



Environmental, Social and Governance Report

環境、社會及管治報告



SINGAMAS



TABLE OF CONTENTS

目錄

1	Our Report	2		
	我們的報告			
1.1.	Vision and Mission	2		
	願景和使命			
1.2.	Scope and Reporting Period	2		
	報告範圍及報告期間			
1.3.	Channel for Feedback Collection	3		
	反饋機制渠道			
2	Materiality Assessment	4		
	重要性評估			
3	Stakeholder Engagement	6		
	持份者參與			
4	Environmental Protection	8		
	保護環境			
4.1.	Pollution Control	8		
	污染控制			
4.2.	Effective Use of Resources	13		
	善用資源			
4.3.	Green Operations	17		
	綠色營運			
5	Cares for People	20		
	以人為本			
5.1.	Equal Employment	22		
	平等僱傭			
5.2.	Occupational Health and Safety	24		
	職業健康與安全			
5.3.	Potential Development	26		
	發展潛能			
5.4.	Labour Standards	28		
	勞工標準			
6	Operation Commitment	30		
	營運承擔			
6.1.	Supply Chain Management	30		
	供應鏈管理			
6.2.	Customer Service and Product Safety	32		
	顧客服務與產品安全			
6.3.	Corporate Governance	34		
	企業治理			
7	Contributions to Society	36		
	回饋社區			
8	Outlook	38		
	展望			
	Sustainability at a glance	40		
	可持續發展概覽			

1 OUR REPORT

我們的報告

1.1. VISION AND MISSION

Singamas Container Holdings Limited (“the Group” or “We”) always dedicate to the pursuit of high efficiency, innovation and proactivity in parallel with the customer oriented approach and the quality management upheld as the roots in our operation philosophy. By fully leveraging our cutting-edge technologies, we always strive for the maximisation of corporate performance, corporate values and long-term returns to our shareholders and society. As part of our mission, we also share our successes with our staff members whenever achieved. With our commitment to the energy saving and the sustainable development over the chain of container manufacturing, we always provide our fastest and most efficient solution for the container logistic services. Over the leaf of the development in the industry, we have been widely acclaimed over our performance and our contributions to the society have also been deeply recognised.

1.2. SCOPE AND REPORTING PERIOD

This report aims to review the performance and achievements of the Group’s implementation of social responsibility strategies in 2017 and is prepared in accordance with the Environmental, Social and Governance Reporting Guide (“the Guide”) issued by The Stock Exchange of Hong Kong Limited (“the Stock Exchange”). This Report has complied with the “comply or explain” provisions and reported on all recommended disclosures of the Guide.

The contents of this report cover the information and activities of the Group’s headquarters in Hong Kong, management office in Shanghai and our factories located in Huizhou, Xiamen, Shanghai Jiading, Shanghai Baoshan, Qidong, Ningbo, Qingdao, Yixing and Tianjin, the People’s Republic of China (the “PRC”). In light of the business contributions to the Group’s overall revenue from the container depots, terminals and logistics businesses attributing a relatively small proportion, the part is not included in the report.

The reporting period covered in this report was from 1 January 2017 to 31 December 2017 (“FY2017”), which was as same as the financial period covered in our annual report.

1.1. 願景和使命

勝獅貨櫃企業有限公司（「集團」或「我們」）一直堅持以追求高效率、創新及銳意進取，秉承以客為本、品質為先的經營理念。我們透過充分利用尖端技術，實現企業效益、企業價值及長遠回報對股東及社會的最大化，並視與員工分享發展成果為我們使命的一部份。我們致力於節能環保及集裝箱製造產業鏈的可持續發展，以提供快速、便捷的集裝箱物流服務方案。在行業的發展之中，我們的表現受到了廣泛的讚譽，對社會的貢獻也得到了深切的認可。

1.2. 報告範圍及報告期間

本報告旨在檢討集團在二零一七年實施的社會責任策略的表現及成效，並根據香港聯合交易所有限公司（「港交所」）頒佈的《環境、社會及管治報告指引》（「指引」）而制定。本報告已遵守指引載列的所有「不遵守就解釋」條文，並根據指引中的所有建議披露作出匯報。

本報告的內容涵蓋集團的香港總辦公室、中華人民共和國（「中國」）的上海管理中心、以及惠州、廈門、上海嘉定、上海寶山、啓東、寧波、青島、宜興及天津工廠的數據及活動。鑑於集裝箱堆場、碼頭及物流業務佔集團營業總額比重較輕，因此不納入在本報告範圍。

本報告涵蓋的報告期間為二零一七年一月一日至二零一七年十二月三十一日（「二零一七財政年度」），與我們年報所涵蓋的財政期間相同。

1.3. CHANNEL FOR FEEDBACK COLLECTION

We welcome any comments and suggestions you may have on this report, or on our Environmental, Social and Governance (ESG) reporting in general. Whether you are our customers, business partners, members of the public, the media or community groups, we treasure your comments and opinions which may help to strengthen the Group's future sustainability strategy. Please contact us by email at info@singamas.com.

1.3. 反饋機制渠道

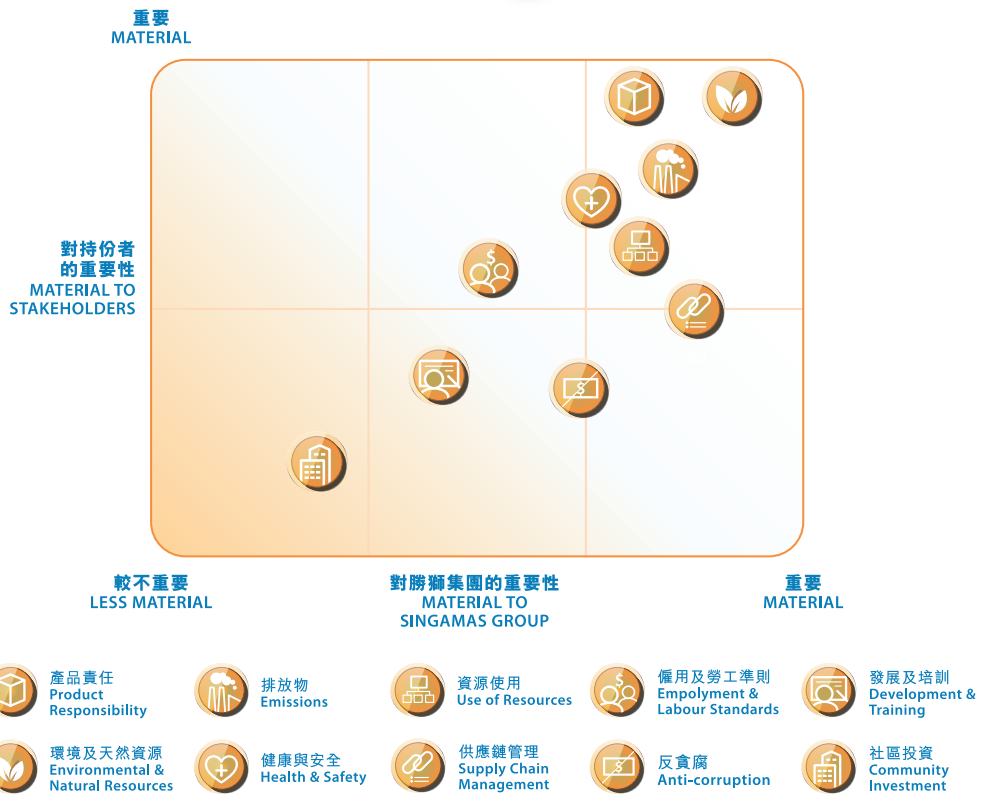
我們歡迎您就本報告或我們的環境、社會和管治 (ESG) 工作提出意見和建議。無論您是客戶、業務夥伴、公眾、媒體或社區團體，我們都非常珍惜您的意見，閣下的建議均有助加強集團未來的可持續發展策略。請透過電子郵箱 info@singamas.com 與我們聯繫。



2 MATERIALITY ASSESSMENT 重要性評估

2. MATERIALITY ASSESSMENT

2. 重要性評估



In comparison with the business performance for the period from 1 January 2016 to 31 December 2016 ("FY2016"), there was no significant change of our business in FY2017. The related material aspects therefore generally remain applicable and appropriate.

With reference to the materiality matrix, the key relevant materials to both the Group and stakeholders have been identified and listed in a descending order of significance as below. The Group's management policies and performance on these materials will be described in the following sections of this report.

- ❖ Environmental protection
- ❖ Customer service and product safety
- ❖ Pollution control
- ❖ Occupational health and safety
- ❖ Effective use of resources
- ❖ Supply chain management

Despite of some materials are less important to the Group or to the stakeholders, the basic management approaches of these materials have been taken into account in this report.

- ❖ Equal employment and labour standards
- ❖ Corporate governance
- ❖ Potential development

