

# LITU HOLDINGS LIMITED

## 力圖控股有限公司

(Formerly known as “Brilliant Circle Holdings International Limited”)  
(前稱「貴聯控股國際有限公司」)

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

Stock Code 股份代號：1008

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

# 2021

# Environmental, social and governance report

## 環境、社會及管治報告

### REPORTING PERIOD AND FRAMEWORK

This is the fifth environmental, social and governance report published by Litu Holdings Limited (“Litu”, “Company”, “we” and “our”), and its subsidiaries (collectively, the “Group”). This ESG report covers Shenzhen Kecai Printing Co., Limited (“Shenzhen Kecai”) and Bengbu Jinhuangshan Rotogravure Printing Company Limited, two major subsidiaries of the Company. This ESG report presents and disclose ESG related matters that are relevant to the Group’s business and have material impacts on the environment and society for the year ended 31 December 2021 (the “Reporting Period”). Unless otherwise stated, the Reporting Period is from 1 January 2021 to 31 December 2021.

This ESG report of the Group has been prepared in compliance with the “Environmental, Social and Governance Reporting Guide” set forth in Appendix 27 to the Rules Governing the Listing of Securities on the Main Board of The Stock Exchange of Hong Kong Limited and based on actual conditions of the Group. We have identified relevant ESG issues and assess their materiality on our businesses as well as on our stakeholders, through reviewing our operations and holding internal discussions. The Group identifies, monitors and manages essential environmental factors in accordance with the internal policies to minimize the impact of production and operating activities on the environment. The Group pays great attention to the amount of GHG emissions, the efficient use of resource and the impact it brings to the ecosystem, as well as the healthy development of employees and the well-being of society. Adhering to the reporting principles of materiality, quantitative, balance and consistency, this report aims at sharing our performance in aspect of sustainable development and summarising our efforts made on sustainability for the year ended 31 December 2021. Our reporting boundary is limited to, Hong Kong and the PRC unless otherwise specified. This report also gives an overview of the environmental, social and governance concepts of the Group, the overall performance and work highlights of the Group’s core business in respect of economy, environment and society, as well as plans and goals to be achieved in the short and long run.

### 報告期及框架

本報告為力圖控股有限公司(「力圖」、「本公司」、「我們」及「我們的」)及其附屬公司(統稱「本集團」)發佈的第五份《環境、社會及管治報告》。本環境、社會及管治報告涵蓋的本公司兩間主要附屬公司包括深圳市科彩印務有限公司(「深圳科彩」)及蚌埠金黃山凹版印刷有限公司。本報告介紹及披露截至二零二一年十二月三十一日止年度(「報告期」)與本集團業務相關並對環境及社會有重大影響的事宜。除非另有說明，報告期為二零二一年一月一日至二零二一年十二月三十一日。

本集團的環境、社會及管治報告乃按照香港聯合交易所有限公司主板證券上市規則附錄27所載的「環境、社會及管治報告指引」並根據本集團的實際情況編制。我們已識別相關環境、社會及管治問題，並通過檢視業務和舉行內部討論，評估其對我們的業務以及利益相關方的重要性。本集團根據內部政策識別、監測及管理關鍵環境因素，以儘量減少生產及經營活動對環境的影響。本集團非常關注溫室氣體的排放量、資源的有效利用及其對生態系統的影響、員工的健康發展及社會的福祉。本報告遵循重要性、定量、平衡和一致性的報告原則，旨在分享我們在可持續發展方面的表現，並總結我們在截至二零二一年十二月三十一日止年度為可持續發展所做的工作。除非另有說明，我們的報告範圍僅限於香港和中國。本報告亦概述本集團的環境、社會及管治理念，本集團核心業務在經濟、環境及社會方面的整體績效及工作亮點，以及將達成的短期與長期計劃目標。

# Environmental, social and governance report

## 環境、社會及管治報告

### OUR BUSINESS AND APPROACH TO ESG AND ESG REPORTING

The Group focuses on developing high-end cigarette packages and printed goods and locations in the People's Republic of China (the "PRC"). The Group is ranked at the top among its peers in operating scale, research, and technological innovation. The Group's unique positioning in the field of printing of cigarette packages has been accredited by various institution.

The Group monitored the potential impacts of our business operations on the environment on a real-time basis and promoted green office and production in adherence to four basic principles, namely, "reduce", "reuse", "recycle" and "replace", in order to minimize the impact of our operations on the environment. The Group commits to improving its ESG performance by upholding good corporate governance standards, protecting our environment including reducing greenhouse gas emissions, reducing energy consumption, protecting the environment and natural resources, and providing employees with a comfortable and safe working environment while it engages the community and promotes social integration. The board of directors of the Group (the "Board") is responsible for overseeing our ESG strategy and reporting. The Group also arranges specific team to be responsible for environmental monitoring, exhaust monitoring and waste management. The team has to report to the Group's management regularly, and the Group's management will report to the Board directly regarding the ESG issues. Meanwhile, Group's management is responsible to review and monitor the Group's ESG policies, practices and performance to ensure that the Group could progress in accordance with ESG-related goals and targets set by the board.

Within the operation of the Group, it applies industry practices and abides by laws and regulations, sets and reviews safety and environmental goals and indicators, effectively uses energy and raw materials, and reduces pollution and emissions. Achieving ESG goals can provide customers with better quality products.

### 我們的業務及環境、社會及管治方針以及環境、社會及管治報告

本集團專注於在中華人民共和國（「中國」）開發高端香煙包裝和印刷品。本集團在經營規模、研究和技術創新方面都在同行中名列前茅。本集團在香煙包裝印刷領域的獨特定位獲得多間機構的認可。

本集團實時監察業務營運對環境帶來的潛在影響，並通過「減少」、「重用」、「回收」及「取代」四項基本原則，推廣綠色辦公及生產環境，將本集團營運對環境的影響減至最低。本集團致力通過恪守良好的企業管治標準，保護環境，包括減少溫室氣體排放，減少能源消耗，保護環境和自然資源，並為僱員提供舒適和安全的工作環境，同時參與社區活動，促進社會融合，從而提高其環境、社會及管治表現。本集團董事會（「董事會」）負責監督我們的環境、社會及管治策略和報告。本集團亦安排專門的團隊負責環境監測、廢氣監測及廢物管理。該團隊會定期向本集團管理層報告，而本集團管理層將直接向董事會報告有關環境、社會及管治問題。同時，本集團管理層負責檢討及監察本集團的環境、社會及管治政策、執行及表現，以確保本集團能夠按照董事會設定的環境、社會及管治相關目標及指標前進。

本集團在營運中應用行業慣例並遵守法律和法規，制定和審查安全和環境的目標和指標，有效利用能源和原材料，並減少污染和排放。實現環境、社會及管治目標可為客戶提供更優質的產品。

# Environmental, social and governance report

## 環境、社會及管治報告

### SCOPE OF REPORTING

This report is organized into two sections, namely “Environment” and “Social”, focusing on the following in compliance with the ESG standards:

### 報告範圍

本報告分為兩個部分，即「環境」和「社會」，按照環境、社會及管治標準，重點介紹以下內容：

### ESG Standard for Reporting

環境、社會及管治報告標準

### Litu's Compliance Section

力圖的合規部分

A. Environmental	A1. Emissions	1. Governance on Air and Greenhouse Gas (“GHG”) Emissions
A. 環境	A1. 排放物	1. 對空氣和溫室氣體(「溫室氣體」)排放的管治
	A2. Use of Resources	2. Waste Management
	A2. 資源使用	1. 廢物管理
	A3. The Environment and Natural Resources	Minimizing Energy Consumption
	A3. 環境及天然資源	盡量減少能源消耗
	A4. Climate change	Protecting the Environmental Impact and Natural Resources
	A4. 氣候變化	保護環境影響和自然資源
		Identifying climate change risk and mitigating the associated impacts
		識別氣候變化風險並減輕相關影響
B. Social	<i>Employment and Labour Practices</i>	
B. 社會	僱傭及勞工常規	
	B1. Employment	Equal Employment Practices
	B1. 僱傭	平等就業常規
	B2. Health and Safety	Promoting Health and Safety
	B2. 健康與安全	促進健康和 safety
	B3. Development and Training	Talent Management
	B3. 發展及培訓	人才管理
	B4. Labour Standards	Prohibiting Forced Child and Labor
	B4. 勞工準則	禁止強迫童工和勞動
	<i>Operating Practices</i>	
	營運執行	
	B5. Supply Chain Management	Upholding High Procurement Standards
	B5. 供應鏈管理	堅持高採購標準
	B6. Product Responsibility	Delivering Unmatched Product Quality
	B6. 產品責任	提供無以倫比的產品品質
	B7. Anti-corruption	Commitment to Anti-Corruption
	B7. 反貪污	致力反貪污
	B8. Community Investment	Contributing to the Welfare of Society
	B8. 社區投資	為社會福利做出貢獻

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### CARING FOR THE ENVIRONMENT AND NATURAL RESOURCES

#### A. ENVIRONMENTAL

##### A1 Emissions

###### **Governance on Air and Greenhouse Gas (“GHG”) Emissions**

The Group is committed to the long-term sustainability of the environment and communities in which we operate. As such, the Group has established relevant procedures to detect and prevent any possible pollution incidents which affect the surrounding environment that may occur in the course of our business operations. During the year ended 31 December 2021, we measured and managed our environmental performance in several aspects throughout our operations.

