



# 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



二零一七年  
環境、社會及管治報告

# 2017

ESG REPORT

\* For identification purpose only \* 僅供識別

# CONTENTS

## 目錄

2	<b>Introduction</b> 引言
4	<b>A. The Environment</b> A. 環境
4	<b>A1. Discharge and Emission</b> A1. 排放物
11	<b>A2. Consumption of Resources</b> A2. 資源使用
14	<b>A3. The Environment and Natural Resources</b> A3. 環境及天然資源
15	<b>B. The Community</b> B. 社會
15	<b>B1. Employment</b> B1. 僱傭
16	<b>B2. Health and Safety</b> B2. 健康與安全
18	<b>B3. Development and Training</b> B3. 發展及培訓
20	<b>B4. Labour Standards</b> B4. 勞工準則
21	<b>B5. Supply-chain Management</b> B5. 供應鏈管理
21	<b>B6. Product Liability</b> B6. 產品責任
22	<b>B7. Anti-corruption</b> B7. 反貪污
23	<b>B8. Community Investment</b> B8. 社區投資
23	<b>Board Management &amp; Responsibility</b> 董事會管理及責任

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### INTRODUCTION

Elec & Eltek International Company Limited (“Elec & Eltek”, the “Group” or “We”) has integrated sustainable development in its strategic planning and day-to-day operation, with a view to delivering long-term value to stakeholders of the Group. This report covers ESG matters for the period commencing on 1 January and ending on 31 December 2017 (“Reporting Period”, “FY2017”).

This environmental, social and governance report (“ESG Report”) has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (“ESG Guide”) set out in Appendix 27 to the Main Board Listing Rules of the Hong Kong Stock Exchange. In connection with this ESG Report, our major stakeholders have participated in the materiality assessment of various environmental, social and governance matters (“ESG Matters”) and identified our operating activities having a material impact on the environment and the community. A summary of the ESG Matters material to the Group contained in this report is set out in the following table:

### 引言

依利安達集團有限公司(「依利安達」、「本集團」或「我們」)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者創造長遠價值。報告涵蓋自二零一七年一月一日至十二月三十一日(「報告期間」、「2017年財政年度」)之ESG事宜。

本環境、社會及管治報告(「ESG報告」)根據香港交易所主版上市規則附錄二十七所載之環境、社會及管治報告指引(「ESG指引」)而編製。本ESG報告由主要利益相關者共同參與，對各環境、社會及管治事宜(「ESG事宜」)進行重要性評估，辨識我們對環境和社會有重大影響的營運活動。下表為本報告所載對本集團屬重大的ESG事宜之摘要：

ESG Guide ESG指引	Material ESG Matters 重大ESG事宜
<b>A. The Environment</b> <b>A. 環境</b>	
A1. Discharge and Emission	— Air emissions — Wastewater management — Waste management
A1. 排放物	— Carbon emission — 大氣排放物 — 污水管理 — 廢棄物管理 — 碳排放
A2. Consumption of Resources	— Energy management — Water consumption — Consumption of packaging materials
A2. 資源使用	— 能源管理 — 用水 — 包裝材料使用
A3. The Environment and Natural Resources	— Environmental management — Soil conservation — Noise control
A3. 環境及天然資源	— 環境管理 — 土壤保護 — 噪音控制

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

ESG Guide ESG指引		Material ESG Matters 重大ESG事宜	
<b>B.</b>	<b>The Community</b>		
<b>B.</b>	<b>社會</b>		
B1.	Employment	—	Employment, remuneration, promotion and dismissal policies
B1.	僱傭	—	招聘、薪酬待遇、晉升及解僱政策
B2.	Health and Safety	—	Production safety and staff health
B2.	健康與安全	—	安全生產及員工身心健康
B3.	Development and Training	—	Staff development and training
B3.	發展及培訓	—	員工發展及培訓
B4.	Labour Standards	—	Prevention of child labour or forced labour
B4.	勞工準則	—	防止童工或強制勞工
B5.	Supply-chain Management	—	Supply-chain quality and management of sustainable development
B5.	供應鏈管理	—	供應鏈質量及可持續發展管理
B6.	Product Liability	—	Customer service, product quality and customer privacy
B6.	產品責任	—	客戶服務、產品質量及客戶私隱
B7.	Anti-corruption	—	Integrity and corruption-free practices as corporate principles
B7.	反貪污	—	誠信與廉潔的企業原則
B8.	Community Investment	—	Nurturing people and care for the underprivileged
B8.	社區投資	—	培育人才與關注貧窮

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### A. THE ENVIRONMENT

#### A1. Discharge and emission

The Group is committed to minimising the environmental impact of air emissions, waste water and solid wastes generated in its production process. We seek to reduce the volume of discharge of air emissions, waste water and hazardous wastes in all areas, such as production, office and staff quarters, by formulating regulations and operating procedures relating to environmental protection. In addition, we also place a strong emphasis on preventive measures, as we conduct evaluation of the source of discharge and emission on a regular basis, devise schemes to reduce discharge and emission at source, make adjustments to energy-related technologies and equipment, and seek further opportunities for recycling discharged materials and turning them into usable resources. We also make proactive efforts to optimise facilities and procedures for processing discharge and emission to ensure their effectiveness.

Moreover, we are well aware employees play an important role in the reduction of industrial waste. Hence we have committed considerable resources to the education of employees on correct environmental concepts and the Group's principles in environmental protection. We have also established a dedicated environmental protection task force responsible for formulating and implementing our environmental strategy, defining the environmental objectives and coordinating their environmental initiatives, supervising the implementation of targets in discharge and emission through relevant mechanism for environmental audits and investigating future environmental rectification plans based on the outcome of such audits.

The Group implements the ISO14001 management system to process or control waste water, air emissions and wastes generated in the production process from their sources. Improvement measures are carried to reduce discharges and environmental hazards on an ongoing basis.

### A. 環境

#### A1. 排放物

本集團積極將生產過程中排放的廢氣、污水及廢棄物對環境的影響減至最低。我們通過制定各項環境保護制度及操作規程，從生產、辦公、員工宿舍生活各環節著手，從不同層面削減廢氣、污水、危險廢棄物等排放物數量。此外，我們重視污染預防工作，定期評估排放源頭，研究源頭減排方案，調整能源技術設備，同時開拓更多將排放物回收再利用與資源化的機會。我們亦主動優化治污設施及程序，確保其有效性。

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。我們更成立環保專責小組，制定並落實集團的環保策略，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，根據相應結果探討未來的環保整改計劃。

本集團內部實施ISO14001管理體系，從源頭對生產過程中排放的污水、廢氣及廢棄物進行處理或管控，持續進行改進措施，不斷減少排放量，以減少對環境的危害。

**ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT**  
**環境、社會及管治報告**

**A. THE ENVIRONMENT** (continued)

**A1. Discharge and emission** (continued)

**Air emissions**

Key discharge and emission data of Elec & Eltek for FY2017 is set out as follows:

Major air emissions and waste water discharge (tonne) 主要大氣排放物及污水(噸)	Total 總數
Nitrogen oxides 氮氧化物	26.14
Particles 顆粒物	13.66
Sulphur dioxide 二氧化硫	4.17
Sulphuric acid mist 硫酸霧	20.48
Ammonia 氨	1.1
Processed waste water 已處理的污水	6,447,758.60

**A. 環境** (續)

**A1. 排放物** (續)

**大氣排放物**

依利安達2017年財政年度的主要的排放數據如下：

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### A. THE ENVIRONMENT (continued)

#### A1. Discharge and emission (continued)

##### **Air emissions** (continued)

The Group has built gas purification facilities, such as the alkaline degassing chamber and acidic degassing chamber, for the processing of atmospheric discharge from plants and have formulated the corresponding “Instructions for Air Emissions Control” to ensure that industrial air emissions generated in the production process will only be discharged after processing through the degassing chamber.

