



SIM Technology Group Limited  
晨訊科技集團有限公司\*

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

(Stock Code 股份代號: 2000)

## Environmental, Social and Governance Report 2017 二零一七年環境、社會及管治報告



\*For identification purpose only 僅供識別

# The Environment and Natural Resources

## 環境及天然資源

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## ABOUT THIS REPORT

SIM Technology Group Limited (“Company”) is pleased to announce the “Environmental, Social and Governance Report” of the Company and its subsidiaries (collectively referred to as the “Group”) for the year ended 31 December 2017 (“Year 2017”). This report describes the management approach and performance of the Group in environmental, social and governance aspects.

## REPORTING SCOPE

All information contained in this report reflects the performance of the Group in environmental protection and social care throughout Year 2017. This report covers the handsets and internet of things (“IoT”) terminals business, wireless communication modules business, IOT system and online-to-offline (“O2O”) business, intelligent manufacturing business, and properties development.

## REPORTING STANDARDS

This report is prepared in accordance with Appendix 27 “Environmental, Social and Governance Reporting Guide” to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. This report provides an overview of the performance of the Group in environmental, social and governance aspects. The information in this report is derived from the official documents and statistical data of the Group, as well as the monitoring, management and operational information compiled by its subsidiaries according to the relevant procedures of the Group. The last chapter of this report contains a complete content index for easy reference.

If you are in doubt or have any recommendations in regards to this report, or the Group’s environmental, social and governance programme, you are welcome to email us at [karen.chan@sim.com](mailto:karen.chan@sim.com).

## 關於本報告

晨訊科技集團有限公司(「本公司」)欣然發佈本公司及其附屬公司(統稱「本集團」)截至二零一七年十二月三十一日止(「二零一七年」)的《環境、社會及管治報告》。本報告描述本集團在環境、社會及管治方面的管理措施和績效表現。

## 報告範圍

報告中的所有資料均反映本集團於二零一七年在環境保護和社會關懷方面的績效。本報告披露範圍包括手機及物聯網終端業務、無線通訊模塊業務、物聯網系統及運營業務、智能製造業務、及物業發展業務。

## 報告準則

本報告是依循香港聯合交易所有限公司頒佈的上市規則附錄二十七《環境、社會及管治報告指引》所編製。報告概述本集團發展的環境、社會及管治表現。報告中的資料來自集團的官方文件和統計數據，以及根據集團相關制度由集團子公司提供的監測、管理和營運資料整合匯總。報告的最後一章有完整的內容索引，以便讀者快速查閱。

如對本報告或本集團的環境、社會及管治計劃有任何疑問、或意見，請發送電郵至「[karen.chan@sim.com](mailto:karen.chan@sim.com)」。

## COMMUNICATION WITH STAKEHOLDERS

Stakeholders of the Group refer to groups and individuals who have a significant impact on the Group's business or would be affected by the Group's business. Stakeholders of the Group include not only internal staff, management, directors, but also external customers, suppliers, business partners, shareholders, investors, regulators/government authorities, banks and other various types of community groups.

The Group strives to achieve mutual benefit and joint development with its customers, employees, shareholders and other stakeholders. It aims to contribute to society by sharing the fruits of growth. Thus, the engagement of the stakeholders is a crucial component to the Group's business development and fulfilment of corporate social responsibility.

During Year 2017, the Group interacted with stakeholders through a number of channels on both regular and ad hoc basis. The Group also organized Q&A sessions at the 2017 annual general meeting and special general meeting for shareholders to raise questions and concerns. In addition, for the purpose of maintaining two-way communication with shareholders and potential investors, the Group also held, investors' conference in relation to results publications and one-on-one meeting, and responded to email and phone enquiries from shareholders and investors to enable them to stay updated on the Group's latest development and future plans. Apart from keeping contact with customers, the Group regularly visited major customers to gather valuable opinions and suggestions for improvement. Within the organization, the Group has established multiple channels, including hotline, emails, face-to-face interviews, meetings, workshops, opinion box, internal memorandum and corporate events, for employees and management to express their concerns.

The operation of the Group affects our stakeholders who have different expectations of the Group. Looking ahead, the Group will continue to maintain and enhance its communication with stakeholders by collecting a wider range of their opinions through various channels, so as to present the content and information of this report in a manner that better meets their expectations.

## 持份者溝通

本集團的持份者指的是對集團業務有重大影響，或會受集團業務影響的群體和個人。本集團的持份者不僅包括內部的僱員、管理層、董事，還包括外部的客戶、供應商、業務夥伴、股東、投資者、監管機構／政府機構、銀行及其他各類型的社區團體。

本集團致力謀求與客戶、僱員、股東及其他持份者互惠互利及共同發展，務求以集團的發展成果造福社會。因此，持份者的參與為本集團業務發展及履行企業社會責任承諾的重要一環。

於二零一七年，集團透過多個不同渠道與持份者定期和不定期進行互動。年內，集團在二零一七年股東週年大會及股東特別大會上提供答問環節，讓股東就其關注事項作出提問。此外，本集團透過舉辦有關業績發佈之投資者會議、一對一會議，以及回應股東和投資者的電郵及電話查詢等方式，保持與股東、潛在投資者的雙向溝通，讓股東及投資者能了解集團最新發展及未來方向。除了日常與客戶保持聯絡外，集團定期拜訪重要客戶，他們對本集團業務提供寶貴及改善方案。在公司內部，僱員及管理層透過電話熱線、電郵、面談、會議、工作坊、意見箱、內部通告及公司活動等方式表達彼等的關注事宜。

本集團的業務影響不同持份者，而持份者對集團也有不同期望。未來，本集團將持續並擴大與持份者的溝通，透過不同形式更廣泛地收集持份者的意見，以更符合持份者期望的方式，界定報告的內容及資訊的呈現。

## ENVIRONMENT

### Emissions

The Group is aware of the climate changes and deterioration of environment due to greenhouse gases. As a global citizen, the Group is committed to take up its corporate responsibilities in response to international standards such as the United Nations Framework Convention on Climate Change and the Kyoto Protocol.

The Group supports energy saving and carbon reduction with actions and applies environmental friendly measures on its own initiatives. This may be just small changes in life, but in time, it will bring big results to the Earth.

In view of the global trend of emission reduction, the Group has established an environmental management policy, including the “Management Manual” that is in compliance with ISO9001 and ISO14001, as well as a set of procedures and management measures to monitor the environmental impact of the Group’s activities.

The principal activities of the factories of the Group involves manufacturing of wireless communication terminal products (mobile phones, IOT terminals and wireless communication modules), which results in emissions primarily comprise waste gas and wastewater. In compliance with the “Law of the People’s Republic of China (“PRC”) on the Prevention and Control of Atmospheric Pollution”, “Law of the PRC on the Prevention and Control of Water Pollution” and other laws and regulations, the Group carries out assessment on the sources of emissions from and collects emissions from soldering operations and sewage effluent.

In respect of gas emissions, the Group has installed ventilation system over its production lines and has organized a specialised team to monitor the gas exhaustion ports. It also carries out regular inspection and maintenance of the gas exhaustion pipes. Emissions of nitrogen oxides in Year 2017 decreased significantly compared to Year 2016, while emissions of particular matter and carbon dioxide equivalent remained at the same level as Year 2016.

