



VANOV HOLDINGS COMPANY LIMITED

環龍控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號 : 2260

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

CONTENTS

目錄

1. About the Report	1. 關於報告	2
1.1. Standards of the Report	1.1. 報告準則	2
1.2. Scope of the Report	1.2. 報告範圍	3
1.3. Approval of the Report	1.3. 報告批准	3
1.4. Access of the Report	1.4. 報告獲取	3
1.5. Feedback on the Report	1.5. 報告反饋	3
2. Information about the Group	2. 本集團簡介	4
3. Management on Sustainable Development	3. 可持續發展管理	5
3.1. Statement from the Board	3.1. 董事會聲明	5
3.2. Sustainability Structure	3.2. 可持續發展架構	6
3.3. Stakeholders Engagement	3.3. 持份者參與	7
3.4. Materiality Assessment	3.4. 重要性評估	8
4. Operation Compliance	4. 合規營運	10
4.1. Anti-corruption	4.1. 反貪污	10
4.2. Quality Control	4.2. 質量管理	10
4.3. Customer Service	4.3. 客戶服務	12
4.4. Management on Intellectual Property	4.4. 知識產權管理	12
4.5. Management on Information Security	4.5. 信息安全	13
4.6. Supply Chain Management	4.6. 供應鏈管理	15
5. Employment	5. 員工僱傭	16
5.1. Recruitment Management System	5.1. 招聘管理制度	16
5.2. Salary and Assessment System	5.2. 薪酬及考核制度	18
5.3. Employee's Benefits and Interests	5.3. 員工福利權益	18
5.4. Occupational Health and Safety	5.4. 職業健康安全	19
5.5. Employee's Activities	5.5. 員工活動	22
5.6. Training and Development	5.6. 培訓與發展	23
6. Environmental Protection	6. 環境保護	24
6.1. Greenhouse Gas Emission	6.1. 溫室氣體排放	25
6.2. Energy Conservation Management	6.2. 節能管理	26
6.3. Water Usage	6.3. 水資源使用	26
6.4. Pollutant Emission	6.4. 污染物排放	26
6.5. Waste Management	6.5. 廢棄物管理	27
6.6. Climate Change Initiatives	6.6. 氣候變化應對措施	27
7. Community Contribution	7. 社區貢獻	28
Appendix I: Summary of Sustainability	附錄一：可持續發展資料摘要	29
Appendix II: Index for the “Environmental, Social and Governance Reporting Guide” of the Stock Exchange	附錄二：聯交所《環境、社會及管治報告指引》索引	34

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

1. ABOUT THE REPORT

Vanov Holdings Company Limited and its subsidiaries (hereafter as the “**Group**” or “**we**”) issues our first Environmental, Social and Governance Report (the “**Report**”). This Report discloses the governance structure, policies and targets established by the Group in regard to sustainability. The Report intends to provide stakeholders and readers with a better understanding of the Group’s vision, philosophy and commitment to Environmental, Social and Governance (“**ESG**”).

1.1. Standards of the Report

The Group prepares the Report in accordance with the requirements, compulsory disclosures and “comply or explain” provisions set out in Appendix 27 “Environmental, Social and Governance Reporting Guide” (the “**Guide**”) of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”). The Report is based on the 4 principles of the Guide, namely, materiality, quantitative, balance and consistency.

- **Materiality:** The Group communicates with each stakeholder to identify the important ESG issues of the Group during the period from 1 January 2021 to 31 December 2021 (the “**Year**” or “**Reporting Period**”) and discloses the communication channels and materiality assessment process and results in the Report.
- **Quantitative:** Information contained in the Report are generated from statistical data of the Group. Calculation tools, methods, standards and switching factors are fully disclosed in the Report.
- **Balance:** The Report provides an unbiased picture of our performance during the Year. The Report avoids selections, omissions, or presentation formats that may inappropriately influence a decision or judgment by the report reader.
- **Consistency:** The Report adopts consistent statistical method for all data. Changes to the statistical method or key performance indicators or relevant factors affecting any other meaningful comparisons are clearly explained in the Report.

1. 關於報告

環龍控股有限公司及其附屬公司(下稱「**本集團**」或「**我們**」)刊發本集團首份環境、社會及管治報告(下稱「**本報告**」)。本報告披露本集團對可持續發展工作所制定的管治架構、政策、及目標，本報告旨在令持份者或讀者能了解本集團對環境、社會及管治(下稱「**ESG**」)的抱負、理念及承諾。

1.1. 報告準則

本集團按香港聯合交易所有限公司(「**聯交所**」)證券上市規則附錄二十七 — 《環境、社會及管治報告指引》(下稱《**指引**》)的要求按照強制披露及「不遵守就解釋」條文做出匯報，遵守《指引》中的匯報原則，即重要性、量化、平衡和一致性呈現。

- **重要性:** 本集團與各持份者進行充份溝通以識別本集團於2021年1月1日至2021年12月31日(下稱「**本年度**」、「**報告期**」)期間內各ESG重要議題，並在報告中披露與各持份者的溝通渠道及重要性評估過程和結果。
- **量化:** 本報告中各數據均來自本集團的統計數據。本報告中所使用的計算工具、方法、標準和轉換因素都已悉數披露。
- **平衡:** 本報告不偏不倚地描述我們本年度內的各項表現，以避免可能會不恰當地影響報告讀者決策或判斷的選擇、遺漏或呈報格式。
- **一致性:** 本報告各數據採取一致的統計方法，如統計方法或關鍵績效指標有任何變更或有任何其他影響有意義比較的相關因素，在報告中清楚說明。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

1.2. Scope of the Report

The Report covers the performance of ESG related work and key performance indicators (“KPIs”) of the Group during the Year. Among which the social aspect disclosure is consistent with the annual report, the environmental aspect disclosure covers the Group, major subsidiaries (namely Sichuan Huanlong Technology Fabrics Co., Ltd. (四川環龍技術織物有限公司) (“Sichuan Huanlong”) and Shanghai Jinxiang Paper Making Net Carpet Co., Ltd. (上海金熊造紙網毯有限公司) (“Shanghai Jinxiang”)) and production sites (Chengdu Production Site and Shanghai Production Site). Readers are advised to refer to the section headed “Corporate Governance Report” of our 2021 annual report to gain a better understanding of the Group’s corporate governance.

1.3. Approval of the Report

Upon confirmation of our management, the Report is approved by the board of directors of the Group (the “Board”) on 20 May 2022.

1.4. Access of the Report

Electronic version of the Report is published on the websites of the Group and the Stock Exchange, readers could view or download the Report on the Group’s website (<https://www.vanov.cn>) by clicking “Information Disclosure” under “Investor Relations” section or the Stock Exchange’s website (<https://www.hkexnews.hk/>).

1.5. Feedback on the Report

We highly value your comments to the Report, if you have any queries or recommendations, please contact us via the following channels:

Address: Sichuan Huanlong Technology Fabrics Co., Ltd (No. 519, Xinhua Avenue West, Wenjiang District, Chengdu, Sichuan Province, the People’s Republic of China)

Email: lushuang@vanov.cn

Telephone: 028-82782930

1.2. 報告範圍

本報告內容涵蓋本集團於本年度的ESG相關的工作和關鍵績效指標(下稱「KPIs」)的表現，其中社會範疇的披露範圍與2021年報一致，環境範疇的披露範圍為本集團旗下主要的附屬公司(四川環龍技術織物有限公司，下稱「四川環龍」和上海金熊造紙網毯有限公司，下稱「上海金熊」)及生產基地(成都生產基地和上海生產基地)。讀者可閱讀年報中的《企業管治報告》章節，增加對本集團管治方面的了解。

1.3. 報告批准

本報告經管理層確認後，於2022年5月20日獲本集團的董事會(「董事會」)批准通過。

1.4. 報告獲取

本報告的電子版已登載於本集團和聯交所網站，讀者可到本集團的網站(<https://www.vanov.cn>)「投資者關係」欄下「信息披露」或聯交所(<https://www.hkexnews.hk/>)瀏覽或下載報告。

1.5. 報告反饋

我們非常重視您對此報告的意見，若閣下有任何查詢或建議，歡迎通過以下途徑與本集團聯絡。

地址：中國四川省成都市溫江區新華大道西段
519號四川環龍技術織物有限公司

電郵：lushuang@vanov.cn
電話：028-82782930

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

2. INFORMATION ABOUT THE GROUP

Headquarters of the Group is situated in the Chengdu Strait Science and Technology Industry Development Park. The Group was one of the top five papermaking felts manufacturers in the People's Republic of China (“PRC”) market, among which, the Group ranked fourth and was the only papermaking felts manufacturer headquartered in the PRC, with an approximate market share of 5.8% in terms of revenue in 2020. The Group owns two renowned papermaking felt brands, VANOV and GOBEAR as well as two basecamps in Chengdu and Shanghai.

The Group adheres to its technology-oriented principle and focuses on investments in technology and technology cooperation. Based on the cutting-edge research on basic theory of papermaking felt, we consistently enhance the R&D capacity of product application. Our high-speed felts machines technologies reached international standards. With years of experience in technology R&D and production, we have obtained more than 90 invention and application technology patents including “three-layer seamless bottom net paper pressed felts”, “multi-axial base web-looped papermaking felts”, “high-speed press-slant woven seam papermaking felts and its production process” and “multi-axial press papermaking felts”. The Group’s “Base Network Multi-axis Superimposed Manufacturing Technology” was awarded the “Second-class Science and Technology Progress Award” by the China National Textile And Apparel Council. Our “Research and Application of Key Technology for Multi-axial Multi-layer Papermaking Felts” project was authenticated by the Science and Technology Department of Sichuan Province and was registered as Sichuan Science and Technology Achievements in 2016. The Group was awarded the “Products Development Contribution Award” by the China National Textile And Apparel Council in 2017.

2. 本集團簡介

本集團的總部位於成都溫江海峽科技開發園內。本集團為中華人民共和國（「中國」）市場前五大造紙毛毯製造商之一，排名第四及為當中唯一一間總部設於中國的造紙毛毯製造商，按2020年收益計佔市場份額約5.8%。本集團擁有VANOV、GOBEAR兩大造紙毛毯知名品牌，目前建有成都、上海兩大產業基地。

本集團堅持以科技為先導，十分注重技術投入和技術合作，在著眼造紙毛毯基礎理論前沿研究的基礎上，不斷提升產品應用研發水平。我們在高速造紙機上的運用技術已達到國際先進水平。經過多年的技術研發和生產，我們取得了90多項發明及實用專利，其中包括了「三層無交織底網造紙壓搾毛毯」、「多軸向基網成環的造紙毛毯」、「高車速高線壓斜織接縫造紙毛毯及其生產工藝」、「用於在紙機上縫合的多軸向壓搾造紙毛毯」。本集團「基網多軸疊合製造技術發明」獲得中國紡織工業聯合會科學技術進步二等獎榮譽稱號；「多軸向多層造紙毛毯關鍵技術研究與應用」項目於2016年經四川省科技廳表揚及註冊為四川省科學技術成果；2017年榮獲中國紡織工業聯合會頒發的產品開發貢獻獎。

The Group strives to become a world's leading papermaking felt supplier. We customized papermaking felt products for different customers and papermaking machines. Leverage on the Huanlong Paper Machine Efficiency Operation System, we create a papermaking machine service ecosystem of papermaking machine efficiency enhancement oriented, providing clients with comprehensive, professional and precise consolidated papermaking machine solutions, constantly create values for our customers.

