

# CIRTEK HOLDINGS LIMITED

## 常達控股有限公司

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: 1433



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## ABOUT THIS REPORT

### 關於本報告

Cirtek Holdings Limited (the “**Company**” together with its subsidiaries, hereinafter referred to as the “**Group**” or “**we**” or “**us**”) is pleased to present the first environmental, social and governance (“**ESG**”) report (the “**Report**”) to summarise the Group’s policies, measures and performance on the key ESG issues.

#### REPORTING PERIOD

The Report illustrates the overall performance of the Group regarding the environmental and social aspects from 1 January 2019 to 31 December 2019 (the “**Reporting Period**” or “**2019**”).

#### REPORTING SCOPE AND BOUNDARIES

This Report discloses related policies, initiatives for the core and material apparel labels and trim products manufacturing and sales business in the People’s Republic of China (the “**PRC**” or “**Mainland China**”), Bangladesh, Vietnam and Hong Kong. The relevant key performance indicators (“**KPI(s)**”) mainly covers our production facilities in Mainland China, Bangladesh and Vietnam.

If the scope and boundaries of the specific contents vary, they are noted in the relevant sections of this Report. Although this Report does not cover all the operations of the Group, we are committed to improving internal data collection procedures and gradually expanding the scope of the disclosure.

#### REPORTING BASIS AND STANDARDS

This Report is prepared in accordance with Environmental, Social and Governance Reporting Guide (the “**ESG Reporting Guide**”) as set out in Appendix 27 to the Rules Governing the Listing of Securities on the Main Board of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) (the “**Main Board Listing Rules**”). The Company has complied with all “comply or explain” provisions set out in the ESG Reporting Guide and followed the following reporting principles in the preparation of this Report: materiality, quantitative, balance and consistency.

##### • Materiality

The Group determines ESG issues that are significantly important by stakeholder engagement and materiality assessment. Details are explained in the sections headed “Stakeholder Engagement” and “Materiality Assessment” in this Report.

##### • Quantitative

Information is presented with quantitative measure, whenever feasible, including information on the standards, methodologies, assumptions used and provision of comparative data.

常達控股有限公司(「本公司」，連同其附屬公司於下文統稱為「**本集團**」或「**我們**」)欣然提呈首份環境、社會及管治(「**環境、社會及管治**」)報告(「**本報告**」)，以概括本集團有關環境、社會及管治方面各項關鍵議題的政策、措施及績效。

#### 報告期間

本報告闡述本集團於2019年1月1日至2019年12月31日(「**報告期間**」或「**2019年**」)期間環境及社會層面的整體表現。

#### 報告範疇及範圍

本報告披露有關於中華人民共和國(「**中國**」或「**中國內地**」)、孟加拉、越南及香港的核心及重要服裝標籤及製造裝飾產品以及銷售業務的相關政策及措施。相關的關鍵績效指標(「**關鍵績效指標**」)主要涵蓋我們在中國內地、孟加拉及越南的生產設施。

若特定內容涵蓋的範疇及範圍不同，該等內容已在本報告的相關部分特別註明。儘管本報告並未涵蓋本集團所有營運單位，我們致力於改善內部數據收集程序並逐步擴大披露範圍。

#### 報告基準及準則

本報告依循香港聯合交易所有限公司(「**聯交所**」)的主板證券上市規則(「**主板上市規則**」)附錄二十七《**環境、社會及管治報告指引**》(「**環境、社會及管治報告指引**」)編製。本公司已遵守環境、社會及管理報告指引中規定的所有「不遵守就解釋」規定，並在編製本報告時依循下列匯報原則：重要性、量化、平衡及一致性。

##### • 重要性

本集團通過與利益相關者溝通及重要性評估以確定重要的環境、社會及管治議題。有關詳情分別載於本報告內「與利益相關者溝通」及「重要性評估」兩節。

##### • 量化

在可行的情況，信息以量化的形式呈列，包括有關標準、方法、所用假設及提供比較數據的資料。



## ABOUT THIS REPORT

### 關於本報告

- **Balance**

This Report identifies the achievements and challenges faced by the Group.

- **Consistency**

This Report is the first ESG report of the Group. This Report will use consistent methodologies for meaningful comparisons in the following years unless improvements in methodology are identified.

The information contained herein is sourced from internal documents and statistics of the Group, as well as the combined control, management and operations information provided by the subsidiaries in accordance with the Group's internal management systems. This Report is prepared and published in both English and Chinese at the Stock Exchange's website ([www.hkexnews.hk](http://www.hkexnews.hk)) and the Company's website ([www.cirtek.com](http://www.cirtek.com)). In the event of contradiction or inconsistency between the English version and the Chinese version, the English version shall prevail.

### REVIEW AND APPROVAL

The Board (the “**Board**”) of Directors (the “**Directors**”) acknowledges its responsibility for ensuring the integrity of this Report and to the best of their knowledge, this Report addresses all relevant material issues and fairly presents the ESG performance of the Company. This Report was reviewed and approved by the Board of the Company on 23 July 2020.

### FEEDBACK

The Group respects your view on the Report. Should you have any opinions or suggestions, you are welcome to share with the Group at [information@cirtek.com](mailto:information@cirtek.com).

- 平衡

本報告確定本集團的成就及所面對的挑戰。

- 一致性

本報告為本集團第一份環境、社會及管治報告。本報告將於未來幾年內使用一致的方法進行有意義的比較，除非方法有改進之處。

本報告中的資料來自本集團的內部文件及統計數據，以及由附屬公司依循本集團內部管理系統提供的監測、管理及營運資料整合匯總。本報告於聯交所網址([www.hkexnews.hk](http://www.hkexnews.hk))及本公司網址([www.cirtek.com](http://www.cirtek.com))以中、英文兩種語言編製。如中、英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。

### 審批

董事(「**董事**」)會(「**董事會**」)確認其有責任確保環境、社會及管治報告的完整性，且就其所深知，本報告闡述了所有相關重要議題，並公平呈列本集團的環境、社會及管治表現。本報告經本公司董事會於2020年7月23日審議通過。

### 意見反饋

本集團歡迎閣下就本報告提供意見，請發送電郵至[information@cirtek.com](mailto:information@cirtek.com)與本集團聯繫。

## ABOUT THE GROUP

### 關於本集團

The Group believes that sustainability must be embedded in all aspects of the Group as environmental and social sustainability cannot exist without a holistic and sustainable business model. We are proud of offering quality products and services to meet our customer requirements, which facilitate our goals to support our customers on their business growth.

#### ESG GOVERNANCE STRUCTURE

The Group has established Environmental, Social and Governance Working Group (“**ESGWG**”), which aims to manage and to monitor the Group’s sustainability performance for the long-term strategy development and economic growth of the Group. All the activities of ESGWG are authorised and approved by the Board. The ESGWG directly reports to the Board. It comprises members of senior management, heads of business units and support functions of the Group’s Headquarters and overseas locations correspondingly. It also includes representatives from production facilities and offices.

本集團認為，如無全面及可持續的商業模式就不可能存在環境及社會的可持續發展，因此可持續發展必須嵌入本集團的各方面。我們為提供滿足客戶需求的優質產品及服務而感到自豪，此舉有助於實現我們支持客戶業務增長的目標。

#### 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（「**環境、社會及管治工作小組**」），旨在管理及監督本集團在長期策略發展及經濟增長方面的可持續性表現。環境、社會及管治工作小組的所有活動均由董事會授權及批准。環境、社會及管治工作小組直接向董事會報告。其由高級管理層成員、部門主管以及相應的集團總部及海外分支機構的支援部門組成，並包括來自生產設施及辦公室的代表。

## ABOUT THE GROUP 關於本集團

### AWARDS AND RECOGNITIONS

We have been awarded numerous international certifications to recognise our stringent quality standards, efficient business systems, high level of social responsibility and commitment to environmental protection.

### 獎項及榮譽

我們曾獲頒多個國際認證，以表揚我們嚴謹的質量標準、高效率的業務系統、高度的社會責任感及對保護環境的承擔。

Awards and accreditations 獎項及認證	Issuing institution/authority 頒發協會／機構
ISO 9001:2015 ISO 9001:2015	TUV Rheinland Cert GmbH TUV Rheinland Cert GmbH
ISO 14001:2015 ISO 14001:2015	TUV Rheinland Cert GmbH TUV Rheinland Cert GmbH
Forest Stewardship Council (FSC) – Chain of Custody Certification 森林管理委員會的產銷監管鏈認證	SGS Hong Kong Limited 香港通用檢測認證有限公司
G7MasterQualification – Master Facility Colorspace G7認可企業認證 – Master Facility Colorspace	Idealliance Idealliance
G7 Master Qualification – Process Control Master Facility G7認可企業認證 – Process Control Master Facility	Idealliance Idealliance
OEKO-TEX Standard 100 certificate (Woven Label, Printed Label, Heat Transfer Printed Label and Silicon Patch) OEKO-TEX Standard 100證書(織唛、印唛、熱轉印標籤及矽膠補丁)	OEKO-TEX Association 環保紡織協會
Business Social Compliance Initiative (BSCI) Business Social Compliance Initiative (BSCI)	TUV Rheinland Cert GmbH TUV Rheinland Cert GmbH
Sedex Members Ethical Trade Audit (SMETA) Sedex Members Ethical Trade Audit (SMETA)	TUV Rheinland Cert GmbH TUV Rheinland Cert GmbH
Bluesign System Partner Certificate Bluesign System Partner證書	Bluesign Technologies AG Bluesign Technologies AG
Global Recycled Standard (GRS) 4.0 – Certificate of Compliance 全球回收標準(GRS) 4.0—合規認證	Control Union Certifications B.V. 管制聯盟認證
Material Health Certificate – Gold Level (Denim Jacron, Eco Jacron Patch and Organic Cotton Label) Material Health Certificate – Gold Level (Denim Jacron, Eco Jacron Patch and Organic Cotton Label)	Cradle to Cradle (C2C) Products Innovation Institute Cradle to Cradle (C2C) Products Innovation Institute
Completion of Self-Assessment (Higg Index) – Facility Environmental Module (FEM) and Facility Social Labour Module (FSLM) 完成自我評估(Higg Index)—設施環境模塊(FEM)及設施社會勞動模塊(FSLM)	Sustainable Apparel Coalition (SAC) 可持續服裝聯盟(可持續服裝聯盟)
Hong Kong – Guangdong Cleaner Production Partner (Manufacturing)  粵港清潔生產伙伴(製造業)	The Economic and Information Commission of Guangdong Province; Environment Bureau, The Government of the HKSAR 廣東省經濟和信息化委員會；香港特別行政區政府環境局

## STAKEHOLDER ENGAGEMENT

### 與利益相關者溝通

Stakeholders' opinions are the solid foundation for the Group's sustainable development and success. The stakeholder engagement helps the Group to develop a business strategy that meets the needs and expectations of stakeholders, enhances the ability to identify risk and strengthens important relationships. The Group communicates with its stakeholders through various channels, shown as below.

利益相關者的意見是本集團可持續發展及成功的堅實基礎。與利益相關者溝通有助於本集團制定符合利益相關者需求及期望的業務策略，增強風險識別能力及強化重要關係。本集團通過下圖所示的各種渠道與利益相關者溝通。

Stakeholder Groups 利益相關者群體	Communication Channels 溝通渠道
Government and regulatory agencies 政府及監管機構	<ul style="list-style-type: none"> <li>Annual reports, interim reports, ESG reports and other public information</li> <li>年報、中期報告、環境、社會及管治報告及其他公開資料</li> </ul>
Shareholders and investors 股東及投資者	<ul style="list-style-type: none"> <li>Annual general meetings and other general meetings of shareholders</li> <li>股東週年大會及其他股東大會</li> <li>Company website</li> <li>公司網站</li> <li>Press releases/announcements</li> <li>新聞稿／公告</li> <li>Annual reports, interim reports, ESG reports and other public information</li> <li>年報、中期報告、環境、社會及管治報告及其他公開資料</li> </ul>
Employees 僱員	<ul style="list-style-type: none"> <li>Training</li> <li>培訓</li> <li>Labour associations</li> <li>工會</li> <li>Performance evaluation</li> <li>表現評估</li> <li>Leisure activities</li> <li>消閒活動</li> </ul>
Customers 客戶	<ul style="list-style-type: none"> <li>Representative offices</li> <li>代表辦事處</li> <li>Exhibitions</li> <li>展覽</li> <li>Fax, email and customer service hotline</li> <li>傳真、電郵及客戶服務熱線</li> <li>Product and service feedback</li> <li>產品及服務意見反饋</li> </ul>
Suppliers 供應商	<ul style="list-style-type: none"> <li>Annual audits</li> <li>年度審核</li> <li>Meetings</li> <li>會議</li> <li>On-site inspections</li> <li>實地視察</li> </ul>

## MATERIALITY ASSESSMENT

### 重要性評估

In preparing our Report, we directly engaged with the following stakeholder groups as part of the materiality assessment process to identify and prioritise the issues to be covered in this Report that have significant impacts on the business and stakeholders.

於編製本報告時，作為重要性評估流程的一部分，我們直接與以下利益相關者群體進行溝通，以確定本報告中涉及對業務及利益相關者群體有重大影響的議題並加以排序。

#### MATERIALITY ASSESSMENT PROCESS

#### 重要性評估流程

##### Stage 1 Identification

- We compiled a list of ESG issues and grouped into four categories: Environment, Employment and Labour Practices, Operating Practices and Community.

##### 階段1 識別

- 我們擬訂了環境、社會及管治議題清單，並將其劃分為四類：環境、僱傭及勞工常規、營運常規及社區。

##### Stage 2 Prioritisation

- An online survey was conducted to rate the importance of each ESG issue from the perspective of a stakeholder group and the Group using a scale of 1 to 5. Developed the materiality matrix based on the scores of the survey and prioritised a list of ESG issues.

##### 階段2 排序

- 進行線上意見調查，從利益相關者群體及本集團的角度對每個議題的重要性進行評分，評分範圍為1至5分。根據調查的得分建立重要性矩陣，並對可持續發展議題進行排序。

##### Stage 3 Validation

- Management reviewed the materiality matrix and identified the five most pertinent ESG issues according to the score from the perspective of a stakeholder group and the Group.

