

# 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

2018



# Environmental, Social and Governance Report

## 環境、社會及管治報告

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# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 1. ABOUT THIS REPORT

#### 1.1. Reporting Period

This Environmental, Social and Governance (“ESG”) Report illustrates and highlights the environmental and social performance of the Group from 1 January 2018 to 31 December 2018.

#### 1.2. Reporting Scope

This ESG report summarises the Group’s policies, management approach and performance with respect to corporate social responsibility. This report focuses on the Group’s 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 (“PRC”). The Group has offices in Hong Kong and Beijing.

#### 1.3. Reporting Framework

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

### 1. 關於本報告

#### 1.1. 報告期間

本環境、社會及管治報告（「環境、社會及管治報告」）闡述及列出本集團於二零一八年一月一日至二零一八年十二月三十一日期間的環境及社會績效。

#### 1.2. 報告範圍

本環境、社會及管治報告總結本集團在企業社會責任方面的政策、管理方針及績效。本報告重點披露本集團在中華人民共和國（「中國」）北京、山西及廣西的煤層氣（「煤層氣」）區塊對天然氣的勘探及開採、液化、生產及銷售。本集團於香港及北京設有辦事處。

#### 1.3. 報告框架

本環境、社會及管治報告遵照香港聯合交易所有限公司GEM證券上市規則（「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，並已遵守上市規則的「不遵守就解釋」條文。

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

### Key Performance Index (“KPI”) Reference Table 關鍵績效指標 (「KPI」) 參考表

Reference KPI of the ESG Guide ESG 指引的參考 KPI	Corresponding KPI in the sections of this report 本報告章節的相應 KPI
<b>A. Environmental</b>	
<b>A. 環境</b>	
<b>A1: Emissions</b>	Emissions Policies and Compliance Carbon Footprint Reduction
<b>A1 : 排放</b>	排放政策及合規 減少碳足跡
<b>A2: Use of Resources</b>	Sustainable Exploitation
<b>A2 : 資源使用</b>	可持續開發
<b>A3: The Environment and Natural Resources</b>	Emissions Policies and Compliance The Environment and Natural Resources
<b>A3 : 環境與自然資源</b>	排放政策及合規 環境及天然資源
<b>B. Social</b>	
<b>B. 社會</b>	
<b>Employment and Labour Practices</b> 僱傭及勞工慣例	
<b>B1: Employment</b>	Employment Policies and Compliance Labour Practices and Compliance
<b>B1 : 僱傭</b>	僱傭政策及合規 勞工慣例及合規
<b>B2: Health and Safety</b>	Occupational Health and Safety
<b>B2 : 健康與安全</b>	職業健康與安全
<b>B3: Development and Training</b>	Employee Development and Training Policies
<b>B3 : 發展及培訓</b>	僱員發展及培訓政策
<b>B4: Labour Standards</b>	Employment Policies and Compliance Labour Practices and Compliance
<b>B4 : 勞工準則</b>	僱傭政策及合規 勞工慣例及合規

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Reference KPI of the ESG Guide ESG 指引的參考KPI	Corresponding KPI in the sections of this report 本報告章節的相應KPI
<b>Operating Practices</b> 營運慣例	
<b>B5: Supply Chain Management</b> <b>B5 : 供應鏈管理</b>	Supply Chain Management 供應鏈管理
<b>B6: Product Responsibility</b>	Product Responsibility and Quality Assurance Process
<b>B6 : 產品責任</b>	Protecting Intellectual Property Rights Consumer Data Protection and Privacy Policies 產品責任及質量保證流程 保護知識產權 消費者資料保護及隱私政策
<b>B7: Anti-corruption</b>	Anti-corruption Policies and Compliance Preventive Measures and Whistle-blowing Procedures
<b>B7 : 反貪污</b>	反貪污政策及合規 預防措施及舉報程序
<b>Community</b> 社區	
<b>B8: Community Investment</b> <b>B8 : 社區投資</b>	Community Care 關懷社區

### 1.4. Stakeholders' Engagement

Stakeholders' engagement is essential for the Group to understand its stakeholders' concerns and it also helps to identify risks and opportunities with regards to sustainability. The Group communicates to its stakeholders throughout the year to inform them about the Group's business development and collect ideas and feedback that are valuable to its future growth. Internal and external stakeholders have been involved in various regular activities to discuss and share opinions regarding the Group's operation and performance. The Group will continue to communicate closely with stakeholders to understand their expectations.

