Allan International Holdings Limited
(亞倫國際集團有限公司)

Incorporated in Bermuda with limited liability
於百慕達註冊成立之有限公司
Stock Code 股份代號：684

2019/20
Environmental, Social and Governance Report
環境、社會及管治報告

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ABOUT THE GROUP

Allan International Holdings Limited (the "Company", together with its subsidiaries, "Allan International" or the "Group") is mainly engaged in designing, manufacturing and selling of household electrical appliances and provides OEM and ODM services for various brands. Its major products include food processors, juicers and blenders, electric steamer, coffee machines and electric kettles, etc. The major customers of the Group's are well-known names of household electrical appliances. Our products are mainly sold to Europe, Asia, America and other regions.

關於本集團

亞倫國際集團有限公司(「本公司」)連同其附屬公司(統稱「亞倫國際」或「本集團」)主要從事家庭電器的設計、製造及銷售業務,為家庭電器品牌提供貼牌生產(OEM)與設計代工製造服務(ODM)。本集團主要產品包括食物調理器、榨汁與攪拌機、電蒸爐、咖啡機及電水壺等。本集團的主要客戶為家庭電器知名品牌客戶,主要銷售地區來自歐洲、亞洲、美洲及其他地區。

During the Year, the Group endeavoured to reduce resource consumption and also improve operational efficiency by adopting various strategies, including automation, streamlining of manpower, and improvement in manufacturing processes. The Group relocated the plants in Hui Nan Hi-Tech Industrial Park to Lilin Plant to optimise and consolidate the existing manufacturing facilities. The Group also improved the engineering and R&D capabilities to offer comprehensive project management, innovative products and premium services for customers through a unique and innovative product platform.

本年度,本集團採取自動化、精簡人手及改善製造流程等策略,在節省資源消耗的同時,提高營運效率。同時,本集團已將惠南高新技術產業園區的工廠搬遷至瀝林廠區,以優化及整合現有製造設施。本集團亦加強工程及研發能力,透過獨特及創新的產品平台為客戶提供全面項目管理、創新產品及優質服務。

Looking ahead, the Group will continue to improve its manufacturing process, expand its customer base and product categories, to offer long-term profit and associated social benefits to investors.

展望未來,本集團將繼續完善其製造流程,並擴大客戶基礎及產品種類,為投資者帶來長遠利潤回報及相關社會效益。

ABOUT THE REPORT

This is the fourth Environmental, Social and Governance Report (the "Report") released by Allan International. By reporting on the Group's environmental, social and governance policies, measures and performance, the Report enhances stakeholders' understanding of the Group's progress and development direction on sustainable development issue. This Report is prepared in both Chinese and English and is available on the website of The Stock Exchange of Hong Kong Limited (the "Stock Exchange") (www.hkexnews.hk) and the Company's website (www.allan.com.hk).

SCOPE OF THE REPORT

The Report presents the Group's environmental, social and governance performance for the financial year from 1 April 2019 to 31 March 2020 (the "Year"). Same as previous year, the Report covers the operation of the Group's plant in Lilin Town, Zhongkai Hi-tech Industrial Development Zone, Huizhou City, Guangdong Province, China (the "Lilin Plant"). The Report has not yet covered the Group's operations of other places (such as the operation in Hong Kong office). Looking ahead, the Group will review the scope of our report in a regular manner and gradually expand the scope of disclosure based on the principle of materiality to provide stakeholders with more comprehensive information.

REPORTING STANDARDS

The Report has been prepared in accordance with the Environmental, Social and Governance Reporting Guidance (the "Guidance") under Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited, with the four reporting principles, i.e. Materiality, Quantitative, Balance and Consistency. A complete index is appended to the last chapter hereof for easy reference in accordance with the Guidance.

關於本報告

本報告為亞倫國際發表的第四份《環境、社會及管治報告》(「本報告」)。本報告匯報本集團在環境、社會及管治方面的政策、措施和績效，讓各持份者更了解本集團於可持續發展議題的進程和發展方向。本報告以中、英文編寫，並已刊載至香港聯合交易所有限公司(「聯交所」)(www.hkexnews.hk)及本公司網站(www.allan.com.hk)。

報告範圍

本報告匯報本集團在二零一九年四月一日至二零二零年三月三十一日之財政年度內(「本年度」)之環境、社會及管治表現。與去年報告一致，本報告覆蓋本集團位於中國廣東省惠州市仲愷高新技術產業開發區瀝林鎮的廠房(簡稱「瀝林廠房」)相關營運。本報告目前未有覆蓋本集團其他營運點之營運(包括位於香港辦公室的營運)。展望未來，本集團將定期檢視報告範圍，並根據實質性的原則，逐步擴大披露範圍，為持份者提供更全面的資訊。

報告準則

本報告遵循聯交所上市規則附錄二十七中的《環境、社會及管治報告指引》(「《指引》」)編寫，並按照四項匯報原則—重要性、量化、平衡及一致性，作為編寫報告的基礎。本報告最後一章附有完整索引，以便讀者按《指引》閱讀本報告。

Reporting Principle 匯報原則	Definition 釋義	Application of the Reporting Principle 匯報原則的應用
Materiality 實質性	Focusing on environmental, social and governance issues that have a significant impact on the Group and its stakeholders. 重點匯報對本集團及其持份者產生重要影響的環境、社會及管治議題。	The Group evaluates the impact of various environmental, social and governance issues on the operations of the Group through interviews with management and questionnaire surveys targeted at internal and external stakeholders. Based on the results of the questionnaire survey, major environmental and social issues were identified, in respect of which key disclosure will be made in this Report. 本集團透過管理層訪談及內、外部持份者問卷調查釐定各項環境、社會及管治事宜對本集團營運的影響。根據問卷調查結果，識別重大環境社會議題，作出本報告的重點披露。
Quantitative 量化	Key performance indicators should be measurable and, where appropriate, comparable. 關鍵績效數據須可予計量，並在適當情況下進行比較。	The Group records and estimates quantitative data, and compares with past performance where feasible. To ensure the accuracy of environmental key performance indicators, the Group has engaged external consultants to conduct carbon assessment, based upon the guidelines issued by the National Development and Reform Commission of the People's Republic of China, ISO 14064–1 and the Greenhouse Gas Protocol and other national and international standards. The quantitative data on social key performance indicators in this Report are based on the statistical records of associated departments of the Group. 本集團對量化資料作出紀錄及估算，並在可行情況下與過往績效比較。為確保環境關鍵績效指標的準確性，本集團已委託外部顧問進行碳評估，當中採納中華人民共和國國家發展和改革委員會發布的指南、ISO 14064–1和溫室氣體盤查議定書等國家及國際標準。本報告中社會關鍵績效指標的量化資料則來自本集團的相關部門的統計記錄。
Balance 平衡	The Report should present the Group's environmental, social and governance performance in an objective and fact-based manner to avoid selective reporting and omission. 本集團應客觀、真實地匯報本年度於環境、社會及管治方面的表現，避免選擇性或遺漏呈報。	This Report adopts an objective and unbiased reporting to ensure that the information disclosed truthfully reflects the overall performance of the Group in environmental, social and governance aspects. 本報告以客觀、不偏不倚的方式進行匯報，確保披露的資訊如實反映本集團於環境、社會及管治方面的整體表現。
Consistency 一致性	Environmental, social and governance (ESG) reports should be prepared in a consistent manner, including disclosure of statistical methodology, so that indicators can be compared to enable a good understanding of the Company's performance. 環境、社會及管治報告的編備方式(包括披露統計方法)應保持一致，令有關數據指標可加以比較，從而瞭解企業表現。	Where feasible, the Group adopts consistent statistical methodology. If there are any changes that may affect the comparison with previous reports, the Group has made explanatory notes to the corresponding section hereof. 在可行情況下，本集團使用一致的統計方法。若有任何可能影響與過往報告作比較的變更，本集團已於本報告相應內容加入註解。

CONFIRMATION AND APPROVAL

To ensure the accuracy and credibility of the information presented in this Report, all information in the Report is derived from the official documents and statistics of the Group and the management and operation data collected via the Group's systems. The Report has been confirmed and approved by the Board of Directors in August 2020.

FEEDBACK

The opinions of stakeholders are conducive to a more robust sustainable development strategy of the Group. If you have any queries or suggestions about the Report, please contact the Group through the following channels:

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Tel: (852) 2103 7288
Fax: (852) 2214 9357
E-mail: info@allan.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，以及根據本集團制度所收集的管理和營運資料，竭力確保本報告所有呈現的資料均準確可靠。本報告已於二零二零年八月獲董事會確認及批准。

意見反饋

持份者的意見有助本集團建立更健全的可持續發展策略，如　閣下對報告有任何疑問或建議，請透過以下方式聯絡本集團：

地址： 香港柴灣利眾街20號柴灣中心工業大廈23樓B室
電話： (852) 2103 7288
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CHAIRMAN'S MESSAGE

As a household electrical appliance manufacturer, the Group is fully aware of the significance of sustainable development. Therefore, the Group strives to reduce risks and uncertainties through effective measures to prepare itself for various changes, and leverages on the opportunities arising from sustainable development.

The Group highly values the governance for sustainability. The Board of Directors is fully responsible for sustainability issues. The Board of Directors has established an Environmental, Social and Governance (ESG) Committee and a ESG Executive Group. The ESG Committee, composing of departmental director-grade personnel, is responsible for formulating and monitoring the work of the ESG Executive Group. The ESG Executive Group is composed of representatives appointed by the departmental directors to ensure that all departments are being engaged in the sustainability issues of the Group.

The Group has established the risk management and internal control system. The Board of Directors is responsible for the continued monitoring and review of its effectiveness. To respond to the risks and opportunities of sustainable development, the Group also holds regular management meetings to identify various sustainability-related risks, such as the environment, hazardous substances, occupational health and safety, information and quality, etc., and formulates relevant policies and measures based on the identified risks.

Committed to improvement in operation management, the Group provides employees with a sound employment system and healthy and safe working environment with diversity and inclusion. Meanwhile, the Group is committed to resources and emission management to ensure that resources are effectively engaged and that emissions are safely discharged after treatment. To ensure the product safety for consumers, the Group is also dedicated to maintaining product-related health and safety through establishing various procedures for quality inspection.

主席寄語

作為家電製造商，本集團深明可持續發展的重要性，故此，本集團設法制定有效措施降低風險及不明確因素，為應對各種變遷做好準備，把握可持續發展所帶來的機遇。

本集團重視可持續發展管治，董事會對本集團的可持續發展事宜負上全部責任。董事會已成立環境、社會及管治(ESG)工作委員會及ESG執行小組。ESG工作委員會由總監級別人員負責制定及監察ESG執行小組工作。ESG執行小組由各總監委派代表組成，確保各部門均參與本集團的可持續發展事宜。

本集團已設立風險管理及內部監控系統，並由董事會肩負持續監察及檢討其有效性的責任。為應對可持續發展的風險與機遇，本集團亦定期舉辦管理層會議，識別各項可持續發展的風險，例如環境、有害物質、職業健康安全、信息及質量等範疇，並根據所識別的風險制定相關政策及措施。

本集團致力完善業務營運管理，為員工提供一個健全的僱傭制度，以及一個多元共融及健康安全的工作環境。同時，本集團重視資源使用及排放物管理，確保資源得到有效利用，以及排放物經處理後安全排放。本集團亦致力維持產品健康安全，訂立各項品質檢定過程，確保消費者安全使用產品。

The opinions of stakeholders are conducive to the Group's further improvement of business growth and management. During the Year, the Group conducted interviews and questionnaires targeted at the management and internal and external stakeholders of the Group respectively to understand their opinions on the sustainability of the Group, and to identify issues that have a significant impact on the operations of the Group. Their opinions help the Group to develop future sustainability strategies and policies.

持份者的意見有助本集團進一步完善業務發展及管理。本年度，本集團為管理層及本集團的內外持份者分別進行訪談及問卷調查，了解管理層及持份者對本集團可持續發展的意見，及識別對本集團營運有重大影響的議題。他們的意見均有助本集團制定未來可持續發展策略及政策。

As regulators and investors are increasingly concerned about sustainability issues and related risks, the Group will continue to review its sustainability governance strategy and refine relevant policies and measures for the future. Meanwhile, the Group will continue to strengthen communication with stakeholders to further enhance its environmental and social performance and create value for our shareholders and stakeholders in the long run.

隨著監管機構及投資者對可持續發展事宜及應對相關風險的工作日益關注，展望未來，本集團將繼續審視本集團可持續發展管治策略，以及完善相關政策及措施。同時，本集團亦繼續加強與持份者溝通，進一步提升本集團於環境與社會的表現，長遠為本集團的股東及持份者創造價值。

Allan International Holdings Limited
Chairman
Cheung Lai Chun, Maggie

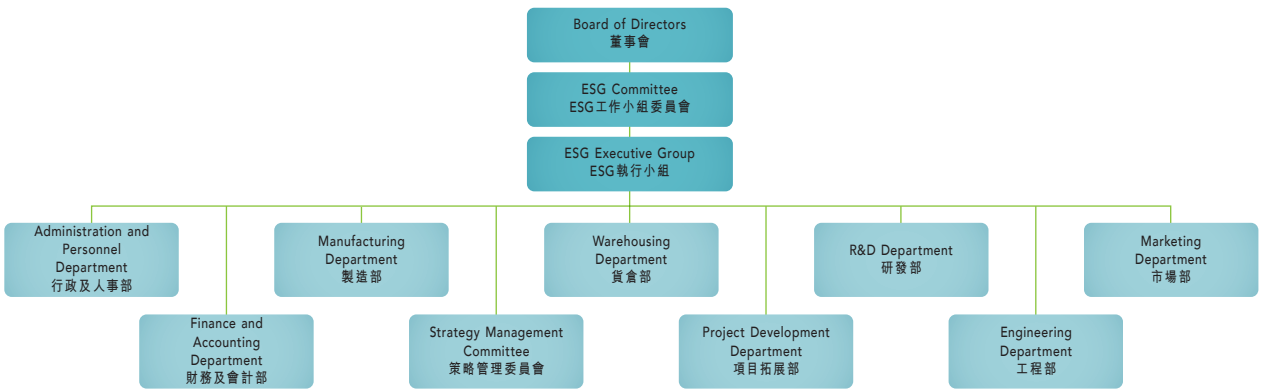
張麗珍
主席
亞倫國際集團有限公司

GOVERNANCE STRUCTURE AND RISK MANAGEMENT

The Group firmly believes that good corporate governance is the key to the success of the Group. The Board of Directors assumes the leadership and supervisory role of the Group, and leads the Group to formulate and achieve long-term strategies and goals.

The Group values sustainable development highly. The Board of Directors has authorized the establishment of an Environmental, Social and Governance (ESG) Committee and a ESG Executive Group. The ESG Committee, composing of departmental directors, is responsible for formulating and monitoring the work of the ESG Executive Group. Meanwhile, the ESG Executive Group, composed of representatives appointed by the departmental directors, is responsible for the implementation of the sustainability issues of the Group.

ESG Executive Group Structure of Allan International



The Group has established the risk management and internal control system. The Board of Directors is responsible for the continued monitoring and review of its effectiveness. The Board of Directors reviews the effectiveness of the system through the Audit Committee and encompasses major control measures, including controls on finance, operation and compliance, and engages external independent professionals to assist in identifying and assessing the risks of the Group through interviews. The Board of Directors believes that the internal control and risk management system is effective and sufficient.

In response to the risks and opportunities of sustainable development, the Group holds regular management meetings to assess the risks in various aspects of the Group's operations, including the environment, hazardous substances, occupational health and safety, information and quality, and formulates relevant improvement measures for manufacturing process, product quality, working environment and resource allocation, based on the identified risks.

