



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 third 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 2018 to 31 December 2018. The production and business of Xinyi Glass in the Greater China region 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 Company 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 Company’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 2018 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，為本公司第三份對外公開發佈的《環境、社會及管治報告》(「本報告」)，主要描述由2018年1月1日至2018年12月31日為止，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，本公司已遵守ESG報告指引所載「不遵守就解釋」條文的披露要求。

本報告可在本公司網站(<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2018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' seven industrial parks in China – Dongguan, Shenzhen, Jiangmen, Wuhu, Tianjin, Yingkou and Deyang 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 5 million square meters with approximately 12,000 existing employees.

As a global leading manufacturer of high-quality float glass, Xinyi Glass is currently ranked the first in Asia in terms of daily melting capacity. 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, blue, black, clear, 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，現時於中國內七大工業園 - 東莞、深圳、江門、蕪湖、天津、營口、德陽，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，總佔地面積約500萬平方米，現有員工約1.2萬人。

信義玻璃是國際領先的優質浮法玻璃生產商，目前日熔量為亞洲排名第一。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、藍玻和黑玻和白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。

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 and Deyang. 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-E glass suppliers in China, operates energy-saving architectural glass production lines in industrial parks of Dongguan, Jiangmen, Wuhu, Tianjin, Yingkou and Deyang, which also accounts for more than 18% of the LOW-E glass market in the PRC. Its high-quality energy-saving architectural glass products include low emissivity coated glass ("LOW-E glass"), heat reflective coated glass, insulating glass, tempered

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、天津和德陽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台，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LOW-E環保節能玻璃生產商之一，在東莞、江門、蕪湖、天津、營口和德陽的工業園均設有建築節能玻璃生產線。公司佔有中國LOW-E節能玻璃市場超過18%份額。公司主要生產低輻射鍍膜玻璃（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。目前信義玻璃已為2010年世博會中國館、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。

ABOUT XINYI GLASS 關於信義玻璃

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.

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”.

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。

「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」。

MISSION 使命

Enterprise vision

Establish a Remarkable Glass Enterprise and Achievements of World Class Brand

企業願景

締造傑出玻璃企業，成就世界一流品牌。

Enterprise mission

Leading a Green New Life

企業使命

引領綠色新生活。

Core values

Trust, Integrity, Passion and Care

核心價值觀

信譽至上，義氣爭榮，自強不息，善待天下。

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.

Emissions

Xinyi Glass continuously strengthens the research of green technologies and sets up project funding. With each division as a unit, the Company has set up a professional environmental management team, where cumulatively over RMB100 million has been devoted. In face of the various outcomes obtained along with the continuously improved green facilities and the raised efficiency in operations and maintenance, the Company stands out in the glass industry in the leading role.

a. Air emissions (A1.1)(A1.5)

In the process of float glass production, the main air emissions include sulphur dioxide (SO_2), nitrogen oxides (NO_x) 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^3 , 700mg/m^3 and 50mg/m^3 , respectively. They also comply with local emission standards such as 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.

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，以優質節能的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。

排放物

信義玻璃持續加強環保技術研究並設立專項資金，以事業部為單位建立了一套專業的環保管理隊伍，累計投入超過人民幣1億元以上，不斷改善現有環保設施，提高運維效率，取得的各項成果使得企業居於玻璃行業前列。

a. 廢氣 (A1.1)(A1.5)

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_2)、氮氧化物(NO_x)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》，該標準可排放的二氧化硫、氮氧化物及顆粒物分別為 400mg/m^3 、 700mg/m^3 和 50mg/m^3 及各地包括《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。

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 2018 (Thousand tonnes) (A1.1):

各地工業園2018年實際排放(千噸) (A1.1):

		Thousand tonnes (rounded to one decimal place) 千噸 (至小數點後1個位)
Sulphur dioxide (SO ₂)	二氧化硫(SO ₂)	1.5
Nitrogen oxides (NO _x)	氮氧化物(NO _x)	3.6
Particulates	顆粒物	0.2
Total	合共	5.3

In 2018, the total emission of sulphur dioxide (SO₂), nitrogen oxides (NO_x) and particulates amounted to 5,300 tonnes, which decreased by 4.6% compared to that in 2017.

2018年二氧化硫(SO₂)、氮氧化物(NO_x)及顆粒物的排放總量對比2017年減少4.6%，共5.3千噸。

ENVIRONMENTAL PROTECTION 環境保護



CASE 1 - Wuhu Industrial Park – float glass

In every industrial park, the technology of dust particle removal by electrostatic is employed. In a non-uniform field formed by corona electrodes (negative) and collecting electrode (positive), by enhancing the strength of the electric field, positive and negative ions are produced so that dusts are attracted to stay on the collection plate. Taking the float glass production line of Wuhu Industrial Park as an example, the amount of dust decreased by about 75% in 2018 by the technology of dust particle removal by electrostatic.

個案 1 - 蕪湖工業園 - 浮法玻璃

各工業園都使用了(靜電除塵)顆粒物治理技術工藝，即是在電暈極和集塵極組成的不均勻電場中，以放電極(電暈極)為負極，集塵極為正極，透過以提高電場的強度產生正負離子，使煙塵沉積在集塵板上。以蕪湖工業園的浮法玻璃生線為例，2018年靜電除塵減少了煙塵約75%。

b. Greenhouse gases (A1.2)

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 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 (A1.2)

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《平板玻璃工業大氣污染物排放標準》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。

Actual emission of industrial parks in each location in 2018
(Thousand tonnes) (A1.2):

各地工業園2018年實際排放(千噸)
(A1.2) :

	Direct emission (Thousand tonnes) (rounded to integer) 直接排放(千噸) (至整數)	Indirect emission (Thousand tonnes) (rounded to integer) 間接排放(千噸) (至整數)	Total (Thousand tonnes) 合共(千噸)	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	3,101	215	3,316	tonne/tonne 0.63 噸 噸
Automobile glass 汽車玻璃	1	206	207	tonne/m ² 0.01 噸 平方米
Architectural glass 建築玻璃	0	155	155	tonne/m ² 0.00 噸 平方米
Total 合共	3,102	576	3,678	

CASE 2 – Shenzhen Industrial Park – Automobile glass

In 2018, Shenzhen Industrial Park eliminated energy-intensive tempering furnaces and replaced them with energy-efficient instruments. Meanwhile, two old air compressors were eliminated and replaced with a new air compressor which is efficient and energy-saving. After these two renovation projects, it is expected that the consumption of electricity will reduce by 2.87 million kWh. After the special project renovation, the electricity consumption per unit of glass decreased by 69.33%. The electricity consumption by air compressor for each unit of glass decreased by 4.64%.

個案2 - 深圳工業園 - 汽車玻璃

在2018年期間，深圳工業園淘汰了高能耗的鋼化爐並更換為高效節能的儀器。同時，淘汰了兩台舊空壓機，更換為高效節能的新空壓機項目。經此兩個改造項目後，預計年節省用電量287萬千瓦時，專案改造後每單位玻璃耗電量下降了69.33%，空壓機每單位玻璃用氣耗電量下降了4.64%。

ENVIRONMENTAL PROTECTION 環境保護

c. Hazardous wastes (A1.3)(A1.6)

Actual emission of industrial parks in each location in 2018
(tonnes) (A1.3):

c. 有害廢物 (A1.3)(A1.6)

各地工業園2018年實際排放(噸)(A1.3) :



Hazardous wastes mainly include waste developer solution, waste ink, waste empty drums, waste engine oil and sewage, etc. The wastes produced in offices and living areas are mostly discarded office supplies. In 2018, the total volume of hazardous wastes amounted to approximately 132 tonnes. 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.

ENVIRONMENTAL PROTECTION 環境保護



CASE 3 – Wuhu Industrial Park – automobile glass

Wuhu Industrial Park uses lead-free ink and environmentally-friendly developer for production to ensure the reduction of lead emissions and environmental pollution caused by developer. In addition, we will regulate the use of ink, silver paste and oil paint. For example, every time when we use it, we need to clean the residual silver paste on the packaging container completely with the specific cleaning stick to reduce the emission of pollutants. The departments that use it will pass those hazardous wastes to a temporary storage at a fixed time every month. The Company's general manager office and the safety and security department will carry out the daily supervision and management work.

