



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)**

*Environmental, Social And  
Governance Report*

**2019**

環境、社會及  
管治報告



# 環境、社會及管治報告

## Environmental, Social and Governance Report

### ABOUT THIS REPORT

As an investment holding company, the core business operations of Global Strategic Group Limited (referred to as the “Group”) are trading of commodities, 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”).

This report summarizes several subjects of the Group’s business practices for the Environmental, Social and Governance (referred to as the “ESG”) report (referred to as the “Report”) and its relevant implemented policies and strategies in relation to the Group’s operational practices and environmental protection. For information regarding corporate governance, please refer to the “Corporate Governance Report” in the Group’s annual report for the year ended 30 September 2019.

The Report covers the period from 1 January 2019 to 30 September 2019 (the “Reporting Year” or “FY2019”).

### Reporting Framework

The Report has been prepared with reference to the ESG reporting guide set out in Appendix 20 to the GEM Board Listing Rules of the Stock Exchange of Hong Kong Limited.

In preparation of this Report, due diligence has been taken to adhere to the Reporting Principles of “Materiality”, “Quantitative”, “Balance” and “Consistency”. The materiality assessment (see page 3) has ensured the Report presents the most material ESG topics pertaining to our businesses. Whenever necessary, the Report details any standards, methodologies, assumptions and/or calculation tools used, or source of conversion factors used, as well as explanations of any inconsistencies to previous reports.

### 關於本報告

作為一家投資控股公司，環球戰略集團有限公司（「本集團」）的核心業務營運為於中華人民共和國（「中國」）進行商品貿易、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。

本報告概述本集團業務實踐中有關環境、社會及管治（「環境、社會及管治」）報告（「本報告」）的若干主題及其與本集團業務運作、環境保護及社會承諾相關的政策實施及策略。有關企業管治的資料，請參閱本集團截至二零一九年九月三十日止年度年報中的「企業管治報告」。

本報告涵蓋二零一九年一月一日至二零一九年九月三十日（「報告年度」或「二零一九財年」）。

### 報告框架

本報告按照香港聯合交易所有限公司GEM上市規則附錄二十所載環境、社會及管治報告指引編製。

在編寫本報告時，本集團展開盡職調查以遵守「重要性」、「量化」、「平衡」及「一致性」的報告原則。重要性評估（見第3頁）確保本報告展示了我們業務與環境、社會及管治相關最重要的主題。在必要時，本報告詳細說明了所使用的標準、方法、假設及／或計算工具，或所使用的轉換係數的來源，以及與先前報告任何不一致之處的說明。

# 環境、社會及管治報告

## Environmental, Social and Governance Report

### ABOUT THIS REPORT *(Continued)*

#### Reporting Scope

The Report content covers the Group's ESG policies and measures, and compliance for the entire Group. The disclosure scope of environmental data include the Group's headquarter office in Hong Kong and the office of its main subsidiary in Yichang, the PRC, unless stated otherwise. The operation in Shanghai and Shenzhen are not included as they are relatively minor. There was no change in reporting scope compared to the previous year's report.

#### Comments and Feedback

We make every effort to ensure the consistency between the Chinese and English versions of this Report. However, in the event of any inconsistency, the English version shall prevail.

The progress of the Group depends in part on valuable comments from stakeholders. For any clarifications or advice regarding the content of this ESG Report, please forward your comments and suggestions to [info@globalstgr.com.hk](mailto:info@globalstgr.com.hk).

### APPROACH TO SUSTAINABILITY

Business longevity shall only be granted to those who look beyond short-term gains and consider the external impacts they have on the economy, society, and environment. We identify and evaluate the materiality of the diverse range of ESG topics that are interrelated with our business operations (See next section: Materiality Assessment). Validated by the board, the most material ESG topics guide the Group's corporate strategy.

We recognise board commitment is crucial in the Group's approach to sustainability. The board conducts comprehensive reviews of goals and targets related to environmental and social matters. As we advance our sustainability journey, the Group endeavors to raise the board's knowledge and awareness of the ESG landscape.

### 關於本報告 (續)

#### 報告範圍

本報告涵蓋了本集團的環境、社會及管治政策及措施，以及整個集團的合規。除非另有說明，否則環境數據的披露範圍包括本集團於香港的總部辦公室及其於中國宜昌的主要附屬公司辦公室。由於上海及深圳的業務規模相對較小，因此不包括在內。報告範圍與上一年的報告相比沒有變化。

#### 意見及反饋

我們將盡一切努力確保本報告中英文版本的一致性。但是，如有任何歧義，應以英文本為準。

本集團的進展部份取決於持份者的寶貴意見。如對本環境、社會及管治報告內容有任何澄清或建議，請將閣下的意見及建議轉發至 [info@globalstgr.com.hk](mailto:info@globalstgr.com.hk)。

### 可持續發展方向

業務的長久性只應屬於那些超越短期利益並考慮到其對經濟、社會及環境外部影響的企業。我們確定並評估與我們業務營運相關的各種環境、社會及管治主題的重要性（請參閱下節：重要性評估）。經董事會驗證，最重要的環境、社會及管治主題可指導本集團的企業戰略。

我們認識到董事會的承諾對本集團實現可持續發展至關重要。董事會對與環境及社會事務有關的目標進行全面審查。在我們推進可持續發展之旅的過程中，本集團致力於提高董事會對環境、社會及管治環境的了解及認識。

### APPROACH TO SUSTAINABILITY *(Continued)*

#### Materiality Assessment

Sustainable development encompasses a holistic spectrum of environmental and social aspects. In order to harness the related risks and opportunities, it is crucial for the Group to determine the most material aspects. The Group adopts the three-step process of identification, prioritization and validation to ensure sustainability topics are being managed and reported in accordance with their materiality.

#### (1) Identification

In accordance with the ESG Reporting Guide, all fundamental sustainability topics were identified. In the context of the latest sustainability landscape, the Group has determined the following 18 topics that are deemed to have impact on the environment and society through our operations.

### 可持續發展方向 (續)

#### 重要性評估

可持續發展涵蓋了環境及社會方面的整體方面。為了把握相關的風險及機遇，確定最重要的方面對本集團至為重要。本集團採用識別、優先次序及驗證的三步過程，以確保根據重要性對可持續性主題進行管理及報告。

#### (1) 識別

根據環境、社會及管治報告指引，確定了所有基本的可持續發展主題。在最新的可持續發展形勢下，本集團確定了以下18個主題，這些主題被認為通過我們的營運對環境及社會產生了影響。

		ESG Aspects 環境、社會及管治方面	Material ESG issues for the Group 本集團重要環境、社會及管治問題
A. Environmental 環境	A1	Emissions 排放物	1. Air emissions 空氣排放
	A2	Use of Resources 資源使用	2. Greenhouse gas emissions 溫室氣體排放
	A3	The Environment and Natural Resources 環境及天然資源	3. Waste management 廢棄物管理
			4. Energy consumption 能源消耗
			5. Water consumption 耗水
			6. Paper consumption 紙張消耗
			7. Environmental risk management 環境風險管理

# 環境、社會及管治報告

## Environmental, Social and Governance Report

### APPROACH TO SUSTAINABILITY (Continued)

#### Materiality Assessment (Continued)

##### (1) Identification (Continued)

### 可持續發展方向 (續)

#### 重要性評估 (續)

##### (1) 識別 (續)

	<b>ESG Aspects</b> 環境、社會及管治方面	<b>Material ESG issues for the Group</b> 本集團重要環境、社會及管治問題
B. Social 社會	B1 Employment 僱傭	8. Human resources practices 人力資源慣例 9. Employment and remuneration policies 僱傭及薪酬政策 10. Equal opportunity 平等機會
	B2 Health and Safety 健康與安全	11. Workplace health and safety 工作場所的健康與安全
	B3 Development and Training 發展及培訓	12. Employee development 僱員發展
	B4 Labour Standards 勞工準則	13. Anti-child and forced labour 反童工與強制勞工
	B5 Supply Chain Management 供應鏈管理	14. Supplier practices 供應商慣例
	B6 Service Responsibility 服務責任	15. Products/services' quality and customer satisfaction 產品／服務質量及客戶滿意度 16. Protection of customers' rights 客戶權利保護
	B7 Anti-corruption 反貪污	17. Anti-corruption and anti-money laundering practices 反貪污及反洗錢慣例
	B8 Community Investment 社區投資	18. Community investment 社區投資