管治架構及風險管理

本集團深信良好的企業管治是本集團成功的關鍵。董事會肩負本集團領導及監察的角色，並帶領本集團制定及實現長遠策略及目標。

本集團重視可持續發展。董事會已授權成立環境、社會及管治(ESG)工作委員會及ESG執行小組。ESG工作委員會並由各部門總監擔任，負責制定及監察有關ESG執行小組工作。同時，ESG執行小組由各部門總監委派代表組成，負責執行本集團的可持續發展事宜。

亞倫國際ESG執行小組架構

本集團已設立風險管理及內部監控系統，董事會肩負持續監察及檢討其有效性的責任。董事會透過審核委員會檢討系統的實施成效及涵蓋重大監控措施，包括財務、營運及合規控制，並委託外部獨立專業人士透過訪談，協助識別及評估本集團風險。董事會認為內部監控及風險管理系統屬有效及充分。

為應對可持續發展對本集團營運所帶來的風險與機遇，本集團定期舉行管理層會議，評估對本集團營運各方面的風險，包括環境、有害物質、職業健康安全、信息及質量，並根據已識別的風險制定相關改善措施，包括製造過程、產品質素、工作環境及資源配備。

Risks and Opportunities Assessment Table 2019 《風險和機遇評估分析表2019》

Type of Risk 風險類型	ESG-related Risks ESG相關風險	Responsible Department 主責部門	Response to Risks 風險應對措施
Environmental management 環境管理	Disposal of hazardous wastes 危險廢物處理	Manufacturing Department 製造部	• Remind employees on a regular basis 定期提醒員工 • On-site supervision by persons-in-charge 主管人員現場監督
Environmental management 環境管理	Employees' lack of knowledge of treatment of various emissions (including exhaust gas, wastewater, and solid waste) 員工缺乏處理各項排放物（包括廢氣、廢水、廢棄物）認識	Manufacturing Department 製造部	• Training for employees on a regular basis 為員工定期提供相關培訓
Occupational safety 職業安全	Potential fire hazards 潛在火災隱患	Manufacturing Department 製造部	• Operate in accordance with safety provisions 按照安全規程進行操作 • Use qualified original components for electrical appliances 使用合格電器原件 • Carry out routine safety inspections and eliminate hidden danger sources 進行日常安全檢查並排除隱患源 • Enhance employees' awareness of fire prevention and their ability to tackle fires 加強員工防火意識及應對火災的能力
Occupational safety 職業安全	Risk hazards of obsolete equipment and facilities 設備及設施存在老化的風險隱患	Manufacturing Department 製造部	• Regular maintenance of equipment and facilities 定期對設備及設施作出保養 • Identify and monitor hazard sources of equipment and facilities 對設備及設施危險源進行識別與監控 • Provide prevention and control training for operators 為操作人員提供預防及控制的培訓

Type of Risk 風險類型	ESG-related Risks ESG相關風險	Responsible Department 主責部門	Response to Risks 風險應對措施
Employment 僱傭	Customers complain for the delays in delivery time as insufficient staff for manufacturing work and increasingly difficult recruitment lead to a shortage of manpower in the manufacturing workshop 不足夠員工進行製造工作，招聘工作亦日趨困難，導致製造車間用人緊張，貨期出現延誤引致客戶投訴	Human Resources Department 人事部	• Carry out recruitment procedures in advance based on the orders received 按訂單需要，提早開展招聘員工程序 • Implement people-oriented management to maintain close relations with employees 實行人性化管理，維繫緊密員工關係
Supply chain 供應鏈	The packaging materials provided by the supplier may be at risk of contamination 供應商所提供的包裝材料可能存在受到污染的風險	Purchasing Department 採購部	• Use test agents and packaging materials that conform to specifications 使用符合規定的測試劑及包裝材料 • Conduct tests on products as required 按照規定對產品進行檢測 • Adopt clean packaging material (such as plastic bags) to package products 使用乾淨的包裝材料(如：膠袋)為產品進行包裝

Looking ahead, the Group will continue to refine its sustainability governance, intensify the functions of the ESG Committee and ESG Executive Group, and enhance risk identification and assessment, thus enabling the Group to deal with sustainability issues more effectively and respond to stakeholders' expectations.

展望未來，本集團將繼續完善可持續發展管治工作，深化ESG工作委員會及ESG執行小組的職能，並加強風險識別及評估，從而讓本集團更有效處理可持續發展事宜及回應持份者的期望。

COMMUNICATION WITH STAKEHOLDERS

The Group recognizes the importance of communicating with stakeholders[1]. The Group communicates with stakeholders through a variety of channels to understand their expectations and opinions on sustainability, which helps the Group to review its performance and potential risks, and formulate more comprehensive policies and measures to further consolidate business development and operation management.

持份者溝通

本集團深明與持份者[1]溝通的重要性。本集團透過不同的渠道與持份者溝通，以了解他們對可持續發展的期望及意見。此舉有助本集團審視自身表現及潛在風險，並制定更全面的政策及措施，進一步鞏固業務發展及營運管理。

Shareholders and investors
- Report to shareholders and investors the performance of the Group via general meetings, business result reports and annual reports

股東及投資者
- 透過股東大會、業績報告及年報向股東及投資者匯報集團的表現

Employees
- Conduct surveys to collect employees' opinions through internal communication procedures
- Provide employees with training and activities

員工
- 透過內部溝通程序進行員工意見調查
- 為員工提供培訓及員工活動

Customers
- Conduct customer satisfaction surveys
- Handle customers' opinions and complaints in accordance with established customer communication procedures

客戶
- 進行客戶滿意度調查
- 按照客戶溝通既定程序，處理客戶的意見和投訴

Suppliers
- Conduct audits on supplier and carry out risk assessment
- Review supplier's performance on a regular basis

供應商
- 進行供應商審核及風險評級
- 定期為供應商的表現進行檢討

Community
- Organize volunteer visits, community investment projects and donation on a regular basis
- Offer scholarships

社區
- 定期舉辦義工探訪活動、開展社區投資項目及捐獻
- 設立獎學金

Regulators
- Contact and communicate with government departments
- Participate in the public consultation initiated by the government

監管機構
- 與政府部門聯繫及溝通
- 參與政府舉辦的公眾諮詢

[1] "Stakeholders", also known as "interested parties" or "equity holders", refer to groups or individuals that have a material impact on corporation business, or would be influenced by the business, including internal board of directors, management team, executives and general staff, external shareholders, business partners, customers, governments and regulatory agencies, banks and investors and community, etc.

[1] 「持份者」，又稱「利益相關方」或「權益人」，指對企業業務有重大影響，或會受業務影響的群體和個人，包括內部的董事會、管理層、行政員工和一般員工，以及外部的股東、業務夥伴、客戶、政府及監管機構、銀行及投資者和社區團體等。

MATERIAL ISSUES

This year, the Group continued to engage the consultancy company, Carbon Care Asia (低碳亞洲) to collect the opinions and expectations on sustainability of the Group from relevant stakeholders. The Group conducted communications on sustainability in a fair, open and transparent manner. Stakeholders are able to have in-depth discussions on sustainability issues of the Group through, among other things, the following steps:

實質性議題

本年度，本集團繼續委託顧問公司低碳亞洲向相關持份者收集對本集團可持續發展的意見及期望。本集團以公正、公開及透明的方式進行可持續發展溝通活動，讓關鍵持份者在本集團的可持續發展事宜上作深入交流。本集團的持份者溝通工作主要通過以下步驟進行：

Steps 步驟	Actions 行動
Step 1: Identify key stakeholders and relevant issues 第一步：識別關鍵持份者和相關議題	• The Group identified key internal and external stakeholders. The internal stakeholders included members of the Board of Directors and staff, while the key external stakeholders included commercial customers, business partners, suppliers and contractors, the community, non-government organizations, media, academic organizations, governments and regulatory agencies 本集團識別關鍵內、外部持份者。其中內部持份者包括：董事會成員和員工；關鍵外部持份者，包括工商客戶、業務伙伴、供應商和承辦商、社區、非政府機構、傳媒、學術界、政府和監管機構 • Based on the nature of our business and the results of previous communications with stakeholders, the Group has identified 24 issues which are most relevant to the Group's business and its related impacts, covering four major areas, namely "environment", "employment and labour practices", "operating practices" and "community investment" 本集團根據其業務性質及過往持份者溝通的結果識別24項與本集團業務及其影響最密切相關的議題，主要包含「環境」、「僱傭及勞工常規」、「營運慣例」和「社區投資」四大範疇
Step 2: Collect stakeholder's feedbacks 第二步：收集持份者意見	• The consultant conducted an interview with the management of the Group to understand the sustainability policies and expectations of the Group. The consultant also conducted a questionnaire survey with internal and external stakeholders, asking them to rate the importance of various sustainability issues to individuals and the impact of the Group on the environment and society 顧問公司與本集團的管理層進行了一次訪談，以了解本集團的可持續發展方針及期望。顧問公司亦與內、外部持份者進行一次問卷調查，讓持份者就各項可持續發展議題對個人的重要性及本集團對環境及社會的影響程度兩方面作出評分 • The Group ultimately collected a total of 128 questionnaires, among which nearly 40% were from external stakeholders 本集團最終收回128份問卷，近四成回應來自外部持份者
Step 3: Identify material issues 第三步：識別實質性議題	• The consultant evaluated, analyzed and assessed the materiality of each issue based on the results of questionnaire survey. According to the analysis result, the Group identified 12 material issues (for details, please see the following sections) 顧問公司根據問卷調查結果，進行實質性分析及評估每項議題。根據分析結果，本集團識別出12項實質性議題(詳情見以下章節)
Step 4: Confirm material issues 第四步：確認實質性議題	• The Group has reviewed and verified the result of materiality matrix and prioritized those material issues 本集團審視及確認實質性矩陣結果，並按此優先次序處理實質性議題

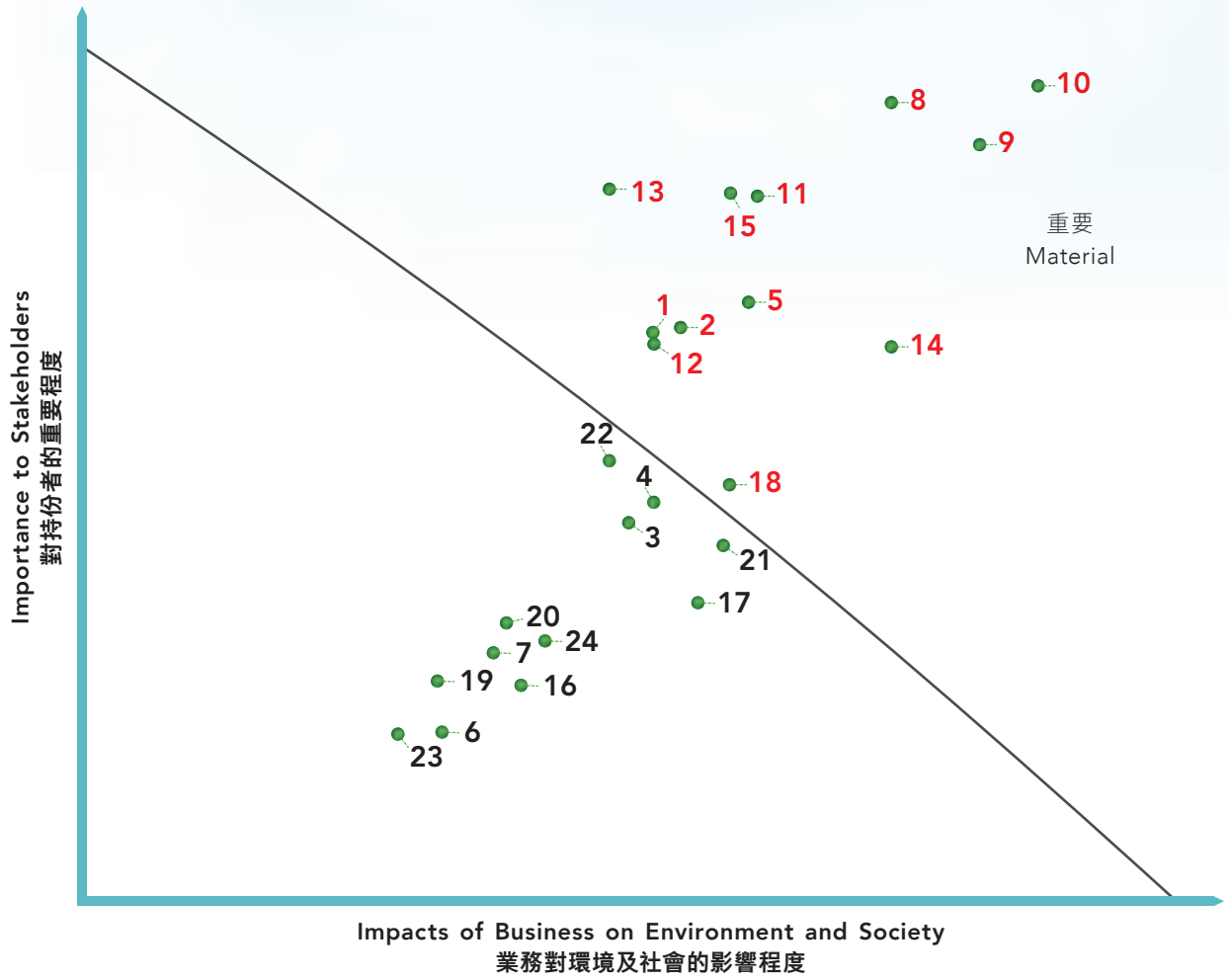
MATERIALITY MATRIX

Based on the results of the questionnaire survey, the consultant conducted a materiality analysis and identified material issues. The following graph shows the materiality matrix of the Group, in which 12 issues marked in red are the material issues.

實質性矩陣

顧問公司根據問卷調查結果進行了實質性分析，識別實質性議題。下圖為本集團的實質性矩陣，圖中12項以紅色標註的議題為實質性議題。

Materiality Matrix of Allan International, 2019/20
亞倫國際2019/20實質性矩陣



24 issues are presented as follows in descending order of importance in their respective categories, among which 12 material issues derived from the analysis of the materiality matrix are marked in blue.

24項議題按其範疇的重要性有由高至低排列如下，其中通過實質性矩陣分析所得出的12項實質性議題以藍色標出。

Area 範疇	Number 序號	Relevant issue 相關議題
Environment 環境	**5**	**Water efficiency 用水效益**
	2	**Management of discharge of waste water 廢水排放管理**
	1	**Management of air pollutants and greenhouse gas emission 空氣污染物及溫室氣體排放管理**
	4	Energy efficiency 能源效益
	3	Waste management 廢棄物管理
	7	Impact of management operation on the environment and natural resources 管理營運對環境及天然資源造成的影響
	6	Efficiency on use of other resources 其他資源的使用效益
Community Investment 社區投資	24	Needs and interests of the community 社區需要和利益
	23	Community investment 社區投資
Employment and Labour Practices 僱傭及勞工常規	**10**	**Healthy and safe workplace 健康和安全的工作環境**
	9	**Anti-discrimination, equal and diversified employment environment 反歧視、平等和多元化僱傭環境**
	8	**Employment and labour policy 僱傭制度**
	11	**Employee benefits and well-being 員工福利及身心健康**
	15	**Prohibition of forced labour 防止強制勞工**
	14	**Prohibition of child labour 防止童工**
	13	**Employee development 員工發展**
	12	**Employee training 員工培訓**
Operating Practices 營運慣例	**18**	**Customers' health and safety 客戶的健康與安全**
	21	Protection of customers and business partners 保障客戶及業務合作夥伴
	22	Prevention of bribery, extortion, fraud and money laundering 防止賄賂、勒索、欺詐及洗黑錢
	17	Quality control of production material 來貨生產材料的品質控制
	20	Customer complaint handling mechanism 客戶投訴處理及應對機制
	16	Environmental and social risks of the supply chain 供應鏈的環境及社會風險
	19	Product-recall mechanism 產品回收制度

Looking ahead, the Group will continue to enhance communication with stakeholders and expand diversified communication channels, to have a more comprehensive understanding on the opinions and expectations of stakeholders on the Group and improve the Group's sustainability policies and efforts.

展望未來，本集團將繼續加強與持份者溝通，並拓展多元的溝通渠道，從而能夠更全面了解持份者對本集團的意見及期望，完善本集團的可持續發展政策及措施。

EMPLOYEE CARE

The success of the Group depends on the joint efforts and dedication of employees over the years. The Group has always upheld the basic principle of respect for personal dignity and value, which the human resource management policy is based upon. The Group is committed to providing employees with a healthy and safe workplace and a comprehensive employment system, and ensuring that employees are entitled to appropriate training opportunities.

HEALTH AND SAFETY

To reduce the health and safety risks of employees during operation, the Group has developed occupational health and safety systems, and formulated relevant measures to safeguard the health and safety of employees in accordance with the Employee Handbook and Health and Safety Management Procedures, thus offering employees a healthy and safe workplace.

