



**Elec & Eltek 依利安達**

**ELEC & ELTEK INTERNATIONAL COMPANY LIMITED**

**依利安達集團有限公司\***

(Member of Kingboard Holdings Limited)

(Incorporated in the Republic of Singapore with Limited Liability)

(建滔集團有限公司成員)

(於新加坡共和國註冊成立的有限公司)

Singapore Company Registration Number: 199300005H

Singapore Stock Code: E16.SI

Hong Kong Stock Code: 1151

新加坡公司註冊編號：199300005H

新加坡股份代號：E16.SI

香港股份代號：1151

二零一八年環境、社會及管治報告

**2018**

**ESG REPORT**

\* For identification purpose only \* 僅供識別

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## ABOUT THE REPORT

### 關於本報告

## GROUP OVERVIEW

Elec & Eltek International Limited (“Elec & Eltek”, the “Group”, or “We”) is listed on the Main Board of the Stock Exchange of Hong Kong Limited (the “Hong Kong Stock Exchange”, Stock code: 1151) and the Singapore Stock Exchange Limited (Stock code: E16.SI). We are committed to integrating sustainable development into our strategic planning and day-to-day operation through transparent measures, with a view to delivering long-term value to stakeholders of the Group.

## SCOPE OF REPORT

This Report covers the environmental, social and governance (“ESG”) initiatives and performance issues related to our businesses for the period commencing on 1 January and ending on 31 December 2018 (the “reporting period” or the “FY2018”).

This Report has been prepared in accordance with the Environmental, Social and Governance Report Guidelines contained in Appendix 27 to the Main Board Listing Rules of the Hong Kong Stock Exchange.

## RESPONSE TO THIS REPORT

Elec & Eltek highly values the views of all stakeholders on the measures taken by the Group for, and our performance in relation to, sustainability. Should you have any questions or suggestions on this Report, please contact us by e-mail to [ir@eleceltek.com](mailto:ir@eleceltek.com) or fax at (852) 2954 2935. Please browse the Group’s website ([www.eleceltek.com](http://www.eleceltek.com)) for further information on the sustainability plan of the Group.

For details of the financial performance of the Group and any inquiries, please carefully read the Annual Report 2018 of Elec & Eltek.

## CSR VISION

We regard corporate social responsibility (CSR) as a part of our business philosophy and take into account the sustainable development of the community and the environment while emphasizing corporate development. Our CSR vision is “to build us into a top performer that helps establish a harmonious society and promote well-balanced and sustainable development of the economy, community and environment.”

## 集團概覽

依利安達有限公司(「依利安達」、「本集團」或「我們」)於香港聯合交易所有限公司(「香港聯交所」, 香港聯交所股份代號: 1151)及新加坡交易所(新加坡交易所股份代號: E16.SI)主板上市。我們致力以具透明度的舉措將可持續發展融入企業的戰略規劃及日常營運之中, 務求為本集團的利益相關方創造長遠價值。

## 報告範圍

本報告涵蓋自二零一八年一月一日至十二月三十一日期間(「報告期間」、「2018年財政年度」)與我們的業務相關之環境、社會及管治(「ESG」)方面的舉措及相關表現事宜。

本報告根據香港交易所主板上市規則附錄二十七所載之環境、社會及管治報告指引而編製。

## 對本報告的回應

依利安達高度重視各利益相關者對本集團可持續發展措施及表現的意見。如閣下對本報告有任何問題或建議, 請發送電子郵件至 [ir@eleceltek.com](mailto:ir@eleceltek.com), 或傳真至(852) 2954 2935 聯絡我們。如欲瞭解更多關於本集團的可持續發展計劃, 請瀏覽本集團官方網站([www.eleceltek.com](http://www.eleceltek.com))。

而有關本集團財務表現的詳情及任何查詢, 請細閱依利安達二零一八年度年報。

## 企業社會責任願景

我們視企業社會責任為經營理念, 強調企業發展的同時, 能顧及社會及環境的可持續發展。我們的企業社會責任願景是: 「打造一流企業, 構建和諧社會, 促進經濟、社會、環境的和諧與可持續發展。」

## ABOUT THE REPORT

### 關於本報告

## MISSIONS AND OBJECTIVES

We attach great importance to our responsibility to society, while taking into account business development and its impact on the environment and society. Our core values are protecting the environment, caring for communities and employees, putting people first, being fair-minded, and following laws and regulations.

The following are our missions and objectives in terms of environment, community, employment, and operations:

## 使命及目標

我們十分重視企業對社會的責任，同時顧及發展業務及對環境與社會的影響，並以保護環境、關愛社區、以人為本、關懷員工、公平持正與遵行法規為我們的核心價值。

以下為我們在環境、社區、僱傭及營運方面訂立的使命與目標：



- Reduce emissions
- 減少排放
- Manage energy effectively
- 有效能源管理
- Save water
- 節約用水
- Recover and recycle wastes
- 廢棄物回收及循環再用



- Enhance a caring, eco-friendly atmosphere in community
- 提升社會中關愛和環保的氛圍
- Produce products that contribute to community
- 生產對社會作出貢獻的產品
- Promote community development
- 促進社區發展
- Offer job opportunities
- 提供就業機會



- Improve employee benefits and strengthen employee training and personal development
- 提升員工福利、加強員工培訓和個人發展
- Promote work-life balance
- 提倡工作與生活平衡
- Ensure employee occupational health and safety
- 保障職業健康及安全



- Comply with laws and regulations
- 遵從法規
- Prevent bribery and corruption
- 防止賄賂及貪污舞弊行為
- Manage supply chains effectively
- 有效的供應鏈管理



## ABOUT THE REPORT

### 關於本報告

## CSR GOVERNANCE STRUCTURE

Our CSR structure consists of three major components, namely, the Board, a CSR working group, and an executive department. The CSR governance structure is shown in the table below:



## 企業社會責任的管治架構

我們的企業社會責任架構分為3個主要組成部分，依次為董事會、企業社會責任工作小組及執行部門。企業社會責任的管治架構可見下表：

- The Board shall oversee ESG matters as a whole and assumes overall responsibility for the data disclosed in this Report
- 董事會對ESG事務作整體監督，並對此報告所披露之資料承擔整體責任
- It can authorise the CSR working group to perform all routine work related to CSR matters
- 授權企業社會責任工作小組負責執行所有企業社會責任相關事宜的日常工作
- The CSR working group consists of the Group's management. Its powers and responsibilities include coordinating and promoting policies related to ESG:
- 企業社會責任工作小組由集團管理層組成。工作小組的權責包括協調及推動ESG相關政策：
  - ✓ Conducting a materiality assessment
  - ✓ 進行重要性評估
  - ✓ Collecting CSR-related information and data on a daily basis
  - ✓ 負責搜集日常企業社會責任相關的訊息及資料
  - ✓ Promoting and monitoring the implementation of policies related to ESG
  - ✓ 推動及監察ESG相關政策的實施
  - ✓ Reporting significant ESG matters to the management and the Board
  - ✓ 向管理層及董事會報告重大ESG議題
- The executive department is responsible for promoting and implementing ESG policies on a daily basis
- 執行部門負責推行及實施日常ESG相關政策

The Board of Elec & Eltek assumes overall responsibility for the management of the environment, society and governance as well as disclosures in the Report. In addition to the aforesaid ESG governance structure, the Group has also established risk management and internal control systems to identify, assess, and manage risks related to the environment, society and governance. The Board has set up an Audit Committee with specific written terms of reference, setting out the duties, responsibilities, and powers delegated by the Board. The Audit Committee assists the Board to fulfil its oversight role over the Group's risk management and internal control function by reviewing and evaluating the effectiveness of the overall risk management and internal control system and reporting to the Board at least annually. For details of risk management and internal control systems, please refer to the section headed "Corporate Governance Report" in the Annual Report 2018 of Elec & Eltek.

依利安達董事會對環境、社會及管治的管理及其報告內的披露資料承擔整體責任。除以上提及的ESG管治架構外，集團亦已建立風險管理及內部監控系統以識別、評估及管理與環境、社會及管治相關的風險。董事會已設立審核委員會，並已書面訂明其具體職權範圍，載列董事會所委派職務與責任及所授權力。審核委員會協助董事會履行其在本集團風險管理及內部監控功能上的監管角色，每年至少一次審閱及評估風險管理及內部監控系統整體的效益，並向董事會彙報。風險管理及內部監控系統詳情請參閱依利安達二零一八年度年報中「企業管治報告」部分。

## STAKEHOLDER ENGAGEMENT 利益相關者的參與

Elec & Eltek has always maintained close contact with stakeholders and always involve them through various channels in material matters and prior to the launch of significant measures. Close ties with stakeholders allow us to better understand their views, opinions, and expectations, enabling us to more comprehensively assess potential impacts on decision making and material matters.

In connection with this Environmental, Social and Governance Report, our major stakeholders have participated in the materiality assessment of various sustainability matters and identified our operating activities having a material impact on the environment and society. During this process, stakeholders were invited to rate the importance and relevance of various ESG matters in the form of questionnaire responses.

Types of our main stakeholders and their contact methods are as follows:

依利安達一直與利益相關者保持密切溝通與聯繫，在重要議題上及推行重大措施前，均會透過各種渠道讓利益相關者參與其中。與利益相關者的緊密聯繫讓我們得以更加瞭解他們的觀點、意見及期望，使我們在進行決策及重要議題上能更為全面地評估潛在影響。

本環境、社會及管治報告由主要利益相關者共同參與，對各項可持續發展議題進行重要性評估，辨識我們對環境和社會有重大影響的經營活動。在此過程中，利益相關者被邀請以問卷回答形式對各項ESG議題的重要性及相關性進行評分。

我們的主要利益相關者類別及其聯繫方式如下：

Stakeholder type 利益相關者類別	Contact method 聯繫方式
<b>Shareholders and investors</b> 股東及投資者	<ul style="list-style-type: none"> <li>• Press release and announcements</li> <li>• 新聞稿和公告</li> <li>• Quarterly unaudited financial results announcements</li> <li>• 季度未經審核財務業績公告</li> <li>• Annual and interim reports, announcements and circulars</li> <li>• 年報及中期報告、公告及通函</li> <li>• Annual general meetings</li> <li>• 股東周年大會</li> <li>• Meetings to be held as needed and responses to calls and written inquiries</li> <li>• 按需要舉行會議及回應電話和書面查詢</li> </ul>
<b>Employees</b> 僱員	<ul style="list-style-type: none"> <li>• Staff communications including emails</li> <li>• 員工通訊如電郵</li> <li>• Performance appraisal</li> <li>• 工作績效考核</li> <li>• Staff activities</li> <li>• 員工活動</li> <li>• Training, meetings, and briefings</li> <li>• 培訓、會議及簡報會</li> </ul>

