



SUGA INTERNATIONAL HOLDINGS LIMITED 信佳國際集團有限公司

(Incorporated in Bermuda with limited liability)(於百慕達註冊成立之有限公司)
Stock Code 股份代號 : 912

2022/23

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



CONTENTS 目錄

2	Forward 前言	18	Aspect A4: Climate Change 層面 A4：氣候變化
2	ESG Governance 環境、社會及管治管理	19	Reporting on Social Aspects 社會層面報告
4	Report Scope 報告範圍	20	Aspect B1: Employment 層面 B1：僱傭
4	Summary of Material Topics Disclosed in this Report 於本報告披露的重大議題概要	25	Aspect B2: Health and Safety 層面 B2：健康與安全
5	Reporting Principles 報告原則	26	Aspect B3: Development and Training 層面 B3：發展及培訓
6	Materiality Assessment 重要性評估	27	Aspect B4: Labor Standards 層面 B4：勞工準則
7	Materiality Matrix 重要性矩陣	28	Aspect B5: Policies on Managing Environmental and Social Risk in our Supply Chain 層面 B5：管理供應鏈的環境及社會風險政策
8	Feedback 回饋建議	30	Aspect B6: Product Responsibility 層面 B6：產品責任
8	Reporting on Environmental Aspects 環境層面報告	31	Aspect B7: Anti-Corruption 層面 B7：反貪污
9	Aspect A1: Emissions and Waste Reduction 層面 A1：減少排放物及廢料	33	Aspect B8: Community Investment 層面 B8：社區投資
14	Aspect A2: Use of Resources 層面 A2：資源使用	35	Activities and Donations 活動及捐贈
17	Aspect A3: Impact on Environmental and Natural Resources 層面 A3：對環境及天然資源的影響		

Environmental, Social and Governance Report

環境、社會及管治報告

FORWARD

This Environmental, Social and Governance (“ESG”) Report is prepared for Suga International Holdings Limited and its subsidiaries (referred to in this report as “the Group” or “SUGA”) for the financial year ended 31 March 2023, in accordance with the ESG Reporting Guide as set out in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited (the “ESG Reporting Guide”).

This report presents SUGA’s compliance with the Appendix 27 “Comply or Explain” provision of the ESG Reporting Guide.

As a leading electronics total solutions provider in Hong Kong, SUGA has a mission to contribute to the progress of society by providing people with quality products and employing advanced technology, with protecting the environment and serving the community always in mind.

ESG GOVERNANCE

Board Oversight

To ensure the sustainability development of the Group’s ESG matters, the Group’s Board of Directors (the “Board”) is responsible for the Group’s Environmental, Social and Governance (“ESG”) strategy and reporting. The Board is also responsible for overseeing, identifying and assessing the risks that may arise in the governance process and ensuring that appropriate and effective ESG risk management are integrated into the Group’s Risk Management framework.

The board will keep in line with the latest regulatory development to ensure compliance with the applicable laws and regulations. The board will adopt new technologies to enhance the energy efficiency in our operation. The board is assessing the climate change risks and opportunities and the assessment result will be incorporated in the Group’s Risk Management Manual. The board is committed to decrease the Group’s emission, resources consumption in future. Therefore, the board is working on emission targets, use of resources targets and will be disclosed in future ESG Report.

At management level, the ESG Management Committee (“EMC”), chaired by an executive director with representatives from key departments within the Group, oversees the management, development and implementation of the Group’s ESG initiatives, including reviewing the related policies and practices, and assessing and making recommendations on matters concerning the Group’s ESG development and risks.

前言

本環境、社會及管治(「ESG」)報告乃由信佳國際集團有限公司及其附屬公司(於本報告簡稱「本集團」或「信佳」)根據香港聯合交易所有限公司證券上市規則附錄二十七的《環境、社會及管治報告指引》(「ESG報告指引」)就截至二零二三年三月三十一日止財政年度而編製。

本報告呈列信佳如何遵守附錄二十七的《環境、社會及管治報告指引》的「不遵守就解釋」規定。

作為香港一間領先的全方位電子解決方案供應商，信佳一直以透過提供優質產品及採用先進技術為社會發展作出貢獻為己任，並時刻謹記保護環境及服務社區的責任。

環境、社會及管治管理

董事會監督

為確保本集團在ESG事宜方面的可持續性發展，本集團董事會(「董事會」)負責環境、社會及管治(「ESG」)策略及報告。董事會亦負責監督、識別及評估管治過程中可能出現的風險，並確保將適當及有效的ESG風險管理實踐納入本集團的風險管理框架。

董事會將會緊貼最近監管發展趨勢，確保已遵守適用法例及法規。董事會將採納新科技以提高業務營運中的能源效益。董事會現正評估氣候轉變風險及機遇，評估結果將載入本集團的風險管理手冊。董事會致力於日後減少本集團的排放及資源消耗。因此，董事會正努力達成排放目標、資源使用目標並將於未來的ESG報告內披露。

在管理層面，由執行董事擔任主席並由本集團各主要部門代表組成的ESG管理委員會(「EMC」)會監督本集團ESG舉措的管理、制定及實施，包括審閱相關政策及實踐，以及就本集團ESG發展及風險事項進行評估及提出建議。

Environmental, Social and Governance Report

環境、社會及管治報告

At operational level, the ESG Working Committee (“EWC”), chaired by the Chief Executive Officer of the Electronics Manufacturing Service Division, with representatives from key factory departments, effectively executes all ESG project of the Group. The EWC is responsible for executing the existing ESG initiatives and tracking progress of ESG performance in meeting targets. Where appropriate, the EWC reports relevant ESG matters to the Board.

在運營層面，由電子製造服務部首席執行官擔任主席並由各主要工廠部門代表組成的ESG工作委員會(「EWC」)會有效地執行本集團所有ESG計劃。EWC負責執行現有的ESG舉措以及追蹤ESG績效在實現目標方面的進展。在適當的情況下，EWC會向董事會報告相關的ESG事宜。

The ESG Governance Structure and responsibilities are described below:

ESG管治架構及職責闡述如下：



The Group has established the ESG Policies as follows:

- ESG Guidelines
- Environmental Protection Policy
- Climate Change Policy
- Health & Safety Policy
- Whistle-blowing Policy
- Anti-corruption Policy

本集團已制定以下ESG政策：

- ESG指引
- 環保政策
- 氣候變化政策
- 健康與安全政策
- 舉報政策
- 反貪政策

Environmental, Social and Governance Report

環境、社會及管治報告

REPORT SCOPE

This report covers the operations of SUGA's core business in Hong Kong, its plant in Dongguan, PRC and plant in Bac Ninh Province, Vietnam. SUGA's sustainability-related efforts in Environmental Aspects (Aspect A) and Social Aspects (Aspect B) and the material topics in these two general categories are summarised in the following section.

報告範圍

本報告涵蓋信佳於香港以及其中國東莞廠房及越南北寧省廠房的核心業務的營運。信佳在環境層面(層面A)及社會層面(層面B)的可持續發展中所作出的相關貢獻及該兩大分類的重大議題於下文一節概述。

SUMMARY OF MATERIAL TOPICS DISCLOSED IN THIS REPORT

於本報告披露的重大議題概要

Material Topics

重大議題

Location of Disclosure

披露層面

Environmental — Emissions and Waste 環境—排放物及廢料	Aspect A1 層面A1
Environmental — Use of Resources 環境—資源使用	Aspect A2 層面A2
Environmental — Environment and Natural Resources 環境—環境及天然資源	Aspect A3 層面A3
Environmental — Climate Change 環境—氣候變化	Aspect A4 層面A4
Social — Employment 社會—僱傭	Aspect B1 層面B1
Social — Health and Safety 社會—健康與安全	Aspect B2 層面B2
Social — Development and Training 社會—發展及培訓	Aspect B3 層面B3
Social — Labor Standards 社會—勞工準則	Aspect B4 層面B4
Social — Supply Chain Management 社會—供應鏈管理	Aspect B5 層面B5
Social — Product Responsibility 社會—產品責任	Aspect B6 層面B6
Social — Anti-corruption 社會—反貪污	Aspect B7 層面B7
Social — Community Investment 社會—社區投資	Aspect B8 層面B8

Environmental, Social and Governance Report

環境、社會及管治報告

REPORTING PRINCIPLES

In line with the ESG Reporting Guide, this report is prepared according to the following principles.

Materiality — The Group has taken into account the interests and expectation stakeholders through conducting stakeholder engagement and materiality assessment.

Quantitative — Information on the standards, methodologies, and source of conversion factors used for the reporting of the environmental and social aspects/KPIs have been disclosed in this report. Data presented in this report have been examined and verified.

Consistency — The methodologies used in this report is consistent with those used last year. Any significant variation between periods in the list of material topics or information presented in this report can be identified and explained.

Balance — The information in this report is presented in a format that allows users to see the positive and negative trends in performance on a year-over-year basis.

There is no change in the material issues in this report when compared with the ESG Report issued in the Group's 2021/2022 Annual Report.

報告原則

根據ESG報告指引，本報告乃根據以下原則編製。

「重要性」原則 — 本集團透過進行持份者參與及重要性評估計及持份者的訴求及期望。

「量化」原則 — 本報告所披露有關匯報環境及社會層面／關鍵績效指標時所用的標準、方法及換算因素來源的資料。本報告所呈列的數據已獲查核及核證。

「一致性」原則 — 本報告所用的方法與去年所用者一致。報告可識別所呈列之重大議題清單或資料中與各報告期的任何重大差異並提供解釋。

「平衡」原則 — 報告中資料的呈報方式可幫助使用者了解同比表現中的正面及負面趨勢。

與本集團於二零二一／二零二二年年報發佈的環境、社會及管治報告相比，本報告的重大議題並無任何變動。

Environmental, Social and Governance Report

環境、社會及管治報告

MATERIALITY ASSESSMENT

A thorough understanding of ESG-related topics that are material to the Group's sustainability planning, reporting and performance is key for ESG reporting of the Group. Therefore, SUGA values internal and external stakeholders' views in all ESG aspects and regularly communicates with different stakeholders including regulators, government authorities, investors, customers, suppliers and employees to identify the Group's material ESG topics and interests of different stakeholders. The communications channels include the following:

- Employee training and seminars
- Employee recreational and volunteer activities
- Intranet and emails
- Customer satisfaction survey
- Supplier questionnaire survey
- Newsletters and notice board
- Corporate website
- Annual General Meeting and other shareholders meetings
- Annual Reports, Interim Reports and Announcements
- Community service programs
- Investor Relation programs
- Contact relevant regulators and government authorities

The materiality assessment including the following process:

1. Identification — Identify the environmental and social topics most relevant to the Group's industry.
2. Prioritisation — Prioritise material issues based on stakeholder engagement results.
3. Validation — The Board validates and approves the stakeholder engagement results.
4. Review — Review and identify gaps for improvement.

