Elec & Eltek 依利安達

ELEC & ELTEK INTERNATIONAL COMPANY LIMITED
依利安達集團有限公司*

(Member of Kingboard Holdings Limited)

(Incorporated in the Republic of Singapore with Limited Liability)

(建滔集團有限公司成員)

(於新加坡共和國註冊成立的有限公司)

Singapore Company Registration Number: 199300005H
Singapore Stock Code: E16.SI
Hong Kong Stock Code: 1151

新加坡公司註冊編號：199300005H
新加坡股份代號：E16.SI
香港股份代號：1151

可持續發展報告
SUSTAINABILITY REPORT
2019



* For identification purpose only 僅供識別

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ABOUT THIS REPORT

Introduction

Elec & Eltek International Company Limited ("Elec & Eltek", the "Company", "We" or "Our") is a company incorporated in Singapore with limited liability, whose ultimate holding company is Kingboard Holdings Limited. The Company is listed on the Mainboard of the Singapore Exchange Securities Trading Limited ("SGX-ST") and the Mainboard of the Stock Exchange of Hong Kong Limited (the "Hong Kong Stock Exchange") with a stock code of E16.SI and 1151, respectively.

This is the third Sustainability Report (the "Report") of the Company to illustrate its commitment to sustainability and its continuous efforts devoted to creating long-term value for all of its stakeholders. This Report aims to provide information relating to the material economic, environmental and social aspects of our operations and outline our sustainability directions, strategies and activities.

Scope of Report

Unless otherwise stated, this Report covers the principal businesses of the Company for the period commencing from 1 January to 31 December 2019 ("Reporting Period" or "FY2019"), including a total of four production sites currently operated by Elec & Eltek in Kaiping, Guangzhou, Yangzhou and Thailand. For details of the financial performance of the Company and any inquiries, please refer to the 2019 Annual Report of Elec & Eltek.

Reporting Standards and Principles

The Report has been prepared in accordance with the Global Reporting Initiative ("GRI") Standards: Core Option as well as the sustainability reporting regulatory requirements set out in Rules 711A and 711B of the SGX-ST Listing Manual and the Sustainability Reporting Guide under Practice Note 7.6 of the SGX-ST Listing Manual.

Materiality and stakeholder inclusiveness underpinned the development of this Report. In addition, principles of accuracy, balance, and comprehensiveness have been strictly followed to ensure the quality of disclosure. The Report has been reviewed by the senior management and approved by the board of directors to ensure that the reporting principles under the GRI standards and the SGX-ST Listing Manual have been thoroughly applied. Currently, the Company has not sought external sustainability assurance for this Report, but will consider the possibility of doing so in the future.

關於本報告

引言

依利安達集團有限公司(「依利安達」、「本公司」或「我們」)為於新加坡註冊成立的有限公司，最終控股公司為建滔集團有限公司。本公司於新加坡證券交易所有限公司主板(「新交所」)及香港聯合交易所有限公司(「香港聯交所」)主板上市(新交所股份代號：E16.SI，香港聯交所股份代號：1151)。

此為本公司的第三份可持續發展報告(「報告」)，說明其對可持續發展的承諾以及致力於為所有持份者創造長期價值的持續努力。本報告旨在提供有關我們營運中重大經濟、環境及社會方面的資料，並概述我們的可持續發展方向、戰略及活動。

報告範圍

除另有說明外，本報告涵蓋關於本公司自二零一九年一月一日起至十二月三十一日(「報告期間」或「二零一九年財政年度」)的主要業務，包括依利安達目前在開平、廣州、揚州及泰國營運的合共四個生產基地。而有關本公司財務表現的詳情及任何查詢，請參閱依利安達二零一九年度年報。

報告標準及原則

本報告依照全球報告倡議組織(「GRI」)標準核心選項以及新交所上市手冊應用指引7.6項下的新交所上市手冊及可持續發展報告指南第711A及711B條所載的可持續發展報告監管規定而編寫。

重要性及持份者包容性為編寫本報告的基礎。此外，為確保披露質素，本報告已嚴格遵循準確性、平衡性及全面性原則。本報告經由我們的高級管理層審閱及董事會審閱，以確保GRI標準及新交所上市手冊項下的報告原則獲充分應用。目前本公司尚未為本報告尋求外部可持續鑒證，未來我們將考慮實行外部可持續鑒證的可能性。

This Report has been prepared in accordance with the Environmental, Social and Governance Reporting Guide (the "ESG Guide") contained in Appendix 27 to the Main Board Listing Rules of Hong Kong Exchanges and Clearing Limited, and applies four reporting principles in the ESG Guide, namely, quantitative, consistency, materiality, and balance.

Contact and Feedback

Elec & Eltek highly values the feedbacks of all stakeholders in relation to our sustainability practices and performance. Should you have any questions or suggestions on this Report, please contact us by e-mail at ir@eleceltek.com or fax at (852) 2954 2935. Please refer to the Company's website at http://www.eleceltek.com for further information on the sustainability development of the Company.

此外，本報告亦根據香港交易及結算所有限公司主版上市規則附錄二十七所載之《環境、社會及管治報告指引》編寫，並應用指引中的四大彙報原則，包括「量化」、「一致性」、「重要性」及「平衡」。

聯繫及反饋方式

依利安達高度重視各持份者對本公司可持續發展工作及表現的意見。如　閣下對本報告有任何問題或建議，請發送電子郵件至ir@eleceltek.com，或傳真至(852) 2954 2935聯絡我們。如欲瞭解更多關於本公司可持續發展的資料，請參考本公司官方網站http://www.eleceltek.com。

MESSAGE FROM THE BOARD

We are pleased to present the third independent sustainability report of the Group. This is also the third time we have disclosed our social responsibility practices in accordance with the GRI Standard Core Option and the Environmental, Social and Governance Reporting Guide contained in Appendix 27 to the Main Board Listing Rules of Hong Kong Exchanges and Clearing Limited. In this Report, we are pleased to show our stakeholders from all sectors what Elec & Eltek has achieved by actively fulfilling social responsibilities during the financial year and its determination to continuously promote the development of social responsibilities in the future. Looking back over FY2019, guided by our sustainable strategies such as "customer-centric, staff foremost and innovative growth", we regarded social responsibility as our brand spirit and business philosophy. Also, with the appointment of staff solely on a merit basis as our corporate culture management strategy, we tried to holistically review and improve our management level in environmental, social, and governance aspects. Looking forward, Elec & Eltek will continue to improve its internal social responsibility system and go hand in hand with its customers and suppliers across the supply chain through its corporate influence so as to constantly seek for long-term steady growth. As one of the leading manufacturers that supplies conventional high density interconnects, backplane printed circuit boards and other related products and services worldwide, Elec & Eltek recognises the importance of taking initiatives to promote sustainability in our value chain and build a more environmentally and socially friendly industry. In view of this, the Board and its corporate social responsibility ("CSR") team proactively participates in and leads the sustainability governance by assuming the overall responsibility for environmental, social, and corporate governance ("ESG") issues and developing the key sustainability objectives and directions. An effective risk management and internal control system has also laid a solid foundation for Elec & Eltek on its way towards sustainability.

In FY2019, Elec & Eltek has set out several sustainability targets in relation to the environment, employment, community, and operations across all of our businesses in accordance with applicable laws and regulations and international standards in order to further enhance our ESG progress and performance towards our sustainability goals. The effective risk management and internal control system enables us to meet new needs from all sides. Meanwhile, we firmly believe that upholding business integrity and credibility is the only way that allows us to move further. During FY2019, there were no material breaches of or non-compliance with, the applicable laws and regulations by Elec & Eltek or other illegal behaviour which might have a significant impact on the businesses and operations of the Company.

董事會寄語

我們欣然呈上本集團的第三份獨立可持續發展報告。這也是我們第三次根據GRI標準核心選項及香港交易及結算所有限公司主版上市規則附錄二十七所載之《環境、社會及管治報告指引》而作出的社會責任實踐披露。於本報告內，我們將欣然向各界持份者展示依利安達於本財政年度內積極履行社會責任的成果，以及在未來不斷推動社會責任發展的決心。回顧二零一九財政年度，我們從「以客為先、員工至上、創新成長」等可持續戰略出發，將社會責任作為品牌精神及經營理念，以「用人不拘一格，任人只唯賢」作為企業文化管理策略，力求從多方面檢視、提升、精進本集團於環境、社會及管治方面的管理水平。未來，依利安達將繼續完善內部的社會責任體系，透過自身的企業影響力，與客戶及供應鏈齊頭共進，持續追求長期穩步成長。依利安達作為在全球範圍內提供傳統高精密度互連、背板印刷線路板以及其他相關產品及服務的領先製造商之一，認識到採取措施推動價值鏈可持續發展以及加強建設環境及社會友好型產業的重要性。有見及此，董事會及其旗下的企業社會責任(「CSR」)工作小組積極參與可持續發展管治，通過對「環境、社會和企業管治」(「ESG」)事項承擔整體責任及制定關鍵可持續發展目標及方向，引領可持續發展治理。有效的風險管理及內部監控系統更為依利安達在可持續發展的道路上奠定了堅實基礎。

於二零一九年財政年度，依利安達遵循適用法律法規及國際標準，分別在各項業務的環境、就業、社區及營運方面制定了多項可持續發展目標，以進一步推動我們的ESG進展及提升相關表現，從而實現可持續發展目標。有效的風險管理及內部監控系統令我們能夠應付來自四方八面的新需求。與此同時，我們深信業務中嚴格堅守商業誠信及信譽是令我們走得更遠的唯一途徑。於二零一九年財政年度內，依利安達並無重大違反或不遵守適用法律及法規，或令本公司的業務及營運產生重大影響的不合法行為發生。

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Across the globe, enterprises are encountering increasingly severe environmental challenges. In this regard, Elec & Eltek also actively promotes environmental protection policies and improves awareness towards environmental care in its daily business operations. The Company strives to be in compliance with international and national environmental standards, and has implemented green production policies to raise efficiency and to minimise both energy consumption and pollution. The Company will review its environmental practices from time to time and will consider implementing further eco-friendly measures and practices throughout its operations to enhance sustainability. Embracing the core values of diversity and equality, we respect all parties in our value chain including our staff, suppliers, and customers. Talent is a leading and key indicator of corporate and national competitiveness. We are deeply convinced that developing top-notch talent for society is one of important social responsibility practices of Elec & Eltek. Besides, a safe and harmonious workplace has also been Elec & Eltek's most valued employee management principle. Elec & Eltek tries its best to provide the most comfortable and fair working environment through its human resources policies relating to recruitment, promotion, salary and benefits. On the other hand, to further strengthen working environment, we have organised various staff activities during the Reporting Period to facilitate interactions and bonding between our staff.

放眼全球，世界各國的企業正在面對日益嚴峻的環境挑戰，因此，依利安達亦積極推行環境保護政策，並在日常業務營運中提高環保意識。本公司致力遵從國際及國家的環保標準，實施環保生產政策，以提高效率並且將能源消耗和污染減至最低。本公司會不時檢討自身的環保工作，並會考慮在營運中實施進一步的環保措施以提升可持續性。我們信奉多元化及平等的核心價值觀，尊重價值鏈中的所有各方，包括我們的員工、供應商及客戶。人才是企業及國家競爭力的先行指標及關鍵指標，我們深信為社會培育造就一流的傑出人才，是依利安達社會責任的重要實踐之一。除此之外，安全和諧的工作場所亦一貫是依利安達最為重視的員工管理原則。從招聘、晉升、薪資及福利有關的人力資源政策，依利安達盡心盡力，務求為員工提供一個最為舒適、公平的工作環境。另一方面，為了進一步加強公司氛圍，我們於報告期內舉辦了各項員工活動以加強員工之間的互動及聯繫。

Moreover, in adherence to our customer-oriented principle, we listen to customer needs, keep pace with trends, and provide first-class products and services to help customers achieve their goals and make progress together. We keep improving our customer services, maintain close contact with customers, pay attention to protecting customer privacy, and ensure compliance of Elec & Eltek's products and services with customer needs through customer complaint handling mechanisms. Suppliers, on the other hand, also play an essential role in Elec & Eltek's sustainable path. They have a great influence on our production, services, and operations and closely relate to our social responsibility and reputational risk management. Therefore, we not only ensure the quality of our suppliers through a fair and strict appraisal process on an annual basis, but also value our positive relationships with suppliers. We constantly encourage suppliers to develop innovative business models with less environmental impact and keep in line with important standards adopted by companies with international brands for sustainable operations.

此外，秉承我們以客為本的宗旨，我們傾聽客戶需要、掌握產業趨勢並提供一流的服務及產品，以成就客戶目標且共同成長。我們不斷強化客戶服務，與客戶保持緊密聯繫，注重保護客戶隱私，並透過客戶投訴處理機制，確保依利安達的產品及服務符合客戶的需求。另一方面，供應商亦為依利安達永續發展道路上重要的一環，其不僅對我們的生產、服務和營運產生重大影響，亦與我們的社會責任與聲譽風險管理息息相關。因此，我們不僅通過每年公平嚴格的供應商評估程序來確保供應商的質量，亦重視與供應商發展良好關係，持續鼓勵供應商開發削減環境衝擊的創新營運模式，同步國際品牌大廠重要規範趨勢，共創企業可持續經營。

Meanwhile, we remain committed to giving back to society and improving positive social influence. In addition to monetary contribution in support of charitable organisations, we have a positive impact on social development through our own community programmes.

The outlook for 2020 is that it will be a year full of uncertainty. There are opportunities and challenges facing all sectors. Elec & Eltek expects to head for new horizons with all of its people and a better future with society through sustained efforts, collective wisdom, and technology. Hereby, we greatly appreciate the efforts and support rendered by all staff and partners of the Company for making the achievements of our sustainable development possible. We will extend our efforts and success into the next financial year. On behalf of the Board, we take this opportunity to thank our stakeholders, including but not limited to shareholders, customers, suppliers and business partners, for all the support that they have provided to the Company. We would also like to thank our diligent employees for their hard work, loyal service and outstanding contributions made during FY2019.

Stephanie Cheung Wai Lin
Chairman

29 May 2020

與此同時，回饋社會，提升社會正面影響力亦是我們一貫的宗旨。除了以捐款方式支援慈善組織外，我們亦通過自己推動的社區項目為社會發展帶來正面影響。

二零二零年是充滿不確定性的一年，各行各業的經營都充滿挑戰，但同時也充滿機遇。依利安達將會持續努力，運用團隊的智慧、善用科技的力量，期盼與大家一起航向美麗的新藍海，與社會共同邁向更美好的未來。在此，我們非常感激本公司全體員工及合作夥伴為推動本公司實現可持續發展所付出的努力及支持。我們將把努力及成功延續到下一個財政年度。本人謹代表董事會藉此機會向包括股東、客戶、供應商及業務合作夥伴在內各持份者對本公司的鼎力支持表示感謝。我們同時感謝僱員於二零一九年財政年度之勤奮不懈、竭誠服務及傑出貢獻。

張偉連女士
主席

二零二零年五月二十九日

ABOUT ELEC & ELTEK

Established in 1972, Elec & Eltek is one of the global leading manufacturers of conventional (as well as technologically advanced) high density interconnects and backplane printed circuit boards ("PCB") of up to 50-layers. It has made Quick Turn Around service available which leads to shorter delivery load time. Elec & Eltek was listed on the Mainboard of the SGX-ST in 1994 and achieved dual-listed status on the Mainboard of the Hong Kong Stock Exchange in 2011.

Business

Elec & Eltek currently operates four production sites, which are located in Kaiping, Guangzhou, Yangzhou and Thailand. With its own laminate facilities, Elec & Eltek has sharpened its competitive edge in cost control and material supply through vertical integration.

Elec & Eltek is dedicated to providing high quality PCBs to customers, which include global leaders in different electronics sectors, with its main focus being on communication & networking, automotive industries, computer & computer peripherals and consumer electronics.

Elec & Eltek recorded an increased aggregate production volume of approximately RMB3.23 billion in FY2019 as compared with FY2018.

關於依利安達

依利安達於一九七二年創立，為技術先進的高精密度互連及傳統的層數達五十層的背板印刷線路板(「印刷線路板」)的全球領先製造商之一，亦提供快板服務以縮短生產至交貨時間。依利安達於一九九四年在新交所主板上市，另於二零一一年在香港聯交所主板獲得雙重上市。

業務

依利安達目前在開平、廣州、揚州及泰國營運四個生產基地。依利安達憑藉自有的覆銅面板設施，透過垂直整合在成本控制及材料供應方面增強競爭優勢。

依利安達致力於向客戶提供優質印刷線路板，客戶包括許多全球著名的電子產品企業，主要集中於以下行業：通訊及網路、汽車業、電腦及電腦周邊產品以及消費者電子產品。

較二零一八年財政年度，依利安達於二零一九年財政年度錄得總產量增加至約人民幣32.3億元。

Production highlights	生產摘要	2019 (RMB billion) 二零一九年 (人民幣十億元)	2018 (RMB billion) 二零一八年 (人民幣十億元)
Production volume	產量	3.23	3.15

The financial performance of Elec & Eltek during the Reporting Period is as follows:

依利安達於報告期間的財政表現如下：

Income highlights	收益摘要	2019 (US$ million) 二零一九年 (百萬美元)	2018 (US$ million) 二零一八年 (百萬美元)
Turnover	營業額	616.5	602.6
EBITDA	未扣除利息、税項、折舊及攤銷前盈利	82.9	74.9
Gross profit	毛利	72.2	64.6
Profit after taxation	除税後溢利	31.3	24.9
Profit for the year	年內溢利	30.3	24.3

Ratios of turnover for FY2019 by geographic locations are as follows:

二零一九年財政年度按地域劃分的營業額比率如下：

Geographic locations	地域	2019 (Ratio of turnover) 二零一九年 (營業額比率)	2018 (Ratio of turnover) 二零一八年 (營業額比率)
Mainland China (including Hong Kong)	中國內地(包括香港)	61.2	60.5
Europe	歐洲	14.6	16.9
South East Asia	東南亞	10.0	10.7
North & Central America	北美及中美	5.3	6.0
Other Asian countries	其他亞洲國家	7.8	5.3
Others	其他	1.1	0.6

During the Reporting Period, Elec & Eltek saw steady orders, good capacity utilization, and an increased proportion of high layer PCBs in production. The Group's turnover increased by 2.3% to approximately RMB4.36 billion in FY2019 as compared with FY2018.

