

Sustainable Development Report 2013 2013年可持續發展報告

This Sustainable Development Report provides our stakeholders with the most up-to-date information on our ongoing sustainable development activities and performance. We continue to publish this report following the same model – combining a strategic framework with projects updates – to allow readers to keep track on the progress of our sustainability performance. This fast fact provides a quick reference of the achievements we made in 2013 and plans for 2014.

For more details on our sustainability performance, please view our full Sustainable Development Report 2013 at our website: www.haeco.com

We welcome your feedback on our performance and views on how we might improve our reporting or approach to sustainable development via our website or email.

港機集團2013年可持續發展報告為持份者提供關於公司可持續發展活動及表現之最新資訊。我們將繼續以相同的模式發表報告，內容結合了可持續發展策略框架及計劃最新進程，讓讀者可持續追蹤我們在可持續發展上之表現。本報告速覽摘錄了公司於2013年所取得的成就及2014年的計劃概要。如欲更深入了解我們在可持續發展上之表現，請到我們的網站www.haeco.com，瀏覽完整版本的「2013年可持續發展報告」。歡迎您透過我們的網站或電郵就我們的表現及如何改善可持續發展報告或方案提出您的寶貴意見。

Contact Information 聯繫資料

Environmental Protection and
Industrial Safety Department
環保及工業安全全部
ehs@haeco.com

80 South Perimeter Road,
Hong Kong International Airport,
Lantau, Hong Kong
香港大嶼山香港國際機場南環路80號

Published in November 2014
Copyright Hong Kong Aircraft Engineering
Company Limited 2014

於二零一四年十一月出版
香港飛機工程有限公司二零一四年版權所有

www.haeco.com



Employees 僱員



HAECO recognises that the development of its staff is key to business sustainability and strives to support, reward and motivate all team members. The Group regularly reviews its remuneration policies with a view to recruiting and retaining high quality staff.

集團深明員工發展是業務可持續發展的關鍵，致力支持、獎勵及推動員工發展。集團定期檢討薪酬待遇，以便招募及挽留高質素的員工。

2014 Action Plans 計劃

- ▶ Continue to implement Knowledge Management project to retain knowledge from ready-to-retire staff in HAECO
- ▶ Introduce quarterly health talk to provide the latest health information at HAESL
- ▶ Conduct teambuilding workshops across various departments to enhance their cooperation and team spirit
- ▶ Conduct seminars on employee relations and employee engagement for senior staff to better equip them with the skills to build an engaged team

- ▶ 推行知識管理計劃，保留港機工程即將退休員工的知識
- ▶ 香港航空發動機維修服務每季舉行健康講座，提供最新健康資訊

▶ 舉行跨部門團隊建設工作坊，加強各部門之間的合作及團隊精神

▶ 為高級管理人員舉行有關員工關係及員工參與度的研討會，讓他們掌握建立團隊的技巧

- Introduced aircraft maintenance mechanics trainee (“AMMT”) programme to help participants achieve higher qualifications while working
- Launched HR study project and improved the compensation and benefits of employees
- Approved to hold basic aircraft maintenance licence examinations for civil aviation authorities in Mainland China and Europe
- Committed to providing a working environment free from discrimination. All staff members have the right to make a complaint via established procedures
- 推行「見習飛機機械學員」培訓計劃，協助在職學員考取更高專業資格
- 通過人力資源研究計劃，改善員工薪酬及福利以吸引新員工
- 獲准在中國內地及歐洲，為民航局舉辦基本的飛機維修執照考試
- 創造零歧視的工作環境，所有員工均擁有透過既定途徑作申訴的權利



Technical training
技術培訓

Business Partners 業務夥伴



The Group treasures suppliers who share its sustainability standards. To this end, we invite all suppliers to demonstrate their commitment to legal compliance, safe operations, environmental protection and the wellbeing of staff.

集團著重供應商與集團可持續發展標準保持一致。為此，我們邀請所有供應商展示在符合法規、確保營運安全、環保及保障員工健康上的努力。

2014 Action Plan 計劃

- ▶ Prepare new Environmental, Social and Governance (ESG) reporting requirements for HAECO's business partners in 2015
- ▶ 為港機工程業務夥伴準備二零一五年《環境、社會及管治報告指引》

- Requested all registered suppliers to declare compliance with our Supplier CSR Code of Conduct upon vendor registration
- Top 48 supplier surveyed
- 要求所有註冊供應商在登記註冊時提交聲明，確認遵守供應商企業社會責任行為守則
- 調查首48名主要供應商

Community 社區



The Group is committed to maintaining strong relationships with community members, helping to improve their daily lives and the opportunities available to them while respecting their culture and heritage.