Currently, the Group has formulated safety goals and regulatory systems. The Safety Management Department is responsible to facilitate and monitor all departments to implement relevant policies. The person in charge of the respective department also conducts routine inspections on their departments and records the implementation status on a regular basis. Furthermore, the Manufacturing Department is also responsible for the repair and maintenance of machinery and equipment to reduce the risk of accidents.

Safety management goals for the Year

員工關懷

本集團的成功有賴員工多年來共同努力及付出。本集團一直秉持尊重個人尊嚴和價值的基本原則，並作為本集團的人力資源管理方針。本集團致力為員工提供一個健康安全的工作環境及一個完善的僱傭制度，並確保員工得到合適的培訓機會。

健康與安全

為減低員工作業時的健康安全風險，本集團已設立職業健康與安全體系，並根據《僱員手冊》及《衛生健康安全管理程序》制定相關保障員工健康安全措施，為員工提供一個健康及安全的工作環境。

目前，本集團已制定安全目標及監管制度，並由安全管理部落實及督促各部門執行有關政策。部門負責人亦於部門內進行日常巡查，以及定期記錄實施情況。此外，製造部亦負責機器設備維修保養，減低意外發生的風險。

本年度安全管理目標

Safety Management Goals 安全管理指標	Progress in the Year 本年度目標進展
To organize safety inspections for no less than 12 times, screen out no less than 60 safety hazards, and supervise and rectify safety hazards for 100%. 組織安全檢查不少於12次、排查出安全隱患不少於60項，安全隱患督促整改率100%。	100% completed 100%達標
To organize no less than 12 fire safety inspections, screen out no less than 30 fire safety hazards, and rectify fire safety hazards for 100%. 組織消防檢查不少於12次，排查出消防安全隱患不少於30項，消防安全隱患整改率100%。	100% completed 100%達標
To organize safety training for key posts no less than four times, after which participants must have no less than 80 points in the related examination, and the safety training for key posts will be completed in 100%. 組織重點崗位進行安全培訓不少於四次，參訓人員考試不少於80分，重點崗位安全培訓完成率100%。	100% completed 100%達標

THE OCCUPATIONAL HEALTH AND SAFETY SYSTEMS
職業健康與安全體系

The Occupational Health and Safety Systems formulated by Lilin Plant is mainly aimed at the areas involving the health and safety of employees in routine operations, including fire safety, regional safety, daily performance, occupational hygiene, special equipment and hazardous chemicals.

瀝林廠房的職業健康與安全體系主要針對日常營運中涉及員工健康安全的範疇，包括消防安全、區域安全、日常績效、職業衛生、特種設備和危險化學品。

Fire safety
- Identify, regulate and rectify in accordance with the state laws and regulations

消防安全
- 按照國家法律規範識別，規範整改

Regional safety
- Recognize the safety responsibilities of each person-in-charge of respective region and increase their awareness of safety management

區域安全
- 明確區域負責任的安全職責，提高安全管理意識

Daily performance
- Refine routine management records and issue following up

日常績效
- 完善日常管理記錄及問題跟蹤

Occupational hygiene
- Dust, noise and protective facilities and safety protective gear

職業衛生
- 粉塵、噪音及防護設施、勞保用品

Special equipment
- Regular repair and maintenance and valid certificate for equipment operator

特種設備
- 定期維護及持證上崗

Hazardous chemicals
- Improve in records for hazardous chemical

危險化學品
- 完善化學品記錄

The occupational health and safety management system

Lilin Plant of the Group has maintained various policies and measures in relation to employees' health and safety to minimize the potential safety hazards and risks during the manufacturing process.

職業健康與安全管理體系

本集團的瀝林廠房已制定多項有關員工健康與安全的政策及措施，減低員工在製造工序的潛在安全隱患及風險。

Management system 管理制度	Measures for occupational health and safety 職業健康安全措施
Manufacturing safety 製造安全	• Employees shall strictly comply with safety operation processes 員工須嚴格按照安全操作規程進行製造操作 • Employees are provided with safety protection gear (for example: uniforms, safety helmets, masks, gloves etc.), which must be worn properly as stipulated 為員工提供必要的防護用品(例如：工衣、工帽、口罩、手套等)，並要求員工按規定正確穿戴 • Providing in-house clinic. The workplace and dormitories are equipped with first aid kits and medical services 設立醫務室，並在工作場所和宿舍配備急救藥品及提供醫療服務
Fire safety 消防安全	• Implementing fire prevention responsibility system and conducting regular inspection and maintenance on fire-fighting equipment (including: fire extinguisher, fire hydrant, fire truck, emergency light, fire ladder) and ensuring to have sufficient fire-fighting equipment and fire passages are unblocked 實行防火安全責任制，定期對消防設備作檢驗及維修(包括：滅火器、滅火栓、消防車、應急燈、消防梯)，並確保消防設備齊全及消防通道暢通 • Setting up emergency escape routes, providing training on fire safety, and holding fire drills every six months to strengthen employees' fire prevention awareness and response capabilities 制定緊急逃生路線，提供消防安全培訓，並每半年舉行一次火警演習，加強員工的防火意識及和應對能力
Electricity safety 用電安全	• Carrying out inspection and maintainance on electrical appliances on a regular basis. In the event of any malfunctions, should report to an electrician for repair as soon as possible 定期檢查及保養電器設備，如出現故障需向電工報告，安排盡快進行維修 • Cleaning the dust on the surface of electrical appliances regularly, to keep the electrical appliances well ventilated, and preventing poor heat dissipation 定期清理電器表面的塵埃，保持電器設備通風良好，防止散熱不良
The use and storage of inflammable and explosive materials 易燃、易爆物品的存放和使用	• Explosive materials must be stored in special warehouse which meets the requirements for prevention of fire and explosion and must be stored separately from other items 易爆物品必須儲存於符合防火防爆要求的特別物品倉，與其他物品分開存放 • Flammable and explosive materials must be clearly labeled for easy identification 易燃、易爆物品必須貼上清晰的標籤，易於識別 • Dedicated personnel shall be responsible for managing special warehouses and prevent unauthorized entry 特別物品倉需專責人員負責管理，並防止無關人員誤入
Occupational health and safety 職業健康安全	• Performing health checks for all staff of special posts who are exposed to occupational hazards and kitchen employees, before they take up their duties to ensure that their physical conditions fit for the working requirements 為所有從事職業危害的特殊崗位及廚房工作人員在上崗前進行健康檢查，確保員工身體符合工作要求

Work-related injury handling

The Safety Management Department of Lilin Plant holds monthly work-related injury meeting to follow up on any improvements for the work-related injury of previous month and review the incidents for the current month. Furthermore, relevant rectification and improvement will be made with a view to reducing reoccurrence. During the Year, there were a total of 19 minor work-related injury cases. In this regard, the Group will strengthen the training to raise employees' safety awareness and remind them of related safety issues in routine operation to ensure their safety.

To further enhance employees' awareness of occupational health and safety management, the Group also organized related training for employees during the Year. The Group also regularly updates relevant policies and measures to improve the safety of business operations.

EMPLOYMENT SYSTEM

Allan International is committed to creating a harmonious and inclusive working environment to support the employees' growth. The Group's Employee Handbook (《僱員手冊》) and various personnel policies (including employment and employees' documentation management procedures, anti-discrimination management procedures) set out relevant arrangements on recruitment, promotion, dismissal, remuneration, benefits, working hours, holidays, equal opportunities, anti-discrimination and diversity, ensuring that employees are aware of their rights and responsibilities.

工傷事故處理

瀝林廠房的安全管理部每月舉行工傷事故檢討會議，以跟進上月的工傷事故改善情況及檢討當月的工傷事故，並制定有關糾正及改善措施，減少再次發生的機會。本年度，本集團一共發生19宗輕微的工傷個案。針對上述情況，本集團將加強有關員工安全意識的培訓、並與日常營運中提醒員工有關安全事項，保障員工安全。

同時，為更進一步加強員工在職業健康安全管理的認知，本集團於本年度亦為員工舉辦員工職業健康安全培訓。本集團亦定期更新相關政策及措施，加強業務營運的安全水平。

僱傭制度

亞倫國際致力締造和諧共融的工作環境，支持員工成長和發展。本集團《僱員手冊》及各項人事政策(包括：僱用及員工檔案管理程序、反歧視管理程序)列明有關招聘、晉升、解僱、薪酬、福利、工作時間、假期、平等機會、反歧視及多元化的安排，確保員工了解他們的權利和職責。

EMPLOYMENT SYSTEM
僱傭制度

Recruitment, promotion and dismissal
The Group recruits suitable talents according to the needs of the position and the applicant's education, ability, experience and merit. The Group provides orientation training on corporate culture and various employee policies for newly-hired employees.

Meanwhile, the Group has also established an internal promotion mechanism. Employees who meet the requirements may also make application in accordance with the mechanism.

Employees can propose to terminate the labour contract in accordance with the provisions of the labour contract and the specific notice period.

招聘、晉升及解僱
本集團按工作崗位需要及應聘者的學歷、能力、經驗及品德聘請合適的人才。本集團為新獲聘的員工提供入職培訓，讓員工了解公司文化及各項員工政策。

同時，本集團亦設立內部晉升機制，符合要求的員工亦可按照機制申請。

員工可按照勞動合同的規定提出終止勞動合同，並按通知期通知本集團。

Remuneration and benefits
The Group implements a minimum wage guarantee system to ensure that employees' salaries are not less than the minimum wage standard.

The Group also maintains various social insurances (including work injury, medical, maternity, endowment and unemployment insurance) for employees, and provides benefits such as employee dormitory subsidies.

薪酬及福利
本集團實行最低工資保障制度，確保員工的薪酬不低於最低工資標準。

本集團亦為員工購買各項社會保險(包括工傷、醫療、生育、養老及失業保險)、並提供員工宿舍補貼等福利。

Working hours and holidays
The Group has put in place a five-day-a-week work system. Employees are required to work according to departmental arrangements.

In addition to national statutory holidays, employees also enjoy various paid holidays, including maternity leave, wedding leave and funeral leave. Employees who have worked continuously for more than one year are entitled to paid annual leave.

工作時間及假期
本集團設立每週五天工作制度，員工需按照部門安排上班。

除國家法定假期，員工亦享有各項帶薪假期，包括產假及婚喪假。連續工作滿一年以上的員工亦享有帶薪年休假。

Equal opportunities, anti-discrimination and diversity
Employees have the right to equal employment and choice of occupation, and should be treated fairly.

The Group also promises that it will not give different considerations in respect of nationality, race, gender, age, religious beliefs and other aspects for matters such as employment, remuneration, training, promotion and dismissal.

The Group may also recruit disabled people with working ability based on its need, and make appropriate arrangement in terms of job allocation.

平等機會、反歧視及多元化
員工享有平等就業和選擇職業的權利，並應得到公平對待。

本集團亦承諾在僱用、薪酬、培訓、晉升及解僱等事務上不會因國籍、種族、性別、年齡、宗教信仰等方面給予不同考慮。

本集團亦可按需要聘用具有工作能力的殘疾人士，並在工作分配中作出適當的安排。

During the Year, the Group employed a total of 2,419 employees, of which the male to female ratio was 1:2.14. The Group's new recruitment rate and turnover rate of employees was 50% and 52% respectively.

本年度，本集團一共僱用2,419員工，其中男女比例為1：2.14。本集團的新入職員工率及員工流失率分別為50%及52%。

Total number of employees 員工總人數	Ratio of male to female employees 員工男女比例	Rate of new recruitment 新入職員工率	Turnover rate of employees 員工流失率
2,419	1 : 2.14	50%	52%

COMMUNICATION WITH EMPLOYEES

The Group is committed to maintaining good communication with employees. The Lilin Plant has formulated internal communication procedures in accordance with the Internal and External Information Communication Management Procedures (《內外信息溝通管理程序》). The Group communicates its policies and management system operation to employees through different means of communication, including trainings, meetings, bulletin newsletter, the Internet or public notice. Meanwhile, if employees have any inquiry or complaint, they can also submit their opinions to the Group through the suggestion box. The Group also regularly conducts satisfaction surveys with employees to understand their opinions on the Group's operational measures. The opinions collected will serve as a reference for the Group to improve its employee policies in the future.

員工溝通

本集團致力與員工保持良好的溝通關係。瀝林廠房已按照《內外信息溝通管理程序》制定內部溝通程序。本集團透過不同的溝通方式，包括：培訓、會議、宣傳板報、互聯網或通告等，向員工傳達本集團的政策及管理體系運行情況。同時，員工如有任何諮詢或投訴亦可透過意見箱向本集團提交意見。本集團亦定期向員工作出滿意度調查，了解員工對本集團的營運措施的意見。所收集的意見將會作為本集團日後完善員工政策的參考。

LABOUR STANDARDS

The Group strictly prohibits the employment of child labour and forced labour. The Group has formulated the Employee Handbook (《僱員手冊》), the Special Protection Procedures for Juvenile Workers (《未成年工特殊保護程序》) and the Procedures for Remedying Child Labour and Promoting Children's Education (《補救童工及推廣兒童教育工作程序》) to prohibit the employment of child labour under 16 years of age. When recruiting employees, the Group must verify the identity documents of the candidates. If any child labour is employed by mistake, the Group must initiate rescue control procedures in accordance with the Procedures for Remedying Child Labour and Promoting Children's Education (《補救童工及推廣兒童教育工作程序》), and stop the child labour from working immediately. Meanwhile, the Group will arrange dedicated persons to send him to the hospital for health check and notify local labour authority. If the child worker is in good health, the Group will settle all his wages and arrange to escort him back to his parents.

勞工準則

本集團嚴禁聘用童工及強制勞工。本集團已制定《僱員手冊》、《未成年工特殊保護程序》及《補救童工及推廣兒童教育工作程序》，禁止聘用未滿16歲的童工。本集團在聘用員工時，需核實獲聘者的身份證明文件。如發現誤聘童工，本集團需按照《補救童工及推廣兒童教育工作程序》啟動拯救控制程序，並立即停止該童工工作。同時，本集團將安排專人負責送其到醫院檢查身體的健康狀況及通知當地勞動部門。如該童工身體健康，本集團將結清其全部工資，安排專人將其送到父母身邊。

The Group also prohibits forced labour in accordance with the Procedures for Free Choice of Occupation (《自由選擇職業程序》), and the Procedures for Working Hours Control (《工作時間控制程序》) and ensures that employees' labour is voluntary. The Group also arranges reasonable work and rest time for employees in accordance with legal requirements. If overtime work is required based on the needs of manufacturing operations or under special circumstances, it shall be agreed with the employees and assured that the physical conditions of the employees are not affected. The employees shall be compensated for working overtime.

本集團亦根據《自由選擇職業程序》及《工作時間控制程序》禁止強制員工勞動，並確保員工勞動屬自願性質。本集團亦需按照法律的要求，為員工安排合理的工作及休息時間。如因應製造經營需要或特殊情況下需要加班，則需經員工同意並不影響員工身體狀況下安排加班，並得到加班費作為補償。

EMPLOYEE TRAINING

The Group acknowledges the importance of vocational skills training of its employees, and provides various training opportunities according to the needs of the Group and its employees to enhance their competitiveness in the market. According to the Human Resources Management Procedures (《人力資源管理程序》) and Employee Training (《僱員培訓》), the Group develops different trainings for employees, including induction training, on-board training and transfer training, on-the-job training, special training and external training to enhance their working skills and capabilities. The Group encourages employees to pursue further study. Qualified employees are entitled to subsidies for external training, such as subsidies for outreach training as well as travel and accommodation expenses.

員工培訓

本集團重視員工的職業技能培訓，按本集團及員工需要提供各項培訓機會，增強員工於市場的競爭力。本集團根據《人力資源管理程序》和《僱員培訓》為員工制定不同的培訓，包括入職培訓、上崗和轉崗培訓、在職培訓、專項培訓和外部培訓等，加強員工的技能。本集團鼓勵員工自主進修，符合資格的員工亦可享有外部培訓補貼，例如外訓及差旅食宿費用補貼。

Type of training 培訓類型	Description of training 培訓描述
Induction training 入職培訓	Company profile, company policies and objectives, basic knowledge of fire protection, safety and hygiene, and knowledge of management system 公司簡介、公司方針及目標、消防、安全及衛生基本知識、管理體系知識
On-board training and transfer training 上崗和轉崗培訓	Skills training, job specific requirements and safety operating procedures 技能訓練、崗位特定要求及安全操作規程
On-the-job training 在職培訓	Business development, management system requirements, manufacturing procedures and continuous improvement of equipment 業務發展、管理體系要求、製造程序及設備持續改善
Special training 專項培訓	Training to improve management level or skills, according to new management system or new technical requirements 根據新的管理體系或新技術要求，提升管理水平或技能的培訓
External training 外部培訓	Courses organised by external professional bodies 外部專業團體舉辦的課程

Percentage of employees receiving trainings
接受培訓員工比例人數

100%

Average training hours of each employee
平均每名員工接受培訓時數

27.8

The Group conducts annual performance appraisal every year to evaluate employees' work performance and achievement of goals, which are used as the basis for employees' remuneration increase, promotion, transfer and year-end bonus. Employees with outstanding performance are also offered promotion opportunities in accordance with the promotion mechanism of the Group.