##### 階段3 驗證

- 管理層檢討重要性矩陣，並從利益相關者群體及本集團的角度根據得分識別出五個最相關的可持續發展議題。



## MATERIALITY ASSESSMENT

### 重要性評估

#### MATERIALITY MATRIX

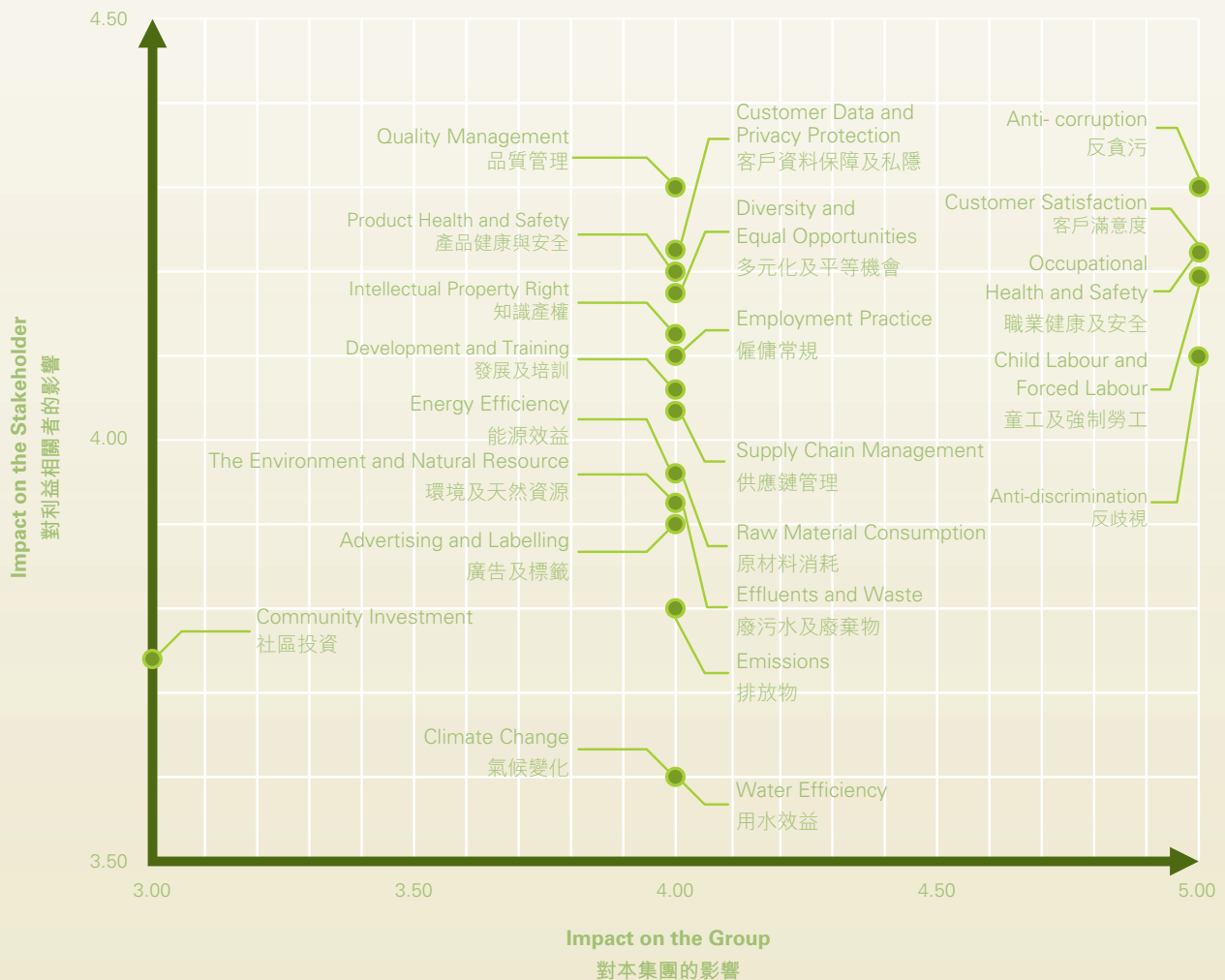
Based on the materiality matrix, we believe the five most pertinent ESG issues include the following:

- Anti-corruption
- Occupational Health and Safety
- Customer Satisfaction
- Child Labour and Forced Labour
- Anti-discrimination

#### 重要性矩陣

基於重要性矩陣，我們認為五個最相關的可持續發展議題包括以下各項：

- 反貪污
- 職業健康與安全
- 客戶滿意度
- 童工及強制勞工
- 反歧視



## SUBJECT AREA A. ENVIRONMENTAL

### 主要範疇A. 環境

#### OVERVIEW

The Group is keenly focused on minimising our environmental impact and is continuously making positive gains through internal self-control, innovative technology and alignment with global standards and certifications. The Group has implemented various measures. The related performance has been communicated to relevant stakeholders according to the requirements of environmental related standards, such as Higg Index (FEM), ISO14001 Environmental Management Systems. By considering the environment in all our business decisions, we are able to scale sustainably while preserving the environment for generations to come.

#### EMISSIONS

Our production process generates emissions include discharge to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. Our management on related emissions follows the internal control procedures set up in accordance with ISO 14001 Environmental Management Systems.

The Group's operations of production facilities are subject to certain environmental requirements pursuant to the laws and regulations in Mainland China, Bangladesh and Vietnam, including but not limited to:

- Environmental Protection Law of the PRC 《中華人民共和國環境保護法》
- Administrative Regulations on Environmental Protection for Construction Project 《建設項目環境保護管理條例》
- Environmental Impact Assessment Law of the PRC 《中華人民共和國環境影響評價法》
- Law of the PRC on the Prevention and Control of Environmental Pollution from Solid Wastes 《中華人民共和國固體廢物污染環境防治法》
- Bangladesh Environment Conservation Act of 1995
- Environmental Rules of 1997 and the Law on Environmental Protection in Vietnam

To the best of our Directors' knowledge, the Group was not aware of significant non-compliance issues in this regard during the Reporting Period.

#### 概覽

本集團主要專注於將我們對環境構成的影響減至最低，並持續透過內部自我監控、創新科技以及符合全球標準及認證獲得正增長。本集團已採取各種措施。其已根據Higg Index(FEM)，ISO14001環境管理體系等環境相關標準的要求，將相關績效說明予相關的利益相關者。透過考慮我們所有業務決策的環境，我們可於持續擴展的同時為後代保護環境。

#### 排放物

我們的生產過程產生排放，包括廢氣及溫室氣體排放、向水及土地的排污以及有害及無害廢棄物的產生。我們對相關排放的管理遵守根據ISO 14001環境管理體系制訂的內部監控程序。

本集團生產設施的營運須遵守中國內地、孟加拉及越南的法律及法規之若干環境規定，包括但不限於：

- 《中華人民共和國環境保護法》
- 《建設項目環境保護管理條例》
- 《中華人民共和國環境影響評價法》
- 《中華人民共和國固體廢物污染環境防治法》
- 1995年《孟加拉環境保護法》
- 1997年《環境保護規則》及越南的《環境保護法》

據董事所深知，本集團於報告期間並無有關此方面的重大不合規事宜。

## SUBJECT AREA A. ENVIRONMENTAL

### 主要範疇A. 環境

#### Air Emissions Control

##### Volatile Organic Compounds

The production process releases various air pollutants including volatile organic compounds (VOCs), methylbenzene, xylene and non-methane hydrocarbon. Emissions in our production facilities in Mainland China are controlled in accordance with “Emission Standard for Volatile Organic Compounds in Printing Industry DB44/815-2010”《印刷行業揮發性有機化合物排放標準DB44/815-2010》。

To reduce the impact of VOCs on our workers and the local environment, we have installed an Activated Carbon Adsorption Unit (ACAU) on the top of our Flexo print machines to collect evaporative VOCs. The exhausted gases are released at least above 30 meters from the ground, which significantly improves worker health and safety by minimising their exposure to harmful gases.

Table 1 Air Pollutant Emissions<sup>1</sup>

	Unit 單位	2019 2019年
Volatile Organic Compounds 揮發性有機化合物	tonnes 噸	0.08
Methylbenzene and Xylene 甲苯及二甲苯	tonnes 噸	0.02
Non-Methane Hydrocarbon 非甲烷烴	tonnes 噸	0.66

##### Ozone-depleting Substances

Ozone-depleting substances (ODS) are man-made gases that destroy ozone once they reach the ozone layer. They are commonly used in refrigerators, air conditioners, electrical products, fire extinguishing equipment, tobacco, foam, hairspray, pesticides, etc. To control the emissions of ODS from our operations, we prefer to procure environmental-friendly equipment, control the consumption of cleaning agents and conduct regular maintenance for the air conditioners.

#### Greenhouse Gas Emissions

The Group's greenhouse gas (GHG) emissions are mainly from purchased electricity consumption. The Group's production facilities in Mainland China has established GHG emissions inventory to facilitate emission management.

#### 廢氣排放控制

##### 揮發性有機氣體

生產程序釋放多種空氣污染物，包括揮發性有機化合物(VOC)、甲苯及二甲苯以及非甲烷烴。我們於中國內地的生產設施之排放乃根據《印刷行業揮發性有機化合物排放標準DB44/815-2010》控制。

為降低VOC對我們員工及當地環境構成的影響，我們於我們的柔板印刷機之上安裝活性炭吸附單元，以收集蒸發的VOC。廢氣於地面上至少30米釋放，透過減少工人暴露於有害氣體顯著改善彼等的健康及安全。

表一 空氣污染物排放<sup>1</sup>

##### 消耗臭氧層物質

消耗臭氧層物質(ODS)為一經到達臭氧層即破壞臭氧的人造氣體。其一般用於冰箱、空調、電子產品、滅火產品、煙草、泡沫、髮膠及農藥等。為控制於我們營運中的ODS排放，我們傾向採購環保產品、控制清潔劑的消耗及定期維護空調設備。

#### 溫室氣體排放

本集團的溫室氣體排放主要來自購買電力的消耗。本集團於中國內地的生產設施記錄溫室氣體排放量，以促進排放管理。

<sup>1</sup> There was no related emissions from the production facilities in Vietnam and Bangladesh during the Reporting Period.

<sup>1</sup> 於報告期間，越南及孟加拉的生產設施並無相關排放。

## SUBJECT AREA A. ENVIRONMENTAL

### 主要範疇A. 環境

During the Reporting Period, purchased electricity (Scope 2) was the main source of greenhouse gas emissions, accounting for approximately 99% of total greenhouse gas emissions. The greenhouse gas emissions<sup>2</sup> are listed in the following table:

**Table 2 Greenhouse Gas Emissions**

	Unit 單位	2019 2019年
Scope 1 <sup>3</sup> 範圍1 <sup>3</sup>	tonnes of CO <sub>2</sub> equivalent 噸二氧化碳當量	87.69
Scope 2 <sup>4</sup> 範圍2 <sup>4</sup>	tonnes of CO <sub>2</sub> equivalent 噸二氧化碳當量	7,177.11
Total GHG emissions 溫室氣體排放總量	tonnes of CO <sub>2</sub> equivalent 噸二氧化碳當量	7,264.80
GHG emissions intensity 溫室氣體排放密度	tonnes of CO <sub>2</sub> equivalent/unit of production volume ('000,000) 噸二氧化碳當量／百萬產量單位	6.40

於報告期間，購買電力（範圍二）為溫室氣體排放的主要來源，佔溫室氣體排放總量約99%。溫室氣體<sup>2</sup>於下表列示：

**表二 溫室氣體排放**

### Waste Management

The Group has implemented chemical management guidelines and standard operating procedures across all key functions such as sourcing, transportation, warehouse storage, daily handling and disposal. This allows us to ensure that chemicals are managed and handled in a responsible way to limit harmful exposure to both people and the environment. Should an accident still occur, the Group has a comprehensive emergency procedure protocol to contain and limit any damage. Prior to responsible disposal, all hazardous chemical wastes are stored in a specially designed isolated area to prevent water or soil contamination from leaks or spills.

During the Reporting Period, the Group's hazardous wastes generated include ink empty barrels, printing aluminium plate, expired ink and used oil, paper wrappers and rags contaminated with chemicals, waste fluorescent tubes and used activated carbon. For non-hazardous wastes, the Group implements 3R strategies (i.e. recycle, reuse and reduce).

### 廢物管理

本集團已於各項關鍵環節實施化學管理指引及標準營運程序，例如採購、運輸、倉庫儲存、日常處理及棄置。此舉令我們可確保化學品以負責任的方式管理及處理，以限制對人及環境的危害。倘仍然發生意外，本集團設有全面的緊急程度議定書，以遏制及限制任何破壞。於負責任處理前，所有有害的化學廢物均會儲存於特別設計的隔離區內，以防止由洩漏或溢出導致的水或土壤污染。

於報告期間，本集團所產生的有害廢物包括空墨盒、印刷鋁板、過期的墨水及廢油、包裝紙及被化學品污染的抹布、廢熒光燈管及二手活性炭。就無害廢物而言，本集團實施3R策略（即回收、重用及減少）。

<sup>2</sup> The calculation of greenhouse gas emissions is made reference to the "Greenhouse Gas Protocol Corporate Accounting and Reporting Standard" issued by World Resources Institute and The World Business Council for Sustainable Development (WBCSD), and the "List of Grid Emission Factors" published by Institute for Global Environmental Strategies.

<sup>3</sup> Scope 1: Emissions directly from business operations owned or controlled by the Group, including fuel consumption by mobile vehicles and refrigerant.

<sup>4</sup> Scope 2: "Indirect energy" emissions caused by internal consumption (purchased or acquired) of electricity, heat, refrigeration and steam within the Group.

