



# 信義玻璃控股有限公司

## XINYI GLASS HOLDINGS LIMITED

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號 : 00868

信譽至上，義氣爭榮，  
自強不息，善待天下。



# 2019

Environmental, Social and  
Governance Report  
環境、社會及管治報告



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## ABOUT THIS REPORT 關於本報告

This report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “**ESG Reporting Guide**”), Appendix 27 to the Rules Governing the Listing of Securities of the Stock Exchange of Hong Kong Limited (the “**SEHK**”). As the fourth Environmental, Social and Governance Report (the “**Report**”) published by the Company, the Report mainly focuses on the performance of Xinyi Glass Holdings Limited (hereinafter refer to as “**Xinyi Glass**” or the “**Group**”) (SEHK Stock Code: 00868) in its corporate social responsibilities and corporate governance during the period from 1 January 2019 to 31 December 2019, while a small amount of content may cover the performance in 2020. The production and business of Xinyi Glass in the Greater China region (excluding Guangxi Beihai Industrial Park which officially commenced production only in the fourth quarter of 2019) and Malaysia constitute the main scope of this Report, which covers the production and sales business of glass of Xinyi Glass and its subsidiaries. In this Report, the Group has complied with the disclosure requirement of the “comply or explain” provisions set out in the ESG Reporting Guide.

This Report is available for inspection on the Group’s website (<http://www.xinyiglass.com>) and the SEHK website (<http://www.hkexnews.hk>).

This Report should be read in conjunction with the Annual Report 2019 of Xinyi Glass. This Report is published in two languages, Chinese and English. In case of discrepancy between the two versions, the Chinese version shall prevail. If you have any questions or suggestions regarding the contents of this Report, please contact us by phone or by mail. Our contact details are as follows:

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本報告按照香港聯合交易所有限公司（「香港聯交所」）的證券上市規則附錄二十七《環境、社會及管治報告指引》（「ESG 報告指引」）編寫，為本公司第四份對外公開發佈的《環境、社會及管治報告》（「本報告」），主要描述由2019年1月1日至2019年12月31日為止，少部分內容或涵蓋至2020年，信義玻璃控股有限公司（以下簡稱「信義玻璃」、「集團」）（聯交所代號：00868）在企業社會責任及管治方面的表現。本報告範疇以信義玻璃於大中華地區（數據不包含廣西北海工業園，因其於2019年第四季度末才正式投產）及馬來西亞的生產及業務為主，涵蓋信義玻璃及其附屬公司所擁有的玻璃生產及銷售業務。報告中，集團已遵守ESG報告指引所載「不遵守就解釋」條文的披露要求。

本報告可在集團網站(<http://www.xinyiglass.com>)及香港聯交所網站(<http://www.hkexnews.hk>)查閱。

建議本報告連同信義玻璃2019年年報一併閱覽。本報告以中、英文兩種文字出版，若兩種版本出現差異，請按中文版解讀。對本報告的內容如有任何疑問或建議，歡迎致電或來函詢問。我們的聯繫方式如下：

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## ABOUT XINYI GLASS 關於信義玻璃

Xinyi Glass Holdings Limited, one of the major leading glass manufacturers in the global supply chain, was founded in 1988 and listed on the main board of the SEHK on 3 February 2005 (SEHK Stock Code: 00868). The Company provides a wide range of products in coverage of the fields of high-quality float glass, automobile glass, energy-saving architectural glass, etc. Currently, the share of Xinyi Glass is a constituent stock of the Hang Seng Composite Index, the Hang Seng Composite MidCap Index, the Hang Seng High Dividend Yield Index and the Hang Seng Composite Industry Index - Industrials, as well as the MSCI Hong Kong Small Cap Index, etc. Apart from the overseas production base in Malaysia, the present Xinyi Glass’ eight industrial parks in China – Dongguan, Shenzhen, Jiangmen, Wuhu, Tianjin, Yingkou, Deyang and Beihai have already covered those most economically active areas, including Greater Bay Area, Yangtze River Delta Region, Beijing-Hebei-Tianjin Region, Bohai Economic Rim and western Chengdu-Chongqing Economic Zone. The Company occupies a total gross floor area of approximately 6.9 million square meters with approximately 13,000 existing employees.

As a global leading manufacturer of high-quality float glass, Xinyi Glass is currently ranked the first in China and Asia in terms of daily melting capacity as of 31 December 2019. Xinyi Glass has a long-term commitment to the research and development of high-tech and environmentally-friendly energy-saving products. The Company is one of the very few manufacturers in the industry that could make a major breakthrough in the production technology for the ultra-thin and ultra-thick high-end float glass, with a range from 0.3mm to 25.0mm thickness. To satisfy the individualised needs of domestic and overseas customers as well as from the fields of automobile glass and energy-saving architectural glass, apart from the clear glass under regular production, various specially-coloured series of glass in ultra-clear, green, gray, brown and blue, etc. are produced. Relying on the advanced production technology and excellent supporting management, Xinyi Glass has formed a lateral chain of integrated production and sales from the raw materials to the high-quality float glass production and the downstream processing of the glass products. This effectively reduces the production costs, improves efficiency and achieves the scale advantages.

信義玻璃控股有限公司創建於1988年，2005年2月3日在香港聯交所主板上市（聯交所代號：00868），是全球玻璃產業鏈的主要領先製造商之一。產品涵蓋優質浮法玻璃、汽車玻璃、節能建築玻璃產品等領域。目前，信義玻璃股份為恒生綜合指數、恒生綜合中型股指、恒生高股息率指數及恒生綜合行業指數－工業及MSCI－香港小型股指數成份股等等。除了國外的馬來西亞生產基地，現時於中國內八大工業園－東莞、深圳、江門、蕪湖、天津、營口、德陽和北海，已輻射經濟最活躍的大灣區、長三角、京津冀、環渤海經濟區及西部成渝經濟帶，總佔地面積接近690萬平方米，現有員工約1.3萬人。

信義玻璃是國際領先的優質浮法玻璃生產商，截至2019年12月31日，日熔量為中國及亞洲排名第一。信義玻璃長期致力於高科技和環保節能產品的研發，是行業極少數能掌握0.3mm至25.0mm厚度的超薄和超厚等高端浮法玻璃生產技術的廠家之一，除常年生產的白玻外並生產超白玻、綠玻、灰玻、茶玻和藍玻等系列的特殊顏色玻璃，滿足了汽車玻璃、節能建築玻璃領域及國內外客戶的個性化需求。依靠先進的生產技術和卓越的配套管理，信義玻璃已形成從原料到優質浮法玻璃及下游深加工玻璃產品的一體化生產及銷售的橫向產業鏈，有效降低生產成本，提升效率，實現了規模優勢。



## ABOUT XINYI GLASS 關於信義玻璃

Being one of the largest automobile glass manufacturers in China, Xinyi Glass operates automobile glass production lines in the production parks in Shenzhen, Dongguan, Wuhu, Tianjin, Deyang and Beihai. We account for over 25% of the global automobile glass aftermarket sector, and our products and solutions have been used in more than 140 countries and regions across the world. Our major products include SOLAR-X heat reflective automobile glass, laminated windshields, tempered auto glass, tempered automobile glass with heating elements, laminated automobile glass with heating lines, automobile sunroofs and sound proof automobile glass. With the high-end supporting R&D system and the data exchange platform with the automobile manufactures, Xinyi Glass is able to keep up the pace with the latest product development, and hence, become the best partner of many automobile companies across the world.

Xinyi Glass, one of the largest high-end environmental friendly energy-saving low emissivity coated ("Low-E") glass suppliers in China, operates energy-saving architectural glass production lines in industrial parks of Dongguan, Jiangmen, Wuhu, Tianjin, Yingkou, Deyang and Malaysia. Its high-quality energy-saving architectural glass products include Low-E, heat reflective coated glass, insulated glass, tempered glass, laminated glass, silkscreen printed glass, etc. Xinyi Glass has supplied high-quality energy-saving architectural glass products to landmark buildings in cities of China and other countries, such as the 2010 Shanghai Expo China Pavilion, the main stadium of the World Universiade, Digital Beijing, the Passenger Clearance Building of the Hong Kong Port of Hong Kong-Zhuhai-Macao Bridge, Guangzhou Victory Building, Tokyo Skytree and Singapore Biopolis Valley, etc.

Besides, Xinyi Glass upholds the mission "Leading a Green New Life". In terms of environmental protection, the Group values the optimisation of resources with an expectation to reduce waste and emission. Meanwhile, through continuous product innovations, we hope to join hands in contributing to a green and energy-saving society.

信義玻璃是中國最大的汽車玻璃生產商之一，在深圳、東莞、蕪湖、天津、德陽和北海的生產基地建設有汽車玻璃生產線。公司佔有全球汽車玻璃替換市場25%以上份額，產品和解決方案已經應用於全球140多個國家和地區。公司主要生產SOLAR-X熱反射汽車玻璃、汽車用前擋風夾層玻璃、汽車用鋼化玻璃、汽車用加發熱絲天線鋼化玻璃、汽車用夾絲夾層玻璃、汽車天窗、隔音汽車玻璃等產品。信義擁有高端輔助開發系統和資料互換平臺，實現了與汽車生產商設計體系的資料交換和同步開發，成為全球眾多汽車公司的最佳合作夥伴。

信義玻璃是中國最大的高檔環保節能低輻射鍍膜建築(以下簡稱「Low-E」)玻璃生產商之一，在東莞、江門、蕪湖、天津、營口、德陽及馬來西亞的工業園均設有Low-E玻璃生產線。公司主要生產Low-E玻璃、熱反射鍍膜玻璃、中空玻璃、鋼化玻璃、夾層玻璃、彩釉玻璃等高檔建築節能玻璃產品。信義玻璃為世博會中國館、世界大運會主場館、數字北京大廈、港珠澳大橋香港口岸旅檢大樓、廣州維多利大廈、日本東京晴空塔、新加坡啟奧城等國內外大中城市標誌性建築物提供高品質的建築節能玻璃產品。

此外，信義玻璃秉承一貫使命—「引領綠色新生活」，在環境保護方面，集團重視資源優化，以期望減少浪費、排放，同時，透過產品的不斷革新，為創造一個綠色節能的社會共同作出貢獻。

## ABOUT XINYI GLASS 關於信義玻璃

Our corporate vision is "To Establish a Remarkable Glass Enterprise and Achievements of World Class Brand." The Group has been committed to providing the right products, services and solutions to meet customers' requirements in order to facilitate the long-term value creation and potential growth for our customers and working partners. At the time of running the business, Xinyi Glass also puts full efforts in planning several missions in favour of sustainable development. We care about our employees from various dimensions and offer them various learning opportunities and organised activities – seeking to give them a joyous feeling of "home".






「締造傑出玻璃企業，成就世界一流品牌」一直是信義玻璃的企業願景。集團致力於為客戶提供滿足其需求的產品、服務和解決方案，為客戶和合作夥伴創造長期價值和潛在增長。信義玻璃在營商之餘，也不遺餘力計劃多種可持續發展之任務，從多方面去關顧員工，為他們提供不同的學習機會及組織各類活動，務求為員工締造一個美好的「家園」。

## AERIAL VIEW OF EACH INDUSTRIAL PARK

## 各工業園俯瞰圖



## 2019 FINANCIAL DATA AND ESG HIGHLIGHTS 2019年財務數據及ESG重點

	<b>TOTAL ASSETS:</b> HK\$36.25 BILLION	<b>Net Asset Value:</b> HK\$20.93 Billion	<b>Net Cash Generated from Operating Activities:</b> HK\$3.78 Billion
	總資產： 362.5 億港元	資產淨值： 209.3 億港元	經營活動所產生的現金淨額： 37.8 億港元
	<b>OPERATING REVENUE:</b> HK\$16.26 BILLION	<b>GROSS PROFIT:</b> HK\$5.88 BILLION	<b>NET PROFIT:</b> HK\$4.48 BILLION
	營業收入： 162.6 億港元	毛利： 58.8 億港元	淨利： 44.8 億港元
	<b>DIVIDEND PAYOUT RATIO: 49.3%</b>	<b>GROSS PROFIT MARGIN:</b> 36.2%	<b>NET PROFIT MARGIN:</b> 27.5%
	派息比率： 49.3%	毛利率： 36.2%	淨利率： 27.5%
	<b>PRODUCTION CAPACITY OF FLOAT GLASS:</b> 5.6 MILLION TONNES	<b>PRODUCTION CAPACITY OF AUTOMOBILE GLASS (AFTERMARKET):</b> 18 MILLION PIECES	<b>PRODUCTION CAPACITY OF ARCHITECTURAL GLASS (Low-E):</b> 44.15 MILLION m <sup>2</sup>
	浮法玻璃產能： 560 萬噸	汽車玻璃(替換市場)產能： 1,800 萬片	建築玻璃(Low-E)產能： 4,415 萬平方米
	<b>NUMBER OF EMPLOYEE:</b> 13,117	<b>INDUSTRIAL PARK AREA:</b> 6,897,981 m <sup>2</sup>	<b>CHARITY DONATION:</b> HK\$0.843 MILLION
	員工人數： 13,117 人	工業園面積： 6,897,981 平方米	慈善捐款： 84.3 萬港元

## MISSION 使命



## A. ENVIRONMENTAL PROTECTION 環境保護

Xinyi Glass, as a global leading and integrated glass manufacturer, upholds the belief "Leading a Green New Life" in development. It takes the lead in promoting a green and healthy corporate culture under the concept of high-quality energy-saving products and green development. From the selection of raw materials to the automation of processing technology, the Company increases the product research and development and innovation. Through continuous integration and optimisation of the "green" industrial chain, it gives and actively promotes to customers such energy-saving and environmental-friendly product experience and green initiatives. These green ideas are actively fostered within the Company. Xinyi Glass continues to increase the investment in technological reform, energy-saving and reducing consumption as well as the environmental protection facilities. This is to create and shape Xinyi Glass itself into an environmental-friendly, innovative world-class brand.

### ENVIRONMENTAL PROTECTION OFFICE

Xinyi Glass continuously strengthens the research of green technologies and sets up designated project fund. Led by Vice President level, the Company has set up a professional environmental management team, Environmental Protection Office. Its implementation is carried out by environmental protection engineers in each industrial park through daily inspection along with regular monitoring in specific locations with identified items. In face of the continuously improved green facilities and the raised efficiency in operations and maintenance, we are also responsible for keeping close contact with the government environmental protection department and updating the latest relevant laws to ensure the production of the

信義玻璃作為全球領先的綜合玻璃製造商，秉持「引領綠色新生活」的發展理念，以優質節能產品與綠色發展的理念，引領行動，弘揚綠色健康的企業文化。從原料的選擇到自動化的深加工工藝，不斷加大產品研發和創新，通過不斷整合和優化「綠色」產業鏈，給客戶帶來節能、環保產品體驗的同時，積極宣導綠色發展之道，在公司內部積極推動。集團不斷加大對技術改造、節能降耗、環保設施的投入，致力將信義玻璃打造成為環保、創新的世界一流品牌。

### 環保辦公室

信義玻璃持續加強環保技術研究並設立專項資金，以副總裁級別為首建立了一個專業的環保管理隊伍—環保辦，由各地工業園的環保工程師去執行，透過日常巡查及定期、定點、定項監測，不斷改善現有環保設施，提高運維效率，並負責與政府環保部門保持緊密聯繫及更新最即時的相關法律，以確保工業園的生產都是合規的。環保工程師會定期向公用工程部部長匯報，再由公用工程部部長作為環保主管領導對工業園環保辦（總經理級別）匯報工作，同時，環保工程師會為員工們進行相關培訓課程，做到「上下貫通」，每個崗位

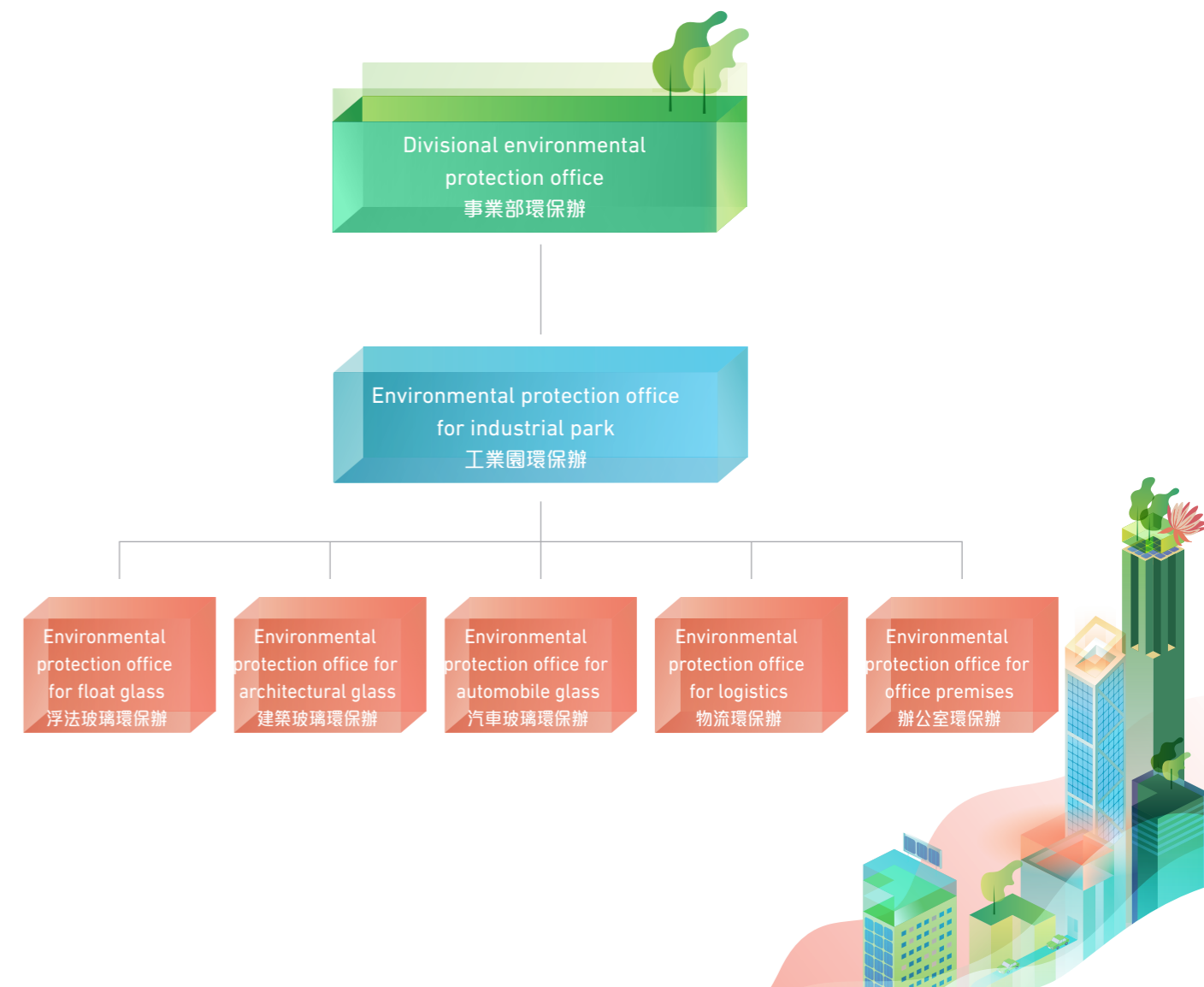
## A. ENVIRONMENTAL PROTECTION 環境保護

industrial park is in compliance. The environmental protection engineers will report to the head of the public works department on a regular basis, and the head of the public works department will act as the leader of environmental protection to report to the environmental protection office (general manager level) of the Industrial Park. Meanwhile, the environmental protection engineers will conduct relevant training courses for employees to achieve "connection and consistency at all levels", and each position shall have awareness of environmental protection and emission reduction, which enables the Group to stand out in the glass industry in the leading role.

