



# Ngai Hing Hong Company Limited 毅興行有限公司

*(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 : 1047)

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

For the Year Ended 30th June 2020

截至 2020 年 6 月 30 日止年度





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## I. About this Report

### 一. 關於本報告

The board of directors (the "Board") of Ngai Hing Hong Company Limited (the "Company") is pleased to present this Environmental, Social and Governance (hereinafter called "ESG") Report (the "Report") of the Company and its subsidiaries (collectively as the "Group" or "we"). This ESG Report summarises the policies, sustainability strategies, management approach, initiatives and performance made by the Group in the environmental and social aspects of its business.

The ESG Report covers the sustainable development strategies, policies and performance in the environmental and social aspects of the Group's business in manufacture and sale of plastic materials, pigments, colorants, compounded plastic resins and engineering plastics products for the year ended 30th June 2020. The Report discloses the required information under the "comply or explain" provisions of the ESG Reporting Guide set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited ("HKEX"). The relevant provisions and details are listed out at the end of the Report.

The Board is responsible for the Group's ESG strategy formulation and reporting, evaluating and determining the Group's ESG-related risks, and ensuring that appropriate and effective ESG risk management measures and internal control systems are in place. In order to determine the ESG reporting scopes, the key management personnel have discussed internally and identified the environmental, social and operating items; and assessed their importance to the stakeholders and the Group. A summary of material ESG items are listed out in Section III of this report.

毅興行有限公司(「本公司」)董事會(「董事會」)欣然發表本公司及其附屬公司(統稱「本集團」或「我們」)之環境、社會及管治報告(「本報告」)。本報告總結了本集團所採用之環境、社會及管治政策、可持續發展策略、管理方法、措施及表現。

本報告涵蓋了本集團的塑膠原料、色粉、着色劑、混料和工程塑料之製造及貿易業務截至2020年6月30日止年度的報告期間在環境及社會方面的可持續發展策略、方針與表現；並根據香港聯合交易所有限公司(「聯交所」)證券上市規則附錄27所載之《環境、社會及管治報告指引》當中之「遵守或解釋」條款而作出披露。相關之條款及內容載於本報告最末部分。

董事會負責為本集團訂立環境、社會、管治策略及匯報，以及評估和釐定本集團之有關環境、社會及管治之風險，確保訂立合適及有效之環境、社會及管治風險管理措施及內部監控系統，並就這方面的表現作出匯報。為了釐定環境、社會及管治報告範圍，我們與各管理層人員進行討論，並列出主要持份者與本集團所關心的環境、社會及管治項目，再評估雙方對各項目的重視程度；從而選擇出相對重要的環境及社會議題於本報告的第三部分作出相關披露。

## II. Stakeholders' Engagement 二. 持份者參與

The Group is committed to maintaining the sustainable development of its business and the environmental protection of the communities in which it operates. We maintain a close tie with its stakeholders, including government/regulatory organisations, shareholders/investors, employees, customers, suppliers, community, etc. and strive to balance their opinions and interests and to understand their needs and expectations through constructive communications in order to determine the directions of its sustainable development. We assess and determine our environmental, social and governance risks, and ensure that the relevant risk management measures and internal control systems are operating effectively. The following table shows the means of communication with the stakeholders and the management response to the stakeholders' expectations and concerns:

本集團致力維持業務的可持續發展，並為環保及業務所在的社區提供支持。我們與政府／監管組織、股東／投資者、員工、客戶、供應商、社區等持份者保持密切聯繫，力求透過建設性交流平衡意見與利益，瞭解各持份者的需求和期望，從而確定我們的可持續發展方向。我們評估及釐定環境、社會及管治風險，確保相關風險管理及內部控制制度妥善及有效地運行。有關持份者的期望與要求、溝通渠道及管理層的回應如下表：

Stakeholders 持份者	Expectations and concerns 期望與要求	Means of communication 溝通渠道	Management response 管理層回應
<b>Government/ regulatory organisations</b> 政府／監管組織	<ul style="list-style-type: none"> <li>➤ Compliance in laws and regulations 遵守法律法規</li> <li>➤ Fulfill tax obligation 履行稅務責任</li> <li>➤ Joint anti-epidemic 共同抗疫</li> </ul>	<ul style="list-style-type: none"> <li>➤ Regular declaration 定期申報</li> <li>➤ Compliance inspection 合規檢查</li> <li>➤ Laws and regulations 法律法規</li> </ul>	<ul style="list-style-type: none"> <li>➤ Uphold integrity and compliance in operations 於營運中秉持誠信及合規</li> <li>➤ Pay tax on time, and in return contributing to the society 按時繳稅以回饋社會</li> <li>➤ Establish comprehensive and effective internal control system 建立全面有效的內部控制體系</li> <li>➤ Take effective epidemic preventive measures and formulate epidemic emergency plans in accordance with the requirements of government departments 按照政府部門要求採取有效的防疫措施及制定疫情應急預案</li> </ul>

## II. Stakeholders' Engagement

### 二. 持份者參與

Stakeholders 持份者	Expectations and concerns 期望與要求	Means of communication 溝通渠道	Management response 管理層回應
<b>Shareholders/ investors</b> 股東／投資者	<ul style="list-style-type: none"> <li>➢ Return on investment 投資回報</li> <li>➢ Information transparency 資訊透明度</li> <li>➢ Corporate governance system 公司管治制度</li> </ul>	<ul style="list-style-type: none"> <li>➢ Information disclosed on the HKEX website 於聯交所網站披露之信息</li> <li>➢ Company's official website 本公司網站</li> <li>➢ Annual general meetings and other shareholders' meetings 股東大會及其他股東會議</li> </ul>	<ul style="list-style-type: none"> <li>➢ Management possesses relevant experience and professional knowledge in business sustainability 管理層具有相關經驗和專業知識，確保業務的可持續性</li> <li>➢ Ensure transparent and effective communications by dispatching information on the websites of HKEX and the Company 透過於聯交所及本公司網站定期發放資訊，確保透明度及有效溝通</li> <li>➢ Continue to improve the internal control system and focus on risk management 儘力改善內部監控及風險管理</li> </ul>
<b>Employees</b> 員工	<ul style="list-style-type: none"> <li>➢ Labour rights 勞工權益</li> <li>➢ Career development 事業發展</li> <li>➢ Compensation and welfare 待遇和福利</li> <li>➢ Health and workplace safety 健康及安全</li> <li>➢ Joint anti-epidemic 共同抗疫</li> </ul>	<ul style="list-style-type: none"> <li>➢ Staff activities 員工活動</li> <li>➢ Employee performance assessment 員工績效考核</li> <li>➢ Staff handbook 員工手冊</li> <li>➢ Induction and on the job training 入職及在職培訓</li> <li>➢ Internal meetings and announcements 內部會議及通告</li> <li>➢ Employee opinion mailbox 員工意見信箱</li> </ul>	<ul style="list-style-type: none"> <li>➢ Set up contractual obligations to protect labour rights 制定合約責任以保護勞工權益</li> <li>➢ Encourage employees to participate in continuous education and professional trainings 鼓勵員工參與持續教育及專業培訓以提高能力</li> <li>➢ Establish a fair, reasonable and competitive remuneration scheme 建立公平、合理和具競爭力的薪酬體系</li> <li>➢ Pay attention to occupational health and safety 注重職業健康及安全</li> <li>➢ Distribute disinfecting supplies and masks, and call on employees avoid travelling to high-risk area unless essential 派發消毒用品及口罩，呼籲員工如非必要不要到訪高危地方</li> </ul>

## II. Stakeholders' Engagement 二. 持份者參與

Stakeholders 持份者	Expectations and concerns 期望與要求	Means of communication 溝通渠道	Management response 管理層回應
<b>Customers</b> 客戶	<ul style="list-style-type: none"> <li>➢ High quality products and services 優質產品與服務</li> <li>➢ Timely delivery 及時交貨</li> <li>➢ Reasonable price 價格合理</li> <li>➢ Joint anti-epidemic 共同抗疫</li> </ul>	<ul style="list-style-type: none"> <li>➢ Business visit 商務拜訪</li> <li>➢ Contact via email, phone call and communication apps 電子郵件、電話及溝通應用程式</li> <li>➢ Customer satisfaction survey 客戶滿意度調查</li> <li>➢ Conference and exhibition 會議展覽</li> </ul>	<ul style="list-style-type: none"> <li>➢ Improve the quality of products and services continuously in order to maintain customer satisfaction 持續提供優質產品與服務以滿足客戶</li> <li>➢ Establish an effective, efficient and green supply chain system 建立高效的綠色供應鏈</li> <li>➢ Formulate comprehensive quality assurance process and recall procedures 制定全面的質量保證流程和召回程序</li> <li>➢ Ensure proper contractual obligations are in place 確保履行合約責任</li> <li>➢ Resume full operations as soon as possible 儘快復工復產</li> </ul>
<b>Suppliers</b> 供應商	<ul style="list-style-type: none"> <li>➢ Stable demand 需求穩定</li> <li>➢ Good relationship with the Company 與公司保持良好關係</li> <li>➢ Corporate reputation 企業信譽</li> <li>➢ Joint anti-epidemic 共同抗疫</li> </ul>	<ul style="list-style-type: none"> <li>➢ Business visit 商務拜訪</li> <li>➢ Contact via email, phone call and communication app 電子郵件、電話及溝通應用程式</li> <li>➢ Conference and exhibition 會議展覽</li> <li>➢ Supplier performance evaluation 供應商表現評估與審核</li> </ul>	<ul style="list-style-type: none"> <li>➢ Ensure proper contractual obligations are in place 確保履行合約責任</li> <li>➢ Establish policy and procedures in supply chain management 制定供應鏈管理的政策和程序</li> <li>➢ Establish and maintain strong and long-term relationship with suppliers 保持強大與長期的合作關係</li> <li>➢ Select suppliers with due care 嚴謹篩選供應商</li> <li>➢ Resume full operations as soon as possible 儘快復工復產</li> </ul>

## II. Stakeholders' Engagement

### 二. 持份者參與

Stakeholders 持份者	Expectations and concerns 期望與要求	Means of communication 溝通渠道	Management response 管理層回應
<b>Community</b> 社區	<ul style="list-style-type: none"> <li>➤ Environmental protection 環境保護</li> <li>➤ Community contribution 社區參與</li> <li>➤ Economic development 經濟發展</li> <li>➤ Joint anti-epidemic 共同抗疫</li> </ul>	<ul style="list-style-type: none"> <li>➤ Company's official website 本公司網站</li> <li>➤ Community activities 社區活動</li> <li>➤ Participate in community employment and poverty alleviation event 參與社區就業扶貧工作</li> </ul>	<ul style="list-style-type: none"> <li>➤ Pay attention to climate change 關注氣候變化</li> <li>➤ Promote green travel to employees 向員工推廣綠色出行理念</li> <li>➤ Encourage employees to actively participate in charitable activities and voluntary services 鼓勵員工積極參與慈善活動和志願服務</li> <li>➤ Maintain good and stable financial performance and business growth 確保良好的財務業績和業務增長</li> </ul>

#### Feedback

Our ongoing improvement relies on your valuable opinions on our performance and reporting methods. If you have any questions or recommendations with regards to this report, you are welcome to send your comments via email to [info@nhh.com.hk](mailto:info@nhh.com.hk) for the continuous improvement in our environmental, social and governance work.

#### 意見反饋

我們的持續進步有賴閣下對我們的表現及匯報方法發表寶貴意見。如閣下對本報告有任何疑問或建議，歡迎將意見經電郵發送至 [info@nhh.com.hk](mailto:info@nhh.com.hk)，使本集團得以不斷改善環境、社會及管治方面的各項工作。

### III. Materiality Matrix 三. 重要性矩陣

During the reporting period, the Group has evaluated a number of environmental, social and operating items, and assessed their importance to stakeholders and the Group through various channels. This assessment helps to ensure that the Group's business objectives and development direction are in line with the stakeholders' expectations and requirements. The Group's and stakeholders' matters of concern are presented in the following materiality matrix:

於報告期內，本集團已找出多項涵蓋環境、社會及營運相關的事宜，並透過不同渠道評估持份者與本集團對各項目的重視程度，此等評估有助本集團確保業務發展能符合持份者的期望與要求。而本集團和持份者所關心的事項均呈現於以下的重要性矩陣內。

#### MATERIALITY MATRIX 重要性矩陣



#### Importance to the Group 對本集團的重要性

Environment 環境方面

Employee 員工方面

Operation 營運方面



## IV. Environmental Protection

### 四. 環境保護

The Group has always strictly complied with the People's Republic of China's ("Country") laws and regulations on environmental protection, including the "Law of the People's Republic of China on Environmental Protection", the "Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution", the "Law of the People's Republic of China on the Prevention and Control of Water Pollution", the "Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste", the "Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Environmental Noise", the "Energy Conservation Law of the People's Republic of China", the "Air Pollution Control Ordinance", the "Waste Disposal Ordinance", "Noise Control Ordinance" and the requirements and standards of the local government and the government of the Hong Kong Special Administrative Region ("HKSAR"). In order to let employees understand the importance of their impact on the environment, the Group set up various policies and measures, and take various actions with an aim to reduce carbon footprint, thereby reducing the adverse effects on the environment from the enterprise's business activities and the employees' personal life. The details are described in the sections "Management of Emissions" and "Management of Resources Utilisation" below.

#### 1. MANAGEMENT OF EMISSIONS

The Group mainly manufactures and trades plastic materials, pigments, colorants, compounded plastic resins and engineering plastics products; exhaust air, wastewater, noise and various wastes generated during the production process can affect the environment. Therefore, the Group have kept on improving our management system in operating the plants and offices following the principle of "To prevent, and to control"; and to establish our enterprise culture focusing on environment protection and energy conservation; with an aim of setting up a comprehensive internal environmental management system to monitor, manage and dispose of various pollutants generated from the operations of our plants and offices; and to strictly follow the standards and requirements of the local government. We are dedicated to promote cleaner production, to optimise environmental protection facilities, and strived to look for different energy conservation and emission reduction measures to reduce the environmental impact of pollutants. The Group regularly entrusts third-party professional inspecting agencies to test the pollutants at each discharge outlet in the plant in accordance with the emission standards and methods of the local Ecology and Environment Bureau. The relevant test content, standards and results will be described in the following sessions in emissions management (exhaust gas, wastewater and noise) in detail. Besides, we raise our employees' awareness in environmental protection, conservation and making good use of natural resources through education; so that they can pay attention to their conducts and behaviours which might impact the environment and to promote our idea in environmental protection to the public, and to work together for the sustainability of our planet.

本集團嚴格遵守中華人民共和國(「國家」)環境保護的法律法規，包括《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環境防治法》、《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》、《空氣污染管制條例》、《水污染管制條例》、《廢物處置條例》、《噪音管制條例》、當地政府及香港特別行政區政府的要求與標準。為了讓各個層面更加瞭解自己對環境影響的重要性，本集團不斷透過各種政策、措施和行動，以減少碳足跡，從而減低由企業的營業活動與員工的個人生活對環境造成不良影響，有關資料將於下文「排放物的管理」與「資源使用的管理」部分中詳細描述。

#### 1. 排放物的管理

本集團主要從事塑膠原料、色粉、着色劑、混料及工程塑料之製造及買賣，於營運過程中會產生廢氣、廢水、固體廢物和噪音，為環境帶來一定的影響；因此我們以「預防為主、防治結合」的原則，致力於優化生產廠房的環境管理工作，樹立重視環保與節約能源的企業文化，為各廠房及辦公室建立健全的內部環境管理制度以監察、管理及處置各種污染物，並嚴格遵守當地政府的標準與要求。我們積極推動清潔生產，優化環境保護設施，並努力尋求不同的節能減排措施，以減少污染物對環境造成的不良影響。本集團定期委託第三方專業監測機構，按照當地生態環境局的排放標準及方法檢測廠房內各個排放口的污染物，有關檢測內容、標準及結果將於下文各排放物(廢氣、廢水及噪音)的管理部分中詳細描述。此外，我們通過教育提高員工的環境保護意識，節約及善用天然資源，注意個人行為對環境的影響，並將我們的環境保護理念宣傳予大眾，共同為地球的可持續發展而努力。

## IV. Environmental Protection

### 四. 環境保護

#### 1. MANAGEMENT OF EMISSIONS (CONTINUED)

##### 1.1 Management of Exhaust Air and Greenhouse Gas Emissions

The Group always comply with the applicable provisions of the national and the local laws, regulations and standards of the operating locations and established related internal policy and procedures, demand the employees to strictly follow the operating procedures of the production equipment and environmental protection equipment, set up exhaust air treatment facilities and provided suitable labour supplies to our employees, so as to effectively control and manage the exhaust air and reduce its environmental impacts and harms to our employees. The exhaust air we produced in the plastics manufacturing business are mainly non-methane total hydrocarbons (“NMHC”) <sup>1</sup>, dust, particulate matter and exhaust air emitted in using vehicles. The exhaust air generated in the plastics trading business are mainly come from automobile exhaust, which in turns generates greenhouse gas. Therefore, we start reducing the use of motor vehicles to control exhaust air emissions. (Please refer to “Management of Resources Utilisation – Conservation of Energy Utilisation” section below for details).

<sup>1</sup> NMHC are produced in the mixing, injection molding, melting, and blown film forming processes, including volatile organic compounds derived from hydrocarbons (except methane) such as alcohols, aldehydes, acids, esters, and ketones. It is a commonly used indicator in the field of environmental monitoring and is used to indicate the content of organic pollutants in air and exhaust air.

