



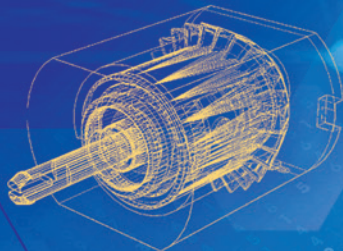
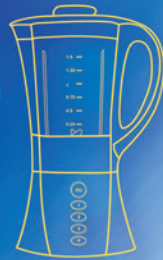
KIN YAT HOLDINGS LIMITED
建溢集團有限公司

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

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code 股份代號 : 638)



**ENVIRONMENTAL,
SOCIAL AND
GOVERNANCE REPORT**
環境、社會及管治報告
2022

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ABOUT THIS REPORT

Kin Yat Holdings Limited (hereinafter referred to as “Kin Yat”, the “Company”) together with its subsidiaries (collectively, the “Group”, “we” or “our”) one of the leading industrial enterprises specialising in manufacturing innovative and excellent quality electronic and mechanical products, our Group have established a wide portfolio of quality products in different aspects, ranging from electrical and electronic products, motor products, to real estate development. With over 40 years of history, we have successfully established and maintained our connections and distribution channels in Shenzhen, Shixing and Shaoguan, the People’s Republic of China (“PRC”) and other Southeast Asian locations. As a reputable company, we continue giving top priority to all stakeholders’ interests and integrating sustainability considerations in our business operation.

With our strong commitment to the well-being of stakeholders and the environment, stringent standards are endorsed in the entire product manufacturing value stream in order to deliver enduring value to our major stakeholders. The Group is pleased to present our sixth environmental, social and governance (“ESG”) report (the “Report”) to communicate meaningful material environmental, social and governance disclosure for the fiscal year.

關於本報告

建溢集團有限公司(以下簡稱「建溢」、「本公司」) 連同其附屬公司(統稱「本集團」、「我們」或「我們的」)是領先於生產創新和提供優質電子及機械產品的工業企業。本集團於各種領域建立廣泛的產品組合，包括電子及機械產品、電機產品及至房地產業務。憑藉近四十年的經驗，我們成功於中華人民共和國(「中國」)深圳、始興及韶關以及其他東南亞地區建立我們的脈絡及分銷渠道。作為一間具聲譽的公司，我們堅持以持份者的最佳利益放在首位，並致力將可持續發展理念融入業務發展。

憑藉對不同持份者的福祉以及對環境的堅定承諾，我們制定嚴格的產品生產以為我們的主要持份者提供持久的價值。本集團欣然刊發第六份環境、社會及管治(「環境、社會及管治」)報告(「本報告」)，總結我們年內於環境、社會及管治表現及舉措。

ABOUT THIS REPORT *(continued)*

Scope of the Report

Unless otherwise specified, the Report presents the Group's ESG management approach, environmental and social performance and material topics within our operational boundaries listed below during the period from 1 April 2021 to 31 March 2022 (the "Reporting Period" or "FY2022"). Mandatory disclosures cover entities and their manufacturing facilities that generate the major revenue of our principal operations. Our main Hong Kong operations include trading businesses operated by Kin Yat Industrial Company Limited and Standard Motor Company Limited. In Mainland China, our main operations plants include production facilities in Shenzhen, Shaoguan, Shixing and Dushan.

關於本報告 *(續)*

匯報範圍

除另行說明外，本報告闡述本集團於二零二一年四月一日至二零二二年三月三十一日期間（「報告期」或「二零二二年財年」）的環境、社會及管治管理方法、環境及社會績效以及下表所述於經營範圍內的重大議題。強制披露的資料涵蓋我們在香港的主要業務，包括由建溢實業有限公司及標準微型摩打有限公司經營的貿易業務。在中國大陸，我們的營運廠房包括深圳、韶關、始興和獨山的生產設施。

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

ABOUT THIS REPORT *(continued)*

Reporting Standard

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

Principles of the Report

The preparation of the Report follows the materiality, quantitative, balance and consistency reporting principles. The report is also prepared in accordance with the "comply or explain" provision for both Environmental and Social sections.

I. Materiality

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

II. Quantitative

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

III. Balance

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

IV. Consistency

The Report has been prepared in the same way in terms of methodology when compared to those in previous years. Performance from two more subsidiary companies, 貴州蒙蘇里花園房地產有限公司 and 韶關市環智實業有限公司 will be included in this ESG report starting from this fiscal Year.

關於本報告 *(續)*

報告準則

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

匯報原則

編製本報告時遵守重要性、量化、平衡及一致性的報告原則。本報告的兩大主要範疇均遵守「不遵守就解釋」的條文披露。

I. 重要性

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

II. 量化

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

III. 平衡

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

IV. 一致性

在編製範圍及方法方面，本報告的編製方式與過往年度相同，本年新增兩附屬公司，分別為貴州蒙蘇里花園房地產有限公司和韶關市環智實業有限公司，其表現亦首次被包括於本報告內。

ABOUT THIS REPORT *(continued)*

Governance Structure

A robust governance structure ensures that sustainability issues will be covered in the Group's agenda and blueprints. Thus, the Group has established a sound sustainability governance structure with the Board focusing on sustainable strategies and taskforce working on executions. The taskforce, comprising full-time staff from different positions, assisted the Board to identify and assess sustainability-related issues. The taskforce also reports to the Board periodically. Whereas The Board sets out major directions on sustainability matters, overseeing all report preparation procedures and ensuring internal controls are effectively applied.

Contact & Feedback

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

United Nations' Sustainable Development Goals

United Nations' Sustainable Development Goals (UN-SDGs) refers to the 17 goals that laid down the foundation to achieve a better and more sustainable future. The Group has long held the belief that sustainability is pivotal for businesses long-term development. Hence we have endeavoured to integrate sustainability into our Company's vision, managerial decisions and day-to-day operations. In addition, we have also encouraged our customers, communities, suppliers and more to jointly contribute to the UN-SDGs.

In acknowledgement of the call of the United Nations, we have identified 9 goals that are the most relevant to our operations, and focus on making positive outcomes in these areas. The goals, indicators and description of our work are consolidated below.

關於本報告 *(續)*

治理架構

健全的治理架構能夠確保本集團的議程和藍圖納入了可持續發展問題。因此，本集團建立了一個健全的可持續發展治理架構，董事會專注於可持續發展戰略，專案組則致力於執行。專案組由來自不同崗位的全職員工組成，協助董事會確定和評估與可持續性有關的問題。專案組還定期向董事會報告。而董事會制定了關於可持續性事項的主要方向，監督所有的報告編製程序，並確保有效實施內部控制。

聯繫與回饋

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

聯合國可持續發展目標

為實現更美好及更可持續的未來，聯合國可持續發展目標(UN-SDGs)奠定了17項的基礎目標。本集團長期以來一直認為，可持續發展是企業長期發展的關鍵所在。因此，我們一直努力將可持續發展納入公司的願景、管理決策和日常運作。此外，我們還鼓勵我們的客戶、社區、供應商等共同為聯合國可持續發展目標作出貢獻。

為了回應聯合國的呼籲，我們已經確定了與我們的業務最相關的9個目標，並專注在這些領域取得積極成果。這些目標、指標和對我們工作的描述綜合如下。

ABOUT THIS REPORT *(continued)*

United Nations' Sustainable Development Goals *(continued)*

關於本報告 *(續)*

聯合國可持續發展目標 *(續)*

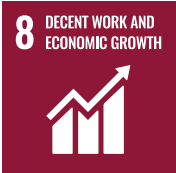
UN-SDGs 可持續發展目標	Targets 針對性目標	Our work 貢獻
 3 GOOD HEALTH AND WELL-BEING	<p>3.8</p> <p>Achieve universal health coverage, including financial risk protection, access to quality essential health-care services and access to safe, effective, quality and affordable essential medicines and vaccines for all.</p> <p>實現全民健康保障，包括提供金融風險保護，人人享有優質的基本保健服務，人人獲得安全、有效、優質和負擔得起的基本藥品和疫苗。</p>	<p>All employees are offered medical insurance and occupational disease screening as a final shield for our employees' health and welfare.</p> <p>為所有員工提供醫療保險和職業病檢查，作為我們員工健康和福利的最後一道屏障。</p>
 3 良好健康与福祉	<p>3.9</p> <p>By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination.</p> <p>到2030年，大幅減少危險化學品以及空氣、水和土壤污染導致的死亡和患病人數。</p>	<p>PRC region staff are also protected from social insurance.</p> <p>中國地區的員工也受到社會保險的保障。</p>
 6 CLEAN WATER AND SANITATION	<p>6.3</p> <p>By 2030, improve water quality by reducing pollution, eliminating dumping and minimising the release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.</p> <p>到2030年，通過以下方式改善水質：減少污染，消除傾倒廢物現象，把危險化學品和材料的排放減少到最低限度，將未經處理廢水比例減半，大幅增加全球廢物回收和安全再利用。</p>	<p>Materials containing toxic substances that pose damaging risks to the environment and wildlife are rigorously prohibited.</p> <p>嚴格禁止含有對環境和野生動物構成破壞性風險的有毒物質的材料。</p>
 6 清潔飲水和衛生設施	<p>6.3</p> <p>Strictly control the wastewater discharge, forbidden disposal of wastewater containing toxic substance.</p> <p>嚴格控制廢水排放，禁止處置含有毒物質的廢水。</p>	

ABOUT THIS REPORT *(continued)*

United Nations' Sustainable Development Goals
(continued)

關於本報告 *(續)*

聯合國可持續發展目標 *(續)*

UN-SDGs 可持續發展目標	Targets 針對性目標	Our work 貢獻
	<p>8.5 By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value.</p> <p>到2030年，所有男女，包括青年和殘疾人實現充分和生產性就業，有體面工作，並做到同工同酬。</p>	<p>Upholding an open attitude to embrace diversity and differences among its employees, the Group hopes to nurture an equal, fair and diverse atmosphere in the workplace.</p> <p>秉持開放的態度，接納員工之間的多樣性和差異，本集團希望在工作場所培養一種平等、公平和多樣化的氛圍。</p>
	<p>8.7 Take immediate and effective measures to eradicate forced labour, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labour, including recruitment and use of child soldiers, and by 2025 end child labour in all its forms. 立即採取有效措施，根除強制勞動、現代奴隸制和販賣人口，禁止和消除最惡劣形式的童工，包括招募和利用童兵，到2025年終止一切形式的童工。</p>	<p>The Group adopts a zero-tolerance approach to child and forced labour. 本集團對童工和強迫勞動採取了零容忍的態度。</p> <p>During the Reporting Period, the Group did not identify cases related to child and forced labour along our internal operation and supply chain. 在報告期內，本集團在內部運作和供應鏈上沒有發現與童工和強迫勞動有關的案件。</p>

ABOUT THIS REPORT *(continued)*

United Nations' Sustainable Development Goals
(continued)

關於本報告 *(續)*

聯合國可持續發展目標 *(續)*



UN-SDGs 可持續發展目標	Targets 針對性目標	Our work 貢獻
	<p>9.4 By 2030, upgrade infrastructure and retrofit industries to make them sustainable, with increased resource-use efficiency and greater adoption of clean and environmentally sound technologies and industrial processes, with all countries taking action in accordance with their respective capabilities. 到2030年，所有國家根據自身能力採取行動，升級基礎設施，改進工業以提升其可持續性，提高資源使用效率，更多採用清潔和環保技術及產業流程。</p>	<p>Upgraded the operational systems in the manufacturing facilities to minimise the environmental impacts with water cooling and heat recovery systems in our production plants. 升級了生產設施的運行系統，盡力減少我們的生產工廠中水冷卻和熱回收系統對環境的影響。</p>
		
	<p>12.2 By 2030, achieve the sustainable management and efficient use of natural resources. 到2030年，實現自然資源的可持續管理和高效利用。</p>	<p>Set out policies to use resources efficiently, the green procurement standard is in place when purchasing raw materials to lighten our environmental impacts while maximise the reuse and recycling possibility of our products. 制定了有效利用資源的政策，在採購原材料時實行既定的綠色採購標準，同時最大限度地提高我們產品的再利用和回收可能性，以減輕我們對環境的影響。</p>
	<p>12.5 By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse. 到2030年，通過預防、減排、回收和再利用，大幅減少廢物的產生。</p>	<p>Apart from that, green policies regarding resources and energy conservation are enacted in offices and factories to lead our employees to live and work in a sustainable way. Our operation is driven by the "3R" Principle - Reduce, Reuse and Recycle to boost resource efficiency and reduce carbon emission. 除此之外，在辦公室和工廠制定了有關資源和能源保護的綠色政策，引導我們的員工以可持續的方式生活和工作。我們的運營以「3R」為原則，即減少、再利用和再循環，以提高資源效率和減少碳排放。</p>

ABOUT THIS REPORT *(continued)*

United Nations' Sustainable Development Goals
(continued)

關於本報告 *(續)*

聯合國可持續發展目標 *(續)*

UN-SDGs 可持續發展目標	Targets 針對性目標	Our work 貢獻
	14.1 By 2025, prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution.	All raw materials are reused as much as possible for production. If the materials cannot be reused, we will seek for potential business partners to recycle the materials before disposal,
	到2025年，預防和大幅減少各類海洋污染，特別是陸上活動造成的污染，包括海洋廢棄物污染和營養鹽污染。	所有原材料都盡可能地重復使用於生產上。若材料不能再重用，我們將尋找潛在的商業夥伴，在處置前對材料進行回收。
		Control the amount of our purchases to avoid over-ordering. 我們會控制採購量，避免過度訂購。

STAKEHOLDER ENGAGEMENT

Stakeholders' expectations and concerns fuel us towards the initiation of sustainable development. The Group strives to devote itself to various key stakeholders, and respond with detailed assessment and integration of corresponding strategies into business operations. The following table illustrated our key stakeholders group and our action in establishing effective communication channels with them.

持份者參與

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

STAKEHOLDER ENGAGEMENT *(continued)*

持份者參與(續)

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

MATERIALITY ASSESSMENT

The sustainable development of a company is closely related to its stakeholders. Effective stakeholder engagement during business operations can help the Group to accurately analyse risk factors, upgrade its business process for future prospects, and fulfil the expectations of stakeholders. For shaping our sustainability strategies and determining the direction of the Report, an independent consultancy firm has been entrusted to conduct a materiality assessment.

Assessment Process

The Group conducts the materiality assessment in the form of an online survey, through which twenty-seven ESG topics with potential impacts on our business operation were identified. These topics are included in the questionnaire provided by our key stakeholders for their responses. Invited stakeholders shall score the potential ESG materials in accordance with their relevance and importance to the Group's business operations and the stakeholders themselves respectively.

