



**SANDMARTIN INTERNATIONAL
HOLDINGS LIMITED**
聖馬丁國際控股有限公司*

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 : 482

2020

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

* For identification purpose only
僅供識別

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About the Report

關於本報告

ABOUT SANDMARTIN

Sandmartin International Holdings Limited (the “**Company**”) and its subsidiaries (collectively, “**Sandmartin**” or the “**Group**”) is principally engaged in the design, production and trading of media entertainment platform related products, other multimedia products and satellite TV equipment and antenna products, such as low noise blocking down converters (“**LNBS**”), high-definition multimedia interface (“**HDMI**”) cable, ultraviolet light smartphone sanitizers, ancillary chargers, external batteries, retractable chargers, wireless mobile phone chargers for vehicles and other electronic and multimedia accessories. The Group’s operations are mainly located in the People’s Republic of China (the “**PRC**”) and other Asia regions, Europe and North America.

For more information about Sandmartin, please refer to our 2020 Annual Report published on 27 April 2021.

This is the fifth Environmental, Social and Governance Report (the “**Report**”) issued by Sandmartin, highlighting the Group’s policies, measures and performance in environment, social and governance (or “**ESG**”) aspects during the period from 1 January 2020 to 31 December 2020 (the “**Year**”) in order to allow stakeholders to understand the Group’s progress and development direction in sustainability. This Report was prepared in both Chinese and English versions and is available on the websites of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and of the Company (www.sandmartin.com.hk).

REPORTING SCOPE

The Report focuses on the Group’s operation of the manufacturing and sales business of “satellite TV equipment and antenna products”, “media entertainment platform related products” and “other multimedia products”. The scope of the Report covers the manufacturing plants of the two representative subsidiaries¹ of the Group located in Zhongshan City, Guangdong Province (which are the Zhongshan manufacturing plant and the Pro Brand Technology, Inc. (“**PBT**”) manufacturing plant, collectively the “**manufacturing business**” or “**manufacturing plants**”), and the key operating location² in the United States (“**US**”) (“**distribution business**”).

Since the operating location in India is still under development, the revenue of the relevant business accounts for less than 5% of the Group’s revenue, therefore the subsidiaries in India is not included in the report for the Year. The Group will regularly review the reporting scope based on the principle of significance to provide comprehensive and accurate information to investors and other stakeholders.

¹ The two representative subsidiaries are Sandmartin (Zhongshan) Electronic Co., Ltd.* and Zhongshan Chengfu Electronics Technology Co., Ltd.*

² Pro Brand International, Inc. is the related subsidiary of the key operating location in the US.

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關於聖馬丁

聖馬丁國際控股有限公司* (「**本公司**») 及其附屬公司 (統稱「**聖馬丁**」或「**本集團**») 主要從事設計、生產及買賣媒體娛樂平台相關產品、其他多媒體產品及衛星電視設備及天線產品，如低雜訊降頻器 (「**LNBS**»)、高清多媒體接頭 (「**HDMI**») 電纜、紫外線智能手機消毒器、配置充電器、外置電池、可伸縮充電器及車載無線手機充電器等電子及多媒體配件。本集團的業務主要位於中華人民共和國 (「**中國**») 及其他亞洲地區、歐洲及北美。

有關聖馬丁的更多資料，請參閱我們於二零二一年四月二十七日刊發的二零二零年年報。

本報告為聖馬丁發表的第五份《環境、社會及管治報告》 (「**本報告**»), 重點闡述本集團於二零二零年一月一日至二零二零年十二月三十一日 (「**本年度**」或「**年內**») 期間在環境、社會及管治 (「**ESG**») 方面的政策、措施和績效，讓各持份者了解本集團於可持續發展方面的進程及發展方向。本報告備有中文及英文版本，分別可於香港聯合交易所有限公司 (「**聯交所**») 及本公司網站 (www.sandmartin.com.hk) 上閱覽。

報告範圍

本報告繼續聚焦本集團之製造及銷售「衛星電視設備及天線產品」、「媒體娛樂平台相關產品」和「其他多媒體產品」業務相關的營運。報告範圍覆蓋本集團位於廣東省中山市之兩間具代表性的附屬公司¹ 之生產廠房 (分別為中山生產廠房及博百科技生產廠房，統稱為「**製造業務**」或「**各廠房**»), 以及美國 (「**美國**») 之主要營運點² (「**分銷業務**»)。

由於印度營運點的規模仍然處於開發階段，有關業務收入佔本集團收入少於5%，因此本年度報告未有涵蓋位於印度的附屬公司。本集團將按照重要性原則，定期檢視報告範圍，確保為投資者及其他持份者提供全面和準確的資訊。

¹ 兩間具代表性的附屬公司為中山聖馬丁電子元件有限公司及中山晟富電子科技有限公司。

² 美國主要營運點之相關附屬公司為 Pro Brand International, Inc.。

About the Report (Continued)

關於本報告(續)

REPORTING STANDARDS

The Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “**Guide**”) under Appendix 27 of the Rules Governing the Listing of Securities on the Stock Exchange. In preparing the Report, the Group adheres to the four principles of materiality, quantitative, balance and consistency.

報告準則

本報告乃依據聯交所《證券上市規則》附錄二十七中的《環境、社會及管治報告指引》(《指引》)編製。在編備本報告時，本集團遵循重要性、量化、平衡及一致性四項匯報原則。

Reporting principles

匯報原則

Our Application

本集團的應用

Materiality 重要性	Through stakeholder survey, the Group identifies and discloses the impact of its operations on the environment and society as well as environmental and social issues that are material to stakeholders. 本集團透過持份者問卷調查，識別本集團營運對環境及社會的影響及對持份者的重大環境及社會議題，並就其作披露。
Quantitative 量化	Where feasible, the Group records and calculates quantitative information and provides a track record for comparison. 本集團在可行情況下，紀錄及計算量化資料，並提供與過往績效作比較。
Balance 平衡	The Group prepares the Report in an unbiased manner to have a faithful reflection of the performance of the Group in sustainability. 本集團以不偏不倚的態度籌備報告，確保如實反映本集團於可持續發展方面的表現。
Consistency 一致性	In the Report, information disclosure is made in a consistent manner. Should there be any change that may affect comparison with previously reported information and performance will be explained accordingly. 本報告使用一致的方法披露資訊。如有任何可能影響與過往報告資訊及績效作比較的變更，本報告將作出相應解釋。

A complete index is enclosed in the last chapter for the reader's easy reference to the Guide when reading the Report.

本報告最後一章附有完整索引，以便讀者按《指引》閱讀本報告。

About the Report (*Continued*)

關於本報告(續)

CONFIRMATION AND APPROVAL

All information cited herein is derived from the official documents and statistical data of the Group, as well as the management and operational information collected according to the system of the Group, with a view to ensure the accuracy and reliability of information presented in this Report. The Report was confirmed and approved by the board of directors of the Company (the “**Board**”) on 24 March 2021.

OPINION AND FEEDBACK

If you have any comment and suggestion regarding the Report and the sustainability performance of the Group, please contact the Group via email: smt@sandmartin.com.hk.

確認及批准

本報告引用的所有資料均來自本集團的正式文件、統計數據及其根據本集團制度收集的管理和營運資料，竭力確保本報告所呈現的資料均準確可靠。本報告已於二零二一年三月二十四日由本公司董事會（「**董事會**」）確認及批准。

意見反饋

如閣下對本報告和本集團的可持續發展表現有任何意見或建議，請透過電郵至 smt@sandmartin.com.hk 與本集團聯絡。

Message from the Board 董事會寄語

The Board is pleased to publish the fifth Environmental, Social and Governance Report of the Group to provide comprehensive information to the Group's stakeholders on the Group's approach to climate change and sustainability initiatives. Since the outbreak of novel coronavirus 2019 (the "Pandemic") in January 2020, people's lifestyles have changed dramatically. Today, "social distancing", "work from home" and "furlough" have become almost year-round habits. In March 2020, the Stock Exchange published guidance on leadership roles and accountability of the board and directors in ESG. In responding to the importance of the ESG governance structure and the recommendations in the Stock Exchange's guidance, the Group has commissioned an independent consultant to assist the Board in identifying, evaluating and managing important ESG issues during the Year, to effectively implement ESG strategies and measures, and manage existing and potential risks association with ESG.

The Board is fully responsible for monitoring the Group's sustainability issues. The Board has formulated and improved the current policies and codes involving ESG issues applicable to the entire group, such as adoption of the climate change policy, and comprehensively improved the Group's corporate governance in areas such as environmental protection, operational management, employment system and community investment.

In addition, the Board reviewed the adequacy of resources devoted to ESG issues by the governance team. Through ongoing ESG training, Board members are fully aware of the latest ESG regulatory requirements. Furthermore, Board members attended training on corporate anti-corruption.

董事會很榮幸發佈本集團第五份《環境、社會及管治報告》，向本集團持份者提供有關本集團對氣候變化的取態及可持續性措施的全面資訊。自二零二零年一月爆發的二零一九新型冠狀病毒疫情（「疫情」）以來，大幅地改變了人們的生活方式。如今，「社交距離」、「在家工作」和「休假」已幾乎成為全年的習慣。二零二零年三月，聯交所發佈關於在ESG方面的領導角色和問責性的董事會及董事指南。為回應ESG管治架構的重要性，以及聯交所在指南中的建議，年內本集團已委託獨立顧問公司，協助董事會識別、評估及管理重要的環境、社會及管治相關事宜，讓我們有效地推行ESG策略和措施，及管理現有及潛在的ESG相關風險。

董事會對本集團的可持續發展事宜的監督負全部責任。董事會已制訂和完善現行適用於整個集團涉及ESG議題的政策和守則，如採納氣候變化政策，從環境保護、營運管理、僱傭制度和社區投資等領域，全面提升本集團之企業管治水平。

此外，董事會已檢討管治團隊有關投放於ESG事宜的資源是否足夠。通過持續的ESG培訓，董事會成員充分了解ESG報告的最新監管要求。另外，董事會成員參加了有關企業反貪污的培訓。

Message from the Board *(Continued)*

董事會寄語(續)

The Group continues to identify potential environmental and social risks through existing risk management policies and enhance the effectiveness of risk management. The Group has commissioned an external professional consultant to perform annual internal control review, and conducted internal control due diligence for the headquarter and major operating units. The results of the review will help us improve the existing mechanism.

Stakeholder engagement is critical to the sustainability. The goal of the Group is to allow all stakeholders to express their opinions completely and openly through extensive and effective communication channels. Same as last year, the Group collected the opinions from stakeholders by a questionnaire and a materiality assessment was conducted by an independent consultant to identify the sustainability issues that are most relevant to the Group's business and stakeholders, and assist the Board in identifying ESG priorities and strategies for managing sustainable development.

Looking ahead, the Group will further improve management strategies and measures of all ESG aspects, including strengthening the management of social and environmental risks in the supply chain, achieving corporate sustainability, and contributing to society and the environment.

By order of the Board
Sandmartin International Holdings Limited
Lau Yau Cheung
Chairman

承董事會命
聖馬丁國際控股有限公司
主席
劉幼祥

本集團透過現有的風險管理政策持續識別潛在環境及社會風險，提升風險管理的效能。本集團已委託外聘專業顧問開展年度內部控制審查工作，分別在公司的總部及主要經營單位進行內部控制盡職調查，審查結果將有助我們完善現有機制。

持份者溝通是可持續發展的重要一步。本集團的目標是透過廣泛而有效的溝通渠道，讓所有持份者完全地、開放地發表意見。與去年相同，本集團以問卷調查收集持份者的意見，再由獨立顧問公司進行重要性評估，以確立與本集團業務和持份者最相關的可持續發展議題，協助董事會確定ESG的優先次序及管理可持續發展工作的策略。

展望未來，本集團會進一步完善ESG各方面的管理策略及措施，包括加強管理供應鏈中的社會及環境風險，實現企業可持續發展，為社會及環境作貢獻。

Sustainability Governance

可持續發展管治

The Group believes that maintaining sound corporate governance is a core value for the Group's operations and long-term development. The Board plays a supervisory role to ensure that business operations are conducted in accordance with the principles of prudent corporate governance for the long-term benefit of shareholders and the Group. At the same time, the Group has been upholding the concept of sustainable corporate development and is committed to fulfilling its corporate social responsibility to seize the opportunities arising from sustainable development.

SUSTAINABILITY GOVERNANCE STRUCTURE AND APPROACH TO SUSTAINABILITY

The Board, as the highest governance body of the Group, has ultimate responsibility for Sandmartin's sustainability. The Board is responsible for overseeing the policies, practices and performance and lead the Group to address the various risks and opportunities presented by sustainable development. In order to provide the Board members with a better understanding of ESG issues, the company secretary regularly updates the Board members on the laws, rules and regulations of the Stock Exchange to ensure that the Board plays a leading role and assumes responsibility for ESG issues.

