KB 建滔集團有限公司

KINGBOARD HOLDINGS LIMITED

LEADING THE FUTURE

CONTENTS
目錄

02 About the Report
關於本報告
- Group Overview
集團概覽
- Scope of Report
報告範圍
- Reporting Principles
報告原則
- Response To This Report
對本報告的回應
- Communication with Stakeholders
與利益相關者溝通
- CSR Vision
企業社會責任願景
- Missions and Objectives
使命及目標
- CSR Governance Structure
企業社會責任的管治架構

06 Stakeholder Engagement
利益相關者的參與
- Materiality Assessment
重要性評估
- Overview of Materiality Assessment Results
重要性評估結果概要

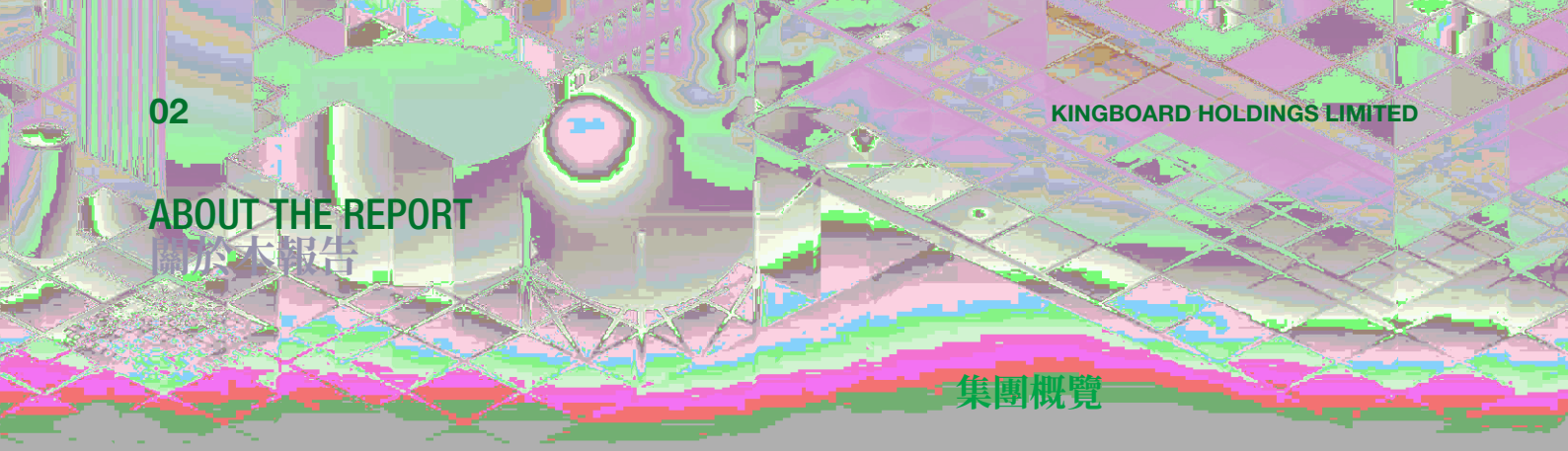
12 Environmental Protection
環境保護
- Discharge and Emission Management
排放物管理
- Air Pollutant Emissions
空氣污染物排放
- Wastewater discharge
廢水排放
- Generation, Treatment and Recycling of Waste
廢棄物的產生、處理和回收
- Consumption of energy, water and packaging materials
能源、水資源及包裝物料的使用
- Other Environmental Impacts
其他環境影響

30 Employment
僱傭
- Employment Policy
僱傭政策
- Compensation Policy
薪酬政策
- Staff Activities and Benefits
員工活動及福利
- Training and Development
培訓及發展
- Employee Health and Occupational Safety
僱員健康及職業安全

43 Operation
營運
- Supplier Management
供應鏈管理
- Product Management and Safety
產品管理及安全
- Customer Information and Intellectual Property Protection
客戶資料及知識產權保護
- Anti-Corruption and Anti-Competitive Behaviour Policy
反貪污及反競爭行為政策

52 Community
社區
- Donations and Public Welfare Activities
捐款及公益活動
- Contribution to Communities
社區貢獻

ABOUT THE REPORT
關於本報告



集團概覽

建滔集團有限公司(「建滔集團」、「本集團」或「我們」)於香港聯合交易所有限公司(「香港聯交所」)主板上市(香港聯交所股份代號：0148)。我們致力以具透明度的舉措將可持續發展融入企業的戰略規劃及日常營運之中，務求為本集團的利益相關方創造長遠價值。

報告範圍

本報告涵蓋自二零二零年一月一日至十二月三十一日期間(「報告期間」、「2020年財政年度」)與化工產品、覆銅面板及印刷線路版業務相關之環境、社會及管治(「ESG」)方面的舉措及相關表現事宜。

本環境、社會及管治報告根據香港交易所主板上市規則附錄二十七所載之環境、社會及管治報告指引(「ESG指引」)而編製。

報告原則

重要性：
本報告涵蓋於各環境、社會及管治方面對利益相關者而言重要且相關的資料，相關環境、社會及管治議題的相對重要性已透過重要性評估釐定並經董事會批准。

量化：
本報告載列量化資料並適當附帶說明及比較數據，以助讀者理解數據並客觀評估集團的環境、社會及管治績效。

一致性：
除另有指明外，本報告使用一致的方法(誠如以往報告所呈報)以編製及呈 0 猢檡濔艒猒嘮革쉴滛曠谌瀺驱슴稚

RESPONSE TO THIS REPORT

Kingboard Holdings highly values the views of all stakeholders on the measures taken by the Group for, and our performance in relation to, sustainability. Should you have any questions or suggestions on this Report, please contact us by e-mail to enquiry@kingboard.com or fax at (852) 2691 0445. Please browse the Group's website at http://www.kingboard.com/ for further information on the sustainability plan of the Group.

For details of the financial performance of the Group and any inquiries, please carefully read the Annual Report FY2020 of Kingboard Holdings.

對本報告的回應

建滔集團高度重視各利益相關者對本集團可持續發展措施及表現的意見。如　閣下對本報告有任何問題或建議，請發送電子郵件至enquiry@kingboard.com，或傳真至(852) 2691 0445聯絡我們。如欲瞭解更多關於本集團的可持續發展計劃，請瀏覽本集團官方網站http://www.kingboard.com/。

而有關本集團財務表現的詳情及任何查詢，請細閱建滔集團2020年財政年度年報。

COMMUNICATION WITH STAKEHOLDERS

We believe that listening and responding to and addressing opinions of stakeholders and topics of their concern effectively and continuously will be conductive to the Group's long-term business development. As such, we have set up several communication channels that allow stakeholders to share and talk about matters of concern, thereby creating a service ecosystem that advocates diversity and mutual promotion.

與利益相關者溝通

我們認為有效和持續的聆聽，回應及解決利益相關者的意見以及他們所關注的議題將有助於集團的長遠業務發展。為此，我們建立多個不同的溝通渠道，讓利益相關者分享及發表他們關注的事項，創造多元共生，互相促進的服務生態圈。

CSR VISION

We realise the Group's business philosophy by promoting common progress for our employees, the Group and society and take into account the sustainable development of the community and the environment while emphasizing corporate development. Our CSR vision is "to build us into a top performer that helps establish a harmonious society and promote well-balanced and sustainable development of the economy, community and environment."

企業社會責任願景

我們通過推動員工，集團和社會的共同進步，以實現集團的經營理念，強調企業在發展的同時顧及社會及環境的可持續發展。我們的企業社會責任願景是：「打造一流企業，構建和諧社會，促進經濟、社會、環境的和諧與可持續發展。」

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
- Curb pollution
- 污染控制

Employment
僱傭

- Ensure employee occupational health and safety
- 保障員工職業健康及安全
- Improve employee benefits and strengthen personal development
- 提升員工福利，加強個人發展
- Ensure fair employment
- 平等僱傭

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
- 遵從適用的法律法規

Community
社區

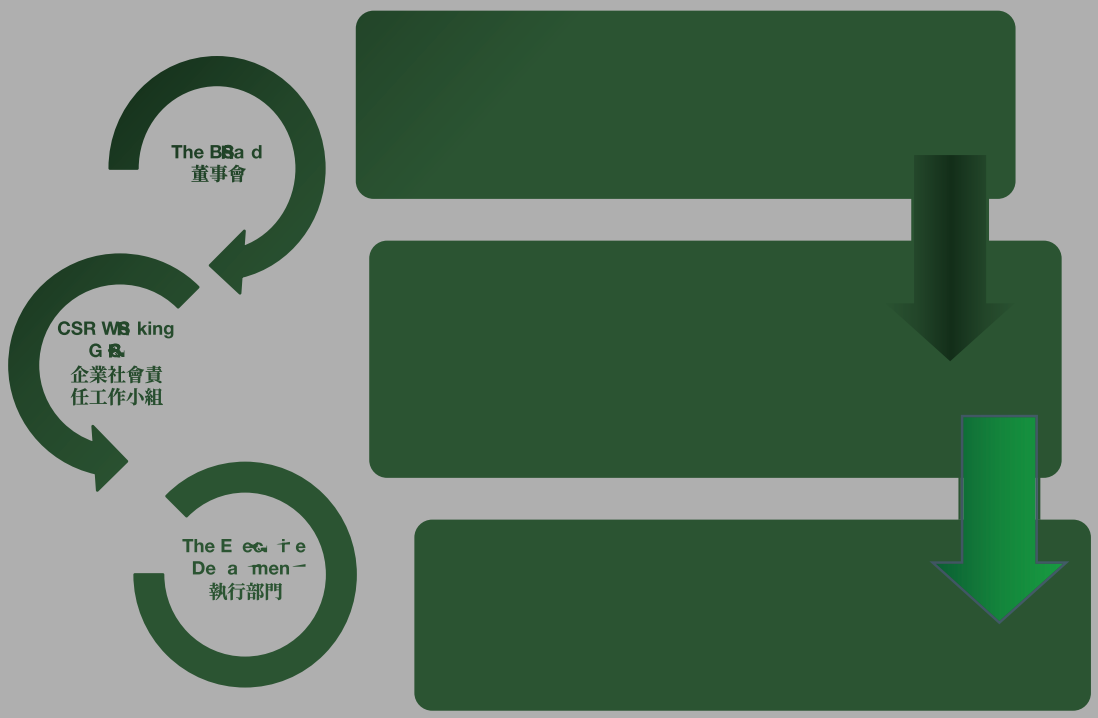
- Promote community development
- 促進社區發展
- Provide high-quality products
- 提供高品質的產品
- Facilitate social diversity and harmony
- 促進社會多元共生

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三個主要組成部分，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 in fulfilling 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 FY2020.

