



AMVIG HOLDINGS LIMITED

澳 科 控 股 有 限 公 司

Stock Code 股份代號 : 2300

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

2019

## INTRODUCTION

### About the Group

AMVIG Holdings Limited (“AMVIG” or the “Company”, together with its subsidiaries are hereinafter referred to as the “Group”) is an investment holding company. Its subsidiaries are principally engaged in the printing of high-quality cigarette packages and the manufacturing of transfer paper and laser film, which are the major raw materials for cigarette packages. The Group’s operations are mainly located in the People’s Republic of China (the “PRC”).

### Scope of reporting

This is the fifth environmental, social and governance (“ESG”) report of the Company on the Group’s operations, with disclosure making reference to the ESG Reporting Guide as described in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”).

This ESG report covers the Group’s overall performance in 3 subject areas, namely environmental, social and investor relations for the head offices in Hong Kong and Beijing, together with the following operating plants:

#### Plant 廠房

Anhui Qiaofeng Package Printing Co., Ltd. (“Qiaofeng Plant”)  
安徽僑豐包裝印刷有限公司(「僑豐廠房」)

Beijing Leigh-Mardon Pacific Packaging Co., Ltd. (“Beijing Plant”)  
北京黎馬敦太平洋包裝有限公司(「北京廠房」)

Dongguan KWG Colour Printing Co., Ltd. (“Dongguan KWG”)  
東莞智源彩印有限公司(「東莞智源」)

Hangzhou Weicheng Printing Co., Ltd. (“Hangzhou Weicheng”)  
杭州偉成印刷有限公司(「杭州偉成」)

Hubei Jinghua Colorprinting Co., Limited (“Hubei Plant”)  
湖北京華彩印有限公司(「湖北廠房」)

Kunming World Grand Innovation Printing Co., Ltd. (“Kunming Plant”)  
昆明偉建科創印務有限公司(「昆明廠房」)

Nanjing Sanlong Packing Co., Ltd. (“Nanjing Plant”)  
南京三隆包裝有限公司(「南京廠房」)

## 緒言

### 關於本集團

澳科控股有限公司(「澳科控股」或「本公司」，連同其附屬公司統稱為「本集團」)為一間投資控股公司。其附屬公司主要從事高質量的卷煙包裝印刷以及轉移紙、鐳射膜等主要卷煙包裝原材料的製造。本集團之營運主要位於中華人民共和國(「中國」)。

### 報告範圍

此乃本公司有關本集團營運的第五份環境、社會及管治(「環境、社會及管治」)報告，乃參考香港聯合交易所有限公司上市規則(「上市規則」)附錄27所規定的「環境、社會及管治報告指引」所披露。

本環境、社會及管治報告涵蓋本集團在三個主要領域的整體表現，即於香港、北京總辦事處及以下營運廠房的環境、社會及投資者關係：

#### Business Nature 業務性質

Cigarette packaging printing  
卷煙包裝印刷

Cigarette packaging printing  
卷煙包裝印刷

Cigarette packaging printing  
卷煙包裝印刷

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Cigarette packaging printing  
卷煙包裝印刷

Cigarette packaging printing  
卷煙包裝印刷

Cigarette packaging printing  
卷煙包裝印刷

**Plant**

**廠房**

Qingdao Leigh-Mardon Packaging Co., Ltd. ("Qingdao Plant")  
 青島黎馬敦包裝有限公司(「青島廠房」)  
 Qingdao AMVIG Shuncheng Packaging Co., Ltd. ("Qingdao Shuncheng")  
 青島澳科順誠包裝有限公司(「青島順誠」)  
 Xi'an Great Sky Laser Hologram Co., Ltd. ("Xi'an Plant")  
 西安大天激光圖像有限公司(「西安廠房」)  
 Yunnan Qiaotong Packaging Printing Co., Ltd. ("Qiaotong Plant")  
 雲南僑通包裝印刷有限公司(「僑通廠房」)

The reporting period (the "Reporting Period") of this ESG report is from 1 January 2019 to 31 December 2019.

**A. ENVIRONMENTAL**

**Environmental Protection Policy**

As a packaging-producing enterprise, AMVIG recognises that our activities inevitably have an impact on the environment. Consequently, we embrace the principles of sustainable development and are committed to a process of continual environmental improvement and pollution prevention. We treat all relevant environmental legislations and regulations as the minimum standard and seek to go above and beyond this standard wherever possible, when it comes to environmental protection.

Our Environmental Policy, available online at [www.amvig.com](http://www.amvig.com), is summarised below:

- To ensure that employees are informed and properly trained to conduct their activities in an environmentally responsible manner.
- To develop and improve operations and technologies, taking into consideration the efficient use of energy and raw materials, giving preference to renewable resources, minimizing waste and adverse environmental impact, disposing of residual waste safely and responsibly.

**Business Nature**

**業務性質**

Cigarette packaging printing  
 卷煙包裝印刷  
 Transfer paper and laser film manufacturing  
 轉移紙及鐳射膜製造  
 Transfer paper and laser film manufacturing  
 轉移紙及鐳射膜製造  
 Cigarette packaging printing  
 卷煙包裝印刷

本環境、社會及管治報告的報告期間(「報告期間」)為二零一九年一月一日至二零一九年十二月三十一日。

**A. 環境**

**環境保護政策**

作為包裝兼生產型企業，澳科控股承認，公司不可避免會對環境造成影響。因此，我們貫徹持續發展之原則，致力推行持續改善環境和防止污染工作。在環境保護方面，我們視有關環保法例法規為最低標準，並設法超越有關標準。

我們的環境政策可於[www.amvig.com](http://www.amvig.com)查閱，有關政策概述如下：

- 為員工提供合理的環保知識和適當的培訓，使員工在工作中對環保有足夠的重視。
- 發展和提升營運與技術、有效運用能源和原材料、優先使用可再生資源、儘量減少廢物對環境的不良影響、安全負責地處置剩餘廢料。

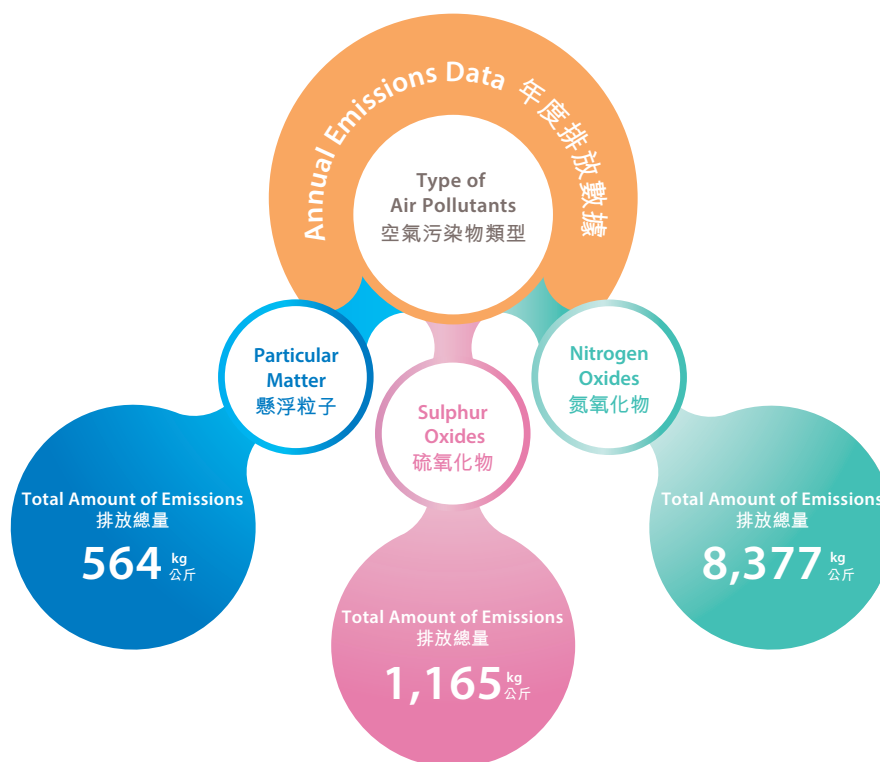
- To develop services and manufacture products that are safe for their intended use, energy-efficient and can be recycled or disposed of safely.
- To participate in efforts to improve environmental protection.
- To set stringent guidelines, using government requirements as a basis, and continuously improve these guidelines in light of technological advances and new environmental data.
- To take proactive measures to eliminate environmental, occupational and health risks and be prepared to respond to emergencies at all times.
- To promote the adoption of the same principles by our contractors and suppliers.
- 開發和製造用途安全、節能環保、可循環再利用或安全處置之產品和服務。
- 竭力加強環保工作。
- 以政府規定為藍本，訂立嚴格指引；因應技術提升和日新月異的環保訊息，不斷改良有關指引。
- 採取積極進取的措施，減低環境、職業和健康的風險，隨時應對緊急事故。
- 促使承包商和供應商採納和我們相同的環保原則。

### A1: Emissions

The air pollutants generated from the Group are mainly Nitrogen Oxides (NOx), Sulphur Oxides (SOx) and Particulate Matter (PM), which are generated from the boiler combustion in our printing and laser film making production and the use of vehicles.

### A1: 排放

本集團所產生的空氣污染物主要包括氮氧化物 (NOx)、硫氧化物 (SOx) 及懸浮粒子 (PM)，其乃由印刷及鐳射膜製造生產中的鍋爐燃燒及汽車使用所產生。



The Group's main greenhouse gas emissions arise from mobile and stationary combustion, releases from equipment and systems, use of electricity and heat for operations and paper waste.