<sup>2</sup> 溫室氣體排放乃經參考世界資源研究所及世界可持續發展工商理事會(WBCSD)刊發的《溫室氣體盤查議定書：企業會計與報告標準》及地球環境戰略研究機關刊發的《電網排放因子清單》計算。

<sup>3</sup> 範圍1：直接源自本集團擁有或控制的業務營運之排放，包括汽車的燃料消耗及製冷劑。

<sup>4</sup> 範圍2：本集團內部消耗（購買或取得）的電力、熱能、冷凍及蒸氣所引致的「間接能源」排放。

## SUBJECT AREA A. ENVIRONMENTAL

### 主要範疇A. 環境

**Table 3 Wastes Production**

**表三 廢物產生**

	Unit 單位	2019 2019年
Hazardous Wastes 有害廢物	tonnes 噸	21.52
Hazardous Wastes Intensity 有害廢物密度	tonnes/unit of production volume ('000,000) 噸／百萬產量單位	0.02
Non-hazardous Wastes 無害廢物	tonnes 噸	1,418.68
Non-hazardous Wastes Intensity 無害廢物密度	tonnes/unit of production volume ('000,000) 噸／百萬產量單位	1.25

Our production recycling initiatives allow us to divert a significant amount of waste from landfill through careful sorting and management of production waste. Most of the waste is collected and sorted into various categories to determine if it can be reused, repurposed or recycled. This includes paper, plastic sheet, plastic container, film, metal, wood pallets, textile, oil and lubricant as well as batteries.

我們的生產回收計劃令我們可透過謹慎分類及管理生產廢物轉移大量送往堆填區的廢物。大部分的廢物經已收集及分為各個類別，以決定其是否可重用、重新定位或回收。此包括紙張、塑料板、塑膠容器、薄膜、金屬、木板、紡織品、機油及潤滑劑以及電池。

#### Wastewater Management

#### 廢水管理

During the Reporting Period, local governments in Vietnam and Bangladesh did not stipulate specific standards and requirements for the Group's wastewater discharge. The wastewater discharged by the production facility in Mainland China strictly followed the "Guangdong Local Standards – Emission Limits of Water Pollutants DB44/26-2001" 《廣東省地方標準—水污染物排放限值DB44/26-2001》。

於報告期內，越南及孟加拉的當地政府並無就本集團的廢水排放指明特定標準及規定。中國內地的生產設施所排放的廢水嚴格遵守《廣東省地方標準—水污染物排放限值DB44/26-2001》。

**Table 4 Wastewater Discharge Amount**

**表四 廢水排放量**

	Unit 單位	2019 2019年
Wastewater Discharge Amount 廢水排放量	tonnes 噸	2,664.30

During the Reporting Period, a preliminary wastewater treatment machine was in full operation in Mainland China to recycle the wastewater generated by washing printing screens. The treated wastewater is reused for washing printing screens again. While our water consumption for operation is relatively low when comparing to other industries (i.e. yarn production, metal hardware production, dyeing, finishing), it is crucial that we meet the wastewater discharge standard in Mainland China while doing our part to limit water stress and pollution. It is expected to save 30% of the cost of discharging wastewater. In addition, the filtered water can be used for internal plant irrigation and facility cleaning.

於報告期內，中國內地的一台初步廢水處理機器已全面運作，以回收清洗印刷絲網所產生的廢水。處理後的廢水再次用於清洗絲網。在營運用水量與其他行業（例如紗線生產、金屬五金生產、染色及加工）相比相對較低的同時，於我們盡本分限制水資源短缺及污染時，我們符合中國內地的廢水排放標準尤為重要。預期可節省30%的排放廢水成本。此外，過濾水可用於內部灌溉植物及設施清潔。



## SUBJECT AREA A. ENVIRONMENTAL

### 主要範疇A. 環境

#### USE OF RESOURCES

##### Policies

The Group adopts 3R program (i.e. Reduce, Reuse and Recycle), which takes a comprehensive look at its operations and ensure that it first minimise the materials and resources it consume, then focus on reusing the resources in the system and finally, take measures to recycle anything it can no longer use.

##### Energy Management

The Group has invested in several key improvements in both infrastructure and equipment to significantly reduce our energy and water consumption. We implemented various energy-saving measures as follows.

##### Lighting upgrade

By mid-2019, we completed the transition to 100% LED lighting at our production facilities in Mainland China reducing our total energy consumption by 42% and saving nearly 27,000 RMB (around 29,814 HKD). We have specifically chosen 15-watt T5 LED tubes due to their significant improvements in energy efficiency and dramatically improved lighting sensitivity, which also supports worker safety, wellbeing and increased quality.

##### Air conditioning system upgrade

In order to further reduce our energy consumption and provide a comfortable working environment, we have installed evaporative air conditioners at our production facility in Mainland China. The new air conditioning system is able to achieve comfortable room temperature while minimising energy consumption.

We have also actively phased out R22 refrigerant, which contributes to ozone depletion and global warming, in our air conditioning systems and replace it with more efficient and environmentally friendly refrigerant. The refrigerant is more efficient and reliable while being less harmful to the ozone layer. The upgrades of our air conditioning system and other remaining air conditioners are still in progress in 2020.

##### Prevent cool air loss

To further improve our air conditioning efficiency, we installed plastic curtains at key workplace entrances, reducing the electricity consumption of the air conditioning system by 4%.

#### 資源使用

##### 政策

本集團採納3R計劃(即減少、重用及回收)，其全面瞭解其營運及確保其首先減少其消耗的物料及資源，其後再專注於重用系統中的資源，最後則採取措施以重用其不可再使用的物品。

##### 能源管理

本集團已投資於基礎設施及設備的若干關鍵的改進，以大幅減少能源及水的消耗。我們實施多項節能措施如下。

##### 照明升級

於2019年中前，我們於中國內地的生產設施已完成過渡至100%的LED照明，並減少42%的總能源消耗及節省近人民幣27,000元(約29,814港元)。由於其能源效益的大幅改進及大幅改善照明敏感度，我們已特別選用15瓦特的T5 LED光管，亦支持工人安全、福祉及質量的改善。

##### 空調系統升級

為進一步降低能源消耗及提供舒適的工作環境，我們已於中國內地的生產設施安裝蒸發式空調。新空調系統能於減低能源消耗的同時達致舒適的室溫。

我們已於我們的空調系統主動淘汰導致臭氧消耗及全球變暖的R22製冷劑，並以更具效率及環保的製冷劑取代。該製冷劑更具效益及可靠，對臭氧層的害處較低。我們的空調系統及其他餘下空調的升級於2020年仍在進行中。

##### 防止冷空氣流失

為進一步改善我們的空調效率，我們已於工作場所的關鍵入口安裝塑膠窗簾，將空調系統的電力消耗減少4%。

## SUBJECT AREA A. ENVIRONMENTAL

### 主要範疇A. 環境

#### Renewable energy use

We installed solar-powered streetlights in passageways within the area of our production facility in Mainland China. This clean, pollution-free lighting system was expected to save 10,950 kWh of energy consumption per year, which is equivalent of powering a single-family home for an entire year.

#### 使用可再生能源

我們於中國內地的生產設施範圍內的通道安裝太陽能街燈。此清潔及無污染照明系統預期每年能節省10,950千瓦時的能源消耗，相當於單人家庭一整年的能源消耗。

**Table 5 Energy Consumption**

**表五 能源消耗**

	Unit 單位	2019 2019年
Petrol 汽油	MWh 兆瓦時	42.77
Electricity 電力	MWh 兆瓦時	8,700.57
Solar Energy 太陽能	MWh 兆瓦時	32.94
Total Energy Consumption 能源消耗總量	MWh 兆瓦時	8,776.28
Energy Consumption Intensity 能源消耗密度	MWh/unit of production volume ('000,000) 兆瓦時／百萬產量單位	7.73

#### Water Management

#### 水管理

Water is supplied by municipal water network and the Group was not aware of any issues in sourcing water.

供水由市政水網提供，本集團並未發現供水方面的任何問題。

Since 2018, we have installed a new filter & rinsing system on our Computer-to-Plate (CTP) image development machine, which cleans wastewater and allows the same 15 litres of water to be used for two full weeks. This enhancement allows us to save 103,000 litres of water per year and significantly reduces wastewater discharge.

自2018年起，我們已於新電腦模板(CTP)圖像形成機器安裝過濾及沖洗系統，其清洗廢水及令該15公升的廢水可使用兩星期。此改善令我們每年可節省103,000公升的水及大幅減少廢水排放。

**Table 6 Water Consumption**

**表六 水消耗**

	Unit 單位	2019 2019年
Total Water Consumption 水消耗總量	m3 立方米	74,057
Water Consumption Intensity 水消耗密度	m3/unit of production volume ('000,000) 立方米／百萬產量單位	65.20

## SUBJECT AREA A. ENVIRONMENTAL

### 主要範疇A. 環境

#### Material Consumption

##### Packaging materials

To minimise the environmental impacts from the consumption of packaging materials, we actively engage our customers in using thinner carton boxes and using paper or other biodegradable materials instead of plastic for our packaging.

#### 材料消耗

##### 包裝物料

為減少包裝物料的消耗所產生的環境影響，我們積極建議客戶於包裝時使用較薄的紙箱及使用紙張或其他生物降解材料取代塑膠。

	Unit 單位	2019 2019年
Metal 金屬	tonnes 噸	1.92
Paper 紙張	tonnes 噸	109.74
Plastic 塑膠	tonnes 噸	37.16
Total Packaging Material Consumption 包裝物料消耗總量	tonnes 噸	148.82
Total Packaging Material Consumption Intensity 包裝物料消耗總量密度	tonnes/unit of production volume ('000,000) 噸／百萬產量單位	0.13

##### Other material consumption

We actively work to eliminate single-use items in both our offices and canteens through employee engagement programs and incentives. In the offices, we encourage our employees to:

- Reuse single-sided paper, envelopes and clear folders
- Print and photocopy on both sides of the paper
- Eliminate single-use batteries by promoting and providing rechargeable batteries

In the canteen, we encourage employees to:

- Use reusable utensils by eliminating single-use options
- Use cloth towels rather than a paper towel for cleaning
- Use refillable containers for cleaning products

These practices are part of our 6S<sup>5</sup> lean management initiatives, which promote efficiency through cleanliness, standardisation and organisation.

##### 其他物料消耗

我們透過僱員參與計劃及激勵措施積極致力於辦事處及食堂淘汰一次性用品。於辦公室內，我們鼓勵僱員：

- 重用單面紙、信封及透明文件夾
- 於紙張正反兩面列印及複印
- 透過推廣及提供可充電電池淘汰一次性電池

於食堂內，我們鼓勵僱員：

- 透過淘汰一次性選擇使用可重用餐具
- 於清潔時使用毛巾而非紙巾
- 於清潔產品時使用可再裝容器

此等慣例為我們6S<sup>5</sup>精益管理的一部分，其提倡透過清潔、標準化及組織提升效率。

<sup>5</sup> 6S (otherwise known as 5S + Safety) is a system that aims to promote and sustain a high level of productivity and safety throughout a workspace. It refers to "Sort", "Set in order", "Shine", "Safety", "Standardise" and "Sustain".

<sup>5</sup> 6S (亦稱為5S + 安全) 為旨在提升及維持整個工作場所的高水平生產力及安全之制度。其指「常組織」、「常整頓」、「常清潔」、「常規範」及「常自律」。

## SUBJECT AREA A. ENVIRONMENTAL

### 主要範疇A. 環境

#### THE ENVIRONMENT AND NATURAL RESOURCES

The Group has established an internal environmental risks management procedure. The impact of environmental risks is determined based on the possibilities of the events and the degree of seriousness. The degree of seriousness is determined based on the legal requirements, potential damage to human, financial loss, disruption of operations and reputations. Our environmental impacts and the related actions taken have been illustrated in the sections headed "Emissions" and "Use of Resources" in this Report. The production facility in Mainland China has been awarded the certificate of ISO14001 Environmental Management Systems since 2014. The Group has committed to mitigating the environmental impacts of the manufacturing process. Our efforts have been recognised by various certifications.

#### Higg Index – Environmental & Social Module Adoption

The Group has been a member of the Sustainable Apparel Coalition (SAC) since 2013 and our production facility in Mainland China was the first in the country to adopt the SAC's Higg Index Facility Environment Module (FEM) and Facility Social Labor Module (FSLM). The FEM, which aligns with ISO 14001 standards and the FSLM, which aligns with BSCI and SMETA social compliance standards, are recognised by leading global apparel brands and are used to measure environmental performance, labour compliance and the overall growth of our sustainability practice.

Since 2016, the results of FEM in our production facility in Mainland China were verified by a third party organisation appointed by one of our clients in the United States. Our production facility in Bangladesh was being launched FEM on April in 2019 while that in Vietnam is also in scheduling to implement FEM in the coming years.

#### Sustainable Raw Material

Our sourcing specialists have been tasked with identifying sustainable material sources and we are now proud to offer more than 60 different types of sustainable material options to our customers. Besides Forest Stewardship Council (FSC) certified paper, we can offer organic cotton, biodegradable polylactide (PLA) bags and Global Recycled Standard (GRS)<sup>6</sup> certified recycled polyethylene terephthalate (PET) woven labels.

We also have many alternative paper and materials options made from renewable, organic and environmentally responsible materials such as Algae, elephant poopoo paper, sugarcane, milk, denim, pineapple, fish skin and mushroom.