個案3 - 蕪湖工業園 - 汽車玻璃

蕪湖工業園採用無鉛油墨及環保性顯影液進行生產以確保減少鉛的排放及減輕顯影液的環境污染。另外，會規範對油墨、銀漿、油漆的使用如每次使用時，都需要把包裝容器上的殘餘銀漿專用的清理棒清潔乾淨，降低污染的排放。使用的部門每月會定時將有害廢物移交至危廢庫作暫時貯存處理台賬，由公司總經理辦及安保部做好日常的監督管理工作。

d. Non-hazardous waste (A1.4)(A1.6)

Non-hazardous waste produced by Xinyi Glass in all industrial parks mainly includes shattered glass, waste packing paper and plastic, as well as domestic waste. In 2018, the total amount of non-hazardous waste disposed of was approximately 160,000 tonnes. Shattered glass accounted for approximately 75%, which was sent back to the furnaces as raw materials; waste packing paper 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.

d. 無害廢物 (A1.4)(A1.6)

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、廢包裝紙及塑膠、生活垃圾為主，2018年的無害廢棄物排放總量約16萬噸。碎玻璃佔當中約75%，會作為原料回爐；廢包裝紙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，把環保理念帶園區每個角落。

ENVIRONMENTAL PROTECTION 環境保護



CASE 4 – Shenzhen Industrial Park – automobile glass

Shattered glass remained after production from the Shenzhen Industrial Park will be sent back to the furnaces of Dongguan Industrial Park or Jiangmen Industrial Park as raw material. In 2018, in the Shenzhen Industrial Park, about 30,000 tonnes of shattered glass was utilised after recycling.

個案4 - 深圳工業園 - 汽車玻璃

深圳工業園經生產所產生的碎玻璃，均會送到東莞工業園或江門工業園予浮法生產線作原料回爐使用，2018年深圳工業園經回收利用的碎玻璃約有3萬噸。

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.

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。

Use of Resources

Xinyi Glass continuously invests in the upgradation and improvement of technologies and equipment, energy-saving and consumption reduction, as well as environmentally friendly facilities, so that it can utilise the resources more efficiently and, to some extent, reduce the consumption of various resources.

資源使用

信義玻璃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。

ENVIRONMENTAL PROTECTION 環境保護

ENVIRONMENTAL PROTECTION 環境保護

(A2.3)

1. Distributed Solar Power Generation

Xinyi Glass has launched the rooftop 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 2018, solar power generation of the Group was performed for its own use with the utilisation of energy improved.

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.

3. Using Hot Air from the Annealing Furnace

By using hot air from the annealing furnace to produce hot water and supply heat, Tianjin Industrial Park of Xinyi Glass enhances the integrated utilisation rate of resources, achieves energy-saving and emission reduction, and reduces the production cost of the enterprise at the same time. After the installation and implementation of the system, the hot water consumed by the staff in the living area for daily use no longer needs to be heated by steam, and the spare steam can all be used to generate electricity, bringing us greater economic efficiency.

(A2.3)

1. 分佈式太陽能發電

信義玻璃在2013年起實施屋頂光伏發電項目，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。2018年，集團自發的光伏發電量，優化能源利用。

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。

3. 退火窯熱風的利用

信義玻璃的天津工業園利用退火窯熱風生產熱水及供暖，從而提高資源綜合利用率，實現節能減排的同時降低企業生產成本。安裝實施該工程後，無需再用蒸氣來加熱生活區員工生活用的熱水，節省下來的蒸氣可以全部用來發電，帶來更大的經濟效益。

ENVIRONMENTAL PROTECTION 環境保護

The aggregate electricity provided by the above methods

Saving over 189,300 tonnes of standard coal
Reducing the emission of dust by over 128,700 tonnes
Reducing the emission of CO₂ by over 471,800 tonnes
Reducing the emission of SO₂ by over 14,200 tonnes
Equivalent to planting 6,309,400 trees annually
The annual electricity consumption of approximately 2,170,665 families

綜合以上方案所提供用電量

節約標準煤超過 18.93 萬噸
減排碳粉塵超過 12.87 萬噸
減排 CO₂ 超過 47.18 萬噸
減排 SO₂ 超 1.42 萬噸
相當於每年種植 6,309,400 棵樹
約 2,170,665 戶家庭一年用電量

b. Total water consumption of industrial parks in each location in 2018 (A2.2):

b. 2018年各地工業園總耗水量 (A2.2):

	Consumption (Thousand tonne) (rounded to integer) 用量(千噸) (至整數)	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	6,134	tonne/tonne 1.15 噸 噸
Automobile glass 汽車玻璃	969	tonne/m ² 0.03 噸 平方米
Architectural glass 建築玻璃	1,793	tonne/m ² 0.04 噸 平方米
Living area and office building 生活園區及辦公大樓	1,414	N/A 不適用
Total 合共	10,310	

(A2.4)

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 and Jiangmen Industrial Parks was approximately 240,000 tonnes and 190,000 tonnes respectively.

(A2.4)

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 赤脰，偶軒限

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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. For example, waste water after sewage treatment was reused and it is estimated that 80,000 tonnes of water consumption was reduced in Tianjin Industrial Park in 2018.

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.

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。以天津工業園為例子，經污水處理系統處理的廢水會再次循環利用，估計2018年系統為天津工業園減少用水量8萬噸。

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。

c. Packing wooden cases used in industrial parks in each location in 2018 (A2.5):

c. 2018年各地工業園包裝木箱量 (A2.5) :

	Consumption (Thousand tonne) (rounded to integer) 用量(千噸) (至整數)	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	28	tonne/tonne 0.01 噸 噸
Automobile glass 汽車玻璃	37	tonne/m ² 0.00 噸 平方米
Architectural glass 建築玻璃	18	tonne/m ² 0.00 噸 平方米
Total 合共	83	

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. Other packing materials include rainproof film, duct tape and kraftpaper, which accounts for approximately 3.6% 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，其他的包裝材料亦包括防雨膜、膠帶、牛皮紙等，佔整體約3.6%。

ENVIRONMENTAL PROTECTION 環境保護

The Environment and Natural Resources 環境及天然資源 (A3.1)

Green Production

Xinyi Glass is coordinated and managed on a group basis. Each division carries out energy-saving and environmental protection management as a unit, of which the division head is responsible for the energy-saving and environmental protection work of the respective department.

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. Environmental impact report will be submitted and passed before the construction of industrial parks. Assessment on potential impact on residents in the surroundings in terms of waste water, air pollution, noise and solid waste of the industrial parks is included in the report. Having fulfilled the ISO14001 certification for the environmental management system, Xinyi Glass currently operates and implements the system in strict compliance with the relevant requirements. If necessary, the office in each location will hold ad-hoc meeting with residents in the surroundings and discuss and make improvement on the issues concerned.

綠色生產

信義玻璃以集團統籌管理，各事業部為單位進行節能環保管理，各事業部負責人為節能環保負責人。

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。所有工業園在建設前都會遞交及通過環境影響報告書，針對日後工業園的廢水、廢氣、噪音及固廢對周邊居民所帶來的潛在影響作出評估。目前，信義玻璃通過了ISO14001環境管理體系認證，並嚴格按照體系要求運行實施。如有需要，各地辦公室亦會不定期與周邊居民開會，針對有關問題作出討論及改善。

ENVIRONMENTAL PROTECTION 環境保護

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。

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 metallic oxides before it is subject to hot 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.

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.

綠色產品

汽車玻璃

SOLAR-X熱反射汽車玻璃是由信義玻璃公司開發，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金屬氧化物，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%。

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。

ENVIRONMENTAL PROTECTION 環境保護

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.

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.

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。

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。

ENVIRONMENTAL PROTECTION 環境保護

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 colors. Its main functions are to reduce the U value of glass, selectively reduce Sc 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.

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.

建築玻璃

低輻射鍍膜玻璃也叫Low-E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，同時有選擇地降低 Sc ，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，從而再輻射出的熱能少；遮陽係數 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。

高透型Low-E玻璃，遮陽係數 $Sc \geq 0.5$ ，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，遮陽係數 $Sc < 0.5$ ，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。

ENVIRONMENTAL PROTECTION 環境保護

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.

