



# 中國稀土控股有限公司 China Rare Earth Holdings Limited

(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：00769

## Environmental, Social and Governance Report **2021** 環境、社會及管治報告



# 環境、社會及管治報告2021

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

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## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

### 1 董事會聲明

中國稀土控股有限公司(「本公司」)及其附屬公司(統稱為「本集團」)的董事會(「董事會」)在目前業務策略的框架下，監管相關的環境、社會及管治(ESG)事宜，確保營運持續遵守，並符合業務當地的法律法規，藉此維護集團及其持份者的利益，並提升企業的品牌形象。

本集團透過不同的職能部門及工作小組，定期收集環境、社會及管治資訊；然後匯總、分析及披露績效於年度環境、社會及管治報告內；於董事會的年度會議，董事會成員除了審視在環境、社會及管治報告中所披露的績效，還會評審與本集團業務策略的合適性及合規狀況，及識別對本集團及其持份者有重要性的可持續發展議題，從而作出合適決策，並在需要時調整相關策略。

董事會評估環境、社會及管治資訊所顯示的潛在風險，優先管理有重大影響的環境、社會及管治議題，制定有效的防控措施，確保本集團的可持續發展。董事會每年都會根據當年的業務挑戰，考量需要改善的環境、社會及管治措施，及決策加強員工培訓，以達致績效的持續改進。

此外，我們認為來年影響本集團環境、社會及管治表現的主要因素仍是2019冠狀病毒病疫情所導致的健康風險及供應鏈緊張狀況，同時考慮全球應對氣候變化所帶來的環保及其他合規風險，董事會將制定相關政策或目標，定期檢討進度及績效，以配合本集團的可持續發展方向。

### 1 BOARD STATEMENT

The Board of Directors (the "Board") of China Rare Earth Holdings Limited (the "Company") and its subsidiaries (collectively referred to as the "Group") monitors environmental, social and governance ("ESG") issues within the framework of current business strategies and ensures that its operations continue to comply with local laws and regulations so as to protect the interests of the Group and its stakeholders and improve its corporate brand image.

The Group regularly collects ESG information through various functional divisions and working groups, and then consolidates, analyzes and discloses its performance in the annual ESG report. The Board reviews the performance disclosed in the ESG report, assesses the suitability and compliance of the Group's business strategies, and identifies sustainability issues significant to the Group and its stakeholders at its annual meeting, thus making appropriate decisions and adjusting strategies if necessary.

The Board evaluates the potential risks indicated by the ESG information, gives priority to ESG issues with great impact and formulates effective prevention and control measures to ensure the sustainable development of the Group. The Board determines the ESG measures to be improved on an annual basis according to the business challenges of the year and makes decisions to strengthen employee training to continuously improve the performance.

In addition, we believe that the health risks and supply chain disruptions caused by the COVID-19 pandemic will remain as the main factors affecting the Group's ESG performance in the forthcoming year. Meanwhile, taking into consideration the environmental and compliance risks arising from global efforts to fight against climate change, the Board will formulate relevant policies or goals and regularly review progress and performance to be aligned with the sustainable development of the Group.



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### 2 關於本報告

本集團為中國最大規模的稀土及耐火材料生產企業之一，亦是中國首間在海外上市的稀土生產商。我們致力實現環境可持續發展，為社會解難分憂，並維持我們於稀土和耐火材料產業的競爭優勢。我們高度重視員工關懷、商業道德、客戶滿意度、環境保護及社區參與，從而為主要持份者帶來長遠價值。

為與社區持份者構建長期的信賴關係，本集團欣然發佈我們二零二一財政年度的環境、社會及管治報告（「本報告」），總結我們環境、社會及管治的績效及舉措，並向持份者介紹我們的環境、社會及管治的管理常規。

#### 2.1 報告範圍

本報告呈列本集團於二零二一年一月一日至二零二一年十二月三十一日（「報告期」）核心業務的環境、社會及管治的管理方針、績效、實踐和重要議題。本報告範圍涵蓋本集團的主要業務，包括於中國江蘇省宜興市丁蜀鎮的總辦事處及以下四間核心附屬公司。

### 2 ABOUT THE REPORT

The Group is one of the largest producers of rare earth and refractory materials in China and the first rare earth producer in China listed overseas. We are committed to achieving environmental sustainability, addressing social concerns and maintaining our competitive edge in the rare earth and refractory industries. We attach great importance to employee care, business ethics, customer satisfaction, environmental protection and community engagement to deliver long-term value to substantial stakeholders.

To build a long-term trusting relationship with community stakeholders, the Group is pleased to publish our ESG Report (the “Report”) for the financial year of 2021, which summarises our ESG performance and measures and informs stakeholders of our management practices on ESG aspects.

#### 2.1 REPORTING SCOPE

This Report presents the management policy, performance, practice and material issues of the Group’s core business regarding ESG during the period from 1 January 2021 to 31 December 2021 (the “Reporting Period”). This Report covers the Group’s principal businesses, including the main office located in Dingshu Town, Yixing City, Jiangsu Province, the PRC and the following four core subsidiaries.

| 附屬公司<br>Subsidiary  | 營運地點<br>Business location                     | 業務營運<br>Principal activities   |
|---|---|--|
| 宜興新威利成稀土有限公司<br>Yixing Xinwei Leeshing Rare Earth Company Limited             | 江蘇省宜興市<br>Yixing City,<br>Jiangsu Province    | 製造及銷售稀土產品<br>Manufacturing and sales of rare earth products                  |
| 宜興新威利成耐火材料有限公司<br>Yixing Xinwei Leeshing Refractory Materials Company Limited | 江蘇省宜興市<br>Yixing City,<br>Jiangsu Province    | 製造及銷售耐火產品<br>Manufacturing and sales of refractory products                  |
| 無錫新威高溫陶瓷有限公司<br>Wuxi Xinwei High Temperature Ceramics Co., Ltd.               | 江蘇省宜興市<br>Yixing City,<br>Jiangsu Province    | 製造及銷售高溫陶瓷產品<br>Manufacturing and sales of high temperature ceramics products |
| 海城市蘇海鎂礦有限公司<br>Haicheng City Suhai Magnesium Ore Company Limited              | 遼寧省海城市<br>Haicheng City,<br>Liaoning Province | 製造及銷售鎂砂產品<br>Manufacturing and sales of magnesium grains products            |

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### 2.2 編製基準

本報告的內容乃根據香港聯合交易所有限公司證券上市規則附錄二十七《環境、社會及管治報告指引》而編製。本報告已經本集團董事會審閱及批准。

#### 重要性

本報告所披露的資料乃根據其對本集團業務及持份者的重要性而審慎收集、評估及呈列。重要性矩陣及持份者參與的詳情分別於下文的「重要性評估」及「持份者參與」中說明。而報告範圍是根據本集團營運的重要性釐定。

#### 量化

本報告的關鍵績效指標計算和分析均參照國際標準，因此讀者可通過數據比較來評估和驗證本集團環境、社會及管治舉措的有效性。相關的統計標準、方法、假設和計算工具，以及排放和能源消耗的轉換因數來源亦予以披露，並適時為數據提供敘述，闡述其目的及影響。

#### 平衡

本報告不偏不倚地呈報本集團關於環境、社會及管治的表現以及避免不恰當地誤導讀者和遺漏重要資料。本集團的環境、社會及管治績效、管理和改進空間均能透過與去年的數據比較顯示。

### 2.2 PREPARATION BASIS

The content of the Report is prepared in compliance with the “Environmental, Social and Governance Reporting Guide” set out in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. This Report has been reviewed and approved by the Board of the Group.

#### Materiality

The information disclosed in this Report is carefully collected, assessed and presented based on its importance to the Group’s business and to key stakeholders. Details of the materiality matrix and stakeholder engagement are described below in the “Materiality Assessment” and “Stakeholder Engagement” sections respectively. The reporting scope is determined based on the importance to the Group’s operations.

#### Quantitative

The calculation and analysis of the key performance indicators (KPIs) in the Report are made by reference to international standards so that readers can evaluate and validate the effectiveness of the Group’s ESG initiatives through comparison of data. Relevant statistical standards, methodologies, assumptions and calculation tools, as well as sources of conversion factors for emissions and energy consumption are also disclosed, and a narrative description of the data is provided where appropriate to explain its purpose and impact.

#### Balance

The Report gives an unbiased description of the Group’s ESG performance and avoids inappropriately misleading readers or omitting important information. The Group’s ESG performance, management and room for improvement can be shown by comparing data with those of the previous year.

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### 一致性

本報告在資訊收集、報告框架、數據計算方法(包括在環境、社會及管治數據收集及其關鍵績效指標)及報告範圍與往年一致,使相關數據日後可作有意義的比較,如日後的統計或編寫方法有所變更,亦將會在報告中註明。

### 2.3 意見反饋

本集團相信社區的高度信任對我們業務的可持續發展至關重要。我們努力以持份者的最大利益來管理本集團。因此,我們重視您對本報告和我們可持續發展績效的反饋。如果您有任何意見或建議,歡迎隨時郵寄至香港九龍尖沙咀加連威老道100號港晶中心1011室與我們聯絡。

## 3 持份者參與

本集團明瞭管理業務的最佳方式為與持份者緊密合作。因此,我們重視他們的利益和觀點,並致力與各持份者,包括客戶、供應商、僱員及投資者等維持緊密聯繫,瞭解持份者對本集團履行企業社會責任的期望,從而規劃本集團社會責任的發展策略及目標。本集團的高級管理人員不時與各持份者進行探訪會議及電話會議,又通過電郵、公司郵箱及顧客服務熱線讓各持份者瞭解本集團之最新發展狀況;顧客服務專員亦持續與各持份者接觸,聆聽他們的意見及需求。

### Consistency

The Report is consistent with previous year in terms of information collection, reporting framework, data calculation methods (including collection of ESG data and its KPIs) and reporting scope, so that meaningful comparison of data can be made in the future. Any future changes in statistical or preparation methodologies will be indicated in the report.

### 2.3 FEEDBACK

The Group believes that a high level of trust from the community is critical to the sustainability of our business. We strive to manage the Group in the best interests of our stakeholders. As such, we value your feedback on the Report and our sustainability performance. If you have any opinions or suggestions, please do not hesitate to contact us by mail to Room 1011, Harbour Crystal Centre, 100 Granville Road, Tsim Sha Tsui, Kowloon, Hong Kong.

## 3 STAKEHOLDER ENGAGEMENT

The Group understands that the best way to manage our business is to work closely with our stakeholders. Therefore, we value their interests and perspectives and endeavour to maintain close communication with various stakeholders including customers, suppliers, employees and investors to understand their expectations for the Group's performance in corporate social responsibility, thereby formulating the Group's social responsibility development strategy and goals. The Group's senior management members conduct interviews and conference calls with the stakeholders from time to time. The Group's updates are communicated to the stakeholders through e-mail, corporate mail and customer service hotline. The customer service specialist is also in constant contact with the stakeholders to listen to their views and needs.

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為了識別持份者對業務運營的見解和關注，本集團一直通過各種管道（如下表所示）與主要持份者保持定期溝通。本公司在每年的中期報告及年報中向各股東匯報整體業績表現，又在環境、社會及管治報告中匯報社會責任表現，亦通過舉行股東大會，為股東及董事會提供溝通機會。董事會主席以及審核委員會、薪酬委員會及提名委員會之主席或其委任之代表，在股東週年大會上回答股東的提問。為更進一步促進與各持份者的有效溝通，本公司設有官方網站[www.creh.com.hk](http://www.creh.com.hk)，用於廣泛刊載本集團業務發展及營運最新訊息、財務訊息及其他訊息。

To identify our stakeholders' insights and concerns about the operations of our business, the Group has been maintaining regular communication with our key stakeholders through various channels as shown in the table below. The overall performance of the Company is reported to the shareholders in the interim report and annual report on an annually basis. The social responsibility performance is reported in the ESG Report. The Company also provides opportunities for shareholders and the Board of Directors to communicate through general meetings. The Chairman of the Board of Directors and the Chairmen of the Audit Committee, the Remuneration Committee and the Nomination Committee or their designated representatives answer shareholders' questions at annual general meetings. To further facilitate effective communication with the stakeholders, the Company has an official website at [www.creh.com.hk](http://www.creh.com.hk) for the extensive publication of the Group's business development and operational news, financial information and other information.

