



**SANDMARTIN INTERNATIONAL
HOLDINGS LIMITED**
聖馬丁國際控股有限公司*

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

Stock Code 股份代號 : 482

2021

**ENVIRONMENTAL SOCIAL AND
GOVERNANCE REPORT**

環境、社會及管治報告

* For identification purpose only
僅供識別

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About the Report

關於本報告

ABOUT SANDMARTIN

Sandmartin International Holdings Limited (the “**Company**”) and its subsidiaries (collectively, “**Sandmartin**” or the “**Group**”) is principally engaged in the design, production and trading of media entertainment platform related products, other multimedia products and satellite TV equipment and antenna products, such as low noise blocking down converters (“**LNBS**”), high-definition multimedia interface (“**HDMI**”) cable, ultraviolet light smartphone sanitizers, ancillary chargers, external batteries, retractable chargers, wireless mobile phone chargers for vehicles and other electronic and multimedia accessories. The Group’s operations are mainly located in China and other Asia regions, Europe, North America, South America and Middle East.

For more information about Sandmartin, please refer to our 2021 Annual Report published on 27 April 2022.

關於聖馬丁

聖馬丁國際控股有限公司*（「**本公司**」）及其附屬公司（統稱「**聖馬丁**」或「**本集團**」）主要從事設計、生產及買賣媒體娛樂平台相關產品、其他多媒體產品及衛星電視設備及天線產品，如低雜訊降頻器（「**LNBS**」）、高清多媒體接口（「**HDMI**」）電纜、紫外線智能手機消毒器、配置充電器、外置電池、可伸縮充電器及車載無線手機充電器等電子及多媒體配件。本集團的業務主要位於中國及其他亞洲地區、歐洲、北美洲、南美洲及中東。

有關聖馬丁的更多資料，請參閱我們於二零二二年四月二十七日刊發的二零二一年年報。

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僅供識別

About the Report (Continued)

關於本報告(續)

ABOUT THE REPORT

This is the sixth Environmental, Social and Governance Report (the “**Report**”) issued by Sandmartin, highlighting the Group’s policies, measures and performance in environment, social and governance (or “**ESG**”) aspects during the period from 1 January 2021 to 31 December 2021 (the “**Year**”) in order to allow stakeholders to understand the Group’s progress and development direction in sustainability. This Report was prepared in both Chinese and English versions and is available on the websites of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and of the Company (www.sandmartin.com.hk).

REPORTING SCOPE

The Report focuses on the Group’s operation of the manufacturing and sales business of “satellite TV equipment and antenna products”, “media entertainment platform related products” and “other multimedia products”. The scope of the Report covers the manufacturing plants of the two representative subsidiaries¹ of the Group located in Zhongshan City, Guangdong Province (which are the Zhongshan manufacturing plant and the Pro Brand Technology, Inc. (“**PBT**”) manufacturing plant, collectively the “**manufacturing business**” or “**manufacturing plants**”), and the key operating location² in the United States (“**distribution business**”). This is in line with previous reporting practices. This segment contributed approximately 77% of the Group’s total revenue.

Since the operating location in India is still under development, the revenue of the relevant business accounts for less than 5% of the Group’s revenue, therefore the subsidiaries in India is not included in the report for the Year. The Group will regularly review the reporting scope based on the principle of significance to provide comprehensive and accurate information to investors and other stakeholders.

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

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

關於本報告

本報告為聖馬丁發表的第六份《環境、社會及管治報告》(「**本報告**」)，重點闡述本集團於二零二一年一月一日至二零二一年十二月三十一日(「**本年度**」或「**年內**」)期間在環境、社會及管治(「**ESG**」)方面的政策、措施和績效，讓各持份者了解本集團於可持續發展方面的進程及發展方向。本報告備有中文及英文版本，分別可於香港聯合交易所有限公司(「**聯交所**」)及本公司網站(www.sandmartin.com.hk)上閱覽。

報告範圍

本報告繼續聚焦本集團之製造及銷售「衛星電視設備及天線產品」、「媒體娛樂平台相關產品」和「其他多媒體產品」業務相關的營運。報告範圍覆蓋本集團位於廣東省中山市之兩間具代表性的附屬公司¹之生產廠房(分別為中山生產廠房及博百科技生產廠房，統稱為「**製造業務**」或「**各廠房**」)，以及美國之主要營運點²(「**分銷業務**」)，與以往的報告慣例一致。此部分佔本集團總收入約77%。

由於印度營運點規模仍然處於開發階段，有關業務收入佔本集團收入少於5%，因此本年度報告未有涵蓋位於印度的附屬公司。本集團將按照重要性原則，定期檢視報告範圍，確保為投資者及其他持份者提供全面和準確的資訊。

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

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

About the Report (Continued)

關於本報告(續)

REPORTING STANDARDS

The Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide under Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited. A complete index is enclosed in the last chapter of the Report for your reference. The Report adheres to the four principles of materiality, quantitative, balance and consistency as its principles of preparation.

報告準則

本報告根據香港聯合交易所有限公司《證券上市規則》附錄二十七中的《環境、社會及管治報告指引》編製。報告最後一章載有完整索引以供查閱。本報告遵循重要性、量化、平衡及一致性四項匯報原則為編寫基準。

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

About the Report (Continued) 關於本報告(續)

CONFIRMATION AND APPROVAL

All information cited herein is derived from the official documents and statistical data of the Group, as well as the management and operational information collected according to the system of the Group, with a view to ensure the accuracy and reliability of information presented in this Report. The Report was confirmed and approved by the board of directors of the Company (the "Board") on 25 March 2022.

OPINION AND FEEDBACK

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

確認及批准

本報告引用的所有資料均來自本集團的正式文件、統計數據，及其根據本集團制度收集的管理和營運資料，竭力確保本報告所呈現的資料均準確可靠。本報告已於二零二二年三月二十五日由本公司董事會（「**董事會**」）確認及批准。

意見反饋

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

Message from the Board

董事會寄語

The Board is pleased to publish the sixth Environmental, Social and Governance Report of the Group to provide comprehensive information to the Group's stakeholders on the Group's approach to climate change and sustainability initiatives. The novel coronavirus pandemic (the "Pandemic") continues to pose a negative impact on the global economy and on the livelihood of people in different sectors. The recent outbreak of a new variant of the coronavirus has inevitably delayed the lifting of travel restrictions and the return to normal life around the world. In April 2021, the Stock Exchange published the consultation paper on review of Corporate Governance Code and related Listing Rules. In responding to the importance of the ESG governance structure and the recommendations in the Stock Exchange's guidance, the Group has commissioned an independent consultant to assist the Board in identifying, and evaluating important ESG issues during the Year to set out ESG strategies and measures, and respond to the existing and potential risks associated with ESG.

The Board is fully responsible for monitoring the Group's sustainability issues. The Board has formulated and improved the current policies and codes involving ESG issues applicable to the entire group, and comprehensively improved the Group's corporate governance in areas such as environmental protection, operational management, employment system and community investment. With the assistance of an independent consultant company, the Board is developing the Group's medium to long-term sustainable development goals, such as measures to reduce carbon emissions and mitigate the potential adverse effects of climate change.

In addition, the Board regularly reviews the adequacy of resources devoted to ESG issues by the governance team. Through ongoing ESG training, Board members are fully aware of the latest ESG regulatory requirements.

董事會很榮幸發佈本集團第六份《環境、社會及管治報告》，向本集團持份者提供有關本集團對氣候變化的取態及可持續性措施的全面資訊。新型冠狀病毒疫情（「疫情」）持續對全球經濟和各行各業的人們生活產生負面影響。近期爆發的變種新型冠狀病毒無可避免地推遲了世界各地解除旅行禁令和恢復正常生活。二零二一年四月，聯交所發佈有關檢討《企業管治守則》及相關《上市規則》條文的諮詢文件。為回應ESG管治架構的重要性，以及聯交所在諮詢文件的提議，年內本集團已委託獨立顧問公司，協助董事會識別及評估重要的環境、社會及管治相關事宜，讓我們制訂ESG策略和措施，及應對現有及潛在的ESG相關風險。

董事會對本集團的可持續發展事宜的監督負全部責任。董事會已制訂和完善現行適用於整個集團涉及ESG議題的政策和守則，從環境保護、營運管理、僱傭制度和社區投資等領域，全面提升本集團之企業管治水平。在獨立顧問公司的協助下，董事會正在制定本集團的中長期可持續發展目標，例如減少碳排放和緩解氣候變化潛在不利影響的措施。

此外，董事會亦定期檢討管治團隊有關投放於ESG事宜的資源是否足夠。通過持續的ESG培訓，董事會成員充分了解ESG報告的最新監管要求。

Message from the Board *(Continued)*

董事會寄語(續)

The Group continues to identify potential environmental and social risks through existing risk management policies and enhance the effectiveness of risk management. The Group has commissioned an external professional consultant to perform annual internal control review, and conducted internal control due diligence for the headquarter and major operating units. The results of the review will help us improve the existing mechanism.

Stakeholder engagement is critical to the sustainability. The goal of the Group is to allow all stakeholders to express their opinions completely and openly through extensive and effective communication channels. Same as last year, the Group collected the opinions from stakeholders by a questionnaire and a materiality assessment was conducted by an independent consultant to identify the sustainability issues that are most relevant to the Group's business and stakeholders, and assist the Board in identifying ESG priorities and strategies for managing sustainable development. Based on the materiality assessment, the Group will devote more resources in creating an environmental friendly environment for stakeholders and the Board believes that every single step counts.

Looking ahead, the Group will further improve management strategies and measures of all ESG aspects, including strengthening the management of social and environmental risks in the supply chain, achieving corporate sustainability, and contributing to society and the environment.

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

本集團透過現有的風險管理政策持續識別潛在環境及社會風險，提升風險管理的效能。本集團已委託外聘專業顧問開展年度內部控制審查工作，分別在公司的總部及主要經營單位進行內部控制盡職調查，審查結果將有助我們完善現有機制。

持份者溝通是可持續發展的重要一步。本集團的目標是透過廣泛而有效的溝通渠道，讓所有持份者完全地、開放地發表意見。與去年相同，本集團以問卷調查收集持份者的意見，再由獨立顧問公司進行重要性評估，以確立與本集團業務和持份者最相關的可持續發展議題，協助董事會確定ESG的優先次序及管理可持續發展工作的策略。根據重要性評估，本集團將投入更多資源為持份者創造環境友善的環境，董事會相信每一小步都很重要。

展望未來，本集團會進一步完善ESG各方面的管理策略及措施，包括加強管理供應鏈中的社會及環境風險，實現企業可持續發展，為社會及環境作貢獻。

承董事會命
聖馬丁國際控股有限公司
主席
郭人豪

Sustainability Governance

可持續發展管治

Sound corporate governance practice will help the Group better manage its sustainable development. In this regard, the Board of the Group plays a supervisory role to ensure that business operations are conducted in accordance with the principles of prudent corporate governance for the long-term benefit of shareholders and the Group. At the same time, the Group has been upholding the concept of sustainable corporate development and is committed to fulfilling its corporate social responsibility to seize the opportunities arising from sustainable development.

SUSTAINABILITY GOVERNANCE STRUCTURE AND APPROACH TO SUSTAINABILITY

The Board, as the highest governance body of the Group, has ultimate responsibility for Group's sustainability strategy, management, performance and reporting. The Board is responsible for overseeing the policies, practices and performance and lead the Group to address the various risks and opportunities presented by sustainable development. In order to promote a deeper understanding of ESG issues by the Board members, the company secretary regularly updates the Board members on the information of the regulations made by the Stock Exchange to ensure that the Board plays a leading role and assumes responsibility for ESG issues.

