



**China Automotive
Interior Decoration Holdings Limited**

中國汽車內飾集團有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

股份代號 **Stock code: 0048**

2019

**ENVIRONMENTAL,
SOCIAL AND
GOVERNANCE
REPORT**

**環境、社會及
管治報告**



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ABOUT THIS REPORT

China Automotive Interior Decoration Holdings Limited (the “Company”) and its subsidiaries (collectively referred to as the “Group”) are pleased to present its Environmental, Social and Governance (“ESG”) Report (the “ESG Report”) for the year ended 31 December 2019 (the “Reporting Period”). This ESG Report provides an annual update on the sustainability performance, accomplishments and challenges faced over the past few years. It has been updated to reflect the interest of various stakeholders.

Scope and boundary of this report

This ESG Report details the ESG performance of the Group for the Reporting Period. We apply the concept of materiality in the planning and development of the ESG Report. Unless otherwise indicated, the ESG Report covers the Group and its subsidiaries.

Reporting principles

The ESG Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) in Appendix 27 to the Rules Governing the Listing of Securities on Main Board of The Stock Exchange of Hong Kong Limited (“Stock Exchange”). According to the guideline, the following principles are underpinned:

1. **Materiality:** Environmental, social and governance issues that have major impacts on investors and other stakeholders must be set out in this ESG Report.
2. **Quantitative:** If the key performance indicators (KPIs) have been established, they must be measurable and applicable to valid comparisons under appropriate conditions. They must also be able to describe the purpose and impacts of quantitative information.
3. **Balance:** This ESG Report must provide an unbiased picture of the environmental, social and governance performance of the Group. It should avoid selecting, omitting, or presenting formats that may inappropriately influence a decision or judgment by the reader.
4. **Consistency:** This ESG Report should use consistent and disclose statistical methodologies to allow meaningful comparisons of related data over time. Any changes to the methods used must be specified in the ESG Report.

關於本報告

中國汽車內飾集團有限公司(「本公司」)及其附屬公司(統稱「本集團」)欣然提呈其截至2019年12月31日止年度的環境、社會及管治(「環境、社會及管治」)報告(「環境、社會及管治報告」)。本環境、社會及管治報告提供過往數年的持續表現、成就及所面對挑戰的年度更新，已更新以反應各持份者的權益。

本報告的範圍及界限

本環境、社會及管治報告詳述本集團於報告期間的環境、社會及管治表現。我們於籌劃及制定環境、社會及管治報告時應用重要性的概念。除另有指明外，環境、社會及管治報告涵蓋本集團及其附屬公司。

報告原則

環境、社會及管治報告乃按香港聯合交易所有限公司(「聯交所」)主板證券上市規則附錄27所載的環境、社會及管治報告指引(「環境、社會及管治報告指引」)編製。根據該指引，採取以下原則：

1. **重要性：**當環境、社會及管治的事宜會對投資者及其他持份者產生重要影響時，必須在本環境、社會及管治報告中列出。
2. **量化：**如有訂立關鍵績效指標(KPIs)，該等指標須可予計量並於適當情況下作出有效對比，而所訂立的指標亦須闡述有關量化信息的目的及影響。
3. **平衡：**本環境、社會及管治報告須公正地呈報本集團在環境、社會及管治方面的表現。應避免選擇、遺漏或按不當格式呈報從而可能誤導讀者的決策或判斷。
4. **一致性：**本環境、社會及管治報告須使用一致並披露統計方法，使相關數據日後可作有意義的比較。若統計方法有任何變更，亦須在環境、社會及管治報告中註明。

Confirmation

The information documented in this ESG Report is sourced from official documents, statistical data, and management and operation information of and collected by the Group in accordance with relevant internal policies. The Group has established internal controls and a formal review process to ensure that any information presented in this ESG Report is as accurate and reliable as possible.

Feedback

The Group discloses the latest business information regularly to investors and the public. We also welcome investors and shareholders to share their views with the board of directors of the Company by fax at +852 3020 9420.

ABOUT THE GROUP

The Group is principally engaged in the manufacture and sale of nonwoven fabric products used in automotive interior decoration parts and other parts, and the trading of rubber and food products. Our competitive strength is the ability to provide timely and reliable products to consumers. Over the years, our solid track record and experienced management team have established an excellent reputation in the industry.

ENVIRONMENTAL, SOCIAL AND GOVERNANCE STRATEGIES

The Board of directors (the "Board") formulates the Group's environmental, social and governance strategies and the executive directors and senior management which then execute the plan. The executive directors and senior management are responsible for reviewing and monitoring the Group's environmental, social and governance policies and practices and discussing with external professional consultants regularly in order to ensure that the Group complies with relevant legal and regulatory requirements. The executive directors and senior management monitor and respond to the latest environmental, social and governance issues, report to the Board on major issues and make relevant recommendations to enhance the Group's environmental, social and governance performance.

The Board reviews the Group's environmental, social and governance report annually, analyses and evaluates the key risks and makes relevant recommendations for the coming year. Thereafter, the executive directors and senior management report the key risks and the execution progress of the recommendations at the regular Board meetings and the Board takes appropriate measures if required.