##### **Waste water management**

We operate in strict accordance with the requirements of national and local laws and regulations to ensure compliance with national standards in the discharge of waste water. The waste water collection system and process upgrade project commenced in 2016 with an investment approximately RMB20 million was completed and has been operated in 2017. The upgraded waste water collection system conducts waste water conveyance through a lift pump and facilitates waste water collection and processing through the separation of rainwater and wastewater. We have also improved our waste water treatment technology to allow the application of different processes for different types of waste water based on their characteristics. In particular, we have improved the pre-processing of the biochemical process to enhance the overall effectiveness and stability of our waste water treatment system. Due to the upgrade, the Group’s annual discharge of COD (chemical oxygen demand) and ammonia nitrogen was reduced.

### A. 環境 (續)

#### A1. 排放物 (續)

##### **大氣排放物 (續)**

本集團針對工廠的大氣排放物建立包括鹼性化氣塔、酸性化氣塔在內的各類氣體淨化處理設備，並制定了相應的《廢氣控制工作指示》，以確保生產過程中產生的所有工業廢氣均通過化氣塔處理後方可排放。

##### **污水管理**

我們嚴格遵守國家和地方法律法規要求，以確保對外排放的污水符合國家排放標準。本集團於2016年投資約2,000萬人民幣對污水收集系統及工藝進行提升改造，該工程於2017年改造完成並投入運作。此污水收集系統採用水泵提升的裝置進行污水輸送，並實施雨污分流，以分別收集及處理污水。我們亦優化了污水處理技術，按污水的特性分類，針對不同類別的污水採用相應的處理工藝，並特別改善對生化工藝的預處理，從而增強了整套污水處理系統的效果及穩定性。通過此次改造，本集團每年可減少排放化學需氧量及氨氮。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### A. THE ENVIRONMENT (continued)

#### A1. Discharge and emission (continued)

##### Waste management

The volume of waste generated by Elec & Eltek in FY2017 is set out as follows:

Type of waste (tonne) 廢棄物種類 (噸)	Total 總數
<b>Major hazardous waste</b> 主要有害廢棄物	
Waste containing primarily 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)	1,185.36
Metallic waste (e.g., beryllium, chromium, copper, mercury, tin, etc.) 含金屬廢棄物(如鈹、鉻、銅、汞、錫等等)	26,646.05
Waste that might contain inorganic or organic compound (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)	226.86
Acidic waste 廢酸	830.77
Alkaline waste 廢鹼	1,427.60

### A. 環境 (續)

#### A1. 排放物 (續)

##### 廢棄物管理

依利安達2017年財政年度的廢棄物產生量：



**ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT**  
**環境、社會及管治報告**

**A. THE ENVIRONMENT** (continued)

**A1. Discharge and emission** (continued)  
**Waste management** (continued)

**A. 環境** (續)

**A1. 排放物** (續)  
**廢棄物管理** (續)

Type of waste (tonne) 廢棄物種類(噸)	Total 總數
<b>Major non-hazardous waste</b> 主要無害廢棄物	
Daily waste 生活垃圾	606.99
Paper 紙	290.27
Card board 卡板	521.36
Subplate 墊板	2,119.66
Kraft paper 牛皮紙	1,488.68
Aluminium sheet 鋁片	549.85

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### A. THE ENVIRONMENT (continued)

#### A1. Discharge and emission (continued)

##### **Waste management** (continued)

To facilitate safe and effective reduction of the generation of hazardous wastes, we have implemented a range of measures to reduce the discharge of hazardous wastes. During the Reporting Period, the Group actively encouraged its subsidiary plants to reduce the generation of wastes through the adoption of various technologies. For example, we carried out acidification and dehydration processes in respect of membrane slag generated from the production of circuit boards to reduce the generation of membrane slag by as much as 50%.

Moreover, we have also committed rigorous effort to the temporary management of hazardous wastes. Currently, we require the plants to place hazardous wastes at storage facilities designated for the temporary storage of hazardous wastes. Such facilities have been duly equipped with measures to prevent seepage, rain wash and draining. Different types of wastes are placed at separate locations, while stringent regulations have been set in respect of the facilities and ground surface of the storage venues to ensure compliance of the storage of hazardous wastes with environmental requirements.

We have been making vigorous efforts to upgrade our waste recycling technology. The Group is planning to implement a project for the recycling of copper from micro-etching liquid wastes. This project will employ the electrolytic recycling technology to extract copper from micro-etching liquid wastes. Upon its completion, we expect to generate approximately 50 tonnes of recycled copper each year. We will also reuse the micro-etching liquid wastes left from copper recycling to facilitate the conversion of wastes into resources.

### A. 環境(續)

#### A1. 排放物(續)

##### **廢棄物管理**(續)

為安全、有效地減低有害廢棄物產生量，我們實施了一系列危險廢棄物減排措施。於報告期間，本集團對積極鼓勵下屬工廠利用不同技術減低廢棄物的生產量。例如，我們將生產電路板後產生的幹膜渣進行酸化處理後再進行脫水處理，減少幹膜渣的產生量可高達50%。

其次，我們亦認真對待危險廢棄物的暫存管理工作。目前，我們規定工廠須將危險廢棄物放置於專門暫存危險廢棄物的倉庫，現場做好「防滲漏、防雨淋、防流失」的三防工作，嚴格分開置放各類廢棄物之存放位置。我們對貯存場所的設施及地面有嚴格的規定，以確保有害廢棄物的存放符合環保要求。

我們積極提升廢棄物的循環再用技術。本集團目前正計劃實施微蝕廢液提銅項目，該技術採用電解提銅方式從微蝕廢液提煉銅材，預計項目完成後，每年可提煉銅約50噸。同時，我們更對提煉銅後剩下的微蝕廢液進行再生回用，從而實現廢棄物資源化的轉變。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### A. THE ENVIRONMENT (continued)

#### A1. Discharge and emission (continued)

##### **Waste management** (continued)

Meanwhile, we are equally committed to the proper handling of non-hazardous wastes. Waste recycling areas are set up in all premises of operation. Different types of wastes are marked with labels for identification and separately collected and stored. We collect used paper and kraft paper and deliver them to recycling operators for reuse to reduce secondary pollution. In connection with office documents, the Group adopts electronic versions or two-sided printing to reduce the generation of waste. At the production premises, we are also engaged in proactive recycling of non-hazardous waste for delivery to operators specialised in waste collection. In FY2017, we processed and sold up to approximately 150 tonnes of copper scrap.

