

# China Singyes New Materials Holdings Limited 中國興業新材料控股有限公司

(Incorporated in the Bermuda with limited liability)  
(於百慕達註冊成立的有限公司)

Stock Code 股份代碼: 8073

Environmental, Social,  
and Governance Report  
環境、社會及管治報告

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**2020**



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### INTRODUCTION AND ENVIRONMENTAL, SOCIAL AND GOVERNANCE POLICIES

This Environmental, Social and Governance Report (the “ESG Report”) summarises the environmental, social and governance (“ESG”) initiatives, plans and performance of China Singyes New Materials Holdings Limited (the “Company”, together with its subsidiaries, “the Group” or “we”), and demonstrates its commitments to sustainable development.

The Group entered the sector of optical film materials with a high starting point, high input and high standards in 2010, and is principally engaged in the research and development, production, sales and installation of indium tin oxide (ITO) film, Smart Light-adjusting Film, Smart Light-adjusting Glass and Smart Light-adjusting Projection System. The Group uses ITO film as one of the main materials for the development of downstream products, namely: (i) polymer dispersed liquid crystal film (i.e. Smart Light-adjusting Film); (ii) electronically switchable glass (i.e. Smart Light-adjusting Glass); and (iii) Smart Light-adjusting Projection System. The Group has production factories and clean factories in Zhuhai, China, with a gross floor area of 10,000 m<sup>2</sup> and 4,000 m<sup>2</sup>, respectively. The ITO films produced are mainly used in modern industry such as electronic display screens, flat panel displays and touch screens products; while Smart Light-adjusting Film and Smart Light-adjusting Glass are widely used in commercial, residential, healthcare and hospitality industries, they can also be applied in various fields such as construction and decoration, automobile and new energy.

We possess an excellent talent team and the most advanced production equipment in pursuit of high quality. We are the first domestic light-adjusting products manufacturer with an integrated ITO substrate-polymer dispersed liquid crystals (PDLC)-roll-to-roll production line, and the only manufacturer capable of producing from upstream to downstream with a commitment to provide products with the highest quality to customers. We endeavor to satisfy the needs of every client, listen to them and assist them in overcoming difficulties, as well as improve and innovate constantly with hard work and wisdom to lead the industrial trend. The Group is a corporate that attaches great importance to environmental protection and sustainable development, and is committed to balancing the development and interests of all parties. While building a corporate culture that cares for both employees and the society, we continue to develop products that are environmentally friendly, energy-saving and sustainable. We strictly comply with laws and regulations, safeguard intellectual property rights, abide by the management philosophy of honesty and integrity, and work with employees and all parties in society to create a harmonious and civilised society with sustainable development.

### 序言和環境、社會及管治方針

本環境、社會及管治報告(「本報告」)總結中國興業新材料控股有限公司(「本公司」, 連同其附屬公司, 「本集團」或「我們」)在環境、社會及管治(「環境、社會及管治」)上的倡議、計劃及績效, 並展示其在可持續發展方面的承諾。

本集團於二零一零年以高起點、高投入、高標準的姿態進入光學薄膜材料的領域, 主要從事銦錫氧化物(「ITO」)導電膜、智能調光膜、智能調光玻璃及智能調光投影系統的研發、生產、銷售及安裝。本集團使用ITO導電膜作為主要材料之一來開發下游產品, 即(i)聚合物分散液晶膜(即智能調光膜); (ii)電控智能調光玻璃(即智能調光玻璃); 及(iii)智能調光投影系統。本集團於中國珠海擁有1萬平方米生產車間和4,000平方米潔淨車間, 所生產的ITO膜主要應用於電子顯示幕、平板顯示器及觸控式螢幕產品等現代化產業, 而智能調光膜及智能調光玻璃則廣泛運用於商業、住宅、醫療、酒店等不同行業, 亦可應用於建築及裝飾、汽車及新能源等多個領域。

我們擁有優秀的人才團隊和最先進的生產設備, 高度注重品質的追求, 是國內最早從ITO基材到液晶聚合物到卷對卷全線整合的調光產品生產商, 也是唯一具備完整垂直一體化生產能力的製造商, 致力為顧客提供最佳的產品。我們致力關懷每一位客戶的需求, 傾聽客戶的訴求, 在協助客戶的同時, 以努力和智慧不斷改善和創新, 引領行業潮流。本集團更是一家重視環境保護與可持續發展的企業, 致力平衡各方面的發展和利益, 在營造關愛員工、關懷社會的企業風氣同時, 不斷研發具備環保節能及可持續發展特質的產品。我們嚴格遵守法規, 維護智慧財產權, 恪守廉潔奉公的經營理念, 與員工和社會各方共同創造和諧、文明及可持續發展的社會。



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### ESG Governance Structure

The Group has established the ESG Taskforce (the “Taskforce”). The Taskforce comprises of core members from different departments of the Group, among them, full-time staff is designated to collect relevant information on our ESG aspects for the preparation of the ESG Report. The Taskforce regularly reports to the board of directors (the “Board”), assists in identifying and evaluating the Group’s ESG risks and the effectiveness of the internal control mechanisms. The Taskforce also examines and evaluates our performances in different aspects such as environment, safety production, labour standards and product responsibilities in the ESG aspects. The Board sets up a main direction for the Group’s ESG strategies, ensuring the effectiveness in the control of ESG risks and internal control mechanisms.

### REPORTING SCOPE

This ESG Report generally covers the business and operating activities of the Group’s production headquarter in Zhuhai, China, which are the main source of the Group’s revenue (the “Reporting Scope”). The Group will continue to assess the major ESG issues of different businesses, and expand the scope of disclosure in due course.

### REPORTING FRAMEWORK

This ESG Report is prepared in accordance with the Environmental, Social, and Governance Reporting Guide (the “ESG Reporting Guide”) contained in Appendix 20 of the Rules Governing the Listing of Securities on GEM of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”).

Information on the Group’s corporate governance practice is set out on pages 19 to 34 of the Corporate Governance Report of the 2020 annual report.

### REPORTING PERIOD

This ESG Report describes the ESG activities, challenges and measures taken by the Group during the year ended 31 December 2020 (the “Reporting Period” or “2020”).

### 環境、社會及管治治理結構

本集團已成立了環境、社會及管治工作小組（「工作小組」）。工作小組由本集團不同部門的核心成員組成，其中，全職員工獲指派收集有關環境、社會及管治層面的資訊編製本報告。工作小組會定期向董事會（「董事會」）彙報，協助辨識和評估本集團的環境、社會及管治風險以及評估其內部控制機制的有效性。工作小組亦會檢查和評估我們在環境、社會及管治範疇內有關環境、安全生產、勞工標準、產品責任等不同方面的表現。董事會則會設定本集團環境、社會及管治戰略上的大方向，並確保環境、社會及管治風險控制及內部控制機制的有效性。

### 報告範圍

本報告一般涵蓋本集團於中國珠海生產總部的業務及營運活動，有關業務部分乃本集團收益的主要來源（「報告範圍」）。本集團將會繼續評估不同業務有關環境、社會及管治方面的主要事宜，並於適當時候擴大披露範圍。

### 報告框架

本報告乃根據香港聯合交易所有限公司（「港交所」）GEM證券上市規則附錄二十所載《環境、社會及管治報告指引》（「環境、社會及管治報告指引」）編製。

有關本集團的企業管治常規資料已載列於二零二零年年報第19至34頁的企業管治報告。

### 報告期間

本報告詳述本集團於截至二零二零年十二月三十一日止年度（「報告期間」或「二零二零年」）於環境、社會及管治方面開展的活動、面臨的挑戰及採取的措施。



## STAKEHOLDER ENGAGEMENT

We value our stakeholders and their feedback on the Group's business and ESG issues. In order to understand and deal with the core concerns of stakeholders, we have always maintained close communication with stakeholders through various channels. We will continue to strengthen the engagement of stakeholders through constructive dialogue, so as to draw a blueprint for long-term prosperity and development. The Group's communication channels with major stakeholders and their expectations and concerns are summarised as follows:

## 持份者參與

我們重視持份者及其對本集團業務及環境、社會及管治事宜的反饋。為瞭解及處理持份者的核心關注點，我們一直透過不同渠道與持份者保持密切溝通。我們將繼續通過建設性對話加強持份者的參與度，以繪制長期繁榮發展的藍圖。本集團與主要持份者的溝通渠道及彼等的期望與關注概述如下：

Stakeholders 持份者	Communication Channels 溝通渠道	Expectations and Concerns 期望與關注
Shareholders and investors 股東及投資者	<ul style="list-style-type: none"> <li>Annual general meetings 股東周年大會</li> <li>Financial reports 財務報告</li> <li>Announcements and circulars 公告及通函</li> <li>Investor meetings 投資者會議</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with relevant laws and regulations 遵守相關法例及規例</li> <li>Disclosure of the latest corporate information in due course 於適當時間披露企業最新資訊</li> <li>Financial performance 財務業績</li> <li>Corporate sustainability 企業可持續發展</li> </ul>
Employees 員工	<ul style="list-style-type: none"> <li>Employee opinion surveys 員工意見調查</li> <li>Channels for employees feedback (forms, suggestion box, etc.) 員工表達意見的管道(表格、意見箱等)</li> <li>Employee newsletter and broadcasting 員工通訊和廣播</li> <li>Intranet 內聯網</li> </ul>	<ul style="list-style-type: none"> <li>Health and safety 健康及安全</li> <li>Equal opportunities 平等機會</li> <li>Remuneration and benefits 薪酬及福利</li> <li>Career development 職業發展</li> </ul>
Customers 客戶	<ul style="list-style-type: none"> <li>Customer feedback surveys 客戶反饋調查</li> <li>Customer service center 客戶服務中心</li> <li>Customer service manager 客戶經理</li> <li>Customer communication meeting 客戶溝通會議</li> </ul>	<ul style="list-style-type: none"> <li>Product and service responsibilities 產品及服務責任</li> <li>Customer information and privacy protection 客戶資料及隱私保護</li> <li>Integrity operation 誠信經營</li> </ul>

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

Stakeholders 持份者	Communication Channels 溝通渠道	Expectations and Concerns 期望與關注
Suppliers 供應商	<ul style="list-style-type: none"> <li>Supplier evaluation mechanism 供應商評估機制</li> <li>Business cooperation 業務合作</li> </ul>	<ul style="list-style-type: none"> <li>Fair competition 公平競爭</li> <li>Business ethics and reputation 商業道德及信譽</li> <li>Cooperation and mutual benefit 合作共贏</li> </ul>
Government and regulatory authorities 政府和監管機構	<ul style="list-style-type: none"> <li>Periodic reports 定期資訊報告</li> <li>Periodic working meetings 定期工作會議</li> <li>Onsite inspections 實地考察</li> </ul>	<ul style="list-style-type: none"> <li>Business ethics 商業道德</li> <li>Compliance with relevant laws and regulations 遵守相關法例及規例</li> </ul>
Community, non-governmental organisations and media 社群、非政府機構及媒體	<ul style="list-style-type: none"> <li>Public or community work 公眾或社區工作</li> <li>Community investment plan 社區投資計劃</li> <li>ESG reports 環境、社會及管治報告</li> </ul>	<ul style="list-style-type: none"> <li>Giving back to society 回饋社會</li> <li>Environmental protection 環境保護</li> <li>Compliant operation 合規經營</li> </ul>

We are committed to working with stakeholders to improve our ESG performance and continuously create greater value for the wider community.

