Year 2018 2018年度	Unit 單位
Air emissions 廢氣排放			
Nitrogen oxides (NO _x) 氮氧化物(NO _x)	107.93	139.36	kg 千克
Sulphur oxides (SO _x) 硫氧化物(SO _x)	1.33	1.40	kg 千克
Particulate matters (PM) 懸浮粒子(PM)	26.10	25.86	kg 千克
Greenhouse gas emissions 溫室氣體排放量			
Total emissions 總排放量	4,652.50	4,676.83	tonnes of CO ₂ e 公噸二氧化碳當量
Scope 1 範圍一	1,585.49	1,147.32	tonnes of CO ₂ e 公噸二氧化碳當量
Scope 2 範圍二	2,922.22	3,343.73	tonnes of CO ₂ e 公噸二氧化碳當量
Scope 3 (Business air travel) 範圍三(航空差旅)	144.79	185.78	tonnes of CO ₂ e 公噸二氧化碳當量
Intensity (per m ² of gross floor area) 密度(以每平方米建築面積計算)	0.05	0.05	tonnes of CO ₂ e 公噸二氧化碳當量

Environmental 環境

Key Performance Indicators (KPIs) 關鍵績效指標	Year 2019 2019年度	Year 2018 2018年度	Unit 單位
Electricity			
電力			
Total purchased electricity 總外購電力	4,153.83	4,753.00	MWh 千個千瓦時
Intensity (per m ² of gross floor area) 密度 (以每平方米建築面積計算)	0.05	0.05	MWh 千個千瓦時
Fuel			
燃料			
Total fuel consumption 總燃料使用量	242.03	285.13	MWh 千個千瓦時
Diesel oil 柴油	130.81	143.27	MWh 千個千瓦時
Unleaded Petrol 無鉛汽油	111.22	141.86	MWh 千個千瓦時
Intensity (per m ² of gross floor area) 密度 (以每平方米建築面積計算)	2.79	3.29	kWh 千瓦時
Water consumption			
用水			
Total water consumption 總耗水量	46,132.00	22,345.00	m ³ 立方米
Intensity (per m ² of gross floor area) 密度 (以每平方米建築面積計算)	0.53	0.26	m ³ 立方米

Environmental 環境

Key Performance Indicators (KPIs) 關鍵績效指標	Year 2019 2019年度	Year 2018 2018年度	Unit 單位
Hazardous waste 有害廢棄物			
Total amount 總量	1.60	1.74	tonnes 公噸
Waste emulsion 廢乳化液	0.08	0.06	tonnes 公噸
Waste developer 廢顯影液	0.10	0.04	tonnes 公噸
Waste paint bucket 廢油漆桶	1.42	1.64	tonnes 公噸
Intensity (per m ² of gross floor area) (including waste emulsion, waste developer and waste paint bucket) 密度 (以每平方米建築面積計算) (包括廢乳化液、廢顯影液及廢油漆桶)	18.45	20.07	g 克
Collected and disposed by qualified hazardous waste disposal companies 由合資格危廢處理公司收集和處理	1.60	1.74	tonnes 公噸

Environmental 環境

Key Performance Indicators (KPIs) 關鍵績效指標	Year 2019 2019年度	Year 2018 2018年度	Unit 單位
Non-hazardous waste 無害廢棄物			
Total amount 總量	663.22	535.71	tonnes 公噸
Metal debris 金屬碎屑	660.63	532.50	tonnes 公噸
Papers ¹ 紙張 ¹	2.59	3.21	tonnes 公噸
Intensity (per m ² of gross floor area) 密度（以每平方米建築面積計算）	7.65	6.18	kg 千克
Reused by recyclers 由回收商再利用	660.63	532.50	tonnes 公噸
Packaging materials 包裝物料			
Total amount 總量	292.76	281.44	tonnes 公噸
Metals – scrap iron, scrap sheet, channel steel, angle steel, etc 金屬類－廢鐵皮、冷卷、槽鋼、角鋼等	283.55	277.46	tonnes 公噸
Paper – carton 紙類－包裝箱	6.90	2.02	tonnes 公噸
Plastics – EPE foam 塑膠類－珍珠棉	2.31	1.96	tonnes 公噸
Intensity (per m ² of gross floor area) 密度（以每平方米建築面積計算）	3.38	3.25	kg 千克

¹ Assume that paper consumption is roughly the same as the amount purchased during the year.

¹ 紙張消耗假設與年內採購量大致相同。

Social 社會

EMPLOYMENT

We always firmly believe that employees are not only the most important and dynamic resources for the survival and development of an enterprise, but also an indispensable capital for business operations. Our business success over the past years is based on the hard work of all employees. Therefore, we have been committed to providing employees with a competitive compensation package and comfortable working environment to attract and retain talents. We also stick to the concept of “selecting talents based on merits and putting the right person on the right post” as the basic criterion for recruiting suitable talents. If the candidates meet the requirements of the position, they will be given the same opportunity to be employed and will not be discriminated against or deprived of the opportunity by the Group due to gender, race, color, age, sex, religion, marital status or parental status. The Human Resources Department also recruit talents through various internal and external recruitment channels, such as recruitment websites and employee referral.

We have formulated the Human Resources Management Policy, the Staff Handbook and the Compensation Regulations, specifying the requirements of employee recruitment, hiring, promotion, dismissal, training, code of conduct, working hours, performance appraisal, welfare benefits and diversification and anti-discrimination. We also strictly comply with the relevant laws and regulations on employment, including but not limited to the Labour Law of the People's Republic of China(《中華人民共和國勞動法》), the Labour Contract Law of the People's Republic of China(《中華人民共和國勞動合同法》), the Social Insurance Law of the People's Republic of China(《中華人民共和國社會保險法》), Regulations on Management of Housing Provident Fund (《住房公積金管理條例》) and the Regulation on Work-related Injury Insurances(《工傷保險條例》). During the Reporting Period, the Group was not aware of any prosecutions for violations of relevant laws and regulations on employment.