##### **Carbon emission**

The emission of carbon in the Group's operations originates primarily from its energy consumption. The operation of our plants, supported mainly by municipal electricity, generated a total of 262,400 tonnes of CO<sub>2</sub>e in FY2017. For details of our carbon emission and measures for energy conservation and emission reduction, please refer to section "A2 Consumption of Resources".

All departments of the Group are required to abide strictly by its internal regulations for environmental protection to ensure compliance with laws and regulations. The Group was not aware of any material non-compliance with environmental laws and regulations during FY2017 that have a significant impact on the Group.

### A. 環境 (續)

#### A1. 排放物 (續)

##### **廢棄物管理** (續)

另一方面，我們同樣重視對無害廢棄物的處置。我們於各營運場所內均已設置廢棄物回收區，按照廢棄物種類進行分類標識收集貯存。我們收集使用過的廢紙、牛皮紙等，再交予指定回收商加以回收再造，做到再生利用，降低二次污染。集團亦盡量對辦公資料採用電子版或雙面打印，減少廢棄物產生量。至於生產場所方面，我們亦主動回收無害廢棄物並交予專門的收集商。於2017年財政年度，我們外售處理帶銅的板邊廢料高達約150噸。

##### **碳排放**

本集團的碳排放主要來自於能源使用。我們以市電作為主要能源以維持工廠的運作，於2017年財政年度總共產生了262,400噸二氧化碳當量(CO<sub>2</sub>e)，有關碳排放及節能減排措施的詳情，請參照「A2資源使用」。

本集團所有部門均須嚴格遵守集團內部有關環保的管理制度，確保其符合法律及法規。本集團於2017年財政年度並無發現與環境有關及對集團有重要影響的法律及法規的重大違規事宜。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### A. THE ENVIRONMENT (continued)

#### A2. Consumption of Resources

The Group employs production processes and equipment of industry-advanced standards, to reduce energy and resource consumption, while setting targets for water and electricity conservation. Moreover, we are committed to compliance with pertinent laws and regulations on environmental protection with the adoption of effective measures to facilitate optimal use of resources, reduction in wasteful consumption and energy conservation.

The Group's production facilities have been operated in accordance with relevant environmental rules and regulations, while enterprise resource planning (ERP) systems have been implemented at all plants and offices to facilitate centralised administration and allocation of all resources, improvements to the manufacturing processes, materials, production equipment and recycling technologies relating to our products, timely adjustments to product mix to reduce the consumption of resources during production. Moreover, to avoid wasteful consumption of resources, the Group has formulated rules and regulations relating to the use of resources to regulate the use of water and electricity in production and operation.

Data on the volume of energy and water consumption of Elec & Eltek for FY2017 is set out as follows:

Type of resources 資源種類	Total 總數
Urban electricity (kwh) 市電(千瓦時)	368,177,952.90
Coal (tonne) 煤(噸)	10,589.00
Water (cubic metres) 水(立方米)	8,173,548.00
Carbon discharge (CO2e in tonnes) <sup>Note 1</sup> 碳排放(噸二氧化碳當量) <sup>註1</sup>	262,401.67

Note 1: Carbon emission 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 2016" published by the Department for Business, Energy & Industrial Strategy of the United Kingdom Government, "Baseline Emission Factors for Regional Power Grids in China 2016 (Draft for Comment)" published by National Development and Reform Commission of China, the HKEX Reporting Guidance on Environmental KPIs, and "A Study of CO2 Emission Sources and Sinks in Thailand" published by Geophysics Research Center and Center for the study of Earth System Environment and Adaptation for Sustainability.

### A. 環境 (續)

#### A2. 資源使用

本集團採用行業先進水平的生產工藝和設備，減少能源和資源的消耗，並訂立節水、節電目標。此外，我們致力遵守相關環保法律法規，採取有效措施達至善用資源、減少浪費及節省能源。

本集團的內部生產設施一直按照相關環境規則及規例運作，並於所有工廠和辦公室等實施企業資源規劃(ERP)系統，對所有資源進行統一管理和調配，且改善產品的製作流程、材料、生產設備及再循環技術，更及時調整產品結構，減少產品於生產過程中的資源消耗。另外，為避免浪費資源，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及電等的規範事項。

依利安達2017年財政年度的能源使用及用水量如下：

註1：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 2016》、中國國家發展和改革委員會公佈之《2016中國區域電網基準線排放因數(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及Center for the study of Earth System Environment and Adaptation for Sustainability之《A Study of CO2 Emission Sources and Sinks in Thailand》。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### A. THE ENVIRONMENT (continued)

#### A2. Consumption of Resources (continued)

Data on energy consumption and intensity of water consumption of Elec & Eltek for FY2017 is set out as follows:

Type of resources 資源種類	Total 總數
Urban electricity (kwh/square feet of finished product) 市電(千瓦時/每平方尺之成品)	3.83
Coal (tonne/square feet of finished product) 煤(噸/每平方尺之成品)	0.0001
Water (cubic metres/square feet of finished product) 水(立方米/每平方尺之成品)	0.08

Data on the volume of consumption of packaging materials of Elec & Eltek for FY2017 is set out as follows:

Type of packaging materials (tonne) 包裝材料種類(噸)	Total 總數
Carton 紙箱	512.35

During the Reporting Period, the Group completed the conversion of the water heating system of the factory staff quarters which involved the use of residual heat of the air compressor to provide water heating for the quarters, resulting in the saving of 1 million kwh of electricity annually. Such initiative underpinned the practice of environmental protection in internal administration and daily life to enhance environmental awareness of our employees and encourage the practice of an eco-friendly culture to fulfil the aim of sustainable development.

### A. 環境(續)

#### A2. 資源使用(續)

依利安達2017年財政年度的能源使用及用水密度：

依利安達2017年財政年度的的包裝材料使用量：

於報告期間，本集團對工廠宿舍熱水系統進行了改造，利用空壓機餘熱將水加熱供宿舍使用，每年約節省100萬度電。該類舉措可將環境保護的概念融入內部管理及日常生活當中，提高員工的環保意識，鼓勵在日常生活中實踐綠色文化，達成可持續發展之目標。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### A. THE ENVIRONMENT (continued)

#### A2. Consumption of Resources (continued)

Moreover, to optimise equipment maintenance, we have acquired 4 liquid vacuum systems which employ maintenance-free liquid ring vacuum pumps to avoid any lapse in the efficiency of power consumption by equipment because of aging components. Furthermore, to increase production efficiency and reduce unnecessary energy consumption, one of our factories has purchased 3 cold compressors. Total energy consumption of water, electricity and coal has been reduced by approximately 24% after 2 of such cold compressors have been put into operation. We have set targets in energy conservation based on the total amount of annual energy consumption and assigned conservation tasks to departments, workshops and shift teams, introducing incentives as well as penalties in a rigorous move to demand fulfilment of designated annual conservation targets by all departments.

