

CIRTEK HOLDINGS LIMITED

常達控股有限公司

Incorporated in the Cayman Islands with limited liability
於開曼群島註冊成立的有限公司

STOCK CODE 股份代號:1433



ENVIRONMENTAL,
SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

2020

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ABOUT THIS REPORT

關於本報告

Cirtek Holdings Limited (the “**Company**” together with its subsidiaries, hereinafter referred to as the “**Group**” or “**we**” or “**us**”) is pleased to present the second of Environmental, Social and Governance (“**ESG**”) Report (the “**Report**”) to summarise the Group’s policies, measures and performance on the key ESG issues.

REPORTING PERIOD

The Report illustrates the overall performance of the Group regarding the environmental and social aspects from 1 January 2020 to 31 December 2020 (the “**Reporting Period**” or “**2020**”).

REPORTING SCOPE AND BOUNDARIES

This Report discloses related policies, initiatives for the core and material apparel labels and trim products manufacturing and sales business in the People’s Republic of China (the “**PRC**”), Hong Kong S.A.R., Bangladesh, Vietnam, Belgium, the USA, India and Pakistan. The relevant environmental key performance indicators (“**KPI(s)**”) mainly cover our production facilities in the PRC, Bangladesh and Vietnam; social KPIs, in addition, also cover the sales business and provision of customer services in the PRC, Hong Kong S.A.R., Bangladesh, Vietnam, Belgium, the USA, India and Pakistan.

If the scope and boundaries of the specific contents vary, they are noted in the relevant sections of this Report. Although this Report does not cover all the operations of the Group, we are committed to improving internal data collection procedures and gradually expanding the scope of the disclosure.

REPORTING BASIS AND STANDARDS

This Report is prepared in accordance with Environmental, Social and Governance Reporting Guide (the “**ESG Reporting Guide**”) as set out in Appendix 27 to the Rules Governing the Listing of Securities on the Main Board of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) (the “**Main Board Listing Rules**”). The Company has complied with all “**comply or explain**” provisions set out in the ESG Reporting Guide and followed the following reporting principles in the preparation of this Report: materiality, quantitative, balance and consistency.

- **Materiality**

The Group determines ESG issues that are significantly important by stakeholder engagement and materiality assessment. Details are explained in the sections headed “**Stakeholder Engagement**” and “**Materiality Assessment**” in this Report.

- **Quantitative**

Information is presented with quantitative measure, whenever feasible, including information on the standards, methodologies, assumptions used and provision of comparative data.

常達控股有限公司(「本公司」，連同其附屬公司於下文統稱為「本集團」或「我們」)欣然提呈第二份環境、社會及管治(「環境、社會及管治」)報告(「本報告」)，以概括本集團有關環境、社會及管治的關鍵議題的政策、措施及績效。

報告期間

本報告闡述本集團於2020年1月1日至2020年12月31日期間(「報告期間」或「2020年」)環境及社會層面的整體表現。

報告範疇及範圍

本報告披露有關於中華人民共和國(「中國」)、香港特區、孟加拉、越南、比利時、美國、印度及巴基斯坦的核心及重要服裝標籤及裝飾產品製造及銷售業務的相關政策及措施。相關的環境關鍵績效指標(「關鍵績效指標」)主要涵蓋我們在中國、孟加拉及越南的生產設施；此外，社會關鍵績效指標亦涵蓋在中國、香港特區、孟加拉、越南、比利時、美國、印度及巴基斯坦進行銷售業務及提供客戶服務。

若特定內容涵蓋的範疇及範圍不同，該等內容已在本報告的相關章節註明。儘管本報告並未涵蓋本集團所有營運單位，我們致力於改善內部數據收集程序並逐步擴大披露範圍。

報告基準及準則

本報告依循香港聯合交易所有限公司(「聯交所」)的主板證券上市規則(「主板上市規則」)附錄二十七《環境、社會及管治報告指引》(「環境、社會及管治報告指引」)編製。本公司已遵守環境、社會及管理報告指引所載的所有「不遵守就解釋」規定，並在編製本報告時依循下列匯報原則：重要性、量化、平衡及一致性。

- **重要性**

本集團通過與利益相關者溝通及重要性評估以確定至關重要的環境、社會及管治議題。有關詳情於本報告「與利益相關者溝通」及「重要性評估」兩節中闡明。

- **量化**

在可行的情況下，資料以量化計量單位呈列，包括有關所用標準、方法、假設及提供比較數據的資料。

ABOUT THIS REPORT

關於本報告

- **Balance**

This Report identifies the achievements and challenges faced by the Group.

- **Consistency**

This Report use consistent methodologies for meaningful comparisons throughout the years unless improvements in methodology are identified.

The information contained herein is sourced from internal documents and statistics of the Group, as well as the combined control, management and operations information provided by the subsidiaries in accordance with the Group's internal management systems. This Report is prepared and published in both English and Chinese at the Stock Exchange's website (www.hkexnews.hk) and the Company's website (www.cirtek.com). In the event of contradiction or inconsistency between the English version and the Chinese version, the English version shall prevail.

REVIEW AND APPROVAL

The board (the “**Board**”) of directors (the “**Directors**”) of the Company acknowledges its responsibility for ensuring the integrity of this Report and to the best of their knowledge, this Report addresses all relevant material issues and fairly presents the ESG performance of the Company. This Report was reviewed and approved by the Board on 29 March 2021.

FEEDBACK

The Group respects your view on the Report. Should you have any opinions or suggestions, you are welcome to share with the Group at information@cirtek.com.

- 平衡

本報告識別本集團的成就及所面對的挑戰。

- 一致性

本報告多年來使用一致的方法進行有意義的比較，惟識別到方法有改進之處除外。

本報告所載資料源自本集團的內部文件及統計數據，以及由附屬公司依循本集團內部管理系統提供的監控、管理及營運資料匯總。本報告於聯交所網站(www.hkexnews.hk)及本公司網站(www.cirtek.com)以中、英文兩種語言編製及刊發。如中、英文兩個版本有任何抵觸或不相符之處，應以英文版本為準。

審批

本公司董事(「**董事**」)會(「**董事會**」)確認其有責任確保本報告的完整性，且就其所深知，本報告闡述了所有相關重要議題，並公平呈列本公司的環境、社會及管治表現。本報告經董事會於2021年3月29日審議通過。

意見反饋

本集團歡迎閣下就本報告提供意見。倘閣下有任何意見或建議，歡迎發送電郵至 information@cirtek.com 與本集團分享。

ABOUT THE GROUP

關於本集團

The Group believes that sustainability must be embedded in all aspects of the Group as environmental and social sustainability cannot exist without a holistic and sustainable business model. We are proud of offering quality products and services to meet our customer requirements, which facilitate our goals to support our customers on their business growth.

ESG GOVERNANCE STRUCTURE

The Group has established Environmental, Social and Governance Working Group (“**ESG**WG”), which aims to manage and to monitor the Group’s sustainability performance for the long-term strategy development and economic growth of the Group. In 2020, we continued to maintain a high standard in governance. We strictly operated in accordance with laws and regulations, improved the governance structure in accordance with the current company status, and clarified the scope of duties and working procedures. All the activities of ESGWG are authorised and approved by the Board. The ESGWG directly reports to the Board. It comprises members of senior management, heads of business units and support functions of the Group’s Headquarters and overseas locations correspondingly. It also includes representatives from production facilities and offices.

本集團相信，如並無全面及可持續發展的商業模式就不可能存在環境及社會方面的可持續發展，因此可持續發展必須嵌入本集團的各方面。我們為提供優質產品及服務以滿足客戶需求而感到自豪，此舉有助於實現我們支持客戶業務增長的目標。

環境、社會及管治治理結構

本集團已成立環境、社會及管治工作小組（「環境、社會及管治工作小組」），旨在管理及監察本集團在長期策略發展及經濟增長方面的可持續發展表現。於2020年，我們繼續維持高標準管治。我們嚴格按照法例及規例營運、按照公司的現行狀況改善管治架構，並釐清責任範圍及工作程序。環境、社會及管治工作小組的所有活動均由董事會授權及批准。環境、社會及管治工作小組直接向董事會報告。小組由高級管理層成員、業務部門主管以及相應的本集團總部及海外分支機構的支援職能組成，亦包括來自生產設施及辦公室的代表。

ABOUT THE GROUP

關於本集團

AWARDS AND RECOGNITIONS

We have been awarded numerous international certifications to recognise our stringent quality standards, efficient business systems, high level of social responsibility and commitment to environmental protection.

獎項及榮譽

我們曾獲頒多個國際認證，以肯定我們嚴謹的質量標準、有效率的業務系統、強烈的社會責任感及對保護環境的承諾。

Awards and accreditations 獎項及認證	Issuing Organization 頒發機構
ISO 9001:2015	International Organization for Standardization 國際標準化組織
ISO 14001:2015	International Organization for Standardization 國際標準化組織
Forest Stewardship Council (FSC) – Chain of Custody Certification 森林管理委員會(FSC) – 產銷監管鏈認證	Forest Stewardship Council 森林管理委員會
G7 Master Qualification – Master Facility Colorspace G7認可企業認證 – Master Facility Colorspace	Idealliance Idealliance
G7 Master Qualification – Process Control Master Facility G7認可企業認證 – Process Control Master Facility	Idealliance Idealliance
OEKO-TEX Standard 100 certificate (Woven Label, Printed Label, Heat Transfer Printed Label and Silicon Patch) OEKO-TEX Standard 100證書(織唛、印唛、熱轉印標籤及矽膠補丁)	OEKO-TEX Association 環保紡織協會
Business Social Compliance Initiative Audit (BSCI) 商界社會責任倡議(BSCI)	amfori BSCI
Sedex Members Ethical Trade Audit (SMETA) Sedex成員道德貿易審核(SMETA)	Sedex
bluesign System Partner Certificate bluesign System Partner證書	bluesign Technologies AG bluesign Technologies AG
Global Recycled Standard (GRS) 4.0 – Certificate of Compliance 全球回收標準(GRS)4.0 – 合規認證	Control Union Certifications B.V. 管制聯盟認證
C2C Material Health Certificate – Gold Level (Denim Jacron, Eco Jacron Patch and Organic Cotton Label) C2C Material Health證書 – Gold Level (牛仔布、環保布補丁及有機棉布標籤)	Cradle to Cradle (C2C) Products Innovation Institute Cradle to Cradle (C2C) Products Innovation Institute
SAC Higg Index – Self-Assessment on Facility Environmental Module (FEM) and Verification of Facility Environmental Module (vFEM) 可持續服裝聯盟Higg Index – 設施環境模塊及設施環境模塊驗證自我評估	Sustainable Apparel Coalition (SAC) 可持續服裝聯盟
Most Popular RFID Enterprise Award and Excellent Solution Award RFID企業最具人氣獎及優秀解決方案獎	China International Internet of Things Technologies Expo 中國國際物聯網博覽會

STAKEHOLDER ENGAGEMENT

與利益相關者溝通

Stakeholders' opinions are the solid foundation for the Group's sustainable development and success. The stakeholder engagement helps the Group to develop a business strategy that meets the needs and expectations of stakeholders, enhances the ability to identify risk and strengthens important relationships. The Group communicates with its stakeholders through various channels, shown as below.

利益相關者的意見是本集團可持續發展及成功的堅實基礎。與利益相關者溝通有助本集團制定符合利益相關者需求及期望的業務策略，增強風險識別能力及強化重要關係。本集團通過以下所示的各種渠道與利益相關者溝通。

Stakeholder Groups 利益相關者群體	Communication Channels 溝通渠道
Government and regulatory agencies 政府及監管機構	<ul style="list-style-type: none">• Annual reports, interim reports, ESG reports and other public information• 年報、中期報告、環境、社會及管治報告及其他公開資料
Shareholders and investors 股東及投資者	<ul style="list-style-type: none">• Annual general meetings and other general meetings of shareholders• 股東週年大會及其他股東大會• Company website• 公司網站• Press releases/announcements• 新聞稿／公告• Annual reports, interim reports, ESG reports and other public information• 年報、中期報告、環境、社會及管治報告及其他公開資料
Employees 僱員	<ul style="list-style-type: none">• Training• 培訓• Labour associations• 工會• Performance evaluation• 表現評估• Leisure activities• 消閒活動
Customers 客戶	<ul style="list-style-type: none">• Representative offices• 代表辦事處• Exhibitions• 展覽• Fax, email and customer service hotline• 傳真、電郵及客戶服務熱線• Product and service feedback• 產品及服務意見反饋
Suppliers 供應商	<ul style="list-style-type: none">• Annual audits• 年度審核• Meetings• 會議• On-site inspections• 實地視察

MATERIALITY ASSESSMENT

重要性評估

In preparing our ESG report, we directly engaged with the following stakeholder groups as part of the materiality assessment process to identify and prioritise the issues to be covered in this Report that have significant impacts on the business and stakeholders.

於編製我們的環境、社會及管治報告時，作為重要性評估流程的一部分，我們直接與以下利益相關者群體進行溝通，以識別本報告所涉及對業務及利益相關者有重大影響的議題並確定其優先次序。

MATERIALITY PROCESS

重要性評估流程

Stage 1 Identification

- We compiled a list of ESG issues and grouped into four categories: Environment, Employment and Labour Practices, Operating Practices and Community.

階段1 識別

- 我們擬訂環境、社會及管治議題清單，並將其劃分為四類：環境、僱傭及勞工常規、營運常規及社區。

Stage 2 Prioritisation

- An online survey was conducted to rate the importance of each ESG issue from the perspective of a stakeholder group and the Group using a scale of 1 to 5. Developed the materiality matrix based on the scores of the survey and prioritised a list of ESG issues.

階段2 排序

- 進行線上意見調查，從利益相關者群體及本集團的角度對各環境、社會及管治議題的重要性進行評分，評分範圍為1至5分。根據調查得分建立重要性矩陣，並確定環境、社會及管治議題的優先次序。

Stage 3 Validation

- Management reviewed the materiality matrix and identified the five most pertinent ESG issues according to the score from the perspective of a stakeholder group and the Group.

階段3 驗證

- 管理層檢討重要性矩陣，並從利益相關者群體及本集團的角度根據得分識別五個最相關的環境、社會及管治議題。

MATERIALITY ASSESSMENT

重要性評估

MATERIALITY MATRIX

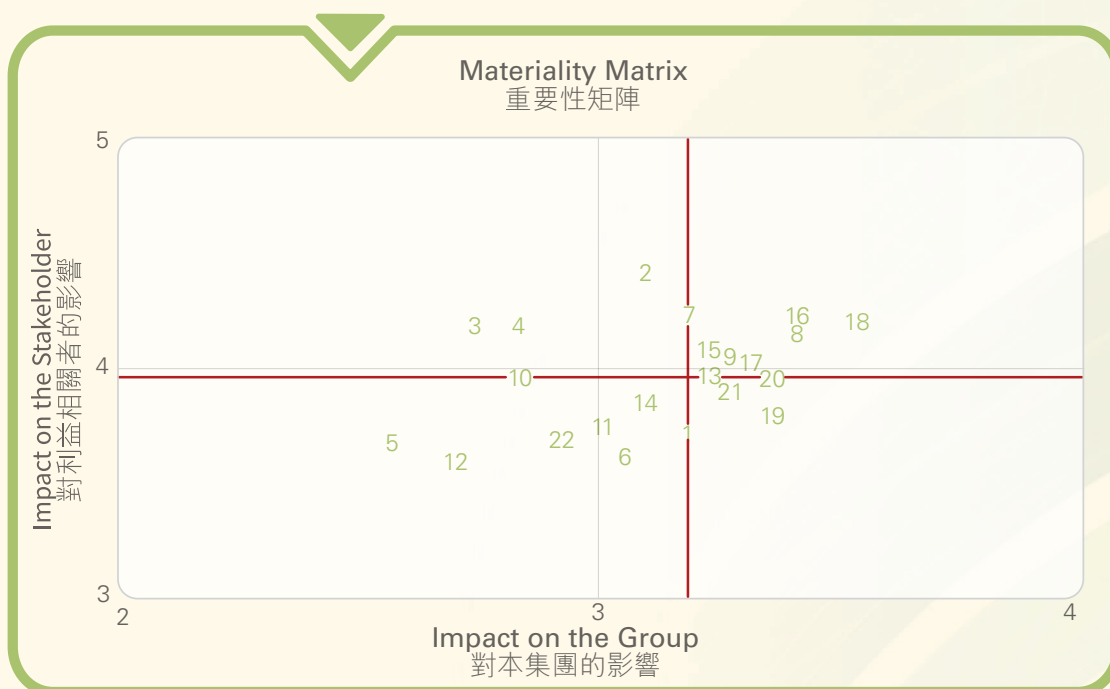
Based on the materiality matrix, we believe the five most pertinent ESG issues include the following:

- Quality Management
- Occupational Health and Safety
- Customer Satisfaction
- Customer Data and Privacy Protection
- Product Health and Safety

重要性矩陣

基於重要性矩陣，我們相信五個最相關的環境、社會及管治議題包括以下各項：

- 質量管理
- 職業健康與安全
- 客戶滿意度
- 客戶資料及私隱保障
- 產品健康及安全



Notes:

附註：

1. Advertising and labelling 廣告及標籤	7. Customer Data and Privacy Protection 客戶資料保障及私隱	13. Employment Practice 僱傭常規	19. Raw Material Consumption 原材料消耗
2. Anti-corruption 反貪污	8. Customer Satisfaction 客戶滿意度	14. Energy Efficiency 能源效益	20. Supply Chain Management 供應鏈管理
3. Anti-discrimination 反歧視	9. Development and Training 發展及培訓	15. Intellectual Property Right 知識產權	21. The Environment and Natural Resources 環境及天然資源
4. Child Labour and Forced Labour 童工及強制勞工	10. Diversity and Equal Opportunities 多元化及平等機會	16. Occupational Health and Safety 職業健康及安全	22. Water Efficiency 用水效益
5. Climate Change 氣候變化	11. Effluents and Water 廢污水及廢棄物	17. Product Health and Safety 產品健康與安全	
6. Community Investment 社區投資	12. Emissions 排放物	18. Quality Management 品質管理	

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

OVERVIEW

The Group is keenly focused on minimising our environmental impact and is continuously making positive gains through internal self-control, innovative technology and alignment with global standards and certifications. This Report describes actions taken under the Group's policies and strategy to achieve sustainable growth. The Group has implemented various measures. The related performance has been communicated to relevant stakeholders according to the requirements of environmental related standards, such as Sustainable Apparel Coalition (SAC) – Higg Index Facility Environmental Module (FEM) – ISO 14001 Environmental Management System and bluesign Chemicals Management System. By considering the environment in all our business decisions, we are able to scale sustainably while preserving the environment for generations to come.