Looking forward, we will promote the wide application of highly efficient filtering materials in the new energy and smart manufacturing sectors. We strive to create the largest industrial filtering material production site in Asia and a world leading high end and self-owned brand of industrial filtering materials.

3. MANAGEMENT ON SUSTAINABLE DEVELOPMENT

3.1. Statement from the Board

The Board concerns the prospect and future of the Group's sustainability. In order to better assume social responsibilities, the Board takes full responsibility for the Group's sustainability, ESG work and reporting. It also authorized the establishment of the Group's sustainability structure and ESG Working Group. The ESG Working Group is responsible for setting ESG targets, conducting materiality analysis, coordination and promotion of various ESG tasks. It also monitors the results and constantly introduces enhancement measure and reports to the Board in a timely manner. The Board reviews each of the ESG targets, tasks and important ESG issues, evaluates and manages ESG risks and opportunities. In the future, we will constantly monitor the achievement progress of ESG targets and provide enhancement advice, with an aim to promote the Group's sustainability.

本集團致力於做世界一流的造紙毛毯供應商、針對不同客戶、不同紙機量身定製造紙毛毯產品，並基於環龍紙機效率運營系統，打造以提升紙機效率為核心的紙機服務生態圈，為客戶提供全面、專業、精準的紙機綜合服務解決方案，不斷為客戶創造價值。

未來，我們將拓展高性能過濾材料在新能源、智能製造等領域的廣泛應用及推廣，力爭打造亞洲最大工業過濾材料生產基地，建立世界一流的工業濾材自主高端品牌。

3. 可持續發展管理

3.1. 董事會聲明

董事會關注本集團的可持續發展前景和未來，為了能更好的負起社會企業責任，由董事會對本集團的可持續發展，ESG工作小組和匯報負起全部責任，並授權建立了本集團的可持續發展架構和ESG工作小組。ESG工作小組負責制定ESG目標、進行重要性分析、協調及推動各項ESG工作，監察成果及推出持續改善措施，並適時向董事會匯報。由董事會審議各ESG目標、工作、ESG重要議題，評估及管理ESG風險及機遇。未來，我們會持續監察各項ESG目標的進展及改善建議，推動完善本集團的可持續發展工作。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

3.2. Sustainability Structure

The Group's sustainability structure is established under the authorization of the Board, which is divided into three levels: decision-making, planning and execution. The Board (as the decision-making level) is in charge of the entire ESG structure, it is responsible for reviewing and monitoring the performance and progress of the ESG works. ESG Working Group (as the planning level) consists of senior management and responsible persons from related departments, it is responsible for promoting the execution of various ESG tasks by different departments. The Group's ESG governance structure and responsibilities of each level is as follow.

3.2. 可持續發展架構

本集團的可持續發展架構在董事會的授權下成立，分為三個層級，包括決策層、統籌層和執行層。由決策層的董事會作為ESG最高負責人，負責檢討及監督ESG工作小組表現和進度。統籌層為ESG工作小組由高層管理人及各相關部門成員組成，推動各部門員工執行各項ESG工作。以下為本集團的ESG管治架構和各個層級的職責。

Decision-Making Level:

決策層：

The Board

董事會

- Assume full responsibilities for ESG strategies and reporting;
- 對ESG策略及匯報承擔全部責任；
- Resolve and approve ESG strategies, ESG material issues and ESG risk management of the Group;
- 議決和審批本集團ESG策略、ESG重要議題及ESG風險管理；

Planning Level:

統籌層：

ESG Working Group (responsible persons from Administrative Department, Human Resources Department, Operation and Sales Department, Supply Department, Finance Department and Production Department)

ESG工作小組(行政部、人力資源部、運營銷售部、供應部、財務部及生產部的負責人)

- Identify ESG material issues and risks;
- 識別ESG重要性議題及風險；
- Establish ESG task plans;
- 制定ESG工作計劃；
- Monitor and coordinate ESG tasks among various departments;
- 監察及協調各部門的ESG工作；
- Report to the Board on a regular basis;
- 定期向董事會匯報進度；

Execution Level:

執行層：

ESG coordinator from each department

各部門ESG協調人員

- Comply various ESG regulations and systems;
- 遵守各項ESG法規和制度；
- Perform various ESG tasks.
- 執行各項ESG工作。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

3.3. Stakeholders Engagement

Advices from stakeholders are important to the Group, it helps us to achieve more in the sustainability sector. We humbly listen to and pay respect to advice from each stakeholder. The Group has established various channels to collect comments from the stakeholders, set out below are our major communication channels.

Major Stakeholders

主要持份者

Customers

客戶

Shareholders/Investors

股東／投資者

Employees

員工

Business partners

業務夥伴

Regulatory organizations

監管機構

Media

傳媒

Social/Non-governmental organizations

社區／非政府機構

3.3. 持份者參與

持份者的意見對本集團有著舉足輕重的影響，幫助我們在可持續發展的道路走得更遠。我們虛心聽取和尊重每一位持份者的意見。我們設立多個溝通渠道收集各持份者對我們的意見，以下是我們的主要溝通渠道。

Major Communication Channels

主要溝通方式

Customer satisfaction survey and comment form, service center, customer relation manager visit, daily operation/exchange, online service platform, telephone and email

客戶滿意度調查和意見表、服務中心、客戶關係經理探訪、日常營運／交流、網上服務平台、電話和郵箱

Annual general meeting and other general meeting, interim report and annual report, corporate communication, result announcement, shareholders visiting event, investors meeting and senior management meeting

股東週年大會與其他股東大會、中期報告與年報、企業通訊、業績公佈、股東參觀活動、投資者會議和高級管理人員會議

Employee comment survey, performance appraisal, group meeting, face-to-face interview, performance interview, business briefing, volunteering event, special consultation commission/special topic discussion group, seminar/workshop/lecture, employee communication meeting and company intranet

員工意見調查、工作表現評核、小組討論、會議面談、工作表現晤談、業務簡報、義工活動、特別諮詢委員會／專題討論小組、研討會／工作坊／講座、員工溝通大會和員工內聯網

Report, meeting, visitation and lecture

報告、會議、探訪和講座

Meeting, written response to public enquiry and compliance report

會議、對公眾諮詢的書面回應和合規報告

Media conference, press release, senior management interview, result announcement and media gathering

新聞發佈會、新聞稿、高級管理人員訪問、業績公佈和傳媒聚會

Donation, social event, seminar/lecture/workshop and meeting

捐獻、社區活動、研討會／講座／工作坊和會議

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

Major Stakeholders

主要持份者

Peers

同業

Suppliers

供應商

Retailers

零售商

Industry associations,
Chamber of Commerce

行業協會、地區商會

Major Communication Channels

主要溝通方式

Strategic cooperation project, group notice and communication meeting

策略性合作項目、集團通告和溝通大會

Supplier management program, meeting, suppliers/contractors evaluation system and on-site inspection

供應商管理程序、會議、供應商／承辦商評估制度和實地視察

Retailer management program, meeting, retailer evaluation system and on-site inspection

零售商管理程序、會議、零售商評估制度和實地視察

Meeting, regular visitation and task force

會議、定期探訪和工作小組

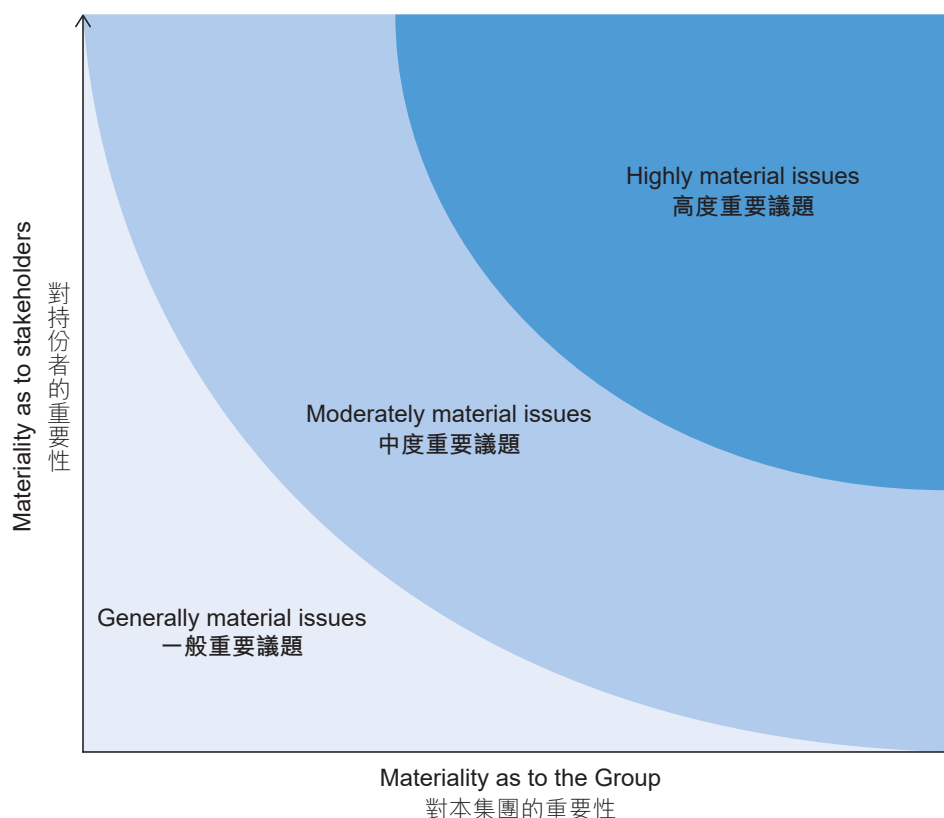
3.4. Materiality Assessment

The Group establishes materiality issues and sustainability targets and plans based on the comments collected from internal and external stakeholders. With reference to the Guide as well as the materiality issue database of the Sustainability Accounting Standards Board (the "SASB"), combined with the operation of the Group, the list of issues concerning the stakeholders or related to the Group's sustainability is compiled, materiality of each issue is determined by the materiality assessment. During the Year, the Group has 26 material issues, among which 10 are highly material issues, 9 are moderately material issues and 7 are generally material. The result of material issues have been reviewed and confirmed by the Board.