In connection with water consumption, the Group emphasises the recycling as well as conservation of water resources. We have established environmental protection functional departments to carry out detailed management and supervision in respect of energy conservation, discharge reduction and recycling. A portion of the purified water and usable waste water discharged to the waste water treatment station is being recycled, while discharged water at the waste water treatment station is being reused in the recycling water system as replenishment after deep processing, with a view to recycling water resources and reducing discharge of waste water.

Waste water generated from the water purification chamber is recycled as flushing water as well as cooling water for compressors. In FY2017, we achieved conservation of approximately 280,000 tonnes of water as a result of this measure. We have applied the technology for recycling waste water from wash water overflows in our production lines, which can reduce annual water consumption by approximately 40%. The standards for water consumption by production lines have also been adjusted based on relevant assessments and water consumption is expected to reduce by 350,000 tonnes in the future as a result. To meet relevant requirements for clean production, pneumatic pumps have been installed in the drainage pipes to direct waste water generated from steel board washing through the drainage pump to the water pool in the boiler room and the cooling tower. Monthly average water consumption has been reduced by 6% following the completion of this project.

### A. 環境 (續)

#### A2. 資源使用 (續)

此外，我們為優化設備維護，購入4台液環式真空系統，該系統採用免維護液環式真空泵，避免因機件老化而降低設備耗電效率。其次，我們更為提高生產效率，減低不必要的能源消耗，有工廠購置了3套冷壓機。其中2套開始使用後，已將其之水、電和煤的總能耗降低約24%。我們按照每年總能源消耗量，制定相應的節能目標，並將任務分派至部門、車間，最終落實到每個班組，制定獎罰措施，嚴格要求各部門完成每年制定的節能量。

用水方面，集團同樣重視對水資源的節約與回用。我們設立環境保護職能部門對節能減排、循環經濟工作進行細化管理及監督。我們將排至污水處理站的部分淨水及可用的污水進行回收再利用，並將污水處理站的外排水經深度處理後回用至循環水系統進行補水，以循環利用水資源及減排污水。

我們將純水房產生的污水收集並回用於沖廁所及壓機冷卻用水，於2017年財政年度成功節省了約28萬噸水。我們亦採用水洗溢流廢水回收利用技術於生產綫，每年可節水約40%。我們更對產綫用水標準進行評估，調整用水標準後，預計往後每年可節省用水35萬噸。為達到清潔生產相關要求，我們更在排水管道加裝氣動泵，使洗鋼板的污水經過排水管泵到鍋爐房水池和冷卻塔，此項目完成後每月平均用水量減少6%。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### A. THE ENVIRONMENT (continued)

#### A2. Consumption of Resources (continued)

In addition to assuring energy efficiency, the Group also seeks to maintain stability in the source and quality of water supply by sourcing from the government water supply system only. During the Reporting period, the Group did not experience any problems in securing appropriate water sources.

#### A3. The Environment and Natural Resources

To assure sustainable development, the Group has developed an environmental management system, through which the environmental impact of business activities is being assessed and continuous improvements are being made to the production processes and equipment to avoid abuse and depletion of natural resources. The Group has obtained certifications under ISO14001 and Restriction of Hazardous Substances (ROHS) for its environmental management systems. Meanwhile, we have appointed a third-party professional firm to prepare an environmental contingency plan and established an environmental contingency team headed by the plant manager, ensuring swift response to emergencies to minimise the impact of any environmental incidents.

In addition to compliance with current national and provincial regulations and standards on environmental protection, the Group has also acted in proactive response to noise generated by production facilities. A dedicated task force has been assigned to conduct regular noise tests and controls, while soundproof enclosures have been installed for equipment and facilities generating loud noise, and covers have been added on outdoor wind turbines and power generators together with relevant shock absorbing measures to reduce noise pollution, in a bid to build the Group into a national benchmark enterprise that exceeds national standards in environmental protection.

To enhance the quality of our environmental management, lawns have been planted in the surrounding areas of the plants to facilitate purification, moderation and improvement of air quality for the plant areas. Separation and anti-seep measures have been adopted for the ground-level drainage and the underground water tanks to prevent soil pollution by industrial liquid wastes at the factory grounds.

### A. 環境 (續)

#### A2. 資源使用 (續)

除能源效益之外，本集團為保持穩定的水源及水質，一切用水均來自政府供水系統。於報告期間，本集團沒有發現求取適用水源的問題。

#### A3. 環境及天然資源

本集團為貫徹可持續發展，致力於發展環境管理體系，評估業務活動對環境的影響，持續改善生產流程及設備，以避免濫用及損耗天然資源。本集團的環境管理體系亦獲得環境管理體系 (ISO14001)、歐盟危害性物質限制指令 (ROHS)。另外，我們委託了第三方專業公司根據集團的實際情況而編製了環境應急預案，同時成立了以工廠總經理為首的環境應急小組，以確出現緊急情況時，我們能迅速做出應對，將環境事故的影響降到最低。

除了符合既有的國家及省級相關環保法規及標準外，本集團主動應對生產場所造成的噪音，委派專責小組定期檢測噪音並進行監控，對產生噪音較大的設備和設施加裝隔音罩，而室外運轉的風機和電機均加設罩蓋及減震措施，以減少噪音污染，務求使我們的環保管理優於國家標準，努力將集團建成全國標杆企業。

為提高本集團的環境管理質素，我們在廠房周邊種植了草皮綠化帶，以期對廠區環境具有自淨、調節及轉化空氣的作用。此外，我們更對地面排水溝與地下貯水池等全部做好隔離及防滲工作，以免廠區土壤被工業廢液污染。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### B. THE COMMUNITY

#### B1. Employment

We believe high-calibre human resources represent a crucial factor forging the competitiveness of an enterprise. In this connection, the Group has adopted a core strategy that seeks ongoing recruitment of competitive and creative personnel, complemented by a comprehensive training regime that emphasises continuous learning and team coordination, with a view to nurturing top-rate technical and management personnel ardently required by Group departments at all levels.

Under our recruitment policy, we are basically looking for people who are trustworthy, innovative and proactive team players. All applicants must undergo a formal and objective assessment to determine whether they have the aptitude and ability to meet 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.

