



**HYBRID KINETIC GROUP LIMITED**  
**正道集團有限公司**

*(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: 1188)*

**ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2019**  
**二零一九年環境、社會及管治報告**

## INTRODUCTION, ENVIRONMENTAL, SOCIAL AND GOVERNANCE POLICIES

This Environmental, Social and Governance Report (the “Report”) summarizes the environmental, social and governance (“ESG”) initiatives, plans and performances of Hybrid Kinetic Group Limited (the “Company”), together with its subsidiaries (the “Group”), and demonstrates its commitment to sustainability development.

The Group focuses on sustainable development and the core governance concept is “Cherish the Earth, Care Employees, Serve for Clients, Contribute to the Community”. The Group adheres to the management policies of sustainable ESG development, actively participates in electric vehicles-related business and supports clean energy products to reduce gasoline or diesel consumption, eventually reducing the greenhouse gas (“GHG”) emissions. In addition, the Group also values the development of employees’ self-potential and satisfy the needs of clients. Meanwhile, it contributes to society through constant communication with the community and discussion of potential policies for community contribution. The Group is committed to handling its ESG affairs effectively and responsibly, which is integrated as one of the core components of the Group’s business strategy as the Group believes this is the key to its continuous success in the future.

This Report enables stakeholders to better understand the performance and contribution of the Group in the aspect of environmental protection and social responsibility.

### The ESG Governance Structure

The Group has established the ESG taskforce (the “Taskforce”). The Taskforce comprises core members from different departments of the Group and is responsible for collecting relevant information on its ESG aspects for preparing the Report. The Taskforce reports to the board of directors (the “Board”), assists in identifying and evaluating the Group’s ESG risks and the effectiveness of the internal control mechanisms. The Taskforce also examines and evaluates the Group’s performances in different aspects such as environment, health and safety, labour standards and product responsibilities in the ESG aspects. The Board sets up a general direction for the Group’s ESG strategies, ensuring the effectiveness in the control of ESG risks and internal control mechanisms.

## 序言和環境、社會及管治方針

本環境、社會及管治報告（「本報告」）總結正道集團有限公司（「本公司」）及其附屬公司（「本集團」）在環境、社會及管治（「環境、社會及管治」）上的倡議、計劃及績效，並展示其在可持續發展方面的承諾。

本集團著重可持續發展，核心管治理念是「珍惜地球、關懷員工、服務客戶、貢獻社區」。本集團秉承可持續發展的環境、社會及管治的管理方針，積極參與電動車相關業務及支援潔淨能源產品以減少汽油或柴油的使用，藉此減少溫室氣體（「溫室氣體」）的排放。另外，本集團亦著重員工發展自我潛能和重視滿足客戶需求。同時，其不忘回饋社區，通過持續與社區溝通，以探討合適的社區貢獻方案。本集團承諾有效及負責任地處理其環境、社會及管治事務，並將可持續發展融入到其業務戰略當中，以此作為本集團的商業戰略的一個核心部分，因為本集團相信這是讓其在未來繼續取得成功的關鍵。

本報告能讓持份者更深切瞭解本集團在環境保護及社會責任方面的表現及貢獻。

### 環境、社會及管治治理結構

本集團已成立環境、社會及管治工作小組（「工作小組」）。工作小組由本集團不同部門的核心成員組成，負責搜集其在環境、社會及管治方面的相關資料及資料以編制本報告。工作小組會定期向董事會（「董事會」）彙報，協助辨識和評估本集團的環境、社會及管治風險以及內部控制機制的有效性。工作小組亦會檢查和評估本集團在環境、社會及管治範疇內環境、健康與安全、勞工標準、產品責任等不同方面的表現。董事會則會設定集團環境、社會及管治戰略上的大方向，並確保環境、社會及管治風險控制及內部控制機制的有效性。

## SCOPE OF REPORTING

The Report covers the Group's ESG performance of its office in Hong Kong, which represents the principal place of business and operation location with significant employee size. The Group will continue to expand the scope of disclosure in the future after the Group's data collection system is more matured and the sustainable development work is enhanced.

## REPORTING FRAMEWORK

The Report has been prepared in compliance with all applicable provisions set out in the Environmental, Social and Governance Reporting Guide (the "ESG Reporting Guide") contained in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited.

## REPORTING PERIOD

The Report is prepared on an annual basis, describing the ESG activities, challenges and measures taken by the Group during the year ended 31 December 2019 ("2019").

## STAKEHOLDER ENGAGEMENT

The Group communicates with and supports stakeholders through a two-way model in order to achieve mutual growth. Therefore, the Group values stakeholders' opinions to its operation and ESG issues. In order to better understand and address stakeholders' concerns, the Group communicates with its key stakeholders, including but not limited to shareholders and investors, customers, suppliers, employees, as well as the community, non-governmental organizations ("NGOs") and media through different channels. With regard to the usual practice, the Group shares the latest information through email, telephone, site visits, and meetings.

## 報告範圍

本報告涵蓋本集團位於香港辦公室的環境、社會及管治表現，其亦是代表本集團主要員工人數的主要業務地點和運營地點。待本集團之資料收集系統更趨成熟以及可持續發展工作深化之後將於未來繼續擴大披露範圍。

## 報告框架

本報告依照香港聯合交易所有限公司證券上市規則附錄27《環境、社會及管治報告指引》（「環境、社會及管治報告指引」）所編製編寫。

## 報告期間

本報告為年度報告，詳述本集團於二零一九年十二月三十一日止年度（「2019」）取得的環境、社會及管治方面的活動、挑戰和採取的措施。

## 持份者參與

本集團與持份者以雙軌溝通模式互相交流及支援，以達致共同成長。因此，本集團重視不同持份者對其經營及環境、社會及管治事務上的意見。為全面瞭解及回應不同持份者的核心關注點，本集團與包括但不限於股東及投資者、客戶、供應商、員工和社群、非政府機構（「非政府機構」）及媒體在內的不同持份者緊密溝通。在日常營運慣例中，本集團會透過電郵、電話、現場探訪及面談等分享最新資訊。

Through different stakeholder engagements and communication channels, the Group will take into account stakeholders' expectations in its operations and ESG strategies. The stakeholder engagement and communication channels are as follows:

通過不同的持份者參與及溝通管道，本集團會將他們的期望帶入其營運及環境、社會及管治戰略當中。持份者參與及溝通管道如下：

Stakeholder type 持份者類型	Communication channels 溝通管道	Expectations 期望
Shareholders and Investors 股東及投資者	<ul style="list-style-type: none"> <li>Annual general meeting 股東周年大會</li> <li>Financial reports 財務報告</li> <li>Announcements and circulars 公告及通函</li> </ul>	<ul style="list-style-type: none"> <li>Return on investment 投資回報</li> <li>Corporate governance 企業管治</li> <li>Business compliance 業務合規性</li> </ul>
Customers 客戶	<ul style="list-style-type: none"> <li>Hotline for after-sale service 售後服務熱線</li> <li>Customer satisfaction survey 客戶滿意度調查</li> </ul>	<ul style="list-style-type: none"> <li>High quality products and services 高品質的產品和服務</li> <li>Protect the rights of customers 保障客戶權益</li> <li>Business compliance 業務合規性</li> </ul>
Suppliers 供應商	<ul style="list-style-type: none"> <li>On-site audit management system 供應商審計管理制度</li> <li>Regular assessment of suppliers' performance 定期評估供應商表現</li> <li>Supplier management meetings and events 供應商管理會議及活動</li> </ul>	<ul style="list-style-type: none"> <li>Fair and open procurement 公平及公開的採購</li> <li>Sustainable sourcing 可持續性採購</li> </ul>

Stakeholder type 持份者類型	Communication channels 溝通管道	Expectations 期望
Employees 員工	<ul style="list-style-type: none"> <li>Means for employees to express opinions (e.g. opinion form and suggestion box) 員工表達意見的管道（如意見表格、意見箱）</li> <li>Regular meetings and management communications (e.g. email and telephone) 定期的溝通大會和管理通訊（如電郵、電話）</li> <li>Intranet 內部網路</li> <li>Site visits 現場探訪</li> <li>Assessment of work performance 工作表現評核</li> </ul>	<ul style="list-style-type: none"> <li>Employees' remuneration and benefits 員工的薪酬和福利</li> <li>Career development 職業發展</li> </ul>
The Community, NGOs and media 社群、非政府機構及媒體	<ul style="list-style-type: none"> <li>Community investment plans 社區投資計畫</li> <li>ESG reports 環境、社會及管治報告</li> </ul>	<ul style="list-style-type: none"> <li>Transparent information disclosure 透明的信息披露</li> <li>Involvement in the communities 社區參與</li> <li>Business compliance 業務合規性</li> <li>Environmental protection awareness 環保意識</li> </ul>

The Group is committed to improving its ESG performance through collaboration with stakeholders, and creating greater value for society continuously.

