



# RENTIAN TECHNOLOGY HOLDINGS LIMITED

## 仁天科技控股有限公司\*

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code 股份代號 : 885)

# 2019

## 環境、社會及管治報告 Environmental, Social and Governance Report



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### ABOUT THIS REPORT

#### Overview

This Environmental, Social and Governance (“ESG”) Report (the “Report”) of Rentian Technology Holdings Limited (the “Company”, together with its subsidiaries, the “Group”) for the year ended 31 December 2019 covers environmental and social subject areas in accordance with the requirements of Environmental, Social and Governance Reporting Guide stated in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and has complied with the “comply or explain” provisions therein. Corporate governance is disclosed separately in the Corporate Governance Report which set out in the Annual Report of the Company for the year ended 31 December 2019 published by the Company on 14 May 2020.

#### Scope of the Report

The Report endeavours to present a balanced representation of the Group’s environmental and social performance and covers the entire operations of all subsidiaries in the Group.

The content of the Report is defined through a process to determine ESG management approach, strategy, priorities and objectives relating to the Group’s operations, to describe our management, measurement and monitoring system employed to implement ESG strategy, and to disclose our key policies, compliance with relevant laws and regulations, our performance, and key performance indicators (“KPIs”).

#### Approval by the Board

The board of directors of the Company (the “Board”) has overall responsibility for the Group’s ESG strategy and reporting. The Board is responsible for evaluating and determining the Group’s ESG-related risks, and ensuring that appropriate and effective ESG risk management and relevant internal control systems are in place. The Report was approved by the Board on 8 May 2020.

### 關於本報告

#### 概覽

此份仁天科技控股有限公司(「本公司」，連同其附屬公司「本集團」)於截至二零一九年十二月三十一日止年度之環境、社會及管治(「ESG」)報告(「本報告」)乃按照香港聯合交易所有限公司證券上市規則附錄二十七所列環境、社會及管治報告指引之規定，提供在環境及社會方面之資料，並已遵守當中的「不遵守就解釋」條文。企業管治於本公司於二零二零年五月十四日刊發本公司截至二零一九年十二月三十一日止年度之年報內之企業管治報告另行披露。

#### 本報告之範圍

本報告旨在均衡陳述本集團在環境及社會方面之表現，範圍涵蓋本集團旗下所有附屬公司全部業務。

於界定本報告之範圍時，本集團已釐定其有關營運之ESG管理方針、策略、重要性及目標，並描述用以執行ESG策略之管理、計量及監察系統，以及披露本集團之主要政策、相關法律及法規之合規情況、績效及關鍵績效指標(「KPI」)。

#### 董事會批准

本公司董事會(「董事會」)對本集團之ESG策略及匯報承擔整體責任。董事會負責評估及釐定本集團有關ESG之風險，並確保本集團設有合適及有效之ESG風險管理及相關內部監控系統。本報告於二零二零年五月八日獲董事會批准。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### ENVIRONMENTAL AND SOCIAL SUBJECT AREAS OF THE GROUP

#### About the Group

During the year ended 31 December 2019, the Group principally engaged in (i) the provision of integrated smart Internet-of-things solutions to enterprise customers; (ii) Human-machine Interactive Devices business; (iii) intelligent documentation service business; (iv) securities investment; and (v) money lending business. The Group mainly operates in Mainland China and Hong Kong. Particulars of the Group's principal subsidiaries are set out in note 16 to the consolidated financial statements for the year ended 31 December 2019 which set out in the Annual Report of the Company for the year ended 31 December 2019 published by the Company on 14 May 2020.

#### Strategies

Environmental and social responsibilities are viewed as the Group's core commitment to environment, internal workplace, and external community, and an integral part of the Group's practice to create value for stakeholders. Our strategy is to fulfil the Group's environmental and social responsibilities through achieving environmental and social objectives during daily operations.

#### Objectives

We integrate environmental and social considerations into the Group's business objectives to achieve:

Environmental objectives:

- Add environmentally-friendly elements to our daily research, development, manufacturing, sales, and service activities;
- Continuously improve waste management;
- Use energy and resources efficiently; and
- Reduce greenhouse gas emissions.

### 本集團之主要環境及社會範疇

#### 關於本集團

截至二零一九年十二月三十一日止年度，本集團主要從事(i)向企業客戶提供整合智能物聯網解決方案；(ii)人機互動商業終端業務；(iii)智能檔案服務業務；(iv)證券投資業務；及(v)貸款業務。本集團主要於中國內地及香港經營。本集團主要附屬公司之詳情載於本公司於二零二零年五月十四日刊發本公司截至二零一九年十二月三十一日止年度之年報內之截至二零一九年十二月三十一日止年度之綜合財務報表附註16。

#### 策略

環境及社會責任被視為本集團對環境、內部工作環境及社會各界之主要承擔，亦為本集團為持份者創造價值之常規的其中重要一環。本集團之策略為透過於日常運作中達成環境及社會目標，從而履行其環境及社會責任。

#### 目標

本集團之業務目標結合環境及社會因素，從而達致：

環境目標：

- 在日常研究、開發、製造、銷售及服務活動中增添環保元素；
- 不斷改善廢物管理；
- 善用能源及資源；及
- 減少溫室氣體排放。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Social objectives:

- Respect rights of employees and promote an equal opportunity workplace;
- Commit to occupational safety and health, and provide a safe and healthy workplace;
- Promote community participation; and
- Commit to ethical business practices, and build integrity within the workplace.

### Approach

Monitored by the Board, the Group is executing its environmental and social strategy and achieving its related objectives through a series of actions and commitments:

- Embed environmental and social objectives into business processes including decision making process;
- Formulate and document environmental and social policies for management and staff members to follow;
- Comply with environmental and social laws and regulations;
- Report our performance on a balanced picture;
- Disclose KPIs as measurement of actual results;
- Ensure appropriate and effective ESG risk management and internal control systems are in place; and
- Practise corporate citizenship in things we do.

### 社會目標：

- 尊重僱員權益，於工作環境提倡平等機會；
- 確保職業安全及健康，提供安全而健康之工作環境；
- 宣揚服務社會；及
- 恪守商業道德操守，在工作環境培養誠信。

### 方針

在董事會監督下，本集團透過一系列行動及承擔，推行環境及社會策略，達成相關目標：

- 在決策等業務過程中結合環境及社會目標；
- 制定及列明環境及社會政策，供管理層及員工遵守；
- 遵守環境及社會法律及法規；
- 公正地匯報表現；
- 按實際業績之衡量方法披露KPI；
- 確保設有合適及有效之ESG風險管理及內部監控系統；及
- 在活動中奉行企業公民責任。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

Environmental and social management system comprises:

- The direction from the Board to fulfil the ESG responsibilities;
- Day-to-day execution of environmental and social strategy and achieving its objectives by management;
- Performance and achievements done by employees in accordance with the Group's environmental and social policies;
- Compliance with environmental and social laws and regulations;
- Review and monitoring of ESG risks management and internal control systems by the Board; and
- Reporting and disclosure of our performance and KPIs.