## 環境

### 排放物

本集團深知地球的氣候與環境，因遭受溫室氣體的影響正逐漸惡化。本集團作為地球公民的一份子，為響應聯合國氣候變化綱要公約與京都議定書的國際規範，及善盡企業責任。

本集團以實際行動支持節能減碳活動，自發性實踐愛護地球的承諾。雖然這只是每個人生活中的小改變，但在長久持續地努力下，所累積出來的能量一定會維持地球的生命力。

面對全球減排的大趨勢，本集團已制訂環境管理政策，包括符合 ISO9001 和 ISO14001 要求的《管理手冊》，以及一系列程序文件和管理文件，以監控集團運行時對環境的影響。

本集團工廠的主要業務是生產無線通訊終端產品（手機、物聯網終端及無線通訊模塊），工廠主要的排放物是廢氣及污水。因此，本集團就工廠排放物的來源焊錫排放、生活污水排放遵守相關法律法規，包括《中華人民共和國「中國」大氣污染防治法》、《中國水污染防治法》等相關法律法規，做好評估並按照執行。

就廢氣排放方面，集團適時開啟生產線上的抽氣裝置，並組織有資質的單位對工業廢氣排放口進行監察，及對排氣管定期進行巡檢和維護。二零一七年氮氧化物排放量比二零一六年大幅減少，而顆粒物和二氧化碳當量的排放量得以維持與二零一六年相約水平。

The Group also has stringent requirements and rules for the disposal of hazardous and non-hazardous wastes, which stipulate that it may only enter into agreements on waste disposal with companies that meet its standards, and collect the company's business license, the Shanghai Dangerous Materials Business License, Road Transportation License of the People's Republic of China etc. Due to the strict compliance with the regulations of the Group in Year 2017, the emissions of hazardous wastes were maintained at similar levels as Year 2016. As the Group attaches great importance to policy on pollution, emission and wastage reduction, it signed certain relevant undertakings with the suppliers. The suppliers also actively cooperate in minimizing packaging of components and parts, which eliminates unnecessary plastic packaging. The Group also requests the suppliers to recycle and reuse certain materials on packaging. In the Year 2017, the Group strictly complied with the regulations, the amount of waste plastic waste was further reduced compared to Year 2016, while the amount of discarded waste paperboard remained at a similar level.

In Year 2017, the Group was not aware of any incidents of non-compliance with laws and regulations that have a significant impact on the Group relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.

Total greenhouse gas emissions of the Group :

在有害及無害廢棄物清運方面，本集團也有嚴格的要求和規定。只與能符合集團要求的公司簽定廢棄物清運合同，並收集該公司的營業執照、上海市危險物經營許可證、中華人民共和國道路運輸經營許可證等。由於二零一七年本集團嚴格遵守規定，有害廢氣物的排放量得以維持與二零一六年相約水平。因本集團積極推行減污、減排、減少廢氣物政策，與供應商也簽定相應承諾。在一些零配件輔料的外包裝上供應商也積極配合，減少了不必要的廢塑料包裝，部分還請供應商回收重複利用。二零一七年本集團嚴格遵守規定，廢塑膠的廢棄量比二零一六年進一步減少，而廢紙板廢棄量則維持相約水平。

於二零一七年，據本集團所知，概無任何有關空氣和溫室氣體排放、向水和土地排污以及產生有害和無害廢棄物，且對本集團有重大影響的違反法律法規事件。

集團溫室氣體總排放量：

| Major gas emissions of the Group<br>集團主要氣體排放 | Unit<br>單位  | Amount for 2017<br>二零一七年數量 | Amount for 2016<br>二零一六年數量 |
|--|-------------|----------------------------|----------------------------|
| Nitrogen oxides<br>氮氧化物                      | Tonne<br>公噸 | 1.3                        | 1.8                        |
| Particulate matter (PM10)<br>顆粒物 (PM10)      | Tonne<br>公噸 | 0.0000291                  | 0.0000288                  |
| Carbon dioxide equivalent<br>二氧化碳當量          | Tonne<br>公噸 | 10,759.9                   | 10,327.0                   |

Total hazardous and non-hazardous wastes of the Group :

集團有害及無害廢棄物總量：

| Hazard level<br>危害程度 | Type<br>類型  | Unit<br>單位 | Amount for 2017<br>二零一七年數量 | Amount for 2016<br>二零一六年數量 |
|----------------------|---|------------|----------------------------|----------------------------|
| Hazardous<br>有害      | 900-041-49 (waste packaging and containers of hazardous wastes) | Tonne      | 0.9                        | 0.9                        |
|                      | 900-041-49 (危險廢物的廢棄包裝物、容器等等)                                    | 公噸         |                            |                            |
|                      | 900-299-12 (waste ink)  | Tonne      | 1.0                        | 1.0                        |
|                      | 900-299-12 (廢油墨等等)  | 公噸         |                            |                            |
| Non-hazardous<br>無害  | Waste cardboards  | Tonne      | 1.2                        | 1.1                        |
|                      | 廢紙板   | 公噸         |                            |                            |
|                      | Waste plastics  | Tonne      | 0.3                        | 0.4                        |
|                      | 廢塑膠   | 公噸         |                            |                            |

## Use of resources

The Group is of the view that efficient use of resources plays an important role in sustainable development. Thus, improving the efficiency of resources utilization not only enhances environmental performance, but also lowers cost and optimizes operational efficiency in the long run.

The Group has strengthened internal efforts on the promotion and control measures of water and energy conservation. For example, it has achieved remarkable results in reducing electricity consumption of air conditioners in winters with the use of residual heat of patch production lines, while adopting cold-water air-conditioning and energy saving lighting systems in summers.

Due to production needs, the total energy consumption of the Group in Year 2017 increased from that of 2016. Through effective use of electricity as mentioned above, the increase in total energy consumption in Year 2017 is minimal.

## 資源使用

本集團認為，有效使用資源是可持續發展重點之一，改善營運的資源使用效益不僅提升環保效果，長遠而言亦減低成本及改善營運效率。

在內部，本集團加強了節水及節電的宣傳和管控措施，例如利用貼片線的爐溫餘熱改善冬天的空調用電，效果明顯；另外，夏天則用冷水空調及節能照明等。

基於生產所需，本集團於二零一七年耗用的能源總額較二零一六年有所增加。由於已如上文所述有效使用電力，於二零一七年耗用的能源總額增幅極低。

With solar power facilities built on the rooftop, the Group's property development project in Taizhou became an exemplary model of environmental protection and energy conservation for the local community. Furthermore, the Group maintains strict compliance with the "Directive on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment" ("ROHS") and "Registration, Evaluation, Authorisation and Restriction of Chemicals" ("REACH") in product design and manufacturing, so that its products are of environmental quality standards for export to the European Union.

The Group consumes water that is supplied by the municipal tap water company and did not encounter any issues in sourcing water that was fit for purpose. The main water efficiency initiatives of the Group are as follows:

1. carries out promotion and education on water conservation, advocates the importance of water conservation to its employees and therefore raising their sense of responsibility on water conservation. The Group also encourages employees to actively reduce water consumption and develop it as a habit;
2. puts great efforts to promote the use of water saving cleaning tools to reduce water wastage and consumption;
3. establishes regular inspection system with designated personnel to perform inspection and record-keeping on the water supply facilities of the Company to ensure normal consumption of water. In case of any water leakage problems identified, the Group will promptly rectify such problems identified to prevent further water leakage.

本集團在泰州的房地產項目中，在樓頂建立太陽能發電站，此舉為當地樹立環保節能型小區的典範。另外，本集團在產品的設計和製造過程中要求嚴格遵守《關於限制在電子電器設備中使用某些有害成分的指令》（「ROHS」）和《化學品的註冊、評估、授權和限制》（「REACH」）的要求，讓產品符合出口歐盟的環境質量要求。

集團用水均由市政自來水公司提供，在水源上沒有遇到任何問題。集團在節水方面主要採取以下措施：

1. 做好節能節水宣傳教育工作，讓集團每一位員工充分認識節水的重要性，增強責任感，廣泛鼓勵每一位員工積極自覺的做到節水，養成日常工作的一種行為習慣；
2. 在集團裡大力推廣使用節水型衛生潔具，減少浪費，節約用水；
3. 形成定期檢查制度，明確專人負責對公司內供水設施進行巡視檢查與記錄，保證公司正常用水，對發現的問題及時採取解決措施，嚴禁漏水現象發生。

Although the Group has policies on the efficient use of water, the total water consumption in Year 2017 increased from that of 2016, which is attributable to the construction and renovation of new plant in Qingpu Factory in the Year 2017 and the increase in production of the Group. However, with the completion of the new factory, the total water consumption will reduce to usual level.