本集團致力與持份者合作以改善其環境、社會及管治方面的表現，並為社會持續創造更大的價值。

## MATERIALITY ASSESSMENT

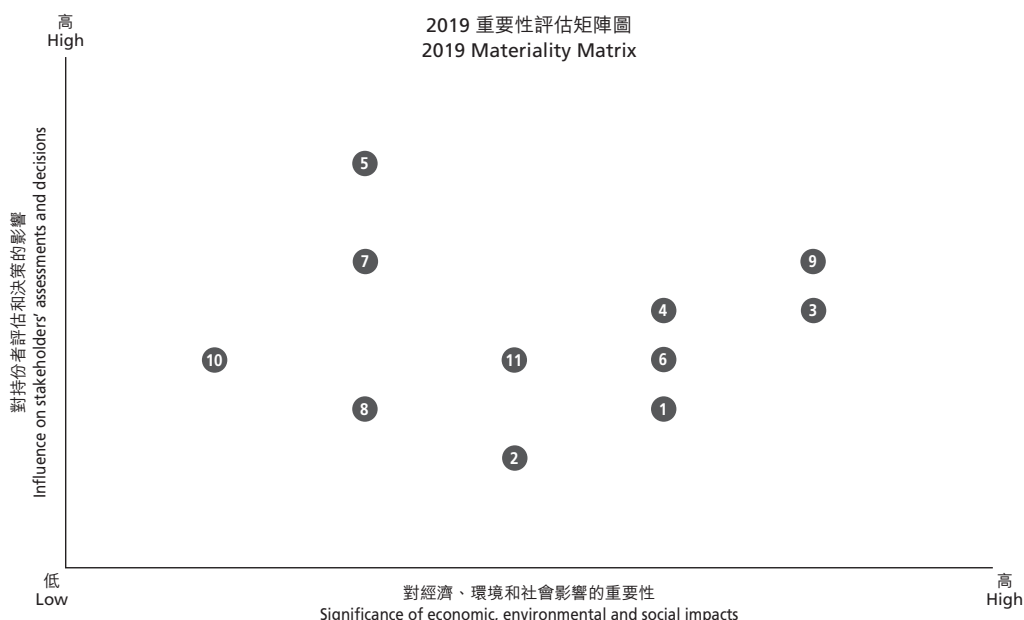
The management and staff of the Group's respective major operations have participated in the preparation of the Report to assist the Group in reviewing its operations and identifying relevant ESG issues, and assess the importance of related issues to the Group's businesses and stakeholders. Based on the assessed significant ESG issues, a data collection questionnaire was prepared to collect information from relevant departments and business units of the Group.

## 重要範疇評估

本集團各主要職能的管理層與員工均有參與編製本報告，以協助本集團檢討其運作情況及鑒別相關環境、社會及管治事宜，並評估相關事宜對本集團的業務以及各持份者的重要性。根據經評估的環境、社會及管治重要事項，編製問卷，向本集團相關部門及業務單位收集資料。

The following matrix is a summary of the Group's material ESG topics included in this Report:

以下為本報告所載本集團的重要環境、社會及管治議題之矩陣：



Material ESG topics 重要環境、社會及管治議題	
1. Emissions 排放物	2. Water Management 用水管理
3. Energy Consumption 能源消耗	4. Employees' Environmental Awareness 員工環保意識
5. Remuneration and Benefits 薪酬及福利	6. Occupational Health and Safety 職業健康與安全
7. Training Management and Courses 培訓管理及課程	8. Supply Chain Management 供應鏈管理
9. Product Responsibility 產品責任	10. Anti-corruption 反貪污
11. Corporate Social Responsibility 企業社會責任	

The Group confirmed that it has established appropriate and effective management policies and internal control systems for ESG issues and confirmed that the disclosed contents were in compliance with the requirements of the ESG Reporting Guide.

本集團確認已就環境、社會及管治事宜設立合適及有效的管理政策及監控系統，並確認所披露內容符合環境、社會及管治報告指引的要求。

## CONTACT US

The Group welcomes stakeholders to provide their opinions and suggestions. You can provide valuable advice in respect of the Report or its performances in sustainable development by mailing to Suites 1407-8, 14/F, Great Eagle Centre, 23 Harbour Road, Wanchai, Hong Kong.

## 與我們聯絡

本集團歡迎持份者提供意見及建議。閣下可就本報告或其在可持續發展方面的表現提供寶貴意見，並郵寄至香港灣仔港灣道23號鷹君中心14樓1407-8室。

## A. ENVIRONMENTAL

### A1. Emissions

The Group adheres to good environmental management, striving to protect the environment to fulfil the corporate social responsibility. The Group supports the national strategy in environmental protection and its principal activities were development of high-tech electric motor vehicles, development and sales of battery management systems and spare parts and development of advanced batteries materials. In order to minimize the negative impacts on the environment arising from its operation, the Group advocates the philosophy of "Energy conservation and Emissions reduction", implements a variety of environmental protection policies and measures amongst the Group's operations.

The Group has established accountability system for environmental protection and actively adopt environmental protection measures to tackle the environmental impacts generated in the operation. The Group is committed to promoting a green environment by introducing environmentally friendly business practices, educating employees to enhance their awarenesses on environmental protection and complying with the relevant environmental laws and regulations.

The Group strictly complies with the Waste Disposal Ordinance and other related environmental protection laws and regulations. During 2019, the Group did not have any violation of relevant local environmental laws and regulations in relation to exhaust gas and GHG emissions, water and land discharge, and the generation of hazardous and non-hazardous wastes that have a significant impact on the Group.

## A. 環境

### A1. 排放物

本集團重視良好的環境管理，努力保護環境，以落實本集團應承擔的社會責任。本集團支持國家環保戰略，主要業務為開發高科技電動車、開發及銷售電池管理系統及備品備件以及開發先進電池材料。為減低營運對環境產生的負面影響，本集團提倡「節約及減排」的理念，在營運方面實施多項環保政策及措施。

本集團建立了環境保護問責制度，對於經營過程中產生的環境影響積極採取環境保護措施。本集團透過引入環保商業慣例、教導僱員以提升其環保意識及遵守相關環保法律法規，致力推廣綠色環境。

本集團嚴格遵守《廢物處置條例》及其他有關環境保護的法律法規。於2019年，本集團並無任何就空氣及溫室氣體排放、向水及土地的排污以及有害及無害廢棄物產生，對本集團有重大影響的當地相關環境法律法規之違規事件。

### Exhaust Gas Emissions

The exhaust gas generated by the Group's business operations mainly includes nitrogen oxides ("NOx"), sulphur oxides ("SOx") and particulate matter ("PM"), and its main source is automobile. The Group has formulated policies and implemented various emission reduction measures to reduce emissions from the source. Specific measures such as:

- Reduce long-distance meetings by advocating telephone or video meetings, reducing exhaust gas and GHG emissions caused by transportation;
- Take public transport during business trips under normal circumstance;
- Strictly require employees to choose public transportation for long-distance trip; and
- Choose local suppliers and contractors to reduce exhaust gas and GHG emissions resulted from transportation.

The Group's exhaust gas emissions performance was as follows:

Types of exhaust gas 廢氣種類	Unit 單位	2019
NOx	kg 公斤	1.49
SOx	kg 公斤	0.11
PM	kg 公斤	0.11

### 廢氣排放

本集團業務營運產生的廢氣主要包括氮氧化物(「NOx」)、硫氧化物(「SOx」)和顆粒物(「PM」)，其主要來源為汽車尾氣。本集團已經制定政策，並實施各種減排措施，以減少通過上述來源產生的廢氣排放。具體措施如：

- 減少舉行長途的見面會議，以電話或視訊會議取代，減少因交通而產生的廢氣及溫室氣體排放；
- 出差期間，如無必要，則儘量選擇公共交通工具；
- 嚴格要求長途出差人員選擇公共交通工具；及
- 盡量選擇本地供應商及承判商以減少因交通帶來的廢氣及溫室氣體排放。

本集團的廢氣排放量如下：



## GHG Emissions

The major sources of the Group's GHG emissions are direct GHG emissions (Scope 1) from gasoline combustion for transportation and energy indirect GHG emissions (Scope 2) from purchased electricity.

The Group's GHG emissions performance was as follows:

## 溫室氣體排放

本集團的主要溫室氣體排放來源於交通運輸所消耗的汽油造成的直接溫室氣體排放（範圍1）及外購電力造成的能源間接溫室氣體排放（範圍2）。

本集團的溫室氣體排放表現如下：

Indicator <sup>1</sup> 指標 <sup>1</sup>	Unit 單位	2019
Direct GHG emissions (Scope 1) 直接溫室氣體排放（範圍1）	tCO <sub>2</sub> e 噸二氧化碳當量	20.18
Energy indirect GHG emissions (Scope 2) 能源間接溫室氣體排放（範圍2）	tCO <sub>2</sub> e 噸二氧化碳當量	32.10
<b>Total GHG emissions (Scope 1 and 2)</b> <b>溫室氣體排放總量（範圍1及2）</b>	<b>tCO<sub>2</sub>e</b> <b>噸二氧化碳當量</b>	<b>52.28</b>
<b>Intensity<sup>2</sup></b> <b>密度<sup>2</sup></b>	<b>tCO<sub>2</sub>e/employee</b> <b>噸二氧化碳當量／僱員</b>	<b>2.90</b>

Note:

- GHG emissions data is presented in terms of carbon dioxide equivalent and are based on, including but not limited to, "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standards" issued by the World Resources Institute and the World Business Council for Sustainable Development, the latest released emission factor of HK Electric, "How to prepare an ESG Report – Appendix II: Reporting Guidance on Environmental KPIs" issued by the Stock Exchange of Hong Kong Limited, and "Global Warming Potential Values" from the IPCC Fifth Assessment Report, 2014 (AR5).
- As at 31 December 2019, the Group had 18 employees in total at Hong Kong headquarter. The data is also used for calculating other intensity data.