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| 持份者組別<br>Stakeholder Group                         | 溝通管道<br>Communication Channel  |
|--|--|
| 投資者和股東<br>Investors and Shareholders               | <ul style="list-style-type: none"> <li>• 公司網站<br/>Company website</li> <li>• 公司公告<br/>Company announcements</li> <li>• 股東大會<br/>General meetings</li> <li>• 年度和中期報告<br/>Annual and interim reports</li> </ul>  |
| 顧客<br>Customers                                    | <ul style="list-style-type: none"> <li>• 公司網站<br/>Company website</li> <li>• 客戶直接溝通<br/>Direct communication with customers</li> <li>• 客戶反饋和投訴<br/>Customer feedback and complaints</li> </ul>   |
| 僱員<br>Employees                                    | <ul style="list-style-type: none"> <li>• 在職和入職培訓<br/>On-the-job and induction training</li> <li>• 電子郵件和意見箱<br/>Email and comment box</li> <li>• 定期會議<br/>Regular meetings</li> <li>• 員工績效評估<br/>Employee performance evaluation</li> <li>• 員工活動<br/>Employee activities</li> </ul>                     |
| 供應商和業務夥伴<br>Suppliers and Business Partners        | <ul style="list-style-type: none"> <li>• 遴選評估<br/>Selection assessment</li> <li>• 採購流程<br/>Procurement process</li> <li>• 績效評估<br/>Performance evaluation</li> <li>• 與業務夥伴定期溝通（例如電子郵件、會議、實地考察等）<br/>Regular communication with business partners (e.g. emails, meetings and on-site visits)</li> </ul> |
| 政府部門和監管機構<br>Government Authorities and Regulators | <ul style="list-style-type: none"> <li>• 書面文件<br/>Documentation</li> <li>• 合規檢查<br/>Compliance review</li> <li>• 論壇、會議和研討會<br/>Forums, meetings and seminars</li> </ul>  |
| 社區<br>Community                                    | <ul style="list-style-type: none"> <li>• 公司網站<br/>Company website</li> <li>• 社區活動<br/>Community activities</li> </ul>  |



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### 4 重要性評估

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

我們邀請了重要持份者（例如董事會、員工、客戶和供應商）填寫問卷，並根據其對本集團業務運營和利益相關者本身的重要性分別對易識別的二十二個環境、社會及管治議題進行評分。

### 4 MATERIALITY ASSESSMENT

The materiality assessment process enables the Company to analyze risk factors and improve its business processes for future development while meeting stakeholders' expectations. In view of this, the Group has engaged an independent consultation firm to carry out the materiality assessment, so as to formulate our sustainability strategy and set the direction of this Report.

We invite significant stakeholders (e.g., the Board, employees, customers and suppliers) to complete questionnaires, and score 22 identified ESG issues respectively according to their significance to the Group's business operations and stakeholders.

#### 識別 Identification

- 識別本集團的環境、社會及管治議題
- 識別重要持份者
- Identify the Group's ESG issues
- Identify key stakeholders

本集團的二十二個環境、社會及管治議題會根據重要持份者所表達的重要性作優先排序，並顯示在下面的重要性矩陣中。矩陣右上角的議題為對本集團業務運營和我們的重要持份者最關心的議題。

#### 參與 Participation

- 開展重要持份者參與活動
- Carry out activities participated by significant stakeholders

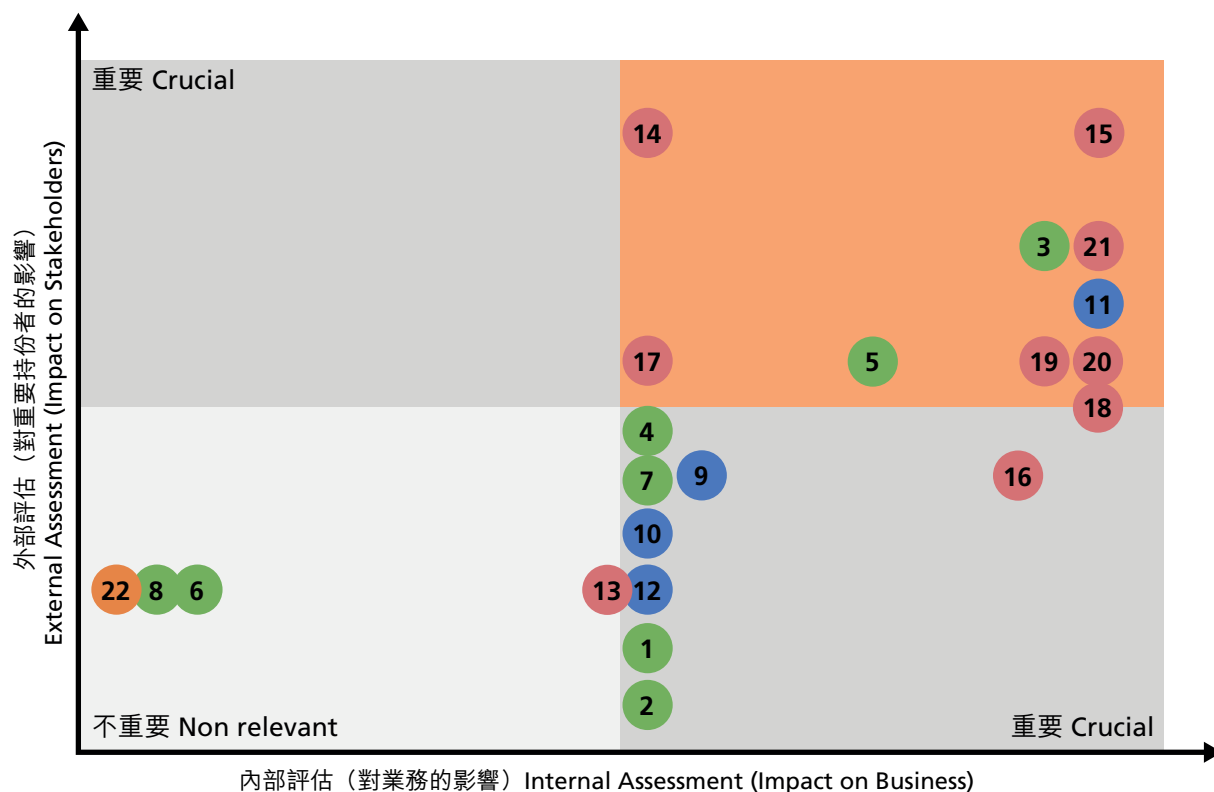
#### 分析及評估 Analysis and Evaluation

- 排列環境、社會及管治主題優次
- 審視結果，以於環境、社會及管治報告作出披露以及改善日後的環境、社會及管治表現
- Prioritise the ESG issues
- Review the results for the report disclosure, and improve our future ESG performance

The Group's 22 ESG issues are ranked according to the significance expressed by significant stakeholders, and are shown in the materiality matrix below. The issues in the upper right corner of the matrix are the issues of greatest concern to the Group's business operations and our significant stakeholders.

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### ● 環境 Environment

1. 廢氣排放  
Air Emissions
2. 溫室氣體排放  
Greenhouse Gas (GHG) Emissions
3. 固體廢物和可回收物  
Solid Waste and Recyclables
4. 能源管理  
Energy Management
5. 水資源管理  
Water Management
6. 包裝材料管理  
Packaging Material Management
7. 環境與自然資源  
Environment and Natural Resources
8. 氣候變化  
Climate Change

### ● 僱傭 Employment

9. 員工待遇及福利  
Employee Benefits and Welfare
10. 平等機會  
Equal Opportunities
11. 職業健康及安全  
Occupational Health and Safety
12. 人才管理與發展  
Talent Management and Development

### ● 營運 Operation

13. 採購及供應鏈管理  
Procurement and Supply Chain Management
14. 產品質量  
Product Quality
15. 產品安全  
Product Safety

16. 生產創新  
Production Innovation

17. 客戶服務質素  
Customer Service

18. 信息安全和個人數據保護  
Information Security and Personal Data Protection

19. 知識產權保護  
Protection of Intellectual Property Rights

20. 公司治理與風險管理  
Corporate Governance and Risk Management

21. 反競爭行為  
Anti-competitive Practice

### ● 社區 Community

22. 社區關懷  
Caring for the Community

根據重要性矩陣的結果，對本集團的重要議題包括產品安全、反競爭行為、固體廢物和可回收物、職業健康及安全以及公司治理與風險管理。展望將來，本集團將繼續檢討及制訂相應環境、社會及管治政策及目標，改善環境、社會及管治報告的披露。

According to the results of the materiality matrix, material ESG issues of the Group are product safety, anti-competitive practice, solid waste and recyclables, occupational health and safety and corporate governance and risk management. Looking forward, the Group will continue to review and formulate corresponding ESG policies and objectives to improve the disclosure of ESG report.

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### 5 可持續發展方針

本集團將企業社會責任視為我們的基本經營價值觀，並通過積極參與社會活動，為社會帶來價值。根據重要性評估結果，本集團分別對產品質量與安全、公司治理、運營足跡以及僱傭責任四個領域制定可持續發展方針與措施。

### 5 SUSTAINABILITY APPROACH

The Group regards corporate social responsibility as our fundamental value of operation and brings value to society through active participation in social activities. Based on the result of the materiality assessment, the Group has formulated sustainable development policies and measures in four aspects, namely product quality and safety, corporate governance, operational footprint and employment responsibility.

#### 產品質量與安全 Product Quality and Safety

以優質及安全的產品和服務取悅客戶  
Delight customers with quality and safe products and services

#### 公司治理 Corporate Governance

堅持高標準的商業道德和誠信，以維護客戶和業務的信心  
Uphold high standards of business ethics and integrity to maintain customer and business confidence

#### 運營足跡 Operational Footprint

透過限制營運碳足印和減少對環境的影響，從而保護環境  
Protect the environment by limiting the carbon footprint of operations and reducing environmental impact

#### 僱傭責任 Employment Responsibility

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

本集團管理層十分重視維持良好的企業管治，以確保本集團的成功及可持續發展。我們嚴格遵守有關公司治理的法律法規，並實施有利於公司治理的行為準則。

The management of the Group attaches great importance to maintaining good corporate governance to ensure the success and sustainable development of the Group. We strictly comply with laws and regulations on corporate governance and implement a code of conduct to strengthen corporate governance.

展望未來，管理層將繼續檢討和制定相應的環境、社會及管治政策和目標，持續提升其績效，以優化報告披露。我們在本報告年度的措施及績效將在後面的章節中詳述。

Looking forward, the management will continue to review and formulate ESG policies and goals and improve its performance to improve report disclosure. Our performance and the measures taken during the Reporting Period are detailed in the subsequent chapters.