As for the consumption of packaging material, the recyclable packaging containers and packaging component materials of all the Group's finished products have identification marks and their labels, which meet the requirements of "GB/T 18455-2010 Packaging Recycling Marks".

Energy consumption of the Group :

儘管本集團已制定有效用水的政策，二零一七年的耗水總額仍較二零一六年有所增加，原因是於二零一七年興建和裝修位於青浦工廠的新廠房和本集團提高產量。但隨著新廠房的落成，總耗水量將會回落至正常水平。

於包裝材料的消耗方面，本集團所有成品的可回收利用的包裝容器和包裝組分的材料均有識別標誌及其標示，符合《GB/T18455-2010包裝回收標誌》的要求。

以下是本集團的能源消耗情況：

|  | Unit<br>單位                                     | Amount for 2017<br>二零一七年數量 | Amount for 2016<br>二零一六年數量 |
|--|--|----------------------------|----------------------------|
| Total energy consumption<br>總能源消耗  | GJ<br>千兆焦耳                                     | <b>1,210,723</b>           | 1,162,591                  |
| — Electricity<br>— 電力  | GJ<br>千兆焦耳                                     | <b>43,127</b>              | 41,674                     |
| — Other fuels (gas and diesel)<br>— 其他燃料 (煤氣及柴油)                                     | GJ<br>千兆焦耳                                     | <b>1,167,595</b>           | 1,120,917                  |
| Total energy consumption per full-time employee<br>每名全職僱員平均總能源消耗                     | GJ/full-time employee<br>千兆焦耳／全職僱員             | <b>500</b>                 | 486                        |
| Total energy consumption per square ft.<br>每平方呎總能源消耗                                 | GJ/sq. ft.<br>千兆焦耳／平方呎                         | <b>62</b>                  | 60                         |
| Total water consumption<br>總耗水量  | '000m <sup>3</sup><br>千立方米                     | <b>175</b>                 | 153                        |
| Total water consumption per full-time employee<br>每名全職僱員總耗水量                         | m <sup>3</sup> /full-time employee<br>立方米／全職僱員 | <b>72</b>                  | 64                         |
| Total amount of packaging materials used<br>in handset products<br>手機製成品所用包裝材料的總量    | Tonne<br>公噸                                    | <b>47</b>                  | N/A                        |
| Total amount of packaging materials<br>used per handset product<br>每單位手機製成品所用包裝材料的總量 | Tonne/handset product<br>公噸／手機製成品              | <b>0.000193</b>            | N/A                        |

## The environment and natural resources

The factories of the Group are primarily engaged in manufacturing of wireless communication terminal products (including handsets, IOT terminals and wireless communication modules), in which noise pollution and chemical leakage may arise during the production process. To reduce the impact of noise pollution and to aim at complying with the noise emission standards of the industry, the Group educates employees on the prevention of diseases caused by noise pollution, supervises employees to equip with the necessary ear plugs, earmuffs, cotton balls and other protective equipment at work. At the same time, the noise pollution level at workplace is monitored on a regular basis. In respect of the management of possible chemical leakage arising from the production process, the Group has implemented a series of inspection measures, including the regular inspection of chemical leakage and signs of ground hardening. In case of discovering any chemical leakage, the Group will follow the “Chemical or Oil Leakage Emergency Plan” for immediate rectification. In addition, there are related guidelines on the collection, storage and transport of hazardous waste. Chemical waste disposal is also inspected regularly. In Year 2017, the Group did not identify any incidents on chemical leakage.

In order to minimize the environmental impact of its business activities, the Group has a number of procedures in place, namely the “SC22-QP5.04 Procedures for Identification, Evaluation and Control of Environmental Factors” and “SC22-QP5.06 Procedures for Identification, Evaluation and Control of Laws and Regulations and Other Requirements”, so as to ensure the effective implementation of the environmental protection system.

The Group has also established the “SC22-QP8.10 Monitoring, Measurement and Control Procedures for Environment and Occupational Health and Safety” to closely monitor and assess the environmental impact of its business activities, so as to facilitate timely identification, monitoring and management of material environmental issues. The green products developed by the Group are eco-friendly and in compliance with the requirements under the “SC22-042 Restricted Substances Management Regulation”. To reduce the impact on the environment and natural resources, all of the production processes of the Group are in compliance with the ROHS green standards, including the utilisation of materials that are of ROHS green standards in the process of mounting with the surface mount technology, the testing of printed circuit board assembly and the assembling and packaging process.

## 環境及天然資源

本集團工廠主要是負責生產無線通訊終端產品（包括手機、物聯網終端及無線通訊模塊），其生產過程會釋放出某程度的噪音及有機會引致化學品的泄漏。就降低噪音的影響，集團以符合工業企業廠界的噪音標準為目標，對職工進行預防噪音病的教育，要求並監督職工於工作時配備必要的耳塞、耳罩、棉球等個人防護用品。同時，集團亦定期監測作業場所的噪音。在化學品泄漏管理方面，集團也制訂了一系列的管理措施，包括隨時檢查是否有化學品泄漏及地面是否有硬化的跡象，一旦發現有化學品泄漏的情況發生，集團將按照其《化學品或油泄漏應急計劃》予以及時糾正。另外，集團亦有就收集、貯存、轉移危險廢物作出相關指引，並及時定期檢查廢棄化學品的處置情況。於二零一七年內，集團並無發現有任何化學品泄漏的相關事宜。

同時，本集團亦制定了程序文件《SC22-QP5.04 環境因素識別和評價控制程序》，《SC22-QP5.06 法律法規和其他要求識別和評價控制程序》，對本集團運營的環境影響加以控制，並保證這個環境保護體系的運作。

本集團制定了《SC22-QP8.10 環境和職業健康安全監視和測量控制程序》，密切留意及評估業務對環境的影響，以確保及時識別、監控及管理重要的環境事項。集團研發生態環境保護的綠色產品，符合《SC22-042 有害物質限用管理標準 Restricted Substances Management Regulation》要求。集團在所有的生產過程中均滿足 ROHS 綠色要求，包括在以表面貼裝技術貼片、印刷電路板組件測試及整機組裝過程中及在包裝過程中所用的物料均符合 ROHS 綠色要求，以降低對環境及天然資源的影響。

## SOCIAL

### Employment

The Group regards its employees as the greatest asset. Thus, it fully respects and protects their legitimate rights by establishing relevant rules and systems. The Group issues the “Staff Manual” to employees at the orientation to ensure they are fully aware of their rights and duties.

The Group treats all employees equally and provides them with opportunities to develop their talents. In recruiting new staff, the Group comprehensively analyses and gives fair consideration on each applicant’s knowledge, abilities, experience, integrity, health conditions and suitability to the position. In connection to remuneration and promotion, the Group takes into account the abilities, efficiency, development of abilities and knowledge as well as future development potential of each employee based on his/her performance evaluation, thereby offering employees the appropriate remuneration and development. The Group is of the view that diversity in terms of culture, backgrounds and experience will bring vitality and creativity to corporate development. The Group has implemented related policy on compensation and dismissal, working hours and holidays and anti-discrimination in compliance with the relevant laws of the PRC and Hong Kong as stated in the section of “Labour Standard” in this report, such as providing sufficient notice upon dismissal, providing statutory compensation and holidays. The Group is also against discrimination on the grounds of religion, gender, race or gender. The details of which are set out in the “Staff Manual”. During the reporting period, the Group did not identify any non-compliance relating to employment issues (2016: none).

