



福晟國際

**FULLSUN**

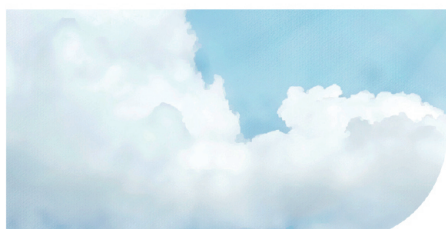
**FULLSUN INTERNATIONAL  
HOLDINGS GROUP CO., LIMITED**  
福晟國際控股集團有限公司

(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 : 627**

*Steps Towards Growth*

穩 中 求 進



2019

ENVIRONMENTAL, SOCIAL AND  
GOVERNANCE REPORT  
環境、社會及管治報告

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# 詞匯註釋

## DEFINITION OF TERMS

簡稱	釋義	Abbreviation	Definition
本公司／福晟國際	福晟國際控股集團有限公司	Company/Fullsun International	Fullsun International Holdings Group Co., Limited
本集團	福晟國際控股集團有限公司連同附屬公司	Group	Fullsun International Holdings Group Co., Limited and its subsidiaries
指引	上市規則附錄二十七《環境、社會及管治報告指引》	Guide	Environmental, Social and Governance Reporting Guide set out in Appendix 27 of the Listing Rules
湖南福晟	湖南福晟集團有限公司	Hunan Fullsun	Hunan Fullsun Group Co., Ltd.*
上市規則	香港聯合交易所有限公司證券上市規則	Listing Rules	The Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited
報告期間	2019年1月1日至2019年12月31日	Reporting Period	1 January 2019 to 31 December 2019
元	人民幣元	RMB	Renminbi Yuan
聯交所	香港聯合交易所有限公司	Stock Exchange	The Stock Exchange of Hong Kong Limited

註：

在本報告中，除非另有說明外，在中華人民共和國註冊成立的公司的英文名稱翻譯僅供識別之用。

Note:

For the purpose of this Report and unless otherwise specified, the English translation of the name of the companies incorporated in the People's Republic of China are used for identification purpose only.



## 概述 OVERVIEW



福晟國際欣然呈現本集團的環境、社會責任及管治報告(「本報告」)，以顯示本集團截至2019年12月31日止年度的持續發展。本報告乃參考指引而編製。

環境、社會責任及管治對公司的未來非常重要，本集團也認識到營商模式對環境和社會影響深遠。本集團選擇適用的關鍵績效指標並按照聯交所將指引提高至「不遵守就解釋」的要求編製本報告並予以披露，同時集團將持續對環境、社會責任及管治工作保持高度關注，將工作融入到日常營運中。

本報告概述了本集團的環境、社會責任及管治理念，集團核心業務於經濟、環境及社會方面的整體表現及工作亮點，以及短期與長遠而言將達成的計劃及目標。

本報告旨在讓股東、投資者(包括潛在投資者)及公眾人士能更全面深入地認識本集團的企業管治及文化。本集團樂意為社會承擔更多責任，務求維持股東權益與社會利益之平衡。報告中的數據來自集團正式文件和統計報告，以及根據集團相關制度由旗下集團提供的匯總及統計數據。

Fullsun International is delighted to present its Environmental, Social and Governance Report (the “Report”) to demonstrate the Group’s sustainable development for the year ended 31 December 2019. This Report is prepared in accordance with the Guide.

Environment, social responsibilities and governance are keys to the future growth of the Group, who also understands the far-reaching influence of our business model to the environment and the society. The Group has decided to use the key performance indicators applicable to the Group and prepared this Report for disclosure purpose in accordance with the “comply or explain basis” as set out in the Guide. Besides, the Group will continuously pay great attention to the environment, social responsibilities and governance for the sake of integrating those works into our daily operations.

This Report gives an overview of the concept of environment, social responsibility and governance policy of the Group, the overall performance and work highlights of the Group’s core business in respect of economy, environment and society, as well as plans and goals to be achieved in the short and long run.

The purpose of this Report is to enable shareholders, investors (including potential investors) and the public to have a more comprehensive and in-depth understanding of the Group’s corporate governance and culture. The Group is willing to take more social responsibilities, so as to maintain the balance between stockholders’ equity and social interests. The data in this Report obtained from the Group’s official documents and statistical reports, and based on the aggregate data and statistics provided by the subordinate groups under the relevant rules of the Group.

# 報告原則及參考標準

## REPORTING PRINCIPLES AND REFERENCE STANDARDS

### 報告範圍及關鍵性領域

本報告內容涉及本公司與旗下主要子公司的數據及資訊，環境類數據主要來源已經覆蓋了本集團的重要住宅項目、商業項目及在其主要營運地點的環境、社會及管治表現。

本報告的報告期間為2019年1月1日至2019年12月31日。本報告通過分析利益相關者關注的環境、社會及管治議題與本集團業務的相關性，來完成關鍵績效指標與一般披露指標所要求的內容。

### 報告原則及參考標準

本報告編寫重點參考聯交所發佈的《環境、社會及管治報告指引》，力求環境、社會及管治相關信息披露符合業界及國際通行標準。報告原則著重於以下四個方面：

- 重要性：有關環境、社會及管治事宜會對投資者及其他權益人產生重要影響，是本報告的核心內容。
- 量化：環境、社會及管治政策及管理系統的效益中涉及到的關鍵績效指標盡可能以量化數據的形式呈現，並附帶說明以闡述其目的及影響。
- 平衡：本報告客觀地呈報公司的表現，避免可能會不恰當地影響報告讀者決策或判斷的選擇、遺漏或呈報格式。
- 一致性：使用一致的披露統計方法，令環境、社會及管治數據日後可作有意義的比較。

### SCOPE OF REPORTING AND KEY AREAS

This Report covers the data and information of the Company and its major subsidiaries. The environmental data is mainly gathered from the environmental, social and governance performance of the Group's major residential projects, commercial projects and at its major workplaces.

The Reporting Period of this Report starts from 1 January 2019 to 31 December 2019. Through the analysis of the correlation between the concerns of the stakeholders on the environmental, social and governance issues and the business of the Group, this Report covers the content required under the key performance indicators and other general disclosure indicators.

### REPORTING PRINCIPLES AND REFERENCE STANDARDS

This Report is prepared mainly with reference to the Guide, in order to disclose the environmental, social and governance related information which is complied with the general industry and international standards. The reporting principles emphasize the following four aspects:

- Materiality: the threshold at which environmental, social and governance issues become sufficiently important to investors and other stakeholders is the core content of this Report.
- Quantitative: the key performance indicators involved in the effectiveness of environmental, social and governance policies and management systems may be presented in the form of quantitative data accompanied by a narrative, explaining its purposes and impacts.
- Balance: this Report provides objective presentation of the Group's performance to avoid selections, omissions, or presentation format that may inappropriately influence report readers' decisions or judgments.
- Consistency: use consistent methodologies to allow for meaningful comparisons of environmental, social and governance data over time.





