



Wise Ally International Holdings Limited 麗年國際控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock code 股份代號: 9918

2019

ENVIRONMENTAL, SOCIAL
AND GOVERNANCE REPORT

環境、社會及管治報告



環境、社會及管治報告

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報告概覽

麗年國際控股有限公司(「本公司」，連同其附屬公司統稱「本集團」，或「我們」)欣然提呈其第一份環境、社會及管治報告(「本報告」)。作為負責任的企業公民，本集團深知審慎環境及社會管理對於經濟可持續發展具有極其重大的意義。本報告概述本集團有關環境、社會及管治的策略、實踐及願景，傳遞本集團對於可持續發展的決心。

報告範圍及報告期間

除另有說明外，本報告的範圍涵蓋我們於香港辦事處及中華人民共和國(「中國」)東莞生產廠房的業務。

本報告涵蓋自2019年1月1日至12月31日止期間(「報告期間」)，與本集團2019年報涵蓋的財政年度一致。

報告編製基準

本報告乃根據香港聯合交易所有限公司(「聯交所」)證券上市規則(「上市規則」)附錄27所載的《環境、社會及管治報告指引》編製，並遵守所有「不遵守就解釋」條文以及重要性、量化、平衡及一致性原則。

數據來源及可靠性聲明

本報告披露的資料來自本集團的內部文件、統計報告及相關公開資料。本集團承諾本報告並無包含任何虛假信息、誤導性陳述或重大遺漏，並就本報告所載內容的真實性、準確性及完整性承擔責任。

確認及批准

本報告經本公司管理層確認後，於2020年6月22日經由本公司董事會(「董事會」)批准。本報告以中英文兩種語言編製。倘本報告中英文版本之間存在任何歧義，概以英文版本為準。本報告的電子版本可在聯交所網站(www.hkexnews.hk)查閱。

OVERVIEW OF THE REPORT

Wise Ally International Holdings Limited (the “Company”, and its subsidiaries, collectively the “Group”, “we” or “us”) hereby presents its first Environmental, Social and Governance Report (the “Report”). As a responsible corporate citizen, the Group acknowledges that prudent environmental and societal management is of great importance to sustainable economic growth. The Report summarizes the strategy, practice and vision of the Group in respect of issues related to environment, society and governance, and conveys the Group’s devotion for sustainability.

Reporting Scope and Reporting Period

Unless otherwise specified, the scope of the Report covers our businesses and offices in Hong Kong and Dongguan production plant in the People’s Republic of China (the “PRC”).

The Report covers the period from 1 January to 31 December 2019 (the “Reporting Period”), which is consistent with the financial year covered by the 2019 Annual Report of the Group.

Preparation Basis of the Report

The Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide as set out in Appendix 27 to the Rules Governing the Listing of Securities (the “Listing Rules”) on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) and complies with all provisions of “Comply or Explain” as well as the principles of materiality, quantitative, balance and consistency.

Source of Data and Reliability Statement

The information disclosed in the Report is from the Group’s internal documents, statistical reports and relevant public materials. The Group undertakes that the Report does not contain any false information, misleading statement or material omission, and takes responsibilities for the contents hereof as to the authenticity, accuracy and completeness.

Confirmation and Approval

The Report was approved by the Board of Directors of the Company (the “Board”) on 22 June 2020 upon confirmation by the management of the Company. The Report is prepared in both Chinese and English. In case of any discrepancy between the Chinese and English versions of the Report, the English version shall prevail. The electronic version of the Report is available on the website of the Stock Exchange (www.hkexnews.hk).

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聯繫我們

我們十分重視讀者的寶貴意見。倘閣下對本報告有任何疑問或建議，請透過以下方式聯繫我們：

電郵：enquiry@wiseally.com.hk

通訊地址：香港九龍九龍灣宏照道38號企業廣場5期1座3203-3207室

持份者識別和溝通

於營運過程中，本集團持續關注持份者關切的主要議題。經過與持份者充分及透明的溝通，本集團根據持份者的意見持續完善其可持續發展策略與計劃。滿足持份者的期待與需求有助於鞏固相互信任及合作關係、創造經濟可持續發展、環境友好及社會發展的美好未來。

持份者的主要關注及其參與方式於下文中詳述：

Contact Us

We attach great importance to readers' valuable opinions. Should you have any questions or suggestions about the Report, please contact the Group via:

E-mail: enquiry@wiseally.com.hk

Postal address: Units 3203-3207, Tower 1, Enterprise Square Five, 38 Wang Chiu Road, Kowloon Bay, Kowloon, Hong Kong

Identification of and Communication with Stakeholders

In the course of its operation, the Group continues to pay attention to the major issues that the stakeholders are concerned about. Through comprehensive and transparent communication with its stakeholders, the Group continues to improve its sustainable development strategies and plans based on the opinions of its stakeholders. Addressing the expectations and needs of its stakeholders helps to consolidate mutual trust and cooperative relationships, and create a future of sustainable economic growth, environmental friendliness and social development.

Major concerns of its stakeholders and its means of engagements are detailed below:

持份者 Stakeholders	主要關注層面 Areas of Concern	溝通與回應 Communication and Responses
聯交所 Stock Exchange	<ul style="list-style-type: none">遵守上市規則；及及時及準確的公告。 <ul style="list-style-type: none">Compliance with the Listing Rules; andTimely and accurate announcements.	<ul style="list-style-type: none">會議；培訓與研討會；及本公司網站及公告。 <ul style="list-style-type: none">Meetings;Training and seminars; andCompany's website and announcements.
政府及監管機構 Government and regulatory authorities	<ul style="list-style-type: none">營運合規；依法納稅；及信息披露與資料提交。 <ul style="list-style-type: none">Operational compliance;Tax payment as legally required; andDisclosure of information and submission of materials.	<ul style="list-style-type: none">年度審查程序；及本公司網站及公告。 <ul style="list-style-type: none">Annual reviewal process; andCompany's website and announcements.

