

中國煤層氣集團有限公司 China CBM Group Company Limited

(於開曼群島註冊成立並在百慕達繼續營業之有限公司)
(Incorporated in the Cayman Islands and continued in Bermuda with limited liability)
股份代號：Stock Code: 8270



Environmental, Social and Governance Report

環境、社會及管治報告

2019

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

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1. ABOUT THIS REPORT

1.1. Environmental, Social and Governance Commitment

The Board understands its responsibility and is committed to lead and steward the Group with the aim to achieve long-term returns and generate a positive impact on the society and the environment. By assessing and evaluating Environmental, Social and Governance (the “ESG”) related risks and reporting performance, the Group is able to ensure operational reliance and compliance with the relevant legal and regulatory requirements.

1.2. Reporting Scope

This ESG report (the “Report”) summarises the policies, management approach and performance of the Group’s core and material business in the exploration and exploitation of the coalbed methane (“CBM”) blocks, liquefaction production and sales of natural gas in Beijing, Shanxi and Guangxi in the People’s Republic of China (the “PRC”). The Group has offices in Hong Kong, Beijing and Tianjin, the PRC. This Report is prepared in accordance with the reporting principles of ‘Materiality’, ‘Quantitative’, ‘Balance’ and ‘Consistency’. With the aim to optimise the reporting process and expand disclosures in this Report with respect to corporate social responsibility, the Group is dedicated in gathering the relevant data, formulating, implementing, and monitoring policies. The Group makes every effort to ensure consistency between the Chinese and English versions of this Report. However, in the event of any inconsistency, the English version shall prevail.

1.3. Reporting Period

This Report illustrates and highlights the environmental and social performance of the Group from 1 January 2019 to 31 December 2019.

1.4. Reporting Framework

This Report is prepared in accordance with the disclosure requirements as set out in the ESG Reporting Guide (the “ESG Guide”) contained in Appendix 20 of the GEM Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “GEM Listing Rules”) and has complied with the “comply or explain” provision in the GEM Listing Rules.

1. 關於本報告

1.1. 環境、社會及管治承擔

董事會瞭解其責任，致力以實現長遠回報及為社會與環境帶來積極影響為目標領導和管理本集團。透過評核及評估環境、社會及管治（「環境、社會及管治」）相關風險並匯報績效，本集團能確保運作可靠且符合相關法例及監管規定。

1.2. 報告範圍

本環境、社會及管治報告（「本報告」）總結本集團在中華人民共和國（「中國」）北京、山西及廣西勘探及開採煤層氣（「煤層氣」）區塊、天然氣液化生產及銷售的核心及重要業務的政策、管理方針及績效。本集團在中國香港、北京及天津設有辦公室。本報告按照「重要性」、「量化」、「平衡」及「一致性」的匯報原則編製。為了優化匯報程序及擴大本報告有關企業社會責任的披露，本集團致力收集相關數據，制訂、執行及監控政策。本集團竭盡所能確保本報告的中英文本一致。然而，如有任何歧義，概以英文本為準。

1.3. 報告期間

本報告闡述及列出本集團於二零一九年一月一日至二零一九年十二月三十一日期間的環境及社會績效。

1.4. 報告框架

本報告根據香港聯合交易所有限公司GEM證券上市規則（「GEM上市規則」）附錄20「環境、社會及管治報告指引」（「ESG指引」）所載的披露規定編製，並已遵守GEM上市規則的「不遵守就解釋」條文。

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Key Performance Indexes (“KPIs”) Reference Table

關鍵績效指標(「KPI」)參考表

| Reference KPIs of the ESG Guide ESG 指引的參考KPI | Corresponding KPIs in the sections of this Report 本報告章節的相應KPI |
|--|--|
| A. Environmental | |
| A. 環境 | |
| A1: Emissions | Emissions Policies and Compliance Carbon Footprint – Greenhouse Gas Emissions Air Emission Hazardous and Non-hazardous Waste Reduction |
| A1 : 排放 | 排放政策及合規 減少碳足跡－溫室氣體排放 氣體排放 減少有害及無害廢物 |
| A2: Use of Resources | Sustainable Exploitation – Use of Resources |
| A2 : 資源使用 | 可持續開發－資源使用 |
| A3: The Environment and Natural Resources | Emissions Policies and Compliance Hazardous and Non-hazardous Waste Reduction Sustainable Exploitation – Use of Resources The Environment and Natural Resources |
| A3 : 環境與自然資源 | 排放政策及合規 減少有害及無害廢物 可持續開發－資源使用 環境與自然資源 |
| B. Social | |
| B. 社會 | |
| Employment and Labour Practices | |
| 僱傭及勞工慣例 | |
| B1: Employment | Employment Policies and Compliance Labour Practices and Compliance |
| B1 : 僱傭 | 僱傭政策及合規 勞工慣例及合規 |
| B2: Health and Safety | Occupational Health and Safety Policies |
| B2 : 健康與安全 | 職業健康與安全政策 |
| B3: Development and Training | Human Capital Development and Training Policies |
| B3 : 發展及培訓 | 人力資源發展及培訓政策 |
| B4: Labour Standards | Employment Policies and Compliance Labour Practices and Compliance |
| B4 : 勞工準則 | 僱傭政策及合規 勞工慣例及合規 |

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| Reference KPIs of the ESG Guide ESG 指引的參考 KPI | Corresponding KPIs in the sections of this Report 本報告章節的相應 KPI |
|--|---|
| Operating Practices 營運慣例 | |
| B5: Supply Chain Management B5 : 供應鏈管理 | Supply Chain Management 供應鏈管理 |
| B6: Product Responsibility | Product Responsibility and Quality Assurance Process Data Protection and Privacy Policy Protecting Intellectual Property Rights 產品責任及質量保證流程 資料保護及隱私政策 保護知識產權 |
| B6 : 產品責任 | |
| B7: Anti-corruption | Anti-corruption Policies and Compliance Conflict of Interest Policy Preventive Measures and Whistle-blowing Procedures 反貪污政策及合規 利益衝突政策 防範措施及舉報程序 |
| B7 : 反貪污 | |
| Community 社區 | |
| B8: Community Investment B8 : 社區投資 | Community Care and Charitable Donation 關懷社區及慈善捐贈 |

1.5. Stakeholders' Engagement

Stakeholders' engagement is not only essential for the Group to understand its stakeholders' expectation and concerns, but also helps to identify the risks and opportunities with regards to sustainability and business development. To foster collaborative relationship with its stakeholders including policymakers, regulators, employees, investors, customers, suppliers and community members, the Group conducted various activities throughout the Reporting Period to communicate ESG goals and collect comments and feedback from the stakeholders that are valuable to structure its future business strategies that are valuable to its future growth and challenges.

