



SANDMARTIN INTERNATIONAL
HOLDINGS LIMITED

聖馬丁國際控股有限公司*

Incorporated in Bermuda with limited liability 於百慕達註冊成立之有限公司

Stock Code 股份代號 : 482



2023

ENVIRONMENTAL SOCIAL AND
GOVERNANCE REPORT

環境、社會及管治報告

* For identification purpose only
僅供識別

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About the Report

關於本報告

ABOUT SANDMARTIN

Sandmartin International Holdings Limited (the “**Company**”) and its subsidiaries (collectively, “**Sandmartin**” or the “**Group**”) is involved in the research, development, production and sales of high quality communications related precision products and accessories as well as the development of digital technology products. The products of Sandmartin include media entertainment platform related products, other multimedia products and satellite TV equipment and antenna products, such as low noise blocking down converters (“**LNBs**”), high-definition multimedia interface (“**HDMI**”) cable, ultraviolet light smartphone sanitizers, ancillary chargers, external batteries, retractable chargers, wireless mobile phone chargers for vehicles and other electronic and multimedia accessories.

The Group’s operations are located in China and other Asia regions, Europe, North America, South America and Middle East, which is no longer just a manufacturer, but a platform operator, and actively builds mutual relationships with local administrations, financial groups and telecommunication companies..

Our Vision

- Leadership position in global market for operator platform
- Digital Entertainment Platform
- Long-term Brand Opportunities

For more information about Sandmartin, please refer to our 2023 Annual Report.

關於聖馬丁

聖馬丁國際控股有限公司（「**本公司**」）及其附屬公司（統稱「**聖馬丁**」或「**本集團**」）涉及研製、生產和銷售高質量通訊相關的精密產品和配件以及開發數碼科技產品。聖馬丁的產品包含媒體娛樂平台相關產品、其他多媒體產品及衛星電視設備及天線產品，如低雜訊降頻器（「**LNBs**」）、高清多媒體接口（「**HDMI**」）電纜、紫外線智能手機消毒器、配置充電器、外置電池、可伸縮充電器及車載無線手機充電器等電子及多媒體配件。

本集團的業務遍布中國及其他亞洲地區、歐洲、北美洲、南美洲及中東，定位不再只是製造商，而是一家平台營運商，並積極與各地行政單位、金融集團和電信業者建立互助關係。

我們的願景

- 在全球運營商平台市場的領導地位
- 數字娛樂平台
- 長遠品牌的機會

有關聖馬丁的更多資料，請參閱我們的二零二三年年報。

About the Report (Continued)

關於本報告(續)

ABOUT THE REPORT

This is the eighth Environmental, Social and Governance Report (the “**Report**”) issued by Sandmartin, summarizing the Group’s policies, measures and performance in environment, social and governance (or “**ESG**”) aspects during the period from 1 January 2023 to 31 December 2023 (the “**Year**”) in order to allow stakeholders to understand the Group’s progress and development direction in sustainability. This Report was prepared in both Chinese and English versions and is available on the websites of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and of the Company (www.sandmartin.com.hk).

REPORTING SCOPE

The Report focuses on the Group’s operation of the manufacturing and sales business of “satellite TV equipment and antenna products”, “media entertainment platform related products” and “other multimedia products”. The scope of the Report covers the manufacturing plants of the two representative subsidiaries¹ of the Group located in Zhongshan City, Guangdong Province (which are the Zhongshan manufacturing plant and the Pro Brand Technology, Inc. (“PBT”) manufacturing plant, collectively the “**manufacturing business**” or “**manufacturing plants**”), and the key operating location² in the United States (“**distribution business**”). During the Year, the Group reviewed the reporting scope in accordance with the the principle of significance (the standard is that it accounts for approximately 72% of the Group’s revenue). The Group will regularly review the reporting scope and gradually expand the reporting scope in the future (such as to add the relevant business of the operating location in India³), to provide comprehensive and accurate information to investors and other stakeholders.

¹ The two representative subsidiaries are Sandmartin (Zhongshan) Electronic Co., Ltd.* and Zhongshan Chengfu Electronics Technology Co., Ltd..

² Pro Brand Technology, Inc. is the related subsidiary of the key operating location in the U.S..

³ Vivaan Electronic Technology Private Limited is the related subsidiary of the operation location in India.

關於本報告

本報告為聖馬丁發表的第八份《環境、社會及管治報告》(「**本報告**」)，總結本集團於二零二三年一月一日至二零二三年十二月三十一日(「**本年度**」或「**年內**」)期間在環境、社會及管治(「**ESG**»)方面的政策、措施和績效，讓各持份者了解本集團於可持續發展方面的進程及發展方向。本報告備有中文及英文版本，分別可於香港聯合交易所有限公司(「**聯交所**」)及本公司網站(www.sandmartin.com.hk)上閱覽。

報告範圍

本報告繼續聚焦本集團之製造及銷售「衛星電視設備及天線產品」、「媒體娛樂平台相關產品」和「其他多媒體產品」業務相關的營運。報告範圍覆蓋本集團位於廣東省中山市之兩間具代表性的附屬公司¹之生產廠房(分別為中山生產廠房及博百科技生產廠房，統稱為「**製造業務**」或「**各廠房**」)，以及美國之主要營運點²(「**分銷業務**」)，本集團於本年度檢視報告範圍，並按照重要性原則(標準為佔本集團業務收入約72%)。本集團將繼續定期檢視報告範圍，日後逐步擴大披露範圍(如加入印度營運點³有關業務)，確保為投資者及其他持份者提供全面和準確的資訊。

¹ 兩間具代表性的附屬公司為中山聖馬丁電子元件有限公司及中山晟富電子科技有限公司。

² 美國主要營運點之相關附屬公司為博百科技有限公司(Pro Brand Technology, Inc.)。

³ 印度營運點之相關附屬公司為Vivaan Electronic Technology Private Limited。

About the Report (Continued) 關於本報告(續)

REPORTING STANDARDS

The Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide under Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. For details of specific compliance, readers may refer to the last chapter of this report – “Report Content Index”.

The Report adheres to the four principles of materiality, quantitative, balance and consistency as its principles of preparation:

報告準則

本報告根據香港聯合交易所有限公司《證券上市規則》附錄二十七中的《環境、社會及管治報告指引》編製，有關於具體依循情況，讀者可參考本報告的最後一個章節—「報告內容索引」。

編寫本報告的基礎為遵循重要性、量化、平衡及一致性四項匯報：

Reporting principles 匯報原則	The Group's application 本集團的應用
Materiality 重要性	The Group invites internal and external stakeholders through survey to help assess the significant impact of its operations on the environment and society as well as environmental, social and governance issues that are material to stakeholders, which will be reviewed and confirmed by the Board. 本集團透過問卷調查的方式邀請內部及外部持份者協助評估本集團營運對環境及社會有重大影響及對持份者重要的環境、社會及管治議題，並由董事會審視及確認，並就其作披露。
Quantitative 量化	Where feasible, the Group records and calculates environmental and social quantitative information and provides a track record for comparison. 本集團在可行情況下，記錄及計算環境及社會定量資料，並提供與過往績效作比較。
Balance 平衡	The Group prepares the Report in an accurate, objective and fair manner to have a faithful reflection of the performance of the Group in sustainability 本集團以準確、客觀及持平的態度籌備報告，確保如實反映集團可持續發展方面的表現。
Consistency 一致性	In the Report, information disclosure is made in a consistent manner. Should there be any change that may affect comparison with previously reported information and performance will be explained accordingly. 本報告使用一致的方法披露資訊。如有任何可能影響與過往報告資訊及績效作比較的變更，本報告將作出相應解釋。

About the Report *(Continued)* 關於本報告(續)

CONFIRMATION AND APPROVAL

All information cited herein is derived from the official documents and statistical data of the Group, as well as the management and operational information collected according to the system of the Group, with a view to ensure the accuracy and reliability of information presented in this Report. The Report was confirmed and approved by the board of directors of the Company (the **"Board"**) before publication.

OPINION AND FEEDBACK

If you have any comment and suggestion regarding the Report and the sustainability performance of the Group, please contact the Group via email: smt@sandmartin.com.hk.

確認及批准

本報告引用的所有資料均來自本集團的正式文件、統計數據，及其根據本集團制度收集的管理和營運資料，竭力確保本報告所呈現的資料均準確可靠。本報告在發佈前亦由本公司董事會(「**董事會**」)確認及批准。

意見反饋

如閣下對本報告和本集團可持續發展表現有任何意見或建議，請透過電郵至smt@sandmartin.com.hk與本集團聯絡。



Message from the Board 董事會寄語

Sandmartin continues to embrace the concept of sustainable development “Commercial Success, Environmental Protection, Social Responsibility”, and actively promotes sustainable operation and creates long-term value. The Board monitors the Group’s ESG matters in a top-down manner and accepts full responsibility for the strategy and reporting of ESG. The Group has engaged an independent consultant to assist the Board in identifying and assessing material ESG related issues, formulating ESG strategies and measures and addressing existing and potential ESG related risks. The independent consultant will also provide the Group with regular updates on the relevant developments in ESG so as to keep abreast of the latest regulatory and market requirements and assist in preparing for the latest developments.

In the post-COVID-19 era, the market is more concerned with how enterprises can mitigate and manage risks and opportunities associated with non-financial activities. Sandmartin has identified and assessed environmental and social risks that have a significant impact on its business and operations and is committed to integrating into its existing risk management policies. In addition, the Group attaches great importance to the stakeholder engagement with a view to enabling all stakeholders to express their views in a full and open manner through extensive and effective communication channels. Same as last year, the Group collected the opinions from stakeholders by a questionnaire and a materiality assessment was conducted by an independent consultant to identify the sustainability issues that are most relevant to the Group’s business and stakeholders, and assist the Board in determining the priorities and strategies for managing the sustainable development.

聖馬丁秉持可持續發展理念「商業成功、環境保護、社會責任」，積極推動可持續發展的營運和創造長遠的價值。董事會以由上至下的方式監管本集團的ESG事宜，並對ESG的策略及匯報承擔全部責任。本集團已委託獨立顧問公司，協助董事會識別及評估重要的ESG相關事宜，制訂ESG策略和措施，及應對現有及潛在的ESG相關風險等。獨立顧問公司亦會向本集團定期提供ESG相關的最新動向，以充分了解最新的監管和市場要求和協助做好準備。

在後疫情時代，市場更為關注企業如何緩解和管理非財務相關的風險和機遇。聖馬丁已識別和評估對其業務和營運有重大影響的環境及社會風險，並致力融入至現有的風險管理政策。此外，本集團重視持份者溝通，旨在透過廣泛而有效的溝通渠道，讓所有持份者完全地、開放地發表意見。與去年相同，本集團以問卷調查收集持份者的意見，再由獨立顧問公司進行重要性評估，以確定與本集團業務和持份者最相關的可持續發展議題，協助董事會確定管理可持續發展工作的優先次序及策略。

Message from the Board (Continued) 董事會寄語(續)

Based on the risk assessment and materiality assessment result, the Board has formulated and refined the existing policies and rules applicable to the Group as a whole in respect of ESG issues, covering areas such as environmental protection, operational management, employment system and community investment, to improve the corporate governance standard of the Group as a whole. In addition, the Board also regularly reviews the adequacy of resources devoted to ESG matters by the management team.

Looking ahead, the Group will further improve management strategies and measures of all ESG aspects, including strengthening the management of social and environmental risks and climate change in the supply chain, and achieving corporate sustainability, and contributing to society and the environment by setting the Group's medium and long-term sustainable development objectives.

By order of the Board
Sandmartin International Holdings Limited
Kuo Jen Hao
Chairman

根據風險和重要性評估結果，董事會已制訂和完善現行適用於整個集團涉及ESG議題的政策和守則，涵蓋環境保護、營運管理、僱傭制度和社區投資等領域，全面提升本集團之企業管治水平。此外，董事會亦定期檢討管治團隊有關投放於ESG事宜的資源是否足夠。

展望未來，本集團會進一步完善ESG各方面的管理策略及措施，包括加強供應鏈中的社會及環境風險和氣候變化等的管理以及透過訂立本集團的中長期可持續發展目標持續改善和提升績效表現，實現企業可持續發展，為社會及環境作貢獻。

承董事會命
聖馬丁國際控股有限公司
主席
郭人豪

Sustainability Governance

可持續發展管治

The establishment of a sustainability governance structure can clearly define the responsibilities of the Board and each functional department in the ESG area and establish effective communication.