The Board has approved a series of ESG policies at the Group level and has implemented sustainability-related guidelines and specific measures at various plants and departments. To further improve the Group's sustainability governance, the Board will regularly review the sustainability governance framework, formulate sustainability strategies and improve policies and measures to move towards sustainable corporate development.

In terms of execution, the management of the Company is responsible for the formulation and implementation of sustainability strategies at the Group level and reports to the Board on a regular basis. The Group has an ESG team, comprising senior management, representatives from different departments and production plants of the Group, which is responsible for implementing sustainability initiatives and collecting ESG data for annual reporting.

良好的企業管治常規將幫助本集團更好地管理可持續發展，為此本集團董事會擔當監督的角色，確保業務營運符合審慎管理的企業管治原則，為股東及集團帶來長遠利益。同時，本集團一直秉持企業可持續發展的理念，致力實踐企業社會責任，把握可持續發展帶來的機遇。

可持續發展管治架構及管理方針

董事會作為本集團最高管治架構，承擔本集團的可持續發展策略、管理、表現與匯報的最終責任。董事會負責監督有關政策、常規與績效，帶領集團應對各種可持續發展所帶來的風險與機遇。為促進董事會成員對ESG事宜有更深入的認識，公司秘書定期向董事會成員提供聯交所更新的規例信息，確保董事會在ESG事宜上發揮主導的角色及承擔責任。

董事會已通過一系列集團層面的ESG政策，並於各廠房及不同部門落實可持續發展相關指引及具體措施。為進一步完善本集團的可持續發展管治，董事會將定期檢討可持續發展管治架構、制定可持續發展策略，以及完善各項政策及措施，邁向企業可持續發展。

在執行方面，本集團管理層負責制定及落實集團層面的可持續發展策略，並定期向董事會匯報。本集團設有ESG團隊，由本集團高級管理人員、不同部門及生產廠房的代表組成，負責執行可持續發展措施，以及收集ESG數據以作年度匯報。

Sustainability Governance (Continued)

可持續發展管治(續)

Highlighted performance during the Year

During the Year, the Group took various initiatives to promote sustainable corporate development to create long-term value for shareholders and stakeholders.

年內亮點績效

本集團於年內採取不同措施推動企業可持續發展，為股東及持份者創造長遠價值。

Enhancing Risk Management 提升風險管理	The Group has engaged professional consultants to conduct internal audit and risk assessment reports to understand the impact of risks associated with the business so that countermeasures can be developed. 本集團已聘用專業顧問作出內部審計及風險評估報告，了解風險對業務相關影響，從而制定應對方案。
Setting Environmental Objectives 制定環境目標	In view of the updates to the Listing Rules such as the Stock Exchange's ESG reporting requirements, the Group sets environmental targets with in the hope of improving the Group's policy on the environment. 針對聯交所對ESG報告匯報規定等上市規則的更新，本集團為制定環境目標，期望能完善本集團對於環境方面的政策。
Stakeholder engagement 持份者溝通	A survey was conducted to collect views from internal and external stakeholders to identify sustainability issues that have a significant impact on the Group. A total of 153 valid responses were collected during the Year. 通過問卷調查向內部及外部持份者收集意見，識別對本集團有重大影響的可持續發展議題。本年度已收集一共153份有效回覆。

Sustainability Governance (Continued)

可持續發展管治(續)

RISK MANAGEMENT

The Group believes that effective risk management ensures that the enterprise maintains a sound operating environment and enables it to identify its current risk profile and take management actions in a timely manner. The Group has a well-developed risk management and internal control system in place. Audit committee of the Group and the management are responsible for evaluating and determining the Group's operational and governance risks, assessing the risk profile of each business unit and formulating response measures to ensure the effective operation of the Group. The major ESG risks identified by the Group are set out below:

風險管理

本集團相信有效的風險管理能確保企業維持良好的營運環境，並使之瞭解其目前承受的風險狀況，適時採取管理措施。本集團設有完善的風險管理及內部監控系統。本集團的審核委員會及管理層負責評估及釐定集團營運及管治的風險，評估各業務單位的風險狀況，並制定應對措施，確保集團有效運作。本集團已確定的ESG主要風險載列如下：

Types of risk 風險類型	Description of risk 風險描述	Corresponding measures 應對措施
Catastrophic loss 災難性損失	A catastrophic loss will affect the Group's ability to operate and seriously impede the Company's ability to operate and provide products and services 災難性損失將影響本集團營運的能力，損嚴重阻礙了公司營運和提供產品及服務的能力	<ul style="list-style-type: none"> Reduce the number of domestic and foreign contractors, and gradually move production lines to other countries 減少國內外外包商數目並陸續將生產線轉移於其他國家
Reputation and Intellectual Property 聲譽與知識產權	Damage on the Company's reputational will led to loss of customer, and supplier risk will pose impact on the Company's operational capabilities 公司的聲譽損害會面臨客戶流失，供應商風險會威脅公司的營運能力	<ul style="list-style-type: none"> Actively develop brand new 5G related products in response to market trends In terms of quality control, the quality management department conducts quality inspections according to internal regulations 因應市場趨勢積極開發全新的5G相關產品 在品質管控方面，品質管理部按內部規程進行品質檢驗

Sustainability Governance (Continued)

可持續發展管治(續)

Types of risk 風險類型	Description of risk 風險描述	Corresponding measures 應對措施
Supply chain	In the face of supply shortages and increased costs, there is a need to source from smaller suppliers to reduce the cost of sales, although there may be risks in quality control	<ul style="list-style-type: none"> • Conduct quality checks on raw materials, semi-finished and finished products in accordance with internal procedures • Conduct regular visits to and assessment on suppliers • Conduct monthly quality rating of suppliers and record the results in supplier database
供應鏈	面對供應短缺及成本增加，需要向規模更小的供應商採購，以降低銷售成本，然而在品質監控上存在風險	<ul style="list-style-type: none"> • 按照內部規程為原材料、半成品及成品進行品質檢驗 • 定期向供應商進行考察及評審 • 每月對供應商進行質量評級，並紀錄於供應商數據庫
Health and safety	In the manufacturing industry, industrial safety for employees is an important part of the business and lack of regular safety training will increase the incidence of industrial accidents	<ul style="list-style-type: none"> • Conduct risk assessment at least once a year to identify and monitor factors in the manufacturing plants that may harm the health and safety, and formulate preventive and improvement measures • Provide pre-employment and on-the-job health and safety training for employees • Promote safety, occupational disease prevention and first aid on site to employees in all manufacturing plants • Conduct statistics on work-related accidents and record the causes of accidents for analysis, and implement corresponding follow-up measures to reduce the probability of recurrence of accidents
健康與安全	作為製造行業，員工工業安全是經營重要的一環，若缺乏定期的安全培訓，將增加工業意外的發生	<ul style="list-style-type: none"> • 每年進行至少一次風險評估，識別及監察廠房內的健康與安全隱患，並制定預防及改善措施 • 為員工提供職前及在職健康安全培訓 • 各廠房向員工宣傳安全生產，預防職業病及現場急救的知識 • 統計工傷事故及記錄事故原因，以進行綜合分析，並作出相應跟進安排，減少事故再次發生

Sustainability Governance (Continued)

可持續發展管治(續)

Types of risk 風險類型	Description of risk 風險描述	Corresponding measures 應對措施
Outsourcing 外包	<p>When selecting subcontractors, no on-site inspections and official surveys were conducted, resulting in certain risks to the quality of the subcontractors. At the same time, the production process is entrusted to a subcontractor, which has the opportunity to give the subcontractor full access to the confidential information of the production process, thereby increasing the risk of leakage</p> <p>挑選外包商時，未有進行實地考察及作官方調查，以致外包商的質素存在一定風險。同時，生產程序委託外包商，有機會令外包商全面接觸生產程序機密資料，從而增加外洩的風險</p>	<ul style="list-style-type: none"> • Employ and deploy quality management staff to supervise subcontractors in the field • Conduct quality checks in accordance with internal procedures • 聘請品質管理人員長駐外地的外包商作監督 • 按照內部規程進行品質檢驗

Stakeholder Engagement

持份者溝通

Maintaining effective communication with stakeholders is an important element in driving business development. It helps the Group to better understand the thoughts and needs of their stakeholders, while allowing us to identify current and potential sustainable risks and opportunities and push forward the business development and sustainable development of the Group. During the Year, the Group continued to reach out to stakeholders, including employees, shareholders and creditors, customers, partners, contractors, regulators and the community, through various communication channels, in order to improve our business operations and respond to their expectations.

與持份者保持有效的溝通是企業推動業務發展的重要元素，有助本集團了解更持份者的想法及需求，同時識別當前及潛在可持續發展的風險與機遇，推動本集團業務發展及可持續發展。本年度，本集團繼續透過不同溝通渠道接觸持份者，包括員工、股東及債權人、客戶、合作夥伴、承包服務商、監管機構及社區等，以完善業務營運，回應他們的期望。

Key stakeholders 主要持份者	Major engagement channels 主要的溝通渠道
Employees 員工	<ul style="list-style-type: none"> Collect employee opinions through emails, regular meetings, employee suggestion boxes, etc. Bulletin boards Employee performance appraisal Internal training program 以電郵、定期會議、員工意見箱等方式收集員工意見 公佈欄 僱員表現評核 內部培訓計劃
Shareholders and creditors 股東及債權人	<ul style="list-style-type: none"> Convene annual general meeting. In addition, shareholders and investors can find information about the Group on the website of the Group and the Stock Exchange Annual and interim reports Announcements, notices of meeting and circulars 舉行週年股東大會。此外，股東及投資者可於本集團及聯交所網頁知悉有關本集團資訊 年報及中期報告 公告、會議通知及通函
Customers 客戶	<ul style="list-style-type: none"> Understand customers' opinions and feedback on the Group through the annual survey and the establishment of a customer complaint handling mechanism Business meetings 透過年度問卷調查和設有客戶投訴處理機制，了解客戶對本集團的意見及反饋 商務會議
Partners and contractors 合作夥伴及承包服務商	<ul style="list-style-type: none"> Conduct annual assessments of suppliers to ensure that they are performing in line with the Group's environmental, social and governance objectives Procurement process Supplier meetings 每年為供應商進行評估，確保供應商表現符合本集團的環境、社會及管治方針 採購過程 供應商會議

Stakeholder Engagement (Continued)

持份者溝通(續)

Key stakeholders 主要持份者	Major engagement channels 主要的溝通渠道
Regulators 監管機構	<ul style="list-style-type: none"> Regulators' enquiries Cooperating with regulators to monitor compliance Participating in public consultation 監管機構查詢 與監管機構合作監察合規事宜 參與公眾諮詢
Community 社區	<ul style="list-style-type: none"> Encouraging employees to participate in volunteer activities and donation 鼓勵員工參與義工活動和捐款

IDENTIFYING MATERIAL ISSUES

During the Year, the Group conduct questionnaire to gather the views of internal and external stakeholders regarding the environmental, social and governance issue relating to the Group. Material environmental and social issues for the Year were identified and determined by taking the following four steps.

