

# KIDZTECH



## KIDZTECH HOLDINGS LIMITED 奇士達控股有限公司

(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: 6918

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## 1. About the ESG Report

With sustainability high on our agenda, the board (the “**Board**”) of directors (the “**Directors**”) of Kidztech Holdings Limited (the “**Company**”) confirms that the environmental, social and governance report (the “**ESG Report**”) reflects the social and environmental performance of the Company and its subsidiaries (the “**Group**”) and the Group’s impact in an accurate and balanced manner. The ESG Report covers the performance in the environment, social and governance aspects of the Group’s manufacturing facilities in the People’s Republic of China (the “**PRC**”) and operations in Hong Kong for the year ended 31 December 2019 (the “**Reporting Period**”).

The ESG Report is prepared by the Company in compliance with the Environmental, Social and Governance Reporting Guide as set out in former Appendix 27 to the Rules Governing the Listing of Securities (the “**Listing Rules**”) on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) which is relevant to the Reporting Period (the “**ESG Reporting Guide**”), and the scope and information herein comply with the disclosure principles in the ESG Reporting Guide. For details regarding the Group’s compliance with requirements for corporate governance in accordance with Appendix 14 to the Listing Rules, please refer to the Group’s annual report for the Reporting Period.

## 2. Our Environment

The Group is committed to minimising its environmental impacts and complying with the evolving laws and regulations on environmental protection of the PRC and Hong Kong. The Group approaches its environmental management in a systematic and comprehensive manner to ensure its environmental policies are reviewed periodically and up-to-date to reflect the latest requirements of the applicable laws and regulations that have a significant impact on the Group and trends. The Group’s facilities have been awarded with certificates and the Group complies with all applicable environmental laws and regulations of the relevant business areas. During the Reporting Period, the Group did not encounter any incident of environmental non-compliance, nor was it subject to any fines for non-compliance.

## 1. 關於本環境、社會及管治報告

可持續發展乃我們的優先要務，奇士達控股有限公司（「**本公司**」）董事會（「**董事會**」）確認本環境、社會及管治報告（「**環境、社會及管治報告**」）準確而均衡地反映了本公司及其附屬公司（「**本集團**」）的社會及環境表現以及本集團的影響。本環境、社會及管治報告涵蓋截至二零一九年十二月三十一日止年度（「**報告期間**」）本集團於中華人民共和國（「**中國**」）的生產設施及於香港的業務在環境、社會及管治方面的表現。

本環境、社會及管治報告由本公司按照香港聯合交易所有限公司（「**聯交所**」）證券上市規則（「**上市規則**」）前附錄二十七所載並與報告期間相關的「環境、社會及管治報告指引」（「**環境、社會及管治報告指引**」）編製，報告範圍及所載資料符合環境、社會及管治報告指引的披露原則。有關本集團遵守上市規則附錄十四企業管治規定的詳情，請參閱本集團於報告期間的年報。

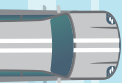
## 2. 環境

本集團竭盡全力減少其環境影響，並遵守中國及香港不斷改變的環保法律法規。本集團採取系統全面的環境管理方針，確保環境政策得到定期檢討和更新，以反映對本集團有重大影響的適用法律法規的最新要求和趨勢。本集團的設施已通過認證，且本集團遵循相關業務領域的所有適用環境法律法規。於報告期間，本集團並無出現任何環境不合規事故，亦並無因不合規而須繳納罰款。

## 2.1 Overview of the Relevant Environmental Laws and Regulations of the Relevant Business Areas

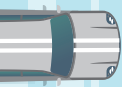
## 2.1 相關業務領域環境法律法規概覽

Policies and regulations 政策法規	Date of issuance and issuer 頒發日期及機構	Main content 主要內容
<p>"Category of Classified Management of Pollutant Discharge Permits for Stationary Pollution Sources" (2019 Edition) 《固定污染源排污許可分類管理名錄》(二零一九年版)</p>	<p>20 December 2019, Ministry of Ecology and Environment of the PRC 二零一九年十二月二十日，中國生態環境部</p>	<p>Requiring that 107 industries and four general processes should be subject to discharge permit management, and that in addition to these industries, enterprises identified as key pollutant discharge enterprises by relevant environmental protection authorities with discharge amount reaching prescribed standards shall also be subject to discharge permit management. 規定107個行業和4個通用工序要納入排污許可管理，同時規定，除這些行業外，如果已被環保部門確定為重點排污單位和排污量達到標定數量的，也需要納入排污許可管理。</p>
<p>"Atmospheric Pollution Prevention and Control Law of the People's Republic of China" (2018 Revised) 《中華人民共和國大氣污染防治法》(二零一八年修正)</p>	<p>26 October 2018, Standing Committee of the National People's Congress of the PRC 二零一八年十月二十六日，中國全國人民代表大會常務委員會</p>	<p>Protecting and improving the environment, preventing and controlling atmospheric pollution, protecting public health, promoting ecological conservation and promoting sustainable economic and social development. 保護和改善環境，防治大氣污染，保障公眾健康，推進生態文明建設，促進經濟社會可持續發展。</p>



Policies and regulations 政策法規	Date of issuance and issuer 頒發日期及機構	Main content 主要內容
<p>“Soil Pollution and Control Law of the People’s Republic of China” (2018 Edition) 《中華人民共和國土壤污染防治法》(二零一八年版)</p>	<p>31 August 2018, Standing Committee of the National People’s Congress of the PRC 二零一八年八月三十一日，中國全國人民代表大會常務委員會</p>	<p>Proposing to focus on establishing a corresponding legal system, strengthening the environmental supervision on industrial and mining enterprises, and cutting off the sources of soil pollution to curb further pollution; and implementing classified management of contaminated lands, and establishing a technology system to gradually promote risk management and control.</p> <p>提出重點做好建立相應法律制度和體系，加強工礦企業環境監管，切斷污染源頭遏制擴大趨勢；及對污染土地實行分級分類管理，建立技術體系，逐步推動風險管控。</p>
<p>“The 13th Five-year Plan for the Development of National Environmental Protection Standards” (2017 Edition) 《國家環境保護標準「十三五」發展規劃》(二零一七年版)</p>	<p>10 April 2017, Ministry of Environmental Protection of the PRC (now known as the Ministry of Ecology and Environment of the PRC) 二零一七年四月十日，中國環境保護部（現為中國生態環境部）</p>	<p>Facilitating the formulation and revision of approximately 900 environmental protection standards; and also issuing approximately 800 environmental protection standards, including approximately 100 quality standards and pollutant discharge control standards, approximately 400 environmental monitoring standards and approximately 300 basic environmental standards and management standards.</p> <p>全力推動約900項環保標準制定及修訂工作，同時將發佈約800項環保標準，包括品質標準和污染物排放控制標準約100項、環境監測類標準約400項及環境基礎類標準和管理規範類標準約300項。</p>

