



# 信義玻璃控股有限公司

## XINYI GLASS HOLDINGS LIMITED

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

Stock Code 股份代號 : 00868

信譽至上，義氣爭榮，  
自強不息，善待天下。

A central graphic for the 2017 Environmental, Social and Governance Report. It features a blue globe with several colorful buildings (green, blue, yellow) rising from its top. The globe is surrounded by various green and blue leaves and circles of different sizes, creating a vibrant, eco-friendly aesthetic.

2017

Environmental, Social  
and Governance Report

環境、社會及管治報告



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## 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 second 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 2017 to 31 December 2017. The production and business of Xinyi Glass in the Greater China region constitute the main scope of this report, which covers the production and sales 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 2017 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，為本公司第二份對外公開發佈的《環境、社會及管治報告》(「本報告」)，主要描述由2017年1月1日至2017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2017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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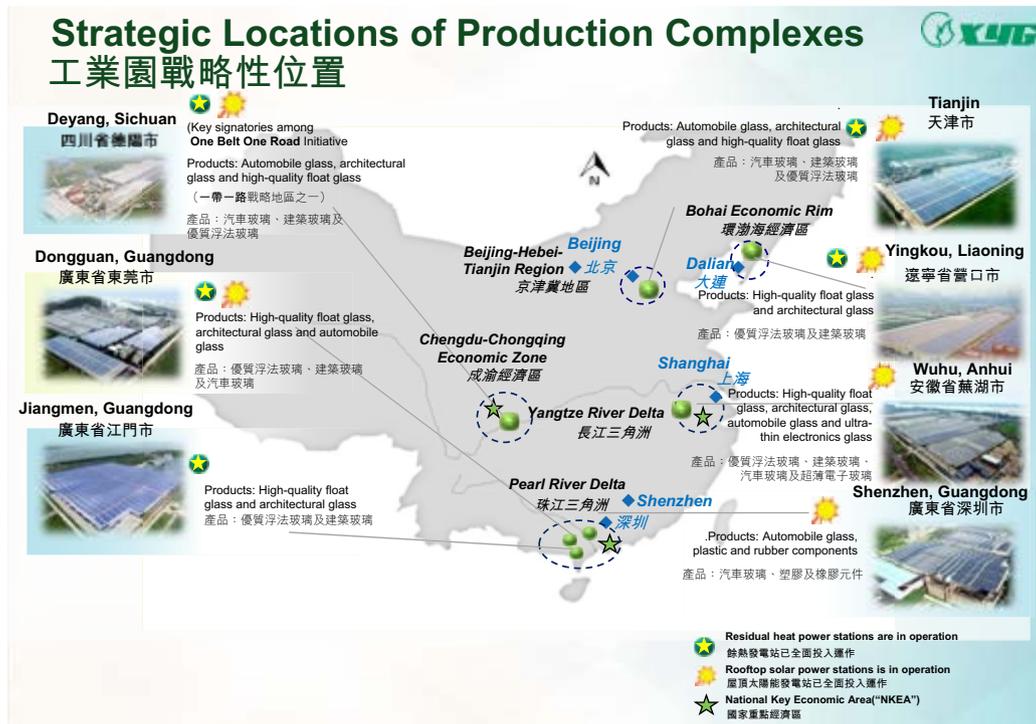


# ABOUT XINYI GLASS 關於信義玻璃



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 Global Composite Index, the Hang Seng Composite Index, the Hang Seng Composite MidCap Index, the Hang Seng Composite Industry Index - Industrials, as well as the MSCI Hong Kong Small Cap Index, etc. Apart from the overseas base in Malaysia, the present Xinyi Glass's seven industrial parks in China – Dongguan, Shenzhen, Jiangmen, Wuhu, Tianjin, Yingkou and Deyang have already covered Pearl River Delta Region, 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 over 5.1 million square meters with approximately 12,000 existing employees.

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，信義玻璃股份為恆生環球綜合指數、恆生綜合指數、恆生綜合中型股指數及恆生綜合行業指數－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基地，現時的國內七大工業園－東莞、深圳、江門、蕪湖、天津、營口、德陽、已輻射最活躍的珠三角、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510多萬平方米，現有員工約1.2萬人。



As a global leading manufacturer of high-quality float glass, Xinyi Glass is currently ranked the first in China in terms of daily melting capacity. Xinyi Glass has a long-term

信義玻璃是國際領先的優質浮法玻璃生產商，目前日熔量為全國排名第一。信義玻璃長期致力於高科技和環保節能產品



## ABOUT XINYI GLASS 關於信義玻璃

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, ultra-thick and ultra-clear 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, various specially-coloured glass in ultra-clear, green, gray, brown, blue, black, clear, etc. as the series are produced all year around. 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.

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 over 25% of the global automobile glass aftermarket sector, as well as 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, bullet proof and sound proof automobile glass. With the high-end 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-E glass, heat reflective coated

的研發，是行業極少數能掌握0.3mm至25.0mm厚度的超薄、超厚和超白等高端浮法玻璃生產技術的廠家之一，並常年生產超白玻、綠玻、灰玻、茶玻、藍玻、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。

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、汽車用前風檔夾層玻璃、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、防彈玻璃、隔音玻璃等產品。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、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、



## ABOUT XINYI GLASS 關於信義玻璃

glass, insulating glass, tempered glass, laminated glass, silk-screen printed glass, etc. Xinyi Glass by now has supplied high-quality energy-saving architectural glass products to landmark buildings in cities of China and other countries, such as the 2010 Shanghai Expo China Pavilion, the main stadium of the World Universiade, Digital Beijing, Guangzhou Victory Building, Tokyo Skytree and Singapore Bio Valley, etc.

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 and potential growth for our customers and working partners. At the time of running the business, Xinyi Glass also put 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**”.

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、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。

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，成就世界一流品牌企業**」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

### Enterprise mission

Leading a Green New Life

### Core values

Trust, Integrity, Passion and Care

### 企業願景

締造傑出玻璃企業,成就世界一流品牌企業。

### 企業使命

引領綠色新生活。

### 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 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.

#### *In compliance with*

- “Environmental Protection Law of the People’s Republic of China”,
- “Environmental Impact Assessment Law of the People’s Republic of China”,
- “Law of the People’s Republic of China on the Prevention and Control of Atmospheric Pollution”,

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、環保的產品體驗的同時，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。

#### *守法循章*

- 《中華人民共和國環境保護法》、
- 《中華人民共和國環境影響評價法》、
- 《中華人民共和國大氣污染防治法》、



## ENVIRONMENTAL PROTECTION 環境保護

- “Water Pollution Prevention and Control Law of the People’s Republic of China”,
- 《中華人民共和國水污染防治法》、
- “Law of the People’s Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste” and the environmental protection regulation(s) applicable to the business location(s), Xinyi Glass takes necessary environmental protection measures.
- 《中華人民共和國固體廢物污染環境防治法》及各業務所在地所適用的環保法律法規，採取必要的環境保護措施。

The Group continues to increase the investment in technological reform, energy saving and reducing consumption as well as the environmental protection facilities. This is to create an environmentally-friendly and innovative world-class brand, Xinyi Glass. The Group comprehensively promotes desulphurisation, denitrification and residual heat generation (to reduce the consumption of purchased electricity) projects to reduce carbon emissions and promotes recycling of resources. This is to achieve a win-win situation between the enterprise and society, meanwhile significantly accelerating the country’s move towards energy conservation. The Group has a project called “Golden Sun”, which is a rooftop solar power generation project among all industrial parks. It allows us to generate electricity for our own use in the plants and help the Company to create economic benefits.