Emission generated from the operation of the Group mainly refers to emission from boiler combustion, and printing production and waste gas from eatery.

As for emission from boiler combustion, the Group sets up a 12 meters high exhaust funnel (smokestack) in the boiler room, the height of which satisfied the requirement under provision 4.6.2 as set out in the Emission Standards for Air Pollutants from Boilers 《鍋爐大氣污染物排放標準》，which requires that “the height of the smokestack of gas, light diesel fuel and kerosene boilers shall be no less than 8 meters”. According to the requirements of the 《安徽省大氣辦關於印發《安徽省2020年大氣污染防治重點工作任務》的通知》，the requirement of emission of nitrogen oxides is reduced to 50mg/m<sup>3</sup>. The Group carried out improvement works to the boiler in order to reduce the emission of nitrogen oxides and carried out an acceptance test. The emission concentration of nitrogen oxides was 27 mg/m<sup>3</sup>, which complies to the standard.

### 關顧環境及自然資源

#### A. 環境

##### A1 排放物

###### **對空氣和溫室氣體（「溫室氣體」）排放的管治**

本集團致力促進我們經營所在環境及社區的長期可持續發展。因此，本集團已建立相關程序，以檢測和預防在我們業務營運過程中可能發生影響周圍環境的任何污染事件。截至二零二一年十二月三十一日止年度，我們在整個營運過程中從幾方面衡量和管理我們的環境表現。

本集團營運過程中產生的排放物主要是指鍋爐燃燒及印刷生產排放物以及食堂油煙廢氣。

對於鍋爐燃燒排放物，本集團在鍋爐房設置12米高排氣筒（煙囪），其高度符合《鍋爐大氣污染物排放標準》4.6.2中「燃氣、燃輕柴油、煤油鍋爐煙囪高度不得低於8米」的要求。根據《安徽省大氣辦關於印發《安徽省2020年大氣污染防治重點工作任務》的通知》的規定，氮氧化物的排放要求降至50毫克／立方米。本集團對鍋爐進行改進，以減少排放氮氧化物，並進行接受度測試。氮氧化物的排放濃度為27毫克／立方米，符合標準。

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As for emission from printing production, the Group purchased special emission collection equipment. Emission was collected from the centralized collection device of the equipment and processed by oxidative hydrolysis and photolysis in the roof collection room, and then discharged via the 15 meters high exhaust funnel (smokestack), the height of which satisfied the relevant height requirement under the Integrated Emission Standards for Air Pollutants (《大氣污染物綜合排放標準》) under the Beijing Local Standards. In addition, management was strengthened during the operation process. Raw and auxiliary materials (such as ink, solvent, etc.) were stored in sealed containers. Used ink cartridges and waste solvent barrels were sent to specialized organizations for disposal and recycling. In order to strengthen the treatment of volatile organic compounds (VOCs) and improve the efficiency of comprehensive treatment, RMB6.51 million was invested in the transformation of printing waste gas treatment: two sets of gravure production lines built a set of Regenerative Thermal Oxidizer (RTO) waste gas purification facilities. The generated waste gas is discharged up to the standard after RTO combustion treatment; a set of UV photolysis + activated carbon adsorption equipment is built for offset printing, single concave, silk screen printing and other production lines, ink mixing room, hazardous waste temporary storage room, etc., and the generated waste gas is treated by this equipment. At the same time, the organic waste gas adsorbed by activated carbon is desorbed by the high temperature strip heat of the RTO equipment, and then sent to the RTO equipment for treatment. The activated carbon can be reused after desorption, which greatly reduces the consumption of activated carbon.

對於印刷生產排放物，本集團購置專門的排放物收集設備，由設備自帶集中收集排放物裝置收集至屋面收集室經氧化水解及光分解，再經15米高排氣筒(煙囪)排放，其煙囪高度符合北京市地方標準《大氣污染物綜合排放標準》中的要求。另外在生產過程中加強管理，油墨、溶劑等原輔材料存儲在密封的容器中，廢棄的油墨盒、溶劑桶移交專門的處理機構轉移處理、回收。為加強對揮發性有機物(VOC)的處理及提高綜合處理效率，本集團投資人民幣6,510,000元改造印刷廢氣處理：兩套凹印生產線建成一套蓄熱式熱氧化爐(RTO)廢氣淨化設施。產生的廢氣經RTO燃燒處理後達標排放；為膠印、單凹、絲印等生產線、調墨室、危廢暫存室等建設一套UV光解+活性炭吸附設備，產生的廢氣經此設備處理。同時，被活性炭吸附的有機廢氣經RTO設備的高溫帶狀加熱解吸後，送入RTO設備進行處理。解吸後的活性炭可以重用，這大大減少活性炭的消耗。

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As for waste gas from eatery, fume purification equipment was installed in the eatery. The fume was discharged from the rooftop of the eatery via exhaust pipes after processing. Further, cleaning and maintenance of cooking utensils and fume purification equipment were strengthened during daily operation of the eatery.

The Group contacted external technical testing institutions to monitor boiler combustion emissions, printing production emissions, and canteen oil fume exhaust gas to verify the compliance of emissions. Anhui Guo Sheng Inspection Technology Co., Ltd. 安徽國晟檢測技術有限公司 was entrusted to monitor the chemical oxygen demand, ammonia nitrogen, total phosphorus (calculated as P), suspended solids, pH value, five-day biochemical oxygen demand, animal and vegetable oils in domestic sewage to confirm compliance with emissions standards.

In order to reduce the generation and emission of pollutants, the Group purchased an ultrasonic cleaning machine for the cleaning of plate rollers to reduce the use of organic solvents, cleaning cloth and the volatilization of exhaust gas.

The Group established wastewater treatment facilities in the plant of Shenzhen Kecai. Wastewater discharged from the operation of the Group mainly refers to domestic wastewater. Shenzhen Kecai hired Skyte Testing Services Guangdong Co., Ltd. 廣東天鑒檢測技術服務有限公司 to monitor the pH value, chemical oxygen demand, suspended solids, ammonia nitrogen, animal and vegetable oils and other items in domestic sewage to confirm the compliance of the discharge. There are regular sewage inspections required by the local authority.

對於食堂油煙廢氣，食堂安裝油煙淨化處理設備，經其處理後的油煙由排煙管道從食堂屋頂排出。另外在日常的食堂操作時，加強對食堂各灶具、油煙淨化裝置的清洗、保養。

本集團聯繫外部技術檢測機構對鍋爐燃燒排放、印刷生產排放、食堂油煙廢氣進行監測，以驗證排放的合規性。安徽國晟檢測技術有限公司獲委託對生活污水中的化學需氧量、氨氮、總磷(以P計算)、懸浮物、pH值、五日生化需氧量、動植物油進行監測，以確認符合排放標準。

為減少污染物的產生和排放，本集團已購買一台超聲波清洗機，用於清洗版輓，以減少有機溶劑、清洗布的使用和廢氣的揮發。

本集團在深圳科彩廠房建立污水處理設施。本集團營運過程中排放的污水主要是指生活污水。深圳科彩委聘廣東天鑒檢測技術服務有限公司對生活污水中的pH值、化學需氧量、懸浮物、氨氮、動植物油等項目進行監測，以確認排放的合規性。當地政府要求定期進行污水檢查。

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### Air emissions

The Group's air emissions generated mainly from gasoline consumption of the Group's vehicles in 2021 are as follows:

### 空氣排放

二零二一年，本集團的空氣排放主要來自本集團車輛的汽油消耗，情況如下：

Air emissions 空氣排放	Unit 單位	2021 二零二一年
Nitrogen oxides ("NOx") 氮氧化物(「氮氧化物」)	Emissions kg 排放量公斤	17.25
Sulphur oxides ("SOx") 硫氧化物(「硫氧化物」)	Emissions kg 排放量公斤	0.52
Particulate matters ("PM") 懸浮粒子(「懸浮粒子」)	Emissions kg 排放量公斤	1.27

### Greenhouse gas emissions and energy conservation

The greenhouse gas ("GHG") emissions generated by the Group are separated below in direct and indirect section. The direct emissions are from the consumption of gasoline in the Group's vehicles and consumption of natural gas, while the indirect emissions are via using outsourced electricity. The following table shows the figures of the Group's GHG emissions during the Reporting Period.