EMISSIONS

Our production process generates emissions include discharge to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. Our management on related emissions follows the internal control procedures set up in accordance with ISO 14001 Environmental Management Systems.

The Group's operations of production facilities are subject to certain environmental requirements pursuant to the laws and regulations in the PRC, Bangladesh and Vietnam, including but not limited to:

- Environmental Protection Law of the PRC 《中華人民共和國環境保護法》
- Administrative Regulations on Environmental Protection for Construction Project 《建設項目環境保護管理條例》
- Environmental Impact Assessment Law of the PRC 《中華人民共和國環境影響評價法》
- Law of the PRC on the Prevention and Control of Environmental Pollution from Solid Wastes 《中華人民共和國固體廢物污染環境防治法》
- Bangladesh Environment Conservation Act of 1995
- Environmental Rules of 1997 and the Law on Environmental Protection in Vietnam

To the best of our Directors' knowledge, the Group was not aware of significant non-compliance issues in this regard during the Reporting Period.

概覽

本集團主要專注於將我們對環境構成的影響減至最低，並持續透過內部自我監控、創新科技以及符合全球標準及認證錄得盈利。本報告載述本集團根據其政策及策略，為實現可持續增長所採取的行動。本集團已採取各種措施。我們已根據可持續服裝聯盟－Higg Index設施環境模塊－ISO 14001環境管理系統及bluesign化學品管理系統等環境相關標準的規定將相關績效傳達予相關的利益相關者。我們作出所有業務決策時均顧及環境，在持續擴展的同時為後代保護環境。

排放物

我們的生產過程產生排放物，包括廢氣及溫室氣體排放、向水及土地的排污以及有害及無害廢棄物的產生。我們對相關排放的管理遵守根據ISO 14001環境管理系統制訂的內部監控程序。

本集團生產設施的營運須遵守中國、孟加拉及越南的法例及規例之若干環境規定，包括但不限於：

- 《中華人民共和國環境保護法》
- 《建設項目環境保護管理條例》
- 《中華人民共和國環境影響評價法》
- 《中華人民共和國固體廢物污染環境防治法》
- 1995年《孟加拉環境保護法》
- 1997年《環境保護規則》及越南的《環境保護法》

據董事所深知，本集團於報告期間並無有關此方面的重大不合規事宜。

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

Air Emissions Control

Volatile Organic Compounds

The production process releases various air pollutants including volatile organic compounds (VOCs), methylbenzene, xylene and non-methane hydrocarbon. Emissions in our production facilities in the PRC are controlled in accordance with “Emission Standard for Volatile Organic Compounds in Printing Industry DB44/815-2010” 《印刷行業揮發性有機化合物排放標準DB44/815-2010》。

To reduce the amount of VOCs released into the atmosphere, we have installed emission reduction facilities such as Activated Carbon Absorption Unit (ACSU) in the production areas. Besides, we are investigating the feasibility of using sustainable filtering materials such as coconut shell to replace activated carbon filter. To protect workers' health, we provide facemasks and remind them to put them on during manufacturing processes.

Table 1 Air Pollutant Emissions¹

	Unit 單位	2020 2020年	2019 2019年
VOCs 揮發性有機化合物	tonnes 噸	1.564	0.409
Methylbenzene and Xylene 甲苯及二甲苯	tonnes 噸	0.667	0.059
Non-Methane Hydrocarbon 非甲烷烴	tonnes 噸	1.978	1.890

While there was an increase in air emissions during the Reporting Period compared to that in 2019, both emission figures met locally enforced government requirements. The increase was mainly due to the engagement of a new production building where new production equipment was installed to work in full production capability. In addition, fluctuating emissions were expected as we were in research process to test new sustainable filtering materials mentioned in previous paragraph. In long-term scale, we look forward to achieving better environmental performance in air emissions and utilisation of sustainable filtering materials.

Ozone-depleting Substances

Ozone-depleting substances (ODS) are man-made gases that destroy ozone once they reach the ozone layer. They are commonly used in refrigerators, air conditioners, electrical products, fire extinguishing equipment, tobacco, foam, hairspray, pesticides, etc. To control the emissions of ODS from our operations, we prefer to procure environmental-friendly equipment, control the consumption of cleaning agents and conduct regular maintenance for the air conditioners.

廢氣排放控制

揮發性有機化合物

生產過程釋放多種空氣污染物，包括揮發性有機化合物、甲苯、二甲苯及非甲烷烴。我們於中國的生產設施之排放乃根據《印刷行業揮發性有機化合物排放標準DB44/815-2010》進行控制。

為減少揮發性有機化合物釋放至大氣層，我們已於生產區域安裝減排設施，如活性碳吸收裝置。此外，我們正研究使用可持續過濾物料（如椰子殼）的可行性，以取代活性碳過濾器。為保障工人的健康，我們提供口罩，並提醒彼等於生產過程中配戴。

表一 空氣污染物排放¹

	2020 2020年	2019 2019年
VOCs 揮發性有機化合物	1.564	0.409
Methylbenzene and Xylene 甲苯及二甲苯	0.667	0.059
Non-Methane Hydrocarbon 非甲烷烴	1.978	1.890

儘管報告期間的廢氣排放量較2019年有所增加，惟兩個年度的排放量均符合當地政府規定。有關增加乃主要由於新生產廠房為全面投產而安裝新生產設備的安排。此外，誠如前段所述，由於我們正處於測試新可持續過濾物料的研究階段，排放的波動乃預期之內。長遠而言，我們期望在廢氣排放及可持續過濾物料的應用方面取得更為理想的環境表現。

消耗臭氧層物質

消耗臭氧層物質為一經到達臭氧層即破壞臭氧的人造氣體。其一般用於冰箱、空調、電子產品、滅火設備、煙草、泡沫、髮膠及農藥等。為控制我們營運產生的消耗臭氧層物質排放，我們傾向採購環保設備，控制清潔劑的消耗及定期保養空調。

¹ The related emissions were primarily from the production facilities in the PRC during the Reporting Period.

¹ 於報告期間，相關排放主要來自中國的生產設施。

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

Greenhouse Gas Emissions

The largest source of greenhouse gas emissions from factories is the consumption of the purchased electricity, in which it is generated from burning fossil fuels. We use the electricity energy for running the printing machine, lighting, baking, air ventilation and air-conditioning. We do not use electricity energy for generating steams. The other source for having greenhouse gases is from the consumption of refrigerant, in which it is used to absorb heat from the environment and can provide refrigeration or air conditioning when it is combined with compressors. We are in the processing to replace the type of chlorofluorocarbons (CFC) refrigerant by hydrofluorocarbons (HFC) refrigerant. The new introduced refrigerants either have zero ozone depletion potential (ODP) or have lower Global Warming Potential (GWP) units.

During the Reporting Period, the main source of greenhouse gas emissions is approximately 97% of total greenhouse gas emissions. The greenhouse gas emissions are listed in the following table:

Table 2 Greenhouse Gas Emissions

	Unit 單位	2020 2020年	2019 2019年
Scope 1 ^{2,3} 範圍1 ^{2,3}	tonnes of CO ₂ equivalent 噸二氧化碳當量	184.32	198.44
Scope 2 ⁴ 範圍2 ⁴	tonnes of CO ₂ equivalent 噸二氧化碳當量	5305.07	7177.11
Total GHG emissions 溫室氣體排放總量	tonnes of CO ₂ equivalent 噸二氧化碳當量	5489.39	7375.55
GHG emissions intensity 溫室氣體排放密度	tonnes of CO ₂ equivalent/unit of production volume ('000,000) ⁵ 噸二氧化碳當量/百萬產量單位 ⁵	5.69	7.65

In making comparison with 2019, the total greenhouse gas emissions decreased by 26%. It was due to the decrease in Scope 2 electricity consumption as per the operations were greatly affected by the COVID-19 pandemic. Besides, during the Reporting Period, the Scope 1 emissions showed 7% decreased. It was due to the smaller volume of refrigerant was consumed in 2020 than in 2019, as well as the new utilized refrigerant has lower GWP units.

溫室氣體排放

工廠溫室氣體排放的最大來源為所購買電力的消耗，有關氣體由燃燒化石燃料所產生。我們在運行印刷機、照明、烘乾、通風及空調須使用電力，而產生蒸氣毋須用電。溫室氣體的另一來源為來自雪種的消耗，雪種用作吸收環境中的熱能，與壓縮機一併使用時可用作製冷或空調用途。我們現正將氯氟化碳雪種更換為氫氟碳化物雪種。新引入雪種有零臭氧破壞潛勢或較低全球暖化潛勢單位(GWP)。

於報告期間，溫室氣體排放的主要來源佔溫室氣體排放總量約97%。溫室氣體排放如下表所列示：

表二 溫室氣體排放

	2020 2020年	2019 2019年
Scope 1 ^{2,3} 範圍1 ^{2,3}	184.32	198.44
Scope 2 ⁴ 範圍2 ⁴	5305.07	7177.11
Total GHG emissions 溫室氣體排放總量	5489.39	7375.55
GHG emissions intensity 溫室氣體排放密度	5.69	7.65

與2019年相比，溫室氣體排放總量下降26%，乃由於範圍2的耗電量因COVID-19疫情嚴重影響營運而下跌。此外，於報告期間，範圍1的排放量減少7%，乃由於2020年所消耗的雪種量比2019年有所減少，且新應用的雪種亦有較低全球暖化潛勢單位。

² Scope 1: Emissions directly from business operations owned or controlled by the Group, the related emissions during the Reporting Period was primarily from fugitive emissions. The related figure in 2019 was restated.

³ The data is estimated based on "How to prepare an ESG report. Appendix 2. Reporting Guidance on Environmental KPIs" published by the Stock Exchange, "IPCC Fifth Assessment Report 2014" and online information.

⁴ Scope 2: "Indirect energy" emissions caused by internal consumption (purchased or acquired) of electricity, heat and refrigeration within the Group, the related emissions during the Reporting Period was primarily from electricity consumption.

⁵ Unit of production volume ('000,000) in the Reporting Period was 964.55.

² 範圍1：由本集團所有或所控的業務營運直接產生的排放，於報告期間的相關排放乃主要來自逃逸排放。於2019年的相關數字已重列。

³ 有關數據乃按聯交所頒布的「如何編備環境、社會及管治報告。附錄二。環境關鍵績效指標匯報指引」、「二零一四年IPCC第五次評估報告」及網上資料估計得出。

⁴ 範圍2：由電力內部消耗(購入或收購)所致的「間接能源」排放，本集團內的熱能及製冷，於報告期間的相關排放乃主要來自電力消耗。

⁵ 於報告期的百萬產量單位為964.55。

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

Waste Management

The Group has implemented chemical management guidelines and standard operating procedures across all key functions such as sourcing, transportation, warehouse storage, daily handling and disposal all purchased chemicals are attached with the latest Material Safety Data Sheets (MSDS), which allow us to carry out restricted and banned chemical evaluation before any application. This allows us to ensure that chemicals are managed and handled in a responsible way to limit harmful exposure to both people and the environment. Should an accident still occur, the Group has a comprehensive emergency procedure protocol to contain and limit any damage. Prior to responsible disposal, all hazardous chemical wastes are stored in a specially designed isolated area to prevent water or soil contamination from leaks or spills.

During the Reporting Period, the Group's hazardous wastes generated include ink empty barrels, printing aluminium plate, expired ink and used oil, paper wrappers and rags contaminated with chemicals, waste fluorescent tubes and used activated carbon. For non-hazardous wastes, the Group implements 3R strategies (i.e. recycle, reuse and reduce). For hazardous waste that was not suitable for reuse or recycle, it was treated by qualified contractor through procedures such as incineration.

Table 3 Wastes Production

	Unit 單位	2020 2020年	2019 2019年
Hazardous Wastes 有害廢棄物	tonnes 噸	7.68	21.52
Hazardous Wastes Intensity 有害廢棄物密度	tonnes/unit of production volume ('000,000) ⁶ 噸/百萬產量單位 ⁶	0.01	0.02
Non-hazardous Wastes 無害廢棄物	tonnes 噸	1,150.11	1,418.68
Non-hazardous Wastes Intensity 無害廢棄物密度	tonnes/unit of production volume ('000,000) ⁶ 噸/百萬產量單位 ⁶	1.19	1.25

Our production recycling initiatives allow us to divert a significant amount of waste from landfill through careful sorting and management of production waste. Most of the waste is collected and sorted into various categories to determine if it can be reused, repurposed or recycled. This includes paper, plastic sheet, plastic container, film, metal, wood pallets, textile, oil and lubricant as well as batteries. General office waste and household waste in the PRC were treated by burial.

廢棄物管理

本集團已於所有關鍵職能實施化學品管理指引及標準營運程序，如採購、運輸、倉庫貯存、日常處理及棄置。所有購入化學品均配有最新物料安全資料表(MSDS)，令我們得以在應用任何化學品前進行受限制及被禁止化學品評估。此舉令我們可確保化學品以負責任的方式管理及處理，以限制對人及環境的危害。倘仍然發生意外，本集團設有全面的緊急程序議定書，以遏制及限制任何損失。以負責任方式棄置前，所有有害化學廢棄物均貯存於特別設計的隔離區內，以防止因洩漏或溢出導致的水或土壤污染。

於報告期間，本集團所產生的有害廢棄物包括空墨盒、印刷鋁板、過期墨水及廢油、包裝紙及被化學品污染的抹布、廢熒光燈管及廢活性炭。就無害廢棄物而言，本集團實施3R策略(即回收、重用及減廢)。不宜重用或回收的有害廢棄物會由合資格承包商透過焚化等程序處理。

表三 廢棄物產生

我們的生產回收計劃令我們可透過謹慎分類及管理生產廢棄物轉移大量送往堆填區的廢棄物。大部分廢棄物經收集及分為各類別，以決定其是否可重用、重新改變用途或回收。這包括紙張、塑料板、塑膠容器、膠片、金屬、木板、紡織品、機油及潤滑劑以及電池。在中國的一般辦公室廢棄物及生活廢棄物以堆填方式處理。

⁶ Unit of production volume ('000,000) in the Reporting Period was 964.55

⁶ 於報告期的百萬產量單位為964.55。

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

Wastewater Management

During the Reporting Period, local governments in Vietnam and Bangladesh did not stipulate specific standards and requirements for the Group's wastewater discharge. The wastewater discharged by the production facility in the PRC strictly followed the "Guangdong Local Standards - Emission Limits of Water Pollutants DB44/26-2001" 《廣東省地方標準-水污染物排放限值DB44/26-2001》。During the Reporting Period, a preliminary wastewater treatment machine was in full operations in the PRC production facilities to recycle the wastewater generated by washing printing screens. The treated wastewater is reused for washing printing screens again. While our water consumption for our operations was relatively very low when comparing to other industries (e.g. yarn production, metal hardware production, dyeing and finishing), it is crucial that we meet the wastewater discharge standard in the PRC while doing our part to limit water stress and pollution. In addition, the filtered water can be used for internal plant irrigation and facility cleaning.

Table 4 Wastewater Discharge Amount

	Unit 單位	2020 2020年	2019 2019年
Wastewater Discharge Amount 廢水排放量	tonnes 噸	2,383.00	2,664.30

Compared to 2019, the total amount of wastewater discharge decreased by 11% during the Reporting Period, as the operations were greatly affected by the COVID-19 pandemic. The quality of wastewater was monitored by qualified laboratory in the PRC.

