



# KIN YAT HOLDINGS LIMITED 建溢集團有限公司

website 網址 : <http://www.kinyat.com.hk>

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code 股份代號 : 638)



## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告 2020

for the year ended 31 March 2020  
截至二零二零年三月三十一日

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## ABOUT THIS REPORT

Kin Yat Holdings Limited (hereinafter referred to as “Kin Yat”, the “Company”, “we” or “our”) together with its subsidiaries (collectively, the “Group”) principally engages in electronic and mechanical manufacturing, including electronic toys, artificial intelligence (“AI”) robotic cleaners, electrical and electronic appliances, and motors for over 30 years in Shenzhen, Shixing and Shaoguan, People’s Republic of China (“PRC”) and other Southeast Asian locations. Apart from manufacturing, we seek diversification of our business portfolio by branching out into the non-manufacturing sectors, such as property management. Being a socially responsible pioneer in the manufacturing industry, not only do we give top priority to consumer health and stakeholder interests, but we also incorporate stringent standards in the entire material sourcing and production and testing processes to limit the Group’s environmental and social impacts. We are committed to integrating sustainability principles and social concerns into our strategic planning and daily operation through transparent measures, in view of delivering enduring value to our major stakeholders.

Having a deep ambition to construct long-term trusted ties with our stakeholders in the community, the Group is pleased to publish our fourth environmental, social and governance (“ESG”) report (the “Report”) summarising our ESG performance and initiatives.

## 關於本報告

建溢集團有限公司（以下簡稱「建溢」、「本公司」或「我們」）連同其附屬公司（統稱「本集團」）主要從事電子及機械生產逾三十年，產品包括電子玩具、人工智能（「AI」）吸塵機械人、電器及電子產品以及電機，並於中華人民共和國（「中國」）深圳、始興及韶關以及其他東南亞等地區設廠。除製造業務外，本公司亦積極進軍物業管理等非製造業務，以豐富業務組合。作為製造行業中具有社會責任感的先鋒，我們不僅將消費者的健康及持份者的利益放在首位，此外在採購材料、生產及檢測過程中亦貫徹執行嚴格的標準，以減低本集團對環境及社會的影響。我們以公開透明的措施，在策略規劃及日常營運中融入可持續發展原則並顧及社區，為主要持份者創造持久價值。

本集團立志與社會上的持份者建立長期互信，現欣然發表第四份環境、社會及管治（「環境、社會及管治」）報告（「本報告」），概述我們於這三方面的表現及措施。



## ABOUT THIS REPORT *(continued)*

### Scope of the Report

The Report presents the Group's ESG management approach, environmental and social performance and material topics within our operational boundaries listed below during the period from 1 April 2019 to 31 March 2020 (the "Reporting Period" or "FY2020"). Mandatory disclosures cover entities and their manufacturing facilities that generate the major revenue of our principal operations – investment holding, manufacturing and property management in PRC and Hong Kong.

## 關於本報告 (續)

### 匯報範圍

本報告闡述本集團於二零一九年四月一日至二零二零年三月三十一日期間(「報告期」或「二零二零財政年度」)的環境、社會及管治管理方法、環境及社會績效以及下表所述於經營範圍內的重大議題。強制披露的資料涵蓋我們的主要業務(於中國及香港進行投資控股、生產及物業管理)中產生大部份收入的實體及其生產設施。

Business Operations 業務營運	Operating Locations 營運地點	Companies 公司
Investment holding 投資控股	Hong Kong 香港	Kin Yat Holdings Limited ("KYH") 建溢集團有限公司 (「建溢集團」)
		Standard Motor Co., Limited ("Standard Motor") 標準微型摩托有限公司 (「標準摩托」)
Electrical and electronic products manufacturing 生產電器及電子產品	Shenzhen, PRC 中國深圳	Shenzhen Kin Yat Power Electric Co., Limited ("Shenzhen KYP") 深圳建溢寶電子有限公司 (「深圳建溢寶」)
	Shaoguan, PRC 中國韶關	Shaoguan Turbo Electronic Technology Co., Limited ("Shaoguan Turbo") 韶關德寶電子科技有限公司 (「韶關德寶」)
Motor manufacturing 生產電機	Shixing, PRC 中國始興	Shixing Standard Motor Co., Limited ("Shixing Motor") 始興縣標準微型馬達有限公司 (「始興馬達」)
	Dushan, PRC 中國獨山	Guizhou Standard Electric Motor Co., Limited ("Guizhou Motor") 貴州標準電機有限公司 (「貴州電機」)
Property development 房地產發展		Guizhou Kin Yat Property Co., Limited ("Guizhou Property") 貴州建溢房地產有限公司 (「貴州房地產」)

## ABOUT THIS REPORT *(continued)*

### Reporting Standard

The Report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide under Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited ("HKEx ESG Reporting Guide"). Should there be any discrepancies between the English and Chinese versions, the English version shall prevail. The Report has been reviewed and approved by the Board of Directors of the Group.

### Principles of the Report

The preparation of the Report follows the materiality, quantitative, balance and consistency reporting principles.

#### I. Materiality

The disclosed information in the Report was carefully gathered, evaluated and presented based on its materiality to the Group's business and its stakeholders. The materiality matrix and details of stakeholder engagement are illustrated in the Materiality Assessment and Stakeholder Engagement below respectively.

#### II. Quantitative

All of the disclosed information, statistics of environmental and social KPIs in particular, were organised and calculated according to a series of standardised methodologies which are illustrated in the relevant sessions.

#### III. Balance

A picture of the data comparison over years has been given for readers who can see both the achievements and rooms for improvement in terms of ESG management in the Group.

#### IV. Consistency

The Report has been prepared in the same way in terms of scope and methodology when compared to those in previous years.

## 關於本報告 (續)

### 報告準則

本報告乃根據香港聯合交易所有限公司證券上市規則附錄27《環境、社會及管治報告指引》(「香港交易所環境、社會及管治報告指引」)編製。本報告的中英文版本如有任何歧義，概以英文版本為準。本報告已經本集團董事會審閱及批准。

### 匯報原則

編製本報告時遵守重要性、量化、平衡及一致性的報告原則。

#### I. 重要性

本報告披露的資料乃根據其對本集團業務及持份者的重要性而審慎收集、評估及呈列。關鍵性矩陣及持份者參與的詳情分別於下文的關鍵性評估及持份者參與中說明。

#### II. 量化

在此披露的所有資料乃根據相關章節所示的一系列標準化方式編排及計算，特別是環境及社會關鍵績效指標的統計資料。

#### III. 平衡

本報告為讀者比較各年的數據，展示本集團在環境、社會及管治管理方面的成就及改善空間。

#### IV. 一致性

在編製範圍及方法方面，本報告的編製方式與過往年度相同。

## ABOUT THIS REPORT *(continued)*

### Contact & Feedback

The Group believes a strong trusted relationship with our community is critical for our business sustainability. We strive to manage the Group for the best interests of our stakeholders; therefore, we treasure your feedback on this ESG report and our sustainability performance. If you have any comments or suggestions, please feel free to contact us via [esg@kinyat.com.hk](mailto:esg@kinyat.com.hk).

## STAKEHOLDER ENGAGEMENT

Engaging and responding to our stakeholders is the cornerstone of our overall ESG management approach. We regularly engage a broad set of key stakeholders to gauge how we can appropriately respond to their needs and insights. It is vital for us to capture and understand how their views change and ultimately how we can respond and implement improvement (as appropriate) to our business strategies today and in the future.

To identify stakeholders' insights and concerns in relevance to business operations, the Group not only has identified key stakeholder groups who have concerns about issues that may have a significant impact on our business or those who could be significantly affected by our operations, but also has been maintaining regular communication with them through various channels, which are illustrated in the table below:

## 關於本報告 (續)

### 聯繫及反饋

本集團相信，與社區建立深厚互信對業務的可持續發展至為重要。我們管理本集團時以持份者的最佳利益為念，因此，我們重視閣下對本環境、社會及管治報告及我們的可持續發展績效的反饋。閣下如有任何意見或建議，務請隨時通過[esg@kinyat.com.hk](mailto:esg@kinyat.com.hk)與我們聯繫。

### 持份者參與

環境、社會及管治的整體管理方法建基於我們的持份者參與並作出回饋。我們定期與主要持份者接觸，衡量我們應如何妥善回應他們的需求及見解。我們必須掌握及了解他們的觀點有何變化，才能判斷我們最終應如何回應，並對現時及日後的業務策略作出改善（如適用）。

為識別持份者對業務營運的見解及關注，本集團已識別主要持份者，他們對於可能顯著影響本集團業務的議題表達關注，或受到本集團營運的顯著影響，除此之外，我們亦通過各種渠道與他們維持定期溝通，如下表所示：

## STAKEHOLDER ENGAGEMENT *(continued)*

## 持份者參與 (續)

Stakeholder groups 持份者組別	Communication channels 溝通渠道	Expectations and concerns 期望及關注
<b>Board of directors 董事會</b>	<ul style="list-style-type: none"> <li>Company website 公司網頁</li> <li>Company announcements 公司公佈</li> <li>Annual general meeting 股東週年大會</li> <li>Annual and interim reports 年報及中期報告</li> </ul>	<ul style="list-style-type: none"> <li>Corporate governance system 企業管治制度</li> <li>Information transparency 資訊公開透明</li> <li>Compliance of laws and regulations 遵守法律及法規</li> <li>Anti-corruption 反貪污</li> </ul>
<b>Customers 客戶</b>	<ul style="list-style-type: none"> <li>Company website 公司網頁</li> <li>Customer direct communication 與客戶直接溝通</li> <li>Customer feedback and complaints 客戶回饋及投訴</li> </ul>	<ul style="list-style-type: none"> <li>High quality and efficient services 優質及高效服務</li> <li>Compliance of international quality standards 遵守國際品質標準</li> </ul>
<b>Employees 僱員</b>	<ul style="list-style-type: none"> <li>Training and orientation 培訓及迎新</li> <li>Emails and opinion box 電郵及意見箱</li> <li>Regular meetings 定期會面</li> <li>Employee performance evaluation 僱員表現評估</li> <li>Employee activities 僱員活動</li> </ul>	<ul style="list-style-type: none"> <li>Career development 事業發展</li> <li>Compensation and welfare 補償及福利</li> <li>Labour management relation 勞資關係</li> </ul>
<b>Suppliers and business partners 供應商及業務夥伴</b>	<ul style="list-style-type: none"> <li>Selection assessment 甄選評估</li> <li>Procurement process 採購程序</li> <li>Performance assessment 表現評估</li> <li>Regular communication with business partners (e.g., emails, meetings, on-site visits etc.) 與業務夥伴定期溝通 (如電郵、會面及實地視察)</li> </ul>	<ul style="list-style-type: none"> <li>Corporate reputation 公司聲譽</li> <li>Fair and transparent procurement process 公正透明的採購程序</li> <li>Good relationship with the Group 與本集團的良好關係</li> </ul>
<b>Communities and non-governmental organisations 社區及非政府組織</b>	<ul style="list-style-type: none"> <li>Emails 電郵</li> <li>Phones 電話</li> <li>Charity donations 慈善捐款</li> <li>Company website 公司網頁</li> <li>Community activities 社區活動</li> </ul>	<ul style="list-style-type: none"> <li>Environmental protection 環境保護</li> <li>Community contributions 貢獻社區</li> <li>Labour rights and safety 勞工權益及安全</li> </ul>



## MATERIALITY ASSESSMENT

In order to identify the ESG issues that are material to the Group in formulating appropriate ESG strategies on ESG management and determining the direction of the Report, the Group has commissioned an independent consultancy firm to conduct a materiality assessment in form of an online questionnaire. Our key stakeholder groups (e.g., board of directors, employees, customers, suppliers, and non-governmental organisations) were invited to fill in the questionnaire and scored the identified twenty-seven ESG topics in accordance with their relevance and importance to the Group's business operations and the stakeholders themselves respectively.

Based on the materiality of each of the ESG topics expressed by the stakeholders, the ESG topics are prioritised and shown in the materiality matrix below. The topics which fell in the upper right corner of the matrix were defined as the topics that matter most to the Group's business operations and our stakeholders as far as they are concerned.

## 關鍵性評估

為找出對本集團制訂適當環境、社會及管治管理策略及釐定本報告的編製方向具有重大意義的環境、社會及管治議題，本集團委託獨立諮詢公司以網上問卷方式進行關鍵性評估。我們邀請主要持份者組別（例如董事會、僱員、客戶、供應商及非政府組織）填寫問卷，評估27項已識別的環境、社會及管治議題與本集團業務營運及持份者本身的相關性及重要性，並據此進行評分。