Measures for the achievement of environmental and social objectives are:

- Environmental policies;
- Social policies;
- Checklists for the compliance with applicable environmental and social laws and regulations;
- Requiring documentation for the performance and achievements of environmental and social related activities or matters; and
- Data collection, calculation, and disclosure of KPIs.

The implementation of environmental and social strategies, management of environmental activities, and measurement of achieving environmental and social objectives are monitored by dedicated managerial staff members and finally by the Board for its overall ESG responsibility.

環境及社會管理系統包括：

- 董事會領導履行 ESG 責任；
- 管理層負責環境及社會策略之日常執行，並達成有關目標；
- 僱員履行及恪守本集團之環境及社會政策；
- 遵守環境及社會法律及法規；
- 董事會檢討並監察 ESG 風險管理及內部監控系統；及
- 匯報及披露本集團之績效及 KPI。

達成環境及社會目標之措施包括：

- 環境政策；
- 社會政策；
- 遵守適用環境及社會法律及法規之清單；
- 就履行及達成環境及社會相關活動或事宜作出記錄之規定；及
- KPI 之數據收集、計算及披露。

董事會最終承擔 ESG 責任，並指定管理層成員監督施行環境及社會策略、管理環境活動並衡量環境及社會目標之達成情況。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Stakeholder Engagement and Materiality

Stakeholder engagement is a key success factor in formulating our environmental and social strategy, defining our objectives, assessing materiality, and establishing policies. Our key stakeholders include customers, suppliers, employees and management. We have conducted a survey, discussed or communicated with stakeholders to understand their views and respond to their needs and expectations, evaluated and prioritised their inputs to improve our performance, and finally strived to provide value to our stakeholders, community and the public as a whole.

Based on the stakeholder engagement, we have identified issues with significant environmental and social impact and issues concerning stakeholders. The results of materiality assessment prioritised stakeholder inputs and made us focused on the material aspects for actions, achievements and reporting. We present below the relevant and required disclosure.

## GENERAL DISCLOSURE AND KPIS

### A. Environmental

The Group recognises the importance of a practice to protect the natural environment for the benefit of humans. We are committed to doing things we can to reduce the impacts on the biophysical environment.

#### **Aspect A1: Emissions**

Emissions refer to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

Emissions disclosed as KPIS are calculated based on the consumption data collected and applicable emission factors. Since certain emission factors of Mainland China are not accessible or updated from official sources, we have applied relevant emission factors which are available from recognized or reputable sources. If certain emission factors of Mainland China are not available, available consumption data collected, waste produced, or emission measured is disclosed.

### 權益人參與及重要性

權益人的參與對制定環境及社會策略、界定目標、評估重要性及建立政策至關重要。本集團之主要權益人包括客戶、供應商、僱員及管理層。本集團已進行調查、與權益人討論或溝通，以瞭解彼等之見解，回應其需要及期望，評估及排列其對於改善本集團表現之意見，並致力為權益人、社區及普羅大眾創造價值。

基於權益人之參與，本集團已識別出對環境及社會具重要影響以及與權益人有關之事宜。重要性評估之結果將權益人之意見排列次序，讓本集團集中處理重要層面，作出行動、執行及匯報。本集團於下文呈列相關及規定之披露事項。

## 一般披露及 KPI

### A. 環境

本集團肯定保護自然環境對人類福祉之重要性。本集團矢志盡其所能減少對生態環境造成的影響。

#### **層面 A1：排放物**

排放物指廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物之產生。

按 KPI 披露之排放物乃依據收集之消耗數據及適用排放因素計算。由於本集團未能從官方來源取得或更新中國內地之若干排放因素，故已應用從認可或知名來源取得之相關排放因素。倘未能取得中國內地之若干排放因素，則會披露收集所得之消耗數據、已產生之廢棄物或已計量之排放物。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

- *Air and Greenhouse Gas Emissions*

Air emissions include NO<sub>x</sub>, SO<sub>x</sub>, and other pollutants regulated under national laws and regulations. Greenhouse gases include carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons and sulphur hexafluoride.

- Air and Greenhouse Gas Emissions from Production

The Group controls air emissions during the production process. One of the subsidiaries of the Company established policies to control air emissions by requiring employees to operate and maintain the production equipment properly to avoid excessive air and greenhouse emissions. Quality control department is responsible for inspection of air emissions on a regular basis. External environmental agency is engaged to measure the emissions if it is necessary. Excessive emissions are required to be addressed and remedied timely.

In view of the Group's business nature, there was no air emissions as a result from gaseous fuel consumption in production.

- Air and Greenhouse Gas Emissions from Vehicles

The Group believes that green logistics brings benefits, which include reduction of transportation costs and reduction of energy consumption and pollution. As such, the Group requires that trucks used for long-distance transportation are loaded to the optimal capacity. In particular, the Group encourages optimising transportation routes, high loading rate and proper tire pressure to achieve efficiency.

- 廢氣及溫室氣體排放

廢氣排放包括氮氧化物、硫氧化物及其他受國家法律及規例規管的污染物。溫室氣體包括二氧化碳、甲烷、氧化亞氮、氫氟碳化物、全氟化碳及六氟化硫。

- 生產廢氣及溫室氣體排放

本集團控制生產過程中之廢氣排放。本公司其中一間附屬公司已制定政策控制廢氣排放，要求僱員妥善操作及保養生產設備，防止排放過量廢氣及溫室氣體。品質控制部門負責定期檢測廢氣排放。如有必要，本集團會委聘外界環保機構量度排放。本集團規定及時處理及糾正過量排放。

基於本集團之業務性質，生產過程消耗之氣體燃料並無產生廢氣排放。

- 汽車廢氣及溫室氣體排放

本集團深信綠色物流的神益，包括減省運輸成本、節省能源及減少污染。因此，本集團要求長途運輸貨車乘載適量貨物。本集團尤其鼓勵採用最佳運輸路線、高運量及適當軟壓以提高效率。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

The Group reminds employees to consider environmental impact in their commuting decisions to reduce air and greenhouse emissions. Employees are encouraged to take public transportation as often as possible and select fuel-efficient vehicles. While employees are driving, it is suggested to avoid unnecessary acceleration or deceleration, close windows when the vehicle is travelling at high speed, and only use air-conditioning when it is necessary.

The Group requires vehicles to use unleaded petrol and maintain the vehicles properly. Vehicles should undergo annual emissions testing and repair when it is necessary to improve air quality.