確認

本環境、社會及管治報告引用的所有資料均來自本集團的官方文件、統計數據、本集團根據有關內部政策收集的管理及營運資料。本集團已制訂內部監控及正式審核程序，以確保於本環境、社會及管治報告呈列的任何資料均盡可能準確可靠。

反饋

本集團定期向投資者及公眾人士發佈最新業務資料。我們亦歡迎投資者及股東通過傳真(+852 3020 9420)與本公司董事會分享彼等之意見。

關於本集團

本集團主要從事製造及銷售用於汽車內飾件及其他部分的無紡布產品、橡膠及食品貿易。我們的競爭優勢在於能夠及時向消費者提供可靠的產品。多年以來，我們卓越的往績及資深的管理層團隊已在業內樹立良好的聲譽。

環境、社會及管治策略

董事會（「董事會」）制訂本集團環境、社會及管治策略，並隨後由執行董事及高級管理層執行計劃。執行董事及高級管理層負責檢討及監督本集團的環境、社會及管治政策及常規，並定期與外聘專業顧問討論，以確保本集團符合相關法律及監管規定。執行董事及高級管理層監督環境、社會及管治事項的最新資料及就此作出回應，並就重大事項向董事會匯報並作出相關建議，以提升本集團環境、社會及管治方面的表現。

董事會對本集團之環境、社會及管治報告進行年度審閱，並分析及評估來年的主要風險並作出相關建議。隨後，執行董事及高級管理層將於董事會例行會議上報告有關主要風險及有關建議的執行進度，董事會將適時採取適當措施。

Regarding the existing business operation and overall environment of the Group, the Board identifies waste management and health and safety as the major environmental, social and governance risks. It constantly strives to improve the safety of its different business areas in order to provide a safe and healthy work environment to employees. For further details, please refer to the relevant sections of the ESG Report.

STAKEHOLDER ENGAGEMENT

Understanding the needs of the stakeholders is an important consideration for the Group. We have maintained good relationships with our stakeholders by understanding their expectations through two-way communication via meetings, telephone conferences, information on the company website, company publications and e-mails on issues such as environmental protection awareness, fire safety, product quality and emission reduction. The Group has held annual general meetings, as required by the Stock Exchange, to provide shareholders information of the Group's business situation and vision, in order for them to build understanding and confidence in us.

Identifying Material Issues

Stakeholder participation facilitates the identification of potential risks as well as business opportunities. Understanding stakeholders' views allows the Group to better fulfil their needs and expectations with the Group's business practices and also to manage different stakeholders' opinions. The Group has been able to prioritise three issues from the eleven environmental and social aspects specified in the ESG Reporting Guide to be the material focus of this report. The three material issues are: anti-corruption, supplier management and product responsibility.

ENVIRONMENTAL ASPECTS

Cherish Environment and Reduce Emissions

As environmental pollution has become increasingly serious, national governments have established stricter environmental laws. As a responsible company, the Group is dedicated to controlling and reducing unfavorable effects to the environment.

Organic compound generated from various stages of the manufacturing process of the Group are emitted in an organized way. Specifically, collected exhaust would be emitted to the environment through pipelines. In order to adhere to the local government's legal requirements on air pollutant emissions, the Group would engage an independent inspection consultant to conduct regular monitoring on organic compound emissions.

就本集團現有業務經營及整體環境而言，董事會將廢棄物管理以及健康與安全視為主要之環境、社會及管治風險。本集團不斷提升其於不同業務領域的安全表現，以為僱員提供一個安全健康的工作環境。進一步詳情，請參閱環境、社會及管治報告相關章節。

持份者參與

洞悉持份者的需求，是本集團的重要考慮因素。我們通過探訪會議、電話會議、公司網站資訊、公司刊物、電郵等多種渠道，與持份者在環保意識、消防安全、產品質量、減少排放等議題上進行雙向溝通，從而明白他們的期望，使我們與持份者之間的合作良好關係。本集團按照聯交所相關規定召開周年股東大會，為股東提供有關本集團經營情況和願景的資料，以建立股東對我們的瞭解及信心。

識別重大議題

持份者參與有助於識別潛在風險及業務機遇。了解持份者看法亦使本集團能通過其業務常規更好地滿足彼等之需求及期望並處理不同持份者的意見。本集團已自環境、社會及管治報告指引中訂明的11個環境及社會方面中優先排列3個議題作為本報告的重點。該三個重大議題為：反貪污、供應商管理及產品責任。

環境層面

愛環境減排放

環境污染問題日益嚴重，多國政府已制定嚴格的環保法例，本集團作為一間負責任的企業，亦克盡己任，致力控制及減少對環境的不利影響。

本集團對生產過程中不同環節所產生的有機廢氣採取了有組織的排放，具體而言，收集到的廢氣會經管道集中排放到大氣中。而為貫徹落實當地政府有關大氣污染物排放的法例要求，本集團會委聘獨立檢測顧問為排放的有機廢氣進行定期監測，以確保符合標準。

The industrial wastewater generated by the Group mainly comes from the production of adhesive backed fabrics. During the production batch change, water for equipment cleaning would be collected, precipitated and recycled. These steps could prevent wastewater pollution and effectively reduce the usage of water resources.

The Group appropriately separates hazardous and non-hazardous waste for disposal. Hazardous waste, such as waste plastics and waste activated charcoal, are entirely transferred to government licensed processors for safe disposal. Non-hazardous waste are centrally managed by the relevant industrial park management committee. To reduce waste, we would segregate and recycle waste such as glass and aluminum cans. In addition, a simple processing procedure would be carried out for trimmed materials and regrind materials which are then recycled for reuse in the manufacturing process. This would help reduce waste disposal and increase cost effectiveness.