下頁的關鍵性矩陣乃根據持份者對各項環境、社會及管治議題所表達的重要性而作出的優次排序。位於矩陣右上方的議題屬於對本集團業務營運及持份者而言最重要的議題。

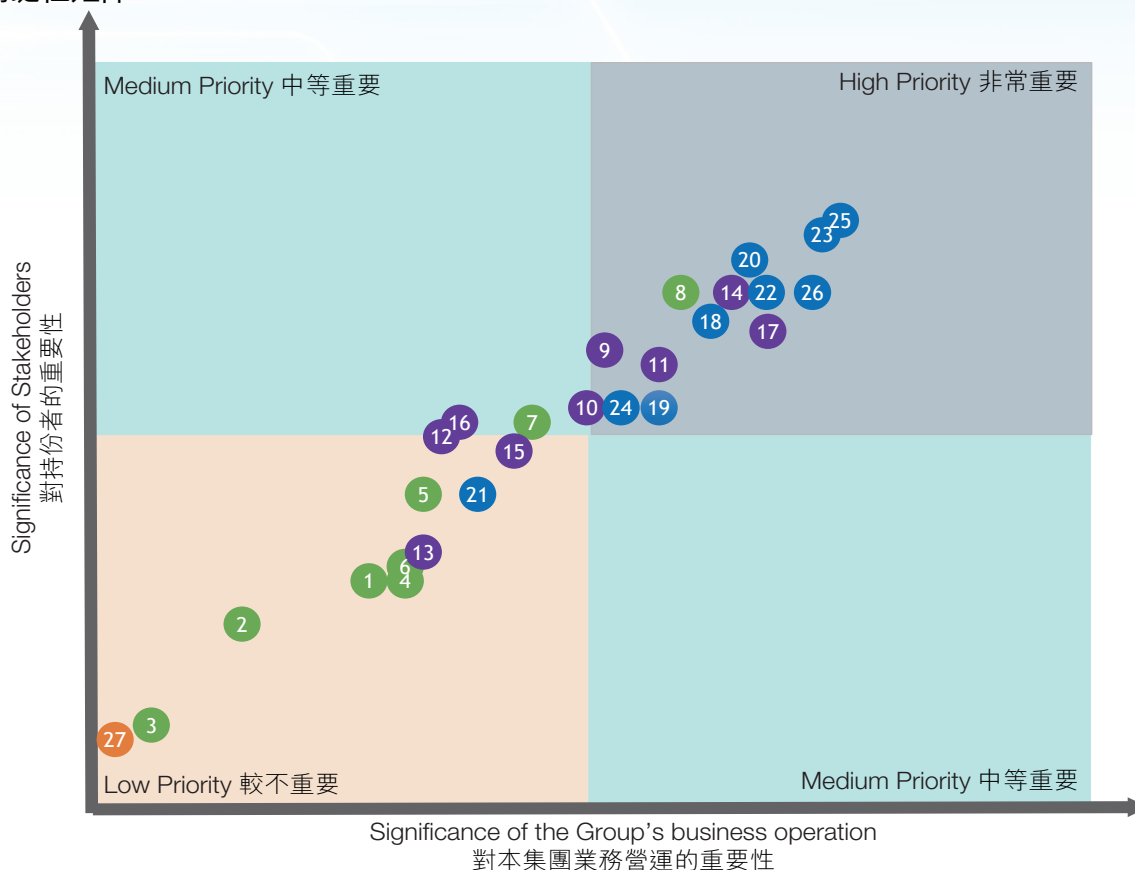




## MATERIALITY ASSESSMENT (continued)

## 關鍵性評估 (續)

### Materiality Matrix 關鍵性矩陣



#### Environment 環境

- 1 Air emission 廢氣排放
- 2 Greenhouse gas emission 溫室氣體排放
- 3 Climate change 氣候變化
- 4 Energy efficiency 能源效益
- 5 Water and effluents 水資源及污水
- 6 Use of materials 物料使用
- 7 Waste management 廢棄物管理
- 8 Environmental compliance 環境合規

#### Employment 僱傭

- 9 Labour rights 勞工權益
- 10 Labour management relations 勞資關係
- 11 Employee retention 挽留僱員
- 12 Diversity and equal opportunity 多元化及平等機會
- 13 Non-discrimination 反歧視
- 14 Occupational health and safety 職業健康及安全
- 15 Employee training 僱員培訓
- 16 Employee development 僱員發展
- 17 Prevention of child labour and forced labour 預防童工及強制勞工

#### Operation 營運

- 18 Customer satisfaction 客戶滿意度
- 19 Customer service quality and complaints handling 客戶服務質素及投訴處理
- 20 Customer health and safety 客戶健康及安全
- 21 Marketing and product and service labelling compliance 市場推廣及產品和服務標籤合規
- 22 Intellectual property 知識產權
- 23 Customer privacy and data protection 客戶私隱及資料保護
- 24 Responsible supply chain management 負責任供應鏈管理
- 25 Business ethics 商業道德
- 26 Socio-economic compliance 社會經濟合規

#### Community 社區

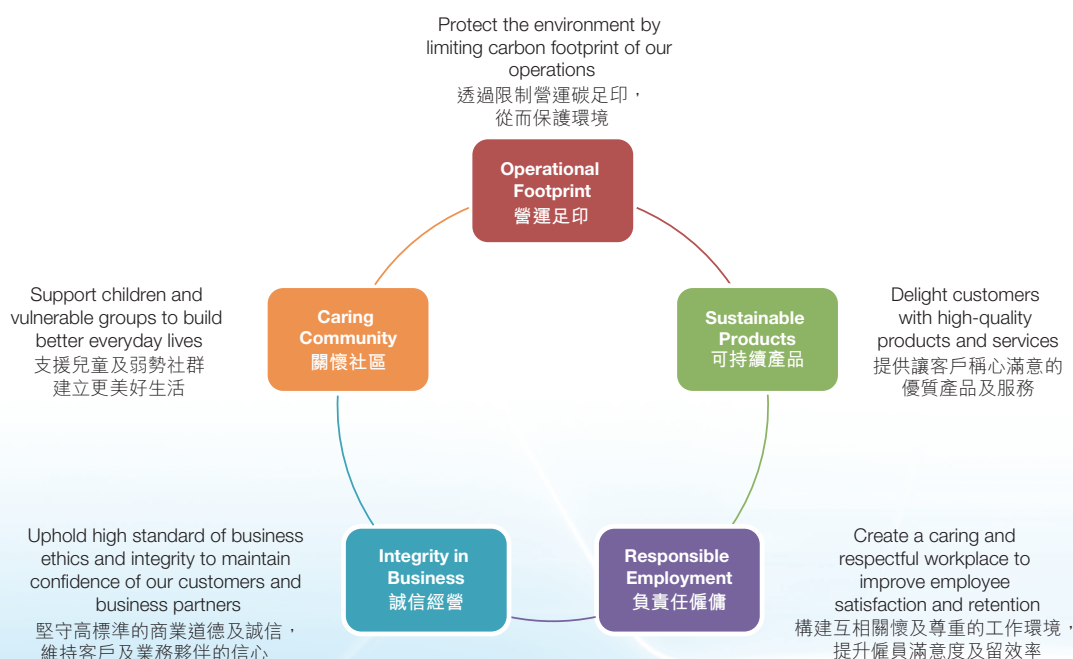
- 27 Community support 社區支援

## MATERIALITY ASSESSMENT (continued)

According to the results of the materiality matrix, the Group should place tremendous attention on business ethics, product quality and customer satisfaction, labour rights, and compliance status. Looking forward, the Group will continue to review and develop corresponding ESG policies and targets, as well as optimising the ESG reporting disclosure in order to pursue continuous improvement in our ESG performance in future. Details of our efforts in FY2020 are presented in the later sections.

## SUSTAINABILITY APPROACH

Sustainability has long been incorporated into our vision. Since our establishment in 1981, we have always strived to fulfil our corporate social responsibility ("CSR") in our broad range of business operations from manufacturing of electronic and electrical products as well as motors to real estate development. Our CSR approach is guided by five core areas — reducing operational footprint, making sustainable products, promoting responsible employment, upholding integrity in business, as well as building a caring community, in order to build a sustainable business:



## 關鍵性評估 (續)

根據關鍵性矩陣的結果，本集團應特別注重商業道德、產品質素及客戶滿意度、勞工權益及合規情況。展望將來，本集團將繼續檢討及制訂相應環境、社會及管治政策及目標，改善環境、社會及管治報告的披露，在這三方面追求精益求精。我們於二零二零財政年度所作的努力將於稍後章節詳述。

## 可持續方針

可持續發展早已融入我們的願景之中。我們涉獵的業務廣泛，包括製造電器及電子產品以及電機以至是房地產發展，自一九八一年成立以來，我們一直致力在業務營運中履行企業社會責任（「企業社會責任」）。我們的企業社會責任方針包括五個核心範疇引領，即減少營運足印、生產可持續產品、推廣負責任僱傭、堅守誠信經營及建立關懷社區，藉此建立可持續發展的業務：

## SUSTAINABILITY APPROACH (continued)

In developing the strategy in our everyday business practices, including awareness-raising campaigns, we set out our expectations and commitments through guidelines and codes, by taking reference to international and industry-specific standards of ISO standards and the International Council of Toy Industries ("ICTI") Code of Business Practices. We believe these tools can guide us to manage ESG issues arising from our operation in a systematic and effective manner.

With our great efforts in fulfilling our CSR, the Hong Kong Council of Social Service recognised our efforts to foster an engaging workplace and community as well as environmentally-friendly environment in FY2020 and awarded us as one of the "Caring Companies in Hong Kong".

## 可持續方針(續)

當制訂日常業務(包括宣傳活動)策略時，我們參考國際及行業特定標準，即ISO國際標準及國際玩具工業理事會("ICTI")的商業行為守則，訂立合乎我們期望及承諾的指引及守則。我們相信，該等工具可指引我們以系統化及有效的方式管理營運產生的環境、社會及管治議題。

透過我們在履行企業社會責任而不懈的付出，香港社會聯會肯定我們在二零二零年財政年度內為營造具良好的工作、社區以及環保環境而作出努力，向我們授予「香港商界展關懷公司」的嘉許。





## INTEGRITY IN BUSINESS

With honesty, integrity and fairness being our business assets, the Group upholds the highest level of business integrity and takes a zero-tolerance approach to any acts of corruption, bribery, extortion, fraud and money laundering. During the Reporting Period, we were not aware of any material breach of relevant laws and regulations, including but not limited to the Criminal Law of the PRC, Anti-Money Laundering Law of the PRC, Anti-Unfair Competition Law of the PRC, and Prevention of Bribery Ordinance (Cap. 201) in Hong Kong, nor any legal cases regarding corruption practices against the Group or our employees in both PRC and Hong Kong.



### Anti-Corruption

Employees are strictly prohibited from offering or accepting any forms of advantages such as gifts, entertainment, rewards or commission under any circumstances from customers, suppliers or any other business partners as stipulated in our Code of Conduct. They must declare if such offering and acceptance are inevitable. All new hirers are required to sign the anti-corruption commitment and attend the orientation training regarding the Group's policies and procedures on business integrity, conflict of interests and information disclosures. Infringement of the Group's policy is subject to dismissal or other disciplinary actions. In order to safeguard the fairness and transparency of our business activities, the stringent standard against corruption has also been extended to our customers and business partners; thus, suppliers must sign a declaration against corruption before the commencement of our business relationship.

## 誠信經營

誠信、正直及公平是我們的商業資產，本集團堅守最高水平的商業誠信，對任何貪污、賄賂、勒索、欺詐及洗黑錢行為零容忍。於報告期內，本集團並無發現任何嚴重違反相關法律及法規，包括但不限於《中華人民共和國刑法》、《中華人民共和國反洗錢法》、《中華人民共和國反不正當競爭法》及香港法例第201章《防止賄賂條例》，亦無任何於中國或香港起訴本集團或本集團僱員貪污的法律案件。

### 反貪污

誠如《行為守則》所規定，我們嚴禁僱員於任何情況下向客戶、供應商或任何其他商業夥伴收授任何形式的利益，例如餽贈、款待、獎勵或佣金。若收授利益無可避免，則必須申報。所有新員工必須簽署反貪承諾及參加入職培訓，了解本集團在商業誠信、利益衝突及披露資料方面的政策及程序。任何違反本集團的政策，將面臨解僱或其他紀律處分。為保障我們的商業活動公正透明，我們的客戶及商業夥伴亦須遵守嚴格的反貪標準，因此，供應商與我們開展合作之前，必須先簽署反貪聲明。

## INTEGRITY IN BUSINESS *(continued)*

### Conflict of Interest and Fair Competition

Employees are expected to avoid taking and offering any actual or interests, including direct or indirect involvement in or maintaining a relationship with another business concern or organisation when such involvement or relationship may affect or influence the business conduct of the Group and is in conflict with the best interests of the Group. Guidelines have been established on situations and behaviours employees should be aware of. Employees who do not declare their conflict of interests promptly may subject to dismissal or other disciplinary actions.

Fair market competition is significant to improve the Group's competitive edge and maintain the industry sustainability. The Group enacts zero tolerance to any anti-competitive practices such as cartels and market power abuse in its business dealings. The Code of Conduct of the Group is also extended to our business partners and all suppliers must declare their full compliance with the Anti-Unfair Competition Law of the PRC.

### Whistleblowing System

A whistleblowing policy is in place to encourage our employees to report any suspected business improprieties in written or verbal form through designated hotlines and opinion boxes. All suspected cases on bribery, extortion, fraud, money-laundering and competitive behaviour will be investigated promptly by the person who is in charge of the factory or the designated officer and reported to the top management while the identity of whistle-blowers is kept strictly confidential. Cases will be reported to the relevant authorities (e.g., Hong Kong Independent Commission Against Corruption) for further handling. During the Reporting Period, we did not receive any reports regarding internal business improprieties mentioned above.

## 誠信經營 (續)

### 利益衝突及公平競爭

倘若收授任何實際利益，包括直接或間接參與或與另一企業或組織維持關係，而有關參與或關係可能影響或左右本集團的業務，並與本集團的最佳利益互相衝突，則僱員不應牽涉其中。我們已就僱員應注意的情況及行為制訂指引。倘若僱員並無及早申報利益衝突，可能會面臨解僱或其他紀律處分。

公平的市場競爭對提高本集團的競爭優勢及保持行業的可持續發展具有重要意義。本集團絕不容忍其商業活動中存在任何反競爭行為，例如合謀壟斷及濫用市場霸權。本集團的業務夥伴亦須遵守我們的《行為守則》，所有供應商必須聲明彼等完全遵守《中華人民共和國反不正當競爭法》。

### 舉報機制

我們已訂立舉報政策，鼓勵僱員通過指定熱線及意見箱，以書面或口頭形式舉報任何疑似商業不當行為。所有涉嫌賄賂、勒索、欺詐、洗黑錢及競爭行為個案，將交由廠房負責人或特定人員從速調查，並向管理層匯報，而舉報人的身份則嚴格保密。個案將呈報有關部門（例如香港廉政公署）跟進處理。於報告期內，我們並無接獲有關上述不當內部商業行為的舉報。

## SUSTAINABLE PRODUCTS

There is a growing concern about sustainable operations of the market, and demands for sustainable products and services surge these days. Since customer satisfaction is one of the top material issues of the Group, according to our materiality assessment, it is of tremendous importance to focus strategically on bringing quality products and services. The Group is committed to a better understanding of customer needs, innovating and delivering safe and environmentally-friendly products of good quality.

Understanding that our customers demand for product quality, the Group endeavours to uphold the highest requirements of quality from engaging suppliers to sale along our production chain. Industry standards and clients' specific requirements are what we put as our top priority. A comprehensive quality management system ("QMS") in its manufacturing facility has been implemented to systematically identify, manage and mitigate quality management risks. During the Reporting Period, the Group was not aware of material non-compliance with relevant laws and regulations relating to health and safety, advertising, labelling and privacy matters relating to products and services provided, including the Product Quality Law of the PRC.

