



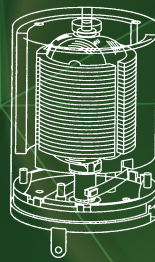
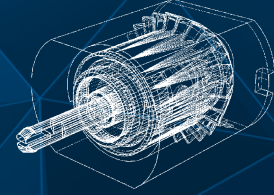
KIN YAT HOLDINGS LIMITED
建溢集團有限公司

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

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code 股份代號 : 638)



**ENVIRONMENTAL,
SOCIAL AND
GOVERNANCE REPORT**
環境、社會及管治報告
2021

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ABOUT THIS REPORT

Kin Yat Holdings Limited (hereinafter referred to as “Kin Yat”, the “Company”, “we” or “our”) together with its subsidiaries (collectively, the “Group”) are dedicated to manufacturing innovative and excellent quality electronic and mechanical products, including office equipment, home appliance, juvenile product, children’s toy, video games and motors. With over 30 years of history, we have successfully established our connections and distribution channels in Shenzhen, Shixing and Shaoguan, People’s Republic of China (“PRC”) and other Southeast Asian locations. The Group does not only focus on the electronic and mechanical manufacturing industry, but also works on non-manufacturing sectors such as real estate development.

With our commitment in achieving environmental sustainable and addressing social concerns, stringent standards are endorsed in the entire material sourcing and production and testing processes in order to deliver enduring value to our major stakeholders. The Group is pleased to publish our fifth environmental, social and governance (“ESG”) report (the “Report”) summarising our ESG performance and initiatives and communicate our ESG management practices with the stakeholders.

關於本報告

建溢集團有限公司(以下簡稱「建溢」、「本公司」或「我們」)連同其附屬公司(統稱「本集團」)專注於生產創新且優質的電子及機械產品，產品包括辦公設備、家庭電器、少兒產品、兒童玩具、視頻遊戲及電機。在過往三十餘年，我們成功於中華人民共和國(「中國」)深圳、始興及韶關以及其他東南亞地區建立我們的脈絡及分銷渠道。本公司不僅投身電子及機械製造業，同時致力發展房地產發展等非製造業。

我們致力實現環境可持續發展，為社會解難分憂，我們於採購物料、生產及測試的整個過程中實施嚴格標準，從而為主要持份者帶來長遠價值。本集團欣然刊發第五份環境、社會及管治(「環境、社會及管治」)報告(「本報告」)，總結我們的環境、社會及管治表現及舉措，並向持份者介紹我們的環境、社會及管治的管理常規。

ABOUT THIS REPORT *(continued)*

Scope of the Report

The Report presents the Group's ESG management approach, environmental and social performance and material topics within our operational boundaries listed below during the period from 1 April 2020 to 31 March 2021 (the "Reporting Period" or "FY2021"). Mandatory disclosures cover entities and their manufacturing facilities that generate the major revenue of our principal operations – investment holding, manufacturing and property management in PRC and Hong Kong.

關於本報告 *(續)*

匯報範圍

本報告闡述本集團於二零二零年四月一日至二零二一年三月三十一日期間(「報告期」或「二零二一財政年度」)的環境、社會及管治管理方法、環境及社會績效以及下表所述於經營範圍內的重大議題。強制披露的資料涵蓋我們的主要業務(於中國及香港進行投資控股、生產及物業管理)中產生大部份收入的實體及其生產設施。

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

ABOUT THIS REPORT *(continued)*

Reporting Standard

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

Principles of the Report

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

I. Materiality

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

II. Quantitative

All of the disclosed information, statistics of environmental and social key performance indicators (“KPI(s)”) in particular, were organised and calculated according to a series of standardised methodologies which are illustrated in the relevant sessions.

III. Balance

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

IV. Consistency

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

關於本報告 *(續)*

報告準則

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

匯報原則

編製本報告時遵守重要性、量化、平衡及一致性的報告原則。

I. 重要性

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

II. 量化

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

III. 平衡

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

IV. 一致性

在編製範圍及方法方面，本報告的編製方式與過往年度相同。

ABOUT THIS REPORT *(continued)*

Contact & Feedback

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

STAKEHOLDER ENGAGEMENT

A full understanding of the concerns and expectations of stakeholders provides the basis for the Group to initiate sustainable development. By proactively engaging a broad set of key stakeholders, the Group acquires their ever-changing demands so as to respond by embedding corresponding strategies into our business operation. To effectively identify stakeholders' insights and concerns in relevance to business operations, we have identified key stakeholder groups and established regular communication with them through various channels, which are illustrated in the table below:

關於本報告 *(續)*

聯繫與回饋

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

持份者參與

充分瞭解持份者的關注及期望，可為本集團開展可持續發展奠定基礎。本集團積極主動與廣大主要持份者接觸，聽取他們持續變化的需求，繼而將相應的策略融入業務營運當中。為了有效釐定持份者對業務營運的見解及關注，我們已識別主要持份者組別，並通過各種渠道與他們建立定期溝通，詳見下表所示：

STAKEHOLDER ENGAGEMENT *(continued)*

持份者參與(續)

Key stakeholder groups 主要持份者組別	Major communication channels 主要溝通渠道	Issues concerned 關注事項
Board of directors 董事會 	<ul style="list-style-type: none"> • Company website 公司網頁 • Company announcements 公司公佈 • Annual general meeting 股東週年大會 • Annual and interim reports 年報及中期報告 	<ul style="list-style-type: none"> • Corporate governance system 企業管治制度 • Information transparency 資訊公開透明 • Compliance of laws and regulations 遵守法律及法規 • Business ethics 商業道德
Customers 客戶 	<ul style="list-style-type: none"> • Company website 公司網頁 • Customer direct communication 與客戶直接溝通 • Customer feedback and complaints 客戶回饋及投訴 	<ul style="list-style-type: none"> • Operating performance 經營業績 • Quality of services 服務質素 • Compliance of international quality standards 遵守國際品質標準
Employees 僱員 	<ul style="list-style-type: none"> • Training and orientation 培訓及迎新 • Email and opinion box 電郵及意見箱 • Regular meetings 定期會面 • Employee performance evaluation 僱員表現評估 • Employee activities 僱員活動 	<ul style="list-style-type: none"> • Career development 事業發展 • Training and education 培訓及教育 • Remuneration & benefits 薪酬及福利 • Labour management relation 勞資關係 • Health & safety 健康與安全
Suppliers and business partners 供應商及商業夥伴 	<ul style="list-style-type: none"> • Selection assessment 甄選評估 • Procurement process 採購程序 • Performance assessment 表現評估 • Regular communication with business partners (e.g., email, meetings, on-site visits etc.) 與業務夥伴定期溝通(例如, 電郵、會議、實地視察等) 	<ul style="list-style-type: none"> • Corporate reputation 公司聲譽 • Supply chain management 供應鏈管理 • Product quality 產品品質 • Collaboration with the Group 與本集團合作
Communities and non-governmental organisations 社區及非政府組織 	<ul style="list-style-type: none"> • Company website 公司網頁 • Email 電郵 • Phone 電話 • Charity donations 慈善捐款 • Community activities 社區活動 	<ul style="list-style-type: none"> • Environmental protection 環境保護 • Community contributions 貢獻社區 • Labour rights & safety 勞工權益及安全

MATERIALITY ASSESSMENT

The process of materiality assessment helps a company analyse risk factors and upgrade its business process for future prospects while meeting the expectations of stakeholders. In view of that, the Group has entrusted an independent consultancy firm to conduct a materiality assessment for shaping our sustainability strategies and determining the direction of the Report.

Assessment Process

The materiality assessment was conducted in the form of online questionnaire. Twenty seven identified ESG topics with potential impacts on our business were included in the questionnaire before inviting our key stakeholder groups to respond. Invited stakeholders had to score the potential ESG materials in accordance with their relevance and importance to the Group's business operations and the stakeholders themselves respectively.

The information collected was further analysed and presented in form of a materiality matrix. The topics which fell in the upper right corner of the matrix were defined as the topics that matter most to the Group's business operations and our stakeholders as far as they are concerned.

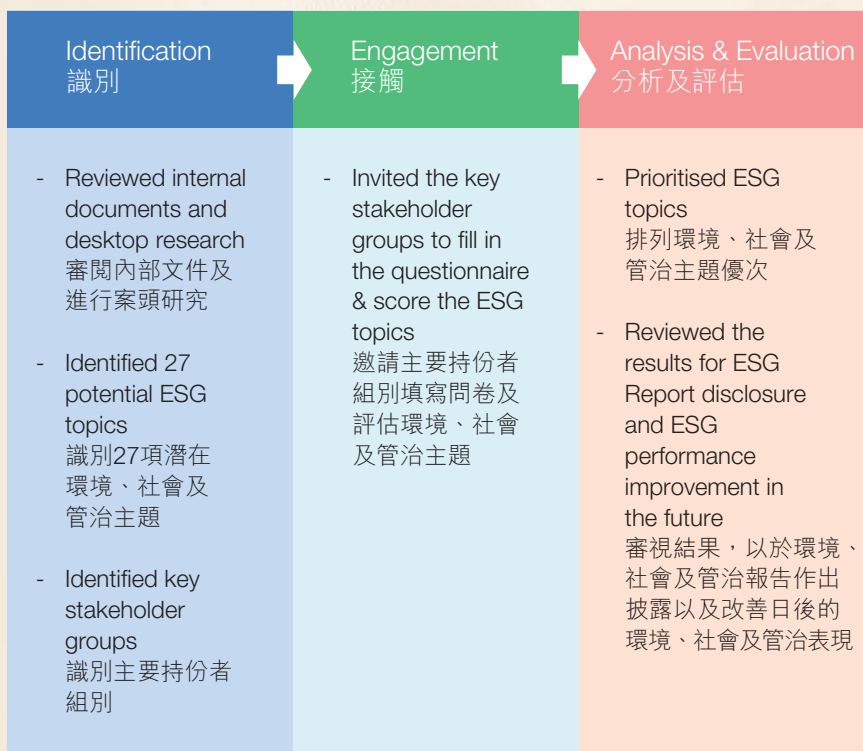
重要性評估

重要性評估流程有助公司分析風險因素，在滿足持份者期望的同時，可改善其業務流程以開拓未來。有鑑於此，本集團已委聘獨立諮詢公司進行重要性評估，以制定我們的可持續發展策略並釐定本報告的方向。

評估過程

重要性評估以網上問卷形式進行。我們的問卷載有27項對業務具有潛在影響的環境、社會及管治主題，並邀請主要持份者組別回覆。獲邀的持份者必須按照該等事項對本集團業務營運及持份者本身的相關性及重要性，評估環境、社會及管治的潛在重要性。

我們進一步分析所收集的資料，並以重要性矩陣形式呈列。位於矩陣右上方的主題屬於對本集團業務營運及我們的持份者而言最重要的主題。



MATERIALITY ASSESSMENT (continued)

Materiality Matrix

Based on the materiality of each of the ESG issues expressed by the stakeholders, the ESG topics are prioritised and shown in the materiality matrix below:

重要性評估 (續)

重要性矩陣

根據持份者所認為每項環境、社會及管治議題的重要性，我們已排列環境、社會及管治議題的優次並於下列重要性矩陣中列示：

Materiality Matrix 重要性矩陣



Environment 環境

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

Employment 僱傭

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

Operation 營運

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

Community 社區

- 27 Community support 社區支援

MATERIALITY ASSESSMENT *(continued)*

Materiality Matrix *(continued)*

According to the results of the materiality matrix, the Group should place extra attention on prevention of child and forced labour, labour rights, environmental compliance, customer privacy and data protection, labour management relations, and occupational health and safety. Looking forward, the Group will continue to review and develop corresponding ESG policies and targets, as well as optimising the ESG reporting disclosure in order to pursue continuous improvement in our ESG performance in future. Details of our efforts in FY2021 are presented in the later sections.

重要性評估 *(續)*

重要性矩陣 *(續)*

根據重要性矩陣的結果，本集團應特別關注預防童工及強制勞工、勞工權益、環境合規、客戶私隱及資料保護、勞資關係以及職業健康及安全。展望將來，本集團將繼續檢討及制訂相應環境、社會及管治政策及目標，改善環境、社會及管治報告的披露，在這三方面追求精益求精。我們於二零二一財政年度所作的努力將於稍後章節詳述。

SUSTAINABILITY APPROACH

With the transcendence development process of focusing on the product quality and striving for continuous improvement, Kin Yat has always embedded sustainability into our operation since our establishment in 1981. In spite of our wide range of business operations covering from manufacturing of electronic and electrical products as well as motors to real estate development, we have never hesitated to shoulder our corporate social responsibility ("CSR"). Our CSR approach is guided by five core aspects in order to build a sustainable business:

Operational Footprint 營運足印

- Protect the environment by limiting carbon footprint of our operations
透過限制營運碳足印，從而保護環境

Sustainable Products 可持續產品

- Delight customers with high-quality products and services
提供讓客戶稱心滿意的優質產品及服務

Responsible Employment 負責任僱傭

- Create a caring and respectful workplace to improve employee satisfaction and retention
構建互相關懷及尊重的工作環境，提升僱員滿意度及留效率

Integrity in Business 誠信經營

- Uphold high standard of business ethics and integrity to maintain confidence of our customers and business partners
堅守高標準的商業道德及誠信，維持客戶及業務夥伴的信心

Caring Community 關懷社區

- Support children and vulnerable groups to build better everyday lives
支援兒童及弱勢社群建立更美好生活

The Group upholds international and industry-specific standards of ISO standards and the International Council of Toy Industries ("ICTI") Code of Business Practices by embedding the standards into our daily business operations and practices. Through the implementation of the systematic management system, all of our expectations and commitments can be achieved in an effective manner with reference to the guidelines and codes.

可持續方針

自一九八一年成立以來，建溢的發展一日千里，我們注重產品品質，追求精益求精，並一直將可持續發展融入營運當中。儘管我們涉獵的業務廣泛，包括製造電器及電子產品以及電機以至房地產發展，惟我們從不猶豫地承擔著我們的企業社會責任（「企業社會責任」）。我們的企業社會責任方針以五個核心範疇引領，務求建立可持續企業：

本集團將國際及行業特定標準，即ISO國際標準及國際玩具工業理事會（「ICTI」）的商業行為準則融入日常業務營運及實踐中，從而遵守有關標準。透過實施有系統的管理體制，我們可以參照準則和守則並以有效的方式實現我們的所有期望和承諾。

INTEGRITY IN BUSINESS

An enterprise's reputation is highly relevant to its business integrity. Therefore, the Group upholds the highest level of business integrity and takes a zero-tolerance approach to any acts of corruption, bribery, extortion, fraud and money laundering. In FY2021, a specific training session on this topic was organised for employees from all levels to refresh their related knowledge. During the Reporting Period, we were not aware of any material breach of relevant laws and regulations, including but not limited to the Criminal Law of the PRC, Anti-Money Laundering Law of the PRC, Anti-Unfair Competition Law of the PRC and Prevention of Bribery Ordinance (Cap. 201) in Hong Kong, nor any legal cases regarding corruption practices against the Group or our employees in both PRC and Hong Kong.