1.5. 持份者參與

持份者參與不僅對本集團瞭解持份者的期望和關注非常重要，同時亦有助識別可持續性及業務發展方面的風險及機遇。為與持份者（包括決策人、監管機構、僱員、投資者、客戶、供應商及社區成員）促進合作關係，本集團於整個報告期間進行不同活動，以傳遞環境、社會及管治目標，並向持份者收集寶貴的意見和反饋，旨在構建對本集團未來增長及挑戰具有價值的業務策略。

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| Stakeholder Group 持份者組別 | Approach of Engagement 參與方法 |
|--|---|
| Community 社區 | Corporate website Announcements and notices Financial statements/ESG information 公司網站 公告及通告 財務報表／環境、社會及管治資料 |
| Customers 客戶 | Corporate website Contracts and agreements Comments and complaint channels 公司網站 合約及協議 評論及投訴渠道 |
| Employees 僱員 | Orientations, trainings, and meetings Performance appraisals Notices and circulars Emails and other electronic communications 迎新活動、培訓及會議 表現評核 通告及通函 電郵及其他電子通訊 |
| Policymakers and Regulators 決策人及監管機構 | Corporate website Financial statements/ESG information Announcements and notices 公司網站 財務報表／環境、社會及管治資料 公告及通告 |
| Investors and Shareholders 投資者及股東 | Annual general meeting and notices Announcements and notices Corporate website Financial statements/ESG information 股東週年大會及通告 公告及通告 公司網站 財務報表／環境、社會及管治資料 |
| Suppliers 供應商 | Business meetings and interviews Contracts and agreements Industrial channels' communications and activities Quotations and tendering process 商務會議及面談 合約及協議 行業渠道之通訊及活動 報價及投標過程 |

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1.6. Stakeholders' Feedback

The Group welcomes stakeholders' comments and feedbacks regarding its approach and performance on ESG aspects as they are valuable to its continuous improvement and sustainability. If you have any questions, suggestions, and recommendations to the Group, please send them to:

Address: Room 20, 19/F, Fortune Commercial Building, 362 Sha Tsui Road, Tsuen Wan, N.T., Hong Kong

Email: admin@ccbmgroup.com

1.6. 持份者的反饋

本集團歡迎持份者對本集團於環境、社會及管治方面的方針及績效提供意見和反饋，因為持份者的意見和反饋對本集團的持續改善及可持續性相當寶貴。閣下如對本集團有任何疑問、建議及推薦，敬請發送至：

地址：香港新界荃灣沙咀道362號全發商業大廈19樓20室

電郵：admin@ccbmgroup.com

2. ENVIRONMENTAL PERFORMANCE

Natural gas is the cleanest burning fossil fuel. It does not pollute the air as much as burning coal or oil. Natural gas is like air and has a lot of energy in it, it is found underground in pockets of rock/CBM and wells are drilled into the ground to extract the gas from the rocks/CBM. As at 31 December 2019, the Group has completed the groundwork and drilling of 244 CBM wells but drilling of new wells was suspended since 2016. Out of the 244 CBM wells, 199 wells are producing natural gas.

The exploited natural gas, after treated and purified, is being transported through underground pipelines to commercial consumers in Yangcheng, Shanxi. Together with its employees and contractors, the Group's emissions and waste generation are strictly controlled and monitored in the CBM exploitation locations. Alternatively, the Group's administration work, research and development activities, and trading business are mainly conducted indoor, minimal environmental impact is caused by office-based work. The Group does not involve in air (dust and residues), water, and noise pollution which are regulated under relevant environmental laws and regulations.

2. 環境績效

天然氣是最乾淨的可燃燒化石燃料。它不會像燒煤或汽油一樣嚴重污染空氣。天然氣像空氣一樣，且蘊藏巨大的能量。它存在於地下的岩石／煤層氣中，及通過在地面鑽井才可以從岩石／煤層氣中提取。本集團於二零一九年十二月三十一日已完成244口煤層氣井的基礎工作及鑽探，但自二零一六年起已暫停鑽探新氣井。在244口煤層氣井中，199口井正在生產天然氣。

開採出來的天然氣經過處理及淨化後，由地下管道運到山西陽城縣的商業消費者手中。在僱員及承包商的共同努力之下，本集團煤層氣開採點的排放物及廢物產生得到嚴格控制及監察。另外，本集團的行政工作、研發活動及貿易業務主要在室內進行，辦公室工作對環境的影響微乎其微。本集團不涉及相關環境法律法規所監管的空氣（灰塵及殘留物）、水及噪音污染。

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2.1. Emissions Policies and Compliance

To adhere to the principle of “Social Responsibility is of Overriding Importance” while exploring and developing in the new energy sector and to seek long-term sustainability, the Group is committed to protecting the environment by proactively promoting the environmental awareness of its employees and managing its operations in a sustainable manner. The Group complies with all the material aspects of applicable environment protection laws and regulations in the PRC, including but not limited to:

- The Environmental Protection Law of the PRC.
- The Energy Conservation Law of the PRC.
- Law of the PRC on the Prevention and Control of Water Pollution.
- Law of the PRC on the Prevention and Control of Pollution from Environmental Noise.
- Law of the PRC on the Prevention and Control of Environmental Pollution by Solid Waste.

During the Reporting Period, the Group complied with strict government regulations and industry standards to ensure the safe transportation, storage, and distribution of natural gas.

2.2. Carbon Footprint – Greenhouse Gas Emissions

Carbon footprint is defined as the total amount of direct and indirect emissions of greenhouse gas (the “GHG”) expressed in terms of equivalent amount of carbon dioxide (“CO₂-e”) emission. During the Reporting Period, the total operation area, comprising the Group’s headquarters, offices, and subsidiaries, was 146,658.23 square metres (2018: 146,658.23 m²) and is accounted for 100% of its GHG emissions.