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

重要性評估

充分瞭解持份者需求對企業可持續發展尤其關鍵。有鑑於此，重要性評估有助本集團分析風險因素，在滿足持份者期望的同時，可改善其業務流程以開拓未來。為制定我們的可持續發展策略並釐定本報告的方向，亦委聘獨立諮詢公司進行重要性評估。

評估過程

本集團的重要性評估以網上問卷形式進行，問卷中載有27項對我們業務具有潛在影響的環境、社會及管治主題，並邀請我們的主要持份者回覆。被邀請的主要持份者根據其對本集團業務運營和其自身的相關性和重要性分別對各項環境、社會及管治指標進行評分。

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

MATERIALITY ASSESSMENT (continued)

Materiality Matrix

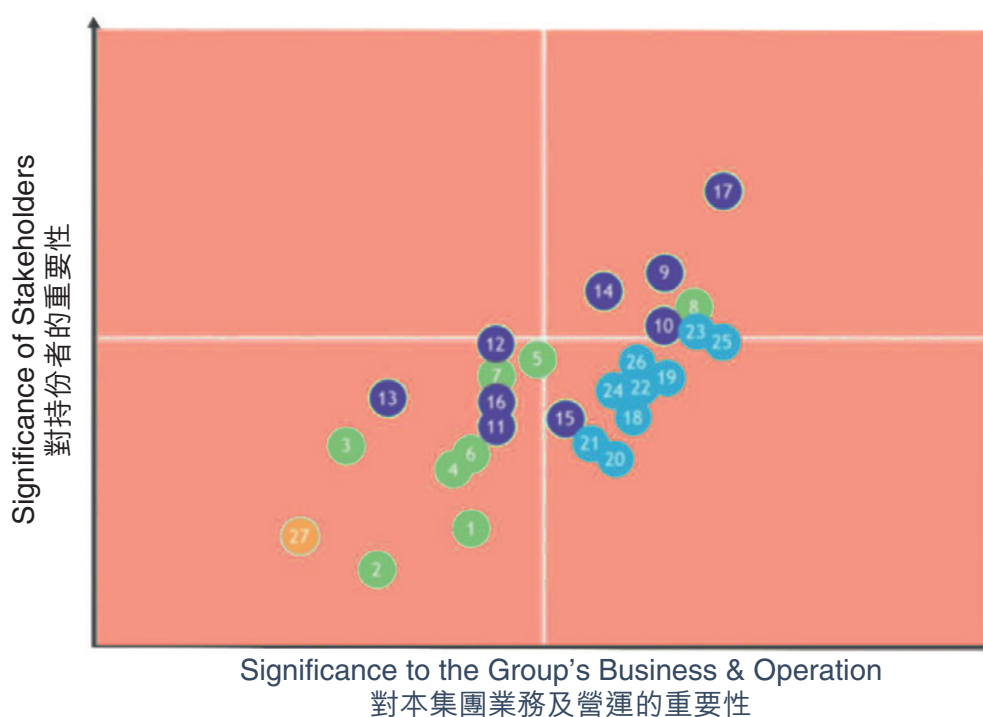
Based on the materiality of each of the ESG issues expressed by the stakeholders, the ESG topics are prioritised and shown in the materiality matrix below:

重要性評估 (續)

重要性矩陣

根據持份者所認為每項環境、社會及管治議題的重要性，每項環境、社會及管治議題已按其優次排列，並於下列重要性矩陣中列示：

Materiality Matrix
重要性矩陣



Environment 環境

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

Employment 僱傭

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

Operation 營運

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

Community 社區

- 27 Community support 社區支援

MATERIALITY ASSESSMENT *(continued)*

Materiality Matrix *(continued)*

According to the results of the materiality matrix, the Group should place extra attention on the prevention of child and forced labour, labour rights, environmental compliance, customer privacy and data protection, labour management relations, and occupational health and safety. Looking forward, the Group will continue to review and develop corresponding ESG policies and targets, as well as optimising the ESG reporting disclosure in order to pursue continuous improvement in our ESG performance in future. Details of our efforts in FY2022 are presented in the later sections.

重要性評估 *(續)*

重要性規陣 *(續)*

根據關鍵性矩陣的結果，本集團應特別注重預防童工及強迫勞工、勞工權益、環境合規、客戶私隱及資料保護、勞資關係以及職業健康及安全。展望將來，本集團將繼續檢討及制訂相應環境、社會及管治政策及目標，改善環境、社會及管治報告的披露，在這三方面追求精益求精。我們於二零二二年財年所作的努力將於稍後章節詳述。

SUSTAINABILITY APPROACH

The Group believes that sustainability is fundamental to the success of its business in the long run, hence, our philosophy is to strive for continuous improvement in line with the sustainability vision of our business. As a socially responsible manufacturer with over 40 years of experience, we have always valued and promoted sustainable development in the following five core areas.



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

可持續方針

就長遠而言，本集團相信可持續發展是其業務成功的基礎，因此，我們的理念是根據我們業務的可持續發展願景努力持續改進。作為一家擁有超過四十年經驗且具有社會責任感的製造商，我們一直重視和推廣以下五個核心範疇的可持續發展。

本集團被國際及行業特定標準，即ISO國際標準及國際玩具工業理事會（「ICTI」）的商業行為守則認可。承認我們制訂日常業務（包括宣傳活動）策略時合乎指引及守則。我們相信遵守上列標準可指引我們以系統化及有效的方式管理營運產生的環境、社會及管治議題。

INTEGRITY IN BUSINESS

The Group highly values integrity in business, as business integrity provides the basis for enterprise reputation. We have zero tolerance for any conduct of corruption, bribery, extortion, fraud and money laundering. To equip employees from all levels with a better understanding of business integrity, we notified all employees of the importance of business integrity and conduct of corruption.

During the Reporting Period, we were not aware of any material breach of relevant laws and regulations, including, but not limited to, the Criminal Law of the PRC, Anti-Money Laundering Law of the PRC, Anti-Unfair Competition Law of the PRC and Prevention of Bribery Ordinance (Cap. 201, the Laws of Hong Kong), nor any legal cases regarding corruption practices against the Group or our employees in both PRC and Hong Kong.

Anti-Corruption

A strict prohibition on corruption is applied to all employees of the Group. New employees are required to sign the anti-corruption commitment. Compulsory training had been provided to all employees in order to convey our stringent anti-corruption standards. The training includes policies and procedures on business integrity, conflict of interest, and information disclosures to prevent any immoral conduct such as offering and accepting gifts, entertainment, rewards, and commission from business partners, unless a declaration is made that these offerings and acceptance are inevitable. The Company has developed a code of conduct (the "Code of Conduct") included in the staff handbook of the Company (the "Staff Handbook") which is based on our values and standards on business ethics. With any violation of the Code of Conduct, the employee will be subject to disciplinary penalties or even legal procession if necessary.

To uphold a high level of transparency and fairness in our business activities, our standards against corruption are also applicable to our customers and business partners. Before the commencement of business, our suppliers are required to sign an anti-corruption declaration. We will terminate the business relationship on any detection of violation against the values and standards of the Group.

誠信經營

本集團堅信必須堅守高水平的商業誠信，皆因企業聲譽與商業誠信息息相關。我們對任何貪污、賄賂、勒索、欺詐及洗黑錢行為均採取零容忍態度。我們向各級員工通知有關上述主題的問題。

於報告期內，我們並無發現任何嚴重違反相關法律及法規，包括但不限於《中華人民共和國刑法》、《中華人民共和國反洗錢法》、《中華人民共和國反不正當競爭法》及香港法例第201章《防止賄賂條例》，亦無任何於中國或香港起訴本集團或其僱員貪污的法律案件。

反貪污

本集團嚴格禁止任何貪污行為。所有新入職之員工必須簽署反貪承諾及參加入職培訓，以了解本集團在商業誠信、利益衝突及披露資料方面的政策及程序。另外我們已安排培訓課程，鼓勵員工行事須遵循道德操守。僱員於任何情況下均不得向客戶、供應商或任何其他商業夥伴收取或提供任何形式的利益，例如，餽贈、款待、獎勵或佣金。倘收受益無可避免，則必須申報。本公司已根據其價值觀和商業道德標準制定了包含在公司員工手冊（「《員工手冊》」）內的行為守則（「《行為守則》」）。若有任何違反《行為守則》，涉事員工將受到紀律處分，嚴重者甚至須面臨法律行動。

為維持我們業務活動的高透明度及公平性，我們的反貪污標準也適用於我們的客戶及業務夥伴。在展開合作前，我們的供應商須簽署一份反貪聲明。倘發現任何違反我們價值及準則的行為，本集團將終止業務關係。

INTEGRITY IN BUSINESS *(continued)*

Anti-Corruption *(continued)*

During the Reporting Period, the Group has encountered no incidents of non-compliance (resulting in a fine or penalty and/or a warning) with all applicable laws and regulations relating to anti-corruption practices at all operating regions and there are no concluded legal cases regarding corrupt practices brought against the Group or its employees.

Conflict of Interest and Fair Competition

The Group strongly requires employees to avoid scenarios of conflict of interest and perform properly when the conflict is inevitable. In order to help employees to perform their duties appropriately, the Code of Conduct provides detailed guidelines for possible scenarios. Employees are expected to make judgement and take action carefully when there is a conflict between their personal and the Group's interests. For instance, to eliminate negative influence on the Group's interests, employees' relationship with the Group's competitors is not allowed. Concealing of conflict of interest may lead to disciplinary actions, including issuance of warning letter and even dismissal.

Other than conflict of interest, it is also significant for the Group to promote a high level of fairness in market competitions. A fair market competition is essential for the maintenance and improvement of the Group's competitive edge and industry sustainability. We adopt a zero-tolerance approach to any practices against fair competition, ranging from cartel agreements and abuse of market power in its business dealings. The standard of fair competition has also been extended to the Group's suppliers and business partners, who are expected to declare their full compliance with the Anti-Unfair Competition Law of the PRC.

誠信經營 *(續)*

反貪污 *(續)*

在報告期間，本集團沒有發現任何違反運營地區與反腐敗法規的事件（導致罰款或處罰和／或警告），也沒有發現針對本集團或其員工的腐敗行為的案件。

利益衝突及公平競爭

本集團強烈要求僱員避免發生利益衝突的情況，並在衝突不可避免的情況下採取適當行動。為了協助僱員適當地履行其職責，《行為守則》中已為可能的情况提供了詳細的指引。當個人利益與集團利益發生衝突時，僱員應謹慎作出判斷並採取行動。舉例而言，他們應避免直接或間接涉及或與本集團競爭對手維持往來，以免影響本集團的最佳利益。未有及早申報利益衝突的僱員可能會面臨紀律處分，包括書面警告或甚至解僱。

除利益衝突外，本集團亦注重確保市場公平競爭。公平的市場競爭對於維護和提高本集團的競爭優勢和保持行業可持續性至關重要。我們對任何違反公平競爭的行為均採取零容忍態度，包括壟斷協議以及在商業交易中濫用市場霸權等反競爭行為。公平競爭的標準也已延伸至本集團的供應商和業務合作夥伴，並必須聲明他們全面遵守《中華人民共和國反不正當競爭法》。

INTEGRITY IN BUSINESS *(continued)*

Whistleblowing System

For fostering an atmosphere of business integrity among employees, the Group initiates and establishes a whistleblowing system which comprises various channels, including opinion boxes, labour unions, hotlines, and the Human Resources Department. Employees can report any suspected business misconduct including bribery, extortion, fraud, money-laundering, and competitive behaviours in an anonymous way with all personal information under proper safeguards. The Administrative Department and other related departments will take prompt investigation. Verified cases will be reported to the relevant authorities such as the Hong Kong Independent Commission Against Corruption for further handling if necessary. During the Reporting Period, we did not receive any reports regarding internal business improprieties mentioned above.

RESPONSIBLE PRODUCTS & EXCELLENT SERVICES

The Group attaches a high level of importance to fulfilling customer needs by providing superior quality and safe products to our valuable customers as well as striving to reduce our environmental impacts. Bringing quality products and worry-free services is always on the top of our list to optimise customer satisfaction. To manage our operation and eliminate quality management risks throughout our product life cycle, including product design, procurement, production, and distribution, the Group endorses a comprehensive quality management system consisting of high-level standards and requirements as a framework.

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

誠信經營 *(續)*

舉報機制

為營造員工誠信經營的氛圍，本集團啟動並設立了包括意見箱、工會、熱線電話、人力資源部等多種渠道組成的舉報制度。員工可以匿名舉報任何涉嫌的商業不端行為，包括賄賂、敲詐勒索、欺詐、洗錢和競爭行為，而舉報人的身份則嚴格保密。個案將呈報有關部門（例如，香港廉政公署）跟進處理。於報告期內，我們並未接獲有關上述不當內部商業行為的舉報。

負責任產品及卓越服務

本集團高度重視完成客戶所求，為我們的重要客戶提供優質安全的產品，並努力減少對環境的影響。提高客戶滿意度的關鍵是於策略上專注於提供優質產品及無憂服務。有見於此，本集團認可了一個由高水平標準和要求組成的綜合品質管制體系作為框架，以消除產品設計以至產品分銷的價值鏈上的質量管理風險。

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

RESPONSIBLE PRODUCTS & EXCELLENT SERVICES *(continued)*

Manufacturing Business

In our strategies to ensure the quality and safety of products and compliance with relevant legal standards, four main stages are identified and emphasised along the value chain, from product design to product distribution.

負責任產品及卓越服務 *(續)*

製造業務

在規劃能確保產品品質及安全以及遵守相關法律標準的策略下，我們專注從產品設計到分銷，其生命週期中的四個主要階段。

1. Product Design

產品設計



- Composed of representatives from departments varying from procurement to top management, the Advanced Product Quality Planning Team shoulders the responsibility of product planning works including but not limited to control plan establishment, production flow design, failure mode and effects analysis, and product feasibility assessment to comprehensively ensure products' fulfilment of customers' needs and expectations.

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

- Environmental impacts, product safety and standards of relevant regulations and laws are taken into consideration during product feasibility assessment that product designs must satisfy these aforementioned elements before the start of production.

產品設計必須在產品可行性評估中滿足環境影響、產品安全及相關法規標準因素才可正式投產。

- Optimise the use of energy-saving and waste reduction manufacturing techniques to minimise the environmental footprint.
- Encourage creativity of employees by rewarding practical innovation and patent projects with a performance-based incentive scheme.

鼓勵員工創新及打造實用的發明及專利並為這些項目設立論功行賞的激勵計劃以鼓勵創新。

RESPONSIBLE PRODUCTS & EXCELLENT SERVICES *(continued)*

Manufacturing Business *(continued)*

負責任產品及卓越服務 *(續)*

製造業務 *(續)*

2a. Procurement (Material Sourcing)

採購 (採購物料)



- Publish a procedure manual to offer guidance to employees along with the procurement process to purchase production materials in alignment with our standards and requirements.

編制程序手冊能指示相關僱員於採購過程中購買符合我們的標準及要求的生產原材料。

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

為確保產品質量。我們不僅只採購耐用、合規、安全及環保的原材料，亦絕不採用含有侵蝕臭氧層物質或其他《中國嚴格限制的有毒化學品名錄》所載化學品的物料。

- Thriving to improve product safety, we are determined to deliver stricter control over harmful chemical substances used in products. The Group proactively attain accreditations from a range of statutory standards including the Restriction of Hazardous Substances (publicly known as “RoHS”), and Registration, Evaluation, Authorisation and Restriction of Chemicals (publicly known as “REACH”) from the European Union.

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

RESPONSIBLE PRODUCTS & EXCELLENT SERVICES *(continued)*

Manufacturing Business *(continued)*

負責任產品及卓越服務 *(續)*

製造業務 *(續)*

2b. Procurement (Supply Chain Management)

採購 (供應鏈管理)



- To optimise the systematic supply chain, we endorse Supplier Management Procedure, including guidelines on supplier selection, verification, approval, and monitoring.