都對環保及減排具備意識，使得集團在環保方面亦能居於玻璃行業前列。

### DIVISIONAL ENVIRONMENTAL PROTECTION MANAGEMENT STRUCTURAL CHART

#### 事業部環保管理架構圖



## A. ENVIRONMENTAL PROTECTION 環境保護

## 1. EMISSIONS

## A. AIR EMISSIONS

In the process of float glass production, the main air emissions include sulphur dioxide (SO<sub>2</sub>), nitrogen oxides (NO<sub>x</sub>) and particulates. All the sulphur dioxide, nitrogen oxides as well as particulates emitted by Xinyi Glass comply with the Emission Standard of Air Pollutants for Flat Glass Industry as promulgated by the State, under which the emissions of sulphur dioxide, nitrogen oxides and particulates shall not exceed 400mg/m<sup>3</sup>, 700mg/m<sup>3</sup> and 50mg/m<sup>3</sup>, respectively. They also comply with local emission standards such as the Emission Standard of Air Pollutants for Flat Glass Industry of Guangdong Province, the Emission Standard of Air Pollutants for Industrial Furnaces of Tianjin, Malaysia Environmental Quality (Clean Air) Regulations 2014 and emission standards as required for emission permits in various places. In accordance with the above regulations, the Group has formulated internal documents and a series of procedures such as "Air Pollution Control Procedures", "Energy Conservation and Consumption Reduction Management Procedures", "Environmental Monitoring and Measurement Management Procedures" and "Environmental Objectives, Indicators and Program Management Procedures" to better guide employees to implement relevant standards.

## 1. 排放物

## a. 廢氣

在浮法玻璃的生產過程中，最主要排放的廢氣包括二氧化硫(SO<sub>2</sub>)、氮氧化物(NO<sub>x</sub>)及顆粒物。信義玻璃排放的二氧化硫、氮氧化物及顆粒物均符合國家制定的《平板玻璃工業大氣污染物排放標準》(即可排放的二氧化硫、氮氧化物及顆粒物分別為400mg/m<sup>3</sup>、700mg/m<sup>3</sup>和50mg/m<sup>3</sup>)、各地包括廣東省《平板玻璃工業大氣污染物排放標準》、《天津市工業窯爐大氣污染物排放標準》、馬來西亞的《2014年環境品質(清潔空氣)法規》及各地排污許可證要求等指定的排放標準。集團按以上的法規制訂出內部《大氣污染控制程式》、《環境監測和測量管理程式》及《環境目標、指標和方案管理程式》等檔及一系列流程，以更清楚指引員工執行相關標準。

## A. ENVIRONMENTAL PROTECTION 環境保護

Natural gas, a safe, environmental-friendly and clean energy, is adopted as the fuel for the float glass production line, to which the integrated technology of semi-dry desulphurisation (NID technology), selective catalytic reduction (SCR) denitrification and dust particle removal by electrostatic is fully applied, and clean production is fully promoted. We managed to achieve clean production and reduced energy consumption and emissions while ensuring that the production system is operating in a safe and stable way. Meanwhile, in accordance with the Measures for the Administration of Automatic Monitoring of Pollution Sources promulgated by the State, an online system for real-time environmental monitoring is established to ensure that the emissions meet the national emission standards. With the implementation of various industrial pollution remedial measures, Xinyi Glass has currently met the exhaust gas emission standards required by the country in terms of all pollutant indicators.

浮法玻璃生產線均採用安全、環保的清潔能源—天然氣作為燃料，並全部上線使用半乾法脫硫技術工藝(NID技術)、催化還原(SCR)脫硝技術及(靜電除塵)顆粒物治理技術工藝一體化技術，全面推行清潔生產。在保證生產系統安全穩定運行下，取得良好的清潔生產和節能減排效果。同時，按國家的《污染源自動監控管理辦法》建立了環保線上即時監測，保障排放達到國家排放標準。目前，信義玻璃通過實施各項工業污染治理措施，所有污染物指標均已達到國家規定的廢氣排放標準。

Actual emission of industrial parks in each location in 2019 (Thousand tonnes):

各地工業園2019年實際排放(千噸):

		THOUSAND TONNES (rounded to one decimal place) 千噸 (至小數點後一個位)
Sulphur dioxide (SO <sub>2</sub> )	二氧化硫(SO <sub>2</sub> )	1.2
Nitrogen oxides (NO <sub>x</sub> )	氮氧化物(NO <sub>x</sub> )	4.1
Particulates	顆粒物	0.2
Total	合共	5.5

## A. ENVIRONMENTAL PROTECTION 環境保護



## CASE 1 : TIANJIN INDUSTRIAL PARK – FLOAT GLASS

## 個案 1 : 天津工業園—浮法玻璃

In every industrial park, the technology of selective catalytic reduction (SCR) denitrification, it refers to the process of removing nitrogen oxides from the flue gas. The SCR denitrification system consists of four parts. Flue gas enters the waste heat boiler, and enters the high-temperature electric dust collector after the temperature drops. After the mixing effect, it enters the SCR reactor for reaction, and dust removal and denitrification is then directed back to the waste heat boiler for heat recovery. The emission of nitrogen oxides is required to be less than 500mg/m<sup>3</sup> according to the Emission Standard of Air Pollutants for Industrial Furnace of Tianjin, while the emission of nitrogen oxides by the Group in Tianjin Industrial Park in 2019 was less than 200mg/m<sup>3</sup>, which was far below the regional standard.

各工業園都使用催化還原(SCR)脫硝技術，即指在燃燒煙氣中去除氮氧化物的過程。SCR脫硝系統由四部分組成，出口溫度的煙氣進入餘熱鍋爐，降溫後，進入高溫電除塵器。經過混合作用，進入SCR反應器內進行反應及除塵、脫硝的淨煙氣再引回餘熱鍋爐進行熱量回收。按天津市《天津市工業窯爐大氣污染物排放標準》針對氮氧化合物的排放，需要低於500mg/m<sup>3</sup>，而集團於2019年在天津工業園所排放的氮氧化物只有不足200mg/m<sup>3</sup>，遠遠低於地區標準。

## B. GREENHOUSE GASES

During the production of float glass, automobile glass and architectural glass, greenhouse gases such as carbon dioxide and methane are directly or indirectly emitted. Xinyi Glass emits greenhouse gases in compliance with the Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution, Measures for the Administration of Automatic Monitoring of Pollution Sources, the Emission Standard of Air Pollutants for Flat Glass Industry as promulgated by the State. The emission also complies with local emission standards such as Guidance for Verification of Organizational Greenhouse Gas Emissions (Shenzhen), Notice for Adjusting the Zone Prohibiting the Use of Fuels causing High Pollutants (Jiangmen), Environmental Quality (Clean Air) Regulations 2014 (Malaysia) and emission standards as required for emission permits in various places.

## b. 溫室氣體

在浮法玻璃、汽車玻璃及建築玻璃的生產過程中，均會以直接或間接形式排放二氧化碳、甲烷等的溫室氣體。信義玻璃排放的溫室氣體均符合國家制定的《中華人民共和國大氣污染防治法》、《污染源自動監控管理辦法》及各地包括深圳市的《組織的溫室氣體排放核查規範及指南》、《江門市人民政府關於調整江門市區高污染燃料禁燃區的通告》、馬來西亞的《2014年環境品質(清潔空氣)法規》及各地排污許可證要求等指定的排放標準。

## A. ENVIRONMENTAL PROTECTION 環境保護

Actual emission of industrial parks in each location in 2019 各地工業園2019年實際排放(千噸):  
(Thousand tonnes):

	DIRECT EMISSION ( <sup>'000 tonnes</sup> ) (rounded to one decimal place)	INDIRECT EMISSION ( <sup>'000 tonnes</sup> ) (rounded to one decimal place)	TOTAL ( <sup>'000 tonnes</sup> )	EMISSION DENSITY (rounded to two decimal places)	
	直接排放(千噸) (至小數點後一個位)	間接排放(千噸) (至小數點後一個位)	合共(千噸)	排放密度 (至小數點後的兩個位)	
Float glass 浮法玻璃	3,315.0	265.1	3,580.1	0.64	噸/噸
Automobile glass 汽車玻璃	0.3	262.7	263.0	0.01	噸/平方米
Architectural glass 建築玻璃	0.0	135.5	135.5	0.00	噸/平方米
Total 合共	3,315.3	663.3	3,978.6		



## CASE 2 : SHENZHEN INDUSTRIAL PARK – AUTOMOBILE GLASS

## 個案 2 : 深圳工業園—汽車玻璃

In 2019, Shenzhen Industrial Park eliminated energy-intensive tempering furnaces. Meanwhile, the number of air compressors in the whole plant is optimized and some old air compressors were replaced with variable speed air compressors which is efficient and energy-saving. After these two renovation projects, it is expected that the consumption of electricity will reduce by 20 million kWh.

在2019年期間，深圳工業園淘汰了高能耗的鋼化爐。同時，優化全廠空壓機運行台數，更換部分老舊空壓機為高效節能的變頻空壓機項目。經此兩個改造項目後，預計年節省用電量約200萬千瓦時。





## A. ENVIRONMENTAL PROTECTION 環境保護

## C. HAZARDOUS WASTES AND NON-HAZARDOUS WASTES

Hazardous and non-hazardous wastes are inevitably produced during the production process. All wastes of the Group are treated in accordance with the Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes, the Administrative Measures for the Licensing of Hazardous Wastes, the Standard for Pollution Control on the Storage and Disposal Site for General Industrial Solid Wastes and relevant local regulations. The Group advocates "Reduce, Reuse, Recycle and Replace" for all materials, and has internally formulated the "Chemical Management Procedures", the "Guidelines for Waste Separation Operation" and the "Waste Management Procedures" as the standards for employees to handle hazardous and non-hazardous wastes on a daily basis.

Actual emission of hazardous wastes of industrial parks in each location in 2019 (tonnes):

## c. 有害廢物及無害廢物

在生產的過程中，無可避免地會產生有害及無害的廢物，集團所有廢物的處理都根據《中華人民共和國固體廢物污染環境防治法》、《危險廢物經營許可管理辦法》、《一般工業固體廢物貯存、處置場污染控制標準》及各地相關的法規作處理。集團主張對所有物料採取「減量、重用、回收及代替使用」，內部並訂立了《化學品管理程式》、《廢棄物分類作業指導書》及《廢棄物管理程式》作為員工日常處理有害及無害廢物的標準。

各地工業園2019年有害廢物實際排放(噸)：

	EMISSION (tonnes) (rounded to one decimal places) 排放(噸) (至小數點後的一個位)	EMISSION DENSITY (rounded to two decimal places) 排放密度 (至小數點後的兩個位)
Float glass 浮法玻璃	34.6	kg/tonne 公斤/噸
Automobile glass 汽車玻璃	874.8	kg/m <sup>2</sup> 公斤/平方米
Architectural glass 建築玻璃	38.3	kg/m <sup>2</sup> 公斤/平方米
Living area and office building 生活園區及辦公大樓	8.7	N/A 不適用
Total 合共	956.4	

## A. ENVIRONMENTAL PROTECTION 環境保護

Hazardous wastes mainly include waste developer solution, waste scrap, waste ink, waste empty drums, waste engine oil and sewage, etc. The wastes produced in offices and living areas are mostly discarded office supplies. The Group has adopted strict procedures for handling hazardous wastes. All hazardous wastes are packaged, separated and placed in specific locations with warning labels when they are temporarily stored. Subsequently, in accordance with the national requirements as to the management of hazardous wastes, the Group will engage licensed factories, which are qualified to dispose of hazardous wastes and registered with the environmental department, to carry out the final disposal.

有害廢物主要包括廢邊角料、廢油墨、廢空桶、廢機油、廢水等，而辦公室及生活園區主要產生廢辦公用品。集團針對有害廢棄物都有嚴謹的處理方法，所有有害廢物都會包裝及分隔處理，放置特定位置並加上警告標示暫存，再按國家危險廢物管理相關要求，委託有害廢物處理資質並在環保局有備案的廠家進行最終處理。

## CLASSIFICATION AND MANAGEMENT OF HAZARDOUS WASTES

## 有害廢物的分類及管理



## A. ENVIRONMENTAL PROTECTION 環境保護



## CASE 3 : JIANGMEN INDUSTRIAL PARK – FLOAT GLASS

## 個案 3 : 江門工業園—浮法玻璃

Jiangmen Industrial Park reduces emissions at source, including in order to reduce the use of used toner cartridges and ink cartridges, the Group cooperates with the maintenance companies of toner cartridges and ink cartridges and advocates the refill toner cartridges and ink cartridges, which greatly reduces the amount of scrapped toner cartridges and ink cartridges. When used toner cartridges and ink cartridges reach the status that cannot be used, they will be collected and centrally treated by the maintenance companies. At the same time, batteries in the industrial park are trade-in and recycled and rechargeable batteries are mainly used to reduce the amount of waste batteries. In 2019, only 13.6 kg and 2.8 kg of used toner cartridges, ink cartridges and batteries were scrapped in Jiangmen Industrial Park.

江門工業園由源頭減排，包括為了減低舊硒鼓及墨水匣的使用量，集團與硒鼓及墨水匣維修商合作，主張以補充碳粉或加油墨為主，大大減少了舊硒鼓及墨水匣的報廢量，當舊硒鼓及墨水匣到達不能使用的狀態，會經由維修商統一收集處理。同時，工業園的電池採用以舊換新方式回收和使用可充電電池為主，減少廢電池的產生量。2019年江門工業園報廢的舊硒鼓、墨水匣及電池只有分別13.6公斤及2.8公斤。

## A. ENVIRONMENTAL PROTECTION 環境保護

Actual emission of non-hazardous wastes of industrial parks in each location in 2019 (tonnes): 各地工業園2019年無害廢物實際排放量 (噸):



	EMISSION (tonnes) (rounded to one decimal places)	EMISSION DENSITY (rounded to two decimal places)
	排放(噸) (至小數點後的一個位)	排放密度 (至小數點後的兩個位)
Float glass 浮法玻璃	349,854.4	62.46 kg/tonne 公斤/噸
Automobile glass 汽車玻璃	82,121.4	2.55 kg/m <sup>2</sup> 公斤/平方米
Architectural glass 建築玻璃	37,689.8	0.89 kg/m <sup>2</sup> 公斤/平方米
Living area and office building 生活園區及辦公大樓	17,581.1	N/A 不適用
Total 合共	487,246.7	

Non-hazardous wastes produced by Xinyi Glass in all industrial parks mainly includes shattered glass, waste packing materials and paper, as well as domestic waste. Shattered glass accounted for approximately 89%, which was sent back to the furnaces as raw materials; waste packing materials and plastic were sold to renewable resources recycling companies; and domestic waste was collectively handled by the environmental hygiene department. No matter how small the action is, the Group adheres to the principle of "sorting waste and recycling resources", spreading the idea of environmental protection to every corner of the industrial parks.

信義玻璃在各工業園所產生的無害廢棄物主要包括碎玻璃、廢包裝及紙張及生活垃圾為主。碎玻璃佔當中約89%，會作為原料回爐；廢包裝及塑膠會出售予再生資源回收公司；生活垃圾則會統一交由環衛部門處理。無論大小，都堅持「廢物要分類，資源要回收」的理念，把環保理念帶入每個角落。



## A. ENVIRONMENTAL PROTECTION 環境保護

## CLASSIFICATION AND MANAGEMENT OF NON-HAZARDOUS WASTES 無害廢物的分類及管理



## CASE 4 : JIANGMEN INDUSTRIAL PARK – FLOAT GLASS

## 個案 4 : 江門工業園—浮法玻璃

The Group encourages customers to reduce the use of packaging materials or reusable packaging such as metal frames, when Jiangmen Industrial Park uses wooden case packaging, it will restore the wooden packaging to prepare for reuse when necessary. In 2019, Jiangmen Industrial Park recycled approximately 35 tonnes of wood.

Behind these impressive figures, through continuous integration and optimisation of the “green” industrial chain, our staff at Xinyi give and actively promote to customers such energy-saving and environmental friendly product experience and green initiatives. Besides, we actively promote “Low-Carbon Production” and “Energy-Saving and Reducing Consumption” within the Company. All our employees participate in the “Green Production Practices”. The green and environmental-friendly path is very well paved and walked on.

集團鼓勵客戶減少使用包裝材料或可重用的包裝如鐵架，江門工業園如需使用木箱包裝，亦會為包裝木板起釘復原，準備有需要時再重新利用。2019年江門工業園木材回收量約為35噸。

這些可觀的數字背後，體現了信義人通過不斷整合和優化「綠色」產業鏈，給客戶帶來節能、環保產品體驗的同時，積極宣導綠色發展之道，在公司內部積極推動「低碳生產」、「節能降耗」，動員全體員工參與「綠色生產理念」的實踐，走上了綠色環保的發展之路。

## A. ENVIRONMENTAL PROTECTION 環境保護

## 2. USE OF RESOURCES

In addition to strict compliance with the Law of the People's Republic of China on the Prevention and Control of Water Pollution (《中華人民共和國水污染防治法》), the Law of the People's Republic of China on Energy Conservation (《中華人民共和國節約能源法》) and other relevant laws and regulations in various regions such as the Measures for the Implementation of the Management of Water Conservation in Cities in Liaoning Province (《遼寧省城市節約用水管理實施辦法》) and the Regulations on the Management of Water Resources in Guangdong Province (《廣東省水資源管理條例》), Xinyi Glass has also formulated guidelines such as the Management Procedures for Energy Conservation and Consumption Reduction (《節能降耗管理程式》) within the Group. At the same time, by continuous upgrading and renovating technologies and equipment, saving energy and reducing consumption and investing in environmental protection facilities, the Group is able to utilize resources more effectively and reduce the consumption of various resources to a certain extent.