During the Reporting Period, the exhaust emissions generated by the Group were mainly vehicle exhaust emissions generated by the Company's vehicles. Despite an increase in business turnover, the vehicle exhaust emissions was lower than the last reporting period, evidencing the effectiveness of usage of vehicles and energy efficiency measure. Major emission data are as follow:

Major emissions

Type 類別	主要排放物		Unit 單位
2019/20	2018/19		
Nitrogen Oxides (NO _x) 氮氧化物	40.60	65.80	kg 千克
Sulphur Oxides (SO _x) 硫氧化物	3.78	6.30	kg 千克
Respirable Suspended Particulates (RSP) 可吸入懸浮粒子	0.64	0.97	kg 千克

During the Reporting Period, the data of greenhouse emissions generated by the Group are as follow:

Type 類別	2019/20	2018/19	Unit 單位
Greenhouse gas 溫室氣體	4,554.71	3,236.90	tCO ₂ e 噸二氧化碳當量

本集團產生的工業廢水主要來自背膠線的生產，當進行生產換批時，清洗設備用水最後會收集起來，經沉澱後再循環使用。此等措施既可避免因排出工業廢水而造成污染，同時亦能有效減少水資源的使用。

本集團會適當分開有害及無害廢棄物作棄置。有害廢棄物，如廢膠渣、廢活性炭等會全數轉交獲政府許可的合資格處理商作安全處置。而無害廢棄物則會交由相關工業園管理委員會作統一處理，同時，我們在廠區內亦對玻璃、鋁罐等廢棄物安排分類回收，以減少廢棄物的產生。另一方面，對生產過程中所產生的邊料和次料會進行簡單的工序處理，再回收到產品製作過程中作循環使用，有助減少廢棄物料的棄置，亦能提高成本效益。

於報告期內，本集團排放的廢氣主要為本公司車輛的尾氣排放。儘管業務營業額有所增加，但汽車尾氣排放仍低於上一報告期，證明車輛使用及能效措施的有效性。主要排放數據如下：

於報告期內，本集團排放的溫室氣體數據如下：

During the Reporting Period, the hazardous waste and non-hazardous waste generated by the Group has been reduced and shown as follow:

於報告期內，本集團產生的有害廢棄物和無害廢棄物數據如下：

Type 類別	2019/20	2018/19	Unit 單位
Hazardous waste 有害廢棄物	1.75	2.08	tonnes 噸
Non-hazardous waste 無害廢棄物	3.46	4.00	tonnes 噸

The Group has strictly complied with the laws and regulations related to emissions. During the Reporting Period, there have been no cases of prosecution against the Group due to violation of any relevant laws.

本集團恪守排放物的法律法規，報告期內未有發生任何違反相關法例而被檢控的個案。

Use of Resources

“Lower Energy Consumption, Reduce Resource Use” has been a priority in the Group’s efforts to protect the environment. We have implemented a series of measures for reducing energy consumption and resource used. They are as follow:

資源使用

「降低能源消耗、減少耗用資源」已被視為本集團在保護環境方面的首要工作，為此，我們推行了一系列有關節約能源及資源的措施，詳情如下：

- For processes that use thermal setting, new and highly effective steam trapping equipment have been introduced. This has shortened the length of the steam pipes, and consequently reduced energy consumption;
- Cotton insulation has been placed around the thermal setting process drying room to improve insulation and reduce heat loss. The drying speed of nonwoven fabric has increased by an additional one meter per minute;
- Fiberglass light transmitting panels have been installed in the roof of the main workshop to reduce the use of lighting in the daytime and electricity consumption;
- Use of energy-saving machines to reduce energy consumption;
- To effectively reduce the use of packaging material, the Group would negotiate with clients to increase the number of items in individual packages;
- Strict control on procurement and use of raw material based on production orders;
- We have advocated energy saving in the office by using natural light and reducing the use of electricity in office area and unoccupied areas. We have also encouraged employees and visitors to save water.
- 針對使用蒸汽進行熱定型的工序，引進新型高效的蒸汽疏水設備，從而縮短蒸汽管道長度，減少蒸汽用量，亦同時減低能源消耗；
- 為熱定型工序烘房四周加貼保溫棉以提升保溫效果，減少熱量損耗，從而令工藝溫度提高，無紡布的烘乾速度每分鐘亦因而增加了1米；
- 主車間樓頂加裝玻璃鋼採光帶，減少車間在白天的燈光照明，減少用電；
- 採用節能電機，以降低能耗；
- 為有效減少包裝材料的使用，本集團將與客戶協商，計劃增加每個獨立包裝內的成品件數；
- 根據生產訂單嚴格控制原材料的採購和領用；
- 辦公室範圍亦倡導節約水電，盡量採用自然光照明，推行減少辦公用電和非辦公用電；又在日常運作中，鼓勵員工及訪客節約用水。

During the Reporting Period, the major consumption of energy and resources are as follow:

於報告期內，主要能源和資源消耗情況如下：

Type 類別	Unit 單位	Usage 使用	Density (revenue) 密度 (收益)
Electricity consumption 耗電量	kwh 千瓦時	4,512,186	17,294.70 kWh/RMB million
Water consumption 耗水量	m ³ 立方米	13,048	50.01 m ³ /RMB million
Total amount of plastic packaging materials for finished product 製成品所用包裝膠材料總量	tonnes 噸	2.07	0.01 m ³ /RMB million

The Environment and Natural Resources

The Group has successfully obtained the ISO14001 Environmental Management System certification since 2006. We have developed programs related to prevention of environmental pollution in order to continuously improve our performance and fulfill our commitment to environmental protection. Moreover, with a primary focus on saving energy, reducing consumption, reducing pollution and improving efficiency, the Group has strived to reduce impact on the environment and natural resources by actively using energy-saving devices and technology, introducing wastewater recycling systems, recycling manufacture waste and reducing raw material consumption.

