



Yan Tat Group Holdings Limited 恩達集團控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號 : 1480

2019 環境、社會 及管治報告

ENVIRONMENTAL, SOCIAL
AND GOVERNANCE REPORT



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Environmental, Social and Governance Report

環境、社會及管治報告

1. ABOUT THE ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

This is the Environmental, Social and Governance (“ESG”) Report of Yan Tat Group Holdings Limited (the “Company”) and its subsidiaries (collectively referred to as the “Group” or “we”). The ESG Report has elaborated the corporate social responsibilities, principles and actions of the Group carried out during the business operation over the previous year. As for the information of corporate governance, please refer to the Corporate Governance Report of the 2019 Annual Report.

1.1 Reporting Scope

The ESG Report covers the performance of environmental management and social responsibilities in our principal business in the People’s Republic of China (“China”) and Hong Kong Special Administrative Region (“Hong Kong”) during the period from 1 January 2019 to 31 December 2019 (the “Year”). The key performance indicators disclosed in the environmental aspect of the ESG Report mainly focus on the business related to the manufacturing and sale of printed circuit boards in China by Yan Tat Printed Circuits (Shenzhen) Co., Ltd. (“Yan Tat Printed Circuits”), a subsidiary of the Group in Shenzhen.

1.2 Reporting Basis

The ESG Report was 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 (“Stock Exchange”).

1.3 Information and Feedback

For details of the Group’s environmental, social and corporate governance efforts, please refer to our official website (www.yantat.com). We value your opinion on the ESG Report. For any enquiry or advice, please feel free to send email to ir@yantat.com.

1. 關於環境、社會及管治報告

本報告是恩達集團控股有限公司(「本公司」)及其附屬公司(合稱「本集團」或「我們」)發佈的環境、社會及管治(「ESG」)報告，闡述過去一年本集團在業務營運中所履行的企業社會責任、秉持的原則及開展的工作。有關企業管治的內容，請參閱二零一九年年報內的《企業管治報告》。

1.1 報告範圍

ESG 報告涵蓋本集團在中華人民共和國(「中國」)及香港特別行政區(「香港」)的主營業務於二零一九年一月一日至二零一九年十二月三十一日(「本年度」)期間在環境管理及社會責任方面的表現。ESG 報告披露的環境範疇關鍵績效指標聚焦於本集團位於深圳市的附屬公司恩達電路(深圳)有限公司(「恩達電路」)在中國從事製造及銷售印刷電路板的業務。

1.2 報告準則

ESG 報告依照香港聯合交易所有限公司(「聯交所」)證券上市規則附錄二十七《環境、社會及管治報告指引》所編寫。

1.3 信息及回饋

有關本集團環境、社會及企業管治的詳細資訊，請參閱本集團官方網站(www.yantat.com)。本集團重視您對 ESG 報告的看法，如有任何意見或建議，歡迎以電郵形式發送至以下地址：ir@yantat.com。

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2. CORPORATE PROFILE

Printed circuit board (“PCB”) is a basic component necessary for electronic products and electrical parts, known as the “mother of the electronic industry”. The Group is an original equipment manufacturer (“OEM”) provider of PCBs, principally engaging in manufacturing quality PCBs. Our headquarters are located in Hong Kong and our factories are located in Shenzhen, China. Under the management and leadership of Mr. Chan Wing Yin, our Executive Director and Chairman, the Group was listed on the Main Board of the Stock Exchange in 2014.

Since the establishment of the Group, we have been leveraging our industry experience, core technologies and products, high-end operation management and technical talents and modernized scientific management methodologies. We established brand products and received numerous accolades including the “National Excellent Enterprise with Foreign Investment — Tax Payment and Turnover”, “High and New Technology Enterprise”, “Advanced Technology Foreign Investment Enterprise”, “Landscape and Garden-like Factory” etc. As each of our technology and production technique becomes more mature, our clients also include some renowned enterprises in Europe, the US, Japan and China. Since 2012, we have been a member of the Responsible Business Alliance (“RBA”) (formerly known as the Electronic Industry Citizenship Coalition), and committed to ensuring a safe working environment, respected and dignified workers, environment-friendly business operations, and ethical compliance. At the same time, the Group has met a number of international quality standards and systems and passed IATF 16949:2016, ISO 14001, ISO 50001, ISO 9001, AS9100D and other certifications.

3. ESG GOVERNANCE

The Group believes that sound ESG governance can enhance the corporate investment value and bring long-term returns to stakeholders. To formulate effective risk management measures and the internal control system, the Board is responsible for guiding and reviewing sustainable development strategies and ESG reporting. Meanwhile, the management of the Group is responsible for implementing ESG development strategies in daily operation. The Board reviews and revises our sustainable development strategies from time to time to ensure the strategies can effectively respond to and meet the expectations and demands of stakeholders. The Group also conducts regular internal reviews such as separate evaluations and analysis to improve ESG management.

2. 企業簡介

印刷電路板(「PCB」)是電子及電器件中不可或缺的零件，稱為「電子工業之母」。本集團為印刷電路板原設備製造(「OEM」)供貨商，主要從事製造高品質印刷電路板。本集團總部設於香港，廠房設於中國深圳市，在執行董事兼主席陳榮賢先生的管理及帶領下，於二零一四年在聯交所主板上市。

本集團發展至今，憑藉行業經驗、核心技術產品、高層次的經營管理和技術人才及現代化科學管理方法，樹立了品牌產品，先後榮獲「外商投資雙優企業」、「高新技術企業」、「外商投資先進技術企業」、「園林和花園式工廠」等榮譽稱號，各項工藝和生產技術日漸成熟，客戶包括歐洲、美國、日本和中國國內一些知名企業。自二零一二年起，我們成為責任商業聯盟(「RBA」)(前稱電子行業公民聯盟)的成員，致力確保工作環境的安全、工人受到尊重並富有尊嚴、商業營運合乎環保性質，以及遵守道德操守。同時，本集團符合多項國際品質標準及系統，已通過IATF 16949：2016、ISO 14001、ISO 50001、ISO 9001、AS9100D等認證。

3. ESG 管治

本集團相信良好的ESG管治能提升企業的投資價值，為持份者帶來長期回報。為建立有效的ESG風險管理措施及內部控制系統，董事會負責對本集團的可持續發展策略及ESG匯報工作進行指導及檢視。同時，本集團的管理人員負責把ESG發展策略於日常營運中執行。董事會不時對本集團的可持續發展策略進行檢討及修訂，以確保策略能有效的對應及達到持份者的期望與需求。本集團亦定期進行內部檢討，如獨立評估及分析，以改善ESG管理工作。



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The Group understands that stakeholders are closely connected to the Group's business development. Opinions from stakeholders help us to continue enhancing our ESG performance. The Group communicates with the key stakeholders via various channels to collect and understand the demands of stakeholders. Meanwhile, the preparation of the ESG Report was also attended by our colleagues from each department, which laid a solid foundation for the formulation and implementation of the Group's short-term and long-term development strategies.

4. ENVIRONMENTAL PROTECTION

4.1 Emissions

The Group adheres to the ideas of environmental protection and clean production. The Group strives to enhance the efficiency of environmental protection in the production process and reduce environmental pollution and energy consumption in order to take up the responsibility of environmental protection amidst corporate development. During the Year, we strictly abide by the laws and regulations related to pollutant discharge and environmental protection promulgated by the national and local governments, including but not limited to the Environmental Protection Law of the People's Republic of China, the Cleaner Production Promotion Law of the People's Republic of China, the Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste, the Law of the People's Republic of China on the Prevention and Control of Water Pollution and the Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution. Meanwhile, we continuously exercised comprehensive management and control over each type of emission during the production process in accordance with the Cleaner Production Standard: Printed Circuit Board Manufacturing and other industry requirements issued by the Ministry of Ecology and Environment of China. The Group actively reviews its policies on environmental protection and will make efforts to improve the Group's environmental performance.

本集團深明持份者與本集團業務發展的緊密聯繫。持份者的意見有助促使我們持續提升 ESG 表現。本集團通過各種渠道與重要持份者溝通，以收集及了解持份者的要求。同時，本集團的 ESG 報告的編寫得到各部門同事的共同參與，為本集團制定和實施短期及長期發展策略奠定穩固根基。

4. 環境保護

4.1 排放物

環境保護與清潔生產是本集團一直堅持的理念。本集團致力於提升生產過程中的環保效能，減少環境污染與能源消耗，努力在企業發展的同時肩負環境保護的責任。本年度，我們嚴格遵守國家及地方政府頒佈有關污染物排放和環境保護的法律和法規，包括但不限於《中華人民共和國環境保護法》、《中國人民共和國清潔生產促進法》、《中華人民共和國固體廢物污染環境防治法》、《中華人民共和國水污染防治法》及《中華人民共和國大氣污染防治法》。同時，我們繼續依照中國生態環境部《清潔生產標準：印刷電路板製造業》等行業要求，對生產過程中的各類排放物實施全面管控。本集團積極檢討在環保方面的政策，並將努力改善本集團的環保表現。

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Waste Disposal

The non-hazardous wastes generated by the Group mainly consist of daily garbage disposed of at landfills, and scissel, steel barrel, plastics and waste paper which are collected for recycling. The hazardous wastes mainly consist of copper sludge, stripping wastes, Nickel-containing effluent and ink residue. Stripping wastes are recycled and are not discharged. The total amount and intensity of non-hazardous wastes and hazardous wastes from Yan Tat Printed Circuits during the Year is set out in the table below:

Wastes	廢棄物	2019	2018
Total non-hazardous wastes (tons)	無害廢棄物總量(噸)	528	514
Wastes disposed of at landfills (tons)	棄置於堆填區的廢物(噸)	241	238
Wastes collected for recycling (tons)	回收作循環再造的廢料(噸)	287	276
Intensity of non-hazardous wastes (kg/square meter of products)	無害廢棄物密度(千克/每平方米產品)	1.07	0.92
Total hazardous wastes (tons)	有害廢棄物總量(噸)	1,593	1,501
Intensity of hazardous wastes (kg/square meter of products)	有害廢棄物密度(千克/每平方米產品)	3.22	2.70

The Group collects and stores non-hazardous wastes by categories of "Recyclable Wastes", "To-be-recycled Plastic Barrels of Chemicals" and "Non-recyclable Wastes". The "Recyclable Wastes" are divided further into scissel, steel barrel, carton and plastics and the disposal venue of which should be cleared at least once a month, while "To-be-recycled Plastic Barrels of Chemicals" are classified by dealers and collected and recycled by qualified dealers monthly and "Non-recyclable Wastes" are cleared every day by refuse collectors. To ensure safe storage of wastes, every department is required to dispose their wastes by designated staff at specified places.

