



Allan International Holdings Limited (亞倫國際集團有限公司)

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code 股份代號 : 684)



2020 / 21

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

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ABOUT THE REPORT

This Environmental, Social and Governance (ESG) Report (the “Report”) describes the system development and performance of Allan International Holdings Limited (the “Company” or “Allan International”) and its subsidiaries (the “Group”, “we” or “us”) in our fulfillment of environmental and social responsibilities. The Report is available on the website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) (www.hkexnews.hk) and the Company’s website (www.allan.com.hk).

REPORTING SCOPE

The Report presents the Group’s environmental, social and governance performance for the financial year from 1 April 2020 to 31 March 2021 (the “Year”). The Report covers the operation of the Group’s plant in Lilin Town, Zhongkai Hi-tech Industrial Development Zone, Huizhou City, Guangdong Province, China (the “Lilin Plant”), as it represents the core business of the Group — household electrical appliances business. The Report has not yet covered the Group’s operations of other places (such as the operation in Hong Kong office). Looking ahead, the Group will review the scope of our report in a regular manner and gradually expand the scope of disclosure based on the principle of materiality to provide stakeholders with more comprehensive information.

REPORTING STANDARDS

The Report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “Guide”) under Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange, with the four reporting principles, i.e. Materiality, Quantitative, Balance and Consistency. A complete index is appended to the last chapter hereof for easy reference in accordance with the Guide.

關於本報告

本環境社會及管治報告(「本報告」)在闡述亞倫國際集團有限公司(「本公司」、「公司」或「亞倫國際」)及其附屬公司(「本集團」、「集團」或「我們」)在履行環境與社會責任方面的制度發展和績效表現。本報告刊載於香港聯合交易所有限公司(「聯交所」)網站(www.hkexnews.hk)及本公司網站(www.allan.com.hk)。

匯報範圍

本報告匯報本集團在二零二零年四月一日至二零二一年三月三十一日之財政年度內(「本年度」)之環境、社會及管治表現。本報告覆蓋本集團位於中國廣東省惠州市仲愷高新技術產業開發區瀝林鎮的廠房(簡稱「瀝林廠房」)的相關營運，因為其代表本集團的核心業務一家庭電器業務。本報告目前未有覆蓋本集團其他營運點之營運(包括位於香港辦公室的營運)。展望未來，本集團將定期檢視報告範圍，並根據實質性的原則，逐步擴大披露範圍，為持份者提供更全面的資訊。

報告準則

本報告遵循聯交所上市規則附錄二十七中的《環境、社會及管治報告指引》(「《指引》」)編寫，並按照四項匯報原則—重要性、量化、平衡及一致性，作為編寫報告的基礎。本報告最後一章附有完整索引，以便讀者按《指引》閱讀本報告。

REPORTING PRINCIPLES

The Report adhered to the ESG Reporting Guide and applied the following principles:

Materiality: In order to identify and assess the material concerns of our stakeholders, we conducted materiality assessment surveys through a number of stakeholder engagement activities to determine the factors that have a material impact on our sustainable growth.

Quantitative: The Group records and estimates quantitative data and makes comparison with past performance where feasible. To ensure the accuracy of key environmental performance indicators, the Group has commissioned the China Quality Certification Center to conduct carbon verification, and has complied with relevant national and international standards such as ISO14064-1:2006, ISO14064-3:2006, and the Greenhouse Gas Protocol.

Balance: The information and cases in the Report are mainly derived from the statistical reports, relevant documents and internal communication documents of the Company during the year 2020/21. The Group undertakes that there are no false statements or misleading representations in the Report, and is responsible for the truthfulness, accuracy and completeness of the contents contained herein.

Consistency: The Report complies to the Environmental, Social and Governance Reporting Guide issued by the Hong Kong Stock Exchange. If there are any changes that may affect the comparison with previous reports in the future, the Group will make explanatory notes to the corresponding section hereof.

FEEDBACK

The Group welcomes all stakeholders to provide feedback on our ESG approach and performance. Please share your opinions with us through the following channels:

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匯報原則

本報告依循ESG報告指引，應用以下原則：

重要性：為識別及評估對業務有關人士有影響的重大事宜，我們透過多項與業務有關人士的溝通活動，進行實質性評估調查，以釐定對本集團可持續發展有重大影響的因素。

量化：本集團對量化資料作出紀錄及估算，並在可行情況下與過往績效比較。為確保環境關鍵績效指標的準確性，本集團已委託中國質量認證中心進行碳核查，ISO14064-1:2006及ISO14064-3:2006和溫室氣體盤查議定書等國家及國際標準。

平衡：本報告的資料和案例主要來源於二零二零／二一年度公司統計報告、相關文檔及內部溝通文件。本集團承諾本報告不存在任何虛假記載及誤導性陳述，並對內容真實性、準確性和完整性負責。

一致性：本報告遵循「香港聯交所環境、社會及管治報告指引」進行匯報。未來若有任何可能影響與過往報告作比較的變更，本集團會於報告相應內容加入註解。

意見反饋

本集團歡迎各持份者就我們的環境、社會及管治方法及表現提供意見，請以以下的聯絡方式與我們分享您的意見。

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ABOUT ALLAN INTERNATIONAL

關於亞倫國際



Company Policy 公司方針

<p>Pursuing Excellence to delight Customer 顧客滿意憑優質</p>	<p>Practising "Green" & "Lean" throughout the Company 節能降耗求精益</p>	<p>Persisting Social Responsibility for the Community 遵紀守法重安健</p>	<p>Perpetuating Improvement as world-class Corporation 持續改進助發展</p>
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Allan International is a Hong Kong-based company with more than four decades of experience in manufacturing high-quality household electrical appliances. We are mainly engaged in designing, manufacturing and selling of household electrical appliances and provides OEM and ODM services for various household electrical appliances brands.

The Group endeavoured to reduce resource consumption while improving operational efficiency through adopting various strategies, including automation, streamlining of manpower, and improvement in manufacturing processes. Meanwhile, the Group has also strengthened the engineering and R&D capabilities to offer comprehensive project management, innovative products and premium services for customers through a unique and innovative product platform. Looking ahead, the Group will continue to improve its manufacturing process, expand its customer base and product categories, with a view to offering long-term profit and associated social benefits to investors.

ESG STATEMENT OF THE BOARD OF DIRECTORS

The management of Allan International is committed to integrating corporate social responsibility into our business operations. The Board of Directors assumes full responsibilities for the sustainability matters of the Group, including formulating strategies, monitoring the Company's ESG performance, and approving the Report. To promote a common corporate risk management across the Group, we have established a risk management and internal control system, and the Board of Directors is responsible for continuous monitoring and review of its effectiveness. For more information on the ESG governance structure and risk management, please refer to the section "Governance for Sustainability".

亞倫國際是一家以香港為基地的公司，擁有超過四十年製造優質家電的生產經驗。我們主要從事家庭電器的設計、製造及銷售業務，為家庭電器品牌提供貼牌生產(OEM)與設計代工製造服務(ODM)。

本集團採取自動化、精簡人手及改善製造流程等策略，在節省資源消耗的同時，提高營運效率。同時，本集團亦加強工程及研發能力，透過獨特及創新的產品平台為客戶提供全面項目管理、創新產品及優質服務。展望未來，本集團將繼續完善其製造流程，並擴大客戶基礎及產品種類，為投資者帶來長遠利潤回報及相關社會效益。

董事會的環境、社會及管治聲明

亞倫國際的管理層致力將企業社會責任融入業務營運之中。董事會肩負起本集團可持續發展事宜的全部責任，包括制定策略，監督本公司的環境、社會及管治表現，以及審批本報告。為促進集團範圍內統一的企業風險管理，我們已設立風險管理及內部監控系統，並由董事會肩負持續監察及檢討其有效性。有關ESG管治架構及風險管理請參閱「可持續發展管治」的章節。

We are committed to creating long-term value for all stakeholders. To this end, we listen to their opinions and feedback carefully and predict their needs and expectations. During the Year, the Group conducted interviews and questionnaires targeted at the management and internal and external stakeholders of the Group respectively to understand their opinions on the sustainability of the Group, and to identify ESG issues that have a significant impact on our operations and stakeholders. Their opinions help the Group to understand and assess our ESG performance and to develop relevant strategies.