重要性評估

全面了解對本集團的可持續發展規劃、報告及績效而言屬重大的ESG相關議題對本集團的ESG報告乃至關重要。因此，信佳重視內部及外部持份者對各ESG方面的意見，並定期與不同持份者進行溝通，包括監管機構、政府機關、投資者、客戶、供應商及僱員，以識別本集團的重大ESG議題及不同持份者的利益。溝通渠道包括：

- 僱員培訓及研討會
- 僱員康樂及義工活動
- 內聯網及電郵
- 客戶滿意度調查
- 供應商問卷調查
- 通信及告示板
- 公司網站
- 股東週年大會及其他股東大會
- 年報、中期報告及公告
- 社會服務計劃
- 投資者關係計劃
- 與相關監管機構及政府機構聯絡

重要性評估包括以下過程：

1. 識別 — 識別與本集團行業最為相關的環境及社會議題。
2. 優先排序 — 根據持份者的參與結果對重大問題進行優先排序。
3. 核證 — 董事會核證及批准持份者的參與結果。
4. 檢討 — 檢討並識別需要改進的不足之處。

Environmental, Social and Governance Report

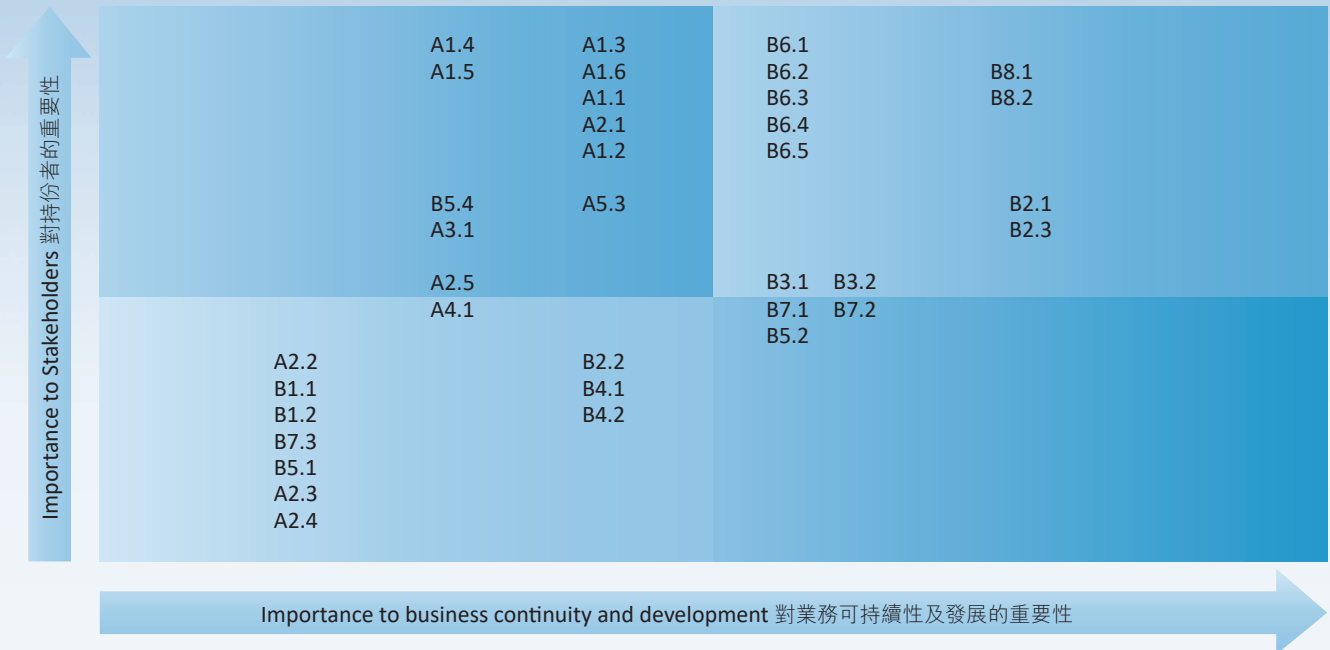
環境、社會及管治報告

MATERIALITY MATRIX

The Materiality Matrix after external and internal assessment is summarised as follows.

重要性矩陣

於進行外部及內部評估後的重要性矩陣概述如下。



Notes:

- A1.1 = Types of Emissions and Respective Emission Data
- A1.2 = Direct (Scope 1) and Indirect Energy (Scope 2) Greenhouse Gas Emissions
- A1.3 = Total Hazardous Waste Produced (in tons)
- A1.4 = Total Non-hazardous Waste Produced (in tons)
- A1.5 = Emission Target(s) Set and Steps Taken to Achieve Them
- A1.6 = Waste Management for Hazardous and Non-hazardous Substances
- A2.1 = Direct and Indirect Energy Consumption
- A2.2 = Water Consumption
- A2.3 = Description of Energy Use efficiency Target(s) Set and Steps Taken to Achieve Them
- A2.4 = Description of Water efficiency Target(s) Set and Steps Taken to Achieve Them
- A2.5 = Total Packing Material Used for Finished Products (in tons)
- A3.1 = Description of Significant Impact of Activities on the Environment and Natural Resources
- A4.1 = Climate Change
- B1.1 = Total Workforce by Gender, Employment Type, Age Group and Geographical Region
- B1.2 = Employee Turnover Rate by Gender, Age Group and Geographical Region
- B2.1 = Number and Rate of Work-related Fatalities for the Past 3 Years Including the Reporting Year
- B2.2 = Lost Days Due to Work-related Injury
- B2.3 = Description of Occupational Health and Safety Measures Adopted, Implemented and Monitored
- B3.1 = Percentage of Employees Trained by Gender, and Employee Category
- B3.2 = Average Training Hours Completed per Employee by Gender, Age Group and Employee Category
- B4.1 = Measures to Review Employment Practices to Avoid Child and Forced Labor
- B4.2 = Steps to Eliminate Child and Forced Labor When Discovered
- B5.1 = Number of Suppliers by Geographical Region
- B5.2 = Practices to Engage Suppliers, Numbers of Suppliers Where the Practices Are Implemented
- B5.3 = Practices to Identify Environmental and Social Risk in Supply Chain and Implementation
- B5.4 = Practices to Promote Environmentally Preferable Products When Selecting Suppliers
- B6.1 = Percentage of Total Products Sold Subject to Recalls for Safety and Health Reasons
- B6.2 = Number of Products-related Complaints Received and How They Are Dealt With
- B6.3 = Practices Relating to Observing and Protecting Intellectual Property Rights
- B6.4 = Quality Assurance Process and Recall Procedures
- B6.5 = Consumer Data Protection and Privacy Policies
- B7.1 = Number of Concluded Legal Cases Regarding Corrupt Practices Against the Group or Employees
- B7.2 = Implementation and Monitoring of Preventive Measures and Whistle-blowing Procedures
- B7.3 = Anti-corruption Training Provided to Directors and Staff
- B8.1 = Focus Areas of Contribution
- B8.2 = Resources Contributed to the Focus Areas

附註：

- A1.1 = 排放類別及相關排放數據
- A1.2 = 直接(範疇1)及間接能源(範疇2)排放溫室氣體排放量
- A1.3 = 有害廢料產生總量(以噸計算)
- A1.4 = 無害廢料產生總量(以噸計算)
- A1.5 = 所訂立的排放目標及為達到這些目標所採取的步驟
- A1.6 = 有害及無害物質的廢料管理
- A2.1 = 直接及間接能源消耗
- A2.2 = 耗水量
- 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
- A2.4 = 描述所訂立的省水效率目標及為達到這些目標所採取的步驟
- A2.5 = 製成品所用的包裝物料總量(以噸計算)
- A3.1 = 描述業務活動對環境及天然資源的重大影響
- A4.1 = 氣候變化
- B1.1 = 按性別、僱傭類型、年齡組別及地區劃分的僱員總數
- B1.2 = 按性別、年齡組別及地區劃分的僱員流失率
- B2.1 = 過去3年(包括匯報年度)工作相關死亡人數及比率
- B2.2 = 因工傷損失的工作日數
- B2.3 = 描述所採納、執行及監察的職業健康與安全措施
- B3.1 = 按性別及僱員類別劃分的受訓僱員百分比
- B3.2 = 按性別、年齡組別及僱員類別劃分每名僱員完成受訓的平均時數
- B4.1 = 檢討招聘慣例的措施以避免童工及強制勞工
- B4.2 = 在發現童工及強制勞工時消除有關情況的步驟
- B5.1 = 按地區劃分的供應商數目
- B5.2 = 聘用供應商的慣例，向其執行有關慣例的供應商數目
- B5.3 = 識別供應鏈的環境及社會風險的慣例，以及執行方法
- B5.4 = 揀選供應商時促使多用環保產品的慣例
- B6.1 = 已售產品總數中因安全與健康理由而須回收的百分比
- B6.2 = 接獲關於產品的投訴數目以及應對方法
- B6.3 = 有關維護及保障知識產權的慣例
- B6.4 = 質量保證程序及回收程序
- B6.5 = 消費者資料保障及私隱政策
- B7.1 = 對本集團或僱員提出並已審結的貪污訴訟案件的數目
- B7.2 = 執行及監察防範措施及舉報程序
- B7.3 = 向董事及員工提供的反貪污培訓
- B8.1 = 專注貢獻範疇
- B8.2 = 在專注範疇所動用資源

Environmental, Social and Governance Report

環境、社會及管治報告

FEEDBACK

SUGA values feedback from our stakeholders. If you have any questions or suggestions on the content or the format of reporting of this ESG Report, you are welcome to contact us via the following:

Address: 22/F., Tower B, Billion Centre,
1 Wang Kwong Road, Kowloon Bay,
Kowloon, Hong Kong
Email: investorrelations@suga.com.hk
Telephone: 852-2953 0383
Fax: 852-2953 1523

REPORTING ON ENVIRONMENTAL ASPECTS

Environment Sustainability

SUGA recognises the importance of environmental sustainability and is committed to protecting the environment. We incorporate environmental considerations into business processes and maintain an ongoing commitment to environment protection in line with laws and regulations within Hong Kong, Mainland China and Vietnam. SUGA has implemented various measures to achieve the following priority objectives in environmental aspects:

- Reducing emissions of greenhouse gases and other pollutants
- Achieving savings in energy
- Reducing waste generation

In supporting the Group to develop an all-round corporate social responsibility and green culture, we have incorporated the internationally-certified ISO 14001 and QC 080000 environmental management systems and processes in our operations and have provided formal guidance to employees through setting environmental protection guidelines.

回饋建議

信佳重視持份者的回饋建議。倘閣下對本報告的內容或報告形式有任何疑問或意見，歡迎透過以下方式與我們聯絡：

地址：香港九龍
九龍灣宏光道一號
億京中心B座22樓
電郵地址：investorrelations@suga.com.hk
電話號碼：852-2953 0383
傳真號碼：852-2953 1523

環境層面報告

環境可持續發展

信佳深明環境可持續發展的重要性，並承諾保護環境。我們將環境考慮因素融入業務流程，遵守香港、中國內地及越南的法律及法規，致力保護環境。信佳已落實多項措施以達成以下環保優先目標：

- 減少溫室氣體及其他污染物排放
- 實現節省能源
- 減少廢料產生

我們已將國際認可的ISO 14001及QC 080000環境管理系統及流程加入我們的營運中，並已透過制訂環境保護指引向僱員提供正式的指引，以推動本集團發展全方位企業社會責任及環保文化。

ASPECT A1: EMISSIONS AND WASTE REDUCTION

The Group is committed to reducing its emissions, waste, use of resources by using new environmental technologies and environmentally friendly raw materials and promoting environmental awareness among our stakeholders where applicable.