僱傭

我們一貫堅信員工不僅是企業生存和發展最重要、最具活力的資源，而且是企業經營必不可少的資本，我們多年來的業務成就建基於所有員工一直以來的辛勤付出，因此，我們力求為員工給予具競爭力的薪酬待遇及理想的工作環境以吸引及挽留更多人才，並以“任人唯賢、人盡其才”的用人理念作為招聘合適人才的不二方向，只要應聘者符合職位要求，本集團均予其同等受聘機會，不會因性別、種族、膚色、年齡、性別、宗教信仰、婚姻狀況或生育狀況而被歧視或被剝奪有關機會，人力資源部亦會透過內部及外部招聘管道多方面地吸納人才，例如透過招聘網站及員工推薦。

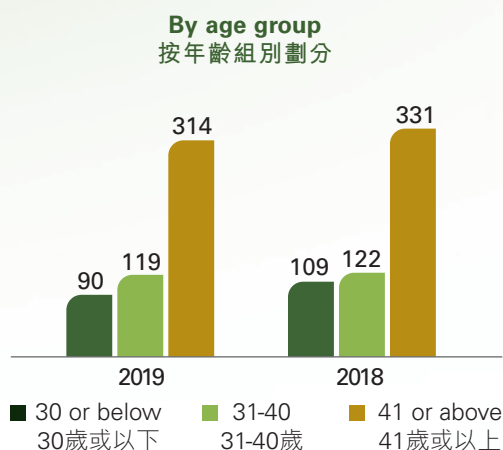
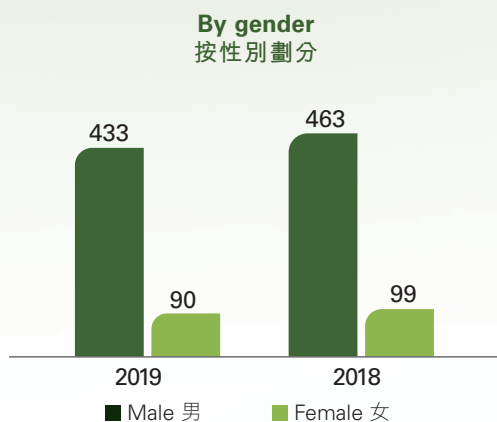
我們制定了詳細的《人力資源管理制度》、《員工手冊》及《薪酬管理規定》，清楚列明員工招聘、錄用、晉升、解雇、職員培訓、行為準則、工作時間、績效考核、福利待遇以及多元化與反歧視等各方面的規定，並嚴格遵守有關僱傭的法律及法規，當中包括但不限於《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國社會保險法》、《住房公積金管理條例》及《工傷保險條例》。報告期間，本集團並不知悉有任何因違反有關僱傭法律法規而遭到檢控的情況。

EMPLOYEE DISTRIBUTION

As of 31 December 2019, the Company and two major subsidiaries (Zhuji City Tianjie Electronic and Technology Co., Ltd.* and Zhuji City Tianjie Installation Engineering Co., Ltd.*) employed a total of 523 full-time employees in Mainland China, which are classified by gender and age group as follows:

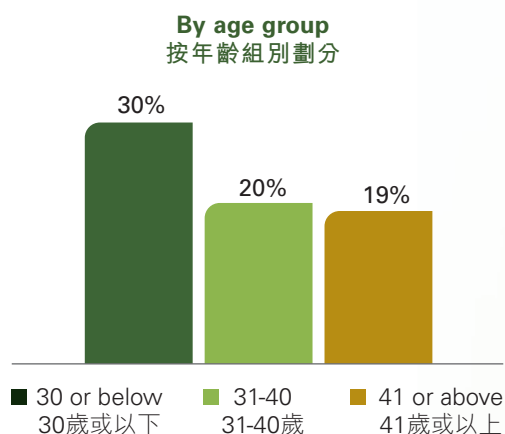
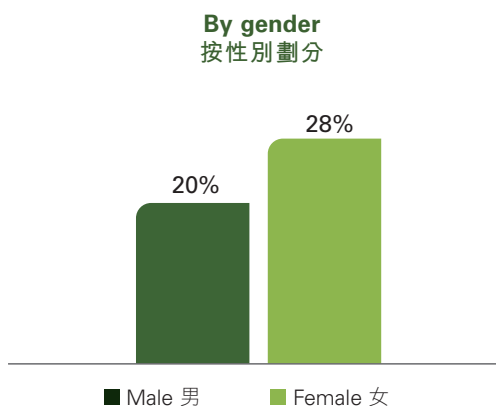
員工分佈

於2019年12月31日止，本公司及兩家主要附屬公司（諸暨市天潔電子科技有限公司與諸暨市天潔安裝工程有限公司）於中國內地共聘用員工523名，均為全職員工，按性別及年齡組別劃分如下：



The employee turnover rate during the Reporting Period is as follows:

在報告期間內的僱員流失比率如下：



LABOUR STANDARDS

The Group has a zero-tolerance attitude towards all violations involving child labour and forced labour. We are committed to complying with the Labour Law of the People's Republic of China (《中華人民共和國勞動法》), the Labour Contract Law of the People's Republic of China (《中華人民共和國勞動合同法》), the Law of the People's Republic of China on the Protection of Minors (《中華人民共和國未成年人保護法》), the Provisions on the Prohibition of Using Child Labour (《禁止使用童工規定》) and other relevant labour regulations. If any violations of the regulations on the employment of child labour under the age of 16 or forced labour are found, we will set up a special team to follow up and handle related matters, hold the accountability of relevant department managers and do our best to ensure the victim is adequately protected. Meanwhile, we have established strict and standardized recruitment procedures. During the interview, we will check the candidates' identity cards and household registration booklets to ensure that the age is in compliance with the employment standards. In addition, we will also sign labour contracts with all newly hired employees to ensure that employees perform their work on a voluntary basis in order to eliminate all matters involving child labour and forced labour violations at the root. During the Reporting Period, the Group did not have any violations involving the employment of child labour and forced labour.

