



**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  
2023

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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 a prominent industrial enterprise focused on producing cutting-edge electronic and mechanical goods, the Group has built an extensive collection of top-notch products across various domains, our offerings encompass electrical and electronic products, motor products, as well as real estate development. With a rich history spanning over four decades, we have effectively forged and sustained robust connection and distribution channels in Shenzhen, Shixing, and Shaoguan in the People’s Republic of China (the “PRC”), as well as other Southeast Asian regions. As a reputable company, we continue giving top priority to all stakeholders’ interests and integrating sustainability considerations into our business operations.

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 seventh environmental, social and governance (“ESG”) report (the “Report”) to convey significant information about our environmental, social, and governance practices 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」) 專注於生產尖端電子和機械產品的知名工業企業之一。本集團在各個領域建立了一系列優質產品，包括電器和電子產品、電機產品以及房地產開發業務。憑藉逾四十年的豐富經驗，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並維持了堅固的脈絡和分銷渠道。作為一家具聲譽的公司，我們堅持以持份者的最佳利益放在首位來營運公司，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。本集團欣然刊發第七份環境、社會及管治(「環境、社會及管治」) 報告(「本報告」)，總括了於本財政年度內，有關我們在環境、社會和治理實踐的重要資訊。

## ABOUT THIS REPORT *(continued)*

### Scope of the Report

If not indicated otherwise, 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 2022 to 31 March 2023 (the "Reporting Period" or "FY2023"). Mandatory disclosures cover entities and their manufacturing facilities that generate the major revenue of our principal operations. In Hong Kong, our primary operations consist of trading businesses managed by Kin Yat Industrial Company Limited and Standard Motor Company Limited. In Mainland China, our main operational plants encompass production facilities located 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二零二二年四月一日至二零二三年三月三十一日期間（「報告期」或「二零二三年財年」）的環境、社會及管治管理方針、環境及社會績效以及下表所述於經營範圍內的重點議題。強制披露的資料涵蓋我們的主要業務。在香港，我們的主要業務由建溢實業有限公司及標準微型摩打有限公司管理的貿易業務。在中國大陸，我們的主要營運廠房包括位於深圳、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 Electronic 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	Guangdong Standard Motor Technology Co., Limited ("Guangdong Standard") 廣東標準電機科技有限公司（「廣東標準」） <i>(formerly known as "Shixing Standard Motor Co., Limited")</i> <i>(前稱「始興縣標準微型馬達有限公司」)</i>
	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 Report has been evaluated and approved by 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 details of stakeholder engagement and materiality matrix are illustrated in the “Stakeholder Engagement” and “Materiality Matrix” 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

The content and data provided in the Report are unbiased. We have discussed our achievements and room for improvement in all ESG aspects.

#### IV. Consistency

The Report has been prepared in the same way in terms of methodology when compared to those in previous years.

## 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。本報告已經由本公司董事(「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。本報告中「環境」及「社會」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。持份者參與詳情及重要性矩陣分別載於下文中「持份者參與」及「重要性評估」內說明。

#### 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

本報告的內容及數據均無偏頗。我們已就環境、社會及管治各方面的成果及改善空間進行討論。

#### 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。

## ABOUT THIS REPORT *(continued)*

### Governance Structure

An effective governance structure provides that sustainability concerns are integrated into the Group's agenda and blueprints. Therefore, the Group has established a robust sustainable governance structure together with the Board focusing on sustainable strategies and a dedicated taskforce handling their implementation. The taskforce, assisting the Board in identifying and evaluating sustainability-related issues, consisting of full-time staff from various positions, and providing reports to the Board regularly. Meanwhile, the Board establishes key priorities regarding sustainability, supervises all report preparation processes, and ensures the effective implementation of internal controlling and application.

### 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 the Report and our sustainability performance. If you have any comments or suggestions, please feel free to contact us via [esg@kinyat.com.hk](mailto:esg@kinyat.com.hk).

### United Nations' Sustainable Development Goals

United Nations' Sustainable Development Goals (UN-SDGs) refers to the 17 interlinked goals that serve as a blueprint to achieve a prosperous and sustainable future for all. The Group has long held the belief that sustainable practice is essential for businesses' long-term development. We have integrated UN-SDGs into our Company's vision, managerial decisions and day-to-day operations while encouraging our customers, communities, suppliers and more to jointly contribute to the UN-SDGs since FY2022.

In acknowledgement to the call of the United Nations, we have identified 13 targets 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

有效的治理結構能夠確保本集團的議程和藍圖納入了可持續發展的問題。因此，本集團與董事會一起建立了一個穩健的可持續發展治理架構，專注於可持續發展策略，並由一個專門的工作組負責實施。該工作組由來自不同崗位的全職員工組成，協助董事會識別和評估可持續發展相關問題，並定期向董事會提供報告。與此同時，董事會制定了可持續性發展的重點優先事項，監督所有報告編製程序，並確保內部控制有效實施和應用。

### 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，我們重視閣下對本報告及我們的可持續發展績效的回饋。閣下如有任何意見或建議，務請隨時通過[esg@kinyat.com.hk](mailto:esg@kinyat.com.hk)與我們聯繫。

### 聯合國可持續發展目標

聯合國可持續發展目標（「聯合國可持續發展目標」）奠定了17個相互關聯的目標，旨在實現繁榮和可持續發展的未來。本集團長期以來一直堅信可持續實踐對企業的長期發展至關重要。自二零二二年財年以來，我們將聯合國可持續發展目標納入公司的願景、管理決策和日常營運中，同時鼓勵我們的客戶、社區、供應商等共同為聯合國可持續發展目標做出貢獻。

為了響應聯合國的呼籲，我們確定了與我們業務最相關的13個目標，並致力於在這些領域取得積極的成果。我們的目標、指標及工作的說明，已彙總如下。

## 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
 <p><b>3</b> GOOD HEALTH AND WELL-BEING</p>	<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 shield for our employees' health and welfare. 向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祉的一道屏障</p> <p>PRC region staff are also protected from social insurance 中國地區的員工也受到社會保險的保障</p>
 <p><b>3</b> 良好健康与福祉</p>	<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>Materials containing toxic substances that pose damaging risks to the environment and wildlife are rigorously prohibited from using. Hazardous waste during the manufacturing process are treated and disposed of by a qualified waste collector or designated waste disposal field</p> <p>嚴格禁止使用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。在生產過程中產生的危險廢物由合資格的廢物收集商或指定的廢物處置場所處理及處置</p>
 <p><b>6</b> CLEAN WATER AND SANITATION</p>	<p>6.3</p> <p>By 2030, improve water quality by reducing pollution, eliminating dumping and minimising 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>Strictly control the wastewater discharge, forbid disposal of wastewater containing toxic substance</p> <p>嚴格控制廢水排放，嚴禁排放含有有毒物質的廢水</p>
 <p><b>6</b> 清潔飲水和衛生設施</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 到2030年，所有男女，包括青年和殘疾人士實現充分和生產性就業，有體面工作，並做到同工同酬</p>	<p>Through upholding an open attitude to embrace diversity and differences among its employees, the Group aims to nurture an equal, fair and diverse atmosphere in the workplace 透過秉持開放的態度，接納員工之間的多樣性和差異，本集團寄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均採取了零容忍態度</p> <p>During the Reporting Period, the Group did not identify cases related to child and forced labour among our internal operation and supply chain 於報告期內，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個案</p>
	<p>8.8 Protect labor rights and promote safe and secure working environments of all workers, including migrant workers, in particular women migrants, and those in precarious employment 保護勞工權利，推動為所有工人，包括移民工人，特別是女性移民和沒有穩定工作的人創造安全和有保障的工作環境</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</p> <p>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</p> <p>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</p> <p>升級了生產設施的運作系統，以最大限度地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>9.4</p> <p>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</p> <p>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</p> <p>升級了生產設施的運作系統，以最大限度地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</p> <p>By 2030, achieve the sustainable management and efficient use of natural resources</p> <p>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, put in place the green procurement standard when purchasing raw materials to lighten our environmental impacts while maximising the reuse and recycling possibility of our products</p> <p>制定了有效利用資源的政策，在採購原材料時實行綠色採購標準，以減輕對環境的影響，同時大幅提升集團產品的循環再用及回收的可能性</p>
	<p>12.2</p> <p>By 2030, achieve the sustainable management and efficient use of natural resources</p> <p>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, put in place the green procurement standard when purchasing raw materials to lighten our environmental impacts while maximising the reuse and recycling possibility of our products</p> <p>制定了有效利用資源的政策，在採購原材料時實行綠色採購標準，以減輕對環境的影響，同時大幅提升集團產品的循環再用及回收的可能性</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>12.4</p> <p>By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimise their adverse impacts on human health and the environment</p> <p>到2020年，根據商定的國際框架，實現化學品和所有廢物在整個存在週期的無害環境管理，並大幅減少它們排入大氣以及滲漏到水和土壤的機率，盡可能降低它們對人類健康和環境造成的負面影響</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</p> <p>此外，於辦公室和工廠制定有關資源及能源節約等綠色政策，以引導我們員工在可持續發展的環境中生活和工作</p>
	<p>12.5</p> <p>By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse</p> <p>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>14.1</p> <p>By 2025, prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution</p> <p>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</p>	<p>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</p> <p>所有原材料都盡可能地重複使用於生產。如果材料不能再被利用，我們將尋找潛在的商業夥伴，在廢棄該等材料前進行回收</p>
		<p>Control the amount of our purchases to avoid over-ordering</p> <p>控制我們的採購量，以避免過度訂購</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
	16.2 End abuse, exploitation, trafficking and all forms of violence against and torture of children 制止對兒童進行虐待、剝削、販賣以及一切形式的暴力和酷刑	The Group adopts a zero-tolerance approach to child and forced labour. We will not hesitate to take remedial actions with any discovery of child labour. 本集團對童工和強迫勞動均採取零容忍態度。若發現童工，我們將毫不猶豫地採取補救措施
	16.5 Substantially reduce corruption and bribery in all their forms 大幅減少一切形式的貪污賄賂	The Group has zero tolerance for any conduct of corruption and bribery to our internal staff or external partners. A series of preventive measures, including anti-corruption commitment, compulsory training, a code of conduct and an anti-corruption declaration, are provided to related parties 本集團對內部員工或其合作夥伴中任何貪污和賄賂行為均採取零容忍態度。並向各相關方提出反腐承諾、強制培訓、提供《行為準則》和反腐聲明等一系列預防措施  During the Reporting Period, the Group did not identify cases related to child and forced labour or non-compliance with all applicable laws and regulations relating to anti-corruption practices along our internal operation and supply chain 於報告期內，本集團在內部運作和供應鏈上沒有發現與童工和任何違反營運地區與反貪污法規的事件

## STAKEHOLDER ENGAGEMENT

Stakeholders' expectations and concerns are crucial for us to decide on our sustainable policies and practices. The Group strives to devote itself to satisfying key stakeholders by responding with detailed assessments and integration of corresponding strategies into business operations. The following table illustrates our key stakeholders' group and our established communication channels with them.

