



濱海投資有限公司
BINHAI INVESTMENT COMPANY LIMITED

(Incorporated in the Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

Stock Code 股份代號 : 2886



2022年
Environmental, Social and
Governance Report
環境、社會及管治報告



Environmental, Social and Governance Report

環境、社會及管治報告

1. ABOUT THIS REPORT

This Environmental, Social and Governance Report (this “Report”) provides an up-to-date overview of Binhai Investment Company Limited (the “Company”) and its subsidiaries’ (hereinafter collectively the “Group” or “Binhai Investment”) sustainable development in 2022, mainly addressing material issues related to the Group’s sustainability development that stakeholders concern about. This Report aims to provide key stakeholders with a better understanding of the Group’s sustainability development concepts, measures, and performance. This Report is intended to be read in conjunction with this Annual Report (in particular the “Corporate Governance Report” contained within), providing a comprehensive overview of the Group’s environmental, social, and governance performance.

1.1. Scope of this Report

The Group’s core businesses include the construction of gas pipeline networks, gas pipeline installation service, sales of piped natural gas, gas passing through service and sales of bottled natural gas, and these are primarily based in Tianjin, Beijing, Hebei Province, Shandong Province, Jiangsu Province, Jiangxi Province, Hunan Province, Hainan Province, and Zhejiang Province. Unless remarked otherwise, this Report contains information pertaining to the Group’s direct operations in mainland of the People’s Republic of China (the “PRC”), which includes the head office in Tianjin and subsidiaries in various provinces and cities. Unless otherwise stated, the information and data disclosed in this Report covers the period from 1 January 2022 to 31 December 2022 (the “Reporting Period”).

1. 關於本報告

本環境、社會及管治報告（「本報告」）提供濱海投資有限公司（「本公司」）及其附屬公司（以下統稱「本集團」或「濱海投資」）於2022年內可持續發展工作之最新情況，主要包括利益相關方所關注並與本集團可持續發展有關的重要議題。本報告旨在讓各主要利益相關方更好地瞭解本集團可持續發展的理念、措施及相關表現等。本報告應與本年報（尤其是當中的「企業管治報告」）一併閱覽，以便全面瞭解本集團的環境、社會及管治表現。

1.1. 報告範圍

本集團的核心業務主要為遍佈於天津市、北京市、河北省、山東省、江蘇省、江西省、湖南省、海南省、浙江省等地區的燃氣管道網路建造、燃氣工程施工安裝、管道燃氣銷售、天然氣管輸及罐裝燃氣銷售。除特別註明外，本報告內容僅涵蓋本集團在中國內地直接營運的業務，包括位於天津市的總部辦公室及位於各省市的附屬公司。如無另行說明，本報告所刊載的資料及數據涵蓋期間為2022年1月1日至2022年12月31日（「本報告期」）。



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1.2. Reporting Framework

The Group has prepared this Report in accordance with the latest *Environmental, Social and Governance Reporting Guide* under Appendix 27 (the “Guide”) of the *Main Board Listing Rules* (the “Listing Rules”) of the *Stock Exchange of Hong Kong Limited* (“SEHK”). This Report adheres to the reporting principles of the *Environmental, Social and Governance Reporting Guide*, and complies with the mandatory disclosure requirements and “Comply or Explain” provisions therein.

1.3. Reporting Principles

The following reporting principles have been applied in the preparation of this Report:

- **Materiality:** The process for disclosing material issues in this Report and how they were assessed are described in Chapter 2.3
- **Quantitative:** Details of the methodologies of emissions and energy consumption used in this Report can be found in Chapter 7
- **Consistency:** The methodologies used in this Report are generally consistent with those used in previous years. Where there are changes in relevant factors such as methodologies or key performance indicators, they are indicated in Chapter 7

1.2. 報告編製基準

本集團按照香港聯合交易所有限公司（「香港聯交所」）最新發佈的《香港聯合交易所有限公司主板上市規則》（「上市規則」）附錄二十七《環境、社會及管治報告指引》（「指引」）編製本報告。本報告遵守香港聯交所《環境、社會及管治報告指引》的匯報原則，並符合當中的強制披露規定及「不遵守就解釋」條文。

1.3. 匯報原則

本報告在編製時應用以下匯報原則：

- **重要性：**本報告披露重要性議題的識別過程和評估方式，具體說明請參見第2.3章
- **量化：**本報告提供排放量和能源耗用所使用的計算詳情，請見第7章
- **一致性：**本報告一般採用與往年一致的統計方法，並在有統計方法或關鍵績效指標等相關因素的變動之處，進行相關說明，請見第7章

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1.4. Reporting Statement

This Report introduces the Group's concepts, actions taken, and results achieved within the Reporting Period. The information disclosed within the Report is sourced from the Group's documents and statistics. The board of directors (the "Board") of the Company is responsible for the reliability, accuracy, objectiveness and completeness of the information. This Report has been prepared in Traditional Chinese and English. Should there be any discrepancies between the two versions, the Traditional Chinese version shall prevail.

1.5. Feedback

Thanks to various stakeholders' participation and support in the preparation of this Report, the Group is able to better understand its progress toward sustainable development. For any further information on environmental, social and governance aspects, please refer to the Company's website (www.binhaiinv.com). The Company looks forward to receiving your valuable comments and feedback, and this may be directed to: prd@binhaiinv.com.

2. ABOUT THE GROUP

The Group is principally engaged in investments and operations of city gas pipeline networks, gas pipeline installation service, sales of piped natural gas, gas passing through service and sales of bottled natural gas in mainland of the PRC. Binhai Investment has always strived to expand the gas market in the PRC and was one of the first foreign-funded enterprises in the public utilities industry in the PRC. Since its establishment, the Group has been aligning with the national policy of the PRC as a priority, and provided clean energy for industrial and commercial users, as well as urban citizens, striving to be an advocate and operator for integrated energy in PRC.

1.4. 報告聲明

本報告集中介紹了本報告期內本集團的理念，採取的行動以及所取得的成果。本報告中披露的所有信息均源自本集團的文件及統計數據。本公司董事會（「董事會」）對本報告中披露信息的可靠性、真實性、客觀性及完整性負責。本報告以繁體中文及英文版本發佈。如兩個版本有任何差異，應以繁體中文版本為準。

1.5. 閣下的反饋

本報告的順利編寫有賴於各利益相關方的參與和支持，亦使本集團更清晰瞭解目前其在可持續發展方面的工作進展。有關本集團環境、社會及企業管治的信息，亦可參閱本公司官方網站（www.binhaiinv.com）。本公司期待各位讀者就本報告的內容提出寶貴意見，並發送至以下郵箱：prd@binhaiinv.com。

2. 關於本集團

本集團主要於中國內地從事投資建設和經營城市燃氣管道網路、提供燃氣工程施工安裝服務、銷售管道燃氣、天然氣管輸及罐裝燃氣銷售等業務。濱海投資一直致力於開拓中國內地城市燃氣市場，是最早進入中國城市公用事業市場的外資企業之一。自成立以來本集團堅持以中國國策為先，為工、商業用戶和城市居民提供潔淨能源，致力成為中國綜合能源的倡導者和運營商。



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2.1. Sustainable Development Management

A perfect internal control and risk management system is an important factor in achieving the sustainable development of an enterprise. The Group deeply recognises the importance of the internal control and risk management of Environmental, Social and Governance (“ESG”) and has established a top-down structure with the Board as the highest level of decision making, where the ESG Reporting Leading Group and ESG Reporting Working Group were founded. The two Groups are responsible for managing and implementing sustainability-related matters respectively, and reporting to the Board on a regular basis. The Board of the Company assumes full responsibility for the Group’s ESG strategy and content within the ESG report.

The Board of the Company participates in the management and oversight of ESG issues by reviewing and confirming the material ESG issues, regularly reviewing ESG-related issues and reviewing annual ESG reports, etc. The Group attaches great importance to safety management-related issues, and therefore the Board reviews the strategy and implementation of safety management of the Group and determines the safety management principles for next period at Board meetings on a regular basis.

2.1. 可持續發展管理

企業的可持續發展需建立在完善的內部控制和風險管理系統之上。本集團深明環境、社會及管治（「ESG」）風險管理與控制的重要性，因而由董事會作為最高決策層自上而下建立 ESG 報告領導小組和相應的工作執行小組。兩個小組分別負責管理監督和開展落實集團內部與可持續發展相關的各項工作，並定期向董事會進行匯報。本公司董事會對本集團的 ESG 策略以及 ESG 報告的匯報內容承擔全部責任。

本公司董事會積極參與 ESG 相關事宜的管理和監督，包括審議和確認 ESG 重要性議題、定期檢視 ESG 相關事宜、審閱年度 ESG 報告等。本集團高度重視安全管理相關事宜，因而董事會定期通過董事會會議的形式對本集團的安全管理相關策略和具體實施進展進行監督和檢視，並確定下一階段的安全管理思路等事宜。本集團將持續完善可持續發展相關管理，設定 ESG 相關目標，並定期進行目標實現進度檢討。

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To better manage sustainability issues, the Group has established the ESG Reporting Leading Group which is led by the general manager and comprises senior management. The ESG Reporting Leading Group is responsible for determining the ESG reporting work plan, reviewing the reporting framework and content. The Group has also established the ESG Reporting Working Group which is led by the Board Office and comprises key staffs from relevant departments. The ESG Reporting Working Group is responsible for formulating the ESG reporting work plan, preparing the reporting framework, compiling and collating information for the ESG report, and preparing ESG report.

To promote the sustainability development of the Group and protect the interest of the Group and its shareholders, the Group has established a risk management and governance system and incorporated ESG factors into the system. The Group's management actively communicates with various departments to identify significant risks, assesses the probability of occurrence and the impacts of significant risks, and formulates corresponding risk response strategies and specific measures. As of now, the nine categories of risks that the Group has focused on are: financial risk, safety risk, compliance risk, market risk, gas source risk, cost risk, engineering risk, asset risk and human resources risk.

The Internal Control and Legal Department of the Group submits risk management reports annually to the Risk Committee under the Board to report the Group's risk analysis and response. Additionally, the ESG Reporting Leading Group and the ESG Reporting Working Group regularly identify and assess the ESG risks and make recommendations on risk responses, and report to the Board in the form of issue reports.

為更好地管理可持續發展相關事項及開展相關工作，本集團構建了由總經理為組長、高級管理層為組員的ESG報告工作領導小組，主要負責確定ESG報告工作計劃，審核報告框架和報告內容。同時另設ESG報告工作執行小組，由董事會辦公室牽頭，相關部門骨幹人員作為小組成員。ESG報告工作執行小組的主要職責為ESG報告工作計劃的制定，報告框架擬定，ESG報告資料收集匯總及ESG報告的編製等。

為促進本集團的可持續發展，維護本集團及股東的合法權益，本集團建立風險管理與管治體系，並將ESG因素納入該體系。本集團管理層與各部門積極溝通以識別重大風險，評估重大風險的發生概率與影響程度，並制定相應的風險應對策略和具體措施。目前為止本集團重點關注的九類風險分別為：財務風險、安全風險、合規風險、市場風險、氣源風險、成本風險、工程風險、資產風險及人力資源風險。

本集團內控法務部每年向董事會下設的風險管理委員會呈交風險管理報告，匯報本集團的風險分析及風險應對情況。此外，ESG報告工作領導小組和ESG報告工作執行小組負責識別、評估ESG相關風險及提出相應的應對建議，並以議題報告的形式向董事會匯報。



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2.2. Stakeholder Engagement

Stakeholder engagement is an important part of ESG management and daily operation of the Group, which help the Group to examine potential ESG risks and opportunities. Through understanding the stakeholders' expectations and ESG issue they concern, the Group is able to formulate a targeted strategy and response to stakeholders. The Group's key stakeholders include shareholders, government and regulators, customers, employees, business partners, suppliers, media, and the surrounding communities. The Group communicates with stakeholders mainly through the channels listed in the below table.

2.2. 利益相關方參與

利益相關方參與是本集團ESG管理以及日常運營中的重要一環，亦可幫助本集團審視潛在ESG風險與機遇。通過瞭解各利益相關方對本集團的期望與其重點關注的ESG議題，本集團可以針對性地制定策略并作出相關回應。本集團釐定出的主要利益相關方包括股東、政府與監管機構、客戶、員工、合作夥伴與供應商、媒體以及所在社區等，本集團主要通過以下方式與各利益相關方進行溝通。

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Key Stakeholders 主要利益相關方	Communication Channels 溝通方式
Shareholders 股東	Annual Reports, Interim Reports, Public Announcements, Press Releases, Annual General Meetings, Individual and Group Meetings 年報、中期報告、公告、新聞稿、年度股東大會、個人以及小組會議
Government and Regulators 政府與監管機構	Government Meetings, Regulations, Assessments, Questionnaire, Site Visits 政府會議、監管、評定、調查問卷、實地考察
Customers 客戶	Customer Meetings, Customer Satisfaction Surveys 客戶會議、顧客滿意度調查
Employees 員工	Company and Departmental Meetings, Annual Staff Meetings, Questionnaires, Internal Mails 公司會議和部門會議、年度員工大會、調查問卷、內部郵件
Business Partners and Suppliers 合作夥伴與供應商	Business Partner Meetings, Questionnaires, Seminars, Site Visits 合作夥伴會議、調查問卷、研討會、實地考察
Media 媒體	Press Releases, Interviews and Announcements 新聞稿、採訪和公告
Surrounding Communities 所在社區	Media Conferences, Charitable Activities, Donations, Interviews 媒體會議、公益活動、捐款、訪談



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2.3. Materiality Assessment

In the Reporting Period, the Group considered the main business, business environment, key stakeholders, etc., and constructed a database of materiality issues based on the ESG material issues for 2021, material issues of concern to the SEHK, peer benchmarking, the “Oil and Gas – Midstream” reference standard issued by the Sustainability Accounting Standards Board (“SASB”) and the *GRI Standards* issued by the Global Reporting Initiative, and conducted a questionnaire survey for stakeholders to identify ESG material issues for 2022. In the Report, the Group will highlight the Group’s management and performance on ESG material issues to address the concerns of key stakeholders and to help the Group review its own sustainability status. The list of ESG material issues ESG issues of the Reporting Period is as follows:

2.3. 重要性議題評估

本報告期內，本集團綜合考慮主營業務及經營環境、經營策略以及主要利益相關方等因素，依據2021年度ESG重要性議題、聯交所關注的重要性議題、同行對標、可持續發展會計準則委員會（「SASB」）發佈的「石油和天然氣—中游」參考標準及全球報告倡議組織發佈的《GRI Standards》搭建重要性議題庫，並開展利益相關方問卷調查，確認2022年度的ESG重要性議題。本集團將於本報告中重點披露本集團於ESG重要性議題的管理及績效表現，以回應主要利益相關方的關注，及幫助本集團檢視自身的可持續發展現狀。本報告期內的ESG重要性議題列表如下。

