

# Samsonte

Samsonite International S.A. 新秀麗國際有限公司 Stock Code 股份代號 1910

I am pleased to present Samsonite's environmental, social and governance report, highlighting the work we are doing across our company to responsibly manage our business.

Throughout our 100-plus year history, Samsonite has been proud of our commitment to being a good corporate citizen. In addition to providing consumers with highquality travel and lifestyle products, over the past century our business has had a positive impact on the communities where we operate.

本人欣然送呈新秀麗的環境、社會及管治報告,其中重點 介紹了公司上下為盡責管理我們業務所做的工作。

新秀麗擁有逾100年悠久歷史,一直以身為良好企業公民為 傲。除了為客戶提供優質旅遊及時尚生活產品外,我們的 業務亦於過去一個世紀為營運所在社區帶來正面的影響。

22

Ramesh Dungarmal Tainwala

Chief Executive Officer 行政總裁

1)

In our operations, Samsonite is committed to conducting business in a manner that is consistent with our long-held values of acting responsibly, honestly and ethically, and to complying with the laws of the communities where we do business. This is evident in our Code of Conduct for employees, as well as in our social compliance program that applies to our third-party suppliers.

In our decentralized organizational structure, our regional and local management teams make key decisions, as they are in the best position to understand and respond to the issues we face in our operating units around the world.

Before preparing this report, the Company undertook a comprehensive review to identify and to examine in-depth our key environmental, social and governance risks. This process was undertaken with the participation of senior management and the support of our Board of Directors.

We believe that Samsonite's enduring resilience as a company provides a platform for sustained growth and ongoing benefits to the environment, people and communities. Together with our team of more than 12,000 motivated and passionate employees, we stand ready to meet our environmental, social and governance obligations. 於營運過程中,新秀麗奉行我們一貫的核心價值,致力以負責、誠 實及合符道德規範的態度經營業務,並且遵守我們業務經營所在社 區的法律。我們對這方面的承擔從我們的僱員行為守則以及第三方 供應商須遵循的社會責任方案可見一斑。

於我們權力下放的組織架構中,由於我們的地區及當地管理團隊最 能瞭解及應對我們營運單位於全球各地所面臨的問題,因此由他們 負責作出重要決定。

於編製本報告前,本公司已進行了全面檢討,甄別並深入查探我們 主要的環境、社會及管治風險。這項工作得到了高級管理團隊參 與,並且獲得董事會支持。

我們相信,新秀麗持之以恆的毅力,可以為環境、公眾及社區持續 發展及長遠利益提供平台。我們逾12,000名充滿熱誠的僱員所組成 的團隊已做好準備承擔環境、社會及管治方面的責任。

lam. ~

Ramesh Dungarmal Tainwala Chief Executive Officer | 行政總裁 March 15, 2017 | 2017年3月15日

# CONTENTS <sub>目錄</sub>

- Environmental, Social and Governance Management 環境、社會及管治管理
- 4 Company Overview 公司概要
- 5 Board Management & Responsibility 董事會管理及責任
- 6 Environmental 環境
- 6 Emissions 排放物
- 8 Use of Resources 資源使用
- 9 Natural Resources 天然資源
- 10 Employment & Labor Practices 僱傭及勞工常規
- 10 Employment 僱傭
- 11
   Development & Training

   發展及培訓
- 11 Labor Standards 勞工準則
- 12
   Occupational Health & Safety

   職業健康與安全

- 13 Operating Practices 營運常規
  13 Supply Chain Management 供應鏈管理
  15 Product Responsibility 產品責任
  18 Anti-Corruption 反腐
  - 18 Community 社區
  - 21 About this Report 關於本報告





#### COMPANY OVERVIEW

Samsonite International S.A., together with its consolidated subsidiaries (collectively: the "Company"), is the world's largest travel luggage company, with a heritage dating back more than 100 years. The Company is principally engaged in the design, manufacture, sourcing and distribution of luggage, business and computer bags; outdoor and casual bags; travel accessories; and slim protective cases for personal electronic devices throughout the world, primarily under the Samsonite®, Tumi®, American Tourister<sup>®</sup>, Hartmann<sup>®</sup>, Lipault<sup>®</sup>, High Sierra<sup>®</sup>, Gregory<sup>®</sup>, Speck<sup>®</sup> and Kamiliant<sup>®</sup> brand names as well as other owned and licensed brand names.

The Company sells products in four principal product categories, namely: travel, business, casual and accessories. The travel category is the Company's largest category and has been its traditional strength. The Company sells its products through a variety of wholesale distribution channels, through its company-operated retail stores, and through e-commerce. The Company sells its products in North America, Asia, Europe, and Latin America. As of December 31, 2016, the Company's products were sold in more than 100 countries.

The Company operates using a decentralized structure across four key regions: North America, Asia, Europe, and Latin America. The Company's decentralized product development, sourcing, marketing, and sales functions allow it to customize products to local consumers' preferences and enable decisions to be made more quickly and closer to where the impact will be felt, while at the same time providing synergies in sourcing where there are business benefits to doing so.

#### 公司概要

新秀麗國際有限公司,連同其綜合計算的附屬公 司(統稱為「本公司」)是全球最大的旅遊行李箱公 司,擁有逾100年悠久歷史。本公司主要在全球從 事設計、製造、採購及分銷行李箱、商務包及電腦 包;戶外包及休閒包;旅遊配件;以及個人電子設 備纖薄保護殼,旗下經營的品牌主要包括新秀麗®、 Tumi<sup>®</sup> · American Tourister<sup>®</sup> · Hartmann<sup>®</sup> · Lipault<sup>®</sup>、High Sierra<sup>®</sup>、Gregory<sup>®</sup>、Speck<sup>®</sup>及 Kamiliant®品牌以及其他自有及獲授權的品牌。

本公司銷售的產品來自四個主要產品類別:旅遊、 商務、休閒及配件。旅遊類別為本公司最大產品類 別,屬本公司傳統強項。本公司透過各種批發分銷 渠道、其自營的零售店及電子商貿於北美洲、亞 洲、歐洲及拉丁美洲銷售產品。於2016年12月31 日,本公司產品在超過100個國家有售。

本公司採用權力下放架構經營北美洲、亞洲、歐洲 及拉丁美洲四大地區的業務。本公司以權力下放形 式管理產品開發、採購、營銷及銷售職能,使其可 針對當地客戶喜好度身訂造產品、更快作出決策、 更貼近受眾,同時於採購過程中產生協同效應,符 合業務效益。

#### **BOARD MANAGEMENT & RESPONSIBILITY**

The Company is committed to good corporate governance, which promotes the longterm interests of shareholders, strengthens board and management accountability, and helps build public trust in the Company.

The Company's general approach for identifying significant risks and opportunities related to environmental, social and governance matters ("ESG") relies on management's evaluation of the Company's current position and its expectations regarding future developments. Samsonite's Board of Directors and senior management team oversee our ESG governance and compliance effort.

In this ESG report, we highlight the many corporate policies and practices, large and small, through which we seek to responsibly manage our business worldwide. The Company's risk management initiatives, which include ESG, consider annually whether the Company's policies and programs adequately identify and respond to the material ESG risks that we face. The Company's risk management and internal control systems help ensure protection of the Company's assets, including our people, the efficiency and effectiveness of our processes, the reliability of the information provided to our stakeholders, and our compliance with applicable laws and regulations. The Company has complied with the "comply or explain" provisions set out in the ESG Reporting Guide for the fiscal year ended December 31, 2016.

The Board of Directors reviewed and approved this report on March 15, 2017.