In addition to implementing a system of environmental management, the Group has reinforced its cooperation with suppliers that advocate green development. We prioritize raw material suppliers with green certification. In regards to the supply of one of our main raw materials, fibers, suppliers that have obtained green certification now account for around 80% of the Group's fiber procurements.

Besides, the Group promotes a paperless operation through various means such as providing clients with online purchasing services and using computer filing instead of printed copies.

環境及天然資源

本集團早於二零零六年已順利通過ISO14001環境管理體系的認證，並不斷開展有關預防環境污染的項目，以持續改善我們的環境績效，實踐對保護環境的承諾。此外，本集團又以節能、降耗、減污、增效為主要方向，積極採用節能的裝置及技術，引入廢水循環系統、回收生產廢料及實行原材料減耗，為減低對環境及天然資源的影響而努力。

本集團在推行環境管理體系的同時，亦盡力加強與主張綠色發展的供應商合作。我們會優先選擇有綠色認證的原材料供應商，而就我們其中一種主要的原材料纖維供應而言，現時已取得綠色認證的供應商已佔本集團約八成的纖維採購量。

除此之外，本集團從多方面推廣無紙化運作，包括為客戶提供產品網上訂購服務，又會將內部文件以電腦存檔取代印刷本，以節約用紙。

SOCIAL ASPECTS

Employment and Labour Practices

Employment

We are committed to providing fair employment opportunities and a work environment of mutual respect for the employees. The Group strongly advocates anti-discrimination and has implemented relevant policies that focuses on treating others with fairness and dignity, and giving everyone equal opportunities. The Group has also been actively fulfilling its social responsibility by hiring people with disabilities, exemplifying the spirit of equality. Moreover, we follow a policy of employee diversity. Candidates, whether local or foreign, would be hired as long as they fulfill the job requirements. Remuneration internally are determined primarily based on capabilities and rank, while externally we strive to maintain competitiveness in order to attract and retain outstanding talents. Employees' qualities and capabilities would be the only deciding factors for employee promotion to maintain fair competition.

The Group provides a diverse range of staff welfare benefits. All employees are entitled to statutory holidays, paid annual leave, marriage leave, maternity and paternity leave and other holidays prescribed by the local labour laws. Apart from statutory holidays, we would arrange additional welfare for employees to celebrate certain festivals. Welfare would also be provided on special occasions such as birthdays, marriage or sickness. On the other hand, the Group has purchased employees' social insurance and commercial accident insurance so that they can be compensated in the event of an accident. In terms of lay-off, for employees who do not abide by the Labour Law, employment contracts would be terminated according to the Labour Law and company regulations. Retirement procedures would be arranged for employees who have reached the retirement age according to the national policy.

社會層面

僱傭及勞工常規

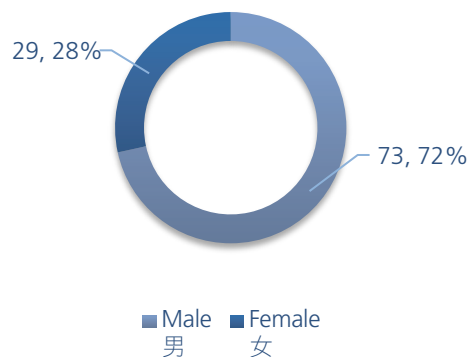
僱傭

我們致力提供公平的就業機會，為員工創造一個互相尊重的工作環境。本集團大力倡導反歧視，並制定相關政策，主張公平、尊嚴地對待他人，給予各人平等的機會。與此同時，本集團亦積極履行社會責任，聘請殘疾人士作為員工，以體現人人平等的精神。我們更奉行僱員多元化的政策，應徵者只要符合相關職位的工作要求，不論是本地或外地人士，都會聘請；對內薪酬主要以能力及職級來釐定，而對外則會盡力保持競爭力，以吸引和留住優秀人才。員工晉升亦只會考慮員工的個人素質及能力，以維持公平競爭。

本集團為員工提供多元化的福利待遇，所有員工均享有當地勞動法規定的假期，如有薪年假、婚假產假陪產假等。除了法定假期外，我們亦額外安排在某些節日發放福利給員工；而對於員工的一些特別情況，如生日、結婚、生病等也會給予一定的福利待遇。另一方面，本集團又為所有員工繳納社保及意外商業保險，如當員工遇上意外，可及時為他們作出賠償。而解僱方面，則會對不符合勞動法規定的錄用的員工，根據勞動法和公司規章制度解除勞動合同；退休方面，則根據國家政策給達到退休年齡的員工辦理退休手續。