為完善供應鏈以及相關程序。我們設有有關於供應商甄選、審查、批准及監督的供應商管理程序。

- For new suppliers, we will adopt thorough assessment procedures including onsite assessment and documents review to evaluate potential suppliers' backgrounds and performances regarding environmental impacts, product quality and safety, customer services and costs aspects. Suppliers with environmental certifications and environmentally-friendly production technology will be placed with higher priority in our consideration of approved suppliers.

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

- Selected suppliers are required to sign an agreement to show their commitment to comply with the Group's standards and values, including but not limit to, standard related to environmental and product quality and safety. The Group also requires valid test reports issued by certified third-parties on strict use of hazardous substances.

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

- For approved suppliers, monthly quality checks and regular on-site assessment are in place to test their compliance levels and product performance in operation. If their performance fails to meet our standards, the Corrective Action Plan will be delivered promptly. Constant unsatisfied performance may result in discontinuing our business relationship.

每月會對選用的供應商進行品質檢查及進行定期實地評估，確認他們有合規水平及產品的運作性能。若供應商的表現未達我們的標準，將提供糾正行動計劃並要求他們進一步改善。倘若其表現一直不達標，可能會結束雙方的業務合作。

- In the Reporting Period, a total of 512 suppliers (Hong Kong: 43%, PRC: 56%, Others: 1%) were engaged in our operation, all of which are under our Supply Chain Management policies.

於報告期內，我們的營運聘用合共512名供應商（香港：43%、中國：56%、其他：1%），全部均受我們的供應鏈管理政策約束。

RESPONSIBLE PRODUCTS & EXCELLENT SERVICES (continued)

Manufacturing Business (continued)

負責任產品及卓越服務(續)

製造業務(續)

3. Production

生產



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

採用一個高效資源利用及減少負面影響方針。從事生產的附屬公司的生產程序必須符合ISO9001認證的品質管理體系規管，兼顧遵守法規及滿足客戶需求。

- To enhance energy consumption performance and minimise workers' exposure to high occupational risks, the manufacturing subsidiaries have been undergoing transformations from manual handling to automation operation by installation of energy-saving machines.

為提升能源消耗效益及減低僱員進行高風險的操作，從事生產的附屬公司已安裝節能機器並從人工操作轉向自動化運作。

- To safeguard product safety and quality, periodic sample checks and inspections are implemented by qualified personnel for raw materials, during and after the production process.

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

- As governed by the Production Management and Quality Assurance Procedure, we conduct annual checking and equip our manufacturing facilities with precision test instrumentation and laboratories, providing effective and scientific quality-control services.

為確保產品安全及品質，我們亦按生產管理與品質保證程序每年為生產設施配備及實驗室進行精密的測試及監控服務。

- In case of product defects, product defect analysis is carried out to identify the root cause and formula coping strategies in prevention of potential reoccurrence. In the Reporting Period, there was a total of 0% products being recalled due to safety and health issues.

一旦發現產品缺陷，產品會進行缺陷分析，來找出問題的根源，並制定解決方案，以防重蹈覆轍。報告期內，並無任何產品因安全與健康問題而被回收。

RESPONSIBLE PRODUCTS & EXCELLENT SERVICES *(continued)*

Manufacturing Business *(continued)*

負責任產品及卓越服務 *(續)*

製造業務 *(續)*

4. Product Distribution

產品分銷



- Customer satisfaction review is in place for receiving customers' suggestions and feedback, with corresponding strategies followed to further improve our product and service quality.

定期進行客戶滿意度調查，收集客戶建議及反映。並制定相應策略滿足他們的期望以進一步改善產品及服務品質。

- In the event of receiving complaints, instructions and after-sales services systems are implemented for better handling comments from customers. In the Reporting Period, we received 0 number of complaints regarding our products and services. Valuing each feedback from our customers, the Group will make every effort to satisfy the demands and expectations of our customers.

本集團已實施有關接獲投訴時相應指示及售後服務制度以在接獲投訴時更妥善地處理客戶意見。於報告期內，我們接獲0宗有關產品及服務的投訴。

Real Estate Development Business

The Group is committed to promoting responsible construction in its Real Estate Development business. With the idea of “quality builds brand, integrity leads to great achievement”, we attach the same level of significance to controlling our construction quality and business partners' (including subcontractors and suppliers) performances as our manufacturing business. The Group entrusts professional technical employees and engineers to design and verify all buildings to safeguard the safety and security of structures in prevention of health and environmental risks. To improve the environmental performance of the buildings, the Group's construction projects has integrated green building features during the designing stage, such as the installation of greening systems and adoption of energy-efficient systems.

房地產發展業務

本集團致力令其房地產發展業務推動負責任建設。皆因堅守「以品質鑄造品牌，以誠信邁向成功」理念，我們特別注重於監控建築質量及商業夥伴（包括供應商及分包商）的表現。為確保結構安全及絕無健康風險，所有建築物均由專業技術人員及工程師設計及驗證。為提高建築的環保效能，我們的建築項目均於設計階段融入綠色建築特點，如安裝綠化系統和採用節能系統。

RESPONSIBLE PRODUCTS & EXCELLENT SERVICES *(continued)*

Intellectual Property

Understanding Intellectual property (“IP”) rights are indispensable to originality and products’ authenticity and quality, a series of easy-to-follow guidelines for our employees has been implemented to facilitate their handling of any possible relevant situations. The Group insists that any form of patent infringement is strictly prohibited. Violations or misuse of the Group or others’ IP rights shall be subject to disciplinary penalties and legal processing if necessary. At the same time, the Group proactively registers patents in the fields of the product designs and manufacturing techniques created by our employees to safeguard these precious ideas. The Group also holds a series of training programmes and meetings to enhance the awareness in relevance to IP rights protection. E-letters containing relevant knowledge and information are also delivered to employees by email on a regular basis.

Confidentiality and Privacy

Fully acknowledging the significance of confidentiality, the Group makes every effort in prevention of information leakage to safeguard the rights of our employees, customers, and business partners. Protecting and securing their privacy is on the top of our list not only to show our level of common courtesy but also to maintain a trustful relationship. Our Staff Handbook requires all employees to strictly comply with the codes of confidential information protection. Employees are not allowed to copy, transfer and disclose confidential information including clients’ personal information and IP rights related materials internally, unless with obtainment of prior consent from management and customers. At the same time, a confidentiality agreement is incorporated in the labour contract to allow all staff to thoroughly understand their obligations of securing confidentiality of the Group and clients. The Group will not hesitate to carry out immediate corrective actions towards any violation of confidentiality. The staff involved shall be subject to dismissal or legal actions. During the Reporting Period, we were not aware of any material non-compliance with laws and regulations relating to privacy matters, including the Personal Data (Privacy) Ordinance (Cap. 486, the Laws of Hong Kong), when providing products and services in Hong Kong and PRC.

負責任產品及卓越服務 *(續)*

知識產權

了解知識產權（「知識產權」）對創意和產品的真確性和品質至關重要，因此，我們為僱員制訂一系列便於遵守的準則，以備他們需處理相關情況時使用。本集團不接受任何形式的侵權行為，違反或不當使用知識產權的行為將招致紀律處分。為保護得來不易的意念，本集團積極為僱員創造的產品設計及製造技術註冊專利。此外，本集團亦籌辦培訓計劃及會議，以提高僱員對知識產權的意識。亦會定期向員工傳遞包含相關知識及資訊的電郵。

保密及私隱

明白客戶對私隱的關注，本集團盡一切努力防止資訊洩露，以維護我們的員工、客戶和業務合作夥伴的資料及隱私。為了尊重及取信於客戶及商業夥伴，正不遺餘力地保護他們的隱私。根據《員工手冊》規定，全體僱員必須嚴格遵守有關保護機密資料的守則。未經管理層或客戶事先同意，僱員不得複製、轉移及披露客戶及其知識產權資料等受限制資料。為使僱員更為警惕此事宜，在僱傭合約中加入保密協定，所有僱員必須徹底了解他們的責任所在，並承諾保護本集團及其客戶的敏感資料。假如出現違反保密規定的情況，本集團將毫不猶豫採取糾正措施，涉事僱員將面臨解僱或法律行動。於報告期內，我們並無發現於香港及中國提供產品及服務時嚴重違反有關私隱事宜的法律及法規，包括香港法律第486章《個人資料（隱私）條例》。

RESPONSIBLE EMPLOYMENT

The Group highly values talented and experienced employees that are considered a key foundation for the sustainability of our business. The Group pays attention to each employee's development, employment conditions, and workplace standards. Also, the Group is devoted to the promotion of equality and harmony among the employees as well as the maintenance of safety and health in the workplace.

Healthy and Safe Workplace

To prepare for the unpredictable accidents, the Group puts occupational accident prevention at the top of our list, especially with the aim of creating a safe working environment for people working in manufacturing plants and construction projects. The idea of "Safety First, Prevention Matters" is the basis of our work process and guidelines. To keep up with the pace of business development, qualified third parties are engaged to regularly review our management approaches and practices in the area of occupational health and safety ("OHS").

負責任僱傭

本集團高度重視人才和具經驗的員工，並視其為我們業務可持續地發展的關鍵基礎。因此，我們一直關注每位員工的發展、就業條件及工作場所標準。除此以外，本集團亦致力營造員工之間的平等與和諧的風氣，以及維護工作場所的安全與健康。

健康及安全工作場所

事故可能隨時發生，作出未雨綢繆至為重要。本集團將預防職業事故列為首要任務，尤其是為在製造廠房和建築項目工作的人員創造一個安全的工作環境。我們的工作程序及指引建基於「安全第一，有備無患」理念。為跟隨行業發展的步伐，已委託合資格第三方定期審查我們的職業健康與安全（「職業健康與安全」）管理方針及常規。

RESPONSIBLE EMPLOYMENT *(continued)*

Healthy and Safe Workplace *(continued)*

During the Reporting Period, we were not aware of any material breach of relevant laws and regulations in PRC and Hong Kong pertaining to providing a safe working environment and protecting employees from occupational hazards, such as the Work Safety Law of the PRC, the Prevention and Control of Occupational Diseases of the PRC, Fire Control Law of the PRC, Occupational Safety and Health Ordinance (Cap. 509, the Laws of Hong Kong) and Employees' Compensation Ordinance (Cap. 282, the Laws of Hong Kong). There are no work-related fatalities for the past three years (including this Reporting Period).

負責任僱傭 *(續)*

健康及安全工作場所 *(續)*

於報告期內，我們並無發現於中國及香港嚴重違反有關提供安全工作環境及保護僱員免受職業危害的相關法律及法規，例如，《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》、《中華人民共和國消防法》、香港法例第509章《職業安全及健康條例》及香港法例第282章《僱員補償條例》。而在過去三年（包括匯報年度）每年因工亡故的人數及比率為零。

Safety Goals and Achievements in FY2022

於二零二二年財年的安全目標及成就

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

¹ The calculation of the work injury rate is dividing the number of work-related injuries by the sum of the total number of resigned employees in the Reporting Period and the number of employees as at 31 March 2022. The quotient is then multiplied by 1,000.

¹ 工傷率的計算方法乃將工傷宗數除以報告期內離職僱員總數與截至二零二二年三月三十一日的僱員人數的總和，再將所得出的商數乘以1,000。

RESPONSIBLE EMPLOYMENT *(continued)*

Healthy and Safe Workplace *(continued)*

OHS Management

A centralised management approach is advocated for our manufacturing facilities, and all OHS-related issues are handled by the appointed Environment, Health and Safety Committee (“EHS Committee”). The committee is made up of representatives from relevant departments and is responsible for implementing and supervising various health and safety initiatives to maintain safe production. The EHS Commission’s responsibilities include, but are not limited to, setting and reviewing occupational health and safety goals, identifying potential hazards, developing and implementing preventive strategies, and promoting occupational health and safety ideas.

負責任僱傭 *(續)*

健康及安全工作場所 *(續)*

職務健康與安全管理

我們提倡對生產設施實行集中管理，所有與職業健康安全相關的問題都由指定的環境、健康和安全管理委員會（「環境、健康與安全委員會」）處理。該委員會由相應部門的代表組成，負責實施和監督各種健康和安全管理舉措，以維護安全生產。環境、健康與安全委員會的職責包括但不限於制定和審查職業健康安全目標，識別潛在危險，制定和實施預防策略，以及推廣職業健康安全理念。

Establishment and review of OHS objectives

訂立及審視職業健康與安全目標

The EHS Committee will hold meetings on a bimonthly basis to summarise the manufacturing facilities’ safety performance, identify areas of improvement, and analyse needed resources before updating the OHS objectives.

環境、健康與安全委員會每兩個月召開一次會議，總結並傳閱生產設施的安全資料及數據。其後委員會將找出職業健康與安全目標相關的改善之處並分析所需資源。

Identification of potential hazards

識別隱患

The EHS Committee is responsible for conducting an annual identification of potential safety risks to figure out hazards faced by different positions, especially for machine operator and technician that involves high occupational risks, including noise, air pollution, chemical hazard. Machine usage as well as previous identification results are considered during the identification process. To enhance the credibility of the identification, qualified third-parties are entrusted to implement an identification report independently.

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

RESPONSIBLE EMPLOYMENT *(continued)*

Healthy and Safe Workplace *(continued)*

OHS Management *(continued)*

負責任僱傭 *(續)*

健康及安全工作場所 *(續)*

職務健康與安全管理 *(續)*

Formulation and implementation of prevention strategies

制定及實施預防策略

Regular inspections are conducted by the EHS Committee to ensure that workers are following the instructions. If a defect is found, corrective action will be taken immediately. In addition, routine operations and machine maintenance are performed to ensure that the safety components function properly.

環境、健康與安全委員會定期進行視察以確保工人遵守指示及指引。一旦發現問題本集團會即時採取糾正措施。此外，亦為日常運作機器進行保養，確保安全組件運作正常。

Appropriate policies and necessary personal protective equipment (“PPE”) are designed on the basis of identified potential risks and give workers clear and plausible work instructions to follow before developing a safe operation manual. The manual will be distributed to all relevant departments and the PPE will be provided to workers at identified risks to implement safety measures.

根據所識別的隱患，設計相應策略及所需的個人防護設備（「個人防護設備」）並為工人及主管在編製安全操作手冊前提供清晰可靠的工作指引。有關手冊將分發予所有相關部門，並為暴露於風險的工人提供個人防護設備。

OHS Promotion

推廣職業健康與安全

Regular training sessions are in practice to enhance all employees’ safety knowledge and awareness. The training covers the use of personal protective equipment, inherent hazards in the sites, emergency procedures and chemical handling. As for workspace hygiene, a promotion board has been installed in the living zone of the workspace for displaying promotion posters and in-house rules. Through our broadcast system during lunch time, our employees are also educated on related in-house rules.