我們致力與持份者共同努力改善環境、社會及管治表現，並持續為更廣泛社區創造更大價值。



## MATERIALITY ASSESSMENT

The management and employees of all major functional departments of the Group had participated in the preparation of this ESG Report to assist the Group in reviewing its operations, identifying relevant ESG issues and assessing the materiality of relevant issues to business and stakeholders of the Group. According to the identified major ESG issues, the Group conducted surveys to collect information from relevant departments, business departments and stakeholders. Material ESG issues of the Group during the Reporting Period are as follows:

## 重要範疇評估

本集團各主要職能部門的管理層和僱員均參與編製本報告，以協助本集團審查其運營情況，辨識相關環境、社會及管治議題以及評估相關事項對本集團的業務和各持份者的重要性。本集團根據已辨識的重大環境、社會及管治議題進行了調查，以及從相關部門、業務部門和各持份者收集訊息。下表為本集團於報告期間重大環境、社會及管治議題：

Environmental 環境	Social 社會
<ul style="list-style-type: none"> <li>Exhaust Gas Emissions 廢氣排放</li> <li>Greenhouse Gas (“GHG”) Emissions 溫室氣體(「溫室氣體」)排放</li> <li>Waste Management 廢棄物處理</li> <li>Electricity Consumption Management 用電管理</li> <li>Water Consumption Management 用水管理</li> <li>Use of Packaging Materials 包裝材料使用</li> <li>Working Environment 工作環境</li> </ul>	<ul style="list-style-type: none"> <li>Employment Practice 僱傭慣例</li> <li>Safety Management 安全管理</li> <li>Safety Education 安全教育</li> <li>Development and Training 發展及培訓</li> <li>Prevention of Child and Forced Labour 防止童工及強制勞工</li> <li>Supply Chain Management 供應鏈管理</li> <li>Quality Management 品質管理</li> <li>Customer Service 客戶服務</li> <li>Privacy Protection 隱私保護</li> <li>Protection of Intellectual Property Rights 維護智慧財產權</li> <li>Anti-corruption 反貪污</li> <li>Social Responsibility Education 社會責任教育</li> </ul>





## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

During the Reporting Period, the Group confirmed that it has established appropriate and effective management policies and control systems for ESG issues and confirmed that the disclosure in this ESG Report is in compliance with the requirements of the ESG Reporting Guide.

### CONTACT US

For more detailed information about the environment and corporate governance of the Company, please refer to our official website (<http://www.syeamt.com/index.html>) and annual report. If you have any opinions or suggestions on this report, please feel free to contact us by:

Tel: (852) 2548 8375

Email: [IR@syeamt.com](mailto:IR@syeamt.com)

### A. ENVIRONMENTAL

#### A1. Emissions

The Group is committed to achieving the long-term sustainable development of environment and the neighboring community. As a responsible company, the Group actively fulfills the environmental responsibility of corporate citizens and works with the community to improve the environment. The Group adheres to the strategy of sustainable development during operation, attaches importance to good environmental management and strives to protect the environment in order to fulfill the Group's commitment to social responsibility. The Group is aware of our responsibility for the potential indirect and negative impact to the environment imposed by our business operation. To reduce the environmental impact of the Group's operating activities, we have adopted and implemented relevant environmental management systems and procedures. These systems and procedures are designed to minimise negative environmental impacts and ensure that the generated emissions or wastes are disposed in accordance with the environmental protection principles. Within our policy framework, we constantly seek various opportunities to implement environmental protection measures, so as to improve the Group's environmental performance by reducing the use of energy and other resources, contributing to the environment, thus seeking to achieve the sustainability goal.

於報告期間，本集團確認已就環境、社會及管治事宜設立合適及有效的管理政策及監控系統，並確認本報告所披露內容符合環境、社會及管治報告指引的要求。

### 與我們聯絡

有關本公司環境及企業管治的詳細資訊，請參閱我們的官方網站 (<http://www.syeamt.com/index.html>) 及年報。若閣下對本報告有任何意見或建議，歡迎通過以下方式與我們聯絡：

電話：(852) 2548 8375

電郵：[IR@syeamt.com](mailto:IR@syeamt.com)

### A. 環境

#### A1. 排放物

本集團致力於實現環境及周邊社區長遠的可持續發展。作為一家負責任的企業，本集團積極履行企業公民的環保責任，與社會各界攜手改善環境。本集團在運營上貫徹可持續發展的戰略，重視良好的環境管理，努力保護環境，以履行企業社會責任。本集團意識到我們應對業務營運對環境帶來的潛在間接負面影響承擔責任，為減輕本集團營運活動對環境的影響，我們已採納並實施相關環保管理制度和規程。該等制度和規程旨在盡量減少對環境的負面影響及確保所產生排放物或廢物處置方式符合環保原則。在我們的政策框架內，我們不斷尋求各種機會實行環保措施，通過減少能源及其他資源使用，從而提升本集團的環保表現，並為環保作出貢獻，追求達致可持續發展的目標。



The Group pays attention to the updates of national and regional environmental protection laws and regulations, thereby focus on strengthening environmental protection measures in order to comply with relevant local government laws and regulations and fully implement environmental policies. During the Reporting Period, the Group was not aware of any material non-compliance with environmental-related laws and regulations which has a significant impact on the Group. Related laws and regulations include but not limited to Environmental Protection Law of the People's Republic of China, Law of the People's Republic of China on the Prevention and Control of Atmosphere Pollution, Water Pollution Prevention and Control Law of the People's Republic of China, and Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes.

#### ***Exhaust Gas Emissions***

Although the Group's production lines do not involve direct air pollutant emissions, the solid pollutants produced during the raw materials mixing process will release traces of volatile organic compounds. We have conducted regular monitor to ensure that the emission intensities are lower than the emission limits in relevant standards.

本集團定期追蹤最新的國家和地區環境保護法律法規，並以此為依據，加強本集團的環境保護的措施，以遵守當地政府相關的法例法規和貫徹落實環境政策。於報告期間，本集團並不知悉任何嚴重違反環境相關法例及法規而對本集團產生重大影響的情況。相關法例及法規包括但不限於《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》及《中華人民共和國固體廢物污染環境防治法》等。

#### ***廢氣排放***

本集團的生產線並不涉及直接的空氣污染物排放，但由於原材料調配工序過程中產生的固體污染物會釋出微量揮發性有機物，為確保排放濃度低於相關標準中的排放限值，我們已對此進行定期監測。



In addition, we actively adopt emission reduction measures to endeavor to minimise the exhaust gas produced from consumption of gasoline by vehicles of the Group. Relevant measures include conducting regular vehicle inspections and maintenance to improve vehicle efficiency; encouraging the use of public transport for business travel; and educating employees to turn off engines of idling vehicles. The performances of the Group on exhaust gas emissions are as follows:

During the Reporting Period, the concentration of volatile organic compounds (VOC) realised by the Group was 0.95 mg/m<sup>3</sup>, meanwhile, the amount of nitrogen oxides (NOx), sulphur oxides (SOx), and particulate matters (PM) emitted during operations were, 6.94 kg, 0.10 kg and 0.51 kg respectively.

#### **GHG Emissions**

The main sources of GHG emissions of the Group are consumption of gasoline by vehicles and refrigerants consumed during operation (scope 1), purchased electricity (scope 2) and other indirect GHG emissions from staff's business travels (scope 3). To reduce GHG emissions, the Group actively adopts electricity-saving and energy-saving measures, which are described in the section headed "Electricity Consumption Management" under aspect A2. In addition, the Group also requires employees to replace unnecessary overseas business trips with video conferences so as to reduce carbon emissions from business travel whenever possible. In addition, the Group has posted notices and posters with green information in offices to disseminate best practices of environmental management. Through these GHG emission mitigation measures, employees' awareness of reducing GHG emissions has been raised.

此外，我們積極採取減排措施，務求盡量降低本集團車輛消耗汽油過程中產生的廢氣。相關措施包括定期進行車輛檢查和保養以提高車輛效率；鼓勵使用公共交通工具供商業差旅；及教育員工關閉空轉車輛的引擎。本集團的廢氣排放表現如下：

於報告期間，本集團釋放的揮發性有機物濃度為每立方米0.95毫克，同年，本集團的氮氧化物、硫氧化物及顆粒物的排放量分別為6.94千克、0.10千克及0.51千克。

#### **溫室氣體排放**

本集團溫室氣體排放的主要來源為車輛所消耗汽油和營運時消耗的製冷劑(範圍一)、外購電力(範圍二)以及僱員商務差旅所造成的其他間接溫室氣體排放(範圍三)。為減少溫室氣體排放，本集團積極採取節電和節能措施，相關措施將在層面A2「用電管理」一節中描述。此外，本集團要求員工盡量以視訊會議取代非必要的海外公幹，以減少商業差旅產生的碳排放。本集團亦於辦公室掛上載有綠色資訊的通告和海報，以宣傳環境管理的最佳實踐範例。透過該等溫室氣體排放減緩措施，員工對減少溫室氣體排放的意識已有所提高。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

During the Reporting Period, the Group added the disclosure of GHG emissions from staff's business travel, therefore, the total GHG emission intensity of the Group during the Reporting Period has increased by approximately 17.24%. The performances of the Group on GHG emissions are as follows:

本集團於報告期間新增了僱員商務差旅所造成的溫室氣體排放披露，因此本集團於報告期間的溫室氣體排放總量密度上升了約17.24%。本集團的溫室氣體排放表現如下：

Indicator <sup>1</sup> 指標 <sup>1</sup>	Unit 單位	2020 二零二零年	2019 二零一九年
Direct GHG emissions (scope 1) 直接溫室氣體排放(範圍一)	tCO <sub>2</sub> e 噸二氧化碳當量	101.47	87.69
Energy indirect GHG emissions (scope 2) 能源間接溫室氣體排放(範圍二)	tCO <sub>2</sub> e 噸二氧化碳當量	479.63	431.27
Other indirect GHG emissions (scope 3) 其他間接溫室氣體排放(範圍三)	tCO <sub>2</sub> e 噸二氧化碳當量	27.28	N/A 不適用
<b>Total GHG emissions</b> 溫室氣體排放總量	<b>tCO<sub>2</sub>e</b> 噸二氧化碳當量	<b>608.38</b>	<b>518.96</b>
<b>Total GHG emissions intensity</b> 溫室氣體排放總量密度	<b>tCO<sub>2</sub>e/production line<sup>2</sup></b> 噸二氧化碳當量/生產線 <sup>2</sup>	<b>121.68</b>	<b>103.79</b>

Note:

- The GHG emissions data is presented in terms of carbon dioxide equivalent and are based on, but not limited to, "The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standards" issued by the World Resources Institute and the World Business Council for Sustainable Development, the latest released emission factors of China's regional power grid basis, "Global Warming Potential Values" from the IPCC Fifth Assessment Report, 2014 (ARS), and "How to Prepare an Environment, Society and Governance Report – Appendix II: Reporting Guidance on Environmental KPIs" issued by the Hong Kong Stock Exchange.
- As of 31 December 2020, the Group had a total of 5 production lines (2019: 5 production lines). This data is also used to calculate other intensity data.