Environmental Aspect 環境方面	Social Aspect (Employee Management) 社會方面 (員工管理)	Social Aspect (Operating Practices) 社會方面 (營運慣例)
Clean Energy Use 清潔能源使用	Talent Development and Management 人才隊伍的建立與管理	Safe and Stable Gas Supply 安全穩定供氣
Energy Efficiency 能源利用效率	Career Development of Employees 員工職業發展	High Quality Products and Services 高品質的產品與服務
Environmental Protection at Construction Sites 施工環境保護	Employee Health and Safety Management 員工健康與安全管理	Improvement of Customer Satisfaction 提高客戶滿意度
Addressing Climate Change 應對氣候變化	Protection of Employee Rights and Benefits 員工權益保護	Supply Chain Environmental and Social Risk Management 供應鏈環境及社會風險管理
Management of Exhaust Emission 廢氣排放管理	Diversity of Welfare Policies 多樣的福利政策	Screening and Managing Suppliers 篩選與管理供應商
Greenhouse gas emissions 溫室氣體排放		Anti-corruption 反貪污

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3. GREEN DEVELOPMENT

2022 is the opening year of the second century target and a crucial year for the 14th Five-year Plan of the PRC. To continuously promote the high-quality development of the energy industry in 2022, the National Energy Administration has formulated the *2022 Energy Work Guidance* to actively promote hydrocarbon exploration and development as well as the relevant work of the construction projects of major pipelines. The Group has leveraged on the advantages of mixed ownership reforms and in line with the policy trends to further actively promote the supply, utilisation and promotion of gas, and is committed to promoting clean energy. Leveraging on its long experience in the industry, its safe and trustworthy service quality, its professional expertise as well as the close relationship with the local government, the Group has a coverage of gas businesses that encompasses seven provinces and two municipalities across the PRC, and strives to become a top integrated energy service provider nationwide. At the same time, the Group has also set overall targets for energy saving and emission reduction in its daily operations, and has put in place a series of measures to ensure efficient use of resources, protect the environment and carry out sustainable development-related work more effectively.

In its daily operations, the Group strictly complies with laws and regulations of the PRC and the place of operation relating to the emission of exhaust gases and greenhouse gases, discharges into water and land, and generation of hazardous and non-hazardous waste (Please refer to Chapter 8 for a detailed list of laws and regulations). During the Reporting Period, the Group did not have any non-compliance incidents relating to the abovementioned aspects.

3. 綠色發展

2022年是第二個百年目標的開局之年，也是中國「十四五」規劃的關鍵之年。為持續推動2022年度能源行業的高質量發展，國家能源局研究制定了《2022年能源工作指導意見》，積極推動油氣勘探開發力度及重大管網工程建設相關工作。本集團依託混合所有制改革的優勢，順應政策動向，積極促進天然氣的供應、天然氣管網系統的建設，推廣清潔能源的使用。本集團憑藉長期的行業經驗、安全可靠的服務品質和專業知識，以及與地方政府的密切關係，燃氣業務發展已分佈全國七省兩市，力爭成為國內一流的綜合能源營運商。同時，在日常營運中，本集團亦設定了節能減排的整體目標，制定一系列措施保證資源高效利用，保護環境，並更有效地開展可持續發展相關工作。

本集團在日常營運中恪守國家及營運當地有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物產生方面的法律法規（詳細的法律法規清單請參見第8章）。本報告期內，本集團並無任何上述事項相關的違規個案。

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3.1. Promoting Clean Energy Use

With the PRC's clear commitment to the target of "achieving carbon peaking by 2030 and carbon neutrality by 2060" (the "double carbon" target), the need for energy saving in integrated energy service and the need for using clean energy of customers have become major considerations in the development layout of Binhai Investment. The Group is committed to the development of integrated energy supply services and the promotion of the use and penetration of clean energy thereby continuously increasing the utilisation rate of natural gas pipeline networks in the service locations. In addition to the construction of pipeline network, the Group undertakes projects such as "Bohua Yongli Thermal Power Coal-to-Fuel Project", "Western District Thermal Power Station 2 Coal-to-Fuel Project", "Integrated Energy Supply Services Projects", and also actively promoted the construction of SCADA¹ system stations and the use of clean energy by end-users. During the Reporting Period, there were a total of 2,286,721 end-use residential customers and an accumulation of 12,759 end-use non-residential customers, with natural gas sales volume increasing by 64.18 million cubic metres, representing a year-on-year increase of 3.3%. Through a series of approaches, the Group deepened the concept of clean energy use, expanded the scale of clean energy use and effectively reduced greenhouse gas emissions.

During the Reporting Period, the Group had recorded sales volume of 2.03 billion cubic metres of natural gas, equivalent to replacing 2.6999 million tonnes of coal, so as to reduce 2.8826 million tonnes of carbon dioxide (CO₂) and 44.66 thousand tonnes of sulphur dioxide (SO₂).

¹ SCADA (Supervisory Control and Data Acquisition) system is a data collection and monitoring control

3.1. 推動清潔能源使用

在我國明確提出「2030年前實現碳達峰，2060年前實現碳中和」（「雙碳」目標）的目標之下，用戶對綜合能源的節能需求及對清潔能源的使用需求成為了濱海投資發展布局的主要考慮因素。本集團致力於綜合供能服務發展及推廣清潔能源的使用和普及，因而不斷提升經營所在城市天然氣管網的使用率。除管網建設外，本集團積極落實「渤化永利熱電煤改燃項目」、「西區熱電源二廠煤改燃項目」、「綜合供能服務項目」的相關工作，亦積極推動SCADA¹系統場站建設及終端用戶清潔能源的使用。於本報告期內終端居民用戶累計2,286,721戶，非居民用戶累計12,759戶，天然氣銷量增加6,418萬方，同比增長3.3%。本集團通過一系列方式，深化清潔能源使用的理念，擴大清潔能源使用規模，有效減少溫室氣體排放。

本報告期內，本集團天然氣銷氣總量為20.3億立方米，可替代煤炭269.99萬噸，可實現減排二氧化碳288.26萬噸，減排二氧化硫4.466萬噸。

system.

¹ SCADA (Supervisory Control and Data Acquisition) 系統，即數據採集與監視控

制系統。

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3.2. Emissions Management

The Group's air pollutant emissions are mainly from vehicles combustion and natural gas usage, including nitrogen oxides (NO_x), sulphur oxides (SO_x), and particulate matters (PM). During the Reporting Period, the Group's emissions of the above air pollutants were 2.78 tonnes, 0.006 tonnes and 0.053 tonnes respectively.

During the Reporting Period, the total Greenhouse Gas ("GHG") emissions of the Group is 15,399.22 tCO₂e. Direct emissions (Scope 1) was 13,171.05 tCO₂e, from the consumption of natural gas for domestic and operational use, the consumption of petrol and diesel, and gas escaping during the working process. Indirect emissions from the use of purchased electricity (Scope 2) was 2,184.17 tCO₂e. Emissions attributable to indirect emissions (Scope 3) was 44.00 tCO₂e, including greenhouse gas emissions generated by the business trip and consumption of waste paper. The Group is committed to reducing GHG emissions by resources conservation. Please refer to the section "Resources Management" for more detailed practice. To reduce the emissions of air pollutants and GHG, the Group has strengthened the management of vehicles, including actively phasing out and replacing the old vehicles, encouraging field employees on green commuting by taking public transportation. Meanwhile, the Group has also formulated *Driver Management Regulations*, requiring drivers to maintain their vehicles and drive scientifically. The Group has promoted the driving inspection platform and established the *Regulations on the Management of the Official Vehicle* to monitor travel trajectory, fuel consumption levels and routine maintenance of the Group's vehicles, so as to avoid non-essential use of vehicles and reduce greenhouse gas emissions.

3.2. 排放管理

本集團產生的大氣污染物主要源自車輛行駛及天然氣使用，產生的大氣污染物主要包括氮氧化物(NO_x)、硫氧化物(SO_x)及懸浮顆粒(PM)。本報告期內，本集團的上述大氣污染物排放量分別為2.78噸、0.006噸及0.053噸。

本報告期內，本集團溫室氣體排放總量為15,399.22噸二氧化碳當量。其中，天然氣的生活及生產用氣、汽油及柴油的使用、及因工藝放散所產生的直接排放（範圍一）為13,171.05噸二氧化碳當量。因外購電力產生的間接排放（範圍二）共2,184.17噸二氧化碳當量。歸屬於範圍三分類的排放量總計為44.00噸二氧化碳當量，包含本集團員工在本報告期內因商務飛行差旅所產生的溫室氣體及廢棄紙張所產生的溫室氣體。本集團通過節約能源使用以減低碳排放，詳情請參閱「資源管理」一節。為減少大氣污染物及溫室氣體的排放，本集團加強車務管理，積極淘汰更換老舊車輛，鼓勵外勤員工綠色出行，使用公共交通。同時，本集團設有《駕駛員管理辦法》，要求駕駛員做好車輛保養、科學駕駛。本集團內部已推廣智能駕駛檢測平台並制定了《公務車輛管理規定》以監控全集團公務車量的出行軌跡、油耗水平、日常維護，避免非必要用車，進而減少溫室氣體排放。



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The Group generated hazardous waste during its operation. During the Reporting Period, the hazardous waste generated by the Group was 3.51 tonnes, including odorant waste drums, electronic waste, used batteries, mercury-containing light tubes and used ink cartridges. The Group rationally disposes the hazardous waste through a series of practices. The odorant waste drums will be handled by third party companies; the used ink cartridges will be recycled by suppliers or handled by the garbage cleaning units; the electronic waste, used batteries, mercury-containing light tubes will be handled by the garbage cleaning units. The Group has tested the odorant content of natural gas through intelligence equipment in real time so as to add in an appropriate amount of odorant liquid and then reduce the generation of the odorant waste drums. The Group has set up hazardous waste reduction targets and taken steps to achieve targets.

本集團營運過程中涉及有害廢棄物的產生。本報告期內，本集團產生的有害廢棄物主要包括加臭劑廢桶、電子廢棄物、廢棄電池、含水銀的燈管及墨盒等，有害廢棄物產生量共**3.51噸**。本集團合理處置有害廢棄物，將加臭劑廢桶交由第三方專業單位處理，將墨盒交由供應商統一回收或由垃圾清運單位統一處理，將電子廢棄物、廢棄電池、含水銀的燈管交由垃圾清運單位統一處理。為減少加臭劑廢桶的產生，本集團智能設備實時檢測天然氣的加臭劑含量，以合理加注臭液量。此外，本集團已設立以下有害廢棄物減廢目標並採取相應的減廢措施。

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Hazardous Waste Reduction Targets 有害廢棄物減廢目標	Steps to Achieve Targets 為達到目標採取的措施
<p>Continue to popularise the use of LED lightings, and reduce the use of mercury-containing light tubes 持續普及及使用LED照明裝置，減少水銀燈管使用量</p>	<p>Promote the use of LED lightings in the renovation of office and gradually replace the existing mercury-containing light tubes 於辦公場所裝修、改造中提倡使用LED照明設施，逐步替換現有水銀燈管</p>
<p>Reduce the generation of electronic waste from the old and useless office equipment 減少電子類廢舊辦公設備的產生</p>	<ul style="list-style-type: none"> • Require those in charge to maintain office equipment scientifically; 要求相關責任人科學養護辦公設備； • Apply for approval of the disposal of assets; 需報批資產處置方式； • Promote the exchange of old office equipment for new ones at a discount 提倡老舊辦公設備折價以舊換新； • Launch a pilot project of rental of office equipment 試點辦公設備租賃
<p>Promote the use of rechargeable equipment to reduce the use of batteries and the generation of waste batteries 提倡使用可充電設備，減少電池使用與廢棄電池的產生</p>	<p>Strictly approve the procurement of office supplies to avoid the procurement of disposable batteries 嚴格審批日常辦公用品採購，盡量避免購買一次性電池</p>
<p>Promote the unified supply and handling of consumables by suppliers, and achieve recycle scientifically 提倡相關耗材由供應商統一供貨、統一處理、科學回收</p>	<p>Promote the unified management of printing consumables, and recycle the waste consumables scientifically 逐步推廣打印耗材統一化，科學回收廢舊耗材</p>



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The Group also generated non-hazardous waste during the pipe-connection and operation. The main non-hazardous waste generated during the natural gas pipeline connection works and subsequent operations is waste instrumentation and waste pipelines. During the Reporting Period, the Group generated used waste metres and steel pipes with a total of 752.73 tonnes. The used waste metres will be drilled and be handled by third-party companies. For waste pipelines, after the pipeline has been completely drained with nitrogen or water, it is disposed of properly with the valve wells and other items, and if necessary, sea led and dismantled to ensure safety. Additionally, in order to reduce the generation and waste of paper in the office and operation process, the Group adopted electronic seals and implemented electronic paperless signature. The waste paper generated by the Group was 6.72 tonnes during the Reporting Period.

3.3. Operational Environmental Protection

Due to the nature of the Group's business, installation of pipelines and earthworks are involved in the construction of the gas pipeline network, and therefore mechanical noise pollution, small amount of residual soil waste and air pollutants will be generated during the construction. The Group carries out gas passing through service through the PipeChina, so that multiple gas sources can be accessible from a single source point, thereby reducing the installation of pipelines and the environmental impact from the source.