### a. Air emissions

In the process of glass production, the main greenhouse gases and emissions include carbon dioxide (CO<sub>2</sub>), sulphur dioxide (SO<sub>2</sub>), nitrogen oxide (NO<sub>x</sub>) and dust. All the sulphur dioxide, nitrogen oxide as well as smoke and dust emitted by Xinyi Glass comply with the specified national and local emission requirements such as the Emission Standard of Air Pollutants for Flat Glass Industry and the Emission Standard of Air Pollutants for Industrial Furnaces of Tianjin.

集團不斷加大對技術改造、節能降耗、環保設施的投入，致力將信義打造成為環保、創新的世界一流品牌。集團全面推廣脫硫脫硝、餘熱發電(減少外購電用量)等專案來減少碳排放，加大資源的循環利用，實現企業價值與社會價值的雙贏，大力推動國家節能減排的步伐。集團在各工業園廠房屋頂建設「金太陽」屋頂光伏發電項目，在滿足工廠自身對電能使用的同時也為公司創造了良好的經濟效益。

### a. 廢氣

在生產玻璃的過程中，最主要的溫室氣體及排放物包括二氧化碳(CO<sub>2</sub>)、二氧化硫(SO<sub>2</sub>)、氮氧化物(NO<sub>x</sub>)及粉塵。信義玻璃排放的二氧化硫、氮氧化物及煙塵均符合國家及各地包括《平板玻璃工業大氣污染物排放標準》、《天津市工業窯爐大氣污染物排放標準》等指定的排放標準。



Natural gas, an efficient clean energy, is adopted as the fuel for the float glass production line, to which the integrated technology of fume desulphurisation, denitrification and dedusting is fully applied. 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高效清潔能源天然氣作為燃料，並全部上線使用煙氣脫硫、脫硝及除塵一體化技術，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。

Annual actual emission of industrial parks in China (average) per m<sup>3</sup>\*:

國內工業園2017年實際排放(平均值)每立方米\*：

| Emission index 排放指標     | Unit 單位                     | 2017 |
|-------------------------|-----------------------------|------|
| Particulates<br>顆粒物     | mg/m <sup>3</sup><br>毫克/立方米 | 22   |
| Sulphur dioxide<br>二氧化硫 |                             | 115  |
| Nitrogen oxides<br>氮氧化物 |                             | 309  |

|                          | Unit 單位             | 2017 |
|--------------------------|---------------------|------|
| Greenhouse gases<br>溫室氣體 | 10,000 tonnes<br>萬噸 | 370  |

\* 深圳工業園沒生產浮法玻璃

\* Shenzhen Industrial Park did not produce float glass

**b. Hazardous waste**

Hazardous waste generated by Xinyi Glass during the production process mainly includes waste developer solution, waste ink, waste empty drums, waste engine oil, sewage, etc. In 2017, the total amount of hazardous waste disposed of was approximately 49.3 tonnes. The Group has a strict handling approach in place for hazardous waste, all of which will be packed and separated for handling. These items will be stored in specific locations with warning labels attached, and then, in accordance with the relevant national requirements for hazardous waste management, finally handled by the entrusted agencies which are qualified for handling hazardous waste and are registered with the environmental protection bureau.

**b. 有害廢物**

信義玻璃在生產過程所產生的有害廢棄物主要包括廢顯影液、廢油墨、廢空桶、廢機油、廢水等，2017年的有害廢棄物排放總量約49.3噸。集團針對有害廢棄物都有嚴謹的處理方法，所有有害廢物都會包裝及分隔處理，放置特定位置並加上警告標示暫存，再按國家危險廢物管理相關要求，委託有害廢物處理資質並在環保局有備案的廠家進行最終處理。



### c. Non-hazardous waste

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 2017, the total amount of non-hazardous waste disposed of was approximately 247,000 tonnes, representing a year-on-year decrease of 18.3%. Shattered glass accounted for approximately 94.0%, which was sent back to the furnaces as raw materials; waste packing paper and plastic was sold to resource 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.

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 environmentally-friendly path is very well paved and walked on.

### 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.

### c. 無害廢物

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，2017年的無害廢棄物排放總量約24.7萬噸，同比減18.3%。碎玻璃佔當中約94.0%，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。

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、環保的產品體驗的同時，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。

### 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。



Using natural gas as the main fuel for production, each industrial park actively reduces the energy consumption of its products. Besides, water and energy consumption is reduced even by using low temperature residual heat generation equipment, solar power generation equipment and hot air from the annealing furnace for water and electricity supply, etc. With the reuse of the current resources, this leads to a fresher and cleaner environment.

各工業園採用天然氣作為主要生產燃料，積極降低產品能耗。另外，更採用低溫餘熱發電、光伏發電、退火窯熱風供水供電等設備減少水及能源耗用量，將現有資源重新加以利用，令環境更清新潔淨。

Energy Consumed by industrial parks in China in 2017:

2017 國內工業園使用的能源：

| Energy consumption index |                     |           |
|--------------------------|---------------------|-----------|
| 耗用能源指標                   | Unit 單位             | 2017      |
| Water consumption<br>耗水量 | 10,000 tonnes<br>萬噸 | 1,083     |
| Natural gas<br>天然氣       | } MWh<br>兆瓦時        | 8,393,935 |
| Electricity*<br>電力*      |                     |           |
| Other fuels<br>其他燃料      |                     |           |

\* Externally purchased electricity in 2017 was approximately 725,178 MWh

\* 2017 年外購電力約為 725,178 兆瓦時

### 1. Use of Natural Gas

To fully implement clean production, the safe and environmentally friendly clean energy, natural gas, is currently used in the production of float glass at each of Xinyi Glass production parks. The fumes are treated with the integrated technology of denitrification, desulphurisation and dedusting. Xinyi Glass has obtained good results in clean production, energy saving and emission reduction while ensuring the safe and stable operation of the production system.

