KB 建滔集團 限公司

INGBOARD HOLDINGS LIMITED

...limited liability)

...Ó m Þ " ® !

Stock Code p ... þ î : 148

ESG REPO...

LEADING D¸¬F

THE FUTURE Ec(µ

CONTENTS
目錄

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

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

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

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

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

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

ABOUT THE REPORT
關於本報告

集團概覽

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

報告範圍

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

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

報告原則

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

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

一致性：
除另有指明外，本報告使用一致的方法(誠如以往報告所呈報)以編製及呈迦焐驶僯榣瘉鈃菳蔗翌鍄濴瓯鮾柞汈

ABOUT THE REPORT
關於本報告

企業社會責任的管治架構

我們的企業社會責任架構分為三個主要組成部分，依次為董事會、企業社會責任工作小組及執行部門。企業社會責任的管治架構可見下表：

STAKEHOLDER ENGAGEMENT
利益相關者的參與

Improving the transparency of corporate information is the basis for the building of investors' confidence in the listed company and a compelling obligation of the Group. Kingboard Holdings believes that a stable, diverse stakeholder base that can be effectively communicated with is not only beneficial to creating value for shareholders but also a rare intangible asset. Therefore, Kingboard Holdings has always maintained close contact with stakeholders and always involve them through various channels in martial matters and prior to the launch of significant measures. Close ties with stakeholders allow us to better understand their views, opinions, and expectations, enabling us to more comprehensively assess potential impacts on decision making and material matters.

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

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

提升企業資訊透明度是建立投資者對上市公司信心的基礎，也是本集團不可推卸的責任。建滔集團相信一個有效溝通，穩定，多元化的利益相關者基礎不但有利於締造股東價值，更是我們不可多得的一個無形資產。因此，建滔集團一直與利益相關者保持密切溝通與聯繫，在重要議題上及推行重大措施前，均會透過各種管道讓利益相關者參與其中。與利益相關者的緊密聯繫讓我們得以更加瞭解他們的觀點、意見及期望，使我們在進行決策及重要議題上能更為全面地評估潛在影響。

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

我們的主要利益相關者類別及其聯繫方式如下：

STAKEHOLDER ENGAGEMENT
利益相關者的參與

C[illegible]me
顧客

- Emails and customer service hotlines
- 電郵及客戶服務熱線
- Tenders submitted to customers
- 向客戶發出的投標書
- Cooperation agreements with customers
- 與客戶簽訂的合作協議
- Website
- 官方網站
- Annual and interim reports
- 年報及中期報告
- Product quality
- 產品質量
- The Group's sustainability strategy
- 本集團可持續發展戰略
- Financial and business performance
- 財務和業務表現
- Customer relationship management
- 客戶關係管理
- Product innovation and research and development
- 產品創新研發

S[illegible] lie /b[illegible]ine a[illegible]ne
供應商／業務合作夥伴

- Emails and customer service hotlines
- 電郵及客戶服務熱線
- Performance assessment
- 表現評估
- Annual renewal and update
- 年度續約及更新
- Website
- 官方網站
- Annual and interim reports
- 年報及中期報告
- Continuous cooperation
- 持續合作
- Financial and business performance
- 財務和業務表現
- Corporate governance
- 企業管治
- Occupational health and safety
- 職業健康與安全

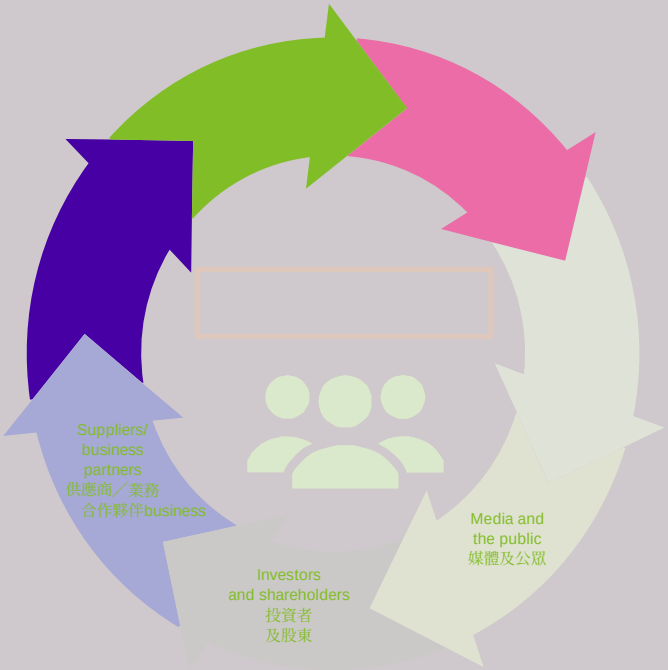
G e nmen[illegible]b die / eg[illegible]a[illegible]
政府部門／監察機構

