KB 建滔集團有限公司
KINGBOARD HOLDINGS

ESG REPORT 2019

環境、社會及管治報告

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ABOUT THE REPORT
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ABOUT THE REPORT
關於本報告

MISSIONS AND OBJECTIVES

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

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

使命及目標

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

以下為我們在環境、社區、僱傭及營運方面訂立的使命與目標：

Environment 環境

- Promote and continuously implement water conservation measures
- 推動並持續進行節約用水措施
- Recover and recycle wastes
- 廢棄物回收及循環再用
- Reduce emissions
- 減少排放
- Manage energy effectively
- 有效能源管理

Employment 僱傭

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

Operation 營運

- Maintain a good customer relationship
- 維持良好客戶關係
- Prevent bribery and corruption
- 防止賄賂及貪污舞弊行為
- Improve management efficiency
- 提高管理效率
- Comply with applicable laws and regulations
- 遵從法律法規

Communities 社區

- Promote community development
- 促進社區發展
- Provide high-quality products
- 提供高品質的產品
- Facilitate social harmony
- 促進社會共融

ABOUT THE REPORT
關於本報告

CSR GOVERNANCE STRUCTURE

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

企業社會責任的管治架構

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

The Board of Kingboard Holdings assumes overall responsibility for the management of the environment, society and governance as well as disclosures in the Report. In addition to the aforesaid ESG governance structure, the Group has also established risk management and internal control systems to identify, assess, and manage risks related to the environment, society and governance. The Board has set up an Audit Committee with specific written terms of reference, setting out the duties, responsibilities, and powers delegated by the Board. The Audit Committee assists the Board to fulfil its oversight role over the Group's risk management and internal control function by reviewing and evaluating the effectiveness of the overall risk management and internal control system and reporting to the Board at least annually. For details of risk management and internal control systems, please refer to the section headed "Corporate Governance Report" in Kingboard Holdings' Annual Report FY2019.

建滔集團董事會對環境、社會及管治的管理及其報告內的披露資料承擔整體責任。除以上提及的ESG管治架構外，集團亦已建立風險管理及內部監控系統以識別、評估及管理與環境、社會及管治相關的風險。董事會已設立審核委員會，並已書面訂明其具體職權範圍，載列董事會所委派職務與責任及所授權力。審核委員會協助董事會履行其在本集團風險管理及內部監控功能上的監管角色，每年至少一次審閱及評估風險管理及內部監控系統整體的效益，並向董事會彙報。風險管理及內部監控系統詳情請參閱建滔集團2019年財政年度年報中「企業管治報告」部分。

STAKEHOLDER ENGAGEMENT
利益相關者的參與

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

建滔集團一直與利益相關者保持密切溝通與聯繫，在重要議題上及推行重大措施前，均會透過各種管道讓利益相關者參與其中。與利益相關者的緊密聯繫讓我們得以更加瞭解他們的觀點、意見及期望，使我們在進行決策及重要議題上能更為全面地評估潛在影響。

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

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

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

我們的主要利益相關者類別及其聯繫方式如下：

Stakeholder 利益相關者	Engagement Method 參與方式	Concerns 關注事項
 Shareholders and investors **股東及投資者**	• Quarterly unaudited financial results announcements • 季度未經審核財務業績公告 • Annual and interim reports, announcements and circulars • 年報及中期報告、公告及通函 • Annual general meetings • 股東周年大會 • Meetings to be held as needed and responses to calls and written inquiries • 按需要舉行會議及回應電話和書面查詢 • Press release and announcements • 新聞稿和公告	• Financial and business performance • 財務和業務表現 • Corporate governance • 企業管治 • Legal compliance • 合規合法
 Staff **員工**	• Staff communications • 員工通訊 • Performance assessment • 工作表現評核 • Feedback collection (via questionnaire) • 意見收集（問卷調查） • Staff activities • 員工活動 • Training, meetings, and briefings • 培訓、會議及簡報會	• Remuneration, training and development • 薪酬、培訓和發展 • Promotion prospect • 晉升機會 • Occupational health and safety • 職業健康與安全

STAKEHOLDER ENGAGEMENT
利益相關者的參與

Stakeholder 利益相關者	Engagement Method 參與方式	Concerns 關注事項
 Customers **顧客**	• Emails and customer service hotlines • 電郵及客戶服務熱線 • Tenders submitted to customers • 向客戶發出的投標書 • Cooperation agreements with customers • 與客戶簽訂的合作協議 • Website • 網站 • Annual and interim reports • 年報及中期報告	• Product quality • 產品質量 • The Group's sustainability strategy • 本集團可持續發展戰略 • Financial and business performance • 財務和業務表現 • Customer relationship management • 客戶關係管理 • Product innovation and research and development • 產品創新研發
 Suppliers/Business partners **供應商／業務合作夥伴**	• Emails and customer service hotlines • 電郵及客戶服務熱線 • Performance assessment • 表現評估 • Annual renewal and update • 年度續約及更新 • Website • 網站 • Annual and interim reports • 年報及中期報告	• Continuous cooperation • 持續合作 • Financial and business performance • 財務和業務表現 • Corporate governance • 企業管治 • Occupational health and safety • 職業健康與安全
 Government bodies/ regulators **政府部門／監察機構**	• Annual and interim reports • 年報及中期報告 • Verbal and written communication when needed • 有需要時進行口頭及書面溝通 • Responses to government inquiries upon request • 應要求響應政府查詢 • Meetings (e.g. public hearings and seminars) • 會議(如公聽會、研討會等)	• Occupational safety regulations • 職業安全法規 • Environmental impacts • 環境影響 • Product compliance • 產品合規

STAKEHOLDER ENGAGEMENT
利益相關者的參與

Stakeholder 利益相關者	Engagement Method 參與方式	Concerns 關注事項
 Media and the public **媒體及公眾**	• Announcements • 公告 • Annual and interim reports • 年報及中期報告 • Website • 網站 • Interviews • 採訪	• Corporate governance • 企業管治 • Legal compliance • 合規合法
 Communities **社區**	• Community services and activities • 社區服務及活動 • Community investment and fundraising activities • 社區投資及募捐活動 • Website • 網站	• The Group's sustainability strategy • 本集團可持續發展戰略 • Community support • 社區支持

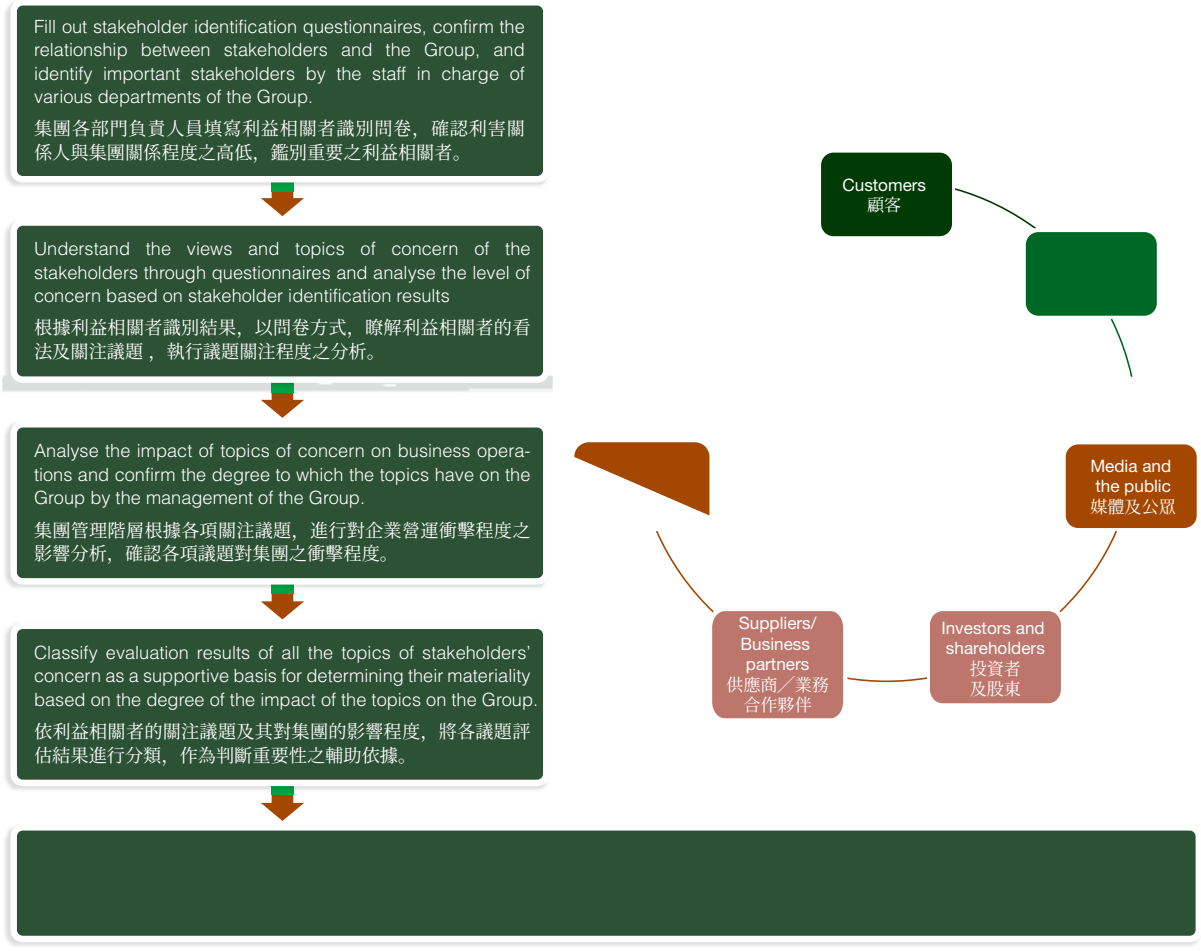
STAKEHOLDER ENGAGEMENT
利益相關者的參與

MATERIALITY ASSESSMENT

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

重要性評估

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



STAKEHOLDER ENGAGEMENT
利益相關者的參與

OVERVIEW OF MATERIALITY ASSESSMENT RESULTS

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

The materiality assessment results are as follows:

重要性評估結果概要

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

重要性評估結果如下：

"Very important" ESG matters
「非常重要」ESG議題

- Employee compensation and benefits
- 員工薪酬和福利
- Employee recruitment, promotion, and dismissal
- 員工招聘、晉升和解雇
- Communication with employees
- 與員工溝通
- Workforce diversity, equal opportunity and anti-discrimination
- 勞動力多元化、平等機會和反歧視
- Policies to prevent child labour and forced labour
- 防止童工和強迫勞動的政策
- Generation, treatment and recycling of non-hazardous wastes
- 非有害廢物的產生、處理和回收
- Generation, treatment and recycling of hazardous wastes
- 有害廢物的產生、處理和回收
- Air pollutant emissions
- 空氣污染物排放
- Wastewater discharge
- 廢水排放
- Product quality and safety
- 產品的品質與安全

STAKEHOLDER ENGAGEMENT
利益相關者的參與

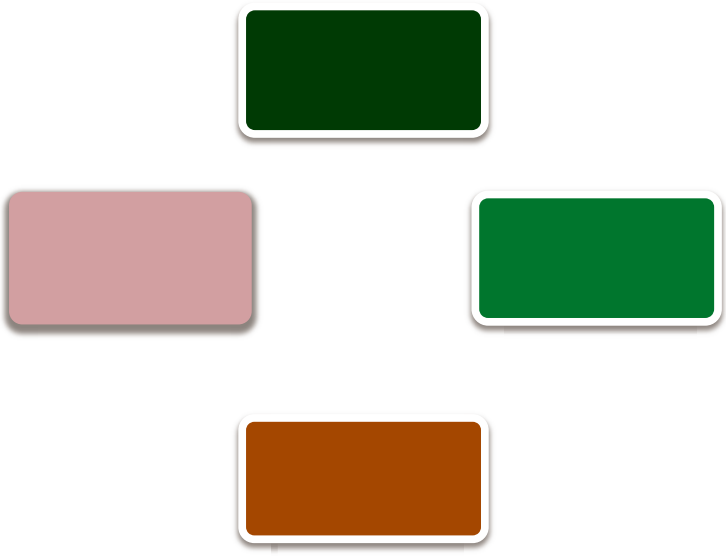
OVERVIEW OF MATERIALITY ASSESSMENT RESULTS (continued)

重要性評估結果概要(續)

"Important" ESG matters
「較為重要」ESG議題

- Occupational health and safety
- 職業健康與安全
- Employee training and development
- 員工培訓和職業發展
- Local Community Development Support
- 支援當地社區發展
- Local community event involvement and organisation
- 參與或籌辦當地社區活動
- Customer service quality
- 客戶服務品質
- Environmental and social risk management for supply chain
- 供應鏈的環境和社會風險管理
- Anti-competitive behaviour
- 反競爭行為
- Consumption of Energy
- 能源使用
- Consumption of packaging materials
- 包裝物料的使用
- Climate change and greenhouse gas emissions
- 氣候變化和溫室氣體排放
- Water consumption
- 用水
- Data protection and privacy
- 資料保護和隱私
- Protection on intellectual property rights
- 知識產權保護
- Business ethics and efforts against corruption, bribery, extortion, fraud and money laundering
- 商業道德及反貪污、賄賂、勒索、欺詐和洗錢

ENVIRONMENTAL PROTECTION
環境保護



ENVIRONMENTAL PROTECTION
環境保護

DISCHARGE AND EMISSION MANAGEMENT

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

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

AIR POLLUTANT EMISSIONS

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

排放物管理

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

為確保旗下工廠可安全有效地落實並有效執行管理規範，本集團已制定《廢水排放管理辦法》、《廢氣排放管理辦法》等內部管理措施。此外，本集團更積極採取一系列排放物管理方面的舉措。例如，工廠的安全環境部門定期檢查並監督環保管理制度的執行情況，設立專人專崗負責檢查污水排放設備。我們每年委託協力廠商機構進行廢氣、廢水、噪音等方面的例行檢測。另外，我們深明員工在工業減廢中扮演著重要角色，因此我們投放充足的資源向員工倡導正確的環保觀念及集團的減排方針。為確保工廠內部職員對營運製造過程中的管理政策有及時、深入的理解，我們更定期舉辦環保知識培訓，並對每位新入職員工派發及講解相關政策。集團力求於企業內部創造綠色環保氛圍，減少生產過程中排放的廢氣、污水及廢棄物。

空氣污染物排放

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

ENVIRONMENTAL PROTECTION
環境保護

AIR POLLUTANT EMISSIONS (continued)

Emission reduction equipment

During FY2019, the Group put into use a series of emission reduction equipment and technologies:

ENVIRONMENTAL PROTECTION
環境保護

AIR POLLUTANT EMISSIONS (continued)

Emission reduction policy

- In response to the requirements of the Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution (中華人民共和國大氣污染防治法) on the emission control of major air pollutants, the Group strived to reduce the pollutant emission, and also made it one of the core objectives of emission reduction to reduce the production-related environmental risks and expenses over time.

- On the basis of timely identification of air pollutants, an environmental protection task force and a safety and environmental protection department have been set up to inform the production management of the specifications and requirements of various specific facilities, such as ventilation and dust removal, which will be investigated and supervised by relevant asset management departments. While meeting the compliance requirements, we will effectively enhance the sense of responsibility and participation of all staff in controlling air pollution emissions.

- To ensure the effective operation of the equipment, technology and environmental protection control projects used to monitor and treat air pollutants during the Group's production and operation process, the Group provides professional training to employees in positions that generate air pollutants, so as to improve their operation skills and environmental awareness.

空氣污染物排放(續)

減排政策

- 為響應國家《中華人民共和國大氣污染防治法》對重點大氣污染物排放的控制要求，集團在爭取降低污染物排放量的同時，也將逐年減低生產帶來的環境風險及費用支出作為減排工作核心目標之一。

- 在及時識別大氣污染物的基礎上，成立環保專責小組及安全環保部門，對生產方面的管理層提出配備通風、除塵等各樣具體設施的規格要求，並由相關資產管理部門進行調查及切實落實項目。在滿足合規要求的同時，有效提升全員對空氣污染排放控制的責任感和參與感。

- 為確保集團生產營運過程中使用的監控及處理空氣污染物的設備、技術、環保治理項目得以有效運作，本集團提供專業培訓予產生大氣污染物崗位的員工，以提高相關人員的操作技能及環保意識。

ENVIRONMENTAL PROTECTION
環境保護

AIR POLLUTANT EMISSIONS (continued)

空氣污染物排放(續)

Emission reduction policy (continued)

Data on types and amount of emissions for FY2019 and FY2018 is compared as follows:

減排政策(續)

2019年財政年度與2018年財政年度排放物種類及相關排放數據比較如下：

		2019 note1 2019年度註1				2018 note2 2018年度註2
		Laminates	Printed circuit boards	Chemical products	Total	Total
Major air emissions and waste water discharge(tonne)	主要大氣排放物及污水(噸)	覆銅面板	印刷線路板	化工產品	總量	總量
Nitrogen oxides	氮氧化物	205.7	41.2	312.3	559.2	807.5
Particles	顆粒物	34.8	143.4	24.7	202.9	133.9
Sulphur dioxide	二氧化硫	72.0	2.5	117.4	192.0	347.8
Sulphuric acid mist	硫酸霧	N/A Note 3 不適用註3	31.7	N/A Note 3 不適用註3	31.7	76.8
Fluoride (in F)	氟化物(以F計)	0.1	N/A Note 3 不適用註3	N/A Note 3 不適用註3	0.1	41.0
Ammonia	氨	N/A Note 3 不適用註3	22.0	N/A Note 3 不適用註3	22.0 Note 4 22.0註4	9.9
Tin and its compounds	錫及其化合物	N/A Note 3 不適用註3	N/A Note 3 不適用註3	N/A Note 3 不適用註3	N/A Note 3 不適用註3	15.0
Processed waste water	已處理的污水	2,305,567.3	11,365,071.3	1,508,822.3	15,179,460.9	16,060,087.9
Chemical oxygen demand (COD)	化學需氧量	75.0	404.8	129.2	609.0 Note 4 609.0註4	491.0
Volatile organic compounds (VOCs)	揮發性有機物VOCs	151.9	124.2	2.4	278.5 Note 5 278.5註5	30.9

Note 1: The FY2019 data include the data from a total of 46 plants relating to the production of laminates (23), PCB (11) and chemical products (12). The statistics include data about air emissions from one new plant of the Group in FY2019. Since Kunshan Yattao Chemical Co., Ltd., Evertek Electronic (KunShan) Company Limited, and Hengli Branch Office of Kingboard (Panyu) Chemical Co., Ltd. have closed, they are excluded from this ESG Report. In addition, with the effective implementation of emission reduction measures, the Group's major air emissions and waste water discharge decreased compared with FY2018.

註1： 2019年財政年度數據範圍包括與覆銅面板23家、印刷線路板11家、化工產品12家，總共46家工廠的生產有關之數據。上述統計數字已涵蓋本集團於2019財政年度新增1家工廠有關之大氣排放物數據。由於昆山日滔、昆山依利安達及番禺化工(橫瀝)已停產，故不包括在本環境、社會及管治報告的報告範圍內。此外，隨著上述減排措施的有效執行，本集團主要大氣排放物及污水對比2018財政年度已有所降低。

Note 2: The 2018 data include the data from 47 plants relating to the production of laminates, PCB and chemical products.

註2： 2018年財政年度數據範圍包括與覆銅面板、印刷線路板、化工產品生產有關的47家工廠之數據。

Note 3: The business sector did not generate such emissions during the reporting period, so the relevant disclosure does not apply.

註3： 該業務板塊於報告期間並沒有產生此類排放物，因此相關披露並不適用於該業務板塊。

Note 4: To improve the transparency of data in this ESG report, the Group redefined its data collection scope in FY2019, so the data of relevant items increased to a certain extent compared with the previous year.

註4： 為提升本環境、社會及管治報告中的數據透明度，本集團於2019年財政年度中重新定義數據收集範圍，對數據收集方式及標準進行改良，因此有關項目數據較去年產生一定程度增加。

Note 5: The increased proportion of middle and high layer count PCBs and laminates in production in FY2019 resulted in a rise in the data of product-related items.