備註：

- 溫室氣體排放數據乃按二氧化碳當量呈列，並參照包括但不限於世界資源研究所及世界可持續發展工商理事會刊發的《溫室氣體盤查議定書：企業會計與報告標準》、最新發布的中國區域電網基準線排放因子、各國政府間因氣候變化而成立的專門委員會所發布的二零一四年《第五次評估報告》內的全球升溫可能值，以及港交所發布的《如何準備環境、社會及管治報告—附錄二：環境關鍵績效指標匯報指引》。
- 截至二零二零年十二月三十一日，本集團生產線總數為5組（二零一九年：5組）。此數據亦會用作計算其他密度數據。

### ***Sewage Discharge***

Our products such as the Smart Light-adjusting Glass, require water for cleaning during production. To reduce the impact of sewage discharged during the cleaning process on the environment, the Group has established a sewage treatment system with sedimentation function to separate impurities from water. The impurities were collected and landfilled compliantly by third-party qualified agencies, and the water was discharged to relevant agencies for further processing. As the impurities in the sewage were separated and the water did not contain other chemicals, the Group did not produce any water pollutants. Water consumption data of the Group and corresponding water saving measures will be described in the section headed “Water Consumption Management” under aspect A2.

### **污水排放**

我們的產品，如智能調光玻璃在生產時都需要用水作清洗用途。為減低清洗過程中所產生的污水在排放後對環境造成的影響，本集團設立具備沉澱功能的污水處理系統，分離雜質與水。收集後的雜質會交由第三方合資格機構收集並合法地填埋，而污水則會外排到相關機構作進一步處理。由於污水中的雜質已被分離，且水中並不含有其他化學物質，因此本集團並無生產任何水污染物。至於本集團的耗水量數據及相應節水措施將於層面A2「用水管理」一節中描述。



### Waste Management

#### Non-hazardous Waste

Non-hazardous wastes, such as dust-free paper and glass are generated during the Group's production process. In order to reduce wastage, we adhere to the principle of reusing and endeavor to realise resources utilisation through applying the used dust-free paper in cleaning floor and transporting it to a qualified unit for compliant incineration after second use. In addition, part of the waste glass was cut into small pieces and used as windscreens for the blasting process, while the other non-reusable glass was collected and disposed compliantly by third-party qualified agencies. The Group's factories and offices also produce general waste. We have adopted various measures, such as using recyclable toner cartridges and replacing disposable batteries with rechargeable ones. We do not only reduce waste, but also minimise the impact of wastes disposed to the environment at the same time. The Group has fully adopted the office automation system to replace the paper system for office administration purposes to reduce paper consumption during daily office operation. To reduce the landfill volume of paper, we also set a recycling station in the office to collect waste paper, letters and envelopes. Through these waste reduction measures, employee' awareness of waste reduction has been raised. During the Reporting Period, paper usage of the Group amounts to 0.13 tonnes, of which 0.02 tonnes have been recycled; while the total intensity of non-hazardous wastes decreased by approximately 5.10%. The performances of the Group on non-hazardous waste disposal are as follows:

### 廢棄物處理

#### 無害廢棄物

本集團生產過程中會產生無害廢棄物，如無塵紙及玻璃。為減少浪費，我們堅持物盡其用的原則，努力實現資源利用，把用後的無塵紙重用於地板清潔，無塵紙在二次利用後會交由合資格單位作合法地焚化。此外，部份廢玻璃會被切成小玻璃塊，作為噴砂工序的擋風玻璃，而其他不能重用的玻璃則會交由第三方合資格機構收集並合法地處理。本集團的辦公室區域亦會產生一般日常垃圾，我們已採取多項措施，如使用可循環再用的碳粉盒、使用充電池代替一次性電池等，在減少廢棄物量的同時，也降低棄置廢棄物對環境的危害。本集團已全面採用電子辦公系統，取代紙制系統作辦公室行政用途，減少日常辦公時的紙張耗用。為減少紙張的堆填量，辦公室內也設置了回收站以收集廢紙、信件及信封等。透過該等減廢措施，員工的減廢意識已有所提高。於報告期間，本集團紙張用量為0.13噸，其中已回收0.02噸；而無害廢棄物總量密度減少了約5.10%。本集團的無害廢棄物棄置量表現如下：

Waste Types 廢棄物類別	Unit 單位	2020 二零二零年	2019 二零一九年
Total non-hazardous waste produced 無害廢棄物總量	tonnes 噸	9.30	9.80
Total non-hazardous waste intensity 無害廢棄物總量密度	tonnes/production line 噸/生產線	1.86	1.96

### Hazardous Waste

In addition to non-hazardous wastes, the Group generated a small amount of hazardous wastes during the production process, including waste organic solvents, waste mineral oil, oily waste, paint-containing dye waste and waste empty barrels. The Group has strictly complied with the requirements under the regulations to entrust third-party qualified units to collect and dispose all hazardous wastes compliantly so as to avoid any harm to the environment. As the Group increased its investment in product development during the Reporting Period, the amount of residue products, including the disposal of coating dye waste and empty waste drums increased, therefore the Group's total intensity of hazardous waste increased by 100.00%. The performances of the Group on hazardous waste disposal are as follows:

Waste Types 廢棄物類別	Unit 單位	2020 二零二零年	2019 二零一九年
Total hazardous waste produced 有害廢棄物總量	tonnes 噸	7.70	3.85
Total hazardous waste intensity 有害廢棄物總量密度	tonnes/production line 噸／生產線	1.54	0.77

## A2. Use of Resources

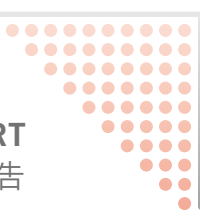
Reducing the use of resources at source and avoiding waste are the effective ways to improve the environment. The Group's products such as the Smart Light-adjusting Glass increase natural lighting, of which the concept is in itself the evidence that the Group advocates smart and effective use of resources. As mentioned in aspect A1, the Group has formulated policies and procedures in respect to environmental management to manage the use of resources, including water and electricity. Dedicated personnel measures the usage on a monthly basis, conducts key management on major energy-consuming equipment, and properly standardizes equipment operation procedures to ensure effective use of energy as well as minimise the waste of resources.

### 有害廢棄物

除了無害廢棄物，本集團在生產過程中亦會產生少量有害廢棄物，包括廢有機溶劑、廢礦物油、含油廢物、含塗料染料廢物及廢空桶。本集團嚴格按照法例規定委託第三方合資格單位收集並合法地處理所有有害廢棄物，避免對環境造成危害。由於本集團於報告期間加大產品研發方面的投入，導致的殘次品數量增加，其中包括塗料染料廢物以及廢空桶的棄置量均有上升，因此本集團的有害廢棄物總量密度增加了約100.00%。本集團的有害廢棄物棄置量表現如下：

## A2. 資源使用

從源頭上減少資源使用和避免造成資源浪費是改善環境的有效方法。本集團的產品如智能調光玻璃能增加自然採光，其設計概念是本集團宣導善用資源的一大印證。如層面A1所述，本集團已制定了與環境管理相關的政策和程序，對用水和用電等資源進行管理。經由專人每月統計用量，並對主要耗能設備進行重點管理，妥善地規範設備的作業流程，以充分有效地利用資源，減少資源浪費。



### **Electricity Consumption Management**

The major energy consumption of the Group during its daily operation is electricity consumption in our production and operation. The Group has formulated rules and regulations to achieve the goal of saving and using electricity effectively. The relevant specific measures are as follows:

- Install solar power systems to reduce the use of nonrenewable energy;
- Conduct regular inspections on the operation of energy-consuming equipment, strengthen the maintenance and repair of equipment, and use electricity effectively;
- Separate the air conditioners in factories into multiple independent systems, enhance the flexibility of switch and temperature adjustment, and avoid the situation where air conditioners continue to work in the event that part of production lines have been suspended;
- Install and apply dynamic sensors in places that are not frequently occupied, such as corridors of the office building to reduce the electricity required for the lighting system;
- Use split-type air conditioners with first-grade energy efficiency label;
- Set the minimum temperature of the air-conditioning system at 25.5 degree Celsius; and
- Shift the idling electronic devices in the office to automatic standby or sleep mode to reduce power consumption.

### **用電管理**

本集團在日常生產過程中的主要能源消耗為營運耗電。本集團對此制定了規章制度以達到節約用電及有效使用電力的目標，相關具體措施如下：

- 安裝太陽能供電裝置，減少使用不可再生能源；
- 定期檢查耗能設備運行情況及加強對設備的維護檢修，並有效地使用電力；
- 將車間內的空調分割成多個獨立系統，加強空調開關或溫度調節的彈性，減少空調在生產線局部停運時仍然持續製冷的情況；
- 在非經常使用的地方如辦公樓走廊等，安裝並使用動態感測器以減少照明系統的電力需求；
- 使用取得一級能源效益標籤的分體式冷氣機；
- 將空調系統的最低溫度設定為攝氏25.5度；及
- 將辦公室的電子設備在閒置時進入自動待機或睡眠模式，減少耗電。



In addition, the Group instills the consciousness of energy conservation and environmental protection into the work and life of every employee through posting power-saving slogans. Through these energy conservation measures, employees' awareness of energy conservation has been raised. During the Reporting Period, the total energy consumption intensity of the Group increased by approximately 17.13% due to the increase in the operating hours of production equipment. The performances of the Group on energy use are as follows:

另外，本集團通過張貼節電標語等，將節能環保意識滲透到每位員工的工作和生活中。透過該等節約能源措施，員工對節約能源的意識已有所提高。由於生產設備開機時長增加，本集團於報告期間的總能源消耗密度上升了約17.13%。本集團的能源使用量表現如下：

Energy Types 能源種類	Unit 單位	2020 二零二零年	2019 二零一九年
Direct energy consumption – unleaded gasoline 直接能源消耗—無鉛汽油	MWh 兆瓦時	62.99	62.99
Indirect energy consumption – purchased electricity 間接能源消耗—外購電力	MWh 兆瓦時	942.58	795.49
<b>Total energy consumption</b> 總能源消耗量	<b>MWh</b> 兆瓦時	<b>1,005.57</b>	<b>858.48</b>
<b>Total energy consumption intensity</b> 總能源消耗密度	<b>MWh/production line</b> 兆瓦時／生產線	<b>201.11</b>	<b>171.70</b>

### Water Consumption Management

The water consumption of the Group contains mainly domestic water in production areas and living areas. In order to improve the water consumption efficiency of the Company, the Group also adopts various water-saving measures in its production and operation. The relevant specific measures are as follows:

- Reuse the cooling water used in the operation of the production machines to reduce the consumption of tap water;
- Conduct regular inspections on the operation of energy-consuming equipment to eradicate “running, spraying, dripping and leaking” taps, and eliminate water flow for a long time; and
- Conduct regular leakage tests on hidden pipes and arrange maintenance once leakage is found so as to reduce unnecessary waste.