### 溫室氣體排放和節約能源

本集團產生的溫室氣體(「溫室氣體」)排放分為以下直接和間接部分。直接排放來自本集團車輛的汽油消耗和天然氣消耗，而間接排放則是通過使用外包電力。下表顯示本集團在報告期內的溫室氣體排放數字。



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Greenhouse gas (“GHG”) emissions 溫室氣體 (「溫室氣體」) 排放	Types of emissions 排放類型	Unit 單位	2021 二零二一年
CO <sub>2</sub> from natural gas 天然氣產生的二氧化碳	Direct 直接	tCO <sub>2</sub> e 噸二氧化碳當量	809.57
CO <sub>2</sub> from vehicles combustion 車輛燃燒產生的二氧化碳	Direct 直接	tCO <sub>2</sub> e 噸二氧化碳當量	82.93
CH <sub>4</sub> from vehicles combustion (CO <sub>2</sub> -equivalent emissions) 車輛燃燒產生甲烷 (二氧化碳當量排放)	Direct 直接	tCO <sub>2</sub> e 噸二氧化碳當量	0.25
N <sub>2</sub> O from vehicles combustion 車輛燃燒產生的一氧化二氮	Direct 直接	tCO <sub>2</sub> e 噸二氧化碳當量	10.29
CO <sub>2</sub> removals (trees planting) 二氧化碳清除量 (植樹)	Direct 直接	tCO <sub>2</sub> e 噸二氧化碳當量	(67.83)
CO <sub>2</sub> from electricity consumption 電力消耗產生的二氧化碳	Indirect 間接	tCO <sub>2</sub> e 噸二氧化碳當量	10,040.70
Total 總計		tCO <sub>2</sub> e 噸二氧化碳當量	10,875.92

There were 10,875.92 tonnes of carbon dioxide equivalent (“tCO<sub>2</sub>e”) greenhouse gases (mainly comprise of carbon dioxide, methane and nitrous oxide) emitted from the Group’s business operation in the Reporting Period. The annual emission intensity per unit of production volume, was 0.0004 tonnes/kg.

In line with our policies to minimise air and GHG emissions, the Group implements 《節能降耗活動方案》及《節能降耗活動計劃》 to reduce energy consumption such electricity and reduce air and GHG emissions. In order to reduce GHG emission, the Group cooperated with a company principally participating in new energy development, and purchased part of its electricity generated by the company’s photovoltaic power station to fulfill the vision of clean energy application.

報告期內，本集團的業務營運排放了10,875.92噸二氧化碳當量 (「噸二氧化碳當量」) 的溫室氣體 (主要包括二氧化碳、甲烷和氧化亞氮)。每單位產量的年度排放密度為0.0004噸/公斤。

為配合我們盡量減少空氣和溫室氣體排放的政策，本集團實施《節能降耗活動方案》及《節能降耗活動計劃》，以減少電力等能源消耗及減少空氣和溫室氣體排放。為減少溫室氣體排放，本集團與一間主要參與新能源開發的公司合作，並購買該公司的光伏發電站的部分電力，以實現清潔能源應用的願景。

# Environmental, social and governance report

## 環境、社會及管治報告

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The Group's control over the emissions abides by the relevant national laws. During the Reporting Period, there was no non-compliance with any relevant laws and regulations under the Environmental Protection Law of the People's Republic of China《中華人民共和國環境保護法》, Law of the People's Republic of China on Prevention and Control of Atmospheric Pollution《中華人民共和國大氣污染防治法》, and Guangdong Local Standard for Emission Standard of Volatile Organic Compounds (VOC) for printing industry《廣東省地方標準印刷行業揮發性有機化合物 (VOC) 排放標準》 in respect of the emission limit.

In addition, the Group advocates emission reduction and is committed to sustainable operation. The Group has set a target to reduce the air pollutants emission and the annual GHG emission intensity per unit of production volume by 3%. The Group will actively consider enhancing the aforementioned measures in order to reduce the emission intensity. The Group will review the emission reduction progress regularly and explore more opportunities for various environmental protection goals.

本集團對排放的控制符合國家相關法律。報告期內，本集團在排放上限並無違反《中華人民共和國環境保護法》、《中華人民共和國大氣污染防治法》及《廣東省地方標準印刷行業揮發性有機化合物 (VOC) 排放標準》下任何相關法律和法規。

此外，本集團宣導減排及致力促進可持續經營。本集團已制定目標減少單位產量的大氣污染物排放量和年度溫室氣體排放密度降低3%。本集團將積極考慮加強上述措施，以降低排放密度。本集團將定期檢討減排進展，並為各種環保目標探索更多機會。

# Environmental, social and governance report

## 環境、社會及管治報告

### **Waste Management**

The Group generated 89.10 tonnes hazardous waste and 845.53 tonnes non-hazardous waste in its operation throughout the Reporting Period. The annual hazardous waste and non-hazardous waste intensity per unit of production volume, were 0.000004 tonnes/kg and 0.000035 tonnes/kg respectively.

The Group strictly classified waste by types in accordance with the waste management system and provided relevant promotion, education and training to the staff. Hazardous waste was collected by the Group and stored in the hazardous waste warehouse, and cosigned a qualified processing company for unified recycling after reaching a certain amount. Some of the reusable papers were reused as office papers. All waste papers and scrap metal were handled and recycled by a qualified processing company. Furthermore, the Group recorded its carbon footprint regularly and ensured all hazardous waste which may be discharged into water and soil has complied with the standards under the relevant national laws and regulations. During operation, the Group complies with the Law of the People's Republic of China on Prevention and Control of Environmental Pollution Caused by Solid Waste 《中華人民共和國固體廢物污染環境防治法》.

### **廢物管理**

報告期內，本集團在營運過程中產生89.10噸有害廢物和845.53噸無害廢物。每單位產量的全年有害廢物和無害廢物密度分別為0.000004噸／公斤和0.000035噸／公斤。

本集團按照廢棄物管理制度，嚴格區分廢棄物種類，並對員工進行相關宣傳、教育及培訓。對於有害廢棄物，由本集團回收至有害廢棄物倉庫儲存，並在達到一定數量後委托有資質處置公司統一回收處理。而部分可供再用的紙張餘料則被作再次用作辦公用紙。所有廢紙及廢棄金屬交由合資格處理公司回收。同時，本集團會定期記錄碳足跡，以及確保所有可能排放入水土內的危險廢棄物能夠達到相關國家法律及規例項下的標準。本集團的營運遵守《中華人民共和國固體廢物污染環境防治法》。

# Environmental, social and governance report

## 環境、社會及管治報告

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For proper control of hazardous and non-hazardous waste, the Group will actively implement the plans mentioned above. The Group has set a goal of reducing the intensity per unit of production volume in respect of hazardous and non-hazardous waste by 3% in the coming year. The Group will consider establishing a complete due diligence process and performs regular audits on service providers with respect to their waste management effectiveness, the services providers with low effectiveness may be replaced by others with higher effectiveness under comprehensive selection process. As for non-hazardous waste, the Group will try to encourage its employees to respond to the call of the PRC government to promote waste sorting by being proactive in taking actions to minimise the waste in everyday practice.

During the Reporting Period, there was no incidence of non-compliance with relevant laws and regulations with significant impact on the environment and natural resources relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

為適當控制有害和無害廢物，本集團將積極實施上述計劃。本集團已設定目標，在來年將每單位產量的有害和無害廢物密度降低3%。本集團將考慮建立完整的盡職調查程序，並定期對服務供應商的廢物管理效率進行審計，在綜合甄選過程中，效率低的服務供應商可能被其他效率高的服務供應商取代。對於無害廢物，本集團將努力鼓勵僱員回應中國政府的號召，採取積極行動，在日常工作盡量減廢，從而推廣廢物分類。

報告期內，本集團並無發生違反相關法律法規並對環境和自然資源產生重大影響的事件，包括大氣和溫室氣體的排放、向水和土地的排放、有害和無害廢物的產生。

# Environmental, social and governance report

## 環境、社會及管治報告

### A2 Use of resources

#### **Minimizing Energy Consumption**

During production, the Group not only reused pallets and packaging boxes to reduce the consumption of wrapping papers, but also initiated its Energy Saving and Reducing Consumption Proposal (《節能降耗活動方案》) and Energy Saving and Reducing Consumption Plan (《節能降耗活動計劃》) to reduce water, electricity and other energy consumption. The residual paper produced and leftover materials were used in the course of our daily operation. The waste heat produced was recovered by using the air compressors installed at its workshops to supply hot water for its staff quarters and canteen. Materials used in the production process must comply with environmental protection requirements. Reusable and recyclable packaging materials should be used. With technological innovation, utilization of materials and performance of equipment have been enhanced, thereby reduce energy consumption. The Group also implemented management procedures to control the use of energy and resources and conducted regular inspections to monitor and rectify any deficiencies identified at all offices and production facilities, so as to ensure that all energy resources were deployed in the most effective manner. There was no issue in sourcing water that is fit for purpose by the Group. Water conservation education programs have been provided to all staff to enhance their awareness. The Group also complied with the Law of the People's Republic of China on the Prevention and Control of Water Pollution (《中華人民共和國水污染防治法》).