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2020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

Improving the transparency of corporate information is the basis for the building of investors' confidence in a listed company and a commitment obligation of the group. Kingboard Holdings believes that a stable, diverse stakeholder base that can be effectively communicated with is not only beneficial to creating value for shareholders but also a rare intangible asset. Therefore, 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.

提升企業資訊透明度是建立投資者對上市公司信心的基礎，也是本集團[illegible]。建滔集團相信一個有效溝通，穩[illegible]多元化的利益相關者基礎不但有利於締造股東價值，更是我們不可多得的一個無形資產。因此，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：

Sha eh Bde and in e B
股東及投資者

- Q ar erl na di ed financial re l anno ncemen
- 季度未經審核財務業績公告
- Ann al and in erim repor , anno ncemen and circ lar
- 年報及中期報告、公告及通函
- Ann al general mee ing
- 股東周年大會
- Mee ing o be held a needed and re pon e o call and ri en inq irie
- 按需要舉行會議及回應電話和書面查詢
- Pre relea e and anno ncemen
- 新聞稿和公告
- Financial and b ine performance
- 財務和業務表現
- Corpora e go ernance
- 企業管治
- Legal compliance
- 合規合法

S aff
員工

- S aff comm nica ion
- 員工通訊
- Performance a e men
- 工作表現評核
- Feedback collec ion (ia q e ionnaire)
- 意見收集（問卷調查）
- S aff ac i i ie
- 員工活動
- Training, mee ing , and briefing
- 培訓、會議及簡報會
- Rem nera ion, raining and de elopmen
- 薪酬、培訓和發展
- Promo ion pro pec
- 晉升機會
- Occ pa ional heal h and afe
- 職業健康與安全

STAKEHOLDER ENGAGEMENT
利益相關者的參與

Cu me
顧客

- Email and c omer er ice ho line
- 電郵及客戶服務熱線
- Tender bmi ed o c omer
- 向客戶發出的投標書
- Coopera ion agreemen i h c omer
- 與客戶簽訂的合作協議
- Web i e
- 官方網站
- Ann al and in erim repor
- 年報及中期報告
- Prod c q ali
- 產品質量
- The Gro p' ainabili ra eg
- 本集團可持續發展戰略
- Financial and b ine performance
- 財務和業務表現
- C omer rela ion hip managemen
- 客戶關係管理
- Prod c inno a ion and re earch and de elopmen
- 產品創新研發

Su lie /bu ine a ne
供應商／業務合作夥伴

- Email and c omer er ice ho line
- 電郵及客戶服務熱線
- Performance a e men
- 表現評估
- Ann al rene al and pda e
- 年度續約及更新
- Web i e
- 官方網站
- Ann al and in erim repor
- 年報及中期報告
- Con in o coopera ion
- 持續合作
- Financial and b ine performance
- 財務和業務表現
- Corpora e go ernance
- 企業管治
- Occ pa ional heal h and afe
- 職業健康與安全

Gov e nmen bodie / eg. la
政府部門／監察機構

- Ann al and in erim repor
- 年報及中期報告
- Verbal and ri en comm nica ion hen needed
- 有需要時進行口頭及書面溝通
- Re pon e o go ernmen inq irie pon req e
- 應要求響應政府查詢
- Mee ing (e.g. p blic hearing and eminar)
- 會議(如公聽會、研討會等)
- Occ pa ional afe reg la ion
- 職業安全法規
- En ironmen al impac
- 環境影響
- Prod c compliance
- 產品合規

STAKEHOLDER ENGAGEMENT
與益相關者的參與

Media and the public
媒體及公眾

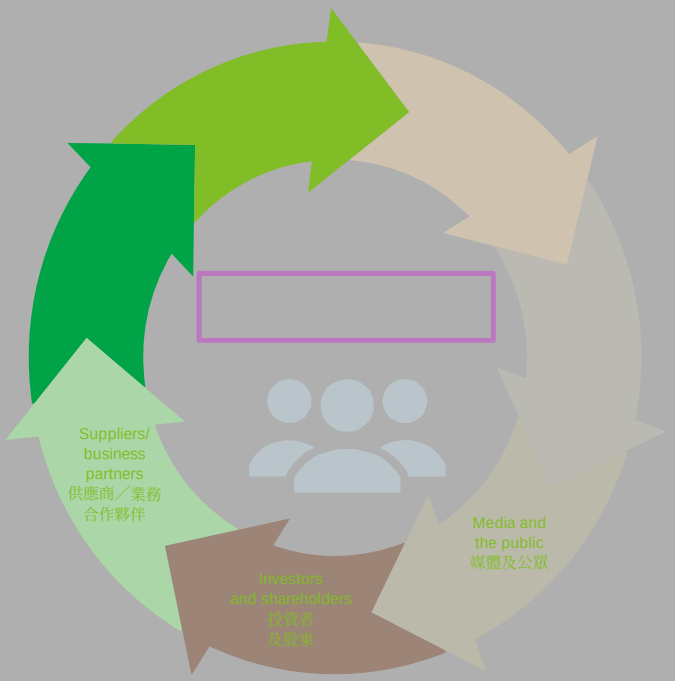
- Anno ncemen
- 公告
- Ann al and in erim repor
- 年報及中期報告
- Web ie
- 官方網站
- In er ie
- 採訪
- Corpora e go ernance
- 企業管治
- Legal compliance
- 合規合法

Community
社區

- Comm ni er ice and ac i ie
- 社區服務及活動
- Comm ni in e men and f ndrai ing ac i ie
- 社區投資及募捐活動
- Web ie
- 官方網站
- The Gro p' ainabili ra eg
- 本集團可持續發展戰略
- Comm ni ppor
- 社區支持

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：



- Fill out stakeholder identification questionnaires, confirm the relationship between stakeholders and the Group, and identify important stakeholders by the staff in charge of various departments of the Group.
  集團各部門負責人員填寫利益相關者識別問卷，確認利害關係人與集團關係程度高低，鑑別重要利益相關者。
- Understand the views and topics of concern of the stakeholders through questionnaires and analyse the level of concern based on stakeholder identification results.
  根據利益相關者識別結果，以問卷方式，瞭解利益相關者的看法及關注議題，執行議題關注程度之分析。
- Analyse the impact of topics of concern on business operations and confirm the degree to which the topics have on the Group by the management of the Group.
  集團管理層根據各項關注議題，進行對企業營運衝擊程度之影響分析，確認各項議題對集團之衝擊程度。
- Classify evaluation results of all the topics of stakeholde concern as a supportive basis for determining their materia based on the degree of the impact of the topics on the Group.
  依利益相關者的關注議題及其對集團的影響程度，將各議題評估結果進行分類，作為判斷重要性之輔助依據。
- Review the material topic identification results and compare them with major considerations of the previous year to confirm that they meet sustainability requirements.
  對重大議題鑑別結果進行檢視，並與前一年度重大考量面進行比較，確認符合可持續發展的要求。

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.

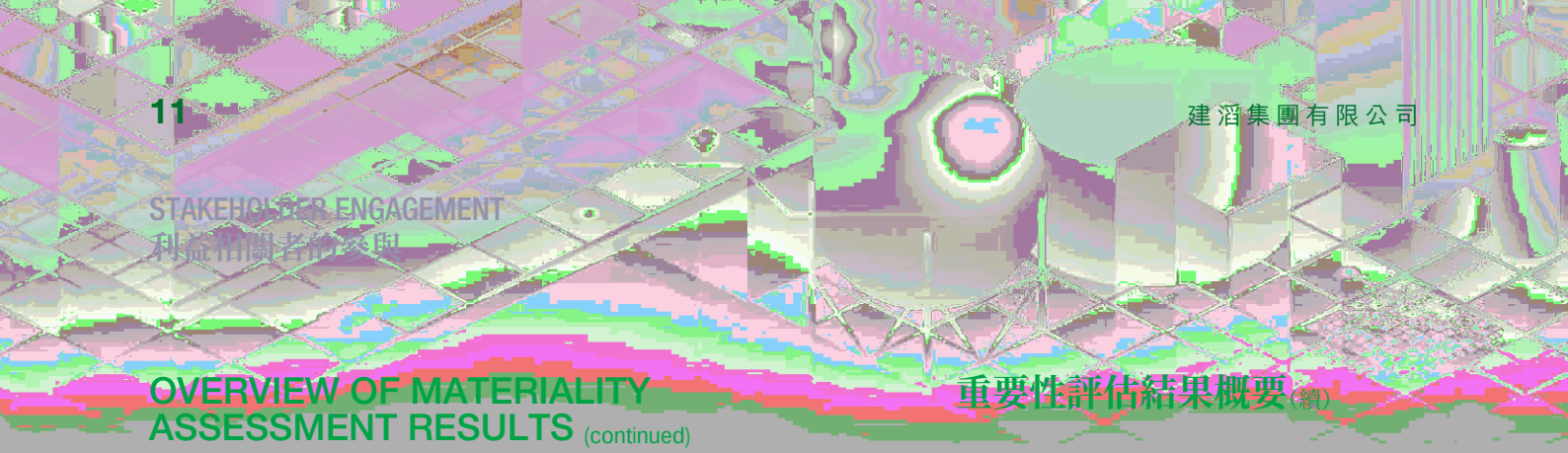
The materiality assessment results are as follows:

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：

- Air pollutant emissions
- 空氣污染物排放
- Energy ef□ciency and implementation plans
- 能源使用效益及實施方案
- Generation, treatment and/or recycling of non-hazardous wastes
- 非有害廢物的產生、處理和／或回收
- Generation, treatment and/or recycling of hazardous wastes
- 有害廢物的產生、處理和／或回收
- Customer service quality
- 客戶服務品質
- Product quality and safety
- 產品的品質與安全
- Environmental and social risk management for supply chain
- 供應鏈的環境和社會風險管理
- 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