### 1.4. 持份者參與

持份者的參與對本集團了解持份者的關注乃屬至關重要，同時亦有助於識別可持續發展方面的風險及機遇。本集團於年內與其持份者溝通，向他們介紹本集團的業務發展，並收集對本集團未來增長有價值的意見及回饋。內部及外部持份者均有參與各種定期活動，以討論及分享有關本集團運營及業績的意見。本集團將繼續與持份者密切溝通，以了解他們的期望。

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### 1.5. Stakeholders' Feedback

Your comments and feedbacks regarding the Group's performance and approach on ESG aspects are valuable to its continuous improvement, please send your questions, suggestions and recommendations to the Group as below:

Address: Room 19, 13/F, Tower A, New Mandarin Plaza,  
14 Science Museum Road, Tsim Sha Tsui East, Kowloon,  
Hong Kong

Email: [admin@ccbmgrou.com](mailto:admin@ccbmgrou.com)

### 1.5. 持份者的回饋

閣下就本集團在環境、社會及管治上的表現及方針給予意見和回饋，對我們持續改進具有重要意義，請將閣下的問題、建議及推薦按如下方式發送至本集團：

地址：香港九龍尖沙咀東部科學館道14號文華廣場A座13樓19室

電郵：[admin@ccbmgrou.com](mailto:admin@ccbmgrou.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. The Group has completed the groundwork and drilling of a total of 274 CBM wells in Qinshui County, Shanxi in 2015 but drilling of new wells was suspended since 2016. Out of the 274 CBM wells, 225 wells are producing natural gas.

The exploited natural gas, after treated and purified, is being transported through underground pipelines to commercial and residential consumers in Yangcheng, Shanxi. Responding to the growing demand on environmental protection, the Group shall implement a more stringent environmental management policy to cope with the requirement. Together with its employees and contractors, the Group's emissions and waste generation shall be strictly controlled and monitored. The Group's research and development, 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。本集團於二零一五年已完成山西沁水縣合共274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274口煤層氣井中，225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及住宅消費者手中。為了應對日益嚴格的環保要求，本集團應實施更嚴格的環境管理政策以應對該要求。在僱員及承包商的共同努力之下，本集團的排放物及廢棄物產生將得到嚴格控制及監控。本集團的研發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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## 環境、社會及管治報告

### 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, the Group is committed to protecting the environment by proactively raising the environmental awareness of its employees and managing its business operations at all levels in a sustainable manner. The Group complies with all the material aspects of applicable environmental 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;
- The Environmental Impact Assessment;
- The Water Pollution Prevention Law of the PRC;
- The Solid Waste Pollution Prevention Law of the PRC;

Strict government regulations and industry standards are in place to ensure the safe transportation, storage and distribution of natural gas.

### 2.2 Carbon Footprint Reduction

Carbon footprint generated from the Group will be disclosed in this report. Carbon footprint is defined as the total amount of direct and indirect emissions of greenhouse gas (“GHG”) expressed in terms of equivalent amount of carbon dioxide (“CO<sub>2</sub>-e”) emission.

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，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各層級的業務運營。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；
- 中華人民共和國環境影響評價法；
- 中華人民共和國水污染防治法；
- 中華人民共和國固體廢物污染防治法；

國家已制定嚴格的政府法規及行業標準，以確保天然氣的安全運輸、儲存及配送。

### 2.2 減少碳足跡

本集團產生的碳足跡將於本報告中披露。碳足跡的定義為按二氧化碳當量（「二氧化碳當量」）排放量表示的溫室氣體（「溫室氣體」）直接及間接排放總量。

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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Non-hazardous waste generated from operations will also be disclosed. To reduce GHG emissions, the Group has energy saving policies including deployment of energy-saving lightings, switching off idle lightings, computers and electrical appliances and equipment, monitoring water consumption, using of digital technology and recycled paper, encouraging the use of public transport and using tele or video conferencing as an alternative to business travels.