Total energy consumption of industrial parks in each location in 2019

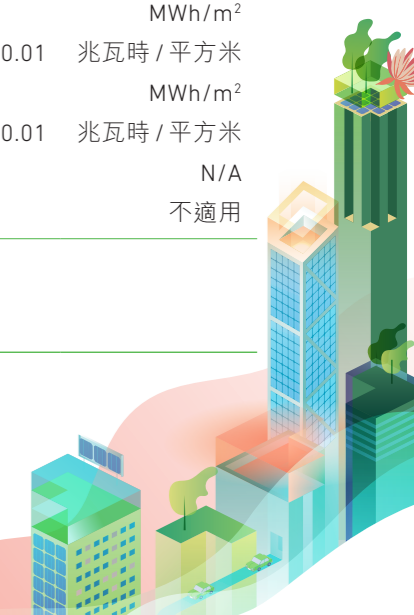
各地工業園2019年能源總耗量

	CONSUMPTION (GWH)	EMISSION DENSITY	
	(rounded to one decimal places)	(rounded to two decimal places)	
	用量(吉瓦時)	排放密度	
	(至小數點後的一個位)	(至小數點後的兩個位)	
Float glass		MWh/tonne	
浮法玻璃	14,143.9	2.53	兆瓦時/噸
Automobile glass		MWh/m <sup>2</sup>	
汽車玻璃	366.2	0.01	兆瓦時/平方米
Architectural glass		MWh/m <sup>2</sup>	
建築玻璃	231.7	0.01	兆瓦時/平方米
Living area and office building		N/A	
生活園區及辦公大樓	17.0	不適用	
Total			
合共	14,758.8		

Purchased electricity in 2019 was approximately 921.2 GWh, which was included in the total of the above list.  
2019年外購電力約為921.2吉瓦時已包含在上表總數內。

## 2. 資源使用

信義玻璃除了嚴格遵守《中華人民共和國水污染防治法》、《中華人民共和國節約能源法》及各地如《遼寧省城市節約用水管理實施辦法》和《廣東省水資源管理條例》等的相關法規外，集團內部亦訂立了《節能降耗管理程式》等指引，同時透過不斷通過升級改造技術和設備、節能降耗、環保設施的投入，更加有效地利用資源，一定程度上減少對各類資源的消耗。



## A. ENVIRONMENTAL PROTECTION 環境保護

Using natural gas as the main fuel for production of float glass, each industrial park actively reduces the energy consumption of its products. Besides, water and energy consumption is reduced by using rooftop solar power generation system, low temperature residual heat generation system, and hot air from the annealing furnace, etc. With the reuse of the current resources, this leads to a fresher and cleaner environment.

## 1. DISTRIBUTED SOLAR POWER GENERATION

Xinyi Glass has launched the solar power generation project since 2013. Distributed solar energy generation projects are implemented in industrial parks in each location. Solar radiation is converted into electricity. By directly connecting the solar power generation system with the Company's internal grid, the grid-connected operation does not only significantly reduce the project cost, but also increases power generation efficiency and enhances the performance on environmental protection. In 2019, solar power generation of the Group was performed for its own use with the utilisation of energy improved.

各工業園採用天然氣作為主要生產浮法玻璃燃料，積極降低產品能耗。另外，更採用光伏發電、低溫餘熱發電等系統減少水及能源耗用量，將現有資源重新加以利用，令環境更清新潔淨。

## 1. 分佈式太陽能發電

信義玻璃在2013年起實施光伏發電項目，各地的工業園均有推行分佈式光伏發電項目，將太陽能轉化為電能，通過將光伏發電系統與公司內部電網直接連接並網運行，不僅可以大幅度降低項目造價，而且具有更高的發電效率和更好的環保性能。2019年，集團自發的光伏發電量為優化能源利用。

SOLAR PANELS IN INDUSTRIAL PARK



工業園內的太陽能板

## A. ENVIRONMENTAL PROTECTION 環境保護

## 2. LOW TEMPERATURE RESIDUAL HEAT GENERATION

To reduce energy consumption and production costs, Xinyi Glass has built low temperature residual heat generation stations at its production bases in Dongguan, Wuhu, Tianjin, Jiangmen, Yingkou, Deyang and Malaysia. This can help to better exercise scientific and reasonable control over the emission of sulphur dioxide, carbon dioxide, nitrogen oxides, dust and high-temperature gas generated by the glass melting furnace. Therefore, atmospheric and environmental pollution is significantly reduced, and the problem of high energy consumption and high pollution of the glass industry can be effectively alleviated. Advanced settings are adopted in the thermodynamic system and the installed programme of Xinyi Glass residual heat generation stations, which enable the power stations to operate flexibly and reliably and to work well with the glass production lines seamlessly.

## 2. 低溫餘熱發電

為降低能耗和生產成本，信義玻璃在東莞、蕪湖、天津、江門、營口、德陽及馬來西亞的生產基地興建低溫餘熱發電站，這對玻璃熔窯產生的二氧化硫、二氧化碳、氮氧化物、粉塵、高溫氣體的排放，能更好地進行科學合理的控制，從而大大降低對大氣、環境的污染，有力改善玻璃工業的高能耗、高污染問題。信義玻璃餘熱發電站的熱力系統和裝機方案均採用成熟配置，可以使電站運行方式靈活、可靠，能更好地與玻璃生產線有機的配合。



## A. ENVIRONMENTAL PROTECTION 環境保護

The aggregate electricity provided by the above methods

綜合以上方案所提供用電量

SAVING OVER 237,800 TONNES  
OF STANDARD COAL  
節約標準煤超過

23.78 萬噸

REDUCING THE EMISSION OF  
DUST BY OVER 161,700 TONNES  
減排碳粉塵超過

16.17 萬噸

REDUCING THE EMISSION OF  
CO2 BY OVER 592,700 TONNES  
減排CO<sub>2</sub>超過

59.27 萬噸

REDUCING THE EMISSION OF  
SO2 BY OVER 17,800 TONNES  
減排SO<sub>2</sub>超過

1.78 萬噸

EQUIVALENT TO PLANTING  
7,926,233 TREES ANNUALLY  
相當於每年種植

7,926,233 棵樹

THE ANNUAL ELECTRICITY  
CONSUMPTION OF  
APPROXIMATELY 227,243  
FAMILIES

一年用電量(約)

227,243 戶家庭

## A. ENVIRONMENTAL PROTECTION 環境保護

Total water consumption of industrial parks in each location in 2019 2019年各地工業園總耗水量：  
2019:

	CONSUMPTION (THOUSAND TONNE) (rounded to one decimal places)	EMISSION DENSITY (rounded to two decimal places)
	用量(千噸) (至小數點後的一個位)	排放密度 (至小數點後的兩個位)
Float glass 浮法玻璃	8,921.4	1.59 tonne/tonne 噸 / 噸
Automobile glass 汽車玻璃	1,051.5	0.03 tonne/m <sup>2</sup> 噸 / 平方米
Architectural glass 建築玻璃	1,492.0	0.04 tonne/m <sup>2</sup> 噸 / 平方米
Living area and office building 生活園區及辦公大樓	1,207.6	N/A 不適用
Total 合共	12,672.5	



## A. ENVIRONMENTAL PROTECTION 環境保護

## 1. CIRCULATING WATER SYSTEM

Xinyi Glass actively promotes several measures in water saving and discharge reduction to perform the circulating use as far as possible as our goal. Through circulating water pump, circulating water system in each location will provide cool water to heating equipment for cooling, and back to cooling equipment to cool down before providing to heating equipment again. Circulation will continue. For example, the daily circulation of Dongguan Industrial Park and Jiangmen Industrial Park was approximately 7,300,000 tonnes and 4,900,000 tonnes respectively.

## 2. USE AND HANDLING OF SEWAGE

The Group has also constructed sewage treatment system for the purpose of handling the sewage that is non-reusable or unsuitable for reuse. Taking Wuhu Industrial Park as an example, sewage will be recycled and reused after treatment, and the water station can achieve zero sewage discharge. It is estimated that Wuhu Industrial Park will treat approximately 70,000 tonnes in 2019.

## 1. 迴圈水系統

信義玻璃積極進行多項節水減排工作，儘量以迴圈使用為方向，各地的迴圈水系統會通過迴圈水泵，將冷水送給熱工設備降溫後回到冷卻設備冷卻後再次供給熱工設備降溫，一直循環。以東莞工業園及江門工業園為例，每月迴圈量分別為約730萬噸及490萬噸。

## 2. 污水利用及處理

集團建設了污水處理系統，去處理無法或不適合重新使用的污水。以蕪湖工業園為例，經污水處理後會回收再利用，水站可做到無污水排放，估計2019年蕪湖工業園處理約7萬噸。

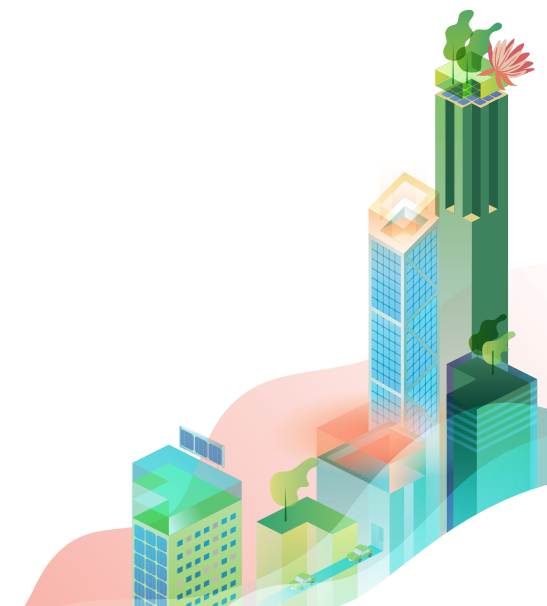
## A. ENVIRONMENTAL PROTECTION 環境保護

## 3. PROMOTION AND EDUCATION

Industrial parks in each location, including workshop, office building and living area, will post promotion slogan to remind everyone of water saving in prominent positions such as promotion columns. Production workshops will remind the staff in the meeting before their shifts start and ad-hoc patrol and investigation will be conducted to ensure that no water is wasted. Taking Jiangmen Industrial Park as an example, internal management of daily water consumption of production equipment — a water-saving enterprise system is established and implemented according to the system. The Group will strengthen the daily maintenance and management of water equipment, repair damaged water supply network and facilities in a timely manner, and regularly repair or replace faucets, pipeline valves, flushing valves and other drainage and water supply devices to prevent the waste of "running, emitting, dripping and leaking" and eliminate the phenomenon of "long running water". At the same time, the requirements for water conservation are implemented in all aspects of production equipment, work and life, to improve the efficiency of water resource utilization, establish a long-term water conservation management mechanism, achieve sustainable utilization of water resources, and strive to reduce the water consumption per capita of the enterprise as compared with previous years.

## 3. 宣傳教育

各地的工業園包括生產車間、辦公樓及生活園區，都會在當眼處如宣傳欄張貼宣傳標語提醒大家節約用水，生產車間更會在班前會議上加以提點，並會作不定期的巡查確保沒有浪費用水。以江門工業園為例，內部會針對生產設備的日常用水管理方式—創建節水型企業制度，並按制度實行。集團會加強用水設備的日常維護和管理，及時維修損壞的供水管網和設施，定期檢修或更換水龍頭、管道閥門、沖水閥等排、給水器具，防止「跑、冒、滴、漏」浪費現象發生，杜絕「長流水」現象。同時，把節約用水的要求落實體現到生產設備、工作和生活的各個環節之中，提高水資源使用效率，建立節約用水長效管理機制，實現水資源可持續利用，努力實現企業人均用水量較往年有所下降。



## A. ENVIRONMENTAL PROTECTION 環境保護

Packing wooden cases used in industrial parks in each location in 2019: 2019年各地工業園包裝木箱量：

	CONSUMPTION (THOUSAND TONNE) (rounded to one decimal places)	EMISSION DENSITY (rounded to two decimal places)	
	用量(千噸) (至小數點後的一個位)	排放密度 (至小數點後的兩個位)	
Float glass 浮法玻璃	23.2	0.00	tonne/tonne 噸 / 噸
Automobile glass 汽車玻璃	33.7	0.00	tonne/m <sup>2</sup> 噸 / 平方米
Architectural glass 建築玻璃	17.3	0.00	tonne/m <sup>2</sup> 噸 / 平方米
Total 合共	74.2		

The main packing materials of float glass, automobile glass and architectural glass are wooden cases and metal frames. Metal frames will be collected and reused repeatedly, and suitable wooden cases will also be reused. Other packing materials include rainproof film, duct tape, adhesive tape and kraftpaper, which accounts for approximately 4.3% in overall packing materials.

浮法玻璃、汽車玻璃及建築玻璃主要的包裝材料為木箱及鐵架，但鐵架會回收並重複使用的，而合適的木箱亦會被重用，其他的包裝材料亦包括防雨膜、膠帶、膠條、牛皮紙等，佔整體約4.3%。

## A. ENVIRONMENTAL PROTECTION 環境保護

## 3. THE ENVIRONMENT AND NATURAL RESOURCES 3. 環境及天然資源

## GREEN PRODUCTION 綠色生產

Based on the principle of "the responsibility falls on the manager", the responsible person for production management is the first person held accountable for all environmental protection work. Each of the companies and departments fully cooperates with well-defined duties and clear division of responsibilities, which effectively facilitates all work on environmental protection. Xinyi Glass has obtained ISO14001 certification for the environmental management system and ISO50001 energy management system, and operates in strict compliance with the system requirements.

## 綠色生產

以「誰管理誰負責」為原則，生產管理負責人為各項環保工作的第一責任人，各公司、部門全力配合並進行職責劃分、分工明確，有效促進了各項環保工作的開展。信義玻璃已取得ISO14001環境管理體系認證及ISO50001能源管理體系，並嚴格按照體系要求運行實施。

Natural gas, a clean energy, is adopted as the fuel for the float glass production line in each location. Compared to traditional energy, the pollution is thus lowered. Online fume and gas monitoring system is established and the emission information will be uploaded to local environmental protection bureau in real-time to be monitored by them. Xinyi Glass carries out improvement projects to promote environmental friendly energy-saving and consumption reduction actions. By effectively making use of residual heat from the furnace of float glass to provide hot water to all living areas, Xinyi Glass effectively reduces energy consumption and fulfils the needs of living of its staff. Through the projects of improving lighting equipment in production workshops, managing the electricity consumption of production equipment and implementing the Group's material control system, etc., Xinyi Glass significantly facilitates the achievement of the Group's goal of energy saving and consumption reduction. All Xinyi staff members provide valuable inputs and take action to make their own contributions to the enterprise's goal of "building a green, energy-saving and environmentally friendly enterprise".

各地的浮法玻璃生產線均使用清潔能源—天然氣，比傳統的能源減低污染，並全部安裝了煙氣線上監測系統，煙氣排放資料即時上傳當地環保局，接受環保部門監督。信義玻璃以項目改進，推進環保節能降耗再行動。信義玻璃有效利用浮法玻璃窯爐餘熱，對所有生活區供應熱水，有效減少了能源消耗的同時，保障了員工的生活需要。通過生產車間照明設備的改造、生產設備的用電管理、集團物料控制體系的實施等專案，極大的促進了集團節能降耗目標。全體信義人集思廣益、行動起來，從我做起，為企業「建設綠色節能環保型企業」添磚加瓦。



## A. ENVIRONMENTAL PROTECTION 環境保護

## GREEN INDUSTRIAL PARK

In accordance with the Environmental Protection Law of the People's Republic of China, the Environmental Impact Assessment Law of the People's Republic of China, the Regulations on the Administration of Construction Project Environmental Protection and other relevant local laws, all new industrial parks has engaged a third party to conduct an environmental impact assessment report on the site, including analysis and advice on various aspects such as pollution caused by the project, current status and investigation of the site of the industrial park, impact forecast, protection measures and feasibility, environmental and economic profit and loss. In 2019, Xinyi Glass obtained the Pre-issuance Stage Certificate of the Green Finance Certification Scheme issued by the Hong Kong Quality Assurance Agency, and such fund will be utilised in the green projects of the new industrial park.

During 2019, the new industrial parks under construction of the Group are located in Beihai, Guangxi Province and Zhangjiagang, Jiangsu Province, both of which will produce special float glass and premium float glass respectively upon completion. In order to reduce pollution, during the construction of the project, sewage is discharged through "rain and sewage diversion" and "clean and sewage diversion", and sewage treatment facilities are set up to recycle sewage after treatment, meeting the requirements of stable and up-to-standard discharge. During the construction of project, the Company planned to use clean fuel, set up desulfurization and denitrification equipment, and adopt dust removal system, which effectively reduced the dust, glass furnace exhaust gas during the transfer, measure and distribution of raw materials of glass, and dust and uncontrolled exhaust gas of ammonia storage tank, etc. in the preparation process of raw materials. At the same time, the layout design of the plant area was reasonably carried out. By adopting noise reduction measures such as vibration reduction and sound insulation, and then by leveraging on distance attenuation, the noise at the plant area met the Class 3 standard in the Emission Standard for Industrial Enterprises Noise at Boundary

## 綠色工業園

所有新工業園的開發按《中華人民共和國環境保護法》、《中華人民共和國環境影響評價法》、《建設項目環境保護管理條例》等及當地相關法律，委聘協力廠商對該選址作環評報告，包括對工程的污染、工業園選址的現狀及調查、影響預測、保護措施及可行性、環境經濟損益等多個方面作分析及提供意見。2019年，信義玻璃獲得香港品質保證局頒發的《綠色金融認證計劃：2018》發行前階段證書，有關資金會用於新工業園的綠色項目中。

2019年期內，集團在建的新工業園位於廣西省北海市及江蘇省張家港市，兩者在落成後分別會生產特種浮法玻璃及優質浮法玻璃。為減低污染，在項目建設中，排水實行「雨污分流」、「清污分流」，設置污水處理設施，處理後污水回用，滿足了穩定達標排放要求。在專案建設中，規劃了使用清潔燃料、設置脫硫脫硝設備、採用除塵系統，有效減少了玻璃原料輸送、稱量、配料等過程產生的粉塵、玻璃熔窯廢氣，以及原料等製備過程中的粉塵、氨儲罐無組織廢氣等。同時，合理進行廠區平面佈局設計，通過採取減振、隔聲等降噪措施，再經距離衰減後，廠界的

## A. ENVIRONMENTAL PROTECTION 環境保護

(GB12348-2008). In addition, a fixed centralised waste storage location is planned to facilitate centralised disposal, and the temporary solid waste storage site is constructed and maintained in strict compliance with the requirements of the Standard for Pollution Control on Hazardous Waste Storage and its modification order (2013) and the Standard for Pollution Control on the Storage and Disposal Site for General Industrial Solid Wastes and its modification order (2013). During the construction of project, the prevention and control measures of groundwater and soil pollution are controlled by the generation, seepage, diffusion and emergency response of pollutants in accordance with the principle of combining source control, zoning control, pollution monitoring and emergency response, so there will be no significant impact on the regional soil and groundwater environment.

While expanding its business, the Group also pays attention to the impact on the surrounding environment, residents and all stakeholders, achieving a balance in many aspects through assessments and exchanges.