本集團的主要溫室氣體排放來自流動及固定燃燒、設備及系統運作時之排放釋出、電力及熱力使用和紙張廢料。

### Total Greenhouse Gas

### 溫室氣體總量

Scope 範圍	Total (tonnes of CO <sub>2-e</sub> ) 總量 (公噸二氧化碳當量)
Scope 1: Direct Emissions 範圍1: 直接排放	4,208.4
Scope 2: Energy Indirect Emissions 範圍2: 能源間接排放	45,300.9
Scope 3: Other Indirect Emissions 範圍3: 其他間接排放	0
Total GHG Emissions (Scope 1 & 2) 溫室氣體排放總量 (範圍1及2)	49,509
Total GHG Emissions (Scope 1, 2 & 3) 溫室氣體排放總量 (範圍1、2及3)	49,509
Greenhouse Gas Intensity (by turnover) (tonnes of CO <sub>2-e</sub> /HK\$'000) 溫室氣體密度 (以營業額計算) (公噸二氧化碳當量/千港元)	0.017

Note:

The quantification process of the carbon assessment is conducted based on Hong Kong's "Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong", Beijing's "Beijing Enterprises (Unit) Carbon Emissions Accounting and Reporting Guidelines" and China's "Guidelines for Accounting and Reporting Greenhouse Gas Emission from Enterprises of Other Industries (Trial)", with reference to international standards such as the ISO 14064-1 standard.

附註：

碳評估量化過程乃根據香港的《香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的核算和報告指引》、北京的《北京市企業(單位)二氧化碳排放核算和報告指南》及中國的《工業其他行業企業溫室氣體排放核算方法與報告指南(試行)》，並參考ISO 14064-1標準等國際標準進行。

## Wastes

We classified hazardous waste generated in our operations under two categories – solid waste and liquid waste. The solid waste generated from our plants include containers for machine oil and ink, rags and waste lamp. The liquid waste generated from our plants include chemical water, ink residue, photographic wastes, car wash wastewater and waste solvents. During the Reporting Period, the Group works with licensed service providers to process accumulated hazardous wastes and we have signed agreements with qualified waste collectors in our major plants to ensure our hazardous waste are stored and disposed of properly in accordance with the “Regulations on the Safety Management of Hazardous Chemicals” and other relevant regulations.

In addition, the Group generates non-hazardous waste such as pallet, cardboard, scrap paper, scrap metal, waste activated carbon and industrial solid waste from manufacturing process; and documentary paper, general refuse and kitchen waste from our staff. During the Reporting Period, we have further segregated wastes into recyclable or non-recyclable waste and continued to implement administrative measures which require every department to designate staff to be responsible for disposing of their wastes at specified location. These non-hazardous wastes are mostly recyclables and collected by licensed recycling companies.

## 廢料

我們將營運產生的有害廢料分類為兩個類別—固體廢料及液體廢料。我們廠房產生的固體廢料包括機油及油墨容器、破布及廢燈管。我們廠房產生的液體廢料包括化學廢水、油墨殘餘、感光廢料、洗車廢水及廢溶劑。本集團於報告期間與持牌服務供應商合作，以處理累積的有害廢料，且我們的主要廠房已與合資格廢料收集商訂立協議，確保按照《危險化學品安全管理條例》及其他相關法規妥善儲存及處理有害廢料。

此外，本集團產生的無害廢料包括製造過程產生的托盤、紙板、廢紙、廢金屬、廢活性炭及工業固體廢料；以及來自我們員工的文書紙張、一般廢棄物及廚餘。於報告期間，我們已進一步將廢料分類為可回收及不可回收廢料並持續實施行政措施，要求各部門指定人員負責於指定地點處理廢料。這些無害廢料大多可由持牌回收公司回收及收集。

**Total Waste Produced**

**產生廢料總量**

Type of Waste 廢料類別	Head Offices 總辦事處	Cigarette Packaging Printing Plants 卷煙包裝 印刷廠	Transfer Paper & Laser Film Manufacturing Plants 轉移紙及 鐳射膜製造廠	Total 總量
Hazardous Waste (in tonnes) <sup>1</sup> 有害廢料 (公噸) <sup>1</sup>	N/A 不適用	325.7	0.0	<b>325.7</b>
Non-hazardous Waste (in tonnes) <sup>2</sup> 無害廢料 (公噸) <sup>2</sup>	0.62	18,141.4	623.95	<b>18,765.97</b>
Hazardous Waste Intensity (by turnover) (tonnes/HK\$'000) 有害廢料密度 (以營業額計算) (公噸/千港元)				<b>0.0002</b>
Non-hazardous Waste Intensity (by floor area) (tonnes/square metre) 無害廢料密度 (以面積計算) (公噸/平方米)				<b>0.073</b>

<sup>1</sup> Head offices do not produce any hazardous wastes.

<sup>1</sup> 總辦事處並未產生任何有害廢料。

<sup>2</sup> The China office did not keep separate record of the amount of non-hazardous wastes generated in 2019. Their non-hazardous wastes are disposed together with those generated by our Beijing Plant.

<sup>2</sup> 中國辦公室並無單獨記錄二零一九年產生的無害廢料量。其無害廢料乃與北京廠房產生的無害廢料共同處理。

There has been no confirmed non-compliance with any relevant laws and regulations under the Environmental Protection Law of the PRC in respect of the emission limit during the Reporting Period.

於報告期間，概無就排放限制違反中國環境保護法項下的任何相關法律及法規之確認違規事件。

**Description of measures to reduce emissions and wastes and results achieved**

**描述減低排放量及廢料的措施及所得成果**

With a view to minimize the environmental impact brought by these emissions and wastes, the Group has devised and implemented the following measures during the Reporting Period:

為儘量減少這些排放物和廢料帶來的環境影響，本集團在報告期間建立及實施以下措施：

1. Installed the US TANN three-chamber RTO in our newly built Beijing Plant, the exhaust emission can be lower than 20mg/m<sup>3</sup> which is far lower than the standard of 50mg/m<sup>3</sup> in Hebei.
2. Upgraded the biological purification treatment in Dongguan KWG to a high-efficiency environmental protection facility, the US TANN three-chamber RTO.

1. 在我們新建的北京廠房安裝美國TANN三室RTO，廢氣排放可低於20毫克/立方米，遠低於河北省的標準50毫克/立方米。
2. 將東莞智源的生物淨化處理升級為美國TANN三室RTO的高效能環保設施。

- |   |  |
|---|--|
| <p>3. The “Three preventions” principles from the “Law of The People’s Republic of China on The Prevention and Control of Environmental Pollution by Solid Waste” has been adopted in all of our operating plants, that is, prevention of leaking, running off and scattering.</p>  | <p>3. 在我們的所有營運廠房已採取《中華人民共和國固體廢物污染環境防治法》中的「三防」原則，即防滲漏、防流失及防揚散。</p>                                  |
| <p>4. Invested HK\$1.39 million to build a 210 square meter hazardous chemical warehouse in Hangzhou Weicheng in order to ensure the solvents, chemical water, ink residue, photographic wastes etc. are properly segregated, collected and centrally stored.</p>   | <p>4. 投入1,390,000港元於杭州偉成建造210平方米的有害化學品倉庫，確保溶劑、化學廢水、油墨殘餘、感光廢料等被妥善分類、收集並集中儲存。</p>                    |
| <p>5. Improved waste gas collection pipelines to reduce leakage and unorganised emissions.</p>  | <p>5. 改良廢氣收集管線以減少外洩及無組織廢氣排放。</p>   |
| <p>6. Invested HK\$1.78 million to replace four original 16-steam-ton natural gas boilers with three 12-steam-ton low-nitrogen natural gas boilers in our Qingdao Plant.</p>  | <p>6. 投入1,780,000港元將我們的青島廠房內原有的四台16蒸噸天然氣鍋爐替換為三台12蒸噸低氮天然氣鍋爐。</p>                                    |
| <p>7. Invested HK\$1.06 million to purchase the German REZMANN distillation machine (solvent recovery machine) in Qingdao Plant to enhance the recycling of solvent, reduce resources wastage and improve the hazardous waste treatment, and spent HK\$34,000 to repair the machine for cleaning offset printers’ parts.</p>    | <p>7. 投入1,060,000港元為青島廠房購置德國REZMANN蒸餾機(溶劑回收機)，以改善溶劑的回收、減少資源浪費及加強有害廢料處理，並花費34,000港元修復了膠印機部件清洗機。</p> |
| <p>8. Cooperated with Environmental Protection Agency of Hangzhou, an exhaust gas treatment facility on the roof was installed with activated carbon adsorption, vacuum desorption and CO treatment, together with two sets of online monitoring equipment to monitor the emission level of waste gas in Hangzhou Weicheng.</p> | <p>8. 與杭州市生態環境局合作，在屋頂上安裝具備活性炭吸附、真空脫附及一氧化碳處理功能的廢氣處理設施，連同兩套在線監測設備，以監測杭州偉成的廢氣排放水平。</p>                |

The emission of volatile organic compounds (“VOC”) is inevitable in the printing operation of the Group. In view of this, the Group has invested approximately HK\$32 million on RTO facilities and related construction works since 2016 in order to reduce the VOC emission to the atmosphere. During the Reporting Period, the Group has further invested in 2 set of RTO waste gas treatment facilities in our Beijing Plant and Dongguan KWG. We have also invested HK\$3.3 million for an activated carbon adsorption, vacuum desorption and CO treatment installation in Hangzhou Weicheng. With the above environmental investment, the exhaust gas has reached the national standard, and the purification rate has exceeded 90%. By installing the RTO systems and other environmentally friendly machines among our operating plants, the VOC emission was reduced by an estimated amount of 84 tonnes in 2019.