## 可持續產品

現今，市場愈來愈注重可持續經營，對可持續產品及服務的需求有增無減。根據我們的關鍵性評估，客戶滿意度是本集團的首要議題之一，因此，在策略上專注於提供優質產品及服務相當重要。本集團致力於摸索客戶需求，敢於創新，提供既安全又環保的優質產品。

本集團明白客戶對品質有所要求，因此，不論從委聘供應商及至銷售的整個生產鏈中，本集團一律堅持最高品質要求，並優先考慮行業標準及客戶的指定要求。本集團於生產基地實施全方位質量管理體系，有系統地識別、管理及降低質量管理風險。於報告期內，本集團並無發現嚴重違反與所提供產品及服務有關的健康及安全、廣告、標籤及私隱事宜的相關法律及法規，包括《中華人民共和國產品質量法》。





## SUSTAINABLE PRODUCTS *(continued)*

### Manufacturing Business

#### Product Design

##### 產品設計

- Product design is the first stage of product development. A set of green design principles is followed, namely, from carrying out product life-cycle assessment, as well as developing waste-reducing and energy-efficient manufacturing techniques, to reducing environmental impacts.

產品設計是開發產品的第一階段。由進行產品生命週期評估，以至開發減廢節能製造技術，均遵循一套環保設計原則，以減少對環境的影響。

- We continued to conduct research and develop innovative and green solutions for manufacturing technologies.

我們繼續研發有關製造技術的創新環保解決方案。

- A performance-based incentive scheme is set up for employees to encourage and reward creative inventions and patent projects.

設立表現獎勵計劃，鼓勵及獎勵僱員的嶄新發明及專利項目。

#### Sourcing

##### 採購

- To promote responsible sourcing, we encourage using recyclable, durable, environmentally-friendly, as well as healthy and safe raw materials in our products.

為促進負責任採購，我們鼓勵以可回收、耐用、環保且健康安全的原材料製造產品。

- We work to improve product's safety, by attaining certifications of Restriction of Hazardous Substances and Registration, Evaluation, Authorisation and Restriction of Chemicals, on stricter control over harmful chemical substances used in products.

我們努力提高產品的安全性，透過取得《危害性物質限制指令》及《關於化學品註冊、評估、授權和限制法規》認證，更嚴格地管控產品所使用的有害化學物質。

## 可持續產品 (續)

### 製造業務

## SUSTAINABLE PRODUCTS *(continued)*

### Manufacturing Business *(continued)*

#### Supply Chain Management 供應鏈管理

- In procurement process, our supply chain management is designed to ensure quality of the raw materials to meet our standards.  
在採購過程中，我們的供應鏈管理旨在確保原材料的品質符合我們的標準。
- New suppliers are carefully selected through comprehensive assessment procedures, by taking their environmental certifications and use of environmentally-friendly production technology into account, in addition to considerations of product quality, services and costs.  
透過全面的評估程序審慎甄選新供應商，當中考慮的因素不僅是產品質素、服務及成本，更包括其環境認證及是否使用環保生產技術。
- Qualified suppliers are required to submit agreements and third-party test reports on strict use of hazardous substances.  
合資格供應商必須提交有關嚴格規範有害物質使用的協議及第三方測試報告。
- For existing suppliers, regular on-site assessment is conducted to ensure their compliance levels and product performance in operation. We will assist suppliers in implementing corrective action plans if their performance fails to meet our standards. Continuous failure may result in discontinuing our business relationship.  
對於現有供應商而言，會定期進行實地評估，以確保他們在營運中的合規水平及產品表現。倘若他們的表現未能達到我們的標準，我們將協助供應商實施補救行動計劃。一直不能達標的供應商可能會被我們終止業務合作。
- In FY2020, a total of 715 suppliers (Hong Kong: 70%, PRC: 29%, Others: 1%) are engaged in our operation, all of which are under our supply chain management policies.  
於二零二零財政年度，我們的營運委聘合共715名供應商（香港：70%、中國：29%、其他：1%），彼等均須遵守我們的供應鏈管理政策。

## 可持續產品 *(續)*

### 製造業務 *(續)*

## SUSTAINABLE PRODUCTS *(continued)*

### Manufacturing Business *(continued)*

#### Production

#### 製造

- During production, we focus on our efforts on reducing adverse impacts on the natural environment as well as increasing efficiency of resources.  
在生產過程中，我們致力於減少對自然環境的不利影響，以及提高資源效率。
- A set of automated systems is adopted for workers' safety by minimising the needs to perform dangerous operations and also for saving energy in production lines.  
採用一套自動化系統，透過減省危險作業去保障工人安全，以及為生產線節省能源。
- Green production such as reducing spraying and pad painting processes as well as modifying injecting moulding process, is promoted in manufacturing facilities in order to reduce the use of chemicals and generation of hazardous waste.  
在生產設施推行環保生產，例如減省噴漆和噴油工序以及改進注塑工序，藉以減少使用化學品及減少產生有害廢物。
- A quality management system is established in accordance with international ISO9001 to ensure regulatory compliance and to satisfy customers' needs.  
根據國際標準ISO9001建立質量管理體系，以確保監管合規及滿足客戶需求。
- Various evaluations such as performing sampling check on raw materials, semi-products and final products are conducted in order to ensure safety and quality of the products.  
進行各種評估，例如對原材料、在製品及製成品進行抽樣檢查，以確保產品的安全性及質素。
- Our manufacturing facilities are equipped with precision test instrumentation, testing laboratories and effective quality-control mechanisms.  
我們的生產設施設有精密的測試儀器、測試實驗室及有效的質量控制機制。
- Product defect analysis is conducted, in case of product defects, to understand causes and identify solutions to eliminate defects in the future. In FY2020, our efforts to safeguard customer health and safety helped us achieve zero record of product recall due to safety and health issues.  
倘若產品出現缺陷，則進行產品缺陷分析，以了解起因並釐定解決方案，避免日後再出現缺陷。於二零二零財政年度，我們在保障客戶健康及安全方面所作的努力，讓我們錄得零宗因安全及健康問題而回收產品的事件。

## 可持續產品 (續)

### 製造業務 (續)



## SUSTAINABLE PRODUCTS *(continued)*

### Manufacturing Business *(continued)*

#### To Customers

##### 向客戶交付

- Customer satisfaction review is conducted to continuously improve our product and service quality.  
進行客戶滿意度評估，不斷改進我們產品及服務質素。

- We work to satisfy customers' needs; however, we sometimes receive complaints from customers; therefore, relevant procedures and after-sales service systems are in place to ensure complaints are handled properly. In FY2020, the number of complaints related to our products and services decreased by 54% to 145 when compared to that in FY2019. We will continue to live up to customers' expectations.

我們盡力去滿足客戶需求，但我們有時亦會收到客戶的投訴；因此，我們訂立相關程序及售後服務制度，確保投訴得到妥善處理。於二零二零財政年度，與我們的產品及服務相關的投訴較二零一九財政年度減少54%至145宗。我們將繼續達到客戶的期望。

### Real Estate Development

The Group places the same level of attention on sustainable construction in real estate development as the manufacturing business. Apart from not posing any health and safety risks, our construction projects are environmentally friendly by installing energy-efficient systems and advancing designs to incorporate natural lights for indoor. Procurement is also regularly examined to ensure raw materials with lower carbon footprint are selected.

## 可持續產品 *(續)*

### 製造業務 *(續)*

### 房地產發展

在房地產發展方面，本集團對可持續建設的重視程度與製造業務相同。我們的建築項目不存在任何健康及安全風險，亦通過安裝節能系統和改進設計以融入室內自然光來實現環保。此外，我們定期檢查採購，以確保選擇碳足跡較低的原材料。

## SUSTAINABLE PRODUCTS *(continued)*

### Intellectual Property

Understanding the importance of originality, we safeguard our intellectual property (“IP”) rights by establishing guidelines for our employees to follow so that they understand what to do and act when dealing with IP rights. Patent infringement in any form is not accepted, and violations or misuse of the IP rights will be subject to disciplinary actions. We also provide training programs to raise awareness of employees. While safeguarding our original IP rights, we also support and respect the IP rights of others. We work to register patents for original product information, such as designs and techniques, created by our people, to make sure the values of IP are well respected and recognised across the Group.

To show our commitment, Guizhou Motor has attained the national GB/T 29490 certification for their systematic IP management system. We believe this certification can enable our people to act in the best way of managing IP rights and safeguarding this valuable asset within our business operation.

### Confidentiality and Privacy

Understanding how indispensable privacy means to our clients, we always identify it as an issue of critical concern. All of our staff are required to follow the general provision of confidential information protection stipulated in our Staff Handbook. Employees are prohibited from copying, transferring and disclosing the restricted information, such as clients’ information and intellectual property information without prior consent from the management or customers. Employees are required to sign a confidentiality agreement for a shared understanding and restricted from disclosing sensitive information to external parties. In case of breaching confidentiality, we will take corrective actions promptly and the employees involved may be subject to dismissal or legal actions. During the Reporting Period, we were not aware of any material non-compliance with laws and regulations relating to privacy matters, including the Personal Data (Privacy) Ordinance (Cap. 486), when providing products and services in Hong Kong and PRC.

## 可持續產品 (續)

### 知識產權

我們尊重原創，因此，我們為僱員制訂指引以保護知識產權（「知識產權」），使他們掌握處理知識產權時應採取的行動。我們不接受任何形式的侵權行為，違反或不當使用知識產權的行為將招致紀律處分。我們亦提供培訓以提高僱員的意識。在保護本公司原創知識產權的同時，我們亦支持及尊重他人的知識產權。我們為員工的原創產品信息（例如設計及技術）註冊專利，確保知識產權的價值在整個集團得到尊重及認可。

為了體現我們的承諾，貴州電機已經為旗下的系統式知識產權管理體系通過國家GB/T 29490認證。我們相信，有關認證能夠使員工在我們的業務營運中以最佳方式管理知識產權，並保護這項寶貴資產。

### 保密及私隱

我們明白客戶對私隱的關注，因此我們一直不敢忽視。全體僱員必須遵守我們的《員工手冊》所載有關保護機密資料的一般條文。未經管理層或客戶事先同意，僱員不得複製、轉移及披露客戶資料及知識產權資料等受限制資料。僱員必須簽署保密協議以達成共識，不得向外界披露敏感資料。一旦違反保密協定，本公司將盡早採取糾正措施，而涉事僱員可能會被解僱或面臨法律行動。於報告期內，我們並無發現於香港及中國提供產品及服務時嚴重違反有關私隱事宜的法律及法規，包括香港法律第486章《個人資料（隱私）條例》。

## RESPONSIBLE EMPLOYMENT

The Group believes attracting and retaining talents is the key to our business sustainable development; thus, employee development, employment conditions and workplace standards have always been our prime concerns. With growing concern about labour rights and occupational health and safety as illustrated in the materiality assessment, we are committed to maintaining a quality workplace that values safety, fairness, diversity and learning.



## 負責任僱傭

本集團相信，吸納及挽留人才是業務持續發展的關鍵，因此，僱員發展、僱用條件及工作場所標準一直是我們的首要關注。誠如關鍵性評估所示，勞工權益以及職業健康及安全備受關注，因此我們致力於維持一個重視安全、公平、多元化及學習的理想工作場所。

### Healthy and Safe Workplace

The Group regards our employees' health and safety as our utmost concern especially for those working in the manufacturing facilities. With safety being our top priority and prevention of work-related injuries being our core mission, occupational safety is managed by comprehensive procedures and guidelines that aim to improve safety standard which keeps up with the pace of the industrial development. The Group's occupational health and safety approach and measures have been regularly examined and certified by third-party occupational health service organisation appointed by the PRC. During the Reporting Period, we were not aware of any material breach of relevant laws and regulations in PRC and Hong Kong pertaining to providing a safe working environment and protect employees from occupational hazards, such as the Work Safety Law of the PRC, the Prevention and Control of Occupational Diseases of the PRC, Fire Control Law of the PRC, Occupational Safety and Health Ordinance (Cap. 509) and Employees' Compensation Ordinance (Cap. 282).

### 健康及安全工作場所

本集團最重視僱員的健康及安全，特別是在生產設施工作的員工。本集團以安全為首要考慮，預防工傷是我們的核心任務，我們透過周詳的程序及指引管理職業安全，以貼近行業發展的安全水平。本集團的職業健康安全方針及措施由中國指定的第三方職業健康服務機構進行定期檢查及認證。於報告期內，本集團並無發現於中國及香港嚴重違反有關提供安全工作環境及保護僱員免受職業危害的相關法律及法規，例如《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》、《中華人民共和國消防法》、香港法例第509章《職業安全及健康條例》及香港法例第282章《僱員補償條例》。



## RESPONSIBLE EMPLOYMENT (continued)

### Healthy and Safe Workplace (continued)

## 負責任僱傭(續)

### 健康及安全工作場所(續)

#### Safety Goals and Achievements in FY2020 於二零二零財政年度的安全目標及成就

1. Significant work injury rate below 0.5  
重大事故發生率低於0.5
2. 100% establishment of operational procedures of machines  
全部機器已制訂操作程序
3. 100% provision of personal protective equipment for workers  
全部工人已獲提供個人防護設備
4. 100% chemical and hazardous substance labelling  
全部化學及危險品已貼上標籤
5. 100% attainment of health certificate for workers in canteen  
全部食堂工人已取得健康認證
6. 0 safety incident related to equipment malfunction  
零宗因設備故障而發生的安全事故
7. 0 electric shock incidents  
零宗觸電意外
8. 0 fire and chemical leakage  
零宗火警及化學品外洩

A dedicated Environmental, Health and Safety Committee (“EHS Committee”) which is comprised of representatives from corresponding departments has been formed for implementing and supervising safety initiatives in the manufacturing facilities. EHS Committee does not only establish and review occupational health and safety objectives, but also conducts hazard identification on a regular basis. In order to address the identified potential safety risks, including noise, air pollution, chemical hazard and machine usage, workers exposed to such risks are provided with protective equipment and machines that pose safety risks have been installed with safety protection measures. Clear procedures and guidelines have been prepared for operations under the recognised risks, and safety inspection and maintenance on daily operation and machines are conducted regularly. Rectification will be taken promptly should there be any non-compliance. Besides, safety awareness and knowledge on safe operation are highly valued, the EHS Committee conducts regular training which covers the use of personal protective equipment, inherent hazards in the sites, emergency procedures and chemical handling. In addition, the same level of importance has been attached to staff in office. Apart from maintaining a hygienic and healthy workplace by carrying out periodic cleaning and banning smoking, various healthcare organisations are invited to give advice on ergonomics. Medical insurance and occupational disease check-up are offered to all our workers as a final shield for their health and well-being.