### 用水管理

本集團的用水主要是生產區和生活區的生活用水。本集團在營運及生產過程中也實行多種節水措施，以提升本集團的用水效益。相關具體措施如下：

- 將生產機器運作時所使用的冷卻水循環再用，減少耗用自來水；
- 對耗水設備運行情況進行定期檢查，杜絕「跑、冒、滴、漏」的情況，消除長期流水現象；及
- 定期進行隱蔽水管滲漏測試並會在發現滲漏時立即進行維修，減少不必要的浪費。



With continuous commitment to advocating water-saving, the Group posts water-saving reminders in toilets to remind employees to cherish water and tighten the faucets after use. Through the above water conservation measures, employees' awareness on water conservation has been raised. The total water consumption intensity of the Group decreased by approximately 21.03% during the Reporting Period. The performances of the Group on water consumption are as follows:

本集團亦一直加強節水宣傳，在各衛生間張貼節約用水提醒標貼，提醒員工珍惜用水，並在水後關緊水龍頭。透過上述節約用水措施，員工對節約用水的意識已有所提高。本集團於報告期間的用水總量密度減少了約21.03%。本集團的用水量表現如下：

	Unit 單位	2020 二零二零年	2019 二零一九年
Total water consumption 用水總量	Cubic meter 立方米	539.00	682.57
Total water consumption intensity 用水總量密度	Cubic meter/production line 立方米／生產線	107.80	136.51

Based on our production models and the geographic locations of our plants and offices, the Group did not encounter any issue in sourcing water that is fit for purpose.

基於我們的生產模式及廠房與辦公室的地理位置，本集團並沒有任何求取適用水源上的問題。

#### Use of Packaging Materials

#### 包裝材料使用

The Group also strives to streamline the packaging of its products and actively reduces the use of packaging materials under the principle of minimalism. During the Reporting Period, the total packaging material intensity decreased by approximately 90.85% due to the decline in sales during COVID-19. The performances of the Group on the use of packaging materials are as follows:

本集團也致力精簡產品的包裝，以最簡化為原則，積極減少包裝物料的使用。由於新冠肺炎疫情導致銷售量下跌，本集團於報告期間的包裝材料總量密度減少了約90.85%。本集團的包裝物料使用量表現如下：

Packaging Material Types 包裝材料類別	Unit 單位	2020 二零二零年	2019 二零一九年
Wood 木材	kg 公斤	10.26	112.64
Paper and paper products 紙及紙質製品	kg 公斤	0.62	6.53
<b>Total amount of packaging materials 包裝材料總量</b>	<b>kg 公斤</b>	<b>10.88</b>	<b>119.17</b>
<b>Total packaging material intensity 包裝材料總量密度</b>	<b>kg/production line 公斤／生產線</b>	<b>2.18</b>	<b>23.83</b>

### A3. The Environment and Natural Resources

The Group pursues best practices for the environmental protection. The Group is aware of the impact of our business on the environment and natural resources and therefore assesses the environmental risks of our business model regularly and take precautions to reduce such risks. In addition to complying with appropriate environmental laws and international standards, we also integrate the concept of environmental and natural resource protection into our internal management and daily operation in order to achieve environmental sustainability.

#### *Working Environment*

The Group is committed to enhancing our staff's work efficiency. In addition to providing employees a comfortable working environment. We actively maintain office discipline and environmental hygiene in factory, and strive to keep the personal office area and factory areas clean and tidy. For the purpose of maintaining a sound working environment, the Group also strives to practice preventive management. Staff is dispatched to monitor the condition of the factory areas and offices from time to time, in order to identify and tackle problems and risks at the earliest stage. Furthermore, we plant green plants in the offices to provide employees a more comfortable working environment.

### A3. 環境及天然資源

本集團追求實踐環境保護的最佳做法，並注意到我們的業務對環境及天然資源的影響，因此定期評估其業務模式的環境風險，採取適當的預防措施減低風險。除了遵循環境相關法規及國際準則外，我們亦將保護環境和天然資源理念融入內部管理及日常營運當中，適切地保護自然環境，以實現環境的可持續發展。

#### *工作環境*

本集團致力為員工提升工作效率。除了提供舒適的工作環境外，我們積極維持辦公室秩序及廠房環境衛生，並努力保持辦公區域及廠房區域的環境整潔。為保持完善的工作環境，本集團亦致力做好預防性管理，派遣工作人員不定時地巡視廠房區及辦公區，務求盡早發現問題和隱患，並及時解決。我們也會在辦公室區域內栽種綠色植物，為員工提供更舒適的工作環境。



## B. SOCIAL

### B1. Employment

Human resources is the foundation that supports the development of the Group, recruiting the most suitable talent for each position is one of the Group's important tasks. By formulating related employment policies, the Group adopts the people-oriented managerial approach and standardises labour employment management, based on which, we respect and protect the legal interests of every employee, commit to safeguarding employees' occupational health and safety, safeguard their vital interests, and give full respect to their enthusiasm, initiative and creativity in order to build a harmonious labour relationship. The Group has established a human resources management system to protect the legitimate rights and interests of all employees. The Group also reviews such employment policies and practices in a regular basis to ensure the constant improvement of our labour standards.

During the Reporting Period, the Group was not aware of any material non-compliance with laws and regulations in respect of human resources which has a significant impact on the Group. Related laws and regulations include but not limited to Labour Law of the People's Republic of China and Labour Contract Law of the People's Republic of China.

## B. 社會

### B1. 僱傭

人力資源為支持本集團發展的基礎，而本集團其中一項最重要的工作是為每個崗位聘請最適合的人才。本集團通過制定相關僱傭政策及採用人為本的管理，規範勞動僱傭管理，並以相關政策為基礎，尊重及保障每一位員工的合法權益，致力保障員工職業健康安全，維護員工切身利益，充分尊重和重視員工的積極性、能動性和創造力，以構建和諧的勞動關係。本集團已設立人力資源管理制度，保障所有員工的合法權益。本集團亦會定期審閱該等僱傭政策及慣例，以持續改善我們的僱傭標準。

於報告期間，本集團並不知悉任何嚴重違反人力資源相關法例及法規而對本集團產生重大影響的情況。相關法例及法規包括但不限於《中華人民共和國勞動法》、《中華人民共和國勞動合同法》等。

***Employment Practice****Recruitment, Promotion and Dismissal*

In order to recruit talents, the Group formulates a plan for coming year's human resources and recruitment according to the needs of works at the end of each year. The department of human resources and administration will conduct recruitments through job fair, online recruitment, agencies' recommendation, internal referral and public WeChat account. Candidates must be hired through interview during the recruitment process. Under the principles of multiperson interview and multi-faceted assessment, the Group designates department managers and relevant personnel from the department of human resources and administration to interview candidates. As for the recruitment of personnel in finance, procurement and staffs at middle and senior levels, we will ensure that relevant appraisal personnel possess good professional ethics. The Group advocates equal employment opportunities and principle of diversity. No forms of discrimination will be tolerated and any unfair and biased discrimination based on personal traits such as race, gender, ethnicity, religion, age and marital status is strictly prohibited, to ensure that all applicants are provided with fair employment opportunities.

In order to retain talents and strengthen the working initiatives of employees, the Group has established a sound promotion system for employees' career development and salary band management program. According to different job types, we have set up technical channel, management channel and operating channel. Each channel is divided into a 5-layer hierarchy, each hierarchy is further subdivided into different levels so that all employees are provided with equal opportunities for gradual promotion.

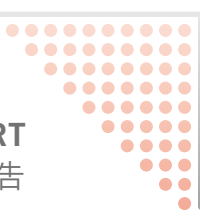
The Group has zero tolerance for unreasonable dismissal of employees. Any dismissal must be processed based on reasonable and legitimate grounds. The Group also conducts resignation interview with the resigning employee, so as to understand their needs and improve the overall working environment, as well as to review the Group's policies and current situation.

***僱傭慣例****人才招聘、晉升及解僱*

本集團在每年年末會根據工作需要規劃下一年度的人力資源與招聘計劃以廣納人材。招聘經由人事行政部按照計劃，通過招聘會、網路招聘、中介公司推薦、內部推薦及微信公眾號推送等方式進行。在招聘過程中，應聘者須通過面試方能獲聘。本集團堅持多人面談與多方面考核的原則，安排部門經理及人事行政部相關人員對應聘者進行面試。針對財務、採購和中高層以上的招聘，我們會確保相關評核人員擁有良好的職業操守。本集團提倡平等僱傭機會及多元化的原則，不容許有任何形式的歧視，並嚴厲禁止任何人因其個人特質，例如種族、性別、族裔、宗教、年齡以及婚姻狀況而受到包括不公平及偏頗對待的歧視，確保所有應聘者享有公平公正的應聘機會。

本集團建立了完善的員工職業發展晉升通道管理方案，以挽留人才並加強員工工作的積極性。為確保所有員工都能平等地得到逐步晉升的機會，我們根據不同崗位類型，設立了技術通道、管理通道及作業通道，而每條通道都分為五個層級，每層再細分為不同級別。

本集團絕不容忍無理解僱員工。任何解僱均根據合理合法的基礎進行。本集團亦會與離職的僱員進行離職面談，以進一步了解僱員的需求，改善整體工作環境，以及檢討本集團政策與現況。



#### *Remuneration Packages and Benefits*

To attract and retain talents, the Group provides employees with competitive remuneration packages. The Group has established a sound salary level management plan for employees, and paid salaries according to their performance and experience which aligns with the fair, impartial, justifiable and competitive principle. In addition to the adjustment resulting from factors such as social inflation, the salaries of employees also increase with their promotion.

In terms of salary adjustment, the Group has also established a relevant management system for performance evaluation, which links employees' salaries and positions with their performances, forming an internal talent competition mechanism based on abilities. For employees at different levels, we have developed corresponding assessment content, including assessment criteria such as completion indicators, quality of completed work, professional skills, innovative skills, collaboration, responsibility and discipline. Based on the scores from leaders, colleagues and subordinates, the assessment department then calculates the appraisal coefficient for each employee, additional bonuses are given to those who perform outstandingly at work as a boost in morale.