## 社會

### 僱傭

本集團視員工為企業的最重要的資源，因此在集團相應的規章制度中，充分尊重和保障員工的各項合法權益。集團在員工入職時就會給員工發放《員工手冊》，並讓員工通過《員工手冊》充分了解自己的權益與責任。

集團公平對待每一位員工，並給予員工足夠的發揮和發展空間。在招聘方面，集團會綜合分析並公平考量每一位候選人的學識、能力、經驗、品格、身體狀況，以及和崗位的匹配度。在薪酬與晉升方面，集團會根據績效考評，綜合考量每一位員工的能力、效率、能力與知識的提升、未來發展潛力判斷，以提供員工合適的報酬和發展空間。集團相信，不同文化，不同背景和經驗，會給公司的發展帶來活力和創造力。本集團已按照本報告「勞工準則」部分所述，遵循中國及香港之相關法律，依法實行有關補償和解僱，工作時間，假期及反歧視的相關制度，例如在解僱時提供充分的通知，提供法定賠償和假期。集團還反對基於宗教，性別，種族或性別的歧視。這些在《員工手冊》中都有詳細而清晰的說明。在本報告期內，集團並無發現與僱傭相關的違規個案（二零一六年：無）。

In Year 2017, the Group was not aware of any incidents of non-compliance with laws and regulations that have a significant impact on the Group relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare.

於二零一七年，據本集團所知，概無任何有關賠償和解僱、招聘和晉升、工時、休息時間、平等機會、多元化、反歧視以及其他利益和福利，且對本集團有重大影響的違反法律法規事件。

Number and proportion of employees by gender and age groups as at 31 December 2017:

於二零一七年十二月三十一日止按性別及年齡組別劃分的員工人數和比例：

| Age group<br>年齡組別 |         | Number<br>of female<br>employees<br>女性員工<br>員工人數 | Percentage<br>(%)<br>百分比<br>(%) | Number<br>of male<br>employees<br>男性員工<br>員工人數 | Percentage<br>(%)<br>百分比<br>(%) |
|-------------------|---------|--|---------------------------------|--|---------------------------------|
|                   |         |  |                                 |  |                                 |
| Under 30          | 30歲以下   | 404  | 41.4                            | 741  | 47.3                            |
| 30-50             | 30-50歲  | 556  | 57.0                            | 802  | 51.3                            |
| Above 50          | 超過50歲   | 15   | 1.6                             | 22   | 1.4                             |
| Total number      | 總人數     | 975  | 100.0                           | 1,565  | 100.0                           |
| Percentage (%)    | 百分比 (%) | 38.4   | -                               | 61.6   | -                               |

Number and proportion of new employees by gender and age groups during 2017:

於二零一七年按性別及年齡組別劃分的新員工人數和比例：

| Age group<br>年齡組別 |        | Female employees<br>女性員工            |                                |                              | Male employees<br>男性員工              |                                |                              |
|-------------------|--------|-------------------------------------|--------------------------------|------------------------------|-------------------------------------|--------------------------------|------------------------------|
|                   |        | Number of<br>new employees<br>新員工人數 | Number of<br>employees<br>員工人數 | Percentage<br>(%)<br>百分比 (%) | Number of<br>new employees<br>新員工人數 | Number of<br>employees<br>員工人數 | Percentage<br>(%)<br>百分比 (%) |
| Under 30          | 30歲以下  | 62                                  | 404                            | 15.3                         | 192                                 | 741                            | 25.9                         |
| 30-50             | 30-50歲 | 27                                  | 556                            | 4.9                          | 71                                  | 802                            | 8.9                          |
| Above 50          | 超過50歲  | 0                                   | 15                             | 0                            | 0                                   | 22                             | 0                            |
| Total number      | 總人數    | 89                                  | 975                            | 9.1                          | 263                                 | 1,565                          | 16.8                         |

Employee turnover by gender and age groups during 2017:

於二零一七年按性別及年齡組別劃分的員工流失率：

| Age group<br>年齡組別 |        | Female employees<br>女性員工    |                             |                           | Male employees<br>男性員工      |                             |                           |
|-------------------|--------|-----------------------------|-----------------------------|---------------------------|-----------------------------|-----------------------------|---------------------------|
|                   |        | Employee turnover<br>流失員工人數 | Number of employees<br>員工人數 | Percentage (%)<br>百分比 (%) | Employee turnover<br>流失員工人數 | Number of employees<br>員工人數 | Percentage (%)<br>百分比 (%) |
| Under 30          | 30歲以下  | 49                          | 404                         | 12.1                      | 89                          | 741                         | 12.0                      |
| 30-50             | 30-50歲 | 44                          | 556                         | 7.9                       | 88                          | 802                         | 11.0                      |
| Above 50          | 超過50歲  | 2                           | 15                          | 13.3                      | 0                           | 22                          | 0                         |
| Total number      | 總人數    | 95                          | 975                         | 9.7                       | 177                         | 1,565                       | 11.3                      |

## Health and safety

In product design and manufacturing, the Group attaches great significance to the impact on product quality and safety, environmental protection, energy conservation, comprehensive utilization of resources and public health. It adopts green management system to ensure safe workplace for staff and protects them from occupational hazards. The Group has also established robust monitoring and assessment procedures in relation to environmental protection and occupational safety and health.

The Group acts in a socially responsible manner and takes responsibility of staff's health and safety. It maintains strict compliance with laws and regulations while adopting a "green" management approach. It also diligently implements the ISO9001:2008 quality management standards, ISO14001:2004 environmental management standards, OHSAS18001:2007 occupational health and safety management standards and ROHS directive. The Group adopts the green management structure in various business aspects, including research and development, resources development, standardization of materials, supplier management, product development and quality management, and establishes green indicators to enhance the safety, environmental friendliness and energy saving performance on its products, services and operations, as well as to facilitate effective utilization of resources.

## 健康與安全

本集團在設計生產中，重視產品質量及安全、環保、節能、資源綜合利用及公共衛生等方面的影響，在管理中，採用了綠色管理體系，以確保員工享有安全的工作環境，並保障僱員避免職業性危害。本集團制定了嚴格的環境和職業健康安全監視和測量控制程序。

集團本著對社會負責，對員工的健康與安全負責的態度，嚴格遵守各項法律法規，堅持「綠色」管理方針，認真貫徹實施ISO9001:2008質量管理體系、ISO14001:2004環境管理體系、OHSAS18001:2007職業健康安全管理體系及執行ROHS指令。管理中採用綠色管理架構體系，將研發、資源開發、物料標準化、供應商管理、產品開發、質量管理等等都納入綠色管理體系，並分別設置了不同的綠色指標，促進產品、服務和運營的安全、環保、節能，促進資源的綜合有效利用。

The Group strictly follows and implements the requirements and standards of various laws and regulations of the European Union such as ROHS and REACH. It has also set up the internal management standards in compliance with the national limits on toxic and hazardous substances in electronic information products in the PRC. In addition, it introduces a comprehensive assessment procedures for new materials that takes into account the environmental requirements, price and quality. The Group estimates the feasibility of design using green materials when sample raw materials are delivered and attaches importance to specification of restricted materials in design, research and development, so as to avoid the use of restricted materials.

The Group has stringent requirements in place for selecting and assessing qualified green suppliers. With its environmental and hazardous materials management system for suppliers, the Group follows specific inspection and evaluation procedures, and requires suppliers to furnish green compliance and inspection reports and summaries on data of hazardous substances. In order to ensure all supplies are in compliance with the requirements of the use of restricted materials, suppliers are required to enter into the "Undertaking of Green Suppliers" with the Group.

In Year 2017, the Group did not identify any work-related fatalities and loss of earning capacity due to work injuries (2016: none).

In Year 2017, the Group was not aware of any incidents of non-compliance with laws and regulations that have a significant impact on the Group relating to provision of a safe working environment and protecting employees from occupational hazards.