本集團每年進行年度績效考核，評估員工的工作績效及目標達成情況，作為員工加薪、晉級、調動及發放年終獎金的依據。表現優異的員工亦可按照本集團的晉升機制，獲得晉升的機會。

The Group also regularly collects opinions from employees on training courses and understands their opinions on training or annual training plans, so as to formulate future course development directions and content.

同時，本集團亦定期向員工收集對培訓課程的意見，了解員工對培訓或年度培訓計劃的意見，從而制定未來課程發展方向及內容。

RESPONSIBLE OPERATION

The Group understands that quality services and products are essential to maintaining good customer relationships. The Group has formulated a number of policies and measures to manage the supply chain and various stages of operation to ensure that the Group's products meet customer requirements and expectations. In addition, while pursuing the value of business operations, the Group also pays attention to the culture of corporate integrity to ensure that the operations of the Group comply with the requirements of business ethics as well as relevant laws and regulations.

QUALITY CONTROL

As a responsible company, the Group values the quality of products and services. The Lilin Plant of the Group sets standards for raw materials, plant, equipment, hygiene and personnel training, and gradually improves the quality management of the manufacturing process and products to meet the requirements of Good Manufacturing Practice (GMP) relating to safety and quality standards. The Group has established a quality management system, which has obtained ISO 9001:2015 certification, to ensure that product quality is strictly monitored and meets the requirement of customers. Meanwhile, the Group has formulated product inspection and certification management procedures to ensure that the products meet quality standards in the process of R&D, manufacturing and sales.

Product health and safety

To ensure that the Group's products can be used safely, the Group has established a hazardous substance review team to evaluate the safety of the products. The review team consists of members from the Inspection and Calibration Center of the Engineering Department, the Manufacturing Department, the Quality Control Department, the Purchasing Department, and the Sales and Marketing Department. The review team, which meets every three months, is responsible for reviewing the requirements and standards of hazardous substances restrictions in accordance with laws and customer requirements, formulating work plans and lists of hazardous substances, submitting review reports and formulating hazardous substances standards. It also evaluates the potential risks of the manufacturing process and formulates counter-measures to ensure that the products meet the work plan and relevant standards during the manufacturing process.

During the Year, no products of the Group had to be recalled due to safety or health reasons.

盡責營運

本集團深明優質服務與產品是維持良好客戶關係的關鍵。本集團已制定多項政策及措施，管理供應鏈及各個營運階段，確保本集團的產品均達到客戶的要求及期望。此外，在追求商業營運價值的同時，本集團亦注重企業廉潔文化，確保本集團營運符合商業道德及相關法律法規的要求。

質量管理

作為負責任企業，本集團重視產品及服務的質素。本集團的瀝林廠房對原材料、廠房、設備、衛生和人員培訓方面訂定準則，逐步提升製造過程及產品的質量管理，以達致良好操作規範(GMP)有關安全和品質標準的要求。本集團制定質量管理體系，而該體系亦已獲得ISO 9001：2015認證，確保產品質素得到嚴謹的監控，並滿足客戶的要求。同時，本集團已制定產品檢驗及認證等管理程序，確保產品在研發、製造及銷售過程符合質量標準。

產品健康與安全

為確保本集團的產品能夠安全使用，本集團設立有害物質評審小組評核產品的安全性。該評審小組的成員來自工程部的檢測校準中心、製造部、品管部、採購部、銷售及市場部，每三個月召開一次會議。評審小組負責按照法規及客戶要求檢討有害物質限制的要求及標準，制定工作計劃及有害物質清單、提交評審報告及制定有害物質標準。同時，評審小組亦評估製造流程的潛在風險及制定應對措施，確保產品在製造過程中符合工作計劃及相關標準。

本年度，本集團沒有產品因安全或健康理由而須回收。

Quality control

To ensure product quality, the Group must ensure that the raw materials, processes and delivery of all products pass the Group's product inspection and test control process and meet relevant requirements on quality, environment and limit on hazardous substances. The Group also regularly carries out sampling inspection for products to ensure that the products meet the requirements of safety manufacturing standards.

If it is found that certain raw materials or products do not meet the relevant requirements, the Group needs to identify problematic raw materials, auxiliary materials, parts and products according to Procedures on Control of Substandard Products (《不合格控制程序》), and evaluate, control and isolate them and keep relevant records. Relevant departments of the Group also formulate corresponding solutions for the substandard products and follow up to avoid misuse of substandard products.

Product labels

To ensure the identification and traceability of products in the process of receiving, manufacturing, assembly and delivery, the Group has formulated rules on raw materials, accessories, semi-finished products and finished products of the Group in accordance with the Identification and Traceability Procedures (《標識和可追溯性程序》). For incoming raw materials, the Group needs to ensure that the names and codes of raw materials and components are consistent with the purchase order. The Group also needs to document the quality status during the manufacturing process of materials, semi-finished products and finished products to ensure traceability and processing. Finished products manufactured by the Group are identified with traceability labels, including batches, order numbers and manufacturing dates, in accordance with the requirements of customers or safety agencies.

質量管理

為確保產品質素，本集團須確保所有產品的原材料、過程及出貨通過本集團的產品檢驗及測試控制過程，符合有關質量、環境及有害物質限量的要求。同時，本集團亦定期抽取產品作抽樣檢查，確保產品符合安全製造標準條款要求。

如發現原材料或產品不符合有關要求，本集團需展開《不合格控制程序》，識別有問題的原材料、輔料、零件及產品，並作出評估、控制及隔離，以及作出相關記錄。本集團各部門亦根據不合格的產品制定應對解決方案並作出跟進，避免誤用不合格產品。

產品標籤

為確保產品在接收、製造、裝配及交貨過程中得到識別及其追溯性，本集團根據《標識和可追溯性程序》對本集團的原材料、配件、半製品及成品作出規範。在接收原材料方面，本集團需確保原材料及部件的名稱及代碼標示需與採購訂單一致；同時，本集團在物料、半製品及成品的製造過程中亦需標示質量狀態，確保其追溯性及處理；本集團已製成的成品需按照客戶或安全機構的要求印製追溯性標示，包括批次、訂單編號及製造日期等。

Customer communication

To maintain customer satisfaction with the Group's products and services, the Group has formulated the Customer Information Feedback Operation Guide (《顧客信息反饋作業指導》) to provide customers with various communication channels, including written documents, faxes, emails or other forms, to express their opinions and complaints. If a complaint about quality issues is received, the Quality Control Department of the Group will conduct an investigation. The Group has established a quality improvement team to analyse, improve and verify problems of the complaint. Follow up actions and feedback on the status are made to the customers to ensure that the complaints are effectively handled and to sustain their satisfaction. The Group also conducts an online customer satisfaction survey every year. Corresponding corrective and preventive measures based on the survey results are taken to meet customer requirements and expectations. During the Year, the Group did not receive any complaint from customers.

客戶溝通

為維持客戶對本集團產品及服務的滿意度，本集團已制定《顧客信息反饋作業指導》為客戶提供各種溝通渠道向本集團表達意見及作出投訴，包括書面文件、傳真、電郵或其他形式。如接獲有關質量問題的投訴，本集團的品管部將進行調查。本集團根據投訴個案成立品質改善小組，對問題作出分析、改善及驗證，並作出跟進及向客戶反饋處理情況，確保客戶投訴得到有效處理，維持其滿意度。本集團亦每年進行一次網上客戶滿意度調查，根據調查結果採取相應糾正及預防措施，滿足客戶的要求及期望。本年度，本集團未有接獲客戶投訴個案。

Product recalls

If a product does not meet customer requirements and expectations and needs to be returned, the Group will follow the Operational Guidance for Customer Return Processing after Delivery (《成品出貨後客戶退貨處理作業指導》) to process and recall relevant substandard products. After receiving the returned goods, the Manufacturing Department sets up a team with the Quality Control Department to analyse and evaluate the returned goods, and repair the batch of products as required. Meanwhile, the Manufacturing Department also needs to conduct review to prevent the occurrence of similar incidents.

產品回收

若產品不符合客戶要求及期望而需進行退貨，本集團將遵照《成品出貨後客戶退貨處理作業指導》，處理及回收相關不合格產品。製造部在收到退貨後，與品管部成立小組進行分析及評估退貨問題，並按需要對該批產品進行維修。同時，製造部亦需對此作出檢討，防止同類事件發生。

Customer privacy and intellectual property right protection

To safeguard the interests of customers, the Group follows the Customer/External Supplier Property Management Procedures (《顧客／外部供方財產管理程序》) for privacy and intellectual property rights protection. As the data, designs and materials provided by the Group's customers involve intellectual property rights in respect of product development and manufacturing, the Group must ensure that relevant data is stored and maintained properly. Unauthorised copying or disclosure without the customer consent is prohibited. Transfer or manufacture products involving intellectual property rights of customers or external suppliers must not be carried out without permission. Meanwhile, any third party must sign a "confidentiality agreement" when accepting confidential information to maintain the confidentiality of such information.

保護客戶私隱及知識產權

為確保客戶利益得到充分的保障，本集團遵行《顧客／外部供方財產管理程序》保障客戶私隱及知識產權。由於本集團客戶所提供的數據、設計及物料等涉及在產品開發及製造的知識產權數據，本集團須確保有關資料得到恰當儲存及維護，並禁止未得客戶同意擅自複製或洩露，以及未經允許不能自行轉移或製造涉及客戶或外部供方知識產權的產品。同時，任何第三方在接受保密資料時須簽署「保密協議書」，作為協助維護相關資料的機密性。

Since the operation of the Lilin Plant only involves the OEM and ODM of household appliances products, advertising matters have no significant impact on the Group.

由於瀝林廠房之營運只涉及家用電器產品的貼牌製造與設計代工，因此廣告事宜對本集團沒有重大影響。

ANTI-CORRUPTION

The Group has always upheld a culture of corporate integrity and strictly prohibits any form of corruption, bribery, extortion, fraud and money laundering between employees and customers, suppliers and contractors with whom the Group has business dealings. To maintain business integrity and corporate ethics, the Group has formulated the Management System of Interest Conflicts and Integrity (《利益衝突及廉潔管理制度》), which sets out policies to prevent conflicts of interest and declaration of interests. Employees should avoid any situations that cause actual or perceived conflicts of interest, such as business gift, entertainment and rebate. The Group has established an interest declaration system for employees to declare if employees receive any disproportionate hospitality. In the case of any conflict of interest not being reported by relevant employee, if the evidence is found to be conclusive after investigation, the employee will face immediate dismissal and is required to compensate for related losses, and the case will be reported to the judiciary as necessary.

The Group has also established a reporting mechanism and multiple whistle-blowing channels, including reporting telephone calls, emails, feedback boxes and face-to-face reporting, for employees to report suspected corruption cases such as conflicts of interest or harm to the interests of the Group. In order to enhance employees' awareness of anti-corruption, the Group organises anti-corruption training for employees on a half-yearly basis.

To maintain an honest relationship with its suppliers, the Group signs integrity statements with all suppliers, prohibiting employees of the Group from soliciting any benefits from the suppliers, including gifts, money and rebates, to ensure that all transactions are conducted in a fair competitive environment.

反貪污

本集團一直秉持企業廉潔文化，嚴禁員工與本集團有業務往來之客戶、供應商及承辦商進行任何形式的貪污、賄賂、勒索、欺詐及洗黑錢等行為，維護本集團商業誠信及企業道德。本集團已制定《利益衝突及廉潔管理制度》列明防止利益衝突及利益申報的政策，亦要求員工避免任何導致實際或被視為利益衝突的情況，例如商業饋贈、款待及回扣等。若員工接獲不相稱的款待，本集團設有利益申報制度供員工申報。任何員工如沒有就利益衝突情況進行申報，經調查後如發現證據確鑿，該名員工將面臨即時解僱及賠償有關損失，按情況移交司法機關處理。

本集團亦設有舉報機制及多項舉報途徑，包括舉報電話、電郵、意見箱及當面舉報等，供員工舉報有關利益衝突或危害本集團利益等懷疑貪污個案。為加強員工對反貪污的認識，本集團為員工每半年舉辦反貪污培訓。

為確保本集團與供應商保持廉潔關係，本集團與供應商簽訂廉潔聲明書，嚴禁本集團員工向供應商索取任何利益，包括禮物、金錢及回佣，確保所有交易於公平競爭的環境中進行。

SUPPLY CHAIN MANAGEMENT

The Group understands the importance of supply chain management and is committed to establishing long-term business relationship with its suppliers. The materials purchased by the Group mainly include motors, electronic materials, hardware, packaging materials, rubber and plastics. The Group has formulated the Procurement Control Procedures (《採購控制程序》), the Supplier/Subcontractor Management Control Procedures (《供應商／分包商管理控制程序》) and the Suppliers' Guidelines (《供應商準則》) to standardise the procedures for evaluating, selecting and monitoring suppliers to ensure that environmental and social risks related to the supply chain are being minimized.

供應鏈管理

本集團深明供應鏈管理的重要性，並致力與供應商建立長遠業務關係。本集團主要採購的物料包括馬達、電子材料、五金、包裝材料、橡膠和塑膠。本集團已制定《採購控制程序》、《供應商／分包商管理控制程序》及《供應商準則》，規範評估、篩選及監察供應商的程序，確保將供應鏈相關的環境及社會風險減至最低。

Supplier Management Procedures 供應商管理程序	
Guidelines for Engaging Suppliers 聘用供應商準則	• Suppliers who have been accredited by the Quality Management System (ISO 9001), the Environmental Management System (ISO 14001), and the International Electrotechnical Commission Quality Assessment System for Electronic Components (QC 080000) 已通過品質管理系統(ISO 9001)、環境管理系統(ISO 14001)，以及國際電工技術委員會電子零件品質管理系統(QC 080000)認可的供應商 • Suppliers with good reputation or monopoly in the industry 行業內有較高知名度或處於壟斷地位 • Suppliers designated by the customers 客戶指定的供應商 • Materials procured must comply with the requirements of Hazardous Substances Free (HSF) 要求採購物料必須符合有害物質減免(HSF)要求
Selection of Suppliers 篩選供應商	• The Purchasing Department conducts market research on the purchased products, with regards to quality, price, service, etc. 採購部對所採購產品作市場調查、比較質量、價格、服務等 • Purchasing, Engineering and the Quality Control Department inspect the supplier's plants onsite 採購部、工程部及品管部到供應商的廠房進行視察 • Suppliers submit quality data on their products to the Group, or submit samples for testing 供應商向本集團提交其產品的質量數據作或樣板作試驗 • Suppliers designated by customers or suggested by directors 客戶指定或董事建議的供應商 • Require suppliers to fill out a social responsibility questionnaire and collect information on social responsibility status of relevant suppliers. The Purchasing Department shall evaluate the social accountability status of suppliers according to the survey results prior to listing them as approved suppliers 要求供應商填寫社會責任問卷調查表，並收集有關供應商的社會責任情況。採購部將根據調查結果分析及評估供應商的社會責任表現，經批准後方可列入認可供應商名單 • The Purchasing Department should make a trial run order for the products in small quantity and request the suppliers to provide the hazardous substance data of the material for the order. Suppliers who meet the criterion of quality and safety can be included in the list of approved suppliers 採購部須給予供應商小量訂單作試驗，並要求供應商提供訂單上物料的有害物質數據。若沒有任何質量及安全數據不符的物料供應商可列入認可供應商名單

Supplier Management Procedures 供應商管理程序	
Engagement of Suppliers 落實聘用供應商	• The purchase order should specify the supplier's name and code, product name or product code, unit price, quantity, delivery date and materials in compliance with the requirements of Hazardous Substances Free. The packaging label of the purchased product must clearly show the supplier's name and code, product name or product code, incoming batch number, manufacturing date code and purchase order number 採購單應詳細列明供應商名稱及代碼、品名或貨品編碼、單價、數量、交貨日期和物料符合有害物質減免要求；所採購產品的包裝標示需清晰顯示供應商名稱及代碼、品名或貨品編碼、來貨批次號碼、製造日期編碼及採購單號碼 • To facilitate the certification of the ISO 14001 environmental management system, "encourage groups in the supply chain to fulfill their environmental responsibilities" has been included as the information on the daily operations and implementation 為推進ISO 14001環境管理體系的認證工作，將「鼓勵供應鏈內的群體履行其環保責任」納入日常營運推行信息之一 • The Group signed relevant social responsibility clauses with suppliers in accordance with the Supplier Standards《供應商準則》, requiring suppliers to comply with local labour laws and social responsibility standards, provide a safe working environment for their employees, and ensure that its employees are treated with respect and dignity, and to protect their rights and interests 本集團與供應商根據《供應商準則》簽訂有關社會責任條款，要求供應商遵守當地勞動法規和社會責任標準，為其員工提供安全的工作環境，並確保員工得到尊重及尊嚴，保障員工的權益
Review on Suppliers 供應商審查	• Perform on-site audits at least once a year to evaluate the supplier's social responsibility performance and follow up on improvement measures 每年至少安排一次供應商現場審核，評估供應商社會責任表現，及跟進改善措施 • If suppliers are found to deliberately use child labour, forced labour, and other serious violations of labour laws, the working relationship will be terminated 如發現供應商故意使用童工、強制勞工和其他嚴重違反勞動法的情況，將終止其合作關係

In addition, the Group provides relevant training for employees of the Quality and Purchasing departments to reinforce the quality and hazardous substance control of the supplier's products.

