



信義光能控股有限公司

XINYI SOLAR HOLDINGS LIMITED

(Incorporated under the laws of the Cayman Islands with limited liability)
(根據開曼群島法例註冊成立的有限公司)

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A GREEN LIFE WITH XINYI SOLAR

信義光能 引領綠色生活



2016
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 (“ESG Reporting Guide”), Appendix 27 to the Rules Governing the Listing of Securities of the Stock Exchange of Hong Kong Limited (the “Hong Kong Stock Exchange”). As the first Environmental, Social and Governance Report published by Xinyi Solar Holdings Limited (“Xinyi Solar” or the “Company”) and its subsidiaries (the “Group”), this report mainly focuses on Xinyi Solar’s work and performance of sustainable development from the economic, environmental and social aspects during the period from 1 January 2016 to 31 December 2016. Throughout the period, the Company complied with the disclosure requirement of the “comply or explain” provisions as set out in the ESG Reporting Guide.
- This report covers the Company and its subsidiaries located in Mainland China, Hong Kong, Malaysia, and their principal businesses, which include: (i) production and sale of solar glass; (ii) development and operation of solar farms; and (iii) provision of engineering, procurement, and construction (“EPC”) services.
- This report is available for download at the website of the Hong Kong Stock Exchange (www.hkexnews.hk) and the website of the Company (www.xinyisolar.com).
- This report is published in Chinese and English. In case of any 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:
- 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，為信義光能控股有限公司(「信義光能」或「本公司」)及其附屬公司(「集團」或「本集團」)首份對外公開發佈的《環境、社會及管治報告》。本報告主要從經濟、環境及社會範疇匯報信義光能於2016年1月1日至12月31日期間的可持續發展工作和表現。期內，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。
- 本報告涵蓋本公司及其位於中國大陸、香港、馬來西亞的附屬公司及其進行的主營業務，包括：(i)生產及銷售太陽能玻璃；(ii)發展及營運太陽能發電場；及(iii)提供工程、採購及建設(「EPC」)服務。
- 本報告可於香港聯交所網站(www.hkexnews.hk)及本公司網站(www.xinyisolar.com)下載。
- 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。
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Foreword 前言

Company Background

- Xinyi Solar is one of the world's largest solar glass manufacturers, specialising in the research and development, manufacturing, sales and after-sales services of solar glass. The Company provides solar glass products to major solar module plants worldwide.
- Xinyi Solar has three major solar glass production bases in Wuhu City of Anhui Province, Tianjin in China and Malacca City in Malaysia respectively. The solar glass production lines have a total daily melting capacity of 6,800 tonnes. Major products include ultra-clear solar patterned glass (raw or tempered), coated solar glass, back glass, etc. Solar glass is a critical component for solar modules and is primarily used as the cover sheet to protect solar module panels.
- Xinyi Solar provides an array of different product solutions from ultra-clear solar patterned glass to conductive thin film solar glass covering crystalline silicon solar cell technology and thin film solar cell technology, which supports the effective enhancement of solar energy conversion efficiency. With a view to building a sustainable photovoltaic industry, Xinyi Solar is committed to enhancing the competitiveness of the solar industry and improving energy efficiency.
- Solar energy is a renewable energy, which can reduce the reliance on traditional fuels and cause less damage to the environment and resources. As such, Xinyi Solar also proactively expands its downstream operations of the solar value chain, with its first utility-scale ground-mounted solar farm project completed in 2014. By the end of 2016, Xinyi Solar had grid-connected solar farm projects with a capacity of about 1.6 GW.

公司背景

- 信義光能是全球最大的太陽能玻璃製造商之一，公司專業從事太陽能玻璃的研發、製造、銷售和售後服務，為全球主要的太陽能組件廠商提供太陽能玻璃產品。
- 信義光能擁有三大太陽能玻璃生產基地，分別位於中國安徽省蕪湖市、天津和馬來西亞馬六甲市，擁有日熔化量總計6,800噸的太陽能玻璃生產線。主要產品包括超白太陽能壓花玻璃(原片、鋼化片)、太陽能鍍膜玻璃、背板玻璃等。太陽能玻璃是太陽能組件的重要元件，主要用作保護太陽能組件面板的蓋板。
- 從晶體硅太陽能到薄膜太陽能電池技術，信義光能提供了從超白太陽能壓花玻璃至薄膜導電太陽能玻璃等的不同產品解決方案，為有效提高太陽能轉換效率提供了有利支援。信義光能以提升太陽能行業競爭力 and 能源效率為己任，致力於打造一個持續發展的光伏產業。
- 太陽能發電屬可再生能源，能降低對傳統燃料能源的依賴，從而減少對環境資源的破壞。有見及此，信義光能亦積極拓展太陽能產業鏈的下游業務，於2014年建成首個大型地面太陽能發電場項目，至2016年年底擁有容量約1.6吉瓦的已併網太陽能發電場項目。

Philosophy

- With a view to building a sustainable photovoltaic industry, Xinyi Solar is committed to enhancing the competitiveness of the solar industry and improving energy efficiency. The Group has been consistently striving for cost optimisation, advanced technology, excellent management, quality services and continuous improvement while adopting the business approach of devotedly meeting customers' increasing expectation on quality. Xinyi Solar places great emphasis on quality and reputation Xinyi Solar and develops new markets by leveraging on its high quality and continuous innovation of news products. It has already established a professional and reliable corporate image among the customers.
- In addition, with a strong focus on quality, the Group has been proactively responding to customers' demand. It places a great importance on product quality while meeting the requirements of ISO 9001:2008 Standards for Quality Management Systems and continuously introducing advanced technology and equipment so as to optimise the production process. The Company has provided economic and efficient products for the solar application system for years by virtue of its excellent product performance and service quality.