**APPROACH TO SUSTAINABILITY** (Continued)

**Materiality Assessment** (Continued)

**(2) Prioritisation**

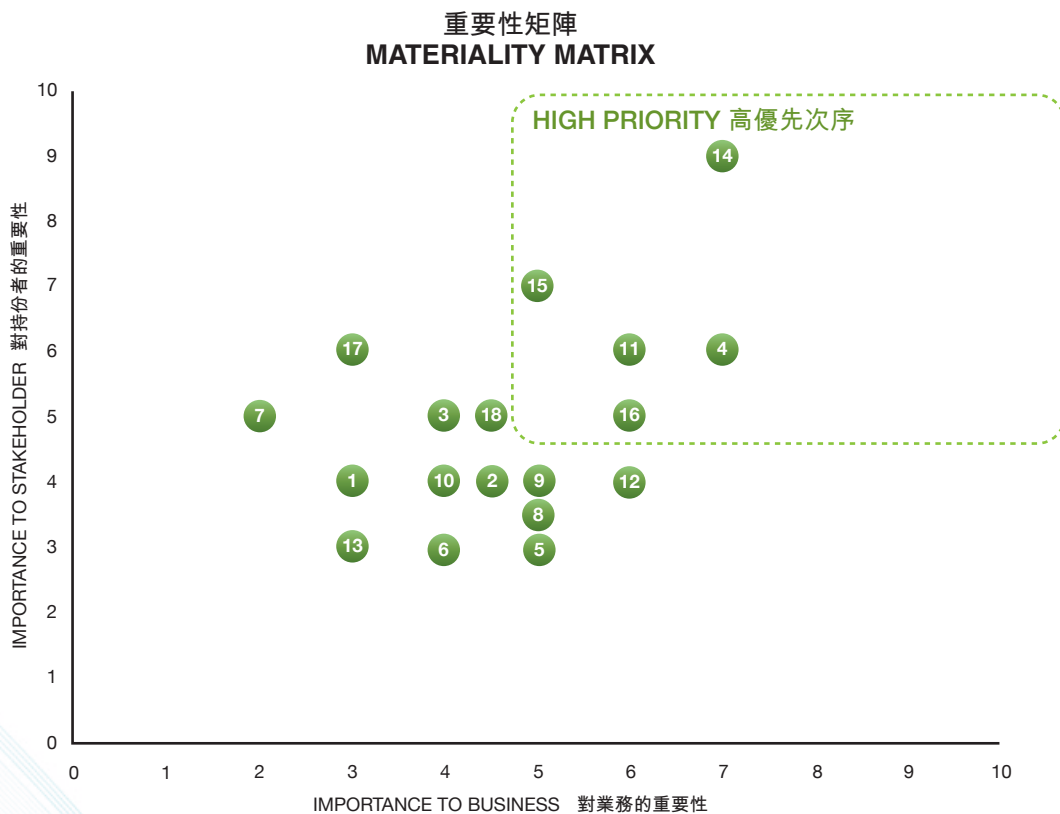
To determine the materiality of the selected ESG topics, the views of senior management of respective operational regions were sought. The senior management, who possess a high-level view of all the topics and have access to stakeholders' feedback, were asked to score the significance of each ESG topic to stakeholder groups and the Group in each of their perspective. The following materiality matrix resulted where the topmost-right quadrant determines the topics of high materiality.

**可持續發展方向** (續)

**重要性評估** (續)

**(2) 優先次序**

為了確定所選環境、社會及管治主題的重要性，我們尋求了各個營運區域高級管理層的意見。高層管理者對所有主題都具有高層次的看法，有權獲得持份者的反饋，並被要求從持份者及本集團的各個角度對每個環境、社會及管治主題的重要性進行評分。得出以下重要性矩陣，其中最右上象限確定了高度重要性的主題。



**APPROACH TO SUSTAINABILITY** (Continued)

可持續發展方向 (續)

**Materiality Assessment** (Continued)

重要性評估 (續)

**(2) Prioritisation** (Continued)

**(2) 優先次序** (續)

HIGHLY MATERIAL TOPICS (BY RANKING) 高度重要性主題 (按排名先後)		
RANKING 排名	NO. 編號	TOPICS 主題
HIGHEST 最高	14	SUPPLIER PRACTICES 供應商慣例
	4	ENERGY CONSUMPTION 能源消耗
	11, 15	WORKPLACE HEALTH AND SAFETY; 工作場所的健康與安全； PRODUCTS/SERVICES' QUALITY AND CUSTOMER SATISFACTION 產品／服務質量及客戶滿意度
LOWEST 最低	16	PROTECTION OF CUSTOMERS' RIGHTS 客戶權利保護

**(3) Validation**

**(3) 驗證**

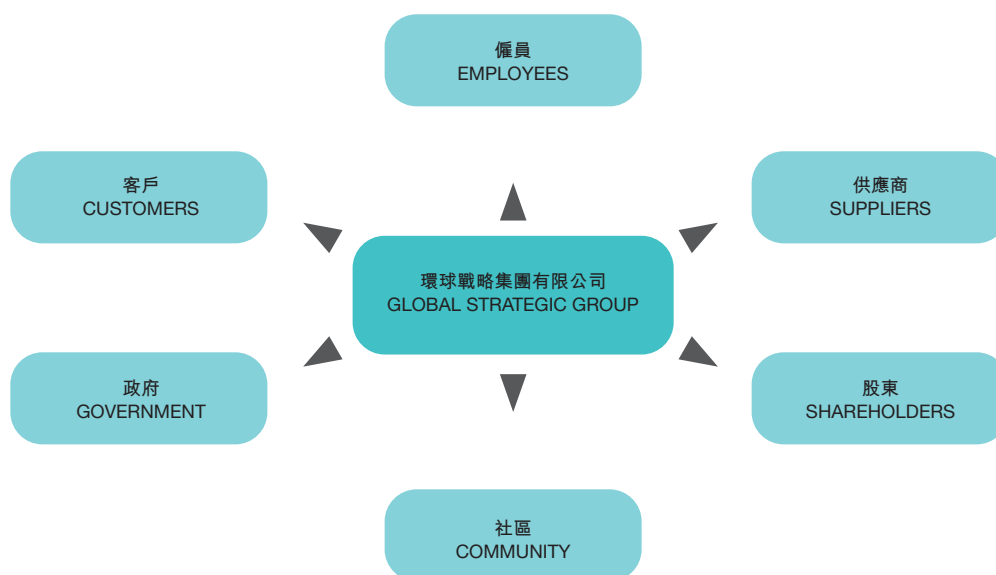
The board has reviewed and validated the materiality process, and hence the Report discloses the Group's performance on all high and low materiality topics. To address matters that are most material to the Group's stakeholders, topics of high materiality are discussed in more depth throughout the Report.

董事會已審查並驗證了重要性流程，因此本報告披露了本集團在所有高重要性及低重要性主題上的表現。為了回應對本集團持份者最為重要的事項，在本報告中將更深入地討論具有高度重要性的主題。

### APPROACH TO SUSTAINABILITY (Continued)

#### Stakeholder Engagement

The Group believes that identifying and addressing stakeholder views lay a solid foundation to the long-term growth and success of the Group. The Group engages with a wide network of stakeholders, including employees, customers, suppliers, shareholders, government and community.



The Group develops multiple engagement channels that provide opportunities for stakeholders to express their views on the Group's general business conduct and sustainability management. The engagement channels are summarized in the following table. To reinforce mutual trust and respect, the Group is committed to maintaining effective communication channels with stakeholders in both formal and informal ways. This can enable the Group to better shape its business strategies in order to respond to their needs and expectations, anticipate risks and strengthen key relationships.

