

SUSTAINABILITY REVIEW

可持續發展回顧

About This Review

The following Sustainability Review (“this Review”) reports the Group’s primary sustainability activities associated with our operations in machinery manufacturing and printed circuit board (“PCB”) processing throughout 2017.

In accordance with the amendments made to the Environmental, Social and Governance Reporting Guide (the “ESG Guide”) and related Listing Rules issued by The Stock Exchange of Hong Kong Limited in January 2016, this Review incorporates information and data primarily gathered from the Hong Kong Headquarters of Cosmos Machinery Enterprises Limited, Dong Hua Machinery Ltd. in Dongguan (“Dong Hua”), and Shenzhen Gainbase Printed Circuit Board Co. Ltd. (“Gainbase”). Subject to the development and data availability of all our subsidiary businesses, the Group continues to review the scope of reporting annually, with the aim of addressing our most significant issues related to social and environmental performance.

Materiality Assessment

Over the years, we have engaged with major stakeholder groups on a regular basis, including, but not limited to, our staff, customers, suppliers, governmental and regulatory bodies and non-governmental organisations. This engagement has taken place through diverse communication channels: daily correspondence, meetings, surveys, reports and group activities. Starting from 2014, the Group has also conducted a series of engagement programmes with our major stakeholders through the Hong Kong Productivity Council; these programmes gather input to help us identify the sustainability issues that are most material to both the Group and our stakeholders. In this Review, our performance is highlighted against a list of material issues by providing reference indices to the corresponding general disclosure aspects and key performance indicators (“KPIs”) stipulated in the ESG Guide.

關於本回顧

以下的《可持續發展回顧》(「本回顧」)載述2017年集團經營機械製造及線路板加工業務相關的主要可持續發展活動。

本回顧是依照香港聯合交易所有限公司於2016年1月發佈的《環境、社會及管治報告指引》(《ESG指引》)和相關上市規則條文的修訂要求擬備。本回顧的主要內容涵蓋大同機械企業有限公司香港總部、位於東莞的東華機械有限公司(「東華」)及深圳邦基線路板有限公司(「邦基」)的資料和數據。集團將繼續因應旗下所有附屬業務的發展動態和已有資料，對本回顧的披露範圍進行年度檢討，務求充份闡述集團關於社會及環境績效的最重要議題。

重要性評估

多年來，我們定期與主要持份者保持溝通，當中包括但不限於我們的員工、顧客、供應商、政府及監管機構和非政府組織。集團接觸持份者的渠道多種多樣，例如日常通訊、會議、調查、報告及團體活動等。此外，我們自2014年起委託香港生產力促進局推行多項參與計劃與各界主要持份者聯繫，蒐集他們的意見，從而界定對集團和持份者影響最重要的可持續發展議題。本回顧重點披露了集團在相關重要議題的績效，並以《ESG指引》中相應的一般披露及關鍵績效指標(KPIs)作參考索引。

Table 1: Material issues disclosed in this Review cross-referenced with ESG Guide aspects

表1：本回顧披露的重要議題及相應的《ESG指引》參照層面

Subject area 主要範疇	Material issues disclosed in this Review ¹ 本回顧披露的重要議題	Corresponding aspects in the ESG Guide 相應的《ESG指引》層面
Environmental 環境	<ul style="list-style-type: none"> Waste recovery and recycling 廢物回收及循環再造 Air quality 空氣質素 	A1
	<ul style="list-style-type: none"> Policies and initiatives to mitigate impacts on the environment and natural resources 紓緩對環境及天然資源影響的政策和措施 	A2, A3
Social 社會	<ul style="list-style-type: none"> Staff remuneration and benefits 員工薪酬及福利 	B1
	<ul style="list-style-type: none"> Occupational health and safety 職業健康與安全 	B2
	<ul style="list-style-type: none"> Staff development and training 員工發展及培訓 	B3
	<ul style="list-style-type: none"> Compliance with labour standards and regulations 遵守勞工標準及規例 	B4
	<ul style="list-style-type: none"> Supply chain management 供應鏈管理 	B5
	<ul style="list-style-type: none"> Product responsibility 產品責任 	B6
	<ul style="list-style-type: none"> Anti-corruption 反貪污 	B7
<ul style="list-style-type: none"> Community care 關懷社區 	B8	

¹ There are no changes to the material issues in this report – the issues are identical to the issues contained in the Sustainability Review found in the Group's 2016 Annual Report.