噪聲滿足《工業企業廠界環境噪聲排放標準》(GB12348-2008)中3類標準。另外，規劃了固定廢物集中存放地點，方便集中處置，固廢暫存場所嚴格按照《危險廢物貯存污染控制標準》及其修改單(2013)以及《一般工業固體廢物貯存、處置場污染控制標準》及其修改單(2013)的要求建設和維護使用。在專案建設中，地下水、土壤污染防治措施按照「源頭控制、分區防治、污染監控、應急回應」相結合的原則，從污染物的產生、入滲、擴散、應急回應進行控制，因此，不會對區域土壤和地下水環境產生明顯影響。

業務擴張的同時，集團亦關注對周邊環境、居民及所有持份者的影響，透過評估及交流達到多方面的平衡。





## A. ENVIRONMENTAL PROTECTION 環境保護

## GREEN PRODUCT

## AUTOMOBILE GLASS

SOLAR-X heat reflective automobile glass is infrared reflecting coating laminated glass (patent no. 2006 2 0059916.5) which is developed by Xinyi Glass and is manufactured relying on the most advanced equipment and technology at present. This product is formed when the surface of high-quality semi finished clear float glass is plated with many layers of Low-E coatings before it is subject to heat bending and lamination.

Compared with traditional automobile glass, SOLAR-X heat reflective automobile glass enjoys a number of excellent properties.

- **OUTSTANDING HEAT RESISTANCE**

The unique Low-E coated layer of SOLAR-X can effectively prevent solar radiant heat from reaching the insides of automobiles, so as to reduce the load on automobile air conditioners and reduce energy consumption. The super excellent shading coefficient of SOLAR-X enables it to be 38% more heat resistant than common automobile glass.

## 綠色產品

## 汽車玻璃

SOLAR-X 熱反射汽車玻璃是由信義玻璃開發，採用目前最先進設備和技術生產的紅外線反射鍍膜夾層玻璃(專利號：2006 2 0059916.5)。該產品是通過在高品質的半成品透明浮法玻璃表面鍍上多層Low-E鍍膜，再經過熱彎和夾層加工製成。

與傳統汽車玻璃相比，SOLAR-X熱反射汽車玻璃具有眾多優良性能

- **卓越的隔熱性能**

SOLAR-X獨特的Low-E鍍膜層，可以有效地阻隔太陽輻射熱量進入汽車內部，從而降低汽車空調負荷，減少能耗開支。SOLAR-X絕佳的遮陽系數，使其隔熱性能比普通汽車玻璃提高38%。

## A. ENVIRONMENTAL PROTECTION 環境保護

- **EXCELLENT TRANSMITTANCE**

SOLAR-X automobile glass not only has good heat insulation function, but also guarantees excellent visible light transmittance. Its most appropriate natural light transmittance ensures there is a clear view in the driving cab to look at the outside. The visible light transmittance is kept within the standard range of 70%~75%, which improves the visual comfort so that the sun becomes no longer glaring.

- **GOOD SOLAR CONTROL FUNCTION**

The unique Low-E coated layer of SOLAR-X also has good ability to reflect solar energy. It can control sunlight to some extent without causing "light pollution". The solar energy reflection ability of SOLAR-X is 15% more powerful than that of common automobile glass.

- **GOOD STRENGTH AND DURABILITY**

The Low-E coating and materials on the internal surface of SOLAR-X front automobile laminated glass ensures the firmness and durability of film as well as avoiding the costs incurred for repeated filming in the case of common automobile glass and performance failure.

- **出色的透光性能**

SOLAR-X汽車玻璃不僅擁有良好的隔熱性能，還保證出色的可見光透光性能，恰到好處的自然光透過率使駕駛室內有一個清晰的對外視野。可見光透過率保持在70%—75%標準範圍，提高視覺舒適度，使陽光不再耀眼。

- **較佳的陽光控制功能**

SOLAR-X獨特的Low-E鍍膜層，還具有較佳的太陽能反射性能。能在避免「光污染」的基礎上，具有一定的陽光控制功能。SOLAR-X的太陽能反射性能比普通汽車玻璃提高15%。

- **牢固和耐久性能**

SOLAR-X前擋汽車夾層玻璃內表面的Low-E鍍膜工藝和材料，確保了膜層的牢固性和耐久度。避免了普通汽車玻璃反復貼膜的成本和性能失效。



## A. ENVIRONMENTAL PROTECTION 環境保護

## COMPLIANCE WITH STANDARDS ON SPECTRALLY SELECTIVE GLASS

Glass whose light to solar gain (LSG) is larger than 1.25 is defined by the standards set by the U.S. Department of Energy as spectrally selective glass. The LSG of SOLAR-X automobile glass is 1.73 while the LSG of common front automobile glass is 1.13.

## AUTO GLASS PRODUCTS



## ARCHITECTURAL GLASS

Low emissivity coated glass is also called Low-E glass. Low-E glass is a kind of glass whose surface is coated with low emissivity coating – “metal-oxide silver film”, so that the glass takes on different colours. Its main functions are to reduce the U value<sup>1</sup> of glass, selectively reduce Sc<sup>2</sup> and comprehensively improve energy-saving property of glass. It mainly features: high infrared reflectivity, ability to directly reflect far infrared thermal radiation; low surface emissivity, weak ability to absorb external energy, hence little reradiated heat energy; wide range of shading coefficient Sc, and ability to control sun light transmittance according to needs to cater to requirements of different areas.

1. Heat transfer coefficient
2. Shading coefficient

## 超越光譜玻璃選擇標準

美國能源部的標準將光熱增益率(LSG)大於1.25的玻璃定義為光譜選擇玻璃(Spectrally Selective Glass)。SOLAR-X汽車玻璃的光熱增益率為1.73，而普通前擋汽車玻璃的光熱增益率是1.13。

## 汽車玻璃產品

## 建築玻璃

Low-E玻璃是在玻璃表面鍍低輻射材料—「金屬銀氧化物膜」，使玻璃呈現出不同顏色。其主要作用是降低玻璃的U值<sup>1</sup>，同時有選擇地降低Sc<sup>2</sup>，全面改善玻璃的節能特性。顯著特點為：紅外反射率高，可直接反射遠紅外熱輻射；表面輻射率低，吸收外來熱量少，從而再輻射出的熱量少；遮陽系數Sc範圍廣，可根據需要控制太陽能的透過量，以適應不同地區的需要。

1. 傳熱系數
2. 遮陽系數

## A. ENVIRONMENTAL PROTECTION 環境保護

High transmission Low-E glass: shading coefficient of  $Sc \geq 0.5$ , reducing little transmitted sun light. It is very suitable to be used in the northern area which usually adopts heating system. In winter, sun rays can penetrate this kind of Low-E glass to reach houses. After absorbed by indoor objects, they become far infrared thermal radiation not able to penetrate Low-E glass. Such thermal radiation is confined indoors together with the thermal radiation emitted by indoor heaters, so that heating costs can be reduced.

Sun-shading Low-E glass: shading coefficient of  $Sc < 0.5$ , reducing much transmitted sun light. It is very suitable to be used in the southern area which usually uses air-conditioners. In summer, it can to the largest extent prevent sun rays from reaching houses as well as blocking far infrared thermal radiation from outdoors, so that the costs of air conditioning can be reduced.

According to the layer of silver contained in the film structure, it can also be divided into single-silver Low-E glass, double silver Low-E glass and triple-silver low-E glass. On some occasions, a kind of Low-E product that is high-transmitting and requires very low shading coefficient is needed. Therefore, double-silver Low-E glass came into being. In normal cases, if the shading coefficient is the same, double-silver Low-E glass has higher visible light transmissivity than single-silver Low-E glass. Triple-silver Low-E glass with the same shading efficient has even higher visible light transmissivity. Double-silver glass can be used on nearly any occasion. It has the following several characteristics: lower shading coefficient than sun shading Low-E glass, low radiance, heat preservation, low reflectivity, and fine permeability.

高透型Low-E玻璃，遮陽系數 $Sc \geq 0.5$ ，對透過的太陽能衰減較少。這對以採暖為主的北方地區極為適用，冬季太陽能波段的部分輻射可透過這種Low-E玻璃進入室內，經室內物體吸收後變為遠紅外熱輻射，並與室內暖氣發出的熱輻射共同被限制在室內，從而節省暖氣的費用。

遮陽型Low-E玻璃，遮陽系數 $Sc < 0.5$ ，對透過的太陽能衰減較多。這對以空調致冷的南方地區極為適用，夏季可最大限度地限制太陽能進入室內，並阻擋來自室外的遠紅外熱輻射，從而節省空調的使用費用。

根據膜層結構中含有銀的層數不同又可劃分為：單銀、雙銀、三銀Low-E產品，在某些場合下，需要一種高透光率，而又需要極低的遮陽系數的Low-E產品，因此雙銀也應運而生，一般情況下，同樣的遮陽系數，雙銀Low-E可以具有更高的可見光透過。三銀這種特性則更加明顯。雙銀玻璃幾乎可以用在任何場合，具有以下幾個特點：具有比遮陽型Low-E玻璃更低的遮陽系數；具有低的輻射率；具有保溫作用；一般都具有低的反射率，通透性好。



## A. ENVIRONMENTAL PROTECTION 環境保護

- Definition of Low-E Insulating Glass and Comparison between it and Common Single Glazing and Common Insulating Glass in Energy-saving

Low-E insulating glass is preferred kind of energy-efficient building materials for energy-saving buildings advocated by the state. It reaches the national required standards for energy conservation of materials used in public buildings and residential buildings. After the surface of common architectural glass is coated with metallic silver and auxiliary layer, it is integrated with another piece of glass through various technology into insulating glass with dry air in the middle. Compared with common energy-saving glass, Low-E insulating glass can, through silver's very high reflectivity of heat radiation, keep more energy from sunlight outdoors in summer while ensuring natural lighting indoors. In winter, it better prevents indoor heat from getting out of room from the glass, so that obvious effects of energy conservation for building can be produced. Compared with common single glazing, energy saving glass (Low-E insulating glass) can better preserve heat, keep warm and insulate sound. It can save 67-70% of energy, consuming around 40% less energy compared to common insulating glass (see the table below).

- Low-E中空玻璃定義以及和普通單層玻璃、普通中空玻璃的節能性比較

Low-E中空玻璃是國家宣導綠色節能建築的首選節能建築材料，其節能特性滿足國家對公共建築和居住建築所用材料的節能強制性要求。在普通建築玻璃的表面鍍上金屬銀及其輔助膜層後，將其與另外一片玻璃經多種工藝集成中間為乾燥空氣的中空玻璃產品。Low-E中空產品相比普通節能玻璃，可以利用銀對熱輻射的極高反射特性，在保證室內自然採光的同時，在夏天把太陽光的熱量更多地擋在室外，在冬天更多阻止室內的暖氣通過玻璃流失到室外，從而起到建築節能的顯著效果。相對於普通單層玻璃，節能玻璃(Low-E中空玻璃)隔熱、保溫及隔音效果顯著，可節能67-70%，相對於普通中空玻璃節能約40%(請見下表)。

COMPARISON ON ENERGY CONSUMPTION  
能耗比較

APPLICABLE REGION 使用地區	HOT SUMMER AND WARM WINTER 夏熱冬暖地區		
	Common single glazing 普通單層玻璃	Common insulating glass 普通中空玻璃	Low-E insulating glass Low-E中空玻璃
GLASS TYPE 玻璃類型	100%	74%	33%

## A. ENVIRONMENTAL PROTECTION 環境保護

- Solar control Low-E laminated glass (Third Generation Low-E laminated glass)

Solar control Low-E laminated glass refers to energy-saving laminated glass formed after special Low-E glass manufactured are then processed through special lamination technology. Compared with foreign XIR laminated glass, solar control Low-E laminated glass features multiple varieties, abundant colours, superior performance, and wide applicable scope. In processing, solar control Low-E film is stable in quality, strong in adhesive force and well resistant to acid and alkali.

High-performance solar control Low-E laminated glass is better than foreign XIR laminated glass in many aspects such as product performance, variety, processing difficulty, range of application and economic efficiency. This is an inevitable trend for the use and development of domestic curtain wall glass.

- 陽光控制Low-E夾層玻璃(第三代Low-E夾層玻璃)

陽光控制Low-E夾層玻璃是指生產特殊的Low-E玻璃時，再經過特殊夾層工藝製成的節能夾層玻璃。陽光控制Low-E夾層玻璃與國外XIR膜夾層玻璃相比，具有品種多、顏色豐富、性能優越、適用範圍廣等特點，在加工上，陽光控制Low-E膜層品質穩定，附著力強、耐酸鹼性強。

高性能陽光控制Low-E夾層玻璃在產品性能、品種、加工難易程度、使用範圍、經濟性等方面均優於國外XIR膜夾層玻璃產品，這是國內建築幕牆玻璃使用和發展的必然趨勢。

## ARCHITECTURAL GLASS PRODUCTS



## 建築玻璃產品



## B. SOCIAL RESPONSIBILITY 社會責任

### 4. EMPLOYMENT AND LABOUR PRACTICES

Xinyi Glass regards talents as the most valuable treasure. Xinyi Glass strives to provide continuous improvement of working conditions, competitive benefits and remuneration package, an effective training system, a deployment system which evaluates performance not based on education background, and contribution assessment not based on qualifications. Fair, just and reasonable opportunities are also given to everyone for individual growth, in order to build a platform where they could showcase their talents, so that we could attract, nourish, reward and retain talents with competency, high quality and international exposures.

#### EMPLOYMENT

All the Industrial Parks of Xinyi Glass in the PRC have complied with the relevant labour laws and regulations such as "Labour Law of the People's Republic of China" (《中華人民共和國勞動法》), "Labour Contract Law of the People's Republic of China" (《中華人民共和國勞動合同法》), "Social Insurance Law of the People's Republic of China" (《中華人民共和國社會保險法》), and "Regulation on Unemployment Insurance" (《失業保險條例》), and in Malaysia Industrial Park has complied with "Malaysian Labour Laws" and "Malaysian Labour Laws: Hours of Work" and other regulations as the basis for handling the entering into and termination of labour contract, labour compensation, labour dispute settlement, social insurance premium payment, social insurance benefits, social insurance dispute settlement and so on.

### 4. 僱傭及勞工常規

人才，被信義玻璃視為最寶貴的財富。信義玻璃堅持以不斷改善的工作條件，具有競爭力的福利待遇，實效的培訓系統，不以文憑評估能力、不以資歷比較貢獻的用人機制，公平、公正、合理地賦予每個人成長機會，搭建充分展示才華的舞臺，吸引、培養、獎勵、留住有能力、高品質、具備國際化素質的人才。

#### 僱傭

信義玻璃於中國境內的所有工業園均嚴格遵守了《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國社會保險法》等相關的勞動法律法例，而馬來西亞工業園則遵守了《馬來西亞勞工法律》以作勞動合同訂立解除、勞動報酬、勞動爭議處理、社會保險費的繳納、社會保險待遇、社會保險爭議解決等的處理依據。

## B. SOCIAL RESPONSIBILITY 社會責任

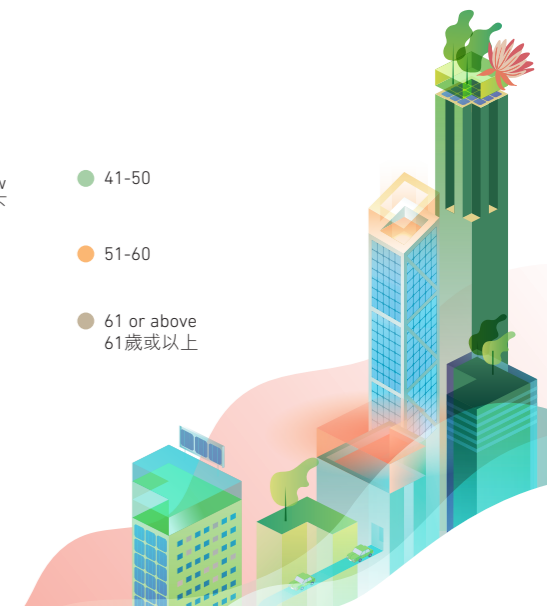
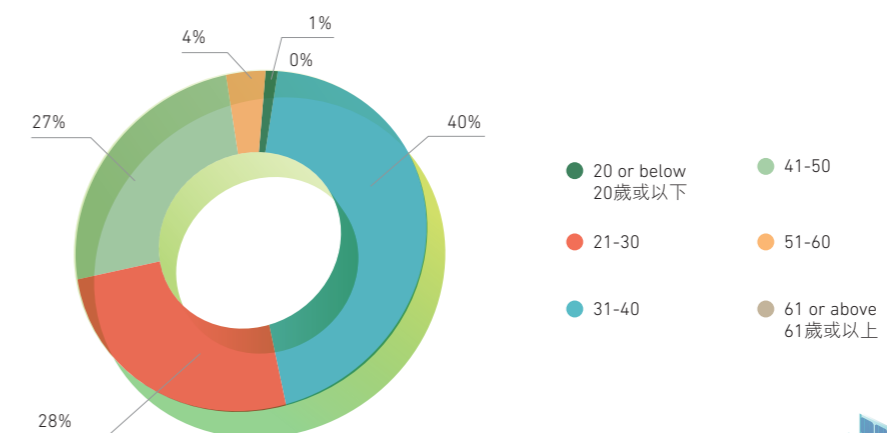
The Group has also formulated a series of employment policies and procedures in accordance with the laws and regulations of the above countries and regions. For example, the "Recruitment Management Process" and "Malaysian Personnel Management Process: Recruitment" stipulates the Company's recruitment management division procedures. The primary recruitment channels include campus recruitment, recruitment through agency, and internal recommendation from employees. There are internal guidelines set up for all these recruitment methods so as to ensure that there is a fair opportunity for every application for the recruitment of the suitable candidate. As of 31 December 2019, there is a total of 13,117 employees and they are classified in accordance with their age, gender, region and level. As compared to that of 2018, the distribution percentage of each category is similar. For details, please refer to the following graphs a), b) and c).

In respect of employees which were classified by age in 2019, the largest number came from the age group of 31-40, which accounted for 40% of the total number; it is followed by the age group of 21-30, which accounted for 28% of the total number; and the age group of 41-50 came third, which accounted for 27% of the total number; while the age groups of 51-60, 20 or below and 61 or above accounted for 4%, 1% and 0% respectively. The distribution ratio was similar to that of 2018.