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 country. It reaches the national required standards for energy conservation of materials used in public buildings and residential buildings. After the surface of common building 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).

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係數的LOW-E產品，因此雙銀也應運而生，一般情況下，同樣的遮陽係數，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玻璃更低的遮陽係數；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。

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)。

ENVIRONMENTAL PROTECTION 環境保護

Glass type	玻璃類型	Comparison on energy consumption 能耗比較		
		Common single glazing	Common insulating glass	LOW-E insulating glass
Applicable region	使用地區	普通單層玻璃	普通中空玻璃	LOW-E 中空玻璃
Hot summer and warm winter	夏熱冬暖地區	100%	74%	33%

Solar Control LOW-E Laminated Glass (Third Generation LOW-E Laminated Glass)

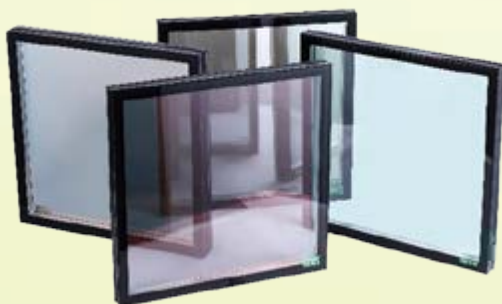
Solar control LOW-E laminated glass refers to energy-saving laminated glass formed after special LOW-E glass manufactured are then processed through special lamination technology. Compared with foreign XIR laminated glass, solar control LOW-E laminated glass features multiple varieties, abundant colors, 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。



SOCIAL RESPONSIBILITY 社會責任

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 (B1)

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》), and “Social Insurance Law of the People’s Republic of China” (《中華人民共和國社會保險法》), and the one in Malaysia has complied with “Malaysian Labour Laws” 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.

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台，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 (B1)

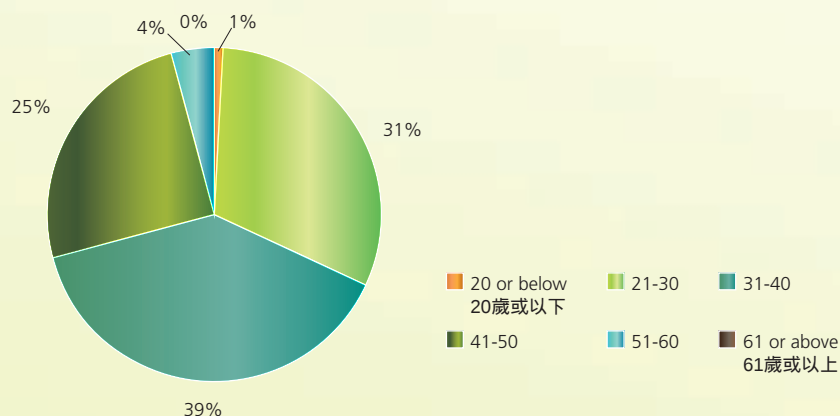
信義玻璃於中國境內的所有工業園均嚴格遵守了《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國社會保險法》等相關的勞動法律法例，而馬來西亞則遵守了《馬來西亞勞工法律》以作勞動合同訂立解除、勞動報酬、勞動爭議處理、社會保險費的繳納、社會保險待遇、社會保險爭議解決等的處理依據。

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" stipulates the Company's recruitment management division process. 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 2018, there is a total

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》規定了公司招聘管理分工流程，招聘途徑主要有校園招聘、經仲介招聘、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2018年12月31日計算，員工共11,866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2017年相約，詳細可參以下圖a、b及c。

2018年員工按年齡分類，31-40歲的組別最多，佔整體39%；其次為21-30歲組別，佔整體31%；而41-50歲組別則為第三，佔整體25%；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2017年相約。

a. By Age in 2018 2018年員工年齡比例

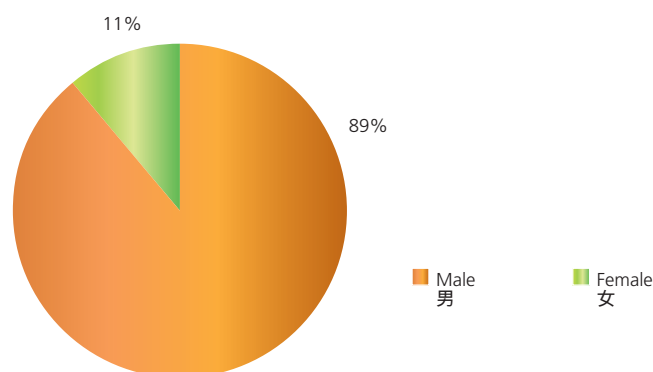


SOCIAL RESPONSIBILITY 社會責任

In respect of employees which were classified by gender in 2018, the distribution ratio was the same as last year with male contributing to the major segment, 89% and female accounting for 11%.

2018年員工按性別分類，與去年的分佈比例一致，男性佔大多數，佔整體89%，而女性則佔11%。

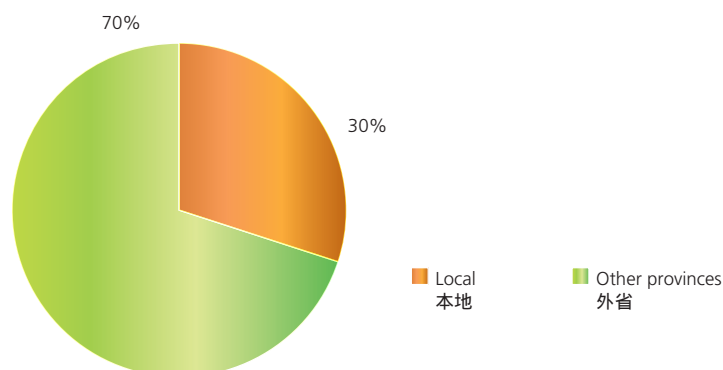
b. By Gender in 2018 2018年員工性別比例



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 2018, 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 2017.

2018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2017年相近。

c. By region in 2018 2018年所屬地區員工比例



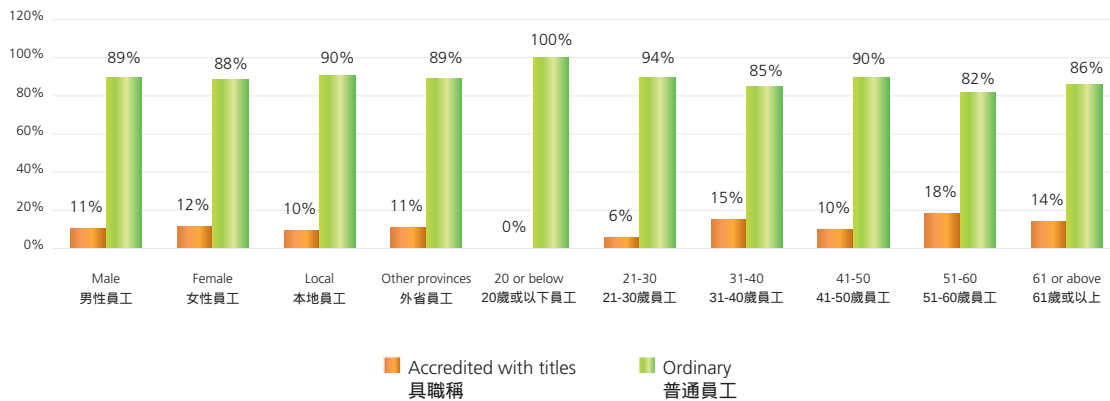
SOCIAL RESPONSIBILITY 社會責任

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。

SOCIAL RESPONSIBILITY 社會責任

d. Distribution of staff accredited with titles 員工具職稱比例



In 2018, the employees who have been internally accredited with titles accounted for 10% of the total employees, and accounted for 6%-18% of the above groups which are classified by gender, region and age, which is close to the overall ratio. 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.

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" 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 2018, 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 39%, which was similar to that in 2017.