¹ 本報告披露的重要議題並無任何變動—各議題與集團發表的《2016年報》中的「可持續發展回顧」闡述的重要議題保持一致。

SUSTAINABILITY REVIEW (CONTINUED)

可持續發展回顧（續）

ENVIRONMENTAL SUBJECT AREA

General disclosure

The Group is committed to operating in an environmentally responsible manner which reduces the potential negative impacts of our business. We strive to minimise our carbon emissions through the efficient use of natural resources, the development of energy-saving products, the implementation of waste recovery and recycling measures and the control of emissions.

The Group strictly complies with all applicable environmental legislation and requirements. During the year under review, there were no instances of non-compliance with local environmental laws and regulations. To go beyond local legal compliance, we also take reference to the relevant international, national and industry standards – for example standards relating to environmental management, air pollutants and noise emissions. Gainbase has obtained ISO 14001 certification for its environmental management system, with comprehensive energy management guidelines, internal policies and targets having been established to save energy and enhance efficiency. In addition, to help identify and address environmental risks more effectively, our manufacturing plant has completed a risk analysis report on potential environmental emergencies that may occur during the production process; with corresponding emergency protocols and action plans also having been developed to mitigate any negative environmental impacts in the event of any emergencies.

Prior to commencing major construction or expansion projects, environmental impact assessments are carried out to ensure that any impacts on the environment are minimised. To prevent and mitigate such impacts, our manufacturing facilities have implemented a number of environmental measures, including the installation of rinsing and filtering equipment to reduce particulates and dust emissions, and the application of the latest technologies to improve energy efficiency.

環境主要範疇

一般披露

本集團致力以對環境負責任的方式營運，將業務可能造成的負面影響減至最低，此外亦會善用天然資源、研發節能產品、推行廢物回收、循環再造措施及控制污染排放，盡量減少碳排放。

本集團嚴格遵守所有適用的環保法例和規定，回顧年度並無任何不符合當地環保法律及法規的事件。我們更超越環保法規的要求，參照相關的國際、國家及業界標準進行營運，例如採用關於環境管理、空氣污染及噪音排放的標準。邦基的環境管理體系取得 ISO 14001 認證，並已制訂詳盡的能源管理指引、內部政策和目標，旨在節約能源及提高能源效益。此外，我們的生產廠房亦已就生產過程中可能發生的環境緊急事故擬備風險分析報告，並制訂緊急事故應對規程和行動方案，如一旦發生緊急事故亦可盡量減低環境損害。

我們展開任何大型建造或擴建工程之前，必會進行環境影響評估，將環境影響控制在最少範圍。為預防和紓減相關影響，我們的生產設施推行了多項環保措施，包括安裝沖洗及過濾設備減少粉塵排放，並且應用最新科技提高能源效益。

To reduce the environmental footprint of the products that we manufacture, the Group endeavours to explore new technical frontiers and enhance product design. During the year, the Group presented our most advanced energy-efficient machine models at the 31st International Exhibition on Plastics and Rubber Industries in Guangzhou. These included the 393SEc servo energy saving thin-wall high special injection moulding machine, the 450JSell small and medium size servo-driven two-platen injection moulding machine, and the Ge electric-plus. These new-generation machines feature enhanced levels of productivity and cost efficiency, and more importantly, greatly reduced energy consumption. Furthermore, our software application which provides intelligent machine operation control, named iSee, has been upgraded and optimised to version 4.0. By enabling the real-time monitoring of automated processes, iSee 4.0 helps users manage energy consumption more effectively.

Emissions control and waste management

To reduce the release of the air pollutants, wastewater and solid waste generated during our manufacturing processes, the Group applies various green measures that lessen the associated environmental impacts of these emissions and conserve natural resources. For example, active carbon filters, central exhaust systems and water spray devices have been retrofitted in Dong Hua to reduce airborne pollutants. To reduce the consumption of fresh water, Gainbase invested over HKD10 million to establish a wastewater treatment and reuse system, which allows around 38% of wastewater generated to be reused in the production line. In partnership with the Hong Kong Productivity Council, Gainbase's wastewater treatment facility features European environmental technology which uses the decomposition of organic substances to lower the discharged wastewater's chemical oxygen demand to around 50-60 mg/L (the regulatory limit is 90 mg/L), providing a best green manufacturing practice reference for the industry.