#### 環境及天然資源

本集團設有內部環境風險管理程序。環境風險的影響乃基於事件出現的可能性及嚴重程度而釐定。嚴重程度乃基於法例規定、對人類的潛在損害、財務損失、營運中斷及聲譽而釐定。我們的環境影響及所採取的相關行動於本報告「排放」及「資源使用」章節說明。中國的生產設施自2014年起獲授ISO 14001環保管理系統認證。本集團致力減輕生產過程的環境影響。我們的努力獲多項認證認可。

#### Higg Index – 採納環境及社會模塊

本集團自2013年起為可持續服裝聯盟的成員，我們亦為國內首家採納可持續服裝聯盟Higg Index之設施環境模塊(FEM)及設施社會勞工模塊(FSLM)的中國內地生產設施。FEM與ISO 14001標準一致，而FSLM與BSCI及SMETA社會合規標準一致，兩者皆獲全球領先服裝品牌認可，並用作計量我們可持續發展常規的環境表現、勞工合規及整體發展。

自2016年以來，FEM在我們中國大陸的生產設施的結果已由我們在美國的一位客戶指定的第三方組織驗證。我們在孟加拉的生產設施已於2019年4月推出FEM，而越南的生產設施也計劃於未來數年內推出FEM。

#### 可持續原材料

我們的採購專家負責識別可持續發展物料的來源。本公司現時為客戶提供超過60種可持續發展物料選項。除森林管理委員會(FSC)認證紙外，我們亦提供有機棉、可生物分解聚乳酸(PLA)膠袋及全球回收標準(GRS)<sup>6</sup>認證回收聚對苯二甲酸乙二醇酯(PET)織唛。

我們亦有多種另類紙張及物料選項，乃以可再生、有機及環保的物料製成，例如海藻、象糞紙、甘蔗、奶、牛仔布、菠蘿、魚皮及蘑菇。

<sup>6</sup> The Global Recycled Standard (GRS) is an international, voluntary, full product standard that sets requirements for third-party certification of Recycled Content, chain of custody, social and environmental practices, and chemical restrictions.

<sup>6</sup> 全球回收標準(GRS)乃一項國際、自願性、全面產品標準，其就可回收成份、產銷監管鏈、社會及環境常規及化學品限制的第三方認證訂立規定

## SUBJECT AREA A. ENVIRONMENTAL

### 主要範疇A. 環境

#### Responsible Ink Choices

We have been transitioning to eco-friendly inks across all of our different printing processes and applications by eliminating petroleum and solvent-based inks. We have made some significant improvements, including using soy inks for nearly one-quarter of total ink usage in Offset Hang Tag printing. Printing with soy ink reduces the VOCs emissions and it is easy to be separate from the substrate for easy recycling while maintaining the colours of the products vibrant. Other significant strides in our ink choices include the transition of our Heat Transfer Printing inks and Flexo label printing inks to Eco-Friendly options as well as ensuring that 100% of our Digital Printing ink is Carbon-Neutral.

#### Employee Education

We work with our employees to enrich their understanding and appreciation of the environmental and social impacts of our operations. We use signage and specialised training to educate our employees on the 3R program and encourage simple habit changes, such as switching from paper towels to electric hand-dryers, composting food waste and reusing single-sided printed paper.

#### 環保墨水選擇

我們正在所有不同的印刷程序及應用過程當中逐漸停用石油及溶劑型墨水，並轉而使用環保墨水。我們已作出重大改進，包括在柯式吊牌印刷接近四分之一的墨水總用量使用大豆墨。以大豆墨進行印刷可減少揮發性有機化合物排放，且便於與承印物分隔以供回收，同時維持產品的色彩明亮。墨水選擇方面的其他重大進展包括自熱轉印墨水及Flexo標籤印刷墨水轉而使用更環保的選擇，並確保我們100%數碼印刷墨水均為碳中和。

#### 員工教育

我們與員工合作，讓彼等得以明白及理解我們營運的環境及社會影響。我們以指示牌及專門培訓就3R計劃向我們的僱員進行教育，並鼓勵簡單改變習慣，例如以電動乾手機取代抹手紙、將廚餘製成肥料及重用單面印刷紙張。



## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

#### EMPLOYMENT AND LABOUR PRACTICES

##### EMPLOYMENT

###### Policies

The Group employs over 1,000 full-time employees globally across all our facilities and offices. We apply a people-focused approach, which prioritises health and safety as a core value along with barrier-free opportunities for career advancement and personal development. We have developed a comprehensive human resource management system to set out our management approach on compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

###### *Remuneration and Compensation*

Employees are our backbone and we strive to attract, train and retain qualified, enthusiastic and committed employees. The Group respects the right of employees to receive fair remuneration, which linked to the performance of the employee and the profitability of the Group. We offer reasonable remuneration to our employees, which exceeds the local minimum wage standards. Salary package includes base wage, allowance for accommodation, meal, full-attendance and overtime.

The Group also has a long service award in place to commend and express appreciation to employees for their long-term contributions.

###### *Recruitment and Dismissal*

We are equal opportunity employer operating in strict compliance with the labour laws of the countries where we operate. We recruit our employees based on factors, such as their work experience, education background and job requirements. The dismissal of an employee has strictly followed local laws and regulations. Forcing an employee to resign by coercion or other illegal means is strictly prohibited.

###### *Promotion*

We are committed to providing career development opportunities to our employees. The promotion of employees mainly based on their capabilities and performance.

#### 僱傭及勞工常規

##### 僱傭

###### 政策

本集團於全球各項設施及辦公室聘用超過1,000名全職僱員。我們採取以人為本的方針，以健康及安全之核心價值作為首要考慮，並提供無障礙晉升及個人發展機會。我們已發展全面的人力資源管理系統，當中載列我們就補償及解僱、招聘及晉升、工時、休息期、平等機會、多元化、反歧視以及其他待遇及福利的管理方針。

###### *薪酬及補償*

僱員乃本公司之骨幹，故我們致力吸引、培訓及挽留合資格、積極及盡責的僱員。本集團尊重僱員收取合理薪酬的權利，有關薪酬與僱員的表現及本集團的盈利能力掛鉤。我們為僱員提供高於本地最低工資水平的合理薪酬。薪酬組合包括基本薪金、房屋津貼、膳食、勤工津貼及加班津貼。

本集團亦設有長期服務獎，以讚揚及感謝僱員的長期貢獻。

###### *招聘及解僱*

我們為平等機會僱主，嚴格遵守營運所在國家的勞工法例。我們基於彼等的工作經驗、教育背景及工作要求等因素聘用我們的僱員。僱員之解僱乃嚴格遵守本地法律及規例。我們嚴禁以脅逼或其他非法方式強逼僱員辭職。

###### *晉升*

我們致力為僱員提供職業發展機會。僱員之晉升主要基於彼等的能力及表現。

## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

#### *Working Hours and Rest Periods*

In general, employees work 40 hours per week. Overtime working is voluntarily, and the allowance is given. We also employ a multi-shift system in our production line to ensure employees have adequate time to rest. All employees are entitled to public or statutory holidays each year, as well as reasonable working hours and rest periods. In addition to the above holidays, employees are entitled to annual leave, sick leave, compensation leave, maternity/paternity leave, marriage leave, compassionate leave, birthday leave, etc.

#### *Diversity, Equal Opportunities and Anti-discrimination*

We do not discriminate based on ethnicity, race, gender, sexual preference, nationality or religious beliefs. As stated in our non-discrimination policy, an individual shall not be discriminated, excluded nor preferentially treated based on one's gender, age, religion, race, caste, birthplace, social background, disability status, ethnicity, nationality, membership of labour association or any other legal organisations, political affiliation or views, sexual orientation, family responsibilities, marital status, illness, etc. An employee shall not be harassed or punished for any of these reasons. There is an internal grievance process so that employees can report to the Company through the grievance channels in case they encounter any discrimination cases.

#### *Employees' Benefits and Welfare*

The Group is people-oriented and cares for employees in different ways, such as renovating canteens and dormitories to create a good working environment for employees so that employees feel the warmth of "home" when they are at the workplace. We provide benefits including labour insurance supplies benefits, festival benefits, company annual meeting benefits, etc. Benefit plans not only care about individual employees but also cover employees' family members. For employees with financial difficulties, we provide certain subsidies to support their children's education. These welfare policies ease the worries of the employees and provide good conditions for their development and growth.

Under the relevant laws and regulations in Mainland China, we are required to make contributions to various employee social welfare plans for our employees. Related plans including social insurance contributions and housing provident fund contributions. According to the social insurance system in Mainland China, we are required to make five types of insurance contributions for our employees, including basic endowment insurance, basic medical insurance, work injury insurance, unemployment insurance and maternity insurance. We also make housing provident fund contributions for our employees.

#### *工時及休息期*

一般而言，僱員每週工作40小時。加班乃自願性質，並將獲得津貼。我們亦在生產線採用多班制度，以確保僱員獲得充份休息時間。所有僱員每年均有權享有公眾或法定假期，以及合理工時及休息期。除上述假期外，僱員亦有權享有年假、病假、補假、產假／侍產假、婚假、恩恤假、生日假等。

#### *多元化、平等機會及反歧視*

我們並不會基於族裔、種族、性別、性傾向、國籍或宗教信仰而作出歧視。誠如我們的不歧視政策所載，任何人士不應基於其性別、年齡、宗教、種族、階級、社會地位、殘疾、族裔、國籍、工會會籍或任何其他合法組織、政治聯繫或政見、性傾向、家庭責任、婚姻狀況、疾病等而受歧視、排斥或優待。僱員不應因任何上述原因而受騷擾或懲罰。我們設有內部申訴程序，以供僱員遭遇任何歧視時透過申訴渠道向本公司匯報。

#### *僱員待遇及福利*

本集團以人為本，從多方面關懷僱員，例如翻新飯堂及宿舍，為僱員建立良好的工作環境，營造家的感覺。我們提供的福利包括勞工保險、供應品福利、節日福利、公司週年大會福利等。福利計劃不僅考慮個別僱員，更涵蓋僱員的家庭成員。對於有財政困難的僱員，我們為其子女的教育提供若干補貼。有關福利政策減輕僱員的憂慮，為彼等的發展及成長提供理想的條件。

根據中國內地相關法律及法規，我們須為僱員為多項僱員社會福利計劃作出供款。相關計劃包括社會保障計劃供款及住房公積金供款。根據中國內地的社會保障制度，我們須為僱員作出五種保險供款，包括基本養老保險、基本醫療保險、工傷保險、失業保險及生育保險。我們亦須為僱員作出住房公積金供款。

## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

#### *Employee Engagement and Team Building*

We want our employees to feel like they are part of our family. We encourage team building across the entire organisation to help create a sense of cohesion and belongings. We organise sports events, competitions, field trips, festival evening parties and an annual team dinner at our production facility in Mainland China. Employees in Mainland China also have free access to basketball courts, table tennis, video room and library.

We care about our communities and make an effort to give back whenever we can. We plan to encourage our employees in Hong Kong to participate in the annual Tree Planting Day and the Walk for Millions supporting local social welfare agencies. Our employees in the United States also provides a paid day off every year for staff to volunteer with a charity of their choice.

#### *Compliance information for relevant laws and regulations*

Our core business operations must comply with certain labour-related laws and regulations in Hong Kong, Mainland China, Bangladesh and Vietnam, including but not limited to:

- Employment Ordinance (Chapter 57 of the Laws of Hong Kong)
- Employees' Compensation Ordinance (Chapter 282 of the Laws of Hong Kong)
- Mandatory Provident Fund Schemes Ordinance (Chapter 485 of the Laws of Hong Kong)
- Minimum Wage Ordinance (Chapter 608 of the Laws of Hong Kong)
- Labour Contract Law of the PRC 《中華人民共和國勞動合同法》
- Social Insurance Law of the PRC 《中華人民共和國社會保險法》
- Administrative Regulations on Housing Provident Funds 《住房公積金管理條例》
- Bangladesh EPZ Labour Act, 2019 (the "ELA")
- Labour Code 2012 in Vietnam

To the best of our Directors' knowledge, the Group was not aware of significant non-compliance issues in this regard during the Reporting Period.

#### *僱員參與及團隊訓練*

我們希望僱員融入我們的大家庭。我們鼓勵全公司上下建立凝聚力及歸屬感。我們於中國內地生產設施舉辦體育活動、比賽、考察活動、節日晚會及週年團隊聚餐。中國內地僱員亦可免費使用籃球場、乒乓球場、影音室及圖書館。

我們在可行情況下致力回饋我們關懷的社區。我們計劃鼓勵香港僱員參與週年植樹日及百萬行活動，支持本地社福機構。我們的美國僱員亦有每年一日的有薪假期，為彼等自行選擇的慈善團體提供義工服務。

#### *相關法律及規例的合規資料*

我們的核心業務營運須遵守香港、中國內地、孟加拉及越南若干勞工相關法律及規例，包括但不限於：

- 香港法例第57章《僱傭條例》
- 香港法例第282章《僱員補償條例》
- 香港法例第485章《強制性公積金計劃條例》
- 香港法例第608章《最低工資條例》
- 《中華人民共和國勞動合同法》
- 《中華人民共和國社會保險法》
- 《住房公積金管理條例》
- 《孟加拉國出口加工區勞動法》(「出口加工區勞動法」)
- 越南《2012年勞工守則》

據董事所深知，本集團並不知悉於報告期間有關此方面的重大不合規情況。

SUBJECT AREA B. SOCIAL  
主要範疇B. 社會

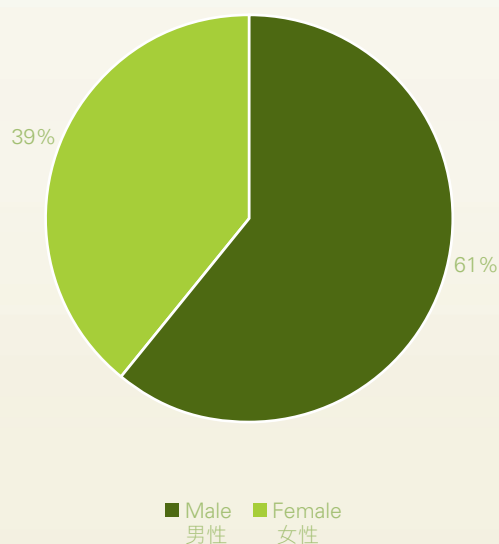
Employee Profile

As at 31 December 2019, we have employed a total of 1,075 employees. The percentage of employees by gender, age group, employment type and geographical region are illustrated in the charts below.

