

亨鑫科技有限公司

Hengxin Technology Ltd.

環境、社會及管治報告 2020

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2020

## 序言

### Preface

#### 報告簡介

##### Report Profile

本環境、社會及管治報告（「本報告」）總結亨鑫科技有限公司（「本公司」，連同其附屬公司，「本集團」或「我們」）在環境、社會及管治（「環境、社會及管治」）上的倡議、計劃及績效，並展示其在可持續發展方面的承諾。

This Environmental, Social and Governance Report (the "Report") summarises the initiatives, plans and performance of Hengxin Technology Co., Ltd. (the "Company", and together with its subsidiaries, "the Group" or "we") in environmental, social and governance ("ESG"), and demonstrate its commitment to sustainable development.

本集團秉承可持續發展的環境、社會及管治的管理方針，承諾有效及負責任地處理本集團的環境、社會及管治事務，並以此作為其商業戰略的一個核心部分，因為本集團相信這是讓其在未來繼續取得成功的關鍵。

The Group upholds the sustainable ESG management policy, and promises to effectively and responsibly handle the ESG affairs of the Group as a core part of its business strategy, because the Group believes this is the key to its continued success in the future.

#### 環境、社會及管治治理結構

##### ESG Governance Structure

本集團管理層非常重視環境、社會及管治事宜，在截至二零二零年十二月三十一日止年度（「報告期間」）內，由高級管理層帶領公司員工及各相關部門主管負責。相關人員負責搜集我們在環境、社會及管治方面的相關資料以編制本報告。高級管理層會向董事會（「董事會」）彙報，協助辨識和評估本集團的環境、社會及管治風險以及評估本集團環境、社會及管治內部控制機制的有效性。高級管理層亦會檢查和評估我們在環境、社會及管治範疇內環境、健康與安全、勞工標準、產品責任等不同方面的表現。董事會則會設定集團環境、社會及管治戰略上的大方向，並確保環境、社會及管治風險控制及內部控制機制的有效性。高級管理層已經向本公司董事會確認報告期間有關環境、社會及管治風險管理及內部監控系統為有效及充足。

The management of the Group attaches great importance to ESG issues. During the year ended December 31 2020 (the "Reporting Period"), the senior management led the company's employees and the heads of related departments to be responsible. Relevant personnel were responsible for collecting relevant information about our environment, social and governance to compile this Report. Senior management has reported to the Board of Directors (the "Board") to assist in identifying and evaluating the ESG risks of the Group and evaluating the effectiveness of the Group's ESG internal control mechanisms. The senior management has also checked and evaluated our performance in ESG areas in different aspects such as environment, health and safety, labour standards, and product responsibility. The Board has set the general

direction of the group's ESG strategy, and ensured the effectiveness of ESG risk control and internal control mechanisms. The senior management has confirmed to the Board that the relevant ESG risk management and internal control systems are effective and adequate during the Reporting Period.

#### 報告框架

##### Report Framework

本報告依照香港聯合交易所有限公司證券上市規則附錄 27 環境、社會及管治報告指引（「環境、社會及管治報告指引」）所編製編寫。

This Report is prepared in accordance with the ESG Reporting Guidelines ("ESG Reporting Guidelines") in Appendix 27 of the Securities Listing Rules of The Stock Exchange of Hong Kong Limited.

有關本集團的企業管治常規刊載於本集團 2020 年報第 33 至 50 頁的企業管治報告內。

The corporate governance practices of the Group are published in the Corporate Governance Report on pages 33 to 50 of the Group's 2020 Annual Report.

#### 報告期間

##### Reporting Period

本報告詳述本集團於截至二零二零年十二月三十一日止年度取得在環境、社會及管治方面的活動、挑戰及措施。

This Report details the ESG activities, challenges and measures that the Group has achieved during the year ended December 31 2020.

#### 報告範圍

##### Report Scope

本報告主要涵蓋本公司的兩家主要營運附屬公司：江蘇亨鑫科技有限公司（「江蘇亨鑫」）及江蘇亨鑫無線技術有限公司。除了特別列明以外，我們通過本集團的營運控制機制取得環境、社會及管治關鍵績效指標（「關鍵績效指標」）。待本集團之資料收集系統更趨成熟，以及可持續發展工作深化之後，我們將於未來繼續擴大披露範圍。

This Report mainly covers two major operating subsidiaries of the Company, namely, Jiangsu Hengxin Technology Co., Ltd. ("Jiangsu Hengxin") and Jiangsu Hengxin Wireless Technology Co., Ltd. ("Hengxin Wireless"). Unless otherwise specified, we obtain ESG key performance indicators ("KPIs") through the Group's operational control mechanism. After the Group's data collection system becomes more mature and the sustainability work is enhanced, we will continue to expand the scope of disclosure in the future.

## 持份者參與

### Stakeholders Participation

我們與不同持份者包括投資者及股東、客戶、供貨商及業務夥伴、僱員、政府及監管機構、社會、非政府機構及媒體持續保持溝通，努力平衡各方意見和利益，從而為我們及所在社區確定長遠的發展方向。

By keeping close contact with all stakeholders, including investors and shareholders, customers, employees, suppliers, creditors, regulators and the public, we strive to strike a balance of differing views and interests of all parties concerned to allow the Group and the community to achieve a clear and long-term direction.

本集團通過以下表中所載的各種溝通管道與持份者保持溝通：

The Group maintains communication with stakeholders through various communication channels as set out in the table below:

持份者 Stakeholders	期望 Expectations	溝通管道 Communication channels
投資者及股東 Investors and shareholders	<ul style="list-style-type: none"><li>風險管理 Risk management</li><li>公司管治制度 Corporate governance system</li></ul>	<ul style="list-style-type: none"><li>股東周年大會及其他股東會議 Annual general meeting and other shareholder meetings</li><li>財務報告 Financial reports</li><li>公告及通函 Announcements and circulars</li><li>公司網頁及電子郵件郵箱 Company website and email</li></ul>
客戶 Customers	<ul style="list-style-type: none"><li>客戶信息及私隱保護 Customer information and privacy protection</li><li>遵守相關法律和法規 Comply with relevant laws and regulations</li></ul>	<ul style="list-style-type: none"><li>客戶滿意度調查和意見表 Customer satisfaction survey and opinion form</li><li>客戶服務熱線 Customer service hotline</li><li>公司網頁 Company website</li></ul>
供應商及業務夥伴 Suppliers and business partners	<ul style="list-style-type: none"><li>企業信譽 Corporate reputation</li><li>公平競爭 Fair competition</li><li>與公司保持良好關係 Maintain good relationship with the company</li><li>需求穩定 Stable demand</li></ul>	<ul style="list-style-type: none"><li>供應商現場審計管理制度 Supplier on-site audit management system</li><li>供應商管理會議及活動 Supplier management meetings and events</li></ul>
僱員 Employees	<ul style="list-style-type: none"><li>待遇和福利 Compensation and benefits</li><li>事業發展與培訓 Career development and training</li></ul>	<ul style="list-style-type: none"><li>員工表達意見的管道（表格、意見箱等） Channels for employees to express opinions (forms, suggestion box, etc.)</li></ul>

		<ul style="list-style-type: none"> <li>定期的工作表現評核 Regular performance evaluation</li> </ul>
<b>政府及監管機構</b> <b>Government and regulatory agency</b>	<ul style="list-style-type: none"> <li>依法納稅 Pay taxes in accordance with the law</li> <li>商業道德 Business ethics</li> <li>遵守相關法律和法規 Comply with relevant laws and regulations</li> </ul>	<ul style="list-style-type: none"> <li>不定期交流 Irregular communication</li> <li>定期工作會議 Regular meetings</li> <li>實地考察 On-site inspection</li> </ul>
<b>社會、非政府機構及媒體</b> <b>Society, non-governmental organisations and media</b>	<ul style="list-style-type: none"> <li>回饋社會 Giving back to the community</li> <li>環境保護 Environmental protection</li> <li>遵守相關法律和法規 Comply with relevant laws and regulations</li> </ul>	<ul style="list-style-type: none"> <li>社區活動 Community activities</li> <li>環境、社會及管治報告 ESG reports</li> </ul>

我們致力於與我們的持份者合作以改善本集團在環境、社會及管治方面的表現，並為更廣泛的社區持續創造更大的價值。

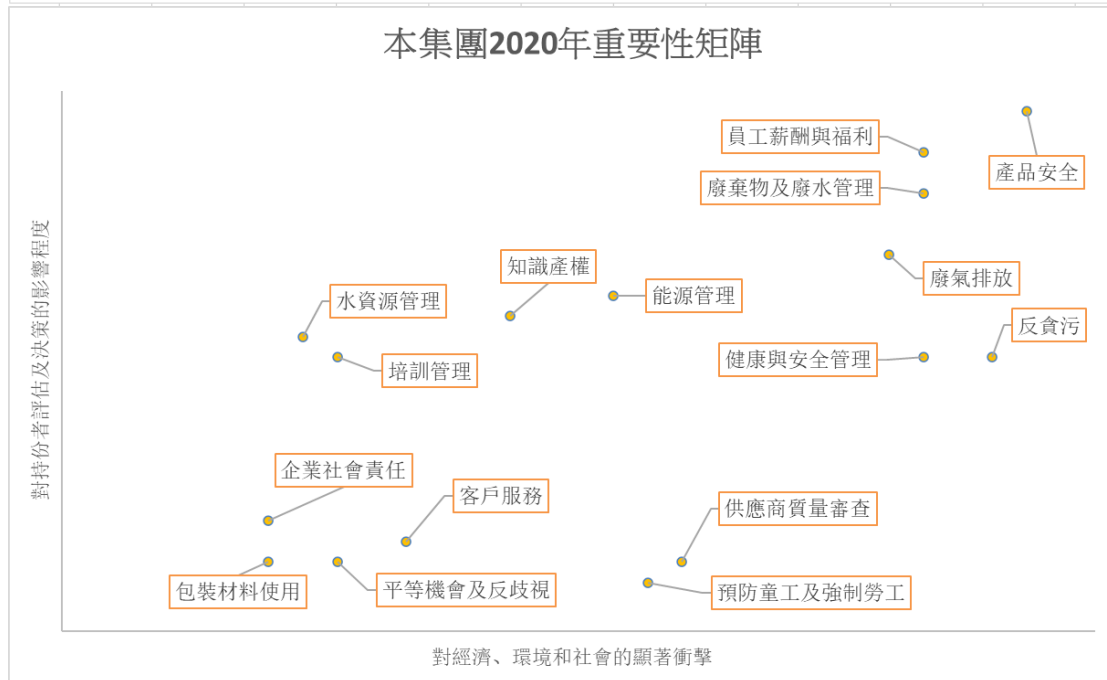
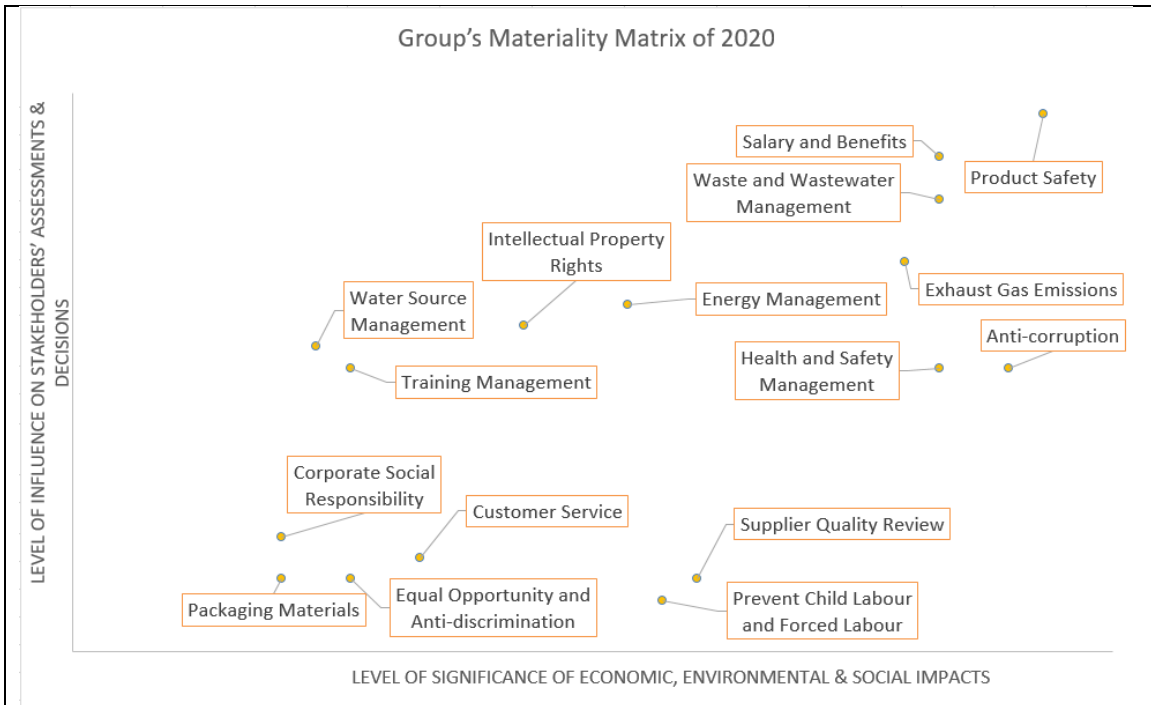
We are committed to working with our stakeholders to improve the Group's ESG performance, and continue to create greater value for the wider community.

### 重要範疇評估

#### Materiality Assessment

本集團各主要職能的管理層與員工均有參與編製本報告，以協助本集團檢討其運作情況及鑒別相關環境、社會及管治事宜，並評估相關事宜對本集團的業務以及各持份者的重要性。根據經評估的環境、社會及管治重要事項、編製問卷，向本集團相關部門及業務單位收集資料並編製重要性矩陣。於報告期間，本集團的重要性矩陣如下：

The management and employees of all major functions of the Group have participated in the preparation of this Report to assist the Group in reviewing its operations and identifying related ESG issues, and assessing the importance of related issues on the business of the Group and various stakeholders. We have compiled questionnaires based on assessed important matters of ESG issues, collected information from relevant departments and business units of the Group and compiled a materiality matrix. During the Reporting Period, the Group's materiality matrix is as follows:



於報告期間，本集團確認已就環境、社會及管治事宜設立合適及有效的管理政策及監控系統，並確認所披露內容符合環境、社會及管治報告指引的要求。

During the Reporting Period, the Group confirmed that it has established appropriate and effective management policies and monitoring systems for ESG matters, and confirmed that the disclosed content meets the requirements of the ESG Reporting Guidelines.