#### 1. 排放物的管理(續)

##### 1.1 大氣排放的管理

本集團一直遵循國家及各營運地點有關廢氣排放的法律、法規與標準，我們已制定相關的內部規章制度，嚴格要求員工必須遵守各生產設備及環保設備的操作規程，設置廢氣處理設施，為員工配備適當的勞保用品，以有效地控制與管理廢氣的產生與排放，並減少廢氣對環境的污染和對員工的傷害。我們於塑料製造業務中所產生的廢氣主要是非甲烷總烴<sup>1</sup>、粉塵、顆粒物、使用車輛所排放的尾氣；而塑料貿易業務中所產生的廢氣主要來自汽車尾氣，繼而產生溫室氣體；因此我們主要從減少使用車輛著手以減少廢氣排放(詳細資料請參考下面「資源使用的管理－節約能源」部分)。

<sup>1</sup> 非甲烷總烴包括醇、醛、酸、酯、酮等碳氫化合物(甲烷除外)所衍生的揮發性有機物質，於密煉、注塑、熔融及吹膜成型等高溫工序中產生，是一種環境監測領域常用的指標，多用於表示空氣和廢氣中有機污染物的含量。

## IV. Environmental Protection

### 四. 環境保護

#### 1. MANAGEMENT OF EMISSIONS (CONTINUED)

##### 1.1 Management of Exhaust Air and Greenhouse Gas Emissions (Continued)

We restrict the processes that produce NMHC, dust and particulate matter in an airtight workshop to minimise the discharge of unorganised exhaust air into the atmosphere and use high-efficiency exhaust equipment to collect and transport the waste gas to the exhaust air treatment facilities through independent exhaust pipes; and discharge at the national emission standard height of 15 metres or above after purification. Plants in Dongguan, Shanghai and Xiamen use low-temperature plasma purification or ultraviolet photolysis technology, and activated carbon adsorption methods to effectively reduce the concentration of NMHC to a level far below the emission limit of the "Emission standard of pollutants for synthetic resin industry". We also regularly replace the activated carbon in the activated carbon adsorption equipment to keep the exhaust air treatment facility operating properly. The production workshop is equipped with a dust removal system and an exhaust device. After the exhaust air with dust and particles is purified by the bag filters, the concentration of dust and particles is effectively reduced by about 95% and meets the "Air pollutant emission limit" or the emission standards of the HKSAR. Dust and particulate matter in bag filters are regularly cleaned by the assigned personnel, stored in designated locations, collected and disposed by qualified recycling companies. Where appropriate, the processed dust will be used in some products with lower technical requirements to effectively use the dust waste. The production and maintenance department regularly clean the pipelines in the dust removal system, conduct repair and maintenance on the central vacuuming facility to avoid affecting its effectiveness.

#### 1. 排放物的管理(續)

##### 1.1 大氣排放的管理(續)

我們將產生非甲烷總烴、粉塵及顆粒物的工序設於密閉的車間內，儘量減少無組織的廢氣排放至大氣環境中，並配以高效的抽風設備收集廢氣，通過獨立排氣管道輸送至廢氣處理設備，經淨化處理後，於國家排放標準高度15米或以上排放。東莞、上海及廈門等廠房更以低溫等離子淨化或紫外線光解技術，以及活性炭吸附方法，有效地降低非甲烷總烴的濃度至遠低於《合成樹脂工業污染物排放標準》的排放限值。我們還定期更換活性炭吸附設備中的活性炭，以保持正常運作。生產車間內設有除塵系統及排風裝置，帶有粉塵及顆粒物的廢氣經過布袋除塵設施進行淨化處理後，粉塵及顆粒物的濃度有效地降低約95%，並符合各營運地區的《大氣污染物排放限值》或香港特別行政區的排放標準於高空排放。除塵設施內的粉塵及顆粒物定期由專人負責清理，存放於指定位置及由合資格的回收公司收集處理；如情況許可，經過處理的粉塵會用於一些技術要求較低的產品中，以有效地利用粉塵廢物。生產及維修部門定期清洗除塵系統內的管道，以及注意維修、保養中央吸塵設備，避免影響其效能。

## IV. Environmental Protection

### 四. 環境保護

#### 1. MANAGEMENT OF EMISSIONS (CONTINUED)

##### 1.1 Management of Exhaust Air and Greenhouse Gas Emissions (Continued)

During the reporting period, the Group entrusted the qualified local environmental consulting company to measure the concentration and the emission velocity of particulate matter, NMHC, etc. inside the plants and the test results met the standards. Besides, we also regularly entrust professional testing agencies to conduct tests on workplaces with occupational disease hazards. The inspection content includes whether the noise and volatile organic compounds that employees are exposed to are below the "Occupational Exposure Limits for Hazardous Agents in the Workplace" and the effectiveness of employees wearing labour protection supplies, etc., so as to re-identify the hazards from the environment and occupational diseases in the factory. If any abnormality is found, we will take immediate corrective measures, appropriately invest in environmental protection and labour protection equipment, and re-arrange or switch job roles to avoid any possible incidents that might severely affect the environment and our employees. During the reporting period, the plants at Qingdao, Shanghai and Dongguan have completed the relevant tests, and the volatile organic compounds exposed to each job position have met the national exposure limits. The Dongguan plant has also strengthened the exhaust air pre-discharge treatment and increased the frequency of replacing the activated carbon in the exhaust air treatment equipment to enhance the performance of the equipment in treating the exhaust air.

#### 1. 排放物的管理(續)

##### 1.1 大氣排放的管理(續)

於報告期內，本集團委託了符合當地環保認證的公司檢測工廠內各廢氣排放口的顆粒物、非甲烷總烴等的濃度與排放速率，有關檢測結果均能達標。此外，我們亦會定期委託專業檢測機構，對存在職業病隱患的工作崗位進行檢測，檢測內容包括員工所接觸的噪音及揮發性有機化合物是否低於《工作場所有害因素職業接觸限值》與員工配戴勞保用品情況等，以重新識別廠房內的環境與職業病隱患；如發現任何異常情況，我們會採取即時的整改措施，適當地投入環保與勞保設備及重新安排崗位的配置，避免可能對環境及員工造成嚴重影響的事故；於報告期內，青島、上海及東莞廠房已進行有關檢測，而各個工作崗位所接觸的揮發性有機化合物均符合國家規定的接觸限值。而東莞廠房亦加強了廢氣排放前的處理，增加了更換廢氣環保處理設備內活性炭的頻率，以改善設備處理廢氣時的效率。

## IV. Environmental Protection

### 四. 環境保護

#### 1. MANAGEMENT OF EMISSIONS (CONTINUED)

##### 1.2 Management of Wastewater

The Group's plants and offices strictly comply with the "Law of the People's Republic of China on the Prevention and Control of Water Pollution", the "Water Pollution Control Ordinance" and other relevant environmental laws and regulations; and established the wastewater management system for plants and offices with an aim to monitor the use of water facilities and equipment, as well as the wastewater treatment and discharge. The wastewater we produce in our operations can be divided into domestic wastewater and industrial wastewater. The domestic wastewater mainly comes from the toilets and the daily operation of canteens. The industrial wastewater mainly includes wastewater from production equipment cleaning, cooling water circulation system, floor washing, wastewater discharged before cleaning the circulation system, waste lubricating oil generated during repair and maintenance of production equipment and acid-containing waste liquid generated during chemical testing.

Hazardous waste liquids such as waste lubricating oil and acid-containing waste liquid are stored in the temporary hazardous waste warehouse in the plant. The domestic plants cannot pass the hazardous waste fluids to qualified environmental recycling company for disposal before approval from the local Ecology and Environment Bureau is obtained. The Hong Kong plants commission environmental technology company with advanced recycling technology to dispose the hazardous waste liquids. Due to large quantity of suspended particles existed in industrial wastewater, and the sewage from canteen contains oil; the wastewater need to go through the sedimentation, filtration, oil and slag separation processes before they can be discharged to the local wastewater pipe network together with the domestic wastewater, and further processed by the wastewater treatment plant of the industrial zone. Dedicated personnel is assigned to regularly check the pH value and turbidity of the general sewage discharge outlet, and immediately notify the local sewage treatment plant to carry out remediation work for abnormalities found; so as to prevent adverse effects on the environment. Besides, we also regularly entrust qualified companies to remove the sediments from the sewage tank and set up dedicated pipelines for wastewater; and discharge of waste oil, chemicals or any substances that may cause pipeline blockage to public sewer is strictly prohibited. We regularly conduct repair and maintenance for the wastewater treatment facilities and pipelines to ensure that they operate properly to prevent leakage, and also to reduce water resources wastage and secondary pollution to the environment.

#### 1. 排放物的管理(續)

##### 1.2 廢水排放的管理

本集團各廠房及辦公室嚴格遵守《中華人民共和國水污染防治法》、《水污染管制條例》及其他相關的環保法律法規，並為工廠及辦公室制定了廢水管理制度，以監管各用水設施與設備的使用及廢水處理與排放。我們於營運中所產生的廢水可分為生活廢水及工業廢水，生活廢水主要來自使用洗手間及食堂的日常運作；工業廢水主要包括清洗生產設備機件、沖洗生產車間地面、清洗冷卻水循環系統前所排放已用過的廢水、保養及維修生產設備時所產生的廢潤滑油、於化學測試時所產生的含酸廢液等。

廢潤滑油與含酸廢液等有害廢液會儲存於廠房內的危險廢物暫存倉庫，國內廠房於獲得當地生態環境局的審批後，才可將此等有害廢液交由具資質的環保回收公司進行處置，而香港廠房則將它們交由具較高回收再利用技術的環保科技公司進行處置。其餘的工業廢水的懸浮物較多，而於食堂產生的污水含有油份，必須分別經過沉澱、過濾，以及隔油、隔渣的程序，才可與生活廢水一起排放至地方污水管網，由當地污水處理廠作進一步處理。我們安排專人定期於污水總排放口進行酸鹼值及混濁度的檢測，如發現異常情況，會立即通知當地的污水處理廠進行改善工作，以避免對環境造成不良影響。我們還會定期委託具資質的公司清理廢水池中的沉澱物，並設立專用的污水管道，嚴禁向下水道傾倒廢油、化學品或任何可能造成管道堵塞的物質，我們定期維修與保養污水處理設施及管道，確保正常運作，以防止跑、冒、滴、漏的狀況出現，從而減少水資源的浪費及對環境造成二次污染。

## IV. Environmental Protection

### 四. 環境保護

#### 1. MANAGEMENT OF EMISSIONS (CONTINUED)

##### 1.2 Management of Wastewater (Continued)

The domestic plants follow the requirement of the local Ecology and Environment Bureau to regularly entrust professional organisations to inspect wastewater at each outlet in the plants. The inspection contents mainly include pH value, suspended solids, chemical oxygen demand, five-day biochemical oxygen demand, ammonia nitrogen, etc. During the reporting period, the test results are in compliance with the national "Water Pollutant Discharge Limits" and other local discharge standards of the operation locations. Besides, the local Ecology and Environment Bureau will also occasionally perform on the spot inspection of the discharge situation in the plant. During the reporting period, we did not receive any notification of illegal treatment or excessive discharge of wastewater.

During the reporting period, due to changes in the local environmental protection policy, the plant at Dongguan has followed the new requirement to commission local qualified wastewater treatment companies to purify the oily wastewater generated from washing packaging tools, plastic baskets and vacuuming process; which was previously discharged into the local sewage pipe network after precipitation at the sewage tank in the plant. The wastewater produced from this source is thus reclassified from non-hazardous to hazardous; and led to a significant increase of approximately 29.44 tonnes of hazardous wastewater generated by the Group or 36.8 times compared with previous year; and resulted in generating a total of approximately 30.24 tonnes of hazardous wastewater for the year. Furthermore, the wastewater could be discharged after the qualified company has finished the wastewater treatment and met the limits of the "Wastewater Quality Standards for Discharge to Municipal Sewers" and "Discharge Standard of Pollutants for Municipal Wastewater Treatment Plant".

#### 1. 排放物的管理(續)

##### 1.2 廢水排放的管理(續)

國內廠房亦按照當地生態環境局的要求，定期委託專業機構檢測廠房內各廢水排放口的廢水，檢測內容主要包括酸鹼值、懸浮物、化學需氧量、五日生化需氧量、氨氮等，於報告期內的檢測結果均符合國家的《水污染物排放限值》及其他營運地點相關的排放標準；而地方生態環境局還會不定期實地檢測廠房內的排污情況，於報告期內，我們沒有收到任何廢水違規處理或超標排放的通知。

於報告期內，由於當地環保政策改變，東莞廠房按照有關要求，清洗包裝工具、膠筐及抽真空工序時所產生的含油廢水，從原本於廠房內污水池沉澱後排放至地方污水管網，改為交由當地具資質的廢水處理公司進行淨化處理，這些廢水因而由無害廢水歸類為有害廢水，因此本集團所產生的有害廢水較上年度大幅上升約29.44噸或36.8倍，共產生有害廢水約30.24噸。而有關廢水由具資質的公司處理後，可達到《污水排放城市下水道標準》及《城鎮污水處理廠污染物排放標準》的限值後進行排放。

## IV. Environmental Protection

### 四. 環境保護

#### 1. MANAGEMENT OF EMISSIONS (CONTINUED)

##### 1.2 Management of Wastewater (Continued)

Due to the outbreak of coronavirus epidemic in early 2020, majority of the production plants have temporarily suspended their operations until successively resumed work in mid-February, and fully resumed production at the end of April. The duration and volume of water usage were reduced compared with previous year, and also, the Dongguan plant has refurbished the leaking facilities discovered last year, which has effectively reduced the volume of water consumed; and consequentially produced less wastewater. During the reporting period, the Group has generated a total of approximately 64,887.50 tonnes of non-hazardous wastewater from their plastics manufacturing business, representing a decrease of approximately 13,635.77 tonnes or 17.37% compared to previous year, and its intensity has also dropped by about 545.99 tonnes or 17.69% due to the above-mentioned reasons.

During the reporting period, the Group's hazardous and non-hazardous wastewater discharged are as follows:

		2019/2020 (Tonnes) (噸)	2018/2019 (Tonnes) (噸)
<b>Hazardous Wastewater</b>			
<b>Plastics Manufacturing Business:</b>			
Total	有害廢水 總量	30.24	0.80
Intensity <sup>2</sup>	密度 <sup>2</sup>	1.18	0.04
<b>Non-Hazardous Wastewater<sup>1</sup></b>			
<b>Plastics Manufacturing Business:</b>			
Total	無害廢水 <sup>1</sup> 總量	64,887.50	78,523.27
Intensity <sup>2</sup>	密度 <sup>2</sup>	2,540.62	3,086.61

#### 1. 排放物的管理(續)

##### 1.2 廢水排放的管理(續)

由於受到2020年年初爆發的新冠肺炎疫情影响，大部分生產廠房暫停運作，於2月中旬陸續復工，並於4月底全面恢復生產，用水時間及用水量較上年度有所減少，加上東莞廠房已整修上年度發現的漏水設施，有效降低該廠房的用水量，本集團所產生的污水因而減少；於報告期內，本集團塑料製造業務共產生無害廢水約64,887.50噸，較上年度下跌約13,635.77噸或17.37%，而其密度亦因上述原因而下跌約545.99噸或17.69%。

於報告期內，本集團的有害及無害廢水產生情況如下表：

## IV. Environmental Protection

### 四. 環境保護

#### 1. MANAGEMENT OF EMISSIONS (CONTINUED)

##### 1.2 Management of Wastewater (Continued)

Notes:

- 1 Part of the plastics trading business companies have separate offices, and domestic wastewater is managed by property management companies. As property management companies were unable to provide wastewater discharge data related to our business, we have not disclosed them in this report. Moreover, some offices are located inside the plants, and the related domestic wastewater discharge data has already been included in the plastics manufacturing business.
- 2 The emission intensity of the plastics manufacturing business is calculated in terms of the production volume per kilo-tonne.

##### 1.3 Management of Solid Waste

In compliance with the “Law of the People’s Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste”, “Waste Disposal Ordinance” and other applicable environmental laws and regulations of the local government, the Group has formulated related internal policy and procedures to manage and monitor the process in solid wastes collection, storage and disposal. The solid wastes generated during the daily operation mainly includes recyclable wastes, non-recyclable wastes and hazardous wastes. We realise that reducing solid wastes have to start from source and always follow the principle of “Use less, Fully exploit, Seek alternatives, Fix and reuse, Rethink”; and continuously enhance our production mechanism, and to educate our employees on environmental protection in reducing the generation of solid waste, thereby minimising the impact on the environment caused by the Group.

