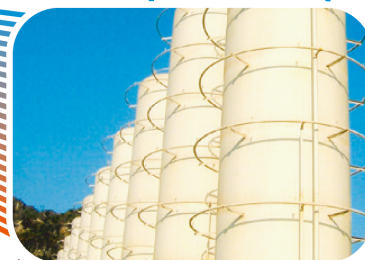


# 中國煤層氣集團有限公司

## 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 2017

環境、社會及  
管治報告

# 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 is the first Environmental, Social and Governance (ESG) Report of the Group that illustrates and highlights the environment and social performance from 1st January, 2017 to 31st December, 2017 unless otherwise stated.

#### 1.2. Reporting Scope

The content of this ESG report is focused on the Group's business in the exploration and exploitation of the coalbed methane (CBM) blocks, production and sales of natural gas in Shanxi and Guangxi of the PRC. This report demonstrates the ESG performance of the Group in achieving sustainable development for the future.

#### 1.3. Reporting Framework

This ESG report follows the disclosure requirement as set out in the Environmental, Social and Governance Reporting Guide contained in Appendix 20 to the GEM Listing Rules (the "ESG" Guide).

### 1. 關於本報告

#### 1.1. 報告期間

本報告乃本集團第一份環境、社會及管治報告。除另有訂明外，本報告闡述及列出本集團於二零一七年一月一日至二零一七年十二月三十一日期間的環境及社會績效。

#### 1.2. 報告範圍

本報告重點披露本集團在中國山西及廣西的煤層氣(CBM)區塊勘探及開採、天然氣生產及銷售。本報告說明了本集團未來於實現可持續發展方面的績效。

#### 1.3. 報告框架

本報告遵照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。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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### Key Performance Index (the “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 section of this report 本報告章節的相應KPI
<b>A Environmental Performance</b> A環境績效	Environmental Performance 環境績效
<b>A1 Emissions Policy and Compliance</b>	Emissions Policy and Compliance Minimizing Emissions Carbon Footprint – Greenhouse Gas Emissions Air Emission Waste Reduction
<b>A1 排放政策及合規</b>	排放政策及合規 減少排放物 碳足跡－溫室氣體排放 氣體排放 減廢
<b>A2 Use of Resources</b>	Sustainable Exploitation Energy Consumption – Electricity Water Consumption Fossil Fuel Consumption – Diesel, Liquefied Petroleum Gas, Natural Gas and Petroleum
<b>A2 資源使用</b>	可持續開發 能源消耗－電力 水消耗 化石燃料消耗－柴油、液化石油氣、天然氣及汽油

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

<b>Reference KPI of the ESG Guide</b> <b>ESG指引的參考KPI</b>	<b>Corresponding KPI in the section of this report</b> <b>本報告章節的相應KPI</b>
<b>A3 The Environment and Natural Resources</b> <b>A3 環境與自然資源</b>	The Environment and Natural Resources 環境與自然資源
<b>B1 Employment Policy and Compliance</b> <b>B1 僱傭政策及合規</b>	Employment Policy and Compliance 僱傭政策及合規
<b>B2 Health and Safety Policies and Compliance</b> <b>B2 健康與安全政策及合規</b>	Occupational Health and Safety Policies and Compliance 職業健康與安全政策及合規
<b>B3 Development and Training Policies</b> <b>B3 發展及培訓政策</b>	Development and Training Policies 發展及培訓政策
<b>B4 Labour Standards</b> <b>B4 勞工準則</b>	Employment Policy and Compliance 僱傭政策及合規
<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> <b>B6 產品責任</b>	Product Responsibility and Quality Assurance Process 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 Anticorruption Policies and Compliance</b> <b>B7 反貪污政策及合規</b>	Anticorruption Policies and Compliance Conflict of Interest Preventive Measures and Whistle-blowing Procedures 反貪污政策及合規 利益衝突 預防措施及舉報程序
<b>B8 Community Investment</b> <b>B8 社區投資</b>	Community Care 關懷社區

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 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 ground work and drilling of a total of 274 CBM wells in Shanxi Qinshui Basin in 2015 but drilling of new wells was suspended since 2016.