### 1. 採用天然氣

目前信義玻璃各生產基地的浮法玻璃生產均採用了安全、環保的清潔能源—天然氣，煙氣進行了脫硝、脫硫、除塵一體化技術，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。



### 2. Low Temperature Residual Heat Generation

To reduce energy consumption and production costs, Xinyi Glass has built pure low temperature residual heat generation stations at its production bases in Dongguan, Tianjin, Jiangmen, Yingkou and Deyang. This can help better exercising 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. For the residual heat generation stations built by Xinyi Glass, fumes at approximately 450°C, which are generated by the melting furnace in the production line and released from the regenerative chamber, enter the denitrification system of fumes after their temperature drops to approximately 350°C with part of the heat recovered by the waste heat boiler. After the removal of nitrogen oxides and dust, the fumes at approximately 320°C re-enter the boiler system of residual heat generation and the temperature is finally lowered to approximately 170°C as the waste heat is used. Without spraying a large amount of water for cooling, the requirement for inputs of a temperature below 180°C of the subsequent desulphurisation is directly met. The fumes then enter the desulphurisation system to remove sulphur dioxide and the residual dust. By doing so, a significant amount of water and electricity is saved and the efficiency of denitrification and desulphurisation is enhanced. Xinyi Glass fulfills the emission standards while fully utilising the residual heat of exhaust gas.

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. In 2017, residual heat

### 2. 低溫餘熱發電

為降低能耗和生產成本，信義玻璃在東莞、天津、江門、營口、德陽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。信義玻璃建設的餘熱發電站，以生產線熔窯產生並由蓄熱室出來的450°C左右的煙氣經餘熱鍋爐，回收部分熱量後溫度下降至350°C左右，進入煙氣脫硝系統，去除氮氧化物和粉塵後的煙氣溫度還有320°C左右，再次進入餘熱發電鍋爐系統利用餘熱，最後溫度降低至170°C左右，在無需大量噴水降溫的情況下，直接滿足了其後脫硫工藝對煙氣進口溫度低於180°C的要求，進入脫硫系統去除二氧化硫和剩餘粉塵，這樣不僅節約了大量用水、用電，也提升了脫硝、脫硫的效率，在充分利用廢氣餘熱的同時實現了達標排放。

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，能很好地與玻璃生產線有機的配合。2017年，餘熱發電為各個工業園區共提



generation provided all industrial parks with more than 240 million kWh of electricity, saving over 98,000 tonnes of standard coal and reducing the emission of dust, CO<sub>2</sub> and SO<sub>2</sub> by over 66,000 tonnes, over 170,000 tonnes and over 7,000 tonnes respectively, which is equivalent to planting approximately 427,348 trees annually and the annual electricity consumption of approximately 121,492 families.

### 3. Solar Power Generation

Xinyi Glass has commenced the “Golden Sun” rooftop solar power generation project since 2013. Solar energy is converted into electricity through the distributed solar power generation project carried out in different industrial parks. Renewable energy is used and society is provided with clean and green energy.

Xinyi Glass has also launched the plant rooftop solar power generation project, in which solar radiation is directly converted into usable electricity. By directly connecting the solar power generation system with the Company’s internal grid, the grid-connected operation does not require the use of battery cells. This does not only significantly reduce the construction cost, but also increases power generation efficiency and enhances the performance on environmental protection. In 2017, solar power generation of the Group was performed for its own use with the utilisation of energy improved. Power generation of Xinyi Glass for its own use was more than 73 million kWh of electricity, saving over 29,000 tonnes of standard coal and reducing the emission of dust, CO<sub>2</sub> and SO<sub>2</sub> by approximately over 19,000 tonnes, over 51,000 tonnes and nearly 2,000 tonnes respectively, which is equivalent to planting approximately 128,644 trees annually and the annual electricity consumption of approximately 36,573 families.

供超過24,000萬度電，即節約標準煤超9.8萬噸，減排碳粉塵超6.6萬噸，減排CO<sub>2</sub>超17.0萬噸，減排SO<sub>2</sub>多於0.7萬噸，相當於每年種約427,348棵樹及約121,492戶家庭一年用電量。

### 3. 光伏發電

信義玻璃在2013年起實施「金太陽」屋頂光伏發電項目，不同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，實現可再生能源利用，為社會貢獻清潔綠色能源。

信義玻璃亦推行了廠房屋頂光伏發電項目，把太陽光輻射能直接轉換為可利用的電能。通過將光伏發電系統與公司內部電網直接連接並網運行，不採用蓄電池，不僅可以大幅度降低造價，而且具有更高的發電效率和更好的環保性能。2017年，集團自用的光伏發電量，優化能源利用。信義玻璃自用的發電超過7,300萬度電，節約標準煤超過2.9萬噸，減排碳粉塵多於1.9萬噸，減排CO<sub>2</sub>多於5.1萬噸，減排SO<sub>2</sub>接近0.2萬噸，相當於每年種約128,644棵樹及約36,573戶家庭一年用電量。



### 4. Using Hot Air from the Annealing Furnace for Water and Electricity Supply

By using hot air from the annealing furnace to produce hot water, 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 need to be heated by steam, and the spare steam can all be used to generate electricity, bringing us greater economic efficiency. Heat from the annealing process is recovered by using the surface heat exchange technology, and the resulting hot water at approximately 70°C is transferred to the heat exchange station in the living area. After the circulating hot water is cooled down to approximately 50°C, it will return to the heat exchanger beside the annealing furnace through the return pipe and will then be heated and circulated for use. Municipal water in the water tank is heated to 50-55°C and then transferred to the staff dormitory using the water pump. Based on the actual situations in winter, the circulating hot water can also be diverted to the heat supply pipe in order to provide heat to the staff dormitory. In 2017, the Group supplied heat of more than 120 million kWh of electricity by using hot air from the annealing furnace, saving over 51,000 tonnes of standard coal and reducing the emission of dust, CO<sub>2</sub> and SO<sub>2</sub> by approximately over 34,000 tonnes, over 90,000 tonnes and over 3,000 tonnes respectively, which is equivalent to planting approximately 224,997 trees annually and the annual electricity consumption of approximately 63,965 families (2016: over 11,630 kWh of electricity).