3.4. 重要性評估

我們會根據收集的內部和外部持份者意見，制定本集團的重要性議題和未來可持續發展政策目標和計劃。重要性議題是參考《指引》、永續會計準則委員會(Sustainability Accounting Standards Board, 「SASB」)的重要性議題庫，結合本集團的運營情況而列出各項持份者關注的或對本集團的可持續有關聯的議題，通過重要性評估，分辨各議題的重要性。本年度，本集團共有26個議題定性為重要性議題，其中10個為高度重要議題、9個為中度重要議題及7個為一般重要議題，重要性議題結果已經由董事會審議和確認。

Materiality Matrix
重要議題矩陣



Highly material issues
高度重要議題

- Product quality and safety
- 產品質量與安全
- Supply chain management
- 供應鏈管理
- Customer satisfaction level
- 客戶滿意程度
- Employment compliance
- 合規僱傭
- Salary and benefits
- 薪酬福利
- Training and promotion
- 培訓與晉升機會
- Labor code
- 勞工準則
- Occupational health and safety
- 職業健康與安全
- Resource management
- 能源管理
- Environmental law compliance
- 環保法律合規

Moderately material issues
中度重要議題

- Corporate governance
- 企業管治
- Anti-corruption
- 反貪污
- Protection of customer privacy
- 客戶私隱保護
- Protection of intellectual property
- 知識產權保護
- Management on packaging materials
- 包裝材料管理
- Consumption of raw materials
- 原材料耗用
- Management on product design and lifecycle
- 產品設計與生命週期管理
- Water resource management
- 水資源管理
- Management on greenhouse gas emission
- 溫室氣體排放管理

Generally material issues
一般重要議題

- Equality and diversity
- 平等與多元化
- Management on gas emission
- 廢氣排放管理
- Management on wastewater discharge
- 廢水排放管理
- Response to climate change
- 應對氣候變化
- Reduce the impact of production on the environment
- 減少生產運營對環境的影響
- Waste management
- 廢棄物管理
- Community investment
- 社區投資

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

4. OPERATION COMPLIANCE

4.1. Anti-corruption

The Group strictly prohibits all kinds of corruption and forbids all unlawful behavior among our employee or cooperating manufacturers or organizations in the daily operation. We actively provide information on anti-corruption to all employees and directors. During the Year, we organized two training sessions for our employees and directors to promote the awareness of anti-corruption. If employee identified any illegal activities during the daily operation, they are encouraged to report such incidents suspected to be in violation of ethics. We would, in due course, manage such information and carry out fair investigation on the reporting issue. Rectifying measures will be implemented targeting such misconduct behaviors. Once a reporting issue is confirmed, we will handle the relevant party in accordance with the law.

During our daily procurement, we would require the suppliers to enter into a “written commitment on honest procurement” to ensure the entire procurement process involve no illegal activities. This is to ensure an absolute fair, open, just and honest procurement. We would also actively inspect the compliance of procurement process. Our Procurement Department and Finance Department would cross check the contract price, warehouse price and invoice price, any material deviation will be reported to the Administrative Department for further review.

During the Year, no legal proceedings or corruption cases involving the Group or our employees are filed.

4.2. Quality Control

The Group strictly complies with the “Product Quality Law of the People’s Republic of China” and has established various quality control program based on our production level. Quality assurance is our utmost important indicator. At the same time, we are speeding up the digitalization of the plants and setting up of the engineering technology center and laboratory. We also promote various production capability, including PM2 production line, 1+1+1 multi-axes papermaking felt, medium and high-speed packaging felts and high specialty papermaking felts.

4. 合規營運

4.1. 反貪污

本集團嚴禁任何貪污舞弊的行為，禁止員工或第三方合作機構在日常營運中有任何形式的非法行為。我們積極為員工及董事宣揚反舞弊信息，本年度，我們共為董事及員工提供了兩次有關反貪污的培訓，加強了廉政風險意識。如員工在日常營運中發現任何非法行為，我們鼓勵員工舉報涉嫌違反商業道德的事件。我們會慎重處理所得的信息，對舉報事件進行公平公正的調查，並會針對所發現的不當行為採取糾正措施。被舉報的事件經調查後若屬實，我們會依法對相關人物進行處理。

在日常採購中，我們亦會要求供應商填寫《採購活動廉潔承諾書》，保證在採購過程中絕不會出現非法行為，保證採購過程絕對公開、公平、公正及誠實守信。我們亦會主動調查採購過程是否符合規定，採購和財務部人員會分別對合同價格，入庫價格，和發票價格進行對比和抽查，若出現嚴重偏差時，交由行政部進行監察審核。

本年度，本集團沒有發生對本集團和員工提出的訴訟或貪污舞弊案件。

4.2. 質量管理

本集團嚴格遵守《中華人民共和國產品質量法》，並根據本集團的生產情況訂立多項質量管理程序。質量保證是我們最為看重的指標，我們亦會加緊推行數字化工廠，建立工程技術中心和實驗室。我們亦推動多項產品產能，如PM2產線、1+1+1全多軸向造紙毛毯、中高速包裝紙造紙毛毯和高表面特種紙毛毯。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

In order to reach international standards and satisfy clients' demands on quality, the Group's quality control team strictly monitors every step of the production process. From raw material to finished products, each element is being inspected, with an aim to provide the best products to our customers. Raw materials provided by the supplier are inspected, only qualified materials are used. Each and every step of the production process is inspected to ensure a 100% inspection rate. We established specific procedures and quality control measures for key production process, including needling, wefting, shaping, weaving, pre-shaping, warping etc. Our quality control team will perform inspections to ensure all employee and production procedure follow the protocol. We also perform random checks on the finished products to ensure products delivered to customers are in good quality. Our quality control team will provide proper assistance in case of any queries on the products and improvement will be made accordingly. We have in place a standardized production. Design and testing of products are performed in accordance with customers' requirements. We constantly communicate with customers to optimize the products. Production will not proceed until the customers' requirements are fully satisfied. In order to prevent quality of the products are not compromised by the delivery process, we use different packaging methods for different destinations and apply fire proof or water proof packaging where necessary. We also purchase delivery insurance for our products. Customers are required to sign on the bill to confirm products are properly delivered.

The quality control team must perform regular checks on the condition of the production machines and quality of the products in accordance with the protocol. In case of any unqualified condition, the production process will be suspended and adjustments will be made to the machines, production could only resume when all requirements are met. We perform regular adjustments and maintenance to the machines and detail records are kept, with an aim to keep our machines in the optimized condition.

During the Year, the Group did not perform any product recalls as a matter of safety and health issues.

為了使產品的質量達致國際標準和滿足客戶要求，本集團的質量控制團隊嚴格監控整個生產過程的質量控制，由原材料到成品，每一步都做好嚴格把關，為求提供最佳產品予客戶。由供應商提供的原材料必須先經檢驗，質量合格後才能使用。生產過程中的每一個程序和步驟都會進行檢驗，確保每道工序的檢驗比率為100%。我們為每一個重要工序(包括：針刺、卷緯、定型、織造、預刺、預定型工序、整經等)訂立了工序文件和及其質量保障措施，由質量控制員進行檢查，確保員工和設備跟隨程序生產。我們亦會對成品進行抽檢，保證以做好質量交予客戶。如若客戶對質量有任何疑問，質量控制員會為客戶提供合適的協助，做出改善。我們提供定製化程序，根據客戶的要求進行設計和檢驗，並持續與客戶溝通，再進行改進和優化，直到滿足客戶的需求才落實生產。為確保運送過程中貨品不受外部原因影響，我們會根據運送目的地，選擇合適的包裝方法，進行防火防潮保養。我們亦會為貨品購買運輸保險，貨品到達客戶手上時，必需由客戶簽署收貨單，確保送達。

質量檢查人員必需按規定定期對機器的狀態和成品的質量進行檢驗，一旦發生不合格的情況，不予生產，按準則規定，調整生產機器表現，直到質量合格才能生產。我們亦會定期為內部檢測儀器進行調校，保養，並詳細記錄結果，確保機器保持最佳狀態。

本年度，本集團未有因安全與健康理由回收產品。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

4.3. Customer Service

Customers' comment is crucial to our development. In order to provide quality service to our customers, the Group reviews each comment or complaint with discreet. The Group established "Customer Satisfaction Survey Management Mechanism" and "Measures on Complaints on Quality and Damaged Goods Management". Customer survey and complaints on quality are handled systematically.

We randomly select customers to evaluate the Group's product quality, pricing and services etc on a regular basis. Evaluation results are consolidated and analyzed. Relevant department will then provide feedback and act accordingly.

The Group places great emphasis on product quality and handle customers' concern, feedback and complaints on product quality in due course. Our sales or customer service representatives follow up on all complaints and request for a sample of unqualified products. After gaining a full understanding of the issue, our Technical Department will communicate with customers to prepare an initial proposal. The Chief Production Officer will review such proposal and provide further analytical comments. Based on the nature of the technical or quality issue, responsible production site personnel or production manager will be delegated to resolve such issue. In case of customers requesting a claim or return, we will provide recall, exchange or refund service for the products upon verification and confirmation of the issue.

During the Year, the Group received 114 complaints, all of which have been properly handled.

4.4. Management on Intellectual Property

The Group respects and protects our own intellectual properties. We strictly comply with intellectual property regulations such as the "Patent Law of the People's Republic of China", "Detailed Rules for the Implementation of the Patent Law of the People's Republic of China", "Trademark Law of the People's Republic of China", "Detailed Rules for the Implementation of the Trademark Law of the People's Republic of China", "Copyright Law of the People's Republic of China" and "Civil Code of the People's Republic of China".

4.3. 客戶服務

客戶的意見對本集團的發展十分重要，我們認真審視每一個客戶的意見和投訴，為客戶提供最優質的服務。本集團制定了《客戶滿意度調查管理制度》和《質量投訴及報損管理辦法》處理所有客戶意見調查和質量投訴的處理方法。

我們會定期在客戶群中進行抽樣調查，邀請客戶就本集團的產品質量、價格和服務等進行評分。評分結果經整理、匯總、統計和分析後，交由相關部門進行反饋和處理。

我們認真對待質量問題，亦小心謹慎處理客戶就質量問題的反饋和投訴。根據投訴情況，銷售員工或客管員會就問題跟進，要求客戶提供有問題的樣品。當我們清楚了解客戶問題後，技術部就問題跟客戶交流，提出初步意見，生產總監就技術部意見進行審核，給出進一步分析意見。我們會根據對客戶提出的技術或質量問題，由相應的生產基地負責人或生產經理處理。客戶如因產品質量問題，要求進行賠償或退貨，經調查證實後，我們會為有問題貨品提供回收處理，或更換有問題貨品或退款。

本年度，客戶投訴為114宗，經已全部妥善處理。

4.4. 知識產權管理

本集團尊重和保護自身的知識產權，嚴格遵守《中華人民共和國專利法》、《中華人民共和國專利法實施細則》、《中華人民共和國商標法》、《中華人民共和國商標法實施條例》、《中華人民共和國著作權法》、《中華人民共和國民法典》等知識產權條例。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

The Group actively seeks patent protection for our products. We protect our intellectual properties by means of patents and copyrights application, proprietary technologies and trade secrets. Our employees are obligated to protect our intellectual properties from infringement. Disclosure, publication, application and licensing of transfer of the Company's intellectual properties through improper authorization or work convenience or any other improper actions are prohibited. The Group encourages in-house development and have applied for patents for such self-developed projects.

During the Year, we have maintained 99 patents and 8 newly applied patents.

4.5. Management on Information Security

The Group complies with "Interim Regulations of the People's Republic of China on the Management of International networking of Computer Information", "Advertising Law of the People's Republic of China" and "Regulations of the People's Republic of China for Safety Protection of Computer Information Systems" and have established the "Information Security System" and the "Information Management System". The Group's Information Management Committee is responsible for its implementation. The Committee is also responsible for establishing the information management system, regular inspection, review, discuss and analysis of information management. In case of malfunction of the information system or information leak, proper rectifying actions will be implemented and responsible party is subject to punishment.

The scope of information protection covers technology secrets and trade secrets. Technology secrets include but not limited to technology projects, engineering designs, manufacturing methods, information on experiments, test reports and blueprints. Trade secrets include but not limited to customer information, information, sales plan and procurement plans. Other information includes staff information, contracts and financial information etc. All employees with access to key information are required to enter into a "Confidentiality Agreement", pursuant to which, they are not allowed to disclose key information by any means which compromised the Group's interests. In order to protect the Group's interest, we keep a corresponding "confidentiality deposit" from our employees' salary, such deposit will be returned when such employee leaves the Group. When an employee who possesses core technology leaves the Group, he/she is required to sign a "Non-competitive Agreement", restricting him/her from joining any competitors of the Group or engaging in any competitive activities with the Group.