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### 6 產品質量與安全

#### 6.1 產品責任

產品的質量及安全對企業的聲譽及發展有關鍵影響。為維護客戶權益，本集團的所有產品均嚴格按照合同約定以及危險品相關法律與規定來訂立交貨標準，絕不提供劣質產品。本集團設立了熱線電話及提供現場跟蹤服務，從各方面協助客戶解決產品品質上的問題，提升客戶對本集團產品的信心。本集團亦設立客戶投訴熱線、傳真和電郵的溝通管道，並承諾在接到客戶投訴時，必定在十二小時內向客戶提供滿意答覆。於報告期內，我們並沒有接獲關於產品及服務的投訴。

本集團的生產過程依照ISO9001品質管理體系標準，持續改進品質管理，並兼顧遵守法規及滿足客戶需求。本集團只向合格供應商採購原材料，確保生產材料優良。若出現技術方面的問題，技術部將會牽頭處理，如有需要改進產品質素的相關事項，則由技術部聯同生產部依照內部控制程式進行處理，並將產品質素改進的信息交由銷售部向顧客及時傳遞。售出的產品若出現品質問題，本集團會負責產品的回收及與客戶協商後續跟進安排。於報告期間，本集團嚴格遵守有關產品的安全與健康、廣告、標籤等的法律法規，如《中華人民共和國產品質量法》，而已售或已運送的产品並未因安全與健康理由而須作回收。

### 6 PRODUCT QUALITY AND SAFETY

#### 6.1 PRODUCT RESPONSIBILITY

Product quality and safety have a critical impact on a company's reputation and development. To protect the interests of customers, all of the product delivery standards are set up according to relevant contracts and laws and regulations related to hazardous goods. The Group never provides products of poor quality. To improve customer confidence in the Group's products, the Group has set up a hotline and on-site tracking services to help customers solve product quality issues. The Group has also set up a customer complaint hotline as well as communication channels through fax and e-mail so as to provide customers with satisfactory responses within 12 hours upon the receipt of any complaint. During the Reporting Period, we did not receive any complaints about products and services.

The Group's production process complies with the ISO9001 Quality Management System, and continues to improve quality management while conforming with regulations and satisfying the customers' needs. All raw materials are of high quality and are provided by qualified suppliers. If there are technical problems, the Technical Department takes the lead in addressing the problems. If it is necessary to improve product quality, the Technology Department will address the issue in accordance with internal control procedures together with the Production Department, and will also submit quality improvement information to the Sales Department so that customer can be informed in a timely manner. If there are quality issues for any of the products sold, the Group will be responsible for recalling the products and negotiating with the customer for follow-up arrangements. During the Reporting Period, the Group strictly complied with the "Product Quality Law of the People's Republic of China" and other laws and regulations on product safety and health, advertising and labelling, and the products sold or shipped by the Group have not been recalled for safety or health reason.



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本集團重視保障客戶私隱，制定了消費者資料保障及私隱政策，以防止敏感資料外洩。僱員必須嚴格遵守有關保護客戶私隱的守則，僅能於事先取得客戶同意後才能在內部複製、轉發及披露機密資料，包括客戶的商業資料。所有客戶資料皆按照檔案管理要求進行嚴格保管，保密級別分為普通、機密、絕密，且根據保密級別不同，保密要求亦不同。紙質材料則有專人保管，獲得授權查閱資料的人員必須進行備案登記，而電腦系統內的資料將根據保密要求而設置相應等級的授權級別及查詢密碼。我們亦為相關僱員制定保密協定，他們需徹底了解他們的責任，並承諾保護本集團及客戶的敏感資料。如有違反保密規定的情況，我們定必徹查並採取法律行動。於報告期內，我們並無發現於提供產品及服務時嚴重違反有關私隱事宜的法律及法規，包括《個人信息保護法》。

The Group values the protection of customer confidentiality and has developed customer data protection and privacy policy to prohibit disclosure of sensitive information. Employees have to strictly abide by the code of practice on protection of customer privacy and obtain customer consent before copying, forwarding and disclosing confidential information internally, including the customer's commercial information. All customer information is in strict control with file management requirements. The confidentiality levels are divided into regular, confidential and of top secret. According to the different confidentiality levels, the confidentiality requirements are also different. Paper documents are managed by designated personnel and people who have been authorized to review the documents must make relevant records. Data in computer system is protected with the use of passwords and privilege levels based on confidentiality. Certain employees have to sign non-disclosure agreements to thoroughly understand their responsibilities and undertake to protect sensitive information of the Group and customers. In the event of a breach of confidentiality, we shall investigate thoroughly and take legal actions. During the Reporting Period, we did not notice any serious violation of the "Personal Information Protection Law" and other laws and regulations on privacy matters during the provision of products and services.

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知識產權不僅可保護原創性，亦可確保產品的真確性及品質。本集團充分了解知識產權的重要，十分重視維護及保障知識產權，並為此實施一系列準則。我們絕不容許以任何形式侵犯專利，所有涉及圖紙的版權的產品生產過程，均須得到版權持有人授權同意後方可使用。本集團承諾不會購買或使用盜版產品，拒絕採用未經授權的圖像或設計。與此同時，本集團亦設立自有圖片庫供員工使用，並積極為僱員創造的產品設計及製造技術註冊專利。本集團嚴格遵守有關保障知識產權的相關法律及規例，期內並未有違規情況。

### 6.2 供應鏈管理

履行企業責任必須由不同持份者共同承擔及推進，本集團因而制訂了《中國稀土供應商行為準則》，從法律、禁止貪污賄賂、員工的基本人權、健康與安全、環境保護等各方面向供應商提出了具體的規範要求。為配合本集團的整體營運方針，本集團會要求供應商必須具有執照、環保認證、安全生產認證、職業健康認證等相關資格。

Intellectual property rights not only protect originality, but also ensure the authenticity and quality of a product. The Group fully understands the importance of intellectual property rights and pays great attention to the maintenance and protection of intellectual property rights by implementing a set of guidelines. We shall never tolerate patent infringement of any form. If a product involves any copyright issue during the production process, it is required to obtain the consent of the owner before use. The Group is committed neither purchasing pirated products nor using images or designs that are not authorized. At the same time, the Group has set up its own picture library for employees to use and actively registered patents for product design and manufacturing technology created by employees. The Group strictly complies with relevant laws and regulations related to the protection of intellectual property rights. There was no violation during the Reporting Period.

### 6.2 SUPPLY CHAIN MANAGEMENT

Fulfilling corporate responsibility must be carried out and promoted by different stakeholders together. The Group has therefore developed the “Code of Conduct for Rare Earth Suppliers in China” to set out specific requirements for suppliers in terms of compliance with laws, anti-corruption, employees’ basic human rights, health and safety, and environmental protection. To align with the Group’s overall operational policy, the Group has required suppliers to have qualifications such as licensing, environmental certifications, production safety certifications, and occupational health certifications.

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此外，我們會實行負責任的採購，優先採購耐用、合規、安全及環保的原材料，以確保了我們的產品質量。在符合生產條件及進料標準下，本集團優先採用本地及運輸距離較近的供應商，並會選取最合適運輸方式運送貨品，以期減少廢氣及溫室氣體排放。本集團又每年定期評估活躍及重要供應商，通過問卷、電郵或會面等形式評定供應商的服務表現是否達到本集團的要求。於報告期內，本集團共30個活躍供應商均來自中國內地。

In addition, we implement responsible sourcing by prioritise the purchase of durable, compliant, safe and eco-friendly raw materials to ensure the quality of our products. On the premise of fulfilling production standards and input requirements, the Group prefers local and nearby suppliers and selects the most appropriate transportation tools to ship goods to reduce greenhouse gases emissions. The Group conducts periodic assessments of active and key suppliers annually to assess whether the suppliers' performance meets the Group's requirements through questionnaires, e-mails or interviews. During the Reporting Period, the Group has worked with 30 active suppliers, all of which were from mainland China.

### 7 公司治理

企業聲譽與商業誠信息息相關。因此，本集團堅守最高水平的商業誠信，對任何貪污、賄賂、勒索、欺詐及洗黑錢行為均採取零容忍態度。本公司的董事局成員來自不同背景，共同監管本集團的管治政策。本集團所有物料採購均依據《採購招標管理制度》，所有以合約方式有償取得物資、工程及勞務的行為、購買、租賃、委託等，必須採用公開招標形式。評價及考核以投標方的資質情況，最終採購物資的質、量、價、運送時間等各方面因素作為標準，從而保障我們的商業活動公正持平及公開透明。一旦發現任何行為違背本集團誠信價值觀，合作關係將會終止。僱員於任何情況下均不得向客戶、供應商或任何其他商業夥伴收取或提供任何形式的利益，例如，餽贈、款待、獎勵或佣金。本集團亦要求員工與政府官員及業務單位經辦人交流時須注意言行以免引起誤會。倘一旦違反規定，有關涉事的僱員將受到紀律處分，嚴重者甚至須面臨法律行動。

### 7 CORPORATE GOVERNANCE

Corporate reputation is closely related to business integrity. Therefore, the Group adheres to the highest standard of business integrity and has zero tolerance for any corruption, bribery, extortion, fraud and money laundering. With different backgrounds, the Board members of the Company collectively supervise the Group's governance policy. All the materials of the Group must be procured in accordance with the "Procurement and Bidding Management System". All the Group's procurement activities, including all materials, projects and labour that are outsourced, purchased, leased or commissioned through contracts, must be conducted through public bidding. The bidders' qualifications, the quality, quantity, price and delivery time-frame of the materials purchased are used as the evaluation and assessment criteria, so as to ensure that our business activities are fair, balanced, open and transparent. Partnership shall be terminated upon identifying any conducts violating the Group's values of integrity. Employees shall under no circumstances receive or offer benefits of any kind, such as gifts, entertainment, incentives or commissions, from or to customers, suppliers or any other business partner. The Group also requires employees to be careful with their words and deeds when communicating with government officials and business unit managers to avoid misunderstandings. Any employee who violates any of the rules shall be subject to disciplinary action up to legal action.

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本集團委託獨立審核機構對帳目進行半年度審閱及整年度審核，確保本集團的賬目正確，保障股東的利益，同時亦會根據獨立審核機構提出的報告內容改善財務內部監控制度。本集團亦設立了員工舉報機制，通過電話、手機短信、微信、信函、電子郵件、面談等管道反映及舉報不當行為。本集團在接到舉報後立即著手調查，並將調查結果匯報給本集團董事長或總裁，而所有的舉報個案均會存檔並做保密處理。於報告期內，本集團並無發現任何嚴重違反相關法律及法規，包括但不限於《中華人民共和國刑法》、《中華人民共和國反洗錢法》及《中華人民共和國反不正當競爭法》，亦無任何起訴本集團或本集團僱員貪污的法律案件。

我們為管理層及一般員工提供反貪培訓，內容包括《上市公司防貪系統實務指南》和《中華人民共和國刑法》有關貪污受賄的條款。員工及管理層需在會議上和培訓中學習中央文件和法律法規及上市公司有關防貪反貪規定。我們亦有舉辦反腐倡廉大講堂，邀請相關人士開展講座，觀看警示教育片，發放學習資料書面學習。報告期內，我們一共為管理層提供共139小時的反貪培訓，而一般員工則有一共199小時的培訓。

The Group has engaged an independent audit organization to conduct semi-annual reviews and annual audits in order to ensure the correctness of the Group's accounts and protect the interests of the shareholders, while improving its financial internal control system based on the report prepared by the independent audit organization. The Group also set up a whistleblowing mechanism for employees, allowing them to report misconduct through channels include telephone, SMS, WeChat, letters, emails and face-to-face conversation. The Group promises to investigate immediately upon receipt of the report, and the results will be submitted to the Chairman or CEO of the Group. All the reported cases will be documented and kept confidential. During the Reporting Period, the Group did not notice any violation of relevant laws and regulations, including but not limited to the "Criminal Law of the People's Republic of China", the "Anti-Money Laundering Law of the People's Republic of China" and the "Anti-Unfair Competition Law of the People's Republic of China", and no legal case regarding corruption was brought against the Group or its employees.

We provide anti-corruption training for the management and general staff, covering provisions on anti-corruption and anti-bribery in the "Anti-Corruption Programme – A Guide for Listed Companies" and the "Criminal Law of the People's Republic of China". Employees and the management are required to learn documents of the central government, laws and regulations, and relevant provisions on the prevention and combat of corruption of listed companies at meetings and training sessions. We organized lectures on anti-corruption by inviting relevant professionals to give lectures, watching educational videos, and distributing written materials for learning. During the Reporting Period, we provided a total of 139 hours of anti-corruption training for the management, and 199 hours of training for general staff.