由於我們在二零一七財政年度的業務表現與二零一六年一月一日至二零一六年十二月三十一日（「二零一六財政年度」）相較並沒有重大變化，因此相關重要議題仍然大致適用。

經參照重要性矩陣圖，我們已經確定了對集團及持份者而言最重要的議題，並按其重要性降序排列如下，我們將在本報告的餘下章節披露集團的管理政策和表現。

- ❖ 保護環境
- ❖ 顧客服務與產品安全
- ❖ 污染控制
- ❖ 職業健康與安全
- ❖ 善用資源
- ❖ 供應鏈管理

儘管以下各議題對集團或持份者而言的重要性相對較低，但我們在本報告中仍會說明其基本管理方法。

- ❖ 平等僱傭及勞工標準
- ❖ 企業治理
- ❖ 發展潛能

3 STAKEHOLDER ENGAGEMENT

持份者參與

3. STAKEHOLDER ENGAGEMENT

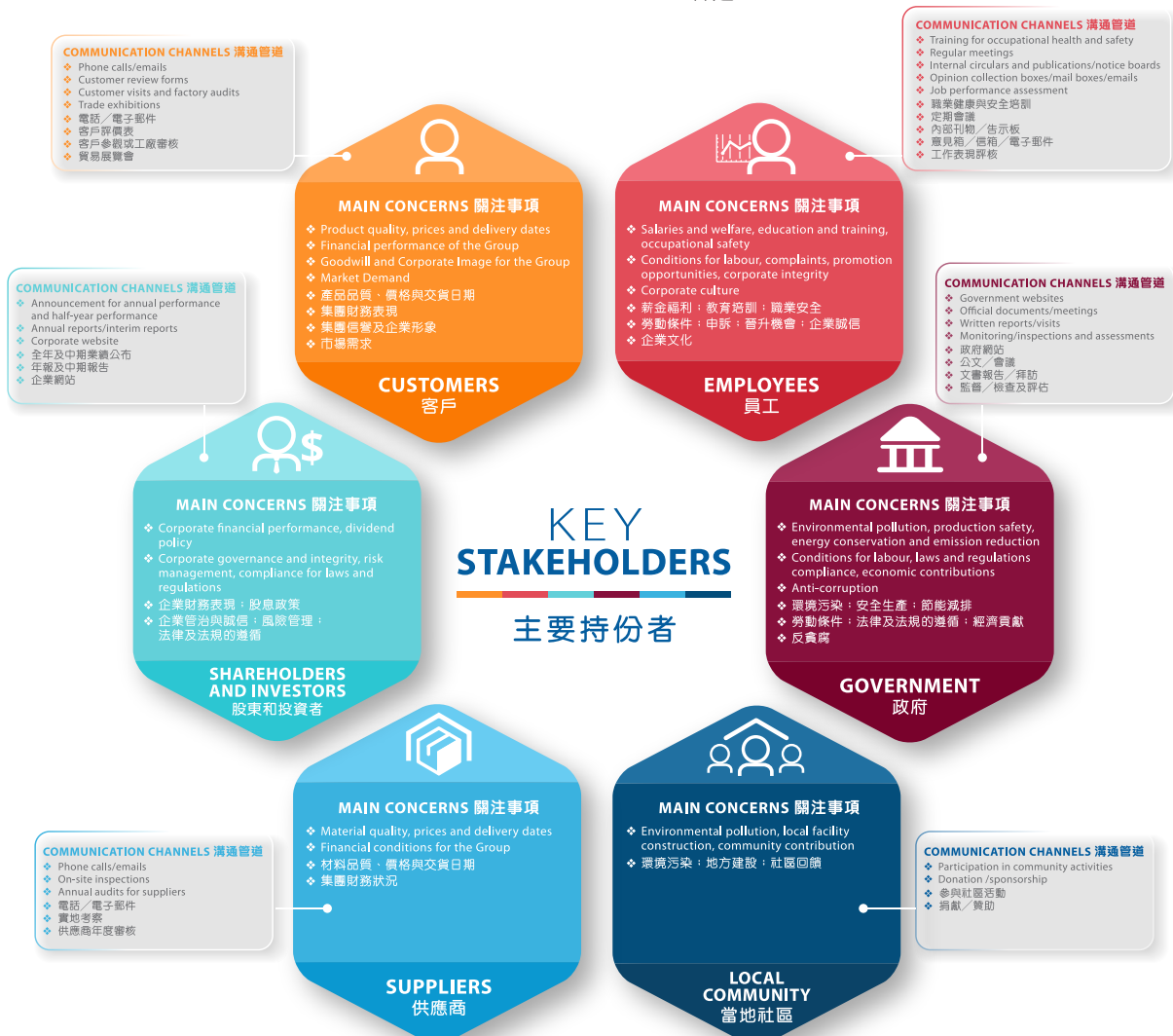
To plan for future business development and fully fulfill our role on the social responsibility, the Group fully understand that it is highly essential to listen to stakeholders' opinions, response and care for their concerns effectively and empathetically. We therefore deeply concern our stakeholders and the issues they highly alert. In addition, we highly focus on establishing a trustworthy relationship with stakeholders to push even further on the sustainable development.

The main concerns of our key stakeholders and the relative channels for communication have been listed in below table:

3. 持份者參與

集團明白聆聽持份者意見，以及有效地和持續地回應及關注他們的問題是集團計劃未來業務發展及全面履行企業社會責任的一個不可或缺的環節。因此，我們深入瞭解持份者高度關注的事項；與他們建立互惠互惠的關係，從而可進一步推動可持續發展。

下表概列主要持份者關注的事項，以及相關溝通管道：





ENVIRONMENTAL
PROTECTION

保護環境



4 ENVIRONMENTAL PROTECTION

保護環境

Management Approach and Policies

The Group has been formulating and executing various management policies and schemes to completely promote and implement the sustainable development for fulfilling our role as a corporate citizen on social responsibility. Emission management policies, waste management policies and green procurement policies are a few examples upheld and executed by the Group to greatly avoid and reduce the environmental impact and the relative potential risks to the nature from operations.

Environmental Management System

With our industrial establishments covering all over the territory, an effective and strict implementation of the environmental management system is definitely required. The Group always dedicate to establishing environmental management system so as to meet compliance with the rules and regulations, to improve environmental performance and to prevent environmental pollution to achieve our pledge of green living. In the past year, the operations of each factory complied stringently with ISO14001 Environmental Management System's requirements and achieved ISO14001 certification.

With the Group's stringent compliance with the laws and regulations related to environmental protection, there was no case of non-conformities has been observed and recorded in the reporting period.

4.1 POLLUTION CONTROL

Pollution is an inevitable by-product during the process of production. However, the Group has been totally devoted to reducing the pollutants from the production. For example, we have adopted the use of eco-friendly machineries, installed the sewage discharge system and implemented the green office practices. As a socially responsible enterprise, it is our dedication to develop a society with sustainability.

管理方針及政策

集團制定多項的管理政策和措施，以推動及落實可持續發展及履行企業公民應盡的社會責任。我們的排放管理政策、廢棄物管理政策及綠色採購政策是集團一直堅持及努力執行的幾個例子，從而最大程度地避免及減少公司運營對環境的影響和相關潛在風險。

環境管理系統

集團的廠房遍佈全國，一套有效並嚴格執行的環境管理制度是必不可少的。我們積極推進環保管理制度的建立，務求達至遵守法規、致力改進環保表現、預防環境污染，以實現綠色生活的承諾。在過去一年，各個廠房亦嚴格執行ISO14001環境管理體系的要求，並通過有關的認證。

集團嚴格遵守所有適用的環保法例和法規，報告期內，我們並無發現違規行為個案紀錄。

4.1. 污染控制

在生產過程中無可避免地帶來污染。然而，集團一直致力減少生產過程中所產生的污染物，例如，我們採用環保機械、安裝排污系統及實行綠色辦公措施等。作為對社會負責任的企業，推動可持續發展社會是我們一直致力的精神。



Emission Control

With a strict compliance with the *Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution* and the different standards for the emissions of waste gases set by different provinces and cities, the Group strives for the best measure to maintain the level of waste gas emission at each factory far below the level required by the laws and regulations in the related regions. The environmental impact resulting from the emission of waste gases has been also greatly reduced in the regions. During the production process, it is inevitably having emissions of industrial waste gases from coating and painting. With our emission control scheme and the waste gas treatment facilities, it is ensured that the waste gas emission level at each factory is in line with the requirements imposed by the local government.

Waste gas emission scheme:

- ❖ Daily inspection of the organic wastage treatment system is held to ensure the normal and stable operation
- ❖ Regular repair and maintenance of facilities is in place
- ❖ Adopt the use of waterborne paint for the replacement of solvent borne paint. The release of the volatile organic compounds (VOCs) has been largely reduced
- ❖ Set a confined area for coating spraying and pump the waste gases for further processing at the waste gas treatment facilities
- ❖ Install and deploy catalytic combustion device, water curtain paint spray booth to reduce the emission of polluted particles
- ❖ Appoint the third party organisation to conduct regular inspection on waste gas emission

排放控制

我們的廠房嚴格遵從《中華人民共和國大氣污染防治法》、以及不同省市的廢氣排放指標，力求採取最佳措施，以保持每個工廠的廢氣排放量遠低於相關地區法律法規要求的水平，以及大大降低由廢氣排放對臨近地區所導致的環境影響。在生產過程中，無可避免地會產生來自塗料及塗裝的工藝廢氣，而通過我們相應的排放控制方案和廢氣處理設施，可以確保各個廠房的廢氣排放水平符合當地政府的要求。

廢氣排放方案：

- ❖ 每日檢查有機廢物處理系統，以確保正常和穩定的運作
- ❖ 定期進行設施的維修和保養
- ❖ 採用水性油漆代替油性油漆，以大大降低揮發性有機化合物(VOCs)的排放
- ❖ 設置封閉工作間進行噴塗工序，並將廢氣抽到廢氣處理設施作進一步處理
- ❖ 安裝及設置催化燃燒裝置及水幕除漆霧裝置以減少顆粒物的排放
- ❖ 委託第三方機構對廢氣排放進行定期檢查



In addition, transportation is one of the key source for the carbon dioxide emission. In order to reduce the emission of greenhouse gases from the transportation, the Group has setup a list of scheme as stated below:

- ❖ Encourage staff members to hold video-conferencing or telephone-conferencing with the appropriate facilities provided, instead of having business trips in order to reduce the emission of greenhouse gases from the transportation
- ❖ Advocate the use of local raw materials and local suppliers with priority
- ❖ Gradually use the electric vehicles or hybrid electric vehicles. In the reporting period, the diesel forklift trucks were replaced by the electric forklift trucks by our Shanghai Jiading factory. Both electric vehicles and hybrid electric vehicles have also been introduced by our Qidong and Shanghai Baoshan factories.

During the reporting period, the Group did not violate any environmental regulations. Greenhouse gas emissions generated by management offices and factories during the reporting period are as follows:

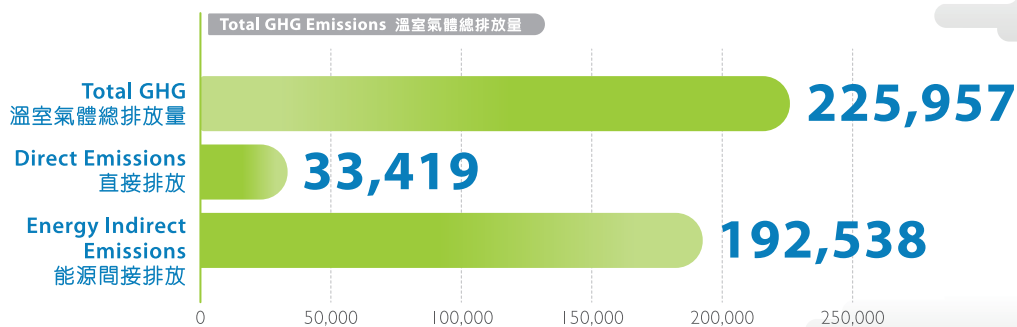
再者，交通運輸是碳排放的主要來源之一，為減少交通運輸引致的溫室氣體排放，集團制訂了下列的措施：

- ❖ 鼓勵員工利用所提供的適當設施舉行視頻及電話會議，以避免商旅出差，從而減少相關交通運輸引致的溫室氣體排放
- ❖ 集團提倡就地取材概念，優先選擇本地供應商
- ❖ 續步使用電動車輛或電動混能車。在報告期間，我們的上海嘉定工廠將燃油叉車改為電動叉車，而啓東及上海寶山工廠亦開始購入電動車輛及電動混能車輛

在報告期內，集團並沒有違反任何環境法規。而集團的管理辦公室及工廠產生的溫室氣體排放量如下：

Greenhouse Gas Emission 溫室氣體排放

(Unit: Tonnes of Carbon Dioxide Equivalent 單位：公噸二氧化碳當量):



Note: Direct Emissions: represents the emissions of greenhouse gas directly generated by the business owned and controlled by the Company, including natural gas, heavy oil, diesel and gasoline and etc.; Energy Indirect Emissions represents the greenhouse gas emissions indirectly caused by external power procurement, eg. electricity and towngas.

