



彼岸  
PEIPORT

# 彼岸控股有限公司 Peiport Holdings Ltd.

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

Stock Code 股份代號 : 2885



## 2019

ENVIRONMENTAL, SOCIAL  
AND GOVERNANCE REPORT

環境、社會及管治報告

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# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### ABOUT THE GROUP

Peiport Holdings Ltd. (the “Company”), and its subsidiaries (collectively the “Group”) principally engages in the provision of thermal imaging products and services, self-stabilised imaging products and services, and general aviation products and services in the People’s Republic of China (the “PRC”) and Hong Kong.

#### Our Vision

Adhering to its vision of sustainability, the Company is dedicated to the principal of self, family, business and society, which generates maximum value for our shareholders as well as balancing interests from the environment and society to promote harmony to different stakeholders.

Aligning with our motto of “Continuous striving; Cultivating self, Harmonious Peiport family; Caring for our staff; Contributing to the society; Creating return for our shareholders”, we will continue to place more emphasis on areas of environmental, social and governance (“ESG”), and encourage every individual, business partner and peer to take part in the implementation of our ESG strategy.

### 關於本集團

彼岸控股有限公司(以下簡稱「本公司」，與其附屬公司統稱為「本集團」)主要業務是在中華人民共和國(以下簡稱「中國」)及香港地區提供熱成像產品及服務、自穩定成像產品及服務，以及通用航空產品及服務。

#### 我們的願景

本公司遵循可持續發展理念，致力於促進自我、家庭、企業及社會，為股東創造最大價值，平衡環境與社會的利益，促進不同持份者之間的和諧。

秉承「自強不息，修身齊家，關愛員工，回饋社會，回報股東」的宗旨，我們將持續將更多注意力投入於環境、社會及管治領域(以下簡稱「ESG」)，鼓勵每一位個人、商業夥伴及同行參與ESG戰略的實施。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### ABOUT THE REPORT

Our Group is pleased to present the ESG Report for the year ended 31 December 2019 (the “Report”). Unless otherwise stated, this Report should be read in conjunction with the 2019 Annual Report of the Company, in particular the Corporate Governance Report contained therein.

### Reporting Reference

This Report has complied with all ‘comply or explain’ provision of Environmental, Social and Governance Reporting Guide (hereinafter referred to as the “ESG Reporting Guide”) as set out in Appendix 27 under the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”). Information as contained in this Report is derived from the statistics, questionnaires, records and analytical results of the Group. An ESG Reporting Guide Content Index is set out in Appendix I of this Report. The Report is published in English and Chinese. In case of any conflicts between the two versions, the English version shall prevail.

### 關於本報告

本集團欣然提呈截至2019年12月31日的ESG報告（「報告」）。除非另有說明，本報告應與本公司2019年年報，尤其是其中所載的企業管治報告一併閱讀。

### 報告參考

本報告已遵守《香港聯合交易所有限公司（「聯交所」）證券上市規則》附錄27中所載的環境、社會及管治報告指引（以下簡稱「ESG報告指引」）的所有「不遵守就解釋」條文。本報告所含資料來源於本集團的統計數據、調查問卷、記錄及分析結果。ESG報告指引內容索引載於本報告附錄一。本報告以英文及中文刊載。兩種版本如有衝突，以英文版本為準。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### ABOUT THE REPORT (Continued)

#### Reporting Scope and Extent

All information provided in this Report covers the period from 1 January 2019 to 31 December 2019 (the "Reporting Period"), which is consistent with the financial year of the Company's 2019 Annual Report. Consistent with the 2018 ESG Report, the policy document, declaration and data set out in this Report cover the major operations of the Group including the subsidiaries with their names and the principal activities listed below:

### 關於本報告 (續)

#### 報告涵蓋時間及範圍

本報告中提供的所有資料之涵蓋期間為2019年1月1日至2019年12月31日(以下簡稱「報告期」)，與本公司2019年年報的財政年度一致。跟2018年ESG報告一致，本報告所載的政策文件、聲明及數據涵蓋本集團(包括附屬公司)的主要業務，附屬公司名稱及主要業務列示如下：

Name of subsidiaries 附屬公司名稱	Principal activities 主要業務
Peiport Scientific Aero Limited 彼岸科航有限公司	Provision of (i) thermal imaging products and services and (ii) self-stabilised imaging products and services 提供(i)熱成像產品及服務及(ii)自穩定成像產品及服務
Peiport Industries Limited 彼岸實業有限公司	Provision of (i) thermal imaging products and services; (ii) self-stabilised imaging products and services; and (iii) general aviation products 提供(i)熱成像產品及服務；(ii)自穩定成像產品及服務；及(iii)通用航空產品
Guangzhou Peiport Sijing Optoelectronics System Limited 廣州彼岸思精光電系統有限公司	Provision of (i) thermal imaging products and services; (ii) self-stabilised imaging products and services; and (iii) general aviation products 提供(i)熱成像產品及服務；(ii)自穩定成像產品及服務；及(iii)通用航空產品
Beijing Peiport Jingdu Technology Limited 北京彼岸京都科技有限公司	Provision of (i) thermal imaging products and services; (ii) self-stabilised imaging products and services; and (iii) general aviation products 提供(i)熱成像產品及服務；(ii)自穩定成像產品及服務；及(iii)通用航空產品
Peiport (Shanghai) Optoelectronics Technology Limited 彼岸(上海)光電科技有限公司	Provision of (i) thermal imaging products and services; (ii) self-stabilised imaging products and services; and (iii) general aviation products 提供(i)熱成像產品及服務；(ii)自穩定成像產品及服務；及(iii)通用航空產品
Peiport (Zhuhai) Air Equipment Manufacturing Limited 彼岸(珠海)航空器材製造有限公司	Provision of general aviation products and services 提供通用航空產品及服務

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### ABOUT THE REPORT (Continued)

#### Feedback on this Report

The Group values the opinion of different stakeholders. If you have any questions or suggestions regarding the content or format of the Report, you may submit your feedback to us at: [esg@peiport.com.hk](mailto:esg@peiport.com.hk).

#### Governance

The board (the “Board”) of directors (the “Directors”) of the Company plays a primary role in overseeing the Group’s ESG endeavours. The Board reviews the ESG policy and oversees the execution of the Group’s ESG strategy and issues, ensuring that the ESG strategy reflect the Company’s core values. The Group has established an ESG working team, which reports directly to the Board and is responsible for advising the Board for any ESG improvement area and managing the risks of ESG issues. All departments of the Group shall, based on their own functions, take charge of the implementation of ESG work and report ESG performance annually.

#### Approval

To the best knowledge of the Board, this Report addresses all relevant material issues and fairly presents the ESG performance of the Group. The Board confirms that it has reviewed and approved the Report.