此外，為加強品質及採購部門對供應商產品的質量及有害物質管控，本集團為該部門員工提供相關培訓。

GREEN PRODUCTION

The Group is committed to promoting environmental protection in the course of its operations. The Lilin Plant of the Group implements an environmental management system that has passed the ISO 14001:2015 certification. Various environmental policies and measures are formulated to manage emissions and resource use, and reduce the impact of operations on surrounding environment.

For effective management of important environmental factors, the Group identifies the important environmental factors of its operations based on the activities, products and services of the operating departments, and the product life cycle in accordance with the Environmental Factors Identification and Evaluation Management Procedures (《環境因素識別和評價管理程序》. The Group will manage and continuously improve in relevant measures based on the importance of environmental factors. The important environmental factors identified by the Group for the Year were consistent with those of the previous year:

綠色生產

本集團致力在營運過程中推動環境保護，本集團的瀝林廠房實行已獲得ISO 14001：2015認證的環境管理體系，制定各項環境政策及措施，管理排放物、資源使用，並減少營運對周邊環境的影響。

為確保重要的環境因素得到有效管理，本集團按照《環境因素識別和評價管理程序》，並根據營運部門的活動、產品和服務，以及產品的生命週期，識別本集團營運對重要環境因素。本集團將根據環境因素的重要性作出管理並持續完善相關措施。本年度，本集團所識別的重要環境因素與去年保持一致：

IMPORTANT ENVIRONMENTAL FACTORS
重要環境因素

- Wastewater discharge 廢水排放
- Exhaust gas emission 廢氣排放
- Noise emission 噪音排放
- Waste discharge 廢物排放
- Dangerous goods leakage 危險品洩露
- Environmental facility malfunction 環境設施故障
- Personal injury incidents 人身傷害事故
- Potential fire and explosion 潛在火災和爆炸
- Energy and resource consumption 能源、資源消耗

EMISSION MANAGEMENT

The Group is concerned about the emissions generated by its business operations and its impact on the environment. The Lilin Plant has formulated various policies to regulate the emission of greenhouse gases and air pollutants generated from operations, and implemented various emission reduction measures to reduce the impact on the environment.

The Group has set various environmental targets and related management measures related to emissions. All targets for the Year have been achieved.

Environmental targets, indicators and management plans for the year 2019 (emissions)

排放物管理

本集團關注業務營運所產生的排放物，以及其對環境的影響，瀝林廠房已制定各項政策規管營運所產生的溫室氣體和大氣污染物排放，並推行各項減排措施，減低對環境的影響。

本集團已訂立各項有關排放物的環境目標及相關管理措施。本年度所有目標均已完成。

2019年環境目標、指標和管理方案(排放物)

Environmental targets 環境目標	Environmental indicators 環境指標	Management methods 管理方法	Progress in the Year 本年度目標進展
Improve the compliance rate of environmental monitoring 提高環境監測達標率	100% compliance rate of wastewater, exhaust gas and noise monitoring 廢水、廢氣、噪聲監測達標率100%	• Strengthening the management of cooperation with qualified testing institutions 加強對有資質的檢測機構的合作管理 • Strengthening the maintenance/repair for relevant equipment to ensure that the emissions meet standards 加強對相關設施的維護／維修／保養，達標排放 • Adding a UV photocatalytic exhaust gas treatment system 新增UV光催化廢氣處理系統 • Adding a pulse bag filter system for regrinding resin runners 新增打水口用脈衝布袋除塵器系統	Completed 已完成
Increase the rate of hazardous waste treatment 提高有害廢棄物處理率	100% legal treatment of hazardous waste 危險廢棄物合法處理100%	• Improving the categorization, collection and management of hazardous waste, with appropriate identifications 提升危險廢物細化分類收集管理，並進行相應標示 • Entering into treatment agreements with qualified hazardous waste suppliers 與有資質的危廢供應商簽訂處理協議 • Deploying more equipment/containers/facilities for handling hazardous waste 增加處理危廢的裝置／容器／設施	Completed 已完成
Control the occurrence of chemical leakage 控制化學品洩漏發生	No chemical leakage occurrence 沒有化學品洩漏發生	• Adding leak-proof cofferdam and secondary containers to prevent leakage 增加防洩漏圍堰，防洩漏二次容器 • Adding leak-proof absorbent cotton/rags/fire-fighting sand to storage points in each area 各區域存放點增加防洩漏吸液棉／碎布／消防沙 • Establishing a chemical safety technical list and maintaining relevant specification documents 建立化學品安全技術清單，保留相關說明書文件	Completed 已完成

Greenhouse gas management

During the Year, the Group engaged Carbon Care Asia, an independent professional consulting firm, to carry out a carbon assessment and calculate the amount of greenhouse gas emissions (also known as "carbon emissions") generated by its operations. The quantification process was conducted with reference to the guidelines published by National Development and Reform Commission of the People's Republic of China[2] and international standards such as the Guidance for Accounting and Reporting Corporate GHG Emissions to ensure the accuracy of environmental key performance indicators.

溫室氣體管理

本集團本年度繼續委託獨立專業顧問公司低碳亞洲進行碳評估，計算其營運產生的溫室氣體排放(或稱「碳排放」)。量化的過程參考中華人民共和國國家發展和改革委員會發布的指南[2]、以及溫室氣體核算體系企業核算與報告標準等國際標準而進行。

Emission of greenhouse gases 溫室氣體排放		Emissions (tonnes of CO_2-e) 排放量(公噸二氧化碳當量)	
Scope	範圍	2019/20 2019/20年度	2018/19 2018/19年度
Scope 1 — Direct greenhouse gas (GHG) emissions	範圍1 — 直接溫室氣體排放		
Fossil fuel combustion — stationary sources	化石燃料燃燒—固定源	37.5	78.5
Fossil fuel combustion — mobile source	化石燃料燃燒—移動源	98.4	84.1
Fugitive emissions	逸散性排放	313.5[3]	313.5[3]
Wastewater treatment	廢水處理	6.9	未收集數據 No data collected
Scope 2 — Energy indirect GHG emissions	範圍2 —能源間接溫室氣體排放		
Electricity purchased from power companies	從電力公司購買的電力	10,565.2	9,655.0
Scope 3 — Other indirect GHG Emissions	範圍3 —其他間接溫室氣體排放		
Business travel by plane	飛機商務旅行	3.1	1.0
Total GHG emissions	溫室氣體總排放量	11,024.6	10,132.1[4]
GHG emission intensity (based on the output value of finished products per RMB million)	溫室氣體排放密度(依每百萬人民幣製成品產值計算)	14.6	14.5[4]

[2] "General Guideline of the Greenhouse Gas Emissions Accounting and Reporting for the Industrial Enterprise (Trial)"

[3] In order to reflect the actual consumption, the fugitive emissions data for 2019/20 is mainly generated from the consumption of air-conditioning refrigerants and estimated based on the three-year average usage. The 2018/19 fugitive emission data is also adjusted accordingly based on the same estimation principle. In the future, the Group will formulate internal guidelines for regular inspections of central air conditioners as well as addition or replacement of refrigerants to enhance data consistency.

[4] Data has been adjusted to reflect actual consumption.

[2] 《工業其他行業企業溫室氣體排放核算方法與報告指南(試行)》

[3] 為反映實際用量，2019/20 年度的逸散性排放數據主要來自空調雪種消耗而產生，按三年平均用量進行估算。2018/19年度逸散性排放數據亦基於同一估算原則作出相應調整。展望未來本集團將制定有關中央空調的定期檢查及添加或更換雪種的內部指引，以加強數據一致性。

[4] 數據已作出調整，以反映實際用量。

The Group's carbon emissions are mainly derived from indirect greenhouse gas emissions from purchased energy in Scope 2 (accounting for approximately 96%), followed by Scope 1 fugitive emissions (accounting for approximately 3%).

本集團的碳排放最主要來自範圍2之外購能源所產生的間接溫室氣體排放(佔約96%),其次為範圍1之逸散性排放(約佔3%)。

GREENHOUSE GAS EMISSIONS (BY EMISSION SOURCE)
溫室氣體排放量(按排放源劃分)

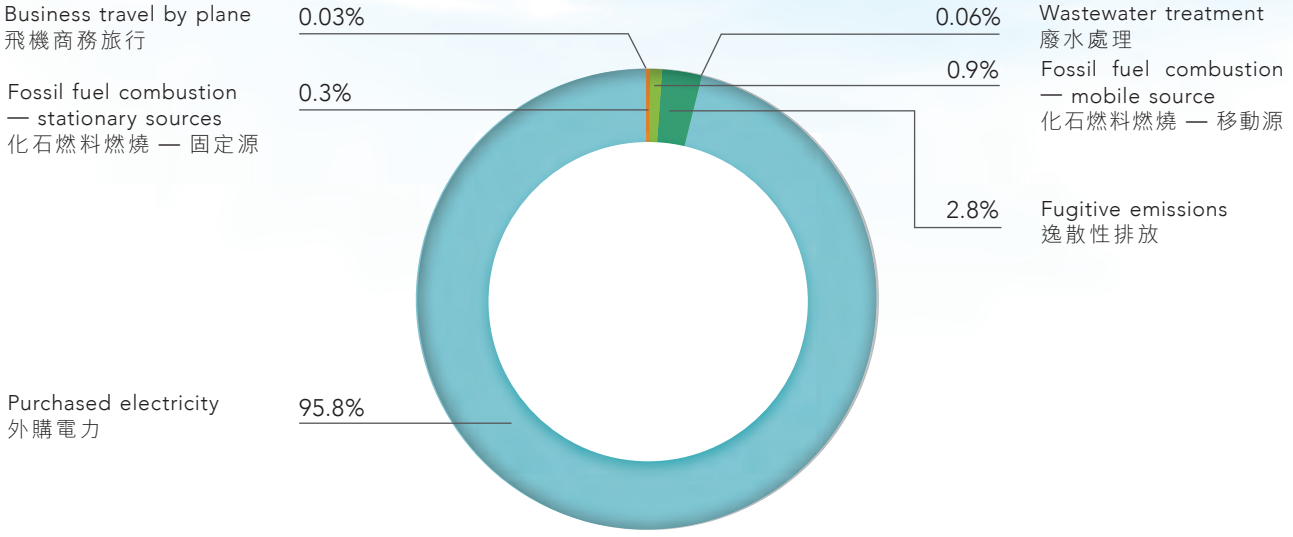


圖1 亞倫國際2019/20年度溫室氣體排放
Figure 1 Greenhouse gas emission of Allan International for 2019/2020

The greenhouse gas of Allan International for this year was 11,024 tonnes of CO_2-e, an increase of approximately 9% compared to last year. The greenhouse gas density was 14.6 tonnes of CO_2-e/RMB million. Greenhouse gas emission for the Year increased compared to the previous year, mainly due to the relocation of a factory plant to Lilin, which led to an increase in indirect greenhouse gas emissions caused by the use of purchased electricity. Carbon emissions generated by burning fossil fuels from stationary sources (Scope 1) in the Year were reduced by approximately 52% compared to last year, mainly because the Group did not consume any liquefied petroleum gas as the staff canteen kitchen has switched to induction cookers. In addition, greenhouse gas emission data for the Year has been expanded to include fugitive emissions from the consumption of refrigerants and carbon emissions from the treatment of industrial production wastewater to improve the transparency of information on the Group's greenhouse gas emissions.

亞倫國際本年度的溫室氣體為11,024公噸二氧化碳當量,較去年增加約9%,溫室氣體密度則為14.6公噸二氧化碳當量／百萬人民幣產值。本年度溫室氣體排放較去年增加,主要是由於廠房搬遷到瀝林,導致使用外購電力所造成的間接溫室氣體排放量增加。本年度的固定源燃燒化石燃料(範圍1)產生的碳排放較去年減少約52%,主要原因是因為員工食堂廚房設備已改用電磁爐,因此本集團未有消耗液化石油氣。此外,本年度的溫室氣體排放數據已擴展至消耗製冷劑所產生的逸散性排放和處理工業生產廢水所產生的碳排放,以提高本集團溫室氣體排放的透明度。

The Group will continue to evaluate, record and disclose its greenhouse gas emissions and other environmental data annually, which will help further formulate emission reduction targets in the future.

本集團將繼續評估、紀錄及每年披露其溫室氣體排放及其他環境數據,有助日後進一步制定減排目標。

Air pollutants management

The air emissions of the Lilin Plant mainly originated from the generators and vehicle emissions of the Lilin Plant. Air pollutants emitted by diesel generators were the main source of emissions. Nitrogen oxides, sulfur oxides, and respirable suspended particulates from this source accounted for 58%, 85% and 16% of the total emissions of each category. The respirable suspended particulates emitted from combustion of gasoline and diesel by motor vehicles accounted for 84% of the total respirable suspended particulates emissions. The main reason for the increase in overall air pollutants as compared with the previous year was the relocation of a factory plant to Lilin, and the inclusion of motor vehicles in all plants,which resulted in an increase in the consumption of diesel from stationary sources.

大氣污染物管理

瀝林廠房的空氣排放物主要來自瀝林廠房的發電機及車輛排放。發電機燃燒柴油排放的空氣污染物是主要排放源，其排放的氮氧化物、硫氧化物和可吸入懸浮粒子佔各類別的總排放量的58%、85%和16%。車輛燃燒汽油和柴油排放的可吸入懸浮粒子佔總可吸入懸浮粒子排放量的84%。整體空氣污染物較去年增加的主要原因是因為廠房搬遷到瀝林廠房，以及將所有廠房區域的車輛納入計算，導致固定源柴油消耗量增加。

Air pollutants	空氣污染物	Emissions in 2019/20 (kg) 2019/20年度排放量 (千克)	Emissions in 2018/19 (kg) 2018/19年度排放量 (千克)
Nitrogen oxides	氮氧化物	1,686.3	999.4
Sulfur oxides	硫氧化物	76.0	41.6
Respirable suspended particulates	可吸入懸浮粒子	37.1	20.5
Volatile organic compounds	揮發性有機化合物	45.2	44.6
Non-methane hydrocarbon	非甲烷總烴	438.0	未有收集數據 No data collected

Regarding the emission of air pollutants, according to the Wastewater, Exhaust Gas, and Noise Management Procedures (《廢水、廢氣、噪音管理程序》, the Group stipulates that new construction, expansion and reconstruction projects must comply with the national regulations on environmental protection management of construction projects. Before being put into production or use, relevant air pollution prevention facilities must be examined and accepted by the environmental protection administrative department. The Group must also declare to the national environmental protection administrative department the relevant pollutant discharge and treatment facilities, as well as the type, quantity and concentration of pollutants discharged and measures to prevent air pollution. The Group's factories must also take measures to remove dust and purify harmful substances and dust in exhaust gas.