- Annual and interim reports
- 年報及中期報告
- Verbal and written communication when needed
- 有需馳郵瀫跟襘η廾嚧暍炄
- ORespnshesto cgvernment binquires/ pupnsrepques
- 戎淇撷痌刉巘鳳簣陊
- CMeeinugs (e.g. publichealrnugs nd

STAKEHOLDER ENGAGEMENT
利益相關者的參與

重要性評估

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



Fill out stake older ide tificatio questio aires, co firm t e relatio s ip betwee stake olders a d t e Group, a d ide tify importa t stake olders by t e staff i c arge of various departme ts of t e Group.
集團各部門負責人員填寫利益相關者識別問卷，確認利害關係人與集團關係程度高低，鑑別重要利益相關者。

U dersta d t e views a d topics of co cer of t e stake olders t roug questio aires a d a alyse t e level of co cer based o stake older ide tificatio results.
根據利益相關者識別結果，以問卷方式，瞭解利益相關者的看法及關注議題，執行議題關注程度之分析。

A alyse t e impact of topics of co cer o busi ess operatio s a d co firm t e degree to w ic t e topics ave o t e Group by t e ma ageme t of t e Group.
集團管理層根據各項關注議題，進行對企業營運衝擊程度之影響分析，確認各項議題對集團之衝擊程度。

Classify evaluatio results of all t e topics of stake olde co cer as a supportive basis for determi i g t eir materiality based o t e degree of t e impact of t e topics o t e Group.
依利益相關者的關注議題及其對集團的影響程度，將各議題評估結果進行分類，作為判斷重要性之輔助依據。

Review t e material topic ide tificatio results a d compare t em wit major co sideratio s of t e previous year to co firm t at t ey meet sustai ability requireme ts.
對重大議題鑑別結果進行檢視，並與前一年度重大考量面進行比較，確認符合可持續發展的要求。

STAKEHOLDER ENGAGEMENT
利益相關者的參與

重要性評估結果概要

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

重要性評估結果如下：

- Air pollutant emissions
- 空氣污染物排放
- Energy ef□ciency and implementation plans
- 能源使用效益及實施方案
- Generation, treatment and/or recycling of

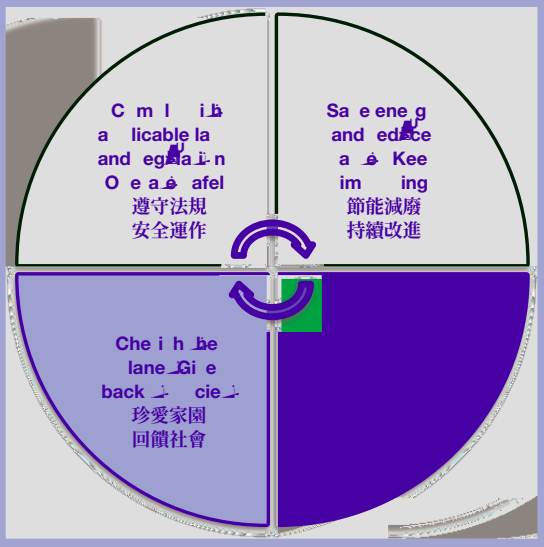
重要性評估結果概要(續)

- Anti-competitive Behaviour
- 反競爭行為
- Employee training and occupational development
- 員工培訓和職業發展

ENVIRONMENTAL PROTECTION
環境保護

Currently, all companies across the globe are facing increasingly severe environmental management challenges. As a listed business that values and advocates sustainable development, the Group unswervingly pursues breakthroughs in setting itself on a green path and strives to implement eco-

現時，世界各地的企業正面臨日益嚴峻的環境管理挑戰。作為一家重視並倡導可持續發展的上市企業，本集團始終堅定不移地在綠色發展道路上尋求突破，努力實踐「高效率、低排放、少污染、多回收」的環保營運目標。於2020年財政年度期間，本集團繼續致力於貫徹效益與環保兼具的營運理念，在日常業務中融入環境管理思維，希冀對環境保護與社會發展作出力所能及的貢獻。在保證高質量日常生產作業的同時，本集團鼓勵管理層及內部員工積極探討降低各類排放物及能源消耗的可能性，提高內部員工及外部供應商的環保意識水平。在未來，集團將繼續與各方緊密協作，在嚴格遵從國際及國家的環保標準的同時努力革新，將目光聚焦生產及營運方面的新興技術與管理措施，在提高生產效率的同時將能源消耗和環境污染的影響減至最低。



本集團密切關注環境保護相關的條例及措施，嚴格遵守內部有關環保的管理制度，以確保其符合法律及法規。於2020年財政年度期間，我們並無發現與環境有關的法律及法規的重大違規事宜。本集團的碳排放主要來自於能源使用。我們以市電、天然氣作為主要能源以維持工廠的運作。由於生產工藝的革新及設備的轉換，本集團於2020年財政年度總共產生了3,140,665.3噸二氧化碳當量(CO_2e)，較2019年財政年度呈總體減少趨勢。