The Group is committed to improvement in our operation management while pursuing business development. We have established a sound employment system and provide a healthy and safe working environment embracing diversity and inclusion. We have been maintaining close communication with all employees to understand their needs. In particular, during the pandemic, we put the safety and well-being of all employees at the first place, and made flexible work arrangements for employees in need. Meanwhile, the Group is committed to reducing emissions and enhancing the utilisation efficiency of resources. All emissions are safely discharged after treatment to reduce the impact on surrounding environment in the places where we operate. To ensure the product safety for consumers, the Group is also dedicated to maintaining product-related health and safety through establishing various procedures for quality inspection.

This Year is an extremely difficult and challenging year. The COVID-19 pandemic has affected all aspects of life around the world and hit the world economy severely. Our plant operations were disrupted, as we encountered a number of issues such as the severely affected supply of raw materials and the shortage of manpower. We had instantly formulated contingency plan in response to the COVID-19 pandemic, covering employee health and safety, material supply as well as shipping arrangements.

Sustainability is an eternal journey that requires continuous improvement and commitment to the community. Looking ahead, in addition to adapting to the "new normal" amid the COVID-19 pandemic, we must also remain vigilant and responsive to challenges and changes in our business environment in various aspects. In addition, the Group will continue to strengthen communication with stakeholders and to improve our corporate social responsibility management system to further enhance the Group's environmental and social performance, with a view to meeting the requirements of regulators and investors in respect of sustainability issues, and creating long-term and persistent value for shareholders and stakeholders of the Group.

我們致力為各持份者創造長遠的價值，為此我們用心聆聽彼等的意見及回饋，預見他們的需求及期望。本年度，本集團為管理層及本集團的內外持份者分別進行訪談及問卷調查，瞭解管理層及持份者對本集團可持續發展的意見；並藉此識別對本集團營運及持份者而言屬重大的環境、社會及管治議題，幫助我們瞭解、評估本集團的環境、社會及管治表現及制定相關策略。

本集團在發展業務的同時，致力完善業務營運管理。我們設有健全的僱傭制度，建立一個多元共融及健康安全的工作環境，並與各員工維持緊密溝通，以瞭解員工的需要，尤其於抗疫期間，以員工安全及福祉為優先，為有需要的員工提供彈性工作安排。同時，本集團銳意減少排放物，並提升資源運用效率，以及排放物經處理後安全排放，以減少對營運所在地周邊環境的影響。本集團亦致力維持產品健康安全，訂立各項品質檢定過程，確保消費者安全使用產品。

本年度是極其困難和充滿挑戰的一年。COVID-19大流行影響了全球所有生活領域並重創世界經濟。我們的工廠營運受阻，例如：原材料供應受到嚴重影響及人手短缺問題。我們已即時就COVID-19大流行制定應變計劃，涵蓋員工健康安全、物料供應及出貨安排等。

可持續發展是一個永恆不息的旅程，需要不斷為社會作出改善和承諾。展望未來，我們除了適應COVID-19大流行的「新常態」外；我們亦必須保持警惕及多方面地應對業務環境中的挑戰和變化。另外，本集團將繼續加強與持份者溝通，持續完善公司社會責任管理系統，以進一步提升本集團於環境與社會的表現，從而滿足監管機構及投資者對可持續發展事宜的要求，以及為本集團的股東及持份者創造長遠及持久價值。

GOVERNANCE FOR SUSTAINABILITY

The internal ESG governance structure of the Group consists of both members of the Board of Directors and general employees to ensure that all departments engage in the sustainability issues of the Group so as to effectively monitor and implement the sustainability performance of the Group. In particular, the Board of Directors is responsible for supervising the work carried out by the ESG Committee, and regularly reviewing relevant ESG performance and formulating the Group's ESG development strategy and direction. The ESG Committee, composed of director-level personnel, is responsible for formulating and monitoring the work carried out by the ESG Execution Group, and reporting the ESG results and performance of the Group to the Board of Directors on a regular basis. The ESG Execution Group, composed of representatives appointed by the directors of various department, is responsible for implementing the recommendations and policies concerning ESG made by the Board of Directors and the ESG Committee.

In addition, a well-established risk management and internal control system is in place, and the Board of Directors continuously monitors and reviews its effectiveness on an ongoing basis. The Board of Directors, through the Audit Committee, reviews the effectiveness of various systems including financial, operational and compliance control, and engages external independent professionals to assist in identifying and assessing the risks of the Group by way of interviews. In response to the risks and opportunities relating to sustainability, the Group also holds regular management meetings to identify various sustainability-related risks, such as risks relating to the environment, hazardous substances, occupational health and safety, information and quality, etc., and formulates relevant policies and measures based on the risks so identified. The Board of Directors believes that the internal control and risk management system is effective and sufficient.

可持續發展管治

本集團內部的ESG管治架構由董事會成員至一般職系員工組成，確保各部門均參與本集團的可持續發展事宜，以有效監察及實踐本集團的可持續發展表現。當中董事會負責監察ESG工作委員會的工作，並定期檢討有關的ESG表現及制定本集團的ESG發展策略及方向。ESG工作委員會由總監級別人員負責制定及監察ESG執行小組工作，並定期向董事會匯報本集團的ESG績效及表現；而ESG執行小組由各部門總監委派代表組成，負責執行由董事會及ESG工作委員會的ESG建議措施及政策。

另外，我們亦擁有完善的風險管理及內部監控系統，並由董事會持續監察及檢討其有效性。董事會透過審核委員會檢討包括財務、營運及合規控制等系統的實施成效，並委託外部獨立專業人士透過訪談，協助識別及評估本集團風險。而為應對可持續發展的風險與機遇，本集團亦定期舉辦管理層會議，識別各項可持續發展的風險，例如環境、有害物質、職業健康安全、信息及質量等範疇，並根據所識別的風險制定相關政策及措施。董事會認為內部監控及風險管理系統屬有效及充分。

Risks and Opportunities Assessment Table 2020
《風險和機遇評估分析表2020》

Type of Risk 風險類型	ESG-related Risks ESG相關風險	Response to Risks 風險應對措施
Environmental management 環境管理	Disposal of wastes 廢棄物處理	Refer to A1 Emissions 參考章節A1排放物
Occupational safety 職業安全	Occupational safety and health 職業安全及健康	Refer to B2 Health and Safety 參考章節B2健康與安全
Supply chain 供應鏈	Environmental and social risks of supply chain 供應鏈的環境及社會風險	Refer to B5 Supply Chain Management 參考章節B5供應鏈管理
Information safety 資訊安全	Safeguarding the interests of customers and business partners 保障客戶及業務合作夥伴的利益	Refer to B6 Product Responsibility 參考章節B6產品責任

STAKEHOLDER ENGAGEMENT AND MATERIALITY ASSESSMENT

持份者參與及重要性評估

To enhance the Group's business development and corporate social responsibility, we actively listen to the opinions of various stakeholders, and continue to understand and respond to the concerns of different stakeholders, so that we can establish a relationship of mutual trust and mutual benefit with them to promote sustainability. The communication modes between the Group and stakeholders are as follows:

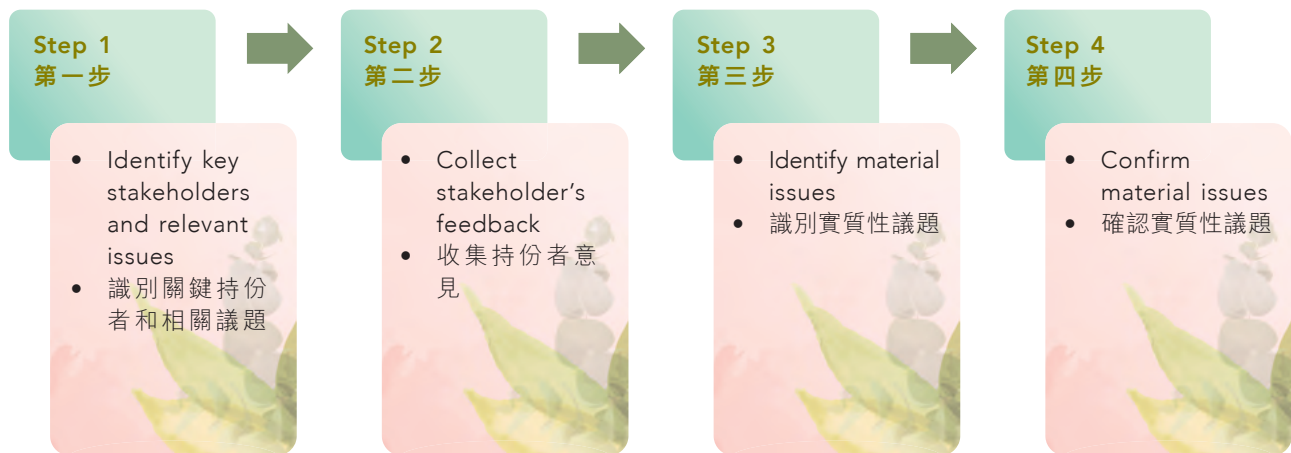
為強化集團業務發展及企業社會責任，我們積極聆聽各持份者的意見，並持續地瞭解及回應不同持份者關注的事項，讓我們與他們建立互信互惠的關係，從而推動可持續發展。本集團與持份者的溝通方式如下：