### KPI A1.1 Emissions from vehicles

Types of emissions	排放物種類	2019	2018
		二零一九年 (g) (克)	二零一八年 (g) (克)
NO <sub>x</sub>	氮氧化物	5,814	6,323
SO <sub>x</sub> — Hong Kong office	硫氧化物 — 香港辦事處	32	28
SO <sub>2</sub> — Mainland China operation	二氧化硫 — 中國內地業務	312	375
Particulate Matter (“PM”)	顆粒物(「PM」)	962	1,112
Hydrocarbons (“HC”) — Mainland China operation	碳氫化合物(「HC」) — 中國內地業務	9,263	11,360
Carbon Monoxide (“CO”) — Mainland China operation	一氧化碳(「CO」) — 中國內地業務	82,002	100,506

本集團提醒僱員在通勤時考慮環境影響，減少廢氣及溫室氣體排放，例如鼓勵僱員盡可能利用公共交通系統，並選擇具燃料效益的交通工具。本集團鼓勵僱員駕駛時避免不必要加速或減速、在高速行駛下關窗及於必要時方使用空調。

本集團要求車輛使用無鉛汽油及通過適當保養。汽車應每年進行排氣測試，於必要時進行維修，改善排氣質素。

### KPI A1.1 汽車排放物



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### KPI A1.2 Greenhouse gas (“GHG”) emissions in total

GHG emissions in total are 1,907 tonnes for the year ended 31 December 2019 (2018: 1,594 tonnes), which includes scope 1, scope 2, and scope 3 emissions as disclosed below.

### KPI A1.2 溫室氣體(「溫室氣體」)總排放量

截至二零一九年十二月三十一日止年度，溫室氣體總排放量為1,907噸(二零一八年：1,594噸)，包括下文所披露之範圍1、範圍2及範圍3排放。

		2019 二零一九年 (tonnes) (噸)	2018 二零一八年 (tonnes) (噸)
GHG emissions of a subsidiary with factory (“Group A”)	一間擁有廠房之附屬公司(「甲組」)的溫室氣體排放	892	694
GHG emissions of a subsidiary with intelligent documentation services (“Group B”)	一間提供智能檔案服務的附屬公司(「乙組」)的溫室氣體排放	845	614
GHG emissions of other subsidiaries not classified above (“Group C”)	未歸入上述分類之其他附屬公司(「丙組」)的溫室氣體排放	170	286
Total GHG emissions	溫室氣體總排放量	<b>1,907</b>	1,594
		<b>(tonnes/ per units in '000s) (以噸/ 每千單位計算)</b>	(tonnes/ per units in '000s) (以噸/ 每千單位計算)
GHG intensity of Group A – per thousand units of production	甲組溫室氣體密度 — 每千產量單位	2.40	2.42
		<b>(tonnes/per tonne of production) (以噸/ 每噸產量計算)</b>	(tonnes/per tonne of production) (以噸/ 每噸產量計算)
GHG intensity of Group B – per tonne of production	乙組溫室氣體密度 — 每噸產量	0.31	0.2
		<b>(tonnes/per employee) (以噸/ 每名僱員計算)</b>	(tonnes/per employee) (以噸/ 每名僱員計算)
GHG intensity of Group C – per employee	丙組溫室氣體密度 — 每名僱員	0.95	1.42

# Environmental, Social and Governance Report

## 環境、社會及管治報告

KPI A1.2 Scope 1 – Direct GHG emissions from operations that are owned or controlled by the Group

KPI A1.2 範圍 1 – 涵蓋由本集團擁有或控制之業務直接產生之溫室氣體排放

### Main categories of Scope 1 emissions: GHG emissions from mobile combustion sources

範圍 1 排放之主要類別：流動燃燒源之溫室氣體排放

Types of emissions	排放物種類	2019	2018
		二零一九年 (kg) (千克)	二零一八年 (kg) (千克)
Carbon Dioxide (“CO <sub>2</sub> ”)	二氧化碳(「CO <sub>2</sub> 」)	52,715	61,621
Methane (“CH <sub>4</sub> ”)	甲烷(「CH <sub>4</sub> 」)	152	182
Nitrous Oxide (“N <sub>2</sub> O”)	氧化亞氮(「N <sub>2</sub> O」)	1,588	1,674
Total GHG emissions	溫室氣體總排放量	<b>54,455</b>	<b>63,477</b>

#### — Indirect GHG Emissions from Electricity Consumption

The Group requires workers to turn the machine on only when production preparation work has been done, and turn the machine off immediately at the end of production to reduce the indirect GHG emissions from electricity consumption.

Installation of energy-efficient lighting has been planned. It is required for proper maintenance of electricity devices to avoid electricity leakage. Air-conditioning should be set at reasonable range. It is also required to disable the standby mode for all electrical appliances, including computers, photocopiers and printers before leaving the office.

#### — 用電之間接溫室氣體排放

本集團要求工人只於完成生產準備工作後方開啟機器，並於生產完成時立即關掉機器，減少用電之間接溫室氣體排放。

本集團已計劃安裝具能源效益的照明系統，並要求妥善保養電器，避免漏電。空調應設定於合理範圍。本集團亦規定於離開辦公室前關閉所有電器之備用模式，包括電腦、影印機及打印機。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

*KPI A1.2 Scope 2 – Energy indirect GHG emissions resulting from the generation of purchased or acquired electricity, heating, cooling and steam consumed within the Group*

*KPI A1.2 範圍2 – 涵蓋來自本集團內部消耗(購回來之或取得之)電力、熱能、冷凍及蒸氣所引致之間接能源溫室氣體排放*

### Main sources of Scope 2 emissions: Electricity purchased from power companies

範圍2 排放之主要來源：從電力公司購買之電力

Types of emissions	排放物種類	2019	2018
		二零一九年 (kg) (千克)	二零一八年 (kg) (千克)
CO <sub>2</sub> equivalent emission	CO <sub>2</sub> 當量排放	<b>1,693,058</b>	1,336,630
Total GHG emissions	溫室氣體總排放量	<b>1,693,058</b>	1,336,630

— Indirect GHG Emissions from Paper Waste Disposed at Landfills

In order to address indirect emissions relating to paper waste disposed at landfills, the Group encourages employees to apply computer technology such as email and storage devices to reduce paper consumption, avoid unnecessary printing or copying on paper, to print on both sides of a sheet of paper, to put recycling boxes near the photocopiers to collect single-sided paper for reuse and used double-sided paper for recycling, and to adjust documents and use space efficiency formats to optimise use of paper.

— Indirect GHG Emissions from Business Travel by Employees

The Group recognises the severity of indirect GHG emissions from business travel by employees, and encourages employees to utilise teleconference instead of overseas meetings and choose railway for short-distance travel to reduce the number of air travel and ultimately reduce the carbon footprint of business travel.