信念

- 信義光能以提升太陽能行業競爭力和能源效率為己任，致力打造一個可持續發展的光伏產業。集團一直堅持追求最佳成本、先進技術、優秀管理、優質服務、持續改進，全心致力為滿足顧客對品質日益增高的期望為業務方針。信義光能講求品質、注重信譽，靠優良品質和不斷革新產品從而開拓市場，因而在顧客心中建立了專業可靠之企業形象。
- 此外，集團亦一直以品質為目標，積極回應客戶訴求，高度重視產品質素，符合ISO 9001:2008質量管理體系標準，不斷引進先進技術及設備；從而優化生產流程。公司多年來憑藉優良的產品性能和服務品質，為太陽能應用系統提供經濟高效的產品。



Environment 環境

- Xinyi Solar understands that while conducting a business, it should also play a part in environmental protection. With the aim of creating green spaces, the Group has been committed to carrying out a series of environmental protection measures and has actively implemented various emission reduction solutions in recent years.
- In response to the country's advocacy and promotion of environmental protection, Xinyi Solar optimises the industrial structure and implements "intelligent" production. As an important part of the enterprise development strategy, "energy saving and environmental protection" is implanted in every step of its development. Xinyi Solar actively explores the path to green development with "Leading a Green New Life" as the enterprise mission. The Group has implemented a number of policies with respect to water, electricity and energy in recent years to save energy, which has considerably contributed to the Earth and environmental protection.
- 信義光能明白除了營商之餘，也應該對環境保護出一分力，近年集團致力開展一連串環保措施，積極推行各種減碳排放量的方案，創造綠色空間。
- 信義光能在國家提倡和推動環保工作中，優化產業結構，實行「智造」生產，將「節能環保」作為企業發展戰略的重要部分，並植入企業發展的每一個環節，以「引領綠色新生活」為企業使命，積極探索綠色發展之路。集團近年積極在水、電、能源方面推出了不少政策，從而節省能源，對地球及環保均有莫大幫助。

Emissions

- Xinyi Solar complies with the environmental protection laws and regulations applicable to each of its places of business and takes necessary environmental protection measures. The relevant laws and regulations include "Environmental Protection Law of the People's Republic of China" (《中華人民共和國環境保護法》), "Law of the People's Republic of China on Appraising Environmental Impacts" (《中華人民共和國環境影響評價法》), "Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution" (《中華人民共和國大氣污染防治法》), "Law of the People's Republic of China on the Prevention and Control of Water Pollution" (《中華人民共和國水污染防治法》) and "Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste" (《中華人民共和國固體廢物污染環境防治法》).

排放物

- 信義光能遵守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，相關法律法規包括(《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》)，(《中華人民共和國水污染防治法》)，(《中華人民共和國固體廢物污染環境防治法》)。

- The Group continuously increases the investment in technological improvement, energy saving and consumption reduction, and environmentally friendly facilities. In 2016, the Group's investment in environmentally friendly facilities amounted to approximately HK\$36 million.
- The Group stringently follows the pollutant emission standards and improves its monitoring and control measures to ensure all the emissions are within the emission standards and practises clean production. In the production process of solar glass, the emitted exhaust gas mainly includes sulphur dioxide (SO₂), nitrogen oxides (NO_x) and smoke and dust. Each production base is equipped with facilities for desulphurisation, denitrification and dedusting and is continuously monitored to ensure that the emission standards required by the country are met, such as the "Integrated Emission Standard of Air Pollutants" (《大氣污染物綜合排放標準》) (GB16297-1996) and the "Emission Standard of Air Pollutants for Flat Glass Industry" (《平板玻璃工業大氣污染物排放標準》).
- To minimise the emission of exhaust gas, natural gas, which is an efficient clean energy and is more environmentally friendly compared to other fossil fuels, is used as the primary energy source in the solar glass production lines of Xinyi Solar. At the same time, the Group also continues to improve the production techniques to reduce energy consumption and fuel usage, as well as the emission of exhaust gas.
- Non-hazardous tempered glass powder, which is centrally treated through the sedimentation tank by the Group, is also used in solar glass production.
- 集團不斷加大對技術改造、節能降耗、環保設施的投入，2016年集團環保設施投入費用約3,600萬港元。
- 集團嚴格執行污染物排放標準，完善監測和控制措施，確保達標排放和清潔生產。在生產太陽能玻璃的過程中，主要廢氣排放包括二氧化硫(SO₂)、氮氧化物(NO_x)及煙塵。各生產基地已設有脫硫脫硝除塵設施，並進行持續監察，以確保排放物符合國家指定的排放標準，如《大氣污染物綜合排放標準》(GB16297-1996)及《平板玻璃工業大氣污染物排放標準》。
- 為盡量減低廢氣排放，信義光能的太陽能玻璃生產線均採用天然氣作為主要能源，天然氣為高效清潔能源，較其他石化燃料環保。同時，集團亦不斷改進生產工藝以減少能耗燃料使用量，減少廢氣排放。
- 生產太陽能玻璃時亦會使用無害的鋼化玻璃粉，集團通過水沉澱池集中處理。