於報告期間，依利安達訂單保持穩定，產能維持在良好的設備使用率，且高層印刷線路板生產的比例上升。本集團二零一九財政年度之營業額較二零一八財政年度增加2.3%至約43.6億人民幣。

Elec & Eltek will actively develop various business opportunities and increase the proportion of high-tech products and high layer count PCB products, in order to cope with changing market demands and the rise of emerging markets. Leveraging on our advantages in aspects such as regional strategies, advanced technology and efficient management, we are committed to delivering generous returns to all shareholders.

為應對不斷變化的市場需求及新興市場的崛起，依利安達將積極開拓各方商機，提升高科技及高層數印刷綫路板產品的所佔比例。我們將憑藉地區戰略、先進技術、高效管理等各項優勢，持續為全體股東帶來豐厚回報。

On the other hand, the global economy grew slowly in 2019, while the China-US trade war and rapid market changes added more uncertainties to it. The Group will continue to focus on quality and strictly control costs and fixed assets expenditures to maintain its competitiveness in the international market.

另一方面，二零一九年全球經濟增長步伐緩慢，中美雙方的貿易戰及急速的市場發展變化為全球經濟增添不明朗因素。本集團將會繼續以產品質量為本，並嚴格控制成本及固定資產開支，以保持集團於國際市場上的競爭力。

Objective, Mission and Belief

Elec & Eltek continues innovating with a focus on high-tech products and high layer count PCB products, in order to cope with increasingly intense competition, changing market demands, and stakeholders' needs. Moreover, exploring business opportunities to meet the demand of emerging markets is a current top priority of the Company. Leveraging on regional success, advanced technology and equipment, and efficient management, Elec & Eltek is committed to delivering excellent value to all stakeholders.

We commit ourselves to ensuring the Company's business activities are conducted in a responsible manner that bring positive contributions to our surrounding environment and communities. In the future, we will continue to integrate sustainability considerations into our day-to-day operation and practice the principle of "customer-centric, staff foremost and innovative growth", striving to implement the sustainable business strategy of long-term growth.

目標、使命及信念

面對日漸加劇的市場競爭及不斷變化的市場需求，依利安達不斷創新求變，以高科技及高層數印刷線路板產品為發展重心，滿足各持分者的需求。此外，積極開拓商機以滿足新興市場的需求更是本公司現時發展的重中之中。依利安達利用地區成果、先進技術與設備及高效管理，致力為全體股東帶來豐厚的回報。

我們致力確保本公司以負責任的方式開展業務活動，為我們周邊的環境及社區作出積極貢獻。日後，我們將繼續把可持續發展的考慮因素融入到日常營運當中，並實行「以客為先、員工至上、創新成長」，致力於實現長期增長的可持續業務戰略。

Sustainability Governance

Sustainability Framework

Elec & Eltek continues to strengthen the functions of the Board, improve the leadership and management of the management team, strive to enhance information transparency to protect the rights and interests of shareholders, and fulfil corporate social responsibilities with good faith. For this reason, we have established a sound sustainability governance structure to strengthen the integration of sustainability into our daily operations. The structure is as follows:

可持續發展管治

可持續發展框架

依利安達持續強化董事會職能、提升經營團隊領導管理、致力提升資訊透明度以保護股東權益，並善盡企業社會責任。為此，我們已建立健全的可持續發展管治架構，務求將可持續發展進一步融入日常營運。該管治架構如下：



The Board assumes the overall ESG responsibility of the Company and oversees ESG matters as a whole. It sets out the Company's ESG objectives and directions and delegates the management authorities to the CSR Working Group.
董事會對本公司ESG承擔整體責任並對ESG事務作整體監督。董事會提出本公司的ESG目標及方向，並將管理權限授予CSR工作小組。

Comprised of key management of the core departments, the CSR Working Group is responsible for executing and coordinating all ESG-related activities such as engaging with stakeholders, designing ESG policies and escalating significant ESG issues to the Board. This taskforce also handles the materiality assessment, ESG information and data collection as well as the preparation of the sustainability report.
CSR工作小組由核心部門的主要管理人員組成，負責執行及協調所有與ESG相關的活動，例如與持份者合作、制定ESG政策以及向董事會上報重大ESG議題。該工作小組亦負責處理重要性評估、ESG資訊及資料搜集以及可持續發展報告的編製。

The Executive Department drives the implementation of the sustainability polices and initiatives within the business and strives to achieve the sustainability targets set by the Company in the environmental, social and economic areas.
執行部門推動企業內部可持續發展政策及舉措的實施，並力爭實現公司在環境、社會及經濟領域制定的可持續發展目標。

Corporate Governance

Elec & Eltek lays emphasis on the rights and interests of all stakeholders and ensures accurate disclosure of financial data. Through the establishment of the command and supervision functions of the Board, the Company strives to improve information independence and transparency, strengthen internal control and risk management functions, and ensure protection of all stakeholders' rights and interests. To avoid improper leakage of information and ensure the consistency and accuracy of published information, we have also established an internal important information processing and disclosure mechanism that requires all departments to be responsible for their daily operations and regularly report to the Company's executive directors. In this way, we clearly regulate the correctness and completeness of information disclosure and ensure the possibility of timely and fair disclosure.

企業管治

依利安達注重各持份者的權益，確保準確披露財務數據，透過建立董事會的指揮與監督管理職能，致力提升資訊獨立性與透明度，強化內部監控及風險管理功能，確保各持份者權益得到保障。為避免資訊不當洩漏，確保對外界發表資訊之一致性與正確性，我們更建立了內部重大資訊處理及揭露機制，要求每個部門需點對點對其日常運作負責，並定期向本公司執行董事匯報，明確規範資訊揭露之正確性、完整性，並保證及時公平揭露的可能性。

Risk Management, Internal Control and Compliance

To cope with changes in the global economic environment and sustainability risks, Elec & Eltek actively explores related risks and works to minimise the impact of existing risks and even turn them into development opportunities through related management strategies and response measures such as risk aversion and transfer. The Board is responsible for the risk management and internal control system and for ensuring effectiveness of the system. The Audit Committee of the Company plays an important role in risk management, internal control, and compliance management and assists the Board to perform the Company's risk management and internal control functions. It ensures that the Board reviews and evaluates the effectiveness of the risk management and internal control system at least annually. The Management of the Company is responsible for setting the appropriate tone from the top, performing risk assessments, and implementing the design, implementation and maintenance of internal control. Essential to this risk management and internal control system are well-defined policies and procedures that are properly documented and communicated to employees. Finally, the Internal Audit Department performs regular check of the financial condition, operational condition, risk management, compliance control and internal control of the Company.

風險管理、內部監控及合規狀況

為應付全球經濟環境變化與可持續發展的風險，依利安達積極探討相關的風險，並透過風險規避及轉移等相關管理策略與因應措施，務求令存在風險的影響降至最低，甚至轉化成為發展契機。風險管理及內部監控系統均由董事會負責，並有責任確保該系統之有效性。審核委員會在風險管理、內部監控及合規管理上扮演重要的角色，協助董事會履行在本公司風險管理及內部監控的功能，確保董事會每年至少一次審閱及評估風險管理及內部監控系統的整體效益。本公司管理層負責從頂層為監控定調、執行風險評估、並設計、實施及維護內部監控。對於風險管理及內部監控系統而言，明確的書面政策與程序及向員工宣導至為重要。最後，內部審核部門定期審核本公司之財務狀況、經營狀況、風險管理、合規及內部監控情況。

Elec & Eltek promises to run its business under the principle of honesty and integrity and prioritise compliance with the laws and regulations of the country or region where it has business during its daily operations. In addition to ensuring that the Company strictly abides by regulations, we also require all employees, supervisors, managers or partners not to engage in or instruct others to engage in illegal or unethical behaviour for any reason. Besides, the Company's risk management policies, which include risk factors in such aspects as sustainability policies, are reviewed annually with respect to whether the Company's policies and programmes adequately identify and respond to the material sustainability risks that the Company faces.

依利安達承諾以誠信和正直的原則經營業務，並以遵守業務所在國家之法律法規為日常運作之首要重點。除了確保本公司嚴格遵守法規外，我們也要求所有員工、主管、經理人或合作夥伴等均不得進行或以任何理由指示他人進行非法或不道德的行為。除此以外，本公司每年檢討風險管理政策，包括可持續發展政策等各方面存在的風險要素，以評估本公司的政策及方案是否足以識別及應對所面臨的重大可持續發展風險。

During the Reporting Period, the Company was not aware of any material breach of applicable laws and regulations that had a significant impact on the business of the Company. We will continue to maintain a high-standard corporate governance system and business ethics and to build deeper trust with stakeholders.

於報告期間，本公司並無發現任何對公司業務造成重大影響的適用法律及法規的重大違規事宜。我們會繼續要求維護高標準的企業管治制度和商業道德，並與持份者建立更深厚的信任。

External Charters, Principles and Initiatives

To show all stakeholders our determination in sustainable development and continuous improvement, we have signed the following internationally recognised charters, principles and initiatives in relation to ESG:

外部規章、原則及倡議

為了向各持份者展示我們對可持續發展及持續改進的決心，我們簽署了以下國際認可的ESG相關規章、原則及倡議：

Charters, principles or initiatives	規章、原則或倡議	Year 年份
Occupational Health and Safety Assessment Series (OHSAS 18001) accreditation	職業健康安全管理體系(OHSAS 18001)認證	2007
Environmental Management System (ISO 14001) accreditation	環境管理體系(ISO 14001)認證	2015
Quality System (ISO 9001) accreditation	質量體系(ISO 9001)認證	2015
Vehicle Quality Control System Standards (IATF 16949)	汽車品質管制體系標準(IATF 16949)	2016
Hazardous Substance Process Management System (IECQ QC 080000)	有害物質過程管理體系(IECQ QC 080000)	2017

The Company has become a major member of the Electronic Industry Citizenship Coalition ("EICC"), an international initiative, for extensive supervision over our products. In addition, the Board of Investment, the department in charge of investment in Thailand, has conducted a strict review and distributed rewards for new high-tech enterprise to us to support our further development. During the Reporting Period, the Company was not aware of any material breach of laws and regulations that had a significant impact on the business of the Company. For further details of the Company's financial and governance performance, please refer to the 2019 annual report of Elec & Eltek.

本公司亦已獲得了國際性倡議組織電子行業公民聯盟(「EICC」)的主要會員資格，對我們的產品進行進一步監管。此外，泰國主管投資促進的部門，泰國投資促進委員會進行嚴格審核後，已向我們發放高新技術企業獎勵以支持我們企業進一步發展。於報告期間，本公司並無發現任何重大且對公司業務造成重大影響的違法及違規事件。有關本公司財務及管治表現的詳情，請參閱依利安達的二零一九年年報。

Anti-corruption

We require all staff, including the management team, to strictly comply with the code of conduct of our Company and include anti-bribery, extortion, fraud and money laundering policies in the employee handbook. All of them are also required to acknowledge the employee handbook and strictly follow relevant rules. Meanwhile, the Company asks all management personnel to declare conflicts of interest annually to prevent them from seeking personal gains at the price of sacrificing the interests of the Company in any form. The Company has also established an anonymous reporting mechanism and channels that enable staff to report any suspected mis-conduct. It lays emphasis on all reports on bribery, extortion, fraud and money-laundering and has set up an independent investigation team to handle the reports by performing initial verification and evaluation at the first instance, and further processing based on evaluation results. Moreover, to enhance staff awareness of the importance of honesty and integrity, all new employees are required to participate in training on the code of conduct upon induction, while incumbent staff are required to attend regular training in regard to business ethics. These efforts aim to ensure the protection of stakeholders' rights and interests and avoid unnecessary loss of corporate assets, fines, and damage to goodwill.

反貪腐

我們嚴格要求所有員工包括管理團隊遵守本公司的道德行為守則，並在員工手冊中加入防止賄賂、勒索、欺詐及洗黑錢政策。所有員工包括管理團隊必須認可員工手冊並嚴格遵守相關規定。同時，為防止管理人員的私人利益以任何方式妨礙本公司的利益，本公司嚴格要求所有管理人員必須每年預先進行利益衝突申報。本公司亦設立了匿名舉報機制及渠道，令員工可以上報可疑不端行為。本公司重視所有有關賄賂、勒索、欺詐及洗黑錢的舉報，已建立獨立小組調查機制，確保第一時間進行初步核實與評估，並根據評估結果進行進一步處理。另外，為加強員工的廉潔意識，我們要求所有新僱員於入職時參加行為守則培訓，而現有員工則須定期參加與商業道德相關的培訓，以確保各方持份者的權益得到保障，避免不必要的企業資產損失、罰款與商譽受損。

The Company is not aware of any material breach of applicable laws and regulations pertaining to the prevention of bribery, extortion, fraud and money-laundering during the Reporting Period.

Non-Competition Undertakings

The Company operates in accordance with the terms of the non-compete deed with appropriate procedures in place to prevent and detect non-compliances. There was no new business investment or other merger and acquisition opportunity deliberated, accepted or declined by the Company during FY2019. Hence, no legal actions regarding anti-competitive behaviour, anti-trust, and monopoly were proceeded against the Company during the Reporting Period.

本公司報告期間並無發現與防止賄賂、勒索、欺詐及洗黑錢有關之適用法律法規重大違規事宜。

不競爭承諾

本公司根據不競爭契據的條款運作，並已設立適當程序以防止及偵查違規行為。於二零一九年財政年度，本公司並無商議、接納或拒絕任何新業務投資或其他併購機會。因此，於報告期間，並無任何針對本公司反競爭行為、反壟斷及壟斷行為的法律訴訟。

SUSTAINABILITY MANAGEMENT

Stakeholder Engagement

Elec & Eltek attaches great importance on stakeholders' opinions and has been maintaining close communications with stakeholders. The Company develops sustainability questionnaires in a systematic manner based on the GRI Standards and the "Environmental, Social and Governance Reporting Guide" contained in Appendix 27 of the Main Board Listing Rules of the Hong Kong Exchanges and Clearing Limited, listens to the opinions of all stakeholders, and takes into account the impact of sustainability topics on the Company's operations to meet the stakeholders' expectations. In connection with this Report, in addition to the above-mentioned questionnaires, the Company has engaged the following stakeholder groups through various communication channels to identify their concerns over our sustainability.

Stakeholder Engagement Process

1. Identify relevant stakeholders
鑑別相關持份者

Fill out stakeholder identification questionnaires, confirm the relationship between stakeholders and the Company, and identify important stakeholders by the staff in charge of various departments of the Company.
公司各部門負責人員填寫持份者識別問卷，確認利害關係人與公司關係程度之高低，鑑別重要之持份者。

2. Data collection on material topics
統計重要議題

Understand the views and topics of concern of the stakeholders through questionnaires and analyse the level of concern based on stakeholder identification results.
根據持份者識別結果，以問卷方式，了解持份者的看法及關注議題，執行議題關注程度之分析。

3. Assess material topics
評估重要議題

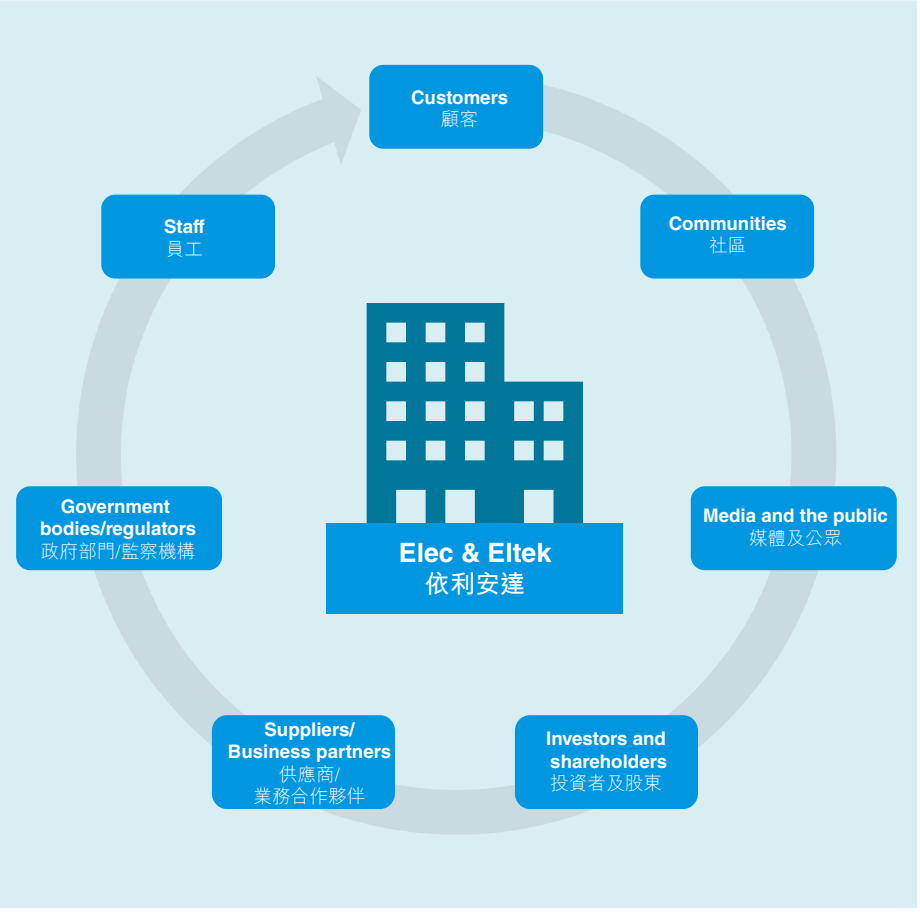
Analyse the impact of topics of concern on business operations and confirm the degree to which the topics have on the Company by the management of the Company.
公司管理階層根據各項關注議題，進行對企業營運衝擊程度之影響分析，確認各項議題對公司之衝擊程度。

4. Confirm material topics
確認重要議題

Illustrate evaluation results of all the topics of stakeholders' concern as a supportive basis for determining their materiality based on the degree of the impact of the topics on the Company.
依據持份者關注議題及對公司衝擊程 度，將各議題評估結果繪製成圖示，作為判斷重大性之輔助依據。

5. Review topics
議題檢視

Review the material topic identification results and compare them with major considerations of the previous year to confirm that
they meet sustainability requirements.
對重大議題鑑別結果進行檢視，並與前一年度重大考量面進行比較，確認符合可持續發展的要求。



可持續發展管理

持份者參與

依利安達重視各方持份者的意見，並一直與持份者保持密切溝通。本公司以GRI報告準則及香港交易及結算所有限公司主版上市規則附錄二十七所載之《環境、社會及管治報告指引》為基準，透過系統化的方式，擬定可持續發展調查問卷，傾聽各方持份者意見，同時納入可持續發展議題對公司營運衝擊程度之考量，以符合持分者之期望。就本報告而言，除了上述的調查問卷，本公司還通過各種溝通管道與以下持份者團體接觸，以確定彼等對我們可持續發展的關注點。

持份者參與流程

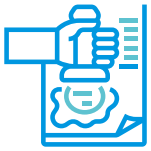
Elec & Eltek maintains constructive communication with all stakeholders through multiple channels to determine important matters of their concern.