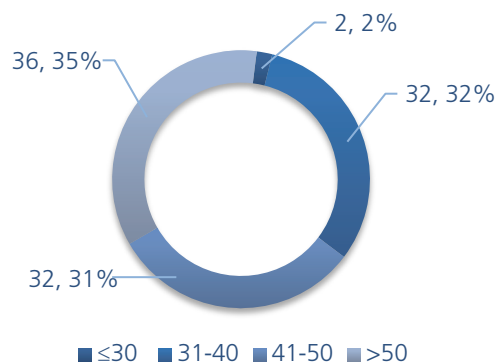
Distribution of employees (number of employees):

Number of employee by Gender
按性別劃分員工人數

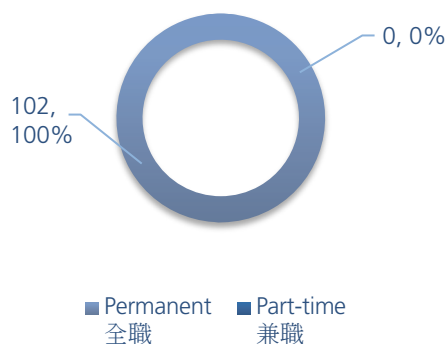


員工分佈 (員工人數) :

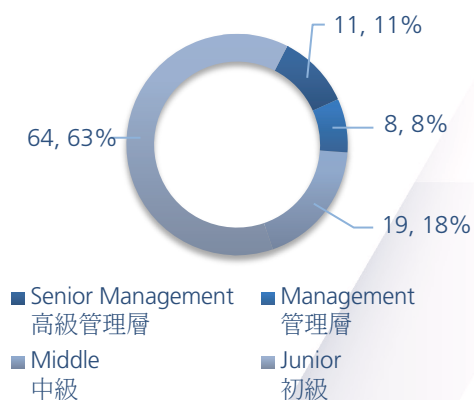
Number of employee by Age
按年齡劃分員工人數



Number of employee by type of employment
按僱傭類型劃分員工人數

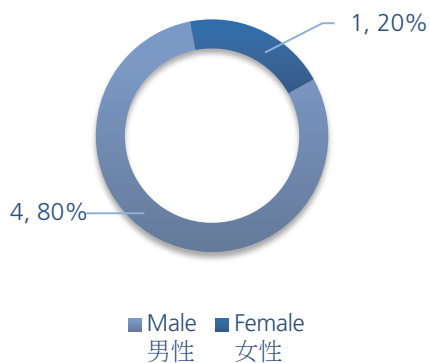


Number of employee by job function
按工作職能劃分員工人數



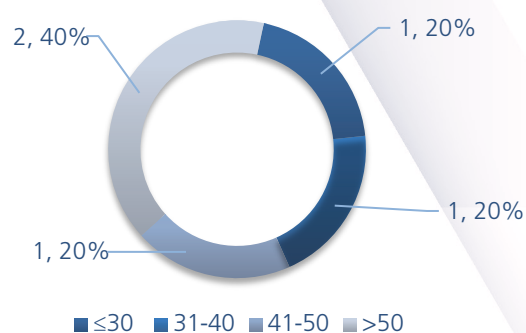
Turnover rate of employees (%):

Turnover of employee by Gender
按性別劃分員工流失率



員工流失率(%) :

Turnover of employee by Age
按年齡劃分員工流失率



The Group has strictly complied with the laws and regulations related to employment. During the Reporting Period, there have been no cases of prosecution against the Company due to violation of any employment related laws.

Health and Safety

As part of the manufacturing industry, safe production and health of employees are crucial to the Group's operation. The Group has implemented occupational safety management measures to create a safe and healthy work environment with the goal of "Zero Fire Hazards, Zero Deaths, Zero Severe Injuries, Zero Occupational Disease". To fully implement the safety management procedures, the Group has carried out various measures as follow:

- Identify workplace hazard and risk so that they can be managed;
- Provide appropriate personal protective equipment and first aid kits to ensure safety and health of employees;
- Appoint safety officer to monitor and inspect the equipments in the workplace to ensure all are in safe conditions;
- The Group places the same importance on the safety supervision of our subcontractors. We would sign safety management agreements with the subcontractors, clearly detailing relevant safety responsibilities, and carry out supervision and inspection on them.

To raise our employees' awareness of work safety, the Group offers appropriate occupational health and safety training and drills for employees in order to let them be fully aware of the potential risks in the work environment and any measures that could be taken to prevent incidents from occurring. Apart from physical health, the Group also places importance on employees' mental health. Psychological consultation and stress relieve sessions are provided for employees.

The Group has strictly complied with the laws and regulations related to occupational safety and health. During the Reporting Period, there have been no cases of prosecution against the Group due to violation of any relevant laws.