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持份者 Stakeholders	主要關注層面 Areas of Concern	溝通與回應 Communication and Responses
投資者 Investors	<ul style="list-style-type: none"> 業務策略及表現； 企業管治； 持續盈利；及 投資回報。 	<ul style="list-style-type: none"> 股東大會； 財務報告及公告；及 本公司網站。
媒體及公眾 Media & Public	<ul style="list-style-type: none"> 企業管治； 環境保護；及 堅持人權準則。 	<ul style="list-style-type: none"> 公告； 本公司網站；及 新聞發佈會。
供應商 Suppliers	<ul style="list-style-type: none"> 付款安排； 需求穩定性； 營運合規；及 優質的服務與產品。 	<ul style="list-style-type: none"> 實地訪查； 會議；及 電話會議及會談。
客戶 Customers	<ul style="list-style-type: none"> 優質的服務與產品； 產品安全； 商業信譽； 知識產權與保護；及 營運合規。 	<ul style="list-style-type: none"> 訪查； 會議； 電話會議；及 客戶諮詢處理機制。

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持份者 Stakeholders	主要關注層面 Areas of Concern	溝通與回應 Communication and Responses
僱員 Employees	<ul style="list-style-type: none"> 僱員權利及福利； 培訓及發展； 工作環境及職業安全；及 平等機會。 	<ul style="list-style-type: none"> 定期會議； 僱員培訓； 年度考核； 意見箱；及 WhatsApp及微信群。
社區 Community	<ul style="list-style-type: none"> 社區發展； 就業機會； 環境保護；及 社會福祉。 	<ul style="list-style-type: none"> 社區服務活動； 媒體諮詢；及 新聞發佈及公告。
	<ul style="list-style-type: none"> Rights and benefits of employees; Training and development; Working environment and occupational safety; and Equal opportunities. 	<ul style="list-style-type: none"> Regular meetings; Staff training; Annual appraisal; Opinion box; and WhatsApp and WeChat group.
	<ul style="list-style-type: none"> Community development; Employment opportunities; Environmental protection; and Social welfare. 	<ul style="list-style-type: none"> Community service activities; Media enquiry; and Press releases and announcements.

環境

概覽

本集團是一家專注於消費電子產品的知名電子製造服務(「EMS」)供應商，致力於為客戶提供一站式解決方案，涵蓋的應用範圍包括霧化產品、電器、商業控件及加熱、通風及空調等。

本集團不僅專注於業務活動，亦注重環境保護，且在其日常管理中遵守可持續發展原則，力圖提高僱員的環保意識、努力構建綠色環境。東莞生產廠房已就各項業務制定符合國際行業特定環境標準的環境管理系統及相關政策與程序，並已獲得ISO 14001：2015認證。已制定的政策及程序包括但不限於環境管理手冊、環境因素／危害來源識別、評估及更新程序、環境表現監察及計量程序，以及用電及用水管理程序。

ENVIRONMENTAL

Overview

The Group is an established electronics manufacturing services (“EMS”) provider offering full turnkey solutions to its customers, with particular focus in consumer electronic products that covers a wide range of product applications including vapour products, appliances, commercial controls and heating, ventilation and air-conditionings.

The Group not only takes heed of its business activities, but also environmental protection and follows the principle of sustainable development in its daily management in an attempt to improve the environmental awareness of its employees and strives to build a green environment. The Dongguan production plant has established an environmental management system and relevant policies and procedures for each business that meet the international industry specific environmental standards and obtained ISO 14001:2015 certification. The established policies and procedures include but are not limited to the Environmental Management Handbook, the Procedure for Environmental Factors/Hazard Source Identification, Evaluation and Updating, the Procedure of Monitoring and Measurement of Environmental Performance, and the Management Procedures for Electricity and Water Usage.

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本集團嚴格遵守環境法律法規，包括但不限於中國的《環境保護法》、《大氣污染防治法》、《水污染防治法》、《固體廢物污染環境防治法》及《節約能源法》。

The Group strictly abides by the environmental laws and regulations, including but are not limited to the “Environmental Protection Law”, “Law on the Prevention and Control of Atmospheric Pollution”, “Law on the Prevention and Control of Water Pollution”, “Law on the Prevention and Control of Solid Waste Pollution to the Environment” and “Law on Energy Conservation” in the PRC.

廢氣排放

本集團的廢氣排放主要來源於汽車。排放物的種類及數據如下：

主要排放物 Major Emissions	單位 Unit	排放量 Amount of Emission
氮氧化物(NO _x) Nitrogen Oxides (NO _x)	千克 kg	371.73
硫氧化物(SO _x) Sulphur Oxides (SO _x)	千克 kg	0.86
顆粒物質(PM) Particulate Matter (PM)	千克 kg	35.23

Air Emissions

The Group's air emissions derive mainly from automobiles. The types and data of emissions are as follows:

溫室氣體排放

本集團的溫室氣體直接排放主要來源於發電機及車輛的燃料燃燒，溫室氣體間接排放主要來源於外購電力、丟棄的廢紙以及僱員公務旅行乘坐的航班。

Greenhouse Gases Emissions

The Group's direct emissions of greenhouse gases result principally from the burning of fuel in generators and vehicles, while the indirect emissions of greenhouse gases are mainly from the purchased electricity, discarded waste paper and the flights that employees took for business trips.

排放物種類 Types of Emissions	單位 Unit	排放量 Amount of Emissions
範圍1 Scope 1 發電機燃燒燃料： Combustion of fuels in generators:		
二氧化碳(CO ₂) Carbon Dioxide (CO ₂)	噸二氧化碳當量 Tonnes CO ₂ e	44.44
甲烷(CH ₄) Methane (CH ₄)	噸二氧化碳當量 Tonnes CO ₂ e	0.01
一氧化二氮(N ₂ O) Nitrous Oxide (N ₂ O)	噸二氧化碳當量 Tonnes CO ₂ e	0.04
總計 Total	噸二氧化碳當量 Tonnes CO ₂ e	44.49

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排放物種類 Types of Emissions	單位 Unit	排放量 Amount of Emissions
<i>車輛燃燒燃料：</i> <i>Combustion of fuels in vehicles:</i>		
二氧化碳(CO ₂) Carbon Dioxide (CO ₂)	噸二氧化碳當量 Tonnes CO ₂ e	138.20
甲烷(CH ₄) Methane (CH ₄)	噸二氧化碳當量 Tonnes CO ₂ e	0.31
一氧化二氮(N ₂ O) Nitrous Oxide (N ₂ O)	噸二氧化碳當量 Tonnes CO ₂ e	20.12
總計 Total	噸二氧化碳當量 Tonnes CO₂e	158.63
範圍2－能源間接排放 Scope 2 – Energy Indirect Emissions		
電 Electricity	噸二氧化碳當量 Tonnes CO ₂ e	7,073.99 ¹
範圍3－其他間接排放 Scope 3 – Other Indirect Emissions		
廢紙 Waste Paper	噸二氧化碳當量 Tonnes CO ₂ e	27.28
公幹 Business Trips	噸二氧化碳當量 Tonnes CO ₂ e	35.22
總排放量 Total Emissions		
總排放量 Total Emissions	噸二氧化碳當量 Tonnes CO ₂ e	7,339.61
排放密度 Emissions Intensity	噸二氧化碳當量／按件計的每百萬產量單位 Tonnes CO ₂ e/every million units of production by pieces	352.34

減少排放的措施

為有效減少本集團產生的排放物，本集團已採納多項緩解措施。在車隊管理方面，本集團推行合理用車，禁止公務車用於私人用途，嚴格審批長途出行以減少不必要的行程；同時，每週進行車輛檢查及維護，以提高燃燒效率。

Measures to Mitigate Emissions

In order to effectively reduce the emissions generated by the Group, the Group has adopted a wide range of measures to mitigate them. For fleet management, the Group promotes reasonable driving, in which private use of business vehicles is prohibited and long-distance travelling is subject to strict review to reduce unnecessary travel, also weekly inspection and maintenance of vehicles are conducted to enhance combustion efficiency.