Towards this end, SUGA has established environmental protection policy to manage emission, waste, resources usage issues.

Our long-term target is to reach maximum carbon emission in 2030 and net zero carbon emission in 2060 which in line with China's long-term goal.

The board is committed to reduce emission and waste and is working on our emission targets, its work plans and time line. The targets will be disclosed in future ESG Report.

We fully comply with the relevant laws and regulations related to gas emissions and waste management. Our emission KPIs are within a normal range comparable to the industry peers. Our goal is to reduce emission, waste, use of energy and water by using new environmental technologies and environmentally friendly raw materials.

層面 A1：減少排放物及廢料

本集團致力透過使用新的環保技術及環保原材料以減少排放、浪費及資源使用，並在合適的情況下提高持份者的環保意識。

為此，信佳已制定全面的環保政策，以管理排放、廢物及資源使用問題。

我們的長期目標是在二零三零年達致最大碳排放量，並在二零六零年實現符合中國長期目標的淨零碳排放量。

董事會致力減少排放及廢物，並正著手設立排放目標、工作計劃及時間表。有關目標將於未來的ESG報告內披露。

我們全面遵守有關氣體排放及廢料管理的相關法律及法規。與同類業務公司相比，我們的排放關鍵績效指標屬於正常範圍，與行業同行相若。我們的目標為透過使用新環保技術及環保原材料以減少排放、廢料以及能源及水消耗量。

Environmental, Social and Governance Report

環境、社會及管治報告

Aspect A1.1 & A1.2 Reduce Emissions from Fuel Consumption and Greenhouse Gases Emissions

SUGA's main sources of greenhouse gases and other polluting emissions are electricity usage and our vehicle fleet. We have managed to reduce such emissions by measures such as monitoring electricity consumption, implementing energy-saving measures and curtailing use of our vehicle fleet as stated in Aspect A1.5 "Measures to Mitigate Emissions". The amount of gas emissions is calculated according to HKEX "How to Prepare an ESG Report Appendix 2: Reporting Guidance on Environmental KPIs" latest version published in HKEX website.

A1.1 Air Emission from Gases and Fuel Consumption	2022/2023	2021/2022
NO _x Emissions	244.70 Kg	434.36 Kg
SO _x Emissions	0.56 Kg	0.84 Kg
Particulate Matter (PM) Emissions	20.07 Kg	37.61 Kg
Total Emissions of Pollutants	265.33 Kg	472.81 Kg

Total Emission of Pollutants has decreased in the fiscal year 2022/2023. The decrease was due to the new transportation plan for our vehicle fleets which enhance vehicle efficiency.

A1.2 Greenhouse Gas Emissions for the Year:	2022/2023	2021/2022
Scope 1 — Direct Emissions ¹	96.32 Tons	158.20 Tons
Scope 2 — Indirect Emissions ¹	8,442.20 Tons	8,744.17 Tons
Total Emissions of Greenhouse Gases²	8,538.52 Tons	8,902.37 Tons
Scope 1 — Direct Emission Intensity	0.07 Ton/ HK\$M Sales	0.09 Tons/ HK\$M Sales
Scope 2 — Indirect Emission Intensity ³	5.85 Tons/ HK\$M Sales	4.71 Tons/ HK\$M Sales
Total Emission of Greenhouse Gases Intensity²	5.92 Tons/ HK\$M Sales	4.80 Tons/ HK\$M Sales

層面 A1.1 及 A1.2 減少燃料消耗排放及溫室氣體排放

信佳的溫室氣體及其他污染物排放的主來源為自用電及車隊。我們以層面 A1.5「減少排放物措施」一節所述監察耗電量、制訂節能措施及減少使用車隊等措施，以減少有關排放物。氣體排放量按香港交易所於其網站發佈的最新版本「如何準備環境、社會及管治報告附錄二：環境關鍵績效指標匯報指引」計算。

A1.1 氣體及燃料消耗的氣體排放	二零二二／二零二三年	二零二一／二零二二年
氮氧化物排放	244.70 千克	434.36 千克
硫氧化物排放	0.56 千克	0.84 千克
懸浮粒子排放	20.07 千克	37.61 千克
污染物總排放	265.33 千克	472.81 千克

於二零二二／二零二三年財政年度的污染物總排放出現輕微減少。減少乃由於我們的車隊採取有助提升車輛效率的新運輸計劃。

A1.2 年內溫室氣體排放：	二零二二／二零二三年	二零二一／二零二二年
範疇 1—直接排放 ¹	96.32 噸	158.20 噸
範疇 2—間接排放 ¹	8,442.20 噸	8,744.17 噸
溫室氣體總排放²	8,538.52 噸	8,902.37 噸
範疇 1—直接排放密度	0.07 噸／ 百萬港元銷售額	0.09 噸／ 百萬港元銷售額
範疇 2—間接排放密度 ³	5.85 噸／ 百萬港元銷售額	4.71 噸／ 百萬港元銷售額
溫室氣體總排放密度²	5.92 噸／ 百萬港元銷售額	4.80 噸／ 百萬港元銷售額

Environmental, Social and Governance Report

環境、社會及管治報告

Notes:

1. The source of conversion factors used to calculate Greenhouse Gas emission was according to HKEX "How to Prepare an ESG Report Appendix 2: Reporting Guidance on Environmental KPIs" latest version searched in 2023. The conversion factor for purchased electricity for this year was increased when compared with last year.
2. The decreased in the indirect Greenhouse Gas emission during the fiscal year 2022/2023 was mainly due to the decrease in electricity consumption as the sales amount was decreased.
3. The higher intensity in the fiscal year 2022/23 was due to the conversion factor for purchased electricity increased this year and change in sales mix this year.

Aspect A1.3 & A1.4 Reduce Generation of Hazardous & Non-hazardous Waste

SUGA does not generate any hazardous waste within our core production process. Even in our raw material Incoming Quality Assurance ("IQA") operation, no hazardous solution was identified by the external specialist contractor during their sample testing of our incoming raw materials. In addition, only vendors that comply with Restriction of Hazardous Substance ("RoHS") and Registration, Evaluation, Authorization and Restriction of Chemicals (REACH) codes are included in our "Approved Vendors List". And in order to ensure that our products are environmentally-friendly, only approved vendors are permitted to supply raw materials to us.

SUGA's main source of non-hazardous waste is trash generated from business operations, the Dongguan Plant Central Canteen and Dormitory and the Vietnam Plant. To decrease non-hazardous waste, we have regular training for the employees to live a greener life style.

We have managed to reduce generation of hazardous and non-hazardous waste by measures stated in Aspect A1.6 "Waste Management for Hazardous and Non-hazardous Substances".

A1.3 Total Hazardous Waste for the Year:	2022/2023	2021/2022
Hazardous Waste for the year	0 Kg	0 Kg
Hazardous Waste Intensity	0 Kg/ HK\$M Sales	0 Kg/ HK\$M Sales

附註：

1. 計算溫室氣體排放的換算因素來源依乃據香港交易所於按二零二三年搜尋所得的最新版本《如何準備環境、社會及管治報告附錄二：環境關鍵績效指標匯報指引》。與去年相比，本年度購買電力的換算因素有所上升。
2. 二零二二／二零二三年財政年度內間接溫室氣體排放減少乃主要由於銷售額減少導致用電量減少。
3. 二零二二／二零二三年財政年度的密度更高，乃由於本年度購買電力的換算因素上調及本年度銷售組合變動所致。

層面 A1.3 及 A1.4 減少產生有害及無害廢料

信佳生產過程中並無產生任何有害廢料。即使在我們的原材料引進質量保證（「IQA」）業務中，外部專業承包商在對我們的引進原材料進行抽樣測試時亦無發現任何危險的解決方案。此外，只有符合有害物質限用指令(RoHS)及化學品註冊、評估、授權和限制(REACH)守則的供應商才會列入我們的「核准供應商名單」，而只有核准供應商才可向我們提供原材料以確保我們的產品符合環保規定。

信佳的無害廢料主要源於業務營運、東莞廠房中央飯堂及宿舍以及越南廠房所產生的廢料。為減少無害廢料，我們定期培訓員工實踐更環保的生活。

我們以層面A1.6「有害及無害物質的廢料管理」所載措施以減少有害及無害廢料的產生。

A1.3年內有害廢料總量：	二零二二／二零二三年	二零二一／二零二二年
年內有害廢料	0 千克	0 千克
有害廢料密度	0 千克／ 百萬港元銷售額	0 千克／ 百萬港元銷售額

Environmental, Social and Governance Report

環境、社會及管治報告

A1.4 Total Non-hazardous Waste for the Year:	2022/2023	2021/2022
Industrial Waste	300,782 Kg	268,567 Kg
Plastic	14,198 Kg	18,220 Kg
Garbage	433,364 Kg	571,424 Kg
Food Residue	100,199 Kg	161,436 Kg
Total Non-hazardous Waste	848,543 Kg	1,019,647 Kg
Total Non-hazardous Waste Intensity ⁴	588 Kg/ HK\$M Sales	549 Kg/ HK\$M Sales

Notes:

4. Total non-hazardous waste decreased and its intensity has slightly increased in the fiscal year 2022/2023. The increase in industrial waste and non-hazardous waste intensity was due to the change in sales mix this year.

A1.4年內無害 廢料總量：	二零二二/ 二零二三年	二零二一/ 二零二二年
工業廢料	300,782 千克	268,567 千克
塑膠	14,198 千克	18,220 千克
垃圾	433,364 千克	571,424 千克
食物殘渣	100,199 千克	161,436 千克
無害廢料總量	848,543 千克	1,019,647 千克
無害廢料總量密度 ⁴	588 千克/ 百萬港元銷售額	549 千克/ 百萬港元銷售額

附註：

4. 於二零二二／二零二三年財政年度的無害廢料總量減少及其密度輕微增加。工業廢料及無害廢料密度增加乃由於本年度銷售組合變動所致。

Environmental, Social and Governance Report

環境、社會及管治報告

Aspect A1.5 Measures to Mitigate Emissions

SUGA has implemented a wide range of measures to reduce emissions of greenhouse gases and other pollutants highlighted below:

- Implementing a Solar Panel Energy System at the Dongguan Plant which can provide around 800,000 KWH of electricity per annum
- Using LED lighting in all areas of the Hong Kong Office, the Dongguan Plant in the PRC and Bac Ninh Plant in Vietnam to save energy
- Monitoring electricity consumption by measuring monthly electricity usage
- Deploying a frequency converter in production lines and the air-conditioning system in the Dongguan Plant to save energy in production
- Reducing use of our fleet by careful implementation of transportation plans
- Installing various types of sensors for electricity switches in the Dongguan Plant to reduce electricity consumption
- Installing smoke filters and electric ovens in the Central Kitchen of the PRC Dongguan Plant to reduce smoke pollution
- Implementing guidelines and creating slogans and posters to educate employees about energy-saving and environmentally-friendly concepts and encouraging them to live a green life

The board is working on new measures to mitigate emission and the measures will be disclosed in future ESG Report.

