



**TRULY INTERNATIONAL HOLDINGS LIMITED**  
**信利國際有限公司**

*(Incorporated in the Cayman Islands with limited liability)*

*(於開曼群島註冊成立之有限公司)*

**(Stock Code: 00732)**

**(股份代號：00732)**

**2016**

**ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT**

**環境、社會及管治報告**

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## ABOUT THIS REPORT

Truly International Holdings Limited (together with its subsidiaries as the “Group”) is pleased to present the first Environmental, Social and Governance Report (the “Report”) to provide an overview of our commitment in achieving environmental, social and governance goals. This Report is prepared by the Group.

## PREPARATION BASIS AND SCOPE

This Report is prepared in accordance with Appendix 27 to the Rules Governing the Listing of Securities (the “Listing Rules”) on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) – “Environmental, Social and Governance Reporting Guide”.

This Report summarises the performance of the Group in respect of corporate social responsibility in 2016, covering its operation which is considered as material by the Group – namely oil production and supply of electricity and heat in the People’s Republic of China. In view of the first time of publish of the Report, only general disclosure of required aspects is made. The Group will continue to optimise and improve the disclosure of information. This Report shall be published both in English and Chinese. Should there be any discrepancy between the English and the Chinese versions, the English version shall prevail.

## REPORTING PERIOD

This Report demonstrates our sustainability initiatives during the reporting period from 1 January 2016 to 31 December 2016.

## CONTACT INFORMATION

The Group welcomes your feedback on this Report for our sustainability initiatives. Please contact us by email to [enquiry@truly.com.hk](mailto:enquiry@truly.com.hk).

## 關於本報告

信利國際有限公司(連同其附屬公司統稱為「本集團」)欣然提呈首份環境、社會及管治報告(「報告」),以概覽本集團在達成環境、社會及管治目標方面的努力。本報告乃由本集團編製。

## 編製基準及範圍

本報告乃依照香港聯合交易所有限公司(「聯交所」)證券上市規則(「上市規則」)附錄二十七 – 「環境、社會及管治報告指引」而編製。

本報告概述本集團於二零一六年在企業社會責任方面的表現,涵蓋本集團認為重要的業務 – 即於中華人民共和國的產油業務及熱電供應業務。由於首次刊發該報告,因此僅大致披露所規定的方面。本集團將不斷優化和改進資料披露。本報告備有中英文版本。中英文版本如有任何歧義,概以英文版本為準。

## 報告期間

本報告列載於二零一六年一月一日至二零一六年十二月三十一日報告期間的可持續發展措施。

## 聯絡資料

本集團歡迎閣下對本報告提出任何可持續發展措施方面的反饋,請電郵至[enquiry@truly.com.hk](mailto:enquiry@truly.com.hk)與我們聯絡。

## INTRODUCTION

The Group strived to provide quality products and services to customers, aiming to constantly improve the satisfaction of customers, society and shareholders with adherence to the core value of “People Oriented, Technology First, Innovation and Change, Fine Professional”, and achieve rapid development.

The board of directors (the “**Board**”) believes that a sound environmental, social and governance (“**ESG**”) is very important for continued sustainability and development of the Group’s operations. The Board is responsible for the Group’s ESG strategy and reporting and has a strong commitment to environmental protection with mission to promote the environmental culture among our staff and workers to maintain a sustainable development of the Group.

The Group has been considering the various factors of sustainable development into its strategies establishing and management, in order to fully understand the effect of measures and decisions to society and environment before they are executed.

## 引言

本集團一直秉承「以人為本 科技為先 創新求變 精細專業」的核心價值觀，力求為客戶提供優質的產品和服務，不斷提高客戶、社會和股東的滿意度，和實現快速發展。

董事會（「**董事會**」）相信，健全的環境、社會及管治（「**環境、社會及管治**」）對於本集團營運的可持續發展十分重要。董事會負責本集團的環境、社會及管治策略及報告工作，承諾為環保出一分力，致力在員工之間培育環保文化，推動本集團的可持續發展。

本集團將可持續發展的各因素考慮到企業策略設立和管理之中，爭取各項措施和決定在執行前已充分了解他們對社會、環境的影響。

## ENVIRONMENT

The Group believes that enterprise has responsibility in promoting and implementing the sustainable development of environment. Accordingly, the Group established environmental principles to ensure the effective execution in various measures. In production and operation activities, the Group has been enhancing management of pollution resources, taking effective precaution measures to reduce or avoid the impact of wasted water, exhaust gas, noise and solid waste to the environment; continuously improved production process, monitored the process, improved product qualification rate and saved resources and energy as much as possible; strove to seek substitutes for hazardous and noxious substances to produce our products meeting the requirement of customers and the laws and regulations of importing countries; encouraged the staff and workers to strengthen environment protection awareness and to obtain knowledge and skills related to environment protection. The Group complied with national laws, regulations and policies, such as Law of the People's Republic of China relating to pollution control. The Group has obtained the International Environment Management System Authentication ISO14001 and the IECQ Hazardous Substances Process Management Authentication QC080000. Furthermore, the relevant functional departments of the Group have already taken control of emissions as an important job duty and continuously improved these procedures.