- Each solar glass production base is equipped with sewage treatment and collection system to treat the domestic and industrial sewage, which is discharged only after treatment. The discharge of sewage is regularly monitored with respect to its pH value, chemical oxygen demand (COD), biochemical oxygen demand (BOD₅), ammonia nitrogen, vegetable and animal oils and suspended solids (SS). This is to ensure that the emission standards required by the country are met, such as the "Integrated Emission Standard of Pollutants" 《污染物綜合排放標準》(GB8978-1996).
- Xinyi Solar strengthens the recycling and reuse of water resources by collecting sewage discharged from the production process and reuses it after treatment. The utilisation rate of recycled water is more than 80%.
- The Group will try to use non-toxic and non-hazardous materials and materials that have a greater potential for reuse and recycling as far as possible. Hazardous wastes generated in the construction, production and operation process, which mainly include discarded reagent bottles (glass), packaging barrels, fluorescent tubes, waste mineral oil, oil brushes and gloves, has been separated, labelled and properly stored. Qualified agencies have been appointed to properly dispose these wastes.
- For the non-hazardous waste, shattered glass will be recycled and used as raw materials for production while discarded packaging materials such as timber, cardboard and plastics will be passed to recycling companies for recycling or treatment pursuant to applicable laws.
- 各太陽能玻璃生產基地設有污水處理收集系統處理生活污水和工業污水，污水經過處理後始作排放，污水排放會就其酸鹼值(pH)，化學需氧量(COD)，生化需氧量(BOD₅)，氨氮，動植物油，懸浮物(SS)，並作定期監察，以確保排放物符合國家指定的排放標準，如《污染物綜合排放標準》(GB8978-1996)。
- 加強水資源的循環使用，收集生產過程中排出的污水，經處理後循環再用，循環水利用率可達到80%以上。
- 集團會考慮盡量使用無毒無害及便於回收利用的材料，對於在建設、生產及營運過程中產生的有害廢物，主要包括廢試劑瓶(玻璃)、包裝桶、燈管、礦物油、油刷、手套，已進行隔離、標識及妥善存放，並委託有資質廠商進行妥善處理。
- 非有害廢物方面，碎玻璃會回爐作為原料之用，廢包裝材料(如木材、紙板、塑膠)會交由回收公司進行回收循環再用或採取合法的途徑處理。

- The solar farms developed, constructed and operated by Xinyi Solar can help to promote environmental protection and reduce emissions. Their operations cause no greenhouse gas emissions and can facilitate energy saving. As of the end of 2016, the solar farms which Xinyi Solar invested in and built had a grid-connected capacity of about 1.6 GW. Based on the actual electricity generation of these solar farms in 2016, approximately 462,000 tonnes of standard coals can be saved, and the emissions of carbon dust, carbon dioxide and sulphur dioxide can be reduced by approximately 311,000 tonnes, 1,140,000 tonnes and 34,000 tonnes, respectively, representing the amounts of carbon dioxide absorbed by approximately 2,850,000 trees in one year or the electricity consumed by approximately 572,000 households in one year.

- 信義光能開發、建設及運營的太陽能發電場更是有助推動環保及減排，不單沒有產生溫室氣體排放，同時有助節能。截止2016年底，信義光能投資建設的太陽能發電場併網量約1.6吉瓦。按該等太陽能發電場2016年的實際發電量計，可節約標準煤約46.2萬噸，減排碳粉塵約31.1萬噸，減排二氧化碳約114.0萬噸，減排二氧化硫約3.4萬噸，相等於約285萬棵樹一年的二氧化碳吸收量或相等於約57.2萬戶家庭一年用電量。



- The operation process of Xinyi Solar's solar farms produces domestic sewage only. The drainage system in the project areas separates rainwater and sewage so water is discharged in a controlled manner. Domestic sewage (sewage from canteens with oil separated and solids removed) and the cleaning water of solar modules are treated in septic tanks, collected through drainage pipes which are merged with the sewage pipe networks and then discharged legally.

- 信義光能太陽能發電場的運作過程中主要涉及生活用水，項目區排水採用雨、污分流制，達至有組織排放。生活污水(食堂污水經隔油除渣處理後)和太陽能組件清洗水經化糞池預處理後由排水管收集、匯入污水管網依法排放。

Use of Resources

- Xinyi Solar continuously invests in the upgrade and improvement of technologies and equipment, energy saving and consumption reduction, and environmentally friendly facilities, so that it can utilise the resources more efficiently and, to some extent, reduce the consumption of various types of resources.
- The major reform programmes with respect to energy saving, consumption reduction and environmental protection in 2016 included: 1) implementing macro-recycling and reuse in sewage treatment: reforming the second and third tempering workshops based on the actual usage of the water treatment equipment for tempering to ensure compliance with the environmental protection requirements; 2) improving the design of tempering furnaces to reduce the electricity consumption of solar glass per tonne by approximately 20%.
- For the packaging of finished products, the Group actively promotes the use of metal pallet instead of wooden pallet to facilitate recycling and reuse. Other than that, the Group also uses simple packaging as far as possible and recycles wooden trays, cardboard and packaging strips.
- The Group's solar glass production base in Wuhu has installed the residual heat generation devices to make use of the heat generated in the production process for electricity generation. Not only does it save energy, but also helps protect the environment. In 2016, approximately 14% of the total electricity consumption of this production base came from residual heat power generation.

資源使用

- 信義光能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。
- 2016年在節約能耗和環保方面的主要改造方案包括：1) 污水處理實現大循環使用：根據鋼化水處理設備實際使用情況，對鋼化二車間及鋼化三車間進行改造，確保符合環保的要求；及2) 改善鋼化爐的設計，令每噸太陽能玻璃電耗節約20%。
- 在產成品包裝方面，本集團積極推廣以鐵架代替木箱，以便回收及循環使用。除此之外，集團亦盡量採用簡約包裝，並進行木托盤、紙板、包裝條的回收。
- 本集團位於蕪湖的太陽能玻璃生產基地建有餘熱發電裝置，利用生產過程中多餘的熱能轉換為電能，不僅節能，還有利於環境保護，2016年該基地的總用電量中約14%來自餘熱發電。

- Xinyi Solar has built distributed solar power stations of a capacity of approximately 83 MW on the rooftops and in the industrial parks of its solar glass plants in Wuhu and Tianjin in order to use clean energy. Based on the electricity generation of these distributed solar power stations in 2016, approximately 30,000 tonnes of standard coals can be saved, and the emissions of carbon dust, carbon dioxide and sulphur dioxide can be reduced by approximately 20,000 tonnes, 74,000 tonnes and 2,000 tonnes, respectively. This promotes sustainable development and creates a greener environment for both living and work in the future.