本集團積極為我們的產品尋求專利保護，並通過申請專利及版權、專有技術以及商業秘密等手段對我們的知識產權進行保護。公司員工有保護公司知識產權不受侵害的義務，任何人不得利用職權和工作便利或採用其他不正當手段洩露、發表、使用、許可轉讓公司的知識產權。本集團鼓勵自主研發，並就已研發的項目申請專利保護知識產權。

本年度，我們持有99項專利，新增了8項專利。

4.5. 信息安全管理

本集團遵守《中華人民共和國計算機信息網國際聯網管理暫行規定》、《中華人民共和國廣告法》及《中華人民共和國計算機信息系統安全保護條例》並制定了《信息保密制度》和《信息管理制度》，由本集團的信息管理委員會負責執行。委員會負責制定本集團的信息管理制度，定期監察、檢查、討論和分析信息管理工作的情况，如信息系統出現問題或發生數據洩露，進行適當的補救，並給予違規員工相應的懲罰。

信息保障範圍包括技術秘密和商業機密，技術秘密包括技術方案、工程設計、製造方法、實驗數據、檢測報告、圖紙等，而商業秘密包括客戶資料、數據、營銷計劃、採購計劃等，其他數據包括公司員工數據、合同、財務數據等。任何需要處理重要數據的員工需簽署《保密協議》，規定員工不得以任何方式洩露重要資料以傷害本集團權益。我們亦會從員工的薪酬中提取相應的「保密保證金」，確保本集團的權益，相關保證金在該員工離職時歸還。掌握核心技術人員離職後，亦需填寫《競業限制協議》，限制離職員工不得任職競爭對手公司，或對本集團進行任何具競爭的行為。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

Internal or external publication of our confidential information requires management approval in advance. Copying and excerpting of information requires management approval. Sending, receiving and transmitting of confidential information are performed by dedicated personnel, such information is properly stored in the security system. Employees could only access to information limited for his/her roles and no internal information should be disclosed to other departments. In case of confidential information leakage, one shall immediately notify the Group. Corresponding rectification will be implemented depending on the severity of the incident and parties involved are subject to punishment.

In order to safeguard the Group's information management, we have established the "Files Management Measures" to properly manage all valuable files including reports, meeting minutes, documents, proposals, contracts and agreements that contain valuable information such as texts, charts and other information. All employees shall perform filing on a regular basis and ensure all documentation are complete. All originals, attachments and copies shall be kept in the file room of the Group. The file room is established in accordance with national requirements and possess categorization, maintenance, manage and index functions. Employees shall ensure the completeness of the files and manage the file room in a proper manner and repair any damaged documents. We regularly review the status of the file room and destroy unnecessary files. Access to and copy of certain information must obtain confirmation and approval from relevant personnel in advance. All employees shall safeguard and treasure our files, no alternation, damage or lending of such files are allowed.

The Group complies with relevant requirements under the "Advertising Law of the People's Republic of China". The Company strictly controls the advertising, promotion and pricing (including but not limited to labeling etc.) of its products. Dishonest behaviors such as "false advertisement" and "deceptive pricing" are prohibited. In addition, Legal Department of the Company regularly carries out promotion and studies on noncompliance cases, so that the relevant employees of the Company know, understand and abide by the laws.

During the Year, the Group has not violated any regulations in regard to advertising information and personal privacy.

本集團的保密信息，無論對外或是對內都必需經管理層批准方可發佈。員工如需複製和摘抄數據，必需得到管理層批准。所有收發和傳遞機密數據的工作必需由指定人員負責。機密數據亦需存放在完善保密的保險裝置內。員工只可傳閱其負責崗位內的信息內容，不得外傳該部門內部信息到其他部門。若發現機密資料外洩，必需立刻通知本集團，並根據嚴重情況採取相應的補救措施，洩露資料的員工亦需肩負相應的懲罰。

為保障本集團的信息管理，我們制定了《檔案管理辦法》，管理本集團所有具價值的文字、圖表、數據如報告、合議記錄、文書、計劃、合同、協議書等。所有員工應定期為文件進行歸檔，歸檔過程必需確保每一份文件的完整性，包括所有正文，附件，印件等，並保存在本集團的檔案室內。檔案室按照國家要求，進行分類整理保管，編製檢索功能。員工應確保檔案保存全整，做好檔案室的防護系統管理，對破損的檔案進行修復，確保檔案完整。我們會定期審視檔案情況，銷毀失去價值的檔案。任何人士若需要查閱或複製有關資料，必需得到有關人士的確認和批准。所有員工必需珍惜守護檔案，不得擅自更改、破壞、轉借檔案。

本集團遵守《中華人民共和國廣告法》相關規定，本公司對公司產品廣告宣傳、價格(包括但不限於標籤等要素)進行嚴格管理，禁止「虛假廣告」、「價格欺詐」等不誠信行為。另外，本公司法律事務部定期開展相關普法工作以及違規案例分析，切實讓本公司相關員工做到知法、懂法、守法。

本年度，本集團沒有違反任何廣告信息和個人私隱相關的法規。

4.6. Supply Chain Management

In order to carry out quality control from the source, the Group has established the measures on procurement management, layout out standards for procurement and supplier management. Material procurement of the Group is under centralized control of the Supply Department. The Product Technology Department provides files on relevant technologies and quality and the Warehousing Department is responsible for inspecting, accepting and storing the procured materials.

Each production unit fills out the monthly “Raw Material Request” form based on the Group’s production plan. The form is submitted to the Procurement Department, which will select the supplier of raw materials used for production. All suppliers must be selected from the Group’s “Qualified Suppliers List”. The selection process involves quotations from at least two or more suppliers, a supplier is selected based on its quoted price and supply cycle and with reference to the unit price published online every month.

In case of the Production Department requests to try out new materials, it must submit information of the relevant materials to the Supply Department for procurement consideration. Procurement will not proceed until approval from the General Manager is obtained. The Group also welcomes new suppliers, however, their qualifications must first be verified by the Supply Department and their products must be tested by the Technical Department. We would request a product sample for our production use and based on the evaluation report, the Group would determine if such supplier shall be included in our “Qualified Suppliers List”.

In order to protect our interests, once a procurement is confirmed, we enter into procurement agreement with such supplier. We also require the supplier to enter into a “Written Commitment on Honest Procurement”. The Group has 65 domestic suppliers and 4 oversea suppliers which supply different production equipment, packaging materials, office supplies and raw materials including short fibres, monofilaments, multi-filaments and combined filaments etc.

We strive to achieve sustainability with our suppliers and prefer environment friendly products and services. Our suppliers must meet the minimum requirement of applicable local laws, safeguard our mutual interests and promote a sound co-operation. Our suppliers must comply with all local and national laws and regulations in relation to unethical behaviors, bribery, corruption and other prohibited practices.

4.6. 供應鏈管理

為了能從源頭做好質量管理，我們制定了本集團的採購管理辦法，對採購行為和供應商管理訂立了管理標準。本集團的物資採購由供應部統一管理，產品技術部提供相關技術、質量文件等，庫管部負責對採購物資進行驗收和倉儲管理。

各生產單位根據本集團制訂的生產計劃填寫該生產單位的每月《原材料需求表》，交由供應部選擇供應商進行採購生產物料。所有供應商必需選自本集團制定的《合格供應商名單》，至少向兩間或以上的供應商進行詢價，並根據其貨品的價格，供貨週期進行選擇，並根據每月網上公佈的切片價格作為參考標準。

若生產部門需要試用新材料，必需填寫相關物料的數據並交由供應部進行採購計劃，報總經理批准後方可採購。我們亦歡迎採用新的供應商，但必需先經供應部對其資質進行審核，由技術部對其貨品質量進行檢測，再要求供應商提供樣品進行生產，根據試用報告進行評估，決定是否納入《合格供應商名單》。

為保障我們的權益，一旦採購確定，我們會與供應商簽署採購合約，我們亦會要求供應商填寫《採購活動廉潔承諾書》。本集團的供應商包括65家來自國內，4家來自國外，提供不同生產設備、包裝物料、辦公室用品和原材料如短纖、單絲、綜絲、合股絲等。

我們致力與供應商共同實現可持續發展理念，優先採用對環境友好的環保產品及服務。我們的供應商必須遵守當地適用法律之最低要求，維護雙方共同利益，促進雙方的關係良好發展。我們的供應商須遵守一切與不道德行為、賄賂、貪污及其他被禁止的商業手法及有關的地方及國家法例及規例。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

5. EMPLOYMENT

The Group adheres to its people-oriented philosophy and considers our employees the most valuable assets. We take into consideration their expectations and needs in every aspect. We strive to safeguard the equal and legal rights of our employees, in particular salary and dismissal, recruitment and promotion, working hours, holidays, equal opportunities, diversity, anti-discrimination as well as other packages and benefits. We have in place relevant employment regulations and policies. The Group strives to create a harmonious and comfortable working environment, respect and value each employee and promote their sense of belonging.

In order to enhance our internal human resources management, the Group has compiled a corporate system. Newly onboard staff could therefore better understand the internal code for various departments of the Group and their own legal rights. Such system does not only enhance transparency, it also serves as an indicator and ethical code for our employees, guides our employees to voluntarily comply with those terms, which in turn will promote the Group's overall efficiency.

During the Year, there is no violation case involving salary, equal opportunity, diversity, anti-discrimination, other packages and benefits or child labor or force labor, demonstrating our satisfying results in safeguarding employee interests. During the Year, total number of employees is 309. For details, please refer to Appendix I.

5.1. Recruitment Management System

The Group has in place a clear recruitment management system, we hire employees in accordance with the law and strictly comply with labor and employment related law and regulation including "Labor Law of the People's Republic of China", "Labor Contract Law of the People's Republic of China", "Law of the People's Republic of China on the Protection of Minors" and "Provisions on the Prohibition of Using Child Labor".

5. 員工僱傭

本集團一向貫徹以人為本的信念，視員工為我們最寶貴的資產，關注他們各方面的期望及需求。我們不遺餘力保障員工應享有的平等合法權益，尤其在薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇和福利等方面。我們實施相關的僱傭規例和政策，致力打造和諧舒適的職場環境，同時尊重和善待每一位員工，提升他們對本集團的歸屬感。

本集團為強化內部人事管理，編匯了本集團的公司制度彙編，令新入職員工能快速了解本集團各項內部工作守則及自身的合法權益，增加透明度，亦可作為員工的工作指標，規範員工良好的職業道德，使員工能自覺地遵守相應的條款，提升本集團整體運作效率。

於本年度，本集團並沒有發生有關薪酬、平等機會、多元化、反歧視以及其他待遇及福利的違規個案，亦沒有發生有關聘用童工或強制勞工的違規個案，可見我們維護僱傭權益的有效成果。本年度，僱員總數為309人，詳情請查看附錄一。

5.1. 招聘管理制度

本集團有明確的招聘管理制度，依法僱用員工，嚴格遵守《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國未成年人保護法》、《禁止使用童工規定》等與勞動及僱傭相關的法律法規。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

Based on our business development, the Group recruits professional talents through external recruitment. During the recruitment process, we adhere to the equal and fair principles. We take into consideration only the objective elements such as interview performance, education background, character, values, related professional skills and working experience of each applicant. We promote a fair, just and equal working environment and no form of discrimination is tolerated. We guarantee that no employee would suffer discrimination or deprived of opportunities due to personal reasons including gender, religion, skin color, disability, age, nationality, sexual orientation, physical, marital and family status etc. Fair and sound corporate culture and respect for diversified employment is guaranteed. In case of any violation or non-compliance with the labor law and regulation, the Group will act in accordance with the law.