### A2 資源使用

#### **盡量減少能源消耗**

在生產過程中，本集團通過對於車間托盤及包裝箱的重複使用以降低包裝用紙等紙張的消耗，此外，本公司亦通過推行《節能降耗活動方案》及《節能降耗活動計劃》減少水能、電能等能源消耗。對於生產中剩餘的紙張邊角餘料，均用於本公司日常營運。對於生產過程中的餘熱，通過利用車間空壓機餘熱循環製造熱水供員工宿舍及食堂使用。對生產過程中使用的材料必須符合環保的要求，使用可再用及可循環利用包裝材料，通過工藝技術革新，提高材料的使用率，提高設備的使用效能，減少能源的使用。本集團亦實施管理程序以於所有辦公室及生產設施控制能源及資源的使用，並進行定期核查以作出監督及改正，以確保所有能源均可用得其所。本公司於求取適用水源上並無任何問題。向員工開展節水宣傳教育，提高全員節水意識。本集團亦遵守《中華人民共和國水污染防治法》。

# Environmental, social and governance report

## 環境、社會及管治報告

Types of resources 資源類型	Unit 單位	2021 二零二一年
Gasoline 汽油	liter 升	35,141
Natural gas 天然氣	m <sup>3</sup> 立方米	386,115
Purchased electricity 購買電力	kWh 千瓦時	19,719,625
Tap water 自來水	m <sup>3</sup> 立方米	181,711

During the Reporting Period, the Group consumed 35,141 liters of gasoline, 386,115 m<sup>3</sup> natural gas, 19,719,625 kWh electricity and 181,711 m<sup>3</sup> tap water. The annual energy and water consumption intensity per unit of production volume, were 0.9624 kWh/kg and 0.0075 m<sup>3</sup>/kg respectively in the Reporting Period. After carefully reviewing current business operations, the Group has set the consumption target of energy and water as the same intensity in the Reporting Period.

報告期內，本集團消耗35,141升汽油、386,115立方米天然氣、19,719,625千瓦時電力和181,711立方米自來水。報告期內，每單位產量的全年能源和水消耗密度分別為0.9624千瓦時／公斤和0.0075立方米／公斤。經仔細檢視目前的業務運作後，本集團將能源和水的消耗目標設定為與報告期的密度相同。

The Group has direct involvement in the use and/or purchase of package materials for packaging. Throughout the years, the Group puts a strong emphasis on minimizing the usage of mentioned materials during our daily operations. At the production, the main waste is carton. The following table shows the figures of material consumption (i.e. carton) in the Group's business operations.

本集團直接參與包裝材料的使用和／或購買。多年來，本集團非常重視在日常營運中盡量減少上述材料的使用。在生產方面的主要廢物是紙箱。下表顯示本集團業務營運中的材料消耗(即紙箱)數字。

Material Consumption 材料消耗	Unit 單位	2021 二零二一年
Carton consumption 紙箱消耗	tonnes 噸	403.61

The residual paper produced and leftover materials were used in the course of our daily operation. The waste heat produced was recovered by using the air compressors installed at workshops to supply hot water for staff quarters and eatery.

對於生產中剩餘的紙張邊角餘料，均用於本公司日常營運。對於生產過程中的餘熱，通過利用車間空壓機餘熱循環製造熱水供員工宿舍及食堂使用。

# Environmental, social and governance report

## 環境、社會及管治報告

### A3 The environment and natural resources *Protecting the Environmental Impact and Natural Resources*

Playing an active role in promoting environmental protection and efficient use of resources, the Group monitored the potential impacts of our business operations on the environment on a real-time basis and promoted green office and production in adherence to four basic principles, namely, “reduce”, “reuse”, “recycle” and “replace”, in order to minimize the impact of our operations on the environment. The Group has adopted green purchasing strategies and the most practicable technology where appropriate to mitigate its impact on the environment.

The Group has taken the following actions to further monitor and manage the possible impacts on the environment and natural resources:

- (1) strengthening environmental monitoring by focusing on monitoring of and keeping records for various pollution sources, and reporting to relevant authorities and adopting emergency measures in a timely manner for any abnormal situations detected;
- (2) providing pre-job training on environmental protection laws and regulations and operational practices for its technical staff;
- (3) reporting to the head of environmental protection department regularly on its environmental protection works, the operation of its pollution control facilities and monitoring results;
- (4) filing its environmental protection works, including the discharge of pollutants, operation and management of its pollution control facilities; monitoring records; pollution incidents and related records; and other pollution prevention and control issues and information.

### A3 環境及天然資源 保護環境影響和自然資源

本集團以積極推動環境保護及有效使用資源為宗旨，實時監察業務營運對環境帶來的潛在影響，並通過「減少」、「重用」、「回收」及「取代」四個基本原則，推廣綠色辦公及生產環境，將本集團營運對環境的影響減至最低。在適用的情況下，我們採取綠色採購策略及最切實可行的技術以減少對環境的影響。

對於可能造成環境及天然資源的影響，本集團通過以下管理行動進一步監控及治理：

- (1) 加強環境監測工作，重點是各污染源的監測，並注意做好記錄，監測中如發現異常情況應及時向有關部門通報，及時採取應急措施；
- (2) 對技術工人進行上崗前的環保知識法規教育及操作規範的培訓；
- (3) 定期向環保主管部門彙報環保工作情況，污染治理設施運行情況及監測結果；
- (4) 建立本企業的環境保護工作檔案，包括污染物排放情況、污染治理設施的運行、操作及管理情況；監測記錄；污染事故情況及有關記錄；其他與污染防治有關的情況及資料等。

# Environmental, social and governance report

## 環境、社會及管治報告

### A4 Climate Change

#### *Identifying climate change risk and mitigating the associated impacts*

During the Reporting Period, the Group has not been significantly impacted by climate-related issues while the Group understands climate-related issues are harmful to the environment and have been rigorously regulated by the United Nations' Framework Convention. The Group recognises the importance of identifying climate change risk in order to mitigate the associated impacts on its business operations. As a result, the Group has continuously evaluated any impact arising from natural disaster and has taken measures to mitigate its impacts.

### A4 氣候變化

#### *識別氣候變化風險並減輕相關影響*

報告期內，本集團並無受到氣候相關問題重大影響，然而，本集團明白氣候相關問題對環境有害，並受到聯合國框架公約的嚴格監管。本集團深知識別氣候變化風險以減輕對其業務營運的相關影響的重要性。因此，本集團不斷評估自然災害引起的任何影響，並已採取措施來減輕其影響。

## CARING FOR THE PEOPLE AND SOCIETY

### B. SOCIAL

#### B1 Employment and labor practices

##### *Equal Employment Practices*

The Group puts significant emphasis on the welfare of employees whom it considers the Group's most valuable assets. Hence, the Group strives to attract and retain talents and reconcile economical imperatives with well-beings, aiming at reinforcing satisfaction, loyalty and commitment of human capital.

The remuneration standards of the Group is determined based on the guidelines of the local government on wages, and more importantly, based on the remuneration benchmark in the industry. The Group strives to provide a more favorable welfare system on the basis of the requirements prescribed by the government in terms of pension, medical and housing allowances.