## A. 環境

### ENVIRONMENT

#### A1. 排放物

##### Emissions

本集團堅信可持續發展的行業生態跟環境保育密不可分。因此，本集團致力保護環境，盡力降低現有業務活動對環境的影響，同時支持自然及環境保護計劃，一直嚴格遵守國家環境政策及相關法律法規。本集團目前佔地總面積約 122,878 平方米，其中綠化面積達到約 18,114 平方米，綠化面積佔比約 14.7%。於 2006 年，本公司獲得江蘇省環境保護廳頒發的江蘇省環境友好企業。本集團主要營運附屬公司江蘇亨鑫科技有限公司自 2007 年起一直通過了 ISO14001:2004 環境管理體系的認證。

The Group firmly believes that a sustainable industry ecology is inseparable from environmental conservation. Therefore, the Group is committed to environmental protection by minimising the environmental impact of its business activities. It supports natural and environmental protection programs and has been in strict compliance with environmental laws, regulations and policies of the government. Currently, the Group occupies a total area of approximately 122,878 square meters, among which approximately 18,144 square meters or approximately 14.7% consist of green landscaping. In 2006, the Company was named Jiangsu Province Environmentally Friendly Enterprise by the Environmental Protection Department of Jiangsu Province. Meanwhile, Jiangsu Hengxin Technology Co., Ltd., a major operating subsidiary of the Group, has consistently passed the certification of ISO14001:2004 environmental management system since 2007.

本集團定期追蹤最新國家和地區環境保護法律及法規，以此為依據專注於加強環境保護的措施，以遵守當地政府相關的法律及法規和貫徹落實環境政策。

The Group regularly tracks the latest national and regional environmental protection laws and regulations, and uses this as a basis to focus on measures to strengthen environmental protection, so as to comply with relevant laws and regulations of the local government and implement environmental policies.

於報告期間，本集團並不知悉任何因業務營運而造成的任何法律法規之重大不合規，包括但不限於《中華人民共和國環境保護法》、《中華人民共和國清潔生產促進法》、《中華人民共和國水污染防治法》、《中華人民共和國固體廢物污染環境防治法》及《中華人民共和國大氣污染防治法》等相關法律法規，並將繼續嚴格依從相關法律法規，持續實施有效預防及處理污水及廢棄物的措施。

During the Reporting Period, the Group was not aware of any major non-compliance with any laws and regulations caused by business operations, including but not limited to the Environmental Protection Law of the People's Republic of China, The Cleaner Production Promotion Law of the People's Republic of China, The Water Pollution Prevention and Control Law of the People's Republic of China, the Law of the People's Republic of China on the Prevention and Control of Solid Waste Pollution and the Air Pollution Prevention and Control Law of the People's Republic of China, and other relevant laws and regulations, and will continue to strictly comply with relevant laws and regulations, and continue to implement effective measures to prevent and treat wastewater and waste.

**溫室氣體排放**  
**GHG Emissions**

為減低溫室氣體排放量，本集團在生產過程中通過效益計劃（請參考本報告「資源使用」章節中的效益計劃及與報告期內取得的成果），以提高能源使用效率，降低能源使用量，進而降低溫室氣體排放。本集團的溫室氣體排放主要源自製冷劑以及交通運輸所消耗的燃油（範疇一）、外購電力造成的能源間接溫室氣體排放（範疇二）及業務中所產生的用紙（範疇三）。透過實施上述溫室氣體減排措施，僱員對控制和減少溫室氣體排放的意識有所提升。

In order to reduce greenhouse gas emissions, the Group has formulated efficiency plans (please refer to the efficiency plans and the results achieved during the Reporting Period as set out in the section of “Use of Resources” in this Report) to improve energy efficiency and reduce energy consumption, thereby lowering GHG emissions. The Group’s GHG emissions are mainly derived from refrigerants and fuel used in transportation (Scope 1), indirect GHG emissions from purchased electricity (Scope 2) and paper generated in the business (Scope 3). Through the implementation of the above-mentioned greenhouse gas emissions reduction measures, employees' awareness of controlling and reducing GHG emissions has increased.

於報告期間，本集團溫室氣體排放表現概述如下：

During the Reporting Period, the Group's greenhouse gas emissions performance is as follows:

指標 <sup>(1)</sup> Indicator <sup>(1)</sup>	單位 Unit	排放量 Emissions
直接溫室氣體排放(範圍一) Direct greenhouse gas emissions (Scope 1) <ul style="list-style-type: none"> <li>• 製冷劑 Refrigerant</li> <li>• 交通運輸所消耗燃油 Fuel consumed for transportation</li> <li>• 煮食用的天然氣 Natural gas for cooking</li> </ul>	噸二氧化碳當量 tCO <sub>2</sub> e	342.40
直接溫室氣體減排(範圍一) Direct greenhouse gas emissions (Scope 1) <ul style="list-style-type: none"> <li>• 額外種植的樹木 Additional trees planted</li> </ul>	噸二氧化碳當量 tCO <sub>2</sub> e	(3.15)
能源間接溫室氣體排放(範圍二) Energy indirect greenhouse gas emissions (Scope 2) <ul style="list-style-type: none"> <li>• 外購電力 Purchased electricity</li> </ul>	噸二氧化碳當量 tCO <sub>2</sub> e	8,862.60
其他間接溫室氣體排放(範圍三) Other indirect GHG emissions (Scope 3) <ul style="list-style-type: none"> <li>• 棄置到堆填區的廢紙 Paper waste disposed at landfills</li> </ul>	噸二氧化碳當量 tCO <sub>2</sub> e	15.70
溫室氣體排放總量(範圍一、二及三) Total GHG emissions (Scopes 1, 2 and 3)	噸二氧化碳當量 tCO <sub>2</sub> e	9,217.55

溫室氣體排放密度(範圍一、二及三) Total GHG emissions intensity (Scopes 1, 2 and 3)	噸二氧化碳當量／百 萬收益 <sup>(2)</sup> tCO <sub>2</sub> e/million revenue	8.09
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- (1) 溫室氣體排放數據乃按二氧化碳當量呈列，並參照包括但不限於世界資源研究所及世界可持續發展工商理事會刊發的《溫室氣體盤查議定書：企業會計與報告標準》、最新發佈的中國區域電網基線排放因數、政府間氣候變化專門委員會發佈的《第五次評估報告》內的全球升溫潛能值以及聯交所發佈的《如何準備 ESG 報告－附錄二：環境關鍵績效指標匯報指引》。  
*GHG emissions data is presented in terms of carbon dioxide equivalent, with reference to including but not limited to “The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standards” published by the World Resources Institute and the World Business Council for Sustainable Development, the latest China region grid baseline emissions factors, the “Global Warming Potential Values” from the IPCC Fifth Assessment Report, 2014 (AR5), and “How to prepare an ESG report – Appendix 2: Reporting Guidance on Environmental KPIs” issued by the Stock Exchange.*
- (2) 於報告期間，本集團的總收入為約人民幣1,139.3百萬元。有關數據用於計算其他密度數據。  
*During the Reporting Period, the total revenue of the Group was approximately RMB 1,139.3 million. The relevant data is used to calculate other intensity data.*

## 廢氣排放

### Exhaust Gas Emissions

本集團在商業運作過程中，廢氣排放主要源於交通運輸所消耗的汽油，其中主要包括氮氧化物、硫氧化物和)及懸浮顆粒。針對上述廢氣排放，本集團積極採取下列減排措施：

In the course of the Group's business operations, exhaust gases emissions are mainly derived from gasoline consumed by transportation, which mainly includes nitrogen oxides, sulfur oxides and particulate matter. In response to the above-mentioned exhaust gas emissions, the Group actively adopted the following emission reduction measures:

- 對所屬車輛進行按月檢修，以有效地降低燃料消耗，從而減少碳排放及廢氣排放；  
*Carry out monthly maintenance on the vehicles to effectively reduce fuel consumption, thereby reducing carbon emissions and exhaust gas emissions;*
- 為車輛採購正規柴油、汽油，並每年進行檢驗，確保車輛達到相關排放標準；  
*Procure regular diesel and gasoline for vehicles, and conduct annual inspections to ensure that vehicles meet relevant emission standards;*
- 透過視像會議和微信會議等電子溝通方式減少出差次數；及  
*Reduce the number of business trips through electronic communication methods such as video conferences and WeChat conferences; and*
- 積極採取減少廢氣排放措施，相關措施已在本層面中「溫室氣體排放」一節中說明。  
*Actively take measures to reduce exhaust gas emissions. The relevant measures have been explained in the section “GHG Emissions” in this aspect.*



於報告期間，本集團的廢氣排放表現如下：

During the Reporting Period, the Group's exhaust gas emissions performances are as follows:

指標 Indicator	單位 Unit	排放量 Emissions
氮氧化物 Nitrogen oxides	公斤 kilogram	21.39
硫氧化物 Sulphur oxides	公斤 kilogram	0.51
懸浮顆粒 Respirable suspended particulates	公斤 kilogram	1.57

### 廢棄物及廢水管理

#### Waste and Wastewater Management

本集團堅守廢物管理原則，並致力於合理管理及處置業務活動所產生的廢物從而減少廢棄物對環境所造成的影響。本集團嚴格遵守相關的環保法律法規，並將維持減廢方面的高標準以及向員工灌輸可持續發展的重要性，增強員工的環保意識，從而達致從源頭減廢的目標。

The Group adheres to the principles of waste management and is committed to the rational management and disposal of waste generated from business activities in order to reduce the impact of waste on the environment. The Group strictly abides by relevant environmental protection laws and regulations, and will maintain high standards in waste reduction and inculcate the importance of sustainable development to employees, so as to enhance employees' awareness of environmental protection, so as to achieve the goal of reducing waste from the source.

本集團對車間運行設備、車輛尾氣排放、外協單位在本公司作業和其他廢物的定期清理等都做了相關的控制規定，如與運輸公司簽署的《運輸協議》和本集團內部的《固體廢棄物控制制度》及《污染物排放控制程序》，對污染物排放和廢物處理進行管控。具體措施包括：(i) 本集團車輛一律使用無鉛汽油；(ii) 食堂選用無磷洗滌劑；(iii) 廢水排放口加裝過濾網，減少污水排放；(iv) 食堂亦安裝了隔油池、油煙淨化器等設備，並委託合資格的協力廠商機構定期清理保養；及(v) 冰箱、冷櫃、中央空調等使用無氟設備。上述所有控制管理均在廠區範圍內進行。本集團亦會對生活污水排放有專門的淨化設備進行處理。對廠區內部及周圍的環境，本集團每年均委託獨立的第三方機構進行監測。

The Group has set forth strict control regulations in relation to operating equipment in workshops, vehicle exhaust emissions, operations of outsourcing units in the Company and regular clearing of other wastes etc. For example, the Group has entered into the Transportation Agreement with its transportation suppliers and has promulgated the Solid Waste Control Procedures and the Pollutant Emission Control Procedures internally to monitor and regulate pollutant emissions and waste disposal. Specific measures include: (i) all vehicles of the Group must use unleaded gasoline; (ii) the canteens use non-phosphorus detergents; (iii) filters are installed in waste water discharge ports to reduce sewage discharge; (iv) grease trap, fume purification and other equipment has been installed in the canteens, while a qualified third party is

commissioned to clean up the equipment regularly; and (v) refrigerators, freezers and central air-conditioners all employ fluorine-free equipment. All these control measures are implemented throughout the manufacturing plant. At the same time, the Group has also installed special purification equipment to treat domestic sewage. The Group entrusts independent third-party organisations to monitor the environment inside and around the factory annually.

為了減少固體廢棄物對環境造成的污染，對危險廢棄物、一般廢棄物都按照種類規定了具體的存放地點及分類集中，再交由合資格的機構處理。透過實施不同減少有害和無害廢物措施，僱員減廢的意識得到提高。以下載列有害及無害廢棄物的處理方法以及減少廢物產生的措施：

To alleviate the environmental pollution caused by solid waste, the Group specifies a storage location for dangerous waste and general waste by category, sorts them out centrally, and then transfers them to a qualified institution for disposal. Through the implementation of different measures to reduce hazardous and non-hazardous waste, employees' awareness of waste reduction has increased. The following lists the methods of disposal of hazardous and non-hazardous waste and measures to reduce waste generation:

排放物 Emissions	處理方法 Treatment method	減少廢物措施 Reduction measures
廢油 Waste oil	集中交由合資格的第三方機構處理 Hand over to qualified third parties for centralised disposal	<ul style="list-style-type: none"> <li>• 機床原來使用冷卻油，現在使用乾漆屑，對已用材料進行循環使用 Dry paint is used to replace cooling oil for machine tools, and used materials are recycled</li> </ul>
廢油抹布 Waste oil rags	集中交由合資格的第三方機構處理 Hand over to qualified third parties for centralised disposal	<ul style="list-style-type: none"> <li>• 減少跑冒滴漏 Reduce liquid leakage</li> </ul>
廢活性炭 Waste activated carbon	集中交由合資格的第三方機構處理 Hand over to qualified third parties for centralised disposal	<ul style="list-style-type: none"> <li>• 升級產品生產工藝，減少廢氣排放，以降低廢活性炭使用 Upgrade the production process to reduce waste gas emissions and ultimately reduce the use of waste activated carbon</li> </ul>
廢塑膠薄膜、廢紙箱、廢紙 Waste plastic film, waste cartons, and waste paper	交由廢品回收人員回收及處理 Hand over to waste recycling personnel for recycling	<ul style="list-style-type: none"> <li>• 改善產品包裝設計，減少包裝物用量 Improve product packaging design and reduce the amount of packaging</li> <li>• 利用本公司內部郵箱發送電子版報告和共享文件，減少紙張打印 To reduce paper printing,</li> </ul>

		<p>electronic reports are delivered and files are shared via the Company's internal email system</p> <ul style="list-style-type: none"> <li>除了正式的公文外，單位內部流通的文件盡量使用雙面打印 Except for official documents, double-sided printing is used for documents circulated within the Company to the extent possible</li> <li>利用單面打印過的紙張起草文件、做便簽和內部備忘錄 Paper that has been printed on one side is used to draft documents and make notes and internal memos</li> </ul>
廢銅（青、黃銅）、廢鋁、廢塑膠 Scrap copper (bronze, brass), aluminium, and waste plastic	交由廢品回收人員回收及處理 Hand over to waste recycling personnel for recycling	提高材料利用率，採用紅沖件生產 Improve the utilisation rate of materials and use hot extrusion pieces for production
廢木料 Waste wooden material	交由當地農戶回收使用 Hand over to local farmers for recycling	<ul style="list-style-type: none"> <li>改善產品包裝設計，減少包裝物用量 Improve product packaging design and reduce the amount of packaging</li> </ul>
生活垃圾、廚餘 Household waste and kitchen waste	交由於當地第三方衛生服務公司進行處理 Hand over to local third-party sanitation service companies for disposal	<ul style="list-style-type: none"> <li>組織「光盤行動」鼓勵員工減少浪費食物 The "Empty Plate Operation" is introduced to encourage employees to reduce food waste</li> </ul>

### 有害廢棄物 Hazardous Waste

本集團的有害廢棄物排放主要源自電纜、配件以及天線的製造過程，生產過程中產生的廢油、廢油抹布、活性炭、廢油墨等。

The Group's hazardous waste mainly includes waste oil, waste oil wipes, activated carbon, waste ink, etc., which are generated during the manufacturing process of cables, accessories and antennas.