Child labor and force labor are strictly prohibited. In the onboard registration process, applicants are required to submit to the Group certain documentation. The Human Resources Department reviews and verifies the original documents of the applicant in due course to ensure every applicant is qualified and has reached the legal employment age. In case of fraud such as providing false personal information, the Group has the right to terminate the labor contract. Our contract also clearly stipulated working hours, shifts, holiday and vacation days, employees are required to strictly follow the Group's attendance requirements.

The Group enters into labor contract with all new employees to clearly establish our labor relations. Both parties shall understand their respective rights and obligations. The labor contract stipulates details of, including but not limited to, contract term, working location, working hours, probation period, confidentiality and salary package etc. to safeguard the legal rights of both parties. According to the dismissal management system, if an employee resigned, the department which he/her last worked in shall ensure a smooth handover to make sure the remaining tasks are carried out properly. When an employee resigns, the Administrative Department and Human Resources Department will conduct a detail interview with such employee to understand the reasons for resignation.

本集團會根據業務發展規模，通過外部的選拔優秀的專業人才。在招聘過程中，我們奉行一視同仁，不偏不倚的招聘原則，只會考慮每位應聘者的面試表現、教育背景、品格、價值觀以及相關專業技能和工作崗位經驗等客觀因素。我們倡導公正平等的職場環境，絕不容忍出現任何形式的歧視行為。我們承諾任何員工不會因其性別、宗教信仰、膚色、殘疾、年齡、國籍、性取向、身體、婚姻及家庭狀況等個人因素而遭受他人歧視或被剝奪工作機會，保證公平優良的企業文化和尊重多元化的員工群體。如在僱傭過程中發現任何違規情況或不合符勞動法規法例，本集團將會依法處理。

我們嚴格杜絕童工和強制勞工。在辦理入職手續中，應聘者需要遞交本集團規定的資料，行政人資部會嚴格檢驗及審閱應徵者的證件原件，確保所有應聘者符合資格及達到法定就業年齡。一旦發現員工入職時提供虛假個人情況資料等欺詐行為，我們有權解除勞動合同。我們亦在合同中訂立了清晰的上下班時間，值班，調休等要求，亦要求員工嚴格跟隨本集團的考勤要求。

我們會與新入職員工按規定簽訂勞動合同，確立本集團與員工的勞動關係，雙方需了解各自的權利和義務，勞動合同訂明包括合同期限、工作地點、工作時間、試用期限、保密內容、工資結構等細節，保證勞資雙方的合法權益。若員工提出離職，根據離職管理制度，離職員工所在部門需確保員工離職時，能順利交接其工作及物品，使其剩餘工作能順利開展。員工提出離職要求時，行政人資部會與離職人員進行詳細離職面談，了解離職原因。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

5.2. Salary and Assessment System

The Group has established the “Salary Management System” and “Performance Assessment System” to provide a clear salary structure and assessment system and encourage our employees to add value, build a team with top-tier talents and create a hard-working environment.

The employee salary structure consists of basic salary, confidentiality fee, assessment salary and year-end bonus. Salary adjustment corresponds to position adjustment. The Group adjusts employees’ salary based on the assessment on their capability, performance and attitude, with reference to their promotion. For those who made special contributions and outstanding performance, special salary adjustment may be applied.

We regularly assess the performance of our employees. Quarterly review of management’s managerial efficiency and employees’ performance, combined with quantitative and qualitative principles, the consolidated assessment provides a fair and comprehensive view, which in turn facilitate our employees in enhancing capability and performance. The assessment on employees’ attitude and capability will serve as a reference to the management when determining any reward or punishment, relocation, salary, promotion, dismissal, year end appraisal, as well as future training and development.

5.3. Employee’s Benefits and Interests

The Group understands that diversified employee benefits is critical to retaining talents. In order to cater the physical and psychological needs of our employees, the Group has established the “Benefit Management System” to ensure benefits are reasonably applied. As a qualified employer, the Group does not only comply with statutory requirements (i.e. provide vacation days and the five insurances and housing fund), but also provide other benefits to satisfy various needs of our employees. We provide festive gifts, activity funds, occupational health check and trainings etc.

5.2. 薪酬及考核制度

本集團已制定《薪酬管理制度》和《績效考核管理制度》，為員工提供清晰的薪金結構和考核制度，鼓勵員工增加競爭力，建設頂尖人才隊伍，營造一個奮發向上的工作氛圍。

員工的薪資結構為基本工資、保密費、考核工資和年終績效。薪酬調整跟隨崗位調整，我們會根據員工的能力，績效，工作態度等作出評價，對比晉升條件，再進行薪酬調整。對有特殊貢獻，業績顯著的員工亦可作特殊薪酬調整。

我們會定期進行員工考核，檢討每季度管理人員的管理績效以及員工的業績，以定性與定量相結合原則，透過綜合考核多方面客觀地考核評價，幫助員工提高素質能力和工作績效。考核結果會評估員工工作態度與能力，作為員工獎懲、調遷、薪酬、晉升、退職、年底評優的管理依據以及未來員工培訓與發展的參考依據。

5.3. 員工福利權益

本集團知悉多樣化的僱員福利是挽留員工不可或缺的一環，我們注重僱員身心需要，設立《福利管理制度》，確保福利項目的發放或實施有據可依。作為一名合格的僱主，除了要符合法定要求，例如提供假期、「五險一金」外，也致力提供其他福利措施，惠及員工各種需要。我們提供節日禮品、活動基金、職業健康檢查、教育培訓等。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

The Group strictly complies with “Social Insurance Law of the People’s Republic of China”, “Interim Regulation on the Collection and Payment of Social Insurance Premiums” and “Regulation on the Administration of Housing Accumulation Funds”. We have established the “Social Insurance/Provident Fund Management System” to promote benefits of our employees. Our executives are required to fill out the “Monthly Application on Social Insurance Increment/decrease” every month to ensure all social insurances are fully settled, namely the five insurances and housing fund, which include pension insurance, injury insurance, medical insurance, unemployment insurance, maternity insurance and housing provident fund.

In accordance with the “Labor Law of the People’s Republic of China”, apart from annual leave and statutory vacation days prescribed by the PRC government, employees may, subject to the attendance management system, entitled to personal leave, sick leave, marriage leave, bereavement leave, injury leave and visitation leave. Meanwhile, as an employer caring for female and their maternity benefits, we also offer obstetric checkup leave, maternity leave, breastfeeding leave, miscarriage leave and nursing leave to our pregnant employees in accordance with the PRC family planning requirements.

5.4. Occupational Health and Safety

The Group places great emphasis on the occupational health and safety of employees. We are responsible for the establishment of a long-term and effective management system for employee’s health and safety. We strictly adhere to the “Labor Law of the People’s Republic of China”, “Work Safety Law of the People’s Republic of China”, “Law of the People’s Republic of China on the Prevention and Control of Occupational Diseases” and other laws and regulations in the jurisdiction of our business operation. The Group also implemented an internal control system for work-related injuries with the principles of “Safety First, Prevention Focused, Integrating Prevention and Treatment”. Employees are required to comply with the Group’s systems, safety regulations, operational procedures, and proactively perform safety checks.

本集團嚴格遵守《中華人民共和國社會保險法》、《社會保險費徵繳暫行條例》及《住房公積金管理條例》，設立《社保／公積金管理制度》旨在提高所有員工的福利。每月行政人員需填寫《月度增減社保申請》確保已足額繳納所有應繳社會保險，即「五險一金」，包括養老保險、工傷保險、醫療保險、失業保險、生育保險及住房公積金。

本集團除了按照《中華人民共和國勞動法》規定，在職員工有權享受國家規定的年休假及法定節假日外，員工可以按照考勤管理規定，享有事假、病假、婚假、喪假、工傷假及探親假等福利。同時，我們關懷女性及重視懷孕員工福祉，為符合國家計劃生育規定，懷孕的女員工，可額外享有產檢假、產假、哺乳假、流產假、護理假等假期。

5.4. 職業健康安全

本集團極度重視員工在崗位上的健康及安全問題，我們有責任建立起長久有效的員工職業健康管理制度。我們嚴格遵守《中華人民共和國勞動法》、《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》等其他經營業務所在司法權區相關的法律法規，並制定了本集團內部以「安全第一、預防為主、防治結合」的工傷管理制度。員工需要遵守本集團的制度、安全規定、操作規程等，履行自我安全檢查職責。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

In order to standardize the Group's management of work-related injuries, reduce labour incidents, and safeguard the lives of our employees, we established a "Work-related Injuries Management System". The production safety officer will be responsible for building a safety management system for the Group, supervise its implementation, as well as assist, handle, supervise and direct the safety management work of every department. In case of accidents, we will begin investigation as soon as possible, analyse the cause of the workplace injury, establish responsibility, formulate and implement ratification and prevention measures, make improvements to safety management efforts. The Group obtained certification for ISO45001:2018 Occupational Health and Safety Management Systems, which allows us to safeguard the health and safety of our employees and other parties more effectively and create a healthy and safe work environment for our employees.

The Group values safety training of our employees on production management, therefore we launched a comprehensive training program in safety education, where safety awareness is an indispensable component. Each department supervisor is required to provide on-board training and safety education to new staff, as well as safety training to transitioning staff, which includes operation instruction, production safety supervision, improvement in production safety technology etc. We will ensure that employees attend and pass training programmes in relation to production safety, fire prevention awareness and emergency drills, which will enhance their knowledge of fire prevention, production safety, workplace hygiene, and raise crisis awareness for fire accidents, crisis management in the early stage of fire and experience in escape strategy, to achieve effective prevention of accidents.

During the coronavirus pandemic, to respond to the coronavirus outbreak effectively, minimize damage, ensure the health and safety of our employees and customers and make sure their life and work remain unaffected, the Group has formulated a plan for pandemic emergency response in accordance with the "Law of the People's Republic of China on Prevention and Treatment of Infectious Diseases", "Plan for Urgent Handling of Public Health Emergencies", in combination with the Group's actual circumstances.

