



**延長石油國際有限公司**

**YANCHANG PETROLEUM INTERNATIONAL LIMITED**

(Incorporated in Bermuda with limited liability)

Stock Code: 00346

# **Environmental, Social and Governance Report For The Year 2016**

**Yanchang Petroleum International Limited**  
**Environmental, Social and Governance Report 2016**

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## **1. About this Report**

### **1.1 Scope of the Report**

This is the environmental, social and governance report of Yanchang Petroleum International Limited (hereinafter referred to as "Yanchang Petroleum International" or the "Company") (HKEx Stock Code: 00346) and its subsidiaries (hereinafter collectively referred to as the "Group"). The Company aims to demonstrate to the public the results of the Group's drive for sustainable development through the Report.

The Group is principally engaged in oil and gas exploration, exploitation, sale and operation as well as supply and procurement operation of oil related products. This Report presents the work and performance of the Group in the environmental and social aspects during the period 1 January 2016 to 31 December 2016 (the "Reporting Period"). This Report covers the upstream and downstream business of the oil and gas industry and covers the operating data from the two major subsidiaries:

- Novus Energy Inc. ("Novus") – Canada incorporated company engaged in the production of oil and natural gas
- Henan Yanchang Petroleum Sales Co., Limited ("Henan Yanchang") – People's Republic of China ("PRC") incorporated company engaged in wholesale, retail, storage and transportation of refined oil

The reason for reporting the above subsidiaries is that those activities are the core business of the Group.

### **1.2 Reporting Guidelines**

This Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide ("ESG Reporting Guide") issued by Hong Kong Exchanges and Clearing Limited ("HKEx"). At the end of the Report, there is a guide index to the related ESG Reporting Guide sections for reference. The corporate governance details of the Group can be found in the Company's Annual Report, which is available on the Company's website.

Any comments on this Report or on the environmental or social aspects of the Group may be submitted as follows:

#### **Yanchang Petroleum International Limited**

Address: Suite 1512, 15/F, One Pacific Place, 88 Queensway, Admiralty, Hong Kong

Telephone: (852) 3528 5228

Fax: (852) 3528 5238

Email: [info@yanchangpetroleum.com](mailto:info@yanchangpetroleum.com)

## 2. Stakeholder Engagement

The Group is well aware that maintaining good relationships with its stakeholders is important for reaching the Group's short-term and long-term objectives. Therefore, the Group has maintained good relationships with its stakeholders, including shareholders, suppliers, employees and local communities in long-term, being attentive to their concerns with an aim that, through communication with them, the Group will collect reference information for its strategic planning to help develop more valuable products and provide better services.

The Group has a shareholder communication policy, effectively promotes communication among shareholders of the Group, the Board of Directors and the senior management through different formal channels, so that shareholders have equally and timely access to the Group's information.

Stakeholders	Communication Approaches
Shareholders	<ul style="list-style-type: none"><li>• Company's website (<a href="http://www.yanchangpetroleum.com">www.yanchangpetroleum.com</a>)</li><li>• Annual reports and interim reports</li><li>• Annual general meeting and other shareholders meetings</li><li>• Press releases, announcements, financial and other information related to the Company's activities</li></ul>
Employees	<ul style="list-style-type: none"><li>• Orientation trainings, internal trainings</li><li>• Recreational activities</li><li>• Announcements, intranet, emails</li><li>• Meetings</li></ul>
Clients	<ul style="list-style-type: none"><li>• Company's website (<a href="http://www.yanchangpetroleum.com">www.yanchangpetroleum.com</a>)</li><li>• Phone calls</li><li>• Regular meetings</li></ul>
Suppliers/Vendors	<ul style="list-style-type: none"><li>• Tendering process</li><li>• Regular meetings</li></ul>
Community	<ul style="list-style-type: none"><li>• Participate in community welfare activities</li><li>• Consultation</li></ul>

### 3. Performance in Environmental, Social and Governance

#### 3.1 Environment

The oil industry has a potential impact on local environment and may cause irreversible damage to the environment without proper management systems. Therefore, the Group has adopted a series of policies and measures, including emission reduction, energy conservation and promotion of cleaner production to minimize the impact of the Group's business on the surrounding environment. The followings are the major policies and measures adopted by the Group at present.

