



TD techdesign

TECH DESIGN LIMITED

ESG Report

2023

Report Description

This report is a true reflection of TECH SIGN LIMITED's (hereinafter referred to as TD, the Company or We) fulfillment of social responsibility while its continuous development in 2023, and discloses the sustainability of the Company.

Time Frame of the Report

The report covers the period from January 1, 2023, to December 31, 2023, and certain content exceeds the above time frame.

This report was released in July 2024.

(To browse or download the report online, please access: <https://techdesignchina.com/>)

Organizational Scope of the Report

This report covers the entire TECH DESIGN LIMITED group, which includes TECH DESIGN CHINA LIMITED and TECH DESIGN CHINA LIMITED DONGGUAN BRANCH. Shanghai Headquarters and Dongguan Branch are the operating core of the entire group. TD also invested in a non-wholly owned subsidiary, Tech Design FZ-LLC, in Dubai. We provided a detailed statement on the allocation of functions and personnel in P10, which has been signed by the CEO of the Group.

Data Description

All reference data in this report is from official and public documents, and statistical reports of the Company, and reviewed by the Company.

Report Basis

The Ten Principles of the UN Global Compact

Guidelines for CSR Report Writing of Chinese Corporate (CASS-CSR4.0)

ISO26000 Guidance on Corporate Social Responsibility

Reliability Assurance

The Legal Representative, General Manager and all middle and senior leadership members of the Company guarantee that this report is free of false records, misleading statements or major omissions, and assume individual and joint liability for the authenticity, accuracy and completeness of the content.

This report hasn't been validated by entitled third party.

The organization did not restate any information during the reporting period.

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CEO's Message



CEO

Stéphane MONNIER

August 29, 2023

TECH DESIGN LIMITED is a professional company engaged in the development, design and sales of customized gifts. With the continuous growth, the Company fulfills its corporate responsibility to society and sustainable development goals. By joining the **United Nations Global Compact**, TD promises to implement and uphold UNGC principles, being committed to a sustainable future, follow the ten principles and sustainable development goals of UNGC, and continue to contribute to the sustainable development goals of UN.

As a member of social citizens, we actively participate in public benefit activities, ensure employee welfare, and provide assistance to the elderly and vulnerable groups to promote harmonious social development.

The Company focuses on the health and safety of customers, implements strict management of the supply chain and strict control over raw materials and quality to ensure product prices and delivery cycles, and continuously improve product quality to provide customers with high-quality products and services.

We adhere to the sustainability strategy. We seek efficiency base on quality, development base on scale, and survival base on innovation. We continue to work together with customers, communities and cities to develop, win the future, and create a better life.

About Us

Company Profile

TECH DESIGN LIMITED (“TD”) is headquartered at Unit 1709, 17F, Citicorp Center, No. 18 Whitfield Road, Causeway Bay, Hong Kong Special Administrative Region, China, with its subsidiary located at Room 1703-1, No. 1016 Dingxi Road, Changning District, Shanghai, and branch office located at Room 1219, 1220, 1221, 1222, 1223, 1224 and 1225, Block 2, Wanda Plaza, No. 168, Guantai Road, Houjie Section, Houjie Town, Dongguan, Guangdong Province. In November 2023, TD invested in a non wholly-owned subsidiary, Tech Design FZ-LLC, in Dubai. TD is a professional company engaged in the development, design and sales of customised gifts.

Company Status

The Company attaches importance to the legitimate rights and interests of employees, signs employment contracts with all employees in accordance with the law and provides basic and skill training to employees. In recent years, the average salary of company employees has continued to grow at a certain rate every year. The Company provides benefits to employees in traditional holidays and protects the interests of shareholders and related parties. With continuous development, the Company advocates energy saving, continuously improve the environment, and formulates energy-saving plans to reduce energy consumption and pollution. The Company promotes environmental protection, deepens the construction of environmental management system, fulfills environmental protection responsibilities, strengthens environmental risk management, and optimizes environmental management models to establish a long-term mechanism for environmental management.

The Company conducts annual training for employees on health and safety, career development, child and forced labor, anti-discrimination and other basic human rights issues. The Company adheres to the principles of openness, impartiality and fairness in employee recruitment, salary, benefits and promotion without any form of discrimination on the grounds of gender, ethnicity or age to ensure equal opportunities for employees.

Sustainability Strategy

TD regards sustainable development as a part of its overall strategy and takes action to promote economic prosperity while protecting the earth, eliminating poverty, and addressing social needs for education, health, social protection and employment opportunities. The Company has established four major sustainability strategies, including labor and human rights, environmental protection, business ethics and sustainable sourcing, to contribute to the achievement of the United Nations Sustainable Development Goals (UN SDGs).

United Nations Global Compact

TECH DESIGN LIMITED joins UNGC and adheres to the commitment of the ten principles, complies with laws and regulations, pursues harmonious development between business and the environment, advocates green consumption, and protects resources to achieve sustainable development. The Company puts people and safety first to ensure the physical and mental health development of employees, treats employees equally, continuously improves their living and working environment, and takes responsibility for employees, consumers, communities and the environment while creating profits and being accountable to shareholders. The Company respects business ethics, strengthens integrity, and strictly controls, prevents and eliminates commercial bribery to create a fair and healthy business environment.

Tech Design Limited

Overview	Getting Started	Contacts	Logo Requests	Academy	COPs	Moving Forward Faster
Edit your organization's profile						
Organization Details				Contact Information		
Participant ID	149178		Highest Level Executive Mr. Stephane Monnier			
Status	Active		Contact Point Mr. Stephane Monnier			
Participant since	14-Dec-2021		Exclusionary Criteria			
COP Due Date	31-Jul-2024		Revenue from tobacco No			
Organization Type	SME		Revenue from landmines No			
Parent Organization	No parent UNGC Organization was identified		Billing Address			
Ownership	Privately Held		Country China			
Revenue Bracket	less than USD 50 million		Address NO. 1220, SOHO 2 building, WanDa plaza Houjie Town			
Revenue	USD 20,000,000.00		City DongGuan City			
Sector	Household Goods & Home Construction		State / Province Guangdong			
Employees	48		Postal Code 523000			
Country	China		Local Network China			
Website	https://www.techdesignchina...		Please contact your Local Network with any questions or concerns regarding your participation in the Global Compact.			
Letter of Commitment	.pdf		Contact Person Mr. Bowen Du			
Additional Information				Profile Local Network China		
Communication on Progress	cop-support@unglobalcompact.org					
GCO Support Helpdesk	info@unglobalcompact.org					
Accounting and Invoicing Support	Accounts Receivable team					

TD Organisation Chart

TD techdesign

Object : Responsibility Allocation of Group Companies

Ecovadis

For the attention of Mister Julien Ramchurn

Hong Kong on April 19th 2023

Dear Julien,

I undersigned, Stéphane Monnier, President of the TECH DESIGN LIMITED hereby confirms that the mainly operating units of TECH DESIGN LIMITED are TECH DESIGN CHINA LIMITED and TECH DE SIGN CHINA LIMITED DONGGUAN BRANCH, Please refer to the attachment for specific organizational functions and employee numbers.

Affirm what is right,

Best Regards

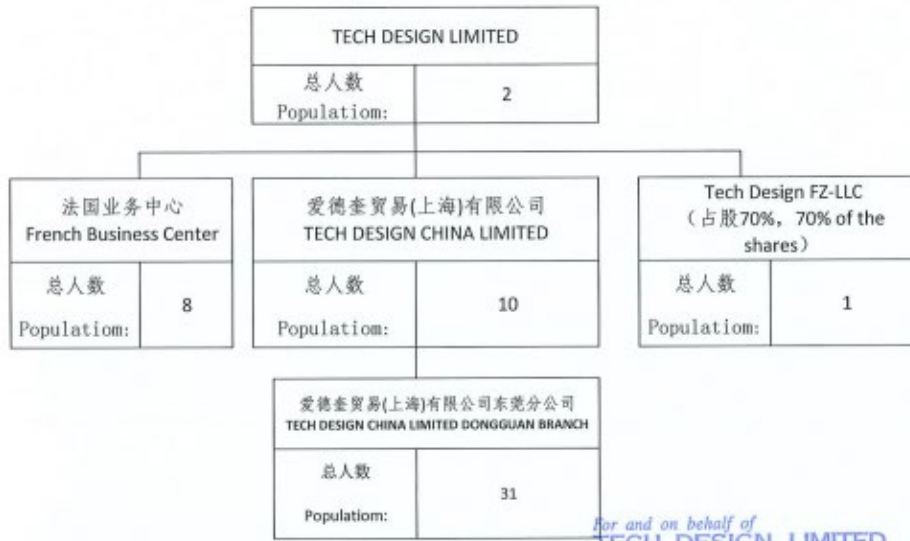
Stephane **MONNIER**
CEO

For and on behalf of
TECH DESIGN LIMITED

.....
Authorized Signature(s)

Tech Design Ltd – Unit 9, 17 th Floor Citicorp Center - 18 Whitfield Road Causeway Bay – Hong Kong
Tél: +86 769 38 95 39 33 - Capital: 10000,00 Dollars - Business Registration n° 21869013
www.techdesignchina.com

**TECH DESIGN LIMITED
Organization Chart**



For and on behalf of
TECH DESIGN LIMITED

Authorized Signature(s)

1. TECH DESIGN LIMITED: 负责接收海外订单及财务处理(Responsible for receiving overseas orders and financial processing)
2. 法国业务中心(French Business Center): 负责产品提案及设计(Responsible for product proposal and design)
3. Tech Design FZ-LLC (占股70%, 70% of the shares): 负责接收海外订单(Responsible for receiving overseas orders)
4. 爱德奎贸易(上海)有限公司(TECH DESIGN CHINA LIMITED): 负责中国市场客户产品设计提案、开发、打样、生产、品质检验、出货管(Responsible China market design, sampling, production, shipment, and quality control)
5. 爱德奎贸易(上海)有限公司东莞分公司(TECH DESIGN CHINA LIMITED DONGGUAN BRANCH): 负责国外客户产品开发、打样、大货生产品, 品质检验、出货报关, 开发新供应商、供应链管理评估(Responsible for sample developing, production, quality control, shipping, supplier sourcing and ongoing supplier chain evaluation (CSR))
6. 生效日期: 2023年12月28日(Effective date: Dec 28, 2023);

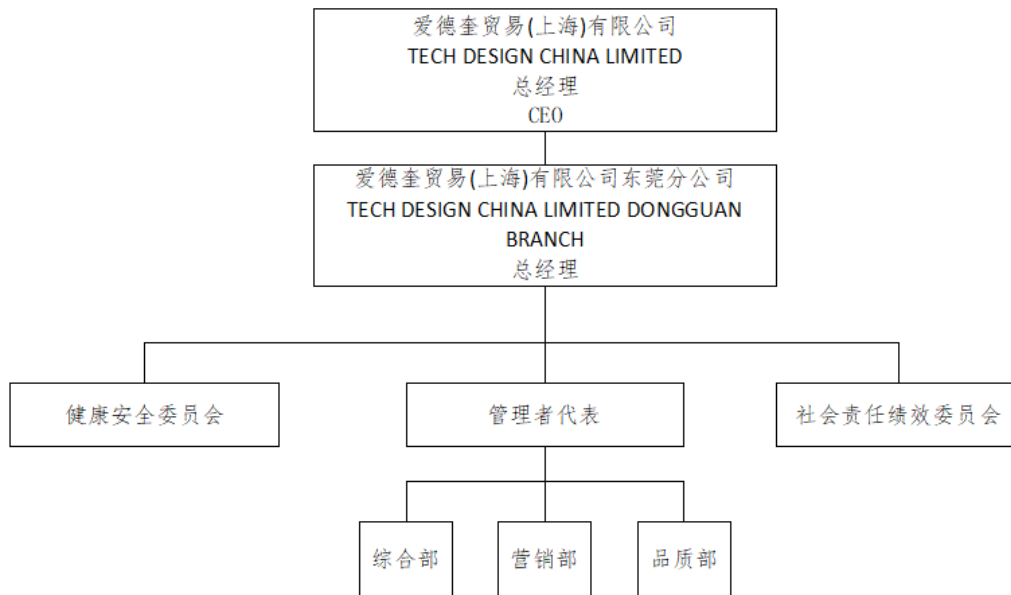
编制(Prepared by): Lina

审核(Checked by): Wendy

批准(Approval by): Stephane

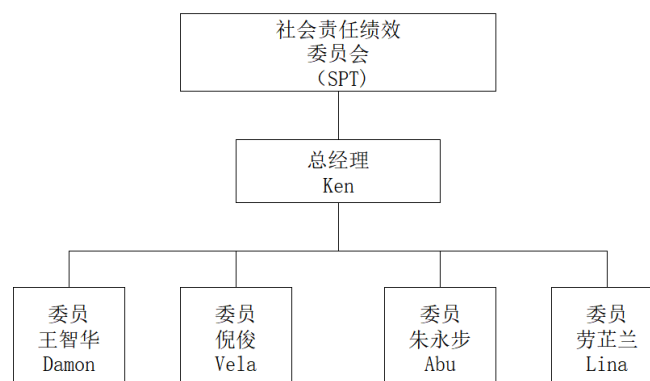
Organisational Chart of Social Responsibility

社会责任组织架构图



Sustainability Management System

The Company attaches great importance to CSR policy, and continuously improves the CSR management system. We have formulated the *CSR Manual* based on actual conditions and established a Social Performance Team (SPT) to be responsible for the development, operation and supervision of company systems. KEN, General Manager of TD Shanghai, was appointed as the Management Representative of CSR management system to supervise the sustainability of the Company, and we have been certified by SEDEX-4P CSR Management System.



The Company designates SPT to oversee and handle CSR issues, regularly conduct written risk assessments annually, identify actual or potential

areas of non-compliance with standard requirements, and prioritise the handling. The Company also supervises workplace activities effectively, follows CSR system standards, and takes actions to effectively address any hazards identified by SPT.

Declaration on Sustainability

For the purpose of effective protection of trade secrets, and prevention of the leakage or public disclosure of trade secrets, or harm to the interests of the Company, customers and investors by employees due to conflicts of interest, the company hopes that employees, business partners, counter-parties, suppliers, third-party service agencies and other partners will resolutely resist bribery and corruption, and work together with the Company to create a clean, fair and honest market environment.