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### 8 運營足跡

本集團明瞭我們於維持環境可持續性的社會責任，並堅定不移地尋求減少資源及能源消耗的營運模式以邁向綠色營運。業務的可持續發展非常重要，我們會積極監察營運過程中的環境管理事宜，並致力減少影響環境的措施，體現對保護環境方面的持續承諾。

本集團恪守有關廢氣及溫室氣體、向水及土地的排污、有害及無害廢棄物的產生的相關法律及法規，包括《中華人民共和國大氣污染防治法》、《中華人民共和國固體廢物污染環境防治法》、《中華人民共和國環境保護法》和《中華人民共和國環境保護稅法》等相關環保法例。《中華人民共和國環境保護稅法》規定實體須就其產生的空氣與水污染物、噪音和固體廢物繳稅，以加強污染控制和保護環境。於報告期內，並沒有違反個案。

#### 8.1 排放物

全球暖化引致氣候變化及極端天氣等危機，損害人類健康及社區。本集團深明全球暖化的成因，並透過提升整個生產鏈的資源及能源效益，致力減少溫室氣體及廢氣排放。我們已制定相應的環保政策，並採取一系列不同層級的應對措施，以管理及監察溫室氣體排放，同時減少碳足印。本集團除了致力減少廢氣、溫室氣體、廢水、固體廢棄物及其他污染物會對環境造成破壞，亦會不斷完善生產工序，提升行業格局。

### 8 OPERATIONAL FOOTPRINT

We are conscious of our social responsibility to maintain environmental sustainability and are determined to move towards green operations by pursuing operational models that reduce resource and energy consumption. In view of the importance of business sustainability, we closely monitor environmental management issues in the operation process and adopt measures to reduce environmental impacts to fulfil our ongoing commitment to environmental protection.

The Group strictly complies with the laws and regulations on exhaust and greenhouse gases, discharge into water and land, and generation of hazardous and non-hazardous waste, including the "Air Pollution Prevention and Control Law of the People's Republic of China", the "Environmental Pollution by Solid Waste Prevention and Control Law of the People's Republic of China", the "Environmental Protection Law of the People's Republic of China", the "Environmental Protection Tax Law of the People's Republic of China" and other environmental protection laws. The "Environmental Protection Tax Law of the People's Republic of China" requires entities to pay taxes on air and water pollutants, noise, and solid waste that they generate to strengthen pollution control and environmental protection. There was no violation found during the Reporting Period.

#### 8.1 EMISSIONS

Global warming leads to crises such as climate change and extreme weather, damaging human health and communities. The Group is well aware of the causes of global warming and strives to reduce greenhouse gas and exhaust gas emissions by enhancing the resource and energy efficiency of the whole production chain. We have developed corresponding environmental protection policies and implemented a range of measures at different levels to manage and monitor greenhouse gas emissions while reducing our carbon footprint. Apart from its efforts to reduce the environmental damage caused by exhaust gas, greenhouse gas, wastewater, solid waste and other pollutants, the Group will also constantly improve the production processes to upgrade the industry landscape.

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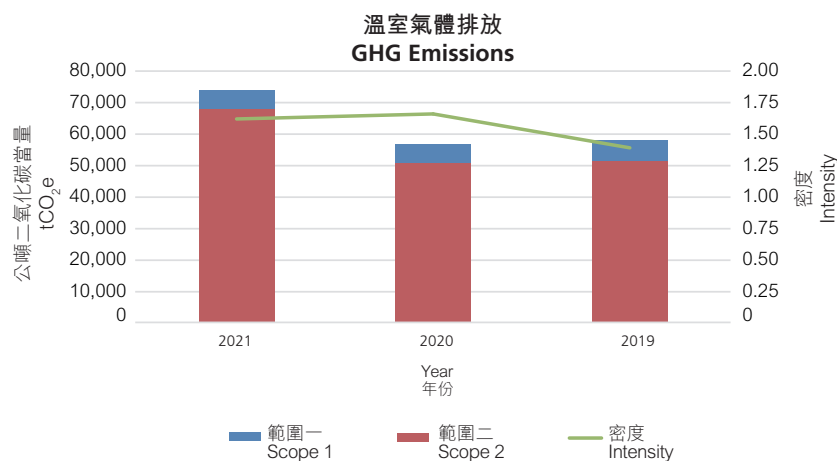
## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

本集團的主要廢氣排放源為生產設施燃燒固定源燃料排放及車輛排放，而主要空氣排放物為氮氧化物、硫氧化物和顆粒物。我們除了進一步加強天然氣、電耗和用水內控外，還針對已識別的排放源採取了多種措施，包括關注各項設備的廢氣排放量、作出廢氣監控例、優化生產流程結構及集中時間段進行生產。

The Group's main sources of exhaust emissions are stationary fuel combustion in production facilities and vehicle emissions, and the main air emissions are nitrogen oxides ("NOx"), sulphur oxides ("SOx") and particulate matter (PM). In addition to further strengthening the internal control over consumption of natural gas, power and water, we have also taken a variety of measures against identified emission sources, including paying attention to the exhaust emissions of various equipment, monitoring exhaust gas, optimising production processes and concentrating production time.

本集團的直接溫室氣體排放（「範圍一」）涵蓋由生產設施固定源燃料及營運車輛燃料的燃燒及的耗用所產生的溫室氣體。而能源間接溫室氣體排放（「範圍二」）來自外購電力在生產過程中所引致的溫室氣體。於本報告期，本集團的範圍一排放佔本集團總溫室氣體排放為8%，而範圍二排放為92%。本報告期溫室氣體排放主要基於產量增加，排放密度（公噸二氧化碳當量／噸產量）由於本集團不斷採取的減排措施而較上一報告期減少2.4%。

The Group's direct greenhouse gas ("GHG") emissions ("Scope 1") cover greenhouse gases produced by the combustion and consumption of fuels from stationary sources in production facilities and fuels for operating vehicles. The indirect GHG emissions of energy ("Scope 2") are GHG produced during the production process of purchased electricity. During the Reporting Period, the Group's Scope 1 emissions accounted for 8% of the Group's total GHG emissions, and Scope 2 emissions accounted for 92%. GHG emissions during the Reporting Period were mainly based on increased production. Emission intensity (tonnes carbon dioxide equivalent ("tCO<sub>2</sub>e")/Tonne of Production) decreased by 2.4% compared to the previous reporting period as a result of the Group's ongoing emission reduction measures.



## 環境、社會及管治報告2021

### ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

此外，本集團承諾透過優化生產及營運程序，在不減低產量下，不斷降低溫室氣體排放。我們亦為此制定目標，而本年度的溫室氣體減排目標是下一年度的溫室氣體排放強度較本年度下降3%。我們也積極提高營運效率，減低燃料能源的耗用。我們計劃在下一年度陸續更換更為節能型的設備，提高能源效率及降低燃料使用量。我們也會合理規劃出行行程，盡量選用公共交通工具。我們還會逐漸更換廢氣脫硫裝置以減低廢棄物的排放。

Moreover, it is our commitment to reduce greenhouse gas emissions on an ongoing basis by optimizing production and operating procedures without reducing the production. To this end, we have set a target accordingly: the target to reduce greenhouse gas emissions for the current year is to reduce the greenhouse gas emission intensity by 3% for the next year compared with that of the current year. We will further increase operational efficiency and reduce fuel and energy consumption. We are going to switch to more energy-efficient equipment gradually next year to increase energy efficiency and reduce fuel usage. We will also schedule our travel itineraries reasonably by using public transport as much as possible. We are going to gradually replace the exhaust gas desulfurization facilities to reduce waste emissions as well.

## 環境、社會及管治報告2021

### ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

本集團瞭解廢物管理有助改善水及空氣質素及減少溫室氣體排放，故對各種廢棄物採取適當的減廢措施，以降低廢棄物對環境的危害。我們廢物的收集、分類及轉交受聘經認證服務供應商的過程全部均受約束。所有廢物均分門別類（即可回收、不可回收及有害廢物），避免與其他不相容的廢物混合，而分類後的廢棄物會因應情況重用或存放至指定區域。本集團主要無害廢棄物為生活垃圾，而有害廢棄物主要為廢渣。我們會根據環保部門的要求，將充分提取有價元素後的廢渣，合理存放在渣庫中，最後按照法律法規和政策要求交由合資格廢物收集商或交給政府焚化或回收、處理及棄置。本集團非常重視環境保護工作，嚴格遵守地方各級環保部門要求，不斷增加和完善對各種固體廢物的管理。報告期內，我們以稀土氧化物再加工及產品貿易為主要經營業務，即通過對庫存及外購的稀土氧化物進行再加工，以提高規格，增加產品附加值。故此本報告期並沒有運用稀土礦產品及產生廢礦，亦是本報告期有害廢棄物減少的原因。

The Group realized that waste management helps improve water and air quality and reduce GHG emissions. Therefore, appropriate measures have been adopted for reducing various types of wastes to reduce the hazards of waste to the environment. The entire process of collecting, sorting and transferring wastes to an accredited service provider is kept under control. All wastes are categorized into recyclable, non-recyclable and hazardous wastes to make sure they are not mixed with other incompatible wastes. The categorized wastes will be reused or stored in a designated area as appropriate. The non-hazardous wastes produced by the Group are mainly household wastes, while the hazardous wastes are mainly slag. Pursuant to the requirements of the environmental protection department, the slag will be properly stored in a slag warehouse after all valuable elements are extracted, and finally transferred to a qualified waste collector or to the government for incineration or recycling, treatment and disposal pursuant to the requirements of laws, regulations and policies. The Group recognises the importance of environmental protection, strictly complies with the requirements of local environmental protection departments at all levels, and keeps stepping up and improving the management of various solid wastes. During the Reporting Period, we were engaged in the rare earth oxide reprocessing and product trading as our principal business, which mean to enhance the specifications and increase the added value of the products by reprocessing the rare earth oxides in stock and purchased from external parties. Therefore, neither rare earth minerals were used nor mineral wastes were generated during the Reporting Period, and this was also the reason why our hazardous wastes were reduced during the Reporting Period



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此外，本集團承諾在不減低產量下，不斷減少廢物排放。我們亦為此制定目標，而本年度的減廢目標是下一年度的廢物排放強度較本年度下降3%。我們也積極提高營運效率，減低廢物的產生。我們計劃在下一年度加強善用資源的宣傳力度，增強員工意識，並做好日常監控，加大科技投入，提高資源利用率。

Moreover, it is our commitment to reduce waste emissions on an ongoing basis without reducing the production. To this end, we have also set a target accordingly: our waste reduction target for the current year is to reduce the waste emission intensity by 3% for the next year compared with that of the current year. We will also further increase operational efficiency and generate less wastes. For the upcoming year, we are going to promote the optimal use of resources, raise employees' awareness, improve routine monitoring, step up investment in science and technology and increase the utilization of resources.

### 用清潔能源 Use of Clean Energy

- 本集團配合國家政策方向，推進電力和天然氣等優質能源的使用，例如以燃氣鍋爐取代傳統鍋爐，從而減少運作時產生的空氣污染物。
- The Group follows the directions of the country policies and promotes the use of cleaner energy sources such as using electric power and natural gas. For example, we replaced traditional boilers with gas-fired boilers, thereby reducing the amount of gaseous pollutant generated during operation.

### 以資訊科技互聯互通 Communication with Information Technology

- 本集團主張應用資訊科技如電話會議、視像會議或採用電子郵件取代不必要的出行活動，加強商務出行的節約管理。
- 在需要出行情況下盡量使用公共交通工具，從而減少因交通運輸所產生的廢氣及溫室氣體排放。
- The Group encourages employees to use telecommunication technologies such as telephone conferences, video conferences and e-mail communications to avoid unnecessary trips and strengthen the management of business trips.
- If a business trip is necessary, public transportation should be used as much as possible to reduce the waste gas and GHG emissions generated by transportation.