Policies and regulations 政策法規	Date of issuance and issuer 頒發日期及機構	Main content 主要內容
<p>“Law of the People’s Republic of China on the Prevention and Control of Environment Pollution by Solid Waste” (2016 Revised) 《中華人民共和國固體廢物污染環境防治法》(二零一六年修正)</p>	<p>7 November 2016, Standing Committee of the National People’s Congress of the PRC 二零一六年十一月七日，中國全國人民代表大會常務委員會</p>	<p>The state shall, in preventing and controlling environmental pollution by solid wastes, implement the principles of reducing the discharge and harm of solid wastes, fully and rationally utilising solid wastes and making them harmless through treatment so as to promote cleaner production and the development of recycling economy.</p> <p>國家在預防和控制固體廢物對環境的污染方面，應執行減少固體廢物排放和危害，充分及合理利用固體廢物，並透過處理使其無害，以促進清潔生產和發展循環經濟。</p>



Policies and regulations 政策法規	Date of issuance and issuer 頒發日期及機構	Main content 主要內容
<p>“Environmental Protection Law of the People’s Republic of China” (2014 Revised) 《中華人民共和國環境保護法》(二零一四年修訂)</p>	<p>24 April 2014, Standing Committee of the National People’s Congress of the PRC 二零一四年四月二十四日，中國全國人民代表大會常務委員會</p>	<p>Protecting and improving environment, preventing and controlling pollution and other public hazards, protecting public health, promoting ecological conservation, and promoting sustainable economic and social development.</p> <p>保護和改善環境，防治污染和其他公害，保障公眾健康，推薦生態文明建設，促進經濟社會可持續發展。</p>
<p>“Waste Disposal Ordinance” (2018 Revised) 《廢物處置條例》(二零一八年修訂) (Chapter 354 of the Laws of Hong Kong) (香港法例第354章)</p>	<p>31 December 2018, Legislative Council of Hong Kong 2018年12月31日，香港立法會</p>	<p>Waste Disposal Ordinance sets out a comprehensive waste management protocol that covers the lifecycle of waste from the point of origination to the point of final disposal. This includes the production, storage, collection, treatment, recycling and disposal of waste. Clinical waste, livestock waste and chemical waste are subject to specific controls, and the import and export of waste is controlled through a permit system administered by the EPD.</p> <p>《廢物處理條例》規定了一套全面的廢物管理協議，涵蓋廢物從發源地到最終處置點的整個生命週期。其中包括廢物的生產、儲存、收集、處理、回收和處置。醫療廢物、牲畜廢物及化學廢物須受特別管制，而廢物的進出口則通過環保署管理的許可證制度進行管制。</p>

Policies and regulations 政策法規	Date of issuance and issuer 頒發日期及機構	Main content 主要內容
Water Pollution Control Ordinance (2018 Revised) 《水污染管制條例》(二零一八年修訂) (Chapter 358 of the Laws of Hong Kong) (香港法例第358章)	28 June 2018, Legislative Council of Hong Kong 2018年6月28日，香港立法會	Water Pollution Control Ordinance oversees the discharge of effluent from industrial, commercial, institutional and construction activities into public sewers, rainwater drains, river courses or water bodies. The EPD is responsible for issuing licences that regulate operations that generate wastewater discharge (except domestic sewage). 《水污染管制條例》監督工業、商業、機構和建築活動排放到公共下水道、雨水渠、河道等的污水。環保署負責發放牌照，規管污水排放（不包括住宅污水）。
Air Pollution Control Ordinance (2018 Revised) 《空氣污染管制條例》(二零一八年修訂) (Chapter 311 of the Laws of Hong Kong) (香港法例第311章)	26 April 2018, Legislative Council of Hong Kong 2018年4月26日，香港立法會	Air Pollution Control Ordinance is the principal law regulating air quality. It imposes emissions controls and sets air quality objectives and is enforced by the EPD which is empowered to control emissions from construction, commercial and industrial works. 《空氣污染管制條例》是規管空氣質量的主要法例。環保署負責管制廢氣排放及訂定空氣質量指標，並由環境保護署執行。環境保護署負責管制建築、商業和工業製造的廢氣排放。





## 2.2 Analysis of Emissions of the Group

The Group acknowledges the importance of environmental protection and have adopted certain measures which are regularly implemented in our business operation to manage emissions and wastes.

### 2.2.1 Analysis of emission indicators of the Group

#### — Emissions of exhaust gases

The Group's emissions of exhaust gases are mainly generated by the combustion of gasoline by vehicles. The exhaust gases emitted from combustion of relevant fossil fuels mainly include pollutants such as nitrogen oxides (NOx), sulfur oxides (SOx) and particulate matter (PM). During the Reporting Period, the Group's various production and operation activities emitted approximately 591.91 kilograms of nitrogen oxides, approximately 0.76 kilogram of sulfur oxides, and approximately 55.02 kilograms of particulate matter.

#### — Emissions of greenhouse gases

The Group generates greenhouse gases mainly from combustion of gasoline by vehicles and use of electricity. The emissions of greenhouse gases include direct and indirect emission of greenhouse gases. The details of the emissions of greenhouse gases of the Group during the Reporting Period are shown in the following table:

## 2.2 本集團排放分析

本集團充分認知環境保護的重要性，並已採取若干措施，其已在我們的業務運營中定期實施，以管理排放物和廢棄物。

### 2.2.1 本集團排放指標分析

#### — 廢氣排放

本集團廢氣排放主要產生自車輛燃燒汽油。相關化石燃料燃燒所排放的廢氣主要包括氮氧化物(NOx)、硫氧化物(SOx)及顆粒物(PM)等污染物。於報告期間，本集團各類生產經營活動共排放約591.91千克氮氧化物、約0.76千克硫氧化物及約55.02千克顆粒物。