集團內部亦按以上的國家及地區的法律法規制定了一系列有關僱傭的政策及流程，如《招聘管理流程》及《馬來西亞人事管理制度—招聘》規定了公司招聘管理分工流程，招聘途徑主要有校園招聘、經中介招聘、內部員工推薦等，各種的招聘都訂立了內部相關指引，確保所有人都獲得公平的應試機會，再從中聘用合適人士。依2019年12月31日計算，員工共13,117人，按年齡、性別、所屬地區、及級別分類，各個類別分佈百分比與2018年相約，詳細可參以下圖a、b及c。

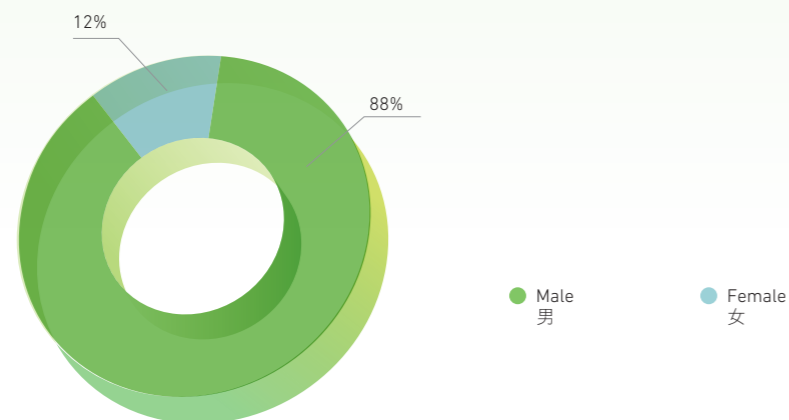
2019年員工按年齡分類，31-40歲的組別最多，佔整體40%；其次為21-30歲組別，佔整體28%；而41-50歲組別則為第三，佔整體27%；而51-60歲組別、20歲或以下組別及61歲或以上組別分別佔4%、1%及0%，分佈比例與2018年相約。

a. BY AGE IN 2019  
2019年員工年齡比例

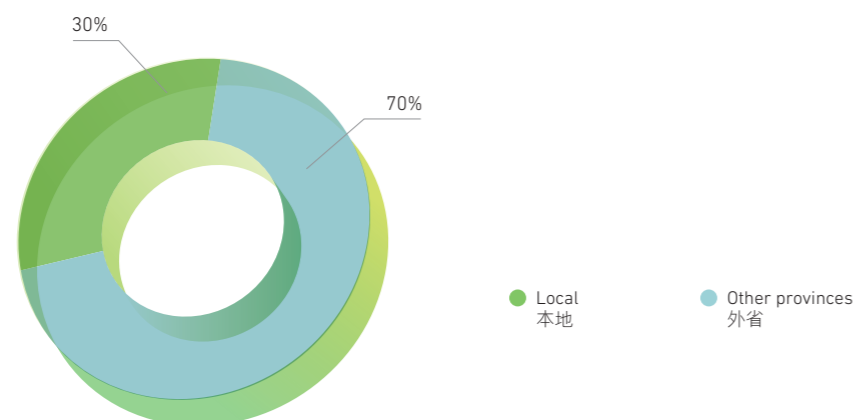


## B. SOCIAL RESPONSIBILITY 社會責任

In respect of employees which were classified by gender in 2019, the distribution ratio was the same as last year with male contributing to the major segment, 88% and female accounting for 12%.

b. BY GENDER IN 2019  
2019年員工性別比例

In respect of employees which were classified by region (taking Shenzhen Industrial Park as an example, employees outside Shenzhen are considered as "employees from other provinces") in 2019, the employees from other provinces are the mainstay, accounting for 70% of the total number, while local employees accounted for 30% of the total number, which was similar to that in 2018.

c. BY REGION IN 2019  
2019年所屬地區員工比例

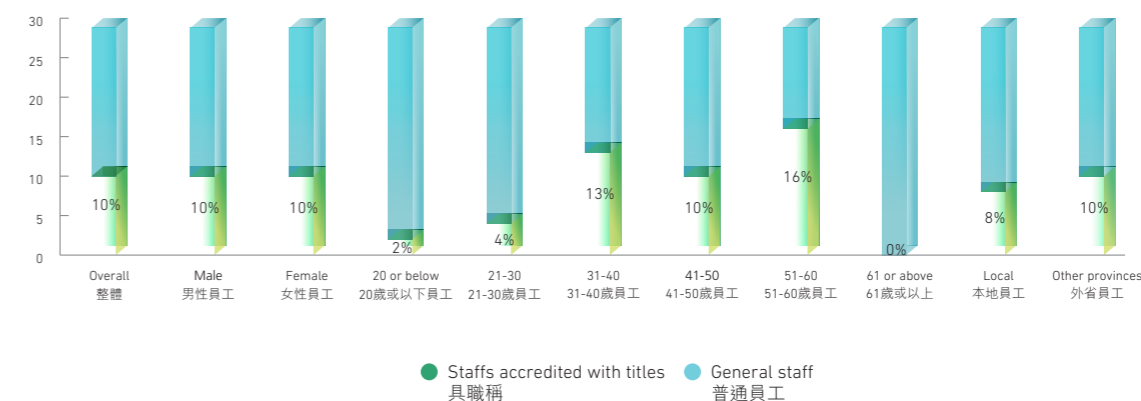
2019年員工按性別分類，與去年的分佈比例接近，男性佔大多數，佔整體88%，而女性則佔12%。

2019年員工按所屬地區(即以深圳工業園為例，深圳市以外的員工計算為「外省」員工)分類，外省員工為主，佔整體70%，而本地員工則30%，比例與2018年一致。

## B. SOCIAL RESPONSIBILITY 社會責任

In addition to formulating the "Personnel Management System" and the "Promotion/Demotion Management Procedure" as the internal guidelines for general talents management, the Group has established reward systems such as "Management System for the Internal Title Accreditation of the Group", "Patent Reward System" and "Incentive Scheme" to encourage professional personnel to study their business and enhance their skills. The internal title accreditation is carried out once a year. Upon the submission of materials and review on the daily performance, the employees are broadly divided into three levels, junior, middle and senior, so that the employees with adequate experience and capability will be actively provided with the same level of benefits. Staff members who have been internally accredited with titles, managerial duties and titles, or the long-service employees or specially-recruited staff members are entitled to the Company's share options.

集團除制定《人事管理制度》及《晉升／降職管理流程》作為一般管理人才的內部指引外，為鼓勵從事專業崗位人員鑽研業務和提升技能，集團設有《集團內評職稱管理制度》及《專利獎勵制度》、《激勵制度》等等獎勵制度，內評職稱是每年一次的，經提交材料、審核再按平日考勤表現評定，大致分初、中及高級三個職級，使有足夠經驗及能力的員工都可主動獲得同等待遇。具備了公司內評職稱、管理職務頭銜、長期服務的員工或特殊引進人就可享有公司股票購股權。

d. DISTRIBUTION OF STAFF ACCREDITED WITH TITLES  
2019年員工具職稱比例

## B. SOCIAL RESPONSIBILITY 社會責任

In 2019, the employees who have been internally accredited with titles accounted for 10% of the total employees, and accounted for 10% of the above groups which are classified by gender. In terms of age, 61 or above, 20 or below and 21-30 age group are all below the average percentage, mainly related to seniority and work planning, accounting for 0%, 2% and 4%, respectively, and other groups accounting for 13%-16%. In terms of regions, local employees were relatively low at approximately 8%, while employees from other cities accounted for 10%, reaching an average level. This shows that factors such as gender, region and age will not affect the internal title accreditation of employees, which reveals the Group's fair attitude towards reviewing the capacity of every staff member.

2019年具職稱的員工佔整體員工10%，而按性別比例，具職稱的男、女員工皆佔該組別的10%；而按年齡分類，61歲或以上、20歲或以下及21-30歲皆低於平均百分比，主要與年資及工作規劃有關，分別佔0%、2%及4%，其他組別佔13%-16%；而所屬地區方面，本地員工較低，約8%，外市員工佔10%，達平均水準。這顯示員工在內部考取內部職稱時，並不會受到性別、地區及年齡等原因影響其結果，集團對各人都持公平態度去審核能力。

## B. SOCIAL RESPONSIBILITY 社會責任

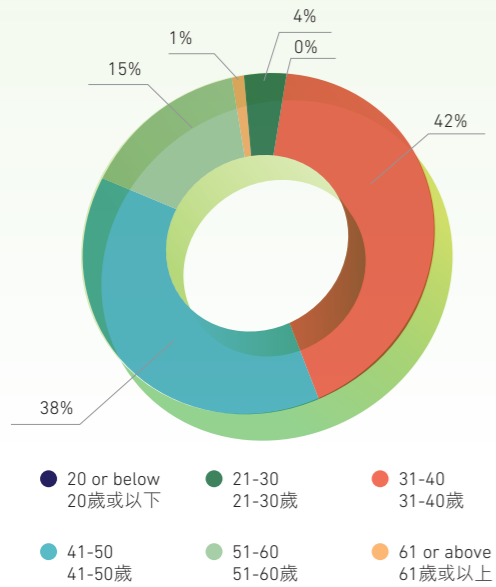
In terms of dismissal, the internal "Employee Handbook" clearly explains the various situations in which the Group will terminate the labour contract and other handling methods, while the "Personnel Management System" and "Malaysian Personnel Management System: Dismissal" states the procedures which should be carried out by the Group or the responsible executor, and the right of the affected employee upon the termination of labour contracts, so as to ensure that the Group treats each employee equally. Based on the total number of staff on 31 December 2019, the overall employee turnover rate (which includes the number of people who resigned voluntarily and were dismissed by the Group) for the year was about 36%, which was lower than that in 2018. The distribution percentages of each category by age, gender, region and rank are similar to 2018, and are shown in Figure e, f, g and h below.

針對解僱方面，內部的《員工手冊》有清楚解釋集團會作出解除勞動合同的各個情況及其他處理方式，而《人事管理制度》及《馬來西亞人事管理制度—解聘管理》則會列明當確定要解除勞合同時，集團或負責執行的人需要做的步驟及受影響員工的應有權利，以確保集團對待每個員工都是一視同仁的。依2019年12月31日的總人數計算，全年整體員工流失率約36%，較2018年百分比低，當中包括了主動離職的及集團解僱的人數。按年齡、性別、所屬地區、及級別分類，各個類別分佈百分比與2018年相約，詳細可參以下圖e、f、g及h。

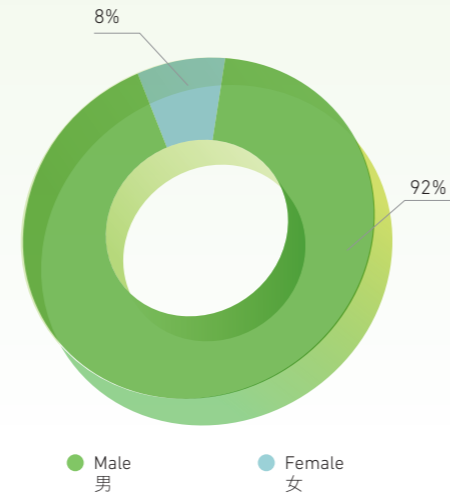


## B. SOCIAL RESPONSIBILITY 社會責任

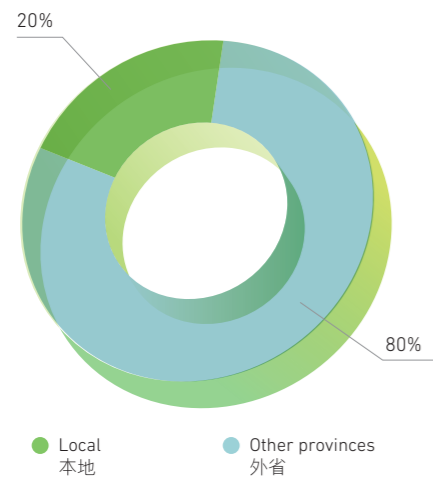
e. TURNOVER RATE BY AGE IN 2019  
2019年流失員工按年齡分類



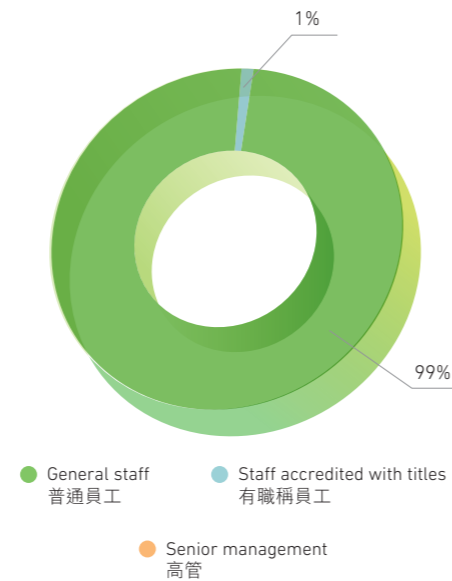
f. TURNOVER RATE BY GENDER IN 2019  
2019年流失員工按性別分類



g. TURNOVER RATE BY REGION IN 2019  
2019年流失員工按所屬地區分類



h. TURNOVER RATE BY RANK IN 2019  
2019年流失員工按職級分類



## B. SOCIAL RESPONSIBILITY 社會責任

In terms of turnover rate by age in 2019, the age group of 21-30 contributed to the majority, which accounted for 42% of the total number; it is followed by the age group of 31-40, which accounted for 38% of the total number. The age group of 41-50 ranked the third, which accounted for 15% of the total, while the age group of 20 or below, 51-60 and 61 or above accounted for 4%, 1% and 0% respectively. The distribution ratio is similar to that of 2018. In terms of turnover rate by gender, which was consistent with last year's distribution with male employees contributing to the majority, 92% while female accounting for 8%. In terms of turnover rate by region, employees from other provinces were the mainstay, accounting for 80% of the total number while local employees accounted for 20%, which was similar to that of 2018.

2019年流失員工按年齡分類，21-30歲的組別最多，佔整體42%；其次為31-40歲組別，佔整體38%；而41-50歲組別則為第三，佔整體15%；而20歲或以下組別、51-60歲組別及61歲或以上組別分別佔4%、1%及0%，分佈比例與2018年相約。按性別分類，與去年的分佈比例一致，男性佔大多數，佔整體92%，而女性則佔8%。按所屬地區分類，外省員工為主，佔整體80%，而本地員工則20%，比例與2018年相近。



## B. SOCIAL RESPONSIBILITY 社會責任

### REMUNERATION PACKAGE AND BENEFITS

Xinyi Glass has set up procedures such as the "Remuneration Management and Adjustment Procedure of the Group" (《集團薪酬管理調整流程》), "Remuneration Formulation and Accounting Procedure" (《薪酬制定和核算流程》) and "Malaysian Personnel Management System: Remuneration" (《馬來西亞人事管理制度—薪酬》), providing the employees with attractive remuneration and benefits. Staff's remuneration package, comprised of basic salary and reward and punishment, is adjusted for factors such as the Company's results, the value of the staff member's position, personal competency and performance, and social development level, etc. At the same time, the Group provides them with meal allowances, housing benefits, subsidies for high temperature, transport and communication allowances.

The Group has contributed to the social insurance and purchased work-related injury insurance for employees working in the domestic factories in accordance with the "Social Insurance Law of the People's Republic of China" (《中華人民共和國社會保險法》) and the "Regulation on Work-Related Injury Insurances" (《工傷保險條例》).

Xinyi Glass strictly complies with working hour limit and holiday requirements under "Labour Law of the People's Republic of China" (《中華人民共和國勞動法》), the "Employment Ordinance" (《僱傭條例》), "Regulation on Public Holidays for National Annual Festivals and Memorial Days" (《全國年節及紀念日放假規定》), "Provisions of the State Council on Employees' Working Hours" (《國務院關於職工工作時間的規定》), "Malaysian Labour Laws – Working Hours" as well as the respective applicable employment laws and regulations in the overseas locations and the legal requirements of the places in which it operates. All industrial parks in China implement an eight-hour working system from Mondays to Fridays, while production departments implement a shift system. Employees enjoy statutory holidays and paid leaves, such as marriage leave, funeral leave, maternity leave, and paternity leave, etc.

### 薪酬及福利

信義玻璃制定了《集團薪酬管理調整流程》、《薪酬制定和核算流程》及《馬來西亞人事管理制度—薪酬》等流程，為僱員提供有吸引力的薪酬和福利。員工的薪酬由基本工資和獎罰額度構成，薪酬隨著公司業績、員工崗位價值、個人能力與績效以及社會發展水準等因素進行調整。同時，集團亦為員工提供飲食津貼、住房福利、高溫補貼、交通及通訊補助等福利。

集團為國內的工廠員工按《中華人民共和國社會保險法》及《工傷保險條例》等的規定繳納社會保險金及購買工傷保險。

信義玻璃嚴格遵守《中華人民共和國勞動法》、《僱傭條例》、《全國年節及紀念日放假規定》、《國務院關於職工工作時間的規定》、《馬來西亞勞工法律—工作時間》與各外地公司適用的當地僱傭法律與條例等及各業務所在地法律規定的工作時限和假期。國內的所有工業園都實行一星期五天工作八小時的工作制度，生產部門實行倒班輪休制，員工可享有法定節假期，另設有婚假、喪假、產假、陪產假等有薪假期。

## B. SOCIAL RESPONSIBILITY 社會責任

### LABOUR UNIONS

Xinyi Glass cares about its staff's life outside of the production work. According to the "Labour Union Management System" and "Malaysian Personnel Management System: "Diversify" (《馬來西亞人事管理制度—多元化》)" set up by the Group, each industrial park has established a labour union, which possesses a complete structure with members including a chairperson, a treasurer, a coordinator, etc. Various groups have been set up under the union to ensure its orderly operation. Through transparent and democratic management, the labour unions organise various activities that benefit the staff's well-being. Meanwhile, they also strengthen the communication between the Company and the staff as well as negotiating for the benefits to raise the staff's sense of belonging.

In response to the increasingly fast pace of life, Xinyi Glass encourages its staff to achieve work-life balance. It organises medical check-ups and travel tours for the eligible staff and holds various fun after-work events such as entertainment and recreational activities including birthday party, football match, Chinese New Year celebration, National Day celebration, etc. There are different cultural and daily facilities in the industrial parks, such as library, basketball court, football field, badminton court, snooker room, table tennis room, cyber cafe, TV room, karaoke room, fitness room, medical room, kiosk, tuck shop, staff canteen, etc. Investments in various kinds of facilities are expanded to well perform their maintenance and management, enriching the life and enhancing the interaction of staff members outside the eight working hours.

### 工會組織

信義玻璃關心員工生產以外的生活，按集團制定的《工會管理制度》及《馬來西亞人事管理制度—多元化》，各個工業園均成立了工會，擁有包括主席、財務、統籌等成員的完整架構，其下設立各個小組去確保工會有秩序地運作。工會透過透明及民主的管理，舉辦各項有益身心的活動，同時，亦增加公司與員工們之間的溝通、爭取福利以增加員工的歸屬感。

面對日益加快的生活節奏，信義玻璃鼓勵員工平衡工作與生活，主張為合資格員工組織健康體檢和旅遊，並舉辦各項有趣的業餘活動如娛樂康體活動如生日會、足球比賽、春節晚會、國慶晚會等。工業園內設有不同文化、生活設施如圖書室、籃球場、足球場、羽毛球館、桌球室、乒乓球館、網吧、電視房、卡拉OK室、健身房、醫療室、小賣部、小吃店、員工飯堂等，並擴大各類設施的投入，以做好維護和管理，豐富員工八小時工作之外的生活和交流。





B. SOCIAL RESPONSIBILITY 社會責任

ACTIVITIES ORGANISED BY LABOUR UNION (EXCERPT)

2019年工會舉行的活動(節錄部分)



B. SOCIAL RESPONSIBILITY 社會責任



## B. SOCIAL RESPONSIBILITY 社會責任

In addition, "Xinyi Education Fund" was established by the Group in 2017. Managed in accordance with the "Xinyi Education Fund Management Code", the fund provides our employees' children with education assistance. The fund paid more than RMB1,270,000 and benefitted a total of 319 eligible children of our employees in the year of 2019. The number of beneficiaries and the number of grants have increased significantly by 28% as compared to that of 2018.