有害廢棄物由當班工人統一放置到危險廢棄物收集處，並集中交由有相關資格的外判機構進行統一處理。針對生產過程中產生的廢油，本集團將機床原來使用冷卻油改為使用乾漆屑，以減少廢油產生，並對已用乾漆屑材料進行循環使用。至於廢油抹布則由當地協力廠商衛生服務公司進行處理，透過遵守處理指引減少跑冒滴漏。

Hazardous wastes are placed in the hazardous waste collection location by the staff on duty, and then concentrated to relevant qualified institutions for unified treatment. In response to the waste oil generated in the production process, the Group changed the original cooling oil used for machine tools to dry paint to reduce the generation of waste oil, and the used dry paint are recycled. As for the waste oil rags, the local third-party sanitation service company handles them to reduce running and dripping by complying with the disposal guidelines.

於報告期間，本集團的有害廢棄物排放量及密度如下：

During the Reporting Period, the Group's hazardous waste emissions and intensity are as follows:

有害廢棄物類型 Types of hazardous waste	單位 Unit	棄置量 Disposal
廢油 Waste oil	噸 Tonnes	1.80
廢油抹布 Waste oil rags	噸 Tonnes	0.01
廢活性碳 Waste activated carbon	噸 Tonnes	3.14
<b>有害廢棄物總量 Total amount of hazardous waste</b>	<b>噸 Tonnes</b>	<b>4.95</b>
有害廢棄物密度 Intensity of hazardous waste	噸/百萬收益 Tonnes/million revenue	0.004

除上述有害廢棄物外，生產過程中亦會產生有限的廢溶劑盒、廢棄化學品容器、廢電子原器件及色帶、廢油漆桶及廢噴漆瓶、廢化學品及廢皂化液等。為了減少有害廢棄物對環境造成的污染，本集團對危險廢棄物按照種類規定了具體的存放地點及分類集中，通過與合資格的淮安華昌固廢處置有限公司簽訂的《危險廢棄物處置協議合同》，由該單位負責統一處理所有有害廢棄物。

In addition to the above-mentioned hazardous wastes, a limited amount of waste solvent boxes, waste chemical containers, waste electronic components and ribbons, waste paint barrels and waste spray paint bottles, waste chemicals and waste saponification liquids will also be generated during the manufacturing process. In order to reduce the environmental pollution caused by hazardous wastes, the Group stipulates specific storage locations and classifications of hazardous wastes according to their types. The Group has entered into the Dangerous Waste Disposal Agreement with Huai'an Huachang Solid Waste Treatment Co., Ltd., a qualified institution, which will centrally manage the hazardous waste.

#### 無害廢棄物

##### Non-hazardous Waste

作為一家射頻同軸電纜、配件以及天線的製造商，本集團產生的無害廢棄物主要包括廢包裝物、廢木料、廢銅、生活垃圾及廚餘等。

As a manufacturer of radio frequency coaxial cables, accessories and antennas, the non-hazardous waste generated by the Group mainly includes waste packaging, waste wood, waste copper, household waste and kitchen waste.

本集團通過同軸車間推行不停車換盤、提高原材料利用率等精益生產方式方式，在本集團日常生產及業務過程中識別浪費並通過項目控制的方式來減少或消除浪費，實現減少起車次數，減少廢料產生數量，從而整體降低廢棄物的產生量。考慮到廢木料為本集團業務運營的過程中所衍生的主要無害廢棄物之一，本集團已嚴格制定各種管理措施及回收程序。

By implementing projects including the change of chassis without stopping in the coaxial workshops and improving the utilization rate of raw materials, the Group identifies waste items in its production and business processes and then mitigates or eliminates the waste through project-based control. The Group has reduced the number of runs and scrap materials, thereby reducing the amount of waste generated. Considering that wood waste is one of the main non-hazardous wastes derived from the business operations, the Group has strictly formulated various management measures and recycling procedures.

於報告期間，廢棄物排放資料如下：

During the Reporting Period, the waste discharge data are as follows:

無害廢棄物類型 Types of non-hazardous waste	單位 Unit	棄置量 Disposal
廢木料 Waste wooden material	噸 Tonnes	176.00
生活垃圾 Household waste	噸 Tonnes	80.00
廢塑膠薄膜、廢紙箱、廢紙 Waste plastic film, waste cartons, and waste paper	噸 Tonnes	25.11
廢銅（青、黃銅）、廢鋁、廢塑膠 Scrap copper (bronze, brass), scrap aluminum, and waste plastic	噸 Tonnes	16.48
廚餘 Food waste	噸 Tonnes	9.00
<b>無害廢棄物總量</b> Total amount of non-hazardous waste	<b>噸</b> <b>Tonnes</b>	<b>306.59</b>
無害廢棄物密度 Intensity of non-hazardous waste	噸／百萬收益 Tonnes/million revenue	0.27

## A2. 資源使用

### Use of Resources

本集團將節約資源及環保概念融入其業務營運中，並致力於在其所有業務及生產經營過程中優化利用資源。本集團通過對電能、原材料、水資源、紙張的節約等進行具體的規定，教育員工節約資源，以及監控能源、資源的消耗。本公司已通過 ISO14001 環境體系審核，對水電和原材料的利用進行有效監控，制定對水電利用及對原材料利用率等的考核制度。

The Group integrates the concepts of resource conservation and environmental protection into its business operations, and is committed to optimising the use of resources in all its business and production operations. The Group prescribes specific provisions on the conservation of electricity, raw materials, water resources and paper, educates employees to save resources, and monitors the consumption of energy and resources. The Company has passed the audit of ISO14001 certification. We effectively monitor and manage the utilisation of and formulate the assessment systems for the utilisation rate of water, electricity and raw materials.

### 能源管理

#### Energy Management

本集團在營運過程中消耗的能源包括電力、用於本集團食堂的天然氣及主要用於本集團行政車輛及商務車的汽油。為減少能源消耗和廢氣排放，提高生產運營的可持續性，本集團已編制《能源資源管理控制程式》，通過對能源、資源使用的控制與考核，節約能源、資源的消耗，貫徹落實各項節能減排管理規範。

The energy consumed by the Group in the course of its operations includes electricity, natural gas used in the group's canteen and gasoline mainly used in the group's administrative vehicles. In order to reduce energy consumption and exhaust gas emissions, and improve the sustainability of production and operation, the Group has formulated the Energy Resource Management Control Procedure. Through the control and assessment of the use of energy and resources, the Group saves energy and resource consumption and implements various energy-saving and emission-reduction management regulations.

針對營運用電，本集團的生產設備均是通過變頻控制技術，辦公大樓中央空調採用變頻分體控制，以通過收集每月消耗資料，密切監察及評估用電量。照明採用先進的節能燈具，本集團還對生產環節和員工日常活動提出節能減排管理要求，例如當工作地方無人時不得開燈，及根據天氣情況合理使用空調作出規定。針對食堂用的天然氣，本集團合理配置員工工作餐配菜，以減少天然氣使用。至於車輛用的汽油，除了 A1 層面「廢氣排放」一節所述車輛的措施外，本集團亦會合理安排員工出行方式，如盡量採用公共交通工具、合併人員使用本公司車輛等。透過實施上述措施，僱員對節約能源的意識得到提高。

Regarding electricity consumption for operation, the production equipment of the Group adopts frequency conversion control technology, and the central air conditioner of the office building adopts frequency conversion split control. The Group closely monitors and evaluates electricity consumption by collecting monthly consumption data. Advanced energy-saving lamps are used for lighting. The Group also put forward energy-saving and emission-reduction management requirements for production processes and employees' daily activities, such as not turning on lights when there is no one in the workplace, and stipulating the reasonable use of air conditioners according to weather conditions. Regarding the natural gas used in canteens,

the Group reasonably allocates staff working meals with dishes to reduce the use of natural gas. As for the gasoline used in vehicles, in addition to the measures for vehicles described in the section “Exhaust Gas Emissions” at the A1 aspect, the Group also rationally arranges employee travel methods, such as encouraging employees to adopt public transport, and share corporate vehicles. Through the implementation of the above measures, employees' awareness of energy conservation has been enhanced.

於報告期間，本集團耗電量及其他能源消耗量如下：

During the Reporting Period, the Group's electricity and other energy consumption are as follows:

能源種類 Energy types	單位 Unit	消耗量 Consumption
直接能源 Direct energy		
天然氣 Natural gas	兆瓦時 MWh	134.76
汽油 Gasoline	兆瓦時 MWh	337.30
<b>直接能源消耗總量 Total direct energy consumption</b>	<b>兆瓦時 MWh</b>	<b>472.06</b>
間接能源 Indirect energy		
電力 Electricity	兆瓦時 MWh	11,188.74
<b>間接能源消耗總量 Total indirect energy consumption</b>	<b>兆瓦時 MWh</b>	<b>11,188.74</b>
<b>能源消耗總量 Total energy consumption</b>	<b>兆瓦時 MWh</b>	<b>11,660.80</b>
能源消耗密度 Total energy consumption intensity	兆瓦時／百萬收益 MWh/million revenue	10.24

#### 水源管理

#### Water Source Management

本集團使用的水源來自宜興市水務集團。為節約水資源，本集團在營運期間會循環使用工業用水，及定期檢查及時修復漏水情況。本集團對廠區用水進行節約宣傳，所有用水點張貼節水標誌，鼓勵所有僱員養成自覺節約用水的習慣，以減少辦公耗水量。透過實施上述措施，僱員對節約用水的意識得到提高。

The Group uses water supplied by Yixing Water Group. In order to conserve water resources, the Group recycles industrial water, and regularly check and repair water leaks in a timely manner. The Group promotes water conservation in the plant area and posts water-saving signs at all water points to encourage all employees to develop the habit of consciously saving water in order to reduce office water consumption. Through the implementation of the above measures, employees' awareness of water conservation has been improved.

基於其經營的地理位置和業務性質，本集團在求取適用水源上並無任何問題。  
Based on the geographic location and business nature of operations, the Group has no problems in obtaining suitable water sources.

於報告期間，本集團的耗水量如下：

During the Reporting Period, the water consumption of the Group is as follows:

耗水量 Water Consumption	單位 Unit	消耗量 Consumption
耗水總量 Total water consumption	立方米 m <sup>3</sup>	26,658.00
耗水總量密度 Total water consumption intensity	立方米／百萬收益 m <sup>3</sup> / million revenue	23.40

### 用紙管理

#### Office Paper Management

本集團的辦公室營運需消耗辦公用紙。本集團採取了環保措施以減低在營運時其紙張消耗量。本集團鼓勵員工利用本公司內部郵箱發送電子版報告和共享文件，減少紙張打印。除了正式的公文外，單位內部流通的文件盡量使用雙面打印，及利用單面打印過的紙張起草文件、做便簽和內部備忘錄。

The Group's office operations need to consume office paper. The Group has adopted environmental protection measures to reduce paper consumption. The Group encourages employees to use the company's internal mailbox to send electronic reports and share documents. Except for official documents, double-sided printing is used for documents circulated within the Company to the extent possible. Paper that has been printed on one side is used to draft documents and make notes and internal memos.

於報告期間，本集團的耗紙量如下：

During the Reporting Period, the Group's paper consumption is as follows:

耗紙量 Paper consumption	單位 Unit	消耗量 Consumption
辦公用紙 Office paper	噸 Tonnes	3.27
辦公用紙密度 Office paper intensity	噸／百萬收益 Tonnes/million revenue	0.003

### 包裝材料使用

#### Packaging Materials

在生產過程中本集團會使用木材及紙箱及其他包裝材料如塑料包裝膜等作包裝用途。由於本集團所生產的產品種類廣泛，因此無法計算每個獨立生產單位所消耗的包裝材料。本集團為減少包裝材料使用，本集團通過技術改進包裝方式，如使用膠合板、木屑盤替代實木盤，減少木材的浪費。於報告期間，本集團使用的主要包裝材料包括木材和紙



箱。其中，木材的總用量為 5,487.29 立方米、紙箱的總用量為 553,674 個、而其他包裝材料的總用量為 128.29 噸。

In the production process, the Group uses wood and cartons and other packaging materials such as plastic packaging films. Due to the wide variety of products, it is impossible to calculate the packaging materials consumed per production unit. In order to reduce waste of wood, our packaging method was technically enhanced to replace solid wood with plywood and wood chip trays. During the Reporting Period, the main packaging materials used by the Group included wood and cartons. Among them, the total consumption of wood is 5,487.29 cubic meters, the total consumption of cartons is 553,674 pieces, and the total consumption of other packaging materials is 128.29 tonnes.

### A3.環境及天然資源

#### Environment and natural resources

本集團的生產、運營和服務都會對環境及天然資源產生重大影響，本集團根據國家標準以及行業標準對天線、電纜等產品的原材料有害物質按規定分類收集、存放、搬運和處理，進行全方位監控，有效地避免了產品對環境的危害。本集團設有工程部門，成立工程隊，對於售出的產品進行持續跟蹤，瞭解產品的工程應用情況，協助解決施工過程中出現的各類問題，並及時處理各種社會隱憂的事件。

The production, operation and services of the Group significantly impact on the environment and natural resources. The Group sorts out, collects, stores, moves and handles hazardous substances of raw materials for antennas, cables and other products in accordance with the national and industrial standards, and monitors them in an all-round manner, which effectively prevents the products from causing any harm to the environment. The Group has in place engineering departments and teams to continuously track the sold products, learn about the engineering application of the products, assist in solving various problems that occur during the construction process, and deal with different social concerns in a timely manner.

我們倡導企業社會責任（「企業社會責任」），以環保、健康、安全為切入點，本集團在進行各項活動時，都是在嚴格遵守國家相關法律法規的基礎上進行的，識別隱憂，採取控制措施，並將本集團在環境保護、職業健康和 safety、企業社會責任等方面的業績予以公佈，又進一步在全公司範圍內強化企業社會責任意識，積極實踐節能減排，大力推行精益管理，不斷提高資源利用和價值創造的效率。

Environmental protection, health and safety are the starting points for the Group to carry out corporate social responsibility (“CSR”). We strictly abide by the relevant national laws and regulations over the course of various activities, identify potential threats and then take control measures. In addition, the Group regularly publicises its performances in terms of environmental protection, occupational health and safety, and CSR. To continuously improve the efficiency of resource utilisation and value creation, we strengthen the CSR awareness throughout the Company, actively practise energy conservation, and vigorously promote lean management.