為了使本集團的工傷管理規範化，減少工傷事故的發生，保障員工的生命安全，我們制訂了《工傷管理制度》，由安全生產負責人全面負責本集團安全管理制度建設並監督實施、協助、處理、監督和指導各部門的安全管理工作。一旦發生意外事故，我們會盡快調查、分析部門內工傷事故原因，落實責任，制定並實施糾正和預防措施，改進安全管理工作。本集團通過了ISO45001:2018職業健康安全管理体系認證，能更有系統地保護員工及其他人的健康及安全，也為員工創造健康、安全的工作環境。

本集團重視員工在生產管理工作的安全培訓，開展全方位的安全教育培訓，灌輸重要安全意識是不可或缺的重要環節。各部門領導需要對員工進行崗前培訓、安全教育，以及負責轉崗員工的安全培訓，當中包括作業指導、安全生產監督、安全生產工藝改進等相關安全培訓內容。我們確保員工已經參與並成功通過安全生產、消防知識和應急演練培訓課程，提高他們在消防、安全生產、職業衛生方面的知識，並提高對火災事故的危機意識、以及在初期火災發生時的應急處置和相關的逃生技能經驗，以有效遏止事故發生。

在新冠肺炎疫情期間，為有效地應對突發新型冠狀病毒肺炎疫情，最大限度降低危害，確保員工及客戶身體健康、生命安全，保證正常的工作生活秩序，本集團根據《中華人民共和國傳染病防治法》、《突發公共衛生事件應急預案》等法規，結合本集團的實際情況，制定疫情應急預案。

During the coronavirus pandemic, we adjusted our response according to the pandemic crisis level and implemented effective anti-pandemic measures in accordance with the response guidelines of the pandemic readiness plan. We promptly set up a pandemic command team as the central leadership, which was responsible for the command of the Group's prevention and control team, anti-pandemic team, safety team, promotion team in their handling of emergencies. Each department had separate responsibilities, apart from the prevention and control measures within the department, they also performed regular sanitization of public spaces, monitored staff body temperatures and reported anomalies, organized and coordinated crisis response and secured medical supplies.

The anti-pandemic team purchased medical supplies according to plan and passed them over to the prevention and control team, who make the best endeavour to provide a healthy and safe work environment to our employees. In the meantime, we formulated a plan to reserve emergency funds needed to tackle the coronavirus pandemic, which provided the funds needed for pandemic control, patient treatment, management of confirmed cases and persons of close contact, testing and quarantine, personnel training, promotion and education etc., to ensure the smooth implementation of anti-pandemic measures and resumption of work in an effective and orderly manner.

在新型冠狀病毒疫情時，我們按照疫情反應作分級處理，並遵照疫情應急預案的處理守則實施有效防疫措施。我們迅速成立疫情指揮小組統一領導、指揮本集團的防控組、防疫組、保障組、宣傳組作應急處理工作。各部門有獨立的工作職責，除了最基本負責對分管部門防控工作、也包括公共環境定期消毒、監測員工體溫並記錄異常報告情況，統籌和協調防控應急和醫療救助物資保障工作等等。

防疫組按照制定的方案採購防護物資，並交由防控組各相關部門，盡最大努力為僱員提供員工健康和安全的工作環境。同時，我們制訂了新型冠狀病毒疫情應急資金保障方案，安排落實疫情監測、病人救治、病例和密切接觸者管理、檢驗檢疫、人員培訓、宣傳教育等應急工作所必需的資金，確保防疫工作能順利開展，穩定有效地恢復正常辦公的秩序。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

5.5. Employee's Activities

During the Year, we organized various activities, such as Vanov Technical Fabrics of the Year, hand-made mung bean pastry class and Women's Day Celebration. Our employees took part in the activities, which can help relieve stress, relax the mind and the body, foster a sense of teamwork and cooperation and bring our staff closer together. Successful corporate events can create a harmonious teamwork environment, facilitate communication, which in turn enhance work efficiency and create more economic benefits for the Group.

5.5. 員工活動

我們本年度舉辦了環龍技術織物年度盛典、手工綠豆糕體驗課以及三八婦女節等活動吸引許多員工積極參與，有助於他們減輕工作壓力，達到真正地放鬆身心，提升員工的團隊意識、培養默契、增值增進感情。成功的企業活動能夠使到團隊相處融洽，優化他們溝通的橋樑，藉此改善工作效能，提升本集團的經濟效益。



Hand-made mung bean pastry class
手工綠豆糕體驗課



Vanov Technical Fabrics of the Year
環龍技術織物年度盛典

5.6. Training and Development

The Group built a diversified pathway for professional development, devised a plan for future growth and formulated an annual training schedule for our employees. To enhance the competitiveness of our staff, improve their work quality, performance and professional know-how, we established a staff training management system that supports the continuous development of employees. The Administrative Department commenced a diversified internal training program, offering a variety of classes ranging from 1 to 12 months, which include corporate culture, three-level safety training, security system of the Group, skill building, production safety and management. For external training, participants are determined in an internal screening process, employees enjoy education and training benefits, they are free to choose training programs related to their professional duties, and we will reimburse the tuition as appropriate.

The Group established an “Employee Tracking Management System” and developed training events for new employees. Employees are required to attend an orientation training on safety awareness, the objective of which is to provide them the correct information about the Company, their duties and safety issues. Employees shall understand the Company’s history, policies, corporate culture and the Group’s expectation to themselves. We evaluate whether employees possess safety and protection awareness, a sense of responsibility, work discipline etc. Department supervisors will perform an objective and fair review on employees’ performance, work discipline, safety and protection awareness during the period according to the “Current Employees Tracking Report”.

5.6. 培訓與發展

本集團建立多元化職業發展路途，規劃員工在未來發展動向，制定了年度培訓計劃表。為提高人才競爭力，提升工作質素、績效及相關專業的知識，我們全力支持員工的持續發展，制定了員工培訓管理制度，由行政人資部開展為期1至12個月不等的多元的內部培訓項目，提供豐富多彩的培訓課程，內容包括企業文化、安全三級制度、本集團保衛制度、技術拓展培訓、安全生產知識及管理課程。而外部培訓會採取內部選拔制，員工享有教育培訓福利，可以選擇學習與自己職業工作相關的培訓課程，我們會按情況給予報銷學費。

本集團設立《員工跟蹤管理制度》訂立新入職員工的培訓管理活動，員工需要出席入職培訓和安全知識教育意識，培訓目標是為員工提供正確的、相關的公司及工作崗位、安全知識信息。員工必需了解公司歷史、政策、企業文化及本集團對他們的期望。我們會對員工是否具備安全防護知識、責任心、勞動紀律等多方面知識執行情況進行評估。部門負責人會按照《在職人員跟蹤記錄表》對員工在本期間的工作表現、勞動紀律、安全知識防護執行等多方面進行客觀公平評價。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

6. ENVIRONMENTAL PROTECTION

The Group is focused on environmental development. We have consistently adhered to various environment-related regulations, including “Environmental Protection Law of the People’s Republic of China”, “Law of the People’s Republic of China on Environmental Impact Assessment”, “Regulations on the Administration of Construction Project Environmental Protection”, “The Water Pollution Prevention and Control Law of the People’s Republic of China”, “Law of the People’s Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste”, “Law of the People’s Republic of China on Prevention and Control of Pollution From Environmental Noise” and “Measures for Pollutant Discharge Permitting Administration (For Trial Implementation)”. We also periodically monitor various environmental indicators, introduce continuous improvement measures, with an aim to achieve the Group’s vision of sustainable operation. During the Year, the Group did not breach any laws on environmental protection or cause any major incidents that affect the environment and natural resources, nor did we receive any sanctions or notice of proceedings concerning environment issues.

To better fulfill our responsibilities in environmental protection, we established preliminary environmental goals during the Year. The Group will continue to strictly adhere to the requirements of environment-related regulations, conduct research and implement various means and procedures to reduce greenhouse gas emission, reduce hazardous and non-hazardous waste, enhance efficiency in energy and water usage. We will also appoint a baseline year for environment protection as appropriate.

6. 環境保護

我們關注本集團的環境發展，除了一直嚴格執行各項環境相關法規包括《中華人民共和國環境保護法》、《中華人民共和國環境影響評價法》、《建設項目環境保護管理條例》、《中華人民共和國水污染防治法》、《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噪聲污染防治法》、《排污許可管理辦法(試行)》等，我們亦定期監察各項環境表現，持續推行各種改善措施，為求令本集團在營運上更能達致可持續發展的願景。本年度，本集團並沒有違反任何有關環境保護的法例或造成影響環境及自然資源的重大事故，亦沒有接到任何涉及環境範疇的處罰及訴訟通知。

為更好的履行環境保護責任，我們於本年度訂立初步環境目標。本集團將會持續嚴格遵守各項環境相關法規規定，亦會研究和推行各項減少溫室氣體排放量，有害和無害廢棄物量，提高能源效益和用水效益的方法和步驟，並會在適當時機訂立環境基準年。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

6.1. Greenhouse Gas Emission

The Group recorded its direct and indirect greenhouse emission (Scope 1 and 2) in accordance with “The Greenhouse Gas Protocol” published by World Resources Institute and World Business Council for Sustainable Development and “ISO140641-1” designated by the International Organization for Standardization.

Greenhouse gas emission ¹ 溫室氣體排放 ¹	Unit 單位	2021 2021年
Direct greenhouse gas emission (Scope 1) 直接溫室氣體排放(範圍1)	tonnes of CO ₂ e 公噸二氧化碳當量	1,357.13
Indirect greenhouse gas emission (Scope 2) 間接溫室氣體排放(範圍2)	tonnes of CO ₂ e 公噸二氧化碳當量	3,032.09
Total greenhouse gas emission (Scope 1 and 2) 溫室氣體排放總量(範圍1及2)	tonnes of CO ₂ e 公噸二氧化碳當量	4,389.21
Greenhouse gas emission intensity (per square meter) (Scope 1 and 2) 溫室氣體排放密度(每平方米)(範圍1及2)	tonnes of CO ₂ e/square meter 公噸二氧化碳當量/平方米	0.09
Greenhouse gas emission per person (Scope 1 and 2) 人均溫室氣體排放量(範圍1及2)	tonnes of CO ₂ e /person 公噸二氧化碳當量/人	14.20
Greenhouse gas emission per RMB10,000 revenue (Scope 1 and 2) 萬元營業收入溫室氣體排放量(範圍1及2)	tonnes of CO ₂ e/RMB10,000 ² 公噸二氧化碳當量/萬元 ²	0.21

The Group has introduced various measures to reduce greenhouse gas emissions. In terms of travelling, we perform regular maintenance on the Group’s vehicles and provide low-carbon training to drivers. We also review the frequency and mode of business travels, reduce unnecessary travels and adopt transit modes with less carbon emission. Through high quality products and professional service, the Group strives to support the localization of equipment and auxiliaries for the papermaking industry in the PRC, promote energy saving, emission reduction and enhance the quality and efficiency of papermaking corporations, cooperate with papermaking companies to achieve the “peak carbon emissions and carbon neutrality” initiative. In addition, the Company is recently discovering ways to reduce overall carbon emission in the production process by introducing solar photovoltaic power systems, upgrading production lines, improving production technologies and operation processes. The Company is applying for the “Green Factory” certification by the Sichuan Provincial Economic and Information Department and conducting research on the certification for low-carbon products.

¹ The Group’s greenhouse gas emission is calculated with reference to “How to prepare an ESG Report—Appendix 2: Reporting Guidance on Environmental KPIs” issued by the HKEx.
² Revenue is derived from the 2021 Annual Report.