### 5. HEALTH AND SAFETY

Xinyi Glass has developed the "Safety Management Manual", "Safety Management System" etc. as the internal operating procedures in accordance with the "Production Safety Law of the People's Republic of China" (《中華人民共和國安全生產法》), "Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases" (《中華人民共和國職業病防治法》), "Measures for the Administration of Contingency Plans for Work Safety Incidents" (《生產安全事故應急預案管理辦法》), "Regulation on Emergency Responses to Work Safety Accidents" (《生產安全事故應急條例》), "Occupational Safety And Health Act 1994" and other relevant laws in the various regions. "Accident Reporting Process", "Work Injury Handling Process" and "Emergency Plan for Production Safety Accidents, Risk Identification and Assessment Report, Emergency Resource Investigation Report" are also prepared after the occurrence of accidents.

另外，集團已於2017年成立了「信義教育基金」，按《信義教育基金管理章程》管理，為員工的子女在教育上提供支援，在2019年度，共有319名合資格的員工子女受惠，基金發放超過127萬元人民幣，受惠人數及發放人數對比2018年都有大幅度提升28%。

### 5. 健康與安全

信義玻璃按《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》、《生產安全事故應急預案管理辦法》、《生產安全事故應急條例》、《Occupational Safety And Health Act 1994》及其他各地相關法律再制定內部一般使用的《安全管理手冊》、《安全管理體系》等流程及針對意外發生後的所編制的《事故上報流程》、《工傷處理流程》及《生產安全事故應急預案、風險辨識評估報告、應急資源調查報告》作操作規程。

## B. SOCIAL RESPONSIBILITY 社會責任

The Group has set up a safety management and implementation instrumentality with dedicated personnel: Safety Office. In addition to the preparation of safety regulations, operation and emergency plans, we will organize and participate in the education, training and emergency rescue drills on production safety. At the same time, we will inspect the production of the industrial parks, identify high-potential safety hazards and rectify non-compliance operations in a timely manner, and provide suggestions and rectification measures for related acts or problems.

For employees working at the production workshops, the Group provides them with labour protective equipment and supplies, including gloves and safety shoes, etc. There are also safety slogans and relevant warning signs placed around its industrial parks. Pinpointing different locations, there are different warnings placed. For example, there is dust occupational hazard notification card placed at raw material workshops and high temperature occupational hazard notification card placed in front of the furnace to remind employees of the relevant risks so that they can prepare themselves with different levels of protection. In addition, real-time surveillance and monitoring has been installed in flammable sites such as natural gas rooms and petrol stations. Large-scale auxiliary tools with high usage such as trucks and forklifts are regularly inspected to ensure their proper operation. The entire workshops are managed and inspected in 5S (i.e. sorting, rectifying, cleaning, sweeping and maintenance). Personnel from Safety Office conducts daily inspections with rigorous requirements in safety aspect. The Group also hires qualified personnel to check and evaluate the workshop environment to ensure that the staff present at the workshop have a safe working environment.

集團並設立安全管理和執行機構並配備專門人員－「安全辦」，除編制安全規章、操作及應急方案等檔外，會組織及參與安全生產的教育、培訓及應急救援演練。同時會巡查工業園的生產情況，及時提出具高可能性的安全隱患及糾正違章操作，並對相關的行為或問題提供建議及整改措施等。

在生產車間內工作的員工，集團會配備勞動保護設施和用品包括手套、勞保鞋等。工業園都有安全標語及相關警告標誌，而針對一些不同位置更有不同的警示，例如原料車間會設置粉塵職業危害告知牌及窯爐前端設置高溫職業危害告知牌，提醒員工相關的危險性以作不同程度的保護。另外，天然氣室、油站等易燃地點均已安裝實時監控監察情況。行車和叉車等使用性高的大型輔助工具都會定期檢查，確保運作正常。車間整體以5S管理及檢查（即整理、整頓、清潔、清掃和保養），由安全辦人員作日常檢查，而安全方面的要求則較嚴謹，集團會另外請具資格人員對車間環境進行檢查評估，確保在場人員均有一個安全的工作環境。



## B. SOCIAL RESPONSIBILITY 社會責任

## DIVISIONAL SAFETY MANAGEMENT STRUCTURE

## 事業部安全管理架構圖



## B. SOCIAL RESPONSIBILITY 社會責任

The working environment at the office will be managed in 6S. The Group will carry out related activities such as sorting, rectifying, cleaning, sweeping, maintenance and safety evaluation for office area. Meanwhile, there is also identification and rectification of safety hazards in the office such as daily inspection, weekly inspection, monthly inspection, internal identification, special inspection, holiday inspection and follow-up rectification.

The Group also conducts annual medical check-ups for the eligible staff to ensure their health. All the new employees need to take 3 levels of pre-job training, accident case study and regular training, so that new employees have the safety awareness of their scope of work. For the existing staff, they are required to watch accident demonstration videos every quarter for the safety knowledge. The Group also conducts fire and other emergency drills every year to equip all the staff with the necessary knowledge for handling emergency crisis. Smoking is strictly prohibited in the areas of both office and production workshops in order to create a healthy, safe, clean and comfortable working environment. In 2019, no employees died due to work-related injuries.

在辦公室的工作環境則會以6S管理，集團會根據整理、整頓、清潔、清掃、保養、安全進行辦公區域評比等相關活動，同時，辦公室會作安全隱患識別整改包括日檢、周檢、月檢、內部識別、專項排查、節假日檢查及跟進整改。

集團每年亦會為合資格員工進行體檢，確保員工的健康。所有新員工都會接受崗前三級培訓、事故案例教育培訓及定期培訓，讓新員工對自己所屬的工作範圍具備安全意識，而現有員工每一季度都需要觀看事故警示片，以從中汲取經驗。集團每年都會舉行消防及其他應急演習，使所有員工都能具備遇上危急情況時的處理方式。不論辦公室及生產車間的範圍內都嚴禁吸煙，以營造健康、安全、整潔和舒適的工作環境。2019年並沒有任何員工因工傷死亡。



Safety slogans are placed and protective equipment are provided in workshops  
車間內都設有安全標語員工，並有充足保護設施下工作



## B. SOCIAL RESPONSIBILITY 社會責任

## 6. DEVELOPMENT AND TRAINING

Xinyi Glass is committed to “deploying”, “nurturing” and “retaining” human resources, which are an intangible asset of the Company. The Group adheres to the principle of “internal nurturing” and adopts the “rolling in and out” approach to carry out circular training, which means that once a reserve talent is lost, promoted, transferred, etc., the talent pool will be replenished in a timely manner, including the training plan for management cadres, the talent echelon construction plan, the multi-skilled workers cultivation plan and other plans. In addition to the development of nurturing plans and training programs, the Group also has a dynamic management of the reserve talent pool to determine whether the employee will be promoted through different assessments.

Furthermore, based on the internal “Training Plan Management Procedure”, the Group has established an annual training plan, which is mainly divided into internal lecturer training (which is taught by senior employees internally accredited with titles) and external training. It is managed according to two processes, namely “Internal Lecturer Evaluation and Management Process” and “External Training Management Process”, respectively. In 2019, a number of trainings on different topics were held, including the training of desulfurization process, fire emergency drill, corporate legal risk prevention knowledge and professional spirit and professional ethics. Diversified training content enables employees to acquire work-related knowledge as well as developing their personal ethics and character and nurturing their problem-solving abilities. The comprehensive training resources and the learning environment enable the staff to learn more efficiently, helping them to innovate constantly and preparing a pool of talents for future development.

## 6. 發展及培訓

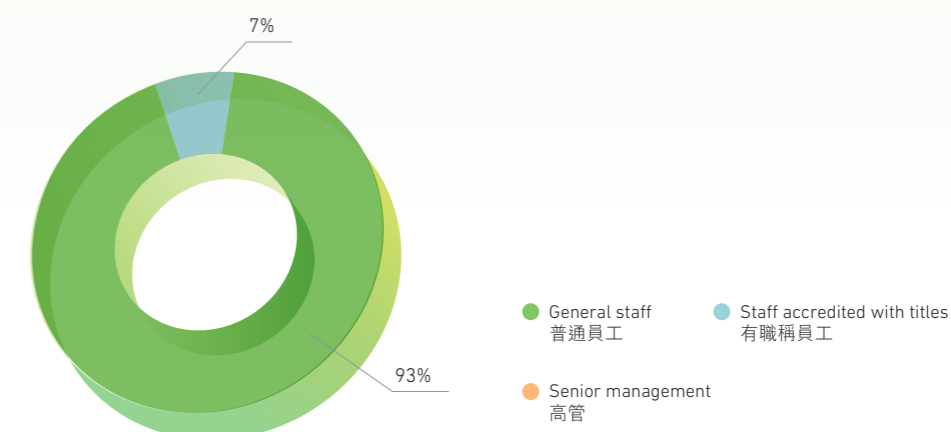
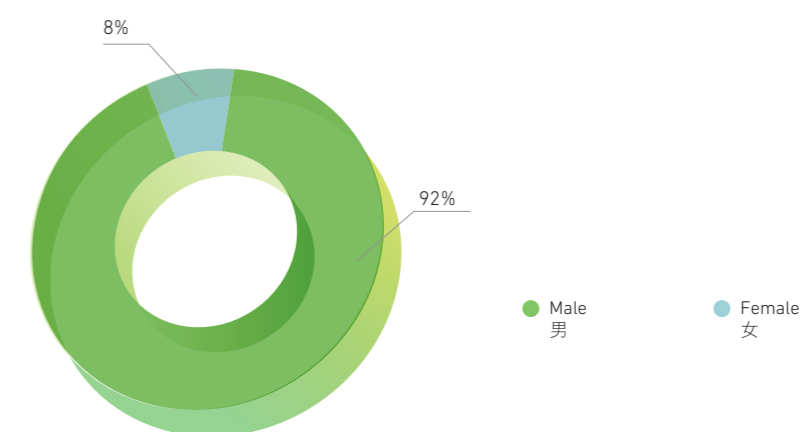
人力資源是信義玻璃的無形資產，致力於「用」、「育」和「留」。集團堅持「內部培養」的原則，採取「滾動進出」的方式進行迴圈培養，即後備人才一旦流失、晉升、調動等，將及時補充人才庫，包括管理幹部的培養計劃、人才梯隊建設方案、多能工培養計劃等計劃。除了制定培養計畫和培訓大綱，也會有後備人才庫的動態管理，透過不同評核決定該員工是否予以晉升。

另外，集團根據內部的《培訓計畫管理流程》訂立年度培訓計劃，主要分為內部講師培訓（即由資深並具內部職稱的員工教授）及委外培訓兩類，分別根據《內部講師評聘與管理流程》及《委外培訓管理流程》兩個流程去管理。2019年舉行了多個不同主題的培訓包括：脫硫工藝的培訓、消防應急演練培訓、企業法律風險防範知識及職業精神與職業道德等。多元化的培訓內容使員工既可獲取工作相關的知識，也可培養員工個人道德和品格，培養其解決問題的能力，完善的訓練資源與學習環境，員工的學習更具效率，使人才不斷創新，做好未來發展的人才儲備。

## B. SOCIAL RESPONSIBILITY 社會責任

In 2019, the Group's total number of training hours amounted to 128,034 hours and the average number of training hours per trainee was over 2.5 hours. By rank and gender, the percentage distribution of each category is similar to that of 2018, as shown in Figure i and j below.

2019年集團培訓總時數128,034小時，參訓員工平均受訓時數約2.5小時，按職級及性別分類，各個類別分佈百份比與2018年相約，詳細可參以下圖i及j。

i. TRAINED STAFF BY RANK IN 2019  
2019年受訓員工按職級分類j. TRAINED STAFF BY GENDER IN 2019  
2019年受訓員工按性別分類

## B. SOCIAL RESPONSIBILITY 社會責任

## TRAINING ACTIVITIES 2019 (EXCERPT)

## 2019年培訓活動(節錄部分)



## B. SOCIAL RESPONSIBILITY 社會責任

## 7. LABOUR STANDARDS

While developing the "Recruitment Management Procedure", Xinyi Glass strictly complies with the "Labour Law of the People's Republic of China" (《中華人民共和國勞動法》), "Provisions on the Prohibition of Using Child Labour" (《禁止使用童工規定》), "The Law of the People's Republic of China on the Protection of Minors" (《中華人民共和國未成年人保護法》) and "Malaysian Labour Laws" and the local legal requirements in the places where its businesses are located, as well as the laws and regulations prohibiting the use of child and forced labour. At the time of recruitment, the Group's recruitment team will review the resumes, cover letters and ID cards. When reviewing the resume of a job seeker, the educational background, working experience, and overall background will be checked if they match the job requirements. When reviewing resumes, the recruitment team will observe the following points to ensure better screening of potential candidates, including: reasons for changing jobs, term of service for former employers, etc. If there is any doubt, the recruitment team will check with the relevant government authorities. In case of any violation, the recruitment team has the right to suspend the next recruitment procedure and blacklist the related person to avoid him/her from entering the Company for job application next time. To ensure staff health and safety, forced labour is strictly prohibited and no staff can start working before the completion of the relevant training.

## 7. 勞工準則

信義玻璃在制定《招聘管理流程》時，嚴格遵守《中華人民共和國勞動法》、《禁止使用童工規定》、《中華人民共和國未成年人保護法》及《馬來西亞勞工法》等及各業務所在地法律規定，禁止使用童工或強制勞動的法律法規。招聘時，集團的招聘組會審查簡歷，求職信及身份證。在審查求職人員的簡歷時會一併檢查教育背景、工作經驗以及與工作要求相匹配的總體背景。在審閱簡歷時，招聘組會觀察以下幾點，以確保更好地篩選潛在候選人，包括：改變工作的原因、在前僱主工作的工齡等。如有懷疑，招聘組會與相關政府部門核實。如發現違規，招聘組有權終止接下來的招聘程式，並把該人員列入黑名單，以避免下次再進入公司求職。集團為保障員工健康和 safety，嚴禁強迫勞動，所有員工亦需經過相關培訓才可工作。

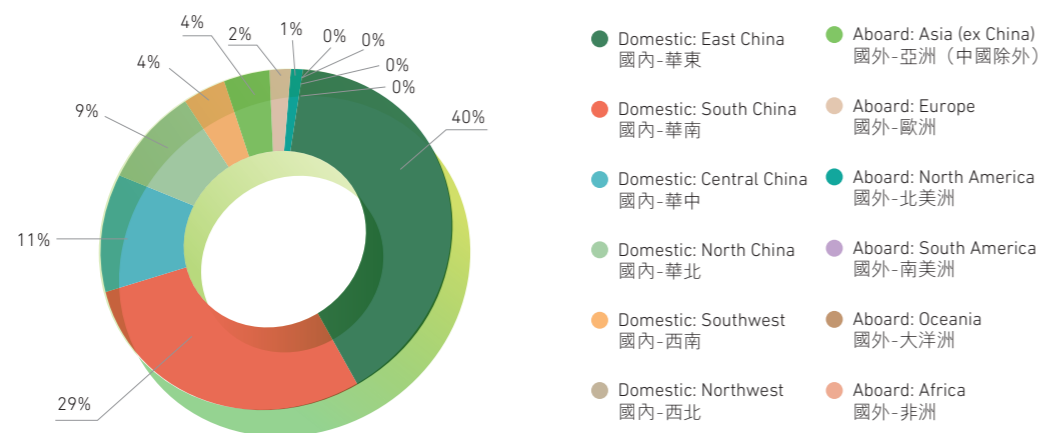


## B. SOCIAL RESPONSIBILITY 社會責任

## 8. SUPPLY CHAIN MANAGEMENT

Xinyi Glass has developed and implemented the "Procurement and Outsourcing Management System", "Supplier Integrity Agreement", "Supplier Delivery Materials and Outer Packaging Management Process" and "Supplier Development and Management Process" on potential and current suppliers, of which suppliers for automobile material have to pass ISO9001 certification to ensure the normal operation of our production, reduction in procurement cost and improvement of supply chain management. It also aims to carry out standardised and professional procurement on the Group level to achieve resources sharing and the allocation of materials across the companies. All procurement activities involve the signing of agreements and contracts, and the performance of the contracts is strictly monitored and the payment of funds is strictly controlled.

At the same time, Xinyi Glass formulated internal guidelines, such as the "Breakdown of Supplier Quarterly Appraisal" and "Standards for Regular Assessment of Qualified Suppliers", for the regular update of the list of suppliers. The suppliers are assessed by various relevant departments based on the five criteria of competence, business, quality, delivery time and service. Xinyi Glass monitors the quality and consumption of materials such as raw materials and ancillary parts. The Group's suppliers in 2019 were mainly domestic suppliers, which accounted for 89%, while foreign suppliers accounted for 11%. Both domestic and foreign suppliers will be screened and managed according to the above procedures. Through the above strict measures, the Group ensures that every part of the supply chain meets the standards and is secure.



## 8. 供應鏈管理

信義玻璃已制定並對所有潛在及現有的供應商執行《採購和外包管理制度》、《供應商廉潔協議》、《供應商送貨物料外包管理流程》及《供應商開發與管理程式》，而當中汽車玻璃的材料供應商需通過ISO9001認證，確保生產正常運行，降低採購成本，完善供應鏈管理，規範採購行為，集團化、專業化採購，並以達到資源分享，各公司間物資可相互調配使用的目的。所有採購都會簽訂合約合同，嚴格監督合同的履行和控制資金的支付。

同時，信義玻璃制定《供應商季度考核明細表》及《合格供應商定期評價標準》等內部指引，按能力、商務、品質、供貨期及服務五個類別，由多個相關部門評分，以定期更新供應商名冊，監控原材料、配件等物資的質量及消耗情況。集團2019年的供應商以國內為主，佔89%，而國外佔11%。不論國內外的供應商都會按上述程式作篩選及管理，透過嚴格措施，確保供應鏈的各個環節都達到標準及安全。

## B. SOCIAL RESPONSIBILITY 社會責任

## 9. PRODUCT RESPONSIBILITY

Xinyi Glass is committed to the production of quality glass, with great importance on product quality and reputation. All products have been strictly tested as set out in the "Quality Management System" and successfully obtained several domestic and overseas certifications, including IATF16949:2016, ISO14001:2015, ISO45001:2018, BSI Licence (for tempered and laminated glass) (BSI鋼化和夾層認證), another BSI Licence (for insulated glass) (BSI中空認證), SGCC certification (SGCC認證), USA DOT (美國DOT標準), product certification from Australia (澳大利亞產品認證), EU ECE (歐共體ECE標準) and China 3C (中國3C標準), following the Company's purchased liability insurance. Xinyi Glass received a number of important awards, including "China Quality Credit Enterprise" from China Entry & Exit Inspection and Quarantine Association, "China Well-known Trademark" from the Trademark Office of the State Administration for Industry and Commerce and "Shenzhen Top Brand" from Shenzhen Top Brand Evaluation Committee, and awarded "Outstanding Supplier", "Outstanding Cooperating Unit" and "Outstanding Vendor" from various clients in 2019, which reflected the high quality of the Group's products and the good relationship maintained with our clients.