## 持份者參與



持份者的期望和關注對我們來說至關重要，這有助於本集團制定可持續發展政策和實踐。為滿足持份者的期望，本集團致力透過詳細評估並將相應的策略整合到業務營運中。以下圖表顯示了我們的主要持份者群體以及本集團與持份者建立的溝通渠道：

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
Board of directors 董事會 	<ul style="list-style-type: none"> <li>Company website 公司網頁</li> <li>Company announcements 公司公佈</li> <li>Annual general meeting 股東週年大會</li> <li>Annual and interim reports 年報及中期報告</li> </ul>	<ul style="list-style-type: none"> <li>Corporate governance system 企業管治制度</li> <li>Information transparency 資訊公開透明</li> <li>Compliance of laws and regulations 遵守法律及法規</li> <li>Business ethics 商業道德</li> </ul>
Customers 客戶 	<ul style="list-style-type: none"> <li>Company website 公司網頁</li> <li>Customer direct communication 與客戶直接溝通</li> <li>Customer feedback and complaints 客戶回饋及投訴</li> </ul>	<ul style="list-style-type: none"> <li>Operating performance 營業業績</li> <li>Quality of service 服務質素</li> <li>Compliance of international quality standards 遵守國際品質標準</li> </ul>
Employees 僱員 	<ul style="list-style-type: none"> <li>Training and orientation 培訓及迎新</li> <li>Email and opinion box 電郵及意見箱</li> <li>Regular meetings 定期會面</li> <li>Employee performance evaluation 僱員表現評估</li> <li>Employee activities 僱員活動</li> </ul>	<ul style="list-style-type: none"> <li>Career development 事業發展</li> <li>Training and education 培訓及教育</li> <li>Remuneration &amp; benefits 薪酬及福利</li> <li>Labour management relation 勞資關係</li> <li>Health &amp; safety 健康與安全</li> </ul>



## 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
Suppliers and business partners 供應商及商業夥伴 	<ul style="list-style-type: none"> <li>• Selection assessment 殷選評估</li> <li>• Procurement process 採購評估</li> <li>• Performance assessment 表現評估</li> <li>• 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)</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate reputation 公司聲譽</li> <li>• Supply chain management 供應商管理</li> <li>• Product quality 產品品質</li> <li>• Collaboration with the Group 與本集團合作</li> </ul>
Communities and non-governmental organisations 社會及非政府組織 	<ul style="list-style-type: none"> <li>• Company website 公司網頁</li> <li>• Email 電郵</li> <li>• Phone 電話</li> <li>• Charity donations 慈善捐款</li> <li>• Community activities 社區活動</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental protection 環境保護</li> <li>• Community contributions 貢獻社區</li> <li>• Labour right &amp; safety 勞工權益及安全</li> </ul>

## MATERIALITY ASSESSMENT

The materiality assessment helps the Group to evaluate sustainable practices, risk factors and processes that are closely related to its stakeholders. Effective stakeholder engagement during business operations can help the Group to accurately hold a grasp of the expectations of stakeholders. For determining our sustainability strategies and 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. Twenty-seven ESG topics with potential impacts on our business operation were identified and included in the questionnaire to gather feedback from our key stakeholders regarding these important topics. 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

重要性評估有助於本集團評估與持份者密切相關的可持續實踐、風險因素和流程。在業務營運進行期間，持份者的參與令本集團更可準確地掌握持份者預期。為了確定我們的可持續發展策略和釐定本報告的方向，委託了獨立的諮詢公司進行重要性評估。

### 評估過程

本集團透過網上問卷的形式進行重要性評估。於問卷中，載有對我們業務營運具有潛在影響的27個環境、社會及管制議題，並邀請關鍵持份者對這些重要議題提供反饋。受邀的持份者應根據這些議題對本集團業務營運和持份者本身的相關性和重要性進行評分。

我們進一步分析所收集的資料，並以重要性矩陣形式呈列。位於該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議題。

## MATERIALITY ASSESSMENT (continued)

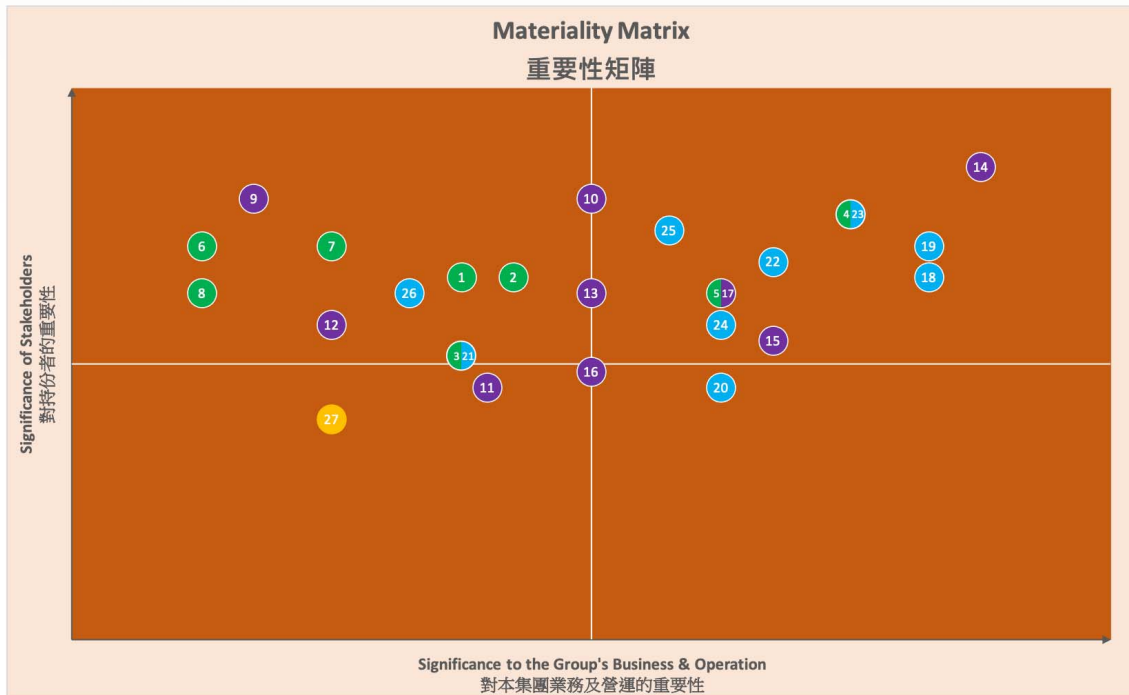
### Materiality Matrix

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，並於下列重要性矩陣中列示：



### 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 預防童工及強迫勞工

### 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 occupational health and safety, customer service quality and complaints handling, customer privacy and data protection, energy efficiency, and customer satisfaction. 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 FY2023 are presented in the later sections.

## SUSTAINABILITY APPROACH

The Group believes that sustainability is fundamental to the prosperity of a sustainable business. Hence, Kin Yat has always strived to improve and implement better sustainable practices in our business. As a socially responsible manufacturer since our first establishment in 1981, 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 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.

## 重要性評估 *(續)*

### 重要性矩陣 *(續)*

根據重要性矩陣的結果，本集團應特別注重職業健康及安全，客戶服務質素及投訴處理，客戶私隱及資料保護，能源效益及客戶滿意度。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，以優化環境、社會及管治報告的披露，在這三方面追求精益求精。我們於二零二三年財年所作的努力將於稍後章節中詳述。

## 可持續方針

本集團相信可持續發展是實現企業繁榮的基礎。因此，建溢一直致力於改善和實施更好的可持續發展的方針。作為一家具有社會責任的製造商，自一九八一年成立以來，我們一直重視並推動以下五個核心領域的可持續發展。

本集團已獲得國際行業特定標準(即ISO國際標準)及國際玩具工業協會(「ICTI」)商業行為守則認可，將其標準嵌入我們的日常業務營運和實踐中。通過實施系統化的管理體系，我們的所有預期和承諾都可以參照指南和規範有效地實現。

## INTEGRITY IN BUSINESS

The Group strongly believes our reputation has a foundation in our integrity in business. The Group has zero tolerance to any conduct of corruption, bribery, extortion, fraud and money laundering. To equip employees from all levels with better understanding of our business integrity standards, the Group notified all employees the importance of business integrity and conduct of corruption through various channels.

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

The Group has zero tolerance for any corrupt behaviours. New employees are required to sign the “Anti-corruption Commitment”. The Group endorses a code of conduct (the “Code of Conduct”) included in the staff handbook of the Company (the “Staff Handbook”) based on our philosophy and standards provided as a behaviour guideline to our employees. Compulsory training has 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 immoral conduct. With any violation of the Code of Conduct, all the employees will be subject to disciplinary penalties or even legal procession if necessary.

## 誠信經營

本集團堅信企業聲譽建立在業務中的誠信基礎之上。本集團對任何形式的貪污、賄賂、敲詐勒索、欺詐和洗黑錢等行為均採取零容忍態度。為了使所有員工更好地了解我們的商業誠信標準，本集團通過各種渠道告知所有員工商業誠信的重要性以及對貪污行為的態度。

於報告期間，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針對本集團或其員工貪污行為的法律個案。

### 反貪污

本集團對任何貪污行為持零容忍態度。要求新入職員工需要簽署「反腐承諾書」。本集團倡導的行為指引基於我們的理念和標準，並將其包括在公司的《員工手冊》(《員工手冊》)內的《行為守則》(《行為守則》)來引導和規範員工的行為。我們為所有員工提供強制性培訓，以傳達我們嚴格的反貪標準，鼓勵員工行事須遵循道德操守。培訓內容包括了解業務誠信政策和程序、利益衝突。員工在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。若有違反行為守則的員工將受到紀律處分，嚴重者甚至可能面臨法律追究。



## INTEGRITY IN BUSINESS *(continued)*

### Anti-Corruption *(continued)*

To further prevent corruption, stringent standards against corruption have also been extended to our business activities, including our customers and business partners. Before establishing any business relationship, our suppliers are required to sign an anti-corruption declaration. In case of any misbehaviour against the Group's integrity policies and standards will lead to the termination of the business relationship.

During the Reporting Period, the Group was not aware of any 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 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 the judgement and take action carefully when there is a conflict between their personal and the Group's interests. For instance, to avert potential negative impact on the Group's interests, employees are advised to avoid any close contacts, directly or indirectly, with the Group's competitors. Concealing of conflict of interest may lead to disciplinary actions, including issuance of warning letter and even dismissal.

## 誠信經營 *(續)*

### 反貪污 *(續)*

為進一步防止貪污，對我們業務中的客戶和合作夥伴亦實施了嚴格的反貪標準。在建立任何業務關係前，我們的供應商需要簽署反腐宣言。如果有違反本集團價值及準則的行為，將導致終止該業務夥伴的業務關係。

於報告期間，本集團沒有發現任何違反營運地區與反貪法規的事件（導致罰款或處罰和／或警告），及發現針對本集團或其員工的貪污行為的個案。

### 利益衝突及公平競爭

本集團強烈要求員工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。為了協助員工能適當地履行其職責，《行為守則》中已為可能的情況提供了詳細的指引。當個人利益與集團利益發生衝突時，員工應謹慎作出判斷並採取行動。舉例而言，員工應避免直接或間接地與本集團競爭對手密切來往，以免影響本集團的利益。隱瞞利益衝突可能導致紀律處分，包括書面警告或甚至解僱。

## INTEGRITY IN BUSINESS *(continued)*

### Conflict of Interest and Fair Competition *(continued)*

In addition to addressing conflicts of interest, promoting a high level of market competition fairness is crucial for the Group. A fair market competition is vital for the maintenance and improvement of the Group's competitive edge and industry sustainability. The Group's Code of Conduct strictly prohibits any practices that undermine fair competition, including cartel agreements and abuse of market power in business transactions. A zero-tolerance policy is in place to address such activities. 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.

### Whistleblowing System

The Group encourages employees to report any observation of misconduct, a whistleblowing system comprising various channels is established, varying from opinion boxes, labour unions, hotlines, and the Human Resources Department, is expected to foster the atmosphere of business integrity among employees and act as a defense line against any business misconduct. 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 Group's related departments will take in-depth investigation. Verified cases will be reported to the relevant law enforcement 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 the internal business improprieties mentioned above.

## 誠信經營 *(續)*

### 利益衝突及公平競爭 *(續)*

除了解決利益衝突外，促進市場公平競爭對本集團至關重要。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的可持續性極為重要。本集團的《行為守則》中嚴禁任何有損公平競爭的行為，包括壟斷協議和在商業交易中濫用市場支配力，對此類行為均採取零容忍政策。公平競爭的標準亦擴展至本集團的供應商和業務合作夥伴，所有供應商必須聲明他們全面遵守《中華人民共和國反不正當競爭法》。

### 舉報機制

本集團鼓勵員工舉報任何不當行為，並設立了包括意見箱、工會代表、熱線電話和人力資源部門等多種渠道的舉報系統，旨在營造員工商業誠信氛圍，並作為防範任何商業不當行為的防線。員工可以匿名舉報任何懷疑涉嫌行賄、敲詐勒索、詐騙、洗黑錢和競爭行為等不當行為，所有舉報者的個人資料均被嚴格保護。個案將呈報集團有關部門並作出深入調查。經核實的個案，如有需要，將會轉交至相關的執法部門，如香港廉政公署，作出進一步調查。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。

## RESPONSIBLE PRODUCTS & EXCELLENT SERVICES

Providing quality products and worry-free service to our valuable customers while fulfilling our commitment to protecting the environment is challenging. The Group endorses a comprehensive quality management system (“QMS”) consisting of high-level standards and requirements as a framework which manages our operation and eliminates quality management risks throughout our value chain of the product life cycle, including product design, procurement, production, and distribution.

