

As at the end of December 2001, the Group employed 11,733 people (2000:11,354) in its headquarters in Hong Kong and its principal subsidiary companies worldwide. The two main areas of concentration are in Hong Kong employing 4,379 (2000: 4,236) and in the PRC employing 7,126 (2000: 6,877). Another 228 (2000: 241) are employed in subsidiaries in Japan, Singapore and Canada. The Group's headcount increased due to acquisitions during the year.

Human Resources Management

The Group recognizes and respects each individual's rights and adopts non-discriminatory employment policies giving equal opportunities to qualified candidates. CITIC Pacific strives to be consistent and fair in administering its human resources management practices to the mutual benefit of its employees and the Group. Our Code of Conduct covers many aspects of business ethics, including relations with suppliers and customers and employees in terms of employment practices. Everyone working on the affairs of the Group is required to follow this Code and heads of business units are charged with the responsibility of disseminating the Group's requirements to the people concerned. An explanation of the contents of the Code is included in the induction of new employees and refresher courses conducted by internal or external speakers are arranged for employees from time to time. Any violation or non-compliance of the Code is subject to established disciplinary procedure or actions as appropriate.

Employee Compensation

The Group aims to attract, retain and motivate employees who have the relevant skills, knowledge and abilities to develop, support and sustain the continued success of the Group. On an annual basis, CITIC Pacific reviews the cash compensation and benefits programme provided for its employees to ensure that the overall compensation is internally equitable and in line with local norms and industry practice. Employees of the Group gave consent at the end of 2001 to revise the bonus arrangement from a fixed sum to a performance based bonus award dependent on Group results and individual employee performance. Shareholders approved a share option scheme for the Group's employees in May 2000 and details are given on page 60. Financial information on Directors' emoluments can be found on page 84.

截至二零零一年十二月底，本集團共僱用員工 11,733 人（二零零零年：11,354 人），分別任職於香港總部及其分佈世界各地的主要附屬公司。香港及中國為兩個主要集中地，分別僱用員工 4,379 人（二零零零年：4,236 人）及 7,126 人（二零零零年：6,877 人）；其餘 228 人（二零零零年：241 人）則分別受僱於日本、新加坡及加拿大的附屬公司。員工人數增加的原因是本集團於本年度進行多項收購。

人力資源管理

本集團認同及尊重個人權利，並採納平等僱傭政策，給予所有合資格人士平等就業機會。中信泰富亦致力採取一致及公正之人力資源管理模式，令集團及其員工皆能互相得益。本集團之紀律守則涵蓋有關商業道德多方面範疇，其中包括與供應商及客戶的關係，以及員工的職業操守。本守則規定所有為本集團處理公司業務的人士均須遵守，並要求所有部門主管均有責任向有關人士闡釋本集團的規則。守則的詳細內容已包括在新員工入職課程內，而本集團亦不時為員工安排內部培訓及聘請外來講者主持有關之培訓。任何違反或不遵守該守則者，將受到公司紀律處分或以適當之行動處理。

員工薪酬

本集團致力吸引、挽留及激勵具備有關技能、知識及能力的員工，以拓展、支持及延續本集團的成就。中信泰富每年均檢討員工的薪酬及福利計劃，以確保集團內部均等，及整體薪酬福利與營運地點及各行業間之基準一致。本集團的員工於二零零一年底同意修改花紅制度，由原有的固定金額改為論功行賞，視乎集團業績及個別員工的工作表現而定。股東於二零零零年五月通過給予本集團員工股份認購權計劃，詳情載於第 60 頁。董事酬金之財務詳情載於第 84 頁。

Retirement Benefits

The CITIC Group Retirement Plan (“ORSO Plan”) provides retirement benefits for employees of the Group and its subsidiaries and associates. The Plan is a defined contribution scheme registered under the Occupational Retirement Schemes Ordinance and has obtained an exemption certificate having satisfied the requirements of the Mandatory Provident Fund Schemes Ordinance. HSBC Trustee (Hong Kong) Limited is Trustee of the ORSO Plan, who in turn appointed the investment manager and plan administrator to manage the Plan in accordance with the Trust Deed and Rules. Employees are offered a choice of investments and the Trustee issues statements to members of the Plan twice a year.

A CITIC Group Mandatory Provident Fund Scheme (“MPF Scheme”) offers a choice to employees who opt not to join the ORSO Plan. The Hang Seng Bank is the service provider of the MPF Scheme.

Further details on these principal schemes are given in the Notes to the Accounts on page 85.

Training & Development

CITIC Pacific is committed to providing a healthy organizational environment conducive to each individual’s development. Employees are encouraged to commit to continuous improvement by taking responsibility for their own learning and self-development. Seminars and courses organized by professional institutions are sponsored by the Group to assist employees to improve their current job performance. In-house training for all levels of employees is organized regularly on product knowledge and skills training. Where applicable, the Group arranges external service providers to conduct customized training programmes on specific subjects such as managerial development and updates on new technology.

CITIC Pacific also believes in investing in our future generation. The Group has put in place various management trainee and apprentice training programmes to foster growth and provide opportunities for the younger members of society.

退休福利

中信集團退休計劃（「退休計劃」）為本集團及旗下附屬公司及聯營公司的員工提供退休福利。上述退休計劃為一項根據職業退休計劃條例註冊的界定供款退休金計劃，並在符合強積金條例的要求下獲發豁免證明書。滙豐信託（香港）有限公司為上述退休計劃的信託人，上述計劃由信託人委任投資經理及行政管理人根據信託契約及條例細則管理。員工有數個不同的投資組合可供選擇，他們亦會每年兩次定期收取信託人發出的退休計劃結單。

而中信集團強制性公積金計劃（「強積金計劃」）為不參與退休計劃的員工提供另一選擇。恒生銀行是強積金計劃的服務提供者。

此等主要計劃的進一步詳情載於第 85 頁的賬目附註。

培訓及發展

中信泰富致力提供一個健康的企業環境，讓員工得以各展所長，並鼓勵他們工餘進修，不斷自我增值。本集團亦贊助專業機構舉辦研討會及課程，藉以協助員工改善工作表現，亦定期為各階層員工開辦有關產品知識及技術培訓方面之在職訓練。在有需要時，本集團會安排外界服務機構舉辦針對特定課題而設的訓練課程，如管理發展及介紹最新技術等。

中信泰富亦相信要投資於下一代的發展。本集團已設立多項管理見習及學徒訓練計劃，旨在扶掖後進，及為社會上年青一輩提供發展機會。