我們致力減少所製造產品的環境足印，因此積極開發突破性新型科技和優化產品設計。年內，本集團在廣州舉行的「第三十一屆中國國際塑料橡膠工業展覽會」上展出了先進的高能源效益機器型號，包括393SEc伺服節能薄壁高速專用機、450JSell兩板機及Ge全電機。上述新一代機器生產力和成本效益更高，更重要的是能源耗用量大幅減少。除此之外，我們的智能控制系統iSee年內完成升級，優化至最新的4.0版本。iSee 4.0可實時監察自動化流程，協助用戶有效管理能源用量。

排放控制及廢物管理

為降低生產過程產生的空氣污染排放物、廢水和固體廢物，本集團實施多項環保措施，務求盡量紓減相關的環境影響及保護天然資源。例如，東華已加裝可消滅空氣污染物的活性碳過濾器、中央排氣系統及灑水裝置。而邦基則投資超過1,000萬港元建設廢水處理及回收再用系統以節省食水，現時工廠車間產生的廢水約38%可供應生產線循環再用。邦基與香港生產力促進局合作引入的廢水處理設施採用歐洲環保技術，透過分解污水中有機物，將車間排放廢水的化學需氧量降至約50-60毫克／公升（政府監管規定上限為90毫克／公升），在業界創立環保生產的一個最佳典範。

SUSTAINABILITY REVIEW (CONTINUED)

可持續發展回顧（續）

The Group understands that industrial waste generated by production plants often contains many useful materials; hence we seek every possible way to minimise our solid waste generation. Qualified contractors are engaged to handle hazardous waste, with any recyclable materials such as scrap metal, plastics, paper, waste oil and oil paint containers being separated at source for recycling by waste management companies. The Group also implements source reduction and recycling measures to minimise solid waste generation in our factories' living quarters – for example, putting up reminders and posters in staff canteens to encourage staff to order suitable portions of food and minimise food waste.

Sustainable use of resources

Energy consumption is one of the major generators of environmental impacts in our business. We are constantly researching new technologies and upgrading manufacturing hardware to improve energy efficiency at our production plants. During the year, Dong Hua implemented the following measures:

- Installed a provincial motor in the power distribution room, which has reduced electricity consumption by around 5-7%;
- Started using an inverter air compressor, which has reduced electricity consumption by around 20%; and
- Replaced traditional industrial and mining lamps with high-efficiency LED mining lights, reducing electricity consumption by around 10%.

考慮到製造車間產生的工業廢物往往含有不少有用物質，我們盡量減少固體廢物。我們聘請合資格承辦商處理有害廢物，並進行源頭分類及安排廢物管理公司進行回收。可回收物料包括廢金屬、塑膠、紙、廢油及油漆容器等。本集團亦實行源頭減廢和回收措施，務求盡量減少工廠內員工住宿區的固體廢物產生量。其中一個例子就是在員工食堂張貼溫馨提示和海報，鼓勵員工點選適當份量食品，盡量避免浪費食物。

資源的可持續利用

本集團營運業務產生的環境影響中有較大比例來自能源消耗，因此我們不斷研究新型技術和優化硬件製造，以提高生產車間的能源效益。於回顧年度，東華推行了以下措施：

- 在配電房裝設省電機，減少約5-7%用電量；
- 使用變頻空氣壓縮機，減少約20%用電量；及
- 更換傳統工礦燈，改用高效節能LED工礦燈，減少約10%用電量。

Green practices

The Group strives to integrate green concepts into our business operations and the daily lives of our staff. To foster a “green workplace”, a variety of green practices are shared with and promoted to our staff to enhance their environmental awareness. For example, we encourage our staff to develop a habit of reading documents onscreen, rather than on paper, select double-sided print options, reuse paper that is printed on one side only and set up waste paper collection points in the office to promote recycling. In 2017, a number of green activities were arranged to motivate our staff to adopt an environmentally responsible lifestyle. These included the “VR Power Challenge”, a “No Plastic Bottle Day”, and participation in the Earth Hour campaign. These activities enabled our staff to experience a green lifestyle in several ways – generating renewable energy by riding a bicycle and cutting down on their use of plastic bottles, for instance.