勞工準則

本集團對於所有涉及聘請童工及強制勞動之違法事件採取零容忍的態度，我們致力遵守《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國未成年人保護法》、《禁止使用童工規定》等相關勞工法規條例，若發現有任何雇用未滿16周歲的童工以或違反禁止強制勞工情況的情況，我們會成立專門小組跟進及處理相關事項，對相關部門管理人員進行問責，並盡我們最大的所能確保受害人得到足夠的保護。同時，我們已制定嚴格規範的招聘程序，在面試時會查核求職者的身份證及居民戶口登記簿，以確保其年齡符合最低的用工標準，另外，我們亦會與所有新聘請的員工簽訂勞動合同，確保員工在自願情況下履行工作，務求在根源杜絕所有涉及童工及強制勞動違規之事。報告期間，本集團未發生任何聘用童工及強制勞工的相關違規情況。

COMPENSATION AND BENEFIT

As the types of our employees include employees above the management level, sales staff and other general administrative personnel, the compensation system is determined by hierarchical classification and according to the nature of different positions, while individual salary is composed of basic salary, performance salary and various subsidies. In order to unlock employees' potential and motivate their enthusiasm for work, we will conduct annual performance evaluations for employees, and adjust their salaries according to their qualifications, contributions, seniority, work experience, related training experience and assessment results. Those who perform well will get promotion opportunities. In addition to promotions based on annual evaluations, those who perform well will get additional promotion opportunities. Furthermore, in order to encourage employees to achieve self-enhancement and improvement, in-house employees will be prioritized when any vacancy arises, and external recruitment will be conducted only when not all the vacancies are filled through internal promotion. To further enhance the enthusiasm and creativity of employees, maintain normal working order, improve labour productivity and promote sustainable development, we have also evaluated and presented the "Special Contribution Award of the Year" in each subsidiary. Winning employees will be commended and awarded rewards in kind.

We also have paid social insurance contributions (including pension insurance, medical insurance, unemployment insurance, work injury insurance and maternity insurance) and housing provident funds for employees. Each full-time employee is entitled to paid statutory holidays, maternity leave, sick leave, marriage leave and bereavement leave. The Group implements a standard working hour system, and the daily working hours of employees generally do not exceed 8 hours. Forced labour is strictly forbidden. To this end, if employees need to work overtime, their departments should report to the management and make corresponding records in accordance with established procedures. We will pay overtime later as required.

薪酬及福利

由於我們職工種類包括管理級別以上的員工、銷售人員及其他一般行政人員等，薪酬體系以分層分類及依照不同崗位的性質而厘定，個別薪酬由基本工資、績效工資及各類補貼等組成。為激勵員工的潛能及工作熱忱，我們每年會為僱員進行年度績效考核，並按僱員的資歷、貢獻、年資、工作經驗、相關培訓經驗及考核成績等因素調整薪酬，表現優異者更會獲得晉升機會，除了年度考核外，表現優異者更會獲得額外的晉升機會。另外，當有職位空缺時，我們會優先考慮內部員工，以作為鼓勵現任員工自我提升及進步的動力，當內部調升真的未能滿足需求時，才會選擇對外招聘。為進一步增強員工的積極性和創造性，維護正常的工作秩序，提高勞動生產效率，促進企業可持續發展，我們亦特別在各子公司內選評“年度特殊貢獻獎”，獲獎員工會予以表揚及頒贈物質獎勵。

我們亦為員工辦理繳納社會保險（包括退休保險金、醫療保險、失業保險、工傷保險及生育保險）及住房公積金，全職員工均能享有法定節日有薪假期、產假、病假、婚假及喪假。本集團實行標準工時制，員工每日工作時數一般不會超過8小時。如因工作而有需要進行加班時，相關部門需按既定程序進行申報並做好相應記錄，我們及後會按規定支付加班費，並嚴禁強制勞工情況出現。

Social 社會

Cultivating employees' sense of belonging and corporate cohesion is also our main purpose of uniting employees. We organize various employee activities from time to time, with the purpose of balancing employees' stressful work and physical and mental health, and at the same time establishing more communication channels with employees, doing more work with less effort, and thus achieving a win-win result between the corporate and employees.

During the Reporting Period, we did not have any strikes, major labour disputes or labour surges that had a material adverse effect on our business, financial condition and operating results.

建立員工的歸屬感及企業凝聚力亦是我們團結員工的大方向，我們不定期組織各項員工活動，目的是平衡員工的緊張工作及身心健康，同時與員工建立更多方面的溝通渠道，在工作上事半功倍，達致企業與職工雙贏的果效。

於報告期間內，我們並無發生任何罷工、重大勞資糾紛或工潮而對我們的業務、財務狀況及經營業績造成重大不利影響。

CASE STUDY 個案分享

Outdoor Training in Zhongnan Baicao Garden

In April 2019, we jointly organized a one-day experiential outdoor training activity in Zhongnan Baicao Garden with the trade union. Each participant needed to conduct eight training programs, each of which was carefully designed. With the cooperation of the team members, the participants successfully completed the training programs. Everyone shared the joy of success, enhanced their courage and selfconfidence, reinforcing the sense of unity and cooperation among employees.



中南百草園拓展訓練

在2019年4月我們與工會於中南百草園聯合組織了為期一天的“凝聚力量，挑戰自我”的體驗式拓展培訓活動，各參加者需挑戰八個培訓項目，每個項目都經過精心設計。在團隊成員的共同合作下，攻克了一個又一個的關卡，結束後大家共同分享了成功的喜悅，有增強員工勇氣和自信心，增進了員工之間團結協作的意識。

OCCUPATIONAL HEALTH AND SAFETY

In an effort to fulfil the corporate citizen's responsibility, we strive to comply with numerous environmental, safety and health laws and regulations regarding production safety, fire prevention and workplace health promulgated by the Chinese government. The relevant major occupational safety-related laws and regulations include, but not limited to, the Production Safety Law of the People's Republic of China (《中華人民共和國安全生產法》), the Law of the People's Republic of China on the Prevention and Control of Occupational Diseases (《中華人民共和國職業病防治法》), the Regulations on the Reporting, Investigation and Disposition of Work Safety Accidents (《生產安全事故報告和調查處理條例》), the Measures of Work Safety Permits (《安全生產許可條例》) and the Fire Protection Law of the People's Republic of China (《中華人民共和國消防法》). During the Reporting Period, the Group was not aware of any prosecutions for violations of laws and regulations on production safety and occupational health.