依利安達透過多個渠道與各方持份者保持具建設性的溝通，藉此確定他們所關注的重要事項。

Stakeholder Engagement Method

持份者參與方式

Stakeholder Group 持份者組別	Engagement Method 參與方式	Concerns 關注事項
 **Shareholders and investors** **股東及投資者**	• Quarterly unaudited financial results announcements • 季度未經審核財務業績公告 • Annual and interim reports, announcements and circulars • 年報及中期報告、公告及通函 • Annual general meetings • 股東周年大會 • Meetings to be held as needed and responses to calls and written inquiries • 按需要舉行會議及回應電話和書面查詢	• Press release and announcements • 新聞稿和公告 • Financial and business performance • 財務和業務表現 • Corporate governance • 企業管治 • Legal compliance • 合規合法
 **Staff** **員工**	• Staff communications • 員工通訊 • Performance assessment • 工作表現評核 • Feedback collection (via questionnaire) • 意見收集(問卷調查) • Staff activities • 員工活動	• Training, meetings, and briefings • 培訓、會議及簡報會 • Remuneration, training and development • 薪酬、培訓和發展 • Promotion prospect • 晉升機會 • Occupational health and safety • 職業健康與安全
 **Customers** **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 • 網站 • Annual and interim reports • 年報及中期報告 • Product quality • 產品質量	• Company's CSR strategies • 本公司CSR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

Stakeholder Group 持份者組別	Engagement Method 參與方式	Concerns 關注事項
 **Suppliers/Business partners** **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 • 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
 **Government bodies/regulators** **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 • 有需要時進行口頭及書面溝通 • Responses to government inquiries upon request • 應要求響應政府查詢 • Meetings (e.g. public hearings and seminars) • 會議(如公聽會、研討會等)	• Staff benefits • 員工福利 • Occupational safety regulations • 職業安全法規 • Environmental impacts • 環境影響 • Product compliance • 產品合規
 **Media and the public** **媒體及公眾**	• Announcements • 公告 • Annual and interim reports • 年報及中期報告 • Website • 網站 • Interviews • 採訪	• Corporate governance • 企業管治 • Legal compliance • 合規合法
 **Communities** **社區**	• Community services and activities • 社區服務及活動 • Community investment and fundraising activities • 社區投資及募捐活動 • Website • 網站	• Company's CSR strategies • 本公司CSR戰略 • Community support • 社區支持

Materiality Assessment

The Company, with the support of an external consultant, performed an assessment during the Reporting Period to identify material sustainability issues for the Company and its stakeholders. During the process, stakeholders were invited to provide feedback on the sustainable development of the Company via a questionnaire. Internal and external stakeholders that were involved in the process including employees, shareholders, investors, suppliers and customers.

We would like to extend our gratitude to all stakeholders that participated for their valuable feedback, as well as their continuous support. We will continue to operate in a responsible and sustainable manner through integrating sustainability considerations into our day-to-day operations.

Procedures

At the beginning of our materiality assessment, the Company referred to the reporting principles of the GRI Standards and the "Environmental, Social and Governance Reporting Guide" contained in Appendix 27 of the Main Board Listing Rules of the Hong Kong Exchanges and Clearing Limited to review and identify material topics among international benchmarking companies and domestic peers through scientific methods. Apart from the reporting principles, the following elements were taken into consideration in identifying and selecting sustainability topics:

重要性評估

本公司在外部顧問的協助下，於報告期內進行評估，以為本公司及其持份者確定重要可持續發展議題。過程中，持份者被邀請以問卷調查方式對本公司的可持續發展方面提供反饋意見。參與該過程的內部及外部持份者包括員工、股東及投資者、供應商及客戶等。

我們對所有參與其中的持份者表示感謝，感激彼等提供的寶貴意見以及給予的持續支持。我們將繼續以負責任和可持續的方式運作，把可持續發展的因素融入到日常營運當中。

過程

於重要性評估開始時，本公司參考GRI準則的報告原則及香港交易及結算所有限公司主版上市規則附錄二十七所載之《環境、社會及管治報告指引》，檢視國際標竿企業和國內同業之重大議題，透過科學的方法進行重要議題鑑別。除上述之報告原則外，以下要素於釐定及選擇可持續發展議題時予以考慮：



Summary of Material Topics

Based on the materiality assessment results, we categorised the ESG issues into two categories, which are "material" and "relatively material". "Material" topics refer to matters that are closely related to the Group's operations and have a material impact or pose significant risks and opportunities. This Report will focus on such relevant matters and required data. "Relatively material" topics refer to those that are relevant to and affected by the Group's operations. This Report will give an overview of these matters and indicate the role and extent that the Group plays in them to improve transparency and accountability.

重要議題摘要

根據重要性評估結果，我們將ESG議題區分為「重要」和「較為重要」兩個類別。「重要」議題是指那些對本集團營運密切相關並構成重大影響或風險及機遇的議題，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」議題是指那些與本集團營運相關並受其影響的議題，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，以提升透明度和問責。

Material Topics
重要議題

- Employee compensation and benefits
- 員工薪酬和福利
- Wastewater discharge
- 廢水排放
- Policies to prevent child labour and forced labour
- 防止童工和強迫勞動的政策
- Air pollutant emissions (e.g. emissions from factories and automobiles)
- 空氣污染物排放（例如：工廠、汽車排放）
- Generation, treatment and recycling of hazardous wastes
- 有害廢物的產生、處理和／或回收
- Generation, treatment and recycling of non-hazardous wastes
- 非有害廢物的產生、處理和/或回收
- Employee recruitment, promotion, and dismissal
- 員工招聘、晉升和解雇
- Workforce diversity, equal opportunity and anti-discrimination
- 勞動力多元化、平等機會和反歧視
- Communication with employees (e.g. labour relations and freedom of association)
- 與員工溝通（如勞資關係、勞工結社自由等）

Relatively Material Topics
較為重要議題

- Occupational health and safety
- 職業健康與安全
- Consumption of packaging materials
- 包裝物料的使用
- Employee training and career development
- 員工培訓和職業發展
- Support for local community development
- 支援當地社區發展
- Climate change and greenhouse gas emissions
- 氣候變化和溫室氣體排放
- Involvement in and organisation of local community events
- 參與或籌辦當地社區活動
- Product quality and safety
- 產品的品質與安全
- Use of energy (e.g. electricity and fuel consumption)
- 能源使用（例如電力和燃料消耗）
- Data protection and privacy
- 資料保護和隱私
- Business ethics and efforts against corruption, bribery, extortion, fraud and money laundering
- 商業道德及反貪污、賄賂、勒索、欺詐和洗錢
- Water consumption
- 用水
- Customer service quality
- 客戶服務品質
- Protection on intellectual property rights
- 知識產權保護
- Environmental and social risk management for supply chain
- 供應鏈的環境和社會風險管理

Targets

We set out 14 sustainability targets in the areas of environment, employment, operation and community to steer our sustainability efforts in the coming financial year ("FY2020"). We endeavour to improve our sustainability performance and will consider to incorporate quantitative criteria to further strengthen our commitment. Details of our FY2020 sustainability targets are as follows:

目標

於即將到來的二零二零年財政年度(「二零二零年財政年度」),我們在環境、就業、營運及社區領域制定14項可持續發展目標,以指導我們的可持續發展工作。我們致力於提升我們的可持續發展表現並將考慮納入量化標準,以進一步加強我們的承諾。我們的二零二零年財政年度可持續發展目標詳情如下:

Outlook for 2020
展望二零二零

Environment 環境	Employment 僱傭	Operation 營運	Community 社區
• Promote and continuously implement water conservation measures • 推動並持續進行節約用水措施	• Ensure employee occupational health and safety • 保障職業健康及安全	• Maintain a good customer relationship • 維持良好客戶關係	• Promote community development • 促進社區發展
• Recover and recycle wastes • 廢棄物回收及循環再用	• Improve employee benefits and strengthen personal development • 保障員工福利,加強個人發展	• Prevent bribery and corruption • 防止賄賂及貪污舞弊行為	• Provide high-quality products • 提供高品質的產品
• Reduce emissions • 減少排放	• Promote work-life balance • 提倡工作與生活平衡	• Improve management efficiency • 提高管理效率	• Facilitate social harmony • 促進社會共融
• Manage energy effectively • 有效能源管理		• Comply with laws and regulations • 符合法律法規	

TALENT MANAGEMENT

Management Approach

We believe that employees are Elec & Eltek's most important partners towards excellence and sustainable development because they are the most important key factors for the Company's continuous growth and continuous improvement. Human resources policies has been put in place to ensure the treatment of our employees in a fair and impartial manner, regardless of their gender, age or cultural background. Attracting and retaining talents with different backgrounds are an important step towards the sustainable development of our business. Therefore, we value the career development and well-being of our employees by striving to provide a good, fair working environment that promotes open communications and team work to further drive productivity and innovation which will in turn improve our overall competitiveness.

In addition, an internal audit is conducted annually to ensure compliance with such policies. During FY2019, the Company was not aware of any material breaches of applicable laws and regulations pertaining to employment that had a significant impact on the Company, including but not limited to the Labour Law, the Law on the Protection of Rights and Interests of Women, the Law on the Protection of Minors, the Trade Union Law, and the Social Insurance Law of the People's Republic of China, Labour Protection Act of Thailand, and Employment Ordinance of Hong Kong as well as the SA8000 Social Responsibility Standards that the Company abides by.

Staff Recruitment, Promotion and Dismissal

Under our recruitment policy, we look for people who are trustworthy, innovative and proactive team players. Besides, to ensure that the Company performs all social responsibilities, we explicitly ban the employment of child labour and forced labour, prohibit the carrying out of any hazardous work by minors, and strictly implement a non-discriminatory recruitment policy. All applicants must undergo a formal and objective assessment to determine whether their aptitude and ability meet the Company's business development needs. At the same time, we have also established stringent assessment and approval procedures to ensure the fairness of our recruitment activities. As a labour-intensive enterprise, the Group understands the importance of developing and retaining talents and is committed to maintaining a stable employee turnover. During FY2019, the Group had a turnover of approximately 5,100 employees, an increase of approximately 2% from 5,000 in FY2018. As a labour-intensive enterprise, the Group remained stable in this regard and was not aware of any major differences. We also found no significant variances in the hiring of permanent and temporary employees in terms of gender and region.

人才管理

管理方針

我們相信員工是依利安達邁向卓越與永續發展最為重要的夥伴，因為員工是公司持續成長、擁有不斷進步動能最為重要的關鍵因素。本公司已建立完善的人力資源政策，確保所有員工不論其性別、年齡或文化背景，都受到公平公正的對待。培養、吸納並保留各方面的人才是公司業務持續發展的重要一步。因此，我們重視僱員的職業發展及福祉，努力提供良好公平的工作環境，以開放式的溝通促進團隊合作，進一步推動生產力和創新，從而提高我們的整體競爭力。

此外，我們每年進行內部審核以確保遵守相關政策。於二零一九年財政年度，本公司並未發現任何與僱傭相關及對本公司有重要影響的適用法律及法規(包括但不限於《中華人民共和國勞動法》、《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》、《泰國勞動保護法》、《香港僱傭條例》、《中華人民共和國工會法》及《中華人民共和國社會保險法》)以及本公司遵守的SA8000社會責任標準的重大違規事宜。

員工招聘、晉升和解僱

招聘政策除了以誠信、創新、積極及團隊精神為錄用人才的基本準則外，為確保本公司履行各項社會責任，我們明確禁止僱用童工、強迫勞動、禁止未成年員工從事危險性工作，嚴格執行無歧視招聘政策。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公司的業務發展需求。同時我們亦需通過嚴格的審批程序以確保我們的招聘活動的公平性。作為勞動密集型企業，集團明白培育及挽留人才的重要性，並致力將僱員流失人數維持於穩定的水平。集團於二零一九年財政年度的僱員流失人數為約5,100名，較二零一八年財政年度的5,000名上升約2%，就勞動密集型企業而言，本集團於該方面維持平穩狀態，並無發現重大差異。就性別和地區而言，我們在僱用長期及臨時僱員方面亦無發現重大差異。

Given the fast-moving pace of the industry, it has been increasingly important to nurture and retain talents. To further develop, attract, and retain talents from all backgrounds, the Company has established good and fair development pathways and promotion opportunities for employees, and approximately 80% of our managerial staff was promoted internally. Besides, to give back to local communities, the Company prioritizes recruiting people from local residents and deliver comprehensive on-the-job training to them. During the Reporting Period, approximately 31.3% of our managerial staff were local residents of the places in which our operations are located.

Meanwhile, we believe that employees are the cornerstone of the Company's sustainable development. As such, staff cannot be dismissed without a valid reason, and a reasonable and compliant notice period for termination of a contract has been clearly specified. We have extracted data by category from our human resources database and have compiled the table below. Data on the total number of employees and their breakdown during the Reporting Period are as follows:

鑑於行業快速變化的步伐，培育及挽留人才變得日益重要。為進一步培養、吸納並保留各方面的人才，本公司已為員工建立完善且公平的發展路徑及晉昇機會，當中有約80%的管理人員從內部提拔產生。此外，為回饋地方，本公司優先從本地居民中招募基層新進人員，並為其提供全面的在職培訓。於報告期間，我們約31.3%的管理人員為我們營運所在地的本地居民。

同時，我們深信員工是公司永續發展的基石，嚴禁無理解僱員工，並已明確規定合理合規的終止合約通知期。我們在人力資源數據庫中按類別提取資料，並編製下表。於報告期間，僱員的總數及明細數據如下：

Employees distribution	僱員分佈	2019 二零一九年	2018 二零一八年
Total employees	僱員總數	8,295	8,400
Total employees by gender:	按性別劃分的僱員總數：		
1. Male	1. 男	4,830	4,874
2. Female	2. 女	3,465	3,526
Total employees by age:	按年齡劃分的僱員總數：		
1. Below 30 years old	1. 30歲以下	3,144	3,326
2. 30-50 years old	2. 30-50歲	4,766	4,704
3. Above 50 years old	3. 50歲以上	385	370
Total employees by region:	按地區劃分的僱員總數：		
1. China	1. 中國	7,407	7,299
2. Thailand	2. 泰國	888	1,101
Total employees by employment type:	按僱傭類型劃分的僱員總數：		
1. Permanent employees	1. 終身僱員	8,051	9,044
2. Temporary employees	2. 臨時僱員	244	356
Senior management:	高級管理人員：		
1. Total number of senior management	1. 高級管理人員總數	67	76
2. Total number of senior management from local community	2. 來自當地社區的高級管理人員總數	21	28

Employee Compensation and Benefits

The salaries and benefits offered by the Company remain competitive in the market in strict compliance with requirements and pertinent laws and regulations of Chinese and Thai governments (including but not limited to the Employment Ordinance of Hong Kong, Labour Protection Act of Thailand, and the Labour Law and Social Insurance Law of the People's Republic of China). We have also formulated internal policies to govern employee compensation, which include the Policy for the Administration of Salaries and Allowances, Performance Appraisal Policy, Policy for the Administration of Merit Assessment and Reward Allocation Policy.

Staff remuneration is determined and adjusted based on the minimum wages in places where we operate and with reference to the financial performance of the Company and individual performances in order to attract and retain outstanding talents and maintain the objectivity and fairness of the remuneration system. We undertake to ensure that our standard salary will not be lower than the required minimum wage to protect the benefits of our staff. We also grant pre-emptive rights and special bonuses to eligible employees. The Company will continue to review and improve the remuneration policy, show our care for employees and efforts to ensure their job security, and improve employees' trust and sense of identity with the Company.

On the other hand, the Company has been valuing and emphasizing the work-life balance of employees. In addition to statutory paid annual leave, statutory maternity leave, and paternity leave, we also provide parental leave and compassionate leave to our employees, thereby allowing them to take care of their personal matters while being busy with their work. Apart from good holiday perks, we also ensure that all working hours and overtime management comply with local laws and regulations. Furthermore, we have organised the following various types of staff activities during the year which facilitate communications and relationship building between the Company and its employees:

- Festive Gifts
- Night Market Events
- Annual Dinner
- Birthday Evening Party
- Sports Competitions

僱員薪酬和福利

放眼市場，本公司的薪酬待遇一直維持在極具競爭力的水平，並嚴格遵守國內及泰國政府之規定以及相關法律法規。(包括但不限於《香港僱傭條例》、《泰國勞動保護法》、《中華人民共和國勞動法》及《中華人民共和國社會保險法》)我們亦制定了管理僱員薪酬的內部政策，包括《薪資管理制度》、《績效考核制度》、《評優管理制度》和《獎金分配制度》。

為了吸引及留任優秀人才，保持薪酬制度的客觀性及公平性，員工薪酬以我們營運當地最低工資為指標、並參考本公司的財務表現及個人業績釐定及進行調整。我們承諾確保標準薪金不會低於法定的最低工資，保障員工福利。我們亦會為合資格僱員發放優先購股權及特別獎金。本公司將繼續審查及完善薪酬政策，展現我們對於員工的照顧及工作保障，以及提升員工對本公司的信任度與認同感。

另一方面，本公司一直重視及強調員工在工作與生活的平衡。除了提供法定的帶薪年假、法定產假及陪產假外，我們亦提供育嬰假及恩恤假，從而令員工能夠在繁忙的工作步伐中，仍然處理好個人事宜。除了良好的假期待遇，我們亦確保所有工時及加班費管理均符合當地的法律法規。此外，我們於年內組織了以下各類員工活動，以促進公司與僱員之間的溝通及關係建立：

- 節慶禮物
- 大笪地活動
- 周年晚會
- 生日晚會
- 運動比賽

The Company formulates a staff retirement scheme, purchases insurance for staff, and sets a clear retirement policy in accordance with the national laws. It also makes payments, on a regular basis, for state-managed retirement benefit scheme contributions, which include the Central Provident Fund in Singapore, the government-funded retirement benefit scheme in the People's Republic of China, the mandatory provident fund in Hong Kong and other relevant schemes, to ensure staff's entitlement to appropriate assurance after their retirement.

