



彼岸
PEIPORT

彼岸控股有限公司
Peiport Holdings Ltd.

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

Stock Code 股份代號 : 2885

2018

ENVIRONMENTAL, SOCIAL
AND GOVERNANCE REPORT

環境、社會及管治報告



Contents 目錄

2	About the Group	關於本集團
3	About the Report	關於本報告
5	ESG Policy	ESG 政策
6	Stakeholder Engagement	持份者參與
9	Materiality Matrix	重要性矩陣
10	Our People	我們的員工
14	Operating Practices	營運慣例
18	Environment	環境
21	Community Investment	社區投資
22	Appendix I — ESG Reporting Guide Content Index Issued by the Stock Exchange	附錄一：聯交所《環境、社會及管治指引》 內容索引

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

ABOUT THE GROUP

Peiport Holdings Ltd. (the “Company” together with its subsidiaries, hereinafter referred to as the “Group”) principally engages in the provision of thermal imaging products and services, self-stabilised imaging products and services, and general aviation products and services in the People’s Republic of China (the “PRC”) and Hong Kong. Under the management of Mr. YEUNG Lun Ching and Ms. WONG Kwan Lik, our chairman of the board (the “Board”) of directors (the “Directors”) and the chief executive officer, the Group was listed on the Main Board of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) on 11 January 2019 (the “Listing Date”).

Our Vision

Adhering to its vision of sustainability, the Company is dedicated to the promotion of self, family, business and society, which generates maximum value for our shareholders as well as balancing interests from the environment and society to promote harmony to different stakeholders.

Aligning with our motto of “Continuous striving; Cultivating self, Harmonious Peiport family; Caring for our staff; Contributing to the society; Creating return for our shareholders”, we will continue to place more emphasis on areas of environmental, social and governance (“ESG”), and encourage every individual, business partner and peer to take part in the implementation of our ESG strategy.

關於本集團

彼岸控股有限公司(以下簡稱「本公司」, 與其附屬公司合併簡稱為「本集團」)主要業務是在中華人民共和國(以下簡稱「中國」)及香港地區提供熱成像產品及服務、自穩定成像產品及服務, 以及通用航空產品及服務。在董事(「董事」)會(「董事會」)主席楊倫楨先生及行政總裁王群力女士的管理下, 本集團於2019年1月11日(「上市日」)在香港聯合交易所有限公司(「聯交所」)主板上市。

我們的願景

本公司遵循可持續發展理念, 致力於促進自我、家庭、企業及社會, 為股東創造最大價值, 平衡環境與社會的利益, 促進不同持份者之間的和諧。

秉承「自強不息, 修身齊家, 關愛員工, 反饋社會, 回報股東」的宗旨, 我們將持續將更多注意力投入於環境、社會及管治領域(以下簡稱「ESG」), 鼓勵每一位個人、商業夥伴及同行參與ESG戰略的實施。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

ABOUT THE REPORT

Our Group is pleased to present the first annual ESG Report for the year ended 31 December 2018 (the “Report”). Unless otherwise stated, this Report should be read in conjunction with the 2018 Annual Report of the Company, in particular the Corporate Governance Report contained therein.

Reporting Reference

This Report is prepared in compliance with the Environmental, Social and Governance Reporting Guide (hereinafter referred to as the “ESG Reporting Guide”) as set out in Appendix 27 under the Rules Governing the Listing of Securities on the Stock Exchange. Information as contained in this Report is derived from the statistics, questionnaires, records and analytical results of the Group. An ESG Reporting Guide Content Index is set out in Appendix I of this Report. The Report is published in English and Chinese. In case of any conflicts between the two versions, the English version shall prevail.

關於本報告

本集團欣然提呈截至2018年12月31日的第一份ESG年度報告(「報告」)。除非另有說明，本報告應與公司2018年年報，尤其是其中所載的企業管治報告一併閱讀。

報告參考

本報告的編制符合《聯交所證券上市規則》附錄27中規定的環境、社會及管治報告指引(以下簡稱「ESG報告指引」)。本報告所含資料來源於本集團的統計資料、調查問卷、記錄及分析結果。ESG報告指引內容索引見本報告附錄一。本報告以英文及中文刊載。兩種版本如有衝突，以英文版本為準。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

ABOUT THE REPORT (Continued)

關於本報告(續)

Reporting Scope and Extent

報告涵蓋時間及範圍

All information provided in this Report covers the period from 1 January 2018 to 31 December 2018 (the “Reporting Period”), which is consistent with the financial year of the Company’s 2018 Annual Report. The policy document, declaration and data set out in this Report cover the major operations of the Group including the major subsidiaries with their names and the principal activities listed below:

本報告中提供的所有資料之涵蓋期間為2018年1月1日至2018年12月31日(以下簡稱「報告期」)，與本公司2018年年報的財政年度一致。本報告所載的政策文件、聲明及數據涵蓋本集團的主要業務，包括附屬公司。附屬公司名稱及主要業務列示如下：

Name of Subsidiaries 附屬公司名稱	Principal activities 主要業務
Peiport Scientific Aero Limited 彼岸科航有限公司	Provision of (i) thermal imaging products and services and (ii) self-stabilised imaging products and services 提供(i)熱成像產品及服務和(ii)自穩定成像產品和服務
Peiport Industries Limited 彼岸實業有限公司	Provision of (i) thermal imaging products and services; (ii) self-stabilised imaging products and services; and (iii) general aviation products 提供(i)熱成像產品及服務；(ii)自穩定成像產品和服務；(iii)通用航空產品
Guangzhou Peiport Sijing Optoelectronics System Limited 廣州彼岸思精光電系統有限公司	Provision of (i) thermal imaging products and services; (ii) self-stabilised imaging products and services; and (iii) general aviation products 提供(i)熱成像產品和服務；(ii)自穩定成像產品和服務；(iii)通用航空產品
Beijing Peiport Jingdu Technology Limited 北京彼岸京都科技有限公司	Provision of (i) thermal imaging products and services; (ii) self-stabilised imaging products and services; and (iii) general aviation products 提供(i)熱成像產品和服務；(ii)自穩定成像產品和服務；(iii)通用航空產品
Peiport (Shanghai) Optoelectronics Technology Limited 彼岸(上海)光電科技有限公司	Provision of (i) thermal imaging products and services; (ii) self-stabilised imaging products and services; and (iii) general aviation products 提供(i)熱成像產品和服務；(ii)自穩定成像產品和服務；(iii)通用航空產品
Peiport (Zhuhai) Air Equipment Manufacturing Limited 彼岸(珠海)航空器材製造有限公司	Provision of general aviation products and services 提供通用航空產品和服務

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

ABOUT THE REPORT (Continued)

Feedback on this Report

The Group values the opinion of different stakeholders. If you have any comments or suggestions regarding the content or format of the Report, you may submit your feedback to us at: esg@peiport.com.hk.