Our remuneration policy has been formulated in strict accordance with provisions of local governments and pertinent laws and regulations announced by the Ministry of Labour in the PRC. Comprehensive rules and regulations, including the Policy for the Administration of Salaries and Allowances, Performance Appraisal Policy, Policy for the Administration of Merit Assessment and Reward Allocation Policy, have been formulated for our employees' reference and as a basis for appraisal. Staff remuneration is determined on the basis of market levels, profitability of the Group and individual performances and adjusted according to comprehensive performance appraisals, seniority, attitude and other factors, in order to maintain the objectivity and fairness of our remuneration regime. We also provide adequate paid annual leave for employees and stipulate appropriate work hours and off hours with a view to work-life balance on the part of employees.

In addition to competitive remuneration packages, we also grant share options and special bonuses to eligible personnel, depending on their performances and our financial conditions. Meanwhile, staff privacy is also of equal importance to us, who have adopted relevant measures to keep confidential data relating to staff remuneration.

### B. 社會

#### B1. 僱傭

本集團認為企業的優勢關鍵在於優秀的人才資源，因此集團的戰略核心是通過持續引進充滿競爭力和創造力的人員，佐以完善的培養機制，不斷塑造學習型企業以及團隊的協作，意在為集團培養出不同層面及部門熱切渴望的一流技術與管理人才。

我們的招聘政策以誠信、創新、積極及團隊精神為錄用人才的基本準則，且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，同時我們亦需通過嚴格的審批程序以確保整個招聘流程的公平性。

我們的薪酬政策嚴格遵守當地政府之規定以及中國勞動部的法律法規並編有完善《薪資管理制度》、《績效考核制度》、《評優管理制度》和《獎金分配制度》，作為員工之參考及考核依據。員工工資以外部競爭力、集團盈利表現及員工個人表現為基礎，並依據全面的員工績效評核、服務年期、工作態度等表現作出調整，以維持薪酬釐定的科學性及公平性。我們亦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。此外，我們同樣重視員工的個人隱私，實施各種措施去保護員工的薪酬數據。



## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### B. THE COMMUNITY (continued)

#### B1. Employment (continued)

Moreover, we also provide employees with sound pathways and opportunities for promotion. 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 stand now. The system of internal promotion allows capable staff to bring their strengths into full play and provide them with clear goals in career aspirations.

Furthermore, we insist on the appointment of staff solely on a merit basis. For this reason, we seek to foster a diverse workplace with strict prohibition against discrimination in any form in relation to recruitment, remuneration and promotion. Currently, we run recruitment programmes in all major cities of China and employment opportunities are available to all qualified applicants. Staff at all rankings are entitled to equal opportunities for training to ensure that all employees have adequate opportunities in career development. We have also established a whistleblowing 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 and strictly prohibit unreasonable dismissal of staff. The period of notice of termination is clearly stated in the employment contract, while there is appropriate communication with employees.

The Group was not aware of any material breach of applicable laws and regulations pertaining to employment that have a significant impact on the Group during FY2017.

#### B2. Health and Safety

The Group regards occupational health and safety as one of its foremost responsibilities. In addition to compliance with the “Law of the People’s Republic of China on Safe Production”, “Labour Law of the People’s Republic of China” and “Law of the People’s Republic of China on the Prevention of Occupational Diseases”, among others, we have also adopted stringent measures to ensure compliance of our production processes with various regulatory requirements.

Staff safety represents a prime concern for us, particularly in view of the mechanical operations involved in our production stages. We have formulated respective operational safety protocols for all production personnel, detailing safety matters for different production stages. A three-tier safety training programme, comprising plant entry training, workshop training and shift training, is arranged for all new employees. The operational safety protocols are explained during training and employees are requested to operate in strict compliance therewith. Any violations of the operational safety protocols are reflected in individual performance appraisals.

### B. 社會 (續)

#### B1. 僱傭 (續)

此外，我們亦為員工提供良好的晉升階梯及機會。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，讓有能力的員工可以一展所長，並且使他們追求的事業目標更為清晰。

另外，我們堅守「用人不拘一格，任人只唯賢」之理念，因此我們鼓勵多元化的工作環境，嚴禁任何形式的歧視，包括招聘、薪酬、晉升等等。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，及與員工有適當的溝通。

於2017年財政年度，本集團並未發現任何與僱傭相關及對集團有重要影響的法律及法規的重大違規事宜。

#### B2. 健康與安全

本集團將職業健康與安全視作我們最重要的責任之一，除了其他的中國法律和法規外，我們還須遵守《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》，並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。

員工的安全為我們的重要考慮因素，尤其我們的生產程序涉及機械操作，因此我們為所有生產員工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，並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，並要求員工嚴格遵循安全操作規程，將違反安全操作規程的個案反映於個人績效評核。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### B. THE COMMUNITY (continued)

#### B2. Health and Safety (continued)

Staff health represents a top priority for the Group, which has made active efforts to provide a safe workplace for employees and adopted a range of measures to protect them from occupational hazards. For example, employees are required to attend occupational health checks prior to starting work in the Group 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 removed from the positions concerned to make sure they stay away from such occupational hazards. The Group's plants in Guangzhou, Thailand and Kaiping have obtained certification for their occupational health and safety management systems (OHSAS18001). In addition, we are driving the establishment of a complete occupational health and safety management system for Group-wide implementation to facilitate investigation and rectification of safety hazards, development of preventive mechanisms ahead of potential incidents and effective regulation over production activities, to ensure compliance with laws and regulations relating to production safety at all production stages and enhancing standardisation in production safety on an ongoing basis.

To enhance employees' safety awareness and fire evacuation skills, we organise fire prevention safety training for staff on a regular basis. Such training includes familiarisation with means of escape, skills of evacuation in fire accidents, general knowledge on safe assembly and proper application of fire extinguishers and fire hoses. In addition, we also require employees to handle fire equipment in person, as we believe in the importance of hands-on practices. Moreover, a "Safe Production Activity Month" is held to further enhance awareness for production safety on employees. Through centralised monthly training sessions, employees have developed a better understanding of the importance of safe production.

The Group was not aware of any material breach of laws and regulations pertaining to staff health and safety that have a significant impact on the Group during FY2017.

### B. 社會 (續)

#### B2. 健康與安全 (續)

我們重視員工的身體健康，積極為員工提供安全的工作環境，採取一系列措施以避免員工遭受職業性危害。例如，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，便調離相關崗位，以遠離職業危害。集團的廣州工廠、泰國工廠及開平工廠均已取得職業健康安全管理体系(OHSAS18001)認證。此外，我們目前正全面推行於集團內建立完整的職業健康安全管理制度，以便排查治理安全隱患，提早建立預防機制，有效規範生產行為，使各生產環節符合安全生產方面相關的法律法規，不斷加強集團安全生產規範化的建設。

為增強員工的安全意識和消防逃生能力，我們定期為員工安排消防安全培訓。培訓內容包括熟悉安全通道、火災逃生技能、安全集合常識、正確使用滅火器和消防水帶等內容。除此之外，我們亦重視動手實踐，因此要求員工親自操作防火設備。另外，我們亦舉辦「安全生產活動月」以進一步提高員工的安全生產意識，通過每月一次集中培訓，讓員工更深入理解安全生產的重要性。