## 環境

本集團認為促進及實行環境的可持續性發展是企業的責任。於是，本集團建立了相應的環保原則以確保各項措施得以有效執行。在生產經營活動中，提高污染源的管理，採取有效預防措施，減低或避免廢水、廢氣、噪音及固體廢棄物等對環境的影響；不斷改進生產過程，過程監控，提高產品合格率，盡量節約資源和能源；努力尋求有毒有害物質的替代品，使我們的產品能夠滿足顧客及輸入國法律法規的要求；鼓勵員工及工人加強環保意識、取得環境保護的知識與技能。本集團遵守中國國家法律有關控制污染的法規和政策。本集團取得國際環境管理體系認證 ISO14001 及國際電子元器件品質認證系統有害物質管理認證 QC080000。此外，本集團的相關的職能部門已經把管控排放物列為重要的工作職責，並持續對其進行改善。

## USE OF RESOURCES

The Group has always paid attention on energy and resources conservation. To achieve this, the Group continually applies efficient consumption strategy to improve energy saving and reduce energy consumption.

To create a green workplace, we encourage reducing, reusing and recycling of materials to minimizing office wastage in daily operations. For energy saving and greenhouse emission reduction, LED lamps for offices and warehouse are installed, air conditioners filters are cleaned and maintained regularly, ecofriendly stationery are used, environmentally friendly paper to print financial reports, recycling bins are provided at our office with waste paper and used toner cartridges collected for recycling.

The Group encourages its employees to handle documents electronically. When printing of electronic document is required, double-sided printing is required. In addition, we arranged conference calls or video conference instead of face-to-face meetings where possible.

During the year under review, the Group's business activities did not have material impact on the environment and natural resources.

## 資源使用

本集團一直注重節省能源和資源。為此，本集團一直實行高效能源使用策略以提升節能效益及減少能源消耗。

為打造環保的工作場所，我們鼓勵減少、重複使用及回收材料，以減少日常營運中的辦公室消耗。為達到節能及減少溫室氣體排放，已在辦公室及倉庫安裝LED燈具，定期清潔及保養空調設備，使用環保文具，以環保紙印刷財務報告，在辦公室提供廢紙及用罄碳粉盒回收箱以作回收用途。

本集團鼓勵員工以電子方式處理文件。當需要打印電子文檔時，需要雙面打印。此外，我們盡可能以電話會議或視頻會議取代面對面會議。

於回顧年內，本集團的業務活動未對環境與天然資源產生重大影響。

## HEALTH AND SAFETY

The Board believes that safety is the most important. The Group commits to provide a healthy and safe workplace for all its employees, workers and the community according to Group's health and safety policies. The Group continues to improve the working conditions and monitor the effectiveness of safety related controls and measures. The Group has established some internal policies to strength the control on health and safety issues. The Group has complied with related health and safety laws and regulations such as "Fire Control Law of the People's Republic of China" and "Production Safety Law of the People's Republic of China" (the "PRC Production Safety Law") etc.

During the year under review, there was no staff dying from work within the Group.

## DEVELOPMENT AND TRAINING

An enterprise is very difficult to develop without the efforts of general staff; thus, the Group focuses on developing talents, continuously elevates the ability and quality of staff team. The Group has already internally established post training system with hierarchical classification, and provided training to new staff accordingly; formulated staff training and management relevant policies; and established a college in Shanwei City to train our staff.

The Group believes development of employees is crucial to the sustainable development of the business. The Group will enhance the training system in order to improve the personal development of employees.

## 健康及安全

董事會相信安全最為重要。根據本集團的健康與安全政策，承諾為所有僱員、工人及社區提供健康及安全的工作環境。本集團持續改善工作環境，以及監察安全相關監控的有效性。本集團已成立一些內部政策以加強有關健康與安全問題的監控。本集團遵守《中華人民共和國消防法》及《中華人民共和國安全生產法》（「中國安全生產法」）等相關健康及安全法律及法規。

於回顧年內，本集團未有因工作關係而死亡的員工。

## 發展與培訓

企業沒有廣大員工的努力是很難發展，因此，本集團著力發展人才，不斷提升員工隊伍的能力和素質。本集團內部已建立分層分類的崗位培訓體系，針對新員工都有相應的培訓內容；制定了員工培訓管理的相關制度；設定了崗位任職資格制度，有相對完善的職業發展通道；及在汕尾市建立了一所學院以培訓員工。

本集團認為，僱員的發展對於業務的持續發展而言至關重要。本集團將提升培訓制度，以提升僱員的個人發展。

## LABOUR STANDARDS

The Group has complied with Labour Law of the People's Republic of China, Law of the People's Republic of China on Employment Contracts and Provisions on the Prohibition of Using Child Labor to hire and manage staff and expressly specified: (i) follow the policies such as national labour law and forbid employing child labors younger than 16 years old; (ii) forbid forcing the staff to do the jobs at certain post or to work, and the Group forbids all types of compulsory work; and (iii) forbid taking punitive measures, management means and behaviours like abusing, corporal punishment, violence, spirit oppression, sexual harassment (including improper language, posture and body contact) and sexual abuse.