層面 A1.5 減少排放物措施

信佳已實施一系列措施以減少溫室氣體及其他污染物排放，摘要如下：

- 在東莞廠房啟用太陽能板能源系統，可每年提供約800,000千瓦時的電力
- 在香港辦事處、中國東莞廠房及越南北寧廠房所有範圍使用LED照明以節省能源
- 透過計算每月用電量以監察耗電量
- 於東莞廠房的生產線及空調系統配置頻率轉換器以於生產過程節省能源
- 透過謹慎實施運輸計劃以減少使用我們的車隊
- 於東莞廠房為電力開關安裝不同類型的感應器以減少耗電量
- 在中國東莞廠房的中央廚房安裝煙霧過濾器及電焗爐以減少煙霧污染
- 制訂指引、創作標語及海報以向僱員灌輸節省能源及環保觀念，並鼓勵他們選擇環保生活

董事會現正制訂新措施以減少排放，相關措施將於未來的ESG報告內披露。

Environmental, Social and Governance Report

環境、社會及管治報告

Aspect A1.6 Waste Management for Hazardous and Non-hazardous Substances

Our waste management strategy is in line with the key 4R principles — Reduce, Reuse, Recycle and Replace.

We have undertaken the following measures to mitigate waste generation:

- Hazardous waste is not a major issue in our operations, nevertheless we have a team and lab to monitor hazardous waste created during the IQA process
- Implementing and adhering to policies to recycle packing pallets and carton boxes and reuse transit carton boxes to reduce packing material usage
- Implementing recycling programs to reduce paper-based waste
- Implementing and adhering to policies to use environmentally-friendly raw materials at the product design stage
- We have installed recycle rubbish bins for plastic, paper and garbage in our Dongguan Plant to collect these recycle materials.

ASPECT A2: USE OF RESOURCES

We have adopted a variety of practices and guidelines to continually improve our energy efficiency in our production operations. Meanwhile, we remain committed to finding new ways to reduce energy consumption by improving the performance of machinery and use of infrastructure.

SUGA's main usage of energy is for electricity at our facilities and fuel consumption by our vehicle fleet. We manage direct and/or indirect energy consumption by monitoring monthly energy consumption, and educating employees about energy-saving and environmentally-friendly concepts and practices. Water consumption is not a material aspect area for SUGA. Much of our water consumption is for cleaning and sanitation at the Dongguan Plant Dormitory, as well as use at the Dongguan Plant Central Canteen. Nevertheless, we have implemented practices and guidelines to manage water consumption at a reasonable level.

The board is committed to reduce resources consumption and is working on Use of Resources targets and will be disclosed in future ESG Report.

層面 A1.6 有害及無害物質的廢料管理

我們的廢料管理策略符合主要的4R原則 — 減少、重用、循環再用及取代。

我們已採用下列措施以減少廢料產生：

- 有害廢料並非我們營運中需要面對的主要問題，但我們已設有團隊及實驗室用以監察在引進質量保證檢查過程中產生的有害廢料
- 實施及遵從政策以循環再用包裝卡板及包裝紙箱以及重用中轉箱以減少包裝材料用量
- 實施循環再用計劃以減少紙類廢料
- 實施及遵從政策以於產品設計階段使用環保原材料
- 我們已設立塑膠、紙張及垃圾回收筒以收集該等循環再用物料。

層面 A2：資源使用

我們已採取多項常規及指引持續改善我們生產營運的能源效益。與此同時，我們仍然致力尋找新方法透過提升機械表現及如何使用基建設施的使用以減少能源消耗。

信佳的主要能源用量是我們的設施用電及我們車隊的燃料消耗。我們透過監察每月能源消耗、教育僱員有關節省能源以及環保觀念及做法，以管理直接及／或間接能源消耗。耗水量並非信佳的重大層面。我們的大部分用水主要是用於東莞廠房宿舍的清潔及衛生，以及用於東莞廠房的中央飯堂。然而，我們已實施多項常規及指引以將耗水量控制在合理水平。

董事會致力減少資源消耗並正著手制訂資源使用目標，相關資料將於未來的ESG報告內披露。

Environmental, Social and Governance Report

環境、社會及管治報告

Our efforts in this direction include:

- Implementing a Solar Panel System at the Dongguan Plant to generate renewable energy and reduce electricity consumption
- Modernising our air-conditioning system and production machinery to save energy
- Implementing guidelines and creating slogans and posters to educate employees about energy-saving and environmentally-friendly concepts
- Installing sensors on water taps in the Dongguan Plant to reduce water usage
- Implementing paperless e-procurement and e-production and material planning systems to reduce paper consumption
- Implementing a paperless office system for business operation to reduce paper consumption
- Initiating a policy to reduce usage of packing materials for finished goods at the product design stage
- Implementing procedures to reduce packing materials in the production process
- Rubbish separation for recycling resources

我們在此方面的措施包括：

- 在東莞廠房裝設太陽能板系統以產生再生能源及減少耗電量
- 將我們的空調系統及生產機器自動化以節省能源
- 制訂指引、創作標語及海報以向僱員灌輸節省能源及環保觀念
- 於東莞廠房安裝自來水感應器以減少用水量
- 採用無紙化電子採購、電子生產及物料規劃系統以減少耗紙量
- 於業務營運中採用無紙化辦公室系統以減少耗紙量
- 於產品設計階段訂立減少製成品包裝物料用量政策
- 制訂程序以於生產過程減少包裝物料
- 廢物分類以便資源循環再用

Environmental, Social and Governance Report

環境、社會及管治報告

Aspect A2.1 Direct and/or Indirect Energy Consumption

Resources Consumption for the Year:		
	2022/2023	2021/2022
Purchased Electricity ⁵	13,716,575 KWh	15,525,295 KWh
Solar Power generated	728,480 KWh	758,240 KWh
Sale of Solar Power ⁵	16,000 KWh	6,480 KWh
Purchased Electricity Intensity ⁶	9,494 KWh/ HK\$M Sales	8,365 KWh/ HK\$M Sales
Diesel ⁷	22,446 Liters	38,662 Liters
Petrol ⁷	13,327 Liters	14,989 Liters

Notes:

- Electricity consumption decreased mainly due to decrease in production volume in the fiscal year 2022/2023. The management established a practice to sell surplus solar power generated in Dongguan Plant.
- The increase in the intensity of the purchased electricity was mainly due to the change in sales mix in this fiscal year.
- Diesel and petrol consumption decreased mainly due to new logistic arrangement to enhance efficiency.

Aspect A2.2 Water Consumption

Water Consumption for the Year:		
	2022/2023	2021/2022
Water Consumed	158,460 m³	200,877 m ³
Water Consumption Intensity ⁸	110 m³/ HK\$M Sales	108 m ³ / HK\$M Sales

Notes:

- The Water consumption decreased mainly due to the decrease in working headcount in this fiscal year 2022/2023. The Group is prepared to establish a Water Policy and measures to reduce water consumption later.

層面 A2.1 直接及／或間接能源消耗

年內資源消耗：		
	二零二二／ 二零二三年	二零二一／ 二零二二年
所購電力 ⁵	13,716,575 千瓦時	15,525,295 千瓦時
所產生太陽能	728,480 千瓦時	758,240 千瓦時
銷售太陽能 ⁵	16,000 千瓦時	6,480 千瓦時
所購電力密度 ⁶	9,494 千瓦時／ 百萬港元銷售額	8,365 千瓦時／ 百萬港元銷售額
柴油 ⁷	22,446 升	38,662 升
石油 ⁷	13,327 升	14,989 升

附註：

- 耗電量減少主要是由於二零二二／二零二三年財政年度的生產量減少。管理層已建立常規以出售東莞廠房生產的過剩太陽能。
- 外購電力密度增加乃主要由於本財政年度銷售結構變動。
- 柴油及石油消耗量減少乃主要由於新的物流安排提高效率。

層面 A2.2 耗水量

年內耗水量：		
	二零二二／ 二零二三年	二零二一／ 二零二二年
用水	158,460 立方米	200,877 立方米
用水密度 ⁸	110 立方米／ 百萬港元銷售額	108 立方米／ 百萬港元銷售額

附註：

- 耗水量減少乃主要由於二零二二／二零二三年財政年度工作人數減少。本集團正籌備制訂耗水政策及措施以於其後減少用水。

Environmental, Social and Governance Report

環境、社會及管治報告

Aspect A2.5 Packaging Material Consumption

Packaging Material Consumption for the Year:	2022/2023	2021/2022
Plastic consumed	628,445 Kg	655,026 Kg
Paper consumed	383,222 Kg	549,339 Kg
Total Packaging Material consumed	1,011,667 Kg	1,204,365 Kg
Intensity	701 Kg/ HK\$M Sales	649 Kg/ HK\$M Sales

The increase in consumption and intensity of packaging material was mainly due to change of sales mix from last year. Current sales mix requires more packing material. The Group is prepared to establish a Packaging Material Policy to reduce packing material consumption and use more environmental-friendly packing material later.

ASPECT A3: IMPACT ON ENVIRONMENTAL AND NATURAL RESOURCES

The nature of our industry does not produce hazardous waste and not require large consumption of natural resources, therefore SUGA does not have a serious impact on environmental and natural resources. The Group's largest impact on environmental and natural resources is purchased electricity consumption, we have installed solar panel to reduce purchase electricity consumption. Also SUGA has established ESG Policies which include stringent measures in place to reduce greenhouse gases and control emissions of pollutants. We have also implemented measures to reduce production of hazardous and non-hazardous waste.

Moreover, to promote environmental awareness among our employees, SUGA has created guidelines, slogans and posters to educate employees about energy-saving and environmentally-friendly concepts. We encourage our employees to live a green lifestyle.

SUGA's activities and operations have had no significant adverse impact on the environment and natural resources during the financial year ended 31 March 2023.

層面 A2.5 包裝物料消耗

年內包裝物料 消耗：	二零二二/ 二零二三年	二零二一/ 二零二二年
已耗塑膠	628,445 千克	655,026 千克
已耗物料	383,222 千克	549,339 千克
已耗包裝物料總量	1,011,667 千克	1,204,365 千克
密度	701 千克/ 百萬港元銷售額	649 千克/ 百萬港元銷售額

包裝物料消耗及密度增加主要是由於銷售組合與去年有所改變。現行銷售組合需要更多包裝物料。本集團正籌備制訂包裝物料政策以減少包裝物料消耗並於其後使用更多環保包裝物料。

層面 A3：對環境及天然資源的影響

由於我們的行業性質不會產生有害廢料，亦毋須消化大量天然資源，故信佳對環境及天然資源並不會造成嚴重影響。本集團對環境及天然資源的最大影響為購買電力，我們已安裝太陽能板以減少購買電力消耗。信佳已設立 ESG 政策，包括採取嚴格措施以減少溫室氣體及控制污染物排放。我們亦已採取多項措施以減少產生有害及無害廢料。

此外，為了促進我們僱員的環保意識，信佳訂立指引、創作標語及海報以向僱員灌輸節能及環保觀念。我們鼓勵僱員選擇環保生活方式。

於截至二零二三年三月三十一日止財政年度，信佳的活動及營運對環境及天然資源概無造成重大不利影響。

ASPECT A4: CLIMATE CHANGE

SUGA recognises that the climate change poses physical and transitional risks to the businesses of the Group. Therefore, SUGA has established Climate Change Policy to cope with climate change. The Group has identified the physical and transitional risks posed by climate change and strives to manage them. We incorporate climate change and extreme weather events such as flood and typhoon into our risk management and develop strategies in line with industry best practices to mitigate, adapt and fortify its resilience to the impact of climate change. The board is working on Climate Change risks and opportunities and will disclose them in future ESG Report. Also, management reviews regularly the updates of relevant laws and regulations concerning climate change and take action if necessary to reduce the transitional risks.

