

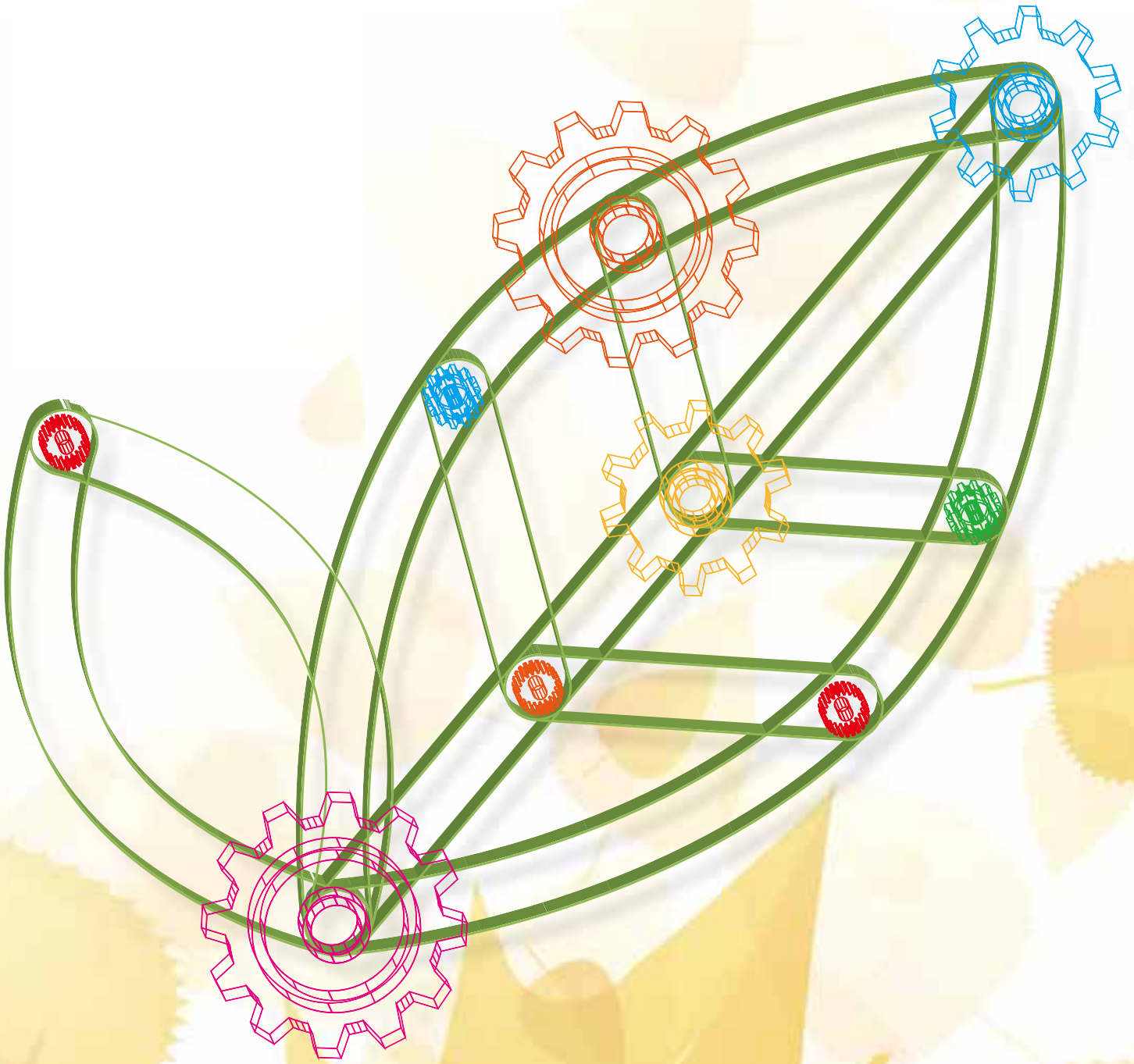
ENVIRONMENTAL, SOCIAL AND
GOVERNANCE REPORT
環境、社會及管治報告



ENVIRONMENTAL, SOCIAL & GOVERNANCE REPORT

環境、社會及管治報告

Create sustainable business to stakeholders
為持份者建立可持續發展的業務



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

This is the first Environmental, Social and Governance (the "ESG") report for AMVIG's operations. This ESG report covers the Group's overall performance in different aspects, namely Workplace Quality, Environmental Protection, Operating Practices, Community Involvement and Investor Relations for our operations including Hong Kong and Beijing Head Offices, 6 cigarette packaging printing plants and 2 transfer paper and laser film manufacturing plants for the period from 1 January 2015 to 31 December 2015.