Major stakeholders 主要持份者	Communication modes 溝通方式
Shareholders and investors 股東及投資者	Report the performance of the Group to shareholders and investors via general meetings, result reports and annual reports 透過股東大會、業績報告及年報向股東及投資者匯報集團的表現
Customers 客戶	Conduct customer satisfaction surveys 進行客戶滿意度調查 Handle customers' opinions and complaints in accordance with established procedures for customer communication 按照客戶溝通既定程序，處理客戶的意見和投訴
Employees 員工	Conduct surveys to collect employees' opinions through internal communication procedures 透過內部溝通程序進行員工意見調查 Provide training and activities to employees 為員工提供培訓及員工活動
Suppliers 供應商	Conduct audits on suppliers and carry out risk ratings 進行供應商審核及風險評級 Review suppliers' performance on a regular basis 定期為供應商的表現進行檢討
Community 社區	Organise volunteer visits, community investment projects and donations on a regular basis 定期舉辦義工探訪活動、開展社區投資項目及捐獻 Offer scholarships 設立獎學金
Regulators 監管機構	Contact and communicate with government departments 與政府部門聯繫及溝通 Participate in the public consultation initiated by the government 參與政府舉辦的公眾諮詢



During the Year, to better understand stakeholders' understanding and vision in ESG aspects, the Group conducted stakeholder engagement activities and materiality assessments, including questionnaire surveys on management, external and internal stakeholders. In particular, the materiality assessments are carried out according to the Environmental, Social and Governance Reporting Guide issued by the Hong Kong Stock Exchange and the steps below. The questionnaire surveys invite internal and external stakeholders to rate different issues in the aspects of environmental protection, employment and labour practices, operating practices, and community investments, thereby understanding the extent of stakeholders' concern on each issue.

本年度，為更瞭解持份者在環境、社會及管治方面的認識及願景，本集團進行持份者溝通活動及實質性評估，其中包括：管理層、外部及內部持份者問卷調查。當中實質性評估參照香港交易所《環境、社會及管治報告指引》並按以下的步驟進行。問卷調查邀請內、外部持份者對環境保護、僱傭及勞工常規、營運慣例、社區投資範疇中不同議題進行評分，瞭解持份者對各項議題的關注程度。

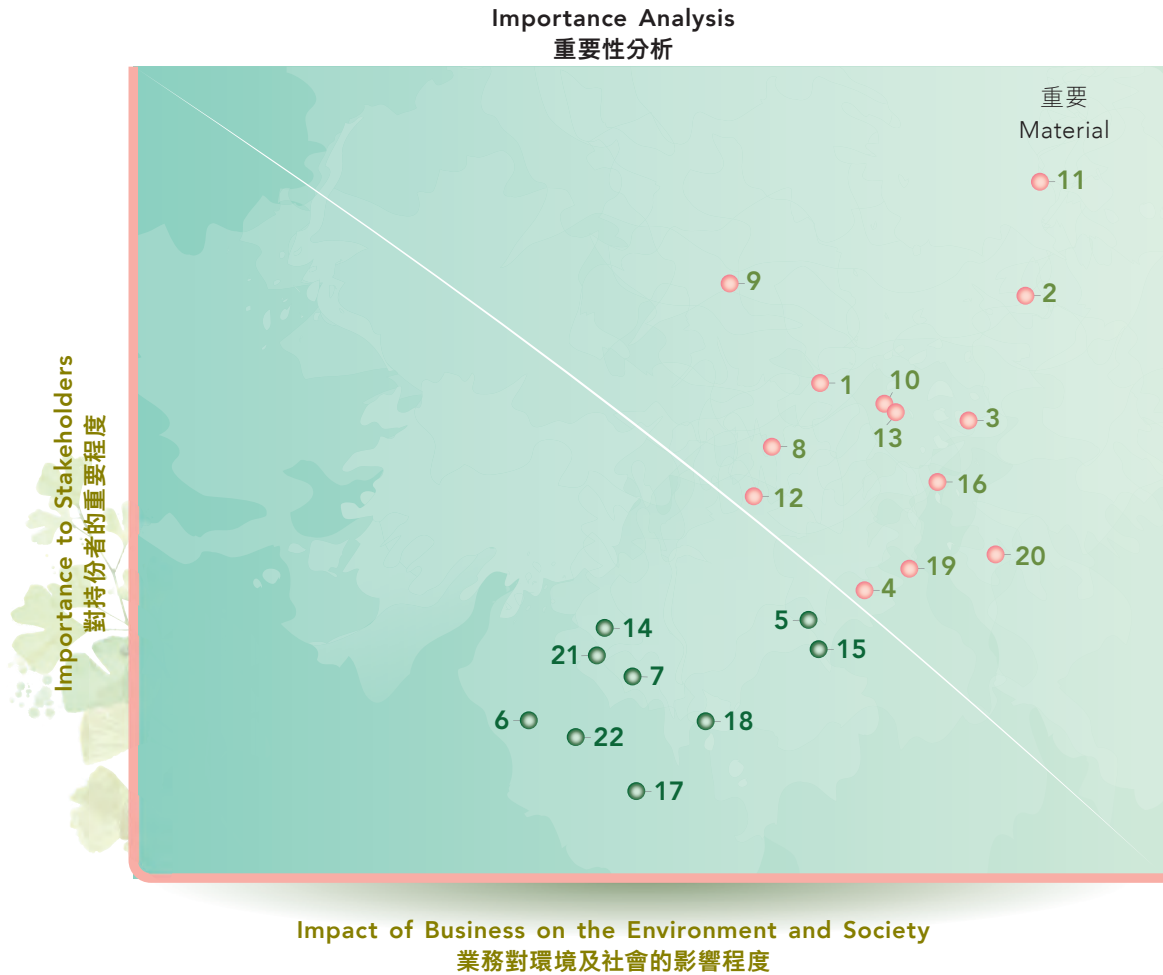


MATERIALITY MATRIX

Based on the results of the questionnaire survey, we conducted a materiality analysis to identify material issues. The following graph shows the materiality matrix of the Group, in which 13 issues marked in red are the material issues.

實質性矩陣

我們根據問卷調查結果進行了實質性分析，識別實質性議題。下圖為本集團的實質性矩陣，圖中13項以紅色標註的議題為實質性議題。



The Group has taken corresponding measures for the materiality issues identified in the analysis, the elaboration of which is set out in the subsequent sections. The Group will continuously strive to establish diversified, transparent, honest and accurate communication channels to provide an important basis for the Group's ESG strategies.

就評估所識別出的實質性議題，本集團已採取相應舉措，並在後續章節中作出詳細闡述。一如既往，集團將繼續致力建立多元化、透明、誠信及準確的溝通渠道，為集團的環境、社會及管治策略提供重要依據。



No. 編號	ESG issue ESG 議題	No. 編號	ESG issue ESG 議題
1	Management of air pollutants/greenhouse gas emissions 空氣污染物／溫室氣體排放管理	12	Training and development 培訓與發展
2	Management of wastewater discharge 廢水排放管理	13	Labour standards 勞工準則
3	Waste management 廢棄物管理	14	Environmental and social risks of the supply chain 供應鏈的環境及社會風險
4	Energy conservation 節約能源	15	Quality control of production materials 生產材料的質量控制
5	Water conservation 節約用水	16	Responsibility management of product quality and sales service and customers' health and safety 產品質量、銷售服務責任管理及客戶的健康與安全
6	Utilisation efficiency of other resources 其他資源的使用效益	17	Product recall mechanism 產品回收制度
7	Impact of management operation on the environment and natural resources 管理營運對環境及天然資源造成的影響	18	Customer complaint handling and response mechanism 客戶投訴處理及應對機制
8	Enhancement of ability at coping with climate change 強化氣候變化應變能力	19	Protection of customers' and business partners' interests 保障客戶及業務合作夥伴的利益
9	Employment system 僱傭制度	20	Prevention of bribery, extortion, fraud and money laundering 防止賄賂、勒索、欺詐及洗黑錢
10	Elimination of discrimination in the workplace 消除工作場所的歧視	21	Needs and interests of the community 社區需要和利益
11	Occupational safety and health 職業安全及健康	22	Community investment 社區投資

A. GREEN PRODUCTION

1. EMISSION MANAGEMENT

As a responsible enterprise, we put every effort into regulating the emission of greenhouse gases and air pollutants generated from our operations by a series of policies. Various emission reduction measures are implemented to ensure the emission of waste gas and the discharge of waste water will meet the national emission standards, and to achieve our continuous commitment to environmental protection. We have set various environmental targets, including electricity conservation, water conservation and emission reduction, and related management measures to effectively enhance the Group's environmental performance. We will also conduct efficiency review and annual review on a regular basis to ensure the successful achievement of environmental targets. All targets for the Year have been achieved.