#### — 溫室氣體排放

本集團產生的溫室氣體主要來自車輛燃燒汽油及用電。溫室氣體排放包括直接排放及間接排放。本集團於報告期間的溫室氣體排放詳情如下表所示：

Types of greenhouse gases		Direct emissions (Tonnes of carbon dioxide equivalent) 直接排放 (噸二氧化碳當量) (approximate) (約數)	Indirect emissions (Tonnes of carbon dioxide equivalent) 間接排放 (噸二氧化碳當量) (approximate) (約數)	Total emissions (Tonnes of carbon dioxide equivalent) 排放總量 (噸二氧化碳當量) (approximate) (約數)
溫室氣體類型				
Carbon dioxide (CO <sub>2</sub> )	二氧化碳 (CO <sub>2</sub> )	121.70	3,450.44	3,572.14
Methane (CH <sub>4</sub> )	甲烷 (CH <sub>4</sub> )	0.20	787,619.28	787,619.48
Nitrous oxide (N <sub>2</sub> O)	一氧化二氮 (N <sub>2</sub> O)	14.45	16,383,546.93	16,383,561.38
<b>Total</b>	<b>總計</b>	<b>136.35</b>	<b>17,174,616.65</b>	<b>17,174,753.00</b>

During the Reporting Period, the Group's total greenhouse gases emission amounted to approximately 17,174,753.00 tonnes of carbon dioxide equivalent with an emission intensity (by revenue) of approximately 52.72 tonnes of carbon dioxide equivalent/RMB1,000.

於報告期間，本集團溫室氣體排放總量約為17,174,753.00噸二氧化碳當量，排放密度（按收入計算）約為52.72噸二氧化碳當量人民幣1,000元。

#### — Hazardous wastes

The Group generates hazardous wastes during its toy manufacturing process. The hazardous wastes mainly include pollutants such as hydrocarbons (C<sub>x</sub>H<sub>x</sub>). The details of the hazardous wastes generated by the Group during the Reporting Period are shown in the following table:

#### — 有害廢棄物

本集團在玩具製造過程中產生有害廢棄物，主要包括碳氫化合物(C<sub>x</sub>H<sub>x</sub>)等污染物。本集團於報告期間產生的有害廢棄物詳情如下表所示：



### Types of hazardous wastes 有害廢棄物類型

### Total emission 排放總量 (Tonnes) (噸) (approximate) (約數)

Benzene (C <sub>6</sub> H <sub>6</sub> )	苯 (C <sub>6</sub> H <sub>6</sub> )	0.002
Xylene (C <sub>8</sub> H <sub>10</sub> )	二甲苯 (C <sub>8</sub> H <sub>10</sub> )	0.234
Toluene (C <sub>7</sub> H <sub>8</sub> )	甲苯 (C <sub>7</sub> H <sub>8</sub> )	1.759
<b>Total</b>	<b>總計</b>	<b>1.995</b>

The Group has specific measures for the discharge of hazardous wastes. For instance, paint suppliers must comply with (i) regulations regarding Polycyclic Aromatic Hydrocarbons (PAHs) and other substances in paint and (ii) Toy Paint Regulations issued by the United States and European countries. Suppliers must also perform pre-production inspections for hazardous substances before beginning mass production. All post-production volatilisation resulting from paint spraying and the pad printing process must be filtered before being discharged into the environment and thus minimising the potential risk to human health. All wastewater must be filtered and converted into water for re-using. Hazardous pollutants are only discharged after purification and filtration, conforming with national regulations for the discharge of atmospheric pollutants.

本集團已制定有害廢棄物排放的具體措施與實施步驟。如塗漆供應商須遵守(i)有關塗漆中所含多環芳烴(PAH)和其他物質的法規；及(ii)美國與歐洲國家頒佈的玩具漆法規。供應商亦須在開始批量生產之前對有害物質進行生產前檢查。由塗漆噴塗與轉印工藝引起的所有生產後揮發均須在排放到環境中之前進行過濾，從而最小化對人體健康的潛在風險。所有廢水須進行過濾和轉化後以重新使用。有害廢棄物僅可經過淨化和過濾後排放，並符合國家有關大氣廢棄物排放的規定。

#### – Emission of non-hazardous wastes

#### – 排放無害廢棄物

The Group confirms that no non-hazardous waste was produced during the Reporting Period.

本集團確認於報告期間並無產生無害廢棄物。

During the Reporting Period, the Group complied with the Atmospheric Pollution Prevention and Control Law of the People's Republic of China and the Air Pollution Control Ordinance (Chapter 311 of the Laws of Hong Kong) and other applicable laws, and regulations that have a significant impact, relating to air and greenhouse gas emissions, generation of hazardous waste.

本集團於報告期間，已遵循《中華人民共和國大氣污染防治法》、《空氣污染管制條例》(香港法例第311章)，以及與氣體和溫室氣體排放、有害廢棄物的產生有關的具有重大影響的其他適用法律法規。

## 2.3 Analysis of Use of Resources by the Group

The Group is committed to minimising the impacts on the environment of its manufacturing process and has been supporting environmental protection.

### 2.3.1 Main energy consumption structure of the Group

During the Reporting Period, the total energy consumed by the Group in manufacturing process amounted to approximately 597.48 tonnes of standard coal, of which approximately 90.71% was from electricity, approximately 7.43% was from gasoline and approximately 1.87% was from diesel, with breakdowns as follows:

## 2.3 本集團資源使用分析

本集團致力於將其製造過程對環境的影響減至最小，並一直致力於環境保護。

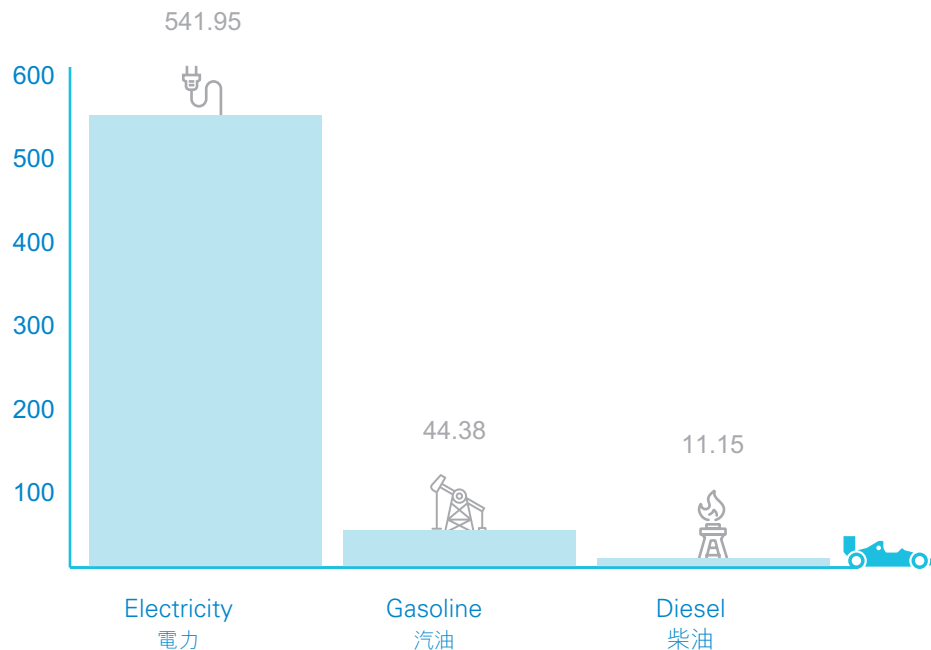
### 2.3.1 本集團能耗結構

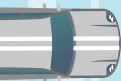
於報告期間，本集團在生產過程中消耗能源總量約為597.48噸標準煤，其中約90.71%來自電力，約7.43%來自汽油，約1.87%來自柴油，明細如下：

### Comparison of various energy consumption of the Group in 2019

#### 二零一九年本集團不同能耗對比

(tonnes of standard coal equivalent)  
(噸標準煤當量)  
(approximate)  
(約數)





### 2.3.2 Analysis of resource utilization indicators of the Group

#### — Total energy consumption and intensity (by revenue)

The Group's various energy consumption during the Reporting Period is shown in the following tables:

#### Standard Unit

標準單位

Litre (l)	升 (l)	41,600.00
Kilogram (kg)	千克 (kg)	30,160.00
Kilogram Standard Coal Equivalent (kgce)	千克標準煤當量 (kgce)	44,377.42

#### Standard Unit

標準單位

Litre (l)	升 (l)	9,000.00
Kilogram (kg)	千克 (kg)	7,650.00
Kilogram Standard Coal Equivalent (kgce)	千克標準煤當量 (kgce)	11,146.82

#### Standard Unit

標準單位

Kilowatt-hour (kwh)	千瓦時 (kwh)	4,409,673.00
Kilogram Standard Coal Equivalent (kgce)	千克標準煤當量 (kgce)	541,948.81

### 2.3.2 本集團能源使用指標分析

#### — 能源消耗總量及密度 (按收入)

報告期間本集團各類能耗如下表所示：

#### The Group's total gasoline consumption in 2019

二零一九年本集團汽油消耗總量  
(approximate)  
(約數)

#### The Group's total diesel consumption in 2019

二零一九年本集團柴油消耗總量  
(approximate)  
(約數)

#### The Group's total electricity consumption in 2019

二零一九年本集團電力消耗總量  
(approximate)  
(約數)



During the Reporting Period, the Group's total energy consumption amounted to approximately 597.48 tonnes of standard coal equivalent in the operation with an energy consumption intensity (by revenue) of approximately 1.83 kilograms standard coal equivalent/RMB1,000, and the total water consumption amounted to 63.97 thousand tonnes with an energy consumption intensity (by revenue) of approximately 0.20 tonnes/RMB1,000. The Group has set several measures for increasing resource efficiency. For instance, the Group installed LED lights to increase illumination more efficiently in production line area. Also, the Group utilised hot runner systems within injection molding machines to reduce waste.

於報告期間，本集團經營過程中的能源消耗總量約為597.48噸標準煤當量，能耗密度（按收入計算）約為1.83千克標準煤當量人民幣1,000元，耗水總量為63.97千噸，能耗密度（按收入計算）約為0.20噸人民幣1,000元。本集團已製定多項提高資源效率的措施。例如，本集團已安裝LED燈，以更有效地提高生產線區域的照明度。此外，本集團未在注塑機內使用流道系統以減少浪費。

— *Use of suitable water sources*

The Group obtained suitable water sources in compliance with the Regulation on the Administration of the License for Water Drawing and the Levy of Water Resource Fees of PRC (2017 Amended).

During the Reporting Period, there was no issue in sourcing water that is fit for purpose. All water supplies were acquired from public water pipes.

— *使用適當水資源*

本集團於報告期間依照《取水許可和水資源費徵收管理條例》獲取適當的水資源（二零一七年修訂版）。

於報告期間，本公司並無就特定用途獲取水資源的問題。所有供水均從公共水管獲取。



— *Total packaging materials used for finished products*

The Group mainly uses paper as packaging material. During the Reporting Period, the total packaging materials for finished products used by the Group was approximately 3,425.15 tonnes of paper.

— 製成品使用包裝材料總量

本集團主要使用紙張作為包裝材料。於報告期間，本集團為製成品使用的包裝材料總量約為3,425.15噸紙。

## 2.4 Analysis of Environment and Natural Resources

### 2.4.1 Significant impact of the Group's business activities on the environment and natural resources

The Group conducts its business operations in compliance with the relevant regulations of the Catalogue of Classified Management of Pollutant Discharge Permits for Stationary Pollution Sources and Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste, and appropriately treats the generated emissions and pollutants. All emissions and pollutants are tested and recorded in a detailed manner, and meet the requirements of national environmental protection regulations and emission standards without adversely affecting the environment and natural resources.

## 2.4 環境及自然資源分析

### 2.4.1 本集團業務活動對環境及自然資源的重大影響

本集團依照《固定污染源排污許可分類管理名錄》及《中華人民共和國固體廢物環境污染防治法》相關規定經營業務，並妥善處理所產生的排放和污染物。所有排放和污染物均經過檢測及詳細記錄，符合國家環保法規及排放標準要求，未對環境及自然資源造成負面影響。

### 3 Analysis of Corporate Social Responsibility

#### 3.1 The Current Status of Employment and Labour of the Group

##### 3.1.1 Overview of employment status and labour standards

The Group highly values its employees who have dedicated themselves to the business of the Group. As a responsible corporate, the Group commits itself to providing a decent and healthy workplace to its employees.