6.1. 溫室氣體排放

本集團按照世界資源研究所與世界可持續發展工商理事會開發的《溫室氣體盤查議定書》及國際標準化組織訂定的《ISO140641-1》對本集團的直接和間接溫室氣體(範圍1及2)排放進行統計。

本集團已推出多項減少溫室氣體排放措施。在出行上，我們定期為本集團的車輛進行保養，為司機提供低碳駕駛培訓。我們亦會檢討員工的出行公幹次數和方式，減少不必要的出行或使用較低碳排放的方法。一直以來，本集團致力於以高品質的產品、專業化的服務，全力支持中國造紙行業裝備及配套國產化，支持造紙企業節能減排、提質增效，全面協同造紙企業「碳達峰、碳中和」相關工作。另外，近年來公司還在積極探索通過諸如引入太陽能光伏新能源發電系統、升級產線、優化生產工藝、改進運營流程等多種舉措，全面降低生產運營過程的碳排放，公司目前正在申報由四川省經濟和信息化廳主辦的「綠色工廠」認證工作，並在研究探索低碳產品認證。

¹ 我們參考聯交所「如何編備環境、社會及管治報告—附錄二：環境關鍵績效指標匯報指引」計算本集團的溫室氣體排放。
² 營業收入數據來自2021年年報。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

6.2. Energy Conservation Management

During the Year, energy consumption of the Group amounted to 4,969.82 MWh; consumption per square meter was 0.10 MWh; consumption per person was 16.08 MWh; consumption per RMB10,000 revenue was 0.23 MWh. We proactively adopt energy saving measures such as setting up different areas in the office with separate light switches. In addition, in terms of production equipment, we prefer to purchase production equipment that are more energy efficient, which can improve the Group's competitiveness in energy efficiency.

6.3. Water Usage

During the Year, the Group used 171,530.90 cubic meters of water; water usage per square meter was 3.40 cubic meter; water usage per person was 555.12 cubic meter; water usage per RMB10,000 revenue was 8.03 cubic meter. As the Group was served by municipal water supply, we did not encounter any issue in water sourcing. To better manage our water resource, although no water is used in the production process, the Group strives to reduce water usage in everyday activities. We regularly check the water equipment to prevent leaks. We also put up labels near water outlets to remind our employees about water conservation. We regularly review the Group's water saving strategies and water usage, to enhance efficiency in water conservation.

6.4. Pollutant Emission

During the Year, the Group's emissions in NO_x, SO_x and particulate matter were 43.66 kg, 0.13 kg and 4.18 kg, respectively. The Group's pollutants were mainly emitted by our vehicles. We will optimize our production facilities and examine our travel modes to reduce pollutant emission.

6.2. 節能管理

本集團於本年度的用電量為4,969.82兆瓦時，每平方米用電量為0.10兆瓦時，人均用電量為16.08兆瓦時，萬元營業收入用電量為0.23兆瓦時。本集團積極進行節能措施，如在辦公室設立不同區域，每個區域都能使用獨立的照明開關等。另外，在生產設備上，我們優先採購具高能源效益的生產設備，增加本集團在能源效益的競爭力。

6.3. 水資源使用

本集團於本年度的用水量為171,530.90立方米，每平方米用水量為3.40立方米，人均用水量為555.12立方米，萬元營業收入用水量為8.03立方米。本集團的用水來自市政供水，並無取水問題。為了能更好的做好水資源管理，縱使本集團在生產過程不會涉及用水，我們亦致力減少本集團的生活用水量。我們會定期檢查本集團的用水設備，防止滲漏情況的出現。我們亦在用水的位置張貼節水卷標，提醒員工節約用水。我們會在定期檢討本集團的節水策略和用水情況，提升本集團的節水效能。

6.4. 污染物排放

本年度，本集團的氮氧化物，硫氧化物和顆粒物的排放量為43.66千克，0.13千克和4.18千克。本集團的廢氣排放來源主要來自本集團的車輛使用。我們將會推行生產設備優化，以及檢討出行方法，減少污染物排放。

6.5. Waste Management

During the Year, the Group produced 116.60 metric tonnes of non-hazardous waste. To reduce waste production, the Group advocates for a zero-waste policy. We understand that to achieve the zero-waste target have to start with the source. To reduce paper waste, we have implemented a paperless initiative, all documents are in electronic form except certain important documents. We also prioritize green materials and reduce single use materials, use equipment that have replaceable parts, promote the circular process of reuse and recycling. To ensure product safety, we use paper and plastic as packaging material, we will be judicious in the use of packaging materials to reduce waste. During the Year, the Group used 23,227.00 kg of paper, 6,689.89 kg of plastics, 23,283.11 kg of wrappings and 42,500.00 kg of paper rolls.

We carefully select recycling partner companies and ensure that they possess the operational qualifications and “Permit for Operation of Dangerous Wastes”. The hazardous waste and mineral oil waste in our production process are handled by two qualified environmental technology companies. We sort our waste according to the procedures in the contracts with partner companies, store all waste in labeled containers and hand them over to the partner companies.

6.6. Climate Change Initiatives

Climate change is a global concern. Furthermore, extreme weather brought by climate change is affecting countless business activities, including that of the Group. To assess the opportunities and risks that climate change may bring to our business, the Group has conducted a climate change assessment during the Year and evaluated the effects on our operations (such as production, logistics, storage and sales of goods). We also implemented various policies to deal with the physical and transition risks.

6.5. 廢棄物管理

本集團於本年度的無害廢物生產量為116.60公噸。為了減少廢棄物的產生，本集團一直大力推行無廢政策，我們明白只有從源頭做起，才能達致無廢目標。本集團已推行無紙化行動，除了一些重要文件外，其他文件都已推行電子化，減少紙張浪費。我們亦會優先使用環保物料，減少使用一次性物料，亦會優先使用可供替換部件的設備，推動循環再用和回收再造。為確保產品安全，我們會使用紙張，塑料等作為產品的包裝物料，我們會審慎使用包裝物料，減少浪費。本年度，本集團使用了紙張23,227.00千克、塑料6,689.89千克、包裝袋23,283.11千克和紙筒42,500.00千克。

我們審慎選擇合作的第三方環保回收公司，確保對方擁有營運資格和合資格的《危險廢物經營許可證》。本集團在生產過程中產生的有毒廢物和廢棄礦物油由兩間合資格的環保科技公司負責。我們按照與第三方的合約中的既定程序將廢棄物做好分類，並將各廢棄物裝在附有標籤的容器中，再交由對方負責。

6.6. 氣候變化應對措施

氣候變化是全球正面對的一大難題，而由氣候變化引致的極端天氣更是對無數商業活動造成影響。本集團亦不例外，為探究氣候變化可能對本集團在運營上做成的機遇和風險，本集團於本年度推行氣候變化風險評估，就可能對我們的運營活動例如生產，運輸，倉儲和產品銷售上造成的影響進行評估，並推行各項相應政策面對實體和轉型風險。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

Risk arising from climate change

氣候變化風險

Examples of risk

風險例子

Potential impacts

潛在影響

Measures and response

措施及應對

Risk of extreme weather (physical risk)

極端天氣風險(物理風險)

Extreme weather such as high temperature, rainstorm, floods

極端天氣，如高溫、暴雨、洪水

- Extreme weather may lead to injuries and fatalities of our employees
- 極端天氣可能導致員工傷亡
- Equipment, building and property damage
- 設備、樓宇及物業損壞
- Provide safety training to our employees and raise their safety awareness
- 為員工提供安全培訓，以提高其安全意識
- When extreme weather signal is issued by government authorities, the Company will adopt measures to ensure the safety of our employees as appropriate, such as ending shifts early or home office
- 當政府部門發佈相關極端天氣時，公司會根據情況實施保障員工安全的措施，比如調整提前下班或居家辦公等

Risk arising from climate change

氣候變化風險

Examples of risk

風險例子

Potential impacts

潛在影響

Measures and response

措施及應對

Transition risk

過渡風險

The development in global climate change policies and regulations, and stakeholders' concern with climate change

國際氣候變化政策及法規的發展及持份者重視氣候變化議題

Failing to meet societal expectations of ESG performance may adversely impact our reputation and we may lose potential customers as a result

倘未能符合社會對本集團ESG表現之期望，可能會對我們聲譽產生負面影響，並導致潛在客戶流失

- Disclose ESG matters through annual ESG reports
- 透過年度ESG報告披露ESG事宜
- Closely monitor development in relevant environmental regulations that may affect our business
- 密切留意可影響公司業務及環境相關法規監管發展

7. COMMUNITY CONTRIBUTION

As a community focused corporation, over the years, the Group participated in many charity initiatives to accelerate community growth. Our employees, who are concerned about public welfare, organized a volunteer team to serve the needy. However, during the pandemic, our employees had less opportunity to take part in welfare activities as the Group adopted pandemic control measures mandated by the government. When the pandemic alleviates, we will introduce a variety of community activities, helping the community to recover.

7. 社區貢獻

本集團一直心繫社區，多年來一直參與各項公益活動，幫助社區發展。我們的員工亦熱心公益，主動成立了義工隊幫助有需要的人，但因為疫情原因，本集團為配合當地政府的疫情防務，員工參與公益活動有所減少，配合當地政府做好防疫工作。待疫情放緩後，我們將推展一系列社區活動，幫助社區盡早回復盛況。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

APPENDIX I: SUMMARY OF SUSTAINABILITY

附錄一：可持續發展資料摘要

	Environmental Aspect 環境範疇	Unit 單位	2021	
Air Pollutant Emission³	空氣污染排放 ³			
	Nitrogen oxides 氮氧化物	kilogram 千克	43.66	
	Sulfur oxides 硫氧化物	kilogram 千克	0.13	
	Particulate matter 懸浮顆粒	kilogram 千克	4.18	
Greenhouse Gas Emission³	溫室氣體排放 ³			
	Direct greenhouse gas emission (Scope 1) 直接溫室氣體排放(範圍1)	tonnes of CO ₂ e 公噸二氧化碳當量	1,357.13	
	Indirect greenhouse gas emission (Scope 2) 間接溫室氣體排放(範圍2)	tonnes of CO ₂ e 公噸二氧化碳當量	3,032.09	
	Total greenhouse gas emission (Scope 1 and 2) 溫室氣體排放總量(範圍1及2)	tonnes of CO ₂ e 公噸二氧化碳當量	4,389.21	
	Greenhouse gas emission intensity (per square meter) (Scope 1 and 2) 溫室氣體排放密度(每平方米) (範圍1及2)	tonnes of CO ₂ e/square meter 公噸二氧化碳當量/平方米	0.09	
	Greenhouse gas emission per person (Scope 1 and 2) 人均溫室氣體排放量(範圍1及2)	tonnes of CO ₂ e/person 公噸二氧化碳當量/人	14.20	
	Greenhouse gas emission per RMB10,000 revenue (Scope 1 and 2) 萬元營業收入溫室氣體排放量 (範圍1及2)	tonnes of CO ₂ e/RMB10,000 ⁴ 公噸二氧化碳當量/萬元 ⁴	0.21	
	Energy Consumption	能源耗用		
		External electricity consumption 外購電力耗用量	MWh 兆瓦時	4,969.82
		External electricity intensity (per square meter) 外購電力耗用密度(每平方米)	MWh/square meter 兆瓦時/平方米	0.10
External electricity consumption per person 人均外購電力耗用量		MWh/person 兆瓦時/人	16.08	
External electricity consumption per RMB10,000 revenue 萬元營業收入外購電力耗用量		MWh/RMB10,000 兆瓦時/萬元	0.23	
Natural gas consumption 天然氣耗用量		cubic metre 立方米	223,075.00	
Diesel consumption 柴油耗用量		litre 公升	325,674.79	

³ Air pollutant emission and greenhouse gas emission of the Group are calculated with reference to "How to prepare an ESG Report-Appendix II: Reporting Guidance on Environmental KPIs" of the Stock Exchange.

⁴ Operating revenue is extracted from the 2021 annual report.