The exploited natural gas, after treated and purified, is being transported through underground pipelines to commercial consumers in 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 emission and waste generation shall be strictly controlled and monitored.

#### 2.1. Emissions Policy and Compliance

The Group is committed to conducting business in an environmental friendly manner, its operations comply with in all the material aspects of applicable environment protection laws and regulations in the PRC during the reporting period, including but not limited to:

- The environmental protection law of the PRC;
- The energy conservation law of the PRC;
- The environmental impact assessment law of the PRC;
- 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, distribution, and use of natural gas.

### 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盆地合共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。

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的商業消費者手中。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。

#### 2.1. 排放政策及合規

本集團致力於以環保方式開展業務，其業務在報告期間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、配送及使用。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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### 2.2. Minimizing Emissions

#### Carbon Footprint – Greenhouse Gas Emissions

The total net GHG emission generated by the Group were 15,489.58 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>-eq) (mainly carbon dioxide, methane and nitrous oxide). With the total audited area of 146,658.23 m<sup>2</sup>, the total annual carbon emission intensity due to energy usage was 0.106 tCO<sub>2</sub>-eq/m<sup>2</sup>. The following table highlights the Group's carbon footprint.

Scope	Sources of carbon emission	GHG* emission		Distribution
		(in tCO <sub>2</sub> -eq)	by scope (in tCO <sub>2</sub> -eq)	
範圍	碳排放來源	溫室氣體*排放 (以噸二氧化碳 當量計)	按範圍之 溫室氣體*排放 (以噸二氧化碳 當量計)	分佈
1	Stationary (Natural Gas & LPG)	9,118.63		
	固定(天然氣及液化石油氣)			
	Mobile	565.99	9,684.62	62.52%
	移動			
	Refrigerant	0.00		
	製冷劑			
2	Purchased electricity	5,796.58	5,796.58	37.42%
	購買電力			
3	Disposal of paper waste	5.40		
	廢紙處理			
	Fresh water processing	2.12	8.38	0.06%
	食水處理			
	Sewage water processing	0.86		
	污水處理			
<b>Total GHG* emission</b>		<b>15,489.58</b>		<b>100%</b>
溫室氣體*總排放量				
<b>Carbon Emission Intensity</b>		<b>0.106</b>		
碳排放密度				

\* The GHG is calculated according to the 'Guiltness to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong' jointly published by EPD and EMSD and the emission reference of China Southern Power Grid and North China Grid Company Limited.

### 2.2. 減少排放物

#### 碳足跡－溫室氣體排放

本集團所產生的溫室氣體淨總量為15,489.58噸二氧化碳當量(主要為二氧化碳、甲烷及一氧化氮)。以經審計總面積146,658.23平方米計，使用能源的每年總碳排放密度為每平方米0.106噸二氧化碳當量。下表列出本集團的主要碳足跡。

\* 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」以及華南電網及華北電網有限公司的排放參數計算。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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The largest GHG emission of the Group, with over 62%, was generated by scope 1 – direct GHG emission, it is attributed to the usage of LPG for operational activities and petroleum and diesel for mobile vehicles. While scope 2 – indirect GHG emission from the use of electricity, was in the second place, contributed to 37.11% of the Group's total carbon footprint. Paper waste in scope 3 only constituted 5.40% of the total emission, paper was the major waste generated from office administration.

### 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, its global warming potential is 23 times of 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 minimize the adverse effect caused to the environment.

Another major source of air emission was from the use of petroleum and diesel-powered motor vehicles for transportation. Motor vehicles, especially the diesel powered, emit a considerable amount of respirable suspended particulates and nitrogen dioxide into the environment. Hence, the uses of more efficient transportation methods or with the use of electrical vehicles shall be considered to minimize the air emission generated by transportation.

