



**SANDMARTIN INTERNATIONAL
HOLDINGS LIMITED**
聖馬丁國際控股有限公司*

Incorporated in Bermuda with limited liability 於百慕達註冊成立之有限公司
Stock Code 股份代號 : 482

2019

**ENVIRONMENTAL SOCIAL AND
GOVERNANCE REPORT**

環境、社會及管治報告



* For identification purpose only
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About Sandmartin

關於聖馬丁

Sandmartin International Holdings Limited (the “**Company**”) and its subsidiaries (collectively, “**Sandmartin**” or the “**Group**”) is principally engaged in manufacturing and trading of satellite TV equipment products and other electronic goods, such as set-top boxes, external batteries, wireless mobile phone chargers for vehicles, low noise blocking down converters (“**LNBS**”), ultraviolet light smartphone sanitizers and satellite TV broadcasting service. The Group’s operations are mainly located in the PRC, Taiwan, other Asian regions, Europe, North America, South America, Middle East and Africa.

In 2019, the Group continued to launch new products and broaden its product portfolio to cater for the market tastes and competition, and to explore new business opportunities in other regions, such as South Asia. In the past few years, the Group has strived to streamline its manufacturing segment structure, which included the restructure of the original workflow, the outsourcing of certain production processes to suppliers and the termination of production lines with low efficiency. The Group has also set up certain production facilities in India, and planned to relocate some satellite TV equipment and antenna related production processes to India and diversify the production facilities as well as to cater the development of the local pay TV market and the trend of digitalisation. The satellite TV broadcasting business was discontinued after the completion of disposal of MyHD Media FZ-LLC (“**MyHD**”) on 25 June 2019.

Going forward, the Company believes that the growth of the Group will depend on business opportunities arising from new 5G peripherals, Internet of Things and related products. In order to leverage the anticipated business opportunity, the Group’s research and development team is developing new 5G related products in the research center in Hsinchu, Taiwan. New products under development include next generation radio frequency and antenna products. The Group expects that new 5G related products will bring about more business opportunities as well as revenue and profits.

聖馬丁國際控股有限公司*（「**本公司**」）及其附屬公司（統稱「**聖馬丁**」或「**本集團**」）主要從事衛星電視設備及其他電子產品的製造及貿易，如機頂盒、外置電池、車載無線手機充電器、低雜訊降頻器（「**LNBS**」）、紫外光智能手機消毒器等，以及衛星電視廣播服務。本集團的業務主要位於中國、臺灣、其他亞洲地區、歐洲、北美、南美、中東及非洲。

於二零一九年，本集團繼續推出新產品及擴闊產品組合，以迎合市場口味和競爭，並於其他地區發掘新商機，如南亞。本集團於過去數年致力精簡製造分部架構，包括重整原有工作流程、將若干生產工序外判予供應商，以及停止運作缺乏效率的生產線。本集團亦在印度設立若干生產設施，計劃將部分衛星電視設備及天線相關生產工序遷往印度，使生產設施多元化，並迎合當地收費電視市場發展及數碼化趨勢。衛星電視廣播業務則於二零一九年六月二十五日完成出售 MyHD Media FZ-LLC（「**MyHD**」）後已停止經營。

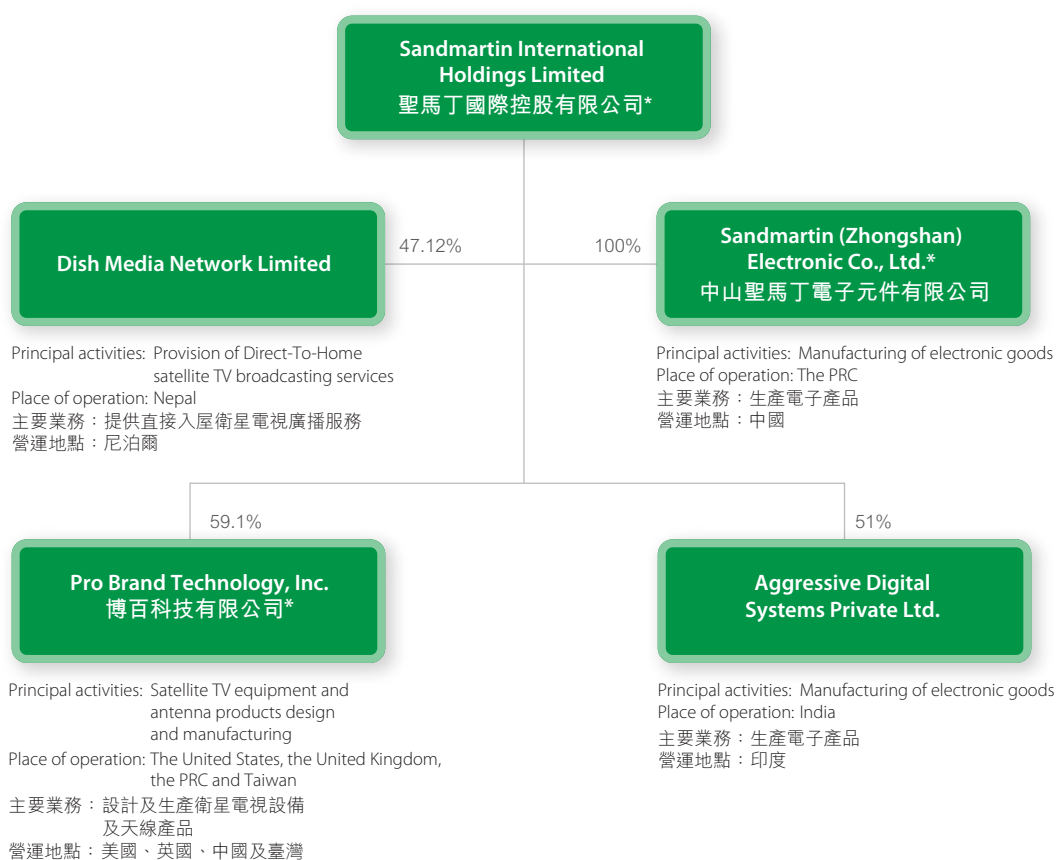
本公司深信，本集團日後的增長將端視於最新的5G週邊、物聯網和相關產品帶來的商機。為把握預期中的商機，本集團的研發團隊目前在位於臺灣新竹的研究中心進行5G相關產品的開發工作。開發中的新產品包括新一代的無線電頻道和天線產品。本集團期望全新的5G相關產品能開拓更多市場機遇，繼而帶來收益和溢利。

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About Sandmartin (Continued)

關於聖馬丁(續)

Sandmartin Business Structure 聖馬丁業務架構



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About the Report

關於本報告

This is the fourth Environmental, Social and Governance Report (the “**Report**”) issued by the Group, reporting on the Group’s environmental and social performance during the period from 1 January 2019 to 31 December 2019 (the “**Year**”). By reporting the Group’s policies, measures and performance in environment, social and governance (or “**ESG**”) aspects, the Report allows stakeholders to better understand the Group’s progress and development direction in sustainability issues. This Report has been prepared in both Chinese and English versions and was uploaded to the websites of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and of the Company (www.sandmartin.com.hk).

REPORTING SCOPE

The scope of the Report is consistent with last year, focusing on the Group’s operation of the manufacturing and sales business of “satellite TV equipment and antenna products”, “media entertainment platform related products” and “other multimedia products”. The scope of the Report covers the manufacturing plants of the two representative subsidiaries¹ of the Group located in Zhongshan City, Guangdong Province (which are the Zhongshan manufacturing plant and the Pro Brand Technology, Inc. (“**PBT**”) manufacturing plant, collectively the “**manufacturing business**” or “**manufacturing plants**”), and the key operating location² in the United States of America (“**distribution business**”). Since the operating location in India is still under development, the revenue of the relevant business accounts for less than 5% of the Group’s revenue, therefore the subsidiary in India is not included in the reporting scope. The business of “satellite TV broadcasting” has been discontinued after the completion of disposal of MyHD on 25 June 2019, and therefore was not included in the scope of the Report. The Group will regularly review the reporting scope based on the principle of significance to provide more comprehensive and accurate information to investors and other stakeholders.

本報告為本集團發表的第四份《環境、社會及管治報告》(「**本報告**」)，匯報本集團於二零一九年一月一日至二零一九年十二月三十一日(「**年內**」)期間在環境和社會方面的績效。報告透過匯報本集團在環境、社會及管治(或「**ESG**」)方面的政策、措施和績效，讓各持份者更瞭解本集團於可持續發展議題的進程和發展方向。本報告以中、英文編寫，並已上載至香港聯合交易所有限公司(「**聯交所**」)及本公司網站(www.sandmartin.com.hk)。

報告範圍

本報告範圍與去年一致，聚焦本集團之製造及銷售「衛星電視設備及天線產品」、「媒體娛樂平台相關產品」和「其他多媒體產品」業務相關的營運。報告範圍覆蓋本集團位於廣東省中山市之兩間具代表性的附屬公司¹之生產廠房(分別為中山生產廠房及博百科技生產廠房，統稱為「**製造業務**」或「**各廠房**」)，以及美國之主要營運點²(「**分銷業務**」)。由於印度營運點規模仍然處於開發階段，有關業務收入佔本集團收入少於5%，因此報告範圍不覆蓋位於印度的附屬公司。「衛星電視廣播」業務於二零一九年六月二十五日完成出售MyHD後已停止經營，因此不納入本報告範圍。本集團將以重要性為原則，定期檢視報告範圍，確保為投資者及其他持份者提供更全面和準確的資訊。

¹ The two representative subsidiaries are Sandmartin (Zhongshan) Electronic Co., Ltd.* and Zhongshan Chengfu Electronics Technology Co., Ltd.*

² Pro Brand Technology, Inc. is the related subsidiary of the key operating location in the US.

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¹ 兩間具代表性的附屬公司為中山聖馬丁電子元件有限公司及中山晟富電子科技有限公司。

² 美國主要營運點之相關附屬公司為博百科技有限公司*(Pro Brand Technology, Inc.)。

About the Report (Continued)

關於本報告(續)

REPORTING STANDARDS

The Report is prepared in accordance with the “comply or explain” provisions in the ESG Reporting Guide (the “Guide”) under Appendix 27 of the Rules Governing the Listing of Securities on the Stock Exchange. To provide stakeholders with a comprehensive understanding of the Group’s ESG performance, the Report also discloses selected social key performance indicators under the “recommended disclosures” in the Guide. A complete index is inserted in the last chapter of the Report for readers’ reference to the Guide.

In preparing the Report, the Group adheres to the following four principles of materiality, quantitative, balance and consistency:

報告準則

本報告遵從聯交所證券上市規則附錄二十七中的《環境、社會及管治報告指引》(《指引》)中有關「不遵守就解釋」的規定。為了讓持份者全面瞭解本集團的環境、社會及管治績效，本報告亦匯報部份《指引》中「建議披露」的社會關鍵績效指標。本報告最後一章附有完整索引，以便讀者按《指引》閱讀本報告。

在編備本報告時，本集團秉持以下四項匯報原則—重要性、量化、平衡及一致性：

Principles 原則	Our application 本集團的應用
Materiality 重要性	Through stakeholder engagement, the Group analyzes the importance of various ESG issues to stakeholders, and the impact of the Group on the environment and society to identify and disclose current material environmental and social issues. 透過與持份者溝通，本集團分析各項環境、社會及管治事宜對持份者的重要性，以及本集團對環境及社會的影響，從而識別當前重大環境及社會議題，並就其作披露。
Quantitative 量化	Where feasible, the Group records, calculates and discloses quantitative information and, where appropriate, provides a track record for comparison. The Group commissioned an external professional consultant for sustainable development, Carbon Care Asia, to conduct a carbon assessment, with reference to the national and international standards such as Guidelines for Accounting and Reporting Greenhouse Gas Emissions — Machinery and Equipment Production Enterprise announced by the National Development and Reform Commission, ISO14064-1 and GHG Protocol. The quantitative data of social key performance indicators is sourced from the statistics of relevant departments. 在可行情況下，本集團紀錄、計算及披露量化資料，並在適當情況下提供往績作比較基準。本集團委託可持續發展外聘專業顧問低碳亞洲進行碳評估，當中採納中國國家發展改革委發佈的《機械設備製造企業溫室氣體排放核算方法與報告指南》、ISO14064-1和溫室氣體盤查議定書等國家及國際標準；而社會關鍵績效指標的量化資料則來自於相關部門的統計。
Balance 平衡	The Report discloses information objectively to have a reasonable reflection of the overall performance of the Group in ESG issues. 本報告以客觀形式披露資訊，合理地反映本集團在環境、社會及管治事宜方面的整體表現。

About the Report (Continued)

關於本報告(續)

Principles

原則

Our application

本集團的應用

Consistency

一致性

Where feasible, the Group adopts consistent statistical methods to enable meaningful comparison of ESG data in the future. Should there be any changes that may affect the comparison with previous reports, footnotes will be added by the Group in the corresponding sections of the Report.

在可行情況下，本集團使用一致的統計方法，讓環境、社會及管治數據日後可作有意義的比較。若有任何可能影響與過往報告作比較的變更，本集團將於本報告相應地方加入註解。

CONFIRMATION AND APPROVAL

All information cited herein is derived from the official documents and statistical data of the Group, as well as the management and operational information collected according to the system of the Group. The Report was approved by the board of directors of the Company (the **"Board"**) on 12 June 2020.

OPINION AND FEEDBACK

The opinion of stakeholders will help the Group to develop a more detailed and comprehensive sustainability strategy in the future. If you have any questions or suggestions regarding the Report, please contact us via email: smt@sandmartin.com.hk.

確認及批准

本報告引用的所有資料均來自本集團的正式文件、統計數據，及其根據本集團制度收集的管理和營運資料。本報告已於二零二零年六月十二日由本公司董事會（「**董事會**」）確認批准。

意見反饋

持份者的意見有助本集團未來建立更仔細和健全的可持續發展策略。如閣下對本報告有任何疑問或建議，請電郵至 smt@sandmartin.com.hk。

Message from the Director

董事寄語

Regulatory authority has been increasing the requirements for corporate ESG and reporting, while the stakeholders also have increased their expectation for the corporate sustainability. In responding to the importance of the ESG structure and the role of the Board emphasized in the proposed amendments to the Guide of the Stock Exchange, the Group has commissioned an external professional consultant to assist the Board in identifying, evaluating and managing important ESG issues during the Year, to effectively implement ESG strategies and measures, and manage existing and potential risks associated with ESG.

The Board is fully responsible for the Group's sustainability issues. The Board has formulated and improved the current policies and codes involving ESG issues applicable to the entire group as planned in 2019, and comprehensively improved the Group's corporate governance in areas such as environmental protection, operational management, employment system and community investment.