In terms of execution, the management of the Company is responsible for the formulation and implementation of sustainability strategies at the Group level and reports to the Board on a regular basis. The Group has an ESG team, comprising senior management, representatives from different departments and production plants of the Group, which is responsible for implementing sustainability initiatives and collecting ESG data for annual reporting.

The Board has approved a series of ESG policies at the Group level and has implemented sustainability-related guidelines and specific measures at various plants and departments. To further improve the Group's sustainability governance, the Board will regularly review the sustainability governance framework, formulate sustainability strategies and improve policies and measures to move towards sustainable corporate development.

本集團認為，維持穩健的企業管治是集團營運及長遠發展的核心價值。董事會擔當監督的角色，確保業務營運符合審慎管理的企業管治原則，為股東及集團帶來長遠利益。同時，本集團一直秉持企業可持續發展的理念，致力實踐企業社會責任，把握可持續發展帶來的機遇。

可持續發展管治架構及管理方針

董事會作為本集團最高管治架構，肩負對聖馬丁可持續發展事宜的最終責任。董事會負責監督有關政策、常規與績效，帶領本集團應對各種可持續發展所帶來的風險與機遇。為使董事會成員對ESG事宜有更深入的認識，公司秘書定期向董事會成員提供聯交所更新的法律、規則及規例，確保董事會在ESG事宜上發揮主導的角色及承擔責任。

在執行方面，本公司管理層負責制定及落實集團層面的可持續發展策略，並定期向董事會匯報。本集團設有ESG團隊，由本集團高級管理人員、不同部門及生產廠房的代表組成，負責執行可持續發展措施，以及收集ESG數據以作年度匯報。

董事會已通過一系列集團層面的ESG政策，並於各廠房及不同部門落實可持續發展相關指引及具體措施。為進一步完善本集團的可持續發展管治，董事會將定期檢討可持續發展管治架構、制定可持續發展策略，以及完善各項政策及措施，邁向企業可持續發展。

Sustainability Governance (Continued)

可持續發展管治(續)

Highlighted performance during the Year

During the Year, the Group took various initiatives to promote and fulfil sustainable corporate development to create long-term value for shareholders and stakeholders.

年內亮點績效

本集團於年內採取不同舉措推動及實踐企業可持續發展，為股東及持份者創造長遠價值。

Formulating climate change policy

The Board formulated and adopted a climate change policy at the Group level to provide direction and guidance to the Group in addressing climate change in order to mitigate the risks and impacts of climate change on the Group.

制定氣候變化政策

董事會制定及通過集團層面的氣候變化政策，為集團在應對氣候變化方面提供方向及指引，以緩解氣候變化對本集團的風險及影響。

ESG training for directors

In view of the updates to the Listing Rules such as the Stock Exchange's ESG reporting requirements, the Group provided directors of the Company ("**Directors**") with training to introduce the latest developments and changes to the prevailing Listing Rules to ensure that Directors have a better understanding of the Stock Exchange's compliance requirements.

ESG 董事培訓

At the same time, to enhance the Board members' understanding of corporate governance with integrity, the Group provided seminars on business ethics to Directors during the Year, covering topics such as the responsibilities and roles of directors, common integrity risks, and the corporate approach to maintaining integrity.

針對聯交所對 ESG 報告匯報規定等上市規則的更新，本集團為本公司董事（「**董事**」）提供董事培訓，介紹目前上市規則的最新發展和變動，確保董事對聯交所的合規要求有更深入認識。

同時，為加深董事會成員對企業誠信管治的認識，本集團於年內為董事提供有關商業道德講座，內容包括：公司董事的責任和角色、常見的誠信風險，以及企業維持誠信的方針。

Stakeholder engagement

A survey was conducted to collect views from internal and external stakeholders to identify sustainability issues that have a significant impact on the Group. A total of 67 valid responses were collected during the Year.

持份者溝通

通過問卷調查向內部及外部持份者收集意見，識別對本集團有重大影響的可持續發展議題。本年度已收集合共六十七份有效回覆。

Sustainability Governance (Continued)

可持續發展管治(續)

RISK MANAGEMENT

Sound corporate risk management helps a company to identify and assess various operational risks so as to take adequate and effective actions to sustain operations and growth. The Group has established an effective risk management and internal control system. The Board has the overall responsibility for maintaining a sound and effective system of internal controls and risk management. Audit committee of the Company (“**Audit Committee**”) and the management are responsible for evaluating and determining the Group’s operational and governance risks and formulating response measures. Meanwhile, the Audit Committee and the external professional consultant are responsible for preparing the annual internal audit plan to assess the risk profile of each business unit and ensure the effective operation of the Group.

風險管理

完善的企業風險管理能夠有效協助企業識別及評估各種營運的風險，讓企業能夠採取足夠及有效的行動，維持企業營運及發展。本集團已建立有效的風險管理及內部監控系統。董事會對維持健全有效之內部監控及風險管理系統承擔整體責任。本公司審核委員會（「**審核委員會**」）及管理層負責評估及釐定集團營運及管治的風險，並制定應對措施。同時，審核委員會及外聘專業顧問，負責每年制訂內部審計計劃，評估各業務單位的風險狀況，確保集團有效運作。

Sustainability Governance (Continued)

可持續發展管治(續)

In the face of uncertainties such as climate change and other ESG factors, the Group needs to continue to enhance its risk management effectiveness by incorporating ESG risks into the risk identification and assessment process to enable early formulation of response strategies, to reduce the impact of sustainable development risks, so as to ensure smooth and effective corporate operations. The major ESG risks identified by the Group are set out below:

面對氣候變化及其他ESG等不明朗因素，本集團需持續加強風險管理的效能，將ESG風險納入風險識別及評估過程當中，以及早制定應對策略，減低可持續發展風險的影響，使企業營運能夠平穩而有效運作。本集團已確定的ESG主要風險載列如下：

Types of risk 風險類型	Description of risk 風險描述	Responses 應對措施
Employee health and safety 員工健康與安全	In the manufacturing industry, failure to provide a safe working environment for employees may increase the risk of industrial accidents or result in financial and reputational losses. 作為製造行業，若未能為員工提供一個安全的工作環境，可能增加發生工業意外的風險，或蒙受經濟及聲譽損失	<ul style="list-style-type: none"> • Conduct risk assessment at least once a year to identify and monitor factors in the manufacturing plants that may harm the health and safety, and formulate preventive and improvement measures • Provide pre-employment and on-the-job health and safety training for employees • Promote safety, occupational disease prevention and first aid on site to employees in all manufacturing plants • Conduct statistics on work-related accidents and record the causes of accidents for analysis, and implement corresponding follow-up measures to reduce the probability of recurrence of accidents • 每年進行至少一次風險評估，識別及監察廠房內的健康與安全隱患，並制定預防及改善措施為員工提供職前及在職健康安全培訓 • 各廠房向員工宣傳安全生產，預防職業病及現場急救的知識 • 統計工傷事故及記錄事故原因，以進行綜合分析，並作出相應跟進安排，減少事故再次發生的機會

Sustainability Governance (Continued)

可持續發展管治(續)

Types of risk 風險類型	Description of risk 風險描述	Responses 應對措施
Outsourcing 外包	In order to reduce the risks associated with the quality of subcontractors, site visits and official survey on outsourcing partners are needed. At the same time, it is necessary to ascertain whether a subcontractor is performing outsourcing services for other peers as such act will increase the risk of business data leakage 需要對合作的外包商進行實地考察及官方調查，降低因為外包商的質素而產生的風險。同時，需要確定外包商有否為其他同業進行外包服務，增加商業資料外洩風險	<ul style="list-style-type: none"> Employ and deploy quality management staff to supervise subcontractors in the field Conduct quality checks on products in accordance with internal procedures 聘請品質管理人員長駐外地的外包商作監督 按照內部規程對產品進行品質檢驗
Supply chain 供應鏈	In the face of supply shortages and increased costs, there is a need to source from smaller suppliers to reduce the cost of sales, although there may be risks in quality control 面對供應短缺及成本增加，需要向規模更小的供應商採購，以降低銷售成本，然而在品質監控上或許存在風險	<ul style="list-style-type: none"> Conduct quality checks on raw materials, semi-finished and finished products in accordance with internal procedures Conduct regular visits to and assessment on suppliers Conduct monthly quality rating of suppliers and record the results in supplier database 按照內部規程為原材料、半成品及成品進行品質檢驗 定期向供應商進行考察及評審 每月對供應商進行質量評級，並紀錄於供應商數據庫
Environment 環境	Environmental protection regulations in the PRC and other countries have been tightened, and customers' requirements for environmental protection in the production process have increased 中國及各國的環保條例不斷收緊，客戶對產品生產過程的環境保護要求增加	<ul style="list-style-type: none"> Maintain close liaison with suppliers and subcontractors to ensure raw materials and production environments meet customers' requirements 與供應商及外包商保持緊密的聯繫，確保材料及生產環境符合客戶要求

Stakeholder Engagement

持份者溝通

Maintaining effective communication with stakeholders is an important element in driving business development. It enables companies to better understand the thoughts and needs of their stakeholders, while allowing them to identify current and potential risks and opportunities and make wise judgments for future sustainable development. During the Year, the Group continued to reach out to stakeholders, including employees, shareholders and creditors, customers, partners, contractors, regulators and the community, through various communication channels, in order to improve the Group's business operations and respond to their expectations.

與持份者保持有效的溝通是企業推動業務發展的重要元素，使企業更了解持份者的想法及需求，同時讓企業識別當前及潛在的風險與機遇，為未來企業可持續發展作出明智的判斷。本年度，本集團繼續透過不同溝通渠道接觸持份者，包括員工、股東及債權人、客戶、合作夥伴、承包服務商、監管機構及社區等，以完善本集團的業務營運，回應他們的期望。

Key stakeholders 主要持份者	Issues of concern 關注議題	Engagement channels 參與溝通渠道
Employees 員工	<ul style="list-style-type: none"> • Remuneration, compensation and benefits • Occupational health and safety • Career development opportunities • Corporate culture and employee welfare 	<ul style="list-style-type: none"> • Bulletin boards • Employee performance appraisal • Internal training program • Employee complaint mechanism and suggestion box • 公佈欄 • 僱員表現評核 • 內部培訓計劃 • 員工申訴機制及意見箱
Shareholders and creditors 股東及債權人	<ul style="list-style-type: none"> • Investment returns and dividends • Risk mitigation and management • Corporate strategies and governance 	<ul style="list-style-type: none"> • Company's website • Annual and interim reports • Annual general meetings and other general meetings • Announcements, notices of meeting and circulars • 公司網站 • 年報及中期報告 • 股東週年大會及其他股東大會 • 公告、會議通知及通函
Customers 客戶	<ul style="list-style-type: none"> • Product quality 	<ul style="list-style-type: none"> • Business meetings • Customer satisfaction survey • Compliant handling mechanism • 商務會議 • 客戶滿意度調查 • 投訴處理機制

Stakeholder Engagement (Continued)

持份者溝通(續)

Key stakeholders 主要持份者	Issues of concern 關注議題	Engagement channels 參與溝通渠道
Partners and contractors 合作夥伴及承包服務商	<ul style="list-style-type: none"> Business ethics 商業道德 	<ul style="list-style-type: none"> Procurement process Supplier appraisal program Supplier questionnaires Supplier meetings 採購過程 供應商評鑒計劃 供應商問卷 供應商會議
Regulators 監管機構	<ul style="list-style-type: none"> Operational compliance 營運合規 	<ul style="list-style-type: none"> Regulators' enquiries Cooperating with regulators to monitor compliance Participating in public consultation Regular meetings 監管機構查詢 與監管機構合作監察合規事宜 參與公眾諮詢 定期會議
Community 社區	<ul style="list-style-type: none"> Local community development 當地社區發展 	<ul style="list-style-type: none"> Donation Encouraging employees to participate in volunteer activities 捐款 鼓勵員工參與義工活動

Stakeholder Engagement (Continued) 持份者溝通(續)

IDENTIFYING MATERIAL ISSUES

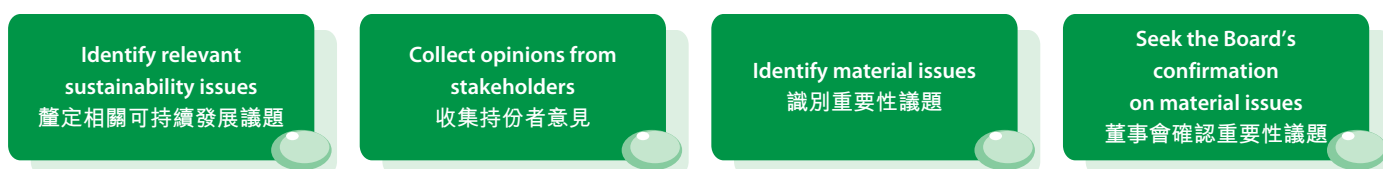
During the Year, the Group commissioned an independent consultant to conduct questionnaire and materiality assessments to gather the views of stakeholders. Material environmental and social issues for the Year were identified and determined by taking the following four steps.