The Group complied with all applicable environmental laws and regulations such as the Environmental Protection Law of People's Republic of China (《中華人民共和國環境保護法》). There was no violation during the reporting period.

Air pollutants management

The air emissions of the Lilin Plant mainly originated from the electric generators and vehicle emissions of the Lilin Plant. The Group formulated the Wastewater, Exhaust Gas, and Noise Management Procedures (《廢水、廢氣、噪音管理程序》) and the Operating Guidelines for Industrial Exhaust Gas Emissions (《工業廢氣排放操作指引》) to control the emission sources of air pollutants. The Group also conducted regular inspections on exhaust gas emissions to ensure they were within the requirements of relevant laws and regulations.

A. 綠色生產

1. 排放物管理

集團作為負責任的企業，我們作出一切努力，透過一系列政策規管營運所產生的溫室氣體和大氣污染物排放，並推行各項減排措施，以確保排放的廢氣、廢水符合國家排放標準，以及實現對保護環境方面的持續承諾。為有效提升本集團的環境績效，我們已訂立包括省電、省水及減排等環境目標及相關管理措施，並會定期進行措施成效及年度總結檢討，以確保各項環境目標順利實現，本年度所有目標均已完成。

本集團遵守所有適用的環保法例和法規，例如《中華人民共和國環境保護法》，報告期內並未有違規的情況。

大氣污染物管理

瀝林廠房的空氣排放物主要來自瀝林廠房的發電機及車輛排放。為控制空氣污染物的排放源頭，本集團制定《廢水、廢氣、噪音管理程序》及《工業廢氣排放操作指引》，本集團亦定期進行廢氣排放的檢測，以保證廢氣排放量不超出相關的法律法規規定。

The data of gas fuel and vehicle exhaust emission is set out below:

氣體燃料及車輛廢氣排放數據如下：

Pollutant 污染物	Unit 單位	Exhaust gas pollutant emissions 廢氣污染物排放量	
		2020/21	2019/20
Nitrogen oxides (NOx) 氮氧化物(NOx)	kg 千克	1,458.00	1,686.30
Sulfur oxides (SOx) 硫氧化物(SOx)	kg 千克	90.15	76.00
Respirable suspended particulates (RSP) 可吸入懸浮粒子 (RSP)	kg 千克	22.16	37.10

Note: The calculation was based on the "Technical Guide for Air Pollutant Emission Inventory for Road Vehicles" and the "Technical Guide for Primary Source Emission Inventory for Respirable Particulate Matter" issued by Ministry of Ecological and Environment of the People's Republic of China and the "Emission Factors for Uncontrolled Gasoline And Diesel Industrial Engines" issued by United States Environmental Protection Agency.

附註：計算乃基於中華人民共和國生態環境部發布的《製造道路污染環境生態環境排放清單技術指南》、《大氣可顆粒物一次源排放發酵技術指南》及美國國家環境保護局發布的《EMISSION FACTORS FOR UNCONTROLLED GASOLINE AND DIESEL INDUSTRIAL ENGINES》。

Greenhouse gas management

The Group responded to the national policy of low-carbon economic development actively. We have formulated and implemented the Greenhouse Gas Control Procedures (《溫室氣體控制程序》) to regulate greenhouse gas management and meet the requirements of the ISO14064-1:2006 greenhouse gas inventory standards. The quantification process was conducted with reference to the international standards such as ISO14064-1:2006 and ISO14064-3:2006 of Guidance for Accounting GHG Emissions. The Group also managed and reduced the emission of greenhouse gas in various aspects and implemented different policies such as adopting upgraded and clean air conditioning system. The Group will continue to evaluate, record and disclose its greenhouse gas emissions and other environmental data annually, which will help formulate further emission reduction targets in the future.

Due to the relocation of the factory last year and not reaching the normal production capacity, the resource consumption base in the previous year was lower than the normal level. In this year, since the plant performed production at normal capacity throughout the year, the relative resource consumption increased compared to last year. At the same time, due to the increase in resource consumption compared with last year, related greenhouse gas emissions have also increased.

溫室氣體管理

本集團積極響應國家低碳經濟發展的方針，我們已制定及執行《溫室氣體控制程序》以規範溫室氣體管理工作並符合ISO14064-1:2006溫室氣體盤查標準要求。我們在量化的過程參考ISO14064-1:2006及ISO14064-3:2006等溫室氣體核算體系等國際標準而進行。本集團亦循不同途徑管理及減少溫室氣體排放，並已實施不同政策，包括採用更新及清洗空調系統等。本集團將繼續評估、記錄及每年披露溫室氣體排放及其他環境數據，有助日後進一步制定減排目標。

由於去年度廠房搬遷的原因，以至未能達至正常產能，因而上年的資源耗用量的基數會較正常較低。而本年度由於廠房全年均以正常產能作生產，故此相對資源的耗用量會比去年度上升。同時亦由於資源耗量較去年上升，有關的溫室氣體排放量亦相繼上升。

The greenhouse gas emissions of the Group are set out below:

本集團的溫室氣體排放量如下：

Category of greenhouse gas emission 溫室氣體排放類別	Unit 單位	Greenhouse gas emissions 溫室氣體排放量	
		2020/21	2019/20
Total greenhouse gas emissions 總溫室氣體排放量	tonnes of CO ₂ -e 公噸二氧化碳當量	11,471.21	11,024.60
Direct emissions (Scope 1) 直接排放(範圍一)	tonnes of CO ₂ -e 公噸二氧化碳當量	119.13	135.90
Energy indirect emissions (Scope 2) 能源間接排放(範圍二)	tonnes of CO ₂ -e 公噸二氧化碳當量	11,352.08	10,565.20

Note:

The calculation was based on the Reporting Guidance on Environmental KPIs issued by the Stock Exchange, the 2006 IPCC Guidelines for National Greenhouse Gas Inventories, the Fourth Assessment Report of IPCC, the 2015 Electrical Emission Factor of the Average Emission Factor of National Power Grid (《2015年全國電網平均排放因子中的電力排放因子》) and the General Guideline of the Greenhouse Gas Emissions Accounting and Reporting for the Industrial Enterprise (Trial) (《工業其他行業企業溫室氣體排放核算方法與報告指南(試行)》); Specification with guidance at the ISO14064-1 organisation level for quantification and reporting of greenhouse gas emissions and removals, the 2009 China Energy Statistical Yearbook (《2009中國能源統計年鑒》), the 2019 Emission Reduction Project China Regional Grid Baseline Emission Factor (《2019年度減排項目中國區域電網基準線排放因子》), the Fourth Climate Change Assessment Report of IPCC (2007).

Scope 1 includes emissions from stationary combustion of diesel, emissions from direct combustion of diesel and unleaded gas from mobile sources, and fugitive emissions from refrigeration equipment. Scope 2 includes indirect energy emissions from purchased electricity.

附註：

計算乃基於聯交所發佈的環境關鍵績效指標報告指引、二零零六年IPCC國家溫室氣體清單指南、IPCC第四次評估報告、《2015年全國電網平均排放因子中的電力排放因子》及《工業其他行業企業溫室氣體排放核算方法與報告指南(試行)》：ISO14064-1組織層次上對溫室氣體排放和清除的量化和報告的規範及指南、《2009中國能源統計年鑒》、《2019年度減排項目中國區域電網基準線排放因子》、IPCC第四次氣候變化評估報告(2007)。

範圍1包括柴油的固定燃燒排放、柴油與無鉛汽油的移動源直接燃燒排放及製冷設備的逸散性排放。範圍2包括購買電力的能源間接排放。

Waste management

The Group attaches great importance to the management of solid waste. We carried out solid waste management strategy to reduce the environmental impact of the disposal of hazardous and non-hazardous wastes. We also applied the principle of "Reduce, Reuse, Recycle and Replace" so as to strengthen waste management. As to the disposal of non-hazardous wastes, the Group has formulated the Solid Waste Management Procedures (《固體廢物管理程序》) and revised the Guidelines for the Classification and Disposal of Solid Wastes (《固體廢物分類棄置作業指導》) to manage and guide employees to classify, collect, store and dispose of wastes generated in the course of our operation in a proper way.