我們已成立由相應部門代表組成的環境、健康及安全委員會（「環境、健康及安全委員會」），專門負責實施及監督生產設施的安全措施。除了制訂及審查職業健康及安全目標，環境、健康及安全委員會亦定期識別安全隱憂。為解決所識別的安全隱患，包括噪音、空氣污染、化學危險品及操作機器等問題，我們為承受相關風險的工人提供防護設備，並為存在安全隱患的機器安裝防護措施。我們已制訂在已識別風險工作的明確程序及指引，並定期對日常作業及機器進行安全檢查及保養。如有任何不符合規定的情況，則立即糾正。此外，我們高度重視安全意識及安全操作知識，環境、健康及安全委員會定期舉辦培訓，內容包括使用個人防護設備、場地固有危害、應變程序及處理化學品等。此外，我們同樣重視辦公室員工。除了透過定期清潔及禁止吸煙來保持工作場所的衛生及健康外，我們亦邀請多間醫療機構提供有關人體工學的建議。我們為所有員工提供醫療保險及職業病檢查，作為員工健康的最後一道防線。

## RESPONSIBLE EMPLOYMENT *(continued)*

### Healthy and Safe Workplace *(continued)*

The identified safety risks and their related measures of the manufacturing operation are summarised below.

## 負責任僱傭 (續)

### 健康及安全工作場所 (續)

在製造業務中已識別的安全風險及相關措施總結如下。

#### Fire 火警

- Attach safety signs in conspicuous zones  
於當眼處張貼安全標示
- Regular inspection of firefighting equipment  
定期檢查消防設備
- Establish emergency plans, reporting networks and evacuation routes  
制訂應變方案、報告網絡及逃生路線
- Conduct fire drills and training regularly  
定期舉行火警演習及培訓

#### Electric Shock 觸電

- All machine operators should be licensed and qualified  
所有機器操作員必須取得牌照及資格
- Provision of personal protective equipment  
提供個人防護設備
- Comply with the General Guide for Safety of Electric User (GB/T 13869-92)  
遵守《用電安全導則》(GB/T 13869-92)
- All machines are under regular inspection and maintenance  
所有機器必須定期接受檢查及保養

#### Equipment Malfunction 設備故障

- Installation of shielding layers for machines that pose great safety risks  
為安全風險高的機器安裝防護罩
- Regular inspection for equipment abrasion and damage  
定期檢查設備有否磨損及損壞
- Conduct training about operational safety regularly  
定期舉行有關工作安全的培訓

#### Noise 噪音

- Imposition of sound cap in the workplace (< 85dB)  
在工作場所制訂噪音上限 (低於85分貝)
- Shift working arrangement  
輪班工作安排
- Provision of protective equipment, such as earplugs, masks and protective glasses  
提供耳塞、口罩及防護眼鏡等防護設備
- Arrangement of regular body check  
安排定期身體檢查

## RESPONSIBLE EMPLOYMENT *(continued)*

### Healthy and Safe Workplace *(continued)*

Although sufficient safety preventive measures have been in place, accidents and incidents may still occur in the workplace. Emergency preparedness plans are established to guide our employees to report, respond and investigate in various emergency situations, such as chemical leakage, fire and natural disasters. Drills for such emergencies are held regularly to ensure employees are familiarised with evacuation routes, skills of evacuation, and proper application of relevant equipment to handle in emergency situations. The Group has set out the work injury and accident management standard for handling accidents happened in the workplace. All of the work injury cases are required to be reported to the Administrative Department, by which a comprehensive accident investigation will be carried out in order to find out the root cause(s) of the accident, and rectify the existing safety conditions, management approaches and safety practices. Apart from eliminating similar accident occurrence, the Group ensures our employees receive appropriate medical treatment and proper compensation under the social insurance after accidents. With our great dedication to workplace safety and employee's wellbeing, there was no work-related fatality for the past three Reporting Periods, but 992 lost days in total which is attributed to 69 cases of work injury in FY2020 were recorded.

Subsequent to FY2020, the Group is aware of the COVID-19 outbreak and the increasing numbers of confirmed cases and fatalities globally. The Group has followed the measures and directives issued by the government authorities at the cities with operations and adopted appropriate preventive measures to protect the employees and provide them with flexible working arrangements and healthy and hygienic working environments within the offices and manufacturing facilities.

## 負責任僱傭 *(續)*

### 健康及安全工作場所 *(續)*

儘管我們已制訂充足的安全預防措施，惟工作場所難免發生意外及事故。我們已制訂應變方案，指示僱員在化學品外洩、火警、天災等各種緊急情況下進行報告、應對及調查。我們定期舉行緊急事故演習，確保員工熟悉逃生路線、逃生技巧以及正確使用相關設備處理緊急事故。本集團已為工作場所發生的事故制訂工傷及事故處理標準。所有工傷事故必須向行政部匯報，並由行政部進行全面事故調查，找出事故發生的根本原因，並糾正現有的安全狀況、管理方針及安全慣例。除了杜絕類似事故一再發生，本集團亦確保僱員在發生事故後能得到妥善治療及適當的社會保險賠償。有賴我們對工作場所安全及僱員福利的關注，於過去三個報告期內並無發生因工身亡事故，惟於二零二零財政年度共錄得992個損失工作天數，涉及69宗工傷個案。

於二零二零財政年度後，本集團得悉2019冠狀病毒病爆發，以及全球確診個案及死亡人數與日俱增。本集團在營運所在城市已遵循政府當局頒佈的措施及指示，採取適當的防疫措施保護員工，並在辦公室及生產設施內為他們提供靈活的工作安排及衛生的工作環境。



## RESPONSIBLE EMPLOYMENT *(continued)*

### Labour Standards

Human rights are highly respected by the Group, and we are dedicated to protecting and promoting ethical employment in business operations. During the Reporting Period, we were not aware of any breach of relevant laws and regulations in PRC and Hong Kong relating to preventing child and forced labour, including Labour Law of the PRC, Provisions on the Prohibition of Using Child Labour and Employment Ordinance (Cap. 57).

The Group enforces a zero-tolerance policy on the child and any forms of forced labour, including slavery, debt-induced labour and coercion in the workplace. All candidates qualified for employment must have reached the statutorily required age and have been in possession of valid identification documents which are examined by the Human Resources Department during the recruitment and upon employment. Should we unfortunately discover any child and forced labour in the workplace during our selective identity check, the Group will take prompt remedial actions and review our management approaches to plug the loophole. In addition, all employees are required to enter into labour contracts on a voluntary and fair basis and are free to leave their position with proper notifications. To further protect human rights throughout the production chain, the Group does not cooperate with suppliers that employ child or forced labour. During the Reporting Period, the Group did not identify cases related to child and forced labour along our internal operation and supply chain.

Apart from the elimination of all forms of child and forced labour, the Group respects other fundamental human rights. Stringent measures have been taken to protect juvenile workers aged between 16 and 18 years old, the disabled and pregnant, including the prohibition of work arrangement that may impede their health and education, or involve in labour-intensive and high-risk activities. Besides, the Group appreciates the opinions from the labour union for our continuous improvement. All of our employees are entitled to freedom of association, so that they are granted rights to establish and join labour unions for collective bargaining. We are committed to taking prompt response and we are open to negotiation for shielding our workers' rights.

## 負責任僱傭 (續)

### 勞工準則

本集團高度尊重人權，致力於業務營運中保障及促進道德僱傭。於報告期內，我們並無發現於中國及香港違反防止童工及強制勞工的相關法律及法規，包括《中華人民共和國勞動法》、《禁止使用童工規定》及香港法例第57章《僱傭條例》。

本集團絕不容忍於工作場所的童工及任何形式的強制勞工，包括奴役、抵債勞工及威迫。所有合資格受僱的應徵者必須達到法定年齡，並持有有效的身份證明文件，供人力資源部門於招聘及聘用時檢查。一旦我們在身份抽查期間不幸發現工作場所存在童工及強制勞工的情況，本集團將即時採取補救措施，並檢討管理方針以堵塞漏洞。此外，所有僱員必須在公平基礎上自願簽訂勞工合約，並有權於妥為通知的情況下自由離職。為進一步保障整個生產鏈的人權，本集團不與僱用童工或強制勞工的供應商合作。於報告期內，本集團在內部經營及供應鏈中並無發現涉及童工及強制勞工的情況。

除了杜絕一切形式的童工及強制勞工外，本集團亦尊重其他基本人權。我們已採取嚴格措施保護16至18歲的未成年工人、殘疾人士及孕婦，包括禁止安排他們從事可能損害其健康及妨礙其教育的工作，或從事密集勞動及高風險的工作。此外，本集團虛心聽取工會的意見，共謀進步。本集團所有員工均享有結社自由，並有權成立及加入工會以進行集體談判。我們承諾盡早回應，並樂於與工會協商，保障工人權益。



## RESPONSIBLE EMPLOYMENT *(continued)*

### Employment Practices

Employees are always regarded as one of the most valuable assets of the Group; thus, we are committed to offering an ethical and fair workplace for our people. Our tremendous efforts are certified with ICTI Code of Business Practices which covers areas of freedom of collective negotiation with the Group, fair reward and compensation, anti-discrimination, safety of workplace and ethical behaviour. During the Reporting Period, we were not aware of any breach of relevant laws and regulations in PRC and Hong Kong relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunities, diversity, anti-discrimination, and other benefits and welfare, including the Labour Law of the PRC, Labour Contract Law of the PRC and Employment Ordinance (Cap. 57). The compliance showcases our respect labour rights so as to strengthen the trust, loyalty and motivation of our employees.

The Group attaches great attention on constructing decent and motivating employment practices that are beyond the industry's standards. Equitable and market-competitive remuneration packages that conform to high-calibre talents' experience, qualification and responsibilities, while Individual's performance is evaluated regularly for adjustment of salary, offering of promotion opportunities and other fringe benefits, including discretionary bonus and call option. Besides, the Group understands how indispensable family time is important to our employees. Apart from the statutory holidays and paid annual leave, all our staff are also entitled to additional leaves such as marriage leave, maternity leave, compassionate leave and jury duty leave. Overtime work is not encouraged though overtime pays will be granted to employees. In addition, collection and storage of our employees' personal information are strictly abide by the Personal Data (Privacy) Ordinance (Cap. 486). The employment practices are regularly reviewed and monitored by the Administrative Department to ensure they can keep up with the industry's standards.

## 負責任僱傭 (續)

### 僱傭常規

我們一直視僱員為本集團最寶貴的資產之一，因此我們致力於為員工提供符合道德、公正不偏的工作場所。我們的付出得到ICTI商業行為守則認證，有關守則涵蓋與本集團進行集體談判的自由、合理報酬及補償、反歧視、工作場所安全及道德行為等方面。於報告期內，我們並無發現於中國及香港違反有關補償及解僱、招聘及晉升、工時、假期、平等機會、多元化、反歧視以及其他福利及待遇的相關法律及法規，包括《中華人民共和國勞動法》、《中華人民共和國勞動合同法》及香港法例第57章《僱傭條例》。我們嚴守法規，彰顯我們對勞工權益的尊重，並加強僱員的信任、忠誠及動力。

本集團著重於訂立超越行業標準的理想僱傭慣例，以此激勵僱員。本集團因應傑出人才的經驗、資歷及職責，提供與其身價相符、具有市場競爭力的薪酬待遇，並定期對個人表現進行評估，以調整薪酬、提供晉升機會及其他福利，包括酌情花紅及認購期權。此外，本集團明白僱員渴望共聚天倫。除法定假期及有薪年假外，所有僱員均享有額外假期，例如婚假、產假、恩恤假及陪審團假。我們不鼓勵僱員超時工作，但我們會向僱員發放超時工資。此外，本公司於收集及保存僱員的個人資料時嚴格遵守香港法例第486章《個人資料(私隱)條例》的規定。行政部定期檢討及監察僱傭措施，確保符合業界標準。

## RESPONSIBLE EMPLOYMENT *(continued)*

### Employment Practices *(continued)*

The Group seeks to maintain a stable, motivated and supportive workforce underpins the diverse, fair and respectful corporate culture. Recruitment are conducted in a fair and transparent manner that candidates are solely hired based on their education qualifications, abilities, attitude, knowledge, experience and performance. The Group prohibits any forms of discrimination or harassment against sex, sexual orientation, age, colour, nationality, disability, religion, pregnancy, political inclination, union membership or socioeconomic status. Meanwhile, every employee is provided with an equal opportunity in recruitment, transfer, promotion, performance appraisal, training, benefits as well as compensation. A whistle-blowing system is in place for employees to report any misconduct in spoken or written form, in which all of the reported information is kept in high confidentiality to protect the privacy of the complainants. The Group will conduct an investigation promptly and take rectifications immediately where appropriate. During the Reporting Period, we did not receive any complaints from our employees regarding labour practices, discrimination and harassment.

## 負責任僱傭 *(續)*

### 僱傭常規 *(續)*

本集團致力維持一支水準平穩、積極拼搏及互相扶持的員工團隊，以建立多元、公平及尊重彼此的企業文化。招聘工作以公正及透明方式進行，並只會根據候選人的學歷、能力、態度、知識、經驗及表現而聘用。本集團嚴禁因性別、性取向、年齡、膚色、國籍、殘疾、宗教、懷孕、政治傾向、工會成員或社會經濟地位而作出任何形式的歧視或騷擾。同時，在招聘、調任、晉升、績效評估、培訓、福利及報酬方面，每位僱員的機會均等。本集團設有舉報制度，讓僱員以口頭或書面形式舉報任何不當行為，所有舉報資料均高度保密，以保障投訴人的私隱。本集團將盡早展開調查，如有需要，則立即進行糾正。於報告期內，本集團並無接獲僱員就勞工慣例、歧視及騷擾而作出投訴。

## RESPONSIBLE EMPLOYMENT *(continued)*

### Employment Practices *(continued)*

#### Employee Profile

At the end of the Reporting Period, the total number of full-time employees is 6,510 across PRC and Hong Kong.