#### 董事會管理及責任

本公司致力奉行良好企業管治,旨在促進股東長遠 利益、提升董事會及管理層問責,以及樹立公眾對 本公司的信心。

本公司識別環境、社會及管治事宜(「ESG」)相關重 大風險及機遇的一般方針基於管理層對本公司目前 狀況的評估及對未來發展的期望。新秀麗的董事會 及高級管理團隊負責監督我們的ESG管理及合規 工作。

本ESG報告重點介紹本公司各項大小企業政策及常 規,旨在以負責任方式管理我們全球業務。本公司 每年檢討其風險管理措施,包括ESG,以考慮本公 司的政策及方案是否足以識別及應對所面臨的重大 ESG風險。本公司的風險管理及內部監控系統協助 保障本公司的資產(包括員工)、確保業務流程行之 有效、持份者獲提供可靠資料,以及我們遵守適用 之法例及法規。於截至2016年12月31日止財政年 度,本公司遵守了ESG報告指引所載的「遵守或解 釋」條文。

董事會於2017年3月15日審閱及批核本報告。





#### **EMISSIONS**

The Company's policy is to comply with relevant laws and regulations in regards to air and greenhouse gas emissions, discharges into water and land, and the generation of hazardous and non-hazardous waste. In addition, the Company strives to mitigate emissions and reduce or recycle waste.

Carbon is the main source of greenhouse gas emissions (measured in carbon dioxide equivalents, or "CO2e"), as the manufacturing process uses electrical power to operate production machinery and heating and cooling equipment, to allow the equipment to function at the optimum output. Samsonite's emissions footprint is driven from its significant operations, including its three owned and operated manufacturing facilities in Oudenaarde (Belgium), Szekszárd (Hungary), and Nashik (India); distribution centers in Jacksonville, Florida, and Vidalia, Georgia (USA), Oudenaarde (Belgium), Hong Kong SAR and Ningbo (China); significant regional offices; and our global network of retail stores that are owned and operated by the Company.

The Company tracks and monitors energy consumption and emissions (air and greenhouse gases), discharges into water and land, and waste (hazardous and non-hazardous, as defined by local laws) at each of its owned and operated manufacturing facilities. Energy consumption is also monitored at distribution centers, regional offices, and retail stores.

The only significant water discharged relates to sewage, which is monitored and to our knowledge is in material compliance with local laws and regulations. Water used in the production process in our owned and operated manufacturing facilities primarily relates to cooling and is in a closed-loop system.

#### 排放物

遵守廢氣及溫室氣體排放、向水及土地的排污、有 害及無害廢棄物的產生的相關法例及法規是本公司 的政策。此外,本公司亦致力舒緩排放以及減少或 回收廢棄物。

由於生產過程須消耗電力操作生產機器以及供暖及 冷卻設備(讓設備可按最佳產量運作),因此碳是溫 室氣體排放的主要來源(以二氧化碳當量或「CO2e」 計算)。新秀麗的排放足印源於其主要營運設施,包 括本公司設於比利時奧德納爾德市、匈牙利塞克薩 德市及印度納西克市自有及經營的三個生產設施; 設於美國佛羅里達州積遜威爾市及喬治亞州維達利 亞市、比利時奧德納爾德市、中國香港特別行政區 及寧波市的分銷中心;主要區域辦事處;以及本公 司自有及經營的全球零售店網絡。

本公司追踪及監察其自有及經營的各項生產設施的 能源消耗及排放(廢氣及溫室氣體)、向水及土地的 排污以及廢棄物(有害及無害,定義見當地法例)情 況,並監察分銷中心、區域辦事處及零售店的能源 消耗狀況。

本公司唯一重大的水排放與污水有關,而本公司已 監察相關情況,並且就我們所知符合當地法例及法 規。於我們自有及經營的生產設施內,生產過程中 的用水主要用於與冷卻相關的封閉系統內。 Emissions Key Performance Indicators (KPIs) covering the 2017 calendar year will be included in the 2017 report (to be published in 2018). The Company has focused on the material sources of emissions (large offices, distribution centers, retail stores and manufacturing facilities) to be able to compare 2016 data with 2017 reported data.

In 2016, the Company had no known material instances of non-compliance with relevant laws and regulations regarding emissions.

適用於2017公曆年的排放物主要績效指標(「KPIs」) 將載於2017年報告,並將於2018年刊發。本公司 已集中注意排放物的主要源頭(大型辦事處、分銷中 心、零售店及生產設施),以便將2016年的數據與 2017年的報告數據作比較。

於2016年,本公司不曾獲悉任何嚴重違反排放法例 及法規的情況。

#### In Focus: Recycling and Capturing Local Natural Resources Reduces Our Impact on the Environment 焦點:回收及善用當地天然資源 減少我們對環境的影響

Samsonite's corporate philosophy encourages sharing ideas to reduce waste and energy usage across plants. For example, materials used in the manufacturing process are recycled (e.g., cardboard, wooden pallets, and, most significantly, regrinds of plastics that are either reused directly or sold as scrap to third parties to be recycled into an alternative product). Some of our initiatives include the following:

- Implementation of a "5S" initiative <sup>(1)</sup> in Nashik, India (to identify and remove redundant equipment and scrap) has led to increased recycling of unused materials and equipment;
- Solar panels are installed at the Belgium and Hungary plants in an effort to increase the sourcing of renewable energy; and
- At the plant in Nashik, India, water discharge and rainwater are treated onsite and used to grow saplings which are then planted in a regional initiative (see the Community section, below); these actions have contributed to Nashik's plant offsetting their annual energy consumption via carbon sequestration.



新秀麗的企業理念鼓勵員工分享減少各廠房廢棄物 及能源消耗的方法。例如回收生產過程中使用的材 料(如紙板、木卡板,尤其是直接重用或作為廢棄物 售予第三方循環再用於其他產品的塑膠次料)。我們 採取的部分措施包括:

- 於印度納西克市實施「5S」措施<sup>111</sup>以識別及清 除冗餘設備及廢棄物,加強回收未使用的材料 及設備;
- 於比利時及匈牙利廠房安裝太陽能板,以增加 採用可再生能源;及
- 於印度納西克廠房現場處理水排放及雨水,並 將其用於種植該地區植樹行動中所使用的樹苗 (見下文的社區一節);透過碳截存,這些行動 有助抵銷納西克廠房的年度能源消耗。



Note

註釋 [1]

(1) The 5S initiative is a systematic and methodical approach to manufacturing and other processes that allows teams to organize their workplace in the safest and most efficient manner.

5S措施為用於生產及其他過程的系統性及有條理的方針, 有助團隊以最安全及具效率的方式整理工作環境。

#### **USE OF RESOURCES**

The Company monitors its use of resources mostly through its reporting to the national, regional, and local governments where we operate our owned and operated manufacturing facilities and where such reporting is required.

The Company's policy is to comply with relevant laws and regulations in regards to the efficient use of resources, including energy, water, and other raw materials. Furthermore, the Company continuously aims to implement energy use and water efficiency initiatives. The Company's manufacturing process is fairly energy-intensive as plastics are used to construct hard-side luggage products. Plastics are used in the form of sheets (polycarbonate or polypropylene granules). Sheets are used in the extrusion, vacuum forming, or pressure forming processes. Granules are used in the injection molding process.

The manufacturing process at our three plants uses a closed-loop water system; therefore, actual water consumption is relatively low compared to other industries. None of the owned and operated manufacturing facilities has any issues in sourcing water that is fit for purpose.

Local laws also require regular reporting of waste. By nature, the production processes in our plants only create minimal hazardous waste, as defined by local laws. The Company uses third-party waste management companies to properly pick up and dispose of this waste.

Each owned and operated plant has identified and then implemented its own energy and emissions reduction efforts, many of which the Company is then implementing in its other locations. Examples include:

- LED lighting, motion sensor usage, and timed air conditioning usage initiatives;
- Reducing or discontinuing the use of high global warming potential refrigerants through the use of an alternative cooling technique to leverage natural air cooling; and
- Using meters to identify opportunities in the plants to maximize the energy efficiency of machinery without compromising the quality of output.

In addition, following the successful adoption in India, the plants in Belgium and Hungary are implementing a 5S program to identify opportunities to reduce waste in their production process.

KPIs in relation to the use of resources covering the 2017 calendar year will be included in the 2017 report (to be published in 2018).