Meanwhile, we handle hazardous wastes in accordance with the Regulations on the Safety Management of Hazardous Chemicals and the Management Plan of Hazardous Waste, and other relevant regulations and internal policies and collect and temporarily store hazardous wastes in accordance with the Administrative Measures on Collection and Transport of Hazardous Waste to avoid soil or water pollution. We engage an organization that is qualified for handling industrial waste to collect and handle hazardous wastes, so as to implement effective treatment and track its disposal method of the waste.

廢棄物處置

本集團產生的無害廢棄物主要包括棄置於堆填區的生活垃圾，以及回收作循環再造的金屬邊料、鐵桶、塑膠及廢紙。有害廢物主要為含銅污泥、退錫廢液、含鎳廢水和油墨渣；退錫廢液循環利用，並無外排。本年度，恩達電路的無害廢棄物及有害廢棄物的產生總量和密度載於下表。

對於無害廢棄物，本集團以「可回收廢棄物」、「待回收化學品膠桶」及「不可回收廢棄物」進行分類收集和存放。我們將「可回收廢棄物」按金屬邊料、鐵桶、紙箱及塑膠等分類，每月至少處理一次；「待回收化學品膠桶」按處理商分類，每月聯繫合資格的處理商回收處理；「不可回收廢棄物」由清運人員每天清理。為確保廢棄物安全存放，我們要求各部門指派專人棄置廢棄物，不得將其亂丟亂放。

同時，我們按照《危險化學品安全管理條例》等法規和《危險廢物管理計劃》等內部制度處理有害廢棄物，並根據危險廢物收運管理規範收集及暫存有害廢物，避免造成土壤或水污染。我們聘請合資質的工業廢物處理機構收集及處理有害廢物，以進行有效處理並對其處理方式進行跟蹤。



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The Group has implemented the following management plans to reduce the generation of solid wastes and other non-hazardous wastes:

- Solid wastes are classified and recycled by process;
- Control and manage the use of paper;
- Reasonable use of raw materials to increase utilization;
- Regular training for employees to promote environmental protection awareness.

In respect of reducing hazardous chemicals and its wastes, the Group has gradually reduced the use and proportion of hazardous chemicals with an aim to replace hazardous chemicals with environmentally friendly products with low pollution and toxicity, and the following management plans are formulated:

- Require that all chemicals must carry safety labels provided by the supplier;
- Promote green lead-free printing boards to reduce the amount of lead;
- To implement "Directive on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment" ("RoHS") management system to prevent harmful substances from mixing into the product.

Sewage Treatment

As a PCB manufacturing enterprise, every production process of our PCB involves high consumption of water, and various complicated water pollutants. The Group has established an environment management system according to ISO14001:2015 international standards to set up an automated sewage treatment station with a treatment capacity of 3,500 tons per day with reference to the characteristics of various wastewater pollutants. Corresponding treatment methods were formulated for various wastewater and some wastewater will be reused after treatment. Respective treatment tanks such as regulating tank, sedimentation tank and reacting tank are set up in sewage treatment station. The wastewater can be reused or discharged after effectively reducing the concentration of wastewater pollution. The Group keeps record of reuse of wastewater and analyses and improves non-compliance cases.

為減少固體廢物及其他無害廢棄物的產生量，本集團實行了以下管理方案：

- 固體廢物按工序分類回收；
- 控制及管理紙張使用；
- 合理使用原材料，提高利用率；
- 定期對員工進行環保意識培訓。

在減少危險化學品及其廢棄物方面，本集團以逐步減少危險化學品的用量和使用比例，採用輕污染、毒性小等環保產品替代危險化學品為目標，訂立以下管理方案：

- 規定所有化學品必須附有供應商提供的安全標籤；
- 推行綠色無鉛印製板，減少鉛的用量；
- 推行《關於限制在電子電氣設備中使用某些有害成分的指令》("RoHS")管理系統，防止有害物質混入產品之中。

污水處理

作為印刷電路板生產企業，本集團的各道生產工序涉及龐大用水量，廢水污染物種類繁多，成份複雜。本集團依據 ISO14001：2015 國際標準建立了環境管理體系，針對各種廢水污染物的特質建立了處理能力達到每天 3,500 噸的自動化廢水處理站，制定了各種廢水相應的處理方式，部份廢水於處理後會進行回用。廢水處理站中設有相應的處理池，如調節池、沉澱池、反應池等，在有效降低廢水污染濃度後方可回用或排放廢水。本集團會對廢水回用情況進行記錄，並對不達標情況進行分析及改善。

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Meanwhile, we strictly monitor wastewater discharge. A third-party testing institute is engaged to quarterly check and monitor the water quality at the discharge outlets in order to ensure the discharged water meets the recycling standard and is in compliance with the related standards set out in the Discharge Limits of Water Pollutants of Guangdong Province and the Emission Standard of Pollutants for Electroplating. The Group arranges the physics and chemistry laboratory and the laboratory of Environmental Department to collect samples from the discharge outlets for further analysis on schedule and to compare them against the data of monitoring report to ensure the emission standards are met. All discharge outlets in the factory area are subject to supervision by online monitoring devices. We are required to report and register with local environmental departments of sewage discharge information. Test results of sewage discharge of Yan Tat Printed Circuits have met the standards required by the relevant regulations during the Year.

In order to improve the operation and management standard of sewage treatment station to reduce water consumption and emission, the Group has implemented a number of management plans, including:

- To arrange regular project maintenance conducted by the Environmental Department and Power Equipment Department;
- To provide regular training for employees on sewage knowledge, and the staff of the Sewage Department must hold relevant documents to work;
- To reduce sewage discharge, our scrubbing machine is equipped with copper powder recycling devices and cleaning system for recycling purpose;
- To reset the use of acidic chemicals in production lines and to strengthen consumption control to reduce emissions at source.

Moreover, we formulated emergency measures to deal with incidents, including incidents of discharging high concentration wastewater at the early stage and incidents of treating excessive wastewater at the last stage, as well as emergency measures for using standby pump for sewage treatment in order to effectively address incidents and reduce the risk of losses to the company.

同時，我們對廢水排放實施嚴密監控，每季聘請第三方檢測機構對排放口水質進行監測，確保出水水質達到廣東省地方標準《水污染物排放限值》及《電鍍水污染物排放標準》中的相關規定。本集團安排理化室及環保部化驗室按時到排放口取樣分析，與監測報告數據對比，以保證排放達標。廠區所有排放口均接受線上監測儀器的監測，並按規定向當地環保部門彙報及登記排污情況。本年度，恩達電路的污水排放檢測結果均達到相關法規要求的標準。

為提升廢水處理站的操作及管理水平，達至節水減排的效果，本集團實行了多項管理方案，包括：

- 安排環保部及設備動力部定期對項目進行保養；
- 定期對員工進行廢水知識培訓，而廢水部工作人員必須持有相關證件才可工作；
- 磨板機均採用銅粉回收裝置及磨板清洗水過濾循環回用等節水措施，以減少廢水外排；
- 重新制定生產線酸性藥水的使用量及加強用量管控，源頭降低排放量。

此外，我們制定事故應急措施，包括前端高濃度廢水進水事故應急措施、末端廢水處理超標事故應急措施及廢水處理備用泵應急使用措施，以有效應對事故，減少對企業造成損失的風險。

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Greenhouse Gas and Exhaust Emissions

The greenhouse gas ("GHG") emission of the Group during operations mainly comes from (i) direct emission generated from stationary fuel combustion, fuel consumption of vehicles and manufacturing processes, etc.; (ii) energy indirect emission generated from purchased electricity. The GHG emissions data of Yan Tat Printed Circuits during the Year is set out in the table below:

GHG	溫室氣體	2019	2018
Total GHG emissions (tons CO ₂ e)	溫室氣體總排量 (噸二氧化碳當量)	41,350	43,295
Scope 1 — Direct GHG emissions (tons CO ₂ e)	範圍1 — 直接溫室氣體排放 (噸二氧化碳當量)	608	531
Scope 2 — Energy indirect GHG emissions (tons CO ₂ e)	範圍2 — 能源間接溫室氣體排放 (噸二氧化碳當量)	40,742	42,764
GHG emission intensity (tons CO ₂ e/ square meter of products)	溫室氣體排放密度 (噸二氧化碳當量/平方米產品)	0.08	0.08

Exhaust gas is generated during the production process of printed circuit boards. In view of this, the Group uses special equipment for exhaust gas treatment to remove the hazardous substance of the exhaust gas of production workshop by the process of scrubbing towers. Exhaust gas will be emitted if statutory standards are met. We strictly observe the related requirements of regulations, including but not limited to Emission Standard of Pollutants for Electroplating, and the Emission Limits for Air Pollutants. We regularly engage environmental protection institutes to check and monitor the emission of controlled emission, fugitive emission and cooking fume of canteen in the factory area. Test results of exhaust gas emissions of Yan Tat Printed Circuits have met the standards of relevant regulations during the Year.