¹ 就範圍2溫室氣體排放(耗用外購電力的間接排放)而言，採納國家發展和改革委員會頒佈的《2011年和2012年中國區域電網平均二氧化碳排放因子》以及中電所售電力的二氧化碳當量排放強度(2019年)。

¹ For Scope 2 GHG Emission (indirect emission from consumption of purchased electricity), the Average Carbon Dioxide Emission Factors of China's Regional Power Grid in 2011 and 2012 issued by the National Development and Reform Commission, and also the carbon dioxide equivalent emissions intensity of electricity sold by CLP in 2019 is adopted.

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對於柴油發電機產生的排放物，本集團使用脫硫除塵淨化塔進行處理，以降低排放水平。此外，在生產過程中，本集團亦已安裝排氣通風系統處理焊接過程中產生的排放物，該等排氣設施由行政部（「行政部」）專責人員負責管理及維護。

通過上述措施，本集團一直保持穩定的排放水平，且該排放水平達到法律規定的排放標準，從而維持ISO 14001：2015認證。

廢棄物管理

在本集團的日常營運過程中，無害廢棄物的產生主要來自於紙張耗用及其他各類的一般商業廢棄物，如辦公用品及塑料製品。於報告期間，紙張耗用量約為5.68噸，密度為0.27噸／按件計的每百萬產量單位。

有害廢棄物的產生主要來自於化學廢棄物，如廢礦油、舊水銀燈及塗料。於報告期間，有害廢棄物的耗用量約為1.67噸，密度為0.08噸／按件計的每百萬產量單位。

本集團積極倡導綠色及可持續工作環境理念，並在日常營運中堅持「環保4R」原則（減少使用、廢物重用、循環再造及替代使用），以期最大程度地減少廢棄物的產生及充分使用資源。本集團已實行廢棄物管理程序，該程序將廢棄物分類為有害廢棄物及無害廢棄物。就有害廢棄物而言，本集團每年委聘持有危險廢物經營許可證的環境服務供應商收集及處理有害廢棄物。無害廢棄物進一步分類為可回收廢棄物及不可回收廢棄物。對可回收廢棄物進行分類並集中處理及存放，以待回收公司收集。

紙張耗用方面，本集團已制定辦公用品政策，要求僱員採用雙面影印、在影印及打印初稿時重複使用單面打印的紙張。本集團亦鼓勵線上溝通，從而減少紙張的使用。

For emissions produced by the diesel generators, the Group treats them with the desulphurization and dust removal purification tower to lower the emissions level. Also, during the production process, the Group has installed exhaust ventilation system for emissions produced during soldering, and the exhaust facilities are managed and maintained by the responsible personnel from the Administrative Department (“ADM”).

Due to the above measures, the Group has been maintaining a stable emission levels that meets the emission standards set out by the law, so as to maintain its ISO 14001:2015 certification.

Waste Management

During the course of the Group’s daily operation, the generation of non-hazardous waste results principally from the paper consumption and other various types of general commercial wastes, such as office supplies and plastics. During the Reporting Period, the consumption of paper was amounted to approximately 5.68 tonnes, and the intensity was 0.27 tonnes per every million units of production by pieces.

The generation of hazardous waste results principally from chemical waste, such as waste mineral oil, used mercury containing lamps and paints. During the Reporting Period, the production of hazardous waste was amounted to approximately 1.67 tonnes, and the intensity was 0.08 tonnes per every million units of production by pieces.

The Group actively advocates the idea of green and sustainable working environment, and adheres to the principle of “four ‘Re’ actions in environmental protection” (reduce, reuse, recycle and replace) in our daily operation, aiming to minimize the generation of wastes and make full use of resources. The Group has implemented the Waste Management Procedures that divides the wastes into hazardous and non-hazardous. For the former, the Group has engaged an environmental service provider with Hazardous Waste Business License to collect and treat the hazardous waste annually. As for the latter, it is further divided into recyclable and non-recyclable wastes. The recyclable wastes are sorted out and disposed of at the centralised location for collection by the recycle companies.

In terms of paper consumption, the Group has established an Office Supply Policy that requires the staff to use double-sided photocopying and reuse single-sided paper for photocopying or printing of the first draft. The Group also encourages online communication to reduce the use of paper.

資源使用

本集團的直接及間接能源消耗主要分別來自於發電機柴油及外購電力的消耗。

Use of Resources

The Group's direct and indirect energy consumption results principally from the consumption of diesel for generators and the purchased electricity respectively.

能源類型 Types of Energy	單位 Unit	消耗量 Consumption
直接能源消耗：發電機 Direct Energy Consumption: Generators		
柴油 Diesel	千瓦時 kWh	181,955.14
間接能源消耗：電 Indirect Energy Consumption: Electricity		
電 Electricity	千瓦時 kWh	8,486,175.00
能源消耗總量 Total Energy Consumption	千瓦時 kWh	8,668,130.14
能源消耗密度 Energy Consumption Intensity	千瓦時／按件計的總產量單位 kWh/total production units by pieces	0.42

能源使用效率

就節約用電而言，本集團已制定用電管理程序，以確保用電安全及鼓勵節約能源。具體的措施包括：要求僱員在離開工作場所以及不使用設備之時關閉設備及電源；禁止在未經行政部事先批准的情況下鋪設電線；每月監察用電情況並追蹤超過用電標準的部門。

Energy Use Efficiency

In terms of electricity saving, the Group has established the Management Procedures for Electricity Usage to ensure electricity safety and encourage energy conservation. Specific measures include: staff are required to turn off the equipment and power supply when they leave the premises and when they are not using the equipment; laying cables without permission obtained from the ADM is prohibited; monitoring of electricity usage on a monthly basis and follow-up with departments that exceeds the electricity usage standards.

用水

現有的供水滿足我們的日常營運需求，且在求取水源上概無任何問題。水資源主要用於香港辦公室及東莞生產廠房的基本清潔與衛生。香港辦公場所由相關物業管理公司集中管理，因此，以下數據僅涵蓋東莞生產廠房的用水情況。東莞生產廠房的用水總量為123,440立方米，用水總量的密度為0.01立方米／按件計的總產量單位。

Water Usage

The existing water supply meets our daily operational needs and there is no issue in sourcing water. Water resources are mainly used in the offices in Hong Kong and the Dongguan production plant for the purpose of basic cleaning and sanitation. As the office premise in Hong Kong is centrally managed by its respective property management service provider, the data below only cover the water usage in the Dongguan production plant. The total water consumption in Dongguan production plant was 123,440 cubic meters, and the intensity of total water consumption was 0.01 cubic meters per total production units by pieces.