## STAKEHOLDER ENGAGEMENT

### 利益相關者的參與

Stakeholder type 利益相關者類別	Contact method 聯繫方式
<b>Suppliers/Business partners</b> 供應商／業務夥伴	<ul style="list-style-type: none"> <li>• Emails and customer service hotlines</li> <li>• 電郵及客戶服務熱線</li> <li>• Performance assessment</li> <li>• 表現評估</li> <li>• Annual renewal and update</li> <li>• 年度續約及更新</li> <li>• Website</li> <li>• 網站</li> <li>• Annual and interim reports</li> <li>• 年報及中期報告</li> </ul>
<b>Customers</b> 客戶	<ul style="list-style-type: none"> <li>• Emails and customer service hotlines</li> <li>• 電郵及客戶服務熱線</li> <li>• Tenders submitted to customers</li> <li>• 向客戶發出的投標書</li> <li>• Cooperation agreements with customers</li> <li>• 與客戶簽訂的合作協議</li> <li>• Website</li> <li>• 網站</li> <li>• Annual and interim reports</li> <li>• 年報及中期報告</li> </ul>
<b>Community</b> 社區	<ul style="list-style-type: none"> <li>• Community services and activities</li> <li>• 社區服務及活動</li> <li>• Community investment and fundraising activities</li> <li>• 社區投資及募捐活動</li> </ul>
<b>Media and the public</b> 傳媒及公眾	<ul style="list-style-type: none"> <li>• Announcements</li> <li>• 公告</li> <li>• Annual and interim reports</li> <li>• 年報及中期報告</li> <li>• Website</li> <li>• 網站</li> </ul>
<b>Government bodies/regulators</b> 政府部門／監管機構	<ul style="list-style-type: none"> <li>• Annual and interim reports</li> <li>• 年報及中期報告</li> <li>• Verbal and written communication when needed</li> <li>• 有需要時進行口頭及書面溝通</li> <li>• Responses to government inquiries upon request</li> <li>• 應要求回應政府查詢</li> </ul>

## STAKEHOLDER ENGAGEMENT

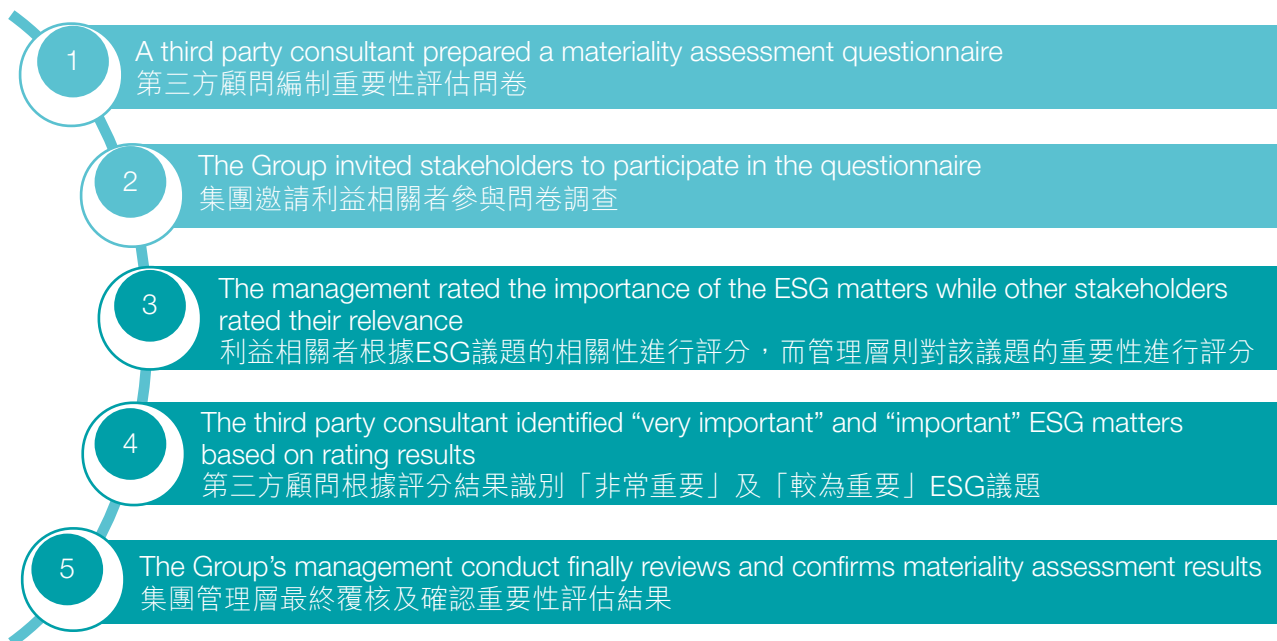
### 利益相關者的參與

## MATERIALITY ASSESSMENT

Elec & Eltek, in cooperation with a third-party consultant, performed an ESG materiality assessment. During the process, we invited different stakeholders to provide opinions on the ESG aspects of the Group based on their reliance and influence on our business. Among them, external key stakeholders include shareholders, investors, suppliers and business partners, and customers, and internal key stakeholders include employees and the management. During the materiality assessment, the management rated the importance of ESG matters to the Group's business while other stakeholders rated relevance of ESG matters to them. Specific steps for the materiality assessment are as follows:

## 重要性評估

依利安達與第三方顧問合作，以環境、社會及管治為主題進行重要性評估。過程中，我們基於利益相關者對我們業務的依賴和影響，邀請不同的利益相關者以問卷調查方式對本集團的環境、社會及管治三方面提供意見，當中外部主要利益相關者包括股東及投資者、供應商及業務夥伴、顧客等，而內部主要利益相關者包括僱員及管理層。在進行重要性評估時，利益相關者根據ESG議題對其相關性作出評分，而管理層則根據ESG議題對集團業務的重要性作出評分。重要性評估的具體工作步驟如下：



We would like to extend our gratitude to all persons who participated in this process, as well as their continued support to our sustainable development.

我們對參與此過程的所有人士表示感謝，感激他們在可持續發展的一路上給予支持。



## STAKEHOLDER ENGAGEMENT

### 利益相關者的參與

## OVERVIEW OF MATERIALITY ASSESSMENT RESULTS

Based on the materiality assessment results, we categorised ESG matters into two categories, i.e. “very important” and “important”. “Very important” matters refer to matters that are closely related to the Group’s operations and have a material impact or pose significant risks. This Report will focus on such relevant matters and required data. “Important” matters refer to those that are relevant to and affected by the Group’s operations. This Report will give an overview of these matters and indicate the role and extent that the Group plays in them to improve transparency and accountability.

The materiality assessment results are as follows:

## 重要性評估結果概要

根據重要性評估結果，我們將ESG議題區分為「非常重要」和「較為重要」兩個類別。「非常重要」是指那些對本集團營運密切相關並構成重大影響或風險的議題，我們將會於本報告中重點披露相關事項及所需資料。「較為重要」則指那些與本集團營運相關及受其影響的議題，我們將會於本報告中對該事項作出概括描述，說明集團在當中所起的作用或受其影響的程度，以提升透明度和問責。

重要性評估結果如下：

### “Very important” ESG matters 「非常重要」ESG議題

- |   |  |
|---|--|
| • Wastewater discharge  | • Occupational health and safety           |
| • 廢水排放  | • 職業健康與安全                                  |
| • Generation, Treatment and Recycling of Hazardous Waste        | • Communication with employees             |
| • 有害廢物的產生、處理和回收   | • 與員工溝通                                    |
| • Environmental and social risk management for the supply chain | • Staff Recruitment, Promotion and Dismiss |
| • 供應鏈的環境和社會風險管理   | • 員工招聘、晉升和解僱                               |
| • Product quality and safety                                    | • Employee compensation and benefits       |
| • 產品的質量與安全  | • 員工薪酬和福利                                  |

### “Important” ESG matters 「較為重要」ESG議題

- |   |  |
|---|--|
| • Energy use  | • Employee training and development  |
| • 能源使用  | • 員工培訓和職業發展  |
| • Generation, treatment and recycling of non-hazardous wastes       | • Data protection and privacy  |
| • 非有害廢物的產生、處理和回收  | • 數據保護和隱私  |
| • Air pollutant emissions   | • Business ethics and efforts against corruption, bribery, extortion, fraud and money laundering |
| • 空氣污染物排放   | • 商業道德及反貪污、賄賂、勒索、欺詐和洗錢   |
| • Climate change and greenhouse gas emissions                       | • Protection on intellectual property rights   |
| • 氣候變化和溫室氣體排放   | • 知識產權保護   |
| • Water consumption   | • Local community event involvement and organisation   |
| • 用水  | • 參與及籌辦當地社區活動  |
| • Consumption of packaging materials                                | • Policies to prevent child labour and forced labour   |
| • 包裝物料的使用   | • 防止童工和强迫勞動的政策   |
| • Labour force diversity, equal opportunity and anti-discrimination | • Local Community Development Support  |
| • 勞動力多元化、平等機會和反歧視   | • 支援當地社區發展   |
|   | • Anti-competitive behaviour   |
|   | • 反競爭行為  |

## ENVIRONMENTAL PROTECTION

### 環境保護

As a listed business that values and advocates sustainable development, the Group unswervingly pursues breakthroughs in setting itself on a green path and strives to implement eco-friendly operational objectives of “high efficiency, low emissions, less pollution, and more recycling”. While ensuring high-quality daily production, the Group encourages the management and internal employees to actively explore the possibility of reducing emissions and energy consumption and contribute to environmental care and social development within their power.

The Group proactively promotes environmental protection and energy conservation, cuts pollutant emissions, and improves energy efficiency with a focus on emerging technologies and management measures in terms of production and operation. The Group is committed to environmental protection and has developed a series of environmental policies and sustainability development goals to manage the environmental management responsibilities of its plants consistently.

作為一家重視並倡導可持續發展的上市企業，本集團始終堅定不移地在綠色發展道路上尋求突破，努力實踐「高效率、低排放、少污染、多回收」的環保營運目標。在保證高質量日常生產作業的同時，本集團鼓勵管理層及內部員工積極探討降低各類排放物及能源消耗的可能性，對環境保護與社會發展作出力所能及的貢獻。

本集團積極推動做好環保節能、減少污染排放及提高能源使用效率等工作，並將目光聚焦生產及營運方面的新興技術與管理措施。本集團致力環保，並制定了一系列環境方針及可持續性發展目標以統一管理旗下工廠的環保管理責任。

- 
- Comply with laws and regulations and operate safely;
  - 遵守法規，安全運作；
  - Save energy and reduce wastes, and keep improving;
  - 節能減廢，持續改進；
  - Strengthen internal and external exchanges and continuously improve environmental awareness;
  - 加強內外交流，不斷提高環境意識；
  - Cherish and protect the global environment and strive to help build a green planet.
  - 珍惜愛護地球環境，致力打造綠色家園。

The Group pays close attention to regulations and measures relating to environmental protection and strictly abides by related internal management policies to ensure its compliance with laws and regulations. The Group was not aware of any material non-compliance with environmental laws or regulations during FY2018. The emission of carbon in the Group's operations originates primarily from its energy consumption. We use commercial electricity and natural gas as the main energy sources to maintain the plant operation. In FY2018, we produced a total of 269,700 tonnes of CO<sub>2</sub>e.

本集團密切關注環境保護相關的條例及措施，嚴格遵守內部有關環保的管理制度，確保其符合法律及法規。於2018年財政年度期間，我們並無發現與環境有關的法律及法規的重大違規事宜。本集團的碳排放主要來自於能源使用。我們以市電、天然氣作為主要能源以維持工廠的運作，於2018年財政年度總共產生了269,700噸二氧化碳當量(CO<sub>2</sub>e)。

## ENVIRONMENTAL PROTECTION

### 環境保護

## DISCHARGE AND EMISSION MANAGEMENT

The Group encourages its plants to take strict compliance with national and local laws and regulations as their work objectives, set up environmental protection task forces and safety and environmental protection departments, identify national and local government pollutant emission standards in a timely manner, and formulate and implement the Group's environmental protection strategy. The environmental protection task force and safety and environmental protection department define the environmental objectives and coordinate their environmental initiatives, as well as supervise the implementation of targets in discharge and emission reduction through the relevant environmental review mechanism, so as to jointly explore the possibility of future environmental rectification plans.