## 環境 ENVIRONMENT



本集團以環境保護和節能減排作為企業發展應承擔的社會責任，推動綠色市場發展、降低氣候變化風險。2019年，本集團一如既往地提倡可持續發展，提出更高的節能減排工作要求，致力於最大化地利用各種資源。在業務發展的同時，積極開展環境保護文化建設，提高本集團全體員工的環保意識，將環境保護的理念融入日常運營管理的各個工作環節，使每一位員工都承擔起一份責任。本集團一直緊貼國際環保法例及運營所在地環保要求之發展，亦確保其環境政策不但在符合國際標準之情況下得以推行，同時亦確保其與全球同業步伐一致。

### 排放物

本集團重視營運過程中產生的排放物管理。本集團作為以房地產開發業務為業務的綜合性集團，在營運過程中未產生過量的有害及無害廢棄物。本集團在開展業務過程中，涉及的有害廢棄物主要為打印機所用硒鼓及照明燈泡，無害廢棄物主要為廢紙。同時，該類廢棄物的回收均通過公司所在物業公司統一處理，以繳交租金／物業管理費的形式支付相關成本費用。

本集團堅持綠色辦公，在運營管理中對不同類型的資源採取不同的節能減排措施。紙張使用方面，無紙化辦公是本集團一貫堅持的辦公原則，通過將線下的工作流程遷移至線上，大大減少了紙張的使用。同時，本集團提倡雙面打印及紙張循環利用，努力做到不浪費一張紙。能源使用方面，本集團提倡全體員工積極響應綠色出行，且本集團在使用空調過程中不涉及氟利昂及其替代品，不會污染大氣，具有高效、節能的特點。本集團對於排放物的控制嚴格遵守國家相關法律。報告期間，本集團的排放值未違反《中華人民共和國環境保護法》、《中華人民共和國水污染防治法》、《中華人民共和國大氣污染防治法》、《中華人民共和國固體廢物污染環境防治法》等相關法律法規的要求。

The Group takes environmental protection, energy conservation and emission reduction as its social responsibility for corporate development, which promotes the development of green markets and reduces the risk of climate change. In 2019, the Group, as always, advocates sustainable development, puts forward for a higher energy conservation and emission reduction requirement, and is committed to maximizing the use of various resources. At the same time of business development, the Group actively carried out the construction of environmental protection culture and raised the environmental awareness of all employees of the Group, integrated the concept of environmental protection into all aspects of daily operation and management, and made every employee to take a responsibility. The Group always keeps abreast of the development of the international environmental protection laws and ensures that the implementation of its environmental policy is in compliance with the international standards and is at the same pace as its global peers.

### EMISSIONS

The Group places high emphasis on the management of emissions generated from the course of operation. As a leading conglomerate in the real estate industry, our operation has never generated excessive hazardous and non-hazardous waste. During the course of our business, the hazardous waste mainly includes cartridges used in printers and lighting bulbs, while the non-hazardous waste is mainly waste paper. As for the recycling of hazardous waste, it is disposed uniformly through the property management companies to which the Group pays the rentals/management fee as the relevant cost.

The Group adheres to green office and adopts different energy conservation and emission reduction measures for different types of resources in its operation and management. In terms of paper use, paperless office is the office principle that the Group has always adhered to. By migrating offline workflows to online, paper use has been greatly reduced. At the same time, the Group promotes double-sided printing and paper recycling, and strives not to waste a piece of paper. In terms of energy use, the Group encourages all employees to actively respond to green travel, the Group uses air-conditioners which do not rely on Freon or other alternatives to avoid air-pollution and with advantages of high efficiency and low energy consumption. The Group's control on emissions also strictly complies with relevant national laws. During the Reporting Period, the emission rate of the Group did not violate the requirements of the Environmental Protection Law of the People's Republic of China, Water Pollution Prevention and Control Law of the People's Republic of China, Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution, Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste and other related laws and regulations.

## 資源使用

本集團積極營造珍惜資源的企業文化，通過各種環保公益活動和辦公區域的環保標語張貼，潛移默化的提升員工的環保意識，鼓勵全體員工積極參加各種環保公益活動，並通過組織身體力行的社會活動，如植樹造林等，使全體員工真正為環境改善盡一份力。同時，本集團在辦公環境中涉及資源使用的地方投放了環保標語，時刻提醒員工節約使用資源，例如，公司於洗手間、電燈、空調、影印機附近張貼有宣傳標語，諸如「節約一張紙，保護一片綠」、「隨手關燈、節約用電」、「請珍惜每一滴水」等，培養員工節約使用資源的習慣。

## USE OF RESOURCES

The Group strives to create a corporate culture of resource saving for the purpose of subtly enhancing employees' awareness on environmental protection and encouraging them to participate in various environmental protection social welfare activities, and organizes social activities by practicing, like afforestation for all employees to truly contribute to improving the environment. At the same time, the Group puts up environmental protection poster in areas where the use of resources is involved in the office environment in order to always remind employees to conserve resources. For example, the Company posted posters near the restrooms, lights, air conditioners, and photocopiers, such as "Save a piece of paper, protect a piece of forest", "Turn off lights offhandedly to save electricity" and "Save every drop of water", etc., in order to cultivate the habit of employees in saving resources.



節源標語  
Resources saving slogan



## 環境及天然資源

報告期內，本集團已遵守所有與環境及天然資源相關的法律法規，包括但不限於《建設項目環境保護管理條例》、《中華人民共和國環境影響評價法》、《建設工程勘察設計管理條例》、《建設工程施工場地文明施工及環境管理暫行規定》、《建築施工場界環境噪聲排放標準》和《聲環境質量標準》等。

本集團積極組織環境保護活動，其中，區域公司湖南福晟協同長沙市林業局及周南秀峰學校的學生舉行了「2019年植樹節綠色公益活動」，不僅為保護環境、減少溫室效應作出一份貢獻，更讓當代學生有機會與大自然近距離接觸，瞭解環境保護的重要性。雖然本集團的業務性質對環境及天然資源(如：生物多樣性等)可能產生一定的影響，各個地區子公司的廢棄物均通過公司所在地物業公司統一處理，同時，項目工地廢棄物處理由總包方負責，因此本集團產生的廢棄物(除廢氣外)不會對環境造成直接的影響。本集團依然會時刻關注營運對環境可能產生的影響，若出現可能對環境及天然資源產生影響的情形，本集團將制定針對性的措施以減輕可能帶來的危害。

## ENVIRONMENT AND NATURAL RESOURCES

The Group has complied with all laws and regulations related to the environment and natural resources during the Reporting Period, including but not limited to the Regulations on the Administration of Construction Project Environmental Protection, the Law of the People's Republic of China on Environmental Impact Assessment, the Regulation on the Administration of Survey and Design of Construction Projects, the Interim Provisions on Civilized Construction and Environmental Management of Construction Site, the Emission Standard of Environmental Noise for Boundary Construction Site Area, and the Environmental Quality Standards for Noise.

The Group has been proactively organizing environmental protection events, of which, Hunan Fullsun, a regional company, associated with the Forestry Bureau of Changsha City and the students of Zhounanxiufeng School\* (周南秀峰學校) held the "Green Community Activity – 2019 Tree Planting Festival", not only to contribute to environmental protection and the reduction of greenhouse effect, but also provided students the opportunities to get close to our nature and understand the importance of environmental protection. Although the Group's business nature may, to a certain extent, cause impacts such as biodiversity, on the environment and natural resources, the waste of each regional subsidiary is uniformly disposed by local property management companies respectively and the waste in project sites is treated by the main contractors. Accordingly, the waste generated by the Group (except exhaust gas) would not have a direct impact on the environment. The Group will continue to pay close attention to any possible environmental impact which may be caused by our business operation. If there is any issue which may affect the environment and natural resources, the Group will formulate specific measures to alleviate any possible damage.