##### 3.1.1 Emissions

###### Waste reduction

- Use less polluting materials:  
Henan Yanchang regularly conducts assessments to trace the source of hazardous waste. Less polluting materials will be used whenever the circumstance permits. For example, using liquefied petroleum gas instead of coal in kitchens; using environmental friendly materials that in compliance with government regulations for buildings renovation; using environmental friendly and safety materials at warehouses and petrol stations.
- Reuse and recycle:  
Novus reuses plastic containers at the production site. When plastic containers are no longer in use, they will be sent to approved government facilities for recycling, while the office's recyclable waste is sorted and recycled through the building management company.  
  
Henan Yanchang has set up solid waste recycling bins, so different types of recyclable waste, including glue, glass and aluminum cans, will be sorted for disposal. Waste materials were also used to reinforce crush barriers and sewer manhole covers.
- Proper disposal of hazardous waste:  
Hazardous waste generated by Henan Yanchang, including non-methane hydrocarbon, oil/water mixtures, sludge, cotton yarn, waste oil and spent activated carbon were stored in labeled special containers. All these hazardous waste will be disposed of by qualified hazardous waste disposal companies in 2017.

The following is the average amount of waste produced per month during the Reporting Period:

Types of waste	Average monthly quantity (ton)	
	Henan Yanchang	Novus
Hazardous waste	16.1 tons	0 ton
Non-hazardous waste	147.7 tons	62.5 tons

### Reduce wastewater discharge

The Group uses recycled wastewater. This helps to reduce wastewater discharge and conserve water at the same time. The main measures include:

- Novus recovers all water produced at the field production site for re-use in the fracturing process. The remainder is either disposed of through the Novus's own water disposal wells or trucked to the third party disposal facilities for cleaning and disposal. No produced water was disposed of on surface land or in waterways.
- Henan Yanchang has installed wastewater treatment equipment. The reclaimed water is reused, conserve up to 2% water per year.

### Reduction of greenhouse gas and vapor emissions

- Optimization of equipment:  
In the production of crude oil and natural gas, Novus reduces emissions of methane through gas conservation and pipeline tie-ins.

In its wholesale, retail, storage and transportation activities of refined oil, Henan Yanchang installed vapor recovery equipment at oil depots and petrol stations in 2015, recovering vapor produced from petrol and diesel oil. In 2016, it moved ahead of the industry, installed pipes at petrol stations to reduce oil and gas emissions and reduce wastage.

- Reduction of business travel:  
Long distance travel increases energy consumption and greenhouse gas emissions, so the Group actively encourages employees to reduce travel by using other effective communication methods, including telephone and / or video conferencing to avoid physical attendance at remote meetings or trainings. After the implementation of this measure, Henan Yanchang avoided 20 remote meetings of physical attendance in 2016.
- Supporting local supplier purchasing:  
Where available, the Group gives priority to working with local suppliers to reduce energy consumption and greenhouse gas emissions due to additional transport processes. The Group uses non-local vendors only when conditions are not met.

During the Reporting Period, the Group did not violate environmental regulations. Greenhouse gas emissions generated during the Reporting Period are as follows:

Emission source of greenhouse gases	Total consumption		Greenhouse gas emissions (kg of carbon dioxide equivalent)	
	Henan Yanchang	Novus	Henan Yanchang	Novus
Total electricity consumption of manufacturing facilities (kWh)	385,344.0 kWh	1,088,945.0 kWh	366.7 (kg of carbon dioxide equivalent)	206.9 (kg of carbon dioxide equivalent)
Gasoline consumption of mobile sources (litre)	30,369.0 litres	Not applicable	68.9 (kg of carbon dioxide equivalent)	Not applicable
Diesel consumption of stationary sources (litre)	2,800.0 litres	Not applicable	7.4 (kg of carbon dioxide equivalent)	Not applicable
Natural gas consumption (cubic metre)	Not applicable	9,965.1 cubic metres	Not applicable	17.5 (kg of carbon dioxide equivalent)
Propane consumption (litre)	Not applicable	900,987.4 litres	Not applicable	1,378.5 (kg of carbon dioxide equivalent)
Total greenhouse gas emissions			443.0 (kg of carbon dioxide equivalent)	1,602.9 (kg of carbon dioxide equivalent)
Total production			4,156,007 tons	879,994 BOE
Greenhouse gas emission density			0.0001 (kg of carbon dioxide equivalent / ton)	0.0018 (kg of carbon dioxide equivalent / BOE)