本集團營運過程亦涉及無害廢棄物的產生。在天然氣管道接駁工程及後期運營中，主要產生的無害廢棄物為廢舊儀表及廢舊管道。本報告期內，本集團產生的廢舊儀表及廢舊管道共計 752.73 噸。對於廢舊儀表，本集團在打孔報廢後將其交由第三方專業單位處理；對於廢舊管道，在使用氮氣或水完全排放淨管內氣體後，將其與閘門井等物件進行妥善處理，必要時進行封填、拆卸以確保安全。此外，為減少辦公及運營過程中廢紙的產生及浪費，本集團採用電子印章，推行電子無紙化的簽章方式，本集團於本報告期內產生廢紙共 6.72 噸。

3.3. 營運環境保護

鑒於本集團業務特性，燃氣管網系統的建設過程中涉及管道安裝以及土方工程，故建設期間會產生機械噪音、少量餘土廢渣及大氣排放。本集團與國家管網公司等開展合作，開發天然氣管輸業務，令單個氣源點可下載多路氣源，減少管線的建設安裝，從源頭減少污染。

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The Group has formulated *Safety Management Regulations for Construction* and *Safety Management Regulations for Engineering Construction*, which specify the environmental protection requirements during construction and are implemented by the engineers of the Group's subsidiaries and personnel from construction units, so as to reduce the noise, residual soil waste and air pollutants during the construction. Relevant specific measures include:

- During the gas pipeline connection works, residual soil generated from the earthwork process shall be disposed of by backfilling on site. Residual soil and waste generated from other processes during the pipeline connection works will be disposed of by qualified third parties designated by the local municipal and environmental protection authorities. Vehicles transporting sand or soil are required to seal loads to prevent leakage and spillage, and dispose of them at designated points in accordance with the requirements of local authorities. Soil on site which cannot be dumped or disposed in a timely manner must be stockpiled and covered; The burning of toxic and hazardous chemical construction materials is prohibited at the construction site;
- The Group strictly requires the use of machinery with tail gas emissions that meet environmental monitoring requirements and encourages the use of equipment powered by clean energy;
- In the case of the entrance examinations for college and senior high school, major holidays and special requirements of the local government, construction work that may generate noise and environmental pollution should be suspended;

本集團設有《施工安全管理規定》和《工程建設安全管理規定》等內部政策，列明施工過程的環境保護要求，由本集團下屬的各附屬公司工程人員和施工單位人員負責執行，以減少施工過程產生的噪音、餘土廢渣及大氣排放。相關的管理措施列舉如下：

- 在燃氣管道接駁工程中，土方施工工序產生的餘土須就地回填進行處理。管道接駁工程期間其他工序產生的餘土廢渣，均交由當地市政及環保部門指定的合格第三方處理。當施工車輛運輸砂、土時，須採取密封覆蓋措施，避免泄露、遺撒，並按當地主管部門的要求在指定地點傾倒。施工現場未能及時倒運或回填的土方必須集中堆放，採取覆蓋措施；施工現場禁止焚燒有毒、有害化學施工材料；
- 在施工作業時要求使用符合尾氣排放環保監測規定的機械設備，並鼓勵使用以清潔能源為動力的機械設備；
- 遇高考、中考、重大節假日及當地政府特殊要求，應暫停可能產生噪聲和環境污染的施工；



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- When constructions occur at night, the equipment that generate noise pollution is required to be placed to the side away from residential areas. Under special circumstances and progress requirements, noise reduction and sound insulation measures are taken. Where construction sites are located near residential areas, vehicles entering and exiting sites in the evening are strictly prohibited from honking their horns, and required to lightly onload and offload cargo.

3.4. Resources Management

Electricity, natural gas, vehicles fuel are the major types of energy consumption of the Group. During the Reporting Period, the Group consumed a total of 20,318.10 MWh of energy, with an energy intensity of 11.80 MWh per employee. Purchased natural gas is the major source of energy consumption, accounting for 61.88% of the total energy consumption. In terms of water consumption, during the Reporting Period, the total water consumption of the Group was 34,301.70 cubic metre, with a water intensity of 19.92 cubic metre per employee. During the Reporting Period, the Group does not face any issues in water sourcing.

The Group aims to save energy during its operation. To reduce the consumption of natural gas for operational use, the Group strictly controls the temperature of boilers and reasonably adjusts the start-up and shutdown of boilers to reduce the amount of gas used for operation while the temperature of natural gas at the outlet of the pressure regulator remains above the dew point.

- 夜間施工時，施工現場產生噪音的設備必須設置在遠離居民區的一側，嚴格控制休息時段的噪聲分貝。施工過程中有特殊工藝和進度需要的，應對產生噪音的設備採取消聲、隔音措施。在居民區附近的施工現場，夜間車輛進出，嚴禁鳴笛，裝卸材料必須輕拿輕放。

3.4. 資源管理

本集團的能源消耗主要涉及電力、天然氣、車輛燃油的使用。本報告期內，本集團共消耗20,318.10兆瓦時的能源，能耗密度為每員工11.80兆瓦時。外購天然氣為本集團最主要的能耗源，佔總能耗的61.88%。於用水方面，本集團於本報告期內的耗水量為34,301.70立方米，耗水密度為每員工19.92立方米。於本報告期內，本集團在求取適用水源方面無相關困難。

本集團於業務營運過程中，致力於減少能耗使用。為降低天然氣的生產用氣，本集團在保障調壓出口天然氣溫度高於水露點的前提下，嚴格控制鍋爐溫度，合理調節啓停鍋爐。

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The Group has established a green office system through formulating a series of internal policies, striving to save the consumption of vehicle fuel, electricity and water to achieve the goal of saving energy and water to the greatest extent. The Group has established the *Guidance on the Standardisation of Office Premises*, which includes various recommendations on energy saving and emission reduction and promotes the use of green raw materials in the construction and renovation of office premises and monitors the costs of water, electricity and fuel through annual and monthly expense budgeting, formulates annual and monthly expense plans and strictly controls them. At the same time, the Group formulates annual and monthly cost plans and strictly controls them, formulates assessment measures and rewards and punishes relevant units based on the achievement of costs.

In addition to the cost forecasting of resources use to promote energy conservation, the Group has implemented a series of energy-saving improvements to office facilities referring to the *Guidance on the Standardisation of Office Premises*, so as to achieve the goal of saving energy while meeting the needs in offices. During the Reporting Period, the Group has further promoted the use of energy-efficient equipment to achieve the goal of scientific and efficient use of energy and avoid wasting energy.

本集團亦通過制定一系列的內部政策，建立綠色辦公體系，大力促進車輛燃油、電力及水資源的節約，以達到盡量節約能耗、節約水資源的目標。本集團設有《辦公場所標準化建設指導書》，其中包含多處節能減排的建議條款，倡導在辦公場所新建、改建中使用綠色原材料，並通過年度、月度費用預算管理，對水、電、燃油等的使用進行管控。同時，本集團制定年度、月度相關費用計劃並嚴格把關，制定考核措施，以費用達成情況為依據對相關單位加以獎懲。

除利用資源使用費用預算管理推動節能減排之外，本集團依託內部政策《辦公場所標準化建設指導書》，對辦公區域的設施開展了一系列節能改造，力求達到在滿足辦公需求的前提下盡量降低能源消耗的目標。本報告期內，本集團進一步推廣使用高能效設備，以達到科學高效利用能源、避免浪費的能源使用目標。

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Measures on Saving Electricity 節電措施
<ul style="list-style-type: none"> • Prioritise the use of LED lightings and electrical equipment with low energy consumption 優先選用LED 節能照明設施及較低能耗電器設備
<ul style="list-style-type: none"> • Require employees to switch off electronic equipment and office air-conditioning that are not in use during non-working hours 規定員工於非工作時間關閉處於非使用狀態的電子設備及辦公室空調
<ul style="list-style-type: none"> • Adopt a Central adopting a Central Control and Monitoring System (CCMS) and Building Management System (BMS), and installing automatic lighting control in different zones 採用中央控制及監察系統(CCMS)和樓宇管理系統(BMS)，在不同照明區域設立可獨立控制的照明開關
<ul style="list-style-type: none"> • In terms of heating, ventilation and air conditioning control, the Group installed variable speed drives and pumps and fans that are adjustable to actual needs 暖通空調控制方面，安裝可變速驅動器和可根據實際需求調節的水泵及風機系統
Measures on Saving Water 節水措施
<ul style="list-style-type: none"> • Promote the use of water saving devices such as water saving valves and taps 倡導使用節水閥門、水龍頭等節水設備
<ul style="list-style-type: none"> • Arrange a maintenance officer to conduct regular check on water meter readings and to carry out leakage tests of concealed water pipes 安排維修員定期檢查水表讀數並進行隱蔽水管滲漏測試
<ul style="list-style-type: none"> • Prioritise water-saving equipment in construction, renovation and maintenance work 在裝修、改造、維修工作中優選節水設備
<ul style="list-style-type: none"> • Advocate water saving through emails, posters, intranet and memos placed in toilets 透過電郵、海報、內聯網和於各洗手間內張貼標語等方式呼籲節約用水

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3.5. Actively Addressing Climate Change

The Group understands the physical risks climate change can bring, such as extreme weathers, as well as transition risks brought by relevant policy changes. Therefore, the Group evaluates the impacts of climate change continuously and formulates the prevention and risk response policies and strategies, such as the *Contingency Plan for Natural Disaster Risks* and *Safety Management Regulations for Engineering Construction*, devoted to continuously enhancing the Group's ability to respond to related risks and to seize the climate-related opportunities, thus better tackling climate change.

3.5. 積極應對氣候變化

本集團明白氣候變化將帶來如極端天氣等的實體風險，以及相關政策變動等帶來的轉型風險，因此持續評估氣候變化帶來的影響，制定風險預防及應對政策和措施，如《自然災害風險應急預案》和《工程建設安全管理規定》，致力於持續提升本集團應對相關風險的能力，並抓住氣候相關的機遇，從而更好地應對氣候變化。

Major Climate Risks 重大氣候風險	Description 描述	Responses 應對行動
Physical Risks 實體風險	Climate change may bring potential risks to project construction 氣候變化可能對項目建設帶來潛在風險	<ul style="list-style-type: none"> For major projects, the Group employs professional institutes to conduct comprehensive assessments on its hydrological, geological and climate conditions of the projects during preliminary stage and to publish professional reports, so as to forecast the potential risks brought by climate change factors to projects, and conducts targeted risk prevention measures accordingly. <p>本集團針對重大項目，在前期設計中就該項目的水文、地質、氣候條件聘請專業機構進行充分評估，出具專業報告，從而預判氣候變化因素對項目建設帶來的潛在風險，從而進行有針對性的風險防控措施</p>

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Major Climate Risks 重大氣候風險	Description 描述	Responses 應對行動
<p>Natural Disasters 自然災害</p>	<p>Natural disasters such as typhoons, rainstorms, floods and freezing weathers can cause damages to gas equipment and facilities and affect gas supply</p> <p>颱風、暴雨、洪水、冰凍等自然災害天氣會對燃氣設備設施造成損害帶來損失，影響供氣</p>	<ul style="list-style-type: none"> <p>Before natural disasters happening, special safety checks are conducted on the fragile areas of gas equipment. Gas equipment will be rectified, reinforced, protected and repaired when discovering any safety hazards, to ensure it can withstand the risks of natural disasters.</p> <p>在自然災害來臨之前，針對燃氣設備設施的薄弱環節進行專項安全檢查工作，對發現的安全隱患進行整改、加固、防護、維修，確保燃氣設備設施能抵禦自然災害帶來的風險</p> <p>The <i>Contingency Plan for Natural Disaster Risks</i> is formulated. Purchase of emergency supplies is made annually.</p> <p>制定《自然災害風險應急預案》，每年購置應急搶險物資</p> <p>The Group organises employees to participate in natural disaster safety trainings and drills. Their ability to respond to natural disasters are increased after continual trainings and rehearsals, to ensure operational and security work can be proceeded normally under extremely cold weathers.</p> <p>組織員工進行自然災害安全培訓及應急演習，在不斷的培訓和演習中總結經驗，提高自然災害的應對能力，確保極冷天氣下運行、安保工作的正常開展</p> <p>The Group's fixed assets are insured, so as to minimise the potential damage by natural disasters and transfer the potential risks through insurances.</p> <p>對本集團的固定資產進行投保，將自然災害可能導致的損失降至最低，通過保險有效轉移潛在風險</p>

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Major Climate Risks 重大氣候風險	Description 描述	Responses 應對行動
Extreme Weathers 惡劣天氣	<p>Extreme weather can affect construction quality and safety and cause threats to employee safety</p> <p>惡劣天氣將影響施工質量和安全，威脅員工安全</p>	<ul style="list-style-type: none"> The Group formulated the <i>Safety Management Regulations for Engineering Construction</i> to enhance the quality and safety of construction and improve resilience to adverse weather conditions. 本集團制定《工程建設安全管理規定》提高施工質量和安全，以提高對惡劣氣候條件的應對能力 In the <i>Safety Management Regulations for Engineering Construction</i>, it clearly states not to carry out open-air work at height in the event of fog, high temperature, cloudy rain, thunder and lightning or gale force with level 6 or above, and to stop work in the event of heavy rain, typhoon or continuous high temperature. 在《工程建設安全管理規定》中明確要求在施工過程中遇大霧、高溫、陰雨、雷電或6級以上大風天氣不進行露天高空施工作業，遇暴雨、颱風、持續高溫停止施工作業
Weather Forecast 天氣變化預測	<p>Weather forecast can be uncertain, which can cause excess or shortage in gas source indicators</p> <p>天氣變化預測存在不確定性，將造成氣源指標的過剩或短缺</p>	<ul style="list-style-type: none"> The Group formulates contingency plans for heating seasons, and at the same time actively liaise with the upstream gas units to reasonably deploy the gas volumes of subsidiaries, to ensure a maximum efficiency in using gas supply indicators. 制定採暖季調度應急預案，同時積極對接上游氣源單位，合理調配各附屬公司的氣量，保障氣源指標使用效益的最大化

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Major Climate Risks 重大氣候風險	Description 描述	Responses 應對行動
Warm Winters 暖冬天氣	Warm winters can lead to a reduction in corporates' winter natural gas use, which reduces the overall profit of gas 暖冬會導致燃氣企業冬季的用氣量減少，從而造成氣體整體利潤的降低	<ul style="list-style-type: none"> Through improving the level of metering control, acquiring new customers, treating hidden problems in pipeline network to compensate for the profit loss due to the reduction of gas use in warm winters. 通過提高計量管控水平、開發新用戶、隱患管網治理等綜合開源節流措施，彌補暖冬氣量減少所造成的利潤損失
Cold Winters 寒冬天氣	Cold winters can lead to a drastic increase in the gas use by heat-seeking customers, which causes significant pressure to maintain contingency gas supply during heating seasons 寒冬會導致採暖用戶用氣量的大幅度提高，造成較大的採暖季應急保供壓力	<ul style="list-style-type: none"> The ability to maintain contingency gas supply is enhanced through connecting with first-hand gas sources. 通過接駁一手氣源，增強應急保供能力 The construction of LNG storage and peak shaving facilities is increased. During the Reporting Period, two new 200 water-cubic metre LNG storage tanks were commissioned and kept in full storage before winter to cope with the supply-maintaining pressure of extreme weather. 加大LNG 儲備調峰設施的建設，於本報告期內新投產200水立方LNG儲罐2座，並在入冬前保持滿儲狀態，以應對極端天氣保供壓力 The Group actively promoted the signing of the <i>Natural Gas Storage and Peaking Shaving Cooperation Agreement</i> with the upstream gas units, ensuring the ability to maintain its supply and a safe and stable gas usage for downstream customers during heating seasons. 積極推動與上游氣源單位簽訂《天然氣儲氣調峰合作協議》，保證了採暖季的保供能力及下游用戶的安全平穩用氣

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While addressing climate-related risks, the Group has also been exploring the opportunities brought by climate change and actively responds to the implementation of the 14th Five-year Plan. As a member of the oil and gas industry, the Group actively promotes the low-carbon transformation of the oil and gas industry in line with the policy, thereby contributing to the sustainable development of the industry, and participates in the project of the connection between the natural gas pipeline networks and first-hand gas sources, and coal to gas projects, so as to increase the utilisation rate of pipeline networks in the service locations. The Group will shoulder its mission and continue to service its commercial customers and urban citizens by providing integrated energy services.