2019年植樹節綠色公益活動  
Green Community Activity – 2019 Tree Planting Festival



## 僱傭及勞工常規

## EMPLOYMENT AND LABOUR PRACTICES

「企，有人則企，無人則止。」本集團以「人才是決勝未來的重要法寶，人才儲備重於土地儲備」為宗旨，以「共築美好生活，成就百年福晟」作為企業願景，本著「對員工負責」的態度，將人才戰略放在企業戰略的首位。本集團以「夯基礎、求突破、出成果」作為人力資源規劃的目標，力求在人力資源規劃、招聘、薪酬、績效、培訓和人才發展和員工關係六大工作模塊中有所突破，並通過量化工作完成情況，對人力資源目標的實現進行持續監督。

本集團持續延伸及優化「五福」人才培養體系，不斷加強各層級的人才儲備，打造「立體化、高運轉、多層次、全體系」的人才供應鏈。本集團持續提升人力資源管理工作的標準化，優化薪酬及考核的激勵性，加強員工培訓，並透過結合「五福」人才培養體系，吸引了各層級的專業人才。以專業培訓提高員工綜合素質，以薪酬及考核激勵員工積極性，不斷打造精銳的福晟團隊，真正實現以人才為核心驅動的企業競爭力。

與員工共享一直為本集團提倡的企業文化，科學適用的人力資源管理體系為員工發展的必要保障。本集團致力於幫助全體員工在工作上有所成就，使個人與集團同步發展，以促進整體戰略目標的實現。

“An enterprise booms with talents and is doomed without talents.” Upholding its principles of “Being a key to future success, talent pool outweighs land reserve”, corporate visions of “Building a better life together, lay a century-old Fullsun” and its attitude of “Being responsible for employees”, the Group considers talents as the top priority of its corporate strategies. Considering “Solidify foundation, strive for breakthroughs and achieve results” as the Group’s objectives of human resources planning, the Group is striving for breakthroughs in six sectors, namely human resource planning, recruitment, remuneration, performance, training and talent development, as well as monitoring the achievement of human resource objectives continuously by quantifying the completion of works.

The Group continuously extends and optimizes the “Five-Luck” talent development scheme and strengthens the talent pool at each level unceasingly, so as to create a talent supply chain which is “Tridimensional, highly efficient, multi-level and comprehensive”. The Group constantly promotes the standardization of human resource management, optimizes the incentives for remuneration and assessments and strengthens staff trainings, as well as attracting professional talents of each level by incorporating with this “Five-Luck” talent development scheme. We enhance the overall quality of staff members by professional trainings and encourage the enthusiasm of our staff by remuneration and assessments, so as to establish an elite Fullsun team continuously, which can truly realize the talent-driven corporate competitiveness.

Sharing with employees is the corporate culture that the Group has been promoting and the scientific human resource management system provides necessary protection for staff development. The Group devotes to helping all employees to have achievements in work and enabling individuals to develop simultaneously with the Group, so as to facilitate the achievement of overall strategic goals.



## 僱傭

福晟國際把事業留人、平台留人、激勵機制留人作為集團的人才發展特色，以任人唯賢、唯能、唯績為晉升原則，本集團職位出現空缺時，鼓勵員工競爭上崗。

薪酬方面，本集團結合目前薪酬現狀，積極探索薪酬體系改革，建立完善的薪酬福利體系，梳理了薪酬與個人績效的勾稽關係，明確其關聯機制。同時，加強傭金管控，制定傭金管理標準，增加銷售回款的考核指標，並根據市場調研結果及時調整傭金標準。報告期內，本集團推出了《薪酬體系方案》和《傭金管理制度》，以對薪酬進行規範化管理。績效方面，本集團設置科學的、符合集團發展需求的績效考核指標，由集團到個人對績效指標進行層層分解，同時，績效考核指標隨集團經營目標變化及時聯動調整，實時保證與集團經營目標的一致性。另外，本集團逐步推行項目總責任制，將責任落實到績效考核指標，切實保證項目按照計劃穩定推進。

本集團積極促進僱傭過程中平等機會與多元化。2019年12月31日，本集團女性員工僱傭佔比為46.4%（與2018年12月31日為46.2%相約）。本集團尊重女性的平等權益，致力為女性員工提供工作便利與福利，並創造良好的工作環境，例如，舉辦三八節觀影活動。

## EMPLOYMENT

The Group retains talents by offering brighter career path, better development platform and more attractive incentives. Personal characters, capabilities and working performance are principles for promotion, which is one of the features of the Group's talent development. When vacancies occur within the Group, employees are encouraged to compete for promotion.

In respect of emoluments, by incorporating the current salary level, the Group actively explores the reform on remuneration system and establishes a comprehensive remuneration and welfare system, as well as sorting out the relationship between salary and personal performance, and clarifying the related mechanism, while we enhance the remuneration management and control, formulate the standards of remuneration management, increase the evaluation index of sales rebate and timely adjust our remuneration standards according to market research results. During the Reporting Period, the Group has formulated the "System Plan on Emolument" and "Remuneration Management System", so as to carry out standardized management in respect of emolument. In view of performances, the Group has set up scientific performance indicators which meet the development requirements of the Group and divides performance indicators to all levels from the Group to each individual. At the same time, the Group will make timely linkage adjustment to the performance assessment indicators according to the changes of the Group's operating goals, so as to real-time ensure the consistency with the Group's operating goals. In addition, the Group gradually implements the project uniform liabilities system, and infuses responsibility into performance evaluation indicators to ensure the projects run steadily as planned.

The Group has made positive efforts to promote equality and diversity during the recruitment process. As at 31 December 2019, the proportion of female employees was 46.4% (approximate to 46.2% as at 31 December 2018). The Group shows great respect to female's equal rights and devotes to offering convenience and benefits to female employees as well as creating a favorable workplace, such as organizing a movie appreciation activity on Women's Day.



舉辦籃球賽  
Organisation of basketball matches



女神節觀影活動  
Movie appreciation activity on Women's Day

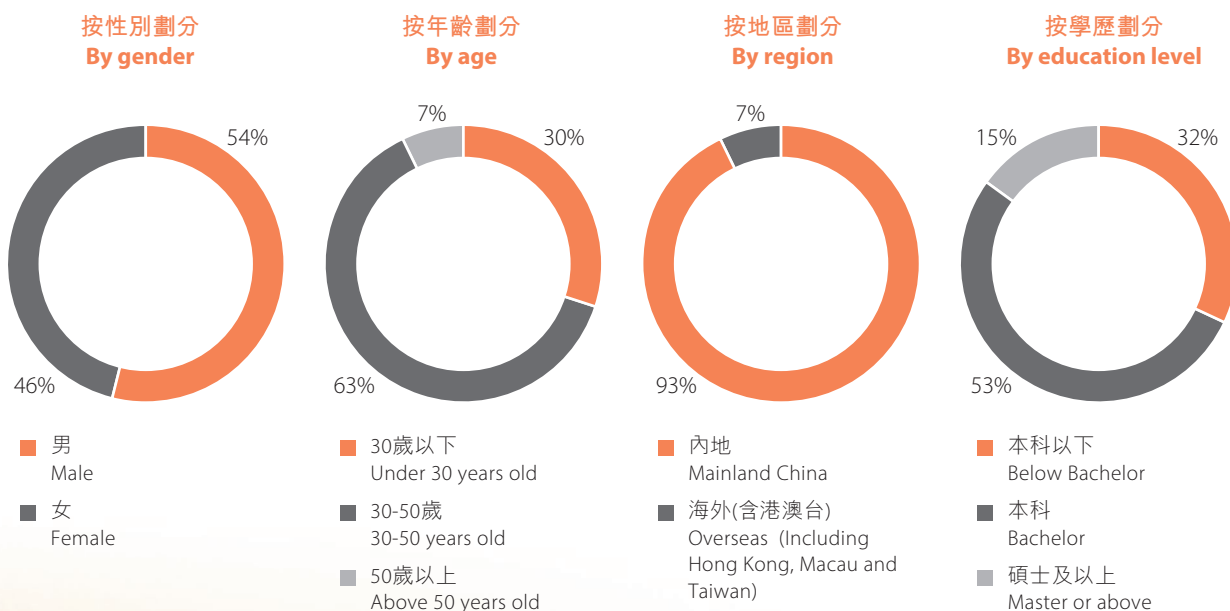
於報告期內，本集團並未發現任何與僱傭相關的法律及法規的重大違規事宜。集團嚴格遵守《中華人民共和國勞動法》、《中華人民共和國社會保險法》、《中華人民共和國婦女權益保障法》和《中華人民共和國工會法》等，集團亦嚴格遵守《僱傭條例》、《僱員補償條例》、《最低工資條例》等香港法例。人力資源部會定期查閱相關的法律法規，倘若相關的條文有更新，將會第一時間發通告予員工。如有需要，集團更會組織有關的會議培訓員工。