Scope 1 – Direct emissions from combustion of fuels,

Scope 2 – Energy indirect emissions, and

Scope 3 – Other indirect emissions.

2.1. 排放政策及合規

在探索及發展新能源領域時堅持「社會責任為重中之重」的原則及為了尋求長遠可持續發展，亦為了保護環境，本集團致力積極提高員工的環保意識，並以可持續的方式管理運營。本集團於所有重要方面均已遵守中國適用的環境保護法律法規，包括但不限於：

- 《中華人民共和國環境保護法》。
- 《中華人民共和國節約能源法》。
- 《中華人民共和國水污染防治法》。
- 《中華人民共和國環境雜訊污染防治法》。
- 《中華人民共和國固體廢物污染環境防治法》。

於報告期間，本集團已遵守嚴格的政府規例和行業標準，確保安全運輸、儲存及配送天然氣。

2.2. 碳足跡－溫室氣體排放

碳足跡界定為直接及間接溫室氣體（「溫室氣體」）總排放量，按二氧化碳當量（「二氧化碳當量」）排放呈列。於報告期間，運營總面積（包括本集團旗下的總部、辦公室及附屬公司）為146,658.23平方米（二零一八年：146,658.23平方米），佔本集團100%溫室氣體排放量。

範圍1 – 燃燒燃料產生的直接排放，

範圍2 – 能源間接排放，及

範圍3 – 其他間接排放。

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During the Reporting Period, the total net GHG emissions generated by the Group was 16,263.08 tonnes of carbon dioxide equivalent (“tCO₂-e”) (mainly carbon dioxide, methane, and nitrous oxide) (2018: 19,998.42 tCO₂-e). The carbon emission intensity was 0.111 tCO₂-e/m² (2018: 0.136 tCO₂-e/m²), a year-over-year reduction of 18.46%. The natural gas used for operational purposes was the major GHG emissions of the Group.

The Group has made great efforts in controlling its emissions as well as its consumption of resources. Its energy conservation practices included deploying energy efficient lightings, switching off idle lightings, computers and electrical appliances and equipment, monitoring water consumption, using digital technology and recycled paper, encouraging the use of public transport and using tele or video conferencing as an alternative to business travel.

The following table highlights the carbon footprint of the Group:

於報告期間，本集團產生的溫室氣體淨排放量合共為16,263.08噸二氧化碳當量（「噸二氧化碳當量」）（主要為二氧化碳、甲烷及一氧化二氮）（二零一八年：19,998.42噸二氧化碳當量）。碳排放密度為每平方米0.111噸二氧化碳當量（二零一八年：每平方米0.136噸二氧化碳當量），按年減少18.46%。本集團運營用途所耗用的天然氣是主要溫室氣體排放來源。

本集團在控制排放量以及資源消耗方面作出極大努力。本集團的節省能源常規包括安裝高能源效益照明、關掉閒置照明、電腦、電器及設備、監察水消耗、使用數碼技術及回收廢紙、鼓勵使用公共交通工具及使用電話或視像會議代替出差。

下表為本集團的碳足跡摘要：

| Scope 範圍 | Sources of GHG emissions 溫室氣體排放來源 | 2019 | 2018 | 2017 |
|--|--|---|------------------|------------------|
| | | 二零一九年 | 二零一八年 | 二零一七年 |
| | | GHG* emissions (in tCO ₂ -e) 溫室氣體*排放量(噸二氧化碳當量計) | | |
| 1 | Stationary (Natural gas) 固定(天然氣) | 10,212.31 | 14,099.28 | 9,118.63 |
| | Mobile – Gasoline & diesel 流動—汽油及柴油 | 710.85 | 246.78 | 565.99 |
| 2 | Purchased electricity 外購電力 | 5,330.94 | 5,642.02 | 5,796.58 |
| 3 | Disposal of paper waste 棄置廢紙 | 4.90 | 5.27 | 5.40 |
| | Fresh water processing 處理食水 | 2.77 | 3.60 | 2.12 |
| | Sewage water processing 處理污水 | 1.31 | 1.46 | 0.86 |
| Total GHG* emissions 溫室氣體*總排放量 | | 16,263.08 | 19,998.42 | 15,489.58 |
| Carbon Emission intensity per m² 每平方米碳排放密度 | | 0.111 | 0.136 | 0.106 |

* The GHG is calculated according to the “Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong” jointly published by Environmental Protection Department and Electrical and Mechanical Services Department.

* 溫室氣體乃根據環境保護署及機電工程署聯合刊發的《香港建築物(商業、住宅或公共用途)的溫室氣體排放及減除的核算和報告指引》計算。

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2.3. Air emission

Using natural gas as fuel is cleaner than using other fossil fuels, the combustion of it only produces carbon dioxide and water vapor. However, natural gas is mainly methane, and methane is a strong GHG, which is 82 times of a carbon dioxide. To prevent methane from entering the atmosphere due to leakage from CBM wells, storage tanks, pipelines and processing plants, preventive infrastructure were built, and monitoring measures were carried out to minimise the adverse effect caused to the environment.

Another major source of air emission was generated from the use of gasoline and diesel-powered motor vehicles for employees commuting and transportation. The combustion of gasoline and diesel fuel in vehicle engines produces emissions of several air pollutants into the environment. To reduce air pollution, the Group will continue to encourage employees to use public transportation when possible. The following table highlights the estimated air emission of the Group.