## 關顧人員和社會

### B. 社會

#### B1 僱傭及勞工常規

##### *平等就業常規*

本集團非常重視僱員福利，認為彼等是本集團最寶貴的資產。因此，本集團努力吸引和挽留人才，協調經濟上的需要和福利，旨在加強人力資本的滿意度、忠誠度和承擔。

本集團薪酬標準一方面依據地方政府的工資指引，更重要的是依據行業薪酬水平而釐定，養老、醫療、住房津貼在依據政府制度要求的基礎上追求更優越的福利制度。



# Environmental, social and governance report

## 環境、社會及管治報告

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The Group has complied with the relevant national and local laws and regulations in respect of labour and human resources matters, including compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. During the Reporting Period, there was no noncompliance with relevant national laws and regulations in respect of labour and human resources by the Group matters, including compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

Throughout the operation, the Group strives to provide a comfortable and safe working environment. Based on the features of the principal business, the Group sets appropriate working hours and rest breaks for all staff members. The Group also provides paid annual leave, marriage leave, maternity leave, casual leave, festival solatium gift and compassionate leave in addition to statutory holidays.

本集團執行相關國家及地方有關勞動人事(包括賠償及解聘、招聘及晉升、工時、休假、平等機會、多元化、反歧視以及其他利益及福利)的法律法規；報告期內，本集團未有出現違反國家勞動人事(包括賠償及解聘、招聘及晉升、工時、休假、平等機會、多元化、反歧視以及其他利益及福利)的相關法律及規例的行為。

本集團在整個營運中努力提供舒適和安全的工作環境，根據主要業務特點，為所有僱員制定適當的工作時間和休息時間。除法定假日外，本集團還提供有薪年假、婚假、產假、事假、節日慰問金和撫恤假。

# Environmental, social and governance report

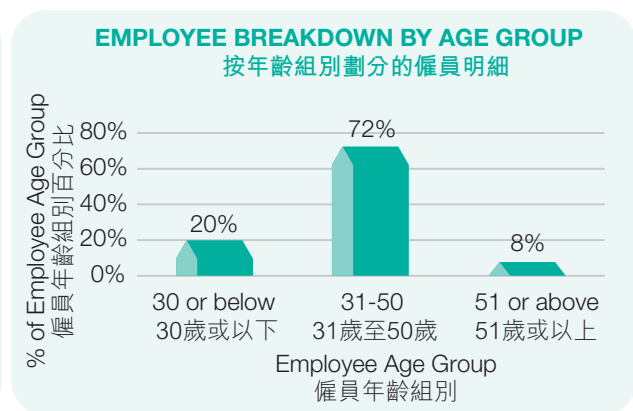
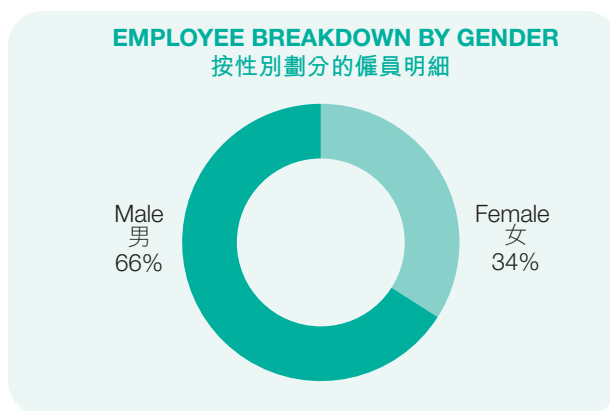
## 環境、社會及管治報告

As at 31 December 2021, the Group employed 558 staffs in total. As an illustration, the workforce statistic by gender and age group are illustrated in pie graphs while the employment type and employment category are disclosed as bar charts:

於二零二一年十二月三十一日，本集團共聘用558名員工。為方便說明，按性別和年齡組別劃分的人力統計以圓形圖顯示，而就業類型和就業類別則以棒形圖顯示：

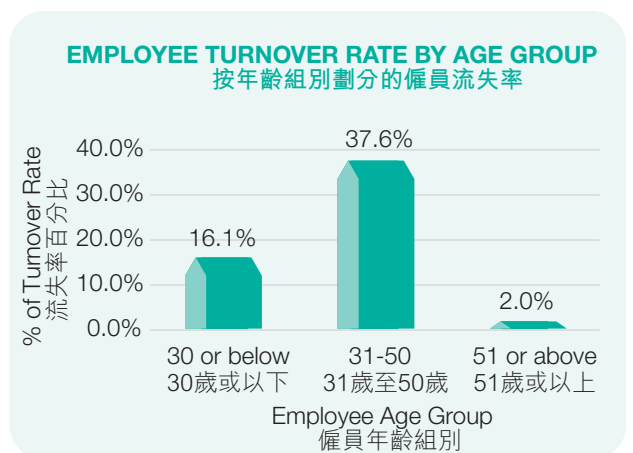
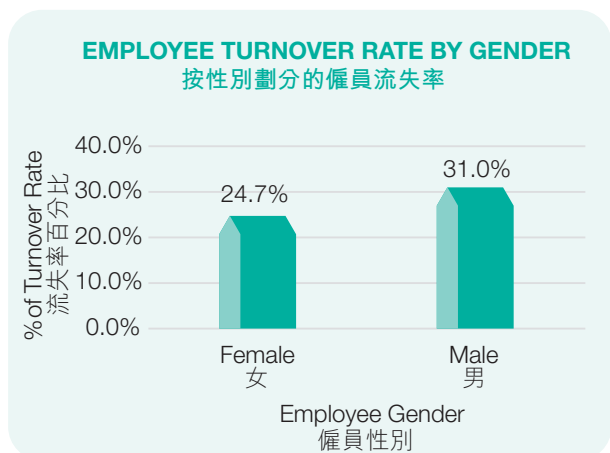
Gender and Age Distribution

性別及年齡分佈



Employment Turnover Rate by Gender and Age group

按性別及年齡組別劃分的僱員流失率



# Environmental, social and governance report

## 環境、社會及管治報告

All employees mentioned above are within China region.

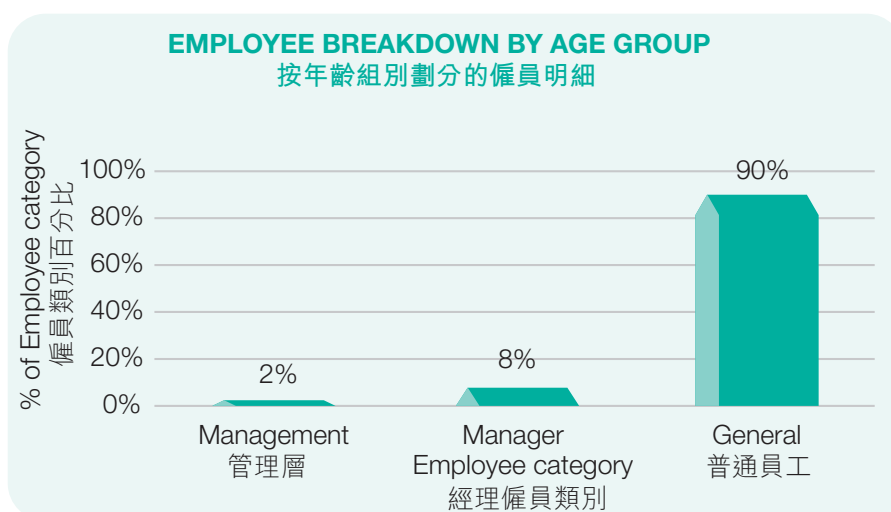
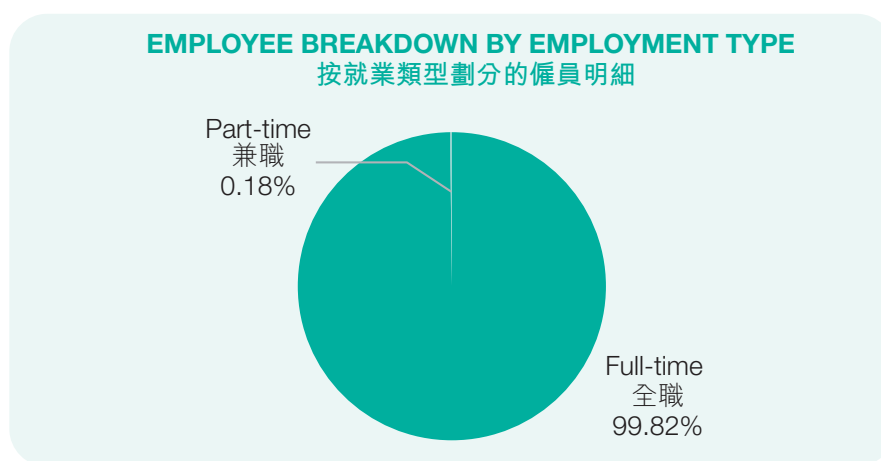
上述所有僱員均位於中國地區。

With almost one-fifth of its workforce of age less than 30, the Group strives to put younger workforce as one of its core priorities to promote a more dynamic environment with a fresher perspective.