Anti-Corruption

In order to manage our employees' behaviour, our Staff Handbook has been endorsed to provide guidelines based on the Group's standards and values regarding business ethics to all employees. A Code of Conduct has also been published to encourage staff to behave ethically. It is strictly prohibited for our employees to offer or accept any forms of advantages such as gifts, entertainment, rewards or commission under any circumstances from customers, suppliers or any other business partners. They must declare if such offering and acceptance are inevitable. In the event of violation of the rules, the involved employee shall be subject to disciplinary penalties or even legal actions if necessary.

To further foster an anti-corruption atmosphere and instil the concept into our employees' minds, all new hires are required to sign the anti-corruption commitment and attend the orientation training regarding the Group's policies and procedures on business integrity, conflict of interests and information disclosures. The stringent standard against corruption has also been extended to our customers and business partners so as to safeguard the fairness and transparency of our business activities. We require our suppliers to sign a declaration against corruption before the commencement of our business relationship. Observation of any behaviours against the Group's integrity values will lead to termination of the partnership.

誠信經營

企業聲譽與商業誠信息息相關。因此，本集團堅守最高水平的商業誠信，對任何貪污、賄賂、勒索、欺詐及洗黑錢行為均採取零容忍態度。於二零二一財政年度，我們為各級員工舉辦關於上述主題的專門培訓課程，讓他們溫故知新。於報告期內，本集團並無發現任何嚴重違反相關法律及法規，包括但不限於《中華人民共和國刑法》、《中華人民共和國反洗錢法》、《中華人民共和國反不正當競爭法》及香港法例第201章《防止賄賂條例》，亦無任何於中國或香港起訴本集團或本集團僱員貪污的法律案件。

反貪污

為管束僱員的行為，我們制定的《員工手冊》為所有僱員提供建基於本集團商業道德標準及價值觀的指引。我們亦已刊發《行為守則》，鼓勵員工行事須遵循道德操守。僱員於任何情況下均不得向客戶、供應商或任何其他商業夥伴收取或提供任何形式的利益，例如，餽贈、款待、獎勵或佣金。倘收授利益無可避免，則必須申報。一旦違反規定，有關涉事的僱員將受到紀律處分，嚴重者甚至須面臨法律行動。

為進一步建立反貪氛圍，並將這理念灌輸到員工的思維中，所有新僱員必須簽署反貪聲明，並參與入職培訓，了解本集團關於商業誠信、利益衝突及資訊披露的政策及程序。我們的客戶及商業夥伴亦須遵守嚴格的反貪準則，從而保障我們的商業活動公正持平及公開透明。我們要求供應商在締結業務關係前簽署反貪聲明。一旦揭發任何行為違背本集團誠信價值觀，合作關係將會終止。

INTEGRITY IN BUSINESS *(continued)*

Conflict of Interest and Fair Competition

Other than anti-corruption behaviours, employees are expected to avoid all scenarios of conflict of interests. They are reminded to carefully perform their duties especially when there is a conflict between the Group's interests and their own personal interests. For example, directly or indirectly involving in or maintaining a relationship with the Group's competitors should be prevented to eliminate any influences on the Group's best interests. All possible scenarios are included in the Code of Conduct supported with guidelines on situations and behaviours employees should be aware of. Employees who do not declare their conflict of interests promptly may be subject to disciplinary actions ranging from written warning notice to dismissal.

The Group also pays attention to maintaining a fair market competition due to the fact that it is significant to improve the Group's competitive edge and maintain the industry sustainability. Therefore, the Group has zero tolerance to any anti-competitive practices such as cartel agreements and abuse of market power in its business dealings. The Code of Conduct of the Group is also extended to our business partners and all suppliers must declare their full compliance with the Anti-Unfair Competition Law of the PRC.

誠信經營 *(續)*

利益衝突及公平競爭

除反貪外，僱員應避免一切利益衝突情況。我們叮囑他們在履行職責時務必謹慎行事，特別是當本集團的利益與其個人利益存在衝突之時。舉例而言，應避免直接或間接涉及或與本集團競爭對手維持往來，以免影響本集團的最佳利益。在《行為守則》已載有所有可能發生的情況，並附有僱員應注意的情況及行為的指引。未有及早申報利益衝突的僱員可能會面臨紀律處分，包括書面警告以至解僱。

本集團亦注重確保市場公平競爭，此舉對提高本集團競爭優勢及保持行業可持續發展意義重大。因此，本集團絕不容忍壟斷協議以及在商業交易中濫用市場霸權等反競爭行為。本集團的商業夥伴亦須遵守《行為守則》，所有供應商必須聲明他們全面遵守《中華人民共和國反不正當競爭法》。

INTEGRITY IN BUSINESS *(continued)*

Whistleblowing System

To better encourage our employees to report any suspected business misconducts, a whistleblowing system comprising of various channels is established. They can report the cases in written or verbal form through opinion boxes, labour union representatives, hotlines or Human Resources Department. The identity of the whistle-blower is rigidly protected and kept confidential to prevent retaliation. After receiving suspected cases on bribery, extortion, fraud, money-laundering and competitive behaviours, our Administrative Department together with other related departments will investigate promptly. Verified cases will be reported to the relevant authorities, such as the Hong Kong Independent Commission Against Corruption, for further handling. During the Reporting Period, we did not receive any reports regarding internal business improprieties mentioned above.

RESPONSIBLE PRODUCTS & EXCELLENT SERVICES

Fulfilling customer needs has always been on the top of our list, therefore the Group is dedicated to providing superior quality and safe products to our valuable customers while striving to reduce our environmental impacts at the same time. It is of pivotal importance to focus strategically on bringing quality products and worry-free services to optimise customer satisfaction. In view of that, a comprehensive quality management system (“QMS”) consisting of high-level standards and requirements has been endorsed as a framework for managing our operation and eliminate quality management risks along the value chain from product design to product distribution.

During the Reporting Period, the Group was not aware of material non-compliance with relevant laws and regulations relating to health and safety, advertising, labelling and privacy matters relating to products and services provided, including the Product Quality Law of the PRC.

誠信經營 *(續)*

舉報機制

為更有效鼓勵僱員舉報懷疑不當商業行為，我們已建立由各種渠道組成的舉報機制。他們可通過意見箱、工會代表、熱線電話或人力資源部門以書面或口頭形式舉報個案。舉報人身份受嚴格保護及保密，防止報復。接獲懷疑賄賂、勒索、欺詐、洗黑錢及競爭行為的舉報後，行政部門將聯同其他相關部門盡早展開調查。經證實的個案將轉交相關機構，例如，香港廉政公署，作進一步跟進。於報告期內，我們並無接獲任何有關上述內部不當商業行為的舉報。

負責任產品及卓越服務

我們一直以滿足客戶所需為先，因此，本集團致力於為貴客提供優質及安全產品的同時，亦全力減少對環境的影響。提高客戶滿意度的關鍵是於策略上專注於提供優質產品及無憂服務。有見於此，我們設立一個包含高等級標準及要求的全面質量管理體系（「質量管理體系」），作為管理營運的框架，消除產品設計以至產品分銷的價值鏈上的質量管理風險。

於報告期內，本集團並無發現嚴重違反與所提供產品及服務有關的健康及安全、廣告、標籤及私隱事宜的相關法律及法規，包括《中華人民共和國產品質量法》。

RESPONSIBLE PRODUCTS & EXCELLENT SERVICES *(continued)*

Manufacturing Business

When planning our strategies to ensure quality and safety of product and compliance of relevant legal standards, the Group focuses on four main stages throughout our product life cycle including product design, procurement, production and distribution.

負責任產品及卓越服務 *(續)*

製造業務

為確保產品品質及安全以及遵守相關法律標準，本集團規劃策略時專注於產品生命週期的四個主要階段，包括產品設計、採購、生產及分銷。

1. Product Design

產品設計



- Advanced Product Quality Planning Team consisting representatives from various departments such as procurement, production management, product assurance, top management and so on is in charge in product planning works including but not limited to control plan establishment, production flow design, failure mode and effects analysis, and product feasibility assessment to comprehensively ensure products can fulfil customer demands and expectations.

由採購、生產管理、產品保證、高級管理層等各部門代表組成的先進產品品質規劃小組負責產品規劃工作，包括但不限於監控計劃擬定、設計生產流程、失效模式與影響分析、產品可行性評估等，以全面確保產品可滿足客戶需求及期望。

- Factors including environmental impacts, product safety and standards of relevant regulations and laws are considered during product feasibility assessment that product designs must fulfil these three factors before commencement of production.

在產品可行性評估中考慮環境影響、產品安全及相關法規標準因素，而產品設計必須滿足上述三項因素才可投產。

- Maximise utilisation of energy-saving and waste reduction manufacturing techniques to reduce our environmental footprint at the lowest level.

盡量利用節能及減廢生產技術，將我們對環境的影響減至最低。

- Encourage employees to be creative and out of the box by setting up a performance-based incentive scheme to reward innovative and practical inventions and patent projects.

設立論功行賞的激勵計劃，獎勵創新及實用的發明及專利項目，從而鼓勵僱員發揮創意，打破框架。

RESPONSIBLE PRODUCTS & EXCELLENT SERVICES *(continued)*

Manufacturing Business *(continued)*

負責任產品及卓越服務 *(續)*

製造業務 *(續)*

2a. Procurement (Material Sourcing) 採購 (採購物料)



- Procedure Manual has been published to guide relevant employees in the procurement process to purchase production materials that align with the Group's standards and requirements.

我們已刊發程序手冊，指示相關僱員於採購過程中購買符合本集團標準及要求的生產物料。

- Responsible procurement is in place to safeguard our product quality. Only durable, compliance, safe and environmentally friendly raw materials are being purchased. Items containing ozone-depleting substances or other chemicals listed in the China Catalogue of Strictly Restricted Toxic Chemicals are strictly forbidden and will definitely not be considered.

我們僅採購耐用、合規、安全及環保的原材料，亦嚴禁使用及絕不考慮使用含有侵蝕臭氧層物質或其他《中國嚴格限制的有毒化學品名錄》所載化學品的物料。這負責任的採購確保了我們的產品質量。

- The Group thrives to enhance product safety. We proactively attain accreditations from various statutory standards including the Restriction of Hazardous Substances (publicly known as "RoHS"), and Registration, Evaluation, Authorisation and Restriction of Chemicals (publicly known as "REACH") from the European Union to show our determination to deliver stricter control over harmful chemical substances used in products.

本集團致力加強產品安全。我們積極獲取各種法定標準的認證，包括歐盟的《危害性物質限制指令》(通稱「RoHS」)及《關於化學品註冊、評估、授權和限制法規》(通稱「REACH」)，顯示我們決心對產品所使用的有害化學物質實施更嚴謹的監控。

RESPONSIBLE PRODUCTS & EXCELLENT SERVICES (continued)

Manufacturing Business (continued)

負責任產品及卓越服務(續)

製造業務(續)

2b. Procurement (Supply Chain Management) 採購(供應鏈管理)



- Supplier Management Procedure has been endorsed to optimise our systematic supply chain. Guidelines on supplier selection, verification, approval, and monitoring are included in the procedure. 我們設有供應商管理程序，以完善我們有系統的供應鏈。相關程序載有關於供應商甄選、審查、批准及監督的指引。

- When there's a necessity to find a new supplier, thorough assessment procedures including onsite assessment and documents review are in place to evaluate potential suppliers' backgrounds and performances regarding environmental, product quality and safety, customer services and costs aspects. Those who have obtained environmental certifications and adopted environmentally-friendly production technology will be given higher priority to become approved suppliers.

當有需要物色新供應商時，我們進行徹底的評估程序，包括實地評估及審閱文檔，以評估參選供應商的背景及於環境、產品品質及安全、客戶服務及成本方面的表現。取得環境認證及採用環保生產技術的供應商可獲優先考慮成為認可供應商。

- Selected suppliers must sign an agreement on committing to be in line with the Group's standards and values including but not limit to product quality and safety and environmental standards. Valid test reports issued by qualified third-parties on strict use of hazardous substances are also required.

入選供應商必須簽署協議，承諾遵守本集團的標準及價值觀，包括但不限於產品品質及安全以及環境標準。他們亦須取得合資格第三方出具有關嚴格規管有害物質使用的有效測試報告。

- For approved suppliers, monthly quality check and regular on-site assessment are in place to certify their compliance levels and product performance in operation. Corrective Action Plans will be delivered to suppliers for further improvement if their performance fails to meet our standards. Constant unsatisfied performance may result in discontinuing our business relationship.

我們每月對認可供應商進行品質檢查及進行定期實地評估，確認他們的合規水平及產品的運作性能。若供應商的表現未達我們的標準，我們將提供糾正行動計劃，敦促他們進一步改善。倘他們的表現一直不達標，我們可能會結束雙方的業務合作。

- In FY2021, a total of 921 suppliers (Hong Kong: 61%, PRC: 38%, Others: 1%) were engaged in our operation, all of which are under our Supply Chain Management policies.

於二零二一財政年度，我們的營運聘用合共921名供應商(香港：61%、中國：38%、其他：1%)，全部均受我們的供應鏈管理政策約束。

RESPONSIBLE PRODUCTS & EXCELLENT SERVICES (continued)

Manufacturing Business (continued)

負責任產品及卓越服務(續)

製造業務(續)

3. Production

生產



- Production procedures in the manufacturing subsidiaries are bounded by the ISO9001 certified quality management system to ensure regulatory compliance while satisfying customers' needs. Further, the Group adopts a resource-efficient and adverse impact reduction approach at the production stage.

從事生產的附屬公司的生產程序受ISO9001認證的品質管理體系規管，兼顧遵守法規及滿足客戶需求。此外，本集團於生產階段採用節省資源及減少不利影響的工序。

- To enhance energy consumption performance and working conditions, the manufacturing subsidiaries have been undergoing transformations from manual handling to automation operation by installing energy-saving machinery to minimise workers' exposure to operations with high occupational risks.

為改善能源消耗效益及工作環境，從事生產的附屬公司已透過安裝節能機器從人工操作轉向自動化運作，讓工人盡量減少進行高職業風險的操作。

- During and after the production process, sample checks and inspections are carried out by qualified personnel in a regular manner for raw materials to secure the safety and quality of the products.

在進行生產期間及完結後，合資格人員定期對原材料進行抽查及檢驗，以確保產品安全及品質。

- Apart from manual checking, our manufacturing facilities are equipped with precision test instrumentation and laboratories which offer effective and scientific quality-control services as governed by the Production Management and Quality Assurance Procedure.