構建可持續發展管治架構可以明確董事會及各職能部門在ESG領域中職責，並建立有效的溝通。

SUSTAINABILITY GOVERNANCE STRUCTURE AND APPROACH TO SUSTAINABILITY

可持續發展管治架構及管理方針

The ESG structure is currently divided into two tiers, namely the Board and the ESG team, and its responsibilities are as follows:

ESG管治架構現時分為董事會和ESG團隊兩級結構，其職責如下：

Board of Directors	<p>The Board serves as the highest level in the sustainability governance structure, plays a supervisory role to ensure that the business operations are conducted in accordance with the principles of prudent corporate governance for the long-term benefit of shareholders and the Group.</p> <ul style="list-style-type: none">• Formulating sustainability strategy• Supervising and improving ESG policies, practices and performance, and reviewing and improving various policies and measures on a regular basis• Responding and managing various sustainability risks and opportunities• Reviewing the adequacy of resources devoted to ESG matters
董事會	<p>董事會在可持續發展管治架構中作為最高級別，擔當監督的角色，確保業務營運符合審慎管理的企業管治原則，為股東及集團帶來長遠利益。</p> <ul style="list-style-type: none">• 制定可持續發展策略• 監督和通過ESG有關政策、常規與績效，並定期檢討和完善各項政策及措施• 應對和管理各種可持續發展的風險與機遇• 檢討有關投放於ESG事宜的資源是否足夠
ESG team	<p>In terms of execution, the management of the Group is responsible for the formulation and implementation of sustainability strategies at the Group level and reports to the Board on a regular basis. The Group has an ESG team, comprising senior management, representatives from different departments and manufacturing sites of the Group:</p> <ul style="list-style-type: none">• Implementing sustainability measures and tracking the effectiveness of measures• Gathering ESG data
ESG團隊	<p>在執行方面，本集團管理層負責制定及落實集團層面的可持續發展策略，並定期向董事會匯報。本集團設有ESG團隊，由本集團高級管理人員、不同部門及生產廠房的代表組成：</p> <ul style="list-style-type: none">• 執行可持續發展措施，追蹤措施的有效性• 收集ESG數據

The Board will regularly review and enhance the effectiveness of the sustainability development governance structure to further improve the sustainability governance of the Group.

董事會將定期檢討和加強可持續發展管治架構的有效性，進一步完善本集團的可持續發展管治。

Sustainability Governance (Continued)

可持續發展管治(續)

RISK MANAGEMENT

The market is concerned about the identification, mitigation and management of sustainability- and climate-related risks and opportunities, including the assessment of the level of exposure and the current and future management measures. The Group has a well-developed risk management and internal control system in place, and has confirmed to the Audit Committee and management about the effectiveness of the measures to be taken during the year while summarizing the corresponding measures during the year, based on the findings of ESG risk assessment in prior years. The key risks identified by the Group are set out below:

風險管理

市場關注企業識別、緩解和管理可持續發展與氣候相關的風險和機遇，包括評估承受狀況和現時和未來所採取的管理措施。本集團設有完善的風險管理及內部監控系統，亦根據往年度的ESG風險評估結果，向審核委員會及管理層確認有效性，同時總結年內的應對措施。本集團已確定的ESG主要風險載列如下：

Type of ESG risk ESG風險類型	Description of risk 風險描述	Corresponding measures 應對措施
Climate change 氣候變化	The risks of changes in the climate are categorized into physical risks and transitional risks. The Group's business is subject to the effects of extreme weather events in the short to long term. As for the transitional risk, enterprises are required to prepare for the transition into a low-carbon economy, which is reflected in policies, regulations and technology, in order to cope with the increase in operating costs and the risk of reputation. 氣候變化的風險分為實體風險和過渡風險。本集團業務會受極端天氣事件導致短至長期的影響，在過渡風險方面，企業需要作出轉型至低碳經濟的準備，並反映於政策和法規、技術等方面，以應對營運成本上升和聲譽的風險。	The Group has formulated the Climate Change Policy and evaluates the impacts of risks and opportunities of climate change on its business in order to formulate corresponding actions. 本集團設有《氣候變化政策》，並會適時評估氣候變化的風險和機遇對業務的影響，以制訂應對行動。

Sustainability Governance (Continued)

可持續發展管治(續)

Type of ESG risk ESG風險類型	Description of risk 風險描述	Corresponding measures 應對措施
Environmental management 環境管理	Faced with a shortage of environmental and natural resources and tightened requirements for environmental protection by countries and regions, the operating and compliance costs will increase. 面對環境及天然資源短缺以及國家及地區收緊對環境保護的要求將導致營運和合規成本上升。	The Group has formulated the Environmental and Natural Resource Management Policy and the Environmental Management System and relevant staff duties. The management of the Group is responsible for ensuring compliance and implementing, monitoring and reviewing the relevant environmental policies, and reporting to the Board regularly. The Environmental Management Office is responsible for managing and monitoring the environmental performance of all the plants. The Group aims to improve and enhance performance by setting medium to long-term sustainability targets. 本集團設有《環境及天然資源管理政策》以及《環境管理制度》守則及相關員工職責，本集團管理層負責確保合規和實施、監管及檢討有關環保政策，並定期向董事會匯報。環保管理辦公室負責管理及監察各廠房的環境表現。本集團透過訂立中長期的可持續發展目標，以改善和提升績效表現。
Waste management 廢棄物管理	The Group needs to ensure that hazardous and non-hazardous waste are handled in a proper and compliant manner to avoid from exposing a higher level of regulatory penalties and risks. As for markets, the needs of waste reduction in operation and value chain from enterprise is increasing, the Group needs to rethink its business model and to consider the life cycle management of products comprehensively to remain competitive. 本集團需要確保以正確合規的方式處理有害及無害廢棄物，以避免本集團面臨更高的監管罰款風險。市場對企業在營運以及產品鏈中減廢的需求增加，本集團需要重新思考商業模式並全面地考慮產品生命週期管理，以保持競爭力。	The Group has formulated the Solid Waste Management Procedures which sets out the treatment methods and procedures for various types of waste. 本集團設有《固體廢棄物管理程序書》，明確各類廢棄物的處理方式和程序。
Health and Safety 健康和安全	Failure to protect the health and safety of our employee will affect the Group's staff turnover and reputation. The Group needs to invest in establishing safety management system, safety training and improvement measures after risk assessment, etc. 若未有保障員工的健康和安全，將會影響本集團的人員流失和聲譽。本集團需要投入成本在建立安全管理系統、安全培訓、在風險評估後的改善措施等。	The Group has formulated the Employee Health and Safety Policy. The Group has undertaken to provide its employees with a healthy and safe working environment by upholding the "safety first, prevention-oriented" production safety policy. 本集團設有《員工健康與安全政策》，承諾為員工提供一個健康及安全環境工作，貫徹「安全第一、預防為主」的安全生產方針。

Sustainability Governance (Continued)

可持續發展管治(續)

Type of ESG risk ESG風險類型	Description of risk 風險描述	Corresponding measures 應對措施
Supply chain management 供應鏈管理	<p>The Group is exposed to internal and external supply chain risks, for example, climate change affects the stability of the supply chain, or it may be necessary to strictly monitor the risk of supply chain in its operation, environment and society, thus reducing the damage to reputation.</p> <p>In addition, the current combination of precious metals and rare earth procurement for electronic products, together with the impact of geopolitics, may lead to higher procurement costs.</p> <p>本集團面臨內部及外部的供應鏈風險，如氣候變化影響供應鏈的穩定性或需要嚴格監控供應鏈在營運、環境及社會的風險，減低聲譽受損。</p> <p>另外，現時採購電子產品的貴金屬和稀土結合地緣政治的影響，可能會導致採購成本上升。</p>	<p>The Group has formulated the Procurement and Supply Chain Management Policy which provides procurement guidelines and guidance for all business units. The Group has also regularly communicated with suppliers to ensure that the raw materials used meet the production requirements, and worked with suppliers to develop conflict minerals compliance plans to actively prevent violence, human right infringement and environmental damage from mining activities.</p> <p>本集團設有《採購及供應鏈管理政策》，為各業務單位提供採購準則及指引。本集團亦定期與供應商聯繫，確保所用的原材料符合生產要求，並與供應商共同制定衝突礦產合規計劃，積極防止開採礦產造成的暴力、人權侵害和環境破壞。</p>
Product quality management 產品質量管理	<p>Product quality risk can be divided into four aspects: procurement, production, testing and sales. In case of insufficient controls in any one of the aspect, the Group may be exposed to product quality risks and damages to its reputation.</p> <p>產品質量風險可分為四大方面：採購、生產、檢測、銷售。若任何一個方面缺少足夠的管控，本集團或面對產品質量風險，並且可能會損害聲譽。</p>	<p>The Group has implemented the GB/T 19001-2016/ISO9001:2015 certified quality management system in all the plants, and has developed a series of procedures and standards in respect of materials acquisition, production, assembly, inspection and storage.</p> <p>本集團在各廠房已實行GB/T 19001-2016 / ISO9001:2015認證的質量管理體系，以及制定一系列有關取材、生產、組裝、檢驗及存放的程序及標準。</p>

Compliance Management

合規管理

The Group is committed to comply with relevant laws and regulatory requirements, and ensures that it operates in compliance through the formulation of various business ethics policies and employees codes, including the “Business Ethics Regulations”, “Code of Conduct” and “Employee Handbook”. To reduce operational, reputational and financial risks, Sandmartin has identified relevant laws and regulations that are considered material to the Group’s operations and has established policies to ensure compliance, including but not limited to the following laws and regulations:

本集團致力遵守相關法律和監管的規例，透過制定各項商業道德政策及員工守則，包括《商業道德規範》、《操守守則》及《員工手冊》，確保集團合規運營。為降低營運、聲譽以及財務風險，聖馬丁已經識別對本集團的營運而言屬重要的相關法律及規例，設有既定政策確保合規，包括但不限於以下法律和規例：

Aspect 層面	Relevant laws and regulations that are considered material to the Group’s operations 對本集團的營運而言屬重要的相關法律及規例
A1 emission	“Environmental Protection Law of the PRC” “Law of the PRC on the Prevention and Control of Atmospheric Pollution” “Law of the PRC on the Prevention and Control of Water Pollution” “Law of the PRC on Prevention and Control of Environmental Noise Pollution” “Law of the PRC on Prevention and Control of Environmental Pollution by Solid Waste” “US Toxic Substances Control Act”
A1 排放物	《中華人民共和國環境保護法》 《中華人民共和國大氣污染防治法》 《中華人民共和國水污染防治法》 《中華人民共和國環境噪聲污染防治法》 《中華人民共和國固體廢物污染防治法》 《美國有毒物質控制法》
B1. Employment	“Labour Law of the PRC”
B4 Labour Standards	“Labour Contract Law of the PRC” “Social Insurance Law of the PRC” “Fair Labor Standards Act”
B1 僱傭	《中華人民共和國勞動法》
B4 勞工準則	《中華人民共和國勞動合同法》 《中華人民共和國社會保險法》 《公平勞動標準法》

Compliance Management (Continued)

合規管理(續)

Aspect 層面	Relevant laws and regulations that are considered material to the Group's operations 對本集團的營運而言屬重要的相關法律及規例
B. Health and safety	"Production Safety Law of the PRC" "Law of the PRC on the Prevention and Treatment of Occupational Diseases" "Regulation on Work-Related Injury Insurance"
B2健康與安全	《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》 《中華人民共和國工傷保險條例》
B6 Product Responsibilities	"Product Quality Law of the PRC" "Contract Law of the PRC" "Advertising Law of the PRC" "Tort Law of the PRC" "Trademark Law of the PRC" "Conflict Minerals Rules" "Privacy Act"
B6產品責任	《中華人民共和國產品質量法》 《中華人民共和國合同法》 《中華人民共和國廣告法》 《中華人民共和國侵權責任法》 《中華人民共和國商標法》 《美國披露衝突礦產的規則》 《美國隱私權法》
B7 Anti-corruption	"Criminal Law of the PRC" "Anti-Money Laundering Law of the PRC" "Anti-Unfair Competition Law of the PRC" "Bidding Law of the PRC" "Foreign Corrupt Practices Act"
B7反貪污	《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》 《中華人民共和國招標投標法》 《美國海外反貪腐法》

During the Year, the Group was not aware of any material non-compliance with environmental and social laws and regulations. The Group will continue to review the laws and regulations that have a significant impact on the Group's business operations in different regions, and other circumstances in which material impact may cause to the Group.

本年度，本集團並沒有發現重大違反環境及社會相關的法律法規的情況。本集團將繼續審視對本集團在不同地區業務營運有重大影響的法律法規，以及其可能對本集團構成重大影響的情況。

Stakeholder Engagement

持份者溝通

The Group attaches great importance to the opinions and expectations raised by key stakeholders. After collecting and considering their opinions, the feasible opinions will be incorporated into daily operations to promote the Group's business development and sustainable development. During the Year, the Group actively established communication channels to regularly contact key stakeholders, including employees, shareholders and investors, customers, partners, contractors, regulators and the community.

