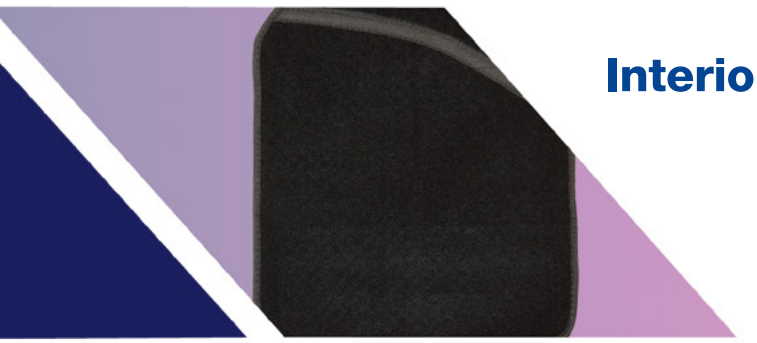
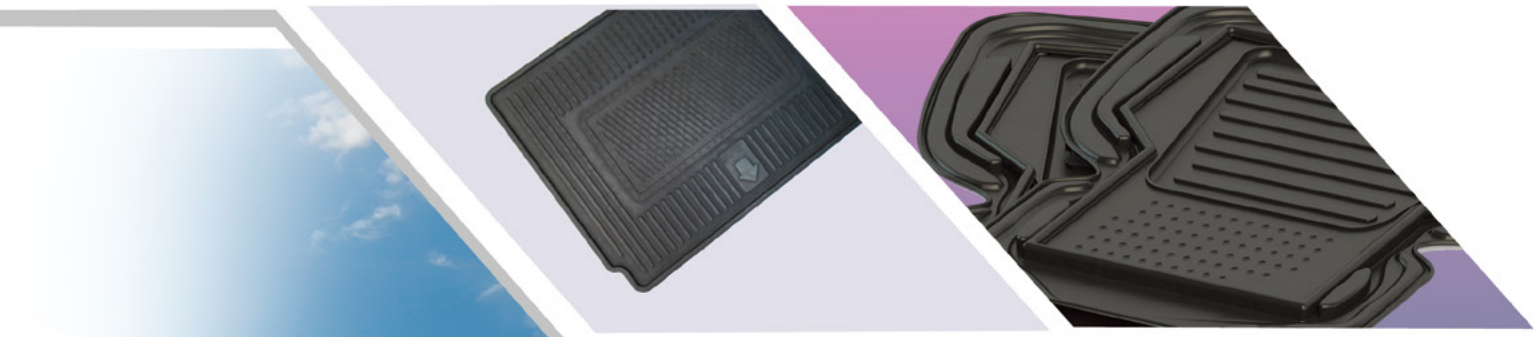
中汽内饰
CHINA AUTOMOTIVE

China Automotive Interior Decoration Holdings Limited

中國汽車內飾集團有限公司

(Incorporated in the Cayman Islands with limited liability)
（於開曼群島註冊成立的有限公司）
股份代號 Stock code: 0048







ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2021

環境、社會及管治報告

CONTENTS

目錄

About the Group	關於本集團	2
About this Report	關於本報告	2
Environmental, Social and Governance Strategies	環境、社會及管治策略	3
Stakeholder Engagement	持份者參與	3
Environmental Aspects	環境層面	5
Emissions	排放物	5
Use of Resources	資源使用	8
The Environment and Natural Resources	環境及天然資源	10
Climate Change	氣候變化	10
Employment and Labour Practices	僱傭及勞工常規	11
Employment	僱傭	11
Health and Safety	健康與安全	13
Development and Training	發展及培訓	14
Labour Standards	勞工準則	14
Operating Practices and Community Investment	營運慣例及社區投資	15
Supply Chain Management	供應鏈管理	15
Product Responsibility	產品責任	16
Anti-corruption	反貪污	17
Community Investment	社區投資	18
Summary of Key Performance Indicators (KPIs)	關鍵績效指標概要	19

ABOUT THE GROUP

China Automotive Interior Decoration Holdings Limited (the "Company") and its subsidiaries (collectively referred to as the "Group") are principally engaged in the manufacture and sale of nonwoven fabric related products used in automotive interior decoration parts and other parts, and the trading of rubber and food products. Our competitive strength is the ability to provide timely and reliable products to consumers. Over the years, our solid track record and experienced management team have established an excellent reputation in the industry.