- 信義光能在蕪湖及天津太陽能玻璃廠房屋頂及園區建設了容量約83兆瓦的分佈式太陽能電站，藉此採用清潔能源。按該等分佈式太陽能電站2016年的發電量計，可節約標準煤約3.0萬噸，減排碳粉塵約2.0萬噸，減排二氧化碳約7.4萬噸，減排二氧化硫約0.2萬噸。既可促進可持續發展，也為未來締造更綠色的生活與工作環境。



Environment and Natural Resources

- Before setting up a solar glass production line or a solar farm, Xinyi Solar has carried out environmental assessment to analyse the natural environment (such as water, soil and natural resources) and the environmental quality (such as air quality, quality of surface water, environmental noise, etc.) of the relevant locations. In addition, the analysis report has set out the primary environmental protection goals and the levels of protection of the locations under consideration. In the last part of the report, a detailed analysis of the environmental impact specifies the impact of construction and operation in terms of noise, water, atmospheric, waste and light pollution, as well as the resulting preventive and control measures adopted and the appropriate investment in environmental protection made by the Group.

環境及天然資源

- 信義光能建設太陽能玻璃生產線及太陽能發電場前均會作出環境評估報告，對所在地的自然環境如水、土壤及自然資源；環境品質狀況如空氣品質、地表水環境品質、區域聲環境品質等作出分析。此外，報告會列出所在地一些主要環境保護目標及保護級別。最後，報告作出詳盡的環境影響分析，列舉工程在施工期及營運期在聲環、水環、大氣環境、廢環、光污染各方面的影響分析，對此採取防治措施及進行適當的環保投資。

- Except for the various energy saving and emission reduction measures mentioned above, the Group has adopted the following green office practices to raise our staff's awareness of environmental protection with the aim of protecting the environment and natural resources:
 - Setting up waste recycling bins to recycle waste paper, aluminium cans and plastic bottles;
 - Encouraging the staff to save paper and putting a box beside the printer to collect used paper for double-sided printing and reuse;
 - Properly adjusting the temperature of the office air-conditioning system to reduce energy consumption;
 - Reducing the unnecessary power consumption of lighting equipment and only keeping the specially required lighting systems and those for security purposes at lunch breaks and non-business hours;
 - Making use of the sleep mode of computers and the power-saving mode setting;
 - Encouraging the staff to use reusable utensils such as water bottles, cups, etc. and avoid using disposable items such as paper cups;
 - Using energy-efficient appliances such as LED lights and appliances with Grade 1 energy efficiency label;
 - Continuously optimising and promoting office automation and gradually implementing a paperless office.
 - The Group's environmental management activities of its ultra-clear solar patterned glass production have fulfilled the ISO 14001:2015 Standards for Environmental Management Systems.
- 除了上文提及的各項節能減排措施外，為提升員工的環保意識，保護環境及天然資源，集團採納以下環保辦公室措施：
 - 設置廢物回收箱回收廢紙、鋁罐和膠樽；
 - 鼓勵員工節約用紙，在影印機旁放置單面紙收集箱，以作環保紙之用；
 - 適當調節辦公室空調系統溫度，減少能耗；
 - 減省不必要的照明設備用電，於午休及非辦公時間，只保留有特別需要及配合保安要求的照明系統；
 - 善用電腦休眠模式及省電模式的設置；
 - 鼓勵員工使用可循環再用器具，如水樽、水杯等，避免使用即用棄用具，如紙杯；
 - 使用具能源效益的電器，如LED燈及標有一級能源效益標籤的電器；
 - 不斷優化並推行辦公自動化，逐漸實現無紙化辦公。
 - 與本集團超白太陽能壓花玻璃生產有關的環境管理活動已符合ISO 14001:2015環境管理體系標準。



Social Responsibility 社會責任

The relationship between enterprises and society is inseparable. Enterprises are a part of society while the development of society is driven by enterprises, suggesting their mutual influence on each other. Xinyi Solar has established solar power production bases and solar farms in different locations in China and overseas countries, and their operations rely on the resources provided by society. In turn, the Group has the responsibility and obligation to serve society and take into account the interests of different stakeholders.

企業與社會的關係密不可分，企業是社會的其中一部分，社會亦有賴企業推動運轉，兩者相互影響。信義光能在中國及海外不同地點設有太陽能生產基地、太陽能發電場，有賴社會提供資源讓集團得以運作，集團亦有責任及義務回饋社會及照顧不同持分者的權益。

Employment and Labour Practices


- Xinyi Solar adheres to the philosophy of “People-Oriented” and is committed to providing the employees with a safe and healthy work environment. The staff members are encouraged to show their creativity and potential, realising the co-development of the staff and the enterprise.
- In strict compliance with the requirements of the relevant local laws and regulations, staff recruitment is carried out in an open, fair and just manner to uphold the legal interests of the staff including reasonable working hours. In order to protect the interests of both parties, the employment agreement specifies the employment conditions in details, including remuneration and benefits, training, workplace safety, confidentiality, non-compete agreement and the terms of termination.
- Before joining, each new staff member is provided with induction training to gain knowledge of the company culture, rules and regulations, safe production, system establishment, job positions and duties, etc., including the corporate profile, overview of the industrial parks, training on safety knowledge, training on system knowledge and external training.

僱傭及勞工常規


- 信義光能堅持「以人為本」的理念，致力為僱員提供安全及健康的工作環境；鼓勵員工發揮其創造力和潛能，實現員工與企業共同發展。
- 員工招聘嚴格按照當地的相關法律法規要求，以公開、公平、公正方式進行，維護員工合法權益，配置合理工時。為保障雙方權益，僱傭協議會詳細列明僱傭條件，其中包括薪酬福利、培訓、工作場所的安全、保密原則、不競爭協定及終止協議條款。
- 每位員工入職前，均有入職培訓，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。

- As at 31 December 2016, the number of employees of Xinyi Solar was 3,462, including solar glass production, research and development, sales and management teams, solar farm development, construction, operation and management teams, and EPC project operation and management teams. Xinyi Solar has adopted a diversified policy on recruitment. Talents are recruited based on their skills and professions, regardless of the age, gender, ethnicity, nationality and location, and religious and political beliefs of the staff. All staff members enjoy equal opportunities for recruitment, work, remuneration and benefits, promotion and compensation.