識別重要性議題

本年度，本集團已委託獨立顧問公司展開持份者問卷調查及重要性評估，以收集持份者的意見。透過下列四個步驟，識別及確定年內的重要環境及社會議題。

Steps of communication with stakeholders

持份者溝通步驟



With the assistance of the independent consultant, the Group identified 21 environmental and social issues that are most closely related to the Group's business, including the issue of addressing climate change, which was newly added this Year, with reference to the industry sustainability trends and stakeholders' views. The Group invited internal and external stakeholders to participate in online e-questionnaires and rate the 21 issues. 67 valid questionnaires were collected, including 51 internal stakeholders and 16 external stakeholders. The independent consultant conducted a materiality assessment based on the survey results and mapped out a materiality matrix, identifying 11 material issues (highlighted in green). These issues were discussed internally and confirmed by the Board, and are disclosed in this Report.

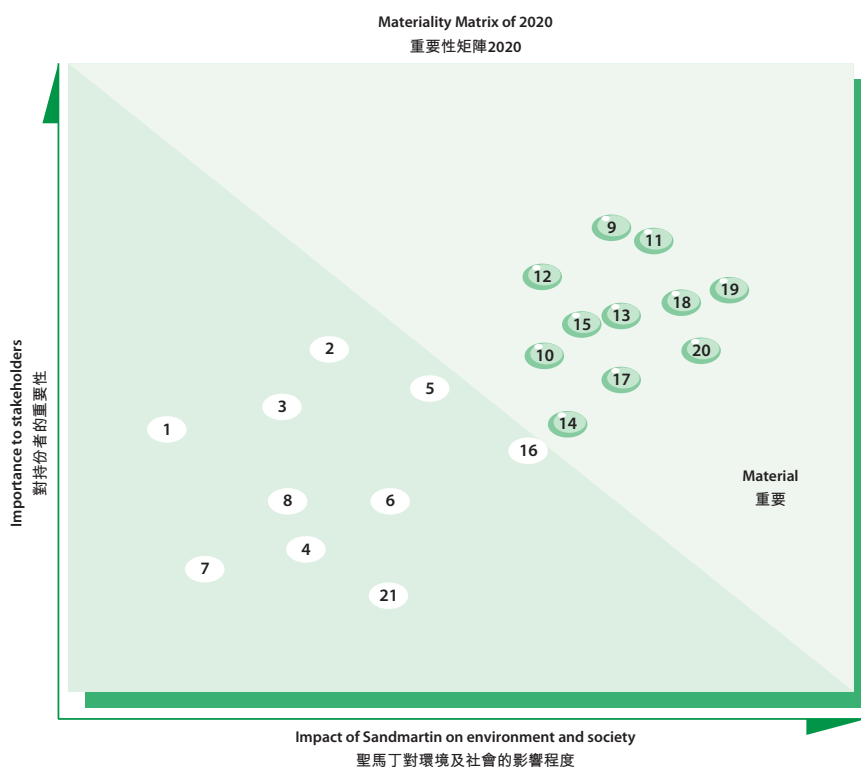
在獨立顧問公司的協助下，本集團參考行業可持續發展趨勢及持份者意見，釐定二十一項與本集團業務最密切的環境及社會議題，包括本年度新增的應對氣候變化議題。本集團邀請內外部持份者參與網上電子問卷調查，並對該二十一項議題進行評分，共收集六十七份有效問卷，包括五十一名內部持份者和十六名外部持份者。獨立顧問公司按照問卷調查結果進行重要性評估，及繪製成重要性矩陣，並識別出十一項重要性議題(以綠色標示)。有關議題經內部討論後得到董事會確認，並於本報告進行重點披露。

Stakeholder Engagement (Continued)

持份者溝通(續)

Material issues in descending order of importance: 重要性議題按重要性降序排列：

- (19) Protection of intellectual property rights
保護知識產權
- (11) Safe and healthy working environment
安全和健康的工作環境
- (9) Employment management system
僱傭管理制度
- (18) Protection of customer privacy
保證客戶私隱
- (20) Anti-corruption
反貪污
- (13) Prevent child labour or forced labour
防止童工或強制勞工
- (12) Training and development
培訓和發展
- (15) Product quality management
產品質量管理
- (17) Product after-sales management
產品售後管理
- (10) Diversity, equal opportunity and elimination of discrimination
多元化、平等機會和消除歧視
- (14) Supply chain management
供應鏈管理
- (16) Fair and responsible marketing
公平和負責任的營銷
- (5) Water resources management
水資源管理
- (2) Wastewater management
廢水管理
- (3) Waste management
廢物管理
- (6) Other resources management
其他資源管理
- (8) Coping with climate change
應對氣候變化
- (21) Caring for the community
關懷社區
- (1) Greenhouse gas and air pollutants management
溫室氣體及空氣污染物管理
- (4) Energy management
能源管理
- (7) Management of impact of operations on the environment and natural resources
管理營運對環境及天然資源的影響



Operational Responsibility

營運責任

The Group is committed to operating in a business ethical manner and providing responsible products and services to its customers. The Group has put in place a series of policies and measures on product responsibility, anti-corruption and supply chain to ensure product quality requirements are satisfied and maintain customers' trust in Sandmartin.

PRODUCT RESPONSIBILITY

Protecting intellectual property and customer privacy

The Group respects intellectual property rights and protects the privacy of its customers. The Group has established the "Business Ethics Regulations", "Code of Conduct" and "Employee Handbook" to stipulate the policies and procedures for the handling and use of confidential information, including requiring employees to ensure that confidential information of customers and suppliers is kept confidential and strictly prohibiting unauthorized disclosure of such confidential information to third parties in order to protect the interest of the Group, its customers and suppliers. Suppliers are also required to enter in confidentiality agreements and undertake to comply with the relevant privacy protection policies.

In the face of ever-changing cyber threats, the Group installed firewalls, anti-virus and anti-malware programs are installed in the internal information systems for its manufacturing plants and distribution business to prevent and reduce the operational risks arising from cyber attacks. In order to implement the above policies effectively, the Group requires all employees to have a thorough understanding of the regulations and relevant laws and regulations to ensure the confidentiality of intellectual property and customer privacy.

本集團承諾在營運過程中恪守商業道德，為客戶提供負責任的產品及服務。本集團已制定一系列有關產品責任、反貪污及供應鏈的政策及措施，確保產品質量符合規定，維持客戶對聖馬丁的信任。

產品責任

保障知識產權及客戶私隱

本集團尊重知識產權及保護客戶私隱。本集團已制定《商業道德規範》、《操守守則》及《員工手冊》等，明確處理和使用機密資料的政策及流程，包括要求員工確保客戶及供應商的機密資料予以保密，嚴禁在未經授權的情況下將有關機密資料向第三方披露，以保障本集團、客戶及供應商的利益。供應商亦須簽署保密協議，承諾遵守有關保護私隱政策。

面對日新月異的網絡威脅，本集團各廠房及分銷業務於內部信息系統安裝防火牆、防毒及防惡意軟件程式，預防及減低因網絡攻擊所帶來的營運風險。為使上述政策有效實行，本集團要求所有員工對各項規定及相關法規有充分的了解，確保知識產權及客戶私隱得以保密。

Operational Responsibility (Continued)

營運責任(續)

Product quality

The Group is committed to providing quality products and services and adheres to various quality and safety standards to ensure safe and reliable products and services. The manufacturing plants have implemented a quality management system certified by GB/T 19001-2016/ISO 9001:2015 and has established a series of procedures and standards³ for material acquisition, production, assembly, inspection and storage. At the same time, the Quality Management Department of the manufacturing plants regularly conducts random checks and inspections on raw materials, semi-finished products and finished products to ensure that all products meet the quality and safety standards and requirements and satisfy customers' expectations for the products. The Group also regularly liaises with suppliers to ensure that the raw materials used meet the production requirements.

In order to save production costs, the Group has outsourced some of its processes or production lines to different outsourcing providers from 2018 onwards. To ensure that the outsourcing services meet the Group's production requirements, the Group also employs quality management staff to be permanently stationed at major outsourcing providers and conduct quality inspections in accordance with internal protocols to strengthen product quality control and maintain product quality.

After-sale management and customer service

To ensure a good relationship with its customers, the Group strives to improve its products and meet customers' expectations. The Group has a customer compliant mechanism in place. If a complaint is received, the Group's Quality Management Department will follow up and investigate in accordance with the "Rule for handling and managing customers' complaints". The Group will reply to the customer within three working days and discuss with the customer on the solution, including product recall, replacement or repair. The Group will also analyze the recalled products and formulate improvement measures to avoid the recurrence of similar incidents.

產品品質

本集團致力提供優質產品及服務，並恪守各項品質及安全標準，確保產品服務安全可靠。各廠房已實行GB/T 19001-2016/ISO 9001:2015認證的質量管理體系，以及制定一系列有關取材、生產、組裝、檢驗及存放的程序及標準³。同時，各廠房的品質管理部門定期對原材料、半成品及成品進行抽查和檢驗，確保所有產品均符合品質安全的標準及要求，並滿足客戶對產品的期望。本集團亦定期與供應商聯繫，確保所用的原材料符合生產要求。

為節省生產成本，本集團於二零一八年起將部分工序或生產線外判予不同的外包供應商。為確保外包服務符合集團生產要求，本集團亦聘用品質管理人員長駐主要外包商，並按照內部規程進行品質檢驗，加強產品品質監控，維持產品質素。

售後管理及客戶服務

為確保與客戶維持良好關係，本集團力求完善產品及滿足客戶期望。本集團設有客戶投訴機制，倘若接獲投訴，本集團的品質管理部將按照《客戶投訴處理與管理規範》提出跟進及作出調查。本集團將於三個工作天內回覆客戶有關結果，並與客戶商討解決方案，包括進行產品回收、補貨或維修。本集團亦會對回收產品進行分析，並制定改善措施，避免同類事件再次發生。

³ Please refer to the previous year's ESG report for the inspection process of raw materials, semi-finished products and finished products.

³ 有關原材料、半成品及成品檢驗流程請參閱上年度 ESG 報告。

Operational Responsibility (Continued)

營運責任(續)

During the Year, there was no product recall for health and safety reasons. However, the Group received eleven customer complaints, which were mainly due to products' quality problem. Follow-up of such complaints were completed during the Year. Corresponding improvement measures have been taken in the manufacturing plants, such as updating the operating procedures and instructions, and providing updated product inspection guidelines to relevant staff.

Responsible marketing

The Group has strict guidelines on product marketing and promotion to ensure that the content of advertisements and promotional materials published are factually correct and comply with local laws and regulations. To avoid misrepresentation, exaggeration and misleading the public, the Group has established the "Business Ethics Regulations", which provides procedural guidelines for staff responsible for marketing and promotion, requiring that the content of advertisement and promotions truthfully describe the effectiveness and correct usage of products and are proven by scientific evidence, in order to enable consumers to make appropriate choices and use products correctly.

ANTI-CORRUPTION

The Group has always upheld the highest standards of corporate integrity and business ethics in the fight against corruption. The Group adopts a zero-tolerance attitude towards bribery, extortion, fraud and money laundering. The Group has established the "Business Ethics Regulations", "Code of Conduct" and "Employee Handbook", requiring employees not to accept or solicit gifts and benefits from customers or business partners that undermine the interests and integrity of the Company. In addition, in respect of the handling and disclosure of inside information, the Group also has the "Inside Information Policy" in place to provide guidance to Directors and staff to ensure that inside information is disclosed to the public promptly in accordance with the Listing Rules.

The Group has a whistleblowing system in place to encourage employees to expose any improper acts involving commercial bribery, etc. All reports will be handled confidentially to protect the rights of the whistleblowers. During the Year, the Group did not receive any corruption-related litigation cases filed against the enterprise or employees.