Comprising the Group's headquarters, offices and subsidiaries, the Group's operations cover a total floor area of 146,658.23 square meter (2017: 146,658.23 m<sup>2</sup>) and is accounted for 100% of its GHG emissions.

### GHG Emissions

The total net GHG emissions generated by the Group was 19,998.42 tonnes of carbon dioxide equivalent ("tCO<sub>2</sub>-e") (mainly carbon dioxide, methane and nitrous oxide) (2017: 15,489.58 tCO<sub>2</sub>-e), and the annual emission intensity due to energy usage was 0.136 tCO<sub>2</sub>-e/m<sup>2</sup> (2017: 0.106 tCO<sub>2</sub>-e/m<sup>2</sup>). Natural gas used by the Group was the major GHG emissions during the reporting period.

營運中產生的非有害廢物亦作披露。為減少溫室氣體排放，本集團制定節能政策，包括裝置節能燈、關閉閒置的照明、電腦及電器及設備、監察用水量、應用數碼科技及循環使用紙張、鼓勵使用公共交通工具及使用電話或視頻會議作為出差的替代方案。

本集團的營運（包含總部、辦事處及附屬公司）覆蓋總營業面積 146,658.23 平方米（2017 年：146,658.23 平方米），佔其溫室氣體排放量的 100%。

### 溫室氣體排放

本集團所產生的溫室氣體淨總量為 19,998.42 噸二氧化碳當量（「二氧化碳當量」）（主要為二氧化碳、甲烷及一氧化氮）（二零一七年：15,489.58 噸二氧化碳當量），而使用能源的每年總碳排放密度為每平方米 0.136 噸二氧化碳當量（二零一七年：每平方米 0.106 噸二氧化碳當量）。本集團使用的天然氣乃為報告期內的主要溫室氣體排放。



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The following table highlights the carbon footprint of the Group:

下表列出本集團的主要碳足跡：

Scope	Sources of GHG emissions	2018 二零一八年		2017 二零一七年		% change
		GHG* emissions (in tCO <sub>2</sub> -e)	Distribution	GHG* emissions (in tCO <sub>2</sub> -e)	Distribution	
範圍	溫室氣體排放來源	溫室氣體* 排放(以噸 二氧化碳 當量計)	分佈	溫室氣體* 排放(以噸 二氧化碳 當量計)	分佈	百分比 變動
1	Stationary (Natural gas and LPG) 固定(天然氣及液化石油氣)	14,099.28	71.74%	9,118.63	62.52%	48.13%
	Mobile – Gasoline and diesel 移動 – 汽油及柴油	246.78		565.99		
2	Purchased electricity 購買電力	5,642.02	28.21%	5,796.58	37.42%	-2.67%
3	Disposal of paper waste 廢紙處理	5.27	0.05%	5.40	0.06%	23.33%
	Fresh water processing 食水處理	3.60		2.12		
	Sewage water processing 污水處理	1.46		0.86		
<b>Total GHG* emissions</b> 溫室氣體*總排放量		<b>19,998.42</b>		<b>15,489.58</b>		<b>29.11%</b>
<b>Carbon emission intensity</b> 碳排放密度		<b>0.136</b>		<b>0.106</b>		<b>28.30%</b>

\* 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與機電工程署共同出版的「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及報告指引」計算。

### 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 and monitoring measures were built and performed to minimise the adverse effect caused to the environment.

### 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。

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Another major source of air emission was from the use of gasoline and diesel-powered motor vehicles for transportation. Motor vehicles, especially the diesel powered, emit a considerable amount of pollutants into the environment. The following table highlights the total air emission of the Group.

氣體排放的另一個主要來源是使用汽油及柴油動力汽車進行運輸。汽車，特別是柴油動力車，會向環境排放大量污染物。下表列出本集團的氣體總排放量。

### Types of Emissions

#### 排放類別

### Emission Data

#### 排放數據

Sulphur Dioxide (SO<sub>2</sub>)

二氧化硫(SO<sub>2</sub>)

1.4 kg 千克

### Hazardous and Non-hazardous Waste Reduction

#### 減少有害及無害廢物

Disposing of waste generated from exploration and exploitation of natural gas has huge environmental impacts and can cause serious problems. Raw natural gas extracted from underground contains water vapor, elements like butane, ethane, propane, carbon dioxide, nitrogen, and compounds like hydrogen sulphide, etc.