The Company holds a zero-tolerance attitude towards any form of corruption or bribery to prevent and curb such dishonest behavior by implementing effective policies and mechanisms. Employees are required not to bribe public officials or any other entities or individuals in any direct or indirect way to obtain business opportunities, and immediately refuse and report to the Company when any suppliers, agents, consultants or other business partners make the above requests to them.

The Company has established relevant policies and mechanisms for integrity, and required all employees:

- To strictly abide by laws and regulations, regulatory rules, commercial ethics, professional ethics and behavioral norms for fair competition, honesty and trustworthiness.

- Not to engage in any sourcing partnerships with the Company through any organization not covered by the Company's business scope, which may affect or cause harm to the interests of the Company, whether the organization is invested by themselves or their relatives.

- Not to receive cash, securities or gifts in business activities related to the Company.

- To familiarize themselves with and ensure compliance with the requirements of integrity in employment, and refrain from conveying or seeking improper benefits in any way.

The Company will refer to the employee handbook and accountability system when any employee fails to comply with the policies on integrity. To report violations, send email to: sara-zeng@techdesigncn.com.

Follow-up and Complaint Mechanism

The Company has established a CSR reporting procedure to handle tip-offs for unfair treatment. A dedicated tip-off box, phone number and email address are provided, and employee representatives are selected to engage in social dialogue with the Company on work conditions and benefits, which enables employees to timely convey their opinions on employee rights to the senior management. Employee representatives conduct irregular interviews with employees to promptly identify their needs and speak for their interests. To ensure that employees will not be affected, tip-offs, complaints and suggestions are anonymous.

The Company has established a disciplinary inspection and anti-corruption column and released the hotline and email of the disciplinary inspection committee to relevant parties. The Company accepts social supervision, and has achieved good results in the anti-corruption, anti-bribery and anti-unfair competition training held for employees.

Complaint line: 0769-38953933, email: sara-zeng@techdesigncn.com

Substantive Issue

We analyzed and studied relevant national policies, and selected substantive issues related to social responsibility based on the development strategy and business policies of the Company. Through questionnaire surveys, in-depth communication with stakeholders, and collecting and sorting information and opinions on the aspects of economy, society and environment from different parties on online platforms, we identified and selected 17 social responsibility issues that are representative of the times and society, most relevant to the actual conditions of the Company, and highly feasible.

Employee Health and Safety	Energy Consumption and GHGs	Corruption
Working Conditions	Local Environmental and Accidental Pollution	Anti-competitive Practice
Social Dialogue	Raw Materials, Chemicals and Waste	Responsible Information Management
Career Management and Training	Customer Health and Safety	Supplier Environmental Practices
Child Labor, Forced Labor and Human Trafficking	Environmental Services and Advocacy	Supplier Social Practices
Diversity, Equality and Inclusion		
External Stakeholder Human Rights		

Substantive issues reflect the most significant impact of the organisation on the economy, environment and people. Managing substantive issues helps us continuously identify and evaluate the impact of TD business operations and the concerns of stakeholders, providing important references for us to improve our level of sustainability management and report transparency.

Stakeholders

Stakeholders are individuals or groups whose interests are or may be affected by organisational activities. TD stakeholders include customers, government, suppliers, employees, communities and the media.

The Company has identified CSR related issues existed in the company

based on suggestions from employees, suppliers and other partners, and received valuable suggestions. Based on the suggestions, we have conducted investigations, analysed the causes of problems, and found solutions to protect the rights of employees and the ecological environment, and prevent the occurrence of corruption.

The Company emphasises communication with stakeholders, listens to and responds to their demands, and takes their feedback seriously.

In 2023, the establishment of a relationship between the Company and investors played a positive role.

Stakeholders	Expectations of Stakeholders	Communication Method
Customer	Product and service quality, product price, supply speed	Provision of high-quality products and services, business liaison, inspection and visit, customer satisfaction survey
Government	Stable growth, timely taxation, employment promotion, environmental protection	Government meeting, statistical report
Supplier	Long-term cooperation, reasonable price, honesty, mutual benefit	Supplier meeting, business negotiation, bidding activity, CSR assessment
Employee	Salary and benefits, promotion opportunities, training opportunities, health and safety	Reasonable suggestions, symposium, trade union, employee representative conference, training
Community	Community harmony, environmental protection, co-construction of civilisation, development sharing	Public benefit and charity activities, community services, regular exchanges, social investment
Media	Brand image, CSR, environmental protection, product innovation, technological innovation	Interviews and information release

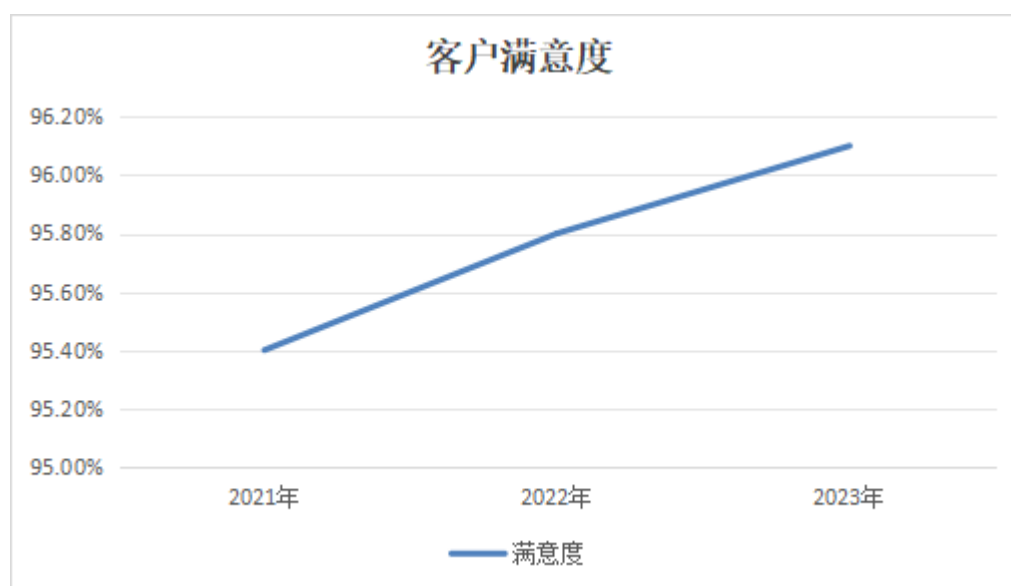
TD's Participation in Stakeholder Activities in 2023

We actively participate in and organise sustainability related activities, and engage in extensive and in-depth exchanges and cooperation on topics of common concern to stakeholders, such as caring for employees and promoting community harmony.

Customer satisfaction survey

The Company values and fulfills its commitments to customers. We conduct a customer satisfaction survey annually to solicit customer opinions and requirements, make investigation and rectification for complaints to continuously improve the quality of products and services and the customer service system, and build efficient communication channels for service adjustments, so as to improve customer satisfaction.

Refer to the following chart for our customer satisfaction in the past three years:



Customer satisfaction	2021	2022	2023
	95.42	95.83	96.15

Item	2021	2022	2023
Customer feedback in the year	0	0	0
Violations related to product and service information and labeling	0	0	0
Violations related to marketing	0	0	0

Supplier/Employee Social Responsibility Training

We have developed the TD Code of Conduct to regulate employees and suppliers based on company sustainability, covering labor and human rights, environmental responsibility, anti-corruption, health and safety, respect for privacy, and conflicts of interest.



In 2023, the Company organised social responsibility knowledge training for all members and suppliers, with a training coverage rate of 100%.

Drink from the Source

Giving Back to Society with Gratitude

Education is the cornerstone of social development. One of the typical characteristics of modern civilization is the popularization of education. It is equal education right that everyone can benefit from promoted the process of human civilization.

However, due to regional economic differences, significant hardware facilities differences exist in certain schools compared to those in developed regions.

In 2023, TD donated air conditioners and laptops to Kaiping No.1 Middle School to improve its infrastructure and create a more comfortable learning environment for students, benefiting over 3,000 teachers and students of the school.



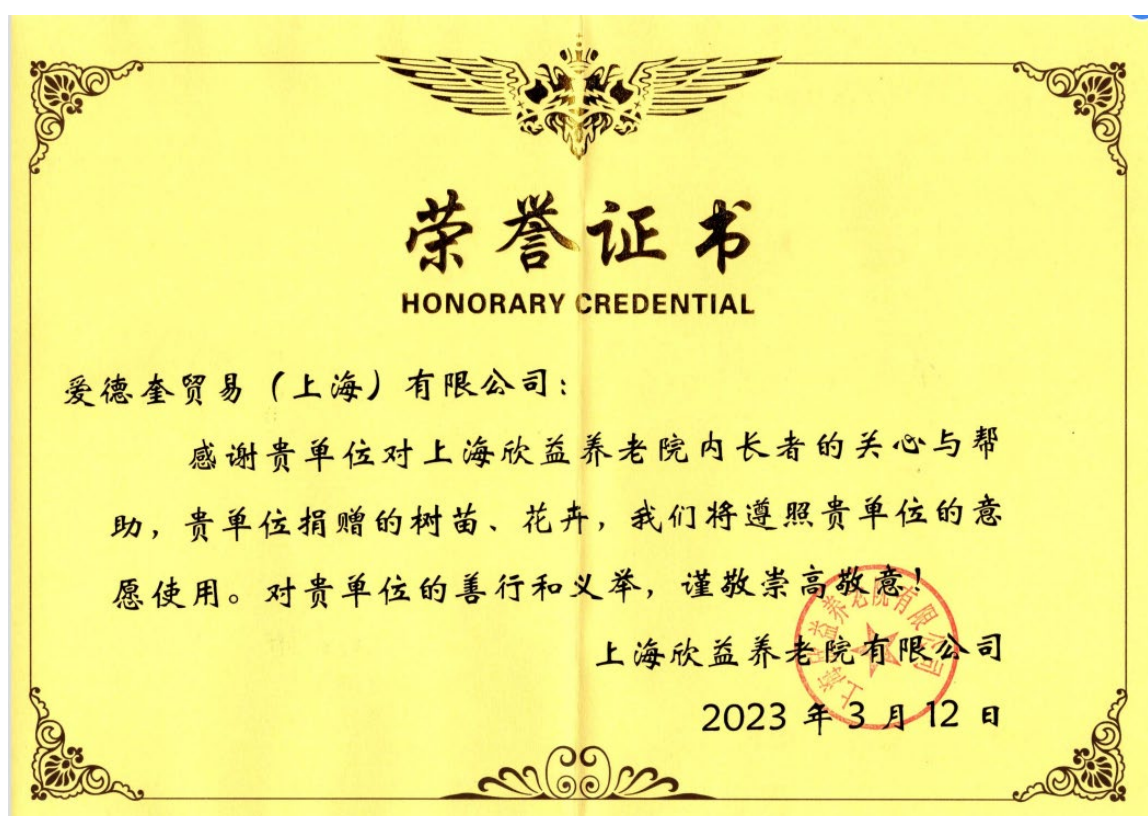
Promoting Community Harmony

Respecting and Caring for the Elderly



The development of a company is inseparable from the support of the society, and it is our obligation to repay the society. TD advocates for harmonious neighborhoods, fair communication and mutual respect to achieve a harmonious society.

In today's society with intensification of population aging, the elderly are facing problems and challenges. As a member living in a civilized society, we have a responsibility to respect, care for and take care of the elder.

To express our care for the elderly, we donated a batch of saplings and flowers to Shanghai Xinyi Nursing Home to improve the living environment of the elderly.



System Certification

SEDEX-4P CSR Management System (Shanghai Headquarters)	Certificate expiration date: May, 7, 2024
ISO 14001 (Shanghai Headquarters)	Certificate expiration date: June 4, 2026
ISO 45001 (Shanghai Headquarters)	Certificate expiration date: June 4, 2026
ISO 9001 (Shanghai Headquarters)	Certificate expiration date: June 4, 2026
SEDEX-4P CSR Management System (Dongguan Branch)	Certificate expiration date: April 22, 2024
ISO14000 Environmental Management System (Dongguan Branch)	Certificate expiration date: July 19, 2024
ISO45001 Occupational Health and Safety Management System (Dongguan Branch)	Certificate expiration date: July 18, 2024
ISO9001 Quality Management System (Dongguan Branch)	Certificate expiration date: June 29, 2023
GRS Global Recycled Standard	Certificate expiration date: July 12, 2024
RCS Recycled Claimed Standard	Certificate expiration date: July 12, 2024
BPC Certification	Certificate expiration date: November 30, 2024
	
SEDEX-4P CSR Management System (Shanghai Headquarters)	ISO 14001 (Shanghai Headquarters)

I. Labour and Human Rights

1.1 Our Commitment

TD supports freedom of association and effective implementation of collective bargaining rights; respects freedom of speech; eliminates all forms of forced and compulsory labor; guarantee access of employees to water and sanitation facilities; prohibits the use of child labor; eliminates discrimination in employment and occupation; treats women equally; and supports and respects internationally recognized human rights.

The key to sustainable development of a company is talent. The achievements of the Company today are based on the joint efforts of all TD employees. TD cherishes the efforts of every employee, values their health, and concerns their growth. TD tries its best to provide employees with a safer, more harmonious and fair working environment.

The Company adheres to the principle of people foremost, continuously improves the working environment of employees, attaches importance to their health and safety, established an ISO45001 occupational health and safety management system and passed the certification.

1.2 Equal Employment and Diversification of Employees

TD is committed to creating an inclusive and equal working environment, and labor and human rights are important social issues in the sustainability report of the Company. TD is gradually strengthening human rights due diligence to ensure that employees work in a safe environment, enjoying respects and personal dignity.

The promotion of company employees is based on employee value creation, with performance as the core basis, and the assessment indicators of employees in their positions, adhering to fairness and justice. TD strictly follows the national regulations on employment, labor contracts, labor remuneration, rest and vacation, and labor dispute resolution to manage employment relations, prevents any forms of discrimination, and implements the concept of talent care.

In 2023, the Company continued to improve its human capital allocation management system, further standardized the procedures and requirements for social recruitment, campus recruitment, internal mobility, probationary period probation and resignation, and refined and adjusted the system in a targeted manner to better serve high-quality development of the Company.

As of December 2023, 2 directors works for TD Hong Kong, 10 employees and 1 director work for Shanghai Headquarters, 31 employees work for Dongguan Branch, 8 employees work for TD Paris, 1 director works for Tech Design FZ-LC (Dubai subsidiary), a total of 53 people are working for TD,

including 49 employees.