### 可持續發展方向 (續)

#### 持份者參與

本集團認為，識別及回應持份者的意見為本集團的長期發展及成功奠定堅實基礎。本集團與廣泛的持份者交流，包括僱員、客戶、供應商、股東、政府及社區。

本集團開發了多種參與渠道，為持份者提供可以表達其對本集團總體業務行為及可持續發展管理意見的機會。下表總結參與渠道。為了加強相互信任及尊重，本集團致力於以正式及非正式的方式與持份者保持有效的溝通渠道。這可以使本集團更好地制定業務戰略，以回應彼等的需求及期望，預測風險並加強主要關係。



**APPROACH TO SUSTAINABILITY** (Continued)

**可持續發展方向** (續)

**Stakeholder Engagement** (Continued)

**持份者參與** (續)

Stakeholder Group 持份者組別	Engagement channels 參與渠道	Topics of interest/concern 利益／關注主題
Shareholders 股東	<ul style="list-style-type: none"> <li>• Annual report 年報</li> <li>• Annual general meetings 股東週年大會</li> <li>• Corporate website 公司網站</li> <li>• Director communication 董事溝通</li> </ul>	<ul style="list-style-type: none"> <li>• Business strategies and financial performance 業務策略及財務表現</li> <li>• Corporate governance 企業管治</li> <li>• Business sustainability 業務可持續性</li> </ul>
Employees 僱員	<ul style="list-style-type: none"> <li>• Interviews 面談</li> <li>• Training sessions 培訓課程</li> <li>• Internal memos 內部備忘錄</li> </ul>	<ul style="list-style-type: none"> <li>• Rights and benefits 權利及福利</li> <li>• Employee compensation 僱員酬金</li> <li>• Training and development 培訓及發展</li> <li>• Working hours 工時</li> <li>• Occupational health and safety 職業健康及安全</li> </ul>
Customers 客戶	<ul style="list-style-type: none"> <li>• Direct communication and emails 直接溝通及電郵</li> <li>• Complaint hotlines 投訴熱線</li> <li>• Opinion boxes 意見箱</li> <li>• Customer surveys 客戶調查</li> </ul>	<ul style="list-style-type: none"> <li>• Products and service quality 產品及服務質量</li> <li>• Service safety and stability 服務安全性及穩定性</li> <li>• Privacy protection 私隱保障</li> </ul>

## 環境、社會及管治報告

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### APPROACH TO SUSTAINABILITY (Continued)

#### Stakeholder Engagement (Continued)

Stakeholder Group 持份者組別	Engagement channels 參與渠道	Topics of interest/concern 利益／關注主題
Suppliers 供應商	<ul style="list-style-type: none"><li>• Business meetings 業務會議</li><li>• Tenderings 投標</li></ul>	<ul style="list-style-type: none"><li>• Fulfillment of promises 履行承諾</li><li>• Payment schedule 付款時間表</li></ul>
Government 政府	<ul style="list-style-type: none"><li>• Statutory filings and notification 法定文件存檔及通知</li><li>• Regulatory or voluntary disclosures 監管或自願披露</li><li>• Tax return 報稅表</li></ul>	<ul style="list-style-type: none"><li>• Compliance with law and regulations 遵守法律法規</li><li>• Fulfillment of tax obligation 履行稅務責任</li><li>• Environmental protection 環境保護</li></ul>
Community 社區	<ul style="list-style-type: none"><li>• Community activities 社區活動</li><li>• Corporate donations 企業捐贈</li></ul>	<ul style="list-style-type: none"><li>• Fair employment opportunities 公平就業機會</li><li>• Environmental protection 環境保護</li></ul>

### ENVIRONMENTAL RESPONSIBILITY

Our gas supply and installation services help communities move away from carbon-intensive coal consumption. We are dedicated to advancing the sustainable development trajectory. The Group commits to delivering our services in a clean and sustainable manner. The Group's main environmental impacts occur during the installation of pipe networks, as well as in our office operations. We strive to drive improvement to conserve energy and water resources, as well as reduce our emission and waste generation.

### 可持續發展方向 (續)

#### 持份者參與 (續)

### 環境責任

我們的天然氣供應及安裝服務可幫助社區擺脫碳密集型煤炭消耗。我們致力於推動可持續發展的軌跡。本集團致力於以清潔及可持續的方式提供服務。本集團的主要環境影響發生在管道網絡的安裝以及辦公室營運中。我們努力推動改進以節約能源及水資源，並減少排放物及廢棄物的產生。

### ENVIRONMENTAL RESPONSIBILITY *(Continued)*

#### Aspect A1: Emissions and waste generated

The Group implements robust systems to ensure all discharges to air, water and land are compliant with regulatory standards. During the Reporting Year, the Group has not encountered any incidents of non-compliance with all applicable laws and regulations related to air emissions, effluent discharges and waste handling at all operating regions. Major laws and regulations applicable include, but are not limited to, the PRC Laws on Environmental Protection, Evaluation of Environmental Impact, as well as Regulations on Environmental Protection and Management of Construction Projects.

#### **Air emissions**

The Group's air emissions is released mainly from our vehicle fleet, which include the emission of Nitrogen Oxide (NOx), Sulphur Oxides (SOx) and Particulate Matter (PM). The Group is gradually replacing diesel-run vehicles with petrol, which is a cleaner alternative. The fleet undergoes regular maintenance to preserve fuel efficiency, which thereby reduces emissions. Idling engines are also prohibited to minimize fuel use as well as improve site air quality. Major applicable laws and regulations related to control of air emissions include, but are not limited to, the Air Pollution Prevention and Control Law of the PRC.

During the Reporting Year under review, the Group's air emissions from vehicle exhaust were recorded. The Group released 7.59 kg, 0.19 kg and 0.56 kg of Nitrogen Oxides (NOx), Sulphur Oxides (SOx), and Particulate Matter (PM) in FY2019.

### 環境責任 (續)

#### 層面A1：產生的排放物及廢棄物

本集團實施健全的制度，以確保向空氣、水及土地的排污均符合監管標準。於報告年度，本集團所有經營地區均未發生違反與空氣排放、廢水排放及廢棄物處理有關的所有適用法律法規的事件。適用的主要法律法規包括但不限於《中華人民共和國環境保護法》、《環境影響評價》以及《建設項目環境保護管理條例》。

#### **空氣排放**

本集團的空氣排放主要來自我們的車隊，其中包括氮氧化物(NOx)、硫氧化物(SOx)及顆粒物(PM)的排放。本集團正逐步用汽油替代柴油車輛，這是一種更清潔的選擇。車隊定期進行維護以保持燃油效率，從而減少排放。同時禁止空轉發動機以最大程度地減少燃料使用並改善現場空氣質量。與控制空氣排放有關的主要適用法律法規包括但不限於《中華人民共和國大氣污染防治法》。

於報告回顧年度內，本集團記錄了車輛使用產生的空氣排放物。本集團於二零一九財年釋放了7.59公斤氮氧化物(NOx)、0.19公斤硫氧化物(SOx)及0.56公斤顆粒物(PM)。

### ENVIRONMENTAL RESPONSIBILITY *(Continued)*

#### Aspect A1: Emissions and waste generated *(Continued)*

##### **Effluent discharges**

Wastewater is generated during the construction phase of pipe installation, such as from the groundwater drainage during trench excavation. The operation of construction machinery also generates discharges that need to be treated. Wastewater quality is monitored and treated to meet statutory requirements regarding concentrations of suspended solids, COD (Chemical Oxygen Demand), BOD (Biological Oxygen Demand) and other parameters. Major applicable laws and regulations related to control of effluent discharges include, but are not limited to, the Water Pollution Prevention and Control Law of the PRC.

##### **Noise emissions**

The Group's pipe installation activities are sources of noise emissions that present hazard to workers, particularly during the use of construction equipment such as bulldozers. Adherence to strict procedures ensures these hazards are managed effectively. Regular monitoring of noise emission levels ensures operations are compliant to regulatory levels. All equipment meets noise-related specifications and employees use personal protective equipment that mitigate against noise hazards. Major applicable laws and regulations related to control of noise emissions include, but are not limited to, the Noise Pollution Prevention and Control Law of the PRC.