In addition to formulating internal management measures, the Group has actively taken a series of measures in emission management to ensure that its plants can safely and effectively implement management practices. For example, the safety and environment departments of the plants regularly inspect and supervise the implementation of the environmental protection management system, and designate a dedicated post and man to inspect their sewage discharge equipment. Every year, we employ a third-party institution to carry out routine tests on waste gas, waste water, and noise among others. Moreover, we are well aware that employees play an important role in the reduction of industrial wastes. Hence, we have committed considerable resources to the education of employees on correct environmental protection concepts and the Group's principles in emission reduction. To ensure that employees at plants have a timely, in-depth understanding of management policies in the manufacturing process, we regularly hold environmental knowledge training and distribute relevant documents regarding and explain relevant policies to each new employee. The Group strives to create an environmentally friendly atmosphere from within and reduce the exhaust gas, sewage and waste generated in the production process.

## 排放物管理

本集團鼓勵旗下各工廠以嚴格遵守國家和地方法律法規要求作為工作目標，成立環保專責小組及安全環保部門，及時識別國家及地方政府污染物排放的標準，制定並落實集團的環保策略。環保專責小組及安全環保部門為各業務單位設立環保目標並協調環保工作，通過相應環境審查機制監督減排目標的實施程度，共同探討未來的環保整改計劃的可能性。

除制定內部管理措施之外，為確保旗下工廠可安全有效地落實並有效執行管理規範，本集團積極採取了一系列排放物管理方面的舉措。例如，工廠的安全環境部門定期檢查並監督環保管理制度的執行情況，設立專人專崗負責檢查污水排放設備。我們每年委托第三方機構進行廢氣、廢水、噪音等方面的例行檢測。另外，我們深明員工在工業減廢中扮演著重要角色，因此我們投放充足的資源向員工倡導正確的環保觀念及集團的減排方針。為確保工廠內部職員對營運製造過程中的管理政策有及時、深入的理解，我們更定期舉辦環保知識培訓，並對每位新入職員工派發及講解相關政策。集團力求於企業內部創造綠色環保氛圍，減少生產過程中排放的廢氣、污水及廢棄物。

## ENVIRONMENTAL PROTECTION

### 環境保護

## AIR POLLUTANT EMISSIONS

To effectively protect the environment, reduce pollution and build a world-leading environmental protection technology system, the Group made a number of environmental protection actions during the reporting period, and continuously improved and updated emission reduction equipment and policies to enhance the effectiveness of the Group's emission reduction technology.

### Emission reduction policy

- In response to the requirements of the Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution (中華人民共和國大氣污染防治法) on the emission control of major air pollutants, the Group strived to reduce the pollutant emission, and also made it one of the core objectives of emission reduction to reduce the production-related environmental risks and expenses over time. During FY2018, the Group has complied with the Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution.
- On the basis of timely identification of air pollutants, an environmental protection task force and a safety and environmental protection department have been set up to inform the production management of the specifications and requirements of various specific facilities, such as ventilation and dust removal, which will be investigated and supervised by relevant asset management departments. While meeting the compliance requirements, we will effectively enhance the sense of responsibility and participation of all staff in controlling air pollution emissions.
- To ensure the effective operation of the equipment, technology and environmental protection control projects used to monitor and treat air pollutants during the Group's production and operation process, the Group provides professional training to employees in positions that generate air pollutants, so as to improve their operation skills and environmental awareness.

## 空氣污染物排放

為有效地保護環境，減少污染，建設具有國際先進水平的環保技術體系，本集團於報告期間進行了多項環保治理行動，在減排設備及減排政策上不斷做出改進及更新，以提升本集團減排技術的有效性。

### 減排政策

- 為響應國家《中華人民共和國大氣污染防治法》對重點大氣污染物排放的控制要求，集團在爭取降低污染物排放量的同時，也將逐年減低生產帶來的環境風險及費用支出作為減排工作核心目標之一。於2018財政年度期間，本集團遵守《中華人民共和國大氣污染防治法》。
- 在及時識別大氣污染物的基礎上，成立環保專責小組及安全環保部門，對生產方面的管理層提出配備通風、除塵等各樣具體設施的規格要求，並由相關資產管理部門進行調查及切實落實項目。在滿足合規要求的同時，有效提升全員對空氣污染排放控制的責任感和參與感。
- 為確保集團生產營運過程中使用的監控及處理空氣污染物的設備、技術、環保治理項目得以有效運作，本集團提供專業培訓予產生大氣污染物崗位的員工，以提高相關人員的操作技能及環保意識。

## ENVIRONMENTAL PROTECTION 環境保護

### AIR POLLUTANT EMISSIONS (continued)

#### Emission reduction policy (continued)

Data on types and amount of emissions for 2018 and 2017 is compared as follows:

Major air emissions and wastewater discharge (tonne)		2018 2018年度 Total 總量	2017 2017年度 Total 總量
主要大氣排放物及污水(噸)			
Nitrogen oxides	氮氧化物	15.54	26.14
Particles	顆粒物	5.20	13.66
Sulphur dioxide	二氧化硫	2.09	4.17
Sulphuric acid mist	硫酸霧	14.14	20.48
Ammonia	氨	0.95	1.1
Processed wastewater	已處理的污水	5,837,668.48	6,447,758.6

### WASTEWATER DISCHARGE

The Group is very concerned about the environmental impact of wastewater generated during the production process, so policies and operational instructions concerning wastewater discharge have been put in place. For example, in terms of experts and human resources, the Group has set up a power engineering department to supervise the implementation of the above policies to ensure the smooth implementation of waste water management measures. We have adopted a management mechanism based on the principle of accountability for staff to supervise the work progress relating to sewage treatment facilities and sewage pipelines. While improving the on-site management level, this mechanism also effectively helps avoid excessive drainage caused by facility failure. Meanwhile, the Group assigned special personnel to inspect the sewage treatment pipelines and other facilities inside and outside the plant every two hours to ensure the normal operation of various equipment and prevent leakage and other accidents.

Regarding the domestic wastewater treatment, the Group actively improved the wastewater treatment technology during FY2018. For example, we adopted the process of "hydrolytic acidification and contact oxidation" to make waste water undergo hydrolytic acidification reaction, converting macromolecular organic substances in waste water into smaller molecules, thus creating conditions for contact oxidation. The process features low upfront input cost and operation cost, and high biodegradation rate, and is an economical and efficient waste water treatment method.

### 空氣污染物排放(續)

#### 減排政策(續)

二零一八年度與二零一七年度排放物種類及相關排放數據比較如下：

### 廢水排放

本集團十分關注生產過程中產生的污水對環境造成的影響，故針對污水排放制定了一系列政策以及操作作業指導書。例如，在專家及人力資源方面，為保證內部廢水管理辦法的順利執行，集團內部設立動力工程部，專門負責監督以上政策執行。針對員工對污水處理設施及下水管線的工作進度監管，我們採取了以問責原則為基礎的管理機制。在提高現場的管理水平的同時，有效避免設施故障引起排水超標問題。集團同時安排專人每兩小時定期巡查廠房內外污水處理管線等設施，以確保各項設備正常運轉，防止滲漏等意外發生。

針對生活廢水的處理，本集團於2018財政年度期間積極改進廢水處理技術。例如，我們採用「水解酸化及接觸氧化」工藝，使廢水產生水解酸化反應，將廢水中的高分子有機物質轉化為較小的分子，為接觸氧化創造條件。該工藝具有低前期投入費用及運行費用、生物降解率高等特點，是一種經濟、高效的廢水處理方法。



## ENVIRONMENTAL PROTECTION 環境保護

### WASTEWATER DISCHARGE (continued)

In addition, during FY2018, the Group continued to innovate industrial waste water treatment technologies. We encourage recycling industrial waste water for reuse without affecting product quality. In addition, the Group's plants are actively involved in environmental protection projects including concrete filling and flushing ditches with treated industrial wastewater. Such wastewater of satisfactory quality can not only flush industrial facilities such as ditches, but also be recycled and reused in waste gas treatment towers and other operating equipment as a substitute for ordinary water. Such projects help the plant save water resources.

In addition, the Group's pipelines are all arranged in a way that separate sewage from rainwater. Sewer lines are directly connected to wastewater treatment facilities that allow wastewater to be discharged into local sewage treatment plants after treatment. The Group's sewage vents are equipped with automatic monitoring equipment, which is connected to local environmental protection office, to prevent any form of water pollution incidents and minimise pollution on local soil and water sources.

In addition to introduction of new equipment and technological innovations, regulatory departments at plants check whether employees follow required operating procedures and deliver process and technique training on a regular basis to improve the employees' understanding of wastewater discharge control. Starting from 2019, the Group's plants plan to actively update and upgrade the process and technology of the wastewater treatment system.

### 廢水排放(續)

此外，2018財政年度期間，集團持續針對工業廢水處理技術進行不斷革新。我們鼓勵在不影響產品質量的情況下，回收工業廢水並進行二次利用。此外，集團工廠積極應用包括混凝土填充等在內的環保工程，使用達到標準的工業排放污水沖洗水溝。在廢水水質良好的情況下，此舉不僅可用來沖洗水溝等工業設施，同時可回收利用在廢氣處理塔等操作設備中，作為普通用水的替代品來使用。此類工程令工廠達到了節約水資源的效果。

此外，集團管道均採用雨污分流，污水管道直接連接污水處理設施，污水經處理後經管道排入當地污水處理廠。集團的污水排放口設置自動監測設備，與當地環境局聯網，以期杜絕任何形式的水污染事故發生，力求最大限度地避免當地土壤及水源受到污染。

除增添設備、技術革新等舉措之外，為了加強員工對廢水排放控制的理解，工廠內的監管部門定期視察員工操作的規範性，並對其進行定期工藝及技術培訓。於2019年起，集團工廠將積極計劃對廢水處理系統進行工藝及技術上的更新與升級。

## ENVIRONMENTAL PROTECTION

### 環境保護

## GENERATION, TREATMENT AND RECYCLING OF WASTE

We have introduced several waste emission or discharge reduction and control measures to reasonably reduce the amount of waste generated in the production process and ensure effective management of temporary waste storage. The Group has asked its plants to keep informed of laws and regulations and other requirements published by local governments as well as actual conditions, and actively and scientifically sort, collect, and store waste from within the Group.

### Hazardous wastes

Guided by internal principles of managing hazardous wastes against leaks, rain, and loss, the Group stores and disposes of generated hazardous wastes mainly as follows:

- transfer to a professional organisation recognised by local environmental protection departments for harmless disposal;
- set up a hazardous waste collection storehouse for storing hazardous wastes generated by the Group;
- pack hazardous wastes in woven bags and attach hazardous waste labels to them;
- set up obvious warning signs in the hazardous waste collection storehouse;
- designate people to manage hazardous wastes at the dedicated storehouse; and
- hire a qualified third-party solid waste disposal company to dispose of hazardous wastes regularly.

## 廢棄物的產生、處理和回收

為合理地減低生產過程中的廢棄物產生量，確保廢棄物的暫存管理工作有效實施，我們推行了一系列針對廢棄物的減排及管理措施。集團要求各工廠緊密追蹤當地政府公佈的法律法規及其他要求和實際情況，積極將集團內部的廢棄物科學地分類、收集、存放。

### 有害廢棄物

本集團遵循內部制定的「防滲漏、防雨淋、防流失」之有害廢棄物管理原則。針對已產生的有害廢棄物的保管與處理，我們主要實施以下管理控制：

- 交予當地環保部門認可的專業單位進行無害處置；
- 建立有害廢棄物收集庫，用於存放公司產生的危險廢物；
- 有害廢棄物採用編織袋包裝並張貼危廢標籤；
- 有害廢棄物收集庫設置了明顯的警示標誌；
- 對有害廢棄物設專庫專人管理；及
- 委托有資質的第三方固廢處置公司定期處理危廢等。

## ENVIRONMENTAL PROTECTION 環境保護

### GENERATION, TREATMENT AND RECYCLING OF WASTE (continued)

#### Hazardous wastes (continued)

In addition to properly handling the hazardous waste generated, we are also committed to developing various measures to reduce the amount of hazardous waste generated by our plants:

- gradually reduce the use of banned substances, including mercury, according to the EU Restriction of Hazardous Substances (RoHS);
- reduce the total amount of photosensitive material waste by spin-drying the film residue.
- remove the shaft by draining and cutting the waste filter element to reduce the weight of the waste filter element;
- recycle the copper-containing etching waste liquid for electrolytic utilisation to reduce the amount of the liquid; and
- build an alkaline etching solution regeneration and copper recovery system to carry out regeneration treatment on the alkaline etching solution, which can be recycled and reused in the production line after copper extraction and addition of some chemicals to reduce environmental pollution.