本集團重視由主要持份者提出的意見和期望，收集和考慮他們的意見後，在可行的情況下納入於日常營運中，推動本集團業務發展及可持續發展。本年度，本集團積極建立溝通渠道，以定期與主要持份者接觸，包括員工、股東及投資人、客戶、合作夥伴、承包服務商、監管機構及社區等。

Key stakeholders 主要持份者	Major engagement channels 主要的溝通渠道
Employees 員工	<ul style="list-style-type: none"> Collect employee opinions through emails, regular meetings, employee suggestion boxes, etc. Employee performance appraisal Internal training program 以電郵、定期會議、員工意見箱等方式收集員工意見 僱員表現評核 內部培訓計劃
Shareholders and Investors 股東及投資人	<ul style="list-style-type: none"> Convene annual general meeting. In addition, shareholders and investors can find information about the Group on the website of the Group and the Stock Exchange Annual and interim reports Announcements, notices of meeting and circulars 舉行週年股東大會。此外，股東及投資者可於本集團及聯交所網頁知悉有關本集團資訊 年報及中期報告 公告、會議通知及通函
Customers 客戶	<ul style="list-style-type: none"> Understand customers' opinions and feedback on the Group through the annual survey and the establishment of a customer complaint handling mechanism Business meetings Trade exhibitions 透過年度問卷調查和設有客戶投訴處理機制，了解客戶對本集團的意見及反饋 商務會議 貿易展覽會

Stakeholder Engagement (Continued) 持份者溝通(續)

Key stakeholders 主要持份者	Major engagement channels 主要的溝通渠道
Partners and Contractors 合作夥伴及承包服務商	<ul style="list-style-type: none"> Conduct annual assessments of suppliers to ensure that they are performing in line with the Group's environmental, social and governance objectives Procurement process Supplier meetings 每年為供應商進行評估，確保供應商表現符合本集團的環境、社會及管治方針 採購過程 供應商會議
Regulators 監管機構	<ul style="list-style-type: none"> Regulators enquiries Cooperating with regulators to monitor compliance Participating in public consultation 監管機構查詢 與監管機構合作監察合規事宜 參與公眾諮詢

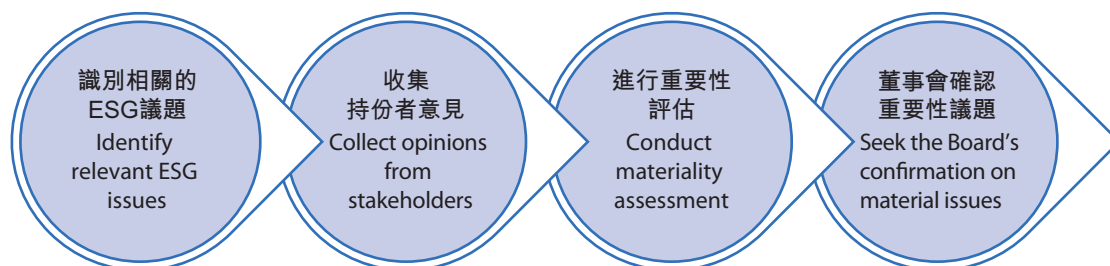
MATERIALITY ASSESSMENT

During the Year, the Group conducted a materiality assessment to collect opinions from both internal and external stakeholders on ESG issues related to the Group. Material environmental, social and governance issues for the Year were identified and determined by taking the following four steps.

重要性評估

本年度，本集團進行重要性評估，收集內部及外部持份者對與本集團相關的ESG議題的意見。透過下列四個步驟，識別及確定年內重要的環境、社會及管治議題。

持份者溝通步驟 Steps of communication with stakeholders

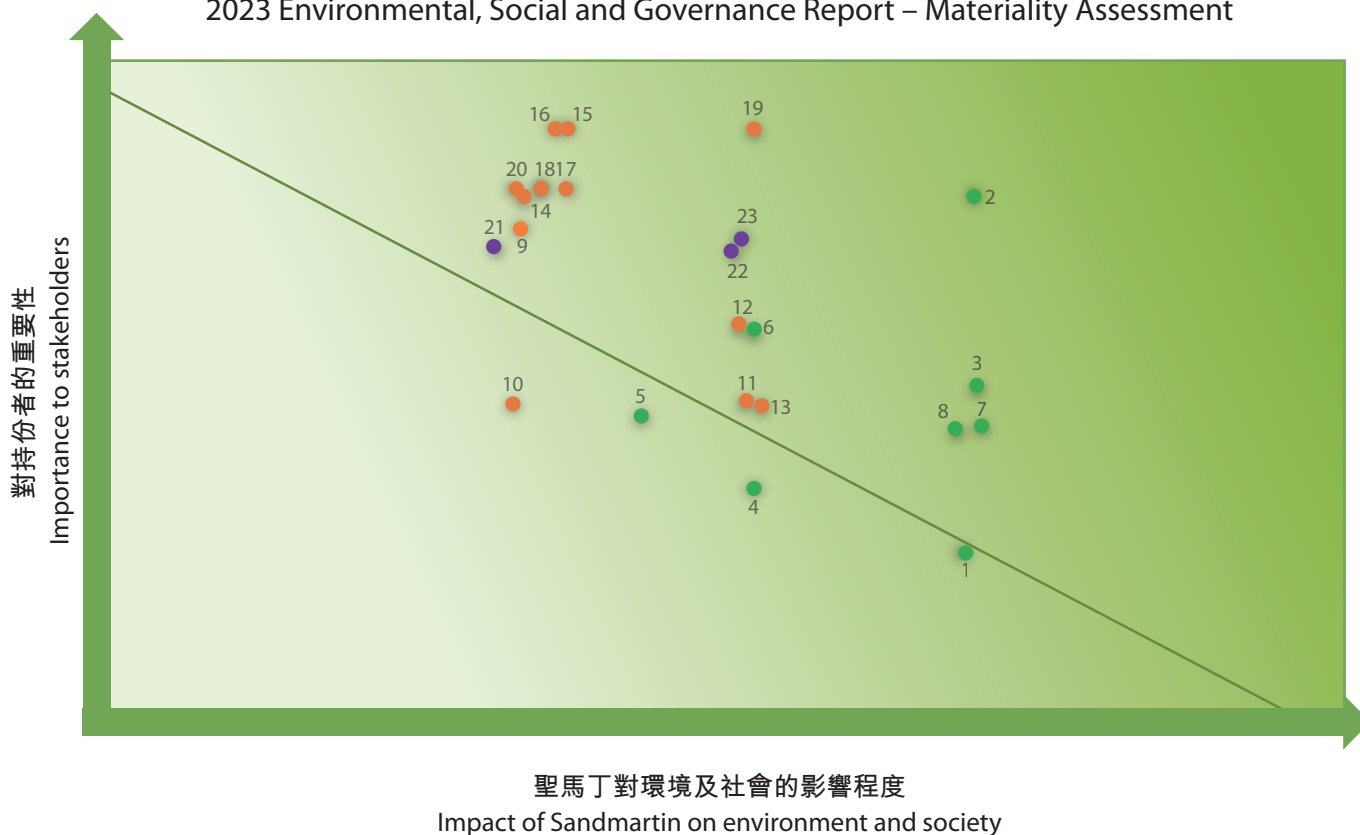


Stakeholder Engagement (Continued) 持份者溝通(續)

The consultant assisted in summarizing 23 related ESG issues based on reporting standards, industry standards, sustainability trends, etc. The newly added issues included ESG governance and compliance management in the governance area. The Group invited both internal and external stakeholders to rate the issues by way of questionnaires. The consultant analysed with a materiality matrix based on the results of the assessment, which contains 19 issues that have material impacts on the Group. The results of the materiality assessment have been discussed internally and confirmed by the Board, and issues identified as having a material impact will be disclosed in this report.

顧問公司根據匯報標準、同行對標和可持續發展趨勢等方式協助總結23項相關的ESG議題，新增的議題包括管治範疇中的ESG管治和合規管理。本集團邀請內部和外部持份者以問卷調查的方式對議題評分。顧問公司按照評議結果，以重要性矩陣進行分析，其中有19個對本集團有重大影響的議題。有關重要性評估的結果已經內部討論和得到董事會確認，識別為有重大影響的議題會於本報告進行重點披露。

環境、社會及管治報告2023－重要性評估
2023 Environmental, Social and Governance Report – Materiality Assessment



Stakeholder Engagement (Continued)

持份者溝通(續)

Types 類別	ESG issues: ESG議題：
	Scope: ● Environmental ● Social ● Governance 範疇：● 環境 ● 社會 ● 管治
Environmental issues 環境議題	1 Greenhouse gas and air pollutants management 溫室氣體及空氣污染物管理 2 Wastewater management 廢水管理 3 Waste management 廢棄物管理 4 Energy management 能源管理 5 Water resources management 水資源管理 6 Packaging material management 包裝物料管理 7 Management of impact of operations on the environment and natural resources 管理營運對環境及天然資源的影響 8 Coping with climate change 應對氣候變化
Social issues 社會議題	9 Employment management system 僱傭管理制度 10 Diversity, equal opportunity and elimination of discrimination 多元化、平等機會和消除歧視 11 Safety and Health 安全和健康 12 Training and development 培訓和發展 13 Prevent child labour or forced labour 防止童工或強制勞工 14 Supply chain management 供應鏈管理 15 Product quality management 產品質量管理 16 Fair and responsible marketing 公平和負責任的營銷 17 Product after-sales management 產品售後管理 18 Protection of customer privacy 保護客戶私隱 19 Protection of intellectual property rights 保護知識產權 20 Anti-corruption 反貪污 21 Caring for the community 關懷社區
Governance Issues 管治議題	22 ESG Governance ESG管治 23 Compliance management 合規管理

Operational Responsibility

營運責任

Operating responsibilities include supply chain management, product responsibility and anti-corruption. The Group implements the concept of rational management and creates a win-win situation through carrying out standardized regulation through relevant policies and measures in line with the vision of the Group's long-term brand opportunities.

PRODUCT RESPONSIBILITY

Product quality

Ensuring the quality of products is the priority task of manufacturers, which at the same time can improve satisfaction and protect health and safety. The Group has established stringent control over the quality of its products and services, including a quality management system certified by the GB/T 19001/2016/ISO9001: 2015 at each plant and regulated procedures and standards governing the material acquisition, production, assembly, inspection and storage. The Group also regularly liaises with suppliers to ensure that the raw materials used meet the production requirements.

Each plant has a quality management department, which is responsible for conducting regular quality inspection on raw materials and finished products in the course of production to ensure that all products meet the quality safety standards and requirements. For materials which are stored for too long or which are packed with damaged materials, the relevant authorities will also conduct quality tests again to ensure that they are in good condition before being delivered to the customers. As the Group is involved in the distributed business, the distribution products are tested for quality control before entering the distribution point to ensure that all the products meet the local standards and requirements for quality safety, and that the non-qualified products are not sold to the customers.

None of the Group's products were required to be recalled due to safety and health reasons during the year. In terms of product recalls for other reasons, the Group convened quality meetings when necessary to analyze and formulate improvement measures for the products, so as to reduce the recurrence of similar incidents.

營運責任包括供應鏈管理、產品責任和反貪污的層面。本集團實踐理性管理和創造雙贏的局面的理念，並以一系列有關的政策和措施進行標準化規管，配合本集團長遠品牌的機會之願景。

產品責任

產品品質

確保產品品質是製造商首要的任務，同時可以提升滿意度及保障其健康及安全。本集團制定嚴格控制產品及服務質量，包括各廠房已實行GB/T 19001-2016/ISO9001:2015認證的質量管理體系，規管由取材、生產、組裝、檢驗至存放等的程序及標準。本集團亦定期與供應商聯繫，確保所用的原材料符合生產要求。

各廠房設有品質管理部門，負責在生產製造的過程中定期對原材料和成品進行品質檢驗，確保所有產品均符合品質安全的標準及要求。針對存放時間過長或包裝破損的材料，相關部門亦會重新進行質量測試，以確保它們在運送往客戶之前處於良好狀態。因本集團涉及分銷業務，分銷產品在進入分銷點前均經過質量控制測試，確保所有產品均符合銷售當地有關品質安全的標準及要求，確保不將不符合的產品出售給客戶。

本集團於年內沒有產品因安全與健康理由而須進行回收。針對其他原因的產品回收，本集團在必要時召開品質會議，對產品進行分析和制定改善措施，減少同類事件再次發生。

Operational Responsibility (Continued)

營運責任(續)

After-sales management and customer service

Each year, the Group sends satisfaction questionnaires to its customers to understand their opinions on the products and services. Clients may also lodge complaints and send their opinions to the business personnel through fax or e-mail within a complaint mechanism. If a complaint is received, the Group's Quality Management Department will follow up and investigate in a systematic manner in accordance with the Rule for Handling and Managing Customers' Complaints, and shall within three working days reply to the customer and discuss with the customer on the solution, including product recall, replacement or repair.

The Group received a total of 82 complaints from customers during the Year, mainly related to the labelling and quality of the products. Follow-up of such complaints were completed during the Year.

Protecting intellectual property and customer privacy

The Group respects intellectual property rights and protects the privacy of its customers. The Group's policies such as the Business Ethics Regulations, the Code of Conduct and the Employee Handbook provide procedures for the handling and use of confidential information, including requiring employees to ensure that confidential information of customers and suppliers is kept confidential and strictly prohibiting unauthorized disclosure of such confidential information to third parties. Suppliers are also required to sign confidentiality agreements and commit to complying with the relevant privacy protection policies.

Cyber and information security cannot be overlooked. the Group has installed firewalls, anti-virus and anti-malware programs in the internal information systems and has also established a cyber security incident reporting mechanism in the distribution business to prevent and reduce operational risks arising from cyber attacks. Our employees are required to collect and process customer data in accordance with our procedures to ensure that the customers' data do not leak.

售後管理及客戶服務

本集團每年會向客戶派發滿意度的問卷調查，了解對產品及服務的意見。客戶亦可透過投訴機制，在傳真或電郵的渠道向業務人員提出投訴和反映意見。倘若接獲投訴，本集團的品質管理部將按照《客戶抱怨處理與管理規範》有系統地記跟進及作出調查，並需於三個工作天內回覆客戶有關結果，與客戶商討解決方案，包括進行產品回收、補貨或維修。

本集團年內接獲共82宗客戶投訴，主要原因是產品標籤和質量有關，有關投訴在本年度已完成跟進。

保障知識產權及客戶私隱

本集團尊重知識產權及保護客戶私隱。本集團的《商業道德規範》、《操守守則》及《員工手冊》等政策，提供處理和使用機密資料的流程，包括要求員工確保客戶及供應商的機密資料如知識產權予以保密，嚴禁在未經授權的情況下將有關機密資料向第三方披露，供應商亦須簽署保密協議，承諾遵守有關保護私隱政策。

網絡和信息安全不可忽視，本集團於內部信息系統中安裝防火牆、防毒及防惡意軟件程式，分銷業務亦設有網絡安全事件通報機制以預防及減低因網絡攻擊所帶來的營運風險。員工需根據流程收集和處理客戶資料，確保客戶的資料不被外洩。

Operational Responsibility (Continued)

營運責任(續)

Fair and responsible marketing

In terms of product marketing and promotion, the Group ensures that the published contents of the advertising and promotion materials are scientifically evident, without misrepresentation, exaggeration and misleading information, and more importantly comply with the requirements of local laws and regulations through strict guidelines and internal control. The Group's Business Ethics Regulations provides procedural guidelines for employees that are responsible for marketing and promotion, and requires strict review before launching of the content of advertisements and promotions. The marketing content shall truthfully describe the effectiveness of the product and provide the proper use of it, enabling consumers to make decisions of appropriate choices.