4. CARING FOR EMPLOYEES

The Group complies with the *Labour Law of the PRC* and the *Labour Contract Law of the PRC* and is highly concerned about the rights and interests of its employees. The Group is committed to creating a favourable working environment for each employee and acts in accordance with national laws and regulations that have had a significant impact on the Group which relate to compensation and dismissal, recruitment and promotion, working hours, holidays, equal opportunity, diversity, anti-discrimination, and other benefits and welfare, and standardised the implementation of the *Code of Conduct for Employees* and other internal policies related to human resources. In addition, the Group strictly complies with national laws and regulations regarding the prevention of child and forced labour, resolutely eliminating the use of either practice. During the Reporting Period, the Group did not have any non-compliance cases related to the above aspects.

在應對氣候相關風險的同時，本集團亦探索氣候變化將帶來的機遇，積極響應「十四五」規劃的落實。作為油氣行業的一員，本集團順應政策，積極推動油氣行業低碳轉型，從而推進行業的持續發展，參與到天然氣輸送管網接駁一手氣源建設與煤改氣項目推廣中，以提升經營所在城市天然氣管網的使用率。本集團將肩負使命，持續為工商用戶和城市居民提供綜合能源服務。

4. 關愛員工

本集團遵守《中華人民共和國勞動法》和《中華人民共和國勞動合同法》，高度關注員工權益，致力於為每一個員工營造良好的工作氛圍。本集團遵守國家在薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視和其他待遇及福利等方面對本集團運營有重大影響的法律法規，規範執行包括《員工行為準則》等有關人力資源的內部政策。與此同時，本集團嚴格遵守國家有關防止童工及強制勞工的法律法規，堅決杜絕聘用童工和強制勞工。於本報告期，本集團並無與上述方面有關的違規個案。



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4.1. Protection of Employee Rights

Following a “fair and just, right person for the right job” recruitment concept, and the advocacy of a “impartially hiring competent persons” recruitment and appointment policy, the Group ensures that all job candidates are granted equal opportunities and fair environment for competition. The Group objects to any forms of discrimination and differential treatment based on ethnicity, race, age, gender, marital status or religious beliefs. The Group encourages a diverse staff team with employees from more than 20 different provinces and municipalities in the country.

The Group also strictly complies with the relevant regulations listed in the Labour Law and prohibits the child labour and forced labour. In the staff employment section, the Group will strictly verify the employees’ identity information, education information and other relevant documents, and conduct joint verification of employee information with third-party auditing organisations to examine the authenticity. The Group requires its employees to provide accurate and reliable personal information upon commencing their employment, and if any falsified documents or resumes are found, the Group reserves the right to terminate employees’ probationary period or to dismiss the employment contract of the employee concerned. The Group and its employees have signed employment contracts on an equal and voluntary basis. If child labour is found to be misused, the Group will immediately stop the child from working, report to the local labour bureau in time and arrange a health examination for him or her as soon as possible. If the child is found to have a medical condition, treatment should be arranged first. In addition, the Group will promptly contact the parent or legal guardian of the child to hand over the child to his or her parent or guardian as soon as possible.

4.1. 員工權益保護

本集團以「公平公正、適崗適才」的人事理念，倡導「舉賢避親」的員工招聘或任用原則，確保每位應聘者均享有平等機會，亦保證在公平的環境下的人才競爭。本集團杜絕因民族、種族、年齡、性別、婚姻狀況、宗教信仰不同造成的任何形式的歧視或差別化對待。本集團鼓勵多元化的人事團隊，員工分別來自國家20多個不同省份和直轄市。

本集團嚴格遵守勞動法相關規定，堅決抵制聘用童工及強制勞工。在員工僱傭環節，本集團嚴格審核員工的身份、學歷等相關信息的證明文件，且聯合第三方審計機構對員工信息進行複核，確保員工信息真實準確。本集團要求員工入職時提供真實準確的個人資料，如發現提供虛假證件或個人簡歷者，本集團有權立即終止試用期或解除其勞動合同。本集團與員工均為在雙方平等自願的情況下簽訂勞動合同。如發現誤用童工，本集團將立即停止童工工作，及時報告當地勞動局，並儘快為其安排健康檢查。若發現兒童患有疾病，應先安排治療。此外，本集團將及時聯絡該兒童的父母或合法監護人，儘快將兒童交由其父母或監護人。

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The Group implements three types of working hour schemes including irregular, consolidated and standardised working hour schemes according to the business characteristics, safety requirements and specific job requirements of the Group's subsidiaries, ensuring that employees have reasonable working hours and durations. Regarding leaves, employees are entitled to sick leave, personal leave, marriage leave, bereavement leave, maternity leave, work injury leave, annual leave and statutory holiday leave.

The Group has formulated the *Litigation Management Measures*. Upon conclusion of the arbitration or litigation of labour disputes, the Group will summarise lessons learnt in a timely manner in respect of the causes, handling process and results of the cases, and based on the cases, the Group will conduct a joint training with the Internal Control and Legal Affairs Department for human resource management staff from the Group's subsidiaries, to enhance employees' awareness of legal risks and strengthen the capability of human resource management of the relevant staff.

本集團按各附屬公司業務特點、安全要求及員工從事崗位職責，執行不定時工作制、綜合計算工時制和標準工時制三種工時制度，保障員工合理的工作時間和時長。在假期方面，員工依法享有病假、事假、婚假、喪假、產假、工傷假、年假及法定節假日休假。

本集團設有《訴訟管理辦法》。在勞動爭議仲裁或訴訟結案後，將及時對案件發生原因、處理過程和結果等方面進行回顧並總結經驗教訓，並聯合內控法務部結合案例對附屬公司人事管理人員進行培訓，以提高員工的法律風險意識，強化相關人員的人事管理能力。



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4.2. Diverse Welfare Policies

The Group has adopted a basic compensation concept for its employees based on their position, performance, contribution and performance bonus, and has established a salary system accordingly. The Group has formulated the *Remuneration Management Measures*, adopted a uniform position and salary scale whilst considering employees' specific conditions such as job responsibilities, personal work experience, education, qualifications and other specific indicators relating to employees' abilities, track record, and work performance to set salary standards. At the end of each year, the Group evaluates the performance of its employees in accordance with market trends, adjusts the position and/or remuneration of outstanding employees, and offers discretionary performance bonuses as appropriate. The Group provides reasonable and lawful salaries and welfare with five social insurances (endowment insurance, medical insurance, unemployment insurance, maternity insurance, employment injury insurance and housing provident fund), bonuses and other benefits and welfare.

In order to motivate directors, senior management and core technical and management staff who have a direct impact on the overall performance and sustainable development of the Group, the Group has set up and improved the online exercise platform in conjunction with the 10-year stock option plan and carried out the implementation works such as the option assessment of the incentive targets in accordance with the first grant plan to further leverage the profound influence of the long-term talent incentive system within the Group.

4.2. 多樣的福利政策

本集團以崗位、業績、貢獻及績效獎金為基本薪酬理念，建立薪酬體系。本集團設有《薪酬管理辦法》，採用統一的崗位薪酬定級表，輔以員工所在崗位職責、個人工作經驗、學歷、資質等綜合能力、過往業績、工作表現等具體情況，評定員工薪酬標準。本集團亦根據勞工市場趨勢，每年末檢討員工工作表現，酌量調整表現優秀的員工之職位或薪酬，並按照年內個人表現發放相匹配的獎金。本集團為員工提供合理合法的福利，包括五險一金（養老保險、失業保險、工傷保險、醫療保險、生育保險和住房公積金）以及獎勵金等福利待遇。

為了激勵對本集團整體業績和持續發展有直接影響的董事、高管及核心技術人才和管理骨幹，本集團配合十年期股票期權計劃搭建並完善了線上行權平台，並按照首次授予方案對激勵對象進行期權考核等實施工作，進一步發揮長效人才激勵制度在本集團內部的深遠影響。

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4.3. Training and Professional Development of Employees

The Group has formulated the *Staff Training Management System* and has adopted the notion of “Building Inter-disciplinary Teams, Training Inter-disciplinary Talents” as the Group’s talent development strategy.

The Group has made orderly arrangements for the various departments of the head office to prepare the Group’s annual training plan for 2022 in accordance with the division of responsibilities and the planning of future functional strategies based on its own business development and the survey results on the training needs of its subsidiaries. Based on the business characteristics of different operating locations and the characteristics of different positions, the Group also requires its subsidiaries to formulate training plans with a focus on enhancing corporate culture and codes of conduct and improving work capability and performance, as well as to conduct training on a monthly basis in an orderly manner.

4.3. 員工發展與培訓

本集團設有《員工培訓管理制度》並以「打造複合型團隊、打造複合型人才」為本集團的人才發展戰略。

本集團根據自身的業務發展及對各附屬公司培訓需求的調研結果，有序安排總部各部門依據職責分工及對未來職能戰略的規劃，編製2022年本集團年度培訓計劃。基於不同運營地點的業務特點及崗位特殊性差異，本集團亦要求各附屬公司以提升企業文化與行為規範，提高工作能力和績效為重點制定培訓計劃並有序的逐月開展培訓工作。



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Case: Thematic training of “Production Safety”

During the reporting period, training on production safety was conducted at the Group’s headquarters, mainly focusing on the overview of the *Production Safety Law of the PRC* and the key points of its amendments, together with an explanation of the scope of the responsibility subjects and duties. And Typical cases such as the “Tianjin Port 8.12 accident” and the “Yantai Zhaoyuan 2.17 fire accident” were combined with the contents of the *Production Safety Law of the PRC*, which emphasises on the management of production safety, and the trainer provided further explanation on it and answered questions. This training has strengthened the awareness of the “red line” and the “bottom line” mindset of the staff in production safety, providing a strong guarantee for the safe and stable production of the Group.

【案例】：「安全生產」主題培訓

本報告期內，本集團總部開展了安全生產培訓，主要培訓內容為《安全生產法》概述與修改重點及責任主體範圍和職責解析，並將「天津港8.12事故」和「煙台招遠2.17火災事故」等典型案例與《安全生產法》中強調的安全生產管理相關內容相結合，進一步補充講解和答疑。此培訓加強了員工的安全生產「紅線」意識和「底線」思維，為本集團安全穩定生產提供有力保障。



The first training
第一期培訓

Amendments to the *Production Safety Law of the PRC* and Key Implications
《安全生產法》的修訂及主要影響



The second training
第二期培訓

Application of the *Production Safety Law of the PRC* and Employee’s Responsibility for Production Safety
《安全生產法》的適用及職工安全生產責任

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4.4. Occupational Health and Safety

The Group deeply recognises that safe operations play an important role in safeguarding employees' well-being and as its first-priority mission. To provide a safe working environment and avoid occupational hazards, the Group strictly complies with national and regional laws and regulations that have had a significant impact on the Group, continuously improves the relevant management structure of the Group and further implements relevant management systems such as the *Graded Production Risk Control Procedures*, the *Safety Management System for Surveillance and Measurement Facilities*, the *Management Measures for the Distribution of Personal Protective Equipment*, and the *Safety Inspection and Correction of Defects System*. During the COVID-19 pandemic (the "pandemic"), the Group implemented the *Measures for the Management of Pandemic Preparedness Materials* to provide staff with pandemic preparedness materials. Additionally, the Group has carried out six activities, namely safety risk identification and control, hidden danger investigation and management, safety education and training, labour safety protection, emergency rescue drills and production safety assessment to reduce the chance of accidents and protect the personal safety of employees. Specific measures include:

- Organise regular safety risk identification and control exercises;
- Organise regular safety hazard inspections and treatments to ensure the normal operation of production equipment;
- Conduct regular educational activities on production safety laws and regulations as well as rules and policy;

4.4. 員工健康與安全管理

本集團深明安全營運是保障員工福祉的重要一環，並視保障工作場所安全與員工健康為首要任務。本集團嚴格遵守國家及營運地的法律法規，並不斷完善本集團相關管理體系，設有《安全生產風險分級管控程序》、《監視和測量設施安全管理制度》、《勞保用品發放管理辦法》、《安全檢查和隱患整改制度》等，以提供安全的工作環境，避免員工發生職業性危害。在新型冠狀病毒疫情（「疫情」）期間，本集團落實執行《防疫物資管理辦法》，為員工提供防疫物資。此外，本集團亦開展安全風險識別管控、隱患排查與治理、安全教育培訓、勞動安全防護、應急救援演習、安全生產考核六項工作，以降低事故發生機率，保障員工人身安全，具體工作包括：

- 定期組織安全風險識別管控工作；
- 定期組織安全隱患排查與治理工作，確保生產設備的正常運行；
- 定期開展安全生產法律法規和規章制度的宣教活動；



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- Provide labour protection materials for staff, organise regular health check-ups for staff to prevent occupational diseases and provide occupational health allowance to frontline staff;
 - Regularly organise emergency fire and rescue drills and natural gas repair drills for the subordinate units, establish a safety alert and emergency system, and define the corresponding emergency procedures and measures.
- 為員工提供勞動防護用品，定期組織員工進行健康體檢，預防職業疾病發生，並對一線員工發放職業健康津貼；
 - 定期組織消防應急救援演習與下屬單位天然氣搶維修演習，建立安全預警應急系統，明確相應的應急程式與措施。

The Group also strictly complies with the requirements of the *Guidelines for the Application of Internal Control in the Enterprise No. 4: Social Responsibility*, to “set up a sound inspection and supervision mechanism, strengthen training for staff on occupational safety awareness and implement a qualification certification system for special positions”. In addition, Tianjin TEDA Binhai Clean Energy Group Company, the Group's subsidiary, has continuously improved its management in the areas of “refinement, standardization, institutionalization and regularization”, and has obtained the relevant certificates by passing the ISO45001 Occupational Health and Safety Management System Certification, providing a strong guarantee for safe and stable development.

In addition to the above safety protection management measures, the Group has established a clear safety incentive and penalty mechanism and regularly scores the production safety assessments of its subordinate units to implement a reward and penalty system. During the Reporting Period, the Group had no cases of non-compliance in relation to the provision of a safe working environment and the protection of employees from occupational hazards, and no major safety incidents occurred.