廢水管理

於報告期內，越南及孟加拉當地政府並無就本集團的廢水排放訂明特定標準及規定。中國的生產設施所排放的廢水嚴格遵守《廣東省地方標準－水污染物排放限值DB44/26-2001》。於報告期間，中國生產設施的一台初步廢水處理機器已全面投入運作，以回收清洗印刷絲網所產生的廢水。處理後的廢水再次用於清洗印刷絲網。儘管營運用水量與其他行業（例如紗線生產、金屬五金生產、染色及加工）相比相對甚低，我們在限制水資源短缺及污染時符合中國的廢水排放標準尤為重要。此外，過濾水可用於內部灌溉植物及設施清潔。

表四 廢水排放量

由於COVID-19疫情對營運造成重大影響，報告期間的廢水排放總量較2019年下降11%。廢水質量由中國的合格實驗室進行監察。

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

USE OF RESOURCES

Policies

The Group has incorporated the 3Rs (reduce, reuse, recycle) policies into daily operations. Product developers proactively provide advices to customers on how to reduce the use of raw materials in terms of product design, modification and presentation, in which it is not only to reduce the material waste but also can save the overall material costs. Also, we encourage customers to use the latest promoted sustainable materials to substitute the current choice of less environmentally friendly material. We gathered a series of recyclable and recycled materials of paper, yarn, polybags and packaging materials. In the production line, when the materials cannot be further reused, they will be separated into different categories for disposal or recycling. Recyclable materials were sold to collectors and also used for recycling purposes.

In 2020, the PRC factory recycled 817 tonnes of paper, 1291 tonnes of plastic and films, as well as 55 tonnes of metal. In the PRC, all hazardous wastes, including liquid chemicals and cleaning rags were collected and treated by authorised agents who have the right qualifications to handle hazardous wastes. According to 3Rs policy, it directly reduces the spaces pressure causing from landfill and the environmental impact caused by solid waste disposal.

Energy Management

The Group has been putting investments in green manufacturing to reduce greenhouse gas emissions and air pollutant emissions from burning fossil fuel.

Green Manufacturing

Laser Engraver Machine for Flat Screen Making

In previous years, the screen making process took at least 2 to 3 working hours. As chemicals were required in film development, screens must be washed for multiple times before screen printing. Since the beginning of 2020, we have installed laser engraver machines especially for flat screen making. Overall screen making time has reduced by 80% from 2.5 working hours on average to 30 minutes. Moreover, 60% less water was used as the average washing frequency was reduced from 3 times to 1 time per screen making. We achieve engraving precision so high that the diameter of laser beam can be as small as 0.025mm, which sufficiently fulfils textile screen printing needs. The quality of our products possesses high uniformity and stability. In addition, no consumables such as sensitive film or glue are needed in the laser engraving process, hence cost and emissions can be reduced. We will keep focusing on the development of green manufacturing and researching for new production facilities.

資源使用

政策

本集團已將3R(減廢、重用及回收)政策納入日常營運。產品開發人員積極就如何減少使用有關產品設計、修改及呈現的原材料向客戶提供建議，不僅為減少物料廢棄物，亦節省整體物料成本。此外，我們鼓勵客戶使用最近期提倡的可持續發展物料，以替代現時所用環保效益較低的物料。我們收集了一系列紙張、紗、塑膠袋及包裝的可循環再用及已循環再用物料。生產線方面，無法進一步重用的物料將被分為不同分類作棄置或循環再用。可循環再用物料亦售予回收商作回收用途。

於2020年，我們中國工廠循環再用了817噸紙張、1291噸塑膠及膠片以及55噸金屬。在中國，所有有害廢棄物(包括液態化學品及清潔布)均由擁有恰當資格處理有害廢物的授權代理商收集處理。根據3R政策，其直接減低由堆填導致空地不足的壓力及棄置固體廢棄物造成的環境影響。

能源管理

本集團一直投資於綠色生產，以減少由燃燒化石燃料所產生的溫室氣體排放及空氣污染物排放。

綠色生產

用作製作平板絲網的雷射雕刻機

於先前年度，絲網製作過程需時至少2至3個工作小時。由於需化學品用作開發膠片，故絲網用作網印前須多次清洗。自2020年初，我們專為製作平板絲網安裝雷射雕刻機。整體絲網的平均製作時間由2.5工作小時減少80%至30分鐘。此外，雷射雕刻機將每個絲網製作的平均清洗頻率由3次縮減至1次，減少所用水量的60%。我們的雷射雕刻機達極高準確度，雷射光束的直徑最短可為0.025毫米，足以滿足紡織品網印所需。我們的產品質量擁有高度一致性及穩定性。此外，雷射雕刻過程毋須任何消耗品(如感光膠片或膠水)，故可減少成本及排放。我們將繼續專注於發展綠色生產及研究新生產設施。

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

Upgrade of Lighting System

Installation of Light Emitting Diode (LED)

The replacement of incandescent light bulbs and fluorescent lamps by Light Emitting Diode (LED) lighting in the production areas was almost complete during the Reporting Period. The plan is to cover production facilities, corridors, canteens, meeting rooms and offices. The major reason of the lighting system upgrade is the high luminous efficacy of LED compared to the old system. LED lighting with a Grade 1 energy label can give out 40% more of illumination power when compared to compact fluorescent lamps. Moreover, solar lamps were used for outdoor lighting at night during the Reporting Period.

Application of Solar Energy (renewable energy)

In 2020, we followed to our sustainability policy and continued to install solar lamps that utilized renewable energy generated in our PRC factory. We have generated 33.92 MWh of electricity by solar power, which was in turn used by solar lamps installed on external factory walls at night. Electricity consumption by lighting system was hence reduced together with its related GHG and air pollutant emissions caused by power generation.

Table 5 Solar Energy

	Unit 單位	2020 2020年	2019 2019年
Solar Energy (renewable energy) 太陽能(可再生能源)	MWh 兆瓦時	33.92	32.94

Improvement of Working Environment by Upgrading Air Conditioning System

Installation of Evaporative Air Conditioners

More than 30 evaporative air conditioners were installed in our PRC production facilities. They were of high performance and able to maintain indoor temperature of the workplace ranging from 25 to 28 degrees Celsius during daytime. No refrigerant is needed except water for the cooling system. Moreover, the water involved can be reused. Thus less fugitive gases are released.

Replacement of Ozone Harmful Refrigerant

R22 is a type of Hydrochlorofluorocarbons (HCFCs) refrigerant used in air conditioners. It is gradually phased out because of its ozone depleting property. Therefore, approval is no longer given by the Group to purchase R22. The current ideal substitution for R22 is refrigerant R410a. It is a type of Hydrofluorocarbon (HFC) which contains hydrogen, fluorine and carbon atoms. The lack of chlorine atoms has granted it zero ozone depletion potential (ODP) which means it creates minimal impact to the ozone layer unlike R22. We are replacing R22 by R410a and aim to achieve full replacement by 2025. For the record, refrigerant R134a, R32 and HCR22 were also in use during the Reporting Period.

Higher Air Conditioning Efficiency

For having a better air conditioning efficiency, the main entries of factories as well as production line nearby offices are installed plastic curtains. It not only prevents cool air loss, but also reduces the electricity consumption of the air conditioning upon 4% to 5%.

照明系統升級

安裝發光二極管

於報告期間，生產區已接近完成以發光二極管燈替代白熾燈及熒光燈。計劃覆蓋生產設施、走廊、飯堂、會議室及辦公室。照明系統升級的主要原因乃由於發光二極管較舊有系統具備更高發光效能。相較緊湊型熒光燈，附有1級能源標籤的發光二極管的光度高出40%。此外，於報告期間，我們採用太陽能燈於晚間用作戶外照明。

應用太陽能(可再生能源)

於2020年，我們遵循可持續發展政策，繼續安裝太陽能燈，其應用我們中國工廠所產生的可再生能源。我們已利用太陽能產生33.92兆瓦時電量，以供安裝於工廠外牆的太陽能燈在晚間使用。故此，照明系統的耗電量連同其相關溫室氣體及由發電所導致的空氣污染物排放一併減少。

表五 太陽能

透過升級空調系統改善工作環境

安裝蒸發式空調

中國生產設施已安裝超過30部蒸發式空調。該等空調性能高，於日間可將室內工作場所溫度維持在攝氏25至28度。蒸發式空調毋須雪種，僅須用於降溫系統的水，而水亦可予重用。因此，蒸發式空調釋放較少逃逸氣體。

替代臭氧有害雪種

R22為用於空調的氟氯烴類雪種，現正逐漸淡出，乃由於其消耗臭氧層的特性。因此，本集團不再批准購買R22。目前，R22的理想替代品為雪種R410a。R410a屬氫氟碳化物類，由氫、氟及碳原子組成。R410a缺乏氯原子的特質授予其零臭氧破壞潛勢，對臭氧層所造成的影響最低。我們正將R22替換為R410a，並以於2025年前完全取代為目標。於報告期間，亦有使用R134a、R32及HCR22雪種，以供記錄。

更高的空調效能

為達到更佳空調效能，工廠主要入口及鄰近生產線的辦公室已安裝塑膠簾，不僅可防止冷氣流失，亦得以減低空調耗電量4%至5%。

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

Table 6 Energy Consumption

表六 能源消耗

	Unit 單位	2020 2020年	2019 2019年
Electricity 電力	MWh 兆瓦時	6,676.21	8,700.57
Solar Energy (renewable energy) 太陽能(可再生能源)	MWh 兆瓦時	33.92	32.94
Total Energy Consumption 能源消耗總量	MWh 兆瓦時	6,710.13	8,776.28
Energy Consumption Intensity 能源消耗密度	MWh/unit of production volume ('000,000) ⁷ 兆瓦時/百萬產量單位 ⁷	6.96	7.73

Compared to 2019, the total energy consumption decreased by 24% during the Reporting Period. It was mainly due to the decrease of electricity consumption as the operations were greatly affected by the COVID-19 pandemic.

報告期間的能源消耗總量較2019年減少24%，主要由於COVID-19疫情對營運造成重大影響，導致耗電量下降。

Water Management

水務管理

We have a stable fresh water supply by local water supply department and we are not aware of any issues in fresh water sourcing. The manufacturing processes themselves do not have product industrial washing process. The water is mainly for cleaning facility, equipment and machine. For reducing fresh water consumption, we installed a new filter and rinsing system in Computer-to-Plate image development machine for self-cleaning plate purpose. It has about maximum 15 liters water container to storage water for reuse after filtering. Every 15 liters fresh water unit can stand for 2 weeks cleaning operation. By means of reducing wastewater discharges, it allows us to save 103K liters of fresh water. We keep focusing on installing new machines to have waste water reuse function or to have waste water management system.

我們有由當地水務署供應的穩定的淡水供應，並不知悉任何有關求取淡水的問題。供水的生產程序並無產品行業清洗程序，水主要用作清潔設施、設備及機器。為減低淡水耗量，我們在電腦模板圖像形成機器上安裝新過濾及沖洗系統，以作模板自動清洗之用。該裝置的儲水箱的最高儲水量約為15公升，儲水過濾後可供重用。每台15公升淡水裝置可在2星期內持續進行清潔。透過減低廢水排放，此裝置令我們得以節省10.3萬公升淡水。我們將繼續專注安裝新機器，令我們具備重用廢水的功能或廢水管理系統。

Table 7 Water Consumption

表七 水消耗

	Unit 單位	2020 2020年	2019 2019年
Total Water Consumption 水消耗總量	m ³ 立方米	49,252	74,057
Water Consumption Intensity 水消耗密度	m ³ /unit of production volume ('000,000) ⁷ 立方米/百萬產量單位 ⁷	51.06	65.20

Compared to 2019, the total water consumption decreased by 33% during the Reporting Period as the operations were greatly affected by the COVID-19 pandemic.

由於COVID-19疫情對營運造成重大影響，報告期間的水消耗總量較2019年減少33%。

⁷ Unit of production volume ('000,000) in the Reporting Period was 964.55.

⁷ 報告期間的百萬產量單位為964.55。

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

Material Consumption

Packaging Materials

We encourage our customers to use recyclable, recycled, biodegradable or compostable in packaging materials. It is not only for reducing the landfill volumes, but also for minimizing the environmental impacts. Paper packaging reduced by 6.1% to 103.06 tonnes in 2020 compared to 109.74 tonnes in 2019. Also, the usage of plastic packaging reduced by 19.8% to 29.8 tonnes in 2020 compared to 37.16 tonnes in 2019. The major packaging materials in bulk production of plastic are recycled LDPE, recycled LDPP as well as chlorine free cardboard box and light weighted carton box. We also sourced various types of bio-degradable plastic materials and samples, from which customers could select. We also developed a series of paper bags, that is only for sampling distribution. In addition, all the consumed recycled material is under GRS certificate system, in which it is for having a good tracking source of raw materials.

Table 8 Packaging Materials

	Unit 單位	2020 2020年	2019 2019年
Paper 紙張	tonnes 噸	103.06	109.74
Plastic (Recyclable and Recycled) 塑膠(可回收及循環再用)	tonnes 噸	29.8	37.16
Total Packaging Material Consumption 包裝物料消耗總量	tonnes 噸	132.86	146.90
Total Packaging Material Consumption Intensity 包裝物料消耗總量密度	tonnes/unit of production volume ('000,000) ⁸ 噸/百萬產量單位 ⁸	0.14	0.15

材料消耗

包裝物料

我們鼓勵客戶使用可回收、循環再用、可生物分解或可堆肥的包裝物料，不僅為減少堆填量，亦盡可能減少對環境的影響。2020年的包裝紙用量為103.06噸，較2019年的109.74噸減少6.1%。此外，2020年塑膠包裝的用量為29.8噸，較2019年的37.16噸減少19.8%。塑膠大量生產的主要包裝材料為循環再用LDPE、已循環再用LDPP以及無氯紙板箱和輕量紙箱。我們亦採購各類可生物分解塑膠物料和樣本以供客戶選擇。我們亦已研製一系列紙袋，僅用於樣本分發。此外，所有回收材料均屬GRS認證體系，以確保可追溯原材料來源。

表八 包裝物料

⁸ Unit of production volume ('000,000) in the Reporting Period was 964.55.

⁸ 於報告期的百萬產量單位為964.55。

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

Other Energy and Wastes Reduction

We encourage our employees to have the following actions in order to reduce the energy waste and to reuse materials for having a Green Office:

- Having a reminder notice to remind employees to save the usage of electricity and water at any times
- Posting an instruction label on the air conditioner to control the air conditioned temperature in a comforts
- Turning off the electricity supply to appliances to reduce their standby power consumption
- Disconnecting the mobile phone from charger once the battery is fully charged
- Switching off the lights, air-conditioner, computer and electronic equipment when not in use
- Carrying out sorting system on office rubbish and to reuse it before landfills
- Having centralized point for collecting single-side copy paper, paper envelopes and paper folder for re-use
- Encouraging employee, who seats nearby windows, to open the curtains and to let natural day lights entering into office

In the canteen, we encourage employees to follow the “Food Waste Reduction Practice”:

- Estimating food portion needs before picking up the food so as to avoid wastage
- Making good use of food trimmings for another dish
- For each meal, avoiding leftovers
- Using cloth cleaning towels rather than paper towels to clean up table
- Using own utensils rather than single-use options
- Cleaning self-utensils with shorter running water and limited artificial detergent

The above practice is under the 6S management system. We have been launching 6S management system since 2003, it is a on-site management. It refers to the basic activities of continuous management and improvement of the state of elements including people, machine, material, methodology and environment. 6S is for Seiri, Seition, Seiso, Seiketsu, Shitsuk and Safty. In the coming year, we plan to launch new 7S management system. The 7th S is referred to Save.

其他節能減廢措施

我們鼓勵僱員採取以下行動減少能源浪費，並重用物料，以建立綠色辦公室：

- 張貼通告提醒僱員在任何時候節省用電和用水
- 在空調上張貼指示以調較至舒適溫度
- 關閉電器電源以減少待機能源消耗
- 手機電池充滿後拔出充電器
- 毋須使用時關閉電燈、空調、電腦及電子設備
- 就辦公室垃圾執行分類系統，並在送往堆填前重新使用
- 設立統一收集點以收集單面複印紙、紙信封和紙文件夾以供再次使用
- 鼓勵坐在窗戶附近的僱員打開窗簾，讓自然日光照進辦公室

我們鼓勵僱員在飯堂內遵守「減少廚餘守則」：

- 領取食物前估計所需份量，以免浪費
- 充分利用食物碎料製作另一道菜色
- 每餐避免留下廚餘
- 以抹布代替紙巾清潔桌子
- 自備餐具以代替使用即棄餐具
- 以較少自來水和少量人造清潔劑清潔自備餐具。

以上常規乃根據6S管理系統而定。我們自2003年起推出6S管理系統。此乃一項實地管理系統，指持續管理的基本活動以及包括人員、機器、物料、方法及環境等元素的狀況改善。6S代表整理、整頓、清掃、清潔、素養及安全。來年，我們計劃推出新7S管理系統，當中第7個S代表「節能」。

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

THE ENVIRONMENT AND NATURAL RESOURCES

The objective of the Environment and Natural Resources Management in the Group is to promote sustainable use, management of natural resources and promote adaptation to climate change. We have an internal environmental risks management procedure to evaluate the impact of environmental risks, in which it is based on the possibilities of the events and the degree of seriousness. The local legal requirements, potential damage to human, financial loss, disruption of operations and reputations are used to determine the degree of seriousness. We commit to reduce the environmental impacts from manufacturing process. Our efforts have been recognized by various 3rd party certifications such as bluesign and ISO14001 Environmental Management Systems.