關於本集團

中國汽車內飾集團有限公司(「本公司」)及其附屬公司(統稱「本集團」)主要從事製造及銷售用於汽車內飾件及其他部分的無紡布相關產品、橡膠及食品貿易。我們的競爭優勢在於能夠及時向消費者提供可靠的產品。多年以來,我們卓越的往績及資深的管理層團隊已在業內樹立良好的聲譽。

ABOUT THIS REPORT

The Group is pleased to present its Environmental, Social and Governance Report (the "ESG Report") for the year ended 31 December 2021 (the "Reporting Period"). This ESG Report provides an annual update on the sustainability performance, accomplishments and challenges faced over the year. It has been updated to reflect the interest of various stakeholders.

This ESG Report mainly covers the ESG performance of the business operations managed by the Group in Wuxi City, Jiangsu Province, the People's Republic of China (the "PRC") since the operation of the factory in Wuxi City is the largest within the Group. The reporting scope during the Reporting Period is the same as last year.

Reporting Principles

The ESG Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the "ESG Reporting Guide") in Appendix 27 to the Rules Governing the Listing of Securities on the Main Board of The Stock Exchange of Hong Kong Limited ("Stock Exchange"). According to the ESG Reporting Guide, the following principles are underpinned:

1. Materiality: ESG issues that have major impacts on investors and other stakeholders much be set out in this ESG Report.

2. Quantitative: If the key performance indicators (KPIs) have been established, they must be measurable and applicable to valid comparisons under appropriate conditions. They must also be able to describe the purpose and impacts of quantitative information.

關於本報告

本集團欣然提呈其截至二零二一年十二月三十一日止年度的環境、社會及管治報告(「環境、社會及管治報告」)。本環境、社會及管治報告提供一年來的持續表現、成就及所面對挑戰的年度更新,已更新以反應各持份者的權益。

本環境、社會及管治報告主要涵蓋本集團於中華人民共和國(「中國」)江蘇省無錫市管理的業務營運的環境、社會及管治表現,是由於在無錫市經營的工廠為本集團內最大的工廠。報告期內的報告範圍與上一年度相同。

報告原則

環境、社會及管治報告乃按香港聯合交易所有限公司(「聯交所」)主板證券上市規則附錄27所載的環境、社會及管治報告指引(「環境、社會及管治報告指引」)編製。根據環境、社會及管治報告指引,採取以下原則:

1. 重要性:當環境、社會及管治的事宜會對投資者及其他持份者產生重要影響時,必須在本環境、社會及管治報告中列出。

2. 量化:如有訂立關鍵績效指標(KPIs),該等指標須可予計量並於適當情況下作出有效對比,而所訂立的指標亦須闡述有關量化信息的目的及影響。

3. Balance: The ESG Report must provide an unbiased picture of the ESG performance of the Group. It should avoid selecting, omitting, or presenting formats that may inappropriately influence a decision or judgement by the reader.

4. Consistency: The ESG Report should use consistent and statistical methodologies to allow meaningful comparisons of related data over time. Any changes to the methods used must be specified in the ESG Report.

Feedback

The Group discloses the latest business and ESG-related information regularly to investors and the public. We also welcome investors and shareholders to share their views with the Board of Directors of the Company by fax at +852 3020 9420.

ENVIRONMENTAL, SOCIAL AND GOVERNANCE STRATEGIES

The Board of Directors (the "Board") formulates the Group's ESG strategies and communicates them to the executive directors and senior management who then execute the plan. The Board reviews the Group's ESG Report annually. The Board also evaluates the key risks and makes relevant recommendations for the coming year. Thereafter, the executive directors and senior management report the key risks and the execution progress of the recommendations at the regular Board meetings. The Board takes appropriate measures if required and has overall responsibility for the Group's ESG strategy and reporting.