定期舉辦個人防護設備使用方式、場地固有隱患、應變程序及處理化學品相關的培訓課程，以提高所有僱員的安全知識及警覺。我們亦於工作場所的起居空間裝設告示板，用於張貼有關工作場所衛生的宣傳海報及內部規則。

RESPONSIBLE EMPLOYMENT *(continued)*

Healthy and Safe Workplace *(continued)*

OHS Management *(continued)*





Four major safety risks were identified throughout our manufacturing operation in FY2022. The related measures proposed and implemented are summarised below:

負責任僱傭 *(續)*

健康及安全工作場所 *(續)*

職務健康與安全管理 *(續)*

在二零二二年財年，我們於整個製造業務營運中確定四項主要安全風險。已經實施及建議實施的相關措施概述如下：

<p>Fire 火警</p> 	<p>Establish conspicuous fire-fighting equipment zones 於當眼處設立消防設備區域 Conduct regular inspection on fire-fighting and fire alarm facilities 定期檢查消防及警報設備</p>	<p>Design emergency plan, reporting system and evacuation route 制訂應變方案、報告制度及逃生路線 Display evacuation plan at prominent positions 於當眼處張貼逃生路線圖 Regularly conduct fire drills and trainings 定期舉行火警演習及培訓</p>
<p>Electric Shock 觸電</p> 	<p>Check the qualification of machine operators to ensure that are licensed and qualified 核查資歷，確保所有機器操作員已取得牌照及資格 Provide protective equipments such as insulated electrical gloves to workers 為工人提供絕緣手套等個人防護設備</p>	<p>Comply with the General Guide for Safety of Electric User (GB/T 13869-92) 遵守《用電安全導則》(GB/T 13869-92) Regularly conduct inspection and maintenance for machines 定期檢查及保養機器</p>
<p>Equipment Malfunction 設備故障</p> 	<p>Install shields and safety components for machinery that pose great risks to workers 為安全風險高的機器安裝防護罩及安全組件</p>	<p>Regularly conduct inspection for equipment abrasion and damage 定期檢查設備有否磨損及損壞 Organise trainings on operational safety regularly 經常舉辦工作安全的培訓</p>
<p>Noise 噪音</p> 	<p>Set up sound cap in the workplace (< 85dB) 訂工作場所噪音上限（低於 85 分貝） Arrange rotation shifts to reduce the effect of noise exposure due to prolonged exposure 安排輪班工作，以減少因長時間暴露於噪音的影響</p>	<p>Provide PPE such as earplugs to workers 為工人提供耳塞等個人防護設備 Organise regular body check for workers 為工人安排定期身體檢查</p>

RESPONSIBLE EMPLOYMENT *(continued)*

Healthy and Safe Workplace *(continued)*

OHS Management *(continued)*

In our real estate construction projects, subcontractors are required to hire at least one qualified safety officer per project to implement safety measures, conduct regular on-site inspections and monthly meetings to fix defects. All field safety issues need to be addressed. There is an integrated yearly performance review to review subcontractor security measures implementation, construction quality, and document submission status. A system of rewards and penalties has been introduced to provide further motivation to subcontractors, giving cash rewards and penalties to the top three and bottom three companies, respectively.

At the same time, the Group raises the same concerns to office staff. Regular cleaning and good personal hygiene notifications to employees will ensure that your workplace is always at a satisfactory level of hygiene. Various medical institutions are invited to hold exchange sessions to show their employees' interest in health. In addition, all employees are offered medical insurance and occupational disease screening as a final shield for our employees' health and welfare.

負責任僱傭 *(續)*

健康及安全工作場所 *(續)*

職務健康與安全管理 *(續)*

房地產項目方面，我們要求承辦商每個項目至少聘請一名合資格安全主任，定期進行實地考察及月度會議以糾正問題。每年進行一次綜合表現評估，審視承包商的安全措施執行情況、施工質素及提交文件情況。為進一步激勵分包商，引入了獎懲制度，分別對前三名和後三名公司給予現金獎懲。

此外，本集團亦對辦公室員工作出一致的關顧。定期打掃及提醒僱員保持良好個人衛生，使工作場所一直保持整潔衛生。為表示對僱員健康的關懷，邀請多間醫療機構舉行分享會。此外，亦為所有員工提供醫療保險和職業病篩查，作為員工健康和福利的最終保障。

RESPONSIBLE EMPLOYMENT *(continued)*

Healthy and Safe Workplace *(continued)*

Emergency Preparedness

Regarding any accidents and incidents, it is important to always be prepared for any eventuality. As a result, an emergency plan has been established to guide our staff in reporting, responding to and investigating different types of emergencies, including but not limited to chemical leaks, fires, and natural disasters. To help our staff familiarise themselves with the exits and correctly use the proper equipment to handle emergency situations. Moreover, the Group held emergency drills to increase their knowledge on the procedures and enable them to act immediately in the event of an emergency.

Apart from the emergency plan aforementioned, the Group has also adopted the occupational accident and occupational accident management reference system to manage occupational accidents. Our Administrative Department is responsible for resolving all work-related cases by investigating the root cause(s) of the accident as governed by the standard. The Department is also in charge of correcting the existing safety conditions, management methods and safety practices to prevent potential reoccurrence. After unfortunate events occur, the Group will make every effort to support the medical treatment of employees and provide appropriate social security compensation. With a dedication to workplace safety and employee well-being, there have been 0 work-related deaths in the past three reporting periods, but 507 lost days in total which is attributed to 20 cases of work injury in FY2022 were recorded.

負責任僱傭 *(續)*

健康及安全工作場所 *(續)*

應變準備

對於任何事故和事件，作出未雨綢繆至為重要。因此，我們製定了針對化學品洩漏、火災和自然災害等的應急計劃，以指導僱員報告、應對和調查不同類型的緊急情況，以及指導員工熟悉出口，並正確使用適當的設備處理緊急情況。此外，本集團亦定期舉行應急演習，讓他們重溫程序，並使他們能够在緊急情況下立即採取行動。

除上述應急預案外，本集團還制定了工傷及事故管理標準，處理工作場所的事故。我們的行政部門負責處理所有與工作有關的個案，調查事故的成因，以解決所有與工作相關的案件。該部門還負責糾正現有的安全情況、管理方針和安全慣例，以防止事故再次發生。一旦不幸事件發生，本集團將竭盡所能負擔僱員的治療，並根據適當社會保險賠償。有賴我們對工作場所安全及僱員福利的關注，於過去三個報告期內並無發生因工身亡事故，唯損失共507天的工作天數，這歸因於二零二二年財年中發生了20宗工傷事故。

RESPONSIBLE EMPLOYMENT *(continued)*

Healthy and Safe Workplace *(continued)*

Emergency Preparedness *(continued)*



負責任僱傭 (續)

健康及安全工作場所 (續)

應變準備 (續)

RESPONSIBLE EMPLOYMENT *(continued)*

Healthy and Safe Workplace *(continued)*

Fight against COVID-19

The Group attaches a high level of concern to the protection of the health of employees during the COVID-19 pandemic. In addition to following government agency guidelines in the cities where we operate, we have taken countermeasures to combat the outbreak and maintain a safe workplace. Body temperature measurement is mandatory daily to ensure that every employee is in good health. At the same time, disinfection teams are trained to perform daily disinfection of all areas of the workplace to maintain workplace hygiene. Employees are also provided with alcohol swabs and sanitising gel for regular cleaning.

負責任僱傭 (續)

健康及安全工作場所 (續)

對抗新冠肺炎

於新冠肺炎肆虐期間，本集團非常重視保障僱員健康。除了嚴格遵守營運所在城市的政府當局指示，我們還採取了應對措施來維持工作場所安全來對抗疫情。僱員每天必須進行體溫測量，以確保每位員工健康狀態良好。同時，對消毒小組進行培訓，對工作場所的所有區域進行日常消毒，以保持工作場所衛生。此外，僱員獲發清潔液及酒精抹手紙，供他們進行定期清潔。



RESPONSIBLE EMPLOYMENT *(continued)*

Labour Standards

Acknowledging the significance of labour standards, the Group is committed to promoting ethical work and protecting the interests of its employees by strictly complying with applicable laws and regulations in the PRC and Hong Kong. No violations of relevant laws and regulations regarding the prevention of child and forced labour, including the Labour Law of the People's Republic of China, the Child Labour Prohibition Clause and the Employment Ordinance (Cap. 57, the Laws of Hong Kong), are detected during the Reporting Period.

The Group adopts a zero-tolerance approach to child and forced labour. To protect minors and our employees from slavery, debt and forced labour in the workplace, rigorous identification and background checks are carried out during the recruitment and employment process. Therefore, the Group is able to ensure that candidates are qualified for the job and have reached the statutory age. With any discovery of child labour or forced labour in the workplace, the Group will not hesitate to take remedial measures, in particular by imposing sanctions against perpetrators and review our management practices to prevent them from recurring.

To let our employees comprehensively apprehend their rights and scope of work, the Group requires all the employees to sign a legal binding contract on a voluntary and truthful basis. The contract is drafted with associated countrywide and worldwide requirements and policies which provides safety and security to both the Group and all employees. Both parties should agree at the phrases and situations earlier than the commencement of employment. Additionally, we admire our employees' choices that they are unfastened to go away from their role with prior notifications. The anti-child and pressured labour coverage extends to our manufacturing chain. With any employment of child and forced labour detected, the providers will no longer be considered as the partners of the Group. During the Reporting Period, the Group did not identify cases related to child and forced labour along our internal operation and supply chain.

負責任僱傭 (續)

勞工準則

集團明瞭勞工準則的重要及其關鍵作用，致力於通過嚴格遵守中國和香港的適用法律法規，促進道德工作及保護員工利益。在報告期內，未發現任何違反有關防止童工和強迫勞動的法律法規的行為，包括《中華人民共和國勞動法》、《禁止童工條款》和香港法例第57章《僱傭條例》。

本集團對童工和強迫勞動採取零容忍態度。為了保護未成年人和我們的員工免受工作場所受欺凌、債務和強迫勞動，我們在招聘和就業過程中進行了嚴格的身份鑒定和背景調查。因此，集團能夠確保候選人符合該職位的資格，並達到法定年齡。一旦發現工作場所存在童工或強迫勞動，本集團將即時採取補救措施，並檢討管理方針以堵塞漏洞，包括處罰肇事者及審視我們的管理方法，以防止事件再次發生。

為了讓僱員全面了解自身權益及其工作範圍，他們需要按自願及公平基準簽署具法律約束力的合約。考慮到相關國家及國際標準及法規，擬定合約乃為全體僱員及本集團提供保護及保障，僱傭雙方必須於僱傭開始前就條款及條件達成一致。此外，我們尊重僱員的決定，他們可於事先通知後自由離職。反兒童及具強迫性勞動力覆蓋範圍延伸到我們的製造鏈。如果發現任何僱用童工和強迫勞動的情況，該供應商將不再被視為本集團的合作夥伴。在本報告所述期間，本集團沒有在我們的內部運營和供應鏈中發現與童工和強迫勞動有關的案件。

RESPONSIBLE EMPLOYMENT *(continued)*

Employment Conditions

To retain talents and maintain the sustainability of the business development, it is highly essential to apply fair reward and compensation, anti-discrimination, safety of workplace and ethical behaviour. Thus, the Group is devoted to the construction of employment practices that are appropriate, motivating, and beyond the industry's standards. Competitive remuneration packages are offered regarding high-calibre talents' experience, qualifications and responsibilities. To adjust salary and job position and provide fringe benefits such as year-end bonus, an individual's performance regarding working quality is evaluated annually.

All full-time staff are entitled to statutory holidays and paid annual leave as well as additional leaves such as marriage leave, maternity leave, compassionate leave, and jury duty leave. To its permanent employees, the Group provides health insurance (for both Hong Kong and PRC staff) and social insurance (for PRC staff) to protect them from unexpected health and economic risks. Also, working overtime is not encouraged because a work-life-balanced life is valued. However, if necessary, employees will be granted overtime pay as compensation. The Group offers suitable candidates with other compensations and allowances such as business travel compensation, housing allowance and so on. Our Administrative Department will review and update our employment practices on a regular basis to keep up with the industry's standards. During the Reporting Period, we were not aware of any breach of relevant laws and regulations in PRC and Hong Kong relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunities, diversity, anti-discrimination, and other benefits and welfare, including the Labour Law of the PRC, Labour Contract Law of the PRC and Employment Ordinance (Cap. 57, the Laws of Hong Kong).

負責任僱傭 (續)

僱傭條件

為了保留人才並保持業務發展的可持續性，實施公平的獎勵和補償、反歧視、工作場所安全和道德行為為至關重要。因此本集團致力於為員工提供符合道德、公正不偏的行業標準。並根據優秀人才的經驗、資格及職責提供具競爭力的薪酬待遇，每年對工作質素、安全及環境方面的個人表現進行評估，據此調整工資及職位並提供年終花紅等額外福利。

所有全職員工都有權享受法定假日和帶薪年假，以及額外的假期，如婚假、產假、恩恤假和陪審團值班假等。本集團亦為全職員工提供健康保險（香港和中國員工）和社會保險（中國員工），以保護他們免受意外的健康和經濟風險。此外，本集團期望僱員追求工作生活平衡；因此，如非必要，並不鼓勵超時工作。合資格僱員亦可獲發其他補償及津貼，例如，出差補償及住房津貼等。行政部門將定期審查及更新我們的僱傭慣例，緊貼行業標準。於報告期內，我們並無發現於中國及香港違反有關補償及解僱、招聘及晉升、工時、假期、平等機會、多元化、反歧視以及其他福利及待遇的相關法律及法規，包括《中華人民共和國勞動法》、《中華人民共和國勞動合同法》及香港法例第57章《僱傭條例》。

RESPONSIBLE EMPLOYMENT *(continued)*

Employment Conditions *(continued)*

Upholding an open attitude to embrace diversity and differences among its employees, the Group hopes to nurture an equal, fair and diverse atmosphere in the workplace. The concept of anti-discrimination has been incorporated into the business operation. As governed by the Staff Handbook, any discrimination and harassment are prohibited regardless of our employees' gender, sexual orientation, age, colour, nationality, disability, religion, pregnancy, political inclination, union membership or socioeconomic status. In addition, the Group attaches a high level of importance to the transparency of recruitment and appraisal procedures. All recruitment and appraisal decisions are only made based on candidates' capability and performance, including education qualifications, abilities, attitude, knowledge, experience and performance. At the same time, the Group safeguards the equal opportunity of every employee in recruitment, transfer, promotion, performance appraisal, training, benefits as well as compensation. Regarding misconduct of employees, employees are encouraged to report through a broad range of channels, such as departmental managers, the Administrative Department, and the opinion boxes. To protect the complainants, all reported information will be kept with confidentiality principle and we will conduct prompt investigations to verify the reporting. During the Reporting Period, we did not receive any complaints from our employees regarding labour practices, discrimination and harassment.