### 室內空氣質素管理 Indoor Air Quality Management

- 本集團的廠區內禁止存放可能逸散粉塵、惡臭氣體的物質。
- 禁止燃燒物品，盡可能開窗通風或使用壁扇加強車間內的換氣流量。
- 裝設吸附塔吸收生產車間內的異味氣體。
- 辦公室室內及生產車間已實施全面禁煙，僅劃分部份室外範圍作為吸煙區。
- Substances that may emit dust and malodorous gas are not allowed to be stored in the plants.
- Incineration is prohibited. We ventilate as much as possible by keeping the windows open, or using wall fans to facilitate the airflow in the workshops.
- An adsorption tower is utilised to absorb the odor in the workshops.
- The Group has implemented a non-smoking policy in office area and production workshops, and some of the outdoor areas are specified as smoking areas.

### 重用再造 Reuse and Recycle

- 本集團鼓勵循環再用日常生產所需的資源，例如盡量選擇使用可再次充裝的辦公用品等。
- 本集團會分類收集及存放自身無法直接循環再用的物質，如包裝塑膠袋、工業保鮮膜、原料內包裝袋等，再交由具有相關資質的單位合規處理。
- The Group encourages the reuse of the resources needed in the daily production. For example, office supplies with refills are selected whenever possible.
- The Group segregates and stores resources that cannot be directly reused, such as packaging plastic bags, industrial plastic wraps and raw material packaging bags, and then transfers them to qualified agencies for proper disposal.

### 中水及雨水回用 Reuse of Reclaimed Water and Rainwater

- 本集團不斷探索改善生產用水給水方式，添置環保設備回收處理可再次利用的廢水及收集雨水。
- 在生產過程中實行串聯用水、梯級用水，以減少生產過程中廢水的產生量。
- Methods are being explored by the Group to optimise water use and supply in the production process; environmental friendly equipment has been added to recycle reusable sewage and rainwater.
- Series water use and progressive water use methods are adopted to reduce the generation of sewage from the production process.

# 環境、社會及管治報告2021

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|  | 單位<br>Unit                             | 二零二一年<br>2021 | 二零二零年<br>2020 |
|--|--|---------------|---------------|
| <b>廢氣種類<sup>1</sup></b>                |  |               |               |
| <b>Type of Exhaust Gas<sup>1</sup></b> |  |               |               |
| 氧化氮(NO <sub>x</sub> )                  | 公斤                                     | 423.77        | 375.64        |
| <b>Nitric Oxide (NO<sub>x</sub>)</b>   | kg                                     | 423.77        | 375.64        |
| 由氣體燃料消耗而產生                             | 公斤                                     | 292.56        | 304.50        |
| Produced by gaseous fuel consumption   | kg                                     | 292.56        | 304.50        |
| 由汽車使用而產生                               | 公斤                                     | 131.21        | 71.14         |
| Produced by vehicular use              | kg                                     | 131.21        | 71.14         |
| 氧化硫(SO <sub>x</sub> )                  | 公斤                                     | 1.81          | 1.78          |
| <b>Sulphur Oxide (SO<sub>x</sub>)</b>  | kg                                     | 1.81          | 1.78          |
| 由氣體燃料消耗而產生                             | 公斤                                     | 1.46          | 1.51          |
| Produced by gaseous fuel consumption   | kg                                     | 1.46          | 1.51          |
| 由汽車使用而產生                               | 公斤                                     | 0.34          | 0.27          |
| Produced by vehicular use              | kg                                     | 0.34          | 0.27          |
| <b>顆粒物(PM)</b>                         |  |               |               |
| <b>Particulate Matter (PM)</b>         |  |               |               |
| 由汽車使用而產生                               | 公斤                                     | 9.63          | 3.69          |
| Produced by vehicular use              | kg                                     | 9.63          | 3.69          |
| <b>溫室氣體</b>                            |  |               |               |
| <b>Greenhouse gas</b>                  |  |               |               |
| 範圍一 <sup>2</sup>                       | 公噸二氧化碳當量                               | 73,914.46     | 56,580.49     |
| Scope 1 <sup>2</sup>                   | tCO <sub>2</sub> e                     | 73,914.46     | 56,580.49     |
| 範圍二 <sup>3</sup>                       | 公噸二氧化碳當量                               | 6,115.59      | 6,193.50      |
| Scope 2 <sup>3</sup>                   | tCO <sub>2</sub> e                     | 6,115.59      | 6,193.50      |
| 範圍二 <sup>3</sup>                       | 公噸二氧化碳當量                               | 67,798.87     | 50,386.99     |
| Scope 2 <sup>3</sup>                   | tCO <sub>2</sub> e                     | 67,798.87     | 50,386.99     |
| 密度                                     | 公噸二氧化碳當量/噸產量                           | 1.62          | 1.66          |
| Intensity                              | tCO <sub>2</sub> e/Tonne of Production | 1.62          | 1.66          |
| <b>廢棄物種類</b>                           |  |               |               |
| <b>Type of Waste</b>                   |  |               |               |
| 有害廢棄物                                  | 公噸                                     | 1.02          | 2.75          |
| Hazardous Waste                        | Tonne                                  | 1.02          | 2.75          |
| 密度                                     | 公噸/噸產量                                 | 0.000055      | 0.0001        |
| Intensity                              | Tonne/Tonne of Production              | 0.000055      | 0.0001        |
| 無害廢棄物                                  | 公噸                                     | 34.33         | 39.46         |
| Non-Hazardous Waste                    | Tonne                                  | 34.33         | 39.46         |
| 密度                                     | 公噸/噸產量                                 | 0.00075       | 0.0012        |
| Intensity                              | Tonne/Tonne of Production              | 0.00075       | 0.0012        |

<sup>1</sup> 空氣排放量乃參照香港交易及結算有限公司發佈的《如何準備環境、社會及管治報告之附錄二：環境關鍵績效指標匯報指引》中公式及排放係數計算得出。

<sup>2</sup> 範圍一排放計算乃採用由政府間氣候變化專門委員會出版的《國家溫室氣體清單指南》的排放因子。

<sup>3</sup> 範圍二排放是根據中國氣候變化信息網刊發的《2019年度減排項目中國區域電網基準線排放因子》所載的排放因子計算。

<sup>1</sup> Air emissions are calculated with reference to the formula and emission factor in "How to Prepare an ESG Report? Appendix 2: Reporting Guidance on Environmental KPIs" published by Hong Kong Exchanges and Clearing Limited.

<sup>2</sup> Scope 1 emissions are calculated using the emission factor in "Guidelines for National Greenhouse Gas Inventory" published by Intergovernmental Panel on Climate Change.

<sup>3</sup> Scope 2 emissions are calculated based on the emission factor contained in the "2019 Emission Reduction Projects – Baseline Emission Factors for Regional Power Grids in China" published by China Climate Change Info-Net.

## 環境、社會及管治報告2021

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

### 8.2 資源使用

本集團深諳地球上的資源有限，透過節約用電、用水、用紙奉行其節約資源使用的重要理念。本集團優先採用更具能源效益的器具，同時有效地收集下游的廢水，經過沉澱及過濾後推行中水回收再用，大幅減少水源消耗。有效的能源及其他資源運用令成本下降，有助本集團成為客戶的可持續發展夥伴。

本集團不斷探索實施綠色生產政策，提升資源使用的效率。我們制定設備使用指引指導員工適當使用器材，從多方面推行節約資源措施。同時強調定期保養、及時維修和正確操作生產設備以求發揮生產設備的最佳運行效率。質檢單位在生產過程中每個環節均進行質量檢測，以最大力度減少廢品率。與此同時，本集團鼓勵無紙化辦公，審閱文件盡量以電子文檔為主，從而減少紙張、墨水匣、碳粉匣等資源的浪費，並分類收集、存放廢棄物，以便重用及轉交合資格處理商回收。此外，本集團的主要包裝物料為紙料、鐵料、木料、塑膠、金屬和塑膠編織袋。

### 8.2 USE OF RESOURCES

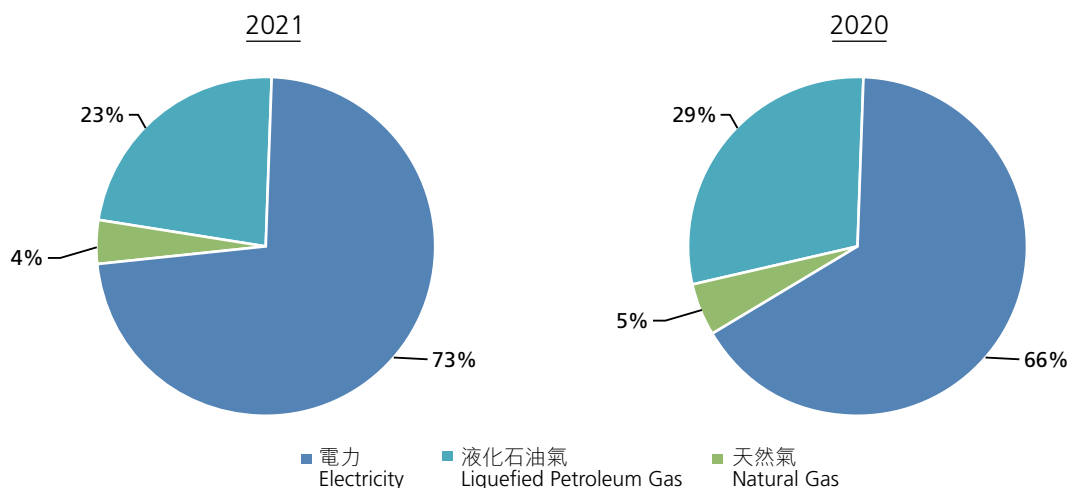
The Group understands that the resources on the planet are limited, and is devoted to major principles including the conservation of power, water and paper during operating activities. Priority is given to appliances that are more energy efficient. Meanwhile, the Group collects downstream wastewater efficiently. Water is reused after precipitation and filtration, which has greatly reduced the consumption of raw water. The efficient use of energy and other resources reduces costs, and helps the Group to become a sustainable partner for customers.

The Group continuously explores the implementation of green production policies to enhance efficiency in use of resources. We formulated user guides for equipment to facilitate proper operation by employees. The Group has implemented many resources saving measures. In addition, the Group emphasises proper use of production equipment, and strengthened repairs, maintenance and operations of equipment, thereby making equipment operate at the highest efficiency. Quality inspection is conducted at each step in the production process to reduce scraps. Employees are required to save office supplies, and electronic files are preferred when reviewing documents in order to reduce the waste of paper and ink resources. Waste is segregated and stored by category to facilitate reusing and recycling by qualified agencies. In addition, the main packaging materials used by the Group are paper, iron, wood, plastic, metal and plastic woven bags.