識別重要性議題

本年度，本集團以問卷調查收集內部及外部持份者對與本集團相關的環境、社會及管治議題的意見。透過下列四個步驟，識別及確定年內的重要環境及社會議題。

Steps of communication with stakeholders

持份者溝通步驟



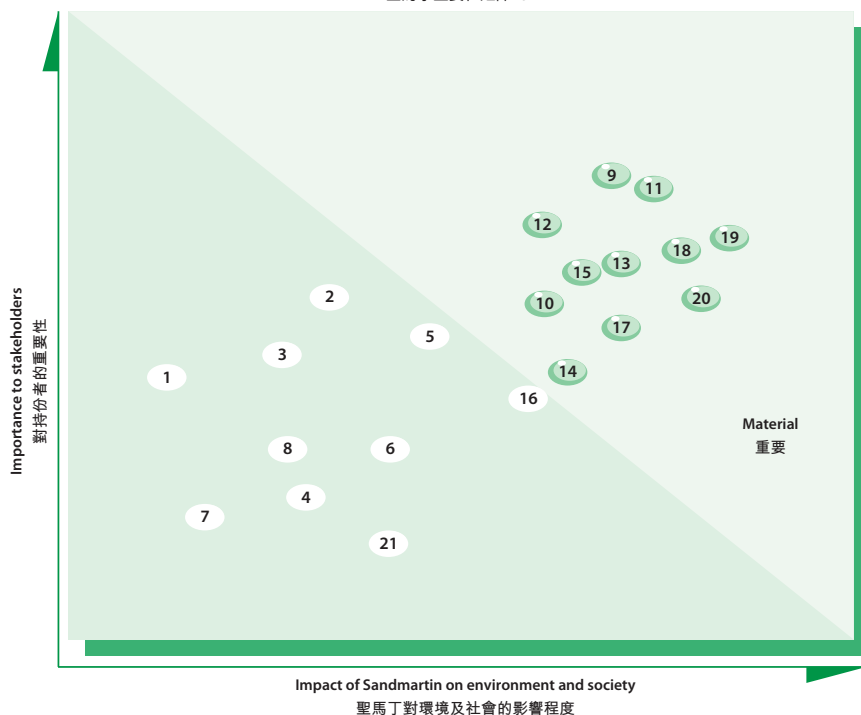
With the assistance of the consultant, the Group identified 21 environmental and social issues that are most closely related to the Group's business, including the issue of addressing climate change, which was newly added this Year, with reference to the industry sustainability trends and stakeholders' views. The Group invited internal and external stakeholders to participate in questionnaires and rate the 21 issues. 153 valid questionnaires were collected, including 107 internal stakeholders and 46 external stakeholders. The consultant conducted a materiality assessment based on the survey results and mapped out a materiality matrix, identifying 11 material issues (highlighted in deep blue). These issues were discussed internally and confirmed by the Board, and are disclosed in this Report.

在顧問公司協助下，本集團參考行業可持續發展趨勢及持份者意見，釐定21項與集團業務最密切的環境及社會議題，包括本年度新增的應對氣候變化議題。本集團邀請內外部持份者參與問卷調查對該21項議題進行評分，收集一共153份有效問卷，包括107名內部持份者和46名外部持份者。顧問公司按照問卷調查結果進行重要性評估，及繪製成重要性矩陣，並識別出十一項重要議題(以深藍色標示)。有關議題經內部討論後得到董事會確認，並於本報告進行重點披露。

Stakeholder Engagement (Continued)

持份者溝通(續)

Sandmartin Materiality Matrix of 2021
聖馬丁重要性矩陣2021



Types Environmental, Social and Governance Issue (in descending order of importance):

類別 環境、社會及管治議題(按重要性降序排列)：

- Material Issues**
重要議題
- (15) Product quality management
 - (15) 產品質量管理
 - (18) Protection of customer privacy
 - (18) 保護客戶私隱
 - (19) Protection of intellectual property rights
 - (19) 保護知識產權
 - (11) Safe and healthy working environment
 - (11) 安全和健康的工作環境
 - (20) Anti-corruption
 - (20) 反貪污
 - (17) Product after-sales management
 - (17) 產品售後管理
 - (16) Fair and responsible marketing
 - (16) 公平和負責任的營銷
 - (12) Training and development
 - (12) 培訓和發展
 - (13) Prevent child labour or forced labour
 - (13) 防止童工或強制勞工
 - (9) Employment management system
 - (9) 僱傭管理制度
 - (2) Wastewater management
 - (2) 廢水管理
- Other Issues**
其他議題
- (3) Waste management
 - (3) 廢物管理
 - (7) Management of impact of operations on the environment and natural resources
 - (7) 管理營運對環境及天然資源的影響
 - (10) Diversity, equal opportunity and elimination of discrimination
 - (10) 多元化、平等機會和消除歧視
 - (6) Other resources management
 - (6) 其他資源管理
 - (14) Supply chain management
 - (14) 供應鏈管理
 - (8) Coping with climate change
 - (8) 應對氣候變化
 - (21) Caring for the community
 - (21) 關懷社區
 - (1) Greenhouse gas and air pollutants management
 - (1) 溫室氣體及空氣污染物管理
 - (4) Energy management
 - (4) 能源管理
 - (5) Water resources management
 - (5) 水資源管理

Operational Responsibility

營運責任

The Group's core objective of sustainable business development is providing responsible products and services to its customers. The Group has put in place a series of measures on supply chain management, product responsibility and anti-corruption so that the operation and products of the Group can meet the expectation of customers.

PRODUCT RESPONSIBILITY

Protecting intellectual property and customer privacy

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

Meanwhile, in the face of ever-changing cyber threats, firewalls, anti-virus and anti-malware programs are installed in the internal information systems for its manufacturing plants and distribution business to prevent and reduce the operational risks arising from cyber attacks. In order to implement the above policies effectively, the Group requires all employees to have a thorough understanding of the regulations and relevant laws and regulations to ensure the confidentiality of intellectual property and customer privacy.

為客戶提供優質產品及服務是本集團的業務持續發展的核心目標。本集團已制定一系列有關供應鏈管理、產品責任和反貪污的措施，務求集團的營運及產品能滿足客戶的期望。

產品責任

保障知識產權及客戶私隱

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

同時，面對日新月異的網絡威脅，本集團亦於內部信息系統安裝防火牆、防毒及防惡意軟件程式，預防及減低因網絡攻擊所帶來的營運風險。為使上述政策有效實行，本集團要求所有員工對各項規定及相關法規有充分的了解，確保知識產權及客戶私隱得以保密。

Operational Responsibility (Continued)

營運責任(續)

Product quality

The Group strictly controls the quality of its products and services to ensure customer satisfaction and to protect their health and safety. The manufacturing plants have implemented a quality management system certified by GB/T 19001-2016/ISO 9001:2015 and has established a series of procedures and standards³ for material acquisition, production, assembly, inspection and storage. At the same time, the Quality Management Department of the manufacturing plants regularly conducts quality checks and inspections on raw materials to ensure that all products meet the quality and safety standards and requirements and satisfy customers' expectations for the products. The Group also regularly liaises with suppliers to ensure that the raw materials used meet the production requirements.

After-sale management and customer service

To ensure a good relationship with its customers, the Group strives to improve its products and meet customers' expectations. The Group send questionnaire to customers every year and has a customer compliant mechanism in place where feedback can be sent to our personnel by fax or e-mail. If a complaint is received, the Group's Quality Management Department will follow up and investigate in accordance with the "Rule for handling and managing customers' complaints". The Group will reply to the customer within three working days and discuss with the customer on the solution, including product recall, replacement or repair. The Group will also analyze the recalled products and formulate improvement measures to minimize the recurrence of similar incidents.

During the Year, there was no product recall for health and safety reasons. However, the Group received 21 customer complaints, which were mainly related to the labeling and quality of the products. Follow-up of such complaints were completed during the Year. Corresponding improvement measures have been taken in the manufacturing plants, such as updating the operating procedures and instructions, and providing updated guidelines to relevant staff.

³ Please refer to the previous year's ESG report for the inspection process of raw materials, semi-finished products and finished products

產品品質

本集團嚴格控制產品及服務質量，以確保客戶滿意度及保障其健康及安全。各廠房已實行GB/T 19001-2016/ISO 9001:2015認證的質量管理體系，以及制定一系列有關取材、生產、組裝、檢驗及存放的程序及標準³。同時，各廠房的品質管理部門定期對原材料、進行品質檢驗，確保所有產品均符合品質安全的標準及要求，滿足客戶對產品的期望。本集團亦定期與供應商聯繫，確保所用的原材料符合生產要求。

售後管理及客戶服務

為確保與客戶維持良好關係，本集團力求完善產品及滿足客戶期望。本集團以年度方式對各客戶派發問卷調查，亦設有客戶投訴機制，可透過傳真或電郵向業務人員反映意見。倘若接獲投訴，本集團的品質管理部將按照《客戶投訴處理與管理規範》提出跟進及作出調查。本集團將於三個工作天內回覆客戶有關結果，並與客戶商討解決方案，包括進行產品回收、補貨或維修。本集團亦會對回收產品進行分析，並制定改善措施，減少同類事件再次發生。

本集團於年內沒有產品因安全與健康理由而須進行回收。然而，本集團接獲21宗客戶投訴，主要原因是產品標籤和質量有關，有關投訴已於年內完成跟進。各廠房亦作出相應改善措施，例如更新作業流程及指導書，以及向相關員工提供指引更新。

³ 有關原材料、半成品及成品檢驗流程請參閱上年度ESG報告。

Operational Responsibility (Continued)

營運責任(續)

Responsible marketing

The Group has strict guidelines on product marketing and promotion to ensure that the content of advertisements and promotional materials published are factually correct and comply with local laws and regulations. To avoid misrepresentation, exaggeration and misleading the public, the Group has established the “Business Ethics Regulations”, which provides procedural guidelines for staff responsible for marketing and promotion, requiring that the content of advertisement and promotions truthfully describe the effectiveness and correct usage of products and are proven by scientific evidence, in order to enable consumers to make appropriate choices and use products correctly.

ANTI-CORRUPTION

The Group has always upheld the highest standards of corporate integrity and business ethics. The Group adopts a zero-tolerance attitude towards bribery, extortion, fraud and money laundering. The Group has established the “Business Ethics Regulations”, “Code of Conduct” and “Employee Handbook”, requiring employees not to accept or solicit gifts and benefits from customers or business partners that undermine the interests and integrity of the Company. In addition, in respect of the handling and disclosure of inside information, the Group also has the “Inside Information Policy” in place to provide guidance to Directors and staff to ensure that inside information is disclosed to the public promptly in accordance with the Listing Rules.

To enhance the understanding of anti-corruption and corporate integrity culture, the Group provided anti-corruption training to all Board members and some staff members during the year, mainly covering the responsibilities of directors, common corrupt practices and case sharing. The Group has a whistleblowing system in place to encourage employees to expose any improper acts involving commercial bribery, etc. All reports will be handled confidentially to protect the rights of the whistleblowers. During the Year, the Group did not receive any corruption-related litigation cases filed against the enterprise or employees.