##### — Employment principles

During the Reporting Period, the Group strictly complied with all relevant employment laws and regulations, including but not limited to the Employment Ordinance (Chapter 57 of the Laws of Hong Kong), the Mandatory Provident Fund Schemes Ordinance (Chapter 485 of the Laws of Hong Kong), the Minimum Wage Ordinance (Chapter 608 of the Laws of Hong Kong), the Sex Discrimination Ordinance (Chapter 480 of the Laws of Hong Kong), the Labour Law of the People's Republic of China and the Labour Contract Law of the People's Republic of China and the Production Safety Law of the People's Republic of China; and had formulated comprehensive employment policies and systems. The Group has implemented the employment principles of "selecting people for jobs, matching people with positions, and conducting recruitment openly and fairly".

### 3 企業社會責任分析

#### 3.1 本集團現時僱傭及勞工狀況

##### 3.1.1 僱傭狀況及勞工標準概覽

本集團高度重視其僱員，他們勤勉敬業。作為一家負責任的企業，本集團致力為僱員提供一個良好健康的工作場所。

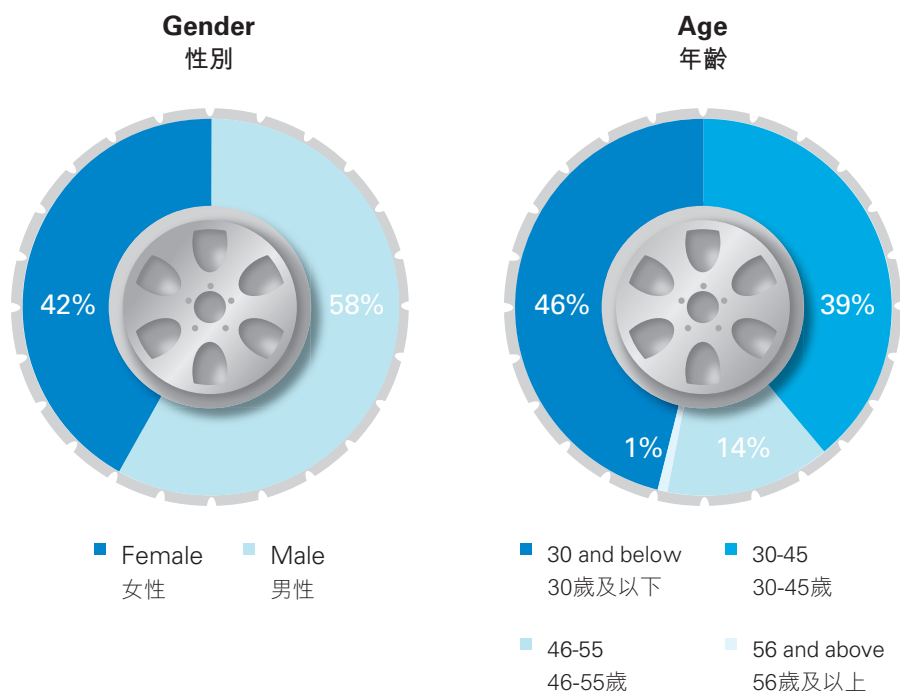
##### — 僱傭原則

於報告期間，本集團嚴格遵守所有相關僱傭法律法規，包括但不限於《僱傭條例》（香港法例第57章）、《強制性公積金計劃條例》（香港法例第485章）、《最低工資條例》（香港法例第608章）、《性別歧視條例》（香港法例第480章）、《中華人民共和國勞動法》及《中華人民共和國安全生產法》，並制定了全面的僱傭政策制度。本集團實行「任人唯賢、人盡其才、公開公平招聘」的僱傭原則。

— Status of existing employees of the Group

— 本集團現有僱員狀況

**Breakdown of existing employees by major indicators as of 31 December 2019**  
按主要指標分析現有僱員（截至二零一九年十二月三十一日）



As of 31 December 2019, the total number of existing full-time employees of the Group was 821. The Group has a relatively balanced gender structure of employees with 479 male employees and 342 female employees, representing approximately 58% and 42%, respectively, of the total number of employees. In order to create a non-biased working environment for its female employees, the Group strives to ensure that female employees are entitled to various leaves and insurance in accordance with the relevant laws and regulations. The Group's employee manual stipulates that female employees are entitled to 178 days of normal maternity leave with an additional 15 days of leave for each additional baby in case of multiparity. In addition, the Group actively carries out various cultural activities to enrich the leisure time of female employees and strives to create a more harmonious working environment. The age distribution of employees in the Group is also fair, with the group of employees aged 30 and below accounting for the largest proportion among various age groups.

截至二零一九年十二月三十一日，本集團現有全職僱員總數為821人。本集團僱員性別結構相對均衡，有479名男性僱員及342名女性僱員，分別約佔僱員總數58%及42%。為了給女性僱員創造一個無偏見的工作環境，本集團努力確保女性僱員依照相關法律法規享受各種假期和保險。本集團員工手冊規定，女性僱員享有178天正常產假，生育多胞胎的，每多生育1個嬰兒增加產假15天。此外，本集團積極開展各類文化活動，充實女性僱員的休閒時間，致力創建一個更和諧的工作環境。本集團僱員年齡分佈相對合理，30歲及以下僱員組別在各年齡組別中佔比最大。

#### — Details of employee turnover

During the Reporting Period, a total of 444 employees left the Group, representing approximately 54% of the total number of existing employees as of 31 December 2019. 263 of them were male and 181 of them were female. 436 of them belonged to the production department, 4 of them belonged to the research and development center and 4 of them belonged to the administration department.