備註：

- 溫室氣體排放資料乃按二氧化碳當量呈列，並參照包括但不限於世界資源研究所及世界可持續發展工商理事會刊發的《溫室氣體盤查議定書：企業會計與報告標準》、港燈最新發佈的排放因子、香港聯合交易所有限公司發佈的《如何準備環境、社會及管治報告—附錄二：環境關鍵績效指標彙報指引》及政府間氣候變化專門委員會發佈的《第五次評估報告》的全球升溫潛能值。
- 截至二零一九年十二月三十一日，本集團於香港總部的員工總數為18人。此數據亦會用作計算其他密度數據。

The Group actively adopts electricity conservation and energy saving measures to reduce GHG emissions. Measures include strict control on the temperature of air conditioning usage. Besides, the air conditioning should be turned off when no employee is in the office. In addition, the Group also replaced long-distance meetings by telephone or video conferencing to reduce carbon emissions of business travel. At the same time, long-distance travellers are strictly required to choose public transport. Through the above GHG emissions mitigation measures, the employees' awareness on reducing GHG emissions has been enhanced.

#### *Domestic Sewage*

The Group does not consume significant amount of water in its business operations, and therefore its business activities did not generate material portion of discharges into water during 2019. Since the wastewater discharged by the Group is discharged into the municipal sewage pipeline network for processing, the amount of water consumption of the Group represents the wastewater discharge volume. The data of wastewater discharge volume will be described in the section headed "Water Management" in aspect A2. The majority of the water supply and discharge facilities are provided and managed by property management company.

#### *Waste Management*

The Group identifies and classifies waste, storing and disposing it in a unified manner. The Group has set up a unified recycling box, designated management responsible persons to timely dispose waste, and maintain environmental sanitation around the collection box. The Group has taken specific measures for handling the following categories of solid waste.

本集團積極採取節電和節能措施，以減少溫室氣體排放。當中包括嚴格控制空調使用時的溫度。另外，亦要求辦公室無人情況下要關閉空調。此外，本集團亦以電話或視訊會議取代長途的見面會議，減少商業差旅產生的碳排放。同時，亦嚴格要求長途出差人員選擇公共交通工具。透過上述溫室氣體排放減緩措施，僱員對減少溫室氣體排放的意識得以提高。

#### *生活污水*

本集團的業務營運不會大量耗水，因此於2019年其業務活動並無大量排放污水。由於本集團排放的廢水排入市政污水管道網絡進行處理，本集團的用水量代表廢水排放量。廢水排放量的數據將在層面A2中「用水管理」一節說明。大部分供水和排水設施由物業管理公司提供和管理。

#### *廢棄物管理*

本集團對廢棄物進行識別分類、集中存放及統一處置。本集團設置統一的分類收集箱，指定管理責任人適時處理廢物，並保持收集箱周圍的環境衛生。對以下類別的固體廢棄物，本集團採取有針對性的處理措施。

### Non-hazardous Wastes

The non-hazardous wastes produced by the Group were mainly office wastes. Although the amount generated was not significant, the Group has introduced the following waste reduction measures to minimize wastes produced:

- Classify recyclable and non-recyclable wastes and set up collection bins to recycle the wastes;
- Classify and store solid wastes, and reuse the wastes based on the characteristics of various solid wastes;
- Utilize electronic communication where applicable; and
- Implement a waste paper recycling and reuse programme and use double-sided printing to reduce the amount of paper used.

Through these waste management measures, the employees' awareness on waste management has been enhanced.

The Group's non-hazardous waste disposal performance was as follows:

Types of non-hazardous waste 無害廢棄物種類	Unit 單位	2019
Paper 紙張	Tonnes 噸	0.16
<b>Total non-hazardous waste</b> <b>無害廢棄物總量</b>	<b>Tonnes</b> <b>噸</b>	<b>0.16</b>
<b>Intensity</b> <b>密度</b>	<b>Tonnes/ employee</b> <b>噸／僱員</b>	<b>0.01</b>

### Hazardous Wastes

Despite the Group did not generate any hazardous wastes during 2019, the Group has established guidelines to govern the management and disposal of hazardous wastes. In case there are any hazardous wastes produced, the Group must engage a qualified chemical waste collector to handle such wastes, which is complied with the relevant environmental laws and regulations.

### 無害廢棄物

本集團所生產的無害廢棄物主要是辦公室廢物。儘管產生的數量不大，但本集團已採取了以下減少廢物產生的措施：

- 將可回收與不可回收的廢棄物分類，並設立回收箱收集；
- 分類存放固體廢棄物，根據各種固體廢棄物的特性，合理地再利用；
- 在適用情況下使用電子通訊；及
- 落實廢紙回收重用及雙面列印，降低紙張使用量。

透過該等廢物管理措施，僱員對廢物管理的意識得以提高。

本集團的無害廢棄物排放量表現如下：

### 有害廢棄物

儘管本集團於2019年並未產生任何有害廢物，本集團已制定指引以監管有害廢物的管理及處置。倘若產生任何有害廢物，本集團必須委聘合資格化學廢物收集商處理該等廢物，以遵守相關環境法律及法規。

## A2. Use of Resources

The Group upholds and promotes the principle of effective use of resources, evaluates the potential environmental impacts by real-time monitoring its business operations. Through the 4Rs principles, namely, reduce, reuse, recycle and replace, the Group promotes green office and operation environment to minimize environmental impacts from its operations. Employees of the Group follow the related environmental management principles, consciously reduce the consumption of electricity, paper and water resources. For example, the Group's employees all together to implement a paperless office by sending documents in electronic form whenever possible, in order to reduce the amount of paper consumption.

In the Group's operation, the Group promotes green products which complies with the national requirements as well as achieving the goal of "Four-No" production – "No toxic, No hazardous substance is generated, No wastewater and No exhaust gas is discharged". The Group manages the use of water, electricity and oil resources by collecting monthly usage statistics and standardizing the operation processes for major energy-consuming equipment for effective utilization of energy.

### *Energy Consumption*

The Group actively implements the concept of energy saving and emission reduction. All employees must implement the adopted measures, including the purchase of energy-efficient products and services, and assume the responsibility for the Group's overall energy efficiency. The Group will investigate unexpected high electricity consumption to find out the root causes and corresponding preventive measures will be taken.

## A2. 資源使用

本集團以積極推動有效使用資源為宗旨，即時監察其業務營運對環境帶來的潛在影響。通過減少、重用、回收及取代四個基本原則，本集團促進綠色辦公及營運環境，將其營運對環境的影響減至最低。本集團的員工在配合相關環境管理原則下，都會自動自覺地珍惜電、紙及水資源。例如，員工都在落實無紙化辦公，盡量傳遞電子文檔，以減少紙張使用。

在本集團的營運中，本集團推動綠色產品，既能符合國家要求，又能達致四無生產—「無毒及無害物質產生，無廢水及無廢氣排放」。本集團對水、電和油等資源使用進行管理，每月統計用量，對主要耗能設備進行重點管理，規範設備作業流程，以充分有效地利用能源。

### *能源消耗*

本集團積極踐行節能減排理念。所有僱員必須執行既定措施，包括購買能源效益較高的產品及服務，並對本集團的整體能源效益負責。本集團將調查預期外的高電力消耗以找出根本原因並採取相應預防措施。

The Group has established rules and regulations to achieve the goal of saving electricity and using electricity efficiently. The specific measures are as follows:

- Use energy-saving light bulbs and all departments implement the principle of "Management by the on-duty staff" in order to foster good habits in terms of turning lights off after use;
- Unplug electrical appliances which are not in use for a long time to save standby power; and
- Strict control of air conditioning temperatures prevents excessive energy consumption and extends the life of air conditioning units, reducing the amount of waste electronic equipment.

Through the above measures, employees' awareness of energy conservation has been improved.

The Group's energy consumption performance was as follows:

本集團制定了規章制度以達到節約用電及有效使用電力的目標。相關具體措施如下：

- 使用節能燈，各部門實行「誰在崗，誰管理」的原則，養成用後關燈的良好習慣；
- 長時間不用的電器設備應拔掉插頭，以節省待機時的耗電；及
- 嚴格控制空調機使用時的溫度，避免能源過渡消耗，亦能延長空調機壽命，減少廢棄電器垃圾的產生。

透過上述措施，員工的節能意識得以提高。

本集團的能源用量表現如下：

Types of energy 能源種類	Unit 單位	2019
Direct energy consumption – Gasoline 直接能源消耗量－汽油	kWh 千瓦時	73,534.92
Indirect energy consumption – Purchased electricity 間接能源消耗量－外購電力	kWh 千瓦時	39,630.00
<b>Total energy consumption 能源消耗總量</b>	<b>kWh 千瓦時</b>	<b>113,164.92</b>
<b>Intensity 密度</b>	<b>kWh/employee 千瓦時／僱員</b>	<b>6,286.94</b>

### Water Management

The Group encourages all employees and customers to develop the habit of conscious water use to reduce water consumption in the office. The Group continues to increase water conservation propaganda and posted water-saving slogans in the washrooms and pantry to encourage employees to save water. Through the above measures, employees' awareness of water saving has been raised.

### 用水管理

本集團鼓勵所有僱員及客戶養成自覺節約用水的習慣，以減少辦公耗水量。本集團不斷加大節水宣傳力度，在洗手間及茶水間張貼節水標語，鼓勵僱員節約用水。透過上述措施，員工的節水意識得以提高。

The Group did not have any significant problems in obtaining applicable water sources due to the geographical location of the Group's operation site.

由於本集團營運點的地理位置，本集團求取適用水源上並沒有任何重大問題。

The Group's water consumption performance was as follows:

本集團的耗水量表現如下：

<b>Water consumption</b> <b>耗水量</b>	<b>Unit</b> <b>單位</b>	<b>2019</b>
<b>Total water consumption</b> <b>耗水總量</b>	<b>cubic meters</b> <b>立方米</b>	<b>40.00</b>
<b>Intensity</b> <b>密度</b>	<b>cubic meters/ employee</b> <b>立方米／僱員</b>	<b>2.22</b>

#### *Use of Packaging Materials*

#### *包裝材料使用*

Due to the Group's business nature, it does not consume a large amount of packaging materials, and thus regarding the use of packaging materials is immaterial.