於本集團的印刷業務中難免排放揮發性有機化合物(「VOC」)。有鑑於此，自二零一六年起，本集團已投入約32,000,000港元於RTO設施及相關建設工作，以減少大氣中的VOC排放量。於報告期間，本集團已於北京廠房及東莞智源進一步投入兩組RTO廢氣處理設施。我們亦已投入3,300,000港元於杭州偉成安裝活性炭吸附、真空脫附及一氧化碳處理工程。基於上述在環保方面的投資，廢氣已達到國家標準，且淨化率已超過90%。透過於我們的營運廠房裝設RTO系統及其他環保機械，估算於二零一九年約削減84噸VOC的排放量。



Furthermore, a winter heating system has been installed for the whole Beijing Plant which uses air source heat pumps for providing clean electric power in order to reduce the air pollution to zero level. The Group has complied with the “Law of the People’s Republic of China on the Promotion of Clean Production” to improve resource utilisation efficiency, reduce and avoid the generation of pollutants and implement environmentally friendly printing technology where necessary during the Reporting Period.

In addition, in order to further control the sewage waste generated from our packaging printing operations, we have invested approximately HK\$147,000 in Qingdao Plant to carry out overhaul of sewage treatment equipment. After the overhaul, the effluent quality needs to meet the discharge standard required by the “National Standard for Wastewater Discharge into Urban Sewers” (GB/T31962-2015) Class B (GB/T31962-2015) for the Reporting Period. All of our plants’ control over the sewage waste abides the “Law of the People’s Republic of China on the Prevention and Control Water Pollution” during the Reporting Period.

## A2: Use of Resources

The Group recognises the importance of efficient consumption of resources and is continuously committed to monitoring and improving its environmental performance. According to the Group’s staff handbook, the following measures are adopted and implemented across the Group:

1. Lights, electronic facilities, water supply facilities and air conditioners should be turned off when leaving the premises;
2. Electronics facilities should be turned off or switched to energy saving or sleep mode and the brightness level of the screen should be reduced when they are not in use;
3. Computer equipment, servers, and monitors should be gradually upgraded to energy efficient models;
4. Paper-saving measures are adopted to promote double-sided printing and no printing or photocopying unnecessary documents and documents unrelated to work; and
5. Faucets and pipes are checked for leaks regularly and water saving appliances are adopted.

此外，我們已在北京廠房全面安裝冬季供暖系統，該系統使用空氣源熱泵提供乾淨的電力，將空氣污染減少至零。於報告期間，本集團一直遵守《中華人民共和國清潔生產促進法》，提升資源使用效率、減少及避免產生污染物及於必要時運用環保印刷技術。

另外，為進一步控制包裝印刷業務產生的污水，我們已投入約147,000港元於青島廠房進行污水處理設備的大修。大修之後，報告期間的出水水質必須達到《國家污水排入城鎮下水道水質標準》(GB/T31962-2015)B級所規定的排放標準。於報告期間，我們所有的廠房於控制污水的過程中，皆遵守《中華人民共和國水污染防治法》。

## A2: 資源利用

本集團深明有效使用資源的重要性，並持續致力監控及改善環境表現。根據本集團的員工手冊，本集團已全面採納並實施以下措施：

1. 離開辦公室前，應關閉電燈、電子設施、供水設施及空調；
2. 不使用電子設施時，應關閉電源或將其切換為節能或睡眠模式及調低屏幕亮度；
3. 電腦設備、伺服器及顯示器將陸續更新至節能型號；
4. 採納節約用紙的措施以推廣雙面打印，不列印或影印不必要之文件及與工作無關之文件；及
5. 定期檢查水龍頭及水管是否漏水，並採用省水器具。

### Energy Consumption

The Group's main energy consumption comes from town gas, natural gas, petrol, diesel, electricity and purchased steam.

The following table shows the energy consumption of the Group for the Reporting Period:

Type	Head Offices	Cigarette Packaging Printing Plants 卷煙包裝印刷廠	Transfer Paper & Laser Film Manufacturing Plants 轉移紙及鐳射膜製造廠	Total
種類	總辦事處			總量
Direct Energy (in GJ) 直接能源 (吉焦耳)	1,488.3	62,572.2	1,257.0	<b>65,317.5</b>
Indirect Energy (in GJ) 間接能源 (吉焦耳)	357.3	171,590.0	52,612.4	<b>224,559.7</b>
Total Energy Consumed (in GJ) 總能源消耗 (吉焦耳)	1,845.6	234,162.2	53,869.4	<b>289,877.2</b>
Energy Intensity (by turnover) (GJ/HK\$'000) 能源密度 (以營業額計算) (吉焦耳/千港元)				<b>0.14</b>

### Water Consumption

Due to the nature of our business operation, our water consumption is not substantial and most of the water we used for our operations was for cooling processes in the printing sector, office use water in head offices and domestic water in our staff dormitory.

### 能源消耗

本集團的主要能源消耗來自煤氣、天然氣、汽油、柴油、電及外購蒸氣。

下表載列於報告期間本集團的能源消耗：

### 耗水量

鑒於我們業務營運的性質，我們的用水量不多，且大部分用水乃用於印刷業的冷卻工藝、總辦事處的辦公室用水及員工宿舍的生活用水。

The following table shows the water consumption of the Group for the Reporting Period:

下表載列於報告期間本集團的耗水量：

Type	Head Offices	Cigarette Packaging Printing Plants	Transfer Paper & Laser Film Manufacturing Plants	Total
種類	總辦事處	卷煙包裝印刷廠	轉移紙及鐳射膜製造廠	總量
Total Water Consumed (in m <sup>3</sup> ) 總耗水量 (立方米)	2,065 <sup>3</sup>	180,457	15,251	197,773
Water Intensity (by floor area) (m <sup>3</sup> /square metre) 耗水密度 (以面積計算) (立方米/平方米)				0.80

<sup>3</sup> The records of water consumption in Hong Kong is unavailable because the building manager takes control of it.

<sup>3</sup> 由於香港的耗水量紀錄由大廈管理人員保存，故無法取得該等紀錄。

### Energy Management

In 2019, we have continuously carried out numerous machinery upgrades and transformation to enhance our energy efficiency, such as upgrades or replacement on the offset printing machines and laminator; transformation on the air-conditioning system, air pressure system and UV drying system in our major operating plants.

In order to comply with market requirements and promote energy conservation, our Qiaotong Plant has launched an energy management system certification and eventually passed the national energy management system certification audit and obtained the energy management system certificate in September 2019. With the above energy management policies and commitments, it helped them to establish the concept of energy saving and emission reduction, building the confidence of continuous improvement, and gradually forming the self-discipline of energy saving and emission reduction.

We have also purchased 2 sets of electronic double hot-foiling machines from Changrong and 1 set of electronic die-cutting machine from BOBST in our Beijing Plant to further reduce production waste and energy consumption. As such, we are expected to gradually improve the overall environmental performance during the manufacturing process of the Group.

### 能源管理

於二零一九年，我們已持續進行多項機械升級及改造，以提升我們的能源效率，例如在我們的主要營運廠房完成膠印機及壓膜機的升級或更換以及空調系統、空氣壓縮及UV乾燥系統的改造。

為符合市場要求及推廣節約能源，我們的僑通廠房已推行能源管理體系認證並最終於二零一九年九月通過國家能源管理體系認證審核及取得能源管理體系的證書。上述能源管理政策及承諾能幫助僑通廠房建立節能減排的概念、建立持續改善的信心，並逐漸樹立起節能減排的自我規範。

我們亦為北京廠房向長榮購置兩台電子雙燙機及向博斯特購置一台電子模切機，以進一步減少生產廢料及能源消耗。因此，預期我們將逐漸提升本集團生產過程中的整體環境表現。

LED lighting has been fully installed in our newly built plants in order to reduce electricity consumption. We have also replaced the traditional lighting in other plants with LED lighting in areas where applicable.

We have included environmental performance data and energy-saving plan from the monthly reports of the general manager of our plants in order to push forward our environmental tasks and plans. It also enables timely monitoring of energy consumptions, thus optimising the management of energy consumption.

### ***Documentary Paper Management***

The Group has launched Office Automation ("OA") System since 2016 to reduce paper usage during internal approval process and the publishing of internal notices and announcements. Documents and information are now transmitted electronically to minimise paper consumption. We target to fully implement the OA System among our head offices and operating plants by end of 2021. We will gradually set double-sided printing as the default mode when printouts are needed. We also encourage our employees to recycle all paper, carton boxes and envelopes that do not contain confidential information of the Group.

### ***Water Management***

The use of water in our operations is immaterial when compared to our consumption of other resources, such as energy and other materials. Water is required mainly for rinsing zinc plates from plate-making and other printing process on the production front. Our plants in the PRC recycle the industrial wastewater and reuse it after treating for cooling processes. It further helps to lower the total amount of water we consumed. On the domestic wastewater front, we will examine the water quality before drainage to ensure they meet the national and local environmental requirement. There was no issue in sourcing water that is fit for purpose during the Reporting Period.

A new KBA machine in our Beijing Plant is equipped with a fountain solution filtering system to reduce consumption of fountain solution during the Reporting Period.

### ***Packaging Materials for Finished Goods***

We aim to protect our environment by minimizing the use of packaging materials such as cardboard, carton box, wrap and pallet. Total packaging materials used for finished goods in our major operating plants during the Reporting Period was approximately 2,778 tonnes.