Approval

The Board acknowledges its responsibility for ensuring the integrity of the ESG report and to the best of its knowledge this Report addresses all relevant material issues and fairly presents the ESG performance of the Group. The Board confirms that it has reviewed and approved the Report.

ESG POLICY

We set the ESG policy of the Company (the “ESG Policy”) which governs our business and operational decisions to consider our economic, environmental and social implications, in addition to ensuring that we fully comply with laws and regulations. Our ESG Policy is being reviewed regularly to ensure the relevance and appropriateness to our business. The ESG Policy has been approved by the Board.

The objectives of our ESG Policy are:

- To adhere the highest standards of corporate governance and integrity in our operations;
- To ensure a safe workplace for our people and build a first-class development opportunity for our people to grow with the Group;
- To make meaningful contributions to the communities we serve;
- To promote a green working and operational environment;
- To request our supply chain to comply with our requirements with regard to corporate social sustainability; and
- To continuously improve our sustainability performance.

關於本報告(續)

對本報告的反饋

集團重視不同持份者的意見。如果您對本報告的內容或格式有任何意見或建議，您可以通過以下電子郵件向我們提交反饋意見：esg@peiport.com.hk。

批准

董事會知悉其有責任確保ESG報告的可信，據其所知，本報告闡述了所有相關的重大問題，並公正地介紹了本集團的ESG業績。董事會確認已審核並批准了該報告。

ESG 政策

我們已制定本公司環境、社會及管治政策(以下簡稱「ESG政策」)，用於管治我們的業務及營運決策，以考慮我們的經濟、環境和社會影響，同時確保我們完全遵守法律及規例。我們定期審查ESG政策，以確保其與我們的業務具有相關性及適當性。ESG政策已獲董事會批准。

我們的ESG政策的目標是：

- 堅持公司管治及誠信經營的最高標準；
- 確保員工的安全工作環境，為員工與集團一起成長創造一流的發展機遇；
- 為我們服務的社區作出有意義的貢獻；
- 促進綠色工作及營運環境；
- 要求我們的供應鏈滿足公司社會可持續性方面的要求；以及
- 持續改進我們的可持續發展績效。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

STAKEHOLDER ENGAGEMENT

持份者參與

The Company aims to respond and provide feedback to any material concerns raised by our stakeholders on a timely manner. To evaluate our performance on ESG, we identified our key stakeholders, including government/regulatory bodies, shareholders/investors/media, employees, customers, suppliers and community and interact with them through various channels of communication. Their opinions are reflected to the Report. The following table illustrates our stakeholders' material concerns in respect of the Group's ESG performance and the communication channels with them:

本公司旨在及時回應和反饋我們持份者提出的任何重大問題。為評估我們在ESG方面的表現，我們確定了我們的主要持份者，包括政府／監管機構、股東／投資者／媒體、員工、客戶、供應商及社區，並通過各種溝通方式與其互動。他們的意見反映在報告中。下表列示我們的持份者對集團環境、社會及管治績效的主要關注點，以及我們與他們溝通的方式：

Stakeholders 持份者	Material concerns 主要關注點	Communication channels 溝通方式
Government/ Regulatory bodies 政府／監管機構	<ul style="list-style-type: none"> Compliance with laws and regulations 遵守法律及規例 Proper tax filings 正確納稅申報 	<ul style="list-style-type: none"> Annual and interim reports, announcements and circulars 年報及中報，公告及函告 Company's website 公司網站 Verbal and written communications on a need basis 有需要時口頭及書面溝通
Shareholders/Investors/ Media 股東／投資者／媒體	<ul style="list-style-type: none"> Return on investment 投資回報 Timely and transparent information disclosure 及時、透明的資訊披露 Compliance with laws and regulations 遵守法律及規例 	<ul style="list-style-type: none"> Shareholders' meeting and notices 股東大會及通告 Annual and interim reports, announcements and circulars 年報及中報、公告及函告 Direct communication via a designated email address 通過指定的電子郵件位址進行直接通訊 Press release 新聞稿 Meetings and responses to phone and written enquiries on a need basis 有需要時召開會議並回復電話及書面詢問

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

STAKEHOLDER ENGAGEMENT (Continued)

持份者參與(續)

Stakeholders 持份者	Material concerns 主要關注點	Communication channels 溝通方式
Employees 員工	<ul style="list-style-type: none"> • Remuneration package and welfare 薪酬及福利 • Labour rights 勞工權利 • Career development 職業發展 • Health and safety in the workplace 健康及安全工作場所 	<ul style="list-style-type: none"> • Direct communication 直接溝通 • Internal notice and staff training 內部通知和員工培訓 • Conference 會議 • Employee activities 員工活動 • Questionnaires 調查問卷
Customers 客戶	<ul style="list-style-type: none"> • High-quality products 高品質產品 • Corporate reputation 企業聲譽 • Stable relationship 穩定關係 • Timely delivery 及時交付 	<ul style="list-style-type: none"> • Daily communication 日常溝通 • Questionnaires 調查問卷 • Customer meetings 客戶會議 • On-site visits 實地考察 • After sales services 售後服務

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

STAKEHOLDER ENGAGEMENT (Continued)

持份者參與(續)

Stakeholders 持份者	Material concerns 主要關注點	Communication channels 溝通方式
Suppliers 供應商	<ul style="list-style-type: none"> Stable demand of products 產品需求穩定 Corporate reputation 企業聲譽 Stable relationship 穩定關係 	<ul style="list-style-type: none"> Supplier management system 供應商管理系統 Regular meetings 定期會議 On-site visits 實地考察 Review and assessments 審查及評估 Questionnaires 調查問卷
Community 社區	<ul style="list-style-type: none"> Environmental protection 環境保護 Social responsibilities 社會責任 Contribution to community development 對社區發展的貢獻 	<ul style="list-style-type: none"> Annual and interim reports, announcements and circulars 年報及中報、公告及函告 Regular meetings and correspondences with market practitioners and related associations 與市場從業人員及相關協會的定期會議和通訊