本集團的最大溫室氣體排放量超過62%，乃由範圍1—直接溫室氣體排放產生，歸因於經營活動中使用液化石油氣及汽車使用汽油及柴油所致。使用電力產生的範圍2—間接溫室氣體排放則排第二，佔本集團總碳足跡的37.11%。範圍3中的廢紙僅佔總排放量的5.40%，紙是辦公室管理產生的主要廢物。

### 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，甲烷是一種溫室氣體，對溫室效應的影響潛力是二氧化碳的23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，公司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進行運輸。汽車，特別是柴油動力車，會向環境排放大量可吸入懸浮粒子及二氧化氮。因此，應考慮採用更有效的運輸方式或使用電動車輛，以盡量減少運輸產生的氣體排放。



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### Waste Reduction

The environmental impact from the waste generated by exploration and exploitation is the most significant and critical emission throughout the Group's operations. Raw natural gas extracted from underground contains water vapor, elements like butane, ethane, propane, carbon dioxide, nitrogen, and compounds like hydrogen sulphide, etc.

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.

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 source. 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.

Paper was the only waste generated by the offices. It was recorded that 1,125.00 kg of paper were used by office administration. The Group has been recycling single side printed papers for reuse and using digital technology to replace papers. Paper waste was collected by office building management for recycling and disposal.

### 減廢

勘探開發產生的廢棄物對環境的影響是本集團運營過程中最重要及最關鍵的排放物。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。

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。

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，但仍將研究實踐中記錄其運營產生的廢物數量的可能性，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。

紙張是辦公室產生的唯一廢物。據記載，辦公室管理使用1,125.00 千克紙。本集團已經回收單面印刷紙重新使用，並使用數字技術取代紙張。廢紙由辦公樓的管理部門收集以進行回收處理。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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### 2.3. Sustainable Exploitation

#### Energy Consumption – Electricity

The total electricity consumed was 5,579,069.00 Kilowatt-hour (kWh) during the reporting period. With the total operation area of 146,663.22 m<sup>2</sup>, the energy intensity was 38.04 kWh/m<sup>2</sup>. One of the major electrical equipment being used is the water pump for the extraction of underground water in Guangxi. It contributed to 26.81% (21,616 kWh) of electricity usage. The Group is actively seeking for more energy efficient equipment to reduce electricity consumption and will continue to monitor its energy use to provide a more comprehensive disclosure in the next reporting period.

#### Water Consumption

The total fresh water consumption was 141.00 cubic meters (m<sup>3</sup>). It is worth noted that around 1,740.00 m<sup>3</sup> of water being used by the Group was extracted from underground by using the electrical water pump mentioned before, the water was mainly used in the gasification station and the living quarters of employees in Guangxi. The Group understands the hardship of getting water from underground, extra consideration will be given in water conservation as it is one of the most precious natural resources on earth.

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

The Group consumed 4,144 748.50 m<sup>3</sup> of natural gas and 3,375.00 m<sup>3</sup> of liquefied petroleum gas for operational purposes and the employees' residential needs.

A total of 150,042.00 litres of diesel and 69,192.04 litres of petroleum were used for the Group's motor vehicles. Since the operating locations such as the CBM wells and the treating factories are in remote areas, vehicles are needed for operational activities, site-inspection, and business-related travelling.

### 2.3. 可持續開發

#### 能源消耗–電力

報告期間總耗電量為5,579,069.00 千瓦時 (kWh)。總營業面積 146,663.22 平方米，能源密度為 38.04 千瓦時／平方米。目前使用的一個主要電氣設備是廣西地下水開採所用的水泵。該水泵佔用電量之 26.81% (21,616 kWh)。本集團積極尋求更多節能設備以降低電力消耗，並將繼續監控其能源使用情況，以在下一報告期間提供更全面的披露。

#### 水消耗

食水總消耗量為 141.00 立方米。值得注意的是，本集團使用的水中約 1,740.00 立方米乃通過使用前面提到的電動水泵從地下抽取，該部分水主要用於廣西的氣化站及員工宿舍。本集團明白從地下取水比較困難，水是地球上最寶貴的自然資源之一，所以將在節約用水方面給予額外的重視。