負責任營銷

本集團對產品營銷及推廣有嚴格指引，確保發布的廣告和促銷題材的內容皆與事實相符並符合當地法律法規要求。為免營銷內容失實、誇大和誤導公眾，本集團已訂立《商業道德規範》，為負責營銷和推廣的員工提供程序指引，要求廣告及促銷的內容需真實地描述產品效用及提供正確使用方法，並獲得科學實證，讓消費者能夠作出合適選擇及正確使用產品。

反貪污

本集團一直秉持企業誠信及商業道德的最高標準，對賄賂、勒索、欺詐及洗黑錢行為採取零容忍的態度。本集團已制定《商業道德規範》、《操守守則》及《員工手冊》，要求員工不得接受或索取客戶或業務夥伴的餽贈及利益，損害公司利益和誠信。此外，針對處理及披露內幕消息方面，本集團亦設有《內幕消息政策》，為董事及員工提供應對指引，以確保按照上市規則規定向公眾披露內幕消息。

為加強對反貪污及企業廉潔文化的認識，本集團於年內分別為所有董事會成員及部分員工提供反貪污培訓，內容主要涵蓋董事責任、常見貪污行為、個案分享。本集團設有舉報制度，鼓勵員工揭發任何涉及商業賄賂等不當行為，所有舉報將保密處理，保障舉報人的權益。本年度，本集團並沒有收到對企業或僱員提出的貪污訴訟案件。

Operational Responsibility (Continued)

營運責任(續)

SUPPLY CHAIN MANAGEMENT

The Group places emphasis on responsible procurement and the management of environmental and social risk in the supply chain. The Group has formulated the “Purchasing and Supply Chain Management Policy” to provide procurement criteria and guidelines for each business unit. The Group has been working closely with its suppliers on production matters to ensure that the raw materials procured meet the Group’s requirements and high quality products are manufactured for customers. Meanwhile, the Group also adopted the “Climate Change Policy”⁴, incorporating climate change as a factor to be taken into account in procurement and using low-carbon and energy-efficient products and materials as far as practicable.

As a responsible enterprise, the Group makes reasonable efforts to avoid the procurement of conflict minerals⁵ obtained by illegal or unethical means. In accordance with the “Rules for Disclosure of Conflict Minerals” issued by the US Securities and Exchange Commission, the Group has implemented a conflict minerals compliance plan with suppliers, actively prevent violence, infringement of human rights and environmental damage caused by mining. At the same time, when entering into agreements with suppliers, the Group will also include business ethics clauses and production quality requirements and require suppliers to comply with the Group’s procurement policies.

供應鏈管理

本集團重視負責任的採購及供應鏈中的環境及社會風險的管理。本集團已訂立《採購及供應鏈管理政策》，為各業務單位提供採購準則及指引，在生產事宜上與供應商保持緊密合作，確保所採購的原材料符合本集團要求。同時，本集團亦透過《氣候變化政策》⁴，並將氣候變化納入採購時需考慮的因素，以及在可行的情況下盡量採用低碳及節能的產品和材料。

作為負責任的企業，本集團盡合理能力避免採購非法或不道德手段獲取的衝突礦產⁵。本集團根據美國證券交易委員會發佈的《披露衝突礦產的規則》，與供應商共同制定衝突礦產合規計劃，積極防止開採礦產造成的暴力、侵犯人權和環境破壞。同時，本集團與供應商訂立協議時，亦會加入商業道德條款及生產品質要求，要求供應商遵守本集團的採購方針。

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

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

⁴ 請參閱環境保護之氣候變化一節，有關《氣候變化政策》對綠色採購的考量。

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

Operational Responsibility (Continued)

營運責任(續)

The Group considers the following five areas in selecting suitable suppliers:

在篩選合適供應商時，本集團考慮以下五個範疇：

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

To ensure that suppliers fulfil the same corporate social responsibility policy as the Group, the Group conducts regular assessments and reviews on suppliers to evaluate their social and ethical performance and the quality of raw materials to ensure that they meet the supply requirements. To manage environmental and social risks in the supply chain, suppliers are required to submit management plans and policies to identify their risks. If the suppliers fail to meet such requirements, the Group will require them to make improvements and conduct on-site examination and provide guidance to the suppliers in order to improve its operational performance. Looking ahead, the Group will strengthen its efforts to identify suppliers for risk management and promote the use of environmentally friendly products to enhance supply chain management and expectations on environmental protection.

為確保供應商履行與本集團同樣的企業社會責任方針，本集團對供應商定期進行評估及審查，評核供應商的社會道德表現及原材料質素，確保供應商符合供貨要求。為管理供應鏈的環境及社會風險，供應商需要提交有關管理計劃和政策，以識別其風險。若供應商未有符合有關要求，本集團將要求供應商作出改善，並對供應商進行實地審查及提供指導，以改善營運表現。展望未來，本集團將加強識別供應商風險管理和推廣使用環保產品，以提高供應鏈管理和環境保護的期望。

During the Year, the Group had a total of 383 suppliers, which were mainly located across Hong Kong, the PRC, Taiwan, Vietnam and the U.S. and provided low noise blocking down converters, electronics and hardware raw materials and accessories, network accessories, certain chemical products, power sockets, packaging materials, wires and chemical products, etc. The Group engaged the suppliers in accordance with the above practices.

本年度，本集團共有383家供應商，主要分佈在香港、中國、台灣、越南及美國，提供低雜訊降頻器、電子及五金原材料或配件、網絡配件、部分化工產品、電源插座、包裝材料、線材及化工產品等。本集團均按照上述慣例聘用供應商。

Being in manufacturing industry, the success of the Group depends on the dedication and contribution of all employees. The Group is committed to providing employees with a healthy and safe working environment. At the same time, in order to create a favourable corporate atmosphere and enhance the employees' commitment and satisfaction at work, the Group not only offers competitive remuneration and benefits to its employees, but also provides them with opportunities for personal development so that they can make the most of their talents in a pleasant working environment.

作為製造行業，本集團的成功有賴全體員工共同付出及貢獻。本集團致力為員工提供一個健康及安全的工作環境。同時，為營造良好企業氛圍及增強員工對工作投入感和滿意度，本集團除了為員工提供具競爭力的薪酬及福利外，亦提供個人發展的機會，讓他們在愉快的工作環境下盡展所長。

Caring for Employees

員工關懷

EMPLOYEE HEALTH AND SAFETY

The Group is committed to creating a good and safe working environment for its employees. The Group has established the “Employee Health and Safety Policy” providing a healthy and safe working environment for our staff. In terms of operations of manufacturing plant, the Group takes the “safety first, prevention-oriented” approach to production safety and has implemented the “Health and Safety Management Procedures”⁶, covering six major areas as follows:

員工健康與安全

本集團致力為僱員打造一個良好及安全的工作環境。本集團已制定《員工健康與安全政策》，承諾為員工提供一個健康及安全環境工作。廠房營運方面，本集團貫徹「安全第一、預防為主」的安全生產方針，並已落實《健康與安全管理程序》⁶，主要包含以下六大範疇：

Risk Management

風險管理

- The safety committee of each factory conducts risk assessment at least once a year to identify potential health and safety hazards in the factory and propose measures to prevent and reduce safety risks, covering the environment, hygiene and safety, food and beverage health and safety, fire safety, etc.
- Department heads are responsible for implementing measures to ensure that our staff carry out their work in accordance with the safety system
- 各廠房的安全委員會每年進行至少一次風險評估，識別廠房內的健康與安全隱患，並提出預防及減低安全風險措施，涵蓋的範圍包括環境、衛生安全、飲食健康與安全、消防安全等
- 部門主管負責落實有關措施，確保員工跟隨安全制度工作

Safety Guidelines

安全指引

- Staff are required to comply with safety practices
- Staff are instructed to wear proper personal protective equipment such as masks, goggles, gloves and ear plugs
- Regular procurement, inspection and replacement of personal protective equipment
- 要求員工遵守安全操作規定
- 指導員工正確佩戴個人防護用品，例如：口罩、護目鏡、手套和耳塞
- 定期採購、檢查及更換個人防護裝備

⁶ For details of each health and safety management process, please refer to the 2019 ESG report.

⁶ 有關各項健康安全管理程序詳情，請參閱2019年度ESG報告。

Caring for Employees (Continued)

員工關懷(續)

Safe Production Facilities

安全生產設施

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

Health and Wellbeing

健康與福祉

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

Safety Training

安全培訓

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

Emergency Plan

應急方案

- Formulate emergency plans for different contingencies, e.g. fire, chemical leakage, LPG explosion
- Conduct regular emergency drills
- 根據不同突發情況，例如火災、化學品洩漏、液化氣爆炸，制定應急計劃
- 定期進行應急演習

Caring for Employees (Continued)

員工關懷(續)

Strategies in response to the variant of the novel coronavirus pandemic

In the face of the variant of the novel coronavirus pandemic, the Group formulated the “Novel Coronavirus Prevention and Control Measures and Work Resumption Guidelines” and the “Business Continuity Plan” to address the challenges posed by the Pandemic to its operations in order to protect the health and lives of its employees and to minimise the impact of the Pandemic on its business development. The Group’s manufacturing business and distribution business regularly modify internal updates and health advice by closely monitoring local conditions and understanding local and regional guidelines.

During the Year, the manufacturing plants organized two occupational safety and health training sessions, with a total of 251 participants, and about 251 hours of training in total. During the Year, there was no work-related fatality. However, there were two cases of work-related injuries, which were mainly injuries sustained during the course of production operation and repair of equipment. In view of the above, the Group organized “once and for all” safety training, strengthening the safety awareness for employees and require them to strictly implement safety procedures practices.

EMPLOYMENT SYSTEM

The Group is committed to continuously evaluating and improving the Group’s human resources strategy to ensure that the employees can contribute their best efforts. The “Employee Handbook” of the Group sets out the policies and measures on remuneration and dismissal, recruitment and promotion, working hours, rest days, equal opportunities, anti-discrimination and other welfare and benefits. The employees are required to receive pre-employment training upon joining the Group to understand the Group’s administrative and personnel systems, so that they can integrate into the Group’s culture and working environment.

應對變種新型冠狀病毒疫情策略

面對變種新型冠狀病毒疫情持續，本集團分別制定《新型肺炎防控措施及返崗操作指引》及《業務連續性計劃》應對疫情對企業營運所帶來的挑戰，以保障員工的健康及生命安全，減少疫情對企業營運發展的影響。本集團製造業務及分銷業務通過密切關注當地情況並了解當地及區域指南，定期調整內部更新及健康建議。

本年度，各廠房舉行了兩場職業安全健康培訓，共251人次參與，培訓總時數約251小時。本年度，本集團沒有因工死亡個案。然而，共有兩宗工傷個案，主要原因是因為進行生產操作以及維修器材過程中而受傷。針對以上情況，本集團展開「舉一反三」安全培訓，加強員工的安全意識，並要求員工嚴格執行安全規程操作。

僱傭制度

本集團致力持續評估和改善集團的人力資源策略，以確保員工能夠各展所長。本集團的《員工手冊》，就有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、反歧視，以及其他待遇及福利方面訂立政策及措施。員工入職時須接受入職前培訓，以了解本集團的行政人事制度，從而融入集團文化及工作環境。

Caring for Employees (Continued)

員工關懷(續)

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

Remuneration and Benefits

薪酬和福利

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

Employment and Promotion

招聘及晉升

- Adheres to the principle of “fair in competition, survival of the best”, select the most suitable candidates and promote employees with good performance.
- 秉持「公平競爭，優勝劣汰」的原則，選擇合適人選及晉升表現良好的員工。

Anti-Discrimination and Complaint System

反歧視及申訴制度

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

Working Hours and Holidays

工作時數及假期

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

Equal Opportunity

平等機會

- Committed not to subjecting employees and job seekers to unfair treatment on the basis of personal factors such as age, gender, race, religion, marital status, sexual orientation or disability, etc..
- 承諾不會因年齡、性別、種族、宗教、婚姻狀況、性取向或殘障等個人因素，而令員工及求職者受到不公平的對待。

Labour Standards

勞工準則

- The Group prohibits any form of child labour and forced labour to ensure that employees are employed voluntarily.
- During the recruitment process, the Human Resources Department has to verify the identity document of job seekers. If any child labour is employed by mistake, the Group will implement remedial plans and understand the cause of misemployment to prevent re-occurrence of such event.
- Negotiation will be made with employees when overtime work is required for production purposes.
- 本集團禁止任何形式的童工及強制勞動，確保員工屬自願受僱。
- 在招聘過程中，人事部須核實應聘者的身份證明文件。如發現誤聘童工，本集團將實施補救計劃，並瞭解誤聘起因，防止事件再次發生。
- 當因生產需要而需要加班時，會與員工協商。

Caring for Employees (Continued)

員工關懷(續)

Communication with Employees

The Group maintains effective communication with its employees through various channels. The Group updates its employees with its latest development on bulletin boards, internal publications and intranet. Employees also enjoy the freedom to organize and participate in labour union to protect their own interests. A suggestion box has been set up for the employees to submit any comments and suggestions to the Group in writing. The employees can also lodge complaints against suspected misconduct or irregularities through the internal complaint system.