### 關於本報告(續)

#### 對本報告的反饋

本集團重視不同持份者的意見。如果閣下對本報告的內容或格式有任何疑問或建議，閣下可以通過以下電子郵件向我們提交反饋意見：[esg@peiport.com.hk](mailto:esg@peiport.com.hk)。

#### 管治

本公司董事(以下簡稱「董事」)會(以下簡稱「董事會」)於監督本集團在ESG方面的努力發揮主要作用。董事會審閱ESG政策及監督本集團ESG策略及事宜的落實情況，確保ESG策略反映本公司的核心價值。本集團已設立直接向董事會報告的ESG工作小組，負責就任何ESG改進議題及管理ESG事宜風險向董事會提出建議。本集團所有部門按照各自職能負責落實ESG工作及每年報告ESG表現。

#### 批准

據董事會所知，本報告闡述了所有相關的重大問題，並公正地介紹了本集團的ESG績效。董事會確認已審核並批准了報告。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### ESG POLICY

We set the ESG policy of the Company (the “ESG Policy”) which governs our business and operational decisions to consider our economic, environmental and social implications, in addition to ensuring that we fully comply with laws and regulations. Our ESG Policy is being reviewed regularly to ensure the relevance and appropriateness to our business and in order to meet our stakeholders’ expectations. The ESG Policy has been approved by the Board.

The objectives of our ESG Policy are:

- To adhere the highest standards of corporate governance and integrity in our operations;
- To ensure a safe working environment for our people and build a first-class development opportunity to grow with the Group;
- To make meaningful contributions to the communities we serve;
- To promote a green working and operational environment;
- To request our supply chain to comply with our requirements with regard to corporate social sustainability; and
- To continuously improve our sustainability performance.

### ESG 政策

我們已制定本公司環境、社會及管治政策（以下簡稱「ESG政策」），用於管治我們的業務及營運決策，以考慮我們的經濟、環境和社會影響，同時確保我們完全遵守法律及規例。我們定期審查ESG政策，以確保其與我們的業務具有相關性及適當性，並達到持份者的預期。ESG政策已獲董事會批准。

我們的ESG政策的目標是：

- 堅持公司管治及誠信經營的最高標準；
- 確保員工的安全工作環境，為員工與集團一起成長創造一流的發展機遇；
- 為我們服務的社區作出有意義的貢獻；
- 促進綠色工作及營運環境；
- 要求我們的供應鏈滿足公司社會可持續性方面的要求；以及
- 持續改進我們的可持續發展績效。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### STAKEHOLDER ENGAGEMENT

### 持份者參與

The Company aims to respond and provide feedback to any material concerns raised by our stakeholders on a timely manner. To evaluate our performance on ESG, we identified our key stakeholders, including government/regulatory bodies, shareholders/investors/media, employees, customers, suppliers and community and interact with them through various channels of communication on an on-going basis. Their opinions are reflected to the Report. The following table illustrates our stakeholders' material concerns in respect of the Group's ESG performance and the ways we communicate with them:

本公司旨在及時回應和反饋我們持份者提出的任何重大問題。為評估我們在ESG方面的績效，我們確定了我們的主要持份者，包括政府／監管機構、股東／投資者／媒體、員工、客戶、供應商及社區，並通過各種溝通方式持續與其互動。他們的意見反映在本報告中。下表列示我們的持份者對本集團ESG績效的主要關注點，以及我們與他們溝通的方式：

Stakeholders 持份者	Material concerns 主要關注點	Communication channels 溝通方式
Government/Regulatory bodies 政府／監管機構	<ul style="list-style-type: none"> <li>Compliance with laws and regulations 遵守法律及規例</li> <li>Proper tax filings 正確納稅申報</li> </ul>	<ul style="list-style-type: none"> <li>Annual and interim reports, announcements and circulars 年報及中報、公告及通函</li> <li>Company's website 公司網站</li> <li>Verbal and written communications on a need basis 有需要時口頭及書面溝通</li> </ul>
Shareholders/Investors/Media 股東／投資者／媒體	<ul style="list-style-type: none"> <li>Return on investment 投資回報</li> <li>Timely and transparent information disclosure 及時、透明的資訊披露</li> <li>Compliance with laws and regulations 遵守法律及規例</li> </ul>	<ul style="list-style-type: none"> <li>Shareholders' meeting and notices 股東大會及通告</li> <li>Annual and interim reports, announcements and circulars 年報及中報、公告及通函</li> <li>Direct communication via a designated email address 通過指定的電郵地址進行直接通訊</li> <li>Press release 新聞稿</li> <li>Meetings and responses to phone and written enquiries on a need basis 有需要時召開會議並回復電話及書面詢問</li> </ul>

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### STAKEHOLDER ENGAGEMENT (Continued)

持份者參與(續)

Stakeholders 持份者	Material concerns 主要關注點	Communication channels 溝通方式
Employees 員工	<ul style="list-style-type: none"> <li>• Remuneration package and welfare 薪酬及福利</li> <li>• Labour rights 勞工權利</li> <li>• Career development 職業發展</li> <li>• Health and safety workplace 健康及安全工作場所</li> </ul>	<ul style="list-style-type: none"> <li>• Direct communication 直接溝通</li> <li>• Internal notice and staff training 內部通知和員工培訓</li> <li>• Conference 會議</li> <li>• Employee activities 員工活動</li> <li>• Questionnaires 調查問卷</li> </ul>
Customers 客戶	<ul style="list-style-type: none"> <li>• High-quality products 高品質產品</li> <li>• Corporate reputation 企業聲譽</li> <li>• Stable relationship 穩定關係</li> <li>• Timely delivery 及時交付</li> </ul>	<ul style="list-style-type: none"> <li>• Daily communication 日常溝通</li> <li>• Questionnaires 調查問卷</li> <li>• Customer meetings 客戶會議</li> <li>• On-site visits 實地考察</li> <li>• After sales services 售後服務</li> </ul>

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### STAKEHOLDER ENGAGEMENT (Continued)

持份者參與(續)

Stakeholders 持份者	Material concerns 主要關注點	Communication channels 溝通方式
Suppliers 供應商	<ul style="list-style-type: none"> <li>Stable demand of products 產品需求穩定</li> <li>Corporate reputation 企業聲譽</li> <li>Stable relationship 穩定關係</li> </ul>	<ul style="list-style-type: none"> <li>Supplier management system 供應商管理系統</li> <li>Regular meetings 定期會議</li> <li>On-site visits 實地考察</li> <li>Review and assessments 審查及評估</li> <li>Questionnaires 調查問卷</li> </ul>
Community 社區	<ul style="list-style-type: none"> <li>Environmental protection 環境保護</li> <li>Social responsibilities 社會責任</li> <li>Contribution to community development 對社區發展的貢獻</li> </ul>	<ul style="list-style-type: none"> <li>Annual and interim reports, announcements and circulars 年報及中報、公告及通函</li> <li>Regular meetings and correspondences with market practitioners and related associations 與市場從業人員及相關協會的定期會議和通訊</li> </ul>

# Environmental, Social and Governance Report 2019
























## 2019環境、社會及管治報告

### MATERIALITY MATRIX

During the Reporting Period, we conducted a materiality assessment that included an in-depth interview and a total of 78 surveys with both our internal and external stakeholders. Through this assessment, we can better understand the major concerns with our stakeholders in order to ensure our business development is in line with their expectations and requirements. Based on the result of the materiality assessment, we identified the Group's internal and external stakeholders' matter of concern and illustrate in the following materiality matrix:

### 重要性矩陣

在報告期內，我們進行了重要性評估，包括對我們內部和外部持份者進行一次深入訪談及合共78份調查。通過是次評估，我們可以更好地了解持份者的主要關注點，以確保我們的業務發展符合其期望及要求。基於重要性評估的結果，我們確定了本集團內部和外部持份者的關注事項，並在以下重要性矩陣中加以闡述：

Materiality Matrix 重要性矩陣				
Importance to External Stakeholders 對外部持份者的重要性	High 高			<div> Business Compliance 業務合規性</div> <div> Protection and Respect for Intellectual Property Rights 保護及尊重知識產權</div> <div> Customers' Satisfaction 顧客滿意度</div> <div> Stability of Product Supply 產品供應穩定性</div> <div> Protection and Privacy of Customer Information 客戶信息的保護及私隱</div> <div> Staff Safety and Health 員工安全及健康</div> <div> Employees' Development and Training 僱員發展及培訓</div> <div> Anti-corruption 反貪污</div>
			<div> Waste Management 廢棄物管理</div> <div> Green Office 綠色辦公</div> <div> Greenhouse Gas Emission and Control 溫室氣體排放及控制</div> <div> Offering of Green Product 提供綠色產品</div> <div> Community Investment 社區投資</div> <div> Water Consumption 消耗水資源</div> <div> Communication and Participation with Community 鄰里交流及參與</div> <div> Climate Change Issues 氣候變化問題</div>	<div> Protection and Respect for Intellectual Property Rights 保護及尊重知識產權</div> <div> Environmental Compliance 環境合規性</div> <div> Labor Standards and Labor Relations 勞工準則及勞工關係</div> <div> Equal Rights of Employees 員工平等權利</div> <div> Employees' Welfare 僱員福利</div> <div> Supply Chain Management 供應鏈管理</div> <div> Energy Efficiency 能源效益</div>
	Low 低	Medium 中	High 高	
Importance to our Group 對本集團的重要性				



Operation  
營運



Environment  
環境



Employee  
員工



Community  
社區

# Environmental, Social and Governance Report 2019

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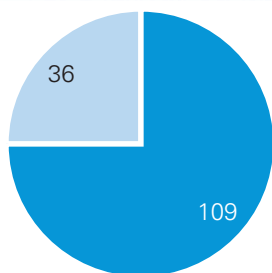
### OUR PEOPLE

We believe that our success is highly dependent on our employees. As at 31 December 2019, the Group had a total of 145 employees (31 December 2018: 140 employees) (including our executive Directors), which 30 employees (31 December 2018: 29 employees) are from Hong Kong and the remaining 115 employees (31 December 2018: 111 employees) are from the PRC. 57% (31 December 2018: 57%) of employees at senior management level were male and 43% (31 December 2018: 43%) were female, in which formed an even distribution by gender at senior management level. We are firmly committed to gender equality. We also had 53% (31 December 2018: 55%) of employees with an university degree.

### 我們的員工

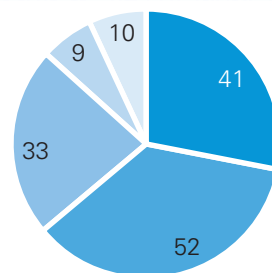
我們相信我們的成功高度依賴於我們的員工。截至2019年12月31日，本集團共有145名員工（2018年12月31日：140名員工）（包括執行董事），其中30名員工（2018年12月31日：29名員工）來自香港地區，其餘115名員工（2018年12月31日：111名員工）來自中國。高級管理層員工中57%（2018年12月31日：57%）為男性及43%（2018年12月31日：43%）為女性，高級管理職位按性別劃分達到平均分配。我們秉持性別平等的原則。同時，我們亦有53%（2018年12月31日：55%）的員工擁有大學學位。

**Total employees by gender**  
按性別劃分的僱員總數



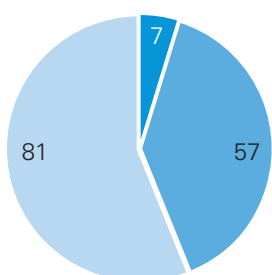
Male Female  
男性 女性

**Total employees by age**  
按年齡劃分的僱員總數



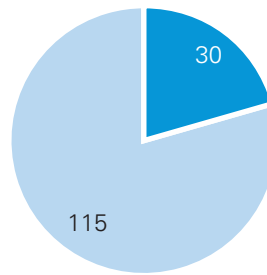
21-30 31-40 41-50 51-60 Over 60  
21至30歲 31至40歲 41至50歲 51至60歲 超過60歲

**Total employees by category**  
按類別劃分的僱員總數



Senior management Middle management General staff  
高級管理層 中級管理層 一般員工

**Total employees by geographical location**  
按地區劃分的僱員總數



Hong Kong PRC  
香港 中國

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### OUR PEOPLE (Continued)

Regarding the recruitment and promotion processes, we always emphasise on equal opportunity and anti-discrimination. Selection and/or promotion criteria have been based solely on the candidates' and/or employees' qualifications, experiences and abilities. The Group has also established staff handbooks to demonstrate its emphasis on creating an encouraging, fair, safe and healthy working environment.

The number of employees turnover during the years ended 31 December 2019 and 2018 is illustrated below:

### 我們的員工(續)

有關招聘及晉升流程，我們一直強調平等機會及反歧視。選拔及／或晉升標準僅基於候選人及／或員工的資格、經驗及能力。本集團亦已設立員工手冊以表明其重視創造激勵、公平、安全及健康的工作環境。

截至2019年及2018年12月31日止年度，員工流失數量列示如下：

Year 年度		2019 2019年	2018 2018年
Employees turnover by geographical location	Hong Kong	–	1
按地區劃分的員工流失	香港		
	PRC	7	11
	中國		
Employees turnover by gender	Male	6	11
按性別劃分的員工流失	男性		
	Female	1	1
	女性		
Employees turnover by age group	21–30	3	6
按年齡組別劃分的員工流失	21至30歲		
	31–40	2	5
	31至40歲		
	41–50	1	1
	41至50歲		
	Over 60	1	–
	超過60歲		

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### OUR PEOPLE (Continued)

During the Reporting Period, the monthly turnover rate of the employees was 0.41% (2018: 0.71%). All our employment contracts are voluntarily entered and strictly comply with the applicable employment laws and regulations and we forbid all types of compulsory work. Also, the Group does not employ any child labour. The human resource department would inspect the identification documents of candidates during the recruitment process to prevent recruiting child labour. The Group must comply with the laws and requirements related to labour protection, including the Labour Law of the PRC, Labour Contract Law of the PRC, the Provisions on the Prohibition of Using Child Labour of the PRC, and the Employment Ordinance of Hong Kong. During the year under review, we are not aware of any non-compliance cases in relation to applicable employment laws and regulations.

#### Compensation

We offer employees competitive pay, welfare, performance-based cash bonuses and other incentives to attract and retain talent. We determine the salaries of our employees based on their responsibilities, qualifications, performance, experience and seniority and adjust the amount annually, irrespective of gender, colour, race, age, religious, sexual orientation or family status of the employees. We follow our ESG Policy which specifies equal opportunity for all employees. We also offer discretionary bonuses based on annual appraisal results.