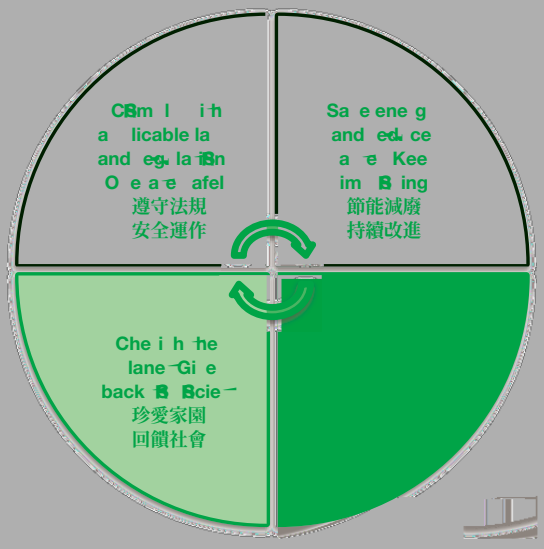
OVERVIEW OF MATERIALITY ASSESSMENT RESULTS (continued)

重要性評估結果概要(續)

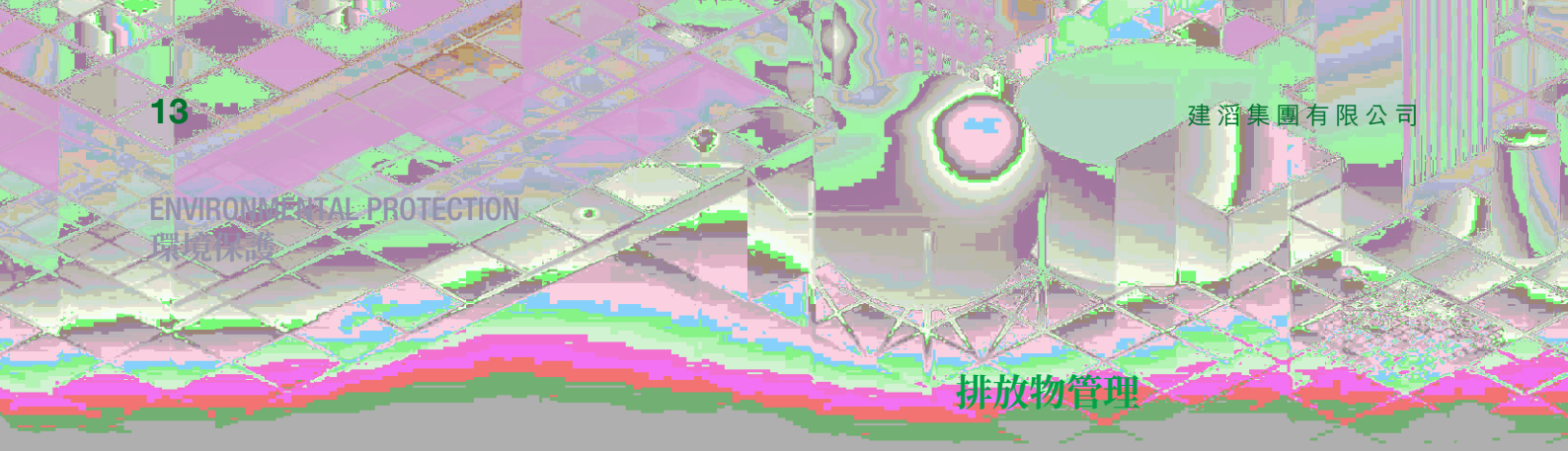
- Use of environmental products and services
- 使用環保產品及服務
- Consumption of packaging materials
- 包裝物料的使用
- Wastewater discharge
- 廢水排放
- Water consumption
- 用水
- Climate change and greenhouse gas emissions
- 氣候變化和溫室氣體排放
- Emission targets and implementation plans
- 排放量目標及實施方案
- Impact on biodiversity
- 生物多樣性的影響
- Advertising and labels
- 廣告和標籤
- Protection of intellectual property
- 智慧財產權保護
- Data protection and privacy
- 資料保護和隱私
- Anti-competitive Behaviour
- 反競爭行為
- Employee training and occupational development
- 員工培訓和職業發展
- Policies to prevent child labour and forced labour
- 防止童工和強迫勞動的政策
- Employee recruitment, promotion, and dismissal
- 員工招聘、晉升及解僱
- Communication with employees (e.g. labour relations and freedom of association)
- 與員工溝通（如勞資關係、勞工結社自由等）
- Employee compensation and benefits
- 員工薪酬和福利
- Occupational health and safety
- 職業健康與安全
- Workforce diversity, equal opportunity and anti-discrimination
- 勞動力多元化、平等機會和反歧視
- Support for local community development (e.g. offering of job opportunities, donation to communication groups, and support for infrastructure and schools)
- 支援當地社區發展（例如提供就業機會、捐助社區團體、扶持基建及學校等）

ENVIRONMENTAL PROTECTION
環境保護

Currently, all companies across the globe are facing increasingly severe environmental management challenges. As a listed business that values and advocates sustainable development, the Group unswervingly pursues breakthroughs in setting itself on a green path and strives to implement eco-friendly operational objectives of "high efficiency, low emissions, less pollution, and more recycling". During FY2020, the Group remained committed to implementing the operation idea of seeking efficiency while protecting the environment and integrating the thought of environmental management into its daily operations, in hopes of making due contribution to environmental care and social development. While ensuring high-quality daily production, the Group encourages the management and internal employees to actively explore the possibility of reducing emissions and energy consumption and improve the environmental awareness of its staff and external suppliers. Looking forward, the Group will continue to work closely with various parties and endeavour to innovate while strictly complying with international and national environmental standards. With a focus on emerging technology and management measures in production and operation, the Group expects to improve efficiency while minimising the impact of energy consumption and environmental pollution.



The Group pays close attention to regulations and measures relating to environmental protection and strictly abides by related internal management policies to ensure its compliance with laws and regulations. The Group was not aware of any material non-compliance with environmental laws or regulations during FY2020. The emission of carbon in the Group's operations originates primarily from its energy consumption. We use commercial electricity and natural gas as the main energy sources to maintain the plant operation. The Group generated a total of 3,140,665.3 tonnes of carbon



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

AIR POLLUTANT EMISSIONS (continued)

Emission reduction equipment

During FY2020, the Group put into use a series of emission reduction equipment and technologies:

- Replaced some old dust removal equipment with new equipment that will improve the dust removal rate from 50% to 95%.
- Invested in special equipment such as boiler tail gas treatment and incinerator-specific dryers, which will be managed by special personnel to ensure the safe and compliant emission and discharge.
- Purchased and configured online monitoring instruments to monitor the exhaust emission of plants, so that the management personnel can adjust the production arrangement in time and strive to achieve the standard beating management objectives.
- To reduce the emission of SO2, arranged to gradually retire and replace aging steam boilers, reduce air pollution; supported plants to consolidate and renovate waste gas scrubber in stages to reduce the number of exhaust tubes.
- Encouraged the staff to reasonably arrange the workload of the production line according to the detection results of the newly added online volatile organic compounds (VOCs) detector, so as to reduce air pollutant emission.
- To reduce the emission of waste gas and maintain standard-meeting emission, the Group has drawn up a plan to invest RMB9 million in the gradual replacement of incinerators in plants to enhance the efficiency and effectiveness of waste and emission reduction.

空氣污染物排放(續)

減排設備

集團於2020年財政年度間投入使用了一系列減低排放量的設備及技術：

- 替換部分老舊除塵設備，新設備可使其粉塵去除率從50%提升到95%。
- 投資了如鍋爐尾氣處理、乾燥機配套的焚燒爐等專項設備，並由專人負責管理，確保安全依法達標排放。
- 採購配置了在線監測儀器，可監測工廠廢氣的排放情況，以便管理人員及時調整生產安排，努力達成優於標準排放廢氣的管理目標。
- 為減排二氧化硫，陸續安排淘汰置換老化的蒸汽爐，降低空氣污染；支援工廠分階段對廢氣洗滌塔進行合併及改造，以減少排氣筒數量。
- 鼓勵內部根據新增在線揮發性有機物(VOCs)檢測儀的檢測情況，合理地安排生產線的工作量，以降低大氣污染物排放。
- 為降低排放量和穩定達標排放，本集團已草擬計劃，將陸續投資900萬元人民幣於工廠的焚燒爐更換工作，以增強減廢減排的效率及效果。

AIR POLLUTANT EMISSIONS (continued)

空氣污染物排放(續)

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.

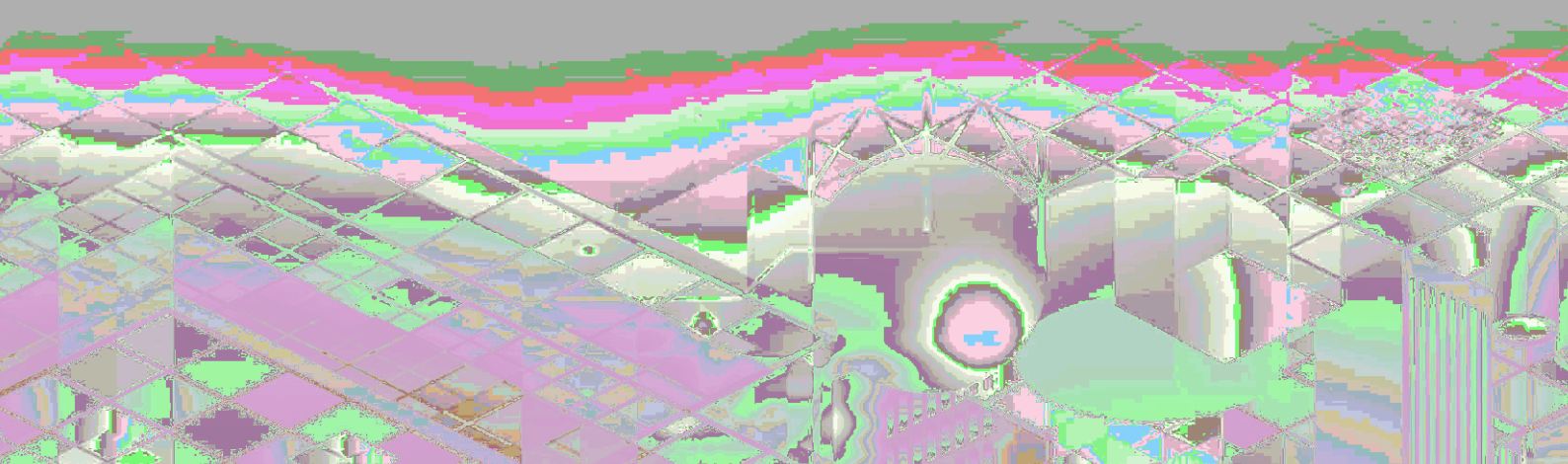
- To ensure the effective operation of the equipment, technology and environmental protection control projects used to monitor and treat air pollutants during the Group's production and operation process, the Group provides professional training to employees in positions that generate air pollutants,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

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。



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.