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我們極力推行以下措施以節約用水：採納循環水系統，定期檢查水龍頭以避免不必要的漏水及及時報告任何損壞，在洗手間內及每個水龍頭旁張貼節約用水的標語以積極提升僱員的節約用水意識。

包裝材料

產品的包裝主要使用紙張、紙箱、分區紙板、塑料袋以及泡沫海綿等材料。於報告期間，共使用約575噸包裝材料，已使用包裝材料的密度為27.58噸／按件計的每百萬產量單位。

環境及自然資源

本集團始終堅持遵守ISO 14001：2015環境管理標準，通過系統管理其活動、產品及服務的所有環境層面，確保其最大程度地減少碳足跡及對環境的影響。

社會

僱傭及勞工準則

本集團認為僱員是企業最寶貴的資產之一，並視人力資源管理為整體業務策略不可缺少的部分。本集團嚴格遵守有關僱傭的所有適用法律法規，包括但不限於香港的《僱傭條例》、《最低工資條例》及《僱員補償條例》以及中國的《勞動合同法》、《勞動法》、《職工帶薪年休假條例》、《婦女權益保護法》、《殘疾人保障法》及《社會保險法》。

本集團致力於構建多元化及包容的工作環境，以保證僱員於招聘及晉升過程中不因其性別、種族、宗教信仰、膚色、性取向、年齡、婚姻狀況或家庭狀況而遭受歧視或被剝奪平等機會。本集團特別制定女性僱員勞動保護規定以及反歧視及反性騷擾程序，以保護所有僱員的權益，從而保證僱員的才能得到公平的反映、評估及獎勵。

We strive to conserve water by implementing measures such as: adopting circulating water system, performing regular check on faucets to avoid unnecessary leakage and to enable prompt reporting of any damages, and actively promoting water conservation awareness among our employees by placing water-saving signs in the toilets and next to every faucet.

Packaging Material

Our products mainly use materials such as paper, paper boxes, partition cardboard, plastic bags, and foam sponge for packaging. During the Reporting Period, approximately 575 tonnes of packaging materials were used, and the intensity of packaging material used was 27.58 tonnes per every million units of production by pieces.

The Environment and Natural Resources

The Group constantly adheres to the ISO 14001:2015 environmental management standards, and ensures that it minimises its carbon footprints and its impacts on the environment through systematic management of all environmental aspects of its activities, products and services.

SOCIAL

Employment and Labour Standards

The Group believes that employees are one of the most valuable assets of an enterprise and considers human resource management as an integral part of our overall business strategy. The Group strictly abides by all applicable laws and regulations related to employment, including but not limited to the “Employment Ordinance”, the “Minimum Wage Ordinance”, the “Employees’ Compensation Ordinance” in Hong Kong, and the “Labour Contract Law”, “Labour Law”, “Regulations on Paid Annual Leave of Employees”, “Law on the Protection of Women’s Rights and Interests”, “Law on the Protection of Disabled Persons” and “Social Insurance Law” in the PRC.

The Group is committed to building a diversified and inclusive working environment to ensure no employees will be discriminated against or deprived of opportunities due to gender, ethnic background, religious belief, colour, sexual orientation, age, marital status or family status in respect of recruitment and promotion. The Group has specially formulated the Rules on the Labour Protection of Female Employees and Anti-discrimination and harassment Procedures to protect the rights of all employees, so that the employees’ talents can be reflected on, assessed and rewarded fairly.

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本集團嚴明反對及禁止任何形式的童工及強制勞工。為避免強制勞工及童工，人力資源部對各候選人執行詳細的面試篩選程序。通過核查申請人的身份證原件、進行詳盡的查詢，執行徹底的背景調查，以核實申請表所述個人資料的真實性，進而保證未僱用任何童工。

倘發現任何童工，本集團即刻終止合約並調查該事件。本集團嚴厲禁止強制勞工且執行零容忍政策。我們會對任何對相關事件的起因承擔責任的僱員施予紀律行動。於報告期間，本集團並無任何童工或強制勞工的事件。

本集團亦制定人力資源政策，以管理其僱員招聘、離職、晉升及其他程序，從而標準化工作流程、提高工作效率。本集團將根據需求通過簡歷篩選、背景調查及工作面試等層層甄選程序選擇合適的候選人。有意辭職的僱員須事先向相關部門的主管及負責的管理層提交書面通知。本集團執行僱員試用期評估及年度考核，此等考核將成為獎勵及懲罰、薪資調整及晉升、年終花紅等事項的重要基礎。現行的薪酬政策乃根據工作性質、僱員的資質及經驗制定，且該政策每年進行檢討。除了提供年度花紅及僱員相關保險福利，亦根據僱員的個人表現獎勵其酌情花紅。

為了招募高素質人才及激勵現有僱員，本集團為僱員提供具有競爭力的薪酬、附加福利及福利津貼，如醫療及社會保險、差旅及電話津貼。僱員每天標準工作時數為8小時，每週平均工作時數為40小時，每週休息至少1天。為了增強團隊凝聚力及營造和諧的工作氛圍，本集團定期組織各類團體活動。

The Group strictly opposes and prohibits any form of child and forced labour. To avoid forced and child labour, the Human Resources Department performs detailed interview screening procedures on each candidate. A thorough background check is conducted to verify the authenticity of personal data stated on the application forms by examining the applicants' original identity card and making detailed inquiries to ensure that no child labour can be employed.

If any child labour is discovered, the Group would immediately terminate the contract and investigate the incident. Forced labour is strictly prohibited by the Group with zero tolerance. We shall take disciplinary actions against any staff members who are accountable for the cause of the incident. During the Reporting Period, the Group did not have any cases of child labour or forced labour.

The Group also established a Human Resources Policy to manage its employee recruitment, resignation, promotion and other processes, so as to standardize the workflow and improve the working efficiency. In accordance with the needs, the Group will select suitable candidates through levels of selection processes, including the resume-screening, background check and job interview. Employees who intend to resign shall give the head of the relevant department and the management in charge advance notice in writing. The Group performs employee probation assessments and annual appraisals, which will serve as important bases for rewards and punishments, salary adjustment and promotion, year-end bonus, etc. The remuneration policy in place is commensurate with the job nature, qualification and experience of employees, and the policy is reviewed annually. In addition to the provision of annual bonuses and employee related insurance benefits, discretionary bonuses are also rewarded to employees based on individual performance.

To engage high-calibre talents and motivate existing employees, the Group provides a competitive remuneration package, fringe benefits, and welfare allowances for its employees, such as the medical and social insurances, travel and phone call allowances. The standard working hour of staff is 8 hours per day and 40 hours per week on average with at least 1 day off. In order to enhance team cohesion and create a harmonious working atmosphere, the Group organizes various group activities on a regular basis.