We emphasize providing our employees with a safe and healthy working environment. The Group has prepared health and safety management manuals, formulated standardized procedures and implemented health and safety standards and emergency plans. We have also obtained the Occupational Health and Safety Management Systems (ISO45001:2018) Certification to ensure that the systems guaranteeing employees' safety are scaled up. We provide safety devices and appropriate protective equipments according to the needs of positions, including helmets, gloves and safety goggles. Meanwhile, safety procedures of each process are displayed at the production plants, which set out operation steps and procedures, safety technical knowledge and precautions, such as the proper use of the personal protective equipment, repair and maintenance of production equipment and safety facilities, emergency measures to prevent accidents, and system and requirements of safety inspection. From time to time, safety production conferences and safety knowledge training courses are held in the corporate, so as to summarise and analyse possible safety hazards in the workplace and develop relevant preventive measures.

職業健康與安全

為了努力實行企業公民的責任，我們致力遵守中國政府所頒佈的有關生產安全、防火及工作場所健康等大量環境、安全及健康的法律和法規。有關的主要職業安全的法律及法規包括但不限於《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》、《生產安全事故報告和調查處理條例》、《安全生產許可條例》及《中華人民共和國消防法》等。報告期間，本集團並不知悉有任何因違反有關生產安全及職業健康法律法規而遭到檢控的情況。

我們重視為員工提供安全及健康的工作環境。本集團已編制健康與安全管理手冊、制定標準程序以及實施健康與安全標準及應急計畫，我亦已取得職業健康安全管理體系（ISO45001:2018）認證，確保保障職工安全的制度得以規模化。我們按崗位需要，提供安全設備及合適的防護裝備，包括安全帽、手套、防護鏡等。同時，我們在生產車間展示了各工序的安全操作規程，列寫了操作步驟和程序，安全技術知識和注意事項，例如：如何正確使用個人安全防護用品、生產設備和安全設施的維修保養、預防事故的緊急措施、安全檢查的制度和要求等，並不定時在集團內召開安全生產工作會議及安全知識培訓班，整合分析在工作場所可能出現的安全隱患，並針對性制定相關防範措施。

Social 社會

		Year 2019 2019年	Year 2018 2018年	Year 2017 2017年
Work-related fatality	與工作相關的死亡個案	—	—	—
Work injury cases >3 days	受傷多於3天的工傷個案	9	21	14
Work injury cases ≤ 3 days	受傷3天或以下的工傷個案	3	—	7
Lost days due to work injury ²	因工傷損失的工作日數 ²	339	670	313

To better prevent and treat occupational diseases and for the health and safety of employees, in October 2019, the Group arranged 33 employees to conduct occupational health examination in Zhuji Third People's Hospital. Before the examination, the medical examiners explained in detail the types and scope of occupational diseases' hazards and made a clear division according to different positions. They demonstrated how to prevent occupational diseases and how to strengthen self-protection. They reminded that the occupational diseases' hazards should be viewed correctly, and occupational diseases can be averted by strictly following operating procedures, operating according to regulations and self-protecting. The health examinations involved items such as B-scan, electrocardiogram, DR brain film, internal medicine examination, surgical examination, blood routine examination, urine routine examination and other special examinations designed for positions pertaining to occupational hazards, such as pulmonary function tests and audiometry.

為更好地做好職業病防治工作，保障職工的身體健康與安全。在2019年10月，本集團組織33名職工在諸暨市第三人民醫院進行職業健康檢查。在檢查開始前，體檢醫生就職業病危害因素的種類和範圍進行了詳細講解，並根據不同崗位進行了明確劃分，對如何防治職業病因素的危害，加強自我保護等事項在現場進行了示範，並要正確看待職業病的危害因素，只要大家嚴格按照操作規程，照章作業，做好自我保護就能遠離職業病。本次檢查的項目有B超、心電圖、DR腦片、內科、外科、血常規、尿常規等內容，並對涉及職業危害的崗位進行了肺功能、聽力測聽等專項檢查。

² Some cases of work-related injuries in 2019 have not yet been completed, and the statistics on workdays lost due to work-related injuries are presented as of 31 December 2019.

² 2019年度部分工傷個案尚未完結，所呈列的工傷損失工作日數統計僅截至2019年12月31日。

Social 社會

Serious fire accidents will not only bring significant economic losses to the corporate but also impair the confidence of employees and clients in the corporate. Therefore, we pay great attention to employees' awareness of fire precautions. To further enhance our employees' ability to respond to emergencies, during the Reporting Period, we held fire drills in the factory to alert employees to the fire. Our employees also learned how to prevent and escape from disasters, master the use of fire protection facilities, and make full preparations for unpredictable accidents.

嚴重的火災事故不單會為企業帶來重大的經濟損失，亦同時打擊員工及客人對企業的信心，因此我們高度關注員工預防警惕火災的意識，為進一步增強公司員工提高應對處置突發性事件的能力，於報告期間，我們在廠區舉辦了消防演習，讓員工切身感受火災的危害，並實務地學習如何預防以及災後逃生等知識，掌握消防設施的使用，為難以預測的意外做好萬全的準備工夫。



Social 社會

DEVELOPMENT AND TRAINING

Facing the ever-changing market needs, we need to continuously improve the quality, knowledge and skills of our employees in a bid to maintain our competitiveness. As such, we attach great importance to employee training and actively seek training opportunities for our employees as well as diversified training courses, aiming to enable employees to develop in many ways, including induction training for new employees (such as introducing our corporate policies and culture and basic employee quality training) and on-the-job training for existing employees (such as skills training, industry exchanges and special studies). During the Reporting Period, we organized training on different topics, including:

- Electric welders training
- Internal auditors training
- Skilled personnel training
- Testing staff training
- Production safety training
- Training on construction market supervision and integrity information systems

At the same time, as we recognize that the improvement of employees is of great benefit to one company's development, we will issue certificate subsidies to employees who have obtained professional qualifications related to work, in order to promote the continuous-learning atmosphere within the corporate.