負責任僱傭 *(續)*

僱傭條件 *(續)*

本集團海納百川，開放的態度對待員工的多樣性和差異，希望在工作場所營造平等、公平和多元化的氛圍。反歧視的概念已納入企業運營。誠如《員工手冊》所規定，我們禁止因性別、性取向、年齡、膚色、國籍、殘疾、宗教、懷孕、政治取向、工會成員或社會經濟地位而歧視及騷擾同事。此外，本集團高度重視招聘和評估程式的透明度。所有招聘和評估決定僅根據候選人的能力和表現作出，包括學歷、能力、態度、知識、經驗和表現。同時，本集團保障每位員工在招聘、調動、晉昇、績效考核、培訓、福利以及薪酬方面的平等機會。關於員工的不當行為，我們鼓勵員工通過各種通路舉報，如部門經理、行政部門和意見箱。為保障投訴人，上報的所有資料均嚴格保密。在適當情況下，我們將進行調查及糾正。在報告期內，我們沒有收到任何來自員工的關於勞動實踐、歧視和騷擾的投訴。

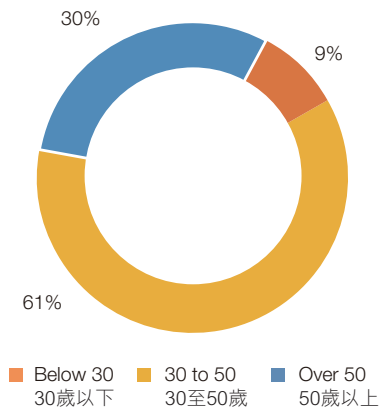
RESPONSIBLE EMPLOYMENT *(continued)*

Employment Conditions *(continued)*

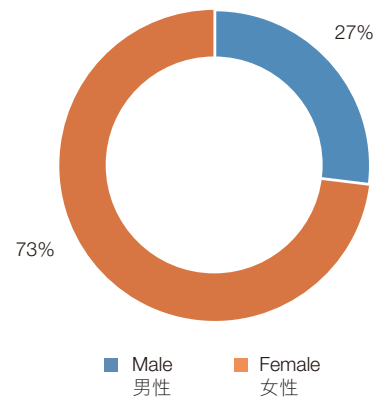
Employee Profile

At the end of the Reporting Period, the total number of full-time employees and part-time employees are 4,222 and 1,142 respectively across PRC and Hong Kong.

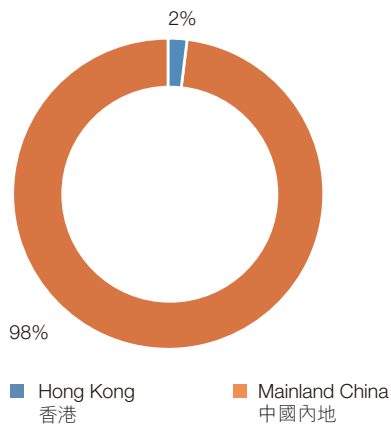
Age Profile 年齡概況



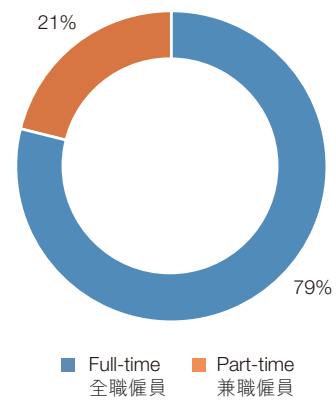
Gender Profile 性別概況



Geographical Region Profile 地區概況



Employment Type Profile 僱傭類型概況



負責任僱傭 (續)

僱傭條件 (續)

僱員概況

於報告期結束時，中國及香港的全職僱員總數為 4,222名而兼職員工為1,142名

RESPONSIBLE EMPLOYMENT *(continued)*

Employment Conditions *(continued)*

Employee Turnover

The employee turnover rates of office and factory² are 48% and 192% respectively. As a result of the business nature of the manufacturing facilities which cover Shenzhen KYP, Shaoguan Turbo, Shixing Motor, Guizhou Motor and 韶關市環智實業, the turnover rate is higher than that of the office-based operations, including KYI, Standard Motor and Guizhou Property.

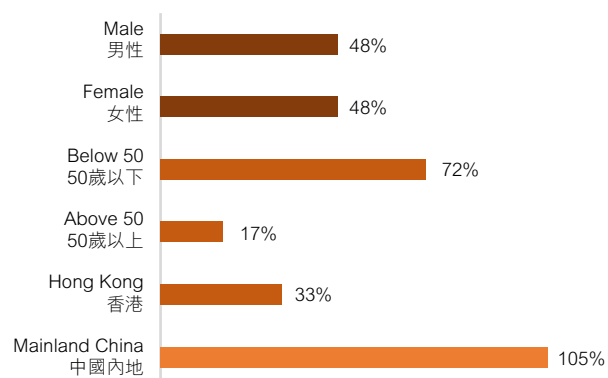
負責任僱傭 *(續)*

僱傭條件 *(續)*

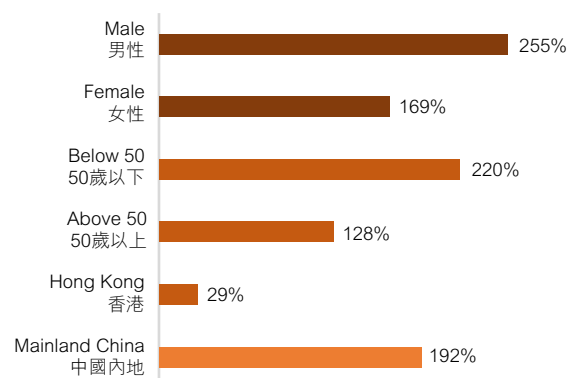
僱員流失率

辦公室及廠房僱員的流失率²分別為48%及192%。鑑於生產設施(包括深圳建溢寶、韶關德寶、始興馬達、貴州電機及韶關市環智實業)的業務性質,其流失率高於辦公室業務(包括建溢實業、標準摩打及貴州房地產)。

Employee Turnover Rate of Office
辦公室僱員流失率



Employee Turnover Rate of Factories
廠房僱員流失率



² The turnover rate is calculated based on the statistical data as of 31 March 2022.

² 流失率乃根據截至二零二二年三月三十一日的統計數據計算。

RESPONSIBLE EMPLOYMENT *(continued)*

Development and Training

It is of pivotal significance to provide professional competency and development to our employees. To promote sustainable business development, the Group fosters a culture of continuous development to fulfil the potential of its employees. Before developing a continuity training plan, it is essential to determine the training needs of the staff and the service's operations. At the end of each year, the Human Resources Department invites all departments to complete a questionnaire about their training details. Requirements, topics, results, format, duration and materials of training are included in the Continuing Education Plan. As the assessment of the training outcome, post-training questionnaires, tests and surveys are put in place for deepening the understanding of the employee's learning process, testing their acquired knowledge, and making adjustments.

To facilitate the improvement of the capabilities of our employees and keep up with the latest market trends, the Group offers various types of training programs covering job-specific skills and knowledge, industry-wide practices and regulations, occupational health and safety, management skills, as well as personal development. For newcomers, the Group has also designed a series of introductory training programs to inform them of the company's background and culture, rules, remuneration and employee benefits. In addition, the Code of Conduct is adopted to help them adapt to the new working environment. Other specific knowledge such as operational practices, safe production and environmental management systems are also offered depending on the needs of our employees. To ensure that they are able to absorb the right information and knowledge needed for their duties, all newly hired employees must pass a post-training exam before the commencement of work. To stay informed about trends and maintain one step ahead, the Group encourages its employees to take part in external training by offering scholarships. It is also expected professional external speakers can provide a fresh perspective on industry practices and the latest market information on current regulations and the business environment, inspiring the generation of refreshment of new ideas.

負責任僱傭 *(續)*

發展及培訓

本集團深信，僱員的專業技能及發展對企業發展舉足輕重。為促進永續業務發展，本集團培養持續發展的文化以發揮員工的潛力。在制定連續性培訓計劃之前，必須確定員工和服務運營的培訓需求。每年年底，人力資源部邀請所有部門填寫一份關於其培訓細節的問卷。定期評估培訓課程的要求、主題、結果、形式、時長和資料，以持續改善年度計劃。同時利用問卷、測試和調查提升學員的工作表現。

為了促進員工能力的提高並跟上最新的市場趨勢，本集團提供了各種類型的培訓計畫，包括崗位技能和知識、行業慣例和法規、職業健康和安全管理技能以及新員工的個人發展。新入職員工能參加專設的入職培訓，課堂上簡明扼要地介紹我們的公司背景及文化、員工薪酬福利、行為準則及營運慣例。此外，《行為守則》的簡介亦能幫助他們適應新的工作環境。亦根據他們的工種提供其他特定知識，例如，操作常規、安全生產及環境管理制度。為了確保他們能夠吸收履行職責所需的正確資訊和知識，所有新僱用的員工必須在開始工作之前通過在職訓練考試。為了瞭解趨勢並保持其優勢，本集團通過提供獎學金鼓勵員工參加外部培訓。此外，專業的外部演講者還可以提供行業實踐的新視角以及當前法規和商業環境的最新市場資訊，可藉此開闢新見地。

RESPONSIBLE EMPLOYMENT *(continued)*

Development and Training *(continued)*

負責任僱傭 *(續)*

發展及培訓 *(續)*

Induction Training 入職培訓	Internal Training 內部培訓	External Training 外部培訓
<ul style="list-style-type: none">• Overview of Staff Handbook 簡介員工手冊• Company culture & background 公司文化及背景• In-house rules 內部守則• Safety & environmental management systems 安全及環境管理制度	<ul style="list-style-type: none">• Technical skills (e.g., machine operation, on-site management, etc.) 技能(操作機器、現場管理等)• Management systems (e.g., ISO9001, ISO14001, RoHS etc.) 管理體系(ISO9001、ISO14001、RoHS等)• Job-related knowledge 與職位相關知識	<ul style="list-style-type: none">• Seminars organised by industry professional institutions or organisations 行內專業組織或機構舉辦演講

Understanding the significance of workplace recognition in boosting employees' involvement and increasing loyalty, the Group adopts periodic performance-based appraisals. Therefore, the Group is able to actively monitor employees' performance with various aspects considered. Constructive feedback will be offered from the supervisors to facilitate the improvement of employees' productivity. At the same time, to offer motivation for our employees to engage in continuous study, we have incorporated employees' learning performance into the current appraisal system and outstanding employees will be recognised and rewarded.

瞭解於工作崗位上被認可對提高員工參與度和忠誠度的重要性，本集團採用定期績效評估。因此，本集團能夠從各個方面積極監控員工的績效。上司提供具建設性的回饋可以提高員工生產力。同時，為了激勵員工不斷學習，我們將員工的學習成績納入當前的考核體系，優秀員工將得到表彰和獎勵。

RESPONSIBLE EMPLOYMENT (continued)

Development and Training (continued)

Divided by gender and employee category, the staff training profile as of the end of the Reporting Period is illustrated in the table below:

負責任僱傭 (續)

發展及培訓 (續)

截至報告期末，按性別及僱員類型劃分的員工培訓概況如下表所示：

	FY2022 二零二二年財年	FY2021 二零二一年財年	FY2020 二零二零年財年
Total number of hours of training received by employees 僱員受訓總時數	144,809	108,212	52,743
Average hours of training per employee and percentage (%) of employees who received training 僱員受訓平均時數	27.00 (227%)	N/A	7.22 (337%)
By gender 按性別劃分			
Female 女性	9.96 (35%)	14.39 (62%)	5.31 (60%)
Male 男性	15.50 (65%)	20.75 (38%)	12.23 (40%)
By employment category 按僱員類型劃分			
Senior management 高級管理層	9.15 (2%)	10.76 (1%)	6.33 (2%)
Management/supervisor 管理層／主管	8.59 (9%)	8.64 (3%)	3.45 (5%)
General staff 一般員工	4.78 (89%)	17.57 (96%)	7.83 (93%)

RESPONSIBLE EMPLOYMENT *(continued)*

Harmonious Workplace and Communication

Understanding that proactively listening and responding to employees' needs will contribute to their belongingness and productivity, the Group has established a multi-channelled reporting system. Composed of suggestion boxes, telephone, email and meetings, the system is beneficial for our employees to raise their concerns on existing policies and facilitate the generation of corresponding strategies. Thus, with the improvement of staff's well-being and benefits, a corporate culture around respect and shared values can be promoted. Also, the Group endorses full respect for our employees' freedom of association and adopts an embracing and supportive approach towards the labour unions.

To optimise the working conditions and the management practices in staff management, the Group establishes a staff complaint and grievance management system. The Human Resources Department shoulders the responsibility to receive, summarise and analyse all the information and opinions. For example, we never hesitate to show extra care for its vulnerable groups. Careful strategies have been conducted to safeguard the rights of youth workers aged between 16 and 18 year-old, the disabled and pregnant. The measures taken include the prohibition of risk-involved work arrangements that might jeopardise their health and education, or involvement in labour-intensive and high-risk activities. In presence of employee grievances, the Group pays attention to complaints. Make efforts to ensure the fairness, consistency, and transparency of all handling. With the building and development of an investigation team, we will verify cases prior to the implementation of rectifications. To protect the privacy of the complainants, the whole complaint handling process is confidential.

負責任僱傭 *(續)*

和諧工作場所及溝通

深明主動傾聽和回應員工訴求有助於提升他們的歸屬感和生產力，因此本集團建立了多渠道的報告系統。該系統由意見箱、電話、電子郵件和會議組成，有利於我們的員工提出對現有政策的關注，並促進相應策略的產生。因此，隨著員工福利和福利的改善，可以促進圍繞尊重和共享價值觀的企業文化。此外，本集團充分尊重員工的結社自由，並對工會採取包容和支持的態度。

為了優化員工管理中的工作條件和管理實踐，本集團建立了員工投訴和申訴管理系統。人力資源部負責接收、總結和分析所有資訊和意見。例如，我們毫不猶豫地對弱勢群體給予額外照顧。我們已採取周到的措施保護16至18歲的青年工人、殘疾人士及孕婦，包括禁止安排他們從事影響健康及學習的工作或參與密集勞動及高風險的活動。所採取的措施包括禁止可能危害其健康和教育的涉及風險的工作安排，或禁止參與勞動密集型和高风险活動。一旦接獲僱員投訴，本集團絕不忽視，並確保所有投訴得到公平一致的處理，盡可能以投訴人滿意之方式解決。我們將成立調查小組，在實施糾正之前先核實個案。整個投訴處理過程完全保密，以保護投訴人的私隱。

RESPONSIBLE EMPLOYMENT *(continued)*

Harmonious Workplace and Communication *(continued)*

The Group places emphasis on camaraderie and harmonious relationships with our employees. Therefore, we organised a wide range of team-bonding events, such as Christmas Lucky Draw, regular team gatherings and group festive gatherings. These events foster an atmosphere of harmony and relaxation among our staff.

負責任僱傭 (續)

和諧工作場所及溝通 (續)

本集團強調與員工之間的友誼和和諧關係。為促進互信及僱員的凝聚力，我們於報告期內舉辦多姿多彩的活動，如，聖誕節抽獎、定期團隊聚會和團隊節日聚會。這些活動在我們的員工中營造了一種和諧和放鬆的氣氛。



ENVIRONMENTAL FOOTPRINT

The Group is committed to being a responsible corporate citizen and incorporating sustainability into our business operations. In order to achieve sustainable development, we unswervingly pursue breakthroughs in maximising its outputs while minimising the adverse outcome to the environment by proactively utilising the resources in an environmentally responsible manner as stipulated in its environmental policy. All of our operations are bounded by our environmental commitments as illustrated below:

環境足印

本集團致力於成為一名負責任的企業公民，並將可持續性納入我們的業務運營。為了實現可持續發展，我們堅定不移地尋求突破，按照環境政策的規定，以對環境負責的管道積極利用資源，最大限度地提高產出，同時最大限度地減少對環境的不利影響。我們的所有業務均受環境承諾約束，見下圖所示：

Environmental Commitments

環境承諾

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

Our Environmental Management System (“EMS”) adopting a “Plan-Do-Act-Check” approach is certified with international standards (ISO-14001), it is used to monitor environmental performance in our manufacturing facilities regularly to guarantee the production is always carried out in compliance with standards.