ANTI-CORRUPTION

The Group has always upheld the highest standards of corporate integrity and business ethics. The Group adopts a zero-tolerance attitude towards bribery, extortion, fraud and money laundering. The Group has established the Business Ethics Regulations, the Code of Conduct and the Employee Handbook, requiring employees not to accept or solicit gifts and benefits from customers or business partners that undermine the interests and integrity of the Company and not to take actions violating laws and regulations. In addition, the Group also has a Inside Information Policy in place to provide guidance and training to directors and employees in handling and disclosing inside information, so as to ensure that inside information is disclosed to the public promptly in accordance with the Listing Rules. The Group has a whistleblowing system in place to encourage employees to report any misconduct such as commercial bribery through the whistleblowing channel. During the Year, the Group did not receive any corruption-related litigation cases filed and closed against the enterprise or employees.

To enhance the understanding of anti-corruption and corporate integrity culture, the Group provided employees with anti-corruption and employees' code of conduct training during the Year on how to avoid misconduct such as the transfer of benefits and the use of false documents. The Group also produced posters and translated the contents into Vietnamese language for local employees to better understand the contents. The Group also regularly distributes anti-corruption training materials to the Board, which focus on integrity management, anti-corruption laws in Hong Kong and the integrity and due care of the Directors.

公平和負責任的營銷

在產品營銷及推廣方面，本集團以嚴格指引和內部控制的方式確保所發佈的廣告和促銷題材內容是符合科學實證，並未有存在失實、誇大和誤導公眾的資訊，更為重要的是符合當地法律法規要求。本集團的《商業道德規範》，為負責營銷和推廣的員工提供程序指引，要求在推出廣告及促銷的內容前作出嚴格的審核。營銷內容需真實地描述產品效用及提供正確使用方法，讓消費者可以作出合適選擇的決定。

反貪污

本集團一直秉持企業誠信及商業道德的最高標準，對賄賂、勒索、欺詐及洗黑錢行為採取零容忍的態度。本集團已制定《商業道德規範》、《操守守則》及《員工手冊》，要求員工不得接受或索取客戶或業務夥伴的饋贈及利益，損害公司利益和誠信以及作出違反法律法規的行為。此外，本集團亦設有《內幕消息政策》，為董事及員工提供如何處理及披露內幕消息等方面的應對指引和培訓，以確保按照上市規則規定向公眾披露內幕消息。本集團亦設有舉報制度，鼓勵員工透過舉報渠道報告任何涉及商業賄賂等不當行為，所有舉報個案將保密處理，以保障舉報人的權益。本年度，本集團並沒有收到對企業或僱員提出並已審結的貪污訴訟案件。

為加強對反貪污及企業廉潔文化的認識，本集團於年內向員工提供反貪污以及員工守則培訓，內容涵蓋如何避免利益輸送以及使用虛假文件的違法行為。本集團亦製作海報，並將內容翻譯成越南語，以供當地員工更為明白內容。本集團亦定期向董事會發放反貪污培訓材料，培訓內容聚焦誠信管理、香港的反貪法例以及董事的誠信和謹慎責任。

Operational Responsibility (Continued)

營運責任(續)

SUPPLY CHAIN MANAGEMENT

The Group engages suppliers in accordance with the policies such as the Procurement Procedures and the Third Party Management Procedures. The strategic suppliers defined by Sandmartin is a third party capable of providing qualified raw materials and processing materials in a long-term and stable manner to ensure that the products purchased or outsourced meet the production requirements. Sandmartin requires potential new third party manufacturers to provide information and arrange evaluation. The evaluation criteria include quality, price, reputation, cooperation case and environmental and social performance.

The Group places emphasis on responsible procurement and the management of environmental and social risk in the supply chain. The Group has formulated the Procurement and Supply Chain Management Policy to provide procurement criteria and guidelines for each business unit. The Group has been working closely with its suppliers on production matters to ensure that the procured raw materials meet the Group's requirements, such as the requirement to check compliance with toxic chemicals. Meanwhile, the Group also adopted the Climate Change Policy⁴, incorporating climate change as a factor to be taken into account in procurement and using low-carbon and energy-efficient products and materials as far as practicable. Suppliers are required to sign the Commitment Letter of Suppliers' Business Ethics and Commitment Letter of Suppliers' Compliance with Social Responsibility.

As a responsible enterprise, the Group makes reasonable efforts to avoid the procurement of conflict minerals⁵ obtained by illegal or unethical means. The Group has implemented a conflict minerals compliance plan with suppliers, actively prevent any violence, infringement of human rights and environmental damage involved in mining processes. At the same time, when entering into agreements with suppliers, the Group will also include business ethics clauses and production quality requirements and require suppliers to comply with the Group's procurement policies. The Group considers the following five areas in selecting suitable suppliers:

供應鏈管理

本集團按照《採購程序書》和《協力廠商管理程序書》等政策規範聘用供應商。聖馬丁定義的協力廠商為有能力長期、穩定地提供合格的原物料與加工材料，以確保採購或外包之產品能符合生產之要求。聖馬丁要求潛在的新協力廠商提供資料，並安排評鑒。評鑒標準包括品質、價格、口碑、合作案例以及環境和社會表現等。

本集團重視負責任的採購及供應鏈中的環境及社會風險的管理。本集團已訂立《採購及供應鏈管理政策》，為各業務單位提供採購準則及指引，在生產事宜上與供應商保持緊密合作，確保所採購的原材料符合本集團要求，如要求檢查有毒化學品的合規。同時，本集團亦透過《氣候變化政策》⁴，將氣候變化納入採購時需考慮的因素，並在可行的情況下盡量採用低碳及節能的產品和材料。供應商需要簽署《供應商商業道德貿易承諾書》和《供應商遵守社會責任準則承諾書》。

作為負責任的企業，本集團盡合理能力避免採購由非法或不道德手段獲取的衝突礦產⁵，與供應商共同制定衝突礦產合規計劃，積極防止任何開採礦產過程中可能涉及的暴力、人權侵害和環境破壞。同時，本集團與供應商訂立協議時，亦會加入商業道德條款及生產品質要求，要求供應商遵守本集團的採購方針。在篩選合適供應商時，本集團按照《供應商社會責任審核表》考慮以下五個範疇：

⁴ Please refer to the section headed Climate Change under Environmental Protection for a discussion of the consideration of green procurement under the "Climate Change Policy"

⁵ Conflict minerals refer to the minerals mined in situations of armed conflicts and human rights violations, especially from the four minerals of tin, gold, tantalum and tungsten produced in the Democratic Republic of the Congo and its neighboring countries.

⁴ 兩請參閱環境保護之氣候變化一節，有關《氣候變化政策》對綠色採購的考量。

⁵ 衝突礦產是指在武裝衝突和侵犯人權的情況下所開採的礦物，特別是來自於剛果民主共和國及其鄰近國家所生產的錫、金、鉭、鎢四種礦產。

Operational Responsibility (Continued)

營運責任(續)

Environmental protection	Corporate Governance and Ethics	Labour and work place management	Occupational health and safety	Supply chain management and production quality
環境保護	企業管治及道德	勞工及工作場所管理	職業健康及安全	供應鏈管理及生產品質
environmental management system, environmental objectives, climate change, treatment of hazardous substances, impact on the surrounding environment	corporate integrity culture, duty of confidentiality, complaint mechanism	remuneration, working hours, child labour, forced labour, social security, employee training	production equipment safety, protective equipment, workplace safety, emergency plan	quality management system, production facilities
環境管理體系、環境目標、氣候變化、有害物質處理、對周邊環境的影響	企業廉潔文化、保密責任、投訴機制	薪酬、工作時間、童工、強逼勞動、社會保障、員工培訓	生產設備安全、防護用品、工作環境安全、應急計劃	質量管理體系、生產設備

The suppliers are required to fulfill the same corporate social responsibility approach as the Group by submitting relevant management plans and policies to identify their risks, so as to assist the Group in assessing and reviewing the suppliers. If the suppliers fail to meet such requirements, the Group will require them to make improvements and conduct on-site examination and provide guidance to the suppliers in order to improve its operational performance. The Group will also strive to provide training and guidance to third parties to simultaneously improve supply chain management and management of environment and social risks.

During the Year, the Group had a total of 321 suppliers, which were mainly located across Hong Kong, the PRC, Taiwan and the U.S. and provided LNBS, electronics and hardware raw materials and accessories, network accessories, certain chemical products, power sockets, packaging materials, wires and chemical products, etc. The Group engaged the suppliers in accordance with the above practices.

供應商需要履行與本集團同樣的企業社會責任方針，透過提交相關的管理計劃和政策，以識別其風險，以助本集團評估及審查供應商。若供應商未有符合有關要求，本集團將要求供應商作出改善，並對供應商進行實地審查及提供指導，以改善營運表現。本集團亦會致力提供培訓和指引予協力廠商，同步提升供應鏈管理和環境及社會的風險。

本年度，本集團共有321家供應商，主要分佈在香港、中國、臺灣及美國，提供低雜訊降頻器、電子及五金原材料或配件、網絡配件、部分化工產品、電源插座、包裝材料、線材及化工產品等。本集團均按照上述慣例聘用供應商。

Caring for Employees 員工關懷

The Group recognises the dedication and contribution of employees and strives to create a good working atmosphere and to build a healthy and safe working environment in order to enhance their involvement and satisfaction with the work. In addition to offering competitive remuneration and benefits to employees, the Group also provides opportunities for personal development.

EMPLOYMENT AND LABOUR STANDARDS

The Group ensures compliance with employment-related laws and regulations and continually evaluates and improves human resources strategy to ensure that the views of the employees are respected and in line with the market trend. The Group's Employee Handbook sets out policies and measures in relation to remuneration and dismissal, recruitment and promotion, working hours, holidays, equal opportunities, anti-discrimination and welfare and benefits.

本集團肯定員工的付出及貢獻，致力營造良好的工作氛圍和構建一個健康及安全的工作環境，以增強他們對工作的投入感和滿意度。除了提供予員工具競爭力的薪酬及福利外，亦提供個人發展的機會。

僱傭及勞工準則

本集團確保符合僱傭相關的法律法規，並持續評估和改善人力資源的策略，以確保員工的意見得以重視和符合市場趨勢。本集團的《員工手冊》訂立有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、反歧視，以及其他待遇及福利方面的政策及措施。

Caring for Employees (Continued)

員工關懷(續)

The following are some of the employment measures that have been implemented during the Year: 以下是一些本年度已實行的僱傭措施：

Remuneration and Benefits

薪酬和福利

- Offers fair and competitive remuneration and benefits.
- Provides salary compensation according to the length of service of employees.
- Provides performance bonuses for different types of employees.
- 提供公平和具競爭力的報酬和福利。
- 按員工的服務年期提供工資補貼。
- 為不同工種設績效獎金。

Employment and Promotion

招聘及晉升

- Adheres to the principle of "fair in competition, survival of the best" to select the most suitable candidates and promote employees with good performance.
- Employees shall receive pre-entry training to understand the administrative and personnel system of the Group, so as to integrate into the group culture and working environment.
- 秉持「公平競爭，優勝劣汰」的原則，選擇合適人選及晉升表現良好的員工。
- 員工入職時須接受入職前培訓，以了解本集團的行政人事制度，從而融入集團文化及工作環境。

Working Hours and Holidays

工作時數及假期

- Stipulates the working days and time arrangement of employees.
- Apart from statutory holidays, all employees are entitled to various paid leaves, such as annual leave, maternity leave and paternity leave.
- 訂明員工的工作日及時間安排。
- 除法定假期外，員工享有不同有薪假期，包括年假、產假和侍產假。

Diversification and Equal Opportunity

多元化及平等機會

- Formulates the Diversity Policy and commits to not treating employees and job seekers unfairly due to personal factors such as age, gender, race, religion, marital status, sexual orientation or disability, etc.
- Formulates and adopts a board diversity policy to extend diversity to the Board.
- Distribution office has ethnic minority employees
- 制定多元化政策，承諾不會因年齡、性別、種族、宗教、婚姻狀況、性取向或殘障等個人因素，而令員工及求職者受到不公平的對待。
- 制定並採納董事會多元化政策，將多元共融延伸至董事會。
- 分銷業務辦公室有聘請少數族裔的員工

Caring for Employees (Continued)

員工關懷(續)

Anti-Discrimination and Complaint System

反歧視及申訴制度

- Prohibits all forms of discrimination and harassment.
- In response to suspected misconducts or violations, a staff grievance system is in place for staff to make written or verbal complaints. Complaints will be handled in confidence. Once a complaint is verified, the offender will be subject to disciplinary action, including warning, suspension and dismissal.
- 禁止任何形式的歧視或騷擾行為。
- 針對懷疑不當或違規的行為，設有員工申訴制度，供員工亦書面或口頭形式作出投訴，有關投訴將以保密處理。有關投訴一經證實，違反規定者將受到紀律處分，包括警告、停職及解僱等。