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

MATERIALITY MATRIX

During the Reporting Period, we conducted a materiality assessment that included interviews and surveys with both our internal and external stakeholders. Through this assessment, we can better understand the major concerns of our stakeholders in order to ensure our business development is in line with their expectations and requirements. We identified the Group's internal and external stakeholders' matter of concern and illustrate in the following materiality matrix:

重要性矩陣

在報告期內，我們進行了重要性評估，包括對我們內部和外部持份者的訪談及調查。通過是次評估，我們可以更好地理解持份者的主要關注點，以確保我們的業務發展符合其期望及要求。我們確定了集團內部和外部持份者的關注事項，並在以下重要性矩陣中加以闡述：

Materiality Matrix 重要性矩陣		
Importance to External Stakeholders 對外部持份者的重要性	High 高	<ul style="list-style-type: none"> Product Quality 產品品質 Employees' Safety and Health 員工安全及健康 Anti-corruption 反貪污 Customers' Satisfaction 顧客滿意度 Employees' Development and Training 員工發展及培訓
	Medium 中	<ul style="list-style-type: none"> Labor Standards and Labor Relations 勞工準則及勞工關係 Economic Performance 經濟績效 Supply Chain Management 供應鏈管理 Equal Rights of Employees 員工平等權利 Environmental Compliance 環境合規性 Business Compliance 業務合規性 Climate Change Issues 氣候變化問題 Waste Management 廢棄物管理 Community Investment 社區投資
	Low 低	<ul style="list-style-type: none"> Green Office 綠色辦公室 Use of Water Resources 水資源使用 Environmental Technology Development 環境技術開發 Application of New Energy Technologies 新能源技術應用 Renewable Energy Products Development 可再生能源產品開發 Local Community Development 本地社區發展 Communication and Participation with Neighbours 鄰里交流及參與 Respect for Biodiversity 尊重生物多樣性
		Low 低 Medium 中 High 高
Importance to Internal Stakeholders 對內部持份者的重要性		

- General
一般
- ⚙️ Operation
營運
- 🌿 Environment
環境
- 👥 Employee
員工
- 🤝 Community
社區

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

OUR PEOPLE

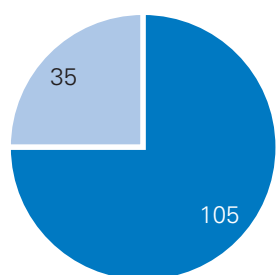
We believe that our success is highly dependent on our employees. As at 31 December 2018, the Group had a total of 140 employees (including our executive Directors), which 29 employees were from Hong Kong and the remaining 111 were from the PRC. 57% of employees at senior management level were male and 43% were female, which formed an even distribution by gender at senior management level. We also had 55% of employees with an university degree.

我們的員工

我們相信我們的成功高度依賴於我們的員工。截至2018年12月31日，本集團共有140名員工(包括執行董事)，其中29名來自香港地區，其餘111名來自中國。高級管理層員工中57%為男性及43%為女性，高級管理職位按性別劃分達到平均分配。同時，我們有55%的員工擁有大學學位。

Total employees by gender

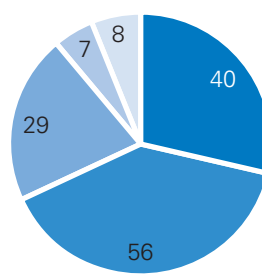
按性別劃分的員工總數



■ Male 男性
■ Female 女性

Total employees by age

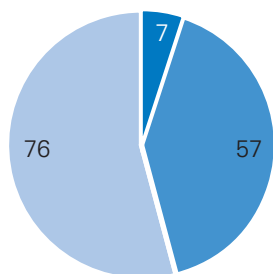
按年齡劃分的員工總數



■ 21-30 21至30歲
■ 31-40 31至40歲
■ 41-50 41至50歲
■ 51-60 51至60歲
■ Over 60 超過60歲

Total employees by category

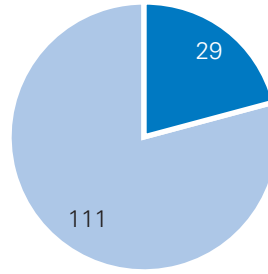
按類別劃分的員工總數



■ Senior management 高級管理層
■ Middle management 中級管理層
■ General staff 普通員工

Total employees by geographical location

按地區劃分的員工總數



■ Hong Kong 香港
■ PRC 中國

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

OUR PEOPLE (Continued)

Regarding the recruitment and promotion processes, we always emphasise on equal opportunity and anti-discrimination. Selection and/or promotion criteria have been based solely on the candidates' and/or employees' qualifications, experiences and abilities. The Group has also established staff handbooks to demonstrate its emphasis on creating an encouraging, fair, safe and healthy working environment.

The number of employees turnover during the Reporting Period is illustrated below:

Employees turnover by geographical location 按地區劃分的員工流失	Hong Kong 香港	1
	PRC 中國	11
Employees turnover by gender 按性別劃分的員工流失	Male 男性	11
	Female 女性	1
Employees turnover by age 按年齡劃分的員工流失	21-30 21至30歲	6
	31-40 31至40歲	5
	41-50 41至50歲	1

During the Reporting Period, the monthly turnover rate of the employees was 0.71%. All our employment contracts are voluntarily entered and strictly comply with the applicable employment laws and we do not employ any child labour. We are not aware of any non-compliance cases in relation to applicable employment laws and regulations.

Compensation

We offer employees competitive pay, welfare, performance-based cash bonuses and other incentives to attract and retain talent. We determine the salaries of our employees based on their responsibilities, qualifications, performance, experience and seniority and adjust the amount annually, irrespective of gender, colour, race, age, religious, sexual orientation or family status of the employees. We follow our ESG Policy which specifies equal opportunity for all employees. We also offer discretionary bonuses based on annual appraisal results.