In addition, air pollutants including nitrogen oxides, sulfur oxides and particulate matters are emitted by the vehicles during operations of Yan Tat Printed Circuits and the emission data is set out in the table below:

Emissions	排放物	2019	2018
Nitrogen oxides (kg)	氮氧化物 (千克)	16	25
Sulfur oxides (kg)	硫氧化物 (千克)	0.2	0.3
Particulate matters (kg)	顆粒物 (千克)	1	2

溫室氣體及廢氣排放

本集團於營運期間排放的溫室氣體主要來自 (i) 固定燃料燃燒、車輛燃油消耗和製程等造成的直接溫室氣體排放；(ii) 外購電力造成的能源間接溫室氣體排放。本年度，恩達電路的溫室氣體排放數據載於下表：

印刷電路板生產過程中會產生廢氣，故此本集團利用廢氣處理專用設備，使生產車間廢氣經過洗滌塔除去有害成份，達到法定標準後進行排放。我們嚴格遵守法規的相應要求，包括但不限於《電鍍污染物排放標準》及《大氣污染物排放限值》，定期聘請環保機構監測廠區有組織廢氣、無組織廢氣以及食堂油煙排放情況。本年度，恩達電路的廢氣排放監測結果均達到相關法規標準。

此外，恩達電路營運期間的車輛使用亦會排放氮氧化物、硫氧化物和顆粒物等空氣污染物，排放數據載於下表：

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The Group strives to minimize exhaust emission during the production process. To ensure the effectiveness of exhaust gas treatment and improve the management system of exhaust gas emissions, the Group has implemented a number of management plans, including:

- Check and maintain the equipment regularly;
- Use qualified fuel in power stations and carry out regular maintenance;
- Use of purchased electricity for normal production to reduce unnecessary use of power generators.

In addition, we have formulated emergency handling procedures as well as corresponding measures for emergencies including fire incidents, leakage of chemicals in a small amount, leakage of chemicals in a large amount and malfunction of automatic dosing system, in order to effectively address the incidents and reduce the risk of losses to the company and the risk of environmental pollution.

4.2 Use of Resources

Resources are the foundation of enterprise production and the Group places its emphasis on energy-saving and reduction of resources consumption. In the production and daily operations of PCBs, the resources that the Group needs to use include (i) direct consumption arising from consumption of fixed fuel and vehicle fuel; (ii) indirect consumption arising from purchased electricity; (iii) water consumption; and (iv) packaging materials. The Group's development goal of continuously improving the effectiveness of resource use gradually enhances the resources utilization efficiency. The below table sets out the data on the use of resources by Yan Tat Printed Circuits during the Year:

Resources consumption	資源耗用	2019	2018
Total energy consumption (MWh)	能源總耗量(兆瓦時)	45,201	47,218
Direct energy consumption (MWh)	直接能源耗量(兆瓦時)	2,266	2,151
Indirect energy consumption (MWh)	間接能源耗量(兆瓦時)	42,935	45,067
Energy consumption intensity (MWh/square meter of products)	能源耗用密度(兆瓦時/平方米產品)	0.09	0.08
Total water consumption (m ³)	總耗水量(立方米)	381,711	393,455
Water consumption intensity (m ³ /square meter of products)	耗水密度(立方米/平方米產品)	0.77	0.71
Total weight of packaging materials (tons)	包裝材料總重量(噸)	147	160
Packaging materials consumption intensity (kg/square meter of products)	包裝材料耗用密度(千克/平方米產品)	0.30	0.29

本集團致力將生產過程中的廢氣排放減至最低。為了保證廢氣處理的有效性及完善廢氣排放管理制度，本集團實行了多項管理方案，包括：

- 定期對設備進行檢查及保養；
- 發電房採用合格燃油及定期維修保養；
- 正常生產運行使用外購電力，減少發電機非必要的使用。

此外，我們制定了緊急情況處理程序，包括火災事故、少量化學品洩漏、大量化學品洩漏及自動加藥系統故障等緊急情況的相應處理方法，以有效應對事故，減少對企業造成損失或對環境造成污染的風險。

4.2 資源使用

資源是企業生產的根基，而本集團注重節約能源，減少資源的消耗。於印刷電路板生產及日常運營中，本集團需使用的資源包括(i)固定燃料和車輛燃料消耗所造成的直接能耗；(ii)外購電力所造成的間接能耗；(iii)水耗；及(iv)包裝材料。本集團持續改善資源使用效益的發展目標，逐步提高資源利用效率。本年度恩達電路的資源使用數據載於下表：



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Energy Management

As energy consumption is closely linked to global warming, the Group has been striving to improve energy management. To this end, we have established a comprehensive energy management system in order to continuously manage the use of energy, actively reduce energy consumption intensity and improve energy use efficiency. The Group has passed the ISO 14001:2015 Environmental Management System Certification and the ISO 50001:2011 Energy Management System Certification while implementing the internal energy management system project. Aiming to reduce energy consumption and raise the awareness of all our employees on environmental protection and energy-saving, the Group implemented the following management initiatives during the Year:

- Provide trainings on energy-saving for our employees;
- Establish electricity consumption indicators to review the consumption of electricity monthly;
- Adopt the enterprise resource planning (the "ERP") system to record and manage the consumption of electricity;
- Implement a recycling scheme on production lines to reuse the heat generated from heat pumps and air compressors instead of using electricity for heating;
- Purchase new energy-saving equipment to replace equipment with low energy consumption efficiency, such as replacement of air compressors.

Water Conservation

The Group is committed to reducing unnecessary production and domestic water consumption and proactively carries out water conservation measures. During the Year, the Group implemented the following water conservation initiatives:

- Establish water consumption indicators and break down the indicators into each process;
- Adopted the ERP system to record and manage the consumption of water;
- Put more efforts on inspection and maintenance to reduce the phenomena of evaporating, emitting, dripping or leaking and prevent any waste of water resources.

能源管理

能源耗用與全球暖化息息相關，本集團一直致力改善能源管理。為此我們建立了健全的能源管理系統，以持續管理能源使用，積極降低能源消耗密度及提高用能效益。本集團通過了ISO 14001:2015環境管理體系認證及ISO 50001:2011能源管理體系認證，並實施內部能源管理體系項目。為了降低能源消耗，提高全體員工的環保節能意識，本年度本集團實行了以下管理方案：

- 對員工進行節能培訓；
- 設立用電指標，每月檢討用電情況；
- 採用企業資源計劃(「ERP」)系統記錄及管理用電情況；
- 在生產線上實行回用方案，回用熱泵及空壓機的熱能，代替用電加熱；
- 購入新型節能設備以替換低能耗效益的設備，如更換空壓機。

節約用水

本集團致力減少不必要的生產及生活用水，積極實施節水措施。本年度，本集團實施了以下節約用水的方案：

- 設立用水量指標，並把指標分解到每項工序；
- 採用ERP系統記錄及管理用水情況；
- 加強檢查及維修，減少跑、冒、滴、漏的情況，避免浪費水資源。

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Green Office

In addition to production, the Group also actively promotes green office and integrates the concept of environmental protection into the daily office of the Group. The Group promotes paperless office and adopts the ERP system to electronically manage production, sales, supply chain and human resources processes to save paper. The Group strengthens its energy-saving management of lighting systems, air-conditioning systems and office equipment to enhance energy use efficiency in offices. At the same time, the Group also pays attention to vehicle warranty and maintenance while reinforcing the supervision of vehicle fuel use and emissions to reduce the impact on the environment.

Technological Improvements

Technological improvements and equipment upgrade help enterprises to improve their energy use efficiency and reduce their costs. The Group values the research, development and application of new technologies and equipment. It has arranged relevant departments to prepare an annual energy management proposal for setting its energy goals and invested approximately RMB800,000 in related work on energy technological improvements and equipment upgrade for the Year. During the Year, we replaced electricity with waste heat generated from air compressors for heating, purchased an energy-saving air compressor and implemented boiler waste heat recovery while maintaining production efficiency and improving environmental performance during the production process at the same time.

Promotion and Training

Staff support and participation is the key to implementation of environmental protection policies. By ways of announcement, internal email and training, the Group promotes the knowledge of energy-saving, emission reduction and environmental protection to our employees. To achieve the annual energy-saving target, we regularly check and monitor the completion of tasks of each department. The Group incorporates the concept of environmental protection into all of its operational decision-making processes in manufacturing and sales, keeps encouraging and leading its employees to take part in the continuous improvement of the environment, and integrates the concept of energy-saving and emission reduction into daily operations.