於2017年財政年度，本集團並未發現任何與僱員健康與安全相關及對集團有重要影響之法律及法規的重大違規事宜。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### B. THE COMMUNITY (continued)

#### B3. Development and Training

The Group has always attached great importance to the cultivation of talents. In this connection, we have devised and implemented a wide range of training activities, which can be categorised into induction training, external training and internal training:

- Induction training: the aim of induction training is to introduce new employees to the Group's rules and regulations as well as corporate culture and to share with them important business information, including information relating to production safety. Proper induction training helps new staff to enhance safety awareness, acclimatise to the Company, understand its business, mix with colleagues and build positive relations with their teams, so that they are well-prepared to thrive in their new positions.
- External training: external training programmes comprise mainly management training and technical training, including expertise training provided by Hong Kong Printed Circuit Association (HKPCA) and the Group's PCB Training Centre. In addition, Kingboard Management Academy also offers from time to time training for the enhancement of management skills and aptitude. To increase the effectiveness of the training programmes, the Group conducts internal transferred training in respect of selected external training courses. This is implemented primarily through the sharing of course materials and the promotion of training topics to maximise the value of external training by enabling more employees to receive training. Meanwhile, we have compiled the Group's training information package by organising and categorising the external training programmes and courses in FY2017 to prepare for the launch of more training programmes in the future.

### B. 社會 (續)

#### B3. 發展及培訓

集團歷來重視人才的培養，因此我們制訂並實施了多樣的培訓，主要分為崗前培訓、外部培訓以及內部培訓：

- 崗前培訓：其主旨為向新晉員工介紹本集團的規章制度、企業文化以及分享包括生產安全在內等重要的業務相關信息。完善的崗前培訓可幫助新晉員工提高安全意識，並通過該培訓機會儘快融入公司，了解企業，熟悉同事並與所屬工作團隊建立良好關係，為其在新崗位充分發揮工作潛力做好準備。
- 外部培訓：外派培訓項目主要分為管理類與技術類，其中包括香港綫路板協會(HKPCA)和集團綫路板培訓中心的專業知識培訓。此外，其亦包括建滔管理學院不定期舉辦的關於提升管理技能與素質的培訓。在外派培訓後，為使培訓效果事半功倍，集團更對部分課程在公司內進行轉訓。轉訓主要方式為課件共享及培訓課題推廣，確保更多人員得到培訓，充分發揮該外派培訓的價值。此外，我們於2017年財政年度將外派培訓的項目及課程進行了歸類整理，完備了本集團的培訓相關資料，為日後開展更多的培訓提供了必要條件。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### B. THE COMMUNITY (continued)

#### B3. Development and Training (continued)

- Internal training and guidance: internal training programmes for relevant departments are organised each month and implemented according to annual training plans to consolidate fundamental skills and knowledge of employees and enhance their capabilities. The Group provides solid career planning support not just for existing staff, but also for fresh graduates from colleges. Following discussion between heads of the HR and other relevant departments and each graduate, a customised training programme 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, aiming to enhance the competence and competitiveness of fresh graduates and cultivate in them dedication and a positive work ethic.

### B. 社會 (續)

#### B3. 發展及培訓 (續)

- 內部培訓與輔導：每月都有相應部門的內部培訓計劃，按照年度的培訓計劃實施，加強鞏固員工的基礎技能知識，提升員工的工作能力。除在職員工外，本集團更為應屆畢業生提供足夠的職業規劃支持。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，為其定制相應的培養計劃，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，旨在全面提升應屆畢業生的工作能力及社會競爭力，培養畢業生對待工作的積極態度和敬業精神。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### B. THE COMMUNITY (continued)

#### B4. Labour Standards

The Group firmly believes that respect for staff is a core value underpinning the success of an enterprise, and that labour relations characterised by mutual respect and equality will enhance unity within the enterprise. In line with this objective, we have adopted a range of measures to protect the interests of employees, including the prohibition of forced labour by way of violence, threat, detention or other illegal actions and the prohibition of child labour in strict accordance with pertinent provisions of the Labour Law and SA8000 Social Responsibility Standards.

All candidates qualified for employment must have reached the statutory 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 staff must be employed on a voluntary basis and in a legal manner. A stringent identity vetting process is carried out as part of the employment procedures. Candidates found to be falling short of the statutory age will be rejected with no exception. As part of the employment procedures, each candidate will be informed about the job details, working conditions, related occupational safety risks and remuneration of his/her positions, and we will proceed with the employment procedures only after the candidate has acknowledged understanding of the above.

The Group was not aware of any material breach of laws and regulations pertaining to the prohibition against child labour or forced labour that have a significant impact on the Group during FY2017.

#### B5. Supply Chain Management

We typically apply stringent requirements in respect of suppliers and the stability of supply chains. All suppliers of production materials must have passed our Group's evaluation before entering into cooperation with us. A vetting process is conducted in respect of the business licenses, accreditations and qualifications of suppliers, including various international quality management system (ISO) accreditations (such as ISO9001, ISO14001 and others), OHSAS18001 (occupational health and safety management system 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.

### B. 社會 (續)

#### B4. 勞工準則

本集團堅信尊重員工是企業成功的核心，勞資關係雙方相互尊重、平等合作的關係可令企業增加凝聚力。在此前提下，我們採取一系列措施保障僱員權益，包括嚴格按照《勞動法》及《SA8000 社會責任體系》的相關要求，禁止以暴力、脅迫、拘禁或其他非法行為強迫勞工工作及禁止聘用童工。

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。在辦理入職手續時，會嚴格核查身份證信息，對於不夠年齡人員，堅決不予錄用。此外，在每位員工辦理入職手續時，我們告知員工工作內容、工作條件、職業安全風險及薪酬，並確認新入職員工了解後，方可辦理入職手續。

本集團於2017年財政年度並無發現任何與防止童工或強制勞工有關及對集團有重大影響之法律及法規的重大違規事宜。

#### B5. 供應鏈管理

我們一向對供應商及供應鏈之穩定有著嚴格要求，所有提供生產物料的供應商在與集團合作前，必須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。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### B. THE COMMUNITY (continued)

#### B5. Supply Chain Management (continued)

We have set up a supplier approval committee dedicated to supervision of the supply chain. Basic members of the supplier approval committee include engineers of the manufacturing 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.

Moreover, we conduct on-site assessments at the suppliers' plants and sample tests on their products to ensure compliance of their products with our quality requirements. Only suppliers who have complied with the Group's requirements will be admitted to the Group's list of qualified suppliers. The Group also monitors the quality of products provided by its suppliers on a continuous basis. To avoid compromising the quality and safety of the Group's products, suppliers whose accreditation or product quality falls short of required standards will be suspended. Annual reviews of the suppliers are being conducted through on-site examination of their quality management, environmental systems, production environment and social responsibility to ensure compliance of their products and services with quality requirements and the principle of sustainable development.