排放物管理

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

AIR POLLUTANT EMISSIONS (continued)

Emission reduction equipment

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

空氣污染物排放(續)

減排設備

集團於2020年財政年度間投入使用了一系列減低排放量的設備及技術：

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

WASTEWATER DISCHARGE

The Group is very concerned about the environmental impact of wastewater generated during the production process, so policies and operational instructions concerning wastewater discharge have been put in place. For example, in terms of experts and human resources, the Group has set up a power engineering department to supervise the implementation of the above policies to ensure the smooth implementation of waste water management measures. We have adopted a management mechanism based on the principle of accountability for staff to supervise the work progress relating Dprodu FY1 0 a

廢水排放

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

2020年財政年度期間，集團亦持續針對工業廢水處理技術進行不斷革新。例如，集團內部已安裝廢水在線化學需氧量(COD)檢測儀。此外，包括東莞萬年富在內的多家工廠於早先分階段引進的揮發性有機化合物(VOC)處理裝置，並在2020年財政年度全面使用。該技術可令污水管道直通污水處理設施。當污水經污水處理設施處理完成後，經由相應管道直接匯入當地污水處理廠。另外，我們鼓勵在不影響產品質量的情況下，回收工業廢水並進行二次利用。集團工廠積極應用包括混凝土填充等在內的環保工程，使用達到標準的工業排放污水沖洗水溝。在廢水水質良好的情況下，此舉不僅可用來沖洗水溝等工業設施，同時可回收利用在廢氣處理塔等操作設備中，作為普通用水的替代品來使用。此類工程令工廠達到了節約水資源的效果。

WASTEWATER DISCHARGE (continued)

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

Regarding the domestic wastewater treatment, the Group actively improved the wastewater treatment technology during FY2020. For example, we have adjusted and improved reclaimed water reuse processes, increased the amount of reused waste water, and reduced wastewater discharges. In addition to introduction of new equipment and technological innovations, regulatory departments at plants also check whether employees follow required operating procedures and deliver process and technique training on a regular basis to improve the employees' understanding of wastewater discharge control.

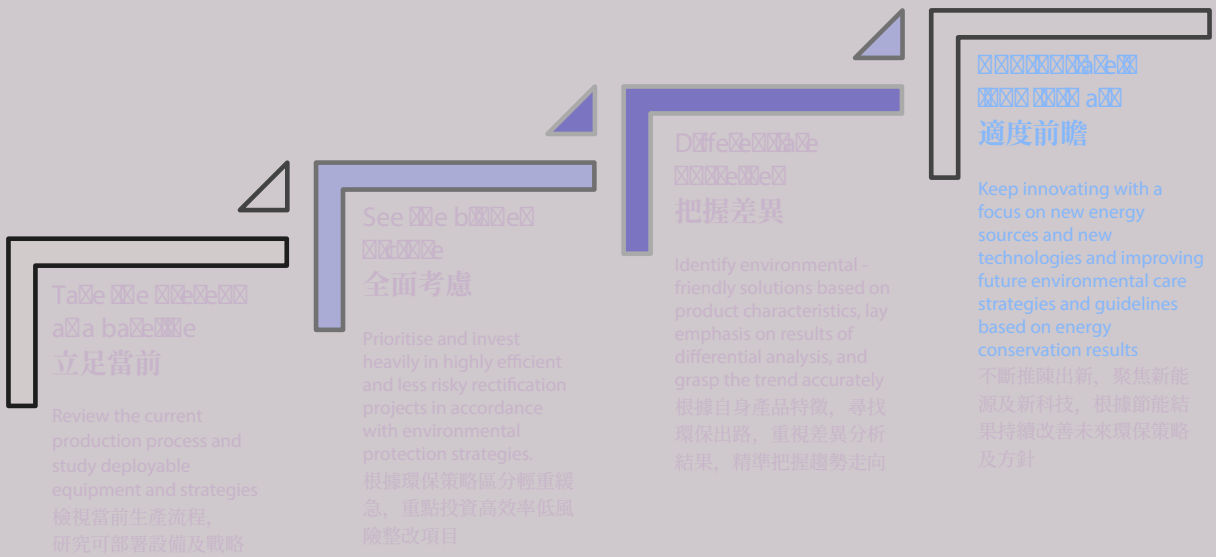
廢水排放(續)

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

針對生活廢水的處理，本集團於2020年財政年度期間積極改進廢水處理技術。例如，我們將中水回用工藝進行了整改提升，增加廢水回用量，減少了廢水排放量。除增添設備、技術革新等舉措之外，為了加強員工對廢水排放控制的理解，工廠內的監管部門亦定期視察員工操作的規範性，並定期為員工提供工藝及技術培訓。

ENVIRONMENTAL PROTECTION
環境保護襦

能源、水資源及包裝物料的使用



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

能源使用

我們冀望旗下工廠可以將節約能源的環保理念融入日常生產營運事務中。因此，本集團制定

CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS (continued)