In accordance with the ESG policies, SUGA shall:

1. Reduce carbon emissions by adopting industry best practices to improve energy efficiency in operations. Our long-term target is to achieve net zero carbon emission by 2060.
2. Increase the use of renewable energy in the Group's operations.
3. Establish emergency plans and response mechanisms intended to prevent or minimise the damage that climate change may cause.
4. Encourage stakeholders to reduce carbon emissions in their daily operations wherever practicable.
5. Incorporate climate change considerations in procurement processes and promote environmentally friendly materials.
6. Assess the financial and other risks and opportunities associated with climate change and its impact on the Group's operations.
7. Implement measures to prevent or minimise the damage caused by climate change.

層面A4：氣候變化

信佳明白氣候變化對本集團的業務構成實體及轉型風險。因此，信佳已制定應對氣候變化政策以處理氣候變化。本集團已識別氣候變化帶來的實體及轉型風險，並致力管理有關風險。我們將氣候變化以及洪水及颱風等極端天氣事件納入我們的風險管理，並根據行業最佳實常規定策略，以減輕、適應及加強其對氣候變化影響的抵禦能力。董事會正著手於氣候變化風險及機遇，有關資料將於未來的ESG報告內披露。此外，管理層定期查閱有關氣候變化的最新相關法律法規，並在必要時採取行動以降低轉型風險。

根據其ESG政策，信佳應：

1. 通過採納行業最佳常規以提高營運中的能源效率，從而減少碳排放。我們的長期目標為於二零六零年前實現淨零碳排放。
2. 增加本集團業務中對可再生能源的使用。
3. 建立應急計劃及應對機制，以防止或盡量減少氣候變化可能造成的損害。
4. 鼓勵持份者在可行的情況下減少日常營運中的碳排放。
5. 在採購過程中考慮氣候變化，推廣環保材料。
6. 評估與氣候變化相關的財務及其他風險及機遇以及其對集團營運的影響。
7. 採取措施防止或盡量減少氣候變化造成的損害。

REPORTING ON SOCIAL ASPECTS

Corporate Social Responsibility

As one of Hong Kong's leading providers of total electronics solutions, fulfilling our corporate social responsibility is one of our objectives. SUGA is committed to operating in a manner that is economically, socially and environmentally sustainable. We have put in place policies, practices, procedures, guidelines and measures to achieve our corporate social responsibility objectives in environmental and social aspects.

SUGA also has a mission of benefiting society through participating in community activities and donations. A core value of SUGA's corporate social responsibility is to benefit society and protect the environment. To fulfill that responsibility, we are committed to conducting business in a manner that respects society and the environment. Our environmental and social responsibility practices positively contribute to the community and protect the environment through donations, volunteer works and environmentally-friendly practices. For transitioning to cleaner production, SUGA has adopted energy conservation measures to reduce environmental risks and liabilities. We also work to raise awareness and involvement in environmental protection among our employees at all levels and always encourage them to engage in green activities with their families. In the future, SUGA intends to continue ongoing efforts to fulfil our commitment to environmental protection as well as support sustainable development at the local and global level. We believe that through our efforts in environmental protection and community activities we can make our world a better place to live.

社會層面報告

企業社會責任

作為香港其中一間領先的全方位電子解決方案供應商，實現企業社會責任是我們的其中一個目標。信佳致力以符合經濟、社會及環境可持續發展的方式營運。我們已制訂政策、常規、程序、指引及措施以實現我們在環境及社會層面的企業社會責任目標。

此外，信佳以透過參與社區活動及捐款惠及社會為己任。惠及社會及保護環境是信佳的企業社會責任核心價值。為履行該責任，我們致力以尊重社會及環境的方式經營業務。我們透過捐款、義工活動及環保常規為社會作出積極貢獻及保護環境，實踐對環境及社會負責任的常規。為了實現生產過程中減少污染，信佳已採用多項節能措施以減少環境風險及責任。我們亦致力提升各級僱員的環保意識及推動他們參與環保事務，更經常鼓勵僱員與其家人參與環保活動。展望將來，信佳計劃繼續致力實現我們對環保的承諾，以及於本地及全球層面支持可持續發展。我們相信，透過我們於環保及社區活動方面的努力，我們能令我們的世界變得更美好。

Environmental, Social and Governance Report

環境、社會及管治報告

ASPECT B1: EMPLOYMENT

SUGA employs around 2,262 employees in Hong Kong, the PRC and Vietnam. We are committed to providing a rewarding work environment for our employees that encourages collaboration and offers them opportunities to learn, grow and succeed at work. The commitment has been incorporated into our Human Resources policies and practices and the Employee Handbook.

SUGA is in compliance with the following laws and regulations of the PRC, Hong Kong and Vietnam concerning employment.

1. Labor Law of the PRC
2. Law of the PRC on Employment Contracts
3. Minority Protection Law of the PRC
4. PRC Provision on the Prohibition of Child Labor
5. Hong Kong Employment Ordinance
6. Hong Kong Employment of Children Regulation
7. Hong Kong Minimum Wage Ordinance
8. Hong Kong Mandatory Provident Fund Scheme Ordinance
9. Hong Kong Employee's Compensation Ordinance
10. Labor Law of Vietnam

層面 B1：僱傭

信佳在香港、中國及越南聘有約2,262名僱員。我們承諾為我們的僱員提供理想的工作環境、鼓勵他們互相合作及為他們提供學習、成長及於工作上取得成功的機會。有關承諾已納入我們的人力資源政策和常規及僱員手冊。

信佳遵守以下中國、香港及越南的僱傭相關法律及法規。

1. 中華人民共和國勞動法
2. 中華人民共和國勞動合同法
3. 中華人民共和國未成年人保護法
4. 中國禁止使用童工規定
5. 香港僱傭條例
6. 香港僱用兒童規例
7. 香港最低工資條例
8. 香港強制性公積金條例
9. 香港僱員補償條例
10. 越南勞動法

Environmental, Social and Governance Report

環境、社會及管治報告

Recruiting and retaining competent and professional employees is vital to our success and we aim to attract, motivate and retain the best people for our business operations. To achieve this, we provide a competitive employment package consisting of monetary and non-monetary rewards for our employees. Our comprehensive reward system offers a discretionary incentive bonus, sales commissions, share options, group medical insurance protection, and retirement protection. Our employer contribution for the Mandatory Provident Fund (MPF) exceeds the legal requirement and we offer additional holidays to promote the well-being of employees.

At the same time, we help our employees pursue a work-life balance and live a healthy and fulfilling life. Our Human Resources Department organises a range of social, sports and recreation activities, including local tours, barbecues, dinner gatherings and sports competitions to enrich our employees' lives. In this fiscal year, we have organised various campaigns to promote employees' awareness for health and green life. The campaigns included "Exercise for Health" and "Green Office". Also, we have organised various activities to promote employees' welfare and sense of belongings to the Group. The activities are "Christmas Party", "Spring Festival Party", "Woman Day", "Basketball Competition" and "Ping-pong Competition". We care the employees' well-being; we have fund raising to help employee suffering from serious medical condition and organised children sitter service during summer vacation.

We treat all employees and job applicants fairly and equally regardless of their gender, sexual orientation, marital status, race, color, nationality, religion, age or disability. We have zero tolerance of harassment and discrimination in any form.

招聘及挽留勝任及專業的僱員對我們的成功至為重要，我們致力於為業務營運招攬、鼓勵及挽留優秀人才。為實現此目標，我們為僱員提供具競爭力的僱傭待遇，當中包含金錢及非金錢獎勵。我們的全面獎勵制度提供酌情獎勵花紅、銷售佣金、購股權、團體醫療保險保障及退休保障。我們的強積金僱主供款水平較法定要求水平更高，而我們更會提供額外休假促進僱員福祉。

與此同時，我們協助我們的僱員追求工作與生活的平衡，活出健康豐盛人生。我們的人力資源部門舉辦多種社交、體育及康樂活動，包括本地遊、燒烤、晚宴聚餐及體育競賽，以豐富我們僱員的生活。於本財政年度，我們已舉辦多項活動，以提高員工的健康及環保生活的意識。該等活動包括「健康運動」及「綠色辦公室」。此外，我們亦籌辦各類活動以提升員工的福利及對本集團的歸屬感，包括「聖誕聯歡會」、「春節晚會」、「三八女神節」、「籃球比賽」及「乒乓球比賽」。我們關心員工的福祉，並舉行籌款幫助患有嚴重疾病的工人及於暑假組織托兒服務。

我們公平及平等地對待所有僱員及求職者，無分性別、性取向、婚姻狀況、種族、膚色、國籍、宗教、年齡或傷健。我們對任何形式的騷擾及歧視採取零容忍態度。

Environmental, Social and Governance Report

環境、社會及管治報告

Employee Communication

Promoting a corporate culture of open communication is one of the keys to sustaining our success. We encourage employees at all levels to express their views and make suggestions through a variety of channels, including face-to-face meetings, gatherings with management, a quarterly employee satisfaction survey and more. The last quarterly employee satisfaction survey result was over 96% employees were satisfied with the Group. Our intranet and notice board keep employees up-to-date on company news across the Group. In addition, we have provided a suggestion box for employees to submit advice or inform the management of any concerns they may have.

SUGA complies with all relevant Hong Kong, PRC and Vietnam laws and regulations related to working hours, rest periods and overtime pay. We provide workers overtime pay for working time beyond regular working hours. In addition, we strive to amicably resolve any labor-related matters through dialogue and negotiations with relevant employees.

Employee Welfare and Working Conditions

We operate a canteen and a dormitory at our Dongguan Plant, which provides employees with reasonably-priced meals and lodging. Also, we operate a clubhouse and other recreational facilities at the Dongguan Plant, including a gym, Karaoke and a cinema theater for employees' entertainment during their leisure time. We also operate a canteen at our Vietnam Plant which provides employees free meals.

Moreover, our service excellence award and long service awards recognise the outstanding contributions, commitment and loyalty of dedicated employees.

During the reporting period, we were not aware of any incident of non-compliance with laws and regulations that have significantly affected the Group relating to employment, occupational health or labor standards.