本集團有近五分之一的僱員年齡在30歲以下，本集團盡量優先選用年輕員工作為核心人員，以營造更有活力的環境和培養更清新的視野。

### Employment Type and Category Distribution

### 就業類型和類別分佈



The Group is committed to complying with relevant labour standards and employment laws and regulations which are applicable to our business. During the Reporting Period, no material and significant disputes between the Group and the employees occurred.

本集團致力遵守適用於我們業務的相關勞工標準和就業法律及法規。報告期內，本集團與僱員之間並無發生任何重大和重要的糾紛。

# Environmental, social and governance report

## 環境、社會及管治報告

### B2 Health and safety

#### *Promoting Health and Safety*

The Group considers health and safety of its employees as one of its primary responsibilities. As such, the Group aims to provide a workplace free from injury and illness through effective procedures and practice on occupational health and safety.

The Group arranged first-aid demonstrations, fire drills, evacuation drills, mock leakage drills, as well as escape drills periodically, in an effort to enhance the safety awareness of our staff. Staff manual formulated by the Group includes occupational safety policies and procedures for our staff reference. In addition, the Group has also established an appropriate incident reporting and investigation system to encourage our staff to report incidents and risk factors.

Other than physical health, the Company also attaches great importance to the protection of the staff's psychological health. Furthermore, the Company has obtained the certification of the occupational health and safety management system (ISO45001: 2018). Staff under special posts is scheduled for an occupational health and safety check on an annual basis.

Overall, the Group has purchased work injury insurance for each employee. If an employee is injured on the job during work, the Group will actively apply for work injury certification for the employee to ensure that the injured employee receives timely treatment. Also, the Group will provide compensation to workers injured at work depending on the situation.

During the Reporting Period, there was no non-compliance with relevant national laws and regulations in respect of safe working environment by the Group. There were no severe work-related injury or fatality in the past three years including the Reporting Period and 150 lost days due work injury was reported throughout the Reporting Period.

### B2 健康與安全

#### *促進健康和安全*

本集團視僱員的健康和安全為其主要責任之一。因此，本集團旨在通過有效的職業健康和安程序序和常規，提供零傷害和疾病的工作場所。

本集團定期安排急救、消防、疏散、泄漏、逃生等演習，以提高員工安全意識。本集團建立員工手冊，載有職業安全政策及程序供所有人員參考。此外，本集團亦已建立合適的事故報告及調查制度，鼓勵員工報告事故及不安全因素。

除身體健康的風險外，本公司亦十分重視員工在心理健康方面的保護。此外，本公司已通過職業健康安全管理體系ISO45001:2018認證，每年針對特殊崗位員工安排職業健康安全檢查。

總體而言，本集團已為每位僱員投購工傷保險。如果僱員在工作中受傷，本集團會積極為僱員申請工傷認證，確保受傷僱員得到及時治療。同時，本集團將根據實際情況為工傷職工提供賠償。

報告期內，本集團並無違反國家有關安全生產環境的法律及法規。過去三年內(包括報告期間)，並無因工作發生重傷或死亡事故，惟報告期內錄得因工傷而損失150天的工作日。

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### **B3 Development and training**

#### ***Talent Management***

The Group acknowledges and highly values continuous staff training and development of which it considers can help to improve both its efficiency and productivity. In this case, The Group has a comprehensive training system in place to support on-job education and training for our staff to develop their knowledge and skills. Induction training covers personnel rules and regulations, staff manual, professional quality, corporate management system, industrial safety and working environment and quality basics; on-job training covers job qualification (job theory and practice) and annual training plan; and external training covers pre-job training for special posts and pursuing higher academic qualification. All training is provided at the expense of the Group.

### **B3 發展及培訓**

#### **人才管理**

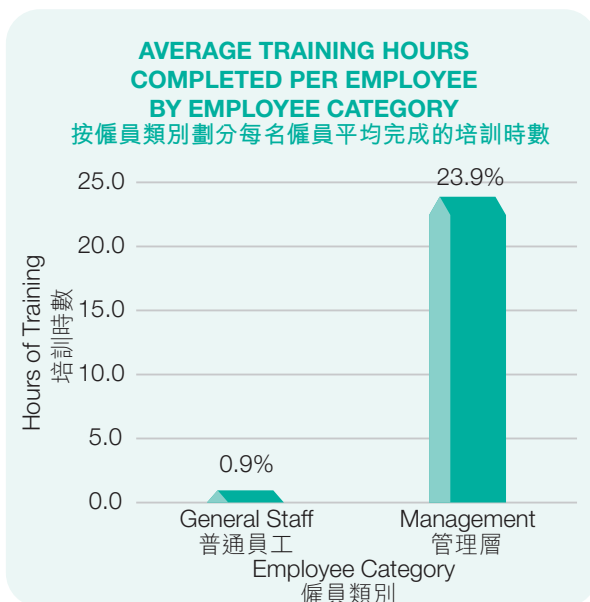
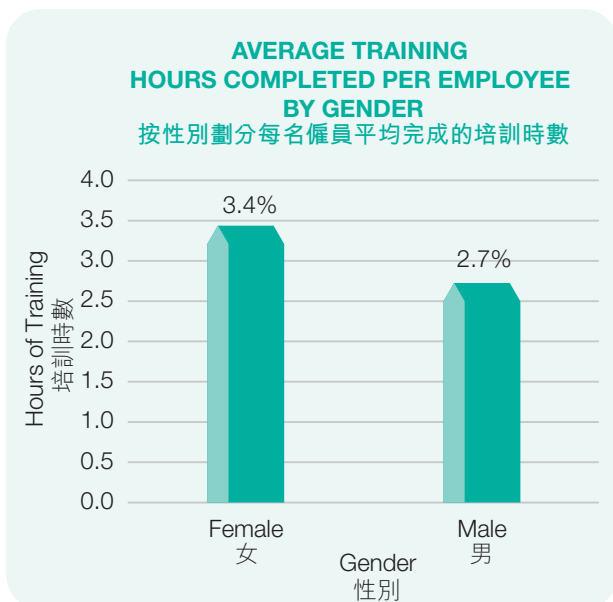
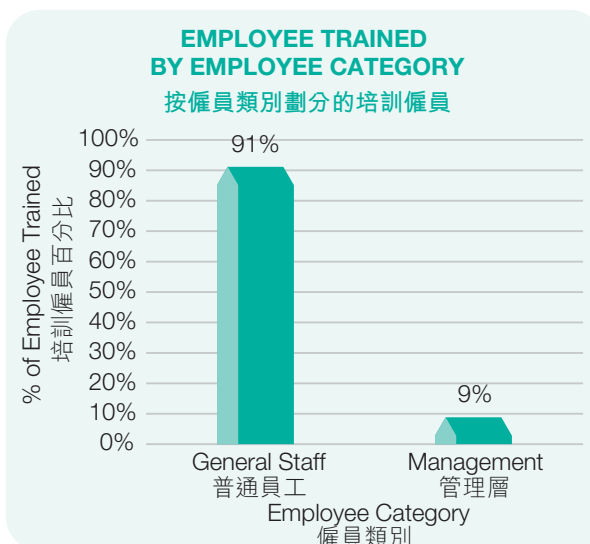
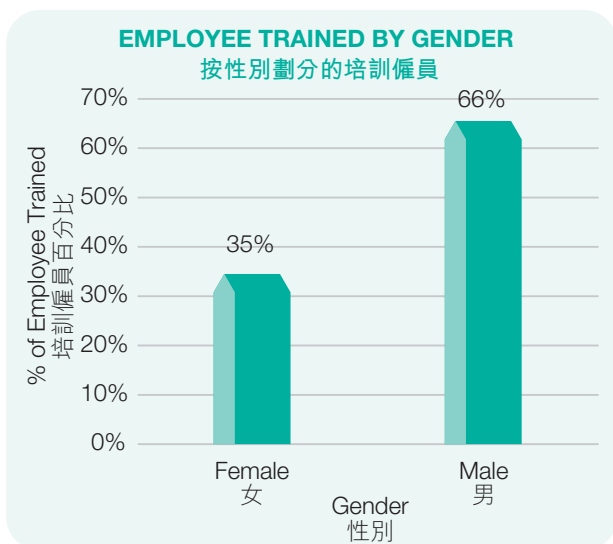
本集團確認並高度重視僱員的持續培訓和發展，認為這有助於提高其效率和生產力。在這種情況下，本集團有完整的培訓制度及培訓體系來支援員工的在職教育及在職培訓，以便提升員工的知識及技能。入職培訓包括的課程有：人事規章制度、員工手冊、職業素養、公司管理體系、工業安全與工作環境、質量基礎等知識；在職培訓包括的內容有：崗位資格認證（崗位理論與實操）及年度培訓計劃的相關內容；外界培訓包含的內容有特殊崗位的上崗培訓以及崗位人員學歷提升等內容，培訓費用均由本集團支付。

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During the Reporting Period, the development and training statistic by gender and employment category are disclosed in following bar graphs:

報告期內，按性別及就業類別劃分的發展和培訓統計於下列棒形圖披露：



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### B4 Labor standards

#### *Prohibiting Forced Child and Labor*

The Group prohibits the use of child labour and forced labour at all its units by strictly following and complying with the requirements of The Labor Law of the People's Republic of China 《中華人民共和國勞動法》, Provisions on the Special Protection of Juvenile Labour 《未成年工特殊保護規定》 and Provisions on Prohibition of Child Labour 《禁止使用童工規定》. The Group does not employ children until they reach the legal age to work as defined by local laws and regulations. Personal data such as identification cards will be collected to verify the identity of the interviewee during the recruitment process to ensure the applicant is over the legally authorised working age pertained to local labour laws.

