



環球戰略集團有限公司

GLOBAL STRATEGIC GROUP LIMITED

環球戰略集團有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

(Stock Code 股份代號: 8007)

2018

**Environmental, Social And
Governance Report**

2018 環境·社會及管治報告



環境、社會及管治報告

Environmental, Social and Governance Report

1. INSTRUCTIONS

We refer to the instructions from Global Strategic Group Limited (referred to as the “Group”) for us to provide the ESG reporting services for your ESG reporting reference purpose.

2. INTRODUCTION

As an investment holding company, the core business operations of Global Strategic Group Limited (referred to as the “Group”) are copper trading, natural gas supply and pipeline installation, and provision of leasing business of the steel support axial force servo system in the People of Republic China (referred to as the “PRC”). The Group is committed to building an environmental-friendly corporation while maintaining high quality standards in the service and operations. The Group considers social and environmental responsibilities as one of the core values in the business operations. The Group strives for greater sustainability and transparency, as well as to delivering service that foster a sustainable environment for future generation.

This report summarizes several subjects of the Group’s business practices for the Environment, Social and Governance (referred to as the “ESG”) and its relevant implemented policies and strategies in relation to the Group’s operational practices and environmental protection.

The report covers the period from 1 January 2018 to 31 December 2018 (“FY18” or the “Reporting Period”).

3. REPORTING FRAMEWORK

This report (referred to as the “ESG report”) has been prepared with reference to the ESG Reporting Guide, as set out in Appendix 20 to the GEM Board Listing Rules of the Stock Exchange of Hong Kong Limited (the “SEHK”).

1. 指示

我們提述環球戰略集團有限公司（稱為「本集團」）指示我們提供環境、社會及管治報告服務，以供閣下的環境、社會及管治報告參考用途。

2. 緒言

作為一家投資控股公司，環球戰略集團有限公司（稱為「本集團」）的核心業務營運為於中華人民共和國（稱為「中國」）進行銅買賣、天然氣供應及管道安裝以及提供鋼支撐軸力伺服系統租賃業務。本集團致力建立環保企業，同時在服務及營運方面維持高品質標準。本集團認為，社會及環境責任乃為業務經營的核心價值之一。本集團在更具可持續性及透明度上作出努力，亦致力提供可為未來世代構建可持續環境的服務。

本報告概述多個主要範疇，包括本集團在環境、社會及管治（稱為「環境、社會及管治」）上的業務常規以及有關本集團經營常規及環境保護的相關已實施政策及策略。

本報告涵蓋二零一八年一月一日至二零一八年十二月三十一日期間（「一八財年」或「報告期」）。

3. 報告框架

本報告（稱為「環境、社會及管治報告」）已參考香港聯合交易所有限公司（「香港聯交所」）GEM上市規則附錄二十所載之環境、社會及管治報告指引而編製。

環境、社會及管治報告

Environmental, Social and Governance Report

4. REPORTING SCOPE

The report content is focused solely on the Group's headquarter office in Hong Kong and its main subsidiary office in Yichang, the PRC, unless stated otherwise. As the operation in Shanghai and Shenzhen are relatively minor compared to the operations in Hong Kong and Yichang, they do not represent any significant impacts on the environment and thus their emission information will not be disclosed in this report.

5. OUR STAKEHOLDERS

We believe that understanding the views of our stakeholders lays a solid foundation to the long-term growth and success of the Group. We develop multiple channels to a broad spectrum of stakeholders in order to understand their views on our sustainability performance and future strategies. The information collected through different communication processes serves as an underlying basis for the structure of this ESG report.

4. 報告範圍

除另有所述者外，本報告僅集中於本集團位於香港的總辦事處及其位於中國宜昌的主要附屬公司辦事處。由於我們於上海及深圳之業務營運較香港及宜昌之規模更小，其對環境不會造成重大影響，因此，有關排放資料將不會於本報告中披露。

5. 我們的持份者

我們相信，掌握持份者的意見可以為本集團達致長遠增長及成功奠定堅定基礎。我們為不同領域的持份者提供多種管道，從而知悉彼等對我們的可持續發展表現和未來策略的意見。通過不同溝通過程收集到的資料是本環境、社會及管治報告結構的基礎所在。

Stakeholder Groups 持份者組別	Engagement channels 溝通渠道	Possible concerned issue 可能關注事項
Investors 投資者	Annual report, annual general meetings, corporate website, director communication 年報、股東週年大會、公司網站、董事溝通	Business strategies and financial performance, corporate governance, business sustainability 業務戰略及財務表現、企業管治、業務可持續發展
Customers 客戶	Direct communication and emails, complaint hotlines, opinion boxes, customer surveys 直接溝通及電郵、投訴熱線、意見箱、客戶調查	Goods and service quality, Service safety and stability, privacy protection 貨品及服務質素、服務安全性及穩定性、私隱保障
Employees 僱員	Interviews, trainings, internal memos 面談、培訓、內部備忘錄	Rights and benefits, employee compensation, training and development, work hours, occupational health and safety 權利及福利、僱員酬金、培訓及發展、工時、職業健康及安全

環境、社會及管治報告

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5. OUR STAKEHOLDERS (Continued)

Stakeholder Groups 持份者組別	Engagement channels 溝通渠道	Possible concerned issue 可能關注事項
Suppliers and business partners 供應商及業務夥伴	Business meetings, tender 業務會議、投標	Fulfillment of promises, payment schedule 履行承諾、付款時間表
Government 政府	Tax return 報稅表	Compliance to the law and regulations, Fulfillment of tax obligation 遵守法律及法規、履行稅務責任
Local community 本地社區	Developing community activities, employee voluntary activities, donations and sponsorships 開展社區活動、僱員義工活動、 捐贈及贊助	Business ethics, fair employment opportunities, collaborative development, environmental protection 商業道德、公平僱傭機會、合作發展、 環境保護

6. MATERIALITY ASSESSMENT

The Group has maintained close communication with the stakeholders since the Group listed in Hong Kong Stock Exchange. Through ongoing discussions and direct communications with the stakeholders, the Group understands the main concerns and material issues that matter most to the stakeholders. The main concerns and material issues are listed below:

Key topics 關鍵事項
1 Air emission 氣體排放
2 Greenhouse gas emission 溫室氣體排放
3 Waste Management 廢棄物管理
4 Energy Consumption 能源消耗
5 Water Consumption 耗水量
6 Paper consumption 紙張消耗
7 Environmental Risk Management 環境風險管理
8 Human Resources Practices 人力資源常規
9 Employment and Remuneration Policies 僱傭及薪酬政策