— 棄置於堆填區之廢紙所產生之間接溫室氣體排放

為解決棄置於堆填區之廢紙所產生之間接排放，本集團鼓勵僱員應用電郵及儲存裝置等電腦科技減少耗紙；避免不必要之打印或複印用紙，每張紙張進行雙面打印，於打印機旁放置回收箱回收單面紙供循環再用，而經雙面使用之紙張則作循環再造；以及調節文件及使用善用空間之有效格式，盡用紙張。

— 僱員出外公幹之間接溫室氣體排放

本集團明白僱員出外公幹產生大量間接溫室氣體排放，並鼓勵僱員使用電話會議而非海外會議，短途行程使用鐵路，減少使用航空交通，盡可能減少出外公幹之碳足跡。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

KPI A1.2 Scope 3 – All other indirect GHG emissions that occur outside the Group, including both upstream and downstream emissions

KPI A1.2 範圍3 – 涵蓋本集團以外發生之所有其他間接溫室氣體排放，包括上游及下游之排放

**Activities from which indirect GHG emissions arise:**  
產生間接溫室氣體排放之活動：

Types of emissions	排放物種類	2019	2018
		二零一九年 (kg) (千克)	二零一八年 (kg) (千克)
Paper waste disposed at landfills – Hong Kong office	棄置到堆填區的廢紙 – 香港辦事處		
CO <sub>2</sub> equivalent emission	CO <sub>2</sub> 當量排放	<b>372</b>	357
Business air travel by employees	僱員出外公幹		
CO <sub>2</sub> equivalent emission	CO <sub>2</sub> 當量排放	<b>158,823</b>	193,750
Total GHG emissions	溫室氣體總排放量	<b>159,195</b>	194,107

For Mainland China operation, total paper waste disposed for the year ended 31 December 2019 is 3,301 kg (2018: 2,429 kg).

就中國內地業務而言，截至二零一九年十二月三十一日止年度所棄置廢紙總量為3,301 千克(二零一八年：2,429 千克)。

- *Discharges into Water and Land*  
The Group requires that discharges, if any, into waterways and land must comply with relevant laws and regulations.
- *Generation of Hazardous Waste and Non-hazardous Waste*
  - Hazardous Waste  
Hazardous wastes are those defined by national regulations. Hazardous wastes are required to be collected by recycling companies and labelled properly with sealed packaging.
- *向水及土地的排污*  
本集團要求向水道及土地排放之污染物(如有)必須符合相關法律及法規。
- *有害及無害廢棄物之產生*
  - 有害廢棄物  
有害廢棄物為受國家法例規管的廢棄物。本集團規定妥善標籤、以密封容器存放並由回收公司收集有害廢棄物。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### KPI A1.3 Total hazardous waste produced and intensity

There was no significant hazardous waste generated in view of the Group's business nature.

#### — Non-hazardous Waste

The Group promotes "reduce, reuse and recycle" to minimise waste and protect environment. Employees are encouraged to purchase supplies or equipment with an option to be upgraded and longer life-span, to install recycling bins to collect recyclables, and to have recyclers to collect recyclables.

### KPI A1.4 Total non-hazardous waste produced and the intensity

### KPI A1.3 所產生有害廢棄物總量及密度

基於本集團之業務性質，並無產生大量有害廢棄物。

#### — 無害廢棄物

本集團提倡「減少、再用、回收」，減廢及保護環境。本集團鼓勵僱員購買可升級及壽命較長之供應品或設備，設置回收桶收集可循環物料，並安排回收商收集可循環物料。

### KPI A1.4 所產生無害廢棄物總量及密度

	2019 二零一九年 (Tonnes) (噸)	2018 二零一八年 (Tonnes) (噸)
Non-hazardous waste produced 所產生無害廢棄物		
– Landfill 堆填	0.26	0.35
Non-hazardous waste produced 所產生無害廢棄物		
– Landfill or Incineration 堆填或焚化	<u>17.99</u>	<u>9.14</u>
Total non-hazardous waste produced 所產生無害廢棄物總量	<u>18.25</u>	<u>9.49</u>
	(Tonnes/ per employee) (以噸/ 每名僱員計算)	(Tonnes/ per employee) (以噸/ 每名僱員計算)
Non-hazardous waste intensity 無害廢棄物密度	0.013	0.007

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### KPI A1.5 Description of measures to mitigate emissions and results achieved

In accordance with policies stated above for the reduction of air and greenhouse gas emissions from vehicles, the Group adopts the following measures: control the numbers of vehicles owned by the Group; control the frequency of employees not to take public transportation for local business commuting; and control the volume of business travel by employees. We consider such measures had been achieved for the year ended 31 December 2019.

### KPI A1.6 Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved

Non-hazardous wastes are preferred to be recycled, otherwise, they are sent for landfill or incineration. In accordance with policies stated above for the reduction of non-hazardous wastes, the Group adopts the following measures: control the commercial wastes generated by employees; control the waste of papers; control the volume of non-hazardous waste going direct to landfill or incineration without recycling. We consider such measures had been achieved for the year ended 31 December 2019.

- **Compliance with Relevant Laws and Regulations that Have a Significant Impact on the Group**

For the year ended 31 December 2019, as far as the Group is aware, there was no material breach of or non-compliance with applicable laws and regulations in relation to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

#### **Aspect A2: Use of Resources**

The Group recognises that efficient use of resources, including energy, water and other raw materials, in production, storage, transportation, buildings, electronic equipment, etc. is one of the important aspects to protect environment.

### KPI A1.5 描述減低排放量之措施及所得成果

根據上述減低汽車廢氣及溫室氣體排放之政策，本集團採取以下措施：控制由本集團擁有之汽車數目；控制僱員以非公共交通工具於本地通勤之頻率；以及控制僱員公幹規模。本集團認為該等措施於截至二零一九年十二月三十一日止年度取得成果。

### KPI A1.6 描述處理有害及無害廢棄物之方法、減低產生量之措施及所得成果

無害廢棄物會盡量循環再造，否則送往堆填區或焚化。根據上述減低無害廢棄物之政策，本集團採取以下措施：控制僱員產生之商業廢棄物；控制廢紙量；控制不經循環再造而直接送往堆填區或焚化之無害廢棄物數量。本集團認為該等措施於截至二零一九年十二月三十一日止年度取得成果。

- **遵守對本集團有重大影響的相關法律及法規之情況**

截至二零一九年十二月三十一日止年度，據本集團所知，就有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物之產生而言並無重大違反或不遵守適用法律及法規。

#### **層面 A2：資源使用**

本集團肯定於生產、儲存、運輸、樓宇、電子設備等有效使用資源（包括能源、水及其他原材料）對於保護環境至關重要。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

- *Efficient Use of Energy*

The Group established policies and procedures to reduce energy consumption in the facilities, to assess the energy efficiency and utilisation of machineries as well as facilities, to increase the use of clean energy, if possible, to set targets to monitor energy consumption, and to ensure power is turned off when electrical appliances are not in use.