#### 資源使用

本公司主要透過向國家、地區及當地政府作出所需 的相關申報,從而監察我們營運自有及經營生產設 施時使用資源的情況。

遵守有效利用包括能源、水及其他原材料在內的資 源的相關法例及法規是本公司的政策。此外,本公 司不斷致力於推行節能及節水措施。由於使用塑料 製造硬質行李箱產品,本公司的生產過程消耗不少 能源。我們使用片材型的塑料(聚碳酸酯或聚丙烯顆 粒)。片材用於擠壓、真空成型或壓力成型的過程。 顆粒用於注塑成型過程。

我們的三個廠房於生產過程中使用封閉水系統;因此,與其他行業相比,實際用水量相對較低。我們 所有自有及經營的生產設施均未曾於採購適合用水 方面遇到任何問題。

當地法例亦要求定期就廢棄物作出申報。我們廠房 的生產過程本身僅產生最微量的有害廢棄物(定義見 當地法律)。本公司聘用第三方廢棄物管理公司妥善 收集及處理有關廢棄物。

每個我們自有及經營的廠房已制定並實施各自的節 能及減排措施,本公司其後亦已於其他地點實施當 中大部分措施,實例包括:

- 使用LED照明、動態感應器及定時空調措施;
- 透過使用替代冷卻技術,利用自然空氣降溫, 減少或停止使用可能加劇全球暖化的製冷劑;
   及
- 於廠房中使用度量計尋求無損生產質量並最大 限度提升機器能源效益的方法。

此外,於印度成功採用5S方案後,比利時及匈牙利 的廠房亦正實施有關方案以尋求於生產過程中減少 廢棄物。

適用於2017公曆年的資源使用KPIs將載於2017年 報告,並將於2018年刊發。

#### NATURAL RESOURCES

The Company acknowledges its impact on the environment and natural resources. As noted above, the Company's most significant impact on the environment and natural resources relates to its CO2e. The Company's carbon emissions are mostly emitted by our manufacturing process and our significant distribution facilities.

The Company assesses and monitors air emissions, energy consumption, greenhouse gases, water consumption and discharges into water and land, and generation of waste (hazardous and non-hazardous, as defined by local laws) at each of its owned and operated manufacturing facilities as emissions generation, water use, and waste production are the most significant individual sources of energy use.

Outside of the Company's owned and operated footprint (that includes manufacturing facilities, regional offices, warehouses, and retail stores), the Company has continued to work with its supply chain partners to understand upstream emissions by making inquiries as part of its vendor evaluation process.

With our factories in Belgium and Hungary being in the European Union (EU), and an EU Directive relating to environmental reporting of data (effective on January 1, 2017), we have already begun collecting and reporting certain data to local regulators. The Indian government has similar requirements related to the Company's plant in Nashik.

The Company's commitment to the environment can be seen in its ongoing implementation of various efforts to reduce the Company's overall impact on the environment and natural resources both internally, and, in certain cases, with third parties. Two such examples are India's supplier 5S program (where we have helped a selection of suppliers introduce 5S initiatives at their own downstream facilities) and Hungary's collaboration with a cardboard packager to reduce the weight of suitcase packaging.

Employees in the plants have several visual reminders in their production area or warehouse to look for improvements through the 5S program, including for example, minimizing unnecessary lighting.

Internal initiatives related to energy consumption, emissions and waste also benefit a broad range of employee stakeholder groups. For example, approximately 85% of employees at our Hungary plant receive subsidies to use the more energy-efficient bus or train when commuting. Indian employees benefit from the extensive landscaping and gardens around the plant, fed from collected monsoon rainwater. Students in Belgium are tasked with developing new ideas to further identify resource reductions in production and material usage at our Oudenaarde plant as part of their studies.

The Company has focused on reducing higher CO2-equivalent emissions sources, such as certain refrigerants that can have a higher global warming potential; these sources have been substantially replaced by using smarter techniques or alternative technology at our plants in India, Belgium, and Hungary.

In India, the Nashik plant has collaborated directly with the Confederation of Indian Industry to identify opportunities for carbon reductions. By working with such organizations, the Company is in a strong position to react to new changes. One such change is the Indian tax law proposed to be enacted during 2017, which could eliminate the need to have independent distribution centers in every state in India where the Company sells its products; if this law is enacted, the Company's Indian business unit plans to evaluate opportunities to rationalize the number of warehouses required to support the business.

#### 天然資源

本公司意識到其對環境及天然資源造成的影響。如 上文所述,本公司對環境及天然資源最重要的影響 與其CO2e排放有關。本公司的碳排放主要由生產過 程及主要分銷設施產生。

由於產生排放物、用水及產生廢棄物為最主要的個別能耗源頭,因此本公司量度及監察我們自有及經營的各個生產設施的廢氣排放、能源消耗、溫室氣體、水消耗及向水及土地的排污以及所產生的廢棄物(有害及無害,定義見當地法例)。

在本公司自有及經營業務(包括生產設施、地區辦事 處、倉庫及零售店)以外的地點,本公司持續與其供 應鏈夥伴合作,透過向他們查詢瞭解上游排放物的 情況,並以此作為對供應商評估的其中一部分。

我們比利時及匈牙利的工廠位於歐洲聯盟(「歐盟」) 境內,而歐盟有關環境數據申報的指令自2017年1 月1日起生效,我們已開始收集並向當地監管機構 申報若干數據。印度政府對本公司位於納西克市的 廠房亦有類似規定。

本公司對環境的承擔從我們內部(及在若干情況下與 第三方合作)就減少整體對環境及天然資源的影響而 持續進行的各項工作可見一斑。兩項相關實例包括 在印度推行的供應商5S方案(我們協助部分供應商 在其擁有的下游設施引入5S措施),以及在匈牙利 與紙板包裝商合作減輕行李箱包裝的重量。

我們在生產區或倉庫設有多項視覺提示,提醒僱員 透過5S方案尋求改進方法,例如減低不必要的照明 等。

僱員持份者團體亦普遍受惠於本公司有關能源消 耗、排放物及廢棄物的內部措施。例如約85%匈 牙利廠房的僱員獲得補貼,以於通勤時選搭更具能 源效益的巴士或火車。印度的僱員亦能享受廠房四 周的由收集雨季雨水灌溉而成的廣闊園林景緻及花 園。作為課程的一部分,我們邀請比利時的學生制 定新方法,以進一步減少我們奧德納爾德廠房進行 生產及使用材料時耗用的資源。

本公司致力於減少二氧化碳當量較高的排放源頭, 如可能加劇全球暖化的部分製冷劑;我們於印度、 比利時及匈牙利的廠房已採用更高效的技術或替代 科技大量取代相關排放源。

印度的納西克廠房與印度工業聯合會(Confederation of Indian Industry)直接合作,尋求減少碳排放的可 能。透過與相關組織合作,本公司能更有效應對新 變化。其中一項相關變化為擬於2017年頒佈的印 度税法,有關税法或會令本公司毋須再於每個銷售 其產品的印度州份設置獨立分銷中心;倘頒佈該法 例,本公司的印度業務部門計劃評估調整支援業務 所需的倉庫至合理數目的可能性。

# EMPLOYMENT & LABOR 僱傭及勞工常規 のなんにCES

The Company's employment and labor practices govern a workforce of more than 12,000 corporate, sales office, distribution center, manufacturing, and retail staff including store management and full- and part-time sales associates. Our people are our greatest asset. As such, our corporate policy is to attract and retain the best talent across all regions, provide meaningful development opportunities, reward and recognize performance, and ensure a safe working environment, while promoting and supporting employee health and well-being. Employment and labor practices cover employment, development and training, labor standards, and occupational safety and health, as detailed below.

#### EMPLOYMENT

The Company is committed to a policy that promotes both equal employment and advancement opportunities. All employment decisions are based on the applicant's or employee's qualifications and merit. Around the world, the Company strives to be a company where the most qualified people want to work, where people are hired and advanced based on their merits, and where there are widely available opportunities to develop within the business.