#### B6. Product Responsibility

We have adopted a customer-centric principle with a primary focus on customers' experience of products and after-sales services. In this connection, we have established and implemented comprehensive procedures to manage customer communications, returned goods and customer complaints and assigned dedicated staff to provide after-sales services and handle returned goods and customer complaints, so as to assure timely response to customers' needs. Customer service personnel are required to retain all records of communications with customers to provide reference to relevant staff for understanding customers' requirements and expectations, so that timely actions can be taken to assure positive customer experience of our services.

### B. 社會 (續)

#### B5. 供應鏈管理 (續)

我們成立了供應商認可委員會專門監管供應鏈。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將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，我們亦會派員到供應商廠房作現場評估，並對供應商產品進行樣品測試，確保產品質量符合要求。只有符合及通過集團的各項規定之供應商方可錄入集團的合資格供應商名單內。集團亦會持續對供應商的產品質量進行監管。若供應商的認證資格或產品質量未能達標，我們將會停用該供應商，以避免本集團產品的質素及安全性受到負面影響。我們會每年對供應商進行年度評審，就供應商質量管理、環境系統、生產環境及社會責任等方面進行現場審查，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。

#### B6. 產品責任

我們的宗旨是以顧客為先，顧客的產品體驗及售後服務為我們的主要關注焦點之一。故此，我們編製及落實完善的顧客溝通管理、退貨處理及顧客投訴處理程序，並有專門人員負責客戶的售後服務，處理退貨及投訴等事宜，以保證及時回應客戶的需要。我們亦要求客戶服務員保留每次與顧客溝通的相關記錄，以方便各相關人員了解顧客的需求與期望，適時跟進，保證顧客有良好的服務體驗。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### B. THE COMMUNITY (continued)

#### B6. Product Responsibility (continued)

In connection with product quality, we have obtained ISO9001:2008 and IATF 16949 quality system accreditations. The Group has formulated quality standards and relevant guidebooks covering the entire business process from inspection of raw materials to packaging and delivery. Product quality control is performed by the quality inspection department in accordance with the relevant standards and guide books to ensure compliance of our raw materials, semi-finished products and finished products with relevant quality standards. 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. Through ongoing improvements and comprehensive quality management, we hope to attain our Group's objective of "doing it right at the first take". Moreover, we also arrange regular training for staff of the quality inspection department to ensure that their knowledge and skills match with increasingly rigorous quality requirements.

Meanwhile, the Group is also highly concerned with customer privacy. 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 its effectiveness.

The Group was not aware of any material breach of laws and regulations pertaining to product, service quality and customer privacy that have a significant impact on the Group during FY2017.

#### B7. Anti-corruption

All members of our staff, including the management, are required to strictly comply with the code of conduct of our Group. Management personnel are required to declare annually conflict of interests in any form, while the Group has established an anonymous reporting mechanism supported by an independent investigation team to deal with all reports on bribery, extortion, fraud and money-laundering. Moreover, to enhance staff awareness of the importance of honesty and integrity, all new employees are required to participate in training on the code of conduct upon induction. Stringent approval procedures have been established in respect of the use of company funds, while incumbent staff also receive regular training in the form of case study.

The Group was not aware of any material breach of laws and regulations pertaining to the prevention of bribery, extortion, fraud and money-laundering that have a significant impact on the Group during FY2017.

### B. 社會 (續)

#### B6. 產品責任 (續)

在產品質量方面，我們已通過質量體系認證 ISO9001：2008 及 IATF 16949。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。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。我們希望通過持續改善及全面的品質管理，貫徹本集團「第一次就做好」的質量目標。此外，我們亦會安排質檢部門的員工進行定期培訓，以確保員工的知識和技能可符合不斷提高的質量要求。

另一方面，集團同樣關注客戶的私隱。我們要求員工遵守集團內有關數據保護之規章制度，謹慎處理及存放與客戶有關的數據，同時設立各種電腦控制以保護系統內有關客戶的數據，並定期對有關內部控制進行覆核，確保其有效性。

本集團於2017年財政年度並無發現與產品、服務質量及客戶私隱有關及對集團有重大影響之法律及法規的重大違規事宜。

#### B7. 反貪污

本集團嚴格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、欺詐及洗黑錢的舉報。另外，為加強員工的廉潔意識，我們要求所有新員工入職時均須參加道德行為守則的培訓，並對於公司資金用途訂立嚴格的審批機制，定期以個案研究的方式培訓現有員工。

本集團於2017年財政年度並無發現與防止賄賂、勒索、欺詐及洗黑錢有關之法律及法規及對集團有重大影響的重大違規事宜。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### B. THE COMMUNITY (continued)

#### B8. Community Investment

In addition to its persistent efforts in corporate development, the Group is also committed to the undertaking of corporate social responsibility and the promotion of social harmony. We consider community care and social contribution as a core responsibility of the Group's long-term development, as we endeavour to continually improve our social responsibility management regime and help people in need with the resources of corporate and society through the concerted efforts of plants, families and the community. During the Reporting Period, we focused on providing aid to underprivileged groups, and we paid visits to grassroots citizens during traditional festivals such as the Chinese New Year, Dragon Boat Festival and Mid-Autumn Festival to show our care and concern. Members of the Group management visited children of low-income or grassroots families in impoverished areas to bring them food, stationery and toys. Local kids are encouraged to overcome difficulties with a positive attitude and learn with diligent efforts so that they might become useful members of the community someday.

### B. 社會 (續)

#### B8. 社區投資

本集團一直在堅持企業發展的同時，承擔著企業的社會責任及促進社會和諧發展的使命。除此之外，我們把關愛社會、奉獻社會作為集團長遠發展的核心責任，努力不斷完善社會責任管理機制，通過廠區、家庭、社會相結合，運用各種企業和社會資源，幫助社會上有需要的群體。於報告期間，我們集團盡力支援經濟環境較不理想的社會群體，分別在春節、端午節、中秋節等傳統節日前赴慰問基層群眾，為他們表達我們的關懷。集團管理人員更曾前往貧困地區探訪低保戶與基層家庭小孩，並提供食品、文具及玩具等物資，並鼓勵當地學童正視困難，奮發圖強，以成為對社會有用之才為目標而努力學習，積極生活。

## BOARD MANAGEMENT & RESPONSIBILITY

The Company is committed to good corporate governance, which promotes the long-term interests of shareholders, strengthens board and management accountability, and helps build public trust in the Company.

In this ESG Report, we highlighted many corporate policies and practices, through which we seek to responsibly manage our business in different parts of the world. The Company's risk management initiatives, which include ESG, consider annually whether the Company's policies and programs adequately identify and respond to the material ESG risks that we face. The Company's risk management and internal control systems help ensure protection of the Company's assets, including our people, the efficiency and effectiveness of our processes, the reliability of the information provided to our stakeholders, and our compliance with applicable laws and regulations.