Consumption of Energy (continued)

能源、水資源及包裝物料的使用(續)

能源使用(續)

以下為集團工廠針對節約能源使用所實施的部分環保舉措：

- 要求工廠內部生產設施按照相關環境規則及規例進行運作，並於工廠和辦公室等設施內實施企業資源規劃(ERP)系統，對資源進行合理的統一管理和調配，適時識別機會改善產品的製作流程、材料、生產設備及再循環技術。

- 工廠管理層每年例行舉行會議，制定相應的開源節流計劃，以鼓勵生產部門在不影響產品質量的情況下降低能耗，並根據創新改造之成果建立績效評估制度，給予相應獎勵。

- 訂立節能計劃及指標，由生產營運部門執行每月水耗和電耗的績效考核，每日對廠內使用的能源數據進行統計分析。

- 在車間懸掛各類環境保護語錄標牌，用於鼓勵督促員工提高環保意識，定期對車間主管進行節約資源使用等方面的特殊培訓，以便向各員工傳達環保要求供其遵照執行。

- 對自動線UV機改造，由33.6KW改為19.2KW，預計從下一財政年度開始，該機器可令生產綫節省約50%的電力。

- 廠區照明由高壓鈉燈更換為節能燈及LED照明燈。為工廠生活區路燈設置太陽能電板，以降低碳排放。

- 對電機增加變頻器，能及時調整電機運行頻率，每年約節約電量25萬度。

CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS (continued)

Consumption of Water

The Group's plants are located in different cities and are dedicated to the development and manufacturing of products in different sectors. Therefore, we encourage plants to scientifically and rationally formulatedcand

能源、水資源及包裝物料的使用(續)

用水資源

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

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

包裝使用

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

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

能源、水資源及包裝物料的使用(續)

包裝使用(續)

2020

CONSUMPTION OF ENERGY, WATER AND PACKAGING MATERIALS (continued)

能源、水資源及包裝物料的使用(續)

Consumption of Packaging Materials (continued)

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

包裝使用(續)

2020年財政年度與2019年財政年度能源使用及用水密度比較如下：

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

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

註1： 2020年財政年度數據範圍包括與覆銅面板23家、印刷線路板11家、化工產品11家，總共45家工廠的生產有關之數據。隨著上述節能措施的有效執行，本集團能源使用密度對比2020年財政年度已有所降低。

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

註2： 2019年財政年度數據範圍包括與覆銅面板、印刷線路板、化工產品生產有關的46家工廠之數據。

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

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

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

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

能源、水資源及包裝物料的使用(續)

包裝使用(續)

2020年財政年度與2019年財政年度包裝材料使用量比較如下：

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

OTHER ENVIRONMENTAL IMPACTS

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

The Group also attaches importance to wastewater pollution that may occur in the course of operation, and formulates management principles and implements relevant risk control measures in advance. From January 2019, the Chinese government started to implement the Measures for Drainage Management by Enterprises Using Phosphorus and Nitrogen, which are designed to strengthen pollution control and protect the environment with a focus on the monitoring of enterprises using water. Therefore, we have actively implemented prevention and control measures. According to the results and requirements of environmental impact assessment, we have engaged a qualified third-party monitoring company to take preventive measures for several factors that may affect the local environment such as waste water, waste gas and noise and formulate a series of monitoring and renovation plans. For example, we set up different waste gas treatment methods for different pollution factors generated by the waste gas scrubber. We flexibly applied activated carbon adsorption system and acid and alkali liquid spray system, and other equipment for better preventing waste water from polluting local water sources. We want to do our utmost to protect the neighbouring environment and reduce the ecological impact of the production process.

其他環境影響

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

集團重視營運過程中有可能產生的廢水污染，並提早制定管理原則並落實相關風險控制措施。2019年1月起，中國政府開始實施《涉磷氮企業排水管理辦法》，該條例以加強污染控制、保護環境為目標，重點監控涉水企業。因此，我們積極實施防治措施，依據環境影響評價之結果與要求，聘請具有資質的協力廠商監測公司對集團廢水、廢氣、噪音等一系列有可能影響當地環境的因素做出提早預防措施，制定一系列監測及改造方案。例如，我們針對廢氣洗滌塔產生的不同污染因數，設置相應的廢氣處理方法。靈活應用活性炭吸附系統、酸堿液噴淋系統等設備，做好預防廢水污染當地水源的管理工作。我們希望盡最大能力來保護鄰里環境，減低生產過程帶來的生態影響。

EMPLOYMENT
僱傭

We always stick to the idea of "putting people first" and keep our social responsibilities in mind while doing business. We believe that attracting and retaining talent are the keys to the sustainable development of our business. With a focus on the career development and physical and mental health of our employees, we are committed to maintaining a quality workplace that values good character, diversity, cooperation and communication. We are convinced that the diverse background of leaders and employees can help improve the Group's decision-making ability and flexibility. To this end, we provide competitive remuneration and benefits and promote a series of measures to facilitate employee diversity and equal opportunities in all respects. The Board of the Group has adopted the board diversity policy in accordance with the Corporate Governance Code revised by Hong Kong Stock Exchange. The composition of the Board contains several elements, including but not limited to age, cultural and educational background, professional experience, skills, and knowledge, with an aim to diversify the Board.