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截至2019年12月31日，本集團共有1,374²名僱員，詳情如下：

As of 31 December 2019, the Group had a total of 1,374² employees, the detailed are as follows:

僱員人數

Number of Employees

僱員總人數	Total number of employees	1,374
按性別劃分的僱員人數	Number of employees by gender	
女性	Female	610
男性	Male	764
按年齡組別劃分的僱員人數	Number of employees by age group	
25歲以下	<25	266
25至29歲	25-29	247
30至39歲	30-39	531
40至49歲	40-49	291
50歲以上	>50	39
按僱員類別劃分的僱員人數	Number of employees by employee category	
管理層	Management	49
中級僱員	Mid-level employee	367
初級僱員	Junior employee	958
按地區劃分的僱員人數	Number of employees by region	
香港	Hong Kong	75
中國	PRC	1,299

截至2019年12月31日，本集團的僱員流失比率為20%，詳情如下：

As of 31 December 2019, the employee turnover across the Group was 20 per cent, the detailed are as follows:

僱員流失比率

Employee Turnover

按性別劃分的僱員流失比率	Employee turnover rate by gender	
女性	Female	26%
男性	Male	74%
按年齡組別劃分的僱員流失比率	Employee turnover rate by age group	
25歲以下	<25	39%
25至29歲	25-29	19%
30至39歲	30-39	31%
40至49歲	40-49	8%
50歲以上	>50	3%
按地區劃分的僱員流失比率	Employee turnover rate by region	
香港	Hong Kong	6%
中國	PRC	94%

² 此僱員總人數為截至2019年12月31日的現有僱員人數；因此，此數字與2019年報所載數字不同。

² This total employee number represents the existing number of employees as of 31 December 2019; thus, the number is different from that in the 2019 Annual Report.

健康與安全

僱員的健康與安全對於本集團而言尤為重要，本集團亦遵守所有相關的安全法規，如香港的《職業安全及健康條例》以及中國的《安全生產法》及《消防法》。本集團已制定僱員安全政策；該政策識別各類潛在危害，並就本集團生產活動的各個方面訂明相關程序。本集團亦制定應急措施，訂明在員工手冊所述的颱風、暴雨及重大傳染病等危難時期的工作安排。

在東莞生產廠房，環境安全與健康(「ESH」)專員負責處理所有健康與安全的相關事務。所有專員於檢查各自職責範圍內的工作環境後須簽署相關的確認書。東莞生產廠房亦要求所有新僱員在開始工作之前完成「三級安全培訓」。培訓包括工作中的操作及防範指南，幫助僱員掌握安全生產的知識、以準確及安全的方式操作設備，同時增強僱員在緊急情況下的應對能力。

一般安全措施包括禁止在倉庫、易燃易爆區及生產部等無煙區吸煙；根據法律制定消防安全管理制度並定期進行消防演習，以增強所有僱員的安全意識。

於報告期間，本集團並無任何因工亡故事件，但有六宗工傷報告，由此導致的損失工作日數共為212天。多數工傷發生於工作完成後，儘管如此，本集團仍繼續反思現有的安全政策並致力於改進職業安全措施。

發展及培訓

本集團認為僱員的技能與經驗對於本集團的長期發展至關重要；因此，本集團為僱員的成長投資，在提升僱員自身能力的同時亦能使僱員更有效地履行職責。故此，本集團不僅幫助僱員實現其個人目標，同時也調整公司目標以相互成就彼此的成功。本集團致力於支持各級別所有僱員的表現提升、發展與成長，為僱員提供內部及外部培訓項目。

Health and Safety

Employee's health and safety are of utmost importance to the Group, which complies with all relevant safety regulations such as the "Occupational Safety and Health Ordinance" in Hong Kong, also the "Production Safety Law" and "Fire Protection Law" in the PRC. It has developed an Employee Safety Policy that identifies different potential hazards, and outlines the procedures for different aspects of its production activities. The Group also has contingency measures in place, which outlines the work arrangements in times of crisis such as typhoons, rainstorms and serious communicable disease in the Staff Handbook.

In Dongguan production plant, the Environmental Safety and Health ("ESH") staff is responsible for handling all health and safety related issues. All staff have to sign a confirmation notice after inspecting their respective roles' working environment. It also requires all new employees to complete a "3-Levels Safety Training" before the commencement of work. The training includes operational and preventative guidelines during work, to equip the staff with knowledge to work safely, operate the equipment in an accurate and safe manner, and enhance employees' ability to respond to emergencies.

General safety measures include prohibiting smoking in the non-smoking zone, such as the warehouse, flammable and explosive areas, and the production department; formulating the fire safety management pursuant to the law, and conduct regular fire drills to strengthen the safety awareness of all staff.

During the Reporting Period, the Group did not have any work-related fatality cases, but there were 6 reported cases of work injuries, resulting a total of 212 lost days. The majority of the injuries happened after work, but the Group continues to reflect on its existing safety policies and is committed to improve its occupational safety measures nevertheless.

Development and Training

The Group believes that skills and experience of employees are critical to the long-term development of the Group. The Group, therefore, invests in the growth of its employees to enhance their respective competencies, and in turn, allows them to discharge their duties effectively. As such, it helps the employees in achieving their personal goals while aligning with company goals for mutual success. The Group is committed to supporting the performance improvement, development and growth of all our employees across all levels, and provide both in-house and external training programs to our employees.

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於報告期間，受訓僱員的詳情載列如下：

During the Reporting Period, the details of staff who received trainings are as follows:

僱員培訓 Employee Training

按性別劃分的受訓僱員百分比	Percentage of employee trained by gender	
女性	Female	24%
男性	Male	76%
按僱員類別劃分的受訓僱員百分比	Percentage of employee trained by employee category	
管理層	Management	2%
中級僱員	Mid-level employee	8%
初級僱員	Junior employee	90%
按性別劃分的每名僱員完成 受訓的平均時數	Average training hours completed per employee by gender	
女性	Female	12.95 hours (小時)
男性	Male	12.76 hours (小時)
按僱員類別劃分的每名僱員完成 受訓的平均時數	Average training hours completed per employee by employee category	
管理層	Management	17.51 hours (小時)
中級僱員	Mid-level employee	12.40 hours (小時)
初級僱員	Junior employee	12.74 hours (小時)

供應鏈管理

本集團深刻認識到供應鏈管理與可持續發展密不可分；鑒於此，本集團致力於與供應商建立長期及和諧的合作關係。我們希望我們的供應商遵循誠信與務實的原則，嚴格按照有關環境及社會層面的適用法律法規的規定提供產品及服務。本集團要求相關供應商同時遵守《有害物質限用指令》(「RoHS」)及《化學品註冊、評估、授權及限制法規》(「REACH」)，以確保製品、產品、設備及使用的其他材料全面遵守歐洲聯盟(「歐盟」)的相關指令及法規。

為標準化採購程序及強化供應商的監督與管理，本集團制定供應管理(「SBM」)標準操作程序，當中載明一系列關鍵措施，如在接納供應商為認可供應商之前進行評估，同時持續評估及定期審查認可供應商。

Supply Chain Management

The Group understands that supply chain management has an inseparable relationship with its sustainable development, and is therefore committed to establishing a long-term and harmonious cooperation relationship with its suppliers. We expect our suppliers to uphold the principles of integrity and pragmatism, and provide products and services in strict compliance with the requirements of applicable laws and regulations concerning both environmental and social aspects. The Group requires both Restriction of Hazardous Substances ("RoHS") and Registration, Evaluation, Authorisation and Restriction of Chemicals ("REACH") compliance from the pertinent suppliers, ensuring that articles, products, equipment and other materials used are fully complied with the relevant European Union ("EU") directives and regulation.