Types of Pollutants 污染物類別

| | |
|------------------------------------|-------------------------|
| Nitrogen Oxides (NO _x) | 氮氧化物 (NO _x) |
| Sulphur Dioxide (SO ₂) | 二氧化硫 (SO ₂) |
| Particulate Matter | 顆粒物 |

Data not available

2.3. 氣體排放

使用天然氣作為燃料比使用其他化石燃料更清潔，其燃燒只產生二氧化碳及水蒸氣。然而，天然氣主要成份是甲烷，甲烷是一種強溫室氣體，為二氧化碳的82倍。為防止由於煤層氣井、儲罐、管道及加工廠滲漏產生的甲烷進入大氣，我們已建造並採取預防性基礎設施及監測措施，以盡量減少對環境造成的不利影響。

氣體排放的另一個主要來源是使用汽油及柴油動力汽車接載僱員及進行運輸。汽車引擎燃燒汽油及柴油導致排放數種空氣污染物進入環境。為減少空氣污染，本集團將繼續鼓勵僱員在可行情況下使用公共交通工具。下表列出本集團的氣體估計排放量。

Emission Data (kilogram) ("kg") 排放數據 (千克) (「千克」)

| | 2019 二零一九年 | 2018 二零一八年 |
|------------------------------------|---------------|---------------|
| Nitrogen Oxides (NO _x) | 361.23 | N/A# 不適用# |
| Sulphur Dioxide (SO ₂) | 3.92 | 1.4 |
| Particulate Matter | 32.34 | N/A# 不適用# |

欠缺數據

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2.4. Hazardous and Non-hazardous Waste Reduction

Exploitation of natural gas produces large volume of contaminated water, this water requires proper handling, storage, and treatment so that it does not pollute the land and other water sources. After the wastewater being pumped out from the CBM wells, it will be sent to a wastewater treatment plant for purification before it is disposed or reused, re-injected into another section of the formation, or sent to an evaporation pond for desalination. During the Reporting Period, 30,272.87 m³ of wastewater was sent to the treatment plant for purification.

Natural gas processing and purification involves the separation of various hydrocarbons and fluids by using both chemical and mechanical methods. They include the removal of gaseous impurities by adsorbents with various porous active substances such as active coal, silica gel, bauxites, etc. All these methods might produce hazardous waste that requires subsequent treatment and disposal. The Group has been monitoring and documenting the solid and liquid waste generated by its operations and is seeking for more sustainable waste management plan to control, record, and monitor the overall waste generation and disposal.

Paper and printed matters were the non-hazardous waste generated by the Group during the Reporting Period. The GHG emissions constituted by paper waste was 4.90 tCO₂-e (2018: 5.27 tCO₂-e). The Group has formulated a paper-saving policy to encourage reusing papers for printing and double-sided printing is set as default mode of all network printers. Paper waste was collected by the office building management for recycling and disposal. The Group will continue to monitor its paper reuse and recycling efficiency to reduce usage and disposal.

2.4 減少有害及無害廢物

天然氣開發會產生大量的污水，需要適當的處置、儲存及處理，以免污染土地及其他水源。廢水經抽出煤層氣井後，會送至污水處理廠淨化，然後進行處置或再次利用，或重新注入另一段地層，或送至蒸發池進行海水淡化。於報告期間，有30,272.87立方米的廢水被送往處理廠淨化。

天然氣加工及淨化涉及通過使用化學及機械方法分離各種碳氫化合物及流體。其中包括用各種多孔活性物質如活性煤、矽膠、鋁土礦等去除吸附劑中的氣體雜質。所有這些方法都可能產生需要後續處理及處置的危險廢物。本集團一直監控記錄其運營產生的固體及液體廢物，並尋求更加可持續的廢物管理計劃以控制、記錄及監控整體廢物產生及處置。

紙張及印刷品是本集團於報告期間產生的無害廢物。廢紙構成的溫室氣體排放量為4.90噸二氧化碳當量（二零一八年：5.27噸二氧化碳當量）。本集團制定了省紙政策，鼓勵重複使用紙張進行列印，並將所有網路印刷機的雙面列印設置為預設模式。廢紙由辦公樓的管理部門收集以進行回收處理。本集團將繼續監控其紙張重用情況及回收效率以減少使用量及棄置。

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2.5. Sustainable Exploitation – Use of Resources

During the Reporting Period, the primary resources consumed by the Group were electricity, diesel, gasoline, natural gas, water and paper, no packaging materials were used or needed for its business. The following table illustrates the consumption of different resources and their intensity.

| Scope 範圍 | Sources of GHG emissions 溫室氣體排放來源 | Consumption 消耗量 | 2019 二零一九年 | Intensity 密度 |
|-------------|--|---|---|---|
| | | | GHG* emissions (in tCO ₂ -e) 溫室氣體*排放量 (噸二氧化碳當量) | |
| 1 | Stationary – (Natural gas) 固定 – (天然氣) | 5,445,337.00 m ³ 5,445,337.00 立方米 | 10,212.31 | 0.070 tCO ₂ -e m ³ /m ² 0.070 立方米/平方米 |
| | Mobile – Gasoline & Diesel 流動 – 汽油及柴油 | 261,083.47L 261,083.47 升 | 710.85 | 2.04 tCO ₂ -e/employee 2.04 噸二氧化碳 當量/僱員 |
| 2 | Purchased electricity 外購電力 | 5,132,688.00 kWh 5,132,688.00 千瓦時 | 5,330.94 | 35.00 kWh/m ² 35.00 千瓦時/平方米 |
| 3 | Disposal of paper waste 棄置廢紙 | 1,021.15 kg 1,021.15 千克 | 4.90 | 0.014 tCO ₂ -e/employee 0.014 噸二氧化碳 當量/僱員 |
| | Water processing 處理用水 | 6,538.46 m ³ 6,538.46 立方米 | 4.08 | 0.011 tCO ₂ -e/employee 0.011 噸二氧化碳 當量/僱員 |

2.5 可持續開發 – 資源使用

於報告期間，本集團消耗的主要資源為電力、柴油、汽油、天然氣、水及紙張，業務上未使用或需要包裝材料。下表說明不同資源的消耗情況及其密度。

Energy Consumption – Electricity

The total electricity consumption of the Group was 5,132,688.00 kilowatt-hours (“kWh”) (2018: 5,430,079.00 kWh), and the energy intensity was 35.00 kWh/m² (2018: 37.03 kWh/m²). It was attributed to the electricity usage of lightings, air-conditioning, and electrical appliances and equipment. One of the major electrical equipment being used is the water pump for the extraction of underground water in Beiliu, Guangxi. It contributed to 22,685.00 kWh of electricity usage. The Group will continue to monitor its performance in the conservation of resources.

Fossil Fuel Consumption – Diesel, Gasoline and Natural Gas

The Group consumed 5,445,337.00 m³ of natural gas (2018: 5,519,246.70 m³) for operational purposes and the employees’ livelihood activities.