The executive directors and senior management are responsible for reviewing and monitoring the Group's ESG policies and operating practices. Discussions with external professional consultants regularly can ensure that the Group complies with relevant legal and regulatory requirements. They are required to monitor and respond to the latest ESG issues. They report to the Board on major issues regularly and make relevant recommendations to enhance the Group's ESG performances.

STAKEHOLDER ENGAGEMENT

Stakeholder participation facilitates the identification of potential risks as well as business opportunities. Understanding stakeholders' views allow the Group to better fulfill their needs and expectations with the Group's business practices and also to manage different stakeholders' opinions.

3. 平衡：環境、社會及管治報告須公正地呈報本集團在環境、社會及管治方面的表現。應避免選擇、遺漏或按不當格式呈報從而可能誤導讀者的決策或判斷。

4. 一致性：環境、社會及管治報告須使用一致的統計方法，使相關數據日後可作有意義的比較。若統計方法有任何變更，亦須在環境、社會及管治報告中註明。

反饋

本集團定期向投資者及公眾人士發佈最新業務及環境、社會及管治相關的資料。我們亦歡迎投資者及股東通過傳真(+852 3020 9420)與本公司董事會分享彼等之意見。

環境、社會及管治策略

董事會(「董事會」)制訂本集團環境、社會及管治策略，並與執行董事及高級管理層溝通，隨後由彼等執行計劃。董事會每年審閱本集團的環境、社會及管治報告。董事會亦評估來年的主要風險並作出相關建議。隨後，執行董事及高級管理層將於董事會例行會議上報告有關主要風險及有關建議的執行進度。董事會將於必要時採取適當措施，並對本集團的環境、社會及管治策略及報告承擔全部責任。

執行董事及高級管理層負責檢討及監督本集團的環境、社會及管治政策及營運常規，並定期與外聘專業顧問討論，以確保本集團符合相關法律及監管規定。彼等須監督環境、社會及管治事項的最新資料及就此作出回應，並就重大事項定期向董事會匯報並作出相關建議，以提升本集團環境、社會及管治方面的表現。

持份者參與

持份者參與有助於識別潛在風險及業務機遇。了解持份者看法亦使本集團能通過其業務常規更好地滿足彼等之需求及期望並處理不同持份者的意見。

Understanding the needs of the stakeholders is an important consideration for the Group. We have maintained good relationships with our stakeholders by understanding their expectations through two-way communication via meetings, telephone conferences, information on the company website, company publications and e-mails on issues such as environmental protection awareness, fire safety, product quality and emission reduction. The Group has held annual general meetings, as required by the Stock Exchange, to provide shareholders information on the Group's business situation and vision, for them to build understanding and confidence in us.

洞悉持份者的需求，是本集團的重要考慮因素。我們通過探訪會議、電話會議、公司網站資訊、公司刊物、電郵等多種渠道，與持份者在環保意識、消防安全、產品質量、減少排放等議題上進行雙向溝通，從而明白他們的期望，使我們與持份者之間的合作良好關係。本集團按照聯交所相關規定召開周年股東大會，為股東提供有關本集團經營情況和願景的資料，以建立股東對我們的瞭解及信心。

The Group has conducted a materiality assessment to better respond to the needs and expectations of stakeholders. Regarding the existing business operation and overall environment of the Group, the Board identifies the topics below to be the material focus of this report.

本集團已進行重要性評估，以更好地回應持份者的需求和期望。就本集團現有業務經營及整體環境而言，董事會將以下議題確定為本報告的重要議題。

ESG Topics with High Priority
高度重要性的環境、社會及管治議題

Aspect A1: Emissions 層面A1：排放物	• Air and greenhouse gas emissions • 氣體及溫室氣體排放 • Pollution prevention • 防止污染 • Waste management • 廢棄物管理
Aspect A2: Use of Resources 層面A2：資源使用	• Energy consumption and efficiency • 能源消耗及能源效率 • Efficient use of raw materials • 原材料的有效使用
Aspect B2: Health and Safety 層面B2：健康及安全	• Occupational health and safety • 職業健康及安全
Aspect B4: Labour Standard 層面B4：勞工準則	• Preventing child and forced labour • 防止童工及強迫勞工
Aspect B6: Product Responsibility 層面B6：產品責任	• Quality of product and services • 產品及服務質量 • Protection of intellectual property rights • 保護知識產權 • Customer satisfaction • 客戶滿意度 • Customer privacy • 客戶私隱

For further details, please refer to the relevant sections of the ESG Report.