### 環境責任 (續)

#### 層面A1：產生的排放物及廢棄物 (續)

##### **廢水排放**

廢水乃於管道安裝的施工階段產生，例如在開挖溝槽時從地下水中排出。工程機械的運行亦會產生需要處理的排放物。對廢水質量進行監測及處理，以滿足有關懸浮固體濃度、COD（化學需氧量）、BOD（生物需氧量）及其他參數的法定要求。與控制污水排放有關的主要適用法律法規包括但不限於《中華人民共和國水污染防治法》。

##### **噪聲排放**

本集團的管道安裝活動是噪聲排放源，對工人構成危害，尤其是在使用推土機等建築設備時。遵守嚴格的程序可確保有效管理該等危害。定期監測噪聲排放水平可確保操作符合法規水平。所有設備均符合噪聲相關規範，而僱員使用個人防護設備亦可減輕噪聲危害。與控制噪聲排放有關的主要適用法律法規包括但不限於《中華人民共和國噪聲污染防治法》。

### ENVIRONMENTAL RESPONSIBILITY (Continued)

#### Aspect A1: Emissions and waste generated (Continued)

##### Greenhouse gas emissions and climate change mitigation

To implement an effective approach to climate change mitigation, it is important to have a comprehensive understanding of the carbon emission sources of the Group. The Group's carbon footprint, as presented in the chart and table below, is primarily due to the electricity consumption accounted under Scope II. During the Reporting Year under review, the Group generated a total of 136.40 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) of greenhouse gases (Scope I and II), resulting in a carbon intensity of 2.39 tonnes per staff employed. The Group is committed to reducing our carbon footprint. Scope I and II emissions are addressed through our energy reduction initiatives (See Section: A2.1 Energy Consumption). Scope III emissions incur throughout our value chain, and we employ measures to minimize such emissions. For example, we make extensive use of teleconferencing to avoid business travel, such as for board meetings and audit committee meetings.

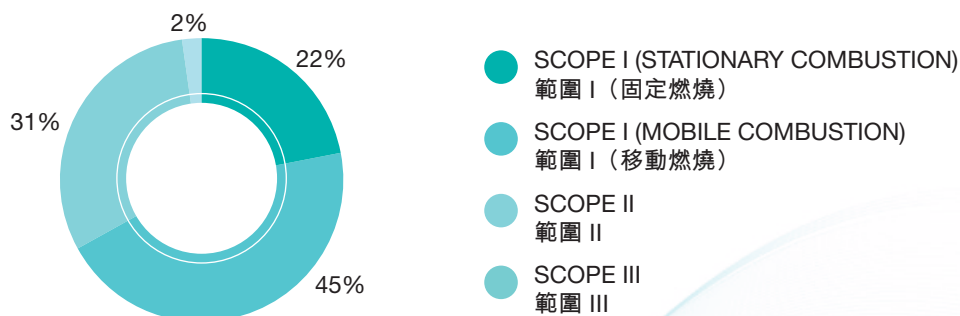
### 環境責任 (續)

#### 層面A1：產生的排放物及廢棄物 (續)

##### 溫室氣體排放與減緩氣候變化

為實施有效的緩解氣候變化方法，全面了解本集團的碳排放源頭至關重要。下表顯示本集團的碳足跡主要來自範圍II內的電力消耗。於報告回顧年度內，本集團共產生136.40噸二氧化碳當量噸數(tCO<sub>2</sub>e)溫室氣體(範圍I及II)，導致碳強度為每名僱員2.39噸。本集團致力於減少我們的碳足跡。通過我們的節能舉措解決範圍I及II的排放問題(請參閱第A2.1節能源消耗)。範圍III的排放會在我們的整個價值鏈中產生，因此我們採取措施將此類排放降至最低。例如，我們將電話會議廣泛用於董事會會議及審核委員會會議等，以避免商務旅行。

GREENHOUSE GAS EMISSIONS IN FY2019  
於二零一九財年溫室氣體排放



**ENVIRONMENTAL RESPONSIBILITY** (Continued)

環境責任 (續)

**Aspect A1: Emissions and waste generated** (Continued)

層面A1：產生的排放物及廢棄物 (續)

**Greenhouse gas emissions and climate change mitigation**  
(Continued)

溫室氣體排放與減緩氣候變化 (續)

Greenhouse gas emissions 溫室氣體排放		Unit 單位	FY2019 二零一九財年
<b>Scope I (Direct Emissions)</b> 範圍I (直接排放)		tCO <sub>2</sub> e 二氧化碳當量噸數	34.19
Mobile combustion 移動燃燒		tCO <sub>2</sub> e 二氧化碳當量噸數	34.19
<b>Scope II (Indirect Emissions)</b> 範圍II (間接排放)		tCO <sub>2</sub> e 二氧化碳當量噸數	102.22
Electricity purchased 購電		tCO <sub>2</sub> e 二氧化碳當量噸數	102.22
<b>Scope III (Other Indirect Emissions)</b> 範圍III (其他間接排放)		tCO <sub>2</sub> e 二氧化碳當量噸數	9.02
Business air travels 商務航空旅行		tCO <sub>2</sub> e 二氧化碳當量噸數	7.73
Paper waste disposed at landfills 堆填區處置的廢紙		tCO <sub>2</sub> e 二氧化碳當量噸數	1.29
<b>Total</b> 總計	(Scope I and II) (範圍I及II)	tCO <sub>2</sub> e 二氧化碳當量噸數	136.40
	(Scope I, II and III) (範圍I、II及III)	tCO <sub>2</sub> e 二氧化碳當量噸數	145.42
<b>Carbon intensity</b> 碳強度	(Scope I and II) (範圍I及II)	tCO <sub>2</sub> e/staff 二氧化碳當量 噸數／員工	2.39
	(Scope I, II and III) (範圍I、II及III)	tCO <sub>2</sub> e/staff 二氧化碳當量 噸數／員工	2.55

### ENVIRONMENTAL RESPONSIBILITY (Continued)

#### Aspect A1: Emissions and waste generated (Continued)

##### Waste management

All hazardous waste, mainly iron oxide and waste mineral oil from gas pipe installation activities, are collected and treated by authorized contractors. Clear protocols have been established at each stage to ensure all hazardous matter is handled and stored in a safe and secure manner. Then qualified contractors collect and dispose the waste at landfills. Typical non-hazardous waste generated by the Group's offices and operational activities include general domestic waste, as well as paper waste. Major applicable laws and regulations related to waste handling include, but are not limited to, the Solid Waste Environmental Pollution Prevention and Control Law of the PRC. Seeking to contribute to the closed-loop economy, we employ the following measures and initiatives to reduce the generation of non-hazardous waste, and raise recycling rates.

- We promote the use of electronic channels for the dissemination of notices, news, and receiving suggestions. In addition, our clients are provided paperless billing options.
- We set up recycling bins in the offices that collect paper products such as waste paper and envelopes, while re-usable cups and cutlery are provided in our offices.
- We have set our computer and printers to duplex and economical modes by default. Furthermore, printing volume is monitored, and printing quota is allocated to staff where possible. Single-used papers also are collected to be re-used for suitable purposes.

During the Reporting Year under review, the Group estimated a total of 60kg hazardous waste generated, resulting in a hazardous waste intensity of 1.05kg per staff employed. In terms of non-hazardous waste, 268.24kg were generated that is equivalent to a non-hazardous waste intensity of 4.71kg per staff employed.

### 環境責任 (續)

#### 層面A1：產生的排放物及廢棄物 (續)

##### 廢棄物管理

所有有害廢棄物(主要是天然氣管道安裝活動中產生的氧化鐵及廢礦物油)均由授權承包商收集及處理。在每個階段都建立了明確的協議,以確保以安全可靠的方式處理及存儲所有有害物質。然後,合資格承包商收集廢棄物並於堆填區處置。本集團辦公室及營運活動產生的典型無害廢棄物包括一般生活垃圾及廢紙。與廢棄物處理有關的主要適用法律法規包括但不限於《中華人民共和國固體廢物環境污染防治法》。我們尋求對閉環經濟作出貢獻,並採取以下措施及舉措以減少無害廢棄物的產生並提高回收率。

- 我們提倡使用電子渠道傳播通知、新聞及接收建議。此外,我們為客戶提供無紙化賬單選項。
- 我們在辦公室設置回收箱,收集廢紙及信封等紙製品,同時我們的辦公室亦提供可重複使用的杯子及餐具。
- 我們將電腦及打印機設置為雙面及經濟模式。另外,我們監控打印量,並在可能的情況下將打印配額分配給員工。我們亦收集一次性紙張,以將其重新用於適當的用途。

於報告回顧年度內,本集團估計共產生60公斤有害廢棄物,導致有害廢棄物強度為每名僱員1.05公斤。本集團產生268.24公斤無害廢棄物,無害廢棄物強度為每名僱員4.71公斤。

### ENVIRONMENTAL RESPONSIBILITY (Continued)

#### Aspect A2: Use of resources

The Group is committed to continually monitoring and improving resource efficiency as an integral part of business strategy and operating methods, as well as complying with relevant government policies and environmental legislations. During the Reporting Year, the Group has not encountered any incidents of non-compliance with all applicable laws and regulations related to the use of energy and water resources at all operating regions. Major laws and regulations applicable include, but are not limited to, the Energy Conservation Law and Water Law of the PRC. As the nature of Group's business activities are service oriented, packaging material consumption was deemed not material to the Group's operations.