- 截至2016年12月31日，信義光能的僱員數目達3,462人，包括太陽能玻璃生產、研發、銷售及管理團隊，太陽能發電場開發、建設、運維及管理團隊，以及EPC項目經營及管理團隊。信義光能的招聘採用多元化政策，不論員工的年齡、性別、民族、國籍和地區、宗教信仰及政治理念，而是基於他們的技能和專業招聘人才。所有僱員在招聘、勞動、薪酬福利、晉升、補償均享有平等機會。



Region 地區	Number of individuals 人數	% of total number of individuals 佔總人數比例	Turnover rate 流失比率
Mainland China 中國大陸	3,035	87.7%	4.6%
Other regions 其他地區	427	12.3%	8.0%
Total 合計	3,462	100.0%	5.0%



Age 年齡	Number of individuals 人數	% of total number of individuals 佔總人數比例	Turnover rate 流失比率
30 or below 30歲或以下	1,701	49.1%	8.3%
31-40 31-40歲	838	24.2%	4.1%
41-50 41-50歲	802	23.2%	1.1%
51 or above 51歲或以上	121	3.5%	1.7%
Total 合計	3,462	100.0%	5.0%

- Xinyi Solar provides the employees with attractive remuneration and benefits. Staff remuneration, comprised of basic salary, performance-based salary and incentives/penalties, is adjusted for factors such as the Company's results, the value of the staff member's position, personal capability and performance, social development level, etc. Xinyi Solar makes contributions to the social insurance for its staff and provides them with meal allowances, housing benefits, subsidies for high heat, and transport and communication allowances.
- To retain high calibre staff members, annual internal appraisal is required for employees and those eligible could participate in the share option scheme of the Company as an incentive. In addition, the Company presents service awards to its employees. Staff members will be awarded service awards after the completion of their first and second 5-year contract terms. For staff members who work for Xinyi Solar for consecutive 10 years, the Company will additionally consider granting share options as an incentive.
- In response to the increasingly fast pace of life, Xinyi Solar encourages its employees to achieve work-life balance. It organises medical check-ups and travel tours for the employees and holds various events such as entertainment and recreational activities including birthday parties, football matches, Chinese New Year celebrations, National Day celebration, etc. for them. 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.
- Xinyi Solar strictly follows the requirements for working hours and holidays of the local laws in the places where its operations are located. The employees are entitled to the local statutory holidays and paid leaves including marriage leave, bereavement leave, maternity leave and paternity leave, etc.
- 信義光能為僱員提供具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。公司為員工繳納社會保險，為員工提供飲食津貼、住房福利、高溫補貼、交通及通訊補助。
- 信義光能為挽留優秀員工，員工每年須作內部評核，符合資者可參與公司的購股權計劃，作為獎勵。此外，信義光能設有就業服務獎。員工第一個及第二個五年期勞動合同期滿後，均會頒發信義就業服務獎。對於在信義光能連續工作滿十周年的員工，公司會考慮額外授予購股權以作激勵。
- 面對日益加快的生活節奏，信義光能鼓勵僱員平衡工作與生活，為僱員組織健康體檢和旅遊，並為僱員舉辦各項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。
- 信義光能嚴格遵守各業務所在地法律規定的工作時限和假期，並按當地法定節假日放假，另設有婚假、喪假、產假、陪產假等有薪假期。

Health and Safety

- Xinyi Solar places great emphasis on ensuring staff's safety and is committed to ensuring the safety and health of their staff through advocacy and promotion, education and trainings, etc.
- Xinyi Solar sets up safety management and implementation instrumentality with dedicated personnel. We develop and implement health and safety management system and operational guideline to mitigate potential risks by strengthening the prevention of and control on incidents, as well as regular inspections on dangerous source spots. The Group provides their staff with work protective equipment and supplies, as well as improving health and safety in workplace environment and conducting annual medical check-ups.
- Smoking is prohibited in office areas, production workshops and solar farms in order to create a healthy, safe, clean and comfortable working environment.
- The Group organises regular trainings for staff who are responsible for safety production management, sharpens its employees' skills in health and safety measures and strengthens operational maintenance on production equipment and facilities to ensure production safety.
- Through integrated internal and external education and promotion on health and safety, including seminars on safety knowledge, safety settings, safety warning marks and banners, as well as slogans and many other ways, safety awareness of staff is enhanced. This can ensure the proper implementation of safe production policies and operation standards.
- Occupational health and safety management activities of the Group's ultra-clear solar patterned glass production have fulfilled OHSAS 18001: 2007 Standards for Occupational Health and Safety Management Systems.

健康與安全

- 信義光能一直高度重視保障員工安全，並致力透過宣傳和推廣、教育和培訓等，確保員工的安全及健康。
- 信義光能設立安全管理和執行機構並配備專門人員，並已制定及執行健康安全管理制度和操作規程，加強事故的預防和控制，定期巡查危險源點，整改隱患。集團為員工配備勞動保護設施和用品，改善工作場所健康與安全環境，每年進行健康體檢。
- 在辦公室、生產車間以及太陽能發電場嚴禁吸煙，以營造健康、安全、整潔和舒適的工作環境。
- 集團定期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，並加強生產設備設施運行維護，確保安全生產。
- 通過內外相結合的健康與安全教育和宣傳，如安全知識講座、安全設置、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。
- 與本集團超白太陽能壓花玻璃生產有關的職業健康安全活動已符合 OHSAS 18001: 2007 職業健康安全管理体系標準。