詳情請參閱環境、社會及管治報告的相關章節。

ENVIRONMENTAL ASPECTS

As environmental pollution has become increasingly serious, national governments have established stricter environmental laws and introduced the Acceptance of Cleaner Production Audit. As a responsible company, the Group is dedicated to controlling and reducing negative effects on the environment.

Organic compounds generated from various stages of the manufacturing process of the Group are properly treated and emitted in an organized way. Specifically, the collected exhaust would be emitted to the environment through pipelines. To adhere to the local government's legal requirements on air pollutant emissions, the Group would engage an independent inspection consultant to conduct regular monitoring of organic compound emissions. The Group has strictly complied with the laws and regulations related to emissions. During the Reporting Period, there have been no cases of prosecution against the Group due to violation of any environmental protection laws and regulations.

EMISSIONS

Air and Greenhouse Gas Emissions

The Group's air emissions mostly came from the exhaust of motor vehicles owned by the Company. Air emissions consist of sulphur oxides ("SO_x"), nitrogen oxides ("NO_x"), and respirable suspended particles ("RSP"). Even though air emissions are immaterial to the group, the Group encourages employees to lessen the usage of these motor vehicles and if possible, optimize route planning and perform regular vehicle maintenance to ensure the vehicles are operating with the highest efficiency.

環境層面

環境污染問題日益嚴重，多國政府已制定嚴格的環保法例並引入清潔生產審核驗收，本集團作為一間負責任的企業，亦克盡己任，致力控制及減少對環境的負面影響。

本集團對生產過程中不同環節所產生的有機廢氣採取了妥善處理及有組織的排放，具體而言，收集到的廢氣會經管道集中排放到大氣中。而為貫徹落實當地政府有關大氣污染物排放的法例要求，本集團會委聘獨立檢測顧問為排放的有機廢氣進行定期監測。本集團嚴格遵守相關排放物的法律法規。報告期內，本集團並無發生任何違反環境法律法規而被檢控的個案。

排放物

氣體及溫室氣體排放

本集團的氣體排放物主要來自本公司自有汽車排放。氣體排放物包括一氧化硫(「一氧化硫」)、一氧化氮(「一氧化氮」)以及可吸入懸浮粒子(「可吸入懸浮粒子」)。儘管氣體排放物對本集團而言並不重大，但本集團鼓勵僱員儘量減少使用汽車，並在可行時優化路線規劃，以及定期進行汽車保養，確保汽車高效運行。

During the Reporting Period, the greenhouse gas emissions generated by the Group were mainly the direct emissions generated by the Company's vehicles ("Scope 1 emissions") and the indirect emissions from electricity use ("Scope 2 emissions") and business travel ("Scope 3 emissions"). The Group carried out measures to reduce the air and greenhouse gas emissions. For details, please refer to the "Use of Resources" section. Major emission data in 2020 and 2021 are shown below:

於報告期內，本集團排放的溫室氣體排放物主要包括本公司車輛產生的直接排放物（「範圍1排放」）及用電（「範圍2排放」）及商務旅行（「範圍3排放」）產生的間接排放物。本集團採取措施減少氣體及溫室氣體排放。詳情請參閱「資源使用」一節。二零二零年及二零二一年的主要排放數據如下：