註：直接排放：是公司擁有或控制的業務直接產生的溫室氣體排放，包括天然氣、重油、柴油及汽油等能源間接排放：為外購電力或煤氣所致的「間接能源」溫室氣體排放。

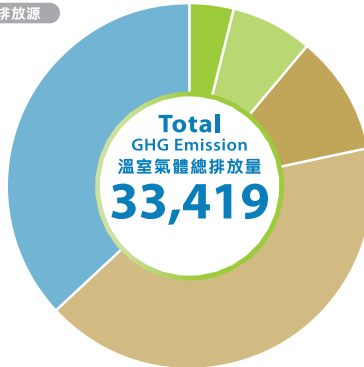
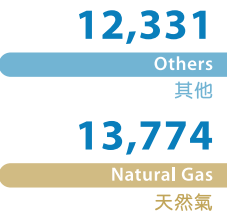


Direct Emissions 直接排放

(Unit: Tonnes of Carbon Dioxide Equivalent 單位：公噸二氧化碳當量):

GHG Emission 溫室氣體排放量

GHG Emission Source 溫室氣體排放源



1,319

Mobile Source - Gasoline

流動源 — 汽油

2,436

Mobile Source - Diesel Oil

流動源 — 柴油

3,559

Stationary Source - Diesel Oil

固定源 — 柴油

Energy Indirect Emissions 能源間接排放

(Unit: Tonnes of Carbon Dioxide Equivalent 單位：公噸二氧化碳當量):

GHG Emission 溫室氣體排放量

GHG Emission Source 溫室氣體排放源



160,880

Electricity

電力

Greenhouse Gas Emission of each operating venues 各營運地點的溫室氣體排放

(Unit: Tonnes of Carbon Dioxide Equivalent 單位：公噸二氧化碳當量):

GHG Emission
溫室氣體排放量

Operating Venues
營運地點

17,219

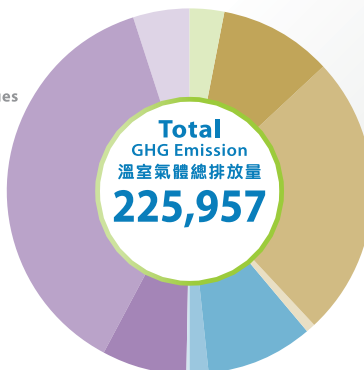
Ningbo
寧波

84,050

Huizhou
惠州

10,809

Xiamen
廈門



GHG Emission
溫室氣體排放量

Operating Venues
營運地點

77

Hong Kong Corporate Office
香港總辦公室

96

Shanghai Management Office
上海管理中心

6,953

Tianjin
天津

22,496

Qingdao
青島

56,599

Qidong
啓東

1,673

Qidong Offshore
啓東海工

21,556

Shanghai Baoshan
上海寶山

3,542

Shanghai Jiading
上海嘉定

887

Yixing
宜興

Waste Management

With regards to the waste arose from the production, the Group has setup and stringently complied with the management regulations and practices for the waste disposal. We strive to deliver our very best on reducing, reusing and recycling the waste based on the 3R waste management strategy. Specifically speaking, the Group has established procedure, derived from "the National Catalogue of Hazardous Wastes", "the Measures on the Management of Hazardous Waste Transfer" and "the Solid Waste Pollution Prevention Act by the People's Republic of China", for classifying the wastes into different categories and taking as the guidance for the waste disposal.

廢棄物管理

就生產產生的廢棄物而言，集團制定並嚴格遵守廢棄物處置的管理規範及執行有關措施。我們堅持依循3R的廢棄物管理策略，盡最大努力減少(Reducing)、重用(Reusing)及回收(Recycling)廢棄物。具體來說，集團參照《國家危險廢物名錄》、《危險廢物轉移聯單管理辦法》及《中華人民共和國固體廢物污染環境防治法》，對廢物進行識別，同時亦作為廢物處理的指引。



EXAMPLE
例子

In reporting period, the Group's Qingdao factory has recycled the scrap steel at a total of **1,532.82 tons**, **835 pallets**, **53,800** welding steel plates and **10.62 tons** of scrap steel parts.

在報告期內，集團的青島廠房共回收了廢鋼 1,532.82 噸；托盤 835 個；焊絲盤 53,800 個；廢鋼部件 10.62 噸。

QINGDAO FACTORY
青島廠房

Simultaneously, the green philosophy for reducing, reusing and recycling has also been upheld in offices under the Group. A series of green practices have been adopted to reduce the environmental impact.

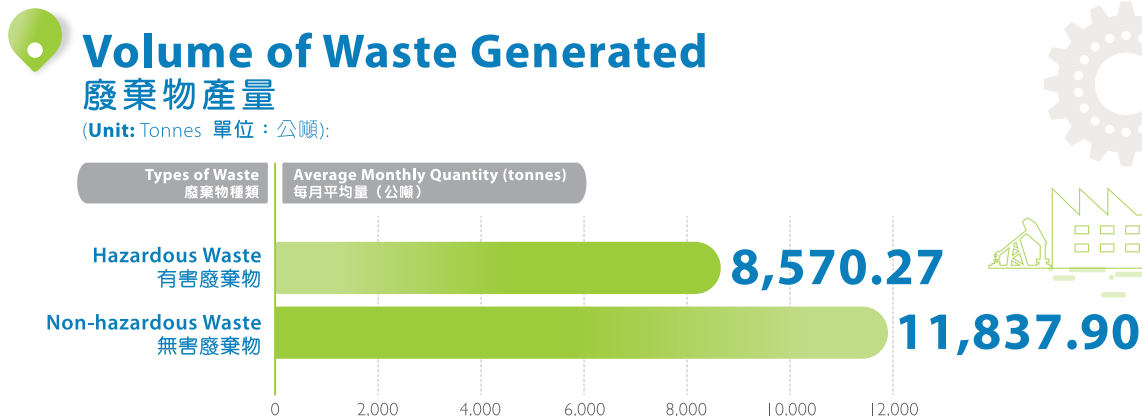
- ❖ Recycle and reuse packaging materials on the courier item packaging
- ❖ Recycle and reuse used envelopes
- ❖ Collect and deliver the used toner cartridges and ink cartridges to the recycling companies for the reuse
- ❖ Deliver the used photocopying machine to the relative company for the reuse. Renew the used equipment and resell to the developing countries. Recycle 99% used plastic particles to greatly reduce the delivery to the landfills

The following is the average amount of waste produced per month during the reporting period:

同時，集團屬下的辦事處亦堅持減少、重用及循環再用的綠色原則，並實行一系列的綠色措施以減輕對環境的影響。

- ❖ 回收及重用包裝物料作運送包裹用途
- ❖ 回收及重用已用信封
- ❖ 回收舊碳粉盒及墨匣，並交予回收公司作重用
- ❖ 把舊有影印機送到相關影印機公司回收，部份舊器材經過翻新後會轉售予發展中國家，所有舊機塑膠物料中，99%會循環再造，大大減少送到堆填區的廢物

以下為報告期內每月平均產生的廢棄物量：



4.2. EFFECTIVE USE OF RESOURCES

Global warming and climatic changes are the greatest challenge for this era. As a socially responsible enterprise, the Group always dedicate to working on the philosophy for “Green Production” and “Saving Energy and Reducing Emissions”. We also keep up with the latest news for environmental conservation and deploy the green technologies for production to minimise the unnecessary use of resources. Various practices for energy saving and emission reduction has already been in place in the Group’s factories. All these practices show our commitment to prevent all kinds of pollutions arise from production and minimise the potential environmental risks.

4.2. 善用資源

全球暖化及氣候變化是現今世代所面臨最大的挑戰。作為一個對社會負責任的企業，集團始終堅持「綠色生產，節能減排」的經營理念。我們保持更新環保的最新消息，並部署綠色生產技術，以減少不必要的資源使用。集團的各個工廠已實施各種節能減排，足以彰顯我們在避免生產過程所帶來各種污染及儘量減少潛在的環境風險的努力。

Energy Conservation

With our dedication on resources saving and the increase in the resources consumption efficiency, the Group has been continually putting the greatest effort on energy conservation and pollution reduction. In year 2017, the aggregate electricity consumption for the Group was 190,092,024.53 kwh.

The Group has been working on various energy saving implementation projects to further reduce the energy consumption level.

節能降耗

集團堅持節約資源和提高資源使用效率，持續加大節能降耗力度，減少環境污染。於2017年，集團總用電量為190,092,024.53千瓦時。

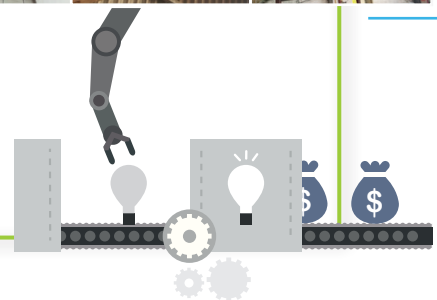
集團實施多項針對性節能改造工程，以進一步降低能源消耗量。



Part of lighting system has been turned to LED system in Shanghai Baoshan factory, Yixing factory and Ningbo factory.

It is expected that the Group is able to save **192,315.00** kwh of electricity consumption, equal to **156** tonnes of carbon dioxide emission.

位於上海寶山、宜興及寧波的廠房已部份更換了LED照明系統，預計可為集團每年節約達192,315.00千瓦時的電力消耗，約等如156公噸二氧化碳排放。



Solar panels have been installed over the car park lots and the production facilities in Qidong factory. In addition, the Group has been reached cooperation with various local companies to install the roof-top solar panels for the purpose of energy saving. By estimation, it will contribute the green electricity consumption up to **20,000** kwh daily.

除於啓東廠房的停車場及製造設施建設太陽能板外，集團並與當地幾家公司合作，安裝屋頂光伏發電，預計日均發綠色電能達至20,000 千瓦時，從而減少能源的消耗。



Water Consumption

Water is one of our valuable natural resources in the world. The Group therefore has been required each factory to tightly control the sewage treatment and discharge and to strengthen the management of water resources. Each of our factories takes the "water balance assessment" regularly in accordance to the requirement of regional water resources department for formulating the acceptable water saving solution.

In addition, we began to build the "separate drainage and sewerage systems" to split the discharge of unpolluted rainwater and sewage respectively in order to lessen the burden of sewage treatment processing and prevent the potential water pollution to the surrounding areas. For the waste water from production, the waste water will be reused in production process after treatment by the wastewater treatment system to achieve the goal of "Zero Discharge".

During the reporting period, the major resources consumed by the Group during operation and production are as follows:

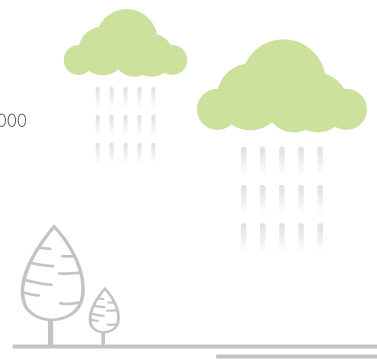
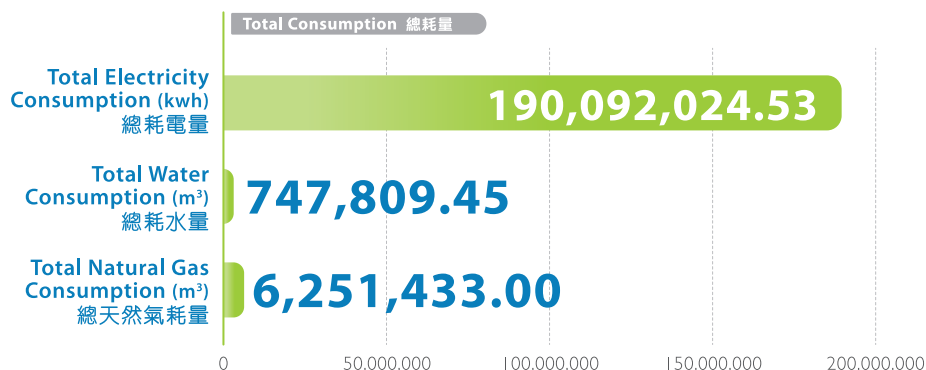
水資源的耗用

水是我們世界上寶貴的天然資源。故集團要求各工廠嚴格管控污水處理排放及加強水資源的管理。我們的廠房會根據地方水務局的要求，進行定期「水平衡測試」，以便制訂合理的節約用水方案。

此外，為了減輕污水處理過程的負擔及防止周邊地區的水受到污染，我們亦開始實施「雨污分流」系統，將未受污染的雨水及廢水分開排放；而因製造過程產生的廢水，廢水會經污水處理系統處理後被引入生產線進行循環使用，以達致廠房污水「零排放」的目標。