依照有關法律法規，本集團為合資格僱員就中國社保及香港強制性公積金計劃供款，亦在中國提供醫療保險、個人工傷保險、生育保險、養老保險以及失業保險。

During the Reporting Period, the Group has no significant matters in violation with any laws and regulations related to employment. The Group strictly complies with the Labour Law of the People's Republic of China, the Social Insurance Law of the People's Republic of China, the Law of the People's Republic of China on the Protection of Rights and Interests of Women and the Trade Union Law of the People's Republic of China. The Group also strictly complies with the regulations in Hong Kong including Employment Ordinance, Employees' Compensation Ordinance and Minimum Wage Ordinance, etc. The Human Resources Department reviews the relevant laws and regulations on a regular basis. If the relevant provisions are updated, the staff will be notified immediately. If necessary, the Group will organize relevant meetings to train the staff.

Pursuant to relevant laws and regulations, the Group provides contributions to social insurance of the mainland China and contribution to the Mandatory Provident Fund Scheme of Hong Kong for eligible employees. The Group also provides employees in mainland China with medical insurance, workplace personal injury insurance, maternity insurance, endowment insurance and unemployment insurance.

本集團員工僱傭情況(分類別)  
Breakdown of employees of the Group (by categories)







## 健康與安全

本集團一貫認為企業的核心競爭力主要來自於企業的員工，只有把員工培養成優秀的人才，才能使企業有所發展。本集團致力為員工打造一個良好、舒適的工作環境，為員工的工作安全保駕護航，使每一位員工能在良好的工作氛圍中有所成就。

報告期內，本集團未出現違反國家與安全工作環境相關的法律法規的行為。工作環境方面，2019年，湖南福晟例行安排了消防逃生演習，增強辦公區域員工的安全意識，做到防患於未然；同時，本集團致力營造舒適的工作環境，時刻保持辦公區域的生活供應及環境衛生。員工健康方面，本集團為全體員工提供例行的健康檢查，並積極組織各種戶外運動，如籃球賽等，使員工在工作之餘仍能持續鍛鍊身體。精神建設方面，本集團關注各級員工的心理健康與精神面貌，提倡「全員無障礙溝通」，鼓勵員工積極與同事、領導力溝通交流，並要求公司及各部門領導主動對員工提供必要的幫助及人文關懷，以構建大家庭的概念，減少員工工作中的溝通壓力，提升員工工作幸福感。

作為房地產開發企業，本集團同樣關注施工現場的工作環境安全。本集團要求每一個項目的施工總包單位建立施工現場安全管理制度規範，並確保其可以有效運行。項目開工前，總包單位必須對所有進場工人進行「三級安全教育」的培訓，提高工人的安全意識，規範工人的安全操作流程，力爭做到施工零事故，並能全方位提供一線員工的安全保障物資及安全相關服務。同時，本集團在每個項目上均設置一位專職的安全人員，每天對項目現場進行安全巡檢，並進行詳細記錄。同時，項目會定期召開安全會議，對安全管理工作進行總結，並對安全隱患進行及時排查和提出解決方案，做到事項責任到人，確保每一位一線員工的人身安全。

## HEALTH AND SAFETY

The Group always believes that the core competitiveness of an enterprise is mainly derived from its employees. The enterprise can enjoy growth only by nurturing its employees into elite talents. The Group strives to establish a good and comfortable working environment for its employees and safeguard the workplace safety, so as to enable every employee to enjoy achievements under good working atmosphere.

During the Reporting Period, the Group did not violate any national laws and regulations in respect of safe workplace. With regards to the workplace, Hunan Fullsun arranged fire escape drill in 2019 to arise staff's awareness of safety at workplace and take precautions. At the same time, the Group endeavors to build a comfortable working environment and maintains the supply of necessities and environmental sanitation in the workplace. With regards to the health of staff, the Group provides regular health checks for all employees and organizes various outdoor activities like basketball matches, so as to enable employees to form an ongoing exercising habit after work. In respect of spirit building, the Group concerns about the psychological health and spirits of employees at each level and promotes "barrier-free communication between employees", so as to encourage our staff to communicate with colleagues and management. Also, the Company and management of each department is required to provide necessary assistance and humanistic care to the staff actively, so as to establish a sense of belonging to the big family, reduce the communication pressure of staff at work and enhance work happiness of our staff.

Being a property developer enterprise, the Group pays equal attention to the safety of working environment in construction sites. The Group requires the main contractor of each project to establish a safety management system on-site and ensures its effectiveness. Before commencement of construction project, the main contractor is required to provide "Three-level Safety Training" for all workers to enhance their safety awareness and standardize the safe operation procedures for workers, so as to endeavor to achieve zero accident during construction and provide safety protection materials and safety-related services for front-line staff comprehensively. At the same time, the Group assigns a dedicated safety personnel and carries out daily on-site inspection and prepares detailed records. Also, regular safety meetings are held to summarize our safety management works and conduct timely investigations for potential safety hazards as well as propose corresponding solutions, so the relevant workers will be accountable to ensure the personal safety of every front-line staff.



報告期內，本集團並未發現任何與僱員健康與安全相關之法律及法規的重大違規事宜。集團嚴格遵守《國家安全生產法》、《建設工程安全生產管理條例》、《中華人民共和國工會法》、《中華人民共和國職業病防治法》、《工傷保險條例》和《中華人民共和國社會保險法》等法律法規。此外，集團已制定內部的安全管理制度，建立安全和事故管理方案以及安全責任制度，以確保制度及運營上能夠符合相關的法律及條例。

## 發展及培訓

福晟國際持續倡導「團結、高效、廉潔、務實」的工作作風，貫徹集團整體全覆蓋的培訓理念。以培訓計劃為基礎，嚴格推進管理層、各職能部門、各業務部門及新入職員工的培訓，以提高全體員工的工作技能及綜合工作素質。

2019年，本集團持續推進全體員工參與專業培訓，覆蓋範圍及培訓頻次不斷擴大，繼續貫徹落實「部門培訓為主，公司培訓為輔」的理念，加強部門級專業培訓的組織和管理。在持續打造現有線上學習載體「福晟思想家」的基礎上，逐步建設線下學習載體「福晟湘軍學堂」和「福晟圖書館」，為員工培訓學習創造更多條件。報告期內，本集團加強了對項目總的培訓力度，為項目總量身打造培訓班，由上至下的提高項目整體專業素養，確保工程項目在推進過程中得到有效管控。

During the Reporting Period, the Group has no significant matters in violation of any laws and regulations related to employees' health and safety. The Group strictly abides by laws and regulations such as the Production Safety Law of the People's Republic of China, the Administrative Regulations on the Work Safety of Construction Projects, the Trade Union Law of the People's Republic of China, the Law of the People's Republic of China on Prevention and Treatment of Occupational Diseases, the Regulations on work-related Injury Insurances and the Social Insurance Law of the People's Republic of China. In addition, the Group has established an internal safety management system, implemented a safety and accident management plan and a safety responsibility system to ensure the system and operation comply with relevant laws and regulations.