本集團每個月定期開展成本分析會議，對各部門的成本、材料等使用情況進行檢討分析，檢視是否有不規範使用的情況。我們鼓勵每個員工找出可能存在浪費或不規範的地方，持續改進之，借此減少我們營運時造成的浪費。

The Group convenes a cost analysis meeting every month to review and analyse the

costs and material consumption of each department and determine if there are any irregularities. We encourage all of our employees to spot any potential wastefulness or non-compliance, so that we can constantly make efforts to reduce the waste generated by our business operations.

## B. 社會

### SOCIAL

#### B1. 僱傭

##### Employment

人力資源乃本集團的基石，本集團的可持續增長依賴良好的招聘及挽留常規。本集團尊重和維護員工合法權益，積極提倡工作環境多元化並致力營造友善和諧的工作環境。

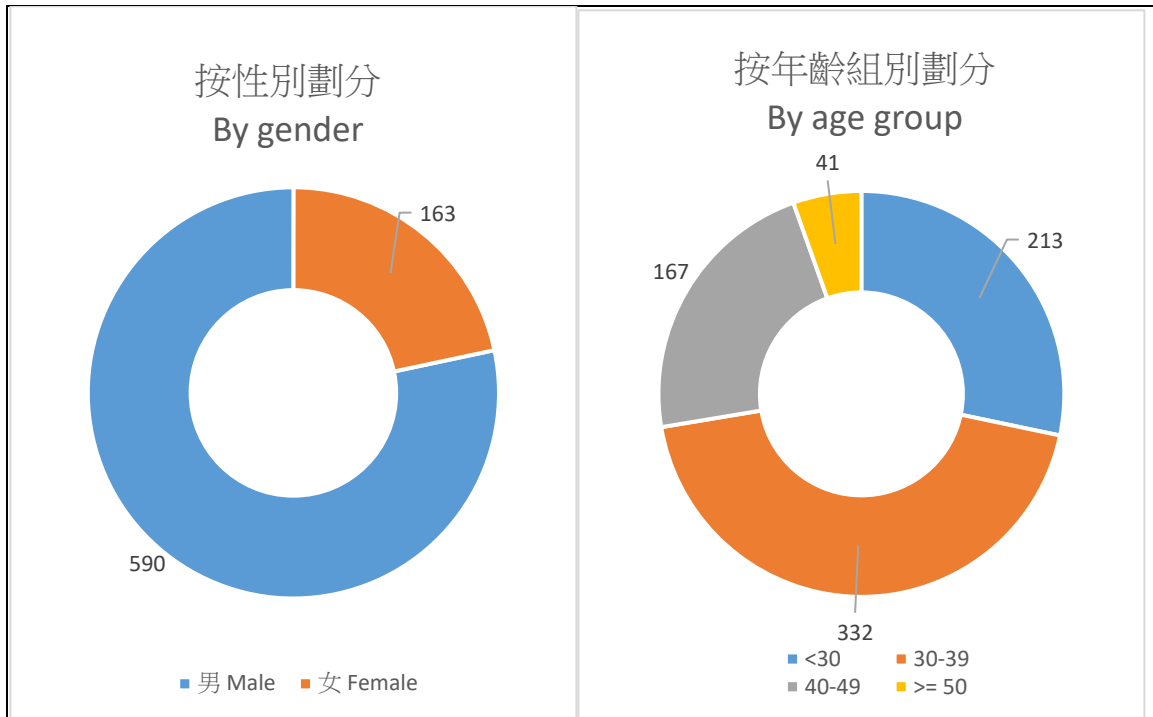
Human resources are the cornerstone of the Group. The sustainable growth of the Group depends on good recruitment and retention practices. The Group respects and safeguards the legitimate rights and interests of employees, actively promotes a diversified working environment, and strives to create a friendly and harmonious working environment.

於報告期間，本集團並不知悉任何嚴重違反僱傭相關法律及法規而對本集團造成重大影響的情況，包括但不限於《中華人民共和國勞動法》及《中華人民共和國勞動合同法》。於報告期間，本集團並未發現任何違反有關人力資源的法例和法規的重大事宜。

During the Reporting Period, the Group was not aware of any serious violations of employment-related laws and regulations that had a significant impact on the Group, including but not limited to the Labour Law of the People's Republic of China and the Labour Contract Law of the People's Republic of China. During the Reporting Period, the Group did not find any major violations of laws and regulations related to human resources.

於報告期間，本集團的全職員工人數為 772 人。而涵蓋於本報告範圍內則有 753 名全職員工，全部均於中國內地工作，其劃分如下：

During the Reporting Period, the number of full-time employees of the Group was 772. Covered in the scope of this Report, there are 753 full-time employees, all working in Mainland China, which are divided as follows:



於報告期間，本集團於本報告範圍內的僱員流失率約為 13.15%。以不同類別劃分的分佈情況如下：

During the Reporting Period, the employee turnover rate of the Group within the scope of this Report was approximately 13.15%. The distribution of different categories is as follows:

類別 Category	人數 Number of staff	流失比率 Turnover rate
<b>性別 By gender</b>		
男 Male	70	11.86%
女 Female	29	17.79%
<b>年齡組別 By age group</b>		
<30	58	27.23%
30-39	32	9.64%
40-49	6	3.59%
>50	3	7.32%
<b>地區 By geographical region</b>		
中國 China	99	13.15%

本集團制定了相關人事管理政策，致力保障員工福利，使員工積極將個人追求融入本集團長遠發展之中。我們根據《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《江蘇省集體合同條例》，對於涉及本公司單方面提出解除勞動合同的情況，按法律法規進行經濟補償。我們亦制訂了多個內部管理辦法，包括《江蘇亨鑫科技有限公司招聘管理辦法》、《江蘇亨鑫科技有限公司薪酬體系及管理辦法》、《江蘇亨鑫科技有限公司職等（級）、技術等級評定管理辦法》、《江蘇亨鑫科技有限公司員工考勤管理辦法》、《江蘇亨鑫科技有限公司人才培養與開發管理辦法》、《江蘇亨鑫科技有限公司離職管理辦法》及《江蘇亨鑫科技有限公司福利管理辦法》等，以明確釐定招工條件、薪酬、工時及假期、其他待遇、福利及離職管理，致力於人才培養方面提供平等機會。

The Group has formulated relevant human resources management policies to ensure the welfare of employees and enable employees to actively integrate their personal pursuits into the long-term development of the Group. In the event that the Company proposes to terminate the labour contract unilaterally, we make monetary compensations pursuant to the Labour Law of the People's Republic of China, the Labour Contract Law of the People's Republic of China, and the Regulations of Jiangsu Province on Collective Contracts. In addition, we have promulgated several internal management measures, including the Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on Recruitment, the Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on Remuneration System, the Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on the Rating of Post Grades (Levels) and Technical Levels, the Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on Attendance, the Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on Talent Cultivation and Development, the Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on Resignation, and the Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on Welfare, etc. All these internal management measures are intended to clarify administrative matters in relation to terms of recruitment, remuneration, working hours and holidays, other benefits, welfare, and resignation, and offer equal opportunities for talent development.

本集團積極接受宜興工會組織的監督，包括：檢查勞動合同、集體合同的簽訂履行情況，工資支付、工作時間和休息休假制度的落實情況，各類社會保險的繳納情況以及勞動規章制度制定、修訂和執行情況，勞動安全衛生管理制度和女職工特殊保護規定的執行情況，以及勞動關係矛盾隱患、勞動爭議調解和職代會制度的落實情況等。

The Group actively accepts the supervision by the city-wide labour union and labour law supervision program organised by Yixing Trade Union, including inspection of the conclusion and performance of labour contracts and collective contracts, salary payment, implementation of working hours and the rest and leave system, contribution of social security, formulation, revision and enforcement of labour rules and regulations, implementation of labour safety and health management regulations and special protection regulations for female employees, potential labour relation contradictions, resolution of labour disputes, and implementation of the workers' congress system, etc.

### 薪酬福利

#### Salary and Benefits

為建立科學、合理的薪資福利體系，規範本集團薪酬管理，本集團制定了適用於全體員工的《江蘇亨鑫科技有限公司薪酬體系及管理辦法》及《江蘇亨鑫科技有限公司職等

（級）、技術等級評定管理辦法》，根據崗位性質（區分為管理、市場、專業、技術、作業、事務六大系列），同系列基本採用同一薪資模式，不同系列採用不同的薪資模式，將崗位價值要求相近的崗位劃為同一職等，同一職等內根據崗位人員的技能、工作經驗、教育背景等分不同職級，員工由低職等進入江蘇亨鑫科技有限公司職等（級）、技術等級評定體系。制定《亨鑫科技帶薪年假管理辦法》及相關補充條款，規範年休管理。工會每年定期召開工會會議，與員工簽訂《集體工資協議》，倡導擬執行的工資制度。每年年初由員工代表提出對本公司現行的《積分管理辦法》及《員工獎懲管理辦法》的要求與修訂意見，由工會組織員工代表、管理人員等對擬頒發的制度進行倡導與公示，經公示無異議後正式頒布實施。

In order to establish a rational and reasonable remuneration and welfare system, as well as to standardise the Group's remuneration management, we have formulated the Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on Remuneration System and the Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on the Rating of Post Grades (Levels) and Technical Levels, both of which are applicable to all of our employees. Posts of the same nature (posts are divided into six categories including management, marketing, professional, technical, operations, and general affairs) shall adopt the same payroll model while posts of different natures adopt different payroll models. Meanwhile, posts that have similar value requirements are grouped into the same grade, and employees at the same grade are divided into different levels based on their skills, work experience, educational background, etc. New recruits have a basic post grade when joining Jiangsu Hengxin Technology Co., Ltd. and will then be promoted according to its grade (level) and technical level assessment system. The Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on Paid Annual Leave and relevant supplementary terms have been formulated to standardise the administration of employees' annual leave. The trade union convenes conferences annually and signs the Collective Wage Agreement with employees thereon, explaining the proposed wage system to be implemented. At the beginning of each year, the Company seeks opinions of employees on the Administrative Rules on Performance Points and the Administrative Rules on Employee Reward and Punishment in place. The trade union organises employee representatives and managers to promote and publicise the proposed relevant systems to be implemented, which will be officially released and enacted upon completion of the publicity period if no objection is raised.

### 招聘、晉升及解聘

#### **Recruitment, Promotion and Dismissal**

本集團積極實施人才強企戰略，不斷建立和完善人才招聘選拔制度。本集團對於符合《中華人民共和國勞動法》、《中華人民共和國就業促進法》及《企業女職工特殊保護專項集體合同》中符合用工條件規定的，本著就業環境與招聘條件「公平、公正、公開」的原則，對於符合崗位錄用條件的人員，由面試評委小組（面試評委小組一般為人力資源部負責人、直接上級及用人部門最高領導組成）綜合評估後，經過嚴格的招聘流程，將錄用情況匯總至部門領導及管理團隊審核後確定錄用結果。對於女性應聘人員，本集團嚴格執行勞動部頒發的《女職工禁忌勞動範圍的規定》，合理安排女職工崗位，目前女職工集中在辦公樓、產品裝配及生產輔助部門為主。

The Group actively implements the strategy of strengthening the company with talents, and continuously establishes and improves the talent recruitment and selection system. The Group abides by the relevant provisions of the Labour Law of the People's Republic of China, the Employment Promotion Law of the People's Republic of China and the Special Collective Contract

for the Protection of Enterprise Female Employees and the principles of “fairness, impartiality, and openness” during recruitment. As part of the recruitment process, the interview team (generally consisting of the head of the human resources department, the direct supervisor, and the head of the department to which the post belongs) holistically evaluates the candidates and reports the recruitment result to the department head and management team for review and approval. The recruitment result will take effect after their review and approval. For female candidates, the Group strictly complies with the Regulations on the Scope of Prohibited Labour for Female Employees promulgated by the Ministry of Labour and reasonably arranges their postings. Currently, the majority of female employees work in office, product assembly and auxiliary production departments.

作為本集團重要發展戰略之一，我們本著「引得進、留得住、育得出、用得好」的原則，致力創造各類人才脫穎而出、人盡其才的良好環境。本集團從用人機制上提倡「賽馬不相馬」的理念，推行崗位競聘制、述職評議制等一系列用人制度，有效落實「能者上、平者讓、庸者下」的優勝劣汰機制，為人才施展才能創造舞台。根據本公司國際化發展戰略規劃，創造發展平台，提供優秀的人力資源與培訓環境，本公司所有員工均可根據《亨鑫科技管理崗位晉升與競聘管理辦法》、《國際化人才培養實施細則》，對照競聘或培養條件，書面提出申請，由人力資源部根據培養計劃組織報名並納入培養體系。2019年開始啟動技術人才職等職級評定機制，明確規定任職標準及薪資標準，為技術人才發展制定學習與培養路標。

As one of the important development strategies of the Group, we strive to “attract, retain, cultivate and utilise talents”, and are committed to creating a sound environment for all kinds of talents to shine and tap into their greatest potential. The Group applies the concept of “merit-based appointment” to the employment mechanism and implements a series of employment systems such as the job competition system and the duty performance reporting and assessment system, thus effectively selecting the best employees under the mechanism of “promoting the able, demoting the mediocre, and dismissing the incompetent” and creating a platform for talents to showcase their capabilities. A platform for development has been created with reference to the Strategic Plan for International Development of the Company to offer high-quality human resources and a good training environment. All employees of the Group can, in accordance with the Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on Promotion to and Competition for Managerial Positions and International Talent Cultivation Programme and giving due regard to the conditions of job competition and talent cultivation, lodge their applications for our talent cultivation programme in writing. The Human Resources Department will process the applications for the Talent Cultivation Programme and suitable candidates will be admitted to the talent cultivation system. A ranking mechanism for technical personnel was initiated in 2019. It explicitly sets forth the competency and remuneration standards as a way of setting up targets in respect of learning and talent nurturing for the development of technical personnel.

#### 工時及假期

#### **Working Hours and Holidays**

本集團根據《中華人民共和國勞動法》及《江蘇省工資支付條例》規定，由企業代表與職工代表集體協商條件下，簽訂《企業集體合同書》、《勞動安全衛生專項集體合同書》、《企業女職工特殊保護專項集體合同書》、《工資專項集體合同書》及《工作時

間專項集體合同書》，清楚列明員工勞動報酬、工作時間與休息休假、社會保險和職工福利等事宜。

Pursuant to the Labour Law of the People's Republic of China and the Regulations of Jiangsu Province on Salary Payment, the corporate representatives and the employee representatives concluded the Company Collective Contract, the Special Collective Contract on Labour Safety and Health, the Special Collective Contract on the Protection of Female Employees, the Special Collective Contract on Wages, and the Special Collective Contract on Working Hours through negotiations, which clarified remuneration, working hours, holidays and leaves, social security, welfare and other relevant matters.