本集團於年內沒有產品因安全與健康理由而須進行回收。然而，本集團接獲十一宗客戶投訴，主要原因是產品質量問題，有關投訴已於年內完成跟進。各廠房亦作出相應改善措施，例如：更新作業流程及指導書，以及向相關員工提供更新產品檢查指引。

負責任營銷

本集團對產品營銷及推廣有嚴格指引，確保發佈的廣告和促銷題材的內容皆與事實相符並符合當地法律法規要求。為免營銷內容失實、誇大和誤導公眾，本集團已訂立《商業道德規範》，為負責營銷和推廣的員工提供程序指引，要求廣告及促銷的內容需真實地描述產品效用及提供正確使用方法，並獲得科學實證，讓消費者能夠作出合適選擇及正確使用產品。

反貪污

本集團在反貪污方面一直秉持企業誠信及商業道德的最高標準。本集團對賄賂、勒索、欺詐及洗黑錢行為採取零容忍的態度。本集團已制定《商業道德規範》、《操守守則》及《員工手冊》，要求員工不得接受或索取客戶或業務夥伴的餽贈及利益，損害公司利益和誠信。此外，針對處理及披露內幕消息方面，本集團亦設有《內幕消息政策》，為董事及員工提供應對指引，以確保按照上市規則規定向公眾及時披露內幕消息。

本集團設有舉報制度，鼓勵員工揭發任何涉及商業賄賂等不當行為，所有舉報將保密處理，保障舉報人的權益。本年度，本集團並沒有收到對企業或僱員提出的貪污訴訟案件。

Operational Responsibility (Continued)

營運責任(續)

To enhance the understanding of anti-corruption and corporate integrity culture, the Group provided anti-corruption training to the Board members and certain employees of the manufacturing plants during the Year, covering mainly the responsibilities of directors, common corrupt practices and case sharing.

SUPPLY CHAIN MANAGEMENT

The Group has been working closely with its suppliers on production matters to ensure that the raw materials procured meet the Group's requirements and high quality products are manufactured for customers. The Group places emphasis on responsible procurement and sustainable development, and has formulated the "Purchasing and Supply Chain Management Policy" to provide procurement criteria and guidelines for each business unit. Meanwhile, the Group also adopted the "Climate Change Policy"⁴, incorporating climate change as a factor to be taken into account in procurement and using low-carbon and energy-efficient products and materials as far as practicable.

The Group considers the following areas in selecting suitable suppliers:

- Environmental protection (environmental management system, environmental objectives, climate change, treatment of hazardous substances and impact on the surrounding environment)
- Corporate governance and ethics (corporate integrity culture, duty of confidentiality and complaint mechanism)
- Labour and workplace management (Remuneration, working hours, child labour, forced labour, social security and employee training)
- Occupational health and safety (production equipment safety, protective equipment specifications, workplace safety and emergency plan)
- Supply chain management and production quality (quality management system and production facilities)

為加強對反貪污及企業廉潔文化的認識，本集團於年內分別為董事會成員及部分廠房員工提供反貪污培訓，內容主要涵蓋董事責任、常見貪污行為及個案分享。

供應鏈管理

本集團一直在生產事宜上與供應商保持緊密合作，確保所採購的原材料符合本集團要求，為客戶製造優質的產品。本集團重視負責任採購及可持續發展，並已訂立《採購及供應鏈管理政策》，為各業務單位提供採購準則及指引。同時，本集團亦於年內通過《氣候變化政策》⁴，並將氣候變化納入採購時需考慮的因素，以及在可行的情況下盡量採用低碳及節能的產品和材料。

本集團在篩選合適供應商時考慮以下範疇：

- 環境保護(環境管理體系、環境目標、氣候變化、有害物質處理及對周邊環境的影響)
- 企業管治及道德(企業廉潔文化、保密責任及投訴機制)
- 勞工及工作場所管理(薪酬、工作時間、童工、強逼勞動、社會保障及員工培訓)
- 職業健康及安全(生產設備安全、防護用品規格、工作環境安全及應急計劃)
- 供應鏈管理及生產品質(質量管理體系及生產設備)

⁴ Please refer to the section headed Climate Change under Environmental Protection for a discussion of the consideration of green procurement under the "Climate Change Policy".

⁴ 請參閱環境保護之氣候變化一節，有關《氣候變化政策》對綠色採購的考量。

Operational Responsibility (Continued)

營運責任(續)

As a responsible business, the Group makes reasonable efforts to avoid the procurement of conflict minerals⁵ obtained by illegal or unethical means. In accordance with the "Rules for Disclosure of Conflict Minerals" issued by the US Securities and Exchange Commission, the Group has implemented a conflict minerals compliance plan with suppliers to ensure that materials purchased do not contain conflict minerals. At the same time, when entering into agreements with suppliers, the Group will also include business ethics clauses and production quality requirements and require suppliers to comply with the Group's procurement policies.

To strengthen supply chain management, the Group conducts regular assessments and reviews on suppliers to evaluate their social and ethical performance and the quality of raw materials to ensure that they meet the supply requirements. If the suppliers fail to meet such requirements, the Group will require them to make improvements and conduct on-site examination and provide guidance to the suppliers in order to improve the Group's operational performance.

During the Year, the Group had a total of 380 suppliers, which were distributed in Hong Kong, the PRC, Taiwan, Vietnam and the US and provided LNBs, electronics and hardware raw materials and accessories, network accessories, adaptors, packaging materials, wires and chemical products, etc. The Group engaged the suppliers in accordance with the above practices.

作為負責任的企業，本集團盡合理能力避免採購非法或不道德手段獲取的衝突礦產⁵。本集團根據美國證券交易委員會發佈的《披露衝突礦產的規則》，與供應商共同制定衝突礦產合規計劃，確保採購的物料不含衝突礦物。同時，本集團與供應商訂立協議時，亦會加入商業道德條款及生產品質要求，要求供應商遵守本集團的採購方針。

為加強供應鏈管理，本集團對供應商定期進行評估及審查，評核供應商的社會道德表現及原材料質素，確保供應商符合供貨要求。若供應商未有符合有關要求，本集團將要求供應商作出改善，並對供應商進行實地審查及提供指導，以改善本集團的營運表現。

本年度，本集團共有三百八十家供應商，主要分佈在香港、中國、臺灣、越南及美國，提供LNBs、電子及五金原材料及配件、網絡配件、轉接插頭、包裝材料、線材及化工產品等。本集團均按照上述慣例聘用供應商。

⁵ Conflict minerals refer to the minerals mined in situations of armed conflicts and human rights violations, especially from the four minerals of tin, gold, tantalum and tungsten produced in the Democratic Republic of the Congo and its neighboring countries.

⁵ 衝突礦產是指在武裝衝突和侵犯人權的情況下所開採的礦物，特別是來自於剛果民主共和國及其鄰近國家所生產的錫、金、鉭、鎢四種礦產。

Caring for Employees

員工關懷

The success of the Group depends on the dedication and contribution of all employees. As a manufacturing enterprise, the Group cares about the safety, health and physical and mental well-being of its employees and is committed to providing them with a healthy and safe working environment. At the same time, in order to create a favourable corporate atmosphere and enhance the employees' commitment and satisfaction at work, the Group not only offers competitive remuneration and benefits to its employees, but also provides them with opportunities for personal development so that they can make the most of their talents in a pleasant working environment.

EMPLOYEE HEALTH AND SAFETY

The Group pays attention to the health and safety of its employees. The Group has established the "Employee Health and Safety Policy". In terms of operations of manufacturing plant, the Group takes the "safety first, prevention-oriented" approach to production safety and has implemented the "Health and Safety Management Procedures" to establish safe production systems and measures, covering various aspects such as risk management, safety guidelines, safe production facilities, employees' health and welfare, training and emergency response plans. In accordance with these procedures, each manufacturing plant has a safety committee responsible for conducting risk assessments, identifying safety hazards and formulating preventive measures and emergency plans. Each manufacturing plant provides safe production equipment and protective gears for employees, as well as safety guidelines and training to ensure safe production. Please refer to the previous year's ESG report for details of the Group's various health and safety management procedures.

本集團的成功有賴全體員工共同付出及貢獻。作為製造行業，本集團關注員工的安全、健康及身心福祉，致力為他們提供一個健康及安全的工作環境。同時，為營造良好企業氛圍及增強員工對工作投入感和滿意度，本集團除了為員工提供具競爭力的薪酬及福利外，亦提供個人發展的機會，讓他們在愉快的工作環境下盡展所長。

員工健康與安全

本集團注重員工健康與安全。本集團已制定《員工健康與安全政策》。廠房營運方面，本集團貫徹「安全第一、預防為主」的安全生產方針，並已落實《健康與安全管理程序》，確立安全生產制度及措施，涵蓋風險管理、安全指引、安全生產設施、員工健康福祉、培訓，以及應急方案等各個範疇。根據有關程序，各廠房設有安全委員會，負責進行風險評估，識別安全隱患，並制定預防措施及應急方案。各廠房均為員工提供安全的生產設備及防護用品，並提供安全指引及培訓，確保廠房員工安全生產。有關本集團各項健康安全管理程序的詳情請參閱上年度 ESG 報告。

Caring for Employees (Continued)

員工關懷(續)

During the Year, the manufacturing plants organized 3 occupational safety and health training sessions, with a total of 284 participants, and about 283 hours of training in total.

本年度，各廠房舉行了三場職業安全健康培訓，共284人次參與，培訓總時數約283小時。



Manufacturing plant carried out fire drills
生產廠房進行消防演習



Caring for Employees (Continued)

員工關懷(續)

Strategies in response to the novel coronavirus 2019 pandemic

In the face of the ongoing Pandemic, the Group has taken a number of measures to address the challenges posed by the Pandemic to its operations in order to protect the health and lives of its employees and to minimise the impact of the Pandemic on its business development. The Group formulated the “Novel Coronavirus Prevention and Control Measures and Work Resumption Guidelines”, for its manufacturing business and the “Business Continuity Plan” and “Work Resumption Guidelines” for its distribution business in the US, and set up an emergency response team led by the management to deploy, prepare and plan for the prevention and control of the Pandemic. The response measures are as follows:

應對二零一九新型冠狀病毒疫情策略

面對疫情持續，本集團採取多項措施應對疫情對企業營運所帶來的挑戰，以保障員工的健康及生命安全，減少疫情對企業營運發展的影響。本集團製造業務制定了《新型肺炎防控措施及返崗操作指引》；而美國之分銷業務也制定《業務連續性計劃》和《返崗工作指引》，並設立由管理層領導的應急小組負責部署、籌備及規劃疫情防控工作。有關應對措施如下：

Manufacturing business

製造業務

- Encourage employees to stagger their timing of commuting to work to avoid the rush hour
- Set up a temperature check station at the entrance of the manufacturing plants to measure the body temperature of employees when entering the manufacturing plants
- Require employees to wear up-to-standard surgical face masks and set up rubbish bins for the collection of discarded masks to reduce the risk of virus transmission
- Restrict visitors and arrange telephone or video conferences instead of face-to-face meetings where possible
- Disinfect door handles and floors in office areas on a regular basis
- Arrange for disinfection of meeting rooms at least twice a day
- Maintain effective communication with employees by disseminating information in a timely manner
- 鼓勵員工错峰出行上班，以避開上班高峰時段
- 於廠房出入口設置體溫檢測站，為員工進廠時量度體溫
- 要求員工佩戴合規格外科口罩，並設立廢棄口罩回收垃圾桶，減少傳播病毒的風險
- 限制訪客到訪，盡量安排電話或視頻會議代替會面
- 定時消毒辦公區域的門把手及地板
- 安排每天至少兩次為會議室進行消毒
- 適時發佈資訊，維持與員工有效溝通

Distribution business

分銷業務

- Implement work-from-home policy for employees
- Remind employees to wash their hands frequently and keep a social distance when meeting with customers and partners
- Require employees to wear surgical masks
- Provide disinfectant hand sanitizer
- Disinfect office facilities on a regular basis
- Restrict visitors
- Limit the number of attendees in a meeting to less than ten
- Suspend business travel and adopt means of online communication
- Provide training to employees on response to Pandemic to enhance the awareness of employees' health
- Take meals and breaks in rotation
- 實行員工在家工作政策
- 提醒員工與客戶及合作夥伴會面時，經常洗手及保持社交距離
- 要求員工配戴外科口罩
- 提供消毒洗手液
- 定期消毒辦公室設施
- 限制訪客到訪
- 限制開會人數於十人以下
- 暫停商務出差，使用線上溝通模式
- 向員工提供有關應對疫情的訓練，加強員工健康意識
- 輪流用膳及休息

Caring for Employees (Continued) 員工關懷(續)

Anti-virus measures

預防病毒措施



During the Year, there was no work-related fatalities. However, there were two cases of work-related injuries and occupational diseases, which were mainly injuries sustained during production operation and driving. In view of the above, the Group will strengthen the safety training for production personnel and require the employees to strictly implement safety practices and use the appropriate tools during their works.

EMPLOYMENT SYSTEM

The Group is committed to creating a favourable working environment for its employees so that they can contribute their best efforts to the Group's business. The "Employee Handbook" of the Group sets out the policies on remuneration and dismissal, recruitment and promotion, working hours, rest days, equal opportunities, anti-discrimination and other welfare and benefits, and governs employment management. The employees are required to receive pre-employment training upon joining the Group to understand the Group's administrative and personnel systems, so that they can integrate into the Group's culture and working environment.