### 3.1.2 Use of Resources

#### Energy conservation

Where available, Novus uses its own natural gas to fuel well sites and oil batteries and purchases electricity, natural gas and propane where its own fuelgas is insufficient. The machines are equipped with timers, and motors are used instead of natural gas engines to minimize energy consumption.

Henan Yanchang carries out periodic maintenance for equipment in the oil tank area, and installs an oil unloading pump set to improve the operation efficiency of equipment and reduce oil unloading time and oil discharge. Henan Yanchang plans to modify the unloading facilities in highway in 2017 to further improve oil unloading efficiency. Also, Henan Yanchang replaces light bulbs in office areas with energy-saving lamps, and corridors are fitted with sound-controlled lights: these two measures give electricity savings of 5%. To save more energy, Henan Yanchang uses solar energy to heat water and reduce the use of coal or electricity; uses energy-efficient air conditioning; seasonally adjusts outdoor lighting system controls; shuts down machines when everyone leaves, and encourages employees to develop good habit of turning lights and computer monitors off when not using. After implementing of these measures, no accident at work has occurred.



### Water conservation

Water generated in field production site is all re-used in the fracturing process, so Novus water consumption is zero.

Henan Yanchang saves water through the following measures and conducts regular internal inspections to monitor the effective implementation and successful achievement of water conservation goals:

- Post water saving labels in toilets, kitchens and sinks to remind employees and visitors to conserve water, saving about 2% of water during the Reporting Period;
- Replace the equipment regularly to prevent leakage;
- Collected rainwater is used for irrigation of farmland and plants;
- Use water in carboy instead of bottled water to reduce waste.

### Saving office resources

Henan Yanchang promotes paperless office in its day-to-day operations and encourages employees to use computers or USB archives instead of paper files. In addition, in order to reduce the waste of office supplies, employees must apply for office supplies every month, and be checked by the material purchasing staff against the quota.

During the Reporting Period, the major resources consumed by the Group during operation and production are as follows:

Resources	Total	
	Henan Yanchang	Novus
Electricity (kWh)	385,344.0 kWh	1,088,945.0 kWh
Natural gas (cubic metre)	0 cubic metres	9,965.1 cubic metres
Water (ton)	5,299.5 tons	0 ton
Packaging materials (ton)	Not applicable	Not applicable



### 3.1.3 Environment and Natural Resources

#### Green purchasing policy

In line with the Group's operating requirements, customer requirements, prices and other factors, the Group will give priority to suppliers who can provide environmentally friendly products.

Novus regularly publicizes environmental protection messages to employees and contractors to encourage them to comply with the Company's environmental policies and to reduce the effect of business activities on the environment.

Henan Yanchang requests suppliers to add environmental protection clauses in contracts to avoid oil leakage, personal injury, damage and other safety issues. This help promotes environmental protection in the supply chain.

#### Policy to reduce the impact of the well on the surrounding environment

Novus conducts environmental impact assessments before drilling, and tries to place the drill hole where least surface disturbance will occur. After the well is exhausted, it will be abandoned, and the abandoned wells shall be maintained in compliance with the relevant laws and regulations, so that the drilling site is restored to its natural state.

#### Environmental education for stakeholders

The Group includes environmental protection in the staff training program to enhance employee environmental awareness. About 95% employees in Henan Yanchang have participated in related training.



## 3.2 Society

### 3.2.1 Employment

In addition to strict compliance with the local employment requirements on business operations, the Group has developed a comprehensive employment policy to ensure employees receive fair and reasonable treatment. During the Reporting Period, the Group did not find any violations or receive complaints concerning discrimination or recruitment.