環保實踐

本集團不遺餘力地使環保概念成為業務營運和員工日常生活的一部分。為提倡「綠色工作間」，我們與同事們分享及推廣形式式的環保作業方式，加強他們的環保意識。例如，我們鼓勵員工養成習慣不打印文件而在電腦屏幕閱讀，以及選擇雙面打印、重用已單面打印的紙張和在辦公室設立廢紙回收點推廣廢物回收。於2017年，我們安排了連串環保活動倡導員工貫徹環保的生活方式，包括「VR單車電玩賽」、「無膠樽日」及支持「地球一小時」行動。這些活動讓員工以不同方式體驗綠色生活，比如踏單車發動可再生能源和減少使用膠樽。



Participation in the “VR Power Challenge”
參加「VR單車電玩賽」



“No Plastic Bottle Day”
「無膠樽日」

SUSTAINABILITY REVIEW (CONTINUED)

可持續發展回顧 (續)

Environmental data summary

環境數據一覽

Table 2: 2017 Resource Consumption Data Summary

表2：2017年資源耗用量數據摘要

Description 類別	Unit 單位	Amount 數量
Diesel for stationary combustion 固定燃燒用柴油	litres 公升	50,580
Natural gas 天然氣	m ³ 立方米	20,000
Diesel for vehicles 車用柴油	litres 公升	37,325
Petrol for vehicles 車用汽油	litres 公升	74,567
Electricity 電	kWh 千瓦時	48,241,965
Water 水	m ³ 立方米	519,146
Packaging (plastics) 包裝物(塑膠)	tonnes 公噸	7.5

Table 3: 2017 Emissions Data Summary

表3：2017年排放數據摘要

Description 類別	Unit 單位	Amount 數量
Wastewater 廢水	m ³ 立方米	411,258
SO ₂ 二氧化硫 ¹	m ³ 立方米	4,348
NO _x 氮氧化物 ¹	m ³ 立方米	1,824
Indirect greenhouse gases 間接溫室氣體 ²	tonnes of CO ₂ e 公噸二氧化碳當量	25,953

Table 4: 2017 Waste Collection Data Summary³

表4：2017年廢物收集數據摘要³

Description 類別	Unit 單位	Amount 數量	
Hazardous Waste 有害廢物	Waste oil 廢油	tonne 公噸	12
	Oil containers 油容器 ⁴	tonne 公噸	8
	Oil paint containers 油漆容器 ⁴	tonne 公噸	3
Non-Hazardous Waste 非有害廢物	Metals (e.g. steel, iron, welding slag) 金屬(如鋼、鐵、焊渣等)	tonne 公噸	638
	Plastics 塑膠	tonne 公噸	5
	Paper (e.g. cardboard) 紙張(如紙板等)	tonne 公噸	42
	Others (e.g. scrap, wiring) 其他(如邊角料、電線等)	tonne 公噸	180

Notes:

註：

- SO₂ and NO_x data are applicable to Dong Hua only.
- Indirect greenhouse gas emissions are estimated from electricity consumption data using the latest emissions factor published by CLP Holdings Limited.
- Waste data is applicable to Dong Hua only.
- Oil containers and oil paint containers may contain hazardous substances.

- 二氧化硫及氮氧化物數據只適用於東華。
- 間接溫室氣體排放根據用電量並採用中電控股有限公司公佈的最新排放因子進行估算。
- 廢物數據只適用於東華。
- 油容器及油漆容器或含有害物質。

SOCIAL SUBJECT AREA

General disclosure

The Group's continued success and growth are reliant on the talent, dedication and teamwork of our staff. Echoing our corporate philosophy of being "people-orientated, pragmatic and continuously learning", we view talent attraction, occupational health and safety and staff development as integral parts of the Group's long-term development. Meanwhile, we are committed to embedding sustainability within our supply chain in order to attain full customer satisfaction while creating shared value with our suppliers and supporting the development of the community. During the reporting year, we were delighted to have been awarded the "10 Year Plus Caring Company Logo" by the Hong Kong Council of Social Service, a recognition that reaffirms the substantial efforts we put into caring for our staff and caring for society.

The Group endeavours to foster the best possible work environment for our staff. The Group also respects human rights and complies with local labour, workplace and social standards. We are firmly committed to safeguarding the well-being and integrity of our staff and have formulated forward-thinking policies and guidelines and established a code of conduct which all staff are expected to follow. We provide equal opportunities for all qualified applicants and staff and refrain from any type of discrimination. The Group does not tolerate any form of corruption, forced labour, child labour or sexual harassment anywhere in our operations.

