



## 1. Purpose 目的

We strive to be a sustainable and socially responsible company by integrating ethical, environment and social imperatives into the way we work.

我们致力于融入道德、环境和社会义务至工作程序里，以成为一家可持续经营和对社会负责的公司。

## 2. Objective 目标

We aim to maximize returns to our stakeholders by demonstrating corporate social responsibility practices, which include corporate governance, business integrity, fair employment, safety, support for continuous learning, care for the environment and the community as well as partnership with business partners. We seek to review and update the Policy regularly to stay abreast of the trends in the society.

我们的目标是贯彻企业社会责任，其中包括企业管理、企业诚信、公平雇佣、安全、持续不断的学习和对环境和社区的关怀以及与商业伙伴关系，给予我们的投资者最大的回报。我们将经常检讨和更新策略以跟上社会的趋势。

## 3. Scope 范围

### Corporate Governance 企业监管

- A responsible corporate citizen by observing local laws and global standards such as business and environmental laws and regulations.  
成为一个遵从地方法律和国际准则（如商业和环境法律法规）的企业负责人。
- Management takes leadership in fostering a corporate culture, and implementing policies that promote ethical behaviour.  
管理层带领促进企业文化和执行政策以提升道德品格。
- Act lawfully and with integrity in the handling of competitive data, proprietary information and other intellectual property.  
以合法的途径，诚实地处理竞争性的数据、专有信息和其他知识产权。
- Provide avenue for employees to raise concerns about possible improprieties, defalcation, misappropriate and other fiscal irregularities and obstructive action. Reassurance to employees for protection from reprisals or victimization for whistle blowing in good faith and without malice and fear of retaliation.  
为雇员提供一个渠道，让雇员对可能存在的不当行为、侵吞公款、滥用公款和其他财政违规行为或阻挠行动进行举报。保证员工不会因为善意的举报而遭受报复或恶意迫害。
- Provide stakeholders with timely and fair disclosure of our operating results and financial conditions in compliance with applicable laws and regulations.  
遵照适用的法律和规章，提供我们的投资者及时和公正的业绩及财务状况披露。



- Endeavour to protect the personal information of customers, business partners, employees and everyone we engage in business with, in accordance to applicable laws and regulatory requirements.  
根据适用的法律法规要求，尽力保护客户、业务合作伙伴、雇员和业务关系人的个人信息。

### **Business With Integrity and Fairness 以诚信和公平交易**

- Committed to lawful and ethical competition based on the merits of our products and services.  
根据我们的产品和服务的价值，承诺进行合法和道德的商业竞争。
- Maintain the trust of our customers by developing and providing high-quality products and services in a fair, ethical, and legal manner.  
在公平、道义和合法的基础上，发展和提供高素质的产品和服务以维护客户对我们的信赖。
- Refuse any agreements with competitors to establish or fix prices or to divide or allocate markets.  
拒绝与竞争者达致操纵价格或划分、分配市场的任何协议。
- Promote our products and services through fair and accurate comparisons with our competitors.  
通过与我们竞争者公平和准确的比较，推广我们的产品和服务。
- Use customer information only for legitimate business purposes.  
使用客户信息仅限于合法的商业目的。

### **Fair Employment 公平雇佣**

- Select and recruit based on merits (skills, experience or ability to perform the job), regardless of age, gender, race, colour, religion and family status or disability.  
雇员是根据技能、经验、工作能力、而非年龄、性别、种族、宗教和家庭状况或残障与否做为征聘与遴选雇员的基本考量。
- Reward employees fairly based on their ability, performance, contribution and experience.  
根据雇员的工作能力、职场表现、对公司的贡献和工作经验来奖励他们。
- Child labour, forced, bonded or indentured labour including debt bondage, involuntary prison labour, and slavery or trafficking of persons shall not to be used.  
童工、被强迫、禁锢或契约劳工，包括负债者、非自愿监狱劳工、奴役或贩卖人口均不会被雇用。
- Shall not permit sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers.  
不允许性骚扰、性虐待、体罚、精神或肉体胁迫或口头辱骂工人。

**Work Environment 工作环境**

- Strive to maintain a safe, healthy and productive work environment free from harassment or discrimination.  
努力维护一个安全、健康和免受骚扰或歧视的高生产率工作环境。
- Does not tolerate disrespectful, hostile, violent, intimidating, threatening manner in the workplace.  
在工作场所内不容许不敬、敌对、暴力、恐吓、威胁的举止。
- Sexual advances, actions or comments, or racial or religious slurs, jokes or any other comments are not acceptable.  
性骚扰或性侵犯、种族或宗教诋毁，笑话或任何其他评论是不能接受的。

**Health & Safety 职业健康与安全**

- Expect compliance with safety, health and security policies and procedures to enhance safety in the workplace.  
遵守安全、健康和保安政策和程序，以提高工作场所的安全。
- Conduct safety briefing for all new employees. Occupational safety and health requirements, in-house safety rules, emergency and job specific requirements are briefed as part of the efforts to enhance safety awareness.  
为所有新进雇员进行安全培训。简介职业安全和卫生要求、内部安全规则、紧急情况和工作具体要求以提高安全意识。

**Environment Conservation 环境保护**

- Seek to minimize the environment impact of our business operations by using energy, water and other resources efficiently to reduce the effect of our operations on climate change and biodiversity.  
设法减少我们业务运作对环境的影响，有效使用能源、水和其他资源以减少对气候变化和生物多样化的影响。
- Compliance to regulatory and environmental requirements.  
遵守环境监管条例。
- Achieve ISO 14001 certification to support and respect the global environment in every aspect of our business.  
取得 ISO14001 认证以支持和关注我们业务每一方面的全球环境。

**Continuous Learning 持续学习**

- Realizing the importance of education, we support and contribute to the local tertiary institutions.  
认识到教育的重要性，我们支持和赞助本地的大专学府。



- Provide employees with opportunities to be considered for training and development based on their strength and needs, to help them achieve their full potential.  
根据雇员的能力和需要，提供雇员培训和发展的机会以帮助他们充分发挥他们的潜能。

### **Community Involvement** 持续参与

We support, promote and engage in social contribution activities that help strengthen communities and contribute to the enrichment of society and community development.  
我们支持、促进和参与社会公益活动以强化社区和社会的发展。

### **Suppliers & Contractor** 供应商与承包商

- Communicate our policies, standards, expectations and performance in ethics, human rights, health, safety and the environment to our business partners such as suppliers and contractors.  
向我们的业务伙伴如供应商和承包商，传达我们的政策、标准、期待和在道德、人权、健康、安全和环境的表现。
- Expect our business partners to adopt and uphold responsible and ethical business policies and practices in compliance with applicable laws, regulations, respect for human rights, responsible sourcing, environmental conservation and health & safety for mutual benefit.  
期望我们的业务合作伙伴，采纳和维护负责任和有道德的商业政策和做法以符合法律规定、尊重人权、负责任的采购、保护环境和卫生安全为共同的利益。