Staff Communication

員工溝通

- Various channels are in place to maintain effective communication with employees and disseminate updates to employees on the latest developments of the Group through bulletins, internal publications and intranet.
- Staff may make any comments and suggestions to the Group in our opinion boxes.
- 設有不同的渠道保持與員工有效的溝通，透過公佈欄、內部刊物及內聯網向員工發放集團的最新動態。
- 員工可於意見箱中向本集團提出任何意見及建議。

Labour Standards

勞工準則

- Prohibits any form of child labour and forced labour to ensure that employees are employed voluntarily.
- Employees can enjoy the freedom to organize and join the trade union to protect their own rights and interests.
- During the recruitment process, the Human Resources Department has to verify the identity document of job seekers. If any child labour is employed by mistake, the Group will implement remedial plans and understand the cause of misemployment to prevent re-occurrence of such event.
- Negotiation will be made with employees when overtime work is required for production purposes.
- 禁止任何形式的童工及強制勞動，確保員工屬自願受僱。
- 員工可享有組織及參加工會的自由，以維繫員工自身權益。
- 在招聘過程中，人事部須核實應聘者的身份證明文件。如發現誤聘童工，本集團將實施補救計劃，並了解誤聘起因，防止事件再次發生。
- 當因生產需要而需要加班時，會與員工協商。

Performance Assessment System

績效評估制度

- Establishes a comprehensive performance interview and assessment system in place. Department heads conduct regular performance assessments and interviews with employees to review their performance and review opportunities for improvement.
- Performance assessment results will also serve as the basis for determination of future salary adjustments, promotions and rewards for employees.
- 設有完整的績效面談及評估制度，部門主管定期與員工進行績效評估及面談，檢視員工績效表現並檢討改善機會。
- 根據績效評估結果作為未來調薪、晉升及評獎的機會。

Caring for Employees (Continued)

員工關懷(續)

HEALTH AND SAFETY

The Group has established the Employee Health and Safety Policy to create a healthy and safe working environment for staff and regulate the safety of work. In terms of operations of manufacturing plant, the Group takes the “safety first, prevention-oriented” approach to production safety and has implemented the “Health and Safety Management Procedures”, covering six major areas as follows:

健康與安全

本集團已制定《員工健康與安全政策》，為員工建設一個健康及安全的工作環境，以及規範他們安全地工作。本集團更在廠房營運方面貫徹「安全第一、預防為主」的安全生產方針，並已落實《健康與安全管理程序》，主要包含以下六大範疇：

Risk Management

風險管理

- Each factory has established a safety committee to oversee the health and safety related matters of each factory and to report on a regular basis.
- Conduct risk assessment at least once a year to identify the health and safety hazards in the factory and propose rectification measures to be implemented strictly by the staff to ensure that the staff follow the safety system work
- Cooperate with internal and external regular and/or irregular safety reviews, such as environmental, hygiene, food and health and safety, fire safety, etc.
- 各廠房成立安全委員會，專責監督各廠房健康與安全相關事宜，定期匯報
- 進行每年至少一次的風險評估，識別廠房內的健康與安全隱患，並提出整改方案予員工嚴格執行，確保員工跟隨安全制度工作
- 配合內外部定期及／或不定期的安全審查，如環境、衛生安全、飲食健康與安全、消防安全等

Safety Guidelines

安全指引

- Staff are required to comply with safety practices
- Staff are instructed to wear proper personal protective equipment such as masks, goggles, gloves and ear plugs
- Our Group is required to purchase, inspect and replace personal protective supplies on a regular basis
- 要求員工遵守安全操作規定
- 指導員工正確佩戴個人防護用品，例如：口罩、護目鏡、手套和耳塞
- 本集團需定期採購、檢查及更換個人防護用品

Caring for Employees (Continued)

員工關懷(續)

Safe Production Facilities

安全生產設施

- Selecting safer specialised production equipment and conducting regular inspections and maintenance
- Protective devices are installed on machinery, equipment and electrical appliances
- 選購較安全的特種生產設備，並定期進行檢驗及保養
- 在機器設備及電器加裝防護裝置

Emergency Plan

應急方案

- Formulate emergency plans for different contingencies, e.g. fire, chemical leakage, LPG explosion
- Conduct regular emergency drills
- Handle work-related injuries and/or deaths according to the management procedures of work-related injuries and occupational diseases
- 根據不同突發情況，例如火災、化學品洩漏、液化氣爆炸，制定應急計劃
- 定期進行應急演習
- 按工傷與職業病的管理程序處理因工受傷及／或死亡個案

Safety Training

安全培訓

- Pre-employment and on-the-job occupational health and safety training is provided to staff on a regular basis, and assessments are conducted to ensure that staff have adequate safety knowledge
- Specialised safety training are provided to staff in specific fields
- Educate staff on workplace safety, occupational disease prevention and on-site first aid through publicity
- 定期為員工提供職前及在職職業健康安全培訓，並設有考核，確保員工具備足夠的安全知識
- 為特殊工種的員工進行專門的安全訓練
- 透過宣傳教育員工安全生產、預防職業病及現場急救等知識

Health and Wellbeing

健康保障

- Develop procedures for prevention, periodic examination, diagnosis, treatment and insurance of work-related injuries and occupational diseases
- Arrange pre-employment, on-the-job and post-employment body check-up for staff
- 制定工傷及職業病的預防、定期檢查、診斷、處理和保險等流程
- 為員工安排職前、在職及離職健康檢查

During the Year, there was no work-related fatality. However, there was one case of work-related injuries, which were mainly due to lack of safety awareness. In view of the above, the Group organized "once and for all" safety training, strengthening on site safety education, strengthening the safety awareness for employees and requiring them to strictly implement safety procedures practices.

本年度，本集團沒有因工死亡個案。然而，共有一宗工傷個案，主要原因是缺乏安全意識。針對以上情況，本集團展開「舉一反三」安全培訓，加強現場安全教育，加強員工的安全意識，並要求員工嚴格執行安全規程操作。



Caring for Employees (Continued)

員工關懷(續)

TRAINING AND DEVELOPMENT

The Group has established a Training and Development Policy to formulate an annual training programme according to the needs of each business unit to enhance their work skills and industry knowledge and maintain their overall competitiveness. Training covers code of staff, staff and production safety, environmental management, quality assurance and customer complaint handling. We provide induction training to new staff to ensure that they are able to adapt to the working environment and perform their duties independently after initial training and practice. In addition, the Group also operates an external training subsidy scheme to encourage employees to receive external training.

During the Year, the Group received training from a total of 221 employees, representing a training rate of 100%.

培訓及發展

本集團訂立《培訓及發展政策》，按照各業務單位的需要制訂年度訓練計劃表，以提升他們的工作技能及行業知識和保持整體的競爭力。培訓涵蓋員工守則、員工及生產安全、環境管理、品質保證、客訴處理等內容。我們為新員工提供入職培訓，確保經過初步培訓和實踐後他們能夠適應工作環境和獨立完成任務。此外，本集團亦提供外部培訓資助計劃，鼓勵員工接受外部進修。

本年度，本集團共有221名員工接受培訓，培訓率達100%。

Environmental Management

環境管理

The Group is actively promoting the development of a green office, with a view to minimizing the consumption of environmental resources and minimizing the potential impact on the surrounding environment during its operation. The Group has established the following policies to incorporate a good and sustainable practices into its ordinary and usual course of business to operate in an environmentally friendly manner.

本集團積極推動綠色辦公，在營運中盡量減少耗用環境資源和減低對周邊環境所帶來的潛在影響。本集團已訂立以下的政策，將良好及可持續常規納入日常業務營運當中，以注重環保的方式經營。

Emissions management	Emissions Management Policy Exhaust Emission Management Operating Guidelines Guidelines for Wastewater Discharge Management Solid Waste Management Procedures
排放物管理	《排放物管理政策》 《廢氣排放管理作業指導書》 《廢水排放管理作業指導書》 《固體廢棄物管理程序書》
Resource management	Environmental and Natural Resource Management Policy Guidelines for Resource-conserving and Energy-saving Operation
資源管理	《環境及天然資源管理政策》 《節約資源能源作業指導書》
Climate change	Climate Change Policy
氣候變化	《氣候變化政策》

The Group's management is responsible for implementing, monitoring and reviewing the environmental policies and reports regularly to the Board. The duties and code of conduct of the relevant staff are regulated by the Environmental Management System. The Environmental Management Office is responsible for managing and monitoring the environmental performance of all the plants, including "three wastes" emissions and use of resources. For manufacturing business, all the manufacturing plants have put environmental management systems in place and obtained the GB/T 24001-2016/ISO 14001:2015 certification.

本集團的管理層負責實施、監管及檢討有關環保政策，並定期向董事會匯報。相關員工的職責和守則受《環境管理制度》所規管。環保管理辦公室負責管理及監察各廠房的環境表現，包括：「三廢」排放及資源使用。在製造業務方面，各廠房已制定環境管理體系，並獲得GB/T 24001-2016/ISO 14001: 2015認證。

Environmental Management (Continued)

環境管理(續)

EMISSION MANAGEMENT

Air Emissions

The Group's air pollutants are mainly generated from the use of production equipment and motor vehicles. The following is the performance of air pollutants for the Year:

Air pollutants ('000 grams)	空氣污染物 (千克)	Manufacturing	Distribution	Total 總計
		Business 製造業務	Business 分銷業務	
Nitrogen oxides	氮氧化物	440.0	29.8	469.8
Sulphur oxides	硫氧化物	14.7	0.2	14.9
Respirable particulate matters	可吸入懸浮粒子	11.8	2.3	14.1

The manufacturing plants strictly follow the Exhaust Emission Management Operating Guidelines in treating air pollutants emitted during the production process, use of vehicles and facilities to ensure that exhaust emissions meet the standards in which each plant operates. In respect of production processes, the Group is committed to operating electric welding and tin furnaces in a well-ventilated environment with ventilation facilities switching on, and adopting the "collection, water spray and cyclone dust removal" treatment process when polishing the surface of aluminum products to control dust emissions. In terms of the use of vehicle, the Group's company vehicles use low sulphur or unleaded fuel and idling engines are required to be switched off.

排放物管理

廢氣排放

本集團所產生的空氣污染物主要來自生產設備及汽車使用。以下為本年度空氣污染物的表現：

各廠房嚴格按照《廢氣排放管理作業指導書》處理在生產過程、汽車使用及設備等所排放的空氣污染物，確保所排放的廢氣均符合營運所在地的標準。在生產過程方面，本集團承諾在使用電焊和錫爐時開啟排風設施，保持良好通風；使用「收集、水噴淋和旋風除塵」技術打磨鋁製品表面以控制粉塵排放。在汽車使用方面，本集團的公司車輛使用低硫或無鉛燃料、車輛在停車等候期間需要關掉引擎。

Environmental Management (Continued)

環境管理(續)

Greenhouse Gas Emissions

The Group continued to engage an independent consultant to calculate and assesses the GHG emissions from its operations for the Year based on national and international standards such as the "Guidelines for Accounting and Reporting Greenhouse Gas Emissions – Electronic Equipment Production Enterprise" issued by the National Development and Reform Commission, and the GHG Protocol.

溫室氣體排放

本集團繼續委託獨立顧問進行年度有關在營運中所產生的溫室氣體排放之計算和評估，並根據中國國家發展改革委發佈的《電子設備製造企業溫室氣體排放核算方法與報告指南》和溫室氣體盤查議定書等國家及國際標準。

GHG emissions (tonnes of CO ₂ -e)	溫室氣體排放(公噸二氧化碳當量)	Manufacturing Business 製造業務	Distribution Business 分銷業務	Total 總計
Scope 1 – Direct emissions	範圍1—直接溫室氣體排放	106.4	40.6	147.0
Scope 2 – Energy indirect emissions	範圍2—能源間接溫室氣體排放	1,265.3	86.3	1,351.6
Scope 3 – Other indirect emissions	範圍3—其他間接溫室氣體排放	7.7	7.4	15.1
Total GHG emissions	溫室氣體總排放量	1,379.4	134.3	1,513.7
GHG emissions intensity (by area per square metre, i.e. tonnes of CO ₂ -e/square metre)	溫室氣體密度 (以每平方米面積計算，即公噸二氧化碳當量/平方米)	0.061	0.038	0.058

During the Year, the Group's GHG emissions was attributable to the purchased electricity of Scope 2 emissions, accounting for approximately 89.29% of total emissions. The remaining emissions were fugitive emissions of production facilities in manufacturing plants, company vehicles and refrigerants of manufacturing plants of Scope 1 emissions and emissions related to business travel flights of Scope 3 emissions. Total GHG emissions have decreased by approximately 4.37% when compared with that of the previous year. The main reasons are: the distribution business in the United States has no refrigerant emissions this Year and has also reduced the consumption of natural gas and purchased electricity. Manufacturing business in China has used the updated emissions factor during the year and the value of emissions factor is lower for calculating the Scope 2 emissions. However, manufacturing and distribution business have both increased emissions related to business travel flights due to business needs and the current looser restrictions.