#### Energy

The Group's energy profile consists of the use of petrol and electricity for office operations. Petrol use for vehicles accounted for approximately half of our total energy consumption, while electricity accounted for the remaining portion. During the Reporting Year under review, the Group consumed 421.71 GJ and 417.87 GJ of direct and indirect energy respectively, resulting in a total energy intensity of 14.73 GJ per staff employed. The Group is committed to minimizing fuel and electricity consumption. Heating, ventilation and air conditioning equipment are regularly maintained to operate at optimum level. For example, air-conditioning unit filters are regularly cleaned to improve the cool air flow efficiency. We also use energy-efficient multi-functional devices as opposed to standalone printers or copiers, and ensure they are switched off during non-operating hours.

### 環境責任 (續)

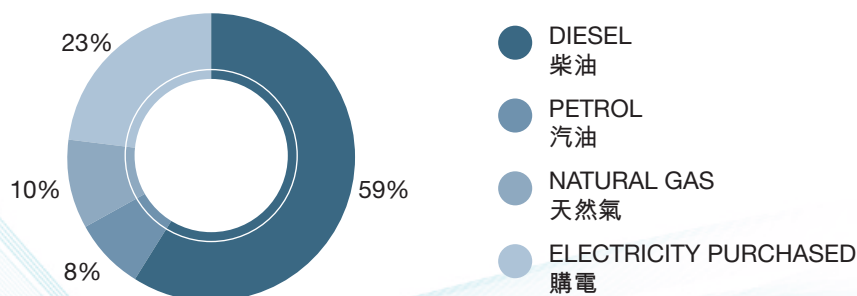
#### 層面A2：資源使用

本集團致力於持續監察及改善資源效率，將其作為業務策略及營運方式不可或缺的一部分，並遵守相關政府政策及環境法例。於報告年度，本集團所有經營地區均未發生違反與能源及水資源使用有關的所有適用法律法規的事件。適用的主要法律法規包括但不限於《中華人民共和國節約能源法》及《中華人民共和國水法》。由於本集團的業務活動以服務為主，因此包裝材料的消耗對本集團性質的營運而言並不重要。

#### 能源

本集團的能源組合包括辦公室營運所用的汽油及電力。車輛所用汽油約佔總能耗的一半，而餘下部分則為電力。於報告回顧年度內，本集團分別消耗421.71吉焦及417.87吉焦的直接及間接能源，導致總能源強度為每名僱員14.73吉焦。本集團致力於減少燃料及電力消耗。我們定期對供暖、通風及空調設備進行保養，以使其處於最佳狀態。例如，定期清潔空調單元的過濾器以提高冷空氣的流動效率。我們亦使用節能的多功能設備，而非獨立的打印機或複印機，並確保在非工作時間將其關閉。

ENERGY CONSUMPTION IN FY2019  
於二零一九財年能源消耗





**ENVIRONMENTAL RESPONSIBILITY** (Continued)

**環境責任** (續)

**Aspect A2: Use of resources** (Continued)

**層面A2：資源使用** (續)

**Energy** (Continued)

**能源** (續)

Energy consumption	能源消耗	Unit 單位	FY2019 二零一九財年
<b>Direct</b>	直接	<b>GJ</b> 吉焦	421.71
Petrol	汽油	<b>GJ</b> 吉焦	421.71
<b>Indirect</b>	間接	<b>GJ</b> 吉焦	417.87
Electricity purchased	購電	<b>GJ</b> 吉焦	417.87
Total (Direct and Indirect)	總計 (直接及間接)	<b>GJ</b> 吉焦	839.58
Energy intensity	能源強度	<b>GJ/staff</b> 吉焦／員工	14.73

**Water resources**

**水資源**

At the Group, water resources is not taken for granted and conserved to ensure a sustainable future. We draw the majority of our water from municipal supplies, and have not encountered any issues in sourcing water during the Reporting Year. In Yichang, the water is mainly used for filter cleansing and facilities examination during gas station operations. We demonstrate model sustainable practices by treating the wastewater to be fit for re-use by the irrigation systems of surrounding farms.

本集團不將水資源視為理所當然，而是加以保護，以確保可持續的未來。我們的大部分水來自市政供水，且於報告年度內在購水方面沒有遇到任何問題。在宜昌，水主要用於加氣站營運期間的過濾器清潔及設施檢查。透過處理廢水以適合周圍農場的灌溉系統重用，我們示範可持續發展的模式。

During the Reporting Year under review, the Group consumed a total of 449 cubic metre of water, resulting in a water intensity of 7.88 cubic metre per staff employed.

於報告回顧年度內，本集團共消耗449立方米水，導致水強度為每名僱員7.88立方米。

### ENVIRONMENTAL RESPONSIBILITY *(Continued)*

#### Aspect A3: The environment and natural resources

The Group is committed to providing a complete picture of our environmental impacts. The above sections detail our measures to mitigate and manage emission and effluent discharges, as well as our energy and water conservation efforts. However, we recognise the scope of our environmental impacts should extend to the surrounding ecology of the sites that provide our pipe installation services. We also believe employee engagement is an avenue where positive environmental impact may be contributed.

#### ***Ecological impacts***

The installation of gas pipe involves construction works, such as pipe trench excavation. The surrounding ecology is inevitably degraded in the form of vegetation loss and upset soil structure. To mitigate against these impacts, the Group carries out greening operations once the installation is completed. Following site protocol, the Group strives to ensure the environment is restored close to its original state.

#### ***Employee engagement***

The Group strives to build an eco-conscious culture that ingrains positive lifestyle and habits among employees. The Group sends regular reminders to the staff for conserving energy and water resources. We also encourage the use of public transportation and car pool among staff. As staff become eco-aware, small contributions are made to saving the environment.

### 環境責任 (續)

#### 層面A3：環境及天然資源

本集團致力於提供對我們環境影響的全面了解。以上各節詳細介紹了我們為減輕及管理排放物及廢水排放而採取的措施，以及我們在節能及節水方面的努力。然而，我們認識到我們的環境影響範圍應該擴大至管道安裝服務地點周圍的生態環境。我們亦認為，僱員參與可以為環境帶來積極影響。

#### ***生態影響***

天然氣管道的安裝涉及建築工程，例如管溝開挖。周圍的生態不可避免地以植被喪失及土壤結構惡化的形式退化。為減輕該等影響，本集團於安裝完成後進行綠化作業。根據現場協議，本集團努力確保環境恢復到接近其原始狀態。

#### ***僱員參與***

本集團致力建立一種生態意識的文化，以培養僱員積極的生活方式及習慣。本集團會定期提醒員工，節約能源及水資源。我們亦鼓勵員工使用公共交通及合夥用車。隨著生態意識的增強，員工對環境保護作出力所能及的貢獻。

## SOCIAL RESPONSIBILITY

The Group ingrains social responsibility into all aspects of its operations. Maintaining honest and authentic dialogue with staff, the Group seeks to address their needs and views that ensure our conduct is responsible at all times. We commit to offering a fair and safe workplace with staff development opportunities. Furthermore, the Group commits to the delivery of quality services grounded on ethical business conduct and supply chain management, as well as to meaningful engagements with the community.

### Aspect B1: Employment

As at the end of the Reporting Year, the Group employed 57 full-time employees, of which 39 and 18 are male and female staff respectively. The majority of the Group's employees were in the age groups of under 40 years old. In terms of employee function, around 37% of the Group's employees were in executive or operational positions, while the remaining in administrative functions.