本集團恪守相關的僱傭法例，報告期內未有發生任何違反與僱傭相關法例而被檢控的個案。

健康與安全

作為製造業的一份子，安全生產及員工健康在本集團營運中至為關鍵。本集團實行職業健康安全管理制度，並訂下「火災事故為零、死亡率為零、重傷率為零、職業病發病率為零」的目標，致力營造一個安全健康的工作環境；為全面落實安全管理程序，本集團推行了多項措施，具體如下：

- 對工作場所開展危險源和安全隱患識別工作，務求針對性地進行管理；
- 為員工提供工作崗位所需的勞動防護用品和醫療用品，以保障員工的安全及健康；
- 委派安全員專責監督及檢查工作場所內的設備，以確保處於安全狀態；
- 本集團亦同樣重視對外包商的安全監管，會與外包商簽訂安全管理協議，明確相關安全責任，並對他們實施監督檢查。

為增強員工有關工作安全方面的意識，本集團會為員工提供適當的職業健康及安全培訓和演習，讓他們充分認識到工作環境中潛在的危險以及預防事故發生應採取的任何措施。除關注員工的身體健康，本集團亦關注員工的心理健康，我們會為員工安排心理輔導和減壓。

本集團嚴格遵守相關的職業安全健康法例，報告期內沒有任何違反相關法例的個案發生。

Development and Training

The Group has made significant efforts in building a good platform for employees to grow and assisting them in formulating their career plans. Through employees independently formulating their career goals, we would then establish a series of procedures such as training, promotion and human resources deployment in order to help employees grow together with the Group.

To increase employees' professional knowledge and skills, the Group regularly establishes an annual training plan, which would be conducted to all departments. Training programs would primarily cover the operations of critical production processes, e.g. "Needled Fabrics Quality Training", "Product Quality Requirements and Recent Measures of Quality Improvement" and maintenance knowledge of manufacturing equipment, etc. We have also arranged external training courses on various subjects including system auditing, financial operations, personnel training and sewage declaration.

Labour Standard

The Group respects the rights and interests of each employee. In compliance with the regulations of "Labor Contract Law of the People's Republic of China", we have forbidden the employment of child labour and have prohibited the recruitment of any persons under the age of 18. The Group has also prohibited any forced labour. No employee shall be forced to work overtime against his/her own will. Overtime work must be done voluntarily and employees would be required to fill out the "Voluntary Overtime Application Form". Overtime hours would strictly follow local labour law regulations to fully protect employees' rights.

Operating Practices

Supply Chain Management

Over the years, the Group had spared no effort in the sustainable development of our supply chain. In terms of supplier selection, we have established a set of guidelines that includes areas relating to corporate social responsibility, covering product and service quality, environmental protection, occupational safety and health, community participation and conscientious employers. At the same time, we require our suppliers to have obtained awards and certifications related to corporate social responsibility.

To ensure our suppliers and subcontractors can continue to provide quality products and services, the Group would strictly require them to follow our Code of Practice for suppliers and we would conduct annual performance assessments on our suppliers and subcontractors to see if they meet our requirements. On the other hand, the Group places significant importance on the performance of social responsibility of our suppliers and subcontractors, hence we have engaged third-party organizations to conduct regular audits on them.

發展及培訓

本集團竭力為員工搭建良好的成長平台，協助員工制定他們的職業計劃，並通過員工自主確立職業發展目標的互動模式，從而訂立培訓、升遷、人力資源調配等一系列的程序，以促進員工和本集團的共同進步。

為提升員工的專業知識及技能，本集團定期編製年度培訓計劃，培訓對象包含所有部門。培訓課程則主要涵蓋重點生產崗位操作，如《針刺線品質培訓》、《產品的品質要求和近期品質改善的措施》以及生產設備維修知識等。另外，我們安排了涉及多個範疇的外部培訓課程，當中包括體系審核、財務實操、人事培訓以及排污申報。

勞工準則

本集團極為關注員工所享有的勞工權益，並嚴格遵守中華人民共和國的《勞動合同法》規定，建立防止童工政策，保證不會聘請十八歲以下人士。本集團亦絕不容許有任何強制勞工的情況出現。為有效貫徹該宗旨，本集團不會強制員工加班，並明確規定員工加班必須為自願性質，加班申請需填寫《自願加班表》，加班時間亦會嚴格按照當地勞動法規執行，以全面保障員工權益。

營運慣例

供應鏈管理

本集團多年來致力推動供應鏈的可持續發展，並在挑選供應商方面訂立了一套準則，當中涵蓋不少有關企業社會責任的範疇，包括產品及服務品質、環保、職安健、社區參與及良心僱主等；同時，亦要求他們需獲得企業社會責任的相關獎項及證書。

為確保供應商及外包商能持續提供優質的產品及服務，本集團嚴格要求他們遵守我們訂立的供應商守則，而我們會每年評估供應商及外包商的表現是否能達到我們的要求。另外，本集團對供應商及外包商在社會責任方面的表現亦極為重視，為此，更特別聘請第三方機構定期對他們進行相關審核。

Product Responsibility and Privacy

The Group is committed to provide clients with the best quality of products and services. As an automotive interior decoration manufacturer, we have been certified in the ISO/TS16949 Quality Management System for Automotive Industry since 2009. To fulfil the requirements of our clients and the technical specifications of the automotive industry, the Group places emphasis the systematic assessment, analysis and process control of all stages from research and development, manufacturing to quality control. Our quality control department would conduct strict quality control on raw materials, semi-finished products and final goods. All finished goods would need to pass the "Product Inspection and Verification Management Procedure" before delivering to our customers. We also place great emphasis on product safety. All products must go through product certification by independent authorities before delivering to our customers.

In addition, the Group has established a "Product Issue and Recall Procedure", to specify the recall mechanism when a product encounters major quality or safety issues. When the relevant department receive notice of any product recall, they would track the customer located in the district in accordance with their records and arrange for an emergency recall. The quality control department would carry out root cause analysis on the recalled products and take action to prevent such issues from happening again. After the root cause analysis, the recalled products would be disposed properly. After the matter is settled, the customer services will update the feedback log sheet and all of the relevant documents will be filed properly. During the Reporting Period, there has been no products sold or shipped subject to recalls for safety and health reasons and the number of unfavourable feedback received was four.