### 4. 利用退火窯熱風供水供電

信義玻璃利用退火窯熱風生產熱水，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，無需再用蒸汽來加熱生活區員工生活用的熱水，節省下來的蒸汽可以全部用來發電，帶來更大的經濟效益。採用表面換熱技術實現退火段熱量回收，產生的溫度為70°C左右的熱水至生活區換熱站，迴圈熱水降溫到50°C左右後通過回水管重新回到退火窯邊的換熱器裡進行加熱，迴圈使用；水箱內的自來水被加熱到50~55°C後通過水泵輸送到員工宿舍。同時根據實際情況在冬天時還可以将迴圈熱水接到供暖管道，用來給員工宿舍取暖。2017年，集團的退火窯熱風供暖熱量超過12,000萬度電，即節約標準煤超過5.1萬噸，減排粉塵超3.4萬噸，減排CO<sub>2</sub>約9.0萬噸，減排SO<sub>2</sub>超0.3萬噸，相當於每年種約224,997棵樹及約63,965戶家庭一年用電量(2016年：超過11,630萬度電)。



### 5. Circulating Water System

Xinyi Glass actively promotes several measures in water saving and discharge reduction to perform the recycling use as far as possible as our goal. An example is that the discharged water, after being treated by the circulating water system at the low-temperature residual heat generation stations, is reused for the glass production lines and the cooling water of equipment is circulated for use. In 2017, 1.849 million tonnes of water treated by the system was reused.

### 6. Use and Handling of Sewage

The Group has also invested in the construction of sewage treatment system for the purpose of handling the sewage that is non-reusable or unsuitable for reuse. For example, approximately 40,000 tonnes and approximately 100,000 tonnes of sewage was produced annually at Dongguan Industrial Park from boiler water treatment and the circulating water system, respectively. Without a sewage treatment system, the wastewater produced will be directly discharged; however, after collected and treated, approximately 140,000 tonnes of the said sewage in total can be used in the desulphurisation system, and vaporize due to the great heat of the system.

### 5. 迴圈水系統

信義玻璃積極進行多項節水減排工作，盡量以循環使用為方向，例如經低溫餘熱發電站迴圈水系統排水進行處理後，回用於玻璃生產線，設備冷卻水迴圈使用，2017年經系統重用的水為184.9萬噸。

### 6. 污水利用及處理

集團亦投資興建污水處理系統，去處理無法或不適合重新使用的污水。以東莞工業園為例子，全年鍋爐水處理會產生約4萬噸的膿水，迴圈水系統全年共排放約10萬噸污水，如果沒有污水處理系統，所產生的廢水均會直接外排，但經回收處理後，這約14萬噸經處理後的污水均可回到脫硫系統使用。經高溫的脫硫系統使用後，污水會成水蒸氣消失。



### 7. Recycling of Wooden Boards and Metal Pallet

Recycling technology is implemented and wooden boards are reused in each industrial park. The wooden boards from unpacking are recycled, processed and reused to avoid the wastage of resources. Currently, most of the raw glass used by the Company in production is packed in wooden cases which will turn into a large amount of waste if not recycled, processed or reused after unpacking. On the other hand, the Group's demand for wooden boards is relatively high, and the Company produces a large amount of recyclable wooden boards after using the raw glass packed in wooden cases. If nails and scraps are removed from the collected boards, they can be put into use again, which enhances the value of resources, saves production cost, lightens the workload of waste treatment and reduces the pressure on natural resources supply. In 2017, a total of more than 3,200 m<sup>3</sup> (2016: 3,000 m<sup>3</sup>) of wooden boards had been recycled.

### 7. 木板及鐵架回收

各個工業園實施了回收科技板再利用，將拆箱後的木板進行回收處理後再利用，避免資源浪費。目前公司生產使用的原片有很多是木箱包裝，拆用後如不進行收集處理再利用，將會產生大量的廢木板。另一方面，集團對木板的需求量比較大，公司使用木箱原片後會產生大量的可循環使用的木板。如收集後進行「去釘去廢」處理，這些木板將可再次投入使用延長資源價值，節約生產成本，減少廢品處理工作量，降低自然資料供應壓力。2017年回收木板共超過3,200立方米（2016年：3,000立方米）。

### The aggregate electricity consumption of methods (2), (3) and (4) above (Direct Energy)

### 綜合以上(2)、(3)、(4)項方案所提供用電量(直接能源)

Providing over 433 million kWh of electricity:

提供超過43,300萬度電：

Saving over 178,000 tonnes of standard coal  
 Reducing the emission of dust by over 119,000 tonnes  
 Reducing the emission of CO<sub>2</sub> by over 311,000 tonnes  
 Reducing the emission of SO<sub>2</sub> by over 12,000 tonnes  
 Equivalent to planting 780,989 trees annually  
 The annual electricity consumption of approximately 222,030 families

節約標準煤超過17.8萬噸  
 減排碳粉塵超過11.9萬噸  
 減排CO<sub>2</sub>超過31.1萬噸  
 減排SO<sub>2</sub>超1.2萬噸  
 相當於每年種植780,989棵樹  
 約222,030戶家庭一年用電量



### The Environment and Natural Resources

Xinyi Glass is coordinated and managed by the Group. Each division carries out energy saving and environmental protection management as a unit, of which the 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. Having fulfilled the ISO14001 certification for the environmental management system, all of Xinyi Glass seven major production parks in China currently operate and implement the system in strict compliance with the relevant requirements. Online monitoring system for fumes is installed in each production park, and the emission information of fumes is instantly sent to the local environmental protection bureau and supervised by the environmental protection department.

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’s staff members provide valuable inputs and action to make their own contributions to the enterprise’s goal of “building a green, energy-saving and environmentally friendly enterprise”.

### 環境及天然資源

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。目前，信義玻璃國內七大生產基地全部通過了ISO14001環境管理體系認證，並嚴格按照體系要求運行實施。各生產基地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。



## 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, contribution assessment not based on qualifications, as well as fair, just and reasonable opportunities are 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

In addition to complying 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》) in the PRC and those of each location, Xinyi Glass has also formulated “Induction Training Procedure for New Staff” and “Labour Contract”. Before joining, each new staff member has to undergo health check-up at a designated hospital as required by the Company. All of them are required to receive induction training to gain knowledge of the corporate culture, rules and regulations, safe production, system establishment, positions and responsibilities, etc., including the Group profile, overview of the industrial park, training on safety knowledge, training on system knowledge and external training. Group companies in Hong Kong, Malaysia and other overseas locations also comply to respective local applicable employment laws and regulations.