能源消耗 – 電力

本集團總耗電量為5,132,688.00 千瓦時（「千瓦時」）（二零一八年：5,430,079.00 千瓦時），而能源密度為35.00 千瓦時/平方米（二零一八年：37.03 千瓦時/平方米）。此乃源自照明、空調、電器及設備的用電量。其中一個主要使用的電氣設備是廣西北流市地下水開採所用的水泵。該水泵佔用電量之22,685.00 千瓦時。本集團將繼續監控其資源保護表現。

化石燃料消耗 – 柴油、汽油及天然氣

本集團為營運目的及員工起居需要消耗天然氣5,445,337.00 立方米（二零一八年：5,519,246.70 立方米）。

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The air emission of the Group's vehicles may affect the people and neighbouring communities through its environmental impact. A total of 201,125.41 litres of gasoline (2018: 56,239.06 litres) and 59,958.06 litres of diesel (2018: 35,663.83 litres) were being used by the Group's motor vehicles during the Reporting Period. Since the operating locations such as the CBM wells and the treating factories are in remote areas, transportation is needed for operational activities and site-inspection. The Group conducted regular vehicle maintenance to ensure the vehicles are operated at their optimal performance to enhance energy use, and the use of electrical vehicles shall be considered in the future.

Water Consumption

The Group did not encounter any issue in sourcing water that is fit for purpose during the Reporting Period. The total freshwater consumption was 6,538.46 cubic meters (m³) (2018: 8,500.00 m³) in Yangcheng, Shanxi. Moreover, 1,096.00 m³ (2018: 1,096.00 m³) of water was being extracted from underground wells by using the electrical water pump previously mentioned, it was mainly used in the gasification station and the living quarters for the employees in Beiliu, Guangxi. On the other hand, the water being used in the Group's headquarters and offices was not available for carbon footprint calculation as it was included in the management fee and the Group did not have the related information. The Group cherish and value the earth's water resource, as its employees understand the hardship of getting underground water; therefore, special attention is continued to be taken to minimise water consumption to conserve this precious natural resource.

Paper Consumption

Reducing the consumption of paper in its offices has been one of the environmental objectives of the Group. A total of 1,021.15 kg of paper (2018: 1,097.71 kg) was used for administration and report printing and publication purposes during the Reporting Period.

本集團汽車的氣體排放影響環境，繼而影響他人及鄰近社區。本集團的汽車於報告期間共使用201,125.41升汽油(二零一八年：56,239.06升)及59,958.06升柴油(二零一八年：35,663.83升)。由於煤層氣井等作業場所及處理廠位於偏遠地區，因此需要交通工具進行作業活動及現場檢查。本集團定期維修汽車，以確保汽車在最佳狀態運作，改善能源使用，而未來亦會考慮使用電動車。

水消耗

於報告期間，本集團在尋找符合用途的水源方面並無遇到任何問題。山西陽城縣的食水總消耗量為6,538.46立方米(二零一八年：8,500.00立方米)。此外，1,096.00立方米(二零一八年：1,096.00立方米)的水乃通過使用前文提及的電動水泵從地下水井抽取，其主要用於廣西北流市的氣化站及員工宿舍。另一方面，本集團總部及辦公室所用的水不適用於碳足跡計算，因為其包含於管理費之內，而本集團並無相關資料。本集團珍惜及重視地球的水資源，因僱員深知從地下取水實屬艱辛，因此本集團會繼續加倍小心，盡可能減低水消耗，保護此珍貴的自然資源。

紙張消耗

減少辦公室的紙張消耗一直是集團的環保目標之一。於報告期間，共使用了1,021.15千克的紙張(二零一八年：1,097.71千克)作行政及報告印刷及出版用途。

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2.6. The Environment and Natural Resources

To seek long-term sustainability of the environment and community where it operates The Group is aware of the impacts of CBM wells exploitation. Environment Impact Assessments (EIAs) were carried out before the commencement of the exploitation. The Group made every endeavour to minimise the influence on ecology, surface water, noise, and solid waste throughout every stage of its operations. After the completion of wells digging, the Group would recover and maintain the original ecological and geomorphological form by the following mitigation measures:

- a) Build an impervious cement tank for gas recovery and dewatering;
- b) Clean and tidy up the temporarily occupied space near the wells, and recover the land into its original form, such as farmland, plantation or woodlands, etc.;
- c) Collect and transport all municipal waste to nearby collection points;
- d) Cover and fill mud pools to restore the original geomorphology;
- e) Integrate engineering solutions into the plantation near the gas wells to prevent soil erosion.

During the Reporting Period, there were no new wells being exploited by the Group.

2.6 環境與自然資源

為追求其業務所在環境及社區的長期可持續性。本集團瞭解煤層氣井開採的影響。在開採前會進行環境影響評估。本集團已盡一切努力在營運的各個階段減少對生態、地表水、噪音及固體廢物的影響。在完成挖井後，本集團將通過以下緩解措施恢復並維持原有的生態及地貌：

- (a) 為氣體回收及脫水建造一個防滲水泥罐；
- (b) 清理並整理氣井附近臨時佔用的空地，並將所佔用的農田、種植園或林地恢復原貌；
- (c) 收集所有城市垃圾並運輸到附近的回收站；
- (d) 覆蓋並填充泥漿池以恢復原始地貌；
- (e) 將工程解決方案整合到氣井附近的種植園，以防止土壤侵蝕。

於報告期間，本集團並無開採新氣井。

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3. SOCIAL PERFORMANCE

3.1. Employment Policies and Compliance

The group pursues the corporate spirit of "establishing the world with trust and establishing the city with wisdom". By employing and developing dedicated and talented people, the Group is able to provide reliable and quality services to customer. Human resource is regarded as the Group's valuable assets as they play a vital role in promoting the corporate value of low-carbon and clean energy development to achieve corporate social responsibility and sustainability.