In addition, the Group also places great emphasis on the capacity building of the governance team and other employees. During the Year, we provided ESG training for Board members to have a better knowledge on international trends and reporting. Furthermore, the Group also provided employees with training on corporate anti-corruption, so as to consolidate the corporate anti-corruption compliance system and strengthen the anti-corruption awareness of employees.

The Group continues to identify potential environmental and social risks through existing risk management policies and enhance the effectiveness of risk management. In July 2019, the Group has commissioned an external professional consultant to perform annual internal control review, and conducted internal control due diligence for the headquarter and major operating units. The results of the review will help us improve the existing mechanism.

監管機構對企業ESG管治及匯報的要求一直提升，同時持份者對企業在可持續發展工作上的期望亦愈來愈高。為回應聯交所在《指引》建議修訂中強調ESG管治架構的重要性及董事會的角色，年內本集團已委託外聘專業顧問，協助董事會識別、評估及管理重要的環境、社會及管治相關事宜，讓我們有效地推行ESG策略和措施，及管理現有及潛在的ESG相關風險。

董事會對本集團的可持續發展事宜負全部責任。董事會已按去年計劃於二零一九年制訂和完善進行適用於整個集團涉及ESG議題的政策和守則，從環境保護、營運管理、僱傭制度和社區投資等領域，全面提升本集團之企業管治水平。

此外，本集團亦十分著重管治團隊及其他員工的能力建設。年內，我們為董事會成員提供了ESG培訓，加深其對於國際趨勢及匯報工作的認識。另外，本集團亦為員工提供了有關企業反貪污的培訓，以鞏固企業反腐倡廉的合規體系及強化員工的反貪意識。

本集團透過現有的風險管理政策持續識別潛在環境及社會風險，提升風險管理的效能。二零一九年七月，本集團已委託外聘專業顧問開展年度內部控制審查工作，分別在公司的總部及主要經營單位進行內部控制盡職調查，審查結果將有助我們完善現有機制。

Message from the Director (*Continued*)

董事寄語(續)

Stakeholder engagement is critical to the sustainability. The goal of the Group is to allow all stakeholders to express their opinions completely and openly through extensive and effective communication channels. During the Year, the Group collected the opinions from stakeholders by a questionnaire and a materiality assessment was conducted by an external professional consultant to identify the sustainability issues that are most relevant to the Group's business and stakeholders, and lead the strategic direction of sustainability.

Looking ahead, the Group will further improve management strategies and measures of all ESG aspects, including strengthening the management of social and environmental risks in the supply chain, achieving corporate sustainability, and contributing to society and the environment.

Chen Wei Chun
Executive Director

持份者溝通是可持續發展的重要一步。本集團的目標是透過廣泛而有效的溝通渠道，讓所有持份者完全地、開放地發表意見。年內本集團以問卷調查收集持份者的意見，再由外聘專業顧問進行重要性評估，以確立與本集團業務和持份者最相關的可持續發展議題，引導可持續發展工作的策略方向。

展望未來，本集團會進一步完善ESG各方面的管理策略及措施，包括加強管理供應鏈中的社會及環境風險，實現企業可持續發展，貢獻社會及環境。

執行董事
陳偉鈞

Sustainability Governance

可持續發展管治

Sound corporate governance and operating practices are fundamental to the Group's sustainability governance and long-term development. The Board upholds sound corporate governance principles and is responsible for reviewing and monitoring business operations and compliance with laws and regulatory requirements. The Board is committed to fulfilling corporate social responsibility and continuously supervising sustainability policies, practices and performance, to capture and respond to opportunities and risks associated with sustainability.

SUSTAINABILITY GOVERNANCE STRUCTURE AND APPROACH TO SUSTAINABILITY

The management of the Company is responsible for formulating and implementing sustainability strategies covering environmental and social aspects such as emissions and resource management, operational responsibility and employee system, and reporting to the Board regularly. Meanwhile, the company secretary will continue to provide directors with updated ESG laws, rules and regulations. The Company has established an ESG team that comprises senior management of the Group, as well as representatives of different departments and manufacturing plants. The ESG team is mainly responsible for managing operations related to corporate social responsibility and environmental management system standards, as well as collecting ESG data.

To effectively integrate sustainability into day-to-day operations, the Board has approved and adopted a series of ESG policies applicable to the entire group during the Year, covering environmental protection, employment system, product liability, supply chain management, operating practices and community investment. The Group will continue to strengthen internal communication and publicly communicate relevant policies and information to all departments to ensure that they understand the Group's approach to sustainability. These policies also help the Group to develop and improve work guidelines and specific measures applicable to the business and actual operations. In the future, the Group will continue to review and improve the sustainability framework, formulate sustainability strategies, and review and supervise the implementation and enforcement of strategies and related measures.

良好的企業管治及營運常規是本集團可持續發展管治和長遠發展的重要基礎。董事會秉持良好企業管治原則，負責檢討及監察業務營運，遵守法律及監管規定之情況。董事會致力承擔企業社會責任，持續監督可持續發展的政策、常規及績效，以把握和應對與可持續發展相關的機遇和風險。

可持續發展管治架構及管理方針

本公司管理層負責制定並實施可持續發展策略，涵蓋排放物及資源管理、營運責任及員工制度等環境和社會範疇，並定期向董事會彙報。同時，公司秘書亦會不斷向董事提供有關ESG的更新法律、規則及規例。本公司已成立ESG團隊，由本集團高級管理人員，以及不同部門和生產廠房之代表組成。ESG團隊主要負責管理與企業社會責任和環境管理體系標準相關的營運，以及收集ESG數據。

為使可持續發展有效融入日常營運，董事會已批准並採納了一系列適用於整個集團的ESG政策，涵蓋環境保護、僱傭制度、產品責任、供應鏈管理、營運慣例及社區投資等範疇。本集團將持續加強內部溝通，向各部門公開傳達有關政策和資訊，確保其明白本集團的可持續發展管理方針。同時，此政策亦有助本集團訂立和完善適用於業務及實際營運的工作指引和具體措施。未來，本集團將持續檢討及完善可持續發展架構，制訂可持續發展策略，並檢討和監督策略及相關措施的實施和執行。

Sustainability Governance (Continued)

可持續發展管治(續)

ESG training for directors during the Year

年內ESG董事培訓

With the global social concern about sustainability, ESG issues have become the growing focus among stakeholders. In addition to the considerations of financial performance and reputation of a company, many investors and clients also take ESG performance as the basis for decision-making. ESG and business development are closely connected, and companies must keep abreast of the times to grasp any potential risks and opportunities.

在全球社會關注可持續發展的趨勢下，ESG因素已成為持份者日益關注的焦點。不少投資者及客戶除了考量企業的財務表現及聲譽，還會結合公司的ESG表現作為決策的依據。同時，ESG與商業發展存在著緊密聯繫，企業必須與時並進，把握潛在風險與機遇。

During the Year, the Company invited professionals to conduct ESG training for directors, with an aim to enhance the ESG knowledge of directors. The content covered ESG international trends, responsible investment principles, current and latest ESG regulations of the Stock Exchange, the importance of the Board and governance to ESG, and the improvement of reporting performance.

本公司於年內邀請專業人士進行ESG董事培訓，旨在加深公司董事的ESG知識，內容涵蓋ESG國際趨勢、負責任投資原則、現時及最新的聯交所ESG規例、董事會及管治對ESG的重要性，以及提升匯報表現。

RISK MANAGEMENT

Effective risk management is an important pillar of long-term business development. The Group understands that risk management and internal control are the joint responsibility of each manager and employee. In the Group's risk management framework, the Board is responsible for ensuring the current risk management and internal control systems are sound and effective, and through the management and audit committee of the Company ("Audit Committee") to evaluate and determine the Group's operational and governance risks and adopting response measures. The Audit Committee and the external professional consultant prepare the annual internal audit plan based on the risk profile of each business unit.

風險管理

有效的風險管理是業務長遠發展的重要支柱。本集團深明風險管理及內部監控是每名管理人員及員工的共同責任。在本集團的風險管理框架中，董事會負責確保現行的風險管理及內部監控系統穩健有效，並透過管理層及本公司審核委員會(「審核委員會」)評估及釐定集團營運及管治的風險，並採取應對措施。根據各業務單位的風險狀況，審核委員會及外聘專業顧問負責每年制訂內部審計計劃。

Sustainability Governance (Continued)

可持續發展管治(續)

To enhance the effectiveness of risk management, the Group included environmental and social risks into internal audit plan during the Year. The major risks related to the environment and society identified during the year are as follows:

為提升風險管理的效能，年內本集團將環境及社會風險納入內部審核計劃。年內確定與環境及社會相關的主要風險如下：

Types of risk 風險類型	Description 風險描述	Responses 應對措施	
Environmental protection 環保	In recent years, environmental regulations in China and other countries have been tightened, and the increased customer demands for environmental friendly products will increase the industry's responsibility for environmental protection. 近年中國及各國的環保條例不斷收緊，以及客戶對環保產品的要求增加，將增加產業對環境保護的責任。	The Group has maintained close communication with suppliers and contractors on environmental protection, and the materials used in production and the related production environment shall be approved by customers 本集團在環境保護上與供應商及外包商進行了緊密的聯繫，生產所用的物料及相關生產環境也需要得到客戶的認可	For details, please refer to the "Supply Chain Management" section of the Report 詳情請參閱本報告「供應鏈管理」章節
Human resources 人力資源	Given the business nature of electronics manufacturing, the Group has a certain dependence on the manpower of the production workshop in daily operations. If the Group fails to recruit or retain sufficient workers with relevant knowledge, skills and experience, production operations and quality will be affected, and ratio of waste and defective products may be increased. 由於業務性質為電子製造業，日常營運對生產車間人力需求有一定的依賴性。若本集團未能招聘或留任足夠及具相關知識、技能和經驗的車間人員，將影響生產運作及品質保障，增加廢品及不良品比率。	<ul style="list-style-type: none"> Increase employee allowances for holidays to retain more experienced employees and increase productivity Reorganized the manufacturing business last year, restructured the original workflow, outsourced some production processes to suppliers, and terminated the production lines with low operating efficiency 於假期增加員工津貼，挽留更多有經驗的員工提高生產力 於去年重組製造業務，重整原有工作流程，將若干生產工序外判予供應商，以及停止運作缺乏效率的生產線 	For details, please refer to the "Employment System" section of the Report 詳情請參閱本報告「僱傭制度」章節

Sustainability Governance (Continued)

可持續發展管治(續)

Types of risk 風險類型	Description 風險描述	Responses 應對措施
Employee health and safety	Given the business nature of production industry, failure to properly maintain a safe working environment may increase the risk of industrial accidents and non-compliance.	<ul style="list-style-type: none"> Establish a training and assessment system to provide employees with regular occupational health and safety knowledge training at the start of and during their employment Formulate a series of emergency response measure to enhance employees' capability in responding to emergencies Conduct statistics on work-related accidents and record the causes of accidents for analysis, and corresponding follow-up measures are implemented to prevent recurrence of accidents
員工健康和安	鑑於業務性質為生產工業，若未能妥善維持安全的工作環境，可能會增加發生工業意外及不合規的風險。	<ul style="list-style-type: none"> 訂立培訓及考核制度，為員工提供就職及定期職業健康安全知識培訓 制定一系列應急措施，加強員工應對突發事故的能力 統計工傷事故及記錄事故原因，以進行統合分析，並作出相應跟進安排，避免事故再次發生

For details, please refer to the "Employee Health and Safety" section of the Report

詳情請參閱本報告「員工健康與安全」章節

Sustainability Governance (Continued)

可持續發展管治(續)

Types of risk 風險類型	Description 風險描述	Responses 應對措施	
Customers 顧客	Failure to effectively guarantee product quality and regularly meet customers' needs and satisfaction may result in loss of customers and affect the company's long-term growth. 若未能有效保障產品質量及定時關注客戶需求和滿意度，可能會造成客戶流失，影響公司長遠增長。	<ul style="list-style-type: none"> Established the "Rule for handling and managing customers' complaints" to stipulate the procedures of handling customer complaints Conduct annual questionnaire with customers to collect the ratings and opinions on the quality of the Group's products and services 設立《客戶投訴處理與管理規範》，訂明處理客戶投訴的流程 每年與客戶進行問卷調查，收集其對本集團產品及服務質量的評分及意見 	For details, please refer to the "Product Responsibility" section of the Report 詳情請參閱本報告「產品責任」章節
Integrity 誠信	Failure to effectively manage the risk of integrity may result in fraud or illegal act on the part of employees, exposes the Group to legal risks and harms the Group's reputation, which may cause the loss of customers and key employees. If employees, customers and/or suppliers attempt to defraud the company, it may result in financial losses or unauthorized use of physical and financial assets. 未能有效管理誠信風險可能導致員工進行欺詐或犯下非法行為，使本集團面臨法律風險，危及本集團的聲譽，導致客戶和關鍵員工流失。同時，若員工、客戶和/或供應商企圖對公司進行欺詐，可能引致財務損失或未經授權使用實物和金融資產。	<ul style="list-style-type: none"> "Employee Handbook" sets out the code of conduct to regulate employee behavior and integrity Regularly sign confidentiality agreements with Board members and employees to ensure they keep the Group's business information confidential 《員工手冊》列明行為準則，以規範員工的行為及誠信 定期與董事會成員及員工簽定保密協議，確保其保密集團的商業資料 	For details, please refer to the "Anti-corruption" section of the Report 詳情請參閱本報告「反貪污」章節

Stakeholder Engagement

持份者溝通

Stakeholder engagement is one of the key pillars of business management. Understanding the opinions and needs of stakeholders will help the Group review potential and existing risks and opportunities. Stakeholders of the Group include groups or individuals who have a significant impact on the Group's business or are impacted by the Group, including employees and employee organizations, shareholders and creditors, regulatory authorities, business partners, service providers, customers as well as communities, etc. The Group maintains open communication with stakeholders through various channels in daily operations to improve business practices in response to their expectations and needs.