本公司訂定員工退休辦法，為員工購買保險並根據國家法律制定明確的退休政策，定期支付國家管理的退休福利計劃供款，包括新加坡中央公積金，中華人民共和國國家資助退休福利計劃及香港強制公積金等相關計劃，確保員工退休後能享受應有的保障。

The data on employee salaries and benefits in FY2019 is as follows:

二零一九年財政年度的僱員薪酬及福利數據如下：

Employee salary and benefits	僱員薪酬及福利	2019 二零一九年	2018 二零一八年
Average monthly salary by gender (in RMB):	按性別劃分的每月平均工資(人民幣)：		
1. Male	1. 男	5,365	4,635
2. Female	2. 女	5,831	4,099
3. Female to male ratio	3. 男女比例	0.92:1	1.13:1
Total number of employees applying for parental leave by gender:	按性別劃分的申請育嬰假僱員總數：		
1. Male	1. 男	24	23
2. Female	2. 女	37	53
3. Female to male ratio	3. 男女比例	0.64:1	0.43:1
Total spending on employee benefits (RMB10 million)	僱員福利總支出(千萬人民幣)	5	4

Diversity, Equal Opportunity and Anti-discrimination

The Company firmly believes in the appointment of staff solely on a merit basis. Within this in mind, it proactively seeks to foster a diverse workplace with strict prohibition against discrimination in any form in relation to recruitment, remuneration and promotion. During the Reporting Period, we run recruitment programmes in all major cities in China. For example, our campus and recruitment event organised in Qingyuan Polytechnic attracted more than 400 students across China, and employment opportunities were available to all qualified applicants. Our employees have more adequate opportunities for induction and on-the-job training and career development. In addition, we have an independent reporting system and investigation team to ensure that incidents related to discrimination or other unfair treatment can be handled in the first instance. During the Reporting Period, we had no reported incidents related to discrimination or other unfair practice.

多元化、平等機會和反歧視

本公司深信「用人不拘一格，任人只唯賢」的理念，積極鼓勵多元化的工作環境，嚴禁任何形式的歧視，包括招聘、薪酬、晉升等等。在報告期間，我們在全國各大城市均設有招聘計劃，如在清遠職業技術學校校園所舉辦的校園宣講及招聘活動便吸引多達400名來自各地的學生參與，而符合要求的應徵者，均有獲聘機會。我們的僱員更享有充足的入職和在職全方位培訓及職業發展機會。此外，我們設有獨立的舉報制度及調查小組，確保所有歧視或其他不公平待遇有關的事件能第一時間的妥善處理。報告期內，我們並無接獲與歧視或其他不公平待遇有關的事件。

Labour Standards

The Company prohibits forced labour by way of violence, threat, detention or other illegal actions in strict accordance with pertinent provisions of the labour laws of different countries or regions and SA 8000 Social Responsibility Standards. All employees are required to enter into labour contracts on a voluntary basis, and we will proceed with the employment procedures only after the candidate has acknowledged and agreed to the terms and conditions.

All candidates qualified for employment must have reached the statutory age and be in possession of valid identification documents before they can be officially employed. Candidates under the statutory age for work will be rejected with no exception. As part of the employment procedures, each candidate will be informed about the job details, working conditions, related occupational safety risks and remuneration of his/her positions. All employees are required to enter into labour contracts.

The Company was not aware of any material breach of laws and regulations pertaining to the prohibition against child labour or forced labour that had a significant impact on the Company during FY2019.

勞工準則

本公司嚴格按照各地勞動法及《SA 8000社會責任體系》的相關要求，禁止以暴力、脅迫、拘禁或其他非法行為強迫勞工工作。所有僱員均須在自願的基礎上訂立勞動合同，我們僅於應徵者承認並同意條款及條件後，方可辦理入職手續。

所有符合招聘要求的員工在正式受僱前，必須已成年及持有有效身份證明文件。對於不到法定工作年齡的人員，我們堅決不予錄用。此外，在每位員工辦理入職手續時，我們告知員工工作內容、工作條件、職業安全風險及薪酬，並一律簽訂勞動合同。

本公司於二零一九年財政年度並無發現任何與防止童工或強制勞工有關及對本公司有重大影響之法律及法規的重大違規事宜。

Development and Training

We have developed and organised various training activities to grow our talents. The basic training that we provide can mainly be categorised into induction training, external training and internal training, details of which are as follows:

發展及培訓

我們設計並組織各種培訓活動來培養人才。我們提供的基本培訓主要可分為崗前培訓、外部培訓以及內部培訓，詳情如下：

Induction Training
崗前培訓

New employees have the opportunity to learn the Company's rules and regulations, corporate culture and welfare, and other important business information. Pre-job training can effectively help new employees understand corporate systems, establish a sense of belonging, and become familiar with their job responsibilities.

新員工有機會學習公司的規章制度、企業文化及福利以及其他重要業務資訊。崗前培訓可有效地幫助新員工瞭解企業體制，建立歸屬感，熟悉自己的崗位責任。

Internal Training
內部培訓

Internal training programmes held by relevant departments are organised each month in accordance with the annual training plans to enhance the knowledge and skill sets of our employees. We also encourage regular communication with the management so the staff can obtain guidance and assistance for their personal and professional development. During the Reporting Period, the Company organised training activities such as training on effective communication and DISC to improve managers' communication and management skills.

每月相關部門會根據年度培訓計劃組織安排內部培訓項目，以提高僱員的知識及技能。我們亦鼓勵僱員與管理人員定期溝通，從而員工可以取得個人及職業發展方面的指導及幫助。在報告期間，本公司組織了如高效溝通與DISC等的培訓活動，進一步加強管理層的人際溝通和管理技巧。

External Training
外部培訓

External training is divided into soft skills training and technical training, including the VDA6.5 process audit training organised by the Hong Kong Quality Assurance Agency in Kaiping Elec & Eltek, to encourage employees to better understand quality requirements of product manufacturing processes and master quality capabilities.

外部培訓分為軟技能類與技術類培訓，其中包括香港保證局在開平依利安達所舉辦的VDA6.5 過程審核培訓，以鼓勵員工深入了解產品制造過程的品質要求，掌握其質量能力。

Apart from existing staff, fresh graduates are also a driver and hope for the Company's future development. Therefore, we actively provide adequate career planning support for fresh graduates. A training programme is customised and experienced mentors are assigned to provide guidance, support and assistance in connection with the career path of graduates, aiming to enhance their competence and competitiveness. In addition to training on occupational skills and career planning, the Company also places emphasis on giving all staff training on human rights and the local labour laws of the places in which we operate. The figures on training and development for the Reporting Period are as follows:

除在職員工外，應屆畢業生亦是本公司未來發展的動力和希望，因此，我們積極為應屆畢業生提供充足的職業規劃支援。我們自訂培訓計劃，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，旨在全面提升其工作能力及社會競爭力。除了職業技能及生涯指導的培訓外，本公司也注重向所有員工提供有關人權及所屬本地勞動法的培訓。於報告期間，培訓及發展相關數據如下：

Training and Development	培訓及發展	2019 二零一九年	2018 二零一八年
Average training hours per employee	每位僱員的平均培訓時數	0.30	0.16
Number of employees participated in training on human right	參加人權培訓的僱員人數	9,664	4,592
Total hours of training on human right	人權培訓的總時數	2,454	470
Total employees receiving performance and development reviews, by gender:	按性別劃分的經績效及發展審核的僱員總數：		
1. Male	1. 男	4,830	4,874
2. Female	2. 女	3,465	3,526

Performance Review

During FY2019, the Company increased overall transparency in employee distribution, salary and benefits as well as training and development. Changes on the number of employees are mainly caused by changes of production methods. We also see an obvious rise on the average employee salary and training hours. This represents progress in achieving the targets that the Company had set in the previous sustainability report, in relation to improving employee benefits and strengthening employee training and personal development. The Company believes that the wide range of benefits offered and the in-depth training provided to all levels of employees is on par with what is provided by international benchmarking companies and the Company's domestic peers. One of the Company's aims, in the long term, is to continue to increase the average hours of training that is undertaken by each employee to an average of one hour per employee. The Company also aims to continue to ensure that its employees come from diverse backgrounds with a range of skill and experience levels, and maintaining the current levels of diversity. We will continue to measure and monitor our progress towards our goals and targets in the coming year to ensure targets and goals are met.

表現回顧

於二零一九年財政年度，本公司加強在僱員分佈、薪酬及福利以及培訓及發展方面的整體透明度。僱員人數變化主要由生產方法變化所致，而我們的平均僱員薪酬及培訓時間亦有明顯上升。該變化表明本公司於先前可持續發展報告中設立的關乎改善僱員福利及增強僱員培訓及個人發展的計劃取得了進展。本公司信納所提供的各級僱員均可享有的多樣化的福利及深入的培訓，與國際標竿企業及國內同業同步化。本公司的目的之一為在長期內繼續增加每個僱員的平均培訓時間，達到每個員工平均培訓時間一小時。本公司亦計劃繼續豐富僱員組成，令成員擁有豐富的背景、多樣的技能及經驗水準，保持現有僱員組成多元化。我們將繼續計量及監測我們於未來一年目標的實現進度以確保達成目標。

HEALTH AND SAFETY

Management Approach

Occupational health and safety have always been important indicators that lead the Company to success. In addition to compliance with the Laws of the People's Republic of China on Safe Production and the Prevention of Occupational Diseases, we, as an industry-leading company, have also maintained regular, close communication with responsible government authorities, and adopted stringent measures to ensure compliance. In addition to compliance with laws and regulations, we have set up a safety production committee comprising the general manager, all department managers, department heads and dedicated safety managers within the Company, to oversee the implementation of all safety measures and other occupational health and safety issues in our operations. The safety production committee meets every month to ensure safety conditions in the plants. The committee is also responsible for investigating accident cases and pursuing proper corrective measures.

In addition, given the importance of employee safety, we have formulated operational safety protocols for mechanical operations for all production employees and require all new employees to complete a three-tier safety training programme, comprising plant entry training, workshop training and shift training. The operational safety protocols are explained during training and employees are requested to operate in strict compliance therewith. Any violations of the operational safety protocols are reflected in individual performance appraisals.

During FY2019, the Company was not aware of any material breaches of applicable laws and regulations pertaining to staff health and safety that had a significant impact on the Company.

Safety Practices and Measures

The Company has set up a comprehensive occupational safety and health management system involving all employees working in the organisation and tries to prevent and rectify safety hazards at all production stages through review, inspection, communication, and educational training and requirements. Designated safety officers and supervisors are responsible for monitoring the implementation of safety policies and performing regular on-site inspections. In the event of workplace injury, employees are required to report to their supervisor immediately and emergency medical treatment will be provided to the injured worker. Relevant work-related injuries or accidents are accurately recorded by safety officers, and follow-up measures are taken to avoid same incidents from happening again.

We organise health checks for all staff on an annual basis and require employees to attend occupational health checks prior to commencement of their employment or transferring to new positions. With emphasis on the safety of the working environment, employees susceptible to occupational hazards, once identified, are transferred to other positions without delay to make sure they stay away from such occupational hazards. In addition, we perform regular cleaning and disinfection at workplace to ensure the highest standard of environmental hygiene.

健康與安全

管理方針

職業健康與安全一直是引領本公司走向成功的重要指標。作為行業領先的企業，我們除了遵守《中華人民共和國安全生產法》及《中華人民共和國職業病防治法》，更會定期與相關政府部門保持緊密溝通，並採取嚴格措施以確保合規。除了遵守法律法規，我們更在公司內部成立了安全生產委員會，由總經理、各部門經理、部門主管和專職安全管理人員組成，負責監督營運中所有安全措施和其他職業健康與安全事務的實施。安全生產委員會每個月召開安全會議，以確保廠房的安全狀況。同時，該委員會亦負責調查事故案件並推行合適的糾正措施。

此外，基於對員工安全的重視，我們為所有生產員工制定針對機械操作的安全操作規程，並要求所有新僱員完成三級安全培訓，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，並要求員工嚴格遵循安全操作規程，將違反安全操作規程的個案反映於個人績效評核。

於二零一九年財政年度，本公司並未發現任何與僱員健康與安全相關及對本公司有重要影響之適用法律及法規的重大違規事宜。

安全實踐及措施

本公司制定了全方位的職業安全衛生管理系統，當中涵蓋了在組織中工作的所有僱員，並藉由審查、稽核與溝通，透過教育訓練與要求，以預防和消除不同生產階段的安全隱患。指定的安全主任及督導員負責監督安全政策的實施並定期進行現場檢查。倘若發生工傷，僱員須立即向其主管報告，並向受傷工人提供緊急醫療。相關的工傷或意外都會被安全主任準確記錄在案，並採取跟進措施以避免同樣的事件再次發生。

我們每年組織全體員工體檢，要求員工入職前或轉崗前進行職業健康體檢。基於對工作環境安全的高度重視，假如我們發現容易受職業危害因素影響的員工，便會馬上將其調離相關崗位，以遠離職業危害。此外，我們也會定期對工作場所進行清潔和消毒，確保環境衛生達到最高標準。

The Company's plants in Guangzhou, Thailand and Kaiping have obtained certification for occupational health and safety (OHSAS 18001), which is the result of our dedication to offering all staff a safe and healthy workplace. Meanwhile, to enhance employees' safety awareness and ability to handle emergencies, we organise fire prevention safety training for staff with local fire brigades on a regular basis. Such training includes evacuation routes and use of extinguishers and fire hoses and the capability of handling hazardous chemical accidents. In addition, industrial safety and fire drills also help all new employees to develop safety and related awareness and avoid accidents. The "Safe Production Month" is held annually to further enhance awareness of production safety for employees. During the Reporting Period, the work-related accidents, occupational diseases, lost days and number of fatalities within the Company are demonstrated as follows:

本公司的廣州工廠、泰國工廠及開平工廠均已取得職業健康安全管理體系(OHSAS 18001)認證，體現我們盡心盡力為員工提供安全健康的工作環境的成果。同時，為進一步加強員工的安全意識和處理突發事故的能力，我們聯合當地消防機關，定期為員工安排消防培訓。該等培訓包括疏散路線以及滅火器與消防喉管的使用，應對突發危險化學品事故的處理能力等。此外，工業安全與消防演練亦幫助所有新入職員工建立安全觀念，加強相關認知，避免發生意外事故。我們每年舉辦「安全生產月」，進一步加強僱員的安全生產意識。於報告期間，本公司發生的工業意外、職業病、損工日數及死亡件數如下：

Type of work-related injury by gender	按性別劃分的工業意外類型	2019 二零一九年	2018 二零一八年
Work-related injuries:	工業意外：		
1.Male	1.男	25	53
2.Female	2.女	11	11
3.Total	3.總數	36	64
Occupational diseases:	患職業病：		
1.Male	1.男	0	0
2.Female	2.女	0	1
3.Total	3.總數	0	1
Lost days:	損工日數：		
1.Male	1.男	929	1,720
2.Female	2.女	543	483
3.Total	3.總數	1,472	2,203
Number of fatalities:	死亡件數：		
1.Male	1.男	0	0
2.Female	2.女	0	0
3.Total	3.總數	0	0

Performance Review

During FY2019, we introduced stricter safety requirements to improve the performance of workplace health and safety. The numbers of work-related accidents and lost days in FY2019 was fewer than those in FY2018, which represents a substantial achievement of the targets and commitments that we set at the end of FY2018. The number of work-related injuries for male employees fell substantially, while for female employees, the number of work-related injuries remained the same. Our safety production committee takes all work-related accidents and injuries seriously and therefore has conducted full investigations into the matters as well as developed corresponding action plans to reduce the safety risk. In response to this, we have provided further safety training and instructions to high risk employees who are responsible for operating heavy equipment. The concerned workers and supervisors have been required to handle these high-risk operations with utmost care in order to prevent the recurrence of such issues. For the forthcoming year, the Company hopes to see a continued decline in the number of work-related injuries and lost days, and, in particular, the Company is targeting to see a decline in work-related injuries for both male and female employees.

表現回顧

於二零一九年財政年度，我們引入更嚴格的安全要求，以改善工作場所的健康及安全表現。二零一九年財政年度的工業意外件數及損工天數低於二零一八年財政年度，表明我們於二零一八年財政年度末設立的目標及承諾取得重大進展。男性職員的工業意外件數顯著減少，而女性職員的工業意外件數保持不變。我們的安全生產委員會認真對待所有工業意外及傷害，因此對相關事宜開展全方位調查，並制定相應的行動計劃，以降低安全風險。為此，我們為負責操作重型設備的高風險僱員提供進一步的安全培訓及指導，要求有關工人及督導員極其謹慎地處理該等高風險操作，防止該等問題再次發生。於來年，本公司希望工業意外件數及損工天數會繼續下降，特別是，本公司希望男性及女性職員的工業意外均會下降。

ENVIRONMENT

Management Approach

Currently, all enterprises across the globe are facing increasingly severe environmental management challenges. In this regard, the Company is committed to environmental care and includes and improves environmental awareness in its daily business operations. The Company strictly complies with international and national environmental standards and implements green production policies to improve efficiency while minimising energy consumption and pollution. The Company will review its environmental practices from time to time and will consider implementing further eco-friendly measures and practices throughout its operations to enhance sustainability.