KPI A2.1 Direct and/or indirect energy consumption by type in total and intensity

### Direct energy consumption by type

按類型劃分之直接能源耗量

		2019 二零一九年 (kWh in '000s) (以千個 千瓦時計算)	2018 二零一八年 (kWh in '000s) (以千個 千瓦時計算)
Non-renewable fuel consumed by Group A	甲組的不可再生燃料耗量	114	118
Non-renewable fuel consumed by Group B	乙組的不可再生燃料耗量	14	17
Non-renewable fuel consumed by Group C	丙組的不可再生燃料耗量	101	116
<b>Total non-renewable fuel consumed</b>	<b>不可再生燃料總耗量</b>	<b>229</b>	<b>251</b>
Electricity purchased for consumption by Group A	甲組購買作消耗的電量	988	869
Electricity purchased for consumption by Group B	乙組購買作消耗的電量	919	869
Electricity purchased for consumption by Group C	丙組購買作消耗的電量	108	228
<b>Total electricity purchased for consumption</b>	<b>購買作消耗之電力總量</b>	<b>2,015</b>	<b>1,966</b>

- 善用能源

本集團已制定政策及程序減少設施能耗，評估能源效益及使用機器設施之情況，盡可能增加使用清潔能源，訂立目標監察能源消耗，並確保關掉不在使用中之電器。

KPI A2.1 按類型劃分之直接及／或間接能源總耗量及密度

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Direct energy consumption by intensity

按密度劃分之直接能源耗量

		2019 二零一九年 (kWh in '000s) (以千個 千瓦時計算)	2018 二零一八年 (kWh in '000s) (以千個 千瓦時計算)
Non-renewable fuel consumed by Group A	甲組的不可再生燃料耗量	<b>114</b>	118
Electricity purchased for consumption by Group A	甲組購買作消耗的電量	<b>988</b>	869
Total energy consumed by Group A	甲組的能源總耗量	<b>1,102</b>	987
		<b>(kWh in '000s/ per units in '000s) (以千個千瓦時/ 每千單位計算)</b>	(kWh in '000s/ per units in '000s) (以千個千瓦時/ 每千單位計算)
Total energy consumption intensity of Group A – per thousand units of production	甲組的能源總耗量密度 – 每千產量單位	<b>2.96</b>	3.44

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Direct energy consumption by intensity

按密度劃分之直接能源耗量

		2019 二零一九年 (kWh in '000s) (以千個 千瓦時計算)	2018 二零一八年 (kWh in '000s) (以千個 千瓦時計算)
Non-renewable fuel consumed by Group B	乙組的不可再生燃料耗量	14	17
Electricity purchased for consumption by Group B	乙組購買作消耗的電量	919	869
Total energy consumed by Group B	乙組的能源總耗量	933	886
		(kWh in '000s/ tonnes) (以千個千瓦時/ 每噸計算)	(kWh in '000s/ tonnes) (以千個千瓦時/ 每噸計算)
Total energy consumption intensity of Group B – per tonne of production	乙組的能源總耗量密度 – 每噸產量	0.34	0.29



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Direct energy consumption by intensity

按密度劃分之直接能源耗量

		2019 二零一九年 (kWh in '000s) (以千個 千瓦時計算)	2018 二零一八年 (kWh in '000s) (以千個 千瓦時計算)
Non-renewable fuel consumed by Group C	丙組的不可再生燃料耗量	101	116
Electricity purchased for consumption by Group C	丙組購買作消耗的電量	108	228
Total energy consumed by Group C	丙組的能源總耗量	<b>209</b>	<b>344</b>
		<b>(kWh in '000s/ per employee) (以千個千瓦時/ 每名僱員計算)</b>	<b>(kWh in '000s/ per employee) (以千個千瓦時/ 每名僱員計算)</b>
Total energy consumption intensity of Group C – per employee	丙組的能源總耗量密度 – 每名僱員	<b>1.18</b>	1.71

- *Water Consumption*

The Group requires employees to reduce water consumption. For example, employees are encouraged to fully empty any containers before washing, and to turn off water taps promptly.

Our Beijing, Guangzhou, Hangzhou, Shenzhen, Qingdao and Hong Kong offices operate in leased office premises for which both the water supply and discharge are solely controlled by the building management, therefore, the provision of water withdrawal and discharge data or sub-meter for individual occupants are not feasible.

- *用水*

本集團要求僱員減少用水。例如，本集團鼓勵僱員於清潔前清除容器積水，並迅速關閉水龍頭。

本集團之北京、廣州、杭州、深圳、青島及香港辦事處於租賃辦公室物業營運，其耗水及排水由樓宇管理公司全權控制，因此提供耗水及排水數據或為個別租戶安裝分水錶並不可行。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### KPI A2.2 Water consumption in total and intensity

#### Water consumption in total

##### 總耗水量

		2019 二零一九年 (Cubic metres) (立方米)	2018 二零一八年 (Cubic metres) (立方米)
Water consumed by Group A	甲組的耗水量	7,312	6,566
Water consumed by Group B	乙組的耗水量	1,834	4,771
Water consumed by Group C	丙組的耗水量	—	1,255
Total water consumption	總耗水量	<u>9,146</u>	<u>12,592</u>

#### Water consumption in intensity

##### 耗水密度

		2019 二零一九年 (Cubic metres) (立方米)	2018 二零一八年 (Cubic metres) (立方米)
Water consumed by Group A	甲組的耗水量	7,312	6,566
		<b>(Cubic metres/ units in '000s)</b> (以立方米/ 每千單位計算)	<b>(Cubic metres/ units in '000s)</b> (以立方米/ 每千單位計算)
Water consumption intensity of Group A – per thousand units of production	甲組的耗水密度 – 每千產量單位	<b>19.63</b>	22.90

### KPI A2.2 總耗水量及密度

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Water consumption in intensity

耗水密度

		2019 二零一九年 (Cubic metres) (立方米)	2018 二零一八年 (Cubic metres) (立方米)
Water consumed by Group B	乙組的每年耗水量	<b>1,834</b>	4,771
		<b>(Cubic metres/ tonnes)</b> (以立方米/ 每噸計算)	(Cubic metres/ tonnes) (以立方米/ 每噸計算)
Water consumption intensity of Group B – per tonne of production	乙組的耗水密度 – 每噸產量	<b>0.67</b>	1.58
		<b>2019 二零一九年 (Cubic metres) (立方米)</b>	2018 二零一八年 (Cubic metres) (立方米)
Water consumed by Group C	丙組的耗水量	—	1,255
		<b>(Cubic metres/ per employee)</b> (以立方米/ 每名僱員計算)	(Cubic metres/ per employee) (以立方米/ 每名僱員計算)
Water consumption intensity of Group C – per employee	丙組的耗水密度 – 每名僱員	—	18.45

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### KPI A2.3 Description of energy use efficiency initiatives and results achieved

The Group's ability to use energy efficiently can be revealed by its intention and measures for the reductions in energy consumption. Energy consumption has a direct effect on the environmental footprint of the Group, its operational costs, and exposure to certain risks (e.g. fluctuations in energy supply and prices). The Group's policies and measures specific to managing energy use have been stated above. We consider such policies had been adopted and measures had been achieved for the year ended 31 December 2019.