#### 化石燃料消耗 – 柴油、液化石油氣、天然氣及汽油

本集團經營及員工生活消耗天然氣 4,144,748.50 立方米及液化石油氣 3,375.00 立方米。

本集團的汽車共使用 150,042.00 升柴油及 69,192.04 升汽油。由於煤層氣井等作業場所及處理廠位於偏遠地區，因此需要車輛進行作業活動、現場檢查及商務旅行。

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#### 2.4. The Environment and Natural Resources

The Group is aware of the impact of CBM wells exploitation. Environmental Impact Assessments (EIAs) were carried out before the commencement of the exploitation. The Group made every endeavor to minimize 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 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(EIA)。本集團在營運的各個階段盡一切努力減少對生態、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 POLICY AND COMPLIANCE

As at 31st December 2017, the total workforce of the Group was 476 with six part-time employees located in Hong Kong, Beijing, Shanxi and Guangxi. The Group's staff handbook is structured to communicate important ground rules and regulations surrounding employment and labour standard, remuneration and benefits, leaves and holidays, training and development, business conduct and ethics, and occupational health and safety guidelines. 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.

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

As at the date of this report, there were no incidence of work stoppages, labour disputes, litigation, claims, administrative action or arbitration related to employment against the Group.

#### 3.1. Occupational Health and Safety Policies and Compliance

Natural gas production, transportation, distribution, and storage require strict safety regulations and standards because a natural gas leak could cause an explosion. Maintaining focus on safety in all aspects of exploitation is of utmost importance to the Group. Workplace safety and employees' wellbeing are emphasized through trainings and communications to educate and to promote safety awareness and practices among employees. Its occupational health management system aims to communicate preventive measures for the development of a positive, healthy and safe working culture.

### 3. 僱傭政策及合規

於二零一七年十二月三十一日，本集團員工總數為476人，其中六名為分佈於香港、北京、山西及廣西的兼職員工。本集團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準則的重要基本規則及條例。此乃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。

僱員招聘嚴格遵守聘用程序及指引，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。

截至本報告日期，本集團未發生與僱傭有關的停工、勞動爭議、訴訟、索賠、行政訴訟或仲裁事項。

#### 3.1. 職業健康與安全政策及合規

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。重視開採活動各方面的安全對本集團至關重要。集團通過培訓及交流對僱員進行教育，提升僱員的安全意識及實踐，強調工作場所安全及僱員福祉。其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。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

The Group's management is responsible for the reviews and audits of safety working procedures and environment in accordance with the statutory and industrial requirements. Through adopting various occupational health and safety communications such as briefings and notices, the work injury incidents were zero. Employees are provided with personal protective equipment such as gowns, gloves, eyewear and face masks, etc. for protection. During the reporting period, the Group did not violate any related health and safety ordinance and provisions.

### 3.2. Development and Training Policies

To encourage and assist employees in developing their potential and helping them progress is one of the Group priority in human capital development. Apart from the inhouse safety training that was aimed to protect 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.

## 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 good and services are procured in an honest, competitive, fair and ethical manner that delivers the highest cost performance. A total of 41 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.

本集團的管理層負責根據法定及行業要求對安全工作程序及環境進行審查及審核。通過採取通報及通知等各種職業健康安全的溝通，確保不發生工傷事故。為僱員提供個人防護裝備，例如長袍、手套、眼鏡及面罩等以進行保護。在報告期間，本集團並無違反任何相關的健康與安全條例及規定。

### 3.2. 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。除了旨在保護僱員的內部安全培訓之外，集團亦支持參加外部專業及資質培訓，以提高他們的技能及知識，使他們能夠進一步發展自己並在職業道路上取得進步。

## 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。集團已制定嚴格的採購政策，以確保以誠實、競爭、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41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 formalize 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 (the “IP”) rights regulations. As at the date of this report, 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，但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。截至本報告日期，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. ANTICORRUPTION POLICIES AND COMPLIANCE

The Group is committed to conducting business with the highest appropriate ethical standards and values. Employees are required to comply with the applicable laws and regulations and business conduct when engaging in the Group's business activities. To formalize the commitments, employees are required to read and understand the Group's Business Conduct, Integrity, Ethics and Discipline section in the Group's Staff Handbook. Procurement and tendering process are conducted impartially to prevent bribery, corruption, and fraudulent practices. Employees should not offer, solicit or accept anything of material value to or from their colleagues, customers, suppliers or other business partner of the Group unless the Group has given its consent.