### 平等機會及反歧視

#### Equal Opportunity and Anti-discrimination

本集團提供平等的就業機會和公平的崗位待遇，不提出歧視性的要求，反對因性別、種族、婚姻、生理、姓氏、地理、宗教信仰等差異而在工作中受到歧視，保障工人平等就業的權利；明確制定招聘制度，在招聘簡章中禁止提出就業歧視條款或錄用條件中明示或者暗示歧視性的任職條件，杜絕身份歧視，把反歧視視為自身的社會責任；實行男女同工同酬，婦女在勞動報酬、福利待遇方面享有與男性員工平等的權利。

The Group provides equal employment opportunities and fair job treatments without discrimination, and oppose any form of discrimination in the workplace, regardless of gender, race, marriage, biological, surname, geography, and religious belief, to protect workers' right of equal opportunities to employment. We have a clear recruitment system, and prohibit any discriminatory terms in the recruitment descriptions or any express or implied discriminatory provisions in the conditions of employment. We eliminate any form of identity discrimination and regard anti-discrimination as part of our social responsibility. In addition, we uphold the principle of equal pay for equal work and ensure that women enjoy the same rights as men in terms of labour remuneration, benefits and welfare.

工會定期牽頭組織與女職工簽訂《女職工保護條例》，確保女職工工作環境、孕期女員工勞動保護與產假、哺乳假享受等。《江蘇亨鑫科技有限公司員工考勤管理辦法》明確規定女員工生育、流產等相關假期及福利待遇，並合理安排崗位。懷孕期間須保胎休養或產假期滿後因個人原因無法正常工作的，可申請中止勞動合同。本集團亦簽訂《女職工保護條例》，根據女職工身體條件及《中華人民共和國勞動合同法》規定女員工可享受的權利，合理安排女員工工作崗位與工作時間。

The trade union regularly leads and organises the signing of the Regulations on the Protection of Female Employees with female employees, to create a healthy working environment for female employees and guarantee their rights during pregnancy, maternity leave and breastfeeding leave. The Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on Attendance clearly defines the relevant leave, benefits and welfare as well as reasonable arrangement regarding job positions for pregnant female employees or those who have a miscarriage. For those who are in need of recuperation during their pregnancy or cannot return to their normal work after their pregnancy leave due to personal reasons, the application for the termination of labour contract can be sought. In addition, the Group signs the Regulations on the Protection of Female Employees with female employees, and make reasonable arrangements in relation to the job duties and working hours of female employees based on their physical conditions and their rights entitled under the Labour Contract Law of the People's Republic of China.

## B2. 健康與安全

### Health and Safety

本集團高度重視員工的健康與安全，致力為員工提供健康、安全和舒適的工作環境。我們努力消除潛在工作場所健康及安全危害，並做好各環節的安全管理工作，以保障員工在工作期間的人身安全及健康。

The Group attaches great importance to the health and safety of employees and is committed to providing employees with a healthy, safe and comfortable working environment. We strive to eliminate potential hazards in workplace, and strengthen management in all aspects to ensure the safety and health of employees during work.

於報告期間，本集團並不知悉任何嚴重違反健康與安全相關法例與法規而對本集團造成重大影響的情況，包括但不限於《中華人民共和國勞動法》、《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》及《中華人民共和國消防法》。本集團並無發生任何導致死亡或嚴重肢體受傷的意外事件和沒有因公損失工作日數，並無因該等事件而向我們的僱員支付索償或補償以及並未發現任何違反僱員健康與安全相關的法律法規的重大事宜。

During the Reporting Period, the Group was not aware of any serious violations of laws and regulations related to health and safety that had a significant impact on the Group, including but not limited to the Labour Law of the People's Republic of China, the Work Safety Law of the People's Republic of China, and The Occupational Disease Prevention Law of the People's Republic of China and the Fire Protection Law of the People's Republic of China. There was no accident that resulted in death or serious physical injury, and the Group did not pay our employees for compensation or compensation due to such incidents. Any major violations of laws and regulations related to employee health and safety was not found.

### 健康與安全管理

#### Health and Safety Management

我們致力為全體員工提供健康安全的工作環境，並嚴格遵守《中華人民共和國安全生產法》及其他有關法規，制定安全生產措施，防止生產事故發生。本集團於2004年已通過OHSAS 18001職業安全健康體系，每年由第三方的職業健康鑒定中心對車間進行檢測，確保員工健康安全。我們對於新入職員工均統一安排崗前體檢，每年亦會為在職員工提供職業健康體檢與福利體檢。對於車間管理人員，我們會提供醫療急救專門培訓，並在每個車間配置醫藥箱。對於特殊作業人員，我們會要求他們到指定的培訓機構進行培訓，培訓合格後方可持證上崗。

We are committed to providing a healthy and safe working environment for all employees, and we strictly observe the Production Safety Law of the People's Republic of China and other related regulations, formulate safety production measures and prevent any accidents from occurring. The Group passed the OHSAS 18001 occupational health and safety system in 2004, and a third-party occupational health verification centre inspects the workshops annually to ensure the safety and health of employees. Meanwhile, we arrange pre-employment physical checkups for new employees, and arrange occupational health checkups and welfare-based physical checkups for incumbent employees each year. In addition, managers of workshops are also trained to handle medical emergencies and each workshop is equipped with a medical kit. Employees engaged in special operations are required to receive training at the designated



training institutions and can only engage in the operations after obtaining the qualification certificate.

本集團在廠區內全面宣傳安全文化，每月召開安全會議，並每月開展安全隱患檢查與整改活動。在全公司開展「安康杯」安全競賽活動，在活動連續舉行安全宣誓與簽名、安全警言的徵集與表彰、交通安全宣傳與教育、消防演習與演練等系列活動。

The Group has promoted a factory-wide safety culture and the Company convenes monthly safety meetings and conducted monthly inspections of safety hazards, followed by regular maintenance. A competition named 'Health and Safety Cup' was organised for promoting workplace safety at all levels within the Company. During the competition, we conducted a series of activities such as safety pledge and signature campaign, collection and appreciation of adages on safety, promotion of and education on road traffic safety as well as fire drills and practices.

### **應對新冠肺炎疫情**

#### **Response to the COVID-19 Epidemic**

於報告期間，新冠肺炎在全球爆發，令大眾健康受到嚴重威脅。本集團極其重視新冠肺炎對其雇員以及客戶帶來的潛在健康及安全影響。

During the Reporting Period, the COVID-19 broke out globally, posing a serious threat to public health. The Group attaches great importance to the potential health and safety impact of the COVID-19 epidemic on our employees and customers.

為了最大程度地減少交叉感染的風險，並確保本集團全體員工生命安全以及身體健康，在疫情出現之初，已對疫情形勢緊密監控，並迅速成立了公司疫情防控管理小組負責規範防疫管控等相關管理，從而確保公司疫情防範安全有序。與此同時，本集團發出了「疫情防控工作通知」並下達多項通知，並制定了一系列應急預案與政策，如內部防疫管理、進出接待防疫管理、外出防疫管理等。本集團也於上述通知內為員工返程、節後安保、節後復工等方面進行了詳細部署和安排。

In order to minimise the risk of cross-infection and ensure the safety and health of all employees of the Group, at the beginning of the epidemic, the Group has closely monitored the epidemic situation, and the company's epidemic prevention and control management team has been quickly established to regulate fatigue prevention and control, so as to ensure the company's epidemic prevention is safe and orderly. At the same time, the Group issued the "Notice on Epidemic Prevention and Control Work" and a number of notifications, and formulated a series of emergency plans and policies, such as internal epidemic prevention management, in and out reception management, and outbound epidemic prevention management. The Group also made detailed arrangements for employees' return trips, post-holiday security, and post-holiday work resumption in the aforementioned notices.

### **B3. 發展及培訓**

#### **Development and Training**

本集團著眼於實現培養、選拔和使用人才的良性氛圍，為每位員工開闢適合其自身發展和能力的職業成長通道，透過建立導師制培訓計劃，實施後備梯隊人員動態管理，促進本集團人力資源持續發展。近年來，本集團每年均有員工被評為市級勞動模範、「三八」紅旗手等。

The Group aims to introduce a healthy atmosphere of cultivating, selecting and utilising talents, and tailors a career development path to the personal growth and abilities of each employee. To promote sustainable human resources development, the Group has created a mentoring program and implemented dynamic management for reserve talents. In recent years, our employees were elected as Municipal Model Workers and “March 8th” Red-banner Pacesetters annually etc.

## 培訓管理

### Training Management

本集團為確保僱員與時並進、持續進步，建立了「內部培訓師」制度，並制定了《關於外派培訓人員實施對內培訓工作的通知》，從而實現學習制度的規範化，為規範培訓管理、鼓勵員工成長、實現知識共享等方面打牢了基礎。與此同時，本集團積極開展操作技能培訓、專題培訓、拓展訓練等形式多樣的活動，以活動學技能，促進員工整體素質的提高，同時增強本集團企業綜合競爭能力。

In order to ensure that employees keep abreast of the times and continue to make progress, the Group has also implemented an “internal trainer” system and formulated the Notice on External and Internal Training Arrangement, to standardise the learning system and lay a solid foundation for standardising training management, encouraging employee development and achieving knowledge transparency. Meanwhile, the Group actively organises a variety of activities including operational skills training, special training, and outreach training, in order to enrich the skills of our employees, as well as to boost the competence and strengthen the competitiveness of the Group.

我們的人員分為六大系列（分別為管理、市場、專業、技術、作業、事務），其中管理系列為副主任及以上管理人員，市場人員系列為國內外從事銷售的業務人員，專業系列為人力資源、行政管理、企劃管理、商務管理、供應管理、生產支持、崗位信息、財務管理等，技術系列為技術工藝、生產工藝、技術研發、質量工程、機械工程、電氣工程等技術人員，作業人員系列為生產一線人員，事務人員系列為後勤服務人員與本公司駕駛班人員。

Our employees are divided into six categories (management, marketing, professional, technical, operations, and general affairs). The management category consists of managers at the deputy director level and above, and the marketing category includes employees engaged in sales locally and overseas; the professional category is composed of employees from human resources, administrative management, planning management, business management, supply management, production support, job information, and financial management etc., and the technical category covers technical engineers engaging in technical process, production technology, technology research and development, quality engineering, mechanical engineering, and electrical engineering, etc.; the operations category consists of frontline production workers, and the general affairs category includes logistics staff and drivers of the company.

我們側重跨系列的人才培養，重點關注符合本集團未來發展的「四支隊伍」建設（即技術、後備、儲備、海外隊伍），通過《江蘇亨鑫科技有限公司人才培養與開發體系指導意見》與「四支隊伍」培養方案，以輪崗培養崗位實踐為主，職務代理為輔的培訓模式，建立多元化人才培養模式。為適應並配合快速發展的需要，本集團制定了「內部講師管理辦法」，以確保講師跟公司的經營理念達到一致，並訂立了一系列完善的選拔標

準以及評分制度，明確為課程種類及工作職責進行分類，從而從各方面推動並支持員工因應本集團的需要而獲得全面及有效的培訓。與此同時，本集團也為講師制定了「內部講師考核與晉級」以及「內部講師福利」機制，從而確保講師的水平以及積極性能持續進步，與本集團的目標與理念相呼應。

We pay attention to talent cultivation through cross-specialisation and focus on the development of four teams (technical, backup, reserve, and overseas talent teams) that are aligned to the future development of the Group. In order to build a diversified talent pool, we have developed the Guiding Opinions of Jiangsu Hengxin Technology Co., Ltd. on Talent Cultivation and Development and cultivation programs for the “four teams”, and implement a training system with a focus on job rotation supplemented by agency in duty. In order to adapt and meet the needs of rapid development, the Group has formulated the "Internal Lecturer Management Measures" to ensure that the lecturers are consistent with the company's business philosophy, and a series of complete selection criteria and scoring systems have been established to specify the types of courses and work. Responsibilities are classified to promote and support employees to obtain comprehensive and effective training in response to the needs of the Group from all aspects. At the same time, the Group also formulated the “Internal Lecturer Assessment and Promotion” and “Internal Lecturer Welfare” mechanisms for lecturers to ensure the continuous improvement of the level and positive performance of lecturers, in line with the Group's goals and philosophy.

## 人才培養

### Talent Cultivation

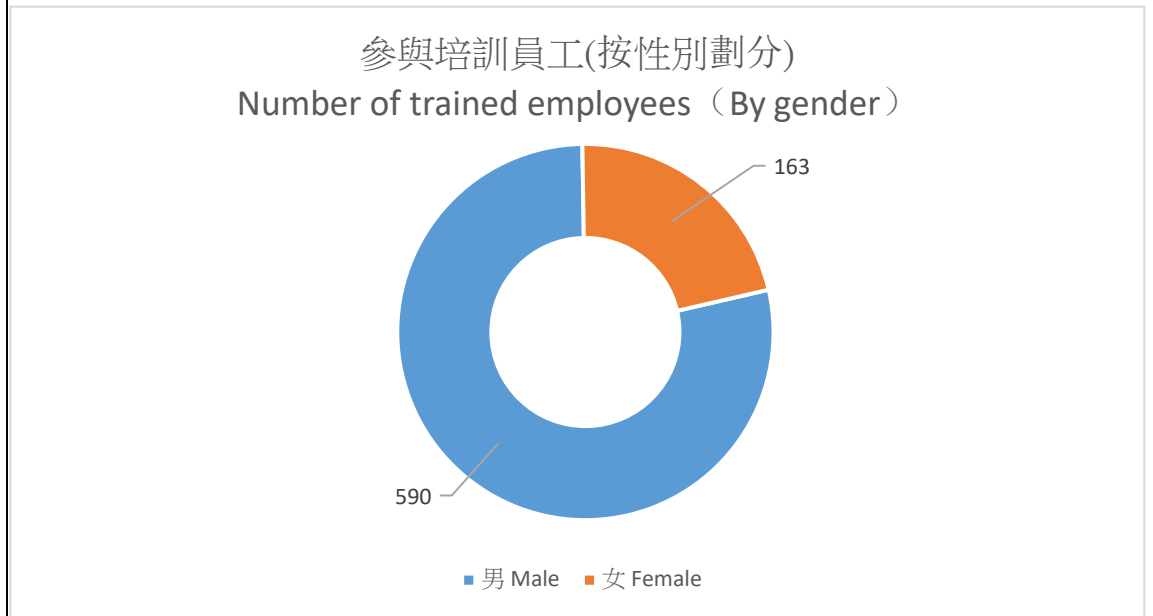
為了提升各級人員的專業技能、管理水平和綜合素養，本集團制定了《江蘇亨鑫科技有限公人才培養與開發體系指導意見》、《後備人才培養指導意見》、《技術人才培養方案》、《儲備人才培養方案》、《國際化人才培養方案》及《江蘇亨鑫科技有限公導師管理辦法》，建立人才培養系統工程，根據各個崗位的要求，從「理論應知」、「實踐應會」及「人才梯隊建設」三個維度進行員工培訓與評估，特別是對於每年引進的校招大學生，提供機會均等的競爭平台，以培育複合型人才、體現個人崗位價值為導向，以創造業績為目標，通過公平及標準化的面試、選拔與測評機制，優勝劣汰，雙向選擇適合崗位的專業人才。對照技術系列任職資格標準，制定技術崗位的培訓課程，要求對照發展路徑制定詳細的行動計劃。