本年度，本集團沒有因工死亡個案。然而，共有兩宗工傷及職業病個案，主要原因是因為進行生產操作及駕駛時受傷。針對上述情況，本集團將加強生產人員的安全培訓，並要求員工在工作時嚴格執行安全操作規定以及使用合適工具。

僱傭制度

本集團致力為員工營造良好工作環境，讓員工能夠各盡所長為集團業務努力。本集團的《員工手冊》載列有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、反歧視，以及其他待遇及福利政策，規範僱傭管理。員工入職時須接受入職前培訓，以了解本集團的行政人事制度，從而融入集團文化及工作環境。

Caring for Employees (Continued)

員工關懷(續)

In accordance with the “Employee Handbook”, the Group offers competitive remuneration and benefits to its employees. The “Employee Handbook” also sets out the working hours and leave arrangements for employees, including paid annual leave, maternity leave and paternity leave, etc.

With regard to equal opportunities and anti-discrimination, the Group is committed not to subjecting employees and job seekers to unfair treatment on the basis of personal factors such as age, gender, race, religion, marital status, sexual orientation or disability, etc. The Group prohibits all forms of discrimination and harassment and has an employee complaint system in place for the employees to lodge complaints to the Company.

The Group strives to build a diverse and inclusive working environment by employing ethnic minority and disabled employees in its manufacturing plants and employing female employees in the leadership roles with the aim of enhancing their status in the workplace. Nevertheless, the Group is reviewing its current policies and peer performance with a view to implementing a group-level diversity policy in the foreseeable future, so that different employees can work together to promote diversity and inclusion in the enterprise.

The Group prohibits any form of child labour and forced labour. During the recruitment process, the Human Resources Department of each manufacturing plants and sales operation has to verify the age of job seekers. If any child labour is employed by mistake, the Group will implement remedial plans and understand the cause of misemployment to prevent re-occurrence of such event. Meanwhile, when overtime work is required for production purposes, it must be negotiated with the employees in accordance with the procedures in the “Employee Handbook”.

Please refer to the previous year’s ESG report for details of the Group’s employment system.

根據《員工手冊》，本集團向員工提供具競爭力的薪酬及福利。《員工手冊》亦訂明員工的工作時數及假期安排，包括有薪年假、產假及侍產假等。

在平等機會及反歧視方面，本集團承諾不會因年齡、性別、種族、宗教、婚姻狀況、性取向或殘障等個人因素，令員工及求職者受到不公平的對待。本集團禁止任何形式的歧視及騷擾行為，並設有員工申訴制度，供員工向本公司作出投訴。

本集團致力建立一個多元共融工作環境，於生產廠房聘用少數民族及殘障人士員工，以及聘用女性員工擔任領導角色，旨在提升她們在職場的地位。然而，本集團正審視現行政策及同業表現，在可見將來落實集團層面多元化政策，讓不同的員工共同努力，推動企業多元共融發展。

本集團禁止任何形式的童工及強制勞動。在招聘過程中，各廠房及銷售業務人事部需核實求職者的年齡。如發現誤聘童工，本集團將實施補救計劃，並瞭解誤聘起因，防止事件再次發生。同時，因生產需要而要求員工加班時，亦需按《員工手冊》的程序與員工協商。

有關本集團僱傭制度的詳情請參閱上年度ESG報告。

Caring for Employees (Continued) 員工關懷(續)

Family-friendly work environment

A family-friendly work environment helps the employees to excel and achieve a better work-life balance. The Group supports its employees and their families through reasonable working hours and family-friendly initiatives. For example, paid breastfeeding breaks are provided to lactating mothers to enable employees to fulfil their family responsibilities.

Employee communication

The Group maintains effective communication with its employees through various channels. The Group updates its employees with its latest development on bulletin boards. A suggestion box has been set up for the employees to submit any comments and suggestions to the Group in writing. The employees can also lodge complaints against suspected misconduct or irregularities through the internal complaint system.

家庭友善工作環境

家庭友善的工作環境有助員工發揮所長，使其工作與生活之間取得更佳平衡。本集團透過合理工作時間安排及家庭友善措施，支援員工以及其家庭。例如為授乳母親提供有薪哺乳時間，讓員工履行家庭責任。

員工溝通

本集團設有不同的渠道與員工維持有效溝通。本集團透過公佈欄向員工發放集團的最新動態。本集團設有意見箱，員工如有任何意見及建議可透過書面形式向本集團提出。針對懷疑不當或違規行為，員工亦可透過內部申訴制度作出投訴。

Staff activities 員工活動



Caring for Employees (Continued)

員工關懷(續)

TRAINING AND DEVELOPMENT

To cope with the more competitive market, the Group provides diversified training opportunities for its employees to enhance their job skills and industry knowledge and maintain the overall competitiveness of the Group. The Group has established the "Training and Development Policy", which sets out the direction and process of training and development for each business unit. In addition, the Group also provides external training sponsorship schemes to encourage employees to pursue external training. During the Year, a total of 284 employees of the Group received training, representing 93% of the total number of employees, with a total of 293 hours of training. Major internal training for employees of the Group are as follows:

培訓及發展

為應對市場更激烈的競爭，本集團為員工提供多元化的培訓機會，以提升他們的工作技能及行業知識，維持集團的整體競爭力。本集團已制定《培訓及發展政策》，落實各業務單位的培訓發展的方向及流程。此外，本集團亦提供外部培訓資助計劃，鼓勵員工接受外間進修。本年度，本集團共有284名員工接受培訓，佔總員工人數93%，培訓時數共293小時。本集團主要員工內部培訓如下：

Training Focus 培訓重點	Description 培訓描述
Newly recruited employees 新入職員工	<ul style="list-style-type: none"> Corporate culture and employment system Basic knowledge on occupational health and safety 公司文化及僱傭制度 基本職業健康安全知識
On-the-job skills training 現職崗位技能訓練	<ul style="list-style-type: none"> Skills training and equipment management Product quality management Environmental friendly office and hazardous waste management 技能訓練及設備管理 產品質量管理 環保辦公室及有害廢棄物管理
Training for special types of work 特殊工種訓練	<ul style="list-style-type: none"> Training on welding, testing, repairment and other professional skills Instructional training on operation 焊接、測試、維修等專業技能培訓 作業指導訓練
Occupational health and safety 職業健康與安全	<ul style="list-style-type: none"> Training on production safety Safe use of hazardous chemicals Training on fire safety Training on extreme weather emergency preparedness Training for employees to combat Pandemic 安全生產培訓 危險化學品安全使用 消防安全培訓 極端天氣應急培訓 向員工提供應對疫情的抗疫培訓

Caring for Employees (Continued) 員工關懷(續)

Staff training
員工培訓



Performance assessment system

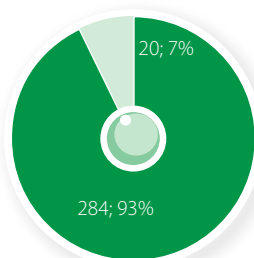
The Group has a comprehensive performance interview and assessment system in place. Department heads conduct regular performance assessments and interviews with employees to review their performance and review areas for improvement. Performance assessment results will also serve as the basis for determination of future salary adjustments, promotions and rewards for employees.

績效評估制度

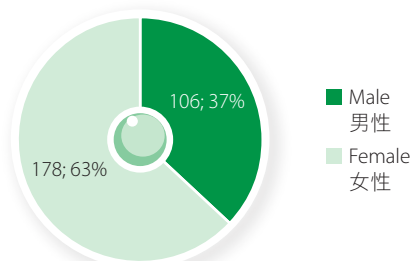
本集團設有完整的績效面談及評估制度。部門主管定期與員工進行績效評估及面談，檢視員工績效表現及檢討改善地方。本集團亦會根據績效評估結果決定員工未來調薪、晉升及評獎的機會。

Number and percentage of employees received training 接受培訓員工總人數及比率

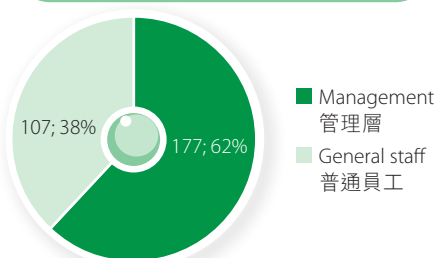
- Number of employees received training
接受培訓員工人數
- Number of employees without received training
未有接受培訓員工人數



Percentage of employees receiving training (By gender) 接受培訓員工男女比例分佈



Percentage of employees receiving training (By Position) 接受培訓員工職能比例分佈



Environmental Protection

環境保護

In the face of climate change and various environmental challenges, the Group is aware of its corporate responsibility to protect the environment. The Group upholds its environmental policy of “complying with regulations, reducing consumptions, increasing efficiency, pollution prevention and continuing improvement” and implements the “Emissions Management Policy”, “Environmental and Natural Resources Management Policy” and “Climate Change Policy” which was approved during the Year. The Group is committed to adopting environmental protection measures on key environmental issues such as emissions, resources management and climate change and incorporating sound environmental and sustainable development practices into its daily operations to minimize potential impacts on the surrounding environment. The Group’s management is responsible for implementing, monitoring and reviewing the environmental policies and reports regularly to the Board.

For manufacturing business, the manufacturing plants have environmental management systems in place and obtained GB/T 24001-2016/ISO 14001: 2015 certification. The environmental management office of the Group is responsible for managing and monitoring the environmental performance of the plants, including the emissions of “three wastes”⁶ and the use of resources. The Group has formulated the regulations of “Environment Management System” and the responsibilities of relevant employees. The manufacturing plants have also formulated the operating instruction for “three wastes” emission management and the “Guidelines for Resource-saving and Energy-saving Operation” to explain to employees the guidelines on emission management and use of resources.

面對氣候變化及不同的環境挑戰，本集團意識到企業實踐保護環境的責任。本集團秉持「遵守法規、降耗增效、污染預防、持續提升」的環境方針，落實《排放物管理政策》、《環境及天然資源管理政策》以及於年內通過的《氣候變化政策》。本集團承諾在排放物、資源管理及氣候變化等重要環境議題上採取各項環境保護措施，將良好的環境及可持續常規納入日常業務營運當中，以減少對周邊環境所帶來的潛在影響。本集團管理層負責實施、監管及檢討有關環保政策，並定期向董事會匯報。

針對製造業務方面，各廠房已制定環境管理體系，並獲得GB/T 24001-2016/ISO 14001:2015認證。本集團的環保管理辦公室負責管理及監察各廠房的環境表現，包括：「三廢」⁶排放及資源使用。本集團已制定《環境管理制度》守則及相關員工職責；而各廠房亦已制定「三廢」排放管理作業指導書及《節約資源能源作業指導書》，向員工說明有關排放物管理和資源使用指引。

⁶ “Three wastes” refers to waste water, waste gas, and solid waste discharged from industrial production.

⁶ 「三廢」是指工業生產所排放的廢水、廢氣和固體廢棄物。

Environmental Protection (Continued)

環境保護(續)

Environmental and Quality Management System Certification
環境及質量管理體系認證



Environmental Protection (Continued)

環境保護(續)

CLIMATE CHANGE

The Group is aware of the increasing impact of climate change on its operations. Climate change has led to a rise in sea level and more frequent extreme weather events such as typhoons and rainstorms, resulting in ecological imbalance and economic loss, which may adversely affect the Group's assets and business in the long run. Therefore, the Board approved and implemented the "Climate Change Policy" during the Year to formulate a framework and guidelines to address climate change and mitigate the risks and impacts of climate change on the Group. In the foreseeable future, the Group will progressively implement the following measures:

- Assessing the risks and opportunities of climate change and identifying the impact of climate change on operations;
- Incorporating climate change risks into corporate risk management systems;
- Developing and implementing commitments and targets regarding reduction of greenhouse gas emission;
- Developing a crisis management plan for coping with extreme weather events;
- Incorporating climate change considerations into the procurement process and encourage the use of low carbon and energy efficient product materials;
- Encouraging employees, suppliers and customers to reduce carbon emissions where practicable; and
- Maintaining effective communication with stakeholders and transparency in governance to explain the Group's strategy on climate change.

At the same time, in order to effectively implement climate change policies and measures, the Group will review the effectiveness of these measures at least once every three years in order to continuously improve the performance of Sandmartin in dealing with climate change.