本集團內部亦嚴格遵守《企業內部控制應用指引》第4號「社會責任」部分的要求，「設置健全的檢查監督機制，加強對員工作業安全意識的培訓並對特殊崗位實行資格認證制度」。此外，本集團附屬公司天津泰達濱海清潔能源集團有限公司（「天津公司」）不斷提升於「精細化、標準化、制度化、規範化」方面的管理，通過ISO45001職業健康安全管理体系認證並獲得相關證書，為安全穩定發展提供有力保障。

除了以上安全防護管理辦法外，本集團建立了明確的安全獎勵和處罰機制，定期對下屬單位進行安全生產考核評分，落實獎懲制度。於本報告期內，本集團並無有關提供安全工作環境及保障僱員避免職業性危險等的違規個案，亦未發生重大安全事故。

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Case: Scaled Safety Training Activities

During the Reporting Period, the Group organised two scaled safety training sessions, namely the “Training for Principal Corporate Officers and Safety Management Staff” and the “Training on Gas Testing Equipment Technology”, with a total of 317 participants, of which 111 staffs attended the sessions on site. These two safety training programs further enhanced the safety management and technical operation of the relevant departments and staff and provided effective protection for the implementation of production safety responsibilities.

【案例】：規模性安全培訓活動

本集團於本報告期內組織2場規模性的安全培訓，分別為「企業主要負責人與安全管理人員培訓」和「燃氣檢測設備技術培訓」，共317名參訓人員，其中111名幹部員工現場參會。此2場安全培訓進一步提高了相關部門及員工的安全管理與技術操作水平，為安全生產責任落實提供了有效保障。





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Case: Fire Safety Emergency Training

During the Reporting Period, the Group's headquarters and the headquarters of Tianjin Company carried out fire safety emergency training, fire evacuation and general fire-fighting emergency drills based on its operation situation that in line with the theme of the 31st National Firefighting Day "Focus on Fire Safety, Ensure High-quality Development".

【案例】：消防安全應急培訓

本報告期內，本集團總部及天津公司總部圍繞第31個全國消防安全日「抓消防安全，保高質量發展」的主題，結合運營實際情況開展消防安全應急培訓、消防疏散和一般火災撲救應急演練活動。



5. QUALITY CONTROL

The Group attaches great importance to communication with customers, regards business ethics and corporate social responsibility as the foundation of the company, and is committed to providing customers with high-quality products and services. The Group continues to improve its service, adheres to the belief of "taking from the society and giving back to the society", abides by business ethics, and promotes corporate social responsibility.

5. 質量管控

本集團十分重視與客戶的溝通，將商業道德和兼負企業社會責任視為企業立足之本，致力於為客戶提供高品質的產品與服務。本集團不斷提升服務水平，秉承「取於社會、回饋社會」的信念，恪守商業道德，發揚企業社會責任。

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5.1. Supplier Management

The Group attaches great importance to supply chain management and has formulated a series of internal policies to ensure compliance and efficiency in the tendering and procurement process. The Group has established the *Management Measures for Tending and Management Measures for Non-tending Procurement*, which respectively set out the scope of application and specific procurement procedures for tending and non-tending procurement.

For conventional projects, the Group mainly engages suppliers of goods and construction through shortlisted procurement. After being shortlisted, suppliers must sign an annual framework agreement with the Group to carry out specific business on the basis of purchase orders or special contracts. For shortlisted suppliers, the Group will conduct regular assessments and inspections. If there is any violation, they will be blacklisted and permanently suspended. If its violations cause related losses to the Group, the Group will further pursue accountability through legal means. For unconventional projects, the Group will select special suppliers by means of tending and non-tending procurement. During the Reporting Period, in terms of conventional projects, the Group applied the engaging practices to a total of 146 suppliers; in terms of non-conventional projects, the Group applied the engaging practices to a total of 32 suppliers.

5.1. 供應商管理

本集團重視供應鏈管理，並制定一系列內部政策，以確保招標採購過程合規高效。本集團設有《招標管理辦法》和《非招標採購管理辦法》，分別列明招標及非招標採購的適用範圍及具體的採購流程。

對於常規項目服務，本集團聘用貨物、施工方面的供應商篩選主要透過招標入圍的方式。供應商入圍後須與本集團簽訂年度框架協議，以採購訂單或專項合同為依據開展具體業務。對於入圍的供應商，本集團將對其進行定期考核檢查，若出現違規情況，將被納入黑名單，永久停用。若其違規事件造成集團相關損失，本集團將進一步通過法律手段追償問責。對於非常規項目，本集團將採用招標、非招標採購方式選定專項供應商。本報告期內，於常規項目的聘用慣例中，本集團共對146家供應商應用聘用慣例；於非常規項目中，共對32家供應商應用聘用慣例。



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The Group also integrates ESG factors into the process of engaging suppliers and procurement procedures, such as evaluating whether suppliers have certifications in the environmental management system or in the quality management system. The Group also evaluates environmental management measures of suppliers in the aspects of product design, raw material selection, production, processing and packaging, etc. and assesses whether the suppliers comply with regulations on emissions, etc. The Group has stated in its internal procurement policy that under the same conditions, the priority of procurement will be given to suppliers with environmental certification qualifications or those who can provide environmental protection services. In addition, the Group will conduct special factory inspections for suppliers whom the Group cooperate with for the first time to assess the potential risks in terms of environmental and social responsibility issues. The contents of the factory inspection include but are not limited to supplier qualifications, financial performance, financial situation, safety and environmental protection and other matters.

For suppliers in cooperation, the Group will also regularly organise unannounced inspections to assess the suppliers' ability to continuously provide quality services or goods. In addition, the Group conducts annual evaluations of suppliers on a regular basis to review the compliance level and service capabilities of suppliers to ensure the stability of the supply chain.

During the Reporting Period, the Group had 178 long-term cooperative suppliers, of which 29 were shortlisted construction suppliers, and 173 had quality system certification and environmental system certification, accounting for 97% of the total construction suppliers.

在聘用供應商及採購物資時，本集團亦將ESG因素納入考察範圍，如評估供應商是否具備環境管理體系認證或質量管理體系認證、評估供應商在產品設計、原材料選擇、生產加工及包裝等環節的環境管理措施、評估供應商是否合規排放等。本集團亦於內部的採購政策中明確，在同等條件下會優先聘用具環保認證資質或可提供環保服務的供應商。此外，對首次合作的供應商，本集團將對其進行專項驗廠考察，以評估其環境與社會方面存在的潛在風險。驗廠考察的內容包括但不限於供應商資質、財政業績、財務情況以及安全環保等事項。

對於合作中的供應商，本集團亦會定期組織飛行檢查，評估供應商持續提供優質服務或貨物的能力。此外，本集團每年度定期對供應商進行年度評價，以檢視供應商的合規水平及服務能力，確保供應鏈的穩定。

本報告期內，本集團長期合作供應商共178家，其中入圍施工供應商共29家，具備經質量管理體系認證和環境體系認證的有173家，佔總合作供應商的97%。

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5.2. Safe and Stable Gas Supply

The Group strictly abides by relevant national standards, strictly controls the quality of natural gas products, and conducts product quality inspections in accordance with relevant national regulations to ensure the provision of safe and high-quality products and services.

For products such as natural gas and liquefied petroleum gas, the Group stipulates that each subsidiary needs to request gas quality reports from natural gas suppliers and liquefied gas suppliers when purchasing gas sources. The Group sets up online chromatographs to monitor gas in real-time at gate stations with large receiving volumes. If the gas quality is unqualified, the online chromatograph will automatically alarm immediately, and the Group will immediately switch the gas source to avoid purchasing unqualified gases. The Group also requires suppliers of engineering and supplies projects to provide the *Supplier's Product Quality Certificate* and conducts air quality tracking of the gas provided by the supplier from time to time.

For the products involved in the pipeline network laying project, the Group conducts regular quality inspections on the engineering materials and equipment in accordance with the national standards. During the quality inspection, the Group will sample the products together with the suppliers and send them to the inspection units with relevant qualifications for inspection. The products that fail the inspection results will all be returned to the suppliers. For newly purchased meters and instruments, the Group strictly implements local first-time inspection and customization, and returns substandard products to suppliers.

5.2. 安全穩定供氣

本集團嚴格遵守國家相關標準，從嚴把控天然氣出品質量，依照國家相應規定對產品質量進行定期檢定，確保提供安全優質的產品及服務。

對於天然氣及液化石油氣等產品，本集團規定各附屬公司在採購氣源時需要天然氣供應商和液化氣供應商提供氣質報告。本集團在接收量較大的門站設置在線色譜儀實時監控氣體，若氣體質量出現不合格情況時，在線色譜儀將立即自動報警，本集團亦會立即切換氣源，以避免購入不合格氣體。本集團亦會要求工程類及物資類項目的供應商提供《產品質量合格證》，並不定期對供應商所提供的氣體進行氣質跟蹤。

對於管網鋪設工程中所涉及的产品，本集團嚴格按照國家規定標準對工程用材料和設備進行定期質量檢定。在質量檢定時，本集團與供應商一起進行產品取樣，並送至具有相關資質的檢定單位進行檢定，檢定結果不合格的產品將全部退回供應商。對於新申購的表具以及儀器儀表，本集團嚴格執行當地首次檢定制，並將不合格產品退回供應商。



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In addition, the Group is also committed to building an intelligent management system to ensure the safe and efficient deployment of the pipeline network and the safe operation of the stations. As at the end of the Reporting Period, the Group had built 96 SCADA system stations, and 5 SCADA system stations are under construction. During the Reporting Period, the Group completed the reconstruction of 7 SCADA system stations, which effectively enhanced the deployment capability of the pipeline network and enhanced the safety guarantee capability of the gas transmission system.

5.3. Product Promotion Service

The Group strictly complies with the relevant national laws and standards and conveys the relevant product and service promotions and information to customers with the requirements of truthfulness, completeness and timeliness. The Group makes use of multiple channels to implement its promotional measures, including but not limited to social media such as official and video accounts and also makes full use of customer service lobbies and in-home security checks to advertise the Group's products and services, protecting customers' right to information and choice.

5.4. Improvement of Customer Satisfaction

The Group has established a complaint management mechanism to resolve customer complaints in a timely, effective, fair and reasonable manner. The Group has set up the *Customer Complaint Management Measures* and requires all subsidiaries to handle customer complaints in strict accordance with the Measures.

此外，本集團亦致力於建設智慧管理系統，保障管網調配的安全高效，確保場站安全運營。截至本報告期末，本集團已建成SCADA系統場站96座，在建SCADA系統場站5座。於本報告期內，本集團完成SCADA系統改造場站7座，有效提升了管網調配能力，增強了輸氣系統安全保障能力。

5.3. 產品服務宣傳

本集團嚴格遵守國家相關法律及標準，以真實性、完整性和及時性為要求對客戶傳達相關產品服務的宣傳和信息。本集團利用多渠道方式落實宣傳措施，包括但不限於公眾號、視頻號等媒介宣傳，亦充分利用客服大廳、入戶安檢投放廣告的方式以全面宣傳本集團的產品及服務，保障消費者的知情權和選擇權。

5.4. 提高客戶滿意度

本集團已建立投訴管理機制，以及時、有效、公正、合理地解決客戶投訴。本集團設有《客戶投訴管理辦法》，並要求各附屬公司應嚴格按照該辦法處理客戶投訴。

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During the Reporting Period, the Group put its call centre into operation and all subsidiaries actively implemented this initiative to provide customers with a high-quality communication channel, requiring customer service supervisors to supervise and conduct closed-loop processing on customer feedback in a timely and efficient manner, and to achieve 100% return call rate. This ensures that customers' requests are resolved in a reasonable manner and that customer satisfaction is informed. At the same time, the Group has set up service hotlines, call centres, service halls and other auxiliary complaint platforms to provide customers with a variety of multi-line feedback channels. In addition, the Group exercises strict control over the implementation of the complaint resolution programme, if customer complaints are found to be not handled in accordance with the requirements or false reports or concealments are noticed, which have a significant impact on the Group, the Group would impose penalties in accordance with relevant rules and regulations. For different types of complaints, the Group would adopt different handling procedures. The types of complaints and handling methods are listed as follows:

本報告期內，本集團將呼叫中心投入運行，各附屬公司積極推行此項工作，為客戶提供高品質的溝通窗口，要求客服主管及時高效地對客戶反饋進行督辦和閉環處理，並對客戶做到100%回訪調查，確保客戶訴求得到合理解決並瞭解客戶滿意度。同時，本集團亦設置服務熱線、客服中心、服務廳等輔助投訴平台，為客戶打通多樣化多條線訴求反饋渠道。此外，本集團對投訴解決方案落實情況進行嚴格的監管，若發現未按照要求處理客戶投訴事件、虛報瞞報，且給本集團造成重大影響的情況，本集團將按照相關規章制度進行處罰。對於不同類別的投訴項目，本集團會採取不同的處理流程，投訴類別及處理方式列舉如下：

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Repair and Replacement Category 維修更換類別	Non-Business Scope Category 非業務範圍類別	Service Attitude Category 服務態度類別
<ul style="list-style-type: none"> Each subsidiary will assign maintenance workers to contact customers for replacement testing 由各附屬公司自行分派維修工與客戶聯繫進行更換檢測 	<ul style="list-style-type: none"> Inform customers to contact the manufacturer by themselves 告知客戶自行聯繫廠家 The customer service is responsible for explaining and issuing rectification notices for complaints about users' self-decoration and failure to ventilate smoothly, and contact relevant colleagues to send promotional materials to customers 有關用戶自行裝修而無法順利通氣的投訴，由客服負責解釋並發出整改通知，聯繫相關同事將宣傳資料發送給客戶 	<ul style="list-style-type: none"> Subsidiaries confirm the complaints and then take actions 附屬公司調查確認後進行內部處理安排

During the Reporting Period, the Group received a total of 764 complaints related to products and services.

本報告期內，本集團共接獲關於產品及服務相關投訴764宗。

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5.5. Ensuring Customer Privacy

The Group respects and strictly protects the privacy of customers and has formulated a series of measures to avoid information leakage and put an end to the use of false and misleading descriptions during product promotion and transactions. Regarding the information system involving customer data, the Group has formulated the *Information Technology Management Regulations* and *Information Technology System Account Management Regulations* to strictly control the application and account authority of relevant management accounts. The Group requires employees involved in secrets to sign a confidentiality agreement, and strictly protect customer information when serving customers. It is forbidden to disclose relevant information to third parties except with the consent of both parties. During the Reporting Period, the Group had no violations related to the above aspects.