#### 6.1. Conflict of Interest

The Group requires its directors and employees to avoid the conflict between personal and financial interest and the professional official duties in the Group. A situation in which directors or employees exercise authority, influences 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.

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

The whistle-blowing policy is established to encourage employees to report genuine concerns about suspected misconduct, impropriety or irregularity, and conflict of interest in matters of financial reporting, compliance and other malpractices at the earliest opportunity, and in an appropriate way. All reported cases will be handled by the Audit Committee in strict confidence. The Group's Business Conduct also requires directors and employees to declare any conflict of interest ahead of time. During the reporting period, communication was performed during the Chinese festive seasons to remind employees of the business ethics in accepting gifts and there has been no related fraudulent cases reported against the Group.

### 6. 反貪污政策及合規

本集團致力於以最合適的道德標準及價值觀開展業務。從事本集團業務活動時，僱員必須遵守適用的法律法規及商業操守準則。為了兌現承諾，僱員須閱讀並理解本集團員工手冊所載本集團的商業操守、誠信、道德及紀律一節。採購及招標過程公平進行，以防止賄賂、腐敗及欺詐行為。除非本集團同意，否則僱員不得向同事、本集團的客戶、供應商或其他業務夥伴提供、索取或接受彼等提供的任何高價值物品。

#### 6.1. 利益衝突

本集團要求其董事及僱員避免個人及財務利益與本集團專業公務之間的衝突。嚴禁出現董事或僱員在與第三方交易時憑藉其職位行使權力、影響決策及行動或獲得有價值信息謀取金錢及個人利益的情況。

#### 6.2. 預防措施及舉報程序

已制定舉報政策，以鼓勵僱員儘早報告涉嫌瀆職、不當行為或違規行為以及財務報告、合規方面的利益衝突以及其他舞弊行為。被報告的所有案件將由審核委員會嚴格保密處理。本集團的商業操守亦要求董事及僱員提前申報利益衝突。報告期間，適逢中國節日均會進行通報，提醒僱員在收受禮物時須遵守商業道德，且無發現針對本集團的有關欺詐案件。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### 7. COMMUNITY INVESTMENT

#### 7.1. Community Care

The Group cares for the Qinchi community as it is where most of the employees working in Shanxi are recruited from. The Group not only provides job opportunity to Qinchi's residents, but also supports and sponsors their festive celebrations. On the other hand, the Group is committed to conducting business in every aspect to minimize potential environmental and social impact by continuously considering the community and performing its works in an environmental friendly and sustainable way.

### 8. STAKEHOLDERS' FEEDBACK

Your comments and feedbacks regarding the Group's performance and approach on environmental, social and governance aspects are valuable to its continuous improvement, please contact 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@ccbmgroupp.com](mailto:admin@ccbmgroupp.com)

### 7. 社區投資

#### 7.1. 關懷社區

本集團心系芹池社區，因為大部分在山西工作的僱員都是從這裡招聘來的。本集團不僅為芹池居民提供就業機會，還在彼等過節時提供支持及贊助。另一方面，本集團致力於在各方面開展業務，通過不斷考慮並以環保及可持續的方式開展工作，最大限度地減少潛在的環境及社會影響。

### 8. 持份者意見反饋

閣下對本集團在環境、社會及管治方面的表現及方法的意見及反饋意見對其持續改進非常重要，歡迎通過以下方式聯絡本集團。

地址：香港九龍尖沙咀東科學館道14號新文華中心A座13樓19室

電郵：[admin@ccbmgroupp.com](mailto:admin@ccbmgroupp.com)