



VANOV

VANOV HOLDINGS COMPANY LIMITED

環龍控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號 : 2260

ENVIRONMENTAL, SOCIAL
AND GOVERNANCE REPORT

環境、社會及管治報告

2023

CONTENTS

目錄



1. About the Report	1. 關於報告	2
1.1 Introduction of the Report	1.1 報告簡介	2
1.2 Standards of the Report	1.2 報告標準	2
1.3 Scope of the Report	1.3 報告範圍	3
1.4 Language of the Report	1.4 報告語言	3
1.5 Confirmation and Approval	1.5 確認及批准	3
1.6 Access of the Report	1.6 報告獲取	3
1.7 Feedback on the Report	1.7 報告反饋	3
2. Information about the Group	2. 本集團簡介	4
3. Management on Sustainable Development	3. 可持續發展管理	6
3.1 Statement from the Board	3.1 董事會聲明	6
3.2 Sustainability Structure	3.2 可持續發展架構	7
3.3 Stakeholders Engagement	3.3 持份者參與	8
3.4 Materiality Assessment	3.4 重要性評估	9
4. Operation Compliance	4. 合規運營	10
4.1 Anti-corruption Code	4.1 反貪污守則	10
4.2 High Quality Control	4.2 高質量控制	10
4.3 Procedures on Customer Services	4.3 客戶服務流程	12
4.4 Management on Intellectual Property	4.4 知識產權管理	13
4.5 Information System	4.5 信息檔案制度	13
4.6 Supply Chain Development	4.6 供應鏈發展	15
5. Personnel Management	5. 人才管理	17
5.1 Management on Recruitment and Dismissal	5.1 招募離職管理	18
5.2 Salary and Performance Evaluation	5.2 薪酬績效評估	18
5.3 Benefits and Interests System	5.3 福利權益制度	19
5.4 Occupational Health and Safety	5.4 職業健康安全	20
5.5 Team Building Activities	5.5 員工團建活動	21
5.6 Professional Development	5.6 技能職涯發展	23
6. Environmental Management	6. 環境管理	24
6.1 Greenhouse Gas Management	6.1 溫室氣體管理	28
6.2 Energy Conservation Management	6.2 節能管理	29
6.3 Water Management	6.3 水資源管理	29
6.4 Pollutant Emission	6.4 污染物排放	29
6.5 Waste Management	6.5 廢棄物管理	30
6.6 Climate Change Initiatives	6.6 氣候變化應對措施	30
7. Community Charity	7. 社區公益	31
Appendix I: Summary of Sustainability	附錄一：可持續發展資料摘要	33
Appendix II: Index for the “Environmental, Social and Governance Reporting Guide” of the Stock Exchange	附錄二：香港聯合交易所《環境、社會及管治報告指引》索引	38

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

1. ABOUT THE REPORT

Introduction of the Report

Vanov Holdings Company Limited (the “**Company**”) and its subsidiaries (thereafter as the “**Vanov Holdings**”, “**Group**” or “**we**”) issues our third Environmental, Social and Governance Report (the “**Report**”). The Report intends to disclose the measures, performance and various key performance indicators (the “**KPIs**”) under the Environmental, Social and Governance (the “**ESG**”) during the period from 1 January 2023 to 31 December 2023 (the “**Year**” or “**Reporting Period**”), demonstrating to the stakeholders the governance and efficiency of the Group’s ESG to promote our sustainability.

Standards of the Report

This Report is prepared in accordance with the mandatory disclosure requirements and “comply or explain” provisions under Appendix C2 “Environmental, Social and Governance Reporting Guide” (the “**Guide**”) of the Listing Rules of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and based on the 4 principles of the Guide.

- **Materiality:** The Report has identified and disclosed the material ESG subjects and the standards of selecting these subjects, as well as a description of the process and results of stakeholders’ engagement.
- **Quantitative:** The disclosure of KPIs of the ESG, the statistical standards, methodologies, assumptions and calculation tools adopted and source of conversion factors are explained in the Report.
- **Consistency:** The statistical methods used of the Report is consistent with those of last year. In case of any changes, it will be explained in the Report.
- **Balance:** The Report provides an unbiased picture of our performance during the Reporting Period. The Report avoids selections, omissions, or presentation formats that may inappropriately influence a decision or judgment by the report readers.

1. 關於報告

報告簡介

環龍控股有限公司(下稱「**本公司**」)及其附屬公司(下稱「**環龍控股**」、「**本集團**」或「**我們**」)刊發本集團的第三份環境、社會及管治報告(下稱「**本報告**」)。本報告旨在披露本集團在2023年1月1日至2023年12月31日(下稱「**本年度**」或「**報告期間**」)的環境、社會及管治(下稱「**ESG**」)措施、表現及各項環境及社會的關鍵績效指標(下稱「**KPIs**」)，向持份者展示本集團在ESG方面的管治、績效以推動本集團的可持續發展。

報告標準

本報告按照香港聯合交易所有限公司(下稱「**聯交所**」)上市規則附錄C2《環境、社會及管治報告指引》(下稱《**指引**》)的強制披露規定及「不遵守就解釋」條文作出匯報，並遵守《指引》中的四項匯報原則編寫報告。

- **重要性：**本報告已識別及於報告中披露重要ESG議題的過程及選擇這些議題的準則，以及描述持份者參與的過程及結果。
- **量化：**本報告披露的ESG KPIs和相關的數據所用的統計標準、方法、假設及計算工具，以及轉換因素的來源，均在報告中進行說明。
- **一致性：**本報告披露數據所使用的統計方法均與去年保持一致。如有變更，將於報告中清楚說明。
- **平衡：**本報告不偏不倚地呈報本集團報告期間的表現，避免可能會因選擇、遺漏或呈報格式而不恰當地影響讀者決策或判斷。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

Scope of the Report

The social aspect disclosure of the Report is consistent with our annual report, the environmental aspect disclosure covers two major subsidiaries of the Group (namely Sichuan Huanlong Technology Fabrics Co., Ltd. (四川環龍技術織物有限公司) and Shanghai Jinxiong Paper Making Net Carpet Co., Ltd. (上海金熊造紙網毯有限公司) and production sites (Chengdu Production Site and Shanghai Production Site). Readers are advised to refer to the section headed “Corporate Governance Report” of our annual report to better understand the Group’s corporate governance.

Language of the Report

The Report is issued in both Chinese and English, in case of any inconsistencies, the Chinese version shall prevail.

Confirmation and Approval

Upon confirmation of our management, the Report is approved by the board of directors (the “Board”) of the Company on 28 March 2024.

Access of the Report

Electronic version of the Report is published on the websites of the Company and the Stock Exchange, readers could view or download the Report on the Company’s website (<https://www.vanov.cn>) by clicking “Information Disclosure” under “Investor Relations” section or the Stock Exchange’s website (<https://www.hkexnews.hk/>).

Feedback on the Report

We highly value stakeholders’ comments to the Report, if you have any queries or comments, please contact us via the following channels:

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(No. 519, Xinhua Avenue West,
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報告範圍

本報告覆蓋的社會披露範圍跟年報一致，環境披露範圍為本集團旗下兩間主要附屬公司，包括四川環龍技術織物有限公司和上海金熊造紙網毯有限公司及生產基地(成都生產基地和上海生產基地)，讀者可閱讀年報中的《企業管治報告》章節，了解本集團的管治工作。

報告語言

本報告以中文及英文兩個語言版本發佈，如有歧義，以中文版本為準。

確認及批准

本報告經管理層確認後，於2024年3月28日經本公司董事會(下稱「董事會」)審議通過。

報告獲取

本報告的電子版已登載於本公司和聯交所網站，讀者可到本公司的網站(<https://www.vanov.cn>)「投資者關係」欄下「信息披露」或聯交所網站(<https://www.hkexnews.hk/>)瀏覽或下載報告。

報告反饋

我們重視持份者對本報告的意見，若閣下對本報告有任何查詢或意見，歡迎經以下途徑與本集團聯絡。

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ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

2. INFORMATION ABOUT THE GROUP

Vanov Holdings is committed to becoming a world-class papermaking felts supplier and service provider, creating an ecosystem of papermaking machine services centred on improving the efficiency of papermaking machines. With its technology-oriented principle, we will become a professional centennial company that serves the country through industry and establishes itself as a leading global brand. Through high-quality products and professional services, we fully support global papermaking enterprises in energy saving, emission reduction, quality improvement and efficiency enhancement, working with these companies in “carbon peak and carbon neutrality” related work, while providing strong and all-round technical and service support for the overseas development and globalisation strategy of papermaking industry in China, so as to constantly contribute Vanov’s power to the development of the global papermaking industry. The Group owns VANOV and GOBEAR, two well-known papermaking felt brands that principally engage in the design, manufacturing and sales of papermaking felts and are the creators and leaders of the standards within the papermaking felt industry in China. While we are steadily and continuously improving the quality of stacked-layer and multi-layer complex pressed felts, we actively conduct research on seam pressed felts, slant woven composite pressed felts and non-woven pressed felts etc. Our high-speed felts machines technologies reached international standards and have obtained application technology patents including “three-layer seamless bottom net paper pressed felts”, “multi-axial base web-looped papermaking felts”, “slant woven seam papermaking felts” and “anti-pollution base pressed papermaking felts” and have invented 97 inventions, utility models and design patents, including the Paper Machine Efficiency Operation System. As a national Hi-Tech Enterprise, we recognize that continuous technological innovation is the key to product competitiveness. The Group has always focused on R&D and the improvement of its core technological capabilities. The Group is recognized as “Specialized and New” enterprise in Sichuan and possess provincial research and development center. In October 2023, the Group was recognized as a “Chengdu Academician (Expert) Workstation”; in December 2023, multiple new products and technologies were awarded the “Contribution Award for Product Development” by China National Textile and Apparel Council. In November 2023, utilizing our researches in Sichuan, our “Research and Application of Key Technology for Multi-axial Multi-layer Papermaking Felts” project has been accepted; in December 2023, Shanghai Jinxiong Paper Making Net Carpet Co., Ltd, a subsidiary of the Company and a sci-tech SME, was recognized as a Shanghai Specialized and New Enterprise and was awarded the “Top 100 Shanghai Hi-tech Achievement Transfer Project Award”.