綠色辦公

除了生產方面，本集團亦積極推行綠色辦公，把環保理念融入本集團的日常辦公當中。本集團推行無紙化辦公，採用ERP系統對生產、銷售、供應鏈和人力資源等流程進行電子化管理，以節省紙張。本集團加強照明系統、空調系統和辦公設備節能管理，以增強辦公室用能效益。同時，本集團亦注重車輛保養及維護，加強對車輛燃料使用及排放的監管，以減少對環境造成影響。

技術改造

技術改造及設備更新有助於企業提升用能效益及降低成本。本集團重視新技術與新設備的研發和應用，安排相關部門編製年度能源管理方案計劃，設立能源目標，並於本年度投入約80萬元人民幣進行能源技術改造及設備更新相關工作。本年度，我們利用空壓機產生的餘熱代替用電加熱，購入一台節能型空壓機及實施鍋爐餘熱回收等，在保持生產效率的同時，改善生產過程中的環保表現。

宣傳與培訓

員工的支持與參與是實行環保政策的關鍵。本集團通過廣播、內部郵件及培訓等途徑向員工宣傳節能減排及環保知識。為實現年度節能目標，我們定期了解及監督各部門完成情況。本集團將環境保護理念納入到製造、銷售的所有經營決策過程中，不斷鼓勵和帶領員工參與持續改善環境的行動，把節能減排的理念融入日常營運當中。



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4.3 Environment and Natural Resources

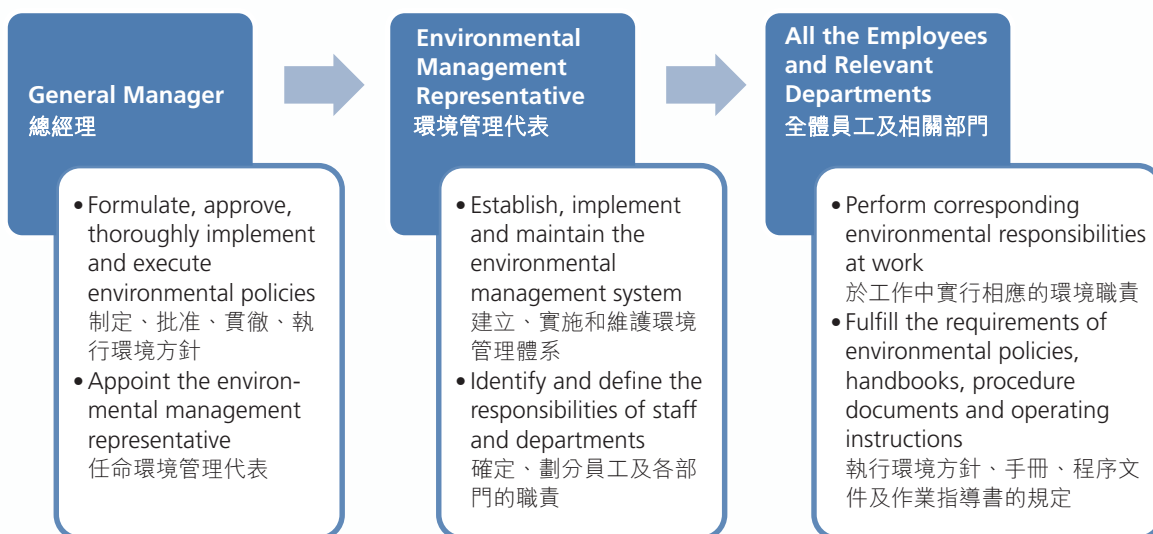
Environmental protection has always been an indispensable part in the PCB industry. The Group continues to improve its environmental performance in the manufacturing process and undertakes to promote cyclic economy for sustainable development, transforming the Group into a modern electronic circuit industrial park with bluer sky, greener land, clearer water and cleaner air.

The Group has a comprehensive environment protection management system in place, which sets out the responsibilities and duties of its general manager, management personnel and all employees to conduct environmental protection work in a systematic manner. We endeavor to reduce the impact of our businesses on the environment by adopting sound environmental protection policies and effective implementation methods.

4.3 環境及天然資源

環境保護一直是PCB行業不能忽視的一環，本集團持續改善生產過程的環保表現，並承諾致力發展循環經濟，走向可持續發展道路，將本集團建設成為天更藍、地更綠、水更清和空氣更潔淨的現代化電子電路工業園。

本集團設有全面的環保管理體系，當中列明總經理、管理人員到全體員工的責任及工作，以系統化的方式進行環保工作。我們透過健全的環保政策及有效的實行方式致力減低業務對環境的影響。



To ensure the effectiveness of the environmental management system and the environmental compliance, the Group conducts an internal audit at least once a year to review the Group's environmental compliance in accordance with applicable laws and regulations as well as other requirements. If the assessment results fail to meet the laws and regulations as well as other requirements, we will implement the Rectification, Prevention and Control Procedures on Non-compliance to eliminate the non-compliance issues.

為確保環境管理體系的有效性，本集團每年最少安排進行一次內部審核，根據適用的法律法規和其他要求審核本集團的環境合規情況。若評價的結果未能滿足法律法規和其他要求時，我們會執行《不符合、糾正與預防控制程序》，以消除不合規的情況。



5. EMPLOYMENT AND LABOR PRACTICE

5.1 Employment

Staff is the foundation of enterprise development and the Group strives to provide its employees with a good working environment to enhance their sense of belonging, safeguard their rights and interests, and establish a business platform that conduces to the development of employees' talents and the realization of their values. We continue to protect the legitimate rights and interests of our employees by formulating the internal human resources management procedures in strict compliance with employment-related laws and regulations, including but not limited to the Labor Law of the People's Republic of China, the Labor Contract Law of the People's Republic of China, the Provisions on the Prohibition of Using Child Labor and the Employment Ordinance of Hong Kong. Also, we keep attracting experienced and quality talents and constantly foster the formation of a harmonious labor relationship.

Recruitment and Promotion

The Group seeks to recruit and nurture outstanding employees to build an elite team and provide talent reserve for enterprise development. In this regard, we identify the most suitable candidates for each position based on our internal recruitment and promotion procedures. By the end of each year, each department shall devise a plan which will be carried out by the human resources department to coordinate the recruitment process. The recruitment of the Group is divided into internal promotion and external recruitment. We will give priority to internal promotion to increase promotion opportunities. External recruitment candidates being shortlisted are required to attend two rounds of interviews to ensure that these candidates have professional competence necessary for the position.

Remuneration Management

In order to enhance enterprise management, ensure proper and effective execution of each system of the Company and maintain a normal working order, we continue to implement incentive programs to motivate our employees and cultivate their enthusiasm for work by rewarding them with bonuses, awards, merits and promotions.

The Group implements a minimum wage guarantee system, under which employees' wages shall not be lower than the local minimum wage standard. The Group has a performance appraisal system in place to review the salary and bonus system annually based on the performance and training of employees, so as to provide competitive salaries and benefits to its employees and offer incentives based on their performance.

5. 僱傭及勞工常規

5.1 僱傭

員工是企業發展的根基，本集團致力為員工提供良好的工作環境以增強員工歸屬感、保障員工權益及建立有利於員工發揮才能的事業平台以實現員工價值。我們繼續嚴格遵守僱傭相關的法律規定，包括但不限於《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《禁止使用童工規定》及香港的《僱傭條例》，制定了內部人力資源管理程序，維護員工合法權益，並不斷吸納經驗豐富及高質素的人才，持續推進及構建融洽的勞資關係。

招聘晉升

本集團力求聘用及培育高質素員工，打造精英團隊，為企業發展提供人才儲備。為此，我們根據內部招聘及晉升程序，為每個崗位尋找最適合的人選。各部門於每年年底作出計劃，並交由人力資源部安排招聘工作。本集團的招聘分為內部晉升及外部招聘，我們會優先考慮內部晉升以增加晉升機會。外部招聘者需經過篩選後進行兩輪面試，以確保應聘者具備崗位所需的專業能力。

薪酬管理

為了強化企業管理、保障公司各項制度有效執行以及維護正常的工作秩序，我們繼續實施獎勵制度激勵員工，培養員工對工作的熱忱，以獎金、嘉獎、記功及晉級的方式獎勵有關員工。

本集團實行最低工資保障制度，員工工資不低於當地最低工資標準。本集團設有績效考核制度，按員工工作表現、培訓情況每年對薪金及花紅制度進行檢討，為員工提供具競爭力的薪金及福利，按員工表現發放獎勵。



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Employee Benefits

The Group contributes to the “five insurances and a pension” for its employees and provides them with marriage leave, maternity leave, sick leave, funeral leave, work injury leave and other statutory holidays in accordance with the government’s regulations. Employees who have served for one year are entitled to paid leave.

The Group cares about both physical and mental health of its employees and thus applies the eight-hour working system. To enhance the sense of belonging of employees to the enterprise, we provide the following benefits:

- Provide fixed meal allowances to all our employees;
- Provide free late night suppers and rest time for our night-shift employees;
- Provide herbal tea and high-temperature subsidies to our employees in the hot season;
- Set up an infirmary to provide free treatments for our employees;
- Provide rental and utility subsidies or provide free accommodation with air conditioning, hot water, washing machine, etc. near the factory area for eligible employees;
- Present long-term service award, excellent employee award and innovation selection award to outstanding and innovative employees as encouragement;
- Provide holiday benefits, such as Mid-Autumn Festival welfare products, Spring Festival group train tickets and Spring Festival bonus for employees who stay behind to work.