發展及培訓

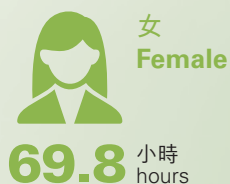
面對瞬息萬變的市場需求，我們需要不斷提昇員工的素質、知識及技能才能保持社會競爭力，因此我們高度重視人才培訓，積極尋找為僱員提供培訓的機會，亦盡力進行多元培訓，使員工能向多方面發展，其中包括對新僱員的入職培訓（如介紹我們的公司政策及文化以及僱員基本素質培訓等）以及對現有僱員的在職培訓（如技能培訓、行業交流及專題學習等）。報告期間，我們組織了不同課題的培訓，當中包括：

- 電焊工培訓
- 內審員培訓
- 技能人才培訓
- 檢驗人員培訓
- 安全生產培訓
- 建築市場監管與誠信信息系統的培訓

與此同時，我們明白員工增值對企業發展有莫大裨益，所以會向取得與工作有關的專業資格員工發放證書補貼，以推動持續進修的企業氛圍。

THE AVERAGE TRAINING HOURS PER EMPLOYEE

每名僱員平均受訓時數



QUALITY CONTROL AND AFTER-SALE SERVICE

As an environmental pollution prevention product sales and integrated air pollution prevention solution supplier, we have a responsibility to enable our customers to have products that meet specifications and high quality. We meet all the required professional qualifications, including holding an evaluation certificate of providing general contracting services for environmental pollution treatment projects and special equipment manufacturing licenses. The Group is committed to improving production processes and management systems and managing product quality and operations in accordance with international standards. Our measurement management, environmental management and quality control systems have obtained a number of ISO certificates. Such systems reach international standards, helping the Group to improve its operating efficiency.

For the quality control of products, we have formulated the Quality Inspection and Testing Management Standards and Construction Project Quality Management Regulations to establish clear standards and specifications for the quality requirements of raw materials, semi-finished products, finished products and installations. In the production process, after each process is completed, supervisors will conduct self-inspection. Then, the products will undergo inspection conducted by quality inspectors and, if passed, enter into the next procedure.

In addition to controlling product quality properly, we also pay close attention to customers' feedback. To ensure that the customers' opinions can be handled in an effective manner, we have established the Administration Policy for Handling Customer Opinions (Recommendations) and Feedback to stipulate procedures for handling customer feedback or complaints. We also provide after-sales services to our customers, which may include the provision of spare parts and components, repairs and replacements, and on-site engineering and maintenance services. We will analyse the reasons for the problems reported by customers, put forward reasonable suggestions and solutions, and feedback to the design department. We believe that providing after-sales service not only helps us maintain business relationships with customers, but also allows us to better understand our customers' needs and feedback on our products, which in turn can improve our products. During the Reporting Period, we did not receive any complaint about our products and services or any case involving product recall due to safety and health reasons.

品質監控及售後服務

作為從事環保污染防治產品銷售及綜合大氣污染防治解決方案供應商，我們有責任使客戶獲得規格和高質量的產品，所以我們均符合所需的專業資格，包括持有環境污染治理工程總承包服務能力評價證書及特種設備製造許可證等。本集團致力於改善生產流程及管理系統，按照國際標準管理產品品質及營運，我們的計量管理、環保管理及品質管制系統獲發多項ISO合格證。為實現提升集團經營效率的同時，使管理體系亦能達致國際水平。

對於產品的品質控制，我們建立了《品質核對總和試驗管理標準》及《工程項目品質管制規定》，在原材料、半成品、成品及安裝的品質要求作出明確的標準規範。生產過程中，每個工序完成後會由監督人員進行自檢，再由質檢員檢查合格後，方可進行下一工序。

除了產品質量要控制得宜，我們亦非常關注客戶的意見，為了確保以最有效的方法處理客戶的寶貴意見，我們建立了《客戶意見（建議）回饋處理管理制度》，訂明處理顧客回饋或投訴的程序。我們亦向客戶提供售後服務，而其可能包括提供備件及部件、維修及更換以及現場工程及維護服務，對客戶反映發生的問題原因進行分析，提出合理化建議和解決方法，並反饋到設計部。相信提供售後服務不僅有助我們與客戶保持業務關係，亦可讓我們更明瞭客戶的需求及對我們產品的意見，繼而可改善我們的產品。報告期間，我們並沒有接獲關於產品及服務的投訴或因安全與健康理由而須回收的事件發生。

Social 社會

CASE STUDY

個案分享

Quality Inspection Conference

In February 2019, we held a quality inspection meeting to implement the tasks for 2019. The meeting emphasized the need to further perform responsibilities and strengthen management; the need of quality inspectors to enhance their sense of responsibility, carefully grasped the situation on the spot and promptly rectify problems found as well as the need to strengthen learning, improve business capabilities, communicate with production, installation, marketing and other departments in a timely manner so as to achieve close cooperation, mutual support, and better and faster project construction.



質檢工作會議

2019年2月，我們召開質檢工作會議，落實2019年年度任務。會議強調，要進一步落實責任，加強管理。質檢員增強責任感意識，認真掌握現場情況，發現問題及時整改。要加強學習，提高業務能力，及時與生產、安裝、市場等部門溝通，做到密切合作，相互支持，更好更快推進項目建設。

Passing Annual Review of PCCC Electrical Product Certification



The expert group of Power (Beijing) Certification Centre Co., Ltd. conducted an on-site inspection of our PCCC certification (electric power products). The members of the expert group listened to the introduction of our production and operation and certification work last year, carefully checked the technical information and production sites, and reviewed the process of our design, procurement, production, and quality of dust removal equipment.

After rigorous inspection and review, the expert group believed that our products could continue to meet the requirements of customers and technical specifications, and that technical management, quality management, production facilities, procurement management, and user servicing are scientific and reasonable in all aspects, meeting regulatory requirements and relevant standards. Power (Beijing) Certification Centre Co., Ltd. would continue to issue certifications for various power products applied for by Zhejiang Tengy Environmental Technology Co., Ltd.