勘探開發天然氣產生的廢棄物對環境有莫大影響及可帶來嚴重問題。從地下提取的未精製天然氣含有水蒸氣、丁烷、乙烷、丙烷、二氧化碳、氮氣等成份及硫化氫等化合物。

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.

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。

Furthermore, natural gas production can produce large volumes of contaminated water, this water requires proper handling, storage, and treatment so that it does not pollute the land and other water sources. Although the Group is in compliance with related environmental protection laws in the PRC, it will study on the practical possibility to record and document the amount of waste generated by its operations and seek for more sustainable waste management plan to control, record, and monitor the overall waste generation and disposal.

此外，天然氣生產會產生大量被污染的水，需要適當的處理、儲存及處理，以免污染土地及其他水源。儘管本集團遵守中國相關的環境保護法，但仍將研究記錄其運營產生廢物數量在實踐上的可行性，並尋求更可持續的廢物管理計劃以控制、記錄及監控整體廢物的產生及處置。

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Regarding non-hazardous waste, paper and its related stationary were the only waste generated during the reporting period. A total of 1,097.71 kg of paper (2017: 1,125.15 kg) was used in the offices for administration purposes. Paper waste was collected by the office building's management for recycling and disposal. The Group will continue to monitor its paper reuse and recycling efficiency to reduce usage and disposal.

就無害廢棄物而言，紙張及其相關文具是辦公室於報告期間內產生的唯一廢物。辦公室就行政用途一共使用1,097.71千克紙（二零一七年：1,125.15千克）。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使用及回收效率以減少使用量及減少棄置。

### 2.3. Sustainable Exploitation

#### Energy Consumption – Electricity

The total electricity consumption of the Group was 5,430,079.00 kilowatt-hours (“kWh”) (2017: 5,579,069.00 kWh), and the energy intensity was 37.03 kWh/m<sup>2</sup> (2017: 38.04 kWh/m<sup>2</sup>). 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.

### 2.3. 可持續開發

#### 能源消耗 – 電力

本集團總耗電量為5,430,079.00千瓦時（「千瓦時」）（二零一七年：5,579,069.00千瓦時），而能源密度為37.03千瓦時／平方米（二零一七年：38.04千瓦時／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。

#### Fossil Fuel Consumption – Diesel, Liquefied Petroleum Gas, Natural Gas and Gasoline

The Group consumed 5,519,246.70 m<sup>3</sup> of natural gas (2017: 4,144,748.50 m<sup>3</sup>) and 3,375.00 litre of liquefied petroleum gas for operational purposes and the employees' residential needs.

#### 化石燃料消耗 – 柴油、液化石油氣、天然氣及汽油

本集團為營運目的及員工起居需要共消耗天然氣5,519,246.70立方米（二零一七年：4,144,748.50立方米）及液化石油氣3,375.00升。

The air emission of the Group's vehicles may affect the people and neighbouring communities through its environmental impact. A total of 56,239.06 litres of gasoline and 35,663.83 litres of diesel (2017: 219,234.04 litres in total) 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 conducts 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.

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56,239.06升汽油及35,663.83升柴油（二零一七年：合共219,234.04）。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。

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### Water Consumption

The total freshwater consumption was 8,500.00 cubic meters (m<sup>3</sup>) (2017: 141.00 m<sup>3</sup>) in Yangcheng, Shanxi. The figure was not available for disclosure in the last reporting period was the cause of the increase this year. Moreover, 1,095.00 m<sup>3</sup> (2017: 1,740.00 m<sup>3</sup>) 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 office was not recorded as it was included in the management fee and the Group did not have the related information. The Group understands the hardship of getting water from underground, special attention is taken to minimise water consumption to conserve this precious natural resource.

### 水消耗

山西陽城縣的食水總消耗量為 8,500.00 立方米 (二零一七年：141.00 立方米)。此增長乃由於上一報告期間未有數字可作披露。此外，約 1,095.00 立方米 (二零一七年：1,740.00 立方米) 的水乃通過使用前面提到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並未獲記錄，原因為其包含於管理費之內，而本集團並無相關資料。本集團明白從地下取水實屬艱辛，因此本集團會加倍小心，儘可能減低水消耗，保護此珍貴的自然資源。

### 2.4. The Environment and Natural Resources

The Group is aware of the impacts of CBM wells exploitation. Environment Impact Assessments 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.