2018年已考獲職稱的員工佔整體員工10%，而按性別、所屬地區及年齡分類顯示都佔該組別的6%-18%，每個組別具職稱的員工都接近整體百分比，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。

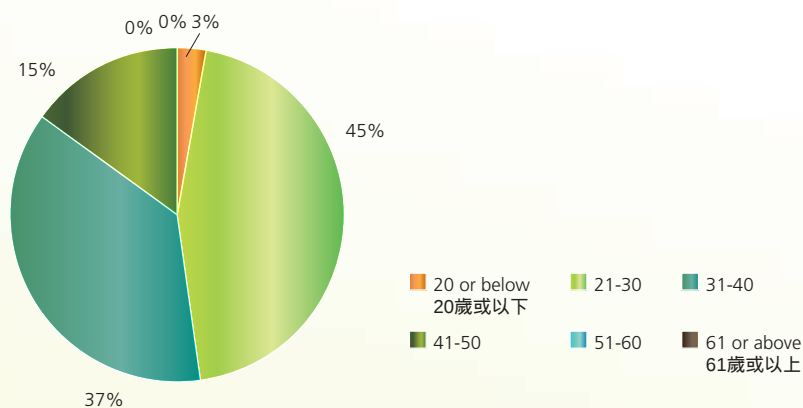
針對解僱方面，內部的《員工手冊》有清楚解釋集團會作出解除勞動合同的各個情況及其他處理方式，而《人事管理制度》則會列明當確定要解除勞同合同時，集團或負責執行的人需要做的步驟及受影響員工的應有權利，以確保集團對待每個員工都是一視同仁的。依2018年12月31日的總人數計算，全年整體員工流失率約39%，與2017年百分比相約，當中包括了主動離職的及集團解僱的人數。

SOCIAL RESPONSIBILITY 社會責任

In terms of turnover rate by age in 2018, the age group of 21-30 contributed to the majority, which accounted for 45% of the total number; it is followed by the age group of 31-40, which accounted for 37% 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 3%, 0% and 0% respectively. The distribution ratio is similar to that of 2017.

2018年流失員工按年齡分類，21-30歲的組別最多，佔整體45%；其次為31-40歲組別，佔整體37%；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3%、0%及0%，分佈比例與2017年相約。

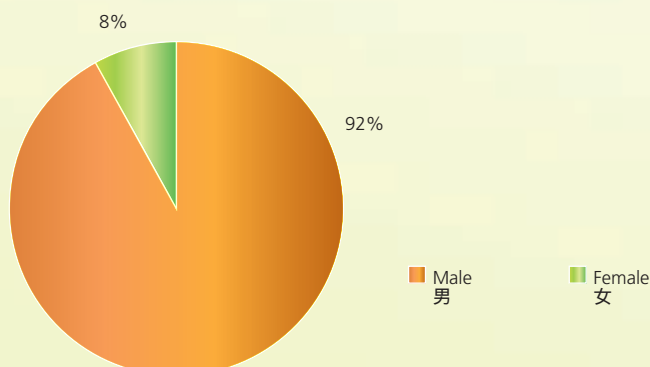
e. Turnover rate by age in 2018 2018年流失員工年齡比例



In terms of turnover rate by gender in 2018, which was consistent with last year's distribution with male employees contributing to the majority, 92% while female accounting for 8%.

2018年流失員工按性別分類，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%。

f. Turnover rate by gender in 2018 2018年流失員工性別比例

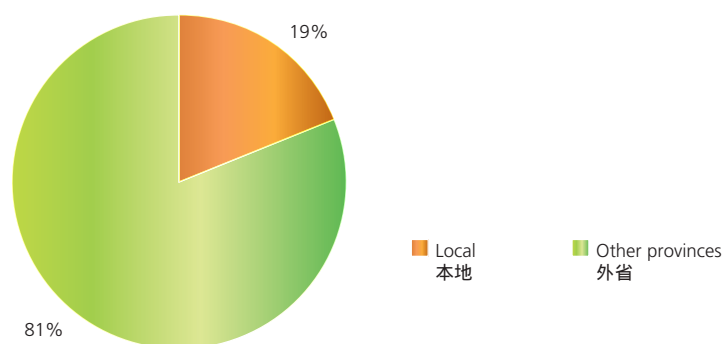


SOCIAL RESPONSIBILITY 社會責任

In terms of turnover rate by region in 2018, employees from other provinces were the mainstay, accounting for 81% of the total number while local employees accounted for 19%, which was similar to that of 2017.

2018年流失員工按所屬地區分類，外省員工為主，佔整體81%，而本地員工則19%，比例與2017年相近。

g. Turnover rate by region in 2018 2018年流失員工所屬地區比例



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》) and “Remuneration Formulation and Accounting Procedure” (《薪酬制定和核算流程》), 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》).

薪酬及福利

信義玻璃制定了《集團薪酬管理調整流程》及《薪酬制定和核算流程》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。

SOCIAL RESPONSIBILITY 社會責任

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.

Labour Unions

Xinyi Glass cares about its staff’s life outside of the production work. According to the “Labour Union Management System” 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.

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，員工可享受法定節假期，另設有婚假、喪假、產假、陪產假等有薪假期。

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》，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。



SOCIAL RESPONSIBILITY 社會責任

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.

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 RMB990,000 and benefitted a total of 248 eligible children of our employees in the year of 2018. The number of beneficiaries and the number of grants have increased significantly compared to that of 2017.

Health and Safety (B2)

Xinyi Glass has set up a safety management and implementation instrumentality with dedicated personnel, and has developed the “Safety Management Manual” and “Safety Management System” 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》), “The Fire Protection Law of The People’s Republic of China” (《中華人民共和國消防法》), “Occupational Safety And Health Act 1994” and other relevant laws in the various regions.

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。

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2018年度，共有248名合資格的員工子女受惠，基金發放超過99萬元人民幣，受惠人數及發放人數對比2017年都有大幅度提升。

健康與安全(B2)

信義玻璃設立安全管理和執行機構並配備專門人員，並按《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》、《中華人民共和國消防法》、《Occupational Safety And Health Act 1994》及其他各地相關法律再制定內部使用的《安全管理手冊》和《安全管理體系》作操作規程。

SOCIAL RESPONSIBILITY 社會責任

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. Security guards also patrol irregularly to check any irregularities or improper operation. 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.

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.

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，保安人員亦會不定期巡邏檢查任何違規情況或操作不當，而集團都會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。

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。

SOCIAL RESPONSIBILITY 社會責任

Development and Training (B3)

Xinyi Glass is committed to “deploying” and “nurturing” human resources, which are an intangible asset of the Company. 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. In 2018, training sessions with the following themes were held: integrity training, interpretation and analysis of financial statements, occupational crime and prevention knowledge, how to communicate effectively with customers for sales staff, environmental regulations, waste and hazardous waste management, etc. 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. In 2018, the Group’s total number of training hours amounted to 173,281 hours and the average number of training hours per trainee was over 3.1 hours.

* The total number of training hours of the Group in 2017 is fewer because all-staff training was not included in the statistics.

發展及培訓(B3)

人力資源是信義玻璃的無形資產，致力於「用」和「育」。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，2018年舉行了多個不同主題的培訓包括：廉潔培訓、財務報表的解讀與分析、職務犯罪及預防知識、銷售如何跟客戶進行有效溝通及環保法規、垃圾與危廢管理等。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，使人才能不斷創新，做好未來發展的人才儲備。2018年集團培訓總時數173,281小時，參訓員工平均受訓時數超過3.1小時。

* 2017年集團培訓總時數較少是由於統計時不包含全員參與的培訓。



SOCIAL RESPONSIBILITY 社會責任

Labour Standards (B4)

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.

勞工準則(B4)

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。

SOCIAL RESPONSIBILITY 社會責任

Operating Management

Supply Chain Management (B5)

Xinyi Glass has developed and implemented the “Procurement and Outsourcing Management System”, “Supplier Integrity Agreement” and “Supplier Development and Management Process” on potential and current suppliers 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 2018 were mainly domestic suppliers, which accounted for 96%, while foreign suppliers accounted for 4%. 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.

營運管理

供應鏈管理 (B5)

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》及《供應商開發與管理程式》，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2018年的供應商以國內為主，佔96%，而國外佔4%。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。

SOCIAL RESPONSIBILITY 社會責任

Product Responsibility (B6)

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), Germany VDA6.3 (德國 VDA6.3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, which reflected the high quality of the Group's products.