PCCC電能產品認證通過年度審查

電能（北京）認證中心有限公司專家組對我們的PCCC認證（電能產品）進行現場檢查。專家組成員聽取了去年生產經營和認證工作情況介紹，並認真檢查了技術資料和生產現場，審核天潔環境對除塵設備產品設計、採購、生產、質量等過程環節。

經過嚴格的檢查審核後，專家組認為天潔環境產品能持續滿足客戶和技術規範要求、技術管理、質量管理、生產設施、採購管理、用戶服務各方面科學合理，符合規範要求和相關標準，電能（北京）認證有限公司將繼續頒發浙江天潔環境科技股份有限公司所申請的各項電能產品認證證書。

CUSTOMER DATA SECURITY

In the course of business cooperation, we may need to obtain sensitive information from our customers. The Group strictly abides by the Law of the People's Republic of China on Protection of Consumer Rights and Interests and keeps customer information strictly confidential. According to the Staff Handbook, all staff are required to properly safeguard and avoid leakage of confidential information obtained in the course of work. We have the right to terminate the labour contract of any employee who violates such requirements. If appearing to be a serious case, it will be referred to the judicial authority in accordance with the law. During the Reporting Period, we did not find any violation of relevant laws and regulations on data security.

SUPPLY CHAIN MANAGEMENT

Our main raw materials and components include steel plates, steel structural parts, filter bags, electrical instruments and other components used to produce air pollution control equipment. Our suppliers mainly include suppliers of the above raw materials and components, manufacturers that provide processing services and service providers that provide support services for on-site installation engineering. We have established and maintained strict quality assurance standards and testing procedures, including inspections of all stages of the internal manufacturing process and quality control of raw materials and components purchased from suppliers. We conduct annual reviews of the suppliers we are cooperating with. When the quality is found to have deteriorated significantly or a supplier is found to violate any provision about orders and contracts, we will issue warnings and request for amendments. Suppliers involved in any serious violation or failure to rectify will be disqualified. During the Reporting Period, all materials were purchased from different provinces and cities in the PRC, including Zhejiang, Shaoxing, Jiangsu, Beijing, Nanjing, Tianjin, Weihai, Shanghai and Anhui.

客戶資料安全

在進行業務合作時，我們或有需要取得客戶的敏感資料。本集團嚴格遵守《中華人民共和國消費者權益保護法》的規定，對客戶的資訊作出嚴格保密，我們在《員工手冊》訂明，所有員工須妥善保管和避免外泄因工作而接觸到的機密資料，我們有權解除違反要求員工的勞動合同，若情況嚴重，更會依法交由司法機關處理。報告期間，我們並沒有發現關於違反資料安全相關的法例法規的情況。

供應鏈管理

我們的主要原材料、零部件包括鋼板、鋼結構件、過濾袋、電力儀器及用於生產大氣污染防治設備的其他零部件。我們的供應商主要包括以上原材料、零部件的供應商、提供加工服務的製造商及提供現場安裝工程配套服務的服務供應商。我們已建立並維持嚴格的品質保障標準和檢測程序，包括對內部製造工序的各階段進行檢查及對採購自供應商的原材料及部件進行品質控制。每年亦會對正在合作的供應商進行年度評審，若發現在品質嚴重下降或違反訂單和合同規定的情況，我們會發出警告及要求其進行修正，嚴重違規或未能修正者會被撤銷供應資格。在報告期間，採購的物料均來自中國不同地方，包括浙江、紹興、江蘇、北京、南京、天津、威海、上海、安徽等省份及城市。

Social 社會

We know that the conduct and performance of suppliers may affect the quality of our services and products due to the connections through the supply chain. The Group is committed to adopting the best environmental and social practices and expects our business partners to adhere to the same philosophy of maintaining integrity, treating employees fairly, protecting the environment and complying with all applicable regulations. To this end, we have developed the Procurement Management System to specify the procurement process. When selecting suppliers, we usually consider, including but not limited to, the supplier's technical capabilities, price competitiveness, quality, the length of time of business relationship with us and customer requirements of specific projects in order to select the suitable supplier. At the same time, we will also give priority to suppliers who have obtained international certifications such as ISO14001 Environmental Management System or ISO 9001 Quality Control System to ensure quality and standardized environmental management.

INTELLECTUAL PROPERTY MANAGEMENT

As an enterprise engaged in product design and development, we deeply understand the importance and significance of protecting intellectual property rights. This is not only a respect for the creators, but also an affirmation and support for them. We always rely on trademarks, patents, copyrights and know-how to protect our intellectual property. As at 31 December 2019, the Group had 38 registered patents (including 3 invention patents and 35 utility model patents) in China. In order to further increase our employees' awareness in this regard, we will sign confidential agreements with our employees and investigate any leaks. During the Reporting Period, the Group was not aware of any act that infringes any intellectual property rights of any partners or any act of any partners that infringes our intellectual property rights. During the Reporting Period, we had never experienced any disputes of intellectual property rights that have a material adverse effect on our business.

而我們知道透過供應鏈的連帶關係，他們的操守和表現或會影響我們的服務和產品質素。本集團積極採納最佳環保及社會慣例，亦通過我們作為客戶的影響力，推動我們的業務合作夥伴秉持相同的理念，保持誠信，公平對待員工，保護環境和恪守所有適用法規。為此，我們已制定了《採購管理制度》以列明採購程序流程，在挑選供應商時，我們評價供應商的技術能力、價格的競爭力、品質、與我們的業務合作關係以及客戶的特定要求等因素，務求選出最理想、最合適的供應商。在這些大前提下，我們亦會優先考慮取得如ISO14001環境管理體系或ISO 9001品質管制體系等國際認證的供應商以確保品質及規範化的環境管理。

知識產權管理

我們作為產品設計及開發的企業，深諳保護知識產權的重要性及意義，這不但是對原創者的一種尊重，更是對他們的肯定和支持。我們一直依賴結合商標、專利、版權及專有技術保護我們的知識產權。於2019年12月31日，本集團在中國擁有38項註冊專利（包括3項發明專利及35項實用新型專利）。為了進一步加強員工這方面的意識，我們會與員工簽訂保密條款，追究任何違紀泄密的行為。報告期間，本集團並不知悉我們有任何侵犯合作伙伴知識產權的行為，或任何合作伙伴侵犯我們知識產權的任何行為。報告期間，我們從未出現任何對我們的業務造成重大不利影響的知識產權糾紛。