# 環境、社會及管治報告2021

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

### 能源耗用 Energy Consumption



本集團積極提升能源效益，專注節能減排升級，例如為空調於夏季時及其他用電設備於閒置時的啟動及關停提供清晰的使用指引、在車間遙控室的空調系統裝設了時間區域設置、於更換照明系統時採用能源效益表現較佳的LED燈具、逐步淘汰更換被國家列為高能耗的設備與電機。在本報告期，雖然總能耗由於生產量的增加，比上一年度有所上升，但是本集團積極推動節能減排，故耗用密度則減少10%。

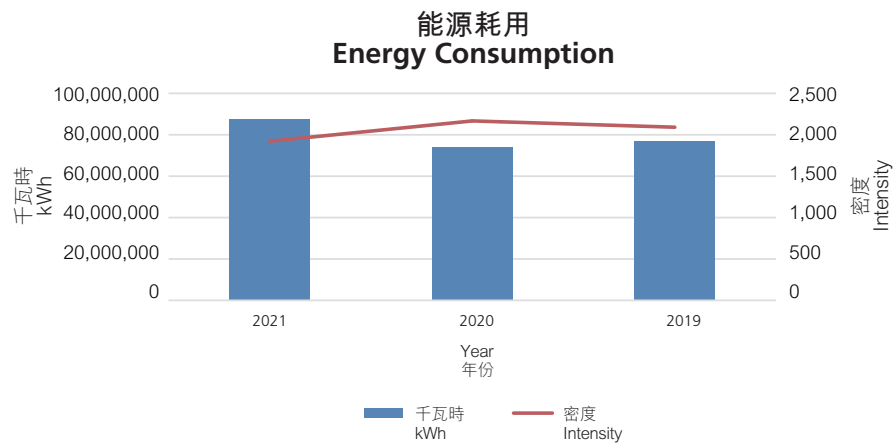
The Group has made efforts in boosting energy efficiency and focused on energy conservation and emission reduction, which included providing clear guides for the switching-on and switching-off of air conditioners in summer and other equipment that are not in use, setting up time zone setting for air conditioning system in the workshops' control rooms, replacing the lighting system with LED lights that are more energy efficient, and gradually replacing and retiring equipment and motors that are classified as high energy-consumption equipment under relevant country rules. During the Reporting Period, although the total energy consumption increased compared with the previous year due to the increase of production, the Group actively promoted energy conservation and emission reduction, as a result, the consumption intensity decreased by 10%.

# 環境、社會及管治報告2021

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

此外，本集團承諾在不減低產量下，不斷減少能耗。我們亦為此制定目標，而本年度的能源減耗目標是下一年度的能耗強度較本年度下降3%。我們也改善生產程序，減低能源的耗用。我們計劃在下一年度調整產品結構，多承接不燒製品訂單。我們也會合理使用空壓機等電機設備，逐批次更換節能電機和壓力機，並利用峰谷電的電價差異，節省電費。另外，我們除了逐步淘汰老、舊、能耗高的設備，還會維護和更新計量工具，加強安全用電的監督和檢查。

Moreover, it is our commitment to reduce energy consumption on an ongoing basis without reducing production. To this end, we have also set a target accordingly: the target to reduce energy consumption for the current year is to reduce energy intensity by 3% for the next year compared with that of the current year. We will also improve our production procedures to reduce energy consumption. We plan to adjust our product mix next year and accept more orders for non-burning products. We will also make reasonable use of air compressors and other motor equipment, replace energy-saving motors and press machines gradually, and take advantage of the difference in electricity price between peak and valley hours to save electricity charges. In addition to phasing out old and obsolete equipment with high energy consumption, we will maintain and update measurement tools and strengthen the supervision and inspection on the safe use of electricity.





## 環境、社會及管治報告2021

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儘管本集團的生產流程用水量相對較少，惟善用水資源仍不應被忽視。本集團尋求改進生產用水給水方式，通過添置環保設備，處理生產廢水至達標後再循環使用。本集團又指派專人進行定期檢查管道及水龍頭等設施，務求對設備滴水、漏水等問題能及時維修處理。本集團通過在用水現場張貼節水提示，倡導員工及訪客節約用水，做到不開無人水，杜絕跑冒滴漏現象。本報告期在本集團持續的節約用水措施及對營運效率的整改下，成功減少19%的食水耗用量，食水耗用密度也減少39%。當中包括使用水循環設備、教育及培養員工節約用水的意識、整改取水處，如壓縮水龍頭的數量和實行集中生產，減少車間用水。

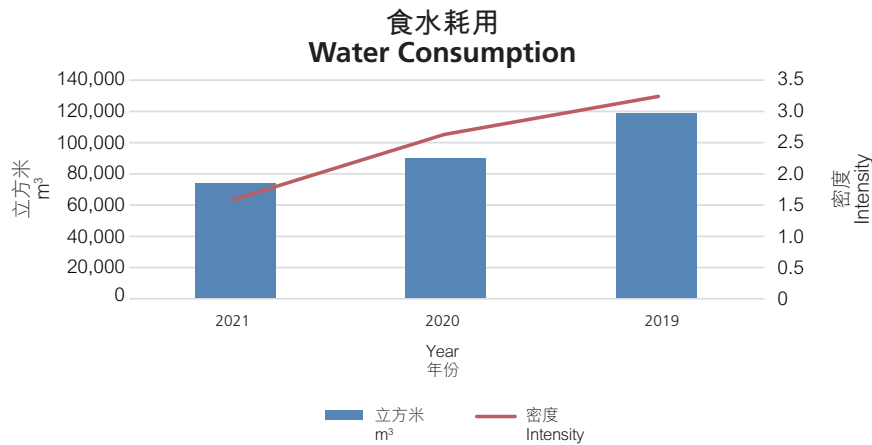
Although the Group does not use a lot of water during production, it attaches importance to efficient use of water resource. The Group explored methods to optimise the water use and supply in the production process, and added environmental friendly equipment to treat sewage for reuse once it meets relevant standards. The Group appointed designated staffs who are responsible for checking water facilities such as pipes and faucets on a regular basis in order to repair water leaks promptly. Water-saving signs are also posted near water sources to encourage employees and visitors to save water. Employees are required not to keep the water running when not in use to prevent leaking and dripping. During the Reporting Period, the Group achieved a 19% decrease in water consumption and a 39% decrease in water consumption intensity as a result of continuous water conservation measures and operational efficiency improvements. Such measures and improvements include the use of water recycling equipment, inculcation and fostering of employees' awareness of water conservation, and rectification of water intake (such as reducing the number of faucets and implementing centralized production) to reduce water consumption in workshops.

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此外，本集團承諾在不減低產量下，不斷減少水資源消耗。我們亦為此制定目標，而本年度的水資源減耗目標是下一年度的用水量強度較本年度下降3%。我們也改善生產程序，減低水資源的耗用。我們計劃在下一年度增添水泵和水箱等設施，實現迴圈利用水資源。我們亦會開展水平衡測試，計算每個生產單位所需的水量，然後建立查驗措施，控制耗水量。我們也會定期檢查隱蔽水管及內部供水系統，及時修理有損壞的水箱、水龍頭及其他的供水設施，以防漏損。

Moreover, it is our commitment to reduce water consumption on an ongoing basis without reducing production. To this end, we have also set a target accordingly: the target to reduce water consumption for the current year is to reduce water intensity by 3% for the next year compared with that of the current year. We will also improve our production procedures to reduce water consumption. We plan to introduce additional facilities such as pumps and water tanks in the next year to recycle water resources. We will also carry out water balance tests to calculate the amount of water required by each production unit. We will then draw up inspection measures to control water consumption. We will also check concealed piping and internal water supply systems on a regular basis, and repair damaged water tanks, faucets and other water supply facilities in a timely manner to prevent water leakage.



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於報告期內，本集團在運作及生產期間所消耗之各種主要資源概列如下：

During the Reporting Period, the Group consumed the following resources in the operation and production process:

| 資源使用<br>Use of Resources  | 單位<br>Unit                                     | 二零二一年<br>2021     | 二零二零年<br>2020 |
|---|--|-------------------|---------------|
| <b>直接能源</b><br><b>Direct Energy</b>   |  |                   |               |
| 天然氣<br>Natural Gas  | 立方米<br>m <sup>3</sup>                          | <b>390,977</b>    | 420,382       |
|   | 千瓦時<br>kWh                                     | <b>3,649,119</b>  | 3,923,565     |
| 液化石油氣<br>Liquefied Petroleum Gas  | 噸<br>Tonne                                     | <b>1,590</b>      | 1,647         |
|   | 千瓦時<br>kWh                                     | <b>20,316,411</b> | 21,639,767    |
|   |  | <b>20,316,411</b> | 21,639,767    |
| <b>間接能源</b><br><b>Indirect Energy</b>   |  |                   |               |
| 電力<br>Electricity   | 千瓦時<br>kWh                                     | <b>63,419,583</b> | 48,281,828    |
| 生產設施能源耗量 <sup>4</sup><br>Energy Consumption of Production Facilities <sup>4</sup> | 千瓦時<br>kWh                                     | <b>87,385,113</b> | 73,845,160    |
| 密度<br>Intensity   | 千瓦時／噸產量<br>kWh/tonne of production             | <b>1,922.01</b>   | 2,167.39      |
| 水 <sup>5</sup><br>Water <sup>5</sup>  | 立方米<br>m <sup>3</sup>                          | <b>73,508</b>     | 90,601        |
| 密度<br>Intensity   | 立方米／噸產量<br>m <sup>3</sup> /tonne of production | <b>1.62</b>       | 2.66          |
| 包裝物料<br>Packaging Materials   | 公噸<br>Tonne                                    | <b>102.60</b>     | 381.79        |
| 密度<br>Intensity   | 公噸／噸產量<br>Tonne/Tonne of Production            | <b>0.0023</b>     | 0.01          |

<sup>4</sup> 生產設施能源耗量包括生產設施的電力、天然氣及液化石油氣用量，因其為生產設施最主要之能耗。其他消耗如乙炔、柴油及無鉛汽油等并不重要，故無計算在內。燃料消耗量由容積單位轉成能源單位的轉換因子乃參照《CDP 技術說明：將燃料數據轉換為兆瓦時》

<sup>5</sup> 於報告期內，本集團在求取適用水源上並無重大問題。

<sup>4</sup> The energy consumption of production facilities includes consumption of electricity, natural gas and liquefied petroleum gas, as they are the main energies consumed by production facilities. Other consumption such as acetylene, diesel and unleaded gasoline, etc are immaterial and therefore not included. The conversion factors for conversion of fuel consumption from volumetric units to energy units are determined by reference to the "CDP Technical Note: Conversion of fuel data to MWh".

<sup>5</sup> During the Reporting Period, the Group had no major issues in sourcing water.

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### 8.3 環境及自然資源

本集團藉舉辦綠色活動教育及加強員工之環保意識。我們每年都會組織一天無紙化辦公日活動，提倡節約用紙，加強無紙化辦公氛圍。本集團亦配合政府植樹節活動，積極參與政段植樹，把保育資源的意識引領到每位員工的心路歷程中，形成愛護綠樹的習慣。環境保護的概念同時亦被納入本集團的職工教育培訓綱要內，務求通過本集團的員工將環境保護訊息推廣至各持份者，例如供應商、訪客、銷售客戶等。

本集團確保所選用的物資及生產過程符合國家環保政策及法例，每年均在生產區進行環保檢測，以確保營運狀況符合法律法規。本集團深明保護環境的工作不能局限於本集團內部，供應鏈的配合尤為重要。本集團向供應商宣導環境保護的重要性，並要求所有供應商必須遵守所有相關環境法例法規，按法定環境標準行事，建立及遵行環境管理體系，令其營運的環境影響減至最小，並持續改善環境保護水準。

### 8.3 THE ENVIRONMENT AND NATURAL RESOURCES

The Group educates employees and strengthens their environmental protection awareness through green activities. We organise Paperless Office Day each year to save paper and achieve paperless office. The Group also supports the tree planting activities organised by the government, actively participates in tree planting in the public areas, instills in each employee the importance of conserving natural resources so that they develop a habit of protecting trees. The concept of environmental protection has been included into the Group's employee education and training program, in order to promote environmental protection messages among stakeholders such as suppliers, visitors and customers through employees.

The materials selected by the Group, as well as the manufacturing process of its products, comply with environmental protection policies in China. Environmental audits are conducted in the production area each year to ensure that there is no violation. The Group understands that the work of environmental protection should not fall only on the Group internally; the cooperation of supply chain is equally important. The Group has advocated to suppliers the importance of environmental protection. The Group has requested suppliers to adhere to all relevant environmental laws and regulations and to act in accordance with legal environmental standards. The Group has also requested suppliers to establish and follow environmental management systems to minimise the environmental impact during operations and to continuously improve the standard of environmental protection.