Products which had to be recalled due to its quality problems in 2018 were recalled for less than 0.4% of the products in China.

產品責任 (B6)

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、德國VDA6.3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，以證明集團產品品質的高水準。

2018年因質量問題而要回收的產品佔已售出的產品少於0.4%。所有貨物出貨前，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，而集團內部的《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，對客戶投訴及時進行核實分析，對核實確屬產品品質問題的投訴進行整改，並回復客戶處理方案。

SOCIAL RESPONSIBILITY 社會責任

Anti-corruption (B7)

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 spared no 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 Whistleblower 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. Staff can report, in ways of letter, email, telephone calls and so forth, 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.

反貪污 (B7)

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、公平和遵守法令的理念。

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。員工可以通過信函、電子郵件、電話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。

SOCIAL RESPONSIBILITY 社會責任

Community

Community Involvement (B8)

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 2018, the Group arranged a total of 880 employees to participate in a total of 40 community activities held by their Industrial Parks, including sport events such as the “enterprise basketball competition organised by Ludong Community in Humen”, “‘Zhongye Cup’ 2018 Bayuquan District Staff Basketball Competition”, “Deyang Badminton League” and the “Badminton Recreational Competition held by Wuhu City Electric Kilometer”; voluntary works such as “Gathering with the Lonely Elderly in Malacca”, visit to “Wuhu Longshan Nursing Home” and “Campus Cultural Facilities Construction”; cultural activities such as the Industry Parks’ “Themed Party Day Movie Appreciation Activity” and “Henggang Street Celebrations Literary Performance for the 97th Anniversary of the Founding of the Party”; and safety events such as “Launching Conference for the Henggang Street Firefighting Month” and “‘Firefighting Month Promotion Activities’ Organised by the Wuqing Fire Brigade”.

社區

社區投入 (B8)

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。

2018年集團共動員880人參加了所屬工業園的社區活動，包括「虎門鎮路東社區籃球企業杯比賽」、「『中野杯』2018年鯪魚圈區職工籃球賽」、「德陽市羽毛球聯賽」、「蕪湖市電力公里組織的羽毛球聯誼比賽」等體育活動；「馬六甲州孤寡老人聚餐」、「探訪「蕪湖市龍山敬老院」、「校園文化設施建設」等慈善活動；工業園區「主題黨日觀影活動」、「橫崗街道慶祝黨成立97周年文藝匯演」等文化活動；參加「橫崗街道消防月啟動大會」、「武清消防隊組

SOCIAL RESPONSIBILITY 社會責任

In addition, the Group donated HK\$6.897 million to the nursing homes, 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 principle 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 2018, more than RMB1.2 million was used in total, benefitting 150 employees.

另外，集團共捐款689.7萬港元予工業園所屬地區的養老院、學校、扶貧計劃、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。2018年共撥款超過人民幣120萬元，受助員工達150人。



CORPORATE GOVERNANCE 企業管治

The Board recognises the importance of good corporate governance in the management structure and internal control procedures of the Group for the purpose of ensuring that all business activities of the Group and the decision-making process are properly regulated and are in full compliance with the applicable laws and regulations. For corporate governance purpose, the Company has adopted the Corporate Governance Code (the "CG Code") set forth in Appendix 14 to The Rules Governing the Listing of Securities (the "Listing Rules") on the Stock Exchange. For corporate governance purpose, the Company has adopted the CG Code throughout the year of 2018.

The Company has applied the principles and in the opinion of the Board, the Company has complied with the applicable principles and code provisions of the CG Code throughout the year ended 31 December 2018.

Board of Directors

One of the responsibilities of the Board is to prevent fraud and non-compliance issues, safeguard the assets of the Group and formulate the overall business strategies for the Group. The Board currently comprises four executive Directors, four non-executive Directors and five independent non-executive Directors. Further information on the Directors is set forth on pages 15 to 20 of the annual report.

The four executive Directors are Dr. LEE Yin Yee, B.B.S., Mr. TUNG Ching Bor, Mr. TUNG Ching Sai and Mr. LEE Shing Kan. Dr. LEE Yin Yee, B.B.S., is the father of Mr. LEE Shing Kan, and also the brother-in-law of Mr. TUNG Ching Bor and Mr. TUNG Ching Sai. Mr. TUNG Ching Bor is the elder brother of Mr. TUNG Ching Sai. Hence, Mr. LEE Shing Kan is the son of Dr. LEE Yin Yee, B.B.S., nephew of Mr. TUNG Ching Bor and Mr. TUNG Ching Sai.

The four non-executive Directors are Mr. LI Ching Wai, Mr. SZE Nang Sze, Mr. LI Ching Leung and Mr. NG Ngan Ho.

董事會認同於本集團管理架構及內部監控過程中良好企業管治之重要性，此舉有助於確保本集團之所有業務活動及決策妥為規管，並全面遵守適用法律及法例。就企業管治而言，本公司已採納聯交所證券上市規則（「上市規則」）附錄十四所載的企業管治守則（「企業管治守則」）。就企業管治而言，本公司於二零一八年期間一直採納企業管治守則。

本公司已應用原則，且董事會認為本公司於截至二零一八年十二月三十一日止整個年度已遵守企業管治守則的適用原則及守則條文。

董事會

董事會職責之一為防止欺詐行為及違規事項、保障本集團資產及制訂本集團之整體業務策略。董事會現時由四名執行董事、四名非執行董事及五名獨立非執行董事組成。有關董事之進一步詳情載於年報第15至第20頁。

四名執行董事為李賢義博士（銅紫荊星章）、董清波先生、董清世先生及李聖根先生。李賢義博士（銅紫荊星章）乃李聖根先生之父親，亦為董清波先生及董清世先生之姻兄。董清波先生乃董清世先生之長兄。李聖根先生乃李賢義博士（銅紫荊星章）之子、董清波先生與董清世先生之外甥。

四名非執行董事為李清懷先生、施能獅先生、李清涼先生及吳銀河先生。

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The five independent non-executive Directors are Mr. LAM Kwong Siu, S.B.S., Mr. WONG Chat Chor Samuel, Dr. WONG Ying Wai, G.B.S., JP, Mr. TRAN Chuen Wah, John and Mr. TAM Wai Hung, David.

Chairman and Chief Executive Officer

Dr. LEE Yin Yee, B.B.S. is the Chairman of the Group and Mr. TUNG Ching Sai is the Chief Executive Officer of the Group. The Chairman is responsible for managing and providing leadership to the Board. Dr. LEE Yin Yee is responsible for ensuring that the Group has maintained strong and effective corporate governance practices and procedures. The Chief Executive Officer is responsible for the day-to-day management of the business of the Group. With the assistance of other members of the Board and other senior management, Mr. TUNG Ching Sai closely monitors the operating and financial results of the Group, identifies any weakness in the operation and takes all necessary and appropriate steps to remedy such weakness. Mr. TUNG Ching Sai is also responsible for formulating the future business plans and strategies of the Group for the Board's approval.

Board Diversity Policy

The Company has complied with Rules 3.10 and 3.10A of the Listing Rules relating to the appointment of at least three independent non-executive directors, one independent non-executive director of which has the appropriate professional qualifications or accounting or related finance management expertise, and the independent non-executive directors represent at least one-third of the Board.

Where there is any casual vacancy in the Board, candidates will be proposed and put forward to the Board for consideration and approval, with a view to appointing to the Board individuals with the appropriate capabilities to fill the casual

CORPORATE GOVERNANCE 企業管治

Members of the Board, who come from a variety of different backgrounds, have a diverse range of business and professional expertise. Brief biographical particulars of the Directors, together with information relating to the relationship among them, are set forth on pages 15 to 20 in the annual report.

The Board considers that its diversity is a vital asset to the business of the Group. During the year, the Board adopted a Board Diversity Policy for better transparency and governance. Board appointments are based on merit and candidates are considered against objective criteria, having due regard for the benefits of diversity on the Board, including but not limited to gender, age, cultural and educational background, ethnicity, professional experience, skills, knowledge and length of service.