Social 社會

ANTI-CORRUPTION

The values of the Group are “integrity, innovation, cooperation and responsibility”. Integrity comes first among the four elements, which shows that integrity is of paramount importance to a successful business. The Group is committed to complying with laws and regulations relating to bribery, extortion, fraud and money laundering and will spare no efforts to avoid related offences. The Staff Handbook explicitly states that all staff are strictly prohibited from accepting kickbacks, banquet invitation, gifts, bribe-taking and other acts that violate professional ethics. The Group will seek compensation from the employees involved in accordance with the law. For serious criminal cases, we will report to the judicial authorities for the investigation of criminal responsibility. Every employee has the right and obligation to supervise misconduct and can report by exceeding one’s powers and levels when necessary. During the Reporting Period, we were not aware of any corruption case nor did we receive any relevant report.

反貪污

本集團的價值觀是誠信、創新、合作、責任。誠信是於四個元素之中的首位，足見這是成功企業不可或缺的一部分。本集團致力遵守涉及賄賂、勒索、欺詐及洗黑錢的相關法律及規例，盡一切努力避免有關的犯罪行為發生。本集團的《員工手冊》清楚列明所有員工嚴禁收受回扣、宴請、饋贈、受賄等違反職業道德的行為，本集團將依法向涉事員工追索賠償，若犯罪情況嚴重的，更會報請司法機關追究其刑事責任。每個員工都有監督不當行為的權利和義務，需要時可越級彙報。報告期間，我們並沒有發現貪污案件或接獲相關的報告。

Social 社會

COMMUNITY INVESTMENT

In order to actively give back to the community, we will hold community activities from time to time. During the Reporting Period, we arranged employees to donate blood voluntarily. A total of about 20 employees participated and offered selfless and heartfelt assistance to more people in need.

Furthermore, we deem students as the pillars of the future society, and we focus on putting resources on students to enable them to exert their strengths. In July 2019, we invited the students from the Environment Institute of Zhejiang University of Technology to pay a visit to the Group. The leaders of the Company personally met such students and explained and shared the development and technological innovations of the Company. Then the students were ushered into the production lines for visits. Both sides conducted in-depth exchanges on environmental prevention and protection and environmental protection industries.



社區投資

為積極回饋社會，我們會不定期舉辦社區活動，在報告期間就組織了一次員工無償及自願的捐血活動，共有約二十名的員工響應參與，向更多有需要的人仕獻上無私的協助及心意。

此外，我們認為學生是未來社會的棟樑，著重對學生投放資源，使他們能發揮所長。2019年7月，我們安排了浙江工業大學環境分院的學生到本集團參觀交流，公司領導親自接見，並就企業發展和技術創新情況進行講解和分享，學生其後更獲邀參觀生產線，雙方在環境防治、環保產業等方面進行了深入交流。



HKEX ESG Reporting Guide Index

聯交所《環境、社會及管治報告指引》索引

Subject areas, aspects, general disclosures and KPIs		Section	Page
主要範疇、層面、一般披露及關鍵績效指標		章節	頁數
A. Environmental			
A. 環境			
Aspect A1: Emissions			
層面A1：排放物			
General Disclosure	Information on: (a) the policies; and (b) 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, generation of hazardous and non-hazardous waste.	Environmental	8-10
一般披露	有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	環境	
KPI A1.1	The types of emissions and respective emissions information.	Key Environmental Performance Indicators	11
關鍵績效指標A1.1	排放物種類及相關排放資料。	環境關鍵績效指標	
KPI A1.2	Greenhouse gas emissions in total and intensity.	Key Environmental Performance Indicators	11
關鍵績效指標A1.2	溫室氣體總排放量及密度。	環境關鍵績效指標	
KPI A1.3	Total hazardous waste produced and intensity.	Key Environmental Performance Indicators	13
關鍵績效指標A1.3	所產生有害廢棄物總量及密度。	環境關鍵績效指標	
KPI A1.4	Total non-hazardous waste produced and intensity.	Key Environmental Performance Indicators	14
關鍵績效指標A1.4	所產生無害廢棄物總量及密度。	環境關鍵績效指標	
KPI A1.5	Description of measures to mitigate emissions and results achieved.	Environmental, Resource usage and greenhouse gas emissions	8-9
關鍵績效指標A1.5	描述減低排放量的措施及所得成果。	環境、資源使用及溫室氣體排放	
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Environmental, Waste	8, 10
關鍵績效指標A1.6	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。	環境、廢棄物	

HKEX ESG Reporting Guide Index

聯交所《環境、社會及管治報告指引》索引

Subject areas, aspects, general disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section 章節	Page 頁數
Aspect A2: Use of Resources			
層面A2：資源使用			
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源（包括能源、水及其他原材料）的政策。	Environmental, water resources and sewage discharge 環境、水資源及污水排放	8-9
KPI A2.1 關鍵績效指標A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總耗量及密度。	Key Environmental Performance Indicators 環境關鍵績效指標	12
KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity. 總耗水量及密度。	Key Environmental Performance Indicators 環境關鍵績效指標	12
KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計畫及所得成果。	Environmental, Resource usage and greenhouse gas emissions 環境、資源使用及溫室氣體排放	8-9
KPI A2.4 關鍵績效指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計畫及所得成果。	Water resources and sewage discharge 水資源及污水排放	8
KPI A2.5 關鍵績效指標A2.5	Total packing materials used for finished products and, if applicable, with reference to per produced. 製成品所用包裝材料的總量及每生產單位佔量。	Key Environmental Performance Indicators 環境關鍵績效指標	14