僱員溝通

鼓勵開放溝通的企業文化是令我們賴以持續成功的要素之一。我們鼓勵各級僱員透過不同渠道表達意見及提出建議，包括面談、與管理層會面、季度僱員滿意度調查等。最新一季僱員滿意度調查顯示超過96%僱員對本集團表示滿意。我們的內聯網及告示板令僱員得悉本集團的最新消息。此外，我們已為僱員提供意見箱，以便他們就一些問題向管理層提供意見或知會管理層可能的疑慮。

信佳遵守香港、中國及越南所有有關工作時間、休息時間及超時工資的相關法律及法規。我們對工人於正常工作時間以外超時工作提供工資。此外，我們致力透過與相關僱員對話和磋商友好地解決任何勞工事宜。

僱員福利及工作環境

我們在東莞廠房設有飯堂及宿舍，為僱員提供價格合理的膳食及住宿。此外，我們在東莞廠房設有會所及其他康樂設施，包括健身器材、卡拉OK設備及影院，為僱員在空閒時間提供娛樂。我們在越南廠房亦設有飯堂，為員工提供免費膳食。

此外，我們設有卓越服務獎及長期服務獎以表彰我們敬業僱員的傑出貢獻、承擔及忠誠表現。

於報告期內，本集團概無發現與僱傭、職業安全或勞工準則有關而對其有重大影響的任何違反法律及法規情況。

Environmental, Social and Governance Report

環境、社會及管治報告

B1.1 Total Employees Headcount

	As at 31 March 2023	As at 31 March 2022
By Gender	Headcount	Headcount
Female	1,037	1,145
Male	1,225	1,385
Total	2,262	2,530

	As at 31 March 2023	As at 31 March 2022
By Geographical Region	Headcount	Headcount
Hong Kong	59	64
Mainland China	1,620	1,830
Vietnam	583	636
Total	2,262	2,530

	As at 31 March 2023	As at 31 March 2022
By Rank	Headcount	Headcount
Senior	109	104
Staff	499	543
Worker ⁹	1,654	1,883
Total	2,262	2,530

Notes:

9. The employment relationship for workers is different with senior and staffs. Workers represent the factory workers in both PRC and Vietnam factories, while the senior and staff represent the general office staff and staff with senior rank. The workers headcount may vary due to seasonal factors, such as lunar new year holidays in PRC, while the senior and staff headcount are relatively stable and not subject to these seasonal factors.

B1.1 僱員總人數

	於二零二三年 三月三十一日	於二零二二年 三月三十一日
按性別	人數	人數
女性	1,037	1,145
男性	1,225	1,385
總數	2,262	2,530

	於二零二三年 三月三十一日	於二零二二年 三月三十一日
按地區	人數	人數
香港	59	64
中國內地	1,620	1,830
越南	583	636
總數	2,262	2,530

	於二零二三年 三月三十一日	於二零二二年 三月三十一日
按職級	人數	人數
高層	109	104
員工	499	543
工人 ⁹	1,654	1,883
總數	2,262	2,530

附註：

9. 工人的僱傭關係與高層及員工不同。工人指中國及越南工廠的工人，而高層及員工則指一般辦公室人員及高級職員。工人人數可能因季節性因素而變化，如中國的農曆新年假期，而高層及員工人數則相對穩定，不受該等季節性因素影響。

Environmental, Social and Governance Report

環境、社會及管治報告

B1.2 Employee Average Turnover Rate

By Gender & Age Group	2022/2023	2021/2022
Female — Total	7.82%	9.09%
Female — Under 30 years of age	5.27%	6.73%
Female — 31 to 50 years of age	2.44%	2.31%
Female — Over 51 years of age	0.12%	0.06%
Male — Total	9.54%	10.58%
Male — Under 30 years of age	6.97%	8.00%
Male — 31 to 50 years of age	2.53%	2.56%
Male — Over 51 years of age	0.05%	0.02%

By Geographical Region	2022/2023	2021/2022
Hong Kong	2.52%	2.49%
Mainland China	8.71%	10.09%
Vietnam	9.58%	10.07%

By Rank	2022/2023	2021/2022
Senior	0.91%	1.32%
Staff	4.37%	3.87%
Worker	10.87%	11.91%

B1.2 僱員平均流失率

按性別及年齡組別	二零二二／ 二零二三年	二零二一／ 二零二二年
女性 — 總數	7.82%	9.09%
女性 — 三十歲以下	5.27%	6.73%
女性 — 三十一至五十歲	2.44%	2.31%
女性 — 五十一歲以上	0.12%	0.06%
男性 — 總數	9.54%	10.58%
男性 — 三十歲以下	6.97%	8.00%
男性 — 三十一至五十歲	2.53%	2.56%
男性 — 五十一歲以上	0.05%	0.02%

按地區	二零二二／ 二零二三年	二零二一／ 二零二二年
香港	2.52%	2.49%
中國內地	8.71%	10.09%
越南	9.58%	10.07%

按職級	二零二二／ 二零二三年	二零二一／ 二零二二年
高層	0.91%	1.32%
員工	4.37%	3.87%
工人	10.87%	11.91%

ASPECT B2: HEALTH AND SAFETY

As a company caring for our employees, we are committed to maintaining a healthy and safe work environment in compliance with all relevant Hong Kong, PRC and Vietnam laws and regulations. We have established “Health and Safety Policy” to manage the Group’s employees’ health and safety matters, which includes the following areas:

1. Compensation Insurance Scheme;
2. Accidents and injuries at work;
3. Typhoon and rainstorm warning;
4. Fire emergency and evacuation;
5. Handling of threatening call;
6. Suspicious packages and parcels;
7. Work safety;
8. Infectious disease; and
9. Office hygiene

We have also posted Hong Kong Labour Department Occupational Health and Safety Guidelines on the Hong Kong Notice Board so as to educate employees about Occupational Safety and Health concepts. We have established Occupational Health and Safety Management Policy (職業安全健康管理辦法) in Dongguan Plant which comply relevant regulations in PRC. This policy forms part of our Group ESG Policy. In addition, we have employed a dedicated Safety and Health (OSH) Officer in the Dongguan Plant to handle safety issues and measures, aiming to reduce industrial accidents and injuries. Also we have health and safety training in Vietnam Plant to reduce industrial accident and injuries. During the year, there was no serious work-related injuries throughout the Group’s operations.

層面 B2：健康與安全

作為關懷僱員的公司，我們承諾營造一個符合香港、中國及越南的所有相關法律及法規的健康和安全的工作環境。我們已制定「健康與安全政策」，以管理本集團僱員的健康與安全事宜，當中包括以下範疇：

1. 賠償保險計劃；
2. 工傷事故；
3. 颱風、暴雨預警；
4. 火災應急及疏散；
5. 恐嚇電話的處理；
6. 可疑包裹及郵件；
7. 工作安全；
8. 傳染病；及
9. 辦公室衛生

我們亦已將香港勞工處的職業安全及健康指引張貼於香港告示板以向僱員灌輸職業安全及健康觀念。我們已於東莞廠房設立符合中國相關法規的職業安全健康管理辦法。該政策構成本集團 ESG 政策的一部分。此外，我們已於東莞廠房僱用一名專責處理安全事項措施的職業安全及健康主任，以減少工業意外及傷亡。此外，我們於越南工廠進行健康及安全培訓，以減少工業意外及傷亡。於年內，本集團整體營運上概無發生與工作相關嚴重的傷亡事故。

Environmental, Social and Governance Report

環境、社會及管治報告

		2022/2023	2021/2022	2020/2021
B2.1	Number of work-related fatalities	0 person	0 person	0 person
	Number of work-related injuries	7 incidents	5 incidents	4 incidents
B2.2	Lost days due to work injuries	33 days	82 days	138 days

The work-related injuries have been handled and related issues were resolved.

ASPECT B3: DEVELOPMENT AND TRAINING

We consider the professional development of our employees to be one of the key contributors to sustainable business growth. We continue to promote a culture encouraging to learning and offer career development and training programs to all levels of employees. For example, the Group pay for or subsidise employees' attendance at seminars, forums or exhibitions to ensure they are well-prepared to execute their duties. In addition, we have a Company Training Sponsorship Scheme to encourage our employees to enroll in further education courses to support their career development. With prior approval from the Group, courses and examination fees for further education may be organised or reimbursed upon attainment of successful academic qualifications.

As for newly recruited employees, we have a training program in place, including orientation and on-the-job training, to ensure they can properly perform their duties in line with the Group's expectations.

B3.1 Percentage of Employees Trained

By Gender	2022/2023	2021/2022
Full-time Female	93%	92%
Full-time Male	94%	93%

As SUGA has no part-time employee, therefore the training percentage for part-time employees is not applicable.

	二零二二/ 二零二三年	二零二一/ 二零二二年	二零二零/ 二零二一年	
B2.1	工作相關死亡人數	0人	0人	0人
	工作相關受傷人數	7宗事故	5宗事故	4宗事故
B2.2	因工傷損失的工作日數	33日	82日	138日

工傷已獲處理及相關事宜已解決。

層面 B3：發展及培訓

我們視僱員的專業發展為業務可持續增長的關鍵因素。我們向各級僱員提倡促進學習的文化及提供事業發展及培訓計劃。例如，本集團透過資助或補貼僱員出席研討會、論壇或展覽，以確保僱員擁有足夠知識及技能履行其職責。此外，我們設有公司培訓資助計劃，以鼓勵僱員深造以支持其事業發展。在得到本集團事先批准的情況下，在成功取得學術資格後，僱員可安排報讀持續進修課程及考試，並就有關費用報銷。

對於新招聘僱員，我們已制訂培訓計劃，包括入職及在職培訓，以確保僱員能夠適當地履行職責以符合本集團的預期。

B3.1 受訓僱員百分比

按性別	二零二二/ 二零二三年	二零二一/ 二零二二年
全職女性	93%	92%
全職男性	94%	93%

由於信佳並無兼職僱員，故兼職僱員的受訓百分比並不適用。

Environmental, Social and Governance Report

環境、社會及管治報告

B3.2a Average Training Hours by Gender (per head per annum)

	2022/2023	2021/2022
Male — Total	20.34 Hours	37.51 Hours
Male — Under 30 years of age	11.67 Hours	22.80 Hours
Male — 31 to 50 years of age	8.61 Hours	14.65 Hours
Male — Over 51 years of age	0.06 Hours	0.07 Hours
Female — Total	12.51 Hours	24.04 Hours
Female — Under 30 years of age	5.39 Hours	11.21 Hours
Female — 31 to 50 years of age	7.08 Hours	12.78 Hours
Female — Over 51 years of age	0.04 Hours	0.05 Hours
Employee Headcount Average Training Hour per year	16.67 Hours	31.29 Hours

B3.2a 按性別劃分之平均培訓時數(每年人均時數)

	二零二二／二零二三年	二零二一／二零二二年
男性 — 總數	20.34 小時	37.51 小時
男性 — 三十歲以下	11.67 小時	22.80 小時
男性 — 三十一至五十歲	8.61 小時	14.65 小時
男性 — 五十一歲以上	0.06 小時	0.07 小時
女性 — 總數	12.51 小時	24.04 小時
女性 — 三十歲以下	5.39 小時	11.21 小時
女性 — 三十一至五十歲	7.08 小時	12.78 小時
女性 — 五十一歲以上	0.04 小時	0.05 小時
每年按僱員人數的平均培訓時數	16.67 小時	31.29 小時

B3.2b Average Training Hours by Employment (per head per annum)

	2022/2023	2021/2022
Worker	21.86 Hours	39.19 Hours
Staff	4.64 Hours	6.48 Hours
Senior	4.32 Hours	3.96 Hours

B3.2b 按僱傭類別劃分之平均培訓時數(每年人均時數)

	二零二二／二零二三年	二零二一／二零二二年
工人	21.86 小時	39.19 小時
員工	4.64 小時	6.48 小時
高層	4.32 小時	3.96 小時

ASPECT B4: LABOR STANDARDS

We are committed to protecting human rights and comply with all relevant Hong Kong, PRC and Vietnam laws and regulations concerning human rights. We have a policy stated in the Employee Hand Book forbidding the use of forced labor and child labor in our business operations. During the recruiting process, Human Resource Department is fully responsible to verify the applicant identity to ensure no child labor will be employed by the Group. To avoid child or forced labour in the Group, Human Resource Department is responsible to check our employee regularly to ensure no child or forced labour exists.