2. 本集團簡介

環龍控股致力於做世界一流的造紙毛毯供應及服務提供商，打造以提升紙機效率為核心的紙機服務生態圈，以技術研發為先導，做專家型百年企業，踐行產業報國理念，確立全球領先品牌地位。以高品質的產品、專業化的服務，全力支持全球造紙企業節能減排、提質增效，全面協同造紙企業「碳達峰、碳中和」的相關工作，同時為中國紙業海外發展和全球化戰略提供強有力的、全方位技術和服務支持，為全球紙業的發展貢獻源源不斷的環龍力量，本集團擁有VANOV和GOBEAR兩個造紙毛毯知名品牌主要從事造紙毛毯的設計、製造及銷售，是中國造紙毛毯行業標準的制定者與領導者。我們在穩定和持續優化疊層、多層複合造紙壓榨毛毯品質的同時，大力研發接縫壓榨毛毯、斜織複合壓榨毛毯、非織造壓榨毛毯等。本集團在高速造紙機上的運用技術已達到國際先進水平，取得了「三層無交織底網造紙壓榨毛毯」、「多軸向基網成環的造紙毛毯」、「斜織接縫造紙毛毯」、「抗污底網壓榨造紙毛毯的製造方法」，開發了造紙機運營效率優化服務數字平台系統等發明、實用新型及設計專利技術97項。作為國家級高新技術企業，我們深知技術的持續創新是產品保有競爭力的關鍵，集團始終關注研發及核心技術能力的提升，集團獲評四川省「專精特新」企業並擁有省級技術研發中心，2023年10月，成功獲評「成都市院士（專家）工作站」；2023年12月，多項新產品技術獲評中國紡織工業聯合會「產品開發貢獻獎」。2023年11月，通過四川省科技成果轉化多軸向多層造紙毛毯關鍵技術項目驗收；2023年12月，公司旗下附屬公司上海金熊造紙網毯有限公司（科技型中小企業）榮獲上海市專精新企業並榮獲上海市高新技術成果轉化項目「百佳」獎。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

The Group's Intelligent Manufacturing Base in Shanghai is the world's most advanced intelligent manufacturing production line in the papermaking felt industry. The synergy between this production line and the Group's Paper Machine Efficiency Operation System will greatly enhance the quality of the Group's products and service capabilities, and contribute to the papermaking industry's efforts in energy saving, emission reduction, quality and efficiency enhancement, digital transformation, and intelligent manufacturing.

本集團在上海建設的上海智能製造基地為造紙毛毯行業全球最高水平的智能製造生產線，該生產線與集團紙機效率優化服務系統形成協同效應，將極大提升集團產品品質和服務能力，為造紙行業在節能減排、提質增效、數字化轉型、智能製造等方面貢獻力量。



Chengdu Production Site
成都生產基地



Shanghai Production Site
上海生產基地

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

3. MANAGEMENT ON SUSTAINABLE DEVELOPMENT

3.1 Statement from the Board

In order to promote social responsibilities, Vanov has established ESG governance structure of the Group. The Board takes full responsibility for the ESG working group, strategies and reporting. The Board is responsible for resolving and approving ESG related policies and procedures, reviewing and supervising ESG targets and progress. The Board has authorized the establishment of ESG working group, which is responsible for identifying risks on ESG material issues, establishing and reviewing ESG related strategies and task plans, performing materiality analysis, monitoring the progress and efficiency of each ESG task and report to the Board in a timely manner. Through the ESG working group, the Board fully understands the results of ESG works and monitors, prioritizes and evaluates the ESG issues. During the Year, we have reviewed, evaluated and prioritized the ESG issues and will continuously monitor and track progress of relevant targets and formulate and review the environmental targets and management measures based on the operation of the Group.

3. 可持續發展管理

3.1 董事會聲明

環龍控股為推動企業社會責任，已建立了本集團的ESG管治架構。董事會對ESG工作小組、策略和匯報負起全部責任。董事會負責議決和審批ESG相關政策和程序、檢討和監督ESG目標和履行進度。董事會已授權成立ESG工作小組，負責識別ESG重要性議題的風險，制訂及檢視ESG相關策略、工作計劃，制定ESG目標，進行重要性評估分析、負責監察各ESG工作的進展和成效，並及時向董事會匯報。董事會通過ESG工作小組掌握本集團的ESG工作成果，履行對ESG事宜的管理、優次排列和評估。本年度，我們檢討環境目標進度，評估、優次評估和管理ESG議題，並會持續監察及追蹤有關目標進度，按本集團的營運發展制訂審視的環境目標和管理措施。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告



3.2 Sustainability Structure

The Group's ESG regulatory structure is divided into three levels: decision-making, planning and execution. The Board has authorized the establishment of ESG working group and incorporate ESG governance into the Group's businesses and decisions. The ESG working group comprised senior management and department heads. Responsibilities of each level is detailed as follows:

Decision-Making Level:

決策層：

The Board

董事會

- Assume full responsibilities for ESG strategies and reporting;
- 對ESG策略及匯報承擔全部責任；
- Resolve and approve ESG strategies, ESG material issues and ESG risk management of the Group;
- 議決和審批本集團ESG策略、ESG重要議題及ESG風險管理；
- Review and monitor ESG performance and target achievement on a regular basis.
- 定期檢討及監督ESG表現及目標達成進度。

Planning Level:

組織層：

ESG Working Group (responsible persons from Administrative Department, Human Resources Department, Operation and Sales Department, Supply Department, Finance Department and Production Department)

ESG工作小組(包括行政部、人力資源部、運營業務部、供應部、財務部及生產部的負責人)

- Identify ESG material issues and risks;
- 識別ESG重要性議題及風險；
- Establish ESG task plans;
- 制定ESG工作計劃；
- Monitor and coordinate ESG tasks among various departments;
- 監察及協調各部門的ESG工作；
- Report to the Board on a regular basis.
- 定期向董事會匯報進度。

Execution Level:

執行層：

Execution Departments

執行單位

- Comply various ESG regulations and systems;
- 遵守各項ESG法規和制度；
- Perform various ESG tasks.
- 執行各項ESG工作。

3.2 可持續發展架構

本集團的ESG管治架構分為三層，包括決策層、統籌層和執行層。董事會授權成立ESG工作小組，將ESG管治融入到集團的業務和決策中。ESG工作小組由高級管理層及部門負責人組成。各層級的職責將在下面詳述。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

3.3 Stakeholders Engagement

The Group values the communication and exchange between our stakeholders. In order to maintain effective and long-term communication with our stakeholders, we have identified and established various communication channels to fully understand expectations and request of stakeholders. The Group will actively respond to stakeholders' comments, establish and implement various sustainability policies and measures to promote the Group's sustainability.

3.3 持份者參與

本集團重視與持份者的溝通和交流，為促進與持份者之間有效長久的溝通，我們識別持份者並已建立多條溝通渠道，充份了解持份者的期望和要求。本集團將積極回應持份者的意見，並制訂和實行各可持續發展政策和措施，推動本集團的可持續發展。

Major Stakeholders

主要持份者

Communication Channels

溝通渠道

Customers

客戶

customer satisfaction survey and comment form, customer service center, customer relation manager visit, daily operation/exchange, online service platform, telephone and email

客戶滿意度調查和意見表、客戶服務中心、客戶關係經理探訪、日常營運／交流、網上服務平台、電話和郵箱

Shareholders/Investors

股東／投資者

annual general meeting and other general meeting, interim report and annual report, corporate communication and results announcement

股東週年大會與其他股東大會、中期報告與年報、企業通訊和業績公佈

Employees

員工

employee comment survey, performance interview, employee benefit and employee training

員工意見調查表格、工作績效面談、員工福利、員工培訓

Business partners

業務夥伴

Visitation, technical support and regular communication

探訪、技術支持、定期溝通

Governmental/Regulatory authorities

政府／監管機構

meeting, written response to public enquiry and compliance report, press release and results announcement and policy guidance

會議、對公眾諮詢的書面回應和合規報告、新聞稿和業績公佈、政策指導

Social/Non-governmental organizations

社區／非政府團體

donation, social event, seminar/lecture/workshop and meeting, voluntary service, environmental protection promotion

捐獻、社區活動、研討會／講座／工作坊和會議、志願者服務、環保宣傳

Peers

同業

strategic cooperation project, group notice and communication meeting

策略性合作項目、集團通告和溝通大會

Suppliers

供應商

supplier management procedure, meeting, suppliers evaluation system and on-site inspection

供應商管理程序、會議、供應商評估制度和實地視察

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

3.4 Materiality Assessment

During the Year, the Group has established materiality issues based on the communication between internal and external stakeholders. With reference to the Guide as well as the materiality issue database of the Sustainability Accounting Standards Board (the “SASB”) and examples from the peers, the Group has compiled the list of issues concerning the stakeholders or related to the Group’s sustainability based on our operation. Through materiality assessment, we have identified 26 materiality issues and determined the materiality of each issue, among which 10 are highly material issues, 9 are moderately material issues and 7 are generally material issues. The result of material issues have been reviewed and confirmed by the Board.

3.4 重要性評估

本年度，通過和內部和外部持份者的溝通，制訂本集團的重要性議題。本集團參考了《指引》、永續會計準則委員會(Sustainability Accounting Standards Board, 「SASB」)的行業重要性議題庫、同行例子，再根據本集團的運營情況，列出各持份者關注的重要性議題，通過重要性評估，識別出26個重要性議題，並分辨出各議題的重要性，其中高度重要議題有10個，中度重要議題有9個，一般重要議題有7個。重要性評估結果已經由董事會審議和確認。

Highly material issues

高度重要議題

- Environmental law compliance
- 環保法律合規
- Occupational health and safety
- 職業健康與安全
- Employment compliance
- 合規僱傭
- Salary and benefits
- 薪酬福利
- Labor code
- 勞工準則
- Suppliers management
- 供應商管理
- Product quality and safety
- 產品質量與安全
- Customer satisfaction level
- 客戶滿意程度
- Anti-corruption
- 反貪污
- Corporate governance
- 企業管治

Moderately material issues

中度重要議題

- Management on greenhouse gas emission
- 溫室氣體排放管理
- Management on energy
- 能源管理
- Management on packaging materials
- 包裝材料管理
- Management on product design and lifecycle
- 產品設計與生命週期管理
- Consumption of raw materials
- 原材料耗用
- Equality and diversity
- 平等與多元化
- Training and promotion
- 培訓與晉升機會
- Protection of customer privacy
- 客戶私隱保護
- Protection of intellectual property
- 知識產權保護

Generally material issues

一般重要議題

- Management on water resources
- 水資源管理
- Waste management
- 廢棄物管理
- Management on gas emission
- 廢氣排放管理
- Management on wastewater discharge
- 廢水排放管理
- Response to climate change
- 應對氣候變化
- Reduce the impact of production on the environment
- 減少生產運營對環境的影響
- Community investment
- 社區投資

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

4. OPERATION COMPLIANCE

4.1 Anti-corruption Code

During the Year, the Group has established the “Anti – Fraud and Anti-Bribery Policy”, which covers different aspects such as fraud and bribery. The Group strictly prohibits any form of fraud and bribery, including deceit, bribery, forgery, extortion, theft, conspiracy, embezzlement, misappropriation and misrepresentation. We encourage our staff to report any incompliance issues. The Group prohibits our employees from making facilitation payments, pre-approval is required for all types of charity donations and sponsorships, so as to prevent those donations and sponsorships from constituting a bribery. We conduct business with suppliers in a fair, honest and professional manner. We require the suppliers to enter into a “written commitment on honest procurement”, require suppliers to comply with various laws and regulations, information provided are required to be legal, true, accurate and effective, giving gifts, cash and any form of bribery to our buyers is prohibited.