WORKPLACE QUALITY

Human Capital and Diversity

We established and implemented staff handbook, which contains human resource policies, procedures, compensations and benefits. It is a vital tool in helping to define the expectations of employees and management, and also to protect employees and management against unfair and/or inconsistent treatment and discrimination.

Information about our number of employees, employees profile (by location and function) and human resource strategies are available on pages 66 to 69 of the annual report.

Occupational Health and Safety

We place high importance on employees' health and safety. During the year, we recorded no significant accidents and injuries involving AMVIG employees, fires, property damage or regulatory violation at any of our production plants. We also provide suitable protection supplies to our employees, visitors and contractors, such as gloves, masks, helmets and safety shoes when they entered the production area of our plants.

A number of trainings including fire prevention, occupational health and safety workshop, safe production as well as first aid certification programme were held during the year. to highlight safe working practises and safety commitment among our employees.

The Group has obtained certification of Occupational Health and Safety Management System of ISO18001 in our major plants.

There is no child nor forced labour in the Group's operation.

作為首個針對澳科控股營運的環保、社會及管治（「環保、社會及管治」）報告，本報告涵蓋本集團於不同方面的整體表現，包括工作場所質素、環保、營運實踐、社區參與及投資者關係。相關營運包括自二零一五年一月一日至二零一五年十二月三十一日期間的香港及北京總部、6家卷煙包裝印刷工廠及2家轉移紙及鐳射膜製造廠。

工作場所質素

人力資本與多元化

我們備製及實施職員手冊，包括人力資源政策、程序、薪酬及福利。手冊乃為界定僱員及管理層預期，保護僱員及管理層免受不公平及／或不一致待遇及歧視的重要工具。

有關僱員人數、僱員履歷（位置及職責），以及人力資源策略之資料，請參閱年報第66至69頁。

職業健康及安全

我們高度重視員工的健康及安全。年內，澳科控股所有廠房皆未錄得任何涉及澳科控股員工的火災、財產損失或違規等重大事故或傷害。我們亦為員工、參觀者及承包商提供合適防護用具，如手套、口罩、頭盔以及防護鞋，供其進入我們廠房生產區域時使用。

年內，我們進行包括防火、職業健康與安全工作地點、安全生產與急救認證計劃在內的一系列培訓，強調安全生產實踐及員工之安全意識與做法。

本集團各主要廠房已成功通過ISO18001職業健康安全管理体系認證。

此外，本集團營運中概無僱用童工或強迫勞動之情形。

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Employee Development and Training

We understand that human resources are important and is vital to AMVIG's sustainable development. During the year, we provided training activities to our employees through four primary categories:

- Orientation programs and conferences
- On-the-job trainings
- Field trips to local and overseas tobacco packaging factories
- Professional development trainings by enrolment in externally organised classes

Topics of the above training ranged from management skills, professional skills, technical skills and solving skills, lean management and workplace safety.

By offering the above trainings, our employees strengthen their technical competency, and job knowledge and as a result, reinforce team performance.

Employee Communications

AMVIG actively fosters open communication among employees. We hold meetings in each of our business units and functions on a regular basis through a combination of face-to-face meetings and conference calls. These meetings enable employees to share ideas, raise questions, make suggestions as well as interact with each other and their seniors leaders. General managers meetings were also held during the year which provided opportunities to our plants management to share experiences and latest market information. In addition, these meetings ensure that our plant management are focused on the strategic direction of the Group.

A quarterly corporate magazine "AMVIG Horizon" remains an important channel to communicate with our employees. It offers our employees to receive the latest development information of the Group and industry, together with various features such as technology, human resources issue, information building and lean management. The magazine also provide a platform for our employees to share their piece of work on their personal interests and hobbies, such as photography, writing, painting, book and film review and paper folding etc..

員工發展及培訓

我們理解人力資源對澳科控股的持續發展至關重要。於年內，我們分四個主要類別向員工提供了培訓活動：

- 職前課程及會議
- 在職培訓
- 本地與海外卷煙包裝工廠實地參觀
- 參加外部機構之專業發展培訓課程

上述培訓的主題包含管理、專業、技術及解決問題的技能，精益管理以及工作場地安全。

透過提供以上培訓，我們的員工得以增強各自的技術能力及工作知識，進而鞏固團隊績效。

員工溝通

澳科控股積極促進員工開放溝通。我們以面對面或電話形式，定期於各個業務單位及部門開展會議。員工可透過該等會議分享觀點、提出問題及建議、與同僚或上級領導互動。我們亦於年內舉行總經理會議，為工廠管理提供分享經驗及最新市場訊息的機會。此外，該等會議可確保我們集中於本集團戰略方向下開展工廠管理。

我們的企業季度雜誌《澳科時空》(AMVIG Horizon)仍為與員工溝通的重要渠道。員工可透過雜誌獲得集團及行業的最新發展資訊，及其他各類訊息，如科技、人力資源問題、資訊化建設及精益管理等。雜誌亦為員工提供分享其個人興趣愛好作品的平臺，包括影像、寫作、繪畫、書評影評及折紙等。

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Employees Wellness

We offer allowances on a number of wellness initiatives to support our employees, such as immunization and dental check. We arrange annual medical checks for our employees according to their age group and gender. In 2015, the Group and plants hosted and participated in various activities and events for its employees, including soccer games, outing, sports day, theatrical performances, banquets, cherry picking etc. in order to relieve their stress and create a work-life balance environment.