The Company has established a series of environmental management systems. To facilitate our assessment of environmental impacts resulting from our business activities, we keep improving production processes and equipment to reduce depletion of natural resources. The Company has been certified under ISO 14001 and the EU's Restriction of Hazardous Substances ("RoHS") Directive. Meanwhile, we have engaged independent institutions to conduct routine inspections on the air emissions, sewage and noise produced from our operations and to develop environmental contingency plans based on inspection results to handle various possible environmental incidents, thereby reducing risks of environment-related accidents. To better handle the possible emergencies, we have also established an environmental contingency team led by the production plant manager to ensure a timely response to emergencies and to minimise any possible negative impact on the environment.

All departments of the Company are required to abide strictly by its internal environmental standards to ensure compliance with applicable laws and regulations. During FY2019, the Company was not aware of any material non-compliance with applicable environmental laws and regulations that had a significant impact on the Company, including, but not limited to, the Laws on the Prevention and Control of Atmospheric Pollution, Water Pollution Prevention and Control, and Prevention and Control of Soil Pollution of the People's Republic of China.

環境

管理方針

現時，世界各地的企業正面臨日益嚴峻的環境管理挑戰。因此，本公司致力於環境保護貢獻並希冀公司可在日常業務營運中融入環境管理，提高環保意識水平。本公司嚴格遵從國際及國家的環保標準，實施環保生產政策，以求在提高生產效率的同時將能源消耗和污染減至最低。本公司會不時檢討自身的環保工作，並會考慮在營運中實施進一步的環保措施以提升可持續性。

本公司建立了一系列環境管理體系。為強化業務活動對環境影響的評估，我們持續改進生產流程及設備以降低對天然資源的損耗。其中，本公司獲得ISO 14001及歐盟危害性物質限制指令(「RoHS」)之認證。與此同時，我們更聘請獨立機構對我們業務活動產生的廢氣、污水及噪音進行例行檢查，並根據檢查結果制定相應環境應急預案以應對各種可能發生的環境事故，由此降低環境相關的意外風險概率。為更好地處理以上可能發生的應急情形，我們亦組建了由生產工廠經理領導的環境應急小組，以確保及時應對緊急情況並最大限度減少對環境可能產生的任何形式負面影響。

本公司所有部門均須嚴格遵守內部環境標準，確保符合適用法律及法規。本公司於二零一九年財政年度並無發現與環境有關及對本公司有重要影響的適用法律及法規(包括但不限於《中華人民共和國大氣污染防治法》、《中華人民共和國水污染防治法》及《中華人民共和國土壤污染防治法》)的重大違規事宜。

Waste Water Management

We operate in accordance with national standards on the discharge of waste water. The Company has set up a dedicated team to supervise the implementation of the waste water related policies and measures. In addition, the staff in charge would be held accountable for the management of sewage treatment facilities which effectively helps avoid excessive drainage caused by facility failure. Meanwhile, the Company has assigned qualified personnel to inspect the pipelines and other related facilities within the plant every two hours to prevent leakage and other accidents.

Our upgraded waste water collection system conducts waste water conveyance through a lift pump and facilitates waste water collection and processing through the separation of rainwater and wastewater. We have also improved our waste water treatment technology to allow the application of different processes for different types of waste water. In particular, we have especially improved the biochemical process to enhance the overall effectiveness and stability of our waste water treatment system. We invested more than RMB4.5 million in the project of treating wastewater containing nickel and cyanide. We collected and treated such wastewater in accordance with the latest environmental protection requirements and put the project into use in April 2019. Through the upgrade project, the Company has reduced the annual discharge of ammonia nitrogen by 65%.

In FY2019, the Company adopted the process of combining hydrolytic acidification and contact oxidation to activate hydrolytic acidification of waste water, convert macromolecular organic substances into smaller molecules, and thus creating conditions for contract oxidation in order to remove the contaminants from the waste water. In addition, we invested RMB1.5 million to rectify domestic sewage plants to ensure that domestic sewage is discharged in accordance with relevant standards after being collected and treated. The project was put into use in March 2019. In the future, the Company will strive to create one of the best practices in the industry by continuously aim at upgrading various types of sewage processes and updating its own equipment and technology.

污水管理

我們依照有關污水排放的國家標準運作。本公司已成立專責小組，監督廢水相關政策及措施的實施情況。此外，負責人員將負責管理污水處理設施，有效幫助避免設施故障造成的過度排放。同時本公司安排專人每兩小時巡查廠房內管線及其他相關設施，防止滲漏等意外發生。

我們的污水收集系統採用水泵提升的裝置進行污水輸送，並實施雨污分流，以分別收集及處理污水。我們亦優化了污水處理技術，針對不同類別的污水採用相應的處理工藝，並特別改善了生化工藝，從而增強了整套污水處理系統的效果及穩定性。我們更斥資逾450萬元於含鎳含氰廢水之處理項目，按最新環保要求對含鎳含氰廢水進行收集處理，並於二零一九年四月起正式投入使用。通過類似的改造項目，本公司每年已減少排放氨氮65%。

本公司於二零一九年財政年度採用的水解酸化及接觸氧化工藝利用廢水產生水解酸化反應，將廢水中的高分子有機物質轉化為較小的分子，為接觸氧化創造條件，從而去除廢水中的污染物。此外，我們投資150萬元對生活污水廠進行整改，確保生活污水經收集處理後達標排放，並於二零一九年三月起正常投入使用。未來，本公司將持續以升級換代各類污水工藝為目標，不斷更新自身設備與技術，力爭成為產業內最佳實踐之一。

Air Emissions

The Company has built gas purification facilities, such as the alkaline degassing chambers and acidic degassing chambers, for the processing of atmospheric discharge from plants. In addition, the Company has formulated the corresponding Instructions for Air Emissions Control to ensure that industrial air emissions generated in the production process are only discharged after processing through the degassing chamber. During the Reporting Period, the Company implemented a number of programmes to reduce air emission such as setting up more operation requirements for ventilation and dust removal, and providing technical trainings to relevant employees. The Company will keep closely monitoring air emissions and continue to research the possibility of all sustainable emission reductions.

Key discharge and emission data of Elec & Eltek for FY2019 is set out as follows:

大氣排放物

本公司針對工廠的大氣排放物建立包括鹼性化氣塔、酸性化氣塔在內的各類氣體淨化處理設備。此外，本公司已制定了相應的《廢氣控制工作指示》，以確保生產過程中產生的所有工業廢氣均通過化氣塔處理後方可排放。於報告期間，本公司實施了多項減少廢氣排放的計劃，如增加通風及除塵操作規定，並為相關員工提供技術培訓。本公司將持續密切監督廢氣排放，並繼續研究調查所有持續減排的可能性。

依利安達於二零一九年財政年度的主要排放數據如下：

Major air emissions and waste water discharge	主要大氣排放物及污水量	2019 (tonnes) 二零一九年(噸)	2018 (tonnes) 二零一八年(噸)	Compared with the previous year (%) (Note 1) 較前年比較(%)(附註1)
Nitrogen oxides	氮氧化物	16.9	15.5	+9%
Particulate matter	顆粒物	5.3	5.2	+2%
Sulphur dioxide	二氧化硫	2.3	2.1	+10%
Sulphuric acid mist	硫酸霧	4.2	14.1	–70%
Ammonia	氨	0.3	1.0	–70%
Processed waste water	已處理的污水	5,066,058	5,837,668	–13%

Note 1: Atmospheric emissions released by different products during production have different compositions and proportions. The Group's increased proportion of middle and high layer count PCBs in production in FY2019 resulted in a rise in the amount of some atmospheric emissions. In addition, as we replaced some production equipment, old and new equipment operated together for a period of time in FY2019, which also led to an increased amount of some atmospheric emissions.

附註1: 不同產品於生產過程中釋出的大氣排放物成分和比例有所不同。本集團於二零一九年財政年度中高層印刷綫路板生產的比例上升，導致部份大氣排放物的排放量有所增加。此外，由於我們於二零一九年財政年度曾更換部份生產設備，新舊設備曾平行運作一段時間，亦導致部份大氣排放物的排放量增加。

Waste Management

To facilitate effective reduction of hazardous wastes, we have implemented a range of measures. During the Reporting Period, the Company actively encouraged its production departments to reduce the generation of wastes through the adoption of various measures:

- reduce the use of banned substances, including mercury, according to the EU Restriction of Hazardous Substances (RoHS);
- reduce the total amount of photosensitive material waste by spin-drying the film residue;
- remove the shaft by draining and cutting the waste filter element to reduce the weight of the element;
- recycle the copper-containing etching waste liquid for electrolytic utilisation to reduce the amount of the liquid discharge; and
- remove copper from spent alkaline etching and reuse the processed alkaline etching to reduce environmental pollution.

Moreover, we have also devoted significant effort to the storage and management of hazardous wastes against spilling or leakage. Our strategies for hazardous waste management are as follows:

- transfer all the hazardous waste to a professional organisation recognised by local environmental protection departments for safe disposal;
- designate people to manage hazardous wastes at the dedicated storehouse;
- pack hazardous wastes in woven bags with clear labelling;
- set up a hazardous waste collection storehouse in accordance with instructions for emission control in production lines; and
- hire a qualified third-party solid waste disposal company to handle of hazardous wastes regularly.
- review qualifications of third-party solid waste disposal companies and hire a qualified solid waste disposal company to regularly deal with hazardous waste.

廢棄物管理

為有效減低有害廢棄物，我們實施了一系列措施。於報告期間，本公司積極鼓勵旗下各生產部門利用不同措施減低廢棄物的生產量：

- 減少使用歐盟危害性物質限制指令(RoHS)中包括汞在內的禁用物質；
- 利用菲林渣甩幹處理，減少感光材料廢棄物的總量；
- 使用廢濾芯淋幹切割處理去除軸，減少廢濾芯的自身重量；
- 對含銅蝕刻廢液進行銅回收電解利用，減少廢棄物含銅廢液的排放量；及
- 去除已用鹼性蝕刻液中的銅並回用經處理的鹼性蝕刻液，以減少環境污染。

其次，我們亦投入大量精力於存儲及管理危險廢棄物，防止溢出或洩漏。我們的危險廢棄物管理策略如下：

- 將所有危險廢棄物交予當地環保部門認可的專業單位進行無害處置；
- 對有害廢棄物設專庫專人管理；
- 危廢採用編織袋包裝並張貼清晰標簽；
- 按照生產綫廢物工作指示建立危險廢物收集庫；及
- 委托有資質的第三方固廢處置公司定期處理危廢等。
- 對第三方固廢處置公司進行資質審查，並委託合資格的固廢處置公司定期處理危廢。

We are equally committed to the proper handling of non-hazardous wastes. Waste recycling areas are set up in all premises of operation. Different types of wastes are marked with labels for identification and separately collected and stored. At the production plants, we are also engaged in proactive recycling of non-hazardous waste. In addition to our current recycling programmes, we also aim to implement more waste reduction measures as well as to work closely with third-party waste collectors. In daily operations, we encourage employees to use our online system at work to communicate with each other so as to effectively reduce paper waste.

我們同樣重視對無害廢棄物的處置。我們於各營運場所內均已設置廢棄物回收區，按照廢棄物種類進行分類標識收集貯存。至於生產廠房方面，我們亦主動回收無害廢棄物。除了我們現有的回收方案外，我們亦將著重實施更多的廢棄物減量措施，並與第三方廢棄物回收商密切合作。日常營運中，我們鼓勵員工辦公時利用線上系統，實現內部資訊傳遞溝通，以達到有效減少紙質通訊所產生廢紙之目的。

The volume of waste generated by Elec & Eltek in FY2019 is set out as follows:

依利安達二零一九年財政年度的廢棄物產生量：

		2019 (tonnes) 二零一九年(噸)	2018 (tonnes) 二零一八年(噸)	Compared with the previous year (%) (Note 1) 較前年比較(%)(附註1)
Major hazardous waste	**主要有害廢棄物**			
Waste containing primarily organic compound (e.g. ether, phenol, resin, organic solvents, etc.)	主要含有機成分的廢棄物（如醚、酚、樹脂、有機溶劑等等）	1,613	1,577	+2%
Metallic waste (e.g. beryllium, chromium and mercury)	含金屬廢棄物(如鈹、鉻、汞等等)	27,488	26,146	+5%
Waste that might contain inorganic or organic compound (e.g. oil/water or hydrocarbon/water mixtures or emulsion, dye, coating, cyanide, etc.)	可能含無機或有機成分的廢棄物(如油／水、烴／水混合物或乳化液、染料、塗料、氰化物等等)	165	188	–12%
Acidic waste	廢酸	1,792	2,482	–28%
Alkaline waste	廢鹼	1,517	2,679	–43%
Tin-containing wastewater	廢退錫水	1,468	1,433	+2%
Major non-hazardous waste	**主要無害廢棄物**			
Domestic waste	生活垃圾	730	678	+8%
Paper	紙	29	24.0	+23%
Card board	卡板	697	663	+5%
Subplate	墊板	2,486	2,153	+15%
Kraft paper	牛皮紙	2,274	2,168	+5%
PE film	PE膜	40	39	+2%
Aluminium sheet	鋁片	650	554	+17%

Note 1: The waste released by different products during production has different compositions and proportions. The Group's increased proportion of middle and high layer count PCBs in production in FY2019 resulted in a rise in the amount of some waste emissions.

附註1: 不同產品於生產過程中釋出的廢棄物成分和比例有所不同。本集團於二零一九年財政年度中高層印刷綫路板生產的比例上升，導致部份廢棄物的排放量有所增加。

Performance Overview

In FY2019, the Company used various equipment to measure emissions and discharges generated throughout the production process and formulated regulations and operating procedures with an aim to reduce the volume of air emissions in all operating areas, such as production plants, offices and staff quarters. In addition, we also place a strong emphasis on preventive measures. We hire people to evaluate sources of discharges and emissions on a regular basis, deploy energy efficient technologies and equipment within the Company, research on schemes to reduce discharges and emissions at source, and seek further opportunities for recycling discharged matter and turning them into usable resources. We also make proactive efforts to optimise facilities and procedures for reducing and processing discharges and emissions to ensure their effectiveness and practicability.

The Company implements an ISO 14001 certified environmental management system to control waste water, air emissions and wastes generated during the production process at source. Improvement measures are carried out on an ongoing basis to reduce discharges and environmental hazards. Moreover, we are well aware that employees play an important role in controlling our discharge and emissions. Hence, we have committed a considerable amount of resources to educate employees to promote environmental protection measures and principles. Regular trainings are held to ensure that all employees are equipped with the latest information on environmental policies and requirements. We have also established a dedicated environmental protection taskforce that is responsible for formulating and implementing our environmental strategies, defining the environmental objectives, coordinating their environmental initiatives, supervising the implementation, performing environmental audits and developing correction plans.

With the measures put in place by the Company in FY2019, it achieved a reduction in both the sulphuric acid mist and ammonia produced as atmospheric discharge, and will target to reduce other major air emissions and waste water discharge produced by the Company. While the Company has achieved a reduction in the volume produced of such major hazardous waste products as acidic and alkaline waste, there have been increases in some of the major non-hazardous waste produced. The Company aims to reduce the production of paper, PE film and aluminium sheet waste products in both the short and long term.

表現回顧

於二零一九年財政年度，本公司利用各種設備測量整個生產過程所產生的各類排放物，並通過制定各項制度及操作規程，力求從生產工廠、辦公室及員工宿舍等各營運環節著手，達到削減廢氣排放量的目的。此外，我們重視污染預防工作，聘請人員定期評估排放源頭，並在公司內部運用節能技術設備，積極研究源頭減排方案，開拓更多將排放物回收再利用與資源化的機會。我們亦主動優化各類治污節排設備，確保其有效性及實用性。

本公司內部實施ISO 14001環境管理體系，從源頭對生產過程中排放的污水、廢氣及廢棄物進行管控，持續實施改進措施，不斷減少排放量，以減少對環境的危害。另外，我們深明僱員在控制廢氣、廢水排放中扮演著重要角色，因此，我們投入大量資源開展僱員教育，以宣導環保措施及原則。我們定期舉辦培訓，確保所有僱員均了解有關環境政策及規定的最新資訊。我們更成立環保專責小組，制定並落實本公司的環保策略、設立環保目標、協調環保工作、監督實施情況、開展環境審查，以及制定整改計劃。

本公司於二零一九年財政年度實施多項措施，減低大氣排放物中硫酸霧及氨的產生量，本公司計劃減少其他主要大氣排放物及污水的排放量。儘管本公司已減少我們產生的該等主要有害廢物如廢酸、廢鹼的排放量，而某些主要無害廢棄物的產生量有所增加。本公司計劃採取短期或長期措施，減少廢紙、PE膜及鋁片廢棄物的產生量。

Carbon Emissions

During the Reporting Period, the carbon emissions of the Company's operations originated primarily from its energy consumption. The operation of our plants, supported mainly by municipal electricity, generated an approximate total of 219,263 tonnes of CO_2e with a total intensity of approximately 0.0014 tonnes per sq. ft. of finished products in FY2019 (FY2018: 0.0016 tonnes per sq. ft. of finished products).

碳排放

於報告期間，本公司營運活動的碳排放主要來自於能源使用。我們以市電作為主要能源以維持工廠的運作，於二零一九年財政年度總共產生了約219,263噸二氧化碳當量(CO_2e)，總密度為每平方呎成品生產量約有0.0014噸(二零一八年財政年度：每平方呎成品0.0016噸)。

Carbon Emission (Note 1)	碳排放(附註1)	2019 (tonnes) 二零一九年(噸)	2018 (tonnes) 二零一八年(噸)	Compared with the previous year (%) (Note 2) 較前年比較(%)(附註2)
Direct (Scope 1) emission (CO_2e in tonnes)	直接(範疇一)排放(噸二氧化碳當量)	11,527	20,268	–43%
Indirect (Scope 2) emission (CO_2e in tonnes)	間接(範疇二)排放(噸二氧化碳當量)	200,896	241,910	–17%
Indirect (Scope 3) emission (CO_2e in tonnes)	間接(範疇三)排放(噸二氧化碳當量)	6,839	7,569	–10%
Total carbon emission (CO_2e in tonnes)	碳排放總量(噸二氧化碳當量)	219,263	269,746	–19%

During the Reporting Period, we implemented a series of measures for energy conservation and emission reduction to lower the carbon emissions of our operations. For details of our measures for energy conservation and emission reduction, please refer to the sections headed "Resources Consumption" and "Energy Consumption".