Sustainable Apparel Coalition (SAC): Higg Index Facility Environment Module (FEM)

We are the member of the Sustainable Apparel Coalition (SAC) and is being applied Higg Index Facility Environment Module (FEM) to gauge environmental sustainability performance as early as 2013. The factory in the PRC has been taking Verification on Facility Environment Module (vFEM) by third party organization since 2016. The vFEM results are shared with customers and buyers through SAC Higg Index platform. The factory in Bangladesh is being working on FEM self-assessment stage. FEM is to be launched in the factories of Vietnam and other new development locations.

Sustainable Material

The utilization of sustainable material is becoming more and more popular in the market. More customers are considering sustainability strategy is one of their business strategies for the next driven business growth.

Even though there is a tension between sustainable material and pricing, we have a business commitment to give valuable things and to offer the best price possible to customer. We keep sourcing on sustainable material in various aspects. Currently, we could offer more than 100 different types of sustainable materials to our customers for selection. The available categories are natural, renewable, recyclable, recycled, renewable, organics, biodegradable and compostable. According to those sustainable material features and characteristics, we could give recommendation on application to customer when requests.

環境及天然資源

本集團的環境及自然資源管理目標為促進天然資源的可持續使用及管理，並促進適應氣候變化。我們設有內部環境風險管理程序以評估環境風險的影響。有關程序乃基於事件的可能性和嚴重程度。嚴重程度乃視乎當地法律規定、潛在人身傷害、經濟損失、業務中斷和聲譽受損而釐定。我們致力減輕來自生產過程的環境影響。我們的努力獲多項第三方認證認可，例如bluesign及ISO14001環境管理系統。

可持續服裝聯盟：Higg Index設施環境模塊

我們是可持續服裝聯盟的成員，早於2013年起採納Higg Index設施環境模塊計量環境可持續發展表現。中國工廠自2016年起一直自第三方機構取得設施環境模塊驗證。設施環境模塊驗證結果在可持續服裝聯盟之Higg Index平台上可供客戶及買家查閱。孟加拉工廠正處於設施環境模塊自我評估階段。設施環境模塊將在越南的工廠及其他新發展地點啟動。

可持續物料

使用可持續物料在市場上愈趨普及。更多客戶考慮將可持續發展策略作為業務策略之一，繼而推動業務增長。

儘管可持續物料與價格之間存在張力，惟我們的業務承諾為向客戶提供價值，並盡可能提供最優惠的價格。我們在各方面不斷採購可持續物料。目前，我們為客戶提供超過100種不同類型的可持續物料以作選擇。可用類別為天然、可再生、可回收、可循環再用，已循環再用、有機、可生物分解及可堆肥。根據有關可持續物料的特性及特點，我們可應客戶要求就應用有關物料提供建議。

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

We do put efforts to ensure the offered sustainable materials are health and safety by means of testing and certification. Besides achieving Oeko-tex certifications, we have bluesign, Forest Stewardship Council (FSC) and Global Recycled Standard (GRS) certificates. Especially for recycled items, we have more than 20 types of certified recycled items for manufacturing under GRS certification system, in which Transparent Certificate (TC) could be issued by requested. Currently, all the existing factories have Oeko-tex, FSC and GRS certificates, in that the purpose is to ensure all the manufactured goods in difficult locations have the same quality, health and safety standards.

Printing Inks

The selection of Eco-Friendly inks for printing is one of the dominant matters in the group's sustainability development strategy. All the utilized inks in the production line have the latest Material Safety Data Sheets (MSDS). They all meet the restricted chemical requirements of CPSIA, REACH and customer's needs. We have a continuity program to replace solvent-based ink to water-based ink for hang-tag and printed label in offsets and flexo presser gradually. Water-based ink and soy-bean ink are the first priority for us to be chosen for printing processing currently. Another popular eco-friendly ink that we common use is soy-bean ink. Besides, we use 100% water-based ink for heat transfer label production. Also in digital printing presser, we use 100% carbon neutral digital printing ink.

Employee Education

We input resources in employee education to encourage our colleague understanding more the group policies and performances on protecting environmental. It not only builds up employee knowledge on the environmental standards, but also let them display a positive and respectful attitude on reducing pollutant impacts in the community. We provide a series training to employees for alerting them that it is a time for us to protect our living and working environment. The regular trainings include 3Rs (reduce, reuse, recycle), 6S, occupation health, and chemical waste handlings.

我們致力透過進行測試及認證確保提供可持續物料的健康及安全。我們獲得Oeko-tex認證外，亦擁有bluesign、森林管理委員會(FSC)及全球回收標準(GRS)認證。特別就已回收物品而言，我們有GRS認證體系下超過20類認證可回收物品用作生產，當中可按要求簽發透明認證(TC)。目前，所有現有工廠均具有Oeko-tex、FSC及GRS認證，務求確保偏遠地區的所有製成品均具有相同質量、健康及安全標準。

印刷墨水

本集團可持續發展戰略的其中一項主要事項為選用環保墨水進行印刷。生產線所使用的所有墨水均具有最新的物料安全資料表(MSDS)。所有墨水均符合CPSIA、REACH及客戶要求的限制化學規定。我們設有一項持續性計劃，以逐步在柯式及柔板印刷機以水溶性墨水代替溶劑型墨水，以用於吊牌及印刷標籤。目前，水溶性墨水及大豆墨為我們印刷加工的首選。大豆墨亦是我們常用的另一種普遍的環保墨水。此外，我們使用100%水溶性墨水生產熱轉印標籤。我們亦在數碼打印機使用100%碳中和的數碼印刷墨水。

僱員教育

我們於僱員教育投放資源，以鼓勵同事參加瞭解本集團在環境保護的政策及表現。此不僅能建立僱員對環境標準的知識，亦使其得以在減少社區污染物的影響方面展示正面和尊重的態度。我們為僱員提供一系列培訓，以提醒彼等，現時是保護我們的生活和工作環境的時機。常規培訓包括3R(減少、重用及回收)、6S、職業健康及化學廢物處理。

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

Climate Change

The Group puts strong emphasis on the impact that climate change may have on cities, communities, supply chains and its daily operations. An updated climate change policy was adopted during the Reporting Period and disclosures were made in accordance with recommendations of the “Task Force on Climate-Related Financial Disclosure (TCFD)”, including identifying risks related to climate changes and developing risk mitigation measures.

Our climate change policy aims to build a considerable resilience approach in facing the global climate change so as to adapt and to mitigate the impact of the climate change on the operations. It has incorporated the predictable climate change and extreme weather events into the current business continuity plans to monitor and to review the impact of climate change on the operations. Our action plan includes but not limited to the followings:

- To assess climate change that could result in financial and operation risks.
- To encourage employees, suppliers and customers to reduce carbon emissions in their daily operations wherever practicable.
- To reduce carbon footprint through the establishment and implementation of long-term carbon emissions reduction targets.
- To increase the use of renewable energy in our buildings through on-site energy generation, purchase of renewable energy and other methods where applicable.
- To adopt industry best practices to improve energy efficiency in daily operations.
- To consider climate change in the location for operation facilities design.

Under the framework provided by the TCFD Recommendations, financial risks from climate change can arise from two primary channels namely physical and transition risks. Our Group has analyzed the potential impact of climate risk with reference to climate change scenarios at 2°C or lower, as follows:

氣候變化

本集團非常重視氣候變化可能對城市、社區、供應鏈及其日常營運的影響。於報告期間，本集團已更新其氣候變化政策，並根據「氣候相關財務資訊披露工作組(TCFD)」的建議作出披露，包括識別氣候變化相關的風險及制定降低風險的措施。

我們的氣候變化政策旨在就應對全球氣候變化制定一套極具彈性的方法，務求適應及減輕氣候變化對營運的影響。有關方法將可預測的氣候變化及極端天氣事件納入當前的業務持續經營計劃，以監察及檢討氣候變化對營運的影響。我們的行動計劃包括但不限於以下各項：

- 評估可導致財務及營運風險的氣候變化。
- 鼓勵僱員、供應商及客戶在切實可行情況下減少日常營運中的碳排放。
- 透過訂立及實施長遠的碳減排目標，減少碳足跡。
- 透過現場發電、購買可再生能源及其他適用方法，於我們的建築物增加使用可再生能源。
- 採用行業最佳做法改善日常營運的能源效率。
- 考慮營運設施設計地點的氣候變化。

根據TCFD建議提供的框架，氣候變化所帶來的財務風險可來自兩個主要渠道，分別為實體及過渡風險。本集團已參考攝氏2度或以下的氣候變化情況，對氣候風險的潛在影響進行以下分析：

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

Risk Type

風險類別

Impact Analysis and Mitigation Practice

影響分析及減輕風險措施

Transition Risks

- Policy and Legal Risks
- 過渡風險
- 政策及法律風險

The PRC has been actively participating in fulfilling the commitments of the Kyoto Protocol and the Paris Agreement. In 2020, the PRC scaled up its nationally determined contributions, and pledged to achieve carbon neutrality by 2060. With the tightening of relevant policies and the expectations on the disclosure of the identification of climate risk by the Stock Exchange and other institutions, it expected that the Group will be subject to restrictions on greenhouse gas emissions by regulatory authorities.

With the Ministry of Ecology and Environment announced the implementation of the Administrative Measures for Carbon Emission Trading (Trial) from 2021, the climate-related policy and legal risks include charging of GHG emissions, enhancement of emissions reporting obligations and mandates on and regulation of existing products and services. The potential effects of those risks include increase of compliance cost such as investment involved in upgrades of existing GHG treatment system and deploying more efforts in emission monitoring and reporting.

Our Group has been monitoring our GHG emissions and air pollutant emissions to meet locally enforced environmental requirements. We have adopted the ISO 14001 Environmental Management System and followed the requirements of Higg Index (FEM). We have set emissions reduction targets to avoid sudden increase relevant compliance cost when the emission standard being tightened in the future.

中國一直積極參與履行京都條約及巴黎協議的承諾。2020年，中國擴大其國家釐定貢獻，承諾於2060年前實現碳中和。隨著相關政策收窄以及聯交所及其他協會識別氣候風險的披露期望，預期本集團將受規管機構溫室氣體排放所限制。

自2021年中華人民共和國生態環境部宣布實施碳排放權交易管理辦法(試行)，氣候相關政策及合法風險包括溫室氣體排放收費、排放報告責任以及現有產品及服務規則授權。有關風險的潛在影響包括認證成本增加(如涉及投資的現有溫室氣體處理系統升級)及更努力部署監察排放及報告。

本集團一直監察我們的溫室氣體排放及空氣污染物排放，以滿足當地執行的環境規定。我們已採用ISO 14001環境管理系統，並遵循Higg Index (FEM)的規定。我們已設立減排目標，以避免當未來排放標準收窄時相關認證成本突然增加。

SUBJECT AREA A. ENVIRONMENTAL

主要範疇A. 環境

Risk Type

風險類別

Impact Analysis and Mitigation Practice

影響分析及減輕風險措施

Transition Risks
– Market Risks
過渡風險
– 市場風險

There has been an ever increase of market demand for green product with low-carbon and water footprint, and with minimized pollution involved in the manufacturing process. The related financial risks include increase of raw material cost and shift of customer preferences.

市場對低碳及水足跡的綠色產品需求有前所未有的增加，在生產過程中涉及下限污染。有關財務風險包括原材料成本增加及客戶偏好轉變。

Our Group has been maintaining a good relationship with our suppliers and customers. We are cooperating with a list of reliable suppliers from around the world to diversify the risk of fluctuation of material price and establish long-term agreement to ensure stable quality and price of raw materials from our suppliers and thus stabilize our inventory. We constant engage with stakeholders and receive feedbacks from them to improve our business plan and strategy. Moreover, market research has been conducted to keep us updated to the latest market trend.

本集團一直與我們的供應商及客戶維持良好關係。我們與來自世界各地的可靠供應商合作，以分散物料價格的波動風險，並訂立長期協議以確保來自我們供應商的原材料質量及價格穩定，因而確保我們的存貨穩定。我們不斷與利益相關者溝通，並獲得反饋，以改善我們的業務計劃及策略。此外，我們已進行市場研究，以讓我們緊貼最新市場趨勢。

Physical Risks
實體風險

Under the effect of climate change, it is predicted that extreme weather events such as heavy rainstorm, strong typhoon and flood will occur more frequently and increased in severity. In long-termed, we observed changes in precipitation pattern and extreme variability in weather patterns, as well as global rising mean temperatures and sea levels which may lead to damage of production facilities and thus increases in operating cost, decrease in productivity and even production suspension.

在氣候變化的影響下，預測極端天氣事件如暴雨、強烈颱風及水災將發生得更頻密更嚴重。長遠而言，我們觀察到降水趨勢及天氣趨勢的極端可變性，以及全球平均溫度上升及海平面上升，可導致生產設施受破壞，並因此令營運成本上升，生產力下降，甚至暫停生產。

The existing production facilities of the Group are not in the typical extreme weather zone where typhoons, floods and heavy rainfall occur frequently. Their locations are also far away from the shoreline and river. Drainage system in the area is well established and little influence on our operation are expected from water damage. Going forward in the future, risks of extreme weather and climate change are of high priority in selecting new operation sites.

本集團現有生產設施並非位於典型極端天氣區域（即經常發生颱風、水災及暴雨的區域）。有關設施的位置亦遠離海岸線及河流。該區排水系統完善，預期水害對我們的營運造成的影響小。展望將來，極端天氣及氣候變化的風險在挑選新營運地場地時為優先考慮因素。

SUBJECT AREA B. SOCIAL

主要範疇B. 社會

EMPLOYMENT AND LABOUR PRACTICES

EMPLOYMENT

Policies

The Group employs 865 full-time employees in facilities and offices in the PRC, Bangladesh and Vietnam. We apply a people-focused approach, which prioritises health and safety as a core value along with barrier-free opportunities for career advancement and personal development. We have developed a comprehensive human resource management system to set out our management approach on compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

Remuneration and Compensation

Employees are our backbone and we strive to attract, train and retain qualified, enthusiastic and committed employees. The Group respects the right of employees to receive fair remuneration, which linked to the performance of the employees and the profitability of the Group. We offer reasonable remuneration to our employees, which exceeds the local minimum wage standards. Salary package includes base wage, allowance for accommodation, meal, full-attendance and overtime.

The Group also has a long service award in place to commend and express appreciation to employees for their long-term contributions.

Recruitment and Dismissal

We are equal opportunity employer operating in strict compliance with the labour laws of the countries where we operate. We recruit our employees based on factors, such as their work experience, education background and job requirements. The dismissal of an employee has strictly followed local laws and regulations. Forcing an employee to resign by coercion or other illegal means is strictly prohibited.

Promotion

We are committed to providing career development opportunities to our employees. The promotion of employees mainly based on their capabilities and performance.

僱傭及勞工常規

僱傭

政策

本集團於中國、孟加拉及越南的設施及辦公室聘用865名全職僱員。我們採取以人為本的方針，以健康及安全之核心價值作為首要考慮，並提供無障礙晉升及個人發展機會。我們已發展全面的人力資源管理系統，以載列我們就補償及解僱、招聘及晉升、工時、休息期、平等機會、多元化、反歧視以及其他待遇及福利的管理方針。

薪酬及補償

僱員乃我們的骨幹，我們致力吸引、培訓及挽留合資格、積極及盡責的僱員。本集團尊重僱員收取合理薪酬的權利，有關薪酬與僱員的表現及本集團的盈利能力掛鈎。我們為僱員提供高於當地最低工資標準的合理薪酬。薪酬組合包括基本薪金、房屋津貼、膳食、勤工津貼及加班津貼。

本集團亦設長期服務獎，以讚揚及感謝僱員的長期貢獻。

招聘及解僱

我們為平等機會僱主，嚴格遵守營運所在國家的勞工法例。我們基於僱員的工作經驗、教育背景及工作要求等因素聘用我們的僱員。僱員之解僱嚴格遵守當地法律及規例。我們嚴禁以脅逼或其他非法方式強逼僱員辭職。

晉升

我們致力為僱員提供職業發展機會。僱員之晉升主要基於其能力及表現。

SUBJECT AREA B. SOCIAL

主要範疇B. 社會

Working Hours and Rest Periods

In general, employees work 40 hours per week. Overtime working is voluntarily, and the allowance is given. We also employ a multi-shift system in our production line to ensure employees have adequate time to rest. All employees are entitled to public or statutory holidays each year, as well as reasonable working hours and rest periods. In addition to those holidays, employees are entitled to annual leave, sick leave, compensation leave, maternity/paternity leave, marriage leave, compassionate leave, birthday leave, etc.