#### *薪酬、待遇與福利*

為吸引新人入職及挽留人才，本集團為員工提供具競爭力的薪酬待遇。本集團已制定了完善的員工工資級別管理方案，並根據僱員表現及經驗，以公平、公正、合理且有競爭力的原則發放薪酬。除了會因社會通貨膨脹等因素而調整外，員工的薪金也會隨著級別的晉升而有所增加。

而作為薪酬調整的依據，本集團亦制定了績效考核的相關管理制度，實現員工表現與薪酬及職位掛鉤，形成能上能下的內部人才競爭機制。我們針對不同層級的員工定立了相應的考核內容，當中包括完成指標、工作品質、專業職務技能、創新技能、協作配合性、工作責任心及勞動紀律等評核準則。考核部門會根據領導、同事及下屬的評分，計算出各員工的考核係數，表現優秀者可獲發額外獎金，以提升員工工作時的積極性。

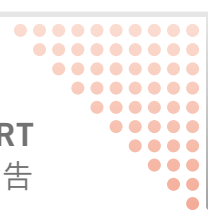


The Group has always treated its employees under the cooperate philosophy of “harmonious Singyes, common development”. The Group provides various benefits that are either statutory or non-statutory to them while safeguarding their basic benefits with an aim to boosting their sense of belonging, generating a strong sense of corporate spirit and cohesion and encouraging them to provide long-term services. The Group implements a five-day work week regime with eight hours of work per day. For overtime work, the Group pays wages in strict accordance with relevant laws. We provide statutory holidays according to national regulations. Employees are also entitled to paid leaves such as marriage leave, maternity leave, care leave, bereavement leave, sick leave, work-related injury leave and annual leave. Besides, the Group also provides “five insurances and housing provident fund” to employees in China in accordance with the Social Security Law of the People’s Republic of China, which are pension insurance, medical insurance, unemployment insurance, work injury insurance, maternity insurance and housing provident fund, offering our staff protection under such social insurance.

In addition to statutory benefits, employees can also enjoy a number of additional benefits such as working meals, wedding cash gift, holiday relief payments, free medical examinations, and settlement fees for fresh graduate. The Group also provides employees with transportation, housing, seniority and high temperature subsidies. In order to encourage employees to work harder and engage more in research and development, the Group also provides performance bonuses and rewards for patent registration and paper publication to reward those who perform outstandingly at work and have successfully assisted the Group in obtaining invention patents and publishing papers in provincial publications.

本集團一直秉承「和諧興業、共同發展」的理念對待員工。本集團在保障員工基本待遇的同時也提供多項法定內外的福利，旨在加強員工歸屬感，形成良好的企業向心力和凝聚力，鼓勵員工長期為企業服務。本集團實行一週五天工作制，每天工作八小時。對於加班情況，本集團嚴格按照相關法例計算工資。本集團根據國家規定執行法定假期，員工亦同時享有帶薪假期如婚假、產假、看護假、喪假、病假、工傷假和年假。此外，本集團亦依照《中華人民共和國社會保障法》為中國區員工提供「五險一金」，即養老保險、醫療保險、失業保險、工傷保險、生育保險以及住房公積金，讓員工能夠享受社會保險的保障。

除法定福利外，員工亦可享有多項額外福利如工作餐、喜嫁禮金、節日慰問金、免費體檢及應屆畢業生安置費等。本集團亦為員工提供交通、住房、工齡及高溫補貼等多種補貼。本集團亦設有績效獎金及專利論文獎勵，為工作表現傑出、成功協助本集團取得發明專利和在省級刊物上發表論文的員工發放獎金，藉此鼓勵員工努力工作與加強創新研發。



*Diversity, Equal Opportunity and Anti-discrimination*

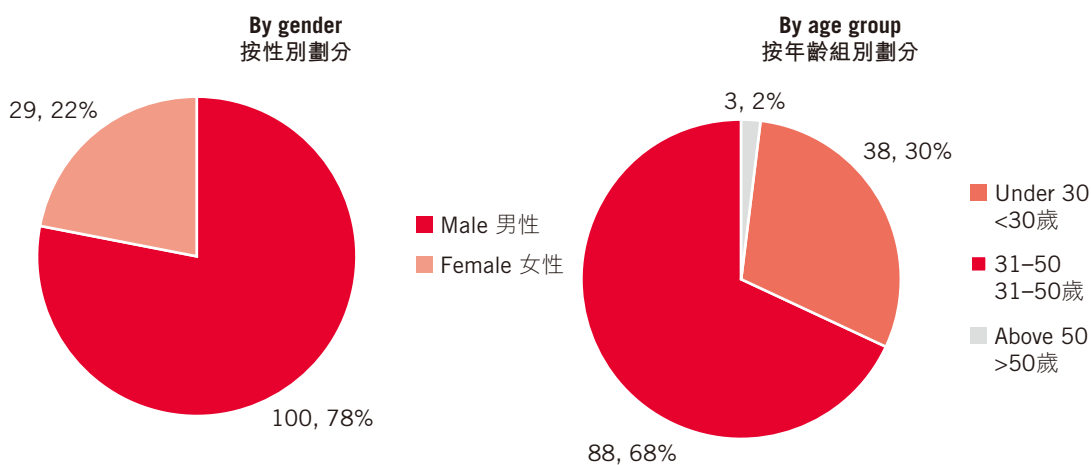
The Group is committed to creating and maintaining an inclusive and cooperative workplace culture. We strictly comply with the laws and regulations of national and local governments, adopt recruitment procedure that is fair, impartial and open. We have formulated relevant system documents to prevent discrimination in the recruitment process, so as to ensure that no one will suffer any forms of discrimination and harassment due to race, social status, religion, color, sex, disability, age, place of origin, marital status and sexual orientation. We are committed to allowing employees to enjoy fair treatment in every aspect including recruitment, salary, training, promotion and termination of labour contract, so as to attract professionals with diverse backgrounds to join the Group.

During the Reporting Period, the Group has a total of 129 employees in respect to the Reporting Scope. All are long-term employees, with 128 of them based in Mainland China, and 1 of them based in Hong Kong. Distribution of employees by gender and age group are as follow:

多元化、平等機會及反歧視

本集團致力創建和維護一種包容各方、互助合作的職場文化。我們嚴格遵守國家及地方政府各項法律及法規，採取公平、公正、公開的招聘流程，並制定了相關制度文件以杜絕招聘過程中的歧視現象，確保任何人不因種族、社會地位、宗教、膚色、性別、殘疾、年齡、籍貫、婚姻狀況和性取向而遭受任何形式的歧視及騷擾。我們致力讓員工在招聘、薪酬、培訓、晉升或終止勞動合同等各個階段享受公平待遇，以盡力羅致不同背景的專才加入本集團。

於報告期間，根據此報告的報告範圍，本集團的總僱員人數為129名，全部均為長期僱員，當中128名位於中國內地，1名位於香港。僱員按性別及年齡組別劃分的分佈如下：



Distribution of employees turnover rate by gender, age group and geographical region are as follows:

按性別、年齡組別及地區劃分的僱員流失比率如下：

Employee Turnover Rate	僱員流失比率	%
<b>By Gender</b>	<b>按性別劃分</b>	
Male	男性	31.00
Female	女性	27.59
<b>By Age Group</b>	<b>按年齡組別劃分</b>	
Under 30	<30歲	47.37
31-50	31-50歲	22.73
Above 50	>50歲	33.33
<b>By Geographical Region</b>	<b>按地區劃分</b>	
Mainland China	中國內地	30.47
Hong Kong	香港	-

## B2. Health and Safety

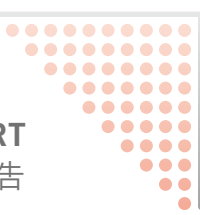
Only employees with good physical health are able to maximise work efficiency, thus the Group attaches great emphasis on employees' health and safety, and puts work safety as the top priority. We have jointly established an atmosphere of "lifeparamount and safety-first" with our employees. We strictly comply with relevant national laws and regulations and provide employees with workplaces that meet the national labour hygiene standards to effectively protect employees' health and personal safety at work.

During the Reporting Period, the Group did not record any work-related accidents that resulted in death or serious physical injury. There were no record of lost days due to work injury and no claims or compensation was paid to its employees due to such accident, meanwhile, the Group was not aware of any material non-compliance with laws and regulations in relation to employees' health and safety which has a significant impact on the Group. Related laws and regulations include but not limited to the Occupational Disease Prevention Law of the People's Republic of China.

## B2. 健康與安全

只有健康狀況良好的員工能在工作上發揮最大效益，因此本集團高度重視員工的健康與安全，把安全工作放在首要位置。我們與員工共同樹立「生命至上、安全第一」的風氣，嚴格按照國家相關的法律法規，為員工提供符合國家勞動衛生標準的勞動作業場所，切實地保障員工在工作中的健康與人身安全。

於報告期間，本集團並無錄得任何因工作關係而導致死亡或嚴重肢體受傷的意外事件，並無因該等事件而向本集團的僱員支付索償或補償，亦無員工因工作而損失工作日數；本集團亦不知悉任何嚴重違反僱員健康與安全相關法例及法規而對本集團產生重大影響的情況。相關法例及法規包括但不限於《中華人民共和國職業病防治法》等。



### **Safety Management**

The production process is the part with the highest risk for safety hazards or accidents, the Group has therefore established relevant management measures for the production site, which include safety management measures at the production site, such as carrying out regular inspections of firefighting facilities, organising safety activities and providing education on factories security to eliminate safety hazards at the production site.

To ensure the safety of employees at work, the Group provides qualified labour protection products for all production workers. For emergencies such as natural disasters, water supply interruptions or fires, the Group has also formulated relevant emergency measures to minimise the harm of disasters.

### **Safety Education**

The Group also attaches great importance to safety education in order to raise employees' safety awareness and reduce potential safety hazards and accident rate at source. Employees are required to attend the diversified training courses organised and formulated by the Group on occupational safety. We have established emergency and escape procedures to deal with any major safety accidents in a timely and orderly manner. The Group also welcomes employees' feedback to improve workplace safety.

### **安全管理**

生產過程是出現安全隱患或意外風險最高的一環。本集團為此制定了生產現場的相關管理規範，當中包括生產現場的安全管理措施如定期檢查、定期檢驗消防設施、開展車間安全活動、宣傳和教育等，而排除生產現場安全隱患。

為保障員工在工作時的安全，本集團已為所有車間員工提供合規格的勞動保護用品。為應對突發情況如天災、水電供應中斷或火災等，本集團也制定了相關的應急措施，務求把災害影響減少至最低程度。

### **安全教育**

本集團亦非常重視安全教育，藉此提高員工的安全意識，從源頭減低安全隱患及事故意外率。僱員需要出席由本集團就職業安全組織制定之多元化培訓課程。我們亦已定立緊急與逃生程序以及時有序地應對任何重大安全事故。本集團亦歡迎僱員就提升工作場所安全提供反饋意見。

#### ***Response to COVID-19 Pandemic***

In response to the outbreak of COVID-19, the Group pays intense attention to the development of the pandemic and makes proper arrangements for employees to undergo nucleic acid-based testing and receive vaccination against COVID-19, to safeguard the health of employees and minimise operational risks. In addition, the Group regularly distributes masks to its employees to ensure that they have sufficient resources to fight against the pandemic and requires them to wear masks during working hours for the sake of their health. The Group pledges to continuously strengthen the inspection and control of pandemic prevention and strive to provide a safe and good workplace for our employees.