SUGA complies with the Hong Kong, PRC and Vietnam laws and regulations concerning labor standards as stated in Aspect B1 above.

層面 B4：勞工準則

我們承諾保障人權及遵守所有香港、中國和越南有關人權的法律及法規。我們的員工手冊中有政策規定，禁止在我們的業務營運中使用強迫勞工及童工。在招聘過程中，人力資源部全權負責核實應徵者身份，以確保本集團不會僱用童工。為避免本集團出現童工或強迫勞工，人力資源部負責定期檢查僱員確保不存在童工或強迫勞工。

信佳遵守香港、中國及越南的勞工準則相關法律及法規(見上文層面 B1 所載)。

Environmental, Social and Governance Report

環境、社會及管治報告

ASPECT B5: POLICIES ON MANAGING ENVIRONMENTAL AND SOCIAL RISK IN OUR SUPPLY CHAIN

We have business relationships with suppliers all around the globe that provide us with a wide variety of raw materials, equipment and services. The Group has set up policies and procedures to manage its supply chain in fulfillment of its corporate social responsibilities and provide good quality products to customers. A comprehensive supplier quality management mechanism is in place to facilitate quality accreditation and carry out inspection and factory supervision of products.

In order to manage environmental and social risk, the Group's Dongguan Plant has incorporated the ISO 9001:2015, ISO 14001:2015, QC 080000:2017 and ISO 13485:2016 accredited procedures in the management of its supply chain. Our Supply Chain Policy covers specific supplier requirements on business ethics, quality standards and public responsibilities for the process of supplier evaluation and approval, strategic supplier development and procurement of materials.

The Group has achieved RoHS and Waste Electrical and Electronic Equipment compliance certifications and complies with REACH standards for our products. We conduct RoHS testing for incoming raw materials to ensure they are free of hazardous substances. In the future, SUGA will continue to fulfill its commitment to environmental protection and also support sustainable development at both the local and global level.

We require our vendors to accept and observe our Supplier Code of Conduct, which forbids forced or child labor. We will immediately terminate a vendor if any cases of employment of forced or child labor are identified.

層面B5：管理供應鏈的環境及社會風險政策

我們與來自全球各地為我們提供各種原材料、設備及服務的供應商維持業務往來。本集團已就為履行自身企業社會責任及為客戶提供優質產品以管理其供應鏈制訂政策及程序。我們亦已就促進質量認證、履行查驗及工廠監督產品制訂全面的供應商質量管理機制。

為管理環境及社會風險，本集團的東莞廠房已在供應鏈管理中加入ISO 9001:2015、ISO 14001:2015、QC 080000:2017及ISO13485:2016認證程序。本集團的供應鏈政策涵蓋對供應商的評估和審批、策略供應商發展及物料採購過程中的商業道德、質量水平及公眾責任訂有具體的供應商規定。

本集團已就產品實現RoHS及廢舊電器及電子產品遵例認證及遵守REACH準則。我們就引進的原材料進行RoHS測試，以確保其不會附帶有害物質。展望將來，信佳將繼續履行其環保承諾，以及在本地及全球層面支持可持續發展。

我們要求供應商接受及遵守我們的供應商操守守則，其中嚴禁強制勞工及童工的任何情況。假如發現僱用強制勞工或童工，我們將即時終止與該供應商之業務往來。

5.1 Vendors by Location

	2022/2023	2021/2022
China (including Hong Kong)	1,252	1,059
The United States of America	37	36
Other Asian countries	43	26
Europe	24	20
Australia	10	10
Total	1,366	1,151

Supply Chain Management Practices

SUGA has well-established Supply Chain Management Policy for supplier selection and evaluation. The selection and evaluation workflows and supplier requirements are documented in Document Control Department to act as a standard procedure to select and evaluate suppliers. The supplier selection process included a "Vendor Survey Form" to assess the supplier's general information which include the RoHS risk level. This "Vendor Survey Form" is chopped with supplier's official chop to form part of official documents between supplier and Suga. Suga working team (including several departments) will audit the supplier's technical ability by giving marks in a "Supplier Quality Information Questionnaire". This "Supplier Quality Information Questionnaire" is signed by supplier's concerned parties and Suga working team and form part of official documents. New suppliers are required to undergo an evaluation process, in which considerations of their technical capabilities, quality and sustainability performance are incorporated and only suppliers thus qualified can be included in our Approved Vendor List. For all approved vendors, a set of formal agreements are required to be signed which specify the terms of environmental protection, health and safety, labor and ethic and human rights. The set of formal agreements includes "Supplier Responsible Business Alliance Agreement", "Confidential Agreement", "Environmental Protection Agreement" and "Anti-corruption Agreement". For the existing suppliers, periodic verification processes and site audits are conducted to ensure their continued compliance with the Group's Supply Chain Policy. A vendor unable to comply with our Supply Chain Policy is deleted from our Approved Vendors List and is subsequently not permitted to provide us with raw materials or services. To enhance supply chain management, SUGA has established Supplier Relationship Management System (SRM) in 2022 which enables on-line communication between SUGA and its vendors to manage the raw material status.

5.1 按地區劃分之供應商情況

	二零二二/ 二零二三年	二零二一/ 二零二二年
中國(包括香港)	1,252	1,059
美利堅合眾國	37	36
其他亞洲國家	43	26
歐洲	24	20
澳洲	10	10
總數	1,366	1,151

供應鏈管理常規

信佳已就供應商遴選及評估制訂完善的供應鏈管理政策。甄選及評估工作流程及供應商要求已於文件控制部存檔，作為甄選及評估供應商的標準程序。供應商甄選流程包括「供應商調查表格」，以評估供應商的一般資料，包括RoHS風險水平。此「供應商調查表格」已蓋上供應商的正式印章，以構成供應商與信佳之間正式文件的一部分。信佳工作團隊(包括多個部門)將於「供應商質量資料問卷」中透過標記以審核供應商的技術能力。此「供應商質量資料問卷」由供應商的相關方及信佳工作團隊簽署，並構成正式文件的一部分。新供應商須接受技術能力、質量及可持續發展等方面的評估，而只有合資格供應商方可列入我們的核准供應商名單。所有核准供應商均需簽署一份正式協議，當中承諾遵守環境保護、健康與安全、勞工及道德及人權等條款。正式協議包括「供應商責任商業聯盟協議」、「保密協議」、「環保協議」及「反貪污協議」。現有供應商須接受定期核實程序及實地審核，以確保他們一直遵守本集團的供應鏈政策。未能遵守我們的供應鏈政策的供應商將從我們的核准供應商名單中剔除，及往後不得向我們提供原材料或服務。為加強供應鏈管理，信佳已於二零二二年建立供應商關係管理系統(SRM)，讓信佳與其供應商進行網上溝通，以管理原材料狀況。

ASPECT B6: PRODUCT RESPONSIBILITY

The Group has established policies and practices to ensure its operations comply with applicable laws and regulations. The management is responsible for monitoring the Group's policies and practices ensuring they are in line with relevant legal and regulatory requirements, and that those policies and practices are regularly reviewed for adequacy. Any changes in the applicable laws, rules and regulations are brought as necessary to the attention of the relevant employees and operating units. In addition, we have implemented practices to fulfill product safety requirements at the product design stage. The Group has also established a policy to obtain any certification required to ensure the finished goods are environmentally friendly, healthy and safe. In addition, the Group is committed to ensuring that our products comply with relevant laws and regulations of the countries where these products are sold.

At the same time, we have established Manufacturing Execution Systems (MES) to enhance the product quality management and product traceability/tracking.

During the reporting period, the Group was not aware of any incident of non-compliance with laws and regulations that has had a significant impact related to its product responsibilities.

Customer Complaint Policy

The Group has established a Customer Complaint Policy to ensure that customer complaints are promptly and efficiently handled. The policy includes a provision for the concerned parties to work together to find the reasons for any defects and responsibilities and then re-work the rejected finished goods. At the same time, we regularly communicate with customers to collect their feedback and opinions.

B6.1 Percentage of Total Products Sold or Shipped Subject to Recall for Safety and Health Reasons

No products have been sold or shipped which were subject to recall for safety and health reasons during this financial year.

B6.2 Number of Complaints Received Related to Products and Services

No complaints have been received for the products sold and services rendered during this financial year.

層面 B6：產品責任

本集團已制訂政策及常規確保其營運遵守適用法律及法規。管理層負責監察本集團的政策及常規，確保其符合相關法律及法規規定，並定期檢討以確保該等政策及常規足夠。如適用法律、規則及法規有任何更改，本集團將指令有關僱員及營運單位跟進。此外，我們已於產品設計階段制訂產品安全規定。本集團亦已制訂政策以取得所有確保製成品為環保、健康及安全所需的認證。此外，本集團承諾確保我們的產品遵守於出售產品國家的相關法律及法規。

同時，我們已制定製造執行系統(MES)以加強產品質量管理及產品追蹤／監察能力。

於報告期內，本集團概無發現對其產品責任有重大影響的任何違法違規事件。

客戶投訴政策

本集團已制訂客戶投訴政策，以確保客戶投訴會得到迅速而有效處理。政策的其中一項條文規定，相關人士須合作查找任何缺陷及責任的原因，以及重新研製遭退貨的製成品。與此同時，我們將定期與客戶溝通以收集回饋建議及意見。

B6.1 已售或已付運產品因安全及健康理由而須回收的百分比

於本財政年度內，概無因安全及健康理由須回收之已售或已付運產品。

B6.2 接獲關於產品及服務的投訴數目

於本財政年度內，概無接獲關於所售產品及提供服務的投訴。

Aspects B6.3 & B6.5 Intellectual Property Policy and Customer Data Protection and Privacy Policies

In order to protect customer intellectual property (IP), we have a strict policy in place to sign a formal Non-Disclosure Agreement with our customers. In this Non-Disclosure Agreement, Suga is forbidden to disclose customer's intellectual property to third party. To protect our intellectual property (IP), all approved vendors must sign a formal Non-Disclosure Agreement with Suga. The approved vendors are forbidden to disclose Suga's IP to third parties. Also, we have a clause in our employee contract forbid employees to disclose customer's and Suga information during and after our employment to protect IP. We have established data management system which control user access right to protect customers' confidential data. Also, the Group has applied for intellectual property right certification for its own products and designs, thus its standard practice is not to infringe on the IP rights of other parties. We comply China, Hong Kong and Vietnam Privacy laws and regulations and corresponding privacy clauses are included in our agreements with customers, suppliers and employees.