The recruitment process of the Group is conducted in a fair, open and voluntary manner. Legal labour contracts are signed from the date of hiring. There was no child or forced labour employed by the Group during 2021.

In addition, the Group provides personal leave, sick leave, marital leave, compassionate leave, maternity leave, work injury leave, home leave and paid annual leave for the convenience of the employees to achieve worklife balance.

In compliance with the requirements of the Labour Law, the Group employs individuals aged above 18 with valid identification documents issued by the public security department. Any case of child labour or forced labour, when discovered, shall be investigated and acted upon and reported to the government authorities promptly in accordance with applicable laws. Further, the Group shall immediately terminate the employment contract and impose due punishment on the erring employee. During the Reporting Period, the Group was not aware of any non-compliance with relevant laws and regulations.

### B4 勞工準則

#### *禁止強迫童工和勞動*

本集團嚴格遵循和遵守《中華人民共和國勞動法》、《未成年工特殊保護規定》及《禁止使用童工規定》的要求，禁止在所有單位使用童工和強迫勞動。在兒童達到當地法律和法規規定的法定工作年齡之前，本集團不會予以僱用。我們會在招聘過程收集身份證等個人資料，以核實面試者的身份，確保申請人超過當地勞動法規定的法定工作年齡。

本集團以公平、公開、自願的原則招聘員工，並自錄用之日起簽訂合法用工勞動合同。於二零二一年，本集團並無使用童工或強迫勞動行為。

此外，本集團設置事假、病假、婚假、喪假、產假、工傷假、探親假及年休假等假期，為員工平衡工作與生活提供方便。

本集團按照勞動法要求，招聘錄用年滿18周歲以上有公安部門簽發的有效居民身份證的人員。一旦發現任何童工或強迫勞工的情況，應進行調查及採取行動，並根據適用法律迅速向政府當局報告。此外，本集團應立即終止僱傭合約，並對犯錯員工作出適當的懲罰。報告期內，本集團未有收到違法違規的呈報個案。

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### B5 Supply chain management

#### *Upholding High Procurement Standards*

The Group maintains a rigorous attitude towards the selection, assessment, supervision and management of suppliers. The selection and evaluation of suppliers are conducted in accordance with the Suppliers' Management System《供應商管理制度》，which is reviewed and updated timely in order to comply with the relevant national regulations. Operation and management department of the Group will be responsible for coordination while relevant procurement, technology, quality control and finance departments will select suitable suppliers based on their legal qualifications, product warranty assessments and on-site inspections. During selection, our quality management department, production management department and general manager will carry out comprehensive assessment of the suppliers based on various factors such as their qualifications, influence in the industry and research and development strengths. Materials supplied will be jointly examined by our quality management, production management, planning and management departments based on physical indicators, chemical indicators and trial compatibility, and will undergo initial test, pilot test and trial batch test according to the selection procedures. Each test will be reviewed by the abovementioned departments before reporting to the management of the Group for approval. After passing the above tests, the suppliers will be subject to approval by the group companies. Following the completion of all selection procedures, the suppliers will be admitted into the approved suppliers list by the group companies. By then, the Group may procure relevant material from the approved supplier. Furthermore, the supplier shall

### B5 供應鏈管理

#### *堅持高採購標準*

本集團在供應商的選擇及考核監督管理方面都有著極為嚴謹的態度，在選擇、評價供應商時按《供應商管理制度》進行並及時更新，使之符合國家相關法規。實施時由集團營運管理部組織，企業相關採購、技術、質量監控、財務等部門參與，統一根據合法資歷，供應商須經過彼等的產品保障能力評估及實地審核。在具體選擇供應商時，會根據其資質情況以及在行業內的影響力、研發實力等多方面綜合考評，由本公司質量管理部門，生產管理部門及總經理審核。且其所供應材料須有本公司質量管理、生產管理、計劃管理多個部門共同評審各項物理指標、化學指標以及上機適應性的試用情況，並按流程進行小試、中試、批試。每次測試都須由上述部門進行相應的評審，並報呈本集團高層審核，各項測試合格後，須報呈集團公司審批，待全部流程完善後，集團公司將該供應商納入集團合格供應商，企業方可向該供應商採購該項材料，此外該供應商須完全符合相關國家在該領域內的各項法律法規要求。本集團通過年度



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fully comply with the relevant national laws and regulations in this field. The Group keeps its verification on the performance of its suppliers in the qualified suppliers list through annual inspections and ensures that all qualified suppliers can continuously provide high-quality products that meet the Group's expectations. During the Reporting Period, there were approximately 228 suppliers that were subject to the above-mentioned supplier selection process.

There are currently 286 suppliers in total, with 148 suppliers in Guangdong Province, 26 suppliers in Anhui Province, 20 suppliers in Jiangsu Province, 18 suppliers in Hubei Province while the rest of the 74 suppliers are scattered throughout other provinces in the PRC.

### **B6 Product Responsibility**

#### ***Delivering Unmatched Product Quality***

The Group continues to aim at providing the best quality products to its clients. In such case, the Group, being awarded with the certification of ISO9000, ISO14000, ISO18000, HJ2503-2011, HJ2539-2014 China environmental labeling product certification, GB/T23001-2017 integration management system certification, ISO50001:2018 energy management system certification, GB/T33000-2016 Safety production standardization three-level enterprise (light industry and others) certification, has been able to maintain its effective operation over the years. Also, the Group's laboratory has passed ISO/IEC17025:2005 national laboratory management system certification. All production activities and material used by the Group are subject to suppliers' strict inspection and the Group's warehouse-in inspection. Standards for the indicators of the emissions of hazardous materials no less exacting than the relevant national regulations were formulated. The Group has been enjoying great advantages in respect of resources conservation.

檢查對合格供應商名單中的供應商的表現進行核查，確保所有合格供應商能夠持續提供符合本集團期望的高品質產品。報告期內，約有228名供應商接受了上述的供應商篩選程序。

目前共有286名供應商，其中148名在廣東省、26名在安徽省、20名在江蘇省、18名在湖北省，其餘74名則分散在中國其他省份。

### **B6 產品責任**

#### ***提供無以倫比的产品品質***

本集團將繼續致力為客戶提供最優質的產品。為此，本集團已獲得ISO9000、ISO14000、ISO18000、HJ2503-2011、HJ2539-2014中國環境標誌產品認證、GB/T23001-2017整合管理體系認證、ISO50001:2018能源管理體系認證、GB/T33000-2016安全生產標準化三級企業（輕工及其他）認證，多年來一直能夠保持其有效運作。同時，本集團的實驗室亦通過ISO/IEC17025:2005國家實驗室管理體系認證。本集團所有生產活動以及所使用材料均經過嚴格的供方出廠檢驗，以及本集團入庫檢驗，對有害物質的排放等指標均制定較國家相關法規更嚴格的標準，在節約資源等方面有著非常大的優勢。

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During the Reporting Period, there is zero product recall cases for safety and health reasons. The Group endeavours to improve its services to clients through customer feedback. The Group takes every customer complaint seriously and handles it promptly. Concerns are addressed by designated staff, through discussion to resolution. Unresolved and serious issues are directed to the operations team and reported back to management. During the Reporting Period, no product-related complaint was received during the Reporting Period.

The Group also emphasized the data protection and privacy policies by taking the following measures. Employees shall make every effort in providing adequate awareness and physical protection when handling the Group's trade secrets, proprietary information or confidential data. Such information shall be held in strictest confidence and shall not be disclosed to any person, firm or corporation except as necessary in carrying his or her duties for the Group with such third party. Information including enquiries concerning the Group, its customers, business partners, existing and/or former employees should be directed to the appropriate party for proper handling. A breach of the above confidentiality provisions will result in disciplinary actions or dismissal without compensation. No material non-compliance in relation to confidentiality laws and regulations was recorded during the Reporting Period.