5. 我們的持份者 (續)

6. 重要性評估

自本集團於香港聯交所上市以來，本集團一直與持份者保持密切溝通。透過與持份者進行持續討論及直接溝通，本集團了解對持份者最為重要之主要關注及重大議題。該等主要關注及重大議題列示如下：

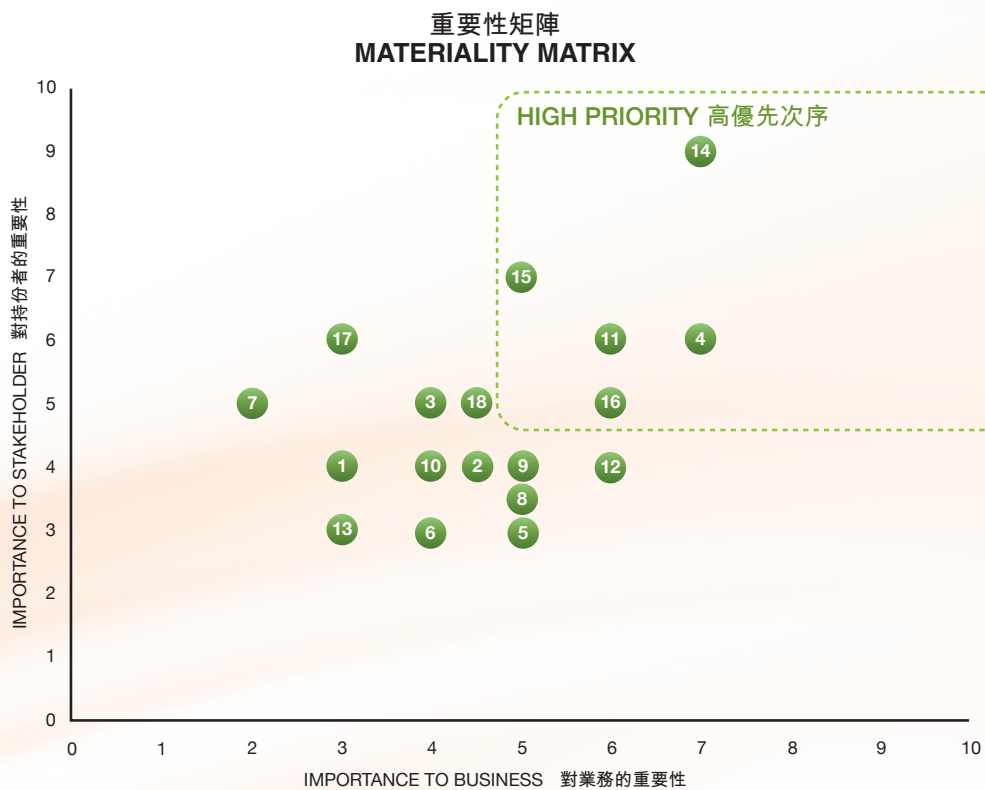
Key topics 關鍵事項
10 Equal Opportunity 平等機會
11 Employees' Health and Workplace Safety 僱員健康及工作場所安全
12 Employee Development 僱員發展
13 Anti-child and Forced Labor 反童工及強制勞工
14 Supplier Practices 供應商常規
15 Goods/Services Quality and Customers Satisfaction 貨品／服務質素及客戶滿意度
16 Protection of Customers Rights 保障客戶權利
17 Anti-corruption and Anti-money Laundering 反貪污及反洗黑錢
18 Community Investment 社區投資

6. MATERIALITY ASSESSMENT (Continued)

Pursuant to environmental and social issues based on the ESG Reporting Guide within the scope of sustainability and the information collected from the stakeholders and the assessments of their importance on business, the Group built a two-dimensional materiality matrix and identified the following issues that are in high priority to the stakeholders and the Group. The priorities are set based on the management’s view as well as stakeholders’ feedback.

6. 重要性評估 (續)

根據環境、社會及管治報告指引之可持續發展範疇內之環境及社會議題及自持份者收集之資料以及其對業務重要性之評估，本集團建立二維重要性矩陣，並識別下列議題為對持份者及本集團具高優先次序。優先次序乃根據管理層之意見及持份者之反饋設定。



6. MATERIALITY ASSESSMENT (Continued)

6. 重要性評估 (續)

Number 編號	Topics 事項
4	Energy Consumption 能源消耗
11	Employees' Health and Workplace Safety 僱員健康及工作場所安全
14	Supplier Practices 供應商常規
15	Goods and Services Quality and Customers Satisfaction 貨品及服務質素及客戶滿意度
16	Protection of Customers Rights 保障客戶權利

These areas will become the leading priorities in our ESG strategy. We believe that they will contribute significantly to our sustainable development on the long term basis.

該等範疇將成為我們的環境、社會及管治策略的優先處理事項。我們相信，從長遠而言，其將對我們的可持續發展作出重大貢獻。

ENVIRONMENTAL RESPONSIBILITY

環境責任

The Group continues to step up for sustainability measures as a corporate responsibility as well as exceeding the customers' standards. To properly informed the Group's investors and stakeholders for assessment, the Group has set out below its efforts to minimise the negative influence to the environment, promote the Group's employees' well-being and contribute to the community during the Reporting Period.

本集團的企業責任為繼續加強可持續發展措施，並超出客戶的標準。為令本集團的投資者及持份者獲妥為提供資料以供其進行評估，本集團已於下文載列其於報告期內作出的努力，以盡量減少對環境的負面影響、促進本集團員工福祉及貢獻社區。

Due to the nature of our business, our commitment to the environment mainly focuses on the conservation of energy among all environmental issues.

鑒於我們的業務性質，在所有環境事宜中，我們對環境的承擔主要集中於節約能源。

ENVIRONMENTAL RESPONSIBILITY *(Continued)*

環境責任 (續)

The following regulations are adopted as the assessment standards:

已採用下列法規作為評估標準：

- “Environmental Protection Law of the People’s Republic of China”.
 - “Water Pollution Prevention and Control Law of the People’s Republic of China”.
 - “Air Pollution Prevention and Control Law of the People’s Republic of China”.
 - “Solid Waste Environmental Pollution Prevention and Control Law of the People’s Republic of China”.
 - “Evaluation of Environmental Impact Law of the People’s Republic of China”.
 - “Regulations on Environmental Protection and Management of Construction Projects”.
- 《中華人民共和國環境保護法》。
 - 《中華人民共和國水污染防治法》。
 - 《中華人民共和國大氣污染防治法》。
 - 《中華人民共和國固體廢物污染環境防治法》。
 - 《中華人民共和國環境影響評價法》。
 - 《建設項目環境保護管理條例》。

Aspect A.1: Emissions

層面A.1：排放物

During the Reporting Period, the Group is not aware of any material non-compliance with the relevant laws and regulations that have significant impact on the Group related to air and greenhouse gas (“GHG”) emissions, discharges into water and land, hazardous and non-hazardous waste generation during the Reporting Period.