鑑於本集團的業務性質，其不會消耗大量包裝材料，因此對於使用包裝材料而言並不重要。

### **A3. The Environment and Natural Resources**

### **A3. 環境及天然資源**

The Group pursues the best practices for environment protection and focuses on its business impacts on the environment and natural resources. In addition to complying with relevant environmental laws and international standards for protecting the natural environment, the Group has also implemented a number of measures to reduce its environmental impact. On the other hand, the Group also provides environmental education to all employees to enhance their environmental awareness.

本集團注重其業務對環境及天然資源的影響，並追求與環境的最佳實務以實現可持續發展。除了遵循環境相關法規及國際準則，適切地保護自然環境外，本集團亦採取多項措施以減少對環境的影響。另一方面，本集團亦為所有員工提供環保教育，藉此提高員工的環保意識。

#### *Employees' Environmental Awareness*

#### *員工環保意識*

In order to achieve environmentally sustainable development, the Group conducts environmental education and training for employees and promotes practical advice on environmentally friendly lifestyles to enhance employees' awareness of environmental protection. The Group also promotes green travel and raises employees' awareness of emissions reduction and carbon reduction. Meanwhile, the Group actively supports the green activities organized by various organizations, internal activities initiated by the Company and environmental talks arranged by business partners.

為達成可持續發展，本集團對員工進行環保教育培訓及宣揚有關環保生活方式的實用建議以提升員工的環保意識。本集團亦宣傳綠色出行，提高員工減排及減碳意識。同時，本集團積極支持員工參加各機構舉辦的綠色活動、本公司內部舉辦的活動和商務夥伴舉辦的環保講座等。

### *Indoor Air Quality Management*

Good indoor air quality is important as employees spend most of their time working at office. Indoor air quality in the Group's workplace is regularly monitored and measured. Air pollutants, contaminants and dust particles are filtered out by air purifying equipment in the workplace, and regular cleaning of air conditioning system is conducted to ensure office's indoor air quality.

## **B. Social**

### **B1. Employment**

Employees are the core of the Group's greatest and most valuable assets and competitive advantages, providing it with the driving force for continuous innovation. The Group respects the principle of "Everyone is equal" and adheres to the people-oriented approach, standardizing employment management to respect and protect the legitimate interests of every employee. At the same time, the Group strives to ensure employees' occupational health and safety, strengthen democratic management, and protect employee's interests to show respect to employees and unleash their enthusiasm, initiative and creativity for building a harmonious employment relationship.

During 2019, the Group strictly complied with relevant labour laws and regulations, including but not limited to the Employment Ordinance and the Minimum Wage Ordinance. The Group did not aware of any material non-compliance of laws and regulations in respect of human resources that have a significant impact on the Group.

### *室內空氣質素管理*

由於僱員大部分時間都在辦公室工作，故良好的室內空氣質素非常重要。本集團定期監控和測量工作場所的室內空氣質素。透過在工作場所採用空氣淨化設備將污染物、雜質及塵埃微粒過濾，並定期清潔空調系統，確保辦公室室內空氣質素良好。

## **B. 社會**

### **B1. 僱傭**

員工是本集團最大及具價值的資產和競爭優勢的核心，同時為其提供不斷創新的原動力。本集團尊重「人人平等」之原則，堅持以人為本，尊重和保障每一位員工的合法權益，規範勞動僱傭管理。同時，本集團保障員工職業健康與安全，加強民主管理，維護員工切身利益，充分尊重員工和重視激發其積極性、能動性和創造力，致力於構建和諧的勞動關係。

於2019年，本集團嚴格遵守與僱傭相關的法律法規，包括但不限於《僱傭條例》及《最低工資條例》。本集團並未發現任何違反有關人力資源的法例和法規而對本集團造成重大影響的事宜。



### *Remuneration and Benefits*

The Group has established a fair, reasonable and competitive remuneration system for salary payments to employees based on fairness, competitiveness, incentives, reasonableness, and legality. Employees' remuneration comprises of basic salary, performance bonus, overtime payment, position subsidy and related subsidies and other various bonuses. In addition, the Group conducts annual assessments in accordance to the changes in macroeconomic factors (e.g. price levels), industry and regional remuneration levels, changes in the Group's development strategy and overall effectiveness of the Group, and makes corresponding adjustments to staff remuneration.

The Group respects the rights for employee to rest and take leaves, and has established related policies to regulate employee's working hours and respect their rights for different rest periods and holidays. The Group also pays wages, overtime compensation and paid leaves in accordance with local regulations, and implements the "Retirement Policy", enhancing the living standard of retired employees. Employees who have been employed for 20 years or more will be given a pension to show our gratitude for their contributions over the years.

In addition, the Group has established the "Work-life Balance Policy" to ensure that employees have sufficient time to rest and have fun with their families. The Group will not force employees to work overtime.

### *Recruitment, Promotion and Dismissal*

The Group proactively implements strategies for talent recruitment, continuously establishing and improving the recruitment system. In the recruitment process, the Group has standardized the hiring procedures and recruitment principles, adhering to the hiring principles of morality, knowledge, ability, relevant working experience and health conditions required by the positions, upholding the principles of justice, fairness, equality and openness to attract talents. All applicants are given the right to apply, and the Group will not reject job applicants due to factors such as gender, age and ethnicity.

### *薪酬福利*

本集團建立了一套公平、合理且有競爭力的薪酬體系，基於公平、競爭、激勵、合理及合法原則，為員工發放薪酬。員工薪酬由基本工資、績效工資、加班工資、崗位補貼、相關補貼和各種獎金等組成。此外，本集團每年對宏觀因素（如物價水準）的變化、行業及地區薪資水準、本集團發展戰略變化以及本集團整體效益情況進行評估，並對員工薪酬等作相應調整。

本集團尊重員工的休息和休假的權利，並設有相關政策規範員工的工作時間及其享有的各類休息時間和假期的權利。本集團亦按照相關法律法規支付工資、加班補償、及有薪假期等，亦推行《退休政策》，讓員工能在退休時有生活保障。任職二十年或以上至退休的員工將會給予退休金，以答謝其多年來的貢獻。

此外，本集團已建立《工作生活平衡政策》，確保員工有充分時間休息及與家人同樂。本集團不會強迫員工超時工作。

### *招聘、晉升及解聘*

本集團積極實施人才強企戰略，不斷建立和完善人才招聘選拔制度。在招聘過程中，本集團規範錄用流程和招聘原則，堅持品德優秀、學識、能力、經驗和體格適合於所任崗位的聘任原則，堅持公正、公平、平等及公開原則，從而不斷吸引和招攬優秀人才。每位工作應徵者都擁有相同的應徵權利，本集團不會因性別、年齡及種族等因素而拒絕聘用工作應徵者。



The Group has set up related policies, standardizing the resignation process to protect the interests of both employees and the Company. The Group has implemented a fair and open assessment system to evaluate employees' work performance, experience and personal abilities, providing promotion opportunities for employees without considering other factors such as marriage and physical condition to unleash their working potential. In order to optimize the allocation of human resources, the Group provides more training opportunities for employees' career development.

The Group establishes a long-term employee development system, continuously targeting at employees' needs, which provides employees with courses of job skills with the goal of raising their workplace performance and developing their smoother paths to promotion. The Group has proactively rolled-out an "Employee Joint Growth Model" that allows new recruits and junior employees to be mentored by experienced employees; the mentoring and communication process also allows the experienced employees to be inspired with new mind set for enhancement of their own competence and knowledge.

#### *Equal Opportunities*

The Group strictly complies with related standards by adopting a fair, equitable and open requirement process and developing relevant system files to eliminate discrimination in the recruitment processes. Employees face no discrimination regardless of race, sex, colour, age, family background, ethnic tradition, religion, physical fitness and nationality and thus allowing them to enjoy fair treatment in every aspect including recruitment, salary, training and promotion. It is endeavoured to attract professionals with diverse background to join the Group.

本集團設有相關政策，明確人員晉升、調動和降級管理的依據及流程，規範離職流程，保護員工和本公司雙方的利益。本集團已經落實了一套公平公開的考核制度，只會按照員工的工作表現、經驗及個人能力作員工晉升的條件，不會考慮其他因素如婚姻及身體狀況等，為員工提供晉升及發展的機會，以發掘其工作潛能。為優化人力資源配置，本集團為員工的職業發展提供更多培訓機會。

本集團開展長期員工發展機制，持續針對員工需要，提供工作技巧課程，目的是提升他們的職場表現，能夠有更暢通的晉升前路。本集團積極展開「員工共同成長模式」，新入職員工或初級員工會受經驗較豐富的員工指導，在指導過程中，經驗較豐富的員工亦能在溝通過程中，啟發新思維，改善自身的能力及增進知識。

#### *平等機會*

本集團嚴格遵守相關法規，採取公平、公正、公開的招聘流程，制定了相關制度檔以杜絕招聘過程中的歧視現象，不因種族、性別、膚色、年齡、家庭背景、民族傳統、宗教、身體素質和國籍等因素歧視任何一位員工，讓員工在招聘、薪酬、培訓和晉升等各個階段享受公平待遇，以盡力羅致不同背景的專才加入本集團。

As at 31 December 2019, the specific information of employees at the Group's operation location covered in this Report was as follows:

於2019年12月31日，有關本集團在本報告涵蓋的營運地點之員工的具體資料如下：

<b>Employee gender</b> <b>僱員性別</b>	<b>Number of employee</b> <b>人數</b>	<b>Monthly average turnover rate (%)</b> <b>每月平均僱員流失率(%)</b>
Male 男性	13	—
Female 女性	5	—
<b>Total employees</b> <b>員工總數</b>	<b>18</b>	<b>—</b>

<b>Employment category</b> <b>僱員類別</b>	<b>Number of employee</b> <b>人數</b>	<b>Monthly average turnover rate (%)</b> <b>每月平均僱員流失率(%)</b>
Full-time 全職	17	—
Part-time 兼職	1	—
<b>Total employees</b> <b>員工總數</b>	<b>18</b>	<b>—</b>

<b>Employee age group</b> <b>僱員年齡</b>	<b>Number of employee</b> <b>人數</b>	<b>Monthly average turnover rate (%)</b> <b>每月平均僱員流失率(%)</b>
Aged 18-30 18-30歲	1	—
Aged 31-40 31-40歲	4	—
Aged 41-60 41-60歲	10	—
Aged ≥61 ≥61歲	3	—
<b>Total employees</b> <b>員工總數</b>	<b>18</b>	<b>—</b>

## B2. Health and Safety

The Group highly recognizes the importance of health and safety of employees. It commits to providing employees with a healthy, safe and comfortable working environment and strives to eliminate potential health and safety hazards at the workplace. The Group has established relevant policies on the prevention and remediation of safety accidents, and detection on potential safety hazards in workplace, so as to maintain a safe working environment.