我們已於新建廠房全面安裝LED照明，以減少耗電量。我們亦已在其他廠房可行區域安裝LED照明取代傳統照明。

我們將各廠房的總經理月度報告所載環境表現數據及節能計劃納入考量，以持續推進我們的環保工作及計劃，此亦使我們能夠及時監測能源消耗量，進而優化能源消耗的管理。

### ***文檔記錄用紙管理***

本集團已於二零一六年引進辦公自動化(「OA」)系統，以減少於內部審批過程及作出內部通知、公告的紙張使用。我們現在一律以電子形式傳送文件及資料，以儘量減少耗紙量。我們計劃於二零二一年底前在總辦事處及營運廠房全面實施OA系統，並逐步在列印時將雙面列印設為預設模式。我們亦鼓勵僱員回收所有不包含本集團機密資料的紙張、紙盒及信封。

### ***水資源管理***

相較於其他資源(如能源及其他材料)的消耗，我們的營運用水量並不大。水資源主要用於清洗鋅板，此需求來自生產端的製版及其他印刷製程。我們位於中國的廠房在經過冷卻處理後會回收及重複利用該等工業用水，此舉亦協助降低我們所消耗的水資源總量。於生活污水方面，我們將於排水前檢測水質，以確保其符合國家及當地的環境要求。於報告期間，並無於求取適用水源上遭遇問題。

於報告期間，我們於北京廠房新購置的一台高寶機裝配潤版液過濾系統，以減少潤版液的消耗。

### ***製成品包裝材料***

我們旨在透過儘量減少使用如紙箱、紙盒、膠膜及托盤等包裝材料，以保護環境。於報告期間內，我們主要營運廠房的製成品包裝材料耗用總量約為2,778噸。

### A3: The Environment and Natural Resources

The Group has complied with internal policies, relevant environmental laws and regulations and did not identify any cases of breach of regulations relating to emissions, use of resources, or environment and natural resources during the Reporting Period. Our general manager is fully in charge of environmental management work, who will execute environmental protection policies and continue to improve its environmental performance during the production process and review and update our environmental protection policies regularly, striving to increase the efficiency in the use of natural resources and reduce the environmental impact of its operation.

## B. SOCIAL

AMVIG views our people as our important assets and key to the sustainability of our Group. We aim to provide a positive and nourishing working environment by offering fair employment opportunities, comprehensive staff training and a wide range of development opportunities and platforms. We continuously enhance the sense of belonging among employees and reinforce the cohesion within the Group.

### Employment and Labour Practices

#### B1: Employment

We operate at a number of different locations in mainland China and Hong Kong, and there are some variations among those places with respect to labour law, codes of employment practice and cultures. However, we have established and implemented a staff handbook in each of our plants, and as minimum standard, the local Human Resources ("HR") policies comply with all the relevant local rules and regulations on policies and procedures, occupational health and safety, compensations and benefits, sexual harassment, anti-discrimination, working hours, statutory holidays and complaints etc.. We make efforts to keep ourselves informed of the latest development in the relevant local rules and regulations to ensure that we are in compliance with the laws.

We offer competitive remuneration, promotional opportunity, compensation and benefit packages to attract and retain talents. Salaries are reviewed and adjusted on a yearly basis based on performance appraisals which align with market rate as well as any development of applicable local laws and regulations. Employees are entitled to discretionary bonus, mandatory provident fund (statutory social securities in the PRC), various types of paid leave (marriage, compensation, maternity, paternity, casual, funeral and work injury) in addition to annual leave and sick leave, medical insurance, housing allowance, education allowance, transportation allowance, overtime meal allowance as well as mobile fee subsidies.

### A3: 環境及天然資源

本集團遵守內部政策及相關環境法律法規，在報告期間並無發現與排放物、資源使用或環境及天然資源相關的違規個案。我們的總經理全權負責環境管理工作，彼等將落實環保政策並持續提升我們在生產過程中的環境表現，定期檢視及更新我們的環保政策，致力於更有效地使用天然資源及減少營運對環境的影響。

## B. 社會

澳科控股視員工為我們的寶貴財產，是推動本集團持續發展的關鍵。我們致力於提供積極且良好的工作環境，包括公平就業機會、員工綜合培訓以及廣泛的發展機遇和平台。我們不斷提升員工歸屬感，加強本集團的凝聚力。

### 僱員及勞工準則

#### B1: 僱傭

我們在中國內地及香港多個地區開展營運，該等地區在勞工法、僱傭實務守則及文化方面各有差異。然而，我們已於各個廠房制定及執行員工手冊。作為最低標準，該等地方人力資源（「HR」）政策在政策與程序、職業健康與安全、補償及福利、防止性騷擾、反歧視、工作時長、法定假期及投訴等方面符合所有相關地方規則及規例。我們努力掌握相關地方規則及規例的最新變動，確保遵紀守法。

我們提供具競爭力的薪酬、晉升機會、補償及福利以吸引和挽留人才。我們每年根據市場水平及適用當地法律法規的任何變動及基於表現評核來審視和調整薪金。僱員可享有酌情花紅、強積金（中國則為法定社保）、除年假、病假外另有多種帶薪假期（婚假、補貼、產假、陪產假、臨時事假、喪假及工傷假）、醫療保險、住房津貼、教育津貼、交通津貼、加班餐津貼及手機話費補貼。

### Employee Profile

As at 31 December 2019, the Group has a total of 2,750 full time employees, representing an increase of 29.66% from 2,121 as at 31 December 2018. Such increment is due to the inclusion of the employees from our Qiaofeng Plant and Qiaotong Plant for the year. The following tables show the employee profile of the Group as at 31 December 2019:

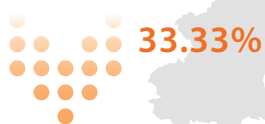
### 僱員概況

於二零一九年十二月三十一日，本集團合共聘用2,750名全職僱員，較於二零一八年十二月三十一日的2,121名僱員增加29.66%。該增加乃由於今年計入我們的僑豐廠房及僑通廠房的僱員所致。下表列示本集團於二零一九年十二月三十一日的僱員概況：

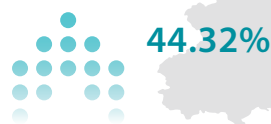


### Turnover Rate by Location 按地區列示的人員流動

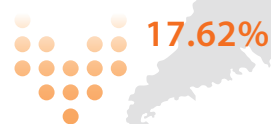
Beijing Head Office  
北京總辦事處



Beijing Plant  
北京廠房



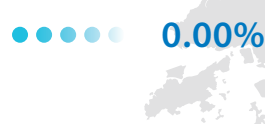
Dongguan KWG  
東莞智源



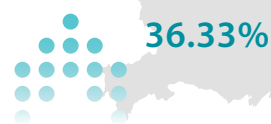
Hangzhou Weicheng  
杭州偉成



Hong Kong Head Office  
香港總辦事處



Hubei Plant  
湖北廠房



Kunming Plant  
昆明廠房



Nanjing Plant  
南京廠房



Qiaofeng Plant  
僑豐廠房



Qiaotong Plant  
僑通廠房



Qingdao Plant  
青島廠房



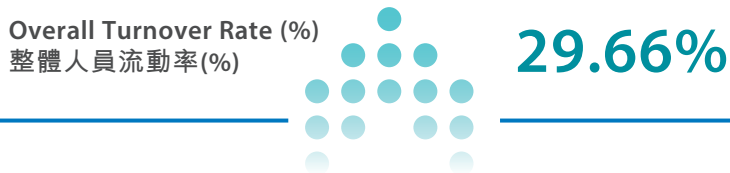
Qingdao Suncheng  
青島順誠



Xi'an Plant  
西安廠房



Overall Turnover Rate (%)  
整體人員流動率(%)



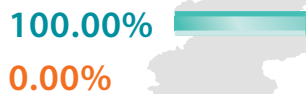
The Group's recruitment and promotion process are carried out in a fair and open manner for all candidates and employees. Employees are recognised and rewarded by their contribution, work performance and skills and will not be discriminated against on the grounds of sex, age, education background, physical or mental health status, marital status, family status or political affiliation.

本集團以公平及公開的方式進行僱員招聘及晉升；並按貢獻、工作表現及技能給予僱員嘉許及獎勵，其結果不會因性別、年齡、教育背景、身心健康狀況、婚姻狀況、家庭狀況或政治聯繫而受到歧視。

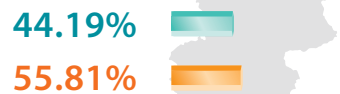


### Employment Type by Location 按地區列示的僱員類別

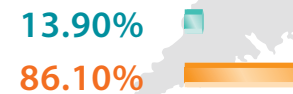
Beijing Head Office  
北京總辦事處



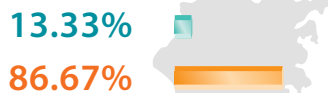
Beijing Plant  
北京廠房



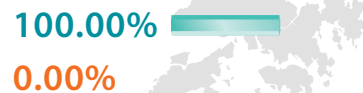
Dongguan KWG  
東莞智源



Hangzhou Weicheng  
杭州偉成



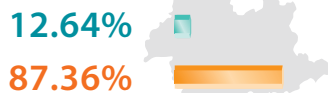
Hong Kong Head Office  
香港總辦事處



Hubei Plant  
湖北廠房



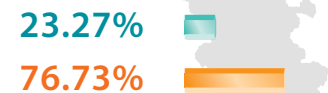
Kunming Plant  
昆明廠房



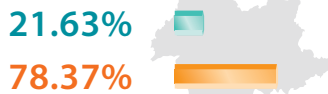
Nanjing Plant  
南京廠房



Qiaofeng Plant  
僑豐廠房



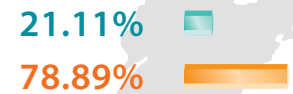
Qiaotong Plant  
僑通廠房



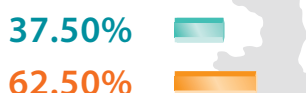
Qingdao Plant  
青島廠房



Qingdao Suncheng  
青島順誠

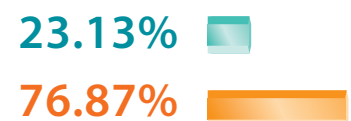


Xi'an Plant  
西安廠房



Overall Employment Type Ratio (%)  
整體僱員類別比例 (%)