我們堅守「以人為本」的理念，在發展業務的同時時刻謹記履行社會責任，相信吸納並保留人才是集團業務持續發展的關鍵。我們關注僱員的事業發展和身心健康，並致力維持重視品格操守、多元化發展、合作和溝通的優質工作環境。我們相信多元化的領導層及員工背景可加強集團的決策能力及靈活性。為此，我們提供具競爭力的薪酬待遇以及推動一系列措施以提倡員工多元化及各方面的事業平等發展機會。本集團的董事會已根據香港聯合交易所修訂的《企業管治守則》，積極採納董事會多元化政策。董事會的人事組成包含多項因素，包括但不限於年齡、文化及教育背景、專業經驗、技能以及知識等，目的在於令董事會成員達致多元化。

EMPLOYMENT POLICY

Kingboard Holdings conducts internal audit annually to ensure compliance with laws and regulations governing employment. During FY2020, the Group was not aware of any material breaches of applicable laws and regulations pertaining to employment that had a significant impact on the Group, including but not limited to the Labour Law (中華人民共和國勞動法), the Provisions on the Prohibition of Using Child Labour (禁止使用童工規定), the Law on the Protection of Rights and Interests of Women (中華人民共和國婦女權益保障法), the Law on the Protection of Minors (中華人民共和國未成年人保護法), the Trade Union Law (中華人民共和國工會法), and the Social Insurance Law of the People's Republic of China (中華人民共和國社會保險法), Labour Protection Act of Thailand, and Employment Ordinance of Hong Kong. These laws and regulations explicitly specify requirements concerning employee compensation and dismissal, recruitment and promotion, vacations, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. Meanwhile, we have developed and implemented employment-related policies and procedures, including the Compensation Management System, Performance Appraisal System, Evaluation Management System, Travel Reimbursement System, Rating and Promotion Management Rules, Separation Management Rules, Social Security System, Overtime Management Regulations, Employee Handbook, and Bonus Distribution System to ensure compliance with relevant laws and regulations and serve as a reference for employees. The administrative department is responsible for supervising the implementation of the above policies, distributing documents regarding and interpret relevant policies for each new comer, and regularly organising training to further explain relevant policy contents and its importance. In addition, we audit the implementation of these policies annually. A whistle-blowing system is also in place with a dedicated team to investigate any unfair treatment and take appropriate actions and improvement measures.

僱傭政策

建滔集團每年進行內部審核以確保遵守與僱傭相關的法律法規。於2020年財政年度，本集團並未發現任何與僱傭相關及對集團有重要影響的適用法律及法規的重大違規事宜(包括但不限於《中華人民共和國勞動法》、《禁止使用童工規定》、《中華人民共和國婦女權益保障法》、《中華人民共和國未成年人保護法》、《中華人民共和國工會法》、《中華人民共和國社會保險法》、《泰國勞動保護法》及《香港僱傭條例》)。以上法規明確規定有關於員工薪酬及解僱、招聘及晉升、假期、平等機會、多元化、反歧視以及其他待遇及福利的要求。同時，我們亦制定及彙緥諮犋

EMPLOYMENT POLICY (continued)

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

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

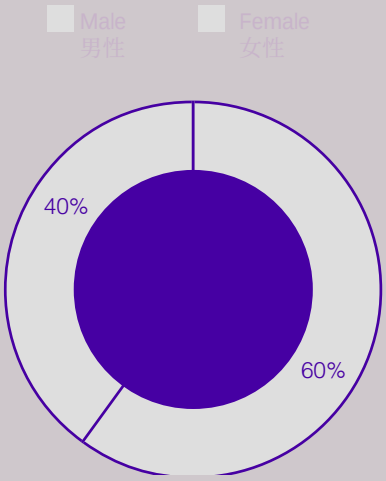
僱傭政策(續)

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

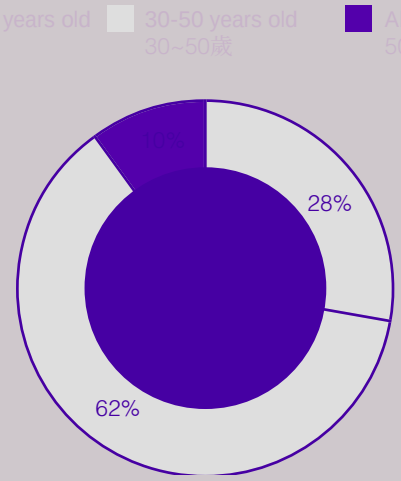
報告期間，集團共有33,112名員工，2020年離職僱員總數為18,134人，不同的地區的離職率會因地域而異，為了保持相對安穩的平均離職率，我們實施了導師計畫，部門之間的交流，技能與領導力培訓等。另外，我們會在每年1月份制定《人員招聘儲備申請》作為招聘計劃，為春節前後人員流失較大時做好人員儲備。