The Group strictly enforces relevant laws and regulations such as the Occupational Safety and Health Ordinance and the Employees' Compensation Ordinance etc. During 2019, the Group did not record any accidents that resulted in death or serious physical injuries and no claims or compensation was paid to our employees due to such events, no material non-compliance of laws and regulations relevant to health and safety of employees that have a significant impact on the Group was found.

### *Occupational Health and Safety*

Employee safety is the focus of the Group. The Group strives to create a safe working environment as recommended by the Occupational Safety and Health Council in Hong Kong. Reading materials in relation to occupational safety and health have been circulated to all employees to ensure they are equipped with updated knowledge in this regard. Moreover, the Group also provides occupational health and safety trainings and evaluates the effectiveness of trainings through drills annually. The Group has adopted training and drills to improve the emergency response capability of all employees to emergencies, so that all employees can enhance their safety awareness and take effective emergency measures in the event of an emergency or accident to reduce the harm to personnel, damage to property and adverse effects on the environment. To improve the training programmes, the Group consults employees' opinion by survey and collects their suggestions through email. The Group strives to achieve the goal of "zero accidents at work", continuously improve the system, and regularly assess occupational health and safety performance to ensure that the Group can consistently achieve the goal of "zero accidents at work".

## B2. 健康與安全

本集團高度重視員工的健康與安全。其致力於為員工提供健康、安全和舒適的工作環境，並努力消除職場潛在的健康與安全危害。本集團已制定相關的安全事故預防和治理政策，檢測工作場所潛在的安全隱患，以維持安全的工作環境。

本集團嚴格執行《職業安全及健康條例》及《僱員補償條例》等相關法律法規。於2019年，本集團並無錄得任何導致死亡或嚴重肢體受傷的意外事件，並無因該等事件而向其僱員支付索償或補償以及並未發現任何違反僱員健康與安全相關的法律法規而對本集團造成重大影響的事宜。

### *職業健康與安全*

員工安全是本集團的重點方針。本集團致力建構符合香港職業安全健康局所建議的安全工作環境。有關職業安全及健康的閱讀材料已分發給所有員工，以確保他們掌握這些方面的最新知識。此外，本集團每年亦會提供職業健康及安全培訓，並透過演練評估培訓成效。本集團採取培訓和演練等措施提高全體員工對突發事件的應急能力，使全體員工增強安全意識，並在發生緊急情況或事故時能迅速有效地採取應急措施，減少各類突發事件對人員的傷害、財產損失和對環境的不良影響。本集團每年都會制定問卷調查，諮詢員工意見以改善活動方案，同時亦透過電郵收集員工的建議。本集團力爭「工作零事故」，持續改善制度，定期評估職業健康與安全績效，確保本集團能持續達到「工作零事故」的目標。

### *Other Health and Safety Measures*

With the outbreak of the COVID-19 pandemic, the Group is highly conscious of the potential health and safety impacts brought to its employees. As at the publication date of this Report, apart from strengthening the sanitation of its operations to ensure a health and safe working environment, precautionary measures such as temperature screening before entering the workplace, and ensuring sufficient disinfection supplies such as face masks and hand sanitisers in its operations are implemented.

## **B3. Development and Training**

The Group has established long-term employee development mechanism, continuously providing job skills courses for the needs of employees. The purpose is to enhance their workplace performance and to have a smoother promotion path. Through a diversified training model, the Group meets the diverse needs of employees at all levels, enhancing staff's skills, helping the Group to achieve sustainable development, and promoting individual employee growth and development.

### *Training Management and Courses*

The Group is proactively engaged in the "Employee Joint Growth Model", junior staff or new employees are guided by experienced employees. During the guidance process, experienced employees can also inspire new ideas and enhance their abilities and knowledge. The Group also encourages employees to participate in external training on their own, and will also subsidize employees to obtain professional qualifications related to the business of the Group.

New recruits will receive on-the-job training to help them adapt to the work environment and perform their duties as quickly as possible. The Group also trains key personnel such as technicians, internal auditors, environmental, safety management personnel and quality inspectors.

### *其他健康與安全措施*

隨著新型冠狀病毒疫情的爆發，本集團高度關注為其僱員帶來的潛在健康與安全影響。截至本報告發布之日，本集團除加強營運環境的衛生情況以確保健康與安全的工作環境外，本集團亦採取預防措施，例如進入工作場所前進行體溫檢查，並確保在其營運環境提供足夠消毒用品，如口罩及消毒洗手液。

## **B3. 發展及培訓**

本集團開展長期員工發展機制，持續針對員工需要，提供工作技巧課程，目的是提升他們的職場表現，能夠有更暢通的晉升前路。本集團通過多元化培訓模式來滿足各級各類員工的不同需求，提升員工技能，幫助本集團達致可持續發展，同時促進員工個人成長及發展。

### *培訓管理及課程*

本集團積極展開「員工共同成長模式」，初級員工或新入職員工會受經驗較豐富的員工指導。在指導過程中，經驗較豐富的員工亦能在溝通過程中，啟發新思維，改善自身的能力及增進知識。本集團亦鼓勵員工自行參加外部培訓，同時亦會資助員工考取與本集團業務相關的專業資格。

新入職員工將接受入職培訓，以幫助員工儘快適應工作環境、更好履行職責。本集團還對技術人員、內審員、環境、安全管理人員和品質檢查員等重要崗位人員進行培訓。

The Group's employee training hours was approximately 115 hours and the training rate was approximately 39%. The specific information of employee training is as follows:

本集團僱員總受訓時數約為115小時，總受訓率約為39%。員工培訓的具體資料如下：

Employee gender 僱員性別	Percentage of employees trained 受訓僱員百分比	Average employee training hours (hours) 僱員受訓 平均時數 (小時)
Male 男性	46%	8
Female 女性	20%	3

Employee category 僱員類別	Percentage of employees trained 受訓僱員百分比	Average employee training hours (hours) 僱員受訓 平均時數 (小時)
Senior management 高級管理層	83%	12
Middle management 中級管理層	29%	6
Junior employee 初級員工	—	—

#### B4. Labour Standards

Child and forced labour are strictly prohibited during the recruitment process as defined by laws and regulations. The Group strictly complies with local laws and conducts recruitment according to the Employment Ordinance in Hong Kong. During 2019, the Group did not identify any material issues that violated the laws and regulations related to preventing child and forced labour that have a significant impact to the Group.

Personal data are collected during the process to assist in the selection of suitable candidates and to verify candidates' personal data. The Human Resources Department also ensures identity documents are carefully checked. If violation is involved, it will be dealt with in light of the circumstances as clearly stated in the Group's related policy.

#### B4. 勞工準則

誠如法律及法規所界定，在招聘過程中我們嚴格禁止僱用童工及強制勞工。本集團嚴格遵守本地法律，並根據香港《僱傭條例》進行招聘。於2019年，本集團並未發現任何違反防止童工或強制勞工相關的法律法規而對本集團造成重大影響的事宜。

招聘過程中收集的個人資料乃用於輔助甄選合適人選及核實相關人員的個人資料。人力資源部亦會確保身份證明文件經仔細查核。若出現違規情況，將按照本集團相關政策的明確規定結合具體情況進行處理。

### *Preventive Measures of Child Labour*

The Group's recruitment post stipulates that only employees over the age of 18 will be recruited and all new employees are required to provide true and accurate personal information. The recruiters will stringently verify their information, including academic certificates, identity card and bank account information. The Human Resources Department will also eliminate job applicants under the age of 18.

### *Preventive Policies of Forced Labour*

The Group has a well-established recruitment process that examines the candidate's background and a formal reporting process to address any exceptions. It is also regularly reviewed and inspected to prevent any child labour or forced labour in the operation. The Group respects human rights and promises that employees should be protected by the Group and should not be forced to work by employees of any class. In addition, employees work overtime on a voluntary basis, and the Group promises not to force employees to work overtime to avoid violating labour standards and effectively safeguards employee rights. The Group will not collect deposits from new recruits or seize their identity documents. The Human Resources Department also regularly checks the working hour record and will investigate immediately if overworking is discovered. The Group also prohibits punitive measures, management methods and behaviours such as abusive, corporal punishment, violence, mental stress, sexual harassment (including inappropriate language, posture and physical contact), sexual abuse, etc. for any reason.