#### Training and Development

We recognise that having qualified and competent employees is crucial to our continued competitiveness and success. We offer orientation programmes and introductory courses for new employees to familiarise them with the general working culture and basic knowledge of our products, and also on-the-job training for employees to equip them with the updated skill and knowledge relevant to their respective job scope and to enhance their awareness of the relevant regulatory requirements and the latest industry developments.

### 我們的員工(續)

在報告期內，員工之月流失率為0.41%（2018年：0.71%）。我們的所有僱傭合約均自願訂立及嚴格遵守適用的僱傭法例及法規，我們亦禁止一切形式的強制工作。同時，本集團並不僱傭任何童工，人力資源部於招聘環節檢查候選人的身份證明文件，嚴禁招聘童工。本集團須遵守有關勞動保護的法律及法規，包括中國勞動法、中國勞動合同法、中國禁止使用童工規定及香港僱傭條例。於回顧年度，我們未發現與適用僱傭法律及規例有關的任何不合規情況。

#### 報酬

我們為員工提供有競爭力的薪酬、福利、績效現金獎金及其他激勵措施，以吸引并留住人才。無論員工的性別、膚色、種族、年齡、宗教、性取向或家庭狀況如何，我們根據員工的職責、資歷、表現、經驗及資歷確定員工的工資，並每年調整金額。我們遵循ESG政策，規定所有員工的機會均等。我們亦根據年度評估結果提供年終獎金。

#### 培訓及發展

我們認識到，擁有合資格及有能力的員工對我們持續的競爭力與成功至關重要。我們為新員工提供入職培訓方案及入門課程，使其熟悉我們的總體工作文化及產品基本知識，並為員工提供在職培訓，使其具備與各自工作範圍相關的最新技能與知識，並增強其對相關監管要求及最新行業發展的認識。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### OUR PEOPLE (Continued)

#### Training and Development (Continued)

In addition, we also sponsor some of our employees to attend external training courses as needed, such as overseas training courses and mandatory courses designated by our suppliers, to solidify and enhance their technical skills and know-hows, and to provide them with updates with regard to industry quality standards and latest development.

The percentage of employees trained and average training hours completed per employee by gender and employee category during the years ended 31 December 2019 and 2018 are illustrated below:

### 我們的員工 (續)

#### 培訓及發展 (續)

此外，我們亦贊助部分員工根據需要參加外部培訓課程，如海外培訓課程及供應商指定的必修課程，以鞏固及提高其技能及技藝，並向員工提供有關行業品質標準及最近發展的最新資訊。

截至2019年及2018年12月31日止年度，按性別和員工類別劃分的受訓僱員百分比及每個員工完成的平均培訓時數列示如下：

Year 年度		2019 2019 年		2018 2018 年	
Employee category	Gender	Percentage of employees trained 受訓僱員 百分比	Average training hours 平均培訓時數	Percentage of employees trained 受訓僱員 百分比	Average training hours 平均培訓時數
員工類別	性別				
Senior management 高級管理層	Male 男性	2.76%	19	2.61%	19
	Female 女性	2.07%	17	1.96%	14
Middle management 中級管理層	Male 男性	24.83%	28	25.49%	27
	Female 女性	11.72%	27	6.54%	18
General staff 普通員工	Male 男性	39.31%	22	31.37%	24
	Female 女性	9.66%	28	6.54%	26

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### OUR PEOPLE (Continued)

#### Caring for Employee Well-being

We place great emphasis on our employees care. To encourage our employees to maintain a healthy lifestyle, we organised a variety of activities, such as birthday party and Christmas party, to raise employees' morale and increase their sense of belonging. As part of our commitment to encourage our employees to maintain a healthy lifestyle and achieve work-life balance, we organised sports and recreational programs for our employees to enjoy. During the Reporting Period, we coordinated various regular sports activities including jogging, badminton, basketball, table tennis, etc.

#### Occupational Health and Work Safety

We are subject to the Law on Production Safety of the PRC, the Labour Law of the PRC, and other relevant laws, administrative regulations, national standards and industrial standards in the PRC and Hong Kong which stipulate the requirements to maintain safe production conditions and to protect the occupational health of employees.

We are committed to providing a safe and healthy working environment for our employees. In order to enhance the working environment, we have established work safety policies and operating procedures to ensure that our operations are comply with applicable work safety laws and regulations.

To maintain high occupational health and work safety standard, production safety education and training programs are provided to all our employees. The design, manufacture, installation, use, inspection and maintenance of production facilities and equipment are conformed to applicable national or industrial standards in the PRC and Hong Kong.

During the Reporting Period, we did not experience any material or prolonged stoppages of operation due to equipment failure and we did not experience any severe accidents in the course of our operations, or any personal or property damages and compensation paid to employees arising from such accidents. The number of lost day due to work-related injuries was 0 day (2018: 0 day).

### 我們的員工(續)

#### 關心員工安康

我們極其重視員工關懷。為鼓勵員工保持健康的生活方式，我們組織了各種活動(例如生日派對和聖誕節派對)以提高員工士氣，增強員工歸屬感。作為我們承諾的一部分，以鼓勵員工保持健康生活方式及實現工作與生活的平衡，我們為員工舉辦了體育及娛樂活動。在報告期內，我們舉辦了多個常規體育活動，包括慢跑、羽毛球、籃球、乒乓球等。

#### 職業健康及工作安全

我們遵守《中華人民共和國安全生產法》、《中華人民共和國勞動法》，以及中華人民共和國及香港地區其他相關法律、行政規例、國家標準及行業標準。上述法律、規例及標準明确了維護安全生產及保護員工的職業健康的要求。

我們致力於為員工提供安全健康的工作環境。為改善工作環境，我們制定了安全生產政策及操作規程，以確保我們的操作符合適用的安全生產法律及規例。

為達致高標準的職業健康及工作安全，本公司向全體僱員提供生產安全教育及培訓課程。生產設施及設備的設計、製造、安裝、使用、檢查及維護符合中華人民共和國及香港地區的適用國家標準或工業標準。

在報告期內，本公司未發生因設備故障導致的重大或長期停工事件，在營運過程中亦未發生重大事故，也未發生因事故對員工造成的人身、財產損失或賠償。因工傷而停工的天數為0天(2018年：0天)。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### OPERATING PRACTICES

#### Supply Chain Management

Collaborating with suppliers who share the same value regarding the quality and environmental substantiality is vital to us. By sourcing the components of our products from global suppliers, our Group extends our commitment to maintain a high quality standard of global supply chain management by continuously monitoring the procurement process, the suppliers' selection as well as the selection criteria.

We select new suppliers according to their industrial ranking and credibility, quality of products, market shares, pricing and customer's specified requests. For any potential suppliers, we would complete a comprehensive assessment to evaluate their ability and performance before we procure with them. We assess our suppliers based on a number of factors including the quality of their products, the timeliness of delivery, their environmental initiatives, previous experience and length of relationship with our Group. Our administrative department is responsible for assessing and selecting suppliers. Our technical department will provide feedback to our administrative department of any material defects encountered with a particular product or supplier. During the Reporting Period, we had 198 (2018: 189) active suppliers, mainly from the PRC, United States of America, Canada, South Africa, Japan, Czech Republic and Germany.