集團致力與社區成員緊密連繫，改善他們的生活方式及提供更多機會，同時尊重其文化與歷史。

2014 Action Plans 計劃

- ▶ Reform HAECO's volunteer services organisation
- ▶ Introduce an incentive programme to encourage staff to participate in company volunteer services at HAECO and HAESL
- ▶ 重整港機工程的義工服務組織
- ▶ 於港機工程及香港航空發動機維修服務引入義工獎勵計劃，鼓勵員工參與公司舉辦的義工服務

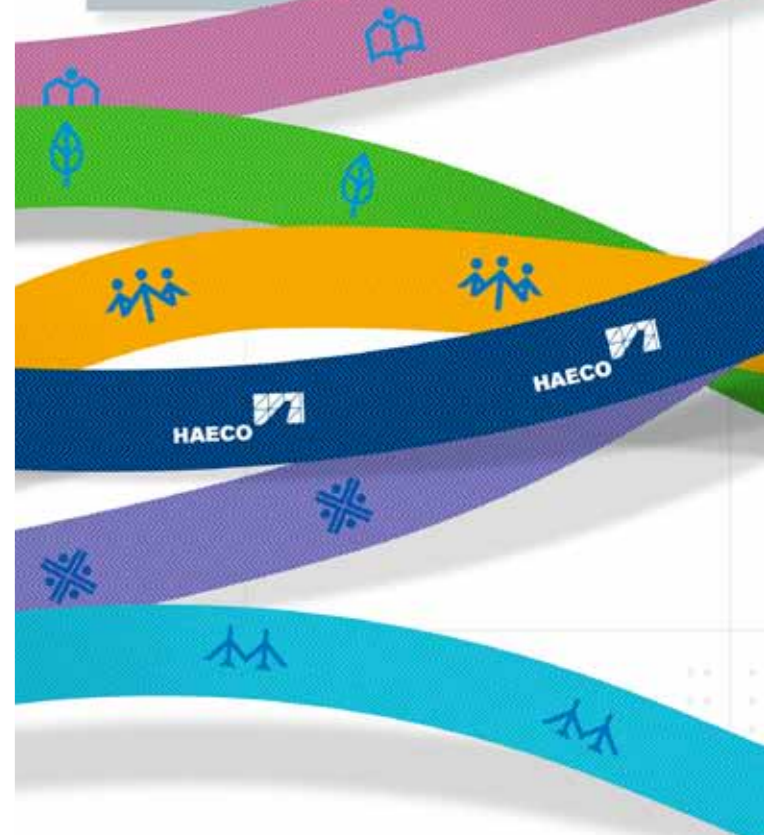
- Made HK\$4 million charitable donations
- Over 1,200 staff volunteers participated in 59 charitable events
- Provided volunteer training to equip them with the skills and knowledge needed in their endeavours
- 捐出四百萬港元的善款
- 超過一千二百名員工義務參與了共五十九項慈善活動
- 為義工提供培訓以協助他們掌握義務工作必要的服務技巧及知識



Sustainable
Development
Report

可持續發展報告

2013



CEO's Message 行政總裁的話



Sustainable development is one of the HAECO Group's key strategic objectives which enable the creation of long term value to our shareholders.

港機工程集團視可持續發展為主要策略目標，為持份者創建長遠的價值增長。

Augustus Tang 鄧健榮
Chief Executive Officer 行政總裁

About HAECO 關於港機工程集團

Established in Hong Kong in 1950, HAECO is one of the world's leading aircraft maintenance and engineering groups. It provides a comprehensive range of services encompassing Airframe Services, Line Services, Component Services, Engine Services, Inventory Technical Management, Fleet Technical Management, Cabin Interior Products, Cabin Integration Services, Private Jet Solutions, Freighter Conversion, Parts Manufacturing and Technical Training.