### *防止童工措施*

本集團在招聘簡章上明確規定只招收18歲以上的員工，並要求新員工入職時提供真實準確的個人資料，招聘人員嚴格審查入職資料包括學歷證明、身份證、銀行戶口等資料。人力資源部在評估履歷表時，亦會剔出年齡18歲以下的工作應徵者。

### *防止強制勞工政策*

本集團已建立需檢查候選人背景的完善的招聘流程及處理任何例外情況的正式報告程式。另外亦定期進行審查及檢查，以防止經營中存在的任何童工或強制勞工。本集團尊重人權，承諾員工應受本集團保護，不應被本集團任何階層的員工強迫勞動。此外，員工加班遵循自願原則，本集團承諾不會強迫員工超時工作，以避免違反勞工準則，切實維護員工權益。員工入職時，本集團不會向員工收取押金或扣押他們的身份證明文件。人力資源部亦會定期檢查工作小時記錄，如發現超時情況，會立刻調查。本集團亦禁止以任何理由對員工進行辱罵、體罰、暴力、精神壓迫、性騷擾（包括不恰當語言、姿勢和身體的接觸）、性虐待等懲罰性措施、管理方法和行為。

## B5. Supply Chain Management

Apart from sourcing raw materials based on the specifications of the required products, price trends of raw materials and product requirements, the Group also attaches great importance to the management of potential environmental and social risks in the supply chain. The Group has established a rigorous and standardized procurement system and supplier selection process, and has imposed environmental and social risk control requirements on suppliers.

The number of suppliers by region was as follows:

Region 地區劃分	Number of suppliers 供應商數目
China 中國	1
Italy 意大利	1
The United Kingdom 英國	1
Austria 奧地利	1
Germany 德國	3
The United States 美國	1
<b>Total suppliers 合計</b>	<b>8</b>

### *Supply Chain Management*

The Group has formulated a well-managed procurement system and a rigorous supplier selection process to ensure the quality of raw materials and enhance the quality of its products. In addition, all suppliers are monitored and assessed by the Group regularly. The Group takes measures to assess whether suppliers act in compliance with relevant laws and regulations and other required standards for health, safety, forced labour and child labour, and to examine suppliers' awareness of these aspects in order to reduce the social risk of the Group's supply chain.

## B5. 供應鏈管理

除了根據所需產品的規格、原材料的價格趨勢及產品需求採購原材料外，本集團亦高度重視供應鏈中潛在環境和社會風險的管理。本集團建立了嚴格而規範的採購體系及供應商甄選流程，並對供應商提出了環境及社會風險控制方面的要求。

按地區劃分的供應商數目如下：

### *供應鏈管理*

本集團設有管理完善的採購體系及嚴格的供應商甄選流程，以確保原材料的品質，從而提升其產品質素。此外，所有供應商須定期接受本集團的監察及評估。本集團會採取措施以評估供應商是否有在健康、安全、強制勞工及童工方面符合相關法律法規以及其他所須達到的標準，及考察供應商在上述各方面的意識，以減低本集團供應鏈的社會風險。



### *Fair and Open Procurement*

The Group's procurement procedures strictly abide by the related laws and regulations, making procurement on an open, fair and impartial basis without any discrimination against any particular supplier. Employees and other individuals who share common interest with the relevant supplier will not be allowed to participate in the relevant procurement activities.

### *Business Ethics*

The Group also concerns about the integrity of our suppliers and partners and will only select suppliers and partners who have a good track record in the past and do not have any serious violations or ethical violations. The Group has zero tolerance for bribery and corruption, and it is strictly forbidden for suppliers and partners to obtain procurement contracts or partnerships through any forms of transfer of benefits.

## **B6. Product Responsibility**

The Group attaches great importance to product quality and corporate reputation, and actively monitors the quality of products and services through internal controls and strictly monitors the compliance of products sold. The Group also maintains communication with customers and provides after-sales service to ensure understanding and meeting customer needs and expectations, and continuously improves the Group's products and services by understanding customer satisfaction level.

The Group actively complied with the laws and regulations of the Trade Descriptions Ordinance (Cap. 362), the Copyright Ordinance (Cap. 528) and the Personal Data (Privacy) Ordinance. For 2019, the Group did not identify any material issues that violated the laws and regulations related to the quality of products and services that have a significant impact on the Group. During 2019, the Group was not aware of any cases where products sold or shipped subject to recalls for safety and health reasons, and no major complaints about products and services were received.

### *公平及公開採購*

本集團採購過程嚴格參照相關法律法規的規定，在公開、公平、公正的條件下進行，不會對任何供應商有歧視性待遇，與相關供應商有利益關係的員工及其他個人不會被允許參與相關採購活動。

### *商業道德*

本集團亦關注供應商及合作夥伴的誠信，只會挑選過去營商紀錄良好，沒有任何嚴重違規或違反商業道德行為的供應商及合作夥伴。本集團對賄賂及貪污零容忍，嚴禁供應商及合作夥伴以透過任何形式的利益輸送而取得採購合約或合作關係。

## **B6. 產品責任**

本集團十分重視產品質素及企業信譽，積極透過內部監控確保產品及服務質素，嚴格監控所售產品的合規情況。本集團亦一直保持與顧客的溝通並提供售後服務，確保理解和滿足顧客的需求和期望，並希望瞭解客戶的滿意情況，以對本集團的產品和服務不斷作出改進。

本集團積極遵守《商品說明條例》、《版權條例》和《個人資料（私隱）條例》等法律法規的規定。於2019年，本集團並未發現任何違反產品及服務品質相關的法律法規而對本集團造成重大影響的事宜。於2019年，本集團並未知悉任何已售或已運送產品因安全與健康理由而須回收的個案，亦未接獲關於產品及服務的重大投訴。



## *Product Responsibility*

### *Quality Control*

The Group implements strict quality control, its quality standards are formulated with reference to applicable Chinese standards. For the products produced in the Group's factory in China, it has introduced the ISO 9001 quality control system standards, establishing a comprehensive quality control system, and obtaining the "IATF 16949:2016 Quality Control System Certification". The Group's products have passed all necessary product certification tests commissioned by the Group, such as GB/T 31467.3-2015 "Lithium Ion Power Battery Packs and Systems for Electric Vehicles Part 3 Safety Requirements and Test Methods", Ministry of Industry and Information Technology The dustproof and waterproof requirements and fire protection requirements in the "Safety Technical Conditions for Electric Buses" in Document 377 and the rate test in 1610 "Test Methods for Power Plants and Fuel Cells Related Technical Specifications (Implementation)". These certification tests are performed by independent testing and inspection agencies. The Group is equipped with sufficient quality inspectors to implement quality control programs, most of which involve basic inspections and simple equipment operations.

The quality inspection process of the Group is rigorous, and all purchased raw materials must be tested by a third-party testing agency before they can be put into storage. Products on the production line must pass the sampling test before proceeding to the next step. All finished products must pass the quality and safety inspection of the inspection department and issue a finished product inspection report. After the test is completed, the quality manager reviews the test report. Only products that pass the test report can be sold, and products that fail to pass the test report will be recalled according to the relevant procedures.

### *Product Recycling*

After consultation with the customer, the Group will conduct a comprehensive assessment based on the actual capacity of the recovered used power battery, charge and discharge characteristics and safety of use to determine whether it can be used for cascade use (including: energy storage, mobile power use, low speed vehicles are used), recycled or scrapped.

## *產品責任*

### *品質控制*

本集團實施嚴格品質控制，其品質標準還參考適用中國標準制訂。對於本集團於其內地廠房生產的產品，引入了ISO 9001品質管制體系標準，建立了全面的品質控制體系，並得到《IATF 16949:2016品質管制體系認證證書》。本集團的產品均已通過本集團委託進行的所有必需產品認證測試，如：GB/T 31467.3-2015《電動汽車用鋰離子動力蓄電池包和系統第3部分安全性要求與測試方法》、工信部裝377號文件中《電動客車安全技術條件》中防塵防水要求及防火要求和1610《動力電池、燃料電池相關技術指標測試方法（實行）》中倍率測試等。該等認證測試由獨立測試及檢驗機構執行。本集團配備足夠的質檢員負責實施品質控制程式，最主要涉及基本檢查及簡單設備的操作。

本集團質量檢測過程嚴謹，所有採購的原材料均需通過第三方檢測機構檢測才可入庫。生產線上的產品必須按照抽檢合格方可進入下一步驟。所有成品必須通過檢測部門的品質與安全檢測，並出具成品檢驗報告。檢測完成後，由品質部經理審閱檢測報告。只有檢測報告合格的產品才可出售，而檢測報告不合格的產品，將會按照相關流程進行回收。

### *產品回收*

與顧客協商後，本集團都會按回收後的廢舊動力蓄電池的容量、充電電特性及使用安全性等實際情況進行綜合評估，判斷其是否可進行梯級利用（包含：儲能使用、移動電源使用、低速車使用）、再生利用或報廢。

The Group conducts testing, sorting, dismantling and reorganization of used power storage batteries that meet the conditions for cascade utilization. The Group affixes trademark to indicate that the battery products for cascade utilization, and will code and establish traceability system for the products according to the requirements of the Group.

The used power storage batteries that have been judged to be unable for cascade utilization will be recycled according to relevant requirements, so that companies with recycling qualifications can recover valuable resources and handle them according to the prescribed procedures.

#### *Customer Service and Privacy*

The Group provides quality service experience to consumers through standardized service quality, humanized service process and standardized service management. The Sales Department is responsible for receiving and processing customer complaints in a timely manner, and is confirmed and resolved by the salesperson on-site. The Sales Department continuously tracks the feedback from customers in order to increase customer satisfaction. At the same time, the Group conducts customer satisfaction surveys on an annual basis to collect valuable customer feedback.