### 營運慣例

#### 供應鏈管理

與在質量及環境可持續發展方面秉持與我們價值觀一致的供應商合作對我們而言至關重要。通過從全球供應商採購產品的部件，本集團將致力通過持續監控採購過程、供應商選擇及選擇標準，實現高品質標準的全球供應鏈管理。

我們選擇新供應商乃是基于新供應商的行業排名及聲譽、產品品質、市場份額、定價及客戶的具體要求。對任何潛在的供應商，我們將在與其進行交易之前，對其能力及表現完成全面評估。我們根據一系列因素對供應商進行評估，包括其產品品質、交貨的及時性、在環境方面的舉措、以往的經驗以及與本集團的關係時長。我們的行政部門負責評估并選擇供應商。技術部門將向行政部門反饋某個產品或某個供應商出現的任何嚴重缺陷。在報告期內，我們有198家(2018年：189家)活躍的供應商，主要來自中國、美利堅合眾國、加拿大、南非、日本、捷克共和國及德國。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### OPERATING PRACTICES (Continued)

#### Supply Chain Management (Continued)

The number of suppliers by geographical region during the years ended 31 December 2019 and 2018 is illustrated below:

Year 年度		2019 2019年 Number 數目	2018 2018年 Number 數目
Geographical region 地區			
The PRC	中國	139	131
Hong Kong	香港	20	22
Overseas	海外	39	36

During the Reporting Period, we did not experience any material shortage or delay of supply due to defaults of our suppliers. In addition, we did not experience any material fluctuation of prices of materials and services that we required during the Reporting Period.

#### Product Responsibility

Our Group believes that product quality and after-sales services are the important elements for sustaining customer relationships. To achieve our goal, we have implemented our quality management system which is certified with ISO 9001:2008 standards and with the key objectives including (i) prompt response to customers' orders for products and services; (ii) completion of jobs to customers' satisfaction (timeliness and proper execution of job schedule); and (iii) continual improvements to our quality management system.

### 營運慣例(續)

#### 供應鏈管理(續)

截至2019年及2018年12月31日止年度，按地區劃分的供應商數目列示如下：

在報告期內，本公司未發生因供應商違約造成的材料短缺或供貨延誤。此外，本公司在報告期內未發生任何所需材料及服務價格的重大波動。

#### 產品責任

本集團相信，產品質素及售後服務是維持客戶關係的重要因素。為實現我們的目標，本集團已實施質量管制體系，該體系通過了ISO 9001：2008標準認證，其主要目標包括：(i) 迅速回應客戶的產品及服務訂單；(ii) 完成工作，令客戶滿意(工作進度的及時性以及適當執行)；以及(iii)持續改進我們的質量管制體系。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### OPERATING PRACTICES (Continued)

#### Product Responsibility (Continued)

We are committed to delivering high quality products and services to our customers in order to satisfy their expectations and requirements. To maintain the high-quality products, every product is subject to in-plant testing, which is a quality control process focusing on products' specification, quality and performance. Third-party institutions are engaged to perform environmental testing on waterproof ability, durability under different temperature, and the ability to resist electromagnetic interference for every product model. We would also perform the installation test after the installation of our products to our customers to determine if the product is operating in accordance with its specification. Relevant training may be provided by our technical staff according to the customers' needs.

In terms of customer services, we provide warranties to our customers and maintain timely communications with them. We would also offer technical supports including problem diagnostics, re-testing in our plant, technical advice, and parts replacement to our customers in an on-going basis to ensure our products are in order. To have a better understanding in their expectations and needs, our Group encourages the customers to provide feedbacks and our technical support team would response to the comments in a timely and effective manner.

During the Reporting Period, we did not receive any request for any material refund and did not have any product liability claims resulting from the sale of defective products. We did not have any material return to suppliers or any material return from customers. In addition, we did not receive any complaints which could have a significant impact on the Group.

### 營運慣例 (續)

#### 產品責任 (續)

我們致力為客戶提供高品質的產品及服務，以滿足他們的期望及要求。為保持高質產品，每一件產品都要接受工廠測試，該測試是一項以產品規格、品質及性能為中心的質量控制過程。第三方機構負責對每件產品模型進行防水能力、不同溫度下的耐久性與抗電磁干擾能力的環境測試。我們亦為客戶安裝好產品之後進行安裝測試，以確定產品是否按照規範運行。我們的技術人員可能根據客戶的需要向客戶提供相關的培訓。

在客戶服務方面，我們為客戶提供保修，並與客戶保持及時溝通。我們亦將持續為客戶提供技術支援，包括問題診斷、二次工廠測試、技術建議及零件更換，以確保我們的產品處於正常狀態。為更好地理解客戶期望及需求，本集團鼓勵客戶提供反饋，我們的技術支援團隊將及時有效地回應客戶的評論。

在報告期內，我們無接獲任何重大的退款請求，也無任何因銷售有缺陷產品而提出的產品責任索賠。我們未發生向供應商的重大退貨，亦無接獲來自客戶的重大退貨。此外，我們無接獲任何可對本集團產生重大影響的投訴。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### OPERATING PRACTICES (Continued)

#### Driving Innovation

We are committed to technological innovation and maintain a sound intellectual property protection system. We considered that research and development is one of our core competitive strengths. We have complied with related laws and regulations for intellectual property and implemented comprehensive measures on intellectual property protection and registration. We perform thorough market analysis before commencing any development project to determine whether the products and services are commercially viable and are able to achieve widespread acceptance in the marketplace.

During the Reporting Period, the Group had set up a new research and development centre in Hong Kong, which has a total floor area of approximately 182 square metres, dedicated to serve our customers in Hong Kong and Macau.

As at 31 December 2019, the Company had a total of 8 registered patents, 16 computer software copyrights, 10 registered trademarks as well as 3 domain names.

During the Reporting Period, we did not have any material disputes or any other pending legal proceedings of intellectual property rights with third parties.

### 營運慣例(續)

#### 推動創新

我們致力於技術創新及維護良好的知識產權保護體系。我們認為研發是我們的核心競爭力之一。我們遵守有關知識產權的法律及規例，實施全面的知識產權保護及登記措施。在開始任何開發項目之前，我們會進行全面的市場分析，以確定產品及服務是否具有商業可行性，是否能夠在市場上獲得廣泛認可。

在報告期內，本集團於香港設立新研發中心，總樓面面積達約182平方米，以服務香港及澳門的客戶。

於2019年12月31日，本公司共擁有8項註冊專利、16項電腦軟件著作權、10項註冊商標以及3個域名。

在報告期內，我們未與第三方發生任何知識產權方面的重大爭議或其他未決的法律訴訟。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### OPERATING PRACTICES (Continued)

#### Data Protection and Security

The Group acknowledges the importance of safeguarding privacy information for our customers, suppliers as well as other business partner. We implement strict control in protecting the privacy data to gain trust from our customers and other stakeholders.

The Company's code of conduct (the "Code") is in place which covers policies to require all employees to keep all internal information such as consumer data and employee data confidential. Only authorised staff on a need to know basis are allowed to access and process the data and they have the obligations to protect the information from unauthorised disclosure or misuse. Access to data without authorisation is strictly prohibited.