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.

### Manufacturing Business

The Group devises policies to ensure quality and safety of products and compliance with the relevant legal standards based on the four main stages along the value chain, from product design to product distribution.

## 負責任產品及卓越服務

為我們尊貴的客戶提供優質產品及無憂服務，同時履行我們保護環境的承諾，實屬一大挑戰。本集團實行了一個以高水平標準和要求建構的全面的綜合質量管理體系（「質量管理體系」）作為管理我們營運的框架，並消除整個產品生命週期價值鏈（包括產品設計、採購、生產和分銷）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》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。

### 製造業務

本集團根據從產品設計到產品分銷的產品生命週期的四個主要階段，制定政策以確保產品的質量和安全以及符合相關法律標準。

## RESPONSIBLE PRODUCTS & EXCELLENT SERVICES (continued)

### Manufacturing Business (continued)

## 負責任產品及卓越服務(續)

### 製造業務(續)

#### 1. Product Design 產品設計



- The Advanced Product Quality Planning Team comprises representatives from various departments, from procurement to top management. This team is entrusted with the responsibility of product planning, which includes activities such as establishing control plans, designing production flows, conducting failure mode and effects analysis, and assessing product feasibility. These efforts are aimed at ensuring that the products meet and exceed customers' needs and expectations in a comprehensive manner  
先進產品品質規劃小組由來自採購到高級管理層等各部門代表組成，該團隊負責產品規劃工作，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，旨在全面確保產品可超越客戶需求及期望
- Products designs must reach standardisation during product feasibility assessment before the start of production, which includes environmental impacts, product safety and standards of relevant regulations and laws are taken into consideration  
產品設計必須在生產開始前的產品可行性評估中達到標準化，包括考慮到環境影響、產品安全以及相關法規和法律的標準
- The Group actively maximises the utilisation of energy-saving and waste-reduction manufacturing techniques to minimise our environmental footprint  
本集團積極最大化利用節能和減廢的製造技術，以將我們對環境的影響降至最低
- To foster employee creativity, we incentivise practical innovation and patent projects through a performance-based incentive scheme  
為培養員工創造力，我們通過基於績效的激勵計劃來鼓勵員工創新及打造實用的專利



## 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)



- The Group published a procedural manual that provides employees with comprehensive guidance on the procurement process for purchasing production materials in accordance with our standards and requirements

本集團編制程序手冊，為員工提供了全面的指導，能指示相關員工於採購過程中購買符合本集團標準及要求的生產原材料

- Responsible procurement practices are established to safeguard the quality of our products. As part of these practices, we strictly prohibit the use of items that contain ozone-depleting substances or other chemicals listed in the China Catalogue of Strictly Restricted Toxic Chemicals. Such materials will not be considered for procurement under any circumstances. Instead, our focus is on sourcing durable, compliant, safe, and environmentally friendly raw materials

我們已建立負責任的採購實踐以確保產品的品質。作為這些實踐的一部分，我們嚴格禁止採用含有破壞臭氧層物質或其他於《中國嚴格限制的有毒化學品名錄》所載化學品的物料。在任何情況下，都不會考慮採購這類材料。相反，我們僅採購耐用、合規、安全及環保的原材料

- Product safety is our top priority, we are dedicated to delivering stricter control over harmful chemical substances used in products. We 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

我們致力確保產品安全，並決心對產品所使用的有害化學物質實施更嚴謹的監控，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」)

## 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 enhance the effectiveness of the systemic supply chain, we implement Supplier Management Procedure, including guidelines on supplier selection, verification, approval, and monitoring  
為提高系統化供應鏈的效能，我們實施供應商管理程序，包括有關於供應商甄選、審查、批准及監督的指引

- To access new suppliers, we implement a comprehensive evaluation process including onsite assessment and document review to evaluate potential suppliers' backgrounds and performances regarding environmental impacts, product quality and safety, customer services and costs aspects. Suppliers who possess environmental certifications and utilise environmentally-friendly production technology are given higher priority in our selection of approved suppliers

在評估新供應商時，我們進行徹底的評估程序，包括實地評估及文件審查，以評估該潛在供應商的背景及於環境影響、產品質量及安全、客戶服務及成本方面的表現。擁有環保認證並採用環保生產技術的供應商在我們選擇認可供應商時會被優先考慮

- Selected suppliers are mandated to sign an agreement as a demonstration of their commitment to adhere to the Group's standards and values, including not but limited to, standards related to environmental and product quality and safety. The Group also insists on valid test reports issued by certified third parties on the strict use of hazardous substances

獲選用的供應商必須簽署協議，承諾遵守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。本集團亦堅持要求取得並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

## RESPONSIBLE PRODUCTS & EXCELLENT SERVICES *(continued)*

### Manufacturing Business *(continued)*

## 負責任產品及卓越服務 *(續)*

### 製造業務 *(續)*

- Approved suppliers undergo monthly quality checks and regular on-site assessments to evaluate their compliance levels and product performance during operations. Should their performance fail to meet our established standards, The Corrective Action Plans are promptly implemented to address any issues. However, if a supplier consistently fails to meet our expectations and deliver satisfactory performance, we may be compelled to discontinue our business relationship with them

獲認可的供應商需接受每月進行的品質檢查及定期實地評估，以評估他們在營運過程中的合規水平及產品的運作性能。若供應商的表現未達我們既定的標準，將提供糾正行動以解決任何被發現的問題。倘若他們的表現一直未達我們的預期及無法提供令人滿意的績效，我們可能會結束雙方的業務合作

- In the Reporting Period, a total of 587 suppliers (Hong Kong: 46%, PRC: 50%, Others: 4%) were engaged in our operation, all of which are under our Supply Chain Management policies

於報告期內，合共587名供應商（香港：46%、中國：50%、其他：4%）參與了我們的業務營運，並全部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



- The Group embraces a resource-efficient approach and then strives to minimise adverse impacts on the environment in the production stage. Manufacturing subsidiaries follow production procedures that are governed by the ISO9001 certified quality management system ensuring both regulatory compliance and the satisfaction of customers' needs

本集團秉持一個高效資源利用的理念，致力於在生產過程中減少對環境的負面影響。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

- The Group improves energy consumption performance and minimises workers' exposure to high occupational risks. Transformation has been made for manufacturing subsidiaries from manual handling to automation operation by installation of energy-saving machines

本集團不斷改進能源消耗效益，並最大程度地減少員工接觸高風險工作環境的情況。通過安裝節能機器，將從事製造的附屬公司從人工操作轉變為自動化運作實現轉型

- To ensure product safety and quality, regular sample checks and inspections are carried out by qualified personnel for raw materials, during and after the production process

為確保產品安全和質量，由合格人員於生產過程中和生產後定期對原材料進行抽樣檢查和檢查

- 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，我們按照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控制服務

- In the case of product defects, product defect analysis is carried out to identify the root cause and formula coping strategies in the prevention of potential reoccurrence. In FY2023, 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，查找問題的根源，並制定解決方案，以防重蹈覆轍。於二零二三年財年，並無任何產品因安全與健康問題而回收

## 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



- To improve our product and service quality, we adopt corresponding strategies, including customer satisfaction review in place for receiving customers' suggestions and feedback  
為提高我們的產品和服務質量，我們採用相應的策略，包括建立客戶滿意度評估機制，以接收客戶的建議和反饋

- To effectively address customer complaints, we have implemented instruction and after-sales service systems. These systems are designed to improve our handling of customer feedback and comments. In the Reporting Period, the Group shipped or sold 141,297,791 products and received 523 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

為有效處理客戶投訴，我們已實施了相應指示和售後服務制度。這些制度旨在改進我們對客戶反饋和意見的處理能力。於報告期內，本集團一共銷售或運送了141,297,791件貨品並接獲523宗有關產品及服務的投訴。本集團重視客戶的每一條反饋意見，竭盡全力滿足客戶的需求和期望

#### Real Estate Development Business

The Group places a strong emphasis on promoting responsible construction practices within its Real Estate Development business. Guided by the principle of “quality builds brand, integrity leads to great achievement,” we heavily weigh on the control of construction quality and the performance of our business partners (including subcontractors and suppliers) same as what we demand in our manufacturing operations. 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. In addition, as governed by contracts, only durable, low carbon footprint, and qualified construction materials are used. In order to enhance the environmental performance of our buildings, the Group incorporates green building features into our construction projects from the design stage, which includes the integration of greening systems and the adoption of energy-efficient systems.

#### 房地產發展業務

本集團在房地產開發業務中非常重視推動負責任的建設實踐。以「以品質鑄造品牌，以誠信邁向成功」的原則為指導。我們特別着重施工質量控制和業務合作夥伴（包括分包商和供應商）的績效表現，如於本集團製造業務上所要求一樣。為確保結構安全風險，所有建築物均由專業技術人員及工程師設計及驗證。此外，根據承造合約規定，僅使用耐用、低碳足跡及合格的建築材料。為了提升建築的環保效能，本集團從設計階段即整合綠化及採用節能系統，將綠色建築特色融入我們的建築項目中。



## RESPONSIBLE PRODUCTS & EXCELLENT SERVICES *(continued)*

### Intellectual Property

Recognising the importance of Intellectual Property (“IP”) rights in ensuring originality, authenticity, and product quality, we have implemented a set of user-friendly guidelines for our employees. These guidelines are designed to provide clear instructions and facilitate their navigation through any potential IP-related 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. Meanwhile, the Group takes a proactive approach by registering patents for product designs and manufacturing techniques developed by our employees to safeguard these valuable ideas. We also conduct a range of training programs and seminars to raise awareness about the importance of protecting IP rights. Employees receive regular e-letters via email, which contain relevant knowledge and information regarding IP rights.

### Confidentiality and Privacy

Confidentiality is of fundamental importance that the Group is fully committed to preventing information leakage and safeguarding the rights of our employees, customers, and business partners. Ensuring the protection and security of their privacy is our top priority, as it not only demonstrates our common courtesy but also helps us maintain a trusted relationship with them. Employees are required and fully comply with the codes of confidential information protection from the Group’s Staff Handbook. Any activities such as copying, transferring and disclosing confidential information, including clients’ personal information and IP rights-related materials internally, are strictly prohibited unless with obtainment approval from management and customers. Meanwhile, a confidentiality agreement is included in the labour contract to allow all staff to thoroughly understand their obligations to secure the 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

了解到知識產權（「知識產權」）在確保原創性、真實性和產品品質方面的重要性，因此，我們為員工制定了一套便於遵守的指引。這些指引旨在提供清晰的指示，以協助他們應對潛在涉及知識產權的各種情況。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。同時，本集團採取積極主動的方式，為員工開發的產品設計和製造技術進行專利註冊，以保護這些寶貴的創意。我們亦籌辦各種培訓計劃和講座，提高員工對保護知識產權的重要性的認識。我們定期向員工傳遞包含相關知識及資訊的電郵。

### 保密及私隱

保密性是至關重要的，本集團致力於防止資料及信息泄露，以保護我們的員工、客戶和商業夥伴的權益。確保他們私隱的安全性是我們的首要任務，因為這不僅展示了集團對他們的共同應承諾，也有助於我們相互之間保持信任的關係。所有員工必須全面遵守集團的《員工手冊》中關於保護機密資料及信息的守則。除非經過管理層和客戶的批准，嚴禁進行任何內部複製、轉移和披露機密資料及信息，包括客戶的個人資料及信息和知識產權相關材料。同時，保密協議也包括在僱傭合約中，以讓所有員工充分了解他們在保護集團和客戶機密方面的義務與責任。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，涉事員工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，包括香港法例第486章《個人資料（私隱）條例》。

## RESPONSIBLE EMPLOYMENT

The Group places a strong emphasis on the importance of talented and experienced employees. Recognising that our intelligence and expertise form the foundation for the sustainability of our business, we prioritise employee 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

In anticipation of unforeseen accidents, the Group prioritises occupational accident prevention, particularly with the goal of establishing a safe working environment for individuals employed 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”).