Diversity

The Group is committed to creating a diverse and inclusive work environment, regardless of race, nationality, age, gender, religion, sexual orientation or disability. The Group has developed and adopted a Board Diversity Policy, which sets out the approach to achieving diversity on the Board. Over 60% of the staff in our distribution offices is ethnic minorities and we have a diversity policy in place to protect their basic rights and interests. Looking ahead, the Group will continue to develop different diversity initiatives to enable employees to work in a diverse and inclusive environment.

TRAINING AND DEVELOPMENT

The Group provides diversified training opportunities for its employees to maximize their capabilities, so as to enhance their job skills and industry knowledge and to maintain the overall competitiveness of the Group. The Group has established the "Training and Development Policy", which sets out the direction and process of training and development for each business unit. In addition, the Group also provides external training sponsorship schemes to encourage employees to pursue external training. During the Year, a total of 251 employees of the Group received training, representing 93% of the total number of employees, with a total of 251 hours of training.

Performance assessment system

The Group has a comprehensive performance interview and assessment system in place. Department heads conduct regular performance assessments and interviews with employees to review their performance and review areas for improvement. Performance assessment results will also serve as the basis for determination of future salary adjustments, promotions and rewards for employees.

員工溝通

本集團設有不同的渠道與員工維持有效溝通。本集團透過公布欄、內部刊物及內聯網向員工發放集團的最新動態。員工亦可享有組織及參加工會的自由，以維繫員工自身權益。本集團設有意見箱，員工如有任何意見及建議可透過書面形式向本集團提出。針對懷疑不當或違規的行為，員工亦可透過內部申訴制度作出投訴。

多元化

本集團致力建立一個多元共融的工作環境，不分種族、國籍、年齡、性別、宗教、性取向或殘障。本集團已制定並採納董事會多元化政策，當中載有達致董事會多元化的方法。分銷業務辦公室員工超過六成為少數族裔，並設有多元化政策，保障其基本權益。展望未來，本集團將持續制定不同的多元化措施，讓員工能夠在多元共融文化環境下工作。

培訓及發展

本集團為員工提供多元化的培訓機會，旨在讓員工盡展所能，以提升他們的工作技能及行業知識，以保持集團的整體競爭力。本集團已制定《培訓及發展政策》，落實各業務單位的培訓發展的方向及流程。此外，本集團亦提供外部培訓資助計劃，鼓勵員工接受外間進修。本年度，本集團共有251名員工接受培訓，佔總員工人數93%，培訓時數共251小時。

績效評估制度

本集團設有完整的績效面談及評估制度。部門主管定期與員工進行績效評估及面談，檢視員工績效表現及檢討改善地方。本集團亦會根據績效評估結果決定員工未來調薪、晉升及評獎的機會。

Environmental Protection

環境保護

Addressing climate change has become an important global issue. Reducing the impact of business operations on the environment is crucial to the sustainable development of the Group. Through implementing the “Emissions Management Policy”, “Environmental and Natural Resources Management Policy” and “Climate Change Policy”, the Group is committed to adopting environmental protection measures on key environmental issues such as emissions, resources management and climate change and incorporating sound environmental and sustainable development practices into its daily operations to minimize potential impacts on the surrounding environment. The Group’s management is responsible for implementing, monitoring and reviewing the environmental policies and reports regularly to the Board.

Focusing on our manufacturing business, our manufacturing plants have environmental management systems in place and obtained the GB/T 24001-2016/ISO 14001:2015 certification. The environmental management office of the Group is responsible for managing and monitoring the environmental performance of the plants, including the emissions of “three wastes”⁷ and the use of resources. The Group has formulated the regulations of “Environment Management System” and the responsibilities of relevant employees. The manufacturing plants have also formulated the operating instruction for “three wastes” emission management and the “Guidelines for Resource-saving and Energy-saving Operation” to explain to employees the guidelines on emission management and use of resources.

應對氣候變化已是全球的重要議題，減低業務營運對環境的影響，對本集團的可持續發展至關重要。本集團透過《排放物管理政策》、《環境及天然資源管理政策》以及《氣候變化政策》致力實踐在排放物、資源管理及氣候變化等重要環境議題上採取各項環境保護措施，將良好的環境及可持續常規納入日常業務營運當中，以減少對周邊環境所帶來的潛在影響。本集團管理層負責實施、監管及檢討有關環保政策，並定期向董事會匯報。

針對製造業務方面，各廠房已制定環境管理體系，並獲得GB/T 24001-2016/ISO 14001:2015認證。本集團的環保管理辦公室負責管理及監察各廠房的環境表現，包括：「三廢」⁷排放及資源使用。本集團已制定《環境管理制度》守則及相關員工職責；而各廠房亦已制定「三廢」排放管理作業指導書及《節約資源能源作業指導書》，向員工說明有關排放物管理和資源使用指引。

⁷ “Three wastes” refers to waste water, waste gas, and solid waste discharged from industrial production.

⁷ 「三廢」是指工業生產所排放的廢水、廢氣和固體廢棄物。

Environmental Protection (Continued)

環境保護(續)

CLIMATE CHANGE

As the impact of climate change grows, the Group is exposed to various physical risks including extreme weather events such as typhoons and floods, which have resulted in ecological imbalance and economic loss, which may adversely affect the Group's assets and business in the long run. As such, the Board has formulated the "Climate Change Policy" to evaluate the risks and opportunities from climate change through addressing the framework and guidelines on climate change, and mitigate the risks and impacts of climate change on the Group. At the same time, the distribution business has also provided relevant training on local climate risks, and established corresponding policies to deal with extreme weather conditions to reduce the impact on employees' safety and business.

EMISSION MANAGEMENT

Greenhouse Gas Emissions

The Group strives to reduce greenhouse gas ("GHG") emissions from its operations. The Group continued to engage an independent consultant to quantify the GHG emissions from its operations for the Year. The course for quantifying GHG emissions is based on national and international standards such as the "Guidelines for Accounting and Reporting Greenhouse Gas Emissions — Electronic Equipment Production Enterprise" issued by the National Development and Reform Commission, ISO 14064-1 and the GHG Protocol.

氣候變化

隨著氣候變化的影響日趨嚴峻，對本集團可帶來實體風險，包括極端氣候事件例如颱風、洪水等造成生態環境失衡及經濟損失，長遠或對本集團的資產及業務造成不利影響。為此，本集團已制定《氣候變化政策》，透過應對氣候變化的框架及指引，評估氣候變化的風險和機遇，並緩解氣候變化對本集團的風險及影響。同時，分銷業務亦針對當地氣候風險提供相關培訓，定立於極端天氣情況下應對政策，以減低對員工安全及業務的影響。

排放物管理

溫室氣體排放

本集團致力減少營運過程中所產生的溫室氣體排放。本集團繼續委託獨立顧問量化本年度營運產生的溫室氣體排放。量化的過程是根據中國國家發展改革委發佈的《電子設備製造企業溫室氣體排放核算方法與報告指南》、ISO 14064-1 和溫室氣體盤查議定書等國家及國際標準。

GHG emissions (tonne of CO2-e)	溫室氣體排放(公噸二氧化碳當量)	Manufacturing Business 製造業務	Distribution Business 分銷業務	Total 總計
Scope 1 — Direct emissions	範圍1 — 直接溫室氣體排放	116.2	158.0	274.2
Scope 2 — Energy indirect emissions	範圍2 — 能源間接溫室氣體排放	1,854.2	89.1	1,943.3
Scope 3 — Other indirect emissions	範圍3 — 其他間接溫室氣體排放	3.5	0.5	4.0
Total GHG emissions	溫室氣體總排放量	1,973.9	247.6	2,221.5
GHG emissions intensity (by area per square metre, i.e. tonne of CO2-e/square metre)	溫室氣體密度(以每平方米面積計算，即公噸二氧化碳當量/平方米)	0.087	0.055	0.082

Environmental Protection (Continued)

環境保護(續)

During the Year, the Group's direct GHG emission and main GHG emissions was attributable to the purchased electricity of Scope 2 emissions⁸, accounting for approximately 87.5% of total emissions. The remaining emissions were fugitive emissions of production facilities in manufacturing plants, vehicles and refrigerants of manufacturing plants of Scope 1 emissions and emissions related to business travel flights of Scope 3 emissions. Total GHG emissions have increased by approximately 9.4% when compared with that of the previous year. This is mainly attributable to the increase in the amount of GHG generated by purchased electricity of manufacturing business.

The Group will take steps to reduce its carbon footprint by increasing the use of renewable energy in its operations and to encourage the Group's respective businesses and suppliers to maximize the use of renewable energy wherever feasible. In addition, the distributor's office adopts the arrangement of consolidating customer orders to reduce the number of releases, thereby reducing greenhouse gas emissions from transportation. The Group will continue to evaluate, record and disclose annual greenhouse gas emissions and other environmental data, and review the effectiveness of the current measures in order to formulate emission reduction targets in the future.

Air Emissions

The Group's main air pollutants come from production equipment and vehicle use, followed by other production facilities. During the Year, nitrogen oxides, sulphur oxides and respirable suspended particulates have increased by 52.6%, 11.5% and 97.0%, respectively when compared with that of the previous year, mainly attributable to the increase in utilization of propane forklift.

Air pollutants (kg)	空氣污染物(千克)	Manufacturing Business 製造業務	Distribution Business 分銷業務	Total 總計
Nitrogen oxides	氮氧化物	497.9	535.7	1,033.6
Sulphur oxides	硫氧化物	16.3	0.2	16.5
Respirable suspended particulates	可吸入懸浮粒子	13.4	504.7	518.1

⁸ According to "Notice Regarding Proper Work Related to Carbon Emission Reporting and Investigation and Delivery of the List of Major Emission Units of the Power Generation Industry in 2019", the calculation of GHG emissions of purchased electricity during the Year has been changed to adopt the national average emission factor.