#### 1. 排放物的管理(續)

##### 1.2 廢水排放的管理(續)

附註：

- 1 部分塑料貿易業務公司設有獨立的辦公室，生活廢水由物業管理公司管理；由於物業管理公司未能提供與我們業務相關的廢水排放量數據，因此我們並沒有於此報告中披露。而部分辦公室則設於廠房內，所以相關的生活廢水排放量數據已包含於塑料製造業務中。
- 2 塑料製造業務的排放量密度以每千噸生產量計算。

##### 1.3 固體廢物處置的管理

為了符合《中華人民共和國固體廢物污染環境防治法》、《廢物處置條例》及當地相關的環保法律法規，本集團制定了相關的內部規章制度，管理及監察固體廢物的收集、存放及處置流程。於日常營運中所產生的固體廢物主要包括可回收利用的廢物、不可回收利用的廢物和危險廢物。我們意識到減少固體廢物的產生必須由源頭著手，我們一直遵循「減少使用、物盡其用、替代使用、修復再用、重新思考」的原則，並不斷透過改良生產技術及對員工進行環保教育，以減少固體廢物的產生，從而減輕本集團對環境所帶來的負荷。



## IV. Environmental Protection

### 四. 環境保護

#### 1. MANAGEMENT OF EMISSIONS (CONTINUED)

##### 1.3 Management of Solid Waste (Continued)

In compliance with the above principles, each plant has implemented the following waste reduction measures:

Principle 原則	Waste reduction measures 減廢措施
Use less 減少使用	<ul style="list-style-type: none"> <li>Set up microwaves in the office, encourage employees to bring their own lunch, and reduce ordering of takeaway food 於辦公室設置微波爐，鼓勵員工自行攜帶午餐，減少訂購外賣食物</li> <li>Reduce the use of disposable consumables, including food packaging boxes, paper cups, paper plates, plastic bags, etc. 減少使用一次性消耗品，包括食品包裝盒、紙杯、紙碟、塑膠袋等</li> <li>Encourage the use of pencils and use less volatile ink and correction fluid 鼓勵使用鉛筆，以減少揮發性墨水和塗改液的使用</li> </ul>
Fully exploit 物盡其用	<ul style="list-style-type: none"> <li>The supplier's raw material packaging bags are used as containers for semi-finished products and garbage bags, and the company employees can take them for personal use 將供應商原料包裝袋作為半成品的盛載容器、垃圾袋，公司員工可自行拿取作私人用途</li> <li>Apply the plastic scraps to produce products with similar nature or for cleaning purposes 儘量使用水口料於生產相性相似的產品或作為清機用途</li> <li>Apply the processed dust to produce products with lower technical requirements 儘量使用處理後的粉塵於生產技術要求較低的產品</li> <li>Encourage employees to reuse waste paper or stationery, such as single-sided printed paper, envelopes, folders, etc. 鼓勵員工儘量再利用廢紙張或文具，如單面紙、信封、文件夾等</li> <li>Use food waste as plant fertiliser 將廚餘作為植物肥料</li> </ul>
Seek alternatives 替代使用	<ul style="list-style-type: none"> <li>Encourage employees to use environmental friendly shopping bags, water bottles and metal tableware instead of disposable products 鼓勵員工使用環保購物袋、水壺及金屬制餐具代替即用即棄產品</li> <li>Use office automation system instead of traditional paper for approval or record purposes 採用辦公室自動化系統，代替傳統使用紙張作審批或記錄用途</li> </ul>

#### 1. 排放物的管理(續)

##### 1.3 固體廢物處置的管理(續)

各廠房遵照上述原則，實施了以下的減廢措施：

## IV. Environmental Protection 四. 環境保護

### 1. MANAGEMENT OF EMISSIONS (CONTINUED)

#### 1.3 Management of Solid Waste (Continued)

Principle 原則	Waste reduction measures 減廢措施
<b>Fix and reuse</b> 修復再用	<ul style="list-style-type: none"> <li>Repair the damaged wooden pallets as far as possible or use the pallet wood to repair other facilities 儘量修復損壞的木卡板或將卡板的木材作為其他設備的修復用途</li> <li>Collect parts and components from disposed equipment for future maintenance 收集報廢設備中的零部件作為日後維修之用</li> </ul>
<b>Rethink</b> 重新思考	<ul style="list-style-type: none"> <li>Constantly reminding employees of the importance of protecting the environment and to instill different environmental knowledge during the before work and daily routine meetings 在班前與日常例會中，持續提醒員工保護環境的重要性及灌輸不同的環保知識</li> <li>Strictly require employees to follow the operating procedures in use of facilities, so as to reduce waste production 嚴格要求員工必須按照操作規程使用設備，以減少廢物的產生</li> <li>Set up annual targets for the amount of plastics wasted during the production process from raw materials state to finished goods, so as to reduce non-reusable plastic scraps 每年訂立生產投料至成品過程中塑料損耗的目標，以減少不能重用的水口料</li> <li>Employees should use electronic communication as far as possible, do not print out the documents unless necessary, and to put the message "Think Before Printing" at prominent location 員工需儘量以電子形式作內部溝通，如非必要不要打印文件，並於當眼處張貼「列印前三思」的字句</li> <li>Place garbage sorting and recycling bins in the plants to educate employees on the importance of waste sorting and avoid generating extra inert waste 於廠房內設置垃圾分類回收箱，教育員工廢物分類的重要性，避免產生額外的惰性廢物</li> </ul>

### 1. 排放物的管理(續)

#### 1.3 固體廢物處置的管理(續)

## IV. Environmental Protection

### 四. 環境保護

#### 1. MANAGEMENT OF EMISSIONS (CONTINUED)

##### 1.3 Management of Solid Waste (Continued)

###### Management of Hazardous Solid Waste

Hazardous or harmful solid wastes mainly come from production and repair and maintenance of equipment, which includes waste activated carbon, dust, waste empty barrels contaminated with chemicals or paint and waste rags, etc.. Each plants have set up temporary hazardous waste warehouse or area with anti-spread, anti-loss, anti-leakage and other pollutant prevention measures to ensure the hazardous wastes are stored in accordance with the "Standard for Pollution Control of Dangerous Wastes Storage" and "Waste Disposal (Chemical Waste) (General) Regulation", and to prevent environmental pollution from improper storage. All kinds of containers containing hazardous solid waste must be clearly labelled and stored in designated locations according to different categories and requirements. The name, source, quantity, storage date, storage location and other information of hazardous solid waste are clearly recorded. The domestic plants follow the "Measures for the Management of Hazardous Waste Transfer" to report real-time on the transfer and movement of hazardous wastes, set up internal management records accordingly; and entrusted a recycling company who holds the "Permit on Hazardous Waste Business Operation" to handle. The Hong Kong plants follows the "Waste Disposal (Chemical Waste) (General) Regulation" to entrust company with "Waste Collection License" to transfer chemical waste to the licensed recycler for disposal. All hazardous wastes must be stored in the plants before obtaining the approval from the environmental protection department, to prevent random dumping and improper disposal.

#### 1. 排放物的管理(續)

##### 1.3 固體廢物處置的管理(續)

###### 有害固體廢物的管理

本集團的危險或有害固體廢物主要來自生產及維修與保養設備，當中包括廢活性炭、粉塵、粘有化學品或油漆的廢空桶與廢抹布等。各廠房均設有危險廢物暫存倉庫或區域，並採取防揚散、防流失、防滲漏或者其他防止污染環境的措施，以確保能按照《危險廢物儲存污染控制標準》及《廢物處置(化學廢物)(一般)規例》儲存有害固體廢物，以及避免因儲存不當而造成環境污染。各類盛載有害固體廢物的容器均需貼上明顯的標籤，按不同類別及要求集中存放於指定位置，並清楚記錄有害固體廢物的名稱、來源、數量、入庫日期、存放位置等資料。國內廠房按照《危險廢物轉移管理辦法》，實時上報有害危險廢物的轉移情況，建立相關的信息管理記錄，並委託持有《危險廢物經營許可證》的回收公司處理；而香港廠房則按照《廢物處置(化學廢物)(一般)規例》，委託持有《廢物收集牌照》的公司將化學廢物轉移至持牌的回收商進行處置，於取得環保部門審批前，有害廢物需儲存於廠房內，絕不容許胡亂傾倒及嚴防經任何非正當途徑處置。

## IV. Environmental Protection

### 四. 環境保護

#### 1. MANAGEMENT OF EMISSIONS (CONTINUED)

##### 1.3 Management of Solid Waste (Continued)

###### Management of Hazardous Solid Waste (Continued)

During the reporting period, the Shanghai plant replaced the activated carbon in the waste gas treatment equipment acquired last year, and the Dongguan plant increased the replacement frequency of the activated carbon in the waste gas treatment equipment from once to twice a year; and led to an increase of approximately 4.36 tonnes or 30.43% of hazardous solid wastes generated by the Group when compared to previous year; resulting in a total of approximately 18.69 tonnes of hazardous solid wastes generated in the period.

###### Management of Non-Hazardous Solid Waste

Non-hazardous waste can be divided into recyclable and non-recyclable wastes. Recyclable waste mainly includes plastic scrap, card board, waste paper, waste packaging bag, etc. Non-recyclable waste mainly comes from office garbage, domestic garbage, construction waste, kitchen waste, etc., such as waste paper, waste beverage bottles, waste lunch boxes, and food residues. We strictly follow different local laws and regulations to categorise and dispose of solid waste that generated by the plants and offices, for example, office and domestic garbage are handled in accordance with the "Shanghai Municipality for the Promotion of Domestic Waste Classification and Reduction Measures", "Guangdong Province Urban and Rural Domestic Waste Treatment Regulations", "Measures for the Management of Domestic Wastes in Xiamen Special Economic Zone", etc., we categorise different garbage into recyclable garbage, dry garbage and wet garbage, and pass to the local sanitation department for disposal.

During the reporting period, the Xiamen plant strengthened the maintenance of wooden pallets which has effectively reduced the amount of industrial waste; together with the active support by our plants to implement this waste reduction policy, a drop of approximately 38.56 tonnes or 13.71% of non-hazardous solid waste generated by the Group's plastic manufacturing business is resulted when compared with previous year, giving a total of approximately 242.61 tonnes of non-hazardous solid wastes.

#### 1. 排放物的管理(續)

##### 1.3 固體廢物處置的管理(續)

###### 有害固體廢物的管理(續)

於報告期內，上海廠房更換上年度新增廢氣處理設備內的活性炭，加上東莞廠房增加了廢氣處理設備內活性炭的更換次數，由每年更換一次改為兩次，以致本集團所產生的有害固體廢物增加約4.36噸或30.43%，共產生有害固體廢物約18.69噸。

###### 無害固體廢物的管理

無害廢物可分為可回收及不可回收廢物，可回收利用廢物主要包括水口料、卡板、廢紙、廢包裝袋等。不可回收利用廢物主要來自辦公室垃圾、生活垃圾、建築垃圾及廚餘，如廢紙張、廢飲料瓶、廢餐盒、食物殘渣等。我們嚴格遵守當地不同的法例法規，對工廠及辦公室所產生的固體廢物分類及處置，例如：辦公室及生活垃圾需按照《上海市促進生活垃圾分類減量辦法》、《廣東省城鄉生活垃圾處理條例》、《廈門經濟特區生活垃圾分類管理辦法》等，將各種垃圾分類為可回收垃圾、乾垃圾、濕垃圾等並定時交由當地的環衛部門處置。

於報告期內，廈門廠房加強對木卡板的維修，有效減少工業垃圾的產生；而各廠房積極配合上述的減廢政策，致使本集團塑料製造業務所產生的無害固體廢物較上年度減少約38.56噸或13.71%，共產生無害固體廢物約242.61噸。

## IV. Environmental Protection

### 四. 環境保護

#### 1. MANAGEMENT OF EMISSIONS (CONTINUED)

##### 1.3 Management of Solid Waste (Continued)

During the reporting period, the Group's production of hazardous and non-hazardous solid wastes is as follows:

		2019/2020 (Tonnes) (噸)	2018/2019 (Tonnes) (噸)
<b>Hazardous Solid Waste</b> <sup>1,2</sup>	<b>有害固體廢物</b> <sup>1,2</sup>		
<b>Plastics Manufacturing Business:</b>	<b>塑料製造業務:</b>		
Total	總量	18.69	14.33
Intensity <sup>3</sup>	密度 <sup>3</sup>	0.73	0.56
<b>Non-Hazardous Solid Waste</b> <sup>1,2</sup>	<b>無害固體廢物</b> <sup>1,2</sup>		
<b>Plastics Manufacturing Business:</b>	<b>塑料製造業務:</b>		
Total	總量	242.61	281.17
Intensity <sup>3</sup>	密度 <sup>3</sup>	9.50	11.05

Notes:

- The Group has strictly complied with the government regulations, all hazardous solid wastes (such as waste lamps, waste ink cartridges, waste batteries, etc.) and non-hazardous solid wastes (such as domestic garbage) are collected and disposed by the local sanitation department. Part of the plastics trading business companies have separate offices. These offices did not collect data on the amount of hazardous and non-hazardous solid waste produced. Therefore, such information is not disclosed in this report; we will continue to enhance the management and disposal methods regarding wastes generated from different business within the Group in order to develop a more comprehensive environmental management system.
- Some of the plastic trading business offices are located inside the plants, and the related data of hazardous and non-hazardous solid waste produced has already been included in the plastics manufacturing business operation.
- The emission intensity of the plastics manufacturing business is calculated in terms of the production volume per kilo-tonne.

#### 1. 排放物的管理(續)

##### 1.3 固體廢物處置的管理(續)

於報告期內，本集團的有害及無害固體廢物產生情況如下表：

		2019/2020 (Tonnes) (噸)	2018/2019 (Tonnes) (噸)
<b>Hazardous Solid Waste</b> <sup>1,2</sup>	<b>有害固體廢物</b> <sup>1,2</sup>		
<b>Plastics Manufacturing Business:</b>	<b>塑料製造業務:</b>		
Total	總量	18.69	14.33
Intensity <sup>3</sup>	密度 <sup>3</sup>	0.73	0.56
<b>Non-Hazardous Solid Waste</b> <sup>1,2</sup>	<b>無害固體廢物</b> <sup>1,2</sup>		
<b>Plastics Manufacturing Business:</b>	<b>塑料製造業務:</b>		
Total	總量	242.61	281.17
Intensity <sup>3</sup>	密度 <sup>3</sup>	9.50	11.05

附註：

- 本集團已嚴格按照政府規定，將有害固體廢物（如廢燈管、廢硒鼓、廢電池等）及無害固體廢物（如生活垃圾等），交由當地環衛部門收集與處置。部分塑料貿易業務設有獨立的辦公室，但由於這些辦公室未有統計相關有害與無害固體廢物產生量，我們沒有於此報告中披露；我們將繼續優化集團內各業務廢物管理及處置辦法，以完善我們的環境管理系統。
- 部分塑料貿易業務的辦公室設於廠房內，相關的有害與無害固體廢物的產生量數據已包含於塑料製造業務中。
- 塑料製造業務的產生量密度以每千噸生產量計算。

## IV. Environmental Protection

### 四. 環境保護

#### 1. MANAGEMENT OF EMISSIONS (CONTINUED)

##### 1.4 Management of Noise

The Group's plastics trading business does not involve any noise-generating activities. The noise produced by the Group's plastics manufacturing business mainly comes from the operation of production machinery and equipment. We control the noise level and its impact on the environment through restricting the production workshop location, the placement setting of production equipment and implementing vibration and noise reduction measures, for example, set up a separate air compressor room, the doors and windows of the air compressor room and workshop are made of materials or structures with good sound insulation, shock absorbers are put under the equipment, focus on the repairs and maintenance of the machinery and equipment, and lubricating oil is used to prevent machine wear. We schedule appropriate time for production and focus on greening of the factory environment, hope that attenuation through trees can continuously reduce the impact of noise on the surrounding community environment. The Group has strictly complied with the noise emission limits and guidelines in the "Industrial Enterprises Factory Noise Standard" and "Noise Control Ordinance", and regulated the noise emissions in accordance with our internal environmental management system. During the reporting period, the plants at Shanghai and Xiamen have conducted the annual noise testing and the results have met the standards.

##### Compliance

During the reporting period, we did not involve in any confirmed violations that are related to emissions and have significant impact on the Group.

#### 1. 排放物的管理(續)

##### 1.4 噪音的管理

本集團的塑料貿易業務沒有涉及任何產生噪音的活動。而於塑料製造業務中的噪音主要來自操作生產機器設備，我們透過生產車間位置的規劃、生產設備的佈局及減震降噪措施的設置，以控制噪音對環境的影響，例如：設置獨立的空壓機房、車間及空壓機房的門窗選用隔聲性能良好的材料或結構、於設備底部安裝減震片、加強機器設備的維修保養及使用潤滑油防止機器磨損等。我們安排合適的生產時間及綠化廠房環境，希望藉著樹木的衰減作用，以減少噪音持續對周邊社區環境的影響。本集團嚴格遵守《工業企業廠界環境雜訊排放標準》及《噪音管制條例》內的噪音向環境排放限值與指引，並按照內部環境管理制度規範噪音的排放。於報告期內，上海及廈門廠房的年度噪音檢測報告結果均達標。

##### 合規性

於報告期內，並沒有涉及與環境保護相關並對本集團有重大影響的已確認違規事件。

## IV. Environmental Protection

### 四. 環境保護

#### 2. MANAGEMENT OF RESOURCES UTILISATION

The resources used by the Group for its business operations are mainly liquefied petroleum gas (“LPG”), towngas, diesel, gasoline, electricity, tap water and paper. We have strictly abided by “Energy Conservation Law of the People’s Republic of China” and “Regulations on Water Conservation in Cities” and other applicable laws and regulations on resource conservation, and continue to identify and reduce the environmental impact from business activities. Our production departments and offices have set up a number of measures and demand our employees to pay attention to resources conservation, to make full use of resources and to avoid wastage. We implement low-carbon processes and reduce emissions in production and operation, so as to reduce the use of various resources while maximising its efficiency, and prevent waste of resources. Our measures for the effective use of various resources are detailed below:

##### 2.1 Conservation of Energy Utilisation

###### *Conservation of LPG, Towngas, Gasoline and Diesel*

The towngas and LPG consumed by the Group are mainly used for cooking and part of our production lines, while gasoline and diesel are used in automobiles and forklifts for business development, guest reception and transportation of goods in warehouses. We have set strict rules on the amount of food to be prepared in the canteen to prevent consuming unnecessary towngas and LPG on preparing excessive food; as well as reducing the production of kitchen wastes.