#### Recruitment and promotion

The Group sets up recruitment management policies to ensure that employees are treated fairly and impartially in recruitment, probation, promotion, resignation and other aspects. In the recruitment and promotion of staff, the Group will only refer to the job performance, experience and personal working ability of the applicant / employee, and the staff will not be discriminated against on the grounds of sex, age, race or physical condition.

#### Salary and benefits

The Group signs employment contracts with employees in accordance with local regulations to protect employees' legal rights and interests, such as providing medical insurance, ensuring minimum wage and maximum working hours and paid leave, sick leave, work-related injury leave and maternity leave in accordance with the law. The Group's remuneration policy is based on the principles of fairness, employee performance and current market practices and is reviewed annually.

On 31 December 2016, the total number of employees and the turnover rate of the two subsidiaries were as follows:

	Number of employees	
	Henan Yanchang	Novus*
<b>Gender</b>		
Male	73	10
Female	25	7
<b>Job category</b>		
Full-time	98	17
Part-time	0	0
<b>Rank</b>		
Senior management	7	3
Middle management	9	3
General staff	82	11
<b>Employee age</b>		
18 - 30 years old	48	5
31 - 45 years old	38	7
46 - 60 years old	10	4
Over 60 years old	2	1
<b>Total number of employees</b>	98	17

\* Contractors and consultants are excluded

	Average employee turnover rate per month (%)	
	Henan Yanchang	Novus*
<b>Gender</b>		
Male	0.63%	1.59%
Female	0.71%	4.08%
<b>Employee age</b>		
18 - 30 years old	0.63%	1.67%
31 - 45 years old	0.89%	2.38%
46 - 60 years old	0%	5.14%
Over 60 years old	0%	0%
<b>Total average turnover rate</b>	0.65%	2.64%

\* Contractors and consultants are excluded

### 3.2.2 Health and Safety

The Group is well aware of the risk of exploiting oil fields, storing and transporting petroleum products, so employee's health and safety is the top priority. To ensure that employees work in a safe environment, the Group implements comprehensive measures to prevent occupational diseases and industrial injuries, so as to achieve the goal of zero working accidents. The Group's safety policy has achieved excellent results. No violation of local occupational health and safety laws and regulations were found during the Reporting Period. At the same time, no work-related fatalities and lost days due to work injury. The followings are the major health and safety measures implemented by the Group:

#### Establish and implement a sound occupational health and safety policy

Both subsidiaries have established and implemented the occupational health and safety management system, formulated emergency plans and comprehensive safety management measures to prevent oil spills. For example, Novus's Drilling, Completions and Field Operator Handbooks provide guidelines and policies to govern a safe working environment; Henan Yanchang certified to OHSAS 18001 Occupational Health & Safety Assessment Series since 2013.

#### Equipment investment

In order to provide a safe working environment, both subsidiaries are equipped with safe and efficient facilities and equipment. At the same time, they have a mechanical equipment maintenance system and carry out regular equipment maintenance according to specifications to ensure the safety of equipment and maintain high standards.

The Group provides employees with protective clothing and equipment; Novus further requests contractors to provide personal protection to all of their employees to comply with relevant government laws and regulations.

#### Comprehensive safety training

The Group provides proper health and safety training for employees, including the proper use of protective equipment in the workplace, the recognition of potential risks and knowledge of hazards of storing/leaking petroleum products etc. The Group also arranges regular emergency drills for employees.

#### Strict supervision

Novus ensures that employees of contractors have adequate training, resources and systems and requests contractors to comply with safety and environmental policies. At the same time, employees are asked to conduct safety assessments before work. Employees are encouraged to identify and eliminate hazards, so that accidents could be avoid.

### Continuous improvement

The Group actively monitors and reviews the occupational health and safety management system to improve systems, processes and environmental and safety performance.

### Work-life balance

In addition to the focus on the employee's safety at work, the Group is also attentive to the physical and mental health of employees. The Group does not force employees to work overtime, and also allows employees to achieve work-life balance by organizing spare time activities. For example, Novus enhances communication between employees by arranging for them to have breakfast together on Mondays and organised a Christmas party in 2016. Henan Yanchang provides recreation facilities, farms and gardens within the company's area for employee enjoyment, and arranges cultural activities such as choirs, interesting competitions and sports to release stress.