The Company adheres to the principles of fairness, impartiality, and openness in employee recruitment, salary and benefits, promotion and other aspects. As of December 2023, a total of 49 employees are working for the Company, with an average of 5 years of service. The distribution is as follows in proportion:

We are committed to creating a diverse and inclusive workplace with recruitment and promotion opportunities not affected by the age or gender of employees. As of December 2023, 50% of our senior management positions are held by female employees. Our female employees account for 60%, and over 50% of employees are over 35 years old.

Total employees	Senior management	Employees with more than 5 years of service experience	Employees with more than 10 years of service experience
49 人	6	32	15
/	12.24%	65.3%	30.61%

Gender and senior management distribution

Total employees	Female employees	Male employees	Proportion of female executives to top executives	Proportion of male executives to top executives	Female employees on the board of directors
49	32	17	3	3	1
/	65.30%	34.69%	50%	50%	50%

To enhance the cohesion of the Company and enrich the leisure life of employees, TD organises monthly birthday parties and irregular gatherings for employees. The Company also provides afternoon tea, distributes holiday benefits, and organises annual tourism both inside and outside the province for employees with different cultural backgrounds to promote their mutual understanding and trust, creating a good company atmosphere.

On March 8 every year, the International Women's Day, TD will hold activities to celebrate the significant contributions and achievements made by women in the fields of economy, politics and society.



Birthday party



Dinner party



Outdoor activity



Team building



Talent show



International Women's Day (IWD)



Year-end
dinner

TD has prepared an Employee Handbook to clarify the Company's principles and requirements for caring for employees, covering child labor, mandatory or involuntary labor, health and safety, anti discrimination, working hours, salary and benefits, freedom of association and privacy protection. The Company adheres to the principles of fairness, impartiality and openness in employee recruitment, salary and benefits, and promotion, etc., and rejects discrimination on physical characteristics such as gender, age and height, as well as social characteristics such as the public, religious beliefs and language, etc. When the Company releases recruitment information to different channels, the recruitment requirements will only focus on job experience and educational background. TD introduces talents from different backgrounds, industries and regions, who are required to meet the job responsibilities to maintain reasonable diversification of the Company's talent structure. In recruitment

activities, the Company will verify and confirm the authenticity of the candidate's age and resume information to prevent the use of child labor and forced labor. We also passed on this requirement to suppliers, and conduct regular supervision and audit to ensure no use of child or forced labor by suppliers.

1.3 Working Conditions, Compensation and Benefit

The Company provides employees with a safe and comfortable working environment, including clean bathroom facilities and drinking water. We follow the principle of distribution on the basis of labour and equal pay for equal work, and guarantee timely and full salary, bonuses and overtime payment, which are not lower than the local minimum wage standard. The Company pays the basic pension insurance, basic medical insurance, unemployment insurance, work-related injury insurance, maternity insurance and housing provident fund for all employees in accordance with the law, and provides employees with subsidies, bonuses and leaves.

Subsidies provided by the Company include food allowance, seniority allowance, certificate allowance and technology allowance (professional title), etc.

Bonuses provided by the Company include annual bonus and job responsibility bonus.

Leaves provided by the Company include paid annual leave, statutory holidays, sick leave, funeral leave, marriage leave, maternity leave, abortion leave, family planning leave, family visit leave, paternity leave and parental leave.

The Company provides welfare such as seniority allowance, certificate allowance, technology allowance (professional title) and annual leave for employees to retain senior employees on the one hand, and on the other hand, to promote employees to obtain certificates and professional titles to improve their overall quality. In 2023, the Company had 2 resignations, with a demission rate of 4.08%. The basic salary and salary ratio for male and female employees in the Company is 1:1.

Salary Payment and Purchase of Social Security and Provident Fund of the Company in the Last Three Years

Coverage	2021	2022	2023
Coverage ratio of social security and provident fund %	100%	100%	100%
Timeliness rate of salary payment	100%	100%	100%



1.4 Employee Career

The Company encourages employees to improve their own quality on the basis of completing their own work, and regularly assesses the performance and career development of all employees.

The Company assesses employees on an annual basis. The assessment results are linked to salary adjustments and bonuses, which directly affect the personal income of employees. The company advocates for internal promotion of outstanding employees, and provides career related training to employees every year. In 2023, 46 employees participated in the training, accounting for 93.88% of total employees, with an average training time of 3 hours per person.

The Company assists employees in formulating career plans based on their own conditions, and provides regular professional skill training to employees, which generally improves their professional skills. At present, 3 employees hold the SA8000 internal auditor certificate, accounting for 6.12% of total employees, and 10 employees hold the ISO9001 internal auditor certificate, accounting for 20.41% of total employees. Our employees continuously strengthen their comprehensive qualities, optimise their knowledge structure, improve their skills, obtain certificates, gain experiences, and create greater value for the Company while improving themselves.

The Company encourages employees to participate in external training to broaden horizons, view problems from different perspectives and improve skills. In 2023, the Company recommended its employee to participate in the Climate Ambition Accelerator training organised by the United Nations Global Compact. The employee completed the courses and gained the certificate.



1.5 Discrimination, Harassment, Child Labour and Forced Labour

The Company has formulated the *Child Labour Protection and Relief System*, *Anti-Forced Labour System*, and *Anti-Discrimination System* to prevent adverse impacts on employees, and take timely remedies in case of adverse impacts.

The Company prohibits discrimination, and has established an effective monitoring mechanism in strict accordance with relevant international conventions, laws and regulations in the industry to ensure the implementation of non-discrimination in all business activities. Complaints can be made to the General Manager through a dedicated email or petition channel, or reported to

the employee representative conference. Employee representatives can represent employees to make complaints on discrimination to company managers. The Company also deals with discrimination through legal channels and makes investigations. As of December 31, 2023, the Company did not experience any discrimination complaint.

By establishing an employee representative conference system, the Company has formulated polices such as *Special Protection for Female Employees* and *Risk Assessment and Control Procedure for New Mothers and Pregnant Women* to protect the interests of female employees. The Company supervises the implementation of the polices to create favorable conditions for the smooth delivery of pregnant women in terms of life and health security, and ensure equal promotion opportunities for female employees.

The Company actively promotes anti-discrimination and has developed an *Anti-Discrimination System* to prohibit discrimination against people with disabilities. The Company takes care and protection measures for those with disability in line of duty and posts anti-discrimination posters on the bulletin board.

As of December 31, 2023, no discriminatory content was found in the recruitment (including online and offline recruitment) of the Company.

The Company prohibits the use of child labor, complies with the relevant provisions of the *Labor Law* and adopts strict recruitment procedures to prohibit the employment of child and underage labor. The Company conducts internal inspections twice a year on child and forced labor, checks the ID cards and birth dates of all employees to avoid child labor or misuse of child labor, and conducts separate interviews with employees to prevent forced labor. As of December 31, 2023, the Company has no child labor.

As a signatory to the *Universal Declaration of Human Rights*, the Company has abolished compulsory and forced labor, supports and complies with *International Labor Organization, Co29 - Forced Labor Convention*, and regulates corporate behavior in accordance with relevant national and international laws and regulations. The Company respects employees' employment and job selection intentions and adopts the principle of voluntary participation in competitive recruitment for management positions. The Company will not restrict employees' personal freedom in any way. As of December 2023, the Company has no cases of forced or compulsory labor.



Anti-discrimination posters



Training on child and forced labour, discrimination and harassment



Training on employee representative election (representative conference) and complaint management



Box for complaint submission

1.6 Employee Health and Safety

The Company has formulated the *Employee Health and Safety Management System*, established policies and systems related to safety and health management, organizes annual health and safety knowledge training, first aid training and fire drills, and conducts regular hazard identification, risk assessment and accident investigation.

The property management company serving the Company conducts annual inspections of elevators to ensure the safety of employees.

The Company distributes labor protection appliances with different functions according to different job positions to reduce the harm to employees caused by harmful factors and replaces labor protection appliances regularly.

The Company has prepared the *Employee Health and Safety Guidelines* to guide employees to prevent occupational diseases, such as repetitive strain injury and noise induced deafness, and alleviate work pressure.

The Company provides medicine boxes for employees and free physical examinations every year to track and analyze their health status, and ensure their safe and health.

The Company conducts annual testing on the quality of drinking water and office air to ensure that the quality of water and air is within the qualified range.



检测报告

项目名称: 爱德奎贸易(上海)有限公司东莞分公司常规监测
委托单位: 爱德奎贸易(上海)有限公司东莞分公司
项目地址: 广东省东莞市厚街镇莞太路厚街段168号厚街万达广场2
幢1219、1220、1221、1222、1223、1224、1225房
检测类别: 生活饮用水、室内空气、噪声

广东国信环保科技有限公司
(检验检测机构)

Detection of drinking water, indoor
air and noise

The Company always prioritizes the safety of employees and tries the best to provide them with safe, healthy and hygienic working conditions and living environment. The Company conducts diversified occupational safety education, training and themed activities to fully ensure the health and safety of employees. In 2023, the Company achieved a coverage rate of employee health, safety and fire safety training of 100%, an employee physical examination rate of 100%, and zero incidence of occupational disease of employees.



Fire safety training in the second half of 2023

Health and safety indicators:

Health and Safety Indicators	Indicator Value 2021	Indicator Value 2022	Indicator Value 2023
Fire and explosion accident	0	0	0
Work related fatal accident	0	0	0
Serious work related injury accident	0	0	0
Minor work related injury accidents	0	0	0
Incidence of occupational disease	0	0	0
Number of physiological and psychological events occurred	0	0	0
Lost time injury rate of direct labour force	0	0	0
Serious lost time injury rate of direct labour force	0	0	0

1.7 Social Dialogue

The Company has established a dedicated CSR reporting procedure to handle tip-offs from employees for unfair treatment. Employees may also tip off through the dedicated tip-off box, phone number or email address, or to

employee representatives, who engage in social dialogue with the Company on work conditions and benefits for employees, which enables employees to promptly convey their opinions on employee rights to the senior management. Employee representatives also conduct irregular work interviews with employees to timely identify their needs and speak for their interests. The Company has negotiated with employees on working conditions, safe and healthy working conditions, equal employment, child labor, forced labor, training and career management, as well as freedom of association and effective recognition of collective bargaining rights, and signed a collective contract with employees with a signing rate of 100%

The Company supports the freedom of association and collective bargaining. We respect the right of employees to exercise collective bargaining. Our employee representatives negotiate with the Company on labor remuneration, working hours, rest and vacation, labor safety and health, vocational training, insurance and benefits in accordance with national laws and regulations, which are covered by the employment contract to safeguard the legitimate rights and interests of employees. The Company adheres to and improves the democratic management system for employees based on the employee representative conference to strengthen democratic management and safeguard the legitimate rights and interests of employees. The Company deeply promote the “disclosure of company affairs” and incorporates it into the risk management system. The Company complies with local laws and regulations and industry organization requirements, fulfills employment contracts, and safeguards the legitimate rights and interests of employees.

Ni Jun was appointed as the Chairman of Employee Representative Conference 2023 of TD Shanghai through voting. We organize an employee representative conference once a month to address employee petitions.

Lao Zhilan was appointed as the Chairman of Employee Representative Conference 2023 of TD Dongguan Branch through voting. We organize an employee representative conference once a month to address employee petitions.

TD has 2 employee representatives, accounting for 4.08% of total employees. The Company signed a collective agreement with 44 employees, accounting for 100% of all grassroots employees (excluding executives). TD Shanghai received 14 opinions from employee and handled 14 opinions throughout the year, while TD Dongguan Branch received 22 employee opinions and handled 22 opinions. The employee representative conference of TD Shanghai reached an employee petition process rate of 100%, so did the employee representative conference of TD Dongguan Branch.

1.8 Response and Reporting

The Company reached an employment contract signing rate of 100%, and a purchase rate of social security and provident fund of 100%. In 2023, the Company held 20 subject training sessions for employee, and reached the

participation of 49 person-time, accounting for 100% of total employees, and a per-person training time of 76 hours, including the 8 sessions on labour and human rights with the participation of 49 person-time, accounting for 100% of total employees, and a per-person training time of 19 hours. The Company has established a reporting procedure to handle employee tip-offs for unfair treatment. In 2023, the Company received zero tip-off on unfair treatment, zero tip-off on discrimination, zero tip-off on forced and compulsory labour, and zero tip-off on use of child labor.

Statistics of TD labor and Human Rights Management Performance for
the period from 2021 to 2023

Statistics	2021	2022	2023
Employment of child labour	0	0	0
Major safety accident	0	0	0
Discrimination and harassment	0	0	0
Work related injury	0	0	0
Labour litigation	0	0	0
Employee physical examination rate	100%	100%	100%
Signing rate of employment contract	100%	100%	100%

II. Environment

2.1 Our Commitment

Protecting the environment is the responsibility that a company shall bear for sustainability. We promise to protect the environment and maintain natural harmony, attach importance to environmental issues, and take environmental protection measures to gradually reduce the impact on the environment.

2.2 Company Policies and Systems

TD attaches great importance to the environment of the Company, and has formulated the *Environment Control Procedure*. The Company advocates to save energy, promotes environmental protection, deepens the construction of environmental management system, implements environmental responsibilities, strengthens environmental risk management, and optimises environmental management mode to establish a long-term mechanism for environment control.

The Company establishes, implements, maintains and improves overall environmental protection policies based on the specific conditions, and provides sufficient manpower, material resources, and technical and financial support for environmental protection and sustainable development.

The Company has passed the ISO14001 certification.

The Company has established the *Environmental Operation Control Procedure*, *Cost Management Control Procedure*, *Water and Electricity Management Regulations*, *Regulations on Air Conditioner and Elevator Usage*, *Regulations on Paper Conservation*, *Regulations on Green Office and Green Sourcing*, and *Product End-of-Life or Waste Recycling and Treatment Control Procedure* to clarify the responsibilities, authorities and workflows of each department. The Management Representative and department directors are responsible to inspect the implementation of specific environmental protection and energy conservation policies, establish resource conservation indicators and assessment, reward and punishment methods, correct violation behaviors, and take corrective actions.

The Company has released the *Proposal for Environmental Protection and Energy Conservation*, which has been signed by key personnel.