5.6. Respect for Intellectual Property

In order to resolutely safeguard intellectual property rights, the Group has formulated the *Management Regulations on Software Legalization*, which stipulates the main responsible unit for protecting intellectual property rights, and specifies the responsibilities of software budgeting, purchasing and using units, to enhance employees' awareness of respecting and protecting intellectual property rights, embody the spirit of respecting knowledge and creation.

5.5. 保障客戶私隱

本集團尊重並嚴格保護客戶私隱，並制定一系列措施避免信息洩露，並且本集團堅決杜絕在產品宣傳和交易過程中使用虛假及誤導性說明的現象。針對涉及消費者資料的信息系統，本集團制定了《信息化管理辦法》及《信息化系統賬號管理辦法》用以嚴格把控相關管理賬號的申請和賬號權限。本集團要求涉密員工必須簽署保密協議，並在服務客戶時嚴格保護客戶資料，除獲得雙方同意之外，禁止向第三方透露相關信息。於本報告期內，本集團並無與上述方面有關的違規個案。

5.6. 尊重知識產權

為堅決維護知識產權，本集團制定《軟件正版化工作管理規定》，規定保護知識產權的主責單位，並規定軟件預算、採購、使用單位的職責，以增強員工尊重和保護知識產權的意識，體現尊重知識、尊重創造的精神。



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When the Group cooperates with universities, scientific research institutes and other institutions, it requires the other party to use genuine software to process data, and the results provided to the Group are original and cannot be copied or infringed upon. The contract of the cooperation projects should specify the attribution of intellectual property rights, the authorship right of the first right holder, the first inventor and others, and the subjects that can be used to apply for high-tech enterprises.

5.7. Anti-corruption

The Group attaches great importance to anti-corruption, corporate integrity and honesty. In order to further develop the integrity risk prevention and control work and strengthen anti-fraud governance, the Group revised and improved the relevant internal policies and issued them during the Reporting Period, including the *Integrity Risk Prevention and Control Checklist (Version 2)* and the *Internal Audit Work Management Regulations*. In addition, during the Reporting Period, the Group has further specified the reporting measures regarding corruption and bribery and has improved the handling effectiveness and efficiency of the reporting cases. During the Reporting Period, the Group had no non-compliance incidents relating to the aspects above.

本集團與高校及科研院所等機構合作開發時，要求對方使用正版軟件處理數據，且其提供給本集團的成果為原創，不能抄襲或有侵權事項，並在合作項目合同中明確知識產權的歸屬、第一權利人、第一發明人等署名權、可以用作申報高新技術企業的主體等事項。

5.7. 廉政建設

本集團高度重視廉潔文化、企業誠信。為深入開展廉潔風險防控工作，加強反舞弊治理，本集團於本報告期內對相關內部政策進行修訂和完善並發佈，包括《廉潔風險防控清單（第二版）》及《內部審計工作管理辦法》。此外，本集團於本報告期內進一步規範信訪舉報工作，提高信訪件的辦理品質和效率。於本報告期內，本集團並無與上述方面有關的違規個案。

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For business areas with relatively high risks, the Group strengthens its management through measures such as authorization and approval control, separation of incompatible duties, and internal supervision. The Group attaches great importance to integrity management in the procurement process, prohibits any form of bribery from suppliers, and requires the suppliers to sign a self-discipline letter of commitment to integrity. In addition, the Group has taken a series of measures to prevent possible corruption in the procurement process, such as the participation of supervisors in procurement activities during the process, making video recordings of the whole procurement reviewing process, etc., and the tender office of the Group is also responsible for supervising and inspecting the procurement activities of subsidiaries.

The Board of the Company attaches importance to building integrity within the enterprise, promotes and participates in internal training and education sessions on integrity-building alerts, and has reviewed and approved the *Whistleblowing Management Measures* and the *Integrity Risk Prevention and Control Checklist* during the Reporting Period, providing a pathway and process for employees and other stakeholders with business connections to the Group (such as customers or suppliers) to report anonymously to the Audit Committee. The Group will seriously deal with verified violations of laws and disciplines to promote the good functioning of the anti-corruption policy and system. To protect whistleblowers, the Group will keep the whistleblower's personal information strictly confidential.

對於存在較高風險的業務領域，本集團通過授權審批控制、不相容職責分離、內部監督等措施加強管控。本集團高度重視採購過程中的廉潔管理，禁止供應商任何形式的賄賂；與供應商簽訂廉潔承諾自律書。此外，本集團採取一系列措施以防範採購過程可能出現的貪腐行為，如於採購過程中均有監督人員參與，評審全過程視頻錄影等，招標辦對附屬公司的採購活動進行監督檢查。

本公司董事會注重企業內部廉潔建設，推動並參與內部培訓及廉潔建設警示教育會，並於本報告期內審議通過了《舉報管理辦法》及《廉潔風險防控清單》，為員工及其他與本集團有業務關聯的利益相關方（如客戶或供應商）提供向審核委員會不具名舉報的路徑和流程。本集團亦會嚴肅處理查實違規違紀事件，促進反貪污政策和系統的良好運轉。為保護舉報人，本集團嚴格保密舉報人信息。



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The Group advocates “law-abiding, loyal, clean and responsible” behaviours of employees, and requires employees to participate in the training of the *Code of Conduct for Employees* to deepen their understanding of professional ethics. In addition, the Group continued to promote the construction of an integrity culture. During the Reporting Period, the Group conducted quarterly training and internal meetings, and promoted anti-corruption knowledge across the Group to effectively communicate the Group’s core values and culture.

Case: Compliance Training

During the reporting period, the Group organised compliance training for over 300 participants, including key management staff from the headquarters and frontline operation units and directors of subsidiaries. Five typical negative cases of procurement and tendering, leakage of confidential information, retention of income, dereliction of duty and conflict of interest were presented to raise the awareness of “bottom line and red line” among all board members and staff, and to further promote internal integrity building of the enterprise.

本集團倡導「守法、忠誠、乾淨、擔當」的員工職業行為，規定員工入職須參與《員工行為準則》的培訓，以加深對職業道德操守的理解。此外，本集團持續推進廉潔文化建設，於本報告期內每季度開展相關培訓及內部會議，並且在全集團範圍內宣傳反貪污舞弊知識，有效傳遞公司核心價值與文化理念。

【案例】：合規培訓

本報告期內，本集團組織召開合規培訓，參訓人數多達300餘人，包含總部及一線運營單位的主要管理人員及附屬公司董事。此項培訓列舉採購招標類、洩露機密類、截留收入類、失職失責類和利益衝突類等五類典型負面案例進行講解，以提升所有董事會成員及員工的「底線與紅線」意識，進一步推動企業內部廉潔建設工作。



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Case: Integrity Alert and Education Conference

During the Reporting Period, the Group launched a publicity and education campaign entitled “Learning from Integrity” and invited the Board members and staff to participate in the Integrity Alert and Education Conference to raise the awareness of the Board members and staff on compliance and self-discipline, and to create a healthy corporate atmosphere of “cleanliness and honesty in business operation”.

【案例】：廉潔建設警示教育會

本報告期內，本集團開展了「學思警廉」的宣傳教育，邀請董事會成員及員工參與廉政警示教育大會，提升董事會成員及員工從業合規及廉潔自律意識，營造「風清氣正，幹事創業」的健康企業氛圍。





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Case: Communication and Analysis Meeting of Audit Issues

During the Reporting Period, the Group launched a Group-wide inspection of external investment in shares and part-time employment for the management, and organised the communication meeting on audit issues to raise the staff's awareness of compliance and strengthen the management of business integrity.

【案例】：審計問題溝通分析會

本報告期內，本集團在全集團範圍內針對管理層開展外部投資入股及兼職情況檢查，並組織召開審計問題溝通會，提升員工合規意識，加強廉潔從業管理。



6. CARING ACTION

The Group is committed to giving back to the society with practical actions, actively participating in various community activities, and establishing harmonious relationships with local communities and promoting safe use of gas. During the Reporting Period, the Group donated a total of approximately RMB1,184,000 for community services, with a total community service time of 26,387 hours.

6. 愛心行動

本集團致力於用實際行動回饋社會，積極參與各種社區活動，於本報告期內加大社區投入，與當地社區建立融洽的關係並宣傳安全用氣。本集團於本報告期內共計捐贈約118.4萬元人民幣用於社區服務，總社區服務時長達26,387小時。

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In order to further improve the corporate image, ensure safe and sufficient supply, and standardise services, the Group launched the 2022 “Fire Safety Month”, “9.7 Safety Month”, “100-day Safety Campaign” and “Summer Gas Safety Promotion” thematic activities during the Reporting Period to reach out to the community and residents’ homes. In addition, the Group also actively promoted the “Five-One Safety Campaign” by launching a comprehensive community-wide safety campaign, safety checking in old districts, a survey of valve wells in the external pipeline network and a full-coverage self-inspection campaign for customers during the Reporting Period. Through a series of internal and external activities, the Group has been able to win the trust and support of our customers and the community, demonstrating the social responsibility of a gas company.

In addition, in order to ensure customers’ safe use of gas, the Group conducted household inspections of cookers with no flameout protection, overdue use and other potential hazards, promoted the Group’s safe gas appliances and provided customers with one-stop gas housekeeping services ranging from consultation, purchase, delivery, installation, maintenance and repair, on-site inspection to safe gas supply, which won unanimous praise from customers and demonstrated the Group’s positive image as a state-owned enterprise that attaches importance to safety and protection of people’s livelihood and actively undertakes social responsibility.

為了進一步提升企業對外形象，保障安全、確保供應、規範服務，本集團於本報告期內開展2022年度「消防安全月」、「9.7 安全月」、「百日安全行動」和「夏季用氣安全宣傳」等主題活動，將宣傳活動下沉到社區和居民家庭。此外，公司亦積極推動「五個一安全活動」，於報告期內開展了社區全覆蓋安全用氣全方位立體宣傳，老舊小區排查，外管網閥門井普查及用戶全覆蓋自行檢查活動。本集團通過一系列的內外部活動，帶動全民參與，贏得客戶及社區的信任與支持，體現燃氣企業的社會責任心。

此外，為保障燃氣用戶安全用氣，本集團通過入戶排查用戶無熄火保護、超期使用等存在隱患的灶具，並推出公司安全的燃氣具產品，為用戶提供諮詢、選購、配送、安裝、維修、上門安檢到安全供氣的一站式燃氣管家服務，贏得用戶的一致好評，亦展現出本集團作為國有企業重視安全與民生保障，積極承擔社會責任的正面形象。



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Case: Door-to-door inspection and publicity

【案例】：入戶排查及宣傳



7. THE GROUP'S ESG PERFORMANCE DATA

7. 本集團的ESG 績效數據

Environmental Key Performance Indicators 環境範疇績效指標	Unit 單位	2022 2022 年	2021 2021 年	2020 2020 年
Resource Consumption² 資源耗用量 ²				
Purchased Electricity 外購電力	MWh 兆瓦時	3,829.86	3,063.81	2,534.57
Purchased Natural Gas ³ 外購天然氣 ³	MWh 兆瓦時	12,571.90	6,701.43	7,027.10
Diesel 柴油使用	MWh 兆瓦時	494.22	445.12	417.36
Petrol 汽油使用	MWh 兆瓦時	3,422.13	3,293.50	2,661.10

² In the Report, the disclosure unit of "Purchased Electricity", "Purchased Natural Gas", "Diesel", and "Petrol" is unified as "MWh", and the disclosure unit of density is unified as "MWh/Employee".

³ The large difference in statistics of purchased natural gas between 2022 and previous years is due to the increased office area and increased number of stations.

² 本報告中將「外購電力」、「外購天然氣」、「柴油使用」、「汽油使用」的耗用量的披露單位統一為「兆瓦時」，密度的披露單位統一為「兆瓦時/每員工」。

³ 2022 年的外購天然氣數據與往年差距較大是因為辦公區及場站數量的增加。

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Environmental Key Performance Indicators 環境範疇績效指標	Unit 單位	2022 2022 年	2021 2021 年	2020 2020 年
Resource Consumption² 資源耗用量 ²				
Total Energy Consumption and Intensity 能源消耗總量及強度	MWh 兆瓦時	20,318.10	14,043.86	12,640.12
	MWh/Employee 兆瓦時/每員工	11.80	8.39	7.36
Purchased Freshwater and Intensity 外購自來水總量及密度	m ³ 立方米	34,301.70	27,525.32	25,602.13
	m ³ /Employee 立方米/每員工	19.92	16.44	14.94
Hazardous Waste Generation by Type⁴ 按類別劃分的有害廢棄物總量 ⁴				
Electronic Waste 電子廢棄物	tonnes 公噸	0.03	1.425	288
Batteries 電池	tonnes 公噸	0.07	0.04	4,083 (Pieces) 4,083 (個)
Mercury-containing Light Tubes 含水銀的燈管	tonnes 公噸	0.02	0.01	14 (Tubes) 14 (支)
Ink Cartridges 墨盒	tonnes 公噸	1.85	0.72	1,286 (Pieces) 1,286 (罐)
Odorant Waste Drums 加臭劑廢桶	tonnes 公噸	1.55	0.86	Not disclosed 沒有披露
Total Hazardous Waste Generation and Intensity 無害廢棄物總量及密度	tonnes 公噸	3.51	3.05	
	kg/Employee 千克/每員工	2.04	1.82	

⁴ The unit of hazardous waste disclosure from 2021 is unified as "tonnes", and the disclosure data of relevant hazardous wastes have undergone certain forms of estimation.

⁴ 從 2021 年起的有害廢棄物披露單位統一為「噸」，相關有害廢棄物的披露數據乃通過估算所得。

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Environmental Key Performance Indicators 環境範疇績效指標	Unit 單位	2022 2022 年	2021 2021 年	2020 2020 年
Non-hazardous Waste Generation by Type⁵ 按類別劃分的無害廢棄物總量 ⁵				
Papers 紙張	tonnes 公噸	6.72	7.99	2.46
Waste Used Meters ⁶ 廢舊計量表 ⁶	tonnes 公噸	295.54	63.54	197,337 (Pieces) 197,337 (塊)
Waste Used Pipes 廢舊管道	tonnes 公噸	457.19	335.65	48,567 (m) 48,567 (米)
Total Non-hazardous Waste Generation and Intensity 無害廢棄物總量及密度	tonnes 公噸	759.45	407.18	Not disclosed 沒有披露
	kg/Employee 千克/每員工	441.02	243.24	

⁵ The unit of non-hazardous waste disclosure from 2021 is unified as “tonnes”, and the disclosure data of relevant hazardous wastes have undergone certain forms of estimation.