All of the four non-executive Directors were appointed for a term of three years, commencing from 1 January 2017. Two of the independent non-executive Directors, Mr. LAM Kwong Siu, S.B.S. and Mr. WONG Chat Chor Samuel, were appointed for a term of three years commencing from 3 February 2017. The independent non-executive Director, Dr. WONG Ying Wai, G.B.S., JP, was appointed for a term of three years commencing from 1 November 2017. Two of the independent non-executive Directors, Mr. TRAN Chuen Wah, John and Mr. TAM Wai Hung, David, were appointed for a term of three years commencing from 31 December 2018. The Company has received written confirmation from each of the independent non-executive Directors in respect of his independence in accordance with the independence guidelines pursuant to Rule 3.13 of the Listing Rules. The Company is of the view that all independent non-executive Directors have fulfilled the independence guidelines set forth under Rule 3.13 of the Listing Rules.

董事會成員來自不同背景，擁有商業及專業等各領域之專長。各董事之簡介連同彼等間之關係之資料，載於年報第15至第20頁。

董事會認為，其成員多元化對本集團業務而言屬重要資產。為提高透明度及加強管治，董事會已於年內採納董事會多元化政策。在充分考慮董事會多元化（包括但不限於性別、年齡、文化及教育背景、種族、專業經驗、技能、知識及服務年期）之好處後，將根據個人才能委任董事會成員，並按客觀標準考慮董事人選。

所有四名非執行董事之委任年期均為三年，自二零一七年一月一日開始。兩名獨立非執行董事林廣兆先生（銀紫荊星章）及王則左先生之委任年期為三年，自二零一七年二月三日開始。獨立非執行董事王英偉博士（金紫荊星章、太平紳士）之委任年期為三年，自二零一七年十一月一日開始。兩名獨立非執行董事陳傳華先生及譚偉雄先生之委任年期為三年，自二零一八年十二月三十一日開始。本公司已接獲各獨立非執行董事根據上市規則第3.13條就其按照獨立性指引所指之獨立性發出之確認書。本公司認為所有獨立非執行董事均已符合上市規則第3.13條所載之獨立指引。

CORPORATE GOVERNANCE 企業管治

Attendance records of the Directors at Board meetings and general meetings in 2018 are as follows:

於二零一八年舉行的董事會會議及股東大會的董事出席記錄如下：

		Meetings attended/held 會議出席 舉行次數	
Annual general meeting 股東週年大會		Board meetings 董事會會議	
Executive director	執行董事		
LEE Yin Yee	李賢義	1/1	6/6
TUNG Ching Bor	董清波	1/1	6/6
TUNG Ching Sai	董清世	1/1	6/6
LEE Shing Kan	李聖根	1/1	6/6
Non-executive director	非執行董事		
LI Ching Wai	李清懷	1/1	6/6
LI Ching Leung	李清涼	1/1	6/6
SZE Nang Sze	施能獅	1/1	6/6
NG Ngan Ho	吳銀河	1/1	6/6
Independent non-executive director	獨立非執行董事		
LAM Kwong Siu	林廣兆	0/1	5/6
WONG Ying Wai	王英偉	0/1	5/6
WONG Chat Chor Samuel	王則左	0/1	5/6
TRAN Chuen Wah, John	陳傳華	1/1	6/6
TAM Wai Hung, David	譚偉雄	1/1	6/6

Model Code for Securities Transactions

The Group has adopted the Model Code for Securities Transactions by Directors of Listed Issuers (the "Model Code") set forth in Appendix 10 to the Listing Rules as the code of conduct for securities transactions by the Directors. Directors are reminded of their obligations under the Model Code on a regular basis. Following specific enquiries by the Group, all Directors have confirmed that they have complied with the required standard set forth in the Model Code throughout the year ended 31 December 2018 and up to the date of this Report.

證券交易之標準守則

本集團已採納上市規則附錄十所載《上市發行人董事進行證券交易的標準守則》(「標準守則」)作為董事進行證券交易之行為守則。定期提醒董事於標準守則項下之責任。本集團作出特定查詢後，所有董事已確認彼等於截至二零一八年十二月三十一日止整個年度及直至本報告日期已遵守標準守則所載必要之標準。

CORPORATE GOVERNANCE 企業管治

Remuneration Committee

The Remuneration Committee of the Board comprises five members, namely Mr. LAM Kwong Siu, S.B.S., Mr. WONG Chat Chor Samuel, Dr. WONG Ying Wai, G.B.S., JP, Dr. LEE Yin Yee, B.B.S., and Mr. TUNG Ching Sai. The chairman of the Remuneration Committee is Mr. LAM Kwong Siu, S.B.S.

The primary duties of the Remuneration Committee include reviewing the terms of the remuneration packages of and determining the award of bonuses to Directors and senior management. Its terms of reference are posted on the websites of the Company and the Stock Exchange. During the year ended 31 December 2018, a meeting of the Remuneration Committee was held on 1 June 2018 and all the committee members attended this meeting.

Pursuant to code provision B1.5 of the CG Code, the remuneration of the members of the senior management by band for the year ended 31 December 2018 is set forth below:

酬金委員會

董事會之酬金委員會由五位成員組成，分別為林廣兆先生(銀紫荊星章)、王則左先生、王英偉博士(金紫荊星章、太平紳士)、李賢義博士(銅紫荊星章)及董清世先生。酬金委員會之主席為林廣兆先生(銀紫荊星章)。

酬金委員會之主要責任包括審閱董事及高級管理層之酬金待遇條款，以及釐定向彼等分發之紅利。酬金委員會之職權範圍已刊載於本公司及聯交所的網站。於截至二零一八年十二月三十一日止年度，酬金委員會已於二零一八年六月一日舉行一次會議，所有委員會成員均有出席。

根據企業管治守則的守則條文第B1.5條，高級管理層成員按薪酬等級劃分截至二零一八年十二月三十一日止年度的薪酬載列如下：

In the band of	薪酬等級	Number of individuals 人數
Over HK\$4,000,000	4,000,000 港元以上	4
HK\$2,000,001 to HK\$4,000,000	2,000,001 港元至 4,000,000 港元	5

CORPORATE GOVERNANCE 企業管治

Audit Committee

The Audit Committee of the Board comprises five independent non-executive Directors, Mr. LAM Kwong Siu, S.B.S., Mr. WONG Chat Chor Samuel, Dr. WONG Ying Wai, G.B.S., JP, Mr. TRAN Chuen Wah, John and Mr. TAM Wai Hung, David. Mr. LAM Kwong Siu is the chairman of the Audit Committee.

The Audit Committee assists the Board to review the financial information and reporting process, evaluate the effectiveness of internal control systems and oversee the auditing processes of the Group. Its terms of reference are posted on the websites of the Company and the Stock Exchange. The Audit Committee has held three meetings during the year ended 31 December 2018 on 26 February 2018, 31 July 2018 and 30 November 2018, respectively, for reviewing the annual and interim financial results and reports as well as the financial reporting and compliance procedures, internal control and risk management systems, scope of work and appointment of external auditors, and all the committee members attended these meetings.

Nomination Committee

The Nomination Committee of the Board consists of Dr. LEE Yin Yee, B.B.S., Mr. TUNG Ching Sai, Mr. LAM Kwong Siu, S.B.S., Mr. WONG Chat Chor Samuel and Dr. WONG Ying Wai, G.B.S., JP. The chairman of the Nomination Committee is Dr. LEE Yin Yee, B.B.S.

The primary duties of the Nomination Committee are to review the structure, size and diversity (including the skills, knowledge and experience) of the Board on a regular basis, assess the independence of independent non-executive Directors of the Company, and make recommendations to the Board regarding the appointment, retirement and re-election of Directors. The Nomination Committee was established on 29 October 2007 and its terms of reference are posted on the websites of the Company and the Hong Kong Stock Exchange. The Nomination Committee held no meeting during the year ended 31 December 2018.