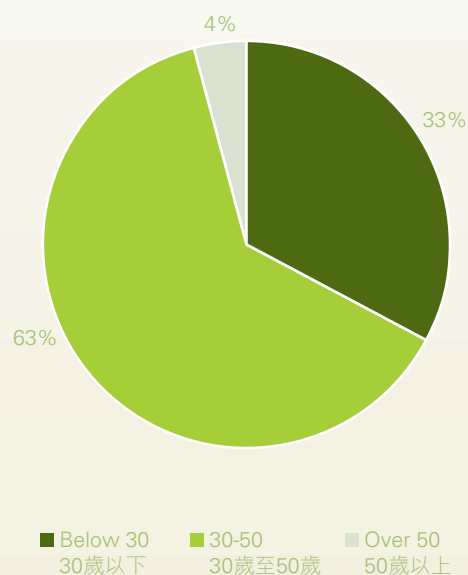
僱員概況

截至2019年12月31日，我們已僱用1,075名員工。下圖顯示了按性別、年齡組別、僱傭類型及地域劃分的僱員百分比。

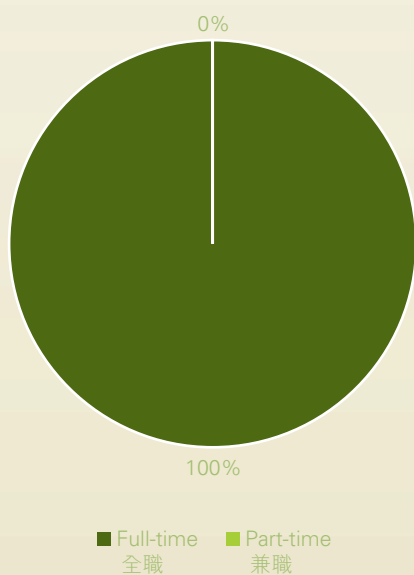
By Gender  
按性別劃分



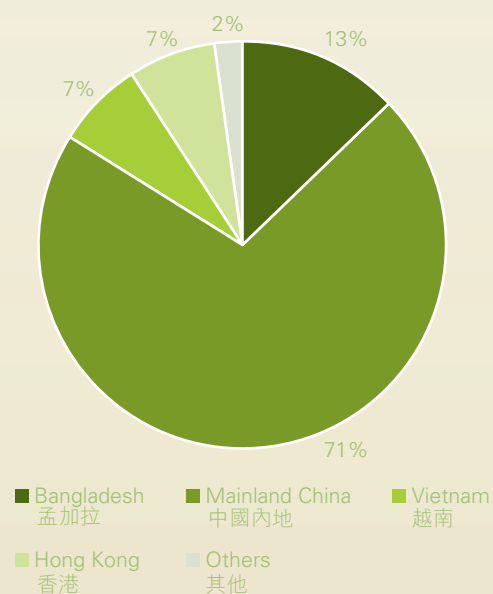
By Age Group  
按年齡組別劃分



By Employment Type  
按僱傭類型劃分



By Geographical Region  
按地域劃分



## SUBJECT AREA B. SOCIAL

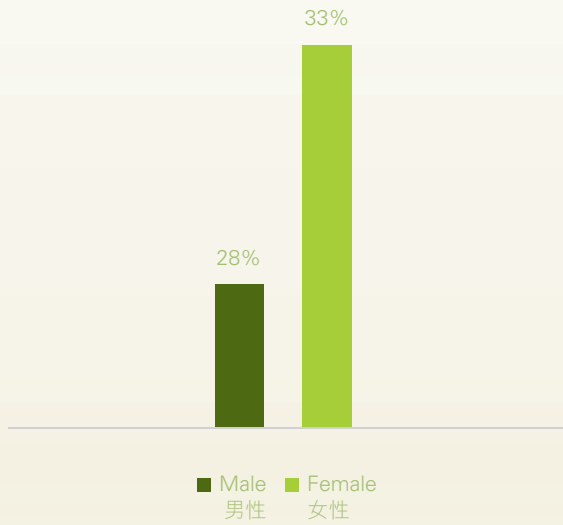
### 主要範疇B. 社會

#### Employee Turnover Rate

#### 僱員離職率

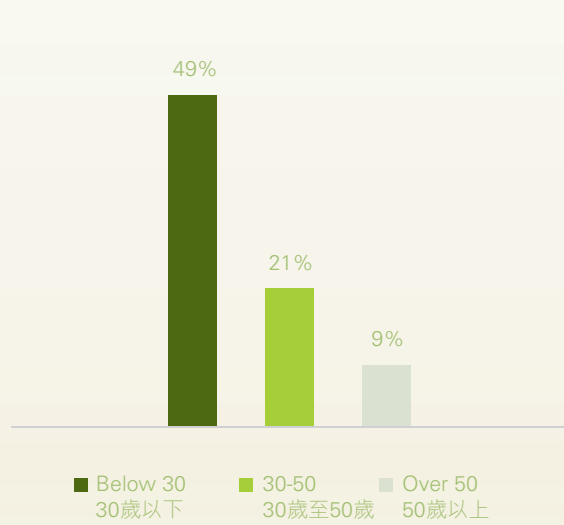
##### Turnover Rate By Gender

按性別劃分的離職率



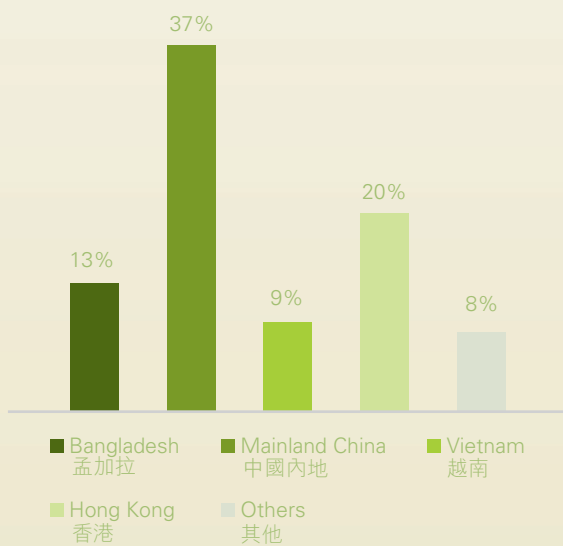
##### Turnover Rate By Age Group

按年齡組別劃分的離職率



##### Turnover Rate By Geographical Region

按地域劃分





## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

#### HEALTH AND SAFETY

##### Policies

Employees' health and safety are one of the Group's core values. We strive to create a safe and healthy work environment. Full-time employees are enrolled in our group medical plan and are provided with regular physical checkups through arrangements with partner medical institutions.

We have set up policy and procedures regarding workplace safety and healthy work environment. We have placed instructions and procedures for the safe operation of the machinery and equipment in our production facilities to remind employees of the importance of safety practices. Further, through participating in occupational health and safety training we organise, we ensure that our employees learn about potential occupational hazards in their positions and have taken precautionary measures. In addition, occupational hazard notices have also been posted to raise employees' safety awareness.

To promote the productivity, skills and professionalism of our employees, we, from time to time, offer our staff, in particular, our staff from the logistics department, with occupational safety training aimed at reducing the chance of any accidents in our workplace, or if an accident should occur, the damages incurred by it, in our workplace. All accidents in our workplace, including information on the employee involved, date, time and place of the accident and future precaution any measures, were properly documented and recorded.

##### *Compliance information for relevant laws and regulations*

Our production facilities are subject to various laws and regulations on occupational health and safety in Mainland China, Bangladesh and Vietnam. Apart from the above laws and regulations, we are also subject to certain conventions under the International Labour Standards in relation to the working environment and conditions in respect of our production facilities in Mainland China and Vietnam.

- Regulations on Safety Production of Guangdong Province 《廣東省安全生產條例》
- Fire Prevention Law of the PRC 《中華人民共和國消防法》
- Labour Law of the PRC 《中華人民共和國勞動法》
- Bangladesh EPZ Labour Act, 2019
- Labour Code 2012 in Vietnam
- Law on Fire Prevention and Fighting of Vietnam
- Internal Labor Rules in Binh Duong Industrial Zones Authority in Vietnam

#### 健康及安全

##### 政策

僱員的健康及安全乃本集團的核心價值。我們致力創造健康及安全的工作環境。全職僱員將加入我們的集團醫療計劃，透過與合夥醫療機構的安排，獲提供定期身體檢查。

我們已制定有關工作場所安全及健康工作環境的政策並為此設立程序。我們於生產設施內放置安全操作機器及設備的指示及程序，以提醒僱員安全守則的重要性。此外，透過參與我們舉辦的職業健康及安全培訓，我們確保僱員得悉其崗位的潛在職業危害並採取預防措施。此外，我們已張貼職業危害通知，以提高僱員的安全意識。

為提升僱員的生產力、技能及專業水平，我們不時向員工（尤其是物流部的員工）提供職業安全培訓，旨在降低工作場所內發生任何意外的機會或（倘意外發生）其構成的破壞。所有於工作場所發生的意外（包括牽涉的僱員資料、意外的時間及地點以及日後預防措施）均已妥善存檔及記錄。

##### *相關法律及法規的合規資料*

我們的生產設施須遵守中國、孟加拉及越南多項有關職業健康及安全的法律及法規。除以上法律及法規外，除上述法律及法規外，我們亦須遵守國際勞工守則項下有關與中國內地及越南生產設施有關的工作環境及條件。

- 《廣東省安全生產條例》
- 《中華人民共和國消防法》
- 《中華人民共和國勞動法》
- 2019年《孟加拉國出口加工區勞動法》
- 越南《2012年勞工守則》
- 越南《防火及滅火法以及其實施指引》
- 越南平陽工業區管理局的內部勞工規則

## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

Our Directors confirm that there were no material accidents, work injury claims for personal or property damages, compensation to staff or any other incidents arising from non-compliance with occupational health and safety laws and regulations during the Reporting Period.

#### Occupational health and safety measures

We regularly evaluate our production areas for temperature, noise, lighting and chemical impacts and release the findings to our employees for full transparency. A health, safety and environment committee (the “**Committee**”) has been specifically established under our 6S management system to provide on-the-job training and educate employees on work safety at the source.

The Committee comprises management members across all departments and is involved in the following areas:

- Monitoring potential safety risks through a safety control system
- Personal hygiene guidance and training
- Production safety training
- Fire prevention
- Chemical risk management
- Environmental protection
- Energy conservation
- Waste management

The Committee holds regular meetings. All meeting minutes and safety reports are recorded and made public to the employees.

**Table 7 Safety Performance**

	Unit 單位	2019 2019年
Number of Fatalities 死亡數目	/	0
Fatality Rate 死亡率	/	0.00
Number of Lost Days Due to Work Injury 因工傷損失工作日數	/	0

董事確認，於報告期間，概無因未有遵守職業健康及安全法律及法規而導致的任何重大意外、人身傷亡索償、財產損失、向員工賠償或任何其他意外。

#### 職業安全及健康措施

我們定期評估生產方面對溫度、噪音、照明及化學的影響，並向僱員發佈該等數據，以提供全面透明度。本集團已根據6S管理系統特別成立一個健康、安全及環境委員會（「**委員會**」），向僱員提供在職培訓及教育彼等有關在源頭的工作安全。

委員會包括所有部門的管理層成員，並涉及以下方面：

- 透過安全監控系統監管潛在安全風險
- 個人衛生指引及培訓
- 生產安全培訓
- 防火方面
- 化學風險管理
- 環境保護方面
- 節能方面
- 廢物管理

委員會舉行定期會議。所有會議記錄及安全報告均有記錄，並公開予僱員查閱。

**表7 安全表現**

## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

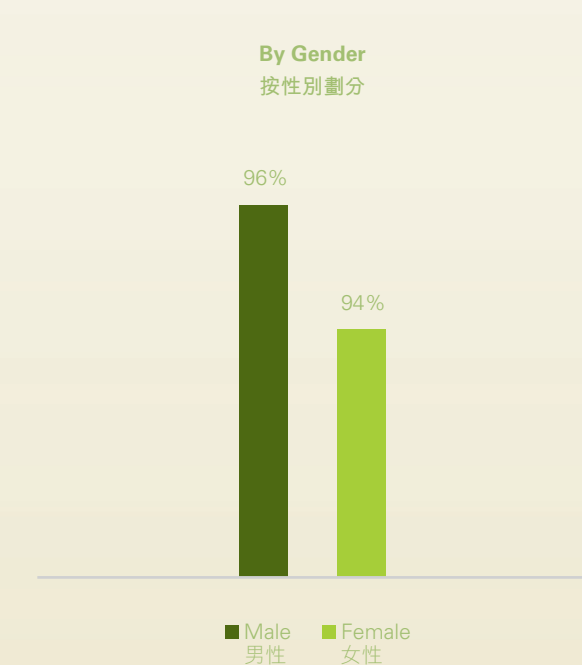
#### TRAINING AND DEVELOPMENT

##### Policies

The Group believes the quality and skills of its employees are critical for its business and operations. Hence, we provide training to our employees on a continuous and regular basis covering areas such as machines operation, work safety, fire safety, and the safe use and storage of chemical products to enhance their technical knowledge, skills and work efficiency.

We want all our people to succeed and offer various skills training for new employees. We perform regular employee assessment to evaluate individual employee's performance based on each department's KPIs and reward stellar results. We also provide professional management training to enrich management knowledge and facilitate the development of business skills. The Company encourages employees to develop themselves and provides incentives for skill development.