In order to standardise the procurement procedures and strengthen the monitoring and management of suppliers, the Group has established the Supply Base Management ("SBM") Standard Operating Procedure, which includes key measures such as assessments prior to accepting a supplier as an approved supplier, and also on-going assessments and regular inspections of our approved suppliers.

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於選擇新供應商的過程中，SBM團隊及供應質量保證團隊評估潛在供應商的能力，且工程師可要求供應商提供樣品進行檢測。SBM人員將獲得新供應商提供的已簽署並加蓋公司印章的供應商信息表、RoHS及REACH合規聲明表等相關文件。經評估及SBM經理及副總裁批准後，新供應商方可加入認可供應商名單。評估包括新供應商的背景資料、產品及服務質量、聲譽以及供應商採納的人權管理。每年對供應商進行績效考核，未達到本集團標準的供應商可能導致會終止合作。

目前，本集團共有748名供應商，其中，456名供應商位於中國，208名供應商位於香港，其餘84名供應商位於美國、歐洲及其他亞洲地區。

產品及服務責任

為客戶提供安全、優質及可靠的產品及服務是本集團的核心價值觀之一，且本集團嚴格保證於製造過程中保持卓越的品質。我們採納全面品質管理（「TQM」）原則，為僱員提供有關質量保證方面的持續培訓，並遵守所有相關法規，如中國的《產品質量法》，歐盟指令2006/122/EC、2005/69/EC及2011/65/EU，以及歐盟理事會第1907/2006號法規。

我們實行嚴格的質量保證及檢驗，範圍覆蓋從材料採購到開展材料來料質量保證，再到生產過程中的工序間檢驗及電子製成品的出廠質量保證的整個製造流程。質量保證人員執行定期抽查，包括目視檢查、功能測試、自動化光學檢查（「AOI」）及／或X光檢查，以保證所有產品在交付予客戶之前符合規範及標準。

我們亦建立起追蹤系統，所有產品在生產過程中均貼上編碼，幫助我們通過追蹤系統輕鬆獲取生產數據。倘產品出現質量問題，追蹤記錄系統讓我們能夠立刻查明生產流程中的缺陷源頭，確定不良產品批次及採取適當的補救措施，以糾正有關問題及防止未來再次發生。

When sourcing new suppliers, the SBM team and the supply quality assurance team will evaluate the capability of the potential supplier, and the engineers may request the supplier to submit samples for testing. SBM officer will obtain the relevant documents such as signed supplier information form with company chop, the compliance declaration form of RoHS and REACH from the new supplier. The new supplier can only be added to the approved vendor list upon assessment and approval of the manager and vice president of SBM. Assessments include the new supplier's background information, product and service quality, reputation, and human rights management adopted by the suppliers. Supplier performance appraisal is conducted on an annual basis, suppliers that fail to meet the Group's standards may result in termination of the cooperation.

Currently, the Group has a total of 748 suppliers, amongst them, 456 suppliers are located in the PRC, 208 suppliers are located in Hong Kong, and the remaining 84 suppliers are located in the U.S., Europe and the rest of Asia.

Product and Service Responsibility

Providing a safe, quality and reliable product and service to our customers is one of the core values of the Group, and it has a strong commitment to attain high quality in our manufacturing process. We adopt the principles of total quality management ("TQM"), provides on-going training to its staff in terms of quality assurance, and complies with all relevant regulations such as the "Product Quality Law" in the PRC, the EU Directive 2006/122/EC, 2005/69/EC and 2011/65/EU, and the Regulation (EC) No. 1907/2006.

We maintain stringent quality assurance and inspections throughout the manufacturing process, from the incoming quality assurance of materials procured to performing in-process inspections during production and outgoing quality assurance of finished electronic products. The quality assurance officers will perform periodic sample check, including visual checks, functionality tests, automated optical inspection ("AOI") and/or x-ray inspections to ensure that all products meet the specification and standard before being delivered to our customers.

We also have a traceability record system in place, all our products are labelled with codes during our production process, which facilitates our easy retrieval of production data with our traceability system. If there are quality issues with our products, our traceability record system enables us to promptly ascertain the source of the defect throughout the production process, identify the defective lot of products and take appropriate remedial measures to rectify the issues and to prevent future recurrence.

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此外，我們的生產廠房設有100K級潔淨生產樓層，建築面積約為2,700平方米，其中包括一個10K級的潔淨實驗室，用於生產醫療及保健產品等衛生要求較高的產品。

憑藉嚴格的質量保證，我們已取得(其中包括)有關製造印刷電路板組件(「PCBA」)及設計家用控件模組的質量管理體系ISO 9001:2015認證、有關製造心電圖監測貼片(PCBA)及脈搏血氧計的質量管理體系ISO 13485:2016認證、有關美國食品藥品監督管理局醫療器械質量體系規定的QSR 820認證、國際電工委員會(「IEC」)及美國安全檢測實驗室公司(「UL」)有關食品的良好生產規範(「GMP」)認證。認證程序涉及對我們的生產流程及質量管理體系進行年度審查，同時亦證明我們的產品質量達到國際標準且我們有能力提供持續滿足客戶及監管要求的產品及服務。

知識產權

本集團深刻認識到保護及行使知識產權的重要性，並嚴格遵守對自身有重大影響的所有相關法律法規，包括但不限於香港的《商標條例》及《版權條例》以及中國的《商標法》及《專利法》。本集團已採納慣例避免知識產權被侵犯，如與分包製造商及僱員訂立保密協議(「保密協議」)或不披露協議(「不披露協議」)；並註冊對業務營運至關重要的知識產權。

本集團目前擁有對業務至關重要的兩個商標、一項專利及兩個域名。

私隱保護

在業務營運過程中，本集團收集及保存其客戶、供應商及僱員的基本資料，嚴明禁止以其他目的發出或使用該等數據。本集團已建立規章制度並制定個人數據政策，以處理機密信息及禁止任何向任何外部人士洩露與本集團、其供應商及其客戶有關的資料的行為。本集團收集、使用及保存資料的實踐符合香港的《個人資料(私隱)條例》及中國的《網絡安全法》。

In addition, we have a Class 100K cleanroom production floor with a gross floor area of approximately 2,700 square meters in our production facility, and it comprises a Class 10K cleanroom laboratory, which facilitates our production of products with higher sanitary requirements such as medical and healthcare products.