## DEVELOPMENT AND TRAINING

Fullsun International promotes the work styles of "unity, high efficiency, integrity and pragmatism" and implements the training concepts with full coverage in the Group. Based on the training programs, the management level, each of functional department, business department and newcomers are faithfully advanced, so as to enhance work techniques and integrated work quality of all employees.

In 2019, the Group encouraged all employees to participate professional trainings constantly and expand its coverage and training frequencies, as well as implemented the approach of "focusing on departmental trainings and supplemented with trainings from the Company", with an aim to enhance the organization and management of departmental professional trainings. In addition to continuously build up "Fullsun Thinkers" (福晟思想家), our current online learning carrier, we will gradually establish our offline learning carriers, namely "Fullsun Xiangjun College" (福晟湘軍學堂) and "Fullsun Library" (福晟圖書館), so as to create more favourable conditions to support employees' training and learning. During the Reporting Period, the Group strengthened the project training depth, tailored the project training courses, and improved the overall professional quality of the project from top to bottom to ensure that the engineering projects were effectively controlled during the progress.



項目總培訓  
Project training



銷售培訓  
Sales training (right)





## 勞工準則

福晟國際嚴格執行國家及地方關於勞動人事的法律法規，本著公平、公開、自願的原則招聘錄用員工，並自錄用之日起簽訂合法用工勞動合同，無強制使用勞工行為。集團設有婚假、喪假、產假、探親假和年休假，積極幫助員工達到健康的工作與生活平衡狀態。

報告期內，本集團未違反《中華人民共和國勞動法》、《僱傭條例(香港法例第57章)》、《未成年工特殊保護規定》、《禁止使用童工規定》等與防止童工或強制勞工相關的法律法規。

## LABOUR STANDARDS

Fullsun International has strictly complied with the national and local laws and regulations in relation to labour and human resources and recruitment is carried out based on fair, open and voluntary principles. Legal employment contracts are entered into on the commencement date of employment. Forced labours are strictly prohibited. The Group offers marriage leave, compassionate leave, maternity leave, family reunion leave and annual leave to encourage employees to achieve work-life balance.

During the Reporting Period, the Group has not violated any laws and regulations in relation to the prevention of child labour or forced labour, including the Labour Law of the People's Republic of China, the Employment Ordinance (Chapter 57 of the Laws of Hong Kong), Provisions on the Special Protection of Juvenile Workers and the Provisions on the Prohibition of Using Child Labour.

## 營運慣例 OPERATING PRACTICES

本集團針對供應商及客戶建立了完善的管理體系，代表著本集團對企業運營直接相關環境及社會影響的有效管控。供應商管理方面，通過明確各管理崗位的職能範圍及內部控制閉環管理，實現供應鏈的標準化管理。同時，本集團建立明確的供應商交流渠道，提高與供應商相關內容審核的效率。客戶管理方面，本集團廣泛聽取客戶的意見，並積極響應客戶的需要，不斷完善企業服務水平及質量。本集團堅決抵制貪污腐敗，對此類行為採取零容忍態度。

### 供應鏈管理

本集團在供應商方面建立了健全的管理制度，在供應商准入、履約管理、履約評價等關鍵的事項上建立了標準的管理流程。因供應商對產品質量產生直接影響，本集團高度重視供應商准入的審核工作，對供應商的基本信息、資質、工程技術標準、樣品等進行多重審核，確保滿足項目施工需求。

報告期內，本集團按照制度要求，對供應商進行考察評估，更新合作供應商名單，並開展了對供應商的履約評估工作。供應商地域分布情況如下<sup>1</sup>：

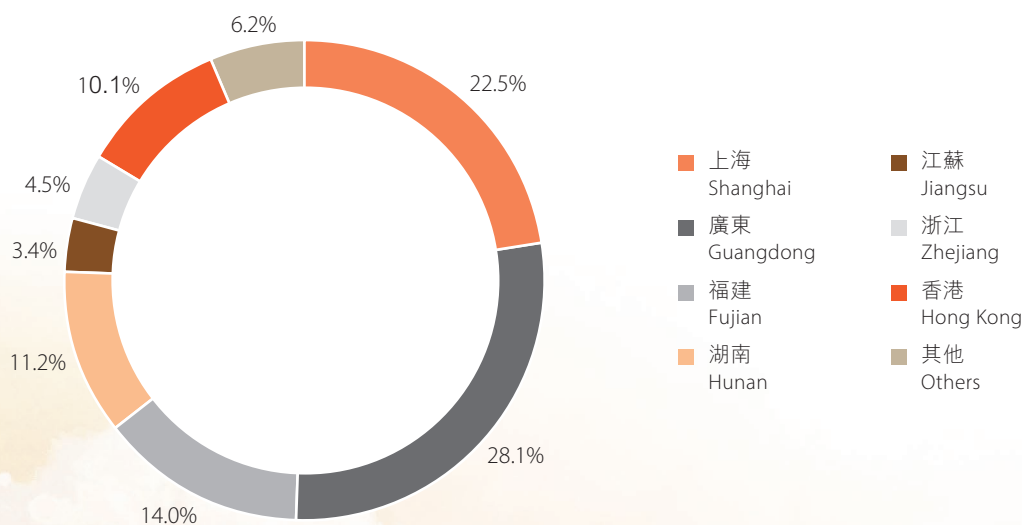
The Group has established the management system and administrative measures specially for suppliers and customers, which demonstrates the Group's effective control on the impact on the environment and the society directly attributable to its business operation. In terms of supply chain management, the clarification of the functional area of the management roles and internal control of closed-loop management has achieved standardized management of the supply chain. Meanwhile, the Group establishes a clear communication channel with the suppliers to facilitate the efficiency in reviewing the contents related to the suppliers. In terms of customer management, the Group extensively listens to opinions from customers and proactively responds to customer needs, to continuously improve the corporate service level and quality. The Group strives to eliminate all forms of corruption and adopts a zero tolerance attitude towards such behaviors.

### SUPPLY CHAIN MANAGEMENT

The Group has established a sound management system for suppliers and a standardized management flow on significant issues such as supplier access, performance management and performance evaluation. Since supplier has a direct influence on product quality, the Group highly values the review work of supplier access. The Group conducts multiple review on basic information, qualifications, engineering technology standard and samples to ensure the fulfillment of project construction requirements.