TECH DESIGN LIMITED
环境保护的节能倡议书

致全体员工：

美丽的地球，我们共同的家园。保护地球环境是我们每一个地球公民义不容辞的责任。经济的发展，推动了社会的进步，提高了我们的生活水平，同时也加大了对自然资源的开采和使用力度，能源资源浪费、环境污染等问题也日益突出。建设资源节约型、环境友好型社会已成为当今社会的主旋律。我们向全体员工积极倡议节能减排的要求：

- 一、电脑短时间不用时，启用“睡眠”模式或“待机”模式，能耗可降低30%-50%。
- 二、关掉电脑不用的程序及音箱、打印机等外围设备。
- 三、适当降低电脑显示器的亮度，过量既增加能耗又不利于保护视力。
- 四、尽量重复利用各种档案袋、资料袋等办公用品。
- 五、办公室内空调温度设置适宜，制冷不低于26℃。
- 六、下班前20分钟关闭空调，办公室内的温度在空调关闭后将持续一段时间，既不影响室内工作人员，又可节约电能。
- 七、使用空调，尽量减少开窗、开门等，保持温度恒定。
- 八、在光线适宜时，尽量利用自然光，减少开灯时间。
- 九、在无人工作时，关闭所有电源，包括电脑、复印机、电灯等。
- 十、复印打印尽量用双面，单面使用后的纸，可再利用空白面作草稿纸或裁剪为便条纸。
- 十一、打印机墨盒可重复装粉利用。
- 十二、推行电子政务，有效利用电子公文传输系统收发和办理文件，尽量在电子媒介上修改文稿，节约纸张。
- 十三、离开办公室时，将所有的电器设备电源插头拔掉。

节能减排是可持续发展的具体体现，是一种远见，一种智慧。

第 1 页 共 2 页

TECH DESIGN LIMITED
环境保护的节能倡议书

更是对子孙后代负责的身体力行，义不容辞！让我们行动起来，积极参与节能减排，为加快建设节约型社会做出应有的贡献。

TECH DESIGN LIMITED
日期：2023 年 02 月 26 日
For and on behalf of
TECH DESIGN LIMITED
Authorized Signature

第 2 页 共 2 页

Proposal for Environmental Protection and Energy Conservation

爱德奎贸易(上海)有限公司
核心人员承诺签名表

主题	支持联合国全球契约十项原则承诺	时间	2023.09.05						
见证人	朱嗣	地点	公司会议室						
目的	对原则承诺的了解与理解及履行承诺								
承诺人员									
序号	姓名	部门	承诺人签名	备注	序号	姓名	部门	承诺人签名	备注
1	王智华	业务部			21				
2	唐德美	业务部			22				
3	汤晶	业务部			23				
4	倪俊	行政部			24				
5					25				
6					26				
7					27				
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18					38				
19					39				
20					40				

**Signature Form of Key Personnel
(TD Shanghai)**

爱德奎贸易(上海)有限公司东莞分公司
核心人员承诺签名表

主题	支持联合国全球契约十项原则承诺	时间	2023.10.18						
见证人	劳芷兰	地点	公司会议室						
目的	对原则承诺的了解与理解及履行承诺								
承诺人员									
序号	姓名	部门	承诺人签名	备注	序号	姓名	部门	承诺人签名	备注
1	曾瑜	综合部			21				
2	谢小芳	综合部			22				
3	朱永步	品质部			23				
4	张茜	业务部			24				
5	张亚芬	业务部			25				
6					26				
7					27				
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19					39				
20					40				

**Signature Form of Key Personnel
(TD Dongguan)**

2.3 Energy/Resource Utilization

2.3.1 Analysis on Energy Consumption

TD is mainly engaged in foreign trade, without involving production activities or providing accommodation. Its primary energy consumption is water and electricity consumption of offices, with domestic sewage discharged into the municipal pipeline network.

Water and Electricity Consumption of TD Shanghai Headquarters and
Dongguan Branch

Type	2021	2022	2023
Water consumption (m ³)	380	362	370
Electricity consumption (kWh)	33280	29062	54842
Gasoline (L)	6942	10033	3024
Sales volume (CNY10,000)	5990	5600	5474
Carbon emissions (tCO ₂ e)	40.05	47.28	39.91
Water consumption of unit sales (t/CNY10,000)	0.06	0.06	0.07
Carbon dioxide emissions of unit sales (kgCO ₂ e/CNY10,000)	6.69	8.44	7.29

Data source:

According to the data provided in Table 1 of *2021 Electricity Carbon Dioxide Emission Factors*, the emission coefficient is 0.5568kgCO₂/kWh;

According to Appendix B of *Carbon Dioxide Emission Reporting Guidelines for Enterprises (Entities) in Guangdong Province (Revised in 2023)*, the emission factor is 3.10464kgCO₂/L.

2.3.2 Energy Conservation Goals

Based on the energy consumption during the period from 2021 to 2023, the Company has set the following energy conservation goals for 2024:

Type	Unit	2021	2022	2023	Goals Set for 2024	
					Absolute values	Relative values
Water consumption	t	380	362	370	/	/

Electricity consumption	kWh	33280	29062	54842	/	/
Gasoline consumption	L	6942	10033	3024	/	/
Water consumption of unit sales	t/CNY10,000	0.06	0.06	0.07	0.069	-2%
Carbon dioxide emissions of unit sales	tCO ₂ e/CNY10,000	6.69	8.44	7.29	7.14	-2%

“-” indicates the reduction amount

The data of the past three years indicates that the electricity consumption increased in 2023 compared to 2021 and 2022, which is due to the purchase of new energy vehicles in 2023, and although the use of electric vehicles led to the increase of electricity consumption, and significant reduction of the use of gasoline. The carbon dioxide emissions per unit sales decreased in 2023 compared to 2022. We should strengthen our awareness of electricity conservation. For example, we should adjust air conditioning to an appropriate temperature. There is still room for electricity conservation by improving other electrical equipment. The water consumption per unit sales decreased in 2023 compared to 2021 and 2022. We should continue to strengthen water conservation. Therefore, we plan to reduce water consumption of unit sales by 2% and carbon dioxide emissions of unit sales by 2% in 2024.

We expect to reduce greenhouse gas emissions by $39.91 \times 2\% = 0.80$ tCO₂e in 2024.

2.4 Climate Action

2.4.1 Energy Conservation and Emission Reduction Training

In 2023, TD was invited to participate in the first phase of the Climate Ambition Accelerator (CAA) project of United Nations Global Compact, to understand key knowledge and professional skills in the field of climate change, and set scientific emission reduction goals. In the CAA project, Mr. Mei Dewen, Vice Chairman of China Beijing Green Exchange and Secretary General of Beijing Green Finance Association, was invited to give a special presentation on the development of China's carbon market. He popularized the background of low-carbon transformation of Chinese enterprises from three perspectives: economy, energy and finance, and introduced the development process, current situation and challenges of the carbon market in China. After 8 months of study, TD was granted the Climate Ambition Accelerator Certificate.



Climate Ambition Accelerator (2023)

2.4.2 Energy Conservation and Emission Reduction Actions

To achieve the energy conservation goals set for 2023, the Company has formulated the *Annual Work Plan for Water Conservation* and *Annual Work Plan for Electricity Conservation*.

The Company advocates for water conservation and puts posters or signs on the walls of bathrooms and bulletin boards.

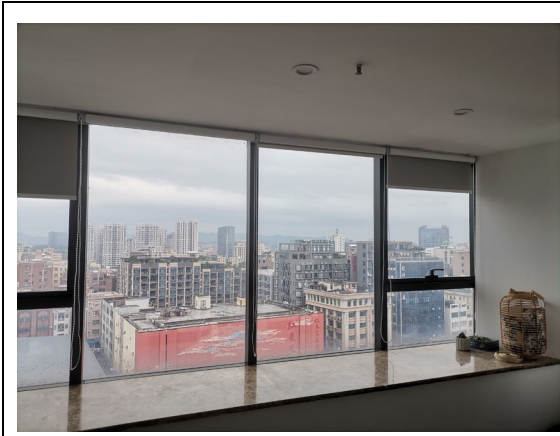


Water conservation signs



Conservation of electricity

The Company actively cultivates the awareness and behavior of employees in daily resource conservation and recycling, cherishing the environment and caring for the Earth. We help employees to develop the good habit of turning off lights and saving water and electricity anytime and anywhere. We implement 5S on-site management in all office areas of the Company and dispatch personnel to conduct irregular supervision and inspection. We promote waste recycling within the Company, including the use of newspapers, paper on both sides, used office equipment and electronic equipment, etc. The Company places classified waste recycling bins with different colors in conspicuous positions in all office areas, and classifies and recycles wastes such as paper, fruit peels and used batteries. We advocate for harmonious development between people and the environment, and actively respond to the national call for environmental protection: lucid waters and lush mountains are invaluable assets. We promote energy conservation and emission reduction actions within the Company and encourage employees to participate in technological transformation of energy conservation and emission reduction projects to achieve win-win for both the economy and the environment.



Introduction of natural light



Conservation of electricity



Advocating water conservation



Non-use of disposable water cups



Garbage classification

2.4.3 Environmental Protection Activities

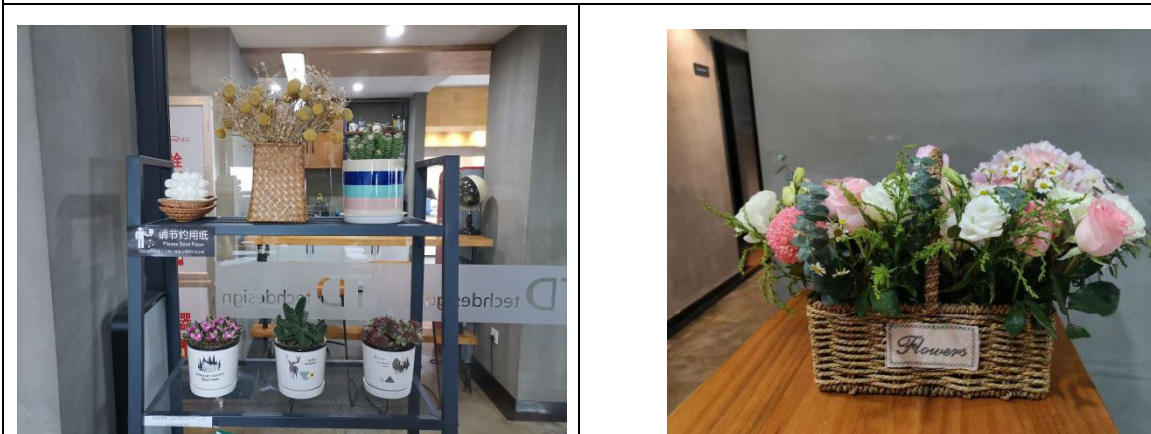
The Company promotes environmental protection, and encourages employees to engage in environmental protection activities to enhance employees' environmental awareness, and deepen the concept of environmental protection into everyone's mind.

On March 11, 2023, the Company held the tree planting activity, and planted a total of 45 small saplings to contribute to the protection of forestry resources, environment improvement and maintenance of ecological balance.

The Company arranges indoor greenery to create a better office environment, which will regulate room temperature, purify air and reduce noise relying on the ecological characteristics of plants. Plants can absorb sounds and reduce indoor noise. Indoor greenery can relieve the visual nerve, reduce the stimulation to the eyes, rest the cerebral cortex, and help employees to relax and eliminate fatigue.



Planting trees on Tree Planting Day



Office greenery

Office greenery

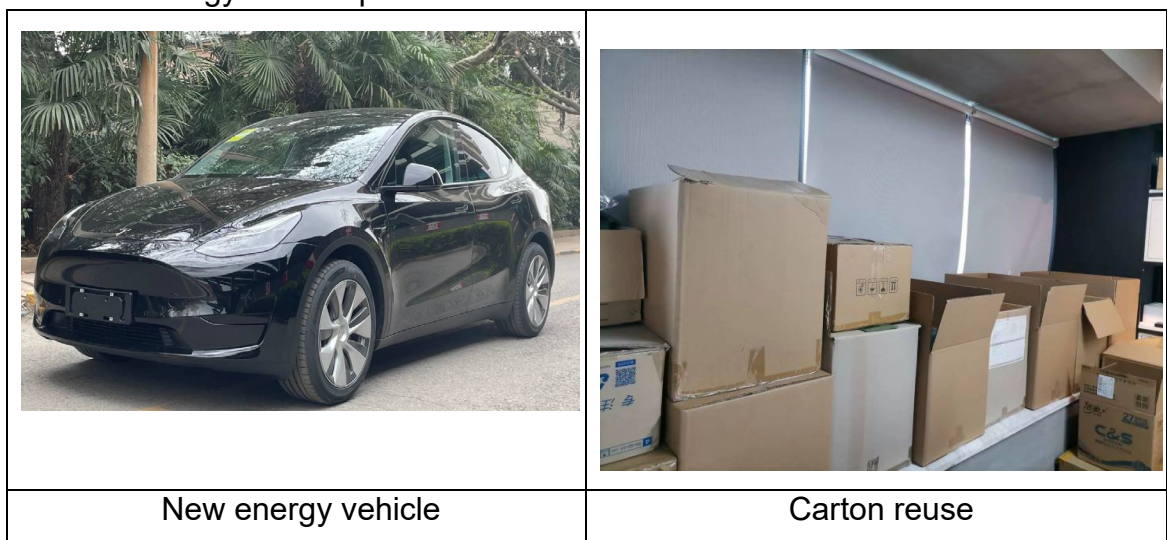


2.4.4 Measures to Reduce Energy Consumption

The Company currently owns three fuel powered vehicles for business trips and has decided to replace one with a new energy vehicle, as the high efficiency of electric motor will reduce losses compared to the heat engine. The sources of electricity are diverse. Although thermal power is the main source, a considerable proportion is from environmentally friendly sources such as wind power, photovoltaic power and hydropower, which will reduce energy consumption.

In response to the call for environmental protection and reducing resource consumption, the Company has decided to reduce excessive packaging of products and reuse cartons, which will save costs and reduce environmental pollution. Documents will be printed or copied double-sided. Internal documents will be printed or copied on the back of discarded documents to reduce the consumption of office supplies.

The Company uses equipment with primary energy consumption to reduce energy consumption.