#### 2. 資源使用的管理

本集團於業務營運上主要使用石油氣、煤氣、柴油、汽油、電力、自來水及紙張等資源。我們嚴格遵守《中華人民共和國節約能源法》、《城市節約用水管理規定》及相關節約資源的法律法規與政策，並持續辨識與審視各項節能減排措施的實施情況，以減少經營活動對環境所造成的影響。我們的生產部門和辦公室均設立多項措施，要求員工注重節約能源，充分利用資源及避免浪費，於生產運營當中實現低碳工序及減少排放，務求減少使用各種資源的同時能發揮其最大效能，杜絕浪費資源的現象。我們對於各種資源有效利用的措施將於下文詳細說明：

##### 2.1 節約能源

###### *節約使用石油氣、煤氣、汽油及柴油*

本集團所使用的煤氣與石油氣主要用於飯堂煮食及部分生產線；而汽油及柴油則主要用於汽車及叉車，作為業務拓展、接待客人及於倉庫搬運貨物的用途。我們對食堂準備食物的數量亦設有嚴格規定，以避免準備過多食物並消耗不必要的煤氣及石油氣，亦能同時減少廚餘的產生。

## IV. Environmental Protection

### 四. 環境保護

## 2. MANAGEMENT OF RESOURCES UTILISATION (CONTINUED)

### 2.1 Conservation of Energy Utilisation (Continued)

#### Conservation of LPG, Towngas, Gasoline and Diesel (Continued)

We have a number of conservation measures for use of gasoline and diesel in order to reduce emissions of exhaust air and greenhouse gases, for example, drivers have to obtain prior approval before using the vehicles and the driving routes need to be planned in advance. If passengers are going to the same or close destinations, they will be arranged to use the same vehicle to shorten the driving distance and also reduce the consumption of gasoline and diesel. The driver must stop the car engine when the vehicle is idling, so as to reduce unnecessary energy consumption. We regularly conduct repair and maintenance on vehicles and forklifts to improve energy efficiency, reduce fuel consumption and exhaust air emission due to parts failures; we replace old vehicles and increase energy efficiency. Our vehicle management department record the monthly fuel consumption to manage the fuel usage of each vehicle and we also promote the concept of "Green Travel" and encourage employees to use public transport or walk to work. The Group also pays attention to the carbon emissions caused by travel, and actively implements a number of measures, such as: make good use of various communication tools to communicate with business partners in order to reduce the use of vehicles and the number of business trips, thereby reducing the generation of greenhouse gases and exhaust air.

During the reporting period, due to the impact of the coronavirus epidemic, plants and offices demanded their employees to avoid business visits as far as possible in reducing the risk of infection, thereby the number of car use due to business trips has dropped and led to a decrease of approximately 4.86 tonnes or 18.80% of the gasoline consumption by the Group's plastic manufacturing business when compared to previous year; and a total of approximately 20.99 tonnes of gasoline was consumed.

## 2. 資源使用的管理(續)

### 2.1 節約能源(續)

#### 節約使用石油氣、煤氣、汽油及柴油(續)

至於使用汽油及柴油方面，我們設有多項節約措施，從而減少廢氣及溫室氣體的排放，例如：使用汽車前司機必須先提出申請，獲得審批後才能使用，並需預先規劃路線，如乘客前往相同或接近的目的地，會安排他們使用同一車輛，以縮短行車路程及減少汽油及柴油的用量；司機必須停車熄匙，減少汽車引擎空轉而消耗能源；我們定期維修及保養車輛與叉車，以提升能源利用效率，以及減少因零件故障而增加消耗燃油和廢氣；亦會因應需要而更換舊車輛，增加能源效益；車輛管理部門記錄每月用油量，以分析各車輛的用油情況；推廣「綠色出行」理念，鼓勵員工多使用公共交通工具或步行上下班等。本集團亦關注差旅帶來的碳排放，並積極推行多項措施，例如：善用各種通訊工具與業務夥伴進行溝通，以減少使用車輛及出差次數，藉此減少產生溫室氣體及廢氣。

於報告期內，由於受到新冠肺炎疫情的影響，為了降低員工受感染的風險，各廠房及辦公室要求員工儘量不要進行任何業務拜訪活動，減少因出差而用車的次數，因此本集團塑料製造業務的汽油用量比去年下降約4.86噸或18.80%，共使用汽油約20.99噸。



## IV. Environmental Protection

### 四. 環境保護

#### 2. MANAGEMENT OF RESOURCES UTILISATION (CONTINUED)

##### 2.1 Conservation of Energy Utilisation (Continued)

##### Conservation of LPG, Towngas, Gasoline and Diesel (Continued)

During the reporting period, the Group's use of energy and the Scope 1 greenhouse gas emissions emitted by the Group are as follows:

		2019/2020		2018/2019	
		CO <sub>2</sub> equivalent emissions (Tonnes) 二氧化碳 當量排放量 (噸)		CO <sub>2</sub> equivalent emissions (Tonnes) 二氧化碳 當量排放量 (噸)	
		Consumption 使用量		Consumption 使用量	
<b>Plastics Manufacturing Business<sup>1</sup>:</b>	<b>塑料製造業務<sup>1</sup>:</b>				
Liquefied Petroleum Gas	液化石油氣	174.90 m <sup>3</sup> 174.90 立方米	1.00	294.15 m <sup>3</sup> 294.15 立方米	1.67
Towngas	煤氣	3,902.00 m <sup>3</sup> 3,902.00 立方米	3.58	3,725.00 m <sup>3</sup> 3,725.00 立方米	3.42
Gasoline	汽油	20.99 tonnes 20.99 噸	77.13	25.85 tonnes 25.85 噸	80.24
Diesel	柴油	7.36 tonnes 7.36 噸	23.71	7.55 tonnes 7.55 噸	24.08
<b>Total Group's Emission</b>	<b>業務排放總量</b>		<b>105.42</b>		<b>109.41</b>
<b>Group's Emission Intensity<sup>2</sup></b>	<b>業務排放量密度<sup>2</sup></b>		<b>4.13</b>		<b>4.30</b>
<b>Plastics Trading Business<sup>1</sup>:</b>	<b>塑料貿易業務<sup>1</sup>:</b>				
Gasoline	汽油	7.82 tonnes 7.82 噸	28.73	8.80 tonnes 8.80 噸	27.32
<b>Total Group's Emission</b>	<b>業務排放總量</b>		<b>28.73</b>		<b>27.32</b>
<b>Group's Emission Intensity<sup>2</sup></b>	<b>業務排放量密度<sup>2</sup></b>		<b>0.16</b>		<b>0.15</b>

#### 2. 資源使用的管理(續)

##### 2.1 節約能源(續)

##### 節約使用石油氣、煤氣、汽油及柴油(續)

於報告期內，本集團直接使用能源及所排放的範圍一溫室氣體的情況如下表：

## IV. Environmental Protection

### 四. 環境保護

## 2. MANAGEMENT OF RESOURCES UTILISATION (CONTINUED)

### 2.1 Conservation of Energy Utilisation (Continued)

#### Conservation of LPG, Towngas, Gasoline and Diesel (Continued)

Notes:

- 1 Some of the plastic trading business offices are located inside the plants, and the relevant data on fuel consumption and emission of Scope 1 greenhouse gas has already been included in the plastics manufacturing business operation.
- 2 The emission intensity of the plastics manufacturing and plastics trading business are calculated in terms of the production volume per kilo-tonne and the average number of employees during the year respectively.

#### Conservation of Electricity

The Group has established an energy management team and hopes to manage and coordinate energy conservation initiatives through a sound organisational structure. "Reduction at source" is our energy management strategy, implemented through daily management, promotion of conservation culture, actively adopt technically feasible and economically reasonable measures, for example, use LED lamps instead of fluorescent lamps, encourage employees to use natural light for daily operations, restricted use of air conditioners according to seasonal and temperature changes, regularly clean the air conditioner's filter and turn off the unnecessary electrical equipment after work, phasing out old equipment, use the nationally recognised equipment or equipment with the energy-efficient labels, focus on the repair and maintenance or transformation of the electrical equipment, etc., to monitor the electricity consumption and energy efficiency of the plants.

## 2. 資源使用的管理(續)

### 2.1 節約能源(續)

#### 節約使用石油氣、煤氣、汽油及柴油(續)

附註：

- 1 部分塑料貿易業務的辦公室設於廠房內，相關的用量及所產生的溫室氣體已包含於塑料製造業務中。
- 2 塑料製造業務和塑料貿易業務的排放量密度分別以每千噸生產量及全年平均員工人數計算。

#### 節約用電

本集團建立能源管理小組，希望透過健全的組織架構，統一管理及協調能源節能管理工作。「源頭減排」是我們的能源管理策略，透過日常管理及加強節約文化宣傳，積極採取技術上可行與經濟上合理的措施，例如：使用LED燈代替普通日光燈；鼓勵員工以自然光用作照明用途；根據季節及氣溫變化情況調節空調機的溫度或限時使用；定期清洗空調機的隔塵網；員工下班時必須關掉不必要用電設備的電源；逐步淘汰舊設備；選用國家認可或帶有能源效益標籤的設備、加強用電設備的維修與保養；改裝用電設備等，以控制廠房用電的效益等。

## IV. Environmental Protection

### 四. 環境保護

#### 2. MANAGEMENT OF RESOURCES UTILISATION (CONTINUED)

##### 2.1 Conservation of Energy Utilisation (Continued)

###### Conservation of Electricity (Continued)

Electricity is mainly used for production plants and equipment; electricity consumption increased with larger number of orders. Therefore, we set electricity consumption targets based on the electricity consumption per unit of production every year, so as to monitor whether the monthly consumption of the production workshop is normal. If abnormalities are found, investigation of the cause and targeted improvement measures must be taken. Besides, we will adjust the speed of the extruder according to the formula of products when there is large number of production orders, so as to prevent the extruder running under excessively high speed and increased its temperature and consumed more electricity. We also reasonably schedule our production plan, aiming to complete the orders with the least number of machines, and to avoid running extra number of extruders and led to increased idle time and electricity wastage. When the orders are completed, we cool down the equipment, arrange quality inspection of the products and shut down the unnecessary production equipment for reducing idle time and save electricity.

At the same time, we organise energy-saving training and activities in the plants and offices, post energy saving tips at prominent location and formulate office environmental protection handbook, etc. to promote energy-saving and carbon-reduction message and to enhance the employee's skill and knowledge on energy-saving. We hope that our employees can support our energy management strategy to achieve "Energy management is everyone's responsibility", thereby effectively reduce carbon emissions.

#### 2. 資源使用的管理(續)

##### 2.1 節約能源(續)

###### 節約用電(續)

電力主要用於生產廠房及設備，訂單數量愈多，耗電量愈大；因此我們每年訂立能耗目標，以每產量單位使用電量為基準，監察生產車間每月的耗電量是否正常，如發現異常情況，必須立即調查原因並進行針對性的改善措施。此外，我們亦會在訂單數量較多時，按產品配方調節擠出機的速度，避免因速度過高而導致擠出機升溫而增加耗電量。我們還會合理地安排生產計劃，以使用最少機器而完成訂單為目標，避免開啟額外的擠出機而增加空轉時間浪費電力；在每次完成訂單後，為設備降溫及品質檢定时，我們亦會關閉非必要的生產設備，減少設備空轉時間，以節約用電。

同時，我們於廠房及辦公室組織節能培訓活動，於當眼處張貼不同的節能標籤及制定辦公室環保手冊等，推廣節能減碳的訊息，強化員工節能技巧及知識，希望員工能配合我們的能源管理策略，做到「能源管理，人人有責」，從而有效地減少碳排放量。

## IV. Environmental Protection

### 四. 環境保護

## 2. MANAGEMENT OF RESOURCES UTILISATION (CONTINUED)

### 2.1 Conservation of Energy Utilisation (Continued)

#### Conservation of Electricity (Continued)

Due to the outbreak of the coronavirus epidemic, the operation of domestic plants was suspended after the Lunar New Year Holiday in 2020, and resumed full production in April 2020. During this period, the electricity consumption was reduced compared with the same period of previous year. Besides, each plant had effectively implemented the above-mentioned energy conservation and consumption reduction measures and with less employees working on-site, the electricity consumption of the Group's plastic manufacturing business decreased by approximately 1,144.61 MWh or 6.77% compared with previous year; resulting in a total of approximately 15,754.39 MWh of electricity consumed; and its intensity had also declined.

During the reporting period, the Group's use of electricity and the Scope 2 greenhouse gas emissions emitted by the Group are as follows:

## 2. 資源使用的管理(續)

### 2.1 節約能源(續)

#### 節約用電(續)

國內廠房因新冠肺炎疫情爆發而於2020年春節後暫停運作，在2020年4月才全面恢復生產，在此期間的用電量較上年度同期有所減少；加上各廠房有效地實施上述的節能降耗措施及上班員工人數減少，因此本集團塑料製造業務的用電量較上年度下降約1,144.61兆瓦時或6.77%，共消耗電力約15,754.39兆瓦時，而其密度亦因此而下降。

於報告期內，本集團間接使用能源及所排放的範圍二溫室氣體的情況如下表：

		2019/2020		2018/2019	
		CO <sub>2</sub> equivalent emissions (Tonnes)		CO <sub>2</sub> equivalent emissions (Tonnes)	
		Consumption 使用量		Consumption 使用量	
		當量排放量 (噸)		當量排放量 (噸)	
<b>Plastics Manufacturing Business<sup>1</sup></b>	<b>塑料製造業務<sup>1</sup>:</b>				
Electricity	電力	15,754.39 MWh 15,754.39兆瓦時	12,411.23	16,899.00 MWh 16,899.00兆瓦時	13,718.96
<b>Total Group's Emission</b>	<b>業務排放總量</b>		<b>12,411.23</b>		<b>13,718.96</b>
<b>Group's Emission Intensity<sup>2</sup></b>	<b>業務排放量密度<sup>2</sup></b>		<b>486.02</b>		<b>539.27</b>
<b>Plastics Trading Business<sup>1</sup></b>	<b>塑料貿易業務<sup>1</sup>:</b>				
Electricity	電力	145.72 MWh 145.72兆瓦時	78.86	143.06 MWh 143.06兆瓦時	93.00
<b>Total Group's Emission</b>	<b>業務排放總量</b>		<b>78.86</b>		<b>93.00</b>
<b>Group's Emission Intensity<sup>2</sup></b>	<b>業務排放量密度<sup>2</sup></b>		<b>0.44</b>		<b>0.50</b>

## IV. Environmental Protection

### 四. 環境保護

#### 2. MANAGEMENT OF RESOURCES UTILISATION (CONTINUED)

##### 2.1 Conservation of Energy Utilisation (Continued)

###### Conservation of Electricity (Continued)

Notes:

- 1 Some of the plastic trading business offices are located inside the plants, and the relevant data on electricity consumption and emission of Scope 2 greenhouse gas has already been included in the plastics manufacturing business operation.
- 2 The emission intensity of the plastics manufacturing and plastics trading business are calculated in terms of the production volume per kilo-tonne and the average number of employees during the year respectively.

##### 2.2 Conservation of Water Utilisation

The Group uses government-supplied water sources, mainly for production and domestic use. During the reporting period, although we do not encounter any problems in obtaining applicable water resources, we understand that water is a precious, shared and limited resources. In order to reduce water use, we actively implemented various water conservation measures, to educate employees to save water from their daily lives to build up a good habit of water usage and to enhance employees' environmental awareness, improve the production process and the daily operation of the office to control water use. We set up water circulation systems at the production line for products cooling; and the waters are recycled and reused in the production line through the circulation tower. Such cooling water can be fully reused except for being evaporated by heat therefore relatively low amounts of water is consumed in production. We also increase the number of times to repeatedly reuse the cooling water in machinery washing and further decrease the water consumption in production. Besides, we also pay attention to the daily maintenance and management of water supply facilities, regularly check the water supply system to avoid running, dripping, leaking and long flowing water. In case of water leakage in conduits and taps, the maintenance department is notified immediately for repair and replacement. Regarding management of use of water for living, we post "Water Saving" sign at noticeable locations, educate employees and enhance their awareness in water conservation and to build better water use habits. Kitchen washing water is used to irrigate plants in the factories for better water resources utilisation.

#### 2. 資源使用的管理(續)

##### 2.1 節約能源(續)

###### 節約用電(續)

附註：

- 1 部分塑料貿易業務的辦公室設於廠房內，相關的用電量及所產生的溫室氣體已包含於塑料製造業務中。
- 2 塑料製造業務和塑料貿易業務的排放量密度分別以每千噸生產量及全年平均員工人數計算。

##### 2.2 節約用水

本集團使用政府供應的水源，主要用於生產及日常生活。於報告期內，我們雖然沒有就取得適用水源上遇到任何問題，但我們清楚知道水資源是一種寶貴、共享及有限的資源；因此為了減少用水，我們積極實施不同的節約用水措施，教育員工節約用水應從日常生活開始，建立正確的用水觀念及加強員工的環保意識，改善生產流程與辦公室日常營運時的用水情況。我們於生產線建立水循環系統，用於冷卻產品，這些水經過循環塔再用於生產線中，除了因熱力而蒸發的冷卻水，基本都能全部回用，因此我們用於生產的耗水量較低。我們亦增加重複使用機器清洗水的次數，使生產線能更進一步降低用水量。此外，我們非常注重用水設備的日常維護和管理，定期檢查水供應系統，杜絕跑、冒、滴、漏和水長流的現象，如發現管道、閥門有漏水的情況，需即時通知維修部門進行修理及更換，以防止不必要的消耗。至於生活用水的管理，我們在辦公室及員工生活區採用低流量水龍頭或淋浴頭；在當眼位置張貼「節約用水」提示，教導並提高員工節約用水的自覺性，讓員工改善用水習慣；並將食堂洗菜水用於灌溉廠區內的植物，提高水資源的利用率。

## IV. Environmental Protection

### 四. 環境保護

## 2. MANAGEMENT OF RESOURCES UTILISATION (CONTINUED)

### 2.2 Conservation of Water Utilisation (Continued)

During the reporting period, the Dongguan plant had actively strengthened the repair and maintenance of water equipment and pipelines, and fixed water leaks found last year; together with the decreased number of employees living in the staff quarters, the amount of water consumed dropped by approximately 17,800.00 tonnes or 41.82% when compared to the previous year. Besides, plants and offices continuously implementing different water-saving measures; with active support by their employees, a drop of approximately 20,468.37 tonnes or 19.98% of the water consumed by the Group's plastic manufacturing business is resulted, giving a total of approximately 81,951.63 tonnes of water consumed. The intensity of water consumption had also decreased accordingly.