報告期內，因安全和健康原因召回產品的案例為零。本集團努力通過客戶的反饋意見來改善客戶服務。本集團認真對待每名客戶的投訴，並及時處理。關注的問題由指定的工作人員處理，通過討論解決。未解決和嚴重的問題會直接提交予營運團隊並向管理層匯報。報告期內，並無收到與產品有關的投訴。

本集團亦採取以下措施，加強資料保護和私隱政策。僱員在處理本集團的商業機密、專有資訊或機密資料時，應盡力提高足夠的意識和實物保護。這些資訊應嚴格保密，不得向任何個人、公司或企業披露，除非是為本集團履行其與該第三方的職責時有必要。有關本集團、其客戶、商業夥伴、現有及／或前僱員的資訊，包括查詢，應直接向有關方提出，以便妥善處理。違反上述保密規定的行為將導致紀律處分或解僱而不給予補償。報告期內，並無錄得與保密法律和法規有關的重大違規行為。

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The Group has established relevant policies to ensure compliance with applicable laws and regulations and to fulfill its corporate responsibility towards the customers. The Group is dedicated to protecting and respecting customer's intellectual property rights, which are vital to its sustainable business growth in the industry. The Group generally enters into an agreement with customers which sets out the rules of the protection of customers' intellectual property rights. In particular, the intellectual property rights involved in the development of new products and product modifications, which are consigned by customers, are owned by customers. During the Reporting Period, there was no non-compliance with relevant national laws and regulations in respect of health and safety, advertising, labelling and privacy matters relating to products provided by the Group and methods of redress. No material non-compliance in relation to intellectual property rights laws and regulations was recorded during the Reporting Period.

本集團已制定相關政策，確保遵守適用法律和法規，以及履行對客戶的企業責任。本集團致力保護及尊重客戶的知識權，這對其在本行業的可持續業務發展至關重要。本集團一般與客戶簽訂協議，當中規定保護客戶知識權的規則。尤具體而言，由客戶委托開發的新品及品修改所涉及的知識權由客戶擁有。報告期內，本集團未有出現違反國家對於所提供產品的健康與安全、廣告、標籤及私隱事宜以及補償方法等相關的法律法規的行為。報告期內，並無錄得與知識產權法律和法規有關的重大違規行為。

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### B7 Anti-corruption

#### ***Commitment to Anti-Corruption***

The Group commits in maintaining a high standard of integrity when conducting business as we strongly believe that it is essential to meet the expectations of our stakeholders. As such, the Group has implemented relevant internal policies and has been firmly adhering to the principles of openness, responsibility, honesty and integrity. All employees are required to strictly obey personal and professional ethics. According to the anti-bribery and anti-corruption policy set out by the Group, any contravention of this policy may lead to the initiation of disciplinary proceedings, and, where appropriate, referral to relevant government authorities and law enforcement agencies. A serious breach may lead to summary dismissal. The Group has set up relevant external whistleblowing procedures, and regularly reviewed the effectiveness of internal management system of the Group's daily operation. Through the setting up of suggestion box and whistleblowing mailbox, the Group is able to strengthen its management and supervision, and advocates the concept of anti-corruption within the Group to create an incorrupt working environment. Directors and employees received training from time to time to ensure that they comply and familiar with the anti-corruption guides, policies and procedures of the Group during the Reporting Period.

The Internal Audit Department of the Group is also responsible for the commitment to anti-corruption. Some main duties include maintaining a gifts, hospitality and entertainment register to record the gifts, hospitality and entertainment that occurs in that country and to ensure that all relevant approvals have been recorded. The information in the gifts register will be subject to independent and random audit from time to time.

### B7 反貪污

#### ***致力反貪污***

本集團承諾在進行業務時保持高標準的誠信，因為我們堅信這對滿足我們利益相關方的期望至為必要。因此本集團已實施相關的內部政策，一直努力不懈堅守開明、負責任及正直誠實的宗旨，本公司所有員工均需嚴格地遵守個人及專業操守。根據本集團制定的反賄賂和反貪污政策，任何違反該政策的行為都可能導致啟動紀律程序，並在適當情況下提交予相關政府當局和執法機構。嚴重違反者可能會被立即開除。本集團已設定有關的外部舉報程序，及定期檢討集團內部管理系統的成效，本集團通過設置意見箱、舉報郵箱，加強內部管理監督力度。報告期內，本集團未有出現關於本公司或其僱員的貪污個案。報告期內，董事和僱員不時接受培訓，以確保彼等遵守和熟悉本集團的反貪污指南、政策和程序。

本集團的內部審核部門亦負責履行反貪污的承諾。一些主要職責包括存置禮品、招待和酬酢登記冊，以記錄在該國家發生的禮品、招待和酬酢事件，並確保所有相關批准都已記錄在案。禮品登記冊中的資訊將不時接受獨立和隨機的審計。

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During the year ended 31 December 2021, there were no concluded legal cases regarding corruption brought against the Group or its employees during the Reporting Period. In addition, no material non-compliance in relation to anti-corruption laws and regulations was recorded during the Reporting Period.

### **B8 Community investment**

#### ***Contributing to the Welfare of Society***

The Group encourages staff to take part in community welfare and voluntary work and our Directors actively maintain communication with non-governmental organizations to understand community needs for the sake of fulfilling its responsibility and giving back to the society.

Over the years, the Group was actively involved in disaster relief work, supporting poverty-stricken areas, donating to schools, promoting Chinese culture and engaging in other public services, so as to contribute to our community through various means. The Group is devoted to improving physical fitness of the people in the community through sponsoring and participating in basketball competitions, football matches and other activities organized by the community. These activities have been temporarily suspended in 2021 due to COVID-19. In addition, the Group also raised people's awareness of anti-fraud practices by providing a venue for them to take part in the anti-fraud training courses organized by the local public security bureau.

截至二零二一年十二月三十一日止年度，報告期內並無針對本集團或其僱員貪污的已了結法律案件。此外，報告期內，並無錄得與反貪污法律和法規有關的重大違規行為。

### **B8 社區投資**

#### **社會福利做出貢獻**

本集團鼓勵僱員參與社區福利和志願工作，董事積極與非政府組織保持溝通，了解社區需要，以便履行其責任，回饋社會。

多年來，本公司積極參與賑災、資助貧困地區、捐資辦學、推廣中華文化等公益事務，從多個範疇回饋社會。本集團致力通過贊助及參與社區舉辦的籃球賽、足球賽等體育活動提高社區人員身體素質。由於新型冠狀病毒疫情的關係，這些活動已於二零二一年暫時停止。同時，本集團通過提供場地以供社區內人員參與當地公安分局舉辦的反詐騙培訓班提高民眾的反詐騙意識。

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Honorary name 榮譽稱號	Awarding unit 頒授單位	Date of certification 證書日期
蚌埠市納稅突出貢獻工業企業 蚌埠市納稅突出貢獻工業企業	蚌埠市人民政府 蚌埠市人民政府	February 2021 二零二一年二月
工業發展先進單位 工業發展先進單位	蚌埠高新區管委會 蚌埠高新區管委會	May 2021 二零二一年五月
深圳市知名品牌 深圳市知名品牌	深圳知名品牌評價委員會 深圳知名品牌評價委員會	May 2021 二零二一年五月
2020亞洲之星設計獎 2020亞洲之星設計獎	亞洲包裝聯合會 亞洲包裝聯合會	June 2021 二零二一年六月
2020年度廣東省守合同重信用企業 2020年度廣東省守合同重信用企業	廣東省市場監督管理局 廣東省市場監督管理局	June 2021 二零二一年六月
廣東省守合同重信用企業 廣東省守合同重信用企業	深圳市市場監督管理局 深圳市市場監督管理局	June 2021 二零二一年六月
「宣台酒」獲得2021年中國包裝創意 設計大賽專業組二等獎	中國包裝聯合會	September 2021
「宣台酒」獲得2021年中國包裝創意 設計大賽專業組二等獎	中國包裝聯合會	二零二一年九月
天子(中國心中支)榮膺 「黃鶴樓•愛德旺斯」杯	煙草包裝行業信息委員會	October 2021
天子(中國心中支)榮膺 「黃鶴樓•愛德旺斯」杯	煙草包裝行業信息委員會	二零二一年十月
2021年度皖美品牌示範企業 2021年度皖美品牌示範企業	安徽省市場監督管理局 安徽省市場監督管理局	December 2021 二零二一年十二月



**LITU HOLDINGS LIMITED**  
**力圖控股有限公司**