氣候變化

本集團意識到氣候變化對集團營運的影響日趨明顯。氣候變化使海平面上升，並帶來更頻密的颱風和暴雨等極端氣候事件，造成生態環境失衡及經濟損失，長遠或對本集團的資產及業務造成不利影響。因此，董事會於年內通過及落實《氣候變化政策》，制定應對氣候變化的框架及指引，緩解氣候變化對本集團的風險及影響。在可見將來，本集團將逐步落實以下各項措施：

- 評估氣候變化的風險及機遇，識別氣候變化對營運的影響；
- 將氣候變化風險納入公司風險管理系統之中；
- 制定及實施溫室氣體減排承諾及目標；
- 制定應對極端天氣事件的危機管理計劃；
- 將氣候變化因素納入採購流程，鼓勵使用低碳及節能的產品材料；
- 鼓勵員工、供應商及客戶在可行的情況下減少碳排放；及
- 與持份者維持有效溝通及管治透明度，解釋本集團的氣候變化策略。

同時，為有效落實氣候變化政策及各項措施，本集團將至少每三年檢討一次有關措施的成效，以不斷提升聖馬丁應對氣候變化的表現。

Environmental Protection (Continued)

環境保護(續)

EMISSION MANAGEMENT

Greenhouse Gas Emissions

The Group is committed to reducing greenhouse gas (“GHG”) emissions from its operations. The Group engaged an independent consultant to quantify the GHG emissions from its operations for the Year. The standards for quantifying GHG emissions are based on national and international standards such as the “Guidelines for Accounting and Reporting Greenhouse Gas Emissions — Electronic Equipment Production Enterprise” announced by the National Development and Reform Commission, ISO 14064-1 and GHG Protocol.

GHG emissions (tonne of CO2-e)	溫室氣體排放(公噸二氧化碳當量)	Manufacturing Business 製造業務	Distribution Business 分銷業務	Total 總計
Scope 1 — Direct emissions	範圍1 — 直接溫室氣體排放	216.3	106.0	322.3
Scope 2 — Energy indirect emissions	範圍2 — 能源間接溫室氣體排放	1,597.5	106.6	1,704.1
Scope 3 — Other indirect emissions	範圍3 — 其他間接溫室氣體排放	3.5	0	3.5
Total GHG emissions	溫室氣體總排放量	1,817.3	212.6	2,029.9
GHG emissions intensity (by area per square metre, i.e. tonne of CO2-e/square metre)	溫室氣體密度(以每平方米面積計算, 即公噸二氧化碳當量/平方米)	0.081	0.047	0.075

During the Year, the Group’s total GHG emissions were 2,029.9 tonnes of CO2-e, and the GHG emissions intensity was 0.075 tonnes of CO2-e per square metre of area. The main source of GHG emissions was purchased electricity of Scope 2 emissions⁷, accounting for approximately 84% of total emissions. The remaining emissions were fugitive emissions of production facilities in manufacturing plants, vehicles and refrigerants of manufacturing plants of Scope 1 emissions and emissions related to business travel flights of Scope 3 emissions. Total GHG emissions have decreased by approximately 33% when compared with that of the previous year. This is mainly attributable to the significant decrease in the amount of GHG generated by purchased electricity of manufacturing business. The Group will annually assess, record and disclose its annual GHG emissions and other environmental data, evaluate the effectiveness of current measures to facilitate future formulation of emissions reduction targets.

⁷ According to “Notice Regarding Proper Work Related to Carbon Emission Reporting and Investigation and Delivery of the List of Major Emission Units of the Power Generation Industry in 2019”, the calculation of GHG emissions of purchased electricity during the Year has changed to adopt the national average emission factor.

排放物管理

溫室氣體排放

本集團致力減少營運過程中所產生的溫室氣體(「溫室氣體」)排放。本集團繼續委託獨立顧問公司量化本年度營運產生的溫室氣體排放。量化溫室氣體的標準是根據中國國家發展改革委發佈的《電子設備製造企業溫室氣體排放核算方法與報告指南》、ISO 14064-1 和溫室氣體盤查議定書等國家及國際標準。

本年度，本集團共產生溫室氣體總排放量為2,029.9公噸二氧化碳當量，溫室氣體密度為0.075公噸二氧化碳當量每平方米面積。其中，溫室氣體排放主要來自範圍2之外購電力排放⁷，佔總排放量約84%。其餘來自範圍1之廠房生產設備、汽車及廠房的制冷劑逸散性排放，以及範圍3來自商務旅行飛行相關的排放。與上年度相比，溫室氣體總排放量減少了約33%，主要因為製造業務外購電力產生的溫室氣體大幅下降所致。本集團將繼續評估、紀錄及披露每年的溫室氣體排放及其他環境數據，檢討現行措施成效，以便日後制定減排目標。

⁷ 根據《關於做好二零一九年度碳排放報告與核查及發電行業重點排放單位名單報送相關工作的通知》，年內外購電力之溫室氣體排放的計算已改用全國電網平均排放因子。

Environmental Protection (Continued)

環境保護(續)

Air Emissions

The Group's main air pollutants come from production equipment and vehicle use, followed by other production facilities. During the Year, nitrogen oxides, sulphur oxides and respirable suspended particulates have increased by 26%, 32% and 19% respectively when compared with that of the previous year. The main reason for this was the increase in usage of small trucks.

Air pollutants (kg)	空氣污染物(千克)	Manufacturing Business 製造業務	Distribution Business 分銷業務	Total 總計
Nitrogen oxides	氮氧化物	461.3	27.9	489.2
Sulphur oxides	硫氧化物	14.5	0.2	14.7
Respirable suspended particulates	可吸入懸浮粒子	12.7	2.1	14.8

In order to meet the national emission standards, the manufacturing plants follow the "Exhaust Emission Management Operating Guidelines" in treating air pollutants emitted during the production process, use of vehicles and other production facilities, so as to reduce the impact on the surrounding ecology and community. In respect of production processes, the Group is committed to operating electric welding and tin furnaces in a well-ventilated environment with ventilation facilities switching on, and adopting the "collection, water spray and cyclone dust removal" treatment process when polishing the surface of aluminum products to control dust emissions. In terms of the use of vehicle, the Group's company vehicles use low sulphur or unleaded fuel and idling engines are required to be switched off. In addition, the Group is committed to using more environmental friendly refrigerators and refrigerants and using gas in the manufacturing plant's canteen. In the distribution business, the Group also makes every effort to adopt efficient container shipping or use railways and trucks for inland transportation to save costs and reduce air pollutant emissions.

廢氣排放

本集團主要的空氣污染物來自生產設備及汽車使用，其次為其他廠房設備。與上年度紀錄比較，本年度的氮氧化物，硫氧化物和可吸入懸浮粒子分別增加了26%、32%和19%。最主要原因為小型貨車的使用量增加。

為使廢氣排放符合國家標準，各廠房按照《廢氣排放管理作業指導書》處理在生產過程、汽車使用及其他廠房設備等營運過程中所排放的空氣污染物，以減低對周邊生態環境和社區的影響。在生產過程方面，本集團承諾在使用電焊和錫爐時開啟排風設施，保持良好通風；使用「收集、水噴淋和旋風除塵」技術打磨鋁製品表面以控制粉塵排放。在汽車使用方面，本集團的公司車輛使用低硫或無鉛燃料、車輛在停車等候期間需要關掉引擎。另外，本集團亦承諾使用較環保的冰箱及製冷劑，在廠房食堂使用煤氣。分銷業務方面，本集團亦盡量使用高效益的集裝箱海運，或鐵路及貨車作內陸運輸，節省成本並減少空氣污染物排放。

Environmental Protection (Continued)

環境保護(續)

Wastewater Management

Wastewater produced by the Group mainly comes from domestic wastewater generated from the operation of the offices operated by the manufacturing plants. A total of 24,203.0 cubic metres of wastewater was generated during the year. The manufacturing plants have obtained the discharge permit issued by the Zhongshan Environmental Protection Bureau and has formulated the “Guidelines for Wastewater Discharge Management” to regulate the process of wastewater treatment in the plants and to discharge sewage into municipal sewers after the wastewater quality reaches the discharge standards.

Waste Management

The Group devotes its efforts in reducing, recycling and properly disposing of waste to minimize the environmental impact of its operations. The manufacturing plants have developed the “Solid Waste Management Procedures” to require each department to sort, collect, store, transport and properly dispose of waste.

廢水管理

本集團的廢水主要來自廠房營運的辦公室營運產生的生活廢水，於年內共產生24,203.0立方米。各廠房已取得中山市環保局發出的排污許可證，並制定《廢水排放管理作業指導書》，規範廠房處理廢水的流程，所有排出的廢水均需符合排污標準，方可排放至市政污水渠。

廢棄物管理

本集團致力減少、回收及妥善處理廢棄物，減低因營運對環境造成的影響。各廠房已為其轄下各部門制定《固體廢棄物管理程序書》，將廢棄物進行分類、收集、存放、運輸及妥善棄置。

Environmental Protection (Continued)

環境保護(續)

Major wastes generated by the Group can be categorized as recyclable waste, general non-hazardous waste and hazardous waste, which are treated as follows:

本集團所產生的主要廢棄物可歸類為可回收廢棄物、一般無害廢棄物及有害廢棄物，該廢棄物的處理程序如下：

Type of waste 廢棄物種類	Waste collected during the Year 年內所收集的廢棄物	Waste disposal procedures 廢棄物處理程序
Recyclable waste 可回收廢棄物	<ul style="list-style-type: none"> waste paper, waste carton boxes and waste plastics 廢紙、廢紙箱和廢塑膠 	<ul style="list-style-type: none"> Pass to recyclers for recycles after sorting 在分類後交由回收商進行回收
General non-hazardous waste 一般無害廢棄物	<ul style="list-style-type: none"> office and domestic waste 辦公室及生活垃圾 	<ul style="list-style-type: none"> Collect and dispose of at public refuse transfer stations 統一收集後送往公共垃圾站棄置
Hazardous waste 有害廢棄物	<ul style="list-style-type: none"> dust collected by dust removal equipment sludge from sewage treatment plant waste fluorescent tubes, waste batteries and waste electronic equipment 除塵設備收集塵料 污水處理站污泥 廢燈管、廢電池及廢電子設備 	<ul style="list-style-type: none"> engage licensed hazardous waste handler to dispose of the waste and fill in hazardous waste transfer orders as required by the local Environmental Protection Bureau for record exchange certain hazardous waste containers with suppliers during the transfer of waste to reuse and reduce the use of containers 由持有有害廢棄物經營許可證的回收公司處理，並按照地方環保局規例填寫危險廢物轉移聯單以作紀錄 在轉移廢棄物過程，與供應商交換部分有害廢棄物的容器，以作循環再用，減少使用容器

During the Year, the Group generated a total of 0.4 tonnes of hazardous waste and 91.4 tonnes of non-hazardous waste. The hazardous waste intensity and non-hazardous waste intensity was 0.014 tonnes/square kilometre area and 3.378 tonnes/square kilometre area respectively. As the Group has outsourced some production processes, only a small amount of products, such as aluminum alloy shells, require surface treatment, including degreasing, aluminum surface adjustment and aluminum coating in the manufacturing plants, thus the amount of hazardous waste generated in the process, such as acid-base sludge, was relatively reduced.

本年度，本集團共產生0.4公噸有害廢棄物及91.4公噸無害廢棄物，有害和無害廢棄物的密度分別為0.014公噸每千平方米面積及3.378公噸每千平方米面積。本集團目前部分生產工序由外判商承包，各廠房只需要為少量產品如鋁合金外殼，進行除油、鋁表調及鋁皮膜表面處理工序，有關工序所產生的有害廢棄物如含酸鹼的污泥相對較少。

Environmental Protection (Continued)

環境保護(續)

RESOURCE EFFICIENCY MANAGEMENT

Energy

During the Year, the Group's total energy consumption was 3,505.7 MWh the energy intensity was 0.130 MWh/square metre of area. The key energy consumed was purchased electricity, accounting for approximately 82% of total energy consumption, followed by petrol, diesel and natural gas.

When compared with the data⁸ of the previous year, energy consumption for the Year decreased by approximately 35%, which was mainly due to significant decrease in purchased electricity, down by approximately 38%.

資源效益管理

能源

本年度，本集團的能源總消耗量為3,505.7兆瓦時，能源密度為0.130兆瓦時每平方米面積，當中主要能源消耗為外購電力，約佔能源總消耗量82%，其次為：汽油、柴油及天然氣等。

與上年度數據⁸相比，本年度的能源消耗量減少約35%，主要因為外購電力大幅下降所致，下降幅度達到約38%。

Energy use	能源使用	Manufacturing Business 製造業務	Distribution Business 分銷業務	Total 總計
Petrol (MWh)	汽油(兆瓦時)	223.2	0	223.2
Diesel (MWh)	柴油(兆瓦時)	218.1	0	218.1
Natural gas (MWh)	天然氣(兆瓦時)	0	190.7	190.7
Purchased electricity (MWh)	外購電力(兆瓦時)	2,618.4	242.4	2,860.8
Solar energy (MWh)	太陽能(兆瓦時)	0	12.9	12.9
Total energy consumption (MWh)	能源總耗量(兆瓦時)	3,059.7	446.0	3,505.7
Energy intensity (by area of manufacturing plant, i.e. MWh/square metre)	能源密度(以廠房面積計算，即兆瓦時/平方米)	0.136	0.100	0.130

⁸ In order to more accurately reflect the energy consumption of the Group's purchased electricity, the Group has excluded part of the area of tenanted in this year's calculations and recalculated the data of the energy consumption of purchased electricity for 2019.