During the reporting period, the Group's water consumption data is as follows:

		2019/2020 (Tonnes) (噸)	2018/2019 (Tonnes) (噸)
<b>Water Resources</b>	<b>水資源</b>		
<b>Plastics Manufacturing Business <sup>1</sup>:</b>	<b>塑料製造業務 <sup>1</sup>:</b>		
Total	總量	81,951.63	102,420.00
Intensity <sup>2</sup>	密度 <sup>2</sup>	3,208.76	4,025.94
<b>Plastics Trading Business <sup>1</sup>:</b>	<b>塑料貿易業務 <sup>1</sup>:</b>		
Total	總量	181.00	174.00
Intensity <sup>2</sup>	密度 <sup>2</sup>	1.00	0.94
<b>Group total consumption</b>	<b>集團總用量</b>	<b>82,132.63</b>	<b>102,594.00</b>

Notes:

- Some of the plastic trading business offices are located inside the plants, and the relevant data of water consumption has already been included in the plastics manufacturing business operation.
- The emission intensity of the plastics manufacturing and plastics trading business are calculated in terms of the production volume per kilo-tonne and the average number of employees during the year respectively.

## 2. 資源使用的管理(續)

### 2.2 節約用水(續)

於報告期內，東莞廠房積極加強用水設備與管道的保養與維修，並已維修上年度發現漏水的地方，加上員工及入住宿舍人數減少，用水量較上年度下降約17,800.00噸或41.82%。同時，於各個廠房與辦公室持續實施不同的節水措施及員工的積極配合下，本集團塑料製造業務的用水量較上年度下降約20,468.37噸或19.98%，共耗水約81,951.63噸，而用水量密度亦因此而下落。

於報告期內，本集團水資源的使用情況如下表：

附註：

- 部分塑料貿易業務的辦公室設於廠房內，相關的用水量已包含於塑料製造業務中。
- 塑料製造業務和塑料貿易業務的排放量密度分別以每千噸生產量及全年平均員工人數計算。

## IV. Environmental Protection

### 四. 環境保護

#### 2. MANAGEMENT OF RESOURCES UTILISATION (CONTINUED)

##### 2.3 Conservation of Paper Utilisation

In order to establish a "green office", we advocate conservation of paper, introduce "office automation" system and encourage employees to send files in electronic form whenever possible to reduce physical copies. We assign appropriate rights for printing and set double-sided printing as default. We make full use of the paper by reuse one-side used paper for photocopying or printing; collect the double-sided waste papers in recycled paper collection box and recycle by the qualified recycler. Paper is centrally purchased by the procurement department; and the administrative department is responsible for paper distribution management. The establishment of paper purchasing and distributing procedures has effectively control and to help building better paper use habits in various departments. During the reporting period, the Group has consumed approximately 5.08 tonnes of paper, representing a decrease of approximately 0.31 tonnes or 5.75% compared with the previous year.

#### 2. 資源使用的管理(續)

##### 2.3 節約用紙

為了建立「綠色辦公室」，我們主張節約用紙，引進「辦公室自動化」系統，鼓勵員工儘量以電子檔案形式傳遞信息及文件，以減少影印及列印；設置列印權限並將列印機預設為雙面列印模式，已使用的單面紙應儘量循環再用，而雙面均使用過的廢紙則放入再造紙收集箱，並由具資質的回收商處理。採購部負責統一採購紙張，而行政部負責紙張領用管理，透過建立紙張採購及領用程序，有效地規範及改善各部門的用紙習慣。於報告期內，本集團共消耗紙張約5.08噸，有賴業務員工持續支持我們的用紙措施及循環再用政策，故用紙量較上年度減少約0.31噸或5.75%。

## IV. Environmental Protection

### 四. 環境保護

#### 3. ENVIRONMENT AND NATURAL RESOURCES

The Group's business activities have relatively low impact on the environment and natural resources, but as a socially responsible company, protecting nature and the environment formed an important part of the Group's corporate culture, and we take environmental management as an important factor in the Group's business development plan. We minimise our potential adverse impacts on the environment through establishment of effective environmental control policies, to focus our efforts on environmental management, and to continuously identify, assess and manage the environmental risks and to review the effectiveness of our policy implementation. We also refer to the guidelines of the international environmental management system to enhance our internal environmental management system and make it more comprehensive, that can save various natural resources and costs, and also can further reduce the environmental impact from business operations. We raise employees' environmental awareness through different environmental protection activities and meetings, require employees to pay attention to their own behaviour and be responsible for the environment, and encourage employees to passing on environmental protection messages to each other, so as to reduce the impact of the Group and employees on the environment and natural resources. The Group strictly follows the environmental protection laws, regulations and requirements of the Country, provinces and cities, and also the HKSAR. We have designated staff to pay attention to the updates relating to the applicable laws, regulations and policies, and implement the changes in each plants and offices in time to ensure our operations are fully complied with the requirements. The Group will continue to adhere to a safe, harmonious and green development policy, put environmental management ideas at the core of our operations, pay attention to and care for nature, and work with employees to build an environment-friendly and resource-saving enterprise for the sustainability of the planet.

#### 3. 環境及天然資源

本集團的業務活動對環境及天然資源的影響相對較少，但作為一家對社會負責任的企業，保護大自然及環境已成為本集團企業文化的重要環節，而環境管理亦是本集團業務發展的重要考量之一，我們通過制定有效的環境管理制度，加大環境管理的力度，持續辨識、評估、管理及審視環境管理制度的實施情況與成效，努力消除我們對環境的潛在不利影響。我們亦參考國際環境管理體系的指引，使內部環境管理制度更加全面，除了可節省各種天然資源及成本，更能進一步改善於營運中對環境帶來的影響。我們還從員工方面著手，透過不同的環保活動及會議，提高員工的環保意識，要求員工注意自身的行為並對環境負責，以及鼓勵員工之間互相傳遞環保訊息，以減輕本集團及員工對環境及天然資源所帶來的影響。本集團貫徹執行國家、各省市及香港特別行政區的環保法律法規與要求，我們委派專員留意有關法律法規及政策的更新，並適時實施到各廠房及辦公室內，以確保營運的合規性。本集團將繼續堅持安全、和諧、綠色的發展方針，將環保管理思想置入營運活動的核心，持續關注及愛護大自然，與員工共同努力構建環境友好型與資源節約型的企業，以成就地球可持續發展。



## V. Employment and Labour Practices

### 五. 僱傭及勞工常規

The Group considers our employees as our valuable assets and strives to provide a non-discrimination, equal, harmonious and safe workplace. Human resources policy is based on the Group's overall long-term development interests. We establish an internal equal competition mechanism and manage employee career advancement and promotion process; offer competitive remuneration scheme and various staff benefits, and organise a variety of activities to reflect our concept of "Value talent; and people-first" in attracting talents. We establish a feedback system to collect anonymous suggestions and opinions for the consideration by management. It shows our respects and care for the employees' feedback, and hope to enhance our human resources policy. Besides, the Group encourages teamwork and believes that team collaboration is the only way to create a win-win for employees and the corporate, and hopes the employees can get personal growth, and at the same time, to help us achieving the corporate goals. We adjust and formulate our human resources policies by locations to comply with the respective local labour laws and regulations.

#### 1. TALENT SELECTION

The Group advocates equal opportunity and respects personal privacy, and established related policy in this area. During the recruitment process, the department head determines the job positions' responsibilities and requirements, and the human resources department assesses and screens applicants according to the requirements. The appropriate candidates would be selected based on their morality, knowledge, abilities and job requirements, and regardless of their age, gender, race, religion, nationality, class, marital status, social or ethnic group, and political views. The policy applies to all phases of the employment relationship, including but not limited to hiring, promotion, performance appraisal, training, personal development and termination. On the basis of equality, the Group hopes to identify talents who are committed and dedicated to work, willing to take responsibility, keep learning, continuously improving their abilities and willing to move forward with the Group. Shanghai plant has been supporting the rehabilitation plan for people with disabilities and assigned a number of employees with disabilities with appropriate job duties based on their ability and skills during the reporting period; hope that they can support themselves.

本集團一直視員工為最寶貴的資產，努力締造非歧視、平等、和諧及安全的工作環境。人力資源政策以集團整體長遠發展利益為依歸。我們在內部營造平等的競爭機制，規範員工晉升和晉級的流程，並藉著具有競爭力的薪酬、各項福利和舉辦不同活動，體現了「重視人才，以人為本」的理念來吸納人才。我們設有申訴機制予各員工不記名地向管理層提出意見，藉此表示我們重視員工的意見，並希望完善人力資源政策。此外，本集團鼓勵團隊合作，認為員工必需通過團隊協作，才能達到員工與企業雙贏，期望員工得到個人發展的同時亦可促進企業目標的實現。我們因應各地不同的勞工條例而調整和制定適合當地企業的政策。

#### 1. 人才甄選

本集團主張平等機會及尊重個人私隱，並制定了相關政策。在招聘過程中，部門主管確定崗位的工作責任與要求，人力資源部會按照要求篩選合適的應聘者。我們均以品德、學識、能力及崗位要求為僱用標準，為不同年齡、性別、種族、宗教、國籍、階層、婚姻狀況、社會或民族團體、政治觀點的人士給予平等的僱用機會。此等政策適用於不同階段的僱傭關係，包括但不限於招聘、晉升、績效考核、培訓、個人發展及終止聘用。在平等的基礎上，本集團期望發掘能投入工作、敬業及勇於承擔責任的人才，並且對不斷學習、持續改善自身能力及願意與集團一同向前發展的員工寄予信心和厚望。上海廠房支持殘疾人士復康計劃，於報告期內聘請了多名殘疾員工，安排適合他們能力和技術的工作，希望他們能自食其力。

## V. Employment and Labour Practices

### 五. 僱傭及勞工常規

#### 2. LABOUR STANDARDS

The Group cherishes human rights and protects labour rights. We follow the applicable labour laws and regulations to prohibit child and forced labour. We inspect the identity documents of the applicants in the hiring process to prevent someone from using false identification. When we discovered child labour is being mistakenly recruited, we immediately stop their work and make appropriate arrangements, including termination of employment and paying wages according to the local labour laws. The working hours of employees must comply with the relevant local labour laws and regulations; and all necessary overtime arrangements must be agreed by employees and cooperate voluntarily to avoid forced overtime work, and the employees are compensated in accordance with the applicable labour laws and regulations. During the reporting period, the Group did not hire any applicant under the legal working age in order to comply with the local laws and regulations in respect of child and forced labour.

#### 3. STAFF COMPENSATION AND WELFARE

The Group attracts and retains outstanding talents with competitive remuneration packages; benchmarks up-to-date remuneration data in their industry and strives to establish a fair, reasonable and competitive remuneration scheme. Staff compensation varies among factories and offices in different locations, and their salaries level are decided based on one's knowledge, skills, experiences and education background relevant to their work requirements. Some factories and offices at different locations offer remuneration package consists of basic salary and performance-based bonus. The employee compensation includes salary, overtime subsidies, year-end bonus and/or discretionary bonus, etc.. Other benefits include birthday gifts, working meals, high temperature subsidies, medical allowance, housing allowance, festive gifts and/or long service medal, etc..

#### 2. 勞工準則

本集團重視人權，保護勞工權益。我們根據適用的勞動法律法規，嚴格禁止童工或強制勞工。在招聘的過程中核對應聘者的身份證明資料，以防止有人以不合法的身份應聘。當發現誤招童工，我們立即停止其工作並作出適當安排，包括辦理離職手續、按當地勞動法支付工資等。員工的工作時間需符合當地有關勞動法律法規，任何必要的加班安排必須獲得員工同意並自願配合，按照法律法規給予員工補償，以避免強迫性加班。於報告期內，本集團已遵守勞動法律法規，並無僱用低於法定工作年齡的童工或強制勞工。

#### 3. 員工待遇

本集團以具有競爭優勢的薪酬吸引和保留高質素員工，對外收集行業勞工市場薪酬情況，力求建立公平、合理、極具競爭力的薪酬體系。員工的待遇因不同地區的工廠和辦公室而有所不同，他們的薪酬是按照每個職位所要求的知識技能、經驗和教育程度等因素而釐定，部分地區的工廠和辦公室更實行崗位工資和績效獎金相結合的薪酬制度。員工的待遇基本包括工資、加班費、年終酬金及／或績效獎金等。其他福利包括員工生日禮品、工作午餐、高溫津貼、醫療津貼、住房津貼、節日禮物及／或長期服務獎牌等。

## V. Employment and Labour Practices

### 五. 僱傭及勞工常規

#### 3. STAFF COMPENSATION AND WELFARE (CONTINUED)

In order to enhance employees' work quality and efficiencies, inspire their motivation and establish sound communication channel, the Group conducts periodic and systematic performance appraisal, and fairly assess the level of bonuses, salaries increment and/or promotion recommendations based on a number of criteria (working experience, seniority, knowledge and skills, performance, contribution, etc.).

Besides, the Group follows the local labour laws and social security laws and regulations to provide social security benefits for all employees. The Group contributes to various social insurance scheme (endowment insurance, medical insurance, unemployment insurance, work injury insurance and maternity insurance) and housing provident fund for the employees in Mainland China, and contributes to the Mandatory Provident Fund Scheme for the employees in Hong Kong. The Group handles dismissal and compensation in accordance with the local laws and regulations.

#### 3. 員工待遇(續)

為了提升員工的工作質素與辦事效率，激發他們的上進心，並且建立良好的溝通渠道，本集團定期進行系統化的績效考核，並根據多項標準(工作經驗、年資、知識技能、表現、貢獻等)公平地評估給予員工的獎金、加薪幅度及／或晉升建議。

此外，本集團按照當地的勞動法及社會保障的法律法規，為所有員工提供社會保險福利項目。本集團為內地業務員工繳納各項社會保險費(養老保險、醫療保險、失業保險、工傷保險及生育保險)和住房公積金，以及為香港員工的強積金計劃供款。如解僱員工或因此而需要作出賠償，本集團亦會按照當地的法律法規處理。

## V. Employment and Labour Practices

### 五. 僱傭及勞工常規

#### 3. STAFF COMPENSATION AND WELFARE (CONTINUED)

The Group pays attention to its employees' health and encourages everyone to maintain work-life balance, and set up employee work hours according to the requirement of the local labour law and protects the employee rights to rest days and holidays; so that all employees are entitled to rest days and statutory holidays. In order to provide a comfortable, decent and healthy working environment, we decorate our office with an abundance of plants and set up recreation room and sports facilities (basketball courts and badminton courts). We also organise a variety of activities including trips, festive parties on regular and irregular basis, hope to enhance staff's cohesion and sense of belonging, and reduce their work pressure.

#### 3. 員工待遇(續)

本集團重視員工的健康，鼓勵大家維持工作與生活平衡，並依照當地的勞動法訂立員工工作時數及保障員工休息休假的權利，所有員工均享有休息日及法定假日。我們於辦公室不同的位置放置大量盆栽，為員工提供康樂室及體育活動場所(籃球場及羽毛球場)，希望給予員工一個舒適、優美及健康的工作環境。我們還定期或不定期為員工組織活動，包括旅遊、節日聚餐等，希望增強員工之間的凝聚力、提升員工的歸屬感和減輕員工的工作壓力。



Staff travelling, dinner and annual meeting held this year  
於本年度舉辦的員工旅行、聚餐及年會

## V. Employment and Labour Practices

### 五. 僱傭及勞工常規

#### 3. STAFF COMPENSATION AND WELFARE (CONTINUED)

During the COVID-19 outbreak in early 2020, the Group did not reduce the employees' compensation and welfare nor layoff any employees. When the factories resumed production, employees may need to work overtime. The Group still obtaining the employees' advance consent as usual and they are compensated in accordance with the applicable labour laws and regulations. Besides, for the sake of employees' health and safety, the Group has implemented various anti-epidemic prevention measures. Please refer to "Health and Safety" section below for details.

#### 4. DEVELOPMENT AND TRAINING

In order to align the enterprise long-term business development and the staff career plan the Group sets up staff training polices with reference to the departmental human resources needs, and established a comprehensive staff training plan with an aim to build an excellent, well-trained and responsible corporate team. This can enhance the staff's knowledge and management capabilities and improve their work ability, performance and efficiency, and raise their enthusiasm in work to cultivate team spirit.

New hires have to participate in induction training with an aim to introduce background and business of the Group, corporate culture and operating model, industry knowledge, organisational structure, staff handbook policies and procedures, operational safety, management system knowledge, etc. On top of providing foundation training, we also provide skills advancement, professional and management training to ensure that staff possess professional theory and knowledge, and new knowledge for overcoming challenges in order to lay a solid foundation for long-term development of employees and the Group.

#### 3. 員工待遇(續)

對於2020年年初爆發的新型冠狀病毒病，本集團沒有因疫情情況嚴重而削減員工待遇或裁減員工；當廠房復工後，員工需加班工作，亦會先獲得員工同意，並按照勞動法律法規給予員工補償；此外，為了員工健康及生命安全著想，本集團採取了多項防疫措施，詳細資料請參考下文「健康與安全」部分。

#### 4. 發展及培訓

為了配合企業長遠發展及員工職業生涯規劃，本集團為員工訂立了培訓管理制度，結合各部門的人力資源需求，編製完善的培訓工作計劃，以打造一支優秀、訓練有素及具責任心的企業團隊。這不但能提高員工的知識和管理水平；亦能提升員工履行職責的能力，改善工作表現，增加工作效率；還可提高員工的工作熱情，培養團隊精神。

新入職員工必須參加入職培訓，該培訓旨在介紹集團背景與業務、企業文化與運作模式、行業知識、組織架構、員工手冊、規章制度、營運安全、體系知識等，他們需通過考核才能上任。除了基礎培訓，我們還針對不同崗位，為員工提供技能培訓、專業培訓及管理培訓，使員工掌握專業理論，具備專業知識和迎接挑戰所需的新知識，為員工及集團的長遠發展打好基礎。

## V. Employment and Labour Practices

### 五. 僱傭及勞工常規

#### 4. DEVELOPMENT AND TRAINING (CONTINUED)

During the reporting period, in addition to pre-employment training to new hires, the Group also organised various internal and external training programs related to human resources, sales, customer service, procurement, warehouse management, environmental management, production techniques, safety production, quality management (please refer to “Health and Safety” and “Product Responsibility” sections below for details of safety production and quality management respectively) such as employment model and labour law changes, human resources department controlled document training, professional sales techniques, assessment and approval of contract, customer service work, quality control and complaint feedback, understanding of international freight and logistics operations, precautions for receipt and delivery of products, environmental management system knowledge training, characteristics of raw materials, colour matching skills, etc.. The Group also designs specific training to technical staff or site management staff in accordance with local labour regulations. For example, forklift licence training, electrician certification training, safety production management personnel training, etc. They must pass the assessment to ensure that they have the required knowledge and skills to perform their work.