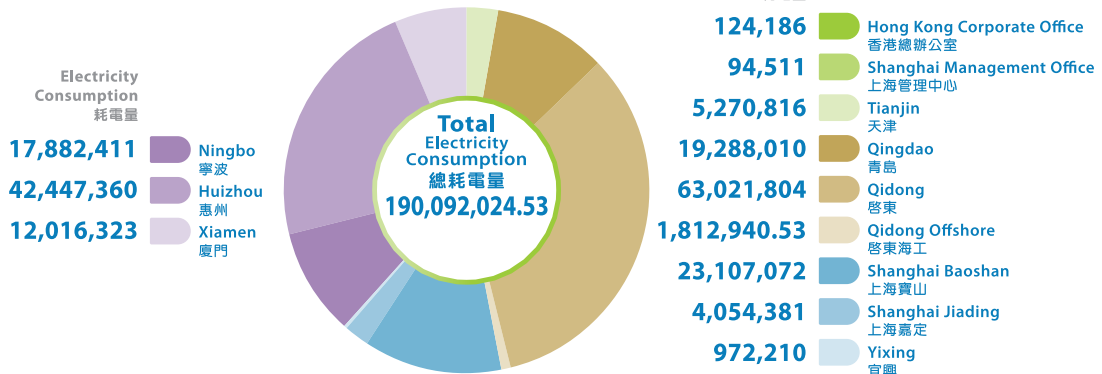
於報告期內，集團在運作及生產活動所消耗之各種主要資源概列如下：

Major Resources Consumption 主要資源的耗量



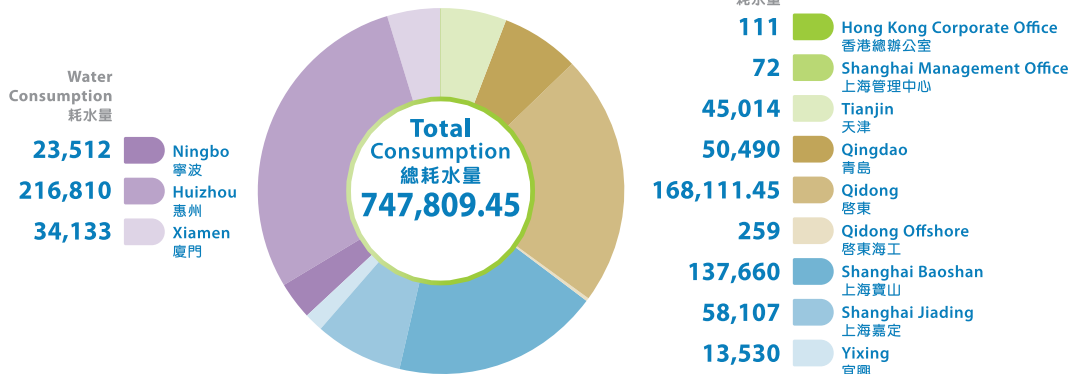
Electricity Consumption of each operating venues 各營運地點的耗電量

(Unit: kwh 單位：千瓦時)



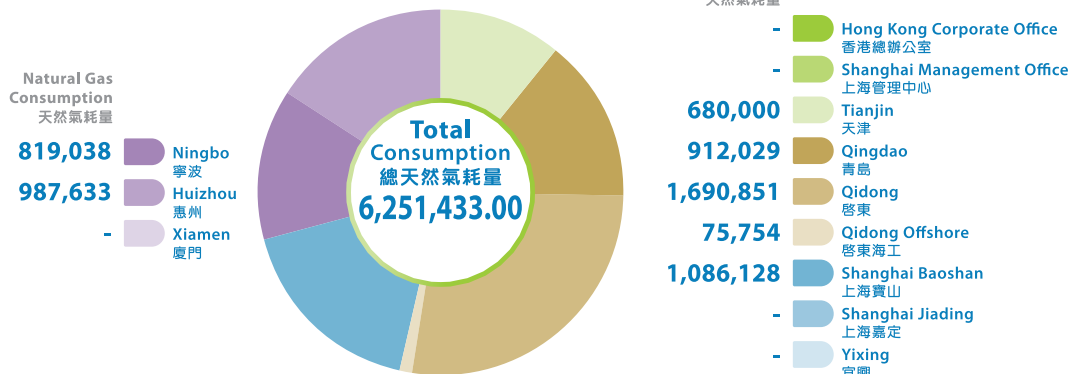
Water Consumption Overview 各營運地點的耗水量

(Unit: m³ 單位：立方米)



Natural Gas Consumption Overview 各營運地點的天然氣耗量

(Unit: m³ 單位：立方米)



4.3. GREEN OPERATIONS

The Group places a great emphasis on “Green Living” and is totally devoted to setting the green practices in routine at workplaces. From green operations to green procurement, each office of the Group aims to minimise the environmental pollution and natural resources consumption.

Green Procurement

The Group always encourages the practice of green procurement and offers the priority for considering the application of suppliers with ISO14001 certification. In addition, the requirements for the ISO14001 certification have also been included in the half-year assessment for the suppliers in order to assure the suppliers take up the responsibility for the environmental protection as well. In the production process, the Group aims for deploying more environmental-friendly raw materials. For example, Huizhou factory has adopted the use of lead-free solder for greatly minimising the impact of heavy metal pollution. Meanwhile, the fibreglass was replaced by non-woven complex cloth at the factory as well for reducing the harm to human body. To completely enforce the source separation of industrial waste, the waterborne paint has been in use in the production.

4.3. 綠色營運

集團十分重視「綠色生活」，並致力將環保措施融入到企業日常工作環境中。從綠色營運到綠色採購，我們的各個辦事處均以減低環境污染及自然資源的消耗為目標。

綠色採購

集團一直鼓勵實踐綠色採購策略，優先考慮通過ISO 14001環境管理體系認證的供應商；同時亦將14001環境管理體系認證納入在每半年進行一次的供應商考評中，以確保供應商對保護環境有所承擔。在生產過程中，集團亦加強採用環保物料，如惠州工廠採用了無鉛焊絲，大大降低了重金屬污染的影響；同時，工廠採用複合無紡布替代玻璃纖維，以減少對人體的傷害。而為了徹底執行工業廢物源頭分類，集團的生產亦已全面使用水性漆。



ENVIRONMENTAL-FRIENDLY RAW MATERIALS 環保物料



Green Office

The Group has been practising the green office scheme at workplaces. For instance, the notes of reminder have been displayed close to the electricity control points for reminding the practice of energy saving in offices. The temperature for air-conditioning has been set at 25°C in offices.

To achieve the paperless working environment, in terms of internal communication or announcement, the e-mail system has been greatly in use which replaces paper circulation. The regular meetings for the internal review over the green office scheme have also been taken to check whether the relative implementation achieved.

綠色辦公室

集團一直於工作場所奉行綠色辦公室措施，例如：在接近各電源控制位置貼上節約用電的提醒標示，以在辦公室提醒節約能源；設定空調系統，保持辦公室室內溫度為25°C。

為了實現無紙化的工作環境，在內部溝通或公告方面，我們會大量使用電子郵件系統，取代紙張傳閱；我們亦會定期就綠色辦公室措施進行內部檢討會議，以檢視措施的成效。





CARES FOR
PEOPLE

以人為本

CARES FOR PEOPLE

以人為本

5. CARES FOR PEOPLE

Management Approach and Policies

The Group's achievement over the business performance is largely rooted on the recruitment, retention of talents and the relative training for staff members. We deeply understand that talents are the key factor to keep our power of competitiveness in the market. The Group's talent management policy covers the expansion of recruitment platform, providing attractive remuneration package and fringe benefits and offering the appropriate training for job knowledge, skills and career development to staff members. In order to achieve the goal for being the "Best Employer", the Group takes the work-life balance with emphasis in the management policies. Simultaneously, safety, care and love are the key elements of interpersonal communication being upfront by all the business units under the Group. Our dedicated human resources committee will regularly review and improve the related and keeping up with the latest laws and regulations to ensure the practices are in line with the set of legal requirements and industrial standards.

The profile of the employees for the Group in 2017 has been illustrated as below:

5. 以人為本

管理方針及政策

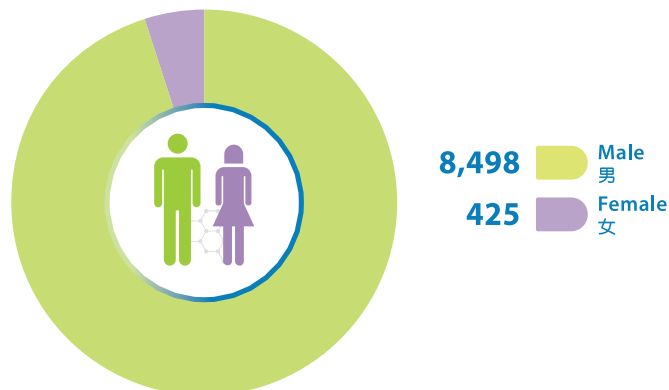
我們的業務成功取決於我們吸納、保留及培訓員工的能力，集團深明人才為集團保持市場競爭力的關鍵因素。集團的人才管理方針涵蓋拓展招聘平台、提供具吸引力的薪酬待遇及附帶福利、並向員工提供適當的職業知識，技能及職業發展培訓。為達致成為「最佳僱主」的目標，集團的管理政策中十分重視工作與生活平衡。與此同時，安全、包容和關愛是集團人際溝通的關鍵要素，亦是集團各業務單位的首要任務。我們透過專責的人力資源委員會定期檢討和改善有關政策，並保持更新法例法規知識，確保措施符合法律要求和行業準則。

集團於二零一七年的僱員概況如下：

Gender Profile

員工性別分佈

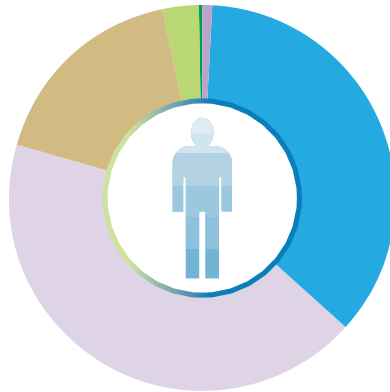
(Unit: Person 單位：人)





Age Profile 員工年齡分佈

(Unit: Person 單位: 人)

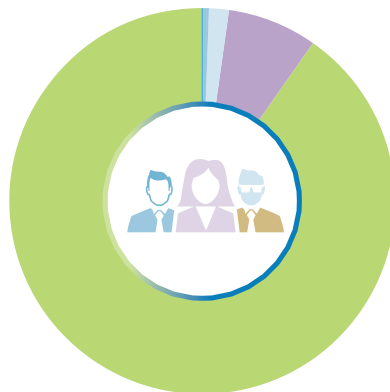


95	18-20
3,193	21-30
3,811	31-40
1,536	41-50
281	51-60
7	≥60



Professional Profile 員工職能分佈

(Unit: Person 單位: 人)

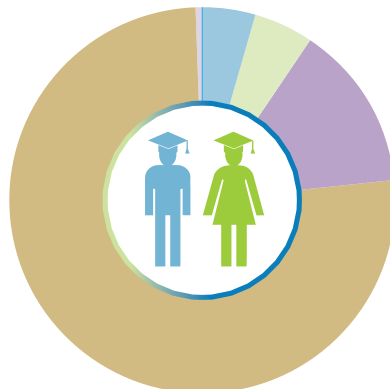


3	Director 董事
60	Executive 總助及以上
159	Managerial 經理
649	Clerical 文員
8052	Worker 勞務工



Educational Profile 員工學歷分佈

(Unit: Person 單位: 人)



20	Master & Above 碩士及以上
392	Bachelor 大學本科
441	College 大學專科
1,230	Technical School 中專/職校/技校
6,806	High School 高中/初中
34	Below High School 中學及以下

5.1. EQUAL EMPLOYMENT

Equal Opportunities, Diversity and Inclusion

In the Group's management policies, "Non-Discrimination" and "Diversification" have been the crucial elements listed in the management planning and operations. In order to ensure the fair and equal opportunities offered to all job applicants, we strive to create the working environment with care, endurance, fairness with no discrimination. In terms of the Group's *employment handbook*, the criteria for recruitment and assessment of each position have been set out, which solely emphasizes on the academic attainment, talents and job experiences of the job seekers. No criteria for gender, age, nationality, religious belief or sexual orientation have been included when assessing or judging the job applicants.