### 2.4. 環境與自然資源

本集團深知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。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

#### 3. EMPLOYMENT POLICIES AND COMPLIANCE

Employees are regarded as the Group's valuable assets as they play a vital role in providing good and quality service experience for customers. Human resource is the key to the Group's future development and success. As at 31 December 2018, the total workforce of the Group was 407 located in Hong Kong, Beijing, Yangcheng, Shangxi and Beiliu, Guangxi. the employee composition of the Group is listed in the following table.

#### 3. 僱傭政策及合規

我們視僱員為本集團的寶貴資產，因為彼等於向客戶提供良好及優質服務體驗上扮演重要角色。人力資源是本集團未來發展及成功的關鍵。於二零一八年十二月三十一日，本集團員工總數為407人，分佈於香港、北京、山西陽城縣及廣西北流市。下表載列本集團的僱員組成情況。

<b>Employee Structure</b>			<b>2018</b>	<b>2017</b>
<b>僱員架構</b>			<b>二零一八年</b>	<b>二零一七年</b>
Total number of employees 僱員總數			407	476
By gender 按性別	Male 男性		79.9%	79.8%
	Female 女性		20.1%	20.2%
By age 按年齡	18–25	18至25歲	6.6%	6.7%
	26–35	26至35歲	46.5%	46.5%
	36–45	36至45歲	24.8%	24.8%
	46–55	46至55歲	17.2%	17.2%
	56 or above	56歲或以上	4.9%	4.8%

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### 3.1. Labour Practices and Compliance

The Group complies with the applicable laws and regulations on employment, child and forced labour practices. The Group's staff handbook is structured to communicate important ground rules and guidelines surrounding employment and labour standard, remuneration and benefits, leaves and holidays, training and development, business conduct and ethics, and occupational health and safety. It is an essential tool to define the expectations of the management and to protect employees from unfair or inconsistent treatment and discrimination. 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 human resource management is to reward and recognise performing employees by reviewing their salaries and wages through the performance appraisal system based on employees' performance, experience and qualifications.

Recruitment of employees is strictly abided by the guidelines and procedures as stipulated in the Group's recruitment management system so that suitable talents are recruited in accordance to the job requirement, relevant laws, and candidates' expectation. Performance appraisal is conducted annually, and employees' remuneration is designed to attract, retain, and incentivise employees for maintaining a fair, productive and sustainable workforce.

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

### 3.1 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。本集團的員工手冊載有關於僱傭、勞工準則、薪酬福利、假期及休假、培訓及發展、商業操守與道德以及職業健康與安全的重要基本指引。此手冊是確定管理層期望並保護僱員免受不公平或不一致待遇及歧視的重要工具。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。本集團人力資源管理部的目標為以員工的表現、經驗及資歷為依據，透過績效評核制度檢討其薪酬與工資，從而獎勵及表彰有優異表現的員工。

僱員招聘嚴格遵守本集團招聘管理系統所制訂的指引及程序，以便根據職位要求、相關法律及應聘者的期望招聘合適的人才。每年進行一次績效考核，員工薪酬設計旨在吸引、挽留及激勵僱員，以維持公平、高效及可持續的員工隊伍。

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。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

#### 3.2. Occupational Health and Safety

Natural gas production, transportation, distribution, and storage require strict safety regulations and standards because a natural gas leak could cause an explosion. The Group understands that maintaining focus on safety in all aspects of exploitation is of utmost importance; thus, workplace safety and best practices are emphasised through specific internal and professional external trainings to educate and promote safety awareness and practices among employees. The Group's occupational health management system aims to communicate preventive measures for the development of a positive, healthy and safe working culture.

The Group's management is responsible for the reviews and audits of the safety procedures in the working environment in accordance with the statutory and industrial requirements. Through adopting various occupational health and safety communications such as recurrent trainings, briefings and notices. Employees are provided with personal protective equipment such as gowns, helmets, gloves, eyewear and face masks for protection. During the reporting period, the Group was not aware of any material non-compliance with health and safety related laws and regulations and there was no work-related injury. Emergency procedures are communicated periodically, and employees' preparedness is high.