Using a regional human resources (HR) model, our local offices customize implementation, enabling the Company to capitalize on rapid business growth in emerging economies, tap into local skills, and improve local talent strategies across our regional operating units in North America, Asia, Europe, and Latin America. Our HR policies and procedures are designed and implemented in keeping with applicable laws and requirements. Each regional or, in some cases, local management team maintains its HR policies covering areas such as compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

本公司的僱傭及勞工常規規管逾12,000名公司、銷 售辦事處、分銷中心、生產及零售員工(當中包括店 舖管理及全職及兼職銷售人員)。我們的員工是公司 的最大資產。因此,我們的企業政策旨在吸引及挽 留各地區的最優秀人才、提供實質發展機會、獎勵 及表彰僱員表現及確保工作環境的安全,同時提升 及保障員工的健康與福利。僱傭及勞工常規涵蓋僱 傭、發展及培訓、勞工標準及職業安全與健康,有 關詳情載列於下文。

#### 僱傭

本公司奉行提倡平等就業及晉升機會的政策。所有 僱傭決定均基於申請人或僱員的資歷及長處。本公 司於全球各地均致力成為大部分合資格人士的理想 僱主,本公司的聘任及晉升決定均基於員工的長 處,且公司內部可提供大量發展機會。

於地區人力資源模式下,我們的當地辦事處量身定 制實施方案,使本公司能夠利用新興經濟體的快速 業務增長、善用當地技能並改善我們於北美洲、亞 洲、歐洲及拉丁美洲地區營運部門的當地人才策 略。我們的人力資源政策及程序遵照適用法例及法 規而制定及實施。各地區或(於若干情況下)當地管 理團隊執行的人力資源政策涵蓋補償及解僱、聘任 及晉升、工時、休息時間、平等機會、多元化、反 歧視及其他福利及福祉。

#### EMPLOYMENT & LABOR PRACTICES 僱傭及勞工常規



The Samsonite Employee Code of Conduct (Employee Code) details our corporate values and expectations of employees. The Employee Code sets forth the global principles that apply to every employee including prohibitions against the use of bribes or kickbacks, against inaccurate recordkeeping, and against the use of company property for personal gain. The Employee Code calls on all employees to treat all the Company's vendors with dignity and respect, and insists that they adhere to labor, health, and safety standards consistent with those established by the International Labor Organization (ILO). The Company endorses the ILO's central tenet, namely that people throughout the world should be able to undertake decent and productive work in conditions of freedom, equality, security and human dignity. Employees who fail to abide by the Code are subject to discipline, which may include dismissal, if warranted.

The Company's business ethics reporting hotline is accessible online and is widely publicized to employees worldwide. Employees may use this hotline, anonymously if desired, if they have any workplace concern that they wish to report. Employees using the hotline are protected against retaliation.

In 2016, the Company had no known material instances of non-compliance with relevant employment and labor practice laws and regulations regarding compensation and dismissal, recruitment, and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare in its countries of employment.

#### **DEVELOPMENT & TRAINING**

The Company focuses on developing and rewarding teams, and fostering a culture of recognition to support high performance and the retention of talent. The Company is also committed to helping our employees develop the knowledge, skills and abilities needed for continued success, and encourages employee professional development throughout each employee's career.

The Company implements professional development programs across all operations, driven locally to meet local needs. The Company considers training—namely those activities we offer our employees to help them become more proficient at the tasks that are part of their jobs—as indispensable to our business.

#### LABOR STANDARDS

The Company's Employee Code focuses on Samsonite's expectation that all employees will act in accordance with the Company's values and with applicable laws. Included in the Employee Code is the Company's corporate commitment to legal compliance, ethical standards, and a general commitment to labor standards enshrined by the ILO. Samsonite's employment policies related to preventing child and forced labor are developed and implemented at the regional and local levels to respond to the varying regulations and laws in these areas. 新秀麗僱員行為守則(「僱員守則」)詳述我們的企 業價值及對僱員的期望。員工守則載列適用於每 一名僱員的全球原則,當中包括禁止賄賂或回扣行 為、防止不準確記錄及防止使用公司財產謀取個人 私利。僱員守則要求所有僱員尊重並同時有尊嚴地 對待本公司的供應商,並堅持遵守與國際勞工組織 (「ILO」)所制定標準一致的勞工、健康及安全標準。 本公司認同ILO的核心宗旨,即全球人士應能在自 由、平等、安全及有尊嚴的情況下進行正當及有收 穫的工作。未能遵守守則的僱員將受到紀律處分, 當中在必要情況下可包括解僱。

僱員可透過網上聯絡本公司的商業道德報告熱線, 有關熱線亦向全球僱員廣為宣傳。僱員如有任何關 於工作場所的疑慮,可以(在其要求的情況下可匿 名)使用此熱線舉報。使用此熱線的僱員將不會受到 追究。

於2016年,本公司不曾獲悉在其僱用員工的國家有 任何嚴重違反與補償及解僱、聘任及晉升、工時、 休息時間、平等機會、多元化、反歧視及其他福利 及福祉相關的僱傭及勞工常規法例及法規的事宜。

#### 發展及培訓

本公司著重我們團隊的發展及獎勵,以及培養表彰 文化以鼓勵僱員爭取更佳表現及挽留人才。本公司 亦致力協助僱員建立長遠成功所需的知識、技術及 能力,並於各僱員的職業生涯中鼓勵其發展專業。

本公司於各業務中實施專業發展方案,並由當地推 行以符合當地需求。本公司認為培訓(即本公司為幫 助僱員更加精通其職位工作而提供的活動)對我們的 業務而言不可或缺。

#### 勞工標準

本公司的僱員守則重點講述新秀麗期望所有僱員將 根據公司價值觀及適用法例行事。僱員守則載有本 公司對法律合規、道德標準的企業承諾,以及ILO 所奉行對勞工標準的一般承諾。新秀麗在地區及當 地層面制定及實施有關防止兒童及強迫勞工的僱傭 政策,以配合該等地區的不同法例及法規。



Together, these commitments are designed to protect our employees and to prevent illegal working conditions, including egregious violations such as child labor and human trafficking.

In 2016, the Company had no known material instances of non-compliance with relevant labor standards regarding preventing child or forced labor in its operations.

#### **OCCUPATIONAL HEALTH & SAFETY**

The Company is committed to protecting the safety, health, and welfare of its employees in the workplace. The Company follows its established procedures to ensure compliance with applicable occupational health and safety (OHS) laws and regulations.

The Company focuses its OHS efforts on its three owned and operated manufacturing facilities (in Belgium, Hungary, and India) and at its major distribution centers. The three owned and operated manufacturing facilities have their own specific written OHS policies, which state a commitment to provide for a safe and healthy work environment. The owned and operated manufacturing facilities are required to report annually to their respective government authorities. Responsibility for OHS issues resides at the regional and facility levels.

In 2016, the Company had no known material instances of non-compliance with relevant OHS laws and regulations, and there are no significant regulatory actions or other litigation related to OHS that have had a significant impact on the Company's operations.

所有有關承諾旨在保護我們的僱員及防止違法的工作情況,包括童工及人口販運等嚴重違規行為。

於2016年,本公司不曾獲悉營運中有任何嚴重違反 與防止童工或強迫勞工相關的勞工標準的事宜。

#### 職業健康與安全

本公司致力保障僱員於職場的安全、健康及福祉。 本公司遵循既定程序,以確保我們遵守適用的職業 健康與安全([OHS])法例及法規。

本公司將OHS工作的重點放在比利時、匈牙利及印 度三個自有及經營的生產廠房及主要分銷中心。該 三個自有及經營的生產設施均已各自制定具體書面 OHS政策,其中包括提供安全和健康的工作環境的 承諾。本公司自有及經營的生產設施必須向相關政 府部門作出年度申報。OHS事宜由地區和設施層面 負責。

於2016年,本公司不曾獲悉有任何嚴重違反OHS相 關法例及法規的事宜,且並無有關OHS的重大監管 行動或其他訴訟對本公司的經營產生重大影響。

#### In Focus: Occupational Health and Safety at Work 焦點:工作環境的職業健康與安全

There are several ways that the Company's workers are engaged in OHS issues in the workplace. For example, the facilities in Oudenaarde, Belgium and Nashik, India have functioning OHS committees that hold regular meetings. And in Szekszárd, Hungary, a worker safety representative works with external consultants on an as-needed basis. In the distribution center in Jacksonville, Florida, USA, each department has workers who take responsibility for various OHS issues.