Recruitment and Retention

The Group has regular reviews for the demand and requirements for human resources with each business function head in order to secure the sufficient staff members for the positions required and to keep the normal business operations and development. In addition, we have completely implemented a recruitment system with high transparency to ensure the righteousness, openness and fairness upheld throughout the recruitment and employment processes. With regard to the vacant positions, we normally give the first priority for staff members to consider the internal transfer. This scheme also gives internal staff members a clear path for promotion with fairness. When considering the opportunity for promotion of a position, we will follow the principle of "appropriateness", and their job performance evaluation, experiences and capabilities of the potential are considered as conditions for staff promotion.

Protection of Rights

The Group has created a complete set of annual appraisal system, which is based on the business performance, staff job performance and the research result for the annual salary review for the appropriate staff salary adjustment and the relative remuneration packages. In addition, the sets of dismissal/termination policy and compensation policy in accordance with the *Labour Law of the PRC*, *Labour Contract Law of the PRC* and *Hong Kong Employment Ordinance*, have been imprinted as a guide for the strict legal procedures for dismissal and disciplinary actions. The appropriate actions and compensations will be held in accordance with the relative legal procedures if any accidents happened.

5.1. 平等僱傭

平等機會及多元共融

在集團的管理政策中，「不歧視」和「多元化」是管理規劃和營運中列明的重要要素。為確保所有求職者都擁有公平和平等的機會，我們致力創造一個關愛、包容、公平和沒有歧視的工作環境。集團的《招聘簡章》中列明各個招聘崗位的甄選評核準則，其只強調求職者的學歷、個人才能和工作經驗，並不會以求職者的性別、年齡、國籍、宗教信仰或性取向等作為評核標準。

招攬及保留人才

集團定時與部門主管定期檢討各職能的人力需求及要求，以確保足夠的人員擔任相關的工作職位，保持正常業務運作及發展。此外，我們全面落實高透明度的招聘制度，以確保招聘及聘用過程的公平、公開、公正。對於所有空缺職位，我們通常優先考慮員工的內部轉移。此計劃亦為內部員工提供了公平、清晰的職位晉升路徑。在審視員工晉升時，我們將依據「適才適用」的原則，並參照員工的工作表現評估、就其經驗及個人能力及潛力作為員工晉升的條件。

權益保障

集團設有一套完善的年度考核制度，按照公司業績、員工的工作表現及年度人力市場薪酬調查結果為基礎，適當調整員工薪酬和相關薪酬待遇。此外，集團根據《中華人民共和國勞動法》、《中華人民共和國勞動合同法》及《香港僱傭條例》制定了解僱/中止政策及賠償政策，以作為解僱和作出紀律處分程序的指引。而當發生任何意外事故，集團會根據相關法例程序作出合理行動及賠償。

Fringe Benefits for Staff

In relation to the fringe benefits for staff members, the Group devise a system of fringe benefits for staff members including the social insurance and annual leave based on the requirement of “Ministry of Human Resources and Social Security of the People’s Republic of China”. For further additional benefits, we also provide training allowance and examination leave to encourage our staff members for ongoing education in order to enhance job-related knowledge and skills, and acquire professional qualifications.

Work-life Balance

We encourage staff members to enjoy the lifestyle of work-life balance and support the fulfillment of their quality life after work. The Group setup a staff welfare committee for organising recreational activities regularly, lead to a relaxing working environment, enrich the staff relations and further nurture the sense of belongings among them. In addition, we create family-friendly culture to show our respect and care to staff members with family burden.

員工福利

集團致力改善員工福利，集團會按《中華人民共和國人力資源和社會保障部》的標準制訂相關員工福利，包括購買社會保險和有薪假期等。同時，我們亦提供其他額外的福利，例如培訓津貼及考試假，以鼓勵員工持續進修，提升工作知識、技能及考取專業資格。

工作與生活平衡

我們十分鼓勵員工追求工作與生活平衡的生活方式，並支持他們在工餘時間達致有質素的生活。集團設立福利委員會，定期舉辦康樂活動，營造輕鬆愉快的工作環境、增進員工關係及進一步培養員工的歸屬感。除此之外，為了尊重及關懷有家庭負擔的員工，我們竭力締造家庭友善的工作文化。

EXAMPLE 1 例子一

In Qidong factory, employees can enjoy the paid leave for hanging out with their kids and all staff members there can also participate in the “municipal’s bird migration” activity in the summer holidays.

啓東工廠的員工與孩子們外出遊玩，可以享受有薪假期。此外，在暑假期間，所有員工都可以參與市總工會主辦的「小候鳥」活動。



EXAMPLE 2 例子二

In May of last year, Shanghai management office organised an employee trip, “Tianmuhu Three-day Tour”, to thank the tireless efforts of all staff that contributed to the development of the group, and at the same time to enhance the information exchange and communication between colleagues and strengthen our employee cohesion.

在去年五月，我們上海管理中心組織了「天目湖三日遊」的員工旅行，以感謝全體員工為集團發展所付出的不懈努力；與此同時增進同事之間的交流與溝通及增強員工凝聚力。



Staff Relations

The Group recognise the cohesion among staff members is the key driving force for the corporate development. A network of well-established communication channels between the staff members and us is the cornerstone of the Group's operations. We therefore provide our colleagues with the latest news of corporate development and industry information via e-channel and noticeboard on a regular basis. On the other hand, our colleagues with any opinions and recommendation can also get the management's alert through any established channels.

The Group strictly comply with the relative laws and regulations for employment. In the reporting period, no case of any employment-related complaints or violation of the employment ordinance was recorded.

5.2. OCCUPATIONAL HEALTH AND SAFETY

Management Approach and Policies

Our employees are the most valuable resources to us. We strive to create a proper working environment and take the occupational health and safety at the workplaces with key emphasis. For the needs of the corporate development, we have also created a complete management system for any issues related to the occupational health and safety, including assessing the operational risks in accordance with the relative laws and regulations on a regular basis.



Policies for Occupational Health and Safety

With reference to the laws, regulations and ordinances for occupational health and safety established and implemented in various locations, the Group has published a series of appropriate solutions for this area. 5S management, identification of risk and risk assessment and control are a few examples for showing the Group's dedication to the safety protection for our staff members and stakeholders. The relevant information of our occupational health and safety strategies has also been published on the staff handbook, which is the best means for the dissemination for the Group's standards and requirements for the occupational health and safety to the staff members.

員工聯繫

集團明白員工之間的凝聚力是企業發展的重要動力，建立良好的溝通渠道網絡是員工與我們的集團經營基石。故此，我們會定期透過電子渠道和通訊欄，將最新的企業發展和業務資訊傳遞給每一位同事；而另一方面，員工可以循任何現成的途徑向管理層表達意見與建議，以引起管理層的關注。

集團嚴格遵守相關的僱傭法例及法規，於報告期內，未有相關的僱傭投訴個案及違反與僱傭相關法例而被檢控的個案。

5.2. 職業健康與安全

管理方針及政策

員工是集團最寶貴的資源，我們竭力營造最適合的工作環境，視職業安全健康為首要事務。為切合集團業務發展的需要，我們建立完善的機制管理任何職業健康及安全相關的事宜，包括定期根據相關法律法規評估營運風險。

職業健康及安全政策

集團根據各地區的法律法規及條例制訂職業健康及安全政策及一套合適的安全管理方案；5S管理、危險源識別和風險評估及控制等，是集團致力於為我們的員工和持份者提供安全保護的幾個例子。職業健康安全政策亦會刊載於員工手冊，此乃向每一位員工傳達集團對職業健康的標準及要求的最佳方法。



Occupational Health, Safety and Environment Department Established

The "Occupational Health, Safety and Environment Department" ("the Department") has been established and is directly supervised by the Group's Chief Operating Officer. The Department is responsible for overseeing the occupational health, safety and environmental protection issues of all factories. To plan ahead and minimise the rate of accidents happen, regular meetings for the performance for occupational health, safety and environment have been organised. The Group also appoint the third-party testing, inspection and certification organisation for carrying out the audits every year for ensuring the quality and smooth implementation of safety management.



Safety Awareness Enhancement

In order to actively promote the culture of workplace safety and to ensure the safety and health for our staff members in the office/factory setting, the Group recruit the professionals from third-party institutions or invite the experts on the related areas from internal departments to offer appropriate training and risk management to staff members. For keeping staff members alert for the health and safety at workplaces, all the latest information and news of occupational health and safety have been/will be uploaded to intranet for the reference of staff members.

The Group stringently follow the relative safety laws and regulations. In the reporting period, no case of offence or complaints for the issues related to occupational safety received.



成立職業健康安全環境部

集團成立了「職業健康安全環境部」(「安環部」)，並由集團首席營運總監帶領。安環部負責監察旗下所有廠區的職業健康及安全及環境保護事務。為了提前規劃，盡量降低事故發生率，安環部定期召開有關職業健康安全及環境表現的會議。集團並會委託第三方檢測認證機構進行年度審核，以確保安全管理的質量及順利執行。

提升安全意識

我們積極推動工作場所安全文化，確保辦公室/工廠的職工的健康和安全，公司通過聘請第三方機構專業人員或邀請內部相關領域的專家對職工進行適當培訓和風險管理。為保持員工對工作場所健康與安全的警覺性，所有有關的職業健康和安全的最新資訊均已或會上載於企業內聯網內供員工參閱。

集團嚴格遵照相關的安全法例及法規，於報告期內未有因為違反與職業安全相關法例而被檢控的個案或投訴。

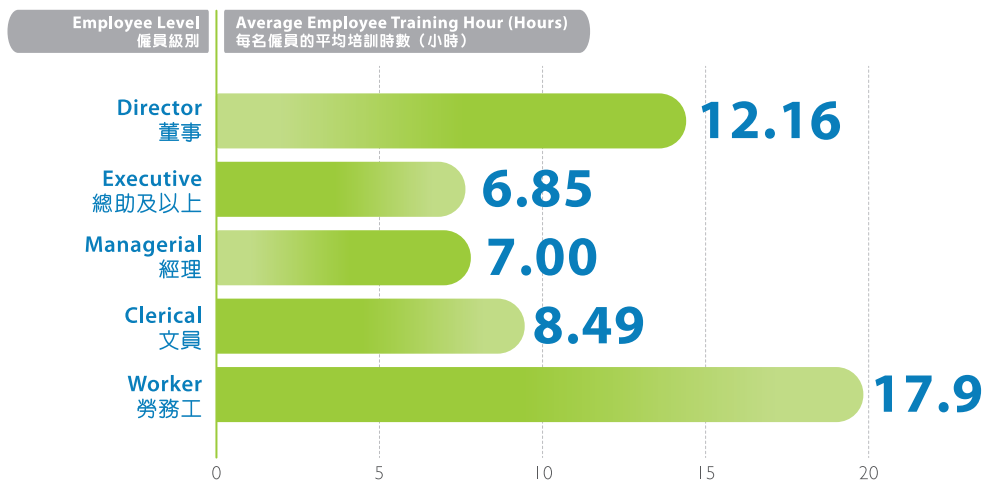


5.3. POTENTIAL DEVELOPMENT

Management Approach and Policies

In our belief, the value of the team and the professionalism of a staff member will be further enhanced if our staff members continuously advance themselves through study. The productivity of the Group also naturally increases with dedicated teams of staff members on self-development. In order to facilitate the development of one self and promote lifelong learning, we provide a career development training programs and organise internal and external training for our employee with reference to the requirements set by each business unit.