During FY2020, 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 used them extensively in FY2020. 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. The Group's 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。

2020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，並在2020年財政年度全面使用。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。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。

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 FY2019, 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 FY2020. 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2020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，並定期為員工提供工藝及技術培訓。

GENERATION, TREATMENT AND RECYCLING OF WASTE

廢棄物的產生、處理和回收

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.

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。

Hazardous wastes

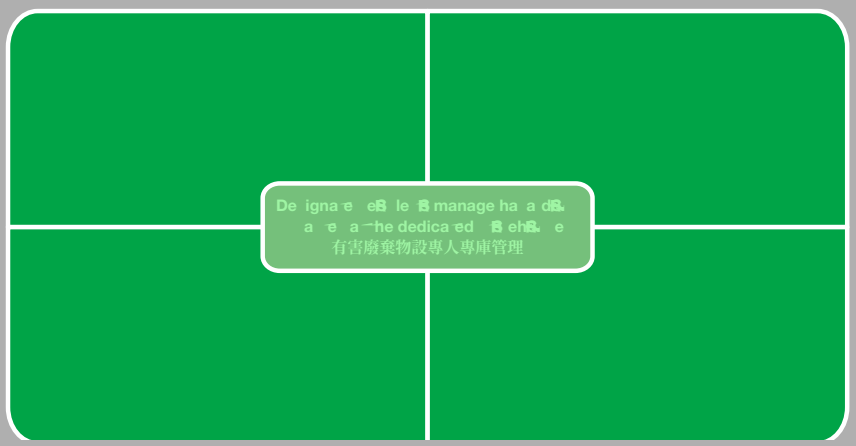
Guided by internal principles of managing hazardous wastes against leaks, rain, and loss,

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

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：



GENERATION, TREATMENT AND RECYCLING OF WASTE (continued)

廢棄物的產生、處理和回收(續)

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 FY2020, 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 system at work to communicate with each other electronically, so as to effectively reduce paper waste.

Data on waste generation for FY2020 and FY2019 is compared as follows:

無害廢棄物

致力於減低有害廢棄物產生的同時，我們同樣重視對無害廢棄物的管理及處理工作。本集團鼓勵各部門將減低廢棄物的意識融入至生產運營中的方方面面。於2020年財政年度期間，我們積極推行各項清潔生產方案，致力於從原輔材料、能源替代、技術工藝改造、產品更新換代方面入手，加強員工減廢意識的培養，並制定具有激勵性的措施以減少各類廢棄物的產生。本集團內部的無害廢棄物一般交由環境衛生部門處理。對於生產期間產生的廢鐵、廢鋼、閥門、管道等金屬廢物，本集團派專人收集並將其分類後交予經驗豐富的第三方回收商進行回收再利用。

日常營運中，我們持續鼓勵員工於辦公時利用線上系統，實現電子內部資訊傳遞溝通，以達到有效減少廢紙之目的。

2020年財政年度與2019年財政年度廢棄物產生數據比較如下：

Majs ha a dR. a e	主要有害廢棄物					
Waste primarily containing organic compound (e.g. ether, phenol, resin, and organic solvents)	主要含有機成分的廢棄物(如醚、酚、樹脂、有機溶劑等等)	2,805.5	1,785.5	137.3	4,728.3	4,659.3
Wastes mainly containing inorganic components (such as asbestos, inorganic fluoride, etc.)	主要含無機成分的廢物(如石棉、無機氟化物等等)	4.9	5.4	26	36.4	978.2
Metallic waste (e.g. beryllium, chromium, copper, mercury, etc.)	含金屬廢棄物(如鈹、鉻、銅、汞等等)	94.7	39,731.7	641.4	40,467.9	51,270.3
Waste that might contain an inorganic or organic compound (e.g. oil/water or hydrocarbon/water mixtures or emulsion, dye, coating, and cyanide)	可能含無機或有機成分的廢棄物(如油／水、烴／水混合物或乳化液、染料、塗料、氰化物等等)	296.5	916.6	0.2	1,213.3	1,122.0
Acidic waste	廢酸	0.2	4,867.5	N/ANB e 3 不適用註3	4,867.5	4,717.7

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)

Alkali waste	廢鹼	0.2	1,881.7	108.7	1,990.6	3,782.6
Tin-containing wastewater	廢退錫水	N/A[Note 3] 不適用[註3]	4,396.2	N/A[Note 3] 不適用[註3]	4,396.2	4,983.8
Waste mineral oil and mineral oil containing waste	廢礦物油與含礦物油廢物	29.5	32	72.7	134.2	239.4
Major non-hazardous waste	主要無害廢棄物					
Domestic waste	生活垃圾	243.6	1,769.3	150.0	2,162.8	2,048.7
Paper	紙	190.3	449.7	N/A[Note 3] 不適用[註3]	640.1	606.4
Card board	卡板	17.0	465.3	N/A[Note 3] 不適用[註3]	482.3	889.8
Subplate	墊板	60.0	3,646.6	N/A[Note 3] 不適用[註3]	3,706.6	4,535.6
Carton	紙箱	209.3	337.9	N/A[Note 3] 不適用[註3]	547.2	910.6
Kraft paper	牛皮紙	2,261.3	1,716.3	N/A[Note 3] 不適用[註3]	3,977.6	4,208.1
PE film	PE膜	48.8	379.7	N/A[Note 3] 不適用[註3]	428.5	455.3
Aluminium sheet	鋁片	N/A[Note 3] 不適用[註3]	1,521.3	N/A[Note 3] 不適用[註3]	1,521.3	1,458.4
Frame plate	框板	N/A[Note 3] 不適用[註3]	2,060.1	N/A[Note 3] 不適用[註3]	2,060.1	2,731.2

Note 1: The FY2020 data include the data from a total of 45 plants relating to the production of laminates (23), PCB (11) and chemical products (11). As compared with FY2019 data, Shanxi Wanxinda Plant is excluded from this ESG report as it was wound up during the Reporting Period. In addition, with the effective implementation of waste reduction measures, the Group's major wastes were reduced compared with FY2020.

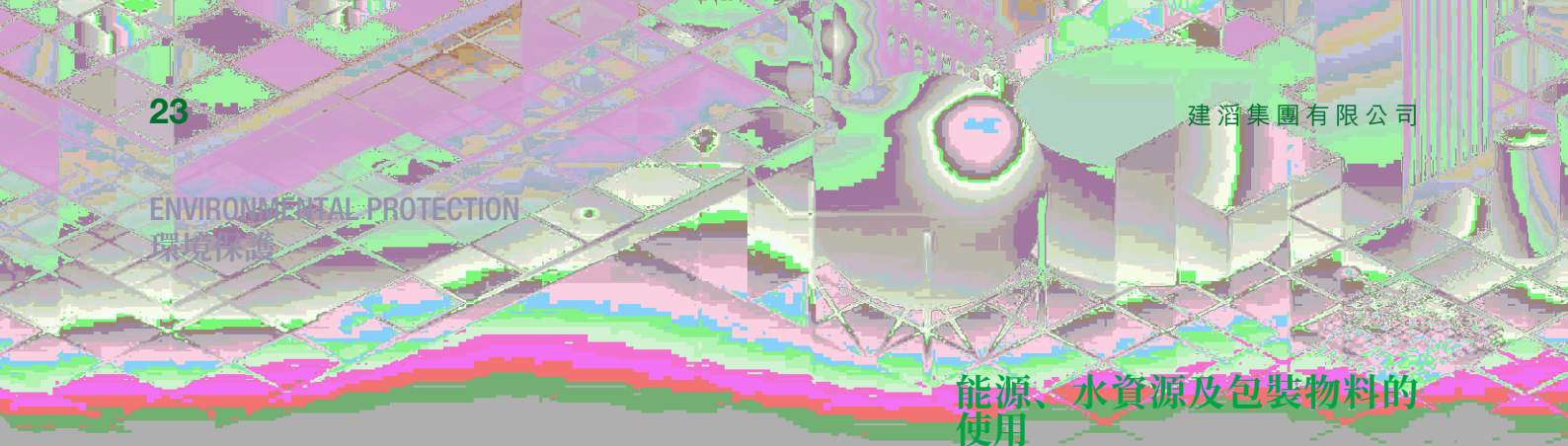
註1： 2020年財政年度數據範圍包括與覆銅面板23家、印刷線路板11家、化工產品11家，總共45家工廠的生產有關之數據。與2019年財政年度數據範圍相比，由於山西萬鑫達工廠已於報告期間結業，故不包括在本環境、社會及管治報告的報告範圍內。此外，隨著上述減廢措施的有效執行，本集團主要廢棄物對比2020年財政年度已有所降低。

Note 2: The FY2019 data include the data from 46 plants relating to the production of laminates, PCB and chemical products.