As at 31 December 2019, the total workforce of the Group was 348 (2018: 407), the employee composition is listed in the following table.

| Employee Structure 僱員架構 | | | 2019 二零一九年 | 2018 二零一八年 | 2017 二零一七年 |
|-----------------------------------|-------------------|--------|---------------|---------------|---------------|
| Total number of employees | | 僱員總數 | 348 | 407 | 476 |
| By gender 按性別 | Male | 男性 | 70.4% | 79.9% | 79.8% |
| | Female | 女性 | 29.6% | 20.1% | 20.2% |
| By age 按年齡 | 18–25 | 18至25歲 | 5.2% | 6.6% | 6.7% |
| | 26–35 | 26至35歲 | 42.8% | 46.4% | 46.4% |
| | 36–45 | 36至45歲 | 36.2% | 24.8% | 24.8% |
| | 46–55 | 46至55歲 | 12.9% | 17.2% | 17.2% |
| | 56 or above | 56歲或以上 | 2.9% | 4.9% | 4.8% |
| By employee category 按僱員類別 | Senior Management | 高級管理層 | 6.0% | N/A# 不適用# | N/A# 不適用# |
| | Middle Management | 中級管理層 | 8.6% | N/A# 不適用# | N/A# 不適用# |
| | General staffs | 一般員工 | 85.3% | N/A# 不適用# | N/A# 不適用# |
| By geographical location 按地理位置 | Hong Kong | 香港 | 0.6% | N/A# 不適用# | N/A# 不適用# |
| | Beijing/Tianjin | 北京/天津 | 16.4% | N/A# 不適用# | N/A# 不適用# |
| | Shanxi | 山西 | 58.0% | N/A# 不適用# | N/A# 不適用# |
| | Guangxi | 廣西 | 25.0% | N/A# 不適用# | N/A# 不適用# |

Data not available

To promote a diverse and high-quality workforce, the Group provides equal opportunities for employees in respect of recruitment, training and development, job advancement, and remuneration and benefits. The objective of the Group's employee performance management is to reward and recognise employees by reviewing their salaries and wages through the performance appraisal system based on employees' job performance, skills, and achievement.

3. 社會績效

3.1 僱傭政策及合規

本集團奉行「以信立世，以智立城」的企業精神。通過聘用培養敬業的優秀人才，本集團能夠為客戶提供可靠優質的服務。人力資源被視為本集團的寶貴資產，因為其在推動低碳清潔能源發展的企業價值，藉以實現企業社會責任及可持續發展上發揮著重要作用。

於二零一九年十二月三十一日，本集團員工總數為348人（二零一八年：407人），僱員組成情況見下表。

| Employee Structure 僱員架構 | | | 2019 二零一九年 | 2018 二零一八年 | 2017 二零一七年 |
|-----------------------------------|-------------------|--------|---------------|---------------|---------------|
| Total number of employees | | 僱員總數 | 348 | 407 | 476 |
| By gender 按性別 | Male | 男性 | 70.4% | 79.9% | 79.8% |
| | Female | 女性 | 29.6% | 20.1% | 20.2% |
| By age 按年齡 | 18–25 | 18至25歲 | 5.2% | 6.6% | 6.7% |
| | 26–35 | 26至35歲 | 42.8% | 46.4% | 46.4% |
| | 36–45 | 36至45歲 | 36.2% | 24.8% | 24.8% |
| | 46–55 | 46至55歲 | 12.9% | 17.2% | 17.2% |
| | 56 or above | 56歲或以上 | 2.9% | 4.9% | 4.8% |
| By employee category 按僱員類別 | Senior Management | 高級管理層 | 6.0% | N/A# 不適用# | N/A# 不適用# |
| | Middle Management | 中級管理層 | 8.6% | N/A# 不適用# | N/A# 不適用# |
| | General staffs | 一般員工 | 85.3% | N/A# 不適用# | N/A# 不適用# |
| By geographical location 按地理位置 | Hong Kong | 香港 | 0.6% | N/A# 不適用# | N/A# 不適用# |
| | Beijing/Tianjin | 北京/天津 | 16.4% | N/A# 不適用# | N/A# 不適用# |
| | Shanxi | 山西 | 58.0% | N/A# 不適用# | N/A# 不適用# |
| | Guangxi | 廣西 | 25.0% | N/A# 不適用# | N/A# 不適用# |

欠缺數據

為了推動多元化及優質的員工隊伍，本集團在招聘、培訓及發展、工作晉升以及薪酬福利方面為僱員提供平等機會。本集團僱員表現管理的目標為以員工的工作表現、技能及成果為依據，通過績效評核制度檢討其薪酬與工資，獎勵及表彰員工。

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The Group's employee handbook is a valuable communication resource structured to communicate important guidance, ground rules, procedures and guidelines surrounding employment and labour standard, business conduct and ethics, workplace health and safety, remuneration and benefits and the management system. It is an essential tool to define the expectations of the management and to protect employees from unfair or inconsistent treatment and discrimination.

本集團的員工手冊為寶貴的溝通資源，載有關於僱傭及勞工準則、商業操守與道德、職業健康與安全、薪酬及福利以及管理制度的重要指引、基本規則、程序及指導。此手冊是確立管理層期望並保護僱員免受不公平或差別待遇及歧視的重要工具。

3.2. Occupational Health and Safety Policies

Natural gas production, transportation, distribution, and storage require strict safety regulations and standards because a natural gas leak could cause an explosion. The Group's management is responsible for the provision of a safe working environment in accordance with the statutory and industrial requirements. The Group complies with the Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases 《中華人民共和國職業病防治法刑法》 and the Measures for the Declaration of Projects with Occupational Hazards 《職業病危害項目申報管理辦法》 in the PRC.

The Group also understands that maintaining focus on safety in all aspects of exploitation is of utmost importance; thus, the Group has established an occupational health management team to implement and execute regulations on occupational health management and occupational disease prevention and control to ensure workplace safety and best practices. The team regularly supervise and inspect the safety measures and awareness among employees with the emphasis to educate and promote preventive habits for the development of a healthy and safe working culture. Employees are provided with personal protective equipment such as gowns, helmets, gloves, eyewear, and face masks for protection.

Through adopting various occupational health and safety communications such as recurrent trainings, briefings and notices, employees are well trained, and no work injury incidents were recorded. During the Reporting Period, the Group was not aware of any non-compliance relating to health and safety related laws and regulations.