During the reporting period, the average numbers of training hours per employee are as follows:



New Comers Care

In order to let new staff members adapt quickly to the working culture and environment of the Group, we organise the orientation training to get them understand the Group's system, milestone of development, value, culture and situation. During the operation, we will adopt the "mentor-mentee" scheme, the veteran mentors to assimilate the appropriate advices and guidance into the daily work. Through this mentor-mentee scheme, the particular knowledge and skills for the job role, the operational safety work procedures and the relative experience share by the mentor will help the new comers to get job satisfaction within a short period of time.

5.3. 發展潛能

管理方針及政策

我們堅信員工持續不斷地透過進修以提升他們的自我發展，有助進一步提升團隊的價值及員工的專業水平。集團的生產力自然也隨著員工團隊的自我發展而增加。為促進自我發展及提倡終身學習，我們參照各業務部門的要求，為員工提供職業發展的培訓計畫及為員工組織內外部培訓。

於報告期內，集團內部每名僱員的平均培訓時數如下：

新人融入機制

為了讓新入職員工加快適應集團的工作文化及環境，我們設有新員工的入職培訓，讓他們瞭解集團的相關制度、發展里程碑、文化價值和現況等；而在工作中亦會採納「導師」計劃，有經驗的員工導師提供適當的建議及指導予新員工，助其融入日常工作。透過此計劃，導師會分享工作崗位的特定知識及技能、安全操作規程及導師的相關經驗，以幫助新員工在短時間內獲得工作滿足感。

Campus Recruitment

Attracting and nurturing the new generation of young people is an important part to build a stable personnel structure. In order to expand the Group's reputation on campus and recruit fresh talent for the Group, we organized recruitment activities on major campuses. All recruited students will receive appropriate training and tutoring to allow them to experience the work skills learned and lead them to realise their potential.

Training for Occupational Skills

The Group is dedicated to establishing a team of technical staff with proper training for job-related skills provided. Simultaneously, the annual training plan has also been designed for the management which provides technical updates on different roles and responsibilities, as well as management skills. In order to increase the core competency of staff members and to provide with opportunity for development, the Group has established the "Training Course Management Guide" and the "Management Protocol for Special Staff Training". In addition, the year plan for staff development with different kinds of training courses, seminars and symposiums hold every year for improving the professional knowledge, skills and capabilities for staff.

Training can be further divided into four types – orientation training, on-job training, professional qualification training and after-work training.

校園招募

吸納及培養年輕的新一代是集團人員梯隊建設得以穩健發展的重要組成部分。為拓展集團在校園知名度及為集團輸入新鮮血液，我們會在各大校園進行招聘活動，所有受聘的學生均會接受適當的培訓及導師帶教的指導，讓他們體驗所學的工作技能及引領他們瞭解自己的潛能。

職業技能培訓

我們致力建立一支專業技術人員隊伍，並提供適當的與工作有關的技能培訓。同時，我們制定了管理人員年度培訓計劃，為他們提供了不同角色和責任的技術更新以及管理技能。為加強員工核心競爭力及提供職位發展空間，集團制訂了《培訓班管理制度》及《特種作業人員培訓管理規定》。此外，並每年為員工制定年度培訓計畫及舉辦不同的培訓課程、講座、研討會，以提升員工的相關專業知識、技術及技能。

培訓分為入職培訓、在職培訓、專業資格培訓和工餘自學四大類。



5.4. LABOUR STANDARDS

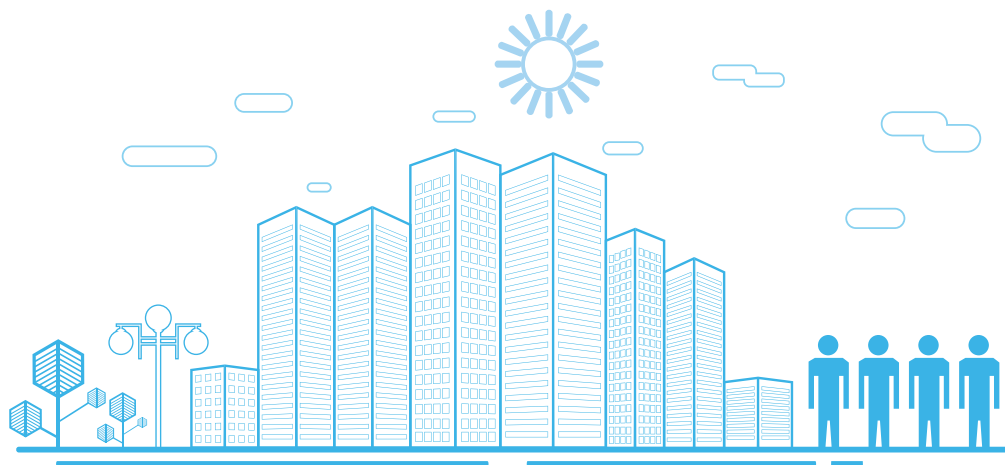
Management Approach and Policies

The Group strictly prohibit any employment of child labour. For any recruitment/employment under the Group, only those aged 18 or above will be invited to the recruitment interview or given a consideration of employment. In accordance with “China Labour Law” and “Hong Kong Employment Ordinance”, the Group strictly prohibits any forms of forced labour or forced overtime working. In the reporting period, no case for the use of child labour or the conditions of forced labour was discovered.

5.4. 勞工標準

管理方針及政策

集團絕對禁止僱用任何童工，對於集團的任何形式的招聘/聘用，只有年滿18歲或以上的人士才會被邀請參加面試或考慮聘用。根據《中國勞動法》及《香港僱傭條例》依法招聘，集團嚴禁任何形式的強迫勞動及強迫超時工作。於報告期內並未發現任何童工或強迫勞工的情況。

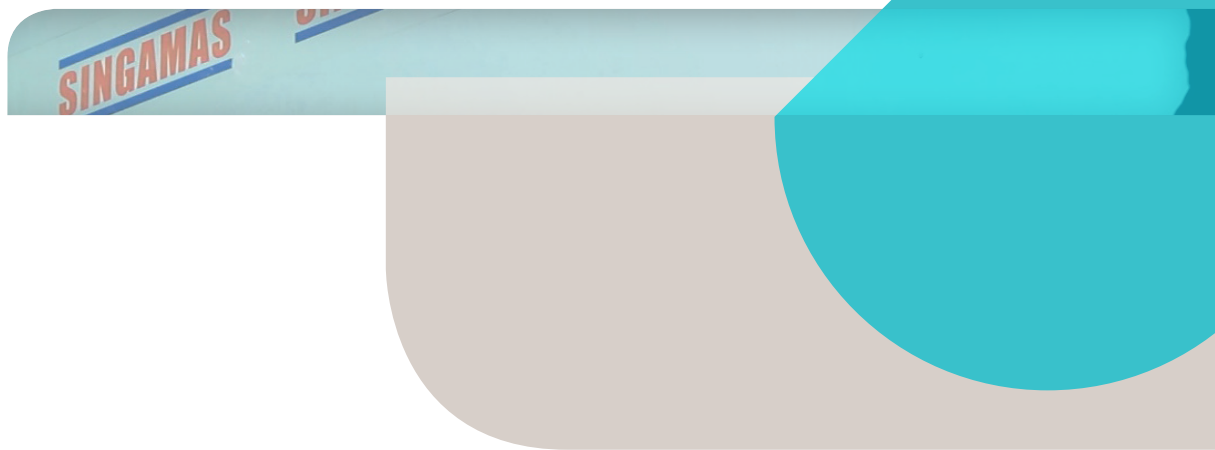




OPERATION

COMMITMENT

營運承擔



OPERATION COMMITMENT

營運承擔

6. OPERATION COMMITMENT

6.1. SUPPLY CHAIN MANAGEMENT

Management Approach and Policies

Suppliers are always one of the key stakeholders of the value chain of the Group. The Group therefore put all our effort to establish trustworthy relationships with suppliers. In order to strengthen the business and cooperation with all suppliers, the Group develop a standard procurement work flow with flexibility in order to cater different needs in our supply chain.

Policies for Supplier Appointment

The Group is committed to provide our customers with quality products and services. One of the keys to our success is to secure the close rapport with suppliers. A complete set of procedures for the tender invitation and assessment has been established by the Group for getting all the potential suppliers with equal opportunity for the fair competition. The judging panel for the tender submission is formed by the representatives from management, finance and legal departments for assessing the potential suppliers in terms of quality, scale of business, turnaround time, testing on the trial products.

6. 營運承擔

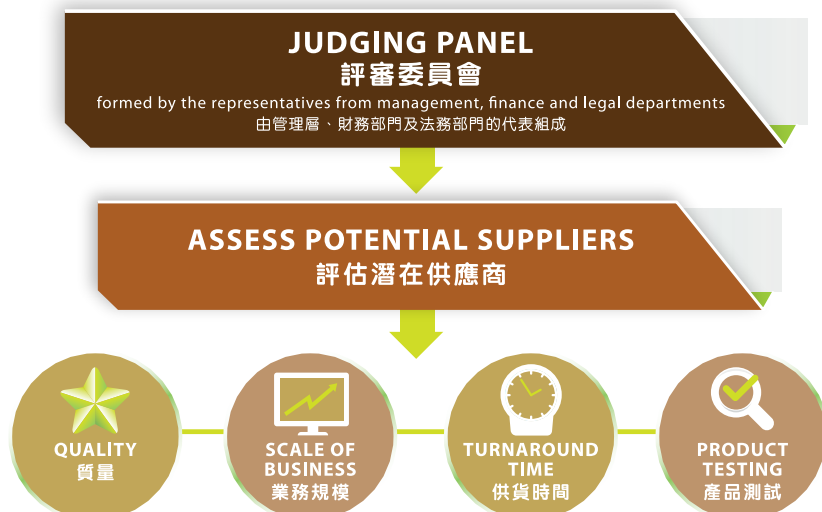
6.1. 供應鏈管理

管理方針及政策

供應商是集團業務價值鏈中重要的持份者之一，因此，集團全力與供應商建立可靠的夥伴關係。為促進與所有供應商的業務及合作，集團制定具彈性的標準採購工作流程，以應付供應鏈的不同需求。

委任供應商政策

集團致力為客戶提供優質產品及服務。我們成功的其中一個關鍵是與供應商保持密切關係。集團擁有完善的供應商招標/評審流程，以確保所有潛在供應商均能公平競爭及享有均等的機會。集團的招標評審委員會由管理層、財務部門及法務部門的代表組成，負責評估潛在供應商的質量、業務規模、供貨時間以及對試用產品的測試等。



Supervision for Suppliers

The procurement department of the Group holds a practice to inspect the goods from suppliers on a regular basis, in order to ensure the stable and sufficient supply of materials and goods at the agreed quality, time, price and other terms of service commitment.