註5： 2019年財政年度中高層印刷綫路板與覆銅面板生產的比例上升，導致與產品有關項目數據有所增加。

ENVIRONMENTAL PROTECTION
環境保護

WASTEWATER DISCHARGE

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

In addition, during FY2019, the Group also continued to innovate industrial waste water treatment technologies. For example, the Group has installed an on-line chemical oxygen demand (COD) detector for wastewater. Moreover, several of our plants including Dongguan Wannianfu Electronics Co. Ltd. were the first to introduce inhalable volatile organic compounds (VOLs) treatment facilities in stages and started to use them in FY2019. This technology enables sewer lines to be directly connected to sewage treatment facilities. Wastewater is discharged through sewer lines directly into local sewage treatment plants after being treated by sewage treatment facilities. In addition, we encourage recycling industrial waste water for reuse without affecting product quality. In addition, the Group plants are actively involved in environmental protection projects including concrete filling and flushing ditches with treated industrial wastewater. Such wastewater of satisfactory quality can not only flush industrial facilities such as ditches, but also be recycled and reused in waste gas treatment towers and other operating equipment as a substitute for ordinary water. Such projects help the plant save water resources.

廢水排放

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

此外，2019年財政年度期間，集團亦持續針對工業廢水處理技術進行不斷革新。例如，集團內部已安裝廢水在線化學需氧量(COD)檢測儀。此外，包括東莞萬年富在內的多家工廠於早先分階段引進的揮發性有機化合物(VOC)處理裝置，在2019年財政年度內陸續開始啓用。該技術可令污水管道直通污水處理設施。當污水經污水處理設施處理完成後，經由相應管道直接匯入當地污水處理廠。另外，我們鼓勵在不影響產品質量的情況下，回收工業廢水並進行二次利用。此外，集團工廠積極應用包括混凝土填充等在內的環保工程，使用達到標準的工業排放污水沖洗水溝。在廢水水質良好的情況下，此舉不僅可用來沖洗水溝等工業設施，同時可回收利用在廢氣處理塔等操作設備中，作為普通用水的替代品來使用。此類工程令工廠達到了節約水資源的效果。

ENVIRONMENTAL PROTECTION
環境保護

WASTEWATER DISCHARGE (continued)

The Group's sewage vents are equipped with automatic monitoring equipment, which is connected to local environmental protection office, to prevent any form of water pollution incidents and minimise pollution on local soil and water sources. Starting from FY 2019, the Group's plants plan to actively update and upgrade the process and technology of the wastewater treatment system. For example, the Group has been researching and drafting plans since FY2019 to invest approximately RMB3.52 million in upgrading biochemical sewage treatment systems for the transformation of sewage treatment facilities to enhance the efficiency of sewage treatment. In addition, the Group encourages plants to buy several cooling water reuse systems to reuse water subject to heating and cooling treatment in production lines, thereby solving the environmental pollution problem of waste water and saving water resources. The reinstalled cooling water reuse systems are expected to reuse over 30% of waste water each year.

Regarding the domestic wastewater treatment, the Group actively improved the wastewater treatment technology during FY2019. For example, we have adjusted and improved reclaimed water reuse processes, increased the amount of reused waste water, and reduced wastewater discharges. In addition to introduction of new equipment and technological innovations, regulatory departments at plants also check whether employees follow required operating procedures and deliver process and technique training on a regular basis to improve the employees' understanding of wastewater discharge control.

廢水排放(續)

集團的污水排放口設置自動監測設備，與當地環境局聯網，以期杜絕任何形式的水污染事故發生，力求最大限度地避免當地土壤及水源受到污染。於2019年財政年度起，集團工廠將積極計劃對廢水處理系統進行工藝及技術上的更新與升級。例如，本集團從2019年財政年度起便開始研究並草擬方案，計劃陸續投資約投入352萬人民幣升級廢水處理生化系統對廢水處理設備進行改造提升，提高污水處理方面的效能。另外，本集團鼓勵廠房購置多套冷卻水回用系統，將受熱冷卻處理後的水回用到生產線，既解決了廢水的環境污染問題，又可達到節約水資源的目的。重新安置的冷卻水回用系統每年預計可回用廢水30%以上。

針對生活廢水的處理，本集團於2019年財政年度期間積極改進廢水處理技術。例如，我們將中水回用工藝進行了整改提升，增加廢水回用量，減少了廢水排放量。除增添設備、技術革新等舉措之外，為了加強員工對廢水排放控制的理解，工廠內的監管部門亦定期視察員工操作的規範性，並對其進行定期工藝及技術培訓。

ENVIRONMENTAL PROTECTION
環境保護

GENERATION, TREATMENT AND RECYCLING OF WASTE

We have developed several waste management measures including the General Industrial Solid Waste Management Measures and the Hazardous Waste Management Measures to ensure effective management of temporary waste storage. In addition, the Group has asked its plants to keep informed of laws and regulations and other requirements published by local governments as well as actual conditions, and actively and scientifically sort, collect, and store waste from within the Group to reasonably reduce the amount of waste generated from operations.

Hazardous wastes

The Group follows its internal principles of managing hazardous wastes against leaks, rain, and loss.

The Group stores and disposes of generated hazardous wastes mainly as follows:

- Designate people to manage hazardous wastes at the dedicated storehouse;
- Pack hazardous wastes in woven bags with the corresponding labelling;
- Set up obvious warning signs in the hazardous waste collection storehouse to prevent unauthorized access;
- Transfer hazardous waste to a professional organization recognised by local environmental protection departments for harmless disposal;
- Hire a qualified solid waste disposal company to dispose of hazardous wastes regularly.

廢棄物的產生、處理和回收

為確保廢棄物的暫存管理工作有效實施，我們制定了一系列包括《一般工業固體廢物管理辦法》、《危險廢棄物管理辦法》在內的廢棄物管理措施。除此之外，集團更要求各工廠緊密追蹤當地政府公佈的法律法規及其他要求和實際情況，積極將集團內部的廢棄物科學地分類、收集、存放，合理地減低運營過程中的廢棄物產生量。

有害廢棄物

本集團遵循內部制定的「防滲漏、防雨淋、防流失」之有害廢棄物管理原則。

針對已產生的有害廢棄物的保管與處理，我們主要實施以下管理控制：

- 有害廢棄物設專人專庫管理；
- 有害廢棄物採用編織袋包裝並張貼相應標簽；
- 有害廢棄物收集庫設置明確的警示標志以防閑人進入；
- 將有害廢棄物交予當地環保部門認可的專業單位進行無害處置；
- 委託有資質的協力廠商固廢處置公司定期處理有害廢棄物等。

ENVIRONMENTAL PROTECTION
環境保護

GENERATION, TREATMENT AND RECYCLING OF WASTE (continued)

Hazardous wastes (continued)

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

- reduce the total amount of photosensitive material waste by spin-drying the film residue;
- Add an epoxy resin pipeline from the tank farm to the workshop to reduce the amount of waste empty barrels;
- Recycle and reuse reflux resin in the resin workshop to reduce the amount of waste resin;
- remove the shaft by draining and cutting the waste filter element to reduce the weight of the waste filter element;
- gradually reduce the use of banned substances, including mercury, according to the EU Restriction of Hazardous Substances (RoHS);
- Wash empty waste ink barrels generated from the production of circuit boards for reusing to reduce their volume generated;
- Build an alkaline etching solution regeneration and copper recovery system to carry out regeneration treatment on the alkaline etching solution, which can be recycled and reused in the production line after copper extraction and addition of some chemicals to reduce environmental pollution;
- The plants mainly producing paper-based laminates advocates actively promoting the use of bromine-free and chlorine-free plank to customers.

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

廢棄物的產生、處理和回收(續)

有害廢棄物(續)

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

- 利用菲林渣甩幹處理，減少感光材料廢棄物的總量；
- 增設罐區至車間的環氧樹脂管道，減少廢棄空桶的產生量；
- 樹脂車間回流樹脂採用循環利用，減少廢棄樹脂的產生量；
- 使用廢濾芯淋幹切割處理去除軸，減少廢棄物濾芯的自身重量；
- 逐步減少使用歐盟危害性物質限制指令(RoHS)中包括汞在內的禁用物質；
- 生產電路板後產生的廢油墨空桶，進行清洗，使其回收利用，減少產生量；
- 配套並建設鹼性蝕刻液再生及銅回收系統，對鹼性蝕刻液進行再生處理，蝕刻液經提銅並添加部分藥劑後可以回用生產線，減少環境污染；
- 主營生產產品為紙基覆銅面板的工廠，提倡主動向客戶推廣使用無溴無氯元素板材。

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

ENVIRONMENTAL PROTECTION
環境保護

GENERATION, TREATMENT AND RECYCLING OF WASTE (continued)

Non-hazardous wastes

In addition to the reduction of hazardous wastes, we are equally committed to the proper management and handling of non-hazardous wastes. The Group encourages departments to include the awareness of reducing wastes in every aspect of production and operation. During the FY2019, we actively promoted various clean production programmes, were committed to improving employees' awareness of reducing wastes from raw and auxiliary materials, energy substitution, technological process transformation, and product upgrading, and developed incentive measures to reduce the generation of all kinds of wastes. Non-hazardous wastes generated in the Group are usually handed over to the sanitation department for disposal. The Group sends people to collect and classify scrap iron, scrap steel, replaced valves, pipelines and other metal wastes generated during production and hands them over to experienced third-party recyclers for recycling.