我們的環境管理體系（「環境管理體系」）通過國際標準(ISO-14001)認證，採用「計畫－執行－行動－檢查」方法來定期監測我們製造設施的環境績效，以確保生產始終按照合規標準進行。

Besides, the Group has also formulated a set of environmental management procedures and working guidelines for our staff to follow in daily operations. These tools guide us to act in full compliance with applicable environmental laws and regulations, as well as aiding in managing environmental issues in a systematic manner.

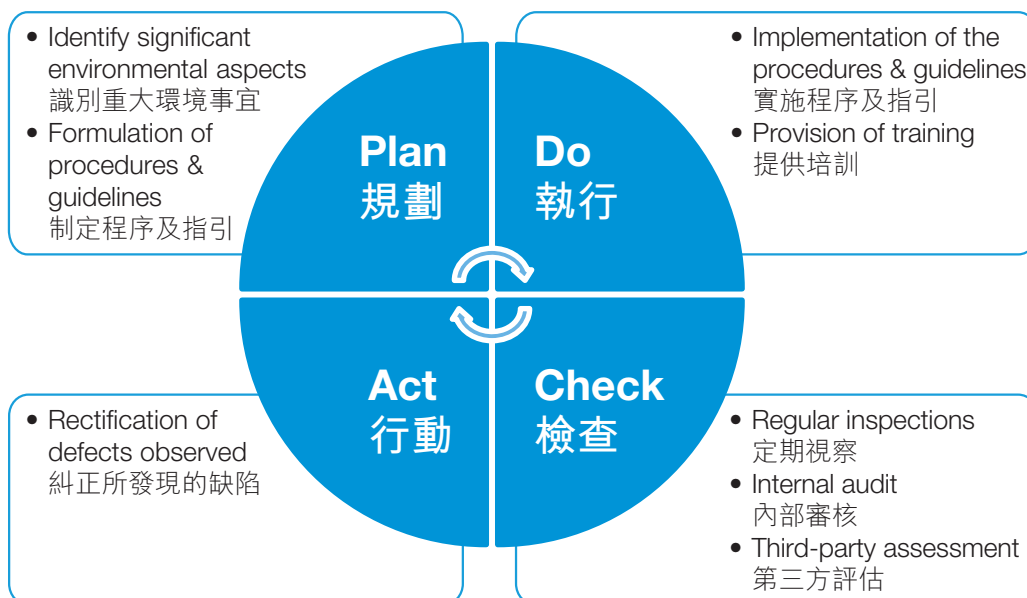
此外，本集團還製定了一套環境管理程式和工作指南，供員工在日常運營中遵循。這些工具指導我們完全遵守適用的環境法律和法規，並有助於系統地管理環境問題。

ENVIRONMENTAL FOOTPRINT *(continued)*

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

環境足印 (續)

對於不利影響的管理中，合規性是一個基本部分。於報告期內，我們並未發現於中國大陸及香港違反有關廢氣及溫室氣體排放、向水及土地排污以及產生有害及無害廢棄物的相關法律及法規，包括《中華人民共和國環境保護法》和《中華人民共和國環境保護稅法》。



ENVIRONMENTAL FOOTPRINT (continued)

Emission Control

Air emission

Responding to the call of reducing air pollutants, we have discussed and set an emission target for the year. The target for FY2022 is to keep it the same as previous years or lower. Careless industrial processes can lead to air pollution, and even impact human health. Therefore, the Group has taken cautious measures to prevent untreated production effluent from emitting into the atmosphere. The Group strictly complies with the national and regional regulations and standards including the Law of the PRC on Prevention and Control of Atmospheric Pollution, Integrated Emission Standard of Air Pollutants (GB16297-1996), and the Part 2 of the Occupational Exposure Limits for Hazardous Agents in the Workplace (GBZ2.2-2007). All polluted air is treated by the filtration system before emission. At the same time, we entrust qualified third parties to assess all of our gas effluents (manufacturing facilities and mobile vehicles) annually to ensure compliance with the above-stated laws and standards. Apart from that, unintentional gas leakage is effectively prevented with the provision of regular maintenance for all machinery and ventilation systems. Other maintenance practices, such as bi-monthly cleaning of industrial dust filtration machines, are also carried out to secure the emission standard.

During the Reporting Period, the Group's air emissions are mainly attributed to the combustion of diesel and gasoline from mobile combustion and fuel combustion by stationary generators. In FY2022, the Group's mobile combustion emitted 468.61 Kg of sulphur oxides ("SO_x"), 0.99 Kg of nitrogen oxides ("NO_x") and 105.90 Kg of Particulate Matter ("PM").

Air Emissions ³ 廢氣排放 ³	Unit 單位	FY2022 二零二二年財年	FY2021 二零二一年財年	FY2020 二零二零年財年
SO _x 硫氧化物	Kg 千克	0.99	0.98	1.10
NO _x 氮氧化物	Kg 千克	468.61	708.39	534.40
PM 懸浮粒子	Kg 千克	105.90	66.81	51.59

³ The air emission is calculated based on the "How to prepare an ESG Report? Appendix 2: Reporting Guidance on Environmental KPIs" published by HKEx.

環境足印 (續)

控制排放

廢氣排放

為了響應減少空氣污染物的號召，經我們討論並制定了今年的排放目標。二零二二年財年的目標是空氣污染物排放與往年保持一致或減少排放。草率的工序可引致空氣污染，甚至影響人類健康。因此，本集團已採取謹慎措施，防止未經處理的生產廢氣排放到大氣中。本集團嚴格遵守《中華人民共和國大氣污染防治法》、《大氣污染物綜合排放標準》(GB16297-1996)和《工作場所有害因素職業接觸限值》(GBZ2.2-2007)第2部分等國家和地區法規和標準。所有受污染的空氣在排放前都經過過濾系統處理。同時，我們委託合資格第三方每年對我們的所有廢氣(生產設施和移動車輛)進行評估，以確保符合上述法律和標準。此外，通過對所有機械和通風系統進行定期維護，可有效防止無意中洩漏氣體。我們還採取了其他維護措施，如每兩個月清潔一次工業粉塵過濾設備，以確保達到排放標準。

報告期內，本集團的空氣排放主要源自車輛及固定發電機消耗燃料的空氣污染物。於二零二二年財年，本集團的流動燃燒源排放了468.61千克的硫氧化物(「硫氧化物」)、0.99千克氮氧化物(「氮氧化物」)和105.90千克懸浮粒子(「懸浮粒子」)。

³ 廢氣排放乃根據香港交易所刊發的《如何編備環境、社會及管治報告 - 附錄二：環境關鍵績效指標匯報指引》計算。

ENVIRONMENTAL FOOTPRINT *(continued)*

Emission Control *(continued)*

GHG emission

Responding to the call of reducing the greenhouse gas (the "GHG") emissions, we have discussed and set an emission target for the year. The target for FY2022 is to keep it the same as previous years or lower. Reducing carbon footprint has been a core sustainability goal for the Group. We were aware that the intensification of global warming had worsened several undesirable outcomes like extreme weather and rising sea level. Hence increasing production efficiency and reducing our ecological footprint has been our commitment for years. In light of this, the Group endeavours to bring down its GHG emission by focusing on energy conservation across its production chain. Various strategies are developed to manage and monitor the GHG emission while reducing our carbon footprint at the same time. Details of the initiatives please refer to the Resource Management section in this Report.

GHG emissions from our business operations include direct emissions from fuel consumption (Scope 1), indirect emissions from the use of electricity (Scope 2) and other indirect emissions from business travel by air, paper disposal at landfills, freshwater processing and sewage treatment (Scope 3).

The main source of direct GHG emission (Scope 1) of the Group is from the use of refrigerant and mobile combustion. Indirect GHG emission (Scope 2), mainly comes from the usage of purchased electricity, while the other indirect GHG emission (Scope 3) comes from the use of paper. In FY2022, we produced 28,883.87 tonnes of carbon dioxide, which is equivalent to an intensity of 5.36 tonnes of carbon dioxide equivalent ("tCO₂e") per employee throughout our operation.

環境足印 *(續)*

控制排放 *(續)*

溫室氣體排放

為了響應減少溫室氣體(「溫室氣體」)排放的號召，我們討論並制訂了今年的排放目標。二零二二年財年的目標是溫室氣體排放與往年保持一致或減少排放。減少碳足跡一直是本集團的核心可持續發展目標。我們深明全球變暖加劇了一些不良後果，如極端天氣和海平面上升。多年來，提高生產效率和減少生態足跡一直是我們的承諾。有鑑於此，本集團致力於通過整個生產鏈的節能來降低溫室氣體排放。各種策略以管理及監察溫室氣體排放，均已制訂同時減少我們的碳足印。有關該等措施之詳情請參閱本報告「資源管理」一節。

我們業務運營產生的溫室氣體排放包括燃料消耗產生的直接排放(範圍1)、電力使用產生的間接排放(範圍2)以及僱員乘飛機出差、掉棄紙張、潔淨水和污水處理產生的其他間接排放(範圍3)。

本集團的直接溫室氣體排放(範圍1)主要來自使用製冷劑。間接溫室氣體排放(範圍2)則主要來自使用外購電力，而其他間接溫室氣體排放(範圍3)則來自僱員出差。於二零二二年財年，我們產生28,883.87噸二氧化碳，相當於每名僱員於整個營運過程中的二氧化碳密度為5.36噸二氧化碳當量(「噸二氧化碳當量」)。

ENVIRONMENTAL FOOTPRINT (continued)

Emission Control (continued)

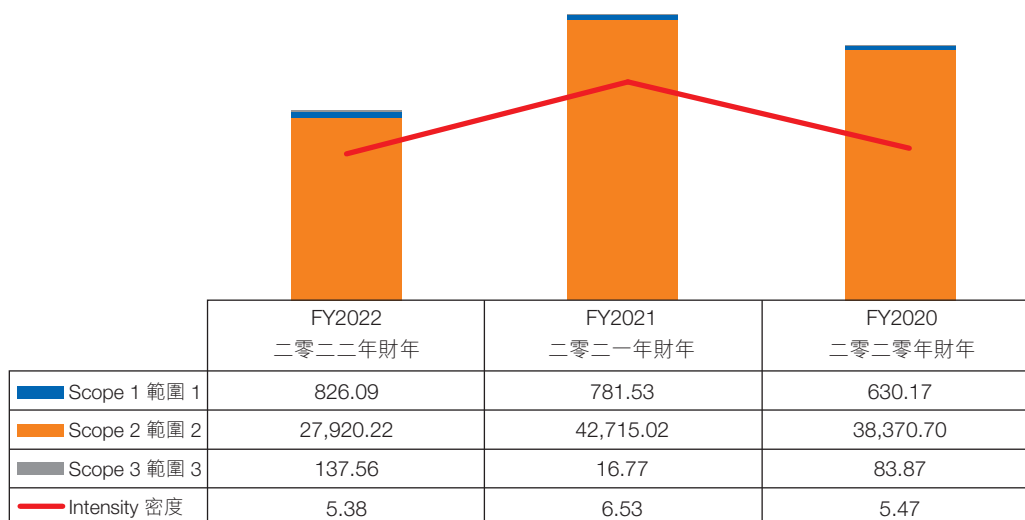
GHG emission

環境足印 (續)

控制排放 (續)

溫室氣體排放

GHG Emission (tCO₂e)
溫室氣體排放(噸二氧化碳當量)



ENVIRONMENTAL FOOTPRINT *(continued)*

Emission Control *(continued)*

GHG emission *(continued)*

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

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

Note 3: The other indirect emission (Scope 3) calculation refers to GHG Conversion Factors in Company Reporting published by the UK Government.

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

環境足印 *(續)*

控制排放 *(續)*

溫室氣體排放 *(續)*

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

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

附註3：其他間接排放(範圍3)是參考英國政府刊發的《GHG Conversion Factors in Company Reporting》計算。

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

ENVIRONMENTAL FOOTPRINT (continued)

Emission Control (continued)

Wastewater discharge

Responding to the call of reducing wastewater discharge, we have discussed and set a discharge target for the year. The target for FY2022 is to keep it the same as previous years or lower. The Group conducts environmental inspection and testing on wastewater discharge systems and pipes at least annually by a certified third party to ascertain the compliance with the relevant laws and regulations such as the Urban Drainage and Sewage Treatment Regulations, the Integrated Wastewater Discharge Standard (GB8978-1996) and Environmental Quality Standards for Surface Water (GB3838-2002).

環境足印 (續)

控制排放 (續)

污水排放

為了響應減少污水排放的號召，我們討論並製定了今年的排放目標。二零二二年財年的目標是污水排放量與往年保持一致或更少。本集團最少每年委託合資格第三方對廢水排放系統及管道進行環境檢查及檢測，確保符合相關法律及法規，例如《城鎮排水與污水處理條例》、《污水綜合排放標準(GB8978-1996)》及《地表水環境質量標準(GB3838-2002)》。

Wastewater Discharge 污水排放	Unit 單位	FY2022 二零二二年財年	FY2021 二零二一年財年	FY2020 二零二零年財年
Wastewater 污水	m ³ 立方米	389,025	377,746	376,643
Intensity 密度	m ³ per employee 立方米／每名僱員	72.53	56.65	52.71

Waste management

Responding to the call of reducing waste disposal, we have discussed and set a disposal target for the year. The target for FY2022 is to keep it the same as previous years or lower. Understanding the relationship between proper waste management and the quality of water and air, as well as the reduction of GHG emissions, our process of waste collection, segregation, and transferring are controlled by entrusted certified service providers in compliance with the waste management procedure. To optimise the waste management performance, all waste is segregated by category (i.e., recyclable, non-recyclable and hazardous waste) to avoid mixing up with other incompatible waste. All segregated wastes are contained in impervious containers before being stored in designated areas. For hazardous waste, proper chemical labels are attached on the containers for waste identification and safety caution. At the end, the wastes are consigned to qualified waste collectors or entrusted to the government for incineration or recycling, processing, and disposal.

廢物管理

為了響應減少廢棄物的號召，我們討論並製定了今年的棄置目標。二零二二年財年的目標是廢棄物量與往年保持一致或更低。瞭解適當的廢物管理與水和空氣質量以及減少溫室氣體排放之間的關係，我們的廢物收集、分離和轉移過程由合資格服務供應商按照廢物管理程式進行控制。為優化廢物管理效能，所有廢物均分門別類（即指可回收、不可回收和危險廢物），以避免與其他不相容廢物混合。所有隔離的廢物在儲存在指定區域之前，都應裝在防滲水容器中。對於危險廢物，應在容器上貼上適當的化學標籤，以便識別廢物和注意安全。最後，這些廢物交由合資格廢物收集商或政府進行焚燒或回收、處理和處置。

ENVIRONMENTAL FOOTPRINT (continued)

Emission Control (continued)

Waste management (continued)

The Group conducts periodic inspections on a monthly basis, monitoring the waste management facilities as well as procedures, to ensure the proper processing of the on-site waste in compliance with the best practices and the relevant laws and regulations. In FY2022, the Group strictly abides by the Laws of the PRC on Prevention and Control of Environmental Pollution by Solid Waste.