員工福利

本集團按照政府規定為員工繳納「五險一金」，及提供婚假、產假、病假、喪假、工傷假及其他法定節假日，而工作滿一年的員工可享有有薪假期。

本集團注重員工的身心健康，實行八小時工作制。為提升員工對企業的歸屬感，我們提供了以下福利：

- 為全體員工提供固定的餐補；
- 為夜班員工提供免費夜宵及休息時間；
- 在高溫季節，提供涼茶和高溫補貼給員工；
- 設立醫務室為員工提供免費治療；
- 為合條件員工提供房租及水電補助或在工廠附近提供免費住宿，住宿配有空調、熱水、洗衣機等；
- 頒發長期服務獎、優秀員工獎及創新評選獎給優秀及創新員工作為鼓勵；
- 提供節日福利，如中秋節福利品、春運團體火車票及春節留守員工獎金。

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Furthermore, the Group also attaches great importance to the development of “five virtues in life” of its employees. Our employee dormitory has a recreation room with table tennis equipment, library, television room and other leisure areas for our employees to enrich their lives. We organize different cultural and sports activities to enhance communication among employees, including:

- Organize sports activities, such as tug-of-war event, billiard competition, hoop shooting competition and basketball competition;
- Organize cultural activities, such as singing contest;
- Organize birthday party monthly.
- 舉辦體育活動，如拔河活動、台球比賽、投籃比賽、籃球比賽；
- 舉辦文化活動，如歌唱比賽；
- 每月舉行生日晚會。





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Equal Opportunity

The Group strictly complies with the Labor Law of the People's Republic of China, the Labor Contract Law of the People's Republic of China and other relevant requirements, adheres to the principle of equality, prohibits discrimination, and does not treat employees differently based on factors such as gender, age, ethnicity or religion. In addition to statutory requirements, the Group has established procedures to prevent discrimination and harassment and allow freedom of association, which prohibit any acts of discrimination and respect the rights of employees to form and participate in trade unions and collective negotiations freely. When employees realize the existence of discrimination, harassment and restrictions on freedom of association (other than legal restrictions), they may file a complaint with the general manager or the manager of the human resources department to effectively protect their rights and interests. Trade union representatives and trade union members regularly monitor the Company's discrimination, harassment and restrictions on freedom of association to help management improve the related situation. If employees are treated unfairly at work, they may also appeal through the Administrative Measures for Internal Communication and Complaint of Employees to seek solutions to related issues.

5.2 Health and Safety

The Group places its highest priority on the health and safety of employees. To prevent accidents and minimize occupational hazards, the Group strictly abides by the national and local laws and regulations with regard to labor safety, including but not limited to the Safety Production Law of the People's Republic of China, the Law of the People's Republic of China on Prevention and Control of Occupational Diseases, the Regulation on the Reporting, Investigation and Handling of Work Safety Accidents and the Occupational Safety and Health Ordinance of Hong Kong, to assure the personal safety of employees and create a safe and hygienic work environment for all of them.

平等機會

本集團嚴格遵從《中華人民共和國勞動法》、《中華人民共和國勞動合同法》及其他有關規定，堅持平等原則，禁止歧視行為，不因性別、年齡、民族或宗教等因素區別對待員工。除法定要求外，本集團制定了防止歧視與騷擾及允許結社自由程序，禁止歧視行為及尊重員工自由組建、參加工會及集體談判的權利。當員工發現法律限制以外的歧視、騷擾、及結社自由限制的情況存在時，可向總經理或人力資源部經理提出投訴，以有效保障員工權益。工會代表與工會成員會定期監督公司的歧視、騷擾、及結社自由限制的情況，以助管理層對相關情況進行改善。若員工在工作上受到不公平待遇亦可透過《員工內部溝通及申訴管理方法》作出申訴，尋求解決相關事宜的方法。

5.2 健康與安全

本集團把員工的健康及安全放在最重要的位置。為防止事故發生，減少職業危害，本集團嚴格遵守國家及地方有關勞動安全的法律法規，包括但不限於《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》、《生產安全事故報告和調查處理條例》及香港的《職業安全及健康條例》，致力保障員工人身安全，令所有員工享有安全及衛生的工作環境。

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The Group upholds a “human-oriented, safety-first and prevention-based” approach for safety production. In accordance with relevant laws and regulations, we require new employees to undergo a health check and obtain a health certificate before they start working, while employees in related positions with safety risks must conduct health checks on a regular basis to protect them from injury due to work. If there is any issue identified during the physical examination of an employee, we will transfer him/her to another position after being informed to ensure that he/she can work in a healthy and safe environment. For positions that may be exposed to occupational hazards, employees must wear or use personal protection equipment as required by the Group’s management. To avoid employees’ exposure to occupational diseases and hazards at work, we arranged a number of occupational health education and safety trainings for all our employees during the Year to raise their awareness and competence of self-protection. In addition, for the sake of safeguarding employees’ safety more effectively, we have set up a safety management committee and designated safety officers to handle issues such as safety production management as well as work injuries and illnesses of our employees for medical treatment. They are also responsible for optimizing medical assurance measures and relevant requirements on occupational health and safety and are fully in charge of labor safety and hygienic matters in the entire factory area.

The Group has implemented a safety management accountability system to ensure safety production. Operators must follow instructions while working, operate the production process according to operating procedures and methods guided by technicians, keep the working environment tidy and prevent accidents from happening. The Group also requires that large-scale machinery and equipment or machines with hazards must be installed with safety protection facilities, and protection pipes must be added to electrical wires. The Group regularly inspects and maintains the machines. When a malfunction occurs, employees must report to repairers on a timely basis to effectively eliminate any potential safety hazards. The Group also stipulates that employees in special positions must have received relevant professional trainings and obtained certificates, such as electrician certificates, boiler work certificates or highly toxic chemical safety management job certificates before they can formally work to ensure those employees possess relevant capabilities and safety knowledge.

本集團貫徹「以人為本，安全第一，預防為主」的安全生產方針。我們根據相關法律法規，規定新員工須進行健康檢查及取得健康證才可以工作，而具安全風險的相關崗位的員工須定期進行健康檢查，避免員工因工作而受到傷害。如體檢中檢測到問題，我們會了解並進行調崗，務求員工能於健康及安全的環境下工作。凡可能引起職業危害的崗位，員工必須按本集團管理要求佩戴或使用個人防護設備。為避免員工因工作遭受職業性疾病與職業危害，我們於本年度多次對全體員工進行職業健康教育及安全培訓，以提高員工的自我防護意識和能力。為更有效地保護員工安全，我們還成立了安全管理委員會，設立安全主任，負責安全生產管理、處理員工的工傷和患病送醫治療事宜，以及完善醫療保障措施的職業健康安全相關規定，全面管理全廠的勞動安全與衛生工作。

本集團實行安全管理責任制，以保障生產安全。操作員在工作期間必須遵循指示，按操作程序及技術員指導的方法操作生產，保持工作環境整潔，防止意外事故發生。本集團亦要求大型機器設備或帶危險性的機器均須安裝安全防護設施，而電線須加上保護管。本集團會定期對機器進行檢查及保養，當發生故障時員工須及時報修，以有效消除安全隱患。本集團亦規定特殊崗位的員工必須受過相關專業培訓並取得證書，如電工證、鍋爐工證或劇毒化學品安全管理上崗證，方可正式工作，以保證員工具備相關的能力與安全知識。



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Hazardous chemicals need to be used in the production process of PCBs. In order to strengthen the safety management of hazardous chemicals, the Group has formulated a safety management system for hazardous chemicals which requires all chemicals to be accompanied with chemical safety technical specifications provided by suppliers and all packages to comply with the packaging safety requirements for dangerous chemicals to strengthen the management of hazardous chemicals. Meanwhile, the Group has also implemented and complied with relevant RoHS requirements to reduce the use of harmful ingredients and minimize the safety risks of employees' work. During the Year, the Group had no fatal work-related injuries.

5.3 Development and Training

The Group pays constant attention to the growth and development of its employees and strives to realize their values. The Group conducts surveys on the training needs of its employees based on its annual operation plans and objectives, and tailors an annual training program for them with reference to the survey results across departments. We implement employee training policies constantly to fulfill the strategic development needs of the Group's talent structure. The Group records the training projects, time, hours and assessment results as a basis for promotions and transfers of its employees.

We offer comprehensive training resources and learning environment, and provide all our employees with orientation, pre-job, on-the-job and specialized trainings. The Group provides pre-employment trainings for new employees, including trainings on fundamental knowledge such as company introduction, rules and regulations systems, fire safety, safety production, vocational skills and environmental protection management system, so that employees can know more about the corporate culture and systems. At the same time, all our new employees or internally transferred technicians must receive pre-job and on-the-job trainings for at least two days to master working techniques and skills and adapt to work quickly.

PCB的生產過程中需使用危險化學品，為加強危險化學品的安全管理，本集團制定了危險化學品安全管理制度，要求所有化學品都要附有供應商提供的化學品安全技術說明書及包裝需符合化學危險品包裝安全要求，以加強危險化學品的管理。同時，本集團亦推行及遵從RoHS的相關要求，減少使用有害成份，降低員工工作的安全風險。本年度，本集團沒有發生致命工傷事件。

5.3 發展及培訓

本集團持續關注員工的成長與發展，致力實現員工價值。本集團根據每年的營運計劃和目標，對員工進行培訓需求調查，並根據各部門的調查結果，為員工量身訂做年度培訓計劃。我們透過持續推行員工培訓的政策，滿足本集團人才結構的戰略發展需求。本集團對培訓的項目、時間、時數及考核成績進行記錄，作為員工晉升及調動等的依據。

我們提供完善的訓練資源與學習環境，為所有員工提供入職培訓、職前培訓、在職培訓及專項培訓。本集團為新員工提供入職前培訓，培訓內容包括企業介紹、規章體系制度、消防安全、安全生產、崗位技能、環保管理體系等基礎知識，以讓員工了解企業的文化及制度。同時，所有新員工或內部調配的技術人員，必須接受至少兩天的職前培訓和在職培訓，以掌握工作技巧和技能，並快速適應工作。

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In order to enhance the work capabilities of employees, the Group provides internal trainings for them. The internal trainings we organized during the Year encompasses areas such as raising safety awareness, enhancing quality control, environmental protection knowledge and improving customer service level. Meanwhile, we provided management skills trainings for management personnel, so that employees can have a better understanding of their work and related skills required at work. After trainings, the Group will conduct a written, oral or on-site assessment to retrain the unqualified, so as to ensure employees are equipped with training knowledge and promote their growth, thereby optimizing the operation of the Group.