### 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

信義玻璃於中國除了遵守《中華人民共和國勞動法》及各地等相關的勞動法律法例外，集團亦制定了《新員工入職培訓流程》及《勞動合同書》，每位同事入職前，均要到指定醫院進行公司規定的健康檢查，而所有新員工必須要進行入職培訓，讓新員工瞭解企業文化、規章制度、安全生產、體系建設、崗位職責等方面的知識，例如包括集團概況、工業園概況、安全知識培訓、體系知識培訓和委外培訓。香港、馬來西亞及其他外地集團公司亦遵守相關當地適用的僱傭法律及條例。

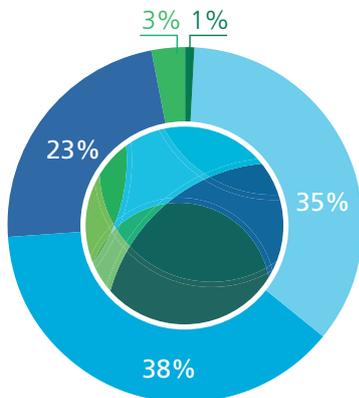
## SOCIAL RESPONSIBILITY 社會責任



As at 31 December 2017, the total number of employees of Xinyi Glass (including the Malaysian Plant) was 11,840, including production, research and development, sales and management teams, etc. The majority of them were in the age group of 31-40, followed by the age group of 21-30. Xinyi Glass recruits employees with diversified backgrounds, including different age, gender, race, nationality and location, and religion and political beliefs, as well as educational background.

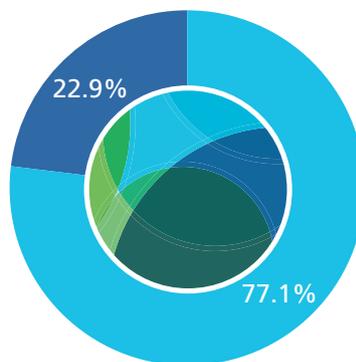
截至2017年12月31日，信義玻璃的全部(包括馬來西亞工廠)僱員數目為11,840人，包括生產、研發、銷售及管理團隊，按年齡層主要分佈在31-40歲的組別，其次為21-30歲。信義玻璃聘用不同年齡、性別、民族、國籍和地區、宗教信仰、政治理念和教育經歷等多元因素的員工。

**By Age**  
員工年齡層比例



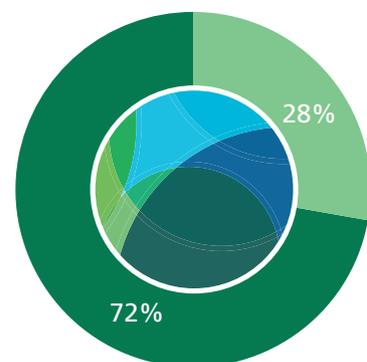
- 20 or below  
20歲或以下
- 21-30
- 31-40
- 41-50
- 51-60
- 61 or above  
61歲或以上

**By Sex**  
員工性別比例



- Male  
男
- Female  
女

**By Plants' Region in China**  
按中國工廠地區比例



- Local  
本地
- Cities abroad  
外省



### Remuneration Package and Benefits

Xinyi Glass has set up the “Remuneration System”, providing the employees with attractive remuneration and benefits. Staff’s remuneration package, comprised of basic salary, performance-based 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. The Company pays the social insurance premium for its employees in the PRC and factories, and provides them with meal allowances, housing benefits, subsidies for high temperature, transport and communication allowances.

To retain high calibre staff members, the Group also sets up reward systems such as “Patent Reward System”, “Incentive Scheme”, “Management System for the Internal Title Accreditation of the Group”, etc., to encourage staff members to conduct more product research and development and participate in the annual internal title accreditation. Staff members who have been internally accredited with titles, managerial duties and titles, or specially-recruited staff members are entitled to the Company’s share options. In addition, Xinyi Glass presents service awards to its employees in the PRC production bases. Staff will receive their service awards and cash prize after the completion of their first 5-year contract terms. Staff will be awarded service and monetary awards after the completion of their second 5-year contract terms. For staff who work for Xinyi Glass for 10 consecutive years, subject to the approval from the Board, the Company will consider granting share options as an incentive to allow their staff to share Xinyi’s fruitful results.

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》) and the respective applicable employment laws and regulations in the overseas locations in which it operates. The staff works eight hours a day, while production departments implement a shift system. The Company provides national statutory holidays and paid leaves, such as marriage leave, funeral leave, maternity leave, and paternity leave, etc.

### 薪酬及福利

信義玻璃制定了《薪資制度》，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、績效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。公司為國內及工廠員工繳納社會保險金，為員工提供飲食津貼、住房福利、高溫補貼、交通及通訊補助。

集團為挽留優秀員工，亦設立《專利獎勵制度》、《激勵制度》、《集團內評職稱管理制度》等等獎勵制度，鼓勵員工多作產品研發及參評每年一次的內部職稱評定，具備公司內評職稱、管理職務頭銜或特殊引進人才享有公司股票購股權。此外，信義玻璃於國內生產基地設有就業服務獎。員工第一個五年期勞動合同期滿後，頒發信義就業服務獎及現金獎。第二個五年期勞動合同期滿後，則有信義就業服務獎及獎金。對於在信義連續工作滿十周年的員工，在獲得董事會批准後，當年可考慮給予公司股權激勵，讓員工一同分享信義的成果。

信義玻璃嚴格遵守《中華人民共和國勞動法》、《僱傭條例》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。每天工作八小時，生產部門實行倒班輪休制。公司按國家法定節假日放假，另設有婚假、喪假、產假、陪產假等有薪假期。



### 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 negotiate for the benefits to raise the staff's sense of belonging.

Among the initiatives, 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. The directors of the Group contributed RMB2 million to the fund in 2017 to help those employees in need. In 2017, more than RMB1 million was used in total, benefitting 196 employees.

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 RMB700,000 and benefitted a total of 212 eligible children of our employees.

### Donations

In 2017 financial year, Xinyi Glass has donated approximately HK\$1.9 million to external charitable bodies.

### 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。

其中，各個工會屬下設立「愛心基金」，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，用於協助有困難的員工及其家庭，發揮員工間守望相助的精神。集團董事於2017年，捐款200萬人民幣到基金內，為有需要員工提供幫助。2017年共撥款超過人民幣100萬元，受助員工達196人。

另外，在2017年，集團成立了「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，共有212名合資格的員工子女受惠，基金發放超過70萬人民幣。

### 捐款

信義玻璃於2017年財政年度對外慈善團體捐助約港幣190萬元。



### Staff Activities

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 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.