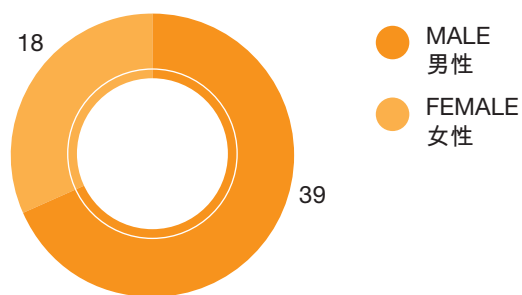
## 社會責任

本集團將社會責任植根於其營運的各個方面。本集團與員工保持誠實及真誠的對話，力求解決彼等的需求及觀點，以確保我們在任何時候都為我們的行為負責。我們致力於為員工提供公平的發展機會、安全的工作場所。此外，本集團致力於提供基於道德商業行為及供應鏈管理的優質服務，並致力於與社區進行有意義的互動。

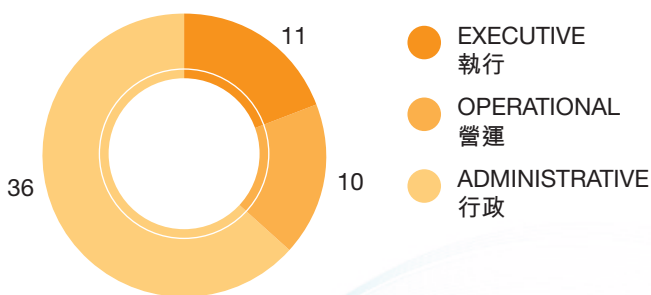
### 層面B1：僱傭

於報告年度末，本集團僱用57名全職僱員，其中39名為男性，18名為女性。本集團的大多數僱員年齡在40歲以下。就僱員職能而言，本集團約37%的僱員擔任執行或營運職務，其餘則擔任行政職務。

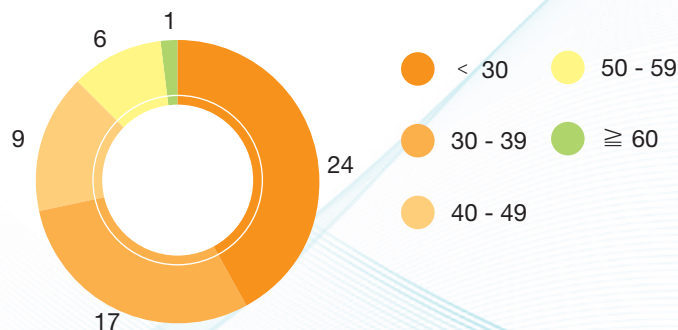
GENDER BREAKDOWN  
IN FY 2019  
於二零一九財年按性別明細



EMPLOYEE FUNCTION  
BREAKDOWN IN FY 2019  
於二零一九財年按僱員職能明細



AGE GROUP BREAKDOWN  
IN FY 2019  
於二零一九財年按年齡組別明細



## SOCIAL RESPONSIBILITY *(Continued)*

### Aspect B1: Employment *(Continued)*

Based on the principles of fairness and equality, the Group's employee handbook stipulates clear policies relating to relevant labor laws, regulations and industry practices, covering areas such as compensation, dismissal, promotion, working hours, recruitment, rest periods, equal opportunities, diversity and other benefits and welfare. During the Reporting Year, the Group has not encountered any incidents of non-compliance with all major applicable laws and regulations related to employment at all operating regions. Major laws and regulations applicable include, but are not limited to, Hong Kong Employment Ordinance and the Labour Law of the PRC.

#### **Remuneration and welfare**

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. Employees are entitled to medical protection schemes, and eligible employees are granted share options and discretionary bonuses. Details are set out in the staff handbook, so as to ensure information transparency on the responsibilities and rights of employees.

#### **Recruitment and promotion**

The human resources department conducts a comprehensive recruitment review process to ensure that the data provided by the candidates is accurate. The Group's recruitment and promotion process are carried out in a fair and open manner for all employees. Employees are recognized and rewarded by their contribution, work performance and skills, and outcomes will not be affected by any discrimination on the grounds of age, sex, marital status, family status, race, disability, nationality, religion, political affiliation, sexual orientation and other factors. In the case of dismissal, the employee handbook is adhered to which ensures the entire procedure is compliant with statutory requirements.

## 社會責任 (續)

### 層面 B1：僱傭 (續)

本集團的僱員手冊基於公平及平等的原則，制定了與相關勞動法律、法規及行業慣例有關的明確政策，涵蓋了薪酬、解僱、晉升、工作時間、招聘、休息時間、平等機會、多元化以及其他利益及福利等方面。於報告年度，本集團所有經營地區均未發生違反與僱傭有關的所有主要適用法律法規的事件。適用的主要法律法規包括但不限於香港《僱傭條例》及《中華人民共和國勞動法》。

#### **薪酬與福利**

本集團的僱員獲得有競爭力的薪酬，並根據彼等的表現及經驗獲得獎勵。本集團僱員的晉升及薪酬須接受定期審查。僱員有權享受醫療保障計劃，符合條件的僱員將獲得購股權及酌情花紅。員工手冊中規定了詳細信息，以確保有關僱員職責及權利的信息透明。

#### **招聘與晉升**

人力資源部進行全面的招聘審查流程，以確保候選人提供的資料準確無誤。本集團的招聘及晉升流程以公平及公開的方式針對所有僱員。僱員的貢獻、工作表現及技能得到認可及獎勵，且不因年齡、性別、婚姻狀況、家庭狀況、種族、殘疾、國籍、宗教、政治背景、性取向及其他因素而受到歧視。在解僱的情況下，本集團須遵守僱員手冊，以確保整個程序符合法定要求。

### SOCIAL RESPONSIBILITY (Continued)

#### Aspect B1: Employment (Continued)

During the Reporting Year under review, the Group-wide employee turnover rate was 29.9%. The table below presents the employee turnover rate by gender and age group.

Turnover rate	流失率	Unit 單位	FY2019 二零一九財年
<b>Group-work</b>	<b>全集團</b>	%	29.9
<b>By Gender</b>	<b>按性別</b>		
Male	男性	%	31.6
Female	女性	%	25.8
<b>By Age group</b>	<b>按年齡組別</b>		
Less than 30 years old	30歲以下	%	20.0
30-39 years old	30至39歲	%	38.7
40-49 years old	40至49歲	%	20.0
50-59 years old	50至59歲	%	61.5
60 or more years old	60歲或以上	%	0

#### Anti-discrimination and diversity

The Group is an equal opportunity employer and does not discriminate on the basis of age, sex, marital status, family status, race, disability, nationality, religion, political affiliation and sexual orientation. We embrace inclusive employment that builds a respectful workplace. Personnel staff, line manager and all other staff who may be involved in staff recruitment receive training in non-discriminatory practices. The Group strives to ensure a safe and secure workplace with zero tolerance to any form of abuse or sexual harassment in the workplace. The Group's staff grievance mechanism allows confidential reporting of any cases.

### 社會責任 (續)

#### 層面B1：僱傭 (續)

於報告回顧年度內，全集團僱員流失率為29.9%。下表呈列按性別及年齡組別劃分的僱員流失率。

#### 反歧視與多元化

本集團是提供平等機會的僱主，不會因年齡、性別、婚姻狀況、家庭狀況、種族、殘疾、國籍、宗教、政治背景及性取向而歧視僱員。我們擁護包容的僱傭政策，以建立相互尊重的工作場所。人事人員、直屬經理及所有其他可能參與員工招聘的人員均接受非歧視性實踐培訓。本集團致力於確保工作場所的安全及保障，對工作場所中任何形式的虐待或性騷擾零容忍。本集團的員工申訴機制可對任何案件進行機密舉報。

## SOCIAL RESPONSIBILITY (Continued)

### Aspect B1: Employment (Continued)

#### Employee communications

The Group's policies and procedures included in the employee handbook are reviewed and updated regularly. The Group discourages and disallows any behavior that violates the regulations in the employee handbook. Offenders will receive warning, and the Group has the right to terminate employment contract with offenders for any serious violations. The staff grievance mechanism are confidential channels by which staff may report suspected cases of rights infringement, which are then handled according to formal procedures. Other communication channels include working groups, joint consultative committee meetings, and social media.