Development and Training

- Xinyi Solar is committed to promoting staff training and development activities, which enhances the professional knowledge and skills of their staff, improves their management skills and nurtures their problem solving abilities. The comprehensive training resources and the learning environment enable the staff to learn more efficiently, so that talents can maintain their competitive edges through continuous innovations.
- Trainings are diversified in content, which include programmes on enhancing production safety such as “Accreditation on Work Safety Standardisation - Level Three”, “6S Management and Operation Standardisation in Workplace”, etc. Programmes that build up personal professional skills and knowledge include “Knowledge of Glass Technology”, “Knowledge of Trademark Certification”, “Information on the Industry and its related Upstream and Downstream Industries”, “Business Etiquette”, etc. Teamwork and management abilities are cultivated through programmes such as “Shaping of a Leader and Leadership”, “How to Enhance Performance of the Middle Level Management in a Company”, “Interpersonal Relationships and Communication skills” etc.
- In 2016, the total training hours was approximately 16,230 hours, and the number of participants was 6,508.
- To strengthen the communication among staff and facilitate a harmonious relationship, the Group organises various recreational activities from time to time, for example, Spring festival lucky draws, staff singing contest and chess contests etc. across the Group. These further enrich the cultural life of Xinyi Solar staff for their well-being. In addition, the Group also hopes their staff to achieve a balanced development both physically and mentally. Table tennis tournaments, basketball games and annual badminton competitions etc. are held regularly. Through these activities, bonding among colleagues is strengthened and a cooperative spirit of endeavour and unity is promoted.

發展及培訓

- 信義光能致力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，保持競爭優勢。
- 培訓內容十分多元化，包括提高生產安全的課程如《安全生產標準化評審三級》、《工作現場6S管理及作業標準化》等；建立個人專業技能及知識如《玻璃工藝知識》、《商標認證知識等》、《行業及上下游相關行業資訊》、《商務禮儀》等；培養團隊合作和管理能力的課程如《領導者修煉與領導力》、《如何提高公司中層的管理成效》、《人際關係與溝通技巧》等。
- 2016年的總培訓時數約16,230小時，參與人次為6,508人次。
- 為了加強員工之間的溝通，促進彼此之和諧關係，集團不時為員工舉辦各種康樂活動，如春節抽獎；全體員工歌唱比賽及象棋比賽等，進一步豐富信義光能員工的文化生活，愉悅身心。此外，集團亦希望能增強員工身心平衡的發展，會定期舉辦乒乓球賽、籃球賽及年度羽毛球比賽等。透過該等活動，從而加強同事之間的凝聚力，發揚拼搏及團結之合作精神。



Labour Standards

- Xinyi Solar strictly complies with the local labour standards in the places where its businesses are located and the relevant laws and regulations prohibiting child labour and forced labour. To ensure staff health and safety, forced labour is forbidden. In addition, staff can engage in relevant jobs only upon completion of training.

勞工準則

- 信義光能嚴格遵守各業務所在地的勞工準則，以及關於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。此外，員工需經過培訓才可從事相關工作。

Supply Chain Management

- Xinyi Solar has been maintaining the harmonious partnership of equal footing, honest cooperation and mutual benefits with suppliers. Supplier management has been standardised. Supplier assessment system has been improved through tendering and procurement. This is to create a fair and just competition environment for suppliers.

供應鏈管理

- 信義光能一直以來與供應商均維持平等協商、誠信合作、互惠互利的友好合作關係，建立了規範的供應商管理機制，通過招標採購，完善供應商評價體系，為供應商創造公平公正的競爭環境。

- To avoid over-dependence on a particular supplier, Xinyi Solar has sourced raw materials, fuel, production equipment, solar modules and other components, supporting materials, etc. from suppliers from different regions, including China and overseas countries. The diversification of supplies helps the Group to reduce its procurement risks, control its purchasing costs and guarantee the quality of the goods purchased.
- For supplier selection, in addition to product quality, prices, production capacity, experience, industry qualification and certification, market reputation and after-sales service of the suppliers, the Group also pays close attention to the business ethics, integrity and social responsibilities, etc. of the suppliers. The Group also conducts on-site surveys and appraisal on major suppliers, including visits to plants, assessments on their production facilities and machinery, audits on their record and management system, as well as meetings with their management, etc. These can ensure that all qualified suppliers have followed the standards required by the Group.
- Xinyi Solar has also conducted annual appraisal to exclude those suppliers that fail to meet the required standards. This can ensure that product and services comply with our quality standards and requirements.
- Xinyi Solar has developed and implemented “Procurement and Outsourcing Management System” to ensure smooth operation of production, saving in procurement costs, optimisation and standisation of supply chain management. Centralised and specialised procurement function aims at resources sharing and efficient allocation and use of supplies among different units within the Group. All procurement is executed by signed agreements or contracts. Execution of the contracts and settlement controls are strictly monitored. Xinyi Solar has compiled a list of suppliers for regular evaluation and update to monitor the consumption of raw materials and ancillary parts, etc. Through the above measures, our supply chains can be secured.
- 為免過份依賴個別供應商，信義光能向來採納來自不同地區(包括中國及海外)的供應商提供原、燃材料、生產設備、太陽能組件及其他零部件、輔助材料等，多元化的供貨選擇有助集團降低採購風險、控制採購成本及保證採購質量。
- 對於供應商的甄選，除了產品質量、價格、產能、經驗、行業資格及認證、市場信譽及售後服務外，集團亦關注供應商的商業道德、誠信經營及社會責任等要求。集團亦會派員定期對主要供應商進行實地考察及評估，包括到訪廠房、評估生產設施及生產機器、審核記錄保存及管理系統，以及拜訪管理層等，確保供應商符合集團訂定的標準，方可成為合資格供應商。
- 信義光能亦會對供應商進行年度評估，剔除不達標的供應商，以確保產品或服務符合質量標準和要求。
- 信義光能已制定並執行《採購和外包管理制度》，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，內部單位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。信義光能設有供貨商名冊並定期對其評估和更新，監控原材料、配件等物資的消耗情況。透過上述措施，確保供應鏈的安全。