針對大氣污染物排放，本集團根據《廢水、廢氣、噪音管理程序》，規定新建、擴建及改建項目必須遵守國家有關建設項目環境保護管理的規定，在投入生產或使用之前，有關大氣污染防治設施須經環境保護行政主管部門驗收。同時，本集團亦須向國家的環境保護行政主管部門申報有關污染物排放及處理設施，以及排放污染物的種類、數量、濃度及防止大氣污染的措施。本集團的廠房亦須採取措施除塵及淨化廢氣中的有害物質及塵埃。

Waste management

The Group has formulated the Solid Waste Management Procedures (《固體廢物管理程序》) and revised the Guidelines for the Classification and Disposal of Solid Wastes (《固體廢物分類棄置作業指導》) to manage and guide employees to classify, collect, store and dispose wastes generated in the course of operation in a proper way.

廢棄物管理

本集團已制定《固體廢物管理程序》及已修訂《固體廢物分類棄置作業指導》，管理及指導員工正確分類、收集、儲存和處置營運過程中產生的廢棄物。

Classification of Waste 廢棄物分類	Type of Waste Covered (Example) 涵蓋廢棄物種類(舉例)	Treatment methods 處理方法
General waste 一般廢物	Domestic waste (including food residues, food packaging bags, waste wipes) 生活垃圾(包括食物殘渣、食物包裝袋、廢抹布)	• Waste is disposed of in domestic garbage bins, collected and cleared by cleaners every day and carted away by Environment Protection Department 垃圾棄置於生活垃圾箱，每天安排清潔工收集清理，交由環衛部門清運
Recyclable waste 可回收廢物	Waste paper, waste packaging materials, discarded parts and tools, waste pallets, waste pipes 廢紙、廢包裝物、報廢的零件和工具、廢卡板、廢水管	• Set up recycling bins marked "recyclable waste" to recycle waste paper and other recyclable waste separately, thus increasing recycling value 設置標示「可回收廢物」的回收箱，分開回收廢紙和其他可回收廢物，以提高回收價值
Hazardous waste 危險廢物	Discarded fluorescent tubes, used dry batteries, used chemical packaging barrels, used mineral oil, waste activated carbon and surface treatment wastes (including water curtain cabinet sediment, exhaust gas tower wastes and integrated surface treatment sludge) 廢燈管、廢乾電池、廢化學品包裝桶、廢礦物油、廢活性碳及表面處理廢棄物(包括水簾櫃沉渣、廢氣塔廢渣和綜合表面處理污泥)	• Hazardous waste is collected and placed in hazardous waste bins with red marks and categorized 危險廢物集中收集並放入紅色標記危險廢棄箱，並進行分類 • Liquid hazardous wastes should be sealed in drums and stored as hazardous wastes by category 液體危險廢棄物應裝入桶內以密封，並按危險廢物分類存放 • Hazardous waste is stored separately from other types of waste 危險廢物與其他種類的廢棄物分開擺放 • A qualified hazardous waste recycler is appointed for recycling and records are kept as the hazardous waste transfer series forms 委任合資格的危險廢物回收商進行回收，保留危險廢物轉移聯單 • Continuously monitor and evaluate the performance of recyclers 持續監控和評估回收商的表現

During the Year, the Lilin Plant produced a total of 4.6 tonnes of hazardous waste and 325 tonnes of domestic waste (non-hazardous waste). Hazardous waste includes discarded fluorescent tubes, used dry batteries, used packaging barrels, used mineral oil, waste activated carbon and surface treatment wastes, etc. During the Year, the local government included the waste activated carbon in the hazardous waste list, so the amount of hazardous waste generated increased accordingly. All hazardous wastes are collected by qualified contractors. For non-hazardous waste, domestic waste is carted away by the relevant environmental sanitation department. Recyclable waste such as waste paper, paper, plastic and metal is resold to recyclers. The data on domestic waste is not available currently. Looking ahead, the Group will consider collecting relevant data to provide stakeholders with more comprehensive disclosures.

本年度，瀝林廠房一共產生4.6公噸的有害廢棄物和325公噸的生活垃圾(無害廢棄物)。有害廢棄物包括廢燈管、廢乾電池、廢包裝桶、廢礦物油、廢活性碳、表面處理廢物等。本年度，當地政府將廢活性碳納入有害廢棄物清單，因此有害廢棄物產生量相應上升。所有有害廢棄物均由合資格承辦商收集；無害廢棄物方面，生活垃圾由相關環衛部門清運，廢紙皮、紙張、塑料和金屬等可回收廢物均轉售給回收商。由於現時未能提供生活垃圾的數據。展望未來，本集團將考慮收集有關數據，為持份者提供更全面的披露。

Wastewater management

The Group's wastewater discharge mainly comes from mould cleaning machines, machine tools, wire cutting, and punching equipment in the mould manufacturing workshop, as well as domestic wastewater from dormitories and kitchens. For the purpose of disposing wastewater discharge properly, the Group has formulated the Wastewater, Exhaust Gas, and Noise Management Procedures (《廢水、廢氣、噪音管理程序》to manage wastewater discharge methods to ensure compliance with local environmental protection laws and regulations. Production wastewater and domestic wastewater must be discharged after sewage treatment facilities. The Group also conducts daily inspections of wastewater discharge and arranges environmental testing agencies to monitor production and domestic wastewater at least once a year. If the wastewater discharge does not meet the requirements, the Group will adopt corrective measures as well as risk management measures in accordance with the Improvement Management Procedures (《改進管理程序》).

廢水管理

本集團的廢水排放主要來自模具製造車間的模具清洗機、磨床、線割、打孔機設備，以及來自宿舍及廚房的生活廢水。為妥善處理廢水排放，本集團已制定《廢水、廢氣、噪音管理程序》管理廢水排放方法，確保符合當地環保法律法規的要求。生產廢水及生活廢水須經污水處理設施後排放。本集團亦對廢水排放進行日常檢查，並安排環保檢測機構至少每年一次對生產及生活廢水進行監測。如廢水排放不符合要求，本集團將按照《改進管理程序》採取糾正措施及風險管理措施。

USE OF RESOURCES

As a home appliance manufacturer, the Group uses resources such as electricity, water, and raw materials for the production of finished products during its operations. In order to improve resource efficiency, the Group has formulated the Energy Resource Management Procedures (《能源資源管理程序》) and the Energy Resource Management Operational Guidelines (《能源資源管理作業指導》) as well as a number of resource management measures to ensure effective management and control of manufacturing and living energy, and to save energy and reduce consumption.

The Group consumed a total of 17,851 MWh of energy during the Year, an increase of approximately 8.2% as compared with last year. There was no consumption of liquefied petroleum gas in the Year, mainly because the staff canteen kitchen has switched to induction cookers. However, the Group's use of diesel has increased as during the power outage in January 2020, the plant used generators and consumed diesel to generate electricity to maintain normal operations. During the Year, the operating facilities of the Huizhou branch were relocated to the Lilin Plant for production, resulting in a corresponding increase in electricity consumption.

資源使用

作為家電製造商，本集團在營運過程中使用電力、用水及用於成品生產的原材料等資源。為提升資源效益，本集團已制定《能源資源管理程序》及《能源資源管理作業指導》以及多項資源管理措施，確保對製造及生活能源有效管理及控制，並節省能源及減低消耗。

本集團於本年度一共消耗能源17,851兆瓦時，較去年增加約8.2%。本年度未有消耗液化石油氣，主要原因為員工食堂廚房設備改用電磁爐。然而，本集團的柴油使用增加，由於2020年1月停電，廠房利用發電機燃燒柴油發電以維持工廠正常營運。本年度，惠州分公司的營運設施搬遷至瀝林廠房進行生產，導致耗電量相應增加。

Energy consumption	能源使用耗量		
		2019/20 2019/20年度	2018/19 2018/19年度
Direct energy	**直接能源**		
Liquefied petroleum gas (MWh)	液化石油氣(兆瓦時)	**0**	283.0
Gasoline (MWh)	汽油(兆瓦時)	**222.3**	226.2
Diesel (MWh)	柴油(兆瓦時)	**311.9**	170.2
Indirect energy	**間接能源**		
Purchased electricity (MWh)	外購電力(兆瓦時)	**17,317.2**	15,825.3
Total energy consumption (MWh)	能源總消耗量(兆瓦時)	**17,851.4**	16,504.7

Electricity consumption management

The power supply routing of the Lilin Plant of the Group are laid out by districts. Independent electric meters are set up in each plant area to independently calculate electricity consumption. Such departments also regularly promote electricity saving and remind employees to turn off the power and lights of idle electrical equipment. In addition, the departments also conduct regular inspections of electricity consumption. If any equipment is found to be idle, its power should be shut down. All departments must also replace aging electrical equipment with more energy-efficient equipment.

The Lilin Plant has formulated energy-saving measures to improve the energy efficiency of the Group's operations.

用電管理

本集團的瀝林廠房電源路線按分區鋪設，並分別在各廠區設立獨立電錶，以便獨立核算用電量。各部門亦定期宣傳節約用電，提醒員工關掉閒置的電器設備的電源和電燈。此外，各部門亦定期巡查用電情況，若發現生產設備出現閒置時段，應關掉電源。各部門亦須為老化的電器設備更換能源效益較高的設備。

瀝林廠房已制定節能措施，致力提高本集團營運的能源效益。

Environmental goals, indicators and management plan for the year 2019 (power consumption)

2019年環境目標、指標和管理方案(用電)

Measures implemented 採行的措施
• The Administration Department regularly promotes energy conservation messages 行政部定期進行宣傳節能信息
• Maintain reasonable brightness of lighting to save energy 維持照明合理亮度，節省能源
• Control the temperature of the air conditioners, and turn off air conditioners 30 minutes prior to leaving 控制空調溫度，及下班前提前半小時關掉空調
• Switch air conditioners to ventilation mode or turn off when the weather temperature drops 天氣氣溫下降時將空調轉用抽風模式或關閉
• A total of 66 split-type air conditioners have been replaced 更換一共66部分體式空調
• The central air conditioners have been replaced (with the air conditioners transferred from the factory in the Hui Nan Industrial Park) 更換中央空調(採用惠南工業園廠區的轉移空調)

Management of Water Consumption

The Group's water is mainly used for construction, daily usage and greening. In order to save water, the Group regularly inspects the water pipeline of the plant, and carry out water conservation publicity campaigns. In the event of any leakage in water pipes, faucets or water valves, the maintenance department will repair them in time to reduce water wastage. The water consumption for the Year was 150,922 cubic meters, of which 1,080 cubic meters was used in production. The Group did not face any issue in sourcing water.

用水管理

本集團用水主要用於工程施工、日常生活、綠化。為節省用水，本集團定期巡視廠房輸水管道，並開展節約用水宣傳。如發現水管、水龍頭或水閥出現滴漏現象，維修部門將及時進行維修，減少浪費用水。本年度消耗用水量為150,922立方米，其中生產用水的耗水量為1,080立方米。本集團在求取水源並無任何問題。

Use of water resources	水資源使用		
		2019/20 2019/20年度	2018/19 2018/19年度
Water consumption (cubic meter)	耗水量(立方米)	**150,922**	169,893

During the Year, the Lilin Plant formulated water-saving goals and management plans, and adopted a number of water-saving measures. The target water-saving amount has also been achieved.

本年度，瀝林廠房制定節水目標和管理方案，採取多項節水措施，目標節水量亦已達標。

Environmental goals, indicators and management plans for the year 2019 (water consumption)

2019年環境目標、指標和管理方案(用水)

Water savings target 目標節能量	Achievement of the objective 完成狀況
In 2019/20, water consumption per unit of output to be decreased by 10% compared with that of 2018/19 2019/20年的單位產值的用水量比2018/19年降低10%	Completed 已完成

Measures implemented 採行的措施
• Practised water recycling, by using treated reclaimed water as fire-fighting reserve water, for flushing toilets and watering plants 實踐循環用水，使用經處理的中水作為消防儲備用水、沖廁、澆花
• Replaced aging faucets, water pipes and valves, and used mesh faucets to save water 更換老化水龍頭、水管及水閥，使用隔網式水龍頭，節省用水
• Regularly conducted water-saving publicity to enhance employees' awareness of water-saving 定期進行節水宣傳，提高員工節水意識
• In the event of any leakage in the water pipe, faucet or water valve, the maintenance department must be notified for repair 如發現水管、水龍頭或水閥出現滴漏現象，須通知維修部門進行檢修

Management of Raw Materials and Paper Consumption

The Group uses various raw materials including plastic raw materials, electronics, hardware, recycled plastics, rubber and paper in its business operations. During the Year, the consumption of raw materials and packaging materials in the Lilin Plant is similar to the previous year. The Lilin Plant continued to implement relevant plans aiming to improve manufacturing processes or techniques, optimise and improve production moulds to reduce material wastage, and identified and formulated measures on improvement.

The Group encourages employees to save paper, and uses environmentally friendly paper for internal documents. The Group also actively advocates paperless office to reduce paper consumption.

原材料和用紙管理

本集團於業務營運使用不同原材料，主要包括塑膠原料、電子、五金、再生塑膠、橡膠及紙張。本年度，瀝林廠房的原材料和包裝材料耗用量與上年度相若，瀝林廠房繼續執行有關改善製造流程或技術計劃，研究改善生產模具以降低材料損耗情況，並識別和制定改善措施。

本集團鼓勵員工節約用紙，本集團的內部文件使用環保紙。本集團亦積極推行無紙化辦公，減少紙張消耗。

Consumption of materials used	物料使用耗用量		
		2019/20 2019/20年度	2018/19 2018/19年度
Packaging (tonnes)	包裝(公噸)	**7,207**	6,167
Plastic raw materials (tonnes)	塑膠原料(公噸)	**5,256**	6,176
Electronics (tonnes)	電子(公噸)	**2,826**	3,157
Hardware (tonnes)	五金(公噸)	**2,562**	2,288
Recycled plastic (tonnes)	再生塑膠(公噸)	**553**	602[5]
Rubber (tonnes)	橡膠(公噸)	**83**	75
Paper (tonnes)	紙張(公噸)	**6**	6

Environment and natural resources

The use of septic tanks, sewage treatment tanks and exhaust gas filtration systems is required in the course of the Group's business operations to handle sewage and exhaust gas emissions. In order to cope with the risk of possible failure of environmental facilities, the Group has established various operating guidelines to guide employees on how to operate the facilities to ensure that the Group's emissions are discharged safely and minimise the impact on the surrounding environment.

環境及天然資源

本集團於業務營運須要使用化糞池、污水處理池及廢氣過濾系統處理污水及廢氣排放。為應對環境設施有可能出現故障的風險，本集團設有各項操作指引，指導員工如何操作設施，確保本集團的排放物得到安全排放，並對周邊環境影響減至最低。

[5] Data has been adjusted to reflect actual consumption.

[5] 數據已作出調整，以反映實際用量。

COMMUNITY INVESTMENT

The Group is committed to fulfilling its corporate social responsibility. The Group is working towards the goal of being "a corporation with a commitment to social responsibility" to bring positive impacts on social development. During the Year, the Group has contributed through cooperation, initiatives of ability improvement, volunteering and donation under the Community Investment, Sponsorship and Donation Policies (《社區投資、贊助及捐贈政策》). The Group has selected youth education and development and community health as the core areas of community investment to provide appropriate support to youth and disadvantaged groups. During the Year, the Group has donated RMB130,326 and employees of the Group has also participated in volunteering activities for 706 hours in total.

社區投資

本集團致力實踐企業社會責任，朝著成為「一家對社會責任有承擔的機構」之目標，為社會發展帶來正面影響。本年度，本集團按照《社區投資、贊助及捐贈政策》，並透過合作、能力提升的倡議、義工服務、捐贈的形式作出貢獻。本集團以「青少年教育及發展」及「社區健康」作為社區投資的核心範疇，為青年人及弱勢社群提供適切支援。本年度，本集團一共捐獻人民幣130,326元，本集團義工亦一共參與706小時的義工活動。

Focused Project Area 專注項目範疇	Particulars of Project 項目內容	Number of Volunteers 義工人數	Volunteering Hours (hour) 義工時數（小時）	Donation Amount (RMB) 捐款金額（人民幣）
Community Health 社區健康	Cihang Charity Activity for Poverty Alleviation 慈航公益幫扶貧困活動	25	250	23,000
Community Health 社區健康	New Year Feast for the elderly aged 60 or above in Lilin Village 邀請瀝林村60歲老人吃年飯	16	64	29,264
Youth Education and Development 青少年教育及發展	Sponsoring basketball matches in Lilin Town 贊助瀝林鎮籃球賽	6	120	50,000
Youth Education and Development 青少年教育及發展	Offering scholarships to Lilin Primary School and Pingling Primary School 設立瀝林小學及平陵小學獎學金	2	32	15,000
Community Health 社區健康	Visiting the elderly in the surrounding communities 探訪周邊社區老人	30	240	13,062
Total 總計		79	706	130,326

Looking ahead, the Group will continue to review the community investment policies on a regular basis to ensure that the policies align with business development and different community investment projects, and bring positive impacts to the society.