於報告期內，本集團並不知悉任何有關氣體及溫室氣體（「溫室氣體」）排放、向水及土地的排污及產生有害及無害廢棄物於報告期內對本集團產生重大影響之相關法律法規的重大不合規事件。

ENVIRONMENTAL RESPONSIBILITY *(Continued)*

Aspect A.1: Emissions *(Continued)*

The Group's electricity consumption and fuel consumption for vehicles account for a major part in our GHG emission, thus various energy saving measures have been undertaken to improve energy efficiency and reduce energy consumption of the Group's operations.

Since the Group is a trading and service providing company that does not involve any manufacturing process, the Group neither consume any gaseous fuel nor generate any significant hazardous waste in the Reporting Period.

Air Emission

The Group strives to improve the air quality at the roadside and improve traffic flow problem. As the company vehicle is the only source of air emission, the Group keeps the company vehicle owned properly tuned to remain their fuel efficiency and low emission of air pollutants. The Group also instructs the Company driver to ensure no running engines when the vehicles are idle.

The air emissions generated from the Group's use of vehicles are 133 g of Sulphur Oxides (SOx) (FY2017: 218 g), 213 g of Nitrogen Oxide (NOx) (FY2017: 135 g), and 10 g of Particulate Matter (PM) (FY2017: 10 g).

環境責任 (續)

層面A.1：排放物 (續)

本集團的電力消耗及車輛燃料消耗佔我們溫室氣體排放的主要部分，因此，已採取各項節能措施以提高能源效率及減少本集團業務的能源消耗。

由於本集團為不涉及任何製造過程的貿易及服務供應公司，本集團於報告期內並無消耗任何氣體燃料，亦不產生任何大量有害廢棄物。

氣體排放

本集團努力提高道路的空氣質素並改善交通流量問題。由於公司車輛乃唯一氣體排放來源，本集團保持所擁有的公司車輛經過適當調較，以維持其燃料效率及低空氣污染物排放。本集團亦指示本公司司機在車輛閒置時確保引擎關閉。

本集團使用車輛所產生的氣體排放量為133克硫氧化物(SOx) (二零一七財年：218克)、213克氮氧化物(NOx) (二零一七財年：135克)及10克懸浮微粒(PM) (二零一七財年：10克)。

ENVIRONMENTAL RESPONSIBILITY (Continued)

環境責任 (續)

Aspect A.1: Emissions (Continued)

層面A.1：排放物 (續)

Greenhouse Gas Emission

溫室氣體排放

The Group's main business carbon footprint is the greenhouse gas emission from the electricity consumption, followed by emission from fuel consumption for vehicles. The Group does not engage in any discharges of wastes into water and land or generate significant amount of hazardous wastes.

本集團的主要業務碳足跡為來自電力消耗之溫室氣體排放，其次為車輛燃料消耗之排放。本集團不從事將任何廢棄物排放入水體及陸地或產生大量有害廢棄物。

The following represents the Group's greenhouse gas emission in FY18:

以下為本集團於一八財年的溫室氣體排放：

Emission Sources	排放來源	FY18	Total Emission
		CO ₂ e Emission (in tonnes) 一八財年 二氧化碳 當量排放 (噸)	(in percentage) 總排放 (百分比)
Scope 1 Direct Emission	範圍1直接排放		
Vehicles	車輛	37.19	32.06%
Scope 2 Indirect Emission	範圍2間接排放		
Purchased Electricity	購買電力	67.34	58.06%
Electricity for water processing	水處理用電	0.15	0.13%
Electricity for sewage processing	污水處理用電	0.06	0.05%
Subtotal	小計	67.55	58.24%
Scope 3 Other Indirect Emission	範圍3其他間接排放		
Business Travel	差旅	4.31	3.72%
Paper Waste	紙張浪費	6.93	5.98%
Subtotal	小計	11.24	9.70%
Total	總計	115.98	100.00%

ENVIRONMENTAL RESPONSIBILITY (Continued)

環境責任 (續)

Aspect A.1: Emissions (Continued)

層面A.1：排放物 (續)

Greenhouse Gas Emission (Continued)

溫室氣體排放 (續)

Emission Sources	排放來源	FY18	
		CO ₂ e Emission (in tonnes) 一八財年 二氧化碳 當量排放 (噸)	Total Emission (in percentage) 總排放 (百分比)
Emission Intensity	排放強度	Unit 單位	Intensity 單位強度
Total CO₂e Emission per employee	每位僱員的二氧化碳 當量總排放量	tonnes/employee 噸／僱員	2.32

The Group's total staff number is 50.

本集團的僱員總數為50人。

During the Reporting Period, the Group had 115.98 tonnes of carbon dioxide equivalent greenhouse gases (FY2017: 157.6 tCO₂e) (mainly carbon dioxide, methane and nitrous oxide) emitted from the Group's operation. The annual emission intensity is 2.32 tCO₂e per employee (FY2017: 3.75 tCO₂e per employee).

於報告期內，本集團經營之排放量為115.98噸二氧化碳當量溫室氣體（二零一七財年：157.6噸二氧化碳當量）（主要為二氧化碳、甲烷及一氧化氮）。年排放強度為每位僱員2.32噸二氧化碳當量（二零一七財年：每位僱員3.75噸二氧化碳當量）。

Our employees are regularly being reminded to protect our environment through various channels, including emails, notices and promotion slogans. All departments are required to strictly follow the internal environmental management system to ensure its compliance with laws and regulations. During the Reporting Period, the Group has not identified any non-compliance with environmental laws and regulations.

我們藉助多種渠道（包括電郵、通告及宣傳口號）提醒僱員保護環境。所有部門必須嚴格遵守內部環境管理體系，確保符合法律法規。於報告期內，本集團並無識別違反環保法律法規的不合規事件。

ENVIRONMENTAL RESPONSIBILITY (Continued)

Aspect A.1: Emissions (Continued)

Waste Management

In the course of operation and production, the Group does not generate any significant hazardous waste. Non-hazardous waste produced from operation mainly comprises of the waste from household and office activities, which include paper, plastics, glass and food waste. All non-hazardous waste is handled by service providers recognized by the government.

Measures of reduction in the use of energy and other resources, minimization of the paper usage and waste management are discussed below under Aspect A.2 and A.3 of this report.