Anti-Corruption

The Group prohibits bribery and corruption and is committed to conduct all businesses without undue influence. We regard honesty, integrity and fairness as our core values which must be upheld by all directors and employees. Accepting and requesting gifts, loans, fees, employment, agreement and services are not accepted according to our policies. We have adopted a whistle blowing program which is an effective mechanism to maintain high standard of integrity and impartiality in our workplace.

Conflicts of Interest

Our staff handbook includes code of conduct which requires our employee to avoid conflict of personal interest and professional duties. Under no circumstances are they permitted to use insider information for their own private gains. We also require top to middle management to declare any conflict of interest.

ENVIRONMENTAL PROTECTION

AMVIG is committed to be an environmentally responsible Company in the communities where we operate. The Group responds promptly to rectify conditions that may endanger health, safety or environment. We placed strong emphasis on enhancing the environmental protection awareness of all our staff through various trainings, workshops and seminars.

The Group is committed to reducing the emission of volatile organic compound ("VOC") and will invest in several regenerative thermal oxidizers to be in-line with the government requirements.

We continued to seek improvement in our office environment to help conserve energy and resources. We encourage double-sided printing and wider use of electronic information systems in order to reduce carbon footprint. Lights, computers, photocopy machines, printers etc in the workplace must be turned off when not in use in order to minimise electricity consumption.

員工健康

我們提供津貼支援一系列員工健康活動，如免疫檢查及牙齒檢查。我們根據員工年齡及性別分組開展年度健康檢查。於二零一五年，本集團及各工廠主持開展及參加各種員工活動，包括足球比賽、郊遊、運動會、文藝演出、宴會、採摘櫻桃等，舒緩員工工作壓力，創建工作與生活平衡的環境。

反腐敗

本集團禁止賄賂及腐敗行為，並致力在開展各業務的過程中遠離不正當影響。我們視誠實、正直及公平為我們的核心價值，所有董事及員工均須擁護。根據本集團政策，任何人士不得接受或索取無償饋贈、貸款、費用、僱用、協定或服務。我們已採納「舉報」計劃，保持工作場所實現高標準正直及公正運營的有效機制。

利益衝突

我們的員工手冊包括操守準則，要求員工避免個人利益及職業責任衝突。於任何情況下，員工均不得利用內幕資訊謀取私利。我們亦要求中高層管理人員透過調查問卷形式申報是否存在任何利益衝突。

環境保護

澳科控股重視其營運的社區內之環境責任。本集團及時回應以糾正任何可能危害健康、安全或環境的情況。我們透過各種培訓、研討會及講座，高度強調所有員工應提高環境保護意識。

本集團致力減少揮發性有機化合物VOC (「VOC」) 的排放，並將投資若干再生式熱氧化器，以達到政府要求的標準。

我們將繼續完善辦公環境以節省能源及資源，且宣導雙面印刷及廣泛使用電子資訊系統，以減少碳排放。無人使用時，所有工作場所的照明、電腦、影印機、影印機等均須關閉，以儘量減少電力消耗。

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The Group has obtained certification of Environmental Management System of ISO14001 in our major plants.

OPERATIONAL PRACTICES

Supply Chain Management

The Group is committed to ensure our supply chain is operating as efficiently as possible to ensure the quality and reliability of our products. The Group maintains stable relationships with our suppliers and we did not encounter any major difficulty in obtaining sufficient supplies on raw materials, such as paper, ink and aluminum foil, to meet our production needs.

We conducted our procurement process in a competitive, fair and transparent manner. We consider the raw materials quality, pricing, production capacity and quality assurance system when selecting our suppliers in order to assure high products quality.

We communicate with our customers continuously in verifying product specifications and requirements, as well as conducting pre-press technical testing before mass production. It helps to ensure the quality, consistency, reliability and accuracy of our products being delivered to our customers.

Quality Control on Products

AMVIG complies product safety regulations in the PRC. The Group has obtained certifications of Quality Management System of ISO9000 in our major plants.

We have adopted and maintained an effective quality control system covering all the major production processes, such as the procurement of raw materials, operation and color control to prevent product defects and excessive amount of VOC.

We also have a set of internal guidelines on the equipment maintenance to ensure our machinery and equipment are functioning properly and safely. Such measures enhance our productivity and product quality.