##### Percentage of employee received training in 2019



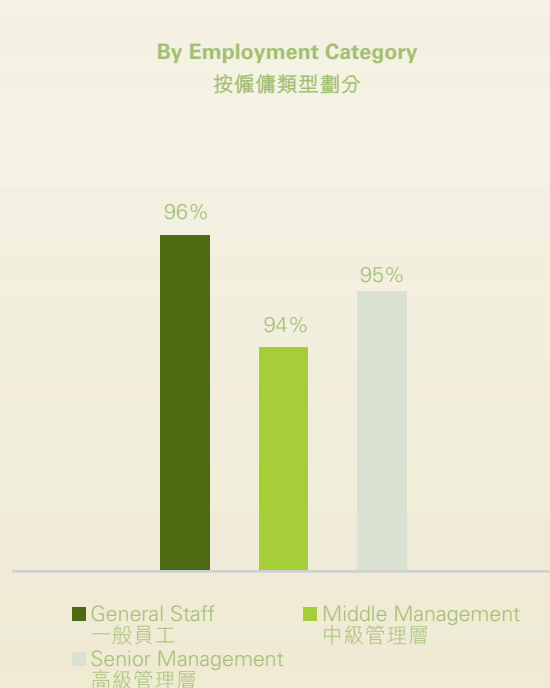
#### 培訓及發展

##### 政策

本集團相信，其僱員質素及技能對其業務營運至關重要。因此，我們持續及定期為僱員提供培訓，範圍涵蓋機器操作、工作安全、消防安全及安全使用及貯存化學品等，旨在提高彼等的技術知識、技巧及工作效率。

我們期望我們所有的僱員均能取得成功，故向新入職的僱員提供各種技能培訓。為評估個別僱員的表現，我們會根據各部門的關鍵績效指標及傑出人士獎勵的結果進行僱員評估。我們亦提供專業管理培訓，豐富管理知識，推動業務技能發展。本公司鼓勵僱員發展，並提供技能發展獎勵。

##### 2019年接受培訓的僱員百分比



## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

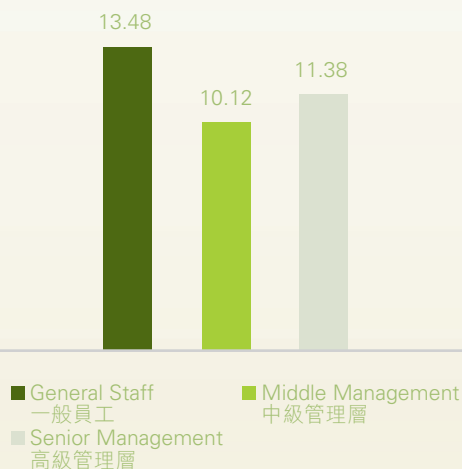
#### Average hours of training per employee in 2019

#### 2019年每名僱員的平均培訓時間

By Gender  
(hours/employee)  
按性別劃分  
(小時／僱員)



By Employment Category  
(hours/employee)  
按僱傭類型劃分  
(小時／僱員)



## LABOUR STANDARDS

### Policies

The Group is committed to maintaining high labour standards in its production facilities. We have adopted the standards under the Sedex Members Ethical Trade Audit and the amfori BSCI Audit for assessing our business practice in the areas of labour rights, health and safety, environment and business ethics. Through adopting such standards, we ensure that our business activities and practice are managed and are in compliance with the recommended best practices in the above areas.

#### Prohibition of child labour

The Group has established policies and procedures aiming at avoiding any exploitation of children, both directly and indirectly. When new employees join the Group, we would check the authenticity of identity documents, which would be returned to them. We have set up the protection and rescue of child labour procedure in case of discovering child labour. During the Reporting Period, the Group did not identify any cases of employment of child labour.

## 勞工標準

### 政策

本集團承諾維持於其生產設施高水平的勞工標準。我們已採納Sedex會員道德貿易審核及amfori BSCI審查項下的標準，以評估我們的勞工權益、健康及安全、環境及商業道德範疇的業務慣例。透過採納有關標準，我們確保我們的業務活動及慣例受到管理，並符合上述範疇的建議最佳常規。

#### 禁止使用童工

本集團已成立政策及程序，旨在直接及間接地避免任何剝削兒童的行為。當有新僱員加入本集團，我們會檢查身份證明文件的真偽，並將予退還。我們已就出現童工的情況成立保護及拯救童工程序。於報告期間，本集團概無發現任何聘用童工的案件。

## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

#### *Protection of young workers*

Young workers refer to those aged 16 and above but under 18 according to the laws and regulations in Mainland China. We have established related policies on the protection of young workers including limit young workers' working hours, providing health check regularly and not to contact with hazardous materials. We also established a related risk identification form for young workers.

And, if we employ young workers, the management should provide occupational health training and grievance mechanism training for the workers. During the Reporting Period, no young workers were employed.

#### *Prohibition of forced or bonded labour*

We exercise due diligence to avoid engaging in any form of bonded labour. We have established procedure to avoid engaging in any form of bonded labour and trained to workers. We took necessary measures to understand what can be considered as bonded labour and which hiring or engagement practices may introduce that risk, such as keeping workers personal documents in deposits, apply unlawful retention of wage or benefits etc.. We strive to ensure that our employees work without unreasonable pressure and disciplinary measures imposed on an employee are legal and ethical, such as a verbal warning, warning letter and termination. Any cruel, inhuman or degrading punishments are strictly prohibited. During the Reporting Period, the Group did not identify any cases of employment of forced or bonded labour.

#### *Compliance information for relevant laws and regulations*

Our production facilities in Mainland China, Bangladesh and Vietnam are subject to the local labour laws and regulations, which are stated in the section headed "Employment" in this Report, and also relevant international conventions under the International Labour Standards in relation to product safety, labour (including the use of child labour), working environment and conditions. To the best of our Directors' knowledge, the Group was not aware of significant non-compliance issues in this regard during the Reporting Period.

#### *保障青年員工*

根據中國內地的法律及法規，青年員工指16歲或以上但18歲以下的人士。我們已制定保障青年員工的相關政策，包括限制青年員工的工作時數、提供定期健康檢查以及不得接觸有害物料。相關風險識別表亦已制定予青年員工。

倘我們僱用青年員工，管理層須向該等員工提供職業健康培訓及投訴機制培訓。於報告期間，概無僱用任何青年員工。

#### *禁止強制或契約勞工*

我們進行盡職審查，以避免聘用任何形式的契約勞工。有關程序亦已制定，防止對工人從事任何形式的契約勞工及培訓。我們採取必要措施以了解會被視作契約勞工的方式以及可能帶來該風險的聘請或僱用方式，例如保留員工個人資料作存置、非法扣留工資或福利。本集團致力確保僱員的工作不包含任何不合理的壓力，向僱員實施的紀律措施（例如口頭警告、警告信及停職）均為合法及符合道德，並嚴禁任何殘暴、不人道或貶低身份的懲罰。於報告期間，本集團並無發現任何僱用強制或契約勞工的事件。

#### *相關法律及法規的合規資料*

我們於中國內地、孟加拉及越南的生產設施須遵守當地勞工法律及法規，該等法律及法規於本報告「僱傭」一節內列明，我們亦須遵守國際勞工守則項下有關產品安全、勞工（包括使用童工）有關的工作環境及條件。就董事所深知，本集團於本報告期間並無知悉任何重大不合規事宜。



## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

#### OPERATING PRACTICES

#### 營運慣例

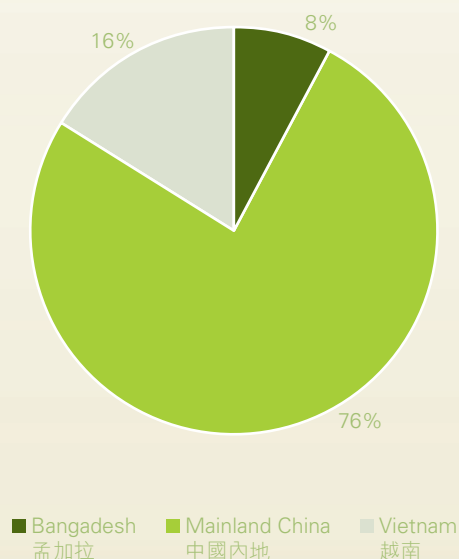
#### SUPPLY CHAIN MANAGEMENT

#### 供應鏈管理

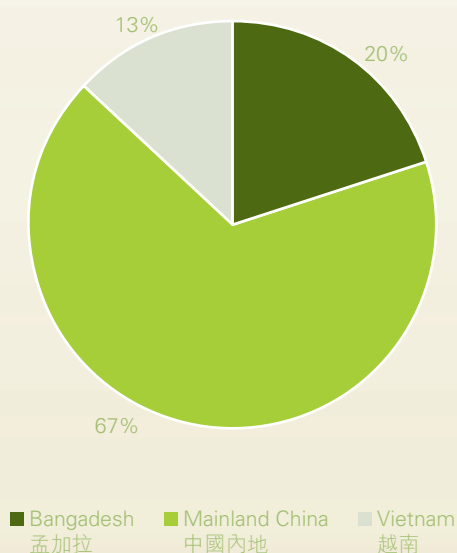
The Group mainly sources raw materials such as papers, chemical products, strings and seals, and yarns from suppliers located in Mainland China. Apart from suppliers for raw materials, we also engage external subcontractors to produce some of our products to meet demands of some of our customers, this applies to situations where we do not have production facilities or certain production processes which are more labour intensive are subcontracted for better time management and efficiency, such as folding of bags and packaging boxes and putting strings through hang tags. During the Reporting Period, our production facilities have engaged 50 suppliers and 15 subcontractors. The percentage of suppliers and subcontractors by geographical region are illustrated in the charts below.

本集團主要向位於中國內地的供應商採購紙張、化學品、繩及封條以及紗線等原材料。除原材料供應商外，我們亦委聘外部分包商生產我們部分的产品以滿足部分客戶的需求，此應用於我們並無生產設施的情況，或進行若干較為勞工密集的生产程序，以求達致更理想的时间管理及效率，例如折疊袋及包裝盒以及用繩穿起吊牌。於本報告期間，我們的生產設施已委聘50名供應商及15名分包商。下圖顯示了按地域劃分的供應商及分包商的百分比。

Percentage of suppliers by geographical region  
按地域劃分的供應商百分比



Percentage of subcontractors by geographical region  
按地域劃分的分包商百分比



#### Supplier Assessment

#### 供應商評估

Our procurement and quality control staff will normally conduct a quality assessment on the potential suppliers before they are selected as our approved suppliers. The quality assessment involves the inspection of relevant qualification certificates, such as FSC certificate and OEKO-TEX certificate, raw materials samples and in some cases, the production sites, of the suppliers. After the potential supplier is approved, we will add the supplier to our approved supplier list. The approved supplier list is reviewed on an annual basis for their performance based on the above criteria. An internal grading would be given to our suppliers following the performance reviews in respect of which we would adjust our ongoing purchase orders with the suppliers with reference to such internal gradings.

我們的採購及品質監控員工一般將於彼等獲選為我們的認可供應商前對潛在供應商進行品質評估。品質評估包括檢閱相關質量證書，包括供應商的FSC證書及OEKO-TEX證書以及(於部分情況下)原材料樣本。於潛在供應商獲認可後，我們將會將供應商納入認可供應商名單。認可供應商名單根據上述標準每年檢討表現一次。於表現檢討後，我們將向供應商給予內部評級，而我們將參考有關內部評級調整日後向供應商下達的採購訂單。

## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

#### Suppliers Management

We mainly engage only suppliers which are on our approved supplier list. In some cases, apparel brands may require us to procure raw materials from their designated suppliers.

We generally select our suppliers based on the following criteria: (i) product quality; (ii) price; (iii) production capability and stability in the supply of raw materials; (iv) logistic arrangements; (v) payment terms offered; and (vi) after-sale services.

#### Subcontractors Management

We maintain a list of subcontractors and take into account factors such as product quality, pricing, the proximity of their factories or workshops to our production facilities, time of delivery and years of their business relationship with us as key considerations when we select our subcontractors. After we have approved a subcontractor, we will add the subcontractor to our approved vendor list and will engage only those subcontractors from our approved vendor list. We review the performance of our subcontractors on an annual basis in terms of product and service quality. As part of our quality control, we inspect the quality of the products from our subcontractors on a random basis. We may also visit their production facilities and inspect their work process where required.

### PRODUCT RESPONSIBILITY

#### Policies

The Group principally manufactures and sells apparel labels and trim products, which are mainly accessories attached to apparel products, such as hangtags, woven labels, printed labels and heat transfer products.

#### Product Health and Safety/Quality

The Group is committed to investing in environmentally sustainable solutions in the production of recycled, eco-friendly and sustainable apparel labels and trim products. As such, we are guided by the principles of integrity, efficiency and product quality. To that end, we have in place detailed production and quality control procedures to ensure that our products meet or often exceed the relevant industry standards and/or customer quality requirements. This helps promote customer confidence in our products. The Group has obtained various certifications that demonstrate that its products are of high quality, environmentally and socially responsible.

#### 供應商管理

我們主要僅委聘名列認可供應商名單的供應商。於部分情況下，服裝品牌可能要求我們從彼等指定的供應商採購原材料。

我們一般根據下列準則甄選供應商：(i)產品品質；(ii)價格；(iii)產能及原材料供應的穩定性；(iv)物流安排；(v)提供的付款條款；及(vi)售後服務。

#### 分包商管理

我們設有分包商名單，並在甄選分包商時計及多項因素，包括以下主要考慮：產品質素、定價、工廠或工場是否鄰近我們的生產設施、交付時間以及與我們建立業務關係的年期。當批准分包商後，我們將把該分包商加入認可賣家名單，並僅會委聘認可賣家名單上的分包商。我們每年就分包商在產品及服務質素方面的表現審閱分包商。作為品質控制的一部分，我們將隨機檢查分包商的產品品質。我們亦可能於有需要時視察彼等的生產設施及檢測彼等的工作程序。

#### 產品責任

#### 政策

我們主要生產及銷售服裝標籤及裝飾產品，主要為附於服裝產品的配件，例如吊牌、織唛、印唛及熱轉印產品。

#### 產品健康與安全／品質

本集團致力投資於在環保方面可持續發展的解決方案，生產再生、環保及可持續的服裝標籤及裝飾產品。因此，我們奉行誠信、效率及產品品質的原則。為此，我們實行詳細的生產及品質監控程序，以確保我們的產品符合或經常高於相關行業標準及／或客戶的品質要求。此舉有助增強客戶對我們產品的信心。本集團已獲授多項認證，顯示其產品為高品質，均對環境及社會負責任。

## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

#### Certification and Accreditation

- **Bluesign System Partner Certification**  
It indicates that our products are made of Bluesign® approved textile accessories for apparel and demonstrates our effort in sustainable processes, such as producing our products in a safe and resource-conserving way with a minimum impact on people and the environment.
- **G7 Master Facility Colorspace Certification**  
It demonstrates our knowledge and skill in meeting the G7 methodology in a graphic communications production environment, such as our capability of providing colour consistency in our printing products.
- **G7 Process Control Master Facility Certification**  
It demonstrates our thorough knowledge and skill of the fundamental best practices of process control in a graphic communications production environment. We are the first recipient of this certification in the Greater China Region.
- **OEKO-TEX Standard 100 Certification**  
It demonstrates that our products meet the human-ecological requirements of the Standard 100 by OEKO-TEX in that they have been tested and certified to be free from harmful levels of more than 100 substances known to be harmful to human health.
- **Global Recycled Standards 4.0 Certification**  
It is the leading standard for recycled materials in the apparel industry, which demonstrates that our hang tags, printed labels, woven fabrics, woven labels and strings and seals products meet the globally recognised recycling standard as well as the social, environmental and chemical processing requirements under the standard.
- **Cradle to Cradle (C2C) Material Health (Gold Level) Certification**  
It indicates that our patch products have been assessed based on chemical hazard identification under a globally recognised material health assessment methodology and that they are free from exposure from carcinogens, mutagens or reproductive toxicants.
- **Business Social Compliance Initiative Code of Conduct (BSCI)**  
The amfori BSCI is based on the labor standards of the International Labour Organization (ILO) and other important international regulations like the UN Charta for Human Rights, as well as on national regulations. This initiative aims at continuously improving the social performance of suppliers, ultimately enhancing working conditions in factories worldwide.
- **Sedex Members Ethical Trade Audit (SMETA)**  
It is a on-site audit conducted by independent third party to assess how labor, health and safety, environmental and business ethics standards are being met.