Basic Information About Employment
僱傭的基本情報

Breakdown by Gender
僱傭員工男女比例



Breakdown by Age
僱傭員工年齡層比例

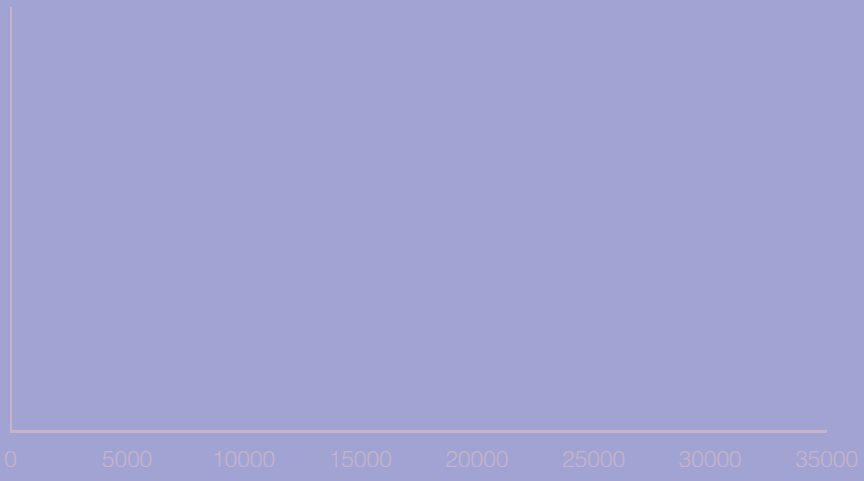


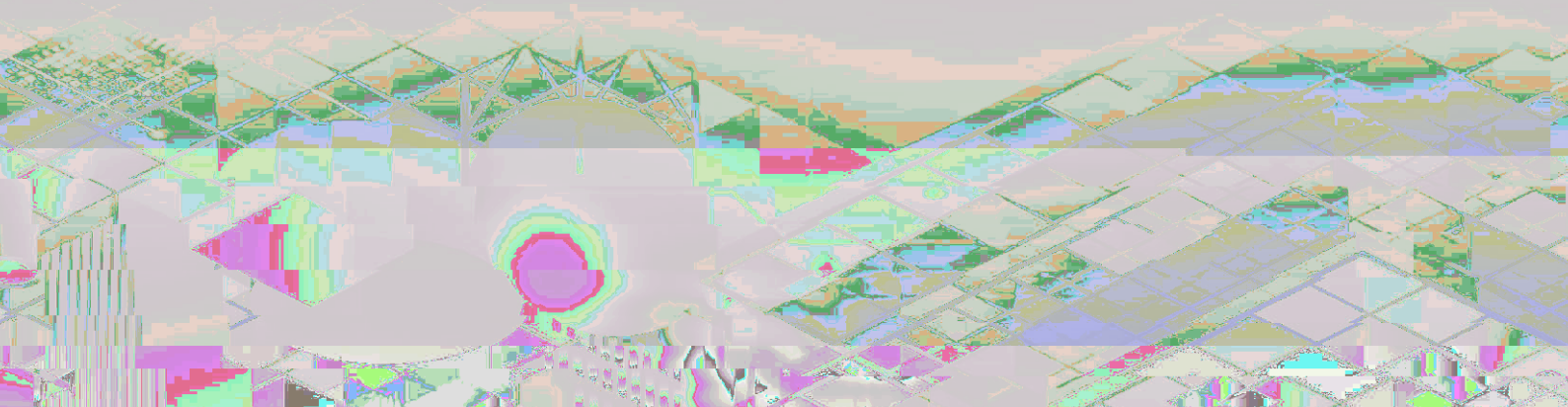
Number of male employees	僱傭員工男性人數	19,730人
Number of female employees	僱傭員工女性人數	13,382人
Employees aged below 30	30歲以下僱傭員工人數	9,268人
Employees aged between 30 and 50	30~50歲僱傭員工人數	20,579人
Employees aged over 50	50歲以上僱傭員工人數	3,265人

僱傭政策(續)

註1：

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





僱傭政策(續)

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

薪酬政策

在薪酬政策方面，我們嚴格遵守國家勞動合同法及當地法律法規的規定，並編有完善《薪資管理制度》、《績效考核制度》、《評優管理制度》、《差旅報銷制度》、《社保制度》和《獎金分配制度》，並依據員工的個人表現及集團的盈利表現對員工的薪酬進行調整。集團每年度對員工進行全面的績效評核，對員工在年內的工作表現、工作態度、服務年期等方面進行考核，並根據考核結果作出調薪，以維持薪酬釐定的科學性及公平性。我們亦會視乎員工的表現及集團財務狀況，為合資格員工發放優先購股權及特別獎金。同時，集團制定及落實了完善的《考