The Group provides on-the-job training for its employees in Hong Kong. The Human Resources Department together with the supervisors of each department introduce the corporate culture, industry knowledge and job responsibilities to new staff. We also allow employees to participate in external training courses, seminars, etc. according to the work needs. The trainings provided during the reporting period include Advanced Diploma in Business Management, Company Law, human resources management, emergency measures, fire safety training and drills, production safety and production techniques, ISO quality management system training, etc.

#### 4. 發展及培訓(續)

於報告期內，除了新員工職前培訓，本集團還組織了多項內部與外部培訓活動，與人力資源、銷售、客戶服務、採購、倉庫管理、環境管理、生產技術、安全生產、品質管理(安全生產及品質管理培訓活動的詳細資料請分別參考下文「健康與安全」及「產品責任」部分)等方面相關的培訓課程，如用工模式與勞動法律變革、人力資源部門受控文件培訓、專業銷售術、合同評審、客戶服務工作、品質控制及投訴回饋、瞭解國際貨運及物流營運、收貨與出貨注意事項、環境管理體系知識培訓、原材料的特性、配色技巧等。本集團更為需要專門技術的員工或從事現場管理工作的員工，依照各地勞工條例設計特殊工作培訓計劃，例如：讓他們參加叉車證培訓、電工證培訓、安全生產管理人員培訓，通過培訓考核，以確保他們具足夠的知識和技能安全地履行工作。

本集團為香港企業員工提供在職培訓，透過人事部和部門主管，讓新員工瞭解企業文化、行業知識、工作職責等；我們亦會按照工作需要，讓員工參加外部進修課程、講座等。於本報告期內的培訓活動包括工商管理高等文憑、公司法、人事管理、緊急應變措施、防火安全培訓及演習、生產安全及生產工藝、ISO 品質管理系統培訓等。

## V. Employment and Labour Practices

### 五. 僱傭及勞工常規

#### 5. HEALTH AND SAFETY

The Group cares about our employees' health and their working environment safety in order to prevent occupational hazards and protect our valuable talent assets. To comply with the applicable local safety production laws and regulations, we established safety policies and procedures, and emergency incident plan with reference to the production environment at different locations. These provide effective safety management system and emergency incident guidelines to prevent, control and eliminate losses that might be caused by unexpected incidents, and to protect staff safety.

#### 5. 健康與安全

本集團一向著重員工的健康及其工作環境的安全，預防及避免員工受到職業性的危害，保障我們寶貴的人才資本。為了符合當地有關安全生產的法律法規，我們就各廠房的生產環境制定了相關的安全管理制度及緊急事故應急預案，提供有效的安全管理機制及事故處理指引，以預防、控制及消除突發事件所造成的損失及保障員工的安全。



*Regular fire training and drills conducted in the plants*  
廠房定期進行消防培訓及演練

## V. Employment and Labour Practices

### 五. 僱傭及勞工常規

#### 5. HEALTH AND SAFETY (CONTINUED)

Training topics are mainly related to workplace safety and occupational health. The Group sets up annual safety training plan with reference to the needs of each department, and review its implementation status during year-end and to assess the new safety risk arisen from business or operation changes so as to provide reliable source of information for preparing the next year's planning. The Group enhances their employee's awareness on occupational health and safety, raises their consciousness and improves their professional skills, especially for those job positions with significant potential safety hazards, and enable them to perform their duties in a safe environment; by providing an all-round safety training program and explaining to their employees about the enterprise development strategy. Employees have to report to the management immediately when incident occurs or aware of any potential hazards.

New hires production staff must join a variety of practical trainings, understand the workflow and guideline, equipment operation techniques of the production department, receive safety education conducted by production department. The Group provides frequent trainings to instill safety values, knowledge and skills in employees. The Group also carries out role-based technical training periodically and safety assessment to ensure that its staff are prepared mentally and have adequate knowledge and skills to meet the safety standards and to fulfill their job duties. We also posted occupational hazard notification cards in the production workshops to remind and warn the employees of various hazard source and the related preventive measures. During the reporting period, the Group organised various safety training programs, for example, production equipment safety operation and control, safety operation regulations on transmission and distribution system, safety production and knowledge, forklift operation and maintenance, forklift safety knowledge, hazardous materials management, warehouse safety management, plastic machinery principle and safety, work injury case analysis, fire prevention basic knowledge, how to escape and save yourself during fire outbreak, instructions for the use of fire extinguishers, safety signs, safety production standardisation and publicity training, electric welding/argon welding, dangerous goods operation safety, labour protection safety knowledge, etc..

#### 5. 健康與安全(續)

培訓工作與安全工作環境、職業健康有著密不可分的關係，本集團結合各部門的實際情況，編製年度安全培訓計劃，並於年末審視計劃的實施情況及因業務變化帶來的安全風險，為來年的計劃提供可靠的依據。本集團透過全面的安全培訓計劃及向員工講解企業方針，提升員工的職業健康與安全意識教育，增強員工的自覺性及提高員工的專業技能，尤其是負責存在重大安全隱患崗位的員工，使其能於安全的環境下履行職責；如發現事故及安全隱患，需立即向管理層報告。

新入職生產員工需接受各類型的實操訓練，瞭解生產部門的工作流程和指引，各項設施的操作技術，接受生產部門安全教育，並對員工進行經常性的安全思想、安全知識和安全技術的訓練；本集團定期組織崗位技術培訓與安全考核，以確保員工於思想上、知識上和技術上均能達到安全標準履行其職責；我們還於生產車間張貼職業病危害告知卡，以時刻提醒及警告員工各類危害源及相關的防範措施。於報告期內，本集團組織了多項安全培訓工作，如生產設備安全操作及控制、送配電系統安全操作規程、安全生產與知識、叉車操作及保養、叉車安全知識、危險品管理、倉庫安全管理、塑膠機械原理及安全、工傷案例解析、消防基礎知識、火災發生時如何逃生自救、滅火器的使用方示、安全標識、安全生產標準化建設宣貫培訓、登高、電焊／氬焊、危險品操作安全、勞動防護安全知識等。



## V. Employment and Labour Practices

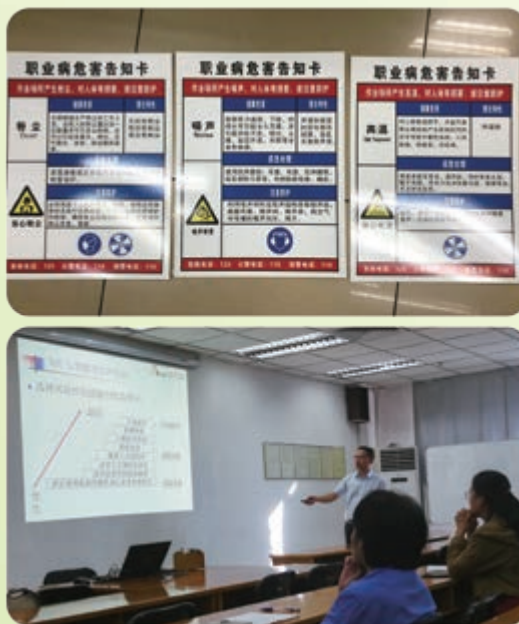
### 五. 僱傭及勞工常規

#### 5. HEALTH AND SAFETY (CONTINUED)

In the production environment, as most of the production processes are carried out in enclosed workshops, in order to protect the health and safety of the working staff, we set up air duct to improve air circulation, effectively enhance the air quality, inside the workshops, and provides them with a healthier and more comfortable production environment. Maintenance Department is responsible for inspecting, repairing and maintaining the production equipment, machineries, fire prevention facilities and protective equipment, and rectifies hidden danger regularly to ensure the equipment is in good condition. We also educate employees on the correct use of equipment to avoid industrial accidents.

#### 5. 健康與安全(續)

在生產環境方面，由於大部分生產工序是於密閉式車間進行，為保障有關員工的健康及安全，我們於有關車間設有通風管道，使空氣流通，有效地改善車間內的空氣質素，為員工提供一個更健康、舒適的生產環境。維修部門負責檢查、維修及保養生產設備、機器、消防設施及防護器材，定期對隱患進行整改，保證設備處於良好的狀態，我們亦教育員工正確的使用方法，避免發生工業意外。



Posted occupational hazard notification cards in production workshop and conduct regular labour protection safety knowledge training  
於生產車間張貼職業病危害告知卡  
及定期進行勞動防護安全知識培訓

## V. Employment and Labour Practices

### 五. 僱傭及勞工常規

#### 5. HEALTH AND SAFETY (CONTINUED)

In accordance with the requirements of the “Law of the People’s Republic of China on the Prevention and Control of Occupational Diseases”, we have established and improved our systems in occupational health and safety management to protect the workers and their respective rights and interests. As dust, particulates and noise generated from some production processes may adversely affect the respiratory system and hearing of the workers or cause occupational diseases, not only pre-employment health check medical examination is provided, we have also arranged annual occupational diseases prevention health check for all employees in accordance with “Measures for the Supervision and Administration of Employers’ Occupational Health Surveillance”. We regularly rotate jobs for our employees so as to reduce the chance of having occupational diseases due to working in the same position for a prolonged period. Besides, we also provide production staff with necessary protective supplies (earplugs, masks, work clothes, safety shoes, gloves, etc.) in accordance with the local government requirements, supervise and educate them the use method to ensure that they can work safely and to reduce the risk of accidents and suffering from occupational diseases.



*Equipped with appropriate labour protection supplies  
for employees in different positions  
為不同崗位員工配備合適的勞保用品*

#### 5. 健康與安全(續)

按照《中華人民共和國職業病防治法》的要求，我們建立和持續改善職業健康與安全管理相關制度，以保護勞動者健康及其相關權益。由於部分生產工序會產生粉塵、顆粒物及噪音，可能對呼吸道系統及聽力產生不良影響或引致職業病；除了為員工提供職前身體檢查，我們按照《用人單位職業健康監護監督管理辦法》，每年為在職員工進行詳細的職業病預防檢查；我們定期為員工轉換工作崗位，以減低員工因長時間於同一崗位工作而引致職業病的機會。此外，我們為生產人員提供符合當地政府標準的勞動防護用品(耳塞、口罩、工衣、勞保鞋、手套等)，並監督、教育員工按照使用規定佩戴及使用，確保員工有足夠的防護措施下工作，減低發生工傷意外及患上職業病的風險。於報告期內，各地廠房已為新入職、在職及離職員工提供入職身體檢查及職業病預防檢查。

## V. Employment and Labour Practices

### 五. 僱傭及勞工常規

#### 5. HEALTH AND SAFETY (CONTINUED)

According to the requirements of the “Law of the People’s Republic of China on the Prevention and Control of Occupational Diseases”, “Provisions on the Supervision and Administrative of Occupational Health at Work Sites” and “Provisions on Regular Inspection and Management of Occupational Diseases Hazard Factors of Employers”, Shanghai, Qingdao and Dongguan production plants engaged third party professional organisations to inspect and assess noise level and hazardous substances in the air that may cause occupational diseases. The plant at Dongguan inspected the noise level exposed to 12 job positions in 5 production workshops. Among which, the noise level exposed to 7 job positions (extrusion, start-up and powdering) in 3 workshops failed to reach the noise level standard of “Occupational Exposure Limits for Hazardous Agents in the Workplace”. This is mainly due to certain aged equipment produced relatively high noise level during normal operation. The plant has not adopted adequate vibration and noise reduction measures, and the equipments are placed closely, which is easy to cause resonance resulting from the overlapping noise. Dongguan plant has followed the recommendations of the test report and carried out the rectification work, including equipping employees with appropriate ear protectors; improving the shift system to minimise the time that employees are exposed to noise; installing damping tripods for noisy equipment; isolating some production equipment in enclosed area to avoid placing closely; improving the occupational health management system and strengthen on-site monitoring and management; providing employees with occupational health safety training, strengthening their knowledge of occupational diseases; reducing the utilisation rate of old equipment. We also plan to introduce small production equipment to reduce the noise caused by the large sized equipment. Except for the noise level of some job positions in Dongguan plant failed to meet the standards, the remaining test results have met the related requirements, the national occupational health standards, and the guidelines for local laws and regulations.

#### 5. 健康與安全(續)

根據《中華人民共和國職業病防治法》、《工作場所職業衛生監督管理規定》及《用人單位職業病危害因素定期檢測管理規範》等規定，上海、青島及東莞廠房已委託第三方專業機構，檢測及評估生產車間內可能引致職業病的噪音及於空氣中的有毒物質。東莞廠房於此次檢測中，共檢測5個生產車間，包括12個工作崗位所接觸的噪音程度，其中3個車間，包括7個工作崗位(擠出、開機及打粉)未能達到《工作場所所有害因素職業接觸限值》中對噪音的標準，主要是由於部分設備過舊引致在正常運作時噪聲強度較大，而廠房未有採取足夠的減震降噪措施，而且設備分佈較密集，容易導致噪音重疊而造成共振的情況。東莞廠房已按照測試報告的建議，進行了整改工作，包括為員工配備合適的護耳器；改善輪班制度，儘量縮減員工接觸噪音的時間；為噪音較大的設備安裝減振腳架；密閉隔離部分生產設備，避免生產設備過份密集；完善職業衛生管理制度，加強現場監控管理；為員工提供職業衛生的安全培訓，加強員工對職業病的知識；減少舊設備的使用率。我們還計劃引進較小型的生產設備，以減少因設備體積大而產生較大的噪音。除了東莞廠房部分工作崗位的噪音水平未能達標外，其餘的檢測結果均符合相關要求、國家職業衛生的標準及當地法律法規的指引。

## V. Employment and Labour Practices

### 五. 僱傭及勞工常規

#### 5. HEALTH AND SAFETY (CONTINUED)

With the COVID-19 outbreak in early 2020, the Group has implemented a number of preventive measures to protect the health and personal safety of our employees, and the details are as follow:

- Demanded our employees to avoid going to the areas with severe epidemics;
- Launched the “Emergency Plan for Epidemic Prevention and Control” and set up epidemic prevention and control team to cope with the situation of possible spread of epidemic in the company and plant;
- Implemented staggered working hours policy;
- Provided anti-epidemic supplies such as masks for employees;
- Demanded employees to use electronic communication, reminded employees to maintain a safe distance of at least 1 metre from others;
- Employees must wear mask at work and be aware of hand hygiene;
- Measured body temperature and recorded personal health status for employees daily, and only those employees without any suspected symptoms of infection are allowed to access the offices/plants/dormitories;
- Set up temporary isolation rooms for employees whose body temperature exceeds standard or has obvious symptoms so that they can maintain safe distance from other employees in the offices/plants/dormitories prior to further inspection to reduce the possibility of the outbreak of epidemic in the offices/plants/dormitories;
- Conducted sterilisation in the office area, conference rooms, washrooms, etc., and opened door and window regularly in order to maintain good air quality;
- Cleaned up the wastes in the garbage collection station in time to prevent the cross flow of wastewater; and

#### 5. 健康與安全(續)

對於2020年年初爆發的新型冠狀病毒病，為了員工健康及生命安全著想，本集團採取了多項防疫措施，詳情如下：

- 於公司停業及廠房停產後，呼籲員工不要到疫情嚴重的地區；
- 啟動「新型冠狀病毒肺炎應急預案」及設立疫情防控制小組，以應對於公司及廠房有可能引致疫情擴散的情況；
- 實施錯開時間上班措施；
- 派發口罩等防疫物資予員工；
- 要求員工多使用電子方式溝通，提醒員工保持至少1米的安全距離；
- 員工於上班時必須佩帶口罩，注意雙手衛生；
- 每天為員工量度體溫及登記個人健康狀況，沒有任何疑似感染徵狀方可進入辦公室／廠房／宿舍；
- 為體溫超標或出現明顯症狀的員工設置臨時隔離室，於他們接受下一步檢查前，必須與辦公室／廠房／宿舍內其他員工保持安全距離，以減低疫症於辦公室／廠房／宿舍內爆發的可能性；
- 對辦公區、會議室、洗手間等地方進行消毒，定時打開門窗，改善室內空氣質素；
- 及時清理垃圾收集站內的垃圾，杜絕污水橫流；及

## V. Employment and Labour Practices

### 五. 僱傭及勞工常規

#### 5. HEALTH AND SAFETY (CONTINUED)

- Strengthened the hygiene management in canteens, and all service personnel must wear masks, all tableware must be sterilised and the storage cabinet of tableware must be cleaned regularly.

##### *Compliance*

Except for the noise level of some job positions in Dongguan plant failed to meet the standards, the Group did not involve in any non-compliance incidents relating to employment, health and safety, and labour standards that have significant impact on the Group during the reporting period.