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). While there are no work-related fatalities for the past three years (including this Reporting Period).

## 負責任僱傭

本集團非常重視有才華且具豐富經驗的員工。人才的智慧和專業知識是我們業務可持續發展的基礎，因此我們將員工發展、就業條件和工作場所標準作為首要考量。除此以外，本集團亦致力營造員工之間平等與和諧的風氣，以及維護工作場所的安全與健康。

### 健康及安全工作場所

未雨綢繆，本集團視預防意外事故的發生，特別在製造工廠及建築項目中，為員工建立安全的工作環境，至為重要。我們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」）管理方針及其實踐情況。

於報告期內，本集團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員工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》。於過去三年（包括本期告期）並無發生任何因工不幸身故的事件。

### **Safety Goals and Achievement in FY2023** 於二零二三年財政年度的安全目標及成就

1. Significant work injury rate below 1.14 per 1,000 worker<sup>1</sup>  
重大工傷發生率低於1,000名工人1.14宗<sup>1</sup>
2. 100% establishment of operational procedures of machines  
所有機器已完全制訂操作程序
3. 100% provision of personal protective equipment for workers  
全部工人已獲供個人防護設備
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  
所有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

<sup>1</sup> 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 2023. The quotient is then multiplied by 1,000.

<sup>1</sup> 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二零二三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

We advocate a centralised management approach for our manufacturing facilities, and all OHS-related issues are handled by the appointed Environment, Health and Safety Committee (the “EHS Committee”). The committee is composed of representatives from relevant departments, and is responsible for implementing and supervising various health and safety initiatives to ensure safe production. Their responsibilities encompass 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

我們倡導對於製造設施採用集中管理的方式，所有與職業健康安全相關的問題由指定的環境、健康和 safety 委員會（「環境、健康和 safety 委員會」）負責處理。該委員會由相關部門的代表組成，負責實施和監督各種健康和 safety 措施，以確保生產的安全性。委員會的責任包括設定和審查職業健康安全目標、識別潛在危害、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 convenes bi-monthly meetings to assess the safety performance of our manufacturing facilities, identify areas for improvement, and analyse needed resources in order to update the OHS objectives.

環境、健康和 safety 委員會每兩個月召開會議，評估我們製造設施的安全績效及數據，確定改進範圍，並分析所需資源，以更新職業健康與安全目標。

#### Identification of potential hazards

##### 識別隱患

The EHS Committee is tasked with conducting an annual identification to identify potential safety risks, particularly for positions such as machine operators and technicians that involve high occupational risks, including noise, air pollution, and chemical hazards. During this process, machine usage and previous identification process are taken into account. To enhance the credibility of the identification, qualified third parties are entrusted with implementing an identification report independently.

環境、健康和 safety 委員會負責進行年度識別工作，以識別潛在的安全風險，特別是對於涉及高職業風險，包括噪音、空氣污染和化學危害等，其機器操作員和技術人員。在識別過程中，會考慮機器使用情況和過往的識別工作。為了增強識別工作的可信度，我們委託合格的第三方獨立進行識別報告的實施。

## 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

The EHS Committee conducts regular inspections to verify compliance with instructions and guidelines by workers. In the event of any identified defects, immediate corrective action is implemented. Furthermore, routine operation and machine maintenance are carried out to ensure the proper functioning of safety components.

環境、健康和安全委員會定期進行檢查，以驗證員工有否遵守指示和準則。如果發現任何問題，本集團將立即採取糾正措施。此外，進行例行操作和機器保養，以確保安全組件的正常運行。

The Group designs suitable policies and provides necessary personal protective equipment (“PPE”) to ensure the safety of workers on the basis of identified potential risks and gives workers clear and plausible work instructions to follow before developing a safe operation manual. This manual is then distributed to all relevant departments, guiding safe work practices. Furthermore, workers exposed to identified risks are provided with the appropriate PPE to implement effective safety measures.

本集團根據確定的潛在風險，設計適當的政策並提供必要的個人防護設備（「個人防護設備」），以確保工人的安全。安全操作手冊給予工人明確且可行的工作指示。該手冊分發給所有相關部門，提供安全工作實踐的指導。此外，暴露於已確認風險的工人會提供適當的個人防護設備，以實施有效的安全措施。

#### OHS Promotion

#### 推廣職業健康與安全

Regular training sessions are conducted to enhance the safety knowledge and awareness of all employees. These training sessions cover various topics such as the use of personal protective equipment, inherent hazards in the working sites, emergency procedures and chemical handling. To promote workspace hygiene, a dedicated promotion board is installed in the living zone of the workspace, displaying informative posters and in-house rules. Our broadcast system is utilised to educate employees on relevant in-house rules and safety guidelines.

定期舉辦培訓課程，以提高所有員工的安全知識和意識。這些培訓課程涵蓋各種主題，例如，使用個人防護設備，工作場地的隱藏危機、應急程序和化學品處理。為提倡工作場所的衛生，在工作場所休息區安裝了特訂的宣傳板，以展示相關事宜的宣傳海報和內部規則。我們的廣播系統用於就相關的內部規則和安全準則對員工進行教育。



## RESPONSIBLE EMPLOYMENT *(continued)*

### Healthy and Safe Workplace *(continued)*

#### OHS Management *(continued)*





Four major safety risks were identified throughout our manufacturing operation in FY2023. 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)*

在二零二三年財年，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><b>Fire</b> 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><b>Electric Shock</b> 觸電</p> 	<p>Check the qualification of machine operators to ensure that are licensed and qualified. 核資資歷，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><b>Equipment Malfunction</b> 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. 經常舉辦有關工作安全的培訓。</p>
<p><b>Noise</b> 噪音</p> 	<p>Set up sound cap in the workplace (&lt; 85dB). 制訂工作場所噪音上限（低於 85 分貝）。 Arrange rotation shifts to reduce effect of noise exposure due to prolonged exposure. 安排輪班工作，減低暴露於噪音的影響。</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 mandated to employ a qualified safety officer for each project to oversee the implementation of safety measures. These safety officers are responsible for conducting regular on-site inspections, addressing field safety issues, and organising monthly meetings to rectify any identified defects. Furthermore, a comprehensive monthly integrated performance review is conducted to assess the subcontractors' security measures implementation, construction quality, and document submissions status. To provide additional motivation to subcontractors, a system of rewards and penalties has been implemented. This system includes cash rewards for the top three performing companies and penalties for the bottom three companies.

Meanwhile, the Group extends these concerns to office staff. Regular notifications are provided to employees regarding cleaning protocols and maintaining good personal hygiene, ensuring a consistently satisfactory level of cleanliness in the workplace. We arrange informative sessions with various medical institutions to foster a culture of health awareness. In addition, all employees are offered medical insurance and occupational disease screening as a shield for our employees' health and welfare.

#### Emergency Preparedness

In anticipation of any accidents and incidents, it is crucial always to maintain preparedness. Consequently, we have developed an emergency plan that provides clear guidance to our staff on reporting, responding to and investigating various types of emergencies, including but not limited to chemical leaks, fires, and natural disasters. To help our staff familiarise themselves with the emergency exits and correctly use the proper equipment to handle emergency situations, the Group held emergency drills to refresh their knowledge of the procedures and enable them to act immediately in the event of an emergency.

## 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)*

在房地產建設項目方面，我們要求承辦商每個項目至少聘用一名合資格的安全主任監督安全措施。安全主任負責監督定期進行實地考察及解決現場安全問題，並舉行月度會議以糾正問題。此外，每月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。為進一步激勵承包商，我們引入了獎懲制度，該制度包括對分別對前三名和後三名公司給予現金獎懲。

此外，本集團將其對員工的關心延伸至辦公室員工。定期向員工發佈有關清潔程序和保持良好個人衛生的通知，使工作場所一直保持整潔衛生。我們還安排與各種醫療機構的分享會，以培養健康意識文化。此外，我們為所有員工提供醫療保險和職業病檢查，作為員工健康和福祉的一道屏障。

#### 應變準備

時刻就任何預期以外的事故及事件作出準備是至為重要。因此，我們制定了應急計劃，以指導員工報告、應對和調查不同類型的緊急情況，包括化學品洩漏、火災和自然災害等，以及協助他們熟悉緊急出口，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，讓他們重溫應急程序，並使他們能够在緊急情況下可立時採取果斷行動。

## RESPONSIBLE EMPLOYMENT *(continued)*

### Healthy and Safe Workplace *(continued)*

#### Emergency Preparedness *(continued)*

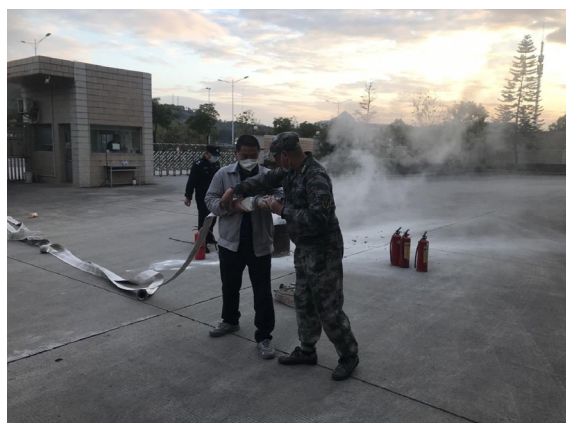
Besides, the Group has also adopted the occupational accident and occupational accident management reference system in the workplace. Our Administrative Department manages and resolves all work-related cases by investigating the accident's root cause(s) as governed by the standard. The Department is also responsible for correcting the existing safety conditions, management methods and safety practices to prevent potential reoccurrence. Upon unfortunate situation occurs, 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 231.5 lost days in total which is attributed to 11 cases of work injury in FY2023 were recorded.

## 負責任僱傭 *(續)*

### 健康及安全工作場所 *(續)*

#### 應變準備 *(續)*

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。我們的行政部門透過按照此標準調查事故的原因，來管理和解決所有與工作相關的事件。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員工的治療，並根據適當社會保險賠償。有賴我們對工作場所安全及員工福利的關注，於過去三個報告期內並無發生因工身亡事故。本年內一共損失了231.5天的工作天數，這歸因於二零二三年財年發生的11件工傷事故。





## RESPONSIBLE EMPLOYMENT *(continued)*

### Healthy and Safe Workplace *(continued)*

#### Fight against COVID-19

The Group places a high level of concern on protecting the health of employees during the COVID-19 pandemic. In addition to 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. Meanwhile, 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

在新冠肺炎肆虐期間，本集團非常重視保障員工健康。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。員工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，員工獲發清潔液及酒精抹手紙，供他們定期清潔之用。



## RESPONSIBLE EMPLOYMENT *(continued)*

### Labour Standards

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

The Group strictly prohibited the approach to child and forced labour. To protect minors and our employees from slavery, debt and forced labour in 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. The Group will not hesitate to take remedial measures with any discovery of child labour or forced labour in the workplace, in particular by imposing sanctions against perpetrators and reviewing our management practices to prevent them from recurring.

To let our employees comprehensively apprehend their rights and obligations, the Group requires all the employees to sign a legally binding contract on a voluntary and truthful basis. The contract aims to provide safety and security to both the Group and all employees by complying with associated countrywide and worldwide requirements and policies. Prior to the commencement of employment, both parties should agree on the phrases and situations. We respect our employees' choices that they unfastened to go away from their role with prior notifications. The anti-child and pressured labour coverage extend to our manufacturing chain. If any employment of child and forced labour is detected, the relevant suppliers will no longer be considered as the business partners of the Group. During the Reporting Period, the Group did not identify any cases related to child and forced labour along our internal operation and supply chain.