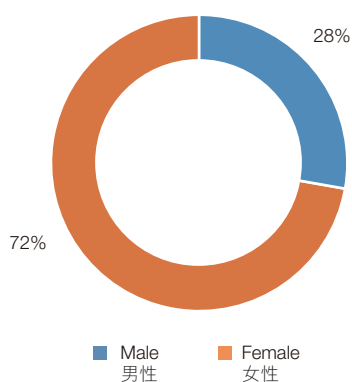
## 負責任僱傭 (續)

### 僱傭常規 (續)

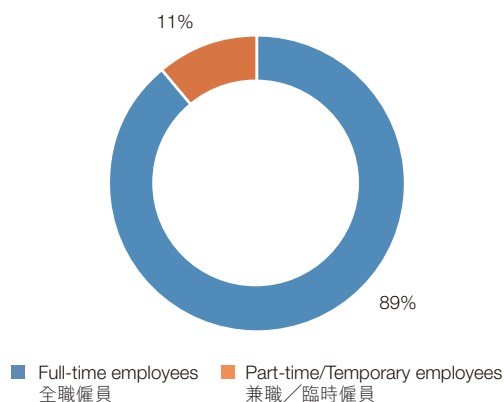
#### 僱員概況

於報告期結算日，我們於中國及香港合共聘用6,510名全職僱員。

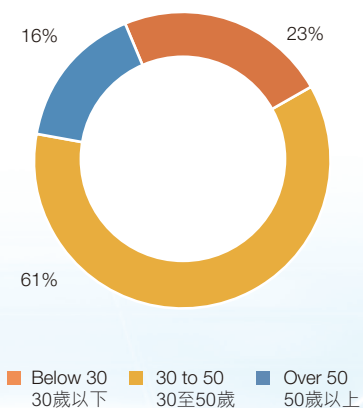
**Gender Profile**  
性別概況



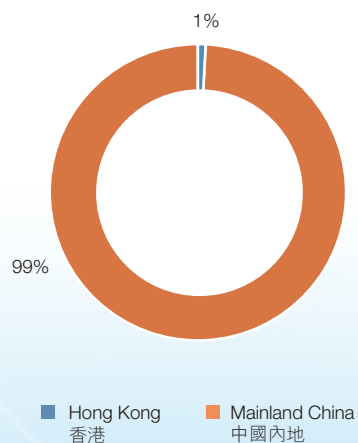
**Employment Type Profile**  
僱傭類型概況



**Age Profile**  
年齡概況



**Geographical Region Profile**  
地區概況



## RESPONSIBLE EMPLOYMENT *(continued)*

### Employment Practices *(continued)*

#### Employee Turnover

The turnover rates of office and factory<sup>1</sup> are 40.57% and 153.97% respectively. Due to the business nature of the manufacturing facilities which cover Shenzhen KYP, Shaoguan Turbo, Shixing Motor and Guizhou Motor, the turnover rate is higher than that of the office-based operations, including KYH, Standard Motor and Guizhou Property.

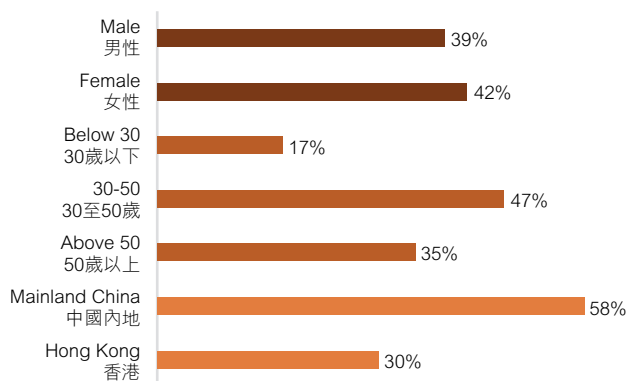
## 負責任僱傭 (續)

### 僱傭常規 (續)

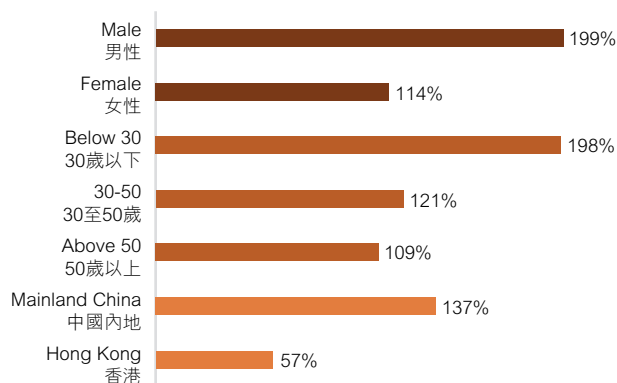
#### 僱員流失率

辦公室及廠房的流失率<sup>1</sup>分別為40.57%及153.97%。鑑於生產設施(包括深圳建溢寶、韶關德寶、始興馬達及貴州電機)的業務性質，其流失率高於辦公室業務(包括建溢集團、標準摩打及貴州房地產)。

**Turnover Rate of Office**  
辦公室流失率



**Turnover Rate of Factory**  
廠房流失率



<sup>1</sup> The turnover rate is calculated of which based on the statistical data as of 31 March 2020.

<sup>1</sup> 流失率乃根據截至二零二零年三月三十一日的統計數據計算。



## RESPONSIBLE EMPLOYMENT *(continued)*

### Development and Training

The Group firmly believes that professional competency and development of our employees serve pivotal roles in its business thrives, and it is vital to cultivate a continuous development culture and unleash our workers' potentials. Continuing Education plan is formulated every year after the identification of training needs of our staff and business. Apart from offering various in-job training, educational subsidies are granted for work-related external programs. The effectiveness of the training programs will be assessed and the work performance of trainees will be evaluated regularly for our continuous improvement for the annual training plan. The Group in addition believes it is of predominant importance for our people to adapt to the industry's current regulations and practices, business environment, and the Group's business direction and strategy in order to enhance the work efficiency. Performance-based appraisals were conducted regularly for our people to receive constructive feedback from their supervisors. Goal-setting is highly valued in our workplace to promote continuous learning and development and progressive improvement.

## 負責任僱傭 (續)

### 發展及培訓

本集團深信，僱員的專業技能及發展對企業發展舉足輕重，而此有賴於培養持續發展的文化及激發員工的潛能。本公司每年根據員工及業務的培訓需要，制訂持續進修計劃。除了提供各種在職培訓外，我們亦撥出進修資助供參加與工作相關的外部課程。本集團定期評估培訓課程的成效及學員的工作表現，以持續改善年度培訓計劃。此外，本集團認為員工有必要適應行業現行法規及慣例、營商環境以及本集團的經營方向及戰略，以提高他們的工作效率。本集團定期對員工進行表現考核，由上司給予員工建設性的建言。設定目標在我們的工作場所是一大要事，有助促進持續進修及發展以及不斷進步。



## RESPONSIBLE EMPLOYMENT *(continued)*

### Development and Training *(continued)*

To unleash our employees' full potentials, a wide variety of training programs, covering topics on job-specific skills and knowledge, industry-wide practices and regulations, occupational health and safety, management skills, as well as personal development are offered based on our employees' needs and the latest market trend. All new hires are required to attend an induction training, which offers a brief introduction of the corporate background and culture, staff remuneration and benefits, code of conducts and operational practices. Besides, safety production and environmental management training is arranged to newcomers. These training programs aim to assist the new hires in adapting to the Group's working environment and being conscientious of safety hazards and environmental protection efficiently. Various on-the-job training sessions, covering operational strategies and procedures, fundamental knowledge on corporate management systems, team-building, communication and leadership skills, are offered to the employees in accordance with their job duties. Staff with outstanding performance will also be selected for professional training to nurture talented management personnel. The Group also invites professionals in the industry to give seminars for our staff to gain knowledge of the most updated market trends and relevant skills.

#### Induction Training 入職培訓

- Overview of staff handbook  
簡介員工手冊
- Business characteristics  
業務特點
- Company rules and regulations  
本公司規則及規例

#### On-the-job Training 在職培訓

- Technical skills  
技能
- Job-related knowledge  
與職位相關的知識

#### Professional Training 專業培訓

- Middle/ high-level management programme  
中級／高級管理層課程
- Seminars organised by industry professionals  
行內專業人士舉辦演講

## 負責任僱傭 (續)

### 發展及培訓 (續)

為了讓僱員一展所長，我們根據僱員需求及最新市場趨勢提供各種培訓課程，內容包括工作所需技能及知識、行業慣例及法規、職業健康及安全、管理技巧及個人發展等培訓課程。所有新員工必須參加入職培訓，課堂上簡明扼要地介紹我們的公司背景及文化、員工薪酬福利、行為準則及營運慣例。此外，本公司亦為新員工舉辦安全生產及環境管理培訓。該等培訓項目旨在幫助新員工有效適應本集團的工作環境、提防安全隱患及保護環境。本集團根據僱員的職責為他們提供各種在職培訓，內容包括營運策略及程序、企業管理制度的基本知識、團隊建設、溝通及領導技巧等。我們將挑選表現傑出的員工接受專業培訓，培育優秀的管理人才。本集團亦為員工邀請行內專業人士蒞臨演講，讓員工了解最新市場動向及相關技能。

## RESPONSIBLE EMPLOYMENT *(continued)*

### Development and Training *(continued)*

Training opportunities and the hours of training received by employees have been greatly increased in FY2020 by more than 6 times when compared to FY2019. The staff training profile is divided by gender and employee category as of the end of the Reporting Period and is illustrated in the table below:

## 負責任僱傭 (續)

### 發展及培訓 (續)

於二零二零財政年度，僱員獲得的培訓機會及受訓時數較二零一九財政年度大幅增加超過6倍。截至本報告期末，按性別及僱傭類型劃分的員工培訓概況如下表所示：

	FY2020 二零二零財政年度	FY2019 二零一九財政年度
Total number of hours of training received by employees 僱員受訓總時數	52,743	8,100
Average hours of training per employee and percentage (%) of employees who received training 每名僱員平均受訓時數及受訓僱員百分比(%)	7.22 (337%)	—
<b>By Gender</b> 按性別劃分		
Female 女性	5.31 (60%)	4 (55%)
Male 男性	12.23 (40%)	2 (45%)
<b>By employee category</b> 按僱員類型劃分		
Senior management 高級管理層	6.33 (2%)	6 (4%)
Management/supervisor 管理層／主管	3.45 (5%)	5 (15%)
General staff 一般員工	7.83 (93%)	23 (81%)



## RESPONSIBLE EMPLOYMENT *(continued)*

### Harmonious Workplace and Communication

The Group recognises the importance of understanding our employees' needs and listening to their feedbacks as their constructive ideas can foster the journey of business development. The Group offers a wide range of communication channels (e.g., suggestion boxes, telephone, email and meetings) for our employees to share their views on the existing company management practices and matters related to staff wellness, welfares and benefits at all times. All of the information is analysed by the Human Resources Department of the Group to optimise the working environment and the management practices in staff management. The Group has a staff complaint and grievance management system in place. In event of any employee complaints or grievances, the Group forms an investigation team to verify the situation and take rectifications promptly where appropriate. All of the reported information is kept in high confidentiality to protect the privacy of the complainants.

On the other hand, a cohesive and harmonious labour and management relationship is also what the Group endeavours to build. In order to promote mutual trust and employees' loyalty, we have organised a wide range of activities during the Reporting Period, including regular team gatherings and group festive gatherings. Through these events, our employees have enjoyed a better work-life balance, developed a stronger bond among themselves and cultivated a sense of belonging to the Group.

## 負責任僱傭 (續)

### 和諧工作場所及溝通

本集團明白，僱員表達具建設性的意見可使業務行穩致遠，因此了解他們所需、聆聽他們所想極其重要。本集團為僱員提供多種溝通渠道（例如意見箱、電話、電郵及會面），讓員工隨時就本公司現有管理措施及有關員工福祉、福利及待遇等事宜表達心聲。所有資料均由本集團人力資源部分析，以改善工作環境及員工管理慣例。本集團設有員工投訴及申訴管理制度。倘僱員有任何投訴或不滿，本集團將成立調查小組核實情況，如有需要則盡早糾正。所有舉報資料均高度保密，以保障投訴人的私隱。

另一方面，本集團冀建凝聚強力、同事間和諧共處的關係。為促進互信及僱員的凝聚力，我們於報告期內舉辦多姿多彩的活動，包括定期的團隊聚會及節日聯歡會。透過該等活動，員工的生活及工作可更為平衡，同時亦增進彼此之間的友誼，培養對本集團的歸屬感。





## OPERATIONAL FOOTPRINT

Although the environmental issue is not recognised as a pressing concern of the Group according to the materiality assessment, the Group still sees the importance of environmental stewardship and greener production practices of the manufacturing segment due to its environmental impacts generated. The Group unswervingly pursues breakthroughs in setting itself on a green path to prevent pollutions, utilise the resources in an environmentally responsible manner and minimise the environmental impacts throughout its operations, as stipulated in its environmental policy.

## 營運足印

根據關鍵性評估，環境議題並非本集團需迫切關注的事項，儘管如此，由於製造業務影響環境，故本集團認為製造分類的環境管理及環保生產方式仍相當重要。誠如環境政策所述，本集團意志堅定，誓要在環保旅程上取得突破，務求防止污染、使用資源時對環境問責，以及在整個營運過程中盡量減少對環境的影響。



### Environmental Policy

#### 環境政策

##### Commitment:

##### 承諾：

1. Compliance of relevant laws and regulation  
遵守相關法律及法規
2. Strengthen environmental awareness within the Group  
提高本集團內部的環保意識
3. Pollution prevention  
防止污染
4. Continuous improvement in green production  
持續改進綠色生產

The Group has implemented an Environmental Management System (“EMS”), accredited with recognised international standards of ISO14001 in its manufacturing facilities. The Group has formulated a set of environmental management procedures and working guidelines for staff to follow in the operations, in order to manage the identified significant environmental aspects and risks by exerting proper administration and engineering controls and mitigation measures.

本集團已於生產設施中實施獲ISO14001認可國際標準認證的環境管理體系（「環境管理體系」）。本集團已制訂環境管理程序及工作指引供員工在營運中遵守，從而透過適當的行政及工程控制及緩解措施，管理已識別的重大環境問題及風險。

## OPERATIONAL FOOTPRINT (continued)

During the Reporting Period, we were not aware of any breach of relevant laws and regulations in PRC and Hong Kong relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste, including the Environmental Protection Law of the PRC and the Environmental Protection Tax Law of the PRC. The Tax Law requires entities to pay tax for producing air and water pollutants, noise and solid wastes and violation of these regulations may result in temporary suspension of production.