During the Reporting Period, we were not aware of any incidents of non-compliance with laws and regulations that have a significant impact on the Company relating to information security.

#### Anti-Corruption

Our Group regards honesty, integrity and fair play as our core values. We are committed to conduct our business in compliance with applicable laws and regulations, such as the Anti-money Laundering Law of the PRC, the Prevention of Bribery Ordinance of Hong Kong and other relevant laws and regulations.

### 營運慣例 (續)

#### 資料保護及安全

本集團知悉為客戶、供應商及其他業務合作夥伴保護私隱資料的重要性。我們在保護私隱資料方面實施嚴格控制，以獲得客戶及其他持份者的信任。

本公司已制定行為守則(以下簡稱「守則」)，當中涵蓋有關要求所有員工對消費者資料和員工資料等所有內部資訊保密的政策。僅有按需知密并獲得授權的員工能讀取及處理資料，他們有義務保護資訊不受未經授權的披露或濫用。嚴禁未經授權讀取資料。

在報告期內，我們未發現任何對本公司資訊安全有重大影響的不符合法律及規例的事件。

#### 反貪污

本集團以誠實、正直、公平作為核心價值觀。我們致力於遵守適用的法律及規例，如《中華人民共和國反洗錢法》、《香港防止賄賂條例》及其他相關法律及規例。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### OPERATING PRACTICES (Continued)

#### Anti-Corruption (Continued)

To prevent bribery and corruption within our Group, we have formulated the Code in order to set out the basic standard of conduct expected of all directors and staff, and the Company's policy on acceptance of advantage and handling of conflict of interest when dealing with the Company's business. Under the Code, all directors and staff of our Group are prohibited from offering, promising, giving or authorising, directly or indirectly, any bribe or kickback or facilitation payment to or for the benefit of any person in order to obtain any improper business or other advantage for the Group. Any director or staff in breach of this Code will be subject to disciplinary action, including termination of appointment.

Whistle-blowing policy has been set up to report on grievances, misconducts or violations. Formal reporting channel is established to protect the identification of whistle-blower. If there is any suspected misconduct or malpractice within the Group, we encourage our employees, customers, suppliers and other stakeholders to come forward and voice those concerns. Upon the receipt of any reporting, the Company will handle in a timely manner to determine whether a full investigation is necessary. The audit committee of the Company reviews the effectiveness of the policy regularly and ensures proper arrangements are in place for a fair and independent investigation.

The Group regularly communicates with employees on the importance of integrity. Employees were required to declare any matter that raises a conflict with their duties and particulars of any pecuniary or other personal interest that they have in the matter of conflict.

During the Reporting Period, we are not aware of any material non-compliance with relevant laws and regulations that have a significant impact on the Group relating to bribery, extortion, fraud and money laundering and there were no confirmed incidents or public legal cases regarding corruption in relation to the Group or its employees.

#### 營運慣例(續)

#### 反貪污(續)

為防止本集團內部的賄賂及貪污，我們已制定守則，以規定所有董事及員工的預期基本行為標準，並已制定政策，規定處理本公司業務時接受利益及處理利益衝突的要求。根據守則，本集團的所有董事及員工不得直接或間接向任何人或為任何人的利益提供、承諾、給予或授權任何賄賂、回扣或小額疏通費，以從本集團獲得任何不當業務或其他利益。任何違反本守則的董事或員工將受到紀律處分，包括終止任命。

本公司已制定舉報政策，以舉報不公事件、不當行為或違規行為。建立正式的舉報渠道，保護舉報者的身份。若本集團內有任何可疑的不當行為，我們鼓勵員工、客戶、供應商及其他持份者提出並表達這些擔憂。一旦接獲任何報告，本公司將及時處理，以確定是否需要進行全面調查。本公司審計委員會定期審查政策的有效性，並確保為公平及獨立的調查作出適當安排。

本集團定期與僱員強調誠信的重要性。僱員須申報與其職務構成衝突的任何事項，以及他們在衝突事項中擁有的任何金錢或其他個人利益的詳情。

在報告期內，我們未發現任何賄賂、敲詐、欺詐及洗錢方面有不符合相關法律及規例的重大情況且對本集團有重要影響，並且未出現與本集團或其員工有關的已確認的貪污事件或公共法律案件。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### ENVIRONMENT

Greenhouse gas (“GHG”) emissions from human activities are considered one of the major causes of climate change. We continued making our best endeavours to protect the environment in our business activities and workplace. We have implemented various measures to reduce energy and other resources used. Environmental considerations are one of our key priorities.

Although we believe our business does not involve mass production, the impact of our operations on the environment is minimal. However, we committed to continuously improve the sustainability of environmental protection to our business operations and we actively promote green office. Accordingly, we follow strictly our ESG Policy to uphold environmentally responsible business practices. We have also set up various environmental protection measures to improve the overall energy efficiency and reduce wastage. These activities include:

1. Go paperless: to reduce the wastage of paper, our Group efficiently uses information technology support to reduce the frequency on printing and faxing paper materials. We also promote the use of recycled paper and double-sided paper for printing and copying.
2. Minimise the use of energy: our Group believes that daily management of energy consumption can improve the resources usage efficiency. As such, we emphasise on energy saving by promoting the use of power-saving appliances. Lights and air-conditioners would be turned off during lunchtime and after working hours. Whenever there is enough daylight, lights are required to be turned off to minimise unnecessary energy consumption.
3. Green travel: our Group encourages employees to avoid unnecessary business trips by using video conferencing, telephone conferencing as well as email communication. For the unavoidable business trips, public transportations are encouraged to be used to reduce the emission of greenhouse gases and air pollution to our society.

### 環境

人類活動產生的溫室氣體(以下簡稱「溫室氣體」)被視為導致氣候變化的其中一項主要因素。我們持續致力在業務活動及工作場所保護環境。我們已實施多項措施節省能源及其他資源。環境因素是我們的重要事項之一。

儘管我們相信我們的業務不涉及大規模生產，我們的業務對環境的影響是微乎其微的。然而，本集團仍然繼續致力於改善環境保護對我們業務營運的可持續性，並積極推動綠色辦公室的發展。因此，我們嚴格遵守ESG政策，堅持對環境負責的業務慣例。我們亦已制定多項環保措施，以提高整體能源效率及減少廢棄物。該等活動包括：

1. 無紙化：為減少紙張浪費，本集團有效利用資訊科技支援，減少使用印刷及傳真紙張材料的頻率。我們亦提倡使用回收紙及雙面紙進行印刷及複印。
2. 儘量減少能源使用：本集團認為，日常能源消耗管理可以提高資源利用效率。因此，我們通過推廣節能電器的使用來強調節能。午餐時間及工作時間結束後，關閉燈及空調。只要有充足的日光就要求關燈，以儘量減少不必要的能耗。
3. 綠色出行：本集團鼓勵員工通過視頻會議、電話會議、電子郵件溝通等方式避免不必要的商務出行。對於確有需要的商務出行，鼓勵利用公共交通，減少溫室氣體排放及大氣污染。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### ENVIRONMENT (Continued)

- Plant in office: to reduce the carbon footprint of the Group, we keep plants in our office. We also encourage our employees to have their own desk plant. Planting in office does not only provide a pleasant working environment, it also absorbs indoor air pollution and increases the flow of oxygen, thus enhancing the health of our employees.
- Elimination of disposable cups: our Group encourages employees to bring their own bottles in the meeting to consume less bottled water and disposable cups.