		2021 **二零二一年**	2020 二零二零年	Unit 單位
Air emissions in total	**空氣總排放**			
Nitrogen oxides (NO_x)	氮氧化物	**2.85**	2.85	kg 千克
Sulphur oxides (SO_x)	硫氧化物	**0.06**	0.06	kg 千克
Respirable suspended particles (RSP)	可吸入懸浮粒子	**0.21**	0.21	kg 千克
Greenhouse gas emissions in total and intensity	**溫室氣體總排放及密度**			
Scope 1 emissions	範圍1排放	**10.2**	10.2	tonnes CO_2-e 噸二氧化碳當量
Scope 2 emissions	範圍2排放	**1,745.1**	2,776.5	tonnes CO_2-e 噸二氧化碳當量
Scope 3 emissions	範圍3排放	**9.0**	7.1	tonnes CO_2-e 噸二氧化碳當量
Total greenhouse gas emissions	溫室氣體總排放	**1,764.3**	2,793.8	tonnes CO_2-e 噸二氧化碳當量
Intensity (by revenue)	密度（以收益計）	**10.7**	25.6	tonnes CO_2-e/million RMB revenue 噸二氧化碳當量 每人民幣百萬元收益

Pollution Prevention

The industrial wastewater generated by the Group mainly comes from the production of adhesive backed fabrics. During the production batch change, water used for equipment cleaning would be collected, precipitated and recycled. These steps could prevent wastewater pollution and effectively reduce the usage of water resources.

防止污染

本集團產生的工業廢水主要來自背膠線的生產。當進行生產換批時，清洗設備用水會被收集起來，經沉澱後再循環使用。此等措施既可避免因排出工業廢水而造成污染，同時亦能有效減少水資源的使用。

Waste Management

The Group appropriately separates hazardous and non-hazardous waste for disposal. Hazardous waste, such as scrap plastics, waste solvent oil and waste activated charcoal, are entirely transferred to government-licensed processors for safe disposal.

Non-hazardous waste is centrally managed by the relevant industrial park management committee. To reduce waste, we would segregate and recycle waste, such as glass and aluminium cans. In addition, a simple processing procedure would be carried out for trimmed materials and regrind materials which are then recycled for reuse in the manufacturing process. This would help reduce waste disposal and increase cost-effectiveness. During the Reporting Period, the Group has produced immaterial amounts of non-hazardous waste.

廢棄物管理

本集團會適當分開有害及無害廢棄物作棄置。有害廢棄物，如廢棄塑料、廢溶劑油及廢活性炭等會全數轉交獲政府許可的合資格處理商作安全處置。

無害廢棄物則會交由相關工業園管理委員會作統一處理，同時，我們在廠區內亦對玻璃、鋁罐等廢棄物安排分類回收，以減少廢棄物的產生。另一方面，對生產過程中所產生的邊料和次料會進行簡單的工序處理，再回收到產品製作過程中作循環使用，有助減少廢棄物料的棄置，亦能提高成本效益。於報告期內，本集團產生少量無害廢棄物。

		2021 **二零二一年**	2020 二零二零年	Unit 單位
Hazardous waste	**有害廢棄物**			
Total hazardous waste produced	已產生的有害廢棄物總量	**1.1**	–	tonnes 噸
Intensity (by employee)	密度（按僱員計算）	**6.5**	–	kg/million RMB revenue 千克每人民幣百萬元收益

USE OF RESOURCES

The aim of "lowering energy consumption and reducing resource consumption" has been a priority in the Group's efforts to protect the environment. We have implemented a series of measures for reducing energy consumption and resources used. They are as follows:

- For processes that use thermal settings, new and highly effective steam trapping equipment have been introduced. This has shortened the length of the steam pipes, and consequently reduced energy consumption;
- Cotton insulation has been placed around the thermal setting process drying room to improve insulation and reduce heat loss. The drying speed of nonwoven fabric has increased by 1 additional meter per minute;
- Fiberglass light-transmitting panels have been installed in the roof of the main workshop to reduce the use of lighting in the daytime and electricity consumption;
- Energy-saving machines are adopted to reduce energy consumption;
- Voice-activated switches and time-controlled switches for lighting are used in the manufacturing plants and parking sheds;
- Sub-steam valves are installed to reduce the consumption of steam;
- We have advocated energy saving in the office by using natural light and reducing the use of electricity in the office area and unoccupied areas;

For water consumption, we encourage employees and visitors to save water and reduce the water consumption by water recycling. Water is consumed by municipal water supply and the Group did not encounter any issues in sourcing water during the Reporting Period.