Employees shall report any non-compliance issues to the person in charge of the business department, and the relevant personnel shall report to the chief financial officer and the internal audit department as soon as possible. Identity of the whistleblower is kept confidential in order to prevent any form of retaliation on the whistleblower. If a case is confirmed, we will carry out investigation and impose appropriate sanction on the non-compliant unit. During the Year, we have provided review on the anti-corruption system to the Board to ensure their full understanding of such system. Our “corporate system report” for employee stipulated the ethical code, prohibition of any unethical and corruption behaviors, any violation shall be punished. We ensure our employees are fully aware of the Group’s anti-corruption policy and procedure.

During the Year, no litigation or corruption cases were brought against the Group or our employees.

4.2 High Quality Control

The Group strictly complies with the “Product Quality Law of the People’s Republic of China” and established a product quality target of controlling the damaged goods below 2.6% for the Year.

4. 合規運營

4.1 反貪污守則

本年度，本集團設立了《反欺詐及反賄賂政策》關於欺詐、賄賂相關的政策。本集團嚴禁任何形式的欺詐和賄賂行為，包括欺騙、賄賂、偽造、勒索、盜竊、串謀、挪用、盜用、虛假陳述等並鼓勵員工對不合規的事宜進行舉報。本集團禁止員工給予疏通費，各種類型的慈善捐款和贊助需預先獲得批准，防止有關活動變成賄賂。我們以公平、誠實和專業的態度與供應商戶交易，我們會要求供應商填寫《採購活動廉潔承諾書》，要求供應商遵守各項法律法規要求，提供的所有數據均需合法、真實、準確、有效，不得向任何採購員贈送禮品、禮金等各項形式的賄賂。

員工需就任何不合規事宜對業務負責的部門負責人舉報，相關負責人需盡快向財務總監及內部審核部門進行舉報。我們會對舉報者的身份進行保密，不容許舉報人受到任何形式的報復。若舉報成立，我們會對案件進行調查，並對不合規的單位給予適當的制裁。本年度，我們向董事提供反貪污制度回顧，確保董事清晰和了解有關制度。我們在員工《公司制度匯編》中列明員工需遵守公司的職業道德標準，禁止任何不道德和舞弊行為，任何違反規定的行為均會受到處分，確保員工熟悉本集團的反貪政策和程序。

本年度，本集團並沒有發生任何對本集團和員工提出的訴訟和貪污舞弊案件。

4.2 高質量控制

本集團嚴格遵守《中華人民共和國產品質量法》。本年度，我們定下產品質量目標，全年的報損率控制在2.6%之內。



Flow Chart on Papermaking Felt Production

造紙毛毯生產流程圖



We place great emphasis on our product quality. In order to make employees better understand the standard requirements of papermaking felts, we have formulated the “Papermaking Felts Production Process and Engineering Production Standards” to explain in detail the structure, characteristics, and process requirements of each raw material. The production process includes those shown on the chart above, namely warping, winding, weaving, rimming, felting, felt combing and other processes. We strive to perform each process to the best and satisfies quality standards, as such, we have formulated specific production standards, production procedures, operation has requirements and production machinery settings. The Group has established visible operation standards and conducts regular employee trainings to improve their operating ability. Standards of each procedure undergo constant optimization to improve the inspection criteria of product quality. The Group determines the scope of testing and management of product quality, tracking and controlling products under each procedure and record the appearance and features of such products with graphics and text, in order to facilitate subsequent quality tracing and share quality control process. Guides such as “Finished Product Shaping Process Operation Guide” and “Needle Making Process Operation Guide” will undergo continuous optimization. Requirements and quality assurance measures are listed in details, such as specific production procedures, requirements, operation and finished product standards, in order to facilitate employees to comply with and ensure that the product quality meets the requirements. The Group’s quality control team shall monitor the quality control in the production process. QC personnel perform random checks on each procedure and the finished products and will provide assistance to customers with quality concerns. In order to ensure the products are delivered to customers in good condition, we apply fire proof or water proof packaging depending on the quality requirement of the products.

我們注重質量要求，為了令員工更清楚了解造紙毛毯的標準要求，我們制訂了《造紙毛毯生產流程和工學生產標準》，詳細解釋每一個原材料的結構，特性，工序要求等。本集團的工序主要包括上圖的幾項，如整經、卷緯、織造、鑲修、針製、梳毛等。我們致力於每一工序做到最好並必需符合質量的需求，因此我們為每一項工序都設立了特定的生產標準，生產流程，操作要求，生產機械設定等，本集團建立了可視化操作標準，定期開展員工培訓提高操作能力，對每一個制程之下的標準進行不斷優化，完善產品質量的檢驗標準，確定產品質量的檢測範圍和管理辦法，對每一條過程產品進行跟蹤管控，圖文留存進行產品可視表徵，以便於後期質量追溯及共享質量控制過程。不斷優化成品定型工序作業文件指導書、針製工序作業文件指導書等，詳細列出每一項工序的特定生產程序、要求、操作方法、成品要求等各項指標要求和質量保障措施等，方便員工跟隨和保障質量符合要求。本集團的質量控制團隊會審視生產過程中的質量控制。質量檢查人員會定期對每一個工序和成品的質量進行抽檢，亦會對有質量疑問的客戶提供協助。為確保產品能無損的送抵客戶手中，我們會根據產品的質量要求，在運送中做好防火防潮管理。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

In addition to production procedure, equipment is another key focus of quality control, we have formulated a daily inspection table for production equipment, inspectors perform checks on various equipment in accordance with the inspection schedule, including the wearing off of equipment, falling off of parts or abnormal noise, all incidents are being recorded to ensure our equipment are functioning at the optimal condition. In case of any equipment malfunction, adjustment is immediately made until the equipment fulfills quality standards.

During the Year, no products of the Group was recalled due to safety and health reasons.

4.3 Procedures on Customer Services

The Group continues to improve the response and handling processes formulated in response to customers' concerns on product quality and product recovery issues. On the production side, we identify concerns on individual issues, which are reflected on our production procedures and personnels. Paper machine operation efficiency services are fully utilised to help customers solve problems related to paper machine operation and efficiency improvement, which deepen customers' trust, improve the stability and efficiency of customers' paper machine operation, reduce customers' reflections on product problems, and improve customers' satisfaction.

When we received a complaint from customers, it will be jointly handled by the technical and craftsmanship, operation and other relevant departments, which will formulate solutions and provide feedback on the complaint to customers. We will collect all necessary documents, including the product photos and samples in relation to the customers complaints, and conduct analysis and make improvements in accordance with our protocol.

除了生產工序外，設備亦是質量管理中的一大要點，我們制訂了生產設備的日點檢表，檢查人員需按照時間表的檢查時間點，對設備的各項指標進行檢查，包括設備是否有磨損，是否有零件脫落或發出異響等，並進行記錄，確保設備保持在最佳狀態。若設備發生問題，需立即進行調整，直到設備的表現能符合質量表現為止。

本年度，本集團並沒有因為安全與健康理由而須回收產品。

4.3 客戶服務流程

本集團不斷優化針對客戶對產品的質量和產品回收問題制訂的應對和處理流程。生產端，針對一個問題，發現一類隱患，落實到工段和人。充分運用紙機運行效率服務，幫助客戶解決紙機運行及效率提升的相關問題，加深客戶的信任度，提高客戶紙機運行的穩定性和效率，降低客戶對產品問題的反映，提高客戶的滿意度。

我們收到客戶反映的問題後，會由技術部和工藝部、生產等相關部門聯動，制定解決方案的同時對客戶反映的問題作出反饋，我們會收集所需的文件，如被客戶反映的產品問題的圖片和樣品，按程序分析問題並做出改進。



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

We have formulated the “Measures on Customer Satisfaction Survey Management” to collect comments from our customers. We distribute surveys to customers for them to evaluate the Group’s products on lifespan, quality, applicability, cost performance, service delivery time, logistics, after-sales service and sales quality. The operation department will collect the surveys and manage, consolidate and analyze such data.

During the Year, we received about 250 complaints on our products, all of which have been duly handled.

4.4 Management on Intellectual Property

The Group strictly complies with regulations such as the “Patent Law of the People’s Republic of China”, “Detailed Rules for the Implementation of the Patent Law of the People’s Republic of China”, “Trademark Law of the People’s Republic of China”, “Detailed Rules for the Implementation of the Trademark Law of the People’s Republic of China”, “Copyright Law of the People’s Republic of China” and “Civil Code of the People’s Republic of China”. The Group supports the development of scientific R&D and protects the intellectual properties of the Group from illegal use. We protect our intellectual property rights by ways of applying registration patent and copyrights. During the Year, the Group maintained 97 patents. Transfer, disclosure, publication and application of the Company’s intellectual properties through improper authorization are prohibited. Employees are obligated to safeguard our intellectual properties. We will enhance the protection of our classified materials including intellectual property files and technical information, no person from outside of the Group could access our confidential information to prevent data leakage.

4.5 Information System

The Group strictly protects our information safely, we have established the “Information Security System”, “Information Management System” and “Measures on File Management” to manage the information of the Group. We enter into “Confidentiality Agreement” with our employees, which states the content and scope of confidential information, default obligations and confidentiality fees to prohibit leak of the Group’s secret. In the course of cooperation with other parties, we will also include confidentiality clauses to ensure both parties are bounded by such confidentiality clauses. For senior personnels such as the management team and technicians, we keep a “confidentiality deposit” from their salary, to ensure they do not breach the confidentiality provisions, such deposit will be returned to them when they leave the Group.

我們制訂了《客戶滿意調查管理辦法》收集客戶意見，我們會向部分客戶發送調查問卷，對本集團提供的產品的使用壽命、質量、適用性、性價比、服務、交貨期、物流、售後服務、銷售素質等進行評分。運營部會收集調查問卷作整理、統計、匯總和分析。

本年度，有關產品問題的反映約250宗，均已妥善處理。

4.4 知識產權管理

本集團嚴格遵守《中華人民共和國專利法》、《中華人民共和國專利法實施細則》、《中華人民共和國商標法》、《中華人民共和國商標法實施條例》、《中華人民共和國著作權法》、《中華人民共和國民法典》等法規要求。本集團支持科研發展，保護本集團的知識產權免受不合法使用。我們通過申請專利和版權保護知識產權。本年度，本集團共保持了97項專利。本集團嚴禁員工使用不正當的方式轉讓、洩露、發表、使用公司知識產權，員工有保護集團的知識產權義務。我們會加強內部的知識產權文件和技術信息等機密數據的處理，不得向集團以外人員透露機密信息，防止數據洩漏。

4.5 信息檔案制度

本集團嚴守信息安全，設立了《信息保密制度》、《信息管理制度》及《檔案管理辦法》管理本集團的信息工作。我們會與員工簽訂《保密協議》，協議中包括保密的內容和範圍，期限違約責任和保密費用，嚴防員工洩漏集團秘密，我們亦會在與第三方的合作中，加入保密條款，確保雙方受保密條款約束。高級員工如管理人員，技術人員等會在工資中提取部分的「保密保證金」，確保員工沒有違反保密條款，有關款項會在保證人離職或退休後，歸還給保證人。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

After approval, our employees could have access to client's information under reasonable circumstances. We safeguard important information to the Group, such as technological information and operation information. Operation information includes personal information such as employee files, client information, supplier information. We have different level of protection based on the materiality and categories of the information. Employees in different positions could only access information within their level. Employees are not allowed to copy or distribute the Group's information to other third parties without authorization. We have dedicated personnel to perform data management and filling. In case of any data leakage, the information committee will carry out investigation and impose corresponding punishment to those who has leaked the information.