The training materials of the Group are prepared by employees with certain experience and qualifications, including job operation instructions and basic job operation skills, so as to help other employees to learn effectively, reduce work errors and improve work efficiency. Apart from internal trainings, we also encourage employees to participate in external trainings. The Group provides study allowances to subsidize the cost of employees' participation in external training courses, which not only enhances their professional knowledge and skills, but also enables the Group to maintain its advantages in competition.

為提升員工的工作能力，本集團為在職員工提供內部培訓。本年度我們舉辦的內部培訓包括提升安全意識、增強品質控制、環境保護知識及提升客戶服務水平等範疇，同時為管理人員提供管理技巧培訓，使員工對其工作及工作所需的相關技巧有更深的認識。在培訓後，本集團會以書面、口試或現場操作進行考核，對不合格者重新培訓，以確保員工掌握培訓知識及促進員工成長，完善本集團運營。

本集團的培訓教材由具備一定經驗和資格的員工編制，包括崗位作業指導書和崗位基本操作技能等，以有效幫助其他員工學習，減少工作失誤及提高工作效率。除了內部培訓外，我們亦鼓勵員工參與外部培訓。本集團提供進修津貼，以補助員工參加外部培訓課程之費用，增進員工專業知識與技能，使本集團在競爭中保持優勢。



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5.4 Labor Standards

The Group has strictly observed the Labor Law of the People's Republic of China, the Provisions on the Prohibition of Using Child Labor and the Employment Ordinance of Hong Kong against practices of forced labor and employment of child labor. To comply with the relevant requirements, the human resources department of the Group has stringently followed the human resources management procedures by collecting educational certifications and health certificates of job applicants for their assessments to ensure that they can be lawfully employed. No follow-up recruitment procedures will be processed unless all verifications are duly completed. Job applicants are required to provide identification documents to the human resources department during interview to confirm that those applicants have reached the legal working age, so as to avoid hiring child labor by mistake. When a new employee arrives at his/her post, he/she needs to sign a labor contract, which clearly sets out the scope of work, working hours, remuneration benefits and other information to prevent forced labor. If child labor or forced labor is found, we will immediately terminate employment, conduct an investigation to identify any system loopholes, and implement remedial measures to prevent the reoccurrence of incidents. When an employee submits a resignation application, the department manager of the employee and the human resources department will meet with the employee face-to-face to figure out the reason for his/her resignation, terminate the contract and pay the remaining salary as required by laws and regulations.

We care about the work-life balance of our employees. We clearly inform employees of their working hours and rest time when they are hired. We implement eight-hour work day and if overtime work is required, we will ensure that it is arranged under all regulations of the labor department and pay for it according to law. All overtime work beyond the statutory working hours shall be applied by the employees themselves, and they have the right to refuse any action that forces the extension of working hours.

5.4 勞工準則

本集團一直嚴格執行《中華人民共和國勞動法》、《禁止使用童工規定》及香港的《僱傭條例》，反對強制勞工和僱傭童工。為了符合規定，本集團的人力資源部嚴格遵守人力管理程序，向應聘者收取學歷證明、健康證等證件進行審查，在一切驗證步驟完成後，才執行後續招聘程序，確保求職者可合法受僱。應聘者需在面試時向人力資源部提供身份證明文件，以確認應聘者達到法定工作年齡，避免誤聘童工。當新員工到職後需簽定勞動合同，合同中清晰列明工作範圍、工作時間及薪酬福利等資料，以防止強制勞工。若發現童工或強制勞工，我們將立即終止僱傭，進行調查以識別制度漏洞，並實施補救措施，防止事件再次發生。當員工提出離職申請時，員工的部門經理及人力資源部會與員工進行面談了解員工辭職原因，並按法律法規要求終止合同及發放餘下工資。

我們關心員工的工作生活平衡，在員工入職時會明確告知員工的工作時間和休息時間。我們實行每天八小時工作制，如有需要加班工作，我們會確保加班乃遵照勞工部門的所有法規下安排，並依法支付加班工資。所有超過法定工作時間的加班須由員工本人提出申請，對於任何強逼延長工時的行為，員工有權作出拒絕。



6. OPERATING PRACTICES

6.1 Supply Chain Management

The Group puts emphasis on maintaining sound cooperation relationships with suppliers. It also constantly explores opportunities for deeper and wider cooperation in order to provide our wide range of customers with products and services of the highest quality. We establish and carry out a transparent and fair procedure for selection of suppliers, and actively promote socially responsible and sustainable procurement activities.

The Group has established and implemented various procedures and policies for purchase and selection of raw materials to ensure that the materials provided by suppliers fully satisfy the product quality and cost control requirements, and control the quality of the Group's products with a focus on raw materials. In order to satisfy all the requirements stipulated by the Group according to the IATF 16949:2016 Automotive Industry Quality System, we use the ISO 9001 Quality Management System as the basic requirement for supervising and guiding suppliers to constantly improve the development methods of raw materials. At the same time, for the purpose of complying with the requirements set out in the Code of Conduct of the Responsible Business Alliance (the "RBA"), our suppliers are required to complete and submit a Conflict Minerals Reporting Template to ensure that the minerals purchased are not sourced from mines in countries that improperly control and inhumanely treat labour.

While selecting suppliers, the Group will give priority to enterprises with a long history and sizable operating records. These enterprises should also be equipped with relevant production qualifications and possess good reputation in the market. The Group will assess potential suppliers by taking into consideration the impact and risks of materials on final products as well as various aspects, such as production capacity, experience, industry qualification, certification, creditability, quality of raw materials, safety and environmental production technologies and after-sales services. To further understand the business conditions of suppliers, the Group will conduct on-site inspections to ensure that those suppliers comply with the requirements of the Group and its customers. To secure the availability and quality of suppliers, we will enter into framework agreements with them.

6. 營運慣例

6.1 供應鏈管理

本集團重視與供應商之間建立良好合作關係，並不斷探求更深入以及更廣泛的合作，從而給予廣大客戶最優質的產品和服務。我們建立及實行透明和公平的供應商甄選程序，積極推進具社會責任及可持續的採購活動。

本集團建立及實施各項原材料採購作業程序和甄選政策，以保證供應商所提供的物料完全滿足產品品質及成本控制的要求，從原材料入手控制本集團的產品質量。我們以ISO 9001質量管理體系為基本要求，督導供應商持續改進原材料的開發方式，以滿足本集團以IATF 16949:2016汽車工業質量體系所訂立的各項要求。同時，為滿足負責任商業聯盟(Responsible Business Alliance, 簡稱RBA)行為準則的要求，我們的供應商須填寫及提交衝突礦產報告模板，以確保所採購的礦產並非來自於不當控制勞工或非人權對待勞工的國家之礦區。

本集團在選擇供應商時，會優先考慮具悠久歷史、具有一定規模的經營往績、具備相關生產資格及市場上享有信譽的企業。本集團會考慮物料對最後成品的影響及風險，在產能、經驗、行業資格、證書、信用、原料品質、安全及環保生產技術、售後服務等多方面對潛在供應商進行評估。為進一步了解供應商營業情況，本集團會進行實地考察，以確保供應商符合本集團及客戶要求。為保證供應商的供應和質量，我們會與供貨商訂立框架協議。



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The Group has established internal assessment and procurement control procedures for the supply chain, classified suppliers by raw material category for management, and recorded qualified suppliers for future reference. We continue to monitor the delivery quality, service performance and cost of the existing suppliers to ensure that they reach the agreed level and eliminate inferior suppliers.

To ensure the quality of incoming materials, the Group has an incoming material acceptance and inspection procedure to conduct standard testing, verification and assessment on the materials provided by suppliers to avoid receiving any unqualified materials. If there is any problem identified during the monitoring process, we will contact the supplier promptly for return, replacement or scrapping, and request such supplier for quality improvements. We strictly manage the supply chain to guarantee the suppliers meet the required standards, so that we can maintain our production goal of providing products of the best quality.

6.2 Product Responsibility

Provision of quality products is one of the major competitive advantages of the Group. The Group has always paid attention to details and perfection as its objective to provide customers with quality products that cater to their needs. The Group has adopted a series of assessment measures to achieve our objective of providing products with the best quality. We also value feedback from customers and have set up an internal procedure related to customer service to offer timely and effective solutions regarding their complaints and provide them with satisfactory after-sales services at our best endeavor. Besides, since all of our PCBs are made-to-order and we produce PCBs according to the specifications and design provided by our customers, our products do not involve advertising and labeling matters.

本集團制定了供應鏈的內部評估及採購控制程序，按原材料類別對供應商作出分類以作管理，並對合格的供應商進行記錄，以供日後參考之用。我們持續監督現有供應商的出貨品質、服務表現及成本，以保證供應商達到協議的水平，並對劣質供應商進行淘汰。

為確保來料品質，本集團設有來料接收檢驗程序，對供應商提供的物料進行規範試驗、驗證及評估，避免接收不合格的物料。如在監測過程發現任何問題，我們會及時聯絡供應商以進行退貨、換貨或報廢，以及要求供應商作出品質改進。我們嚴謹地管理供應鏈，以保證供應商達到所需標準，以確保我們能保持提供最優質產品的生產目標。

6.2 產品責任

高品質產品是本集團的一大競爭力。本集團始終秉持注重細節、盡善盡美的宗旨，提供切合客戶需求的優質產品。本集團採取了多項檢定措施以實踐提供最優質產品的目標。我們亦重視客戶的意見，設有客戶服務相關的內部程序，對客戶的投訴提供迅速有效的解決方案，盡力為客戶提供滿意的售後服務。此外，我們所有印刷電路板均為接單生產，並根據客戶提供的規格和設計生產印刷電路板，因此我們的產品並不涉及廣告及標籤事宜。



Testing and Examination

To ensure that all the products are in line with the relevant laws including the Product Quality Law of the People's Republic of China and the Regulations on Quality Responsibility for Industrial Products, we have formulated a quality policy and set up a quality control department to examine and test the product quality at each stage, from purchase of materials, product manufacturing to product delivery, and have established management procedures for unqualified products. Meanwhile, the Group conducts internal audits of the quality system on an annual basis to assess the legitimacy and effectiveness of the current quality system with an objective to identify potential improvements and improve the quality system level. We use the Inter-Process Communication (the "IPC") standards to ensure the quality of products and avoid harm to customers' health and safety. The Group has passed ISO 9001:2015 and AS9100D Quality Management System Certifications.