For hazardous wastes, we have identified the hazardous wastes in plants based on the requirements of the Directory of National Hazardous Waste of the State (《國家危險名錄》). The hazardous wastes are collected, stored properly, categorized and labelled in accordance with the regulations such as the Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste (《中華人民共和國固體廢棄物環境污染防治法》) and the Administrative Measures for Hazardous Waste Transfer Manifests (《危險廢物轉移聯單管理辦法》). We would engage companies which are qualified to process and recycle hazardous solid waste when the amount of waste stored reaches a certain level.

Due to the relocation of the factory last year and not reaching the normal production capacity, the hazardous and non-hazardous wastes generated base was lower than the normal level. In this year, since the plant performed production at normal capacity throughout the year, the relative hazardous and non-hazardous wastes generated increased compared to last year.

The hazardous and non-hazardous wastes generated by the Group are set out below:

廢棄物管理

集團非常重視固體廢物的管理，我們實施廢棄物管理策略，以減低處置有害及無害廢棄物對環境的影響。我們亦採納「減少、重用、再造及替代」原則，以加強廢棄物管理。對於無害廢棄物的處理，本集團已制定《固體廢物管理程序》及已修訂《固體廢物分類棄置作業指導》，管理及指導員工正確分類、收集、儲存和處置營運過程中產生的廢棄物。

危險廢物方面，我們已參照國家《國家危險名錄》規定，對工廠的有害廢棄物進行鑒別，並依據《中華人民共和國固體廢棄物環境污染防治法》、《危險廢物轉移聯單管理辦法》等法規要求，將危險廢物集中收集並妥善儲存、分類及標籤，當儲存到一定數量時，我們會安排合資格的有害固體廢物處理公司進行回收處理。

由於上年度廠房搬遷的原因，以至未能達至正常產能，因而有害及無害廢棄物產生量的基數會較正常較低。而本年度由於廠房全年均以正常產能作生產，故此相對有害及無害廢棄物產生量會比去年上升。

集團的有害及無害廢棄物產生量如下：

Category of waste 廢棄物類別	Unit 單位	Waste generated 廢棄物生產量	
		2020/21	2019/20
Hazardous waste 有害廢棄物	tonnes 公噸	5.26	4.64
Non-hazardous waste 無害廢棄物	tonnes 公噸	372.70	325.00

Wastewater management

The Group's wastewater discharge mainly comes from mould cleaning machines, machine tools, wire cutting, and punching equipment in the mould manufacturing workshop, as well as domestic wastewater from dormitories and kitchens. For the purpose of proper management of wastewater discharge, the Group has formulated the Wastewater, Exhaust Gas, and Noise Management Procedures (《廢水、廢氣、噪音管理程序》) and the Sewage Treatment Operation Regulations (《污水處理操作規程》) to manage wastewater discharge. The sewage treatment operators of the administration department should strictly follow the guidelines. The Group also arranges for inspection for the sewage water. Relevant sewage would be discharged into municipal sewage pipelines upon preliminary treatment and would be further disposed by the government's sewage treatment facility.

2. USE OF RESOURCES

The Group has been managing our resources in a prudent manner, using resources such as electricity, water and raw materials for the production of finished products. The Group has formulated the Energy Resource Management Procedures (《能源資源管理程序》) and the Energy Resource Management Operational Guidelines (《能源資源管理作業指導》) as well as a number of resource management measures to ensure effective management and control of manufacturing and living energy, and to save energy and reduce consumption.

Electricity consumption management

We advocate the use of energy-saving, efficient and environmentally-friendly construction equipment, machinery, tools and office appliances recommended by the state and the industry. We give priority to choosing the related equipment that could help us to reach the target of gradually increasing energy efficiency. The power supply routing of the Lilin Plant of the Group is laid out by districts. Electric meters are set up in each plant area to independently calculate electricity consumption. Also, we keep updated on the latest environmental news to optimise our existing manufacturing equipment and technology, so as to reduce environmental pollution. Due to the relocation of the factory last year and not reaching the normal production capacity, the power consumption base was lower than the normal level. In this year, since the plant performed production at normal capacity throughout the year, the relative power consumption increased compared to last year.

廢水管理

本集團的廢水排放主要來自模具製造車間的模具清洗機、磨床、線割、打孔機設備，以及來自宿舍及廚房的生活廢水。為妥善管理廢水排放，本集團已制定《廢水、廢氣、噪音管理程序》及《污水處理操作規程》管理廢水排放，要求行政部的污水處理操作人員必須嚴格按照要求進行操作，亦會安排檢驗人員進行污水檢測。有關的污水在進行初步處理後會直接排入市政污水管道，送往政府的污水廠進一步處理。

2. 資源使用

本集團一直審慎管理我們的資源，使用電力、用水及用於成品生產的原材料等資源。為確保能有效管理及控制製造及生活能源，並節省能源及減低消耗，本集團已制定《能源資源管理程序》及《能源資源管理作業指導》以及多項資源管理措施。

用電管理

我們提倡使用國家、行業推薦的節能、高效、環保的施工設備、機具和辦公用具，優先考慮相關設備從而達到逐步提高能源效益的目標。本集團的瀝林廠房電源路線按分區鋪設，並分別在各廠區設立獨立電錶，以便獨立核算用電量。同時，我們亦持續更新環保的最新消息以優化現有生產設備及技術，從而減少環境污染。由於上年度廠房搬遷的原因，以至未能達至正常產能，因而用電量的基數會較正常較低。而本年度由於廠房全年均以正常產能作生產，故此相對用電量會比去年度上升。

The Group's total energy consumption is set out below:

集團的總耗能如下：

Category of energy 能源種類	Unit 單位	Energy consumption 能源耗量	
		2020/21	2019/20
Total energy consumption 總能源耗量	MWh 兆瓦時	19,030.10	17,851.40
Intensity of total energy consumption (by output value of finished products) 總耗能密度(以製成品產值計算)	MWh/RMB million 兆瓦時/百萬人民幣	24.44	23.70
Direct energy consumption 直接能源耗量			
Gasoline consumption 汽油耗量	MWh 兆瓦時	156.86	222.30
Diesel consumption 柴油耗量	MWh 兆瓦時	266.33	311.90
Indirect energy consumption 間接能源耗量			
Electricity consumption 電力耗量	MWh 兆瓦時	18,606.91	17,317.20

Note: When the energy data this year is converted into MWh with reference to the lower calorific value, calculated based on gasoline 10,300 kcal/kg (43,070 KJ/kg) and diesel 10,200 kcal/kg (42,652 KJ/kg) under the 2009 China Energy Statistics Yearbook; direct energy consumption includes gasoline and diesel consumption and indirect energy consumption includes electricity consumption

附註：本年度能源數據參考較低熱值換算為兆瓦時，按照2009中國能源統計年鑒汽油10,300千卡/公斤(43,070KJ/kg)及柴油10,200千卡/公斤(42,652KJ/kg)計算；直接能源耗量包括汽油及柴油耗量及間接能源耗量包括電力耗量

Water utilisation management

The Group's use of water mainly comes from municipal pipelines, and there is no issue in sourcing water. The Group actively promotes the concept of water saving to its employees so as to create a culture of saving water. Inspections are carried out in the plant area regularly to reduce hidden leakage and prevent water wasting due to facility damages. We monitor and analyse our monthly water consumption condition on a regular basis for formulating more effective water conservation plans and measures. Due to the relocation of the factory last year and not reaching the normal production capacity, the water consumption base was lower than the normal level. In this year, since the plant performed production at normal capacity throughout the year, the relative water consumption increased compared to last year.

The total water consumption of the Group is set out below:

用水管理

集團的用水主要來自市政管道，並沒有取水的困難。本集團積極向員工推行節約用水的概念，以建立節約用水的文化；定期在工廠園區用水區域進行巡查，以減少隱藏的滲漏情況及防止因設施損壞導致水浪費；亦會定期監察及分析每月的用水量，以制定更有效的節水方案及措施。由於上年度廠房搬遷的原因，以至未能達至正常產能，因而耗水量的基數會較正常較低。而本年度由於廠房全年均以正常產能作生產，故此相對耗水量會比去年度上升。

集團的總耗水量如下：

	Unit 單位	Water consumption 水資源耗量	
		2020/21	2019/20
Water consumption 耗水量	m ³ 立方米	155,952.00	150,922.00
Intensity of water consumption (by output value of finished products) 耗水量密度(以製成品產值計算)	m ³ /RMB million 立方米/百萬人民幣	200.31	200.00

Packaging materials management

In addition to power and water resources, Allan International is highly concerned about the use of other resources. Under the branded customers' quality requirements and standards, we endeavour to minimise the consumption of resources and avoid unnecessary consumption of packaging materials in our production.