The Group duly keeps and safeguards files of the Group. It is crucial for the Group to manage and keep files in a orderly manner to ensure completeness of all files. Employees shall preserve the files and not to alter, take apart or damage such documents. An employee shall apply to relevant department before making copies of a document. The archives of the Group is "defensive-based and prevention and management combined". Regular checks and protective measures are in place, including, fire proof, insect proof, water proof, heat proof and ventilation. In case of damages or fading of prints or discoloration, we will perform restoration and make copies to keep our files safe and intact.

The Group complies with relevant requirements under the "Advertising Law of the People's Republic of China". False advertisement is prohibited. We strictly manage the contents of the advertisement to ensure the information disclosed is correct to avoid "false advertisement" and "deceptive pricing". During the Year, the Group has not violated any advertisement information and personal data regulations.

員工需在有合理理由的情況下經審批同意後取得客戶信息，我們對集團的重要數據如技術信息、經營數據進行保密，經營信息包括了員工檔案信息、客戶信息、供應商信息等個人資料，我們按信息的重要程度劃分了不同的等級進行保護，按信息的類別，不同崗位的員工只能接觸自己崗位能接觸的資料。員工不允許在未經授權下拷貝或對公司以外的人員傳播本集團資料，我們也設立了相關人員對數據進行保管、歸檔等工作。若有數據外洩的情況發生，信息委員會會調查事件和對洩密者處相應的懲罰。

本集團妥善保護集團的檔案文件，對集團的重要文件做好歸檔處理，並確保每份文件的完整性。員工應當愛護公司檔案文件，不得對文件進行塗改、拆散、損壞等，若要對檔案進行複印，需向有關部門作出申請。本集團的檔案庫「以防為主，防治結合」，定期檢查防護措施和檔案保管情況，做好防火、防蟲、防潮、防高溫、通風等處理。若文件受到破損，字跡褪色，紙張變色的情況發生，我們會對文件進行修補、複製，以保護檔案的安全與完整。

本集團遵守《中華人民共和國廣告法》的規定，不得對產品進行虛假宣傳，對廣告內容進行嚴格的內容管理，確保披露的信息正確，不得造成「虛假廣告」、「價格欺詐」等不實的情況出現。本年度，本集團沒有違反任何廣告信息和個人私隱相關的法規。

4.6 Supply Chain Development

The Group has established the measures on procurement management to standardize procurement and supplier management. We have formulated the procurement requirements of the Group and have classified the responsibilities and materials of the procurement department in an orderly manner. Procurement of raw materials and auxiliary materials is part of the quality control of the Group. The product technology department is responsible for providing files on technical requirements of materials and quality assurance conditions, and participating in suppliers selection. Inventory personnel is responsible for inspecting the procured material and update the inventory report on a daily basis.

In order to ensure the quality of materials, we adopt a review system for all new suppliers. The review is carried out by different departments, targeting on the qualifications and material quality of the new suppliers. We will test the materials provided by new suppliers and prepare a report on the trial use. Suppliers could only be qualified upon approval of such report.

During the course of procurement, the Group must obtain quotations from at least two or more suppliers for comparison purpose. All suppliers must be selected from the “Qualified Suppliers List”. We will evaluate our suppliers on a regular basis, collect comments from the production department, technology department, finance department and the general manager, review the qualification certificates of suppliers and evaluate the suppliers’ commitments on product quality.

We prefer suppliers who offer environmentally friendly products and services. Suppliers are required to enter into a “Written Commitment on Honest Procurement”, to ensure both parties are not involved in any unethical behavior, bribery or corruption. Suppliers must comply with applicable laws and regulations of their place or country of operation. In order to better manage supplier risks, during the Year, we consider procurement risks as one of the risk factors to identify the impact and probability of such risks. Among which, we evaluate the environmental and social aspects of suppliers and the risks in selecting environmentally friendly products and services. We will formulate supplier-related systems and policies when appropriate to reduce supply chain related risks.

4.6 供應鏈發展

本集團訂立了《採購管理辦法》規範採購和供應商管理工作。我們已訂立了本集團的採購要求，對採購部門的工作和物資做好分類管理。原材料和主要輔料的採購為本集團的質量控制一環，由產品技術部負責提供物料的技術要求、質量保證條件等文件及參與供應商遴選工作，庫管員亦需對購的材料進行驗收，每日更新物料的庫存日報表。

為了保障物料質量，我們會對所有新的供應商採取評審制度，評審制度由不同的部門對新供應商的資質和物料質量進行評估。我們會檢測由新供應商提供的物料進行檢驗和試用，編寫試用報告，該報告需經審批後，合格後可納入合格供應商。

採購物料時，本集團必需向至少兩間或以上的供應商索取報價，進行比價，供應商需在合格供應商名單中選取。我們會定期對我們的供應商進行評估，我們會收集生產部，技術部，財務部和總經理的意見，審視供應商的資質證書並針對供應商在產品的質量承諾的要求進行評估。

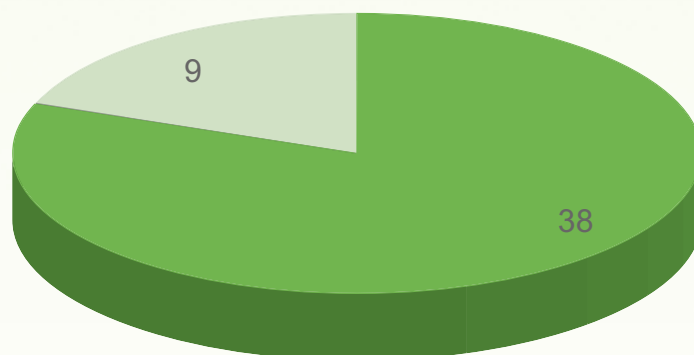
我們會優先選擇對環境友好的環保產品及服務，供應商需簽署《採購活動廉潔承諾書》確保在雙方合作的過程中沒有任何不道德行為、賄賂、貪污行為，我們的供應商必須遵守運營地方及國家法例及規例適用法律。為更好的管理供應商的風險因素，我們於本年度對採購進行風險考慮，分辨採購中可能的風險影響程度和發生機率。其中我們針對供應商的環境和社會方面及選用環保產品和服務上的風險進行評估。我們會在適當的時間訂立供應商相關制度和政策，減低供應鏈相關風險。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

During the Year, we have a total of 47 suppliers, consisting of 38 domestic suppliers and 9 overseas suppliers which supply short fibres, combined filaments, monofilaments, multifilaments, packaging materials and office utilities.

本年度，我們共有47家供應商，38家來自國內，9家來自國外。供應商提供短纖、合股絲、單絲、綜絲、包裝物料和辦公室用品。



■ 國內Domestic ■ 國外Overseas

供應商地區分佈
Regional Distribution of Suppliers

5. PERSONNEL MANAGEMENT

Employees are an integral part of the Group's success. In order to retain and attract human resources, safeguard employee benefits and rights, ensure employee health and safety, and create a satisfying working environment, we strictly comply with relevant regulations including "Labor Law of the People's Republic of China", "Labor Contract Law of the People's Republic of China", "Provisions on the Prohibition of Using Child Labor", "Law of the People's Republic of China on the Protection of Minors", "Social Insurance Law of the People's Republic of China", "Interim Regulation on the Collection and Payment of Social Insurance Premiums", "Regulation on the Administration of Housing Accumulation Funds", "Work Safety Law of the People's Republic of China", "Law of the People's Republic of China on the Prevention and Control of Occupational Diseases", "National Security Law of the People's Republic of China", "Fire Protection Law of the People's Republic of China". We have compiled a "corporate system report", stating policies on various employee related aspects such as recruitment, paid holidays, attendance, promotion, training and dismissal. During the Year, the Group was not involved in any litigation regarding the violation of policies on remuneration, equal opportunity, diversity, anti-discrimination and other benefits.

The Group encourages a fair and just working environment. Based on the principle of meritocracy, we have established a board diversity policy. Appointment of directors involve consideration of diversified aspects, including gender, age, cultural and educational background, professional qualification, skills and knowledge. We encourage the Nomination Committee to ensure the development of diversity of the Board, review and supervise the diversity policy of the Board. During the Year, number of employees of the Group reached 357.

5. 人才管理

員工是本集團成功不可或缺的一環，為了保留和吸引人力資源，維護員工福利權益，保障員工健康安全，製造良好工作環境。我們嚴格遵從《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《禁止使用童工規定》、《中華人民共和國未成年保護法》、《中華人民共和國社會保險法》、《社會保險費徵繳暫行條例》、《住房公積金管理條例》、《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》、《中華人民共和國安全法》、《中華人民共和國消防法》等有關規定，制訂了《公司制度匯編》，列出與員工相關的招聘，假期，考勤，晉升，培訓，解僱等多方面的政策。本集團於本年度並沒有違反任何有關薪酬、平等機會、多元化、反歧視以及其他待遇及福利相關的訴訟案件。

本集團提倡公平和公正工作環境，我們已訂立了董事會多元化政策，本著任人唯賢的原則，在任命董事時從多方面考慮包括性別、年齡、文化及教育背景、專業資格、技能、知識等多元化視角進行甄選。我們鼓勵董事會提名委員會需確保董事會的多元化發展，檢討並監督董事會的多元化政策。本年度，本集團的員工人數為357人。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

5.1 Management on Recruitment and Dismissal

We have formulated the “Management System on Recruitment”, “Management System on Entering of Labor Contract” and “Management System on Dismissal”. The Group adheres to the principle of fair and just, we will not be influenced by factors such as age, gender, mental health, marital and family status, race, skin color, nationality, religion, political view and sexual orientation. We will enter into labor contract, confidentiality agreement or other supplemental agreement or trade secret confidentiality agreement with newly employed staff within a month of their employment. The contract sets forth information on working area, working hours, salaries and term of the contract etc. The Group prohibits any form of child labor or force labor. Employees are required to submit identification documents, education documents and other related information for review. In case of false information or child labor, such employee will be regarded as unsuitable for employment and dismissed. We have also formulated “Management Rules on Attendance” to regulate the attendance of our employees. The Group does not encourage over-time work. If employees need to work over-time, preapproval from their superior is needed. Over-time hours shall not exceed the stipulated limit. In case of over-time, we will arrange time-off for such employee. During the Year, the Group was not involved in any child labor and forced labor cases.

Both employees and the Group could submit a request to terminate the employment contract. Resignation should be submitted to their corresponding department one month in advance. Department supervisors will inquire about their resignation reasons, and the resigning employee shall hand over their work before leaving the Group.