3.2. 職業健康與安全政策

天然氣的生產、運輸、配送及儲存需要嚴格的安全規章及標準，因為天然氣洩漏可能導致爆炸。本集團管理層負責根據法定及行業規定提供安全的工作環境。本集團遵守《中華人民共和國職業病防治法刑法》及中國《職業病危害項目申報管理辦法》。

本集團亦深明持續關注開採活動各方面的安全至關重要；因此，本集團設有職業安全管理團隊以落實及執行有關職業健康管理及職業疾病防控的法規，以確保工作場所安全及落實最佳常規。該團隊定期監督及檢視安全措施及員工的安全意識，重點為教育及倡導預防性習慣，以培養健康及安全的工作文化。僱員獲提供個人防護裝備，例如長袍、頭盔、手套、眼鏡及面罩以作保護之用。

通過採用經常性培訓、簡報及通知等各種職業健康與安全的溝通方式，我們為僱員提供充足培訓，且並無錄得任何工傷事件。於報告期間，本集團並不知悉任何違反健康與安全相關法例及法規的情況。

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3.3. Human Capital Development and Training Policies

To encourage and assist employees in developing their potential is one of the Group's priorities in human capital development. Apart from a wide range of inhouse training aiming to develop more competent and skilful employees, external professional and qualification training were sponsored to strengthen their skills and knowledge, so they can further develop themselves and progress on their career path.

The Group aims to create an environment of continuous improvement in which employees are encouraged to pursue excellence at work and career development. Besides, the Group encourages lifelong learning and offers educational allowances to its employees for knowledge enhancement and career development.

The following table listed the average number of training hours of employees during the Reporting Period:

| Training 培訓 | | 2019 二零一九年 | |
|---|--------------|---------------|----------|
| Total (hours) | 總計(小時) | | 26,182.0 |
| Average (per employee) (hours) | 平均(每名僱員)(小時) | | 75.2 |
| By Employee Category (Average training hours per employee) 按僱員類別(每名僱員平均培訓時數) | | | |
| Senior management 高級管理層 | By hour | 按小時 | 89.0 |
| Middle management 中級管理層 | By hour | 按小時 | 105.2 |
| General staff 普通員工 | By hour | 按小時 | 71.2 |

3.3. 人力資源發展及培訓政策

鼓勵及協助僱員發揮潛能是本集團在人力資本開發方面的一個首要任務。除了多項旨在培育能力與技術俱佳的員工的內部培訓外，本集團亦贊助員工參加外部專業及資質培訓，以提高他們的技能及知識，使他們能進一步作個人發展並在事業路途上取得進步。

本集團致力營造持續進步的環境，使員工得到鼓舞，在工作及事業發展上追求卓越。此外，本集團鼓勵終身學習，向員工提供教育津貼，幫助其增進知識及發展事業。

下表列載報告期間僱員平均培訓時數：

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3.4. Labour Practices and Compliance

The Group complies with the applicable laws and regulations on employment, child and forced labour practices. The recruitment process is strictly abided by the guidelines and procedures as stipulated in the Group's recruitment policy so that suitable talents are recruited in accordance with the relevant labour laws, job requirement and candidates' expectation.

During the Reporting Period, there was no incidence of work stoppages, labour disputes, litigation, claims, administrative action, or arbitration against the Group.

3.5. Supply Chain Management

Transparency and integrity across the supply chains is one of the top priorities of the Group. Stringent procurement policies are established to ensure goods and services are procured in an honest, competitive, fair, and ethical manner that delivers the highest cost performance.

The Group believes that establishing a strong cooperative relationship with its suppliers would enhance and improve its operational flow and service quality; thus, the selection of suppliers requires a strict tendering process and selection criteria including the suppliers' reputation, financial reliability, product quality and price stability. The Group also preferred suppliers with environmental management certification to achieve the Group's sustainability goal. Sourcing for supplies is generally executed by the Group's Procurement Department and there were 144 suppliers in the Group's approved suppliers' list. The Procurement Department would regularly review the performance of the suppliers to ensure its supply chain is operating effectively and efficiently.

3.4. 勞工常規及合規

本集團遵守與僱傭、童工及強制勞工行為有關的適用法律及法規。招聘程序嚴格遵守本集團招聘政策所制訂的指引及程序，以便根據相關勞工法、職位要求及應聘者的期望招聘合適的人才。

於報告期間，本集團並無發生停工、勞資糾紛、訴訟、索賠、行政訴訟或仲裁事件。

3.5. 供應鏈管理

提高整個供應鏈的透明度是本集團的首要任務之一。本集團已制定嚴格的採購政策，以確保以誠信、具競爭性、公平及合乎道德的方式採購商品及服務，實現最高性價比。

本集團認為與供應商建立穩固的合作關係可增強及改善其營運流程及服務質素；因此，挑選供應商須遵循嚴格的競標過程，甄選標準包括供應商的聲譽、財務可靠性、產品質量及價格穩定性。本集團亦選擇擁有環境管理認證的供應商，以達致本集團的可持續發展目標。採購供應品通常由本集團的採購部門執行，本集團的經批准供應商名單有144名供應商。採購部門將定期審查供應商的表現以確保其供應鏈在有效運作。

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3.6. Product Responsibility and Quality Assurance Process

Accessing, producing, and transporting natural gas is a complex undertaking, but the Group is committed to providing stable supply and quality natural gas to its customers. To formalise the commitment, pressure gauges of the pipelines are checked and maintained periodically, random sampling of gas quality is performed semi-annually by The Municipal Bureau of Quality and Technical Supervision in the PRC to analyse output content and product quality according to the prescribed specification. Daily production capacity is monitored to ensure consistent and stable supply is maintained. To guarantee customer satisfaction, gas measuring instruments and its components are calibrated and tested annually.

3.7. Data Protection and Privacy Policies

The Group responsibly manages and protects the data of its employees, customers, and suppliers to ensure their privacy and confidentiality. To comply with the Personal Data (Privacy) Ordinance and as stipulated in the Group's employee handbook on documents confidentiality and computer security, employees are instructed of their responsibility to ensure the safekeeping of all personal data, trade secrets and proprietary information they have accessed to or collected from employees, customers and suppliers. The Group's servers and computers are protected from access passwords, employees are responsible for the integrity and confidentiality of the data when using computers for data processing.

3.8. Protecting Intellectual Property Rights

The Group registered its corporate logo and domain names as they are important to its brand and corporate image. The Group complies with the intellectual property (the "IP") rights regulations. During the Reporting Period, there was no material infringement of the IP rights and the Group is confident that all reasonable measures have been taken to prevent any infringement of its own IP rights and the IP rights of third parties.