Recycling of waste paper



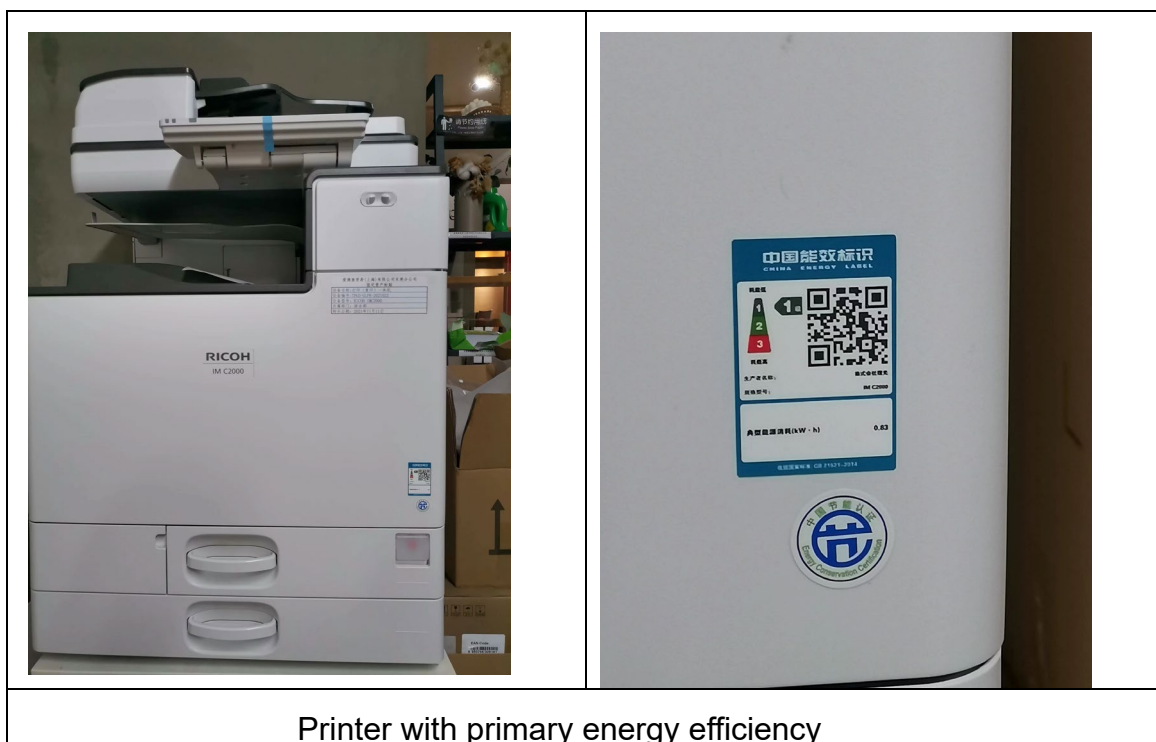
Lunch boxes and water cups of employees



Air conditioner with primary energy efficiency



Refrigerator with primary energy efficiency



Printer with primary energy efficiency

2.4.5 Development of the Green Supply Chain

To convey our carbon reduction strategies and action requirements to the supply chain, we held an online supplier meeting to share the global emission reduction practice and introduce emission reduction initiatives and requirements for suppliers to jointly explore the path and methods to achieve emission reduction. All suppliers expressed their support at the meeting.

2.5 Promoting Circular Economy

TD is committed to establishing a business model of circular economy, which is based on the product life cycle to pursue more environmentally friendly materials, more durable products, greener packaging and less waste, so as to enable efficient utilize and recycling of all resources, reduce natural resource consumption and protect the ecosystem.

2.5.1 Environment and Accidental Pollution

As a trader, TD does not participate in production activities. In terms of company operations, we have developed an accident emergency plan to prevent accidental environmental pollution caused by the Company. On the one hand, we established clear procedures for fire rescue activities, and on the other hand, we prevent wastewater, waste and other hazards to the environment after fires. As of December 2023, the Company achieved an environmental and accident rate of 0.

2.5.2 Raw materials, Chemicals and Wastes

TD has established detailed procedures for the control of raw materials, chemicals and waste used in business activities, covering alcohol, 84 disinfectant, glue and photocopy toner. All waste is classified into recyclable and non-recyclable (general domestic garbage) for storage and delivery to the

garbage collection point designated by the property management company, where the waste will be disposed by qualified companies.

After conducting statistics on solid waste emissions in the past three years, waste emissions of the Company from 2021 to 2023 are as follows:

No.	Company	Item	2021	2022	2023
1	Shanghai Headquarters	Paper (kg)	112	106	108
2		Domestic garbage (kg)	304	298	287
3	Dongguan Branch	Paper (kg)	368	360	265
4		Domestic garbage (kg)	965	903	877
5	Total	Paper (kg)	480	466	373
6		Domestic garbage (kg)	1269	1201	1164
7	/	Total weight of nonhazardous waste (kg)	1749	1667	1537
8	/	Total amount of waste recycling (kg)	102	98	93
9	/	Total amount of hazardous waste (kg)	0	0	0

Waste and emission targets set for 2024:

No.	Item	2024
1	Paper (kg)	366
2	Domestic garbage (kg)	1140

Statistics of use of chemical

Company	Item	2021	2022	2023
Shanghai Headquarters	Alcohol (kg)	0.38	0.32	0.31
	84 Disinfectant (kg)	0.89	0.97	0.92
	Glue (kg)	0.37	0.38	0.37
	Copy toner (kg)	0.05	0.06	0.06
Dongguan Branch	Alcohol (kg)	0.69	0.66	0.62
	84 Disinfectant (kg)	1.86	1.87	1.86
	Glue (kg)	0.54	0.49	0.48
	Copy toner (kg)	0.17	0.16	0.16
Total	Alcohol (kg)	1.07	0.98	0.93
	84 Disinfectant (kg)	2.75	2.84	2.78
	Glue (kg)	0.91	0.87	0.85

	Copy toner (kg)	0.22	0.22	0.22
Use of Chemical	Total weight of nonhazardous waste (kg)	4.95	4.91	4.78

Waste and emission targets set for 2024:

No.	Item	2024
1	Alcohol (kg)	0.92
2	84 Disinfectant (kg)	2.75
3	Glue (kg)	0.83
4	Copy toner (kg)	0.21

Waste Disposal

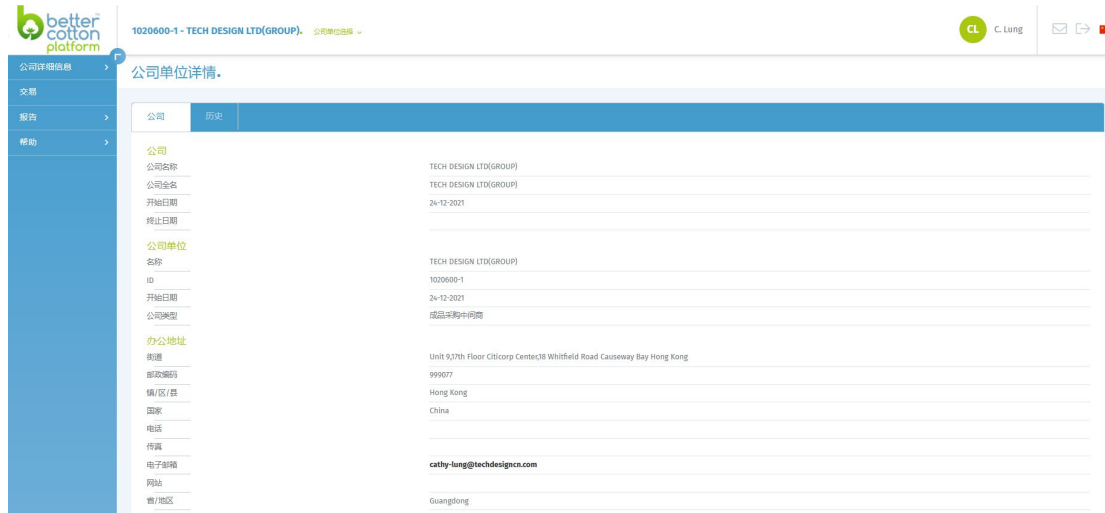
Waste Classification	Examples	Disposal
Solid waste	Recyclable waste	Waste paper and cardboard boxes
	Non-recyclable waste	Peel, tea residue, etc.
Waste water	Domestic sewage	Toilet and tearoom sewage
Waste gas	No	No exhaust gas generated

2.5.3 Healthier, Safer and More Environmentally Friendly Materials

The Company adheres to a responsible attitude towards customers, improves service quality, focuses on customer health and safety, and fully evaluates different stages of the product life cycle to meet the requirements and expectations of customers for products and services at each stage.

To customer health and safety, the Company requires suppliers to abandon the use of toxic components such as heavy metal elements cadmium, lead, mercury, hexavalent chromium, and flame retardants such as polybrominated biphenyls and polybrominated biphenyls in their raw materials. The detailed list is based on the latest version of EU RoHS Directive. All materials and products are required to pass the testing of third-party impartial institutions such as SGS, with testing certificates graded. The Company has

passed BCP certification, and customers may trace the quantity of cotton we purchased from the platform. We value the safety and health of our customers and consumers, adhere to self-discipline and regulations, and comply with the law to work together with our customers to build a trustworthy and law-abiding consumption environment. As of December 2023, 0 recall of non-conforming products, and 0 accident caused by product safety occurred in the Company.



BCP Certification

2.5.4 Greener Packaging

TD has been implementing 3R for a long time. While ensuring full protection of products, we innovate design, use biodegradable, recycled or environmentally friendly materials, reduce printing processes, and adopt green packaging to reduce the impact of packaging on the environment.



2.5.5 Environmentally Friendly Products and Services

The Company advocates the use of environmentally friendly raw materials. In the product design process, we prioritize recycling materials such as recycled paper and RPET materials to reduce the environmental hazards caused by product production. As of 2023, the average proportion of

and emission reduction posters. Company offices are 100% covered by green plants.

III. Business Ethics

3.1 Our Commitment

The Company holds a zero-tolerance attitude towards any form of corruption and bribery, and tries the best to prevent and curb such dishonest behaviors by implementing effective policies and mechanisms. The Company firmly resists bribery and corruption to maintain a clean, fair and honest company image.

3.2 Company Policies and Systems

The Company has formulated the *Code of Conduct for Commercial Ethics and Management Policy*, *Anti-unfair Competition Regulations*, *Anti-Bribery/Anti-Corruption Regulations*, *Conflict of Interest Prevention and Avoidance System and other regulations*.

The Company encourages employees to supervise each other and tip off any violations of commercial ethics to the Company. The Company promises to keep confidential the tip-off information.

3.3 Anti-Corruption and Anti-Bribery Practice

The Company actively responds to the national anti-corruption policy. We have carried out a series of party conduct and integrity education and learning activities to strengthen the education and supervision of employees and improve their legal awareness and professional ethics.

The Company continues to promote anti-corruption and anti-commercial bribery. We deeply promote the construction of punishment and prevention systems, organize anti-corruption and integrity education in different forms, strengthen the supervision of our main business, and conduct targeted efficiency supervision. We continuously promote the governance of commercial bribery to ensure legal, compliant and effective operation of the Company. We continuously strengthen internal control audit, promote risk management audit, consolidate and deepen financial and benefit audits to further improve internal control, standardize management, prevent risks and promote the healthy and sustainability of the Company.

The Company has established a disciplinary inspection and anti-corruption column and released the hotline and email of the disciplinary inspection committee to relevant parties. The Company accepts social supervision, and has achieved good results in the anti-corruption, anti-bribery and anti-unfair competition training held for employees.

TD requires all suppliers to sign a Declaration on Integrity, Honesty, Self-discipline and Confidentiality Agreement, and comply with and maintain TD's anti-corruption policies and supplier social responsibility code of conduct

to ensure TD's effective management of compliance risks against commercial bribery.