我們的員工(續)

有關招聘及晉升流程，我們一直強調平等機會及反歧視。選拔及／或晉升標準僅基於候選人及／或員工的資格、經驗及能力。本集團亦已設立員工手冊以表明其重視創造激勵、公平、安全及健康的工作環境。

報告期內員工流失數量列示如下：

報告期內，員工之月流失率為0.71%。我們的所有僱傭合約均自願訂立及嚴格遵守適用的僱傭法例，我們不僱傭任何童工。我們未發現與適用僱傭法律及規例有關的任何不合規情況。

報酬

我們為員工提供有競爭力的薪酬、福利、績效現金獎金及其他激勵措施，以吸引并留住人才。無論員工的性別、膚色、種族、年齡、宗教、性取向或家庭狀況如何，我們根據員工的職責、資歷、表現、經驗及資歷確定員工的工資，並每年調整金額。我們遵循ESG政策，規定所有員工的機會均等。我們亦根據年度評估結果提供年終獎金。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

OUR PEOPLE (Continued)

Training and Development

We recognise that having qualified and competent employees is crucial to our continued competitiveness and success. We offer orientation programmes and introductory courses for new employees to familiarise them with the general working culture and basic knowledge of our products, and also on-the-job training for employees to equip them with the updated skill and knowledge relevant to their respective job scope and to enhance their awareness of the relevant regulatory requirements and the latest industry developments.

In addition, we also sponsor some of our employees to attend external training courses as needed, such as overseas training courses and mandatory courses designated by our suppliers, to solidify and enhance their technical skills and know-hows, and to provide them with updates with regards to industry quality standards and latest development.

The percentage of employees trained and average training hours completed per employee by gender and employee category during the Reporting Period are illustrated below:

Employee category	員工類別	Gender	性別	Percentage of employees trained 受訓僱員百分比	Average training hours 平均培訓時數
Senior management	高級管理層	Male	男性	2.61%	19
		Female	女性	1.96%	14
Middle management	中級管理層	Male	男性	25.49%	27
		Female	女性	6.54%	18
General staff	普通員工	Male	男性	31.37%	24
		Female	女性	6.54%	26

我們的員工 (續)

培訓及發展

我們認識到，擁有合資格及有能力的員工對我們持續的競爭力與成功至關重要。我們為新員工提供入職培訓方案及入門課程，使其熟悉我們的總體工作文化及產品基本知識，並為員工提供在職培訓，使其具備與各自工作範圍相關的最新技能與知識，並增強其對相關監管要求及最新行業發展的認識。

此外，我們亦贊助部分員工根據需要參加外部培訓課程，如海外培訓課程及供應商指定的必修課程，以鞏固及提高其技能及技藝，並向員工提供有關行業品質標準及最近發展的最新资讯。

報告期內按性別和員工類別劃分的受訓僱員百分比及每個員工完成的平均培訓時數列示如下：

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

OUR PEOPLE (Continued)

Caring for Employee Well-being

We place great emphasis on our employees care. To encourage our employees to maintain a healthy lifestyle, we organised a variety of activities, such as birthday party and Christmas party, to raise employees' morale and increase their sense of belonging. As part of our commitment to encourage our employees to maintain a healthy lifestyle and achieve work-life balance, we organised sports and recreational programs for our employees to enjoy. During the Reporting Period, we coordinated various regular sports activities including jogging, badminton, basketball, table tennis, etc.

Occupational Health and Work Safety

We are subject to the Law on Production Safety of the PRC, the Labour Law of the PRC, and other relevant laws, administrative regulations, national standards and industrial standards in the PRC and Hong Kong which stipulate the requirements to maintain safe production conditions and to protect the occupational health of employees.

We are committed to provide a safe and healthy working environment for our employees. In order to enhance the working environment, we have established work safety policies and operating procedures to ensure that our operations comply with applicable work safety laws and regulations.

All our employees have been provided with production safety education and training programs. The design, manufacture, installation, use, inspection and maintenance of production facilities and equipment are conformed to applicable national or industrial standards in the PRC and Hong Kong.

During the Reporting Period, we did not experience any material or prolonged stoppages of operation due to equipment failure and we did not experience any severe accidents in the course of our operations, or any personal or property damages and compensation paid to employees arising from such accidents. The number of lost day due to work-related injuries was 0 day.

我們的員工(續)

關心員工安康

我們極其重視員工關懷。為鼓勵員工保持健康的生活方式，我們組織了各種活動(例如生日派對和聖誕節派對)以提高員工士氣，增強員工歸屬感。作為我們承諾的一部分，即鼓勵員工保持健康生活方式及實現工作與生活的平衡，我們為員工舉辦了體育及娛樂活動。報告期內，我們舉辦了多個常規體育活動，包括慢跑、羽毛球、籃球、乒乓球等。

職業健康及工作安全

我們遵守《中華人民共和國安全生產法》、《中華人民共和國勞動法》，以及中華人民共和國及香港地區其他相關法律、行政規例、國家標準及行業標準。上述法律、規例及標準明确了維護安全生產及保護員工的職業健康的要求。

我們致力於為員工提供安全健康的工作環境。為改善工作環境，我們制定了安全生產政策及操作規程，以確保我們的操作符合適用的安全生產法律及規例。

我們所有員工均接受過安全生產教育及培訓。生產設施及設備的設計、製造、安裝、使用、檢查及維護符合中華人民共和國及香港地區的適用國家標準或工業標準。

報告期內，本公司未發生因設備故障導致的重大或長期停工事件，在營運過程中亦未發生重大事故，也未發生因事故對員工造成的人身、財產損失或賠償。因工傷而停工的天數為0天。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

OPERATING PRACTICES

Supply Chain Management

Product quality is one of the Group's top priorities. By sourcing the components of our products from global suppliers, our Group extends our commitment to maintain a high quality standard of global supply chain management by continuously monitoring the procurement process, the suppliers' selection as well as the selection criteria.

We select new suppliers according to their industrial ranking and reputation, quality of products, market shares, pricing and customer's specified requests. For any potential suppliers, we would complete a comprehensive assessment to evaluate their ability and performance before we procure with them. We assess our suppliers based on a number of factors including the quality of their products, the timeliness of delivery, previous experience and length of relationship with our Group. Our administrative department is responsible for assessing and selecting suppliers. Our technical department will provide feedback to our administrative department of any material defects encountered with a particular product or supplier. During the Reporting Period, we had 189 active suppliers, mainly from the PRC, Sweden, Austria, South Africa, Germany and Czech Republic.