⁸ 為更準確反映本集團的外購電力耗用量，本集團於本年度計算時已剔除部分出租區域面積，並重新計算了二零一九年外購電力耗用量數據。

Environmental Protection (Continued)

環境保護(續)

Water

The total water consumption of the Group was 24,203.0 cubic metres, the water intensity was 0.895 cubic metres per square metre of area. When compared with that of the previous year, total water consumption increased marginally by 9%. The Group sourced water from municipal supply and faced no issue in sourcing water fit for purpose.

Water Consumption (cubic metre)	用水(立方米)	Manufacturing Business 製造業務	Distribution Business 分銷業務	Total 總計
Total water consumption	總耗水量	23,559.0	644.0	24,203.0
Water consumption intensity (by manufacturing plant area, i.e. cubic metre/square metre)	耗水密度(以廠房面積計算，即立方米/平方米)	1.044	0.144	0.895

In order to fulfil our corporate environmental responsibility, the manufacturing plants and distribution business have implemented the following resource saving and energy efficiency measures to reduce operating costs while minimizing the impact on the environment. The manufacturing plants have established the “Guidelines for Resource-saving and Energy-saving Operation” to provide guidance to all units and employees to ensure effective implementation of the measures. Regular environmental training is provided to employees at the manufacturing plants and distribution business. Environmental messages are also promoted to employees through internal newsletters to enhance their awareness of environmental protection.

用水

本集團總耗水量為24,203.0立方米，耗水密度為0.895立方米每平方米面積。總耗水量與上年度相比略微增長9%。本集團從市政供水取水，在求取適用水源上並沒有遇到問題。

為實踐企業環保責任，各廠房及分銷業務落實以下不同節約資源及提升能源效益的措施，在降低企業營運成本的同時，亦減低對環境造成影響。各廠房設有《節約資源能源作業指導書》，為各部門單位及員工提供指引，務求措施有效執行。各廠房及分銷業務定期為員工提供環保培訓，亦透過內部通訊向員工推廣環保訊息，加強員工環保意識。

Environmental Protection (Continued)

環境保護(續)

	Manufacturing business (Manufacturing plants) 製造業務(生產廠房)	Distribution business (Office) 分銷業務(辦公室)
Energy 能源	<ul style="list-style-type: none"> • Purchase equipment with higher energy efficiency • Adjust the number of switches and timing of equipment used according to production needs • Conduct regular inspection and maintenance of poorly-functioning equipment • Monitor energy consumption • 引進能源效益較高的設備 • 按生產需求調節設備開關數量及時間 • 定期檢查及維修運作欠佳的設備 • 監測能源消耗量 	<ul style="list-style-type: none"> • Change computer settings to enable standby power saving mode and automatic turn off of display when the computer is inactive a long time • Set air conditioners to a more eco-friendly mode • 更改電腦設置，啟動待機節電模式，若長時間無操作電腦，顯示屏將自動關閉 • 把空調設定較環保模式
Water 用水	<ul style="list-style-type: none"> • Conduct regular check on water pipes and taps for leaks and repair in a timely manner • Use water efficient taps • 定期檢查水管及水龍頭是否有漏水情況，並及時維修 • 採用具用水效益的水龍頭 	<ul style="list-style-type: none"> • Monitor water consumption and check for leaks in water pipes and taps when water consumption exceeds expectations, and carry out repairs as necessary • Develop water solutions • 監測用水量，當耗水量超出預期，將檢查水管及水龍頭是否有漏水情況，按需要進行維修 • 制定節水方案
Paper and raw materials 紙張及原材料	<ul style="list-style-type: none"> • Preset printers and photocopiers to print on both sides • Encourage recycling of paper • Use electronic communication and electronic archiving • Prioritize environmental friendly products or materials in the procurement process • 將打印機及影印機預設為雙面打印 • 鼓勵循環使用紙張 • 採用電子通訊及電子存檔 • 在採購過程中優先考慮環保的產品或物料 	

Looking ahead, the Group will continue to explore other resource-saving measures to enhance the performance in environmental protection of Sandmartin.

展望未來，本集團將持續探討其他節約資源措施，提升聖馬丁在環境保護方面的表現。

Environmental Protection (Continued)

環境保護(續)

ENVIRONMENT AND NATURAL RESOURCES

The Group is mindful of the impact of its business operations on the surrounding environment and natural resources and is aware of possible serious environmental incidents, such as air pollution, soil and water contamination, as a result of chemical spills, liquefied petroleum gas explosions and fires in the course of its operations. To this end, the manufacturing plants have formulated the “Environmental and Safety Emergency Plan” and implemented various emergency and preventive measures, including strict control of chemicals and liquefied gas cylinders in the plants and regular inspections, as well as training and emergency drills for employees using the relevant chemicals, so as to ensure that employees are adequately equipped to deal with potential accidents and safety hazards.

環境及天然資源

本集團重視業務營運對周邊環境及天然資源的影響，深明如營運過程中發生化學品洩漏、液化氣爆、火災等可能導致嚴重環境事故，例如：空氣污染、土壤及水體污染。為此，各廠房已制定《環境、安全應急預案》，並落實各項應急及預防措施，包括：對廠房內的化學品及液化氣瓶實行嚴格控制，並定期進行檢查，同時對使用相關化學品的員工提供培訓及應急演習，務求員工有足夠的應對能力應付各項潛在事故及安全隱患。

Community Investment

社區投資

The Group devotes its efforts in fulfilling its corporate social responsibility by encouraging its employees to participate in various community volunteering activities and donations to bring about a positive impact on the society. The Group has formulated the “Community Investment and Donation Policy”, which sets the Group’s direction and framework for community investment, sponsorship and giving. The Group contributes to community development with a particular focus on four areas: youth education and development, community development, culture and art, and the environment.

本集團致力履行企業社會責任，鼓勵員工參與各項社區義工活動及捐獻，對社會產生正面影響。本集團設有《社區投資及捐贈政策》，就社區投資、贊助及捐贈設定集團方向及框架。本集團特別關注在青年教育及發展、社區發展、文化藝術及環境四個領域，為社區發展作出貢獻。

<p>Youth Education and Development 青年教育與發展</p>	<p>Sound Community Development 社區健全發展</p>
<p>Provide knowledge and skills training for young people to nurture future leaders to cope with the complex environment and challenges ahead 為青年提供知識培訓及技能訓練，培育未來領袖，應對未來複雜環境和挑戰</p>	<p>Support the vulnerable groups in society and improve the quality of life in the community 為社會弱勢社群提供支援，改善社區的生活質素</p>
<p>Culture and Art 文化藝術</p>	<p>Environment 環境</p>
<p>Support the development of art, encourage creative thinking and facilitate cultural exchange 支持藝術發展，鼓勵創意思維，促進文化交流學習</p>	<p>Achieve the commitment to the community in terms of environmental protection and support projects and programs that raise the public awareness of environmental protection 實現在環保方面對社區的承諾，支持提高公眾對環境保護意識的項目及計劃</p>

Looking ahead, the Group will be working with different community organizations and charities on various community investment projects according to the needs and aspirations of the community, in order to contribute to the future development of the community.

展望未來，本集團將按社區需要及期望，與不同的社區組織及慈善機構展開不同社區投資合作項目，為未來社區發展盡一分力。

Compliance Management

合規管理

The Group strictly abides by relevant laws and regulations and ensures it operates in compliance through the formulation of various business ethics policies and employees codes, including the “Business Ethics Regulations”, “Code of Conduct” and “Employee Handbook. The Group’s business operations are regulated by various laws and regulations, including but not limited to the followings:

本集團嚴格遵守相關法律和規例，透過制定各項商業道德政策及員工守則，包括《商業道德規範》、《操守守則》及《員工手冊》，確保集團合規運營。本集團的業務營運受到不同的法律及規例規管，包括但不限於以下法律和規例：

Aspect 層面	Major Relevant Laws and Regulations 主要相關法律及規例
A1 Emissions A1 排放物	“Environmental Protection Law of the PRC” “Law of the PRC on the Prevention and Control of Atmospheric Pollution” “Law of the PRC on Prevention and Control of Environmental Noise Pollution” “Law of the PRC on Prevention and Control of Environmental Pollution by Solid Waste” 《中華人民共和國環境保護法》 《中華人民共和國大氣污染防治法》 《中華人民共和國環境噪聲污染防治法》 《中華人民共和國固體廢物污染防治法》
B1 Employment B1 僱傭	“Labour Law of the PRC” 《中華人民共和國勞動法》
B4 Labour Standards B4 勞工準則	“Labour Contract Law of the PRC” “Social Insurance Law of the PRC” 《中華人民共和國勞動合同法》 《中華人民共和國社會保險法》
B2 Health and Safety B2 健康與安全	“Production Safety Law of the PRC” “Law of the PRC on the Prevention and Treatment of Occupational Diseases” “Regulation on Work-Related Injury Insurances” 《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》 《中華人民共和國工傷保險條例》

Compliance Management (Continued)

合規管理(續)

Aspect 層面	Major Relevant Laws and Regulations 主要相關法律及規例
B6 Product Responsibility B6 產品責任	“Product Quality Law of the PRC” “Contract Law of the PRC” “Advertising Law of the PRC” “Tort Law of the PRC” “Trademark Law of the PRC” 《中華人民共和國產品質量法》 《中華人民共和國合同法》 《中華人民共和國廣告法》 《中華人民共和國侵權責任法》 《中華人民共和國商標法》
B7 Anti-corruption B7 反貪污	“Criminal Law of the PRC” “Anti-Money Laundering Law of the PRC” “Anti-Unfair Competition Law of the PRC” “Bidding Law of the PRC” 《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》 《中華人民共和國招標投標法》

During the Year, there were no significant cases of non-compliance or corruption proceedings against the Group’s businesses or employees. The Group will continue to review and identify the laws and regulations that have a significant impact on the Group’s operations.

本年度，本集團並沒有發現重大違規個案及對企業或員工提出的貪污訴訟案件。本集團將繼續審視及識別對本集團營運有重大影響的法律及規例。

Key Performance Indicator Summary

關鍵績效指標摘要

ENVIRONMENTAL PERFORMANCE 環境表現

Air emissions and GHG emissions 廢氣及溫室氣體排放	2020 二零二零年	2019 二零一九年
Nitrogen oxides (kg) 氮氧化物(千克)	489.2	388.7
Sulphur oxides (kg) 硫氧化物(千克)	14.7	11.1
Respirable suspended particulates (kg) 可吸入懸浮粒子(千克)	14.8	12.4
Scope 1 — Direct GHG emissions (tonne of CO ₂ -e) 範圍1 — 直接溫室氣體排放(公噸二氧化碳當量)	322.3	252.4
Scope 2 — Energy indirect GHG emissions (tonne of CO ₂ -e) ⁹ 範圍2 — 能源間接溫室氣體排放(公噸二氧化碳當量) ⁹	1,704.1	2,759.1
Scope 3 — Other indirect GHG emissions(tonne of CO ₂ -e) 範圍3 — 其他間接溫室氣體排放(公噸二氧化碳當量)	3.5	29.7
Total GHG emissions (tonne of CO ₂ -e) 溫室氣體總排放量(公噸二氧化碳當量)	2,029.9	3,041.2
GHG emissions intensity (by area, i.e. tonnes of CO ₂ -e/square metre) 溫室氣體密度(以面積計算, 即公噸二氧化碳當量/平方米)	0.075	0.105 ¹⁰
Waste 廢棄物	2020 二零二零年	2019 二零一九年
Total hazardous waste (tonne) 所產生有害廢棄物總量(以公噸計算)	0.4	0.4 ¹¹
Total hazardous waste intensity (by area, i.e. tonne/1,000 square metre) 有害廢棄物密度(以面積計算, 即公噸/千平方米)	0.014	0.014 ¹⁰
Total non-hazardous waste (tonne) 所產生無害廢棄物總量(以公噸計算)	91.4	109.3
Total non-hazardous waste intensity (by area, i.e. tonne/1,000 square metre) 無害廢棄物密度(以面積計算, 即公噸/千平方米)	3.378	3.785 ¹⁰

⁹ According to "Notice Regarding Proper Work Related to Carbon Emission Reporting and Investigation and Delivery of the List of Major Emission Units of the Power Generation Industry in 2019", the calculation of GHG emissions of purchased electricity during the Year has changed to adopt the national average emission factor.

¹⁰ In order to more accurately reflect the Group's environmental key performance indicators, the Group has excluded part of the area of tenanted in this year's calculations and recalculated the data of the greenhouse gas, hazardous and non-hazardous waste, energy, water consumption and packaging material intensity for 2019.

¹¹ During 2019, the total amount and intensity of hazardous waste only includes the data of manufacturing business.