環境足印 (續)

控制排放 (續)

廢物管理 (續)

為確保場內廢物依照最佳慣例及適用法律及法規得到妥善處理，本集團每月進行定期檢查，監測廢物管理設施和程式，以確保現場廢物的妥善處理符合最佳做法和相關法律法規。於二零二二年財年，本集團嚴格遵守《中華人民共和國固體廢物污染環境防治法》。

Waste Disposal 所棄置廢物	Unit 單位	FY2022 二零二二年財年	FY2021 二零二一年財年	FY2020 二零二零年財年
Total hazardous waste⁴ 有害廢物總數 ⁴	Tonne 噸	43.67	40.93	37.39
Waste organic solvent 廢棄有機溶劑	Tonne 噸	22.09	24.23	24.78
Industrial Gelatine 工業明膠	Tonnes 噸	-	6.87	-
Wire 電線	Tonne 噸	-	-	4.81
Waste oil 廢油	Tonne 噸	3.88	4.10	4.40
Ink Cartridge 廢棄碳盒	Each 每個	63	-	-
Paints 油漆	Tonnes 噸	7.18	3.66	-
Light Bulbs and Fluorescent Lamp 燈泡及光管	Each 每個	1,131	-	-
Epoxy resin 環氧樹脂	Tonnes 噸	9.57	-	-
Others 其他	Tonnes 噸	0.95	2.07	3.40
Intensity 密度	Tonne per employee 噸/每名僱員	0.0081	0.0061	0.0052
Total non-hazardous waste⁵ 無害廢物總數 ⁵	Tonne 噸	6,646.62	5,969.32	4,872.78
Waste metals 廢棄金屬	Tonne 噸	5,023.09	4,637.28	3,865.32
Wastepaper 廢棄紙張	Tonne 噸	299.62	581.12	432.78
Cardboard and carton boxes 紙皮及紙皮箱	Tonne 噸	189.18	24.33	211.17
Scraps 廢料	Tonnes 噸	867.50	412.57	-
Others 其他	Tonnes 噸	267.23	314.02	363.51
Intensity 密度	Tonne per employee 噸/每名僱員	1.23	0.90	0.68

⁴ For FY2022 major types of hazardous waste of the Group are waste organic solvents, epoxy resins and paints.

⁵ For FY2022 major types of non-hazardous waste of the Group are waste metals, waste paper, cardboard or carton boxes and scraps.

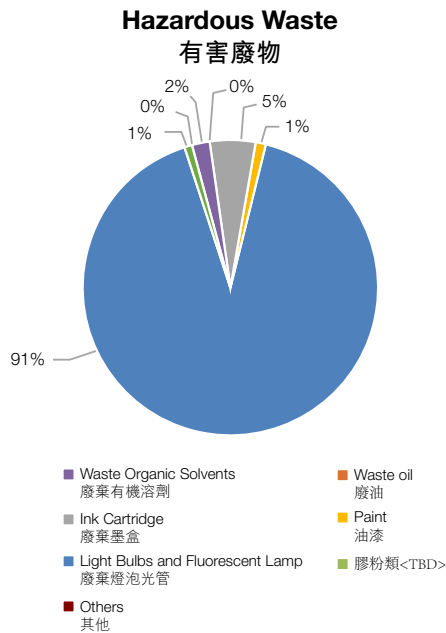
⁴ 於二零二二年財年，本集團的有害廢物主要為廢棄有機溶劑、環氧樹脂及油漆。

⁵ 於二零二二年財年，本集團的無害廢物主要為廢棄金屬、廢棄紙張、紙皮或紙皮箱及廢料。

ENVIRONMENTAL FOOTPRINT (continued)

Emission Control (continued)

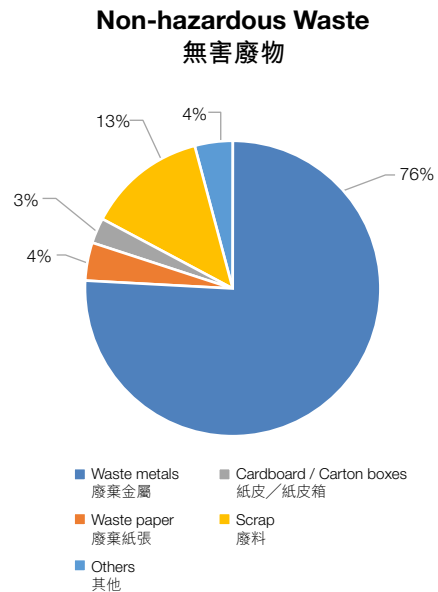
Waste management (continued)



環境足印 (續)

控制排放 (續)

廢物管理 (續)



To enhance the awareness of waste reduction among our staff, the operational waste management, as well as a series of recycling activities with local green organisations, are implemented. By encouraging employees to celebrate with minimal ecological footprints, the Group hopes to promote a less wasteful culture. With the expectation to reduce paper use and facilitate recycling, the Group designed various festive e-cards and encouraged our employees to collect festive recyclables such as mooncake boxes, which were handed to local green organisations for further handling.

為提高員工減排·減廢的意識，正與當地綠色團體開展了廢物管理業務以及一系列回收活動。通過鼓勵員工用最少的資源來慶祝，本集團希望促進減少浪費的風氣。為了減少紙張使用並促進回收，本集團設計了各種電子節日賀卡，並鼓勵員工收集節日可回收物品交給當地綠色組織進行進一步處理。

ENVIRONMENTAL FOOTPRINT *(continued)*

Resource Management

Many of the environmental problems can be solved simply by changing our behaviour. We are committed to environmental measures that respect aquatic biodiversity and the natural environment. The Group continually invests in an environmentally friendly operational system to help reducing our impact on the natural environment. We have set out policies to use resources efficiently, the green procurement standard is in place when purchasing raw materials to lighten our environmental impacts while maximise the reuse and recycling possibility of our products. Materials containing toxic substances that pose damaging risks to the environment and wildlife are rigorously prohibited. We also control the amount of our purchases to avoid over-ordering which may result in wastage due to materials deterioration and damage.

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

By doing so, we believe this reinforces our commitment to customers that we offer them the best service quality with the least impact on our planet.

環境足印 *(續)*

資源管理

眾多環境問題都可透過改變我們自身行為來解決。為保護環境我們透過不同的環境措施致力於保護水生生物多樣性和自然環境。本集團持續投資於環保運營系統，以幫助減少對自然環境的影響。我們製定了有效利用資源的政策，在採購原材料時製定了環保採購標準，以減輕我們對環境的影響，同時最大限度地提高我們產品的可重用性。本集團嚴格禁止使用含有對環境和野生動物能構成損害的有毒物質的材料。我們亦控制採購量，以避免過度訂購，變相導致材料變質和損壞造成浪費。

除此之外，辦公室和工廠還製定了有關資源和能源節約的綠色政策，以引導員工以可持續的方式工作。我們的營運遵循「三用原則」原則減少、再利用和再循環，以提高資源效率和減少碳排放。我們盡可能將所有原材料重複使用於生產。如果材料無法重用，我們將於棄置該等材料前物色潛在商業夥伴循環再用，以延長材料的使用壽命，並最大限度地減少資源消耗。

通過上述行動，我們相信這增強了我們對客戶的承諾，為他們提供最好的服務質量，同時將對地球的負面影響減小。

ENVIRONMENTAL FOOTPRINT (continued)

Resource Management (continued)

Green Office

環境足印 (續)

資源管理 (續)

綠色辦公室



Electricity

電力

Power off all not-in-used lightings and electrical office equipment
在不需使用時關閉照明及辦公室電器

Set time and temperature cap for air-conditioners
設置空調的運作時間及溫度上限

Choose LED lights over conventional light bulbs
以發光二極管燈取代現有照明

Check regularly to ensure all unnecessary gadgets are turned off
進行定期檢查，確保並無啟動不必要的設備

Organise regular training on energy-efficiency regulations
定期舉辦關於節約能源的培訓



Water

水

Regularly inspect faucets
定期檢查水龍頭

Repair promptly if dripping, spraying or faulty faucets were found
盡早維修漏水、噴水及滲漏的水龍頭

Keep all not-in-used faucet off
在不需使用時確保水龍頭已關妥



Paper

紙張

Encourage paperless platform for internal information circulation
以電子平台傳閱內部資料

Motivate the use of recycled paper
鼓勵使用再造紙

Promote double-sided printing
鼓勵使用雙面打印



Office Equipment & Supplies

辦公設備及用品

Recycle used ink cartridges and paper
回收舊碳粉盒及廢紙

Encourage practising green procurement practices
(e.g., go for refillable ball pens & energy-efficient office equipment)
推廣環保採購常規（例如，選用可換芯原子筆及高能源效益辦公設備）

Conduct regular maintenance checking for all office equipment
定期保養所有辦公設備

Only refill, but not replace exhausted supplies
以補充方式發放用品

ENVIRONMENTAL FOOTPRINT *(continued)*

Resource Management *(continued)*

Green Factory

The Group recognises that as a major manufacturer, the production plants contribute the most to our overall energy consumption. Hence, we place great attention on introducing energy-saving policies in the factories. Energy use is optimised by regularly inspecting and transforming or replacing existing machinery and implementing stringent initial sample checking to avoid unnecessary energy consumption due to defective products. Furthermore, we are dedicated to upgrading the operational systems in the manufacturing facilities to minimise the environmental impacts.

環境足印 *(續)*

資源管理 *(續)*

綠色工廠

本集團認識到生產廠房是我們能源消耗的主要源頭。因此，我們非常重視在工廠推行節能政策。通過定期檢查、改造或更換現有機械以及實施嚴格的樣品檢查來優化能源使用，以避免因缺陷產品導致不必要的能源消耗。此外，我們致力於升級生產設施的運作系統，以最大限度地減少環境影響。

Water cooling system
水冷卻系統

Environmentally Friendly Air-Conditioners Instalment
環保空調系統的安裝

- replace conventional ones for indoor cooling
安裝循環用水系統，將井水用於室內降溫
- make use of recirculating water system instead of compressor to bring out cooling effect, that make them more efficient at heat transferring and chilling down hot air
利用循環水系統代替壓縮機來達到冷卻效果，使它們更有效地傳熱和冷卻熱空氣

Water Chilled System Instalment
水冷系統的安裝

- installed to alleviate energy consumption of power plants during peak hours
安裝該系統是為了減輕發電廠在高時段的能源消耗
- the system operates during off-peak period to cool down the factories
該系統在非高峰期運行，為工廠降溫

Heat recovery system
熱回收系統

- contemporary design to use the heat from the rotatory screw air compressors for water heating in staff dormitories in Shaoguan, Shixing and Guizhou
於韶關、始興及貴州通過螺桿式空壓機回收熱力，並用於員工宿舍之熱水系統
- for the Shenzhen manufacturing plant, heat recovery technologies are also adopted to transfer heat from energy-intensive plastic moulding processes into other usages
於深圳採用熱能回收技術來回收由注塑工序而大量消耗能源所產生的熱能

ENVIRONMENTAL FOOTPRINT (continued)

Resource Management (continued)

Green Factory (continued)

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

環境足印 (續)

資源管理 (續)

綠色工廠 (續)

本集團於報告期內消耗資源的數據如下表所列。

Resource Consumption 資源消耗	Unit 單位	FY2022 二零二二年財年	FY2021 二零二一年財年	FY2020 二零二零年財年
Electricity 電力	MWh 兆瓦時	45,834.86	51,133.47	45,936.98
Intensity 密度	MWh per employee 兆瓦時／每名僱員	8.54	7.67	6.43
Stationary Fuel 固定燃料	MWh 兆瓦時	34.18	52.97	173.59
Diesel 柴油	MWh 兆瓦時	5.13	8.47	148.68
Liquefied petroleum gas 液化石油氣	MWh 兆瓦時	29.05	44.50	24.90
Argon gas 氬氣	Liter 公升	1,560.00	2,340.00	40.00
Acetylene 乙炔	Liter 公升	-	320.00	160.00
Helium Gas 氦氣	Liter 公升	-	320.00	-
Mobile Fuel 移動燃料	MWh 兆瓦時	615.44	607.08	681.08
Diesel 柴油	MWh 兆瓦時	94.61	242.14	236.31
Unleaded petrol 無鉛汽油	MWh 兆瓦時	520.83	81.01	444.77
Gasoline 汽油	MWh 兆瓦時	-	283.93	-
Total Energy Consumption⁶ 能源消耗 ⁶	MWh 兆瓦時	46,494.66	51,793.52	46,791.64
Intensity 密度	MWh per employee 兆瓦時／每名僱員	8.67	7.77	6.55

⁶ The conversion factors from volumetric units of unleaded petrol and diesel oil consumption to energy units are in reference to CDP Technical note: Conversion of fuel data to MWh.

⁶ 將無鉛汽油及柴油消耗量從容積單位換算為能源單位所用係數乃參考《CDP技術說明：將燃料數據換為兆瓦時》。

ENVIRONMENTAL FOOTPRINT (continued)

Resource Management (continued)

Green Factory (continued)

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

環境足印 (續)

資源管理 (續)

綠色工廠 (續)

本集團於報告期內消耗資源的數據如下表所列。(續)

Resource Consumption 資源消耗	Unit 單位	FY2022 二零二二年財年	FY2021 二零二一年財年	FY2020 二零二零年財年
Water⁷ 水 ⁷	m3 立方米	398,639.00	377,746.00	389,649.13
Intensity 密度	m3 per employee 立方米／每名僱員	74.32	56.65	54.53
Paper 紙張	Tonne 噸	26.19	20.84	20.05
Intensity 密度	Tonne per employee 噸／每名僱員	0.005	0.003	0.003
Packaging Materials⁸ 包裝物料 ⁸	Tonne 噸	5,025.42	5,324.00	5,740.86
Carton boxes 紙皮箱	Tonne 噸	2,726.69	3,326.13	3,511.01
Wrapping paper 包裝紙	Tonne 噸	1,753.63	776.85	1,226.76
Paper and cards 卡紙	Tonne 噸	164.41	252.58	372.97
Plastic plates, boxes and bags 膠板、膠盒及膠袋	Tonne 噸	582.18	468.08	280.22
Styrofoam 發泡膠	Tonne 噸	245.46	336.56	184.39
Linerboard 瓦通紙	Tonne 噸	0.02	236.54	155.20
Intensity 密度	Tonne per employee 噸／每名僱員	0.94	0.80	0.80

⁷ There is no issue of sourcing water in FY2022.

⁸ For FY2022, the major types of packaging materials of the Group are carton boxes, wrapping paper, paper and cards, plastic plates, boxes and bags, styrofoam and linerboard.