The Group believes that hazardous waste must be reduced at source with fewer pollutants being produced. To make this happen, we will keep learning during the production process and looking for advanced environmental protection technologies to achieve the sustainability goal relating to waste reduction.

#### Non-hazardous wastes

In addition to the reduction of hazardous wastes, we are equally committed to the proper management and handling of non-hazardous wastes. Non-hazardous wastes generated in the Group are usually handed over to the sanitation department for disposal. From metal wastes generated during production to ordinary domestic wastes such as discarded wooden boards collected in our life, we carefully collect and classify them and hand them over to experienced third-party recyclers for recycling.

In daily operations, we encourage employees to use our online system at work to communicate with each other electronically, so as to effectively reduce paper waste.

### 廢棄物的產生、處理和回收 (續)

#### 有害廢棄物(續)

除妥善處理已產生的有害廢物以外，我們更致力於發展各項措施，以減低旗下各工廠有害廢棄物產生量：

- 逐步減少使用歐盟危害性物質限制指令 (RoHS) 中的禁用物質包括汞在內；
- 利用菲林渣用幹處理，減少感光材料廢棄物的總量；
- 使用廢濾芯淋幹切割處理去除軸，減少廢棄物濾芯的自身重量；
- 對含銅蝕刻廢液進行銅回收電解利用，減少廢棄物含銅廢液的產生量；及
- 配套並建設鹼性蝕刻液再生及銅回收系統，對鹼性蝕刻液進行再生處理，蝕刻液經提銅並添加部分藥劑後可以回用生產線，減少環境污染。

本集團認為改善有害廢棄物生產量需從生產源頭出發，減少各類污染物的產生量。我們將在未來的生產過程中持續學習，不斷追求先進環保工藝，以達到減廢的可持續性發展目標。

#### 無害廢棄物

致力於減低有害廢棄物產生的同時，我們同樣重視對無害廢棄物的管理及處理工作。本集團內部的無害廢棄物一般交由環境衛生部門處理。從生產期間產生的金屬廢物，到生活中陸續收集到的廢棄木卡板等普通生活垃圾，我們認真收集並將其分類後交予經驗豐富的第三方回收商進行回收再利用。

日常營運中，我們鼓勵員工於辦公時利用線上系統，實現電子內部資訊傳遞溝通，以達到有效減少紙質通訊所產生廢紙之目的。

## ENVIRONMENTAL PROTECTION

### 環境保護

## GENERATION, TREATMENT AND RECYCLING OF WASTE (continued)

### Non-hazardous wastes (continued)

Data on waste generation for 2018 and 2017 is compared as follows:

## 廢棄物的產生、處理和回收

(續)

### 無害廢棄物(續)

二零一八年度與二零一七年度廢棄物產生數據比較如下：

Type of waste (tonne)	廢棄物種類(噸)	2018 2018年度 Total <sup>note 1</sup> 總量 <sup>註1</sup>	2017 2017年度 Total 總量
<b>Major hazardous waste</b>	<b>主要有害廢棄物</b>		
Waste mainly containing organic compound (e.g. ether, phenol, resin, organic solvents, etc.)	主要含有機成分的廢棄物 (如醚、酚、樹脂、有機溶劑等等)	1,576.92	1,185.36
Metallic waste (e.g. beryllium, chromium, copper, mercury, etc.)	含金屬廢棄物 (如鈹、鉻、銅、汞等等)	26,146.10	26,646.05
Waste that might contain inorganic or organic compounds (e.g. oil/water or hydrocarbon/water mixtures or emulsion, dye, coating, cyanide, etc.)	可能含無機或有機成分的廢棄物 (如油／水、煙／水混合物或 乳化液、染料、塗料、氰化物等等)	188.12	226.86
Acidic waste	廢酸	2,482.41	830.77
Alkaline waste	廢碱	2,678.67	1,427.60
Tin-containing wastewater	廢退錫水	1,433.24	NA <sup>note 2</sup> 不適用 <sup>註2</sup>
<b>Major non-hazardous waste</b>	<b>主要無害廢棄物</b>		
Domestic waste	生活垃圾	677.46	606.99
Paper	紙	284.03	290.27
Card board	卡板	662.61	521.36
Subplate	墊板	2,153.36	2,119.66
Kraft paper	牛皮紙	2,168.22	1,488.68
PE film	PE膜	39.50	NA <sup>note 2</sup> 不適用 <sup>註2</sup>
Aluminium sheet	鋁片	554.41	549.85

Note 1: The increase in 2018 is mainly because of the increase in the production volume in 2018.

註1： 2018年度數據增幅主要由於生產量的增加。

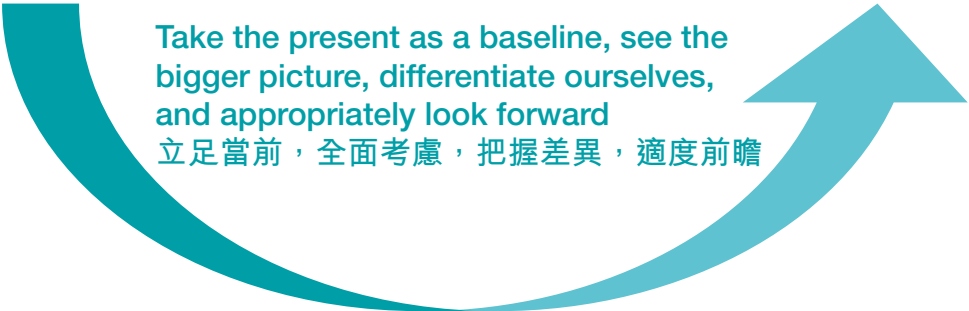
Note 2: The business sector did not generate such waste during the reporting period, so the relevant disclosure does not apply.

註2： 該業務板塊於報告期間並沒有產生此類廢棄物，因此相關披露並不適用於該業務板塊。

## ENVIRONMENTAL PROTECTION 環境保護

### CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS

### 能源、水資源及包裝物料的使用



Take the present as a baseline, see the  
bigger picture, differentiate ourselves,  
and appropriately look forward  
立足當前，全面考慮，把握差異，適度前瞻

The Group is committed to developing industry leading production processes and equipment, continuously exploring the possibility of reducing energy and resource consumption, and establishing reasonable sustainable development goals such as water conservation and energy saving. In addition, the Group supervises the compliance of plants with environmental laws and regulations, and encourages them to take effective measures to achieve the vision of better utilizing resources, reducing waste and saving energy.

#### Consumption of Energy

We expect our plants to integrate the concept of environmental care and energy saving into their daily production and operation. Therefore, the Group has established rules and regulations relating to the consumption of resources, specifying the requirements on consumption of water, electricity, gas and other resources in the production and operation process. Management holds regular meetings on environmental management to formulate timely and reasonable control measures. We encourage our employees to be more energy-conscious and start with little things such as daily utility use and material recycling, so as to protect the environment to the greatest extent and reduce the ecological impact brought about by the production process with the concerted participation of the whole company.

本集團致力發展行業先進水平的生產工藝及設備，不斷探索減少能源和資源的消耗的可能性，並訂立合理的節水、節電等節能減耗之可持續性發展目標。此外，集團監督各工廠於環保法律法規方面的合規工作，鼓勵工廠採取有效措施，達至善用資源、減少浪費及節省能源的環保願景。

#### 能源使用

我們冀望旗下工廠可以將節約能源的環保理念融入日常生產營運事務中。因此，本集團制定了資源使用相關的規章制度，列明在生產及營運過程中使用資源如水、電及燃氣等的規範事項。管理層定期進行環境管理方面的會議，以制定合時合理的控制措施。我們鼓勵員工提高節能意識，從日常用電用水、物料循環使用等細節著手，以期公司上下齊心參與之下能最大程度地保護環境，減低生產過程帶來的生態影響。



## ENVIRONMENTAL PROTECTION

### 環境保護

## CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS (continued)

### Consumption of Energy (continued)

The following are some of the environmental protection measures implemented by the Group's plants for energy conservation:

- Require the production facilities within the plants to operate in accordance with relevant environmental rules and regulations, implement enterprise resource planning ("ERP") systems at all plants and offices to facilitate the centralised administration and allocation of all resources, and identify opportunities when necessary to improve the manufacturing processes, materials, production equipment and recycling technologies relating to our products.
- The plant management holds regular meetings every year to formulate corresponding plans to increase revenue and reduce expenditure, so as to encourage the production departments to reduce energy consumption without affecting the quality of products, and to establish a performance evaluation system based on the results of innovation and transformation and give corresponding rewards.
- Establish energy-saving plans and targets, with the production and operation departments carrying out monthly performance evaluation on water consumption and electricity consumption, and making statistical analysis on the energy consumed in the plants on a daily basis.
- Put up various environmental protection slogan signs in the workshops to encourage and urge employees to raise environmental protection awareness, and conduct special training on resource conservation and other aspects regularly for workshop supervisors, so as to communicate to all the employees about the environmental protection requirements for implementation.
- Replace the lighting within the plants from high-voltage sodium lamps to energy-saving lamps and LED lighting lamps. Introduce solar panels for the street lamps in the living areas of the plants to reduce carbon emissions.

## 能源、水資源及包裝物料的使用 (續)

### 能源使用 (續)

以下為集團工廠針對節約能源使用所實施的部分環保舉措：

- 要求工廠內部生產設施按照相關環境規則及規例進行運作，並於工廠和辦公室等設施內實施企業資源規劃(ERP)系統，對資源進行合理的統一管理和調配，適時識別機會改善產品的製作流程、材料、生產設備及再循環技術。
- 工廠管理層每年例行舉行會議，制定相應的開源節流計劃，以鼓勵生產部門在不影響產品質量的情況下降低能耗，並根據創新改造之成果建立績效評估制度，給予相應獎勵。
- 訂立節能計劃及指標，由生產營運部門執行每月水耗和電耗的績效考核，每日對廠內使用的能源數據進行統計分析。
- 在車間懸掛各類環境保護語錄標牌，用於鼓勵督促員工提高環保意識，定期對車間主管進行節約資源使用等方面的特殊培訓，以便於傳達各員工遵照執行環保要求。
- 廠區照明由高壓鈉燈更換為節能燈及LED照明燈。工廠將生活區路燈改造為太陽能電板，以降低碳排放。

## ENVIRONMENTAL PROTECTION 環境保護

### CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS (continued)

#### Consumption of Water

The Group's plants are dedicated to the development and manufacturing of products in different sectors. Therefore, we encourage our plants to scientifically and rationally formulate internal management measures for water conservation and recycling according to their own needs and local conditions.