In order to enhance the professional skills, management proficiency and comprehensive quality of employees at all levels, the Group has formulated the Guiding Opinions of Jiangsu Hengxin Technology Co., Ltd. on Talent Cultivation and Development, the Guiding Opinions on the Cultivation of Backup Officers, the Technical Talent Cultivation Program, the Reserve Talent Cultivation Program, the International Talent Cultivation Program, and the Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on Mentorship, with a view to building an employee training and development system. Based on the requirements of each post, we perform our employee training and assessment from three perspectives, namely theoretical knowledge, practical knowledge and talent echelon construction. In particular, for college graduates introduced each year, we provide them with equal opportunities and strive to train them into compound talents and put them in roles that can best represent their values. We select top-notch talents and allocate them to appropriate posts through our fair and standardised interviews, as well as our selection and assessment mechanism. The curriculum of training courses for technical staff are formulated in accordance with the competency and qualification

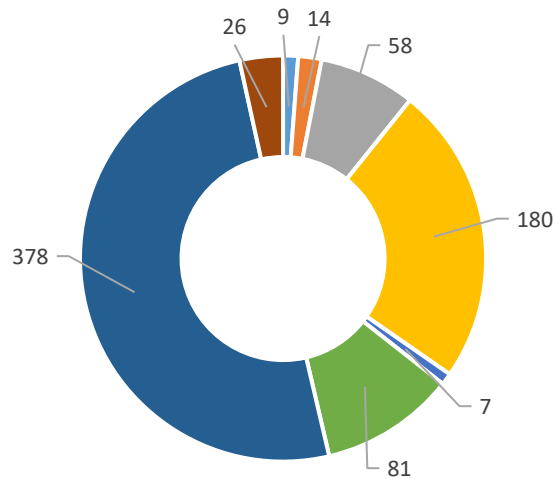
standards for the technical category. We also require that a detailed action plan be formulated in view of the development pathways.

於報告期間，本集團於本報告範圍內的受培訓僱員共有 753 人，受訓比率為 100%。以不同類別劃分的分佈情況（同一類別總和為 100%計算）如下：

During the Reporting Period, the Group had 753 trained employees within the scope of this Report, and the training rate was 100%. The distribution of different categories (the sum of the same category is calculated as 100%) is as follows:



參與培訓員工(按僱員類別劃分)  
Number of trained employees (By employee category)



- 高級管理層 Senior Management
- 中級管理層 Mid-level Management
- 基層人員 Junior Level
- 專業技術 Professional and Technical
- 管理職員 Administrative
- 行銷員工 Marketing
- 生產員工 Production
- 其他員工 Other

於報告期間，按性別及僱員類別劃分，每名僱員完成受訓的平均時數如下：

During the Reporting Period, divided by gender and employee category, the average hours of training completed by each employee are as follows:

劃分種類 Category	受訓比率(%) Training ratio (%)	受訓總時數(小時) Total training hours (Hour)	每名僱員完成受訓的平均 時數(小時) Average hours of training completed per employee (Hour)
<b>性別</b> By gender			
男 Male	100%	15,500	26.27
女 Female	100%	4,600	28.22
<b>僱員類別</b> Category			
高級管理層 Senior Management	100%	252	28.00
中級管理層 Mid-level Management	100%	364	26.00

基層人員 Junior Level	100%	1,500	25.86
專業技術 Professional and Technical	100%	4,500	25.00
管理職員 Administrative	100%	196	28.00
行銷員工 Marketing	100%	2,025	25.00
生產員工 Production	100%	10,002	26.46
其他員工 Others	100%	1,261	48.50

#### B4. 勞工準則

##### Labour Standards

本集團嚴禁僱用任何童工及強制勞工。於報告期間，本集團並不知悉任何嚴重違反童工及強制勞工相關法例與法規而對本集團造成重大影響的情況，包括但不限於《中華人民共和國勞動法》及《中華人民共和國勞動合同法》。

The Group strictly prohibits any child labour and forced labour. During the Reporting Period, the Group was not aware of any serious violations of laws and regulations related to child labour and forced labour that had a significant impact on the Group, including but not limited to the Labour Law of the People's Republic of China and the Labour Contract Law of the People's Republic of China.

##### 防止童工及強制勞工

##### Prevent Child Labour and Forced Labour

根據《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《江蘇省集體合同條例》及《企業女職工特殊保護專項集體合同》的規定，江蘇亨鑫的招工條件錄用基本標準為 18 週歲及以上。同時，在《江蘇亨鑫科技有限公司招聘管理辦法》中，江蘇亨鑫明確規定禁止使用未滿 18 週歲者；招聘渠道的招聘信息發佈中，亦明確標注最低年齡的要求；在面試和錄用手續辦理中，江蘇亨鑫會將此要求告知候選人，並在國家法律、法規的許可範圍內核對候選人的身份信息。

According to provisions of the Labour Law of the People's Republic of China, the Labour Contract Law of the People's Republic of China, the Regulations of Jiangsu Province on Collective Contracts and the Special Collective Contract for the Protection of Enterprise Female Employees, Jiangsu Hengxin only hires employees aged 18 full years and above. The Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on Recruitment also expressly prohibit the employment of those under 18. This minimum age requirement is specified in the recruitment information of the Group published on all recruitment channels. Jiangsu Hengxin also informs the candidates of this requirement during interviews and employment procedures, and double check the identity information of the candidates within the scope as permitted by national laws and regulations.

《江蘇亨鑫科技有限公司考勤管理辦法》中規定公司各部門對加班必須嚴格控制、審批。為提高工作效率及充分利用正常工作時間，倘有工作任務須加班時，要事先辦理審批手續。同時，江蘇亨鑫設立工會組織，員工可對自身權益進行平等協商和監督，以此避免相關強制勞工情況的出現。

The Administrative Rules of Jiangsu Hengxin Technology Co., Ltd. on Attendance prescribes that all departments of the company shall exercise strict control and review overtime hours. To improve the work efficiency and fully utilise normal working hours, in the event that overtime is unavoidable due to task demands, an overtime application must be submitted and approved in advance. Meanwhile, Jiangsu Hengxin has set up a trade union where employees can negotiate and monitor their rights on equal footing, so as to prevent any circumstances of forced labour from happening.

## B5. 供應鏈管理

### Supply Chain Management

本集團高度重視供應鏈中潛在環境和社會風險的管理。因此，本集團建立了嚴格而規範的採購政策體系及供應商的甄選流程，從而更有效地加強監管供應鏈以及採購流程。

The Group attaches great importance to the management of potential environmental and social risks in the supply chain. Therefore, the Group has established a strict and standardised procurement policy system and supplier selection process to more effectively strengthen the supervision of the supply chain and procurement process.

### 供應商質量審查

#### Supplier Quality Review

我們通過投標程序甄選供貨商，並根據多項因素進行甄選，如保持產品質量穩定的能力、定價、準時交付、財務狀況以及服務水平等。我們亦採用供貨商准入標準選擇供貨商，供貨商進行認證的評估項目包括其資信背景、是否持有相關執照或許可證、產能、設備和產品質量等。我們會對滿足相關要求的供貨商進行現場考察，並經過樣品驗證合格後，方可納入本集團的合格供應商。

We select suppliers through a bidding process based on a number of factors, such as the ability to maintain a stable quality of products, pricing, on-time delivery, financial conditions, and service levels, etc. We have identified a set of supplier selection criteria to select suppliers. The supplier certification and assessment include their credit background, the relevant certificates or permits that they possess, production capacity, equipment and product quality, etc. We conduct on-site inspections over the suppliers that meet the relevant requirements, and test their samples. Only suppliers that pass all these procedures are enlisted as qualified suppliers of the Group.

針對主要大宗材料採購而言，我們會不定期組織招標工作，整體招標佔比達到 99%左右。本集團公司各相關部門領導和總經理組成招標小組，對合格供貨商的投標文件進行綜合評估後最終確定中標人。招標小組會考慮多種因素，包括投標價格和產品質量等。對於過往曾合作的供貨商，評估內容將包括交貨及時率和服務水平等相關因素。一般而言，倘合格供貨商的綜合實力同等或相若，最低投標價的供貨商將中標，獲取最大中標份額；我們會按季度、半年度、年度根據不同物料種類給供貨商做出公平、公正的評

估，其中績效評估作為下次招標評目標重要依據。我們每年還會根據實際情況選擇性的對主要供貨商進行實地廠驗和覆核，對供貨的原材料及現場管控進行檢查和驗證。

For the procurement of major bulk materials, we invite bidding from time to time, with the proportion of the procurement through bidding accounting for approximately 99% in total procurement. The Group sets up a bid invitation team consisting of heads of the related departments and the General Manager, which will comprehensively evaluate the proposals of suppliers and determine the successful bidders by considering a variety of factors, including bidding price and product quality, etc. For suppliers that have worked with the Group in the past, the timeliness of their delivery, the level of services and other factors are also taken into consideration. In general, if the overall strength of a qualified supplier is equivalent with or similar to the supplier with a lower bidding price will be selected and will acquire the largest share. We assess our suppliers fairly and justly by material categories quarterly, half-yearly or yearly, and the performance assessment results serve as an important basis for subsequent bid invitation and bid evaluation. In addition, we select certain major suppliers by inspecting and auditing their factories based on actual conditions each year, for the purposes of checking and verifying the supply of raw materials and their on-site management and control.

我們的重要供貨商均需遵照我們客戶的要求進行標準作業，如環境和職業健康安全方面。因此我們也要求各供貨商承擔企業社會責任、遵守勞動法等各類法規，在本集團進行供貨商招標活動中要求供貨商簽署《供貨商社會責任倡議書》，以保證供貨商相關企業政策與本集團政策方向一致。

All major suppliers are required to carry out standardised operations in accordance with the requirements of our customers, such as environmental, occupational health and safety and other aspects. Therefore, we also require our suppliers to undertake their CSR and comply with labour laws and other relevant laws and regulations. During bid invitations, the Group requires suppliers to sign the Supplier Social Responsibility Proposal to ensure that the relevant corporate policies of the suppliers align with the policies of the Group.

本集團與各供貨商維持穩定關係，就獲得充足原材料滿足生產需要方面，從未遇到任何重大問題。本集團亦沒有倚賴特定供貨商為其提供原材料，因為有其他供貨商可隨時供應該等原材料。

The Group maintains a stable relationship with its suppliers, and has never encountered any significant problems with regard to the supply of raw materials to meet its production needs. In addition, the Group does not rely on any specific supplier to provide raw materials, as other suppliers may provide such raw materials at any time.

#### **供應商環境及社會風險審查**

#### **Supplier Environmental and Social Risk Review**

本集團一直致力確保供應商能達到環境及社會風險控制方面的要求，並嚴格遵從國家法律法規。因此，本集團為此制定了「亨鑫科技業務風險管控制度」以規範公司的銷售及採購業務行為，從而防範與控制業務風險，措施包括但不限於向供應商索要資料、與其進行業務交流以及在供應商的經營現場考察等。本集團會整合所得資料形成書面「客戶人員業務交流報告」以及「客戶經營現場考驗報告」，並就情況擬定「採購 A 級客戶名單」以提交資信評估機構認定，從而大大降低供應鏈中的社會和環境風險。

The Group has been committed to ensuring that suppliers meet the environmental and social risk control requirements and strictly abide by national laws and regulations. Therefore, the



Group has formulated the “Hengxin Technology Business Risk Management Control System” to regulate the company's sales and procurement business activities, thereby preventing and controlling business risks. Measures include but are not limited to requesting information from suppliers, conducting business exchanges with them, and on-site inspection of the supplier's operations, etc. The Group integrates the information obtained to form a written “Customer Personnel Business Communication Report” and “Customer Operation Site Inspection Report”, and draw up a "List of Procurement Class A Customers" based on the situation to submit to the credit evaluation agency for certification, thereby greatly reducing social and environmental risks in the supply chain.

## B6. 產品責任

### Product Liability

重視產品質素及服務質量一直為本集團的營運原則，因此本集團一直堅持精益求精的產品質量，並積極透過內部監控以及保持與顧客的溝通來確保為所有客戶生產及提供優質及安全的產品。

Emphasising product quality and service quality has always been the operating principle of the Group. Therefore, the Group has always adhered to product quality excellence, and actively through internal control and maintaining communication with customers to ensure to produces and provides high-quality and safe products for all customers.

於報告期間，本集團並不知悉任何違反與產品及服務相關的健康與安全、廣告、標籤及私隱事宜以及補救方法有關的法例及法規而對本集團造成重大影響的情況，包括但不限於《中華人民共和國產品品質法》、《中華人民共和國廣告法》、《中華人民共和國商標法》、《中華人民共和國專利法》、《中華人民共和國著作權法》、《中華人民共和國反不正當競爭法》、《中華人民共和國消費者權益保護法》及《中華人民共和國技術合同法》。

During the Reporting Period, the Group was not aware of any violations of laws and regulations related to products and services related to health and safety, advertising, labeling and privacy matters, and remedies that had a significant impact on the Group, including but not limited to the Product Quality Law of the People's Republic of China, the Advertising Law of the People's Republic of China, the Trademark Law of the People's Republic of China, the Patent Law of the People's Republic of China, the Copyright Law of the People's Republic of China, the Anti-Unfair Competition Law of the People's Republic of China, the Consumer Rights Protection Law of the People's Republic of China and the Technology Contract Law of the People's Republic of China.

### 產品健康與安全

#### Product Health and Safety

為提升生產效率，將產品品質問題降至最低，我們積極投資採購新型先進製造設備，為生產物資和產品的檢測提供可靠的設備支撐。我們所使用的材料均符合有害物質限制指令要求，該要求限制在電子和電器設備中使用某些有害物質。我們也要求原材料供貨商提供相應的證明文件並進行定期審核。我們的產品從未發生因健康安全原因造成的客戶反饋。

In order to improve production efficiency and minimise product quality problems, we actively invest in the procurement of new advanced manufacturing equipment to provide reliable equipment support for the inspection of production materials and products. All materials used

by us meet the requirements under the Restriction of Hazardous Substances Directive, which limit the use of certain hazardous substances in electronic and electrical devices. We also require our raw material suppliers to provide appropriate supporting documents and conduct regular reviews. No customers have lodged any negative feedback about our products due to health and safety reasons.