The Group's total consumption of packaging materials is set out below:

包裝材料管理

除了主要的電力及水資源外，亞倫國際亦十分關注其他的資源使用情況，在符合品牌客戶的質量規定及標準下，盡量在生產過程中耗用最少的資源及避免不必要的包裝物料耗用。

集團的包裝物料總耗量如下：

	Unit 單位	Packaging materials consumption 包裝物料耗量	
		2020/21	2019/20
Total consumption of packaging materials 包裝物料總量	tonnes 公噸	5,386.00	7,207.00

3. ENVIRONMENT AND NATURAL RESOURCES

The Group actively integrates environmental responsibility into its daily business operations. The Group has included new elements such as life cycle and risk management in the current management system in accordance with the latest ISO14001:2015 standard of which we have already passed the certification. We are committed to implementing a number of environmentally-friendly management measures, including paperless office. We also encourage employees to participate in environmental protection activities organised by various organisations from time to time to reduce the consumption of the environmental and natural resources and establish an environmental protection culture so that the operation of the office is in line with the environmental protection principles.

4. CLIMATE CHANGE

The Group has been paying attention to climate change issues. In this regard, the Group seeks to take the optimal measures to reduce greenhouse gas emissions from business operations and combat climate change. For the purpose of preventing and controlling the potential natural disasters, the Group has formulated the Typhoon, Flood and Earthquake Emergency Plan (《颱風、洪水、地震應急預案》), which includes establishing the responsibilities of emergency teams and the procedures for disaster prevention, response, recovery and reconstruction to minimise the possible accident consequences and effectively protect the Group's assets and its employees' safety.

3. 環境及天然資源

集團積極將環境責任融入到企業日常經營行為中。集團已按照最新的ISO14001:2015標準，在現行管理體系中加入生命週期和風險管理等元素，並已取得該項認證。我們致力在辦公室的日常工作中，實施多項促進環保的管理措施，如無紙化辦公，亦不時主動鼓勵員工參與不同機構所舉辦的環保活動，以減低對環境及自然資源的消耗及建立環保文化，確保辦公室的運作符合環保原則。

4. 氣候變化

集團一直關注氣候變化議題，為此本集團力求採取最佳措施，減少業務營運所帶來的溫室氣體排放，對抗氣候變化。而為預防和控制潛在的大自然災害，本集團亦已制定《颱風、洪水、地震應急預案》，預案包括確立應急小組的職責、災害的預防、應對、恢復及重建的程序，以最大限度降低可能產生的事故後果，並有效保障集團的財產及員工安全。

B. EMPLOYEE CARE

1. EMPLOYMENT SYSTEM

Human capital is the driving force for the development of an enterprise. The Group respects personal freedom of employees. We create and embrace a culture of diversity with zero tolerance for any discrimination, as well as protect privacy of employees. The Group devotes itself to attracting and retaining outstanding talents. We offer competitive remuneration packages. Remuneration is based on the value of the position and higher remuneration return is paid to excellent employees to encourage continuous improvement. The Group ensures that salary of employees is not less than the minimum wage standard as provided by local laws and regulations, and that it pays various legal social insurances and benefits for all employees. The Group will specify terms of remuneration, dismissal, recruitment, promotion, working hours and rest periods in our Employee Handbook (《僱員手冊》) and Anti-Discrimination Management Procedures (《反歧視管理程序》) to enable our employees to gain a comprehensive understanding of their own rights and benefits.

The Group strictly complied with relevant laws and regulations relating to remuneration, dismissal and promotion, working hours, rest periods, equal opportunities, diversification, anti-discrimination and other treatment and benefits, such as the Labour Law of the People's Republic of China (《中華人民共和國勞動法》) and the Labour Contract Law of the People's Republic of China (《中華人民共和國勞動合同法》). There was no violation during the period.

B. 員工關懷

1. 僱傭制度

人力資本為企業發展的源動力。本集團尊重員工的個人自由，保護員工個人私隱，建立及包融多元文化，絕不容忍姑息任何歧視。本集團致力吸引和挽留優秀人才。我們透過提供在市場上具競爭力的薪酬待遇，並以崗位的價值為薪酬的基礎，並且給予績優員工更高的薪酬回報以鼓勵持續改進。本集團確保員工的工資均不低於當地法律法規的最低工資標準，並且為所有在職員工繳納各項法定社會保險與福利。本集團會透過《僱員手冊》和《反歧視管理程序》列明有關薪酬、解僱、招聘、晉升、工作時間、假期等僱傭條款，讓員工充分瞭解自己的權利及福利。

本集團嚴格遵守有關薪酬及解僱、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相關法律及規例，例如《中華人民共和國勞動法》及《中華人民共和國勞動合同法》，期內並未有違規情況。

The number of employees of the Group by category is as follows:

集團按不同類別劃分的僱員人數如下：

Classification	分類	Number of employee (person) 僱員總數(人)
By gender	按性別劃分	
Male	男性	729
Female	女性	1,480
By employment type	按僱傭類型劃分	
Full time	全職	2,209
Part time	兼職	0
By age group	按年齡組別劃分	
Under 30	30歲以下	222
30 to 40	30至40歲	693
41 to 50	41至50歲	1,040
50 and above	50歲或以上	254
By geographical region	按地區劃分	
China	中國	2,209

The employee turnover rate of the Group by category is as follows:

集團按不同類別劃分的僱員流失比率如下：

Classification	分類	Monthly average employee turnover rate (%) 每月平均僱員流失比率(%)
By gender	按性別劃分	
Male	男性	3.85%
Female	女性	2.55%
By age group	按年齡組別劃分	
Under 30	30歲以下	16.25%
30 to 40	30至40歲	1.82%
41 to 50	41至50歲	0.98%
50 and above	50歲或以上	2.76%
By geographical region	按地區劃分	
China	中國	2.98%

Note: The calculation was based on the Reporting Guide for Social Key Performance Indicators issued by the Stock Exchange

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2. HEALTH AND SAFETY

Allan International attaches importance to the health and safety of employees. The Employee Handbook (《僱員手冊》) and the Health and Safety Management Procedures (《健康安全管理程序》) specify the policy on occupational health and safety to improve our abilities at coping with and preventing risks and incidents, keep employees free from the influence of occupational diseases during the process of production and labour work, and prevent the occurrence of occupational safety accidents and occupational diseases. The Group has formulated safety goals and regulatory systems. The Safety Management Department is responsible for implementing and facilitating all departments to implement relevant policies. The Safety Management Department is responsible for conducting routine inspections and documenting the implementation of safety measures on a regular basis as well as holding a review meeting every month to establish and improve in relevant safety measures. We also provide necessary training for employees to enable them to comprehensively master and understand safe working methods.

The Group adopted a series of prevention and control measures in response to the COVID-19 pandemic during the Year. We provided anti-pandemic materials for employees according to the advice from the local government department. We implemented access control, and arranged special personnel to provide trainings on disinfection procedures and pandemic prevention and control measures to improve our abilities at epidemic prevention and control and emergency response.

The Group strictly complied with relevant laws and regulations relating to providing a safe working environment and preventing employees from occupational hazards, such as the Law of the People's Republic of China on the Prevention and Control of Occupational Diseases (《中華人民共和國職業病防治法》). There was no violation during the period.