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### 8.4 氣候變化

管理層定期評估氣候變化對本集團帶來的風險，並定期管控已識別氣候變化可能引致的自然災害或極端天氣發生的緊急情況。為了防範因氣候變化導致的破壞，本集團制定緊急情況下的工作原則、通報機制、撤離系統及事故調查要求，助員工有效應對各緊急情況，如應對地震和極端天氣造成的水浸，設置防洪沙袋。本集團亦已購買財產保險，以減輕因天災而導致的可能損失。

### 8.4 CLIMATE CHANGE

The management regularly assesses the risks of climate change to the Group and regularly manages and controls natural disasters that may be caused by identified climate change or emergencies arising from extreme weather conditions. To prevent damage caused by climate change, the Group has formulated work principles, notification mechanisms, evacuation systems and accident investigation requirements in emergency situations to help employees effectively respond to emergencies. For example, we have flood control sandbags in place to deal with water logging caused by earthquakes and extreme weather conditions. The Group has also purchased property insurance to reduce possible losses due to natural disasters.

## 9 僱傭責任

### 9.1 僱傭常規

本集團相信吸引和保留人才是我們業務可持續發展的關鍵。因此僱傭準則及工作環境一直是我們的首要關注。我們重視員工的職業發展和身心健康，所以我們致力維護一個以多元化、學習和尊重為核心價值的優質工作場所。本集團不單兼顧各附屬公司所在地的勞動法規要求，亦制定了完善的薪酬體系及福利政策以保障所有員工獲得公平及合理的待遇。透過互相信賴的僱傭關係以及和諧的工作氛圍，建立起企業穩步向前發展的重要基礎。我們亦透過保持員工工作生活平衡，確保他們的身心健康。

## 9 EMPLOYMENT RESPONSIBILITY

### 9.1 EMPLOYMENT PRACTICES

The Group believes that attracting and retaining talent is the key to the sustainability of its business. Therefore, employment standards and working environment have always been our primary concerns. We care about the career development and physical and mental health of our employees, and therefore are committed to maintaining a quality workplace where diversity, learning and respect are our core values. Not only does the Group comply with local labour laws and regulations, but it has also developed sound wage systems and benefit policies to ensure all employees are treated fairly. It is an important cornerstone for the stable development of an entity to maintain harmonious employment relationships. We also ensure the physical and mental well-being of our staff by maintaining a work-life balance.



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### 平等機會與多元共融

- 尊重每個人的異同，給予每名工作應徵者相同的應徵權利，提供平等的就業機會，禁止歧視。
- 晉升員工時只會參考員工的工作表現、經驗及個人能力，其他與工作無關之因素如性別、年齡、種族、家庭狀況、宗教信仰或殘疾等均不會對員工的晉升機會構成影響。

### 員工保障及福利

- 與所有員工簽訂僱傭合約，使彼等受到相關勞工法例的保障，員工享有法定節日、法定帶薪年假等休假待遇。
- 為員工購買社會保險，使他們能以較低成本享用醫療服務，又每年為全體員工進行體檢，其中對女職工增加婦檢，更進一步為員工繳納住房公積金。而當不幸遇到因工傷亡事故，本集團定必依循勞動法對員工及家屬作出相應的合理賠償。

### 工作生活平衡

- 重視協助員工減輕工作壓力，提高員工的生活滿足感。員工的身心健康與工作生活的平衡息息相關，而企業的發展又與員工的身心健康密不可分。
- 每年均會舉辦秋季運動會及員工交流會議等活動，讓員工在工餘時間能聚首一堂，藉此提高彼此及單位之間的關係，凝聚員工的團隊精神，營造愉快的工作氛圍。

### Equal Opportunities, Diversity and Inclusiveness

- The Group respects the differences between individuals, forbid any form of discrimination, and provides equal job opportunities to job candidates.
- Promotions are only based on employees' performance, experience and competence. Other attributes such as gender, age, ethnicity, family status, religion or disability will not affect an employee's opportunity to be promoted.

### Employee's Protection and Benefits

- Employment contracts are signed between the Group and all its employees. All employees are protected by relevant labour laws and regulations. Employees enjoy holiday, statutory paid annual leave, etc.
- The Group purchases social insurance for employees so that they can use medical services at a relatively low cost. It offers physical check-ups for all employees, with additional gynaecological examinations for female employees. Moreover, it pays the Housing Provident Fund for employees. The Group makes reasonable compensation for employees and their families for work-related injuries and death in accordance with the labour law.

### Work-Life Balance

- The Group puts emphasis in helping employees de-stress, increasing employees' life satisfaction. Maintaining a good work-life balance is essential for employees' physical and mental health, and the development of the corporation is linked to employees' physical and mental health.
- Autumn Sports Games, Employee Exchange Conference and other activities are held each year, which help encourage employees to get together outside work, improve communication among employees and departments, build teamwork and create a pleasant work atmosphere.

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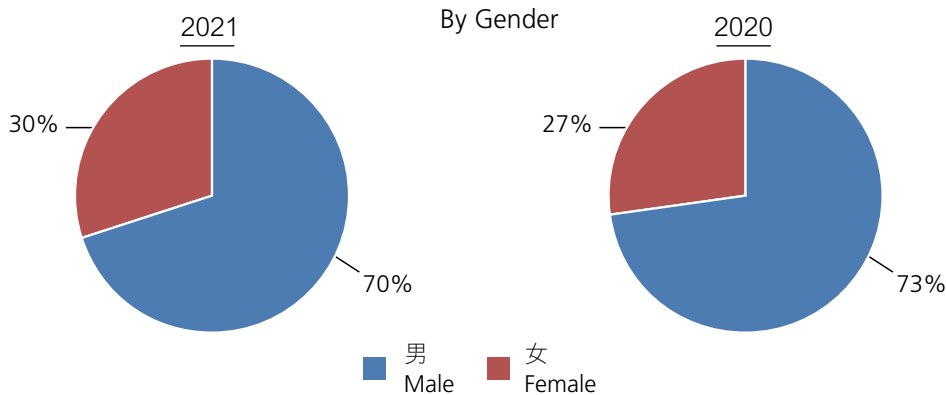
## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

本集團把僱傭法規要求融入於一系列的僱傭政策中，保障僱員獲得公平合理的對待。於報告期內，本集團恪守中國內地有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視、其他待遇及福利和防止童工或強制勞工的勞動法規，當中包括《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國社會保險法》、《中華人民共和國婦女權利保障法》和《中華人民共和國殘疾人保障法》。本集團沒有發現或收到有關於歧視或與其他僱傭相關的違規事件及投訴個案。同期，也沒有發現聘用童工及違反強制性勞動相關法例的個案。此等合規章顯我們對勞工權利尊重，以增強員工的信任、忠誠和動力。

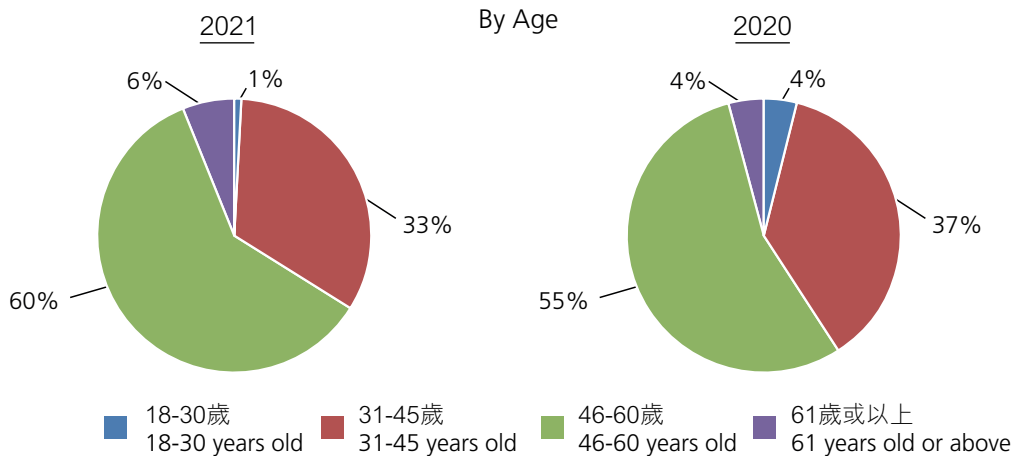
The Group integrates the requirements of employment laws and regulations into a series of employment policies to ensure that employees receive fair and reasonable treatment. During the Reporting Period, the Group strictly complied with the labour laws and regulations in the PRC relating to remuneration and dismissal, recruitment and promotion, working hours, holidays, equal opportunities, diversity, anti-discrimination, other treatment and benefits and prevention of child labour or forced labour, including the "Labour Law of the People's Republic of China", the "Labour Contract Law of the People's Republic of China", the "Social Insurance Law of the People's Republic of China", the "Protection of Women's Rights and Interests Law of the People's Republic of China" and the "Protection of Disabled Persons Law of the People's Republic of China". The Group did not identify or receive any cases of discrimination or other employment-related violations and complaints, nor cases of employing child labour and violating laws related to forced labour. Such compliance demonstrates our respect for labour rights to enhance the trust, loyalty and motivation of employees.

### 僱員分佈 Distribution of Employees

按性別劃分  
By Gender



按年齡劃分  
By Age



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於報告期末，本集團的員工總人數及分佈概述如下。因到達退休年齡，故60歲以上群組的流失率較高。

As of the end of the Reporting Period, the total number and distribution of employees of the Group are detailed below. Because of reaching retirement age, the turnover rate of the group aged over 60 was relatively high.

|                             | 二零二一年<br>2021                  |                          | 二零二零年<br>2020                  |                          |
|-----------------------------|--------------------------------|--------------------------|--------------------------------|--------------------------|
|                             | 員工人數<br>Number of<br>Employees | 流失比率<br>Turnover<br>Rate | 員工人數<br>Number of<br>Employees | 流失比率<br>Turnover<br>Rate |
| <b>性別 Gender</b>            |                                |                          |                                |                          |
| 男性 Male                     | 226                            | 15%                      | 262                            | 8%                       |
| 女性 Female                   | 98                             | 8%                       | 96                             | 17%                      |
| <b>年齡 Age</b>               |                                |                          |                                |                          |
| 18 - 30                     | 3                              | 0%                       | 13                             | 0%                       |
| 31 - 45                     | 108                            | 9%                       | 133                            | 1%                       |
| 46 - 60                     | 195                            | 7%                       | 199                            | 5%                       |
| > 60                        | 18                             | 161%                     | 13                             | 192%                     |
| <b>地區 Region</b>            |                                |                          |                                |                          |
| 中國 The PRC                  | 324                            | 13%                      | 358                            | 13%                      |
| <b>工作類別 Employment Type</b> |                                |                          |                                |                          |
| 全職 Full-time                | 320                            | 不適用<br>Not Applicable    | 353                            | 不適用<br>Not Applicable    |
| 兼職 Part-time                | 1                              | 不適用<br>Not Applicable    | 1                              | 不適用<br>Not Applicable    |
| 臨時工 Temporary worker        | 3                              | 不適用<br>Not Applicable    | 4                              | 不適用<br>Not Applicable    |

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## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

### 9.2 健康與安全

保障員工的職業健康與安全是每一間企業的基本責任，因此本集團積極採取安全機制主動排查隱患、提供保護器具、監察及審核安全表現等方面著手，致力為員工營造一個良好的工作環境，並以工作零事故作為目標。

#### 1. 工作場所管理及保護設備

為協助及提醒員工瞭解各工序的安全操作要點，本集團的廠區各車間及辦公室均有張貼設備安全操作規程及作業指示。同時為減少職業事故發生率及減低事故發生時的嚴重性，本集團亦會為一些相對風險較高的工作崗位提供各類適當的保護設備。

#### 2. 安全監控及員工培訓

我們定期舉辦培訓課程，內容涵蓋個人防護設備使用方式、場地的固有隱患、應變程序及處理化學品，從而提高所有僱員的安全知識及警覺，並為其潛在職業性危害做好防預措施。工作場所的衛生方面，我們亦於工作場所的起居空間裝設告示板，用於張貼宣傳海報、內部規則及崗位職業病危害告示。此外，我們也會定期進行急救演練、事故應對演習，以協助僱員熟悉逃生路線及正確使用相關設備以應對緊急情況。與此同時，本集團亦通過內聯網每年向員工發放職業危害告知確認書，從而提升員工的安全意識。

### 9.2 HEALTH AND SAFETY

Ensuring the health and safety of employees is the basic responsibility of every corporation. Therefore, the Group takes the initiative to utilise an investigation mechanism to identify potential safety hazards, provides protective equipment, monitors and audits safety performance and is striving to achieve the goal of zero work-related accidents.