To facilitate communication between our staff and the Group's management, we have put in place a diverse set of communication channels and grievance mechanisms, with measures also in place to ensure the confidentiality of personal data. We strictly abide by the local labour laws of the countries in which we operate, and adhere to industry codes of employment. During the reporting period, no legal cases were registered regarding our labour practices, market operations or any issues related to product responsibility.

社會主要範疇

一般披露

員工的卓越才能、工作誠志和團隊合作是我們賴以成功的要素，支持本集團的業務持續發展。秉承「以人為本；務實進取；持續學習」的企業價值觀，我們深信吸納人才、職業健康與安全及員工發展是本集團長遠發展不可或缺的環節。我們亦矢志在供應鏈全面實踐可持續發展，一方面使顧客稱心滿意，另一方面與供應商共享價值，促進社會發展。於匯報年度，本集團榮獲香港社會服務聯會「10年Plus商界展關懷標誌」，再次嘉許我們積極為員工和社會謀福祉。

本集團致力為員工提供最佳的工作環境，尊重員工的人權和遵守營運當地有關勞工、工作場所及社會規範標準等。我們堅決保障員工的福祉及維護誠信，特此制訂了具前瞻性的政策和指引，並訂立了全體員工均須遵守的行為守則。我們恪守平等機會的原則，對所有符合資格的應聘者及員工一視同仁，杜絕任何形式的歧視。我們堅決反對集團旗下營運作業中出現任何形式的貪污舞弊、強迫勞工、童工或性騷擾。

為促進員工與本集團管理層之間的溝通，我們設有多種溝通渠道和申訴機制，並設立措施確保對個人資料私隱的保障。我們嚴格遵守業務所在國家的勞工法律，同時依從業界的僱傭守則。於匯報期內並無任何有關勞工待遇、市場營運或產品責任等相關事宜的訴訟。

SUSTAINABILITY REVIEW (CONTINUED)

可持續發展回顧（續）



Awarded the Caring Company Logo for the tenth consecutive year
連續第十年獲頒發「商界展關懷」標誌

Employment and welfare

The Group values the contributions of our staff and recognises their performance through competitive remuneration and benefits, allowing us to retain high-calibre staff. We operate a performance-based appraisal process which assesses the capabilities and leadership abilities of our staff at different levels on a regular basis – this allows us to adjust remuneration and bonuses accordingly and inspire both career and personal growth. On top of medical insurance, provident fund and pensions, we offer our staff various leave entitlements including annual leave, marriage leave, maternity and paternity leave, bereavement leave, examination leave and injury leave.

We place a strong emphasis on promoting a healthy work-life balance and have adopted a pro-family policy. During the year under review, we planned a variety of social activities that allowed our staff to stay healthy and fit all year round, among which were an “Office Fruit Day”, monthly birthday parties and New Year parties. In 2017, the Group also prepared thoughtful gifts for our staff on Mother’s Day and Father’s Day.

僱傭及福利

員工的貢獻對本集團舉足輕重，為肯定他們的表現和留住優秀人才，我們提供具競爭力的薪酬及福利。我們設有以表現為本的評估制度，定期評核不同職級員工的職能和領導能力，以此作依據相應地調整薪酬及獎金，激勵員工追求事業及個人發展。本集團除了提供醫療保險、公積金及退休金，亦為員工提供多種休假，包括年假、婚假、產假或待產假、喪假、考試休假及工傷休假等。

我們大力提倡作息平衡的健康生活，貫徹奉行家庭親和的政策。於回顧年度，我們舉行了包括「辦公室水果日」、每月生日會和元旦派對等各式聯誼活動，促進員工全年保持健康體魄。在2017年，本集團更特別準備心意小禮物，與員工一起慶祝母親節及父親節。

Outside the workplace, we organised internal sports activities such as football, basketball and badminton and arranged or took part in external activities including the 2017 Cosmos Health Walk, the 2016/17 New Territories "Walk for Millions" and the Fifth Dongcheng Sports Competition. The 2016 annual employee appreciation dinner was a highly-anticipated event which honoured staff exemplifying excellence in their daily work practices. To celebrate the long-term commitment and loyalty of staff, long service awards of 10 years and 20 years were also presented during the event.