展望未來，本集團將繼續定期檢討社區投資的政策，確保政策能夠配合業務發展及不同社區投資項目，為社會帶來正面影響。

COMPLIANCE PERFORMANCE

The Group understands the importance of complying with laws and regulations. Therefore, the Group has developed policies according to the requirements of laws and regulations. Set out below are the laws and regulations which have significant impacts on the Group and their respective compliance measures. During the Year, the Group has complied with relevant laws and regulations, and has not violated relevant laws and regulations that have significant impacts on the Group during the report period. In respect of anti-corruption, the Group has not received any corruption litigation case against our company or employees during the reporting period.

合規表現

本集團明白符合法律法規的重要性。因此，本集團已按照法律法規的要求制定政策，下列為本集團具有重大影響的法律法規，及其合規措施。本年度，本集團遵守有關法律及規例，於匯報期內並沒有違反對本集團有影響的相關法律及規例。在反貪污方面，本集團亦於匯報期內並沒有收到對企業或僱員提出的貪污訴訟案件。

Aspect 層面	Relevant Laws and regulations that have significant impacts on the Group 對本集團的有重大影響的相關法律及規例
Emissions 排放物	Environmental Protection Law of the People's Republic of China, Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution, Law of the People's Republic of China on the Prevention and Control of Water Pollution, Law of the People's Republic of China on the Prevention and Control of Environment Pollution Caused by Solid Wastes, Law of the People's Republic of China on Prevention and Control of Noise Pollution, Energy Conservation Law of the People's Republic of China, Law of the People's Republic of China on Environmental Impact Assessment, Cleaner Production Promotion Law of the People's Republic of China, Renewable Energy Law of the People's Republic of China, Law of the People's Republic of China on Prevention and Control of Soil Pollution, Environmental Protection Tax Law of the People's Republic of China, Implementation Rules of the Law of People's Republic of China on the Prevention and Control of Water Pollution, Convention on the Safe Use of Chemicals in Workplaces, Standards of Environmental Quality for Surface Water, Ambient Air Quality Standards, Integrated Emission Standards for Air Pollutants, Fume Emission Standards for Catering Industry, Noise Standards for Industrial Enterprises and Plants, Environmental Quality Standard for Noise, Directory of National Hazardous Wastes, Administrative Measures on the Safety of the Hazardous Chemicals, General Rules for Storage of Commonly Used Hazardous Chemicals, National Emergency Plan for Environmental Incidents, Interim Provisions on Sanctions for Violations of Laws and Disciplines in Environmental Protection, Reporting System of Environmental Monitoring, Regulation on the Administration of Precursor Chemicals, Regulation for Monitoring Safety of Special Equipment, Administrative Measures on Prevention and Control of Pollution Caused by Disused Electronic Waste, Measures for Cleaner Production Review, Standard for Pollution Control on Hazardous Waste Storage, Regulation on the Administration of the Recycling and Disposal of Waste Electrical and Electronic Products, Administrative Measures for the Supervision of Energy Conservation in Special High-Energy Consumption Equipment, Administrative Measures for the Import and Export of Ozone Depleting Substances, Administrative Measures for the Collection and Use of Wastewater Treatment Fees, Standards for Pollutant Discharge of Synthetic Resin Industry, Regulations on Water Quality Protection in Pearl River Delta of Guangdong Province, Local Standards in Guangdong Province — Limits of Emission of Air Pollutants, Energy Conservation Regulations of Guangdong Province, Administrative Measures for Permits for Discharge of Pollutants in Guangdong Province, Regulations on the Prevention and Control of Environmental Pollution by Solid Wastes of Guangdong Province, Regulations on Environmental Protection of Guangdong Province, Measures for the Prevention and Control of Air Pollution in the Pearl River Delta of Guangdong Province, Limits of Discharge of Water Pollutants, Emergency Plan for Accidents and Disasters Caused by Hazardous chemicals, Administrative Measures for Registration of Hazardous Chemicals, Administrative Measures for the Contingent Response to Environmental Emergencies, Measures for Reporting on Information of Environmental Emergencies, Administrative Measures for Hazardous Waste Transfer Manifests, Administrative Measures for the Recordation of Emergency Response Plans for Environmental Incidents of Enterprises and Institutions (Trial), Standards for Emission of Volatile Organic Compounds of Printing Industry and Provisions on Environmental Protection of Huizhou 《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》、《中華人民共和國固體廢物污染防治法》、《中華人民共和國環境噪聲污染防治法》、《中華人民共和國節約能源法》、《中華人民共和國環境影響評價法》、《中華人民共和國清潔生產促法》、《中華人民共和國可再生能源法》、《中華人民共和國土壤污染防治法》、《中華人民共和國環境保護稅法》、《中華人民共和國水污染防治法實施細則》、《作業場所安全使用化學品公約》、《地表水環境質量標準》、《環境空氣質量標準》、《大氣污染物綜合排放標準》、《飲食業油煙排放標準》、《工業企業廠界噪聲標準》、《聲環境質量標準》、《國家危險廢物名錄》、《危險化學品安全管理條例》、《常用化學危險品貯存通則》、《國家突發環境事件應急預案》、《環境保護違法違紀行為處分暫行規定》、《環境監測報告製度》、《易制毒化學品管理條例》、《特種設備安全監查條例》、《電子廢物污染環境防治管理辦法》、《清潔生產審核辦法》、《危險廢物貯存污染控制標準》、《廢棄電器電子產品回收處理管理條例》、《高耗能特種設備節能監督管理辦法》、《消耗臭氧層物質進出口管理辦法》、《污水處理費徵收使用管理辦法》、《合成樹脂工業污染排放標準》、《廣東省珠江三角洲水質保護條例》、《廣東省地方標準 — 大氣污染物排放限值》、《廣東省節約能源條例》、《廣東省排放污染物許可證管理辦法》、《廣東省固體廢物污染環境防治條例》、《廣東省環境保護條例》、《廣東省珠江三角州大氣污染防治辦法》、《水污染物排放限值》、《危險化學品事故災難應急預案》、《危險化學品登記管理辦法》、《突發環境事件應急管理辦法》、《突發環境事件信息報告辦法》、《危險廢物轉移聯單管理辦法》、《企業事業單位突發環境事件應急預案備案管理辦法（試行）》、《印刷行業揮發性有機化合物排放標準》、《惠州市環境保護規定》

Aspect 層面	Relevant Laws and regulations that have significant impacts on the Group 對本集團的有重大影響的相關法律及規例
Employment 僱傭	Labour Law of the People's Republic of China, Labour Contract Law of the People's Republic of China, Social Insurance Law of the People's Republic of China, Trade Union Law of the People's Republic of China, Law of the People's Republic of China on the Protection of Women's Rights and Interests, Contract Law of the People's Republic of China, Employment Promotion Law of the People's Republic of China, Regulation on Paid Annual Leave for Employees, Special Rules on the Labour Protection of Female Employees, Regulation on Public Holidays for National Annual Festivals and Memorial Days, Interim Provisions on the Holiday Benefits and Death Compensation Benefits for Employees of Enterprises in Guangdong Province, Regulations on Wage Payment of Guangdong Province, Regulations on Work-related Injury Insurance of Guangdong Province, Notice on Promulgating the Guiding Level of Wages for Enterprises in Guangdong Province 2015, Regulations on Maternity Insurance for Employees in Guangdong Province, Regulations on Population and Family Planning of Guangdong Province 《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》、《中華人民共和國工會法》、《中華人民共和國婦女權益保障法》、《中華人民共和國合同法》、《中華人民共和國就業促進法》、《職工帶薪年休假條例》、《女職工勞動保護特別規定》、《全國年節及紀念日放假辦法》、《廣東省企業職工假期待遇死亡撫恤待遇暫行規定》、《廣東省工資支付條例》、《廣東省工傷保險條例》、《關於公佈廣東省 2015 年企業工資指導線的通知》、《廣東省職工生育保險規定》、《廣東省人口與計劃生育條例》
Health and safety 健康與安全	Production Safety Law of the People's Republic of China, Fire Prevention Law of the People's Republic of China, The Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases, Food Safety Law of the People's Republic of China, Special Equipment Safety Law of the People's Republic of China, Regulation on Emergency Responses to Work Safety Accidents, Regulation on Work-Related Injury Insurance, Regulations on Quality Supervision and Safety Monitoring of Special Equipment, Provisions on the Administration of Training and Evaluation on Safety and Technology of Special Operators, Regulations on the Safe Use of Chemicals in Workplace, Convention on the Safety of the Use of Chemical Products at Work, Provisions on the Administration of Fire Safety of State Organs, Organizations, Enterprises and Institutions, Administrative Measures for Contingency Plans for Work Safety Accidents, Administrative Measures for the Supervision of Operators of Special Equipment, Requirements for Setting of Fire Safety Signs GB 15630–1995, Regulations on Design of Allocation of Fire Extinguishers in Buildings GB50140–2005, Regulations on Fire Prevention in Design of Buildings GB50016–2006, Regulations on Quality and Hygiene of Drinking Water GB5749, General Rules for Design of Safety and Hygiene of Production Equipment GB5083–1999, Warning Signs of Occupational Disease Hazards in Workplace GBZ158–2003 《中華人民共和國安全生產法》、《中華人民共和國消防法》、《中華人民共和國職業病防治法》、《中華人民共和國食品安全法》、《中華人民共和國特種設備安全法》、《生產安全事故應急條例》、《工傷保險條例》、《特種設備質量監督與安全監察規定》、《特種作業人員安全技術培訓考核管理規定》、《工作場所安全使用化學品規定》、《化學製品在工作中的使用安全公約》、《機關、團體、企業、事業單位消防安全管理規定》、《生產安全事故應急預案管理辦法》、《特種設備作業人員監督管理辦法》、《消防安全標誌設置要求 GB 15630–1995》、《建築滅火器配置設計規範 GB50140–2005》、《建築設計防火規範 GB50016–2006》、《生活飲用水水質衛生規範 GB5749》、《生產設備安全衛生設計總則 GB5083–1999》、《工作場所職業病危害警示標識 GBZ158–2003》
Labour standards 勞工準則	Labour Law of the People's Republic of China, Labour Contract Law of the People's Republic of China, Regulation on Labour Security Supervision, Provisions on the Prohibition of Using Child Labour, Provisions on the Special Protection of Juvenile Workers 《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《勞動保障監察條例》、《禁止使用童工規定》、《未成年工特殊保護規定》
Product responsibility 產品責任	Product Quality Law of the People's Republic of China, Trademark Law of the People's Republic of China, Standardization Law of the People's Republic of China, Metrology Law of the People's Republic of China, Law of the People's Republic of China on Import and Export Commodity Inspection, Customs Law of the People's Republic of China, Circular Economy Promotion Law of the People's Republic of China, Mandatory Product Certification System, Archives Law of the People's Republic of China, Regulations of the People's Republic of China on Protecting the Safety of Computer Information Systems, Implementation Rules for Provisional Regulations of the Administration of International Networking of Computer Information Network of the People's Republic of China, Interim Regulations on the Management of International networking of Computer Information Network of the People's Republic of China, Administrative Measures for the International Networking of Public Computer Network of China, Regulations on the Administration of Commercial Cryptographic, Regulations on the Administration of the Confidentiality of International Networking of Computer Information Systems, Administrative Measures on the Prevention and Control of Computer Viruses, Regulation on Computers Software Protection, Administrative Measures for Internet Information Services, Administrative Measures for the Security Protection of International Connections to Computer Information Networks, Administrative Measures for the Integration Qualification of Computer Information System (Trial), Administrative Measures for Software Products, Regulations on the Administration of the Right of Communication through Information Network, Electronic Signature Law 《中華人民共和國產品質量法》、《中華人民共和國商標法》、《中華人民共和國標準化法》、《中華人民共和國計量法》、《中華人民共和國進出口商品檢驗法》、《中華人民共和國海關法》、《中華人民共和國循環經濟促進法》、《強制性產品認證制度》、《中華人民共和國檔案法》、《中華人民共和國計算機信息系統安全保護條例》、《中華人民共和國計算機信息網絡國際聯網管理暫行規定實施辦法》、《中華人民共和國計算機信息網絡國際聯網管理暫行規定》、《中國公用計算機互聯網國際聯網管理辦法》、《商用密碼管理條例》、《計算機信息系統國際聯網保密管理規定》、《計算機病毒防治管理辦法》、《計算機軟件保護條例》、《互聯網信息服務管理辦法》、《計算機信息網絡國際聯網安全保護管理辦法》、《計算機信息系統集成資質管理辦法（試行）》、《軟件產品管理辦法》、《信息網絡傳播權管理條例》、《電子簽名法》
Anti-corruption 反貪污	Criminal Law of the People's Republic of China, Interim Provisions on Banning Commercial Bribery 《中華人民共和國刑法》、《關於禁止商業賄賂行為的暫行規定》

OVERVIEW OF KEY PERFORMANCE INDICATORS 關鍵績效指標總覽

ENVIRONMENTAL PERFORMANCE 環境表現

Environmental Key Performance Indicators	環境關鍵績效指標	2019/20 2019/20年度	2018/19 2018/19年度	Unit 單位
The types of emissions and respective emissions data	排放物種類及相關排放數據			
Nitrogen oxides	氮氧化物	1,686.3	999.4	kg千克
Sulphur oxides	硫氧化物	76.0	41.6	kg千克
Respirable suspended particulates	可吸入懸浮粒子	37.1	20.5	kg千克
Volatile organic compounds	揮發性有機化合物	45.2	44.6	kg千克
Non-methane hydrocarbons	非甲烷總烴	438.0	未有收集數據 No data collected	kg千克
Total greenhouse gas (GHG) emissions	溫室氣體總排放量			
Scope 1 Direct GHG Emissions	範圍1 直接溫室氣體排放	456.3[6]	476.1[6]	tonnes of CO_2-e 公噸二氧化碳當量
Scope 2 Energy Indirect GHG Emissions	範圍2 能源間接溫室氣體排放	10,565.2	9,655.0	tonnes of CO_2-e 公噸二氧化碳當量
Scope 3 Other Indirect GHG Emissions	範圍3 其他間接溫室氣體排放	3.1	1.0	tonnes of CO_2-e 公噸二氧化碳當量
Total GHG emissions (Scope 1, 2 and 3)	溫室氣體總排放量(範圍1、2及3)	11,024.6	10,231.1[7]	tonnes of CO_2-e 公噸二氧化碳當量
GHG intensity (by output value of finished products)	溫室氣體密度(以製成品產值計算)	14.6	14.5[7]	tonnes of CO_2-e/RMB million 公噸二氧化碳當量／百萬人民幣
Total hazardous waste	有害廢棄物總量			
Total hazardous waste generated	有害廢棄物總產生量	4.64	0.24	tonnes公噸
Hazardous waste intensity (by production quantity of finished products)	有害廢棄物密度 (以製成品產量計算)	0.0107	0.0005	tonnes/10 thousand finished products 公噸／萬件製成品
Total non-hazardous waste	無害廢棄物總量			
Total non-hazardous waste generated	無害廢棄物總產生量	325	379.1	tonnes公噸
Non-hazardous waste intensity (by output value of finished products)	無害廢棄物密度 (以製成品產值計算)	0.43	0.54	tonnes/RMB million 公噸／百萬人民幣
Total energy consumption	能源總耗量			
Direct energy	直接能源	534.2	679.4	MWh 兆瓦時
Indirect energy	間接能源	17,317.2	15,825.3	MWh兆瓦時
Total energy consumption	能源總耗量	17,851.4	16,504.7	MWh 兆瓦時
Energy intensity (by output value of finished products)	能源密度(以製成品產值計算)	23.7	23.5	MWh/RMB million 兆瓦時／百萬人民幣
Total water consumption	總耗水量			
Total water consumption	總耗水量	150,922	169,893	m^3立方米
Water consumption intensity (by output value of finished products)	耗水密度(以製成品產值計算)	200	242	m^3/RMB million 立方米／百萬人民幣
Total packaging materials used for finished products	製成品所用包裝材料的總量			
Total packaging materials	包裝材料總量	7,207	6,167	tonnes公噸
Packaging materials intensity (by production quantity of finished products)	包裝物料密度(以製成品產量計算)	16.6	13.2	tonnes/10 thousand finished products 公噸／萬件製成品

6 In order to enhance data closure, Scope 1 direct greenhouse gas emission of the Group has been expanded to include fugitive emissions from the consumption of refrigerants and carbon emissions from the treatment of industrial production wastewater. In order to reflect the actual consumption, the fugitive emissions data for 2019/20 is mainly generated from the consumption of air-conditioning refrigerants and estimated based on the three-year average usage. The 2018/19 fugitive emission data is also adjusted accordingly based on the same estimation principle. In the future, the Group will formulate internal guidelines for regular inspections of central air conditioners as well as addition or replacement of refrigerants to enhance data consistency.