持份者參與是業務管理其中一個重要支柱。瞭解持份者的意見及需求，有助本集團審視潛在及現有的風險與機遇。本集團的持份者指對集團業務有重大影響，或會受集團業務影響的群體和個人，包括員工及員工組織、股東及債權人、監管機構、合作夥伴、承包服務商、客戶及社區等。在日常營運中，本集團透過多種渠道與持份者保持開放溝通，從而完善業務常規以回應他們的期望和訴求。

Means of key stakeholders' engagement during the Year 年內與主要持份者的溝通方式

Employees 員工	<ul style="list-style-type: none">• Establish employee complaint mechanisms and channels to understand employees' opinions and suggestions for the Group• Pay attention to the career development and promotion of employees, and understand the day-to-day management of the Company through daily communications and exchange• 設立員工申訴機制和渠道，了解員工對本集團的意見與建議• 透過日常溝通及交流，關注員工職業發展及晉升，瞭解公司日常管理之事務
Shareholders and creditors 股東及債權人	<ul style="list-style-type: none">• Maintain effective and close communication, such as annual general meeting and special general meeting• 保持有效溝通與交流，如股東週年大會及股東特別大會
Customers 客戶	<ul style="list-style-type: none">• A complaint handling mechanism is in place to ensure that customer complaints are properly handled and to improve customer satisfaction• 設有投訴處理機制，確保客戶投訴得以妥善處理，提高客戶滿意度
Business partners and service providers 合作夥伴及承包服務商	<ul style="list-style-type: none">• Regularly evaluate and assess suppliers to understand their business model, environmental and social performance, and promote sustainable development management• Discuss the development prospects of the industry through project cooperation, and information and experience sharing• 定期評估及審核供應商，了解其營運模式、環境及社會表現，倡導完善可持續發展管理• 通過項目合作分享信息及經驗，共商行業發展前景
Regulatory authorities 監管機構	<ul style="list-style-type: none">• Respond to queries in a timely manner and improve corporate governance• 適時回覆詢問，提高企業管治水平
Communities 社區	<ul style="list-style-type: none">• Promote community development by donations and encouraging employee participation in charitable activities• 透過捐款支持及鼓勵員工參與慈善活動，促進社區發展

Stakeholder Engagement (Continued)

持份者溝通(續)

IDENTIFYING MATERIAL ISSUES

In preparing the Report, to embrace different views from stakeholders and ensure the Report reflects their concerns, the Group commissioned an external professional consultant for the first time to conduct questionnaire and materiality assessments. The external professional consultant identified and confirmed important environmental and social issues during the Year by taking the following four steps.

Step 1 Issue identification

步驟1釐定議題

The external professional consultant assisted the Group in formulating a list of environmental and social issues based on industry practice and the Guide on the Stock Exchange, identifying 20 issues covering 4 major aspects of “Environmental protection”, “Employment and labour practices”, “Operating practices” and “Community investment”.

外聘專業顧問根據同行慣例及聯交所《指引》，協助本集團擬訂環境及社會議題清單，識別二十項議題，涵蓋「環境保護」、「僱傭及勞工常規」、「營運慣例」和「社區投資」四大範疇。

Step 2 Collect stakeholder opinions

步驟2收集持份者意見

For the first time, the Group invited internal and external stakeholders to participate in online questionnaire surveys and rate the importance of various issues; a total of 51 valid responses were received, 39 of which were from internal stakeholders and 12 from external stakeholders.

本集團首次邀請內外部持份者參與網上問卷調查，並就各項議題評分；共收集五十一份有效問卷，其中三十九份來自內部持份者，十二份來自外部持份者。

Step 3 Identify material issues

步驟3識別重要性議題

The external professional consultant conducted a materiality assessment of stakeholder responses, analyzes the importance of various issues to stakeholders, and the impact of the Group on the environment and society. 12 material issues were identified in the assessment results, for details of which, please refer to the following materiality matrix.

外聘專業顧問就持份者回覆進行重要性評估，分析各項議題對持份者的重要性，以及本集團對環境及社會的影響。評估結果得出十二項重要性議題，詳細結果請參照下列重要性矩陣。

Step 4 Confirm material issues

步驟4確定重要性議題

The Group discussed and confirmed the assessment results and material issues, and made disclosure on the material issues in the Report. 本集團討論並確認評估結果及重要性議題，並於本報告就重要性議題作重點披露。

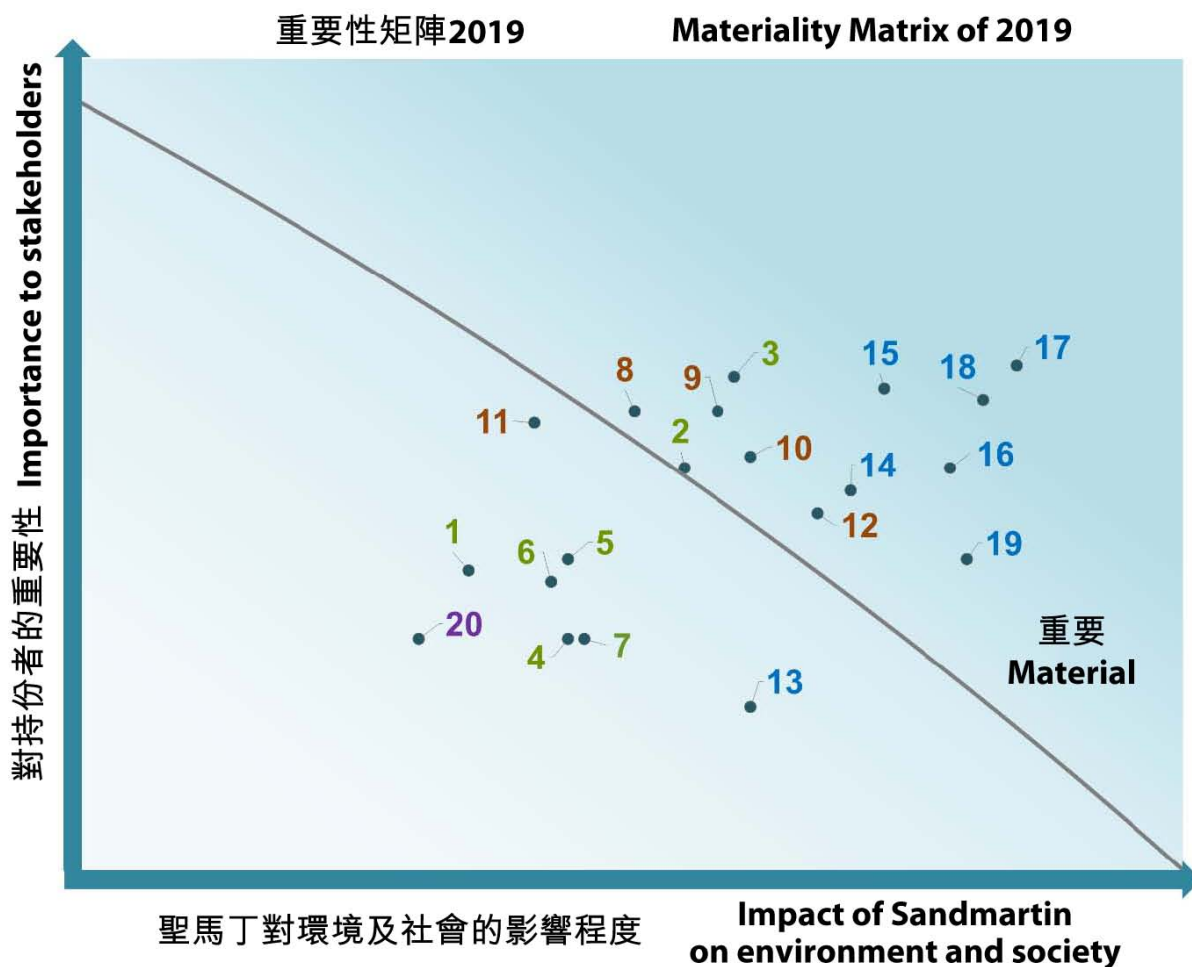
識別重要性議題

在本報告的籌備過程中，為廣納不同持份者的意見及確保本報告能反映其關注的議題，本集團首次委託外聘專業顧問開展問卷調查及重要性評估。外聘專業顧問通過下列四個步驟，識別及確定年內的重要環境及社會議題。

Stakeholder Engagement (Continued) 持份者溝通(續)

Based on the average scores given by all the stakeholders, the materiality analysis below was concluded by the external professional consultant. The materiality of 20 issues was illustrated in the materiality matrix. The curve line represents the average score of all issues. Issues shown on the top right of the curve line are the 12 material issues of the Group. Compared with last year, new issues related to product liability and anti-corruption were added to the material issues during the Year, and the materiality of "Supply chain management" has declined. Save for this, the assessment results are generally similar to last year.

外聘專業顧問綜合所有持份者評分的均值，得出以下的重要性分析，並以矩陣圖展示二十項議題的重要性。曲線代表所有議題評分的均值，曲線陣右上方為本集團的重要議題，共有十二項。相較去年，年內的重要性議題新增與產品責任及反貪污相關的議題，而「供應鏈管理」的重要性下降。除此之外，評估結果大致與去年相似。



Stakeholder Engagement (Continued)

持份者溝通(續)

Issues 議題		Material issues 重要性議題
Environmental Protection 環境保護	(1) GHG and air pollutants emissions 溫室氣體及空氣污染物排放管理	
	(2) Wastewater discharge management 廢水排放管理	✓
	(3) Waste management 廢物管理	✓
	(4) Use of energy and efficiency management 能源使用及效益管理	
	(5) Water resources and efficiency management 水資源及效益管理	
	(6) Other resources and efficiency management 其他資源使用及效益管理	
	(7) Management of impact of operations on the environment and natural resources 管理營運對環境及天然資源的影響	
Employment and labour practices 僱傭及勞工常規	(8) Employment management system 僱傭管理制度	✓
	(9) Diversification and elimination of discrimination 多元化和消除歧視	✓
	(10) Safe and healthy working environment 安全和健康的工作環境	✓
	(11) Training and development 培訓和發展	
	(12) Prevent child labour or forced labour 防止童工或強制勞工	✓

Stakeholder Engagement (Continued)

持份者溝通(續)

Issues 議題		Material issues 重要性議題
Operating practices 營運慣例	(13) Supply chain management 供應鏈管理	
	(14) Product quality management 產品質量管理	✓
	(15) Fair and responsible marketing 公平和負責任的營銷	✓
	(16) Product after-sales management 產品售後管理	✓
	(17) Protection of customer privacy 保護客戶私隱	✓
	(18) Protection of intellectual property rights 保護知識產權	✓
	(19) Anti-corruption 反貪污	✓
Community investment 社區投資	(20) Caring for the community 關懷社區	

Operational Responsibility

營運責任

The Group is committed to improving supply chain and quality management to provide customers with quality products and services. The Group has established a series of quality control and operational measures covering the supply chain, production process and after-sales service, and regularly communicates with suppliers and customers.

PRODUCT RESPONSIBILITY

Product quality and after-sales management

Customer trust and loyalty are based on the quality of the products and services. The Group is committed to providing valuable and quality products and services in a responsible manner and to ensure that products and services are safe, reliable and economical. The manufacturing plants have obtained GB/T 19001-2016/ISO9001:2015 quality management system certification and established various quality management measures to ensure the products and services meet the Group's quality and safety standards, as well as customers' requirements.

Raw materials

原材料

- The "Incoming Material Specification" sets out the inspection procedures and standards for raw materials such as packaging materials, hardware and electronic materials
- After the raw materials arrive at the manufacturing plant, the Quality Management Department will conduct sampling according to relevant specifications
- Separately label and store qualified and unqualified raw materials
- For defective raw materials after inspection, the inspection report of which will be handed over to the Purchasing Department and suppliers for follow-up
- 於《進料檢驗規範》列明對包裝材料、五金及電子物料等原材料的檢驗步驟及標準
- 原材料到廠房後，品質管理部根據有關規範抽樣進行檢測
- 分開標記及貯存合格及不合格的原材料
- 針對檢驗結果為不良品的原材料，該檢驗報告將交由採購部與供應商跟進

本集團致力完善供應鏈及品質管理，為客戶提供優質的產品與服務。本集團確立一系列質量控制及營運措施，涵蓋供應鏈、生產過程及售後服務，並定期與供應商及客戶進行溝通。

產品責任

產品品質及售後管理

客戶的信任及忠誠乃建基於產品及服務的質量。本集團承諾以負責任的方式提供有價值及優質的產品和服務，並確保產品和服務安全、可靠和符合經濟效益。各廠房已獲GB/T 19001-2016/ISO9001:2015質量管理體系認證，並制定質量管理措施，確保產品和服務符合本集團的質量及安全標準，以及客戶要求。

The departments will record the entire inspection process and inspection results in the database system, and fill in a quality inspection report.

各部門會將整個檢驗過程及結果記錄至數據庫系統及填寫品質檢驗報告。

Operational Responsibility (Continued)

營運責任(續)

- Semi-finished products and finished products**
- Formulate operation instructions and “Product Inspection Standards” for each product
 - In day-to-day production and assembling, the Quality Management Department must inspect and test the first batch of products according to the relevant “Product Inspection Standards”, and conduct regular sampling throughout the production process
 - The Quality Management Department inspects the finished products according to the “Specifications for Inspection of Finished Product” and “Product Inspection Standards”
 - Separately label and store the qualified and unqualified semi-finished products and finished products
 - The Quality Management Department communicates with the Production Department regarding unqualified semi-finished products and finished products so as to review and improve the process
- 半成品及成品**
- 針對各項產品制定作業指導書及《產品檢驗標準書》
 - 每天生產組裝時，品質管理部須依有關《產品檢驗標準書》抽樣檢驗及測試首批產品，並於整個生產過程定時巡查抽檢
 - 品質管理部依《成品檢驗規範》及《產品檢驗標準書》檢驗成品
 - 將合格及不合格的半成品及成品分開標識及存放
 - 品質管理部就不合格的半成品及成品與生產部溝通，以檢討及改善工序

Operational Responsibility (Continued)

營運責任(續)

The Group values its customers' opinions to improve products and meet customer needs. The Group has established the "Rule for handling and managing customers' complaints" to stipulate the procedures of handling customer complaints.

本集團重視客戶意見，以完善產品及滿足客戶需求。《客戶投訴處理與管理規範》訂明處理客戶投訴的流程：

1	2	3	4	5
Customers can reflect their opinions, make complaints or arrange return via email	The Quality Management Department will follow up with and analyze the complaints. The relevant departments are responsible for formulating solutions and preventive measures	If similar problems are found in other product categories, the Group will inform the factory director and the general manager of the manufacturing plant to perform recall, return, replenishment or repair of products	Reply the customers on related product reports within three working days and discuss with the customers about product processing solutions	Recall team analyzes the reasons and impacts of the product recall and perform risk assessment so as to improve the product quality
客戶可透過電郵向業務人員反映意見、作出投訴或退貨	品質管理部跟進及分析投訴個案，再交由相關部門制訂解決方案及預防措施	若檢查後發現其他產品存在類似的質量問題，本集團將通知廠長及總經理安排產品回收、退貨、補貨及維修賠償	於三個工作天內回覆客戶有關產品報告，並與其商討產品處理方案	回收小組分析產品回收的原因和影響，並進行風險評估，以改善產品質量

During the Year, there was no product recall due to the health and safety of the product. The Group received a total of 66 product complaints, which are mainly related to mixing splitters with demultiplexers on delivery. The Group has responded to all complaints, reviewed and improved the production, packaging and testing processes, including updating the operating procedures and instructions, and ensuring employees comply with the updated guidelines.