Aspect A.2 Use of Resources

The comparison of total energy consumption between the financial year of 2017 and the financial year of 2018 is as follows:

Type of Energy	能源類型	FY18	FY17	Change (%)
		Consumption 一八財年 消耗量	Consumption 一七財年 消耗量	
Main Electricity (kWh)	主電力(千瓦時)	123,387	115,761	6.59%
Gasoline (litres)	汽油(升)	11,758	11,488	2.35%
Diesel (litres)	柴油(升)	2,472	3,068	(19.42)%

During the Reporting Period, the Group increased the electricity consumption by 6.59% due to the business expansion. As an environmental caring company, the Group replace the consumption of diesel with unleaded petrol, a cleaner and more environmental friendly fuel for motor vehicles. Our effort led to a notable decrease in diesel consumption by 19.42%.

環境責任 (續)

層面A.1：排放物 (續)

廢棄物管理

在營運及生產過程中，本集團不產生任何重大危險廢棄物。營運產生的無害廢棄物主要包括家庭和辦公室活動產生的廢棄物，其包括紙張、塑料、玻璃和食物垃圾。所有無害廢棄物均由政府認可的服務提供商處理。

根據本報告層面A.2及A.3，下文討論減少使用能源及其他資源的措施，以將紙張使用及廢棄物管理降至最低。

層面A.2 使用資源

二零一七財政年度與二零一八財政年度的能源消耗總量比較載列如下：

	FY18	FY17	Change (%)
	Consumption 一八財年 消耗量	Consumption 一七財年 消耗量	
Main Electricity (kWh)	123,387	115,761	6.59%
Gasoline (litres)	11,758	11,488	2.35%
Diesel (litres)	2,472	3,068	(19.42)%

於報告期內，由於業務擴充，本集團的電力消耗量增加6.59%。作為一間關注環境的公司，本集團以無鉛汽油（一種更清潔及更環保的汽車燃料）取代柴油消耗。我們的努力導致柴油消耗量顯著下降19.42%。

ENVIRONMENTAL RESPONSIBILITY *(Continued)*

Aspect A.2 Use of Resources *(Continued)*

The Group strives to create an atmosphere conducive to effective use of resources. It also adopts various measures to minimise power consumption, including promotion of energy saving as well as recycling and reusing resources in its daily operation and working environment. These measures can further reduce the negative environmental impact.

A.3 The Environment and Natural Resources

Electricity

The Group operations generated green house gases indirectly by electricity consumed in our facilities. The Group has committed to minimising energy usage by implementing the following measurements at the workplace that all the employees have obligation to follow:

- Separate light switches for different light zones.
- Clean the air filter of the air-conditioners regularly to improve efficiency of the cool air flow.
- Use energy efficient multifunctional devices (MFDs) to reduce stand-alone devices such as printers or copiers.
- Turn off electronics facilities or switched to energy saving mode when they are not in use.

環境責任 *(續)*

層面A.2 使用資源 *(續)*

本集團致力創造有效利用資源之積極氣氛。其於日常運營和工作環境中亦採取多種措施將用電量減至最低，包括促進節能及資源回收及重用。該等措施可進一步減少對環境的負面影響。

A.3 環境及自然資源

電力

由於我們的設施消耗電力，致令本集團業務間接產生溫室氣體。本集團已承諾透過在工作場所實施以下措施而盡量減少能源使用量，所有員工均有義務遵守該等措施：

- 不同照明區設有獨立照明開關。
- 定期清潔空調器之空氣過濾器，以提高冷空氣流動效率。
- 使用節能多功能設備(MFDs)減少打印機或影印機等獨立設備。
- 在不使用時關閉電子設備或切換至節能模式。

ENVIRONMENTAL RESPONSIBILITY *(Continued)*

A.3 The Environment and Natural Resources *(Continued)*

Water Conservation

Since the Group is a trading and service providing company, the business operations were not involved in high water consumption. Our main source of water usage comes from office and gas station operation.

Our headquarter office in Hong Kong operates in a leased premise for which both the water supply and discharge are solely controlled by the building management company of the leased premises. Therefore, the provisions of water withdrawal and discharge data or sub-meter from Hong Kong are not available for disclosure.

In Yichang, the water is mainly used in filter cleansing and facilities examination during gas station operation as well as office daily consumption. The used water will be processed through septic tank to meet the emission requirement of Standards for irrigation water quality 《農田灌溉水質標準》. The processed water will be reused in irrigation of the farm nearby.

During the Reporting Period, water consumption from the Group's office in Yichang is 908 m³ (FY17: 651 m³) and its intensity is 18.16 m³/employee (FY17: 15.57 m³/employee).

環境責任 (續)

A.3 環境及自然資源 (續)

節約用水

由於本集團為貿易及服務供應公司，其業務營運不涉及消耗大量水資源。我們的主要耗水源來自辦公室及加氣站營運。

我們的香港總部辦事處於租賃物業進行經營，其供水及排水均由租賃物業的大廈管理公司全權控制。因此，來自香港的用水及排水數據或分表的規定均無法披露。

於宜昌，水資源主要用於加氣站營運過程中之過濾器清洗及設施檢查以及辦公室日常消耗。已使用之水資源將透過化糞池處理，以符合《農田灌溉水質標準》之排放規定。經處理之水資源將重用於灌溉附近的農田。

於報告期內，本集團於宜昌的辦事處耗水量為908立方米（17財年：651立方米），其強度為每位僱員18.16立方米（17財年：每位僱員15.57立方米）。

ENVIRONMENTAL RESPONSIBILITY (Continued)

A.3 The Environment and Natural Resources (Continued)

Paper Reduction

Consumption of paper significantly draws negative impact to our world. Voluminous paper consumption leads to deforestation. Concerted efforts are needed to ensure that the environment is protected. With the aim of minimizing the impact of our business operation on the environment, the Group implements measures for environmental protection that minimize paper usage in the office. The Group strives to use paper in the most efficient way and make it convenient for staff and clients to do so. The Group provides paperless billing options for clients, and has imposed eco printing modes for staff. Our staff is encouraged to use electronic communications for directories, forms, reports and storage when possible. Lastly, the Group recycles used paper, carton box and envelope, including all non-confidential documents from the Group.

During the Reporting Period, the Group's total paper consumption is 702 kg and its intensity is 16.7 kg/per employee.

Waste Management

The waste produced by the Group's operation is mainly generated in the daily life and by the operation of the office, including paper, plastic, glass, and kitchen waste.