本年度，本集團主要直接溫室氣體排放主要溫室氣體排放主要來自範圍2之外購電力排放⁸，佔總排放量約87.5%。其餘來自範圍1之廠房生產設備、汽車及廠房的制冷劑逸散性排放，以及範圍3來自商務旅行飛行相關的排放。與上年度相比，溫室氣體總排放量增加了9.4%，主要因為製造業務外購電力產生的溫室氣體排放增加所致。

本集團將採取措施，通過增加可再生能源在其運營中的利用來減少其碳足跡並鼓勵集團各自的業務以及供應商在可行和可行的情況下最大限度地使用可再生能源。此外，分銷商辦公室採取合併客戶訂單安排，減少發放數量，從而減低運輸方面溫室氣體排放。本集團將繼續評估、紀錄及披露每年的溫室氣體排放及其他環境數據，檢討現行措施成效，以便日後制定減排目標。

廢氣排放

本集團主要的空氣污染物來自生產設備及汽車使用，其次為其他廠房設備。與上年度紀錄比較，本年度的氮氧化物，硫氧化物和可吸入懸浮粒子分別增加了52.6%、11.5%和97.0%。最主要原因是為分銷業務的丙烷叉車使用量增加。

⁸ 根據《關於做好2019年度碳排放報告與核查及發電行業重點排放單位名單報送相關工作的通知》，年內外購電力之溫室氣體排放的計算已改用全國電網平均排放因子。

Environmental Protection (Continued)

環境保護(續)

In order to meet the national emission standards on waste gas, the manufacturing plants follow the “Exhaust Emission Management Operating Guidelines” in treating air pollutants emitted during the production process, use of vehicles and other production facilities, so as to reduce the impact on the surrounding ecology and community. In respect of production processes, the Group is committed to operating electric welding and tin furnaces in a well-ventilated environment with ventilation facilities switching on, and adopting the “collection, water spray and cyclone dust removal” treatment process when polishing the surface of aluminum products to control dust emissions. In terms of the use of vehicle, the Group’s company vehicles use low sulphur or unleaded fuel and idling engines are required to be switched off. The Group will endeavor to seek alternatives for business trips, such as remote work model and video conferencing. Also, our employees are encouraged to opt for another form of business trip which favors our environment to reduce the indirect emission from Scope 3.

The Group will promote the use of refrigerants with lower global warming potentials, and at the same time improve the skill level of employees and suppliers of refrigerants to avoid refrigerant leakage. In addition, the Group also commits to using more environmentally friendly refrigerators and using gas in the canteen of our factories. In terms of distribution business, the Group also tries its best to use container shipping which has high efficiency. Railway and trucks are for inland transportation, which not only saves costs but also reduces air pollutant emissions.

為使廢氣排放符合國家標準，各廠房按照《廢氣排放管理作業指導書》處理在生產過程、汽車使用及其他廠房設備等營運過程中所排放的空氣污染物，以減低對周邊生態環境和社區的影響。在生產過程方面，本集團承諾在使用電焊和錫爐時開啟排風設施，保持良好通風；使用「收集、水噴淋和旋風除塵」技術打磨鋁製品表面以控制粉塵排放。在汽車使用方面，本集團的公司車輛使用低硫或無鉛燃料、車輛在停車等候期間需要關掉引擎。本集團將致力尋找商務旅行的替代方案，例如遠端工作與視訊會議，並鼓勵同事選擇對環境更有利的商務旅行方式，從而降低範圍3的間接排放。

本集團將推廣使用全球變暖潛能值較低的製冷劑，同時提高員工和供應商製冷劑的技能水平，避免製冷劑洩漏。另外，本集團亦承諾使用較環保的冰箱，在廠房食堂使用煤氣。分銷業務方面，本集團亦盡量使用高效益的集裝箱海運、鐵路及貨車作內陸運輸，節省成本之餘亦減少空氣污染物排放。

Environmental Protection (Continued)

環境保護(續)

Wastewater Management

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

Waste Management

During the Year, the Group generated a total of 0.5 tonne of hazardous waste and 88.8 tonnes of non-hazardous waste. The hazardous waste intensity and non-hazardous waste intensity was 0.005 tonne/square kilometre of area and 0.813 tonne/square kilometre of area, respectively. As the Group has outsourced some production processes, only a small amount of products, such as aluminum alloy shells, require surface treatment, including degreasing, aluminum surface adjustment and aluminum coating in the manufacturing plants, thus the amount of hazardous waste generated in the process, such as acid-base sludge, was relatively reduced.

廢水管理

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

廢棄物管理

本年度，本集團共產生0.5公噸有害廢棄物及88.8公噸無害廢棄物，有害和無害廢棄物的密度分別為0.005公噸每千平方米面積及0.813公噸每千平方米面積。本集團目前部分生產工序由外判商承包，各廠房只需要為少量產品如鋁合金外殼，進行除油、鋁表調及鋁皮膜表面處理工序，有關工序所產生的有害廢棄物如含酸鹼的污泥相對較少。

Environmental Protection (Continued)

環境保護(續)

The Group is committed to minimising the waste we generate and disposing of waste responsibly. We aim at reducing our plastic footprint system through reducing the use of plastic, increasing the use of renewable energy and recycling alternatives, or by introducing reusable products or recycling systems. In order to reduce packaging waste, we are working with suppliers to change packaging to improve recyclability, encourage industry to adopt new products and packaging formats, and educate and encourage our customers to reduce plastic, reuse and recycle. In the future, we will provide training programs for our employees to increase their awareness of waste recycling. According to the "Solid Waste Management Procedures" formulated by various departments, the waste disposal procedures are as follows:

本集團致力將我們產生的廢物減至最低及以負責任的態度處理廢物。通過減少使用塑膠、增加利用可再生能源和回收替代品，或通過引入可重複使用的產品或循環來減少我們的塑料足跡系統。為了減少包裝浪費，我們正在與供應商合作改變包裝以提高可回收性，鼓勵行業採用新產品和包裝格式，並讓客戶教育和鼓勵他們減少使用塑膠、重複使用和回收。未來，我們會為員工提供培訓計劃，以提高他們的廢物回收意識。根據各部門制定《固體廢棄物管理程序書》，該廢棄物的處理程序如下：

Type of waste 廢棄物種類	Waste collected during the Year 年內所收集的廢棄物	Waste disposal procedures 廢棄物處理程序
Recyclable waste 可回收廢棄物	<ul style="list-style-type: none"> Waste paper, waste carton boxes and waste plastics 廢紙、廢紙箱和廢塑膠 	<ul style="list-style-type: none"> Pass to recyclers for recycles after sorting 在分類後交由回收商進行回收
General non-hazardous waste 一般無害廢棄物	<ul style="list-style-type: none"> Office and domestic waste 辦公室及生活垃圾 	<ul style="list-style-type: none"> Collect and dispose of at public refuse transfer stations 統一收集後送往公共垃圾站棄置
Hazardous waste 有害廢棄物	<ul style="list-style-type: none"> Dust collected by dust removal equipment Sludge from sewage treatment plant Waste fluorescent tubes, waste batteries and waste electronic equipment 除塵設備收集塵料 污水處理站污泥 廢燈管、廢電池及廢電子設備 	<ul style="list-style-type: none"> engage licensed hazardous waste handler to dispose of the waste and fill in hazardous waste transfer orders as required by the local Environmental Protection Bureau for record exchange certain hazardous waste containers with suppliers during the transfer of waste to reuse and reduce the use of containers 由持有有害廢棄物經營許可證的回收公司處理，並按照地方環保局規例填寫危險廢物轉移聯單以作紀錄 在轉移廢棄物過程，與供應商交換部分有害廢棄物的容器，以作循環再用，減少使用容器

Environmental Protection (Continued)

環境保護(續)

RESOURCE EFFICIENCY MANAGEMENT

Energy

During the Year, the Group's total energy consumption was 4,155.8 MWh, and the energy intensity was 0.038 MWh/square metre of area. The key energy consumed was purchased electricity, accounting for 78.6% of total energy consumption, followed by diesel, propane, gasoline and solar energy. Comparing to that of the previous year, energy consumption for the Year increased by 18.5%, which was mainly due to the increase in purchased electricity and the use of propane.

To drive the use of renewable energy and reduce carbon emissions from our operations, our U.S. office of sales operations monitors the electricity consumption of its buildings, including natural gas consumption. At the same time, we have installed 2,442 kW of solar panels to generate our own electricity, generating approximately 12.9 kWh of electricity per year, for use in our offices. The Group is committed to facilitating the Group to reduce greenhouse gas emissions as a whole by incorporating energy-saving measures in its operations and increasing the proportion of renewable energy in its energy use. Our goal is to reduce emissions from traditional combustion engines used in our vehicles through electrification, the use of alternative fuels, advanced technology and state-of-the-art operations.

資源效益管理

能源

本年度，本集團的能源消耗量為4,155.8兆瓦時，能源密度為0.038兆瓦時每平方米面積，當中主要能源消耗為外購電力，佔能源總消耗量78.6%，其次為：柴油、丙烷、汽油、天然氣及太陽能。與上年度相比，本年度的能源消耗量增加18.5%，主要原因為外購電力及丙烷使用量增加。

為推動使用可再生能源，減少營運碳排放量，美國銷售業務辦公室監控其建築物的電力消耗，包括天然氣的消耗。同時亦已安裝2,442千瓦太陽能板自行生產電力，每年可發電約12.9千瓦時，並用於辦公室當中。本集團致力通過在營運中納入節能舉措，並增加可再生能源在能源使用中的比例，以幫助集團整體減少溫室氣體排放。我們的目標是通過電動化、使用替代燃料、先進技術和最先進的操作來減少公司車輛使用的傳統內燃機的排放。

Use of Energy	能源使用	Manufacturing	Distribution	Total
		Business 製造業務	Business 分銷業務	
Petrol (MWh)	汽油(兆瓦時)	206.1	0	206.1
Diesel (MWh)	柴油(兆瓦時)	251.8	0	251.8
Propane (MWh)	丙烷(兆瓦時)	0	221.3	221.3
Natural gas (MWh)	天然氣(兆瓦時)	0	197.1	197.1
Purchased electricity (MWh)	外購電力(兆瓦時)	3,039.1	227.4	3,266.5
Solar energy (MWh)	太陽能(兆瓦時)	0	12.9	12.9
Total energy consumption (MWh)	能源總耗量(兆瓦時)	3,497.0	658.7	4,155.7
Energy intensity (by manufacturing plant area, i.e. MWh/square metre)	能源密度(以廠房面積計算，即兆瓦時/平方米)	0.155	0.147	0.154

Environmental Protection (Continued)

環境保護(續)

Water Consumption

We endeavor to fully understand and minimize the water footprint in our operations and manage our activities in a way that our shared water resources are protected. The total water consumption of the Group was 24,253 cubic metres, the water consumption intensity was 0.222 cubic metres per square metre of area. The Group sourced water from municipal supply and faced no issue in sourcing water fit for purpose. The water consumption for the Year remains the same as that of last year.

Water consumption (cubic metre)	用水(立方米)	Manufacturing Business 製造業務	Distribution Business 分銷業務	Total 總計
Total water consumption	總耗水量	23,935.0	318.0	24,253.0
Water consumption intensity (by manufacturing plant area, i.e. cubic metre/square metre)	耗水密度(以廠房面積計算，即立方米/平方米)	1.060	0.071	0.896

In order to fulfil our corporate environmental responsibility, the manufacturing plants and distribution business have implemented the following resource saving and energy efficiency measures to reduce operating costs while minimizing the impact on the environment. The manufacturing plants have established the "Guidelines for Resource-conserving and Energy-saving Operation" to provide guidance to all units and employees to ensure effective implementation of those measures. Regular environmental training is provided to employees at the manufacturing plants and distribution business. Environmental messages are also conveyed to employees through internal newsletters to enhance their awareness of environmental protection.