除人手檢查外，我們的生產設施亦配備精密的測試儀器及實驗室，按生產管理與品質保證程序的規定提供行之有效及科學為證的品質監控服務。

- In the event of discovering product defects, product defect analysis is conducted for identifying the root cause of the issue and formulating solutions to prevent reoccurrence in the future. In FY2021, no product being recalled due to safety and health issues. 一旦發現產品缺陷，我們將進行產品缺陷分析，找出問題的根源，並制定解決方案，以防重蹈覆轍。於二零二一財政年度，並無任何產品因安全與健康問題而回收。

RESPONSIBLE PRODUCTS & EXCELLENT SERVICES (continued)

Manufacturing Business (continued)

負責任產品及卓越服務(續)

製造業務(續)

4. Product Distribution

產品分銷



- In order to further improve our product and service quality, customer satisfaction review is in place for receiving customers' suggestions and feedback. Correspondence strategies will be formulated to satisfy their expectations.
為更進一步改善產品及服務品質，我們進行客戶滿意度調查，收集客戶建議及回饋。我們將制定相應策略滿足他們的期望。
- In case of receiving complaints, instructions and after-sales services system are implemented for better handling comments from customers. In FY2021, 130 number of complaints related to our products and services were received. We cherish every valuable feedback from our clients and will continuously improve to keep up with customers' expectations.
為了在接獲投訴時更妥善地處理客戶意見，我們已實施相應指示及售後服務制度。於二零二一財政年度，我們接獲130宗有關產品及服務的投訴。我們重視客戶的每項寶貴意見，繼續精益求精，不負客戶期望。

Real Estate Development

Believing in the idea of “quality builds brand, integrity leads to great achievement”, the Group is dedicated to promoting responsible construction in its Real Estate Development business. Same as our manufacturing business, we pay extra attention to controlling our construction quality and business partners' (including suppliers and subcontractors) performances. To make sure the structures are safe and have no health risks, all buildings are designed and verified by professional technical employees and engineers. As bounded by contracts, only durable, low carbon footprint, and qualified construction materials are used to eliminate any potential health and environmental risks. In addition, our construction projects integrate green building features during the designing stage. For example, installation of greening systems and adoption of energy-efficient systems are optimised to enhance the buildings' environmental performances.

房地產發展

本集團堅守「以品質鑄造品牌，以誠信邁向成功」理念，其房地產發展業務致力於推動負責任建設。與製造業務一樣，我們特別注重於監控建築質量及商業夥伴（包括供應商及分包商）的表現。為確保結構安全及絕無健康風險，所有建築物均由專業技術人員及工程師設計及驗證。受合約規定，我們僅採用耐用、低碳足印及合格的建築材料，以消除健康及環境隱憂。此外，我們的建築項目於設計階段融入綠色建築特點。舉例而言，將綠化系統安裝及採用節能系統方面進行了優化，以提高建築物的環境表現。

RESPONSIBLE PRODUCTS & EXCELLENT SERVICES *(continued)*

Intellectual Property

Intellectual property (“IP”) rights cannot only protect originality, but also secure products’ authenticity and quality. Fully aware of the importance of IP rights, the Group has implemented a series of easy-to-follow guidelines for our employees in case they have to deal with relevant situations. Patent infringement in any form is absolutely unacceptable, and violations or misuse of the Group or others’ IP rights will subject to disciplinary actions. To safeguard our precious ideas, the Group proactively registers patents for the product designs and manufacturing techniques created by our people. In addition, training programmes and meetings are organised to raise our employees’ awareness on this specific topic. E-letters containing relevant knowledge and information are also delivered to employees by email regularly.

Confidentiality and Privacy

The Group is fully aware of our responsibility to prevent sensitive information from being leaked. In order to show our customers and business partners a level of common courtesy and gain their trust, we spare no efforts in protecting their data and privacy. As stipulated in our Staff Handbook, all of our staff are required to strictly follow the codes of confidential information protection. Only with prior consent from management and customers, employees can copy, transfer and disclose confidential information including clients’ business information and IP rights related materials internally. To better raise employees’ awareness on this particular issue, a confidentiality agreement is included in the labour contract that all staff have to entirely understand their obligations and commit to protect sensitive information of the Group and clients. In the event of breaching confidentiality, the Group will not hesitate to carry out corrective actions promptly and the employees involved will be subject to dismissal or legal actions. During the Reporting Period, we were not aware of any material non-compliance with laws and regulations relating to privacy matters, including the Personal Data (Privacy) Ordinance (Cap. 486), when providing products and services in Hong Kong and PRC.

負責任產品及卓越服務 *(續)*

知識產權

知識產權(「知識產權」)不僅可保護原創性，亦可確保產品的真確性及品質。本集團充分了解知識產權的重要，並為僱員實施一系列便於遵守的準則，以備他們需處理相關情況時使用。我們絕不容許以任何形式侵犯專利，侵犯或不當使用本集團或他人的知識產權者將遭受紀律處分。為保護得來不易的意念，本集團積極為僱員創造的產品設計及製造技術註冊專利。此外，我們亦籌辦培訓計劃及會議，以提高僱員對知識產權的意識。我們定期向員工傳遞包含相關知識及資訊的電郵。

保密及私隱

本集團意識有責任防止敏感資料外洩。為了尊重及取信於客戶及商業夥伴，我們不遺餘力保護他們的資料及隱私。根據《員工手冊》規定，全體僱員必須嚴格遵守有關保護機密資料的守則。僱員僅能於事先取得管理層及客戶同意後才能在內部複製、轉發及披露機密資料，包括客戶的商業資料及知識產權的相關資料。為使僱員更為警惕此事宜，在僱傭合約中加入保密協定，所有僱員必須徹底了解他們的責任所在，並承諾保護本集團及客戶的敏感資料。假如出現違反保密規定的情況，本集團將毫不猶豫採取糾正措施，涉事僱員將面臨解僱或法律行動。於報告期內，我們並無發現於香港及中國提供產品及服務時嚴重違反有關私隱事宜的法律及法規，包括香港法律第486章《個人資料(私隱)條例》。

RESPONSIBLE EMPLOYMENT

Experienced and talented employees are indispensable for sustainable business operation and development. Therefore, we have always put employee development, employment conditions and workplace standards on the top of our list. Apart from that, the Group is also committed to fostering a fair and equal culture while maintaining a safe and health workplace simultaneously.

Healthy and Safe Workplace

It is of pivotal importance to have ourselves prepared as accidents could strike anytime. Aiming at building a safe working environment especially for those working in manufacturing facilities and real estate projects, the Group has put prevention of work-related injuries on the top of our list. The idea of “Safety First, Prevention Matters” is the foundation of our occupational procedures and guidelines. To keep up with the pace of business development, qualified third parties are entrusted to review our occupational health and safety (“OHS”) management approach and practices in a regular manner.

負責任僱傭

企業可持續經營及發展不可缺少兼具經驗及才能的僱員。因此，我們一直將僱員發展、就業條件及工作場所標準放在首位。除此以外，本集團亦致力營造公正平等的風氣，同時維持安全及健康的工作場所。

健康及安全工作場所

事故可能隨時發生，作出未雨綢繆至為重要。本集團的首務是預防工傷，以建立安全工作環境為目標，特別是為於生產設施工作及負責房地產項目的僱員。我們工作程序及指引建基於「安全第一，有備無患」理念。為跟隨行業發展的步伐，我們已委託合資格第三方定期審查我們的職業健康與安全（「職業健康與安全」）管理方針及常規。

RESPONSIBLE EMPLOYMENT (continued)

Healthy and Safe Workplace (continued)

During the Reporting Period, we were not aware of any material breach of relevant laws and regulations in PRC and Hong Kong pertaining to providing a safe working environment and protecting employees from occupational hazards, such as the Work Safety Law of the PRC, the Prevention and Control of Occupational Diseases of the PRC, Fire Control Law of the PRC, Occupational Safety and Health Ordinance (Cap. 509) and Employees' Compensation Ordinance (Cap. 282).

負責任僱傭 (續)

健康及安全工作場所 (續)

於報告期內，本集團並無發現於中國及香港嚴重違反有關提供安全工作環境及保護僱員免受職業危害的相關法律及法規，例如，《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》、《中華人民共和國消防法》、香港法例第509章《職業安全及健康條例》及香港法例第282章《僱員補償條例》。

Safety Goals and Achievements in FY2021

於二零二一財政年度的安全目標及成就

1. Significant work injury rate below 0.2 per 1,000 workers¹
重大工傷發生率低於每1,000名工人0.2宗¹
2. 100% establishment of operational procedures of machines
所有機器已制訂操作程序
3. 100% provision of personal protective equipment for workers
全部工人已獲提供個人防護設備
4. 100% chemical and hazardous substance labelling
所有化學及危險品已貼上標籤
5. 100% attainment of health certificate for workers in canteen
全部食堂工人已取得健康認證
6. No safety incidents related to equipment malfunction
並無因設備故障而發生的安全事故
7. No electric shock incidents
並無觸電意外
8. No fire and chemical leakage
並無火警及化學品外洩

¹ The calculation of the work injury rate is dividing the number of work-related injuries by the sum of the total number of resigned employees in the Reporting Period and the number of employees as at 31 March 2021. The quotient is then multiplied by 1,000.

¹ 工傷率的計算方法乃將工傷宗數除以報告期內離職僱員總數與截至二零二一年三月三十一日的僱員人數的總和，再將所得出的商數乘以1,000。

RESPONSIBLE EMPLOYMENT *(continued)*

Healthy and Safe Work-place *(continued)*

OHS Management

For our manufacturing facilities, a centralised management approach is endorsed that all OHS related matters are handled by the appointed Environmental, Health and Safety Committee (“EHS Committee”). Consisting of representatives from corresponding departments, the committee has the capability to implement and supervise a series of workplace safety initiatives for maintaining safe production. The duties of the EHS Committee include but not limited to establishing and reviewing OHS objectives, conducting potential hazard identification, formulating and implementing prevention strategies, and promoting OHS ideas.

負責任僱傭 *(續)*

健康及安全工作場所 *(續)*

職業健康與安全管理

製造設施方面，我們設立中央化管理方針，所有與職業健康與安全有關的事宜均指定由環境、健康與安全委員會（「環境、健康與安全委員會」）處理。該委員會由相應部門的代表組成，有權實施及監督一系列工作場所的安全舉措，保持安全生產。環境、健康與安全委員會的職責包括但不限於訂立及審視職業健康與安全目標、識別隱患、制定及實施預防策略，以及推廣職業健康與安全理念。

Establishment and review of OHS objectives

訂立及審視職業健康與安全目標

Bimonthly meeting is being held to summarise the manufacturing facilities' information and data regarding the safety aspect. Then, the EHS Committee will identify areas of improvement and analyse resources needed before updating the OHS objectives.

每兩個月召開一次會議，總結生產設施的安全資料及數據。其後，環境、健康與安全委員會將於更新職業健康與安全目標之前找出改善之處並分析所需資源。

Identification of potential hazards

識別隱患

Identification of potential safety risks is conducted annually by the EHS Committee to figure out hazards faced by different types of works, especially for those high-risk ones such as machine operator and technician. Potential risks including noise, air pollution, chemical hazard, machine usage and compared with previous identification results are considered during the identification process. To enhance the credibility of the identification, we also entrust qualified third-parties to carry out an independent identification report.

環境、健康與安全委員會每年進行安全隱患識別，了解不同工種所面對的危害，特別是機器操作員及技工等高風險職位。在識別過程中會考慮潛在的風險，包括噪音、空氣污染、化學危害、操作機器等隱患並與過往識別結果比對。為提高識別結果的可信度，我們亦委託合資格第三方進行獨立識別報告。

RESPONSIBLE EMPLOYMENT *(continued)*

Healthy and Safe Work-place *(continued)*

OHS Management *(continued)*

負責任僱傭 *(續)*

健康及安全工作場所 *(續)*

職業健康與安全管理 *(續)*

Formulation and implementation of prevention strategies 制定及實施預防策略

Before formulating the safety operation manual, corresponding strategies and required personal protection equipment (“PPE”) are designed based on the potential risks identified to provide clear and plausible working instructions for workers and supervisors to follow. The manual has distributed to all relevant departments and PPE has been provided for workers exposing to identified risks for implementation of the safety measures.

編製安全操作手冊前，根據所識別的隱患，設計相應策略及所需的個人防護設備（「個人防護設備」），為工人及主管提供清晰可靠的工作指引。為落實執行安全措施，有關手冊已分發予所有相關部門，並為暴露於已識別風險的工人提供個人防護設備。

To ensure workers are abide by the instructions, regular inspection is carried out by the EHS Committee. In the event of discovering defects, rectification will be taken promptly. In addition, maintenance on daily operation and machines are conducted to ensure the proper functionality of the safety components.

為確保工人遵守指示，環境、健康與安全委員會定期進行視察。一旦發現不足，即時採取糾正措施。此外，我們為日常運作機器進行保養，確保安全組件運作正常。

OHS Promotion 推廣職業健康與安全

Regular training sessions covering the use of personal protective equipment, inherent hazards in the sites, emergency procedures and chemical handling are organised to enhance all employees’ safety knowledge and awareness. Regarding workspace hygiene, a promotion board has been installed in living zone of the workspace for displaying promotion posters and in-house rules.

我們定期舉辦培訓課程，內容涵蓋個人防護設備使用方式、場地的固有隱患、應變程序及處理化學品，從而提高所有僱員的安全知識及警覺。工作場所的衛生方面，我們亦於工作場所的起居空間裝設告示板，用於張貼宣傳海報及內部規則。

RESPONSIBLE EMPLOYMENT *(continued)*

Healthy and Safe Work-place *(continued)*

OHS Management *(continued)*





Four major safety risks were identified throughout our manufacturing operation in FY2021. The related measures proposed and implemented are summarised below:

負責任僱傭 *(續)*

健康及安全工作場所 *(續)*

職業健康與安全管理 *(續)*

在二零二一財政年度，我們於整個製造業務營運中發現四項主要安全風險。建議實施及已經實施的相關措施概述如下：

 <p>Fire 火警</p>	<ul style="list-style-type: none">• Set up conspicuous firefighting equipment zones 於當眼處設立消防設備區域• Conduct regular inspection for firefighting and alarm facilities 定期檢查消防及警報設備• Establish emergency plan, reporting system and evacuation route 制訂應變方案、報告制度及逃生路線• Display evacuation plan at prominent positions 於當眼處張貼逃生路線圖• Conduct fire drills and trainings regularly 定期舉行火警演習及培訓
 <p>Electric Shock 觸電</p>	<ul style="list-style-type: none">• Carry out qualification check to ensure all machine operators are licensed and qualified 核查資歷，確保所有機器操作員已取得牌照及資格• Provide PPE such as insulated electrical gloves to workers 為工人提供絕緣手套等個人防護設備• Comply with the General Guide for Safety of Electric User (GB/T 13869-92) 遵守《用電安全導則》(GB/T 13869-92)• Conduct regular inspection and maintenance for machines 定期檢查及保養機器
 <p>Equipment Malfunction 設備故障</p>	<ul style="list-style-type: none">• Install shields and safety components for machines that pose great safety risks 為安全風險高的機器安裝防護罩及安全組件• Conduct periodic inspection for equipment abrasion and damage 定期檢查設備有否磨損及損壞• Organise trainings on operational safety frequently 經常舉辦有關工作安全的培訓
 <p>Noise 噪音</p>	<ul style="list-style-type: none">• Set up sound cap in the workplace (< 85dB) 制訂工作場所噪音上限 (低於85分貝)• Arrange work rotation to reduce effect of noise exposure 安排輪班工作，減低暴露於噪音的影響• Provide PPE such as earplugs to workers 為工人提供耳塞等個人防護設備• Organise regular body check for workers 為工人安排定期身體檢查

RESPONSIBLE EMPLOYMENT *(continued)*

Healthy and Safe Work-place *(continued)*

OHS Management *(continued)*

For our Real Estate projects, it is necessary for our contractors to entrust at least one qualified safety officer for each project to deal with all on-site safety matters including implementation of safety measures, conduction of regular on-site inspections and monthly meetings, rectification of defects. A monthly integrated performance evaluation is in place to review contractors' safety measures implementation, construction quality, and document submission situation. To further motivate subcontractors, a reward and penalty scheme has been established that cash rewards and penalties are granted to those with top three and bottom three rankings in the evaluation respectively.