The number of suppliers by geographical region during the Reporting Period is illustrated below:

Geographical region	地區劃分	Number of suppliers 供應商數目
The PRC	中國	131
Hong Kong	香港	22
Overseas	海外	36

During the Reporting Period, we did not experience any material shortage or delay of supply due to defaults of our suppliers. In addition, we did not experience any material fluctuation of prices of materials and services that we required during the Reporting Period.

營運慣例

供應鏈管理

產品品質是集團的首要關注點之一。通過從全球供應商處採購產品的元件，本集團將繼續致力通過高品質標準持續監控採購過程、供應商選擇及選擇標準，實現全球供應鏈管理。

我們選擇新供應商乃是基于新供應商的行業排名及聲譽、產品品質、市場份額、定價及客戶的具體要求。對任何潛在的供應商，我們將在與其進行交易之前，對其能力及績效完成全面評估。我們根據一系列因素對供應商進行評估，包括其產品品質、交貨的及時性、以往的經驗以及與本集團的關係。我們的行政部門負責評估并選擇供應商。技術部門將向行政部門反饋某個產品或某個供應商出現的任何嚴重缺陷。報告期內，我們有189家活躍的供應商，主要來自中國、瑞典、奧地利、南非、德國及捷克共和國。

報告期內按地區劃分的供應商數目列示如下：

報告期內，本公司未發生因供應商違約造成的材料短缺或供貨延誤。此外，本公司在報告期內未發生任何所需材料及服務價格的重大波動。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

OPERATING PRACTICES (Continued)

Product Responsibility

Our Group believes that product quality and after-sales services are the important elements for sustaining customer relationships. To achieve our goal, we have implemented our quality management system which is certified with ISO 9001:2008 standard and with the key objectives including (i) prompt response to customers' orders for products and services; (ii) completion of jobs to customers' satisfaction (timeliness and proper execution of job schedule); and (iii) continual improvements to our quality management system.

We are committed to deliver high quality products and services to our customers in order to satisfy their expectations and requirements. To maintain the high quality products, every product is subject to in-plant testing, which is a quality control process focusing on products' specification, quality and performance. Third-party institutions are engaged to perform environmental testing on waterproof ability, durability under different temperatures, and the ability to resist electromagnetic interference for every product model. We may also perform the installation test after the installation of our products to our customers to determine if the product is operating in accordance with its specification. Relevant training may be provided to customers by our technical staff according to the customers' needs.

In terms of customer services, we provide warranties to our customers and maintain timely communication with them. We would also offer technical supports including problem diagnostics, re-testing in our plant, technical advice, and parts replacement to our customers on an on-going basis to ensure our products are in order. To have a better understanding of the customers' expectations and needs, our Group encourages the customers to provide feedbacks and our technical support team would respond to the comments in a timely and effective manner.

During the Reporting Period, we did not receive any request for any material refund and did not have any product liability claims resulting from the sale of defective products. We did not have any material return to suppliers or any material return from customers. In addition, we did not receive any complaints which could have a significant impact on the Group.

營運慣例(續)

產品責任

本集團相信，產品質素及售後服務是維持客戶關係的重要因素。為實現我們的目標，本集團已實施質量管制體系，該體系通過了ISO 9001：2008標準認證，其主要目標包括：(i) 迅速回應客戶的產品及服務訂單；(ii) 完成工作，令客戶滿意(工作進度的及時性以及適當執行)；以及(iii)持續改進我們的質量管制體系。

我們致力於為客戶提供高品質的產品及服務，以滿足他們的期望及要求。為保持產品的高質素，每一件產品都要接受工廠測試，該測試是一項以產品規格、品質及性能為中心的質量控制過程。第三方機構負責對每件產品模型進行防水能力、不同溫度下的耐久性、及抗電磁幹擾能力的環境測試。我們亦可能在為客戶安裝好產品之後進行安裝測試，以確定產品是否按照規範運行。我們的技術人員可能根據客戶的需要向客戶提供相關的培訓。

在客戶服務方面，我們為客戶提供保修，並與客戶保持及時溝通。我們亦將持續為客戶提供技術支援，包括問題診斷、二次工廠測試、技術建議及零件更換，以確保我們的產品處於正常狀態。為更好地理解客戶期望及需求，本集團鼓勵客戶提供反饋，我們的技術支援團隊將及時有效地回應客戶的評論。

報告期內，我們無接獲任何重大的退款請求，也無任何因銷售有缺陷產品而提出的產品責任索賠。未發生向供應商的重大退貨，亦無接獲來自客戶的重大退貨。此外，我們無接獲任何對本集團產生重大影響的投訴。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

OPERATING PRACTICES (Continued)

Driving Innovation

We are committed to technological innovation and maintain a sound intellectual property protection system. We consider that research and development is one of our core competitive strengths. We have complied with related laws and regulations for intellectual property and implemented a comprehensive measure on intellectual property protection and registration. We perform thorough market analysis before commencing any development project to determine whether the products and services are commercially viable and are able to achieve widespread acceptance in the marketplace.

As at 31 December 2018, the Group had a total of 8 registered patents, 16 computer software copyrights, 3 registered trademarks, 7 trademarks pending to be registered as well as 3 domain names.

During the Reporting Period, we did not have any material disputes or any other pending legal proceedings of intellectual property rights with third parties.

Data Protection and Security

The Group acknowledges the importance of safeguarding privacy information for our customers, suppliers as well as other business partners. We implement strict control in protecting the privacy data to gain the trust from our customers and other stakeholders.

As stipulated in the Code of Conduct (the "Code") of the Company, the Company requires all employees to keep all internal information such as consumer data and employee data strictly confidential. Only authorised staff on a need to know basis are allowed to access and process the data and they have the obligations to protect the information from unauthorised disclosure or misuse. Access to data without authorisation is strictly prohibited.

During the Reporting Period, we were not aware of any incidents of non-compliance with laws and regulations that had a significant impact on the Company relating to information security.