The Group encourages recycling by setting up waste separation and recycling bins for collecting materials such as waste paper, metal and plastic. The Group also adopted green procurement by purchasing the products and services that causes minimal adverse impacts to natural environment.

環境責任 (續)

A.3 環境及自然資源 (續)

減少用紙

耗用紙張給我們的世界造成嚴重的不利影響。大量耗用紙張導致森林砍伐。我們需要付出共同努力確保保護環境。為盡量減少我們的業務營運對環境的影響，本集團實施環境保護措施，盡量減少辦公室的紙張使用。本集團力爭以最高效的方式使用紙張，使我們的員工及客戶如此行事非常便捷。本集團為客戶提供無紙化賬單選擇，向員工推行環保打印模式。本集團鼓勵我們的員工在可能的情況下採用電子化通訊方式用於名錄、表格、報告及存儲。最後，本集團回收利用我們曾用過的紙張、紙箱及信封，包括本集團的所有非機密文件。

於報告期內，本集團的紙張消耗總量為702千克，而其強度為每位僱員16.7千克。

廢棄物管理

本集團營運過程中，主要因日常生活及辦公室的營運產生廢棄物，包括紙張、塑料、玻璃及廚房廢物。

本集團透過設置廢物分類及回收箱鼓勵回收，以收集廢紙、金屬及塑膠等物料。本集團亦奉行綠色採購，方式為採購對自然環境產生最小不利影響之產品及服務。

SOCIAL RESPONSIBILITY

The Group believes building strong and lasting relationship with our employees, suppliers and customers is essential to our on-going commitment as a socially responsible entity. Recognising the diversified concerns for different stakeholders, the Group strives to address these concerns properly throughout our business operations.

Aspect B1: Employment and Remuneration Policies

The Group aims to create an employee oriented, harmonious and caring working environment for the employee. The Group emphasis on work life balance and strives to ensure the human resource practice are equal and fair.

Employees of the Group are remunerated at a competitive level and are rewarded according to their performance and experience. The promotion and remuneration of the Group's employees are subject to regular review. The share options and discretionary bonuses are also granted to different levels of employees in appreciation of their hardworking and contribution during the Reporting Period.

The Group's essential policies and procedures are included in the employee handbook which is reviewed and updated regularly. Every employee will receive the employee handbook when they are employed. For any disputes with the employee, the Group will make a proper treatment based on the employee handbook to ensure the equality and fairness. During the Reporting Period, the Group did not find significant violations of laws and regulations relating to human resources.

社會責任

本集團相信與我們的僱員、供應商及客戶建立穩健及持久的關係對我們持續承諾成為一名對社會負責任的實體至關重要。本集團認同不同持份者之多元化關注，並致力於整個業務營運中妥善處理該等關注事項。

層面B1：僱員及薪酬政策

本集團旨在為僱員工創造僱員為本、和諧及關愛工作環境。本集團強調工作生活平衡，並努力確保人力資源常規為平等及公平。

本集團向僱員提供具競爭力的薪酬，並會根據其表現及經驗給予獎勵。本集團會定期檢討僱員的晉升及薪酬。為答謝不同職級僱員於報告期內之勤奮工作及貢獻，彼等亦獲授出購股權及酌情花紅。

本集團的基本政策及程序載入會定期審閱及更新的僱員手冊。每位僱員在受僱時均收到僱員手冊。對於與僱員的任何爭議，本集團將根據僱員手冊進行適當處理，以確保平等及公平。於報告期內，本集團並未發現與人力資源有關的任何重大違法違規事項。

SOCIAL RESPONSIBILITY (Continued)

Aspect B1: Employment and Remuneration Policies (Continued)

Employment

The Group is an equal opportunity employer and does not discriminate on the basis of personal characteristics, gender or age. We establish and implement policies that promote a harmony and respectful workplace. The employee handbook outlines the terms and conditions of employment, the code of conducts and behaviors of employees, and the employees' rights and benefits.

With the aim of ensuring fair and equal protection for all employees, the Group has zero tolerance on sexual harassment or abuse in the workplace in any form, which is a violation of the Hong Kong and the PRC laws.

The Human Resources Department conducts a comprehensive recruitment review process to ensure that the data provided by the candidates are accurate. In the recruitment and promotion process, the Group adopted a list of consistent selection criteria to assess the capabilities of each candidate to minimize bias and to avoid discrimination. For objective and comprehensive assessment, both staff of the concerned department and the human resource department will be involved in assessing the job applicants or employees.

The Group strictly prohibits the employment of children or forced labor and sets out the policies in our labor code to eradicate child labor, juvenile workers and forced labor.

During the Reporting Period, the Group did not identify any major non-compliance with laws and regulations in relation to human resources.

社會責任 (續)

層面B1：僱員及薪酬政策 (續)

僱傭

本集團為平等機會僱主，並不會因個人特徵、性別或年齡而有所歧視。我們制定及執行提倡和諧與尊重的工作場所之政策。僱員手冊概列其僱傭條款及條件、僱員操守及行為守則、僱員權利及福利等。

為確保全體僱員獲得公平公正的保障，本集團絕不容許出現違反香港及中國法律的任何形式性騷擾或辦公室欺凌事件。

人力資源部開展全面的招聘評審流程，確保候選人提供的數據準確無誤。於招聘及晉升過程中，本集團採用貫徹一致的甄選標準清單，以評估每位候選人的能力，以盡量減少偏見並避免歧視。為達致客觀及全面的評估，相關部門及人力資源部的員工將參與對求職者或僱員的評估。

本集團嚴禁童工或強迫勞工，並於勞工守則內列明政策，杜絕童工、青少年員工及強迫勞工。

於報告期內，本集團並無發現任何與人力資源相關的重大違法違規事件。

SOCIAL RESPONSIBILITY (Continued)

Aspect B2: Health and Safety

The Group prides itself on providing a safe, effective and congenial work environment as the Group believes that employees are the valuable assets of an enterprise and regards human resources as its corporate wealth. The Group makes a concerted effort to provide a safe, healthy and comfortable working environment and has complied with the labor law and other applicable regulations.

The Group values employees' health and encourages them to do exercise. Employees are entitled to Group Medical Insurance Scheme which provides them with general medical protection. To promote health lifestyle, the Group has organized stair climbing campaign for its employees. With extensive support and participation from the management and staff, this campaign successfully arouses their health awareness and positively influence their lifestyle.