Besides, the Group implemented the following measures during specific employment in relation to compliance with the regulations on forbidding employing child labors: (i) during recruitment, the Group must carefully check relevant data held by candidates and apply proper recruitment channel to refrain from employing child labors; (ii) the interviewers may make an initial judgment whether the ID card provided is belonging to the candidate by comparing the photo on the ID card with candidate's face in case that the candidate uses ID cards of others for interview; (iii) To check ages by relevance verification based on record of education, household register, study experience and knowledge level; (iv) To register and file the relevant verified data; and (v) If any violation of rules is found, remedial measures shall be taken as per national regulations.

## 勞工標準

本集團遵守《中華人民共和國勞動法》、《中華人民共和國勞動合同法》和《禁止使用童工規定》進行員工招聘和管理，並且明文規定：(i) 遵守國家勞動法規等政策，禁止招用未滿16周歲的童工；(ii) 禁止強制員工從事某崗位的工作和強迫員工工作，公司禁止所有形式的強制性勞動；及 (iii) 禁止以任何理由對員工進行辱罵、體罰、暴力、精神壓迫、性騷擾（包括不恰當語言、姿勢和身體的接觸）、性虐待等懲罰性措施、管理方法和行為。

此外，為了進一步確保不出現上述情形，本集團定期對管理者進行管理能力和管理技能方面的教育培訓。針對禁止招聘童工的規定，本集團在具體招聘流程中，落實如下措施：(i) 公司在招聘時，須仔細核對應聘者所持有的相關資料，並採用適當招聘渠道，避免招收童工；(ii) 面試人員可以通過比對應聘者身份證照片與本人面部一致性初步判斷是否提供的是本人證件，防止應聘者使用他人身份證應聘；(iii) 年齡核對，可根據其學歷證明、戶口本、學習經歷、知識掌握程度等多方面關聯核對；(iv) 對所查核的相關資料進行登記及存檔；及 (v) 若發現有違規現象，將根據國家法規進行補救處理。



## SUPPLY CHAIN MANAGEMENT

Relationship is the fundamentals of business. Sound supply chain management ensures the Group to sustain its business operations and development. We have maintained strong relationships with our suppliers to meet our customer's needs in an effective and efficient manner. When selecting suppliers, the Group takes factors into account such as quality of products and price, reliability and anticipated market acceptance. The Group expects suppliers to observe the environmental, social, health and safety and governance considerations in their operations.

## PRODUCT LIABILITY

Product quality is very important to our business and customers and we have a good system to ensure product quality and safety. Under our supply chain management, our suppliers are requested to provide relevant documents and certification to us, and we shall ensure that our products are complied with the relevant laws and regulations that have a significant impact on them relating to health, safety and intellectual property right matters. We also use our best endeavour to ensure that there is no any false and misleading messages in our communication to customers. The Group paid high attention to protecting employee privacy and the company secrets.

## ANTI-CORRUPTION

Both the Group and its business partners are committed to upholding the highest ethics standards. Parties involved in business interaction shall prohibit each and every form of corruption, extortion, bribery, fraud, money laundering and embezzlement. The Group advocates the standards of fair transaction and competition and puts in place a confidentiality mechanism to protect the identity of suppliers and whistleblowers. During the year under review, no suspected enquiries or cases involving fraud were reported.

## 供應鏈管理

關係是業務的根基所在。健全的供應鏈管理確保本集團的業務營運及發展得以持續。我們與供應商保持深厚關係，以有效及高效的方式滿足客戶所需。選擇供應商時，本集團考慮的因素包括產品質素及價格、可靠性及預期市場反應等。本集團冀供應商在本身營運中亦顧及環境、社會、健康及安全以及管治等方面的因素。

## 產品責任

產品的質素對集團業務和顧客是十分重要，我們以良好的制度確保產品質素和安全。在我們供應鏈管理之下，要求供應商向我們提供相關的文件和證書，我們確保提供的產品，都符合有關健康、安全、知識產權有重大影響的相關法律及規例。我們盡力確保與顧客的溝通時不會傳遞任何虛假或誤導信息。本集團亦非常注重保護本集團員工隱私和公司機密。

## 反貪污

本集團與業務夥伴致力恪守最高的道德標準。參與商業互動者禁止所有形式的貪污、敲詐、受賄、欺詐、洗黑錢和盜用公款。本集團遵守公平交易和競爭的標準並設有程序保護供應商和舉報者的身份保密。於回顧年內，並無涉嫌詐騙的查詢或涉及詐騙的個案。

## COMMUNITY

The Group encourages our employees to participate in social and community events and to volunteer for good causes. The Group will continue to shoulder the social responsibility by caring the community, employees and the environment in order to build a cohesive society.

## 社區

本集團鼓勵僱員參與社會及社區活動，為行善出一分力。本集團將繼續關顧社區、僱員及環境以履行社會責任，構建和諧團結的社會。