營運慣例(續)

推動創新

我們致力於技術創新，維護良好的知識產權保護體系。我們認為研發是我們的核心競爭力之一。我們遵守有關知識產權的法律及規例，實施全面的知識產權保護及登記措施。在開始任何開發專案之前，我們會進行全面的市場分析，以確定產品及服務是否具有商業可行性，是否能夠在市場上獲得廣泛認可。

截至2018年12月31日，本集團共擁有8項註冊專利、16項電腦軟體著作權、3項註冊商標、7項有待註冊的商標以及3個域名。

報告期內，我們未與第三方發生任何知識產權方面的重大爭議或其他未決的法律訴訟。

資料保護及安全

本集團知悉為客戶、供應商及其他業務合作夥伴保護私隱資料的重要性。我們在保護私隱資料方面實施嚴格控制，以獲得客戶及其他持份者的信任。

根據本公司《行為準則》(以下簡稱「準則」)的規定，本公司要求所有員工對消費者資料和員工資料等所有內部資訊嚴格保密。僅有按需知密并獲得授權的員工能讀取及處理資料，他們有義務保護資訊不受未經授權的披露或誤用。嚴禁未經授權讀取資料。

報告期內，我們未發現任何對本公司資訊安全有重大影響的不符合法律及規例的事件。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

OPERATING PRACTICES (Continued)

Anti-Corruption

Our Group regards honesty, integrity and fair play as our core values. We are committed to conduct our business in compliance with applicable laws and regulations, such as the Anti-money Laundering Law of the PRC, the Prevention of Bribery Ordinance of Hong Kong and other relevant laws and regulations.

To prevent bribery and corruption within our Group, we have formulated the Code in order to set out the basic standard of conduct expected of all Directors and staff, and the Company's policy on acceptance of advantage and handling of conflict of interest when dealing with the Company's business. Under the Code, all Directors and staff of our Group are prohibited from offering, promising, giving or authorising, directly or indirectly, any bribe or kickback or facilitation payment to or for the benefit of any person in order to obtain any improper business or other advantage for the Group. Any Directors or staff in breach of this Code will be subject to disciplinary action, including termination of appointment.

Whistle-blowing policy has been set up to report on grievances, misconducts or violations. Formal reporting channel is established to protect the identification of whistleblower. If there is any suspected misconduct or malpractice within the Group, we encourage our employees, customers, suppliers and other stakeholders to come forward and voice those concerns. Upon the receipt of any report, the Company will handle in a timely manner to determine whether a full investigation is necessary. The audit committee of the Company reviews the effectiveness of the policy regularly and ensures proper arrangements are in place for a fair and independent investigation.

During the Reporting Period, we were not aware of any material non-compliance with relevant laws and regulations that had a significant impact on the Group relating to bribery, extortion, fraud and money laundering and there were no confirmed incidents or public legal cases regarding corruption in relation to the Group or its employees.

營運慣例(續)

反貪污

本集團以誠實、正直、公平作為核心價值觀。我們致力於遵守適用的法律及規例，如《中華人民共和國反洗錢法》、《香港防止賄賂條例》等相關法律及規例。

為防止本集團內部的賄賂及貪污，我們已制定「準則」，以規定所有董事及員工的預期基本行為為標準，並已制定政策，規定處理公司業務時接受好處及處理利益衝突的要求。根據「準則」，本集團的所有董事及員工不得直接或間接向任何人或為任何人的利益提供、承諾、給予或授權任何賄賂、回扣或小額疏通費，以從本集團獲得任何不當業務或其他利益。任何違反本準則的董事或員工將受到紀律處分，包括終止任命。

已制定舉報政策，以舉報不公事件、不當行為或違規行為。建立正式的舉報渠道，保護舉報者的身份。若本集團內有任何可疑的不當行為，我們鼓勵員工、客戶、供應商及其他持份者提出並表達這些擔憂。一旦接獲任何報告，本公司將及時處理，以確定是否需要進行全面調查。本公司審計委員會定期審查政策的有效性，並確保為公平及獨立的調查作出適當安排。

在報告期內，我們未發現任何賄賂、敲詐、欺詐及洗錢方面有不符合相關法律及規例的重大情況且對本集團有重要影響，並且未出現與本集團或其員工有關的已確認的貪污事件或公共法律案件。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

ENVIRONMENT

We recognise the importance of environmental protection and conservation of natural resources in our business operations. We have implemented a number of energy-saving measures. Environmental considerations are one of our key priorities.

We believe that given our business does not involve mass production, the impact of our operations on the environment is minimal. However, our Group is continuously committed to improve the sustainability of environmental protection to our business operations and we actively promote green office. Accordingly, we follow strictly our ESG Policy to uphold environmentally responsible business practices. We have also set up environmental protection measures to save energy, reduce wastage and promote recycling.

During the Reporting Period, the Group and our employees participated in various activities to promote green office and raise environmental awareness in our workplace and community. These activities include:

1. Go paperless: to reduce the wastage of paper, our Group efficiently uses information technology support to reduce the frequency on printing and faxing paper materials. We also promote the use of recycled paper and double-sided paper for printing and copying.
2. Minimise the use of energy: our Group believes that daily management of energy consumption can improve the resources usage efficiency. As such, we emphasise on energy saving by promoting the use of power-saving appliances. Lights and air-conditioners would be turned off during lunchtime and after working hours. Whenever there is enough daylight, lights are required to be turned off to minimise unnecessary energy consumption.
3. Green travel: our Group encourages employees to avoid unnecessary business trips by using video conferencing, telephone conferencing as well as email communication. For the unavoidable business trips, public transportations are encouraged to be used to reduce the emission of greenhouse gas and air pollution to our society.

環境

我們認識到環境保護及天然資源保護在我們的業務營運中的重要性。我們實施了一系列節能措施。環境因素是我們的重要事項之一。

我們相信，鑒於我們的業務不涉及大規模生產，我們的業務對環境的影響是微乎其微的。然而，本集團仍然繼續致力於改善環境保護對我們業務營運的可持續性，並積極推動綠色辦公室的發展。因此，我們嚴格遵守 ESG 政策，堅持對環境負責的業務慣例。我們亦已制定環保措施，以節約能源，減少浪費及促進回收。

報告期內，本集團及員工採取了一系列行動，在我們的工作場所及社區推廣綠色辦公室並提高環境意識。這些行動包括：

1. 無紙化：為減少紙張浪費，本集團有效利用資訊科技支援，減少印刷及傳真紙張材料的頻率。我們亦提倡使用回收紙及雙面紙進行印刷及複印。
2. 盡量減少能源使用：本集團認為，日常能源消耗管理可以提高資源利用效率。因此，我們通過推廣節能電器的使用來強調節能。午餐時間及工作時間結束後，關閉燈及空調。只要有充足的日光就要求關燈，以盡量減少不必要的能耗。
3. 綠色出行：本集團鼓勵員工通過視頻會議、電話會議、電子郵件溝通等方式避免不必要的商務出行。對於確有需要的商務出行，鼓勵利用公共交通，減少溫室氣體排放及大氣污染。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

ENVIRONMENT (Continued)

4. Plant in office: to reduce the carbon footprint of the Group, we keep plants in our office. We also encourage our employees to have their own desk plant. Planting in office does not only provide a pleasant working environment, it also absorbs indoor air pollution and increases the flow of oxygen, thus enhancing the health of our employees.