年內，本集團沒有產品因健康與安全理由而須回收。本集團共接獲66宗客戶投訴，主要關於發貨時分波器配件混有分配器。本集團已回覆所有投訴，並檢討及改善有關生產、包裝及檢測流程，包括更新作業流程及指導書，以及確保員工遵守更新指引。

RESPONSIBLE MARKETING

The Group strives to ensure the truthfulness and legality of advertisement and labelling. In order to enable consumers to make appropriate choices and use products correctly, the Group fairly and truthfully describes the effectiveness and correct usage of products, and ensures all advertisements and promotion are based on proven results and scientific data. The Group's "Business Ethics Regulations" sets out the relevant procedures to provide guidelines for employees engaged in product marketing and promotion.

負責任營銷

本集團致力確保廣告及標籤內容的真實性和合法性。為使消費者作出合適選擇及正確使用產品，本集團公正和真實地描述產品效用和正確用法，並確保所有廣告和促銷題材已經過證實的效果和科學數據為基礎。《商業道德規範》列明有關程序，為參與產品營銷和推廣的員工提供指引。

Operational Responsibility (Continued) 營運責任(續)

PROTECTION OF CUSTOMER PRIVACY AND INTELLECTUAL PROPERTY

In order to protect the personal information of customers and the confidential information of suppliers, the Group also stipulates procedures for the use and handling of such information in the “Business Ethics Regulations”, “Code of Conduct” and “Employee Handbook”, allowing employees at all levels to be familiar with the requirements and related regulations. It is stipulated that only employees who are responsible for business are allowed to extract personal information of customers and the confidential information of suppliers related to business activities, suppliers are also required by the Group to enter into confidentiality agreements and are prohibited from disclosing customer information. At the same time, the Group respects the copyright and intellectual property rights of suppliers, and ensures the confidentiality of the suppliers’ confidential information.

ANTI-CORRUPTION

The Group has always adhered to corporate integrity and business ethics. The Group upholds the highest standards of corporate governance and prohibits corruption such as bribery, extortion, fraud and money laundering. The Group sets out the requirements and codes of conduct for all employees in the “Business Ethics Regulations”, “Code of Conduct” and “Employee Handbook”. For instance, employees shall not receive or request any benefit from customers or business partners. The “Inside Information Policy” provides directors, senior staffs and all employees of the Group with guidance on handling and disclosing inside information and channels for reporting potential violations. Employees who violate the code or laws and regulations are subject to disciplinary actions by the Group, including termination of employment contract. To encourage reporting, the Group formulated the whistleblowing mechanism, under which all employees and external parties can report violations of business ethics to the Group. The Group will handle all reports confidentially with care, to protect the rights of the whistleblower.

保障客戶私隱及知識產權

為保障客戶的個人資料和供應商的機密資料，本集團亦於《商業道德規範》、《操守守則》及《員工手冊》訂明使用和處理有關資料的程序，讓各階層員工熟悉各項規定及相關法規。除只限負責業務的員工提取客戶的個人資料及供應商與業務活動相關的機密資料，本集團亦要求供應商簽署保密協議，嚴禁披露客戶資料。同時，本集團尊重供應商的版權和知識產權，保密處理供應商的機密資料。

反貪污

企業誠信和商業道德是本集團一直堅守的價值。本集團秉持企業管治的最高標準，嚴禁賄賂、勒索、欺詐及洗黑錢等貪污行為。本集團於《商業道德規範》、《操守守則》及《員工手冊》列明對所有員工的要求及行為守則，如不得向客戶或業務夥伴收受或索取任何利益。《內幕消息政策》則為本集團的董事、高級人員及所有員工提供有關處理和披露內幕消息的指引及匯報潛在違規行為的渠道。如發現違反守則及違法行為，本集團將對涉事員工進行紀律處分，其中包括解除僱員合約。為鼓勵揭發違規行為，本集團設立舉報制度，所有員工及外部人員均可向本集團舉報有關違反商業道德的行為。本集團慎重及保密地處理所有舉報事宜，保障舉報人的權益。

Anti-corruption training
反貪污培訓



Operational Responsibility (Continued)

營運責任(續)

Creating a culture of integrity is the first line of defense for preventing corruption. In order to continuously enhance the employees' awareness of integrity and understanding of anti-corruption, the Group organised corporate anti-corruption training for nearly 50 directors and employees of the Group at the factory during the Year, covering duties and commercial corruption, legal liabilities, case study and formulation of a sound anti-corruption system.

SUPPLY CHAIN MANAGEMENT

The Group regards suppliers as an important partner to jointly promote the sustainability of project performance and pays attention to the environmental and social performance of suppliers. The Group encourages suppliers to operate in a responsible and sustainable manner through daily collaboration and communication. Recognizing that the needs and priorities of procurement activities may vary by region, the Group has formulated the "Purchasing and Supply Chain Management Policy" to provide a unified procurement activity framework and guidance for each business unit.

01	Establish a framework and guidelines	The Group selects suppliers through open and competitive bidding, in order to achieve fairness and openness, and prevent companies from monopolizing the market. In selecting suppliers and contractors, the Group gives priority to suppliers with good environmental and social performance. The Group's procurement standards cover the environment, corporate governance and ethics, labour and workplace management, occupational health and safety, supply chain management and production quality. The key considerations of the respective standards are as follows:
	訂立框架及準則	本集團以公開招標方式選擇供應商，務求過程公平、公開及公正，防止企業壟斷市場。在選擇供應商及承包商時，本集團優先考慮環境和社會表現良好的供應商。本集團的採購準則涵蓋了環境、企業管治及道德、勞工及工作場所管理、職業健康及安全、供應鏈管理及生產品質。各準則的考慮要點如下：

建立誠信文化是防範貪污的第一道防線。為持續提升員工的誠信意識及對反貪污的了解，本集團年內於廠房與近50名本集團的董事及員工進行企業反貪污培訓，涵蓋職務及商業貪污行為、法律責任、案例分享和如何建設完善誠信反貪體系。

供應鏈管理

本集團將供應商視為共同促進項目績效可持續性的重要合作夥伴，並關注其環境及社會表現。通過日常協作及溝通，本集團倡導供應商以負責任和可持續發展的方式營運。瞭解到採購活動的需求與優先考慮因素或因地區而異，本集團訂立了《採購及供應鏈管理政策》，為各業務單位提供統一的採購活動框架及指引。

Operational Responsibility (Continued)

營運責任(續)

Environment 環境	Corporate governance and ethics 企業管治及道德	Labour and workplace management 勞工及工作場所管理
<ul style="list-style-type: none"> • ISO 14001 or recognized national standards certification • “RoHS³ restricted substances limitations guarantee” and RoHS inspection report • Environmental policy • Environmental management plan and risk identification • Development and disclosure of environmental goals • Responsibility for product lifecycle • Supply and development of products and services with less environmental impact • ISO 14001 或公認國家標準的持續認證 • 「RoHS³限用物質不超標保證書」及RoHS 審查報告 • 環境政策 • 環境管理計劃及風險識別 • 環境目標的制定及披露 • 產品週期的責任 • 對環境影響較小的產品及服務的供應及開發 	<ul style="list-style-type: none"> • Effective management system • Complaint management process • Disclosure of social, ethical and environmental performance • Organizational structure and allocation of duties • 有效管理系統 • 投訴管理流程 • 社會、道德及環境表現的披露 • 組織架構及職責分配 	<ul style="list-style-type: none"> • Management policies and standards • Fairness and anti-discrimination, anti-harassment or bullying • Child labour or forced labour • Staff training and development • Organizational structure and allocation of duties • 管理政策及標準 • 公平及反歧視、反騷擾或霸凌 • 童工或強制勞動 • 員工培訓及發展 • 組織架構及職責分配

³ “RoHS” refers to “Directive on the Restriction of the use of certain Hazardous Substances in Electrical and Electronic Equipment” adopted in February 2003 by the European Union.

³ 「RoHS」是指歐洲聯盟於二零零三年二月採用的《關於限制在電子電器設備中使用某些有害成分的指令》。

Operational Responsibility (Continued)

營運責任(續)

Occupational health and safety 職業健康及安全	Supply Chain Management 供應鏈管理	Production Quality 生產品質
<ul style="list-style-type: none"> Health and safety policy and related standards Effective recording system and risk identification Emergency Plan 	<ul style="list-style-type: none"> Criteria for selecting, monitoring and managing suppliers and contractors 	<ul style="list-style-type: none"> Quality Management System Certification (such as ISO 9001, TL 9000) Production capacity Technological capabilities Machinery and equipment Quality and operation management
<ul style="list-style-type: none"> 健康及安全政策及相關標準 有效的記錄系統及風險識別 應急計劃 	<ul style="list-style-type: none"> 選擇、監控及管理供應商及承包商的準則 	<ul style="list-style-type: none"> 質量管理體系及認證(如ISO 9001、TL 9000) 生產能力 技術水平 機器設備 品質及經營管理

02	Guidance and communication	<p>The Group requires suppliers to sign the “Business Ethics Pledge” and the “Social Responsibility Pledge” to ensure they understand and accept the ethical requirements of the Group. With regard to conflict minerals⁴, in accordance with the “Rules for Disclosure of Conflict Minerals” issued by the US Securities and Exchange Commission, the Group has implemented a conflict minerals compliance plan with suppliers to ensure that the supply materials do not contain conflict minerals.</p> <p>The manufacturing plants implemented the “Manufacturer Cooperation Management Process” to provide employees with guidance on supplier quality management and evaluation, to ensure that suppliers provide qualified raw materials and processing materials in a stable manner.</p>
	指引及溝通	<p>本集團要求供應商簽署《商業道德貿易承諾書》及《遵守社會責任準則承諾書》，確保其理解和接受本集團的道德要求條款。</p> <p>針對衝突礦產⁴，本集團根據美國證券交易委員會發佈的《披露衝突礦產的規則》，與供應商共同實施衝突礦產合規計劃，確保供應物料不含衝突礦物。</p> <p>各廠房實施《協力廠商管理程序》，為員工提供有關供應商品質管理及評核的指引，確保供應商穩定地提供合格原材料和加工材料。</p>

⁴ Conflict minerals refer to the minerals mined in situations of armed conflicts and human rights violations, especially from the four minerals of tin, gold, tantalum and tungsten produced in the Democratic Republic of the Congo and its neighboring countries.

⁴ 衝突礦產是指在武裝衝突和侵犯人權的情況下所開採的礦物，特別是來自於剛果民主共和國及其鄰近國家所生產的錫、金、鉭、鎢四種礦產。

Operational Responsibility (Continued)

營運責任(續)

03	Performance assessment and monitoring	By using "Suppliers Social Responsibility Review List", the manufacturing plants evaluate the social ethical performance of suppliers and provide suggestions for improvement. The quality management of suppliers is supervised and regularly inspected by the Purchasing Department, the Quality Management Department and the Engineering Technology Department. The manufacturing plants conduct a monthly quality assessment of the products provided by the supplier, and notify the supplier of the evaluation results and record the results in the Group's supplier database system.
	表現評估及監督	透過《供應商社會責任審核表》，各廠房評估供應商的社會道德表現，提供改善建議。供應商的品質管理由各廠房採購部、品質管理部和工程技術部人員負責監督及定期考察。各廠房每月對供應商提供的產品進行質量評級，並將評估結果通知供應商及記錄於本集團的供應商數據庫系統。
04	Continuous improvement or contract termination	If the product quality inspection fails, the manufacturing plants will ask the suppliers to provide improvement and preventive measures by the specified deadline, and to follow up the case of any improvements in the next inspection. In case of significant quality issues, or if the supplier's rating drops for three consecutive months, the manufacturing plants will conduct an on-site inspection to guide and supervise the supplier in improving its product quality. For suppliers who fail to meet the assessment standards for three consecutive months, the manufacturing plants will terminate their partnership.
	持續改善或終止合約	若產品質量檢驗不合格，各廠房將要求供應商於限期內回覆改善及預防措施，並於下次檢驗跟進情況是否得以改善。如發現重大產品質量問題，或供應商質量評級連續三個月下降，各廠房將執行實地審查，指導及監督供應商改善品質。針對連續三個月未達到評級標準的供應商，各廠房將會終止與其合作。

During the Year, the Group had about 367 suppliers, which were distributed in Hong Kong, the PRC, Taiwan, Vietnam and the United States ("USA") and mainly provided LNBS, electronics and hardware raw materials and accessories, network accessories, adaptors, packaging materials, wires and chemical products, etc.

年內，本集團約367家供應商分佈在香港、中國、臺灣、越南及美國（「美國」），主要提供LNBS、電子及五金原材料或配件、網絡配件、轉接插頭、包裝材料、線材及化工產品等。

Caring for Employees

員工關懷

The joint efforts and dedication of employees are the cornerstone of the Group's success. The Group values its employees and promotes the concept of healthy living, and is committed to creating a sound and safe working environment for its employees. At the same time, the Group is committed to nurturing a strong, dynamic and dedicated team, and focuses on employee development in support of their career advancement.

EMPLOYEE HEALTH AND SAFETY

The Group is committed to establishing a safe and healthy working environment and states the stance and expectations on corporate departments and business units in "Employee Health and Safety Policy". The Group insists on the "safety first, prevention-oriented" approach to production safety in the operation of manufacturing plants to reduce the adverse impacts of production process on employee health and safety. The manufacturing plants have established the "Health and Safety Management Procedures" to stipulate the production safety system and measures.