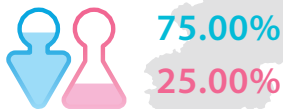
■ Non-Production Staff 非生產員工 (%)  
■ Production Staff 生產員工 (%)



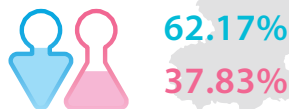


## Gender Distribution (By location) 性別分佈 (按地區列示)

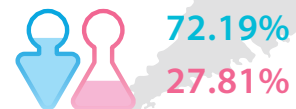
Beijing Head Office  
北京總辦事處



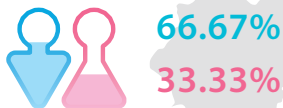
Beijing Plant  
北京廠房



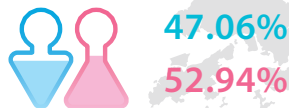
Dongguan KWG  
東莞智源



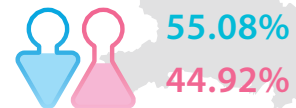
Hangzhou Weicheng  
杭州偉成



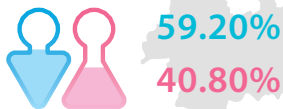
Hong Kong Head Office  
香港總辦事處



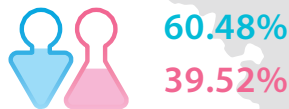
Hubei Plant  
湖北廠房



Kunming Plant  
昆明廠房



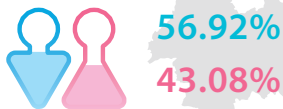
Nanjing Plant  
南京廠房



Qiaofeng Plant  
僑豐廠房



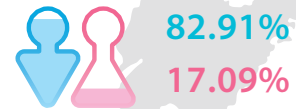
Qiaotong Plant  
僑通廠房



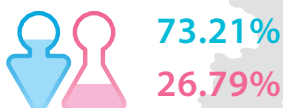
Qingdao Plant  
青島廠房



Qingdao Suncheng  
青島順誠



Xi'an Plant  
西安廠房



Overall Gender  
Distribution Ratio (%)  
整體性別分佈比率(%)

■ Male 男性 (%)  
■ Female 女性 (%)



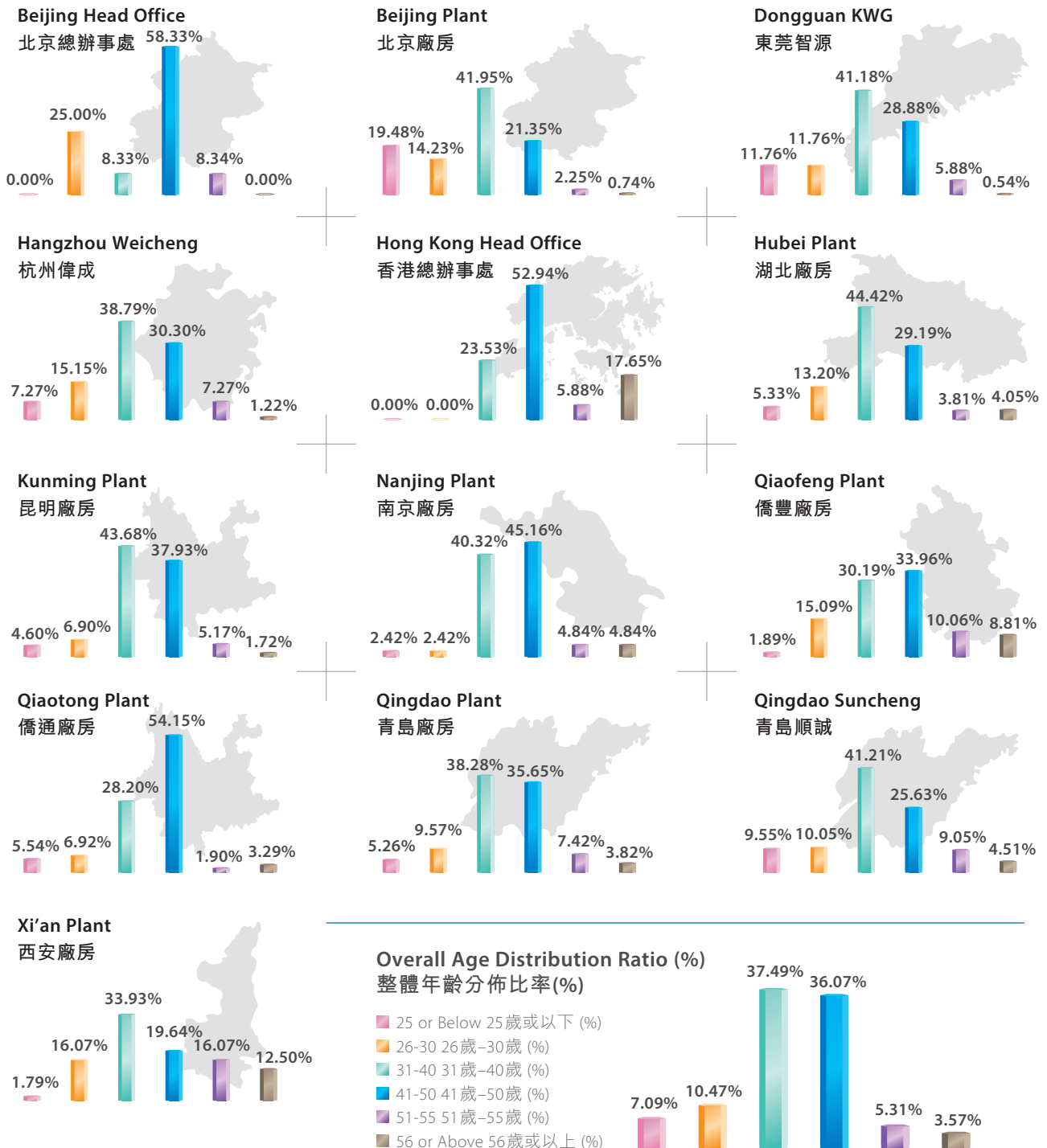


Age distribution

年齡分佈



Age Distribution (By Location) 年齡分佈 (按地區列示)



## B2: Health and Safety

We place high importance on employees' health and safety, which is our top priority at all times. The head offices and all of the operating plants of the Group have always complied with the requirements of the applicable laws and regulations in Hong Kong and the PRC with respect to occupational health and safety. Our major operating plants have established an Occupational Health and Safety system and successfully continued to receive the qualification according to the requirement of GB/T28001-2011 and OHSAS18001:2007 during the Reporting Period. We have also complied with the PRC local laws and regulations, including "Law of the PRC on the Protection of Production Safety" and "Regulation on Work-related Injury Insurance of the PRC" during the Reporting Period.

We provide health checks to all of our PRC staff annually. We inspect issues identified during health checks and may re-designate staff so that they work in a healthy and safe environment. We also arrange health check for new employees to ensure they do not start working until we have obtained their health certificate.

We measured our safety performance against the industry standard based on criteria such as (1) Recordable Cases (RC); and (2) Lost Time Injury (LTI) which were adopted from Amcor Limited.

### Occupational Health and Safety Data

		2019 二零一九年	2018 二零一八年
Work related fatality	因工死亡	0	0
RCs	可記錄事故	2	4
LTIs	失時工傷	2	4
Lost days to LTIs	失時工傷損失天數	59	65

The work safety supervisory committee, which comprised key management and technical staffs, assumes important roles to review all work safety and health policies and procedures, preventive and corrective measures, and to ensure all such policies and measures are implemented to minimise potential hazards and accidents. With regards to the above safety efforts, there has been no significant cases of accidents and injuries involving the Group's employees, fires, property damage or regulatory violation at any of our operating plants for the Reporting Period.

## B2: 健康與安全

我們高度重視僱員健康及安全，此乃我們一貫之重中之重。總辦事處以及本集團所有營運廠房始終遵守香港及中國適用法律法規對職業健康與安全的規定。於報告期間，我們的主要營運廠房均已按照GB/T28001-2011及OHSAS18001:2007的規定制定職業健康與安全系統，並持續成功通過有關認證。於報告期間，我們亦遵守中國地方法律及法規，包括《中華人民共和國安全生產法》及《中國工傷保險條例》。

我們每年為所有中國員工提供健康檢查。我們查核健康檢查中發現的問題，並可能調任員工，務求其能於健康安全的環境中工作。我們亦為新進僱員安排健康檢查，確保取得彼等的健康證明後，僱員方可開始工作。

我們基於(1)可記錄事故；及(2)失時工傷等準則(均採納自Amcor Limited)與業界標準衡量自身安全性能。

### 職業健康與安全數據

		2019 二零一九年	2018 二零一八年
Work related fatality	因工死亡	0	0
RCs	可記錄事故	2	4
LTIs	失時工傷	2	4
Lost days to LTIs	失時工傷損失天數	59	65

我們成立由主要管理人員及技術人員組成的工作安全監督委員會，負責審視所有工作安全與健康政策及程序、預防及矯正措施等重任，確保已實施所有該等政策及措施以減少潛在危害及事故。就上述安全舉措而言，於報告期間，我們的各營運廠房概無發生任何涉及本集團員工的火災、財產損失或違規等重大事故或傷害。

In order to enhance the safety awareness of our staff, we arrange first-aid demonstrations, rescue, fire and evacuation drills among our major plants twice a year. Smoking at the workplace, factory work floor and staff dormitories are strictly prohibited. We also engaged certified contractors for regular inspection of fire safety equipment on a timely basis.