## 董事會管理及責任

本公司致力奉行良好企業管治，旨在促進股東長遠利益、提升董事會及管理層問責，以及樹立公眾對本公司的信心。

本ESG報告重點介紹本公司各項企業政策及常規，旨在以負責任方式管理我們遍佈世界各地的業務。本公司每年檢討其風險管理措施，包括ESG，以考慮本公司的政策及方案是否足以識別及應對所面臨的重大ESG風險。本公司的風險管理及內部監控系統協助保障本公司的資產（包括員工）、確保業務流程行之有效、持份者獲提供可靠資料，以及我們遵守適用之法例法規。



## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### BOARD MANAGEMENT & RESPONSIBILITY

(continued)

#### Risk Management, Internal Control and Responsibility of the Board

The Board acknowledges its accountability to the risk management and internal control system and its responsibility to review the effectiveness of the system. The Board also clarifies that the system is purported to manage, but not eliminate, the risk of failure to fulfil business objectives, and can only provide reasonable but not absolute assurance against material misstatement or loss.

Management is responsible for setting the appropriate tone from the top, performing risk assessment, and owning the design, implementation and maintenance of internal control. Essential to this risk management and internal control systems are well defined policies and procedures that are properly documented and communicated to employees.

The Group has established an internal audit department to review the financial condition, operational condition, risk management, compliance control and internal control of the Group. The Audit Committee assists the Board to fulfill its oversight role over the Group's risk management and internal control function by reviewing and evaluating the effectiveness of our overall risk management and internal control system at least annually. For FY2017, the Board, through the Audit Committee, conducted a review of the effectiveness of the internal control system of the Company including financial, operational and compliance controls and risk management and will conduct such review at least once a year, so as to ensure the shareholders' investment and the Group's assets are properly safeguarded. The Board is satisfied that, based on the information supplied, coupled with its own observations and with the assistance of the Audit Committee, the present internal controls and risk management processes are satisfactory for the nature and size of the Group's operations and business.

The Audit Committee assists the Board to fulfill its oversight role over the Group's risk management and internal control function by reviewing and evaluating the effectiveness of our overall risk management and internal control system at least annually.

The Group's risk management and internal control system is embedded within our business processes so that it functions as an integral part of the overall operation of the Group. The system comprises a comprehensive organisation structure with assignment of definite accountabilities and delegation of corresponding authorities to each post. Based on our organisation structure, a reporting system has been developed including reporting channels from division heads of business units to the Board.

### 董事會管理及責任(續)

#### 風險管理、內部監控及董事會責任

董事會承認其須對風險管理及內部監控系統負責，並有責任檢討該系統之效益。董事會亦闡釋該系統旨在管理而非消除未能達成業務目標的風險，而且只能就不會有重大的失實陳述或損失作出合理而非絕對的保證。

管理層負責從頂層為監控定調、執行風險評估、並設計、實施及維護內部監控。對風險管理及內部監控系統不可或缺的是明確妥善訂立書面政策和程序，並向員工傳達。

本集團已成立內部審核部門，負責審閱本集團之財務狀況、經營狀況、風險管理、規章監控及內部監控。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。於2017年財政年度，董事會透過審核委員會每年至少檢討一次內部監控系統之效益，包括財務、營運及規章監控及風險管理功能，以確保妥善保障股東的投資及本集團的資產。董事會根據獲提供之資料，連同其本身觀察及在審核委員會協助下，信納就本集團營運及業務之性質及規模而言，現行內部監控及風險管理程序令人滿意。

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。

本集團的風險管理及內部監控系統已納入業務流程中，成為本集團整體營運中不可分割的一部份。該系統包括一個全面的組織架構，當中每個崗位都委以明確責任，並授予相應權力。本集團根據組織架構建立了匯報制度，當中包括每個主要業務單位的主管向董事會匯報的渠道。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 環境、社會及管治報告

### BOARD MANAGEMENT & RESPONSIBILITY

(continued)

#### Risk Management, Internal Control and Responsibility of the Board (continued)

The risk management and internal control systems and accounting system of the Group are aimed at identifying and evaluating the Group's risk and formulate risk mitigation strategies, and to provide reasonable assurance that assets are safeguarded against unauthorised use or disposition, transactions are executed in accordance with management's authorisation, and the accounting records are reliable for preparing financial information used within the business for publication, maintaining accountability for assets and liabilities and ensuring the business operations are in accordance with relevant legislation, regulations and internal guidelines.

The Group has a defined organisational structure with clear defined lines of responsibility and authority. Each department is accountable for its daily operations and is required to report to executive Directors on a regular basis. Policies and procedures are set for each department, which includes establishing and maintaining effective policies to enhance risks identification to which the Group are exposed and taking appropriate action to manage such risks, establishing a structure with defined authorities and proper segregation of duties; monitoring the strategic plan and performance; designing an effective accounting and information system; controlling price sensitive information; and ensuring swift actions and timely communication with our stakeholders.

#### Procedures and Controls over Handling and Dissemination of Inside Information

With respect to the procedures and internal controls for the handling and dissemination of inside information, the Group has internal policy and procedures which strictly prohibit unauthorised use of inside information and has communicated to all staff; the Board is aware of its obligations to announce any inside information in accordance with the Listing Rules and conducts the affairs with reference to the "Guidelines on Disclosure of Inside Information" issued by the Securities and Futures Commission in June 2012. In addition, only Directors and delegated officers can act as the Group's spokesperson and respond to external enquiries about the Group's affairs.

### 董事會管理及責任(續)

#### 風險管理、內部監控及董事會責任(續)

本集團設立風險管理及內部監控制度，以及會計制度，用以確認及評估本集團之風險，並制定減低風險之策略，以及合理確保資產不會在未經授權情況下被使用或出售，及各項交易均在管理層授權之情況下進行，以及會計賬目能夠可靠地被用作編製業務中可供刊發之財務資料、維持資產與負債之責任性及確保業務運作根據相關之法規、條例及內部指引開展。

本集團設有權責分明之組織架構。每個部門對其日常運作負責，並需定期向執行董事匯報。每個部門已設有既定政策及程序，其中包括建立及維持有效之政策以確保本集團之風險得以妥善識別，並採取合適之行動以管理該等風險；建立權責分明、職責恰當劃分之架構；監察策略計劃及表現，設計一個有效之會計及資訊系統；控制影響股價之敏感資料；及確保本集團利益相關者維持快捷及時之通訊。

#### 處理及傳播內幕消息之程序及監控

有關處理及傳播內幕消息之程序及內部監控，本集團設有嚴格禁止未經授權使用內幕消息之內部政策及程序，並已知會全體員工；董事會意識到其應根據上市規則公佈任何內幕消息，並參照證券及期貨事務監察委員會於2012年6月發佈之「內幕消息披露指引」進行業務之責任。此外，僅董事及獲任命之高級職員方可擔任本集團之發言人及回應有關本集團業務之外界查詢。



**Elec & Eltek 依利安達**

Elec & Eltek International Company Limited

[www.eleceltek.com](http://www.eleceltek.com)