5.2 Salary and Performance Evaluation

The Group has formulated “Management System on Remuneration” and “Management System on Performance Evaluation” to standardize the remuneration structure and performance evaluation of our employees. In order to align the operation and position structure, we have established different remuneration structure for various positions and levels. Remuneration package varies depending on the positions. Remuneration package includes basic salaries, confidentiality fees, assessment salary and year-end bonus.

5.1 招募離職管理

我們已訂立了《入職管理制度》、《勞動合同簽訂管理度》和《離職管理制度》。本集團以公平公正的原則，不會因為年齡、性別、身心健康狀況、婚姻及家庭狀況、人種、膚色、國籍、宗教信仰、政治立場及性取向等因素影響。我們會與新員工在入職後一個月內簽訂《勞動合同》、《保密協議》或其他補充協議、商業秘密保密協議等，合同中列明員工的工作區域、工作時間、工資等資料、合同時限等。本集團嚴禁任何童工和強制勞動的情況，員工需要提供身份證明文件、學歷文件及其他公司相關資料作審查。若發現任何資料虛假的情況或童工，該員工為不合錄用情況，對員工作出解聘。我們制訂了《考勤管理規定》訂明瞭員工的考勤時間。本集團不提倡員工加班工作，員工若需加班工作需提前向上級申請，員工不得加班工作超過規定時數，如需加班，我們會安排調休時間給加班工作的員工。本年度，本集團並沒有發生任何有關童工和強制勞工的違規個案。

員工和集團均可向對方提供解約要求，員工需向所屬部門提早一個月提出辭職申請，部門負責人需向員工查詢離職原因，員工需離職前進行工作交接。

5.2 薪酬績效評估

本集團制訂了《薪酬管理制度》和《績效考核管理制度》針對員工的薪酬架構和考核工作作出規範。為貼近運營和崗位的架構，我們針對不同的崗位和職級的員工訂立不同的薪酬架構。按職位的不同，薪酬項目亦有所不同，薪酬項目主要包括崗位工資、保密費、考核工資、年終績效等。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

Basic salary is determined based on the requirement, ability and value of the position. In order to retain valuable employees, performance is one of the factors in determining their basic salary. Assessment salary is determined based on the responsibilities of different department, fulfilment of such responsibilities and performance, with an aim to boost enthusiasm of our employees.

Department managers and the human resources department will establish assessment targets and requirements. They will collect and evaluate the assessment data, and the result will be used for determining the reward or punishment, transfer, promotion, dismissal and year end appraisal.

5.3 Benefits and Interests System

In order to cater the needs of our employees and legal requirements, the Group complies with “Social Insurance Law of the People’s Republic of China”, “Interim Regulation on the Collection and Payment of Social Insurance Premiums” and “Regulation on the Administration of Housing Accumulation Funds”, and formulates “Benefit Management System” and “Social Insurance/Provident Fund Management System” to regulate the reward of benefits and interests to employees. We offer body checks for our employees. For employees who are not entitled to commercial insurance due to long term or short term business trip, probationary period, retire and rehire, we will purchase commercial insurance for them. In addition, we offer various allowance for our employees including heatstroke prevention and high heat allowance. For special occasions such as the Dragon Boat Festival, Mid-Autumn Festival and Chinese New Year, we offer gifts and cash bonus for celebration, with an aim to increase their sense of belonging towards the Group. We offer paid holidays and social insurance and provident fund to our employees, complying the legal requirements. We provide the five insurances and housing fund for our employees, namely pension insurance, occupational injury insurance, medical insurance, unemployment insurance, maternity insurance and housing provident fund. Employees are entitled to over-time time-off, personal leave, sick leave, marriage leave, maternity leave, visitation leave, bereavement leave and other benefits.

崗位工資，按崗位必備的任職條件、能力和崗位價值而定，為了能更好的保留有價值的職位人才。員工的工作表現亦是工資的成份之一，我們制定了考核工資，按不同部門間的工作任務、員工履行職責和工作績效等而訂立，鼓舞員工的工作積極性。

各部門經理和行政人資部會與員工訂立各考核目標和要求，在考核期內收集各項績效表現，並進行評核，評核結果將用作於員工在獎懲、調職、晉升、退職和年底評優的依據。

5.3 福利權益制度

為照僱員工所需和法例要求，本集團遵守《中華人民共和國社會保險法》、《社會保險費徵繳暫行條例》和《住房公積金管理條例》並制訂了《福利管理制度》和《社保／公積金管理制度》規範員工的福利權益發放制度。我們會為員工提供身體健康檢查。員工若因需要長期或短期出差工作、試用期、部份退休返聘等沒辦法購業商業保險，我們會為這些員工購買商業保險。除此之外，我們向員工提供各類型的補貼，如防暑降溫，和高溫費等。在某些特別的節日，如端午節和中秋節、春節，我們亦會以禮品和現金形式與員工共慶節日，加強集團凝聚力。我們已按法規要求，為員工提供假期和購買社保和公積金等福利，我們會為員工購買「五險一金」即養老保險、工傷保險、醫療保險、失業保險、生育保險、及住房公積金。員工享有加班調休假、事假、病假、婚假、產假、探親假、喪假等福利。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

5.4 Occupational Health and Safety

In order to safeguard health and safety of our employees, we have formulated the “Safety Management System” and “Work-related Injuries Management System” to regulate work safety issues. We offer safety training to each newly employed staff and supervise on safe production. We require special operation staff to attend additional training and they will only be allowed to commence work upon passing of such training. We arrange regular safety checks and require employees to be equipped with protective equipment and heatstroke prevention equipment at all times, to prevent any occupational hazards. In case of accidents, immediate assistance should be provided and department supervisors should be notified. We analyze and evaluate the cause of the incident and identify and punish those responsible. Improvement measures will be implemented accordingly. We have established management solution for injury fees and formulated the medical expense claim and remuneration during the injured period. We provide safety training to newly employed staff to enhance their awareness of work safety and fire prevention etc.

We have formulated the “Safe Production and Emergency Fire Measures” and “Safety Management System” to properly manage safe production. We have established an emergency operation team with staff standing by 24 hours a day, to respond to any sudden incident. In case of fire, the emergency team will arrange evacuation, fire extinguish and self protection activities for all employees. During the Year, we have organized various fire prevention seminars and fire drills to enhance employees’ knowledge on the aspect. For the past three years, work fatality of the Group remained zero. For the past 3 years, the number of lost days due to work injury was 0.

5.4 職業健康安全

為保障員工在工作時的健康安全，我們訂立了《安全管理制度》和《工傷管理制度》規管工作安全相關事宜。我們會為每一位入職的員工進行安全培訓，並對員工進行安全生產的督導，要求特種作業人員參加培訓，合格後才能上崗工作。我們定期對工作場所進行安全排查，員工需按要求配帶個人防護用品和防暑降溫用品，防止職業病危害工作。若有事故，應對受傷者進行實時救助，並通知部門負責人。我們會對事故原因進行分析，評估，責任認定和處罰，落實改進措施。我們已成立工傷費用管理方案，對員工的醫療費用報銷和工傷期間的待遇做出規定。我們會在員工工作入職時對員工進行安全培訓，確保員工了解職業安全，消防安全等知識。

我們制訂了《安全生產應急消防方案》和《安全管理制度》對生產時的安全內容做出管理。我們已組織了緊急情況的指揮機構，並安排員工24小時輪候，隨時應對突然事故發生，一旦火災發生，應急小組會按現場情況對員工進行疏散和進行滅火自救工作。本年度，我們推行多場消防知識培訓講座及防火設備演練，加強員工在消防方面的知識。過去三年，本集團因工作關係死亡的人數為0。



Fire Training and Fire Drill
消防知識培訓和消防應急演練

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

5.5 Team Building Activities

We organize different team building activities to strengthen the bonds between our employees, enhance their initiatives and enthusiasm, caring for our employees, ease their work pressure and promote their physical and mental wellness. During the Year, the Group organized team building for our sales and technology department, New Year's Run and March 8 Women's Day, Dragon Boat Festival and Mid-Autumn Festival caring campaign.

5.5 員工團建活動

為加強員工的凝聚力，我們定期舉行各項團建活動，增加員工對工作的積極性，對業務的戰鬥力，對同事間的關懷心，調節緊張的工作情緒，令員工全面身心發展。本年度，本集團舉行了營銷技術人員團建活動、新年跨年跑、三八婦女節、端午節、中秋節員工慰問活動。



“Dragon Boat Festival Huanlong staff caring activities”
「端午環龍員工慰問活動」

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告



“Mid-Autumn Festival employee caring activities”
中秋節員工慰問活動



“New Year's Run”
新年跨年跑活動

5.6 Professional Development

The Group encourages our employees to actively add value, acquire new skills and innovation to develop their own career while boosting the competitiveness of Vanov. We have formulated “Management System on Transfer”, “Management System on Annual Renew of Certificate” and “Employee Tracking Management System” to regulate the requirement on staff training and promotion. We offer training benefits to our employees. For those who engage in work related study, we offer 50% to 100% tuition fee substitution. For employees who have obtained certificates for special professional skills, they may receive reimbursement from the Group for the training and registration fee regarding such certificate renewal. We encourage our staff with special talents to contribute to the Group. We provide newcomers with safety training required for their jobs to ensure their safety at work. They will also receive training on the company information, corporate culture and management system of Vanov, with an aim to help them adopt to the Group and boost staff morale. A career ladder with post value as its core is established, in which management promotion paths and technical/professional promotion paths are set up for different types of talents. We also have a scientific remuneration system that provides sufficient opportunities for the career development of our employees. Department supervisors of the new staff will carry out assessment which could be used for future promotion. We offer fair and open promotion opportunities to all employees. Any staff who satisfy the management requirement, professional skills and business ability or with outstanding performance will be considered for promotion.

5.6 技能職涯發展

本集團鼓勵員工積極學習，提升技能和創新能力，發展自己的職業生涯，同時令環龍控股更具競爭力。我們制訂了《調崗管理制度》、《證書年檢管理制度》和《員工跟蹤管理制度》規範員工在培訓和晉升的要求。我們為員工提供教育培訓福利，員工若進修跟工作相關的培訓，可根據情況給員工報銷50—100%的學費。員工具備專業技能持有某些證書可向本集團報銷換證所需的培訓和報名費，鼓勵持有專業技能的員工能人盡其才，為本集團服務。本集團會為新入職的員工提供有關工作崗位所需的安全知識培訓，確保安全工作。員工亦會接受關於環龍控股公司概況、企業文化、規章制度等的培訓，令員工更易融入環龍和鼓勵員工的工作士氣，建立了以崗位價值為核心的職級體系，針對不同類型的人才設置管理類晉升通道和技術／專業類晉升通道，並且設有科學的職務工資體系，充分提供員工職業發展的機會。員工所屬的部門負責人需對員工進行評價，可作員工將來晉升的考核依據。我們提供員工晉升機會，以公平、公正、公開和競爭為原則，任何員工若具備職務要求的管理水平、專業知識、業務能力等，或工作業績突出的員工，均可獲晉升機會。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

6. ENVIRONMENTAL MANAGEMENT

The Group strictly complies with regulations and requirements including “Environmental Protection Law of the People’s Republic of China”, “Law of the People’s Republic of China on Environmental Impact Assessment”, “Regulations on the Administration of Construction Project Environmental Protection”, “The Water Pollution Prevention and Control Law of the People’s Republic of China”, “Law of the People’s Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste”, “Law of the People’s Republic of China on Prevention and Control of Pollution from Environmental Noise” and “Measures for Pollutant Discharge Permitting Administration (For Trial Implementation)”. During the Year, the Group did not receive any sanctions or notice of proceedings concerning environmental issues.