We provide suitable protection equipment and tools to our employees, visitors and contractors, such as gloves, masks, helmets and safety shoes when they enter the production area of our operating plants. Moreover, work safety inspections are carried out regularly either on our own or jointly with our customers for the Reporting Period.

All of the employees in our plants receive work safety training sessions organised internally and by external training organisations. Such training sessions cover fire prevention, occupational health and safety, quality and safety procedures in order to help them to identify potential critical risks that most often lead to serious injuries and fatalities. It can also improve their knowledge and practices on related equipment, materials and solvents.

### B3: Development and Training

The Group considers staff training as a significant means to improve the Group's overall operational performance and efficiency. Same as previous years, we have organised various types of training, such as career development, work safety, enhancement of various management and job skills, corporate culture, IT security, leadership and improvement of execution capability. All newly recruited staffs are required to attend staff orientation and induction programmes to familiarise themselves with the Group's vision, mission, policies, corporate culture and business goals.

Aiming to help employees in continuously developing their capacity through further education, the Group has encouraged employees to take initiatives to assess and attend relevant job-related courses to enrich their knowledge and skills. As a result, the overall on-the-job trainings during the Reporting Period has increased over 70% in both total training hours and person-times when compared to 2018.

Furthermore, all of our directors were briefed from time to time on the latest development regarding the Listing Rules and other applicable statutory requirements to ensure compliance and upkeep of good corporate governance of their respective roles.

為提升員工的安全意識，我們每年兩次在主要廠房安排急救示範、救援、消防及逃生演習。工作場所、廠房工作區及員工宿舍嚴格禁止吸煙。我們亦按時聘請經認證的承包商定期檢查消防安全設備。

我們為員工、參觀者及承包商提供合適防護設備及工具，如手套、口罩、頭盔以及防護鞋，供其進入我們營運廠房生產區域時使用。此外，於報告期間我們獨立或與客戶一起定期視察工作安全。

我們廠房的全體員工接受由內部及外部培訓組織提供的工作安全培訓課程。該等培訓課程涵蓋防火、職業健康與安全、質素及安全程序內容，旨在幫助彼等識別最容易造成嚴重傷害及死亡的潛在重大風險。其亦可改善彼等於相關設備、材料及溶劑方面的知識和實踐。

### B3: 發展及培訓

本集團視員工培訓為提升本集團整體營運表現及效率之重要舉措。與往年相若，我們組織了各種各樣的培訓，例如職業發展、工作安全、各種管理及工作技能提升、企業文化、資訊科技安全、領導力及執行力提升。所有新聘僱員工均須參加職前培訓及入職課程，熟悉本集團願景、使命、政策、企業文化及業務目標。

為透過進修協助僱員持續發展一己之長，本集團鼓勵僱員主動評估及參與工作相關課程，藉此增進知識及充實技能。因此，相較於二零一八年，於報告期間的整體在職培訓總培訓時長及人次總數均增加了70%以上。

此外，我們不時向全體董事簡介有關上市規則及其他適用法律規定的最新發展簡報，以確保遵守及維持就彼等各自職責的良好企業管治。

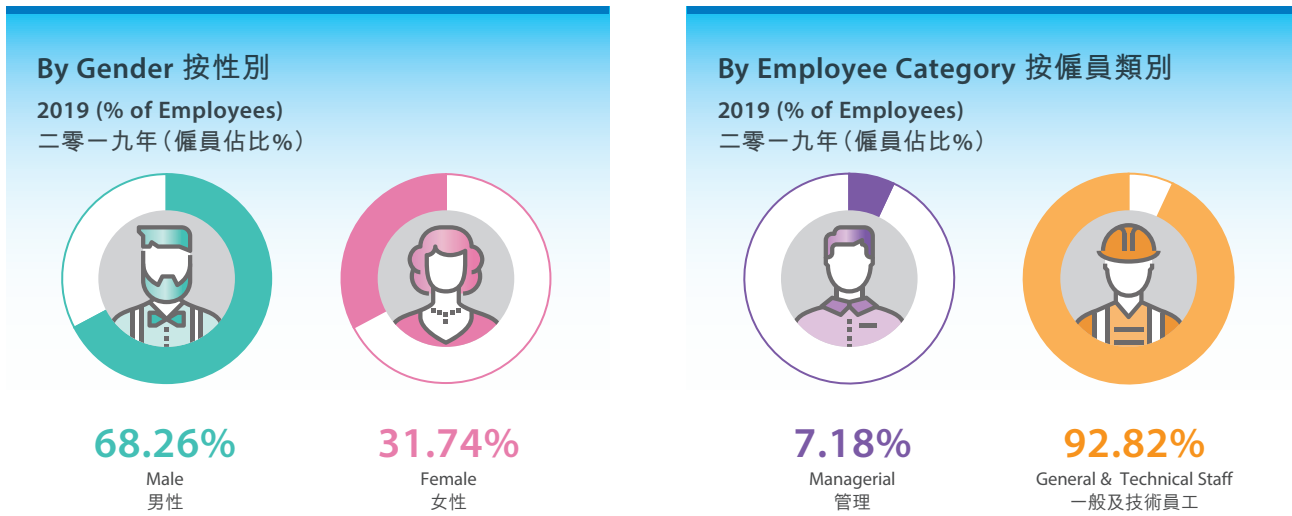
Below is the overview of our training activities in 2019:

以下為二零一九年培訓活動概覽：



Employee training profile of our Group:

本集團僱員培訓概況：



By offering the above trainings, the Group provides opportunities for our employees to strengthen their technical competency and job knowledge and as a result, team performance and job efficiency are reinforced.

本集團透過提供上述培訓，提升我們僱員的技術能力及工作知識，進而提升團隊表現及工作效率。

## Employee Communications

AMVIG actively fosters open communication among employees as well as communication channels between employees and the Company, in several ways.

### Meetings

A monthly General Managers' meeting is held in each of our business units through a combination of face-to-face meetings and/or conference calls. These meetings help to ensure that the plants' management fully understand the strategic direction of the Group. Furthermore, it also provided opportunities for our plants management to share experience and latest industry information.

### Office Automation System

We invested in technology by launching the OA System since 2016 in order to provide effective Group-wide channels of communication. We unified the channel of information access, such as internal notice, announcements, industry news updates. The system ensures our staffs can access the Group's information anywhere and anytime online, which has significantly improved the effectiveness and efficiency of our group communication and information sharing.

### Corporate Magazine

A quarterly corporate magazine "AMVIG Horizon" (《澳科時空》) led by our CEO, remains as an important channel to communicate with our employees. In 2019, the magazines featured topics on Productive Efficiency, Effective Communication, Team Collaboration and Positive Energy. We also keep employees updated on the Group's chronicle events and latest development, news review, sharing of employees' personal work experience, employees' inspiration and ideological building. The magazine also provides a platform for our employees to share their personal interests and hobbies, such as photography, essay, writing, painting, sketch in art design, book and film review etc..

## 員工溝通

澳科控股透過多種方式積極促進員工開放溝通，搭建僱員與公司之間的溝通橋樑。

### 會議

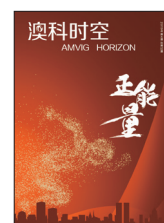
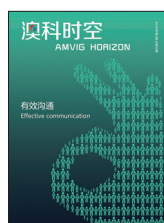
我們每月以面對面及／或電話會議形式於各個業務單位舉行總經理會議。該等會議有助於確保工廠管理層全面了解本集團的策略方向。不僅如此，該等會議亦為工廠管理層提供分享經驗及最新行業訊息的機會。

### 辦公自動化系統

自二零一六年起，我們加大技術投入，引進OA系統，為整個集團的溝通提供有效渠道。我們統一資訊獲取途徑，如內部通知、公告、行業消息更新。該系統方便員工隨時隨地線上瀏覽本集團資訊，大幅提升集團互通、資訊共享的效力及效益。

### 企業雜誌

由我們的首席執行官領導主辦的企業季度雜誌《澳科時空》(AMVIG Horizon)仍為與員工溝通的重要渠道。於二零一九年，該雜誌的主題分別為生產效率、有效溝通、團隊協作及正能量。我們亦持續讓僱員了解本集團的歷年大事記及最新動向、新聞回顧、員工個人工作經驗、員工風采及思想建設的分享。雜誌亦為員工提供分享個人興趣愛好的平台，包括攝影、散文、寫作、繪畫、藝術設計素描、書評及影評等。



## B4: Labour Standards

The Group strives to build a harmonious and healthy working environment with equal opportunity in order to protect employee's rights and benefits. We comply with all the relevant local rules and regulations in each of our head offices and operating plants as follows:

### *Hong Kong:*

- Employment Ordinance

### *PRC:*

- Labour Law of the People's Republic of China
- Labour Contract Law of the People's Republic of China
- Prohibition of Child Labour Provisions

In addition, the Group implemented the staff handbook which contains policies relating to relevant labour laws and regulations covering compensation, dismissal, promotion, working hours, rest periods and other welfare and benefits.

During the Reporting Period, we did not identify any material non-compliance or breach of local or other relevant legislations related to workplace quality.