³ 我們參考聯交所「如何編備環境、社會及管治報告 – 附錄二：環境關鍵績效指標匯報指引」計算本集團的空氣污染物排放及溫室氣體排放。

⁴ 營業收入數據來源自2021年年報。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

	Environmental Aspect 環境範疇	Unit 單位	2021	
Water Consumption	水源耗用 Total water consumption 總耗水量	cubic metre 立方米	171,530.90	
	Water consumption intensity (per square meter) 水源耗用密度(每平方米)	cubic metre/square meter 立方米/平方米	3.40	
	Water consumption per person 人均水源耗用量	cubic metre/person 立方米/人	555.12	
	Water consumption per RMB10,000 revenue 萬元營業收入耗水量	cubic metre/RMB10,000 立方米/萬元	8.03	
	Paper Usage	紙張耗用 Total paper usage 用紙總量	kilogram 千克	825.94
		Paper usage per person 人均用紙量	kilogram/person 千克/人	2.67
Waste Produced and Recycled		廢棄物產生及回收 Total non-hazardous waste produced 無害廢棄物產生總量	tonnes 公噸	116.60
	non-hazardous waste/person 人均無害廢棄物產生量	tonnes/person 公噸/人	0.38	
	Consumption of Packaging Materials	包裝材料耗用 Paper 紙張	kilogram 千克	23,227.00
Plastic 塑料		kilogram 千克	6,689.89	
Packaging bags 包裝袋		kilogram 千克	23,283.11	
Straws 紙管		kilogram 千克	42,500.00	

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

	Social Aspect 社會範疇	Unit 單位	2021
Number of Employees	員工人數		
	Total number of employees 員工總數	Number of people 人數	309
Number of Employees by Gender	按性別劃分的員工人數		
	Female employees 女性員工	Number of people 人數	144
	Male employees 男性員工	Number of people 人數	165
Number of Employees by Employment Type	按員工類別劃分的員工人數		
	Full time junior employees 全職初級員工	Number of people 人數	287
	Full time mid-level employees 全職中級員工	Number of people 人數	11
	Full time senior employees 全職高級員工	Number of people 人數	11
Number of Employees by Age Group	按年齡組別劃分的員工人數		
	Under 30 years old 30歲以下員工	Number of people 人數	33
	31–50 years old 31–50歲員工	Number of people 人數	226
	Above 50 years old 50歲以上員工	Number of people 人數	50
Number of Employees by Geographical Region	按地區劃分的員工人數		
	Northern China 華北區域員工	Number of people 人數	3
	Eastern China 華東區域員工	Number of people 人數	82
	Central China 華中區域員工	Number of people 人數	11
	Northwest region 西北區域員工	Number of people 人數	2
	Southern region 南方區域員工	Number of people 人數	211
Turnover Rate⁵	員工流失率 ⁵		
Turnover Rate by Gender	按性別劃分的流失率		
	Female employees 女性員工	% 百分比	24
	Male employees 男性員工	% 百分比	24

⁵ Formula for turnover rate calculation: number of employee lost under a specific category ÷ number of employee at the end of the Year ×100%

⁵ 員工流失率百分比計算算式為：該類別流失僱員人數 ÷ 年終僱員人數 ×100%

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

	Social Aspect 社會範疇	Unit 單位	2021	
Turnover Rate by Age Group	按年齡劃分的流失率			
	Under 30 years old	%	10	
	30歲以下員工	百分比		
	31–50 years old	%	30	
	31–50歲員工	百分比		
	Above 50 years old	%	7	
	50歲以上員工	百分比		
Turnover Rate by Geographical Region	按地區劃分的流失率			
	Northern China	%	0	
	華北區域員工	百分比		
	Eastern China	%	12	
	華東區域員工	百分比		
	Central China	%	0	
	華中區域員工	百分比		
	Northwest region	%	0	
	西北區域員工	百分比		
Southern region	%	36		
	南方區域員工	百分比		
Occupational Health and Safety	工作健康與安全			
	Number of work-related fatalities occurred in each of the past three years including the Year	Number of people	0	
	過去三年(包括匯報年度)每年因工亡故的人數	人數		
	Work-related fatalities rate in each of the past three years including the Year	%	0	
	過去三年(包括匯報年度)每年因工亡故的比率	百分比		
	Number of lost days due to work injury	Number of days	0	
	因工傷損失工作日數	日數		
Employee Training	員工培訓情況			
	Percentage of Trained Employees by Gender ⁶	按性別劃分的受訓員工百分比 ⁶		
		Male employees	%	53
		男性員工	百分比	
Female employees		%	47	
	女性員工	百分比		

⁶ Formula for percentage of trained employees calculation: number of trained employees under a specific category ÷ total number of trained employees x 100%

⁶ 受訓員工百分比計算算式為：該類別受訓員工 ÷ 受訓員工總人數 x 100%

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

	Social Aspect 社會範疇	Unit 單位	2021
Percentage of Trained Employees by Employment Type ⁶	按員工類別劃分的受訓員工百分比 ⁶		
	Full time junior employees 全職初級員工	% 百分比	93
	Full time mid-level employees 全職中級員工	% 百分比	4
	Full time senior employees 全職高級員工	% 百分比	3
Average Number of Training Hours of Trained Employees by Gender	按性別劃分的員工平均受訓時數		
	Female employees 女性員工	Hours 小時	48
	Male employees 男性員工	Hours 小時	48
Average Number of Training Hours of Trained Employees by Employment Type⁷	按員工類別劃分的員工平均受訓時數 ⁷		
	Full time junior employees 全職初級員工	Hours 小時	48
	Full time mid-level employees 全職中級員工	Hours 小時	96
	Full time senior employees 全職高級員工	Hours 小時	128

⁷ Formula for average number of training hours under a specific category: total number of training hours under a specific category ÷ number of employees under a specific category

⁷ 該類別員工平均受訓時數計算算式為：該類別員工總受訓時數 ÷ 該類別員工人數

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

APPENDIX II: INDEX FOR THE “ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE” OF THE STOCK EXCHANGE

附錄二：聯交所《環境、社會及管治報告指 引》索引

Content 指標內容		Corresponding Section(s) 相關章節	
A. Environmental Aspect A. 環境範疇			
A1. Emissions A1. 排放物	General Disclosure 一般披露	Information on: the policies; and compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的；政策；及遵守對發行人有重大影響的相關法律及規例的資料。	6. Environmental Protection 6. 環境保護
	A1.1	Types of emissions and respective emissions information. 排放物種類及相關排放數據。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions and intensity. 直接(範圍1)及能源間接(範圍2)溫室氣體排放量及密度。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	A1.3	Total hazardous waste produced and intensity. 所產生有害廢棄物總量及密度。	The Group has not produced substantial hazardous waste. 本集團並無顯著的有害廢棄物產生量。
	A1.4	Total non-hazardous waste produced and intensity. 所產生無害廢棄物總量及密度。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	A1.5	Description of emission target(s) set and steps taken to achieve them. 描述所訂立的排放量目標及為達到這些目標所採取的步驟。	6. Environmental Protection 6. 環境保護
	A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	6. Environmental Protection 6. 環境保護

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

Content 指標內容			Corresponding Section(s) 相關章節
A2. Use of Resources A2. 資源使用	General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	6.2. Energy Conservation Management; 6.2. 節能管理; 6.3. Water Usage 6.3. 水資源使用
	A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總耗量及密度。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	A2.2	Water consumption in total and intensity. 總耗水量及密度。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	6. Environmental Protection 6. 環境保護
	A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	6. Environmental Protection 6. 環境保護
	A2.5	Total packaging material used for finished products and with reference to per unit produced. 製成品所用包裝材料的總量及每生產單位佔量。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
A3. The Environment and Natural Resources A3. 環境及天然資源	General Disclosure 一般披露	Policies on minimizing the issuer's significant impacts on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	6. Environmental Protection 6. 環境保護
	A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	6. Environmental Protection 6. 環境保護
A4. Climate Change A4. 氣候變化	General Disclosure 一般披露	Policies on identification and mitigation of significant climate related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	6.5. Climate Change Initiatives 6.5. 氣候變化應對措施
	A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	6.5. Climate Change Initiatives 6.5. 氣候變化應對措施

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

Content 指標內容		Corresponding Section(s) 相關章節	
B. Social Aspect B. 社會			
Employment and Labour Practices 僱傭及勞工常規			
B1. Employment B1. 僱傭	General Disclosure 一般披露	The policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的政策；及遵守對發行人有重大影響的相關法律及規例的資料。	5. Employment 5. 員工僱傭
	B1.1	Total workforce by gender, employment type (for example, full-time or part-time), age group and geographical region. 按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
B2. Health and Safety B2. 健康與安全	General Disclosure 一般披露	Information on: the policies; and compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的政策；及遵守對發行人有重大影響的相關法律及規例的資料。	5.4. Occupational Health and Safety 5.4. 職業健康安全
	B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年(包括匯報年度)每年因工亡故的人數及比率。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	B2.2	Lost days due to work injury. 因工傷損失工作日數。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	5.4. Occupational Health and Safety 5.4. 職業健康安全

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

Content 指標內容			Corresponding Section(s) 相關章節
B3. Development and Training B3. 發展及培訓	General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	5.6. Training and Development 5.6. 職業培訓與發展
	B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別(如高級管理層、中級管理層)劃分的受訓僱員百分比。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
B4. Labour Standards B4. 勞工準則	General Disclosure 一般披露	Information on: the policies; and compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	5.1. Recruitment Management System 5.1. 招聘管理制度的
	B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	5.1. Recruitment Management System 5.1. 招聘管理制度
	B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	5.1. Recruitment Management System 5.1. 招聘管理制度
Operating Practices 營運慣例			
B5. Supply Chain Management B5. 供應鏈管理	General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	4.6. Supply Chain Management 4.6. 供應鏈管理
	B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	4.6. Supply Chain Management 4.6. 供應鏈管理
	B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。	4.6. Supply Chain Management 4.6. 供應鏈管理
	B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	4.6. Supply Chain Management 4.6. 供應鏈管理
	B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	4.6. Supply Chain Management 4.6. 供應鏈管理

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

2021年度環境、社會及管治報告

Content 指標內容			Corresponding Section(s) 相關章節
B6. Product Responsibility B6. 產品責任	General Disclosure 一般披露	Information on: the policies; and compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	4. Operation Compliance 4.合規營運
	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	4.2. Quality Control 4.2.質量管理
	B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	4.3. Customer Service 4.3.客戶服務
	B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	4.4. Management on Intellectual Property 4.4.知識產權管理
	B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	4.2. Quality Control 4.2.質量管理
	B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored. 描述消費者數據保障及私隱政策，以及相關執行及監察方法。	4.5. Management on Information Security 4.5.信息安全
B7. Anti-corruption B7. 反貪污	General Disclosure 一般披露	Information on: the policies; and compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	4.1. Anti-corruption 4.1.反貪污
	B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	4.1. Anti-corruption 4.1.反貪污
	B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	4.1. Anti-corruption 4.1.反貪污
	B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	4.1. Anti-corruption 4.1.反貪污
B8. Community Investment B8. 社區投資	General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解發行人營運所在社區需要和確保其業務活動會考慮社區利益的政策。	7. Community Contribution 7.社區貢獻
	B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	7. Community Contribution 7.社區貢獻
	B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源(如金錢或時間)。	7. Community Contribution 7.社區貢獻



VANOV HOLDINGS COMPANY LIMITED
環龍控股有限公司