環境(續)

4. 辦公室綠植：為減少本集團的碳足跡，我們在辦公室裏種植。我們亦鼓勵員工種植自己的桌面型植物。辦公室綠植不僅使工作環境愉快，同時吸收室內空氣污染，增加氧氣的流動，從而增進員工的健康。

Emissions

The majority of greenhouse gas emissions are indirectly generated from electricity consumed at the Group's workplace. The following table sets out the data on the greenhouse gas emissions during the Reporting Period.

排放物

大部分溫室氣體排放是由本集團工作場所的電力消耗間接產生。下表載列報告期內溫室氣體排放數據。

Greenhouse gas emissions	溫室氣體排放	Unit 單位	Emissions 排放量
Scope 1 (Direct emissions)	範圍1(直接排放)	tonnes (CO ₂ e) 噸(二氧化碳當量)	5.80
Scope 2 (Energy indirect emissions)	範圍2(能源間接排放)	tonnes (CO ₂ e) 噸(二氧化碳當量)	103.32
Scope 3 (Other indirect emissions)	範圍3(其他間接排放)	tonnes (CO ₂ e) 噸(二氧化碳當量)	4.21
Total greenhouse gas emissions (Scopes 1, 2 & 3)	溫室氣體排放總量 (範圍1、2及3)	tonnes (CO ₂ e) 噸(二氧化碳當量)	113.33

During the Reporting Period, the Group was not aware of any non-compliance with relevant standards, rules and regulations relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste, that had a significant impact on the Group.

報告期內，本集團在廢氣及溫室氣體排放、向水及土地排污以及產生有害及無害廢棄物方面未發現任何不符合相關標準、準則及規例對本集團有重大影響。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

ENVIRONMENT (Continued)

Use of Resources

Our Group highly emphasises on the efficient use of resources. In view of the principal business activities of the Group, we do not consume significant amount of resources such as electricity and water. Although both the electricity and water consumption are considered minimal, we still encourage saving electricity and water by promoting changes in the workplace.

During the Reporting Period, the major energy consumption of the Group was as follows:

Resources	資源	Unit 單位	Consumption 消耗量
Total electricity consumption	總耗電量	kWh 千瓦時	162,023.46
Electricity consumption per capita	人均耗電量	kWh/per person 千瓦時／人	1,157.31
Total water consumption	總耗水量	m ³ 立方米	6,016.60
Water consumption per capita	人均耗水量	m ³ /per person 立方米／人	42.98

General waste and hazard waste

According to the amended Prevention and Control of Environmental Pollution by Solid Waste Law of the PRC, the manufacturers, vendors, importers and users must seek to prevent and control the discharge of solid waste.

Our operations produce limited waste, which is generally office waste. The waste generated is collected and managed by local hygiene and environmental department.

During the Reporting Period, the Group's office generated a small amount of domestic wastewater and no industrial wastewater. All the wastewater has been connected to the municipal sewage pipeline network and entered into the urban sewage treatment plant, which would be discharged according to the required standards.

環境(續)

資源使用

本集團高度重視資源的有效使用。鑒於本集團的主要業務活動，我們主要消耗電力及水等資源。根據我們的業務營運情況，我們不消耗大量的電與水。雖然電與水的消耗都被視為極少量，我們仍然鼓勵通過改進工作場所的行為來節約電與水。

報告期內，本集團主要能源消耗情況如下：

Resources	資源	Unit 單位	Consumption 消耗量
Total electricity consumption	總耗電量	kWh 千瓦時	162,023.46
Electricity consumption per capita	人均耗電量	kWh/per person 千瓦時／人	1,157.31
Total water consumption	總耗水量	m ³ 立方米	6,016.60
Water consumption per capita	人均耗水量	m ³ /per person 立方米／人	42.98

一般廢棄物及有害性廢棄物

根據《中華人民共和國固體廢物污染環境防治法》修正案，生產商、銷售商、進口商及使用者必須盡力防止及控制固體廢物的排放。

我們的營運產生有限的廢物，通常為辦公室廢物。產生的廢物由當地衛生及環境部門收集和管理。

於報告期內，本集團辦公室產生少量生活污水，且並無產生工業污水。所有污水均已接入市政污水管網，進入城市污水處理廠，按規定標準排放。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

ENVIRONMENT (Continued)

Use of Packaging Materials

We normally use the original packaging provided by our own suppliers for delivery through third party logistics companies. Our major suppliers are international well-known companies, which also place high attention to the environmental protection issues. Most of their products are packed by materials that can be reused, recycled and naturally degraded to minimise the impact on the natural environment.

COMMUNITY INVESTMENT

The Group understands the importance of community investment and giving back to the community. We always encourage our employees to participate in social welfare affairs and join volunteer activities to serve the society.

On the Listing Date, the Group donated HK\$1 million to The Community Chest of Hong Kong to show our support to the community. In future, our Group will continue its community engagement and promote community investment campaign to our employees and stakeholders.

環境 (續)

包裝材料的使用

我們通常使用我們本身供應商提供的原始包裝透過第三方物流公司交付。我們的主要供應商為國際知名公司，他們也高度重視環境保護問題，其大多數產品都採用可重複使用、回收及自然降解的材料包裝，以儘量減少對自然環境的影響。

社區投資

本集團了解社區投資及回報社區的重要性。我們一貫鼓勵員工參與社會福利事業，參加志願者活動，為社會服務。

在上市當日，本集團向香港公益金捐贈100萬港元，以顯示我們對社會的支援。在未來，本集團將繼續其社區參與，並向我們的員工及持份者推廣社區投資活動。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