For the sake of ensuring that the material quality meets production requirements, the Group will examine the raw materials, externally-processed semi-finished products and finished products to avoid receiving any unqualified materials. The sourcing department requires suppliers to provide data on such materials and submit them to the quality assurance department for testing, so as to guarantee the incoming materials are in line with our quality requirements.

The Group continues to implement stringent quality control procedures throughout the production process, which focus on four major areas, namely equipment control, raw materials control, manufacturing control and finished products control. To make sure that all production parameters are consistent, automated control is applied in several production processes and regular calibration is performed to ensure each of the production activities are conducted according to standard procedures. In the production process of the Group, after each production process is completed, there are random inspections and full inspections conducted by the quality inspection department, and the defective products are selected or sent back to the previous process for rework in accordance with the management procedures of unqualified products.

檢驗與測試

為確保所有產品遵守《中華人民共和國產品質量法》及《工業產品質量責任條例》等相關法例，我們制定了品質方針，設立檢驗部，檢驗和測試從原材料採購、產品生產到產品出貨等各階段的產品質素，及對不合格品設有管理程序。同時，本集團每年會對質量體系進行內部審核，以評估現時質量體系的合法性、有效性，以識別出潛在改進方向，提升質量體系水平。我們採用進程間通信（「IPC」）標準，以保障產品質量，避免出現危害客戶的健康與安全的情況。本集團已通過ISO 9001:2015及AS9100D質量管理體系的認證。

為確保物料質量符合生產要求，本集團會對原物料、外協加工半成品和成品進行檢驗，避免接收不合格物料。採購部會要求供應商提供該物料的數據，交由品保部進行驗證，以保證來料合乎我們的品質要求。

本集團在整個生產過程中均繼續實施嚴格的質控程序，圍繞設備控制、原料控制、製程控制及成品控制四個範疇。本集團在部份製作過程中採用自動化控制，並定期校準，確保每一項生產活動均按照標準的程序進行，以保證生產參數一致。本集團的生產流程中，每完成一個生產工序後均設有檢驗部門進行的抽檢及全檢，依照不合格品的管理程序把當中不良品挑選出或送回上一工序進行返工。



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Before delivery of products, different departments will be responsible for finished product quality inspection procedures, which include electrical testing, visual inspection and physical testing. Products that fail the test will be returned or scrapped according to the management procedures of unqualified products. The Group will package and deliver the products only after ensuring the finished products meet the required quality requirements.

Valuing Customers' Feedbacks

Upholding the service objective of "customer-oriented service from the heart", the Group regularly conducts surveys on customer satisfaction regarding our products and actively seeks to understand our customers' opinions to improve products and the manufacturing processes as required. We strive to provide customers with high-quality and appropriate services and products, and establish good relationship with customers.

The Group has set up procedures for handling customers' complaints, which provide methods for handling customers' feedback information and procedures for taking corrective and preventive actions to effectively respond to customer complaints. The customer complaint team and the department of business affairs of the Group are responsible for handling customers' complaints, which are classified and handled by personnel at the corresponding level on the basis of the seriousness. The Group attaches great importance to quality-related complaints. Once we receive such complaints, we will immediately report them to the engineers, officer, manager or director of the quality assurance department to analyze the causes and formulate countermeasures to improve future production. Work-in-progress held in inventory and on the production lines will be monitored subsequently. Engineers responsible for customer quality assurance will compile reports on improvement measures and send them to relevant customers, and follow up on the outcome to effectively refine quality issues. Meanwhile, engineers at the quality assurance department will formulate proposals according to the Notice Regarding Measures for Rectification and Prevention and examine inter-departmental working results to ensure the procedures can be completed on time and customers' needs can be satisfied.

於出貨前，不同部門會負責進行成品質量檢驗程序，測試內容包括電性測試、外觀檢查及物理測試，測試不合格的產品會依照不合格品的管理程序進行返修或報廢處理。在確保成品滿足所需品質要求後，本集團方會對產品進行包裝出貨。

客戶意見繫我心

本集團以「客戶為先，以心為心」為服務宗旨，定期進行客戶調查，以了解客戶對產品的滿意度。本集團通過主動了解客戶的意見，按需求對產品或生產過程進行改進，為客戶提供優質合適的產品及與客戶建立良好的關係。

本集團設有客訴處理程序，規定了對客戶反饋信息的處理方法及採取相應糾正預防行動的程序，有效回應客戶的投訴。本集團的客訴組及商務部負責處理客戶投訴，按投訴嚴重情度分級，安排相應級別的人員處理投訴。本集團非常重視質量相關的投訴，在接到相關投訴時會立即通知客戶質量保障工程師、主任、經理或總監分析原因，擬定對策改善以後的生產，並對在庫品和生產線上的半成品進行跟進。而客戶質量保障工程師會負責整理改善報告予客戶及跟進改善結果，以有效改善質量問題。與此同時，品保部流程工程師會按照《糾正預防措施通知》制定方案，驗證各部門的行動結果，以確保在期限內能完成並能滿足客戶的要求。



Intellectual Property Rights and Protection of Privacy

The Group values intellectual property rights and fully complies with the laws and regulations related to the intellectual property rights, including but not limited to the Trademark Law of the People's Republic of China and the Copyright Ordinance of Hong Kong. The Group strictly monitors the use of patents, trademarks and technologies and eliminates all acts of infringement of intellectual property rights, as well as rationalizes the information and materials related to corporate patents and intellectual property rights to ensure that the intellectual property rights of the Group are protected from infringement.

At the same time, the Group strictly follows the relevant laws and regulations of privacy protection, including but not limited to the Personal Data (Privacy) Ordinance of Hong Kong and complies with the standard requirements, rules and guidelines related to protection of privacy in the RBA Code of Conduct, and employees are not allowed to disclose confidential information during and after employment as stipulated in the Employee Handbook. For protection of customer information, the Group requires every new staff to sign a confidential agreement and provides staff manuals stating their job duties to make sure employees understand the importance of customer privacy. To ensure confidentiality of customer information, the administration department disposes waste boards that contain customer information produced in all relevant manufacturing processes separately.

知識產權及私隱保護

本集團重視知識產權，全力遵守有關知識產權的法律法規，包括但不限於《中華人民共和國商標法》及香港的《版權條例》。本集團嚴格監管專利、商標及技術等的使用狀況，杜絕所有侵犯知識產權的行為，同時梳理企業專利及知識產權相關信息與資料，確保本集團的知識產權免受侵犯。

同時，本集團嚴格遵守私隱保護的相關法律法規，包括但不限於香港的《個人資料（私隱）條例》及遵守RBA行為準則中有關私隱保護的標準要求、規則和指引，並在員工手冊中規定員工在受僱期間及其後不可洩漏機密資料。為保護客戶資料，本集團與每位新員工簽署保密協定，並於員工手冊中列明職責，確保員工明白客戶隱私的重要性。於所有生產工序中，行政部會分開處理產生的含有客戶資料的報廢板，以保證客戶資料的保密性。



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6.3 Anti-corruption

The Group has zero tolerance on corruption and strictly observes relevant laws and regulations of anti-corruption, including but not limited to the Criminal Law of the People's Republic of China and the Prevention of Bribery Ordinance of Hong Kong. During the Year, there were no legal cases regarding corrupt practices brought against the Group.

The Group requires its employees to enter into an internal anti-corruption undertaking upon joining the Group and promise not to engage in any act involving corruption, otherwise they shall bear the legal responsibility. Employee Handbook has set out provisions on accepting gifts, incentive and transactions with financial institution and employees shall handle incentive and gifts according to relevant guidelines. In case of any conflict between personal interest and job duties, employees must report such conflict, or else they will be subject to disciplinary actions for any non-compliance. In order to effectively prevent corruption, the Group provides employees with the phone numbers of senior management in the Employee Handbook, allowing the employees to report corruption cases. We also arrange regular training on bribery prevention agreement for employees to enhance their awareness of anti-corruption. Management must attend anti-corruption conferences to deepen their understanding of conflict of interest and corruption and prevent them from harboring their subordinates.

Apart from employees, suppliers are also subject to the anti-corruption regulations set by the Group. The Group requires the employees of the procurement department to select suppliers, issue orders and receive goods based on the division of labor to prevent a particular employee from being responsible for every process and thus reduce the possibility of corruption. Before entering into a contract, the Group also requires the suppliers to execute an anti-corruption undertaking, which sets out the ways of reporting corruption cases to the Group. If the supplier violates the terms of the undertaking, it will make an unconditional default payment to the Group after investigation and verification. Meanwhile, we reserve the right to cease the business relationship, freeze the trade payables arising from transactions within two months and seek to enforce our legal right to hold the defaulting party responsible.