In our daily operation, we regularly make statistical analysis on the water consumption in the plants. According to the requirements of the production lines for water, we advocate replacing tap water used in the original process with river water or waste water, sewage and waste liquid generated in industrial production when appropriate. In addition, during FY2018, the Group launched a water recycling project for PCB washing machines. On the basis of production needs, we will consider investment in water recycling and environmental protection projects, such as repairing cooling towers with recycling water for heat exchange, in order to make more rational and more rigorous use of water resources.

During FY2018, there was no material issue for sourcing water fit for the purpose of the production and operation of the Group.

#### Consumption of Packaging Materials

In the daily production process, the Group advocates staff to reasonably plan the use of raw materials. Under the premise that quality and product safety are ensured, the Group encourages the production department to properly plan the use of raw materials and packaging materials, so as to improve the economic and environmental benefits to the greatest extent while effectively reducing the cost of production and packaging materials.

To implement the Group's operation goal for environmental protection – "less pollution and more recycling", its plants conduct regular investigations and diagnoses of their own operation processes and tailor-make appropriate plans to reduce the use of packaging materials. For example, the plant also adopts the strategy of recycling foam plastics, classify and recycle the foam plastics used in the packaging and storage process for later use, thus yielding double benefits of saving the cost while reducing the packaging waste.

### 能源、水資源及包裝物料的使用 (續)

#### 用水資源

本集團旗下工廠致力於產品之開發及製造，因此我們鼓勵工廠內部根據各自需要，因地制宜，科學合理地制定節約用水及循環利用的內部管理措施。

日常營運中，我們定期對工廠內部的用水數據進行統計分析。根據生產線用水要求，我們提倡在適當的情況之下，將原工藝中使用的自來水替換成江水或工業生產過程中產生的廢水、污水和廢液。此外，2018財政年度期間，集團開展了洗板機用水回收之項目。根據生產需要，我們未來考慮陸續投資例如修復交換循環水冷卻塔等循環用水的環保項目，以期更合理和更嚴謹地善用水資源。

於2018財政年度期間，本集團為生產和營運而採集水源不存在重大問題。

#### 包裝使用

集團於日常生產過程中倡導職員合理規劃原材料使用量，在保證質量及產品安全的情況下，鼓勵生產部門適當規劃原材料及包裝物料使用量，盡可能提高經濟與環保效益的同時，也可有效降低生產及包裝物料之成本。

為實踐本集團「少污染、多回收」的環保營運目標，旗下工廠對自身的營運過程進行定期的調查與診斷，並量身制定合適的減少包裝使用的方案。例如，工廠亦採用泡沫塑料回收利用的策略，將包裝、存放過程中需要使用到的泡沫塑料進行分類回收備用，在減少包裝浪費的同時節約了成本，一舉兩得。

## ENVIRONMENTAL PROTECTION 環境保護

### CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS (continued)

#### Consumption of Energy and Water

Data on types and amount of energy consumption and water consumption for 2018 and 2017 is compared as follows:

### 能源、水資源及包裝物料的使用 (續)

#### 能源及水資源使用

二零一八年度與二零一七年度能源使用及水資源使用種類及耗量比較如下：

Type of resources	資源種類	2018 2018年度 Total <sup>note 1</sup> 總量 <sup>註1</sup>	2017 2017年度 Total 總量
Urban electricity (kWh)	市電(千瓦時)	418,912,133.8	368,177,952.9
Coal (tonne)	煤(噸)	5,721.6	10,589.0
Natural gas (cubic metres)	天然氣(立方米)	2,811,674.0	NA <sup>note 2</sup> 不適用 <sup>註2</sup>
Water (cubic metres)	水(立方米)	7,194,724.0	8,173,548.0
Carbon emission (CO <sub>2</sub> e in tonnes) <sup>Note 3</sup>	碳排放(噸二氧化碳當量) <sup>註3</sup>	269,746.6	262,401.7

Note 1: The increase in 2018 is mainly because of the increase in production volume in 2018.

註1：2018年度數據增幅主要由於2018年度生產量的增加。

Note 2: The business sector did not consume such energy during the reporting period, so the relevant disclosure does not apply.

註2：該業務板塊於報告期間並沒有產生此類能源使用，因此相關披露並不適用於該業務板塊。

Note 3: Carbon discharge data set out above is calculated by reference to the "Greenhouse Gas Protocol" published by the World Business Council for Sustainable Development (WBCSD) and World Resources Institute (WRI), "Greenhouse gas reporting – Conversion factors 2018" published by the Department for Business, Energy & Industrial Strategy of the United Kingdom Government, Baseline Emission Factors for Regional Power Grids in China 2017 (Consultation Draft)" (2017中國區域電網基準線排放因子(徵求意見稿)) published by National Development and Reform Commission of China, the HKEX Reporting Guidance on Environmental KPIs, and "A Study of CO<sub>2</sub> Emission Sources and Sinks in Thailand" published by Geophysics Research Centre and Centre for the study of Earth System Environment and Adaptation for Sustainability.

註3：上述碳排放之計算參照世界企業永續發展協會(WBCSD)與世界資源研究院(WRI)出版之《溫室氣體盤查議定書》、Department for Business, Energy & Industrial Strategy of the United Kingdom Government之《Greenhouse gas reporting – Conversion factors 2018》、中國國家發展和改革委員會公布之《2017中國區域電網基準線排放因子(徵求意見稿)》及香港交易所《環境關鍵績效指標彙報指引》、Geophysics Research Center for the study of Earth System Environment and Adaptation for Sustainability之《A Study of CO<sub>2</sub> Emission Sources and Sinks in Thailand》。

## ENVIRONMENTAL PROTECTION 環境保護

### CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS (continued)

### 能源、水資源及包裝物料的使用 (續)

#### Consumption of Energy and Water

Data on the density of energy consumption and water consumption for 2018 and 2017 is compared as follows:

#### 能源及水資源使用

二零一八年度與二零一七年度能源使用及用水密度比較如下：

Type of resources	資源種類	2018 2018年	2017 2017年	
Urban electricity	市電	2.54	3.83	kWh/sq. ft of finished products 千瓦時／每平方英尺成品
Coal	煤	<0.0001	0.0001	Tonnes/sq. ft of finished product 噸／每平方英尺成品
Natural gas	天然氣	0.017	NA <sup>note 1</sup> 不適用 <sup>註1</sup>	Cubic metres/sq. ft of finished products 立方米／每平方英尺成品
Water	水	0.04	0.08	Cubic metres/sq. ft of finished products 立方米／每平方英尺成品
Carbon emission	碳排放	0.0016	0.0026	Tonnes CO <sub>2</sub> e/sq. ft of finished products 噸二氧化碳當量／每平方英尺成品

Note 1: The business sector did not consume such energy during the reporting period, so the relevant disclosure does not apply.

註1：該業務板塊於報告期間並沒有產生此類能源使用，因此相關披露並不適用於該業務板塊。

## ENVIRONMENTAL PROTECTION

### 環境保護

## CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS (continued)

### Consumption of Packaging Materials

Data on the consumption of packaging materials for 2018 and 2017 is compared as follows:

Type of packaging materials consumed (tonne)	包裝物料種類 (噸)	2018 2018年度 Total <sup>note 1</sup> 總量 <sup>註1</sup>	2017 2017年度 Total <sup>note 2</sup> 總量 <sup>註2</sup>
Carton	紙箱	758.31	512.35
Plastic wrap	保鮮膜包裝	87.97	72.23
Card board	卡板	911.64	834.46
Drench membrane paper	淋膜紙	245.0	128.39

Note 1: The increase in 2018 is mainly because of the increase in production volume in 2018.

Note 2: The packaging material data in 2017 is restated as we improved the data collection methods during the year.

## 能源、水資源及包裝物料的使用 (續)

### 包裝物料使用

二零一八年度與二零一七年度包裝材料使用量比較如下：

註1： 2018年度數據增幅主要由於2018年度生產量的增加。

註2： 由於我們於本年度改善了數據收集方法，2017年度的包裝物料數據已重列。

## OTHER IMPACTS ON THE ENVIRONMENT AND NATURAL RESOURCES

The Group's plants have implemented professional certifications such as ISO14001 management system and EU Restriction of Hazardous Substance (RoHS). We have set up a dedicated environmental protection team in-house to regularly assess the source of emissions, manage and dispose of waste water, waste gas and wastes discharged in the production process at the source, and develop the source emission reduction plan to reduce the harm to the environment. Meanwhile, we proactively seek every opportunity to recycle and reclaim waste gases, wastewater and solid wastes and improve equipment and procedures for handling emissions and discharges to ensure the adequacy and effectiveness of environmental protection. We also lay emphasis on the handling of emergencies upon the occurrence of environmental risks. The Group's plants have hired third party professional companies to prepare environmental emergency plans based on risks and conditions that will occur during production. With such a plan in hand, an environmental emergency response team headed by the general manager of a plant will be set up and file relevant cases with the local environmental protection bureau.

## 其他環境及自然資源影響

本集團的工廠於內部實施ISO14001管理體系、歐盟危害性物質限制指令(RoHS)等專業認證。我們於內部組建專職環保隊伍，定期評估排放源頭，從源頭對生產過程中排放的廢水、廢氣及廢棄物進行管理處置，研究源頭減排的方案，減少對環境的危害。於此同時，積極尋求將廢氣、污水及廢棄物回收再利用與資源化的機會，並改善處理排放物的設備及程序，以確保環境保護工作的充分性及有效性。我們亦重視環境風險發生後的應急工作。集團工廠委托了第三方專業公司根據工廠實際生產會出現的風險及情況編製突發環境應急預案，在此預案的基礎上設立以工廠總經理為首的環境應急小組，並於當地環保局備案。



## ENVIRONMENTAL PROTECTION

### 環境保護

## OTHER IMPACTS ON THE ENVIRONMENT AND NATURAL RESOURCES (continued)

The Group understands that waste water generated from the operation of some of its plants may have impact on the surrounding environment and residents. Therefore, we have actively implemented prevention and control measures. According to the results and requirements of environmental impact assessment, we have engaged a qualified third-party monitoring company to formulate a series of monitoring and renovation plans for the waste water, waste gas and noise.

In addition, the Group also attaches great importance to soil pollution that may occur in the course of operation, and formulates management principles and implements relevant risk control measures in advance. The Law on the Prevention and Control of Soil Pollution of the People's Republic of China (中華人民共和國土壤污染防治法) was adopted at the fifth meeting of the Standing Committee of the 13th National People's Congress on 31 August 2018. In response to national policies and laws, the Group has formulated a series of internal control measures such as Soil Pollution Control Procedures to prevent the risks of soil pollution and to take early preventive measures against various factors that may affect the local environment. We want to do our utmost to protect the neighbouring environment and reduce the ecological impact of the production process.

## 其他環境及自然資源影響(續)

本集團理解旗下部分工廠營運所產生的廢水可能對周邊環境及居民造成影響。因此，我們積極實施防治措施，依據環境影響評價之結果與要求，聘請具有資質的第三方監測公司對公司廢水、廢氣、噪音制定一系列監測及改造方案。

此外，本集團亦十分重視營運過程中有可能產生的土壤污染，並提早制定管理原則並落實相關風險控制措施。《中華人民共和國土壤污染防治法》於2018年8月31日第十三屆全國人民代表大會常務委員會第五次會議通過。為響應國家政策及法律規定，本集團制定了《土壤污染控制程序》等一系列內部控制措施來預防土壤污染的風險，針對各種有可能影響當地環境的因素做出提早預防措施。我們希望盡最大能力來保護鄰里環境，減低生產過程帶來的生態影響。

## EMPLOYMENT 僱傭

We believe that attracting and retaining the best talents is the key to the sustainable development of our business. With a focus on the career development and physical and mental health of our employees, we are committed to maintaining a quality workplace that values good character, diversity, cooperation and communication. We are convinced that the diverse background of leaders and employees can help improve the Group's decision-making ability and flexibility. To this end, we actively promote a series of measures to promote employee diversity and equal opportunities.