COMPENSATION POLICY (continued)

In addition to providing competitive remuneration packages, the Group actively implements the Measures for the Selection of Excellent Employees and Managers to select outstanding employees on a monthly and annual basis and excellent managers on an annual basis. We believe that good promotion opportunities are an effective way to motivate employees, giving them clear career goals and offering opportunities for competent employees. The Group encourages internal promotion, as approximately 80% of the current team of junior, intermediary or senior managers have come through the ranks to where they are now, which is similar to data in FY2019.

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

薪酬政策(續)

除了提供具競爭力的薪酬待遇外，集團積極推行《優秀員工及管理幹部評選規定》，評選月度優秀員工以及年度優秀員工與管理人員。我們認為良好的晉升機會是激勵員工的有效方式，既可為員工提供清晰的事業目標，亦可為有能力的員工提供發揮所長的機會。本集團鼓勵內部晉升，目前無論是基層、中層或是高層管理人員，均有約八成來自於集團內部的提升，與2019年財政年度數據相若。

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

EMPLOYMENT
僱傭

STAFF ACTIVITIES AND BENEFITS

We believe caring for employees is one of the most effective ways of demonstrating our corporate culture. We offer a full range of benefits and organise various events for our employees, with an aim to provide a favourable working environment and to promote a work-life balance for them. We organised a number of staff activities and provide several benefits to them in FY2020, including:

- Dining discount for employees
- Staff medical benefits
- Staff quarters
- Festival gift bags (such as Rice dumplings for Dragon Boat Festival and moon cakes for Mid-Autumn Festival)
- Night Market events
- Annual dinner
- Spring Festival evening show with a lucky draw
- Staff travel
- Birthday evening party
- Sports contests

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

員工活動及福利

我們認為關愛員工是體現企業文化最有效的途徑之一，我們為員工提供各種福利和舉辦各項活動，旨在為員工提供良好的工作環境和促進員工在工作與生活之間的平衡。我們於2020年財政年度舉辦多項員工活動及為員工提供多項福利，當中包括：

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

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

TRAINING AND DEVELOPMENT

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

The Group has successively jointly organised continuing education courses with Xingtai Mechanical and Electrical Technical School, Xingtai Technician College, Hebei College of Industry and Technology and Xingtai Teaching Station of Hebei University of Technology to set up “Kingboard Class” to lay a solid foundation for the improvement of professional skills of employees. Moreover, the Group has also jointly run schools with Jiangxi University of Technology and Maoming College to organise “Kingboard Junior College Classes” respectively in Qingyuan District and Jiangmen District to provide a learning platform for employees who wish to improve their acadd5aM qualifications.

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

培訓及發展

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

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

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

EMPLOYMENT
僱傭

TRAINING AND DEVELOPMENT (continued)

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

培訓及發展(續)

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

Induction Training 崗前培訓

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

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

Internal Training 內部培訓

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

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

External Training 外部培訓

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

TRAINING AND DEVELOPMENT (continued)

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

培訓及發展(續)

於報告期間，培訓及發展相關數據如下：

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

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

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

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

EMPLOYEE HEALTH AND OCCUPATIONAL SAFETY

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

僱員健康及職業安全

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

EMPLOYMENT
僱傭

僱員健康及職業安全(續)

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

另外，我們的生產程序涉及機械操作，因此我們為不同生產工序制定了相應的安全操作規程，詳列不同生產程序的安全注意事項，並要求員工嚴格遵守。我們同時為所有新員工安排三級安全培訓，包括入廠培訓、車間培訓和班組培訓，講解安全操作規程內容。以下為我們於2020年財政年度就僱員健康及職業安全推行及實施的措施：

- 根據員工崗位的性質安排安全培訓，如電梯、倉庫管理、灌裝操作、叉車的安全操作、高低壓電工的用電安全操作、化學品使用培訓等；
- 定期為員工舉辦車間安全用電知識培訓、義務消防員培訓、危險化學品安全知識培訓、職業健康知識培訓等，讓員工更深入理解安全生產的重要F礵曾了柿玩緀鏽轧猛锛求員以遵守，孑瞭迢帨前慨攜蠛顣笈嚬艞げ梖荋刉摙猴
-
-

僱員健康及職業安全(續)

- 進行職業健康檢查，並建立健康檢查檔案；
- 對職業病危害因素進行日常監測及登

EMPLOYEE HEALTH AND OCCUPATIONAL SAFETY (continued)

Meanwhile, we provide employees with suitable office appliances and

僱員健康及職業安全(續)