6.3 反貪污

本集團對於貪污腐敗一直採取零容忍態度，嚴格遵從防止貪污的相關法律法規，包括但不限於《中華人民共和國刑法》及香港的《防止賄賂條例》。本年度，本集團並不涉及任何有關貪污訴訟的案件。

本集團規定員工須於入職時簽署內部反賄賂承諾書，承諾不會進行貪污行為，否則需承擔法律責任。員工手冊列明有關收受禮物、獎勵及財務機構交易的規定，員工須根據相關指引處理獎勵及禮物，當個人利益與其職務有矛盾時必須進行申報，違規者將受到紀律處分。為有效阻止貪污行為，本集團於手冊內向員工提供高層管理人員的電話號碼，以便員工舉報貪污行為。我們亦定期對員工進行防賄賂協議培訓，以提升員工反貪污的意識。管理層須出席反貪污會議，認識利益衝突和貪污行為，謹防任何包庇行為。

除員工外，本集團亦設有針對供應商的反貪污規定。本集團規定採購部員工採取分工方式選擇供應商、簽發訂單及回收貨物，避免同一員工負責所有流程，以減少出現貪污情況的可能性。本集團在與供應商簽訂合同時亦要求對方簽署反貪污承諾書，而承諾書當中會列出向本集團舉報貪污行為的方式。如供應商違反承諾書條款，一經查處屬實，將無條件支付本集團違約金。同時，我們亦有權立即終止雙方業務往來，凍結兩個月交易產生的貨款，並追究相關法律責任。

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7. COMMUNITY INVESTMENT

The Group takes upon its corporate social responsibility and contributes to community with charity activities whilst developing the economy. During the Year, the Group sponsored the Suicide Prevention Services Charity Walk & Carnival 2019 with an amount of HK\$250,000, and a number of our employees participated in the activity, exerting their efforts in creating a caring community. This campaign promotes the message of cherishing lives and facing life challenges proactively to the participants and the public. The funds raised are used to support and develop the suicide prevention service, which can offer more assistance to those who are suffering from emotion disturbance.

Meanwhile, the Group donated or sponsored activities organized by various community caring organizations during the Year to show care and support for society and the elderly, including:

- Tsz Wan Shan Kai Fong Welfare Association,
- Friends Of The Aged People,
- The Chinese Opera Night* (粵劇敬老晚會) held by the Association for the Welfare Services of Elders and
- The Christmas Celebration and New Year Film Exhibition organized by the Lord Grace Service Society.

7. 社區投資

本集團肩負企業社會責任，在經濟發展的同時以公益活動回饋社會。本年度，本集團上下多名員工參與了「生命熱線」愛•喜•行慈善步行籌款2019暨園遊會活動，贊助了活動25萬港元，為締造充滿關懷的社會貢獻力量。此次活動向參加者及大眾宣揚了珍惜生命、積極面對人生的訊息，亦將善款用作支持及拓展預防自殺服務，讓社會上更多情緒受困擾的人士受惠。

同時，本集團本年度並向多個社區關愛組織所舉行的活動進行捐助或贊助，以顯示對社會及老人的關愛及支持，當中包括：

- 慈雲山街坊福利會、
- 老人之友、
- 香港老人福利服務協會所舉辦的「粵劇敬老晚會」及
- 基督教主恩服務社所舉辦的慶祝聖誕節及新年電影展。



* For identification purpose only.



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APPENDIX: ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE CONTENT INDEX

附錄：《環境、社會及管治報告指引》內容索引

ESG key performance indicators ("KPIs") ESG 關鍵績效指標	Summary 概述	Reference Sections 章節	Page 頁碼
A. Environmental 環境			
A1 Emissions 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。	Emissions: Waste Disposal; Sewage Treatment; Greenhouse Gas and Exhaust Emissions 排放物：廢棄物處置；污水處理；溫室氣體及廢氣排放	4-9
A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放資料。	Emissions: Sewage Treatment; Greenhouse Gas and Exhaust Emissions 排放物：污水處理；溫室氣體及廢氣排放	6-9
A1.2	Greenhouse gas emissions in total and intensity. 溫室氣體總排放量及密度。	Emissions: Greenhouse Gas and Exhaust Emissions 排放物：溫室氣體及廢氣排放	8-9
A1.3	Total hazardous waste produced and intensity. 所產生有害廢棄物總量及密度。	Emissions: Waste Disposal 排放物：廢棄物處置	5-6
A1.4	Total non-hazardous waste produced and intensity. 所產生無害廢棄物總量及密度。	Emissions: Waste Disposal 排放物：廢棄物處置	5-6
A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Emissions: Sewage Treatment; Greenhouse Gas and Exhaust Emissions 排放物：污水處理；溫室氣體及廢氣排放	6-9
A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 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。	Emissions: Waste Disposal 排放物：廢棄物處置	5-6

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A2 Use of Resources 資源使用			
General Disclosure 一般披露	Policies on the efficient use of resources. 有效使用資源的政策。	Use of Resources: Energy Management; Water Conservation; Green Office; Technological Improvements; Promotion and Training 資源使用：能源管理；節約用水；綠色辦公；技術改造；宣傳與培訓	9–11
A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能總耗量及密度。	Use of Resources 資源使用	9
A2.2	Water consumption in total and intensity. 總耗水量及密度。	Use of Resources 資源使用	9
A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Use of Resources: Energy Management; Green Office; Technological Improvements; Promotion and Training 資源使用：能源管理；綠色辦公；技術改造；宣傳與培訓	10–11
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 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。	Use of Resources: Water Conservation; Promotion and Training 資源使用：節約用水；宣傳與培訓	10–11
A2.5	Total packaging material used for finished products and with reference to per unit produced. 製成品所用包裝材料的總量及每生產單位佔量。	Use of Resources 資源使用	9
A3 The Environment and Natural Resources 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。	Use of Resources: Energy Management; Water Conservation Environment and Natural Resources 資源使用：能源管理；節約用水；環境及天然資源	10,12
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。	Use of Resources: Energy Management; Water Conservation Environment and Natural Resources 資源使用：能源管理；節約用水；環境及天然資源	10,12



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B. Social 社會			
B1 Employment 僱傭			
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 compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, antidiscrimination, and other benefits and welfare. 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。	Employment: Recruitment and Promotion; Remuneration Management; Employee Benefits; Equal Opportunity 僱傭：招聘晉升；薪酬管理；員工福利；平等機會	13–16
B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Not disclosed 未有披露	–
B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Not disclosed 未有披露	–

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B2 Health and Safety 健康與安全			
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 providing a safe working environment and protecting employees from occupational hazards. 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。	Health and Safety 健康與安全	16–18
B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	Health and Safety 健康與安全	16–18
B2.2	Lost days due to work injury. 因工傷損失工作日數。	Not disclosed 未有披露	–
B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored. 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。	Health and Safety 健康與安全	16–18
B3 Development and Training 發展及培訓			
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 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。	Development and Training 發展及培訓	18–19
B3.1	The percentage of employees trained by gender and employee category. 按性別及僱員類別劃分的受訓僱員百分比。	Not disclosed 未有披露	–
B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Not disclosed 未有披露	–



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ESG key performance indicators ("KPIs") ESG 關鍵績效指標	Summary 概述	Reference Sections 章節	Page 頁碼
B4 Labor Standards 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 labor. 有關防止童工或強制勞工的： (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。	Labor Standards 勞工準則	20
B4.1	Description of measures to review employment practices to avoid child and forced labor. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Labor Standards 勞工準則	20
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。	Labor Standards 勞工準則	20
B5 Supply Chain Management 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	21-22
B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Not disclosed 未有披露	-
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, 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、以及有關慣例的執行及監察方法。	Supply Chain Management 供應鏈管理	21-22

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ESG key performance indicators ("KPIs") ESG 關鍵績效指標	Summary 概述	Reference Sections 章節	Page 頁碼
B6 Product Responsibility 產品責任			
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 health and safety, advertising, labeling and privacy matters relating to products and services provided and methods of redress. 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。	Product Responsibility: Testing and Examination; Valuing Customers' Feedbacks; Intellectual Property Rights and Protection of Privacy 產品責任：檢驗與測試；客戶意見繫我心；知識產權及隱私保護	22–25
B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 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。	Not disclosed 未有披露	–
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。	Not disclosed 未有披露	–
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。	Product Responsibility: Intellectual Property Rights and Protection of Privacy 產品責任：知識產權及隱私保護	25
B6.4	Description of quality assurance process and recall procedures. 描述質量保證過程及產品回收程序。	Product Responsibility: Testing and Examination; Valuing Customers' Feedbacks 產品責任：檢驗與測試；客戶意見繫我心	23–24
B6.5	Description of consumer data protection and privacy policies, and 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。	Product Responsibility: Intellectual Property Rights and Protection of Privacy 產品責任：知識產權及隱私保護	25



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ESG key performance indicators ("KPIs") ESG 關鍵績效指標	Summary 概述	Reference Sections 章節	Page 頁碼
B7 Anti-corruption 反貪污			
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 bribery, extortion, fraud and money laundering. 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。	Anti-corruption 反貪污	26
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. 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。	Anti-corruption 反貪污	26
B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Anti-corruption 反貪污	26
B8 Community Investment 社區投資			
General Disclosure 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. 有關以社區參與來了解發行人營運所在社區的需要和確保其業務活動會考慮社區利益的政策。	Community Investment 社區投資	27
B8.1	Focus areas of contribution. 專注貢獻範疇。	Community Investment 社區投資	27
B8.2	Resources contributed to the focus area. 在專注範疇所動用資源。	Community Investment 社區投資	27



Yan Tat Group Holdings Limited
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