審核委員會

董事會之審核委員會由五名獨立非執行董事組成，分別為林廣兆先生(銀紫荊星章)、王則左先生、王英偉博士(金紫荊星章、太平紳士)、陳傳華先生及譚偉雄先生。林廣兆先生為審核委員會之主席。

審核委員會協助董事會審閱財務資料及申報程式、評估內部監控系統之有效程度，並監督本集團之核數過程。其職權範圍已刊載於本公司及聯交所的網站。於截至二零一八年十二月三十一日止年度，審核委員會已先後於二零一八年二月二十六日、二零一八年七月三十一日及二零一八年十一月三十日舉行三次會議，以審閱年度及中期財務業績及報告，以及財務申報及合規程式、內部監控及風險管理系統、外部核數師的工作範圍及委任。而所有委員會成員均有出席。

提名委員會

董事會之提名委員會成員包括李賢義博士(銅紫荊星章)、董清世先生、林廣兆先生(銀紫荊星章)、王則左先生及王英偉博士(金紫荊星章、太平紳士)。提名委員會主席為李賢義博士(銅紫荊星章)。

提名委員會的主要職責是定期檢討董事會的結構、規模和多元化(包括技能、知識和經驗)，評估本公司獨立非執行董事的獨立性，並就董事的委任、退任及重選向董事會提出建議。提名委員會於二零零七年十月二十九日成立，其職權範圍已刊載於本公司及香港聯交所的網站。於截至二零一八年十二月三十一日止年度，提名委員會概無召開會議。

CORPORATE GOVERNANCE 企業管治

Nomination Policy

When making recommendations regarding the appointment of any proposed candidate to the Board or re-appointment of any existing member(s) of the Board, the Nomination Committee shall consider a variety of factors including without limitation to the following in assessing the suitability of the proposed candidate:

- Reputation for integrity;
- Achieve board diversity, including but not limited to gender, age, cultural and educational background, ethnicity, professional experience, skills, knowledge and length of service;
- Merit and contribution that candidate will bring to the Board;
- Compliance with the criteria of independence as prescribed under the Listing Rules for the appointment of an independent non-executive Director if the proposed candidate will be nominated as an independent non-executive Director; and
- Able to devote sufficient time and attention to the Company's business.

The Nomination Committee may propose to the Board a candidate recommended or offered for nomination by a shareholder of the Company as a nominee for election to the Board and the appointment or re-appointment of Directors and succession planning for Directors is subject to the approval of the Board.

Procedures for shareholders' nomination of any proposed candidate for election as a director are stated in "Mechanisms available for shareholders to propose a person for election as a director of the Company" and disclosed in the Company's website.

提名政策

提名委員會向董事會委任董事候選人或重新委任現有董事會成員發出建議，在評估候選人時考慮的因素包括(但不限於)以下各項：

- 誠信；
- 達致董事會多元化，包括但不限於性別、年齡、文化及教育背景、種族、專業經驗、技能、知識及服務任期；
- 可為董事會提供的貢獻；
- 若候選人被提名為獨立非執行董事，其符合載列於上市規則對委任獨立非執行董事所規定的獨立性準則；及
- 有足夠時間投入本公司的業務。

提名委員會可向董事會建議由本公司股東推薦或提名的候選人，作為董事會選任的被提名人。董事的委任或重選委任、以及董事的繼任計劃，須經董事會批准。

有關股東提名任何候選人參選董事的程式按本公司網站披露的「股東提名人選競選本公司董事之機制」所載辦理。

CORPORATE GOVERNANCE 企業管治

Directors' Responsibilities for the Financial Statements

The consolidated financial statements of the Company for the year ended 31 December 2018 have been reviewed by the Audit Committee and audited by the external auditor, PricewaterhouseCoopers. The Directors acknowledge that it is their responsibilities in (i) overseeing the preparation of the financial statements of the Group with a view to ensuring that such financial statements give a true and fair view of the state of affairs of the Group, and (ii) selecting suitable accounting policies, applying the selected accounting policies consistently, and making prudent and reasonable judgments and estimates for the preparation of the financial statements of the Group.

The statement of the auditors of the Company regarding their reporting responsibilities on the financial statements of the Group is set forth in the Independent Auditor's Report on pages 48 to 52 of the annual report.

Auditors' Remuneration

For the year under review, the professional fees charged by the auditors of the group companies in respect of the auditing services is disclosed in the notes to the financial statements. The remuneration paid to the auditor of the Group is solely for audit of consolidated financial statements of the Group during the year, which amounted to approximately HK\$4.0 million.

董事就財務報表所負之責任

本公司截至二零一八年十二月三十一日止年度之綜合財務報表已由審核委員會進行審閱及由外部核數師羅兵咸永道會計師事務所進行審核。董事確認其責任為(i)監督編製本集團財務報表，以確保該等財務報表可真實及公平地反映本集團之財務狀況；及(ii)選擇適用之會計政策、並貫徹採用已選用之會計政策，以及於編製本集團財務報表時作出審慎合理之判斷及評估。

本公司核數師就本集團財務報表所負申報責任之聲明載於年報第48至第52頁之獨立核數師報告。

核數師酬金

於回顧年度，本集團成員公司核數師就核數服務收取之專業費用已於財務報表附註披露。本年度僅就本集團核數師審核本集團綜合財務報表之服務而向其支付酬金約4.0百萬港元。

CORPORATE GOVERNANCE 企業管治

Risk Management and Internal Control

The Board and the management of the Group maintain a sound and effective system of risk management and internal control so as to ensure the effectiveness and efficiency of the operations of the Group in achieving the established corporate objectives, safeguarding assets of the Group, rendering reliable financial reporting and complying with the applicable laws and regulations. The systems are designed to provide reasonable but not absolute assurance against material misstatement or loss, and to manage rather than eliminate risk of failure to meet the business objectives of the Group.

The key elements of the Group's risk management and internal control structure are as follows:

- Well-defined organisational structure with appropriate segregation of duties, limit of authority, reporting lines and responsibilities to minimise risk of errors and abuse;
- Clear and written policies and procedures have been established and regularly reviewed for major functions and operations;
- Important business functions or activities are managed by experienced, qualified and suitably trained staff;
- Continuous monitoring of the key operating data and performance indicators, timely and up-to-date business and financial reporting, immediate corrective actions are taken where necessary; and
- Internal audit function to perform independent appraisal of major operations on an ongoing basis.

Through the Audit Committee and the internal audit team, the Board has conducted an annual review on the effectiveness of risk management and internal control systems of the Group for the year ended 31 December 2018.

風險管理及內部監控

董事會及本集團管理層一直維持良好及有效之風險管理及內部監控系統，以確保本集團之業務經營既有效率且有效益以達致既定的企業目標、保障本集團資產、編製可靠財務報告及遵守適用法律及法規。該等系統的設計為重大錯誤陳述或損失提供合理但非絕對保證，及管理而並非消除未能達成本集團業務目標的風險。

本集團風險管理及內部監控架構的主要元素如下：

- 明確的組織架構、適當的職責劃分、權力規限、匯報的方式及責任，以減低錯誤及濫用風險；
- 為主要職能及營運制定清晰的書面政策及程式，並定期審閱；
- 重要業務職能或活動由經驗豐富、合資格並經適當培訓的員工管理；
- 持續監察主要經營數據及表現指標、及時及最新的業務及財務申報，並在必要時採取即時更正行動；及
- 內部審計職能持續對主要營運進行獨立評核。

董事會已透過審核委員會及內部審計團隊對本集團截至二零一八年十二月三十一日止年度的風險管理及內部監控系統的成效進行年度審閱。

CORPORATE GOVERNANCE 企業管治

A risk-based approach is adopted to ensure that a methodical coverage of the Group's operations and resources is focused on high risk areas. The internal audit team takes the lead to evaluate the risk management and internal control systems of the Group by reviewing the major operations of the Group on a rotational basis every year. The review covers all material controls including financial, operational, compliance controls and risk management. Review results and recommendations in the form of written reports are submitted to the Audit Committee for discussion and review. Follow-up actions will be taken by the internal audit team to ensure that findings previously identified have been properly resolved.

Based on the results of the internal control review for the year ended 31 December 2018 and the assessment of the Audit Committee thereon, no significant deficiency in risk management and internal controls systems are noted. The Board therefore is satisfied that appropriate and effective risk management and internal control systems have been maintained for the year ended 31 December 2018.

Inside Information Policy

The Company has established an inside information policy which contains the guidelines to the directors, officers and all relevant employees (likely possessing the unpublished inside information) of the Group to ensure that the inside information of the Group is to be disseminated to public in equal and timely manner in accordance with the applicable laws and regulations.