The facility in Belgium has created a five-year plan to address OHS issues, with an associated one-year action plan. These plans identify OHS priorities at the facility and assign responsibilities and accountabilities for the implementation of each item in the plan.

The facility in India is in the process of fully implementing a 5S initiative. Its Belgium counterpart has begun a similar program, and the facility in Hungary has plans to follow soon.

本公司的員工可透過若干渠道參與工作場所的OHS 事宜。例如,於比利時奧德納爾德市及印度納西克 市的設施設有行之有效的OHS委員會,並定期進行 會議。而於匈牙利塞克薩德市的員工安全代表可於 需要時與外部顧問合作。於美國佛羅里達州積遜威 爾市的分銷中心內,各部門均有工作人員負責各項 OHS事宜。

於比利時的設施已制定一項五年計劃以處理OHS事 宜,並已制定相關的一年行動計劃。有關計劃釐定 設施中OHS事宜的優先次序,並就實施計劃中各項 目分配責任及義務。

於印度的設施正全面落實5S措施。比利時設施已開 展類似計劃,而於匈牙利的設施亦計劃於不久將來 採取同樣措施。

# OPERATING <sup>營運常規</sup> Dractices

The Company's operating practices are based on a commitment to conducting its business with honesty and integrity, and in compliance with applicable law. Our focus on corporate responsibility is not only on what we make, but also on how we make it. The Company conducts its business with the highest standards in mind, in all facets of our operations, and for all the products that we sell.

Our focus areas are as follows:

- Managing risks associated with our supply chain;
- Implementing product responsibility policies relating to health and safety, labeling, and consumer privacy;
- Ensuring a strong commitment to doing business with integrity, avoiding corruption in any form, including bribery, and complying with applicable anticorruption laws; and
- Implementing policies on community engagement and community investments.

#### SUPPLY CHAIN MANAGEMENT

Supply chain management is an integral part of our corporate policy. While the Company owns and operates manufacturing facilities in Oudenaarde, Belgium, Szekszárd, Hungary, and Nashik, India, the remainder of our products are manufactured by independently- owned and -operated facilities. Most of the Company's third-party manufacturers are in China.

Our global supply chain is multi-tiered, with many different types of business partners, some of which are suppliers with which we contract directly, while others are parties such as sub-contractors or raw materials suppliers with which we do not have a direct contractual relationship. Our sourcing teams regionally supervise direct contractual relationships with suppliers. We also license the sale of certain non-core

本公司的營運常規以承諾誠實及誠信經營業務為基礎,並遵守適用法律。我們不僅重視所承擔的企業 責任,亦重視如何履行有關責任。本公司於各營運 範疇及銷售各產品時均以最高標準進行業務。

我們的重點範疇為:

管理與供應鏈相關的風險;

- 實施與健康及安全、標籤及消費者私隱有關的 產品責任政策;
- 確保堅守承諾,以誠信經營、避免包括賄賂等 任何形式的貪污行為,並遵守適用的反腐法 例;及
- 實施社區參與及社區投資政策。

#### 供應鏈管理

供應鏈管理為我們企業政策的一部分。雖然本公司 於比利時奧德納爾德市、匈牙利塞克薩德市及印度 納西克市自有及經營生產設施,但其餘產品均由獨 立第三方擁有及經營的設施生產。本公司大部分的 第三方製造商均位於中國。

我們的全球供應鏈分多個層級,有多個不同類型 的業務夥伴,其中部分為我們直接與其訂約的供 應商,而其他則為我們與其並無直接合約關係的分 包商或原材料供應商。我們的採購團隊在地區層面 監督與供應商的直接合約關係。在第三方可能較熟 products and the related sourcing of those products to approved third parties in cases where the third party may have more expertise within the product category. Local markets also source from local suppliers that they oversee.

The Company works to ensure that its global supply chain partners follow socially and ethically acceptable manufacturing procedures. It was our concern for workers' wellbeing that led us to establish our Ethical Charter — our supply chain code of conduct for direct and indirect manufacturers. The Ethical Charter sets forth our vision for acceptable business practices related to workers' rights, working conditions, terms of employment, decent work, supplier systems, and worker protections. These standards are consistent with those established by the ILO, such as prohibitions against forced labor and child labor.

The Company takes steps to evaluate, address and verify social risks in the supply chain. The current scope of our social compliance program is focused on final assembly, raw material, or component suppliers with whom we have a direct contractual relationship. In terms of social and environmental compliance, our influence is linked to the strength of our partnerships and is often proportional to the scale and stability of the orders placed with our suppliers.

We have a detailed and systematic approach to managing the relationships with our suppliers that includes 1) requiring our suppliers to contractually commit to uphold our standards, 2) self-assessments, and 3) factory monitoring of workplace conditions. A dedicated social compliance team, based in China, audits and verifies social compliance, and evaluates suppliers' social compliance initiatives. In India, selected staff are cross-trained to conduct social audits, and, after passing a test, conduct audits of suppliers in India as part of their job responsibilities. 悉有關產品類別的專業知識時,我們亦以特許形式 批准向第三方銷售若干非核心產品以及採購有關產 品。當地市場亦向其監督的當地供應商作出採購。

本公司致力確保其全球供應鏈合作夥伴遵循符合社 會和道德標準的生產程序。出於對員工福祉的關 注,我們已建立道德憲章,作為我們的直接及間接 生產商的供應鏈行為守則。道德憲章列明我們有關 工人權利、工作環境、僱傭條件、正當工作、供應 商系統及保障勞工的可接受業務常規的願景。有關 標準與ILO所訂立標準一致,例如禁止強迫勞工及 童工。

本公司採取措施評估、解決及驗證供應鏈中的社會 風險。我們社會責任方案的範圍目前集中於與我們 有直接合約關係的最終裝配、原材料或零件供應 商。就社會及環境責任方面而言,我們的影響力和 我們與合作夥伴的關係緊密性相關,且通常與我們 向供應商所下訂單的規模和穩定性成正比。

我們採用具體及有系統的方法管理與供應商的關 係,當中包括1)要求供應商簽訂合約,承諾達到我 們的標準、2)自我評估及3)監督工廠的工作環境。 我們於中國設有專責的社會責任團隊,負責審計和 驗證社會責任履行情況,並評估供應商的社會責任 措施。在印度,我們交叉培訓個別工作人員以進行 社會審計,於通過測試後,彼等其中一項職責為對 印度供應商進行審計。



Compliance with the Ethical Charter is a requirement for doing business with the Company. The Company's manufacturing agreement with its direct suppliers also requires them to certify that materials incorporated into our product comply with all applicable laws, including environmental and social aspects, as well as a certification that materials incorporated into our product are also compliant.

Our main methods of monitoring the effectiveness of our social compliance policies within the supply chain include a supplier pre-qualification process and social compliance audits performed at our suppliers' facilities. The Company conducts due diligence checks of new and existing suppliers with whom it has a direct contractual relationship in the form of either self-assessment questionnaires or a compliance audit conducted by or on behalf of the Company. Social compliance audits consist of worker interviews, document reviews, and site tours. To be accepted as a supplier, a prospective supplier must not have any current serious health, safety, or labor issues.

We use a rating system with our suppliers to facilitate communications internally and externally on the status of compliance, and to assess change over time. The rating results are shared with our procurement and production teams, which then decide whether and to what extent we continue the business relationship with a specific supplier. Our transparency and integration process for sourcing decisions is fundamental to the success of our efforts to drive improvements in workplace conditions.