### **B3. Development and Training**

#### ***Development and Training***

The Group attaches great importance to the cultivation of talents and is deeply convinced that the progress of an enterprise and sustainable development is based on the improvement of employees' skills, knowledge and attitude. Therefore, we provide a combination of internal and external trainings to employees annually. Prior to developing the annual training plan, we first understand the needs of employees by means of researches and surveys and etc. so as to develop the most suitable training programs for employees in different positions, departments and levels.

#### ***應對新冠肺炎疫情***

為應對新冠肺炎疫情的爆發，本集團實時關注疫情動態，合理有序地安排員工進行核酸檢測及新冠疫苗接種，以保障員工健康及將經營風險降到最低。另外，本集團定期向員工發放口罩，以確保員工能有充足的抗疫資源，並要求員工於工作時間佩戴口罩，保護自身健康。本集團承諾會持續加強防疫檢查及控制，致力為員工提供安全及良好的工作場所。

### **B3. 發展及培訓**

#### ***發展及培訓***

本集團高度重視人才培育，深信企業的進步及可持續發展建基於員工在技術、知識和態度上的提升。因此我們結合了內部和外部培訓，每年為員工提供培訓。在制定年度培訓計劃前，我們首先會以調研等方式去瞭解員工的真正需要，從而為不同崗位、部門和層級的員工制定最合適的培訓計劃。

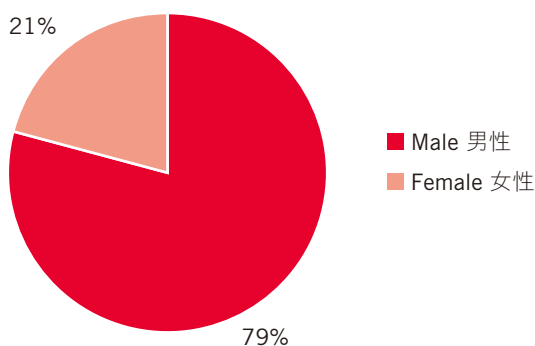
During the Reporting Period, various departments within the Group conducted a total of 57 training projects, including trainings for production and quality control personnel, such as materials and product introductions, equipment maintenance standards and inspection and operation guides, quality management as well as trainings for sales personnel, such as materials-based sales experience training, installation project management and onsite management. In order to enable employees to make mutual progress with the Group, we hope to not only strengthen the capabilities of its employees in all aspects, but also improve the overall operation efficiency of the organisation through the training projects. In addition, we also designate relevant employees to attend different types of external trainings, technical staff trainings, and development activities, in ways that employees can keep up with the development of the industry and gain more inspiration to improve product quality and develop new products.

To promote the practice of continuing education, the Group encourages employees to participate in various work-related external training and learning, and allows them to reimburse part of the learning fees after qualifying for related assessments. During the Reporting Period, the Group conducted trainings for all employees, representing 100.00% of the Group's total employees, with 55.50 hours of training per employee on average.

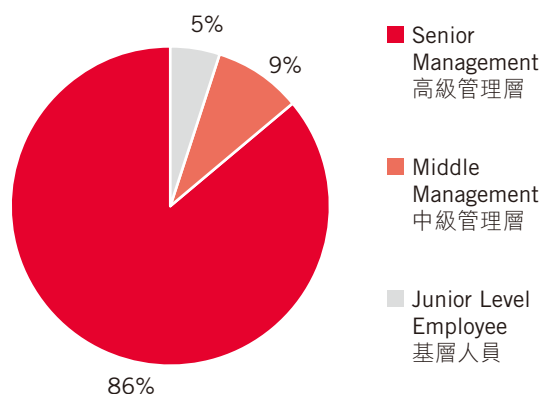
於報告期間，本集團內的不同部門合共進行了57項培訓專案，當中包括對生產與品質管制人員的培訓如材料及產品介紹、設備保養規範及檢驗操作指導、品質管理等；亦包括對銷售人員的培訓如材料類銷售經驗培訓、安裝工程管理及專案現場管理等。為了使員工與本集團共同進步，我們藉培訓專案希望為員工加強各方面的能力，同時提升整體營運效率。此外，我們亦安排相關員工出席不同類型的外部訓練、技術人員訓練、以及拓展活動等，讓員工緊貼行業發展的步伐，獲得更多啟發以提升產品品質及研發新產品。

為推動持續進修風氣，本集團鼓勵員工自行參加各類與本職工作有關的外部培訓與學習，允許其在相關考核取得合格成績後報銷部份學習費用。於報告期間，本集團對所有僱員進行培訓，佔本集團總人數100.00%，每名僱員平均受訓時數為55.50小時。

**Breakdown of employees trained by gender**  
按性別劃分的已受訓僱員明細



**Breakdown of employees trained by employee category**  
按僱員類別劃分的已受訓僱員明細





Employee Training Rate	僱員培訓比率	Percentage of Employee Trained 受訓僱員百分比	Average Training Hour(s) 平均受訓時數
<b>By Gender</b>	<b>按性別劃分</b>		
Male	男性	100.00%	55.50
Female	女性	100.00%	55.52
<b>By Employee Category</b>	<b>按僱員類別劃分</b>		
Senior Management	高級管理層	100.00%	38.57
Middle Management	中級管理層	100.00%	75.00
Junior Level Employee	基層人員	100.00%	54.55

#### B4. Labour Standards

##### *Prevention of Child and Forced Labour*

The Group strictly prohibits any form of child and forced labour in our operations, and clearly stipulates that only employees over the age of 16 will be recruited, and demands all new employees to provide true and accurate personal information when they join the Group for the recruitment staff to stringently verify their information including body check results, academic certificates, identity card and hometown information, etc. The Group has established a perfect recruitment process to check the background of candidates and the formal reporting procedures to deal with any exceptions, and conducts regular reviews and inspections to prevent child and forced labour in the operation. Furthermore, employees work overtime on a voluntary basis to prevent any breach of labour standards and duly protect employees' rights. The labour contract with each employee clearly specifies his work hours, place, tasks and main responsibilities, so as to ensure that employees will not be assigned to work outside the scope of his responsibilities. If employees are required to work overtime, overtime work must be agreed upon and compensated with overtime pay or compensatory time off in accordance with relevant laws and regulations to prevent mandatory overtime work. The Group also prohibits punitive measures, management methods and behaviors such as verbal abuse, physical punishment, violence, mental oppression, sexual harassment (including inappropriate language, gestures and physical contact) for any reason.

#### B4. 勞工準則

##### *防止童工及強制勞工*

本集團嚴格禁止其業務僱用任何童工及強制勞工，明確規定只招收16歲以上的員工，並要求新員工入職時提供真實準確的個人資料，招聘人員嚴格審查身份資料包括體檢合證明、學歷證明、身份證、戶口等。本集團已建立需檢查候選人背景的完善招聘流程及處理任何例外情況的正式報告程序，另外亦定期進行審查及檢查，以防止經營中存在的任何童工或強制勞工。此外，員工加班遵循自願原則，以避免違反勞工準則，切實維護員工權益。每位員工的勞動合同上都清楚列明其工作時間、地點、任務和主要職責，保障員工免被安排執行不在其職責範圍內的工作。倘員工需要逾時工作，加班工作須經協商一致，並按相關法例法規以加班費或補假作補償，以防止強制加班。本集團亦禁止以任何理由對員工進行辱罵、體罰、暴力、精神壓迫、性騷擾(包括不恰當語言、姿勢和身體的接觸)等懲罰性措施、管理方法和行為。



At the same time, the Group will not appoint suppliers and contractors with record of use of child or forced labour.

During the Reporting Period, the Group was not aware of any material non-compliance with laws and regulations in relation to child or forced labour which has a significant impact on the Group, including but not limited to the Labour Law of the People's Republic of China, Provisions on the Prohibition of Using Child Labour and the Labour Contract Law of the People's Republic of China.

## B5. Supply Chain Management

As a responsible manufacturing company, the quality of the Group's products and even its reputation depend largely on the quality of the raw materials. In order to ensure the quality of suppliers and maintain a healthy and orderly supply chain system, the Group has committed to improving the management of suppliers and implementing work on the development, selection, evaluation and supervision of suppliers. The Group sets up a strict and standardised purchase model and a systematic supplier selection procedure, and demands supplier's control over environmental and social risks.

與此同時，本集團亦避免委聘該等已知悉在其經營中僱用童工或強制勞工的供應商和承包商提供產品及服務。

於報告期間，本集團並不知悉任何嚴重違反童工及強制勞工相關法例及法規而對本集團產生重大影響的情況。相關法例及法規包括但不限於《中華人民共和國勞動法》、《中華人民共和國禁止使用童工規定》及《中華人民共和國勞動合同法》等。

## B5. 供應鏈管理

作為一家負責任的生產企業，本集團產品的品質以至本集團的聲譽很大程度上取決於原輔料的品質。本集團一直致力於完善供應商管理，確切執行供應商的開發、篩選、評估和監督工作，為確保供應商的質素，以維持健康有序的供應鏈體系。本集團建立了嚴格而規範的採購模式及系統性的供應商甄選流程，並對供應商提出了控制其環境及社會風險的要求。

### Supply Chain Management

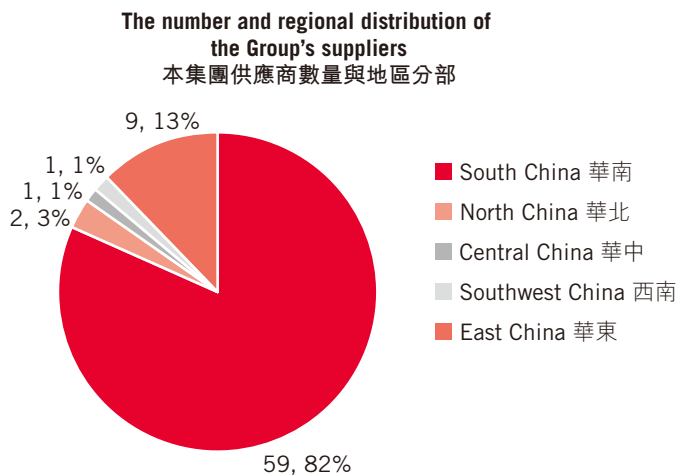
The Group has formulated relevant procurement procedures for supplier assessment and control to evaluate and select suppliers, thereby ensuring that they meet the requirements of the Group on raw materials, and stabilise the supply of high quality raw materials. The Group will list suppliers that meet the standards into qualified suppliers for relevant departments as reference by conducting comprehensive assessments on quality and legality and on-site inspections. The Group will conduct regular assessments on suppliers, including daily assessments, target assessments and annual assessments, in order to ensure that suppliers meet the requirements and take it into consideration when assessing suppliers. Suppliers whose performances have failed to meet the criteria will be downgraded or disqualified from qualified suppliers. In addition, we will also consider the location of our suppliers during selection, and choose those that are the closest to the Group as possible in order to reduce the GHG generated during the transportation process and the negative impacts on environment.