員工的共同努力和付出是本集團賴以成功的基石。本集團珍視員工，宣導健康生活的理念，致力為員工營造良好而安全的工作環境。同時，本集團致力培養強大、充滿活力及熱忱的團隊，關注員工發展，助其職業成長。

員工健康與安全

本集團致力建立安全和健康的工作環境，並於《員工健康與安全政策》列明此立場和對各企業部門及業務單位的期望。在廠房營運中，本集團堅持「安全第一、預防為主」的安全生產方針，以減少生產過程對員工健康與安全造成的不良影響。各廠房已建立《健康與安全管理程序》，明確安全生產制度及措施。

Risk Assessment	The Safety Committee conducts risk assessment at least once a year to identify factors in the manufacturing plant that may harm the health and safety of employees, and suggests preventive and improvement measures with regard to the relevant risks. Risk assessment consists of various aspects such as environment of manufacturing plants, safety and hygiene, food health and safety and fire safety. The department heads are responsible for supervising the safety checks and maintenance to ensure employees comply with the safety system and the operational procedures.
風險評估	安全委員會組織負責每年進行至少一次風險評估，識別及監察廠房內的健康與安全隱患，並就相關風險提出預防及改善措施。風險評估涵蓋廠房環境、安全衛生、飲食健康與安全、消防安全等方面。各部門主管則負責監督安全檢查及保養工作，確保員工遵從安全制度和操作規程。
Safety Guidelines	The manufacturing plants provide employees with guidelines on safe operation and correct use of personal protective equipment (such as masks, goggles, gloves and ear plugs) through job guidelines. The manufacturing plants regularly purchase, check and replace personal protective equipment according to the "Personal Protective Equipment Management Procedures" to ensure employee safety.
安全指引	各廠房制定作業指引，並要求員工遵照安全操作規定及正確佩戴個人防護用品(如口罩、護目鏡、手套和耳塞)。根據《個人防護用品管理程序》，各廠房定期採購、檢查及更換個人防護裝備，以保障員工安全。

Caring for Employees (Continued)

員工關懷(續)

<p>Equipment and Facilities</p> <p>設備及設施</p>	<p>To ensure the safety of production facilities, the production department purchases special equipment according to the requirements in the “Special Equipment Safety Management System” and schedules regular inspection and maintenance. Machinery equipment and electrical appliances shall be installed with protective devices; while stairs and cargo lifts shall also be equipped with safety handrails.</p> <p>為確保生產設備的安全性，生產部須按《特種設備安全管理制度》要求選購特種設備，定期進行檢驗及保養。機器設備及電器須按要求加裝防護裝置；樓梯及上落貨梯亦要配備安全扶手。</p>
<p>Safety Education</p> <p>安全教育</p>	<p>The manufacturing plants provide employees with regular occupational health and safety knowledge training at the start of and during their employment. Employees must pass the training assessment to ensure that employees have sufficient safety knowledge. Management staff will arrange production work according to employees’ competencies and conduct regular safety training for employees responsible for special types of work. The manufacturing plants educate employees on production safety, prevention of occupational diseases and on-site first aid through various channels and promotion to enhance employees’ safety awareness. During the Year, the manufacturing plants organised 57 occupational safety and health training sessions, with a total of 379 participants, and about 84 hours of training in total⁵.</p> <p>各廠房為員工提供職前及定期職業健康安全知識培訓。員工須通過培訓考核，並確保具備充份安全知識，方可就職。管理人員會根據員工能力安排生產工作，並對特殊工種如焊接崗位的員工進行定期安全培訓。為提高員工的安全意識，各廠房透過多種宣傳渠道，教育員工安全生產、預防職業病及現場急救等知識。年內，各廠房舉行了57場職業安全健康培訓，共379人次參與，培訓總時數約84小時⁵。</p>
<p>Health Management</p> <p>健康管理</p>	<p>To safeguard the interests of our employees, workflow in plants such as prevention, regular checks, diagnosis, treatment and insurance for work injuries and occupational diseases shall be explicitly stipulated in the “Management Procedures of Work Injury and Occupational Disease”. The Human Resources Department shall arrange regular occupational disease checks for employees which should cover three stages, namely pre-employment, in-service and post-service stages.</p> <p>為保障員工權益，各廠房於《工傷與職業病管理程序》明確工傷及職業病的預防、定期檢查、診斷、處理和保險待遇等流程。人事部為員工定期安排職業病檢查，涵蓋職前、在職及離職三個階段。</p>

⁵ Refers to the total hours of all training activities.

⁵ 即所有培訓活動時數之總和。

Caring for Employees (Continued)

員工關懷(續)

Emergency Management

The manufacturing plants formulated a series of emergency response measures, such as the “Emergency Preparation and Response Procedures”, the “Fire Emergency Plan”, the “Chemicals Leakage Emergency Plan” and the “Liquefied Gas Explosion Emergency Plan”, etc. Methods of handling different emergencies are listed. To enhance employees’ capability in responding to emergencies, the manufacturing plants carry out regular drills. In case of significant emergencies, the manufacturing plants should investigate the cause of incidents and hidden safety hazards with different departments, and devise remediation and preventive measures according to the “Corrective and Preventive Measures Procedures”.

应急管理

各廠房已制定一系列應急措施，如《應急準備與響應程序書》、《火災應急計劃》、《化學品泄漏應急計劃》、《液化氣爆炸應急計劃》等，當中載列不同突發意外的處理方法。為加強員工應對突發事故的能力，各廠房亦會定期進行演習。倘發生重大事故，各廠房須與各部門調查事故原因及安全隱患，並按《矯正與預防措施程序書》擬訂補救及預防措施。

During the Year, the Group was involved in 6 cases of work-related injuries and occupational diseases. The work injury cases were mainly injuries during production operation and lifting. The Group has enhanced the safety training for lifting and production personnel and required employees to strictly implement the operation safety regulations and use appropriate tools.

年內，本集團共牽涉6宗工傷及職業病個案，主要為進行生產操作及搬運重物時受傷。本集團已就有關個案加強搬運及生產人員的安全培訓，並要求員工嚴格執行安全操作規定以及使用合適工具。

Caring for Employees (Continued)

員工關懷(續)

EMPLOYMENT SYSTEM

A sound employment system is the first step in attracting and retaining talent. The "Employee Handbook" of the manufacturing plants lists provisions such as salary, recruitment, promotion, dismissal, working hours, rest days and other welfare, anti-discrimination and equal opportunity, so that employees understand their interests and responsibility. The manufacturing plants will provide pre-job training for new hires to help them understand the Group and the human resources regulations.

僱傭制度

完善的僱傭制度是吸納人才和吸引員工留任的第一步。各廠房的《員工手冊》載列有關薪酬、招聘、晉升、解僱、工作時間、假期及其他福利、反歧視和平等機會等僱傭條款，讓員工瞭解其權益及責任。各廠房會為新進員工提供入職前培訓，讓其瞭解集團概況及人事規章等。

Working Hours and Holidays

工作時數及假期

The Group stipulates the working days and time arrangement of employees. Apart from statutory holidays, all employees are entitled to different paid leaves, such as marriage leave, maternity leave, paternity leave and bereavement leave.

本集團訂明員工的工作日及時間安排。除法定假日外，所有員工均可享有不同有薪假期，例如婚假、產假、待產假及喪假等。

Remuneration and Benefits

報酬和福利

The Group offers competitive and fair remuneration and benefits to retain talent. Apart from the five national statutory insurance⁶, the Group provides annual leave and salary compensation of 5 to 15 days according to the length of service of employees. The Group also provides performance bonuses for different types of employees.

本集團提供具競爭力和公平的報酬和福利，以挽留人才。在保障國家法定五類保險⁶福利之餘，本集團根據廠房員工的服務年期，提供五日至十五日不等的年假及工資補貼；同時，亦為不同工種設表現獎金。

Friendly Working Environment

友善工作場所

The Group implements family-friendly initiatives and reasonable working hours, to allow employees to maintain work-life balance. For example, breastfeeding employees are entitled to paid leave of one hour each day for breastfeeding.

本集團實行家庭友善措施和合理工作時間，讓員工保持工作與生活平衡，例如哺乳期的員工均享有每天一小時的有薪哺乳時間。

⁶ The "five statutory insurance" stipulated by the country are pension insurance, unemployment insurance, medical insurance, work injury insurance and maternity insurance.

⁶ 國家規定「法定五類保險」為養老保險、失業保險、醫療保險、工傷保險和生育保險。

Caring for Employees (Continued)

員工關懷(續)

Anti-Discrimination

反歧視

The Group promotes mutual respect. Employment opportunity and treatment shall not be affected by personal traits including race, social status, nationality, religious belief, age, disability, gender, marital status, pregnancy, sexual orientation, public employment and political affiliations.

本集團提倡互相尊重，絕不容許聘用機會及待遇受種族、社會地位、國籍、宗教信仰、年齡、殘障、性別、婚姻狀況、懷孕、性傾向、公職和政治聯繫等個人特質影響。

Employees can raise complaints to the department manager or the Human Resources Manager with regard to discrimination or harassment. The Group will investigate the incident in confidentiality and inform the employee concerned of the results. Employees violating the relevant regulations will be subject to disciplinary actions upon investigation, including warning, suspension and dismissal.

員工可就歧視或騷擾事件向主管或人事部經理提出申訴，本集團將以保密形式調查事件，並將結果告知有關員工。所有經證實違反相關規定的員工將會受到紀律處分，包括警告、停職及解僱等。

Equal Opportunity

平等機會

The Group adheres to the principle of “fair in competition, survival of the best” to implement fair recruitment and promotion of employees. Remuneration of candidates and employees, including employment, salary, welfare, training, promotion, termination of contract, retirement, etc. should not be different due to personal traits.

本集團秉持「公平競爭，優勝劣汰」的原則，實踐公平的人員招聘及晉升。應聘人士和員工的待遇，包括錄用、工資、福利、培訓、晉升、終止合同、退休等，均不得因個人特質而有所差別。

Diversity

多元化

The Group has formulated and adopted the board diversity policy; in the future, the Group will continue reviewing the current policy, improve employment guidelines in relation to diversity and explore suggestions to enhance employee diversity.

本集團已制定並採納董事會多元化政策；未來，本集團繼續將審視現行政策，完善有關多元化的僱傭指引，探討促進員工多元化的方案。

Caring for Employees (Continued)

員工關懷(續)

Labour Standard

勞工準則

The Group stipulates in the “Prevention of Child Labour and Forced Labour Policy” that employees under the age of 16 must not be hired and the Human Resources Department should verify the identity documents of the candidates during recruitment. The Group also prohibits the use of bonded or forced labour in any form by operators and suppliers so as to ensure that employees are employed and work voluntarily without facing any punishment or compulsion related to the job. The Group is not aware that the relevant business and suppliers are considered to have significant child labor and forced labor risks.

本集團於《防止童工及強制勞工政策》有明確規定禁止聘用未滿十六歲的員工。在招聘過程中，人事部須核實應聘人員的身份證明文件。本集團亦禁止營運及供應商使用任何形式的債役或強制勞動，確保員工均屬自願受僱及工作，不受任何與工作有關的懲罰或強迫。本集團並未發現有關業務及供應商被認為有重大童工及強制勞工風險。

Staff Interests

員工權益

The Group respects employees’ rights. Employees enjoy the rights of association, joining the labour union, seeking representation and joining labours committee.

本集團尊重員工權益，員工依法享有自由結社權、參與工會的自由、尋求代表權及參加工人委員會權等。

Suggestions and Complaints

意見申訴

Employees’ opinion can help the Group develop. The Group formulated the “Suggestions and Complaints Management Process”, and set up a “Suggestion Box” for employees to give their opinion and raise suggestions regarding the Group and work-related matters in written form. With regard to internal complaints, reports and grievances, employees can also raise them to the Human Resources Department or the senior management. The Group will conduct investigation of the reported matters in confidentiality.

員工的意見有助集團發展。本集團已建立《意見申訴管理程序》，並設置「意見箱」，員工可以書面方式對本集團及工作有關事宜提出意見及建議。針對內部投訴、舉報或申訴，員工亦可向人事部或高層管理人員提出，本集團會對受理事件展開保密調查。

DEVELOPMENT AND TRAINING

The Group attaches importance to enhancement of employees’ knowledge and skills for fulfilling job duties. The Group is committed to ensure that employees are provided with adequate and timely training and development opportunities and encourages self enhancement of employees. The “Training and Development Policy” of the Group requires each corporate department and business unit to implement training and development policies and measures and manage training schemes and activities.

發展及培訓

本集團重視提升員工執行工作職責的知識及技能，致力確保僱員獲充足和及時的培訓和發展機會，並鼓勵員工自我增值。本集團的《培訓及發展政策》要求各企業部門及業務單位推行培訓及發展政策及措施，管理培訓計劃及活動。

Training plan and resources

The “Educational Training Procedure” of the manufacturing plants stipulates the flow of training management and the duties of the responsible departments. The Human Resources Department formulates the annual training plan based on the training needs of each department, and assesses the effectiveness of the training. To encourage continuing education among employees, external training sponsorship schemes are available to eligible employees.

培訓計劃及資源

各廠房的《教育培訓程序書》列明培訓管理流程和負責部門職責。人事部負責與各部門調查培訓需求，擬訂年度培訓計劃，並共同評估培訓成效。為鼓勵員工持續進修，本集團亦設有外部培訓資助計劃供合資格員工申請。

Caring for Employees (Continued)

員工關懷(續)

Training activities
培訓活動

	Orientation 入職	On-the-job 在職	Professional Positions 專業崗位
Target audience 對象	New hires 新員工	Employees of each department 各部門員工	Employees of special types of work 特殊工種員工
Purpose	To understand corporate culture, working environment and basic knowledge so as to be well-prepared for the job	To continue enhancing job knowledge and skills so as to fulfil current or future job duties	To enhance knowledge and skills for the position through professional training, occupational training, short-term research or further study
Major training content during the Year	Corporate information, the organisation, responsibilities and operations of each department, management systems, basic occupational health and safety knowledge and counter-terrorism knowledge	Skills trainings of the positions, equipment management, product quality management and customer management, production safety and emergency management, training management, RoHS ⁷ , green office, resources and energy conservation, solid waste and wastewater management, environmental monitoring	Professional knowledge of the special positions, job guides and skills training (such as welding, testing and repairment) and safety training
目的	了解公司文化、工作環境及基本知識，為就職作好準備	持續加強工作知識和技能，以履行當前或將來的工作	透過專業培訓、職業訓練、委派短期研習或進修，增進崗位所需的知識和技能
年內主要培訓內容	公司簡介、各部門組織、職責及作業狀況、管理及僱傭制度、基本職業健康安全知識及反恐知識	崗位技能訓練、設備管理、產品質量及客戶管理、安全生產及应急管理、培訓管理、RoHS ⁷ 、綠色辦公室、節約資源和能源、固體廢棄物及廢水管理、環境監測	特殊崗位的專業知識、作業指導及技能訓練(如焊接、測試、維修)及安全培訓

⁷ "RoHS" refers to "Directive on the Restriction of the use of certain Hazardous Substances in Electrical and Electronic Equipment" adopted in February 2003 by the European Union.