Ensuring the privacy of customers' information is an important reason why the Group has gained customers' trust. We have implemented a comprehensive policy for protecting customers' information and are committed to not disclose or sell our client's confidential information to third parties. When collecting or using customers' information, we would change the product name given by the customer into our company's internal code to prevent leakage of information. Furthermore, before initiating a project, we would sign a contract and confidentiality agreement with the customer. On the other hand, we require our sales team to provide true and correct information when selling a product to avoid misleading our clients.

The Group has strictly complied with the laws and regulations related to product responsibility. During the Reporting Period, there has been no cases of prosecution against the Company due to violation of any product responsibility or privacy laws.

產品責任及私隱

本集團堅持為客戶提供最優質的產品及服務，而作為汽車內飾的生產商，我們自二零零九年已獲頒ISO/TS16949汽車行業品質管理系統認證。為滿足客戶要求及汽車行業的技術規範，本集團著重由產品研發、生產以至品質控制的各個環節實施系統性的評估、分析及過程控制。此外，我們設有品管部，專責對原材料、半製成品及最終產品進行嚴格的品質監控，而所有製成品均需通過《產品檢驗和驗證管理程序》後才交付到客戶手中。有關產品安全方面，我們亦非常重視，所有產品均須通過獨立檢測機構的安全驗證，才可供應給客戶。

另一方面，本集團亦建立了《產品問題回收處理程序》，以明確在產品遇到重大質量或安全問題時進行回收的機制。當有關部門接到任何產品回收通知時，會根據記錄追蹤召回產品所在的區域客戶，而及時安排緊急回收，品管部會對召回的產品組織進行原因分析並制定措施以防問題再發生，進行原因分析後再將產品作適當處置。問題解決後，客戶服務人員將更新反饋日誌表，並正確歸檔所有相關文件。報告期內，並無出售或付運任何涉及安全及健康原因而召回的產品，收到四例不利反饋。

對客戶資料保密是本集團能取得客戶信任的一個重要元素。我們制定了全面的保護客戶資料政策，並承諾絕不會將客戶的機密資料透露或出售予和客戶交易無關的第三方。當收集並使用客戶資料時，我們會將客戶給予的產品名稱轉換為公司內部代碼，以防訊息外洩。此外，我們更會在項目開展前與客戶簽訂合同及保密協議。另一方面，為避免客戶被不實的宣傳訊息誤導，我們要求所有銷售部員工在銷售過程中，必須向客戶提供準確及真實的訊息。

本集團嚴格遵守相關的產品責任法例，報告期內本公司沒有任何違反與產品責任或私隱相關法例的個案發生。

Upholding Integrity

The Group's corporate governance philosophy is based on prioritizing the interests of the shareholders and, at the same time, upholding the principle of business integrity. The Board includes the Chairman of the Board, Executive Directors and Independent Non-Executive Directors. The Board is responsible for maintaining and promoting the successful development of the business of the Company while at the same time formulating the Group's guidelines and visions.

The Group abides by the anti-corruption policy and has implemented an anti-bribery commitment policy whereby the Group's internal key segment employees and key position employees are required to sign a "Letter of Undertaking of Anti-bribery/Anti-corruption". The Group has also encouraged employees and companies whom we have business dealings with to report any acts of corruption. Investigations of these cases would be kept strictly confidential. The Group realizes that accepting improper benefits would ruin the Group's integrity. As such, where business dealings may cause a conflict of interest, employees would be required to fill out a "Conflict of Interest Declaration Form". In addition, the Group would provide related training to increase employee's understanding of conflict of interest.

The Group follows the principle of a fair and open procurement and tender process, comparing both prices and quality so as to prevent misconduct during the process. Furthermore, the Group has strictly required that all service contracts are required to be approved by the finance department and the general manager, and contracts worth more than RMB200,000 must be approved by the chairman of the board of the PRC operating subsidiary. To prevent money laundering, prior to paying out substantial amounts in cash cheque, the recipient's personal information is required to be recorded. In order for fraud and extortion prevention, we would occasionally provide trainings through case studies to increase employees' awareness.

The Group has strictly complied with the laws and regulations related to anti-corruption. During the Reporting Period, there have been no cases of prosecution against the Group due to violation of any relevant laws.

Care for the Community

The Group has actively cared for the people with needs and has eagerly participated in different charity events, as well as sponsoring such events. We have worked together with local communities to organize activities for cancer patients, to care for the next generation and help persons with disabilities to attain employment. We have set an example to create a caring community.

The Group has always been promoting community integration and has set up channels to deal with opinions from community groups. Upon receiving a suggestion, we would promptly provide feedbacks and discuss the follow-up plan together with the relevant parties. On the other hand, through participation in corporate sports, education, environmental related activities and trainings, we have managed to strengthen our link with the community.