Product Responsibility

- Xinyi Solar is committed to the production of quality solar glass, with great emphasis on product quality and reputation. We comply with the ISO9001:2008 Standards for Quality Management Systems and have passed the China Compulsory Certification (CCC) and CQC Product Certification for Coated Glass.
- To ensure that solar glass product quality meets the given company standards, Xinyi Solar has been adopting stringent quality control procedures including:
 - quality checks are conducted on raw materials supplied by our suppliers. Various supply sources are checked and compared to ensure the raw materials purchased are of the best quality. After the raw materials are mixed, we also conduct sample testing on the mixture before putting them into our furnaces;
 - developed and implemented stringent quality control, assurance standards and inspection procedures at each key production process. These standards and procedures are documented in our quality control manuals which have been distributed to our quality control staff;
 - automated monitoring system has been established in our production process to check and report key production parameters. If irregularity is found, correction will be made by the control staff immediately;
 - quality control laboratory has been set up in each production plant to conduct functionality tests. Finished glass products must pass the designated quality control tests, including bubble check, mechanical strength check, etc., before packaging and sale.

產品責任

- 信義光能致力於生產優質太陽能玻璃，十分重視產品的質量和信譽，符合ISO9001:2008質量管理體系標準，並通過了中國國家強制性產品認證(CCC)及鍍膜玻璃CQC產品認證。
- 為確保太陽能玻璃產品質量達到公司既定標準，信義光能一直採取嚴格的品質監控程式，其中包括：
 - 對供應商供應的原材料進行質量檢查，亦通過比較不同供應商提供的原材料尋求最佳質量的原材料。原材料混合後，亦會在放入熔爐前對混合物進行抽樣測試；
 - 於生產工序的各個關鍵步驟制訂及實施嚴謹的品質監控及保證標準和檢測程式。該等標準及程式載於我們的品質監控手冊，分發給品質監控人員；
 - 生產流程設有自動監測系統，檢查並報告生產過程的主要參數，出現異常情況時監控人員會馬上作出修正；
 - 每個生產廠房均設有品質監控實驗室，進行功能測試。產成品玻璃必須通過指定的品質監控步驟(包括氣泡檢查、機械強度檢查等)，方可包裝出售。

- In 2016, a wholly owned subsidiary of Xinyi Solar, Xinyi PV Products (Anhui) Holdings Limited joined the “National Supervision and Inspection of Reflective coating Glass Product – Qualified Enterprises with Stable Quality” (「全國監督檢查反射膜玻璃產品－品質穩定合格企業展示活動」) organised by General Administration of Quality Supervision, Inspection and Quarantine of the PRC (AQSIQ), and successfully awarded an honour of “Qualified and Safe and Trustful Product for Consumer under National Supervision and Inspection” (「全國監督抽查品質合格・消費者放心產品」) with its solar glass as the entries. The certificate awarded lays the foundation to Xinyi Solar for its edge in brand influence and market share.
- A leading media in quality under AQSIQ and a central integrated monthly periodical, China Quality Technology Supervision, which published the results of winners, highlight the brand and excellent quality and reputation of Xinyi Solar.
- There are no products of the Group sold or shipped subject to recalls for safety and health reasons in 2016.
- 2016年，信義光能全資附屬公司信義光伏產業(安徽)控股有限公司參加了由國家質檢總局舉辦的『全國監督檢查反射膜玻璃產品－品質穩定合格企業展示活動』，並以太陽能玻璃作為參賽產品，成功榮獲『全國監督抽查品質合格・消費者放心產品』殊榮。榮獲該證書奠定了信義光能的品牌影響力和市場佔有率之優勢。
- 國家質檢總局主管的品質權威媒體、中央級綜合月刊《中國品質技術監督》雜誌上進行了發佈得獎結果，彰顯了信義光能的品牌和良好的品質信譽。
- 於2016年，本集團沒有因安全或健康理由而須回收已出售或已運送的產品。



Anti-corruption

- Xinyi Solar strictly follows relevant regulations, advocating in a proactive manner that the philosophy of integrity, honesty, fairness and to abide by the law is implemented to the words and behaviour of all staff in daily basis. In 2016, neither the Group nor the staff was involved in legal cases regarding any corruption activity.
- Xinyi Solar has developed internal codes, behaviour guidelines and reward and punishment systems to ensure that all staff understand the significance of integrity and ethical conduct and carry them out properly.

反貪污

- 信義光能嚴格遵守相關規範，積極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。在2016年度，本集團及僱員並無牽涉任何貪污活動之法律案件。
- 信義光能已制定內部守則、行為指南與獎懲制度，確保所有員工皆理解及落實誠信及道德行為的重要性。

- Xinyi Solar established an Office for Corruption-free of the Group under the Legal Department of the Group, specialising in handling corruption affairs of the Group. Staff can report by letters, emails, telephone calls, etc. to the Office for Corruption-free various misconduct of any staff, including any breach of duty, dereliction of duty, abusing power for personal gains, receiving bribes, and encroaching company assets. Appropriate action will be taken for the reported case after investigation, collection of evidence, verification and conclusion drawn.
- The business operation of the Group complies with the standards of conduct specified in the relevant laws and regulations (e.g. the relevant anti-corruption and anti-bribery laws in the PRC, “Prevention of Bribery Ordinance” of Hong Kong, etc.) in the place where its businesses are located.
- 信義光能在集團法務部下設立了集團廉潔辦公室，專責處理集團廉潔事務。員工可以通過信函、電子郵件、電話等方式向各地工業園廉潔辦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。
- 本集團的業務營運符合所在地的相關法規(如中國的相關反貪污賄賂法規、香港的《防止賄賂條例》等)所訂明的行為標準。