本年度，本集團溫室氣體排放主要來自範圍2之外購電力排放，估總排放量約89.29%。其餘來自範圍1有關廠房生產設備、公司車輛及廠房的制冷劑逸散性排放，以及範圍3來自商務旅行飛行相關的排放。與上年度相比，溫室氣體總排放量減少了4.37%，主要原因美國的分銷業務，本年度沒有制冷劑的排放，亦減少天然氣和外購電力的耗用量。中國的製造業務在本年度使用更新的排放因子，而排放因子數值較低，以計算出範圍2排放。然而，製造和分銷業務皆因業務需要和現時較寬鬆的限制，增加了商務旅行飛行相關的排放。

Environmental Management (Continued)

環境管理(續)

Scope 1	<ul style="list-style-type: none">Choose the refrigerant with lower global warming potential while overseeing safety and skill levels to avoid leakage of refrigerantUse of more environmentally friendly refrigerators in factory canteens
範圍1	<ul style="list-style-type: none">選擇使用較低全球變暖潛能值的製冷劑，同時監督安全和技能水平，避免製冷劑洩漏在廠房食堂使用較環保的冰箱
Scope 2	<ul style="list-style-type: none">Increase the use of renewable energy and reduce carbon footprintTo encourage the Group's businesses and suppliers to use renewable energy as far as practicable
範圍2	<ul style="list-style-type: none">增加利用可再生能源，減少碳足跡鼓勵本集團各業務以及供應商在可行的情況下最大限度地使用可再生能源
Scope 3	<ul style="list-style-type: none">Find alternative solutions for business travel, encourage colleagues to choose low carbon business travel methods, such as railwaysIncrease in use of video conference
範圍3	<ul style="list-style-type: none">尋找商務旅行的替代方案，鼓勵同事選擇低碳的商務旅行方式，如鐵路增加使用視訊會議

In addition, our distribution offices adopt a combination of customer orders and arrangements for the transportation of goods by different suppliers to reduce unnecessary delivery, which in turn reduces the amount of greenhouse gas emissions in transportation.

The Group will continue to evaluate, record and disclose annual greenhouse gas emissions and other environmental data to review the effectiveness of the current measures to facilitate the formulation of emission reduction targets in the future.

此外，分銷商辦公室採取合併客戶訂單和整合由不同供應商運送貨物的安排，減少不必要的發送量，從而減低運輸方面溫室氣體排放。

本集團將繼續評估、紀錄及披露每年的溫室氣體排放及其他環境數據，檢討現行措施成效，以便日後制定減排目標。

Environmental Management (Continued)

環境管理(續)

WASTE MANAGEMENT

In accordance with the Solid Waste Management Procedures, the Group ensures that the waste generated is disposed of in a compliant and proper manner. The treatment process for each type of waste is as follows:

廢棄物管理

本集團根據《固體廢棄物管理程序書》，確保以合規和正確的方式處理所產生的廢棄物。各類廢棄物的處理程序如下：

Types of waste 廢棄物種類	Waste collected during the year 年內所收集的廢棄物	Waste treatment procedures 廢棄物處理程序
Recyclable waste 可回收廢棄物	<ul style="list-style-type: none"> Waste paper, waste carton boxes and waste plastic 廢紙、廢紙箱和廢塑膠 	<ul style="list-style-type: none"> Pass to recyclers for recycles after sorting 在分類後交由回收商進行回收
General non-hazardous waste 一般無害廢棄物	<ul style="list-style-type: none"> Office and domestic waste 辦公室及生活垃圾 	<ul style="list-style-type: none"> Collect and dispose of at public refuse transfer stations 統一收集後送往公共垃圾站棄置
Hazardous waste 有害廢棄物	<ul style="list-style-type: none"> Dust collected by dust removal equipment Sludge from sewage treatment plant Wastefluorescent tubes, waste batteries and waste electronic equipment Water-based cleaners and absolute ethyl alcohol 除塵設備收集塵料 污水處理站污泥 廢燈管、廢電池及廢電子設備 水基清洗劑和無水乙醇 	<ul style="list-style-type: none"> Engage licensed hazardous waste handler to dispose of the waste and fill in hazardous waste transfer orders as required by the local Environmental Protection Bureau for record Exchange certain hazardous waste containers with suppliers during the transfer of waste to reuse and reduce the use of containers Part of the production process is contracted by the contractor, each factory only needs to carry out degreasing, aluminum surface adjustment, and aluminum coating treatment process for a small number of products such as aluminum alloy shell. The amount of hazardous waste, such as acid-base sludge, produced in the process is relatively low. 由持有有害廢棄物經營許可證的回收公司處理，並按照地方環保局規例填寫危險廢物轉移聯單以作紀錄 在轉移廢棄物過程，與供應商交換部分有害廢棄物的容器，以作循環再用，減少使用容器 部分生產工序由外判商承包，各廠房只需要為少量產品如鋁合金外殼，進行除油、鋁表調及鋁皮膜表面處理工序，有關工序所產生的有害廢棄物如含酸鹼的污泥相對較少

Environmental Management (Continued) 環境管理(續)

We explore measures to reduce waste at source, including reducing the use of plastic, increasing the use of renewable energy and recycling alternatives, or introducing reusable or recyclable products. We are discussing with our suppliers on ways to change packaging to enhance recyclable and reduce packaging waste, and to inform our customers of our efforts to reduce the use of plastic, reuse and recycling in order to generate synergies to drive the industry to change packaging.

During the Year, the Group generated a total of 1.2 tonnes of hazardous waste and 88.8 tonnes of non-hazardous waste, with the density of hazardous and non-hazardous waste being 0.04 tonnes per thousand of square metre and 3.40 tonnes per thousand of square metre. Hazardous waste data shows an increase as compared with last year, due to increasing order for manufacturing business with respective increased consumption; the distribution business also newly collected and disclosed more hazardous waste types and data.

RESOURCE MANAGEMENT

Energy

The Group strives to adopt the following energy conservation measures in its operations:

我們探討在源頭上減廢的措施，包括減少使用塑膠、增加利用可再生能源和回收替代品，或通過引入可重覆使用或循環的產品。我們正在與供應商討論如何改變包裝以提高可回收性和減少包裝浪費，並讓客戶知悉本集團在減少使用塑膠、重覆使用和回收等工作，以協同效應推動行業改變包裝。

本年度，本集團共產生1.2公噸有害廢棄物及88.8公噸無害廢棄物，有害和無害廢棄物的密度分別為0.04公噸每千平方米面積及3.40公噸每千平方米面積。有害廢棄物數據較上一年增加，由於製造業務的生產消耗品隨著公司訂單量而增加；而分銷業務亦增加收集和披露更多的有害廢棄物的種類和數據。

資源管理

能源

本集團致力通過在營運中納入以下的節能舉措：

	Manufacturing business (Manufacturing plants) 製造業務(生產廠房)	Distribution business (Office) 分銷業務(辦公室)
Energy	<ul style="list-style-type: none"> Purchase equipment with higher energy efficiency Adjust the number of switches and timing of equipment used according to production needs Conduct regular inspection and maintenance of poorly-functioning equipment and monitor energy consumption 	<ul style="list-style-type: none"> Change computer settings to enable standby power saving mode and automatic turn off of display when the computer is inactive for a prolonged time Set air-conditioners to a more eco-friendly mode Conduct online meetings with customers
能源	<ul style="list-style-type: none"> 引進能源效益較高的設備 按生產需求調節設備開關數量及時間 定期檢查及維修運作欠佳的設備，監測能源消耗量 	<ul style="list-style-type: none"> 更改電腦設置，啟動待機節電模式，若長時間無操作電腦，顯示屏將自動關閉 把空調設定較環保模式 進行客戶網上會議

Environmental Management (Continued)

環境管理(續)

During the Year, the Group's energy consumption was 3,054.3 MWh and the energy density was 0.117 MW per square metre.

本年度，本集團的能源消耗量為3,054.3兆瓦時，能源密度為0.117兆瓦時每平方米面積。

Energy Use	能源使用	Manufacturing	Distribution	Total
		Business 製造業務	Business 分銷業務	
Petrol (MWh)	汽油(兆瓦時)	194.2	0	194.2
Diesel (MWh)	柴油(兆瓦時)	225.6	0	225.6
Propane (MWh)	丙烷(兆瓦時)	0	1.2	1.2
Natural gas (MWh)	天然氣(兆瓦時)	0	199.6	199.6
Purchase of electricity (MWh)	外購電力(兆瓦時)	2,218.6	212.3	2,430.9
Solar energy (MWh)	太陽能(兆瓦時)	0	2.8	2.8
Total energy consumption (MWh)	能源總耗量(兆瓦時)	2,444.2	415.9	3,054.3
Energy density (by manufacturing plant area, i.e. MWh/square metre)	能源密度(以廠房面積計算，即兆瓦時/平方米)	0.12	0.118	0.117

- Due to business needs, the manufacturing business increased the use of company-owned vehicles, hence the petrol and diesel consumption increased.
- The distribution business decreased the consumption of natural gas
- Due to reduction in operating areas, the purchased electricity of the distribution business decreased
- The distribution business has one less set of solar panels.

Our U.S. office of distribution business has also installed solar panels to generate electricity on its own and generated 2.76 MWh of electricity for use in the office this Year. Our goal is to reduce emissions from traditional combustion engines used in our vehicles through electrification, the use of alternative fuels, advanced technology and state-of-the-art operations.

- 因業務需要，製造業務增加使用公司車輛，因此汽油和柴油的耗用量增加。
- 分銷業務減少天然氣的耗用量
- 分銷業務因減少營運面積，而減少耗用外購電力。
- 分銷業務減少了一組太陽能板。

美國分銷業務辦公室亦已安裝太陽能板自行生產電力，本年度產生了2.76兆瓦時電力，並用於辦公室當中。我們的目標是通過電動化、使用替代燃料、先進技術和最先進的操作來減少公司車輛使用的傳統內燃機的排放。

Environmental Management (Continued)

環境管理(續)

Water Consumption

Water shortage is an ever-growing problem and we seek to manage our activities by way of protecting and cherishing our water resources. In addition, The Group sourced water from municipal supply system and faced no issue in sourcing water fit for purpose. The following measures are taken for water consumption management:

用水

水資源短缺是個日益嚴重的問題，我們力求保護和珍惜水資源的方式來管理我們的活動。另外，本集團從市政供水系統取水，在求取適用水源上並沒有遇到問題。以下為用水管理的舉措：

	Manufacturing business (manufacturing plant) 製造業務(生產廠房)	Distribution business (office) 分銷業務(辦公室)
Water Consumption	<ul style="list-style-type: none"> Use water efficient taps Conduct regular check on water pipes and taps for leaks and repair in a timely manner 	<ul style="list-style-type: none"> Monitor water consumption and check for leaks in water pipes and taps when water consumption exceeds expectations, and carry out repairs as necessary
用水	<ul style="list-style-type: none"> 採用具用水效益的水龍頭 定期檢查水管及水龍頭是否有漏水情況，並及時維修 	<ul style="list-style-type: none"> 監測用水量，當耗水量超出預期，將檢查水管及水龍頭是否有洩漏情況，按需要進行維修

The total water consumption of the Group was 15,297 cubic meters and the water consumption intensity is 0.586 cubic metres per square metre of area. The water intensity increased by 8.41% as compared with previous year, mainly due to leakage of water pipes in 2023, leading to increase water consumption.

本集團總耗水量為15,297立方米，耗水密度為0.586立方米每平方米面積。用水量密度較上一年增加了8.41%，主要原因是2023年內水管多次爆裂，使用水量增加。

		Manufacturing Business 製造業務	Distribution Business 分銷業務	Total 總計
Water Consumption (m³)	用水(立方米)			
Total water consumption	總耗水量	14,876	421	15,297
Water consumption intensity (by manufacturing plant area, i.e. cubic metre/square metre)	耗水密度(以廠房面積計算，即立方米/平方米)	0.659	0.120	0.586

Environmental Management (Continued)

環境管理(續)

Wastewater Management

Wastewater produced by the Group mainly comes from industrial wastewater from the operations of our plants, and the domestic wastewater generated from the operation of our offices. There was no relevant record on wastewater generation of the Group during the Year. Our plants have obtained the discharge permit issued by the Zhongshan Environmental Protection Bureau, and have formulated the Guidelines for Wastewater Discharge Management to standardize the process of wastewater treatment in the plants that all the sewage to be discharge shall meet the discharge standard before it can be discharged into municipal sewers. In order to reduce the amount of wastewater discharge, each workshop will recycle the sewage to cool off wastewater, and design a clean wastewater treatment plan.

Environment and Natural Resources

The Group pays attention to the impact of its business operations on the surrounding environment and natural resources and is aware of possible serious environmental incidents, such as air pollution, soil and water contamination, as a result of chemical spills, liquefied petroleum gas explosions and fires in the course of its operations. To this end, the manufacturing plants have formulated the Environmental and Safety Emergency Plan and implemented various emergency and preventive measures, including strict control of chemicals and liquefied gas cylinders in the plants and regular inspections, as well as training and emergency drills for employees using the relevant chemicals, so as to ensure that employees are adequately equipped to deal with potential accidents and safety hazards.