We actively implement the Group’s environmental protection work, establish the environmental management system. The environmental management system of the Group’s two production plants have been accredited with the “GB/T 24001–2016/ISO 14001:2015 environmental management system requirement and use guide”. In order to ensure the environmental emissions and noise of both plants reach the safe standards, we strictly manage the pollutant emissions and noise pollution of these plants. We have also engaged third party inspection centers to carry out inspection on sewage, gas emissions and noise pollution of our Sichuan Plant as well as gas emissions and noise pollution of our Shanghai Plant. During the Year, pollutant emissions and noise pollution for both plants satisfied the required standards.

6. 環境管理

本集團嚴格遵守《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》、《中華人民共和國水污染防治法》、《中華人民共和國固體廢物污染環境防治法》、《中華人民共和國環境噪聲污染防治法》、《排污許可管理辦法(試行)》等法規要求。本年度，本集團並沒有收到任何涉及環境範疇的處罰和訴訟。

我們積極推行本集團的環境保護工作，建立環境管理系統，本集團的兩間生產廠房的環境管理系統均已獲得「GB/T 24001-2016/ISO 14001:2015環境管理體系要求及使用指南」的認可。為確保兩間廠房的環境排放和噪音數據均達安全水平，我們會嚴格管理兩間廠房的污染物排放和噪音污染，並委託第三方檢測中心對四川廠房的污水、廢氣和噪音污染及上海廠房的廢氣排放和噪音污染進行檢測。本年度，兩間廠房的污染物排放和噪音污染均符合標準要求水平。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

The Group actively explores the road of green development. In terms of green manufacturing, product design introduces the concept of eco-design and develops green manufacturing technology to ensure product quality while realising low-carbon production of products, effectively increasing output and reducing energy consumption. For energy usage, we adopt a series of effective measures, including low-carbon transformation, technological transformation and equipment upgrading, in order to optimise energy consumption structure. Through the installation of solar lamps and the purchase of hydropower, we make full use of low-carbon and clean renewable energy sources while significantly reduce carbon emissions. In terms of low-carbon concepts, we have strengthened management, implemented in-depth environmental protection concepts, and regularly carried out feasibility studies on the substitution of raw and auxiliary materials and the reuse of wastes, so as to realise “green recycling”. We will continue to improve the green manufacturing system, play a driving and leading role in green demonstration, continue to support papermaking enterprises in energy conservation, emission reduction, quality improvement and efficiency enhancement with high-quality products and professional services, and fully cooperate with papermaking enterprises in the work related to “carbon peak and carbon neutrality”, so as to jointly achieve the goal of green and sustainable development. The Group actively explored the road of green development. In April 2023, we completed the carbon footprint evaluation of papermaking felts and obtained carbon footprint certification. In October 2023, we were recognized as one of the “Top 10 Green and Low-Carbon Transformation Enterprise of Chengdu”; in November 2023, we were recognized as National “Green Factory”, representing that the Company has met national standard in terms of clean production, major energy consumption, energy conservation, emission reduction and other key indicators and become a role model within the industry. The Company will always uphold the concept of green development and promote high-quality and sustainable development.

本年度集團積極探索綠色發展之路，在綠色製造上，產品設計引入生態設計理念，開發綠色工藝技術，保證產品質量的同時，實現產品低碳生產，有效提高產量，降低能耗。在能源使用上，採取一系列有效措施，低碳改造，技術改造、裝備升級等，優化用能結構，通過設置太陽能燈和購入水電等，充分利用低碳清潔可再生能源，大幅減少碳排放。在低碳理念上，加強管理，深度執行環保理念，定期開展原輔料的替代可行性和廢棄物再利用可行性研究，實現「綠色回收」。將持續完善綠色製造體系，發揮綠色示範的帶動和引領作用，將繼續以高品質的產品和專業化的服務，持續支持造紙企業節能減排、提質增效，全面協同造紙企業「碳達峰、碳中和」的相關工作，共同實現綠色、可持續發展的目標。集團積極探索綠色發展之路。2023年4月，完成造紙毛毯碳足跡核算並取得碳足跡認證；2023年10月，順利榮獲成都市「十佳」綠色低碳轉型企業；2023年11月，獲評國家級「綠色工廠」稱號，標誌著公司在清潔生產、重要能源消耗、節能減排等關鍵指標都達到了國家級綠色工廠的要求，成為行業典範，公司始終以綠色發展理念，引領高質量可持續發展。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

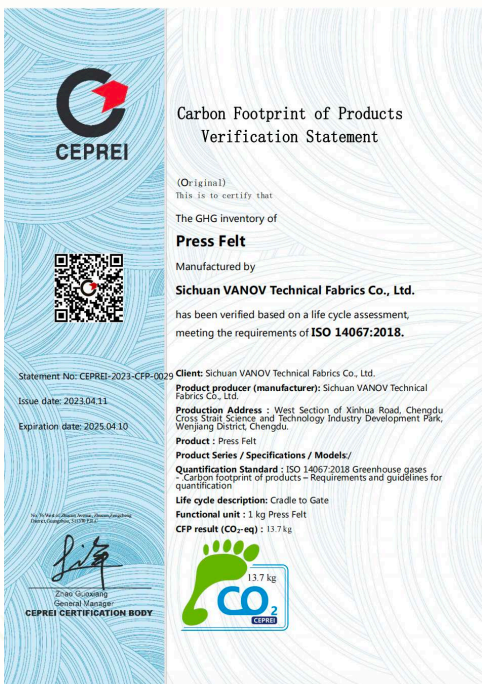
2023年度環境、社會及管治報告



Carbon Footprint of Products Verification Statement — Shanghai Jinxiong



碳足跡測算證書 — 上海金熊



Carbon Footprint of Products Verification Statement — Technology Fabrics



碳足跡測算證書 — 技術織物

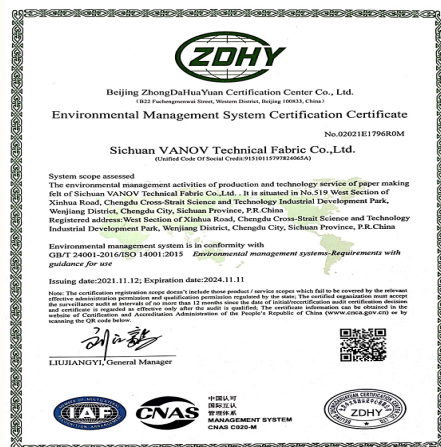
ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告



“GB/T 24001-2016/ISO 14001:2015 environmental management system requirement and use guide”
certificate of Shanghai Jinxiong Paper Making Net Carpet Co., Ltd.

上海金熊造紙網毯有限公司「GB/T 24001-2016/ISO 14001：2015環境管理體系要求及使用指南」證書



“GB/T 24001-2016/ISO 14001:2015 environmental management system requirement and use guide”
certificate of Sichuan Huanlong Technology Fabrics Co., Ltd.

四川環龍技術織物有限公司「GB/T 24001-2016/ISO 14001：2015環境管理體系要求及使用指南」證書

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

6.1 Greenhouse Gas Management

In order to achieve the “3060 peak carbon emissions and carbon neutrality” initiative of the PRC, we strive to reduce greenhouse gas emission. We will adopt low carbon initiatives to reduce greenhouse gas emission, including reduce unnecessary travels, improve production methods, provide low carbon driving training. In order to grasp the opportunities in the low carbon market, we will deploy in the low carbon products R&D or reduce the carbon footprint of our products, with an aim to satisfy the need for low carbon felt products. During the Year, greenhouse gas emission was 5,475.23 tCO₂.

6.1 溫室氣體管理

為達成國家「3060」的碳達峰碳中和目標，我們致力減少溫室氣體的排放，採用更低碳的措施，如減少不必要的商業出行公幹、改善生產工藝、提供低碳駕駛培訓等方式，減少溫室氣體排放。為了能抓緊低碳市場的機遇，我們將會加大在環保低碳產品方面的研發或減少產品的碳足跡，以符合市場對低碳毛毯產品的需要。本年度，溫室氣體排放總量5,475.23 tCO₂。

Greenhouse gas emission ^{1,2} 溫室氣體排放 ^{1,2}	Unit 單位	2023 2023年
Direct greenhouse gas emission (Scope 1) 直接溫室氣體排放(範圍1)	tonnes of CO ₂ e 公噸二氧化碳當量	1,680.80
Indirect greenhouse gas emission (Scope 2) 間接溫室氣體排放(範圍2)	tonnes of CO ₂ e 公噸二氧化碳當量	3,794.43
Total greenhouse gas emission (Scope 1 and 2) 溫室氣體排放總量(範圍1及2)	tonnes of CO ₂ e 公噸二氧化碳當量	5,475.23
Greenhouse gas emission intensity (per square meter) (Scope 1 and 2) 溫室氣體排放密度(每平方米)(範圍1及2)	tonnes of CO ₂ e/square meter 公噸二氧化碳當量/平方米	0.14
Greenhouse gas emission per person (Scope 1 and 2) 人均溫室氣體排放量(範圍1及2)	tonnes of CO ₂ e/person 公噸二氧化碳當量/人	15.69
Greenhouse gas emission per RMB10,000 revenue (Scope 1 and 2) 萬元營業收入溫室氣體排放量(範圍1及2)	tonnes of CO ₂ e/RMB10,000 ³ 公噸二氧化碳當量/萬元 ³	0.23

¹ Greenhouse gas emission is calculated with reference to “How to prepare an ESG Report—Appendix 2: Reporting Guidance on Environmental KPIs” issued by the Stock Exchange.

² Any discrepancies between the total shown and the sum of the amounts listed are due to rounding.

³ Revenue is derived from the 2023 Annual Report.

¹ 溫室氣體排放計算是參考聯交所「如何編備環境、社會及管治報告—附錄二：環境關鍵績效指標匯報指引」計算本集團的溫室氣體排放。

² 由於數字經進位調整，顯示的總數與所列數據的總和之間存在差異。

³ 營業收入數據來自2023年年報。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

6.2 Energy Conservation Management

During the Year, energy consumption of the Group amounted to 6,364.93MWh; energy intensity was 0.16 MWh/square meter; consumption per person was 18.24 MWh and consumption per RMB10,000 revenue was 0.26 MWh. We proactively adopt energy saving measures. While procuring new production equipment, we tend to choose those with high energy efficiency. We will clean out the filtering system of the air conditioner on a regular basis, preset the temperature at 25.5 degree Celsius and turn off the air conditioners whenever unnecessary to reduce energy waste.