When we find that the factory management is not meeting requirements, we take action by requiring a corrective action plan within the shortest timeframe possible. The Company aims for continuous improvements of working conditions, and our policy includes a list of zero tolerance issues, such as the use of child labor or forced labor. The Company will act against those suppliers that do not demonstrate sufficient commitment to the Ethical Charter, or are in breach of it; subsequent actions can include terminating the supplier as an approved contracted factory.

#### PRODUCT RESPONSIBILITY

The Company takes product responsibility seriously in all its operations. Below we detail our in-depth approach to customer service, data protection and privacy, intellectual property, product quality, and product testing.

Customer service: The warranty policies for the Company's products, information
on services and repairs, and customer service contact information are available
on the Company's websites. Customer service is managed locally within each
region or country. Company-owned or third-party repair centers perform repairs.





遵守道德憲章是與本公司進行業務的一項要求。本 公司與其直接供應商的生產協議亦要求彼等證明產 品中所用的材料符合包括環境及社會等方面的所有 適用法例,並提供我們產品中所用的材料亦符合相 關法例的認證。

我們監控供應鏈中社會責任政策成效的主要方法包 括供應商預先認證流程及對我們供應商的設施進行 社會責任審計。本公司對與其有直接合約關係的新 供應商及現有供應商進行盡職調查,形式為自我評 估問卷或由本公司或其代表進行的合規審計。社會 責任審計包括工人訪談、文件審查及現場訪察。潛 在供應商當前不得存有任何嚴重的健康、安全或勞 工問題,方可成為供應商。

我們使用評級系統評定供應商,以便不時就合規情 況進行內部及外部溝通,以及評估變化。採購及生 產團隊可取得評級結果,並以此決定是否及在何種 程度上與個別供應商延續業務關係。採購決策的透 明度及整合過程乃我們致力改善工作環境的成功 基礎。

倘發現工廠管理未能達到要求,我們將採取行動, 要求盡可能在最短時間內採取糾正行動計劃。本公 司的目標為不斷改善工作環境,而我們的政策載有 零容忍問題清單,例如禁止使用童工或強迫勞工 等。本公司將對未有充分遵守道德憲章承諾或違反 承諾的供應商採取行動;後續行動可能包括終止供 應商作為獲批簽約工廠的地位。

#### 產品責任

本公司於各業務範疇均認真貫徹產品責任。下文詳 列我們深入處理客戶服務、數據保密及私隱、知識 產權、產品質量及產品測試的方式。

 客戶服務:本公司對其產品的保用政策、服務 及維修資料及客戶服務聯絡資料均可於本公司 網頁上瀏覽。客戶服務由各地區或國家於本地 管理。本公司自有或第三方的維修中心負責進 行維修。



- Data protection and privacy: It is the Company's policy to satisfy applicable legal requirements with respect to data protection and privacy. In the United States, the Company seeks to maintain Payment Card Industry ("PCI") compliance for its US-based businesses to protect sensitive customer data such as credit card information <sup>(2)</sup>. Our PCI compliance in the US is periodically validated by a third party. In other countries, credit card information is not retained.
- Intellectual property: The Company's intellectual property team, which forms • part of the legal department and is overseen by our Vice President of Intellectual Property, actively seeks patent and design protection for important innovations and designs, and trademark registrations for key brands and marks. The Company's anti-counterfeiting activities include: customs recordals, and where appropriate for certain brands, training customs officials to identify counterfeit goods, monitoring factories in China where many counterfeits originate, and monitoring and enforcing against listings found in online marketplaces. From time to time, third parties have sought to imitate the Company's patented products or trade off the reputation of its brands. The Company also aggressively acts to enforce its intellectual property rights against third-party infringers by sending "cease and desist" letters, filing opposition and cancellation proceedings, and, if necessary, bringing suits against the infringing party. The Company identifies infringers through its business teams in the various regions who are in the marketplace evaluating third-party activity; through trademark watch services; through professional investigators; and through customs officials who work with the Company to detain potentially infringing product at border locations. The Company respects valid third-party intellectual property rights, but will vigorously defend itself against any inappropriate third-party claims. The Company conducts appropriate clearance checks to seek to avoid any potential conflict. During the year ending on December 31, 2016, there were no infringements of the Company's patents or trademarks, or allegations of infringement claimed against the Company, which had a material adverse effect on the business, financial results, or reputation of the Company.
- 數據保密及私隱:本公司的政策為遵守有關數 據保密及私隱的適用法律規定。於美國,本公 司務求遵守對其美國業務實施的支付卡行業 (「PCI」)規例,以保護敏感的客戶數據,例如信 用卡資料<sup>121</sup>等。我們定期透過第三方驗證於美國 的PCI合規性。而於其他國家,我們將不會保留 信用卡資料。
- 知識產權:本公司的知識產權團隊為法律部門 的一部分,由知識產權副總裁監督,積極為重 要的創新意念及設計尋求專利及保護,並為關 鍵品牌和商標取得商標註冊。本公司的打假活 動包括海關記錄、為若干品牌適當培訓海關人 員識別冒牌貨品、監察中國多間製造冒牌貨品 的工廠,以及監控和制止在網上發現的出售產 品。第三方不時試圖模仿本公司的專利產品或 利用其品牌聲譽。本公司亦積極採取行動,透 過發出「停止及終止」函件、提出異議及撤銷 訴訟,以及於必要情況下對侵權者提出訴訟等 方式,對第三方侵權者強制執行本公司的知識 產權。本公司識別侵權者的方式包括透過於各 地區派駐負責在市場上評估第三方活動的專責 團隊;透過商標監察服務;透過專業的調查人 員;以及透過海關人員與本公司合作於出入境 地點扣查潛在侵權產品。本公司尊重有效的第 三方知識產權,惟亦會積極對抗第三方任何不 當的申索。本公司進行適當的清關檢查,以避 免任何潛在的衝突。於截至2016年12月31日 止年度,並無任何侵犯本公司專利或商標的行 為或對本公司作出的侵權指控,令本公司的業 務、財務業績或聲譽蒙受重大不利影響。

Note
(2) The Company is evaluating the degree to which TUMI Inc. is PCI compliant in the United States.

註釋
(2) 本公司正評估TUMI Inc.在美國符合PCI標準的程度。

- **Product quality:** There is a quality handbook for each of our major product categories. The Company has developed an extensive Product Quality Assurance program to ensure the products we sell meet or exceed our strict performance requirements (e.g., wear and durability). The Program outlines the required testing to be performed for our brands/products and the testing equipment that should be utilized for performing such tests.
- Product testing: Product testing and inspection of raw materials, components and finished goods are conducted at each of the Company's owned and operated manufacturing facilities, as well as at many third-party suppliers, to ensure that standards of workmanship are maintained.

A global quality team meets regularly as part of our effort to implement the Company's Restricted Substance List (RSL) policy. Our Company policy is to comply with all applicable legal requirements related to the levels of certain chemical substances in our products. Products intended for sale in Europe are tested for chemicals identified by the REACH regulations in the EU (known as Substances of Very High Concern or SVHC). Products intended for sale in the state of California are labelled to comply with California Proposition 65. Product testing is performed with the support of accredited third-party laboratories during product development, then randomly during production, and again upon renewal of old product programs.

In 2016, the Company had no known material instances of non-compliance with relevant laws and regulations regarding health and safety, labeling and privacy matters relating to products and services in its countries of operation. There are no current or pending regulatory actions or other litigation that is anticipated to have a significant impact on the Company.