During the Reporting Period, the Group performs inspective evaluation on suppliers, updates the list of cooperating suppliers and carries out supplier performance evaluation in accordance with the requirements of the system. The distribution of suppliers by location is as follows<sup>1</sup>:

供應商地域分佈情況圖  
Distribution of suppliers by location





## 產品責任

本集團制定《工程項目管理辦法》，進一步規範總分包及監理單位管理，落實建設質量方針，明確總分包及監理單位質量管理責任，促進合作共贏。本集團對工程質量管理的事前、事中、事後建立了標準的工作流程。在工程施工前，本集團制定各類工程的詳細管理要求及行為規範，供應商需明確本集團的要求後方可施工；施工過程中，本集團定期進行工程質量、安全檢查，並建立明確的信息溝通渠道，保證施工穩步推進；工程驗收階段，本集團制定了標準驗收程序，不僅明確了各項工程詳細的驗收標準，同時規定了工程驗收需要提交的表單等程序性文件。

報告期內，本集團並未發現任何與產品及服務質量相關之法律及法規的重大違規事項。

本集團致力於遵守國家關於環保知識產權的政策和法律法規。報告期內，本集團沒有收到關於維護及保障和知識產權有關的呈報個案。

本集團致力於保護消費者隱私及相關資料，非相關工作人員無權限查看客戶資料及信息。

報告期內，本集團沒有收到由於洩露客戶資料而引發的投訴及訴訟案件。

## PRODUCT RESPONSIBILITY

The Group has prepared the "Construction Project Management Measures" to further standardize general subcontracting and supervision unit management, implement construction quality policy and clarify general subcontracting and quality management responsibilities of supervision unit, to facilitate a "win-win" cooperation. The Group has established standard work flows for project quality management prior to, during and after the project. Before the commencement of works, the Group implemented detailed management requirements and norms of behavior, the suppliers can only commence construction after fulfilling the Group's requirements. During the construction, the Group carries out quality and safety checks for the construction regularly and establishes clear communication channels, so as to ensure the works to be carried out in an orderly manner. During the acceptance phase of works, the Group has formulated the standard acceptance procedures, which not only clarifies the detailed acceptance standards for each construction, but also regulates the procedural documents like the forms which need to be submitted in the acceptance phase of works.

During the Reporting Period, the Group has no significant matters in violation of any laws and regulations related to products and quality of services.

The Group strives to comply with the relevant national policies, laws and regulations in relation to protection of intellectual property rights. During the Reporting Period, the Group did not receive any reported case regarding maintenance and protection of intellectual property rights.

The Group strives to protect privacy and the relevant information of the consumers. Non-related person shall have no access to the customers' information.

During the Reporting Period, the Group did not receive any complaint and litigation case caused by disclosure of customers' information.



## 反貪污

本集團通過科學的設置各部門、崗位的職責範圍，將不相容職責分離，形成各部門、崗位相互制約的工作機制，從而降低貪污舞弊事件發生的可能性。同時，本集團制定《員工獎懲管理辦法》，對員工貪污的定義、懲罰措施進行了明確，做到有制度可依。另外，本集團制定《員工廉潔從業規定》，明確了廉潔監管機構-廉潔作風工作小組，與內控中心審計部形成協同工作機制，對員工的廉潔工作提出了全面的要求，建立了多方位的舉報渠道，提倡全員監管。

集團嚴格遵守《中華人民共和國刑法》、《中華人民共和國刑事訴訟法》、《中華人民共和國反不正當競爭法》、《關於禁止商業賄賂行為的暫行規定》、《中華人民共和國反洗錢法》和《防止賄賂條例》等法律法規。

報告期內，未出現關於本集團或其僱員的貪污或洗黑錢情形。隨著業務的發展，本集團將進一步完善監督體系，為本集團可持續發展提供有力保障。

## ANTI-CORRUPTION

The Group reduces the occurring possibility of corruption by setting up the responsibility coverages of each department and role scientifically, and segregate incompatible responsibilities, under which, each shall perform his own functions subject to accountability and restrictions. It also set up "Staff Reward and Punishment Management Regulations" to clarify the definition and punishment on staff corruption so as to provide a system to be followed. Beyond that, the Group has developed "Employee Integrity Practice Regulations" to clarify the integrity supervision organization-Integrity Enforcement Working Team, which works with the audit department under internal control center to form a cooperative working mechanism. This has put forward comprehensive requirements for the integrity of employees, establishes multi-faceted reporting channels, and promotes supervision from all employees.

The Group strictly complied with the Criminal Law of the People's Republic of China, the Criminal Procedure Law of the People's Republic of China, the Anti-unfair Competition Law of the People's Republic of China, the Interim Provisions on Prohibiting Commercial Bribery, the Anti-money Laundering Law of the People's Republic of China and also the Prevention of Bribery Ordinance, etc.

During the Reporting Period, the Group or its employees did not record any corruption or money laundering case. Following the business development, the supervisory system will be further improved to provide a strong protection to the sustainable development of the Group.



## 社區 COMMUNITY

本集團在力求發展的同時，一貫強調社會責任、家國情懷，牢記社會賦予的使命，將奉獻社會作為企業責任，踐行企業承諾，弘揚傳統美德。在履行社會責任的同時，本集團也積極建設有擔當、有作為的公司文化，並鼓勵員工以實際行動參與社會奉獻。

While striving for development, the Group has always emphasized social responsibility and home-country feelings, keeping in mind the mission entrusted by the society, taking dedication to society as our corporate responsibility, in order to fulfill corporate commitments, and promote traditional virtues. While fulfilling social responsibilities, the Group also actively builds a responsible and effective company culture, and encourages employees to participate in social dedication with practical actions.



湖南福晟員工參與志願者服務，為一線員工送清涼  
Hunan Fullsun employees participating in volunteer services to deliver coolness to frontline employees

## 社區投資

本集團定期組織各種社區服務，例如：夏日為一線員工送清涼、無償獻血等，為社區發展謀福利。

## COMMUNITY INVESTMENT

The Group regularly organizes various community services, such as delivering coolness to front-line employees in the summer and donating blood, to seek contribution for the community development.

本集團一直關注員工的生活保障，報告期內，本集團組織為家庭特別困難的員工進行了捐款，在得到員工保障及公司福利的基礎上，為其提供額外的公司人文關懷。

本公司積極參與公益事業，持續為「福苗計劃」進行捐贈，幫助優秀學子完成學業。本集團將會一如既往的堅持參與並推進「福苗計劃」，將公益助學作為己任，號召更多人參與該計劃，幫助更多的孩子圓夢求學之路。

不忘初心，以愛前行。本集團將會一直努力踐行企業的社會責任，在企業發展的同時，不斷將公司已取得的成就與社會各界分享，積極投身於社會公益活動中，發揚企業文化。用實際行動弘揚公益精神，以企業責任履行社會奉獻。

The Group has always paid attention to the employees' lives security. During the Reporting Period, the Group organized donations for employees with special needs from their families. On the basis of obtaining employee protection and company benefits, it provided them with additional corporate human care.

The Company actively participates in public welfare undertakings and continues to donate to the "Care for Juvenile Scheme" to help outstanding students in completing their studies. As ever, the Group will continue to participate in and promote the "Care for Juvenile Scheme", to take public welfare as its responsibility, and to call on more people to participate in the program to help more children in realizing their dreams.

Never forget the original intention, and move forward with love. The Group will always strive to fulfill its corporate social responsibility, meanwhile during corporate development, it will continue to share the company's achievements with all sectors of the society, actively participate in social welfare activities, and promote corporate culture, to promote the spirit of public welfare with practical actions, and implement social dedication with corporate responsibility.



# 企業社會責任表現概述

## CORPORATE SOCIAL RESPONSIBILITY PERFORMANCE OVERVIEW

主要範疇、層面、一般披露及關鍵績效指標

Subject areas, aspects, general disclosure and key performance indicators ("KPIs")

披露位置、指標數值及備註

Locations of disclosure, indicator values and remarks

### A. 環境

#### A. ENVIRONMENT

##### 層面A1：排放物

##### Aspect 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

基於管理模式，本集團的部分廢棄物由物業統一管理，且並不涉及重大廢氣、廢水、有害廢棄物排放，其重大氣體排放為營運過程中使用由汽車燃料造成的溫室氣體排放；公司對於節能的具體政策可參考本報告「環境」中相關描述。

報告期內，本集團未出現違反國家與排放物相關的法律法規的行為。

Based on the model of management, part of the waste treatment is provided by the Group's property management company of the related property and no material disposal of waste gas, waste water and hazardous waste is involved. The material disposal of waste gas is the greenhouse gas produced by vehicle fuel burning during the course of our operation. For specific policies of energy conservation, please refer to the relevant descriptions set out under "Environment" of this Report.