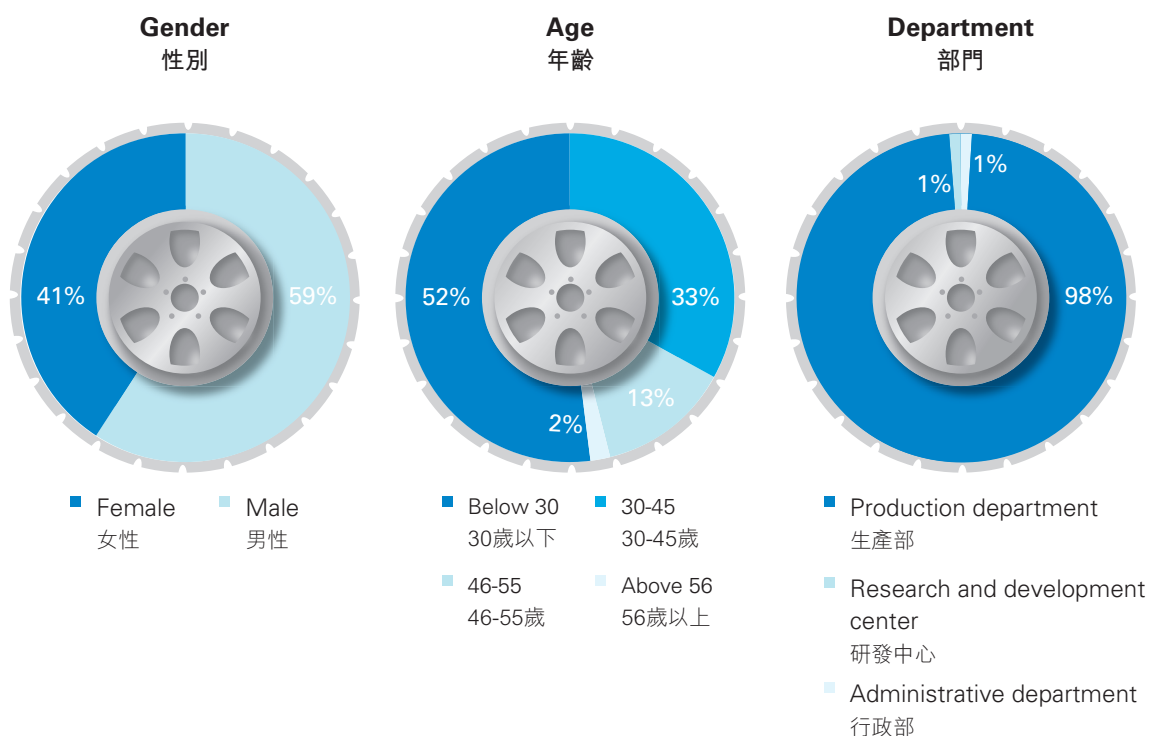
#### — 僱員流失詳情

於報告期間，共有444名僱員離開本集團，約佔現有僱員總數的54%。其中男性263人，女性181人。436人屬於生產部，4人屬於研發中心，4人屬於行政部。



### The proportion of employee turnover according to major indicators (2019)

按主要指標分析僱員流失比例 (二零一九年)



#### — Employee welfare

To guarantee basic labour rights and provide decent working conditions for employees, the human resources department is responsible for overseeing the labour practices and clearly stipulating the rights and welfare that employees could enjoy in the employee manual. The Group uses its best endeavour to ensure that policies and procedures on recruitment, contract termination, welfare, wage calculation and overtime allowance are strictly followed. Welfare including social insurance such as housing provident fund, pension insurance, medical insurance, unemployment insurance, annual leave, maternity leave, sick leave, marriage leave, etc. are provided according to the relevant labour standards, laws and regulations.

#### — 僱員福利

為保障基本勞工權利及為僱員提供良好工作條件，人力資源部負責監督勞工常規，並在員工手冊中明確規定僱員享有的權利及福利。本集團盡最大努力確保嚴格遵從關於招聘、終止合約、福利、工資計算及超時補貼的各項政策流程，並依照相關勞工標準、法律及法規提供福利，包括社會保險（例如住房公積金、養老保險、醫療保險、失業保險）、年假、產假、病假、婚假等。

— *Employee incentives and promotion*

The Group has implemented a series of incentive policies with a combination of moral and economic rewards. Outstanding employees may obtain cash reward, pay raise and priority to promotion at the discretion of the management.

3.1.2 Overview of guarantee of employees' health and safety

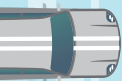
The Group believes that the health and safety of employees is of paramount importance. The Group believes that all incidents are preventable and takes a proactive approach through risk identification and mitigation. To ensure a safe workplace for all employees, the Group proactively formulated the policies on production, environment and employees' health, outlining a series of responsibilities and safety measures, including fire safety systems, electrical and mechanical safety system, industrial hygiene management system and work injury accident investigation system to ensure the highest safety and health standards at the Group. During the Reporting Period, the Group complied with the relevant laws and regulations in regard to health and safety, including but not limited to the Occupational Safety and Health Ordinance (Chapter 509 of the Laws of Hong Kong) and the Law of the People's Republic of China on the Prevention and Treatment Occupational Diseases. During the Reporting Period, no work-related fatality and lost days due to work injury were recorded by the Group.

— 僱員激勵及晉升

本集團已實行一系列結合精神和物質獎勵的激勵政策。根據管理層的酌情決定，傑出僱員可以獲得現金獎勵、加薪及優先晉升。

3.1.2 僱員健康及安全保障概覽

本集團認為僱員的健康及安全至關重要。本集團相信一切事故皆可預防，採取主動識別及降低風險的方針。為確保給全體僱員提供一個安全的工作場所，本集團主動制定生產、環境及僱員健康管理政策，訂明一系列責任和安全措施，包括消防制度、機電安全制度、工業衛生管理制度及工傷事故調查制度，確保本集團達致最高安全健康標準。於報告期間，本集團已遵守有關健康安全的法律法規，包括但不限於《職業安全及健康條例》（香港法例第509章）及《中華人民共和國職業病防治法》。於報告期間，本集團並無錄得因工死亡及因工傷損失的工作天數。



## Occupational health and safety measures

### — *Safety production system*

The Group treats employees' safety and working environment with the highest priority. In order to ensure the implementation of safety measures and improve employees' safety awareness, a production safety system has been developed to provide education and establish assessment for employees in different departments, especially focusing on the machine operation for employees from the production department. Supervisors must strictly follow the operating procedures to prevent accidents and ensure the safety of workers.

### — *Fire safety system*

The Group strictly follows the fire protection policies, regulations, and technical specifications. According to the requirements of the Fire Control Law of the People's Republic of China and Provision on the Administration of Fire control Safety of the Group, we have established a specialised fire protection team to develop and implement the Group's fire safety system. The Group has also set up an emergency response team, equipped with special fire alarm devices and firefighting apparatus, and arranged special personnel for regular inspections and maintenance. In addition, the Group regularly organises fire drills to enhance employees' awareness of fire prevention and ensure safety of the working environment.