Products which had to be recalled due to its quality problems in 2019 accounted for approximately 0.4% of the products sold, similar to that of 2018. Before shipment, final inspection is carried out on all goods by the quality control department according to the standards required by the customer and under the "Quality Management Procedure". The Group received 4,904 complaint cases in 2019 and its internal guidelines such as "Customer Complaint Handling Routine", "Quality Complaint Handling Routine" and "Product Management Procedure for Customer Returns" have standardised the after-sales service program. Upon receipt of a complaint, the complaint will be

## 9. 產品責任

信義玻璃致力於生產優質玻璃，十分重視產品的品質和信譽，所有產品嚴格按制定的《品質管制制度》檢測，成功取得了各項國內外的認證，包括：IATF16949:2016、ISO14001:2015、ISO45001:2018、BSI鋼化和夾層認證、BSI中空認證、SGCC認證、美國DOT標準、澳大利亞產品認證、歐共體ECE標準及中國3C標準等的認證，並為產品購買了責任保險。集團過去分別獲得由中國出入境檢驗檢疫協會頒發的《中國品質誠信企業》、國家工商管理總局商標局的《中國馳名商標》、深圳知名品牌委員會的《深圳知名品牌》等多個重要獎項，在2019年更獲多家客戶頒發《優秀供應商》、《優秀合作單位》及《優秀供方》等獎項認可，以證明集團產品品質的高水準及與客戶保持良好合作關係。

2019年因質量問題而要回收的產品佔已售出的產品與2018年的百分比相約，約0.4%。所有貨物發貨前，都會按《品質管理程式》由品管部按客戶要求的標準作最後檢驗再包裝發貨。2019年集團接獲的所有投訴共4,904件，內部的《顧客投訴處理常式》、《品質投訴處理常式》、《客戶退貨產品管理流程》等指引都規範了售後服務的程式。接到投訴後，對投訴的情況進行核實確認，如果是因為客戶使用不當或對產品的相關特性不了解時，應向客戶作

## B. SOCIAL RESPONSIBILITY 社會責任

verified and confirmed, and if the customer misuses or does not know the relevant characteristics of the product, it shall be explained to the customer to eliminate the customer's concern. In case of confirmation of non-product issues, reply to analyse and explain the status of the event, explain the handling results to the customer, and try to let the customer to understand and satisfy; if it is confirmed that it is a product issue, it will be dealt with according to the severity of the complaint (general complaint and serious complaint), and if it is judged that the product is not up to standard, we will deliver new products to customers. We will give feedback to the related production department of the products in question and analyze and rectify the problems to avoid recurrence.

The Group has also formulated relevant internal policies for the protection of customers' and their companies' information, including "Customer Property Management Procedures", "Document Management Procedures" and "New Customer Account Opening Procedures". Without the consent of customers, design drawings and product drawings cannot be borrowed or copied to others. In addition, the process of verification, storage and maintenance of customers' and suppliers' properties is under control to prevent damage or loss and to standardize and manage customers' properties in a unified and effective manner.

The Group attaches great importance to the protection of intellectual property rights. In 2019, many cases of infringement of the Group's intellectual property rights are under administrative investigation or criminal investigation. The Group has also set up reporting hotline and email to encourage the public to report suspected infringement. On the other hand, the Group incorporated the patents obtained into the employee's title assessment, and in 2019, the Group successfully applied for 709 patents, an increase of 12.7% compared with 2018. In addition to demonstrating the importance of protecting the Group's intellectual property rights externally, the Group also educates its employees on the importance of intellectual property rights.

出解釋以消除客戶疑慮。如確認非產品問題的，回覆分析和說明事件狀況，向客戶解釋說明處理結果，並取得客戶的諒解與滿意；如確認屬產品問題的，根據投訴事態的嚴重程度分別進行處理(分一般投訴及嚴重投訴)，判定為不合格的話，會為客戶補給新的產品。對投訴產品問題回饋給相關生產部門，對當中問題進行分析和整改，避免再次出現。

集團對客戶及其公司的資料保護亦制定了相關的內部政策包括《顧客財產管理程式》、《文件管理程序》和《新客戶開戶流程》等，未經客戶同意，設計圖、產品圖紙等不能借閱、複印給他人，另外，保證客戶與供應商財產的驗證、儲存和維護過程處於受控狀態，防止損壞或丟失，對顧客的財產進行統一有效的規範管理。

集團重視知識產權的維護，2019年已有多宗侵犯集團智慧財產權的案件正處於行政調查或刑事偵查階段，亦設立舉報電話及郵箱，鼓勵大眾舉報疑似侵權行為。另一方面，集團把獲得專利納入到員工的職稱評定的項目內，2019年集團成功申請的專利達709個，比2018年多12.7%。除了證明集團對外加大知識產權的保護，亦透過此舉向員工灌輸知識產權的重要性。

## 10. ANTI-CORRUPTION

The dedicated Xinyi Internal Control Centre directly managed by the Chief Executive Officer was established by Xinyi Glass to handle the anti-corruption matters of the Group based on the "prevention first, supplemented by investigations" approach. Through a series of measures and audits, the Group exercise full effort in anti-corruption, advocating that all staff members should put the philosophy of integrity, honesty, fairness and compliance into practice in their daily lives.

The Internal Control Centre has developed internal codes and conduct guidelines including "Ethical Conduct Standards for Xinyi's Staff", "Top 10 Integrity Rules for Xinyi's Staff", etc., as well as reward and punishment systems such as "Xinyi's Whistle Blower Protection and Reward System". These encourage the suppliers, other collaborative units and Xinyi's staff to supervise each other and actively report non-compliant matters such as corruption and duty crime, thereby protecting the legal rights of the enterprise and the employees. It is ensured that all staff members understand the significance of honest and ethical conduct and put it into action. In 2019, the Group set up the "Integrity Xinyi" on WeChat to promote anti-corruption and share important information. Staff can report, in ways of letter, email, telephone calls and WeChat, misconduct of any staff, including any breach of duty, dereliction of duty, abusing power for personal gains, receiving bribes, and encroaching company assets, to the Internal Control Centre, and the matter will then be handled upon investigation, collecting evidence, verification and drawing a conclusion. Our strict systems show our zero tolerance towards bribery and corruption. In 2019, the Group identified two cases of corruption, which have been handled by relevant parties.

## B. SOCIAL RESPONSIBILITY 社會責任

## 10. 反貪污

信義玻璃成立信義系「內控中心」，以「預防為主、查辦為輔」為大方針，專責處理集團廉潔事務，由行政總裁直接管理。透過一系列措施及審計方式，全方位反貪，宣導所有僱員在日常的言行中具體落實正直、誠實、公平和遵守法例的理念。

內控中心已制定內部守則及行為指南包括《信義員工道德行為規範》、《信義系員工十大廉潔條例》等與獎懲制度如《信義系舉報人保護和獎勵制度》，鼓勵供應商及其他合作單位、信義員工互相監督，積極舉報腐敗和職務犯罪等違規行為，保障企業和員工的合法權益，確保所有員工皆理解及落實誠信及道德行為的重要性。集團於2019年在微信設立「廉潔信義」宣傳廉潔反腐和分享重要信息。員工可以通過信函、電子郵件、電話及微信在綫舉報等方式向內控中心舉報公司任何員工的各類失職、瀆職、以權謀私、收受賄賂、侵佔公司財物等違規行為，內控中心經調查、取證、核實、得出結論後予以處理。以嚴謹的制度表明對任何行賄及貪腐等行為都是零容忍。集團於2019年發現的貪污案件共兩件，並已對相關人士作出處理。



## B. SOCIAL RESPONSIBILITY 社會責任

## 11. COMMUNITY INVOLVEMENT

Since the foundation in 1988, Xinyi Glass proactively undertakes the responsibility of helping the poor and needy in the long term. The Company is committed to community and charity works, where its corporate value is striven to be brought into play. The Group makes donations enthusiastically in China for education, culture and health, transportation and environmental protection, poverty and disaster relief, social security, righteous and brave acts, etc. in philanthropy. As a member of the local community, Xinyi Glass always insists on the concept of giving back to society and plays an active role in public welfare undertakings. The Group has encouraged its staff to make positive contributions to public welfare, education, disaster relief and environmental protection with actions for the local communities.

In 2019, the Group arranged a total of 8,763 employees and over 10,232 hours to participate in community activities held by their Industrial Parks, including organized our Xinyi Volunteer Team to participate in different types of activities such as environmental-friendly and clean group activities in surrounding areas, charity running, international marathon competition, the "Xinyi Cup" men's basketball tournament, seminars on traffic safety and cultural evening gathering every week.

## COMMUNITY ACTIVITIES PARTICIPATED IN 2019 (EXCERPT)



## 11. 社區投入

信義玻璃自1988年成立以來，長期主動承擔著扶貧濟困的責任，致力於社會公益事業，努力發揮企業本身價值。集團為中國的教育、文化衛生、交通環保、扶貧賑災、社會治安、見義勇為等慈善公益事業踴躍捐輸。信義玻璃始終堅持回報社會的理念，作為當地社區家庭的一員，熱心於社會公益事業，鼓勵員工以實際行動為當地社區的公益、教育、賑災救助和環保等做出積極貢獻。

2019年集團共動員8,763人次及超過10,232小時參加了所屬工業園的社區活動，包括組織信義義工隊每週參加周邊地區環保清潔的團體活動、慈善義跑、國際馬拉松比賽、「信義盃」男子籃球邀請賽、交通安全知識講座、文藝晚會等不同類型的活動。

## 2019年參加社區活動(節錄部分)

## B. SOCIAL RESPONSIBILITY 社會責任

The "Internship Programme for Hong Kong-based Enterprises" jointly organised by the Group and the Bless Hong Kong Campaign Foundation, invited Hong Kong students to work in the Dongguan Industrial Park during the summer holidays, and offered a total of 15 different positions, so that the interns could gain experience in a real working environment and have cultural exchange between Hong Kong and China during this period.

集團與築福香港基金會合辦的「港資企業實習計劃」，邀請了香港學生暑假期間到東莞工業園實習，共提供了15個不同的工作崗位，使實習生能在這段期間體會到實際的工作環境及作兩地文化交流。

## INTERNSHIP PROGRAMME FOR HONG KONG-BASED ENTERPRISES 2019 2019年港資企業實習計劃





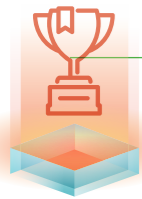
## B. SOCIAL RESPONSIBILITY 社會責任

In addition, the Group donated HK\$843,000 to the schools, poverty alleviation programs, scholarships and other projects in the areas where the Industrial Parks are located, and tried their best to return to the community in all aspects. Thus, there will be mutual understanding and assistance between the Industrial Parks and the community.

Other than its external contribution, the Caring Fund under each labour union is operated in accordance with the "Caring Fund Management Code 2017". Based on the main principles of "helping those in need but not the poor; transparency and openness; reporting to the superior level; collaborative decision-making", the fund assists the staff and their families who are in need and shows the spirit of mutual support. In 2019, more than RMB1.1 million was used in total, benefitting 217 employees.

另外，集團共捐款84.3萬港元予各工業園所屬地區的學校、扶貧計劃及獎學金等項目，盡力在各方面都回饋社會，使工業園與社區關係能達到互助互讓。

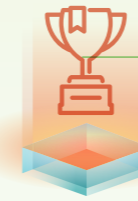
除了對外部的貢獻外，集團內各個工會屬下設立「愛心基金」，用於協助有困難的員工及其家庭，以「救急不救貧、透明公開、逐級申報、集體討論決定」為大原則，按《2017愛心基金管理章程》執行，發揮員工間守望相助的精神。2019年共撥款超過人民幣110萬元，受助員工達217人。



### 2019 AWARDS OBTAINED BY XINYI GLASS (EXCERPT) 2019年信義玻璃獲獎項目(節錄部分)

TIME OF AWARD 獲得時間	NAME OF AWARD 獎項名稱	AWARDING BODY 頒獎機構
2019年1月 January 2019	<b>Advanced Member Enterprise</b> 先進會員企業	Deyang Foreign Investment Enterprise Association 德陽外來投資企業協會
2019年1月 January 2019	<b>High-quality Development Enterprises</b> 高品質發展企業	Management Committee of Deyang Economic and Technological Development Zone 德陽經濟技術開發區管理委員會
2019年1月 January 2019	<b>Excellent Suppliers</b> 優秀供應商	R & F Properties 富力地產
2019年1月 January 2019	<b>2018 Responsible Enterprise</b> 2018年度責任企業	Nanfang Daily 南方日報社
2019年1月 January 2019	<b>Research Institute for 40 Years of Cooperation Award</b> 建院40年合作共進	China Building Materials Industry Planning and Research Institute 中國建築材料工業規劃研究院
2019年1月 January 2019	<b>Excellent Suppliers</b> 優秀供應商	Guangzhou Jangho Curtain Wall System Engineering Co., Ltd. 廣州江河幕牆系統工程有限公司

## B. SOCIAL RESPONSIBILITY 社會責任



### 2019 AWARDS OBTAINED BY XINYI GLASS (EXCERPT) 2019年信義玻璃獲獎項目(節錄部分)

TIME OF AWARD 獲得時間	NAME OF AWARD 獎項名稱	AWARDING BODY 頒獎機構
2019年2月 February 2019	<b>Excellent Cooperation Unit</b> 優秀合作單位	Zhongjian Bu'er Curtain Wall Decoration Co., Ltd. Guangdong Branch 中建不二幕牆裝飾有限公司廣東分公司
2019年2月 February 2019	<b>Excellent Suppliers</b> 優秀供應商	Shenzhen Fangda Jianke Group Co., Ltd. 深圳市方大建科集團有限公司
2019年3月 March 2019	<b>2018 Excellent Enterprise for Industrial Economic Development</b> 2018年度工業經濟發展優秀企業一等獎	The People's Government of Deyang 德陽市人民政府
2019年3月 March 2019	<b>Deyang Enterprise Technology Centre</b> 德陽市企業技術中心	The People's Government of Deyang 德陽市人民政府
2019年3月 March 2019	<b>Outstanding Contribution to Public Welfare in 2018</b> 2018年度公益事業突出貢獻企業	Industrial and Commercial Union of Yuanshan Street, Longgang District, Shenzhen (Chamber of Commerce) 深圳市龍崗區園山街道工商聯(商會)
2019年3月 March 2019	<b>2008-2018 We supported the development of the Town Association and awarded the "Special Contribution Award" (Group Chairman - Lee Yin Yee-Individual)</b> 2008-2018年期間熱心支持同鄉會發展，授予「特別貢獻獎」 (集團董事局主席—李賢義(個人))	Hong Kong Henggang Clansmen Association 香港橫崗同鄉會
2019年5月 May 2019	<b>Excellent Suppliers</b> 優秀供應商	Zhongjian Bu'er Curtain Wall Decoration Co., Ltd. 中建不二幕牆裝飾有限公司
2019年5月 May 2019	<b>Sponsorship of Outer Harbour Center Primary School 2018 Education Reform and Innovation Project Achievement Award</b> 贊助外海中心小學2018年度教育教學改革創新專案成果獎	Central Primary School of Waihai Street, Jianghai District, Jiangmen 江門市江海區外海街道中心小學

## B. SOCIAL RESPONSIBILITY 社會責任

2019 AWARDS OBTAINED BY XINYI GLASS (EXCERPT)  
2019年信義玻璃獲獎項目(節錄部分)

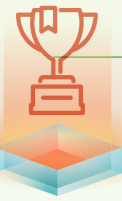
TIME OF AWARD 獲得時間	NAME OF AWARD 獎項名稱	AWARDING BODY 頒獎機構
2019年6月 June 2019	<b>Deyang Key Laboratory</b> 德陽市重點實驗室	The People's Government of Deyang 德陽市人民政府
2019年6月 June 2019	<b>2018 Pengjiang District Charity Contribution Award</b> 2018年度蓬江區慈善公益貢獻獎	Jiangmen Pengjiang Charity Association 江門市江海區慈善會
2019年6月 June 2019	<b>2018 Jianghai District Charity Donation Award</b> 2018年度江海區慈善捐贈公益獎	Jiangmen Jianghai District Charity Association 江門市江海區慈善會
2019年6月 June 2019	<b>Jiangmen Clean Production Enterprise</b> 江門市級清潔生產企業	Jiangmen Industry and Information Technology Bureau 江門市工業和資訊化局
2019年6月 June 2019	<b>2018 Grade A Taxpayer</b> 2018年度A級納稅人	State Administration of Taxation Jiangmen Tax Bureau 國家稅務總局江門市稅務局
2019年6月 June 2019	<b>Yuanshan Street The First "Most Beautiful Yuanshan" was awarded the "Most Beautiful Entrepreneur" (Group Chairman - Lee Yin Yee - Individual)</b> 園山街道首屆「最美園山人」評定為「最美企業家」 (集團董事局主席—李賢義(個人))	Longgang District Yuanshan Sub-district Working Committee Longgang District Yuanshan Sub-district Office 中共龍崗區園山街道工作委員會龍崗區園山街道辦事處
2019年6月 June 2019	<b>Longgang Poverty Alleviation Contribution Award (Group Chairman - Lee Yin Yee - Individual)</b> 龍崗區扶貧濟困奉獻獎 (集團董事局主席—李賢義(個人))	Industrial and Information Technology Bureau of Longgang District (District Office), Shenzhen, Civil Affairs Bureau of Longgang District, Shenzhen and Charity Association 深圳市龍崗區工業和資訊化局(區對口辦)、深圳市龍崗區民政局、慈善會
2019年8月 August 2019	<b>Grade Three Enterprise of Work Safety Standardization (Glass Products)</b> 安全生產標準化三級企業(玻璃製品)	Deyang City Emergency Management Bureau 德陽市應急管理局