## EMPLOYMENT POLICY

Elec & Eltek strictly abides by the Labour Law of the People's Republic of China (中華人民共和國勞動法), Law of the People's Republic of China on the Protection of Rights and Interests of Women (中華人民共和國婦女權益保障法), Trade Union Law of the People's Republic of China (中華人民共和國工會法), and Social Insurance Law of the People's Republic of China (中華人民共和國社會保險法), and SA8000 Social Responsibility Standards. These laws and regulations specify requirements concerning employee compensation and dismissal, recruitment and promotion, vacations, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. We have developed and implemented employment-related policies and procedures, including the Compensation Management System, Performance Appraisal System, Evaluation Management System, Employee Handbook, and Bonus Distribution System to ensure compliance with relevant laws and regulations and serve as a reference for employees. The administrative department is responsible for supervising the implementation of the above policies, distributing documents regarding and interpret relevant policies for each new employee, and regularly organising training to explain relevant policy contents. In addition, we audit the implementation of these policies annually. A whistle-blowing system is also in place with a dedicated team to investigate any unfair treatment and take appropriate actions.

We believe that recruiting talent is crucial to the development of a company. All applicants must undergo a formal and objective assessment to determine whether they have the aptitude and ability to meet the requirements of the Group's business development. At the same time, we have also established stringent procedures for examination and approval to ensure fairness of the recruitment process. All candidates qualified for employment must have reached the statutorily required age and have been in possession of valid identification documents issued by the public security department before they can be officially appointed. All employees are required to enter into labour contracts for the prevention of forced labour. All employees must be employed on a voluntary basis and in a legal manner.

我們相信吸納並保留最佳人才是公司業務持續發展的關鍵。我們關注僱員的事業發展和身心健康，並致力維持一個重視品格操守、多元化發展、合作和溝通的優質工作環境。我們相信領導層及員工多元化的背景可加強公司的決策能力及靈活性，為此我們積極推動一系列措施提倡員工多元化與平等機會。

## 僱傭政策

依利安達嚴格遵守中國政府訂立的《中華人民共和國勞動法》、《中華人民共和國婦女權益保障法》、《中華人民共和國工會法》和《中華人民共和國社會保險法》，以及《SA 8000社會責任體系》。以上法規訂明了關於員工薪酬及解僱、招聘及晉升、假期、平等機會、多元化、反歧視以及其他待遇及福利的要求。我們制定及落實一系列與僱傭相關的政策及程序，包括《薪資管理制度》、《績效考核制度》、《評優管理制度》、《員工手冊》和《獎金分配制度》等，以確保對相關法規的遵從，並作為員工參考之依據。行政部門負責監督以上政策執行，對每位新入職員工派發及講解以上政策，並定期舉辦培訓解釋相關政策內容。此外，我們亦會對上述政策的執行情況進行年度審計，同時設立舉報機制，如有任何不平等待遇的情況，將由專責小組負責調查並做出相應處分。

我們相信優秀人才的錄用對企業發展至關重要。所有應徵者需經客觀正規的入職考核以評估其能力能否滿足集團發展的要求，同時我們亦制定嚴格的審批程序以確保整個招聘流程的公平性。所有符合招聘要求的員工在正式取錄前，必須已成年及持有經公安部門簽發的有效身份證明文件，並一律簽訂勞動合同，以杜絕強制勞工的可能性。所有的人員錄用須以自願、合法的原則進行。

## EMPLOYMENT

### 僱傭

## EMPLOYMENT POLICY (continued)

In terms of compensation policies, we adjust employees' compensation mainly based on their individual performance and the Group's financial performance. The Group conducts a comprehensive performance appraisal of its employees each year. It assesses their performance, working attitudes, and length of service during the year. Their compensation is adjusted based on appraisal results to maintain the soundness and fairness of compensation determination. We also grant pre-emptive rights and special bonuses to eligible employees, depending on their performances and the Group's financial conditions. We provide adequate paid annual leave and stipulate appropriate work hours and off hours to ensure a work-life balance on the part of employees.

In addition to providing competitive compensation packages, we believe that good promotion opportunities are an effective way to motivate employees, giving them clear career goals and offering opportunities for competent employees. The Group encourages internal promotion, as approximately 80% of the current team of junior, intermediary or senior managers have come through the ranks to where they are now.

Furthermore, we seek to foster a diverse workplace and insist on the appointment of staff solely on a merit basis with strict prohibition against discrimination in any form in relation to recruitment, remuneration and promotion. We have clearly set out the Group's rules and regulations and requirements and expectations for employees in human resources management policies and the employee handbook, including job descriptions and appraisal criteria. Transparent, fair recruitment, compensation, promotion and other mechanisms have also been established. Currently, we run recruitment programmes in all major cities of China and employment opportunities are available to all qualified applicants. All rankings of employee are entitled to equal opportunities for training to ensure that all employees have adequate opportunities in career development. We have also established a whistle-blowing system with a dedicated team to investigate any unfair treatment and adopt disciplinary actions. Meanwhile, we hold the employment relationship with our employees in high regard, have proper communication with them, and strictly prohibit unreasonable dismissal of staff. The period of notice of termination is clearly stated in the employment contract.

The Group was not aware of any material breach of applicable laws and regulations pertaining to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other employees' benefits that had a significant impact on the Group during FY2018.

## 僱傭政策 (續)

在薪酬政策方面，我們主要依據員工的個人表現及集團的盈利表現對員工的薪酬進行調整。集團每年度對員工進行全面的績效評核，對員工在年內的工作表現、工作態度、服務年期等方面進行考核，並根據評核結果作出調薪，以維持薪酬釐定的科學性及公平性。我們亦會視乎員工的表現及集團財務狀況，為合資格員工發放優先購股權及特別獎金。同時，我們向員工提供充足的有薪年假，同時規定合適的工作及休班時間，讓員工於工作及生活之間取得平衡。

除了提供具競爭力的薪酬待遇外，我們認為良好的晉升機會是激勵員工的有效方式，既可為員工提供清晰的事業目標，亦可為有能力的員工提供發揮所長的機會。本集團鼓勵內部晉升，目前無論是基層、中層或是高層管理人員，均有約八成來自於集團內部的提升。

此外，我們鼓勵多元化的工作環境，堅守「用人不拘一格，任人只唯賢」之理念，嚴禁任何形式的歧視。我們在各項人力資源管理政策及員工手冊上均清晰列明集團的規章制度以及對員工的要求與期望，包括列明各工作崗位的職責說明和考核標準，同時訂立具透明度和公正的招聘、薪酬、晉升等機制。現時我們在全國各大城市均設有招聘計劃，符合要求的應徵者均有獲聘機會。各職級員工均會享有平等的機會接受培訓，以確保不同員工都有充足機會發展。我們亦設立舉報機制，如有任何不平等待遇的情況，將由專責小組負責調查並作相應紀律處分。同時，我們尊重與員工的僱傭關係，嚴禁不合理的解僱員工，並於僱傭合約中訂明終止合約的通知期，及會與員工有適當的溝通。

於2018年財政年度，我們並未發現任何與薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視及其他僱員福利相關及對集團有重要影響的適用法律及法規的重大違規事宜。

## EMPLOYMENT

### 僱傭

## STAFF ACTIVITIES AND BENEFITS

We offer a full range of benefits and organise various events for our employees, with an aim to provide a favourable working environment and to promote a work-life balance for them. We continued to organise a number of staff activities and provide several benefits for them in 2018, including:

- Free meals
- Staff quarters
- Festival gift bags (such as rice dumplings for Dragon Boat Festival and moon cakes for Mid-Autumn Festival)
- Night Market events
- Annual dinner
- Birthday evening party
- Sports contests

## TRAINING AND DEVELOPMENT

We have formulated annual training plans to deliver three types of training to employees, namely induction training, external training and internal training:

**Induction training:** We have training specialists to train new employees about the Group's rules and regulations, corporate culture, production safety, production characteristics, emergency plans, risk factors, occupational health, emergency measures, safe operating procedures, typical accident cases, and other safety education content. Employees can start their jobs only after passing all required training. We also organise regular job skill training to ensure that employees meet job requirements.

**External training:** External training mainly comprises management training and technical training, including expertise training provided by Hong Kong Printed Circuit Association ("HKPCA") and the Group's PCB Training Centre.

## 員工活動及福利

我們為員工爭取各種福利和舉辦各項活動，旨在為員工提供良好的工作環境和促進員工的工作與生活平衡。我們於2018年繼續舉辦多項員工活動及為員工提供多項福利，當中包括：

- 免費膳食
- 員工宿舍
- 節慶禮包(如端午節的粽子、中秋節的月餅)
- 大笪地活動
- 周年晚會
- 生日晚會
- 各項運動比賽

## 培訓及發展

我們訂立了年度培訓計劃，其中為員工提供的培訓可分為崗前培訓、外部培訓以及內部培訓三大類：

**崗前培訓：**我們設有培訓專員，對入職員工進行新員工培訓，其內容包括集團的各項規章制度、企業文化、生產安全、生產特點、應急預案、危險因素、職業衛生、應急措施、安全操作規程、典型事故案例等安全教育內容。員工在所有培訓合格後方可進入崗位。我們亦會定期舉辦崗位技能培訓，以保證員工能適應崗位的工作需求。

**外部培訓：**外派培訓項目主要分為管理類與技術類，其中包括香港線路板協會(HKPCA)和集團線路板培訓中心的專業知識培訓。

## EMPLOYMENT

### 僱傭

## TRAINING AND DEVELOPMENT (continued)

Internal training: To consolidate fundamental skills and knowledge of employees and enhance their capabilities, we provide employees with various operation skill training according to annual training plans, including training on sales skills, production processes, codes of conduct, risk prevention, information technology, business speech and presentation skills. The Group provides career planning support not just for existing staff, but also for fresh graduates. Following discussions between heads of the HR and other relevant departments and each graduate, a customised training plan will be designed based on the wishes and aspirations of such graduate, and experienced mentors will be assigned to provide guidance, support and assistance in connection with the career path of graduates.

## EMPLOYEE HEALTH AND OCCUPATIONAL SAFETY

Elec & Eltek regards occupational health and safety as one of its foremost responsibilities. We abide by the Law of the People's Republic of China on Safe Production (中華人民共和國安全生產法), Labour Law of the People's Republic of China (中華人民共和國勞動法), and Law of the People's Republic of China on the Prevention of Occupational Diseases (中華人民共和國職業病防治法), which specify requirements pertaining to safe working conditions and protection of employees against occupational hazards. We have adopted stringent measures to ensure compliance of our production processes with various regulatory requirements and developed the Safety Management System to regulate production behaviour. The production department is responsible for supervising the implementation of the above policies, distributing documents regarding and interpret relevant policies for each new employee, and regularly organising training to explain relevant policy content to ensure regulatory compliance.