The Group had a total of 72 suppliers during the Reporting Period and their regional distributions are as follows:

### 供應鏈管理

本集團制定了貨物採購的相關程序，對供應商進行評估和篩選，保證其能滿足本集團對原輔料的要求，並穩定高品質原輔料的供應。本集團透過涵蓋品質、合法性等的綜合評估以及現場考察，將表現符合標準的供應商列入合格供應商名冊以供相關部門使用。本集團對供應商進行定期考核，包括日常考核、目標考核和年度考核，以確保供應商能夠達到各方面的標準，並以此作為評估供應商的考慮因素。表現未達標的供應商會被降級或取消合格供方資格。此外，我們在選擇供應商時亦會考慮其所處的地理位置，盡量選擇最接近本集團的供應商，以減少運輸過程產生的溫室氣體以及對環境的負面影響。

於報告期間，本集團共有72個供應商，其地區分佈如下：





## B6. Product Responsibility

The Group actively safeguards the quality of our services with our internal control process, and strives to maintain on-going communication with our customers to ensure that we understand their demands and expectations, as well as to improve the Group's services by knowing their satisfactory rates.

During the Reporting Period, the Group was not aware of any material non-compliance with laws and regulations health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress, which has a significant impact on the Group. Related laws and regulations include but not limited to the Law of the People's Republic of China on Protection of Consumer Rights, the Advertising Law of the People's Republic of China and the Patent Law of the People's Republic of China.

### *Quality Management*

The Group has established relevant procedures for product monitoring and measurement control to fully supervise and control the quality of products and production process, as well as to properly control the quality of raw materials in stock, semi-finished products and finished products in the production process, and prevent the use or delivery of unqualified products. The Group has also established thorough incoming inspection, production process inspection and finished product inspection processes, and specifically defined the responsibilities of different departments and related personnel throughout the process to ensure that all procedures are accurately implemented. Unqualified raw materials or products will be dealt with by relevant personnel in accordance with the corresponding procedures. Each year, the Group will set quality objectives for each department, which includes product quality. The Group will also set requirements for the purchase qualification rate of the purchasing department, the maintenance timelines of the equipment technology department, and even the customer satisfaction of the sales department, ensuring a strict control in all aspects and pursuing a continuous improvement in quality.

## B6. 產品責任

為確保理解和滿足顧客的需求和期望，本集團積極透過內部控制確保服務質素，致力保持與顧客溝通，並希望瞭解客戶的滿意程度，以對本集團的產品和服務品質作出改進。

於報告期間，本集團並不知悉任何嚴重違反服務及產品的健康與安全、廣告、標籤及隱私事宜以及補救方法相關法例及法規而對本集團產生重大影響的情況。相關法例及法規包括但不限於《中華人民共和國消費者權益保護法》、《中華人民共和國廣告法》、《中華人民共和國專利法》等。

### *品質管理*

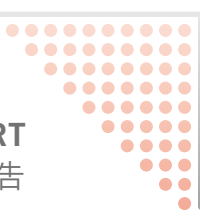
本集團已制定產品監視和測量控制的相關程序，對產品和生產過程實現全程監視及品質控制，妥善控制在庫原材料、生產過程中的半成品和成品品質，以及防止不合格品被使用或出廠。本集團更設立了仔細的進料檢驗、生產制程核對和成品檢驗的流程，清楚劃分不同部門與相關人員在整個流程上的各項職責，確保所有程序得以準確執行。相關人員會針對不合格的原料或產品按相應程序進行處理。本集團每年均會為各部門設定品質目標，有關目標包括產品品質等。本集團亦對採購部的進料批次合格率、設備技術部的維修及時率、甚或銷售部的客戶滿意度等訂立要求，務求在各方面做到嚴格把關，追求質量的持續提升。

Moreover, the Group also sets stringent requirements for the working environment, such as temperature and humidity. In order to ensure that material storage, production process and product quality are not affected by any environmental or human factors, the Group is committed to the implementation of relevant regulations for warehouse management, meanwhile, we also label products based on product identification and traceable control procedures to prevent confusion and misuse when applied.

Although the Group has established a sophisticated internal quality control system, a third-party inspection for its products will be conducted when necessary to further ensure the product quality. For example, the Group entrusted the China Quality Certification Centre and SGS to conduct halogen inspections on ITO film and Smart Light-Adjusting Film based on the “Restriction of Hazardous Substances Directive” (RoHS). The Group is committed to strictly comply with national and international standards in material use and production, and our products have obtained various quality certifications such as China Compulsory Product (3C) certification and ISO9001 certification. The Group will control and monitor the process of projects regularly according to the Quality Management System, which demonstrates the Group’s commitment to its customers as well as its promise to service quality standard.

此外，本集團也對工作環境如溫度和濕度等訂立嚴格要求。為確保物料儲存、生產過程及產品品質不受任何環境或人為因素影響，本集團致力執行倉庫管理的相關規範，同時根據產品標識和可追溯性控制程序對材料和產品進行必要的標識，以防止應用時的混淆和錯用。

本集團不但設有精密的內部質控系統，為進一步確保產品質素，我們在必要時也對產品進行協力廠商檢測。例如，本集團委託中國品質認證中心和SGS，對ITO膜、調光膜等產品進行鹵素檢驗及依據危害性物質限制指令(RoHS)進行檢測。本集團承諾在物料使用與生產上嚴格遵從國家及國際標準，而我們的產品已獲得多項品質認證如中國強制性產品(3C)認證、ISO9001認證等。本集團會根據質量管理體系定期控制及監察項目的進度，此舉彰顯了本集團對客戶的擔當及恪守對服務質量標準的承諾。



### **Customer Service**

The Group highly values the importance of customer service, and at the same time is deeply convinced that customer satisfaction is one of the key factors in the sustainable development of the Group. The Group is committed to offering high-quality services and products to all of our customers, which can be divided into after-sales services and technical services that mainly include program designs, onsite visits and technical services, consultation services and technical trainings, etc. While providing services to our customers, the Group also attaches great importance to their opinions made to the Group. The Group has set up various complaint and feedback channels, and strives to improve and enhance the quality of our products and services. The Group pursues a systematic process for accepting complaints, investigating the causes, formulating solutions and improvement solutions, and responding to customers. In this regard, we have formulated relevant specifications for handling complaints from customers for detailed investigation and root cause analysis. We conduct in-depth fact-findings, proactively oversees and manages the complaint processes, coordinates and communicates with the parties involved. In addition, the Group has established relevant procedures to ensure that the products and services provided by the Group are subject to relevant laws and regulations. The Group is committed to providing clear information to its customers, and requires its licensed employees to clearly communicate product features, terms and conditions, and any associated risks to its customers through emails and telephones (with recording function), so they can make an informed decision. Customers that are interested in the Group's services are required to sign the client agreement, acknowledging the terms and conditions along with the associated risks.

### **客戶服務**

本集團極為重視客戶服務，同時深信客戶的滿意是本集團業務可持續發展的關鍵因素之一。本集團一直致力為所有客戶提供高品質的服務和產品，其中可分為售後服務與技術服務，主要包括方案設計、現場訪問與技術服務、諮詢服務及技術培訓等。本集團在為客戶提供服務的同時，亦十分重視客戶向本集團提出的意見，故為客戶設立不同投訴及回饋意見途徑，致力改善並提升產品和服務的品質。本集團追求一套從接納投訴、調查原因、制定解決和改善方案以至回復客戶的系統性流程。就此，我們制定了客戶投訴處理的相關規範，進行詳細調查及根由分析、進行深入事實認定、積極監督及管理投訴流程、與所涉各方進行協調及溝通。此外，本集團已制定相關程序以確保本集團所提供的產品及服務符相關法例法規。本集團致力向客戶提供明確的資料，並要求持牌僱員透過電郵及電話（具有錄音功能）向客戶清晰交代產品特徵、年期及條件，以及其任何相關風險，確保客戶在知情的情況下作出決定。對本集團服務感興趣的客戶須簽署客戶協議，確認條款及條件以及相關風險。



***Privacy Protection***

The Group highly values the protection of rights and interests and privacy of customers, and is aware that the protection of privacy of customers and partners is the key to its success. Therefore, protecting and maintaining customers' privacy remains the first priority of the Group. The Group has formulated security measures in place to provide adequate protection and confidentiality of all corporate data and information, so as to ensure all information is protected in the course of its operations. The Group is also determined to protect business or personal information of its customers, and incorporates a confidentiality clause into the contracts signed to ensure that all documents and data exchanged between the parties are kept within the scope of confidentiality. Meanwhile, the Group also set relevant procedures for privacy control to prevent leakage. The Group requires the personnel concerned to maintain strict confidentiality of the Group's or departmental confidential matters involved in work documents, and must not disclose the relevant information to third-parties. Any employee who is found to disclose confidential information to a third-party without authorisation will be subject to disciplinary action.

***Protection of Intellectual Property Rights***

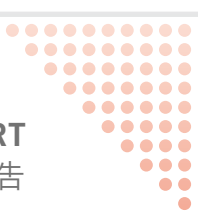
The Group regards product patents and intellectual property rights as core market competitiveness, which is also the reason why we have made frequent breakthroughs in the research and development of our new products. The Group implements the intellectual property rights strategies in an all-round way with a long-term goal to drive our development with technology innovation and become the leading high-tech brand enterprise in the industry. Therefore, according to the management standards of intellectual property rights of enterprises, the Group has established a comprehensive intellectual property rights management system. Meanwhile, the Group has also implemented a series of procedures such as documents and records control, internal audit management and management of intellectual property rights funds to ensure its intellectual property rights are not violated, and avoid infringing upon others patents and intellectual property rights.

***隱私保護***

本集團非常重視保障客戶權益及隱私，並意識到保護客戶和合作夥伴的隱私權利是本集團取得成功之關鍵影響因素。故此，保護及保障客戶隱私一直為本集團之首要任務。本集團已制定保安措施，為所有數據及資料提供充份保障及保密，確保所有資料在營運過程中受到保護。本集團亦決心維護客戶的商業或個人資訊，在所有與客戶簽訂的合同內包含保密條款，確保雙方往來的所有檔和資料都在保密範圍之內。同時，本集團設有保密控制的相關程序，防止洩密行為發生。本集團要求有關人員對工作檔案中涉及的本集團或部門應保密事項，必須嚴守機密，不得向第三方洩露相關資料。如發現任何員工未經授權將機密信息洩露給第三方，均將受到紀律處分。

***維護知識產權***

本集團視產品專利和知識產權為市場競爭力的核心要素，亦是我們新產品研發上屢有突破的原因。本集團全面實施知識產權戰略，並以科技創新驅動企業發展、以成為行業領先的高新技術品牌企業為長期目標。因此，本集團根據企業知識產權的管理規範，建立了完善的知識產權管理體系。本集團同時實施檔與記錄控制、內部審核管理及知識產權經費管理等一系列程序，以最完善的系統，確保本集團知識產權不受侵犯，亦避免侵犯他人之專利與知識產權。



### ***Advertising and Labelling***

The Group emphasises the importance of proper advertising and compliance with relevant requirements of media advertisements. When promoting products to customers and marketing, we require that employees must comply with relevant laws and regulations, such as the Advertising Law of the People's Republic of China, as well as the specifications and guidelines under the Group's sales system. The Group has established relevant policies and procedures in this regard, and established a special marketing team, which is fully responsible for promotion works, such as design and preparation of publicity materials, sample management and promotion activities planning. The Group commits not to provide false information to its customers, and to ensure that advertisements and labels will not contain false descriptions, misleading or incomplete information, false marks and false statements to protect the interests of consumers which are being deceived by label descriptions.