3.6. 產品責任及質量保證流程

天然氣的獲取、生產及運輸是一項複雜的工作，惟本集團致力於為客戶提供穩定的優質天然氣供應。為兌現這項承諾，管道壓力表會進行定期檢查及維護，中國的市質量技術監督局會按照規定的要求對氣體質量進行每半年一次的隨機抽查，分析產品成份及產品質量。日常生產能力會被檢測，以確保持續穩定的供應。為保證客戶滿意度，氣體測量儀器及其部件每年都要進行校準及測試。

3.7. 資料保護及隱私政策

本集團負責任地管理及保護其僱員、客戶及供應商的資料，確保隱私及保密。為遵守《個人資料(私隱)條例》及遵從本集團員工手冊關於文件機密性及計算機安全性的規定，僱員已被告知彼等有責任確保妥善保管其有權閱覽或自員工、客戶及供應商收集的所有個人資料、行業機密及專有信息。本集團的服務器及計算機通過訪問密碼予以保護，僱員對他們在計算機上處理的信息的完整性及保密性負責。

3.8. 保護知識產權

本集團已註冊其公司 logo 及域名，因為它們對其品牌及企業形象至關重要。本集團遵守知識產權（「知識產權」）的規定。於報告期間內，知識產權並無遭到嚴重侵權，本集團深信已採取一切合理措施防止其知識產權及第三方知識產權被侵犯。

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3.9. Anti-corruption Policies and Compliance

To uphold and promote the highest standards of ethical corporate practices and integrity when engaging in the Group's business activities, the code of ethics guidelines stipulated that all employees including the directors must comply with the applicable laws and regulations with regards to corruption, extortion, fraudulent activities and conflict of interest in every legislation in which the Group operates. Directors and employees should not offer to, solicit, or accept anything of material value from their colleagues, customers, suppliers, or competitors of the Group to ensure businesses are conducted in an honest and fair manner. The Group complies with relevant laws and regulations of anti-corruption law of Hong Kong, Criminal law of the PRC 《中華人民共和國刑法》 and the Anti-Unfair Competition Law of the PRC 《中華人民共和國不正當競爭法》.

3.10. Conflict of Interest Policy

The Group requires its directors and employees to avoid the conflict between personal or financial interest and their official duties to act in the best interest of the Group. A situation in which directors or employees exercise authority, influence decisions and actions or gain access to valuable information when dealing with third parties with his profession to achieve financial and personal gain is strictly prohibited. Directors and employees are required to declare potential conflict of interest by completing the disclosure form on an annual basis.

3.9. 反貪污政策及合規

本集團於從事商業活動時堅持並鼓勵最嚴緊之企業道德行為及誠信，操守守則指引訂明所有僱員（包括董事）均須遵守本集團經營業務所在地所有法例中有關貪污、勒索及欺詐活動以及利益衝突之適用法律及規例。董事及僱員不得向同事、本集團之客戶、供應商或競爭者提供、索取或收受任何貴重財物，保證業務運作誠實公平。本集團遵守香港相關反貪污法律及法規、《中華人民共和國刑法》及《中華人民共和國不正當競爭法》。

3.10. 利益衝突政策

本集團要求其董事及僱員避免個人或財務利益與其職務之間的衝突，以本集團最佳利益行事。本集團嚴禁董事或僱員在與第三方往來時藉職權行使權力、左右決策及行動或取得寶貴信息的閱覽權限，藉此獲取財務及個人利益。董事及僱員須每年填報披露表以呈報潛在利益衝突。

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3.11. Preventive Measures and Whistle-blowing Procedures

The Group encourages whistleblowing whereas an employee could report suspected corruption, misconduct, conflict of interest, or malpractice in strict confidence. All suspected frauds will be investigated by the Group's Audit Committee in strict confidence. Employees are given a copy of the Group's Code of Ethics so that they understand their obligation to adhere to the ethical standard of the Group. During the Reporting Period, communication was performed to ensure employees understand the Group's Code of Ethics and the Group was not aware of any non-compliance with relevant laws and regulations that would have any significant impact on the Group, nor any corruption litigation against the Group or its employees.

3.12. Community Care and Charitable Donations

The Group believes that it is important to be a supportive member of the community. As a member of the Qinchi community of Yangcheng, Shanxi, where labour and infrastructure are provided, the Group has been actively supporting charitable organisations through donations and participation in the cultural activities of the community. Besides, to protect the environment of Qinchi, the Group has been planting trees to help reduce air pollution. Monetary donations for scholarships and non-monetary donations of books and stationery are made annually to the children in the Qinchi community.

The Group's Community Investment Policy is designed to ensure its business is conducted in a sustainable manner that can benefit its customers and its shareholders, and at the same time, minimise any potential environmental and social impact to its stakeholders, in particular to its employees and the community members. The Group will continue to explore opportunities in contributing to educational and environmental related programs in the future to support and build stronger bonds with the communities it serves.

3.11. 防範措施及舉報程序

本集團鼓勵僱員挺身而出，在嚴格保密情況下舉報懷疑貪污、不當行為、利益衝突或舞弊行為。本集團審核委員會將於保密情況下調查所有懷疑欺詐個案。僱員均獲派發本集團之操守守則文本，讓彼等了解其遵守本集團操守標準之義務。於報告期間，已作出溝通，確保僱員明白本集團的操守守則，而本集團並不知悉有任何不遵守相關法律及法規的情況，而會對本集團有任何重大影響，亦沒有針對本集團或其僱員的任何貪污訴訟。

3.12. 關懷社區及慈善捐贈

本集團認為支持社區十分重要。作為山西陽城縣芹池社區（其提供勞工及基建）的一員，本集團通過捐贈及參與社區文化活動積極支持慈善機構。此外，為保護芹池的環境，本集團一直積極種植樹木，以減少空氣污染。本集團每年均向芹池社區的兒童作出獎學金的貨幣捐款及書本及文具的非貨幣捐款。

本集團的社區投資政策旨在確保其業務以可持續發展的方式進行，能夠惠及客戶及股東，同時亦盡可能減少對其持份者，尤其是僱員及社區成員的任何潛在環境及社會影響。本集團未來將繼續探索新機會，向有關教育及環境的活動作出貢獻，以支援本集團服務的社區，並與其建立更強大的連繫。