#### 3.3. Employee Development and Training Policies

To encourage and assist employees in developing their potential and help them progress is one of the Group 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 courses 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.

#### 3.2 職業健康與安全

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，因為天然氣洩露可能導致爆炸。本集團深明持續關注開採活動各方面的安全至關重要，因此，我們通過特定的內部及專業的外部培訓，強調工作場所安全及最佳實踐，以對僱員進行教育及提升僱員的安全意識及實踐。本集團的職業健康管理系統旨在宣傳預防措施，以發展積極、健康及安全的工作文化。

本集團的管理層負責根據法定及行業要求對工作環境的安全程序進行審查及審核。通過採用經常性培訓、簡報及通知等各種職業健康安全的溝通方式，我們為僱員提供個人防護裝備，例如長袍、頭盔、手套、眼鏡及面罩以作保護之用。於報告期間，本集團並不知悉任何嚴重違反健康與安全相關法例及法規的情況，亦概無發生工傷。我們定期提供緊急程序的資訊，且員工的應急準備做得充足。

#### 3.3 僱員發展及培訓政策

鼓勵及協助僱員發揮潛能並幫助他們進步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。

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### 4. SUPPLY CHAIN MANAGEMENT

Transparency 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. A total of 45 suppliers of goods and services are engaged and listed on the approved suppliers' list. Suppliers are selected based upon rational and clear criteria, the procurement of equipment, products and services requires a strict tendering process to get the best supplier available for the Group's needs. The Group would regularly review the performance of the suppliers to ensure its supply chain is operating effectively and efficiently.

### 4. 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。共有45家商品及服務供應商被聘用，並列入經批准的供應商名單上。供應商乃基於合理及明確的標準進行篩選，採購設備、產品及服務需要嚴格的招標程序才能為本集團的需求提供最佳供應商。本集團將定期審查供應商的表現以確保其供應鏈在有效運作。



## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

#### 5. 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 Municipal Bureau of Quality and Technical Supervision 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.

##### 5.1. 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 (“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.

##### 5.2. Consumer Data Protection and Privacy Policies

The Group complies with the Personal Data (Privacy) Ordinance, all personal data collected from employees, customers and suppliers are kept confidential. As stipulated in the Group’s staff handbook on confidentiality and computer security, employees are instructed of their responsibility to ensure data is collected, used, maintained, managed, stored and destroyed properly and secured appropriately with caution. The Group’s servers and computers are protected from access passwords, employees are responsible for the security of the information they handled on the computers.

#### 5. 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，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。

##### 5.1. 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。

##### 5.2. 消費者資料保護及隱私政策

本集團遵守個人資料（私隱）條例，所有從僱員、顧客及供應商收集的個人資料均予保密。誠如本集團員工手冊關於機密性及計算機安全性的規定，僱員已被告知確保妥善收集、使用、維護、管理、存儲及銷毀資料以及謹慎保密的責任。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安全負責。

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

### 6. 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》.

#### 6.1. Preventive Measures and Whistle-blowing Procedures

The Group encourages whistleblowing whereas an employee could report suspected corruption, misconduct, conflict of interest, or malpractice. 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, there was no related fraudulent cases reported against the Group.

### 6. 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》。

#### 6.1. 防範措施及舉報程序

本集團鼓勵僱員挺身而出，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。報告期間並無針對本集團之欺詐舉報個案。

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

### 環境、社會及管治報告

#### 7. COMMUNITY INVESTMENT

##### 7.1. Community Care

The Group recognises the importance of corporate social responsibility. As a member of the Qinchi community of Yangcheng, Shanxi, where labour and infrastructure are provided, the Group has actively participated and made charity donations to the cultural events of the community. Besides, to protect the environment of Qinchi, the Group has been planting trees to 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 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.

#### 7. 社區投資

##### 7.1. 關懷社區

本集團認同企業社會責任的重要性。作為山西陽城縣芹池社區(其提供勞工及基建)的一員,本集團積極參與社區的文化活動,並對該等活動作出捐贈。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。