註2： 2019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46家工廠之數據。

Note 3: The business sector did not generate such waste 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廢棄物，因此相關披露並不適用於該業務板塊。



能源、水資源及包裝物料的使用

Take he e en a aba eline
立足當前

Review the current production process and study deployable equipment and strategies
檢視當前生產流程，研究可部署設備及戰略

See he bigge ic e
全面考慮

Prioritise and invest heavily in highly efficient and less risky rectification projects in accordance with environmental protection strategies.
根據環保策略區分輕重緩急，重點投資高效率低風險整改項目

Diffe en ia e el e
把握差異

Identify environmental - friendly solutions based on product characteristics, lay emphasis on results of differential analysis, and grasp the trend accurately
根據自身產品特徵，尋找環保出路，重視差異分析結果，精準把握趨勢走向

ia el
l k a
適度前瞻

Keep innovating with a focus on new energy sources and new technologies and improving future environmental care strategies and guidelines based on energy conservation results
不斷推陳出新，聚焦新能源及新科技，根據節能結果持續改善未來環保策略及方針

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，以應對氣候變化等全球重大風險。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

CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS (continued)

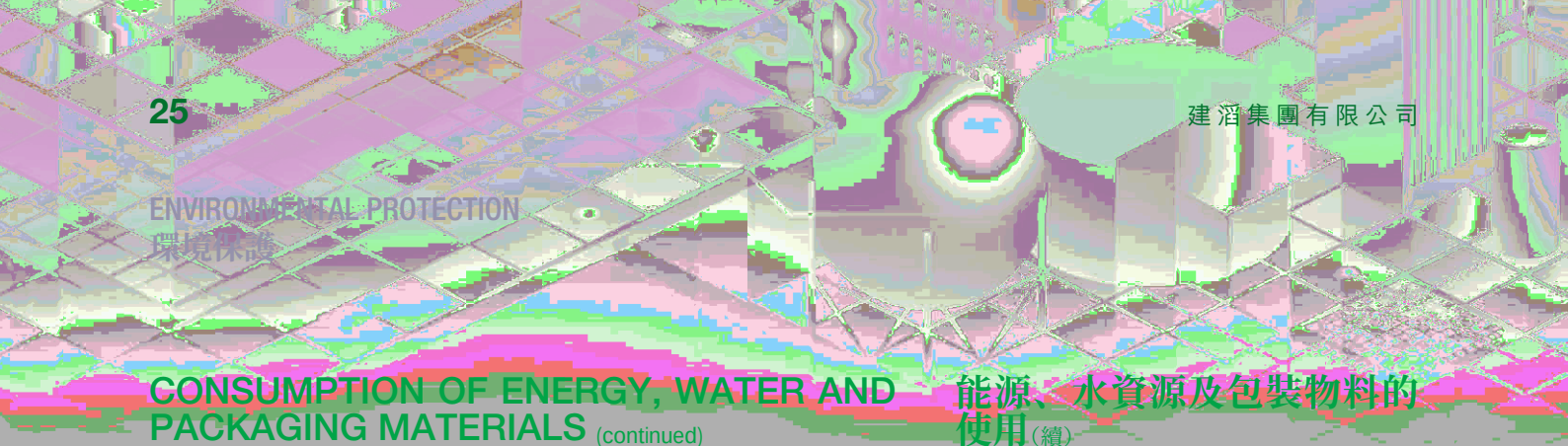
Consumption of Energy (continued)

能源、水資源及包裝物料的使用(續)

能源使用(續)

以下為集團工廠針對節約能源使用所實施的部分環保舉措：

- 要求工廠內部生產設施按照相關環境規則及規例進行運作，並於工廠和辦公室等設施內實施企業資源規劃(ERP)系統，對資源進行合理的統一管理和調配，適時識別機會改善產品的製作流程、材料、生產設備及再循環技術。
- 工廠管理層每年例行舉行會議，制定相應的開源節流計劃，以鼓勵生產部門在不影響產品質量的情況下降低能耗，並根據創新改造之成果建立績效評估制度，給予相應獎勵。
- 訂立節能計劃及指標，由生產營運部門執行每月水耗和電耗的績效考核，每日對廠內使用的能源數據進行統計分析。
- 在車間懸掛各類環境保護語錄標牌，用於鼓勵督促員工提高環保意識，定期對車間主管進行節約資源使用等方面的特殊培訓，以便向各員工傳達環保要求供其遵照執行。
- 對自動線UV機改造，由33.6KW改為19.2KW，預計從下一財政年度開始，該機器可令生產綫節省約50%的電力。
- 廠區照明由高壓鈉燈更換為節能燈及LED照明燈。為工廠生活區路燈設置太陽能電板，以降低碳排放。
- 對電機增加變頻器，能及時調整電機運行頻率，每年約節約電量25萬度。



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.

能源、水資源及包裝物料的使用(續)

用水資源

本集團旗下工廠坐落於不同的城市，並致力於不同板塊產品之開發及製造，因此我們鼓勵工廠內部根據各自需要，因地制宜，科學合理地制定節約用水及循環利用的內部管理措施。

日常營運中，我們定期對工廠內部的用水數據進行統計分析。根據生產線用水要求，我們提倡在適當的情況之下，將原工藝中使用的自來水替換成江水，以減低工業生產過程中所需的用水量。此外，2020年財政年度期間，集團持續開展洗板機用水回收之項目。該項目可循環利用水資源，每天約可節約用水80噸。另外，根據生產需要，我們未來考慮陸續投資例如修復交換循環水冷卻塔等循環用水的環保項目，以期更合理和更嚴謹地善用水資源。

包裝使用

集團於日常生產過程中倡導職員合理規劃原材料使用量，在保證質量及產品安全的情況下，鼓勵生產部門適當規劃原材料及包裝物料使用量，盡可能提高經濟與環保效益的同時，也可有效降低生產及包裝物料之成本。

為實踐本集團「少污染、多回收」的環保營運目標，旗下工廠對自身的營運過程進行定期的調查與診斷，並量身制定合適的減少包裝使用的方案。例如，集團工廠研究出使用鐵架替代紙箱包裝的方式，由於鐵架可循環使用，此舉有效減少紙皮固廢。此外，工廠亦採用泡沫塑料回收利用的策略，將包裝、存放過程中需要使用到的泡沫塑料進行分類回收備用，在減少包裝浪費的同時節約了成本，一舉兩得。

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 FY2020 and FY2019 is compared as follows:

包裝使用(續)

2020年財政年度與2019年財政年度能源使用種類及耗量比較如下：

Urban electricity (kWh)	市電(千瓦時)	746,724,659.7	705,158,942.5	1,592,533,873.4	3,044,417,475.6	3,499,562,661.7
Coal (tonne)	煤(噸)	71,072.2	N/A Note 3 不適用註3	646,628.0	717,700.2	1,799,105.5
Diesel oil (tonne)	柴油(噸)	1,828.1	153.5	339.7	2,321.2	3,018.8
Natural gas (cubic metres)	天然氣(立方米)	81,954,131.5	2,284,131.8	N/A Note 3 不適用註3	84,238,263.2 Note 4 註4	73,431,858.6
Water (cubic metres)	水(立方米)	4,972,764.9	8,205,001.0	8,196,152.0	21,373,917.2	28,111,646.6
Carbon emission (CO2e in tonnes) Note 5	碳排放(噸二氧化碳當量)註5	720,459.7	354,996.2	2,065,209.3	3,140,665.3	6,298,294.4

Note 1: The FY2020 data include the data from a total of 45 plants relating to the production of laminates (23), PCB (11) and chemical products (11). As compared with FY2019 data, Shanxi Wanxinda Plant is excluded from this ESG report as it was wound up during the Reporting Period. In addition, with the effective implementation of energy conservation measures, the Group's energy consumption decreased compared with FY2020.

註1： 2020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11家，總共45家工廠的生產有關之數據。與2019年財政年度數據範圍相比，由於山西萬鑫達工廠已於報告期間結業，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2020年財政年度已有所降低。

Note 2: The FY2019 data include the data from 46 plants relating to the production of laminates, PCB and chemical products.

註2： 2019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46家工廠之數據。

Note 3: The business sector did not consume such energy 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能源使用，因此相關披露並不適用於該業務板塊。

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.

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。

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 2020" published by the Department for Business, Energy & Industrial Strategy of the United Kingdom Government, Baseline Emission Factors for China Regional Power Grids in 2019 Emission Reduction Projects" (2019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 CO2 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 2020》、中國國家發展和改革委員會公佈之《2019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 CO2 Emission Sources and Sinks in Thailand》。

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 density of energy consumption and water consumption for FY2020 and FY2019 is compared as follows:

包裝使用(續)

2020年財政年度與2019年財政年度能源使用及用水密度比較如下：

Urban electricity	市電	**846.8**	977.2	kWh/tonne of finished products 千瓦時/每噸成品	**5.0**	5.8	kWh/sq ft of finished products 千瓦時/每平方英呎成品	**499.62**	434.1	kWh/tonne of finished products 千瓦時/每噸成品
Coal	煤	**0.1**	0.1	Tonne/tonne of finished products 噸/每噸成品	**N/A**[Note 3] 不適用[註3]	N/A[Note 3] 不適用[註3]	Tonnes/sq ft of finished product 噸/每平方英呎成品	**0.2**	0.4	Tonne/tonne of finished products 噸/每噸成品
Diesel	柴油	**0.0020**	0.0025	Tonne/tonne of finished products 噸/每噸成品	**N/A**[Note 3] 不適用[註3]	>0.001	Tonnes/sq ft of finished product 噸/每平方英呎成品	**>0.001**	>0.001	Tonne/tonne of finished products 噸/每噸成品
Natural gas	天然氣	**92.9**[Note 4 註4]	85.4	Cubic metres/ tonne of finished products 立方米/每噸成品	**0.016**	0.018	Cubic metres/sq ft of finished products 立方米/每平方英呎成品	**N/A**[Note 3] 不適用[註3]	0.001	Cubic metres/ tonne of finished products 立方米/每噸成品
Water	水	**5.64**	5.9	Cubic metres/ tonne of finished products 立方米/每噸成品	**0.06**	0.1	Cubic metres/sq ft of finished products 立方米/每平方英呎成品	**2.57**	2.0	Cubic metres/ tonne of finished products 立方米/每噸成品

Note 1: The FY2020 data include the data from a total of 45 plants relating to the production of laminates (23), PCB (11) and chemical products (11). With the effective implementation of energy conservation measures, the Group's energy use intensity decreased compared with FY2020.

註1： 2020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11家，總共45家工廠的生產有關之數據。隨著上述節能措施的有效執行，本集團能源使用密度對比2020年財政年度已有所降低。

Note 2: The FY2019 data include the data from 46 plants relating to the production of laminates, PCB and chemical products.

註2： 2019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46家工廠之數據。

Note 3: The business sector did not consume such energy 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能源使用，因此相關披露並不適用於該業務板塊。

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.