## B. SOCIAL RESPONSIBILITY 社會責任

2019 AWARDS OBTAINED BY XINYI GLASS (EXCERPT)  
2019年信義玻璃獲獎項目(節錄部分)

TIME OF AWARD 獲得時間	NAME OF AWARD 獎項名稱	AWARDING BODY 頒獎機構
2019年8月 August 2019	<b>Top 100 Private Enterprises in Manufacturing Industry in Anhui Province</b> 安徽省民營企業製造業綜合百強	Anhui Industries and Commerce Association/Anhui Economic and Information Technology Department/ Anhui Market Supervision Administration 安徽省工商業聯合會/安徽省經濟和資訊化廳/安徽省市場監督管理局
2019年9月 September 2019	<b>High and New Technology Enterprise - Wuhu Industrial Park (Automobile Glass)</b> 高新技術企業—蕪湖工業園(汽車玻璃)	Department of Science and Technology of Anhui Province, Department of Finance of Anhui Province, State Tax Bureau, Local Tax Bureau of Anhui Province 安徽省科學技術廳、安徽省財政廳、國家稅務局、安徽省稅務局
2019年9月 September 2019	<b>High and New Technology Enterprise - Wuhu Industrial Park (Float Glass)</b> 高新技術企業—蕪湖工業園(浮法玻璃)	Department of Science and Technology of Anhui Province, Department of Finance of Anhui Province, State Tax Bureau, Local Tax Bureau of Anhui Province 安徽省科學技術廳、安徽省財政廳、國家稅務局、安徽省稅務局
2019年9月 September 2019	<b>2018 Advanced Enterprise in Energy Efficiency of Glass Industry in Guangdong Province</b> 2018年度廣東省玻璃行業能效先進企業	Guangdong Glass Industry Association 廣東省玻璃行業協會
2019年9月 September 2019	<b>Shandong Province Major Engineering Quality Brand</b> 山東省重大工程優質品牌	Selection and Organising Committee of Quality Brands for Major Projects in China 中國重大工程優質品牌評選組委會
2019年9月 September 2019	<b>Advanced Energy Efficiency Enterprise in the Glass Industry in Guangdong Province</b> 廣東省玻璃行業能效先進企業	Guangdong Glass Industry Association, Guangdong Glass Industry Energy Efficiency Benchmarking Leading Group 廣東省玻璃行業協會、廣東省玻璃行業能效對標行動領導小組

## B. SOCIAL RESPONSIBILITY 社會責任


 2019 AWARDS OBTAINED BY XINYI GLASS (EXCERPT)  
 2019年信義玻璃獲獎項目(節錄部分)

TIME OF AWARD 獲得時間	NAME OF AWARD 獎項名稱	AWARDING BODY 頒獎機構
2019年10月 October 2019	<b>2019 Hong Kong – Guangdong Cleaner Production Partner (Manufacturing) Label Enterprise</b> 為2019年度粵港清潔生產夥伴(製造業)標誌企業	Guangdong Industry and Information Technology Department 廣東省工業和資訊化廳
2019年11月 November 2019	<b>2018 Top 300 Processed Glass Enterprises in China</b> 2018年度中國加工玻璃30強企業	China Architectural and Industrial Glass Association 中國建築玻璃與工程玻璃協會
2019年11月 November 2019	<b>Chairman Unit of the First Council</b> 第一屆理事會會長單位	Shenzhen Longgang District Henggang Sub-district Public Security Construction Promotion Association 深圳市龍崗區橫崗街道公共安全建設促進會
2019年12月 December 2019	<b>Environmental-friendly enterprises</b> 環保良好企業	Sichuan Province Ecological Protection Department 四川省生態保護廳
2019年12月 December 2019	<b>2019 Guangdong-Hong Kong-Macao Cleaner Production Partnership Plan</b> 2019年粵港澳清潔生產夥伴計畫	Hong Kong-Guangdong Cleaner Production Partner Recognition Scheme 粵港清潔生產夥伴標誌計畫
2019年12月 December 2019	<b>High and New Technology Enterprise – Jiangmen Industrial Park (Float Glass)</b> 高新技術企業 – 江門工業園(浮法玻璃)	Department of Science and Technology of Guangdong Province, Department of Finance of Guangdong Province, State Tax Bureau of Guangdong Province, Local Tax Bureau of Guangdong Province 廣東省科學技術廳、廣東省財政廳、廣東省國家稅務局、廣東省地方稅務局
2019年12月 December 2019	<b>High and New Technology Enterprise – Dongguan Industrial Park (Architectural Glass)</b> 高新技術企業 – 東莞工業園(建築玻璃)	Department of Science and Technology of Guangdong Province, Department of Finance of Guangdong Province, State Tax Bureau of Guangdong Province, Local Tax Bureau of Guangdong Province 廣東省科學技術廳、廣東省財政廳、廣東省國家稅務局、廣東省地方稅務局

## B. SOCIAL RESPONSIBILITY 社會責任


 2019 AWARDS OBTAINED BY XINYI GLASS (EXCERPT)  
 2019年信義玻璃獲獎項目(節錄部分)

TIME OF AWARD 獲得時間	NAME OF AWARD 獎項名稱	AWARDING BODY 頒獎機構
2019年12月 December 2019	<b>2019 3rd Shenzhen Top 100 Quality Enterprises</b> 2019年度第三屆深圳品質百強企業	Shenzhen Enterprise Confederation, Shenzhen Entrepreneurs Association, etc. 深圳市企業聯合會、深圳市企業家協會等
2019年12月 December 2019	<b>2019 Shenzhen Top 500 Enterprises (Rank No. 67)</b> 2019深圳500強企業(第67位)	Shenzhen Enterprise Confederation, Shenzhen Entrepreneur Association 深圳市企業聯合會、深圳市企業家協會
2019年12月 December 2019	<b>2019 Shenzhen Leading Private Enterprise</b> 2019年深圳市民營領軍骨幹企業	Shenzhen Enterprise Confederation, Shenzhen Entrepreneurs Association, etc. 深圳市企業聯合會、深圳市企業家協會等
2019年12月 December 2019	<b>2018-2019 Harmonious Labour Relations Promotion</b> 2018-2019年度和諧勞動關係促進	China Association of Enterprises with Foreign Investment, Shenzhen Association of Enterprises with Foreign Investment 中國外商投資企業協會、深圳外商投資企業協會
2019年12月 December 2019	<b>2018 Double-Excellence Enterprise</b> 2018年度雙優企業	China Association of Enterprises with Foreign Investment, Shenzhen Association of Enterprises with Foreign Investment 中國外商投資企業協會、深圳外商投資企業協會
2019年12月 December 2019	<b>Quality Improvement 2018-2019</b> 2018-2019年度品質進步	December 2019 China Association of Enterprises with Foreign Investment, Shenzhen Association of Enterprises with Foreign Investment 中國外商投資企業協會、深圳外商投資企業協會
2019年12月 December 2019	<b>Advanced Group for High-quality Development in Wuhu City</b> 蕪湖市高品質發展先進集體	Wuhu Municipal Party Committee Wuhu Municipal People's Government 中共蕪湖市委蕪湖市人民政府

## B. SOCIAL RESPONSIBILITY 社會責任

## HIGHLIGHTS ON EPIDEMIC

(FROM JANUARY 2020 TO APRIL 2020)

## XINYI HELPS TO WIN THE BATTLE AGAINST EPIDEMIC

## 疫情特輯

(2020年1月至2020年4月)

## 信義助力 打贏戰「疫」



Xinyi Automobile Glass (Shenzhen) Company Limited has its own mask production line to produce disposable medical masks certified by the officially designated authority of Shenzhen for daily use by the Group's employees. In addition, it also donated self-manufactured masks to social and welfare institutions for public welfare purpose.

信義汽車玻璃(深圳)有限公司自設口罩生產線，生產通過深圳市官方指定機構認證的一次性醫用口罩給集團員工每天使用，另外亦捐贈自製的口罩給社會及福利機構作公益用途。

## C. CORPORATE GOVERNANCE 企業管治

Please refer to pages 22-30 of the Group's Annual Report 2019, as part of the Corporate Governance Report, for corporate governance during the year.

The Environmental, Social and Governance Report for the year has been approved by the board of directors before being uploaded to the SEHK website.

Xinyi Glass attaches great importance to the participation of stakeholders (including customers, governments, investors and employees, etc.), and actively obtains the opinions and expectations of stakeholders on the Company's environmental, social and governance aspects through various channels, which serve as important references for the Company to formulate future plans and implement sustainable development.

本年度的企業管治可參閱集團的《2019年報》內第22頁—第30頁屬企業管治報告的部分。

本年度環境、社會及管治報告已經過董事會作審批並通過，才上載到香港聯交所網站上。

信義玻璃高度重視利益相關方的參與包括客戶、政府、投資者、員工等，通過多種渠道積極獲取各利益相關方對公司有關環境、社會及管治方面的意見及期望，為公司制定未來的規劃及可持續發展作重要的參考。

STAKEHOLDERS 利益相關方	STAKEHOLDERS' EXPECTATIONS 利益相關方期望	COMMUNICATION MECHANISM 溝通機制
Customers 客戶	Quality products Good pre-sales and after-sales services Consumer rights protection 優質的產品 良好的售前及售後服務 消費權益受保障	Daily communication Questionnaire survey Visits to customers 日常溝通 問卷調查 客戶拜訪
Government 政府	Compliance with laws and regulations Local economic development Public welfare 遵守法律法規 地方經濟發展 公益事務	Daily communication Meetings Regular and random inspections 日常溝通 會議交流 定期及突擊檢查
Investors/ shareholders 投資者/股東	Transparent and open management Future development Return on revenue 透明公開的管理 未來發展 收益回報	Information disclosure Shareholders' general meetings Investor relations activities 信息披露 股東大會 投資者關係活動



## C. CORPORATE GOVERNANCE 2019 企業管治



STAKEHOLDERS 利益相關方	STAKEHOLDERS' EXPECTATIONS 利益相關方期望	COMMUNICATION MECHANISM 溝通機制
Employees 員工	Reasonable remuneration and benefits Safe working environment Visible development opportunities 合理的薪酬福利 安全的工作環境 可見的發展機會	Remuneration and benefit system Trade union activities Training activities 薪酬福利體制 工會活動 培訓活動
Partners 合作方	Open and fair procurement Compliance with agreement Win-win situation 公開公正的採購 遵守協定 雙贏局面	Suppliers' conferences Suppliers management system Site visits 供應商大會 供應商管理制度 實地拜訪
Local communities/ environment 當地社區／環境	Environmental protection Corporate responsibility Community involvement 環境保護 有企業責任 社區參與	Environment evaluation Site visits Emission management system 環境評估 實地考察 排放物管理制度

APPENDIX I: REPORTING GUIDANCE INDEX  
附錄 I：報告索引表

ENVIRONMENTAL 環境		
ASPECT KPI NO 指標編號	DESCRIPTION OF KPI 指標內容	SCOPE OF THE REPORT 本報告範圍
<b>A1: EMISSIONS 排放物</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： a. 政策；及 b. 遵守對發行人有重大影響的相關法律及規例的資料。	
KPI A1.1 指標 A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放資料。	
KPI A1.2 指標 A1.2	Direct (Scope 1) and indirect energy (Scope 2) of greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 直接(範圍1)及間接能源(範圍2)溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	<b>A1</b>
KPI A1.3 指標 A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	
KPI A1.4 指標 A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	
KPI A1.5 指標 A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	
KPI A1.6 指標 A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	

A1



## APPENDIX I: REPORTING GUIDANCE INDEX

## 附錄 I：報告索引表

## ENVIRONMENTAL 環境

ASPECT KPI NO 指標編號	DESCRIPTION OF KPI 指標內容	SCOPE OF THE REPORT 本報告範圍
<b>A2: USE OF RESOURCES 資源使用</b>		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	
KPI A2.1 指標 A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及/或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	
KPI A2.2 指標 A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	
KPI A2.3 指標 A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	<b>A2</b>
KPI A2.4 指標 A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。	
KPI A2.5 指標 A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位估量。	
<b>A3: THE ENVIRONMENT AND NATURAL RESOURCES 環境及天然資源</b>		
General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	
KPI A3.1 指標 A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	<b>A3</b>

## APPENDIX I: REPORTING GUIDANCE INDEX

## 附錄 I：報告索引表

## SOCIAL 社會

ASPECT KPI NO 指標編號	DESCRIPTION OF KPI 指標內容	SCOPE OF THE REPORT 本報告範圍
<b>B1: EMPLOYMENT 僱傭</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的：	<b>B4</b>
KPI B1.1 指標 B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	
KPI B1.2 指標 B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	
<b>B2: HEALTH AND SAFETY 健康與安全</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的：	
KPI B2.1 指標 B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	<b>B5</b>
KPI B2.2 指標 B2.2	Lost days due to work injury. 因工傷損失工作日數。	
KPI B2.3 指標 B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	

## APPENDIX I: REPORTING GUIDANCE INDEX

## 附錄 I：報告索引表

## SOCIAL 社會

ASPECT KPI NO 指標編號	DESCRIPTION OF KPI 指標內容	SCOPE OF THE REPORT 本報告範圍
<b>B3: DEVELOPMENT AND TRAINING 發展及培訓</b>		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動	<b>B6</b>
KPI B3.1 指標 B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	
KPI B3.2 指標 B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	
<b>B4: LABOUR STANDARDS 勞工準則</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	<b>B7</b>
KPI B4.1 指標 B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	
KPI B4.2 指標 B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	

## APPENDIX I: REPORTING GUIDANCE INDEX

## 附錄 I：報告索引表

## SOCIAL 社會

ASPECT KPI NO 指標編號	DESCRIPTION OF KPI 指標內容	SCOPE OF THE REPORT 本報告範圍
<b>B5: SUPPLY CHAIN MANAGEMENT 供應鏈管理</b>		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	<b>B8</b>
KPI B5.1 指標 B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	
KPI B5.2 指標 B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	
<b>B6: PRODUCT RESPONSIBILITY 產品責任</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	<b>B9</b>
KPI B6.1 指標 B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	
KPI B6.2 指標 B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	
KPI B6.3 指標 B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	
KPI B6.4 指標 B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程式。	
KPI B6.5 指標 B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	

## APPENDIX I: REPORTING GUIDANCE INDEX

## 附錄 I：報告索引表

## SOCIAL 社會

ASPECT KPI NO 指標編號	DESCRIPTION OF KPI 指標內容	SCOPE OF THE REPORT 本報告範圍
<b>B7: ANTI-CORRUPTION 反貪污</b>		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	<b>B10</b>
KPI B7.1 指標 B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	
KPI B7.2 指標 B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程式，以及相關執行及監察方法。	
<b>B8: COMMUNITY INVESTMENT 社區投資</b>		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來瞭解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	<b>B11</b>
KPI B8.1 指標 B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	
KPI B8.2 指標 B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源(如金錢或時間)。	

## APPENDIX 2: FEEDBACK ON THE REPORT

## 附錄 2：報告意見表

Thank you for reading this report. The Group sincerely invites you to fill in the following form, so that the Group can improve the quality of the reports in the future and provide more targeted contents for you, and give full play to the effectiveness of the "2019 Environmental, Social and Governance Report of Xinyi Glass".

謝謝閣下閱讀本報告。本集團誠意邀請閣下填寫以下的意見表，使本集團能提升日後的報告質量及為大家提供更有針對性的內容，充分發揮《信義玻璃2019年環境、社會與管治報告》的效能。

1.	Your rating for the completeness and clarity of the data disclosed in Part A - "Environmental" session of this report. <i>(1 is the lowest, 10 is the highest)</i> _____ 你對本報告的A部－「環境」披露的數據的完整性及清晰度評分。 <i>(1為最低，10為最高)</i> _____分
2.	Your overall rating for the related contents in Part A - "Environmental" session of this report. <i>(1 is the lowest, 10 is the highest)</i> _____ 你對本報告的A部－「環境」相關的內容總體評分。 <i>(1為最低，10為最高)</i> _____分
3.	Your rating for the completeness and clarity of the data disclosed in Part B - "Social" disclosures of this report. <i>(1 is the lowest, 10 is the highest)</i> _____ 你對本報告的B部－「社會」披露的數據的完整性及清晰度評分。 <i>(1為最低，10為最高)</i> _____分
4.	Your overall rating for the related contents in Part B - "Social" session of this report. <i>(1 is the lowest, 10 is the highest)</i> _____ 你對本報告的B部－「社會」相關的內容總體評分。 <i>(1為最低，10為最高)</i> _____分





## APPENDIX 2: FEEDBACK ON THE REPORT

## 附錄 2：報告意見表

5. Your rating for the Group's performance of environmental and social responsibilities.  
(1 is the lowest, 10 is the highest)  
A: Environmental \_\_\_\_\_ B: Social \_\_\_\_\_  
你對本集團履行環境及社會責任的評分。  
(1 為最低，10 為最高)  
A：環境 \_\_\_\_\_ 分 B：社會 \_\_\_\_\_ 分

6. Please refer to Appendix I: Reporting Guidance Index and indicate what you believe the most important to the Group  
(1 is the lowest, 11 is the highest)

Aspects	Materiality assessment (1 is the lowest, 11 is the highest)
A1 Emission	
A2 Use of resources	
A3 The environment and natural resources	
B1 Employment	
B2 Health and safety	
B3 Development and training	
B4 Labour standards	
B5 Supply chain management	
B6 Product responsibility	
B7 Anti-corruption	

請參考附錄 1：報告索引表排列出你認為對本集團最重要的內容  
(1 為最低，11 為最高)

層面	重要性評分(1 為最低，11 為最高)
A1 排放物	
A2 資源使用	
A3 環境及天然資源	
B1 僱傭	
B2 健康與安全	
B3 發展及培訓	
B4 勞工準則	
B5 供應鏈管理	
B6 產品責任	
B7 反貪污	
B8 社區投資	

## APPENDIX 2: FEEDBACK ON THE REPORT

## 附錄 2：報告意見表

7. Any other comments on the Group's work on environmental, social and governance.  
你對本集團有關環境、社會及管治方面工作的其他意見。  
\_\_\_\_\_

8. Any other comments on this report.  
你對本報告的其他意見。  
\_\_\_\_\_

9. As a stakeholder of the Group, you are \_\_\_\_\_.  
你是本集團的持份者，角色為 \_\_\_\_\_。  
a. a customer b. the government c. an investor/a shareholder d. an employee e. a partner f. a resident living close to the industrial park g. other: \_\_\_\_\_  
a. 客戶 b. 政府 c. 投資者/股東 d. 員工 e. 合作方 f. 工業園周邊居民 g. 其他： \_\_\_\_\_

After the completion of this form, please send back to:

**Xinyi Glass Holdings Limited, Investor Relations Department**

Address: Unit 2101-2108, 21st Floor, Rykadan Capital Tower,  
135 Hoi Bun Road, Kwun Tong, Kowloon, Hong Kong

Tel: +852 3919 2888

Fax: +852 3919 2890

Email: [ir@xinyiglass.com.hk](mailto:ir@xinyiglass.com.hk)

Thank you for your valuable opinion!

填寫此意見表後，可經以下途徑交回：

**信義玻璃控股有限公司投資者關係部**

地址：香港九龍觀塘海濱道135號  
宏基資本大廈21樓

電話：+852 3919 2888

傳真：+852 3919 2890

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感謝你的寶貴意見！





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