### 員工活動

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，豐富員工八小時之外的生活和交流。





| Summary of Some Staff Activities in 2017 2017 部分員工活動撮要 |   |  |
|--|---|--|
| March<br>3月  | Dongguan Industrial Park<br>東莞工業園           | The 9 <sup>th</sup> Tug-of-War Competition<br>第九屆拔河比賽  |
|  | Jiangmen Industrial Park<br>江門工業園           | The 2 <sup>nd</sup> Debate Competition<br>第二屆辯論比賽  |
| May<br>5月  | Deyang Industrial Park<br>德陽工業園             | The 3 <sup>rd</sup> "Hercules Cup" Tug-of-War Competition<br>第三屆「大力士杯」拔河比賽                   |
|  | Wuhu Industrial Park<br>蕪湖工業園               | The 10 <sup>th</sup> "Energy-Saving Cup" Basketball Competition<br>第十屆「節能杯」籃球聯賽              |
| July<br>7月   | Tianjin Industrial Park<br>天津工業園            | The 4 <sup>th</sup> "Voice of Xinyi" Competition<br>第四屆「信義好聲音」比賽                             |
| August<br>8月   | Shenzhen Industrial Park<br>深圳工業園           | "Xinyi Cup" Badminton Team Competition<br>「信義杯」羽毛球團體比賽                                       |
|  | Yingkou Industrial Park<br>營口工業園            | The 3 <sup>rd</sup> "Xinyi Cup" Basketball Competition<br>第三屆「信義杯」籃球比賽                       |
| September<br>9月  | All industrial parks of the Group<br>集團各工業園 | A series of "Teachers' Day" events<br>「教師節」系列活動  |
|  | Yingkou Industrial Park<br>營口工業園            | The 2 <sup>nd</sup> Gymnastics Competition<br>第二屆體操比賽  |
|  | Tianjin Industrial Park<br>天津工業園            | Cultural Night for Celebrating the National Day and the Mid-Autumn Festival<br>「慶國慶、迎中秋」文藝晚會 |
|  | Dongguan Industrial Park<br>東莞工業園           | Cultural Night for Celebrating the National Day Holiday<br>「喜迎國慶、歡度佳節」文藝晚會                   |
|  | Shenzhen Industrial Park<br>深圳工業園           | Dinner for Celebrating the National Day and the Mid-Autumn Festival<br>「迎國慶、慶中秋」聯歡晚宴         |
| October<br>10月   | Dongguan Industrial Park<br>東莞工業園           | The 10 <sup>th</sup> "Xinyi Cup" Football Competition<br>第十屆「信義杯」足球比賽                        |
|  | Deyang Industrial Park<br>德陽工業園             | The 1 <sup>st</sup> Fishing Competition<br>第一屆釣魚比賽   |
| November<br>11月  | Dongguan Industrial Park<br>東莞工業園           | The 10 <sup>th</sup> Radio Calisthenics Competition<br>第十屆廣播體操比賽                             |
|  | Wuhu Industrial Park<br>蕪湖工業園               | The 4 <sup>th</sup> Radio Calisthenics Competition<br>第四屆廣播體操比賽                              |
|  | Wuhu Industrial Park<br>蕪湖工業園               | Autumn Outward Bound Activity<br>秋季拓展活動  |
|  | Deyang Industrial Park<br>德陽工業園             | The 3 <sup>rd</sup> Fun Sports Day<br>第三屆趣味運動會   |
|  | Deyang Industrial Park<br>德陽工業園             | Outward Bound Activity<br>拓展活動   |
|  | Wuhu Industrial Park<br>蕪湖工業園               | Cultural Night for Celebrating Christmas and New Year's Day<br>「慶聖誕、迎元旦」文藝晚會                 |
| December<br>12月  | Yingkou Industrial Park<br>營口工業園            | The 2 <sup>nd</sup> Chess Competition<br>第二屆象棋比賽   |
|  | Shenzhen Industrial Park<br>深圳工業園           | Dinner for Celebrating New Year's Day 2018<br>2018年迎新年聯歡晚會                                   |



### Health and Safety

Xinyi Glass has set up a safety management and implementation instrumentality with dedicated personnel, and has developed the "Work Safety System" and implemented the health and safety management system and operation procedure in accordance with the "Work Safety Law" (《安全生產法》). The Group provides its staff with labour protective equipment and supplies, including gloves and safety shoes, etc.; and, at the same time, improves health and safety conditions in workplace, such as placing safety slogans and relevant warning signs around its industrial parks to remind the staff. The Group also conducts annual medical check-ups for the eligible staff to ensure their health. 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.

### 健康與安全

信義玻璃設立安全管理和執行機構並配備專門人員，並已按《安全生產法》制定《安全生產制度》及執行健全安全管理制度和操作規程。集團為員工配備勞動保護設施和用品包括手套、勞保鞋等；同時，改善工作場所健康與安全環境，工業園都有安全標語及相關警告標誌，以提醒員工；集團每年亦會為合資格員工進行體檢，確保員工的健康。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。





Xinyi Glass annually organises training for the management staff of safe production to enhance their know-how about health and safety. In order to create a safe production environment, the Group has made June 2017 the “Safe Production Month”. Safety awareness of the staff is raised and the implementation of the rules and regulations on safe production and the technical operation procedure is ensured by integrating the internal and external education and promotion on health and safety, including improving the safety management system, organising various seminars on safety knowledge, setting up safety warning labels, banners and slogans, etc.

信義玻璃每年組織對安全生產管理人員的培訓，提高員工的健康安全技能。為營造安全生產的環境，集團訂立2017年6月份為「安全生產月」，通過內外相結合的健康與安全教育和宣傳，如完善安全管理系統、舉辦多個安全知識講座、設置安全警示標識、條幅及標語等多種形式，提高員工安全意識，確保安全生產規章制度和技術操作規程的實現。

| Summary of Some Activities in 2017 2017 部分活動撮要 |   |
|--|---|
| March<br>3月                                    | Quality Management Training<br>質量管理培訓   |
|  | Level 3 Safety Standardised Training<br>三級安全標準化培訓                                   |
| May<br>5月                                      | Fire Safety Skills Competition<br>消防技能競賽  |
| June<br>6月                                     | “Safe Production Month” – Safe Production Inauguration Ceremony<br>「安全生產月」—安全生產啟動大會 |

## Development and Training

Xinyi Glass is committed to “deploying” and “nurturing” human resources, which are an intangible asset of the Company. With a sound system for nurturing and managing talents, which is the “Management Procedure for Training Programme”, the Group carries out staff training and development events, through which the staff can continuously increase their professional knowledge and skills, improve management techniques and develop problem-solving ability. The good training resources and learning environment help to enhance their learning efficiency and encourage continuous innovation, which allows the Company to build up a reserve of talents for future development.

## 發展及培訓

人力資源是信義玻璃的無形資產，致力於「用」和「育」。集團有健全人才培養和管理機制《培訓計畫管理流程》，推動員工培訓和發展活動，故不斷增進僱員的專業知識與技能，提升管理技巧，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，使人才不斷創新，做好未來發展的人才儲備。



## SOCIAL RESPONSIBILITY 社會責任

In 2017, the Group's total number of training hours amounted to 21,716 hours and the average number of training hours per trainee was over 1.6 hours.