集團嚴格遵守歐盟各項法律法規的各項規定，如 ROHS 及 REACH，並嚴格按其標準實施，同時根據國家對電子信息產品中有毒有害物質的限量要求制定了公司的管理標準，建立完善的新材料評估流程，涵蓋環境要求、價格及品質等方面，在原材料送樣階段評估綠色原材料設計的可行性，設計與開發時需注意限用物質的具體要求，避免使用含有限用物質的材料。

集團在選擇及評估合格的綠色供應商同樣有嚴格要求。集團建有對供應商的環境及有害物質的管理體系，執行專門的檢查評估流程，要求其提供綠色符合性檢測報告、有害物質數據匯總表，簽訂《綠色供應商承諾書》，確保所供物料必須符合限用物質的要求。

於二零一七年，集團並無發現因工作關係而死亡及因工傷而損失工作能力的個案（二零一六年：無）。

於二零一七年，據本集團所知，概無任何有關提供安全工作環境和保護僱員免受職業病危害，且對本集團有重大影響的違反法律法規事件。

## Development and training

The Group advocates the corporate culture of “attracting talents with success and pursuing success with talents”, which promotes staff enhancement driven by business growth while supporting corporate development with staff enrichment. The Group has a comprehensive training system in place that establishes a network-based career path for employees. It also creates ample learning opportunities and a knowledge sharing environment through a series of measures, including position and ability management, skills enhancement programme, various training opportunities, online learning programme for staff, internal promotion system, key employees development programme, succession plans for key positions and leadership development programme. Such comprehensive training system allows employees to sharpen their skill sets on all fronts and grasp individual development opportunities in pursuit of corporate development.

The human resources department keeps a personnel file for each employee since interview. Meanwhile, the Group's internal human resources consultants carry out career planning through communication with staff. Depending on the development needs of different departments and businesses, career plans of the employees are subject to changes from time to time. In terms of staff education and training, on one hand, the Group offers generic courses and trainings based on the operational needs and job requirements; on the other hand, it customises employees' career planning by offering focused courses and trainings.

The Group provides company-level and departmental-level courses and trainings to its employees. In addition, it arranges external courses and trainings largely based on the stages of staff development of the employees. Junior staff and technical management personnel are offered with various trainings on technology and skills which primarily address the operational needs and project requirements of the Company. In most cases, employees are able to tackle actual problems at work after they have completed the trainings. Hence such trainings enable employees to achieve growth and enhance skills as well as resolving work problems. For managerial positions, trainings are offered on company-level in general, where staff members are equipped with management skills required for their positions through trainings that address specific issues at work.

## 發展及培訓

本集團倡導「以事業凝聚人才，以人才成就事業」的企業文化，在企業成長中帶動員工成長，以員工成長促進企業成長。集團培訓制度較為完善，為員工構造了網狀職業發展路線，並通過職位能力管理、員工技能提升計劃、各種培訓機會、員工在線學習、內部流動制度、骨幹員工發展計劃、關鍵崗位繼任計劃、領導力發展計劃，為員工提供豐富的學習機會和良好的知識共享氛圍，員工有機會通過多種途徑得到全方位的能力提升，在推動公司發展的過程中獲得更多的個人發展機會。

員工從面試入職開始，人力資源部就幫助其建立了員工檔案，同時集團內部的人事顧問通過與員工的溝通，建立員工職業生涯規劃。通過部門業務的發展需要，該規劃可能會有不定期的調整。而員工的教育與培訓，一方面是通用性的學習與培訓，是根據業務需求和崗位需求來進行的，另一方面則是根據員工個性化的職業生涯規劃，有針對性的讓其參加相關學習和培訓。

員工教育與培訓，分為公司級及部門級，另外還有外部學習和培訓，基本根據員工成長時間規律來規劃。對於基層普通員工和技術性管理崗位，會有為數眾多的技術技能學習和培訓，主要是針對公司業務和項目的需要來進行，通常在部門這一級完成。學習和培訓後，基本上能夠馬上解決實際問題，使員工在獲得成長、提升技能的同時，也解決了公司的工作需要。對於管理性崗位，則主要在公司層面進行教育和培訓。針對管理崗位應該具備的管理技能，以及實際工作中出現的問題，有針對性的安排培訓。

Apart from internal trainings, the Company also invites external trainers to conduct trainings and arranges out-of-office trainings. The multidimensional, multi-perspectives and multi-tiered training system allows staff members to attain their goals in relation to operational needs, career development and skills enhancement.

除了公司的內部培訓外，公司也通過外請老師到公司培訓，以及走出去，用外部師資力量來滿足公司的培訓需求。多維度、多角度及多層次的培訓系統，令員工在公司實現工作需要和職業發展、技能提高相關的學習目標。

Number and proportion of trained employees by gender and employee category during 2017:

於二零一七年按性別及員工類別劃分的受培訓員工的人數及比例：

| Employee category<br>員工級別 |      | Female employees<br>女性員工                     |                                |                              | Male employees<br>男性員工                       |                                |                              |
|---------------------------|------|--|--------------------------------|------------------------------|--|--------------------------------|------------------------------|
|                           |      | Number<br>of trained<br>employees<br>受培訓員工人數 | Number of<br>employees<br>員工人數 | Percentage<br>(%)<br>百分比 (%) | Number<br>of trained<br>employees<br>受培訓員工人數 | Number of<br>employees<br>員工人數 | Percentage<br>(%)<br>百分比 (%) |
|                           |      |  |                                |                              |  |                                |                              |
|                           |      |  |                                |                              |  |                                |                              |
| Management                | 管理層  | 1  | 1                              | 100                          | 2  | 2                              | 100                          |
| Manager                   | 經理人員 | 62   | 62                             | 100                          | 149  | 149                            | 100                          |
| General staff             | 一般員工 | 912  | 912                            | 100                          | 1,414  | 1,414                          | 100                          |
| Total number              | 總人數  | 975  | 975                            | 100                          | 1,565  | 1,565                          | 100                          |

Average training hours by gender and employee category during 2017:

於二零一七年按性別及員工類別劃分的員工平均培訓時數：

| Employee category<br>員工級別 |      | Female employees<br>女性員工       |                                     | Male employees<br>男性員工         |                                     |
|---------------------------|------|--------------------------------|-------------------------------------|--------------------------------|-------------------------------------|
|                           |      | Number of<br>employees<br>培訓人數 | Average<br>training hours<br>平均培訓時數 | Number of<br>employees<br>培訓人數 | Average<br>training hours<br>平均培訓時數 |
|                           |      |                                |                                     |                                |                                     |
|                           |      |                                |                                     |                                |                                     |
| Management                | 管理層  | 1                              | 8                                   | 2                              | 12                                  |
| Manager                   | 經理人員 | 62                             | 32                                  | 149                            | 32                                  |
| General staff             | 一般員工 | 912                            | 72                                  | 1,414                          | 72                                  |
| Total number              | 總人數  | 975                            | 69                                  | 1,565                          | 68                                  |

## Labour standards

The Group is committed to take up social responsibilities. It complies with and incorporates relevant laws and regulations in the rules and codes of the Group. Apart from the “Staff Manual”, the procedures of the Group also stipulate specific requirements on prevention of child labour and forced labour. To prevent child labour, the Group has clearly specified that all employees must be 18 years old or above in its recruitment and employment management system. In order to protect employees’ entitlement on rest hours and holidays, it has expressly stipulated relevant provisions relating to working hours, rest hours and holidays, labour protection and working conditions in the employment contracts and attendance system. The Group currently implements five-day work scheme with 8 working hours a day, and prohibits forced labour and forced overtime work.

The Group follows the relevant employment regulations, policies and guidelines of the jurisdictions in which it operates, including the “Employment Ordinance”, “Employees’ Compensation Ordinance” and “Occupational Safety and Health Ordinance” in Hong Kong and the “Labour Law of the PRC”, “Labour Contract Law of the PRC” and “Law on the Protection of Persons with Disabilities of the PRC” in the PRC, to protect the human rights of the employees and prevent child labour and forced labour.

In Year 2017, the Group was not aware of any incidents of non-compliance with laws and regulations that have a significant impact on the Group relating to preventing child and forced labour.