Besides, the Group also attaches the same level of concern to staff in the office. By carrying out periodic cleaning and reminding employees to maintain good personal hygiene, the workplace hygiene can constantly keep up at a satisfactory level. In order to show our care to employees' health, various healthcare organisations are invited to deliver sharing sessions. Additionally, medical insurance and occupational disease check-up are offered to all our workers as a final shield for their health and well-being.

負責任僱傭 *(續)*

健康及安全工作場所 *(續)*

職業健康與安全管理 *(續)*

房地產項目方面，我們的承包商須就每個項目委聘至少一名合資格安全主任，負責處理所有工地安全事務，包括實施安全措施、定期實地視察及每月舉行會議，以及糾正問題。我們每月進行一次綜合表現評估，審視承包商的安全措施執行情況、施工質素及提交文件情況。為進一步激勵分包商，已制定賞罰計劃，對評估中排名前三位和後三位的分包商分別給予現金獎勵和罰款。

此外，本集團亦對辦公室員工作出一致的關顧。我們定期打掃及提醒僱員保持良好個人衛生，使工作場所一直保持整潔衛生。為表示對僱員健康的關懷，我們邀請多間醫療機構舉行分享會。此外，我們為所有僱員提供醫療保險及職業病檢查，作為他們的健康生活的後盾。

RESPONSIBLE EMPLOYMENT *(continued)*

Healthy and Safe Work-place *(continued)*

Emergency Preparedness

It is always significant to prepare ourselves for all eventualities in case of accidents and incidents. Therefore, an emergency contingency plan has been established as guidance for our employees to report, respond and investigate under different types of emergency situations, including chemical leakage, fire and natural disasters. To help our staff become familiar with evacuation routes and proper application of relevant equipment to handle emergency situations, emergency drills are organised regularly to refresh their knowledge on the procedures and allow them to act instantly during emergencies.

負責任僱傭 *(續)*

健康及安全工作場所 *(續)*

應變準備

只要做足準備應付各種突發情況，一旦發生意外及事故就可有備無患。因此，我們已制定應變計劃，當發生化學品洩漏、火警及天災等不同類型的緊急情況時，為僱員提供報告、應對及調查的指引。為協助僱員熟悉逃生路線及正確使用相關設備以應對緊急情況，我們定期舉辦緊急演習，讓他們重溫程序，在緊急情況下能夠果斷行動。



Employee Evacuation during Fire Drill
僱員在火警演習中疏散



Training on Use of Fire Extinguisher
使用滅火筒培訓



Demonstration on Use of Water Hose
示範使用消防喉



Debriefing after Fire Drill
火警演習檢討會

RESPONSIBLE EMPLOYMENT *(continued)*

Healthy and Safe Work-place *(continued)*

Emergency Preparedness *(continued)*

Meanwhile, the Group has endorsed the work injury and accident management standard for handling accidents in the workplace. As governed by the standard, our Administrative Department shoulders the responsibility to handle all work-related cases by investigating the root cause(s) of the accident, and rectifying the existing safety conditions, management approaches and safety practices to prevent reoccurrence. The Group will make every effort to support our employees' medical treatment and provide proper compensation under the social insurance after unfortunate events. With our great dedication to workplace safety and employee's well being, there was no work-related fatality for the past three Reporting Periods, but 68 lost days in total which is attributed to 2 cases of work injury in FY2021 were recorded.

負責任僱傭 *(續)*

健康及安全工作場所 *(續)*

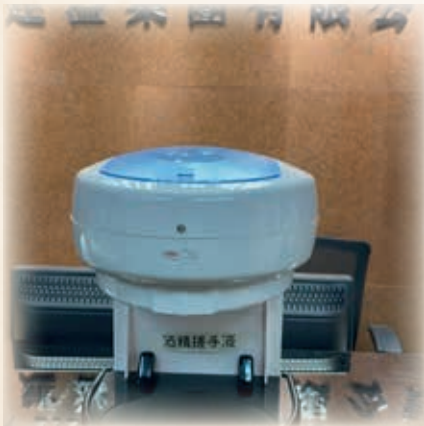
應變準備 *(續)*

同時，本集團已制定工傷及事故管理標準，處理工作場所的事故。根據上述標準，行政部門負責處理所有與工作有關的個案，調查事故的成因，並糾正現有安全情況、管理方針及安全慣例，防止事故再次發生。一旦不幸事件發生，本集團將竭盡所能負擔僱員的治療，並根據適當社會保險賠償。有賴我們對工作場所安全及僱員福利的關注，於過去三個報告期內並無發生因工身亡事故，惟於二零二一財政年度共錄得68個損失工作天數，當中涉及2宗工傷個案。

RESPONSIBLE EMPLOYMENT *(continued)*

Fight against COVID-19

During the COVID-19 epidemic, the Group pays utmost concern to protect employees' health. We strictly follow the instructions from government authorities at the cities with operations. Beyond governmental instructions, counter-measures have been implemented to tackle the outbreak and sustain a safe workplace. Body temperature measurement is mandatorily conducted on a daily basis to ensure every employee is in a good health condition. To maintain workplace hygiene, a disinfection squad is formed to carry out daily disinfection for all areas in the workplace. In addition, sanitary gel and alcohol pads are provided for staff to clean their personal belongings, work equipment and hands regularly.



負責任僱傭 (續)

對抗新冠肺炎

在新冠肺炎肆虐期間，本集團非常重視保障僱員健康。我們嚴格遵守營運所在城市的政府當局指示。除政府指引外，亦採取應對措施，並維持工作場所安全來對抗疫情。我們每日強制進行體溫檢測，確保每名員工健康狀態良好。為保持工作場所的衛生，我們已成立消毒行動小組，每天為工作場所作出全面消毒。此外，僱員獲發清潔液及酒精抹手紙，供他們定期清潔個人物品、工作設備及雙手。



RESPONSIBLE EMPLOYMENT *(continued)*

Labour Standards

Understanding the significant and vital role of labour standards, the Group is dedicated to promoting ethical employment and safeguarding employees' rights by firmly complying with relevant regulations and laws. During the Reporting Period, we were not aware of any breach of relevant laws and regulations in PRC and Hong Kong relating to preventing child and forced labour, including Labour Law of the PRC, Provisions on the Prohibition of Using Child Labour and Employment Ordinance (Cap. 57).

Regarding the child and forced labour issue, we adopt a zero-tolerance approach to protect the underage and our employees from slavery, debt-induced labour and coercion in the workplace. Stringent identification and background check is in place during recruitment and employment processes to ensure the candidates are qualified for employment and have reached the statutorily required age. Should we discover any child and forced labour in the workplace, the Group will not hesitate to take remedial actions including placing penalties on perpetrators and review our management approaches to prevent reoccurrence.

To allow employees to comprehensively understand their rights and scope of work, they are required to sign a legal binding contract on a voluntary and fair basis. Taking related national and international standards and regulations into account, the contract is drafted to offer protection and security to all employees and the Group that both parties have to agree on the terms and conditions before employment commences. Additionally, we respect our employees' decisions that they are free to leave their position with prior notifications. The anti-child and forced labour policy extends to our production chain. The Group does not work with suppliers who employ child or forced labour. During the Reporting Period, the Group did not identify cases related to child and forced labour along our internal operation and supply chain.

負責任僱傭 *(續)*

勞工準則

本集團明瞭勞工準則的重要及其關鍵作用，並致力嚴守相關法規及法律，從而促進合乎道德的聘任及保障僱員權利。於報告期內，我們並無發現於中國及香港違反防止童工及強制勞工的相關法律及法規，包括《中華人民共和國勞動法》、《禁止使用童工規定》及香港法例第57章《僱傭條例》。

我們對童工及強制勞工均採取零容忍態度，以保護未成年人士及僱員於工作場所免受奴役、抵債勞動及脅迫。於招聘及聘用過程中，我們進行嚴格的身份識別及背景調查，確保應徵者合資格受聘並達到法定年齡。若我們於工作場所揭發任何童工及強制勞工，本集團將毫不猶豫採取補救措施，包括處罰肇事者及審視我們的管理方法，以防止事件再次發生。

為了讓僱員全面了解自身權益及其工作範圍，他們需要按自願及公平基準簽署具法律約束力的合約。考慮到相關國家及國際標準及法規，擬定合約乃為全體僱員及本集團提供保護及保障，僱傭雙方必須於僱傭開始前就條款及條件達成一致。此外，我們尊重僱員的決定，他們可於事先通知後自由離職。反童工及強制勞工政策亦延伸至我們的生產鏈。本集團不與聘用童工或強制勞工的供應商合作。於報告期內，本集團在內部經營及供應鏈中並無發現涉及童工及強制勞工的情況。

RESPONSIBLE EMPLOYMENT *(continued)*

Employment Conditions

Aspects regarding employee practices including fair reward and compensation, anti-discrimination, safety of workplace and ethical behaviour are highly connected to an enterprise's capability to retain talents. Thus, the Group will never overlook the importance of constructing appropriate and motivating employment practices that are beyond the industry's standards. Competitive remuneration packages are offered regarding high-calibre talents' experience, qualification and responsibilities that individual's performance regarding working quality, safety and environmental aspects is evaluated annually for adjustment of salary and job position and provision of fringe benefits such as year-end bonus. All full time staff are not only entitled with statutory holidays and paid annual leave, but also additional leaves including marriage leave, maternity leave, compassionate leave. To protect staff from unexpected health risk and financial burden, the Group also offers health insurance (for both Hong Kong and PRC staff) and social insurance (for PRC staff) to its permanent employees. In addition, the Group expects employees to pursue a work-life balance life; thus, working overtime is not encouraged unless there is a necessity. Other compensations and allowances such as business travel compensation, housing allowance and so on are offered to suitable candidates. Our Administrative Department will regularly review and update our employment practices to keep up with the industry's standards. During the Reporting Period, we were not aware of any breach of relevant laws and regulations in PRC and Hong Kong relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunities, diversity, anti-discrimination, and other benefits and welfare, including the Labour Law of the PRC, Labour Contract Law of the PRC and Employment Ordinance (Cap. 57).

負責任僱傭 *(續)*

僱傭條件

有關僱員常規的層面包括公正的獎勵及報酬、反歧視、工作場所安全及道德行為，與企業能否挽留人才息息相關。因此，本集團永不忽略制訂激勵士氣及高於行業標準的合適僱傭慣例的重要性。我們根據優秀人才的經驗、資格及職責提供具競爭力的薪酬待遇，每年對工作質素、安全及環境方面的個人表現進行評估，據此調整工資及職位並提供年終花紅等額外福利。所有全職僱員不僅享有法定假期及有薪年假，亦享有婚假、產假、恩恤假等額外假期。為保障僱員免受意料之外的健康風險及財務負擔，本集團亦為全職僱員投購醫療保險（香港及中國僱員）及社會保險（中國僱員）。此外，本集團期望僱員追求工作生活平衡；因此，如非必要，並不鼓勵超時工作。合資格僱員亦可獲發其他補償及津貼，例如，出差補償及住房津貼等。行政部門將定期檢討及更新我們的僱傭慣例，緊貼行業標準。於報告期內，我們並無發現於中國及香港違反有關補償及解僱、招聘及晉升、工時、假期、平等機會、多元化、反歧視以及其他福利及待遇的相關法律及法規，包括《中華人民共和國勞動法》、《中華人民共和國勞動合同法》及香港法例第57章《僱傭條例》。

RESPONSIBLE EMPLOYMENT *(continued)*

Employment Conditions *(continued)*

The Group upholds an open attitude to embrace all kinds of ideas and differences among its employees. Aiming at fostering an equal, fair and diverse working atmosphere, we have embedded the concept of anti-discrimination into our daily operation. As governed by our Staff Handbook, it is prohibited to discriminate and harass colleagues regarding their gender, sexual orientation, age, colour, nationality, disability, religion, pregnancy, political inclination, union membership or socio-economic status. Apart from managing employees' behaviour, the Group proactively plays an exemplary role by implementing transparent recruitment and appraisal procedures. All recruitment and appraisal decisions are solely made based on candidates' education qualifications, abilities, attitude, knowledge, experience and performance. Meanwhile, every employee is provided with an equal opportunity in recruitment, transfer, promotion, performance appraisal, training, benefits as well as compensation. In case of any misconduct, we encourage employees to actively report the misbehaviours in spoken or written form through their departmental managers, our Administrative Department or opinion boxes. All reported information will be strictly kept confidential to protect the complainants. Investigations following up with rectifications will be carried out where appropriate. During the Reporting Period, we did not receive any complaints from our employees regarding labour practices, discrimination and harassment.

負責任僱傭 *(續)*

僱傭條件 *(續)*

本集團海納百川，接納各種想法及僱員彼此之間和而不同。為營造平等、公平及多元化的工作環境，我們將反歧視理念融入日常營運。誠如《員工手冊》所規定，我們禁止因性別、性取向、年齡、膚色、國籍、殘疾、宗教、懷孕、政治取向、工會成員或社會經濟地位而歧視及騷擾同事。除了管束僱員行為，本集團亦實施公開透明的招聘及評核程序，積極以身作則。所有招聘及評核決定均完全依據人選的學歷、能力、態度、知識、經驗及表現而作出。與此同時，每名僱員於招聘、調職、晉升、表現評估、培訓、福利以及補償方面享有平等機會。一旦發現任何不當行為，我們鼓勵僱員通過部門經理、行政部門或利用意見箱，以口頭或書面形式主動舉報不當行為。為保障投訴人，上報的所有資料均嚴格保密。在適當情況下，我們將進行調查及糾正。於報告期內，本集團並無接獲僱員就勞工慣例、歧視及騷擾而作出投訴。

RESPONSIBLE EMPLOYMENT *(continued)*

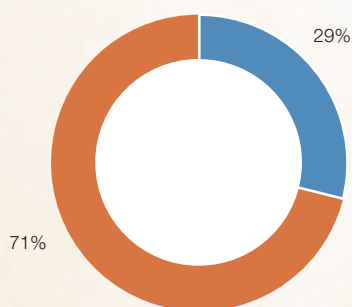
Employment Conditions *(continued)*

Employee Profile

At the end of the Reporting Period, the total number of employees is 6,668 across PRC and Hong Kong.