恪守廉潔

本集團的企業管治理念一直以股東利益為前提，同時秉持誠信營商的原則。董事會由董事會主席、執行董事及獨立非執行董事組成。董事會負責維持及推動公司業務成功發展，並制定集團的管理方針。

本集團奉行防止賄賂政策，並實行預防商業賄賂承諾制，規定集團內部的重點環節及重要崗位人員必須與公司簽訂《反賄賂／反腐敗承諾書》。與此同時，本集團亦鼓勵員工及有業務來往的公司檢舉揭發腐敗行為，而檢舉的受理、調查等各個環節，必須嚴格保密。本集團意識到不正當的利益獲取會嚴重破壞集團的誠信，有見及此，我們要求當員工在處理的業務中如涉及利益衝突，必須填報《利益衝突申報表》。同時，為加強員工對利益衝突的認知，本集團會提供相關培訓。

對於採購與各項工程建設的招標，本集團會以公開公正、比質比價的原則進行，以防止過程中的不正當行為。另外，本集團嚴格規定所有服務合約需經由財務部及總經理審批，對於金額超過人民幣20萬元的合約更需經由中國營運附屬公司的董事長審批。為防範洗黑錢活動發生，在支付大額現金支票之前，必須記錄收款人的個人資料。我們更會就防止欺詐勒索的議題，不定期提供案例進行學習，以提高員工的防範意識。

本集團恪守相關的反貪污法律法規，報告期內未有發生任何違反相關法例而被檢控的個案。

社區關懷

本集團積極關注社會上有需要的人士，並熱心參與不同的公益慈善活動，更為有關活動提供贊助。我們與社區人士攜手合作，組織員工開展幫助癌症病人、關心社會下一代及安置殘疾人士就業等活動，身體力行以建設一個關懷的社區。

本集團一直致力促進社區融合，並設立處理社區團體意見的渠道，每當收到意見時，我們將會即時作出回應，並與相關方共同商討跟進計劃。而另一方面，我們又透過參加所處社區的組織舉辦的企業體育、教育、環境方面的活動和訓練，增加與社區的聯繫。

SUMMARY OF KEY PERFORMANCE INDICATORS

Environmental Performance

Environmental KPIs

環境關鍵績效指標

The types of emissions and respective emissions data

排放物類別及相關排放數據

Nitrogen oxides (NO_x)

氮氧化物

40.60

kg

千克

Sulphur oxides (SO_x)

硫氧化物

3.78

kg

千克

Respirable suspended particulates (RSP)

可吸入懸浮粒子

0.64

kg

千克

Greenhouse gas emissions

溫室氣體排放

Greenhouse gas emissions in total

溫室氣體總排放

4,554.71

tCO₂-e

噸二氧化碳當量

Greenhouse gas intensity (by revenue)

17.35

tCO₂-e 2/RMB million

噸二氧化碳當量

溫室氣體密度（以收益計）

每人民幣百萬元

Total hazardous waste produced

所產生有害廢棄物總量

Total hazardous waste

有害廢棄物總量

1.75

tonnes

噸

Hazardous waste intensity (by revenue)

有害廢棄物密度（以收益計）

0.01

tonnes

噸

Total non-hazardous waste produced

所產生無害廢棄物總量

Total non-hazardous waste

無害廢棄物總量

3.46

tonnes

噸

Non-hazardous waste intensity (by revenue)

無害廢棄物密度（以收益計）

0.01

tonnes

噸

Energy consumption by type

按類別劃分能源消耗

Purchased Electricity

外購電力

4,512,186

kWh

千瓦時

Energy intensity (by revenue)

能源密度（以收益計）

17,294.70

kWh/RMB million

千瓦時每人民幣百萬元

Water consumption in total and intensity

總耗水量及密度

Total water consumption

總耗水量

13,048

m³

立方米

Water intensity (by revenue)

耗水密度（以收益計）

50.01

m³/RMB million

立方米每人民幣百萬元

關鍵績效指標概要

環境表現

Quantity

數量

Unit

單位

Environmental KPIs

環境關鍵績效指標

Quantity

數量

Unit

單位

Packaging material

包裝材料

Plastic bag

包裝袋

Plastic bag intensity (by revenue)

包裝袋密度 (以收益計)

2.07

0.01

kg

千克

kg/RMB million

千克每人民幣百萬元

Social Performance**社會表現****Gender**

性別

Male

男性

Female

女性

73

29

Employee**turnover and****turnover rate**

僱員流失

人數及流失率

4 (5%)

1 (3%)

Age

年齡

≤ 30

≤ 30

31-40

31-40

41-50

41-50

> 50

> 50

2

32

32

36

1 (50%)

1 (3%)

1 (3%)

2 (6%)

Type of employment

僱傭類型

Permanent

全職

Part-time

兼職

102

0

5 (5%)

Not Applicable

不適用

	Number of employees 僱員人數	Employee turnover and turnover rate 僱員流失人數及流失率
Level of Employees 僱員層級		
Senior management grade 高級管理層	11	0 (0%)
Management grade 管理層	8	0 (0%)
Middle grade 中級	19	3 (16%)
Junior grade 初級	64	2 (3%)
Total 總計	102	5 (5%)
Number of work-related fatalities 因工死亡人數		0
Rate of work-related fatalities 因工死亡比率		0
Number of work-related injuries 工傷人數		1
Lost days due to work-related injuries 因工傷損失工作日數		100
Percentage of employees trained and average training hours (% , hours) 受訓僱員之比例及平均培訓時數(%, 小時)		
Senior management grade 高級管理層		100%, 12
Management grade 管理層		100%, 20
Middle grade 中級		100%, 16
Junior grade 初級		97%, 22
Male 男性		99%, 23
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