#### 獎項及認證

- **Bluesign系統合作夥伴認證**  
此認證顯示我們的產品乃以Bluesign®認可的服裝紡織配件製成，並印證我們在可持續發展流程中付出的努力，例如以安全而節省資源的方式在對人類及環境造成最低影響的情況下生產產品。
- **G7 Master Facility Colorspace認證**  
此認證展示我們於圖文傳播生產環境下符合G7方法的知識及技術，例如我們能夠就印刷產品提供一致色彩。
- **G7 Process Control Master Facility認證**  
此認證展示我們於圖文傳播生產環境下對流程監控的基本最佳常規之全面知識及技巧。我們為大中華區首個獲授此認證的企業。
- **OEKO-TEX Standard 100環保產品認證**  
此認證證明我們的產品符合OEKO-TEX Standard 100的人類生態規定，其經測試及驗證後證實不含超過100種已知對人體健康有害的物質。
- **全球回收標準4.0認證**  
為服裝行業中回收物料的領先標準，顯示我們的吊牌、印嚙、機織布、織嘜以及繩及封條產品符合全球認可的回收標準以及標準下的社會、環球及化學加工規定。
- **Cradle to Cradle (C2C) Material Health (Gold Level)認證**  
此認證顯示我們的補丁產品已由全球認可的評估方法項下的化學危害辨識所評估及其並不含有致癌物、誘變劑或具有再生毒性的化學品。
- **商業社會合規倡議行為準則(BSCI)**  
amfori BSCI基於國際勞工組織(ILO)的勞工標準以及聯合國人權憲章(Charter for Human Rights)等其他重要國際法規以及國家法規。該計劃旨在不斷改善供應商的社會績效，最終改善全球工廠的工作條件。
- **Sedex 會員道德貿易審核(SMETA)**  
此乃由獨立第三方進行的現場審核，以評估如何滿足勞工、健康與安全、環境及商業道德標準。

## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

#### Chemical Management

Chemicals play a vital role in many of our manufacturing processes and we have been working hard to address the impact these chemicals have on the environment, the health and safety of our workers and the end consumer. We are continually upgrading our product integrity standards to ensure our products comply with globally-recognised hazardous substance requirements. In 2019, our chemical management system meets the requirements set out by ISO14001, Higg Index (FEM), Bluesign, OEKO-TEX as well as several of our customers' independent chemical safety standards.

#### Restricted Substances List

Since 2009, the Group has followed a strict Restricted Substances List (RSL), which currently lists more than 680 chemicals. Our RSL has established concentration limits for the substances in both raw materials and finished products, which align with the requirements of our global customers as well as Bluesign and OEKO-TEX limits. As we grow, we recognise the need to minimise hazardous chemicals throughout our value chain and are currently investigating the implementation of a Manufacturing Restricted Substance List (MRSL) from the Zero Discharge of Hazardous Chemicals (ZDHC) program to ensure transparency and compliance from our upstream suppliers.

#### Quality Management

Our production facility in the Mainland China is ISO 9001 certified for its quality management system. We take pride in the quality of the products we produce and strongly emphasise quality control over our products. We implement stringent quality control systems and procedures including the following:

#### 化學物管理

化學物於我們的多個生產過程中擔當關鍵的角色，故我們一直努力解決此等化學物對環境、我們的工人及終端客戶的健康及安全造成的影響。我們持續提升產品誠信準則，以確保產品符合全球認受的有害物質規定。於2019年，我們的化學物管理系統達到ISO14001、Higg Index (FEM)、Bluesign、OEKO-TEX所載規定，亦達到我們若干客戶的獨立化學物安全標準。

#### 限用物質清單

自2009年起，本集團依循一份嚴格的限用物質清單，其現時列出逾680種化學物。限用物質清單已就於原材料及成品中的物質制定集中限額，該限額符合全球客戶的要求以及Bluesign及OEKO-TEX的限額。在增長的同時，我們確認於整個價值鏈減少有害化學物的需要，目前正研究實施有害化學物質零排放方案的生產限用物質清單，以確保上游供應商的透明度以及合規情況。

#### 品質管理

我們於中國內地的生產設施的品質管理系統獲ISO 9001認證。我們以我們生產的產品品質引以為傲，並非常注重產品的品質控制。我們實施嚴格的品質控制制度及程序，包括下列各項：

## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

#### Purchase of raw materials

- We only purchase raw materials from suppliers who are on our approved supplier list and adjust our purchase orders with reference to our internal gradings of these suppliers. In selecting our approved suppliers, reference is made to (i) product quality; (ii) price; (iii) production capability and stability in the supply of raw materials; (iv) logistic arrangements; (v) payment terms offered; and (vi) after-sale services. We perform sample checks on the raw materials in accordance with our internal quality standards on raw materials and return any raw materials that fail to meet our standards.

#### Pre-press

- Prior to printing a particular set of products, our pre-press production staff will input the relevant information about the product into our systems, such as size, colour, style, fabric content, country of origin, and washing and care instructions. An input checking system is adopted where one staff is responsible for inputting the relevant information into our system, while another staff is responsible for checking the input results. This ensures that the products produced accurately meet the specifications requested by customers and minimise production errors.

#### Production and printing

- We place a lot of emphasis on ensuring that our products are printed in the exact colour tone requested by our customers as any colour deviation may have an immense impact on the corporate image of the apparel brands. Our ink mixing personnel are responsible for mixing inks in appropriate proportions to yield the required colour. This process is monitored by our quality control team to ensure it conforms with specific quality control and production process requirements.
- In addition to colour management, we have put in place quality control steps to ensure that the papers we use for printing meet the requirements of our customers, including their texture, colour and dimension.
- Further, we have detailed internal control standards governing different printing processes, such as paper printing and woven label printing. For example, our staff will perform an initial checking and inspection of the first batch of finished products during the production process, as well as random sample checks of the finished products during the production process. By strictly adhering to these standards, we ensure that our products are correctly printed in exact positions without any missing prints and free from ink traces or marks.

#### Post-press

- After the production process, our quality control team will then check the finished products on a sampling basis. We also perform laboratory tests on our finished products to ensure the colours of our products will not fade away after several rounds of washing.

#### Subcontractors

- We review the performance of our subcontractors on an annual basis in terms of their product and service quality. Our quality control staff inspect the quality of the products from our subcontractors on a random basis.

#### 採購原材料

- 我們僅從認可供應商清單上的供應商採購原材料，並參考我們對該等供應商的內部評級以調整採購訂單。於選擇我們認可的供應商時，需要參考(i)產品品質；(ii)價格；(iii)生產能力及原材料供應的穩定性；(iv)物流安排；(v)提供的付款條件；(vi)售後服務。我們根據內部原材料質量標準對原材料進行抽樣檢查，並退還所有不符合我們標準的原材料。

#### 前期

- 於印刷特定系列的產品前，我們的前期生產員工將有關產品的相關資料輸入系統，例如尺寸、顏色、風格、布料含量、來源地以及洗滌及保養指示。我們已採用數據檢查系統，當中一名員工負責將相關資料輸入系統，另一名員工則負責檢查輸入結果。此舉可確保所生產的產品準確符合客戶指定的規格，並將生產出錯的機會降至最低。

#### 生產及印刷

- 我們著重確保產品準確以客戶要求的色調印刷，原因為任何色差可能對服裝品牌的企業形象造成巨大影響。我們的墨水混合人員負責按適當比例混合墨水以取得所需顏色。此過程由品質控制團隊監督以確保其符合特定品質控制及生產過程要求。
- 除顏色管理外，我們亦訂有品質控制步驟以確保我們用於印刷的紙張符合客戶的要求，包括紙質、顏色及尺寸。
- 此外，我們設有詳細的內部監控標準規管不同的印刷過程，例如紙品印刷及織唛印刷。例如，我們的員工將於生產過程就首批成品進行初步核查及檢驗，以及於生產過程對成品進行隨機樣本檢查。透過嚴格遵循該等標準，我們確保產品正確印刷在準確位置，且並無漏印，亦無出現墨水印或痕跡。

#### 後期

- 於生產過程後，品質控制團隊其後將抽樣檢查製成品。我們亦對製成品進行實驗室測試，以確保產品顏色於多次沖洗後不會出現掉色。

#### 分包商

- 我們每年按產品及服務質素檢討分包商的表現。我們的品質監控員工隨機檢測分包商的产品品質。



## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

Each of the above processes is governed by detailed internal procedures and guidelines. Our quality control team performs internal reviews on the above processes from time to time to ensure they are up to international and industry standards. Apart from performing quality control on the production process, our quality control team is also responsible for conducting regular inspections on our machines and equipment to ensure they can perform at an optimum level. Regular internal assessments are conducted on our quality management systems to ensure they are in continuous compliance of international and industry standards. We do not have any product warranty policy. In the event that there are any potential issues regarding the quality of our products, our quality control team will negotiate with our customers to resolve the issues, including rectifying the defects, producing and delivering the products again or offering credits to our customers for the defective quantities.

#### Product Recall Procedure

Once product quality issue is addressed by customer complaint, internal discover or other information sources, product recall procedure will be initiated. We will assess the quality issues and consider any further action required. If a product recall action is required, we identify all related parties, i.e. customers, distributors, business partners, internal departments, suppliers, related authorities, etc. Depending on different parties, we will inform the details of the product recall decision through appropriate communication channels. Products recalled will be labelled as disqualified for further handling. The cause, extent and result of the recall will be recorded and reported. Based on the result, we will rectify and implement corrective actions.

During the Reporting Period, we did not aware of any cases of product recalls for safety and health reasons.

#### Customer Services and Complaint Handling

The Group takes pride in providing its loyal customers with multiple ways to engage with the Group. We aim to provide exceptional customer service through our many touchpoints such as our global offices, online channels and the many trade shows we attend every year.

Our customer service team is responsible for maintaining relationships with our existing customers. Our customer service team communicates with our customers regularly to collect their feedback on our products as well as with our other departments to follow up on customers' orders. They are also responsible for handling complaints from our customers. Complaints received are handled promptly and if required, we will dispatch appropriate personnel to the location of the complainant to attend to their needs. During the Reporting Period, we did not receive any material complaints or claims from our customers.

上述各項過程均受詳細的內部程序及指引監管。品質控制團隊不時對上述過程進行內部審閱，以確保其符合國際及行業標準。除對生產過程進行品質控制外，品質控制團隊亦負責對機器及設備進行定期檢查，以確保其能以最佳水平運作。我們亦就品質管理系統進行定期內部評估，以確保其持續符合國際及行業標準。我們並無任何產品保修政策。倘出現任何有關產品品質的潛在問題，我們的品質監控團隊將與客戶磋商以解決問題，包括糾正缺陷、再次生產及交付產品或就出現缺陷的數量向客戶提供信貸。

#### 產品回收程序

倘透過客戶投訴、內部發現或其他信息來源發現了產品質量問題，產品回收程序將予以開展。我們將評估質量問題，並考慮採取任何進一步的措施。如果需要開展產品回收程序，我們將確認所有關聯方，即客戶、分銷商、業務合作夥伴、內部部門、供應商及相關部門等。根據不同關聯方，我們將透過適當的溝通渠道告知產品回收決定的詳細信息。回收的產品將被標記為不合格，以進行進一步處理。回收的原因、程度及結果將被記錄並報告。我們將根據結果糾正及落實整改措施。

在報告期內，我們並無發現任何有關安全及健康原因的產品回收個案。

#### 客戶服務及處理投訴

本集團對於能夠向其忠實客戶提供多種方式委聘本集團而感到自豪。我們旨在透過多個接觸點（例如我們於全球的辦公室、線上頻道及我們每年參與的多個貿易展覽會）提供與眾不同的客戶服務。

我們的客戶服務團隊負責維持與現有客戶的關係。我們的客戶服務團隊定期與客戶及其他部門溝通，以分別收集彼等的反饋及跟進客戶訂單。彼等亦負責處理客戶投訴。我們於接獲投訴後將及時處理，並於有需要時派遣合適員工至投訴人所在地點以處理彼等的需要。在報告期內，我們並無接獲客戶的任何重大投訴或索償。



## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

#### Intellectual Property and Privacy Protection

Apart from trademarks and domain names of the Group, there are no other trade or service marks, patents, other intellectual or industrial property rights which are or may be material to the business of the Group.

To ensure we safeguard information, including intellectual properties of the Group, we have in place Information Technology Policy. It applies to information system managers and those who use company information systems. It provides a foundation to institute practical and cost-effective controls and measures that will provide appropriate protection over information stored and processed by the Group.

Our employee handbook also sets out the conduct of employees when using the Group's computer network resource to prevent information leakage. Employees are required to sign "Employee Confidential Information and Non-competition Agreement."