Employees keenly participate in stair climbing campaign

社會責任 (續)

層面B2：健康及安全

本集團為能夠提供安全、有效率而舒適之工作環境而自豪，原因在於本集團相信僱員為企業之寶貴資產，並視人力資源為其企業財富。本集團致力提供一個安全、健康及舒適的工作環境，並已遵守勞動法律及其他適用法規。

本集團重視僱員的健康，並鼓勵僱員多做運動。僱員有權享有集團醫療保險計劃，為彼等提供一般醫療保障。為推動健康生活方式，本集團已為僱員舉辦爬樓梯活動。在管理層及員工大力支持及參與下，該活動成功喚起彼等的健康意識，並對其生活方式產生正面影響。



僱員踴躍參與爬樓梯活動

SOCIAL RESPONSIBILITY *(Continued)*

Aspect B2: Health and Safety *(Continued)*

Employee safety is the most concerned issue for the natural gas operations. With the philosophy of 'Safety First', the Group has committed itself to occupational safety for the employees worked in natural gas operations. The Group has set various rules, procedures and guidelines regarding the safety of natural gas supply.

A clear and well defined accountability system was established and implemented throughout the Group and everyone in different positions is responsible to supply safety of natural gas. Safety inspection department is set up and designated for safety in natural gas supply. The safety officer is responsible to execute the safety measures and raise safety consciousness of the workers and customers.

A wide range of safety policies and procedures are set to account for different aspects of natural gas supply. The Group also links the supply safety to staff's remuneration in order to encourage workplace safety. Risk assessment on potential natural gas safety accident hazards is conducted regularly to reduce the possibility of accident occurrence and its hazards.

社會責任 *(續)*

層面B2：健康及安全 *(續)*

僱員安全為天然氣營運之最受關注事宜。憑藉「安全第一」理念，本集團致力為天然氣業務僱員提供職業安全。本集團已制定有關天然氣供應安全的各種規則、程序及指引。

本集團已整體建立及實施清晰及明確的問責制度，而不同崗位之各人均須負責天然氣供應安全。本集團已成立安全檢查部並專責處理天然氣供應安全。安全主任負責執行安全措施，並提高工人及客戶的安全意識。

為應對天然氣供應的不同方面，已制定廣泛安全政策及程序。本集團亦將供應安全與員工薪酬掛鉤，從而鼓勵工作場所安全。本集團定期對潛在天然氣安全事故危害進行風險評估，以減少事故發生的可能性及其危害。

SOCIAL RESPONSIBILITY (Continued)

Aspect B2: Health and Safety (Continued)

The Group has adopted different preventive measures to ensure workers' safety including but not limited to:

1. Safety inspection of pipeline and related facility will be conducted on regular basis.
2. Once potential safety hazard is discovered, rectification scheme or measure will be set and implement with a defined term.
3. Workers are required to attend safety training to raise their safety consciousness and keep knowledge on work safety up to date.
4. Only workers and technicians with adequate safety equipment will be allowed to perform their work duty.
5. Fire and evacuation drills will be arranged on regular basis.

Emergency plan is established to tackle with the potential safety accident. In case of the safety accident, the Group will follow the emergency plan to rescue and strive to recover the service as soon as possible. Inspection will be conducted after the accidents and report to the corresponding authorities accordingly. All accidents will be filed which facilitate the responsible person to follow up afterwards.

The Group also ensures that office and work environment is in line with or higher than requirements of relevant laws. During the Reporting Period, the Group did not find any cases of violations of laws and regulations in relation to the health and safety of the workplace, and neither work-related fatalities nor work injury was noted.

社會責任 (續)

層面B2：健康及安全 (續)

本集團已採取不同預防措施以確保工人之安全，包括但不限於以下各項：

1. 將定期對管道及相關設施進行安全檢查。
2. 一旦發現潛在的安全隱患，將制定整改方案或措施，並在規定期限內實施。
3. 工人須接受安全培訓，以提高其安全意識，並掌握最新的工作安全知識。
4. 工人及技術人員僅於配備足夠安全設備後，方獲准履行其工作職責。
5. 將定期安排消防及疏散演習。

本集團已制定應急計劃以應對潛在安全事故。倘發生安全事故，本集團將按照應急計劃進行救援，並致力盡快恢復服務。事後將進行檢查，並相應向有關部門報告。所有事故將獲提交，以便負責人員其後跟進。

本集團亦確保辦事處和工作環境符合或高於相關法律的規定。於報告期內，本集團並無發現任何有關工作場合安全及健康的違法違規個案，亦無發現與工作相關的死亡事故或工傷事故。

SOCIAL RESPONSIBILITY *(Continued)*

Aspect B3: Development and Training

The Group regards our staff as the most important asset and resource as they help to sustain its core values and culture. To encourage continuous learning, the Group offers study leave to encourage them to acquire the latest knowledge applicable to their work.

The Group is committed to providing comprehensive professional capability trainings, including internal trainings and external courses such as fire trainings, safety manager trainings, trainings on safe operation of long transmission channels and trainings on operation of special equipment. We also encourage staff exchange and job rotation between department which collectively serves as a platform to encourage staff to develop their own potential and self-improvement.

In addition, on-the-job training and off-the-job seminars facilitated by the management of the Group will be held from time to time. Such session will usually provide a detailed explanation and discussion of technical knowledge encountered by our staff in recent transactions. The Group highly encourages our staff to attend internal training courses to develop their personal skills and expand their knowledge.

The Group's employees are highly encouraged to attend external seminars to enrich their knowledge in discharging their duties. The Group provides allowance and permission to all professional staffs to attend seminars and training organized by professional bodies in Hong Kong.

社會責任 (續)

層面B3：發展及培訓

本集團視員工為最重要的資產及資源，因為彼等幫助本集團維持其核心價值及文化。為鼓勵持續進修，本集團提供學習假期以鼓勵員工學習適用於工作之最新知識。

本集團致力提供全面的專業能力培訓，包括內部培訓和外部課程，如消防培訓，安全管理人員培訓，長途傳輸渠道安全操作培訓和特種設備操作培訓。我們亦鼓勵部門之間的員工交流和輪崗，共同形成一個平台，鼓勵員工發展其本身之潛力和自我完善。

此外，本集團管理層推動的在職培訓及工作以外研討會將不時舉行。該等會議通常會就我們員工在近期交易中遇到的技術知識進行詳細解釋和討論。本集團高度鼓勵員工參加內部培訓課程，發展其個人技能及擴展知識。

我們高度鼓勵本集團員工參加外部研討會，豐富彼等的履責知識。本集團向所有專業員工提供津貼及許可，出席由香港的專業機構組織的研討會及培訓。

SOCIAL RESPONSIBILITY *(Continued)*

Aspect B4: Labor Standard

The Group established and implemented a “Human Resources Manual” which contains policies relating to relevant labor laws, regulations and industry practices, covering areas such as compensation, dismissal, promotion, working hours, dismissal, recruitment, rest periods, diversity and other benefits and welfare.