Gender Profile

性別概況



■ Male
男性

■ Female
女性

負責任僱傭 *(續)*

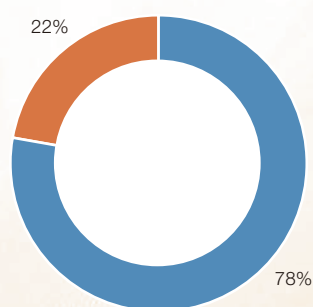
僱傭條件 *(續)*

僱員概況

於報告期結束時，中國及香港的僱員總數為6,668名。

Employment Type Profile

僱傭類型概況

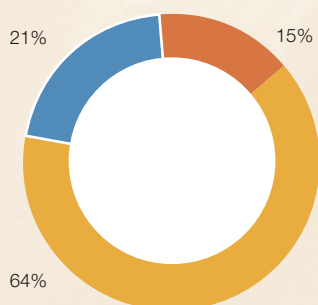


■ Full-time
全職僱員

■ Part-time
兼職僱員

Age Profile

年齡概況



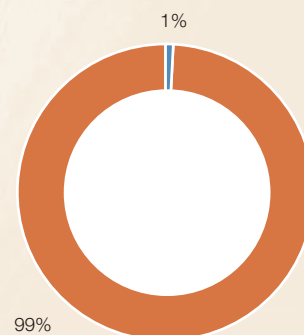
■ Below 30
30歲以下

■ 30 to 50
30至50歲

■ Over 50
50歲以上

Geographical Region Profile

地區概況



■ Hong Kong
香港

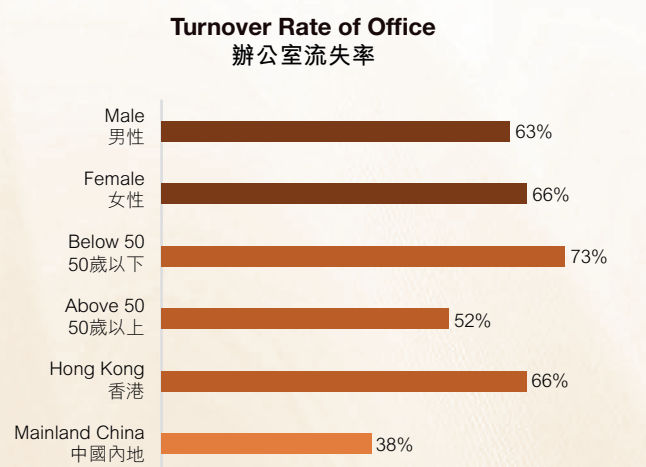
■ Mainland China
中國內地

RESPONSIBLE EMPLOYMENT (continued)

Employment Conditions (continued)

Employee Turnover

The turnover rates of office and factories² are 64% and 119% respectively. Due to the business nature of the manufacturing facilities which cover Shenzhen KYP, Shaoguan Turbo, Shixing Motor and Guizhou Motor, the turnover rate is higher than that of the office-based operations, including KYH, Standard Motor and Guizhou Property.



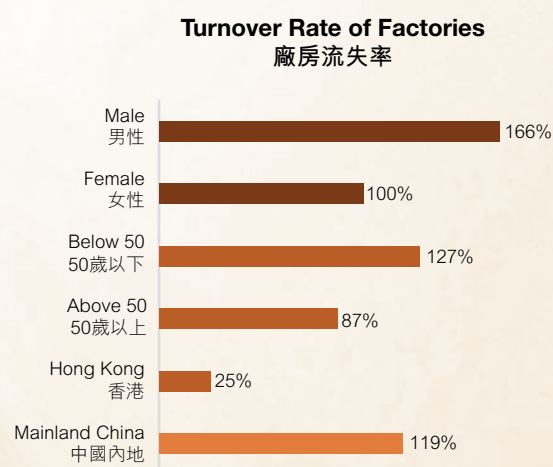
² The turnover rate is calculated based on the statistical data as of 31 March 2021.

負責任僱傭 (續)

僱傭條件 (續)

僱員流失率

辦公室及廠房的流失率²分別為64%及119%。鑑於生產設施(包括深圳建溢寶、韶關德寶、始興馬達及貴州電機)的業務性質，其流失率高於辦公室業務(包括建溢集團、標準摩打及貴州房地產)。



² 流失率乃根據截至二零二一年三月三十一日的統計數據計算。

RESPONSIBLE EMPLOYMENT *(continued)*

Development and Training

Professional competency and development of our employees are of pivotal in our business development. Thus, the Group has been eager to cultivate a continuous development culture to unleash its staff's potentials. Before formulating the Continuous Education Plan, it is essential to identify the training needs of our staff and departmental operation. At the end of every year, our Human Resources Department invites all departments to fill in a questionnaire about their training demands. Training details including training topic, outcome, format, duration, and materials are incorporated in the Continuous Education Plan. To evaluate the training outcome, post-training quizzes, tests and survey are in place to understand employees' learning process, examine their knowledge obtained, and adjust the course contents for future training.

負責任僱傭 (續)

發展及培訓

僱員的專業能力及成長乃業務發展的關鍵。因此，本集團一直期望培養持續發展風氣，讓僱員一展所長。擬定持續進修計劃之前，必須先識別僱員及部門運作的培訓需求。於每年年底，人力資源部門將邀請各部門填寫關於培訓需求的問卷。持續進修計劃載有培訓主題、成果、形式、時間及資料等培訓細節。為評估培訓成果，我們舉行課後小測、測驗及調查，了解僱員的學習進度，考核他們獲得的知識，並調整課程內容以供日後培訓之用。



RESPONSIBLE EMPLOYMENT *(continued)*

Development and Training *(continued)*

To allow our employees to enhance their ability and keep up with the latest market trend, we provide various type of training programmes which cover topics on job-specific skills and knowledge, industry-wide practices and regulations, occupational health and safety, management skills, as well as personal development. For new comers, the Group has also designed a series of induction training programmes to deliver information about corporate background and culture, in-house rules, staff remuneration and benefits, and code of conducts to help them adapt to the new working environment. Other specific knowledge such as operational practices, safety production, and environmental management system is also offered in accordance with their working positions. All new hires are required to pass the post-training examination before starting to work to ensure that they can fully absorb the essential information and knowledge required for their duties. In order to stay informed on trends and keep ahead of the curve, the Group encourages its employees to attend external training by offering educational subsidies. It is expected that new insights can be developed as professional external speakers can offer a fresh perspective on industry practices and the most updated market information on current regulations and business environment.

負責任僱傭 *(續)*

發展及培訓 *(續)*

為使僱員提高能力及緊貼最新市場趨勢，我們提供各種培訓課程，內容涵蓋特定職位的技能及知識、行業的慣例及規例、職業健康與安全、管理技能以及個人發展。本集團亦為新僱員設計一系列入職培訓課程，提供有關公司背景及文化、內部守則、僱員薪酬福利以及行為準則等資料，以協助他們適應新工作環境。亦根據他們的工種提供其他特定知識，例如，操作常規、安全生產及環境管理制度。所有新僱員於開始工作前必須先通過培訓後的考核，確保他們能充分吸收職責所需的基本資訊及知識。為了解趨勢並走在前沿，本集團提供進修津貼，鼓勵僱員參加外部培訓。專業的外聘講者能帶來有關行業慣例的嶄新觀點以及關於當前法規及商業環境的最新市場資訊，相信可藉此開闢新見地。

Induction Training 入職培訓

- Overview of staff handbook
簡介員工手冊
- Company culture & background
公司文化及背景
- In-house rules
內部守則
- Safety & environmental management systems
安全及環境管理制度

Internal Training 內部培訓

- Technical skills (e.g., machine operation, on-site management, etc.)
技能(操作機器、現場管理等)
- Management systems (e.g., ISO9001, ISO14001, RoHS etc.)
管理體系(ISO9001、ISO14001、RoHS等)
- Job-related knowledge
與職位相關知識

External Training 外部培訓

- Seminars organised by industry professional institutions or organisations
行內專業組織或機構舉辦演講

RESPONSIBLE EMPLOYMENT (continued)

Development and Training (continued)

Workplace recognition does not only boost employees' engagement, but also increase productivity and loyalty. In view of that, performance-based appraisals are conducted regularly to monitor employees' performance in various aspects and for our people to receive constructive feedback from their supervisors. We have incorporated employees' learning performance into their appraisal to motivate them pursue continuous learning. Those with outstanding accomplishments will be recognised and rewarded.

In FY2021, the average hours of training per employee was 16.23 hours whilst 67%³ of the employees received training. The staff training profile is divided by gender and employee category as of the end of the Reporting Period and is illustrated in the table below:

	FY2021 二零二一財政 年度	FY2020 二零二零財政 年度	FY2019 二零一九財政 年度
Total number of hours of training received by employees 僱員受訓總時數	108,212	52,743	8,100
By gender⁴ 按性別劃分 ⁴			
Female 女性	14.39 (62%)	5.31 (60%)	4 (55%)
Male 男性	20.75 (38%)	12.23 (40%)	2 (45%)
By employment category⁴ 按僱員類型劃分 ⁴			
Senior management 高級管理層	10.76 (1%)	6.33 (2%)	6 (4%)
Management/supervisor 管理層／主管	8.64 (3%)	3.45 (5%)	5 (15%)
General staff 一般員工	17.57 (96%)	7.83 (93%)	23 (81%)

³ In FY2021, we refined our calculation method for the % of employees who received training by dividing the number of trained employees by the sum of the total number of resigned employees in the Reporting Period and the number of employees as at 31 March 2021.

⁴ The % of trained employees in the specific subcategory was calculated by dividing the number of the trained employees in such subcategory by the total number of trained employees in that specific category.

負責任僱傭 (續)

發展及培訓 (續)

於工作場所獲得認可不僅能提高僱員熱誠，亦可以增進生產力及忠誠度。有鑑於此，我們定期進行表現評核，考察僱員於各方面的表現，使僱員可獲上司提供具建設性的回饋。我們將員工的學習表現納入考核，鼓勵他們持續進修。成就突出的僱員可得到認可及獎勵。

於二零二一財政年度，每名僱員的平均受訓時數為16.23小時，而67%³的僱員已經接受培訓。截至報告期末，按性別及僱員類型劃分的員工培訓概況如下表所示：

³ 於二零二一財政年度，我們已完善受訓僱員百分比的計算方法，將受訓僱員人數除以報告期內離職僱員總數與截至二零二一年三月三十一日的僱員人數的總和。

⁴ 特定分類的受訓僱員百分比的計算方法乃將該分類的受訓僱員人數除以該特定類別的受訓僱員總數。

RESPONSIBLE EMPLOYMENT *(continued)*

Harmonious Workplace and Communication

It is no secret that listening to employees' needs and feedback can not only strengthen their sense of belonging, but also foster a corporate culture around respect and shared values. Therefore, the Group has built a variety of communication channels, including suggestion boxes, telephone, email and meetings, for its employees to share their views on the current company management practices and matters related to staff wellness, welfares and benefits at all times. Meanwhile, we respect their freedom of association and promises to be open and supportive of opinions from the labour unions.

In accordance with our staff complaint and grievance management system, all of information and opinions received are summarised and analysed by the Human Resources Department of the Group to optimise the working conditions and the management practices in staff management. For example, the Group is determined to show extra care for its sensitive risk groups. Thoughtful measures have been taken to protect youth workers aged between 16 and 18 years old, the disabled and pregnant, including prohibition of work arrangement that may impede their health and education, or involve in labour-intensive and high-risk activities. In the event of employee grievances, the Group will not overlook the complaints and will ensure that all complaints are handled fairly, consistently and wherever possible resolved to the complainant's satisfaction. By establishing an investigation team, the cases will be verified before rectifications implementation. The whole complaint handling process are confidential to protect the privacy of the complainants.

負責任僱傭 (續)

和諧工作場所及溝通

聆聽僱員所需所想不僅能加強僱員歸屬感，亦能培養互相尊重及共享價值觀的企業文化。因此，本集團已設立多種溝通渠道，包括意見箱、電話、電郵及會議，讓僱員隨時分享他們對公司現時的管理慣例及員工福祉、福利及利益等相關事宜的意見。同時，我們尊重他們的結社自由，並承諾對工會的意見持開放及支持態度。

按照我們的員工投訴及申訴管理制度，所有接獲的資料及意見均由本集團的人力資源部門進行總結及分析，以改善工作條件及僱員管理的管理方針。舉例而言，本集團決心對敏感風險組別給予額外關顧。我們已採取周到的措施保護16至18歲的青年工人、殘疾人士及孕婦，包括禁止安排他們從事影響健康及學習的工作或參與密集勞動及高風險的活動。一旦接獲僱員投訴，本集團絕不忽視，並確保所有投訴得到公平一致的處理，盡可能以投訴人滿意之方式解決。我們將成立調查小組，在實施糾正之前先核實個案。整個投訴處理過程完全保密，以保護投訴人的私隱。

RESPONSIBLE EMPLOYMENT *(continued)*

Harmonious Workplace and Communication

(continued)

On the other hand, camaraderie and harmonious relationship among our employees is vital for shaping a happy workplace. In view of that, a wide range of team-bonding activities, such as Christmas Lucky Draw, regular team gatherings and group festive gatherings, were organised during the Reporting Period to allow our staff to have high-quality relaxation time with each other.



Christmas and Chinese New Year Lucky Draw
聖誕及農曆新年抽獎

負責任僱傭 *(續)*

和諧工作場所及溝通 *(續)*

另一方面，僱員間的友好及和睦關係對於締造樂也融融的工作場所非常重要。有鑑於此，於報告期內舉辦一連串團隊聯誼活動，例如，聖誕抽獎、定期團隊聚會及節慶聚會等，讓僱員輕鬆共渡快樂時光。



ENVIRONMENTAL FOOTPRINT

In order to achieve sustainable development, the Group unswervingly pursues breakthroughs in maximising its outputs while minimising the adverse impacts to the environment by utilising the resources in an environmentally responsible manner as stipulated in its environmental policy. All of our operations are bounded by our environmental commitments as illustrated below:

環境足印

為實現可持續發展，本集團奮力尋求突破，誠如環境政策所規定，本集團利用對環境負責的方式使用資源，實現最大產出，同時將對環境的不利影響減到最低。我們的所有業務均受環境承諾約束，見下圖所示：

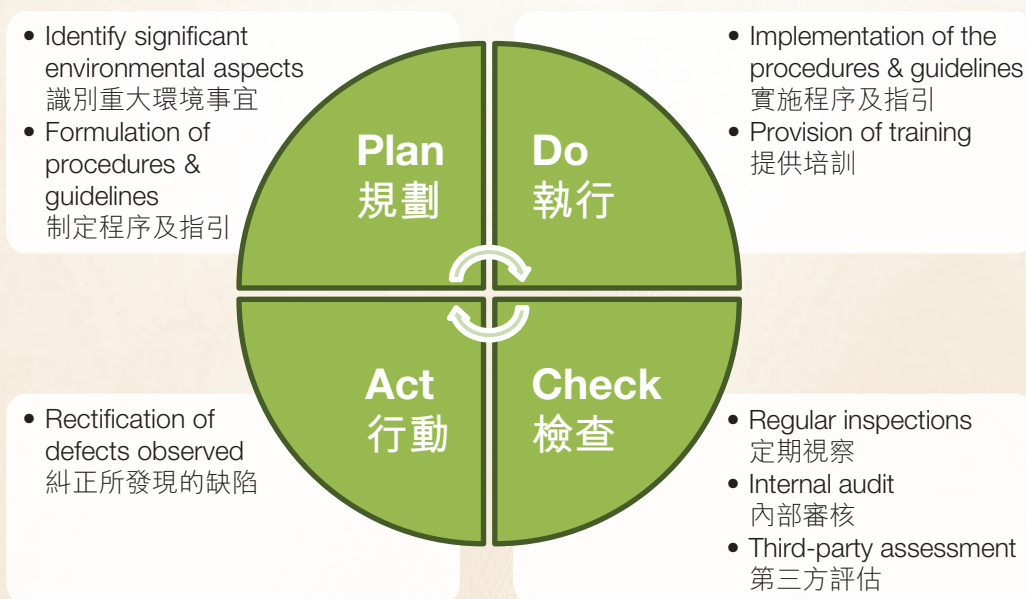
Environmental Commitments

環境承諾

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

ENVIRONMENTAL FOOTPRINT *(continued)*

Accredited by international standard (ISO14001), an Environmental Management System (“EMS”) with the adoption of “Plan-Do-Act-Check” approach has been implemented in our manufacturing facilities to guarantee the production is always carried out to a compliance standard. In order to manage the identified environmental aspects under the EMS, the Group has also formulated a set of environmental management procedures and working guidelines for our staff to follow in daily operations. Inspections are in place to frequently measure and monitor the environmental performance of the facilities that immediate rectifications will be in place when areas of improvement are observed.