In daily operations, we continue to encourage employees to use our online

ENVIRONMENTAL PROTECTION
環境保護

GENERATION, TREATMENT AND RECYCLING OF WASTE (continued)
廢棄物的產生、處理和回收(續)

Non-hazardous wastes (continued)
無害廢棄物(續)

Type of waste(tonne) 廢棄物種類(噸)		2019 note1 2019年度註1 Laminates 覆銅面板	Printed circuit boards 印刷線路板	Chemical products 化工產品	Total 總量	2018 note2 2018年度註2 Total 總量
Acidic waste	廢酸	N/A Note 4 不適用註4	4,717.7	N/A Note 4 不適用註4	4,717.7	5,622.8
Alkali waste	廢堿	N/A Note 4 不適用註4	3,752.6	30.0	3,782.6	9,044.5
Tin-containing wastewater	廢退錫水	N/A Note 4 不適用註4	4,974.9	9.0	4,983.8 Note 5 4,983.8註5	4,000.1
Waste mineral oil and mineral oil containing waste	廢礦物油與含礦物油廢物	183.8	22.5	33.1	239.4 Note 3 239.4註3	141.1
Major non-hazardous waste	**主要無害廢棄物**					
Domestic waste	生活垃圾	325.2	1,673.5	50.0	2,048.7	3,593.8
Paper	紙	175.3	431.1	N/A Note 4 不適用註4	606.4	1,349.3
Card board	卡板	6.3	883.5	N/A Note 4 不適用註4	889.8	868.9
Subplate	墊板	72.0	4,463.6	N/A Note 4 不適用註4	4,535.6	4,012.0
Carton	紙箱	328.0	582.6	N/A Note 4 不適用註4	910.6 Note 5 910.6註5	546.0
Kraft paper	牛皮紙	2,397.3	1,810.9	N/A Note 4 不適用註4	4,208.1	4,167.8
PE film	PE膜	84.1	371.2	N/A Note 4 不適用註4	455.3 Note 5 455.3註5	385.1
Aluminium sheet	鋁片	N/A Note 4 不適用註4	1,458.4	N/A Note 4 不適用註4	1,458.4	1,275.8

ENVIRONMENTAL PROTECTION
環境保護

GENERATION, TREATMENT AND RECYCLING OF WASTE (continued)

廢棄物的產生、處理和回收(續)

Non-hazardous wastes (continued)

Note 1: The FY2019 data include the data from a total of 46 plants relating to the production of laminates (23), PCB (11) and chemical products (12). The statistics include data about major wastes from one new plant of the Group in FY2019. Since Kunshan Yattao Chemical Co., Ltd., Evertek Electronic (KunShan) Company Limited, and Hengli Branch Office of Kingboard (Panyu) Chemical Co., Ltd. have closed, they are excluded from this ESG Report. In addition, with the effective implementation of waste reduction measures, the Group's major wastes were reduced compared with FY2018.

Note 2: The 2018 data include the data from 47 plants relating to the production of laminates, PCB and chemical products.

Note 3: To improve the transparency of data in this ESG report, the Group redefined its data collection scope and improved its data collection process and standards in FY2019, so the data of relevant items increased to a certain extent compared with the previous year.

Note 4: The business sector did not generate such waste during the reporting period, so the relevant disclosure does not apply.

Note 5: The increased proportion of middle and high layer count PCBs and laminates in production in FY2019 resulted in a rise in the data of product-related items.

無害廢棄物(續)

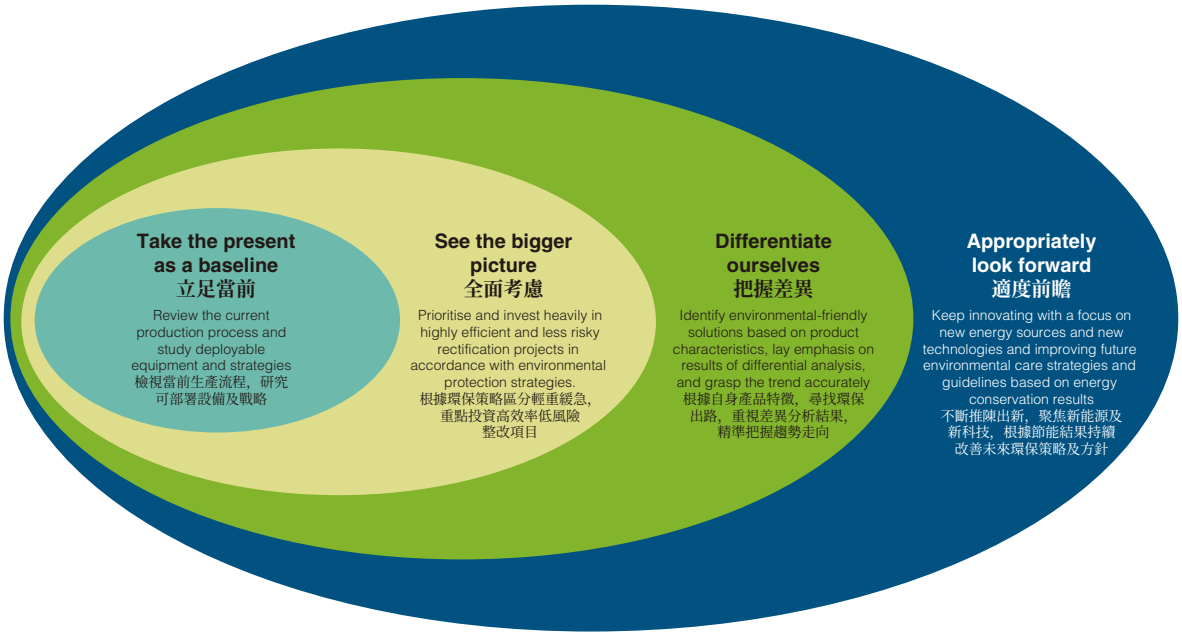
註1： 2019年財政年度數據範圍包括與覆銅面板23
[illegible]
家工廠的生產有關之數據。上述統計數字已涵蓋

Note 54 T1 j 2019

ENVIRONMENTAL PROTECTION
環境保護

CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS

能源、水資源及包裝物料的使用



The Group is committed to developing industry leading production processes and equipment, continuously exploring the possibility of reducing energy and resource consumption, and establishing reasonable sustainable development goals such as water conservation and energy saving. In addition, the Group

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

能源使用

我們冀望旗下工廠可以將節約能源的環保理念融入日常生產營運事務中。因此，本集團制定了資源使用相關的規章制度，列明在生產及營運過程中使用資源如水、電及燃氣等的規範事項。本集團在2019財政年度中繼續推廣使用先進低碳技術，並致力將生產設備的耗能轉型至更加清潔、更加環保的能源類型。管理層定期進行環境管理方面的會議，以制定合時合理的控制措施。我們鼓勵員工提高節能意識，從日常用電用水、物料循環使用等細節著手，以期集團上下齊心參與之下能最大程度地保護環境，減低生產過程帶來的生態影響。

ENVIRONMENTAL PROTECTION
環境保護

CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS (continued)

Consumption of Energy (continued)

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

- Require the production facilities within the plants to operate in accordance with relevant environmental rules and regulations, implement enterprise resource planning ("ERP") systems at all plants and offices to facilitate the centralised administration and allocation of all resources, and identify opportunities when necessary to improve the manufacturing processes, materials, production equipment and recycling technologies relating to our products.

- The plant management holds regular meetings every year to formulate corresponding plans to increase revenue and reduce expenditure, so as to encourage the production departments to reduce energy consumption without affecting the quality of products, and to establish a performance evaluation system based on the results of innovation and transformation and give corresponding rewards.

- Establish energy-saving plans and targets, with the production and operation departments carrying out monthly performance evaluation on water ssa")o ssa01.8602v2s8 cs b th.6(water)45.6(ss,a")o ssa01.8602vmak.6(4aluation)5.6( )11j□T□□.0001 Tc□.0-24tsedi

ENVIRONMENTAL PROTECTION
環境保護

CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS (continued)

Consumption of Water

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

ENVIRONMENTAL PROTECTION
環境保護

CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS (continued)

能源、水資源及包裝物料的使用(續)

Consumption of Packaging Materials (continued)

Data on types and amount of energy consumption for FY2019 and FY2018 is compared as follows:

包裝使用(續)

2019年財政年度與2018年財政年度能源使用種類及耗量比較如下：

		2019 note1 2019年度註1				2018 note2 2018年度註2
Type of resources	資源種類	Laminates 覆銅面板	Printed circuit boards 印刷線路板	Chemical products 化工產品	Total 總數	Total 總數
Urban electricity (kWh)	市電(千瓦時)	812,696,851.8	792,747,031.3	1,894,118,778.5	3,499,562,661.7	3,744,898,575.6
Coal (tonne)	煤(噸)	75,908.5	N/A Note 3 不適用註3	1,723,197.1	1,799,105.5	2,241,784.4
Diesel oil (tonne)	柴油(噸)	2,072.1	628.2	318.5	3,018.8	3,690.2
Natural gas (cubic metres)	天然氣(立方米)	70,982,444.1	2,444,310.5	5,104.0	73,431,858.6 Note 4 73,431,858.6註4	44,024,445.6
Water (cubic metres)	水(立方米)	4,940,109.0	14,312,310.0	8,859,227.6	28,111,646.6	32,105,057.1
Carbon emission (CO_2e in tonnes) Note 6	碳排放(噸二氧化碳當量)註6	777,767.9	462,987.2	5,057,539.3	6,298,294.4	7,828,287.9

Note 1: The FY2019 data include the data from a total of 46 plants relating to the production of laminates (23), PCB (11) and chemical products (12). The statistics include data about energy consumption from one new plant of the Group in FY2019. Since Kunshan Yattao Chemical Co., Ltd., Evertek Electronic (KunShan) Company Limited, and Hengli Branch Office of Kingboard (Panyu) Chemical Co., Ltd. have closed, they are excluded from this ESG Report. In addition, with the effective implementation of energy conservation measures, the Group's energy consumption decreased compared with FY2018.

Note 2: The 2018 data include the data from 47 plants relating to the production of laminates, PCB and chemical products.

Note 3: The business sector did not consume such energy during the reporting period, so the relevant disclosure does not apply.

Note 4: Changes in related data were due to changes in production processes and replacement of old coal-fired boilers with new natural gas-fired equipment in plants.

Note 5: Carbon discharge data set out above is calculated by reference to the "Greenhouse Gas Protocol" published by the World Business Council for Sustainable Development (WBCSD) and World Resources Institute (WRI), "Greenhouse gas reporting – Conversion factors 2019" published by the Department for Business, Energy & Industrial Strategy of the United Kingdom Government, Baseline Emission Factors for China Regional Power Grids in 2017 Emission Reduction Projects" (2017年度減排項目中國區域電網基準綫排放因子) published by National Development and Reform Commission of China, the HKEX Reporting Guidance on Environmental KPIs, and "A Study of CO_2 Emission Sources and Sinks in Thailand" published by Geophysics Research Centre and Centre for the study of Earth System Environment and Adaptation for Sustainability.