⁶ In accordance with national regulations, residential metres have a lifespan of 10 years and some overdue meters were replaced during the Reporting Period, resulting in an increase in the figures.

⁵ 從 2021 年起的無害廢棄物披露單位統一為「噸」，相關無害廢棄物的披露數據乃通過估算所得。

⁶ 按照國家規定，民用表具使用期限為 10 年，本報告期內更換部分逾期表具，因而數據有所增加。

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Environmental Key Performance Indicators 環境範疇績效指標	Unit 單位	2022 2022 年	2021 2021 年	2020 2020 年
Air Pollutant Emissions⁷ 大氣污染物排放量 ⁷				
Nitrogen Oxides (NO _x) 氮氧化物(NO _x)	tonnes 公噸	2.78	4.93	2.20
Sulphur Oxides (SO _x) ⁸ 硫氧化物(SO _x) ⁸	tonnes 公噸	0.006	0.006	0.05
Particulate Matter (PM) 懸浮顆粒(PM)	tonnes 公噸	0.05	0.04	Not disclosed 沒有披露

⁷ The calculation of air pollutant emissions includes the use of vehicle and natural gas (including natural gas used in production and domestic use). The air pollution emissions from power generators are not included in the calculation due to their low fuel usage. Vehicles that are calculated include the vehicles owned and used by the Group. The calculation method of air pollutant emissions and the calculation of relevant emission coefficients for vehicles are formulated in accordance with the *Technical Guidelines for Compiling Air Pollutant Emission Inventory of Road Motor Vehicles (Trial)* issued by the National Development and Reform Commission of the PRC. The calculation method and emission coefficients for atmospheric pollutant emissions arising from the use of natural gas in 2022 are based on the *Methodology and Coefficients for Accounting for Emissions and Discharges from Source Accounting Surveys* issued by the Ministry of Ecology and Environment of the PRC. In particular, the calculation of natural gas for production referred to the *Manual of Methods and Coefficients for Accounting for Industrial Source Emissions* and the calculation of natural gas for domestic use referred to the *Manual of Methodology and Coefficients for Accounting for the Production and Discharge of Domestic Sources*. The calculation method and related emission coefficients of air pollution emissions for natural gas of 2021 and 2020 are formulated in accordance with the Urban Living Source Production Pollution Coefficient Manual of the First National Pollution Source Survey and the Industrial Pollution Source Production Pollutant Coefficient Manual of the First National Pollution Source Survey issued by the State Council.

⁸ The natural gas used by the Group has all been desulfurised, and the amount of sulfur oxides produced is extremely small, so the calculation scope of sulfur oxides only includes the use of vehicles.

⁷ 大氣污染物排放計算包括車輛使用和天然氣使用（包括生產用氣和生活用氣），因發電機的燃料使用量較少，所以未納入計算範圍。其中，車輛計算範圍為本集團擁有並運營的車輛。車輛大氣污染物排放的計算方法及相關排放系數計算乃根據中華人民共和國國家發展和改革委員會發佈的《道路機動車大氣污染物排放清單編製技術指南（試行）》所制訂。2022 年因天然氣使用產生的大氣污染物排放的計算方法及相關排放系數參考自中華人民共和國生態環境部發佈的《排放源統計調查產排污核算方法和係數手冊》。其中，生產用氣參考《工業源產排污核算方法和係數手冊》進行計算，生活用氣參考《生活源產排污核算方法和係數手冊》進行計算。2021 年及 2020 年天然氣大氣污染排放的計算方法及相關排放系數乃根據國務院發佈的《第一次全國污染源普查城鎮生活源產排污係數手冊》以及《第一次全國污染源普查工業污染源產排污係數手冊》所制訂。

⁸ 本集團使用的天然氣均通過脫硫處理，產生的硫氧化物量極小，因而硫氧化物的計算範圍僅包含車輛使用。

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Greenhouse Gas Emissions 溫室氣體排放量				
Scope 1 — Direct Emissions 範圍一 — 直接排放量				
Fuel Combustion Emissions ⁹ 燃料燃燒排放 ⁹	Tonnes CO ₂ e ¹⁰ 公噸二氧化碳當量 ¹⁰	3,492.15	2,226.60	2,172.27
Methane Emission ¹¹ 甲烷排放 ¹¹	Tonnes CO ₂ e 公噸二氧化碳當量	9,678.90	3,704.70	9,398.02

⁹ The Group's fossil fuel combustion emissions mainly come from vehicle use and natural gas use (including natural gas used in production and domestic use). The emission from power generators is not included in the calculation due to their low fuel usage. The calculation method of greenhouse gas emissions and the calculation of relevant emission coefficients for vehicles are formulated in accordance with the *Guidelines for Accounting Methods and Reporting of Greenhouse Gas Emissions of Land Transportation Enterprises (Trial)* issued by the National Development and Reform Commission of the PRC. The calculation method of greenhouse gas emissions from natural gas and the calculation of relevant emission coefficients are formulated according to the *Guidelines for Accounting Methods and Reporting of Greenhouse Gas Emissions of Chinese Petroleum and Natural Gas Production Enterprises (Trial)* issued by the National Development and Reform Commission of the PRC.

¹⁰ The greenhouse gas emissions from the use of natural gas only include the emissions of carbon dioxide due to the calculation method.

¹¹ The greenhouse gas emissions calculation includes methane emissions from the Group's production process. The methane emission figures for 2022 have changed significantly from previous years due to an increase in the overall number of pipeline cuts in the Group, which involved more process pipelines and increased venting from pipeline construction, resulting in an increase in methane emissions and hence an increase in the total amount of Scope 1 during the Reporting Period. The calculation of the relevant emission coefficients is formulated in accordance with the *Guidelines for Accounting Methods and Reporting of Greenhouse Gas Emissions of Chinese Petroleum and Natural Gas Production Enterprises (Trial)* issued by the National Development and Reform Commission of the PRC.

⁹ 本集團的化石燃料燃燒排放主要來源於車輛使用、天然氣使用（包括生產用氣和生活用氣）。因發電機的燃料使用量較少，所以未納入計算範圍。車輛使用的溫室氣體排放的計算方法及相關排放係數計算參考自中華人民共和國國家發展和改革委員會發佈的《陸上交通運輸企業溫室氣體排放核算方法與報告指南（試行）》。天然氣使用的溫室氣體排放的計算方法及相關排放係數計算參考自中華人民共和國國家發展和改革委員會發佈的《中國石油和天然氣生產企業溫室氣體排放核算方法與報告指南（試行）》。

¹⁰ 其中天然氣使用的溫室氣體排放量由於計算方法原因，只考慮了二氧化碳的排放量。

¹¹ 溫室氣體排放量計算包括本集團的工藝放散導致的甲烷排放量。2022年甲烷排放數據較往年有較大的變化，其原因為本集團整體管線切改數量增加，涉及的工藝管線及管線施工的放空量增加，導致甲烷排放量增加，因而本報告期內的範圍一總計數據有所增加。相關排放係數計算乃根據中華人民共和國國家發展和改革委員會發佈的《中國石油和天然氣生產企業溫室氣體排放核算方法與報告指南（試行）》所制訂。

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Environmental Key Performance Indicators 環境範疇績效指標	Unit 單位	2022 2022 年	2021 2021 年	2020 2020 年
Greenhouse Gas Emissions 溫室氣體排放量				
Scope 1 — Direct Emissions 範圍一 — 直接排放量				
Scope 1 Total Emissions 範圍一總排放量	Tonnes CO ₂ e 公噸二氧化碳當量	13,171.05	5,931.30	11,570.29
Scope 2 — Indirect Emissions 範圍二 — 間接排放量				
Purchased Electricity ¹² 外購電力 ¹²	Tonnes CO ₂ 公噸二氧化碳	2,184.17	2,104.26	1,546.34
Scope 3 — Other Indirect Emissions 範圍三 — 其他間接排放量				
Wastepaper Disposed at Landfill Sites ¹³ 棄置到堆填區的廢紙 ¹³	Tonnes CO ₂ e 公噸二氧化碳當量	32.23	38.33	11.80

¹² The grid emission factors used in the 2022 GHG emissions calculation for purchased electricity are in accordance with the *Notice on the Management of Greenhouse Gas Emission Reports of Enterprises in the Power Generation Industry for 2023-2025* issued by the Ministry of Ecology and Environment of the PRC. The calculation method and related emission factor calculation method for the greenhouse gas emissions of purchased electricity in 2021 are based on the power grid emission factors in the *Guidelines for Accounting Methods and Reporting of Enterprise Greenhouse Gas Emissions for Power Generation Facilities (2021 Revised Edition)* issued by the Ministry of Ecology and Environment of the PRC.

¹³ The calculation method of GHG emissions and the calculation of the relevant emission factors are based on the *Guidelines for Accounting and Reporting of Greenhouse Gas Emissions and Removals from Buildings (Commercial, Residential or Public) in Hong Kong (2010 Edition)* issued by the Hong Kong Electrical and Mechanical Services Department and the Environmental Protection Department.

¹² 2022年外購電力溫室氣體排放計算所採用的電網排放因子來源於中華人民共和國生態環境部發佈的《關於做好2023-2025年發電行業企業溫室氣體排放報告管理有關工作的通知》。2021年外購電力溫室氣體排放的計算方法及相關排放系數計算乃根據中華人民共和國生態環境部發佈的《企業溫室氣體排放核算方法與報告指南發電設施（2021年修訂版）》中電網排放因子所製訂。

¹³ 此溫室氣體排放的計算方法及相關排放系數計算乃根據香港機電工程署及環境保護署發佈的《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2010年版》所制訂。

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Environmental Key Performance Indicators 環境範疇績效指標	Unit 單位	2022 2022 年	2021 2021 年	2020 2020 年
Greenhouse Gas Emissions 溫室氣體排放量				
Scope 3 – Other Indirect Emissions 範圍三 – 其他間接排放量				
Business Travel ¹⁴ 商務差旅 ¹⁴	Tonnes CO ₂ e 公噸二氧化碳當量	11.77	21.15	10.92
Scope 3 Total Emissions 範圍三總排放量	Tonnes CO ₂ e 公噸二氧化碳當量	44.00	59.48	22.72
Total Emissions of Greenhouse Gas and Intensity 溫室氣體總排放量及密度	Tonnes CO ₂ e 公噸二氧化碳當量	15,399.22	8,095.05	13,162.07
	Tonnes CO ₂ e/ Employee 公噸二氧化碳當量/每員工	8.94	4.84	7.66
Social Key Performance Indicators 社會範疇的績效指標				
Total Number of Employees 員工總數	Persons 人	1,722	1,674	1,718
Number of Employees by Employment Type 按僱傭類型劃分的員工總數				
Contract Employees 合同制員工	Persons 人	1,722	1,674	1,718
Dispatched Employees 勞務派遣人員	Persons 人	0	0	0

¹⁴ The calculation method of greenhouse gas emissions is based on the calculation method of carbon dioxide emissions from air travel by the International Civil Aviation Organization, a United Nations specialised agency.

¹⁴ 此溫室氣體排放的計算方法乃根據聯合國屬下機構國際民用航空組織的航空旅程產生之二氧化碳排放計算方式所制訂。

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Social Key Performance Indicators 社會範疇的績效指標	Unit 單位	2022 2022 年	2021 2021 年	2020 2020 年
Number of Employees by Region 按地區劃分的員工總數				
Hebei, Beijing, Tianjin 河北、北京、天津	Persons 人	1,009	994	1,013
Shandong 山東	Persons 人	285	277	288
Zhejiang, Hunan, Jiangxi 浙江、湖南、江西	Persons 人	238	229	237
Jiangsu, Anhui 江蘇、安徽	Persons 人	185	168	174
Other areas 其他地區	Persons 人	5	6	6
Number of Employees by Gender¹⁵ 按性別劃分的員工人數 ¹⁵				
Male 男性	Persons 人	1,187	1,141	67.3 (%)
Female 女性	Persons 人	535	533	32.7 (%)
Number of Employees by Age Group 按年齡組別劃分的員工人數				
Under 25 25 歲或以下	Persons 人	107	125	9.4 (%)
26-35 26 歲至 35 歲	Persons 人	693	684	41.0 (%)
36-50 36 歲至 50 歲	Persons 人	767	716	41.4 (%)
51 or Above 51 歲或以上	Persons 人	155	149	8.3 (%)

¹⁵ Employee data by gender, age and educational background in 2020 is the percentage of the number of employees in each specific category, and the unit of disclosure is %.

¹⁵ 2020 年按性別劃分、按年齡劃分、按學歷劃分的員工數據為各具體分類的人數佔所有員工人數的百分比，披露單位為%。

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Social Key Performance Indicators 社會範疇的績效指標	Unit 單位	2022 2022 年	2021 2021 年	2020 2020 年
Number of Employees by Academic Qualification 按學歷劃分的員工人數				
Bachelor's Degree or Above 本科及以上的學歷	Persons 人	566	523	28.2 (%)
College Diploma 大學專科	Persons 人	523	516	29.7 (%)
Senior High School or Technical Secondary School 高中或中專	Persons 人	470	463	30.4 (%)
Junior High School or Below 初中及以下	Persons 人	163	172	11.7 (%)
Percentage of Employee Turnover by Employment Type 按僱傭類型劃分的員工流失率				
Contract Employees 合同制員工	%	6.62	7.10	6.32
Dispatched Employees 勞務派遣人員	%	0	0	0
Percentage of Employee Turnover by Gender 按性別劃分的員工流失率				
Male 男性	%	6.76	6.70	6.54
Female 女性	%	6.30	7.94	5.87
Percentage of Employee Turnover by Age Group 按年齡劃分的員工流失率				
Under 25 25 歲或以下	%	9.32	5.30	10.56
26-35 26 歲至35 歲	%	6.73	7.69	5.26
36-50 36 歲至50 歲	%	5.31	6.28	5.70
51 or Above 51 歲或以上	%	10.40	9.70	9.55

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Social Key Performance Indicators 社會範疇的績效指標	Unit 單位	2022 2022 年	2021 2021 年	2020 2020 年
Percentage of Employee Turnover by Region 按地區劃分的員工流失率				
Hebei, Beijing, Tianjin 河北、北京、天津	%	6.66	6.67	4.79
Shandong 山東	%	6.56	6.73	5.57
Zhejiang, Hunan, Jiangxi 浙江、湖南、江西	%	9.51	8.76	7.78
Jiangsu, Anhui 江蘇、安徽	%	2.12	8.20	13.43
Other Areas 其他地區	%	16.67	0	14.29
Training and Development of Employees¹⁶ 員工培訓及發展 ¹⁶				
Total Number of Training Hours Received by Employees 總員工培訓時數	Hours 小時	55,184	65,999	7,739
Average Training Hours Received by Gender 按性別劃分的平均培訓時數				
Male 男性	Hours 小時	39	43	4.3
Female 女性	Hours 小時	17	31	4.1
Average Training Hours Received by Employment Level 按職位劃分的平均培訓時數				
Senior Management 高級管理層	Hours 小時	3	2	4.1
Middle Management 中級管理層	Hours 小時	96	12	4.1

¹⁶ The statistical method of employee training hours from 2021 is the sum of training hours of all trained employees. The statistical method of employee training hours in 2020 is the total training hours of all training sessions.