2017年集團培訓總時數21,716小時，參訓員工平均受訓時數超過1.6小時。

| Summary of Some Training Activities in 2017 2017部分培訓活動摘要 |   |
|--|---|
| July<br>7月   | The 8th Outward Bound Activity<br>第八屆拓展活動   |
|  | Training on "Public Relations and Market Analysis for Senior Management"<br>《高層公關與市場分析》培訓 |
| August<br>8月   | Military training for the core management members<br>管理幹部軍訓活動                             |
|  | Training on "Core Competence of the Management Members of the Company"<br>《企業管理人員核心能力》培訓  |
| September<br>9月  | Training on "Sales Skills for Construction Projects"<br>《工程項目銷售技能》培訓                      |
|  | Training on "Financial Statement Analysis"<br>《財務報表分析》培訓                                  |





### Labour Standards

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》) and the local legal requirements in the places where its business are located, as well as the laws and regulations prohibiting the use of child and forced labour. To ensure staff health and safety, forced labour is strictly prohibited and no staff can start working before the completion of the relevant training.

### Operating Management

#### Supply Chain Management

Xinyi Glass has developed and implemented the “Procurement and Outsourcing Management System”, “Supplier Integrity Agreement” and “Supplier Management Process” 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. Through the above strict measures, the Group ensures that every part of the supply chain meets the standards and is secure.

### 勞工準則

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》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。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。

### 營運管理

#### 供應鏈管理

信義玻璃已制定並執行《採購和外包管理制度》、《供應商廉潔協議》及《供應商管理流程》，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。集團透過上述的嚴格措施，確保供應鏈的各個環節都達到標準及安全。



### Product Responsibility

Xinyi Glass is committed to 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, like ISO/TS16949: 2002, ISO14001: 2004, OHSAS18001, 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 VDA 6.3 (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 in 2017, 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.

### 產品責任

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：ISO/TS16949：2002、ISO14001:2004、OHSAS18001、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。在2017年，信義玻璃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》、國家工商行政管理總局商標局的《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。





### Anti-Corruption

The dedicated Xinyi Internal Control Centre 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

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。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，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。



### Community

#### Community Involvement

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 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 the public welfare, education, disaster relief and environmental protection in a practical way. The Group even has in succession won several titles of honour and awards, including the title of “Humen Education Supporter” granted by the government of Humen Town, Dongguan, “Guangdong Glory Career Award” and “The third Pengcheng Charity Award”, etc.

### 社區

#### 社區投入

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。集團更先後獲得東莞市虎門鎮政府頒發的「支援虎門教育事業」稱號、「廣東省光彩事業獎」和「第三屆鵬城慈善獎」等殊榮。



| Summary of Some Community Activities in 2017 2017 部分社區活動撮要 |   |
|--|---|
| City/Province 市/省  | Name of Activity 活動名稱   |
| Shenzhen<br>深圳   | Participated in the charity recruitment event for high school graduates in 2017, which was hosted by Henggang Residential District<br>參加橫崗街道主辦的2017年高校畢業生就業服務公益招聘   |
|  | Participated in the activities of Employment and Entrepreneurship Service Month of Longgang District for university students<br>參加龍崗區大學生就業創業服務月活動   |
|  | Participated in the charity plaza dancing performance organised by the plaza dancing team of a marine conservation charity<br>參加了公益海洋廣場舞隊主辦的廣場舞公益演出   |
|  | Participated in the "Henggang Cup" basketball competition<br>參加「橫崗杯」籃球賽   |
|  | Participated in the award presentation ceremony and was awarded the honorary titles of "Outstanding Member for Handling Party Affairs" and "Outstanding Party Member for Volunteering"<br>參加表彰大會獲得「優秀黨務工作者」及「優秀黨員志願者」榮譽稱號 |
| Wuhu<br>蕪湖   | Activities organised by the Home for the Elderly of Jiuzi Community to show our care for the elderly<br>茲鳩社區敬老院組織關愛老人的活動  |
|  | Participated and ranked second in the tug-of-war competition organised by Wuhu United Front Work Department<br>參加市統戰部主辦的拔河比賽並獲得第二名  |
| Tianjin<br>天津  | The labour union of Wuqing District visited children with disabilities at Shepherd's Field<br>武清區工會聯合去看望牧羊地兒童村殘疾兒童  |
|  | Participated in the football tournament organised by the government of Wuqing District<br>參加武清區政府組織的足球聯賽  |
|  | The volunteering team visited the veterans of the People's Volunteer Army with the labour union of the Development Area<br>義工隊與開發區工會一起看望抗美援朝老兵  |
| Yingkou<br>營口  | International marathon organised by Bayuquan District<br>鮫魚圈區組織的國際馬拉松比賽   |
| Dongguan<br>東莞   | Participated in the school sports day organised by Shajiao Elementary School<br>參加沙角小學召開的校園運動會  |
|  | Participated in the enterprise seminar organised by Ludong Community<br>參加路東社區組織的企業座談會  |
|  | Opening ceremony of the first session of Humen Charity Federation<br>虎門第一屆慈善會開幕式  |
|  | Participated and ranked first in the enterprise basketball competition organised by Ludong Community in Humen<br>虎門路東社區組織的企業籃球杯比賽，榮獲冠軍  |
| Hong Kong<br>香港  | Participated in "The Community Chest of Hong Kong Dress Casual Day"<br>參加「香港公益金便服日」   |



## AWARDS 獎項

| Date<br>日期                       | Awarding organisations<br>頒獎機構   | Name of the awards<br>獎項名稱  |
|----------------------------------|--|---|
| <b>January 2017</b><br>2017年1月   | Shenzhen Top Brand Evaluation Committee<br>深圳知名品牌委員會   | Shenzhen Top Brand<br>深圳知名品牌  |
| <b>February 2017</b><br>2017年2月  | British Standards Institution (BSI)<br>BSI英國標準協會   | "2017 Premium Client" Honorary Certificate<br>《2017年星級客戶》榮譽證書                               |
| <b>May 2017</b><br>2017年5月       | HKIRA<br>香港投資者關係協會   | Best IR Company – Mid Cap<br>最佳投資者關係公司—中型股  |
| <b>September 2017</b><br>2017年9月 | China Entry & Exit Inspection and Quarantine Association<br>中國出入境檢驗檢疫協會  | China Quality Credit Enterprise<br>中國品質誠信企業   |
| <b>October 2017</b><br>2017年10月  | China Building Material Enterprise Management Association<br>中國建築材料企業管理協會  | Top 20 China Building Material Enterprises in 2017<br>2017中國建材企業二十強                         |
|                                  | China Architectural and Industrial Glass Association<br>中國建築玻璃與工業玻璃協會  | Top 30 China Glass Processing Enterprises in 2016<br>2016年度中國加工玻璃30強企業                      |
|                                  | The Economic & Information Commission of Guangdong Province, Environmental Protection Department of the Government of the Hong Kong Special Administrative Region<br>廣東省經濟和資訊化委員會、香港特別行政區政府環境局   | Hong Kong-Guangdong Cleaner Production Excellent Partner (Manufacturing)<br>粵港清潔生產優越夥伴(製造業) |
| <b>November 2017</b><br>2017年11月 | Shenzhen Enterprise Confederation, Shenzhen Economic Daily<br>深圳市企業聯合會、深圳商報  | Top 100 Enterprises in Shenzhen<br>深圳百強企業   |
| <b>December 2017</b><br>2017年12月 | Anhui General Chamber of Commerce, Economic and Information Commission, Bureau of Commerce, Local Taxation Bureau, Statistics Bureau, Administration for Industry and Commerce, State Administration of Taxation<br>安徽省工商聯、經信委、商務廳、地稅局、統計局、工商局、國稅局 | Top 20 Private Enterprises in Anhui<br>安徽省民營企業20強   |
|                                  | The Trademark Office of the State Administration for Industry and Commerce<br>國家工商行政管理總局商標局  | China Well-known Trademark<br>中國馳名商標  |
|                                  | Hong Kong Young Industrialists Council<br>香港青年工業家協會  | Hong Kong Awards for Industries: Upgrading and Transformation<br>香港工商業獎：升級轉型獎               |