廢水管理

本集團的廢水主要來自廠房營運的工業廢水及辦公室營運產生的生活廢水，本集團於本年度並無廢水生產相關記錄。各廠房已取得中山市環保局發出的排污許可證，並按照《廢水排放管理作業指導書》規範處理廢水的流程，所排出的廢水均需符合排污標準，方可排放至市政污水渠。為減少廢水排放量，各廠房將污水循環再用冷卻廢水，以及設計潔淨廢水處理方案。

環境及天然資源

本集團關注業務營運對周邊環境及天然資源的影響，深明如營運過程中發生化學品洩漏、液化氣爆災、火災等可能導致嚴重環境事故，例如：空氣污染、土壤及水體污染。為此，各廠房已制定《環境、安全應急預案》，並落實各項應急及預防措施，包括：對廠房內的化學品及液化氣瓶實行嚴格控制，並定期進行檢查，同時對使用相關化學品的員工提供培訓及應急演習，務求員工有足夠的應對能力應付各項潛在事故及安全隱患。

Environmental Management (Continued)

環境管理(續)

In order to fulfil our corporate environmental responsibility, the manufacturing plants and distribution business have implemented the following resource saving and energy efficiency measures to reduce operating costs while minimizing the impact on the environment. The manufacturing plants have established the guidelines for “Three Wastes” emissions management and the Guidelines for Resource-conserving and Energy-saving Operation” to provide guidance to all units and employees to ensure effective implementation of those measures. Green office management requirements and environmental awareness training are provided to employees at the manufacturing plants and distribution business. Environmental messages are also conveyed to employees through internal newsletters to enhance their awareness of environmental protection. For example, in terms of the common use of paper and raw materials by employees, the Group encourages employees not to print or adopt double-side printing to save the production of paper, and use electronic communication and electronic archiving, prioritize environmentally friendly products or materials during procurement process and reuse internal document folder whenever possible.

CLIMATE CHANGE

Climate change has been identified as the risk that will have a significant impact on the Group and the Group’s assets and businesses will be adversely affected under both the physical and transitional risks. The Group has formulated the Climate Change Policy to evaluate the risks and opportunities from climate change through addressing the framework and guidelines on climate change, and mitigate the risks and impacts of climate change on the Group. At the same time, in order to protect the safety of employees and minimize the impact, the Group has formulated the Contingency Plan for Coping Typhoons and Floods to provide corresponding policies and relevant training under extreme weather conditions.

為實踐企業環保責任，各廠房及分銷業務落實以下不同節約資源及提升能源效益的措施，在降低企業營運成本的同時，亦減低對環境造成影響。各廠房設有已制定「三廢」排放管理作業指導書及《節約資源能源作業指導書》，為各部門單位及員工提供指引，務求措施有效執行。各廠房及分銷業務定期為員工提供綠色辦公管理規定以及環境意識培訓，亦透過內部通訊向員工推廣環保訊息，加強員工環保意識。例如員工較常使用紙張及原材料的方面，本集團鼓勵員工不打印紙張或雙面打印來節省紙張生產，採用電子通訊及電子存檔，在採購過程中優先考慮環保的產品或物料和在可行情況下重用內部文件夾。

氣候變化

氣候變化已識別為對本集團有重大影響的風險，在實體和過渡風險下將對本集團的資產及業務造成不利影響。本集團設有《氣候變化政策》，透過應對氣候變化的框架及指引，適時評估氣候變化的風險和機遇，以緩解氣候變化對本集團的風險及影響。同時，為保障員工的安全和減低影響，本集團制訂《颱風、洪水應急計劃》，提供在極端天氣情況下的應對政策和提供相關培訓。

Community Investment

社區投資

The Group is committed to supporting community development, encouraging employees to participate in volunteer services and charitable activities, and making a positive impact in the communities where it operates. Through the formulation of the Community Investment and Donation Policy, the Group commits to promote a responsible corporate culture and sets the direction and framework of the Group for community investment, sponsorship and donation. The Group pays particular attention to four areas of youth education and development, community development, culture and arts and the environment which focus on contribution.

本集團致力支持社區發展，鼓勵僱員參與義工服務及慈善活動，在業務所在的社區發揮積極影響。本集團已訂立《社區投資及捐贈政策》，承諾倡導負責任的企業文化，就社區投資、贊助及捐贈設定方向及框架。本集團特別關注青年教育及發展、社區發展、文化藝術及環境四大專注貢獻的範疇。

Youth Education and Development 青年教育與發展	Wholesome Development of Community 社區健全發展
Provide knowledge and skills training for young people to foster future leaders to cope with the complicated environment and challenges ahead 為青年提供知識培訓及技能訓練，培育未來領袖，應對未來複雜環境和挑戰	Support the vulnerable groups in society and improve the quality of life in the community 為社會弱勢社群提供支援，改善社區的生活質素
Culture and art 文化藝術	Environment 環境
Support the development of art, encourage creative thinking and facilitate cultural exchange 支持藝術發展，鼓勵創意思維，促進文化交流學習	Achieve the commitment to the community in terms of environmental protection, and support projects and programs that raise the public awareness on environmental protection 實現對社區的在環保方面的承諾，支持有助提高公眾對環境保護意識的項目及計劃

Key Performance Indicator Summary

關鍵績效指標摘要

Environmental performance 環境績效			
Air emissions and GHG emissions 廢氣及溫室氣體排放	2023 二零二三年	2022 二零二二年	2021 二零二一年
Nitrogen oxides (kg) 氮氧化物(千克)	469.8	407.5	1,033.6
Sulphur oxides (kg) 硫氧化物(千克)	14.9	12.6	16.5
Respirable suspended particulates (kg) 可吸入懸浮粒子(千克)	14.1	12.6	518.1
Scope 1. Direct GHG emissions (tonnes of CO ₂ -e) 範圍1—直接溫室氣體排放(公噸二氧化碳當量)	147.0	200.0	274.2
Scope 2. Energy indirect GHG emissions (tonnes of CO ₂ -e) ⁶ 範圍2—能源間接溫室氣體排放(公噸二氧化碳當量) ⁶	1,351.6	1,375.7	1,943.3
Scope 3 – Other indirect GHG emissions (tonnes of CO ₂ -e) 範圍3—其他間接溫室氣體排放(公噸二氧化碳當量)	15.1	7.1	4.0
Total GHG emissions (tonnes of CO ₂ -e) 溫室氣體總排放量(公噸二氧化碳當量)	1,513.7	1,582.8	2,221.5
GHG emissions intensity (by area, i.e. tonnes of CO ₂ -e/square metre) 溫室氣體密度(以面積計算, 即公噸二氧化碳當量/平方米)	0.058	0.059	0.082
Waste 廢棄物	2023 二零二三年	2022 二零二二年	2021 二零二一年
Total hazardous waste (by tonnes) 所產生有害廢棄物總量(以公噸計算)	1.2	0.2	0.5
Hazardous waste intensity (by area of manufacturing plant, i.e. tonnes/1,000 square metre) 有害廢棄物密度(以廠房面積計算, 即公噸/千平方米)	0.044	0.006	0.019
Total non-hazardous waste (by tonnes) 所產生無害廢棄物總量(以公噸計算)	88.8	88.8	88.8
Non-hazardous waste intensity (by area, i.e. tonnes/1,000 square metre) 無害廢棄物密度(以面積計算, 即公噸/千平方米)	3.404	3.282	3.282

⁶ According to "Notice Regarding Proper Work Related to Carbon Emission Reporting and Investigation and Delivery of the List of Major Emission Units of the Power Generation Industry in 2019", the calculation of the GHG emissions of electricity purchased during the Year has been changed to the national grid average emission factor..

⁶ 根據《關於做好2019年度碳排放報告與核查及發電行業重點排放單位名單報送相關工作的通知》，年內外購電力之溫室氣體排放的計算已改用全國電網平均排放因子。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Energy Usage 能源使用	2023 二零二三年	2022 二零二二年	2021 二零二一年
Petrol (MWh) 汽油(兆瓦時)	194.2	152.6	206.1
Diesel (MWh) 柴油(兆瓦時)	225.6	192.6	251.8
Propane (MWh) 丙烷(兆瓦時)	1.2	0.1	221.3
Natural gas (MWh) 天然氣(兆瓦時)	199.6	217.2	197.1
Purchased electricity (MWh) 外購電力(兆瓦時)	2,430.9	2,424.3	3,266.5
Solar energy (MWh) 太陽能(兆瓦時)	2.8	10.7	12.9
Total energy consumption (MWh) 能源總耗量(兆瓦時)	3,054.3	2,997.5	4,155.8
Energy intensity (by area, i.e. MWh/square metre) 能源密度(以面積計算, 即兆瓦時/平方米)	0.117	0.111	0.154
Water 用水	2023 二零二三年	2022 二零二二年	2021 二零二一年
Total water consumption (cubic metre) 總耗水量(立方米)	15,297.0	14,110.0	24,253.0
Water intensity (by area, i.e. cubic metre/square metre) 耗水密度(以面積計算, 即立方米/平方米)	0.586	0.522	0.896
Packaging materials 包裝材料	2023 二零二三年	2022 二零二二年	2021 二零二一年
Packaging materials — cardboard (tonnes) 包裝材料—紙板(公噸)	115.2	148.9	247.6
Packaging materials — wood (tonnes) 包裝材料—木材(公噸)	33.6	41.3	58.8
Packaging materials — plastic film (tonnes) 包裝材料—塑料膜(公噸)	2.8	1.7	2.0
Packaging materials— Others (tonnes) 包裝材料—其他(公噸)	0	0.01	0.1
Total packaging materials (tonnes) 包裝材料總量(公噸)	151.6	191.91	308.50
Packaging material intensity (by area of manufacturing plant, i.e. tonnes/ 1,000 square metre) 包裝材料密度(以廠房面積計算, 即公噸/千平方米)	5.808	8.501	13.666

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Social performance 社會績效		2023 二零二三年	2022 二零二二年	2021 二零二一年
Number of Employees⁷ 員工人數 ⁸				
Total number of employees 總員工人數		221	236	269
Male to female employee ratio 男女員工比例		0.69:1	0.65:1	0.67:1
By gender 性別分佈	Male 男性	90	93	108
	Female 女性	131	143	161
By region 地區分佈	The PRC 中國	204	218	251
	The US 美國	17	17	18
By age 年齡分佈	<31	20	32	42
	31-40	82	92	108
	>40	119	112	120
By position 職能分佈	Management 管理層	151	156	172
	General staff 普通員工	70	80	97
By employment type 就業類型分佈	Full time 全職	221	236	269
	Part-time 兼職	0	0	0
By academic qualification 學歷分佈	College or above 大學或以上	61	75	81
	High school or below 中學或以下	160	161	188

⁷ Total number of employee of the Group as at the end of the Reporting Period.

⁷ 本集團於報告期末之員工總數。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Number of workers ⁸ 勞動人員人數 ⁸		2023 二零二三年	2022 二零二二年	2021 二零二一年
Manufacturing business 製造業務	Labour workers ⁹ 勞務工作業員 ⁹	27	34	20
	Security guards 保安	10	15	20
Distribution business 分銷業務	Contractor ¹⁰ 承包商 ¹⁰	20	20	19
Employee new hire rate ¹¹ 員工新入職率 ¹¹		2023 二零二三年	2022 二零二二年	2021 二零二一年
By region 按地區	China 中國	18%	14%	19%
	United States 美國	0%	12%	0%
Manufacturing business 製造業務		18%	6%	19%
By gender 按性別	Male 男性	18%	6%	20%
	Female 女性	19%	6%	18%
By age 按年齡	<31	53%	19%	52%
	31-40	10%	1%	19%
	>40	18%	6%	8%
Distribution business 分銷業務		0%	12%	0%
By gender 按性別	Male 男性	0%	10%	0%
	Female 女性	0%	14%	0%
By age 按年齡	<31	0%	100%	0%
	31-40	0%	100%	0%
	>40	0%	0%	0%

⁸ The number of workers in the work and workplaces controlled by the Group as at the end of the Reporting Period.

⁹ External production workers recruited by labour service companies commissioned by the Group.

¹⁰ Contractors engaged by the Group including: landscaping, pest control/termite protection, HVAC maintenance, fire suppression system inspection, backflow inspection, cleaners, general maintenance, photocopier maintenance and refuse collection.

¹¹ Employee new hire rate (%) = number of new employees hired for that category/total number of employees of that category as at the end of the Reporting Period X 100%.

⁸ 本集團於報告期末所控制的工作及工作地點的勞動人員人數。

⁹ 本集團委託勞務公司所招聘的外部生產工人。

¹⁰ 本集團所聘用的承包商包括：園林綠化、害蟲控制/白蟻防護、暖通空調維修、滅火系統檢查、回流檢查、清潔工、一般維修、複印機維護及垃圾收集。

¹¹ 員工新入職率(百分比) = 該類別新入職員工人數/該類別報告期末的總員工人數 X 100%。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Employee turnover rate ¹² 員工流失率 ¹²		2023 二零二三年	2022 二零二二年	2021 二零二一年
By region 按地區	The PRC 中國	25%	21%	30%
	The US 美國	0%	18%	18%
Manufacturing business 製造業務		25%	21%	31%
By gender 按性別	Male 男性	24%	22%	28%
	Female 女性	27%	20%	32%
By age 按年齡	<31	84%	32%	67%
	31-40	14%	13%	34%
	>40	24%	24%	17%
Distribution business 分銷業務		0%	18%	17%
By gender 按性別	Male 男性	0%	20%	18%
	Female 女性	0%	14%	14%
By age 按年齡	<31	0%	0%	0%
	31-40	0%	100%	0%
	>40	0%	13%	18%

¹² Employee turnover rate (%) = number of employee turnover of that category/total number of employees of that category as at the end of the Reporting Period X 100%

¹² 員工流失率(百分比) = 該類別流失員工人數/該類別報告期末的總員工人數 X 100%。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Occupational health and safety 職業健康與安全	2023 二零二三年	2022 二零二二年	2021 二零二一年
Number of work-related fatalities of employees 因工死亡員工人數	0	0	0
Number of work-related injuries of employees 因工受傷員工人數	1	0	1
Rate of work-related injuries (per 100 employees) ¹³ 員工工傷率(每百名員工) ¹³	0.5	0	0.4
Number of lost days due to work-related injury of employees 因員工工傷損失工作日數	36	0	0.5
Number of work-related fatalities of workers 因工死亡勞動人員人數	0	0	0
Number of work-related injuries of workers 因工受傷勞動人員人數	0	0	1
Rate of work-related injury of workers(per 100 workers) ¹⁴ 勞動人員工傷率(每百名員工) ¹⁴	0	0	1.69
Number of lost days due to work-related injuries of workers 因勞動人員工傷損失工作日數	0	0	3
Total number of occupational health and safety training sessions 職業健康與安全培訓總場數	3	0	2
Total number of participants of occupational health and safety training 職業健康與安全培訓總人次	221	219	251
Total number of hours of occupational health and safety training ¹⁵ 職業健康與安全培訓總時數 ¹⁵	221	219	251

¹³ Rate of work-related injury (per 100 employees) = total number of employees injured at work/ total number of employees as at the end of the Reporting Period X 100%.