During the Reporting Period, the Group did not record any act which was non-compliance with the national laws and regulations relating to emissions.

##### 指標A1.1

##### KPI A1.1

排放物種類及相關排放數據

Types of emissions and respective emissions data

氮氧化物(NO<sub>x</sub>)：6.33千克  
 硫氧化物(SO<sub>x</sub>)：0.26千克  
 顆粒排放：0.47千克  
 Nitrogen oxides (NO<sub>x</sub>): 6.33 kg  
 Sulphur oxides (SO<sub>x</sub>): 0.26 kg  
 Particulate emissions: 0.47 kg

##### 指標A1.2

##### KPI A1.2

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）  
 Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)

二氧化碳(CO<sub>2</sub>)排放量合計67.41噸  
 Total carbon dioxide (CO<sub>2</sub>) emissions: 67.41 tonnes

##### 指標A1.3

##### KPI A1.3

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）  
 Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)

0.15噸（硒鼓及燈泡）  
 0.15 tonnes (toner and bulb)

註：2019年由於年報期間為2019年1月-12月，較去年匯報年度自然月多三個月，故部分數值較去年多。數據參照《係數指標指引》及集團運營當地指標進行收集與計算。

Note: The annual Reporting Period of the year 2019 was from January to December 2019, which was three months longer than last reporting year, therefore, some values were higher than last year. The data were collected and calculated based on "Coefficient Indicator Guide" and the indicators of the locations where the Group are operating.



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指標A1.4 KPI A1.4	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) Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)	0.8噸(廢紙) 0.8 tonnes (waste paper)
指標A1.5 KPI A1.5	描述減低排放量的措施及所得成果 Description of measures to mitigate emissions and results achieved	參見本報告「排放物」中相關描述。 Please refer to the relevant descriptions set out under "Emissions" of this Report.
指標A1.6 KPI 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 Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved	本集團的廢棄物均由營運所在物業(大廈/園區)統一處理。 The Group's waste treatment is provided by the property management company of our operating centres (a building/a zone).
層面A2：資源使用 Aspect 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 Policies on efficient use of resources including energy, water and other raw materials	參見本報告「資源使用」中相關描述。 Please refer to the relevant descriptions set out under "Use of Resources" of this Report.
指標A2.1 KPI 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) 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)	電力消耗量：36,408千瓦時 汽油：8.7噸 柴油：不適用 Electricity consumption: 36,408 kWh Gasoline: 8.7 tonnes Diesel: Not applicable
指標A2.2 KPI A2.2	總耗水量及密度(如以每產量單位、每項設施計算) Water consumption in total and intensity (e.g. per unit of production volume, per facility).	用水量：1,567噸 Water consumption: 1,567 tonnes
指標A2.3 KPI A2.3	描述能源使用效益計劃及所得成果 Description of energy use efficiency initiatives and results achieved	本集團使用的空調涉及氟利昂或其他替代品的使用，不會污染大氣，有利城市的生態環境的改善。具有高效、節能的特點。同時推廣無紙化辦公，以減少紙張的使用；未用完或廢棄紙張循環利用。 The Group uses air conditioning without using Freon or other alternatives which will cause no pollution to the atmosphere and will help improve the eco-environment of the urban city by high-efficient, low energy consumption advantages. Meanwhile, paperless office has been advocated to reduce the use of paper and recycle unutilized paper or waste paper.





主要範疇、層面、一般披露及關鍵績效指標

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指標A2.4 KPI 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 Description of whether there is any issue in sourcing water, water efficiency initiatives and results achieved	向員工開展節水宣傳教育，提高全員節水意識。 Water saving principle has been promoting to the staff to increase their water saving awareness.
指標A2.5 KPI 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 Total packaging material used for finished products (in tonnes), and if applicable, with reference to per unit produced	本集團所涉及業務並未進行製成品包裝工作，無需使用包裝材料。 Packaging of finished products is not involved in the operation of the Group, thus packaging material is not necessary.
層面A3：環境及天然資源 Aspect 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 minimising the issuer's significant impact on the environment and natural resources	參見本報告「環境及天然資源」中相關描述。 Please refer to the relevant descriptions set out under “Environment and Natural Resources” of this Report.
指標A3.1 KPI 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 Description of the significant impacts of activities on the environment and natural resources and actions taken to manage them	本集團的業務性質對環境及天然資源（如：生物多樣性等）並沒有重大的影響。但公司將會時刻關注營運對環境可能產生的影響，若出現可能對環境及天然資源產生影響的事項，將制定針對性的措施以減輕可能帶來的危害。 The business nature of the Group causes no material impact on the environment and natural resources (e.g. biodiversity), but the Company will always be aware of any possible impact which may cause by the operation. If any issue incurred which may cause impact to the environment and the natural resources, specific measures will be formulated to alleviate any possible damages.

B. 社會

B. Social

僱傭及勞工常規

Employment and Labour Practices

層面B1：僱傭

Aspect 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

參見本報告「僱傭」中相關描述。

Please refer to the relevant descriptions set out under "Employment" of this Report.

指標B1.1

KPI B1.1

按性別、僱傭類型、年齡、地區及學歷劃分的僱員總數

Total workforce by gender, employment type, age, geographical region and education level

員工總數：250

**按性別劃分：**

男：134；女：116

**按僱傭類型劃分：**

勞務合同：250

**按年齡劃分：**

30歲以下：74；30-50歲：159；50歲以上：17

**按地區劃分：**

中國內地：233；海外(含港澳台)：17

**按學歷劃分：**

本科以下：81；本科：133；碩士或以上：36

Total number of employees: 250

**By gender:**

Male: 134; Female: 116

**By employment type:**

Labour contract: 250

**By age:**

Below 30 years old: 74; 30-50 years old: 159; above 50 years old: 17

**By geographical region:**

Mainland: 233; overseas (including Hong Kong, Macau and Taiwan): 17

**By education level:**

Below bachelor: 81; bachelor: 133; master or above: 36





## 主要範疇、層面、一般披露及關鍵績效指標

### Subject areas, aspects, general disclosure and key performance indicators ("KPIs")

## 披露位置、指標數值及備註

### Locations of disclosure, indicator values and remarks

<b>指標B1.2</b> <b>KPI B1.2</b>	按性別、年齡組別及地區劃分的僱員流失比率 Employee turnover rate by gender, age group and geographical region	員工流失率：24.4% <b>按性別劃分：</b> 男：70.5%；女：29.5% <b>按年齡劃分：</b> 30歲以下：26.2%；30-50歲：67.2%；50歲以上：6.6% <b>按地區劃分：</b> 大陸：96.7%；海外(含港澳台)：3.3% Employee turnover rate: 24.4% <b>By gender:</b> Male: 70.5%; female: 29.5% <b>By age group:</b> Below 30 years old: 26.2%; 30-50 years old: 67.2%; above 50 years old: 6.6% <b>By geographical region:</b> Mainland: 96.7%; overseas (including Hong Kong, Macau and Taiwan): 3.3%
<b>層面B2：健康與安全</b> <b>Aspect B2：Health and Safety</b>		
<b>一般披露</b> <b>General Disclosure</b>	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	參見本報告「健康與安全」中相關描述。 Please refer to the relevant descriptions set out under "Health and Safety" of this Report.
<b>指標B2.1</b> <b>KPI B2.1</b>	因工作關係而死亡的人數及比率 Number and rate of work-related fatalities	0
<b>指標B2.2</b> <b>KPI B2.2</b>	因工傷損失工作日數 Lost days due to work injury	0
<b>指標B2.3</b> <b>KPI B2.3</b>	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 Description of occupational health and safety measures adopted, how they are implemented and monitored	本集團已通過了職業健康安全管理體系認證，並每年為員工安排了職業健康安全檢查。 The Group has obtained certificate in relation to occupational health and safety management system, and arranges occupational health and safety examination for all staff annually.