## 負責任僱傭 *(續)*

### 勞工準則

本集團明瞭勞工準則的重要及其關鍵作用。因此，本集團致力於促進道德工作並通過嚴格遵守中華人民共和國和香港的適用法律法規，保護員工利益。於報告期內，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》、《中華人民共和國禁止童工條款》和香港法例第57章《僱傭條例》。

本集團嚴禁使用童工和強迫勞動。為了保護未成年人和我們的員工免受工作場所的奴役、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，本集團能夠確保受僱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，包括處罰肇事者及審視我們既定的管理制度，以防止事件再次發生。

為了讓員工全面了解自身權責，他們需要按自願及公平基準簽署具法律約束力的合約。擬定合約遵守相關國家及國際標準法規，為全體員工及本集團提供保護及保障，在僱傭關係開始之前，僱傭雙方必須就條款及條件達成一致。我們尊重員工的決定，他們可於事先通知後自由離職。反童工及威迫勞動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。於本報告期內，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個案。



## RESPONSIBLE EMPLOYMENT *(continued)*

### Employment Conditions

The Group understands the essence of applying fair reward and compensation to retain talents and maintain the sustainability of the business development. 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. An individual's performance regarding working quality is evaluated annually to adjust salary and job position and provide fringe benefits such as a year-end bonus.

All full-time staff are entitled to statutory holidays and paid annual leave as well as additional leaves such as marriage leave, maternity leave and compassionate leave. To safeguard permanent employees from unexpected health and economic risks, the Group provides health insurance (for both Hong Kong and PRC staff) and social insurance (for PRC staff). In addition, we place a strong emphasis on maintaining a healthy work-life balance, and therefore working overtime is not encouraged. When necessary, employees will be compensated with overtime pay as a means of acknowledging their additional effort and time. The Group offers suitable candidates with other compensations and allowances such as business travel compensation, housing allowance, etc. Our Administrative Department will review and update our employment practices regularly 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

本集團深知實施公平的獎勵和補償對於保留人才並保持業務發展的可持續性的重要性。因此，本集團致力於構建適當的、激勵性的、超越行業標準的僱傭環境。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，每年對個人工作質素方面的表現進行評估，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、恩恤假等。為了保護全職員工保護他們免受意外的健康和經濟風險，本集團亦為全職員工提供醫療保險（香港和中國員工）和社會保險（中國員工）。此外，本集團亦重視工作與生活平衡，因此並不鼓勵超時工作。如有需要時，員工將獲得加班工資作為對他們額外付出和時間的承認。合資格員工亦可獲發其他補償及津貼，例如，出差補償及住房津貼等。我們的行政部門將定期審查及更新我們的僱傭慣例，以緊貼行業標準。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 wishes to establish an equal, fair and diverse atmosphere in the workplace. The idea of anti-discrimination has been incorporated into the business operation. As governed by the Employee 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 social-economic status. Besides, the Group lays a strong emphasis on transparency of recruitment and appraisal procedures. All recruitment and appraisal decisions are only based on candidates' capacity and performance, including education qualifications, abilities, attitude, knowledge, experience and performance. Meanwhile, the Group ensures equal opportunity for every employee in recruitment, transfer, promotion, performance appraisal, training, benefits as well as compensation. As for employees' misconduct, 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 privacy of the complainants, all reported information will be kept with confidentiality principle and 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，希望在工作場所建立一個平等、公平和多元的氛圍。反歧視的概念已納入企業營運。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，本集團非常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，本集團重視保障每位員工在招聘、調動、晉升、績效考核、培訓、福利及薪酬各方面的平等機會。對於員工的不當行為，鼓勵員工透過如部門經理、行政部門和意見箱等各種渠道舉報。為了保護投訴人的私隱，所有舉報的資料均以保密原則保存。在適當情況下，我們將進行調查及糾正。於報告期內，我們沒有收到任何來自員工的關於勞動慣例、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 3,187 and 1,195 respectively across PRC and Hong Kong.

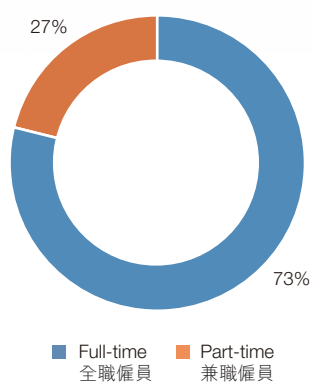
## 負責任僱傭 *(續)*

### 僱傭條件 *(續)*

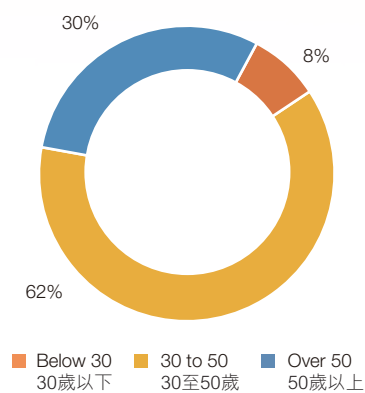
#### 僱員概況

於報告期結束時，中國及香港的全職僱員總數為3,187名而兼職員工為1,195名。

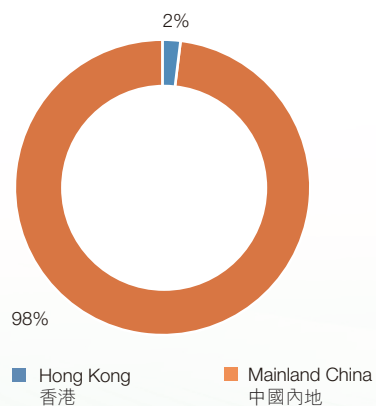
**Employment Type Profile**  
僱傭類型概況



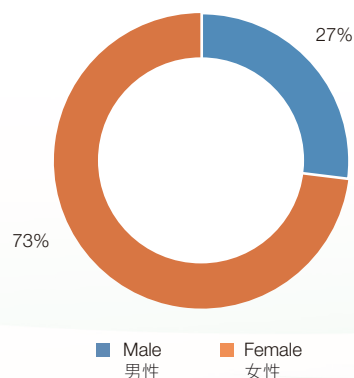
**Age Profile**  
年齡概況



**Geographical Region Profile**  
地區概況



**Gender Profile**  
性別概況



## RESPONSIBLE EMPLOYMENT (continued)

### Employment Conditions (continued)

#### Employee Turnover

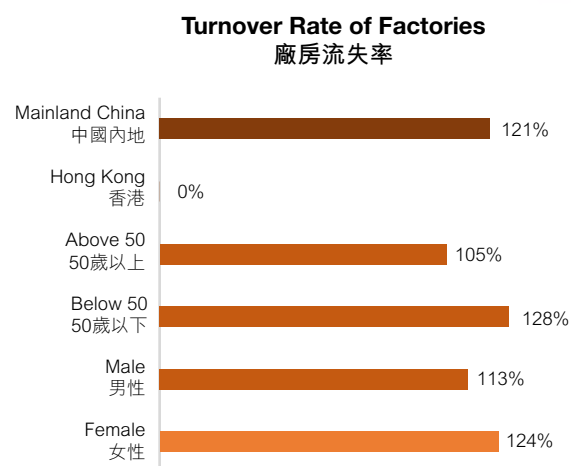
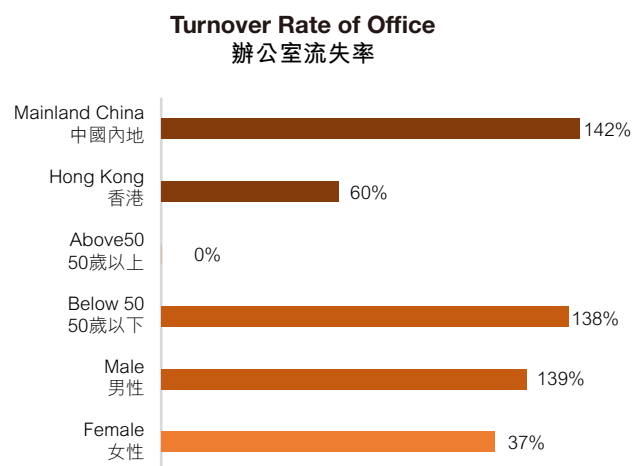
The turnover rates of office and factory<sup>2</sup> are 73% and 121% respectively. Due to the business nature of the manufacturing facilities which cover (Shenzhen KYP, Shaoguan Turbo, Guangdong Standard, Guizhou Standard及韶關市環智), etc., the turnover rate is higher than that of the office-based operations, including (KYH, Standard Motor and Guizhou Property).

## 負責任僱傭 (續)

### 僱傭條件 (續)

#### 僱員流失率

辦公室及廠房的流失率<sup>2</sup>分別為 73% and 121%。鑑於生產設施(包括深圳建溢寶、韶關德寶、廣東標準、貴州電機及韶關市環智)的業務性質，其流失率高於辦公室業務(包括建溢集團、標準摩打及貴州房地產)。



<sup>2</sup> The turnover rate is calculated based on the statistical data as of 31 March 2023.

<sup>2</sup> 流失率乃根據截至二零二三年三月三十一日的統計數據計算。

## RESPONSIBLE EMPLOYMENT *(continued)*

### Development and Training

Providing our employees with professional competence and development is of utmost importance. In order to drive sustainable business development, the Group nurtures a culture that encourages continuous development, enabling employees to unleash their full potential. Before developing a continuity training plan, it is essential to consider the training needs of the staff and the service's operations. The Human Resources Department invites all departments to complete a yearly questionnaire about their training details in our Continuing Education Plan and evaluate the effectiveness of our training initiatives. We employ various assessment methods, including post-training questionnaires, tests and surveys are utilised to gain deeper insights into employees' learning experiences, assess their acquired knowledge, and identify areas for improvement.

To enhance the skills and capacities of our employees and stay abreast of 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 our employees' preference. In order to ensure that newly hired employees possess the right information and knowledge required for their roles, it is a requirement for them to successfully complete a post-training test prior to starting their assigned duties. To stay informed about trends and maintain one step ahead, the Group encourages its employees to participate in external training by offering scholarships. It is of paramount importance that professional external speakers can provide a fresh perspective on industry practices and the latest market information on current regulations and the business environment, stimulating the generation of refreshment of new ideas.

## 負責任僱傭 (續)

### 發展及培訓

為我們的員工提供專業技能及發展至關重要。為促進永續業務發展，本集團鼓勵持續發展的文化以充分發揮員工的潛力。在制訂持續進修計劃前，首要條件為考慮員工及業務的培訓需要。每年人力資源部邀請所有部門完成一份關於員工在我們的持續教育計劃中的年度問卷，以評估我們培訓措施的有效性，本集團採用多種評估，包括培訓課程後問卷調查、測試、調查，以深入了解員工的學習經歷，評估他們所獲得的知識，並確定需要改進的地方。

為了提升員工技術及能力並貼近最新的市場趨勢，本集團提供了各種類型的培訓計劃，涵蓋各類崗位技能和知識、行業慣例和法規、職業健康和安全管理技能以其個人發展。對於新入職員工，本集團亦安排專設的入職培訓，簡明扼要地介紹公司背景及文化、行為準則、員工薪酬福利及營運慣例。此外，透過《行為守則》的簡介亦可協助他們適應新的工作環境。另外，亦會就其需求提供其他特訂知識，例如，操作常規、安全生產及環境管理制度。為了確保新入職員工能正確地履行其職責的資訊和知識，必須在投入正式工作之前通過在職訓練考試。為了瞭解趨勢並保持領先，本集團通過提供獎學金鼓勵員工參加外部培訓。此外，外間專業的演講者可以提供行業實踐的新視角以及當前法規和商業環境等的最新市場資訊，可藉此激發新思維的產生。



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

Recognising workplace recognition's importance in enhancing employees' engagement and fostering loyalty, the Group implements regular performance-based appraisals. Through these appraisals, we actively monitor employees' performance with various aspects considered. Supervisors provide constructive feedback to support employees' productivity improvement. Additionally, to incentivise continuous study and development among our employees by offering motivation, we have incorporated employees' learning performance into the current appraisal system and outstanding employees will be recognised and rewarded.