港機工程於一九五零年在香港成立，為世界領先的獨立飛機維修及工程集團，提供一系列全面服務，包括機身維修、航線維修、部件服務、發動機服務、航材技術管理、機隊技術管理、機艙內飾產品、機艙整裝服務、私人飛機方案、貨機改裝、部件製造及技術培訓。

Environment 環境



HAECO recognises the need to reduce the environmental impact of its operations, the Group uses alternative energy sources (thereby reducing carbon emissions), invests in energy efficient equipment and systems and reduces waste in co-operation with its partners.

集團深明減少營運對環境造成的影響非常重要，因此使用替代能源減少碳排放，並投資於提高能源效益的設備及系統，減少與業務夥伴合作期間造成的浪費。

2014 Action Plans 計劃

- ▶ Strengthen energy saving through administrative controls at HAECO
- ▶ Introduce new waste-to-energy facilities at HAECO
- ▶ Upgrade the wastewater treatment plant at TAECO
- ▶ 通過行政管理加強港機工程的能源節約
- ▶ 於港機工程引入新設施，將廢棄物轉化為能源
- ▶ 將廈門太古飛機工程的污水處理廠升級

- Generated 1.3 million kWh renewable energy from solar panels on top of the building and in mobile offices
- Conducted an energy audit to accurately identify energy saving opportunities at HAECO

- Launched a series of energy saving projects with an estimated saving of 650,000 kWh of electricity
- Recycled over 500,000kg of materials including food wastes, paper, plastics and metals
- Introduced a new Halon recycling machine to reduce Halon waste
- Introduced machines into many of our cleaning processes and captured rainwater for use in toilet flushing to reduce water consumption
- Promoted greening in workplace. Introduced climbing plant to grow on one of the HAESL's perimeter boundary chain-link fences and garden project in Xiamen



Solar water heaters installed on the roof of a hanger in HAECO
港機工程在機庫天台安裝太陽能熱水器

- 於建築物天台及流動辦公室安裝太陽能發電板，並生產130萬千瓦小時的可再生能源
- 進行能源審計，準確識別出可以節能的機會
- 實施多個節能項目，估計共節省六十五萬千瓦小時的電力
- 回收逾五十萬公斤的物料作循環再用，當中包括廚餘、紙張、塑膠及金屬等物料
- 引入全新海龍回收機，以減少產生海龍廢棄物
- 引入機器協助清洗及收集雨水作沖廁用途以減少耗水量
- 鼓勵綠化環境，在香港航空發動機維修服務的外圍鐵絲網栽種攀爬植物及於廈門發展花園項目

Health and Safety 健康及安全



Health and Safety is a high priority in all operations across HAECO. The Group aims to conduct its business in a manner that protects the physical wellbeing of its employees, customers, business associates and contractors as well as the general public.

港機工程一向重視所有營運的健康及安全，致力保障員工、客戶、業務夥伴、承建商及大眾市民的健康。

2014 Action Plans 計劃

- ▶ Standardise and implement a Group Safety Management System across HAECO Group companies
- ▶ Enhance safety training for managerial and engineer grade staff
- ▶ Enhance traffic safety at HAECO and TAECO
- ▶ Introduce a rehabilitation programme at HAECO
- ▶ Enhance electricity and fire safety at HAECO and TAECO
- ▶ Develop mobile platforms to enhance safety communication among staff at HAECO
- ▶ 於港機工程集團公司統一實施集團安全管理體系
- ▶ 加強管理層級員工及工程師的安全培訓
- ▶ 加強港機工程及廈門太古飛機工程的行車安全

- ▶ 於港機工程引入復康計劃
- ▶ 加強港機工程及廈門太古飛機工程的電力及消防安全
- ▶ 發展港機工程流動平台，促進員工互相交流安全資訊

- Installed GPS devices in vehicles to enhance traffic safety in line maintenance environment
- Organised "Sunny day" to promote safety awareness in a relaxed atmosphere
- Lowered the Lost Time Injury Rate by 2%
- Enhanced safety training syllabus and made safety management training compulsory for all managerial staff
- 加強航線維修的交通安全，於車輛安裝全球定位系統
- 舉辦「港機安全同樂日」，透過輕鬆的氣氛，向員工推廣安全信息
- 損失工時受傷率下降2%
- 加強安全培訓課程大綱，並強制要求所有管理人員參與安全管理培訓



Emergency drill to enable staff to handle chemicals safely
應急演習讓員工可以安全處理化學品洩漏