⁹ 根據《關於做好二零一九年度碳排放報告與核查及發電行業重點排放單位名單報送相關工作的通知》，年內外購電力之溫室氣體排放的計算已改用全國電網平均排放因子。

¹⁰ 為更準確反映本集團的環境績效指標，本集團於本年度計算排放量及資源耗用密度時已剔除部分出租區域面積，並重新計算了二零一九年度溫室氣體、有害及無害廢棄物、能源、耗水及包裝材料的排放密度。

¹¹ 二零一九年有害廢棄物總產生量及密度只包括製造業務的數據。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Energy use 能源使用	2020 二零二零年	2019 二零一九年
Petrol (MWh) 汽油(兆瓦時)	223.2	371.6
Diesel (MWh) 柴油(兆瓦時)	218.1	168.9
Natural gas (MWh) 天然氣(兆瓦時)	190.7	246.7
Purchased electricity (MWh) 外購電力(兆瓦時)	2,860.8	4,584.8 ¹²
Solar energy (MWh) 太陽能(兆瓦時)	12.9	12.9
Total energy consumption (MWh) 能源總耗量(兆瓦時)	3,505.7	5,384.9
Energy intensity (by area, i.e. MWh/square metre) 能源密度(以面積計算, 即兆瓦時/平方米)	0.130	0.187 ¹⁰
Water use 用水	2020 二零二零年	2019 二零一九年
Total water consumption (cubic metre) 總耗水量(立方米)	24,203.0	22,244.0
Water intensity (by area, i.e. cubic metre/square metre) 耗水密度(以面積計算, 即立方米/平方米)	0.895	0.771 ¹⁰
Packaging materials ¹³ 包裝材料 ¹³	2020 二零二零年	2019 二零一九年
Packaging materials — cardboard (tonne) 包裝材料 — 紙板(公噸)	279.2	228.0
Packaging materials — wood (tonne) 包裝材料 — 木材(公噸)	60.8	71.0
Packaging materials — plastic film (tonne) 包裝材料 — 塑料膜(公噸)	2.0	3.0
Total packaging materials (tonne) 包裝材料總量(公噸)	342.0	302.0
Packaging material intensity (by area of manufacturing plant, i.e. tonne/1,000 square metre) 包裝材料密度(以廠房面積計算, 即公噸/千平方米)	15.151	12.385 ¹⁰

¹² In order to more accurately reflect the energy consumption of the Group's purchased electricity, the Group has excluded part of the area of tenanted in this year's calculations and recalculated the data of the energy consumption of purchased electricity for 2019.

¹³ The consumption and intensity of packaging materials only include the data of the manufacturing business involving the use of packaging materials.

¹² 為更準確反映本集團的外購電力耗用量, 本集團於本年度計算時已剔除部分出租區域面積, 並重新計算了二零一九年外購電力耗用量數據。

¹³ 包裝材料耗用量及密度只包括涉及包裝材料使用的製造業務的數據。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

SOCIAL PERFORMANCE			
社會表現			
Number of employee¹⁴		2020	2019¹⁵
員工人數¹⁴		二零二零年	二零一九年¹⁵
Total workforce		304	379
總員工人數			
Male to female employee ratio		0.63:1	0.66:1
男女員工比例			
By gender	Male	118	151
性別分佈	男性		
	Female	186	228
	女性		
By region	The PRC		
地區分佈	中國	282	355
	The US		
	美國	22	24
By age	<31	56	95
年齡分佈	31–40	130	160
	>40	118	124
By position	Management		
職能分佈	管理層	188	228
	General staff		
	普通員工	116	151
By employment type	Full-time		
就業類型分佈	全職	304	378
	Part-time		
	兼職	0	1
By academic qualifications	Bachelor or above		
學歷分佈	大學或以上	90	99
	High school or below		
	中學或以下	214	280

¹⁴ Total number of employee at the end of the Reporting Period, including all permanent staff.

¹⁵ As a result of adjustments to the number of employees in the distribution business in the US in 2019, some of the employee data in 2019 has been recalculated.

¹⁴ 本集團於報告期末之員工總數。

¹⁵ 由於二零一九年度美國分銷業務員工人數作出調整，部分二零一九年度員工數據因此而作出重新計算。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Number of workers ¹⁶ 勞動人員人數 ¹⁶		2020 二零二零年	2019 二零一九年
Manufacturing business 製造業務	Labour workers ¹⁷ 勞務工作業員 ¹⁷	41	–
	Security guards 保安	20	–
Distribution business 分銷業務	Contractors ¹⁸ 承包商 ¹⁸	18	–
Employee new hire rate ¹⁹ 員工新入職率 ¹⁹		2020 二零二零年	2019 二零一九年
By region 按地區	The PRC 中國	10%	54%
	The US 美國	9%	8%
Manufacturing business 製造業務		10%	54%
By gender 按性別	Male 男性	10%	73%
	Female 女性	11%	42%
By age 按年齡	<31	21%	100%
	31–40	8%	41%
	>40	7%	15%
Distribution business 分銷業務		9%	8%
By gender 按性別	Male 男性	14%	7%
	Female 女性	0%	11%
By age 按年齡	<31	0%	0%
	31–40	0%	67%
	>40	10%	0%

¹⁶ In 2020, the Group began to collect and disclose the number of workers in the work and workplaces controlled by the Group at the end of the reporting period.

¹⁷ External production workers recruited by labour service companies commissioned by the Group.

¹⁸ Contractors engaged by the Group include: landscaping, pest control/termite protection, HVAC maintenance, fire suppression system inspection, backflow inspection, cleaners, general maintenance, photocopier maintenance and refuse collection.

¹⁹ Employee new hire rate (%) = number of new employees hired for the category/total number of employees of the category at the end of the Reporting Period X 100%.

¹⁶ 本集團於二零二零年開始收集及披露於報告期末所控制的工作及工作地點的勞動人員人數。

¹⁷ 本集團委託勞務公司所招聘的外部生產工人。

¹⁸ 本集團所聘用的承包商包括：園林綠化、害蟲控制/白蟻防護、暖通空調維修、滅火系統檢查、回流檢查、清潔工、一般維修、複印機維護及垃圾收集。

¹⁹ 員工新入職率(百分比) = 該類別新入職員工人數/該類別報告期末的總員工人數 X 100%。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Employee turnover rate ²⁰ 員工流失率 ²⁰		2020 二零二零年	2019 二零一九年
By region 按地區	The PRC 中國	36%	70%
	The US 美國	18%	13%
Manufacturing business 製造業務		36%	70%
By gender 按性別	Male 男性	40%	90%
	Female 女性	34%	57%
By age 按年齡	<31	54%	100%
	31–40	32%	52%
	>40	32%	20%
Distribution business 分銷業務		18%	13%
By gender 按性別	Male 男性	21%	13%
	Female 女性	13%	11%
By age 按年齡	<31	0%	0%
	31–40	0%	0%
	>40	20%	14%

²⁰ Employee turnover rate (%) = number of employee turnover of the category/total number of employees of the category at the end of the Reporting Period X 100%.

²⁰ 員工流失率(百分比) = 該類別流失員工人數/該類別報告期末的總員工人數 X 100%。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Occupational health and safety 職業健康與安全	2020 二零二零年	2019 二零一九年
Work-related fatalities of employees 因工死亡員工人數	0	0
Number of employees injured at work 因工受傷員工人數	2	6
Rate of work-related injury of employees (per hundred employee) ²¹ 員工工傷率(每百名員工) ²¹	0.7	1.6
Number of lost days due to work-related injury of employees 因員工工傷損失工作日數	163	21
Work-related fatalities of workers ²² 因工死亡勞動人員人數 ²²	0	–
Number of workers injured at work ²² 因工受傷勞動人員人數 ²²	0	–
Rate of work-related injury of workers ²² (per hundred worker) ²¹ 勞動人員 ²² 工傷率(每百名員工) ²¹	0	–
Number of lost days due to work-related injury of workers ²² 因勞動人員工傷損失工作日數 ²²	0	–
Total number of sessions of occupational health and safety training 職業健康與安全培訓總場數	3	57
Total number of participants in occupational health and safety training 職業健康與安全培訓總人次	284	379
Total number of hours of occupational health and safety training ²³ 職業健康與安全培訓總時數 ²³	283	84

Employee training 員工培訓	2020 二零二零年	2019 二零一九年
Total number of employees receiving training 接受培訓員工總人數	284	379 ²⁴
Total training hours 員工培訓總時數	293	748
Percentage of employees receiving training ²⁵ 接受培訓員工比率 ²⁵	93%	100%

²¹ Rate of work-related injury (per 100 employees) = total number of employees injured at work / total number of employees at the end of the Reporting Period X 100%.

²² The key health and safety indicators of workers starts to be collected and disclosed in 2020.

²³ Refers to the total hours of all training activities.

²⁴ The total number of employees receiving training in 2019 does not include the data related to the employees who resigned during 2019.

²⁵ Percentage of employees receiving training (%) = number of employees receiving training of the category / total number of employees of the category at the end of the Reporting Period x 100%.

²¹ 工傷率(每百名員工) = 總因工受傷員工人數 / 報告期末的總員工人數 X 100%。

²² 勞動人員的健康與安全關鍵指標於二零二零年開始收集及進行披露。

²³ 即所有培訓活動時數之總和。

²⁴ 二零一九年員工培訓總人數不包括二零一九年已離職員工的相關數據。

²⁵ 員工新入職率(百分比) = 該類別新入職員工人數 / 該類別報告期末的總員工人數 X 100%。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Employee training 員工培訓		2020 二零二零年	2019 二零一九年
By gender 按性別	Male 男性	90%	100%
	Female 女性	96%	100%
By position 按職能	Management 管理層	94%	100%
	General staff 普通員工	92%	100%
Average training hours per employee ²⁶ 平均員工培訓時數 ²⁶		0.96	1.97
By gender 按性別	Male 男性	0.97	2
	Female 女性	0.96	1.96
By position 按職能	Management 管理層	0.97	2
	General staff 普通員工	0.96	1.93
Number of suppliers (Percentage of suppliers where the engagement practices are being implemented) 供應商數目(及向其執行聘用供應商慣例的百分比)		2020 二零二零年	2019 二零一九年
By country or region 按國家或地區	The PRC and Taiwan 中國及臺灣	371 (100%)	357 (100%)
	Hong Kong 香港	6 (100%)	6 (100%)
	Vietnam 越南	1 (100%)	1 (100%)
	The US 美國	2 (100%)	3 (100%)

²⁶ Average training hours per employee = training hours for employees of the category/total number of employees of the category at the end of the Reporting Period.

²⁶ 平均員工培訓時數 = 該類別員工培訓時數/該類別報告期末的總員工人數。

Report Content Index

報告內容索引

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
A. Environment		
A. 環境		
A1 Emissions		
A1 排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	29, 32-35, 41
A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	33, 43
A1.2	Greenhouse gas emissions in and intensity. 溫室氣體總排放量及密度。	32, 43
A1.3	Total hazardous waste produced and intensity. 所產生有害廢棄物總量及密度。	34-35, 43
A1.4	Total non-hazardous waste produced and intensity. 所產生無害廢棄物總量及密度。	34-35, 43
A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	32-33, 43
A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	34-35, 43

Report Content Index (Continued)

報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
A2 Use of Resources		
A2 資源使用		
General Disclosure 一般披露	Policies on the 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。	29, 36-38
A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total and intensity. 按類型劃分的直接及/或間接能源(如電、氣或油)總耗量及密度。	36, 44
A2.2	Water consumption in total and intensity. 總耗水量及密度。	37, 44
A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	36, 38, 44
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	37-38, 44
A2.5	Total packaging material used for finished products and with reference to per unit produced. 製成品所用包裝材料的總量及每生產單位估量。	44
A3 The Environment and Natural Resources		
A3 環境及天然資源		
General Disclosure 一般披露	Policies on minimizing 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。	39
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。	39

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報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
A4 Climate Change A4 氣候變化		
General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	31
A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	31
B. Social B. 社會		
B1 Employment B1 僱傭		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	24-26, 41
B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	45-46
B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	47

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報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B2 Health and Safety B2 健康與安全		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	21-24, 41
B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	24, 48
B2.2	Lost days due to work injury. 因工傷損失工作日數。	48
B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	21-24
B3 Development and Training B3 發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策，描述培訓活動。	27-28
B3.1	The percentage of trained employees by gender and employee category (such as senior management, middle management, etc.). 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。	28, 48-49
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。	49

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報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B4 Labour Standards		
B4 勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	25, 41
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。	25
B5 Supply Chain Management		
B5 供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	19-20
B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	20, 49
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	19-20, 49

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報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B6 Product Responsibility B6 產品責任		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	16-18, 42
B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	18
B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	18
B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	16
B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	17
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	16

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報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B7 Anti-corruption		
B7 反貪污		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	18-19, 42
B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	18, 42
B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	18-19
B7.3	Description of anti-corruption training provided to directors and employees. 描述向董事及員工提供的反貪污培訓。	19
B8 Community Investment		
B8 社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與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。	40
B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	40



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