⁷ 於二零二二年財年在求取用水方面並無遇上問題。

⁸ 於二零二二年財年，本集團的包裝材料主要為紙皮箱、包裝紙、卡紙、膠板、膠盒及膠袋、發泡膠及瓦通紙。

ENVIRONMENTAL FOOTPRINT *(continued)*

Minimising Impacts on the Environment and Natural Resources

In order to lessen negative environmental impacts, the Group pays attention to the emission during our business operation. Through a systematic environmental management approach, the Group endeavours to minimise resources and energy consumption. We conduct annual identification of environmental aspects as regulated by the ISO14001. By listing out and measuring all the aspects in relevance regarding their occurrence frequency, environmental impacts, and extent of difficulty to handle, the Group formulates and embeds the corresponding coping strategies in our management approach and operation procedures. For our production facilities, we conduct regular environmental impact assessments covering all the emissions. Therefore, the Group's strengths, weaknesses, opportunities, and threats regarding the environmental aspects can be examined, which provides the basis for the improvement of our business operation. To safeguard the transparency and compliance of regulations and laws, the whole process of identification and management of environmental risks is placed under the supervision of the EHS Committee. As stipulated in the EMS, the Committee is also in charge of the duties including advocacy for environmental and clean production, provision of environmental training, implementation of proper waste management, and so on.

環境足印 (續)

減低對環境及天然資源的影響

為了減少對環境的負面影響，本集團在經營過程中注重排放。通過有系統的環境管理方針，本集團努力將資源和能源消耗降至最低。根據經ISO14001認證的規定，我們每年識別環境因素。本集團通過列出和衡量與其發生頻率、對環境影響和處理難度相關的所有方面，製定並將相應的應對策略實施到我們的管理方法和操作程序中。對於我們的生產設施，我們定期進行有關所有排放物的環境影響評估。因此，可以檢查各集團在環境方面的優勢、機遇和威脅，並為改進我們的業務運營提供基礎。為確保符合法規，環境風險識別和管理的整個過程都均在環境、健康與安全委員會的監督下進行。根據環境管理體系的規定，該委員會亦負責倡導環境和清潔生產、提供環境培訓、實施適當的廢物管理等職責。

ENVIRONMENTAL FOOTPRINT *(continued)*

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

In addition to the aforementioned approaches, an emergency contingency plan is formulated to minimise the environmental impacts and natural resource consumption in response to unpredictable events. The plan is based on a broad range of identified environmental risks including noise pollution, chemical leakage, and irregular air emission. To prevent nuisance and contamination from the manufacturing segments, the Group also develops countermeasures to keep the noises and chemicals under control. Certified third parties are responsible for regular noise monitoring to ensure compliance with the Emission Standard for Industrial Enterprises Noise at Boundary (GB12348-2008), Occupational Exposure Limits for Hazardous Agents in the Workplace Part 2: Physical Agents (GBZ2.2-2007) and Environmental Quality Standard for Noise (GB3096-2008). Apart from regular on-site inspection and maintenance, plants with loud noises are located in soundproofing rooms. The Group also installs noise reduction facilities such as vibration reducers, noise cancellation devices, and noise insulation panels. Regarding the potential risk of land contamination, all hazardous waste without treatment is handled cautiously. We establish strict policies forbidding disposal to the land nearby, and all the waste should be stored properly. To ensure the handling fulfills the Environmental Quality Standard for Soils (GB15618-2018), qualified service providers will handle the stored waste.

環境足印 *(續)*

減低對環境及天然資源的影響 *(續)*

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

ENVIRONMENTAL FOOTPRINT *(continued)*

Climate-Related Risks and Mitigations

We are fully aware of the potential consequence of climate-related risks and responding to callings from the new compliance requirement, the Group has formulated and implemented a comprehensive risk mitigation system.

During the Reporting Period, a risk assessment is conducted with an analysed business overview and process, studied energy consumption structure and carbon emission status, pinpointed significant emission items, formulated medium- and long-term development plans for green manufacturing based on actual conditions and accelerated the formation of green and low-carbon operation modes.

We have also identified five climate-related risks for our Group's operation, which include risks from tropical cyclones, heavy rainfall, abnormal snowstorm, flooding, and heatwaves. Detailed emergency response plans for each of the mentioned risks are formulated and reviewed each year. The respective procedures are presented below:

Tropical Cyclone

熱帶氣旋

- check and secure all loose items, move them indoor if applicable
檢查並固定所有鬆散的物件，如有需要將其移動到室內
- reinforce the identified weak spots
強化已找出的薄弱點
- shut down all openings and outdoor lightings to prevent short circuit
關閉所有戶外燈光以避免短路
- keep security and maintenance team standby for contingency
讓有關團隊待命以防不時之需
- coordinate the prevention and publicity work of hazard-related education
開展有關氣候相關風險的教育工作

環境足印 *(續)*

氣候相關風險和緩解措施

我們完全意識到氣候相關風險的潛在後果及回應來自新的合規要求，本集團已制訂並實施了全面的風險緩解制度。

於報告期內，我們通過對業務概況和流程的分析進行風險評估，研究能源消耗結構和碳排放狀況，確定重點排放項目，根據實際情況制定綠色製造的中長期發展規劃，加快形成綠色低碳的運營模式。

我們亦確定了營運的五大氣候相關風險，包括熱帶氣旋、豪雨及洪水氾濫、異常暴風雪、熱浪所帶來的風險。每年均會製定並再審查詳細有關上述氣候風險的應急反應計畫。各方針如下：

ENVIRONMENTAL FOOTPRINT *(continued)*

Climate-Related Risks and Mitigations *(continued)*

環境足印 *(續)*

氣候相關風險和緩解措施 *(續)*

Heavy Rainfall and Flooding 豪雨及洪水氾濫	<ul style="list-style-type: none">– check and reinforce openings, weak spots around the production plants and dormitories 檢查並加強生產廠房及宿舍的薄弱點– ensure flood-protecting gears are in good condition and in sufficient number 確保防洪設備正常運作以及數量充足– check for any spots with seeping or drilling problem 檢查有否漏水的情況– move all machinery and raw material indoor 將所有的生產設備及原材料移至室內– keep security and maintenance team standby for contingency 讓有關團隊待命以防不時之需– coordinate the prevention and publicity work of hazard-related education 開展有關氣候相關風險的教育工作
Abnormal Snowstorm 異常暴風雪	<ul style="list-style-type: none">– check and reinforce weak spots around the production plants and dormitories 檢查並加強生產廠房及宿舍的薄弱點– notify all departments to prepare for the snowstorm 通知所有部門準備應對暴風雪– coordinate the prevention and publicity work of hazard-related education 開展有關氣候相關風險的教育工作
Heatwave 熱浪	<ul style="list-style-type: none">– check the condition of air-conditioning or ventilation facilities 檢查空調及換氣系統是否正常運作– provide cold beverages for staff, advice staff to stay indoor during lunch hour 提供冰凍飲料並建議員工在午飯時間留在室內– coordinate the prevention and publicity work of hazard-related education 開展有關氣候相關風險的教育工作

CARING COMMUNITY

The Group acknowledges the significance of generating positive social values by contributing to society. As a socially responsible company, the Group supports the local communities with a proactive approach. By encouraging our employees' participation in volunteering, we hope to contribute to the local society, develop a caring atmosphere among the employees, and nurture a harmonious and cooperative relationship with the local residents. During the COVID-19 pandemic, many citizens faced difficulties obtaining sufficient personal protective supplies, especially those underprivileged Groups. Therefore, a total of 2,416,000 facial face masks are donated to different charity organisations including the Society for Community Organization, the Ten Percent Donation Scheme Foundation, In addition, we believe that the rules of "many a little make a mickle". Through the caring and people-oriented approach of Evangelical Lutheran Church Social Services - Hong Kong ("ELCHK") could help the underprivileged community hence we donated a total of HKD30,000 to ELCHK.

關懷社區

本集團明白通過對社會作出貢獻來創造正面社會價值的重要性。作為負企業社會責任的集團，本集團以積極主動的方式支持當地社區並通過鼓勵員工參與志願活動，希望為社會帶來貢獻。在員工中營造關愛的氛圍，並與當地居民建立和諧的合作關係。在2019新冠病毒疾病大流行期間，許多市民尤其是弱勢群體面臨沒有足夠個人防護用品的難關，。因此，我們共捐贈241.6萬個口罩給不同的慈善組織，包括香港社區組織協會、十分關愛基金會，此外，我們相信滴水成流的道理。透過協助香港福音路德教會社會服務中心（「香港福音路德教會社會服務中心」）關愛和以人為本的方針，可以幫助弱勢群體，因此，我們向香港福音路德教會社會服務中心捐贈了港幣30,000。

CARING COMMUNITY (continued)

關懷社區 (續)



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Aspect A Environmental 層面A環境		
A1 Emissions	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous wastes.	Environmental Footprint – Emission Control
A1 排放物	有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例。	環境足印－控制排放
KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Environmental Footprint – Emission Control 環境足印－控制排放
KPI A1.2 效指標A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g., per unit of production volume, per facility). 直接(範圍1)及能源間接(範圍2)溫室氣體排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Environmental Footprint – Emission Control 環境足印－控制排放
KPI A1.3 關鍵績效指標A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g., per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Environmental Footprint – Emission Control 環境足印－控制排放
KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste produced (in tonnes) and where appropriate, intensity (e.g., per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Environmental Footprint – Emission Control 環境足印－控制排放
KPI A1.5 關鍵績效指標A1.5	Description of emissions 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。	Environmental Footprint – Emission Control 環境足印－控制排放
KPI A1.6 關鍵績效指標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。	Environmental Footprint – Emission Control 環境足印－控制排放

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Aspect A Environmental (continued) 層面A環境(續)		
A2 Use of Resources	Policies on efficient use of resources, including energy, water and other raw materials.	Environmental Footprint – Resource Management
A2 資源使用	有效使用資源(包括能源、水及其他原材料)的政策。	環境足印 – 資源管理
KPI A2.1	Direct and/or indirect energy consumption by type (e.g., electricity, gas or oil) in total (kWh in '000s) and intensity (e.g., per unit of production volume, per facility).	Environmental Footprint – Resource Management
關鍵績效指標A2.1	按類型劃分的直接及/或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	環境足印 – 資源管理
KPI A2.2	Water consumption in total and intensity (e.g., per unit of production volume, per facility).	Environmental Footprint – Resource Management
關鍵績效指標A2.2	總耗水量及密度(如以每產量單位、每項設施計算)。	環境足印 – 資源管理
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	Environmental Footprint – Resource Management
關鍵績效指標A2.3	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。	環境足印 – 資源管理
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them.	Environmental Footprint – Resource Management
關鍵績效指標A2.4	描述求取適用水源上可有任何問題, 以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	環境足印 – 資源管理
KPI A2.5	Total packaging material used for finished products (in tonnes), and, if applicable, with reference to per unit produced.	Environmental Footprint – Resource Management
關鍵績效指標A2.5	製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位估量。	環境足印 – 資源管理
A3 The Environment and Natural Resources	Policies on minimising the issuer's significant impact on the environment and natural resources.	Environmental Footprint – Minimising Impacts on the Environment and Natural Resources
A3 環境及天然資源	減低發行人對環境及天然資源造成重大影響的政策。	環境足印 – 減低對環境及天然資源的影響
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Environmental Footprint – Minimising Impacts on the Environment and Natural Resources
關鍵績效指標 A3.1	描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	環境足印 – 減低對環境及天然資源的影響
A4 Climate Change	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	Environmental Footprint – Climate-related Risks and Mitigations
A4 氣候變化	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。	環境足印 – 氣候相關風險和緩解措施
KPI 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.	Environmental Footprint – Climate-related Risks and Mitigations
關鍵績效指標A4.1	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。	環境足印 – 氣候相關風險和緩解措施

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

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Aspect B Social (continued) 層面B社會 (續)		
B3 Development and Training	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Responsible Employment – Development and Training
B3 發展及培訓	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	負責任僱傭 – 發展及培訓
KPI B3.1	The percentage of employees trained by gender and employee category (e.g., senior management, middle management).	Responsible Employment – Development and Training
關鍵績效指標B3.1	按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	負責任僱傭 – 發展及培訓
KPI B3.2	The average training hours completed per employee by gender and employee category	Responsible Employment – Development and Training
關鍵績效指標B3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	負責任僱傭 – 發展及培訓
B4 Labour Standards	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	Responsible Employment – Labour Standards
B4 勞工準則	有關防止童工或強制勞工的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例。	負責任僱傭 – 勞工準則
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	Responsible Employment – Labour Standards
關鍵績效指標 B4.1	描述檢討招聘慣例的措施以避免童工及強制勞工。	負責任僱傭 – 勞工準則
KPI B4.2	Description of steps taken to eliminate such practices when discovered.	Responsible Employment – Labour Standards
關鍵績效指標 B4.2	描述在發現違規情況時消除有關情況所採取的步驟。	負責任僱傭 – 勞工準則

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Aspect B Social (continued) 層面B社會 (續)		
B5 Supply Chain Management	Policies on managing environmental and social risks of supply chain.	Responsible Products & Excellent Services – Manufacturing Business, Real Estate Development
B5 供應鏈管理	管理供應鏈的環境及社會風險政策。	負責任產品及卓越服務 – 製造業務、房地產發展
KPI B5.1	Number of suppliers by geographical region.	Responsible Products & Excellent Services – Manufacturing Business
關鍵績效指標 B5.1	按地區劃分的供應商數目。	負責任產品及卓越服務 – 製造業務
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	Responsible Products & Excellent Services – Manufacturing Business
關鍵績效指標 B5.2	描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。	負責任產品及卓越服務 – 製造業務
KPI B5.3	Describe the practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	Responsible Products & Excellent Services – Manufacturing Business
關鍵績效指標B5.3	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。	負責任產品及卓越服務 – 製造業務
KPI B5.4	Describe the practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	Responsible Products & Excellent Services – Manufacturing Business
關鍵績效指標B5.4	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。	負責任產品及卓越服務 – 製造業務

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

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Aspect B Social (continued) 層面B社會 (續)		
B7 Anti-corruption	Information on: – the policies; and – compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	Integrity in Business – Anti-Corruption, Conflict of Interest and Fair Competition
B7 反貪污	有關防止賄賂、勒索、欺詐及洗黑錢的： – 政策；及 – 遵守對發行人有重大影響的相關法律及規例。	誠信經營 – 反貪污、利益衝突及公平競爭
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	Integrity in Business – Anti-Corruption
關鍵績效指標 B7.1	於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	誠信經營 – 反貪污
KPI B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Integrity in Business – Whistleblowing System
關鍵績效指標 B7.2	描述防範措施及舉報程序，以及相關執行及監察方法。	誠信經營 – 舉報機制
KPI B7.3	Describe anti-corruption training provided to directors and staffs.	Integrity in Business – Anti-Corruption
關鍵績效指標B7.3	描述向董事及員工提供的反貪污培訓。	誠信經營 – 反貪污
B8 Community Investment	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	Caring Community
B8 社區投資	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	關懷社區
KPI B8.1	Focus areas of contribution (e.g., education, environmental concerns, labour needs, health, culture, sport).	Caring Community
關鍵績效指標 B8.1	專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	關懷社區
KPI B8.2	Resources contributed (e.g., money or time) to the focus area.	Caring Community
關鍵績效指標 B8.2	在專注範疇所動用資源(如金錢或時間)。	關懷社區