註1： 2019年財政年度數據範圍包括與覆銅面板23家、印刷線路板11家、化工產品12家，總共46家工廠的生產有關之數據。上述統計數字已涵蓋本集團於2019財政年度新增1家工廠有關之能源使用耗量。由於昆山日滔、昆山依利安達及番禺化工(橫瀝)已停產，故不包括在本環境、社會及管治報告的報告範圍內。此外，隨著上述節能措施的有效執行，本集團能源使用耗量對比2018財政年度已有所降低。

註2： 2018年財政年度數據範圍包括與覆銅面板、印刷線路板、化工產品生產有關的47家工廠之數據。

註3： 該業務板塊於報告期間並沒有產生此類能源使用，因此相關披露並不適用於該業務板塊。

註4： 相關數據的變化原由於生產工藝改變，工廠淘汰使用煤的舊鍋爐而轉至使用天然氣的新設備。

註5： 上述碳排放之計算參照世界企業永續發展協會(WBCSD)與世界資源研究院(WRI)出版之《溫室氣體盤查議定書》，Department for Business, Energy & Industrial Strategy of the United Kingdom Government 之《Greenhouse gas reporting – Conversion factors 2019》、中國國家發展和改革委員會公佈之《2017年度減排項目中國區域電網基準綫排放因子》及香港交易所《環境關鍵績效指標彙報指引》、Geophysics Research Center及Center for the study of Earth System Environment and Adaptation for Sustainability之《A Study of CO_2 Emission Sources and Sinks in Thailand》。

ENVIRONMENTAL PROTECTION
環境保護

CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS (continued)

Consumption of Packaging Materials (continued)

Data on the density of energy consumption and water use density for FY2019 and FY2018 is compared as follows:

		Laminates Note 1 覆銅面板註1		Printed circuit boards Note 1 印刷線路板註1		Chemical products Note 1 化工產品註1	
		2018 Note2	2019	2018 Note2	2019	2018 Note2	2019
Type of resources	資源種類	2018年註2	2019年	2018年註2	2019年	2018年註2	2019年

ENVIRONMENTAL PROTECTION
環境保護

CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS (continued)

能源、水資源及包裝物料的使用(續)

Consumption of Packaging Materials (continued)

Data on the consumption of packaging materials for FY2019 and FY2018 is compared as follows:

包裝使用(續)

2019年財政年度與2018年財政年度包裝材料使用量比較如下：

Type of packaging materials (tonne) 包裝材料種類(噸)		2019 note1 2019年度註1 Laminates 覆銅面板	Printed circuit boards 印刷線路板	Chemical products 化工產品	Total 總數	2018 note2 2018年度註2 Total 總數
Carton	紙箱	2,335.6	1,588.0	N/A Note 3 不適用註3	3,923.5 Note 4 3,923.5註4	125,086.3
Blister packaging	吸塑	N/A Note 3 不適用註3	178.1	N/A Note 3 不適用註3	178.1 Note 4 178.1註4	130.3
Plastic wrap	保鮮膜包裝	343.96	200.9	N/A Note 3 不適用註3	544.81	537.7
Card board	卡板	4,574.89	504.0	N/A Note 3 不適用註3	5,078.85 Note 4 5,078.85註4	4,360.0
Drench membrane paper	淋膜紙	2,250.1	N/A Note 3 不適用註3	N/A Note 3 不適用註3	2,250.1	3,189.5

Note 1: The FY2019 data include the data from a total of 46 plants relating to the production of laminates (23), PCB (11) and chemical products (12). The statistics include data about the consumption of packaging materials from one new plant of the Group in FY2019. Since Kunshan Yattao Chemical Co., Ltd., Evertek Electronic (KunShan) Company Limited, and Hengli Branch Office of Kingboard (Panyu) Chemical Co., Ltd. have closed, they are excluded from this ESG Report. In addition, with the effective implementation of energy conservation measures, the Group's consumption of packaging materials decreased compared with FY2018.

註1： 2019年財政年度數據範圍包括與覆銅面板23家、印刷線路板11家、化工產品12家，總共46家工廠的生產有關之數據。上述統計數字已涵蓋本集團於2019財政年度新增1家工廠有關之包裝材料使用量。由於昆山日滔、昆山依利安達及番禺化工(橫瀝)已停產，故不包括在本環境、社會及管治報告的報告範圍內。此外，隨著上述節能措施的有效執行，本集團包裝材料使用量對比2018財政年度已有所降低。

Note 2: The 2018 data include the data from 47 plants relating to the production of laminates, PCB and chemical products.

註2： 2018年財政年度數據範圍包括與覆銅面板、印刷線路板、化工產品生產有關的47家工廠之數據。

Note 3: The business sector did not consume such packaging materials during the reporting period, so the relevant disclosure does not apply.

註3： 該業務板塊於報告期間並沒有產生此類包裝材料使用，因此相關披露並不適用於該業務板塊。

Note 4: During the Reporting Period, the Group made changes to the packaging methods of our products to replace cartons with blister packaging and card boards as packaging materials. In addition, the increased proportion of laminates and high layer count PCBs in production in FY2019 resulted in a rise in figures of product-related items.

註4： 本公司於報告期間對產品的包裝方式作出變更，以吸塑、卡板替代紙箱作為包裝材料。此外，由於2019年財政年度中覆銅面板及高層印刷綫路板生產的比例上升，導致與產品有關項目數據有所增加。

ENVIRONMENTAL PROTECTION
環境保護

OTHER ENVIRONMENTAL IMPACTS

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

The Group also attaches importance to wastewater pollution that may occur in the course of operation, and formulates management principles and implements relevant risk control measures in advance. Therefore, we have actively implemented prevention and control measures. According to the results and requirements of environmental impact assessment, we have engaged a qualified third-party monitoring company to take preventive measures for several factors that may affect the local environment such as waste water, waste gas and noise and formulate a series of monitoring and renovation plans. For example, we set up different waste gas treatment methods for different pollution factors generated by the waste gas scrubber. We flexibly applied activated carbon adsorption system and acid and alkali liquid spray system, and other equipment for better preventing waste water from polluting local water sources. We want to do our utmost to protect the neighbouring environment and reduce the ecological impact of the production process.

其他環境影響

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

集團重視營運過程中有可能產生的廢水污染，並提早制定管理原則並落實相關風險控制措施。因此，我們積極實施防治措施，依據環境影響評價之結果與要求，聘請具有資質的協力廠商監測公司對集團廢水、廢氣、噪音等一系列有可能影響當地環境的因素做出提早預防措施，制定一系列監測及改造方案。例如，我們針對廢氣洗滌塔產生的不同污染因數，而設置不同的廢氣處理方法。靈活應用活性炭吸附系統、酸碱液噴淋系統等設備，做好預防廢水污染當地水源的管理工作。我們希望盡最大能力來保護鄰裏環境，減低生產過程帶來的生態影響。

EMPLOYMENT
僱傭

We believes in the appointment of staff solely on a merit basis and that attracting and retaining talent are the keys to the sustainable development of our business. With a focus on the career development and physical and mental health of our employees, we are committed to maintaining a quality workplace that values good character, diversity, cooperation and communication. We are convinced that the diverse background of leaders and employees can help improve the Group's decision-making ability and flexibility. To this end, we actively promote a series of measures to promote employee diversity and equal opportunities in all respects. The Board of the Group has adopted the board diversity policy in accordance with the Corporate Governance Code. The composition of the Board contains several elements, including but not limited to gender, age, cultural and educational background, ethnicity, professional experience, skills, knowledge, and length of service, with an aim to diversify the Board.

我們堅守「用人不拘一格，任人只唯賢」的理念，相信吸納並保留人才是集團業務持續發展的關鍵。我們關注僱員的事業發展和身心健康，並致力維持重視品格操守、多元化發展、合作和溝通的優質工作環境。我們相信多元化的領導層及員工背景可加強集團的決策能力及靈活性。為此，我們積極推動一系列措施以提倡員工多元化及各方面的平等發展機會。本集團的董事會已根據企業管治守則，積極採納董事會多元化政策。董事會的人事組成包含多項元素，包括但不限於性別、年齡、文化及教育背景、種族、專業經驗、技能、知識及效力年期等，目的在於令董事會成員達致多元化。

EMPLOYMENT POLICY

Kingboard Holdings conducts internal audit annually to ensure compliance with laws and regulations governing employment. During FY2019, the Group was not aware of any material breaches of applicable laws and regulations pertaining to employment that had a significant impact on the Group, including but not limited to the Labour Law (中華人民共和國勞動法), the Provisions on the Prohibition of Using Child Labour (禁止使用童工規定), the Law on the Protection of Rights and Interests of Women (中華人民共和國婦女權益保障法), the Law on the Protection of Minors (中華人民共和國未成年人保護法), the Trade Union Law (中華人民共和國工會法), and the Social Insurance Law of the People's Republic of China (中華人民共和國社會保險法), Labour Protection Act of Thailand, and Employment Ordinance of Hong Kong. These laws and regulations explicitly specify requirements concerning employee compensation and dismissal, recruitment and promotion, vacations, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. Meanwhile, we have developed and implemented employment-related policies and procedures, including the Compensation Management System, Performance Appraisal System, Evaluation Management System, Travel Reimbursement System, Rating and Promotion Management Rules, Separation Management Rules, Social Security System, Overtime Management Regulations, Employee Handbook, and Bonus Distribution System to ensure compliance with relevant laws and regulations and serve as a reference for employees. The administrative department is responsible for supervising the implementation of the above policies, distributing documents regarding and interpret relevant policies for each new comer, and regularly organising training to further explain relevant policy contents and its importance. In addition, we audit the implementation of these policies annually. A whistle-blowing system is also in place with a dedicated team to investigate any unfair treatment and take appropriate actions and improvement measures.

僱傭政策

建滔集團每年進行內部審核以確保遵守與僱傭相關的法律法規。於2019年財政年度，本集團並未發現任何與僱傭相關及對集團有重要影響的適用法律及法規的重大違規事宜(包括但不限於《中華人民共和國勞動法》、《禁止使用童工規定》、《中華人民共和國婦女權益保障法》、《中華人民共和國未成年人保護法》、《泰國勞動保護法》、《香港僱傭條例》、《中華人民共和國工會法》及《中華人民共和國社會保險法》)。以上法規明確規定有關於員工薪酬及解僱、招聘及晉升、假期、平等機會、多元化、反歧視以及其他待遇及福利的要求。同時，我們亦制定及落實了一系列與僱傭相關的政策及程序，包括《薪資管理制度》、《績效考核制度》、《評優管理制度》、《差旅報銷制度》、《評級與晉升管理規定》、《離職管理規定》、《社保制度》、《加班管理規定》、《員工手冊》和《獎金分配制度》等，以確保遵從相關法律法規，並作為員工參考之依據。行政部門負責監督以上政策執行，對每位新入職員工派發及講解以上政策，並定期舉辦培訓，以進一步解釋相關政策內容及重要性。此外，我們亦會對上述政策的執行情況進行年度審計，同時設立舉報機制，如有任何不平等待遇的情況，將由專責小組負責調查並做出相應的處分及改善措施。

EMPLOYMENT
僱傭

EMPLOYMENT POLICY (continued)

We believe that recruiting talent is crucial to the development of a company. Under our recruitment policy, we seek open recruitment and equal competition and look for people who are capable, moral, innovative and proactive team players. All applicants must undergo a formal and objective assessment to determine whether they have the aptitude and ability to meet the requirements of the Group's business development. At the same time, we have also developed stringent procedures for examination and approval to ensure fairness of the recruitment process.