## 職業健康和安全措施

### — 安全生產制度

本集團將僱員安全和工作環境視為重中之重。為確保落實安全措施及提升僱員安全意識，已制定生產安全制度，為不同部門僱員提供教育及進行評估，尤其側重於生產部僱員的機器操作。主管必須嚴格遵從操作程序，以預防事故及保障工人安全。

### — 消防制度

本集團嚴格遵守各項消防政策、法規及技術規範。根據《中華人民共和國消防法》和本集團消防安全管理規定的要求，我們已建立一個專責消防小組，負責制定實施本集團的消防安全制度。本集團亦已建立一個應急小組，配備專業消防警報設備及滅火裝置，並安排專人定期檢查維護。此外，本集團定期組織消防演習，以提升僱員防火意識及確保工作環境安全。

### — Training for emergency

The Group actively held training activities for emergency during the Reporting Period. Two fire drills were held in July and November 2019, respectively. During the fire drills, employees of all departments responded positively in accordance with code of conducts stated in the fire safety policies.

#### 3.1.3 Overview of development and training

The Group believes that training and education are vital for utilising human resources and boosting motivation of the workforce so as to raise productivity and product quality. The human resources department manages the training management system and coordinates with responsible departments for organising various training events. During the Reporting Period, the Group held 18 training sessions with a total training duration of 10 hours and involving over 6,800 accumulated participants. Trainings covered employees' code of conducts, fire drills, orientation, chemicals safety, hazardous waste treatment and machine operation, etc. Feedback was collected in order to better help employees to improve the necessary skills.

#### 3.1.4 Avoidance of child and forced labour

Recruitment process of the Group is subject to a stringent internal review process that includes verifying personal information of applicants. For instance, the human resources department collects the identity proof from candidates to ensure that their age fulfil the requirements as stipulated by the law.

### — 應急培訓

本集團於報告期間積極開展應急培訓活動，分別於二零一九年七月及十一月舉行兩次消防演習。在演習期間，各部門僱員依照消防安全政策所載的行為準則作出妥善應對。

#### 3.1.3 發展及培訓概覽

本集團相信培訓及教育對利用人力資源及提高僱員隊伍動力來提升生產力和產品質量至關重要。人力資源部管理培訓管理制度，並協調負責部門組織各類培訓活動。於報告期間，本集團舉行了18次培訓，總培訓時數達10小時，累計超過6,800人次參加。這些培訓涵蓋僱員行為準則、消防演習、入職培訓、化學品安全、有害廢棄物處理及機器操作等。反饋會被收集以更好地幫助僱員提升所需技能。

#### 3.1.4 避免童工和強制勞工

本集團招聘流程設有嚴格的內部審查程序，包括核實申請人的個人資料。例如人力資源部會收集求職者的身份證明，確保其年齡達到法律要求。



The Group respects and has complied with international human rights principles, such as the United Nations' Universal Declaration of Human Rights and the convention of International Labour Organisation (ILO). The Group has also complied with the Prohibition of Using Child Labour Provisions and will not hire minority who is under 16 years old. The Group has developed policies against using child labour and has zero tolerance for all forms of forced, bonded, or imprisoned labour in our own operations and in our supply chain.

During the Reporting Period, all employees were over the age of 18, and had been properly employed in accordance with the requirements of all applicable laws and regulations in the PRC and Hong Kong. No confirmed non-compliance incidents or grievances were noted by the Group.

### 3.2 Analysis of Current Status of Operational Management

#### 3.2.1 Overview of supply chain management

The Group has the greatest respect for the laws and regulations that govern its business and always adheres to international best practices and conducts fair and unbiased procurement processes when dealing with suppliers.

本集團尊重並遵循國際人權原則，例如聯合國《世界人權宣言》及國際勞工組織公約。本集團亦遵守《禁止使用童工規定》，不會僱用未滿16歲的未成年人。本集團已制定政策禁用童工，並且對自身營運及供應鏈中所有形式的強制、抵債或監禁勞工持零容忍態度。

於報告期間，所有僱員均年滿18歲，並按照中國及香港所有適用法律法規要求獲適當僱用。本集團未留意到任何已確認的違規事件或投訴。

### 3.2 經營管理現狀分析

#### 3.2.1 供應鏈管理概覽

本集團恪守管轄其業務的法律法規，在與供應商往來時始終遵守國際最佳做法及採取不偏不倚的採購流程。



The Group has set out clear requirements on selection and management of suppliers to ensure standardised management and proper selection and corporation with suppliers. For the selection of suppliers, the Group will take the following into consideration: (1) operating license granted by and registration with the Industry and Commerce Bureau; (2) plant size, production capacity and technology capability; (3) stable quality of production; and (4) integrity and reasonability of prices.

As of 31 December 2019, the Group had 176 suppliers in total. The suppliers would be required to provide information on their factory scale, production capacity, quality issues and technology capability in the “supplier questionnaire” by the procurement department for preliminary screening. Then the Group would establish a specialised file to record basic information for the suppliers who meet the requirements, so as to conduct regular quality inspection and maintain long-term corporation. In addition, the Group has mature quality control to further ensure the production quality. In order to avoid the operational risks caused by quality problems, quality control managers will conduct detailed quality inspection on samples provided by suppliers from time to time. Further, the Group will regularly evaluate the performance indicators of suppliers, such as the product qualified rate and the on-time rate, and conduct investigations on compliance of the legal requirements for child and forced labour avoidance.

### 3.2.2 Overview of production quality and safety

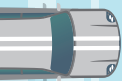
During the Reporting Period, the Group complied with all relevant laws and regulations in relation to product responsibility and no products sold by our Group were recalled for safety or health reasons, nor were there any complaints regarding product or service quality issues. Products were consistent with the requirements of GB/T 19001-2016 quality management system.

本集團已制定甄選及管理供應商的明確要求，確保規範管理和適當甄選供應商及與其合作。在甄選供應商時，本集團會考慮以下因素：(1) 工商局出具的經營許可證和辦理的登記；(2) 廠房規模、產能及技術能力；(3) 穩定的生產質量；及(4) 誠信及價格合理性。

截至二零一九年十二月三十一日，本集團共有176個供應商。供應商須在採購部為進行初選發出的「供應商調查問卷」中，提供廠房規模、產能、質量及技術能力等資料。然後，本集團會建立專門檔案，記錄符合要求的供應商的基本資料，以進行定期質量檢查和維持長期合作。此外，本集團設有成熟的質量控制措施，以進一步確保生產質量。為避免質量問題產生經營風險，質控經理會不時對供應商提供的樣板進行詳細質量檢查。另外，本集團會定期評估供應商績效指標，例如產品合格率及準時率，並調查遵守避免使用童工及強制勞工法律規定的情況。

### 3.2.2 生產質量及安全概覽

於報告期間，本集團遵守有關產品責任的所有相關法律法規，而本集團所售產品並未因安全或健康理由而召回，亦沒有任何有關產品或服務質量問題的投訴。產品符合GB/T 19001-2016質量管理體系的規定。



The Group has formulated a quality manual according to GB/T 19000-2016 quality management system in order to ensure that it can provide all customers with high-quality products and services. The Group's product design, production and customer service must be carried out in strict accordance with the quality manual. The Group has also formulated a series of procedures and operational instructions to ensure that employees of relevant departments will observe the regulatory measures. Meanwhile, the Group has the full control of its outsourced production based on the quality manual.