2. 健康與安全

亞倫國際重視員工的健康與安全，在《僱員手冊》和《健康安全管理程序》中列明職業健康與安全的政策，以提高集團應對風險和防範事故的能力，保障員工在生產勞動過程中不受職業病危害因素的影響，預防職業安全事故和職業病的發生。本集團已制定安全目標及監管制度，並由安全管理部落實及督促各部門執行有關政策。安全管理部負責進行日常巡查，定期記錄安全措施的實施情況，以及每月舉行檢討會議，制定合適及改善相關的安全措施。我們亦為員工提供培訓，讓他們充分掌握技能及瞭解安全的工作方式。

年內本集團因應COVID-19大流行採取了一系列的防控措施。參考當地政府部門建議為員工提供防疫用品，安排出入管控及專人進行消毒操作規程和疫情防控措施的培訓，以提升疫情防控和應急處置能力。

本集團嚴格遵守有關提供安全工作環境及保障僱員避免職業性危害的相關法律及規例，例如《中華人民共和國職業病防治法》，期內並未有違規情況。

3. EMPLOYEE TRAINING

We devote to assisting our employees in their further education and development. We believe that enabling our employees to obtain ability and resources necessary for their work not only encourages the culture of pursuit of excellence but also contributes to the success of Allan International. The Group specifies the policies on employee development and training in the Human Resources Management Procedures (《人力資源管理程序》) and Employee Training (《僱員培訓》). Our training system includes induction training, on-board training and transfer training, on-the-job training, special training and external training and so on, which will strengthen the knowledge, skills and management experience of employees and improve their quality comprehensively. The occupational development path of the Group allows the development needs of the Group to match with the career development goals, interests and strength of employees. Employees can grow together with the Group to achieve their life values and dreams through knowledge accumulation and skills improvement.

The percentage of trained employees and average training hours completed per employee of the Group by category are as follows:

3. 員工培訓

我們致力協助員工進修及發展。我們相信，讓員工獲得工作所需能力及資源不僅鼓勵追求卓越的文化，同時有助亞倫國際取得成功。本集團於《人力資源管理程序》及《僱員培訓》中訂明關於員工發展及培訓相關的政策，我們的培訓體系包含入職培訓、上崗和轉崗培訓、在職培訓、專項培訓等，以強化員工的知識、技能及管理經驗，綜合提升員工素養。本集團的職位發展途徑讓企業的發展需求與員工職業發展目標和興趣及特長互相配合，讓集團和員工共同成長，引導員工通過積累知識及提升技能以實現人生的價值和理想。

集團按不同類別劃分的受訓僱員百分比及每名僱員完成受訓的平均時數如下：

Classification	分類	Percentage of trained employees (%) 佔受訓僱員百分比 (%)	Average training hours completed per employee (hour) 每名僱員完成受訓的平均時數(小時)
By gender	按性別劃分		
Male	男性	33%	25.72
Female	女性	67%	28.09
By employee category	按僱員類別劃分		
Chief management	首席管理人員	1%	12.00
Senior management	高級管理人員	10%	16.00
Middle management	中級管理人員	19%	24.00
General employees	一般員工	70%	30.00

Note: The calculation was based on the Reporting Guide for Social Key Performance Indicators issued by the Stock Exchange

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4. LABOUR STANDARDS

The Group strictly prohibits forced labour and child labour. The Group has formulated the Employee Handbook (《僱員手冊》), the Special Protection Procedures for Minor Workers (《未成年工特殊保護程序》) and the Procedures for Remedying Child Labour and Promoting Children's Education (《補救童工及推廣兒童教育工作程序》), and will recruit employees in accordance with laws and regulations with no forced overtime work, thus creating a working environment that fully respects human rights.

When recruiting new employees, if any child labour is employed by mistake, the Group must initiate remedy control procedures in accordance with the Procedures for Remedying Child Labour and Promoting Children's Education (《補救童工及推廣兒童教育工作程序》), and the work of such child labour will be stopped immediately. The Human Resources Department will also check the attendance record regularly every month to make sure that no employee works overtime on an involuntary basis.

The Group strictly complied with relevant laws and regulations relating to the prevention of child labour and forced labour, such as the Labour Law of the People's Republic of China (《中華人民共和國勞動法》). There was no violation during the period.

4. 勞工準則

本集團明確禁止強迫勞動及聘用童工。本集團已制定《僱員手冊》、《未成年工特殊保護程序》及《補救童工及推廣兒童教育工作程序》，按法律法規招聘員工且不會強迫員工超時工作，從而創建一個完全尊重人權的工作環境。

人力資源部在招聘新員工時，如發現誤聘童工，本集團需按照《補救童工及推廣兒童教育工作程序》啟動拯救控制程序，立即停止該童工工作。人力資源部亦會每月定時查看工作考勤記錄，確保無員工在非自願的情況下超時工作。

本集團嚴格遵守有關防止童工或強制勞工的相關法律及規例，例如《中華人民共和國勞動法》，期內並未有違規情況。

C. RESPONSIBLE OPERATION

1. SUPPLY CHAIN MANAGEMENT

The Group understands the importance of supply chain management and is committed to establishing long-term business relationships with its suppliers. The Group has formulated the Procurement Control Procedures (《採購控制程序》), the Supplier/Subcontractor Management Control Procedures (《供應商/分包商管理控制程序》) and the Suppliers' Guidelines (《供應商準則》) to standardize the procedures for evaluating, selecting and monitoring suppliers to ensure that environmental and social risks related to the supply chain are being minimized. Before the engagement of suppliers, a series of audits would be conducted to assess their quality, environment and safety performance comprehensively.

The Group also conducts audits on suppliers and carries out risk ratings every year and performs on-site audits according to the risk conditions of suppliers. If any supplier is in violation of its contractual obligations and operating procedures, the cooperation relationship will be terminated to ensure the performance of our supply chain in quality, environment and safety is in line with the policies of the Group.

The Group will also consider the environmental performance of suppliers when procuring materials from them and engaging their services, such as entering into relevant social responsibility terms with suppliers according to the Suppliers' Guidelines (《供應商準則》). We also give priority to suppliers who have obtained the certification of environmental management system (ISO 14000), so as to expand the Group's vision in environmental protection to all aspects of the supply chain.

In response to the COVID-19 pandemic, the Group formulated emergency plans with suppliers to obtain information of attending labour force, production status and daily production rates. Purchase orders were placed in advance to allow suppliers to plan ahead. If situation permits, new interchangeable materials were allowed to safeguard the stable supply of new materials.

C. 盡責營運

1. 供應鏈管理

本集團深明供應鏈管理的重要性，並致力與供應商建立長遠業務關係。本集團已制定《採購控制程序》、《供應商/分包商管理控制程序》及《供應商準則》，規範評估、篩選及監察供應商的程序，確保將供應鏈相關的環境及社會風險減至最低。聘用供應商前，他們必須通過一系列審核程序，全盤審視其品質、環境及安全等表現，合格後方可採用。

本集團每年均會為供應商進行審核及風險評級，並根據供應商的風險情況進行現場審核，如發現供應商嚴重違反其約定責任及操作規程等內容的情況，將終止其合作關係，以確保供應鏈的品質、環境及安全等表現符合集團的方針。

本集團在採購物料及聘用服務時亦會考慮供應商的環保表現，例如：與供應商根據《供應商準則》簽訂有關社會責任條款；優先考慮獲得環境管理系統(ISO 14000)認證的供應商等，以期望把本集團的環境保護願景推展至供應鏈各個層面。

因應COVID-19大流行的情況，本集團制定緊急方案，向供應商收集工人到位情況，瞭解生產的進度及每天的物料生產情況；提早放出採購訂單予供應商作安排，並在許可情況下新增互用物料，以確保原材料供應穩定。

The number of suppliers of the Group by region is as follows:

集團按不同地區劃分的供應商數目如下：

Region	地區	Number of suppliers 供應商數目
Guangdong Province	廣東省	150
Other provinces in China	中國其他省份	12
Other countries or regions	其他國家或地區	67

2. QUALITY CONTROL

As a responsible company, we fully understand the importance of compliance with laws and regulations relating to the supply and use of our products and services, including health and safety, advertising, labelling and privacy matters. The Group has established a quality management system, which has obtained ISO 9001:2015 certification, to ensure that our product quality is strictly monitored and meets the requirement of customers. During the Year, as affected by the COVID-19 pandemic, we implemented preventive measures according to the customers' and their national and/or international prevention or declaration requirements, and provided such information for customers' records.

The Group manufactures our products according to applicable international standards, laws and regulations. We have set up a hazardous substance evaluation group to assess the safety of our product and manufacturing process to ensure our product manufacturing meets our work plan, the regulations, customers' requirements and other relevant standards. Meanwhile, the Group also regularly carries out sampling inspection on our products to ensure that our products meet the requirements of safety manufacturing standards. If certain raw materials or products are found in violation of the relevant requirements, the Group shall identify problematic raw materials, auxiliary materials, parts and products according to the Procedures for Control of Substandard Products (《不合格控制程序》). The same would be evaluated, controlled, isolated and properly documented. Relevant departments of the Group also formulate response solutions for the substandard products and follow up to avoid misuse of any substandard product.