## 勞工準則

本集團致力於承擔社會責任，遵守各項法律法規，並體現在集團的規章制度中。除了在《員工手冊》中有申明外，本集團的程序文件中也有關於防止童工及強制勞工的特別說明。本集團在招聘入職管理制度中明確規定錄用人員須年滿十八周歲，杜絕僱用童工的行為。為保障員工休息及休假的權利，集團在勞動合同和考勤制度中對工作時間、休息及休假、勞動保護和工作條件都訂下了相關的條文。集團現行一周五天、每天八小時工作制度，並不容許強迫勞動、強制加班情況的發生。

本集團遵守業務所在相關司法權區的僱傭法規及相關政策指引，包括在香港地區的《僱傭條例》、《僱傭補償條例》和《職業安全及健康條例》等；及在中國地區的《中國勞動法》、《中國勞動合同法》及《中國殘疾人保障法》等，從而確保僱員享有人權，有效防止童工或強制勞工現象。

於二零一七年，據本集團所知，概無任何有關防止聘用童工和強迫勞工，且對本集團有重大影響的違反法律法規事件。

## OPERATING PRACTICES

### Supply chain management

The Group requires upstream suppliers to follow its policies on environmental protection and sustainable development. To uphold the Group's reputation, suppliers are requested to give undertakings regarding environmental protection requirements as well as health, safety and social responsibility standards.

In order to ensure the implementation of environmental protection, health and safety measures, the Group has established the "Supplier Evaluation and Control Procedure", "Procurement Control Procedure" and "New Materials Introduction Procedure" and requires the suppliers to formulate the relevant policies accordingly. Pursuant to the procedures, the Group will inspect and evaluate each of the suppliers to monitor and ensure their compliance with the relevant standards, laws and regulations. In case where suppliers are in breach of such regulations or standards, they will be removed from the suppliers list of the Group unless they rectify the breaches within a prescribed time limit.

Number of suppliers of the Group by geographical location:

#### Location of suppliers

##### 供應商地區

|                 |      |
|-----------------|------|
| PRC             | 中國內地 |
| Hong Kong       | 香港   |
| Taiwan          | 台灣   |
| Other countries | 其他國家 |

## 營運常規

### 供應鏈管理

本集團要求上遊供應商遵循環境保護和可持續發展政策，要求供應商承諾相關的環境保護要求及健康安全社會責任準則，維護本集團的信譽。

本集團有《供應商評定及監控程序》、《採購控制程序》、《新物料導入程序》等，要求供應商制定相關的政策，保證環境保護健康安全等措施的落實。本集團會按照程序文件的要求檢查評比供應商，監督和確保他們遵守這些標準及法律法規。如有供應商違反規定或標準，並在指出後不在指定時間內改正，將剔除出集團的供應商行列。

本集團的供應商數目按地區劃分如下：

| 2017<br>二零一七年 | 2016<br>二零一六年 |
|---------------|---------------|
| 502           | 245           |
| 87            | 15            |
| 13            | —             |
| 1             | 26            |

## Product responsibility

The Group strives to ensure product safety. The Group's main products and business, namely handsets and IOT terminals business, wireless communication modules business, IOT system and O2O business, as well as the intelligent manufacturing business, also place product safety as its first priority. In the course of production, the Group always adheres to stringent product quality and control standards, so as to maintain product quality and safety as well as compliance with the ISO9001 quality management standards.

The Group has established various control procedures on design, research and development and production processes, as well as for logistic, storage, packaging, protection and delivery. Furthermore, regulations on testing subjects, methods and scope for raw materials, auxiliary materials, packaging materials, semi-finished products and finished products are in place. The Group performs testing and supervision in accordance with international, national and in-house requirements to uphold quality standards of its products. During the reporting period, the Group did not recall any products manufactured and sold due to safety and health reasons (2016: none).

The Group values customers' feedbacks and complaints, which serve as an important reference to improve and enhance product quality and corporate competitiveness. There is also a set of rules and procedures designed for managing customers and product complaints, which are handled by a dedicated department. Customers' feedback in the course of product design, research and development are usually addressed in a timely manner. During the reporting period, the Group did not receive any material complaints regarding product quality and services (2016: none).

## 產品責任

本集團致力於確保產品的安全。本集團的主要產品，包括手機及智能終端業務、無線通訊模塊業務，物聯網系統及運營業務以及智能製造業務，均遵循產品安全第一的原則。在生產過程中，本集團始終堅持嚴格的產品質量控制要求，確保產品質量安全，並符合ISO9001質量管理體系的相關要求。

本集團制定了各項設計開發和生產流程的控制程序，以及對物流、儲存、包裝、防護和交付的控制程序。對產品的原材料、輔料、包裝材料、半成品、成品各種檢驗對象、檢驗方法及內容作出了規定。按照國際、國家及企業的標準執行檢驗監督，確保我們的產品符合質量要求。本報告期內，本集團所生產並已出售的產品並無因安全與健康理由而回收（二零一六年：無）。

本集團重視客戶的反饋和投訴，並視之為改進和提升產品質量和企業競爭力的重要參考因素。集團專門制定了處理客戶和產品投訴的規定和相關程序，並有專門的部門負責。關於產品設計研發過程中的客戶反饋，通常在過程中會及時解決。本報告期內，集團並沒有接獲重大產品質量及服務的投訴（二零一六年：無）。

In relation to observing and protecting intellectual property rights, the Group has assigned dedicated personnel to take charge of the management of intellectual property, and is mainly responsible for maintaining a list of intellectual property, filing and classification of intellectual property based on its actual value-creating potential, materiality to corporate development and maintenance costs. The Group has its own intellectual property data platform, enabling it to closely monitor the latest international and domestic developments so as to avoid waste of resources due to repeated research efforts and prevent infringement of intellectual property rights. The Group recognises the importance of safeguarding the Company's interests by comprehensive utilisation of intellectual property rights. With reference to cost and expected return analysis, the Group applies for registration of intellectual property rights that may have material impact on the Group timely, such as trademarks, patents, copyrights and domains, thereby protecting the Company's interests as far as possible. When cooperating with other entities or individuals, provisions regarding the ownership, scope of authorisation, term, allocation of subsequent research outcomes of the intellectual property involved are set out in detail in the relevant legal documents to be entered into between the Group and other entities or individuals. In practice, the comprehensive utilisation of intellectual property effectively protects the interests of the Company.

The Group has established regulations on product quality assurance and recall procedures. Its inspection department, new product introduction department and manufacturing department also follow rigorous quality assurance procedures to facilitate timely identification of quality issues and hidden risks. These departments will also address those issues promptly, if any, to ensure the product pass rate is in compliance with the contractual requirements.

The Group's policies relating to advertising and labelling matters relating to the Group's products and services are that we always comply with all the laws and regulations, such as "Advertising Law in the PRC", "Law of the People's Republic of China on Protection of Consumer Rights and Interests", to ensure that we do not mislead our customers and provide user manual with clear label on the package so that our customers understand our products.

本集團有專人負責知識產權的管理，列出明細，建立檔案，並對知識產權按其實際可創造價值、對公司發展的重要程度、維護成本等進行分級。本集團有自己的知識產權數據平台，並有及時查閱國內外最新數據信息，避免重複研究造成對集團資本的浪費，也可避免造成對其他知識產權人的侵權。本集團注重綜合運用知識產權保護公司利益，在分析成本與預期收益的基礎上，對於可能對集團產生重大影響的知識產權，如商標權、專利權、著作權、域名等，均在第一時間進行申請，從而最大限度地保護公司利益。在與其他單位或個人合作的過程中，對所涉及的知識產權的權屬、使用範圍、期限、後續研發成果的分配等也會做詳細規定，並簽署相關法律文件。在實際工作中，通過綜合行使知識產權保護，起到了有效保護公司利益的效果。

本集團對於產品的質量保證和回收流程，均有相關規定。本集團的測試部門、新產品導入部和製造部，有嚴苛的質量保證程序，以及時發現質量問題和質量隱患，並及時加以解決，確保產品通過率和合格率符合相關合同要求。

本集團有關本身產品和服務的廣告和標籤政策為我們始終遵守所有法律和法規，例如《中華人民共和國廣告法》，《中華人民共和國消費者權益保護法》，確保我們不會誤導我們的客戶，並為用戶手冊提供明確的標籤包裝上，以便我們的客戶了解我們的產品。

The Group puts great emphasis on information security and confidentiality, especially those related to clients and consumers. The “Staff Manual” has set out strict and clear regulations on confidentiality, intellectual property, business rules, professional ethics of employees, conflict of interests and relevant awards and penalties. In addition, the Group also established the “Information Security and Confidentiality Regulation”, which includes details of related descriptions and requirements of information security and confidentiality so as to ensure compliance with the relevant laws and regulations such as “Several Provisions on Prohibiting Infringements upon Trade Secrets” and “Regulations of the People’s Republic of China for Safety Protection of Computer Information Systems”. All employees have entered into the information security and confidentiality agreement with the Group, under which they are obliged to keep the information of clients and customers private and confidential. Every year, the Group organises a number of trainings on confidentiality, ensuring that every staff member is involved and trained. The information department of the Group attaches value to the security of the information system. Thus, dedicated personnel is assigned for the system’s maintenance to ensure safe and effective operation of the system.