AMVIG strictly prohibits the employment of children, forced or compulsory labour in any of our operating plants. We did not identify any operating plant involving child labour or forced or compulsory labour during the Reporting Period.

## Operating Practices

### B5: Supply Chain Management

The Group is committed to ensuring the efficient operation of our supply chain which in turns secure the quality and reliability of our products. The Group maintains stable relationships with our suppliers. We did not encounter any major difficulty in obtaining sufficient supplies in the PRC on raw materials, such as cardboard, transfer paper, ink, solvent and aluminium foil, to meet our production needs.

We conducted our procurement process in a competitive, fair and transparent manner. We consider the raw materials quality, pricing, products and production capacity, inventory management, quality assurance system, environmental risk mitigation measures, geographical advantages and other aspects when selecting our suppliers in order to assure high products quality.

## B4: 勞工準則

本集團致力建立一個擁有平等機會的和諧健康的工作環境，以保障員工的權利及利益。我們的各個總辦事處及營運廠房均遵守所有相關的地方規則及規例如下：

### *香港：*

- 僱傭條例

### *中國：*

- 《中華人民共和國勞動法》
- 《中華人民共和國勞動合同法》
- 《禁止使用童工規定》

此外，本集團實施員工手冊，當中載有與相關勞動法律及法規，並涵蓋薪酬、解僱、晉升、工作時長、休息時段及其他福利待遇有關的政策。

於報告期間，我們並無發現工作場所質素方面有任何未遵守或違反地方或其他相關法例的重大情況。

澳科控股嚴禁其任何營運廠房僱用童工、強迫或強制勞工。於報告期間，我們並無發現任何營運廠房涉及僱用童工、強迫或強制勞工。

## 營運實踐


### B5: 供應鏈管理

本集團致力確保供應鏈高效運轉，以確保產品質素及可靠性。本集團與供應商保持穩定合作關係，在於中國獲取充足原材料供應以符合生產需要方面並未遇到任何重大困難，包括紙箱、轉移紙、油墨、溶劑及電化鋁。

我們在公平透明的競爭形式下開展採購工作。為確保產品的高質素，我們在選擇供應商時充分考慮原材料的質素、價格、產品及生產能力、存貨管理、品質保證體系、環境風險減低措施、地理優勢等其他因素。

During the Reporting Period, the Group has in total 88 suppliers of major raw materials all over the PRC. Below table shows the number of suppliers by category and geographical region:

於報告期間，本集團於中國擁有88間主要原材料供應商。下表列出按類別及地區劃分之供應商數目：

<b>Board Paper</b> 紙板 	No. of Suppliers 供應商數目 <b>6</b>	Regions/Provinces in the PRC 中國地區/省份 <b>Hubei, Ningbo, Shandong, Zhuhai</b> 湖北、寧波、山東、珠海
<b>Transfer Paper</b> 轉移紙 	No. of Suppliers 供應商數目 <b>19</b>	Regions/Provinces in the PRC 中國地區/省份 <b>Beijing, Fujian, Hubei, Qingdao, Shanghai, Zhejiang, Zhuhai</b> 北京、福建、湖北、青島、上海、浙江、珠海
<b>Ink</b> 油墨 	No. of Suppliers 供應商數目 <b>33</b>	Regions/Provinces in the PRC 中國地區/省份 <b>Beijing, Guangzhou, Qingdao, Shanghai, Shanxi, Shenzhen, Yunnan, Zhejiang, Zhuhai</b> 北京、廣州、青島、上海、山西、深圳、雲南、浙江、珠海
<b>Solvent</b> 溶劑 	No. of Suppliers 供應商數目 <b>9</b>	Regions/Provinces in the PRC 中國地區/省份 <b>Beijing, Kunming, Qingdao, Shenzhen, Yunnan, Zhejiang</b> 北京、昆明、青島、深圳、雲南、浙江
<b>Aluminium Foil</b> 電化鋁 	No. of Suppliers 供應商數目 <b>21</b>	Regions/Provinces in the PRC 中國地區/省份 <b>Guangdong, Hefei, Qingdao, Shanghai, Wuhan, Yunnan, Zhejiang</b> 廣東、合肥、青島、上海、武漢、雲南、浙江

We communicate with our customers continuously in verifying product specifications and requirements, as well as conducting pre-press technical testing before mass production. It helps to ensure the quality, consistency, reliability and accuracy of our products being delivered to our customers.

我們與客戶持續溝通，確定產品規格及要求，並於開展大規模生產前進行印前測試。此舉有助於確保我們交付客戶的產品質素、一致性、可靠性及準確性。

Start from 2018, the Group had added environmental consideration into our procurement process and place more focus on its green materials supply chain system when choosing our existing or new product suppliers. Furthermore, we had also requested our suppliers to choose materials that comply with international environmental standards and follow waste national handling guidelines. To better understand the internal environment of our suppliers, we had also conducted site visits regularly to ensure that the suppliers comply with the requirements of the Group. Suppliers are encouraged to actively fulfil the requirements to ensure compliance and providing environmental protection information when submitting quotations and establish framework agreements to secure their availability and quality of their materials.

自二零一八年起，本集團於選擇我們現有或新的產品供應商時，將環境的考量納入採購過程，亦更加重視其綠色材料供應鏈系統。此外，我們亦要求我們的供應商選用符合國際環境標準的材料及遵照廢物國內處理指引。為更加了解供應商的內部環境，我們亦定期進行實地考察，以確保供應商符合本集團的要求。我們鼓勵供應商積極履行該等要求以確保合規，及於上呈報價時提供環境保護方面的資料，並建立框架協議以確保其供應及產品質量。

## B6: Product Responsibility

AMVIG complies with all the relevant health and safety regulations relating to our products and services during the Reporting Period. All of our operating plants have received a number of certifications on quality management system, including ISO9001 and ISO14001, which apply from the initial stage of raw material management to production and process control to finished goods. The Group also strictly complied with the Law of the PRC on Product Quality and other product-related regulations during the Reporting Period.

During the Reporting Period, there were no sold or delivered products subject to recalls due to safety and health reasons, labelling and privacy matters.

AMVIG's operations not only include sales but also a comprehensive scope of services including pre-sale and after-sale. We visit our customers proactively on a regular basis to resolve any concerns on product quality. Moreover, we also assigned a professional customer services team to ensure timely responsive actions are taken in relation to any product quality issues being raised.

We have adopted and maintained an effective quality control system covering all the major production processes, such as the procurement of raw materials, operation and color control to prevent product defects and excessive emission of VOC. In 2019, we had invested 3 stripping machines in Beijing Plant and Dongguan KWG to improve efficiency and reduce manpower consumption, it also improved the overall working environment of employees. Furthermore, we have replaced automated quality inspection machines in Dongguan KWG to complement our quality inspection work. Such automation will help to improve product quality and all production parameters are consistent with regard to quality controls on coloring, artwork positioning and VOC levels of our products.

With regard to the product description and labelling, as the Group's products are self-manufactured as per customer's order and detailed specifications, our product packaging are rather simple.

AMVIG is also committed to protecting our corporate confidentiality, customer's confidentiality and our employees' privacy according to our staff handbook. We educate our employees on the awareness of the data release risks and responsibility of keeping customers and business secrets at all time. The Group continues to fully conform to the laws regarding privacy rights, standards and requirements. During the Reporting Period, there were no reported cases on breach of confidentiality and privacy.

## B6: 產品責任

於報告期間，澳科控股的產品及服務方面遵守所有相關健康及安全規例。我們的所有營運工廠已通過若干有關質量管理系統的認證，包括ISO9001及ISO14001，兩者於原材料管理的初始階段到生產及製程控制再到製成品階段均適用。於報告期間，本集團亦嚴格遵守《中華人民共和國產品質量法》及其他產品相關規定。

於報告期間，並無出現已出售或交付產品因安全及健康問題、標籤及私隱事宜而予以召回的情況。

澳科控股的業務營運不僅包括銷售，亦包括售前及售後在內的全面服務範圍。我們積極定期拜訪客戶以解決他們對產品質量提出的任何問題。此外，我們亦指派專業客服團隊，以確保及時處理任何產品質量問題。

我們採納並維持有效的質量控制系統，涵蓋各主要生產過程，如原料採購、防止產品缺陷的操作與顏色控制及過度排放VOC。於二零一九年，我們已於北京廠房及東莞智源購置三台清廢機，以提高效率及減少人力耗損並優化了員工的整體工作環境。此外，我們已更替東莞智源的自動化品檢機，輔助我們的品質檢查，從而提高產品質素，及所有產品參數均與著色、插圖定位及VOC含量等質素控制一致。

就產品描述及標籤而言，由於本集團的產品乃根據客戶訂單及詳細規格自行生產，故產品包裝相對簡約。

澳科控股亦致力保護公司機密、客戶機密及根據員工手冊保護員工私隱。我們教導僱員了解資料洩露之風險，並始終對客戶及商業機密負保密責任。本集團繼續全面遵守有關私隱權益的法律、準則及要求。於報告期間，並無關於洩露機密或私隱的報告個案。



## B7: Anti-Corruption

AMVIG is committed to establishing and maintaining an ethical culture with strict standards of honesty and integrity. We are also committed to the prevention, detection and identification of frauds throughout its operations. The Group has a strict policy in relation to the prevention of frauds and corruption in every location where we operate. The purpose of the policy is to uphold a high standard of honesty and integrity as it is essential to protect the interests of all its stakeholders, including shareholders, employees and customers.