HKEX ESG Reporting Guide Index

聯交所《環境、社會及管治報告指引》索引

Subject areas, aspects, general disclosures and KPIs		Section	Page
主要範疇、層面、一般披露及關鍵績效指標		章節	頁數
Aspect A3: The Environment and Natural Resources			
層面A3：環境及天然資源			
General Disclosure	Policies on minimizing the issuer's significant impact on the environment and natural resources.	Environmental	8-10
一般披露	減低發行人對環境及天然資源造成重大影響的政策。	環境	
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Environmental	8-14
關鍵績效指標A3.1	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。	環境	
B. Social			
B.社會			
Employment and Labour Practices			
僱傭及勞工常規			
Aspect B1: Employment			
層面B1：僱傭			
General Disclosure	Information on: (a) policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Employment, Compensation and benefit, Labour standards	15, 17-19
一般披露	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	僱傭、薪酬及福利、勞工準則	
KPI B1.1	Total workforce by gender, employment type, age group, and geographical region.	Employee distribution	16
關鍵績效指標B1.1	按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	員工分佈	
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Employee distribution	16
關鍵績效指標B1.2	按性別、年齡組別及地區劃分的僱員流失比率。	員工分佈	

HKEX ESG Reporting Guide Index

聯交所《環境、社會及管治報告指引》索引

Subject areas, aspects, general disclosures and KPIs		Section	Page
主要範疇、層面、一般披露及關鍵績效指標		章節	頁數
Aspect B2 : Health and Safety			
層面B2：健康與安全			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	Occupational health and safety	20-22
一般披露	有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	職業健康與安全	
KPI B2.1	Number and rate of work-related fatalities.	Occupational health and safety	21
關鍵績效指標B2.1	因工作關係而死亡的人數及比率。	職業健康與安全	
KPI B2.2	Lost days due to work injury.	Occupational health and safety	21
關鍵績效指標B2.2	因工傷損失工作日數。	職業健康與安全	
KPI B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored.	Occupational health and safety	20-22
關鍵績效指標B2.3	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。	職業健康與安全	

HKEX ESG Reporting Guide Index

聯交所《環境、社會及管治報告指引》索引

Subject areas, aspects, general disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section 章節	Page 頁數
Aspect B3: Development and Training			
層面B3：發展及培訓			
General Disclosure 一般披露	Policy on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Development and training 發展及培訓	23
KPI B3.1 關鍵績效指標B3.1	The percentage of employees trained by gender and employee category. 按性別及僱員類別劃分的受訓僱員百分比。	The relevant data will not be disclosed for the current year 本年度暫不披露相關數據	
KPI B3.2 關鍵績效指標B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Development and training 發展及培訓	23
Aspect B4: Labour Standards			
層面B4：勞工準則			
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with the relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Labour standards 勞工準則	17
KPI B4.1 關鍵績效指標B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Labour standards 勞工準則	17
KPI B4.2 關鍵績效指標B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Labour standards 勞工準則	17

HKEX ESG Reporting Guide Index

聯交所《環境、社會及管治報告指引》索引

Subject areas, aspects, general disclosures and KPIs		Section	Page
主要範疇、層面、一般披露及關鍵績效指標		章節	頁數
Operating Practices			
營運慣例			
Aspect B5: Supply Chain Management			
層面B5：供應鏈管理			
General Disclosure	Policies on managing environmental and social risks of the supply chains.	Supply chain management	26-27
一般披露	管理供應鏈的環境及社會風險政策。	供應鏈管理	
KPI B5.1	Number of suppliers by geographical regions.	The relevant data will not be disclosed for the current year	
關鍵績效指標B5.1	按地區劃分的供應商數目。	本年度暫不披露相關數據	
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they implemented and monitored.	The relevant data will not be disclosed for the current year	
關鍵績效指標B5.2	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。	本年度暫不披露相關數據	
Aspect B6: Product Responsibility			
層面B6：產品責任			
General Disclosure	Information on: (a) the policies; and (b) compliance with the 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.	Quality control and after-sale service, Customer data security	24-25
一般披露	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	品質監控及售後服務、客戶資料安全	
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Quality control and after-sale service	25
關鍵績效指標B6.1	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。	品質監控及售後服務	

HKEX ESG Reporting Guide Index

聯交所《環境、社會及管治報告指引》索引

Subject areas, aspects, general disclosures and KPIs		Section	Page
主要範疇、層面、一般披露及關鍵績效指標		章節	頁數
KPI B6.2	Number of product and service-related complaints received and how they are dealt with.	The relevant data will not be disclosed for the current year 本年度暫不披露相關數據	
關鍵績效指標B6.2	接獲關於產品及服務的投訴數目以及應對方法。		
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Intellectual property management	27
關鍵績效指標B6.3	描述與維護及保障智慧財產權有關的慣例。	知識產權管理	
KPI B6.4	Description of quality assurance process and recall procedures.	Quality control and after-sale service	24-25
關鍵績效指標B6.4	描述品質檢定過程及產品回收程序。	品質監控及售後服務	
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Customer data security	26
關鍵績效指標B6.5	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。	客戶資料安全	
Aspect B7: Anti-corruption			
層面B7：反貪污			
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	Anti-corruption	28
一般披露	有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	反貪污	
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the Reporting Period and the outcomes of the cases.	Anti-corruption	28
關鍵績效指標B7.1	於彙報期內對發行人或其雇員提出並已審結的貪污訴訟案件的數目及訴訟結果。	反貪污	
KPI B7.2	Description of preventive measures and whistleblowing procedures, how they are implemented and monitored.	The relevant data will not be disclosed for the current year 本年度暫不披露相關數據	
關鍵績效指標B7.2	描述防範措施及舉報程序，以及相關執行及監察方法。		

HKEX ESG Reporting Guide Index

聯交所《環境、社會及管治報告指引》索引

Subject areas, aspects, general disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Section 章節	Page 頁數
Community			
社區			
Aspect B8: Community Investment			
層面B8：社區投資			
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來瞭解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	Community Investment 社區投資	29
KPI B8.1 關鍵績效指標B8.1	Focus areas of contribution. 專注貢獻範疇。	The relevant data will not be disclosed for the current year 本年度暫不披露相關數據	
KPI B8.2 關鍵績效指標B8.2	Resources contributed to the focus area. 在專注範疇所動用資源。	The relevant data will not be disclosed for the current year 本年度暫不披露相關數據	



TENGY

浙江天潔環境科技股份有限公司
Zhejiang Tengy Environmental Technology Co., Ltd