本集團於各生產工序採用標準化的品質管制系統，包括生產工序、製成品檢查和服務。我們設有專業的品質管制團隊，負責品質管制和控制工作，確保出廠產品品質達到各項標準。除此之外，我們還要求庫存倉庫做好必要的防塵、防潮、防火和防爆等防護工作，以保證物資的品質和產品的存儲安全。於報告期間，本集團並未接獲任何已售或已運送產品中因安全與健康理由而須回收的個案，亦無接獲任何關於產品及服務的投訴。The Group adopts a standardised quality control system in each production process, including production process, finished product inspection and service. We have a professional quality control team responsible for quality control work to ensure that the quality of the products meets various standards. In addition, we also require the inventory warehouse to do the necessary dust-proof, moisture-proof, fire-proof and explosion-proof protection to ensure the quality and safety of materials and products. During the Reporting Period, the Group did not receive any cases of sold or shipped products requiring recall due to safety and health reasons, nor did it receive any complaints about products and services.

#### 客戶服務

##### **Customer Service**

追求最大的客戶滿意度是本集團客戶服務的基本準則。本集團通過標準化的服務品質、人性化的服務過程以及規範化的服務管理為消費者和客戶帶來優質而溫馨的服務體驗。本集團建立工程服務部門，專職處理客戶反映的各類問題，建立 24 小時響應機制，對發生的問題提交報告並接續解決客戶的問題。當本集團某批次產品不合格且已經不在本集團可控範圍時（如產品已經交付或物權已轉移等），將立刻啟動召回程序。我們亦制定了《產品召回控制管理規範》，對產品的回收處理過程進行管控。

The pursuit of maximum customer satisfaction is the basic criterion of the Group's customer service. The Group provides consumers and customers with a high-quality and warm service experience through standardised service quality, humanised service process and standardised service management. The Group has established a project service department to deal with all kinds of issues reported by customers and responds to customer demands round the clock. A report will be submitted while we will continuously resolve the customer's problem. In the event that a batch of unqualified products of the Group is no longer within the control of the Group (such as when the product has been delivered or ownership has been transferred, etc.), we will initiate the recall process immediately. In this regard, we have promulgated the Regulations on Product Recall Control and Management to control and monitor the product recall process.

#### 客戶隱私保護

##### **Customer Privacy Protection**

本集團以實行高度安全及保密標準保護個人資料私隱，以嚴守有關資料私隱的監管規定。我們致力維護及保護個人資料。

The Group implements a high level of security and confidentiality standards to protect the privacy of personal data, and strictly abides by the regulations on data privacy. We are committed to maintaining and protecting personal information.

本集團訂有內部政策向資料當事人收集個人資料及處理該等資料。根據我們的資料保護原則，我們須遵照私隱政策聲明，讓我們的客戶了解有關收集、存儲及使用個人資料之一般政策及做法。此外，根據我們的資料保護原則，我們向個別人士收集可供辨識個人身份之資料時須遵照收集個人資料聲明，讓客戶知悉有關收集其特定個人資料之若干事宜。除非經客戶書面同意，本集團不會將個人資料用於推廣用途，或將個人資料提供予任何人士作該等用途。同時，本集團維持安全措施，防止個人資料遭未經授權使用。

The Group has formulated internal policies for collecting personal data and processing such data. According to our data protection principles, we must comply with the privacy policy statement to let our customers understand the general policies and practices regarding the collection, storage and use of personal data. In addition, in accordance with our data protection principles, we must comply with the Personal Data Collection Statement when collecting personally identifiable information from individuals, so that customers can be aware of certain matters related to the collection of their specific personal data. Unless with the written consent of the customer, the Group will not use personal data for promotional purposes or provide personal data to third parties for such purposes. At the same time, the Group maintains security measures to prevent unauthorised use of personal data.

## 知識產權

### Intellectual Property Rights

知識產權在我們的業務中佔有很重要的地位，加上中國越來越重視知識產權，因此本集團積極申請專利，切實做好知識產權的保護工作。為推動創新，我們根據創新程度和它對本集團所作的貢獻，制定對各類創新、專利進行獎勵的制度，並頒發各類獎勵。

Intellectual property rights play a very important role in our business. Given that China pays increasing attention to intellectual property rights, the Group actively applies for patents and protects our intellectual property rights. To drive innovation, we have established a reward system for various types of innovations and patents based on their degree of novelty and their contribution to the Group, and reward their creators accordingly.

我們已經通過知識產權管理標準化示範合格單位認證，執行 GB/T 29490-2013《企業知識產權管理規範》要求，積極推進企業知識產權管理工作。在本集團的產品廣告、標籤及私隱事宜上，設定了知識產權管理專職機構，配備具有相應知識、技能和經驗的專職人員，建立健全知識產權管理工作制度運行機制，建立系統化、規範化、常規化的知識產權管理體系，並按照《江蘇省企業知識產權管理規範》的各項規範性要求，定期組織開展知識產權教育和培訓，確保知識產權管理的進一步規範並在更大範圍內推廣、加速知識產權轉化為生產力，提高本集團產業核心競爭力。

We have been certified as an intellectual property management demonstration unit, and have also enforced the GB/T 29490-2013 Enterprise Intellectual Property Management to actively promote intellectual property works of the Group. We have set up an intellectual property management unit consisting of specific employees with relevant knowledge, skills and experience to deal with matters in relation to product advertising, labeling and privacy of the Group. In addition, we have also established a sound working mechanism and a systematic,

standardised, and normalised system for intellectual property management, and regularly organise and develop intellectual property education and training in accordance with the regulatory requirements of the Regulations of Jiangsu Province on Enterprise Intellectual Property Management to ensure further supervision of intellectual property management and apply them widely, so as to accelerate the conversion of intellectual property rights into productivity and improve the core competitiveness of the Group.

本集團制定了《品牌建設、市場策劃及對外宣傳目標管理辦法》及《動態信息報送管理辦法》作為企業宣傳政策，通過與專業廣告媒體及新媒體的合作，擴大企業宣傳範圍，加強宣傳力度，不斷提升本集團品牌的整體形像，擴大在行業、國內外市場及社會領域的知名度和影響力。

The Group promulgated the Administrative Rules of Branding, Market Planning and External Publicity Targets and the Administrative Rules of Dynamic Information Reporting as its promotional policies. By cooperating with professional advertising media and new media, the Group has expanded promotional scope and strengthened its promotional efforts, to constantly enhance its overall brand image and boost its presence and reach in the industry, domestic and overseas markets as well as in the society.

#### **廣告及標籤**

##### **Advertising and Labeling**

本集團僅進行有限的廣告宣傳活動，因此並不涉及重大的廣告相關風險。我們嚴格遵守《中華人民共和國廣告法》、《中華人民共和國商標法》等相關法律及法規。本集團有關的所有產品和業務資訊在對外公開前均須進行嚴格審查，杜絕任何在宣傳、推廣及展覽過程中使用虛假資訊誤導客戶的行為。

The Group conducts limited advertising and publicity activities and therefore does not involve significant advertising-related risks. We strictly abide by the Advertising Law of the People's Republic of China, the Trademark Law of the People's Republic of China and other relevant laws and regulations. All product and business information related to the Group must be strictly reviewed before released to the public to prevent any use of false information to mislead customers in the process of publicity, promotion and exhibition.

#### **B7. 反貪污**

##### **Anti-corruption**

穩健的企業管治對本集團可持續發展至關重要，因此我們極為重視反腐倡廉的工作及制度建設。同時，本集團致力於營造公平、公開、公正和規範高效的內部管理氛圍，要求員工特別是管理層將誠實守信、廉潔從業作為最基本的行為準則。

Sound corporate governance is essential to the sustainable development of the Group. Therefore, we attach great importance to anti-corruption and honesty and system construction. At the same time, the Group is committed to creating a fair, open, just, standardised and efficient internal management atmosphere, and requires employees, especially the management, to regard honesty, trustworthiness, and integrity as the most basic code of conduct.

於報告期間，本集團並不知悉任何嚴重違反賄賂、勒索、欺詐及洗錢的相關法例及法規而對本集團造成重大影響的情況，包括但不限於《中華人民共和國刑法》、《中華人民

共和國反洗錢法》、《中華人民共和國公司法》及《中華人民共和國反不正當競爭法》。於報告期間，概無針對本集團及其僱員提起的任何形式詐騙的審結訴訟案件。

During the Reporting Period, the Group was not aware of any serious violations of laws and regulations related to bribery, extortion, fraud and money laundering that had a significant impact on the Group, including but not limited to the Criminal Law of the People's Republic of China and the Anti-Money Laundering of the People's Republic of China Law, the Company Law of the People's Republic of China and the Anti-Unfair Competition Law of the People's Republic of China. During the Reporting Period, there was no concluded legal case regarding corrupt practices brought against the Group or its employees.

本集團已制定《江蘇亨鑫科技有限公司誠信信用風險管理制度》，加強對員工、供貨商和客戶的誠信信用風險管控，規避和減少因員工、供貨商或客戶失信行為而導致對本集團造成損失的風險，有序進行誠信信用風險信息的審查、核實、使用和管理，防範遭受來自本集團外部的誠信信用風險損害。本集團嚴禁於業務營運中任何賄賂或其他不恰當付出金錢的行徑。有關規定適用於所有業務活動，無論牽涉的人士是政府官員或來自商界，該等付款不應與直接有關本集團業務經營的贈禮、酬謝及其他合法活動的合理和有限度支出混淆。同時，本集團根據《中華人民共和國反不正當競爭法》及相關法律法規制定了防止賄賂及反貪污政策，當中載列所有員工均須遵守的行為標準。利益相關人士可通過本集團設立的途徑，以保密形式向董事會舉報非法或潛在非法活動。

The Group has formulated the Rules of Jiangsu Hengxin Technology Co., Ltd. on Integrity Credit Risk Management to strengthen management and control over the integrity credit risks of employees, suppliers and customers, eliminate and mitigate risks of losses incurred by the Group due to the dishonest behaviour of employees, suppliers or customers, while auditing, verifying, using and managing the integrity credit risk information in an orderly manner. As a result, damages from external integrity credit risks can be prevented. The Group strictly prohibits any form of bribery or other improper payment of money in the course of business operations. These provisions are applicable to all business activities, regardless of whether the person involved is a government official or from the business community. However, such payments should not be confused with reasonable and limited expenditures for gifts, rewards and other legitimate activities directly related to the businesses of the Group. At the same time, the Group has developed anti-bribery and anti-corruption policies in accordance with the Anti-Unfair Competition Law of the People's Republic of China and other relevant laws and regulations, which set out the codes of conduct that must be complied with by all employees. Stakeholders may report illegal or potentially illegal activities to the Board through the relevant channels established by the Group in a confidential manner.

## **舉報機制**

### **Whistleblowing Mechanism**

本集團已制定《欺詐及舉報政策》，旨在設立並促進控制措施以協助發現並預防針對本集團的欺詐和其他違規行為。本集團詳細說明了明確可接觸的渠道，可舉報詐騙、貪污、欺詐行為或其他類似事件，以及接獲投訴後調查程序。

The Group has formulated the Fraud and Reporting Policy, which aims to establish and promote control measures to assist in the detection and prevention of fraud and other violation. The Group explained in detail the clearly accessible channels to report fraud, corruption, fraud or other similar incidents, as well as the investigation procedures after receiving a complaint.

舉報程序清楚列明於其政策內，僱員如要作出舉報，應以書面形式親身、郵寄或通過電子郵件報告予集團的公司秘書。倘若報告予行政人員的方法並不恰當，舉報人可直接向審計委員會（「審核委員會」）主席報告。在接到舉報後，行政人員應進行調查，並將此事提交管理層或審計委員會。審計委員會將在行政人員的協助下，保持本政策下所有舉報、採取行動和結果的記錄，並將該記錄報告給董事會。

The reporting procedures are clearly set out in its policy. Employees should report the wrongdoing in writing, in person, by mail or via email to the company secretary of the group. If reporting to the administrative staff is inappropriate, the whistleblower can report directly to the chairman of the Audit Committee (the "AC"). After receiving the report, the administrator should investigate and submit the matter to the management or the AC. The AC will maintain records of all reports, actions taken and results under this policy with the assistance of administrative personnel, and report the records to the Board of Directors.

本集團擬保護舉報者免受保密及潛在報復行為等普遍困擾。因此，對於根據舉報機制提出善意指控的僱員，即使報告其後經證明無事實根據，本集團也不會採取紀律處分。董事會根據審計委員會的建議，對於維持、定期審查和更新本政策負有責任。根據審計委員會建議和董事會批准，落實本政策的修訂、修改和變更，並書面通知員工有關情況。

The Group intends to protect whistleblowers from general concerns such as confidentiality and potential retaliation. Therefore, for employees who file good faith accusations under the reporting mechanism, even if the report is later proved to be unfounded, the Group will not take disciplinary actions. The Board of Directors is responsible for maintaining, regularly reviewing and updating this policy based on the recommendations of the AC. According to the recommendations of the AC and the approval of the Board of Directors, implement the revision, modification and change of this policy, and notify employees of the relevant situation in writing.

審核委員會負責監督及定期檢查上述政策及獨立第三方提供的服務。該政策如其後作出任何修訂，則應由審核委員會進行檢查並經董事會批准。

The AC is responsible for supervising and regularly checking the above policies and the services provided by independent third parties. Any subsequent amendments to this policy should be reviewed by the AC and approved by the Board of Directors.

## B8. 社區投資

### Community Investment

本集團認為透過參與社會活動及貢獻社會回饋社會乃為展現企業公民身份的形式。因此，本集團時刻關注社會與弱勢群體的困難和需要，主動回報社會、奉獻社會，促進社會和諧。本集團積極與公益和慈善組織合作，組織以公益和慈善為目的社會活動，在履行社會責任的同時樹立良好公眾形象。多年來，本集團設立不同形式的獎勵和資助的計畫，如獎學金、助學金等，旨在鼓勵家庭貧困和品學兼優的學生成為各行業的專業人才。

The Group believes that giving back to society by participating in social activities and contributing to society is a form of demonstrating corporate citizenship. Therefore, the Group always pays attention to the difficulties and needs of the society and disadvantaged groups, actively repays and contributes to the society, and promotes social harmony. The Group actively cooperates with public welfare and charitable organisations, organises social activities for the purpose of public welfare and charity, and establishes a good public image while

fulfilling its social responsibilities. Over the years, the Group has established various types of awards and funding programs, such as scholarships, bursaries, etc., to encourage students from poor families and excellent academics to become professionals in various industries.