主要範疇、層面、一般披露及關鍵績效指標

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層面B3：發展及培訓

Aspect 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。描述培訓活動

Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities

參見本報告「發展及培訓」中相關描述。

Please refer to the relevant descriptions set out under "Development and Training" of this Report.

指標B3.1

KPI B3.1

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

The percentage of employees trained by gender and employee category (e.g. senior management, intermediate management)

員工培訓覆蓋率：100%

**按性別劃分：**

男：100%；女：100%

**按員工類別劃分：**

高級管理層：100%；中級管理層：100%；普通員工：100%。

Percentage of trained employees: 100%.

**By gender:**

Male: 100%; female: 100%.

**By employee category:**

Senior management: 100%; intermediate management: 100%; general staff: 100%

指標B3.2

KPI 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

The average training hours completed per employee by gender and employee category

24.89小時

24.89 hours





主要範疇、層面、一般披露及關鍵績效指標

Subject areas, aspects, general disclosure and key performance indicators (“KPIs”)

披露位置、指標數值及備註

Locations of disclosure, indicator values and remarks

層面B4：勞工準則

Aspect 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 labour	參見本報告「勞工準則」中相關描述。 Please refer to the relevant descriptions set out under “Labour Standards” of this Report.
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 labour	參見本報告「勞工準則」中相關描述。 Please refer to the relevant descriptions set out under “Labour Standards” of this Report.
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 child and forced labour practices when discovered	員工休息區設有意見箱，供員工反饋意見，意見將直接反饋至總經理，總經理將針對違規事項派專人調查核實，對於違規現象予以處罰。本集團在本報告期內未發生過違規事項。 Suggestion boxes are placed at the staff's lounges to allow feedbacks from the staff. All feedbacks will be directly submitted to the general manager, who will assign designated personnel to investigate and verify the non-compliance issue and impose penalty to the parties involved. The Group did not record any non-compliance for the Reporting Period.

主要範疇、層面、一般披露及關鍵績效指標  
Subject areas, aspects, general disclosure and key performance indicators ("KPIs")

披露位置、指標數值及備註  
Locations of disclosure, indicator values and remarks

營運慣例

Operating Practices

層面B5：供應鏈管理

Aspect 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	參見本報告「供應鏈管理」中相關描述。 Please refer to the relevant descriptions set out under "Supply Chain Management" of this Report.
指標B5.1 KPI B5.1	按地區劃分的供應商數目 Number of suppliers by geographical region	<p><b>按地區劃分(個)：</b></p> <p>廣東：28.1% 上海：22.5% 福建：14.0% 湖南：11.2% 香港：10.1% 浙江：4.5% 江蘇：3.4% 其他：6.2%</p> <p><b>By geographical region:</b></p> <p>Guangdong: 28.1% Shanghai: 22.5% Fujian: 14.0% Hunan: 11.2% Hong Kong: 10.1% Zhejiang: 4.5% Jiangsu: 3.4% Other: 6.2%</p>
指標B5.2 KPI B5.2	<p>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</p> <p>Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored</p>	參見本報告「供應鏈管理」中相關描述。 Please refer to the relevant descriptions set out under "Supply Chain Management" of this Report.





主要範疇、層面、一般披露及關鍵績效指標  
Subject areas, aspects, general disclosure and key performance indicators (“KPIs”)

披露位置、指標數值及備註  
Locations of disclosure, indicator values and remarks

層面B6：產品責任

Aspect B6：Product 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	參見本報告「產品責任」中相關描述。 Please refer to the relevant descriptions set out under “Product Responsibility” of this Report.
指標B6.1 KPI 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 Percentage of total products sold or shipped subject to recalls for safety and health reasons	0
指標B6.2 KPI B6.2	接獲關於產品及服務的投訴數目以及應對方法 Number of products and service related complaints received and how they are dealt with	參見本報告「產品責任」中相關描述。 Please refer to the relevant descriptions set out under “Product Responsibility” of this Report.
指標B6.3 KPI B6.3	描述與維護及保障知識產權有關的慣例 Description of practices relating to observing and protecting intellectual property rights	參見本報告「產品責任」中相關描述。 Please refer to the relevant descriptions set out under “Product Responsibility” of this Report.
指標B6.4 KPI B6.4	描述質量檢定過程及產品回收程序 Description of quality assurance process and recall procedures	參見本報告「產品責任」中相關描述。 Please refer to the relevant descriptions set out under “Product Responsibility” of this Report.
指標B6.5 KPI 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 Description of consumer data protection and privacy policies, how they are implemented and monitored	參見本報告「產品責任」中相關描述。 Please refer to the relevant descriptions set out under “Product Responsibility” of this Report.



主要範疇、層面、一般披露及關鍵績效指標  
**Subject areas, aspects, general disclosure and key performance indicators ("KPIs")**

披露位置、指標數值及備註  
**Locations of disclosure, indicator values and remarks**

層面B7：反貪污

**Aspect B7：Anti-corruption**

<p>一般披露  <b>General Disclosure</b></p>	<p>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</p> <p>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</p>	<p>參見本報告「反貪污」中相關描述。            Please refer to the relevant descriptions set out under "Anti-corruption" of this Report.</p>
<p>指標B7.1  <b>KPI B7.1</b></p>	<p>於彙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</p> <p>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</p>	<p>0</p>
<p>指標B7.2  <b>KPI B7.2</b></p>	<p>描述防範措施及舉報程序，以及相關執行及監察方法</p> <p>Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored</p>	<p>參見本報告「反貪污」中相關描述。            Please refer to the relevant descriptions set out under "Anti-corruption" of this Report.</p>





主要範疇、層面、一般披露及關鍵績效指標

Subject areas, aspects, general disclosure and key performance indicators (“KPIs”)

披露位置、指標數值及備註

Locations of disclosure, indicator values and remarks

社區

Community

層面B8：社區投資

Aspect B8：Community Investment

一般披露

General Disclosure

有關以社區參與來瞭解營運所在社區需要和確保其業務活動會考慮社區利益的政策  
Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities takes into consideration communities' interests

參見本報告「社區投資」中相關描述。

Please refer to the relevant descriptions set out under “Community Investment” of this Report.

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, labour needs, health, culture, sport)

本集團關注運營所在社區的發展及需求，並從志願者活動、環境保護及貧困兒童資助等方面，對社會進行回饋。

The Group cares about the development and needs of the community where it is operating, and make contribution to the society in various aspects such as voluntary activities, environmental protection and providing subsidies to children in poverty.

指標B8.2

KPI B8.2

在專注範疇所動用的資源（如金錢或時間）  
Resources contributed (e.g. money or time) to the focus areas

集團捐贈金額人民幣81,500元  
員工捐贈金額人民幣15,300元  
志願者服務人次60人  
志願者服務時長192小時  
Donation by the Group: RMB81,500  
Donation by the staff: RMB15,300  
Number of volunteers: 60 persons  
Number of hours of voluntary work done: 192 hours

*Build for You*  
專築為你