To effectively reduce the use of packaging material, the Group would negotiate with clients to increase the number of items in individual packages. During the Reporting Period, the Group consumed 11.9 tonnes of packaging materials. Most of the packaging materials are plastics. The control on procurement and use of raw materials based on production orders is stricter.

資源使用

「降低能源消耗、減少耗用資源」已被視為本集團在保護環境方面的首要工作，為此，我們推行了一系列有關節約能源及資源的措施，詳情如下：

- 針對使用蒸汽進行熱定型的工序，引進新型高效的蒸汽疏水設備，從而縮短蒸汽管道長度，減少蒸汽用量，亦同時減低能源消耗；
- 為熱定型工序烘房四周加貼保溫棉以提升保溫效果，減少熱量損耗，從而令工藝溫度提高，無紡布的烘乾速度每分鐘亦因而增加了1米；
- 主車間樓頂加裝玻璃鋼採光帶，減少車間在白天的燈光照明，減少用電；
- 採用節能電機，以降低能耗；
- 安裝聲控開關及時間控制開關為生產工廠及停車棚照明；
- 安裝分蒸汽閥，減少蒸汽消耗；
- 辦公室範圍亦倡導節能，盡量採用自然光照明，推行減少辦公用電和非辦公用電；

水消耗方面，我們鼓勵員工及訪客節約用水，並通過水循環使用減少水消耗。水資源由市政供水消耗，本集團於報告期內並無遇到取水的任何問題。

為有效減少包裝材料的使用，本集團將與客戶協商，計劃增加每個獨立包裝內的成品件數。於報告期內，本集團消耗11.9噸包裝材料。大部分包裝材料為塑料品。本集團根據生產訂單嚴格控制原材料的採購及使用。

During the Reporting Period, the major consumption of energy and resources is as follows:

於報告期內，主要能源和資源消耗情況如下：

		2021 **二零二一年**	2020 二零二零年	Unit 單位
Direct and indirect energy consumption by type	**按類型劃分的直接及間接能源消耗**			
Direct energy consumption	直接能源消耗	**151.2**	151.2	GJ吉焦
Indirect energy consumption	間接能源消耗			
• Electricity	• 電力	**3,003.6**	3,318.4	MWh兆瓦時
• Steam	• 蒸汽	**669.7**	578.3	MWh兆瓦時
Total energy consumption	能源總耗量	**3,715.4**	3,938.7	MWh-e兆瓦時當量
Intensity (by revenue)	密度（以收益計）	**22.6**	36.2	MWh-e/million RMB revenue 兆瓦時當量／每人民幣百萬元收益
Water consumption in total and intensity	**總耗水量及密度**			
Total water consumption	總耗水量	**6,628.0**	6,350.0	m^3立方米
Intensity (by revenue)	密度（以收益計）	**40.3**	58.4	m^3/million RMB revenue 立方米／每人民幣百萬元收益
Packaging material used for finished products	**製成品所用的包裝材料**			
Total packaging material used	包裝材料總用量	**11.9**	16.2	tonnes噸
Intensity (by revenue)	密度（以收益計）	**0.1**	0.2	tonnes/million RMB revenue 噸／每人民幣百萬元收益

THE ENVIRONMENT AND NATURAL RESOURCES

The Group has successfully obtained the ISO14001 Environmental Management System certification since 2006. We have developed programs related to the prevention of environmental pollution in order to continuously improve our performance and fulfil our commitment to environmental protection. Moreover, with a primary focus on saving energy, reducing consumption, reducing pollution and improving efficiency, the Group has strived to reduce the impact on the environment and natural resources by actively using energy-saving devices and technology, introducing wastewater recycling systems, recycling manufacturing waste and reducing raw material consumption.

In addition to implementing a system of environmental management, the Group has reinforced its cooperation with suppliers that advocate green development. We prioritize raw material suppliers with green certification. In regards to the supply of one of our main raw materials, fibres, suppliers that have obtained green certification now account for around 80% of the Group's fiber procurements.

Besides, the Group promotes a paperless operation through various means, such as providing clients with online purchasing services and using computer filing instead of printed copies.