## CERTIFICATIONS 證書



| Awarding organisations<br>頒獎機構  | Name of the Certificate<br>證書名稱  |
|---|--|
| China Building Material Test & Certification Group Co.,Ltd.<br>中國建材檢驗認證集團股份有限公司 | China Compulsory Certification (CCC)<br>中國強制性產品認證 (CCC)  |
| China Building Material Test & Certification Group Co.,Ltd.<br>中國建材檢驗認證集團股份有限公司 | Establishing and implementing a quality management system for GB/T 19001-2016/ISO 9001:2015<br>建立和實施的質量管理體系符合標準:GB/T 19001-2016/ISO 9001:2015  |
| Guojian Lianxin Attestation Center Co.,Ltd.<br>北京國建聯信認證中心有限公司                   | Energy management system certification GB/T23331-2012/ISO 5000: 2011 & RB/T111-2014<br>能源管理體系認證證書 GB/T23331-2012/ISO 5000: 2011 及 RB/T111-2014 |
| Guojian Lianxin Attestation Center Co.,Ltd.<br>北京國建聯信認證中心有限公司                   | Environment management system certification GB/T24001 - 2004 idt ISO14001:2004<br>環境管理體系認證證書 GB/T24001 - 2004 idt ISO14001:2004                |
| National Highway Traffic Safety Administration<br>美國國家公路交通安全管理局                 | USA DOT<br>美國 DOT 標準   |
| SIRIM QAS International   | SIRIM QAS Certification<br>SIRIM QAS 認證  |
| The United Nations Economic Commission for Europe<br>歐洲經濟委員會                    | EU ECE<br>歐共體 ECE 標準   |
| BSI Management Systems Certification (Beijing) Co., Ltd.<br>英標管理體系認證 (北京) 有限公司  | Quality management system—IATF 16949:2016<br>質量管理體系 -IATF 16949:2016   |
| BSI Assurance UK Limited  | OHSAS18001: 2007   |
| BSI Assurance UK Limited  | ISO14001: 2004   |
| SAI Global Certification Services Pty Limited                                   | AS/NZS 2208:1996   |
| General Building Research Corporation of Japan<br>日本建築綜合試驗所                     | JIS Certification<br>JIS 認證  |



# CERTIFICATIONS 證書





The Board of Directors (the “**Board**”), comprised of four executive directors, four non-executive directors and five independent non-executive directors, is the highest governance body of our Company. There are a number of committees under the Board, including Audit Committee, Nomination Committee and Remuneration Committee.

The positions of the chairman of the Board and the chief executive officer are held by different persons with clear division of their own responsibilities to ensure the effective separation between the operation of the Board and the daily management of the Company’s businesses and operations during the process of corporate management.

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 2017.

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 2017.

董事會(「**董事會**」)為本公司之最高管治機構，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，轄下設多個委員會，包括審核委員會、提名委員會、薪酬委員會。

董事會的主席和行政總裁由不同人士擔任，各自的職責擁有清晰的區別，以確保在企業管理中，董事會運作和公司業務及運營之日常管理得到有效區分。

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，本公司於二零一七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二零一七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。



## 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 the 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 2017 and up to the date of this annual 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《上市公司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，所有董事已確認於截至二零一七年十二月三十一日止整個年度及直至本年報日期已遵守標準守則所載必要之標準。



## Directors Responsibilities for the Financial Statements

The consolidated financial statements of the Company for the year ended 31 December 2017 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 judgements and estimates for the preparation of the financial statements of the Group.

## Risk Management and Internal Control

The Board and the management of the Group maintain a sound and effective system of 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.

## Communication with Shareholders

The Company is committed to ensuring that the Group complies with the disclosure obligations under the Listing Rules and other applicable laws and regulations, and that all shareholders and potential investors have an equal opportunity to receive and obtain information issued by the Company.

Information regularly provided to the shareholders includes annual and interim reports, circulars and announcements in accordance with the Listing Rules. For both institutional and retail investors, the Company's website at [www.xinyiglass.com](http://www.xinyiglass.com) provides up-to-date information on the Group. All key information such as announcements, annual and interim reports as well as disclosure of interests can be downloaded from it.

## 董事就財務報表所負之責任

本公司截至二零一七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。

## 風險管理及內部監控

董事會及本集團管理層於本集團一直維持良好及有效之內部監控系統，以確保本集團之業務經營既有效率又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。

## 與股東溝通

本公司致力確保本集團符合上市規則及其他適用法例及規例項下之披露責任，且全體股東及有意投資者均享有公平機會，以獲得及收取本公司發出之資料。

根據上市規則，定期提供予股東之資料包括年度報告及中期報告、通函及公告。就機構及零售投資者而言，本公司網址([www.xinyiglass.com](http://www.xinyiglass.com))提供有關本集團的最新資料。所有主要資料(如公告、年度報告、中期報告及權益披露)均可於該網址下載。



### 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.

### Investors Relations

A printed copy of the memorandum and articles of association 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 2017.

### Details

Please refer to the Corporate Governance Report set out in the 2017 Annual Report of the Company for the more detailed corporate governance policies and procedures and other information of the Group.

### 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。截至二零一七年十二月三十一日止年度，本公司的章程文件概無變動。

### 詳情

有關本集團更詳盡的企業管治政策和程序及其他資料，請參閱本公司2017年度年報內所載企業管治報告。



**信義玻璃控股有限公司**  
**XINYI GLASS HOLDINGS LIMITED**