With the stringent quality assurance in place, we have obtained, among others, ISO 9001:2015 for quality management system in respect of manufacture of printed circuit board assembly (「PCBA」) and design of household control modules, ISO 13485:2016 for quality management system for manufacture of electrocardiogram monitor patch (PCBA) and pulse oximeter, QSR 820 for the United States Food and Drug Administration Medical Device Quality System Regulation, and Good Manufacturing Practice (「GMP」) certifications for food from both International Electrotechnical Commission (「IEC」) and Underwriters Laboratories Inc. (「UL」). The certification process involves subjecting our production processes and quality management system to annual review, and it demonstrates that our product quality is up to the international standards and that we are able to provide products and services that consistently meet customer and regulatory requirements.

Intellectual Property

The Group recognises the importance of protecting and enforcing its intellectual property rights, and strictly complies with all relevant laws and regulations that have a significant impact on it including but not limited to the “Trade Marks Ordinance and Copyright Ordinance” in Hong Kong, and “Trademark Law” and “Patent Law” in the PRC. The Group has adopted practices to avoid infringement of intellectual property rights, such as entered into Confidentiality Agreement (「CA」) or Non-Disclosure Agreement (「NDA」) with its subcontracted manufacturer and employees; and register intellectual property rights that are material to its business operation.

The Group now has two trademarks, one patent and two domain names that are material to its business.

Privacy Protection

In the course of the Group's business operations, it collects and maintains basic information of its customers, suppliers and employees, any dispatch or use of such data for other purposes is strictly prohibited. The Group has set up rules and formulated Personal Data Policy to handle confidential information and prohibit any leakage of information relating to the Group, its suppliers and its customers to any external parties. The Group's practices in collecting, using and maintaining its information are in line with the “Personal Data (Privacy) Ordinance” in Hong Kong and “Cybersecurity Law” in the PRC.

投訴與回應

本集團嚴肅對待客戶的所有反饋與投訴，確保在收到投訴後立即採取跟進措施。本集團已建立客戶投訴處理程序，倘收到投訴，質量保證部的質量工程師將調查該事件並出具報告，當中載明須承擔責任的部門、分析的問題以及確定及實施的整改行動。

於報告期間，本集團收到17項投訴，經本集團採取跟進行動後，所有投訴均已妥善解決。概無產品因安全及健康原因被召回。

反貪污

本集團嚴格遵守所有與反貪污相關的法律法規，包括香港的《防止賄賂條例》及中國的《刑法》。

員工手冊明確列出僱員須遵守的商業行為準則及職業道德。本集團亦制定企業管治政策與程序以及內幕消息政策，向所有級別的僱員傳遞明確的信息，即嚴格禁止賄賂、勒索及欺詐等行為。本集團亦建立有關舉報任何不法行為或不當行為事宜的舉報政策。倘發現任何不法行為事宜，僱員可通過電郵向其直屬上司或舉報委員會舉報。隨後將展開全面的調查，如確認存在不法行為，將對涉事僱員施予紀律行動，亦可根據各個案件的性質及具體情況進一步採取法律措施。

於報告期間，本集團並無涉及任何有關貪污的法律案件，亦不知悉任何賄賂、勒索、欺詐、洗錢或其他違法行為。

社區投資

本集團切實履行社會責任，積極開展社會公益活動，並將社會公益視為企業文化的重要方面。於報告期間，本集團向救世軍及公益金捐款1,013,000港元。僱員投入103小時於社區支援項目、探望護養院及慈善步行籌款等義工服務。本集團亦獲得豐盛社企學會嘉獎的傑出支持社企機構榮譽。

Complaints and Responses

The Group takes all feedback and complaints from customers seriously and ensures that immediate follow up actions are taken upon receipt of complaints. The Group has established a customer complaint handling procedure, in cases where complaints are received, the quality engineer from the Quality Assurance Department will investigate the incidents and issue a report that outlines the responsible department, the problem analysed, and the corrective actions identified and implemented.

During the Reporting Period, the Group received 17 complaints and all have been resolved after the Group taken the follow-up actions. No products were subjected to recalls due to safety and health reasons.

Anti-corruption

The Group strictly complies with all relevant laws and regulations over anti-corruption, including the "Prevention of Bribery Ordinance" in Hong Kong and the "Criminal Law" in the PRC.

The Staff Handbook clearly outlines the expected business conducts and professional ethics of employees. The Group has also drafted the Corporate Governance Policies and Procedures, and the Policy on Inside Information to convey a clear message to all level of staff that acts such as bribery, extortion and fraud is strictly prohibited. The Group also has the Whistle blowing Policy in place for the reporting of any concerns about malpractice or impropriety. If employees have a malpractice concern, they can report to their supervisor or to the Whistleblowing Committee via email. A full investigation will then be conducted, disciplinary action will be applied to the employees involved upon confirmation of the occurrence, and may extend to further legal action depending upon the nature and particular circumstances of each report.

During the Reporting Period, the Group was not involved in any legal cases regarding corruption, and was not aware of any bribery, extortion, fraud, money laundering or other violations.

Community Investment

The Group earnestly fulfils its social responsibilities, actively carries out public welfare activities, and regards public welfare as an important aspect of its corporate culture. During the Reporting Period, the Group donated HK\$1,013,000 to the Salvation Army and the Community Chest. The staff devoted 103 hours into the voluntary services, such as the community support program, nursing home visit, and charity walkathon. The Group was also awarded the honour of SE Supporter Plus organised by the Fullness Social Enterprise Society.

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本集團將繼續為構建健康和諧社會作出貢獻，並將繼續開展更多社會公益行動。

The Group will continue to contribute to building a healthy and harmonious society, and continue to explore more social welfare actions.