The stringent and complex inspection procedures of the Group include the following steps:



Suppliers with Sustainability

Following the Group's vision and mission on the sustainable development and the responsibility as a corporate citizen, our suppliers will work together with us to minimise the environmental and societal impacts during the business operations. In order to effectively monitor and assess the performance of suppliers on the social responsibility, the relative terms and conditions have been stated in the procurement contract that require the suppliers to make the pledge to the production, wholesaling and retailing, distribution and after-sales services in line with the national standards for environmental conservation and occupational health and safety.

供應商監控

集團的採購部會定期對供應商產品進行品質檢測，確保供應商能按照協定的質量、時間、價格和其他服務條款承諾，提供穩定充足的物資和貨物。

集團有嚴格的及多層次的品質檢測流程，主要包含下列步驟：

可持續發展供應鏈

遵照集團對可持續發展的願景和使命，以及作為企業公民的責任；我們的供應商也將與我們一同努力，盡量減少業務運營期間對環境和社會的影響。為了有效地監督和評估供應商履行社會責任的表現，我們會在採購合同中明確協定有關的條款和條件，要求供應商承諾其生產、批發及零售、運輸及售後服務等，均與國家環保和職業健康安全管理的的要求接軌。

6.2. CUSTOMER SERVICE AND PRODUCT SAFETY

Management Approach and Policies

Setting the corporate values for top quality, safe production, customer orientation, energy conservation, corporate harmony and sustainability, the Group is committed in producing high quality containers in compliance with national laws and standards, and industry quality standard requirements. These values have been derived from our business philosophy for “zero complaints, zero accidents and 100% customer satisfaction”.

Quality Assurance

The establishment of ISO 9001 quality management system shows the Group's dedication in operating our business and producing goods and services with top quality standard. The management policies and quality standard framed by the quality management system have been completely imposed and implemented in the Group. All factories have also been achieved with ISO 9001 quality management certification. In terms of the rate of quality supplies, efficiency for resources optimisation and performance for customer satisfaction, the Group can satisfy the customers' expectation on both quantity and quality for production.

Product Safety

With dedication to provide our customers with top quality of products and services, the Group has appointed the independent third party organisation for testing and inspecting the quality of each product to ensure each piece is under the quality control and is produced in line with the international safety standards. We have also established a technology and research centre and laboratory for testing and inspecting raw materials and finished goods in order to ensure the quality of products. To strictly comply with the “Product Operation Guideline” based on quality objectives, the Group requires the relative department to rectify the non-conformity and plan for the preventive measure if there is any case of quality issue happened. With the complete guide and good practice of management, the quality management and operation can be greatly strengthened.

6.2. 顧客服務與產品安全

管理方針及政策

集團致力於為客戶提供高品質的集裝箱，在經營過程中，嚴格遵守國家法律法規和行業的質量標準，並以「品質第一」、「安全生產」、「客戶至上」、「節能環保」及「和諧永續」，為我們的企業價值，而這些價值觀來自於「零投訴、零事故及百份百客戶滿意度」的經營理念。

品質保證

通過ISO 9001質量管理體系的建立，體現了集團以最高的質量標準經營業務，生產貨物和服務的承諾。質量管理體系框架下的管理政策和質量標準已經在集團內全面落實及推行。集團所有廠房亦已通過ISO 9001質量管理認證。從優質供貨率，資源利用效率及客戶滿意度等方面而言，集團能夠滿足客戶對於生產量和質量的期望。

產品安全

集團竭誠為廣大客戶提供優質的產品和服務，並委託獨立第三方機構對每件產品的質量進行檢測，確保每件產品質量均受控制及符合國際安全標準。我們還建立了技術研究中心和實驗室，以測試和檢查原材料及成品以確保產品的質量。我們以質量為重，嚴格遵守《產品作業指導書》，如發生質量問題，集團要求相關部門對不合格項目進行整改，並制定預防措施計劃。憑藉全面的指導和良好的管理實踐，可以大大加強質量管理和運作。

Quality Service

The customer satisfaction is always our focal point of operation in the Group and we always apply it at each point of production. We are keen to raise the performance level of various aspects of the business. In case of any complaints on product quality, the Group will look into the complaints quickly with remedies at our full effort.

For the personal data and private confidential information of customers, the Group strictly comply with the practices for storage and management. Without authorisation, our staff members are not allowed to photocopy, save any soft copies or bring along to leave offices. The customer's consent must be received in written before using the relative data.

Policies for Intellectual Property Rights and Protection

The Group always place the high emphasis on the intellectual property rights and the protection on these rights. To create an environment for a fair competition, the Group has been completely following the standards and practices of the rights. Through the training for intellectual property rights, each of our staff will be equipped with a certain level of knowledge of intellectual property to uphold the concept of innovation, integrity and intellectual property rights protection. For the law of intellectual property rights and the patent law, the legal department of the Group will keep up with the latest requirements and implementation to further protect the Group's technological innovation and the development of the advanced technology.

優質服務

客戶滿意始終是集團的經營焦點，我們將其應用於每個生產環節；我們著力提高業務各方面的績效水平。若接收到有關品質問題的投訴個案，集團將盡快進行投訴調查及盡力採取補救措施。

在客戶的個人資料及機密文件方面，集團嚴格遵守保管儲存及管理操作。未經授權，員工不得擅自複印或私下存檔或帶離公司。在使用客戶個人資料前，集團需先得到顧客的書面同意方可使用。

知識產權及版權保護政策

我們一直高度重視及保護知識產權。為了維護公平競爭環境，集團全面遵守行業標準和規範。通過知識產權培訓，每個員工將具有一定的知識產權意識，以及樹立創新、誠信，及保護知識產權的觀念。對於知識產權法和專利法，集團法律事務部會緊貼最新的規則，並加以實施其要求，務求進一步保障集團的創新科技及創新技術開發。

6.3. CORPORATE GOVERNANCE

Management Approach and Policies

With dedication to the corporate culture with integrity, the Group setup the function team for internal audit and supervision in promoting the code of practice of anti-corruption and business ethics.

The Group always strictly comply with the policies for anti-corruption and require each employee to completely follow the relative statement to avoid conflict of interests. In addition, our employees are required to comply with the code of practice for business activity participation, anti-bribes, anti-corruption and equal opportunity.

Business Ethics

In order to promote the corporate culture with integrity and anti-corruption, we publish and give each of our employees the "Code of Practice for Business Ethics" and require each to comply with the Code. For example, our employees are required to make a declaration for the cash prizes and gifts received in order to avoid any conflict of interests. The Group's suppliers are also required to comply with the law and regulations against corruption and bribes, and their performance on business ethics are being re-evaluated annually to ensure strict compliance with the policy. If there is any violation of the company's policies, the company will be punished according to the company's disciplinary system. Any corruption and illegal activities will be passed to the judicial authorities for handling in accordance with the law. The Group also has a whistle-blowing policy that allows employees and other stakeholders to report any suspicious misconduct or illegal activities to the Group in a confidential manner. It will ensure that the information of the whistleblower is kept confidential.

Policies for Appointment of Auditor

Deloitte Touche Tohmatsu, an international reputable auditing firm, has been our auditor for over 15 years. They will perform audit of our consolidated financial statements annually and review of our consolidated financial statements semi-annually. Re-appointment of external auditor is subject to shareholders' approval in annual general meeting.

6.3. 企業治理 管理方針及政策

本著誠信的企業文化，集團成立內部審計和監督職能小組，推動反腐倡廉和商業道德規範。

集團一直奉行嚴格的防止貪污政策，並要求每位員工全面遵守相關守則，避免任何形式的利益衝突。此外，我們的員工必須遵守業務活動參與、反賄賂、反腐和同等機會的守則。

商業道德

為推動廉潔和反貪腐的企業文化，我們為每位員工提供《商業道德行為守則》，並要求所有員工切實執行守則，例如，我們的員工需要對收到的現金獎勵和禮品進行申報，以避免利益衝突。而我們的供應商亦需遵從反貪污及賄賂的法律法規，其商業道德表現會每年進行再評估，以確保其嚴格遵守該政策內容。如有任何違反公司政策的行為，一經查證將根據公司紀律處分制度給予處罰。對於任何貪污及違法行為，將交由司法機關依法處理。集團設有舉報政策，讓員工及其他持份者以保密形式向集團舉報任何可疑的不當或非法行為，更會確保舉報者的資料保密。

委託核數師政策

集團已起過15年聘用國際認可的德勤•關黃陳方會計師行為核數師，其每年及每半年為集團的綜合財務報告表進行年終審計及中期審閱工作。每當重新委任外部核數師時，均須於股東周年大會上獲股東批准。



CONTRIBUTIONS

TO SOCIETY

回饋社區



CONTRIBUTIONS TO SOCIETY

回饋社區

7. CONTRIBUTIONS TO SOCIETY

In addition to the direct contributions to the social and economic activities, the Group brings the positive betterment for the society through the optimisation of operations and participation in the charity projects. In the past years, various offices of the Group took part in different types of community activities. For example, the Hong Kong corporate office participated in the Oxfam Rice Event for Community Chest while Shanghai management office joined the social organisation for helping the poor and subsidising those in need to go back to school. All these recognise the Group's effort to the society as a corporate citizen.

NURTURING YOUNG TALENT

Young people are the pillar of our society's future. The Group is always committed to nurturing young generation. In 2017, the Group's Shanghai Management office cooperated with Chang'an University, Xi'an University of Science and Technology, Jiangsu University of Science and Technology, Nanjing University of Technology, and Qingdao Technological University to launch the university internship program. We have issued 46 admission notices in total. The employed students are mainly organised in technology, equipment, production, and patents department. We have also arranged mentors to guide them for better career planning.

7. 回饋社區

除了對社會和經濟活動的直接貢獻之外，集團通過優化業務營運和參與公益項目，以為社會帶來正面的影響。在過去幾年，集團各辦事處參與了不同類型的社區活動，例如香港總辦公室參與了樂施米義賣大行動、上海管理中心則參與社區組織的活動，以幫助貧困人士及資助學童重返校園，此舉亦展現了集團作為企業公民為服務社會所作出的努力。

培育年輕人才

年輕人是我們社會未來的支柱，集團一直致力培育新一代。於二零一七年，集團的上海管理中心與長安大學、西安科技大學、江蘇科技大學、南京工業大學及青島理工大學合作，進行校園招聘計劃；我們總共發出了46份錄取通知書，主要安排在技術、設備、生產及專利等部門，同時我們亦安排導師進行指導，讓他們更好地規劃自己的職業生涯。





OUTLOOK

展望



OUTLOOK

展望

8. OUTLOOK

Going forward in 2018, the Group will continue to adhere to sustainable development as the core. We will further strengthen and promote the philosophy and management of social responsibility in our daily operation to make ESG a foremost element that is embedded in the company's development.

For environmental aspect, we will further improve the performance of energy conservation and strengthen the prevention of air and water pollution in order to reduce the adverse environmental impact and the over consumption of natural resources so as to effectively raise the level of green development of the Group.

In terms of society, we will continue to aim for "Quality First" and strive to provide our customers with the highest quality and safe products. In addition, we will uphold the concept of "Employee Enrichment" and "Family Caring", actively build a safe working environment and improve a versatile training system to achieve all-round development of the employees. Furthermore, being a responsible enterprise, we will take social contribution as our long term focus, put equal importance on both business development and social contribution, to create a better future for our next generation.