#### Work-life balance

We seek to cultivate a culture of healthy work-life balance. The Group assists staff to balance commitments outside of work by offering marriage, consolation, festive leaves and flexible working hours. To encourage social bonding in the workplace, the Group has also arranged recreational events during the Reporting Year, such as staff sports activities and informal meal gatherings.

### Aspect B2: Workplace health and safety

It is of paramount importance to ensure safe workplace activities. The Group's natural gas pipeline installation services is governed by a robust safety management system led by the designated safety committee of the respective subsidiary. The committee ensures latest updates related to legislation and industry practices are identified and addressed in the safety management system. During the Reporting Year, the Group has not encountered any incidents of non-compliance with all applicable laws and regulations related to occupational health and safety at all operating regions. Major laws and regulations applicable include, but are not limited to, the Occupational Safety and Health Act and Oil and Natural Gas Pipeline Protection Law of the PRC 《「石油天然氣管道保護法」》.

## 社會責任 (續)

### 層面B1：僱傭 (續)

#### 僱員溝通

本集團定期審閱及更新僱員手冊中包含的政策及程序。本集團不鼓勵及禁止任何違反僱員手冊規定的行為。違規者將受到警告，而對於任何嚴重違規行為，本集團有權終止與違規者的僱傭合約。員工申訴機制是秘密渠道，員工可以通過該渠道舉報涉嫌侵權的案件，然後根據正式程序進行處理。其他溝通渠道包括工作群組、聯合諮詢委員會會議及社交媒體。

#### 工作與生活的平衡

我們力求營造一個健康工作與生活平衡的文化。本集團通過提供婚假、慰問假、節日假期及靈活的工作時間來協助員工平衡工作以外的事情。為鼓勵工作場所的社會聯繫，本集團於報告年度亦安排了娛樂活動，例如員工體育活動及非正式聚餐。

### 層面B2：工作場所的健康與安全

確保安全的工作場所活動至關重要。本集團的天然氣管道安裝服務由各附屬公司指定安全委員會領導的強大安全管理體系規管。該委員會確保在安全管理體系中識別及處理與法規及行業慣例有關的最新更新。於報告年度，本集團所有經營地區均未發生違反與職業健康及安全有關的所有適用法律法規的事件。適用的主要法律法規包括但不限於《職業安全與健康法》及中華人民共和國石油天然氣管道保護法。

### SOCIAL RESPONSIBILITY *(Continued)*

#### Aspect B2: Workplace health and safety *(Continued)*

The Group spares no effort to safeguard the safety of our employees and workplace. We adopt the best practices through the following safety policies and procedures.

- Adhering to the principle of “early detection, early communication, and early prevention”, the safety management system implements a gas pipeline management system which ensures all safety hazards and risks are identified and mitigated according to regulation requirements.
- The safety management system implements a comprehensive inspection system for the gas stations to ensure any abnormal conditions are detected and rectified at the earliest stage possible.
- The safety management system implements a gas installation hazard investigation and rectification system which strives to eliminate the hidden safety risks at all levels of operations.
- The safety protocol for the use of pressure vessel stipulates related step-by-step operational procedures, emergency response plans, personnel duties and training, as well as requirements for routine maintenance. The design, procurement, installation, transformation, maintenance, and scrapping of pressure vessels are managed according to the protocol.

### 社會責任 *(續)*

#### 層面B2：工作場所的健康與安全 *(續)*

本集團不遺餘力保障僱員及工作場所的安全。我們通過以下安全政策及程序達至最佳實踐。

- 安全管理體系秉承「早發現、早溝通、早預防」的原則，實施天然氣管道管理體系，可確保根據法規要求識別並緩解所有安全隱患及風險。
- 安全管理體系對加氣站實施全面的檢查系統，以確保儘早發現並糾正任何異常情況。
- 安全管理體系實施天然氣安裝危害調查及整改體系，力求消除各級營運中隱藏的安全隱患。
- 壓力容器使用的安全協議規定了相關的逐步操作程序、應急計劃、人員職責及培訓以及例行保養要求。根據協議，管理壓力容器的設計、採購、安裝、轉換、保養及報廢。

### **SOCIAL RESPONSIBILITY** *(Continued)*

#### **Aspect B3: Development and training**

The Group regards our staff as the most valuable assets. The Group dedicates resources to attract and retain talented employees, and to ensure that staff grow in competence and skill sets alongside the business. The annual performance appraisal and counseling session ensures training needs with individual officers are identified. Internal training programmes include safety and operational trainings, as well as other various on-the-job trainings. We also encourage staff exchange and job rotation between departments which collectively serves as a platform to encourage staff to develop their own potential and self-improvement.

To further promote continuous development, staff are offered exam and study leave to attend external programmes held by professional institutions. The Group provides tuition reimbursement for programmes that are considered necessary for job conduct. In terms of executive level training, the continuous professional development of the Group's directors and senior management are reviewed to ensure compliance and upkeep of good corporate governance practices.

### **社會責任** *(續)*

#### **層面B3：發展及培訓**

本集團視員工為最寶貴的資產。本集團致力吸引及留住有才能的僱員，並確保員工與業務一起發展能力及技能。年度績效評估及諮詢會議可確保識別各個人員的培訓需求。內部培訓計劃包括安全及操作培訓以及其他各種在職培訓。我們亦鼓勵部門之間的員工交流及輪崗，共同形成一個平台，鼓勵員工開發自身潛力及自我提升。

為進一步促進持續發展，我們向員工提供考試及學習假，以參加專業機構舉辦的外部課程。本集團為工作所必需的課程提供學費補償。就高管級別的培訓而言，本集團審查董事及高級管理層的持續專業發展，以確保合規並保持良好的企業管治常規。



### SOCIAL RESPONSIBILITY *(Continued)*

#### Aspect B4: Labor standards

The Group prohibits all forms of child labour and forced labour or modern slavery. The Group has established the Human Resources Manual which contains clear 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 rights and freedoms of every individual is protected as no worker is asked to surrender identification documents nor lodge deposits as a condition of employment. Cases of child labour in our businesses are averted by conducting age verification of all job applicants.

During the Reporting Year under review, the Group has not encountered any incidents of non-compliance with all applicable laws and regulations related to anti-child and anti-forced labour practices at all operating regions. Major laws and regulations applicable include, but are not limited to, the Labour Law of the PRC and Hong Kong Employment Ordinance.

#### Aspect B5: Supply chain management

The Group is committed to developing and maintaining effective and mutually beneficial working relationships with our business partners. The Group's supplier code of conduct requires full compliance to all applicable local and national laws. In the selection of suppliers, the procurement department does not only take quality, price and commercial considerations into account, but also checks effective environmental and safety management systems are in place. Suppliers who do not pass the assessment are removed from the list of suppliers and the cooperation with them will be terminated.

### 社會責任 (續)

#### 層面B4：勞工準則

本集團禁止一切形式的童工及強制勞工或現代奴役。本集團已制定人力資源手冊，其載有相關勞動法律、規例及行業慣例的明確政策，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。每個人的權利及自由受到保護，沒有任何員工被要求交出身份證明文件或繳納按金作為僱傭條件。通過對所有求職者進行年齡驗證，避免了我們企業中存在童工案件。

於報告回顧年度內，本集團所有經營地區均未發生違反與反童工與強制勞工常規有關的所有適用法律法規的事件。適用的主要法律法規包括但不限於《中華人民共和國勞動法》及香港《僱傭條例》。

#### 層面B5：供應鏈管理

本集團致力於與我們的業務夥伴發展及維持有效及互利的工作關係。本集團的供應商行為準則要求完全遵守所有適用的地方及國家法律。在選擇供應商時，採購部不僅要考慮質量、價格及商業因素，而且亦要檢查有效的環境及安全管理體系是否到位。未通過評估的供應商將從供應商名單中移除，並終止與彼等的合作。

### **SOCIAL RESPONSIBILITY** *(Continued)*

#### **Aspect B5: Supply chain management** *(Continued)*

When entering the 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.

#### **Aspect B6: Product responsibility**

The Group offers quality services grounded on responsible operating practices. We commit to meeting customer needs through sound business ethics.