During the Reporting Period, we were not aware of any breach of relevant laws and regulations in PRC and Hong Kong relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste, including the Environmental Protection Law of the PRC and the Environmental Protection Tax Law of the PRC.

環境足印 (續)

我們的生產設施已實施獲國際準則 (ISO14001) 認證的環境管理制度 (「環境管理制度」) 及採用「規劃－執行－行動－檢查」方針，保證生產工序始終按照合規標準進行。為了於環境管理制度下管理已識別的環境事宜，本集團亦已制定環境管理程序及工作指引，供僱員在日常營運中遵循，並經常測量和監視來檢查設施的環境表現，一旦發現需要改善之處，則立即糾正。

於報告期內，本公司並無發現於中國及香港違反有關廢氣及溫室氣體排放、向水及土地排污以及產生有害及無害廢棄物的相關法律及法規，包括《中華人民共和國環境保護法》和《中華人民共和國環境保護稅法》。

ENVIRONMENTAL FOOTPRINT (continued)

Emission Control

Air emission

Careless industrial processes can lead to air pollution, and even impact human health. Therefore, the Group has taken cautious measures to prevent untreated production effluent from emitting into the atmosphere. The Group strictly complies with the national and regional regulations and standards including the Law of the PRC on Prevention and Control of Atmospheric Pollution, Integrated Emission Standard of Air Pollutants (GB16297-1996), and the Part 2 of the Occupational Exposure Limits for Hazardous Agents in the Workplace (GBZ2.2-2007). All polluted air is treated by the filtration system before emission. At the same time, we entrust qualified third parties to assess all of our gas effluents (manufacturing facilities and mobile vehicles) annually to ensure the compliance with the above stated laws and standards. Apart from that, unintentional gas leakage is effectively prevented with the provision of regular maintenance for all machineries and ventilation systems. Other maintenance practices, such as bi-monthly cleaning of industrial dust filtration machines, are also carried out to secure the emission standard.

During the Reporting Period, the Group's major sources of air emissions are air pollutants from fuel consumption by vehicles and stationary generators. The air emissions from mobile combustion, in terms of nitrogen oxides ("NO_x"), sulphur oxides ("SO_x") and Particulate Matter ("PM"), are shown in the table below:

Air Emissions ⁵ 廢氣排放 ⁵	Unit 單位	FY2021 二零二一財政年度	FY2020 二零二零財政年度	FY2019 ⁶ 二零一九財政年度 ⁶
NO _x 氮氧化物	Kg 千克	708.39	534.40	336.88
SO _x 硫氧化物	Kg 千克	0.98	1.10	1.26
PM 懸浮粒子	Kg 千克	66.81	51.59	32.06

⁵ The air emission is calculated based on the "How to prepare an ESG Report? Appendix 2: Reporting Guidance on Environmental KPIs" published by HKEx.

⁶ Air Emission (NO_x and PM) of FY2019 is recalculated since some vehicle types were misrecorded.

環境足印 (續)

控制排放

廢氣排放

草率的工序可引致空氣污染，甚至損害人類健康。因此，本集團已採取審慎措施，以防未經處理的生產廢氣排放至大氣中。本集團嚴格遵守國家及地區的法規及標準，包括《中華人民共和國大氣污染防治法》、《大氣污染物綜合排放標準(GB16297-1996)》及《工作場所所有害因素職業接觸限值第2部分：物理因素(GBZ2.2-2007)》。所有廢氣於排放前均先經過過濾系統處理。同時，我們委聘合資格第三方每年對所有廢氣排放(生產設施及車輛)進行評估，確保遵守上述法律及標準。除此以外，我們定期保養所有機器及通風系統，有效防止無意中洩漏氣體。我們亦採取其他保養措施，例如，每兩個月清洗一次工業粉塵過濾機，確保遵守排放標準。

於報告期內，本集團的廢氣排放主要源自車輛及固定發電機消耗燃料的空氣污染物。流動燃燒源產生的廢氣排放(以氮氧化物(「氮氧化物」)、硫氧化物(「硫氧化物」)及懸浮粒子(「懸浮粒子」)計)見下表：

⁵ 廢氣排放乃根據香港交易所刊發的《如何編備環境、社會及管治報告？附錄二：環境關鍵績效指標匯報指引》計算。

⁶ 於二零一九財政年度的廢氣排放(氮氧化物及懸浮粒子)經重新計算，原因為部份汽車種類的記錄出錯。

ENVIRONMENTAL FOOTPRINT *(continued)*

Emission Control *(continued)*

GHG emission

Global warming has been a controversial topic due to the fact that it leads to several undesirable events such as climate change and extreme weather, which will cause harm to the health of human and our communities. Deeply understanding the cause of global warming, the Group endeavours to bring down its greenhouse gas (“GHG(s)”) emission by focusing on energy conservation across its production chain. Various strategies are developed to manage and monitor the GHG emission while reducing our carbon footprint at the same time. Please refer to the Resource Management section in this Report for details of the initiatives.

The main source of direct GHG emission (Scope 1) of the Group is from the use of refrigerant. For indirect GHG emission (Scope 2), it mainly comes from the usage of purchased electricity, while the other indirect GHG emission (Scope 3) comes from employees’ business trips. In FY2021, we produced 43,513.32 tonnes of carbon dioxide, which is equivalent (“tCO₂e”) to an intensity of 6.53 tCO₂e per employee throughout our operation.

環境足印 *(續)*

控制排放 *(續)*

溫室氣體排放

全球暖化引致氣候變化及極端天氣等禍害，損害人類健康及社區，各界一直就此爭論不休。本集團深明全球暖化的成因，並通過關注整個生產鏈的能源節約，致力減少溫室氣體（「溫室氣體」）排放。我們已制定各種策略以管理及監察溫室氣體排放，同時減少碳足印。有關該等措施之詳情請參閱本報告「資源管理」章節。

本集團的直接溫室氣體排放（範圍1）主要來自使用製冷劑。間接溫室氣體排放（範圍2）則主要來自使用外購電力，而其他間接溫室氣體排放（範圍3）則來自僱員出差。於二零二一財政年度，我們產生43,513.32噸二氧化碳，相當於每名僱員於整個營運過程中的二氧化碳密度為6.53噸二氧化碳當量（「噸二氧化碳當量」）。

ENVIRONMENTAL FOOTPRINT *(continued)*

Emission Control *(continued)*

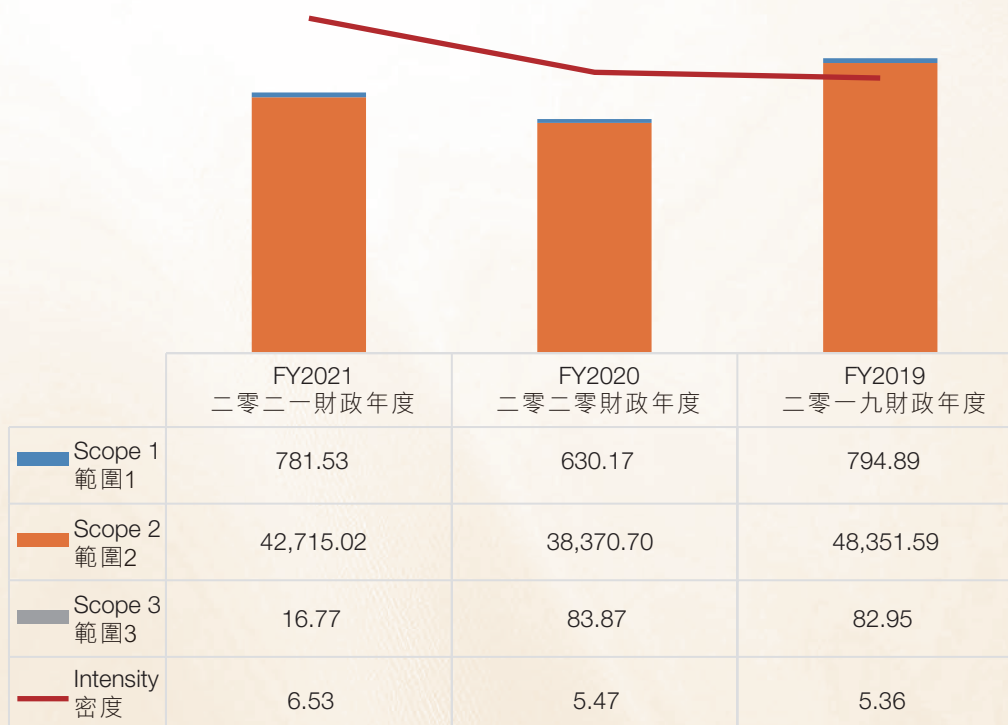
GHG emission *(continued)*

環境足印 *(續)*

控制排放 *(續)*

溫室氣體排放 *(續)*

GHG Emission (tCO₂e)
溫室氣體排放 (噸二氧化碳當量)



ENVIRONMENTAL FOOTPRINT *(continued)*

Emission Control *(continued)*

GHG emission *(continued)*

Note 1: The direct emission (Scope 1) calculation is using the published emission factors from Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong, published by Environmental Protection Department and Electrical and Mechanical Services Department, 2006 IPCC Guidelines for National Greenhouse Gas Inventories and the guidance worksheets of World Resources Institute GHG Protocol Tool for Mobile Combustion and the GHG Protocol Tool for Stationary Combustion.

Note 2: The indirect emission (Scope 2) calculation is based on the published emission factors of the emission factors from 2017 Emission Factors for purchased electricity within Mainland China, published by Climate Change Info-Net and CLP Sustainability Report in Hong Kong.

Note 3: The other indirect emission (Scope 3) calculation refers to GHG Conversion Factors in Company Reporting published by the UK Government. Only data of subsidiaries located in Hong Kong are used for calculation of the (Scope 3) emission generated by water consumption and sewage treatment.

Note 4: The GHG intensity the sum of (Scope 1), (Scope 2) and (Scope 3) emissions, divided by the total number of employees in the Reporting Period.

環境足印 *(續)*

控制排放 *(續)*

溫室氣體排放 *(續)*

附註1：直接排放（範圍1）是根據環境保護署及機電工程署刊發的《香港建築物（商業、住宅或公共用途）的溫室氣體排放及減除的核算和報告指引》、《2006年IPCC國家溫室氣體清單指南》及世界資源研究所提供的工作指南－移動燃燒的溫室氣體核算工具及固定燃燒的溫室氣體核算工具計算。

附註2：間接排放（範圍2）是根據中國氣候變化信息網刊發的《2017年度減排項目中國區域電網基準線排放因子》及香港中電可持續發展報告所載的排放因子計算。

附註3：其他間接排放（範圍3）是參考英國政府刊發的《GHG Conversion Factors in Company Reporting》計算。計算耗水及污水處理產生之（範圍3）排放時僅使用位於香港之附屬公司之數據。

附註4：溫室氣體密度是將（範圍1）、（範圍2）及（範圍3）的排放總和除以報告期內的僱員總人數。

ENVIRONMENTAL FOOTPRINT (continued)

Emission Control (continued)

Wastewater discharge

Separate management systems have been endorsed for industrial and domestic wastewater due to the difference in their natures. Before collected by qualified service provider for further handling, chemical containing industrial wastewater is stored at designated area to prevent pollution of other water sources. Domestic wastewater from canteen and toilets are being filtered before discharging into public sewage. It is strictly forbidden to discharge any chemicals or waste oil directly. Regular internal inspection is in place to prevent malfunction of the wastewater management systems. Apart from that, annual test on wastewater discharge systems and pipes is carried out by certified third parties to ascertain the compliance with the relevant laws and regulations such as the Urban Drainage and Sewage Treatment Regulations, the Integrated Wastewater Discharge Standard (GB8978-1996) and Environmental Quality Standards for Surface Water (GB3838-2002).

Wastewater Discharge 污水排放	Unit 單位	FY2021 二零二一財政年度	FY2020 二零二零財政年度	FY2019 二零一九財政年度
Wastewater 污水	m ³ 立方米	377,746	376,643	452,765
Intensity 密度	m ³ per employee 立方米／每名僱員	56.65	52.71	49.28

Waste management

Proper waste management helps improve the quality of water and air, as well as reducing the emission of GHGs. As governed by the waste management procedure, process of waste collection, segregation, and transferring to entrusted certified service providers are all under controlled. To optimise the waste management performance, all waste is segregated by category (i.e., recyclable, non-recyclable and hazardous waste) to avoid mixing up with other incompatible waste. All segregated wastes are contained in impervious containers before being stored in designated areas. For hazardous waste, proper chemical labels are attached on the containers for waste identification and safety caution. At the end, the wastes are consigned to qualified waste collectors or entrusted to the government for incineration or recycling, processing and disposal.

環境足印 (續)

控制排放 (續)

污水排放

由於工業污水與生活污水性質不同，我們已制定各自的管理制度。含有化學物的工業污水在交由合資格服務供應商收集並進一步處理之前，會先儲存於指定區域，以防污染其他水源。來自食堂及洗手間的生活廢水於排出公共污水設施前均經過過濾。我們嚴格禁止直接排放任何化學品或廢油。我們定期進行內部視察，慎防污水管理系統故障。此外，經認證的第三方每年對污水排放系統及管道進行檢測，以確定是否符合相關法律及法規，例如，《城鎮排水與污水處理條例》、《污水綜合排放標準(GB8978-1996)》及《地表水環境質量標準(GB3838-2002)》。

廢物管理

適當的廢物管理有助改善水及空氣質素，並減少溫室氣體排放。按照廢物管理程序的規定，廢物的收集、分類及轉交受聘經認證服務供應商的過程全部均受約束。為優化廢物管理績效，所有廢物均分門別類(即可回收、不可回收及有害廢物)，避免與其他不相容的廢物混合。所有已分類的廢物均裝進防滲水容器，再存放至指定區域。就有害廢物而言，其容器將貼上適當化學品標籤，方便識別廢物及作為安全警示。最後，廢物將交由合資格廢物收集商或交給政府焚化或回收、處理及棄置。

ENVIRONMENTAL FOOTPRINT (continued)

Emission Control (continued)

Waste management (continued)

In order to ensure the on-site waste is handled properly in accordance with the best practices, the applicable laws and regulations, monthly inspection is in place to monitor the waste management facilities and management procedures. During the Reporting Period, the Group strictly abides by the Laws of the PRC on Prevention and Control of Environmental Pollution by Solid Waste.