Following the above actions, we target to reduce our electricity consumption per area in 2020 by 5% compared with 2019.

### Emissions

The majority of GHG emissions are indirectly generated from electricity consumed at the Group's workplace. The following table sets out the data on the greenhouse gas emissions during the years ended 31 December 2019 and 2018.

Year 年度	GHG emissions 溫室氣體排放	Unit 單位	2019 2019年 Emissions 排放量	2018 2018年 Emissions 排放量
	Scope 1 (Direct GHG emissions) 範圍1 (直接溫室氣體排放)	tonnes(CO <sub>2</sub> e) 噸(二氧化碳當量)	3.52	5.80
	Scope 2 (Energy indirect GHG emissions) 範圍2 (能源間接溫室氣體排放)	tonnes(CO <sub>2</sub> e) 噸(二氧化碳當量)	149.73	103.32
	Scope 3 (Other indirect GHG emissions) 範圍3 (其他間接溫室氣體排放)	tonnes(CO <sub>2</sub> e) 噸(二氧化碳當量)	4.30	4.21
	Total GHG emissions (Scopes 1, 2 & 3) 溫室氣體排放總量 (範圍1、2及3)	tonnes(CO <sub>2</sub> e) 噸(二氧化碳當量)	157.55	113.33
	GHG intensity 溫室氣體密度	tonnes(CO <sub>2</sub> e)/per person 噸(二氧化碳當量)/人	1.09	0.81
		tonnes (CO <sub>2</sub> e)/per M <sup>2</sup> 噸(二氧化碳當量)/平方米	0.03	0.03

### 環境 (續)

- 辦公室綠植：為減少本集團的碳足跡，我們在辦公室裏種植。我們亦鼓勵員工種植自己的桌面型植物。辦公室綠植不僅使工作環境愉快，同時吸收室內空氣污染，增加氧氣的流動，從而增進員工的健康。
- 不使用即棄紙杯：本集團鼓勵僱員於會議中自備水杯，以減少使用瓶裝水及即棄紙杯。

在落實上述措施後，我們計劃於2020年的每單位用電量較2019年減少5%。

### 排放物

大部分溫室氣體排放是由本集團工作場所的電力消耗間接產生。下表載列截至2019年及2018年12月31日止年度溫室氣體排放數據。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### ENVIRONMENT (CONTINUED)

#### Emissions (Continued)

During the Reporting Period, the Group was not aware of any non-compliance with relevant standards, rules and regulations relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste that had a significant impact on the Group.

#### Use of Resources

Our Group highly emphasises on the efficient use of resources. In view of the principal business activities of the Group, we do not consume significant amount of resources such as electricity and water. Although both the electricity and water consumption are considered minimal, we still encourage saving electricity and water by promoting changes in the workplace.

During the years ended 31 December 2019 and 2018, the major energy consumption of the Group was as follows:

### 環境(續)

#### 排放物(續)

在報告期內，本集團在廢氣及溫室氣體排放、水及土地排污以及產生有害及無害廢棄物方面未發現任何不符合相關標準、準則及規例對本集團有重大影響。

#### 資源使用

本集團高度重視資源的有效使用。鑒於本集團的主要業務活動，我們不消耗大量的電與水等資源。雖然電與水的消耗都被視為極少量，我們仍然鼓勵通過改進工作場所來節約用電與用水。

截至2019年及2018年12月31日止年度，本集團主要能源消耗情況如下：

Year 年度	Resources 資源	Unit 單位	2019 2019年 Consumption 消耗量	2018 2018年 Consumption 消耗量
	Total electricity consumption 總耗電量	kWh 千瓦時	<b>181,592.01</b>	162,023.46
	Electricity consumption 耗電量	per capita 人均	<b>1,252.36</b>	1,157.31
		per area 每單位	<b>40.11</b>	36.93
	Total water consumption 總耗水量	M <sup>3</sup> 立方米	<b>6,138.60</b>	6,016.60
	Water consumption 耗水量	per capita 人均	<b>42.34</b>	42.98
		per area 每單位	<b>1.36</b>	1.37

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### ENVIRONMENT (Continued)

#### General waste and hazard waste

According to the amended Prevention and Control of Environmental Pollution by Solid Waste Law of the PRC, the manufacturers, vendors, importers and users must seek to prevent and control the discharge of solid wastes.

Our operations produce limited waste, which is generally office waste. The waste generated is collected and managed by local hygiene and environmental department. Hazardous waste such as battery and electronic equipment are managed by approved specialist contractors.

During the Reporting Period, the Group's office generated a limited amount of domestic wastewater and no industrial wastewater. All the wastewater has been connected to the municipal sewage pipeline network and entered into the urban sewage treatment plant, which would be discharged according to the required standards.

#### Use of Packaging Materials

We normally use the original packaging provided by our own suppliers for delivery through third party logistics companies. Our major suppliers are international well-known companies, which also place high attention to the environmental protection issues. Most of their products are packed by materials that can be reused, recycled and naturally degraded to minimise the impact on the natural environment. For products produced by us, we used limited packaging since we also place high attention to the environment protection issues.

### COMMUNITY INVESTMENT

The Group understands the importance of community investment and giving back to the community. We always encourage our employees to participate in social welfare affairs and join volunteer activities to serve the society.

On 11 January 2019, the date of listing of our Company's shares on the Main Board of the Stock Exchange, the Group donated HK\$1 million to The Community Chest of Hong Kong to show our support to the community. During the Reporting Period, the Group had also participated in "The Community Chest Green Day" on 2 and 3 June 2019 which was organised by the Community Chest of Hong Kong. In future, our Group will continue its community engagement and promote community investment campaign to our employees and stakeholders.

### 環境 (續)

#### 一般廢棄物及有害廢棄物

根據《中華人民共和國固體廢物污染環境防治法》修訂，生產商、銷售商、進口商及使用者必須盡力防止及控制固體廢物的排放。

我們的營運產生有限的廢物，通常為辦公室廢物。產生的廢物由當地衛生及環境部門收集和管理。電池及電子設備等有害廢棄物乃由認可專門承包商進行管理。

在報告期內，本集團辦公室產生有限度生活污水，且並無產生工業污水。所有污水均已接入市政污水管網，進入城市污水處理廠，按規定標準排放。

#### 包裝材料的使用

我們通常使用我們本身供應商提供的原始包裝透過第三方物流公司交付。我們的主要供應商為國際知名公司，他們也高度重視環境保護問題，其大多數產品都採用可重複使用、回收及自然降解的材料包裝，以儘量減少對自然環境的影響。就我們生產的產品而言，由於我們亦高度重視環保事宜，故我們有限度地使用包裝。

### 社區投資

本集團了解社區投資及回報社區的重要性。我們一貫鼓勵員工參與社會福利事業，參加志願者活動，為社會服務。

於2019年1月11日，即本公司的股份在聯交所主板上市當日，本集團向香港公益金捐贈100萬港元，以顯示我們對社會的支援。在報告期內，本集團亦於2019年6月2日及3日參與香港公益金舉辦的「公益綠識日」。在未來，本集團將繼續其社區參與，並向我們的員工及持份者推廣社區投資活動。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### APPENDIX I — ESG REPORTING GUIDE CONTENT INDEX