- 產品質量:我們各主要產品類別均備有質量指引。本公司已制定全面的產品質量保證方案, 確保我們銷售的產品達到或優勝於我們嚴謹的 性能規定(如磨損及耐用性)。該方案概述對我 們品牌/產品所須進行的測試及有關測試應使用 的測試設備。
- 產品測試:本公司於自有及經營的各生產設施
   以及多間第三方供應商進行產品測試及原材
   料、零件及製成品檢查,確保工藝水準達標。

全球質量團隊定期進行會議以落實本公司的限制物 質清單(「RSL」)政策。本公司的政策為遵守與我們 產品中若干化學物質水平相關的所有適用法律規 定。擬在歐洲銷售的產品須就歐盟REACH法規界定 的化學物質(稱為高度關注物質或SVHC)進行測試。 擬在加州銷售的產品須加上標籤,以符合加州65號 提案。於產品開發過程中,本公司透過獲得認證的 第三方實驗室進行產品測試,其後在生產過程中隨 機抽驗,並在更新舊產品方案時再次進行測試。

於2016年,本公司不曾獲悉在其進行業務的國家有 任何嚴重違反與產品及服務的健康及安全、標籤及 私隱事宜相關的法例及法規的事宜。並無任何當前 或待決的監管行動或其他預期會對本公司有重大影 響的訴訟。



#### ANTI-CORRUPTION

The Company is committed to conducting all aspects of its business in keeping with legal and ethical standards. We have adopted a Global Anti-Corruption Policy that requires all the Company's agents, directors, employees, officers, and representatives to comply with all applicable anti-corruption laws. The Company's Employee Code also includes provisions related to the Company's stance on the payment of government officials, bribes and kickbacks, gifts, and conflicts of interest.

The Global Anti-Corruption Policy provides guidance on how to conduct business in a fair, ethical, and legal manner. Our anti-corruption compliance program encompasses numerous reporting, monitoring and certification controls, as well as an education component that has included both web-based and in-person training.

In addition, the Company conducts due diligence, where appropriate, to screen potential vendors for anti-corruption risk, and, where appropriate, vendors are required to agree to comply with our Global Anti-Corruption Policy.

The Company also has procedures and internal controls to assist with compliance with anti-bribery and corruption laws. These include required approvals for certain types of transactions, an employee ethics hotline (described above), and periodic monitoring by the Company's internal audit team as part of their routine procedures in higher risk locations. These activities are closely supported by the legal and finance departments on an as-needed basis.

In 2016, the Company had no known material instances of non-compliance with relevant laws and regulations regarding bribery, extortion, fraud or money laundering in its countries of employment. There are no current or pending regulatory actions or other litigation that are anticipated to have a significant impact on the Company.

#### COMMUNITY

Community engagement is an important part of our operating practices. The Company brings a strong commitment to the communities where we operate and where our employees live. In line with our decentralized structure, community engagement, investment and philanthropy are decided and implemented locally. For example, each of our owned and operated manufacturing facilities in Belgium, Hungary, and India has its own policies and programs to respond to the needs of the local communities and to ensure that its activities take into consideration the local communities' interests.

The Company is also committed to supporting the communities where its employees live and work by allowing employees the opportunity to give financial support, employee time, and in-kind donations to their communities. The Company regards local engagement as an opportunity to contribute to the health and financial wellbeing of these communities.

#### 反腐

本公司致力在所有業務範疇遵守法律及道德標準。 我們已採納全球反腐政策,要求本公司全體代理 人、董事、僱員、人員及代表遵守所有適用的反腐 法律。本公司的僱員守則亦載有本公司就向政府官 員提供款項、賄賂及回扣、禮品和利益衝突所持立 場的相關規定。

全球反腐政策就如何以公平、符合道德及合法的方 式進行業務提供指引。我們的反腐合規方案包括多 種報告、監察及認證的監控程序,以及包括網上及 現場培訓的教育內容。

此外,本公司於適當情況下進行盡職審查,就反腐 風險對潛在供應商進行篩選,在適當情況下供應商 亦須同意遵守我們的全球反腐政策。

本公司亦設有協助遵守反賄賂及貪污法律的程序及 內部監控。有關措施包括進行若干類型的交易前必 須獲得批准、僱員道德熱線(如上文所述),以及本 公司內部審計團隊作為例行工作的一部分而在高風 險地區進行定期監察。法律和財政部門亦根據需要 緊密支援有關活動。

於2016年,本公司不曾獲悉在其僱用職員的國家有 任何嚴重違反與賄賂、勒索、欺詐或洗錢有關的法 例及法規的情況。並無任何當前或待決的監管行動 或其他預期對本公司有重大影響的訴訟。

## 社區

投入社區是我們營運工作的重要部分。本公司大力 投入我們業務所在及僱員生活的社區。基於我們的 權力下放結構,本公司社區參與、投資及慈善事務 均於當地進行決策及實施。例如,我們於比利時、 匈牙利及印度自有及經營的各個生產設施均採用其 各自的政策及方案,以配合當地社區需要並確保業 務能兼顧當地社區的利益。

本公司亦為僱員提供以經濟支持、僱員時間及實物 捐贈回饋社區的機會,藉此全力支援僱員生活及工 作的社區。本公司認為參與當地社區活動讓我們為 這些社區的健康及財政福祉作出貢獻。



#### In Focus: Environmental Stewardship and Support for Education in India 焦點:印度的環境管理及教育援助

Samsonite management and employees are making a difference in Nashik, India, through significant investments in local primary school education and the environment, in collaboration with a local foundation and community leaders. Key Company employees serve on the foundation board and participate in all the initiative's decisions.

"Inside like a hospital. Outside like a garden," is the oft-repeated motto of a longtime Samsonite plant manager in Nashik, Yashwant Singh. The plant is investing in the community through a greenhouse where saplings grow. The greenhouse is adjacent to the modern facility that manufactures hard-side Samsonite luggage for domestic and export sale. Special fast-growing shrubs and trees are planted on Samsonite-owned land, creating a green space that prevents soil erosion and contributes to greenhouse gas offsets. But the work does not stop there. Since many of the lands surrounding Nashik have been overgrazed, the Company has stepped in to help. Thousands of trees have been planted, and tree guards are being placed around saplings to prevent cattle from reaching them.

When it comes to schools, Company employees work with community leaders to select villages that are in the most need of assistance. Often these villages are isolated from the city of Nashik and its available resources. Upgrading of school buildings, toilets and play areas are a priority with the support and participation of affected communities.

The rationale for the focus on the environment and education comes from deep local knowledge and the commitment of Company leadership in dialogue with community leaders. Primary school education is viewed as key to the betterment of girls' futures. And reforestation is critical to providing a better environment.

What have been the results? Thousands of students and hundreds of schools, teachers and principals in 120 villages have benefited from these programs.

"We can't change everything, but we can do these small things," remarked Milind Vaidya, a long-time executive at the Nashik facility.

新秀麗管理層及僱員與當地基金會及社區領袖合 作,透過對當地小學教育及環境作出重大投資,為 印度納西克市帶來改變。主要公司僱員擔任基金會 董事,並參與所有的行動決策。

「裡面像醫院、外面像花園」為新秀麗的納西克廠房 資深經理Yashwant Singh的一句口頭禪。該廠房正 透過種植樹苗的溫室對社區進行投資。溫室毗鄰生 產新秀麗於國內及出口銷售的硬邊行李箱的現代化 設施。新秀麗在其擁有的土地上種植特殊快速生長 的灌木及樹木,創造綠色空間,防止土壤侵蝕和對 抵銷溫室氣體作出貢獻。然而新秀麗所做的工作不 止於此。由於納西克市周圍的許多土地已被過度放 牧,本公司正積極行動,除種植數千棵樹外,更於 樹苗四周設置圍欄以防止牛隻踐踏。

於學校層面上,本公司僱員與社區領袖合作挑選最 需要幫助的鄉鎮。這些鄉鎮一般遠離納西克市及其 現有資源。在受助社區的支持及參與下,改善校 舍、洗手間及遊樂場設備為優先處理事項。

對環境及教育的關注源自本公司管理層對當地的深入瞭解和承擔以及與社區領袖的溝通。小學教育被 視為改善女孩子未來的關鍵。再造林則對改善環境 至關重要。

現在成果如何?在120個鄉鎮內,數以千計的學生 及數以百計的學校、老師及校長已成為該計劃的受 益者。

「我們不能改變一切,但我們可以從這些小事入手」 納西克廠房資深行政人員 Milind Vaidya 説道。



#### In Focus: Tumi's Corporate Philanthropy 焦點:Tumi的企業慈善事業

Tumi is a long-time philanthropic donor to St. Jude Children's Research Hospital in Memphis, Tennessee, USA; this world-renowned hospital treats and defeats childhood cancer and other deadly diseases. Families never receive a bill from St. Jude for treatment, travel, housing or food. Tumi has been a proud partner in the annual St. Jude Children's Research Hospital Thanks & Giving Campaign. In 2016, Tumi donated at least 60% of the purchase price of its exclusively designed pouch, luggage tags and ID tags to the hospital that were sold from October 31 to December 31, 2016. Since 2010, Tumi has raised more than \$2.6 million for St. Jude kids since joining its mission.