																																																																																																													
<p>Training on anti-corruption, anti-bribery and anti-unfair competition</p>	<p>Channels for corruption tip-off</p>																																																																																																												
<p>TD techdesign</p> <p>关于商业道德与反贪反腐的声明</p> <p>为了有效的保护商业秘密，防止商业秘密泄露或公开揭露，或者员工因为利益冲突，损害公司、客户和投资者的利益。公司希望员工与业务伙伴、交易对手和供应商、第三方服务机构和其他合作伙伴坚决抵制贿赂腐败行为，与公司共同营造廉洁、公平、诚信的市场环境。</p> <p>公司对任何形式的腐败和贿赂等不廉洁行为秉承零容忍的态度，并努力通过实施和执行有效的政策及机制防范、遏制腐败和贿赂等不廉洁行为。要求员工不得以任何直接或间接的方式向公职人员或其他实体和个人行贿以获得商业机会。如有供应商、代理、顾问及其他商业伙伴向员工提出上述要求，员工必须马上拒绝并向公司报告</p> <p>公司已建立廉洁从业的相关政策和机制，要求全体员工：</p> <ul style="list-style-type: none"> -严格遵守法律法规、监管规定、商业道德、职业道德和行为规范、公平竞争、诚实守信。 -员工本人、亲属不得在公司业务范围之外投资的组织与公司发生采购合作关系，影响或导致损害公司利益的行为。 -禁止员工在与公司相关的商业活动中收受现金、有价证券或礼物等。 -熟知并确保遵守廉洁从业相关要求，不得以任何方式输送或谋取不正当利益。 <p>如果员工未能遵守公司廉洁从业相关政策要求的，公司将按照员工手册、问责制度等公司政策进行处理。举报邮箱：sara-zeng@techdesigncn.com</p> <p style="text-align: right;">For and on behalf of TECH DESIGN LIMITED Authorized Signatory TECH DESIGN LIMITED 2023年8月23日</p>	<p>TD techdesign</p> <p>商业道德管理制度</p> <p style="text-align: right;">TD0C-GLBE-202 2005</p> <p style="text-align: center;">文件清单</p> <table border="1"> <thead> <tr> <th rowspan="2">序号</th> <th rowspan="2">文件名称</th> <th colspan="3">文件索引</th> </tr> <tr> <th>页码</th> <th>变更</th> <th>文件</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>商业道德行为准则规范及管理政策</td> <td>2</td> <td>2-6</td> <td>A/0</td> </tr> <tr> <td>2</td> <td>反不正当竞争管理程序</td> <td>7</td> <td>7-8</td> <td>A/0</td> </tr> <tr> <td>3</td> <td>反腐败/反腐败管理程序</td> <td>9</td> <td>9</td> <td>A/0</td> </tr> <tr> <td>4</td> <td>反欺诈管理办法</td> <td>10</td> <td>10-11</td> <td>A/0</td> </tr> <tr> <td>5</td> <td>利益冲突防范与回避制度</td> <td>12</td> <td>12-13</td> <td>A/0</td> </tr> <tr> <td>6</td> <td>信息安全管理制度</td> <td>14</td> <td>14-19</td> <td>A/0</td> </tr> <tr> <td>7</td> <td>信息安全漏洞控制程序的审核机制</td> <td>20</td> <td>20-24</td> <td>A/0</td> </tr> <tr> <td>8</td> <td>信息安全事件响应与应急管理程序</td> <td>25</td> <td>25-29</td> <td>A/0</td> </tr> <tr> <td>9</td> <td>反洗钱规章制度</td> <td>30</td> <td>30-31</td> <td>A/0</td> </tr> <tr> <td>10</td> <td>档案管理程序</td> <td>32</td> <td>32-38</td> <td>A/0</td> </tr> <tr> <td>11</td> <td>机密文件及敏感信息（隐私）控制程序</td> <td>39</td> <td>39-42</td> <td>A/0</td> </tr> <tr> <td>12</td> <td>敏感交易与礼品审批管理程序</td> <td>43</td> <td>43-44</td> <td>A/0</td> </tr> <tr> <td>13</td> <td>商业道德内部控制及审计程序</td> <td>45</td> <td>45-48</td> <td>A/0</td> </tr> <tr> <td>14</td> <td>企业商榷的第三方机构尽职调查操作规范</td> <td>49</td> <td>49-64</td> <td>A/0</td> </tr> <tr> <td>15</td> <td>与顾客有关的流程控制程序</td> <td>65</td> <td>60-70</td> <td>A/0</td> </tr> <tr> <td>16</td> <td>标识和可追溯性控制程序</td> <td>71</td> <td>71-72</td> <td>A/0</td> </tr> <tr> <td>17</td> <td>EMS 包装、产品标识和吊牌管理程序</td> <td>73</td> <td>73-76</td> <td>A/0</td> </tr> <tr> <td>18</td> <td>事件报告调查和处理程序</td> <td>77</td> <td>77-80</td> <td>A/0</td> </tr> <tr> <td>19</td> <td>信息系统与设备账号权限管理规定</td> <td>81</td> <td>81-85</td> <td>A/0</td> </tr> <tr> <td>20</td> <td>客户信息和沟通控制程序</td> <td>86</td> <td>86-90</td> <td>A/0</td> </tr> </tbody> </table>	序号	文件名称	文件索引			页码	变更	文件	1	商业道德行为准则规范及管理政策	2	2-6	A/0	2	反不正当竞争管理程序	7	7-8	A/0	3	反腐败/反腐败管理程序	9	9	A/0	4	反欺诈管理办法	10	10-11	A/0	5	利益冲突防范与回避制度	12	12-13	A/0	6	信息安全管理制度	14	14-19	A/0	7	信息安全漏洞控制程序的审核机制	20	20-24	A/0	8	信息安全事件响应与应急管理程序	25	25-29	A/0	9	反洗钱规章制度	30	30-31	A/0	10	档案管理程序	32	32-38	A/0	11	机密文件及敏感信息（隐私）控制程序	39	39-42	A/0	12	敏感交易与礼品审批管理程序	43	43-44	A/0	13	商业道德内部控制及审计程序	45	45-48	A/0	14	企业商榷的第三方机构尽职调查操作规范	49	49-64	A/0	15	与顾客有关的流程控制程序	65	60-70	A/0	16	标识和可追溯性控制程序	71	71-72	A/0	17	EMS 包装、产品标识和吊牌管理程序	73	73-76	A/0	18	事件报告调查和处理程序	77	77-80	A/0	19	信息系统与设备账号权限管理规定	81	81-85	A/0	20	客户信息和沟通控制程序	86	86-90	A/0
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The Company has formulated the *Anti-Bribery/Anti-Corruption Regulations* to maintain fair competition, regulate commercial purchase and sales, and prevent commercial bribery. The Company requires internal employees to sign the *Anti-Corruption Declaration*, and 49 employees have signed the Declaration, with a signing rate of 100%. The Company has signed

the *Declaration on Integrity, Honesty, Self-discipline and Confidentiality Agreement* with suppliers, with a signing rate of 100%, and 2 operating locations of the Company have established a reporting procedure for external stakeholders.

3.4 Information Security and Anti-unfair Competition

The development of network technology has brought great convenience, making it more efficient for us to access information, changing our way of life, playing an irreplaceable role in the development of enterprises, while bringing a series of problems. Computer network security faces challenges. To avoid these problems, we should take targeted preventive measures based on specific needs.

The Company has established an information security management system to prevent external intrusion and internal leakage to protect company information and information systems from unauthorized access, use, leakage, interruption, revision and destruction.

To strengthen the information security awareness, the Company provides information security awareness training to employees, and installs fingerprint locks and surveillance device in each department to ensure information security; sets passwords and firewalls for all computers to prevent malicious attacks from outside; and instantly backup data to ensure data integrity in the event of a failure.

	
<p>Training on information security awareness and knowledge</p>	<p>Training on information security awareness and knowledge</p>

	
<p>Surveillance Room</p>	<p>Surveillance Room</p>
	
<p>Shredder</p>	<p>Fingerprint lock</p>

The Company firmly resists illegal and improper operations to avoid unfair trading, and strictly investigates the sources of improper profits. To enhance employees' awareness on confidentiality, the Company requires employees to consciously abide by the confidentiality regulations and fulfill their responsibilities and obligations for protecting the Company's trade secrets. The Company has signed confidentiality agreements with all employees.

The Company clearly informs employees of the fact that it owns trade

secrets, the scope of trade secrets, the rights and obligations that employees shall bear regarding trade secrets, and the legal consequences and compensation responsibilities for violation of the confidentiality agreement or illegal infringement of trade secrets, so as to strengthen the protection of trade secrets owned by the Company.

<p style="text-align: center;">保密协议</p> <p>甲方：爱德奎贸易（上海）有限公司 乙方（员工）：倪俊 身份证号码：■■■■■■■■■■</p> <p>1、乙方在甲方任职，将获得甲方支付相应报酬，有义务保守甲方之商业机密。</p> <p>2、经友好协商，甲乙双方就乙方在任职期间及离职以后保守商业机密的有关事项，订立下列条款，以资共同遵守：</p> <p>第一条 名称与定义</p> <p>1、商业机密 本文的商业机密是指不为公众所知悉，能为甲方带来经济利益的技术信息和经营信息，或泄落后对甲方造成名誉及经济利益损失的信息。</p> <p>(1) 指甲方及甲方的员工、客户/供应商以口头的、书面的、电子文本或其他载体形式向对方披露的、任何在披露时标注或被陈述为“机密”、“秘密”或“绝密”的信息。</p> <p>(2) 信息在披露时虽没有标注或被陈述为“机密”、“秘密”或“绝密”，但乙方清楚此信息的泄漏会对甲方、甲方的客户/供应商造成损失。</p> <p>(3) 若保密信息首次以口头或影像形式披露出去的，披露方应在意识该信息为保密信息时及时通知对方，以使对方确知该信息为保密信息，并在披露后3日内以书面形式向甲方确认，该保密信息的性质不以披露方是否意识到为准。</p> <p>(4) 甲方采取了其他合理保密措施，包括但不限于指定专人保管、限制接触人员范围等措施。</p> <p>2、任职期间 本协议中所称的任职期间，以乙方在甲方公司不论是专职员工或兼职员工，从甲方领取报酬为标志，并以该报酬所代表的工作期间为任职期间。任职期间包括乙方在正常工作时间内加班的时间，而无论加班场所是否在甲方工作场所内。</p> <p>3、第三方 第三方是指除甲乙双方外的任何第三方，如甲方其他员工、乙方的亲属等</p>	<p style="text-align: center;">核心工作岗位员工相关利益冲突申报声明</p> <p>一、申报人及近亲属对外投资情况</p> <p>1.1 申报人及近亲属在中国境内或海外是否有股权投资（含股票）债权投资（如债券）或其他形式的权益投资？ 是（ ） 否 <input checked="" type="checkbox"/></p> <p>1.2 申报人及近亲属在中国境内外的组织投资、股权投资或其他形式的权益投资是否涉及与或 贵集团公司存在业务竞争关系或业务合作关系的公司或个人？ 是（ ） 否 <input checked="" type="checkbox"/></p> <p>如选择“是”，则请具体说明投资人的姓名和职位、所投资标的个人的名称以及投资形式和金额。</p> <p>二、申报人及近亲属的任职和兼职情况</p> <table border="1"> <thead> <tr> <th>是（ ）</th> <th>否 <input checked="" type="checkbox"/></th> </tr> </thead> <tbody> <tr> <td>1 是否有直系亲属或姻亲关系亲属任职于本公司</td> <td>否 <input checked="" type="checkbox"/></td> </tr> <tr> <td>2 家庭成員中是否有任职于本行业竞争对手、供应商、经销商或工程承包商的公司</td> <td>否 <input checked="" type="checkbox"/></td> </tr> <tr> <td>3 自己或家庭其他成員是否有持有本行业竞争对手、供应商、经销商或工程承包商之股份。</td> <td>否 <input checked="" type="checkbox"/></td> </tr> </tbody> </table>	是（ ）	否 <input checked="" type="checkbox"/>	1 是否有直系亲属或姻亲关系亲属任职于本公司	否 <input checked="" type="checkbox"/>	2 家庭成員中是否有任职于本行业竞争对手、供应商、经销商或工程承包商的公司	否 <input checked="" type="checkbox"/>	3 自己或家庭其他成員是否有持有本行业竞争对手、供应商、经销商或工程承包商之股份。	否 <input checked="" type="checkbox"/>
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Confidentiality Agreement	Declaration on Conflict of Interest								

3.5 Performance

Achievements from 2021 to 2023:

Item	2021	2022	2023
Anti-corruption, anti-bribery and anti-unfair competition training rate	100%	100%	100%
Number of reports generated by the report procedure	0	0	0
Confirmed litigation cases	0	0	0
Signing rate of Anti-corruption Declaration	100%	100%	100%
Signing rate of <i>Declaration on Integrity, Honesty, Self-discipline and Confidentiality Agreement</i>	100%	100%	100%
Training on commercial ethics (anti-corruption and anti-unfair competition)	100%	100%	100%
Training on information security awareness	100%	100%	100%
Training on reporting and handling procedures for environmental and CSR issues	100%	100%	100%

Number of anonymous tip-off	0	0	0
Filing of cases by the public prosecutors or legal departments	0	0	0
Number of confirmed corruption incidents	0	0	0
Number of confirmed information security incidents	0	0	0
Number of business outlets established reporting procedures for external stakeholder	2	2	2

3.6 Response and Reporting

Through continuous efforts such as providing training for internal employees and suppliers on commercial ethics and anti-corruption, and signing the Confidentiality Agreement with employees, and the *Declaration on Integrity, Honesty, Self-discipline and Confidentiality Agreement* with all suppliers, the Company has achieved good results in anti-corruption. Up to now, the Company has not found any corruption or bribery behaviour, or received any tip-off on corruption or bribery.

IV. Sustainable Sourcing

4.1 Supplier Certification Management

The Company has established mechanisms and implemented measures to use recyclable materials (GRS/RCS materials) in product development and passed BCP certification. The Company encourages suppliers to use environmentally friendly materials. Up to now, the Company has passed GRS and RCS certification, with 25% of our suppliers passing GRS/RCS certification and 10% passing BCP certification.

Suppliers are important partners of the Company, and joint development with suppliers is crucial for the Company. The Company achieves mutual benefit and development through good cooperation and mutual support with suppliers. The focus of our sourcing management includes supplier CSR management.

4.2 Supply Chain Management

4.2.1 Supplier Agreement

For the purpose of standardising CSR management of the supply chain, the Company adopts scientific methods to evaluate and manage suppliers' CSR capabilities and improve their level of CSR management. The Company has evaluated and investigated all suppliers and required suppliers to sign the *Letter of Commitment on Non-Use of Conflict Minerals*, *Declaration on Integrity, Honesty, Self-discipline and Confidentiality Agreement*, *Letter of Commitment on Non-Use of Hazardous Substances*, *Letter of Commitment on Abiding By and Continuously Improving CSR Code of Conduct*, and *Supplier Code of Conduct for Sustainability*. The Company fulfills CSR by signing agreements, informing and making commitments, conveying environmental protection, safety, integrity and employee rights, and conducting CSR risk analysis on suppliers, so as to prevent suppliers from infringing on human rights and labor rights, damaging the environment, and disrupting business ethics.

TD prevents significant risks of child labor and forced or compulsory labor in suppliers through strict supply chain management.

4.2.2 Supplier Assessment

The Company regards supply chain members as important partners and takes all means to seek common development and growth with suppliers. Before our cooperation with suppliers, we select suppliers based on strict standards. For the purpose of improvement of the quality of sourcing personnel, we have enhanced training on bidding theory and practice, learned

cutting-edge theories and advanced experience, and improved the business capabilities, work quality and efficiency of sourcing personnel. We assist suppliers in promoting their CSR management system and incorporate sustainable sourcing goals into the performance evaluation of our sourcing personnel.

We value the past performance record and reputation of our suppliers, encourage their early participation and timely feedback, and provide them with technical and management experience. We fully consider their interests and encourage fair transactions to achieve win-win. We support mutual trust and work together with suppliers to establish long-term contracts and partnerships beyond contracts.

Suppliers with outstanding performance will be awarded the TD Annual Excellent Supplier Certificate, and be included in TD's preferred suppliers, who will be entitled to higher order share under equal conditions and prior business cooperation opportunities. For suppliers with poor performance, especially those who violate social responsibility red line requirements, the Company will require them to rectify within a specified period, reduce their order share or cooperation opportunities, and even cancel the cooperation.

Guided by the concept of win-win cooperation and common development, the Company requires suppliers and relevant parties to sign a declaration of fulfilling CSR and a declaration of integrity, and fully conveys the CSR development requirements and expectations of the Company and customers to suppliers. We work with suppliers to optimize both parties' processes and integrate CSR requirements into our daily business operations to greatly improve the CSR performance level of upstream and downstream suppliers of the supply chain.

4.3 Implementation of Supplier CSR On-site Audits

In terms of cooperation with suppliers and subcontractors, we always adhere to the principles of "compliance, legality, honesty and trustworthiness", and strictly follow the national laws and regulations. We operate in compliance with the laws and monitor the entire audit process through supplier management procedures to provide a good competitive environment and promote long-term stable cooperation between the Company and suppliers. TD conducts sustainability risk analysis on all suppliers. For any CSR related issues found in on-site audit, we will adopt corrective actions and provide training to suppliers. For suppliers achieve good performance in environmental protection and CSR, we will offer rewards to enhance their CSR awareness. We evaluate the environmental and social practices of suppliers in the form of a questionnaire, attach importance to the work status of suppliers' employees, and conduct employee survey on grassroots employees of suppliers.