## 營運足印 (續)

於報告期內，本公司並無發現於中國及香港違反有關廢氣及溫室氣體排放、向水及土地排污以及產生有害及無害廢棄物的相關法律及法規，包括《中華人民共和國環境保護法》和《中華人民共和國環境保護稅法》。稅法規定，實體必須就所產生的大氣及水污染物、噪音及固體廢物繳稅，違反該等規定有可能招致暫時停產。

## Environmental Targets and Management

## 環境目標及管理

Measures 措施	Targets & Progress (Compared to FY2019) 目標及進度 (與二零一九財政年度比較)	Responsible Departments 負責部門
<b>Greenhouse gas (“GHG”) emission and Energy Consumption</b> 溫室氣體 (「溫室氣體」) 排放及能源消耗		
1. Operate machines within optimum energy range 以最佳能源範圍操作機器	5% reduction of GHG emission; monthly electricity consumption targets for each unit	Production units 生產單位
2. Conduct regular inspection and maintenance of all equipment regularly 定期檢查及保養所有設備	減少5%溫室氣體排放；為每個單位訂立每月耗電目標	
3. Procure energy-saving machines 採購節能機器	Achieved	
4. Replace machines with high energy consumption 更換能源耗量大的機器	(20% reduction); monthly electricity consumption targets achieved	
5. Switch all unnecessary lightings 關掉所有不必要的照明	達成 (減少20%)；達到每月耗電目標	
6. Formulate inspection team to inspect the energy consumption situation of each production unit 成立檢查小組，檢查每個生產單位的能源消耗情況		
7. Limit the use of diesel, gasoline, acetylene and liquefied gas 限制使用柴油、汽油、乙炔及液化燃氣		
<b>Hazardous Waste</b> 有害廢物		
1. Control the use of oil rags during machine operation 於機器運作期間限制使用擦油碎布	5% reduction 減少5%	Fuel injection units, Production units 燃料噴注單位、生產單位
2. Improve the production procedures to reduce the consumption of chemical and oil 改善生產工序，減少化學品及油的耗量	Achieved (40% reduction) 達成 (減少40%)	

## OPERATIONAL FOOTPRINT (continued)

### Environmental Targets and Management (continued)

## 營運足印 (續)

### 環境目標及管理 (續)

Measures 措施	Targets & Progress (Compared to FY2019) 目標及進度 (與二零一九財政年度比較)	Responsible Departments 負責部門
<b>Non-hazardous Waste</b> 無害廢物		
1. Recycle packaging materials from the suppliers 回收供應商的包裝物料	5% reduction 減少5%	Injection units, Production units, Warehouses 注塑單位、生產單位及倉庫
2. Reduce the use of packaging materials by utilising automatic transportation lines 通過使用自動運輸線減少使用包裝物料	Achieved (42% reduction)	
3. Segregate recycling and non-recycling materials 分開可回收及不可回收的物料	達成 (減少42%)	
<b>Water Consumption</b> 耗水		
1. Formulate inspection team to inspect the water consumption situation of each production unit 成立檢查小組，檢查每個生產單位的耗水情況	5% reduction 減少5%	Administrative Department, Production unit, Canteen 行政部、生產單位、食堂
2. Retrofit water pipes (e.g., increasing water circulation system, reusing wastewater) 修繕水管 (例如增加水循環系統、重用廢水)	Achieved (40% reduction)	
3. Place notice to remind employee to save water 張貼提示，提醒僱員珍惜點滴	達成 (減少40%)	
<b>Engine Oil Consumption</b> 機油消耗		
1. Conduct regular machine 定期保養機器	5% reduction 減少5%	Injection unit, Maintenance Department, Administrative Department, Production units 注塑單位、保養部、行政部、 生產單位
2. Repair machine that suffer from oil leakage 維修漏油機器	Achieved 達成	
<b>Chemicals Consumption</b> 化學品消耗		
1. Improve the production process to reduce the use of chemicals and oil 改善工序，減少使用化學品及油	5% reduction 減少5%	Production unit 生產單位
	Achieved 達成	
<b>Exhaust Gas Recycling in Kitchen</b> 在廚房回收的廢氣		
1. Arrange third-party inspection on the fume purifiers in kitchen 安排第三方檢查廚房的油煙淨化機	Less than 2.0mg/m³ according to the national standard 少於2.0毫克／立方米 (根據國家標準)	Administrative Department 行政部
	Achieved 達成	

## OPERATIONAL FOOTPRINT (continued)

### Emission Control

#### Air emission

The Group's major sources of air emissions are air pollutants from the consumption of diesel and gasoline from mobile combustion and limited volatile organic compounds gases ("VOC"), such as benzene, toluene and xylene. We have minimised unnecessary travel and adopted a new spray-lacquer of oil painting with extensively less VOC emitted to curtail the identified sources respectively. Low-styrene emission resins are also in use to further reduce VOCs emission. Air contained toxic substances will be treated before emission. The emission amount and quality is assessed by a third-party consultant annually to ensure compliance with the Law of the PRC on Prevention and Control of Atmospheric Pollution, Integrated Emission Standard of Air Pollutants (GB16297-1996) and the Part 2 of the Occupational Exposure Limits for Hazardous Agents in the Workplace (GBZ2.2-2007).

During the Reporting Period, the air emissions from mobile combustion, in terms of nitrogen oxides ("NO<sub>x</sub>"), sulphur oxides ("SO<sub>x</sub>") and Particulate Matter ("PM"), are shown in the table below:

Air Emissions <sup>2</sup> 廢氣排放 <sup>2</sup>	Unit 單位	FY2020 二零二零財政年度	FY2019 <sup>3</sup> 二零一九財政年度 <sup>3</sup>
NO <sub>x</sub> 氮氧化物	kg 千克	534.40	336.88
SO <sub>x</sub> 硫氧化物	kg 千克	1.10	1.26
PM 懸浮粒子	kg 千克	51.59	32.06

<sup>2</sup> The air emission is calculated based on the "How to prepare an ESG Report? Appendix 2: Reporting Guidance on Environmental KPIs" published by HKEx.

<sup>3</sup> Air Emission (NO<sub>x</sub> and PM) of FY2019 is recalculated since some vehicle types were misrecorded.

## 營運足印 (續)

### 控制排放

#### 廢氣排放

本集團的廢氣排放主要源自流動燃燒源消耗柴油及汽油以及數量有限的揮發性有機化合物氣體(「揮發性有機化合物」)，例如苯、甲苯及二甲苯所產生的空氣污染物。為抑制已識別的排放源頭，我們已盡量減少不必要的差旅，並採用一種嶄新油性噴漆，大幅減少釋放揮發性有機化合物。此外，我們亦使用低苯乙烯排放樹脂，進一步減少釋放揮發性有機化合物。含有有毒物質的廢氣會先經過處理再排放。我們每年委聘第三方諮詢機構評估排放總量及質素，確保符合《中華人民共和國大氣污染防治法》、《大氣污染物綜合排放標準(GB16297-1996)》及《工作場所有害因素職業接觸限值第2部分：物理因素(GBZ2.2-2007)》。

於本報告期內，流動燃燒源產生的廢氣排放(以氮氧化物(「氮氧化物」)、硫氧化物(「硫氧化物」)及懸浮粒子(「懸浮粒子」)計)見下表：

<sup>2</sup> 廢氣排放乃根據香港交易所刊發的《如何編備環境、社會及管治報告？附錄二：環境關鍵績效指標匯報指引》計算。

<sup>3</sup> 於二零一九財政年度的廢氣排放(氮氧化物及懸浮粒子)經重新計算，原因為部份汽車種類的記錄出錯。



## OPERATIONAL FOOTPRINT (continued)

### Emission Control (continued)

#### GHG emission

Global warming is one of the most challenging problems facing the planet nowadays and every government and corporate organisation should take effective efforts to fight against it. The direct GHG emission (Scope 1) of the Group is mainly generated from the combustion of fossil fuel for stationary and mobile sources. The energy indirect GHG emission (Scope 2) mainly comes from the consumption of purchased electricity for daily production, while the other indirect GHG emission (Scope 3) comes from business air travels by the Group's employees. In order to manage and monitor the GHG emission controlled by the Group, in particular the energy consumption across its production chain, the Group has developed various initiatives and programmes to reduce the carbon footprint of its operations and is elaborated in the above section headed "Environmental Targets and Management" of this ESG Report.

In FY2020, a total of 39,084.74 tonnes of carbon dioxide equivalent ("tCO<sub>2</sub>e") with an intensity of 5.47 tCO<sub>2</sub>e per employee throughout our operation.

## 營運足印 (續)

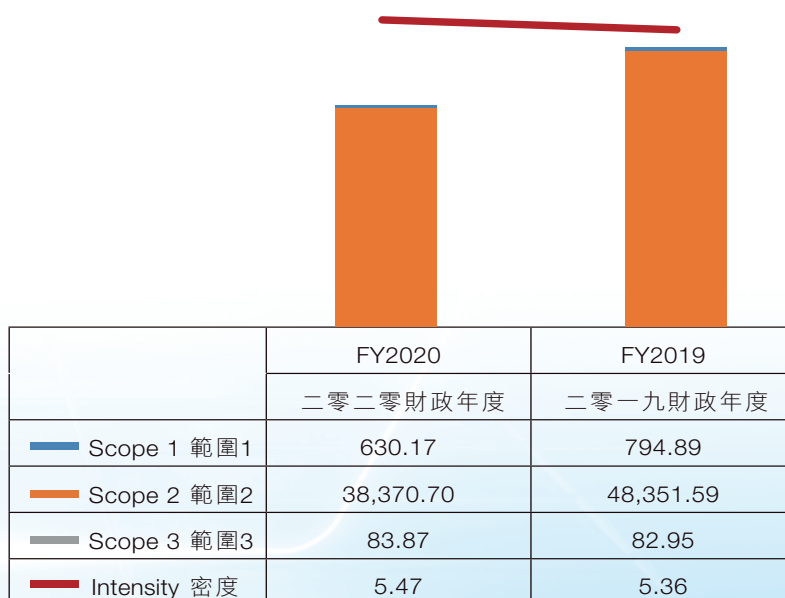
### 控制排放 (續)

#### 溫室氣體排放

全球暖化是地球現時的最大挑戰之一，各地政府及企業應採取有效措施應對。本集團的直接溫室氣體排放(範圍1)主要來自固定源及流動源燃燒化石燃料。能源間接溫室氣體排放(範圍2)主要來自日常生產所消耗的外購電力，而其他間接溫室氣體排放(範圍3)則來自本集團僱員乘飛機出差。為管理及監察本集團所控制的溫室氣體排放，特別是整個生產鏈的能源消耗，本集團已制訂多項措施及計劃以減少營運的碳足印，詳情載於本環境、社會及管治報告上文「環境目標及管理」一節。

於二零二零財政年度，本集團的業務合共排放39,084.74噸二氧化碳當量(「噸二氧化碳當量」)，密度為每名僱員5.47噸二氧化碳當量。

**GHG Emission (tCO<sub>2</sub>e)**  
溫室氣體排放 (噸二氧化碳當量)



## OPERATIONAL FOOTPRINT *(continued)*

### Emission Control *(continued)*

#### GHG emission *(continued)*

- Note 1: The direct emission (Scope 1) calculation is using the published emission factors from Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong, published by Environmental Protection Department and Electrical and Mechanical Services Department, 2006 IPCC Guidelines for National Greenhouse Gas Inventories and the guidance worksheets of World Resources Institute GHG Protocol Tool for Mobile Combustion and the GHG Protocol Tool for Stationary Combustion.
- Note 2: The indirect emission (Scope 2) calculation is based on the published emission factors of the emission factors from 2017 Emission Factors for purchased electricity within Mainland China, published by Climate Change Info-Net and CLP Sustainability Report in Hong Kong.
- Note 3: The other indirect emission (Scope 3) calculation refers to GHG Conversion Factors in Company Reporting published by the UK Government.
- Note 4: The GHG intensity the sum of Scope 1, Scope 2 and Scope 3 emissions, divided by the total number of employees in the Reporting Period.

## 營運足印 (續)

### 控制排放 (續)

#### 溫室氣體排放 (續)

- 附註1：直接排放（範圍1）是根據環境保護署及機電工程署刊發的《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》、《2006年IPCC國家溫室氣體清單指南》及世界資源研究所提供的工作指南－移動燃燒的溫室氣體核算工具及固定燃燒的溫室氣體核算工具計算。
- 附註2：間接排放（範圍2）是根據中國氣候變化信息網刊發的《2017年度減排項目中國區域電網基準線排放因子》及香港中電可持續發展報告所載的排放因子計算。
- 附註3：其他間接排放（範圍3）是參考英國政府刊發的“GHG Conversion Factors in Company Reporting”計算。
- 附註4：溫室氣體密度是將範圍1、範圍2及範圍3的排放總和除以報告期內的僱員總人數。

## OPERATIONAL FOOTPRINT (continued)

### Emission Control (continued)

#### Wastewater discharge

The Group conducts environmental inspection and testing on wastewater discharge systems and pipes at least annually by a certified third party to ascertain the compliance with the relevant laws and regulations such as the Urban Drainage and Sewage Treatment Regulations, the Integrated Wastewater Discharge Standard (GB8978-1996) and Environmental Quality Standards for Surface Water (GB3838-2002).

## 營運足印 (續)

### 控制排放 (續)

#### 污水排放

本集團最少每年委託合資格第三方對廢水排放系統及管道進行環境檢查及檢測，確保符合相關法律及法規，例如《城鎮排水與污水處理條例》、《污水綜合排放標準(GB8978-1996)》及《地表水環境質量標準(GB3838-2002)》。

Wastewater Discharge 污水排放	Unit 單位	FY2020 二零二零財政年度	FY2019 二零一九財政年度
Wastewater 污水	m <sup>3</sup> 立方米	376,643	452,765
Intensity 密度	m <sup>3</sup> per employee 立方米／每名僱員	52.71	49.28

#### Waste management

The Group adopts three main principles for our waste management – Minimisation, Detoxification and Making the best use of resources to reduce waste disposal and its environmental impacts and maximise resource efficiency. All of the waste is segregated into recyclable, non-recyclable and toxic waste, and they are stored and handled separately with clear labels on their respective sealed containers. During the Reporting Period, the Group strictly abides by the Laws of the PRC on Prevention and Control of Environmental Pollution by Solid Waste.