#### 5. 健康與安全(續)

- 加強食堂衛生管理，服務人員必須佩帶口罩，餐具必須消毒及定期清洗存放餐具的儲存櫃。

##### *合規性*

除了東莞廠房部分工作崗位的噪音水平未能達標外，本集團於報告期內沒有涉及與僱傭、健康與安全及勞工準則相關並對本集團有重大影響的已確認違法、違規事件。

## VI. Operating Practices

### 六. 營運慣例

#### 1. SUPPLY CHAIN MANAGEMENT

The Group conveys its expectation and measures taken in environmental protection to the suppliers and business partners, and hope that all parties can cooperate with the Group to fulfill social responsibilities. We serve to maintain long-term, stable and strategic cooperative relationships with leading suppliers, and co-develops with them on the basis of equality and win-win situation. To adhere to our commitment of the product quality for each customer, we have established an internal management system to closely monitor the processes of supplier review, selection, procurement, goods received and acceptance, and quality inspection. This is to ensure that high-quality and environmental-friendly raw materials are used in the production process. For hazardous substances, we require suppliers to provide quality certifications to ensure that the use of the substances do not lead to pollution to the environment or impose danger on the employees. In addition, we assess suppliers regularly using various evaluation criteria like accreditation, internal management system effectiveness, quality stability, on-time delivery, legal compliance and professional skills/quality, compliance of environmental protection requirements; and set up "approved suppliers' list". This is to ensure that we select high quality suppliers to fulfill our customers with high quality and safe products. We have established stringent procedures in supply chain management and provided various reporting channels for employees, suppliers, customers and other business partners to report any violations and suspected abuse of one's authority for own interest. During the reporting period, the Group did not have significant issues relating to violations in this respect.

#### 1. 供應鏈管理

本集團向供應商及業務夥伴傳達我們對環保事宜所採取的措施及期望，冀盼各方能配合本集團一同履行社會責任。我們希望與有實力的供應商建立長期、穩定的戰略合作關係；與供應商在平等、雙贏的基礎上共同發展業務。為了堅持對每位客人作出產品品質的承諾，我們訂定了內部管理制度，嚴密監控供應商評審、選用、採購、收貨、品質檢定各個流程，務求於生產過程中使用優質及環保的原材料。對於帶有危害性的物質，我們會要求供應商提供質量認可證書作評審，保證我們在使用所提供的原料時不會污染環境及對員工做成任何危險。此外，我們以不同的標準，包括認可資格、有良好的內部管理制度、品質穩定、準時交貨、合法合規、具應有專業技術／質素、符合環保要求等，定期評審供應商，並編製「合格供應商名單」，確保我們選用高質素的供應商，為客戶提供高品質及安全的產品。對於供應鏈系統管理，我們設有嚴謹的程序，讓員工、供應商、客戶和與我們業務有關的人士舉報任何利用職務違法、違規的行為。於報告期內，本集團並無發現重大違法、違規事件。

## VI. Operating Practices

### 六. 營運慣例

#### 2. PRODUCT RESPONSIBILITY

With the spirit of “Strive for Innovation, Serve with Integrity, Never Give Up”, the Group continues to fulfill its customers for their escalating demand in product quality due to technological advancement and improved living standards. The Group keeps on improving our product quality and implements an effective quality control system. We obtained ISO 9001 and IATF 16949 Certification in Quality Management and standardised the production and product quality assurance process. We have formulated comprehensive quality inspection procedures covering the whole production process from raw materials used in pre-production, during manufacturing and finished goods produced. The inspections are performed by experienced and well-trained inspectors with the aid of meticulous devices. Dust is easily generated from production processes, we separate different production workshops with transparent plastics curtains, roller shutter or glass partitions to ensure there is no cross-contamination among products and affect the quality. If customers have issues about our products and services; or the deliverables are unable to meet their needs; they can give feedbacks or lodge complaints through various channels like by phone, e-mail, etc. via our after-sales service department. Our customer service personnel take appropriate action promptly and assigns a designated staff to each of the cases and follow up with the customer until the issue is satisfactorily settled. We also hope to grasp the information on customers' needs and provide better and comprehensive services; repeatedly test those products being complained and find out the reasons and improve the formula in order to provide customers with better quality products and raise our corporate reputation. Besides, the Group conducts customer satisfaction surveys on product quality, service quality, delivery timeliness, problem-solving timeliness, and technical capabilities, and so on. We collect opinions from customers on products and services through the customer satisfaction surveys and together with the performance evaluation of products to identify areas for improvement, thereby enhancing customer satisfaction; after collating the collected data, we analyse and discuss the customer's dissatisfied items and opinions, and adopt remediation measures to ensure the quality of products and services.

#### 2. 產品責任

本集團以「拼搏創新、誠信服務、永不放棄」的精神去實現客戶服務宗旨。隨著科技與生活水平不斷提高，客戶對產品的品質要求日益嚴謹；因此本集團實施有效的品質管理和持續進行改善。我們所制定的質量檢定程序獲得ISO 9001及IATF 16949標準的品質體系認證，以此規範生產過程及產品的品質檢定。由原材料開發、進料、生產流程、以及成品的質量檢驗，均有一套嚴謹的監控措施，由經驗豐富及受過專業培訓的檢驗員，於精密儀器的輔助下進行檢測。由於生產工序較容易揚起粉塵，我們以透明塑膠簾、捲簾門或玻璃隔離牆分隔各生產工序，以確保產品之間不會產生交叉污染，影響品質。如果客戶發現產品及服務質量出現問題或產品不符合其需求，客戶可透過我們的售後服務機制處理，通過不同方式或渠道，如電話、電郵等，提出意見或作出投訴，客服人員會迅速處理，及後由專責人員回訪，瞭解處理問題及客戶滿意的情況，並希望掌握客戶對企業的需求訊息，及時向客戶提供周全的服務；對被投訴的產品進行反覆檢測，找出原因並改善配方，務求以後能為客戶提供更高品質的產品及提升企業的信譽。此外，本集團會針對產品品質、服務品質、交貨時效、問題解決及時性和技術能力等項目進行客戶滿意度調查，從中收集客戶對產品和服務的意見，結合產品的業績評價，以確定可改進的地方，從而進一步提升客戶的滿意度；當整理所收集的資料後，對客戶不滿意之項目及意見進行分析討論，並作出整改對策，以改善產品及服務質素。

## VI. Operating Practices

### 六. 營運慣例

#### 2. PRODUCT RESPONSIBILITY (CONTINUED)

The Group introduces environmental management system starting from raw material selection, pays close attention to the laws and regulations updates and the latest list of hazardous substances, and follows the international environmental requirements in selecting environmentally-friendly raw materials and technology. This is to ensure that our products are in compliance with the global environmental requirements. Our products are tested and accredited by qualified inspection organisation, fulfilling the requirements of RoHS (Restriction of Hazardous Substance). RoHS is directive on the use of certain hazardous substances in electrical and electronic equipment adopted by the European Union; and restricts the concentrations of four hazardous substances including lead, cadmium, mercury and hexavalent chromium, and two flame retardants including polybrominated biphenyls and polybrominated diphenyl ethers in the electrical and electronic products.

In order to ensure the quality and safety of our raw materials and products, we manage our products using different colour labels and RoHS labels. The RoHS label is managed by the Quality Control Department and all use is restricted. If the raw materials or products have been inspected, and failed to comply with the RoHS requirements or the customers do not have such requirements, we will affix "Non-RoHS/Suspicious Material Product Labels" to the items, and cannot put together with RoHS-compliant raw materials and products to prevent cross-contamination. Besides, different colour labels represent different inspection status, such as pending for inspection, customer receipt with concession, priority requisition of raw materials or products, failed, passed, etc., to ensure that all manufactured products have gone through the safety inspection process and satisfied the customer requirements, and able to call back or return the products under emergency situation, and to protect the rights and safety of customers and consumers.

#### 2. 產品責任(續)

本集團從原材料開發中引入環保管理，密切關注危害物質指令和法規的更新，掌握國際的環保要求，選擇環保的原材料，採用環保技術，從而保證產品符合全球環保要求。通過檢測機構的驗證，產品符合RoHS(Restriction of Hazardous Substance)指令。RoHS是歐盟為了限制電機電子設備所使用之確定有害物質而發佈的指令，它限制了鉛、鎘、汞、六價鉻四種危險物質與多溴聯苯、多溴聯苯醚兩種阻燃劑在電機電子產品中的濃度。

我們為了確保原材料及產品的品質與安全性，因此我們以多種顏色標籤及RoHS標籤對產品進行管理。RoHS標籤由品控部門管理，嚴禁胡亂使用。如原材料或產品經過檢驗後，並不符合RoHS規格或客戶並無此要求，我們會於有關原材料或產品貼上「非RoHS／可疑物料產品標籤」，不得與符合RoHS規格的原材料及產品混放，防止交叉污染的發生；此外，不同顏色的標籤則代表不同的檢測狀態，如待驗、客戶讓步接收、原料或產品緊急放行、不合格、合格等，以確保所有出廠產品均已進行相關的安全檢測及符合客戶的要求，並能夠在突發狀態下能將產品全部回收，以保障客戶及消費者的權益及安全。



## VI. Operating Practices

### 六. 營運慣例

#### 2. PRODUCT RESPONSIBILITY (CONTINUED)

In terms of quality management, we regularly provide training courses on quality control, such as the basic knowledge of quality management system (including ISO 9001, IATF 16949, IECQ QC 080000), IATF key equipment control, IATF equipment maintenance, HSF (including RoHS, REACH, etc.) basic knowledge and relevant laws and regulations training, food contact regulations (including FDA, LFBG, GB, etc.), GB 9685 national standards of food safety, standards for the use of food contact materials and additives, environmental regulations of toy industry, controlled documents of quality management system, containment of suspicious/substandard products, etc. to ensure that quality inspectors possess the latest technology and knowledge. We hope that employees can gain sense of satisfaction and accomplishment at work, seize every opportunity to improve the product quality with the Group together and move towards a higher quality goal.

Confidentiality is one of the Group's core values. We will handle customers' information diligently and confidentially. For any confidential information obtained through business relationships, all employees are strictly prohibited to disclose any information to third parties without proper authority unless there is a legal or professional right or duty to do so.

During the reporting period, the Group's products and services did not involve significant issues relating to violations nor did the Group receive any complaints concerning breaches of customer privacy and loss of data.

#### 2. 產品責任(續)

在品質管理方面，我們定期提供有關品質檢定的培訓課程，如質量管理體系基礎知識(包括ISO 9001、IATF 16949、IECQ QC 080000)、IATF關鍵設備控制、IATF維修設備保養、HSF(包括RoHS、REACH等)基礎知識與相關法律法規培訓、食品接觸類法規(包括FDA、LFBG、GB等)、GB 9685食品安全國家標準、食品接觸材料及製品用添加劑使用標準、玩具行業環保法規、質量管理體系受控文件、可疑/不合格品遏制等，以確保品質管理員擁有最新的技術和知識。我們希望員工於工作上獲得滿足感和成就感之餘，與集團共同把握每次改良產品品質的機會，向更高品質的目標邁進。

保密是本集團的核心價值之一，我們嚴謹及機密處理客戶資料；所有透過業務關係獲取的機密資料，除非是擁有法律或專業權限或職責需要，在未獲得適當授權下，員工不得向第三方披露任何資料。

於報告期內，本集團沒有涉及與產品及服務責任相關並對本集團有重大影響之已確認違法、違規事件，亦沒有收到關於違反客戶私隱和遺失資料的投訴。

## VI. Operating Practices

### 六. 營運慣例

#### 3. ANTI-CORRUPTION

All employees of the Group have to protect our core values of "Honesty, Integrity and Equality" at all times. We adopted a zero-tolerance approach for all kinds of corruption, bribery and extortion situation. To comply with the "Criminal Law of the People's Republic of China", the "Prevention of Bribery Ordinance" enforced by Hong Kong Independent Commission Against Corruption and other applicable laws and regulations, we set up internal control system and code of conduct to regulate the employees' conduct, and the disciplinary action relating to request and accept bribes, obtain other illegal interests are clearly established. We demand all employees to build a habit of strict compliance with policies and procedures, and to prevent all bribery. The employees who violate our code of conduct will be severely penalised. We bring the disciplinary monitoring work in the production and business process, ensure that all cases reporting directly to Audit Committee in strict confidence like obtaining personal interests in carrying out one's job duties, bribes, extortion, fraud, money laundering in breach of policies, regulations, and laws. We are determinant in combating corruption and contribute to build a clean society. We require our employees and business partners to sign commitment letter/declaration statement to confirm their compliance so as to maintain a "Simple, Transparent, Clean and Fair" co-operation relationship. During the reporting period, we did not involve in any legal action against the Group and our employees relating to corruptions.

#### 3. 反貪污

「誠實、廉潔、公平」是本集團所有員工必須時刻維護的核心價值，我們對各種貪污、賄賂及勒索情況採取零容忍態度。為了符合《中華人民共和國刑法》、香港廉政公署所執行的《防止賄賂條例》和其他相關國家的法律法規，因此我們制定了內部管理制度及行為守則，規範員工的行為，對於索取、收受賄賂、獲得其他非法利益等行為訂明嚴厲的罰則。我們要求所有人員養成嚴格遵守規章制度的習慣，杜絕一切行賄受賄行為。對於違反公司守則的員工，均有嚴厲的紀律處分作為懲罰。我們將紀檢監察工作深入到生產和經營過程中，確保在絕對保密的情況下可經設置的渠道向審核委員會通報利用職務謀取個人私利、賄賂、勒索、欺詐及洗黑錢等違紀、違規或違法的個案，我們堅決反腐倡廉，為構造清廉的社會環境盡力。我們要求集團員工及業務夥伴簽訂合作單位承諾書／聲明書，規範集團員工、業務夥伴及其業務人員共同遵守職業操守規定，共同維護「簡單、透明、乾淨、公正」的合作關係。於報告期內，並無涉及指控本集團及本集團員工貪污的訴訟案件。

## VII. Community Investment

### 七. 社區投資

As a good corporate citizen, the Group keeps on contributing to the community, to show our care by supporting charitable organisations. During the reporting period, we donated money to the PolyU E-Formula Racing Team of the Hong Kong Polytechnic University, Skip Lunch Day and Love Teeth Day organised by the Community Chest, with the hope to help people in need. We also donated money to the Green and Low-Carbon Day activities to support various environmental protection projects such as food recycling and assistance programs, promotion of regional resource reallocation, community gardens and green farms.

In addition to cooperating with the PolyU E-Formula Racing Team for four consecutive years, the Group also cooperated with the HKU Racing Team of the University of Hong Kong this year to assist them by means of providing materials, 3D printing technology, sponsorship, and technical exchanges, etc. During the process, we learn from each other and make progress together; and encourage students to continue to uphold the Hong Kong spirit of "Innovation and Never Give Up" in order to bring new concepts and new technologies to Hong Kong's scientific research and the industry.

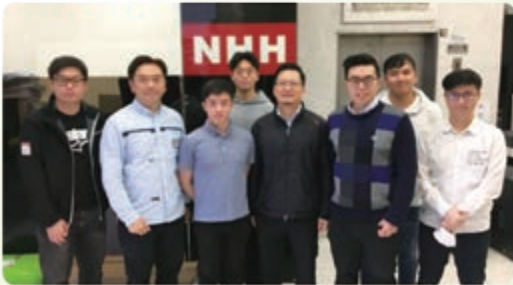
作為良好的企業公民，本集團一直以「回饋社會」的信念，關懷社區，透過支持慈善機構，以答謝社會支持。於報告期內，我們捐款給香港理工大學的PolyU E-Formula Racing Team、公益金「折」食日、公益金愛牙日等慈善活動，希望能幫助社會有需要的人士；我們亦透過捐款予綠色低碳日活動，從而支持提供食物回收及援助計劃、推動地區資源再分配、社區花園、環保農莊等不同環保項目。

本集團除了連續四年與PolyU E-Formula Racing Team合作外，我們還於本年度與香港大學的HKU Racing Team合作，透過提供物料、3D打印技術、贊助、技術交流等方式協助。我們於過程中，互相學習，共同進步；並鼓勵莘莘學子繼續秉持「創新、永不放棄」的香港精神，為香港科研與業界帶來新概念與新技術。



*PolyU E-Formula Racing Team participated in the 2019 Chinese Student E-Formula Competition in November 2019*  
PolyU E-Formula Racing Team  
於2019年11月參加2019中國學生電動方程式大賽

## VII. Community Investment 七. 社區投資



*PolyU E-Formula Racing Team accepts cheque sponsored by the Group and HKU Racing Team to visit the Group's production plant in Tai Po, Hong Kong*  
PolyU E-Formula Racing Team  
接受本集團贊助  
支票與HKU Racing Team參觀本集團位於香港大埔的生產廠房



*PolyU E-Formula Racing Team members are using carbon fiber PC composites developed and produced by the Group and using our 3D printing technology to assemble vehicle parts*  
PolyU E-Formula Racing Team  
隊員正在使用本集團自行研發及生產的碳纖維PC複合料並配合我們的3D打印技術組裝車輛部件

Ever since its establishment, the Group is responsible taxpayer and offers job opportunities to local people to release the pressure from unemployment. We incorporate the concept of green environmental protection into the Group's development strategy, aiming at utilising various natural resources effectively, and not causing any wastes. In accordance with the environmental protection requirements of the national and HKSAR, we implement different mitigation measures to control the emissions of pollutants. While we develop the Group's business continuously and steadily, we also actively pursue and contribute to the society. We are committed to build a sustainable and harmonious society by adhering to the belief of "Take from Society, and Give Back to Society".