在工作以外，我們會舉辦內部康體活動，例如足球、籃球和羽毛球等，而本集團亦組織或參與多種與外展活動，例如大同健行2017、2016/17年度新界區百萬行及第五屆東城運動會。2016年度先進表彰晚宴是員工翹首以待的活動，晚會除了公開表揚日常工作表現卓越的員工，並向年資10年及20年的員工頒發長期服務獎，感謝他們多年來所作出的貢獻。



Staff at a monthly birthday celebration
每月生日會員工合照

Workplace health and safety

The Group places great importance in building a strong health and safety culture for all our staff. Our manufacturing facilities in the PRC have established policies and guidelines regarding safety equipment, occupational hygiene and the prevention of occupational diseases, setting out clear roles and responsibilities for health and safety at all levels. Gainbase has established a Safety Production Committee made up of safety officers who are in charge of monitoring and managing safety initiatives and preventing workplace accidents. Health and safety courses and refresher training sessions are regularly conducted, covering topics such as first aid, handling hazardous chemicals and production safety. In addition, large-scale emergency fire drills and site inspections are conducted on a regular basis.

工作間健康與安全

本集團矢志培育健康與安全文化，加強全體員工的職安健意識。我們位於中國內地的工廠已制訂安全設備、職業衛生及預防職業病的相關政策和指引，清晰界定各職級人員的職安健的角色及責任。邦基現已設立由安全管理人員組成的安全生產委員會，專責監察和管理安全措施及防範工傷意外。此外，我們亦定期舉辦健康與安全課程及進修培訓，講題包括急救、處理有害化學物質及生產安全。除此之外，亦經常進行大型緊急火警演習和工地巡查。

SUSTAINABILITY REVIEW (CONTINUED)

可持續發展回顧（續）



Fire drill by Dong Hua in 2017
2017年東華火警演習

In August 2017, continuing an established practice, the Group organised a complimentary annual health screening for different levels of staff in Dongguan. Dong Hua was also invited to join the “2017 Dongguan Safety Production Engagement Day”, supporting the implementation of safety-oriented production responsibility in enterprises. We strive to serve as a leading light for the industry by consistently enhancing our training programmes and keeping abreast of the latest laws and regulations concerning production safety.

一如以往，本集團於2017年8月免費為東莞各職級的員工提供年度身體檢查，東華亦獲邀參加「2017年東莞市安全生產諮詢日」支持企業實施以安全為本的生產責任制度。我們希望作為業界的先導，不斷優化培訓課程和緊貼最新的安全生產法律及規例。



Conducting annual medical check-ups
年度身體檢查



2017 Dongguan Safety Production Engagement Day
2017年東莞市安全生產諮詢日

Staff development

We strongly encourage our staff to take part in various training programmes and provide necessary support for them to enhance their professional skills and knowledge as well as assist in their career development. Each year, the Group formulates and allocates budget to a variety of training programmes. We tailor-make orientation training programmes and apprenticeship programmes for new recruits, while a range of internal and external training courses are offered for all staff based on their roles and needs. In 2017, we offered training and career development programmes in English language, technical knowledge, ISO 9001:2015 internal auditor training, business management and enterprise resource planning.

Supply chain management

The Group has been progressively including sustainability as a core element in our supply chain decision-making processes, which is changing how we engage with and assess our suppliers. We constantly review our supply chain management policies and green procurement guidelines, and the performance of our suppliers is regularly assessed. Any breaches made in our supplier requirements may lead to legal action in accordance with our corporate policies.

員工發展

我們積極鼓勵員工參加各類培訓，並給予必要的支援以助他們提升專業技能和知識，在事業上協助他們發展。集團每年均會制訂及撥出預算舉辦各種培訓課程，例如為新員工度身訂造的入職培訓及學徒訓練，同時亦會根據員工的不同職責及需要安排集團內部及外界培訓課程。在2017年舉辦的培訓及職業發展課程主題包括英語、技術知識、ISO 9001:2015內部審核員訓練、業務管理及企業資源規劃。

供應鏈管理

本集團正逐步將可持續發展作為核心元素融入供應鏈決策過程中，並相應地調整供應商的聘用及評估方針。我們不斷檢討供應鏈管理政策和環保採購指引，同時定期評估供應商的表現，如發現任何違反供應商規範的事件，則會按照集團的政策考慮採取法律行動。

SUSTAINABILITY REVIEW (CONTINUED)

可持續發展回顧（續）

The Group seeks to understand the social and environmental impacts generated throughout the lifecycle of our products by means of regular engagement with our contractors. Together, we ensure compliance with local laws and regulations concerning product safety, product declaration and labelling, human rights, customer privacy protection, anti-corruption and intellectual property rights.