### KPI A2.4 Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved

The Group's ability to use water efficiently can be revealed by its intention and measures for the reductions in water consumption. Water consumption has a direct effect on the environmental footprint of the Group, its operational costs, and exposure to certain risks (e.g. reliance on sources of water that may be considered sensitive due to their relative size or function; or status as a possibly rare, threatened, or endangered system; or to their possible support of a particular endangered species of plant or animal). The Group's policies and measures specific to water use have been stated above. We consider such policies had been adopted and measures had been achieved for the year ended 31 December 2019.

- *Efficient Use of Raw Material and Packaging Material*  
The Group endeavours to adopt the lifecycle assessment approach to consider the environmental impact of products throughout their lifecycle, covering raw material selection, acquisition, production, usage, disposal, and recycling. The Group encourages employees to use recycled or renewable material for packaging, and to design the packaging to be returnable, reusable, and renewable.

### KPI A2.3 描述能源使用效益計劃及所得成果

本集團減能之計劃及措施可反映其有效耗能之能力。耗能對本集團之環境足跡、營運成本及若干風險之承受(如能源供應及價格波動)有直接影響。本集團針對耗能管理而採用之政策及措施載於上文。本集團認為已採取之政策及措施於截至二零一九年十二月三十一日止年度取得成果。

### KPI A2.4 描述求取適用水源可有任何問題，以及提升用水效益計劃及所得成果

本集團減耗水量之計劃及措施可反映其有效耗水之能力。耗水對本集團之環境足跡、營運成本及若干風險之承受(如對敏感水源之依賴(水源敏感是因為其相對規模或職能；或因屬稀有、受威脅或瀕危系統；或屬特定瀕臨滅絕之植物或動物種類之支援))有直接影響。本集團針對耗水而採用之政策及措施載於上文。本集團認為已採取之政策及措施於截至二零一九年十二月三十一日止年度取得成果。

- *善用原材料及包裝物料*  
本集團致力利用生命週期評估法，考慮產品於生命週期中對環境之影響，涵蓋原材料選擇、收購、生產、使用、處置及回收。本集團鼓勵僱員在包裝上使用回收或可循環物料，並設計可收回、可再用及可循環之包裝。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### KPI A2.5 Total packaging material used for finished products and, if applicable, with reference to per unit produced

The disposal of products and packing materials at the end of a use phase is a steadily growing environmental challenge, tracking the use of packaging materials is to reduce, reuse and/or recycle the packaging materials.

#### Total packaging material used by type

按類別劃分之所用包裝物料總量

		2019 二零一九年 (Tonnes) (噸)	2018 二零一八年 (Tonnes) (噸)
Plastic	塑膠	62	36
Paper	紙張	128	2,311
Total packaging material used		<b>190</b>	<b>2,347</b>
		(Tonnes/ per unit in '000s) (以噸/ 每千單位計算)	(Tonnes/ per unit in '000s) (以噸/ 每千單位計算)
Intensity of packaging material use		<b>0.37</b>	0.43
使用之包裝材料密度			

### Aspect A3: The Environment and Natural Resources

The Group is committed to reducing the production and operation impacts on environment and natural resources. Policies are established to consider the actual impacts on environment and natural resources and to reduce such impacts. As a result, one of the subsidiaries of the Company has obtained various energy-saving product certificates and environmental-labelling product certificates.

### KPI A2.5 製成品所用包裝材料之總量及(如適用)每生產單位估量

在使用階段後期如何處置產品及包裝物料日漸成為具挑戰性之環境問題，了解包裝物料之使用情況，旨在減少、重複使用及／或回收包裝物料。

### 層面 A3：環境及天然資源

本集團致力減少生產及營運對環境及天然資源之影響，並已制定政策考慮對環境及天然資源之實際影響以及如何減輕影響。因此，本公司其中一間附屬公司已取得多項節能產品認證及環保標籤產品認證。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

To raise the awareness of impacts on the environment and natural resources, certain trainings on environment protection are conducted. For example, human resource department of our operating subsidiaries organised trainings on environmental-labelling product certification and established an environmental impact assessment method to assess the occurrence and impact of actual issues resulting from production and operation, and to establish control procedures to mitigate such impact.

### KPI A3.1 Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them

We understand that our performance in respect of emissions, waste production and disposal, and use of resources impacts the environment, we endeavour to minimise such impacts, and communicate our environmental policies, measures, performance, and achievements to our stakeholders. No significant impacts on the environment and natural resources were caused, in view of the Group's business nature. Policies and/or measures adopted in the year ended 31 December 2019 specific to manage potential impacts of activities on the environment and natural resources are mentioned above.

## B. Social

The Group recognises that fulfilling social responsibilities is our duty as a corporate citizen. We endeavour to establish harmonious relationship with our employees, customers, suppliers, and the community at large. We care about the well-being and development of employees, ensure high standard of product responsibility, enhance transparent relationship with customers and suppliers, and contribute to our community development.

### Employment and Labour Practices

#### Aspect B1: Employment

The Group has established employment policies, including compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

為了提升對環境及天然資源影響之意識，本集團已進行若干環保培訓。舉例而言，營運附屬公司之人力資源部已安排有關環保標籤產品認證之培訓，並已制定環境影響評估方法，評估生產及經營所產生之實際問題及影響，並建立監控程序減輕有關影響。

### KPI A3.1 描述業務活動對環境及天然資源之重大影響及已採取管理有關影響之行動

本集團了解在排放、廢物產生及處置以及資源使用方面之表現會對環境造成影響，致力減低該等影響，並向權益人提供環境政策、措施、績效及成果等資料。基於本集團之業務性質，並無對環境及天然資源造成重大影響。截至二零一九年十二月三十一日止年度特別為管理業務活動對環境及天然資源之潛在影響而採取之政策及／或措施載於上文。

## B. 社會

本集團明白履行社會責任是作為企業公民的職責。本集團銳意與僱員、客戶、供應商及社區建立和諧關係。本集團關心僱員身心健康及發展，保持高產品責任標準，提升客戶及供應商關係之透明度，並為社區發展作出貢獻。

### 僱傭及勞工常規

#### 層面 B1：僱傭

本集團已制定有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利之政策。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

- **Compensation and Dismissal**

The Group offers competitive remuneration to attract and retain talented staff. Remuneration packages are reviewed periodically to ensure consistency with employment market. Laws and regulations on minimum wage and statutory social benefits are required to be followed. Dismissal is required to comply with employment laws and regulations, and to follow the internal policies and procedures, including policy on prevention of dismissal purely on employees' gender, marital status, pregnancy, disability, age or family status.
- **Recruitment and Promotion**