環境足印 (續)

控制排放 (續)

廢物管理 (續)

為確保場內廢物依照最佳慣例及適用法律及法規得到妥善處理，我們每月檢查廢物管理設施及管理程序。於報告期內，本集團嚴格遵守《中華人民共和國固體廢物污染環境防治法》。

Waste Disposal 所棄置廢物	Unit 單位	FY2021 二零二一財政年度	FY2020 二零二零財政年度	FY2019 二零一九財政年度
Total hazardous waste⁷ 有害廢物總數 ⁷	Tonne 噸	40.93	37.39	62.29
Waste organic solvent 廢棄有機溶劑	Tonne 噸	24.23	24.78	-
Industrial Gelatine 工業明膠	Tonne 噸	6.87	-	-
Wire 電線	Tonne 噸	-	4.81	-
Waste oil 廢油	Tonne 噸	4.10	4.40	-
Paint 油漆	Tonne 噸	3.66	-	-
Others 其他	Tonne 噸	2.07	3.40	-
Intensity 密度	Tonne per employee 噸/每名僱員	0.0061	0.0052	0.0068
Total non-hazardous waste⁸ 無害廢物總數 ⁸	Tonne 噸	5,969.32	4,872.78	7,897.93
Waste metals 廢棄金屬	Tonne 噸	4,637.28	3,865.32	-
Waste paper 廢棄紙張	Tonne 噸	581.12	432.78	-
Cardboard and carton boxes 紙皮及紙皮箱	Tonne 噸	24.33	211.17	-
Scrap 廢料	Tonne 噸	412.57	-	-
Others 其他	Tonne 噸	314.02	363.51	-
Intensity 密度	Tonne per employee 噸/每名僱員	0.90	0.68	0.86

⁷ In FY2021, major types of hazardous waste of the Group are waste organic solvents, industrial gelatine, waste oil and paint. Breakdown of the data in FY2019 is unavailable due to technical issue.

⁸ In FY2021, major types of non-hazardous waste of the Group are waste metals, waste paper, cardboard or carton boxes and scrap. Breakdown of the data in FY2019 is unavailable due to technical issue.

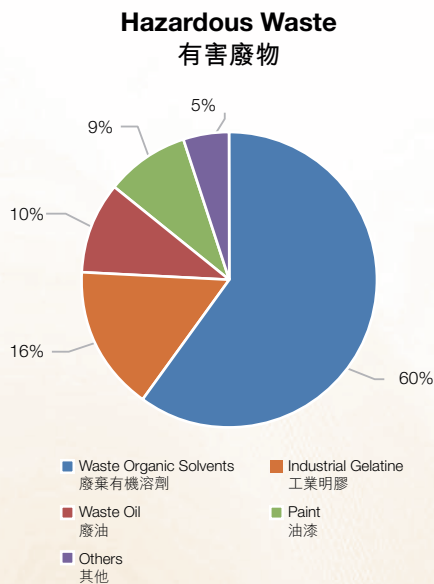
⁷ 於二零二一財政年度，本集團的有害廢物主要為廢棄有機溶劑、工業明膠、廢油及油漆。由於技術問題，並無二零一九財政年度數據的明細。

⁸ 於二零二一財政年度，本集團的無害廢物主要為廢棄金屬、廢棄紙張、紙皮或紙皮箱及廢料。由於技術問題，並無二零一九財政年度數據的明細。

ENVIRONMENTAL FOOTPRINT (continued)

Emission Control (continued)

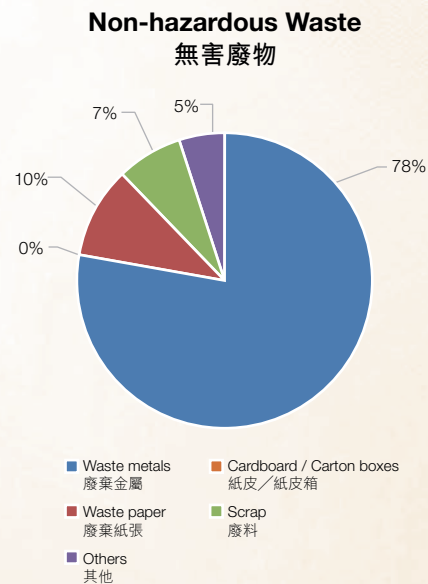
Waste management (continued)



環境足印 (續)

控制排放 (續)

廢物管理 (續)



To instill the idea of reducing waste into employees' minds, the Group does not only focus on the operational waste management, but also organised recycling activities with local green organisations. Besides, various festive e-cards are designed to reduce the use of paper. In FY2021, we encouraged our employees to take a small step and turn recycling into their daily habit by collecting festive recyclables such as mooncake boxes. All collected materials are handed to local green organisations for further processing. We hope to develop a less wasteful culture by motivating our staff to celebrate with minimal ecological footprints.

為了向僱員灌輸減廢理念，本集團不僅注重營運中的廢物管理，亦與當地環保組織攜手舉辦回收活動。此外，我們亦設計各款電子節日賀卡，以減少使用紙張。於二零二一財政年度，我們鼓勵僱員邁出一小步，透過收集月餅罐等節日可回收物品，將回收變成日常習慣。所收集的所有材料均交由當地環保組織進一步處理。我們盼望透過激勵僱員以最低生態足印慶節，藉此養成減廢風氣。

ENVIRONMENTAL FOOTPRINT *(continued)*

Resource Management

Many of the environmental problems can be solved simply by changing our behaviours. In order to reduce our environmental footprint, green procurement standard is in place when purchasing raw materials to lighten our environmental impacts while maximise the reuse and recycling possibility of our products. Materials containing toxic substances that pose damaging risks to the environment and wildlife are rigorously prohibited. We also control the amount of our purchases to avoid over-ordering which may result in wastage due to materials deterioration and damage.

Apart from that, green policies regarding resources and energy conservation are enacted in offices and factories to lead our employees to live and work in a sustainable way. Our operation is driven by the “3Rs” Principle - Reduce, Reuse and Recycle to boost resource efficiency and reduce carbon emission. All raw materials are reused as much as possible for production. If the materials cannot be reused, we will seek for potential business partners to recycle the materials before disposal, so as to extend the materials’ useful life and minimise resource consumption.

環境足印 *(續)*

資源管理

眾多環境問題都可透過改變我們自身行為來解決。為減少我們的碳足印，我們於採購原材料時採納環保採購標準，從而減輕環境影響，同時盡量提高重覆使用及回收再造產品的可能性。我們嚴禁使用含有對環境及野生動物可能構成損害的有毒物質的物料。我們亦控制採購量，避免因過量採購而可能導致材料變質及損壞，造成浪費。

除此以外，我們的辦公室及廠房均已制定有關節省資源及能源的環保政策，帶領僱員以可持續方式生活及工作。我們的營運以「三用原則—減少使用、廢物利用及循環再用」為動力，以提高資源效益及減少碳排放。我們盡可能將所有原材料重覆使用於生產。倘無法重覆使用材料，我們將於棄置該等材料前物色潛在商業夥伴循環再用，以延長材料的使用壽命，盡量減少資源消耗。

ENVIRONMENTAL FOOTPRINT (continued)

Resource Management (continued)

Green Office

環境足印 (續)

資源管理 (續)

綠色辦公室



Electricity

電力

- Switch off lighting & electrical office equipment when not in use
在不需使用時關閉照明及辦公室電器
- Set hour & temperature caps for air-conditioners
設置空調的運作時間及溫度上限
- Replace lightings with LED lights
以LED燈取代現有照明
- Conduct daily checking to ensure no unnecessary equipment is on
每天進行檢查，確保並無啟動不必要的設備
- Organise trainings on energy-saving regularly
定期舉辦關於節約能源的培訓



Water

水

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



Paper

紙張

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



Office Equipment & Supplies

辦公設備及用品

- Recycle used ink cartridges & paper
回收舊碳粉盒及廢紙
- Promote green procurement practices (e.g., opting for refillable ball pens & energy-efficient office equipment)
推廣環保採購常規（例如，選用可換芯原子筆及高能源效益辦公設備）
- Issue supplies on exchange basis
以補充方式發放用品
- Provide regular maintenance for all office equipment
定期保養所有辦公設備

ENVIRONMENTAL FOOTPRINT (continued)

Resource Management (continued)

Green Factory

In the manufacturing industry, manufacturing plant is the major source of energy consumption. In view of that, the Group pays extra attention to introduce energy-saving policies in the factories. For example, we optimise the use of energy-efficient facilities by transforming or replacing the existing machines. In addition, initial sample check has been stringently implemented to avoid unnecessary energy consumption due to defective products. At the same time, we are dedicated to upgrading the operational systems in the manufacturing facilities to minimise the environmental impacts.

環境足印 (續)

資源管理 (續)

綠色工廠

在製造業中，生產廠房為能源消耗的主要源頭。有鑑於此，本集團特別注重在廠房引進節能政策。舉例而言，我們透過改裝或更換現有機器，以完善節能設施的使用。此外，我們亦嚴格執行初始樣本抽查，避免因缺陷產品造成不必要的能源消耗。同時，我們致力提升生產設施的運作系統，以盡量減少對環境的影響。

Water cooling system
水冷卻系統

Installation of recirculating water system that makes use of well water for indoor cooling
安裝循環用水系統，將井水用於室內降溫

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

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

Heat recovery system
熱回收系統

Heat recovery from rotatory screw air compressors for water heating in staff dormitories in Shaoguan, Shixing and Guizhou
於韶關、始興及貴州通過螺桿式空壓機回收熱力，並用於員工宿舍之熱水系統

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

於深圳採用熱能回收技術來回收由注塑工序而大量消耗能源所產生的熱能

ENVIRONMENTAL FOOTPRINT (continued)

Resource Management (continued)

Green Factory (continued)

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

環境足印 (續)

資源管理 (續)

綠色工廠 (續)

本集團於報告期內消耗資源的數據如下表所列。

Resource Consumption 資源消耗	Unit 單位	FY2021 二零二一 財政年度	FY2020 二零二零 財政年度	FY2019 二零一九 財政年度
Electricity 電力	MWh 兆瓦時	51,133.47	45,936.98	53,708.20
Intensity 密度	MWh per employee 兆瓦時／每名僱員	7.67	6.43	5.85
Stationary Fuel 固定燃料	MWh 兆瓦時	52.97	173.59	–
Diesel 柴油	MWh 兆瓦時	8.47	148.68	–
Liquefied petroleum gas 液化石油氣	MWh 兆瓦時	44.50	24.90	–
Argon gas 氬氣	L 升	2,340.00	40.00	–
Acetylene 乙炔	L 升	320.00	160.00	–
Helium gas 氦氣	L 升	320.00	–	–
Mobile Fuel 移動燃料	MWh 兆瓦時	607.08	681.08	–
Diesel 柴油	MWh 兆瓦時	242.14	236.31	–
Unleaded petrol 無鉛汽油	MWh 兆瓦時	81.01	444.77	–
Gasoline 汽油	MWh 兆瓦時	283.93	–	–
Total Energy Consumption⁹ 總能源耗量 ⁹	MWh 兆瓦時	51,793.52	46,791.64	–
Intensity 密度	MWh per employee 兆瓦時／每名僱員	7.77	6.55	–

⁹ The conversion factors from volumetric units of unleaded petrol and diesel oil consumption to energy units are in reference to CDP Technical note: Conversion of fuel data to MWh.

⁹ 將無鉛汽油及柴油消耗量從容積單位換算為能源單位所用係數乃參考《CDP技術說明：將燃料數據換為兆瓦時》。

ENVIRONMENTAL FOOTPRINT (continued)**Resource Management** (continued)**Green Factory** (continued)**環境足印** (續)**資源管理** (續)**綠色工廠** (續)

Resource Consumption 資源消耗	Unit 單位	FY2021 二零二一 財政年度	FY2020 二零二零 財政年度	FY2019 二零一九 財政年度
Water¹⁰ 水 ¹⁰	m³ 立方米	377,746.00	389,649.13	482,631.27
Intensity 密度	m ³ per employee 立方米／每名僱員	56.65	54.53	52.63
Paper 紙張	Tonne 噸	20.84	20.05	20.97
Intensity 密度	Tonne per employee 噸／每名僱員	0.003	0.003	0.002
Packaging Materials¹¹ 包裝物料 ¹¹	Tonne 噸	5,324.00	5,740.86	7,555.55
Carton boxes 紙皮箱	Tonne 噸	3,326.13	3,511.01	–
Wrapping paper 包裝紙	Tonne 噸	776.85	1,226.76	–
Paper and cards 卡紙	Tonne 噸	252.58	372.97	–
Plastic plates, boxes and bags 膠板、膠盒及膠袋	Tonne 噸	468.08	280.22	–
Styrofoam 發泡膠	Tonne 噸	336.56	184.39	–
Linerboard 瓦通紙	Tonne 噸	236.54	155.20	–
Intensity 密度	Tonne per employee 噸／每名僱員	0.80	0.80	0.82

¹⁰ There is no issue of sourcing water in FY2021.

¹¹ In FY2021, major types of packaging materials of the Group are carton boxes, wrapping paper, paper and cards, plastic plates, boxes and bags, styrofoam and linerboard.

¹⁰ 於二零二一財政年度在求取用水方面並無遇上問題。

¹¹ 於二零二一財政年度，本集團的包裝材料主要為紙皮箱、包裝紙、卡紙、膠板、膠盒及膠袋、發泡膠及瓦通紙。

ENVIRONMENTAL FOOTPRINT *(continued)*

Minimising Impacts on the Environment and Natural Resources

Acknowledging the possibility of generating environmental impacts during the business operation, the Group has been committed to minimising its emissions with lower resource and energy consumption through a systematic environmental management approach. As governed by the ISO14001 certified EMS, annual identification of environmental aspects is conducted by listing out and measuring all the related aspects regarding their impacts to the environment, occurrence frequency, and degree of difficulty to handle etc., to formulate appropriate management strategies and mitigation of the environmental risks generated by our building and operational processes. In addition, periodic environmental impact assessment for our production facilities covering all the emissions is in place to examine the Group's strengths, weaknesses, opportunities and threats regarding the environmental aspects, and update our management approach. The whole process of identification and management of environmental risks is under EHS Committee's supervision to ensure compliance with relevant regulations and laws. At the same time, the EHS Committee is also responsible for enacting other duties, such as implementation of proper waste management, advocate environmental and clean production, provision of environmental training and so on, as stipulated in the EMS.