Product quality

Improving product quality, from sourcing to manufacturing, is one of the Group's key priorities. We consider both social and environmental aspects when sourcing raw materials. All manufacturing units strive to ensure that their raw materials and products meet strict international standards such as the European Union legislation called the "Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (recast)" and halogen-free requirements defined by the International Electrochemical Commission. Our Quality Department is responsible for performing product quality auditing and monitoring, end-user satisfaction tests and handling product recalls when necessary. In addition, our production facilities in the PRC demonstrate our firm commitment to providing quality products through the establishment of systems for controlling quality management that are certified to international standards (e.g. ISO 9001 and ISO/TS 16949), product safety systems (e.g. UL), and environmental management systems (e.g. ISO 14001).

Caring for the community

The Group actively promotes and participates in community initiatives in order to contribute to the sustainable development of both our business and society. A staff volunteer team has been established, which takes part in charitable events and gathers donations and supplies for those in need. In one of many social efforts made this year, this team joined hands with a group of stroke patients to create a beautiful piece of art adorned with colourful buttons to share our best wishes with them and raise public awareness about strokes. In 2017, our employees volunteered a total of 56 hours. The Company donated around HK\$32,000 to local charitable services.

為了解產品整個生命周期對社會和環境造成的影響，我們經常與承辦商溝通，共同確保嚴守關於產品安全、產品申報與標籤、人權、保障顧客私隱、反貪污及知識產權的本地法律和規例。

產品質素

從採購到製造，本集團視產品質素為優先。我們採購原材料時充分考慮對於社會和環境影響，所有製造單位均會盡力確保原材料及產品達到嚴格的國際標準，例如歐盟有關「電器及電子產品限制有害物質指令」的法例（RoHS指令）和國際電工化學委員會(IEC)的不含鹵素規定。我們設有品質部，專責執行產品質素審查及監察和用戶滿意度測試，如有需要並會處理產品召回事宜。此外，本集團位於內地的生產設施亦已實施符合國際標準（例如ISO 9001及ISO/TS 16949）的品質管理體系、產品安全體系（如UL）及環境管理體系（如ISO 14001），充分體現了我們對優質產品的不懈堅持。

關懷社區

我們熱心推廣及參與社區計劃，推動集團業務和社會的可持續發展。我們的員工組成義工隊積極參與各類慈善活動，並為有需要的人籌募善款和物資。年內義工隊籌備了多項社福計劃，其中包括與中風康復者攜手創作精美鈕扣畫，利用色彩繽紛的鈕扣送上美好祝福，同時提醒公眾關注中風問題。於2017年，我們的義工隊合共提供56小時義工服務。本公司支援本地各類慈善服務的捐款則超過32,000港元。

Social data summary

社會數據一覽表

Table 5: Total Staff Headcount (as of 31 December 2017) and 2017 Annual Staff Turnover

表5：員工總人數(截至2017年12月31日)及2017年員工流失人數

Category 類別	Description 說明	Staff Headcount 員工人數	Annual Turnover 年度流失人數
Gender 性別	Female 女性	524	305
	Male 男性	1,124	574
Rank 職級	Senior Level 高級人員	19	4
	Middle Level 中級人員	109	11
	General Staff 一般職級人員	1,520	864
Age 年齡	Under 30 30歲以下	661	521
	30-50 30-50歲	919	348
	Over 50 50歲以上	68	10
Geographic Region 地區	Hong Kong 香港	34	3
	Mainland 中國內地	1,614	876

SUSTAINABILITY REVIEW (CONTINUED)

可持續發展回顧 (續)

Table 6: Workplace Health and Safety Performance Summary

表6：工作間健康與安全績效摘要

Workplace Health and Safety Performance 工作間健康與安全績效	2017 2017年
Number of work-related fatalities 與作業相關的致命意外宗數	0
Number of work-related injuries 與作業相關的工傷宗數	10
Days lost due to injury 因工傷損失工作日數	378

Table 7: Total and Average Training Hours Per Staff in 2017

表7：2017年總培訓時數及人均培訓時數

Category 類別	Description 說明	Total Training Hours 總培訓時數	Average Training Hours Per Employee 人均培訓時數
Rank 職級	Senior Level 高級人員	170	9
	Middle Level 中級人員	662	6
	General Staff 一般職級員工	7,276	5