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。

能源、水資源及包裝物料的使用(續)

包裝使用(續)

2020年財政年度與2019年財政年度包裝材料使用量比較如下：

Carton	紙箱	1,240.4	1,207.8	N/A[Note 3] 不適用[註3]	2,448.2	3,923.5
Blister packaging	吸塑	N/A[Note 3] 不適用[註3]	145.8	N/A[Note 3] 不適用[註3]	145.8	178.1
Plastic wrap	保鮮膜包裝	284.3	281.2	N/A[Note 3] 不適用[註3]	565.5	544.8
Card board	卡板	3,933.7	396.0	N/A[Note 3] 不適用[註3]	4,329.7	5,078.9
Drench membrane paper	淋膜紙	1,290.6	N/A[Note 3] 不適用[註33]			

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. From January 2019, the Chinese government started to implement the Measures for Drainage Management by Enterprises Using Phosphorus and Nitrogen, which are designed to strengthen pollution control and protect the environment with a focus on the monitoring of enterprises using water. 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相關事件。

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。2019年1月起，中國政府開始實施《涉磷氮企業排水管理辦法》，該條例以加強污染控制、保護環境為目標，重點監控涉水企業。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，設置相應的廢氣處理方法。靈活應用活性炭吸附系統、酸堿液噴淋系統等設備，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里環境，減低生產過程帶來的生態影響。

EMPLOYMENT
僱傭

We always stick to the idea of "putting people first" and keep our social responsibilities in mind while doing business. We believe 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 provide competitive remuneration and benefits and promote a series of measures to facilitate 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 revised by Hong Kong Stock Exchange. The composition of the Board contains several elements, including but not limited to age, cultural and educational background, professional experience, skills, and knowledge, with an aim to diversify the Board.

我們堅守「以人為本」的理念，在發展業務的同時時刻謹記履行社會責任，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，我們提供具競爭力的薪酬待遇以及推動一系列措施以提倡員工多元化及各方面的事業平等發展機會。本集團的董事會已根據香港聯合交易所修訂的《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因素，包括但不限於年齡、文化及教育背景、專業經驗、技能以及知識等，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 FY2020, 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2020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》、《中華人民共和國工會法》、《中華人民共和國社會保險法》、《泰國勞動保護法》及《香港僱傭條例》)。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

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.

During the Reporting Period, the Group had 33,112 employees in total. In 2020, a total of 18,134 employees left the Group. The turnover rate varies with regions. To ensure a steady average turnover rate, we have implemented a mentorship programme, interdepartmental exchanges and skills and leadership training. Besides, we develop the Application for Recruitment as our recruitment plan in January each year in preparation for staff turnover around the Chinese New Year.

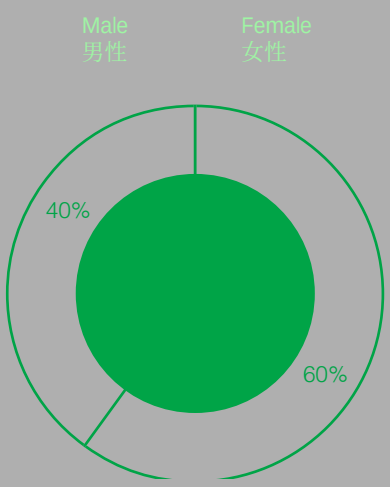
僱傭政策(續)

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。

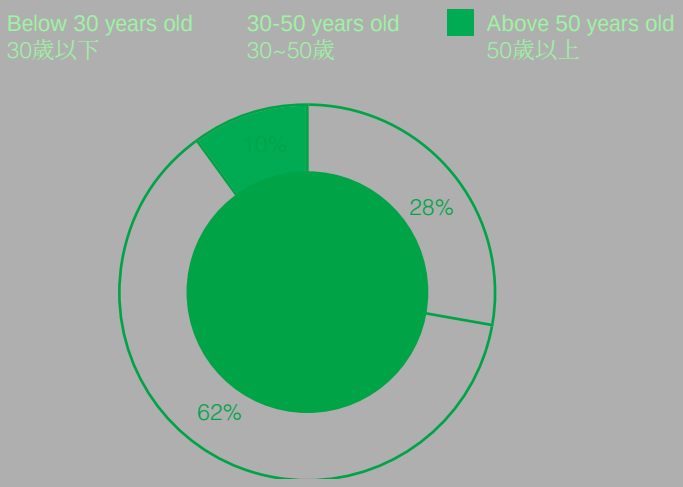
報告期間，集團共有33,112名員工，2020年離職僱員總數為18,134人，不同的地區的離職率會因地域而異，為了保持相對安穩的平均離職率，我們實施了導師計畫，部門之間的交流，技能與領導力培訓等。另外，我們會在每年1月份制定《人員招聘儲備申請》作為招聘計劃，為春節前後人員流失較大時做好人員儲備。

Basic Information About Employment
僱傭的基本情報

By gender
僱傭員工男女比例



By age
僱傭員工年齡層比例



Number of male employees	僱傭員工男性人數	19,730人
Number of female employees	僱傭員工女性人數	13,382人
Employees aged below 30	30歲以下僱傭員工人數	9,268人
Employees aged between 30 and 50	30~50歲僱傭員工人數	20,579人
Employees aged over 50	50歲以上僱傭員工人數	3,265人

EMPLOYMENT POLICY (continued)

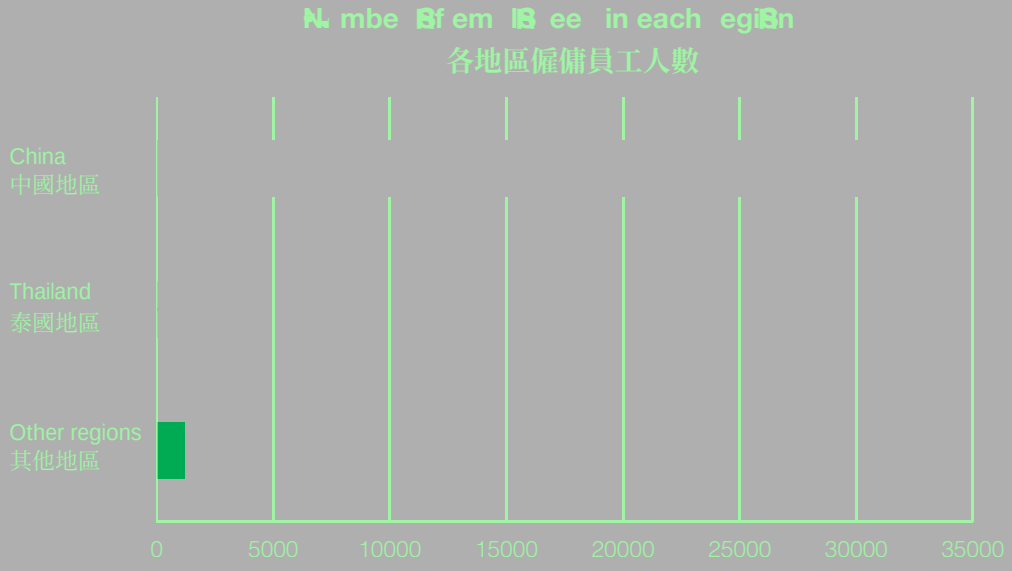
僱傭政策(續)

Note 1:

In order to improve the transparency and comprehensiveness of the data in this ESG report, the Group has for the first time increased the scope of data collection on employment from FY2020, and thus can not provide data for FY2019.

註1：

為提升本環境、社會及管治報告中的數據透明度及全面性，本集團首次於2020年財政年度起增加對僱傭方面的數據收集範圍，固未能就2019年財政年度提供相關數據。



EMPLOYMENT POLICY (continued)

Kingboard Holdings safeguards employees' legitimate rights and interests

僱傭政策(續)

建滔集團內部管理和業務往來中保障員工的合法權益，並宣導合作夥伴保障其員工權益，不會因性別、地域、年齡等方面不同而區別對待，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，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。如發現違規情況，本集團將根據《勞動保障監察條例》向勞動保障部門進行舉報及記錄在案，以維護勞動者的合法權益。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按照該《規定》並根據需求組織；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。具體內容可以總結為：

- 尊重員工自由權利，包括僱傭自由，辭工自由，加班自由及行動自由等；
- 集團禁止採用任何限制工人自由的行為，如扣押身份證件、個人證明文件的原件、收取押金或抵押物、扣押員工工資、使用監視或監聽器、強迫搜身、限制員工合理地出入集團和強迫加班等；
- 集團擬定的勞動合同必須經過與員工代表的協商同意，並報當地勞動局審核備案；
- 依據勞動法和EICC[1]標準制定工作時間政策，並確保工人身心健康；

[1] EICC is a code of conduct in the electronics industry. The EICC has established various standards to ensure a safe working environment in the supply chain of the electronics industry, workers are respected and treated with dignity, and business operations are eco-friendly.

[1] EICC 是電子行業行為準則。EICC 建立了各種標準，以確保電子行業供應鏈的工作環境安全，工人受到尊重並富有尊嚴，以及商業運營對環境負責。

EMPLOYMENT POLICY (continued)

- Strictly control the working hours of minors and never arrange overtime work by pregnant workers;
- Ask workers to work overtime only with the consent of the workers or their representatives;
- Apply for local labour bureaus and obtain its written consent if working hours needs to be extended under special circumstances;
- Implement the attendance tracking system to determine, communicate, record, manage, and control working hours, including detailed records about normal working hours and extra working time;
- Allow workers to enjoy statutory leave including sick leave and maternal leave.

僱傭政策(續)

- 嚴格控制未成年員工加班，不得安排孕婦加班；
- 安排工人加班必須事先徵得工人或工人代表的同意；
- 遇有特殊情況需要延長加班時間時，必須向當地勞動局申請，並獲得勞動局書面同意；
- 嚴格執行考勤制度，用於確定、傳達、記錄、管理和控制工作時間，包括正常工作時間和加班時間的詳細記錄；
- 工人有權享有法律規定的假期、包括病假和產假等。

COMPENSATION POLICY

In terms of compensation policies, we strictly comply with provisions of the Labour Contract Law and local laws and regulations, develop the Compensation Management System, Performance Appraisal System, Evaluation Management System, Travel Reimbursement System, Social Security System, and Bonus Distribution System 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.

薪酬政策

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，並編有完善《薪資管理制度》、《績效考核制度》、《評優管理制度》、《差旅報銷制度》、《社保制度》和《獎金分配制度》，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。

COMPENSATION POLICY (continued)

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, which is similar to data in FY2019.

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.