The Group strictly and cautiously manages customer files to avoid leakage of customer privacy, and requires relevant business personnel to sign the "Non-disclosure Agreement" when they join the company to strengthen the protection of the Group's business secrets.

When the Group's products are sold, it will provide customers with authentic product description to prevent customers from being misled. The Group will also provide after-sales services to customers to address their enquiries. If there is a problem with the product, the Group will actively approach the customer for possible product recycling.

本集團會對符合梯級利用條件的廢舊動力蓄電池進行必要的檢測、分類、拆解和重組，貼自有商標以明示該電池產品為梯級利用電池，並會按照本集團要求對產品編碼及建立追溯系統。

經判斷不能進行梯級利用的廢舊動力蓄電池會按有關要求進行再生利用，讓有回收資質的公司回收其中有價值的資源，按規定流程處理。

#### *客戶服務及隱私*

本集團通過標準化的服務品質、人性化的服務過程以及規範化的服務管理為消費者和客戶帶來優質的服務體驗。本集團由銷售部門負責及時接收和處理顧客投訴，並由業務員現場確認並解決，銷售部門持續跟蹤客戶回饋的資訊，進而提高顧客滿意度。同時，本集團每年均進行客戶滿意度調查，收集客戶的寶貴意見。

本集團對客戶檔案進行嚴密謹慎的管理，避免客戶隱私的洩露，並要求相關業務人員在入職時簽署《保密協議》，加強對本集團業務機密的保護。

本集團產品售賣時，必會向客戶提供真實的產品描述訊息，防止顧客被誤導。產品成功售賣後，本集團亦會為客戶致力提供售後服務，方便客戶查詢。如產品出現問題，本集團會主動與客戶協商，研究產品回收。

To implement excellent customer service, the Group has set up a telephone complaint handling mechanism, and all issues are followed-up and dealt with by the After-sales Service Department, so that customers have "Channels to submit complaints and smooth resolutions to any issues". The Group also conducts customer satisfaction surveys to allow us to analyse the level of customer satisfaction and make improvements. For safeguarding consumer data and privacy, the Group has appointed Internet Security Administrator to perform regular maintenance and inspections of the Group's networks and computer equipment and ensure that the systems are secure. The Group's Internet Security Management team performs evaluations on monthly basis. In event of any abnormality found in the system, it will be rectified in a timely manner.

#### *Protection of Intellectual Property Rights*

The Group is committed to maintaining and safeguarding intellectual property rights and has different practices to ensure that intellectual property rights are respected. Conventions include not buying pirated products, conducting monthly internal audits, checking whether employees have downloaded pirated software privately, not using photos that are not authorized by the third-party manufacturer, and verifying whether the photos used by the Company are copyrighted once a month. In addition, the Group will not adopt designs that are not authorized by the third-party manufacturers, and will check whether the designs belong to the Company every six months. The Group promises that all propaganda or product design of the Company does not involve plagiarism, and requires all employees of the Group to have a sense of intellectual property rights and keep their designs confidential.

#### *Advertising and Labelling*

As the Group's operational process does not involve advertising and labelling practices, the information relating to advertising and labelling is considered as immaterial to the Group.

為了做好顧客服務，本集團設立電話投訴機制，並由售後服務部進行跟進及處理，讓客戶可以「投訴有門，暢通解決問題」。本集團亦會進行顧客滿意度調查，以分析客戶滿意度以進一步改善本集團服務。為保障消費者資料及私隱，本集團委派網路安全管理員，定期對本集團的網路與電腦設備進行維護與監察，確保系統安全性。本集團的網路安全管理團隊會每月定期進行一次評估，如果發現系統有異常情況，會及時進行修復。

#### *保障知識產權*

本集團致力維護及保障知識產權，並設有不同慣例，以確保知識產權得到尊重。慣例包括不購買盜版產品、每月一次進行內部審核、檢查員工有否私自下載盜版軟體、不採用未經協力廠商授權的相片相、每月一次核查本公司所用相片是否具有版權。此外，本集團亦不會採用未經協力廠商授權的設計，並會每半年一次抽查設計是否屬於本公司所有。本集團承諾本公司所有的宣傳或產品設計均不涉及抄襲，並要求本集團所有員工有知識產權意識，對自己的設計保密。

#### *廣告及標籤*

由於本集團的營運程序並不涉及廣告及標籤慣例，因此有關廣告及標籤的資料被視為本集團的非重大事宜。

## B7. Anti-corruption

### *Anti-corruption Policies and Systems*

The Group believes that a corporate culture with integrity is the key to the Group's continued success, therefore highly concerned on anti-corruption work and system building, and is committed to building a clean and transparent corporate culture. The Group strictly abides by the Prevention of Bribery Ordinance and other laws and regulations. During 2019, the Group did not find any material violations of laws and regulations regarding the prevention of bribery, extortion, fraud and money laundering that have a significant impact on the Group. During 2019, there was also no concluded legal cases regarding corrupt practices brought against the Group or its employees.

The Group requires all employees to abide by the code of business ethics and promise not to engage in any corruption or bribery, fraud, extortion and money laundering activities. The Group has a strict internal control system, establishes regulations on combating corruption, and assigns dedicated personnel to monitor positions with relatively high risk of conflict of interests to eliminate any forms of corrupt behaviours. The composition of different members in the Board allows independent monitoring on corporate behaviours. The Board will regularly evaluate anticorruption policies, such as independent auditing policies, contract approval policies and tendering policies, to maintain anti-corruption performance.

### *Conflict of Interest Policy*

The Group has established a policy on the declaration of conflict of interest. In event of a suspected case, employee must declare the conflict of interest to the Human Resources Department within two days. The reporting channel includes meetings, phone calls and emails. The Group will review the declaration procedures and communication channels for each case. The declaration conflicts of interest measures will be evaluated once a year, and will take followed up actions within one week based on the results of the inspection. For positions with higher-risk of conflicts of interest, the Group will assign special personnel to monitor and resolutely prevent any form of corruption, including extortion and money laundering.

## B7. 反貪污

### *反貪污政策及制度*

本集團相信廉潔的企業文化是本公司持續成功的關鍵，因此極為重視反腐倡廉的工作及制度建設，致力於建設及維護廉潔公開透明的企業文化。本集團嚴格遵守《防止賄賂條例》等法律法規的規定。於2019年，本集團並未發現任何違反有關防止賄賂、勒索、欺詐及洗黑錢的法律法規的重大事宜。於2019年，也沒有對本集團或其僱員提出並已審結的貪污訴訟案件。

本集團要求所有員工都要遵守商業道德準則，並承諾不會有任何貪污及賄賂行為，亦不會從事任何詐騙、勒索及洗黑錢活動。本集團設有嚴格的內部控制制度，制定了關於反腐倡廉的規定，亦會派專人監察發生利益衝突較高風險的職位，杜絕任何形式的腐敗行為發生。本集團設有董事局，讓來自不同機構的董事局成員能獨立監管企業管治表現。董事局會定期探討防止貪污政策，例如獨立核數政策、合約審批政策及招標政策等，以維持防貪表現。

### *利益衝突政策*

本集團設立了利益衝突申報政策。如有疑似個案，員工須在兩天內向人力資源部申報利益衝突，申報管道包括會面、電話及電郵。本集團會按照各個個案，檢視申報程式及溝通管道。利益申報措施會每年進行成效評估一次，根據檢視結果，在一星期內跟進。針對發生利益衝突的較高風險職位，本集團會指派專人監察，以堅決杜絕任何形式的腐敗行為，包括勒索及洗黑錢。

### *Tendering Measures*

To ensure that the tendering process is fair, just and open, the Group will invite suppliers to submit tenders through email invitations and announcements of company website. The number of invited suppliers is determined by the value of the service, and at least three are invited. The Group will also review the supplier's documents and performances, as well as assess the tender's effectiveness. The tendering program will conduct an annual performance evaluation. If the supplier's services are found to be inconsistent with the Group's expectations, the supplier will be replaced.

### *Whistle-blowing System*

The Group has also established a whistle-blowing system to establish and maintain a clean and transparent culture of the Group. The whistle-blowing system allows all employees and investors to report corruption, bribery and other misconduct within the Group anonymously to the Human Resources Department and the Investment Relations Department. These two departments and the Internal Audit Committee will process the report promptly, fairly and confidentially. On the other hand, the whistle-blowing system also ensures that whistle-blowers are not treated unfairly because of reports, and will not be subjected to unfair dismissal, unreasonable disciplinary action, and so on.

### *招標措施*

為確保招標程式公平、公正、公開，本集團會透過電郵邀請及公司網站公告，邀請供應商投標。按服務的價值確定邀請供應商的數量，最少邀請三家。本集團亦會檢討供應商檔案及表現，評估招標成效。招標程式會每年進行成效評估一次，如發現供應商的服務與本集團期望不符，會撤換供應商。

### *舉報制度*

本集團亦設立了舉報制度以建立及維持本集團的廉潔和透明文化。該舉報制度讓所有員工及投資者可以向人力資源部及投資關係部匿名舉報本集團內怠忽職守、貪污、受賄及其他不當行為。人力資源部或投資關係部以及內部審計委員會將迅速、公平以及秘密地處理舉報。另一方面，舉報制度亦保障舉報者不會因舉報而受到不公平的對待，舉報者不會被無理解僱、無理接受紀律處分等等。

## B8. Community Investment

### *Corporate Social Responsibility*

The Group believes in shouldering the responsibility of contributing society while having economic development. As a responsible corporate citizen, the Group has fulfilled its social responsibilities, actively cooperating with charitable organizations, organizing social activities for the purpose of public welfare and charity, and establishing a good public image. The Group is committed to serving the community, incorporating environmental, labour needs, education and culture into community discussions to support relevant activities.