## **B7. Anti-corruption**

### ***Anti-corruption***

The Group is committed to building a clean and healthy corporate system and vigorously combating corruption and other improper business practices. We specifically stipulate that employees must discharge their duties with loyalty and integrity, and shall not abuse their positions to seek any improper interests.

We have adopted a clear avoidance system, prohibiting direct leadership relationships among employees, including but not limited to, husband and wife relationship, immediate family relationship and other close family relationships. For serious dereliction of duty or malpractices, employees or any of our partners can report serious negligence or malpractice through the whistle-blowing channel. The management of the Group will take corresponding disciplinary punishment to all employees who engage in malpractice, such as warning, demerit or dismissal to increase deterrence.

### **廣告及標籤**

本集團強調合法推廣及遵守媒體廣告相關要求的重要性。我們要求員工對客戶作推銷和進行市場推廣時，必須遵守《中華人民共和國廣告法》等相關法例法規，並遵從本集團銷售制度內的規範與指引。本集團就此制定相關政策及程序，特設專門的市場推廣組，全面負責推廣工作如宣傳資料之設計和製作、樣品管理及推廣活動策劃等。本集團承諾不向客戶提供虛假資訊，確保廣告和標籤上的資料不會有虛假商品說明、具誤導性或不完整的資料、作虛假標記和錯誤陳述，以保障客戶的權益不會因廣告和標籤說明不當而受到損害。

## **B7. 反貪污**

### **反貪污**

本集團致力建設廉潔健康的企業體系，大力打擊貪污和其他不正當的經營手法。我們明確規定員工必須忠於職守，廉潔奉公，不得利用職權謀取任何不當利益。

我們制定明確的迴避制度，員工不得與親屬建立直接的上下級領導關係，親屬關係包括但不限於夫妻關係、直系血親關係以及近姻親關係等。針對嚴重失職或營私舞弊的行為，員工或任何本集團的合作方可通過舉報管道進行舉報。本集團之管理層會給予所有作出營私舞弊行為的員工處以相應的紀律處罰如警告、記過或辭退，以提高阻嚇性。

During the Reporting Period, the Group has no concluded legal cases in relation to corrupt practice brought against the Group or its employees. The Group was also not aware of any material non-compliance with laws and regulations in relation to bribery, extortion, fraud and money laundering which has a significant impact on the Group. Relevant laws and regulations include but is not limited to Criminal Law of the People's Republic of China, Company Law of the People's Republic of China and Anti-Unfair Competition Law of the People's Republic of China, etc.

## B8. Community Investment

The Group's development since its establishment has been depended on the support and trust of various communities in Zhuhai and the society. Therefore, while providing quality materials and products to customers and the public, the Group also actively participates in social welfare, sparing no effort in contributing to society while in pursuit of business development, thus showcasing its identity as a corporate citizen. As a corporate citizen, the Group fully fulfills its responsibilities and missions, takes concrete actions to care the community and gives back to the society and people.

### *Social Responsibility Education*

The Group encourages employees to participate in charitable activities during their work and spare time, hoping to foster employees' sense of social responsibility to make greater contributions to the community. We also encourage employees to participate in environmental and charitable activities, make donations to assist underprivileged students and engage in social services. The Group believes that participating in activities that repay society can raise our employees' civic awareness and help them establish correct values.

於報告期間，本集團沒有任何對本集團或其僱員提出有關貪污行為的已審結法律案件。本集團亦不知悉任何嚴重違反防止賄賂、勒索、欺詐及洗黑錢相關法例及法規而對本集團產生重大影響的情況。相關法例及法規包括但不限於《中華人民共和國刑法》、《中華人民共和國公司法》及《中華人民共和國反不正當競爭法》等。

## B8. 社區投資

本集團自成立至今的發展有賴珠海各社區和社會各方的鼎力支持與信賴。因此，在提供優質材料及產品予客戶和大眾的同時，本集團也積極投身於社會公益事業，在追求業務發展的同時，不遺餘力地貢獻社會，展現企業公民身份。本集團全力履行企業公民所肩負的責任和使命，以實際行動成就社區關懷，回饋社會和人民。

### *社會責任教育*

本集團一直鼓勵員工於工作期間及工餘時間參與社會公益活動，希望培養員工的社會責任感，為社會作更大貢獻，亦一直安排員工參與環保公益、捐資助學和社會服務等活動。本集團相信，藉著親身參與回饋社會的活動，可以提高員工的公民意識，有助其建立正確的價值觀。



**THE ESG REPORTING GUIDE CONTENT INDEX OF THE HONG KONG STOCK EXCHANGE**

**港交所的《環境、社會及管治報告指引》內容索引表**

Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect A1: Emissions</b> 層面A1：排放物		
General Disclosure 一般披露	Information on: 有關廢氣及溫室氣體排放、向水及土地的 排污、有害及無害廢棄物的產生等的： (a) the policies; and (a) 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer (b) 遵守對發行人有重大影響的相關法 律及規例的資料。 relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non- hazardous waste.	Emissions 排放物
KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Emissions – Exhaust Gas Emissions 排放物－廢氣排放
KPI A1.2 關鍵績效指標A1.2	Greenhouse gas emissions in total (in tonnes) and intensity. 溫室氣體總排放量(以噸計算)及密度。	Emissions – GHG Emissions 排放物－溫室氣體排放
KPI A1.3 關鍵績效指標A1.3	Total hazardous waste produced (in tonnes) and intensity 所產生有害廢棄物總量(以噸計算)及密 度。	Emissions – Waste Management 排放物－廢棄物處理



## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste produced (in tonnes) and intensity 所產生無害廢棄物總量(以噸計算)及密度。	Emissions – Waste Management 排放物－廢棄物處理
KPI A1.5 關鍵績效指標A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Emissions – Exhaust Gas Emissions, GHG Emissions, Sewage Discharge 排放物－廢氣排放、溫室氣體排放、污水排放
KPI A1.6 關鍵績效指標A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	Emissions – Waste Management 排放物－廢棄物處理



Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect A2: Use of Resources</b> 層面A2：資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	Use of Resources 資源使用
KPI A2.1 關鍵績效指標A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及／或間接能源總耗量及密度。	Use of Resources – Electricity Consumption Management 資源使用－用電管理
KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity. 總耗水量及密度。	Use of Resources – Water Use Management 資源使用－用水管理
KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Use of Resources – Electricity Consumption Management 資源使用－用電管理
KPI A2.4 關鍵績效指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	Use of resources – Water Use Management 資源使用－用水管理
KPI A2.5 關鍵績效指標A2.5	Total packaging material used for finished products (in tonnes) and with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及每生產單位估量。	Use of resources – Use of Packaging Materials 資源使用－包裝材料使用



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Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect A3: The Environment and Natural Resources</b> 層面A3：環境及天然資源		
General Disclosure 一般披露	Policies on minimising 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。	The Environment and Natural Resources 環境及天然資源
KPI A3.1 關鍵績效指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 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。	The Environment and Natural Resources – Working Environment 環境及天然資源－工作環境





Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect B1: Employment</b> 層面B1：僱傭		
General Disclosure 一般披露	Information on: 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) the policies; and (a) 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer (b) 遵守對發行人有重大影響的相關法律及規例的資料。  relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Employment 僱傭
KPI B1.1 關鍵績效指標B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Employment – Employment Practice 僱傭－僱傭慣例
KPI B1.2 關鍵績效指標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。	Employment – Employment Practice 僱傭－僱傭慣例

Aspects, General Disclosures and KPIs	Description	Section/Declaration
層面、一般披露及關鍵績效指標	描述	章節／聲明
<b>Aspect B2: Health and Safety</b> 層面B2：健康與安全		
General Disclosure 一般披露	Information on: 有關提供安全工作環境及保障僱員避免職業性危害的： (a) the policies; and (a) 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer (b) 遵守對發行人有重大影響的相關法律及規例的資料。 relating to providing a safe working environment and protecting employees from occupational hazards.	Health and Safety 健康與安全
KPI B2.1 關鍵績效指標B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	Health and Safety 健康與安全
KPI B2.2 關鍵績效指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	Health and Safety 健康與安全
KPI B2.3 關鍵績效指標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。	Health and Safety – Safety Management, Safety Education, Response to COVID-19 Pandemic 健康與安全－安全管理、安全教育、應對新冠肺炎疫情



Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect B3: Development and Training</b> 層面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。	Development and Training 發展及培訓
KPI B3.1 關鍵績效指標B3.1	Percentage of employees trained by gender and employee category 按性別及僱員類別劃分的受訓僱員百分比。	Development and Training 發展及培訓
KPI B3.2 關鍵績效指標B3.2	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。	Development and Training 發展及培訓
<b>Aspect B4: Labour Standards</b> 層面B4：勞工準則		
General Disclosure 一般披露	Information on: 有關防止童工或強制勞工的： (a) the policies; and (a) 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer (b) 遵守對發行人有重大影響的相關法律及規例的資料。 relating to preventing child and forced labour.	Labour Standards 勞工準則
KPI B4.1 關鍵績效指標B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Labour Standards – Prevention of Child and Forced Labour 勞工準則－防止童工及強制勞工

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Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect B5: Supply Chain Management</b> 層面B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Supply Chain Management 供應鏈管理
KPI B5.1 關鍵績效指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Supply Chain Management 供應鏈管理
<b>Aspect B6: Product Responsibility</b> 層面B6：產品責任		
General Disclosure 一般披露	Information on: 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) the policies; and (a) 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer (b) 遵守對發行人有重大影響的相關法律及規例的資料。 relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Product Responsibility 產品責任
KPI B6.3 關鍵績效指標B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Product Responsibility 產品責任
KPI B6.5 關鍵績效指標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。	Product Responsibility – Privacy Protection 產品責任－隱私保護



Aspects, General Disclosures and KPIs 層面、一般披露及關鍵績效指標	Description 描述	Section/Declaration 章節／聲明
<b>Aspect B7: Anti-corruption</b> 層面B7：反貪污		
General Disclosure 一般披露	Information on: 有關防止賄賂、勒索、欺詐及洗黑錢的： (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. (a)政策；及(b)遵守對發行人有重大影響的相關法律及規例的資料。	Anti-corruption 反貪污
KPI B7.1 關鍵績效指標B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Anti-corruption 反貪污
<b>Aspect B8: Community Investment</b> 層面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. 有關以社區參與來瞭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。	Community Investment 社區投資

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