薪酬政策(續)

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，與2019年財政年度數據相若。

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 believe caring for employees is one of the most effective ways of demonstrating our corporate culture. 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 organised a number of staff activities and provide several benefits to them in FY2020, including:

- Dining discount for employees
- Staff medical benefits
- 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

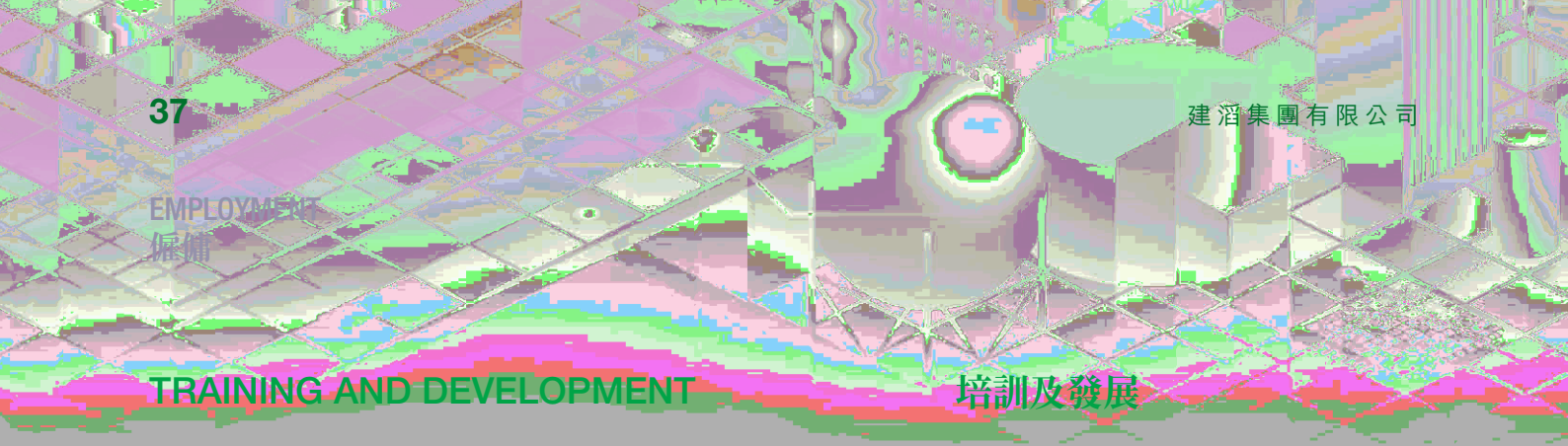
Through the above activities, we encourage employees to strike a balance between work and life so that they are entitled to a healthy and sustainable lifestyle beyond hard work.

員工活動及福利

我們認為關愛員工是體現企業文化最有效的途徑之一，我們為員工提供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2020年財政年度舉辦多項員工活動及為員工提供多項福利，當中包括：

- 員工膳食優惠
- 員工醫療福利
- 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

通過以上的活動，我們鼓勵員工在工作與生活之間取得平衡，於日常工作辛勞之餘，也能同時享受健康與永續的生活方式。



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 Institute of Management 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，確保集團技術的前沿水準。

TRAINING AND DEVELOPMENT (continued)

培訓及發展(續)

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

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：

Induction Training 崗前培訓

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.

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。

Internal Training 內部培訓

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.

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。

External Training 外部培訓

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 Institute of Management 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.

TRAINING AND DEVELOPMENT (continued)

The figures on training and development for the Reporting Period are as follows:

Male	男性	31,377人	5.5小時
Female	女性	19,869人	3小時

Staff	一般員工	45,131人	3.1小時
Middle management	中級管理層	5,656人	15.2小時
Senior management	高級管理層	459人	10.3小時

As for the content of training and development, the Group has developed the annual training plan in accordance with the WI-AD-202 Training Management Regulations and development needs of departments and formulates the Training Sign-in Form, Training Effectiveness Evaluation Form and Post-Training Questionnaire which will be followed up by the personnel department for checks.

培訓及發展(續)

於報告期間，培訓及發展相關數據如下：

針對培訓及發展內容，本集團依據WI-AD-202《培訓管理規定》及各部門發展需要，制定年度培訓計畫，並在每月形成《培訓簽到表》、《培訓有效性評估表》及《培訓後調查表》，並由人事部跟進檢查。

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.

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》，以上法規已訂明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。

僱員健康及職業安全(續)

對於新入職員工，集團會進行一天的集中脫崗培訓，培訓結束後分配員工到工作崗位，由其所在的部門負責後期的在崗培訓。新員工分到所在部門後，該部門負責人對其已有的技能與工作崗位所要求的技能進行評估，以確定該員工培訓方向，並指定專人實施培訓指導。

另外，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2020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、倉庫管理、灌裝操作、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

EMPLOYEE HEALTH AND OCCUPATIONAL SAFETY (continued)

僱員健康及職業安全(續)

- 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.

- 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。

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 Group 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.

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他工廠取得該認證。

EMPLOYEE HEALTH AND OCCUPATIONAL SAFETY (continued)

僱員健康及職業安全(續)

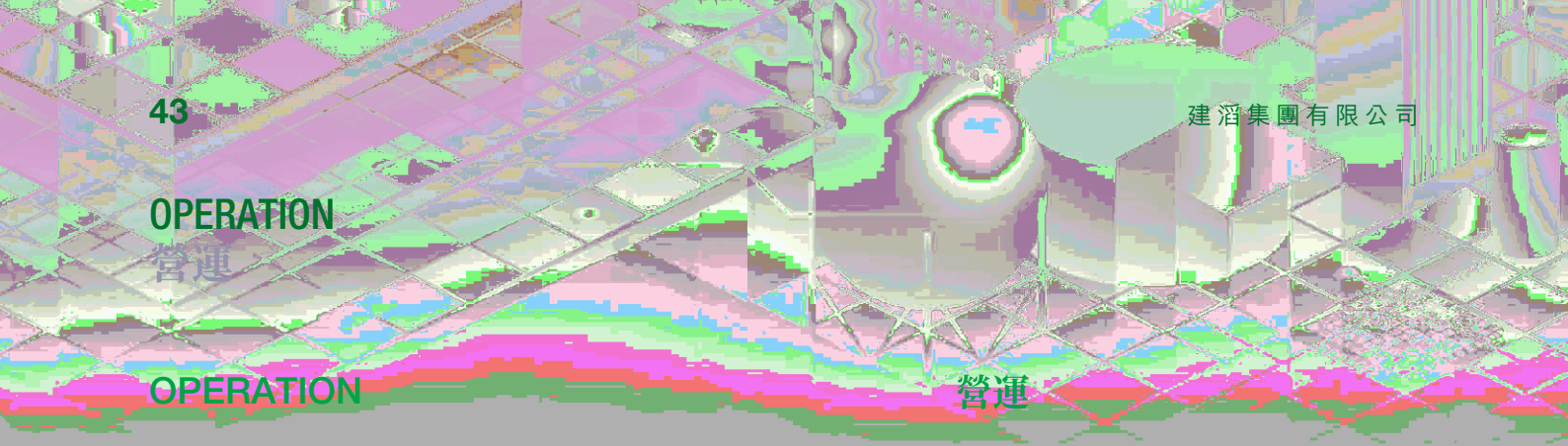
Meanwhile, we provide employees with suitable office appliances and equipment to ensure the safest working environment. In addition, we have dedicated personnel to perform daily inspections on on-site work, and

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，並委託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。

2018	2018年	0人	0日
2019	2019年	0人	0日
2020	2020年	8人	5,701日

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，也鍛煉了團隊合作精神，為和諧健康的工作環境打下基礎。

於2020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。



OPERATION 營運

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.

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。

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.

供應鏈管理

建滔集團對供應商及供應鏈管理要求嚴格。我們制定並落實了一系列供應鏈管理制度，包括《供應商管理程序》、《供應商評價準則》、《採購評估程序》及《風險與機會的識別和控制程序》等，並要求員工及管理層切實執行。

供應商在與本集團合作前，必須先通過我方的供應商評估。我們會對供應商的營業執照、認證資格證書進行審查，其中包括各項國際質量管理系統(ISO)認證(如ISO9001、ISO14001認證)、職業安全衛生管理系統(OHSAS 18001)認證、美國安全試驗(UL)認證及歐盟危害性物質限制指令(RoHS)測試報告等等，以確保供應商符合集團要求。

Total suppliers in China	中國地區供應商總數	4,658
Total suppliers in Thailand	泰國地區供應商總數	25
Total suppliers in other regions	其他地區供應商總數	132

The Group has set up a supplier approval committee dedicated to the supervision of the supply chain. Primary members of the supplier approval committee include engineers of the manufacturing and engineering department, engineers responsible for quality control over incoming materials, quality engineers and procurement officers. The committee is directly responsible for approval, monitoring, communication and regular evaluation in connection with suppliers of materials. It will also conduct audits on suppliers where necessary.

集團成立了供應商認可委員會對供應鏈進行專門監管。供應商認可委員會基本成員包括製作工程部工程師，來料質量控制工程師，品質工程師，採購主任等。該供應商認可委員會直接負責物料供應商的認可、監控、溝通與定期評估，必要時會對供應商進行審核。

SUPPLIER MANAGEMENT (continued)

We also conduct on-site product assessments at suppliers' premises and sample tests on their products to ensure compliance of their products with our quality requirements. Suppliers who meet the requirements and pass the above supplier evaluation procedures will be included in our Qualified Supplier List. Before signing cooperation agreements with some major suppliers, we will sign "Confidentiality and Integrity Undertakings of Supplier", "Agreement for Environmental Protection" and "Guarantee of No Containment of Prohibited Substances" with them, setting out the Group's expectations for suppliers in terms of confidentiality, integrity and environmental and material control. In addition, major qualified suppliers of the Group are required to sign the List of Materials Subject to Environmental Control and Pledge of Suppliers Against the Use of Environment-related Materials with them once a year, stating that no substances harmful to the environment will be used in the production process.

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, the Group preferably chooses low-carbon and eco-friendly suppliers as its partners.