## 企業社會責任

### Corporate Social Responsibility

本集團積極透過慈善捐贈、夥伴合作及動員職工參與，將社會責任始終融入本集團的整體發展，為社區帶來實質改變。本集團投入各類捐資助學、幫助貧困兒童和學生、義務獻血及等公益活動。

The Group has always incorporated social responsibility into its overall development by actively participating in charitable donations, partnerships and mobilising employees to involve in community activities, so as to bring tangible changes to the community. The Group has made donations to assist underprivileged students and children, and organised voluntary blood donations and other public welfare activities.

於報告期間，本集團通過以下活動，繼續承擔回歸社會的使命：

During the Reporting Period, the Group continued to undertake the mission of returning to society through the following activities:

- 2020年5月：捐贈人民幣20萬元予宜興市慈善會(抗擊新冠疫情專項);
- May 2020: Donated RMB 200,000 to Yixing City Charity Association (special project to fight against the COVID-19 epidemic);
  
- 2020年6月：捐贈人民幣5萬元予宜興市慈善會(丁山實驗小學助學活動);
- June 2020: Donated RMB 50,000 to Yixing City Charity Association (Dingshan Experimental Primary School educational aid);
  
- 2020年7月：捐贈人民幣10萬元予湯原縣振興鄉人民政府(捐贈幫扶);
- July 2020: Donated RMB 100,000 to the People's Government of Zhenxing Township, Tangyuan County (donation assistance);
  
- 2020年8月：捐贈人民幣50萬元(人民幣1千萬元分20年支付)予宜興市慈善會(長期慈善捐贈活動)；
- August 2020: Donate RMB 500,000 (RMB 10 million yuan paid in 20 years) to Yixing City Charity Association (long-term charitable donation activity);
  
- 2020年9月：捐贈人民幣10萬元予宜興市慈善會(丁山高級中學助學);
- September 2020: Donated RMB 100,000 to Yixing City Charity Association (Dingshan Senior High School educational aid);
  
- 2020年1至5月：參與「疫情期間常態化消殺活動」累計約400小時;
- January to May 2020: Participate in “Normalised Disinfection Activities During the COVID-19 Epidemic Period” for a total of approximately 400 hours;

- 2020年3月: 參與「學雷鋒日環保行」活動累計約20小時;
- March 2020: Participate in the “Environmental Protection Activities of Learning from Lei Feng Day” for approximately 20 hours;
  
- 2020年3月: 參與「植樹節植樹活動」累計約33小時;
- March 2020: Participate in the “Arbor Day Tree Planting Activity” for approximately 33 hours;
  
- 2020年6月: 參與「創建宜興市衛生城市」活動累計約60小時; 及
- June 2020: Participated in the “Creation of Yixing City Sanitary City Activity” for a total of approximately 60 hours; and
  
- 2020年7月: 參與「石龍頂公益徒步」活動累計約100小時。
- July 2020: Participate in the “Shilongding Charity Hiking Activity” for approximately 100 hours.



香港聯合交易所有限公司的《環境、社會及管治報告指引》內容索引表

Content index table of the "ESG Reporting Guidelines" of The Stock Exchange of Hong Kong Limited

層面、一般披露及 關鍵績效指標 Aspects, General Disclosures and KPIs	描述 Description	章節/聲明 Chapter/Statement
<b>層面 A1：排放物</b> <b>Aspect A1: Emissions</b>		
一般披露 General Disclosure	有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a)政策；及 (b)遵守對發行人有重大影響的相關法律及規例的資料。 Relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer.	排放物 Emissions
關鍵績效指標 A1.1 (「不遵守就解釋」) KPI A1.1 “Comply or explain”	排放物種類及相關排放數據。 The types of emissions and respective emissions data.	排放物 – 溫室氣體排放、廢氣排放 Emissions - GHG Emissions and Exhaust Gases Emissions
關鍵績效指標 A1.2 (「不遵守就解釋」) KPI A1.2 “Comply or explain”	溫室氣體總排放量（以噸計算）及密度。 Greenhouse gas emissions (in tonnes) and, intensity.	排放物 – 溫室氣體排放 Emissions - GHG Emissions
關鍵績效指標 A1.3 (「不遵守就解釋」) KPI A1.3 “Comply or explain”	所產生有害廢棄物總量（以噸計算）及密度。 Total hazardous waste produced (in tonnes) and intensity.	排放物 – 有害廢棄物 Emissions - Hazardous Waste
關鍵績效指標 A1.4 (「不遵守就解釋」) KPI A1.4 “Comply or explain”	所產生無害廢棄物總量（以噸計算）及密度。 Total non-hazardous waste produced (in tonnes) and intensity.	排放物 – 無害廢棄物 Emissions - Non-hazardous Waste
關鍵績效指標 A1.5 (「不遵守就解釋」) KPI A1.5 “Comply or explain”	描述減低排放量的措施及所得成果。 Description of emission targets set and steps taken to achieve them.	排放物 – 溫室氣體排放、廢氣排放、廢棄物及廢水管理 Emissions - GHG Emissions, Exhaust Gas Emissions, Waste and Wastewater Management
關鍵績效指標 A1.6 (「不遵守就解釋」)	描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	排放物 – 廢棄物及廢水管理 Emissions - Waste and Wastewater Management

KPI A1.6 “Comply or explain”	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction targets set and steps taken to achieve them.	
<b>層面 A2：資源使用</b>		
<b>Aspect A2: Use of Resources</b>		
一般披露 General Disclosure	有效使用資源（包括能源、水及其他原材料）的政策。 Policies on the efficient use of resources, including energy, water and other raw materials.	資源使用 Use of Resources
關鍵績效指標 A2.1 （「不遵守就解釋」） KPI A2.1 “Comply or explain”	按類型劃分的直接及／或間接能源總耗量及密度。 Direct and/or indirect energy consumption by type in total and intensity.	資源使用 - 能源管理 Use of Resources - Energy Management
關鍵績效指標 A2.2 （「不遵守就解釋」） KPI A2.2 “Comply or explain”	總耗水量及密度。 Water consumption in total and intensity.	資源使用 - 水源管理 Use of Resources - Water Source Management
關鍵績效指標 A2.3 （「不遵守就解釋」） KPI A2.3 “Comply or explain”	描述能源使用效益計劃及所得成果。 Description of energy use efficiency targets set and steps taken to achieve them.	資源使用 - 能源管理 Use of Resources - Energy Management
關鍵績效指標 A2.4 （「不遵守就解釋」） KPI A2.4 “Comply or explain”	描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。 Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency targets set and steps taken to achieve them.	資源使用 - 水源管理 Use of Resources - Water Source Management
關鍵績效指標 A2.5 （「不遵守就解釋」） KPI A2.5 “Comply or explain”	製成品所用包裝材料的總量（以噸計算）及每生產單位佔量。 Total packaging material used for finished products (in tons) and with reference to per unit produced.	資源使用 - 包裝材料使用 Use of Resources - Packaging Materials

<b>層面 A3：環境及天然資源</b>		
<b>Aspect A3: The Environment and Natural Resources</b>		
一般披露 General Disclosure	減低發行人對環境及天然資源造成重大影響的政策。 Policy on reducing the issuer's significant effect on environment and natural resources.	環境及天然資源 Environment and Natural Resources
關鍵績效指標 A3.1 (「不遵守就解釋」) KPI A2.5 “Comply or explain”	描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。 Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	環境及天然資源 Environment and Natural Resources
<b>層面 B1：僱傭</b>		
<b>Aspect B1: Employment</b>		
一般披露 General Disclosure	有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a)政策；及 (b)遵守對發行人有重大影響的相關法律及規例的資料。 Relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer.	僱傭 Employment
關鍵績效指標 B1.1 (「建議披露」) KPI B1.1 “Recommended disclosure”	按性別、僱傭類型、年齡組別及地區劃分的僱員總數。 Total workforce by gender, employment type, age group and geographical region.	僱傭 Employment
關鍵績效指標 B1.2 (「建議披露」) KPI B1.2 “Recommended disclosure”	按性別、年齡組別及地區劃分的僱員流失比率。 Employee turnover rate by gender, age group and geographical region.	僱傭 Employment
<b>層面 B2：健康與安全</b>		
<b>Aspect B2: Health and Safety</b>		
一般披露 General Disclosure	有關提供安全工作環境及保障僱員避免職業性危害的： (a)政策；及 (b)遵守對發行人有重大影響的相關法律及規例的資料。 Relating to providing a safe working environment and protecting employees from occupational hazards: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer.	健康與安全 Health and Safety

關鍵績效指標 B2.1 (「建議披露」) KPI B2.1 “Recommended disclosure”	因工作關係而死亡的人數及比率。 Number and rate of work-related fatalities occurred in the reporting year.	健康與安全 Health and Safety
關鍵績效指標 B2.2 (「建議披露」) KPI B2.2 “Recommended disclosure”	因工傷損失工作日數。 Lost days due to work injury.	健康與安全 Health and Safety
關鍵績效指標 B2.3 (「建議披露」) KPI B2.3 “Recommended disclosure”	描述所採納的職業健康與安全措施，以及相關執行及監察方法。 Description of occupational health and safety measures adopted, and how they are implemented and monitored.	健康與安全 – 健康與安全管理 Health and Safety - Health and Safety Management
<b>層面 B3：發展及培訓</b> <b>Aspect B3: Development and Training</b>		
一般披露 General Disclosure	有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。 Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	發展與培訓 Development and Training
關鍵績效指標 B3.1 (「建議披露」) KPI B3.1 “Recommended disclosure”	按性別及僱員類別（如高級管理層、中級管理層等）劃分的受訓僱員百分比。 The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	發展與培訓 – 人才培養 Development and Training - Talent Cultivation
關鍵績效指標 B3.2 (「建議披露」) KPI B3.2 “Recommended disclosure”	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。 The average training hours completed per employee by gender and employee category.	發展與培訓 – 人才培養 Development and Training - Talent Cultivation
<b>層面 B4：勞工準則</b> <b>Aspect B4: Labour Standards</b>		
一般披露 General Disclosure	有關防止童工或強制勞工的：(a)政策；及 (b)遵守對發行人有重大影響的相關法律及規例的資料。 Relating to preventing child and forced labour: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer.	勞工準則 Labour Standards
關鍵績效指標 B4.1 (「建議披露」) KPI B4.1 “Recommended disclosure”	描述檢討招聘慣例的措施以避免童工及強制勞工。 Description of measures to review employment practices to avoid child and forced labour.	勞工準則 – 防止童工及強制勞工 Labour Standards - Prevent Child Labour and Forced Labour

<b>層面 B5：供應鏈管理</b>		
<b>Aspect B5: Supply Chain Management</b>		
一般披露 General Disclosure	管理供應鏈的環境及社會風險政策。 Policies on managing environmental and social risks of the supply chain.	供應鏈管理 Supply Chain Management
<b>層面 B6：產品責任</b>		
<b>Aspect B6: Product Responsibility</b>		
一般披露 General Disclosure	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a)政策；及 (b)遵守對發行人有重大影響的相關法律及規例的資料。 Relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer.	產品責任 Product Responsibility
關鍵績效指標 B6.1 (「建議披露」) KPI B6.1 “Recommended disclosure”	已售或已運送產品總數中因安全與健康理由而須回收的百分比。 Percentage of total products sold or shipped subject to recalls for safety and health reasons.	產品責任 - 產品健康與安全 Product Responsibility- Product Health and Safety
關鍵績效指標 B6.2 (「建議披露」) KPI B6.2 “Recommended disclosure”	接獲關於產品及服務的投訴數目以及應對方法。 Number of products and service-related complaints received and how they are dealt with.	產品責任 - 產品健康與安全 Product Responsibility- Product Health and Safety
關鍵績效指標 B6.3 (「建議披露」) KPI B6.3 “Recommended disclosure”	描述與維護及保障知識產權有關的慣例。 Description of practices relating to observing and protecting intellectual property rights.	產品責任 - 知識產權 Product Responsibility- Intellectual Property Rights
關鍵績效指標 B6.4 (「建議披露」) KPI B6.4 “Recommended disclosure”	描述質量檢定過程及產品回收程序。 Description of quality assurance process and recall procedures.	產品責任 - 產品健康與安全 Product Responsibility- Product Health and Safety
關鍵績效指標 B6.5 (「建議披露」) KPI B6.5 “Recommended disclosure”	描述消費者資料保障及私隱政策，以及相關執行及監察方法。 Description of consumer data protection and privacy policies, and how they are implemented and monitored.	產品責任 - 客戶隱私保護 Product Responsibility- Customer Privacy Protection
<b>層面 B7：反貪污</b>		
<b>Aspect B7: Anti-corruption</b>		
一般披露 General Disclosure	有關防止賄賂、勒索、欺詐及洗黑錢的： (a)政策；及 (b)遵守對發行人有重大影響的相關法律及規例的資料。	反貪污 Anti-corruption

	<p>Relating to bribery, extortion, fraud and money laundering:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer.</p>	
<p>關鍵績效指標 B7.1 （「建議披露」） KPI B7.1 “Recommended disclosure”</p>	<p>於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。</p> <p>Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the Reporting Period and the outcomes of the cases.</p>	<p>反貪污 Anti-corruption</p>
<p>關鍵績效指標 B7.2 （「建議披露」） KPI B7.2 “Recommended disclosure”</p>	<p>描述防範措施及舉報程序，以及相關執行及監察方法。</p> <p>Description of preventive measures and whistleblowing procedures, and how they are implemented and monitored.</p>	<p>反貪污 Anti-corruption</p>
<p><b>層面 B8：社區投資</b> <b>Aspect B8: Community Investment</b></p>		
<p>一般披露 General Disclosure</p>	<p>有關以社區參與來瞭解營運所在社區需要和確保其業務活動會考慮社區利益的政策。</p> <p>Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.</p>	<p>社區投資 Community Investment</p>
<p>關鍵績效指標 B8.1 （「建議披露」） KPI B8.1 “Recommended disclosure”</p>	<p>專注貢獻範疇（如教育、環境事宜、勞工需求、健康、文化、體育）。</p> <p>Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).</p>	<p>社區投資 - 企業社會責任 Community Investment- Corporate Social Responsibility</p>
<p>關鍵績效指標 B8.2 （「建議披露」） KPI B8.2 “Recommended disclosure”</p>	<p>在專注範疇所動用資源（如金錢或時間）。</p> <p>Resources contributed (e.g. money or time) to the focus area.</p>	<p>社區投資 - 企業社會責任 Community Investment- Corporate Social Responsibility</p>