The Group has strictly complied with the Labor Ordinance and Labor Law of the People’s Republic of China.

The prohibition of child labor and forced labor practices are set in accordance with all relevant laws and regulations that applied in Hong Kong and PRC. Before hiring any job applicant, our Human Resources Department will verify their age by checking their documents that prove the age of applicant and ensure that the applicant’s look is consistent with the photograph on the identification card.

During the Reporting Period, no violation regarding the age of employment and labor dispute has occurred between the Group and employees.

社會責任 (續)

層面B4：勞動準則

本集團制定及執行「人力資源手冊」，其載有相關勞動法律、規例和行業慣例的政策，涵蓋範圍涉及補償、解僱、晉升、工作時間、解僱、招聘、假期、多元化及其他利益及福利。

本集團已嚴格遵守勞工法例及中華人民共和國勞動法。

我們已根據香港及中國所有適用相關法例及法規制定禁用童工及強制勞動的規定。於僱傭任何求職者之前，我們的人力資源部將檢查可證明求職者年齡的文件，核實其年齡，並確保求職者相貌與身份證上的照片一致。

於報告期內，本集團及僱員之間並無發生與僱傭年齡及勞工爭議相關的違規事項。

7. OPERATING POLICIES

The Group has incorporated an Operation Manual and set out the general compliance related practice and procedures for the business conduct of the Group. The manual is subject to review and amendments by the Board from time to time.

Aspect B5: Supply Chain Management

In the selection of suppliers, the procurement department not only takes into account the quality, price and commercial consideration, but also includes their environmental and social commitment in the evaluation process. Suppliers which do not pass the assessment will be removed from the suppliers' list and the cooperation with them will be terminated.

When entering into contracts with contractors, the Group requires them to also sign the Health, Safety and Environment (HSE) Contract as part of the master agreement, thereby minimizing the relevant risks. The Group requires the contractors to keep the major risks of their construction works within the acceptable range under the national and industrial standards and provide a safe workplace for their employees. We will also regularly inspect the work of our contractors, making sure that they have organized safety inspections and equipped their staff with the appropriate safety awareness and skills.

In addition, to integrate the environmental vision into the procurement of office supplies; the Group avoids disposable products and chooses suppliers who provide durable products with less packaging materials, and priority is given to environmentally friendly products, such as refillable ballpoint pens and mechanical pencils, and environmental paper, so as to raise their awareness of sustainable development.

7. 營運政策

本集團已編製操作手冊，並載列本集團開展業務的一般合規相關常規及程序。該手冊不時由董事會檢討及修訂。

層面B5：供應鏈管理

在選擇供應商時，採購部除了按質素、價格及商業因素選擇外，還會將供應商對環境及社會責任列入評分機制中。評分不合格的供應商將在供應商名單移除及取消合作。

與承辦商簽訂合同時，本集團規定其必須同時簽訂健康、安全與環境（HSE）合同，作為主合同的一部分，以將相關風險降至最低。本集團規定承辦商必須將所有工程主要風險控制於國家和行業標準能夠接受水平，並提供安全的工作環境給予其員工。本集團亦會定期向工程承辦商的施工進行檢查，確保承辦商已組織安全檢查及令其員工具備適當安全意識及技能。

此外，為於採購辦公設備時結合環保理念，本集團避免購買用完即棄的物品，盡量選擇使用包裝物料較少的供應商，及採購耐用性較高的產品，並優先購買環保產品（例如可換芯原子筆及自動鉛筆以及環保紙），從而推動供應商對可持續發展之意識。

7. OPERATING POLICIES (Continued)

Aspect B6: Product and Service Responsibility

The Group is committed to providing quality services that satisfy customers' needs and sets fairness and safety as the centre of its procurement and service procedure. Meanwhile, it has established and made public its own customers' interest policy, which it implemented throughout the operation to safeguard customers' interests.

The Group provides natural gas service according to a set of comprehensive quality control system with reference to the "National Standard for Natural Gas GB17820-2012", which specifies the procedure for natural gas investment, provision of consultation on natural gas technology and sales of natural gas cooking appliances and accessories. These practices ensure the safety and health of our customers and play an important role in protecting the environment.

The major concerns of the customer of natural gas services are supply stability and safety. These two issues are interrelated as an accident arising from supply safety of natural gas will cause supply suspension. The Group understands the importance of these issues to the valuable customers. The Group has established a proper organization structure and has set various policies, procedures and measures to ensure its supply safety and thus its stability. For details, please refer to Aspect B.2: Health and Safety above.

7. 營運政策 (續)

層面B6：產品及服務責任

本集團致力提供優質服務以滿足客戶需要，其採購及服務流程均注重公平性及安全性。同時，其已制定且公開本集團客戶權益政策，並落實於營運活動，以保障客戶權益。

本集團之天然氣服務已參考《天然氣國家標準GB17820-2012》制定一套綜合質素控制體系，當中載有天然氣投資、提供天然氣技術諮詢以及銷售天然氣煮食用具及配件等流程。該等常規確保我們的客戶安全及健康，並於保護環境方面發揮重要作用。

天然氣服務客戶的主要關注為供應穩定性及安全性。由於天然氣供應安全引起的事故將導致供應暫停，故該兩個問題為相互關聯。本集團深知該等問題對寶貴客戶的重要性。本集團已建立適當的組織架構，並制定各種政策、程序及措施，以確保其供應安全及進而確保穩定性。有關詳情請參閱上文層面B.2：健康及安全。

7. OPERATING POLICIES (Continued)

Aspect B6: Product and Service Responsibility (Continued)

The Group has adopted various preventive measures to ensure the natural gas supply safety in relation to customer. Examples include:

1. Safety inspection of pipeline and related facility at customer end is conducted on regular basis.
2. Customer will be educated to raise their safety consciousness.
3. Natural gas will not be supplied to the customers who are exposed to significant safety risk in using natural gas, such as the customers using the unqualified gas facility.
4. Gas and pipeline facility installation work and the material used will be examined and approved upon meeting the safety requirement.

The Group did not identify any non-compliance with laws and regulations in relation to product and service quality during the Reporting Period.

Customer Information

The Group collects and uses customer information in a responsible and non-discriminatory manner by restricting the use of the customer information and is consistent with those identified in our contract. The Group's employees are taught to handle customers' personal data with care.