2. 質量管理

作為負責任的公司，我們充分意識到遵守有關提供和使用我們的產品和服務的相關法律和法規的重要性，當中包括健康和 safety、廣告、標籤和隱私事項。本集團制定質量管理體系，而該體系亦已獲得 ISO 9001:2015 認證，確保產品質素得到嚴謹的監控，並滿足客戶的要求。本年度，由於 COVID-19 大流行的影響，我們根據客戶及其國家和／或國際預防或聲明要求執行預防措施，並提供信息以備客戶記錄。

本集團的產品乃遵照適用國際標準、法律及法規生產。我們設立有害物質評審小組評核產品及製造流程的安全性，以確保產品在製造過程中符合工作計劃、法規及客戶要求等相關標準。同時，本集團亦定期抽取產品作抽樣檢查，確保產品符合安全製造標準條款要求。如發現原材料或產品不符合有關要求，本集團需展開《不合格控制程序》，識別有問題的原材料、輔料、零件及產品，並作出評估、控制及隔離，以及作出相關記錄。本集團各部門亦根據不合格的產品制定應對解決方案並作出跟進，避免誤用不合格產品。

Finished products manufactured by the Group shall be identified with traceability labels, including batches, order numbers and manufacturing dates, in accordance with the requirements of customers or safety regulatory bodies. In addition, the Group has also formulated rules on raw materials, accessories, semi-finished products and finished products in accordance with the Identification and Traceability Procedures (《標識和可追溯性程序》) to ensure the traceability of our products. If any products do not meet customer requirements and expectations and need to be returned, the Group will follow the Operational Guidance for Customer Return Processing after Delivery (《成品出貨後客戶退貨處理作業指導》) to process and recall relevant substandard products. Meanwhile, we will also conduct in-house reviews to prevent the occurrence of similar incidents.

To maintain customer satisfaction with the Group's products and services, the Group has formulated the Customer Information Feedback Operation Guide (《顧客信息反饋作業指導》) to provide customers with various communication channels to express their opinions and make complaints to the Group. If any complaint is received, the Group will conduct an investigation, follow up and feedback to the customer to ensure that the complaint is being effectively handled. The Group also conducts an online customer satisfaction survey every year. Based on the survey results, corresponding corrective and preventive measures are taken to meet customer requirements and expectations. During the Year, the Group did not receive any complaint from customers.

To fully safeguard the interests of customers, the Group follows the Customer/External Supplier Property Management Procedures (《顧客/外部供方財產管理程序》) for protection of customer privacy and intellectual property rights. As the data, designs and materials provided by the Group's customers involve the data on the intellectual property rights in respect of product development and manufacturing, the Group must ensure that relevant data is stored and maintained properly. Unauthorised copying or disclosure without the customer consent is prohibited. Transfer or manufacture of products involving intellectual property rights of customers or external suppliers must not be carried out without permission. Meanwhile, a "confidentiality agreement" must be signed by any third party receiving confidential information to safeguard the confidentiality of such information.

本集團已製成的成品需按照客戶或安全監察機構的要求印製追溯性標示，包括批次、訂單編號及製造日期等。另外，本集團亦設《標識和可追溯性程序》對原材料、配件、半製品及成品作出規範，以確保產品的可追溯性。若產品不符合客戶要求及期望而需進行退貨，本集團將遵照《成品出貨後客戶退貨處理作業指導》，處理及回收相關不合格產品，而我們亦會進行內部檢討，以避免同類型的事件發生。

為維持客戶對本集團產品及服務的滿意度，本集團已制定《顧客信息反饋作業指導》為客戶提供各種溝通渠道表達意見及作出投訴。如接獲任何投訴，本集團進行調查，並作出跟進及向客戶反饋處理情況，確保客戶投訴得到有效處理。本集團亦每年進行一次網上客戶滿意度調查，根據調查結果採取相應糾正及預防措施，滿足客戶的要求及期望。本年度，本集團未有接獲客戶投訴個案。

為確保客戶利益得到充分的保障，本集團遵行《顧客/外部供方財產管理程序》保障客戶私隱及知識產權。由於本集團客戶所提供的數據、設計及物料等涉及產品開發及製造的知識產權數據，本集團須確保有關資料得到恰當儲存及維護，並禁止未得客戶同意擅自複製或洩露，以及未經允許不能自行轉移或製造涉及客戶或外部供方知識產權的產品。同時，任何第三方在接受保密資料時須簽署「保密協議書」，作為協助維護相關資料的機密性。

The Group strictly complied with relevant laws and regulations relating to product health and safety, advertising, labelling, methods of redress and protecting intellectual property rights. Meanwhile, the Group complied with relevant laws and regulations relating to privacy matters, such as the Product Quality Law of the People's Republic of China (《中華人民共和國產品質量法》). There was no violation during the period.

3. ANTI-CORRUPTION

To create a sound corporate atmosphere, to guide and regulate daily work behaviours of our employees with the purpose of maintaining normal operation and management orders, prevent the frauds damaging the Group's interests and improve our work efficiency and results, the Group has formulated the Management System of Interest Conflicts and Integrity (《利益衝突及廉潔管理制度》). The system sets out policies for prevention of conflicts of interests and declaration of interests to govern anti-fraud investigation and propaganda and address employees' conflicts of interests. The Group also sets out relevant reporting channels and investigation mechanism, pursuant to which employees can report to the Group any doubtful corruption cases relating to conflicts of interests or damaging the Group's interests. Where any conflict of interest is not declared by relevant employee, which is found to be true upon investigation, such employee will face immediate dismissal and is required to compensate for related losses, and the case will be reported to the judiciary as necessary.

To maintain an honest relationship with its suppliers, the Group signs integrity statements with all suppliers, prohibiting employees of the Group from soliciting any benefit from any supplier, including gifts, money and rebates, to ensure that all transactions are conducted in a fair competitive environment. The Group also organises anti-corruption training for our directors and employees in order to enhance employees' awareness of anti-corruption.

本集團嚴格遵守有關產品的健康與安全、廣告、標籤、補救方法以及保障知識產權的相關法律及規例，同時遵守有關私隱事宜的相關法律及規例，例如《中華人民共和國產品質量法》，期內並未有違規情況。

3. 反貪污

為營造良好的企業氛圍，引導和規範集團員工的日常工作行為，以期達到維護正常的經營管理秩序，防範損害集團利益的舞弊行為，提升工作效率和效果的目的，本集團已制定《利益衝突及廉潔管理制度》。列明防止利益衝突及利益申報的政策，以管理反舞弊調查及宣傳，及員工利益衝突。本集團又設立相關的舉報管道及調查機制，員工可就任何有關利益衝突或危害本集團利益等懷疑貪污個案向本集團舉報。任何員工如沒有就利益衝突情況進行申報，經調查後如發現屬實，該名員工將面臨即時解僱及賠償有關損失，並按情況移交司法機關處理。

為確保本集團與供應商保持廉潔關係，本集團與供應商簽訂廉潔聲明書，嚴禁本集團員工向供應商索取任何利益，包括禮物、金錢及回佣，確保所有交易於公平競爭的環境中進行。而我們亦為董事及員工舉辦反貪污培訓，以加強員工對反貪污的認識。

4. COMMUNITY INVESTMENT

The Group is committed to operating business in a responsible manner with the goal of “being a corporation with a commitment to social responsibility”. The Group has developed and implemented the Community Investment, Sponsorship and Donation Policies (《社區投資、贊助及捐贈政策》). Through cooperation with the organisations with a shared vision, we aim to gain and maintain mutual trust of all stakeholders, thereby bringing continuing benefits for the long-term development of the community.

During the Year, the Group had supported and participated in a wide range of activities which were beneficial for youth education and development and community health, including scholarship, sponsoring Lilin Middle School chorus, organising activities for the elderly, visiting and caring for the elderly. The Group had donated approximately RMB170,000 in aggregate and our employees had participated in volunteering activities for 192 hours in total.

4. 社區投資

本集團致力以負責任的態度營運業務，並以「一家對社會責任有承擔的機構」為目標。我們已制訂並實施《社區投資、贊助及捐贈政策》，透過與抱有共同願景的團體合作，贏取及維繫與各持份者的互信，為社區長遠發展帶來持續的裨益。

本年度，本集團支援及參與多項有助青少年教育及發展及社區健康的活動，包括獎學金、贊助瀝林中學合唱團、敬老活動、探訪及關懷老人等；一共捐獻人民幣約十七萬元，本集團義工亦一共參與192小時的義工活動。

INDEX OF THE ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE ISSUED BY THE STOCK EXCHANGE

聯交所《環境、社會及管治 報告指引》索引

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