⁷ 「RoHS」是指歐洲聯盟於二零零三年二月採用的《關於限制在電子電器設備中使用某些有害成分的指令》。

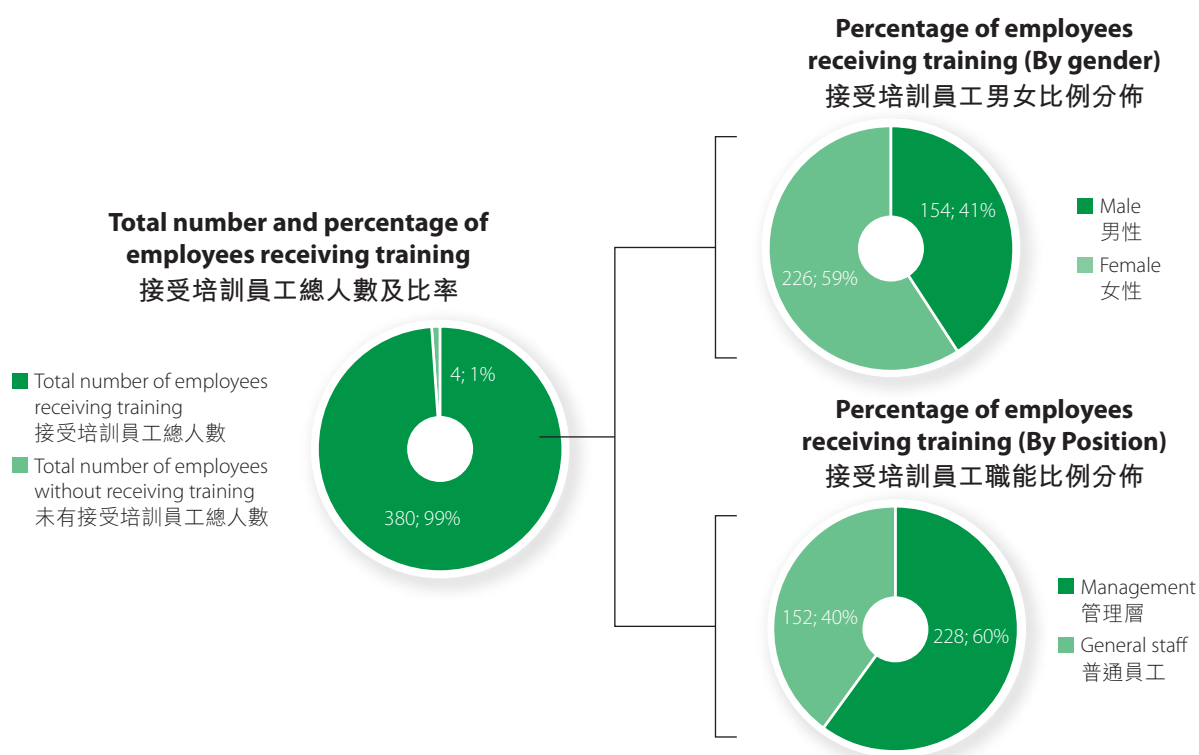
Caring for Employees (Continued)

員工關懷(續)

Performance Management and Promotion	The Group has established a comprehensive regular performance interview and assessment system. During day-to-day work process, each department head and senior staff formulate job plans and provide guidance specifically for each staff. At the same time, each department head conducts interviews with staff during regular performance assessments to carry out performance review and reflection, and fills in assessment forms together. Performance assessment results will serve as a reference for salary adjustment, promotion and reward.
績效管理及晉升	本集團已建立完整的定期績效面談及評估制度。在日常工作中，各部門主管和資深員工針對每位員工制定工作計劃和進行指導。同時，各部門主管透過定期績效評估與員工面談，進行績效檢視及改善檢討，並共同填寫考核表；績效評估結果將成為員工調薪、晉升和評獎的參考依據。

During the Year, 380 employees of the Group's manufacturing business and distribution business received training, accounting for 99% of total number of employees:

年內，本集團的製造業務及分銷業務共有380名員工接受培訓，佔總員工人數99%：



Environmental Protection

環境保護

The Group pays attention to emissions and resource management and treats them as the common responsibility of each business unit and staff. The Group stipulates the relevant commitments in “Emissions Management Policy” and “Environment and Natural Resources Management Policy” and requires all staffs to incorporate sound environmental and continuous development practices in business operations. The operation of manufacturing plants poses significant actual and potential impact on the environment. The Group upholds its environmental policy of “complying with regulations, reducing consumptions, increasing efficiency, pollution prevention and continuing improvement”. The manufacturing plants have obtained GB/T 24001-2016/ISO14001:2015 Environmental Management System Certification, which stipulates the regulations of the “Environment Management System” and the responsibilities of other relevant employees. The environmental management office is responsible for managing and monitoring the environmental performance of the plants, including the emissions of “three wastes”⁸ and the use of resources. At the same time, the manufacturing plants have formulated the operating instructions for “three wastes” emission management and the “Guidelines for Resource-saving and Energy-saving Operation” to establish guidelines for employees with regard to emissions and use of resources.

本集團關注排放物和資源管理，並視其為各業務單位及員工的共同責任。本集團於《排放物管理政策》及《環境及天然資源管理政策》訂明有關承諾，並要求所有員工將良好的環境及可持續常規納入業務工作。廠房營運對環境的實質及潛在影響不容忽視。本集團秉持「遵守法規、降耗增效、污染預防、持續提升」的環境方針。各廠房已獲得GB/T 24001-2016/ISO14001:2015環境管理體系認證，訂明《環境管理制度》守則及相關員工職責。各廠房的環境表現，包括「三廢」⁸排放及資源使用，由環保管理辦公室負責管理及監測。同時，各廠房通過「三廢」排放管理作業指導書及《節約資源能源作業指導書》，為員工提供針對排放物和資源使用的指引。

⁸ “Three wastes” refers to waste water, waste gas, and solid waste discharged from industrial production.

⁸ 「三廢」是指工業生產所排放的廢水、廢氣和固體廢棄物。

Environmental Protection (Continued)

環境保護(續)



Environmental and Quality Management System Certification
環境及質量管理體系認證

Environmental Protection (Continued)

環境保護(續)

EMISSION MANAGEMENT

Greenhouse Gas Emissions

Greenhouse gas (“GHG”) emissions are closely related to climate change. To quantify the GHG emissions produced by the operations, the Group engaged an external professional consultant to conduct a carbon assessment with reference to national and international standards such as Guidelines for Accounting and Reporting Greenhouse Gas Emissions — Electronic Equipment Production Enterprise announced by the National Development and Reform Commission, ISO14064-1 and GHG Protocol.

排放物管理

溫室氣體排放

溫室氣體(「溫室氣體」)排放與氣候變化息息相關。為量化營運產生的溫室氣體排放，本集團委託外聘專業顧問按中國國家發展改革委發佈的《電子設備製造企業溫室氣體排放核算方法與報告指南》、ISO14064-1和溫室氣體盤查議定書等國家及國際標準進行碳評估。

GHG emissions (tonne of CO ₂ -e)	溫室氣體排放(噸二氧化碳當量)	Manufacturing Business 製造業務	Distribution Business 分銷業務	Total 合共
Scope 1 — Direct emissions	範圍1 — 直接溫室氣體排放	135.0	117.4	252.4
Scope 2 — Energy indirect emissions	範圍2 — 能源間接溫室氣體排放	10,617.0	126.1	10,743.1
Scope 3 — Other indirect emissions	範圍3 — 其他間接溫室氣體排放	29.7	— ⁹	29.7
Total GHG emissions	溫室氣體總排放量	10,781.7	243.5	11,025.2
GHG emissions Intensity (by area per square metre, i.e. tonne of CO ₂ -e/square metre)	溫室氣體密度 (以每平方米面積計算， 即噸二氧化碳當量/平方米)	0.110	0.054	0.108

Scope 1 From emissions of fugitive emissions of production facilities in manufacturing plants, vehicles and refrigerants of manufacturing plants.

範圍1 來自廠房生產設備、汽車及廠房的制冷劑逸散性排放。

Scope 2 From emissions of purchased electricity. According to “Notice Regarding Proper Work Related to Carbon Emission Reporting and Investigation and Delivery of the List of Major Emission Units of the Power Generation Industry in 2019”, the calculation of GHG emissions of purchased electricity during the Year has changed to average emission factor of national power network.

範圍2 來自外購電力排放。根據《關於做好二零一九年度碳排放報告與核查及發電行業重點排放單位名單報送相關工作的通知》，年內外購電力之溫室氣體排放的計算已改用全國電網平均排放因子。

Scope 3 From emissions related to business travel flights.

範圍3 來自商務旅行飛行相關的排放。

During the Year, the Group’s total GHG emissions were 11,025.2 tonnes of CO₂-e, and the GHG emissions intensity was 0.108 tonnes of CO₂-e per square metre of area. The main source of GHG emissions was purchased electricity of Scope 2 emissions, accounting for approximately 97% of total emissions. Total GHG emissions have increased by 42% when compared with that of 2018. This is mainly attributable to the increase in scope 2 energy indirect emissions due to increase in purchased electricity. The Group will annually assess, record and disclose its GHG emissions, evaluate the effectiveness of current measures and improve its solutions, which will help formulate emissions reduction targets in the future.

年內，本集團的溫室氣體總排放量為11,025.2噸二氧化碳當量，溫室氣體密度為0.108噸二氧化碳當量每平方米面積。溫室氣體排放主排放主要來自範圍2之外購電力排放，佔總排放量約97%。與二零一八年相比，溫室氣體總排放量增加了42%，主要因為外購電力增加導致範圍2能源間接溫室氣體排放上升。本集團將繼續每年評估、紀錄及披露其溫室氣體排放，檢討現行措施成效及完善方案，並有助日後制定減排目標。

⁹ During the Year, since the distribution business was not able to provide the information related to business travel flights, therefore the relevant GHG emissions could not be calculated. The distribution business will start collecting and analyzing the relevant data in 2020.

⁹ 年內分銷業務未能提供商務旅行飛行相關資料，因此不能計算其相關溫室氣體排放。分銷業務將由二零二零年開始收集及統計有關數據。

Environmental Protection (Continued)

環境保護(續)

AIR EMISSIONS

The Group's main air pollutants come from production equipment and vehicle use. Air pollutants mainly included nitrogen oxides, sulphur oxides and respirable suspended particulates. During the Year, nitrogen oxides, sulphur oxides and respirable suspended particulates have decreased by 20%, 28% and 20% respectively when compared with that of 2018. Decrease in air emissions is mainly attributable to the decline in usage of heavy trucks.

廢氣排放

本集團主要的空氣污染物來自生產設備及汽車使用。空氣污染物主要包含氮氧化物、硫氧化物及可吸入懸浮粒子。與二零一八年相比，本年度的氮氧化物、硫氧化物和可吸入懸浮粒子分別減少了20%、28%和20%。廢氣排放減少的主要原因來自重型貨車的使用量下降。

Air pollutants (kg)	空氣污染物(千克)	Manufacturing	Distribution	Total 合共
		Business 製造業務	Business 分銷業務	
Nitrogen oxides	氮氧化物	352.6	36.1	388.7
Sulphur oxides	硫氧化物	10.9	0.2	11.1
Respirable suspended particulates	可吸入懸浮粒子	9.7	2.7	12.4

The manufacturing plants have formulated the "Exhaust Emission Management Operating Guidelines" to control the air pollutants generated in the production process, use of vehicles and other production facilities, to ensure national air emissions standards are complied with and to reduce adverse impacts on the environment and human health. The table below includes measures adopted by the manufacturing business and distribution business.

各廠房已制定《廢氣排放管理作業指導書》，管控由生產過程、汽車使用及其他廠房設備產生的空氣污染物，確保廢氣排放達國家標準，減低對生態環境及人體健康的不利影響。以下圖表涵蓋製造業務及分銷業務的措施。

Production process

生產過程

- Production personnel are required to strictly implement operating procedures and conduct inspections
- Electric welding and tin furnaces should be operated in a well-ventilated environment with ventilation facilities switched on. The equipment should be switched off immediately after use
- Adopt the "Collection, water spray and cyclone dust removal" treatment process when polishing the surface of aluminium products to control dust emissions
- 要求生產人員嚴格執行操作規程，並進行檢查
- 使用電焊和錫爐時須保持良好通風，開啟排風設施，作業完畢時須立即關閉電焊和錫爐
- 打磨鋁製品表面時，運用「收集、水噴淋和旋風除塵」技術，控制粉塵排放

Other production facilities

其他廠房設備

- Suggest using environmental friendly refrigerators, air conditioners and refrigerants
- Reduce use of gas in canteen
- 建議使用環保型冰箱和空調，及環保型製冷劑
- 食堂節約使用煤氣

Environmental Protection (Continued)

環境保護(續)

Use of vehicles in the manufacturing plants

廠房汽車使用

- Use low sulphur and lead-free fuel whenever possible
- Regular inspection and maintenance of vehicles
- Require internal and external vehicles to switch off idling engine. Prohibiting from idling vehicle with running engine
- 儘量使用低硫無鉛燃料
- 進行車輛年檢及保養
- 要求內部及外來車輛停車熄匙，禁止汽車長時間引擎空轉

Logistics of goods of distribution business

分銷業務貨物運輸

- Distribution business adopts efficient container shipping methods. Railways and trucks are used for inland transportation
- 分銷業務貨物使用高效益的集裝箱海運方式，內陸運輸則使用鐵路和卡車方式

WASTEWATER MANAGEMENT

Wastewater produced by the Group mainly included industrial wastewater and domestic wastewater. The "Guidelines for Wastewater Discharge Management" states the procedures for the manufacturing plants to reduce and treat wastewater. The manufacturing plants have obtained the discharge permit issued by the Zhongshan Environmental Protection Bureau to discharge sewage into municipal sewers after the wastewater quality reaches the discharge standards. To reduce wastewater discharge and increase the efficiency of wastewater treatment, the manufacturing plants reused wastewater from cooling and designed a cleaning wastewater treatment project.

WASTE MANAGEMENT

The Group handles the solid waste produced by its operations with caution. The manufacturing plants formulated the "Solid Waste Management Procedures" to require each department to sort, collect, store, transport and properly dispose of waste. The solid waste it produced was divided into recyclable waste (mainly includes waste paper, waste carton boxes and waste plastics), general non-hazardous waste (mainly includes office and domestic waste) and hazardous waste (mainly includes dust collected by dust removal equipment, sludge from sewage treatment plant, waste fluorescent tubes, waste batteries and waste electronic equipment).

廢水管理

本集團產生的廢水主要包含工業廢水和生活廢水。各廠房於《廢水排放管理作業指導書》訂明減少及處理廢水的規程。各廠房已取得由中山市環保局發出的排污許可證，確保水質達到排污標準後，方可排放污水至市政污水渠。為減少污水排放量及提升廢水處理效率，各廠房重複使用冷卻廢水，設計清洗廢水處理工程方案。

廢棄物管理

本集團謹慎處理業務營運產生的固體廢棄物。為妥善處理營運產生的廢棄物，各廠房已制定《固體廢棄物管理程序書》，要求各部門將廢棄物分類、收集、存放、運輸和適當棄置。本集團將營運產生的固體廢棄物分為可回收廢棄物(主要包含廢紙、廢紙箱和廢塑膠等)、一般無害廢棄物(主要包含辦公室及生活垃圾等)及有害廢棄物(主要包含除塵設備收集塵料、污水處理站污泥、廢燈管、廢電池及廢電子設備等)。

Environmental Protection (Continued) 環境保護(續)

The Group sorted and recycled recyclable waste by passing it to recyclers. General non-hazardous waste was sent to public refuse transfer stations. For hazardous waste, the Group engaged licensed hazardous waste handler to dispose of it. Hazardous waste transfer orders were filled in as required by the local Environmental Protection Bureau to prevent leakage leading to secondary pollution. The Group exchanged certain hazardous waste containers with suppliers to reuse and reduce the number of disposal.