¹⁶ 從 2021 年起，員工培訓時數統計方式為，所有培訓員工的年度總培訓時數總和。2020 年的員工培訓時數統計方式為，所有培訓場次的培訓時長相加。

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Social Key Performance Indicators 社會範疇的績效指標	Unit 單位	2022 2022 年	2021 2021 年	2020 2020 年
Average Training Hours Received by Employment Level 按職位劃分的平均培訓時數				
General Employee 普通員工	Hours 小時	31	40	4.3
Percentage of Employees (by Gender) that Received Training¹⁷ 按性別劃分的受訓員工 ¹⁷				
Male 男性	%	68.93	68.20	67.3
Female 女性	%	31.07	31.80	32.7
Percentage of Employees (by Employment Level) that Received Training 按職位劃分的受訓員工				
Senior Management 高級管理層	%	0.41	0.36	0.4
Middle Management 中級管理層	%	1.39	1.32	1.5
General Employee 普通員工	%	98.20	98.32	98.1
Number of Suppliers by Region 按地區劃分的供應商數目				
Hebei, Beijing, Tianjin 河北、北京、天津	Number of suppliers 數目	68	81	66
Shandong 山東	Number of suppliers 數目	32	33	18
Zhejiang, Hunan, Jiangxi 浙江、湖南、江西	Number of suppliers 數目	31	35	31

¹⁷ The calculation method of the employee training rate is: the employee training rate of the relevant category = the number of employees trained by the relevant category/ the total number of trained employees.

¹⁷ 員工受訓率計算方法為：相關類別員工受訓率= 相關類別劃分的員工受訓人數/受訓員工總數。

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Social Key Performance Indicators 社會範疇的績效指標	Unit 單位	2022 2022 年	2021 2021 年	2020 2020 年
Number of Suppliers by Region 按地區劃分的供應商數目				
Jiangsu, Anhui 江蘇、安徽	Number of suppliers 數目	15	18	29
Other Areas 其他地區	Number of suppliers 數目	32	26	87
Number and Ratio of Work-related Fatalities 因工作關係而死亡的人數及比率				
Number of Persons 人數	Persons 人	0	0	0
Ratio 比率	%	0	0	0
Number of Working Days Lost Due to Work-related Injuries 因工傷損失工作日數				
Number of working days lost 損失工作日數	Days 天數	164	399	751

8. LAWS AND REGULATIONS WHICH HAVE A SIGNIFICANT IMPACT ON THE GROUP

During the Reporting Period, the Group abided by the following laws and regulations and has strengthened its compliance management through the following measures,

- Strengthen legal training to enhance relevant personnel's legal knowledge and raise their awareness on legal compliance;
- Establish internal rules and policies that comply with laws and regulations and to consolidate systems and processes through information system so as to reduce the possibility of human manipulation;

8. 對本集團有重大影響的相關法律法規

於本報告期內，本集團遵守下列相關的法律法規，並通過以下措施強化合規管理：

- 加強法律培訓，促使相關人員增加法律知識，提升合法合規意識；
- 內部規章制度的建立符合法律法規規定，並通過信息系統固化制度流程，減少人為操縱的可能性；



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- Law-related matters in daily business activities shall be reviewed by legal personnel and the participation of legal personnel is required in major business decisions, external investments and cooperation projects;
- Strengthen the enforcement of supervision and accountability
- 日常業務中的涉法事項需要經法務人員審核，重大決策、對外投資和合作等項目需要法務人員參與；
- 加強執行監督和責任追究。

Aspect 層面	Operating Location 營運地點	Relevant Laws and Regulations 相關的法律法規
Relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste	Mainland China	<i>Environmental Protection Law of the PRC</i> <i>Environmental Impact Assessment Law of the PRC</i> <i>Environmental Noise Emission Standards for Construction Sites (GB 12523-2011)</i> <i>Law of the PRC on Prevention and Control of Environmental Pollution by Solid Waste</i> <i>Standards for Pollution Control of Hazardous Waste Storage</i> <i>National Hazardous Waste List</i> <i>Clean Production Promotion Law of the PRC</i> <i>Energy Conservation Law of the PRC</i> <i>Soil Pollution Control Law of the PRC</i>
有關廢氣及溫室氣體排放、向水及土地的排污，以及有害及無害廢棄物的產生	中國內地	《中華人民共和國環境保護法》 《中華人民共和國環境影響評價法》 《建築施工場界環境噪聲排放標準》 （GB 12523-2011） 《中華人民共和國固體廢物污染環境防治法》 《危險廢物貯存污染控制標準》 《國家危險廢物名錄》 《中華人民共和國清潔生產促進法》 《中華人民共和國節約能源法》 《中華人民共和國土壤污染防治法》

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Aspect 層面	Operating Location 營運地點	Relevant Laws and Regulations 相關的法律法規
Relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, antidiscrimination, and other benefits and welfare	Mainland China	<i>Labour Law of the PRC</i> <i>Labour Contract Law of the PRC</i>
	Hong Kong China	<i>Employment Ordinance</i>
有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視	中國內地	《中華人民共和國勞動法》 《中華人民共和國勞動合同法》
以及其他待遇及福利	中國香港	《僱傭條例》
Preventing child and forced labour	Mainland China	<i>Regulation Prohibiting the Use of Child Labour</i>
	Hong Kong China	<i>Regulations of Child Employment</i>
防止童工或強制勞工	中國內地 中國香港	《禁止使用童工規定》 《僱傭兒童規例》
Relating to providing a safe working environment and protecting employees from occupational hazards	Mainland China	<i>Regulations on the Safety Management of Construction Projects</i> <i>Administrative Measures for Emergency Plans for Production Safety Accidents</i> <i>Fire Protection Law of the PRC</i> <i>Safe Production Law of the PRC</i> <i>Regulations on the Administration of Urban Gas</i>
		《建設工程安全生產管理條例》 《生產安全事故應急預案管理辦法》 《中華人民共和國消防法》 《中華人民共和國安全生產法》 《城鎮燃氣管理條例》
有關提供安全工作環境及保障僱員避免職業性危害	中國內地	
Relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress	Mainland China	<i>Advertising Law of the PRC</i> <i>Trademark Law of the PRC</i> <i>Protection of Consumer Rights and Interests Law of the PRC</i> <i>Electronic Commerce Law of the PRC</i>
		《中華人民共和國廣告法》 《中華人民共和國商標法》 《中華人民共和國消費者權益保護法》 《中華人民共和國電子商務法》
有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法	中國內地	

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Aspect 層面	Operating Location 營運地點	Relevant Laws and Regulations 相關的法律法規
Relating to bribery, extortion, fraud and money laundering	Mainland China	<i>Criminal Law of the PRC</i> <i>Supervision Law of the PRC</i> <i>Anti Unfair-competition Law of the PRC</i> <i>Anti Money-laundering Law of the PRC</i> <i>Interim Provisions on Prohibition of Commercial Bribery</i> <i>Tendering and Bidding Law of the PRC</i> <i>Law of the PRC on Administrative Discipline for Public Officials</i>
	Hong Kong China	<i>Prevention of Bribery Ordinance</i>
有關賄賂、勒索、欺詐及洗黑錢	中國內地	《中華人民共和國刑法》 《中華人民共和國監察法》 《中華人民共和國反不正當競爭法》 《中華人民共和國反洗錢法》 《關於禁止商業賄賂行為的暫行規定》 《中華人民共和國招標投標法》 《中華人民共和國公職人員政務處分法》
	中國香港	《防止賄賂條例》

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9. SEHK'S ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE CONTENT INDEX

9. 香港聯交所之《環境、社會及管治報告指引》索引

Mandatory Disclosure Requirements 強制披露		
Mandatory Disclosure Requirements 強制披露規定	Description 描述	The relevant section of this report or other description 本報告有關章節或其他說明
Governance structure 管治架構	<p>A statement from the board containing the following elements:</p> <ul style="list-style-type: none"> (i) a disclosure of the board's oversight of ESG issues; (ii) the board's ESG management approach and strategy, including the process used to evaluate, prioritise and manage material ESG-related issues (including risks to the issuer's businesses); and (iii) how the board reviews progress made against ESG-related goals and targets with an explanation of how they relate to the issuer's businesses. <p>由董事會發出的聲明，當中載有下列內容：</p> <ul style="list-style-type: none"> (i) 披露董事會對環境、社會及管治事宜的監管； (ii) 董事會的環境、社會及管治管理方針及策略，包括評估、優次排列及管理重要的環境、社會及管治相關事宜（包括對發行人業務的風險）的過程；及 (iii) 董事會如何按環境、社會及管治相關目標檢討進度，並解釋它們如何與發行人業務有關連。 	2.1
Reporting Principles 匯報原則	<p>Describe or explain how the following reporting principles were applied in the preparation of the ESG report: materiality, quantitative, consistency.</p> <p>描述或解釋在編備環境、社會及管治報告時如何應用匯報原則：重要性、量化、一致性。</p>	1, 1.3, 2.2, 2.3
Reporting Scope 匯報範圍	<p>A narrative explaining the reporting boundaries of the ESG report and describing the process used to identify which entities or operations are included in the ESG report. If there is a change in the scope, the issuer should explain the difference and reason for the change.</p> <p>解釋環境、社會及管治報告的匯報範圍，及描述挑選哪些實體或業務納入環境、社會及管治報告的過程。若匯報範圍有所改變，發行人應解釋不同之處及變動原因。</p>	1, 1.1

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“Comply or explain” Provisions 「不遵守就解釋」條文		
General Disclosures and KPIs 一般披露及關鍵績效指標	Description 描述	Relevant Chapter(s) of this Report or Other Explanation 本報告有關章節或其他說明
Environmental 環境範疇		
Aspect A1: Emissions 層面 A1：排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	3, 3.2, 8
KPI A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據	7
KPI A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 直接（範圍1）及能源間接（範圍2）溫室氣體排放量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）	3.2,7
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）	3.2,7
KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量（以噸計算）及（如適用）密度（如以每產量單位、每項設施計算）	3.2,7

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“Comply or explain” Provisions 「不遵守就解釋」條文		
General Disclosures and KPIs 一般披露及關鍵績效指標	Description 描述	Relevant Chapter(s) of this Report or Other Explanation 本報告有關章節或其他說明
Environmental 環境範疇		
KPI A1.5	Description of emissions target(s) set and steps taken to achieve them. 描述所訂立的排放量目標及為達到這些目標所採取的步驟	3, 3.2, 3.4
KPI A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟	3.2
Aspect A2: Use of Resources 層面 A2：資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源（包括能源、水及其他原材料）的政策	3, 3.4, 8
KPI A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及／或間接能源（如電、氣或油）總耗量（以千個千瓦時計算）及密度（如以每產量單位、每項設施計算）	3.4, 7
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度（如以每產量單位、每項設施計算）	3.4, 7
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟	3, 3.2, 3.4
KPI A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟	3.4
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量（以噸計算）及（如適用）每生產單位佔量	Not applicable ¹⁸ 不適用 ¹⁸

¹⁸ As the Group does not use packaging materials, this KPI is not applicable.

¹⁸ 由於本集團業務不涉及產品的包裝材料使用，此關鍵績效指標不適用。

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“Comply or explain” Provisions 「不遵守就解釋」條文		
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Environmental 環境範疇		
Aspect A3: The Environment and Natural Resources 層面 A3：環境及天然資源		
General Disclosure 一般披露	Policies on minimising the issuer’s significant impacts on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策	3.3
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動	3.3
Aspect A4: Climate Change 層面 A4：氣候變化		
General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策	3.5
KPI A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動	3.5

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Social 社會範疇		
Employment and Labour Practices 僱傭及勞工常規		
Aspect B1: Employment 層面B1：僱傭		
General Disclosure 一般披露	Information on: (a) The policies; and (b) Compliance with relevant laws and regulations that have a significant impact on the issuer Relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	4, 4.1, 4.2, 8
KPI B1.1	Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region. 按性別、僱傭類型（如全職或兼職）、年齡組別及地區劃分的僱員總數	7
KPI B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率	7
Aspect B2: Health and Safety 層面B2：健康與安全		
General Disclosure 一般披露	Information on: (a) The policies; and (b) Compliance with relevant laws and regulations that have a significant impact on the issuer Relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	4.4, 8

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Social 社會範疇		
KPI B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the Reporting Period. 過去三年（包括匯報年度）因工亡故的人數及比率	7
KPI B2.2	Lost days due to work injury. 因工傷損失工作日數	7
KPI B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法	4.4
Aspect B3: Development and Training 層面B3：發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動	4.3
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別（如高級管理層、中級管理層等）劃分的受訓僱員百分比	7
KPI B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數	7
Aspect B4: Labour Standards 層面B4：勞工準則		
General Disclosure 一般披露	Information on: (a) The policies; and (b) Compliance with relevant laws and regulations that have a significant impact on the issuer Relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	4, 4.1, 8
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工	4.1
KPI B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟	4.1

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Social 社會範疇		
Operating Practices 營運慣例		
Aspect B5: Supply Chain Management 層面 B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策	5.1
KPI B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目	7
KPI B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法	5.1
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法	5.1
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法	5.1

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Social 社會範疇		
Aspect B6: Product Responsibility 層面B1：僱傭		
General Disclosure 一般披露	Information on: (a) The policies; and (b) Compliance with relevant laws and regulations that have a significant impact on the issuer Relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods and redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	5.3, 5.4, 5.5, 8
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比	No relevant incident 無相關事件
KPI B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法	5.4
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例	5.6
KPI B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序	5.2
KPI B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法	5.5

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Social 社會範疇		
Aspect B7: Anti-corruption 層面B7：反貪污		
General Disclosure 一般披露	Information on: (a) The policies; and (b) Compliance with relevant laws and regulations that have a significant impact on the issuer Relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	5.7, 8
KPI B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the Reporting Period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果	5.7
KPI B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法	5.7
KPI B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓	5.7
Community 社區		
Aspect B8: Community Investment 層面B8：社區投資		
General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策	6
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇（如教育、環境事宜、勞工需求、健康、文化、體育）	6
KPI B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源（如金錢或時間）	6