Community Participation

- Xinyi Solar proactively shoulders its social responsibilities and devotes itself to community services and charity. The Group actively engages in poverty alleviation activities for the purpose of serving the community, through which corporate value itself can be realised, promoting a harmonious and an advancing society.
- In 2016, the Group actively engaged in charity activities, including that:
 - the staff of the Wuhu plant organised a volunteering team to visit the hospitalised elderly in care homes in March;
 - the Group provided a cash donation of RMB8 million and certain relief materials to Wuwei and Jinzhai counties in Wuhu due to their desperate needs in relief materials against flooding after the disaster in July. At the same time, the Group also organised staff volunteering team to provide support to rescue operation against flooding and provided backend assistance services to the local people in the affected areas; and
- 信義光能主動履行社會責任，致力於社會公益事業，積極參與扶貧濟困活動回饋社會，發揮企業本身價值，促進社會和諧進步。
- 於2016年，本集團積極參與慈善公益活動，其中包括：
 - 蕪湖廠房員工於3月份組織了義工隊前往護老院探訪住院長者；
 - 於7月，蕪湖無為縣及金寨縣因洪水泛濫，而急需抗洪救災物資，集團因此提供了現金捐贈人民幣800萬元及若干物資。同時，亦組織了員工義工隊前往支援抗洪救災行動，提供協助及為災區群眾提供後勤支援服務；

社區參與

- staff of the Hong Kong office engaged in Dress Casual Day held by The Community Chest of Hong Kong in October.

- 於10月，香港辦公室員工參與了香港公益金舉辦的便服日。



- Xinyi Solar also cares for the living environment, playing its part in a proactive manner to improve the surrounding community infrastructure and facilities of each solar power plant. This promotes development in local transport and water resources, and strengthens the conservation of the natural environment, as well as the historical and cultural preservation and succession.

- 信義光能亦關注民生環境，積極參與改善各太陽能電站周邊社區基礎設施，帶動當地交通及水利發展、加強自然環境保育，以及歷史文化的保留及承傳。



◀ Surroundings of the solar power plant in Fanchang County (original features)

繁昌太陽能電站周邊(原面貌)



◀ Surroundings of the solar power plant in Fanchang County (after improvement)

繁昌太陽能電站周邊(改善後)





Awards and Certifications

獎項及證書



Names of the awards/certifications	Awarding entity
獎項／證書名稱	頒發單位
Water-saving Enterprise 節水型企業	The People's Government of Tianjin 天津市人民政府
Qualified and Safe and Trustful Product for Consumer under National Supervision and Inspection 全國監督抽查質量合格•消費者放心產品	China High-tech Industrialisation Association 中國科技產業化研究會 Expert Committee on Brand Strategy 品牌戰略專家工作委員會
Enterprise with Credit Rating of AAA AAA級信用企業	Development and Reform Commission of Anhui 安徽省發展和改革委員會
ISO 9001:2008 Standards for Quality Management Systems ISO 9001:2008 質量管理體系標準	China Building Material Test & Certification Group Company Limited 中國建材檢驗認證集團股份有限公司
ISO 14001:2015 Standards for Environmental Management Systems ISO 14001:2015 環境管理體系標準	China Building Material Test & Certification Group Company Limited 中國建材檢驗認證集團股份有限公司
OHSAS 18001: 2007 Standards for Occupational Health and Safety Management Systems OHSAS 18001: 2007 職業健康安全管理体系標準	China Building Material Test & Certification Group Company Limited 中國建材檢驗認證集團股份有限公司
China Compulsory Certification (CCC) 中國國家強制性產品認證(CCC)	China Building Material Test & Certification Group Company Limited 中國建材檢驗認證集團股份有限公司
CQC Product Certification for Coated Glass 鍍膜玻璃CQC 產品認證	China Quality Certification Centre 中國質量認證中心





Corporate Governance 企業管治

- To protect the interests of the Group and the shareholders while enhancing the corporate value, Xinyi Solar has been adopting a sound structure and procedure of corporate governance. The Board of Directors (the “Board”), comprised of four executive directors, two non-executive directors and three independent non-executive directors, is the highest governing body of our Group.
- In strict compliance with good corporate governance principles, the Board has clear division of responsibilities. The Chairman is responsible for the management and leadership of the Board to ensure that our Group maintains strong and effective corporate governance practices and procedure. The Chief Executive Officer is responsible for the daily management and operation of our Group’s business, who, with the assistance of the other Board members and other senior management members, closely monitors the operation and financial results of our Group, identifies the operational deficiencies and carries out all necessary and appropriate actions to correct such deficiencies. The Chief Executive Officer is also responsible for formulating our Group’s future business plans and strategies which are subject to the Board’s approval.
- There are the Remuneration Committee, the Audit Committee and the Nomination Committee under the Board, each of which regularly evaluates and reviews the effectiveness of its work in accordance with its terms of reference.
- The Group reviews the Governance Code in a timely manner to strengthen the internal control and improve the prevention and management of risks. Compliance with the latest regulatory requirements is thus ensured.
- For the more detailed corporate governance policies and procedures of our Group and other information, please refer to the Corporate Governance Report set out in the Annual Report 2016 of our Company.
- 為保障集團及股東利益及提升公司價值，信義光能一直以來奉行良好的企業管治架構及程式。董事會是本集團的最高管理機構，由四名執行董事，兩名非執行董事及三名獨立非執行董事組成。
- 董事會堅守良好的企業管治原則並有明確分工，主席負責管理及領導董事會，確保本集團維持強而有效的企業管治實務及程式。行政總裁負責本集團業務之日常管理運作，於董事會其他成員及其他高級管理層之協助下，緊密監控本集團之營運及財務業績，找出經營中不足之處，並作出所有必需及適當行動改善該等不足，其亦負責訂立本集團未來業務計劃及策略，待董事會批准。
- 董事會之下另設薪酬委員會、審核委員會及提名委員會，各委員會根據其所屬職權範圍，定期評估及審查其工作的有效性。
- 集團會適時檢視管治守則，強化內部監控、完善風險防範與管理，確保符合最新的監管要求。
- 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2016年度年報內所載企業管治報告。



信義光能控股有限公司
XINYI SOLAR HOLDINGS LIMITED