環境足印 (續)

減低對環境及天然資源的影響

本集團承認在業務營運過程中產生環境影響的可能性，故一直致力透過有系統的環境管理方針以減少排放，使用較少資源及能源消耗。根據經ISO14001認證的環境管理制度規定，我們每年識別環境事宜，按照環境影響、發生頻率及處理難度列出並衡量所有相關事宜，以制定適當的管理策略，減輕我們的建築物及營運過程中產生的環境風險。此外，我們定期對生產設施進行環境影響評估，當中涵蓋所有排放物，以審視本集團於環境方面的優劣、機遇及威脅，並更新我們的管理方針。環境風險的整個識別及管理過程均在環境、健康與安全委員會的監督下進行，以確保遵守相關法規及法律。同時，誠如環境管理制度所規定，環境、健康與安全委員會亦負責履行其他職責，例如，實施適當的廢物管理、宣揚環保及潔淨生產及提供環境培訓等。

ENVIRONMENTAL FOOTPRINT *(continued)*

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

Apart from the measures mentioned in the previous sections (i.e., Emission Control and Resource Management), the Group has also formulated an emergency contingency plan based on the identified environmental risks such as noise pollution, chemical leakage, and irregular air emission, to reduce the impacts to the environment and natural resources to a minimum level during unpredictable events. Moreover, counter-measures are designed and implemented to control our noise emission and chemical handling to prevent nuisance and contamination from our manufacturing segment. Together with regular on-site inspection and maintenance, noise reduction facilities including noise cancellation devices, noise insulation panels and vibration reducers are installed to lower noise level emitted from the production machines. We also locate plant with loud noise in soundproofing rooms. Regular noise monitoring is carried out by qualified third parties to ensure our noise emission fulfils the Emission Standard for Industrial Enterprises Noise at Boundary (GB12348-2008), Occupational Exposure Limits for Hazardous Agents in the Workplace Part 2: Physical Agents (GBZ2.2-2007) and Environmental Quality Standard for Noise (GB3096-2008). For prevention of land contamination, we cautiously handle all untreated hazardous waste by establish strict policy on forbidding disposal to the land nearby. All of the waste is properly stored before certified service providers' handling to ensure compliance with the Environmental Quality Standard for Soils (GB15618-2018).

環境足印 *(續)*

減低對環境及天然資源的影響 *(續)*

除先前章節(即控制排放及資源管理)提及的措施外,本集團亦因應噪音污染、化學品洩漏及異常廢氣排放等已識別的環境風險制定緊急應變計劃,以於不可預測的事件發生時將對環境及天然資源的影響減至最低。此外,我們亦擬定及實施若干有關控制噪音發出及化學品處理的對策,慎防製造業務產生滋擾及污染。除定期實地視察及保養外,我們亦裝設降噪裝置、隔音板及減震器等降噪設備,以降低生產機器發出的噪音水平。我們亦將隔音設備安置在高噪音的工廠內。合資格第三方定期進行噪音監測,確保我們發出的噪音符合《工業企業廠界環境噪聲排放標準(GB12348-2008)》、《工作場所所有害因素職業接觸限值第2部份:物理有害因素(GBZ2.2-2007)》及《聲環境質量標準(GB3096-2008)》。為防止污染土地,我們謹慎處理所有未經處理的有害廢物,並制定嚴格政策禁止在附近土地棄置。所有廢物在交由經認證的服務供應商處理前均妥善儲存,確保符合《土壤環境質量標準(GB15618-2018)》。

CARING COMMUNITY

FY2021 was a tough period to every Hong Kong people. At the beginning of the COVID-19 epidemic, the Group was realised that, especially for the underprivileged, their eager demand for personal protective equipment. In addition, due to the implementation of school suspension measures, to allow children of families in need to find a little joy in these difficult times. The Group contributed masks and toy packages to different charities, including the Evangelical Lutheran Church Social Services – Hong Kong, the Chinese Manufacturers' Association of Hong Kong and Tung Wah Group of Hospitals, to respond to society's needs.

Besides, the Group also made charitable donations to various charitable organisations, such as Yao Yueh Chinese Music Association, Evangelical Lutheran Church Social Services – Hong Kong, S.K.H. St. Christopher's Home, to support their services to the society.

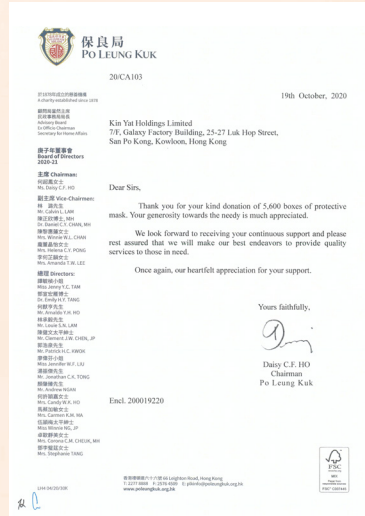
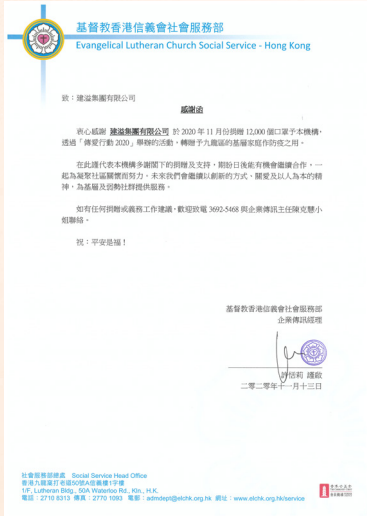
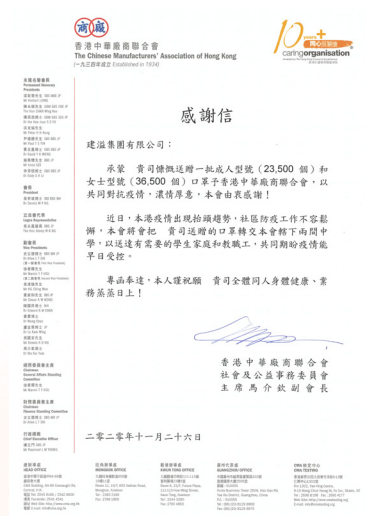
As a socially responsible company, we acknowledge the essence to contribute and create positive values in the society. Therefore, a proactive and continuous approach is adopted to support the local communities. The Group has never hesitated to shoulder its responsibility in caring for the community, making a contribution to society and developing ethically in the industry. By encouraging our employees to participate in volunteer works, we hope to create a harmonious and cooperative relationship with the local citizens.

關懷社區

二零二一財政年度對每位香港人來說是艱難的一年。在新冠肺炎疫情肆虐之初，本集團意識到，特別對於弱勢群體，他們對個人防護設備的迫切需求。此外，因實施學校停課等措施，為讓有需要家庭的孩子在這些困難時期找到一點快樂。本集團向基督教香港信義會社會服務部、香港中華廠商聯合會及東華三院等不同慈善機構捐贈口罩及玩具包，以回應社會需求。

此外，本集團亦向多個慈善機構作出慈善捐贈，如樂樂國樂團有限公司、基督教香港信義會社會服務部、聖公會聖基道兒童院等，以支持他們對社會的服務。

作為對社會負責的企業，我們明白應當仁不讓，為社會作出貢獻及創造正面價值。因此，我們積極並持續支持當地社區。本集團在關懷社區、貢獻社會及促進行業道德發展方面，將不遺餘力地肩負應有的責任。通過鼓勵僱員參與義工服務，我們寄望與當地市民建立和諧的合作關係。



Appreciation Letters from Organisations
獲各大機構頒發感謝狀

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Aspect A Environmental 層面A環境		
A1 Emissions	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous wastes.	Environmental Footprint – Emission Control
A1 排放物	有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	環境足印—控制排放
KPI A1.1	The types of emissions and respective emissions data.	Environmental Footprint – Emission Control
關鍵績效指標A1.1	排放物種類及相關排放數據。	環境足印—控制排放
KPI A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g., per unit of production volume, per facility).	Environmental Footprint – Emission Control
關鍵績效指標A1.2	溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	環境足印—控制排放
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g., per unit of production volume, per facility).	Environmental Footprint – Emission Control
關鍵績效指標A1.3	所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	環境足印—控制排放
KPI A1.4	Total non-hazardous waste produced (in tonnes) and where appropriate, intensity (e.g., per unit of production volume, per facility).	Environmental Footprint – Emission Control
關鍵績效指標A1.4	所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	環境足印—控制排放
KPI A1.5	Description of measures to mitigate emissions and results achieved.	Environmental Footprint – Emission Control
關鍵績效指標A1.5	描述減低排放量的措施及所得成果。	環境足印—控制排放
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	Environmental Footprint – Emission Control
關鍵績效指標A1.6	描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	環境足印—控制排放

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香港交易所環境、社會及管治報告 指引索引 (續)

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Aspect A Environmental (continued) 層面A環境 (續)		
A2 Use of Resources	Policies on efficient use of resources, including energy, water and other raw materials.	Environmental Footprint – Resource Management
A2 資源使用	有效使用資源(包括能源、水及其他原材料)的政策。	環境足印—資源管理
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).	Environmental Footprint – Resource Management
關鍵績效指標 A2.1	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)。	環境足印—資源管理
KPI A2.2	Water consumption in total and intensity (e.g., per unit of production volume, per facility).	Environmental Footprint – Resource Management
關鍵績效指標 A2.2	總耗水量及密度(如以每產量單位、每項設施計算)	環境足印—資源管理
KPI A2.3	Description of energy use efficiency initiatives and results achieved them.	Environmental Footprint – Resource Management
關鍵績效指標 A2.3	描述能源使用效益計劃及所得成果。	環境足印—資源管理
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	Environmental Footprint – Resource Management
關鍵績效指標 A2.4	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。	環境足印—資源管理
KPI A2.5	Total packaging material used for finished products (in tonnes), and, if applicable, with reference to per unit produced.	Environmental Footprint – Resource Management
關鍵績效指標 A2.5	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。	環境足印—資源管理
A3 The Environment and Natural Resources	Policies on minimising the issuer's significant impact on the environment and natural resources.	Environmental Footprint – Minimising Impacts on the Environment and Natural Resources
A3 環境及天然資源	減低發行人對環境及天然資源造成重大影響的政策。	環境足印 – 減低對環境及天然資源的影響
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Environmental Footprint – Minimising Impacts on the Environment and Natural Resources
關鍵績效指標 A3.1	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。	環境足印 – 減低對環境及天然資源的影響

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香港交易所環境、社會及管治報告 索引索引 (續)

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Aspect B Social 層面B社會		
B1 Employment	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Responsible Employment – Employment Conditions
B1 僱傭	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	負責任僱傭 – 僱傭條件
KPI B1.1	Total workforce by gender, employment type, age-group and geographical region.	Responsible Employment – Employment Conditions
關鍵績效指標 B1.1	按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	負責任僱傭 – 僱傭條件
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Responsible Employment – Employment Conditions
關鍵績效指標 B1.2	按性別、年齡組別及地區劃分的僱員流失比率。	負責任僱傭 – 僱傭條件
B2 Health and Safety	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impacts on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	Responsible Employment – Healthy and Safe Workplace
B2 健康與安全	有關提供安全工作環境及保障僱員避免職業性危害的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	負責任僱傭 – 健康及安全工作場所
KPI B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	Responsible Employment – Healthy and Safe Workplace
關鍵績效指標 B2.1	過去三年(包括匯報年度)每年因工亡故的人數及比率。	負責任僱傭 – 健康及安全工作場所
KPI B2.2	Lost days due to work injury.	Responsible Employment – Healthy and Safe Workplace
關鍵績效指標 B2.2	因工傷損失工作日數。	負責任僱傭 – 健康及安全工作場所
KPI B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Responsible Employment – Healthy and Safe Workplace
關鍵績效指標 B2.3	描述所採納的職業健康與安全措施，以及相關執行及監察方法。	負責任僱傭 – 健康及安全工作場所

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

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香港交易所環境、社會及管治報告 索引索引 (續)

HKEx ESG Reporting Guide General Disclosures & KPIs 香港交易所環境、社會及管治報告指引一般披露及關鍵績效指標		Explanation/ Reference Section 解釋／參考章節
Aspect B Social (continued) 層面B社會 (續)		
B6 Product Responsibility	Information on: - the policies; and - compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Responsible Products & Excellent Services – Manufacturing Business, Real Estate Development, Confidentiality and Privacy
B6 產品責任	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： - 政策；及 - 遵守對發行人有重大影響的相關法律及規例的資料。	負責任產品及卓越服務－製造業務、房地產發展、保密及私隱
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	Responsible Products & Excellent Services – Manufacturing Business
關鍵績效指標 B6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比。	負責任產品及卓越服務－製造業務
KPI B6.2	Number of products and service related complaints received and how they are dealt with.	Responsible Products & Excellent Services – Manufacturing Business
關鍵績效指標 B6.2	接獲關於產品及服務的投訴數目以及應對方法。	負責任產品及卓越服務－製造業務
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.	Responsible Products & Excellent Services - Intellectual Property
關鍵績效指標 B6.3	描述與維護及保障知識產權有關的慣例。	負責任產品及卓越服務－知識產權
KPI B6.4	Description of quality assurance process and recall procedures.	Responsible Products & Excellent Services – Manufacturing Business
關鍵績效指標 B6.4	描述質量檢定過程及產品回收程序。	負責任產品及卓越服務－製造業務
KPI B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	Responsible Products & Excellent Services – Confidentiality and Privacy
關鍵績效指標 B6.5	描述消費者資料保障及私隱政策，以及相關執行及監察方法。	負責任產品及卓越服務－保密及私隱

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香港交易所環境、社會及管治報告 指引索引 (續)

HKEx ESG Reporting Guide General Disclosures & KPIs 香港交易所環境、社會及管治報告指引一般披露及關鍵績效指標		Explanation/ Reference Section 解釋／參考章節
Aspect B Social (continued) 層面B社會(續)		
B7 Anti-corruption	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	Integrity in Business – Anti-Corruption, Conflict of Interest and Fair Competition
B7 反貪污	有關防止賄賂、勒索、欺詐及洗黑錢的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例的資料。	誠信經營 – 反貪污、利益衝突及公平競爭
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	Integrity in Business – Anti-Corruption
關鍵績效指標 B7.1	於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	誠信經營 – 反貪污
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Integrity in Business – Whistleblowing System
關鍵績效指標 B7.2	描述防範措施及舉報程序，以及相關執行及監察方法。	誠信經營 – 舉報機制
B8 Community Investment	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	Caring Community
B8 社區投資	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	關懷社區
KPI B8.1	Focus areas of contribution (e.g., education, environmental concerns, labour needs, health, culture, sport).	Caring Community
關鍵績效指標 B8.1	專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	關懷社區
KPI B8.2	Resources contributed (e.g., money or time) to the focus area.	Caring Community
關鍵績效指標 B8.2	在專注範疇所動用資源(如金錢或時間)。	關懷社區