瞭解工作場所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。通過這些評估，我們能夠從各個方面積極監控員工的績效。由主管提供具建設性的回饋以鼓勵員工提高其生產力。同時，為激勵員工持續學習和發展，我們已將員工的學習成績納入當前的考核體系，對優秀員工進行表彰和獎勵。

## 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：

	FY2023 二零二三年財年	FY2022 二零二二年財年	FY2021 二零二一年財年
Total number of hours of training received by employees 僱員受訓總時數	30,413.50	144,809.00	108,212.00
Average hours of training per employee and percentage (%) of employees who received training 僱員受訓平均時數	5.98 (116%)	27.00 (227%)	N/A
<b>By gender</b> 按性別劃分			
Female 女性	8.19 (43%)	9.96 (35%)	14.39 (62%)
Male 男性	3.03 (57%)	15.50 (65%)	20.75 (38%)
<b>By employment category</b> 按僱員類型劃分			
Senior management 高級管理層	4.67 (5%)	9.15 (2%)	10.76 (1%)
Management/supervisor 管理層/主管	10.79 (14%)	8.59 (9%)	8.64 (3%)
General staff 一般員工	6.72 (81%)	4.78 (89%)	17.57 (96%)

## RESPONSIBLE EMPLOYMENT *(continued)*

### Harmonious Workplace and Communication

Acknowledging that proactively listening and addressing the needs of employees will enhance their sense of belonging and productivity, the Group has implemented a multi-channelled reporting system. Composed of suggestion boxes, telephone, email and meetings, the system provides valuable benefits to our employees by enabling them to express their concerns regarding existing policies and fostering the development of appropriate strategies. Therefore, 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 labour unions.

In order to enhance working conditions and the management practices in staff management, the Group has implemented a comprehensive staff complaint and grievance management system. The Human Resources Department takes charge of receiving, summarising and analysing all the information and opinions. For instance, the group never hesitates 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 years 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. When it comes to employee grievances, the Group places great importance on addressing complaints and strives to ensure fairness, consistency, and transparency in the handling process. With the further development of an investigation team, the Group 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

本集團明白主動聆聽和解決員工需求將提升他們的歸屬感和生產力，因此提供多種溝通渠道。該渠道包括意見箱、電話、電郵及面談所組成，讓員工能夠就現有措施一舒己見，從而促進適當策略的制定，為員工帶來寶貴的利益。因此，隨著員工福祉和利益的提高，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，並對工會持包容和支持的態度。

為了提升員工管理中的工作條件和管理措施，本集團建立了員工投訴和申訴管理制度。人力資源部負責接收、總結和分析所有資料和意見。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障16至18歲的青年工人、殘疾人士及孕婦，採取的措施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。在員工申訴方面，本集團高度重視投訴問題處理，並努力確保處理過程的公平性、一致性和透明度。隨著調查團隊的進一步發展，本集團將在執行整改措施之前對案例進行核實。為保護投訴人，整個投訴處理過程均完全保密。

## RESPONSIBLE EMPLOYMENT *(continued)*

### Harmonious Workplace and Communication

*(continued)*

Meanwhile, fostering camaraderie and cultivating harmonious relationships with our employees is a priority for us. To achieve this, we organised various team-bonding events, including the Christmas Lucky Draw, regular team gatherings, group festive gatherings and employee birthday parties. These events create an atmosphere of harmony and relaxation promoting a sense of unity and cohesion among our staff.



## 負責任僱傭 *(續)*

### 和諧工作場所及溝通 *(續)*

同時，我們看重員工之間的友誼及和諧關係。為促進互信及員工的凝聚力，我們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，促進我們的員工之間的團結與凝聚力。





## ENVIRONMENTAL FOOTPRINT

We are dedicated to being a socially responsible company and incorporating sustainable practices into our business operations. In order to achieve sustainable development, we consistently pursue breakthroughs in maximising its outputs and minimising the adverse impacts on 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

我們致力成為一家負責任的企業公民，並將可持續性納入我們的業務營運。為了實現可持續發展，我們按照環境政策的規定，通過主動利用資源以負責任的方式保護環境，並堅定不移地尋求突破，最大限度地提高產出量的亦同時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

We have an Environmental Management System (“EMS”) that follows a “Plan-Do-Act-Check” method and is certified with an international standard (ISO14001). This system regularly monitors the environmental impact of our manufacturing facilities and ensures that our production meets regulatory standards.

To help manage environmental concerns identified under the EMS, we have created a set of daily working procedures and guidelines for our employees to follow. These tools assist us in adhering to all relevant environmental laws and regulations while also facilitating the organised handling of environmental concerns.

我們的環境管理體系（「環境管理體系」）遵循「計劃-執行-行動-檢查」方法，並通過國際標準（ISO14001）認證，該系統用於定期監測我們的生產設施對環境影響，以確保我們的生產符合監管標準。

此外，為了有效管理環境管理體系下識別的環境問題，我們制定了一套日常工作程序和工作指南，供員工在日常營運中遵循。這些工具有助指導我們遵守適用的環境法律和法規，並有助於系統地處理環境問題。

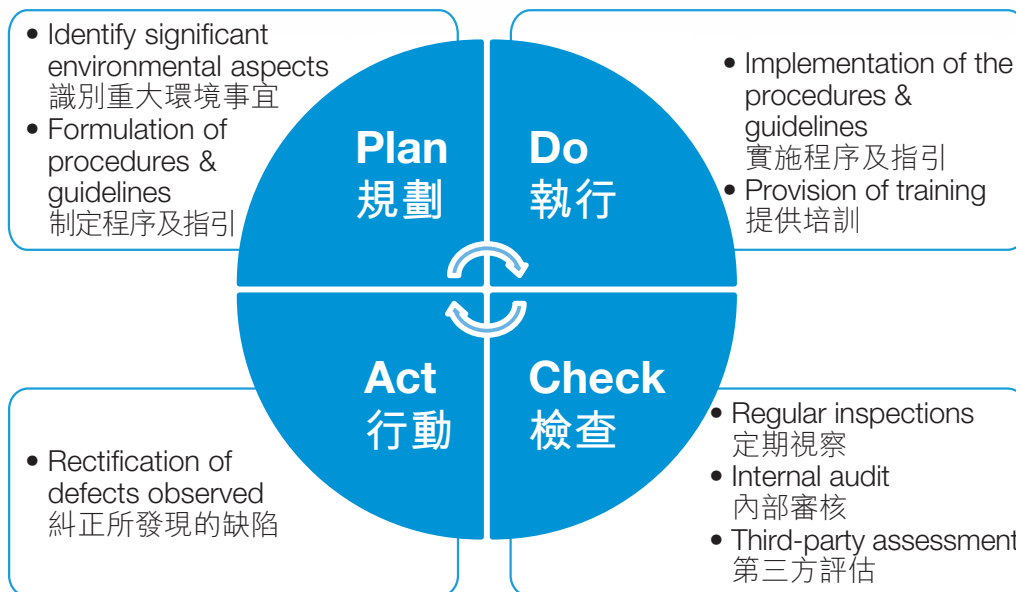


## ENVIRONMENTAL FOOTPRINT *(continued)*

The fundamental part of managing adverse impacts is compliance with standards. 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)*

合規性是對於不利影響的管理中的一個基本部分。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

In order to reduce air pollutants, we have discussed and set an emission target for the year. The target for FY2023 is to keep it the same as previous years or lower. Careless industrial processes can lead to air pollution, and even impact human health. 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). The filtration system treats all polluted air before emission. Meanwhile, 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 machineries and ventilation systems. Other maintenance practices, such as bi-monthly cleaning industrial dust filtration machines, are also carried out to secure the emission standard.

During the Reporting Period, the Group's air emissions are mainly from the combustion of diesel and gasoline from mobile combustion and fuel combustion by stationary generators. The Group's air emission in FY2023 generated 75.98 kg of nitrogen oxides (NO<sub>x</sub>), 0.81 kg sulphur oxides (SO<sub>x</sub>) and 119.80 kg of particulate matter ("PM").

## 環境足印 (續)

### 控制排放

#### 廢氣排放

為了減少空氣污染物，經我們商討並訂立了今年的排放目標。二零二三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。粗心草率的生產工序可引致空氣污染，甚至影響人類健康。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，可有效防止意外洩漏氣體。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所使用的柴油及汽油和發電機消耗燃料的空氣污染物。本集團於二零二三年財年排放了流動燃燒源75.98千克的氮氧化物(「氮氧化物」)、0.81千克硫氧化物(「硫氧化物」)和119.80千克懸浮粒子(「懸浮粒子」)。

Air Emissions <sup>3</sup> 廢氣排放 <sup>3</sup>	Unit 單位	FY2023 二零二三年財年	FY2022 二零二二年財年	FY2021 二零二一年財年
NO <sub>x</sub> 氮氧化物	kg 千克	75.98	468.61	708.39
SO <sub>x</sub> 硫氧化物	kg 千克	0.81	0.99	0.98
PM 懸浮粒子	kg 千克	119.80	105.90	66.81

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

<sup>3</sup> 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

A core sustainability goal for our company is reducing our carbon footprint. The Group is aware that global warming has led to negative consequences such as extreme weather and rising sea levels. To address this, we have been dedicated to improving production efficiency and reducing our impact on the environment for many years. In light of this, the Group endeavours to bring down its greenhouse gas (“GHG”) emissions by focusing on energy conservation across its production chain. Various strategies are developed to manage and monitor GHG emissions while reducing our carbon footprint at the same time. Please refer to the Resource Management section in this Report for the details of the initiatives.

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 using refrigerant and mobile combustion. Indirect GHG emission (Scope 2) mainly comes from using the purchased electricity, while the other indirect GHG emission (Scope 3) comes from the usage of paper and water. In FY2023, we produced 18,626.12 tonnes of carbon dioxide, which is equivalent to the intensity of 4.25 tonnes of carbon dioxide equivalent (“tCO<sub>2</sub>e”) per employee throughout our operation.

## 環境足印 (續)

### 控制排放 (續)

#### 溫室氣體排放

本集團可持續發展的核心目標是減少我們的碳足跡。本集團意識到全球暖化已加劇了如極端天氣和海平面上升等一些負面影響。為了解決這個問題，我們多年來一直致力於提高生產效率，亦同時減少對環境的影響。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（「溫室氣體」）排放。我們已制定各種策略以管理及監察溫室氣體排放，同時減少我們的碳足跡。有關該等措施之詳情請參閱本報告「資源管理」章節。

我們業務營運所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）以及因員工商務出差、掉棄紙張、淡水處理和污水處理產生的其他間接排放（範圍3）。

本集團溫室氣體直接排放（範圍1）的主要來源是使用製冷劑和移動燃燒。間接溫室氣體排放（範圍2），主要來自使用外購電力，而其他間接溫室氣體排放（範圍3）則來自紙張和水的使用。於二零二三年財年，我們產生了18,626.12噸二氧化碳，相當於每位員工於整個營運過程中產生的二氧化碳密度為4.25噸二氧化碳當量（「噸二氧化碳當量」）。

## ENVIRONMENTAL FOOTPRINT (continued)

Emission Control (continued)

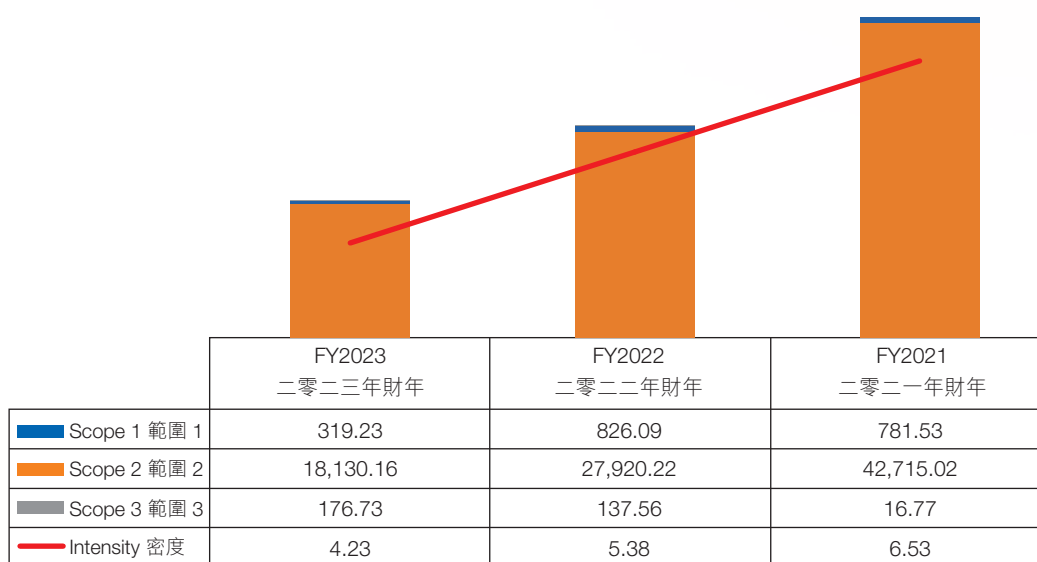
GHG emission (continued)