CLIMATE CHANGE

Climate change is a global environmental issue with high concern to the international community. In recent years, heatwaves, typhoons, droughts, floods and other extreme climate events have occurred in the world more frequently. It may affect the stability of our operations and supply chain. Increased frequency of super typhoons and floods may also lead to physical damage to building structures and increase the risk of electricity shortage, causing revenue loss due to business disruption. Therefore, the Group will investigate into risk identification and improvement in response planning and execution capabilities.

Apart from the acute physical risks mentioned above, the market risks may also pose harm to our business continuity. Costs of forest products, petroleum-based plastics, and other resources have the potential to increase due to regulatory policies focused on mitigating climate change. The Group will try to increase the mass efficiency of our products to reduce consumption of raw materials while continuing to meet consumer expectations.

環境及天然資源

本集團早於二零零六年已順利通過ISO14001環境管理體系的認證，並不斷開展有關預防環境污染的項目，以持續改善我們的環境績效，實踐對保護環境的承諾。此外，本集團又以節能、降耗、減污、增效為主要方向，積極採用節能的裝置及技術、引入廢水循環系統、回收生產廢料及實行原材料減耗，為減低對環境及天然資源的影響而努力。

本集團在推行環境管理體系的同時，亦盡力加強與主張綠色發展的供應商合作。我們會優先選擇有綠色認證的原材料供應商，而就我們其中一種主要的原材料纖維供應而言，現時已取得綠色認證的供應商已佔本集團約八成的纖維採購量。

除此之外，本集團從多方面推廣無紙化運作，包括為客戶提供產品網上訂購服務，又會將內部文件以電腦存檔取代印刷本，以節約用紙。

氣候變化

氣候變化是國際社會高度關注的全球環境問題。近年來，熱浪、颱風、乾旱、洪水等極端氣候事件在全球範圍內頻頻發生。這或會影響我們業務及供應鏈的穩定性。超強颱風及洪水的頻繁發生亦或會導致建築物結構的物理損壞並增加電力短缺的風險，從而導致業務中斷所引發的收益虧損。因此，本集團將調查風險識別並改進應對方案及執行能力。

除上述嚴重的自然風險外，市場風險亦或會損害我們業務的持續性。由於監管政策側重於減輕氣候變化，林產品、石油基塑料等資源的成本可能會上升。本集團將努力提高產品的質量防護係數，旨在持續達到客戶期望的同時減少原材料的消耗。

EMPLOYMENT AND LABOUR PRACTICES

Employment

We are committed to providing fair employment opportunities and a work environment with mutual respect for all employees. The Group strongly advocates anti-discrimination and has implemented relevant policies that focus on treating others with fairness and dignity and giving everyone equal opportunities. The Group has also been actively fulfilling its social responsibility by hiring people with disabilities, exemplifying the spirit of equality. Moreover, we follow a policy of employee diversity. Suitable candidates, whether local or foreign, would be hired as long as they fulfil the job requirements. Remuneration internally is determined primarily based on capabilities and rank, while externally we strive to maintain competitiveness in order to attract and retain outstanding talents. Employees' qualities and capabilities would be the only deciding factors for employee promotion to maintain fair competition.

The Group provides a diverse range of staff welfare benefits. All employees are entitled to statutory holidays, paid annual leave, marriage leave, maternity and paternity leave and other holidays prescribed by the local labour laws. Apart from statutory holidays, we would arrange additional welfare for employees to celebrate certain festivals. Welfare would also be provided on special occasions, such as birthdays, marriages or sicknesses. On the other hand, the Group has purchased employees' social insurance and commercial accident insurance so that they can be compensated in the event of an accident. In terms of lay-off, for employees who do not abide by the Labour Law, employment contracts would be terminated according to the Labour Law and company regulations. Retirement procedures would be arranged for employees who have reached the retirement age according to the national policies.