As part of efforts to prevent child labour and forced labour, the Group ensures that all candidates qualified for employment must have reached the statutory age and have been in possession of valid identification documents issued by relevant government departments before they can be officially appointed in accordance with the Labour Law of PRC. All employees are required to enter into labour contracts for the prevention of forced labour, including bonded labour, indentured labour, slave labour or human trafficking. A stringent identity vetting process is carried out as part of the employment procedures. In addition, the Group has formulated and implemented the Recruitment Management Measures. According to the Measures, the recruitment of people within staff planning shall be organised by the Human Resources Department as required, and for the recruitment of people beyond staff planning, the head of a department shall fill in the Recruitment Application Form as production requires. This arrangement will help strictly control personnel recruitment and assignment.

In terms of compensation policies, we strictly comply with provisions of the Labour Contract Law and local laws and regulations and adjust employees' compensation mainly based on their individual performance and the Group's financial performance. The Group conducts a comprehensive performance appraisal of its employees each year. It assesses their performance, working attitudes, and length of service during the year. Their compensation is adjusted based on appraisal results to maintain the soundness and fairness of compensation determination. We also grant pre-emptive rights and special bonuses to eligible employees, depending on their performances and the Group's financial conditions. Meanwhile, the Group has developed and implemented the improved Attendance and Leave Management Measures to ensure that all employees enjoy adequate paid annual leave and off hours for a work-life balance.

In addition to providing competitive remuneration packages, the Group actively implements the Measures for the Selection of Excellent Employees and Managers to select outstanding employees on a monthly and annual basis and excellent managers on an annual basis. We believe that good promotion opportunities are an effective way to motivate employees, giving them clear career goals and offering opportunities for competent employees. The Group encourages internal promotion, as approximately 80% of the current team of junior, intermediary or senior managers have come through the ranks to where they are now.

僱傭政策(續)

我們相信優秀人才的錄用對企業發展至關重要。我們的招聘政策以公開招聘、平等競爭，以招聘德才兼備，積極及團隊精神為錄用人才的基本準則，所有應徵者需經客觀正規的入職考核以評估其能力能否滿足集團發展的要求。同時，我們亦制定了嚴格的審批程序以確保整個招聘流程的公平性。

在防止童工和強迫勞動方面，本集團嚴格按照中國勞動法要求，確保所有符合招聘要求的員工在正式錄取前，必須已成年及持有經相關政府部門所簽發的有效身份證明文件，並需一律簽訂勞動合同，以杜絕強制勞工的可能性，包括抵債勞工、契約勞工、奴隸勞工或人口販運。所有的人員錄用須以自願、合法的原則進行。此外，集團亦制定及落實了《招聘管理規定》，編製內的人員招聘由人力資源部根據需求而組織招聘；編製外的人員招聘則由需求部門主管根據生產實際情況填寫《招聘申請表》，以達到嚴格管控人員招聘及分配的目的。

在薪酬政策方面，我們嚴格遵守國家勞動合同法及當地法律法規的規定，並依據員工的個人表現及集團的盈利表現對員工的薪酬進行調整。集團每年度對員工進行全面的績效評核，對員工在年內的工作表現、工作態度、服務年期等方面進行考核，並根據考核結果作出調薪，以維持薪酬釐定的科學性及公平性。我們亦會視乎員工的表現及集團財務狀況，為合資格員工發放優先購股權及特別獎金。同時，集團制定及落實了完善的《考勤與假期管理規定》，確保所有員工獲得充足的有薪年假和休班時間，讓員工於工作及生活之間取得平衡。

除了提供具競爭力的薪酬待遇外，集團積極推行《優秀員工及管理幹部評選規定》，評選月度優秀員工以及年度優秀員工與管理人員。我們認為良好的晉升機會是激勵員工的有效方式，既可為員工提供清晰的事業目標，亦可為有能力的員工提供發揮所長的機會。本集團鼓勵內部晉升，目前無論是基層、中層或是高層管理人員，均有約八成來自於集團內部的提升。

EMPLOYMENT
僱傭

EMPLOYMENT POLICY (continued)

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

僱傭政策(續)

此外，我們鼓勵多元化的工作環境，嚴禁任何形式的歧視。我們在各項人力資源管理政策及員工手冊上均清晰列明集團的規章制度以及對員工的要求與期望，包括列明各工作崗位的職責和考核標準，同時訂立具透明度和公正的招聘、薪酬、晉升等機制。現時我們在全國各大城市均設有招聘計劃，符合要求的應徵者均有獲聘機會。各職級員工均會享有平等的機會接受培訓，以確保不同員工都有充足發展的機會。同時，我們亦設立舉報機制，如有任何不平等待遇的情況，將由專責小組負責調查並作相應紀律處分。同時，我們尊重與員工之間的僱傭關係，嚴禁無理解僱員工，並會與員工保有積極正面的溝通。

STAFF ACTIVITIES AND BENEFITS

We offer a full range of benefits and organise various events for our employees, with an aim to provide a favourable working environment and to promote a work-life balance for them. We continued to organise a number of staff activities and provide several benefits to them in FY2019, including:

- Free meals
- Staff quarters
- Festival gift bags (such as Rice dumplings for Dragon Boat Festival and moon cakes for Mid-Autumn Festival)
- Night Market events
- annual dinner
- Spring Festival evening show with a lucky draw
- Staff travel
- birthday evening party
- Sports contests

員工活動及福利

我們為員工爭取各種福利和舉辦各項活動，旨在為員工提供良好的工作環境和促進員工在工作與生活之間的平衡。我們於2019年財政年度繼續舉辦多項員工活動及為員工提供多項福利，當中包括：

- 免費膳食
- 員工宿舍
- 節慶禮包(如端午節的糭子、中秋節的月餅)
- 大笪地活動
- 周年晚會
- 春節抽獎聯歡晚會
- 員工旅遊
- 生日晚會
- 各項運動比賽

EMPLOYMENT
僱傭

TRAINING AND DEVELOPMENT

Kingboard Holdings firmly believes that excellent talents are the foundation of business development. It pays great attention to talent cultivation and offer diversified development opportunities and various training sessions. Kingboard Management Academy founded by the Group in 2003 has established a comprehensive training system to provide pre-graduation management, induction training and in-service training for employees of different ranks so that employees can continue their education. Kingboard Institute of Management provides more than 200 days of systematic training courses for employees of all levels of the Group every year to improve the quality of management personnel and build a stable talent echelon for the Group.

The Group has successively jointly organised continuing education courses with Xingtai Mechanical and Electrical Technical School, Xingtai Technician College, Hebei College of Industry and Technology and Xingtai Teaching Station of Hebei University of Technology to set up "Kingboard Class" to lay a solid foundation for the improvement of professional skills of employees. Moreover, the Group has also jointly run schools with Jiangxi University of Technology and Maoming College to organise "Kingboard Junior College Classes" respectively in Qingyuan District and Jiangmen District to provide a learning platform for employees who wish to improve their academic qualifications.

On the other hand, the Group's printed circuit board technology training centre invites international professional institutions, supplier experts and senior technical experts in the Group to hold technical training and seminars. Meanwhile, the Group also actively participates in technical training and professional seminars organised by industry associations such as Hong Kong Printed Circuit Association and China Printed Circuit Association to ensure that the Group has cutting-edge technologies.

培訓及發展

建滔集團堅信優秀的人才為企業發展之本。我們重視人才的培養，為員工提供多元發展機會及各項培訓。集團於2003年起成立「建滔管理學院」，至今已構建一套完善的培訓體系，為不同職級員工提供畢業前管理、上任前培訓及在職後培訓等內容，讓員工得以持續進修。建滔管理學院每年為集團各階層員工共提供超過200天系統性的培訓課程，以提升管理人員的管理質素，為集團構建穩定的人才梯隊。

本集團先後與邢臺機電技工學校、邢臺技師學院、河北工業職業技術學院和河北工業大學邢臺教學站聯合開辦持續進修課程，成立「建滔班」，為提升員工專業技能打下重要的基石。同時，本集團亦與江西理工大學和茂名學院聯合辦學，於清遠區及江門區舉辦「建滔大專班」，為有志提高學歷的員工，提供學習的平台。

另一方面，集團印刷電路板技術培訓中心更邀請國際專業機構、供應商專家及集團內資深技術專家舉辦技術類培訓和研討會。同時，本集團亦積極參加行業協會如香港線路板協會及中國電子電路行業協會等所舉辦的技術培訓和專業研討會，確保集團技的術前沿水準。

EMPLOYMENT
僱傭

TRAINING AND DEVELOPMENT (continued)

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

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

Internal Training: We provide employees with various operation skill training according to annual training plans, including training on sales skills, production processes, codes of conduct, risk prevention, information technology, business speech and presentation skills. The Group provides career planning support even for fresh graduates. Following discussions between the HR department and each graduate, a customised training plan will be designed based on the wishes and aspirations of such graduate, and experienced mentors will be assigned to provide guidance, support and assistance in connection with the career path of graduates.

External Training: External training mainly comprises management training and technical training, including expertise training provided by Hong Kong Printed Circuit Association ("HKPCA") and the Group's PCB Training Centre. In addition, Kingboard Management Academy also offers from time to time training for the enhancement of management skills and aptitude. Some employees have obtained professional qualification certificates such as Oxidation Process Operation Certificate, Port Facility Security Training Certificate, Hazardous Chemicals Waterway Transportation Qualification Certificate, etc. with our financial support.