6.3 Water Management

During the Year, the Group used 64,561.00 cubic meters of water⁴; water intensity was 1.62 cubic meters/square meter; water usage per person was 185 cubic meter; water usage per RMB10,000 revenue was 2.66 cubic meter. As the Group was served by municipal water supply, we did not encounter any issue in water sourcing. We will perform regular checks on the Group's water equipment and water meter. In case of any leaks, we will perform immediately repair. We educate our employees to save resource usage and eliminate any resource waste. We have included water and energy conservation practices in our internal code, with an aim to reduce resource waste.

6.4 Pollutant Emission

During the Year, the Group's emissions in NO_x, SO_x and particulate matter were 314.47kg, 45.51kg and 15.28kg, respectively. We will enhance maintenance on our vehicles to optimize its condition. Meanwhile, we encourage our employees to use public transport and reduce vehicle use. We will also regularly inspect the gas emission of our production equipment and perform regular maintenance, engage third party to perform inspection to ensure we satisfy the emission requirements.

⁴ Statistical and calculation method have been adjusted during the Year, as such, data disclosed were adjusted as compared with last year.

6.2 節能管理

本年度，本集團的用電量為6,364.93兆瓦時，用電量密度為每平方米0.16兆瓦時，人均18.24兆瓦時和每萬元收入0.26兆瓦時。本集團積極推行節約能源管理，在選購新的生產設備時，我們會優先選擇高能效的生產設備。我們會定期清洗空調系統的過濾系統，設定空調溫度為25.5度，並在不需要使用空調系統時關掉，減少能源浪費。

6.3 水資源管理

本年度，本集團用水量為64,561.00立方米⁴，用水量密度為每平方米1.62立方米，人均185立方米和每萬元收入2.66立方米。本集團的供水均來自市政供水，並無取水問題。我們會定期檢查本集團的用水設備和水錶讀數，若有任何滴漏滲的情況發生會立即進行維修。我們教育員工生產上必需勤儉節約，杜絕浪費，我們已在員工的日常守則中要求員工節約用水和用電，減少資源浪費。

6.4 污染物排放

本年度，本集團的氮氧化物、硫氧化物和顆粒物的排放量為314.47千克、45.51千克和15.28千克。我們會加強對車輛進行保養，保持車輛良好的運作狀態，同時我們亦鼓勵員工乘搭公共交通工具，減少車輛的使用。我們亦會定期審視生產設備的廢氣排放情況，對設備進行定期保養、技術升級改造，委託第三方進行檢測，確保符合排放要求。

⁴ 本年度重新調整統計和計算方法，故披露數據與去年度相比有所調整。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

6.5 Waste Management

During the Year, the Group produced 237,694.00kg of non-hazardous waste. During the Year, the Group used 104,067.30kg of packaging material, including 12,327.00kg of paper, 12,228.30kg of plastics, 27,402.00kg of wrappings and 52,110.00kg of paper rolls. We review the Group's energy consumption, prioritize green materials and reduce single use materials, choose stationary that could be repeatedly used, reduce paper use and packaging material, carefully monitor energy use and reduce waste. We have engaged third party to dispose the Group's household waste and kitchen waste. We enter into agreement with the third parties to ensure proper disposal of the waste.

6.6 Climate Change Initiatives

The impact of climate change on the environment is getting more and more severe. As a part of the community, the Group bears the responsibility of responding to the climate change, review the risks and opportunities of climate change and formulate and implement corresponding initiatives in advance. During the Year, the Group identified the physical and transition risks of climate change on the Group, evaluated its level risk and potential impact on the Group, and formulated corresponding measures.

6.5 廢棄物管理

本年度，本集團的無害廢棄物的產生量為237,694.00千克。本年度，本集團亦使用了104,067.30千克的包裝物料，包括12,327.00千克的紙張、12,228.30千克的塑料、27,402.00千克的包裝袋和52,110.00千克的紙管。我們審視本集團的資源使用，優先使用環保物料代替一次性物料的使用，多選用可重複使用的文儀用品，減少紙張和包裝物料的使用，審慎檢視資源的用量，減少浪費。我們已委託合資格的第三方機構為本集團處理生活垃圾和廚餘垃圾，並與第三方機構簽訂合約，確保按要求的處理廢棄物。

6.6 氣候變化應對措施

氣候變化對環境的影響日益嚴重，本集團作為社會的一份子，肩負起應對氣候變化的責任，審視氣候變化的風險和機遇，及早制訂應對和實現措施。本年度，本集團識別氣候變化對本集團造成的物理和轉型風險，並評估其風險的等級，判斷可能對本集團造成的影響，並制訂氣候變化應對措施。

Risk arising from climate change (physical risk) 氣候變化風險(物理風險)	Potential consequences 潛在後果	Corresponding measures 應對措施
Extreme high temperature 極端高溫	Impact on the supply; Impact on employees' health and safety; Increase in energy consumption 供應受到影響； 影響員工的健康安全； 增加耗電量	Provide high heat allowance and heatstroke prevention supplies to our employees 為員工提供高溫費和防暑降溫藥品
Risk arising from climate change (transition risks) 氣候變化風險(過渡風險)	Potential consequences 潛在後果	Corresponding measures 應對措施
Development in global climate change policies and regulations 國際氣候變化政策及法規的發展	Pension resulted from violation; adverse impact on our reputation 因違規而受處罰； 聲譽受損	Understand the latest legal requirement in a timely manner; consolidate into our management strategies 及時了解最新法規要求；整合要求到管理策略中

7. COMMUNITY CHARITY

The Group adheres to the philosophy of giving a helping hand and is dedicated to contributing to community development. During the Year, the Group donated a total of RMB27,000.00 to the charity. We collaborate with different charities, understand the need of the community and promote charitable activities.

On 12 March 2023, senior management team of the Group led employees to participate in a donation and tree-planting event in Lujia Tan, Wenjiang. Vanov, as a local listed company in Chengdu, continues to perform its corporate social responsibility through actions. Under the dual-carbon national targets, Vanov is a practitioner of green manufacturing. We hope our public welfare initiative will see positive results, attracting more people to join the effort of spreading green philosophy, protecting the environment and contributing to the construction of a harmonious society.

On 18 August 2023, Sichuan Huanlong Technology Fabric Co., Ltd. once again joined hands with Sichuan Confucius Foundation (四川孔子基金會) to launch the “Confucius Little Orange Lamp, Liangshan Volunteer Walk” in Lvyin School of Xichang.

7. 社區公益

本集團本著助人為樂的精神，不忘支持社區發展。本年度，本集團共捐款了人民幣27,000.00元作公益用途。我們與慈善團體合作，了解社區需求，推動公益活動的發展。

2023年3月12日，集團高管團隊帶領員工在溫江魯家灘開展了公益捐贈植樹活動，環龍作為成都一家本土上市企業，持續用實際行動履行企業社會責任。在國家雙碳戰略目標下，環龍就是綠色製造踐行者，希望通過公益善舉起到正面、積極的作用，讓更多的人投入到播撒綠色，保護環境的隊伍中來，一起為構建和諧社會做貢獻。

2023年8月18日，四川環龍技術織物有限公司再次攜手四川孔子基金會前往西昌市綠蔭學校，共同開展「孔子小桔燈，涼山志願行」。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告



Donation and tree-planting activity
公益捐贈植樹活動



Cooperate with Sichuan Confucius Foundation to launch the “Confucius Light of Hope, Liangshan Voluntary Initiative” at Lvyin School of Xichang
攜手四川孔子基金會前往西昌市綠蔭學校共同開展「孔子小桔燈，涼山志願行」

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

APPENDIX I: SUMMARY OF SUSTAINABILITY

附錄一：可持續發展資料摘要

Environmental Aspect 環境範疇	Unit 單位	2023 2023年
Air Pollutant Emission⁵		
空氣污染排放 ⁵		
Nitrogen oxides 氮氧化物	kilogram 千克	314.47
Sulfur oxides 硫氧化物	kilogram 千克	15.28
Particulate matter 懸浮顆粒	kilogram 千克	45.51
Greenhouse Gas Emission^{1,2}		
溫室氣體排放 ^{1,2}		
Direct greenhouse gas emission (Scope 1) 直接溫室氣體排放(範圍1)	tonnes of CO ₂ e 公噸二氧化碳當量	1,680.80
Indirect greenhouse gas emission (Scope 2) 間接溫室氣體排放(範圍2)	tonnes of CO ₂ e 公噸二氧化碳當量	3,794.43
Total greenhouse gas emission (Scope 1 and 2) 溫室氣體排放總量(範圍1及2)	tonnes of CO ₂ e 公噸二氧化碳當量	5,475.23
Greenhouse gas emission intensity (per square meter) (Scope 1 and 2) 溫室氣體排放密度(每平方米)(範圍1及2)	tonnes of CO ₂ e/square meter 公噸二氧化碳當量/平方米	0.14
Greenhouse gas emission per person (Scope 1 and 2) 人均溫室氣體排放量(範圍1及2)	tonnes of CO ₂ e/person 公噸二氧化碳當量/人	15.69
Greenhouse gas emission per RMB10,000 revenue (Scope 1 and 2) 萬元營業收入溫室氣體排放量(範圍1及2)	tonnes of CO ₂ e/RMB10,000 ³ 公噸二氧化碳當量/萬元 ³	0.23
Energy Consumption		
能源耗用		
Purchased electricity consumption 外購電力耗用量	MWh 兆瓦時	6,364.93
Purchased electricity intensity (per square meter) 外購電力耗用密度(每平方米)	MWh/square meter 兆瓦時/平方米	0.16
Purchased electricity consumption per person 人均外購電力耗用量	MWh/person 兆瓦時/人	18.24
Purchased electricity consumption per RMB10,000 revenue 萬元營業收入外購電力耗用量	MWh/RMB10,000 ³ 兆瓦時/萬元 ³	0.26

⁵ Air pollutant emission is calculated with reference to "How to prepare an ESG Report — Appendix 2: Reporting Guidance on Environmental KPIs" issued by the Stock Exchange.