The Group hopes to foster employees' sense of social responsibility, encouraging employees to participate in social welfare activities during their work and leisure time to make greater contributions to the community. The Group also arranges activities like environmental protection, donation and social services for employees. The Group believes that by participating in the community activities, the civic awareness of employees can be enhanced, and positive values can be established.

## B8. 社區投資

### *企業社會責任*

本集團相信在經濟發展的同時也應肩負回報社會的責任。本集團同過與公益和慈善組織合作，積極履行作為企業公民的社會責任，組織以公益和慈善為目的的社會活動，培養企業公民的企業文化，以維持企業社會責任。本集團致力服務社群，把環境、勞工需求、教育及文化等納入社區探討事項，以支持相關事項的活動。

本集團希望培養員工的社會責任感，因此一直鼓勵員工於工作期間及私人時間參與社會公益活動，為社會作更大貢獻。本集團亦一直安排員工參與環保公益、捐資助學和社會服務等活動。本集團相信，借著親身參與回饋社會的活動，可以令員工的公民意識得以提升，以樹立正確的價值觀。



# THE ESG REPORTING GUIDE CONTENT INDEX OF THE STOCK EXCHANGE OF HONG KONG LIMITED

# 香港聯合交易所有限公司的《環境、社會及管治報告指引》內容索引表

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect A1: Emissions 層面A1：排放物</b>		
General Disclosure 一般披露	Information on: 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) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to Exhaust Gas and GHG emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	Emissions – Exhaust Gas Emissions, GHG Emissions, Domestic Sewage, Waste Management 排放物－廢氣排放、溫室氣體排放、生活污水、廢棄物管理
KPI A1.1 (“comply or explain”) 關鍵績效指標A1.1 （「不遵守就解釋」）	The types of emissions and respective emissions data. 排放物種類及相關排放資料。	Emissions – Exhaust Gas Emissions, GHG Emissions, Domestic Sewage, Waste Management 排放物－廢氣排放、溫室氣體排放、生活污水、廢棄物管理
KPI A1.2 (“comply or explain”) 關鍵績效指標A1.2 （「不遵守就解釋」）	GHG emissions in total (in tonnes) and intensity. 溫室氣體總排放量（以噸計算）及密度。	Emissions – GHG Emissions 排放物－溫室氣體排放
KPI A1.3 (“comply or explain”) 關鍵績效指標A1.3 （「不遵守就解釋」）	Total hazardous waste produced (in tonnes) and intensity. 所產生有害廢棄物總量（以噸計算）及密度。	Emissions – Waste Management (Not applicable, Explained) 排放物－廢棄物處理（不適用－已解釋）
KPI A1.4 (“comply or explain”) 關鍵績效指標A1.4 （「不遵守就解釋」）	Total non-hazardous waste produced (in tonnes) and intensity. 所產生無害廢棄物總量（以噸計算）及密度。	Emissions – Waste Management 排放物－廢棄物處理
KPI A1.5 (“comply or explain”) 關鍵績效指標A1.5 （「不遵守就解釋」）	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Emissions – Exhaust Gas Emissions, GHG Emissions, Domestic Sewage, Waste Management 排放物－廢氣排放、溫室氣體排放、生活污水、廢棄物處理
KPI A1.6 (“comply or explain”) 關鍵績效指標A1.6 （「不遵守就解釋」）	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	Emissions – Waste Management 排放物－廢棄物處理

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect A2: Use of Resources</b> <b>層面A2：資源使用</b>		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源（包括能源、水及其他原材料）的政策。	Use of Resources – Energy Consumption, Water Management 資源使用－能源消耗、用水管理
KPI A2.1 (“comply or explain”) 關鍵績效指標A2.1 （「不遵守就解釋」）	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總耗量及密度。	Use of Resources – Energy Consumption 資源使用－能源消耗
KPI A2.2 (“comply or explain”) 關鍵績效指標A2.2 （「不遵守就解釋」）	Water consumption in total and intensity. 總耗水量及密度。	Use of Resources – Water Management 資源使用－用水管理
KPI A2.3 (“comply or explain”) 關鍵績效指標A2.3 （「不遵守就解釋」）	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計畫及所得成果。	Use of Resources – Energy Consumption 資源使用－能源消耗
KPI A2.4 (“comply or explain”) 關鍵績效指標A2.4 （「不遵守就解釋」）	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計畫及所得成果。	Use of Resources – Water Management 資源使用－用水管理
KPI A2.5 (“comply or explain”) 關鍵績效指標A2.5 （「不遵守就解釋」）	Total packaging material used for finished products (in tonnes) and with reference to per unit produced. 製成品所用包裝材料的總量（以噸計算）及每生產單位佔量。	Use of Resources – Use of Packing Materials 資源使用－包裝材料使用
<b>Aspect A3: The Environment and Natural Resources</b> <b>層面A3：環境及天然資源</b>		
General Disclosure 一般披露	Policies on minimizing the issuer’s significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	The Environment and Natural Resources 環境及天然資源
KPI A3.1 (“comply or explain”) 關鍵績效指標A3.1 （「不遵守就解釋」）	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	The Environment and Natural Resources – Employees’ Environmental Awareness Indoor Air Quality Management 環境及天然資源－員工環保意識、室內空氣質素管理



Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect B1: Employment</b> <b>層面B1：僱傭</b>		
General Disclosure 一般披露	Information on: 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) the policies; and 政策：及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例 的資料。 relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, antidiscrimination, and other benefits and welfare.	Employment 僱傭
KPI B1.1 (Recommended Disclosures) 關鍵績效指標B1.1(建議披露)	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總 數。	Employment 僱傭
KPI B1.2 (Recommended Disclosures) 關鍵績效指標B1.2(建議披露)	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Employment 僱傭
<b>Aspect B2: Health and Safety</b> <b>層面B2：健康與安全</b>		
General Disclosure 一般披露	Information on: 有關提供安全工作環境及保障僱員避免職業性危 害的： (a) the policies; and 政策：及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例 的資料。 relating to providing a safe working environment and protecting employees from occupational hazards.	Health and Safety 健康與安全
KPI B2.1 (Recommended Disclosures) 關鍵績效指標B2.1(建議披露)	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	Health and Safety 健康與安全
KPI B2.2 (Recommended Disclosures) 關鍵績效指標B2.2(建議披露)	Lost days due to work injury. 因工傷損失工作日數。	Health and Safety 健康與安全
KPI B2.3 (Recommended Disclosures) 關鍵績效指標B2.3(建議披露)	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執 行及監察方法。	Health and Safety 健康與安全

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect B3: Development and Training</b> <b>層面B3：發展及培訓</b>		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Development and Training 發展及培訓
KPI B3.1 (Recommended Disclosures) 關鍵績效指標B3.1(建議披露)	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 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。	Development and Training 發展及培訓
KPI B3.2 (Recommended Disclosures) 關鍵績效指標B3.2(建議披露)	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Development and Training 發展及培訓
<b>Aspect B4: Labour Standards</b> <b>層面B4：勞工準則</b>		
General Disclosure 一般披露	Information on: 有關防止童工或強制勞工的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to preventing child and forced labour.	Labour Standards 勞工準則
KPI B4.1 (Recommended Disclosures) 關鍵績效指標B4.1(建議披露)	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Labour Standards 勞工準則
KPI B4.2 (Recommended Disclosures) 關鍵績效指標B4.2(建議披露)	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Labour Standards 勞工準則

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect B5: Supply Chain Management</b> <b>層面B5：供應鏈管理</b>		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Supply Chain Management 供應鏈管理
KPI B5.1 (Recommended Disclosures) 關鍵績效指標B5.1(建議披露)	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Supply Chain Management 供應鏈管理
KPI B5.2 (Recommended Disclosures) 關鍵績效指標B5.2(建議披露)	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及有關慣例的執行及監察方法。	Supply Chain Management 供應鏈管理
<b>Aspect B6: Product Responsibility</b> <b>層面B6：產品責任</b>		
General Disclosure 一般披露	Information on: 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) the policies; and 政策：及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Product Responsibility 產品責任
KPI B6.1 (Recommended Disclosures) 關鍵績效指標B6.1(建議披露)	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Product Responsibility 產品責任
KPI B6.2 (Recommended Disclosures) 關鍵績效指標B6.2(建議披露)	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Product Responsibility 產品責任
KPI B6.3 (Recommended Disclosures) 關鍵績效指標B6.3(建議披露)	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Product Responsibility 產品責任
KPI B6.4 (Recommended Disclosures) 關鍵績效指標B6.4(建議披露)	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	Product Responsibility 產品責任
KPI B6.5 (Recommended Disclosures) 關鍵績效指標B6.5(建議披露)	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	Product Responsibility 產品責任

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect B7: Anti-corruption</b> <b>層面B7：反貪污</b>		
General Disclosure 一般披露	Information on: 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) the policies; and 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer 遵守對發行人有重大影響的相關法律及規例的資料。 relating to bribery, extortion, fraud and money laundering.	Anti-corruption 反貪污
KPI B7.1 (Recommended Disclosures) 關鍵績效指標B7.1(建議披露)	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Anti-corruption 反貪污
KPI B7.2 (Recommended Disclosures) 關鍵績效指標B7.2(建議披露)	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Anti-corruption 反貪污
<b>Aspect B8: Community Investment</b> <b>層面B8：社區投資</b>		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來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。	Community Investment 社區投資