培訓及發展(續)

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

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

內部培訓：根據年度培訓計劃為員工提供各種崗位操作技能培訓，其中包括銷售技巧、生產工序、行為規範、風險防範、信息技術、商務演講與表達技巧等內容培訓。本集團更為應屆畢業生提供職業規劃支援。由人力資源部與各個畢業生溝通後，根據該畢業生的意願及理想，為其定制相應的培訓計劃，並安排經驗豐富的指導老師對畢業生的職業生涯提供指導、支援及協助。

外派培訓：外派培訓項目主要分為管理類與技術類，其中包括香港綫路板協會(HKPCA)和集團綫路板培訓中心的專業知識培訓。此外，其亦包括建滔管理學院不定期舉辦的關於提升管理技能與素質的培訓。部份員工在我們資助下考取並獲得了氧化工藝操作證、港口設施保安培訓證書、危險化學品水路運輸從業資格證書等專業資格證。

EMPLOYMENT
僱傭

EMPLOYEE HEALTH AND OCCUPATIONAL SAFETY

Kingboard Holdings regards occupational health and safety as one of its foremost responsibilities. We abide by the Law of the People's Republic of China on Safe Production (中華人民共和國安全生產法), Fire Protection Law of the People's Republic of China (中華人民共和國消防法), Labour Law of the People's Republic of China (中華人民共和國勞動法), and Law of the People's Republic of China on the Prevention of Occupational Diseases (中華人民共和國職業病防治法), which specify requirements pertaining to safe working conditions and protection of employees against occupational hazards. We have formulated the Safety Management System, Fire Safety Management System, Handbook for Handling Dangerous Accidents, and Occupational Health Security System to regulate production behaviour in the strictest manner. The production department is responsible for supervising the implementation of the above policies, distributing documents regarding and interpret relevant policies for each new comer, and regularly organising training to explain relevant policy content to ensure regulatory compliance.

As mechanical operations are involved in our production processes, we have established appropriate safe operating procedures for different production processes, detailing the corresponding safety precautions and requested employees to strictly abide by them. A three-tier safety training programme, comprising onboarding training, workshop training and shift training, is arranged for all new employees. Safe operating procedures are explained during training. Below are measures we have promoted and implemented for employee health and occupational safety in FY2019:

- Arrange safety training according to the nature of the posts, such as operation of elevators and forklifts and high-voltage and low-voltage power handling and chemicals handling.
- Organise training regularly for employees such as training on how to use electricity safely by workshops and handle hazardous chemicals safely, volunteer firefighter training, and occupational health knowledge training, so that they can better understand the importance of safe production;
- Deliver fire safety training with content including familiarisation with escape routes, skills of evacuation in fire accidents, general

僱員健康及職業安全

建滔集團視僱員健康及職業安全為我們最重要的責任之一，我們遵守《中華人民共和國安全生產法》、《中華人民共和國消防法》、《中華人民共和國勞動法》及《中華人民共和國職業病防治法》，以上法規訂明瞭關於安全工作環境及保障僱員避免職業性危害的要求。我們制定了《安全管理制度》、《消防安全管理制度》、《危險事故處理手冊》及《職業健康保障制度》，確保對生產安全行為作出最嚴格的規範。生產部門負責監督以上政策執行，對每位新入職員工派發及講解以上政策，並定期舉辦培訓解釋相關政策內容，以確保對相關法規和政策的遵從。

由於我們的生產程序涉及機械操作，因此我們為不同生產工序制定了相應的安全操作規程，詳列不同生產程序的安全注意事項，並要求員工嚴格遵守。我們同時為所有新員工安排三級安全培訓，包括入廠培訓、車間培訓和班組培訓，講解安全操作規程內容。以下為我們於2019年財政年度就僱員健康及職業安全推行及實施的措施：

- 根據員工崗位的性質安排安全培訓，如電梯、叉車的安全操作、高低壓電工的用電安全操作、化學品使用培訓等；
- 定期為員工舉辦車間安全用電知識培訓、義務消防員培訓、危險化學品安全知識培訓、職業健康知識培訓等，讓員工更深入理解安全生產的重要性；
- 定期為員工安排消防安全培訓，當中包括熟悉秘密頻道、火災逃生技能、安全集合常識、正確使用滅火器和消防水帶，並要求員工於培訓時親自操作防火設備；
- 定期檢查防火系統及滅火設施，並每年進行火警演習；
- 每年至少舉辦兩次應急預案演練；
- 不定期舉行「安全生產活動月」，提高員工的安全生產意識；

EMPLOYMENT
僱傭

EMPLOYEE HEALTH AND OCCUPATIONAL SAFETY (continued)

- Set up dedicated positions (safety officer/director) to be responsible for training, follow-up, inspection and supervision of safety matters;
- Organize occupational health training and education to summarize and promote occupational health management experience;
- Carry out occupational health examination and establish health examination files;
- Conduct daily monitoring and registration of occupational-disease-inductive factors and reporting to management as required; and
- Organize on-site inspections on a regular basis to order relevant personnel to correct unsafe conditions detected during the inspections.

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

Meanwhile, we provide employees with suitable office appliances and equipment to ensure the safest working environment. In addition, we have dedicated personnel to perform daily inspections on on-site work, and entrust the government's functional departments, namely, the work safety administration or the centre for disease control and prevention to monitor our on-site working environment at least once a year to ensure the safety of employees in the workplace.

僱員健康及職業安全(續)

- 設立專門人員(安全專員／主任)負責安全事項方面的培訓、跟進、檢查和監督；
- 舉辦職業衛生培訓教育，總結及推廣職業衛生管理經驗；
- 進行職業健康檢查，並建立健康檢查檔案；
- 對職業病危害因素進行日常監測及登記，並按需要上報管理層；及
- 定期組織現場檢查，對檢查中發現的不安全情況責令改正。

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

同時，我們為員工提供合適的辦公器具和設備，確保提供最為安全的工作環境。此外，我們亦設有專人每日進行現場工作檢查，並委托政府職能部門安監局或疾病預防控制中心每年至少一次對我們的現場工作環境進行監測，確保員工在工作間的安全。

EMPLOYMENT
僱傭

EMPLOYEE HEALTH AND OCCUPATIONAL SAFETY (continued)

Besides, we also pay much attention to promote sports. The Group organises fun sports games every year to mobilize employees to participate in competitions, such as the tug-of-war competition, the walking competition of nine players with their feet tied together, 100-meter relay race, sack race, collective rope skipping competition, competition of keeping a consistent pace, and other team competitions. Rewards are given to winning teams and participating teams to properly relieve employees' stress caused by work and cultivate teamwork, laying the foundation for a harmonious, healthy working environment.

The Group was not aware of any material breach of laws and regulations pertaining to staff health and occupational safety that had a significant impact on the Group during FY2019.

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

僱員健康及職業安全(續)

此外，我們十分注重推廣運動風氣。本集團每年舉辦趣味運動會，動員員工參與比賽，例如拔河比賽、九人十足比賽、100米接力跑比賽、袋鼠跳比賽、集體跳繩比賽、步調一致比賽等一系列團體賽，對優勝小組及參與小組給予獎勵，適當緩解員工在工作中帶來的緊張壓力，也鍛煉了團對合作精神，為和諧健康的工作環境打下基礎。

於2019年財政年度，我們並未發現任何與僱員健康與職業安全相關及對本集團有重要影響之適用法律及法規的重大違規事宜。

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

OPERATION
營運

SUPPLIER MANAGEMENT

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

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

The Group has set up a supplier approval committee dedicated to the supervision of the supply chain. Primary members of the supplier approval

OPERATION
營運

SUPPLIER MANAGEMENT (continued)

We also perform annual supplier reviews. Departments related to supplier management, such as the procurement department and quality department, and the management will perform reviews and on-site assessments on suppliers' quality control, environmental systems, production environment and social responsibility and record results in the Supplier Review Form. We will stop working with any suppliers who fail such evaluation to ensure compliance of their products and services with quality requirements and the principle of sustainable development and avoid compromising the quality and safety of the Group's products. The Group actively advocates the importance of environmental protection. When evaluating suppliers and selecting new ones, it preferably chooses low-carbon and eco-friendly suppliers as its partners.

PRODUCT MANAGEMENT AND SAFETY

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

The Group was not aware of any material breach of applicable laws and regulations pertaining to product and service quality and customer privacy that had a significant impact on the Group during FY2019.

供應鏈管理(續)

此外，我們亦會每年對供應商進行年度評審。供應商管理相關部門，如採購部、品質部及管理層會就供應商的質量管理、環境系統、生產環境及社會責任等方面進行評審及現場評估，並將結果記錄於《供應商評審表》上。若供應商未能通過評估，我們將會停用該供應商，以確保供應商的產品與服務符合質量要求及可持續發展原則，及避免本集團產品的質素及安全性受到負面影響。集團積極提倡環境保護的重要性，在評價供應商和選擇新供應商時，優先選擇低碳、環保的供應商作為合作方。

產品管理及安全

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

我們於2019年財政年度並無發現與產品、服務質量及客戶私隱有關及對集團有重要影響之適用法律及法規的重大違規事宜。

OPERATION
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PRODUCT MANAGEMENT AND SAFETY (continued)

Our plants have passed the ISO9001:2015 quality management system certification, ISO 13485: 2016 medical device quality management system standard as well as the IATF 16949:2016 and IATF 16949:2019 quality control system certification for the automotive industry. At present, the Group has developed a variety of quality standards with guidebooks covering processes from incoming inspection to packaging and shipping. Product quality control is performed by the quality inspection department in accordance with the relevant standards and guidebooks to ensure that our raw materials, semi-finished products and finished products are compliant with relevant quality standards. Each production process has a quality control station and a final inspection station. The inspectors of each station are trained strictly and qualified to take up their posts. They are inspected and judged according to industry standards and customer requirements. In addition, we arrange regular training for the staff of the quality inspection department to ensure that they have knowledge and skills required for business.

In addition, QA personnel of the Quality Department or designated technical personnel are responsible for contacting customers to check the quality of returned goods, fill in the Return Notice Handling Form with return reasons, and keep relevant records, according to the Customer Service Control Procedure. With customers always in mind, the Group actively maintains communication with customers to meet their needs and takes corrective and preventive measures for unqualified products.

In the chemical industry, we will carry out production processing according to the national "GB/T9009-2011 Industrial Formaldehyde Solution Standard" and "Industrial Formaldehyde Standard Operating Procedures" to regulate the storage, transportation, safety and inspection of industrial formaldehyde. In terms of PCB business, we will hire a third party organization at least once a year to evaluate and test our compliance with the EU Restriction of Hazard Substance (RoHS) and Registration, Evaluation, Authorization and Restriction of Chemicals (REACH) to ensure that the quality of our products meets the needs of clients. To prevent the circulation of sub-standard products and ensure consistency of product specifications with customers' requirements, we typically conduct a compliance check of each finished item prior to delivery.