#### 廢物管理

本集團的廢物管理遵循三大原則－減廢、解毒及善用資源，以減少棄置廢物及減低其環境影響，並盡量提高資源效率。所有廢物均分類為可回收、不可回收及有毒廢物，並分開存放及處理，各自的密封容器上貼有清晰標籤。於報告期內，本集團嚴格遵守《中華人民共和國固體廢物污染環境防治法》。

## OPERATIONAL FOOTPRINT *(continued)*

### Emission Control *(continued)*

#### Waste management *(continued)*

The Group recognises the importance of waste reduction at source and hence requires all departments to purchase accurate amount of raw materials to avoid over-ordering, and contribution to the wastage due to materials deterioration and damage. Raw materials are reused as much as possible for production before disposal to extend their useful life and to minimise the resource consumption. For the recyclable waste, the Group has a proper waste segregation, without mixing up with other non-recyclable wastes. The segregated waste is stored in designated areas and consigned to qualified professional waste collectors for recycling and disposal.

Understanding that improper handling of hazardous wastes can contribute to serious land and water pollution and threaten the biodiversity of the eco-system, the Group conducts inspection monthly to ensure the on-site hazardous waste is handled properly in accordance with the best practices, the applicable laws and regulations. All of the hazardous waste is sorted by category to avoid mixing up with other incompatible waste and is stored in designated collection points. Proper chemical labels are attached on the containers for waste identification and safety caution. The hazardous waste is disposed of after detoxifying treatment and consigned to licensed professional waste collectors or entrusted to the government for incineration or handling and treatment.

## 營運足印 *(續)*

### 控制排放 *(續)*

#### 廢物管理 *(續)*

本集團明白源頭減廢的重要性，因此要求各部門採購數量準確的原材料，避免超量訂購而導致材料變壞及受損，造成浪費。我們盡可能在丟棄原材料前將它們重複用於生產，以延長其使用年期，減少資源消耗。本集團對可回收廢物進行適當分類，不會與其他不可回收的廢物混合。經分類的廢物會存放於指定地點，並交由合資格專業廢物收集商進行回收及處置。

不當處理有害廢物會造成嚴重的土地及水污染，威脅生態系統的生物多樣性，因此本集團每月進行檢查，確保廠房內的有害廢物得到妥善處理，符合最佳慣例及適用法律及法規。所有有害廢物已分門別類，避免摻雜其他不能混合的廢物，並存放於指定收集點。容器上貼有適當的化學品標籤，方便識別廢物及作為安全警示。有害廢物經解毒後交由合資格專業廢物收集商處理，或委託政府焚化或處理及處置。



## OPERATIONAL FOOTPRINT (continued)

### Emission Control (continued)

### Waste management (continued)

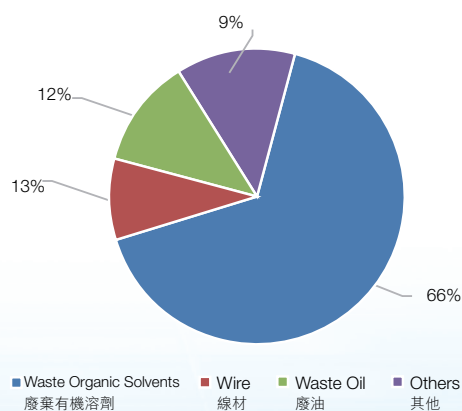
## 營運足印 (續)

### 控制排放 (續)

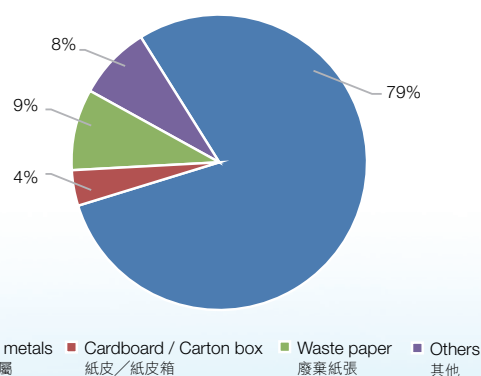
### 廢物管理 (續)

Waste Disposal 所棄置廢物	Unit 單位	FY2020 二零二零財政年度	FY2019 二零一九財政年度
<b>Total hazardous waste<sup>4</sup></b> 有害廢物總數 <sup>4</sup>	<b>Tonne</b> 噸	<b>37.39</b>	<b>62.29</b>
Waste organic solvent 廢棄有機溶劑	Tonne 噸	24.78	—
Wire 線材	Tonne 噸	4.81	—
Waste oil 廢油	Tonne 噸	4.40	—
Intensity 密度	Tonne per employee 噸／每名僱員	0.0052	0.0068
<b>Total non-hazardous waste<sup>5</sup></b> 無害廢物總數 <sup>5</sup>	<b>Tonne</b> 噸	<b>4,872.78</b>	<b>7,897.93<sup>6</sup></b>
Waste metals 廢棄金屬	Tonne 噸	3,865.32	—
Waste paper 廢棄紙張	Tonne 噸	432.78	—
Cardboard and carton boxes 紙皮及紙皮箱	Tonne 噸	211.17	—
Intensity 密度	Tonne per employee 噸／每名僱員	0.68	0.86

**Hazardous Waste**  
有害廢物



**Non-hazardous Waste**  
無害廢物



<sup>4</sup> Major types of hazardous waste of the Group are waste organic solvents, wire and waste oil.

<sup>5</sup> Major types of non-hazardous waste of the Group are waste metals, waste paper and cardboard or carton boxes.

<sup>6</sup> FY2019's data of non-hazardous waste is adjusted and restated due to the adoption of different units in the data calculation.

<sup>4</sup> 本集團的有害廢物主要為廢棄有機溶劑、線材及廢油。

<sup>5</sup> 本集團的無害廢物主要為廢棄金屬、廢棄紙張及紙皮或紙皮箱。

<sup>6</sup> 二零一九財政年度的無害廢物總數已經調整及重列，原因為計算數據時採用不同單位。

## OPERATIONAL FOOTPRINT *(continued)*

### Emission Control *(continued)*

#### Waste management *(continued)*

Understanding that there is a lot of waste generated after festivals, the Group cooperated with green organisations to arrange recycling activities for mooncake cases and red packets to raise employee's awareness of recycling in daily life. We have recycled festive waste in FY2020, and all of them are transferred to green organisations for further recycling processes. Besides, the Group has designed various e-cards for the festive blessing to reduce the use of paper to encourage our staff to celebrate with minimal ecological footprints.

#### Resource Management

The Group believes that behaviour change and consistent actions over time can minimise our corporate environmental footprint. Therefore, we encourage our employees to adopt a sustainable lifestyle by introducing green policies in our operations for saving energy and resources and recycling waste. We advocate "3Rs" – Reduce, Reuse and Recycle throughout our operation to boost resource efficiency and reduce carbon emission. Besides, we have a careful selection on the use of raw materials, restriction has been posed on the use of toxic substances that may pose detrimental effects to the environment, including heavy metals, organochloride, organobromide and asbestos. Employees' environmental awareness and competence in environmental protection have been raised by establishing green factory and office guidelines.

## 營運足印 *(續)*

### 控制排放 *(續)*

#### 廢物管理 *(續)*

歡度佳節總會製造大量垃圾，本集團與環保團體攜手發起月餅罐及利是封回收活動，提高僱員在日常生活中回收廢物的意識。我們於二零二零財政年度回收的節日廢物，全部已交由環保團體進行進一步處理。此外，本集團已設計多款電子賀卡以減少耗紙，鼓勵員工以最少生態足印的方式慶祝。

#### 資源管理

本集團相信，改變習慣並持之以恆，就可以減少我們的企業環境足印。因此，我們在業務中引入綠色政策，節省能源和資源以及回收廢物，藉此鼓勵員工投身可持續的生活方式。我們提倡「三用原則」，即減少使用、廢物利用及循環再用，以提高資源效率及減少碳排放。此外，我們嚴格篩選原材料的使用，限制使用可能危害環境的有毒物質，包括重金屬、有機氯化物、有機溴化合物及石棉。我們透過建設綠色廠房及制訂辦公室指引，提高僱員的環保意識及知識。

## OPERATIONAL FOOTPRINT (continued)

### Resource Management (continued)

#### Green Office

## 營運足印 (續)

### 資源管理 (續)

#### 綠色辦公室

#### Electricity 電力

- Reduce the use of air - conditioning system by limiting the hours of operation and setting temperature at 25°C to maintain optimal temperature  
限制空調系統的運作時數以減少使用，並將溫度設定為攝氏25度以維持最舒適溫度
- Replace lightings with LED lights  
以LED燈取代現有照明
- Organise training on saving energy regularly  
定期舉辦有關節省能源的培訓

#### Water 水

- Repair timely when there is dripping, spraying and leaky faucets  
盡早維修漏水、噴水及滲漏的水龍頭
- Keep the faucets off when they are not in use  
在不需使用時確保水龍頭已關掉
- Conduct regular inspection of faucets  
定期檢查水龍頭

#### Paper 紙張

- Promote e-platform for internal information circulation  
以電子平台傳閱內部資料
- Encourage the use of recycled paper and double - sided printing  
鼓勵使用再造紙及雙面打印

#### Equipment and Raw Materials 設備及原材料

- Switch off lighting and electrical office equipment when they are not in use  
關掉閒置的照明及電子設備
- Recycle used ink cartridges  
回收舊碳粉盒
- Promote green procurement practices, such as opting for refillable ball pens and energy - efficient office equipment  
推廣環保採購常規，例如選用可換芯原子筆及高能源效益辦公設備

## OPERATIONAL FOOTPRINT *(continued)*

### Resource Management *(continued)*

#### Green Factory

The Group places great attention on upgrading the operational systems in the manufacturing facilities to minimise the environmental impacts.

## 營運足印 (續)

### 資源管理 (續)

#### 綠色工廠

本集團注重生產設施的運作系統升級，以減低環境影響。

Water cooling system

水冷卻系統

Installation of recirculating water system that makes use of well water for indoor cooling

安裝循環用水系統，將井水用於室內降溫

In Shenzhen and Shixing, we use water chilled system to cool down the water during off-peak period and facilitate to cooling down the factories at day time. It helps to alleviate the peak load energy consumption of power plants at day time.

於深圳及始興，我們在非高峰期間使用水冷系統冷卻用水以於日間為工廠降溫，來減輕日間發電廠高峰時段的用電需求。

Heat recovery system

熱回收系統

Heat recovery from rotatory screw air compressors for water heating in staff dormitories in Shaoguan, Shixing and Guizhou

於韶關、始興及貴州通過螺桿式空壓機回收熱力，並用於員工宿舍之熱水系統

Adopting heat recovery technologies for energy-intensive plastic moulding processes in Shenzhen

於深圳採用熱能回收技術來回收由注塑工序而大量消耗能源所產生的熱能



## OPERATIONAL FOOTPRINT (continued)

### Resource Management (continued)

#### Green Factory (continued)

The data of resource consumption of the Group during the Reporting Period is listed below.

## 營運足印 (續)

### 資源管理 (續)

#### 綠色工廠 (續)

本集團於報告期內消耗資源的數據如下表所列。

Resource Consumption 資源消耗	Unit 單位	FY2020 二零二零財政年度	FY2019 二零一九財政年度
<b>Electricity</b> 電力	<b>kWh</b> 千瓦時	<b>45,936,981.75</b>	<b>53,708,197.58</b>
Intensity 密度	kWh per employee 千瓦時／每名僱員	6,429.25	5,845.47
<b>Stationary Fuel</b> 固定燃料	<b>kWh</b> 千瓦時	<b>173,585.73</b>	<b>—</b>
Diesel 柴油	kWh 千瓦時	148,682.98	—
Liquefied petroleum gas 液化石油氣	kWh 千瓦時	24,902.75	—
Argon gas 氬氣	Liter 升	40.00	—
Acetylene 乙炔	Liter 升	160.00	—
<b>Mobile Fuel</b> 移動燃料	<b>kWh</b> 千瓦時	<b>681,075.53</b>	<b>—</b>
Diesel 柴油	kWh 千瓦時	236,311.58	—
Unleaded petrol 無鉛汽油	kWh 千瓦時	444,763.95	—
<b>Total Energy Consumption<sup>6</sup></b> 總能源耗量 <sup>6</sup>	<b>kWh</b> 千瓦時	<b>46,791,643.01</b>	<b>—</b>
Intensity 密度	kWh per employee 千瓦時／每名僱員	6,548.87	—
<b>Water<sup>7</sup></b> 水 <sup>7</sup>	<b>m<sup>3</sup></b> 立方米	<b>389,649.13</b>	<b>482,631.27</b>
Intensity 密度	m <sup>3</sup> per employee 立方米／每名僱員	54.53	52.63
<b>Paper</b> 紙張	<b>Tonne</b> 噸	<b>20.05</b>	<b>20.97</b>
Intensity 密度	Tonne per employee 噸／每名僱員	0.003	0.002

## OPERATIONAL FOOTPRINT (continued)

### Resource Management (continued)

#### Green Factory (continued)

## 營運足印 (續)

### 資源管理 (續)

#### 綠色工廠 (續)

Resource Consumption 資源消耗	Unit 單位	FY2020 二零二零財政年度	FY2019 二零一九財政年度
<b>Packaging Materials<sup>8</sup></b> 包裝物料 <sup>8</sup>	<b>Tonne</b> 噸	<b>5,740.86</b>	<b>7,555.55</b>
Carton boxes 紙皮箱	Tonne 噸	3,511.01	—
Wrapping paper 包裝紙	Tonne 噸	1,226.76	—
Paper and cards 卡紙	Tonne 噸	372.97	—
Plastic plates, boxes and bags 膠板、膠盒及膠袋	Tonne 噸	280.22	—
Styrofoam 發泡膠	Tonne 噸	184.39	—
Linerboard 瓦通紙	Tonne 噸	155.20	—
Intensity 密度	Tonne per employee 噸／每名僱員	0.80	0.82

<sup>6</sup> The conversion factors from volumetric units of unleaded petrol and diesel oil consumption to energy units are in reference to CDP Technical note: Conversion of fuel data to MWh.