本集團採用風險基準方法，確保重點關注本集團業務及資源中的高風險領域。內部審計團隊帶頭評估本集團的風險管理及內部監控系統，每年輪流審核本集團的主要業務。審閱涵蓋所有重大監控措施，包括財務、營運、合規控制及風險管理。審閱結果及建議以書面報告的形式提交審核委員會討論及審閱。內部審計團隊將採取後續行動，以確保先前確定的結果得到妥善解決。

根據截至二零一八年十二月三十一日止年度的內部監控審閱結果及審核委員會對結果的評估，未發現風險管理及內部監控系統存在重大缺陷。因此，董事會信納截至二零一八年十二月三十一日止年度維持適當及有效的風險管理及內部監控系統。

內幕消息政策

本公司已制定內幕消息政策，為本集團的董事、高級人員及所有相關僱員(有可能擁有未公開的內幕消息)提供指引，以確保根據相關適用法例及規例平等及適時地向公眾發佈內幕消息。

CORPORATE GOVERNANCE 企業管治

Directors' Induction and Continuous Professional Development

We provide to all the Directors a comprehensive induction package which includes introduction on the business operations, internal procedures and general policy of the Company and a summary of statutory and regulatory obligations of directors under the Listing Rules and other relevant laws and regulations. During the year, the Directors are provided with regular updates on the Group's business, operations, risk management and corporate governance matters to enable the Board as a whole and each Director to discharge their duties. The Directors are also encouraged to attend both in-house training and training provided by independent service providers. During the period under review, all Directors participated in various trainings organised by the Company, including the "Disclosure Obligation for Listed Companies and Officers" and "Update on the requirements under the Hong Kong Listing Rules, Hong Kong Companies Ordinance, and Hong Kong Securities and Futures Ordinance". According to the training records maintained by the Company, each Director has confirmed that he has obtained reading and training materials during the year under review and has attended the trainings in relation to various aspects, including but not limited to, director's duties, update on Listing Rules amendments and corporate governance practices.

Company Secretary

The company secretary is Mr. LAU Sik Yuen, a fellow member of the Hong Kong Institute of Certified Public Accountants and a member of the American Institute of Certified Public Accountants. Mr. LAU is also the chief financial officer of the Company. He assists the Board by ensuring good information flow within the Board and that the policy and procedures of the Board are followed. He has taken not less than 15 hours of relevant professional training in 2018, in compliance with Rule 3.29 of the Listing Rules.

董事就任須知及持續專業發展

我們向所有董事提供全面的就任須知資料檔，其中包括本公司業務營運、內部程式及一般政策的介紹，以及董事根據上市規則及其他相關法律與法規的法定與監管責任的概要。年內，董事定期獲得本集團業務、營運、風險管理及企業管治事宜的最新資料，使董事會整體及各董事能履行其職責。本公司亦鼓勵董事出席內部培訓及由獨立服務供應商提供的培訓。於回顧期內，全體董事參與本公司舉辦的多項培訓，包括「上市公司及高級行政人員的披露責任」及「香港上市規則、香港公司條例及香港證券及期貨條例更新規定」。根據本公司保留之培訓記錄，各董事已確認，彼於回顧年度內已獲得閱讀及培訓資料，並已出席有關多個範疇之培訓，內容包括但不限於董事職責及上市規則修訂與企業管治常規的最新資料。

公司秘書

劉錫源先生為公司秘書，彼為香港會計師公會資深會員及美國註冊會計師公會會員。劉先生亦為本公司財務總監。彼透過確保董事會內的良好資訊溝通以及董事會政策及程式得以遵守而協助董事會。彼於二零一八年接受不少於15小時有關專業培訓，從而遵守根據上市規則第3.29條的規定。

CORPORATE GOVERNANCE 企業管治

Communication with Shareholders and Investors

The Company endeavours to develop and maintain continuing relationships and effective communications with its shareholders and investors. In an effort to facilitate and enhance the relationships and communication, the Company has established the following channels:

- (i) the Annual General Meeting provides a forum for the Shareholders of the Company to raise comments and exchange views with the Board. The Directors are available at the Annual General Meetings of the Company to address shareholders' queries;
- (ii) the Company maintains a website at www.xinyiglass.com, where updated key information/news of the Group is available for public access;
- (iii) interim and annual results are announced as early as possible, to keep the Shareholders of the Company informed of the Group's performance and operations;
- (iv) investor, analyst and media briefing are held as early as practicable after the publication of the interim and annual results;
- (v) the Company's management may meet with shareholders, potential investors and research analysts upon request and provide update of the latest business development of the Group and answer their queries in accordance with the Group's Inside Information Policy;
- (vi) shareholders may at any time send their enquiries and concerns with sufficient contact details to the Board at the principal place of business of the Company for the attention of the company secretary or via e-mail to "ir@xinyiglass.com"; and
- (vii) shareholders may direct their enquiries about their shareholdings to the Company's Hong Kong Share Registrar, Computershare Hong Kong Investor Services Limited.

與股東及投資者溝通

本公司致力發展及維繫與股東及投資者之持續關係及有效溝通。為增進關係及加強溝通，本公司已設立以下溝通管道：

- (i) 在股東週年大會上為本公司股東提供一個發表意見及與董事會交流觀點的討論場合。董事親身出席本公司股東週年大會並在會上解答股東疑問；
- (ii) 本公司設有網站 www.xinyiglass.com，網頁刊載本集團最近期的主要資料 消息，供公眾查閱；
- (iii) 在可能情況下盡早公佈中期業績及全年業績，讓本公司股東得悉本集團的表現及業務營運情況；
- (iv) 刊發中期業績及全年業績後，在可能情況下盡早舉行投資者、分析師和媒體簡報會；
- (v) 本公司管理層可應要求與股東、潛在投資者及研究分析師會面，提供本集團最新業務發展的最近資料，並按照本集團的內幕消息政策回答他們的查詢；
- (vi) 股東可隨時將其向董事會的查詢及關注事項(附足夠的聯繫資料)發送至本公司的主要營業地點(注明公司秘書為收件人)或電郵至 "ir@xinyiglass.com"；及
- (vii) 股東可向本公司香港股份過戶登記處香港中央證券登記有限公司查詢其持股量。

CORPORATE GOVERNANCE 企業管治

Shareholders' Right to convene a Shareholders' Meeting

Pursuant to Article 64 of the articles of association (the "Articles") of the Company, an extraordinary general meeting ("EGM") shall also be convened on the requisition of one or more shareholders holding, at the date of deposit of the requisition, not less than one tenth of the paid up capital of the Company having the right of voting at general meetings. Such requisition shall be made in writing to the Board or the company secretary of the Company for the purpose of requiring an EGM to be called by the Board for the transaction of any business specified in such requisition. Such meeting shall be held within two months after the deposit of such requisition. If within 21 days of such deposit, the Board fails to proceed to convene such meeting, the requisitionist(s) himself (themselves) may do so in the same manner, and all reasonable expenses incurred by the requisitionist(s) as a result of the failure of the Board shall be reimbursed to the requisitionist(s) by the Company.

Investor Relations

A copy of the memorandum of association and the Articles of the Company has been published on the websites of the Company and the Stock Exchange. There has been no change in the Company's constitutional documents during the year ended 31 December 2018.

股東召開股東大會的權利

根據本公司組織章程(「組織章程」)第64條，於提交要求日期持有不少於本公司繳足股本(賦有於股東大會上投票的權利)十分之一的一名或以上股東有權要求召開股東特別大會(「股東特別大會」)。有關要求須以書面形式提交予本公司董事會或公司秘書，要求董事會召開股東特別大會，以處理有關要求所指明的任何事項。有關大會須於提交有關要求後兩個月內召開。倘董事會於提交有關要求後的21日內仍未有召開有關大會，則要求人可自行以相同形式召開會議，而因董事會未能召開會議導致要求人產生的一切合理開支，則須由本公司付還要求人。

投資者關係

本公司的組織大綱及組織章程的副本已刊載於本公司及聯交所的網站。截至二零一八年十二月三十一日止年度，本公司的章程文件概無變動。