環境足印 (續)

控制排放 (續)

溫室氣體排放 (續)

### GHG Emission (tCO<sub>2</sub>e) 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 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員工總人數。



## ENVIRONMENTAL FOOTPRINT (continued)

### Emission Control (continued)

#### Wastewater discharge

Responding to the call to reduce wastewater discharge, we have discussed and set a discharge target for the year. The target for this year 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 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，經我們討論並訂立了今年的排放目標。本年度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	FY2023 二零二三年財年	FY2022 二零二二年財年	FY2021 二零二一年財年
Wastewater 污水	m <sup>3</sup> 立方米	311,322	389,025	377,746
Intensity 密度	m <sup>3</sup> per employee 立方米／每名僱員	71.05	72.53	56.65

#### Waste management

The Group has discussed and set a disposal target for the year to reduce waste disposal. The target for this year is to keep it the same as previous years or lower. We understand that proper waste management is important for maintaining good water and air quality, as well as reducing greenhouse gas emissions. To ensure that we are managing our waste properly, we have enlisted certified service providers to handle the collection, segregation, and transfer of our waste in accordance with our waste management procedures. The Group emphasise optimising waste management performance. To avoid mixing up with other incompatible waste, all waste is segregated by category (i.e., recyclable, non-recyclable and hazardous waste). All segregated wastes are contained in impervious containers before being stored in designated areas. For hazardous waste, proper chemical labels are attached to 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

本集團討論並訂立了今年的棄置目標以減少廢棄物。本年度的目標是廢棄物量與往年持平或更低。我們瞭解正確的廢物管理與水和空氣質量以及減少溫室氣體排放至為重要，為確保正確地控制廢棄物，我們已委託合資格服務供應商根據我們的廢棄物管理程序處理收集、分類和處理廢棄物。本集團強調優化廢棄物管理績效。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 monitors the waste management facilities and procedures and conducts periodic inspections on a monthly basis to ensure the proper processing of the on-site waste complies with the best practices and the relevant laws and regulations. In FY2023, the Group strictly abides by the Laws of the PRC on the 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，本集團監測廢物管理設施和程序並每月進行定期檢查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。於二零二三年財年內，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	FY2023 二零二三年財年	FY2022 二零二二年財年	FY2021 二零二一年財年
<b>Total hazardous waste<sup>4</sup></b> 有害廢物總數 <sup>4</sup>	<b>Tonne</b> 噸	<b>43.63</b>	<b>43.67</b>	<b>40.93</b>
Waste organic solvent 廢棄有機溶劑	Tonne 噸	21.07	22.09	24.23
Activated carbon 活性炭	Tonne 噸	4.64	-	-
Waste batteries 廢棄電池	Tonne 噸	0.18	-	-
Waste Ink Containers 廢墨容器	Tonne 噸	1.28	-	-
Industrial Gelatine 工業明膠	Tonnes 噸	-	-	6.87
Wire 電線	Tonne 噸	-	-	-
Waste oil 廢油	Tonne 噸	4.82	3.88	4.10
Ink Cartridge 廢棄碳盒	Each 每個	12.01	63.00	-
Paints 油漆	Tonnes 噸	4.73	7.18	3.66
Light Bulbs and Fluorescent Lamp 燈泡及光管	Each 每個	983	1,131	-
Recycled Plastic 再生塑膠	Tonnes 噸	6.31	9.57	-
Others 其他	Tonnes 噸	0.60	0.95	2.07
Intensity 密度	Tonne/employee 噸/每名僱員	0.0100	0.0081	0.0061
<b>Total non-hazardous waste<sup>5</sup></b> 無害廢物總數 <sup>5</sup>	<b>Tonne</b> 噸	<b>3,806.87</b>	<b>6,646.62</b>	<b>5,969.32</b>
Waste metals 廢棄金屬	Tonne 噸	3,464.56	5,023.09	4,637.28
Wastepaper 廢棄紙張	Tonne 噸	187.2	299.62	581.12
Cardboard and carton boxes 紙皮及紙皮箱	Tonne 噸	110.34	189.18	24.33
Scraps 廢料	Tonnes 噸	27.77	867.50	412.57
Others 其他	Tonnes 噸	17.00	267.23	314.02
Intensity 密度	Tonne/employee 噸/每名僱員	0.870	1.234	0.900

<sup>4</sup> Major types of hazardous waste of the Group are waste organic solvents, wire and waste oil.

<sup>5</sup> Major types of non-hazardous waste of the Group are waste metals, waste paper and cardboard or carton boxes.

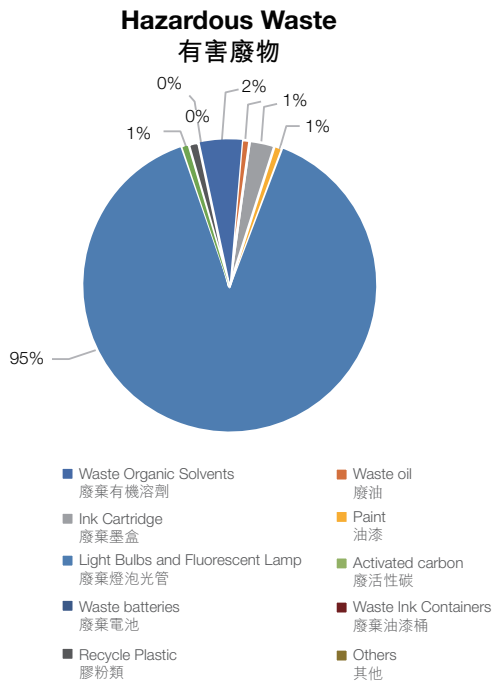
<sup>4</sup> 本集團的有害廢物主要為廢棄有機溶劑、電線及廢油。

<sup>5</sup> 本集團的無害廢物主要為廢棄金屬、廢棄紙張、紙皮及紙皮箱。

## ENVIRONMENTAL FOOTPRINT (continued)

### Emission Control (continued)

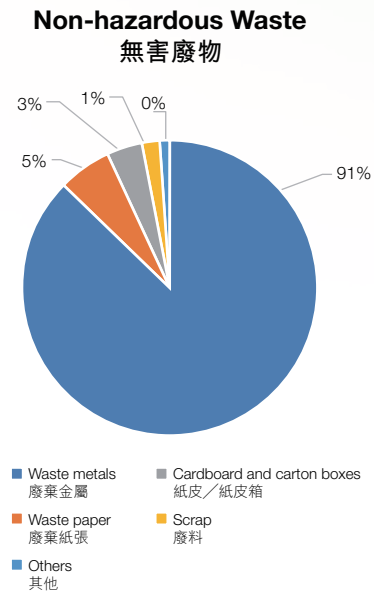
### Waste management (continued)



## 環境足印 (續)

### 控制排放 (續)

### 廢物管理 (續)



In order to raise the level of consciousness regarding waste reduction among our staff, we have instituted measures for operational waste management and implemented a series of recycling activities in collaboration with local green organisations. The Group aims to cultivate a culture of reduced waste. With the expectation to minimise paper usage and promote recycling, we have created a range of e-cards for festive occasions and encouraged employees to collect recyclable items such as mooncake boxes, which were subsequently handed over to local green organisations for appropriate disposal.

為提高員工減排減廢的意識，我們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。本集團的目標是培養減少浪費的文化，為了盡量減少用紙和促進回收，我們設計了一系列節日電子賀卡，並鼓勵員工收集月餅盒等可回收物品，再交由當地綠色團體妥善處理。

## ENVIRONMENTAL FOOTPRINT *(continued)*

### Resource Management

Many environmental problems can be solved simply by changing our behaviours. We are committed to environmental measures that respect aquatic biodiversity and the natural environment. We have established policies to use resources efficiently and follow a green procurement standard when purchasing materials in order to reduce our impact on the environment. The Group tries to reuse and recycle as much as possible and strictly prohibits materials with toxic chemicals or substances that can damage nature and harm animals. We also control the amount of our purchases to avoid over-ordering which may result in wastage due to materials deterioration and damage. Additionally, we regularly review and improve our policies to ensure that we continue to operate in an environmentally responsible manner.

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 emissions. 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.

As a result, the Group achieves our commitment of offering the best service quality to customers with the least impact on the Earth.

## 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。本集團制定了有效利用資源的政策，並在採購材料時遵從環保採購標準，以減低我們環境的影響。本集團盡可能再利用和回收，並同時嚴格禁止使用含有對環境和野生動物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。此外，本集團定期檢討並改善政策，確保我們繼續以負責任方式營運。

除此之外，辦公室和工廠還制定了有關資源和能源節約的綠色政策，以引導我們的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，盡可能將所有原材料重複使用於生產，以提高資源效率和減少碳排放。如果材料無法重複使用，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。

為此，本集團實現了對地球負面影響減小，同時為我們客戶提供最好服務質量的承諾。

## ENVIRONMENTAL FOOTPRINT (continued)

### Resource Management (continued)

## 環境足印 (續)

### 資源管理 (續)



#### Electricity

##### 電力

Turn 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

Regulate air-conditioners setting on time and temperature  
設置空調的運作時間及溫度上限

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

Check regularly and turn off all unnecessary gadgets  
定期進行檢查，確保並無啟動不必要的設備

Conduct 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

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



#### Paper

##### 紙張

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

Encourage 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 equipments  
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. Therefore, we place a significant emphasis on the implementation of energy-saving policies within our factories. We strive to optimise energy consumption by conducting regular inspections, and by transforming or replacing existing machinery. In addition, we implement stringent initial sample-checking protocols to prevent unnecessary energy consumption due to defective products. Furthermore, we are committed to upgrading the operational systems within our manufacturing facilities, with the aim of minimising our environmental impact.

## 環境足印 (續)

### 資源管理 (續)

#### 綠色工廠

本集團作為一家主要的製造商，認識到生產廠房是我們能源消耗的主要源頭。因此，我們非常重視於工廠內推行節能政策。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。此外，我們實施嚴格的初始樣品檢查規程，以避免因缺陷產品導致不必要的能源消耗。同時，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

The Group installs Environmentally Friendly Air-Conditioners and replaces conventional ones for indoor cooling. Also, the recirculating water system is adopted instead of the compressor to bring out a cooling effect and increase the efficiency at heat transferring and chilling down hot air.

本集團安裝環保空調以替代傳統的室內空調。此外，採用循環水系統代替壓縮機，以發揮其冷卻效果，並提高傳熱和冷卻熱空氣的效率。

Heat recovery system  
熱回收系統

The Group adopts Heat Recovery System Design. It uses the heat from the rotatory screw air compressors for water heating in staff dormitories. In Shaoguan, Shixing and Guizhou. Apart from this, heat recovery technologies are also adopted to transfer heat from energy-intensive plastic moulding processes into other usages in Shenzhen.