8. 展望

進入二零一八年，集團將繼續堅持以可持續發展為核心。在日常營運中，我們將進一步加強社會責任管理，推動社會責任融入，使ESG成為公司發展的重要組成部份。

在環境方面，我們將進一步完善節能減碳工作、加大預防空氣和水污染治理力度，以減低不良的環境影響及過度消耗天然資源，從而有效提升集團綠色發展能力與水平。

在社會方面，我們將繼續以「品質第一」為目標，致力為客戶提供最優質和最安全的產品。另外，我們亦將秉承「豐富員工生活」和「關心員工家庭」的理念，積極構建安全工作環境，建立健全多樣化培訓機制，以實現員工全面發展。此外，作為一個負責任的企業，我們視社區貢獻為集團的長期重點，我們將更加積極參與公益事業，堅持業務發展與社會奉獻並重，努力為我們的下一代創建更美好的將來。



SUSTAINABILITY AT A GLANCE

可持續發展概覽

ENVIRONMENTAL 環境		
Emissions 污染排放物	Unit 單位	
Air Emissions 廢氣排放物		
NOx emissions 氮氧化物排放量	kg 千克	220.00
SOx emissions 硫氧化物排放量	kg 千克	18.65
PM emission 顆粒物排放	kg 千克	19.96
Solid Waste 固體廢棄物		
Hazardous Waste 有害廢棄物	tonnes 公噸	8,570.27
Hazardous Waste Intensity 有害廢棄物密度*	tonnes per TEU 公噸/TEU	0.01
	tonnes per CCU 公噸/CCU	0.07
	tonnes per Unit 公噸/台	0.19
Non-hazardous Waste 無害廢棄物	tonnes 公噸	11,837.90
Non-hazardous Waste Intensity 無害廢棄物密度*	tonnes per TEU 公噸/TEU	0.02
	tonnes per CCU 公噸/CCU	Not Applicable
	tonnes per Unit 公噸/台	1.01
Greenhouse Gases Emissions and Intensity 溫室氣體排放量及密度		
Total GHG Emissions 溫室氣體排放總量	tonnes of CO2e 公噸二氧化碳當量	225,956.88
Direct (Scope 1) Emissions 直接排放	tonnes of CO2e 公噸二氧化碳當量	33,419.07
Energy Indirect (Scope 2) Emissions 能源間接排放	tonnes of CO2e 公噸二氧化碳當量	192,537.81
Emission Intensity 排放密度	tonnes of CO2e per TEU 公噸二氧化碳當量/TEU	0.33
	tonnes of CO2e per CCU 公噸二氧化碳當量/CCU	4.78
	tonnes of CO2e per Unit 公噸二氧化碳當量/台	0.77
Usage of Packaging Materials 包裝材料使用量		
Plastic 塑料	Tonnes 公噸	423.41
Paper 紙張	Tonnes 公噸	2,538.83
Metal 金屬	Tonnes 公噸	414,929.90
Wood 木材	Tonnes 公噸	88,585.14
Other material 其他物料	Tonnes 公噸	48,377.03

Energy used 能源使用		
Purchased Electricity 購買的電力	kWh 千瓦時	190,092,024.53
Purchased Electricity Intensity 用電密度	kWh per TEU 千瓦時/TEU	281.34
	kWh per CCU 千瓦時/CCU	11,584.61
	kWh per Unit 千瓦時/台	1,144.34
Renewable Energy 再生能源	kWh 千瓦時	1,782,788.18
Renewable Energy Intensity 再生能源使用密度	kWh per TEU 千瓦時/TEU	2.64
	kWh per CCU 千瓦時/CCU	Not Applicable 不適用
	kWh per Unit 千瓦時/台	Not Applicable 不適用
Natural Gas 天然氣	m ³ 立方米	6,251,433.00
Natural Gas Intensity 天然氣使用密度	m ³ per TEU 立方米/TEU	9.25
	m ³ per CCU 立方米/CCU	216.45
	m ³ per Unit 立方米/台	235.81
Diesel (Generator Set) 柴油 (發動機用)	Litre 升	1,157,830.41
Diesel Intensity 柴油使用密度	Litre per TEU 升/TEU	1.71
	Litre per CCU 升/CCU	Not Applicable 不適用
	Litre per Unit 升/台	0.34
Water 水	m ³ 立方米	747,809.45
Water Intensity 用水密度	m ³ per TEU 立方米/TEU	1.11
	m ³ per CCU 立方米/CCU	0.74
	m ³ per Unit 立方米/台	29.89
LPG Consumption 液化石油氣	kg 千克	12,020.20
LPG Intensity 液化石油氣使用密度	kg per TEU 千克/TEU	0.02
	kg per CCU 千克/CCU	Not Applicable 不適用
	kg per Unit 千克/台	Not Applicable 不適用
Acetylene Consumption 乙炔	kg 千克	33,328.00
Acetylene Intensity 乙炔使用密度	kg per TEU 千克/TEU	0.05
	kg per CCU 千克/CCU	1.24
	kg per Unit 千克/台	0.78

Towngas 煤氣	MJ 兆焦耳	52,895,244.86
Towngas Intensity 煤氣使用密度	MJ per TEU 兆焦耳/TEU	78.29
	MJ per CCU 兆焦耳/CCU	Not Applicable 不適用
	MJ per Unit 兆焦耳/台	Not Applicable 不適用

Note:

Data disclosed included performance of 2 management office and 10 factories, unless otherwise stated, namely, Hong Kong Corporate office, Shanghai management office, Qidong Singamas Energy Equipment Co., Ltd. ("QSCL"), Hui Zhou Pacific Container Co., Ltd. ("HPCL"), Ningbo Pacific Container Co., Ltd. ("NPCL"), Qingdao Pacific Container Co., Ltd. ("QPCL"), Qidong Singamas Offshore Equipment Co, Ltd ("QSOE"), Shanghai Baoshan Pacific Container Co.,Ltd. ("SBPC"), Singamas Container Industry Co., Ltd. ("SCIC"), Shanghai Pacific International Container Co., Ltd. ("SPIC"), Tianjin Pacific Container Co., Ltd. ("TPCC") and Xiamen Pacific Container Manufacturing Co., Ltd. ("XPCL").

1. CCU is only applicable in QSOE.
2. Unit is only applicable in SPIC.
3. Carbon emission included Scope 1 and Scope 2 emissions from the use of combustion fuel for mobile vehicle, the use of diesel (generator sets), purchased electricity and purchased natural gas.
4. Reference of emission Factor for GHG calculation

Stationary combustion (Hong Kong):	Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong
Stationary combustion (non-Hong Kong):	2006 IPCC Guidelines for National Greenhouse Gas Inventories
Mobile combustion (Hong Kong):	Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong
Mobile combustion (non-Hong Kong):	2006 IPCC Guidelines for National Greenhouse Gas Inventories

附註：

披露的數據包括2間管理中心及10間工廠的績效，除非另有說明，分別為香港總辦公室、上海管理中心、啓東勝獅能源裝備有限公司(「QSCL」)、惠州太平貨櫃有限公司(「HPCL」)、寧波太平貨櫃有限公司(「NPCL」)、青島太平貨櫃有限公司(「QPCL」)、啓東勝獅海工裝備有限公司(「QSOE」)、上海寶山太平貨櫃有限公司(「SBPC」)、勝獅貨櫃工業有限公司(「SCIC」)、上海太平國際貨櫃有限公司(「SPIC」)、天津太平貨櫃有限公司(「TPCC」)及廈門太平貨櫃製造有限公司(「XPCL」)。

1. CCU 單位僅適用QSOE.
2. 台單位僅適用SPIC.
3. 碳排放包括範圍1和範圍2排放:燃油使用(移動車輛)、柴油使用(發電機組)、購買電力和購買天然氣。
4. GHG計算排放因子參考指引

固定源 (香港) :	香港建築物(商業、住宅或公共用途)溫室氣體排放及減除的審計和報告指引
固定源 (其他地區) :	2006 IPCC 國家溫室氣體清單指南
流動源 (香港) :	香港建築物(商業、住宅或公共用途)溫室氣體排放及減除的審計和報告指引
流動源 (其他地區) :	2006 IPCC國家溫室氣體清單指南

SOCIAL
社會

Employee 僱員	Unit 單位	
By Age 年齡分佈		
18-20	Nos. 人數	95
21-30	Nos. 人數	3,193
31-40	Nos. 人數	3,811
41-50	Nos. 人數	1,536
51-60	Nos. 人數	281
≥60	Nos. 人數	7
By Gender 性別分佈		
Male 男	Nos. 人數	8,498
Female 女	Nos. 人數	425
By Educational Background 學歷分佈		
Master & Above 碩士及以上	Nos. 人數	20
Bachelor 大學本科	Nos. 人數	392
College 大學專科	Nos. 人數	441
Technical School 中專/職校/技校	Nos. 人數	1,230
High School 高中/初中	Nos. 人數	6,806
Below High School 中學及以下	Nos. 人數	34
By Employee Category 職能分佈		
Director 董事	Nos. 人數	3
Executive 總助及以上	Nos. 人數	60
Managerial 經理/副經理/經理助理	Nos. 人數	159
Clerical 科長/副科長/文員/科員	Nos. 人數	649
Worker 勞務工	Nos. 人數	8,052
Employee Turnover 人員流失		
Turnover Rate 流失比率	% 百份比	6%
Training & Development 培訓與發展		
Total Training Hours 總培訓時數	Hours 小時	151,220.83
Average training hours 人員平均培訓時數	Hours 小時	16.95

Average Training Hours By Employee Category 按職能分佈的平均培訓時數		
Director 董事	Hours 小時	12.16
Executive 總助及以上	Hours 小時	6.85
Managerial 經理/副經理/經理助理	Hours 小時	7.00
Clerical 科長/副科長/文員/科員	Hours 小時	8.49
Worker 勞務工	Hours 小時	17.90
Health & Safety 健康與安全		
Work-related fatalities 因工作關係死亡人數	Nos. 人數	0
Work-related injury 工傷事故	Nos. 數量	136
Lost days 因工傷損失工作天數	Nos. 天數	4,031
No. of prosecutions against Health and Safety Regulatory Violations 因不符合健康與安全相關法律法規而被罰款或起訴	No. of cases 次數	0
Number of Supplier 供應商數量		
Mainland China 中國內地	Nos. 數量	1,895
Hong Kong 香港	Nos. 數量	2
Other 其他	Nos. 數量	33
Product responsibility 產品責任		
% of Product recall due to Health and Safety reasons 產品因健康與安全理由而須回收的百分比	% 百份比	0
Number of products and service related complaints received 產品及服務的投訴數目	No. of cases 次數	17
Anti-corruption 反腐敗		
No. of prosecutions against Corruption 對貪污的起訴數目	No. of cases 次數	0

- Employee turnover rate: Average of monthly turnover rate during the reporting period.
 - Work-related injury: Include,
Slightly injury: Work breaks for injured workers are less than 3 working days.
Minor injury: Work breaks for injured workers are equal to or more than 3 working days and less than 105 working days.
Major injury: Work breaks for injured workers are equal to or more than 105 working days.
 - Lost days
Sick leaves due to all types of work-related injuries.
 - Workers
Including Full Time Contract Employees, Agent Employees and Temporary Employees.
- 員工流失比率
於報告期內的每月平均員工流失率
 - 工傷事故
包括
輕微傷事故：受傷職工歇工少於3個工作日（不含3個工作日）；
輕傷事故：受傷職工歇工等於或超過3個工作日及少於105個工作日；
重傷事故：受傷職工歇工等於或超過105個工作日；
 - 損失工作日數
指各種工傷導致的病假。
 - 勞務工
包括全職合同工及契約／非正式勞務工。