In Year 2017, the Group was not aware of any incidents of non-compliance with laws and regulations that have a significant impact on the Group relating to health and safety, advertising, labelling and privacy matters concerning the Group’s products and services.

## Anti-corruption

The “Business and Ethics Requirements Control Procedure”, “Anti-corruption Operation Control Procedure” and Rule 2.15 of the “Staff Manual” of the Group set out anti-corruption rules and guidelines. The legal affairs department of the Group supervises the implementation of procedures with reference to relevant standards and legal requirements, such as “Interim Provisions on Banning Commercial Bribery” while the human resources and administration department of the Group handles complaints of behaviours that are in breach of the Group’s rules and regulations on anti-corruption, with the aim of stopping unethical behaviour arising from the Company’s operation.

本集團非常重視信息的安全與保密，尤其是與客戶和消費者相關的數據。在《員工手冊》中對於保密、知識產權、商業規範、員工職業道德與利益衝突、相關獎勵懲罰等，都有著嚴格而明確的規定。此外，集團另有《信息安全和保密規定》，對相關內容做了詳細的闡述與要求以確保符合《中華人民共和國計算機信息系統安全保護若干規定》和《中華人民共和國商業秘密條例》等有關法律法規的規定。員工與集團均簽有信息安全與保密協議，對相應的信息和隱私承諾負有保密責任。本集團每年都會進行若干次保密培訓，確保全體員工參加並得到培訓。集團的資訊部門對相關資訊系統的信息安全極其重視，均有專人負責維護，確保系統安全有效地運行。

於二零一七年，據本集團所知，概無任何有關本集團產品和服務的健康和安全、廣告、標籤和私隱事宜，且對本集團有重大影響的違反法律法規事件。

## 反貪污

本集團建立《商業道德規範控制程序》、《廉潔經營控制程序》制度，以及《員工手冊》第2.15條款對反貪污亦有相關規定和指引。法務部根據標準和法規如《關於禁止商業賄賂行為的暫行規定》要求監督程序的執行，人事行政部接受對違反集團制度規定的相關行為的投訴並依據相關的規定進行處理，以制止公司經營中的不道德行為。

The Group sets out detailed regulations and clear requirements on anti-corruption, as well as prevention and inspection of corruption, such as bribery, extortion, fraud and money laundering, in the “Staff Manual”. It also implements the following measures to fight against corruption:

1. enhance promotional efforts to create a suitable environment for efficiency monitoring;
2. improve investigation and adopt active monitoring in replacement of passive monitoring. The Group focuses on monitoring key areas in production and operation, such as major projects, material procurement, waste disposal and written off of bad and doubtful debts, thereby further enhancing efficiency monitoring on specific issues. The Group also actively participates in major management activities so as to gather information for operational and management decision-making and implementation;
3. establish rules and procedures for comprehensive governance, with a view of treating both the symptoms and the root cause instead of just treating the symptoms; and
4. attach importance on rectification, directly identify and close the loopholes in management through investigation and prevention.

During the reporting period, the Group or its employees did not involve in any corruption-related litigation (2016: none).

In Year 2017, the Group was not aware of any incidents of non-compliance with laws and regulations that have a significant impact on the Group relating to bribery, extortion, fraud and money laundering.

本集團在《員工手冊》中對於反貪污，如賄賂、敲詐、詐騙和洗錢的防範措施和檢查方法有詳細規定和明確要求。同時，通過以下手段來做好相關工作：

1. 加強宣傳，為開展效能監察創造良好的環境。
2. 加強調研，把被動監察改為主動監察。對企業生產經營的各個重點環節，如重點工程、物資採購、報廢物資處理、呆壞賬處置等進行重點監察，提高效能監察的針對性。主動參與企業重大管理活動，隨時收集經營管理的決策和實施過程中的信息。
3. 建章立制，綜合治理，把單純治標改為標本兼治。
4. 注重糾正問題，通過查處案件或預防處理，直接發現並改進管理中的漏洞。

本報告期內並無發生任何牽涉本集團或其僱員關於貪污方面的訴訟個案(二零一六年：無)。

於二零一七年度，據本集團所知，概無任何有關賄賂、敲詐、詐騙和洗錢，且對本集團有重大影響的違反法律法規事件。

## Community investment

The Group is keen on participating in social and community activities and strives to be an active member of society. Ms Yeung Man Ying, the Chairman of the Group, has been awarded the highest honour “China Charity Award” from the Ministry of Civil Affairs for consecutive years. Meanwhile, the employees of the Group participated in a wide range of community and charity activities as well. The Group also encourages their employees to participate in community service. For example, visits to fire safety officers and the needy in the communities, participated in garbage classification volunteers, volunteers of bike sharing cycling activity, 2017 Shenyang City Shenhe New District Puhe half marathon and Shanghai City Changning District Cohesive Engineering Society Volunteer Action Day. They also supported various cultural and sports activities in the community.

## 社區投資

本集團積極主動參與社會、社區活動、成為社會大家庭積極的一分子。本集團董事會主席楊文瑛女士連年榮獲國家民政部頒發的最高慈善獎項「中華慈善獎」。本集團員工也積極參與社會公益慈善活動。本集團亦鼓勵員工參與社區服務，如慰問消防支隊官兵，關愛探望社區困難人群，參與垃圾分類志願者，共享單車文明騎行活動志願者，2017瀋陽市瀋北新區浦河半程馬拉松賽，上海市長寧區凝聚力工程學會義工行動日，以及積極參與社區組織的各項文體活動。



Garbage classification volunteers  
垃圾分類志願者



Shanghai City Changning District Cohesive Engineering Society Volunteer Action Day  
上海市長寧區凝聚力工程學會義工行動日



Shanghai City Changning District Cohesive Engineering Society Volunteer Action Day  
上海市長寧區凝聚力工程學會義工行動日

Visiting needy families to show  
care and concern  
關懷慰問困難家庭



2017 Shenyang City Shenhe New District Puhe half marathon  
2017 瀋陽市瀋北新區蒲河半程馬拉松賽

## “ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE” CONTENT INDEX

## 《環境、社會及管治報告指引》內 容索引

| Aspects<br>主要範疇                | Description<br>內容   | Page index<br>頁碼索引 |
|--------------------------------|---|--------------------|
| A1 Emissions<br>A1 排放物         |   |                    |
| General Disclosure<br>一般披露     | Information on:<br>(a) the policies; and<br>(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.<br>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：<br>(a) 政策；及<br>(b) 遵守對發行人有重大影響的相關法律及規例的資料。 | 4                  |
| KPI A1.1<br>關鍵績效指標 A1.1        | The types of emissions and respective emissions data.<br>排放物種類及相關排放數據。  | 4-6                |
| KPI A1.2<br>關鍵績效指標 A1.2        | Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity.<br>溫室氣體總排放量（以噸計算）及（如適用）密度。   | 5                  |
| KPI A1.3<br>關鍵績效指標 A1.3        | Total hazardous waste produced (in tonnes) and, where appropriate, intensity.<br>所產生有害廢棄物總量（以噸計算）及（如適用）密度。  | 6                  |
| KPI A1.4<br>關鍵績效指標 A1.4        | Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity.<br>所產生無害廢棄物總量（以噸計算）及（如適用）密度。  | 6                  |
| KPI A1.5<br>關鍵績效指標 A1.5        | Description of measures to mitigate emissions and results achieved.<br>描述減低排放量的措施及所得成果。   | 4                  |
| KPI A1.6<br>關鍵績效指標 A1.6        | Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.<br>描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。  | 5                  |
| A2 Use of Resources<br>A2 資源使用 |   |                    |
| General Disclosure<br>一般披露     | Policies on the efficient use of resources, including energy, water and other raw materials.<br>有效使用資源（包括能源、水及其他原材料）的政策。  | 6-8                |
| KPI A2.1<br>關鍵績效指標 A2.1        | Direct and/or indirect energy consumption by type in total and intensity.<br>按類型劃分的直接及／或間接能源總耗量及密度。   | 8                  |