<sup>7</sup> There is no issue of sourcing water in FY2020.

<sup>8</sup> The major types of packaging materials of the Group are carton boxes, wrapping paper, paper and cards, plastic plates, boxes and bags, styrofoam and linerboard.

<sup>6</sup> 將無鉛汽油及柴油消耗量從容積單位換算為能源單位所用係數乃參考《CDP技術說明：將燃料數據換為兆瓦時》。

<sup>7</sup> 於二零二零財政年度在求取用水方面並無遇上問題。

<sup>8</sup> 本集團的包裝材料主要為紙皮箱、包裝紙、卡紙、膠板、膠盒及膠袋、發泡膠及瓦通紙。

## OPERATIONAL FOOTPRINT *(continued)*

### Minimising Impacts on the Environment and Natural Resources

The Group is dedicated to implementing prompt actions to lift our environmental performance in the aspects of trimming our overall greenhouse gas emission, resource and energy consumption, and waste production through the ISO14001 certified EMS to identify, manage and mitigate the environmental risks generated by our building and operational processes. An environmental team has been set up for the establishment, implementation, maintenance and continual improvement of our EMS. The team is operated under the direction of the CEO to examine the environmental key performance indicators, such as violation of relevant laws and regulations, safety rate of handling hazardous waste and environmental training coverage. It is also responsible for raising the staff's environmental awareness and participation in compliance with environmental laws, waste and pollution reduction and safety and environmental operation. Risk assessment and environmental impact assessment on the production facilities are conducted regularly to identify the Group's strengths, weaknesses, opportunities and threats of the emissions of air pollutants, greenhouse gases, water, sewage, hazardous and non-hazardous waste, noise and soil quality, and update the stewardship approach.

## 營運足印 (續)

### 減低對環境及天然資源的影響

本集團致力於提升環境績效，並及早行動以減少整體溫室氣體排放、資源及能源消耗以及減廢，並透過ISO14001國際認證的環境管理體系來識別、管理及減輕建設及營運過程中產生的環境風險。我們已成立環保小組，負責訂立、實施、維持及持續改善我們的環境管理體系。有關小組在行政總裁指揮下審查環境關鍵績效指標，例如違反相關法律及法規的情況、處理有害廢物的安全評分及環境培訓的參與度。有關小組亦負責提高僱員的環保意識，提醒僱員遵守環保法規，鼓勵他們減少廢物及污染以及確保營運的安全及環保。生產設施定期接受風險評估及環境影響評估，以識別本集團在空氣污染物、溫室氣體、水、污水、有害及無害廢物、噪音及土壤質素方面的優劣、機會及威脅，並更新管理方針。

## OPERATIONAL FOOTPRINT *(continued)*

### Minimising Impacts on the Environment and Natural Resources *(continued)*

The Group is aware of the noise and contamination of land generated from our manufacturing segment; thus, we also implement related control measures. For our worker safety and minimising the noise impacts to the nearby residents, we carry out inspection and maintenance regularly for the machines that generate large amounts of noise during operations. Mitigation measures include noise cancellation, noise insulation and vibration reduction and those machines are placed in designated rooms with soundproof. We establish a strict standard of noise production. Our operations should generate noise lower than 65dB in the daytime and at most 90dB for the rest of the day to comply with Emission Standard for Industrial Enterprises Noise at Boundary (GB12348-2008), Occupational Exposure Limits for Hazardous Agents in the Workplace Part 2: Physical Agents (GBZ2.2-2007) and Environmental Quality Standard for Noise (GB3096-2008). The Group identifies the major source of soil contamination during our operations is the disposal of untreated hazardous waste to the land nearby. Therefore, we have processed all of the waste before disposal to ensure compliance with the Environmental Quality Standard for Soils (GB15618-2018) during the Reporting Period.

## 營運足印 *(續)*

### 減低對環境及天然資源的影響 *(續)*

本集團注意到生產業務所產生的噪音及土地污染，因此我們已實施相關控制措施。為保障員工安全及減少噪音對附近居民的滋擾，我們定期檢查及保養在運作期間產生大量噪音的機器。緩解措施包括降噪、隔音及減震，並將有關機器放置於指定的隔音室。我們已制定嚴格的噪音標準，在日間產生的噪音須低於65分貝，而其餘時間產生的噪音不得高於90分貝，以遵守《工業企業廠界環境噪聲排放標準(GB12348-2008)》、《工作場所所有害因素職業接觸限值第2部份：物理有害因素(GBZ2.2-2007)》及《聲環境質量標準(GB3096-2008)》。本集團得悉我們的營運導致土地受污染的主要原因是於附近土地棄置未經處理的有害廢物。因此，於報告期內，我們於棄置所有廢物前已事先進行處理，確保符合《土壤環境質量標準(GB15618-2018)》。



## CARING COMMUNITY

The Group believes winning trust from the communities where we operate and winning their recognition of the Group's contribution are essential to our sustainable business development. As a socially responsible enterprise, we undertake the mission to promote the harmonious development of the community in a greener environment. We encourage employees to participate in volunteer work and support investment in community development. Our care for the community, contribution to the society and development in the industry are considered as core responsibilities that form part of the Group's long-term development. During the Reporting Period, we focused on supporting charity and continued to participate in social activities in the communities and provide mentoring programmes to the next generations. A total of RMB 24,452 and 45 service hours have been recorded in FY2020.

## 關懷社區

本集團相信，可持續業務發展的關鍵在於取信營運所在社區，以貢獻贏得認可。身為對社會負責的企業，我們身負促進社區和諧發展及推廣環保的重任。我們鼓勵僱員參加義工服務，支持投資社區發展。關心社區、造福社會及貢獻行業發展是本集團長期發展的核心責任。於報告期內，我們專注於支持慈善工作，繼續參與社區活動，以及為下一代提供輔導計劃。於二零二零財政年度已捐出人民幣24,452元以及進行45小時義工服務。



## HKEx ESG REPORTING GUIDE INDEX

## 香港交易所環境、社會及管治報告指引索引

HKEx ESG Reporting Guide General Disclosures & KPIs 香港交易所環境、社會及管治報告指引一般披露及關鍵績效指標		Explanation/Reference Section 解釋／參考章節
<b>Aspect A Environmental 層面A環境</b>		
<b>A1 Emission</b>	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous wastes.	Operational Footprint – Emission Control
<b>A1 排放物</b>	有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	營運足印 – 控制排放
KPI A1.1	The types of emissions and respective emissions data.	Operational Footprint – Emission Control
關鍵績效指標A1.1	排放物種類及相關排放數據。	營運足印 – 控制排放
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g., per unit of production volume, per facility).	Operational Footprint – Emission Control
關鍵績效指標A1.2	溫室氣體總排放量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	營運足印 – 控制排放
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g., per unit of production volume, per facility).	Operational Footprint – Emission Control
關鍵績效指標A1.3	所產生有害廢棄物總量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	營運足印 – 控制排放
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g., per unit of production volume, per facility).	Operational Footprint – Emission Control
關鍵績效指標A1.4	所產生無害廢棄物總量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）。	營運足印 – 控制排放
KPI A1.5	Description of emissions target(s) set and steps taken to achieve them.	Operational Footprint – Environmental Targets and Management, Emission Control
關鍵績效指標A1.5	描述所訂的排放量目標及為達到這些目標所採取的步驟。	營運足印 – 環境目標及管理、控制排放
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and step taken to achieve them.	Operational Footprint – Environmental Targets and Management, Emission Control
關鍵績效指標A1.6	描述處理有害及無害廢棄物的方法、及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	營運足印 – 環境目標及管理、控制排放

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<b>Aspect A Environmental</b> (continued) <b>層面A環境 (續)</b>		
<b>A2 Use of Resource</b> <b>A2 資源使用</b>	Policies on efficient use of resources including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	Operational Footprint – Resource Management 營運足印 – 資源管理
KPI A2.1 關鍵績效指標 A2.1	Direct and/or indirect energy consumption by type (e.g., electricity, gas or oil) in total (kWh in '000s) and intensity (e.g., per unit of production volume, per facility). 按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	Operational Footprint – Resource Management 營運足印 – 資源管理
KPI A2.2 關鍵績效指標 A2.2	Water consumption in total and intensity (e.g., per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	Operational Footprint – Resource Management 營運足印 – 資源管理
KPI A2.3 關鍵績效指標 A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	Operational Footprint – Environmental Targets and Management, Resource Management 營運足印 – 環境目標及管理、資源管理
KPI A2.4 關鍵績效指標 A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set out and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	Operational Footprint – Environmental Targets and Management, Resource Management 營運足印 – 環境目標及管理、資源管理
KPI A2.5 關鍵績效指標 A2.5	Total packaging material used for finished products (in tonnes), and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	Operational Footprint – Resource Management 營運足印 – 資源管理
<b>A3 The Environment and Natural Resources</b> <b>A3 環境及天然資源</b>	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	Operational Footprint – Minimising Impacts on the Environment and Natural Resources 營運足印 – 減低對環境及天然資源的影響
KPI A3.1 關鍵績效指標 A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	Operational Footprint – Minimising Impacts on the Environment and Natural Resources 營運足印 – 減低對環境及天然資源的影響

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<b>Aspect B Social</b> <b>層面B社會</b>		
<b>B1 Employment</b>	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Responsible Employment – Employment Practices
<b>B1 僱傭</b>	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	負責任僱傭 – 僱傭常規
KPI B1.1	Total workforce by gender, employment type (e.g., full- or part-time), age group and geographical region.	Responsible Employment – Employment Practices
關鍵績效指標 B1.1	按性別、僱傭類型（全職或兼職）、年齡組別及地區劃分的僱員總數。	負責任僱傭 – 僱傭常規
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Responsible Employment – Employment Practices
關鍵績效指標 B1.2	按性別、年齡組別及地區劃分的僱員流失比率。	負責任僱傭 – 僱傭常規
<b>B2 Health and Safety</b>	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impacts on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	Responsible Employment – Healthy and Safe Workplace
<b>B2 健康與安全</b>	有關提供安全工作環境及保障僱員避免職業性危害的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	負責任僱傭 – 健康及安全工作場所
KPI B2.1	Number and rate of work-related fatalities.	Responsible Employment – Healthy and Safe Workplace
關鍵績效指標 B2.1	因工作關係而死亡的人數及比率。	負責任僱傭 – 健康及安全工作場所
KPI B2.2	Lost days due to work injury.	Responsible Employment – Healthy and Safe Workplace
關鍵績效指標 B2.2	因工傷損失工作日數。	負責任僱傭 – 健康及安全工作場所
KPI B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored.	Responsible Employment – Healthy and Safe Workplace
關鍵績效指標 B2.3	描述所採納的職業健康與安全措施，以及相關執行及監察方法。	負責任僱傭 – 健康及安全工作場所



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<b>Aspect B Social</b> (continued) <b>層面B社會</b> (續)		
<b>B3 Development and Training</b> <b>B3 發展及培訓</b>	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Responsible Employment – Development and Training 負責任僱傭 – 發展及培訓
KPI B3.1 關鍵績效指標 B3.1	The percentage of employees trained by gender and employee category (e.g., senior management, middle management). 按性別及僱員類別 (如高級管理層、中級管理層等) 劃分的受訓僱員百分比。	Responsible Employment – Development and Training 負責任僱傭 – 發展及培訓
KPI B3.2 關鍵績效指標 B3.2	The average training hours completed per employee by gender and employee category 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Responsible Employment – Development and Training 負責任僱傭 – 發展及培訓
<b>B4 Labour Standards</b> <b>B4 勞工準則</b>	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	Responsible Employment – Labour Standards 負責任僱傭 – 勞工準則
KPI B4.1 關鍵績效指標 B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Responsible Employment – Labour Standards 負責任僱傭 – 勞工準則
KPI B4.2 關鍵績效指標 B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Responsible Employment – Labour Standards 負責任僱傭 – 勞工準則
<b>B5 Supply Chain Management</b> <b>B5 供應鏈管理</b>	Policies on managing environmental and social risks of supply chain. 管理供應鏈的環境及社會風險政策。	Sustainable Products 可持續產品
KPI B5.1 關鍵績效指標 B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Sustainable Products 可持續產品
KPI B5.2 關鍵績效指標 B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及相關執行及監察方法。	Sustainable Products 可持續產品

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<b>Aspect B Social</b> (continued) <b>層面B社會</b> (續)		
<b>B6 Product Responsibility</b>	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impact on the issuer  relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Sustainable Products
<b>B6 產品責任</b>	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	可持續產品
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Sustainable Products
關鍵績效指標 B6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比。	可持續產品
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	Sustainable Products
關鍵績效指標 B6.2	接獲關於產品及服務的投訴數目以及應對方法。	可持續產品
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Sustainable Products – Intellectual Property
關鍵績效指標 B6.3	描述與維護及保障知識產權有關的慣例。	可持續產品 – 知識產權
KPI B6.4	Description of quality assurance process and recall procedures.	Sustainable Products
關鍵績效指標 B6.4	描述質量檢定過程及產品回收程序。	可持續產品
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Sustainable Products – Confidentiality and Privacy
關鍵績效指標 B6.5	描述消費者資料保障及私隱政策，以及相關執行及監察方法。	可持續產品 – 保密及私隱

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<b>Aspect B Social</b> (continued) <b>層面B社會</b> (續)		
<b>B7 Anti-corruption</b>	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	Integrity in Business – Anti-Corruption
<b>B7 反貪污</b>	有關防止賄賂、勒索、欺詐及洗黑錢的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	誠信經營 – 反貪污
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	Integrity in Business – Anti-Corruption
關鍵績效指標 B7.1	於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	誠信經營 – 反貪污
KPI B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.	Integrity in Business – Whistleblowing System
關鍵績效指標 B7.2	描述防範措施及舉報程序，以及相關執行及監察方法。	誠信經營 – 舉報機制
<b>B8 Community Investment</b>	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	Caring Community
<b>B8 社區投資</b>	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	關懷社區
KPI B8.1	Focus areas of contribution (e.g., education, environmental concerns, labour needs, health, culture, sport).	Caring Community
關鍵績效指標 B8.1	專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	關懷社區
KPI B8.2	Resources contributed (e.g., money or time) to the focus area.	Caring Community
關鍵績效指標 B8.2	在專注範疇所動用資源(如金錢或時間)。	關懷社區