Aspect B6.4 Quality Assurance Procedures and Recall Procedures

The Group has established quality assurance procedures to ensure that incoming raw materials, work-in-progress and finished goods meet the products' quality specifications and comply with environmentally-friendly, health and safety requirements. At the same time, the Group has established recall procedures to handle recalled or defective products. If a product was recalled, the group will collect back all the shipped products and perform remedy actions as soon as possible to reduce the impact.

ASPECT B7: ANTI-CORRUPTION

SUGA is committed to maintaining a high standard of corporate governance. We have a zero-tolerance policy regarding bribery and corruption in any form or at any level in association with any aspect of the Group's activities. Our Employee Code of Conduct is specified in the SUGA Employee Handbook which clearly states that the Group shall not tolerate any illegal or unethical behaviors. Any employee in violation of the Code of Conduct would be appropriately disciplined, including termination of employment in serious cases.

層面 B6.3 及 B6.5 知識產權政策及客戶資料保障和私隱政策

為保障客戶的知識產權 (IP)，本集團已制訂嚴謹政策，與客戶簽署正式不披露協議。不披露協議禁止信佳向第三方披露客戶的知識產權。為保護我們的知識產權，所有認可供應商必須與信佳簽訂正式的不披露協議。認可供應商不得向第三方披露信佳的知識產權。此外，我們在僱員合約中設有條款，禁止僱員在受僱期間及之後披露客戶及信佳的資料，以保護知識產權。我們已建立數據管理系統，控制用戶存取權限，以保護客戶的機密數據。此外，本集團已為其產品及設計申請知識產權認證，以令其標準常規不會侵犯其他人士的知識產權。我們遵守中國、香港及越南的私隱法律及法規，並在與客戶、供應商及僱員的協議中加入相應的私隱條款。

層面 B6.4 質量保證程序及回收程序

本集團已制訂質量保證程序，以確保引進的原材料、在製品及製成品符合產品質量規格，以及遵守環保、健康及安全規定。與此同時，本集團已制訂處理回收或有缺陷產品的程序。倘產品被召回，本集團將收回所有已運送產品，並盡快採取補救措施以減低影響。

層面 B7：反貪污

信佳承諾維持高水準的企業管治。本集團所有活動無論任何形式或層面上都採取了賄賂及貪污零容忍政策。我們於信佳僱員手冊中註明的僱員操守守則清楚指出本集團不會容忍任何非法或不道德行為。任何僱員如違反操守守則將會接受適當的紀律處分，包括於嚴重情況下遭解僱。

Environmental, Social and Governance Report

環境、社會及管治報告

Our Code of Conduct includes the terms for compliance with the Prevention of Bribery Ordinance, as well as provisions regarding soliciting, accepting or offering advantages, accepting entertainment, use of proprietary information, confidentiality, resolution of conflict of interest, misuse of the Group's assets and resources, loans. Our practices are in compliance with the Hong Kong Anti-Corruption Ordinance. Regular anti-corruption training was provided to our directors and employees regarding the relevant policies and guidelines, including any updates or revisions. In addition, we regularly invite the Hong Kong Independent Commission Against Corruption to hold seminars to facilitating education of our employees about anti-corruption laws and concepts. During this financial year, both our directors and senior management attended an anti-corruption seminar held by The Hong Kong Institute of Directors (HKIoD) for 2 hours. Also, we have provided a half hour on-line training information for all Hong Kong staff to understand anti-corruption laws and regulations annually. Each staff must score over 90 marks (total 100 marks) to complete this training. The Group is not aware of any breach of laws and regulations relating to bribery which has a significant impact on its business for the reporting period.

Aspect B7.1 Number of Concluded Corruption-Related Legal Cases

	2022/2023	2021/2022
Number of concluded legal cases related to corruption	0	0

Aspect B7.2 Whistle-blowing Procedures

SUGA has established whistle-blowing procedures and channels through which employees can confidentially report unethical and illegal behavior. All reported unethical and illegal behavior will be investigated and the reporter of such an act would be informed about the investigation result within seven working days. If required, the unethical and illegal behavior will be reported to management for follow-up actions.

我們的操守守則加入遵守防止賄賂條例的條款，而有關招攬、接受或提供利益、接受酬酢、使用專屬資料、保密規定、解決利益衝突、濫用本集團資產及資源、貸款及外部僱用的條文謹遵香港防止貪污條例。我們為董事及員工定期提供有關政策及指引的反貪污培訓，包括任何更新或修訂。此外，我們定期安排香港廉政專員公署舉辦研討會以加強教育我們的僱員有關防貪法律及概念。於本財政年度，董事及高級管理層均出席了兩小時由香港董事學會舉辦的反貪污研討會。此外，我們每年為全體香港員工提供半小時之網上培訓資料，以使其了解反貪污的法律法規。每名員工必須取得90分以上(總分為100分)以完成有關培訓。於報告期間，本集團概無發現對其業務有重大影響的任何違反賄賂法律及法規情況。

層面 B7.1 已審結的貪污相關法律案件數目

	二零二二/ 二零二三年	二零二一/ 二零二二年
已審結的貪污相關法律案件數目	0	0

層面 B7.2 舉報程序

信佳已制定舉報程序及渠道，而僱員可透過有關程序及渠道以保密方式舉報不道德及非法行為。所有被舉報的不道德及違法行為都將受到調查，並於七個工作日內將調查結果告知有關舉報人。如有需要，將向管理層匯報不道德及非法行為，以採取跟進行動。

Environmental, Social and Governance Report

環境、社會及管治報告

ASPECT B8: COMMUNITY INVESTMENT

SUGA is committed to participating in volunteer activities and making charitable donations in order to benefit society. Our major focus area is education, community and green activities. Our employees have participated in various community activities and made donations during this financial year. SUGA remains committed to participate in volunteer works and continuously contribute donations in the future.

B8.2 Resources Contributed

	2022/2023 HK\$	2021/2022 HK\$
Education	197,000	93,000
Community	39,150	98,275
Green Activities	12,000	35,000
Total	248,150	226,275

AWARDS AND CERTIFICATION

During this fiscal year, we have garnered the following awards, certificates and recognition.

Organisers

組織

China Quality Certification Centre
中國質量認證中心

Accreditation of ISO 14001: 2015
ISO 14001:2015 認證

層面 B8：社區投資

信佳為貢獻社會致力參與義工活動及作出慈善捐款。我們的主要專注領域為教育、社區及環保活動。我們的僱員於本財政年度內參與不同的社區活動及捐款。信佳承諾日後繼續參與義工工作及作出捐款。

B8.2 貢獻資源

	二零二二/ 二零二三年 港元	二零二一/ 二零二二年 港元
教育	197,000	93,000
社區	39,150	98,275
環保活動	12,000	35,000
合計	248,150	226,275

獎項及認證

於本財政年度，我們獲得以下獎項、認證及認可。

Awards and Certificates

獎項及認證



中国质量认证中心
CHINA QUALITY CERTIFICATION CENTRE

Environmental, Social and Governance Report

環境、社會及管治報告

Organisers

組織

Awards and Certificates

獎項及認證

SGS United Kingdom Limited

Accreditation of QC 080000:2017
QC 080000:2017 認證
Accreditation of ISO 9001:2015
ISO 9001:2015 認證



BSI Assurance UK Limited

Accreditation of ISO 13485:2016
ISO 13485:2016 認證



Hong Kong Q-Mark Council Federation
香港優質標誌局

HK Green Mark Certification Scheme
香港「Q 嘜」環保管理計劃



PRC Guangdong Province Science
Technology Bureau
中國廣東省科學技術廳

High & New Technology Enterprises
Certificate
高新技術企業證書



The Hong Kong Council of Social Service
香港社會服務聯會

10 Years+ Caring Company Certificate
10年Plus「商界展關懷」標誌



Environmental, Social and Governance Report

環境、社會及管治報告

Organisers

組織

Promoting Happiness Index Foundation
香港提升快樂指數基金
Happiness-at-Work Promotional Scheme
「開心工作間」推廣計劃
Hong Kong Productivity Council (HKPC)
香港生產力促進局
Happy Company 2022 Label
2022「開心企業」標誌

Mandatory Provident Fund Schemes Authority
強制性公積金計劃管理局

Good MPF Employer
積金好僱主

Awards and Certificates

獎項及認證



ACTIVITIES AND DONATIONS

During this fiscal year, we have participated in the following activities and donations.

活動及捐贈

於本財政年度，我們參與了以下活動及捐贈。

Green Activities

環保活動

Green Council
環保促進會

Hong Kong Green Day
香港綠色日



Green Power
綠色力量

The 30th Green Power Hike & awarded the "Green Merit Award of Corporate/Organisation Cup"
「第三十屆綠色力量環島行」及獲得「工商機構社團團體盃綠色優異獎」



Environmental, Social and Governance Report

環境、社會及管治報告

Community Activities

社區活動

Internal Activity
內部活動

Walk for Health
Campaign
健康步行比賽

To encourage employees to walk 6,000 or above paces every day for better health
鼓勵僱員為了健康，日行6,000步或以上



Internal Activity
內部活動

Green Office Campaign
綠色辦公室比賽

To encourage employees to make a green office by planting in the office
鼓勵僱員在辦公室種植，以營造一個綠色辦公室



Internal Activity
內部活動

“Love Teeth” Day
愛牙日

To promote employees teeth care awareness
增強僱員牙齒保健意識



Internal Activity
內部活動

Mid-Autumn Festival
中秋節聯歡

To share Mid-Autumn joy with employees
與僱員分享中秋節歡樂



Environmental, Social and Governance Report

環境、社會及管治報告

Community Activities

社區活動

Internal Activity
內部活動

Woman Day
三八女神節

To celebrate “8 March Woman Day” with female employees
與女性僱員慶祝三八婦女節



Internal Activity
內部活動

Green Tour
綠色活動

To encourage employees pursue a green life
鼓勵僱員追求綠色生活



Internal Activity
內部活動

Employee Communication Party
員工交流會

To let employees to communicate with each other
給僱員機會互相溝通



Community
社區

The Community Chest of Hong Kong

Mooncakes for Charity
公益月餅

Donation & Sponsorship

捐款及贊助

Sponsorship
贊助

World Vision Hong Kong
香港世界宣明會

Child Sponsorship
助養兒童計劃

Sponsorship
贊助

The Chinese University of Hong Kong
香港中文大學

Suga International Holding Limited Scholarships
信佳集團獎學金

Sponsorship
贊助

Green Power
綠色力量

Green Power Hike
環島行慈善行山

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