| Aspects<br>主要範疇  | Description<br>內容   | Page index<br>頁碼索引 |
|--|---|--------------------|
| KPI A2.2<br>關鍵績效指標 A2.2                                | Water consumption in total and intensity.<br>總耗水量及密度。   | 8                  |
| KPI A2.3<br>關鍵績效指標 A2.3                                | Description of energy use efficiency initiatives and results achieved.<br>描述能源使用效益計劃及所得成果。  | 8                  |
| KPI A2.4<br>關鍵績效指標 A2.4                                | Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.<br>描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。   | 7                  |
| KPI A2.5<br>關鍵績效指標 A2.5                                | Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.<br>製成品所用包裝材料的總量（以噸計算）及（如適用）每生產單位估量。  | 8                  |
| A3 The Environment and Natural Resources<br>A3 環境及天然資源 |   |                    |
| General Disclosure<br>一般披露                             | Policies on minimising the issuer's significant impact on the environment and natural resources.<br>減低發行人對環境及天然資源造成重大影響的政策。   | 9                  |
| KPI A3.1<br>關鍵績效指標 A3.1                                | Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.<br>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。  | 9                  |
| B1 Employment<br>B1 僱傭                                 |   |                    |
| General Disclosure<br>一般披露                             | Information on:<br>(a) the policies; and<br>(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 periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.<br>有關薪酬及解僱、招聘及晉升、工作時數、休假、平等機會、多元化、反歧視以及其他待遇及福利的：<br>(a) 政策；及<br>(b) 遵守對發行人有重大影響的相關法律及規例的資料。 | 10-11              |
| KPI B1.1<br>關鍵績效指標 B1.1                                | Total workforce by gender and age group.<br>按性別及年齡組別的僱員總數。  | 11                 |
| KPI B1.2<br>關鍵績效指標 B1.2                                | Employee turnover rate by gender and age group.<br>按性別及年齡組別的僱員流失比率。   | 12                 |

| Aspects<br>主要範疇                         | Description<br>內容  | Page index<br>頁碼索引 |
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| B2 Health and Safety<br>B2 健康與安全        |  |                    |
| General Disclosure<br><br>一般披露          | Information on:<br>(a) the policies; and<br>(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.<br>有關提供安全工作環境及保障僱員避免職業性危害的：<br>(a) 政策；及<br>(b) 遵守對發行人有重大影響的相關法律及規例的資料。 | 12-13              |
| KPI B2.1<br>關鍵績效指標 B2.1                 | Number and rate of work-related fatalities.<br>因工作關係而死亡的人數及比率。   | 13                 |
| KPI B2.2<br>關鍵績效指標 B2.2                 | Lost days due to work injury.<br>因工傷損失工作日數。  | 13                 |
| KPI B2.3<br>關鍵績效指標 B2.3                 | Description of occupational health and safety measures adopted, how they are implemented and monitored.<br>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。  | 12                 |
| B3 Development and Training<br>B3 發展及培訓 |  |                    |
| General Disclosure<br><br>一般披露          | Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.<br>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。   | 14-15              |
| KPI B3.1<br>關鍵績效指標 B3.1                 | The percentage of employees trained by gender and employee category.<br>按性別及僱員類別劃分的受訓僱員百分比。  | 15                 |
| KPI B3.2<br>關鍵績效指標 B3.2                 | The average training hours completed per employee by gender and employee category.<br>按性別及僱員類別劃分，每名僱員完成受訓的平均時數。  | 15                 |
| B4 Labour Standards<br>B4 勞工準則          |  |                    |
| General Disclosure<br><br>一般披露          | Information on:<br>(a) the policies; and<br>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.<br>有關防止童工或強制勞工的：<br>(a) 政策；及<br>(b) 遵守對發行人有重大影響的相關法律及規例的資料。   | 16                 |

| Aspects<br>主要範疇                        | Description<br>內容  | Page index<br>頁碼索引 |
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| KPI B4.1<br>關鍵績效指標 B4.1                | Description of measures to review employment practices to avoid child and forced labour.<br>描述檢討招聘慣例的措施以避免童工及強制勞工。   | 16                 |
| KPI B4.2<br>關鍵績效指標 B4.2                | Description of steps taken to eliminate such practices when discovered.<br>描述在發現違規情況時消除有關情況所採取的步驟。   | 16                 |
| B5 Supply Chain Management<br>B5 供應鏈管理 |  |                    |
| General Disclosure<br>一般披露             | Policies on managing environmental and social risks of the supply chain.<br>管理供應鏈的環境及社會風險政策。   | 17                 |
| KPI B5.1<br>關鍵績效指標 B5.1                | Number of suppliers by geographical region.<br>按地區劃分的供應商數目。  | 17                 |
| KPI B5.2<br>關鍵績效指標 B5.2                | Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.<br>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、以及有關慣例的執行及監察方法。   | 17                 |
| B6 Product Responsibility<br>B6 產品責任   |  |                    |
| General Disclosure<br>一般披露             | Information on:<br>(a) the policies; and<br>(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 methods of redress.<br>有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜及補救方法的：<br>(a) 政策；及<br>(b) 遵守對發行人有重大影響的相關法律及規例的資料。 | 18-20              |
| KPI B6.1<br>關鍵績效指標 B6.1                | Percentage of total products sold or shipped subject to recalls for safety and health reasons.<br>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。   | 18                 |
| KPI B6.2<br>關鍵績效指標 B6.2                | Number of products and service related complaints received and how they are dealt with.<br>接獲關於產品及服務的投訴數目以及應對方法。   | 18                 |
| KPI B6.3<br>關鍵績效指標 B6.3                | Description of practices relating to observing and protecting intellectual property rights.<br>描述與維護及保護知識產權有關的慣例。  | 19                 |

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| KPI B6.4<br>關鍵績效指標 B6.4            | Description of quality assurance process and recall procedures.<br>描述質量檢定過程及產品回收程序。   | 19                 |
| KPI B6.5<br>關鍵績效指標 B6.5            | Description of consumer data protection and privacy policies, how they are implemented and monitored.<br>描述消費者資料保護及私隱政策，以及相關執行及監察方法。  | 20                 |
| B7 Anti-corruption<br>B7 反貪污       |   |                    |
| General Disclosure<br>一般披露         | Information on:<br>(a) the policies; and<br>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.<br>有關防止賄賂、勒索、欺詐及洗黑錢的：<br>(a) 政策；及<br>(b) 遵守對發行人有重大影響的相關法律及規例的資料。 | 20-21              |
| KPI B7.1<br>關鍵績效指標 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.<br>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。   | 21                 |
| KPI B7.2<br>關鍵績效指標 B7.2            | Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.<br>描述防範措施及舉報程序，以及相關執行及監察方法。  | 21                 |
| B8 Community Investment<br>B8 社區投資 |   |                    |
| General Disclosure<br>一般披露         | Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.<br>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。   | 22                 |
| KPI B8.1<br>關鍵績效指標 B8.1            | Focus areas of contribution.<br>重點貢獻範圍。   | 22                 |
| KPI B8.2<br>關鍵績效指標 B8.2            | Resources contributed to the focus area.<br>在重點範圍所動用資源。   | 22                 |