7. 營運政策 (續)

層面B6：產品及服務責任 (續)

本集團已採取多項預防措施以確保與客戶有關的天然氣供應安全。例子包括：

1. 定期對客戶管道及相關設施進行安全檢查。
2. 教育客戶以提高其安全意識。
3. 將不會供應天然氣予於使用天然氣時面臨重大安全風險的客戶，例如使用不合格燃氣設施的客戶。
4. 燃氣及管道設施安裝工作及所使用的材料將接受檢查，並於符合安全規定後獲批准。

本集團於報告期內並無發現違反與產品及服務質素有關之法律及規例之事項。

客戶資料

本集團以負責任和非歧視性的方式收集和使用客戶資料，客戶資料的使用乃受限制並與我們合約中所識別者一致。本集團教育員工審慎處理客戶的個人數據。

7. OPERATING POLICIES (Continued)

Aspect B6: Product and Service Responsibility (Continued)

Customer Information (Continued)

The Group also takes steps to safeguard the customers information. The Group has installed the most updated anti-virus software and firewall so as to secure the customer database. The Group also backs up customer data regularly and encrypts any customer data in transmission.

During the Reporting Period, the Group has proactively taken steps to make our computer database secured and to safeguard the customers information.

Public Interest and Accountability

The Group ensures the products and services are supplied in a manner consistent with the highest ethical standards. This helps to ensure high quality of products and services at all times and gain the confidences of customers and the public.

During the Reporting Period, the Group did not receive any complaints in regards to the goods or services, and the Group strives to continue providing high quality products and services in the most ethical manner.

7. 營運政策 (續)

層面B6：產品及服務責任 (續)

客戶資料 (續)

本集團亦採取措施保障客戶資料。本集團已安裝最新防毒軟件及防火牆，從而確保客戶數據庫的安全。本集團亦定期備份客戶數據，並於傳輸任何客戶數據時進行加密。

於報告期內，本集團積極採取措施保護我們的電腦數據庫，保障客戶資料。

公眾利益及問責

本集團確保產品及服務供應秉持最高的道德標準。此舉有助確保產品及服務始終質素優良及贏取客戶及公眾的信賴。

於報告期內，本集團並無收到有關貨品或服務的任何投訴，而本集團不斷努力以最高道德標準提供高質素產品及服務。

7. OPERATING POLICIES (Continued)

Aspect B7: Anti-corruption and Anti-Money Laundering

The Group is committed to achieving and maintaining the highest standards of openness, probity and accountability. Employees at all levels are expected to conduct themselves with integrity, impartiality and honesty. It is every employee's responsibility and it is all interest of the company to ensure that any inappropriate behavior or organizational malpractice that compromises the interest of the shareholders, investors, customers and the wider public will not occur.

The Group has adopted Code of Ethics in the Group's Employee Handbook and Operation Manual that includes provisions for conflicts of interest, privacy and confidentiality of information, due diligence, bribery and anti-corruption. The Group has no tolerance to any corruption and set whistle-blowing policy to report any corruption. Whistle-blowers can report verbally or in writing to the department or the senior management of the Group with regards to any suspected misconduct with full details and supporting evidence. Employees who breach anti-corruption policy will face disciplinary action, which could result in dismissal for serious misconduct.

The Group has adopted plenty of measures to reduce the risk of corruption and money laundering. To promote anti-corruption and anti-money laundering, reference materials such as ICAC circulars or seminars notes will be shared to all employees periodically. Staff is prohibited from taking part in discussion or decision making process of the matters over which they have conflict of interest. The Group will assess the risk and review all the policies related to anti-corruption and anti-money laundering on a regular basis and at least once a year.

During the Reporting Period, no litigation regarding bribery has been instituted against the Group and its staff.

7. 營運政策 (續)

層面B7：反貪污及反洗黑錢

本集團致力在公開、廉潔及問責性方面達致及維持最高標準。本集團期望各級僱員本著正直、公正及誠實的態度處事。每一名僱員均須以本公司之利益為依歸，確保將不會發生損害股東、投資者、客戶以至廣大公眾利益之任何不當或有組織瀆職行為。

本集團已於其僱員手冊及操作手冊中採納操守守則，其包括利益衝突、私隱及資料保密、盡職調查、賄賂及反貪污的條文。本集團絕不容許任何貪污並制定舉報政策以舉報任何貪污。舉報者可口頭或書面向部門或本集團高級管理層舉報任何懷疑不當行為，並提供全部詳情及支持證據。違反反貪污政策的僱員將面臨紀律行動，其可導致因嚴重不當行為而被開除。

本集團已採取多項措施以降低貪污及洗黑錢的風險。為推廣反貪污及反洗黑錢，廉政公署通告或研討會筆記等參考資料會定期派發予所有僱員。員工被禁止參與其有利益衝突事項的討論或決策過程。本集團將至少每年一次定期評估風險並檢討所有與反貪污及反洗黑錢有關的政策。

於報告期內，並無針對本集團及員工提出的賄賂訴訟。

7. OPERATING POLICIES *(Continued)*

Aspect B8: Community Investment

As a corporate citizen, the Group is committed to participating in the community events to the improvement of community well-being and social services. The Group believes that by encouraging staff to participate in a wide range of charitable events, concerns for the community will be raised and boosted, which would inspire more people to take part in serving the community.

During the Reporting Period, the Group has not identified any appropriate community investment project that fit in our business philosophy. The Group will continue to seek for any appropriate opportunities to contribute to the community in which the Group operates.

8. SUSTAINABILITY

The Group understands the importance of achieving economic, environmental and social sustainability for the long term success of our business. Our sustainability guidelines lay out our principles and actions for managing and performing ethically and sustainably, throughout our operational flow. The Group will continue to deliver safe and quality services served by our enthusiastic team members, without endangering the environment. We will also continue to provide hearty service to our customers and contribute back to the community.

7. 營運政策 (續)

層面B8：社區投資

作為企業公民，本集團努力參與社區活動，務求改善社區生活及社會服務。本集團相信，透過鼓勵員工參加各式各樣慈善活動，將提高員工關注社會的意識，激發更多僱員願意服務社區。

於報告期內，本集團並未物色任何切合業務理念的適當社區投資項目。本集團將繼續尋求任何適當機會為本集團經營所在社區作出貢獻。

8. 可持續性

本集團深知達致經濟、環境及社會可持續發展，對業務長遠成功的重要性。我們的可持續發展指引制定原則及行動方案，在整個營運流程中，以道德操守及可持續發展方式管理及進行業務。本集團旗下團體成員充滿熱誠，將繼續提供安全及優質服務，且不會對環境造成威脅。我們亦將不斷發為客戶帶來稱心滿意的服務，並努力回饋社區。