本集團採用熱回收系統設計。此裝置利用從旋轉螺桿壓縮機所產生的熱量為員工於韶關、始興和貴州的宿舍提供熱水。除此之外，在深圳採用熱回收技術將能源密集型的注塑製模過程中所產生的熱量轉移到其他用途。

## 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	FY2023 二零二三年財年	FY2022 二零二二年財年	FY2021 二零二一年財年
<b>Electricity</b> 電力	<b>MWh</b> 兆瓦時	<b>29,784.08</b>	<b>45,834.86</b>	<b>51,133.47</b>
Intensity 密度	MWh/employee 兆瓦時/每名僱員	6.80	8.54	7.67
<b>Stationary Fuel</b> 固定燃料	<b>MWh</b> 兆瓦時	<b>80.15</b>	<b>34.18</b>	<b>52.97</b>
Diesel 柴油	MWh 兆瓦時	0.68	5.13	8.47
Liquefied petroleum gas 液化石油氣	MWh 兆瓦時	9.20	29.05	44.50
Liquefied Natural Gas 液化天然氣	MWh 兆瓦時	70.27	–	–
Argon gas 氬氣	Liter 公升	3,315	1,560	2,340
Acetylene 乙炔	Liter 公升	–	–	320
Helium Gas 氦氣	Liter 公升	160	–	320
<b>Mobile Fuel</b> 移動燃料	<b>MWh</b> 兆瓦時	<b>630.59</b>	<b>615.44</b>	<b>607.08</b>
Diesel 柴油	MWh 兆瓦時	109.25	94.61	242.14
Unleaded petrol 無鉛汽油	MWh 兆瓦時	521.34	520.83	81.01
Gasoline 汽油	MWh 兆瓦時	–	–	283.93
<b>Total Energy Consumption<sup>6</sup></b> 能源消耗 <sup>6</sup>	<b>MWh</b> 兆瓦時	<b>30,494.82</b>	<b>46,494.66</b>	<b>51,793.52</b>
Intensity 密度	MWh/employee 兆瓦時/每名僱員	6.96	8.67	7.77

<sup>6</sup> 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.

<sup>6</sup> 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.

## 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	FY2023 二零二三年財年	FY2022 二零二二年財年	FY2021 二零二一年財年
<b>Water</b> 水	<b>m<sup>3</sup></b> 立方米	<b>318,467</b>	<b>398,639</b>	<b>377,746</b>
Intensity 密度	m <sup>3</sup> /employee 立方米／每名僱員	72.68	74.32	56.65
<b>Paper</b> 紙張	<b>Tonne</b> 噸	<b>20.08</b>	<b>26.19</b>	<b>20.84</b>
Intensity 密度	Tonne/employee 噸／每名僱員	0.005	0.005	0.003
<b>Packaging Materials<sup>7</sup></b> 包裝物料 <sup>7</sup>	<b>Tonne</b> 噸	<b>1,016.33</b>	<b>5,025.42</b>	<b>5,324.00</b>
Carton boxes 紙皮箱	Tonne 噸	632.87	2,726.69	3,326.13
Wrapping paper 包裝紙	Tonne 噸	170.02	1,753.63	776.85
Paper and cards 卡紙	Tonne 噸	41.55	164.41	252.58
Plastic plates, boxes and bags 膠板、膠盒及膠袋	Tonne 噸	142.98	582.18	468.08
Styrofoam 發泡膠	Tonne 噸	28.91	245.46	336.56
Linerboard 瓦通紙	Tonne 噸	–	0.02	236.54
Intensity 密度	Tonne/employee 噸／每名僱員	0.23	0.94	0.80

<sup>7</sup> 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.

<sup>7</sup> 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

The Group is committed to reducing its negative environmental impact by focusing on emissions during business operations. To achieve this goal, the Group adopts a systematic approach to environmental management, with the aim of minimising resource and energy consumption. We conduct annual identification of environmental aspects as regulated by ISO14001. The Group formulates and embeds the corresponding coping strategies in our management approach and operation procedures through listing out and measuring all the aspects in relevant regarding their occurrence frequency, environmental impacts, and extent of difficulty to handle. In terms of our production facilities, regular environmental impact assessments covering all the emissions are conducted. It is used to examine the Group's strengths, weaknesses, opportunities, and threats regarding the environmental aspects and provides the basis for the improvement of our business operation. The whole process of identification and management of environmental risks is placed under the supervision of the EHS Committee to safeguard the transparency and compliance of regulations and laws. 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

本集團致力於通過關注業務營運期間的排放來減少對環境的負面影響。為實現這目標，本集團採用系統化的環境管理方法，旨在最大限度地減少資源和能源消耗。我們根據經ISO14001認證的規定於每年識別環境因素。本集團通過羅列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，制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，定期進行有關所有排放物的環境影響評估。因此，可以檢查本集團在環境方面的優勢、機遇和威脅，並為改進我們的業務營運提供基礎。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以確保符合法規。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 previously mentioned measures, an emergency contingency plan has been developed to minimise environmental impacts and natural resource consumption in response to unforeseeable events. The plan takes into consideration a wide range of environmental risks, including noise pollution, chemical spills, and irregular air emissions. In order to prevent nuisance and contamination from the manufacturing segments, the Group also implements measures to control the noises and chemicals. 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). In addition to regular on-site inspections and maintenance, industrial plants that produce high levels of noise are situated in soundproof rooms to mitigate noise pollution. The Group also implements various noise reduction techniques, including the use of vibration dampers, noise cancellation devices, and noise-insulating panels to minimise the impact of noise emissions on the environment and surrounding communities. Regarding associated risk of land contamination. The Group handles all the hazardous waste without treatment cautiously and establishes strict policies on forbidding disposal to the land nearby, and all the waste should be stored properly. Certified service providers will handle the stored waste and ensure the handling comply with the Environmental Quality Standard for Soils (GB15618-2018).

## 環境足印 *(續)*

### 減低對環境及天然資源的影響 *(續)*

除上文所提及的措施外，本集團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自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。為防止製造業務產生滋擾及污染，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。由合資格第三方定期進行噪音監測，以確保符合《工業企業廠界環境噪聲排放標準 (GB12348-2008)》、《工作場所有害因素職業接觸限值第2部份：物理因素 (GBZ2.2-2007)》及《聲環境質量標準 (GB3096-2008)》。除定期實地視察及保養外，本集團亦將隔音設備安置在高噪音的工廠內，亦實施各種減少噪音的技術，包括裝設降噪裝置、隔音板及減震器等降噪設備，最大限度地減少噪音對環境和周圍社區的影響。為防止污染土地，我們謹慎處理所有未經處理的有害廢物，所有廢物在交由經認證的服務供應商處理前均妥善儲存，並制定嚴格禁止在附近土地上棄置等政策，以確保符合《土壤環境質量標準 (GB15618-2018)》。



## ENVIRONMENTAL FOOTPRINT *(continued)*

### Climate-Related Risks and Mitigations

The Group understands the risks associated with climate change and is taking action in response to new compliance requirements. The Company and its subsidiary companies have developed and put into effect a thorough system for managing and reducing these risks.

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 of the Group based on actual conditions and accelerated the formation of green and low-carbon operation modes.

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

## 環境足印 *(續)*

### 氣候相關風險和緩解措施

本集團了解與氣候變化相關的風險，並正在採取行動回應新的合規要求。本公司及其附屬公司已制定並實施一套全面的系統來管理和降低這些風險。

於報告期內，本集團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，明確重大排放項目，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營運模式。

我們亦確定了四大氣候，包括熱帶氣旋、強降雨和洪水氾濫、異常暴風雪及酷熱天氣所帶來與本集團營運相關的風險。每年均會制定並再審查詳細有關上述氣候風險的應急反應計劃。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)

Tropical Cyclone 熱帶氣旋	<ul style="list-style-type: none"><li>– 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</li><li>– reinforce the identified weak spots 強化已找出的薄弱點</li><li>– shut down all openings and outdoor lightings to prevent short circuit 關閉所有戶外燈光以避免短路</li><li>– keep security and maintenance team standby for contingency 讓有關團隊待命以防不時之需</li><li>– 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</li></ul>
Heavy Rainfall and Flooding 強降雨和洪水氾濫	<ul style="list-style-type: none"><li>– 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</li><li>– 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</li><li>– check for any spots with seeping or drilling problem 檢查有否漏水的情況</li><li>– move all machineries and raw material indoor 將所有的生產設備及原材料移至室內</li><li>– keep security and maintenance team standby for contingency 讓有關團隊待命以防不時之需</li><li>– 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</li></ul>
Abnormal Snowstorm 異常暴風雪	<ul style="list-style-type: none"><li>– 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</li><li>– notify all departments to prepare for the snowstorm 通知所有部門準備應對暴風雪</li><li>– 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</li></ul>

## 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)*

Heatwave 酷熱天氣	<ul style="list-style-type: none"><li>– check the condition of air-conditioning or ventilation facilities 檢查空調及換氣系統是否正常運作</li><li>– 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</li><li>– 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</li></ul>
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## CARING COMMUNITY

The Group recognises the importance of creating favourable social outcomes by making meaningful contributions to society. As a corporation that takes its social responsibility seriously, the Company proactively assists local communities. By promoting volunteerism among our staff, we aim to make a positive impact on the local society, foster a culture of compassion among employees, and cultivate a peaceful and cooperative relationship with local residents. Though the impact of the COVID-19 pandemic is diminishing, obtaining sufficient personal protective is still a huge financial burden to underprivileged groups and minorities. Therefore, a total of 12,000 surgical masks are donated to Evangelical Lutheran Church Social Service - Hong Kong to support the well-being of the grassroots and the disabled. In addition, we believe that the rules of “many a little make a mickle”. To further support the underprivileged community, the Group donated a total of HK\$58,916 and HK\$3,535 to 始興紅十字會 and 寶安區慈善會 respectively.

## 關懷社區

本集團深明透過對社會作出貢獻來創造正面社會價值的重要性。作為一家認真對待企業社會責任的企業，本公司積極主動地支持當地社區。為促進員工的志願者精神，本集團通過鼓勵員工參與志願活動，希望為社會帶來貢獻，以及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。儘管2019新冠病毒大流行帶來的影響開始慢慢減緩，對於弱勢群體或傷殘人士而言，購買足夠的個人防護用品仍為他們帶來沈重的財政負擔。因此，本年度我們共捐贈12,000個外科口罩予香港福音路德教會社會服務中心。此外，我們相信「滴水成流」的道理。進一步為弱勢社群，本集團亦分別向始興紅十字會捐贈了港幣58,916及向寶安慈善會港幣3,535。



**基督教香港信義會社會服務部**  
Evangelical Lutheran Church Social Service - Hong Kong

致：建溢集團有限公司

**感謝函**

衷心感謝 **建溢集團有限公司** 於 2023 年 2 月 27 日捐贈 12,000 個口罩予本機構殘弱地區支援中心(康復服務)作內部同工、智障學員及其家屬防疫使用。貴公司的慷慨支持，惠澤社群，本機構深表謝忱，現特函致謝。

期盼日後能有機會繼續合作，一起為凝聚社區關懷而努力。未來我們會繼續以創新的方式、關愛及以人為本的精神，為基層及弱勢社群提供服務。如有任何查詢或其他捐贈及合作議案，歡迎致電 3692-5468 向傳訊與協作主任陳克慧小姐 Maggie 聯絡。

敬祝  
安康！

基督教香港信義會社會服務部  
傳訊與協作經理



許恬莉小姐 謹啟  
二零二三年二月廿八日

社會服務部總處 Social Service Head Office  
香港九龍彌敦道50號A信義樓1字樓  
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Kin Yat Holdings Limited  
建溢集團有限公司



**Mission**  
To build a cohesive society by promoting strategic partnerships among business and social service partners, and inspiring corporate social responsibility through caring for the community, employees and the environment.

**宗旨**  
促進商界與社會伙伴合作，推動企業履行社會責任，並鼓勵工商及公共機構關懷社群、關心員工及履職環境，攜手建設共融社會。



CO-CREATION FOR COMMUNITY **20 YEARS** 同創，共建。  
OF BUSINESS - SOCIAL PARTNERSHIP 商社伙伴二十載

Caring for the Community 關懷社區    Caring for the Employees 關懷員工    Caring for the Environment 關懷環境



Bernard Chan  
Chairperson  
The Hong Kong Council of Social Service  
香港社會服務聯會主席 陳智忠



Chiu Mei Wai  
Chief Executive  
The Hong Kong Council of Social Service  
香港社會服務聯會行政總裁 蔡海偉

Valid from 1 March 2023 to 29 February 2024  
於 2023 年 3 月 1 日至 2024 年 2 月 29 日有效  
Years of Award: 2018 - 2023