## 培訓及發展(續)

內部培訓：為鞏固員工的基礎技能知識，提升員工的工作能力，我們根據年度培訓計劃為員工提供各種崗位操作技能培訓，其中包括銷售技巧、生產工序、行為規範、風險防範、信息技術、商務演講與表達技巧等內容培訓。除在職員工外，本集團更為應屆畢業生提供職業規劃支持。由人力資源部、相應部門領導與各個畢業生溝通後，根據該畢業生的意願及理想，為其定制相應的培訓計劃，並安排經驗豐富的指導老師對畢業生的職業生涯提供指導、支持及協助。

## 僱員健康及職業安全

依利安達視僱員健康及職業安全為我們最重要的責任之一，我們遵守《中華人民共和國安全生產法》、《中華人民共和國勞動法》及《中華人民共和國職業病防治法》，以上法規訂明了關於安全工作環境及保障僱員避免職業性危害的要求。我們採取多項嚴格措施以確保生產運作流程符合各項監管規定，同時制定了《安全管理制度》對生產安全行為作出規範。生產部門負責監督以上政策執行，對每位新入職員工派發及講解以上政策，並定期舉辦培訓解釋相關政策內容，以確保對相關法規和政策的遵從。



## EMPLOYMENT

### 僱傭

## EMPLOYEE HEALTH AND OCCUPATIONAL SAFETY (continued)

As mechanical operations are involved in our production processes, we have established appropriate safe operating procedures for different production processes, detailing the corresponding safety precautions and requested employees to strictly abide by them. A three-tier safety training programme, comprising onboarding training, workshop training and shift training, is arranged for all new employees. Safe operating procedures are explained during training. Any violations of the safe operating procedures are reflected in individual performance appraisals. Below are measures we have promoted and implemented for employee health and occupational safety in FY2018:

- Arrange safety training according to the nature of the posts, such as operation of elevators and forklifts and high-voltage and low-voltage power handling and chemicals handling.
- Deliver fire safety training with content including familiarisation with escape routes, skills of evacuation in fire accidents, general knowledge on safe assembly and proper application of fire extinguishers and fire hoses, during which we require employees to handle fire equipment in person;
- Inspect fire protection systems and facilities on a regular basis and conduct annual fire drills;
- Hold emergency plan drills at least twice a year;
- Hold "Month of Safe Production" from time to time to enhance employees' awareness on production safety;
- Set up dedicated positions (safety officer/director) to be responsible for training, follow-up, inspection and supervision of safety matters;
- Organise occupational health training and education to summarise and promote occupational health management experience;
- Carry out occupational health examination and establish health examination files;
- Conduct daily monitoring and registration of occupational-disease-inductive factors and reporting to management as required; and
- Regularly organise on-site inspections, and order rectification of unsafe conditions found during inspections.

## 僱員健康及職業安全 (續)

由於我們的生產程序涉及機械操作，因此我們為不同生產工序制定了相應的安全操作規程，詳列不同生產程序的安全注意事項，要求員工嚴格遵守。我們同時為所有新員工安排三級安全培訓，包括入廠培訓、車間培訓和班組培訓，講解安全操作規程內容。我們亦會將違反安全操作規程的個案反映於個人績效評核。以下為我們於2018年財政年度就僱員健康及職業安全推行及實施的措施：

- 根據員工崗位的性質安排安全培訓，如電梯、叉車的安全操作、高低壓電工的用電安全操作、化學品使用培訓等；
- 定期為員工安排消防安全培訓，當中包括熟悉安全通道、火災逃生技能、安全集合常識、正確使用滅火器和消防水帶，並要求員工於培訓時親自操作防火設備；
- 定期檢查防火系統及滅火設施，並每年進行火警演習；
- 每年至少舉辦兩次應急預案演練；
- 不定期舉行「安全生產活動月」，提高員工的安全生產意識；
- 設立專門人員（安全專員／主任）負責安全事項方面的培訓、跟進、檢查和監督；
- 舉辦職業衛生培訓教育，總結及推廣職業衛生管理經驗；
- 進行職業健康檢查，並建立健康檢查檔案；
- 對職業病危害因素進行日常監測及登記，並按需要上報管理層；及
- 定期組織現場檢查，對檢查中發現的不安全情況責令改正。

## EMPLOYMENT

### 僱傭

## EMPLOYEE HEALTH AND OCCUPATIONAL SAFETY (continued)

Moreover, staff health represents a top priority for the Group. As such, the Group has adopted a range of measures to create a safe workplace for employees and protect employees from occupational hazards. To ensure workplace safety of plant workshops, we have engaged professional environmental consulting firms to conduct tests on workshop hazards. Employees are required to attend occupational health checks prior to starting work in the Company or transferring to new positions, and may only commence work after passing such checks. We organise regular health checks at a full-service hospital for all staff on an annual basis. Employees susceptible to occupational hazards, once identified, are transferred to other positions to make sure they stay away from such occupational hazards. In addition, we strictly follow the requirements of the Labour Law of the People's Republic of China (中華人民共和國勞動法) that employees should also take a physical examination before departure to protect their health. We carry out cleaning and maintenance of office areas and environmental disinfection according to the annual plan, and are committed to providing employees with a safe and good workplace. The Group plants have already obtained the OHSAS18001 Certification.

The Group was not aware of any material breach of laws and regulations pertaining to providing a safe working environment and protecting employees from occupational hazards that had a significant impact on the Group during FY2018.

## 僱員健康及職業安全 (續)

此外，我們十分重視員工的身體健康，採取一系列措施為員工提供安全的工作環境以避免員工遭受職業性危害。為保證工廠車間工作環境的安全，我們聘請專業環境諮詢公司為車間進行危害因素檢測。本集團更規定員工入職前或轉崗前需進行職業健康體檢，合格後方可入職。我們每年定期組織正規醫院對全體員工進行體檢。一旦發現容易受職業危害因素影響的員工，便安排轉換工作崗位，以遠離職業危害。此外，我們嚴格遵循《中華人民共和國勞動法》中的規定，員工離廠前亦需進行離崗職業健康體檢，以保障其健康情況。我們依照年度計劃實施辦公區域清潔維護及環境消毒，致力為員工提供安全良好的工作環境。集團工廠已取得職業健康安全管理体系(OHSAS18001)認證。

於2018年財政年度，我們並未發現任何與提供安全工作環境及保障僱員避免職業性危害相關及對本集團有重要影響之適用法律及法規的重大違規事宜。

## OPERATIONS 營運

Elec & Eltek advocates a clean business environment and is committed to fighting corruption. Suppliers must meet our expectations for regulatory compliance, a people-oriented mind-set, ethics and business integrity, and environmental protection when doing business with us. Apart from supplier management, we also have the same requirements for the Group's daily operations and products.

## SUPPLIER MANAGEMENT

Elec & Eltek has strict requirements on suppliers and supply chain management. We have developed and implemented supply chain management systems, including Supplier Management Procedures, Procurement Evaluation Procedures, and Risk and Opportunity Identification and Control Procedure, and required employees and the management to follow them.

Suppliers must pass our Group's evaluation before entering into cooperation with us. A vetting process is conducted in respect of the business licences, accreditations and qualifications of suppliers, including various international quality management system ("ISO") accreditations (such as ISO 9001, ISO 14001 and others), OHSAS 18001 (occupational health and safety assessment series accreditation), safety testing and certification of the United States ("UL") and test reports under the Restriction of Hazardous Substances ("ROHS"), to ensure suppliers' compliance with the Group's requirements.

We also conduct on-site product assessments at suppliers' premises and sample tests on their products to ensure compliance of their products with our quality requirements. Suppliers who meet the requirements and pass the above supplier evaluation procedures will be included in our Qualified Supplier List. Before signing cooperation agreements with some major suppliers, we will sign "Confidentiality and Integrity Undertakings of Supplier" and "Guarantee of No Containment of Prohibited Substances" with them, setting out the Group's expectations for suppliers in terms of confidentiality, integrity and environmental and material control. In addition, major qualified suppliers of the Group are required to sign the "List of Materials Subject to Environmental Control" and "Pledge of Suppliers Against the Use of Environment-related Materials" with them once a year, stating that no substances harmful to the environment will be used in the production process.

依利安達提倡廉潔的營商環境，致力打擊貪污舞弊的情況。供應商在與我們業務往來時，需符合我們在守法循章、以人為本、道德與商業操守、環境保護的期望。除了對供應商的管理外，我們對公司的日常營運及出產的產品亦具同樣要求。

## 供應鏈管理

依利安達對供應商及供應鏈管理要求嚴格。我們制定並落實了一系列供應鏈管理制度，包括《供應商管理程序》、《採購評估程序》及《風險與機會的識別和控制程序》等，並要求員工及管理層切實執行。

供應商在與本集團合作前，必須先通過我方的供應商評估。我們會對供應商的營業執照、認證資格證書進行審查，其中包括各項國際質量管理系統(ISO)認證(如ISO9001、ISO14001認證)、職業安全衛生管理系統(OHSAS 18001)認證、美國安全試驗(UL)認證及歐盟危害性物質限制指令(RoHS)測試報告等等，以確保供應商符合集團要求。

我們亦會派員到供應商現場進行產品評估，並對供應商產品進行樣品測試，確保產品質量符合要求。符合要求及通過以上供應商評估程序的供應商方會列入我們的《合格供應商名單》中。在與部份主要供應商簽訂合作協議前，我們會與對方簽訂《供應商保密及廉潔承諾書》、《禁用物質不含有保證書》，訂明集團對供應商在保密、廉潔營運及環境與物料管控方面的期望。此外，本集團的主要合格供應商每年需簽訂一次《環境管理物質一覽表》以及《供應商環境關聯物質不使用保證書》，聲明在生產過程中不使用對環境有害的物質。

## OPERATIONS

### 營運

## SUPPLIER MANAGEMENT (continued)

We have set up a supplier approval committee dedicated to the supervision of the supply chain. Primary members of the supplier approval committee include engineers of the manufacturing and engineering department, engineers responsible for quality control over incoming materials, quality engineers and procurement officers. The committee is directly responsible for approval, monitoring, communication and regular evaluation in connection with suppliers of materials. It will also conduct audits on suppliers where necessary.

We also perform annual supplier reviews. Departments related to supplier management, such as the procurement department and quality department, and the management will perform reviews and on-site assessments on suppliers' quality control, environmental systems, production environment and social responsibility and record results in the Supplier Review Form. We will stop working with any suppliers who fail such evaluation to ensure compliance of their products and services with quality requirements and the principle of sustainable development and avoid compromising the quality and safety of the Group's products.

## PRODUCT MANAGEMENT AND SAFETY

Elec & Eltek devotes itself to producing and providing high-quality and safe products for customers, and attaches great importance to customer's product experience and after-sales service. We strictly abide by the Product Quality Law of the People's Republic of China (中華人民共和國產品質量法), Law of the People's Republic of China on Protection of Consumer Rights and Interests (中華人民共和國消費者權益保護法), and Advertising Law of the People's Republic of China (中華人民共和國廣告法). These laws prescribe requirements on product quality, safety management, customer privacy and advertising compliance. We formulate and implement a series of policies and procedures related to product management, including the Product Monitoring and Measurement Control Procedure, Non-conforming Product Control Procedure, Corrective and Preventive Measures Control Procedure, Product Safety Control Procedure, and Customer Service Control Procedure, among others, to establish our standards in product management. We regularly organise training courses for our employees to ensure that they have a clear understanding of relevant policies and procedures. We have put in place a whistle-blowing system with a dedicated team to investigate any violations and adopt disciplinary actions.