### 附錄一：ESG 報告指引內容索引

Subject Area, Aspects, General Disclosures and Key Performance Indicators ("KPIs") 主要範疇、層面、一般披露及關鍵績效指標（「關鍵績效指標」）		Disclosures or Remarks 披露及評述
<b>A. Environmental A. 環境</b>		
<b>Aspect A1: Emissions 層面 A1：排放物</b>		
General Disclosure 一般披露	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, and generation of hazardous and non-hazardous waste. 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。	Environment 環境
KPI A1.1 關鍵績效指標 A1.1	The types of emissions and respective emission data. 排放物種類及相關排放數據。	Environment 環境
KPI A1.2 關鍵績效指標 A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity. 溫室氣體總排放量（以噸計算）及（如適用）密度。	Environment 環境
KPI A1.3 關鍵績效指標 A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity. 所產生有害廢棄物總量（以噸計算）及（如適用）密度。	Not applicable. The Group did not generate significant hazardous waste. 不適用。本集團並無產生大量有害廢物。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### APPENDIX I — ESG REPORTING GUIDE CONTENT INDEX (Continued)

### 附錄一：ESG報告指引內容索引(續)

Subject Area, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Disclosures or Remarks 披露及評述
KPI A1.4 關鍵績效指標 A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity. 所產生無害廢棄物總量(以噸計算)及(如適用)密度。	Not applicable. The Group did not generate significant non-hazardous waste. 不適用。本集團並無產生大量無害廢物。
KPI A1.5 關鍵績效指標 A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Environment 環境
KPI A1.6 關鍵績效指標 A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	Environment 環境
<b>Aspect A2: Use of Resources 層面 A2：資源使用</b>		
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。	Environment 環境
KPI A2.1 關鍵績效指標 A2.1	Direct and/or indirect energy consumption by type in total (kWh in '000s) and intensity. 按類型劃分的直接及／或間接能源總耗量(以千個千瓦時計算)及密度。	Environment 環境
KPI A2.2 關鍵績效指標 A2.2	Water consumption in total and intensity. 總耗水量及密度。	Environment 環境
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劃及所得成果。	Environment 環境

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### APPENDIX I — ESG REPORTING GUIDE CONTENT INDEX (Continued)

### 附錄一：ESG 報告指引內容索引(續)

Subject Area, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Disclosures or Remarks 披露及評述
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劃及所得成果。	Not applicable. The Group has no issue in sourcing water that is fit for purpose. 不適用。本集團於求取適用水源方面並無問題。
KPI A2.5 關鍵績效指標 A2.5	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(以噸計算)及(如適用)每生產單位佔量。	Environment 環境
<b>Aspect A3: The Environment and Natural Resources 層面 A3：環境及天然資源</b>		
General disclosure 一般披露	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。	Environment 環境
KPI A3.1 關鍵績效指標 A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	Not applicable. Our operations do not have significant impact on the environment and natural resources. 不適用。我們的業務並無對環境及天然資源產生重大影響。

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### APPENDIX I — ESG REPORTING GUIDE CONTENT INDEX (Continued)

### 附錄一：ESG報告指引內容索引（續）

Subject Area, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Disclosures or Remarks 披露及評述
<b>B. Social B. 社會</b>		
<b>Aspect B1: Employment 層面 B1：僱傭</b>		
General Disclosure 一般披露	<p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer</p> <p>relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.</p> <p>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：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。</p>	Our People 我們的員工
KPI B1.1 關鍵績效指標 B1.1	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。	Our People 我們的員工
KPI B1.2 關鍵績效指標 B1.2	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。	Our People 我們的員工

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### APPENDIX I — ESG REPORTING GUIDE CONTENT INDEX (Continued)

### 附錄一：ESG 報告指引內容索引（續）

Subject Area, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Disclosures or Remarks 披露及評述
<b>Aspect B2: Health and Safety 層面 B2：健康與安全</b>		
General Disclosure 一般披露	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. 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。	Our People 我們的員工
KPI B2.1 關鍵績效指標 B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	Our People 我們的員工
KPI B2.2 關鍵績效指標 B2.2	Lost days due to work injury. 因工傷損失工作日數。	Our People 我們的員工
KPI B2.3 關鍵績效指標 B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	Our People 我們的員工

# Environmental, Social and Governance Report 2019

## 2019環境、社會及管治報告

### APPENDIX I — ESG REPORTING GUIDE CONTENT INDEX (Continued)

### 附錄一：ESG報告指引內容索引(續)

Subject Area, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Disclosures or Remarks 披露及評述
<b>Aspect B3: Development and Training 面 B3：發展及培訓</b>		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Our People 我們的員工
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。	Our People 我們的員工
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。	Our People 我們的員工
<b>Aspect B4: Labour Standards 層面 B4：勞工準則</b>		
General Disclosure 一般披露	Information on:  (a) the policies; and  (b) compliance with 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。	Our People 我們的員工
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。	Our People 我們的員工

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## 2019環境、社會及管治報告

### APPENDIX I — ESG REPORTING GUIDE CONTENT INDEX (Continued)

### 附錄一：ESG 報告指引內容索引(續)

Subject Area, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Disclosures or Remarks 披露及評述
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。	Not applicable. The Group did not have such issue. 不適用。本集團並無有關問題。
<b>Operating Practices 營運慣例</b>		
<b>Aspect B5: Supply Chain Management 層面 B5：供應鏈管理</b>		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Operating Practices 營運慣例
KPI B5.1 關鍵績效指標 B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Operating Practices 營運慣例
KPI B5.2 關鍵績效指標 B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 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。	Operating Practices 營運慣例
<b>Aspect B6: Product Responsibility 層面 B6：產品責任</b>		
General Disclosure 一般披露	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 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。	Operating Practices 營運慣例

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KPI B6.1 關鍵績效指標 B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 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。	Operating Practices 營運慣例
KPI B6.2 關鍵績效指標 B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Operating Practices 營運慣例
KPI B6.3 關鍵績效指標 B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Operating Practices 營運慣例
KPI B6.4 關鍵績效指標 B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	Operating Practices 營運慣例
KPI B6.5 關鍵績效指標 B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	Operating Practices 營運慣例
<b>Aspect B7: Anti-corruption 層面 B7：反貪污</b>		
General Disclosure 一般披露	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. 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。	Operating Practices 營運慣例

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KPI B7.1 關鍵績效指標 B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Operating Practices 營運慣例
KPI B7.2 關鍵績效指標 B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Operating Practices 營運慣例
<b>Community 社區</b>		
<b>Aspect B8: Community Investment 層面 B8：社區投資</b>		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	Community Investment 社區投資
KPI B8.1 關鍵績效指標 B8.1	Focus areas of contribution. 專注貢獻範疇。	The Group does not have focus areas of contribution 本集團並無專注貢獻範疇。
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 Group does not have focus areas of contribution 本集團並無專注貢獻範疇。



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