¹⁴ Rate of work-related injury (per 100 employees) = total number of employees injured at work/ total number of employees as at the end of the Reporting Period X 100%.

¹⁵ Refers to the total hours of all training activities.

¹³ 工傷率(每百名員工) = 總因工受傷員工人數/報告期末的總員工人數 X 100。

¹⁴ 工傷率(每百名員工) = 總因工受傷員工人數/報告期末的總員工人數 X 100。

¹⁵ 即所有培訓活動時數之總和。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Employee training 員工培訓		2023 二零二三年	2022 二零二二年	2021 二零二一年
Total number of employees receiving training 接受培訓員工總人數		221	235	251
Total number of hours on training for employees 員工培訓總時數		232.75	251	251
Percentage of employees receiving training ¹⁶ 接受培訓員工比率 ¹⁶		100%	99.5%	93%
By gender 按性別	Male 男性	100%	99%	39%
	Female 女性	100%	100%	61%
By position 按職能	Management 管理層	100%	100%	65%
	General staff 普通員工	100%	99%	35%
Average training hours per employee ¹⁷ 平均員工培訓時數 ¹⁷		1.05	1.06	0.93
By gender 按性別	Male 男性	1	1.09	0.9
	Female 女性	1.09	1.05	1.0
By position 按職能	Management 管理層	1	1.06	1.0
	General staff 普通員工	1.17	1.08	0.9

¹⁶ Percentage of employees receiving training (%) = number of employees receiving training of that category/total number of employees of that category as at the end of the Reporting Period x 100%.

¹⁷ Average training hours per employee = training hours for employees of that category/total number of employees of that category as at the end of the Reporting Period..

¹⁶ 接受培訓員工比率(百分比) = 該類別接受培訓員工人數/該類別報告期末的總員工人數 X 100%。

¹⁷ 平均員工培訓時數 = 該類別員工培訓時數/該類別報告期末的總員工人數。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Number of suppliers (and percentage of suppliers where the engagement practices are being implemented) 供應商數目(及向其執行聘用供應商慣例的百分比)		2023 二零二三年	2022 二零二二年	2021 二零二一年
By country or region 按國家或地區	Mainland China and Taiwan 中國內地及台灣	312 (100%)	345 (100%)	375 (100%)
	Hong Kong 香港	5 (100%)	5 (100%)	5(100%)
	Vietnam 越南	2 (100%)	2 (100%)	1(100%)
	United States 美國	2(100%)	3(100%)	3(100%)

Report Content Index

報告內容索引

Material Aspects 主要範疇	Description 描述	Reference Section 章節參考
Mandatory disclosure provisions 強制披露規定		
Governance Structure 管治架構	<p>(i) Disclosure of the Board's supervision on ESG matters.</p> <p>(ii) The Board's ESG policies and strategies, including the process for assessing, prioritizing and managing important ESG matters (including risks to the issuer's business).</p> <p>(iii) How the Board reviews the progress against ESG targets and explains how they relate to the issuer's business.</p> <p>(i) 披露董事會對環境、社會及管治事宜的監管。</p> <p>(ii) 董事會的環境、社會及管治管理方針及策略，包括評估、優次排列及管理重要的環境、社會及管治相關事宜（包括對發行人業務的風險）的過程。</p> <p>(iii) 董事會如何按環境、社會及管治相關目標檢討進度，並解釋它們如何與發行人業務有關連。</p>	<p>Message from the Board Sustainability Governance</p> <p>Message from the Board Sustainability Governance</p> <p>Message from the Board Sustainability Governance</p> <p>董事會寄語 可持續發展管治</p> <p>董事會寄語 可持續發展管治</p> <p>董事會寄語 可持續發展管治</p>
Reporting Principles 匯報原則	<p>Materiality: The ESG report should disclose: (i) the process for identifying important ESG factors and the standards for selecting them; (ii) If the issuer has undertaken stakeholder participation, the description of the identified significant stakeholders as well as the process and outcome of the issuer's stakeholder participation.</p> <p>Quantitative: The report shall disclose the information on the criteria, methods, assumptions and/or calculation tools used to report emissions/energy consumption (if applicable) and the sources of the conversion factors used.</p> <p>Consistency: The issuer should disclose changes in statistical methods or key performance indicators (if any) or any other relevant factors affecting meaningful comparisons in the ESG report.</p> <p>重要性：環境、社會及管治報告應披露：(i) 識別重要環境、社會及管治因素的過程及選擇這些因素的準則；(ii) 如發行人已進行持份者參與，已識別的重要持份者的描述及發行人持份者參與的過程及結果。</p> <p>量化：有關匯報排放量／能源耗用（如適用）所用的標準、方法、假設及／或計算工具的資料，以及所使用的轉換因素的來源應予披露。</p> <p>一致性：發行人應在環境、社會及管治報告中披露統計方法或關鍵績效指標的變更（如有）或任何其他影響有意義比較的相關因素。</p>	<p>About the Report</p> <p>About the Report</p> <p>About the Report</p> <p>關於本報告</p> <p>關於本報告</p> <p>關於本報告</p>
Reporting Scope 匯報範圍	<p>The issuer shall explain the scope of the ESG report and describes the process in which entities or businesses are selected into the ESG report. In case of any change in the reporting scope, the issuer shall explain the difference and the reason for the change.</p> <p>解釋環境、社會及管治報告的匯報範圍，及描述挑選哪些實體或業務納入環境、社會及管治報告的過程。若匯報範圍有所改變，發行人應解釋不同之處及變動原因。</p>	<p>About the Report</p> <p>關於本報告</p>

Report Content Index (Continued)

報告內容索引(續)

Material Aspects 主要範疇	Description 描述	Reference Section 章節參考
The "comply or explain" clause 「不遵守就解釋」條文		
A. Environment A. 環境		
A1: Emissions 層面A1：排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Compliance management Emission Management 合規管理 排放物管理
A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Emission Management Environmental performance 排放物管理 環境績效
A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions and (if applicable) intensity. 直接(範圍一)及能源間接(範圍二)溫室氣體排放量及(如適用)密度。	Emission Management Environmental performance 排放物管理 環境績效
A1.3	Total hazardous waste produced and(if applicable)intensity. 所產生有害廢棄物總量及(如適用)密度。	Emission Management Environmental performance 排放物管理 環境績效
A1.4	Total non-hazardous waste produced and(if applicable) intensity. 所產生無害廢棄物總量及(如適用)密度。	Emission Management Environmental performance 排放物管理 環境績效
A1.5	Description of emissions targets being set and the steps taken to achieve those targets. 描述所訂立的排放量目標及為達到這些目標所採取的步驟。	Emission Management Environmental performance 排放物管理 環境績效
A1.6	Description of how hazardous and non-hazardous waste is handled, and description of waste reduction targets being set and the steps taken to achieve those targets. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	Emission Management 排放物管理

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報告內容索引(續)

Material Aspects 主要範疇	Description 描述	Reference Section 章節參考
A2: Use of Resources 層面A2：資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	Resource Management 資源管理
A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總耗量及密度。	Resource Management Environmental Performance 資源管理 環境績效
A2.2	Total water consumption and intensity. 總耗水量及密度。	Resource Management Environmental Performance 資源管理 環境績效
A2.3	Description of energy use efficiency targets being set and the steps taken to achieve those targets 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	Resource Management 資源管理
A2.4	Description of whether there is any issue on sourcing water that is fit for purpose, and the water use efficiency targets being set and the steps taken to achieve those targets. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	Resource Management 資源管理
A2.5	Total packaging materials used for finished products (in tonnes) and (if applicable) and per unit produced. 製成品所用包裝材料的總量及(如適用)每生產單位佔量。	Environmental Performance 環境績效
A3: Environment and Natural Resources 層面A3：環境及天然資源		
General Disclosure 一般披露	Policies on minimizing the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	Environment and natural resources 環境及天然資源
A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	Environment and natural resources 環境及天然資源

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報告內容索引(續)

Material Aspects 主要範疇	Description 描述	Reference Section 章節參考
A4: Climate Change 層面A4：氣候變化		
General Disclosure	Policies on identification and mitigation of significant climate-related issues which have impacted, and may impact, the issuer.	Climate change
一般披露	識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	氣候變化
A4.1	Description of the significant climate-related issues which have impacted, and may impact, the issuer, and the actions taken to manage them.	Climate change
	描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	氣候變化
B. Social B. 社會		
B1: Employment 層面B1：僱傭		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest days, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Compliance Management Employment and labour standards
一般披露	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	合規管理 僱傭及勞工準則
B1.1	Total number of employees by gender, employment type, age group and geographical region.	Social performance
	按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	社會績效
B1.2	Employee turnover rate by gender, age group and geographical region.	Social performance
	按性別、年齡組別及地區劃分的僱員流失比率。	社會績效

Report Content Index (Continued)

報告內容索引(續)

Material Aspects 主要範疇	Description 描述	Reference Section 章節參考
B2: Health and Safety 層面B2：健康與安全		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	Compliance Management Health and safety
一般披露	有關提供安全工作環境及保障僱員避免職業性危害的：	
	(a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	合規管理 健康與安全
B2.1	Number and rate of work-related fatalities each year for the last three years (including the reporting year).	Health and safety Social performance
	過去三年(包括匯報年度)每年因工亡故的人數及比率。	健康與安全 社會績效
B2.2	Lost days due to work injury.	Health and safety Social performance
	因工傷損失工作日數	健康與安全 社會績效
B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored.	Health and safety
	描述所採納的職業健康與安全措施，以及相關執行及監察方法。	健康與安全
B3: Development and Training 層面B3：發展及培訓		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	Training and development
一般披露	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	培訓及發展
B3.1	The percentage of trained employees by gender and employee category.	Social performance
	按性別及僱員類別劃分的受訓僱員百分比。	社會績效
B3.2	The average training hours completed per employee by gender and employee category.	Social performance
	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	社會績效

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報告內容索引(續)

Material Aspects 主要範疇	Description 描述	Reference Section 章節參考
B4: Labour Standards 層面B4：勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的：	Compliance management Employment and labour standards 合規管理 僱傭及勞工準則
B4.1	Description of measures to review recruitment practices to avoid child labour and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Employment and labour standards 僱傭及勞工準則
B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Employment and labour standards 僱傭及勞工準則
B5: Supply Chain Management 層面B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Supply chain management 供應鏈管理
B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Supply chain management Social performance 供應鏈管理 社會績效
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。	Supply chain management Social performance 供應鏈管理 社會績效
B5.3	Description of practices relating to identifying environmental and social risks in every part along supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	Supply chain management 供應鏈管理
B5.4	Description of practices on procuring frequent use of environmentally friendly products and services during the selection of suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	Supply chain management 供應鏈管理

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報告內容索引(續)

Material Aspects 主要範疇	Description 描述	Reference Section 章節參考
B6: Product Responsibility 層面B6：產品責任		
General Disclosure	General Disclosure Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided, and how they are remedied.	Compliance management Product responsibility
一般披露	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	合規管理 產品責任
B6.1	Percentage of total products sold or shipped subject to recall due to safety and health issues. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Product quality 產品品質
B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	After-sales management and customer service 售後管理及客戶服務
B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Protecting intellectual property and customer privacy 保障知識產權及客戶私隱
B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	Product quality 產品品質
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	Protecting intellectual property and customer privacy 保障知識產權及客戶私隱

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報告內容索引(續)

Material Aspects 主要範疇	Description 描述	Reference Section 章節參考
B7: Anti-corruption 層面B7：反貪污		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering	Compliance management Anti-corruption
一般披露	有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	合規管理 反貪污
B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases.	Anti-corruption
	於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	反貪污
B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	Anti-corruption
	描述防範措施及舉報程序，以及相關執行及監察方法。	反貪污
B7.3	Description of anti-corruption training provided to directors and employees.	Anti-corruption
	描述向董事及員工提供的反貪污培訓。	反貪污
B8: Community Investment 層面B8：社區投資		
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	Community Investment
一般披露	有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	社區投資
B8.1	Focus areas of contribution.	Community Investment
	專注貢獻範疇。	社區投資
B8.2	Resources utilised on focus areas.	Community Investment
	在專注範疇所動用資源。	社區投資



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