用水

我們力求充分了解並儘量減少我們的運營水足跡，並以保護我們共享水資源的方式管理我們的活動。本集團總耗水量為24,253立方米，耗水密度為0.222立方米每平方米面積。本集團從市政供水取水，在求取適用水源上並沒有遇到問題。本年度耗水量和上年度一樣。

為實踐企業環保責任，各廠房及分銷業務落實以下不同節約資源及提升能源效益的措施，在降低企業營運成本的同時，亦減低對環境造成影響。各廠房設有《節約資源能源作業指導書》，為各部門單位及員工提供指引，務求措施有效執行。各廠房及分銷業務定期為員工提供環保培訓，亦透過內部通訊向員工推廣環保訊息，加強員工環保意識。

Environmental Protection (Continued)

環境保護(續)

	Manufacturing business (Manufacturing plants) 製造業務(生產廠房)	Distribution business (Office) 分銷業務(辦公室)
Energy 能源	<ul style="list-style-type: none"> • Purchase equipment with higher energy efficiency • Adjust the number of switches and timing of equipment used according to production needs • Conduct regular inspection and maintenance of poorly-functioning equipment • Monitor energy consumption • 引進能源效益較高的設備 • 按生產需求調節設備開關數量及時間 • 定期檢查及維修運作欠佳的設備 • 監測能源消耗量 	<ul style="list-style-type: none"> • Change computer settings to enable standby power saving mode and automatic turn off of display when the computer is inactive for a prolonged time • Set air-conditioners to a more eco-friendly mode • 更改電腦設置，啟動待機節電模式，若長時間無操作電腦，顯示屏將自動關閉 • 把空調設定較環保模式
Water consumption 用水	<ul style="list-style-type: none"> • Conduct regular check on water pipes and taps for leaks and repair in a timely manner • Use water efficient taps • 定期檢查水管及水龍頭是否有漏水情況，並及時維修 • 採用具用水效益的水龍頭 	<ul style="list-style-type: none"> • Monitor water consumption and check for leaks in water pipes and taps when water consumption exceeds expectations, and carry out repairs as necessary • Formulate solutions on water-saving • 監測用水量，當耗水量超出預期，將檢查水管及水龍頭是否有漏水情況，按需要進行維修 • 制定節水方案
Paper and raw materials 紙張及原材料	<ul style="list-style-type: none"> • Employees are encouraged not to print or adopt double-side printing to save the production of paper • Use electronic communication and electronic archiving • Prioritize environmentally friendly products or materials during procurement process • Reuse internal document folder whenever possible • 鼓勵員工不打印紙張或雙面打印來節省紙張生產 • 採用電子通訊及電子存檔 • 在採購過程中優先考慮環保的產品或物料 • 在可行情況下重新使用內部文件夾 	

Environmental Protection (Continued) 環境保護(續)

ENVIRONMENT AND NATURAL RESOURCES

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

環境及天然資源

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

Community Investment

社區投資

The Group is committed to supporting community development, encouraging employees to participate in volunteer services and charitable activities, and is committed to making a positive impact in the communities where it operates. Through the formulation of “Community Investment and Donation Policy”, the Group commits to promote a responsible corporate culture and sets the direction and framework of the Group for community investment, sponsorship and donation. The Group pays particular attention to four areas of youth education and development, community development, culture and arts and the environment to contribute to community development. During the Year, a total of four volunteers of the Group participated in community investment activities. Looking ahead, the Group will, according to the needs and expectations of the community, implement volunteer programs and launch various community investment cooperation projects to contribute to the sustainable development of the community in the future.

本集團致力支持社區發展，鼓勵僱員參與義工服務及慈善活動，並致力於業務所在的社區發揮積極影響。本集團已訂立《社區投資及捐贈政策》，承諾倡導負責任的企業文化，就社區投資、贊助及捐贈設定集團方向及框架。本集團特別關注在青年教育及發展、社區發展、文化藝術及環境四個領域，為社區發展作出貢獻。本年度，本集團共有四名義工參與社區投資活動。展望未來，本集團將按將按社區需要及期望，推行義工計劃以及展開不同社區投資合作項目，為未來社區可持續發展盡一分力。

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

Compliance Management

合規管理

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

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

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

Compliance Management (Continued)

合規管理(續)

Aspect 層面	Relevant laws and regulations that are considered material to the Group's operations 對本集團的營運而言屬重要的相關法律及規例
B2 Health and Safety B2 健康與安全	"Production Safety Law of the PRC" "Law of the PRC on the Prevention and Treatment of Occupational Diseases" "Regulation on Work-Related Injury Insurance" 《中華人民共和國安全生產法》 《中華人民共和國職業病防治法》 《中華人民共和國工傷保險條例》
B6 Product Responsibility B6 產品責任	"Product Quality Law of the PRC" "Contract Law of the PRC" "Advertising Law of the PRC" "Tort Law of the PRC" "Trademark Law of the PRC" 《中華人民共和國產品質量法》 《中華人民共和國合同法》 《中華人民共和國廣告法》 《中華人民共和國侵權責任法》 《中華人民共和國商標法》
B7 Anti-corruption B7 反貪污	"Criminal Law of the PRC" "Anti-Money Laundering Law of the PRC" "Anti-Unfair Competition Law of the PRC" "Bidding Law of the PRC" 《中華人民共和國刑法》 《中華人民共和國反洗錢法》 《中華人民共和國反不正當競爭法》 《中華人民共和國招標投標法》

During the Year, there were no significant cases of non-compliance or corruption proceedings against the Group's businesses or employees. The Group will continue to review the laws and regulations that have a significant impact on the Group's business operations in different regions, and other circumstances in which material impact may cause to the Group.

本年度，本集團並沒有發現重大違規個案及對企業或員工提出的訴訟案件。本集團將繼續審視對本集團在不同地區業務營運有重大影響的法律法規，以及其可能對本集團構成重大影響的情況。

Key Performance Indicator Summary

關鍵績效指標摘要

ENVIRONMENTAL PERFORMANCE 環境績效		
Air emissions and GHG emissions 廢氣及溫室氣體排放	2021 二零二一年	2020 ⁹ 二零二零年 ⁹
Nitrogen oxides (kg) 氮氧化物(千克)	1,033.6	498.5
Sulphur oxides (kg) 硫氧化物(千克)	16.5	14.7
Respirable suspended particulates (kg) 可吸入懸浮粒子(千克)	518.1	15.4
Scope 1 — Direct GHG emissions (tonne of CO2-e) 範圍1 — 直接溫室氣體排放(公噸二氧化碳當量)	274.2	323.3
Scope 2 — Energy indirect GHG emissions (tonne of CO2-e) ¹⁰ 範圍2 — 能源間接溫室氣體排放(公噸二氧化碳當量) ¹⁰	1,943.3	1,704.1
Scope 3 — Other indirect GHG emissions (tonne of CO2-e) 範圍3 — 其他間接溫室氣體排放(公噸二氧化碳當量)	4.0	3.5
Total GHG emissions (tonne of CO2-e) 溫室氣體總排放量(公噸二氧化碳當量)	2,221.5	2,030.9
GHG emissions intensity (by area, i.e. tonnes of CO2-e/square metre) 溫室氣體密度(以面積計算, 即公噸二氧化碳當量/平方米)	0.082	0.075
Waste 廢棄物	2021 二零二一年	2020 二零二零年
Total hazardous waste (by tonne) 所產生有害廢棄物總量(以公噸計算)	0.5	0.4
Hazardous waste intensity (by area of manufacturing plant, i.e. tonne/1,000 square metre) ¹⁰ 有害廢棄物密度(以廠房面積計算, 即公噸/千平方米) ¹⁰	0.019	0.014
Total non-hazardous waste (by tonne) 所產生無害廢棄物總量(以公噸計算)	88.8	91.4
Non-hazardous waste intensity (by area, i.e. tonne/1,000 square metre) 無害廢棄物密度(以面積計算, 即公噸/千平方米)	3.282	3.378

⁹ In order to more accurately reflect the Group's environmental KPIs, the Group has updated the calculation method of propane consumption at its major operating locations in the U.S., and recalculated exhaust emissions, GHG emissions and total energy consumption and energy density data.

¹⁰ According to "Notice Regarding Proper Work Related to Carbon Emission Reporting and Investigation and Delivery of the List of Major Emission Units of the Power Generation Industry in 2019", the calculation of the GHG emissions of electricity purchased during the Year has been changed to the national grid average emission factor.

⁹ 為了更準確地反映本集團的環境關鍵績效指標, 本集團更新了美國主要經營地點丙烷消耗量的計算方法, 重新計算了廢氣排放、溫室氣體排放和能源總耗量及能源密度數據。

¹⁰ 根據《關於做好2019年度碳排放報告與核查及發電行業重點排放單位名單報送相關工作的通知》, 年內外購電力之溫室氣體排放的計算已改用全國電網平均排放因子。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Energy Use 能源使用	2021 二零二一年	2020 二零二零年
Petrol (MWh) 汽油(兆瓦時)	206.1	223.2
Diesel (MWh) 柴油(兆瓦時)	251.8	218.1
Propane (MWh) 丙烷(兆瓦時)	221.3	3.5
Natural gas (MWh) 天然氣(兆瓦時)	197.1	187.0
Purchased electricity (MWh) 外購電力(兆瓦時)	3,266.5	2,860.8
Solar energy (MWh) 太陽能(兆瓦時)	12.9	12.9
Total energy consumption (MWh) 能源總耗量(兆瓦時)	4,155.8	3,505.6
Energy intensity (by area, i.e. MWh/square metre) 能源密度(以面積計算, 即兆瓦時/平方米)	0.154	0.130
Water Use 用水	2021 二零二一年	2020 二零二零年
Total water consumption (cubic metre) 總耗水量(立方米)	24,253.0	24,203.0
Water intensity (by area, i.e. cubic metre/square metre) 耗水密度(以面積計算, 即立方米/平方米)	0.896	0.895
Packaging Materials 包裝材料	2021 二零二一年	2020 二零二零年
Packaging materials — cardboard (tonne) 包裝材料 — 紙板(公噸)	247.6	279.2
Packaging materials — wood (tonne) 包裝材料 — 木材(公噸)	58.8	60.8
Packaging materials — plastic film (tonne) 包裝材料 — 塑料膜(公噸)	2.0	2.0
Packaging materials — others (tonne) 包裝材料 — 其他(公噸)	0.1	—
Total packaging materials (tonne) 包裝材料總量(公噸)	308.50	342.0
Packaging material intensity (by area of manufacturing plant, i.e. tonne/1,000 square metre) 包裝材料密度(以廠房面積計算, 即公噸/千平方米)	13.666	15.151

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

SOCIAL PERFORMANCE				
社會表現				
Number of employee¹¹		2021	2020	2019
員工人數¹¹		二零二一年	二零二零年	二零一九年
Total number of employee 總員工人數		269	304	379
Male to female employee ratio 男女員工比例		0.67:1	0.63:1	0.66:1
By gender 性別分佈	Male 男性	108	118	151
	Female 女性	161	186	228
By region 地區分佈	The PRC 中國	251	282	355
	The US 美國	18	22	24
By age 年齡分佈	<31	42	56	95
	31-40	108	130	160
	>40	120	118	124
By position 職能分佈	Management 管理層	172	188	228
	General staff 普通員工	97	116	151
By employment type 就業類型分佈	Full-time 全職	269	304	378
	Part-time 兼職	0	0	1
By academic qualification 學歷分佈	College or above 大學或以上	81	90	99
	High school or below 中學或以下	188	214	280

¹¹ Total number of employee of the Group as at the end of the Reporting Period.