The Group's Anti-Fraud and Anti-Corruption Policy has 4 main principles as below:

- Frauds, bribery, extortion and money laundering of any kind will not be tolerated.
- AMVIG will maintain effective monitoring and inspection procedures and continuously improve our fraud, bribery, extortion and money laundering prevention program.
- AMVIG expects suppliers and customers to act with integrity and to share our attitude towards preventing fraud, bribery, extortion and money laundering.
- A system of internal financial controls to minimise the risk of any fraud, bribery, extortion and money laundering going undetected.

Should there be any staff who uncover or suspect fraud or corruption, they can report their findings or suspicions through the Group's whistle-blowing program by sending an email to "complaints@amvig.com", which is only accessible by the Group Human Resource Vice President and Company Secretary.

Upon receiving complaints through the whistle-blowing program, the relevant personnel and operations will be investigated and handled by our Group's Internal Audit Department, and where the complaints involve personnel with significant influence or cover a wide scope, a special investigation will be conducted and handled by the Audit Committee of the Company.

## B7: 反腐敗

澳科控股致力建立和維持嚴格標準的誠信道德文化。我們亦致力預防、排查及識別營運過程中的欺詐現象。本集團為其營運所在地區制定有關預防欺詐及腐敗的嚴格政策。該政策的目的是堅持高標準的誠信準則，因為誠信是保護其所有持份者（包括股東、僱員及客戶）利益的根本。

本集團的反欺詐及反腐敗政策有以下4項主要原則：

- 堅決不能容忍任何形式的欺詐、賄賂、敲詐及洗黑錢。
- 澳科控股將維持有效的監督及檢查程序，持續完善我們預防欺詐、賄賂、敲詐及洗黑錢計劃。
- 澳科控股期望供應商及客戶誠信行事，與我們共同預防欺詐、賄賂、敲詐及洗黑錢。
- 實施內部財務控制系統，盡可能減低任何未被察覺的欺詐、賄賂、敲詐及洗黑錢的風險。

任何員工如發現或懷疑欺詐或貪腐，可透過本集團的舉報程序發送電子郵件至「complaints@amvig.com」匯報其發現或懷疑，僅集團人力資源副總裁及公司秘書有權瀏覽郵件。

一旦透過舉報程序接獲投訴，集團內部審計部門將對相關人員及操作展開調查及處理，凡投訴內容涉及具重大影響之人員或涉及範圍較廣者，將交由本公司的審核委員會進行特別調查及處理。

All directors and employees are required to sign and strictly follow the Code of Conduct adopted in 2011 to avoid material conflicts of interests such as having a material interest in a customer's or supplier's business and their professional duties. Employees must exercise caution regarding the giving or receiving of business-related gifts for obtaining or providing benefits to customers, contractors, suppliers, vendors, or people with business relationship with the Group. We also require top rank to middle rank management to declare any conflict of interests by completing questionnaires as instructed by the HR department twice every year.

During the Reporting Period, there was no litigation regarding corruption practices against the Group or its staff.

## Community

### B8: Community Investment

AMVIG is committed to active participation in community services and philanthropy. We strive to be a trusted corporation and operate in a way that is conducive to establish a sustainable, beneficial and interactive relationship with the communities around our offices and operating plants.

During the Reporting Period, we have participated in a wide range of activities to serve our communities. We have prioritized our community investment on social welfare and the environment concerns. The Group encourages and enables our employees to contribute to the community through donations and volunteering.

全體董事及僱員均需簽署和嚴格遵守於二零一一年採納的操守守則，以避免重大利益衝突，包括於客戶或供應商的業務及彼等之職責擁有重大權益。於給予或收受客戶、承包商、供應商、賣方或與本集團有業務往來人士的業務相關禮品旨在獲取好處或提供好處時，僱員必須審慎行事。我們亦要求中高層管理人員透過調查問卷形式申報是否存在任何利益衝突。人力資源部門每年開展兩次調查問卷活動。

於報告期間，並無針對本集團或其員工貪腐行為的訴訟。

## 社區

### B8: 社區參與

澳科控股致力積極參與社區服務及慈善事業。我們力爭成為一間值得信賴的公司，採用有助於與我們辦事處及營運廠房所在社區建立可持續、有益及互動關係的方式營運業務。

於報告期間，我們參與了多項活動服務社區，並將社會福利及環境問題列作社區投資的優先事項。本集團透過捐款及志願服務的方式鼓勵員工為社區作出貢獻。

Below are the major events in which we have participated in 2019:

#### *Hong Kong*

1. “Walk and Run for water 2019” organised by A Drop of Life
2. “迎春送暖福臨門” Volunteer service organised by A Drop of Life
3. Vegetable preparation volunteer service organised by Food Angel
4. Meal preparation volunteer service organised by Food Angel
5. “Lok Sin Tong Territory-wide Flag Day 2019” organised by The Lok Sin Tong Benevolent Society Kowloon
6. Charity Mooncake purchased from The Lok Sin Tong Benevolent Society Kowloon. After deducting the cost of every box of the mooncake, the donation could provide 10 meals to a basic family
7. “Lai See Reuse and Recycle Program 2019” organised by Greeners Action

#### *China*

1. “春風行動” organized by Xiaoshan Development Zone General Union
2. “徹底清除衛生死角－青小衛吹響集合號” organised by Xiaoshan Community Organisation
3. “走進山區，關愛貧困學子活動” organised by China Council of Lions Club in Hangzhou
4. Tree planting activities organised by local government of Wangniudun Town in Dongguan
5. Blood donation
6. Donation of books and winter clothes for the underprivileged in rural areas in Qingdao

During the Reporting Period, the Group has raised and donated approximately HK\$179,000 and contributed 485 hours of voluntary services with regards to the social welfare and environmental concerns.

以下為我們於二零一九年參與的主要活動：

#### *香港*

1. 由點滴是生命舉辦的「2019點滴揸水行」活動
2. 由點滴是生命舉辦的「迎春送暖福臨門」義工活動
3. 由惜食堂舉辦的蔬菜處理義工活動
4. 由惜食堂舉辦的預備飯餐義工活動
5. 由九龍樂善堂舉辦的「2019樂善堂全港賣旗日」
6. 向九龍樂善堂購買公益月餅。於扣除成本後，每盒月餅的捐款可供一個基本家庭十餐所需
7. 由綠領行動舉辦的「利是封回收重用大行動2019」

#### *中國*

1. 由蕭山開發區總工會組織的「春風行動」
2. 由蕭山社區組織組織的「徹底清除衛生死角－青小衛吹響集合號」
3. 由中國獅子聯會在杭州組織的「走進山區，關愛貧困學子活動」
4. 由東莞望牛墩鎮政府組織的植樹活動
5. 捐血活動
6. 向青島貧困地區的弱勢家庭捐贈書籍與冬季衣物

於報告期間，本集團籌集及捐出的款項約179,000港元，亦已投入485小時於社會福利及環境相關的志願服務。

## C. INVESTOR RELATIONS

AMVIG established a Shareholder Communication Policy in 2011 with an aim to promote effective communications with individual and institutional shareholders. Our management is committed to providing the investment community with timely information in order to promote a solid understanding of the Company.

### Investor Relations Review

During the Reporting Period, investor relations activities such as one-on-one and group meetings, conference calls and roadshows were held in which the senior management of the Group presented and communicated the Company's strategy and developments with all interested shareholders, investors and analysts from the United States, the United Kingdom, Singapore and China.

#### Details of the activities

##### 活動詳情

One-on-one and group meetings

一對一及小組會議

Conference calls

電話會議

Non-deal roadshow

非交易路演

#### Number of participations

##### 參與次數

8

7

1 (in Singapore)

1(於新加坡)

The Group maintains a bilingual corporate website in English and Traditional Chinese which consists of a section headed "Investor Relations". Under this section is a centralized collection of all regulatory-required announcements, notices, financial reports and circulars which enables the Company's shareholders and members of the investment community to have a timely and handy access to the most updated information about the Company.

All of the shareholders of AMVIG are welcome to attend our general meeting either in person or by proxy. Our last annual general meeting was held at the head office in Hong Kong on 6 June 2019. All resolutions proposed in the meeting were duly passed by the shareholders by way of poll.

More information about AMVIG's communication with shareholders and the shareholders' rights are available on pages 60-61 of the Company's 2019 annual report.

## C. 投資者關係

澳科控股於二零一一年建立股東溝通政策，旨在促進與個人及機構股東之間的有效溝通。管理層致力於為投資界提供及時訊息，從而促進對本公司的良好理解。

### 投資者關係回顧

於報告期間舉辦投資者關係活動，如一對一及小組會議、電話會議及路演，藉此，本集團高級管理層向美國、英國、新加坡及中國的所有利益關係之股東、投資者及分析師講述及傳達本公司策略及發展。

本集團提供英文及繁體中文的雙語網站，包括「投資者關係」部分。於該部分匯集所有監管要求的公告、通知、財務報告及通函，令本公司股東及投資界人士能及時且便於獲取有關公司的最新資料。

我們歡迎所有澳科控股股東親自或委任代表參加我們的股東大會。上一次股東週年大會於二零一九年六月六日在香港總辦事處舉行。會議所有提議決議案均獲股東以投票方式正式通過。

有關澳科控股股東溝通及股東權利之更多資料，請參閱本公司二零一九年年報第60至61頁。

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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料的方法、減低產生量的措施及所得成果。	Description of measures to reduce emissions and wastes and results achieved 描述減少排放及廢料的措施及所得成果	7-8

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<b>B8: Community Investment 社區參與</b>			
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The background features several large, overlapping, organic shapes in shades of pink, teal, orange, blue, and green. These shapes contain various white and light-colored icons: a magnifying glass over a line graph, a lightbulb, a bar chart, and various arrows and geometric symbols.

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