APPENDIX I – ESG REPORTING GUIDE CONTENT INDEX ISSUED BY THE STOCK EXCHANGE

附錄一：聯交所《環境、社會及管治
指引》內容索引

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Disclosures or Remarks 披露及評述
A. Environmental A. 環境		
Aspect A1: Emissions 層面 A1：排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Environment 環境
KPI A1.1 關鍵績效指標 A1.1	The types of emissions and respective emission data. 排放物種類及相關排放數據。	Environment 環境
KPI A1.2 關鍵績效指標 A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity. 溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Environment 環境
KPI A1.3 關鍵績效指標 A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity. 所產生有害廢棄物總量(以噸計算)及(如適用)密度。	The Group does not generate significant hazardous waste. 本集團並無產生大量有害廢物。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

APPENDIX I – ESG REPORTING GUIDE CONTENT INDEX ISSUED BY THE STOCK EXCHANGE (Continued)

附錄一：聯交所《環境、社會及管治
指引》內容索引(續)

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Disclosures or Remarks 披露及評述
KPI A1.4 關鍵績效指標 A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity. 所產生無害廢棄物總量(以噸計算)及(如適用)密度。	The Group does not generate significant non-hazardous waste. 本集團並無產生大量有害廢物。
KPI A1.5 關鍵績效指標 A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Environment 環境
KPI A1.6 關鍵績效指標 A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	Environment 環境
Aspect A2: Use of Resources 層面 A2：資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的政策。	Environment 環境
KPI A2.1 關鍵績效指標 A2.1	Direct and/or indirect energy consumption by type in total (kWh in '000s) and intensity. 按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度。	Environment 環境
KPI A2.2 關鍵績效指標 A2.2	Water consumption in total and intensity. 總耗水量及密度(如以每產量單位、每項設施計算)。	Environment 環境
KPI A2.3 關鍵績效指標 A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Environment 環境
KPI A2.4 關鍵績效指標 A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	The Group has no issue in sourcing water that is fit for purpose. 本集團於水源方面未有重大風險。

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

APPENDIX I – ESG REPORTING GUIDE CONTENT INDEX ISSUED BY THE STOCK EXCHANGE (Continued)

附錄一：聯交所《環境、社會及管治指引》內容索引（續）

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Disclosures or Remarks 披露及評述
KPI A2.5 關鍵績效指標 A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位估量。	Environment 環境
Aspect A3: The Environment and Natural Resources 層面 A3：環境及天然資源		
General disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	Environment 環境
KPI A3.1 關鍵績效指標 A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	Environment 環境
B. Social B. 社會		
Aspect B1: Employment 層面 B1：僱傭		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Our People 我們的員工

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

APPENDIX I – ESG REPORTING GUIDE CONTENT INDEX ISSUED BY THE STOCK EXCHANGE (Continued)

附錄一：聯交所《環境、社會及管治指引》內容索引(續)

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Disclosures or Remarks 披露及評述
KPI B1.1 關鍵績效指標 B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Our People 我們的員工
KPI B1.2 關鍵績效指標 B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Our People 我們的員工
Aspect B2: Health and Safety 層面 B2：健康與安全		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Our People 我們的員工
KPI B2.1 關鍵績效指標 B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	Our People 我們的員工
KPI B2.2 關鍵績效指標 B2.2	Lost days due to work injury. 因工傷損失工作日數。	Our People 我們的員工
KPI B2.3 關鍵績效指標 B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	Our People 我們的員工

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

APPENDIX I – ESG REPORTING GUIDE CONTENT INDEX ISSUED BY THE STOCK EXCHANGE (Continued)

附錄一：聯交所《環境、社會及管治指引》內容索引(續)

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Disclosures or Remarks 披露及評述
Aspect B3: Development and Training 層面 B3：發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Our People 我們的員工
KPI B3.1 關鍵績效指標 B3.1	The percentage of employees trained by gender and employee category. 按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	Our People 我們的員工
KPI B3.2 關鍵績效指標 B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Our People 我們的員工
Aspect B4: Labour Standards 層面 B4：勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Our People 我們的員工
KPI B4.1 關鍵績效指標 B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Our People 我們的員工
KPI B4.2 關鍵績效指標 B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	N/A 不適用

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

APPENDIX I – ESG REPORTING GUIDE CONTENT INDEX ISSUED BY THE STOCK EXCHANGE (Continued)

附錄一：聯交所《環境、社會及管治
指引》內容索引(續)

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Disclosures or Remarks 披露及評述
Operating Practices 營運慣例		
Aspect B5: Supply Chain Management 層面 B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Operating Practices 營運慣例
KPI B5.1 關鍵績效指標 B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Operating Practices 營運慣例
KPI B5.2 關鍵績效指標 B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	Operating Practices 營運慣例
Aspect B6: Product Responsibility 層面 B6：產品責任		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Operating Practices 營運慣例
KPI B6.1 關鍵績效指標 B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Operating Practices 營運慣例

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

APPENDIX I – ESG REPORTING GUIDE CONTENT INDEX ISSUED BY THE STOCK EXCHANGE (Continued)

附錄一：聯交所《環境、社會及管治
指引》內容索引（續）

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Disclosures or Remarks 披露及評述
KPI B6.2 關鍵績效指標 B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	Operating Practices 營運慣例
KPI B6.3 關鍵績效指標 B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Operating Practices 營運慣例
KPI B6.4 關鍵績效指標 B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	Operating Practices 營運慣例
KPI B6.5 關鍵績效指標 B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	Operating Practices 營運慣例
Aspect B7: Anti-corruption 層面 B7：反貪污		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Operating Practices 營運慣例
KPI B7.1 關鍵績效指標 B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Operating Practices 營運慣例

Environmental, Social and Governance Report 2018

2018環境、社會及管治報告

APPENDIX I – ESG REPORTING GUIDE CONTENT INDEX ISSUED BY THE STOCK EXCHANGE (Continued)

附錄一：聯交所《環境、社會及管治
指引》內容索引(續)

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標		Disclosures or Remarks 披露及評述
KPI B7.2 關鍵績效指標 B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Operating Practices 營運慣例
Community 社區		
Aspect B8: Community Investment 層面 B8：社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	Community Investment 社區投資
KPI B8.1 關鍵績效指標 B8.1	Focus areas of contribution. 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	The Group does not have focus areas of contribution. 本集團並無專注貢獻範疇。
KPI B8.2 關鍵績效指標 B8.2	Resources contributed to the focus area. 在專注範疇所動用資源(如金錢或時間)。	The Group does not have focus areas of contribution. 本集團並無專注貢獻範疇。



彼岸控股有限公司
Peiport Holdings Ltd.