產品管理及安全(續)

我們的廠房已分別通過質量體系認證ISO9001:2015品質管理系統、ISO 13485:2016醫療器材品質管理系統標準及IATF 16949:2016及IATF 16949:2019汽車產業品質管理系統要求。現時集團已制定各種質量標準，從來料檢查到包裝出貨均有專門的質量標準指導書，供質檢部門作為產品質量監控的標準，以確保我們的原材料、半成品和成品符合質量標準。每個製作流程均有品質控制站及最終檢查站，每個工站檢查人員均經過嚴格培訓合格上崗，並根據行業標準、客戶要求等進行檢驗和判定。此外，我們會定期安排質檢部門的員工進行培訓，以確保員工擁有業務所需的專業知識和技能。

此外，本集團依據《客戶服務控制程序》，由品質部QA或指派相關技術人員負責與客戶聯繫進行退換貨品的品質驗證，經驗證後將退換原因填入《退換貨通知處理單》，並保存相關記錄。本著以客戶為本的精神，集團積極與客戶保持聯繫，滿足客戶需求，並對不合格的產品採取糾正和預防措施。

在化工業務方面，我們會依據國家《GB/T9009-2011工業用甲醛溶液標準》以及《工業甲醛標準操作規程》進行生產處理，對工業用甲醛的儲存、運輸、安全及檢驗作出規範。在印刷線路板業務方面，我們會每年度至少一次委託協力廠商機構，對我們遵從歐盟危害性物質限制指令(RoHS)及化學品的註冊、評估、授權與限制(REACH)的情況作評估檢測，以確保我們的產品質量滿足客戶需求。為禁止不合格品流出，以及確保產品規格與客戶要求一致，在每件成品出貨前，我們均會再次對產品質量進行稽查。

OPERATION
營運

CUSTOMER INFORMATION AND INTELLECTUAL PROPERTY PROTECTION

Kingboard Group pays attention to the protection of customers' information and intellectual property rights and strictly abides by the requirements and relevant laws and regulations of the Chinese government (including but not limited to the Tort Liability Law, General Provisions of the Civil Law, Contract Law, and Advertising Law of the People's Republic of China. For this end, it has formulated and implemented the Guidelines on the Confidentiality of Customers' Technologies and complies with the requirements for protecting data and intellectual property rights in the General Provisions of the Civil Law of the People's Republic of China (中華人民共和國民法通則) enacted by the Chinese government. No violations were found during FY2019. We require our staff to comply with the Group's internal rules and regulations on information protection and handle and store customer-related information with prudence and care. We have also implemented various computer controls to protect customer information in our computer systems. Such internal control measures are reviewed on a regular basis to ensure their effectiveness. Our product information is managed and maintained in an enterprise resource planning (ERP) system. System licenses of all operators are strictly set based on their responsibilities, and the management regularly checks their

OPERATION
營運

ANTI-CORRUPTION AND ANTI-COMPETITIVE BEHAVIOUR POLICY

The Group upholds integrity and the spirit of prioritising business ethics and adopts zero-tolerance policy towards any form of misconduct or wrongdoing. We strictly abide by the Anti-Unfair Competition Law of the People's Republic of China (中華人民共和國反不正當競爭法), Anti-Money Laundering Law of the People's Republic of China (中華人民共和國反洗錢法), Tendering and Bidding Law of the People's Republic of China (中華人民共和國招標投標法), and Anti-Corruption Organization Law (反貪污腐敗組織法). We include anti-bribery, extortion, fraud and money laundering in the employee handbook, and require all employees to read the relevant contents and sign for the employee handbook. The Group regularly organises training courses, such as the "Integrity and Ethics" training delivered by Kingboard Management Academy, for employees to ensure they have a clear understanding of the relevant policies. Meanwhile, we require management and all employees to abide by the Group's code of ethical conduct, and management personnel are required to declare conflicts of interest annually, in any form. The Group has set up anonymous reporting and independent team investigation mechanisms to deal with all reports on bribery, extortion, fraud, money-laundering and competitive behaviour. Meanwhile, the Group has developed a compliance checklist to forbid operators from conducting anti-competitive acts to seek benefits in manners that violate agreements and rights such as theft, bribery, fraud, and coercion. This compliance checklist covers major requirements and laws and regulations pertaining to the Group and the Human Resources Committee and Legal Affair Department perform compliance check and testing on a regular basis to ensure the Group's compliance. We also conduct annual internal control audits that involve employees' compliance with policies against corruption, bribery, extortion, fraud, money-laundering and competitive behaviour. On the other hand, we require management and all employees to abide by the Group's code of ethical conduct, and management personnel are required to declare conflicts of interest annually, in any form. The Group has set up anonymous reporting and independent team investigation mechanisms to deal with all reports on bribery, extortion, fraud, money-laundering and competitive behaviour.

We were not aware of any material breach of applicable laws and regulations pertaining to bribery, extortion, fraud, and money laundering and competition during FY2019.

反貪污及反競爭行為政策

集團堅持誠信及商業道德至上的精神，對任何形式的不當行為及不道德行為採取零容忍政策。我們嚴格遵從中國政府訂立的《中華人民共和國反不正當競爭法》、《中華人民共和國反洗錢法》、《中華人民共和國招標投標法》及《反貪污腐敗組織法》。我們在員工手冊加入防止賄賂、勒索、欺詐及洗黑錢的內容，並要求所有員工必需閱讀相關內容並簽收員工手冊。集團定期為員工舉辦培訓課程，如建滔管理學院開展的《廉潔道德》培訓，確沫叟汴鯰寨纜關政策的內容。同時，我們要求管理層及所有員工遵守集團的道德行為守則，管理人員每年需要申報任何形式的利益衝突事宜，而集團設立了匿名舉報及獨立小組調查機制，趺餘嵼髻賄賂、勒索、欺詐、洗黑錢及反競爭行為的舉報。同時，集團建立了合規檢查洇酋帘㠯臄骯止經營者進行不正當的競爭行為，包括以盜竊、賄賂、欺詐、脅迫等或其他違反約定及權利的方式獲取利益。該合規檢查洇醚広醮哿骯團有關的重大規定與法規，並由人力資源委員會及法務部定期執行合規檢查與測試，以確沫集團的合規情況。我們亦會每年進行內控審計，其　釃咎炀広饕㘝反貪污、防止賄賂、勒索、欺詐、洗黑錢及反競爭行為政策的遵從情況。另一方面，我們要求管理層及所有員工遵守集團的道德行為守則，管理人員每年需要申報任何形式的利益衝突事宜，而集團設立了匿名舉報及獨立小組調查機制，趺餘嵼髻賄賂、勒索、欺詐、洗黑錢及反競爭行為的舉報。

我們於2019年財政年度並無發鮿背栜綷飴兆玩勒索、欺詐、洗黑錢及反競爭行為有關之適用法律及法規的重大違規事宜。

COMMUNITY
社區

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

捐款及公益活動

集團把關愛社會、奉獻社會作為我們長遠發展的核心責任。我們於2019年財政年度透過一系列捐款及公益活動，幫助社會上有需要協助的群體。於報告期間，我們集中支援經濟環境較不理想的社會群體，例如我們分別捐出300萬元及150萬元予連南縣政府及香花村、衛民村，以幫助當地有需要的群體。此外，我們於中秋節日期間探訪農村地區的老人，宣揚「中秋敬老行，關愛傳真情」的理念，並提供日常生活品，為他們送上一份份真摯的祝福，營造敬老愛老的氣氛。同時，本集團亦積極支持本地的慈善馬拉松賽，並成功籌得超過2萬元的善款，以幫助社會上有需要的人士。

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

COMMUNITY
社區

CONTRIBUTION TO COMMUNITIES

Kingboard Holdings made great contributions to the community environment, community and employees in FY2019 under various efforts. In terms of environment, we have implemented a series of emission reduction measures. For example, some plants have installed VOCs detection system and tail gas recovery technology, adjusted and improved the production process, and reformed the production truck, effectively reducing the emission of pollutants and the environmental impact on the community. In addition, since 2014, the Group has set up a leading group for environmental improvement headed by directors stationed in the plant, and has established a R&D base in the state key laboratory in conjunction with Beijing Normal University to provide internship opportunities and data resources for its teachers and students and to improve their practical ability and relevant scientific research experience.

We proactively promote the popularization of science and community education. During the year, the Group held activities to spread "first aid knowledge", "fire safety knowledge" and other knowledge in local communities and invited employees and local people to join. During these activities, our employees actively shared our expertise and experience with the public. We also create a large number of jobs for communities. For example, we have offered more than 500 jobs in Zhangpu Town in Kunshan alone. In addition to hiring staff at each plant location, we are also happy to offer internship opportunities for young people. Since 2010, the Group has been offering the "Vibrant Youth Undergraduate Internship Programme" in association with Kowloon Federation of Associations in Hong Kong, providing opportunities for undergraduates in Hong Kong to participate in person in internship projects in Mainland China, with a view to helping them to broaden their vision and thinking, and to gain insight on how Hong Kong companies operate in Mainland and what market conditions they face.

社區貢獻

建滔集團於2019年財政年度內在各方面努力下，對社區環境，社會和員工作出重大的貢獻。在環境方面，我們實施了一系列減排措施，例如部份廠房安裝了VOCs檢測系統及尾氣回收技術，對生產工藝作出調整改進，並改造了生產裝車，有效減少了污染物的排放和對社區的環境影響。此外，集團自2014年起成立了以駐廠董事為首的環境整治領導小組，聯合北京師範大學成立國家重點實驗室研發基地，為北京師範大學師生提供實習機會和數據資源，增加其實踐能力及相關科研經驗。

我們積極推廣科普及社區教育。集團於年內曾於地方社區舉辦「急救知識」和「消防安全知識」等方面的推廣活動，邀請員工及當地民眾參與。過程中，我們的員工積極與民眾分享我們的專業知識和經驗。此外，我們為社區創造大量就業機會，例如單單在昆山市張浦鎮地區便創造了超過500人的就業機會。除了於各廠房所在地聘用員工外，我們亦樂於為年輕人提供實習機會。集團自2010年開始，便與香港九龍社團聯合會舉辦「青年躍動，大學生實習領航計劃」。該計劃令香港的大學生有機會親身參與至內地的實習專案，拓展視野及擴闊思維的同時，也使大學生們更加瞭解香港企業在內地的經營模式及市場情況。

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