Diversity, Equal Opportunities and Anti-discrimination

We do not discriminate based on ethnicity, race, gender, sexual preference, nationality or religious beliefs. As stated in our non-discrimination policy, an individual shall not be discriminated, excluded nor preferentially treated based on one's gender, age, religion, race, caste, birthplace, social background, disability status, ethnicity, nationality, membership of labour association or any other legal organisations, political affiliation or views, sexual orientation, family responsibilities, marital status, illness, etc. An employee shall not be harassed or punished for any of these reasons. There is an internal grievance process so that employees can report to the Company through the grievance channels in case they encounter any discrimination cases.

Employees' Benefits and Welfare

The Group is people-oriented and cares for employees in different ways, such as renovating canteens and dormitories to create a good working environment for employees so that employees feel the warmth of "home" when they are at the workplace. We provide benefits including labour insurance supplies benefits, festival benefits, company annual meeting benefits, etc. Benefit plans not only care about individual employees but also cover employees' family members. For employees with financial difficulties, we provide certain subsidies to support their children's education. These welfare policies ease the worries of the employees and provide good conditions for their development and growth.

Under the relevant laws and regulations in the PRC, we are required to make contributions to various employee social welfare plans for our employees. Related plans including social insurance contributions and housing provident fund contributions. According to the social insurance system in the PRC, we are required to make five types of insurance contributions for our employees, including basic endowment insurance, basic medical insurance, work injury insurance, unemployment insurance and maternity insurance. We also make housing provident fund contributions for our employees.

工時及休息期

一般而言，僱員每週工作40小時。加班乃自願性質，僱員亦將獲發津貼。我們亦在生產線採用多班制度，以確保僱員獲得充分休息時間。所有僱員每年均有權享有公眾或法定假期，以及合理工時及休息期。除有關假期外，僱員亦有權享有年假、病假、補假、產假／侍產假、婚假、恩恤假、生日假等。

多元化、平等機會及反歧視

我們並不會基於族裔、種族、性別、性傾向、國籍或宗教信仰而作出歧視。誠如我們的不歧視政策所述，任何人士不應基於其性別、年齡、宗教、種族、階級、出生地、社會地位、殘疾、族裔、國籍、工會會籍或任何其他合法組織、政治聯繫或政見、性傾向、家庭責任、婚姻狀況、疾病等而受歧視、排斥或優待。僱員不應因任何上述原因而受騷擾或懲罰。我們設有內部申訴程序，以供僱員遭遇任何歧視時透過申訴渠道向本公司匯報。

僱員待遇及福利

本集團以人為本，從多方面關懷僱員，例如翻新飯堂及宿舍，為僱員建立良好的工作環境，營造家的感覺。我們提供的福利包括勞工保險、供應品福利、節日福利、公司週年大會福利等。福利計劃不僅考慮個別僱員，更涵蓋僱員的家庭成員。對於有財政困難的僱員，我們為其子女的教育提供若干補貼。有關福利政策減輕僱員的憂慮，為彼等的發展及成長提供理想的條件。

根據中國相關法律及法規，我們須為僱員對多項僱員社會福利計劃作出供款。相關計劃包括社會保障供款及住房公積金供款。根據中國的社會保障制度，我們須為僱員作出五種保險供款，包括基本養老保險、基本醫療保險、工傷保險、失業保險及生育保險。我們亦須為僱員作出住房公積金供款。

SUBJECT AREA B. SOCIAL

主要範疇B. 社會

Employee Engagement and Team Building

We want our employees to feel like they are part of our family. We encourage team building across the entire organisation to help create a sense of cohesion and belongings. We organise sports events, competitions, field trips, festival evening parties and an annual team dinner at our production facility in the PRC. Employees in the PRC also have free access to basketball courts, table tennis, video room and library.

We care about our communities and make an effort to give back whenever we can. We plan to encourage our employees in Hong Kong S.A.R. to participate in the annual Tree Planting Day and the Walk for Millions supporting local social welfare agencies. Our employees in the United States also provides a paid day off every year for staff to volunteer with a charity of their choice.

Compliance information for relevant laws and regulations

Our business operations must comply with certain labour-related laws and regulations in the PRC, Hong Kong S.A.R., Bangladesh and Vietnam, including but not limited to:

- Employment Ordinance (Chapter 57 of the Laws of Hong Kong S.A.R.)
- Employees' Compensation Ordinance (Chapter 282 of the Laws of Hong Kong S.A.R.)
- Mandatory Provident Fund Schemes Ordinance (Chapter 485 of the Laws of Hong Kong S.A.R.)
- Minimum Wage Ordinance (Chapter 608 of the Laws of Hong Kong S.A.R.)
- Labour Contract Law of the PRC 《中華人民共和國勞動合同法》
- Social Insurance Law of the PRC 《中華人民共和國社會保險法》
- Administrative Regulations on Housing Provident Funds 《住房公積金管理條例》
- Bangladesh EPZ Labour Act, 2019 (the "ELA")
- Labour Code 2012 in Vietnam

To the best of our Directors' knowledge, the Group was not aware of significant non-compliance issues in this regard during the Reporting Period.

僱員參與及團隊訓練

我們希望僱員融入我們的大家庭。我們鼓勵全公司上下建立凝聚力及歸屬感。我們於中國生產設施舉辦體育活動、比賽、考察活動、節日晚會及週年團隊聚餐。中國僱員亦可免費使用籃球場、乒乓球場、影音室及圖書館。

我們在任何可行情況下致力回饋及關懷我們的社區。我們計劃鼓勵香港特區僱員參與週年植樹日及百萬行活動，支持本地社福機構。我們的美國僱員亦有每年一日的有薪假期，為彼等自行選擇的慈善團體提供義工服務。

相關法律及規例的合規資料

我們的業務營運須遵守中國、香港特區、孟加拉及越南若干勞工相關法律及規例，包括但不限於：

- 香港特區法例第57章《僱傭條例》
- 香港特區法例第282章《僱員補償條例》
- 香港特區法例第485章《強制性公積金計劃條例》
- 香港特區法例第608章《最低工資條例》
- 《中華人民共和國勞動合同法》
- 《中華人民共和國社會保險法》
- 《住房公積金管理條例》
- 《孟加拉國出口加工區勞動法》(「出口加工區勞動法」)
- 越南《2012年勞工守則》

據董事所深知，本集團並不知悉於報告期間有關此方面的重大不合規情況。

SUBJECT AREA B. SOCIAL

主要範疇B. 社會

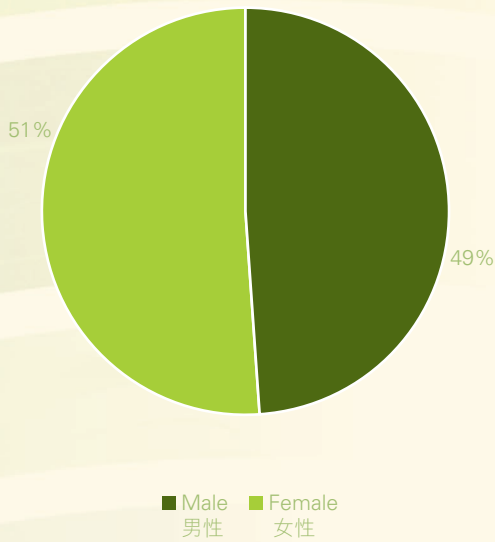
Employee Profile

The following figures cover operations in the PRC, Bangladesh and Vietnam. As at 31 December 2020, we have employed a total of 865 employees. The number of employees by gender, age group, employment type and geographical region are illustrated in the charts below.

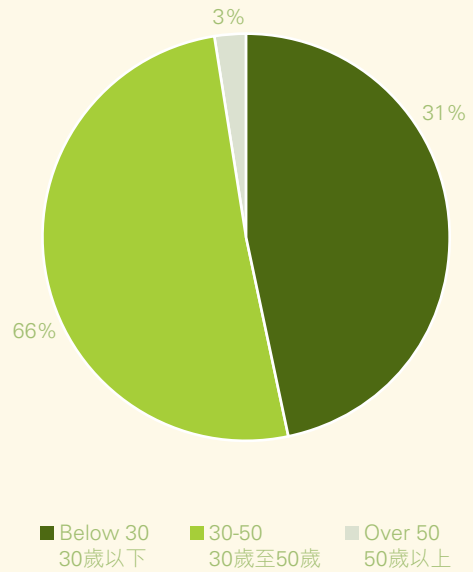
僱員概況

以下數字涵蓋中國、孟加拉及越南的業務。截至2020年12月31日，我們共僱用865名僱員。下圖顯示按性別、年齡組別、僱傭類型及地域劃分的僱員數目。

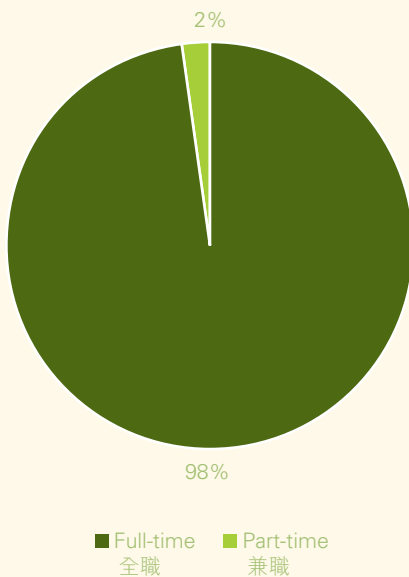
By Gender
按性別劃分



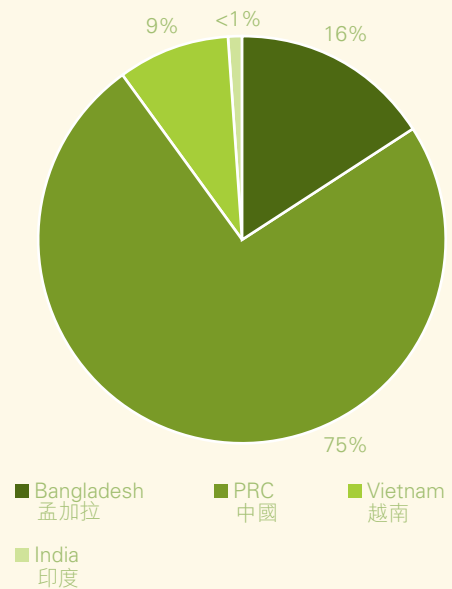
By Age Group
按年齡組別劃分



By Employment Type
按僱傭類型劃分



By Geographical Region
按地域劃分



SUBJECT AREA B. SOCIAL

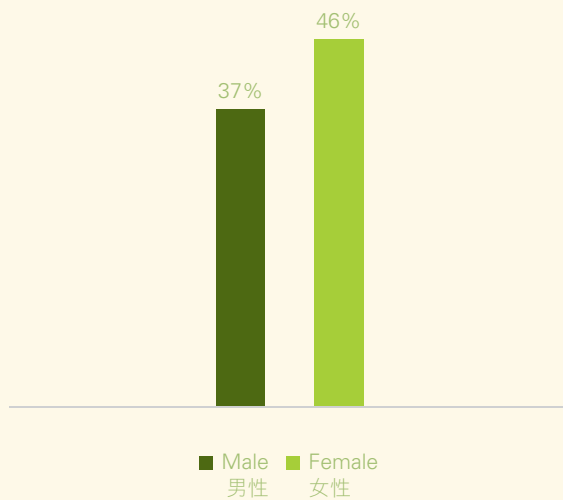
主要範疇B. 社會

Employee Turnover Rate

僱員離職率

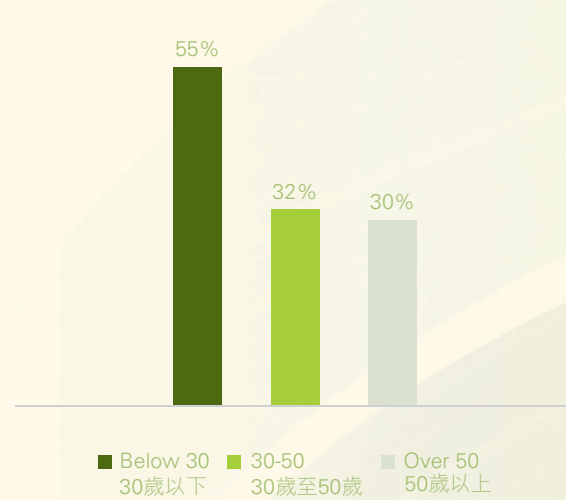
Turnover Rate By Gender

按性別劃分的離職率



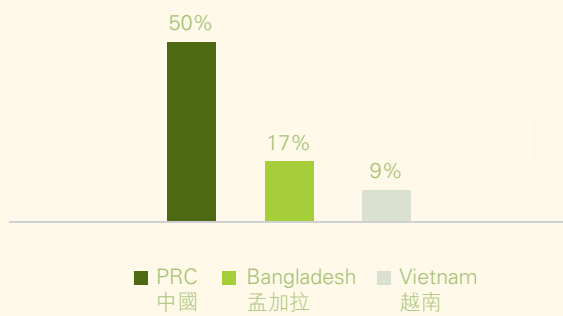
Turnover Rate By Age Group

按年齡組別劃分的離職率



Turnover Rate By Geographical Region

按地域劃分的離職率



SUBJECT AREA B. SOCIAL

主要範疇B. 社會

HEALTH AND SAFETY

Policies

Employees' health and safety are one of the Group's core values. We strive to create a safe and healthy work environment. Full-time employees are enrolled in our group medical plan and are provided with regular physical checkups through arrangements with partner medical institutions.

We have set up policy and procedures regarding workplace safety and healthy work environment. We have placed instructions and procedures for the safe operation of the machinery and equipment in our production facilities to remind employees of the importance of safety practices. Further, through participating in occupational health and safety training we organise, we ensure that our employees learn about potential occupational hazards in their positions and have taken precautionary measures. In addition, occupational hazard notices have also been posted to raise employees' safety awareness.

To promote the productivity, skills and professionalism of our employees, we, from time to time, offer our staff, in particular, our staff from the logistics department, with occupational safety training aimed at reducing the chance of any accidents in our workplace, or if an accident should occur, the damages incurred by it, in our workplace. All accidents in our workplace, including information on the employee involved, date, time and place of the accident and future precaution any measures, were properly documented and recorded.

In 2020, we alerted the impacts on COVID-19 to our daily lives. First of all, we followed the local government requirements and recommendations on the suspension of gathering or even to close offices and factories as necessary for the appropriate duration to protect the health of employees and the community. We did make a clear, regular and transparent communications with employees on the impact of COVID-19 to their daily operation, a necessary to implement the public health and safety measures, as well as, the company policy and procedure on sick leave, medical leave and home office.

We provided cleaning and protective equipment to employees such as hand sanitizer, anti-bacterial soap, tissues and facemasks. We requests employees to wear facemask and to keep recommended social distance during working hours. We had daily housekeeping and cleaning of the workplace, canteen, pantry, rest area and the public area. Especially pay attention on workstations, washroom, chairs, door handles and floors.

健康及安全

政策

僱員的健康及安全乃本集團的核心價值。我們致力創造安全及健康的工作環境。全職僱員加入我們的集團醫療計劃，透過與合夥醫療機構的安排，獲提供定期身體檢查。

我們已制定有關工作場所安全及健康工作環境的政策，並就此設立程序。我們於生產設施放置安全操作機器及設備的指示及程序，以提醒僱員安全操作的重要性。此外，透過參與我們舉辦的職業健康及安全培訓，我們確保僱員得悉其崗位的潛在職業危害並採取預防措施。此外，我們已張貼職業危害通告，以提高僱員的安全意識。

為提升僱員的生產力、技能及專業水平，我們不時向員工(尤其是物流部的員工)提供職業安全培訓，旨在降低於工作場所發生任何意外的機會或(倘意外發生)其構成的破壞。所有於工作場所發生的意外(包括牽涉的僱員資料、意外的日期、時間及地點以及任何未來預防措施)均已妥善存檔及記錄。

於2020年，我們察覺到COVID-19對日常生活的影響。首先，我們遵循當地政府規定及建議，在必要時暫停聚會，甚至在適當期間內關閉辦公室和工廠，以保障僱員和社區的健康。為實施公眾健康及安全措施，我們與員工進行清晰、定期及具透明度的必要溝通，當中涉及COVID-19對員工日常營運的影響，以及有關病假及在家公作的公司政策及程序。

我們為僱員提供清潔及防護設備，例如洗手液、抗菌肥皂、紙巾及口罩。我們要求僱員在工作時間內戴上口罩，並保持建議社交距離。我們每日在工作場所、飯堂、茶水間、休息區及公共區域進行整理及清潔，並特別注意辦公區域、洗手間、椅子、門柄及地板。

SUBJECT AREA B. SOCIAL

主要範疇B. 社會

We also took precautionary measures to minimize possibility of COVID-19 spreading. We measured body temperature daily for everyone who entered into offices and factories including visitors. We reduced the number of face-to-face meeting, social events, non-essential travel to location with ongoing COVID-19 outbreaks. Alternatively, we encourage our employees to use video conferencing platform, social medium tools and electronic communication tools to keep internal and external communications.