7 Data has been adjusted to reflect actual consumption.

6 為加強本集團的數據披露本集團的範圍1直接溫室氣體排放已擴展至逸散性排放及廢水處理的碳排放。為反映實際用量，2019/20年度的逸散性排放數據按三年平均用量進行估算。2018/19年度逸散性排放數據亦基於同一估算原則作出相應調整。

7 數據已作出調整，以反映實際用量。

SOCIAL PERFORMANCE 社會表現

Number of employees by gender, employee category and age group
按性別、僱員類別及年齡組別劃分的員工人數

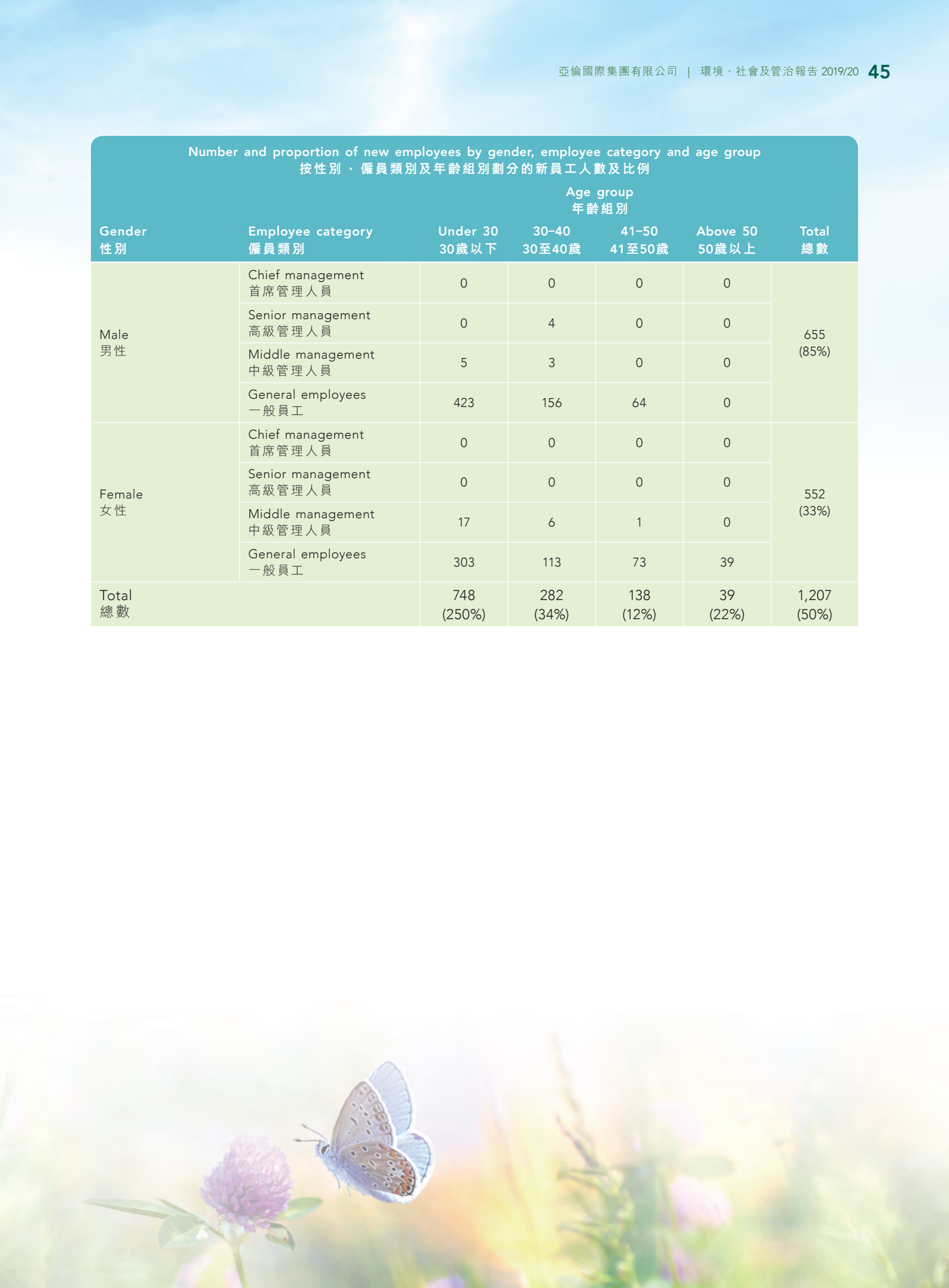
Gender 性別	Employee category 僱員類別	Age group 年齡組別 Under 30 30歲以下	30–40 30至40歲	41–50 41至50歲	Above 50 50歲以上	Employee by gender 按性別劃分員工
Male 男性	Chief management 首席管理人員	0	3	8	4	771
	Senior management 高級管理人員	5	69	41	24	
	Middle management 中級管理人員	16	51	62	52	
	General employees 一般員工	105	122	157	52	
Female 女性	Chief management 首席管理人員	0	1	0	0	1,648
	Senior management 高級管理人員	8	43	40	0	
	Middle management 中級管理人員	48	135	88	9	
	General employees 一般員工	117	403	721	35	
Employee by age group 按年齡組別劃分員工		299	827	1,117	176	
Total number of male and female employees 總男女員工人數[8]		2,419				
Ratio of male to female employees 男女員工人數比例		1 : 2.14				

[8] All employees in Lilin Plant are full-time employees.

[8] 瀝林廠房的員工均為全職員工。

Number and proportion of new employees by gender, employee category and age group
按性別、僱員類別及年齡組別劃分的新員工人數及比例

Gender 性別	Employee category 僱員類別	Age group 年齡組別 Under 30 30歲以下	30–40 30至40歲	41–50 41至50歲	Above 50 50歲以上	Total 總數
Male 男性	Chief management 首席管理人員	0	0	0	0	655 (85%)
	Senior management 高級管理人員	0	4	0	0	
	Middle management 中級管理人員	5	3	0	0	
	General employees 一般員工	423	156	64	0	
Female 女性	Chief management 首席管理人員	0	0	0	0	552 (33%)
	Senior management 高級管理人員	0	0	0	0	
	Middle management 中級管理人員	17	6	1	0	
	General employees 一般員工	303	113	73	39	
Total 總數		748 (250%)	282 (34%)	138 (12%)	39 (22%)	1,207 (50%)



Number and proportion of employee turnover by gender, employee category and age group
按性別、僱員類別及年齡組別劃分的流失員工人數及比例

Gender 性別	Employee category 僱員類別	Age group 年齡組別 Under 30 30歲以下	30–40 30至40歲	41–50 41至50歲	Above 50 50歲以上	Total 總數
Male 男性	Chief management 首席管理人員	0	0	0	2	657 (85%)
	Senior management 高級管理人員	1	3	1	1	
	Middle management 中級管理人員	14	1	2	3	
	General employees 一般員工	413	153	61	2	
Female 女性	Chief management 首席管理人員	0	0	0	0	593 (36%)
	Senior management 高級管理人員	0	1	0	0	
	Middle management 中級管理人員	23	12	3	2	
	General employees 一般員工	293	123	89	47	
Total 總數		744 (249%)	293 (35%)	156 (14%)	57 (32%)	1,250 (52%)

Number and rate of work-related fatalities
因工死亡的人數及百分比

2019	2018	2017
0 (0%)	0 (0%)	0 (0%)

Employee health and safety
員工健康與安全

Number and rate of work-related fatalities 因工死亡的人數及百分比	Number of work-related injuries 因工受傷個案	Rate of work injury 工傷率	Lost days due to work injury 因工傷損失工作日數
0 (0%)	19	1%	587

Percentage and number of trained employees by gender and employee category
按性別及僱員類別劃分的受訓員工人數及百分比[9]

Gender 性別	Employee category 僱員類別				
	Chief management 首席管理人員	Senior management 高級管理人員	Middle management 中級管理人員	General employees 一般員工	Total 總數
Male 男性	15 (100%)	139 (100%)	181 (100%)	436 (100%)	771 (100%)
Female 女性	1 (100%)	91 (100%)	280 (100%)	1,276 (100%)	1,648 (100%)
Total 總數	16 (100%)	230 (100%)	461 (100%)	1,712 (100%)	2,419 (100%)

Average training hours of employees by gender and employee category
按性別及僱員類別劃分的員工平均培訓時數

Gender 性別	Employee category 僱員類別				
	Chief management 首席管理人員	Senior management 高級管理人員	Middle management 中級管理人員	General employees 一般員工	Total 總數
Male 男性	12	20	24	30	26.4
Female 女性	12	20	24	30	28.4
Total 總數	12	20	24	30	27.8

[9] Percentage of trained employees = number of trained employees/number of employees
Ratio of certain type in trained employees = number of trained employees in such type/number of trained employees
Ratio of male to female in trained employees: male(32%) and female (68%); ratio of each rank in trained employees : chief management (1%), senior management (10%), Middle management (19%) and General Employees (70%)

[9] 受訓員工百分比 = 受訓員工人數／員工人數

受訓員工中相關類別所佔比例 = 該類別員工受訓人數／受訓員工人數
受訓員工中的男女比例：男性(32%)及女性(68%)；
受訓員工中各職級組別的比例：首席管理人員(1%)、高級管理人員(10%)、中級管理人員(19%)及一般員工(70%)

Number of suppliers 供應商數量			
Supplier's location 供應商所在地區	Materials supplied 供應物料	Number of suppliers 供應商數目	Percentage of suppliers implementing supply chain management practices 執行供應鏈管理慣例的供應商比例
Mainland China — Guangdong province 中國內地 — 廣東省	Electronic materials, hardware materials, packaging materials, rubber materials and plastic raw material 電子物料、五金物料、包裝物料、橡膠物料及塑膠原料	148	100%
Mainland China — other provinces 中國內地 — 外省	Electronic materials, hardware materials, packaging materials, rubber materials and plastic raw material 電子物料、五金物料、包裝物料、橡膠物料及塑膠原料	13	100%
Overseas 海外地區	Electronic materials, hardware materials, packaging materials, rubber materials and plastic raw material 電子物料、五金物料、包裝物料、橡膠物料及塑膠原料	67	100%
	Total 總計	228	100%

Percentage of total products sold or shipped subject to recalls for safety and health reasons 已售或已運送產品總數中因安全與健康理由而須回收的百分比	0%
Number of products and service related complaints received 接獲關於產品及服務的投訴數目	0

Community investment 社區投資		
Number of volunteer 義工人數	Volunteering hours (hours) 義工時數(小時)	Donation amount (RMB) 捐款金額(人民幣)
79	706	$130,326

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE INDEX

《環境、社會及管治報告指引》內容索引

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A1 Emissions 排放物		
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A2 Use of Resources 資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, 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	29–30, 36–39
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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	38, 43
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Subject Areas 主要範疇	Contents 內容	Page/remarks 頁碼索引／備註
A3 Environment and Natural Resources 環境及天然資源		
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B1 Employment 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 政策；及 (b) compliance with relevant laws and regulations that have significant impact on the issuer 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, holidays, equal opportunity, diversity, anti-discrimination, and other benefits and welfare	18–20, 42
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B6 Product Responsibility 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 政策；及 (b) compliance with relevant laws and regulations that have significant impact on the issuer 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	23–25, 42
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B7 Anti-corruption 反貪污		
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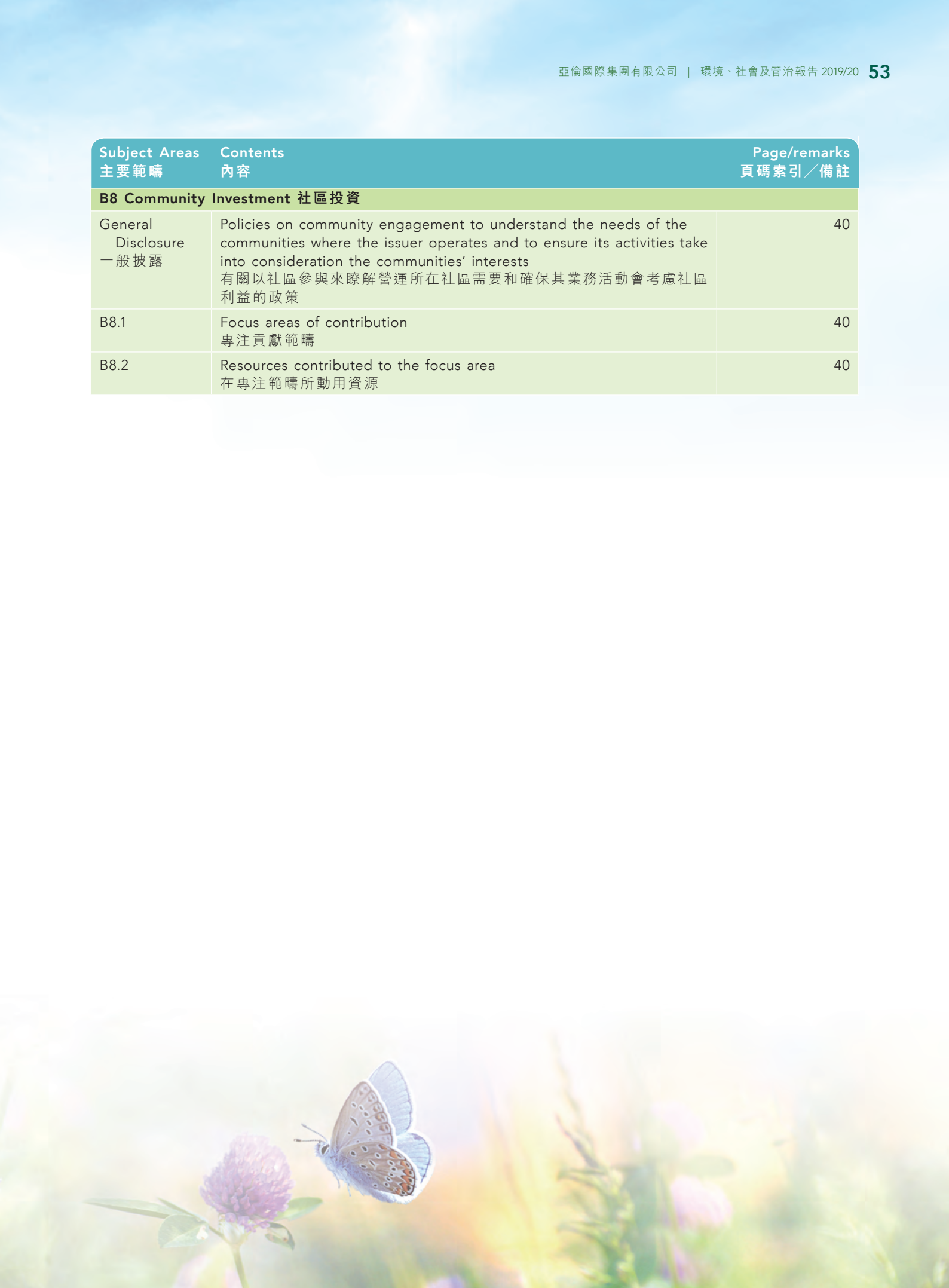
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B8 Community Investment 社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests 有關以社區參與來瞭解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	40
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