本集團自成立以來，一直依法經營納稅，不遺餘力地協助解決當地的就業壓力；將綠色環保的理念加入集團的發展策略中，旨在有效利用各種天然資源，絕不造成浪費；按照國家及香港特別行政區的環保要求，實施不同的減排措施以控制污染物的排放，我們希望在持續穩定向前發展的同時，積極回饋社會及保護環境，秉持「取諸社會，用諸社會」的理念，期許構建一個可持續發展的和諧社會。

## VIII. Honour and Certification

### 八. 榮譽及認證

In 2019/2020, the Group has obtained and held the following major awards and certifications:

- Xiamen Ngai Hing Hong Plastic Materials Co., Ltd. was awarded “2019 Advanced Work Safety Team” by Trade Unions of Haicang District Federation of Xiamen Haicang District Emergency Bureau
  - Xiamen Ngai Hing Hong Plastic Materials Co., Ltd. was awarded “New Material Enterprise in Xiamen” by Industry and Information Technology Bureau of Xiamen Municipal
  - Xiamen Ngai Hing Hong Plastic Materials Co., Ltd. was awarded “Director of Industry and Commerce Federation of Haicang District” by Industry and Commerce Federation of Xiamen Municipal
  - Dongguan Ngai Hing Plastic Materials Ltd., Shanghai Ngai Hing Plastic Materials Co., Ltd., Ngai Hing Engineering Plastic Materials (Shanghai) Co., Ltd. were awarded “IATF 16949:2016 Certification in Quality Management System”
  - Dongguan Coltec Plastic Trading Company Limited was awarded “IECQ QC 080000: 2017 Certification in Hazardous Substances Process Management”
  - Dongguan Ngai Hing Plastic Materials Ltd., Shanghai Ngai Hing Plastic Materials Co., Ltd., Tsing Tao Ngai Hing Plastic Materials Co., Ltd., Xiamen Ngai Hing Hong Plastic Materials Co., Ltd. and Ngai Hing Engineering Plastic (Dongguan) Co., Ltd. were awarded “ISO 9001:2015/GB/T 19001-2016 Certification in Quality Management System”
  - NHH Coltec Limited and Ngai Hing Engineering Plastic Materials (Shanghai) Co., Ltd. were awarded “ISO 9001: 2015 Certification in Quality Management System”
  - Shanghai Ngai Hing Plastic Materials Co., Ltd. was awarded “ISO 14001:2015 Certification in Environmental Management System”
- 於2019/2020年度本集團已獲取及持有之重要榮譽及認證如下：
- 廈門毅興行塑膠原料有限公司榮獲廈門海滄區應急局海滄區總工會頒發「2019年度安全生產先進班組」榮譽
  - 廈門毅興行塑膠原料有限公司榮獲廈門市工業和信息化局頒發「廈門市新材料企業」榮譽
  - 廈門毅興行塑膠原料有限公司榮獲廈門市工商業聯合會頒發「海滄區工商聯理事單位」榮譽
  - 東莞毅興塑膠原料有限公司、上海毅興塑膠原料有限公司、毅工工程塑料(上海)有限公司榮獲「IATF 16949:2016質量管理體系」認證證書
  - 東莞顏專塑料貿易有限公司榮獲「IECQ QC 080000:2017有害物質過程管理體系」認證證書
  - 東莞毅興塑膠原料有限公司、上海毅興塑膠原料有限公司、青島毅興塑膠原料有限公司、廈門毅興行塑膠原料有限公司及東莞毅工工程塑料有限公司榮獲「ISO 9001:2015/GB/T 19001-2016質量管理體系」認證證書
  - 毅興顏專有限公司、毅工工程塑料(上海)有限公司榮獲「ISO 9001:2015質量管理體系」認證證書
  - 上海毅興塑膠原料有限公司榮獲「ISO 14001:2015環境管理體系」認證證書

## IX. Vision Outlook 九. 未來願景

As a good corporate citizen, the Group strives to strike a balance between achieving the corporate economic goals and business objectives, and to fulfill their social responsibility. We will continue to evaluate our performance on environmental protection, employee care, product/service quality and community investment and to build edge for the sustainable development of the Group.

The Group will endeavor to comply with the stringent laws and regulations of environmental protection, allocate resources and undertake various environmental improvement projects, including improving exhaust air, wastewater and solid waste treatment facilities. We will also put employee satisfaction and production safety as our top priority. We aim at attracting more talents through providing a safe workplace and competitive remuneration scheme. As for product and service quality, we will cooperate with new technology providers to jointly invest in the research and development of innovative environmental protection technologies to develop more high quality and value-added products. At the same time, we committed to fulfilling our social responsibility by actively participating in charitable activities and promoting the community's sustainable development.

The Group has been established for fifty years, and hope that our professional management team can adhere to the principles of stable operation and prudent financial management policy, and implement sustainable business strategies and improve business performance, and create more meaningful long-term value for the company and our stakeholders.

作為良好的企業公民，本集團希望平衡實踐企業的經營宗旨和業務目標，以及履行社會責任。我們將繼續關注在環境保護、員工關懷、產品與服務質量和社區貢獻等層面的表現，以締造可持續發展的新優勢。

本集團將堅持遵守日益嚴謹的環保法律法規，投入資源優化處理廢氣、廢水、固體廢物等設施。我們亦會以滿足員工及生產安全為前提，提供安全的工作環境，並以有競爭力的薪酬機制，吸納更多技術型和管理方面的優秀人才。在產品質量和客戶服務方面，我們將與新技術方合作，共同投入研發新環保技術，發展高質量、高增值的產品。同時，我們將堅守承擔社會責任的初心，積極參與公益事業，努力推動社區可持續發展。

本集團至今成立五十週年，希望透過本集團的專業管理團隊，堅持穩健營運和審慎理財的方針，實踐可持續發展策略，提升業務表現，為企業及持份者創造更多更有意義的長遠價值。

## X. Environmental Performance Data Summary

### 十. 環境數據表現摘要

	Unit 單位	Trading <sup>5</sup> 貿易 <sup>5</sup>		Engineering Plastics <sup>5</sup> 工程塑料 <sup>5</sup>		Colorants <sup>5</sup> 着色劑 <sup>5</sup>		Total 合計		
		2019/ 2020	2018/ 2019 <sup>4</sup>	2019/ 2020	2018/ 2019 <sup>4</sup>	2019/ 2020	2018/ 2019 <sup>4</sup>	2019/ 2020	2018/ 2019 <sup>4</sup>	
<b>Greenhouse Gas ("GHG") emissions</b>										
溫室氣體										
<b>Scope 1<sup>1</sup>: 範圍一<sup>1</sup>:</b>										
Total	總量	Tonnes 噸	28.73	27.32	24.32	29.31	81.10	80.10	134.15	136.73
Intensity <sup>3</sup>	密度 <sup>3</sup>	Tonnes 噸	0.16	0.15	3.22	4.09	4.50	4.38	N/A 不適用	N/A 不適用
<b>Scope 2<sup>2</sup>: 範圍二<sup>2</sup>:</b>										
Total	總量	Tonnes 噸	78.86	93.00	2,235.62	2,062.62	10,175.61	11,656.34	12,490.09	13,811.96
Intensity <sup>3</sup>	密度 <sup>3</sup>	Tonnes 噸	0.44	0.50	296.31	287.67	565.57	638.00	N/A 不適用	N/A 不適用
<b>AIR EMISSIONS<sup>4</sup></b>										
廢氣排放量 <sup>4</sup>										
Nitrogen Oxides	氮氧化物	Kilograms 公斤	8.12	8.06	8.92	10.45	169.85	186.37	186.89	204.88
Sulfur Oxides	硫氧化物	Kilograms 公斤	0.16	0.18	0.13	0.19	0.43	0.47	0.72	0.84
Particulate Matters	顆粒物	Kilograms 公斤	0.60	0.59	0.66	0.77	12.39	13.31	13.65	14.67
<b>Hazardous Wastes</b>										
有害廢物										
<b>Wastewater Discharged: 廢水:</b>										
Total	總量	Tonnes 噸	–	–	7.00	–	23.24	0.80	30.24	0.80
Intensity <sup>3</sup>	密度 <sup>3</sup>	Tonnes 噸	–	–	0.93	–	1.29	0.04	N/A 不適用	N/A 不適用
<b>Solid Wastes Generated: 固體廢物:</b>										
Total	總量	Tonnes 噸	–	–	3.99	2.16	14.70	12.17	18.69	14.33
Intensity <sup>3</sup>	密度 <sup>3</sup>	Tonnes 噸	–	–	0.53	0.30	0.82	0.67	N/A 不適用	N/A 不適用

## X. Environmental Performance Data Summary

### 十. 環境數據表現摘要

Unit 單位	Trading <sup>5</sup> 貿易 <sup>5</sup>		Engineering Plastics <sup>5</sup> 工程塑料 <sup>5</sup>		Colorants <sup>5</sup> 着色劑 <sup>5</sup>		Total 合計			
	2019/ 2020	2018/ 2019 <sup>4</sup>	2019/ 2020	2018/ 2019 <sup>4</sup>	2019/ 2020	2018/ 2019 <sup>4</sup>	2019/ 2020	2018/ 2019 <sup>4</sup>		
<b>Non-Hazardous Wastes</b>										
<b>無害廢物</b>										
<b>Wastewater Discharged: 廢水:</b>										
Total	總量	Tonnes 噸	–	–	12,344.30	12,457.80	52,543.20	66,065.47	64,887.50	78,523.27
Intensity <sup>3</sup>	密度 <sup>3</sup>	Tonnes 噸	–	–	1,637.18	1,737.49	2,920.69	3,616.06	N/A 不適用	N/A 不適用
<b>Solid Wastes Generated: 固體廢物:</b>										
Total	總量	Tonnes 噸	–	–	44.36	38.40	198.25	242.77	242.61	281.17
Intensity <sup>3</sup>	密度 <sup>3</sup>	Tonnes 噸	–	–	5.88	5.36	11.02	13.29	N/A 不適用	N/A 不適用
<b>Packaging Materials Used for Finished Goods</b>										
<b>製成品所用包裝材料</b>										
Total	總量	Tonnes 噸	–	–	56.54	50.33	231.27	224.92	287.81	275.25
Intensity <sup>3</sup>	密度 <sup>3</sup>	Tonnes 噸	–	–	7.50	7.02	12.86	12.31	N/A 不適用	N/A 不適用



## X. Environmental Performance Data Summary

### 十. 環境數據表現摘要

	Unit 單位	Trading <sup>5</sup> 貿易 <sup>5</sup>		Engineering Plastics <sup>5</sup> 工程塑料 <sup>5</sup>		Colorants <sup>5</sup> 着色劑 <sup>5</sup>		Total 合計		
		2019/ 2020	2018/ 2019	2019/ 2020	2018/ 2019	2019/ 2020	2018/ 2019	2019/ 2020	2018/ 2019	
		<b>Energy and Water Resources Consumption</b> 能源及水資源消耗量								
<b>LPG:</b>	液化石油氣:									
Total	總量	Cubic metres 立方米	-	-	-	-	174.90	294.15	174.90	294.15
Intensity <sup>3</sup>	密度 <sup>3</sup>	Cubic metres 立方米	-	-	-	-	9.72	16.10	N/A 不適用	N/A 不適用
<b>Towngas:</b>	煤氣:									
Total	總量	Cubic metres 立方米	-	-	-	-	3,902.00	3,725.00	3,902.00	3,725.00
Intensity <sup>3</sup>	密度 <sup>3</sup>	Cubic metres 立方米	-	-	-	-	216.90	203.89	N/A 不適用	N/A 不適用
<b>Gasoline:</b>	汽油:									
Total	總量	Tonnes 噸	7.82	8.80	6.62	9.44	14.37	16.41	28.81	34.65
Intensity <sup>3</sup>	密度 <sup>3</sup>	Tonnes 噸	0.04	0.05	0.88	1.32	0.80	0.90	N/A 不適用	N/A 不適用
<b>Diesel:</b>	柴油:									
Total	總量	Tonnes 噸	-	-	-	-	7.36	7.55	7.36	7.55
Intensity <sup>3</sup>	密度 <sup>3</sup>	Tonnes 噸	-	-	-	-	0.41	0.41	N/A 不適用	N/A 不適用
<b>Electricity:</b>	電力:									
Total	總量	Megawatt hours 兆瓦時	145.72	143.06	3,289.15	2,836.60	12,465.24	14,062.40	15,900.11	17,042.06
Intensity <sup>3</sup>	密度 <sup>3</sup>	Megawatt hours 兆瓦時	0.81	0.77	436.23	395.62	692.90	769.70	N/A 不適用	N/A 不適用
<b>Water Resources:</b>	水資源:									
Total	總量	Tonnes 噸	181.00	174.00	19,020.23	18,689.00	62,931.40	83,731.00	82,132.63	102,594.00
Intensity <sup>3</sup>	密度 <sup>3</sup>	Tonnes 噸	1.00	0.94	2,522.58	2,606.56	3,498.13	4,582.98	N/A 不適用	N/A 不適用

## X. Environmental Performance Data Summary

### 十. 環境數據表現摘要

#### Notes:

- 1 Scope 1 refers to the Group's business direct GHG emission, including combustion of LPG, towngas, diesel and gasoline.
- 2 Scope 2 refers to the Group's business indirect GHG emissions, including consumption of purchased electricity.
- 3 The emission/production/consumption intensity of the engineering plastics business and colorants business is calculated in terms of the production volume per kilo-tonne and the emission/consumption intensity of the plastics trading business is calculated in terms of average number of staff during the year.
- 4 Last year's air emissions comparative figures are restated to conform with the current year's presentation.
- 5 Some of the plastic trading business and engineering plastics business offices and production lines are located in the colorants business plants, and the related environmental performance data are included in the colorants business.

#### 附註：

- 1 範圍一是指本集團業務直接產生的溫室氣體排放，包括燃燒液化石油氣、煤氣、柴油及汽油。
- 2 範圍二是指本集團業務內部消耗購回來的電力所引致的「間接能源」溫室氣體排放。
- 3 工程塑料及着色劑業務的排放量／產生量／使用量密度以每千噸生產量計算，而貿易業務的排放量／使用量以全年平均員工人數進行計算。
- 4 上年度的廢氣排放量數據需重列作為比較用途。
- 5 部分貿易及工程塑料業務的辦公室與生產廠房設於着色劑業務中，有關的環境數據表現已包含於着色劑業務中。

# XI. “Environmental, Social and Governance Reporting Guide” by The Stock Exchange of Hong Kong Limited

## 十一. 香港聯合交易所有限公司的《環境、社會及管治報告指引》

### General Disclosure/ Key Performance Indicators (“KPIs”)

一般披露/  
關鍵績效指標

Reporting Guideline  
報告指引

Page  
頁數

### A. Environmental 環境

Aspect A1 層面A1	Emissions 排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer  relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	8-21
KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emissions data.	排放物種類及相關排放數據。	54-55
KPI A1.2 關鍵績效指標A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	24,27& 54
KPI A1.3 關鍵績效指標A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	14,20& 54
KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	14,20& 55
KPI A1.5 關鍵績效指標A1.5	Description of measures to mitigate emissions and results achieved.	描述減低排放量的措施及所得成果。	8-21
KPI A1.6 關鍵績效指標A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	8-21

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## 十一. 香港聯合交易所有限公司的《環境、社會及管治報告指引》

### General Disclosure/ Key Performance Indicators (“KPIs”)

一般披露/  
關鍵績效指標

Reporting Guideline  
報告指引

Page  
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### A. Environmental 環境

Aspect A2 層面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。	22-30
KPI A2.1 關鍵績效指標A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (MWh) and intensity (e.g. per unit of production volume, per facility)	按類型劃分的直接及/或間接能源(如電、氣或油)總耗量(以兆瓦時計算)及密度(如以每產量單位、每項設施計算)。	24, 27 & 56
KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	總耗水量及密度(如以每產量單位、每項設施計算)。	29 & 56
KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency initiatives and results achieved.	描述能源使用效益計劃及所得成果。	22-28
KPI A2.4 關鍵績效指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.	描述求取適用水源上可有任何問題, 以及提升用水效益計劃及所得成果。	28
KPI A2.5 關鍵績效指標A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	55
Aspect A3 層面A3	The Environment and Natural Resources 環境及天然資源		
General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources.	減低發行人對環境及天然資源造成重大影響的政策。	31
KPI A3.1 關鍵績效指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	8-31

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General Disclosure 一般披露	Reporting Guideline 報告指引	Page 頁數	
<b>B. Social<sup>1</sup> 社會<sup>1</sup></b>			
<b>Aspect B1 層面B1</b>	<b>Employment and Labour Practices 僱傭</b>		
<b>General Disclosure 一般披露</b>	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	32-36
<b>Aspect B2 層面B2</b>	<b>Health and Safety 健康與安全</b>		
<b>General Disclosure 一般披露</b>	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	38-44
<b>Aspect B3 層面B3</b>	<b>Development and Training 發展及培訓</b>		
<b>General Disclosure 一般披露</b>	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	36-37
<b>Aspect B4 層面B4</b>	<b>Labour Standards 勞工準則</b>		
<b>General Disclosure 一般披露</b>	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	33

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<b>B. Social<sup>1</sup> 社會<sup>1</sup></b>		
<b>Aspect B5 層面B5</b>	<b>Supply Chain Management 供應鏈管理</b>	
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain.	管理供應鏈的環境及社會風險政策。 45
<b>Aspect B6 層面B6</b>	<b>Product Responsibility 產品責任</b>	
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。 46-48
<b>Aspect B7 層面B7</b>	<b>Anti-corruption 反貪污</b>	
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。 49
<b>Aspect B8 層面B8</b>	<b>Community Investment 社區投資</b>	
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。 50-51

Note:

<sup>1</sup> Pursuant to Appendix 27 of the “Main Board Listing Rules”, the KPIs under Area B “Social” are recommended disclosures only. Therefore, the Group chooses not to disclose those KPIs in this report.

附註：

<sup>1</sup> 由於《主板上市規則》附錄27有關「主要範疇B.社會」的關鍵績效指標只屬建議披露條文，因此本集團選擇不披露該等關鍵績效指標。



Ngai Hing Hong Company Limited  
毅興行有限公司