#### **Service quality and safety**

Assuring the quality and safety of our services is of topmost importance. The Group is engaged in the trading of commodities, natural gas supply and pipeline installation, and provision of leasing business of the steel support axial force servo system in the PRC. The Group's Operation Manual sets out the general compliance related practice and procedures for the conduct of the Group. Subject to annual review by the Board, the corporate level controls include risk management framework, central contingency policies or procedures and risk monitoring mechanisms. In terms of operations, the Group has clear procedures on the management of inventory, capital expenditure, and operating expenses. Service safety is most pertinent to our services related to natural gas supply and pipe installation which is elaborated below. During the Reporting Year, the Group has not encountered any incidents of non-compliance with all applicable laws and regulations related to service quality and safety at all operating regions. Major laws and regulations applicable include, but are not limited to, the "National Standard for Natural Gas GB17820-2012" of the PRC.

### **社會責任** *(續)*

#### **層面 B5：供應鏈管理** *(續)*

與承包商訂立合同時，本集團規定須同時簽訂健康、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。本集團規定承包商須將建築工程的主要風險控制在國家及行業標準接受的範圍內，並為其僱員提供安全的工作場所。我們亦將定期檢查承包商的工作，以確保彼等組織安全檢查並讓僱員具備適當的安全意識及技能。

#### **層面 B6：產品責任**

本集團基於負責任的營運慣例提供優質服務。我們致力於通過良好的商業道德來滿足客戶需求。

#### **服務質量與安全**

確保我們服務的質量及安全至關重要。本集團於中國從事商品貿易、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。本集團的操作手冊載列本集團行為的一般合規常規及程序。公司級別的控制措施包括風險管理框架、中央應急政策或程序以及風險監控機制，須接受董事會的年度審查。就營運而言，本集團在存貨、資本開支及營運開支管理方面擁有明確的程序。服務安全與我們的天然氣供應及管道安裝服務最相關，詳述如下。於報告年度，本集團所有經營地區均未發生違反與服務質量及安全有關的所有適用法律法規的事件。適用的主要法律法規包括但不限於中國《天然氣國家標準GB17820-2012》。

### **SOCIAL RESPONSIBILITY** (Continued)

#### **Aspect B6: Product responsibility** (Continued)

##### **Service quality and safety** (Continued)

The Group provides gas supply and pipe installation services according to a comprehensive quality control system that meets the statutory requirements regarding natural gas investment, provision of consultation on gas technology and sales of gas cooking appliances and accessories. In addition to the safety management systems detailed under section “Aspect B2: Workplace Health and Safety”, the Group employs the following procedures to ensure the safety of gas end-users.

- All workers adhere to the internal gas-user safety management system that has process controls in place for all aspects of the user service workflow, from engineering design, construction and installation, completion confirmation, ignition supply, management and maintenance, and finally to demolition.
- Prior to the registration of users’ premises, users are required to confirm their understanding of safe gas use, including the basic operation of natural gas, common gas accidents and response plans, and emergency rescue hotlines.
- To ensure gas user safety, systematic inspection systems ensure safety hazards present in users’ households or industrial and commercial facilities are identified and rectified to avert the occurrence of any accidents.
- Publicity mechanisms are in place to remind the public of gas use safety particularly during holidays, peak gas usage periods, winter gas accidents, and rat infestations.

### **社會責任** (續)

#### **層面B6：產品責任** (續)

##### **服務質量與安全** (續)

本集團根據全面的質量控制體系提供天然氣供應及管道安裝服務，該體系符合有關天然氣投資、提供天然氣技術的諮詢以及銷售天然氣炊具及配件的法定要求。除「層面B2：工作場所的健康與安全」一節詳述的安全管理體系外，本集團亦採用以下程序來確保天然氣最終用戶的安全。

- 所有工人均遵守內部的天然氣用戶安全管理體系，該體系對用戶服務工作流程的各個方面都有過程控制，涵蓋工程設計、建造安裝、完工確認、點火供應、管理保養到最終拆卸。
- 在登記用戶場所前，用戶須確認對天然氣安全使用的理解，包括天然氣的基本操作、常見的天然氣事故及響應計劃以及緊急救援熱線。
- 為確保天然氣用戶的安全，系統的檢查系統可確保識別並糾正用戶家庭或工業及商業設施中存在的隱患，以避免發生任何事故。
- 本集團設有宣傳機制，提醒公眾注意天然氣使用的安全，特別是在節假日、高峰用氣時期、冬季天然氣事故及老鼠出沒的情況下。

### **SOCIAL RESPONSIBILITY** (Continued)

#### **Aspect B6: Product responsibility** (Continued)

##### ***Ethical operating practices***

The Group places great value in conducting all aspects of our businesses with integrity and honest values. We are committed to protecting the privacy and confidentiality of the collected personal data from customers and employees. We collect data only in a lawful and fair way, for directly related purposes of which the data subject is clearly notified. The data inventory is secured to prevent any unauthorized or accidental access, as well as ensuring its use is consistent with the purposes identified in contract. We back up the data regularly, and ensure the data is accurate and not kept longer than necessary. To safeguard the data inventory, we install and update anti-virus software and firewalls, as well as encrypt data in transmission.

During the Reporting Year, the Group has not encountered any incidents of non-compliance with all applicable laws and regulations related to protection of data privacy and intellectual property rights, as well as advertising and product labelling at all operating regions. Major laws and regulations applicable include, but are not limited to, the Criminal and Civil Law of PRC, and Personal Data (Privacy) Ordinance and Copyright Ordinance of Hong Kong.

#### **Aspect B7: Anti-corruption**

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. During the Reporting Year, the Group has not encountered any incidents of non-compliance with all applicable laws and regulations at all operating regions. Major laws and regulations applicable include, but are not limited to, the Criminal law of the PRC and Prevention of Bribery Ordinance of Hong Kong.

### **社會責任** (續)

#### **層面B6：產品責任** (續)

##### ***道德營運規範***

本集團非常重視以誠信及誠實的價值觀開展業務的各個方面。我們致力於保護向客戶及僱員收集的個人數據的隱私及機密性。我們僅以合法及公平的方式收集數據，用於直接相關的目的，並明確告知數據主體。我們妥善保管數據庫，以防止任何未經授權或意外的訪問，並確保其使用符合合同約定的目的。我們定期備份數據，確保數據準確無誤，且保存時間不會超過必要時間。為了保護數據庫，我們安裝並更新防病毒軟件及防火牆，並對傳輸中的數據進行加密。

於報告年度，本集團所有經營地區均未發生違反數據隱私及知識產權保護以及廣告及產品標籤有關的所有適用法律法規的事件。適用的主要法律法規包括但不限於中華人民共和國刑法及民法以及香港《個人資料（私隱）條例》及《版權條例》。

#### **層面B7：反貪污**

本集團致力於在公開、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。於報告年度，本集團所有經營地區均未發生違反適用法律法規的事件。適用的主要法律法規包括但不限於《中華人民共和國刑法》及香港《防止賄賂條例》。

### SOCIAL RESPONSIBILITY *(Continued)*

#### Aspect B7: Anti-corruption *(Continued)*

The Group has adopted a Code of Ethics that includes provisions for conflict of interest, prevention of bribery, insider trading, fair dealing, non-disclosure of confidential information, and as well as protection and proper use of company assets. We adopt the lowest level of acceptance for corruption risks to build a culture of zero tolerance to corrupt and anti-competitive practices. The Group has established a whistleblowing mechanism, whereby whistle-blowers can report verbally or in writing to the department or the senior management of the Group with regards to any suspected misconduct. Employees who breach the 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.

#### Aspect B8: Community investment

As a corporate citizen, the Group is committed to participating in the community events that improve community well-being. 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 Year, 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.

### 社會責任 *(續)*

#### 層面B7：反貪污 *(續)*

本集團已採納操守守則，其中包括有關利益衝突、防止賄賂、內部交易、公平交易、不洩露機密信息以及保護及適當使用公司資產的條文。我們對貪污風險採取最低的接受度，以建立對貪污及反競爭行為零容忍的文化。本集團已建立舉報機制，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可疑的不當行為。違反反貪污政策的僱員將面臨紀律處分，並可能會因嚴重的不當行為而被解僱。

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。

#### 層面B8：社區投資

作為企業公民，本集團致力參與能夠改善社區福祉的社區活動。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。

於報告年度，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。