In addition, we listened our employees concerns on COVID-19 and to encourage them to address their stress, fear or worries, so as to provide psychological supports when needs. We did provide necessary hygiene education to employees to raise their awareness, like washing hands, wearing facemask, covering mouth and nose when coughing, etc.

Compliance information for relevant laws and regulations

Our production facilities are subject to various laws and regulations on occupational health and safety in the PRC, Bangladesh and Vietnam. Apart from the above laws and regulations, we are also subject to certain conventions under the International Labour Standards in relation to the working environment and conditions in respect of our production facilities in the PRC and Vietnam.

- Regulations on Safety Production of Guangdong Province 《廣東省安全生產條例》
- Fire Prevention Law of the PRC 《中華人民共和國消防法》
- Labour Law of the PRC 《中華人民共和國勞動法》
- Bangladesh EPZ Labour Act, 2019
- Labour Code 2012 in Vietnam
- Law on Fire Prevention and Fighting of Vietnam
- Internal Labor Rules in Binh Duong Industrial Zones Authority in Vietnam

我們亦採取預防措施，以盡可能減少COVID-19疫情擴散的可能性。我們每日為進入辦公室和工廠的各人士(包括訪客)量度體溫。我們減少面對面會議、社交活動及前往COVID-19疫情爆發地區的非必要差旅。我們鼓勵僱員使用視像會議平台、社交媒體工具及電子通訊工具，作為保持內部和外部通訊的替代方案。

此外，我們聽取僱員對COVID-19疫情的憂慮，並鼓勵彼等正視壓力、恐懼或擔憂，以在需要時為彼等提供心理輔導。我們為僱員提供必要的衛生教育，以提高彼等的意識，例如洗手、戴口罩、咳嗽時掩蓋口鼻等。

相關法律及法規的合規資料

我們的生產設施須遵守中國、孟加拉及越南多項有關職業健康及安全的法律及法規。除上述法律及法規外，我們亦須遵守國際勞工守則項下有關中國及越南生產設施有關工作環境及條件的若干慣例。

- 《廣東省安全生產條例》
- 《中華人民共和國消防法》
- 《中華人民共和國勞動法》
- 2019年《孟加拉國出口加工區勞動法》
- 越南《2012年勞工守則》
- 越南《防火及滅火法以及其實施指引》
- 越南平陽工業區管理局的內部勞工規則

SUBJECT AREA B. SOCIAL

主要範疇B. 社會

Our Directors confirm that there were no material accidents, work injury claims for personal or property damages, compensation to staff or any other incidents arising from non-compliance with occupational health and safety laws and regulations during the Reporting Period.

Occupational health and safety measures

We regularly evaluate our production areas for temperature, noise, lighting and chemical impacts and release the findings to our employees for full transparency. A health, safety and environment committee has been specifically established under our 6S management system to provide on-the-job training and educate employees on work safety at the source.

The committee comprises management members across all departments and is involved in the following areas:

- Monitoring potential safety risks through a safety control system
- Personal hygiene guidance and training
- Production safety training
- Fire prevention
- Chemical risk management
- Environmental protection
- Energy conservation
- Waste management

The committee holds regular meetings. All meeting minutes and safety reports are recorded and made public to the employees.

To the best of our Director's knowledge, the Group was not aware of any major work-related injuries or deaths due to work and there was no lost day due to work injury during the Reporting Period.

董事確認，於報告期間，概無因未有遵守職業健康及安全法律及法規而導致的重大意外、人身傷亡索償、財產損失、向員工賠償或任何其他意外。

職業健康及安全措施

我們定期評估生產區域的溫度、噪音、照明及化學影響，並向僱員發佈該等數據，以提供全面透明度。本集團已根據6S管理系統特別成立一個健康、安全及環境委員會，向僱員提供在職培訓及教育彼等有關在源頭的工作安全。

委員會包括所有部門的管理層成員，並涉及以下方面：

- 透過安全監控系統監管潛在安全風險
- 個人衛生指引及培訓
- 生產安全培訓
- 防火
- 化學風險管理
- 環境保護
- 節能
- 廢物管理

委員會舉行定期會議。所有會議記錄及安全報告均有記錄，並公開予僱員查閱。

就董事所深知，本集團並不知悉任何重大因工傷亡個案，且於報告期間並無因工傷而損失工作日。

SUBJECT AREA B. SOCIAL

主要範疇B. 社會

TRAINING AND DEVELOPMENT

Policies

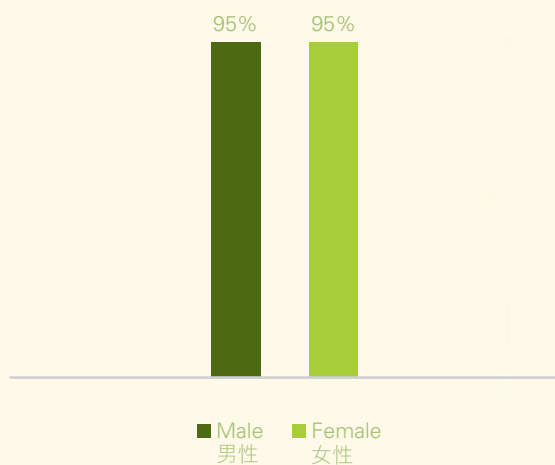
The Group believes the quality and skills of our employees are critical for our business and operations. Hence, we provide training to our employees on a continuous and regular basis covering areas such as machines operation, work safety, fire safety, and the safe use and storage of chemical products to enhance their technical knowledge, skills and work efficiency.

We want all our people to succeed and offer various skills training for new employees. We perform regular employee assessment to evaluate individual employee's performance based on each department's key performance indicators and reward stellar results. We also provide professional management training to enrich management knowledge and facilitate the development of business skills. The Company encourages employees to develop themselves and provides incentives for skill development. The following figures cover operations in the PRC, Bangladesh and Vietnam.

Percentage of employee received training in 2020

By Gender

按性別劃分



培訓及發展

政策

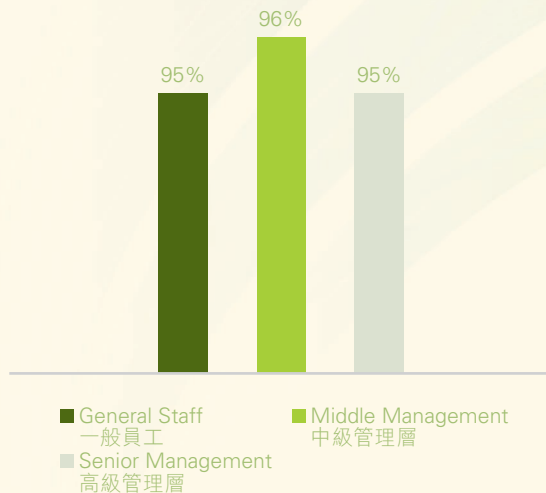
本集團相信，我們的僱員質素及技能對業務營運至關重要。因此，我們持續及定期為僱員提供培訓，範圍涵蓋機器操作、工作安全、消防安全及安全使用及貯存化學品等，旨在提高彼等的技術知識、技巧及工作效率。

我們期望我們所有的僱員均能取得成功，故向新入職的僱員提供各種技能培訓。為評估個別僱員的表現，我們根據各部門的關鍵績效指標對個別僱員進行評估，並就傑出表現提供獎勵。我們亦提供專業管理培訓，豐富管理知識及推動商業技能發展。本公司鼓勵僱員發展，並提供技能發展獎勵。以下數字涵蓋中國、孟加拉及越南的業務。

2020年接受培訓的僱員百分比

By Employment Category

按僱傭類型劃分

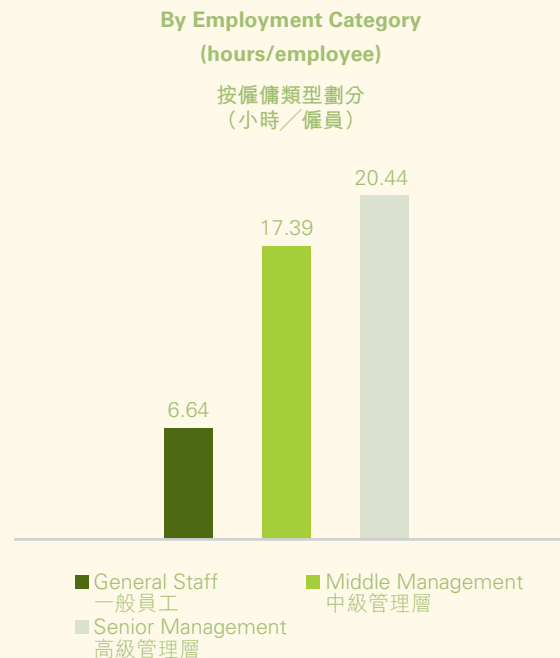
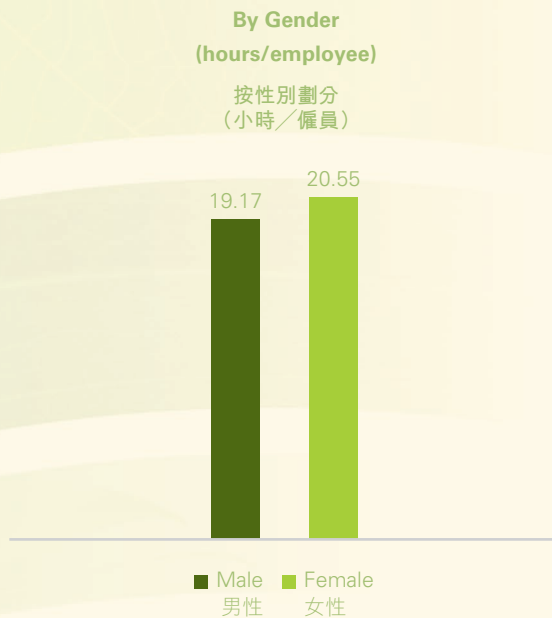


SUBJECT AREA B. SOCIAL

主要範疇B. 社會

Average hours of training per employee in 2020

2020年每名僱員的平均培訓時數



LABOUR STANDARDS

Policies

The Group is committed to maintaining high labour standards in our production facilities. We have adopted the standards under the Sedex Members Ethical Trade Audit and the amfori BSCI Audit for assessing our business standards, we ensure that our business activities and practice are managed and are in compliance with the recommended best practices in the above areas.

Prohibition of child labour

The Group has established policies and procedures aiming at avoiding any exploitation of children, both directly and indirectly. When new employees join the Group, we would check the authenticity of identity documents, which would be returned to them. We have set up the protection and rescue of child labour procedure in case of discovering child labour. During the Reporting Period, the Group did not discover any cases of employment of child labour.

勞工準則

政策

本集團承諾於生產設施維持高水平的勞工標準。我們已採納Sedex會員道德貿易審核及amfori BSCI 審查項下的標準，以評估我們的業務標準。我們確保我們的業務活動及慣例受管理，並符合上述範疇的建議最佳常規。

禁止童工

本集團已成立政策及程序，旨在直接及間接地避免任何剝削兒童的行為。當有新僱員加入本集團，我們會檢查身份證明文件的真偽，有關文件亦將予歸還。我們已就發現童工的情況成立保護及拯救童工程序。於報告期間，本集團概無發現任何聘用童工的事件。

SUBJECT AREA B. SOCIAL

主要範疇B. 社會

Protection of young workers

Young workers refer to those aged 16 and above but under 18 according to the laws and regulations in the PRC. We have established related policies on the protection of young workers including limit young workers' working hours, providing health check regularly and not to contact with hazardous materials. We also established a related risk identification form for young workers.

And, if we employ young workers, the management should provide occupational health training and grievance mechanism training for the workers. During the Reporting Period, no young workers were employed.

Prohibition of forced or bonded labour

We exercise due diligence to avoid engaging in any form of bonded labour. We have established procedure to avoid engaging in any form of bonded labour and trained to workers. We took necessary measures to understand what can be considered as bonded labour and which hiring or engagement practices may introduce that risk, such as keeping workers personal documents in deposits, apply unlawful retention of wage or benefits etc. We strive to ensure that our employees work without unreasonable pressure and disciplinary measures imposed on an employee are legal and ethical, such as a verbal warning, warning letter and termination. Any cruel, inhuman or degrading punishments are strictly prohibited. During the Reporting Period, the Group did not discover any cases of employment of forced or bonded labour.

Compliance information for relevant laws and regulations

Our production facilities in the PRC and Vietnam are subject to the local labour laws and regulations, which are stated in the section headed "Employment" in this Report, and also relevant international conventions under the International Labour Standards in relation to product safety, labour (including the use of child labour), working environment and conditions. To the best of our Directors' knowledge, the Group was not aware of significant non-compliance issues in this regard during the Reporting Period.

保障青年員工

根據中國的法律及法規，青年員工指16歲或以上但18歲以下的人士。我們已制定保障青年員工的相關政策，包括限制青年員工的工作時數、提供定期健康檢查以及不得接觸有害物料。我們亦已為青年員工制定相關風險識別表。

倘我們僱用青年員工，管理層須向該等員工提供職業健康培訓及投訴機制培訓。於報告期間，概無僱用任何青年員工。

禁止強制或契約勞工

我們進行盡職審查，以避免聘用任何形式的契約勞工。我們已制定有關程序，防止對工人從事任何形式的契約勞工及培訓。我們採取必要措施以了解會被視作契約勞工的行為以及可能帶來該風險的聘請或僱用方式，例如保留員工個人資料作存置、非法扣留工資或福利等。我們致力確保僱員的工作不包含任何不合理的壓力，向僱員實施的紀律措施（例如口頭警告、警告信及停職）均為合法及符合道德，並嚴禁任何殘暴、不人道或貶低身份的懲罰。於報告期間，本集團並無發現任何僱用強制或契約勞工的事件。

相關法律及法規的合規資料

我們於中國及越南的生產設施須遵守當地勞工法律及法規，該等法律及法規於本報告「僱傭」一節內列明。我們亦須遵守國際勞工守則項下有關產品安全、勞工（包括使用童工）工作環境及條件的相關國慣例。就董事所深知，本集團於本報告期間並不知悉有關重大不合規事宜。

SUBJECT AREA B. SOCIAL

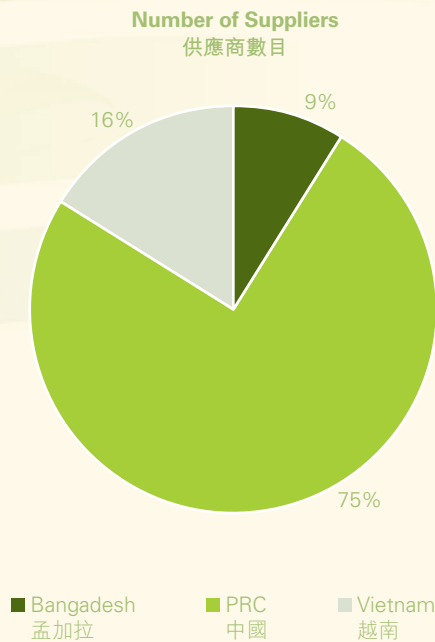
主要範疇B. 社會

OPERATING PRACTICES

SUPPLY CHAIN MANAGEMENT

Supplier management is a dominant component in an overall quality management process. According to ISO9001, we have a supplier management system to review the quality performance of suppliers. We take regular on-site supplier assessments to evaluate their supplied materials meet the customer quality requirements and social compliance needs.

The Group mainly sources raw materials such as papers, chemical products, strings and seals, and yarns from suppliers located in the PRC. Apart from suppliers for raw materials, we also engage external subcontractors to produce some of our products to meet demands of some of our customers, this applies to situations where we do not have production facilities or certain production processes which are more labour intensive are subcontracted for better time management and efficiency, such as folding of bags and packaging boxes and putting strings through hang tags. During the Reporting Period, our production facilities have engaged 56 suppliers and 6 subcontractors. The number of suppliers and subcontractors of operations in the PRC, Bangladesh and Vietnam by geographical region are illustrated in the charts below.