#### 1. Workplace Management and Protective Equipment

In order to remind employees of the safety practices for each process, the Group has posted equipment safety procedures and operation instructions in the workshops of factories and the office areas. In addition, to reduce the occurrences of occupational accidents and injuries caused by accidents, the Group also provides appropriate protective equipment for positions with relatively higher risks.

#### 2. Safety Control and Employee Training

We conduct regular training courses on the use of personal protective equipment, inherent hazards in the premises, contingency procedures and the handling of chemicals so as to enhance our employees' safety knowledge and awareness and to take precautions against potential occupational hazards. In terms of public health at workplaces, notice boards were erected in the living spaces of the workplace for posting publicity posters, in-house rules and occupational hazard signs. Moreover, we will conduct regular first-aid drills and accident response drills to help employees familiarize themselves with escape routes and use relevant facilities properly in case of emergencies. The Group also issues Occupational Hazard Acknowledge Letter to its employees through the intranet each year to raise their safety awareness.

## 環境、社會及管治報告2021

### ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

本集團恪守包括《中華人民共和國職業病防治法》、《中華人民共和國安全生產法》、《中華人民共和國消防法》等與職業安全健康相關的法例，於報告期內，並未違反任何有關職業健康及安全相關的法律法規，過往三年亦未有任何員工因工作原因而發生死亡情況。報告期內員工因工傷而損失的工作日共計223天。

因應2019冠狀病毒病疫情，本集團迅速制定疫情下的防控措施、各員工小組的職責和通報及記錄機制，以助員工有系統及迅速應對疫情下的各種緊急情況。在報告期內我們嚴格落實地區政府的防控及通報措施，維持工作環境清潔衛生及確保通風換氣及搜購防控物資。如有任何懷疑個案，會立時適當通報及記錄相關個案。

The Group has adhered to the "Prevention and Treatment of Occupational Diseases Law of the People's Republic of China", "Safe Production Law of the People's Republic of China", "Fire Prevention Law of the People's Republic of China" and other relevant occupational safety and health laws. During the Reporting Period, the Group did not violate any occupational safety and health laws and regulations, and there were no work-related fatalities over past three years. During the Reporting Period, a total of 223 workdays were lost due to employee work injuries.

In response to the COVID-19 pandemic, the Group quickly formulated pandemic prevention and control measures, specified the responsibilities of each employee team, and established notification and recording mechanisms to help employees systematically and quickly respond to various emergencies under the pandemic. During the Reporting Period, we strictly implemented the prevention and control and notification measures of the regional government, maintained a clean and hygienic working environment, ensured ventilation, and sourced prevention and control materials. In the event of any suspected case, we will promptly and appropriately report and record such case



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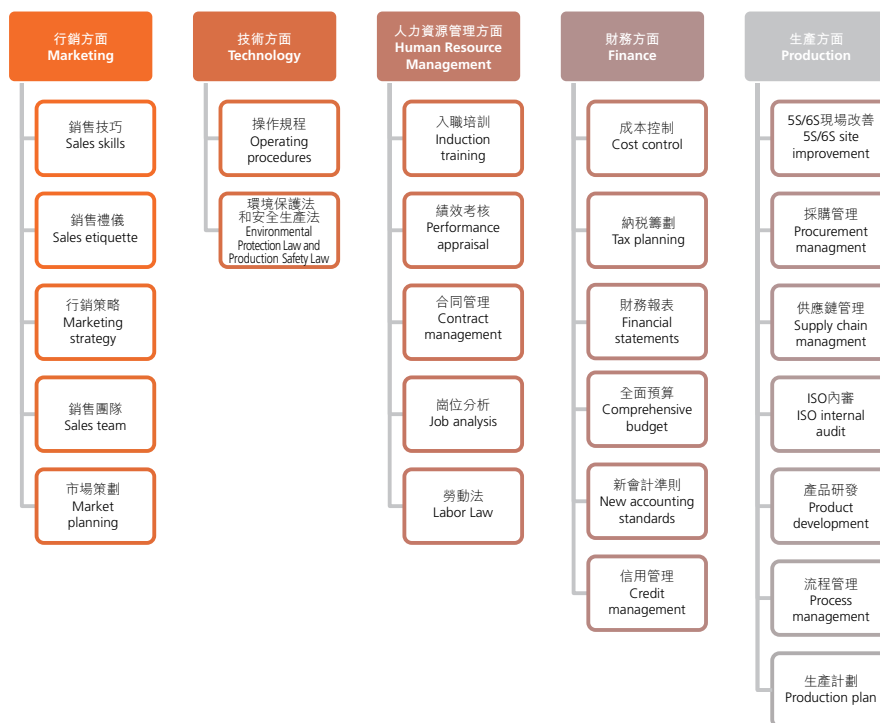
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### 9.3 發展及培訓

僱員的專業能力及成長乃業務發展的關鍵。因此，本集團一直期望培養持續發展風氣，讓僱員一展所長。本集團建立培訓管理制度及培訓計劃，先識別僱員及部門運作的培訓需求，定期為員工提供培訓及進修機會，以提升團隊的職業技能及專業水準。我們亦會定期評估培訓成果，了解僱員的學習進度，並適當調整計劃。為推動本集團在不同範疇的長期發展，本集團在職業發展政策方面著重關注建立人材梯隊，扶助員工發揮所長，安排有經驗的員工在日常工作期間指導新員工，務求令員工盡快適應本集團的制度與文化。

### 9.3 DEVELOPMENT AND TRAINING

The professional competence and growth of employees are key to business development. Therefore, the Group always seeks to foster a culture of sustainable development and enables employees to demonstrate their strengths. The Group establishes the training management system and training programmes, identifies the training needs of employees and departmental operations, and provides training and refresher opportunities to employees on a regular basis, so as to enhance the professional skills and standards of the team. We will also regularly assess the training results to understand the learning progress of employees and adjust the programmes as appropriate. In order to promote the Group's long-term development in different areas, the Group's career development policy focuses on sustaining the talent echelon and helping employees develop their strengths. The Group arranges experienced employees to guide new employees during day-to-day work in order to help employees adapt to the Group's culture.



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於報告期，本集團員工的培訓數據如下：

During the Reporting Period, the training data of employees of the Group is as follows:

|                           | 二零二一年<br>2021                                   |  | 二零二零年<br>2020                                   |  |
|---------------------------|---|--|---|--|
|                           | 受訓員工比例<br>Percentage<br>of Trained<br>Employees | 每名員工的<br>平均培訓時數<br>Average<br>Number of<br>Training<br>Hours per<br>Employee | 受訓員工比例<br>Percentage<br>of Trained<br>Employees | 每名員工的<br>平均培訓時數<br>Average<br>Number of<br>Training<br>Hours per<br>Employee |
| <b>性別 Gender</b>          |   |  |   |  |
| 男性 Male                   | 99.6%   | 6.50   | 98%   | 5.23   |
| 女性 Female                 | 100%  | 5.70   | 93%   | 4.43   |
| <b>員工職系 Employee Rank</b> |   |  |   |  |
| 高級管理層 Senior Management   | 100%  | 11.50  | 100%  | 7.56   |
| 中級管理層 Middle Management   | 100%  | 8.78   | 91%   | 7.11   |
| 其他員工 Other Employees      | 99.6%   | 5.96   | 97%   | 4.83   |

### 9.4 勞工準則

本集團對童工及強制勞工均採取零容忍態度，以保護未成年人士及僱員於工作場所免受奴役、抵債勞動及脅迫。我們嚴格禁止聘用童工及強制性勞動，僅會聘請符合法定年齡的員工，且尊重既定的工作時間，不會強迫員工超時工作，從而維持一個尊重人權的工作環境。若被揭發任何童工及強制勞工個案，本集團將毫不猶豫採取補救措施，包括處罰肇事者及審視我們的管理方法，以防止事件再次發生。

### 9.4 LABOUR STANDARDS

The Group has zero tolerance towards child labour and forced labour, so as to protect minors and employees from slavery, bonded labour and coercion in the workplace. The Group strictly prohibits the use of child labour and forced labour. It only employs employees of legal age and never forces employees to work overtime to maintain a work environment that respects human rights. If any cases involving child labour and forced labour are uncovered, the Group will not hesitate to take remedial measures to penalize the offenders and review its management methods to avoid a repeat of the incident.

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人力資源部在招聘新員工時，會進行嚴格的身份識別及背景調查，核實其證明文件，確保應徵者合資格受聘並達到法定年齡。自制定規定以來未有發生聘用未成年員工的事件，另一方面人力資源部亦會每月定時查看工作考勤記錄，調查超時工作，確保沒有員工在非自願的情況下超時工作。為了讓僱員全面了解自身權益及其工作範圍，他們需要按自願及公平基準簽署具法律約束力的合約。此外，我們尊重僱員的決定，他們可於事先通知後自由離職。此反童工及強制勞工政策亦延伸至我們的生產鏈，本集團不會與聘用童工或強制勞工的供應商合作。

本集團明瞭勞工準則的重要及其關鍵作用，並致力嚴守相關法規及法律，從而促進合乎道德的聘任及保障僱員權利。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，包括《中華人民共和國勞動法》及《禁止使用童工規定》，於報告期內並未有違規情況。

When recruiting new employees, the Human Resources Department will conduct stringent identification and background checks and verify their supporting documents to make sure that the candidates are eligible for employment and of legal age. Since the policy was implemented, no minors have been employed. The Human Resources Department also reviews attendance records on a regular basis. If overtime work is discovered, investigation will be conducted immediately to ensure that employees are not forced to work overtime. In order for our employees to have a full understanding of their rights and interests as well as their scope of duties, they are required to enter into a legally binding contract on a voluntary and fair basis. Furthermore, we respect the decisions made by our employees such that they are free to resign from their positions by giving prior notices. This anti-child labour and forced labour policy also extends to our production chain as we will not work with suppliers that employ child labour or forced labour.

The Group recognizes the importance and critical role of the labour code. It strives to strictly comply with relevant regulations and laws to promote ethical employment and safeguard employees' rights. The Group strictly complies with relevant laws and regulations on the prevention of child labour or forced labour, including the "Labour Law of the People's Republic of China" and the "Rules on the Prohibition of Use of Child Labour". There was no violation found during the Reporting Period.

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### 10 社區投資

本集團積極參與及支持本地社區及政府部門組織的活動，肩負改善環境、社會及管治表現之責任，致力成為一家備受各方認可的可持續企業。基於2019冠狀病毒病疫情仍然肆虐，本報告期並沒有義工服務時數，惟有本集團亦略儘綿力，向社區老年群眾發放逾人民幣三萬元的春節慰問物資，望能為社會出一份力。

### 10 COMMUNITY INVESTMENT

The Group actively participates and supports events organised by the local community and government authorities. The Group also takes on the responsibility of improving on its ESG performance, and strives to be a sustainable corporation that is recognised by all. Given that the COVID-19 pandemic is still raging, no volunteer service hours were recorded during the Reporting Period. However, the Group did its humble part by distributing more than RMB30,000 worth of Spring Festival condolence supplies to the elderly in the community, hopefully as part of our contributions to society.



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