⁵ 空氣污染排放計算參考聯交所「如何編備環境、社會及管治報告 — 附錄二：環境關鍵績效指標匯報指引」計算本集團的空氣污染物排放及溫室氣體排放。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

Environmental Aspect 環境範疇	Unit 單位	2023 2023年
Natural gas consumption 天然氣耗用量	cubic metre 立方米	361,488.00
Diesel consumption 柴油耗用量	litre 公升	334,589.08
Gasoline consumption 汽油耗用量	litre 公升	12,001.65
Water Consumption⁴		
水源耗用 ⁴		
Total water consumption 總耗水量	cubic metre 立方米	64,561.00
Water consumption intensity (per square meter) 水源耗用密度(每平方米)	cubic metre/square meter 立方米/平方米	1.62
Water consumption per person 人均水源耗用量	cubic metre/person 立方米/人	185.00
Water consumption per RMB10,000 revenue 萬元營業收入耗水量	cubic metre/RMB10,000 ³ 立方米/萬元 ³	2.72
Paper Usage		
紙張耗用		
Total paper usage 用紙總量	kilogram 千克	520.00
Paper usage intensity per person 人均用紙密度	kilogram/person 千克/人	1.49
Waste Produced		
廢棄物產生		
Total non-hazardous waste produced 無害廢棄物產生總量	tonnes 公噸	237.70
non-hazardous waste/person 人均無害廢棄物產生量	tonnes/person 公噸/人	0.68
Consumption of Packaging Materials		
包裝物料使用		
Paper 紙張	kilogram 千克	12,327.00
Plastic 塑料	kilogram 千克	12,228.30
Packaging bags 包裝袋	kilogram 千克	27,402.00
Paper rolls 紙管	kilogram 千克	52,110.00

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告



Social Aspect 社會範疇	Unit 單位	2023 2023年
Number of Employees		
員工人數情況		
Total number of employees 員工總數	Number of people 人數	357
Female employees 女性員工	Number of people 人數	157
Male employees 男性員工	Number of people 人數	200
Full time junior employees 全職初級員工	Number of people 人數	295
Full time mid-level employees 全職中級員工	Number of people 人數	34
Full time senior employees 全職高級員工	Number of people 人數	28
Under 30 years old 30歲以下員工	Number of people 人數	41
31–50 years old 31–50歲員工	Number of people 人數	251
Above 50 years old 50歲以上員工	Number of people 人數	65
Northern China 華北區域員工	Number of people 人數	10
Eastern China 華東區域員工	Number of people 人數	115
Central China 華中區域員工	Number of people 人數	28
Northwest region 西北區域員工	Number of people 人數	5
Southern China 華南區域員工	Number of people 人數	199

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

Social Aspect 社會範疇	Unit 單位	2023 2023年
Turnover Rate⁷		
員工流失情況⁷		
Total turnover rate 員工總流失率	%	41.45
Female employees 女性員工	%	16.8
Male employees 男性員工	%	24.65
Under 30 years old 30歲以下	%	11.76
31–50 years old 31–50歲	%	24.93
Above 50 years old 50歲以上	%	4.76
Northern China 華北區域員工	%	0.56
Northeast region 東北區域員工	%	0.56
Eastern China 華東區域員工	%	11.48
Central China 華中區域員工	%	2.24
Northwest Region 西北區域	%	0.84
Southern China 華南區域員工	%	25.77
Occupational Health and Safety		
工作健康與安全		
Number of work-related fatalities occurred in each of the past three years including the Year 過去三年(包括匯報年度)每年因工亡故的人數	Number of people 人數	0
Work-related fatalities rate in each of the past three years including the Year 過去三年(包括匯報年度)每年因工亡故的比率	%	0.00
Number of lost days due to work injury 因工傷損失工作日數	Number of days 日數	210

⁷ Formula for turnover a specific category rate calculation: number of employee lost under ÷ number of employee at the end of the Year × 100%

⁷ 員工流失率百分比計算算式為：該類別流失僱員人數 ÷ 年終僱員人數 × 100%

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

Social Aspect 社會範疇	Unit 單位	2023 2023年
Employee Training 員工培訓情況		
Percentage of Trained Employees by Gender⁸ 按性別劃分的受訓員工百分比 ⁸		
Male employees 男性員工	%	40.61
Female employees 女性員工	%	59.39
Percentage of Trained Employees by Employment Type⁸ 按員工類別劃分的受訓員工百分比 ⁸		
Full time junior employees 全職初級員工	%	97.38
Full time mid-level employees 全職中級員工	%	1.75
Full time senior employees 全職高級員工	%	0.87
Average Number of Training Hours of Trained Employees by Gender⁹ 按性別劃分的員工平均受訓時數 ⁹		
Female employees 女性員工	Hours 小時	48.00
Male employees 男性員工	Hours 小時	48.00
Average Number of Training Hours of Trained Employees by Employment Type⁹ 按員工類別劃分的員工平均受訓時數 ⁹		
Full time junior employees 全職初級員工	Hours 小時	48.00
Full time mid-level employees 全職中級員工	Hours 小時	96.00
Full time senior employees 全職高級員工	Hours 小時	128.00

⁸ Formula for percentage of trained employees calculation: number of trained employees under a specific category ÷ total number of trained employees x 100%

⁹ Formula for average number of training hours under a specific category: total number of training hours under a specific category ÷ number of employees under a specific category

⁸ 受訓員工百分比計算算式為：該類別受訓員工 ÷ 受訓員工總人數 x 100%

⁹ 該類別員工平均受訓時數計算算式為：該類別員工總受訓時數 ÷ 該類別員工人數

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

APPENDIX II: INDEX FOR THE “ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE” OF THE STOCK EXCHANGE

附錄二：香港聯合交易所《環境、社會及管治報告指引》索引

Content 指標內容		Corresponding Section(s) 相關章節	
Compulsory Disclosures 強制披露規定			
A. Environmental Aspect A. 環境範疇			
A1. Emissions A1. 排放物	General Disclosure 一般披露	Information on : the policies : and 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；政策；及遵守對發行人有重大影響的相關法律及規例的資料。	6. Environmental Management 6. 環境管理
	A1.1	Types of emissions and respective emissions information. 排放物種類及相關排放數據。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions and intensity. 直接(範圍1)及能源間接(範圍2)溫室氣體排放量及密度。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	A1.3	Total hazardous waste produced and intensity. 所產生有害廢棄物總量及密度。	The Group has not produced substantial hazardous waste. 本集團並無顯著的有害廢棄物產生量。
	A1.4	Total non-hazardous waste produced and intensity. 所產生無害廢棄物總量及密度。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	A1.5	Description of emission target(s) set and steps taken to achieve them. 描述所訂立的排放量目標及為達到這些目標所採取的步驟。	6. Environmental Management ; 6. 環境管理 ; 6.1 Greenhouse Gas Management 6.1 溫室氣體管理
	A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	6. Environmental Management ; 6. 環境管理 ; 6.5 Waste Management 6.5 廢棄物管理

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

Content 指標內容			Corresponding Section(s) 相關章節
A2. Use of Resources A2.資源使用	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。	6. Environmental Management; 6. 環境管理; 6.2 Energy Conservation Management; 6.2 節能管理; 6.3 Water Management 6.3 水資源管理
	A2.1	Direct and/or indirect energy consumption by type in total and intensity. 按類型劃分的直接及/或間接能源總耗量及密度。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	A2.2	Water consumption in total and intensity. 總耗水量及密度。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	6.2 Energy Conservation Management 6.2 節能管理
	A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	6.3 Water Management 6.3 水資源管理
	A2.5	Total packaging material used for finished products and with reference to per unit produced. 制成品所用包裝材料的總量及每生產單位佔量。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

Content 指標內容			Corresponding Section(s) 相關章節
A3. The Environment and Natural Resources A3. 環境及天然資源	General Disclosure 一般披露	Policies on minimizing the issuer's significant impacts 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。	6. Environmental Management 6. 環境管理
	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。	6. Environmental Management 6. 環境管理
A4. Climate Change A4. 氣候變化	General Disclosure 一般披露	Policies on identification and mitigation of significant climate related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	6.6 Climate Change Initiatives 6.6 氣候變化應對措施
	A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	6.6 Climate Change Initiatives 6.6 氣候變化應對措施
B. Social Aspect B. 社會範疇			
Employment and Labour Practices 僱傭及勞工常規			
B1.	General Disclosure 一般披露	The policies and 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, antidiscrimination, 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：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	5. Personnel Management 5. 人才管理
	B1.1	Total workforce by gender, employment type (for example, full-time or part-time), age group and geographical region. 按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	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。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

Content 指標內容		Corresponding Section(s) 相關章節	
B2. Health and Safety B2. 健康與安全	General Disclosure 一般披露	Information on : the policies ; and 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：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	5.4 Occupational Health and Safety 5.4 職業健康安全
	B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年(包括匯報年度)每年因工亡故的人數及比率。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	B2.2	Lost days due to work injury. 因工傷損失工作日數。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	B2.3	Description of occupational health and safety measures adopted, and 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。	5.4 Occupational Health and Safety 5.4 職業健康安全
B3. Development and Training B3. 發展及培訓	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。	5.6 Professional Development 5.6 技能職涯發展
	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)劃分的受訓僱員百分比。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
	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。	Appendix I: Summary of Sustainability 附錄一：可持續發展資料摘要
B4. Labour Standards B4. 勞工準則	General Disclosure 一般披露	Information on : the policies ; and 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：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	5.1 Management on Recruitment and Dismissal 5.1 招募離職管理
	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。	5.1 Management on Recruitment and Dismissal 5.1 招募離職管理
	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。	5.1 Management on Recruitment and Dismissal 5.1 招募離職管理

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

Content 指標內容			Corresponding Section(s) 相關章節
Operating Practices 營運慣例			
B5. Supply Chain Management B5. 供應鏈管理	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。	4.6 Supply Chain Development 4.6 供應鏈發展
	B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	4.6 Supply Chain Development 4.6 供應鏈發展
	B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and 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，以及相關執行及監察方法。	4.6 Supply Chain Development 4.6 供應鏈發展
	B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	4.6 Supply Chain Development 4.6 供應鏈發展
	B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	4.6 Supply Chain Development 4.6 供應鏈發展
B6. Product Responsibility B6. 產品責任	General Disclosure 一般披露	Information on : the policies ; and 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：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	4.2 High Quality Control; 4.2 高質量控制； 4.5 Information System 4.5 信息檔案制度
	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。	4.2 High Quality Control 4.2 高質量控制
	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。	4.3 Procedures on Customer Services 4.3 客戶服務流程
	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。	4.4 Management on Intellectual Property 4.4 知識產權管理
	B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	4.2 High Quality Control 4.2 高質量控制
	B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored. 描述消費者數據保障及私隱政策，以及相關執行及監察方法。	4.5 Information System 4.5 信息檔案制度

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT 2023

2023年度環境、社會及管治報告

Content 指標內容			Corresponding Section(s) 相關章節
B7. Anti-corruption B7.反貪污	General Disclosure 一般披露	Information on : the policies ; and 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：政策；及遵守對發行人有重大影響的相關法律及規例的資料。	4.1 Anti-corruption Code 4.1 反貪污守則
	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。	4.1 Anti-corruption Code 4.1 反貪污守則
	B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	4.1 Anti-corruption Code 4.1 反貪污守則
	B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	4.1 Anti-corruption Code 4.1 反貪污守則
B8. Community Investment B8.社區投資	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. 有關以社區參與來了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。	7. Community Charity 7. 社區公益
	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)。	7. Community Charity 7. 社區公益
	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)。	7. Community Charity 7. 社區公益



VANOV HOLDINGS COMPANY LIMITED
環龍控股有限公司