4.4 Enhancing Supplier CSR Awareness

The Company provides training on *CSR Knowledge, Reporting and Handling Procedures for Environmental and CSR Issues*, and *Raw Materials*,

Chemicals, and Waste Management to all suppliers, and required suppliers to sign the TD Supplier Code of Conduct.



Training on CSR Knowledge



Training on Reporting and Handling Procedures for Environmental and CSR Issues



Training on Raw Materials, Chemicals and Waste Management



TECH DESIGN LTD

供应商/供应商行为准则

1. 强迫劳工

不得雇佣任何形式的强迫劳工，无论是属于囚犯、强制性的契约劳工、以工抵债的劳工或是其他任何强迫性的劳工。

2. 童工

不得雇佣年龄小于 16 岁的人士（若当地法规规定 14 岁为合法雇佣年龄除外），若生产国法规规定义务教育的年龄大于 15 岁，则不得雇佣小于该年龄的人士。

3. 骚扰或辱骂

员工的人格及尊严必须受到尊重。绝不得对受雇员工进行任何身体上、言语上、行为或精神上的骚扰及侮辱。

4. 健康与安全

雇主必须提供安全、卫生的工作环境，以防止任何工作上可避免的事故和伤害的发生。

5. 反歧视

员工的聘用与薪酬应根据其工作能力和表现来决定，并不受其性别、种族、宗教或文化信仰的影响。

6. 结社和集体谈判自由

供应商应尊重雇员可选择合法加入或不加入团体上的权利和自由，只要该等团体在商品生产所在国是合法的团体。供应商不得干扰、阻碍或制止雇员与之相关的一切合法行为。

11. 保护环境

有关废物处理、化学品与其他危险物质的处理与销毁以及排放与污染物处理的程序与标准必须达到或者超过最低法定要求。

12. 分包商

供应商必须在投产前预先向 TECHDESIGN LTD 披露所有参与生产其产品的分包商。而该等分包商及其设施必须预先取得 TECHDESIGN LTD 的认可。供应商有绝对责任确保其分包商必需明瞭及遵守 TECHDESIGN LTD 供应商的所有行为准则。

我, [] (工厂授权人姓名) 代表 [] (工厂名称) 承诺我们已完全了解本准则的要求并立即按本准则的要求执行。

TECH DESIGN LTD (GN) LIMITED 工厂名称: []
授权人签名(盖公章): [] 授权人姓名(盖公章): []
授权人姓名(正楷): 高建兰 授权人姓名(正楷): []
授权人职务: 供应链专员 授权人职务: 供应链专员
日期: 2023.8.23 日期: 2023.8.23

Supplier Code of Conduct

TD techdesign

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爱德奎贸易(上海)有限公司&
爱德奎贸易(上海)有限公司东莞分公司
TD 企业社会责任行为守则

TD 公司, 我们要求合作伙伴遵守与其业务行为相关的所有法律、法规和条例, 特别是在聘用工人的生产地国家的法律、法规和条例。如果当地法律与 TD 行为守则的共同承诺不同或出现矛盾, 我们期望他们遵守最高标准。

下列标准是我们所有合作伙伴必须遵守的条件, 并平等适用于我们供应链中的合作伙伴。

一、雇佣关系

我们的合作伙伴应采用并遵守雇佣规则和条件, 尊重员工并保护其在适用的国内及国际劳工和社会保障法律和法规下的基本权利。

二、反歧视

我们的合作伙伴不可存在雇佣歧视, 包括有关雇佣、薪酬、晋升、降职、终止聘用和退休方面。无论是基于性别、种族、宗教、年龄、残障、性取向、国籍、政治观点、社会等级或是民族。

三、骚扰和虐待

我们的合作伙伴必须尊重员工, 给予应有尊严。不得对任何员工进行任何身体、性方面、心理或语言的骚扰和/或虐待。

四、强迫劳工

禁止我们的合作伙伴使用被强迫的劳工, 无论是监狱劳工、契约劳工、抵债劳工或其他形式的劳工。禁止在我们的供应链中进行精神和身体压迫、奴役和人口贩运。

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TEL: (86) 769 3895 3933

须拥有连续最少 24 小时的休息时间。

我们的合作伙伴不得要求定期加班。所有加班时间必须经过双方同意, 并按额外的加班费率支付工资。

十、环境

我们的合作伙伴应遵守其工厂及其业务所在地的全部相关的环境法律、法规和规范。尤其是关于水、能源、危险化学品、空气质量和废物的法规。此外, 我们期望合作伙伴履行环保责任, 并在与我们业务相关的所有活动中加以实践。

十一、分包商

供应商必须在投产前预先向 TD 披露所有参与生产其产品的分包商。而该分包商及其设施必须预先取得 TD 的认可。供应商有绝对责任确保其分包商必须明白及遵守 TD 供应商所有行为准则。

我, [] (工厂授权人姓名) 代表 [] (工厂名称) 承诺我们已完全了解 TD 行为守则的共同承诺的要求并立即按本准则的要求执行。

工厂名称: [] 公司
授权人签名(盖公章): []
授权人姓名(正楷): []
授权人职务: 副总经理
日期: 2023.12.28

TECH DESIGN LIMITED Unit 9, 17th Floor Citicorp Center, 18 Whitfield Road Causeway Bay Hong Kong. TEL: (86) 769 3895 3933 - FAX: (86) 769 3895 3936 第 4 页 共 4 页

TD CSR Code of Conduct

<p>TD techdesign</p> <p>TECH DESIGN LIMITED Unit 9, 17th Floor Citicorp Center, 18 Whitfield Road Causeway Bay Hong Kong TEL: (852) 2602 6462</p> <p>TECH DESIGN CHINA LIMITED DONGGUAN BRANCH CHINA OFFICE - Dongguan Room 209-210, Building 43A, 43L, Long Ning Road, Zhong An Road, Shanghai, 200042 P.R. China TEL: +86(21) 51 51 5889</p> <p>TECH DESIGN CHINA LIMITED CHINA OFFICE - Shanghai Room 209-210, Building 43A, 43L, Long Ning Road, Zhong An Road, Shanghai, 200042 P.R. China TEL: +86(21) 51 51 5889</p> <p>爱德奎贸易(上海)有限公司东莞分公司</p> <p>行为守则的共同承诺声明</p> <p>企业责任 ("CR") 是 TD 公司开展业务的核心。我们认识到通过商业活动解决紧迫的全球问题方面发挥主导作用的机会和责任。随着我们不断接受变革并作为公司的长期成功定位。我们相信，CR 将通过管理风险、最大化效率和驱动价值帮助我们实现可持续增长。通过我们的集体努力，力求为社会、环境和我们的企业创造价值，同时推动行业朝着积极的方向发展。</p> <p>TD 行为守则的共同承诺声明是针对所有合作伙伴的行为规范，包括供应商和生产商。此承诺对于 TD 公司十分重要，充分体现我们向为我们生产的工人及其所属社群做出的承诺。希望与我们直接合作或者与我们的供应商合作的伙伴，均遵守此承诺内的人权和劳工权益标准。这是与我们公司建立或维持合作关系的重要前提。</p> <p>TD 公司积极寻求与我们价值观相同的伙伴合作。我们不会与任何未遵守此承诺的供应链、生产商合作。我们相信，只要更努力严格执行本承诺，我们公司与合作伙伴可以切实改善我们生产的工人及其所属社群的生活。</p> <p>10 多年来，此使命一直是 TD 公司的营运方针。未来将继续引领我们前进，并凌驾于任何经济或业务利益之上。</p> <p>Wendy Yu</p> <p>TECH DESIGN LIMITED Unit 9, 17th Floor Citicorp Center, 18 Whitfield Road Causeway Bay Hong Kong. TEL: +86(769) 3895 3933 - FAX: +86(769) 3895 3936 第 1 页 共 4 页</p>	<p>TD techdesign</p> <p>TECH DESIGN LIMITED Unit 9, 17th Floor Citicorp Center, 18 Whitfield Road Causeway Bay Hong Kong TEL: (852) 2602 6462</p> <p>TECH DESIGN CHINA LIMITED CHINA OFFICE - Shanghai Room 209-210, Building 43A, 43L, Long Ning Road, Zhong An Road, Shanghai, 200042 P.R. China TEL: +86(21) 51 51 5889</p> <p>爱德奎贸易(上海)有限公司东莞分公司</p> <p>供应商反商业贿赂承诺书</p> <p>供应商名称: _____ 责任人: _____ 地址: _____ 联系电话: _____</p> <p>为进一步规范经营秩序，维护公平竞争环境，商业贸易的健康有序发展和采购双方的根本利益，构建公平、公开、公正、透明的商业环境，与本公司发生业务往来的相关供应商与外发加工商，正式交易前均由采购部人员提供一份【反商业贿赂承诺书】，要求供应商确认签署：</p> <p>供应商承诺书内容如下：</p> <ol style="list-style-type: none"> 一、严格遵照法律和有关法规、规章，进行正当商业交往。 二、在推销材料、产品过程中，不以任何名义给予本公司采购人员回扣、提成等行为，不采取不正当手段获取商业机会或商业利益。 三、不向本公司采购人员馈赠礼物、现金、有价证券及安排高档宴请、高消费娱乐、旅游活动。 四、本公司拒绝购销活动中一切回扣/贿赂行为，若采购人员利用职务便利，向与本公司发生往来之供应商索取或接受任何利益与馈赠，一经发现，将取消与贵公司的合作并拒绝付款，同时严肃处理本公司有关经办人员，欢迎监督！ <p>以上承诺自签定之日起，向社会宣传并请社会各界人士监督。</p> <p>总经理: _____ 公司印章: _____ 日期: 2023.8.15</p> <p>TECH DESIGN LIMITED Unit 9, 17th Floor Citicorp Center, 18 Whitfield Road Causeway Bay Hong Kong. TEL: +86(769) 3895 3933 - FAX: +86(769) 3895 3936 第 1 页 共 3 页</p>
<p>Joint Commitment on TD Code of Conduct</p>	<p>Supplier Commitment on Anti-Commercial Bribery</p>

4.5 Summary of Sustainable Sourcing

In 2023, the Company conducted a review of 10 major suppliers. During the reporting period, 100% of suppliers had signed the *Supplier Code of Conduct*, 100% of suppliers had signed contracts containing requirements on environmental, labor and human rights, 100% of suppliers had participated in corporate social responsibility (CSR) assessments (questionnaire surveys) for target suppliers, 100% of suppliers had participated in on-site CSR audits, 100% of suppliers had participated in corporate social responsibility (CSR) assessments, 100% of suppliers had participated in CSR on-site audits, 100% of sourcing personnel had received training on sustainable sourcing, and 100% of audited/assessed suppliers had participated in improvement actions or capability development, and 100% of suppliers had achieved Key Performance Indicators (KPI) for other aspects of corporate social responsibility (CSR) - environmentally friendly material sourcing.

Achievements from 2021 to 2023:

Item	2021	2022	2023
Percentage or number of target suppliers who have signed the Supplier Code of Conduct	100%	100%	100%
Percentage of suppliers who have signed contracts covering requirements on	0	0	0

environment, labour and human rights			
Percentage or number of target suppliers who have participated in CSR assessment (questionnaire investigation)	0	0	0
Percentage or quantity of target suppliers who have participated in on-site CSR audits	100%	100%	100%
Percentage or number of purchasers who have received training in sustainable sourcing	100%	100%	100%
Percentage or number of audited/assessed suppliers participating in improvement actions or capability development	100%	100%	100%
Percentage or number of target suppliers who have participated in CSR assessment	100%	100%	100%
Key Performance Indicators (KPI) for suppliers' other CSR - Percentage of suppliers purchasing environmentally friendly materials	100%	100%	100%

Appendix 1 Key Performance

Labour and Human Rights				
General Item	Sub Item	Achievements in 2021	Achievements in 2022	Achievements in 2023
Employee health and safety	Frequency of fire drill	2 times/year	2 times/year	2 times/year
	Frequency of safety inspection	1 time/month	1 time/month	1 time/month
	Provision of protective equipment for all affected employees	100%	100%	100%
	Compulsory physical examination of all employees	100%	100%	100%
	Number of work-related injuries	0	0	0
	Employee/safety training hours	75/13	75/13	76/13
	Number of occupational patients	0	0	0
	Lost time injury rate of direct labor force: (total lost	0	0	0

	time injuries) x (1,000,000/total working hours)			
	Serious lost time injury rate of direct labor force: (days lost due to injury) x (1,000/total working hours)	0	0	0
Working conditions	Percentage of employees covered by social security and provident fund %	100%	100%	100%
	Timeliness rate of salary payment	100%	100%	100%
	Proportion of employees covered by collective agreement	100%	100%	100%
Social dialogue	Frequency of employee representative conference	Per month	Per month	Per month
	Number of employees covered by collective agreement	100%	100%	100%
Career management and training	Frequency of internal job skill training for employees	Per week	Per week	Per week
	Percentage of employees received internal job skill training to total employees %	83%	85%	85%
	Frequency of external skill training for employees	Per quarter	Per quarter	Per quarter
	Percentage of employees received external skill training to total employees %	100%	100%	100%
	Percentage of employees undergone regular performance and career development evaluations in all regions to total employees %	100%	100%	100%
Child labour, forced labour and human	Frequency of CSR training (child labor, anti-forced labor, anti-discrimination, and anti-harassment, etc.)	1 time/year	1 time/year	1 time/year

trafficking (if applicable)	Percentage of employees received CSR training (child labor, anti-forced labor, anti-discrimination, and anti-harassment, etc.) to total employees %	100%	100%	100%
	Use of child labor and forced labor	0	0	0
	Frequency of factory inspection for child labor or forced labor per year	Per month	Per month	Per month
Diversity discrimination and harassment	Frequency of anti-discrimination/ anti-harassment training	1 time/year	1 time/year	1 time/year
	Percentage of employees received anti-discrimination/ anti-harassment training to total employees %	100%	100%	100%
	Discrimination and harassment	0 time/year	0 time/year	0 time/year
Workplace	Percentage of female employees to total employees	60.58%	61.36%	65.30%
	Percentage of female employees holding senior management positions (excluding the board of directors)	50%	50%	50%
	Unadjusted average gender pay gap	0	0	0
Environment				
General Item	Sub Item	Achievements in 2021	Achievements in 2022	Achievements in 2023
Energy consumption and GHG emission	Energy consumption (electricity: megawatt hours)	33.280	29.062	54.842
	CO2 emission (t)	40.05	47.28	39.91
Water resource	Use of water resources (t)	380	362	370
	Wastewater discharge (recovery: t)	304	290	296
Local environment and accidental pollution	Public health incidents causing local pollution	0	0	0