In 2011, Tumi introduced the "Tumi Takes You Home" event where Tumi donates travel cases that are specially designed for the patients and families at St. Jude to help them travel to and from the hospital for treatment. In 2016, Tumi produced a limited-edition collection of custom-made travel cases inspired by the artwork of St. Jude patients for the annual "Tumi Takes You Home" event.

Tumi長期向美國田納西州孟菲斯市的St. Jude兒童 研究醫院作出慈善捐贈;這家世界著名的醫院治療 及對抗兒童癌症及其他致命疾病。患者的家庭從未 收到過St. Jude的治療、差旅、住院或膳食賬單。 Tumi以成為St. Jude兒童研究醫院年度感謝與捐獻 運動的合作夥伴而自豪。於2016年,Tumi向醫院捐 出其在2016年10月31日至12月31日期間銷售特別 為此項運動設計的手提包、行李牌及證件牌所得款 項的最少60%。自2010年參與此項運動以來,Tumi 已經為St. Jude的孩子籌得超過2.6百萬美元。

於2011年,Tumi推出「Tumi帶您歸家(Tumi Takes You Home)」活動,捐贈專為協助St.Jude病人及 其家屬往返醫院進行治療而設計的旅行箱。於2016 年,Tumi製作限量版的定製旅行箱,靈感正是來自 St.Jude病人為年度活動「Tumi帶您歸家」製作的藝 術品。

## ABOUT THIS REPORT 關於本報告

This report covers the activities and results for the Company's fiscal year ended December 31, 2016. Unless otherwise specified, the report includes all of the consolidated subsidiaries under the Company's direct control as reflected in its Consolidated Financial Statements for the Company-owned or -operated offices, retail stores, and distribution/manufacturing facilities. Unless specified, third-party owned and operated companies, and product categories managed by licensees, are beyond the scope of this report.

On August 1, 2016, the Company completed the acquisition of Tumi. To the extent information is available and applicable, Tumi has been included in this report.

The methods used to gather, report and verify information in this report are based on the Company's own processes as well as internationally recognized reporting standards.

The content for this report was developed on the basis of its relevance to the Company's business objectives, its regionalized organizational structure, and expectations of key stakeholders.

#### DATA MEASUREMENT, METHODOLOGY AND BOUNDARIES

Emissions KPIs covering the 2017 calendar year will be included in the 2017 report (to be published in 2018). The Company has focused on the material sources of emissions including the three owned and operated manufacturing facilities in Oudenaarde (Belgium), Szekszárd (Hungary), and Nashik (India); distribution centers in Jacksonville, Florida, and Vidalia, Georgia (USA); Oudenaarde (Belgium), Hong Kong SAR and Ningbo (China); significant regional offices; and our global network of retail stores to be able to compare 2016 data with 2017 reported data. The Company uses the principles and guidance of the World Resources Institute and the World Business Council for Sustainable Development's Greenhouse Gas ("GHG") Protocol Initiative's Corporate GHG Accounting and Reporting Standard, Revised (the "GHG Protocol"), and The Corporate Value Chain (Scope 3) Standard, both recognized external standards, to calculate and report direct and indirect GHG emissions. Carbon dioxide emissions and equivalents are determined on the basis of measured or estimated energy and fuel usage, multiplied by relevant carbon emission factors, and for carbon dioxide equivalent emissions by taking into account relevant global warming potentials.

The Company will include additional information relating to its environmental KPIs (including emissions factors used and disclosure of any significant data estimations used, for example, where invoice data are not available) in our 2017 report (to be published in 2018). Our Scope 1 emissions (arising from the fuel combusted in our owned and controlled operations) are a result of the combustion of natural gas, propane, motor gasoline and diesel, as well as the leakage of hydro-fluorocarbon

refrigerant gases from our HVAC (heating, ventilation, and air conditioning) equipment. Our Scope 2 emissions—arising from the consumption of purchased electricity—are from our use of purchased electricity in those same facilities. Where meters are not available to track our water usage or discharges, our estimation methodology will be disclosed. Also, where waste management information is not fully available, the key assumptions used to estimate waste data for those facilities within our scope will be included in our 2017 report.

Questions, comments, or feedback regarding this report or any of the Company's ESG programs should be sent by email to: <u>investorrelations@samsonite.com</u>.

本報告涵蓋本公司於截至2016年12月31日止財政 年度的活動及成果。除另有説明者外,本報告包括 本公司綜合財務報表中所載列由本公司直接控制的 所有綜合附屬公司的自有及營運的辦事處、零售店 及分銷/生產設施。除另有説明者外,由第三方擁有 及經營的公司及由獲授權人士管理的產品類別並不 包括在本報告範圍。

於2016年8月1日,本公司完成收購Tumi。於可獲 得資料及適用範圍內,Tumi已包括於本報告中。

收集、報告及驗證本報告資料的方法乃基於本公司 自身的流程及國際認可的報告準則。

本報告內容乃根據其與本公司業務目標、其地區化 組織架構及主要持份者期望的關聯性而編製。

#### 數據測量、方法及界限

適用於2017公曆年的排放物KPIs將載於2017年報 告,並於2018年刊發。本公司集中注意排放物的主 要源頭,包括設於比利時奧德納爾德市、匈牙利塞 克薩德市及印度納西克市自有及經營的三個生產設 施;設於美國佛羅里達州積遜威爾市及喬治亞州維 達利亞市、比利時奧德納爾德市、中國香港特別行 政區及寧波市的分銷中心;主要區域辦事處;及本 公司擁有及經營的全球零售店網絡,以便將2016年 的數據與2017年的報告數據作比較。本公司採用世 界資源機構及可持續發展溫室氣體(「GHG」)世界業 務理事會協議計劃的《企業GHG核算及報告準則(修 訂版)》(「GHG協議」)及《企業價值鏈(範圍3)準則》 (二者均為獲認可的外部標準)的原則及指引,計算 及報告直接及間接GHG排放。釐定二氧化碳排放及 當量時乃根據測量或估計的能源及燃料使用量乘以 相關碳排放係數,而釐定二氧化碳當量乃計及相關 的全球暖化潛勢。

將於2018年刊發的2017年報告中,本公司將涵蓋有 關環境KPls(包括所使用的排放係數及披露所使用的 任何重要數據估計(如未能取得的發票數據))的額外 資料,我們的範圍1排放物(由我們自有及管控的業 務中燃燒燃料產生)由天然氣、丙烷、汽車汽油及柴 油燃燒產生以及來自我們的HVAC(供暖、通風及空 調)設備泄漏的氫氟烴製冷劑氣體。我們的範圍2排 放物(由使用購買電力產生)於我們在相同設施中使 用購買電力時產生。倘未能使用水錶量度我們的用 水量或排放量,我們將披露有關估算方法。此外, 倘未能全面取得廢棄物管理資料,我們將於2017年 報告內刊載用於估算我們範圍內有關設施的廢棄物 數據的主要假設。

如對本報告或本公司的任何ESG計劃有任何疑問、 評價或意見,請發送電郵至: investorrelations@samsonite.com。

Environmental, Social and Governance Report 2016 環境、社會及管治報告 2016

Samsonite International S.A. 新秀麗國際有限公司

13-15 Avenue de la Liberté, L-1931 Luxembourg (Incorporated under the laws of Luxembourg with limited liability) (根據盧森堡法律註冊成立的有限公司)