供應鏈管理(續)

我們亦會對供應商現場進行產品評估，並對供應商產品進行樣品測試，確保產品質量符合要求。符合要求及通過以上供應商評估程序的供應商方會列入我們的《合格供應商名單》中。在與部份主要供應商簽訂合作協議前，我們會與對方簽訂《供應商保密及廉潔承諾書》、《環境保護協議書》、《禁用物質不含有保證書》，訂明集團對供應商在保密、廉潔營運及環境與物料管控方面的期望。此外，本集團的主要合格供應商每年需簽訂一次《環境管理物質一覽表》以及《供應商環境關聯物質不使用保證書》，聲明在生產過程中不使用對環境有害的物質。

此外，我們亦會每年對供應商進行年度評審。與供應商管理相關的部門(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。

PRODUCT MANAGEMENT AND SAFETY

產品管理及安全

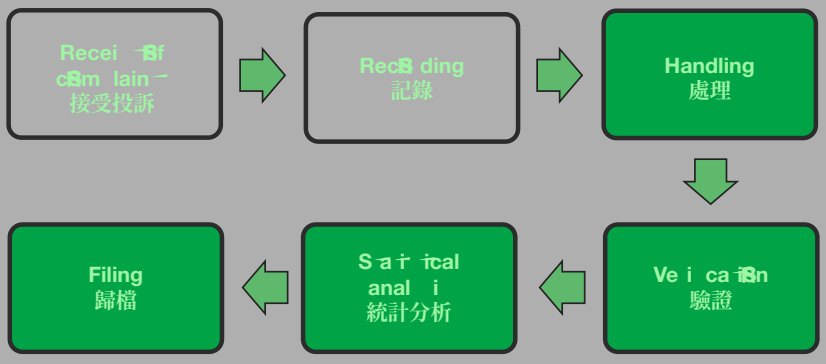
Kingboard Holdings devotes itself to producing and providing high-quality and safe products for customers, and attaches great importance to customer's product experience and after-sales service. We strictly abide by the Product Quality Law of the People's Republic of China (中華人民共和國產品質量法), Law of the 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 organise 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. During FY2020, we recalled approximately 58,717 products and received 449 product complaints. We will pay attention to and carefully deal with the Group's non-compliances that cause product recalls or product service complaints.

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》及《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式，包括《產品監視和測量控制程式》、《不合格品控制程式》、《糾正和預防措施控制程式》、《資訊安全管理制度》、《知識管理控制程式》、《產品安全控制程式》、《客戶技術保密工作指引》、《客戶服務控制程式》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式的內容。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。於2020年財政年度，我們回收約58,717件產品，以及接獲449件關於產品的投訴。我們會對任何與集團涉及引致產品回收或產品服務投訴相關的重大違規事宜引起重視並認真處理。

We believe that caring services are critical to the Group's success. Therefore, we build a closer relationship with customers through continuous listening and prompt responses. A strict complaint handling mechanism is put in place to ensure customers' opinions are handled in a consistent, effective manner. We strive to improve the Group's product and service quality to meet customers' expectations.

我們堅信用心的服務是集團成功的關鍵。透過持續聆聽和及時的回應，與顧客建立更加緊密的關係。我們設有一套嚴謹的投訴處理機制，確保以一致及有效的方式處理客戶意見，力求改進本集團的產品品質和服務質素，以滿足客戶的期望。

PRODUCT MANAGEMENT AND SAFETY (continued)
產品管理及安全(續)



In addition, 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 FY2020.

另外，我們於2020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。

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.

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。

PRODUCT MANAGEMENT AND SAFETY
(continued)

CUSTOMER INFORMATION AND INTELLECTUAL PROPERTY PROTECTION

客戶資料及知識產權保護

Kingboard Holdings 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. The Group has developed and implemented the Guidelines on Keeping Customers' Technologies Confidential and strictly requires our staff to comply with relevant policies and sign confidentiality and non-compete agreements and handle and store customer-related information with prudence and care. We have also established various controls to protect customer information in our 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 permissions. We have established a data backup procedure and a regular test and inspection program for backup data. Moreover, we strictly comply with confidentiality measures for product development and sign confidentiality and non-competition agreements with employees for all product information or bills of materials.

The Group was not aware of any material breach of applicable laws and regulations pertaining to customer information and intellectual property protection that had a significant impact on the Group during FY2020.

建滔集團關注客戶的資料及知識產權保護，嚴格遵守國內政府之規定以及相關法律法規(包括但不限於《中華人民共和國侵權責任法》、《中華人民共和國民法通則》、《中華人民共和國合同法》和《中華人民共和國廣告法》等)。本集團制定及落實《客戶技術保密工作指引》，並嚴格要求員工遵守相關的政策及簽訂保密及不競爭協議，謹慎處理及存放與客戶有關的資料，同時設立各種控制以保護系統內有關客戶的數據，並定期對有關內部監控措施進行覆核，確保其有效性。我們的產品數據採用ERP企業資源規劃系統進行統一維護管理，各崗位操作人員的系統權限嚴格按職責設置，並由管理層定期檢查操作員的權限。我們建立了數據備份程式，以及備份數據的定期測試檢查程式。此外，我們嚴格遵守產品研發的保密措施，針對所有的產品或物料清單資料等，我們都會與員工簽訂保密及競業禁止協議。

我們於2020年財政年度並無發現與客戶資料及知識產權保護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。

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) and Tendering and Bidding Law of the People's Republic of China (中華人民共和國招標投標法). In addition, we have developed systematic management systems for full-time and part-time employees and 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. For example,

- employees are not allowed to demand or take rebates and commissions from associated units with the business they deal with during business operation. Otherwise, these conducts will constitute bribery;
- When dealing with associated units, employees should stick to legal and proper occupational ethics and norms, and commit no bribery or other unethical practices to gain benefits;
- Employees must refuse to take part in activities that violate national laws and social morality when dealing with relevant organisations.
- basic norms;
- Employees' violations with the above norms may lead to the Group's dissolution of labour contracts. If the violations lead to economic losses, the Group will recover economic compensation in accordance with the law. Should employees are suspected of committing crimes, the Group will report them to judicial authorities.

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》及《中華人民共和國招標投標法》。此外，我們制定了覆蓋全職和非全職員工的體系化管理制度，集團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。比如：

- 員工在經營管理活動中，不准索取或者收受業務關聯單位的酬金和回扣，否則將構成受賄；
- 員工在與業務關聯單位交往中，應堅持合法、正當的職業道德準則，反對以賄賂及其他不道德的手段取得不正當利益；
- 員工與業務關聯單位交往中，應拒絕參與違反國家法律和社會公德的活動；
- 基本準則；
- 員工違反以上準則可能導致本集團與之解除勞動合同，員工違反本準則給集團造成經濟損失，本集團將依法追索經濟賠償，員工行為涉嫌刑事犯罪，集團將報告司法機關處理。

ANTI-CORRUPTION AND ANTI-COMPETITIVE BEHAVIOUR POLICY (continued)

反貪污及反競爭行為政策(續)

The Group regularly organises training courses for employees to ensure they have a clear understanding of the relevant policies. The Group has created a compliance checklist to monitor compliance with requirements of laws and rules against bribery, extortion, fraud and money laundering. This compliance checklist covers major requirements and laws and regulations pertaining to the Group and the Legal Affair Department performs compliance check and testing on a regular basis to supervise the Group's compliance. The Group conducts annual internal control audits that involve employees' compliance with policies against bribery, extortion, fraud, and money-laundering. Managers at or above the specified level are required to sign statements on an annual basis to confirm compliance with relevant policies. The Group has put in place a whistle-blowing system with a dedicated team to investigate any non-compliances and adopt disciplinary actions.

本集團定期為員工舉辦培訓課程，確保員工清楚瞭解相關政策的內容。本集團建立合規檢查清單對防止賄賂、勒索、欺詐及洗黑錢法律的規定、規則進行合規性監控。該合規檢查清單涵蓋與本集團有關的重大規定與法規，並由法務部定期執行合規檢查與測試，以監察集團的合規情況。集團每年進行內控審計，檢查員工對防止賄賂、勒索、欺詐及洗黑錢政策的遵從情況。指定職級以上管理層需每年簽署聲明書，確認遵守相關政策。本集團訂立舉報制度，如有任何不合規的情況，將由專責小組負責調查並作相應紀律處分。

Meanwhile, we have established an employee "Integrity File Binder" and the Gift Reporting System, which actively monitors and records employees' integrity, violations of rules and disciplines during employment. The Gift Reporting System requires employees to declare gifts that they cannot refuse or return for various reasons within 15 days of such event. We also provide anti-corruption trainings for employees and organise a disciplinary education learning event in September every year. In 2020, with the education theme of "remain true to our original aspiration and keep our mission firmly in mind", the Group further strengthened its education on ideals and beliefs through case studies. We continuously improve investigation procedures for violations of laws and disciplines, strengthen supervision and management, and effectively implement relevant regulations. In order to promote employees' integrity, we have established regulations for supervision and discipline, formulated procedures for handling complaints and reports, and set up reporting channels, allowing the Group's employees and related third parties to communicate with the Group's disciplinary investigation department through calls, in-person visits, or writing with confidentiality to report any violations. After receiving whistleblowing reports, the disciplinary investigation department properly proceeds with proper recording. If the reported object involves a person directly managed by the Group, the disciplinary investigation department shall handle the matter in accordance with relevant procedures. If the reported person is an employee of a subsidiary, he or she will be referred to the disciplinary investigation department of the Group for handling according to procedures.

同時，我們建立了員工「廉政檔案檔夾」和《禮品禮金申報制度》，對員工廉潔從業、違規違紀等情況全程記錄、動態監管。《禮品禮金申報制度》要求員工在公務活動中，對於因各種原因無法拒收或退回而收受的禮品禮金，在收到之日起15天之內進行申報。我們亦為員工提供反腐倡廉培訓，於每年9月份組織開展紀律教育學習月活動。2020年本集團結合「不忘初心、牢記使命」主題教育，進一步加強理想信念教育和案件警示教育。我們不斷改善違規違紀事件的調查程式，完善監督管理，切實有效地貫徹相關規定。為促進員工廉潔從業，我們制定了監督執紀工作規定、信訪舉報與問題線索處置工作流程，設置了舉報管道，使集團員工及與有往來的協力廠商等均可以在保密的情況下，通過來電、來訪、來信的方式，向集團紀檢部門檢舉任何與集團有關的違規違紀行為。紀檢部門接收信訪舉報後，將填寫舉報記錄。如被舉報物件涉及集團直接管理的人員，則由紀檢部門按程式進行處置。如被舉報對像是下屬成員集團的人員，則轉交成員到集團紀檢部門按程序進行處置。