我們於報告期間實施一系列節能減排措施減低營運活動的碳排放。有關節能減排措施的詳情，請參閱「資源使用」及「能源消耗」一節。

Note 1: Carbon emission is calculated with reference to the "Greenhouse gas reporting – Conversion factors 2019" published by the Department for Business, Energy & Industrial Strategy of the United Kingdom Government, "Baseline Emission Factors for Regional Power Grids in China 2017 (Draft for Comment)" published by the National Development and Reform Commission of China, the HKEX Reporting Guidance on Environmental KPIs, and "A Study of CO_2 Emission Sources and Sinks in Thailand" published by Geophysics Research Centre and Centre for the Study of Earth System Environment and Adaptation for Sustainability.

附註1： 碳排放之計算參照Department for Business, Energy & Industrial Strategy of the United Kingdom Government 之《Greenhouse gas reporting– Conversion factors 2019》、中國國家發展和改革委員會公佈之《2017中國區域電網基準綫排放因數(徵求意見稿)》及香港交易所《環境關鍵績效指標匯報指引》、Geophysics Research Center及Center for the Study of Earth System Environment and Adaptation for Sustainability之《A Study of CO_2 Emission Sources and Sinks in Thailand》。

Resources Consumption

The Company continues to improve production processes and deploy advanced equipment to reduce energy and resource consumption. For example, the Group has been gradually replacing with new air compressors since FY2019, which is expected to save approximately 936,000 kWh of electricity annually in the next financial year. We have implemented enterprise resource planning ("ERP") systems at all plants and offices to facilitate the centralised administration and allocation of resources, and enable the monitoring of manufacturing processes as well as materials and production equipment. Moreover, to avoid unnecessary consumption of resources, the Company has formulated policies to control the use of resources such as water and electricity, in production and operation. We have established an environmental protection taskforce to oversee relevant policies and measures.

As for consumption of raw materials, the materials consumed by the Company can mainly be grouped into direct materials and indirect materials, among which renewable and non-renewable raw materials account for approximate percentages shown below:

資源使用

本公司不斷改進生產流程，部署先進設備，以減少能源及資源消耗。例如，於二零一九年財政年度始，本集團正逐步更換新型空壓機，預計於下個財政年度每年節省用電約93.6萬度電。我們已於所有工廠和辦公室實施企業資源規劃(「ERP」)系統，對所有資源進行統一管理和調配，及實現對製作流程以及材料及生產設備的監測。另外，為避免不必要的資源消耗，本公司制定了在生產及營運過程中控制水及電等資源使用的政策。我們建立了一支環保工作小組來監督與之相關的政策及措施。

原材料使用方面，本公司使用的物料大致分為直接物料以及間接物料，當中，可再生及不可再生原材料的概約佔比如下：

Type of resources (Note 1)	資源種類(附註1)	2019 二零一九年	2018 二零一八年	Compared with the previous year (%) 較前年比較(%)
Renewable raw materials	可再生原材料	2%	2%	–
Non-renewable raw materials	不可再生原材料	98%	98%	–

Note 1: The consumption figures are collected from the bills and internal purchase records.

附註1： 相關使用數據來自賬單和內部採購記錄。

The Company will continue its research on the possibility of increasing the use of renewable raw materials with a view to contributing to the consumption of sustainable resources.

本公司會繼續研究增加可再生原材料使用量百分比的可能性，為可持續資源使用出一份力。

Our energy and water consumption and intensity for FY2019 is set out as follows:

我們於二零一九年財政年度的能源及水的使用量及密度如下：

Type of resources	資源種類	2019 二零一九年	2018 二零一八年	Compared with the previous year (%) (Note 1) 較前年比較(%)(附註1)
Urban electricity (kWh)	市電(千瓦時)	359,753,501	418,912,134	–14%
Coal (tonne)	煤(噸)	–	5,721.6	N/A (Note 1)(附註1)
Natural gas (cubic metres)	天然氣(立方米)	5,548,666	2,811,674	+97% (Note 1)(附註1)
Water (cubic metres)	水(立方米)	6,501,337	7,194,724	–7%

Type of resources (intensity)	資源種類(密度)	2019 二零一九年	2018 二零一八年	Compared with the previous year (%) 較前年比較(%)
Urban electricity (kWh/ square feet of finished products)	市電(千瓦時／每平方呎之成品)	2.3	2.5	–8%
Natural gas (cubic metres/ square feet of finished products)	天然氣(立方米／每平方呎之成品)	0.04	0.02	100% (Note 1)(附註1)
Water (cubic metres/ square feet of finished products)	水(立方米／每平方呎之成品)	0.04	0.04	–

Note 1: 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.

附註1： 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。

Energy Consumption

Most of the Company's business uses electrical energy generated by the burning of fossil fuels, a common energy source in the Asia-Pacific region. Besides, we closely monitor our energy footprint to understand the emissions of carbon energy. In addition to strengthening the internal implementation of various energy conservation measures, the Company offers continuous training and education to achieve the best results for these measures. The following are some of the energy conservation measures adopted by the Company in FY2019:

- increase the utilization rate of energy-saving or LED lighting;
- introduce solar panels for the street lamps in living areas to reduce electricity consumption;
- establish energy-saving plans and targets, and carry out monthly performance evaluation to the water and electricity consumption;
- encourage the operation departments to reduce energy consumption and provide reward for environmental innovations;
- place green slogans and signs within plant areas to raise energy conversation awareness of employees;
- implement a motor frequency conversion transformation project that enables high-power motors to adjust their operating frequency to save electricity; and
- conduct special training for the supervisors of production plans regarding the conservation of energy and other resources in order to facilitate execution of a top-down energy-saving management approach.

能源消耗

本公司的大部分業務與亞太地區的能源來源一致，均使用由化石燃料燃燒後產生的電能。除此之外，我們密切關注並監督能源足跡以了解碳能源的排放情況。除內部加強實施各類節能措施外，本公司更提供持續的培訓教育以達到節能舉措的最佳效果。以下為二零一九年財政年度本公司採取的一部分節能舉措：

- 增加節能燈或LED燈的使用率；
- 為生活區路燈使用太陽能電板，以降低用電量；
- 制定節能計劃和目標，對水電用量進行月度評估；
- 鼓勵營運部門減少能源消耗，為環境創新舉措提供獎勵；
- 在工廠區域內設置綠色標語和標誌，以提高僱員的節能意識；
- 實施電機變頻改造項目，令大功率電機可調整電機運行頻率以節約用電；及
- 對生產計劃監管者進行關於保護能源和其他資源的專門培訓，以推動實施自上而下的節能管理方法。

Water Consumption

The Company takes into account the impacts arising from the use of water in our environmental assessment and has factories and main businesses in areas well supplied with water. To reduce water consumption, the Company emphasises recycling and conservation of water resources. Due to the varying natures of our businesses and production processes, we encourage our plants to establish individual water conservation and recycling schemes according to their own needs and local situations. The Company measures and analyses daily water consumption data to develop historical records for review., enabling us to establish a more comprehensive and efficient water conservation plan.

In addition to assuring energy efficiency, the Company also seeks to maintain stability and quality of water supply by sourcing from the government water supply system. During the Reporting Period, the Company did not experience any problems in securing appropriate water sources.

用水

本公司在環境評估中積極考慮用水帶來的影響，將工廠及主要業務設立於供水充足的地區。為減少耗水量，本公司重視水資源的節約與回用。由於我們的業務和生產工藝性質不同，我們鼓勵工廠根據自身需要和當地情況制定單獨的節水和回收計劃。本公司對日常耗水量資料進行測量及分析，以形成歷史記錄以供回顧，由此制定更加全面高效的節水計劃。

除能源效益之外，本公司為保持穩定的水源及水質，一切用水均來自政府供水系統。於報告期間，本公司沒有發現求取適用水源的問題。

Packaging Materials

Our production departments have developed internal management guidelines for packing materials such as recycling and reduction plans to avoid over consumption. For instance, we sort the foam plastics by category and reuse it when needed. The consumption of cartons, plastic wrap and paper are based on actual demand, and the usage is solely intended to protect and prevent damage to our finished goods during the delivery process. We firmly implement internal guidelines for the reasonable use of packaging materials and believe that this effort will enable the Company to effectively contribute to environmental care while reducing production and operating costs.

包裝材料

我們的生產部門制定了包裝材料內部管理指南（如回收和減少計劃），以避免過度使用。例如，我們按類別對泡沫塑料進行分類，並在需要時重複使用。紙箱、保鮮膜包裝和紙張均按需使用，僅用於保護和防止在發貨過程中對成品造成損壞。我們堅定地貫徹合理使用包裝材料的內部指引，並相信該舉措可令公司在降低生產及運營成本的同時，有效地為保護環境貢獻一己之力。

Type of packaging materials	包裝材料種類	2019 (tonnes) 二零一九年（噸）	2018 (tonnes) 二零一八年（噸）	Compared with the previous year (%) (Note 1) 較前年比較(%)（附註1）
Carton	紙箱	532	758	–30%
Plastic wrap	保鮮膜包裝	102	88	+16%
Card board	卡板	1,020	911	+12%
Drench membrane paper	淋膜紙	267	245	+9%

Note 1: During the Reporting Period, we made changes to the packaging methods of our products to replace cartons with plastic wrap, card boards and drench membrane paper as packaging materials.

附註1: 我們於報告期間對產品的包裝方式作出變更，以保鮮膜包裝、卡板及淋膜紙替代紙箱作為包裝材料。

Noise Management

The Company has proactively responded to noises generated from our production facilities. We have assigned a dedicated taskforce to conduct regular noise tests and controls, while soundproof enclosures have been installed for equipment and facilities generating loud noise. Meanwhile, sound-proof covers have been added on outdoor wind turbines and power generators, together with relevant shock absorbing measures to reduce noise pollution.

噪音管理

本公司積極應對生產設施產生的噪音。我們委派專責小組定期檢測噪音並進行監控，對產生噪音較大的設備和設施加裝隔音罩，而室外運轉的風機和電機均加設隔音罩蓋及採取相關減震措施，以減少噪音污染。

Surrounding Environment

Our plants are mostly located in industrial parks with relatively low biodiversity impact on the surrounding environment. To improve the surrounding environment in industrial parks, green lawns have been planted around of our production facilities, in an attempt to purify, moderate and improve the air quality. Separation and anti-seep measures have also been adopted for the ground-level drainage and the underground water tanks to prevent soil pollution. Through the implementation of such measures, we hope to minimise the adverse environmental impacts on natural habitats.

周邊環境

我們的工廠大多設立於工業園區，對周圍環境的生物多樣性影響相對較小。為改善園區附近的環境，我們在生產設施周邊種植了草皮綠化帶，以淨化、調節及轉化空氣。我們亦對地面排水溝與地下貯水池等全部做好隔離及防滲工作，以防止土壤污染。我們希望透過該等措施對自然棲息地的負面環境影響減至最低。

Performance Review

During FY2019, the Group adopted more environmentally friendly production scheme and measures to reduce the environmental impacts from our production and operation activities. The Group expanded the scope of disclosure of environmental, social and governance performance reports during the financial year thanks to effective information collection and preliminary analysis and preparation. In the future, we will care deeply about social and environmental well-being. We provide more quantitative indicators regarding waste and carbon emissions and resource consumption. We are committed to controlling the increased consumption on resources and generation of waste resulting from the growth of our businesses. We will continue to identify our performance gaps, work steadily towards our future targets, and devote ourselves to the promotion of sustainable economic, environmental and social development.

表現回顧

於二零一九年財政年度，本集團採用更加環保的生產計劃及措施，以減少生產經營活動對環境的影響。透過有效的信息收集及前期分析準備工作，本集團於本財政年度擴大了環境、社會及管治績效的報告披露範圍。在未來，我們將深切關注社會及環境方面的福祉，陸續提供更多有關廢棄物及碳排放以及資源消耗等各類量化指標，致力於控制因業務增長而增加的資源消耗量及廢棄物產生量。我們將繼續留意當前與目標之間的差距，穩步實現未來目標，致力推動社區內經濟、環境及社會的可持續發展。

The Company has achieved a reduction in the amount of CO_2e generated from FY2018 to FY2019, while the percentage of renewable raw materials that the Company consumed remained the same from FY2018 to FY2019. The Company aims to continue to reduce the amount of CO_2e generated in the coming year, and, through its research, hopes to see an increase in the use of renewable raw materials. In terms of the energy and water consumption of the Company, there was a reduction in the amounts of urban electricity and water used, but an increase in the amount of natural gas used. The Company experienced an increase in the amount of packaging that it used in FY2019, but targets that, through the implementation of firm internal guidelines for the reasonable use of packaging materials, there will be a reduction in the Company's packaging consumption in the long term.

二零一八年財政年度至二零一九年財政年度，本公司產生的二氧化碳量有所減少，而本公司使用的可再生原材料比例於二零一八年財政年度至二零一九年財政年度保持不變。本公司計劃於下一年度繼續減少產生的二氧化碳量，並希望通過研究，探尋增加可再生原材料使用量的途徑。就本公司能源及水的使用方面，我們減少了市電及水的使用量，惟增加了天然氣的使用量。本公司於二零一九年財政年度使用的包裝材料有所增加，惟我們計劃通過應用公司內部管理指南實現包裝材料的合理利用，故長期來看，本公司的包裝材料消耗量將減少。

SUPPLY CHAIN POLICY

Management Approach

Elec & Eltek attaches great importance to inclusive growth with suppliers and implements sustainable supply chain management by adopting factors such as regulatory trends, changes in the external environment, and the maturity of industrial technology as the standards for implementing supplier sustainability assessment. The Company is aware that products and services provided by suppliers have a direct impact on our products and services. Therefore, we have developed and implemented supply chain management systems, including Supplier Management Procedures, Procurement Evaluation Procedures, and Risk and Opportunity Identification and Control Procedure, and have required all the management and employees to follow. Suppliers are eligible only after passing our Company's fair and stringent evaluation. A vetting process is also 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, etc.), OHSAS 18001 (occupational health and safety assessment series accreditation), safety testing and certification of the United States – the UL Certification ("UL") and test reports under the Restriction of Hazardous Substances ("RoHS"), to ensure suppliers' compliance with the Company's requirements and internationally recognised standards. We ask unqualified suppliers to fill out the "Supplier Improvement Report", requesting their improvements within a specified period. If improvements are not made within the deadline, we will revoke supplier qualifications.

Supply Chain Management

The numbers of the suppliers engaged in FY2019 are as follows:

供應鏈政策

管理方針

依利安達極為重視與供應商共融成長，落實供應鏈可持續管理，以法規趨勢、外部環境改變、產業科技成熟度等因素作為供應商可持續發展評鑑的實施標準。本公司清楚明白供應商提供的產品和服務，對我們的產品及服務有直接影響，因此我們制定並落實了一系列供應鏈管理制度，包括《供應商管理程式》、《採購評估程式》及《風險與機會的識別和控制程式》等，並已要求所有管理人員及僱員切實執行。在成為本公司合格供應商前，必須通過我方公平嚴格的供應商評估。我們亦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ISO 9001及ISO 14001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(「RoHS」)測試報告等等，以確保供應商符合本公司要求以及國際認可標準。針對不合格供應商，我們要求對方填發「供應商改善報告」，要求在指定限期內作出改善。若未能於限期內完成改善，我們會撤銷其供應商資格。

供應鏈管理

二零一九年財政年度聘用的供應商數目如下：

Supplier Distribution	供應商分佈	2019 二零一九年	2018 二零一八年
Total suppliers	供應商總數	1,020	1,123
Total number of local suppliers	本地供應商總數	455	669
Total spending on procurement	採購總支出	RMB1.83 billion 人民幣18.3億元	RMB2.1 billion 人民幣21億元
Total spending on procurement from local suppliers	來自本地供應商的採購總支出	RMB0.54 billion 人民幣5.4億元	RMB1.8 billion 人民幣18億元
Total number of new suppliers passed environmental and social assessment	通過環境及社會評估的新供應商總數	151	103
Total number of new suppliers passed environmental and social assessment were engaged	通過環境和社會評估的新僱用供應商總數	151	103

We uphold the principle of local development and local supply and actively develop and operate local suppliers. Almost all of the materials for the plants in Guangzhou are procured from local suppliers, while approximately 61% of the materials for the plants in Thailand are procured from local suppliers. During the Reporting Period, the Company spent approximately RMB45 million in total each month on local suppliers.

我們秉持就地開發、就地供應的原則，積極開發營運當地供應商。廣州廠房的物料採購基本全是選用本地供應商，而泰國廠房約61%物料採購自本地供應商。報告期間本公司於本地供應商花費每月共約人民幣0.45億元。

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

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

The Company also monitors the quality of products provided by its suppliers on a continuous basis. To avoid compromising the quality and safety of the Company's products, suppliers who fail to meet our standards will be suspended from doing business with us. Meanwhile, for new suppliers, we send members of the supplier approval committee to conduct on-site assessments at their production facilities and sample tests on their products to ensure compliance of their products with our quality requirements. Only suppliers who have complied with the Company's requirements will be included in the Company's list of qualified suppliers. Annual reviews of the suppliers are conducted through an on-site examination of their quality management, environmental systems, production environment and social responsibility, in order to ensure their products are in alignment with our principle of sustainable development.