During the Year, the Group generated 0.4 tonnes of hazardous waste, the hazardous waste intensity was 0.004 tonnes/square kilometre area¹⁰. Total generation and intensity of non-hazardous waste was 109.3 tonnes and 1.068 tonnes/square kilometre area respectively. As the Group has outsourced some production processes, only a small amount of products, such as aluminum alloy shells, require surface treatment, including degreasing, aluminum surface adjustment and aluminum coating, thus the amount of hazardous waste generated in this process, such as acid-base sludge, was relatively reduced.

RESOURCE EFFICIENCY MANAGEMENT

Energy

During the Year, the Group's total energy consumption was 18,471.2 MWh-equivalent ("MWh-e"), the energy intensity was 0.181 MWh-e/square metre of area. The key energy consumed includes purchased electricity, accounting for approximately 96% of total energy consumption. Other energy consumed included natural gas, petrol, diesel and solar energy.

可回收廢棄物分類後將交由回收商回收；一般無害廢棄物則送往公共垃圾站棄置。針對有害廢棄物，本集團委託持有有害廢棄物經營許可證的公司處理，並按地方環保局要求填寫危險廢物轉移聯單，防止洩漏造成二次污染。本集團將部分有害廢棄物的容器與供應商進行交換，循環使用，減少其報廢數量。

年內，本集團產生的有害廢棄物為0.4噸，有害廢棄物密度為0.004噸每千平方米面積¹⁰。而無害廢棄物總產生量及密度分別為109.3噸及1.068噸每千平方米面積。由於本集團將部分生產工序外判，只有少量產品如鋁合金外殼，需要進行表面處理工序，包括除油、鋁表調及鋁皮膜。因此，該工序產生的有害廢棄物如含酸鹼的污泥相對減少。

資源效益管理

能源

年內，本集團的能源總耗量為18,471.2兆瓦時等值（「兆瓦時等值」），能源密度為0.181兆瓦時等值每平方米面積。主要能源使用為外購電力，佔能源總耗量約96%。其他能源使用包括天然氣、汽油、柴油及太陽能。

Energy use	能源使用	Manufacturing	Distribution	Total
		Business 製造業務	Business 分銷業務	
Petrol (MWh-e)	汽油(兆瓦時等值)	371.6	0	371.6
Diesel (MWh-e)	柴油(兆瓦時等值)	168.9	0	168.9
Natural gas (MWh-e)	天然氣(兆瓦時等值)	0	246.7	246.7
Purchased electricity (MWh)	外購電力(兆瓦時)	17,402.1	269.0	17,671.1
Solar energy (MWh-e)	太陽能(兆瓦時等值)	0	12.9	12.9
Total energy consumption (MWh-e)	能源總耗量(兆瓦時等值)	17,942.6	528.6	18,471.2
Energy intensity (by area of manufacturing plant, i.e. MWh-e/square metre)	能源密度(以廠房面積計算，即兆瓦時等值/平方米)	0.183	0.118	0.181

¹⁰ The total amount and intensity of hazardous waste only include the data of manufacturing business. The distribution business will start collecting and analyzing the relevant data in 2020.

¹⁰ 有害廢棄物總產生量及密度只包括製造業務的數據。分銷業務將由二零二零年開始收集及統計有關數據。

Environmental Protection (Continued)

環境保護(續)

WATER

During the Year, the total water consumption of the Group was 22,244 cubic metres, the water intensity was 0.217 cubic metres per square metre of area. The Group sourced water from municipal supply and faced no issue in sourcing water fit for purpose.

用水

年內，本集團的總耗水量為22,244立方米，耗水密度為每平方米面積0.217立方米。本集團從市政供水取水，年內於求取適用水源上沒有問題。

Water Consumption (cubic metre)	用水(立方米)	Manufacturing	Distribution	Total
		Business 製造業務	Business 分銷業務	
Total water consumption	總耗水量	21,713.0	531.0	22,244.0
Water consumption intensity (by manufacturing plant area, i.e. cubic metre/square metre)	耗水密度(以廠房面積計算，即立方米/平方米)	0.222	0.119	0.217

To manage the use of resources effectively, the manufacturing business and distribution business except raise employees' awareness through promotion campaigns and training, the following measures have been implemented:

為有效管理資源使用，製造業務及分銷業務除透過宣傳及培訓，加強員工意識外，已實施以下措施：

	Manufacturing Plants 廠房	Office 辦公室
Energy 能源	<ul style="list-style-type: none"> Employees are required to abide by the "Guidelines for Resource-saving and Energy-saving Operation" to reduce energy consumption It is recommended to give priority to purchasing equipment with higher energy efficiency. The Production Department adjusts the number of switches and timing of equipment used according to production needs The Manufacturing Department and the Engineering Department continuously review current production process to enhance production efficiency and reduce energy consumption Energy administrators regularly calculate and analyse energy consumption Regularly inspect the energy consumption of each department to explore ways to reduce consumption 要求員工遵守《節約資源能源作業指導書》，節省能耗 建議優先引進較高能源效率之設備 生產部按生產需求調節設備開關數量及時間 製造部與工程部持續檢討現行生產過程，提高生產效率，降低能耗 能源管理員定期統計及分析耗用量 定期巡查各部門能源使用情況，共同探討節約方法 	<ul style="list-style-type: none"> Turn off all power consuming devices when leaving the office or when they are idle Adjust the computer display monitor to automatically turn off after 30 minutes of inactivity Turn on the standby power saving mode of power consuming equipment Adjust the air conditioner to an appropriate temperature Monitor monthly electricity consumption and identify the main energy consumption and energy saving solutions 於下班或無人使用時關掉所有耗電設備 預設電腦顯示屏閒置30分鐘後自動關閉 開啟耗電設備的待機節電模式 調較空調至適當溫度 每月監測用電量，並識別主要能耗及節能方案

Environmental Protection (Continued)

環境保護(續)

	Manufacturing Plants 廠房	Office 辦公室
Water 用水	<ul style="list-style-type: none"> Employees are required to abide by the "Guidelines for Resource-saving and Energy-saving Operation" to reduce water consumption Notices were posted to remind employees to report of any leakage or damage to reduce wastage 要求員工遵守《節約資源能源作業指導書》，實踐節約用水 告示提醒員工匯報漏水或損壞事故，減少浪費 	<ul style="list-style-type: none"> Monitor monthly water consumption and analyse the sources of water consumption to identify relevant water saving solutions 每月監測耗水量，分析耗水源頭以識別相應節水方案
Materials 物料	<ul style="list-style-type: none"> Encourage employees to reuse resources and adopt double-sided printing, making good use of electronic communications and switching to paperless office 鼓勵員工重複使用資源以及採用雙面打印，善用電子方式溝通，實行無紙化 Employees are required to abide by the "Guidelines for Resource-saving and Energy-saving Operation" 要求員工遵守《節約資源能源作業指導書》 	

In the future, the Group will continue improving environmental data collection, exploring resource-saving measures and solutions to enhance the efficiency of raw materials and packaging materials use.

未來，本集團將持續完善環境數據收集，並探討節約資源措施，以及提高原材料及包裝材料使用效率的方案。

ENVIRONMENT AND NATURAL RESOURCES

The Group understands the importance of protecting the surrounding environment and using natural resources effectively, and implements environmental management measures to reduce the environmental impact of its day-to-day operations. To reduce the risk of environmental and safety emergencies to people and the environment in the surroundings, the manufacturing plants have implemented the "Environmental and Safety Emergency Plan" to require each department to identify potential environmental and safety hazards, and formulate relevant prevention and emergency response plans that stipulate the duties of the relevant personnel, and educate employees on the relevant mechanism and measures.

環境及天然資源

本集團深明保護周邊環境及有效使用天然資源的重要性，並通過實施環境管理措施減低日常營運產生的環境影響。為減低突發環境及安全事故對周邊人員及環境的危​​害，各廠房已制定《環境、安全應急預案》，要求各部門識別潛在的環境及安全隱憂，制定相應的預防及應急計劃，明確規定相關人員職責，及教育員工有關機制及措施。

Community Investment

社區投資

Corporate growth is inextricably linked to community development. As a responsible company that cares for the society, the Group encourages employees to participate in community charity events and community donation to care for and return to society. During the Year, the Group has formulated community investment and donation policies which aim at providing a unified community investment, sponsorship and donation framework for various corporate departments and business units. By establishing dedicated community investment, the Group expects to bring more positive impacts to the community in the following four aspects.

企業成長與社區發展密不可分。作為一家負責任及關心社會的企業，本集團鼓勵員工參與社區慈善活動及社區捐款，關懷和回饋社會。本集團年內已制定社區投資及捐贈政策，旨在為各企業部門及業務單位提供統一的社區投資、贊助及捐贈框架。透過訂立專注社區投資，本集團期望於以下四方面為社區帶來更多正面影響。

<p>Youth Education and Development 青年教育與發展</p>	<p>Sound Community Development 社區健全發展</p>
<p>Invest in youth education and development to support training and skills development 投資青年教育及發展，支持培訓及技能發展</p>	<p>Support the vulnerable groups in society and improve the quality of life in the community where we operate 支援社會弱勢群體，提高營運社區的生活質素</p>
<p>Culture and Art 文化藝術</p>	<p>Environment 環境</p>
<p>Support the development of art, improve the quality of life and encourage creative thinking 支持藝術發展，提升生活質素，鼓勵創意思維</p>	<p>Raise public awareness of environmental issues and use of resources 提高公眾對環境議題及資源使用的意識</p>

In the future, the Group will understand the needs and expectations of the community where it operates with reference to focused community investment to bring more positive impact and promote community development.

未來，本集團將依各專注社區投資瞭解營運所在社區的需要及期望，發揮正面影響，促進社區發展。

Compliance Management

合規管理

COMPLIANCE MANAGEMENT

Compliance with all laws and regulations of the place where the business located is the basic requirement of the Group to conduct business. The Group understands that violations of laws and regulations will affect the Group at different levels, such as business operations, financial position, reputation and litigation. The “Business Ethics Code”, “Code of Conduct” and “Employee Handbook” of the Group stipulate codes of conduct and compliance requirements for directors and employees, and provide clear guidelines for them. The duties of the Audit Committee include monitoring compliance and review the Company’s internal controls on an ongoing basis. The Group also engages external professional consultants to independently review the internal control system and provide recommendations to the Audit Committee and the Board. Meanwhile, the company secretary is responsible for overall monitoring of compliance with the Listing Rules. The Group has a whistleblowing system, under which all employees and external parties can report conduct that violates business ethics to the Group. After receiving the report, the Group will investigate and take appropriate remedial measures to deal with any improper or irregularities.

The business of the Group is subject to different regulations, including but not limited to the following major relevant laws and regulations. During the Year, there was no incident of non-compliance with the relevant laws and regulations that have a significant impact on the Group, nor any cases of non-compliance with laws and regulations or any litigation in relation to corruption against the company and employees. The Group will continue to review the relevant laws and regulations that may have a significant impact on the Group.

合規管理

遵守業務所在地的所有法律法規，是本集團經營業務時的基本要求。本集團明白違反法律及規例將對本集團的不同層面上造成影響，如業務經營、財政、聲譽及訴訟等。本集團的《商業道德規範》、《操守守則》及《員工手冊》訂明對董事及員工的行為守則及合規要求，為其提供清晰指引。審核委員會的職責之一是持續監察合規情況及檢討本公司內部監控。本集團亦外聘專業顧問，對內部監控系統進行獨立檢討，向該委員會及董事會提供建議。同時，公司秘書負責整體監察對上市規則之遵守情況。本集團設有舉報制度，所有員工及外部人員均可向本集團舉報有關違反商業道德的行為。接獲舉報後，本集團會展開調查，並採取合適的糾正措施，以應對任何不當或違規行為。

本集團的業務受到不同的監管，包括但不限於下列主要相關法律法規。年內，本集團並沒有識別出對本集團有重大影響的法律及規例，以及並沒有發現違規個案及對企業或僱員提出的貪污訴訟案件。本集團將持續審視各相關法律法規，以及其可能對本集團構成重大影響的情況。

Compliance Management (Continued)

合規管理(續)

Aspect 層面	Major Relevant Laws and Regulations 主要相關法律及規例
A1 Emissions A1 排放物	<p>“Environmental Protection Law of the PRC” “Law of the PRC on the Prevention and Control of Atmospheric Pollution” “Law of the PRC on Prevention and Control of Water Pollution” “Law of the PRC on Prevention and Control of Environmental Noise Pollution” “Law of the PRC on Prevention and Control of Environmental Pollution by Solid Waste”.</p> <p>《中華人民共和國環境保護法》 《中華人民共和國大氣污染防治法》 《中華人民共和國水污染防治法》 《中華人民共和國環境噪聲污染防治法》 《中華人民共和國固體廢物污染防治法》</p>
B1 Employment B1 僱傭	<p>“Labour Law of the PRC” 《中華人民共和國勞動法》</p>
B4 Labour Standards B4 勞工準則	<p>“Labour Contract Law of the PRC” “Social Insurance Law of the PRC” 《中華人民共和國勞動合同法》 《中華人民共和國社會保險法》</p>
B2 Health and Safety B2 健康與安全	<p>“Production Safety Law of the PRC” “Law of the PRC on the Prevention and Treatment of Occupational Diseases” “Regulation on Work-Related Injury Insurances” 《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》 《中華人民共和國工傷保險條例》</p>

Compliance Management (Continued)

合規管理(續)

Aspect 層面	Major Relevant Laws and Regulations 主要相關法律及規例
B6 Product Responsibility	"Product Quality Law of the PRC" "Contract Law of the PRC" "Advertising Law of the PRC" "Tort Law of the PRC" "Trademark Law of the PRC"
B6 產品責任	《中華人民共和國產品質量法》 《中華人民共和國合同法》 《中華人民共和國廣告法》 《中華人民共和國侵權責任法》 《中華人民共和國商標法》
B7 Anti-corruption	"Criminal Law of the PRC" "Anti-Money Laundering Law of the PRC" "Anti-Unfair Competition Law of the PRC" "Bidding Law of the PRC"
B7 反貪污	《中華人民共和國刑法》 《中華人民共和國反洗錢法》 《中華人民共和國反不正當競爭法》 《中華人民共和國招標投標法》

Key Performance Indicator Summary

關鍵績效指標摘要

ENVIRONMENTAL PERFORMANCE

環境表現

Air emissions and GHG emissions

廢氣及溫室氣體排放

Emissions

排放量

2019
二零一九年

2018
二零一八年

Nitrogen oxides (kg) 氮氧化物(千克)	388.7	485.8
Sulphur oxides (kg) 硫氧化物(千克)	11.1	15.5 ¹¹
Respirable suspended particulates (kg) 可吸入懸浮粒子(千克)	12.4	15.5
Scope 1 — Direct GHG emissions (tonne of CO ₂ -e) 範圍1 — 直接溫室氣體排放(噸二氧化碳當量)	252.4	246.5 ¹¹
Scope 2 — Energy indirect GHG emissions (tonne of CO ₂ -e) 範圍2 — 能源間接溫室氣體排放(噸二氧化碳當量)	10,743.1 ¹²	7,517.6
Scope 3 — Other indirect GHG emissions (tonne of CO ₂ -e) 範圍3 — 其他間接溫室氣體排放(噸二氧化碳當量)	29.7	— ¹³

Scope 1 From fugitive emissions of production facilities in manufacturing plants, vehicles and refrigerants of manufacturing plants.