¹¹ 本集團於報告期末之員工總數。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Number of workers ¹² 勞動人員人數 ¹²		2021 二零二一年	2020 二零二零年	2019 二零一九年
Manufacturing business 製造業務	Labour workers ¹³ 勞務工作業員 ¹³	20	41	–
	Security guards 保安	20	20	–
Distribution business 分銷業務	Contractors ¹⁴ 承包商 ¹⁴	19	18	–
Employee new hire rate ¹⁵ 員工新入職率 ¹⁵		2021 二零二一年	2020 二零二零年	2019 二零一九年
By region 按地區	The PRC 中國	19%	10%	54%
	The US 美國	0%	9%	8%
Manufacturing business 製造業務		19%	10%	54%
By gender 按性別	Male 男性	20%	10%	73%
	Female 女性	18%	11%	42%
By age 按年齡	<31	52%	21%	100%
	31–40	19%	8%	41%
	>40	8%	7%	15%
Distribution business 分銷業務		0%	9%	8%
By gender 按性別	Male 男性	0%	14%	7%
	Female 女性	0%	0%	11%
By age 按年齡	<31	0%	0%	0%
	31–40	0%	0%	67%
	>40	0%	10%	0%

¹² The number of workers in the work and workplaces controlled by the Group as at the end of the Reporting Period.

¹³ External production workers recruited by labour service companies commissioned by the Group.

¹⁴ Contractors engaged by the Group including: landscaping, pest control/termite protection, HVAC maintenance, fire suppression system inspection, backflow inspection, cleaners, general maintenance, photocopier maintenance and refuse collection.

¹⁵ Employee new hire rate (%) = number of new employees hired for that category/total number of employees of that category as at the end of the Reporting Period X 100%.

¹² 本集團於報告期末所控制的工作及工作地點的勞動人員人數。

¹³ 本集團委託勞務公司所招聘的外部生產工人。

¹⁴ 本集團所聘用的承包商包括：園林綠化、害蟲控制/白蟻防護、暖通空調維修、滅火系統檢查、回流檢查、清潔工、一般維修、複印機維護及垃圾收集。

¹⁵ 員工新入職率(百分比) = 該類別新入職員工人數/該類別報告期末的總員工人數 X 100%。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Employee turnover rate ¹⁶ 員工流失率 ¹⁶		2021 二零二一年	2020 二零二零年	2019 二零一九年
By region 按地區	The PRC 中國	30%	36%	70%
	The US 美國	18%	18%	13%
Manufacturing business 製造業務		31%	36%	70%
By gender 按性別	Male 男性	28%	40%	90%
	Female 女性	32%	34%	57%
By age 按年齡	<31	67%	0%	100%
	31-40	34%	4%	52%
	>40	17%	5%	20%
Distribution business 分銷業務		17%	18%	13%
By gender 按性別	Male 男性	18%	21%	13%
	Female 女性	14%	13%	11%
By age 按年齡	<31	0%	0%	0%
	31-40	0%	0%	0%
	>40	18%	20%	14%

¹⁶ Employee turnover rate (%) = number of employee turnover of that category/total number of employees of that category as at the end of the Reporting Period X 100%.

¹⁶ 員工流失率(百分比) = 該類別流失員工人數/該類別報告期末的總員工人數 X 100%。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Occupational health and safety 職業健康與安全	2021 二零二一年	2020 二零二零年	2019 二零一九年
Number of work-related fatalities of employees 因工死亡員工人數	0	0	0
Number of work-related injuries of employees 因工受傷員工人數	1	2	6
Rate of work-related injuries (per 100 employees) ¹⁷ 員工工傷率(每百名員工) ¹⁷	0.4	0.7	1.6
Number of lost days due to work-related injury of employees 因員工工傷損失工作日數	0.5	163	21
Number of work-related fatalities of workers 因工死亡勞動人員人數	0	0	
Number of work-related injuries of workers 因工受傷勞動人員人數	1	0	
Rate of work-related injury of workers (per 100 workers) ¹⁸ 勞動人員工傷率(每百名員工) ¹⁸	1.69	0	-
Number of lost days due to work-related injuries of workers 因勞動人員工傷損失工作日數	3	0	
Total number of occupational health and safety training sessions 職業健康與安全培訓總場數	2	3	57
Total number of participants of occupational health and safety training 職業健康與安全培訓總人次	251	284	379
Total number of hours of occupational health and safety training ¹⁹ 職業健康與安全培訓總時數 ¹⁹	251	283	84

¹⁷ Rate of work-related injury (per 100 employees) = total number of employees injured at work / total number of employees as at the end of the Reporting Period X 100%.

¹⁸ Rate of work-related injury (per 100 employees) = total number of employees injured at work / total number of employees as at the end of the Reporting Period X 100%.

¹⁹ Refers to the total hours of all training activities.

¹⁷ 工傷率(每百名員工)=總因工受傷員工人數/報告期末的總員工人數X100%。

¹⁸ 工傷率(每百名員工)=總因工受傷員工人數/報告期末的總員工人數X100%。

¹⁹ 即所有培訓活動時數之總和。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Employee training 員工培訓		2021 二零二一年	2020 二零二零年	2019 二零一九年
Total number of employees receiving training 接受培訓員工總人數		251	284	379
Total number of hours on training for employees 員工培訓總時數		251	293	748
Percentage of employees receiving training ²⁰ 接受培訓員工比率 ²⁰		93%	93%	100%
By gender 按性別	Male 男性	39%	90%	100%
	Female 女性	61%	96%	100%
By position 按職能	Management 管理層	65%	94%	100%
	General staff 普通員工	35%	64%	100%
Average training hours per employee ²¹ 平均員工培訓時數 ²¹		0.93	0.96	1.97
By gender 按性別	Male 男性	0.9	0.97	2
	Female 女性	1.0	0.96	1.96
By position 按職能	Management 管理層	1.0	0.97	2
	General staff 普通員工	0.9	0.96	1.93

²⁰ Percentage of employees receiving training (%) = number of employees receiving training of that category/total number of employees of that category as at the end of the Reporting Period x 100%.

²¹ Average training hours per employee = training hours for employees of that category/total number of employees of that category as at the end of the Reporting Period.

²⁰ 接受培訓員工比率(百分比) = 該類別接受培訓員工人數 / 該類別報告期末的總員工人數 X 100%。

²¹ 平均員工培訓時數 = 該類別員工培訓時數 / 該類別報告期末的總員工人數。

Key Performance Indicator Summary (Continued)

關鍵績效指標摘要(續)

Number of suppliers (and percentage of suppliers where the engagement practices are being implemented)		2021	2020	2019
供應商數目(及向其執行聘用供應商慣例的百分比)		二零二一年	二零二零年	二零一九年
By country or region	Mainland China and Taiwan	375 (100%)	371 (100%)	357 (100%)
按國家或地區	中國內地及台灣			
	Hong Kong	5 (100%)	6 (100%)	6 (100%)
	香港			
	Vietnam	1 (100%)	1 (100%)	1 (100%)
	越南			
	The US	3 (100%)	2 (100%)	3 (100%)
	美國			

Report Content Index

報告內容索引

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
A. Environment		
A. 環境		
A1 Emissions		
A1 排放物		
General disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and GHG 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：	26–29, 37
A1.1	Types of emission and respective emission data. 排放物種類及相關排放數據。	28, 39
A1.2	Direct (Scope 1) and indirect energy (Scope 2) emission volume (in tonnes) and (if applicable) intensity (if calculated based on per output unit, per facility). 直接(範圍1)及能源間接(範圍2)溫室氣體排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	27, 39
A1.3	Total volume of hazardous waste (in tonnes) and (if applicable) intensity (if calculated based on per output unit, per facility) produced. 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	30, 39
A1.4	Total volume of non-hazardous waste (in tonnes) and (if applicable) intensity (if calculated based on per output unit, per facility) produced. 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	30, 39
A1.5	Description of emissions targets being set and the steps taken to achieve those targets. 描述所訂立的排放量目標及為達到這些目標所採取的步驟。	28–29
A1.6	Description of how hazardous and non-hazardous waste is handled, and description of waste reduction targets being set and the steps taken to achieve those targets. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	30–31

Report Content Index (Continued)

報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
A2 Use of Resources A2 資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	32-35
A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (in '000 KWh) and intensity (if calculated based on per output unit, per facility). 按類型劃分的直接及/或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	32, 40
A2.2	Total water consumption and intensity (if calculated based on per output unit, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	33, 40
A2.3	Description of energy use efficiency targets being set and the steps taken to achieve those targets. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	32
A2.4	Description of whether there is any issue on sourcing water that is fit for purpose, and the water use efficiency targets being set and the steps taken to achieve those targets. 描述求取適用水源上可有任何問題, 以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	33
A2.5	Total packaging materials used for finished products (in tonnes) and (if applicable) and per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位估量。	40
A3 Environment and Natural Resources A3 環境及天然資源		
General Disclosure 一般披露	Policies on minimizing the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	35, 37
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。	35

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報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
A4 Climate Change A4 氣候變化		
General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	26–27
A4.1	Description of the significant climate-related issues which have impacted, and may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	27
B. Social B. 社會 B1 Employment B1 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 days, equal opportunity, diversity, anti-discrimination, 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：	23–24, 37
B1.1	Total number of employees 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。	41–42
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。	43

Report Content Index (Continued)

報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B2 Health and Safety B2 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。	21–22, 38
B2.1	Number and rate of work-related fatalities each year for the last three years (including the reporting year). 過去三年(包括匯報年度)每年因工亡故的人數及比率。	23, 44
B2.2	Lost days due to work injury. 因工傷損失工作日數。	44
B2.3	Description of occupational health and safety measures adopted, 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。	21–23
B3 Development and Training B3 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。	25–26
B3.1	The percentage of trained employees by gender and employee category (such as senior management, and middle management, etc.). 按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	45
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。	25, 45

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報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B4 Labour Standards B4 勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (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。	23–24
B4.1	Description of measures to review recruitment practices to avoid child labour and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	24
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。	24
B5 Supply Chain Management B5 供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	19–20
B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	20, 46
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	19–20, 46
B5.3	Description of practices relating to identifying environmental and social risks in every part along supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	19–20
B5.4	Description of practices on procuring frequent use of environmentally friendly products and services during the selection of suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	19–20

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報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B6 Product Responsibility B6 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, labelling and privacy matters relating to products and services provided, and how they are remedied. 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：	16-18, 38
B6.1	Percentage of total products sold or shipped subject to recall due to safety and health issues. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	17
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。	17
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。	16
B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	17
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	16

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報告內容索引(續)

Material Aspect 主要範疇	Content 內容	Page Index/Remark 頁碼索引/備註
B7 Anti-corruption B7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。	18, 38
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。	18
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。	18
B7.3	Description of anti-corruption training provided to directors and employees. 描述向董事及員工提供的反貪污培訓。	18
B8 Community Investment B8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。	36
B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	36
B8.2	Resources utilised on focus areas (e.g. money and time). 在專注範疇所動用資源(如金錢或時間)。	36



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