The Group attracts talent through flexible, fair and transparent recruitment strategy. Our recruitment process includes application for recruitment, description of position, collection of job applications, interview, selection, approval, and job offering. Promotion is based on performance and suitability. Promotion process includes recommendation of candidates, evaluation, approval, and confirmation of promotion.
- **Working Hours, Rest Periods, Benefits and Welfare**

Employees' working hours, rest periods, benefits and welfare, including social security benefits and retirement pension plans, are required in compliance with employment or labour laws and regulations.
- **Equal Opportunities, Diversity and Anti-discrimination**

The Group endeavours to provide a fair workplace for employees and follow the principles of equality and non-discrimination. Recruitment, remuneration, promotion, and benefits are required to be handled based on objective assessment, equal opportunity and non-discrimination regardless of gender, race, employment type, age, geographical region, or other measure of diversity.
- **薪酬及解僱**

本集團提供具競爭力之薪酬以吸引及挽留優秀員工，定期檢討薪酬待遇，確保與僱傭市場一致，要求遵守有關最低工資及法定社會福利之法律及法規，並按照僱傭法律及法規以及內部政策及程序解僱員工，包括防止純粹因僱員性別、婚姻狀況、懷孕、殘疾、年齡或家庭狀況解僱員工之政策。
- **招聘及晉升**

本集團以靈活、公平及透明之招聘策略吸引人才。招聘程序包括申請招聘、描述職位、收集應徵申請、面試、甄選、批准及聘用。晉升取決於表現及是否稱職。晉升程序包括推薦人選、評估、批准及確定晉升。
- **工作時數、假期、待遇及福利**

僱員之工作時數、假期、待遇及福利(包括社會保障福利及退休金計劃)須符合僱傭或勞工法律及法規。
- **平等機會、多元化及反歧視**

本集團努力為僱員提供公平之工作環境，恪守公平及反歧視原則。招聘、薪酬、晉升及福利必須建基於客觀評估、平等機會及不涉歧視，包括性別、種族、職位類別、年齡、地區或其他多元性指標。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

- Compliance with Relevant Laws and Regulations that Have a Significant Impact on the Group

For the year ended 31 December 2019, as far as the Group is aware, there was no material breach of or non-compliance with applicable laws and regulations in relation to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

### **Aspect B2: Health and Safety**

The Group is committed to maintaining a healthy and safe workplace for employees, and to preventing workplace injuries and illnesses.

- Providing a Safe Working Environment  
The Company requires its subsidiaries to establish and document policies and procedures on safety for employees to follow, set targets for the safety of employees, monitor the safety performance against the targets periodically, and report any safety incidents to management. For example, one of the subsidiaries of the Company established written procedures for emergency response, including procedures for fire extinguishing, police emergency call service, ambulance service, and rescue procedures.
- Protecting Employees from Occupational Hazards  
One of the success factors for protecting employees from occupational hazards is to train employees to protect themselves from psychological and physical hazards. The Group requires such training to be delivered to employees, especially those who operate equipment and tools.
- Work-life Balance  
The Group organises leisure and sports activities outside of workplace including annual dinners in Hong Kong and the PRC to promote work-life balance for employees.

- 遵守對本集團有重大影響的相關法律及法規之情況

截至二零一九年十二月三十一日止年度，據本集團所知，就有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利而言並無重大違反或不遵守適用法律及法規。

### **層面 B2：健康與安全**

本集團致力為僱員提供健康及安全的工作環境以及保障僱員避免工傷及與工作有關之疾病。

- 提供安全工作環境  
本公司要求其附屬公司制定及列明僱員應遵守之安全政策及程序，訂立僱員安全目標、定期對照安全表現與目標，並向管理層匯報安全事故。例如，本公司其中一間附屬公司已制定書面緊急應變程序，包括火警、報警、召援及急救程序。
- 保障僱員避免職業性危害  
保障僱員避免職業性危害之其中一項成功要素為訓練僱員保護自己免受心理及身體傷害。本集團規定為僱員(尤其是設備及工具操作員)提供有關培訓。
- 作息平衡  
本集團舉辦工餘消閒及體育活動，包括香港及中國的年度晚宴，以鼓勵僱員作息平衡。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

- Compliance with Relevant Laws and Regulations that Have a Significant Impact on the Group

For the year ended 31 December 2019, as far as the Group is aware, there was no material breach of or non-compliance with applicable laws and regulations in relation to providing a safe working environment and protecting employees from occupational hazards.

### **Aspect B3: Development and Training**

The Group is committed to providing adequate training to our employees to improve their knowledge and skills for discharging duties at work. Training includes vocational training courses provided internally or externally and paid by the Group.

- Employee Development  
The Group requires employees to attend internal and external training courses, including new employee orientation and employee continuing education to improve employees' knowledge and skills for their job positions. The costs of qualified training courses are borne by the Group.
- Training Activities  
The Group recorded attendance for fresh graduates on a research and development training, and recorded attendance for a new employee orientation training. Various training classes were organised for our staff as well.

### **Aspect B4: Labour Standards**

The Group is committed to avoiding child and forced labour in the workplace.

- Preventing Child and Forced Labour  
The Group prohibits child labour, and requires human resource department and user departments to work together to prevent or identify child labour, and to ensure child labour is not in our workforce.

- 遵守對本集團有重大影響的相關法律及法規之情況

截至二零一九年十二月三十一日止年度，據本集團所知，就有關提供安全工作環境及保障僱員避免職業性危害而言並無重大違反或不遵守適用法律及法規。

### **層面 B3：發展及培訓**

本集團致力為僱員提供足夠培訓，提升僱員履行工作職責的知識及技能。該等培訓包括由本集團付費之內外部職業培訓課程。

- 僱員發展  
本集團要求僱員出席內外部培訓課程，包括新員工入職、僱員持續教育，提升僱員履行工作職責的知識及技能。合資格培訓課程費用由本集團承擔。
- 培訓活動  
本集團記錄應屆畢業生出席一項研發培訓之情況，並記錄新員工出席入職培訓之情況。此外，本集團曾為員工舉辦不同培訓班。

### **層面 B4：勞工準則**

本集團銳意於工作場所防止使用童工或強制勞工。

- 防止使用童工或強制勞工  
本集團禁止使用童工，並規定人力資源部及招工部門合作防止使用或識別童工，確保本集團工作場所並無童工。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

The Group is committed to protecting human rights, to prohibiting forced labours, and to creating a workplace with respect, fairness, and free will for our employees.

- Compliance with Relevant Laws and Regulations that Have a Significant Impact on the Group

For the year ended 31 December 2019, as far as the Group is aware, there was no material breach of or non-compliance with applicable laws and regulations in relation to child and forced labour.

### Operating Practices

#### Aspect B5: Supply Chain Management

Supply chain management is one of the important areas of our business, which includes managing environmental and social risks of the supply chain. The Group requires suppliers to provide products and services for us with up-to-standard quality, health and safety to ensure compliance with environmental laws and regulations, and to ensure compliance with labour standards. The contracting for purchase of products and services is required to be based solely upon specification, quality, service, delivery, price, and tendering.