Raw materials, chemicals and wastes	Chemical consumption (kg)	4.95	4.91	4.78
Non-hazardous waste	Total weight of non-hazardous waste (t)	1.75	1.67	1.54
Total waste recycling amount	Total waste recycling amount (t)	0.1	0.1	0.1
Hazardous waste	Total weight of hazardous waste (t)	0	0	0
Customer health and safety	Customer satisfaction indicators for products and services (%)	95.42%	95.83%	96.15%
	Product quality incidents leading to recall due to safety	0	0	0
	Incidents caused by product safety	0	0	0
Environmental services and advocacy	Proportion of use of environmentally friendly materials (%)	7%	9%	10%
	Proportion of suppliers passed GRS/RCS certification (global recycling standard certification) (%)	20%	25%	25%
	Proportion of suppliers registered with BCP (%)	10%	10%	10%
	Product and service guidelines provided to customers to facilitate recycling	100%	100%	100%
Total GHG emission in scope 1 (t-CO2e)	Total GHG emissions in scope 1 (carbon dioxide equivalent of direct combustion of gasoline/gas, in tons)	18.53	16.18	30.54
Total GHG emission in scope 2 (t-CO2e)	Total GHG emissions in scope 2 (indirect carbon dioxide equivalent such as electricity, in tons)	21.52	31.10	9.37

Total GHG emission (t-CO2e)	Total GHG emission (indirect carbon dioxide equivalent such as electricity, in tons)	21.23	24.92	15.32
1. Percentage of workplaces undergone environmental risk assessment to all workplaces %		100%	100%	100%
2. Percentage of employees received training on environmental issues (internal or external) to total employees		94.10%	95.45%	95.92%
3. Percentage of workplaces adopted a formal environmental management system (ISO14001) to all workplaces %		100%	100%	100%
Commercial Ethics				
General Item	Sub Item	Achievements in 2021	Achievements in 2022	Achievements in 2023
Training on commercial ethics	Percentage or number of employees trained in commercial ethics	100%	100%	100%
	Number of training sessions in commercial ethics	3	3	3
Complaint report and tip-off procedure	Number of reports generated by the report procedure	0	0	0
	Number of locations with reporting procedures for external stakeholder	2	2	2
Confirmed corruption incidents	Number of confirmed incidents or legal proceedings related to commercial ethics	0	0	0
Information security incidents	Number of confirmed information security breaches	0	0	0
1. Percentage of operating locations conducted internal audits/risk assessments on commercial ethics to the total number of operating locations		100%	100%	100%

Percentage or number of audited/assessed suppliers participating in improvement actions or capability development	100%	100%	100%
Key Performance Indicators (KPI) for suppliers' other CSR - Percentage of suppliers purchasing environmentally friendly materials	100%	100%	100%
Sustainable Sourcing			
General Item	Achievements in 2021	Achievements in 2022	Achievements in 2023
1. Percentage or number of target suppliers who have signed the Supplier Code of Conduct	100%	100%	100%
2. Percentage of suppliers who have signed contracts covering requirements on environment, labor and human rights	100%	100%	100%
3. Percentage or number of target suppliers who have participated in CSR assessment (questionnaire investigation)	100%	100%	100%
4. Percentage or quantity of target suppliers who have participated in on-site CSR audits	100%	100%	100%
5. Percentage or number of purchasers who have received training in sustainable sourcing	100%	100%	100%
6. Percentage or number of audited/assessed suppliers participating in improvement actions or capability development	100%	100%	100%
Percentage or number of target suppliers who have participated in CSR assessment	100%	100%	100%
Key Performance Indicators (KPI) for suppliers' other CSR - Percentage of suppliers purchasing environmentally friendly materials	100%	100%	100%

Appendix 2 Sustainable Development Goals (SDG)

Sustainable Development Goals	Company Actions	Page
Goal 1: No poverty	Providing job opportunities for employees/pay salaries on time every month	26
Goal 2: Zero hunger	Ensuring the basic salary of employees to guarantee their food and clothing	26
Goal 3: Good health and well-being	Occupational physical examination and payment of social security and provident fund	26, 30
Goal 4: Quality education	Health and safety training, skill training and education	30-32
Goal 5: Gender equality	Equal employment and equal pay for equal work	22-26
Goal 6: Clean drinking water and sanitation facilities	A healthy and safe work environment	30
Goal 7: Affordable clean energy	Using natural light and purchasing new energy vehicles	38-43
Goal 8: Decent work and economic growth	Providing employees with jobs and benefits, and increase their salaries year by year	26-28
Goal 9: Industry, Innovation and Infrastructure	Product quality (ISO9001 quality certification)	19-20
Goal 10: Reducing inequality	Fair recruitment and promotion	22-26
Goal 11: Sustainable cities and communities	Charitable donations and community services	17-18
Goal 12: Responsible consumption and production	Environmental management/promotion of sustainable consumption (management system)	34-48
Goal 13: Climate action	Advocacy and training on environmental management, energy conservation and emission reduction	34-48
Goal 14: Underwater organisms	/	/
Goal 15: Terrestrial organisms	/	/
Goal 16: Peace, justice and powerful institutions	Legal and compliant operation, anti-corruption/information security, and anti-corruption construction	49-54
Goal 17: Partnership to promote goal achievement	Supplier Management/COP CSR disclosure	55-59

Appendix 3 Index of Indicators (GRI)

Instructions for use: TECH SIGN LIMITED reported the information referenced from this GRI content index for the reporting period (from January 1, 2023 to December 31, 2023) in accordance with the GRI standard.

Part 1 General Disclosure (2021)			
Disclosur e Item	Description	Page	Remarks
1. Organization and the Reporting Practice			
2-1	Organizational details	8-13	
2-2	Entities included in organizational sustainability report	2-3	
2-3	Report period, report frequency, and person to contact	2-3	
2-4	Information restatement	3	
2-5	External authentication	3	
2. Activities and Workers			
2-6	Activities, value chain and other business relationships	8-13	
2-7	Employee	24-28	
2-8	Workers other than employees	N/A	Not involving workers other than employees
3. Governance			
2-9	Governance structure and members	10-13	
2-10	Selection of nominations for the highest governing body	7	
2-11	Chairman of the highest governing body	7	
2-12	The supervisory role of the highest governing body in managing impact	12	
2-13	Authorization of responsibility for managing impact	12	
2-14	The role of the highest governing body in sustainability report	7	
2-15	Conflict of interest	Incomplete information	Difficult data acquisition
2-16	Communication of important concerns	14	
2-17	Common knowledge of the highest governing body	12-13	
2-18	Performance evaluation of the highest governing body	12-13	
2-19	Salary policy	28	
2-20	Procedure for determining compensation	Confidentiality restricted	Non-public information
2-21	Annual total compensation ratio	Confidentiality restricted	Non-public information
4. Strategy, Policy and Practice			
2-22	Statement on sustainability strategy	13	
2-23	Policy commitments	8-9, 13	

2-24	Integration policy commitment	8-9, 13	
2-25	Procedures for remedying negative effects	30-31	
2-26	Mechanisms for seeking advice and raising concerns	14	
2-27	Compliance with laws and regulations	30-31	
2-28	Membership of associations	9	
5. Stakeholder Engagement			
2-29	Methods of stakeholder engagement	16-17	
2-30	Group negotiation agreement	34	
Part 2: Substantive Issues (2021)			
3-1	Substantive issue determining process	15	
3-2	List of substantive issues	15	
3-3	Management of substantive issues	15	
Part 3: Issue Disclosure Items			
Economic Performance (2016)			
201-1	Directly generated and distributed economic value	N/A	Not involved
201-2	Financial impacts and other risks and opportunities brought about by climate change	N/A	Not involved
201-3	Defined benefit plan obligations and other retirement plans	28	
201-4	Financial subsidies provided by the government	N/A	N/A
Market Performance (2016)			
202-1	Ratio of standard starting salary to local minimum salary based on gender	28	
202-2	Proportion of executives hired from local communities	24-25	
Indirect Economic Impact (2016)			
203-1	Infrastructure investment and supporting services	19-20	
203-2	Significant indirect economic impact	N/A	Not involved
Sourcing Practice (2016)			
204-1	Proportion of expenditure on sourcing from local suppliers	N/A	Non-public information
Anti-corruption (2016)			
205-1	Operations with a corruption risk assessment conducted	51-56	
205-2	Communication and training of anti-corruption policies and procedures	51-56	
205-3	Confirmed corruption incidents and actions taken	51-56	
Anti-competition Practice (2016)			
206-1	Legal proceedings against anti-unfair competitive behavior, anti-trust and anti-monopoly practice	53-56	
Taxation (2019)			
207-1	Tax policy	N/A	Non-public information

207-2	Tax governance, control and risk management	N/A	Non-public information
207-3	Involvement and management of stakeholders with tax concerns	N/A	Non-public information
207-4	Country report	N/A	Non-public information
Material (2016)			
301-1	Weight or volume of material used	48-50	
301-2	Recycled feed used	48-50	
301-3	Recycled products and packaging materials	48-50	
Energy (2016)			
302-1	Energy consumption within the organization	38-39	
302-2	Energy consumption outside the organization	Incomplete information	Difficult acquisition of external data
302-3	Energy intensity	38-39	
302-4	Reducing energy consumption	38-46	
302-5	Reduced energy demand of products and services	38-39	
Water Resources and Sewage (2018)			
303-1	Mutual influence of organization and water as shared resources	38-39	
303-2	Managing drainage related impacts	38-39	
303-3	Water intake	38-39	
303-4	Drainage	38-39	
303-5	Water consumption	38-39	
Biodiversity (2016)			
304-1	Operating locations owned, leased and managed by organizations in or adjacent to protected areas and regions with rich biodiversity outside protected areas	N/A	Not involved
304-2	Significant impact of activities, products and services on biodiversity	N/A	Not involved
304-3	Protected or restored habitats	N/A	Not involved
304-4	Species included in the IUCN Red List and National Conservation Register in the habitats of areas affected by operation	N/A	Not involved
Emission (2016)			
305-1	Direct (category 1) greenhouse gas emissions	Lack of information	Under statistics, expected to be completed by 2024
305-2	Indirect energy (category 2) greenhouse gas emissions	39	
305-3	Other indirect (category 3) greenhouse gas emissions	Lack of information	Under statistics, expected to be completed by 2024
305-4	Greenhouse gas emission intensity	Lack of information	Under statistics, expected to be completed by 2024
305-5	Greenhouse gas reduction	38-39	
305-6	ODS emissions	N/A	Not involved

305-7	NOx, SOx and other major gas emissions	N/A	Not involved
Waste (2020)			
306-1	Generation of waste and significant impacts related to waste	46-48	
306-2	Management of significant impacts related to waste	46-48	
306-3	Waste generated	46-48	
306-4	Waste transferred from disposal	46-48	
306-5	Waste entering disposal	46-48	
Environmental Assessment of Suppliers (2016)			
308-1	New suppliers screened based on environmental assessment dimensions	57-61	
308-2	Negative environmental impacts of the supply chain and actions taken	57-61	
Employment (2016)			
401-1	Employment rate and turnover rate of new employees	25	
401-2	Benefits provided to full-time employees (excluding temporary or part-time employees)	24-28	
401-3	Parental leave	28	
Industrial Relations (2016)			
402-1	Minimum notification period for operational changes	Lack of information	Under solicitation of opinions
Occupational Health and Safety (2018)			
403-1	Occupational Health and Safety Management System	30-33	
403-2	Hazard identification, risk assessment and accident investigation	30	
403-3	Occupational health services	32-34	
403-4	Occupational health and safety affairs: worker participation, consultation and communication	32-34	
403-5	Occupational health and safety training for workers	32-34	
403-6	Promoting worker health	32-34	
403-7	Preventing and mitigating occupational health and safety impacts directly related to business relationships	32-34	
403-8	Workers covered by the occupational health and safety management system	32-34	
403-9	Work-related injury	32-34	
403-10	Work-related health issues	32-34	
Training and Education (2016)			
404-1	Average training hours per employee per year	35	
404-2	Employee skill enhancement plan and transition assistance plan	29-30	
404-3	Percentage of employees undergoing performance and career development	32-34	

	assessments regularly		
Diversity and Equal Opportunities (2016)			
405-1	Diversification of governing agencies and employees	24-28	
405-2	Gender ratio of basic salary and remuneration	28	
406-1	Discrimination incidents and corrective actions taken	30-31	
Freedom of Association and Collective Bargaining (2016)			
407-1	Operating locations and suppliers with risks in terms of freedom of association and collective bargaining rights	57	
Child Labor (2016)			
408-1	Operating locations and suppliers with significant risk of child labor incidents	57	
Forced or Compulsory Labor (2016)			
409-1	Operating locations and suppliers with significant risks of forced or compulsory labor incidents	57	
Security Practice (2016)			
410-1	Security personnel trained in human rights policies or procedures	N/A	Responsibility of the property management company
Aboriginal Rights (2016)			
411-1	Incidents involving infringement of aboriginal rights	N/A	Renting office buildings built on state-owned land
Local Community (2016)			
413-1	Operating locations with local community participation, impact assessment and development plans	N/A	Not involved
413-2	Operating locations with actual or potential significant negative impacts on local communities	N/A	Not involved
Supplier Social Assessment (2016)			
414-1	New suppliers screened based on social evaluation dimensions	57-61	
414-2	Negative social impacts of the supply chain and actions taken	58	
415-1	Political donations	N/A	No participation in political activities
Customer Health and Safety (2016)			
416-1	Assessing the health and safety impacts of product and service categories	48-49	
416-2	Violations involving the health and safety impacts of products and services	48-49	
Marketing and Identification (2016)			
417-1	Requirements for service information and identification	48-49	
417-2	Violations involving product and service	17	

	information and labeling		
417-3	Violations involving marketing	17	
Customer Privacy (2016)			
418-1	Confirmed complaints related to infringement of customer privacy and loss of customer information	53-56	