#### Compliance information for relevant laws and regulations

Our operations are subject to the local laws and regulations relating to product responsibility, including but not limited to:

##### *Relating to product liability, health and safety*

- Consumer Goods Safety Ordinance (Chapter 456 of the Laws of Hong Kong)
- Sale of Goods Ordinance (Chapter 26 of the Laws of Hong Kong)
- Import and Export Ordinance (Chapter 60 of the Laws of Hong Kong)
- Trade Descriptions Ordinance (Chapter 362 of the Laws of Hong Kong)
- Product Quality Law of the PRC 《中華人民共和國產品質量法》

##### *Relating to intellectual property*

- Trade Marks Ordinance (Chapter 559 of the Laws of Hong Kong)
- Copyright Ordinance (Chapter 528 of the Laws of Hong Kong)
- Trademark Law of the PRC 《中華人民共和國商標法》

##### *Relating to privacy*

- Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong)

To the best of our Directors' knowledge, the Group was not aware of significant non-compliance issues on the above relevant laws and regulations during the Reporting Period.

#### 知識產權及私隱保障

除本集團的商標及域名外，概無其他貿易或服務商標、專利、其他知識產權或工業產權對本集團業務構成或可能構成重大影響。

為確保資料(包括本集團知識產權)受到保障，我們制定資訊科技政策。該政策適用於訊息系統管理人員及使用公司資料系統的人員。其為機構的實際及符合成本效益的控制及措施提供基礎，並為本集團存有及處理的資料提供適當的保障。

僱員手冊亦載有僱員於使用本集團電腦網絡資源時的操守，以防預防資訊外洩。僱員均須簽署僱員資料保密及不競爭協議。

#### 相關法律及法規的合規資料

我們的營運須遵守本地有關產品責任的法律及法規，包括但不限於：

##### *有關產品責任、健康及安全*

- 香港法例第456章《消費品安全條例》
- 香港法例第26章《貨品售賣條例》
- 香港法例第60章《進出口條例》
- 香港法例第362章《商品說明條例》
- 《中華人民共和國產品質量法》

##### *有關知識產權*

- 香港法例第559章《商標條例》
- 香港法例第528章《版權條例》
- 《中華人民共和國商標法》

##### *有關私隱*

- 香港法例第486章《個人資料(私隱)條例》

據董事所深知，本集團並不知悉於報告期間有關上述相關法律及法規的重大不合規事宜。

## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

#### ANTI-CORRUPTION

##### Policies

The Group is committed to conducting its business with honesty and integrity by applying the highest standards and has established a corporate governance framework that will seek to disclose appropriate information openly and transparently beyond legal requirements. The Group has established anti-corruption, extortion or bribery policy and provided the relevant training to employees. These policies and procedures are regularly reviewed and updated to ensure appropriate ethical business practices and behaviour as well as compliance with corporate and regulatory requirements. The training about ethical business behaviour was provided for the management and employees.

The Group-wide Anti-Money Laundering and Counter-Terrorist Financing Policy is designed to prevent money laundering by meeting the requirements of the related laws and regulations in Hong Kong including the need to have adequate systems and controls in place to mitigate the risk of the Group being used to facilitate financial crime.

Staff Integrity and Honesty Code (the “**Code**”), which is supplementary of the Employee Handbook, is well communicated among employees. Each employee is required to uphold the highest ethical standards, honest and clean, law-abiding, impartial and does not abuse his/her position or authority. All non-compliance with the Code is subject to disciplinary action, which can include dismissal where appropriate. Employees are required to sign an undertaking that they will adhere to the Group’s ethical standards and its suppliers are expected to apply similar standards and to follow similar practices as the employees.

The Group has also formulated the Conflict of Interest Policy, which requires employees to be impartial and free of conflicts of interest. All employees are required to maintain objectivity and must avoid conflicts of interest and subordination of judgment in the performance of their duties and responsibilities for the Group.

#### 反貪污

##### 政策

本集團致力採用最高標準的誠實守信原則營運業務，並制定了企業治理架構，公開透明地適當披露法律規定以外的資料。本集團亦制定反貪污、勒索、賄賂政策及向僱員提供相關的培訓。該等政策及程序經定期審閱及更新以確保符合商業道德行為規範及公司及監管要求。為管理層及僱員提供了有關商業道德操守的培訓。

為防止洗錢活動，現已制定符合香港相關法例及政策及適用於整個集團的打擊洗錢及恐怖分子資金籌集活動政策，包括具備足夠系統及監控的需要以減低集團被利用作進行金融罪行的風險。

員工手冊的補充資料為員工誠信守則（「**守則**」），我們已向僱員清楚說明有關守則。每位僱員應秉持最高的道德標準，即廉潔、守法、公平，且不會濫用其職能及權力。所有違反守則之僱員將面臨紀律處分，其中可能包括視乎情形而被解僱。僱員需簽署一份承諾遵從本集團道德標準的同意書，我們亦期望其供應商會採用相似的準則並遵守與員工一致的盡職原則。

本集團已制定利益衝突政策，要求僱員公正無私及不涉及任何利益衝突。彼等需保持客觀及必須避免利益衝突及順從對本公司履行彼等職責及責任的判斷。

## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

#### Compliance information for relevant laws and regulations

The Group strictly abides by the laws and regulations relating to bribery, extortion, fraud and money laundering in the regions of operations, including but not limited to:

- Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong)
- Drug Trafficking (Recovery of Proceeds) Ordinance (DTROP) (Chapter 405 of Laws of Hong Kong)
- Organised and Serious Crimes Ordinance (OSCO) (Chapter 455 of Laws of Hong Kong)
- United Nations (Anti-Terrorism Measures) Ordinance (UNATMO) (Chapter 575 of Laws of Hong Kong)
- Company Law of the PRC 《中華人民共和國公司法》
- Anti-Money Laundering Law of the PRC 《中華人民共和國反洗錢法》
- Ant Unfair Competition Law of the PRC 《中華人民共和國反不正當競爭法》
- Interim Provisions on Prohibiting Commercial Bribery 《關於禁止商業賄賂行為的暫行規定》

During the Reporting Period, to the best of our Directors' knowledge, the Group was not aware of any significant non-compliance cases or concluded legal cases regarding corrupt practices brought against the Group or its employees.

#### Preventive measures and whistleblowing procedures

As stated in our whistleblowing policy, the Group is committed to maintaining good corporate governance, emphasising accountability and a high degree of transparency which enable its stakeholders to have trust and faith in the Group to take care of their needs and to fulfil our social responsibility. In line with this commitment, we expect and encourage our employees and other parties who deal with the Group (e.g. customers, suppliers, creditors and debtors, etc.) to report any misconduct, malpractice or irregularity within the Group.

The audit committee of the Company (the “**Audit Committee**”) has the overall responsibility for implementation, monitoring and periodically reviewing of the policy while the Corporate Governance Office of the Group, which is delegated by the Audit Committee, is responsible for the administration of the policy.

#### 遵守有關法律及法規資料

本集團於營運地區嚴格遵守與賄賂、勒索、欺詐及洗黑錢有關之法律及法規，包括但不限於：

- 香港法例第201章《防止賄賂條例》
- 香港法例第405章《販毒(追討得益)條例》
- 香港法例第455章《有組織及嚴重罪行條例》
- 香港法例第575章《聯合國(反恐怖主義措施)條例》
- 《中華人民共和國公司法》
- 《中華人民共和國反洗錢法》
- 《中華人民共和國反不正當競爭法》
- 《關於禁止商業賄賂行為的暫行規定》

於報告期間，據董事所深知，本集團並無發現重大不合規個案或對本集團或其僱員提出並已審結的貪污訴訟案件。

#### 上述防範措施及舉報程序

如我們的舉報政策所述，本集團致力維持良好企業管治；著重問責性及高透明度，令其利益相關者信任本集團能照顧他們所需及履行社會責任。為貫徹履行此方針，我們期望並鼓勵僱員及與集團有往來者(如顧客、供應商、債權人及債務人等)報告任何本集團內的行為不當、瀆職或違法行為。

本公司審核委員會(「**審核委員會**」)對政策的實施，監察及定期檢討承擔全部責任，而本集團由審核委員會委託之公司治理機構負責政策上的行政工作。

## SUBJECT AREA B. SOCIAL

### 主要範疇B. 社會

The Group assures whistleblowers that it will provide them with protection from unfair disciplinary action or harm as a result of any genuine report. A report can be made to the Corporate Governance Office of the Group or the Chairman of the Board directly through mail or email.

To create a healthy corporate culture, we provided training related to corruption to our Directors and employees during the Reporting Period.

#### COMMUNITY

##### COMMUNITY INVESTMENT

###### Policies

The Group believes that community contribution is important for sustainable development as it helps to establish a harmonious society. The Group aims to develop long-term relations with stakeholders based on mutual trust, respect and integrity. The Group also seeks to make contributions to programmes which have a positive impact on a different area of community development (such as art, youth education and social needs). Employees are encouraged to volunteer and work through collaboration with strategic giving as well as capacity-building initiatives so as to try and create a positive impact in the community.

###### Our Contribution

During the Reporting Period, Charming Printing Hong Kong Limited, a subsidiary of the Group, was invited to participate in a "Forging the Future Rematerialised" Exhibition in the Centre of Innovative Material and Technology (CIMT) of Hong Kong Design Institute (HKDI). The theme of this exhibition was to illustrate and exhibit popular sustainability materials as well as the trends in the market on the application of sustainability materials.

本集團保證其會為揭發者提供保障，確保他們不會因任何真誠彙報受到不公平的紀律行動。揭發者可透過信件或電子郵件直接向本集團的公司治理機構或董事會主席彙報。

於報告期內，為建立健全之企業文化，我們提供與貪污有關的培訓給我們的董事及僱員。

#### 社區

##### 社區投資

###### 政策

本集團相信社區貢獻對可持續發展而言至關重要，因為其有助建立和諧社會。本集團計劃與持份者建立互相信任、互相尊重以及誠信的長期合作關係。本集團亦有意為對社區發展有積極影響的項目（如藝術、兒童教育及社區需求）作出貢獻。我們鼓勵僱員擔當志願者，通過互相協作、策略性捐贈及能力提升活動，以嘗試為社區創造積極影響。

###### 我們的貢獻

於報告期內，本集團的附屬公司集美印刷有限公司，被邀請參與於香港知專設計學院知專設計創源舉辦名為「Forging the Future Rematerialised」的展覽。是次展覽展出受歡迎的可持續發展的物料及闡明市場對此使用的趨勢。

## ESG REPORTING GUIDE CONTENT INDEX

### 《環境、社會及管治報告指引》內容索引

Subject Areas, Aspects, General Disclosures and Key Performance Indicators (KPIs) 主要範圍、層面、一般披露及關鍵績效指標		Section/Statement 章節／陳述
<b>A. Environmental 環境</b>		
<b>Aspect A1 Emissions 層面A1：排放物</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的法律及規例的資料。	Emissions 排放物
KPI A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Emissions – Air Emissions 排放物－氣體排放
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Emissions – Air Emissions 排放物－氣體排放
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Emissions – Waste Management 排放物－廢棄物管理
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Emissions – Waste Management 排放物－廢棄物管理
KPI A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Emissions 排放物
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	Emissions – Waste Management 排放物－廢棄物管理

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<b>Aspect A2 Uses of Resources 層面A2：資源使用</b>		
General Disclosure 一般披露	Policies on 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。	Uses of Resources 資源使用
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	Uses of Resources – Energy Management 資源使用－能源消耗
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	Uses of Resources – Water Management 資源使用－水源消耗
KPI A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Uses of Resources – Energy Management 資源使用－能源消耗
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	Uses of Resources – Water Management 資源使用－水源消耗
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	Uses of Resources – Packaging Materials 資源使用－包裝材料使用
<b>Aspect A3 The Environment and Natural Resources 層面A3：環境及天然資源</b>		
General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	The Environment and Natural Resources 環境及天然資源
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 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 環境及天然資源



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<b>B. Social B.社會</b>		
<b>Employment and Labour Practices 僱傭及勞工常規</b>		
<b>Aspect B1 Employment 層面B1：僱傭</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, antidiscrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Employment 僱傭
KPI B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Employment – Employee Profile 僱傭－僱員概況
KPI B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Employment – Employee Turnover Rate 僱傭－離職率
<b>Aspect B2 Health and Safety 層面B2：健康與安全</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Health and Safety 健康與安全
KPI B2.1	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	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	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

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<b>Aspect B3 Development and Training 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	The percentage of employees trained by gender and employee category. 按性別及僱員類別劃分的受訓僱員百分比。	Development and Training 發展及培訓
KPI B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Development and Training 發展及培訓
<b>Aspect B4 Labour Standards 層面B4：勞工準則</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child or forced labour. 有關防治童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Labour Standards 勞工準則
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Labour Standards 勞工準則
KPI B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Labour Standards 勞工準則
<b>Operating Practices 營運慣例</b>		
<b>Aspect B5 Supply Chain Management 層面B5：供應鏈管理</b>		
General Disclosure 一般披露	Policies on managing environmental and social risks of 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	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	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

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<b>Aspect B6 Product Responsibility 層面B6：產品責任</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的監控與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Product Responsibility 產品責任
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Product Responsibility – Product Health and Safety/ Quality 產品責任－產品健康與安全／質量
KPI B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Product Responsibility – Customer Services and Complaint Handling 產品責任－客戶服務及投訴處理
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Product Responsibility – Intellectual Property and Privacy Protection 產品責任－知識產權及隱私保護
KPI B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	Product Responsibility – Quality Management 產品責任－品質管理
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	Product Responsibility – Intellectual Property and Privacy Protection 產品責任－知識產權及隱私保護
<b>Aspect A7 Anti-corruption 層面B7：反貪污</b>		
General Disclosure 一般披露	Information on (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防治賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Anti-corruption 反貪污
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the Reporting Period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Anti-corruption 反貪污
KPI B7.2	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

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<b>Community 社區</b>		
<b>Aspect B8 Community Investment 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. 有關以社區參與以了解營運所在社區需要及確保其業務活動會考慮社區利益的政策。	Community Investment 社區投資
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	Community Investment 社區投資
KPI B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源(如金錢或時間)。	Not Applicable 不適用

**CIRTEK HOLDINGS LIMITED**

常達控股有限公司