僱傭及勞工常規

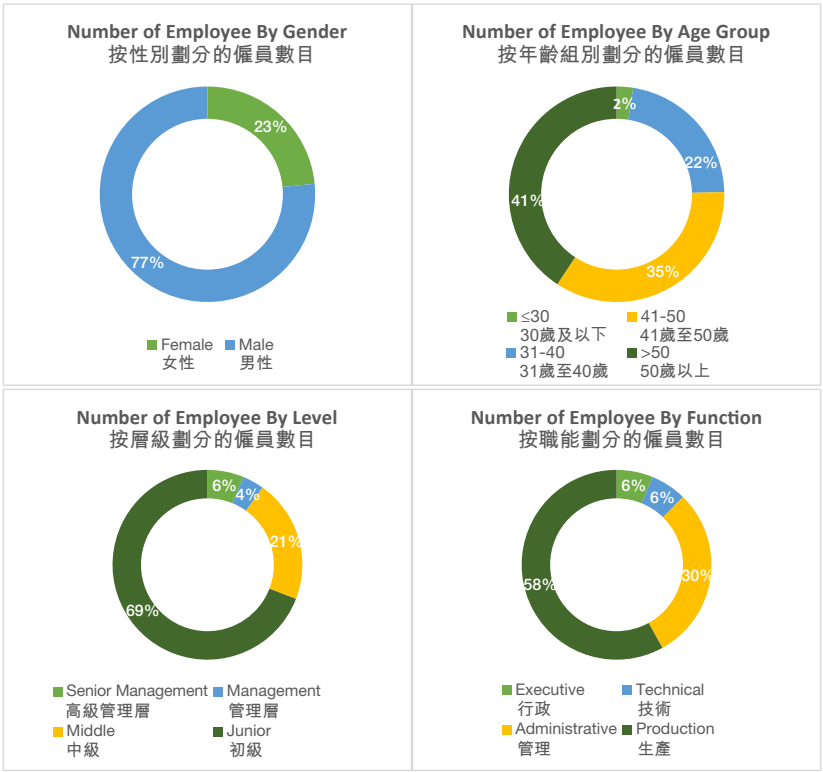
僱傭

我們致力提供公平的就業機會，為全體員工創造一個互相尊重的工作環境。本集團大力倡導反歧視，並制定相關政策，主張公平、尊嚴地對待他人，給予各人平等的機會。與此同時，本集團亦積極履行社會責任，聘請殘疾人士作為員工，以體現人人平等的精神。我們更奉行僱員多元化的政策，合適應徵者只要符合相關職位的工作要求，不論是本地或外地人士，都會聘請；對內薪酬主要以能力及職級來釐定，而對外則會盡力保持競爭力，以吸引和留住優秀人才。員工晉升亦只會考慮員工的個人素質及能力，以維持公平競爭。

本集團為員工提供多元化的福利待遇，所有員工均享有當地勞動法規定的假期，如有薪年假、婚假產假陪產假等。除了法定假期外，我們亦額外安排在某些節日發放福利給員工；而對於員工的一些特別情況，如生日、結婚、生病等也會給予一定的福利待遇。另一方面，本集團又為所有員工繳納社保及意外商業保險，如當員工遇上意外，可及時為他們作出賠償。而解僱方面，則會對不符合勞動法規定錄用的員工，根據勞動法和公司規章制度解除勞動合同；退休方面，則根據國家政策給達到退休年齡的員工辦理退休手續。

During the Reporting Period, the Group was not aware of any material non-compliance with laws and regulations in respect of employment, such as the Labour Law of the PRC and the Labour Contract Law of the PRC. The Group had a total of 81 employees in 2021 and all of them were permanent employees in China. The tables below demonstrated the breakdown of the employee number by gender, age group, level and job function.

報告期內，且就本集團所知，並無任何嚴重違反有關僱傭（例如中國勞動法及中國勞動合同法）的法律法規。本集團於二零二一年合共有81名僱員，彼等均為中國的長期僱員。下表詳細列明按性別、年齡組別、層級及職能劃分的僱員人數。



The detailed breakdown of the employee numbers and turnover rate by gender, employment type, employee category, function and geographical region can be found in the "Summary of Key Performance Indicators (KPIs)" section.

按性別、僱傭類型、僱員類別、職能及地區劃分的僱員人數及流失率的詳情請參閱「關鍵績效指標概要」一節。

以上内容仅为本文档的试下载部分，为可阅读页数的一半内容。如要下载或阅读全文，请访问：https://d.book118.com/525042332313012032