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

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

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

於2020年財政年度，我們並未發現任何與僱員健康與職業安全相關及對本集團有重要影響之適用法律及法規的重大違規事宜。

OPERATION

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

SUPPLIER MANAGEMENT

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

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

營運

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

供應鏈管理

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

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

SUPPLIER MANAGEMENT (continued)

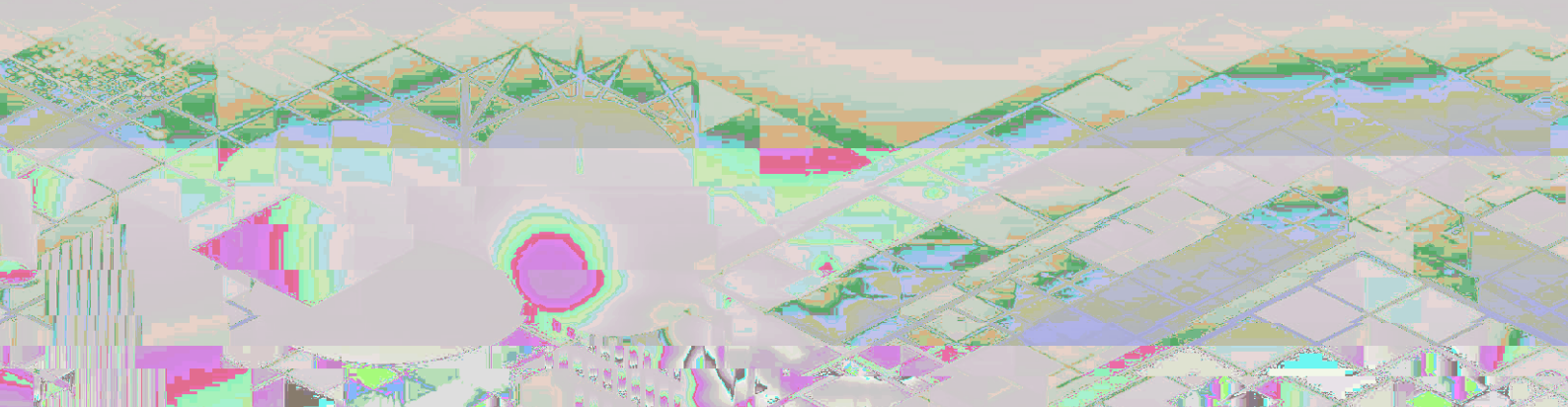
We also conduct on-site product assessments at suppliers' premises and sample tests on their products to ensure compliance of their products with our quality requirements. Suppliers who meet the requirements and pass the above supplier evaluation procedures will be included in our Qualified Supplier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

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

供應鏈管理(續)

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

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



PRODUCT MANAGEMENT AND SAFETY

(continued)

OPERATION
營運

CUSTOMER INFORMATION AND INTELLECTUAL PROPERTY PROTECTION

Kingboard Holdings pays attention to the protection of customers' information and intellectual property rights and strictly abides by the requirements and relevant laws and regulations of the Chinese government (including but not limited to the Tort Liability Law, General Provisions of the Civil Law, Contract Law, and Advertising Law of the People's Republic of China. The Group has developed and implemented the Guidelines on Keeping Customers' Technologies Confidential and strictly requires our staff to comply with relevant policies and Confidentialits and grerements and
hndlhe andustrhe custome-(reanted)71.7(informatiod)71.7(with)71.7(pruideche)71.7(and)71.7(care.d)71.7( )]TJ T* .127

toeensuirstheireefftectvGenss.rOure prduece informatiod esmanagted
and252.7(ma ina iend252.7(in)251.7(a)251.7(mentrpriese251.7(ire oucse251.7(plannping251.7

ANTI-CORRUPTION AND ANTI-COMPETITIVE BEHAVIOUR POLICY

The Group upholds integrity and the spirit of prioritising business ethics and adopts zero-tolerance policy towards any form of misconduct or wrongdoing. We strictly abide by the Anti-Unfair Competition Law of the People's Republic of China (中華人民共和國反不正當競爭法), Anti-Money Laundering Law of the People's Republic of China (中華人民共和國反洗錢法) and Tendering and Bidding Law of the People's Republic of China (中華人民共和國招標投標法). In addition, we have developed systematic management systems for full-time and part-time employees and include anti-bribery, extortion, fraud and money laundering in the employee handbook, and require all employees to read the relevant contents and sign for the employee handbook. For example,

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

反貪污及反競爭行為政策

集團堅持誠信及商業道德至上的精神，對任何形式的不當行為及不道德行為採取零容忍政策。我們嚴格遵從中國政府訂立的《中華人民共和國反不正當競爭法》、《中華人民共和國反洗錢法》及《中華人民共和國招標投標法》。此外，我們制定了覆蓋全職和非全職員工的體系化管理制度，集團在員工手冊加入防止賄賂、勒索、欺詐及洗黑錢的內容，並要求所有員工必需閱讀相關內容並簽收員工手冊。比如：

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