In addition, the quality manual is reviewed annually by the Company's management team to ensure that it can be updated in accordance with the changes of operating conditions and international standards.

The Group's quality control personnel follow strict quality assurance process at all stages of production, from design, raw materials, manufacturing to packaging and storage. The Group has utilised continuous quality assurance, planning control, improvement and other actionable plans throughout all different stages of production. More specifically, placing more emphasis on earlier stages of production in order to discover and resolve quality issues early on. Risk control measures are implemented according to different types and levels of risk identified. For raw materials, semi-finished and finished products provided by subcontractors, random inspection and testing are carried out by in-house laboratories. Defective products are stored separately and sent to the production line or subcontractors for rework.

本集團已根據GB/T 19000-2016質量管理體系制定質量手冊，確保能夠為所有客戶提供優質產品服務。本集團的產品設計、生產及客戶服務必須嚴格依照質量手冊進行。本集團亦制定了一系列程序和操作指示，確保有關部門僱員將遵守監管措施。同時，本集團根據質量手冊對其外包生產擁有全面控制權。

此外，質量手冊每年由本公司管理團隊檢討，確保根據經營環境及國際標準的變化更新。

本集團的質量控制人員在從設計、原材料、製造及包裝到存儲的所有生產階段均遵循嚴格的質量保證程序。本集團在生產的所有不同階段均採用持續的質量保證、計劃控制、改進及其他可行的計劃。更具體而言，更注重生產的早期階段，以便提早發現並解決質量問題。根據所確定風險的不同類型與級別實施風險控制措施。對於分包商提供的原材料、半成品及成品，由內部實驗室進行隨機檢查和測試。有缺陷的產品要分開存放，並退回生產線或分包商處進行返工。

### 3.2.3 Protection of intellectual property

The Group has established a detailed intellectual property management system in accordance with, including but not limited to the Copyright Ordinance (Chapter 528 of the Laws of Hong Kong), the Patent Law of the People's Republic of China, the Copyright Law of the People's Republic of China, the Trademark Law of the People's Republic of China and the Anti-Unfair Competition Law of the People's Republic of China. The system is composed of four major aspects, namely (1) guidelines, (2) institutions and responsibilities, (3) policies, and (4) rewards and punishments.

### 3.2.4 Anti-corruption measures of enterprises

Corruption, bribery or fraud in any forms are strictly prohibited. The Group's anti-corruption policies set out the standards of conducts to which all employees are required to adhere to promote integrity in the workplace. All employees are prohibited to offer or accept money or anything of value by using work as an excuse or any authority granted by the Group.

The Group has both external and internal complaint reporting systems in place. For external complaint reporting, the Group accepts complaints via online or other telecommunication channels, such as e-mails and telephone. For internal complaint reporting, the employee manual specifies the reporting mechanism and punishments for violations. Once an internal complaint is received, the administrative department will carry out on-site investigation(s), collect evidence, conduct interviews with witnesses and take the necessary disciplinary actions.

During the Reporting Period, the Group complied with relevant laws and regulations on anti-corruption and there was no litigation concerning corruption brought against the Group or its employees during the Reporting Period.

### 3.2.3 保護知識財產

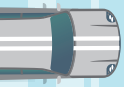
本集團已根據（包括但不限於）《版權條例》（香港法例第528章）、《中華人民共和國專利法》、《中華人民共和國著作權法》、《中華人民共和國商標法》及《中華人民共和國反不正當競爭法》制定詳細的知識財產管理制度。該制度包括四大方面，即(1)指引、(2)機構和責任、(3)政策以及(4)獎勵及懲罰。

### 3.2.4 企業反腐措施

嚴格禁止任何形式的腐敗、賄賂或欺詐行為。本集團的反腐政策載列多項行為準則，要求全體僱員遵守，以促進職場誠信。禁止全體僱員利用工作做藉口或本集團任何授權提供或收受金錢或任何有價之物。

本集團設有外部及內部投訴舉報制度。對於外部投訴舉報，本集團通過網上或其他電訊渠道受理投訴，例如電郵及電話。對於內部投訴舉報，員工手冊訂明了舉報機制及違規懲罰。一旦接獲內部投訴，行政部將展開實地調查、搜證、約談證人並採取必要的紀律行動。

於報告期間，本集團遵守有關反腐敗的法律法規，並且於報告期間並無針對本集團或其僱員涉腐的訴訟。

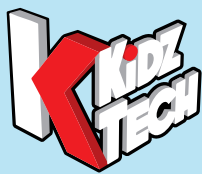


### 3.2.5 Community investment

The Group has established policy relating to community investment, financial contributions and donations. The Group supports projects and plans that meet local community demands, while aiming to align with the local culture, heritage and morals. The Group has donated HKD100,000 to fund a small-scale football club in April 2020. In May 2020, Mr. Yu Huang, the chairman of the Company, was appointed the honorary president of Shantou Chenghai District's Charity Federation. The Group announced RMB50,000 donation for the Shantou Charity Federation and another RMB50,000 donation for the Chenghai Charity Federation.

### 3.2.5 社區投資

本集團已製定有關社區投資、財政捐助及捐贈的政策。本集團致力於支持滿足當地社區需求的項目和計劃，同時力求遵循當地文化、傳統及道德。本集團於二零二零年四月捐贈100,000港元以資助一個小型足球俱樂部。二零二零年五月，本公司主席余煌先生獲委任為汕頭市澄海區慈善總會名譽會長。本集團宣佈向汕頭慈善總會捐款人民幣50,000元，並向澄海慈善總會再捐款人民幣50,000元。



**KIDZTECH HOLDINGS LIMITED**  
奇士達控股有限公司