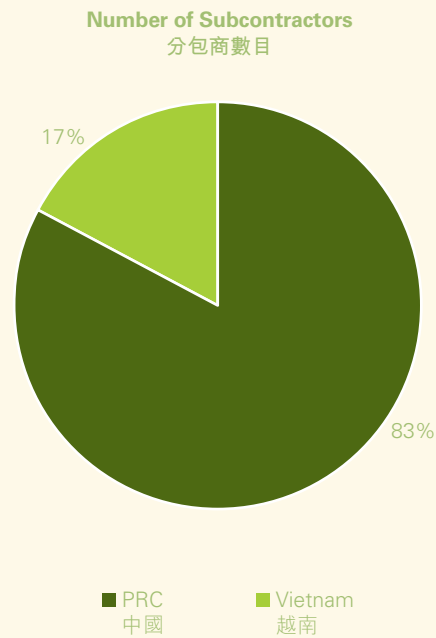


營運常規

供應鏈管理

供應商管理為整體品質管理過程中的主要組成部分。根據ISO9001，我們設有供應商管理系統以審查供應商的品質表現。我們定期進行現場供應商評估，以評估供應的材料是否符合客戶品質要求及社會合規要求。

本集團主要向位於中國的供應商採購紙張、化學品、繩及封條以及紗線等原材料。除原材料供應商外，我們亦委聘外部分包商生產若干產品以滿足若干客戶需求，此應用於我們並無生產設施的情況，或進行若干較勞工密集的生產程序，以求達致更理想的時間管理及效率，例如折疊袋及包裝盒以及用繩穿起吊牌。報告期間，我們的生產設施已委聘56名供應商及6名分包商。下圖顯示中國、孟加拉及越南按地域劃分的供應商及分包商數目。



Supplier Assessment

Our procurement and quality control staff will normally conduct a quality assessment on the potential suppliers before they are selected as our approved suppliers. The quality assessment involves the inspection of relevant qualification certificates, such as FSC, GRS and OEKO-TEX certificate, raw materials samples and in some cases, the production sites, of the suppliers. After the potential supplier is approved, we will add the supplier to our approved supplier list. The approved supplier list is reviewed on an annual basis for their performance based on the above criteria. An internal grading would be given to our suppliers following the performance reviews in respect of which we would adjust our ongoing purchase orders with the suppliers with reference to such internal gradings.

供應商評估

我們的採購及品質監控員工一般於彼等獲選為我們的認可供應商前對潛在供應商進行品質評估。品質評估包括檢閱相關質量證書，如供應商的FSC、GRS及OEKO-TEX證書、原材料樣本以及(於部分情況下)生產場地。潛在供應商獲認可後，我們會將供應商納入認可供應商名單。認可供應商名單根據上述標準每年檢討表現一次。表現檢討後，我們將向供應商給予內部評級，而我們將參考有關內部評級調整日後向供應商下的採購訂單。

SUBJECT AREA B. SOCIAL

主要範疇B. 社會

Suppliers Management

We mainly engage only suppliers which are on our approved supplier list. In some cases, apparel brands may require us to procure raw materials from their designated suppliers.

We generally select our suppliers based on the following criteria: (i) product quality; (ii) price; (iii) their production capability and stability in the supply of raw materials; (iv) their logistic arrangements; (v) payment terms offered; and (vi) after-sale services.

Subcontractors Management

We maintain a list of subcontractors and take into account factors such as product quality, pricing, the proximity of their factories or workshops to our production facilities, time of delivery and years of their business relationship with us as key considerations when we select our subcontractors. After we have approved a subcontractor, we will add the subcontractor to our approved vendor list and will engage only those subcontractors from our approved vendor list. We review the performance of our subcontractors on an annual basis in terms of product and service quality. As part of our quality control, we inspect the quality of the products from our subcontractors on a random basis. We may also visit their production facilities and inspect their work process where required.

PRODUCT RESPONSIBILITY

Policies

The Group principally manufactures and sells apparel labels and trim products, which are largely accessories attached to apparel products, such as hangtags, woven labels, printed labels and heat transfer products.

Product Health and Safety/Quality

The Group is committed to investing in environmentally sustainable solutions in the production of recycled, eco-friendly and sustainable apparel labels and trim products. As such, we are guided by the principles of integrity, efficiency and product quality. To that end, we have in place detailed production and quality control procedures to ensure that our products meet or often exceed the relevant industry standards and/or customer quality requirements. This helps promote customer confidence in our products. The Group has obtained various certifications that demonstrate that our products are of high quality, environmentally and socially responsible.

供應商管理

我們主要僅委聘名列認可供應商名單的供應商。於若干情況下，服裝品牌可能要求我們從彼等指定的供應商採購原材料。

我們一般根據下列準則甄選供應商：(i)產品品質；(ii)價格；(iii)產能及原材料供應的穩定性；(iv)物流安排；(v)所提供的付款條款；及(vi)售後服務。

分包商管理

我們設有分包商名單，並在甄選分包商時計及多項因素，包括以下主要考慮：產品質素、定價、工廠或工場是否鄰近我們的生產設施、交付時間以及與我們建立業務關係的年期。批准分包商後，我們將把該分包商加入認可賣家名單，並僅會委聘認可賣家名單上的分包商。我們每年就分包商在產品及服務質素方面的表現審閱分包商。作為品質控制的一部分，我們隨機檢查分包商的產品品質。我們亦可能於有需要時視察彼等的生產設施及檢測彼等的工作程序。

產品責任

政策

本集團主要生產及銷售服裝標籤及裝飾產品，主要為附於服裝產品的配件，例如吊牌、織唛、印唛及熱轉印產品。

產品健康與安全／品質

本集團致力投資於在環保方面可持續的解決方案，生產已循環再用、環保及可持續的服裝標籤及裝飾產品。因此，我們奉行誠信、效率及產品品質的原則。為此，我們實行詳細的生產及品質監控程序，以確保我們的產品符合或經常高於相關行業標準及／或客戶的品質要求。此舉有助增強客戶對我們產品的信心。本集團已獲授多項認證，顯示我們的產品為高品質，均對環境及社會負責任。

SUBJECT AREA B. SOCIAL

主要範疇B. 社會

- **ISO 9001:2015 Quality Management System**
It demonstrates our ability to consistently provide products that meet customer and applicable statutory and regulatory requirement, and our determination to enhance customer satisfaction through the effective application of the system, including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements.
- **ISO 14001:2015 Environmental Management System**
It demonstrates our determination to enhance our environmental performance and to manage our environmental responsibilities in a systematic manner that contributes to the environmental pillar of sustainability.
- **Forest Stewardship Council (FSC) – Chain of Custody Certification**
It provides credible confirmation that the materials we used come from environmentally and socially responsible sources along the supply chain, from forest to the market.
- **bluesign System Partner Certification**
It indicates that our products are made of bluesign® approved textile accessories for apparel and demonstrates our effort in sustainable processes, such as producing our products in a safe and resource-conserving way with a minimum impact on people and the environment.
- **G7 Master Facility Colorspace Certification**
It demonstrates our knowledge and skill in meeting the G7 methodology in a graphic communications production environment, such as our capability of providing colour consistency in our printing products.
- **G7 Process Control Master Facility Certification**
It demonstrates our thorough knowledge and skill of the fundamental best practices of process control in a graphic communications production environment. We are the first recipient of this certification in the Greater China Region.
- **OEKO-TEX Standard 100 Certification**
It demonstrates that our products meet the human-ecological requirements of the Standard 100 by OEKO-TEX in that they have been tested and certified to be free from harmful levels of more than 100 substances known to be harmful to human health.
- **Global Recycled Standards 4.0 Certification**
It is the leading standard for recycled materials in the apparel industry, which demonstrates that our hang tags, printed labels, woven fabrics, woven labels and strings and seals products meet the globally recognised recycling standard as well as the social, environmental and chemical processing requirements under the standard.
- **ISO 9001:2015品質管理系統**
此認證展示我們持續提供符合客戶及適用法定及監管規例的產品的能力，以及透過有效應用系統(包括改善系統的過程及向客戶及就適用法定及監管規例的合規保證)提升客戶滿意度的決心。
- **ISO 14001:2015環境管理系統**
此認證展示我們提升環境績效及有系統地管理環境責任的決心，為可持續發展的環境支柱作出貢獻。
- **森林管理委員會(FSC) – 產銷監管鏈認證**
此就我們所使用的物料均來自供應鏈(由森林至市場)之有環境及社會責任的來源提供可信確認。
- **bluesign系統合作夥伴認證**
此認證顯示我們的產品乃以bluesign®認可的服裝紡織配件製成，並印證我們在可持續流程中付出的努力，例如以安全而節省資源的方式在對人類及環境造成最低影響的情況下生產產品。
- **G7 Master Facility Colorspace認證**
此認證展示我們於圖文傳播生產環境下符合G7方法的知識及技術，例如我們能夠就印刷產品提供一致色彩。
- **G7 Process Control Master Facility認證**
此認證展示我們於圖文傳播生產環境下對流程監控的基本最佳常規之全面知識及技巧。我們為大中華區首個獲授此認證的企業。
- **OEKO-TEX Standard 100環保產品認證**
此認證證明我們的產品符合OEKO-TEX Standard 100的人類生態規定，其經測試及驗證後證實不含超過100種已知對人體健康有害的物質。
- **全球回收標準4.0認證**
為服裝行業中回收物料的領先標準，顯示我們的吊牌、印嚙、機織布、織嚙以及繩及封條產品符合全球認可的回收標準以及標準下的社會、環球及化學加工規定。

SUBJECT AREA B. SOCIAL

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- **Cradle to Cradle Products Innovation Institute Material Health (Gold Level) Certification**
It indicates that our patch products have been assessed based on chemical hazard identification under a globally recognised material health assessment methodology and that they are free from exposure from carcinogens, mutagens or reproductive toxicants.
- **Business Social Compliance Initiative Code of Conduct (BSCI)**
The amfori BSCI is based on the labor standards of the International Labour Organization (ILO) and other important international regulations like the UN Charta for Human Rights, as well as on national regulations. This initiative aims at continuously improving the social performance of suppliers, ultimately enhancing working conditions in factories worldwide.
- **Sedex Members Ethical Trade Audit (SMETA)**
It is a on-site audit conducted by independent third party to assess how labor, health and safety, environmental and business ethics standards are being met.
- **Cradle to Cradle Products Innovation Institute Material Health (Gold Level) 認證**
此認證顯示我們的補丁產品已由全球認可的評估方法項下的化學危害辨識所評估及其並不含有致癌物、誘變劑或具有再生毒性的化學品。
- **商業社會合規倡議行為準則(BSCI)**
amfori BSCI基於國際勞工組織(ILO)的勞工標準以及聯合國人權憲章(Charter for Human Rights)等其他重要國際法規以及國家法規。該計劃旨在不斷改善供應商的社會績效，最終改善全球工廠的工作條件。
- **Sedex 會員道德貿易審核(SMETA)**
此乃由獨立第三方進行的現場審核，以評估如何滿足勞工、健康與安全、環境及商業道德標準。

Chemical Management

Chemicals play a vital role in many of our manufacturing processes and we have been working hard to address the impact these chemicals have on the environment, the health and safety of our workers and the end consumer. We are continually upgrading our product integrity standards to ensure our products comply with globally-recognised hazardous substance requirements. All the purchased in chemicals whatever for sampling or for bulk production should have the latest MSDS for confirming all the utilized chemicals are safe. In 2020, our chemical management system meets the requirements set out by ISO14001, Higg Index (FEM), bluesign, Oeko-tex as well as several of our customers' independent chemical safety standards.

Restricted Substances List

The Group has an internal restricted chemical list, in which it has more 700 chemicals. The internal restricted chemical list has set up the internal commercial tolerance for application. The internal commercial tolerances are made at least an alignment with CPSIA, REACH, AFIRM, bluesign, Oeko-tex and RSL from clients. In 2020, we kept check and made comparison with the latest published restricted chemical list and their commercial tolerance in order to ensure the manufactured products are considered as chemical safe for application.

Quality Management

Our production facility in the PRC is ISO 9001 certified for its quality management system. We take pride in the quality of the products we produce and strongly emphasise quality control over our products. We implement stringent quality control systems and procedures.

化學品管理

化學品於我們多個生產過程中擔當重要的角色，故我們一直努力解決此等化學品對環境、我們的工人及終端客戶的健康及安全造成的影響。我們持續提升產品誠信準則，以確保產品符合全球認受的有害物質規定。所有購入化學品(不論用作抽樣或大量生產)均須有最新物料安全資料表，以確保所有使用的化學品安全。2020年，我們的化學品管理系統達到ISO14001、Higg Index (FEM)、bluesign、Oeko-tex所載規定，亦達到我們若干客戶的獨立化學品安全標準。

限用物質清單

本集團有內部受限化學品清單，當中列載700多種化學品。內部受限化學品清單已就應用化學品設立內部商業容差。內部商業容差至少與從客戶的CPSIA、REACH、AFIRM、bluesign、Oeko-tex及RSL列齊。2020年，我們就最新刊發的受限化學品清單與其商業容差進行檢查及比較，以確保生產產品在化學層面上安全予應用。

品質管理

我們於中國的生產設施的品質管理系統獲ISO 9001認證。我們以我們生產的產品品質為傲，並非常注重產品的品質控制。我們實施嚴格的品質控制制度及程序。

SUBJECT AREA B. SOCIAL

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Our quality control team performs internal reviews on the quality control system and procedures from time to time to ensure they are up to international and industry standards. Apart from performing quality control on the production process, our quality control team is also responsible for conducting regular inspections on our machines and equipment to ensure they can perform at an optimum level. Regular internal assessments are conducted on our quality management systems to ensure they are in continuous compliance of international and industry standards. We do not have any product warranty policy. In the event that there are any potential issues regarding the quality of our products, our quality control team will negotiate with our customers to resolve the issues, including rectifying the defects, producing and delivering the products again or offering credits to our customers for the defective quantities.

We continue to improve our quality management system by third-party laboratory testing and certification to ensure products satisfy the world's standards. Company has the product traceability to guide the construction of product traceability system and constantly improve product traceability in the existing developed Enterprise Resource Planning (ERP) system. For the time being, we have both international and domestic customer service teams to provide timely, effective and high quality customer service. During the Reporting Period, we are not aware of any serious violations of the regulations on product compliance and quality, as well as product safety and health. Also, there is no incident of product quality, product safety or health problems that requires to cause any product recalls from the market.

Product Recall Procedure

Once product quality issue is addressed by customer complaint, internal discover or other information sources, product recall procedure will be initiated. We will assess the quality issues and consider any further action required. If a product recall action is required, we identify all related parties, i.e. customers, distributors, business partners, internal departments, suppliers, related authorities, etc. Depending on different parties, we will inform the details of the product recall decision through appropriate communication channels. Products recalled will be labelled as disqualified for further handling. The cause, extent and result of the recall will be recorded and reported. Based on the result, we will rectify and implement corrective actions.

During the Reporting Period, we did not aware of any cases of product recalls for safety and health reasons.

Customer Services and Complaint Handling

The Group takes pride in providing our loyal customers with multiple ways to engage with the Group. We aim to provide exceptional customer service through our many touchpoints such as our global offices, online channels and the many trade shows we attend every year.

Our customer service team is responsible for maintaining relationships with our existing customers. Our customer service team communicates with our customers regularly to collect their feedback on our products as well as with our other departments to follow up on customers' orders. They are also responsible for handling complaints from our customers. Complaints received are handled promptly and if required, we will dispatch appropriate personnel to the location of the complainant to attend to their needs.

品質監控團隊不時對質量監控系統及程序進行內部審閱，以確保其符合國際及行業標準。除對生產過程進行品質監控外，品質監控團隊亦負責對機器及設備進行定期檢查，以確保其能以最佳水平運作。我們亦就品質管理系統進行定期內部評估，以確保其持續符合國際及行業標準。我們並無任何產品保修政策。倘出現任何有關產品品質的潛在問題，我們的品質監控團隊將與客戶磋商以解決問題，包括糾正缺陷、再次生產及交付產品或就出現缺陷的數量向客戶提供信貸。

我們繼續透過第三方實驗室測試和認證改善品質管理系統，以確保產品符合世界標準。本公司設有產品追溯，以構建產品可追溯性系統，並在現有已開發企業資源計劃(ERP)系統不斷改善產品可追溯性。目前，我們擁有國際和國內客戶服務團隊，以提供及時、有效和高質量的客戶服務。報告期內，我們並不知悉任何嚴重違反有關產品合規及質量以及產品安全與健康規例的情況。此外，並無發生導致在市場回收任何產品的產品質量、產品安全或健康問題。

產品回收程序

倘一經透過客戶投訴、內部發現或其他信息來源發現產品質量問題，則將開始產品回收程序。我們將評估質量問題，並考慮採取任何進一步的行動。若需開始產品回收程序，我們將確認所有關聯方，即客戶、分銷商、業務合作夥伴、內部部門、供應商及相關部門等。根據不同關聯方，我們將透過適當的溝通渠道告知產品回收決定的詳細信息。回收的產品將被標記為不合格，以作進行進一步處理。回收的原因、程度及結果將被記錄並報告。我們將根據結果糾正及落實改正措施。

報告期內，我們並不知悉任何有關安全及健康原因的產品回收事件。

客戶服務及投訴處理

本集團對於向我們的忠實客戶提供多種方式委聘本集團而感到自豪。我們旨在透過多個接觸點(例如我們於全球的辦公室、線上頻道及我們每年參與的多個貿易展覽會)提供與眾不同的客戶服務。

我們的客戶服務團隊負責維持與現有客戶的關係。我們的客戶服務團隊定期與客戶及其他部門溝通，以分別收集彼等的反饋及跟進客戶訂單。彼等亦負責處理客戶投訴。我們於接獲投訴後將及時處理，並於有需要時派遣合適員工至投訴人所在地點以處理彼等的需要。

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During the Reporting Period, we did not receive any material complaints or claims from our customers.