本公司亦會持續對供應商的產品質素進行監管。若供應商未能達標，我們將會暫停與該供應商合作，以避免本公司產品的質素及安全性受到負面影響。同時，針對新供應商，本公司亦會派供應商認可委員會成員到供應商的生產場所作現場評估，並對供應商產品進行樣品測試，確保產品質素符合要求。只有符合本公司的各項規定之供應商方可錄入本公司的合資格供應商名單內。我們會每年對供應商進行年度評審，就供應商質量管理、環境系統、生產環境及社會責任等方面進行現場審查，以確保供應商的產品符合可持續發展則。

In addition to the existing suppliers, the Company also sources for new suppliers in order to reduce risk of over reliance on major suppliers. In FY2019, all new suppliers selected by the Company had passed environmental and social criteria to ensure that procurement of materials and services procured are in line with the Company's standards, while minimising interruptions on the supply chain, surroundings and society, thereby achieving sustainable operations.

除現有供應商外，本公司亦向新供應商採購產品，以降低過度依賴主要供應商的風險。於二零一九年財政年度，獲本公司選用的所有新供應商均通過環境及社會評估，確保採購物料及服務不僅符合本公司標準，同時也對供應鏈、周邊環境及社會做出最少干擾，做到可持續營運。

Performance Review

In FY2019, we continued to promote sustainability in our supply chain and generate value to where we procure. We enhanced our scope of disclosure to provide more details of our procurement strategies. We maintained a high local procurement rate, reduced carbon emissions caused by long-distance transportation, and created local job opportunities and economic prosperity.

表現回顧

於二零一九年財政年度，我們繼續在供應鏈中推行可持續發展，並為我們的採購所在地創造價值。我們擴大了披露範圍，以提供更多有關採購策略的詳情。我們保持了較高的本地採購率，減少遠地運輸所造成的碳排放，並創造地方就業機會與經濟繁榮。

PRODUCT RESPONSIBILITY

Management Approach

We look at establishing a good and long-term relationship with our customers to increase their loyalty with a primary focus on customer experience of products and after-sales services. Therefore, we have set up comprehensive after-sales service and customer complaint handling procedures to regularly receive, analyse, and study customers' opinions and complaints and assigned dedicated staff to follow up and make improvement, so as to ensure a timely response to the needs of our customers and improve the quality of services.

In addition, to ensure the transparency and accuracy of product and service information, the Company requires all customer service personnel to keep relevant records of any communication with customers. During the Reporting Period, there was no record of, or demand for product reclaim, and the Company undertakes to maintain our product quality at a sound and professional level to satisfy customers' needs.

During FY2019, the Company was not aware of any material breach of applicable laws and regulations pertaining to product responsibilities that had a significant impact on the Company, including but not limited to the Product Quality Law, Law of Protection of Consumer Rights and Interests, and Advertising Law of the People's Republic of China.

Product Safety and Quality

The Company actively follows the product safety and environmental protection policies of governments of various countries and has proactively obtained various product certifications, including Quality System Certification ISO 9001:2008 and IATF 16949. Meanwhile, a third party professional organisation is engaged annually to perform hazardous substance examination on our products in compliance with the EU Restriction of Hazard Substance ("RoHS") and Registration, Evaluation, Authorisation and Restriction of Chemicals ("REACH") to ensure the safety of our products. The Company has formulated various quality standards and relevant guidelines covering the entire business process from inspection of raw materials to packaging and delivery. Our relevant personnel conduct quality checks of all finished items prior to their delivery to prevent sub-standard products and ensure consistency of product specifications with customers' requirements. Through ongoing improvements and comprehensive quality management, we hope to attain the Company's objective of "doing it right at the first take".

We also arrange regular training and assessment for quality inspection and production departments. During the Reporting Period, Hong Kong Quality Assurance Agency organised the VDA6.5 process audit training in Kaiping Elec & Eltek to promote employees to understand quality requirements of product manufacturing processes and master quality capabilities and ensure that the knowledge and skills of employees are in line with increasingly strict quality requirements and we can maintain our business performance and product quality.

產品責任

管理方針

我們著眼與客戶建立良好及長遠的關係，增加客戶忠誠度，顧客的產品體驗及售後服務為我們的主要關注焦點之一。故此，我們設立完善的售後服務及客戶投訴處理機制，定期接收、分析及研究客戶意見與投訴，並設有專門人員負責跟進及改善，以保證及時回應客戶的需要，提升服務質量。

另外，為確保產品及服務資訊之透明度及準確性，本公司要求所有客戶服務人員保留每次與顧客溝通的相關記錄。於報告期間，本公司並沒有任何產品回收記錄或要求，並承諾會繼續維持良好專業的產品質素，滿足客戶要求。

於二零一九年財政年度，本公司並未發現任何與產品責任相關及對本公司有重要影響的適用法律及法規(包括但不限於《中華人民共和國產品質量法》、《中華人民共和國消費者權益保護法》及《中華人民共和國廣告法》)的重大違規事宜。

產品安全及質量

本公司積極配合各國政府之產品安全及環保政策，且主動取得各項產品標章認證，當中包括質量體系認證ISO 9001：2008及IATF 16949。同時，我們每年委託協力廠商專業機構根據歐盟危害性物質限制指令(「RoHS」)及化學品的註冊、評估、授權與限制(「REACH」)對我們的產品進行有害物質審查，以確保我們產品的安全性。現時本公司已制定各種質量標準，從來料檢查到包裝出貨均有專門的質量標準指導。在所有成品出貨前，我們相關人員均會進行質量檢查，以防止出現不合格品，以及確保產品規格與客戶要求一致。我們希望通過持續改善及全面的品質管理，貫徹本公司「第一次就做好」的質量目標。

我們亦會安排質檢及生產部門的員工進行定期培訓及評估。在報告期間，香港品質保證局在開平依利安達舉辦了《VDA6.5過程審核》培訓，以促進員工瞭解產品製造過程的品質要求，掌握其質量管理能力，以確保員工的知識和技能可符合不斷增加的質量要求，維持業務表現及產品質素。

Customer Satisfaction

Our sales team maintains regular contact with customers to make sure that they are satisfied with our products. We have set up a customer service hotline and dedicated e-mail account for a timely response to customer complaints. We regularly analyse customer feedbacks with different departments. In the near future, we aim to establish a unified and real-time customer opinion collection system, in order to further reduce the response time to any issues upon their occurrence.

客戶滿意度

我們的銷售團隊定期與客戶聯絡，確保客戶對我們的產品滿意度。我們設立了客戶服務熱線和電子郵件專用帳戶，及時回應客戶投訴。我們定期與不同部門共同分析客戶的反饋意見。在不久的將來，我們希望建立一個統一及實時的客戶意見收集系統，以使我們能夠在問題發生時進一步加快解決問題的反應速度。

Data Protection and Privacy

Elec & Eltek is responsible for protecting customer information and intellectual property rights and strictly abides by provisions of the Chinese government and relevant laws and regulations, including but not limited to the Product Quality Law, Law of Protection of Consumer Rights and Interests, Tort Liability Law, Contract Law and Advertising Law of the People's Republic of China. The Company has a data protection policy well in place and strictly requires our staff to comply with relevant policies and sign confidentiality and non-compete agreements and handle and store customer-related information with prudence and care. We have also established various controls to protect customer information in our systems. Such internal control measures are reviewed on a regular basis to ensure their effectiveness. All of our data and information are processed through an enterprise resource planning ("ERP") system. The access and modification rights are strictly granted on a need-to-know basis with respect to the job responsibilities of the particular personnel. We have further established a data recovery procedure to perform regular data backup in case of emergencies.

During FY2019, the Company was not aware of any material breach of applicable laws and regulations pertaining to data protection and privacy that had a significant impact on the Company and we have no substantiated complaints received concerning breaches of customer privacy.

資料保護和私隱

依利安達有責任保護客戶資料及知識產權，並嚴格遵守國內政府之規定以及相關法律法規(包括但不限於《中華人民共和國產品品質法》、《中華人民共和國消費者權益保護法》、《中華人民共和國侵權責任法》、《中華人民共和國合同法》和《中華人民共和國廣告法》等)。本公司已建立完善的資料保護政策，並嚴格要求員工遵守相關的政策及簽訂保密及不競業協議，謹慎處理及存放與客戶有關的資料，同時設立各種控制以保護系統內有關客戶的數據，並定期對有關內部監控措施進行覆核，確保其有效性。我們所有的資料及資訊均通過企業資源規劃系統(「ERP」)處理。相關訪問及修改權限均就特定人員的工作職責按需知基準嚴格授予。為預防突發狀況，我們進一步設立了資料修復規程，以定期備份資料。

於二零一九年財政年度，本公司並未發現任何與資料保護和私隱相關及對本公司有重要影響之適用法律及法規的重大違規事宜，並且我們並無接獲有關經證實侵犯客戶私隱的投訴。

Intellectual Property Rights

The Company believes that innovation is crucial to business success. Therefore, we protect intellectual property by constantly registering new technologies and applying for patents with the State Intellectual Property Office of China and other countries/regions. So far, we have obtained various trademarks, patents and third-party licenses. Our trademarks are registered in Hong Kong and Singapore. We provide a full spectrum of integrated, value-added products and services to some of the world's major Original Equipment Manufacturers ("OEM"), who market products under their own brand names, and leading CMS providers, who provide proprietary products for OEMs. Furthermore, we own a number of patents in our operations in China, which relate primarily to designs for devices used in the production of PCBs and process technologies. Our employees are required to sign a non-disclosure agreement which prohibits the disclosure of any of our proprietary technologies. During the Reporting Period, we were not aware of any proprietary technology leakages by our employees.

知識產權

本公司相信創新對業務成功至關重要，因此，我們不斷透過向中國國家知識產權局及其他地區／國家註冊新技術及申請專利以保護知識產權。至今，我們擁有各種商標、專利及協力廠商牌照，其中，我們的商標在香港及新加坡註冊。我們為一些世界主要原設備製造商(「OEM」)(以自己的品牌銷售產品)以及領先的CMS供應商(為原設備製造商提供專有產品)提供全方位的綜合增值產品及服務。此外，我們的中國業務擁有多項專利，主要涉及用於印刷線路板生產和工藝技術的設備設計。我們的僱員必須簽署保密協議，禁止披露我們的任何專有技術。於報告期間，我們並無發現僱員洩露任何專有技術的情況。

Performance Review

With a strong development focus towards our customers, the Company was not aware of any material breach of laws and regulations pertaining to product and service quality, information, labelling, marketing communications and customer privacy that had a significant impact on the Company during FY2019. The Company hereby promises that it will continue to closely monitor related daily measures to prevent violations, improve product safety and quality, and protect personal data and intellectual property rights.

表現回顧

憑藉以客戶為本的發展重點，本公司於二零一九年財政年度並無發現與產品及服務的質量、資訊、標示，行銷傳播以及客戶私隱有關及對本公司有重大影響之法律及法規的重大違規事宜。本公司在此承諾，日後定會繼續嚴密監管相關的日常措施，杜絕違規事件發生，提高產品的安全性及品質，保護個人資料及知識產權權。

LOCAL COMMUNITY

Management Approach

Guided by the concept of co-development with the community, the Company is actively developing while still keeping pace with the community's growth. We have been sparing no effort to ensure the health of local residents, improve the living environment of the community and develop local industries, and actively strengthen interactive communication with residents through various neighbourhood-friendly activities such as promotion, caring community services and caring for vulnerable groups. In addition, in line with public welfare activities carried out by the Company, we will fulfil our corporate citizenship responsibilities with good faith and jointly build a harmonious society.

Community Development

In FY2019, we did our utmost to support the disadvantaged groups in the community by organizing various community activities to bring warmth to the rapidly developing community. During the Reporting Period, we visited the elderly in rural areas during the Mid-Autumn Festival with the idea of "a visit to the elderly in the Mid-Autumn Festival, a bundle of love and care" and provided them with daily necessities and true blessings, create a climate of caring and respect for the elderly. We also participated in the charity event "Donate One Day's Income" held in Kunshan City of Jiangsu Province to donate money to the Kunshan Charity Federation which was launched to help the local underprivileged communities. In addition, we have set up a charity fund. Employees who participated in this campaign would donate RMB1 each month, while the employees of manager grade or above contribute RMB10 each month to the fund to help employees with financial difficulties.

In addition to the community development activities, advocating education has also been our tenet that has been emphasized repeatedly. During the Reporting Period, the Company actively worked with local governments to organise various education activities such as training aimed to impart first aid and fire safety knowledge to residents with local fire brigades. In addition, we have created a large number of job opportunities for the local community as well as offered internships to the younger generations. Since 2010, the Company has been offering the "Vibrant Youth Undergraduate Internship Programme" in association with Kowloon Federation of Associations in Hong Kong, providing opportunities for undergraduates in Hong Kong to participate, in person, in internship projects in Mainland China, with a view to helping them to broaden their vision and thinking, and to gain insight on how Hong Kong companies operate in Mainland China. We will continue to give back to society through volunteering and donations and lead Elec & Eltek's people in learning and understanding social responsibility value, extending our care for talent and society in all respects.

本地社區

管理方針

本公司秉持與社區共同發展的理念，令企業在積極發展的同時，仍然保持與社區共同前進的步伐。我們對於各地居民的健康、提升社區生活環境及當地產業發展的付出向來不遺餘力，並積極透過各式各樣的推廣、關愛社區服務及弱勢團體關懷等友善鄰裡活動，進一步加強與居民間的互動溝通。另外，配合本公司所推行的公益活動，我們將善盡企業公民職責，共同建立和諧共融的社會。

社區發展

於二零一九年財政年度，我們通過組織各類的社區活動，不遺餘力地支持社區中的弱勢群體，為現今快速發展的社區帶來一點溫暖。於報告期間，我們曾於中秋節日期間探訪農村地區的老人，宣揚「中秋敬老行，關愛傳真情」的理念，並提供日常生活品，為他們送上一份份真摯的祝福，營造敬老愛老的氣氛。我們亦參加了江蘇省崑山市舉辦的慈善活動「慈善一日捐」，向崑山市慈善總會捐助善款，以幫助當地貧困社區。除此以外，我們成立了愛心基金。參加該活動的僱員每月捐贈人民幣1元，而經理或以上級別的僱員每月捐贈人民幣10元，協助經濟困難的僱員。

除了上述的社區發展活動，倡導教育亦是我們一再強調的宗旨。本公司於報告期間積極配合地方政府，舉辦活動各類教育活動，如聯合當地消防隊分享及培訓居民急救及消防安全方面的知識。此外，我們為當地社區創造大量就業機會，並為年輕一代提供實習機會。本公司二零一零年開始，便與香港九龍社團聯合會舉辦「青年躍動，大學生實習領航計劃」。該計劃令香港的大學生有機會親身參與至內地的實習專案，拓展視野及擴闊思維的同時，也使大學生們更加瞭解香港企業在中國內地的經營模式。我們將繼續通過志願服務和捐贈回饋社會，帶領依利安達人親身學習理解社會責任價值，將我們對人才與社會的關心延續到方方面面。

GRI APPENDIX

GRI附錄

Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
GRI 102 General Disclosure (2016) **GRI 102一般披露(二零一六年)**		
102-1 102-1	Name of the organisation 組織名稱	Elec & Eltek International Company Limited 依利安達集團有限公司
102-2 102-2	Activities, brands, products, and services 活動、品牌、產品與服務	"About Elec & Eltek" – "Business" 「關於依利安達」–「業務」
102-3 102-3	Location of headquarters 組織總部的所在位置	Headquartered in Hong Kong 總部設在香港
102-4 102-4	Location of operations 營運據點	"About Elec & Eltek" – "Business" 「關於依利安達」–「業務」
102-5 102-5	Ownership and legal form 所有權與法律形式	"About Elec & Eltek" 「關於依利安達」
102-6 102-6	Markets served 提供服務的市場	"About Elec & Eltek" – "Business" 「關於依利安達」–「業務」
102-7 102-7	Scale of the organisation 組織規模	"About Elec & Eltek" – "Business" 「關於依利安達」–「業務」
102-8 102-8	Information on employees and other workers 員工與其他工作者的資訊	"Talent Management" – "Staff Recruitment, Promotion, and Dismissal". No significant work was performed by workers who are not employee 「人才管理」–「員工招聘、晉升和解僱」並無重要工作由僱員以外的工人進行
102-9 102-9	Supply chain 供應鏈	"About Elec & Eltek" – "Business" 「關於依利安達」–「業務」
102-10 102-10	Significant changes to the organisation and its supply chain 組織與其供應鏈的重大改變	No significant changes 沒有重大改變
102-11 102-11	Precautionary principle or approach 預警原則或方針	"About Elec & Eltek" – "Business" 「關於依利安達」–「業務」
102-12 102-12	External initiatives 外部倡議	"About Elec & Eltek" – "Sustainability Governance" 「關於依利安達」–「可持續發展管治」

Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
102-13 102-13	Memberships of associations 公協會的會員資格	CPCI/ECEA/EICC CPCI/ECEA/EICC
102-14 102-14	Statement from senior decision-maker 決策者的聲明	"Message from the Board" 「董事會寄語」
102-16 102-16	Values, principles, standards and norms of behaviour 價值、原則、標準和行為規範	"About Elec & Eltek" – "Objective, Mission and Belief" 「關於依利安達」–「目標、使命及信念」
102-18 102-18	Governance structure 治理結構	"About Elec & Eltek" – "Sustainability Governance" 關於依利安達」–「可持續發展管治」
102-40 102-40	List of stakeholder groups 利害關係人團體	"Sustainability Management" – "Stakeholder Engagement" 「持續發展管理」–「持份者參與」
102-41 102-41	Collective bargaining agreements 團體協約	No collective bargaining agreements were signed 並無簽署任何團體協約
102-42 102-42	Identifying and selecting stakeholders 鑑別與選擇利害關係人	"Sustainability Management" – "Stakeholder Engagement" 「持續發展管理」–「持份者參與」
102-43 102-43	Approach to stakeholder engagement 與利害關係人溝通的方針	"Sustainability Management" – "Stakeholder Engagement" 「持續發展管理」–「持份者參與」
102-44 102-44	Key topics and concerns raised 提出之關鍵主題與關注事項	"Sustainability Management" – "Stakeholder Engagement" 「持續發展管理」–「持份者參與」
102-45 102-45	Entities included in the consolidated financial statements 合併財務報表中所包含的實體	Please see the 2019 annual report 請參閱二零一九年度年報
102-46 102-46	Defining report content and topic boundaries 界定報告書內容與主題邊界	"About This Report" – "Scope of Report" "Sustainability Management" – "Summary of Materiality Assessment" 「關於本報告」–「報告範圍」 「持續發展管理」–「重要性評估概要」
102-47 102-47	Listing of material topics 列出重大主題	"Sustainability Management" – "Summary of Materiality Assessment" 「持續發展管理」–「重要性評估概要」
102-48 102-48	Restatements of information 資訊重編	The training hours of FY2017 under the "Talent Management" – "Development and Training" and the amount of packaging materials consumed in FY2017 under the "The Environment" – "Resources Consumption" 「人才管理」–「培訓及發展」下二零一七年財政年度的培訓時間以及「環境」–「資源使用」下二零一七年財政年度的包裝材料使用量

Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
102-49	Changes in reporting	No significant changes in the material topics and boundaries
102-49	報導改變	重要議題及邊界並無重大變化
102-50	Reporting period	1 January to 31 December 2019
102-50	報導期間	二零一九年一月一日至十二月三十一日
102-51	Date of most recent report	30 August 2019
102-51	上一次報告書的日期	二零一九年八月三十日
102-52	Reporting cycle	Each financial year
102-52	報導週期	每財政年度
102-53	Contact point for questions regarding this Report or its contents	"About This Report" – "Contact and Feedback"
102-53	有關報告書或其內容問題的聯絡人	「關於本報告」–「聯繫及反饋方式」
102-54	Claims of reporting in accordance with the GRI Standards	"About This Report" – "Reporting Standards and Principles"
102-54	依循GRI準則報導的宣告	「關於本報告」–「報告標準及原則」
102-55	GRI content index	"GRI Appendix"
102-55	GRI內容索引	「GRI附錄」
102-56	External assurance	"About This Report" – "Reporting Standards and Principles"
102-56	外部鑒證	「關於本報告」–「報告標準及原則」
Disclosure of Specific Topics **特定主題揭露**		
GRI 201 Economic Performance (2016) **GRI 201經濟表現（二零一六年）**		
103-1/2/3	Management approach	"About Elec & Eltek" – "Business"
103-1/2/3	管理方針	「關於依利安達」–「業務」
201-1	Direct economic value generated and distributed	"About Elec & Eltek" – "Business". Please also see 2019 annual report
201-1	產生及分配的直接經濟價值	「關於依利安達」–「業務」 另請參閱二零一九年度年報
201-3	Defined benefit plan obligations and other retirement plans	"Talent Management" – "Employee Compensation and Benefits"
201-3	定義福利計劃義務與其它退休計劃	「人才管理」–「僱員薪酬和福利」

Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
201-4	Financial assistance received from government	"About Elec & Eltek" – "Sustainability Governance"
201-4	取自政府之財務補助	「關於依利安達」–「可持續發展管治」
GRI 202 Market Presence (2016) **GRI 202市場地位(二零一六年)**		
103-1/2/3	Management approach	"Talent Management" – "Management Approach"
103-1/2/3	管理方針	「人才管理」–「管理方針」
202-1	Ratios of standard entry level wage by gender compared to local minimum wage	"Talent Management" – "Employee Compensation and Benefits"
202-1	不同性別的基層人員標準薪資與當地最低薪資的比率	「人才管理」–「僱員薪酬和福利」
202-2	Proportion of senior management hired from the local community	"Talent Management" – "Staff Recruitment, Promotion, and Dismissal"
202-2	僱用當地居民為高階管理層的比例	「人才管理」–「員工招聘、晉升和解僱」
GRI 204 Procurement Practices (2016) **GRI 204採購實踐(二零一六年)**		
103-1/2/3	Management approach	"Supply Chain Policy" – "Management Approach"
103-1/2/3	管理方針	「供應鏈政策」–「管理方針」
204-1	Proportion of spending on local suppliers	"Supply Chain Policy" – "Supplier Management"
204-1	來自當地供應商的採購支出比例	「供應鏈政策」–「供應商管理」
GRI 205 Anti-corruption (2016) **GRI 205反貪污(二零一六年)**		
103-1/2/3	Management approach	"About Elec & Eltek" – "Anti-corruption"
103-1/2/3	管理方針	「關於依利安達」–「反貪污」
205-2	Communication and training on anti-corruption policies and procedures	"About Elec & Eltek" – "Anti-corruption"
205-2	有關反貪腐政策和程序的溝通及訓練	「關於依利安達」–「反貪污」
205-3	Confirmed incidents of corruption and actions taken	"About Elec & Eltek" – "Anti-corruption"
205-3	已確認的貪腐事件及採取的行動	「關於依利安達」–「反貪污」

Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
GRI 206 Anti-competitive Behaviour (2016) **GRI 206不當競爭行為(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"About Elec & Eltek" – "Non-Competition Undertakings" 「關於依利安達」–「不競爭承諾」
206-1 206-1	Legal actions for anti-competitive behaviour, anti-trust, and monopoly practices 反競爭行為、反托拉斯和壟斷行為的法律行動	"About Elec & Eltek" – "Non-Competition Undertakings" 「關於依利安達」–「不競爭承諾」
GRI 301 Materials (2016) **GRI 301物料(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"The Environment" – "Management Approach" 「環境」–「管理方針」
301-1 301-1	Materials used by weight or volume 所用物料的重量或體積	"The Environment" – "Resources Consumption" 「環境」–「資源使用」
301-2 301-2	Recycled input materials used 所使用的回收進料	"The Environment" – "Resources Consumption" 「環境」–「資源使用」
301-3 301-3	Reclaimed products and their packaging materials 回收產品及其包材	No reclaim of product 沒有回收產品
GRI 302 Energy (2016) **GRI 302能源(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"The Environment" – "Management Approach" 「環境」–「管理方針」
302-1 302-1	Energy consumption within the organisation 組織內部的能源消耗量	"The Environment" – "Resources Consumption" 「環境」–「資源使用」
302-3 302-3	Energy intensity 能源密集度	"The Environment" – "Resources Consumption" 「環境」–「資源使用」
302-4 302-4	Reduction of energy consumption 減少能源消耗	"The Environment" – "Resources Consumption". Comparison tables are provided with respect to the data of FY2018 「環境」–「資源使用」對照表針對二零一八年財政年度的資料而提供

Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
GRI 303 Water and Effluents (2018) **GRI 303水資源與污水(二零一八年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"The Environment" – "Management Approach" 「環境」–「管理方針」
303-1 303-1	Interactions with water as a shared resource 共享水資源之相互影響	"The Environment" – "Management Approach" "The Environment and Natural Resources" – "Water Consumption" 「環境」–「管理方針」 「環境及自然資源」–「用水」
303-2 303-2	Management of water discharge-related impacts 管理與排水相關的影響	"The Environment" – "Waste Water Management" 「環境」–「污水管理」
303-3 303-3	Water withdrawal 取水量	"The Environment" – "Water Consumption" 「環境」–「用水」
303-4 303-4	Water discharge 污水排放	"The Environment" – "Waste Water Management" 「環境」–「污水管理」
303-5 303-5	Water consumption 用水	"The Environment" – "Resources Consumption" 「環境」–「資源使用」
GRI 304 Biodiversity (2016) **GRI 304生物多樣性(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"The Environment" – "Management Approach" 「環境」–「管理方針」
304-1 304-1	Operational sites owned, leased, managed in or adjacent to protected areas or areas of high biodiversity value outside protected areas 組織所擁有、租賃、管理的營運據點或其鄰近地區位於環境保護區或其它高生物多樣性價值的地區	"The Environment" – "Surroundings Environment" 「環境」–「周邊環境」
304-2 304-2	Significant impacts of activities, products, and services on biodiversity 活動、產品及服務，對生物多樣性方面的顯著影響	"The Environment" – "Surroundings Environment" 「環境」–「周邊環境」

Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
GRI 305 Emissions (2016) **GRI 305排放(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"The Environment" – "Management Approach" 「環境」–「管理方針」
305-1 305-1	Direct (Scope 1) GHG emissions 直接(範疇一)溫室氣體排放	"The Environment" – "Carbon Emission" 「環境」–「碳排放」
305-2 305-2	Energy indirect (Scope 2) GHG emissions 能源間接(範疇二)溫室氣體排放	"The Environment" – "Carbon Emission" 「環境」–「碳排放」
305-3 305-3	Other indirect (Scope 3) GHG emissions 其他間接(範疇三)溫室氣體排放	"The Environment" – "Carbon Emission" 「環境」–「碳排放」
305-4 305-4	GHG emissions intensity 溫室氣體排放強度	"The Environment" – "Carbon Emission" 「環境」–「碳排放」
305-5 305-5	Reduction of GHG emissions 溫室氣體減排量	"The Environment" – "Carbon Emission". Comparison tables are provided with respect to the data of FY2018 「環境」–「碳排放」對照表針對二零一八年財政年度的資料而提供
305-7 305-7	Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions 氮氧化物(NOx)、硫氧化物(SOx)及其他重大的氣體排放	"The Environment" – "Air Emissions" 「環境」–「大氣排放物」
GRI 306 Effluents and Wastes (2016) **GRI 306廢污水和廢棄物(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"The Environment" – "Management Approach" 「環境」–「管理方針」
306-1 306-1	Water discharge by quality and destination 依水質及排放目的地所劃分的排放水量	"The Environment" – "Water Resources" "The Environment" – "Waste Water Management" 「環境」–「水資源」 「環境」–「污水管理」
306-2 306-2	Waste by type and disposal method 按類別及處置方法劃分的廢棄物	"The Environment" – "Waste Management" 「環境」–「廢棄物管理」
306-3 306-3	Significant spills 嚴重洩漏	No spills 無洩漏事件

Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
306-4 306-4	Transport of hazardous waste 廢棄物運輸	"The Environment" – "Waste Management" 「環境」–「廢棄物管理」
GRI 307 Environmental Compliance (2016) **GRI 307環境合規(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"The Environment" – "Management Approach" 「環境」–「管理方針」
307-1 307-1	Non-compliance with environmental laws and regulations 違反環境法律法規	No breach of environmental protection regulations 無違反環保法規
GRI 308 Supplier Environmental Assessment (2016) **GRI 308供應商環境評估(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"Supply Chain Policy" – "Management Approach" 「供應鏈政策」–「管理方針」
308-1 308-1	New suppliers that were screened using environmental criteria 採用環境標準篩選新供應商	"Supply Chain Policy" – "Supplier Management" 「供應鏈政策」–「供應商管理」
GRI 401 Employment (2016) **GRI 401僱傭(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"Talent Management" – "Management Approach" 「人才管理」–「管理方針」
401-1 401-1	New employee hires and employee turnover 新進員工和離職員工	"Talent Management" – "Staff Recruitment, Promotion, and Dismissal" 「人才管理」–「員工招聘、晉升和解僱」
401-3 401-3	Parental leave 育嬰假	"Talent Management" – "Employee Compensation and Benefits" 「人才管理」–「僱員薪酬和福利」
GRI 403 Occupational Health and Safety (2018) **GRI 403職業健康與安全(二零一八年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"Health and Safety" – "Management Approach" 「健康與安全」–「管理方針」
403-1 403-1	Occupational health and safety management system 職業安全衛生管理系統	"Health and Safety" – "Management Approach" 「健康與安全」–「管理方針」

Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
403-2	Hazard identification, risk assessment, and incident investigation	"Health and Safety" – "Safety Practices and Measures"
403-2	危害辨識、風險評估及事故調查	「健康與安全」–「安全實踐及措施」
403-3	Occupational health services	"Health and Safety" – "Safety Practices and Measures"
403-3	職業健康服務	「健康與安全」–「安全實踐及措施」
403-4	Worker participation, consultation, and communication on occupational health and safety	"Health and Safety" – "Safety Practices and Measures"
403-4	有關職業安全衛生之工作者參與、諮商與溝通	「健康與安全」–「安全實踐及措施」
403-5	Worker training on occupational health and safety	"Health and Safety" – "Safety Practices and Measures"
403-5	有關職業安全衛生之工作者訓練	「健康與安全」–「安全實踐及措施」
403-6	Promotion of worker health	"Health and Safety" – "Safety Practices and Measures"
403-6	工作者健康促進	「健康與安全」–「安全實踐及措施」
403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	"Health and Safety" – "Safety Practices and Measures"
403-7	預防和減輕與業務關係直接相關聯之職業安全衛生的影響	「健康與安全」–「安全實踐及措施」
403-8	Workers covered by an occupational health and safety management system	The occupational health and safety management system covers all the employees working in the organisation
403-8	職業安全衛生管理系統所涵蓋之工作者	職業安全衛生管理系統涵蓋了在組織中工作的所有僱員
403-9	Work-related injuries	"Health and Safety" – "Safety Practices and Measures"
403-9	工業意外	「健康與安全」–「安全實踐及措施」
403-10	Work-related ill health	"Health and Safety" – "Safety Practices and Measures"
403-10	職業病	「健康與安全」–「安全實踐及措施」
GRI 404 Training and Education (2016) **GRI 404訓練與教育(二零一六年)**		
103-1/2/3	Management approach	"Talent Management" – "Management Approach"
103-1/2/3	管理方針	「人才管理」–「管理方針」
404-1	Average hours of training per year per employee	"Talent Management" – "Development and Training"
404-1	每名員工每年接受訓練的平均時數	「人才管理」–「發展及培訓」

Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
404-2	Programmes for upgrading employee skills and transition assistance	"Talent Management" – "Development and Training"
404-2	提升員工職能及過渡協助方案	「人才管理」–「發展及培訓」
404-3	Percentage of employees receiving regular performance and career development reviews	"Talent Management" – "Development and Training"
404-3	定期接受績效及職業發展檢核的員工百分比	「人才管理」–「發展及培訓」
GRI 405 Diversity and Equal Opportunity (2016) **GRI 405員工多元化與平等機會(二零一六年)**		
103-1/2/3	Management approach	"Talent Management" – "Management Approach"
103-1/2/3	管理方針	「人才管理」–「管理方針」
405-1	Diversity of governance bodies and employees	"Talent Management" – "Staff Recruitment, Promotion, and Dismissal"
405-1	治理單位與員工的多元化	「人才管理」–「員工招聘、晉升和解僱」
405-2	Ratio of basic salary and remuneration of women to men	"Talent Management" – "Employee Compensation and Benefits"
405-2	女性對男性基本薪資加薪酬的比率	「人才管理」–「僱員薪酬和福利」
GRI 406 Non-discrimination (2016) **GRI 406反歧視(二零一六年)**		
103-1/2/3	Management approach	"Talent Management" – "Management Approach"
103-1/2/3	管理方針	「人才管理」–「管理方針」
406-1	Incidents of discrimination and corrective actions taken by the organisation	"Talent Management" – "Diversity, Equal Opportunities, and Anti-discrimination"
406-1	歧視事件以及組織採取的改善行動	「人才管理」–「多元化、平等機會和反歧視」
GRI 408 Child Labour (2016) **GRI 408童工(二零一六年)**		
103-1/2/3	Management approach	"Talent Management" – "Management Approach"
103-1/2/3	管理方針	「人才管理」–「管理方針」
408-1	Operations and suppliers at significant risk for incidents of child labour	"Talent Management" – "Labour Standards"
408-1	營運據點和供應商使用童工之重大風險	「人才管理」–「勞工準則」

Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
GRI 409 Forced or Compulsory Labour (2016) **GRI 409強迫或強制勞動(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"Talent Management" – "Management Approach" 「人才管理」–「管理方針」
409-1 409-1	Operations and suppliers at significant risk for incidents of forced or compulsory labour 具強迫或強制勞動事件重大風險的營運據點和供應商	"Talent Management" – "Labour Standards" 「人才管理」–「勞工準則」
GRI 412 Human Rights Assessment (2016) **GRI 412人權評估(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"Talent Management" – "Management Approach" 「人才管理」–「管理方針」
412-2 412-2	Employee training on human rights policies or procedures 人權政策或程序的員工訓練	"Talent Management" – "Development and Training" 「人才管理」–「發展及培訓」
GRI 413 Local Community (2016) **GRI 413當地社區(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"Local Community" – "Management Approach" 「本地社區」–「管理方針」
413-1 413-1	Operations with local community engagement, impact assessments, and development programmes 已進行社區參與、影響評估和發展計劃的營運	"Local Community" – "Community Development" 「本地社區」–「社區發展」
GRI 414 Supplier Social Assessment (2016) **GRI 414供應商社會評估(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"Supply Chain Policy" – "Management Approach" 「供應鏈政策」–「管理方針」
414-1 414-1	New suppliers that were screened using social criteria 使用社會標準篩選之新供應商	"Supply Chain Policy" – "Supplier Management" 「供應鏈政策」–「供應商管理」

Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
GRI 417 Marketing and Labelling (2016) **GRI 417行銷與標示(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"Product Responsibility" – "Management Approach" 「產品責任」–「管理方針」
417-2 417-2	Incidents of non-compliance concerning product and service information and labelling 未遵循產品與服務之資訊與標示相關法規的事件	"Product Responsibility" – "Management Approach" 「產品責任」–「管理方針」
417-3 417-3	Incidents of non-compliance concerning marketing communications 未遵循行銷傳播相關法規的事件	"Product Responsibility" – "Management Approach" 「產品責任」–「管理方針」
GRI 418 Customer Privacy (2016) **GRI 418客戶私隱(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"Product Responsibility" – "Management Approach" 「產品責任」–「管理方針」
418-1 418-1	Substantiated complaints concerning breaches of customer privacy or losses of customer data 經證實侵犯客戶私隱或遺失客戶資料的投訴	"Product Responsibility" – "Data Protection and Privacy" 「產品責任」–「資料保護和私隱」
GRI 419 Socioeconomic Compliance (2016) **GRI 419社會經濟合規(二零一六年)**		
103-1/2/3 103-1/2/3	Management approach 管理方針	"About Elec & Eltek" – "Sustainability Governance" 「關於依利安達」–「可持續發展管治」
419-1 419-1	Non-compliance with laws and regulations in the social and economic area 違反社會與經濟領域之法律和規定	"About Elec & Eltek" – "Sustainability Governance" 「關於依利安達」–「可持續發展管治」



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