We have recently invested in automated quality control machinery to complement our quality inspection work, which was used to be done manually. Such automation will reduce staff costs and improve accuracy with regard to quality controls. Our quality control work is to ensure the coloring, artwork positioning and VOC levels of our products are up to standard before delivering to our customers. The Group will also take responsive actions in relation to any quality issues arise.

本集團各主要工廠已成功通過ISO14001環境管理體系認證。

營運實踐

供應鏈管理

本集團致力確保供應鏈盡可能高效運轉，以確保產品質素及可靠性。本集團與供應商保持穩定合作關係，在獲取充足原料供應方面並未遇到任何重大困難，包括紙張、油墨及鋁箔，以符合生產需要。

我們在公平透明的競爭形式下開展採購工作。為確保產品的高質素，我們在選擇供應商時充分考慮原材料的質素、價格、生產能力及品質保證體系等因素。

此外，我們與客戶持續溝通，確定產品規格及要求，並於開展大規模生產前進行印前測試。此舉有助於保證我們在任何時間交付客戶的產品質素、一致性、可靠性及準確性。

產品質素控制

澳科控股嚴格遵守中國法規對安全的規定。本集團各主要工廠已通過ISO9000品質管理體系認證。

我們採納並維持有效的品質控制系統，涵蓋各主要生產過程，如原料採購、防止產品缺陷的操作與顏色控制及過量VOC含量。

同時，我們擁有一套完整的設施維護內部指引，確保我們的機械及設備可以正確及安全運行。該等措施有助提高我們的生產效率及產品質素。

以往我們的品質檢查工作由人工作業，但最近已投資於自動化品質控制機制，輔助品質檢查，從而減少員工成本，提高質素控制準確性。我們的品質控制確保產品交付客戶前，其色彩、圖樣位置及VOC含量全部達標。本集團亦採取積極舉措，應對任何可能出現的質素問題。

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COMMUNITY INVOLVEMENT

Our employees participated in Tree Planting and Conservation Day under "Billion Trees Campaign" of the United Nations Environment Programme in July. We have also organised a tree planting day in April. Over 20 trees were planted during above activities.

INVESTOR RELATIONS

AMVIG established a Shareholder Communication Policy in 2011 with an aim to promote effective communications with individual and institutional shareholders. Our management commits to provide the investment community with timely information in order to promote a solid understanding of the Company. During the year, various activities such as analyst briefings, one-on-one and group meetings, conference calls, and roadshows were held during which senior management of the Group presented and communicated the Company's strategy and developments with all interested shareholders, investors and analysts from all over the world.

The Group maintains a bi-lingual corporate website in English and Traditional Chinese which consists of a section under the investor relations. Under this section is a centralized collection of all regulatory-required announcements, notices, financial reports and circulars.

AMVIG's fiscal year 2013/2014 annual report which themed "Creating & Delivering Sustainable Value" has won the GOLD Award of "Annual Reports – Printing & Packaging" in International ARC Awards in 2015, which demonstrates our leading international best practices of our annual report is being highly recognized.

All of the shareholders of AMVIG are entitled to attend our Annual General Meeting either in person or by proxy. Our last Annual General Meeting was held at Head Office in Hong Kong on 19 June 2015. All resolutions proposed in the meeting were duly passed by the shareholders by the way of poll.

For information about AMVIG's communication with shareholders and the shareholders' rights are available on pages 53 to 54 of the annual report.

社區參與

於七月份，我們的員工參加了聯合國環境規劃署「十億樹木行動」的樹木護理及種植日。我們亦於四月份組織植樹活動。以上活動共種植樹木逾二十棵。

投資者關係

澳科控股於二零一一年建立股東溝通政策，旨在促進個人與機構股東之間的有效溝通。管理層致力於為投資界提供及時訊息，從而促進對本公司的良好理解。年內舉辦各類活動，如分析師簡報會、一對一及小組會議、電話會議及路演，藉此，本集團高級管理層向全球所有利益關係之股東、投資者及分析師講述及傳達本公司策略及發展。

本集團提供英文及繁體中文的雙語網站，包括投資者關係部分。於該部分匯集所有監管要求的公告、通知、財務報告及通函。

澳科控股於二零一三／二零一四財年之年度報告主題為「創造價值，持續發展」，並於二零一五年榮膺International ARC Awards頒發「年報－印刷及包裝」類別金獎，凸顯本集團年度報告編製領先國際之最佳做法獲得高度認可。

所有澳科控股股東均有權親自或委任代表參加我們的股東週年大會。上一次會議於二零一五年六月十九日在香港總部舉行。會議所有提議決議案均獲股東以投票方式妥善通過。

有關澳科控股股東溝通及股東權利之資料，請參閱本年報第53頁至54頁。