範圍1 來自廠房生產設備、汽車及廠房的制冷劑逸散性排放。

Scope 2 From emissions of purchased electricity.

範圍2 來自外購電力排放。

Scope 3 From emissions related to business flights.

範圍3 來自商務旅行飛行相關的排放。

¹¹ Since the fuel consumption data for 2018 was updated during the Year, the fuel consumption of vehicles and the emissions of sulfur oxides as well as Scope 1 direct GHG emissions had been recalculated.

¹¹ 由於年內更新了二零一八年燃料消耗數據，故重新計算車輛燃料消耗和其排放的硫氧化物，以及範圍1直接溫室氣體排放。

¹² According to "Notice Regarding Proper Work Related to Carbon Emission Reporting and Investigation and Delivery of the List of Major Emission Units of the Power Generation Industry in 2019", the calculation of GHG emissions of purchased electricity during the Year has changed to adopt the national average emission factor.

¹² 根據《關於做好二零一九年度碳排放報告與核查及發電行業重點排放單位名單報送相關工作的通知》，年內外購電力之溫室氣體排放的計算已改用全國電網平均排放因子。

¹³ During the Year, since the distribution business was not able to provide the information related to business travel flights, therefore the relevant GHG emissions could not be calculated. The distribution business will start collecting and analyzing the relevant data in 2020.

¹³ 年內分銷業務未能提供商務旅行飛行相關資料，因此不能計算其相關溫室氣體排放。分銷業務將由二零二零年開始收集及統計有關數據。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Air emissions and GHG emissions 廢氣及溫室氣體排放	Emissions 排放量	
	2019 二零一九年	2018 二零一八年
Total GHG emissions (tonne of CO ₂ -e) 溫室氣體總排放量(噸二氧化碳當量)	11,025.2	7,764.1 ¹¹
GHG emissions Intensity (by area of manufacturing plant, i.e. tonnes of CO ₂ -e/square metre) 溫室氣體密度(以面積計算, 即噸二氧化碳當量/平方米)	0.108	0.076 ¹⁴
Waste 廢棄物	Generation 產生量	
	2019 二零一九年	2018 二零一八年
Total hazardous waste (tonne) ¹⁵ 所產生有害廢棄物總量(以噸計算) ¹⁵	0.4	1.5
Total hazardous waste intensity (by area of manufacturing plant, i.e. tonne/1,000 square metre) ¹⁵ 有害廢棄物密度(以廠房面積計算, 即噸/千平方米) ¹⁵	0.004	0.015
Total non-hazardous waste (tonne) 所產生無害廢棄物總量(以噸計算)	109.3	— ¹⁶
Total non-hazardous waste intensity (by area of manufacturing plant, i.e. tonne/1,000 square metre) 無害廢棄物密度(以廠房面積計算, 即噸/千平方米)	1.068	—

¹⁴ Since the area data of distribution business was supplemented during the Year, the density of the relevant environmental KPI had been recalculated.

¹⁵ The total amount and intensity of hazardous waste only includes the data of manufacturing business. The distribution business will start collecting and analyzing the relevant data in 2020.

¹⁶ The relevant data was unavailable as the data collection and the completeness of data was affected by business restructuring in 2018.

¹⁴ 由於年內補充了分銷業務的面積數據, 故重新計算各相關環境關鍵績效指標的密度。

¹⁵ 有害廢棄物總產生量及密度只包括製造業務的數據。分銷業務將由二零二零年開始收集及統計有關數據。

¹⁶ 由於二零一八年業務重組影響數據收集及數據完整性, 故未能提供有關數據。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Energy use 能源使用	Consumption 耗用量	
	2019 二零一九年	2018 二零一八年
Natural gas (MWh-e) 天然氣(兆瓦時等值)	246.7	295.0
Petrol (MWh-e) 汽油(兆瓦時等值)	371.6	250.9 ¹¹
Diesel (MWh-e) 柴油(兆瓦時等值)	168.9	222.8 ¹¹
Purchased electricity (MWh) 外購電力(兆瓦時)	17,671.1	14,162.9
Solar energy (MWh-e) 太陽能(兆瓦時等值)	12.9	19.3
Total energy consumption (MWh-e) 能源總耗量(兆瓦時等值)	18,471.2	14,950.9 ¹¹
Energy intensity (by area of manufacturing plant, i.e. MWh-e/square metre) 能源密度(以廠房面積計算, 即兆瓦時等值/平方米)	0.181	0.146 ¹⁴
Water use 用水	Consumption 耗用量	
	2019 二零一九年	2018 二零一八年
Total water consumption (cubic metre) 總耗水量(立方米)	22,244.0	17,963.6 ¹⁷
Water intensity (by area of manufacturing plant, i.e. cubic metre/square metre) 耗水密度(以廠房面積計算, 即立方米/平方米)	0.217	0.176 ¹⁴

¹⁷ Since the data of the manufacturing business in 2018 was supplemented during the Year, the total water consumption for 2018 had been recalculated.

¹⁷ 由於年內補充了二零一八年製造業務的數據, 故重新計算了二零一八年總耗水量。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Packaging materials ¹⁸ 包裝材料 ¹⁸	Consumption 耗用量	
	2019 二零一九年	2018 二零一八年
Total Packaging materials — cardboard (tonne) 包裝材料總量 — 紙板(噸)	228.0	280.0
Packaging materials — wood (tonne) 包裝材料 — 木材(噸)	71.0	1.0
Packaging materials — plastic film (tonne) 包裝材料 — 塑料膜(噸)	3.0	1.0
Total packaging materials (tonne) 包裝材料總量(噸)	302.0	282.0
Packaging material intensity (by area of manufacturing plant, i.e. tonne/1,000 square metre) 包裝材料密度(以廠房面積計算，即噸/千平方米)	3.087	2.883

SOCIAL PERFORMANCE

社會表現

Number of employee ¹⁹ 員工人數 ¹⁹		2019 二零一九年	2018 二零一八年
Total workforce 總人數		384	750
Male to female employee ratio 男女員工比例		0.68:1	0.72:1
By gender 按性別分佈	Male 男性	156	313
	Female 女性	228	437

¹⁸ The consumption and intensity of packaging materials only include the data of the manufacturing business involving the use of packaging materials.

¹⁹ Total number of employee at the end of the Reporting Period, including all permanent staff.

¹⁸ 包裝材料耗用量及密度只包括涉及包裝材料使用的製造業務的數據。

¹⁹ 報告期末之員工總數，包括所有永久員工。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Number of employee ¹⁹		2019	2018
員工人數 ¹⁹		二零一九年	二零一八年
By region 按地區分佈	The PRC 中國	355	720
	The USA 美國	29	30
By age 按年齡分佈	<31	95	287
	31-40	161	268
	>40	128	195
By position 按職能分佈	Management 管理層	231	390
	General staff 普通員工	153	360
By employment type 按就業類型分佈	Full-time 全職	383	750
	Part-time 兼職	1	0
By academic qualifications 按學歷分佈	Bachelor or above 大學或以上	104	151
	High school or below 中學或以下	280	599

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Employee new hire rate ²⁰ 員工新入職率 ²⁰		2019 二零一九年	2018 二零一八年
By region 按地區	The PRC 中國	54%	16%
	The USA 美國	7%	3%
Manufacturing business 製造業務		54%	16%
By gender 按性別	Male 男性	73%	19%
	Female 女性	42%	14%
By age 按年齡	<31	100%	27%
	31-40	41%	12%
	>40	15%	2%
Distribution business 分銷業務		7%	3%
By gender 按性別	Male 男性	5%	0%
	Female 女性	11%	3%
By age 按年齡	<31	0%	0%
	31-40	50%	0%
	>40	0%	0%

²⁰ Employee new hire rate (%) = number of new employees hired for the category / total number of employees of the category at the end of the Reporting Period X 100%.

²⁰ 員工新入職率(百分比) = 該類別新入職員工人數 / 該類別報告期末的總員工人數 X 100%。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Employee turnover rate ²¹		2019	2018
員工流失率 ²¹		二零一九年	二零一八年
By region	The PRC	70%	100%
按地區	中國		
	The USA	10%	17%
	美國		
Manufacturing business		70%	100%
製造業務			
By gender	Male	90%	100%
按性別	男性		
	Female	57%	100%
	女性		
By age	<31	100%	100%
按年齡	31-40	52%	100%
	>40	20%	100%
Distribution business		10%	17%
分銷業務			
By gender	Male	10%	9%
按性別	男性		
	Female	11%	38%
	女性		
By age	<31	0%	0%
按年齡	31-40	0%	33%
	>40	12%	15%

²¹ Employee turnover rate (%) = number of employee turnover of the category / total number of employees of the category at the end of the Reporting Period X 100%.

²¹ 員工流失率(百分比) = 該類別流失員工人數 / 該類別報告期末的總員工人數 X 100%。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Occupational health and safety 職業健康與安全	2019 二零一九年	2018 二零一八年
Work-related fatalities 因工死亡人數	0	0
Number of employees injured at work 因工受傷人數	6	22
Rate of work-related injury (per employee) ²² 工傷率(每名員工) ²²	1.6	2.9
Number of lost days due to work-related injury 因工傷損失工作日數	21	495
Total number of sessions of occupational health and safety training 職業健康與安全培訓總場數	57	66
Total number of participants in occupational health and safety training 職業健康與安全培訓總人次	379	545
Total number of hours of occupational health and safety training ²³ 職業健康與安全培訓總時數 ²³	84	53.5
Employee training ²⁴ 員工培訓 ²⁴	2019 二零一九年	2018 二零一八年
Total number of employees receiving training 接受培訓員工總人數	380	1,257
Total training hours 員工培訓總時數	748	789
Percentage of employees receiving training ²⁵ 接受培訓員工比率 ²⁵	99%	100%

²² Rate of work-related injury (per 100 employees) = total number of employees injured at work / total number of employees at the end of the Reporting Period X 100%.

²³ Refers to the total hours of all training activities.

²⁴ The total number of employees receiving training in 2019 does not include the data related to the employees who resigned during the Year, whereas the total number of employees receiving training in 2018 includes such data.

²⁵ Percentage of employees receiving training (%) = number of employees receiving training of the category / total number of employees of the category at the end of the Reporting Period x 100%.

²² 工傷率(每名員工) = 總因工受傷員工人數 / 報告期末的總員工人數 X 100%。

²³ 即所有培訓活動時數之總和。

²⁴ 二零一九年員工培訓總人數不包括年內已離職員工的相關數據。二零一八年員工培訓總人數則包括年內已離職員工的相關數據。

²⁵ 接受培訓員工比率(百分比) = 該類別接受培訓員工人數 / 該類別報告期末的總員工人數 X 100%。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Employee training²⁴		2019	2018
員工培訓²⁴		二零一九年	二零一八年
By gender 按性別	Male 男性	99%	100%
	Female 女性	99%	100%
By position 按職能	Management 管理層	99%	100%
	General staff 普通員工	99%	100%
Average training hours per employee ²⁶ 平均員工培訓時數 ²⁶		1.95	1.05
By gender 按性別	Male 男性	1.97	1.09
	Female 女性	1.93	1.02
By position 按職能	Management 管理層	1.97	0.75
	General staff 普通員工	1.91	1.38

²⁶ Average training hours per employee = training hours for employees of the category / total number of employees of the category at the end of the Reporting Period.

²⁶ 平均員工培訓時數 = 該類別員工培訓時數 / 該類別報告期末的總員工人數。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Number of suppliers		2019	2018
(Percentage of suppliers where the engagement practices are being implemented)		二零一九年	二零一八年
供應商數目(有執行聘用慣例的供應商百分比)			
By country or region 按國家或地區	Mainland PRC and Taiwan 中國內地及臺灣	357(100%)	195(-)
	Hong Kong 香港	6(100%)	-
	Vietnam 越南	1(100%)	-
	The USA 美國	3(100%)	10(-)

Report Content Index

報告內容索引

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
A. Environment		
A. 環境		
A1 Emissions		
A1 排放物		
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、用水及土地的排污、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。	35–42, 44–45
A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	38, 47
A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	37, 47–48
A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	40, 48
A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	40, 48
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。	35–42, 47–48
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。	39–40, 48

Report Content Index (Continued)

報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
A2 Use of Resources		
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。	35, 41–42
A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及/或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	40, 49
A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	41, 49
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。	40–41, 49
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。	41–42, 49
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。	50
A3 The Environment and Natural Resources		
A3 環境及天然資源		
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。	35–42
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。	

Report Content Index (Continued)

報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B. Social		
B. 社會		
B1 Employment		
B1 僱傭		
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 compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (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。	30-32, 44-45
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。	50-51
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。	53

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報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B2 Health and Safety B2 健康與安全		
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。	27–29, 44–45
B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	54
B2.2	Lost days due to work injury. 因工傷損失工作日數。	54
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。	27–29
B3 Development and Training B3 發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	32–34
B3.1	The percentage of trained employees by gender and employee category (such as senior management, middle management, etc.). 按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	34, 54–55
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。	55

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報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B4 Labour Standards		
B4 勞工準則		
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。	32, 44-45
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。	
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。	
B5 Supply Chain Management		
B5 供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	23-26
B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	56
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。	23-26, 56

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報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B6 Product Responsibility		
B6 產品責任		
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。	19–22, 44, 46
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。	21
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。	21
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。	22
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。	19–21
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	22

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報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B7 Anti-corruption		
B7 反貪污		
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。	22-23, 44, 46
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。	44
B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	22-23
B7.3	描述防範措施及舉報程序，以及相關執行及監察方法。 Description of anti-corruption training provided to directors and employees 描述向董事及員工提供的反貪污培訓。	23
B8 Community Investment		
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。	43
B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	