香港聯交所《環境、社會及管治報告指引》內容索引

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層面 Aspect	描述 Description	章／節 Chapter/Section	備註 Remarks
A. 環境 A. Environmental			
A1 排放物 A1 Emissions			
一般披露 General Disclosure	有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。 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.	概覽 Overview	
關鍵績效指標 A1.1 KPI A1.1	排放物種類及相關排放數據。 The types of emissions and respective emissions data.	廢氣排放 Air Emissions	
關鍵績效指標 A1.2 KPI A1.2	溫室氣體排放總量(以噸計算)及密度(如適用)(如以每產量單位、每項設施計算)。 Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	溫室氣體排放 Greenhouse Gas Emissions	
關鍵績效指標 A1.3 KPI A1.3	所產生有害廢棄物總量(以噸計算)及密度(如適用)(如以每產量單位、每項設施計算)。 Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	廢棄物管理 Waste Management	
關鍵績效指標 A1.4 KPI A1.4	所產生無害廢棄物總量(以噸計算)及密度(如適用)(如以每產量單位、每項設施計算)。 Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	廢棄物管理 Waste Management	

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層面 Aspect	描述 Description	章／節 Chapter/Section	備註 Remarks
關鍵績效指標 A1.5	描述減低排放量的措施及所得成果。	減少排放的措施	
KPI A1.5	Description of measures to mitigate emissions and results achieved.	Measures to Mitigate Emissions	
關鍵績效指標 A1.6	描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	廢棄物管理	
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Waste Management	
A2資源使用			
A2 Use of Resources			
一般披露 General Disclosure	有效使用資源(包括能源、水及其他原材料)的政策。	概覽	
	Policies on the efficient use of resources, including energy, water and other raw materials.	Overview	
關鍵績效指標 A2.1	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)。	資源使用	
KPI 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).	Use of Resources	
關鍵績效指標 A2.2	總耗水量及密度(如以每產量單位、每項設施計算)。	資源使用	
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	Use of Resources	
關鍵績效指標 A2.3	描述能源使用效益計劃及所得成果。	能源使用效率	
KPI A2.3	Description of energy use efficiency initiatives and results achieved.	Energy Use Efficiency	
關鍵績效指標 A2.4	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。	用水	
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	Water Usage	
關鍵績效指標 A2.5	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。	包裝材料	
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Packaging Material	

層面 Aspect	描述 Description	章／節 Chapter/Section	備註 Remarks
A3環境及天然資源			
A3 The Environment and Natural Resources			
一般披露 General Disclosure	減低發行人對環境及天然資源造成重大影響的政策。 Policies on minimizing the issuer's significant impact on the environment and natural resources.	環境及自然資源 The Environment and Natural Resources	
關鍵績效指標 A3.1	描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	環境及自然資源	
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	The Environment and Natural Resources	
B. 社會			
B. Social			
B1僱傭			
B1 Employment			
一般披露 General Disclosure	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。 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.	僱傭及勞工準則 Employment and Labour Standards	
關鍵績效指標 B1.1	按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	僱傭及勞工準則	
KPI B1.1	Total workforce by gender, employment type, age group and geographical region.	Employment and Labour Standards	
關鍵績效指標 B1.2	按性別、年齡組別及地區劃分的僱員流失比率。	僱傭及勞工準則	
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Employment and Labour Standards	

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B2健康與安全			
B2 Health and Safety			
一般披露 General Disclosure	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。 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.	健康與安全 Health and Safety	
關鍵績效指標 B2.1	因工亡故的人數及比率。	健康與安全	
KPI B2.1	Number and rate of work-related fatalities.	Health and Safety	
關鍵績效指標 B2.2	因工傷損失工作日數。	健康與安全	
KPI B2.2	Lost days due to work injury.	Health and Safety	
關鍵績效指標 B2.3	描述所採納的職業健康與安全措施，以及相關執行及監察方法。	健康與安全	
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Health and Safety	
B3發展及培訓			
B3 Development and Training			
一般披露 General Disclosure	有關提升僱員履行工作職責的知識及技能的政策。 Policies on improving employees' knowledge and skills for discharging duties at work.	發展及培訓 Development and Training	
關鍵績效指標 B3.1	按性別及僱員類別(如高級管理層、中級管理層)劃分的受訓僱員百分比。	發展及培訓	
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Development and Training	
關鍵績效指標 B3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	發展及培訓	
KPI B3.2	The average training hours completed per employee by gender and employee category.	Development and Training	

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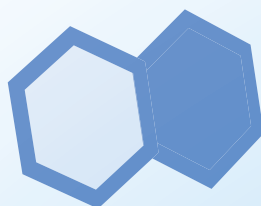
層面 Aspect	描述 Description	章／節 Chapter/Section	備註 Remarks
B4勞工準則			
B4 Labour Standards			
一般披露 General Disclosure	有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。 Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labor.	僱傭及勞工準則 Employment and Labour Standards	
關鍵績效指標 B4.1 KPI B4.1	描述檢討招聘慣例的措施以避免童工及強制勞工。 Description of measures to review employment practices to avoid child and forced labor.	僱傭及勞工準則 Employment and Labour Standards	
關鍵績效指標 B4.2 KPI B4.2	描述在發現違規情況時消除有關情況所採取的步驟。 Description of steps taken to eliminate such practices when discovered.	僱傭及勞工準則 Employment and Labour Standards	
B5供應鏈管理			
B5 Supply Chain Management			
一般披露 General Disclosure	管理供應鏈的環境及社會風險政策。 Policies on managing environmental and social risks of the supply chain.	供應鏈管理 Supply Chain Management	
關鍵績效指標 B5.1 KPI B5.1	按地區劃分的供應商數目。 Number of suppliers by geographical region.	供應鏈管理 Supply Chain Management	
關鍵績效指標 B5.2 KPI B5.2	描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。 Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	供應鏈管理 Supply Chain Management	

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層面 Aspect	描述 Description	章／節 Chapter/Section	備註 Remarks
B6產品及服務責任			
B6 Product and Service Responsibility			
一般披露 General Disclosure	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。 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.	產品及服務責任 Product and Service Responsibility	
關鍵績效指標 B6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比。	產品及服務責任	
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Product and Service Responsibility	
關鍵績效指標 B6.2	接獲關於產品及服務的投訴數目以及應對方法。	投訴與回應	
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	Complaints and Responses	
關鍵績效指標 B6.3	描述與維護及保障知識產權有關的慣例。	知識產權	
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Intellectual Property	
關鍵績效指標 B6.4	描述質量檢定過程及產品回收程序。	產品及服務責任	
KPI B6.4	Description of quality assurance process and recall procedures.	Product and Service Responsibility	
關鍵績效指標 B6.5	描述消費者資料保障及私隱政策，以及相關執行及監察方法。	知識產權	
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Intellectual Property	

層面 Aspect	描述 Description	章／節 Chapter/Section	備註 Remarks
B7反貪污 B7 Anti-corruption			
一般披露 General Disclosure	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。 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.	反貪污 Anti-corruption	
關鍵績效指標 B7.1 KPI B7.1	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。 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.	反貪污 Anti-corruption	
關鍵績效指標 B7.2 KPI B7.2	描述防範措施，以及相關執行及監察方法。 Description of preventive measures, how they are implemented and monitored.	反貪污 Anti-Corruption	
B8社區投資 B8 Community Investment			
一般披露 General Disclosure	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。 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.	社區投資 Community Investment	
關鍵績效指標 B8.1 KPI B8.1	專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。 Focus areas of contribution (e.g. education, environmental concerns, labor needs, health, culture, sport).	社區投資 Community Investment	
關鍵績效指標 B8.2 KPI B8.2	在專注範疇所動用資源(如金錢或時間)。 Resources contributed (e.g. money or time) to the focus area.	社區投資 Community Investment	



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