## 供應鏈管理 (續)

我們成立了供應商認可委員會對供應鏈進行專門監管。供應商認可委員會基本成員包括製作工程部工程師，來料質量控制工程師，品質工程師，採購主任等。該供應商認可委員會直接負責物料供應商的認可、監控、溝通與定期評估，必要時會對供應商進行審核。

此外，我們亦會每年對供應商進行年度評審。供應商管理相關部門，如採購部、品質部及管理層會就供應商的質量管理、環境系統、生產環境及社會責任等方面進行評審及現場評估，並將結果記錄於《供應商評審表》上。若供應商未能通過評估，我們將會停用該供應商，以確保供應商的產品與服務符合質量要求及可持續發展原則，及避免本公司產品的質素及安全性受到負面影響。

## 產品管理及安全

依利安達致力為客戶生產及提供優質與安全的產品，重視顧客的產品體驗及售後服務。我們嚴格遵守中國政府訂立的《中華人民共和國產品質量法》、《中華人民共和國消費者權益保護法》、《中華人民共和國廣告法》。以上法規訂明了關於產品質量、安全管理、客戶私隱及廣告合規要求。我們制定及落實一系列與產品管理相關的政策及程序，包括《產品監視和測量控制程序》、《不合格品控制程序》、《糾正和預防措施控制程序》、《產品安全控制程序》、《客戶服務控制程序》等，以確立我們在產品管理上的標準。我們定期為員工舉辦培訓課程，確保員工清楚了解相關政策及程序的內容。我們同時訂立舉報制度，如有任何違規情況，將由專責小組負責調查並作相應紀律處分。

## OPERATIONS

### 營運

## PRODUCT MANAGEMENT AND SAFETY

(continued)

Our plants have passed the ISO9001:2015 quality management system certification and the IATF 16949:2016 quality control system certification for the automotive industry. At present, the Group has developed a variety of quality standards with guidebooks covering processes from incoming inspection to packaging and shipping. Product quality control is performed by the quality inspection department in accordance with the relevant standards and guidebooks to ensure that our raw materials, semi-finished products and finished products are compliant with relevant quality standards. Each production process has a quality control station and a final inspection station. The inspectors of each station are trained strictly and qualified to take up their posts. Products are inspected and judged according to industry standards and customer requirements. In addition, we arrange regular training for the staff of the quality inspection department to ensure that they have knowledge and skills required for business.

We will hire a third-party organisation at least once a year to evaluate and test our compliance with the EU Restriction of Hazard Substance (RoHS) and Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) to ensure that the quality of our products meets the needs of clients. To prevent the circulation of sub-standard products and ensure consistency of product specifications with customers' requirements, we typically conduct a compliance check of each finished item prior to delivery.

The Group was not aware of any material breach of applicable laws and regulations pertaining to health and safety, advertising, labelling, product and service quality and customer privacy that had a significant impact on the Group during FY2018.

## CUSTOMER INFORMATION AND INTELLECTUAL PROPERTY PROTECTION

Elec & Eltek lays emphasis on customer information and intellectual property protection. We require our staff to comply with the Group's internal rules and regulations on information protection and handle and store customer-related information with prudence and care. We have also implemented various computer controls to protect customer information in our computer systems. Such internal control measures are reviewed on a regular basis to ensure their effectiveness. Our product information is managed and maintained in an enterprise resource planning (ERP) system. System licences of all operators are strictly set based on their responsibilities, and the management regularly checks their permissions. We have established a data backup procedure and a regular test and inspection program for backup data. We also sign confidentiality and non-competition agreements with employees.

## 產品管理及安全 (續)

我們的廠房已分別通過質量體系認證ISO9001：2015品質管理系統及IATF 16949：2016汽車產業品質管理系統要求。現時集團已制定各種質量標準，從來料檢查到包裝出貨均有專門的質量標準指導書，供質檢部門作為產品質量監控的標準，以確保我們的原材料、半成品和成品符合質量標準。每個製作流程均有品質控制站及最終檢查站，每個工站檢查人員均經過嚴格培訓合格上崗，並根據行業標準、客戶要求等進行檢驗和判定。此外，我們會定期安排質檢部門的員工進行培訓，以確保員工擁有業務所需的專業知識和技能。

我們會每年度至少一次委托第三方機構，對我們遵從歐盟危害性物質限制指令(RoHS)及化學品的註冊、評估、授權與限制(REACH)的情況作評估檢測，以確保我們的產品質量滿足客戶需求。為禁止不合格品流出，以及確保產品規格與客戶要求一致，在每件成品出貨前，我們均會再次對產品質量進行稽查。

我們於2018年財政年度並無發現與健康與安全、廣告、標籤、產品與服務質量及客戶私隱有關及對集團有重要影響之適用法律及法規的重大違規事宜。

## 客戶資料及知識產權保護

依利安達關注客戶的資料及知識產權保護。除要求員工遵守集團內有關資料保護之規章制度，謹慎處理及存放與客戶有關的資料，我們亦設立各種電腦控制以保護系統內有關客戶的資料，並定期對有關內部控制進行覆核，確保其有效性。我們的產品數據採用ERP企業資源規劃系統進行統一維護管理，各崗位操作人員的系統權限嚴格按職責設置，並由管理層定期檢查操作員的權限。我們建立了數據備份程序，以及備份數據的定期測試檢查程序。此外，我們亦與員工簽訂保密及競業協議。



## OPERATIONS

### 營運

## ANTI-CORRUPTION AND ANTI-COMPETITIVE BEHAVIOUR POLICY

The Group strictly abides by the Anti-Unfair Competition Law of the People's Republic of China (中華人民共和國反不正當競爭法), Anti-Money Laundering Law of the People's Republic of China (中華人民共和國反洗錢法), Tendering and Bidding Law of the People's Republic of China (中華人民共和國招標投標法), and Anti-Corruption Organisation Law (反貪污腐敗組織法). We include anti-bribery, extortion, fraud and money laundering in the employee handbook, and require all employees to read the relevant contents and sign for the employee handbook. The Group regularly organises training courses for employees to ensure they have a clear understanding of the relevant policies. Meanwhile, we require management and all employees to abide by the Group's code of ethical conduct, and management personnel are required to declare conflicts of interest annually, in any form. The Group has set up anonymous reporting and independent team investigation mechanisms to deal with all reports on bribery, extortion, fraud, money-laundering and competitive behaviour. We also conduct annual internal control audits that involve employees' compliance with policies against corruption, bribery, extortion, fraud, money-laundering and competitive behaviour.

We were not aware of any material breach of applicable laws and regulations pertaining to bribery, extortion, fraud, and money laundering and competition during FY2018.

## 反貪污及反競爭行為政策

本集團嚴格遵從中國政府訂立的《中華人民共和國反不正當競爭法》、《中華人民共和國反洗錢法》、《中華人民共和國招標投標法》及《反貪污腐敗組織法》。我們在員工手冊加入防止賄賂、勒索、欺詐及洗黑錢的內容，並要求所有員工必需閱讀相關內容並簽收員工手冊。集團定期為員工舉辦培訓課程，確保員工清楚瞭解相關政策的內容。同時，我們要求管理層及所有員工遵守集團的道德行為守則，管理人員每年需要申報任何形式的利益衝突事宜，而集團設立了匿名舉報及獨立小組調查機制，處理所有賄賂、勒索、欺詐、洗黑錢及反競爭行為的舉報。我們亦會每年進行內控審計，其工作範圍涵蓋員工對反貪污、防止賄賂、勒索、欺詐、洗黑錢及反競爭行為政策的遵從情況。

我們於2018年財政年度並無發現與防止賄賂、勒索、欺詐、洗黑錢及反競爭行為有關之適用法律及法規的重大違規事宜。

## COMMUNITY 社區

We believe that winning trust from communities where we operate and their recognition of the Group's contribution is essential to sustainable business development. As a socially responsible enterprise, we undertake the mission to promote the harmonious development of community. We encourage employees to participate in volunteer work and support community investment and development.

## DONATIONS AND PUBLIC WELFARE ACTIVITIES

The Group considers community care and social contribution as core responsibilities that form part of the Group's long-term development. In 2018, we helped people in need through donations and public welfare activities. During the Reporting Period, we focused on supporting social groups with less favourable financial conditions. For example, we once organised employees to visit local villagers on a festive day and donate money to their village to help the local poverty-stricken elderly. We also participated in the Donate A Day's Income campaign in Kunshan City, Jiangsu Province where we donated money to Kunshan Charity Federation to help local poor people.

In addition, we have set up a charity fund to support financially disadvantaged employees in the Group. Ordinary employees who took part in this activity shall donate RMB1 per month to the fund and those at the manager level or above shall donate RMB10 per month to help colleagues in need.

## CONTRIBUTION TO COMMUNITIES

Elec & Eltek's policy on community engagement is to understand the needs of the communities in which we operate and to take into account the communities' interests. Elec & Eltek made great contributions to the community environment, community and employees in 2018 under various efforts. In terms of environment, we have implemented a series of emission reduction measures. For example, some plants have installed VOCs detection system and tail gas recovery technology, adjusted and improved the production process, and reformed the production truck, effectively reducing the emission of pollutants and the environmental impact on the community.

我們認為取得業務所在地社群的信任，讓他們認同集團能為社群的發展作出貢獻，是業務可持續發展的關鍵。作為對社會負責的企業，我們承擔著促進社會和諧發展的使命。我們鼓勵僱員參與義務工作，支持社區投資和發展。

## 捐款及公益活動

集團把關愛社會、奉獻社會作為我們長遠發展的核心責任。我們於2018年度透過一系列捐款及公益活動，幫助社會上有需要協助的群體。於報告期間，我們集中支援經濟環境較不理想的社會群體，例如我們曾組織員工進行敬老扶貧活動，於節慶日到訪鄉村慰問當地老人，並向鄉村獻上我們的捐款，以協助當地的貧困老人。我們亦曾參與江蘇省昆山市的「慈善一日捐」活動，捐款予昆山市慈善總會，以幫助當地生活困難的居民。

除此以外，我們成立了愛心基金，利用所籌得的善款協助集團內經濟困難的員工。參與此活動的員工每月存入1元至該基金，而參與此活動的經理或以上職級的員工則會每月存入10元至愛心基金，幫助有需要的同事，發揮互助精神。

## 社區貢獻

依利安達關於社區參與的政策旨在瞭解我們營運所在社區的需求並兼顧社區利益。依利安達於2018年內在各方面努力下，對社區環境，社會和員工作出重大的貢獻。在環境方面，我們實施了一系列減排措施，例如部份廠房安裝了VOCs檢測系統及尾氣回收技術，對生產工藝作出調整改進，並改造了生產裝車，有效減少了污染物的排放和對社區的環境影響。

## COMMUNITY 社區

### CONTRIBUTION TO COMMUNITIES (continued)

We proactively promote the popularisation of science and community education. During the reporting period, the Group held activities to spread “first aid knowledge”, “fire safety knowledge” and other knowledge in local communities and invited employees and local people to join in these activities. During these activities, our employees actively shared our expertise and experience with the public. We also create a large number of jobs for communities. In addition to hiring staff at each plant location, we are also happy to offer internship opportunities for young people. Since 2010, the Group has been offering the “Vibrant Youth Undergraduate Internship Programme” in association with Kowloon Federation of Associations in Hong Kong, providing opportunities for undergraduates in Hong Kong to participate in person in internship projects in Mainland China, with a view to helping them to broaden their vision and thinking, and to gain insight on how Hong Kong companies operate in Mainland China and what market conditions they face.

### 社區貢獻(續)

我們積極推廣科普及社區教育。集團於年內曾於地方社區舉辦「急救知識」和「消防安全知識」等方面的推廣活動，邀請員工及當地民眾參與。過程中，我們的員工積極與民眾分享我們的專業知識和經驗。此外，我們同時為社區創造大量就業機會。除了於各廠房所在地聘用員工外，我們亦樂於為年輕人提供實習機會。集團自2010年開始，便與香港九龍社團聯合會舉辦「青年躍動，大學生實習領航計劃」。該計劃令香港的大學生有機會親身參與至內地的實習專案，拓展視野及擴闊思維的同時，也使大學生們更加瞭解香港企業在內地的經營模式及市場情況。



**Elec & Eltek 依利安達**

**Elec & Eltek International Company Limited**

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