The Group requires impartial selection of suppliers and service providers, maximisation of competition in tendering process, approval of contract terms, compliance with laws and regulations, prevention and detection of bribery or fraud in the tendering and procurement process, and achievement of efficiency and cost saving in procurement.

Supply chain management policies and procedures are established, including assessment, selection, approval, procurement, and performance evaluation. Performance evaluation is based on quality, service, cost, and delivery.

本集團致力保障人權，禁止強制勞工，為僱員締造互相尊重、公平與自願的工作環境。

- 遵守對本集團有重大影響的相關法律及法規之情況

截至二零一九年十二月三十一日止年度，據本集團所知，就有關童工或強制勞工而言並無重大違反或不遵守適用法律及法規。

### 營運慣例

#### 層面 B5：供應鏈管理

供應鏈管理是本集團業務其中一個重要範疇，當中包括管理供應鏈之環境及社會風險。本集團要求供應商向本集團提供符合質量、健康及安全標準的產品及服務，確保符合環境法律及法規以及勞工準則。訂約採購產品及服務必須純粹建基於規格、品質、服務、交貨、定價及招標。

本集團規定挑選供應商及服務供應商時必須公正，發揮招標程序的競爭性，審批合約條款，遵守法律及法規，防止及偵測招標及採購程序中的賄賂或欺詐行為，同時提升採購效率及減省成本。

本集團已制定供應鏈管理政策及程序，涵蓋評審、挑選、批准、採購及表現評估。表現評估建基於品質、服務、成本及交貨質量。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Aspect B6: Product Responsibility

Product responsibility refers to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.

- **Health and Safety**  
The Group is fully responsible for our products and services, including health and safety relating to our products. We ensure health and safety relating to our products from the following areas: product design to ensure health and safety, selection of raw materials with health and safety consideration, quality control during the manufacturing processes, health and safety check for finished products, proper delivery and after-sale services.
- **Advertising**  
The Group understands our customers' rights and is committed to providing accurate product and service information for customers in connection with their purchase or consumption decision. The Group requires careful review of advertising material to protect customers' interest.
- **Labelling**  
The Group requires that labelling is accurate, legitimate, clear, and not misleading, and intellectual property rights are protected.
- **Privacy Matters**  
The Group is committed to protecting customer data and privacy information and keeping business information confidential. Training to employees in this regard and proper information system security are required.

### 層面 B6：產品責任

產品責任涉及所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法。

- **健康與安全**  
本集團對其產品及服務負全責，包括產品健康與安全。本集團在以下範疇確保產品健康與安全：產品設計確保健康與安全、根據健康與安全因素選擇原材料、生產過程的品質控制、製成品健康與安全檢測、妥善運送及售後服務。
- **廣告**  
本集團瞭解客戶權益，矢志為客戶提供準確產品及服務資訊，供彼等於購買或使用時參考。本集團要求仔細審查廣告材料，保障客戶權益。
- **標籤**  
本集團要求標籤準確、合法、清晰及無誤導成份，並保障知識產權。
- **私隱事宜**  
本集團致力保障客戶數據及私隱資料，並對商業資料保密。本集團向僱員提供此方面之培訓，並要求適當的資訊系統安全。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

- **Methods of Redress**

Although we ensure the quality of our products and services, at the same time, the Group requires that products or services with quality, safety, or health issues should be returned or compensated in accordance with terms of sales or service contracts. Return, recall, or compensation of products and services is required to be offered to all customers who are affected with consistent treatment and procedures.
- **Compliance with Relevant Laws and Regulations that Have a Significant Impact on the Group**

For the year ended 31 December 2019, as far as the Group is aware, there was no material breach of or non-compliance with applicable laws and regulations in relation to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.

### **Aspect B7: Anti-corruption**

The Group established anti-corruption policies to prohibit employees from receiving any advantages offered by customers, suppliers, colleagues, or other parties, while they are performing employee duties, and prohibit any activities involving bribery, extortion, fraud, and money laundering. The Group encourages employees, customers, suppliers, or other parties to report incidents relating to any undisclosed/unreported conflicts of interest, bribery, extortion, fraud and money laundering.

- **Compliance with Relevant Laws and Regulations that Have a Significant Impact on the Group**

For the year ended 31 December 2019, as far as the Group is aware, there was no material breach of or non-compliance with applicable laws and regulations in relation to bribery, extortion, fraud and money laundering.

- **補救方法**

儘管本集團確保產品及服務品質，本集團同時要求按照銷售或服務合約條款退還或補償存在質量、安全或健康問題的產品或服務。本集團規定以一致的方式及程序向所有受影響客戶進行產品及服務退還、召回或賠償。
- **遵守對本集團有重大影響的相關法律及法規之情況**

截至二零一九年十二月三十一日止年度，據本集團所知，就有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法而言並無重大違反或不遵守適用法律及法規。

### **層面 B7：反貪污**

本集團已制定反貪污政策禁止僱員於履行職務時收受客戶、供應商、同事或其他人士提供的利益，並禁止任何涉及賄賂、勒索、欺詐及洗黑錢的活動。本集團鼓勵僱員、客戶、供應商或其他人士舉報涉及任何尚未披露／尚未匯報的利益衝突、賄賂、勒索、欺詐及洗黑錢的活動。

- **遵守對本集團有重大影響的相關法律及法規之情況**

截至二零一九年十二月三十一日止年度，據本集團所知，就有關賄賂、勒索、欺詐及洗黑錢而言並無重大違反或不遵守適用法律及法規。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Community

#### Aspect B8: Community Investment

The Group is committed to contributing to the communities in which we operate, including community engagement to understand the needs of communities, and to ensure the Group's activities take into consideration of the communities' interest.

- **Labour Needs**  
The Group strives to enlarge the business operation so that we can hire more workers to utilize communities' available labour resources.
- **Community Activities**  
The Group encourages employees to participate in community activities, such as community health initiatives, sports, cultural activities, education and volunteer work.
- **Environmental Protection**  
All employees of the Group are encouraged to participate in environmental protection activities and raise the environmental awareness of people in the communities.

### 社區

#### 層面 B8：社區投資

本集團矢志貢獻經營所在社區，包括社區參與，以瞭解社區需要，確保本集團的活動計及社區利益。

- **勞工需求**  
本集團致力擴充業務營運，僱用更多工人，利用社區勞工資源。
- **社區活動**  
本集團鼓勵僱員參與社區活動，如社區健康行動、體育、文化活動、教育及志願工作。
- **環保**  
本集團鼓勵全體僱員參與環保活動，提升社區各界環保意識。



**RENTIAN TECHNOLOGY HOLDINGS LIMITED**  
仁天科技控股有限公司\*