Intellectual Property and Privacy Protection

Apart from trademarks and domain names of the Group, there are no other trade or service marks, patents, other intellectual or industrial property rights which are or may be material to the business of the Group.

To ensure we safeguard information, including intellectual properties of the Group, we have in place Information Technology Policy. It applies to information system managers and those who use company information systems. It provides a foundation to institute practical and cost-effective controls and measures that will provide appropriate protection over information stored and processed by the Group.

Our employee handbook also sets out the conduct of employees when using the Group's computer network resource to prevent information leakage. Employees are required to sign "Employee Confidential Information and Non-competition Agreement".

A non-disclosure policy was put into effect in 2020 aiming to prevent confidential information from exposure to unauthorized persons inside or outside of the Group, who could intentionally or inadvertently use the information in a way that could be detrimental to the business. For employees of the Group, they all need to agree with and to sign the non-disclosure section that is mentioned in the employment contract. For external consultancy service provider, they need to agree and return the signed Non-Disclosure Agreement before starting the consultancy services.

Compliance information for relevant laws and regulations

Our operations are subject to the local laws and regulations relating to product responsibility, including but not limited to:

Relating to product liability, health and safety

- Consumer Goods Safety Ordinance (Chapter 456 of the Laws of Hong Kong S.A.R.)
- Sale of Goods Ordinance (Chapter 26 of the Laws of Hong Kong S.A.R.)
- Import and Export Ordinance (Chapter 60 of the Laws of Hong Kong S.A.R.)
- Trade Descriptions Ordinance (Chapter 362 of the Laws of Hong Kong S.A.R.)
- Product Quality Law of the PRC 《中華人民共和國產品質量法》

報告期內，我們並無接獲客戶的任何重大投訴或索償。

知識產權及私隱保障

除本集團的商標及域名外，概無其他貿易或服務商標、專利、其他知識或工業產權對本集團業務構成或可能構成重大影響。

為確保資料(包括本集團知識產權)受到保障，我們制定資訊科技政策。該政策適用於訊息系統管理人員及使用公司資料系統的人員。其為機構的實際及符合成本效益的控制及措施提供基礎，並為本集團存有及處理的資料提供適當的保障。

僱員手冊亦載有僱員於使用本集團電腦網絡資源時的操守，以預防資訊外洩。僱員均須簽署「僱員資料保密及不競爭協議」。

保密政策於2020年生效，旨在防止機密資料向本集團內外未經授權人士洩露，有關人士使用有關資料時可能有意或無意損害我們的業務。就本集團僱員而言，彼等均需同意並簽署僱傭合約當中有關保密的條文。就外部顧問服務供應商而言，彼等需在開展顧問服務前同意並交回已簽署的保密協議。

相關法律及法規的合規資料

我們的營運須遵守當地有關產品責任的法律及法規，包括但不限於：

有關產品責任、健康及安全

- 香港特區法例第456章《消費品安全條例》
- 香港特區法例第26章《貨品售賣條例》
- 香港特區法例第60章《進出口條例》
- 香港特區法例第362章《商品說明條例》
- 《中華人民共和國產品質量法》

SUBJECT AREA B. SOCIAL

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Relating to intellectual property

- Trade Marks Ordinance (Chapter 559 of the Laws of Hong Kong S.A.R.)
- Copyright Ordinance (Chapter 528 of the Laws of Hong Kong S.A.R.)
- Trademark Law of the PRC 《中華人民共和國商標法》

Relating to privacy

- Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong S.A.R.)

To the best of our Directors' knowledge, the Group was not aware of significant non-compliance issues in this regard during the Reporting Period.

ANTI-CORRUPTION

Policies

The Group is committed to conducting its business with honesty and integrity by applying the highest standards and we have established a corporate governance framework that will seek to disclose appropriate information openly and transparently beyond legal requirements. The Group has established anti-corruption, extortion or bribery policy and provided the relevant training to employees. These policies and procedures are regularly reviewed and updated to ensure appropriate ethical business practices and behaviour as well as compliance with corporate and regulatory requirements. The training about ethical business behaviour was provided for the management and employees.

The Group-wide Anti-Money Laundering and Counter-Terrorist Financing Policy is designed to prevent money laundering by meeting the requirements of the related laws and regulations in Hong Kong S.A.R. including the need to have adequate systems and controls in place to mitigate the risk of the Group being used to facilitate financial crime.

Staff Integrity and Honesty Code (the "**Code**"), which is supplementary of the Employee Handbook, is well communicated among employees. Each employee is required to uphold the highest ethical standards, honest and clean, law-abiding, impartial and does not abuse his/her position or authority. All non-compliance with the Code is subject to disciplinary action, which can include dismissal where appropriate. Employees are required to sign an undertaking that they will adhere to the Group's ethical standards and our suppliers are expected to apply similar standards and to follow similar practices as our employees.

The Group has also formulated the Conflict of Interest Policy, which requires employees to be impartial and free of conflicts of interest. All employees are required to maintain objectivity and must avoid conflicts of interest and subordination of judgment in the performance of their duties and responsibilities for the Group.

有關知識產權

- 香港特區法例第559章《商標條例》
- 香港特區法例第528章《版權條例》
- 《中華人民共和國商標法》

有關私隱

- 香港特區法例第486章《個人資料(私隱)條例》

據董事所深知，本集團並不知悉於報告期間在有關方面的重大不合規事宜。

反貪污

政策

本集團致力採用最高標準的誠信原則執行業務。我們已制定企業治理架構，公開透明地適當披露法律規定以外的資料。本集團已制定反貪污、勒索、賄賂政策及向僱員提供相關的培訓。該等政策及程序經定期審閱及更新以確保符合商業道德行為規範及公司及監管要求，亦為管理層及僱員提供了有關商業道德操守的培訓。

為防止洗錢活動，現已制定符合香港特區相關法例及政策及適用於整個集團的打擊洗錢及恐怖分子資金籌集活動政策，包括具備足夠系統及監控的需要以減低集團被利用作進行金融罪行的風險。

員工手冊的補充資料為員工誠信守則(「守則」)，我們已向僱員清楚說明有關守則。每位僱員應秉持最高的道德標準，即廉潔、守法、公平，且不會濫用其職能及權力。所有違反守則之僱員將面臨紀律處分，其中可能包括視乎情形而被解僱。僱員需簽署一份承諾遵從本集團道德標準的同意書，我們亦期望我們的供應商會採用相似的準則並遵守與員工一致的盡職原則。

本集團已制定利益衝突政策，要求僱員公正無私及不涉及任何利益衝突。彼等需保持客觀及必須避免利益衝突及順從對本公司履行彼等職責及責任的判斷。

SUBJECT AREA B. SOCIAL

主要範疇B. 社會

Compliance information for relevant laws and regulations

The Group strictly abides by the laws and regulations relating to bribery, extortion, fraud and money laundering in the regions of operations, including but not limited to:

- Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong S.A.R.)
- Drug Trafficking (Recovery of Proceeds) Ordinance (DTROP) (Chapter 405 of Laws of Hong Kong S.A.R.)
- Organised and Serious Crimes Ordinance (OSCO) (Chapter 455 of Laws of Hong Kong S.A.R.)
- United Nations (Anti-Terrorism Measures) Ordinance (UNATMO) (Chapter 575 of Laws of Hong Kong S.A.R.)
- Company Law of the PRC 《中華人民共和國公司法》
- Anti-Money Laundering Law of the PRC 《中華人民共和國反洗錢法》
- Ant Unfair Competition Law of the PRC 《中華人民共和國反不正當競爭法》
- Interim Provisions on Prohibiting Commercial Bribery 《關於禁止商業賄賂行為的暫行規定》

During the Reporting Period, to the best of our Directors' knowledge, the Group was not aware of any significant non-compliance cases or concluded legal cases regarding corrupt practices brought against the Group or our employees.

Anti-corruption training seminars, which targeted all employees of the Group, including full time, part time and contract employees who are working in factories, head office and overseas offices, were provided during the Reporting Period. The relevant policies of the Group, including the Anti-Money Laundering and Counter-Terrorist Financing Policy released in 2019, were explained in the trainings. A total of 2,956 hours was spent by employees in related trainings. All employees in the PRC, Bangladesh and Vietnam received the trainings during the Reporting Period.

Preventive measures and whistleblowing procedures

As stated in our Whistleblowing policy, the Group is committed to maintaining good corporate governance, emphasising accountability and a high degree of transparency which enable our stakeholders to have trust and faith in the Group to take care of their needs and to fulfil our social responsibility. In line with this commitment, we expect and encourage our employees and other parties who deal with the Group (e.g. customers, suppliers, creditors and debtors, etc.) to report any misconduct, malpractice or irregularity within the Group.

遵守有關法律及法規資料

本集團於營運地區嚴格遵守與賄賂、勒索、欺詐及洗黑錢有關之法律及法規，包括但不限於：

- 香港特區法例第201章《防止賄賂條例》
- 香港特區法例第405章《販毒(追討得益)條例》
- 香港特區法例第455章《有組織及嚴重罪行條例》
- 香港特區法例第575章《聯合國(反恐怖主義措施)條例》
- 《中華人民共和國公司法》
- 《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》
- 《關於禁止商業賄賂行為的暫行規定》

於報告期間，據董事所深知，本集團並無發現重大不合規個案或對本集團或我們的僱員提出並已審結的貪污訴訟案件。

於報告期間，針對本集團所有員工(包括在工廠、總部及海外辦公室工作的全職、兼職及合約員工)舉辦反貪污培訓研討會。有關培訓旨在闡述本集團的相關政策(包括2019年頒佈的打擊洗錢及恐怖分子資金籌集活動政策。僱員已合共進行2,956小時的相關培訓。所有於中國、孟加拉及越南的僱員於報告期間已接受有關培訓。

上述防範措施及舉報程序

如我們的舉報政策所述，本集團致力維持良好企業管治；著重問責性及高透明度，令其利益相關者信任本集團能照顧彼等所需及履行社會責任。為貫徹履行此方針，我們期望並鼓勵僱員及與集團有往來者(如顧客、供應商、債權人及債務人等)報告任何本集團內的行為不當、瀆職或違法行為。

SUBJECT AREA B. SOCIAL

主要範疇B. 社會

The audit committee of the Company (the “**Audit Committee**”) has the overall responsibility for implementation, monitoring and periodic review of the policy while the Corporate Governance Office of the Group, which is delegated by the Audit Committee, is responsible for the administration of the policy.

The Group assures whistleblowers that the Group will provide them with protection from unfair disciplinary action or harm as a result of any genuine report. A report can be made to the Corporate Governance Office of the Group or the Chairman of the Board directly through mail or email.

To create a healthy corporate culture, we provided training related to corruption to our Directors and employees during the Reporting Period.

COMMUNITY

COMMUNITY INVESTMENT

Policies

The Group believes that community contribution is important for sustainable development as it helps to establish a harmonious society. The Group aims to develop long-term relations with stakeholders based on mutual trust, respect and integrity. The Group also seeks to make contributions to programs which have a positive impact on a different area of community development (such as art, youth education and social needs). Employees are encouraged to volunteer and work through collaboration with strategic giving as well as capacity-building initiatives to try and create a positive impact in the community.

The Group strictly followed the governmental guidance on social distancing, to support the anti-epidemic work. No major community event was organised in the Reporting Period to minimise face-to-face interaction. All planned social activities were put off.

本公司審核委員會(「**審核委員會**」)對政策的實施、監察及定期檢討承擔全部責任，而本集團由審核委員會委託之公司治理機構負責政策上的行政工作。

本集團向揭發者保證，本集團會為彼等提供保障，確保彼等不會因任何真誠彙報受到不公平的紀律行動。揭發者可透過信件或電子郵件直接向本集團的公司治理機構或董事會主席彙報。

於報告期內，為建立健全之企業文化，我們提供與貪污有關的培訓給我們的董事及僱員。

社區

社區投資

政策

本集團相信社區貢獻對可持續發展而言至關重要，原因為其有助建立和諧社會。本集團計劃與利益相關者建立互相信任、互相尊重以及誠信的長期合作關係。本集團亦有意為對社區發展有積極影響的項目(如藝術、兒童教育及社區需求)作出貢獻。我們鼓勵僱員擔當志願者，通過互相協作、策略性捐贈及能力提升活動，以嘗試為社區創造積極影響。

本集團嚴格遵守政府就社交距離發生的指引，以支持抗疫工作。於報告期間，我們未有舉辦任何大型社區活動，以盡可能減少面對面接觸。所有計劃中的社交活動均已延遲舉行。

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A. Environmental 環境		
Aspect A1 Emissions 層面A1：排放物		
General Disclosure 一般披露	General Disclosure 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 一般披露 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。	Emissions 排放物
KPI A1.1	The types of emissions and respective emissions data 排放物種類及相關排放數據。	Emissions – Air Emissions 排放物－氣體排放
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility) 溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Emissions – Air Emissions 排放物－氣體排放
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility) 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Emissions – Waste Management 排放物－廢棄物管理
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility) 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Emissions – Waste Management 排放物－廢棄物管理
KPI 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。	Emissions 排放物
KPI 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。	Emissions – Waste Management 排放物－廢棄物管理

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Aspect A2 Uses of Resources 層面A2：資源使用		
General Disclosure 一般披露	Policies on efficient use of resources, including energy, water and other raw materials 有效使用資源(包括能源、水及其他原材料)的政策。	Uses of Resources 資源使用
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility) 按類型劃分的直接及/或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	Uses of Resources – Energy Management 資源使用－能源管理
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility) 總耗水量及密度(如以每產量單位、每項設施計算)。	Uses of Resources – Water Management 資源使用－水源管理
KPI 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	Uses of Resources – Energy Management 資源使用－能源管理
KPI 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。	Uses of Resources – Water Management 資源使用－水源管理
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位估量。	Uses of Resources – Packaging Materials 資源使用－包裝材料
Aspect A3 The Environment and Natural Resources 層面A3：環境及天然資源		
General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources 減低發行人對環境及天然資源造成重大影響的政策。	The Environment and Natural Resources 環境及天然資源
KPI 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。	The Environment and Natural Resources 環境及天然資源

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B. Social 社會		
Employment and Labour Practices 僱傭及勞工常規		
Aspect B1 Employment 層面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, antidiscrimination, 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。	Employment 僱傭
KPI 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。	Employment – Employee Profile 僱傭－僱員概況
KPI 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離職率。	Employment – Employee Turnover Rate 僱傭－僱員離職率
Aspect B2 Health and Safety 層面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免受職業性危害的： (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。	Health and Safety 健康與安全
KPI B2.1	Number and rate of work-related fatalities 因工亡故的人數及比率。	Health and Safety 健康與安全
KPI B2.2	Lost days due to work injury 因工傷損失工作日數。	Health and Safety 健康與安全
KPI 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。	Health and Safety 健康與安全

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Aspect B3 Development and Training 層面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。	Development and Training 發展及培訓
KPI B3.1	The percentage of employees trained by gender and employee category 按性別及僱員類別劃分的受訓僱員百分比。	Development and Training 發展及培訓
KPI 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。	Development and Training 發展及培訓
Aspect B4 Labour Standards 層面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 or 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。	Labour Standards 勞工準則
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour 描述檢討僱傭慣例的措施以避免童工及強制勞工。	Labour Standards 勞工準則
KPI 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。	Labour Standards 勞工準則
Operating Practices 營運慣例		
Aspect B5 Supply Chain Management 層面B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of supply chain 管理供應鏈的環境及社會風險政策。	Supply Chain Management 供應鏈管理
KPI B5.1	Number of suppliers by geographical region 按地區劃分的供應商數目。	Supply Chain Management 供應鏈管理
KPI 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，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。	Supply Chain Management 供應鏈管理

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Aspect B6 Product Responsibility 層面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。	Product Responsibility 產品責任
KPI 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。	Product Responsibility – Product Health and Safety/Quality 產品責任－產品健康與安全／質量
KPI 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。	Product Responsibility – Customer Services and Complaint Handling 產品責任－客戶服務及投訴處理
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights 描述與遵守及保障知識產權有關的慣例。	Product Responsibility – Intellectual Property and Privacy Protection 產品責任－知識產權及隱私保護
KPI 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。	Product Responsibility – Quality Management 產品責任－品質管理
KPI 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。	Product Responsibility – Intellectual Property and Privacy Protection 產品責任－知識產權及隱私保護
Aspect A7 Anti-corruption 層面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 有關防治賄賂、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。	Anti-corruption 反貪污
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases 於報告期內對發行人或其僱員提出已審結的貪污訴訟案件的數目及案件結果。	Anti-corruption 反貪污
KPI 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。	Anti-corruption 反貪污

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Community 社區		
Aspect B8 Community Investment 層面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 有關以社區參與了解發行人營運所在社區的需要及確保其業務活動會考慮社區利益的政策。	Community Investment 社區投資
KPI 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)。	Community Investment 社區投資
KPI B8.2	Resources contributed (e.g. money or time) to the focus area 在專注範疇所貢獻的資源(如金錢或時間)。	Not Applicable 不適用