In addition, Henan Yanchang has invited professional physiotherapists to cure neck and back problems caused by long hours of computer work.



### **3.2.3 Development and Training**

The Group understands that employee development and growth is key to the Group's success in the oil and gas industry. Therefore, the Group is committed to provide necessary training to employees to equip with relevant job skills and knowledge. At the same time, the Group also encourages employees to participate in other trainings to improve their personal qualities and abilities, to enhance various skills and expertise and strengthen their integrity and professionalism and thus promote their personal development.



During the Reporting Period, the percentage of trained employees in the Group and the average number of training hours per employee are as follows:

	Percentage of employees trained		Average employee training hours	
	Henan Yanchang	Novus	Henan Yanchang	Novus
<b>Gender</b>				
Male	68.18%	28.22%	2.73 hours	6.58 hours
Female	66.52%	37.29%	2.66 hours	8.70 hours
<b>Employee level</b>				
Senior management	61.90%	0%	2.48 hours	0 hours
Middle management	62.50%	0%	2.50 hours	0 hours
General staff	68.55%	54.55%	2.74 hours	12.73 hours

According to the above data, during the Reporting Period, the average training time of female employees in Novus is about 2% higher than that of male employees, and the difference in average number of training hours between male and female in Henan Yanchang is less than 3%, which demonstrates that the Group effectively implements the policy of equal treatment of employees with no gender discrimination.

Because Novus's main operation is crude oil and gas exploration, the company pays great attention to the knowledge and ability of front-line staff in terms of technology and safety. Therefore, Novus arranges senior staff to provide hands-on training to all front-line staff to ensure that they all are informed of proper mechanical operation procedures and familiar with the operation process, to achieve the goal of effective and safe production.



### **3.2.4 Labour Standards**

The Group prohibits the use of child labour. To prevent its occurrence, the Group examines identity documents of recruits to ensure that they are not minors.

The Group also prohibits forced labour. Novus strictly adhere to all provincial and federal labour requirements regarding standard work hours. Henan Yanchang also regularly checks whether there is forced labour. If case was found, it will immediately stop any involuntary overtime working. During the Reporting Period, the Group did not find the use of child or forced labour.

### **3.2.5 Supply Chain Management**

In addition to continually monitoring its day-to-day operations to reduce the environmental and social impacts of its activities, the Group also develops supply chain management systems to promote sustainable approaches amongst its contractors and suppliers.

The Group communicates with suppliers and contractors from time to time to ensure that they meet the relevant laws and regulations and industry norms. According to the internal policies, the Group makes detailed assessments of suppliers and contractors in the procurement process to ensure that Group's requirements are met. For example, in the production of oil and gas, Novus conducts drilling and oil production using only contractors with proper licenses and bought adequate insurance base on the government database. In addition, Novus requires the contractors and suppliers to comply with its environmental and safety policy. In the business of refined oil wholesale, retail, storage and transport, Henan Yanchang requests suppliers and contractors to obtain corporate social responsibility awards or certification. The coverage includes products and service quality, environmental management and conscientious employer. Also, suppliers and contractors are required to comply with the code of "Wholesale and Retail Customer Management" implemented by Henan Yanchang.

Moreover, the Group gives priority to local suppliers and contractors. At present, both subsidiaries use only local suppliers and contractors in their local operations.

### **3.2.6 Product Responsibility**

The Group develops quality control policies to deliver quality products and services to customers. During the Reporting Period, the Group did not have any reported cases of product recall for safety or quality reasons and received no complaints.

#### Quality assurance

All petroleum products must be tested for quality and safety. In line with the requirements of the oil and gas distributors, Novus conducts an annual product quality analysis and determines the selling price in accordance with the quality of the products.

Using the established sample quality testing procedures, Henan Yanchang sends oil samples to a laboratory for analysis against national standards. Once defective oil samples are found, they will be returned to supplier. Supplier is required to re-deliver oil products as soon as possible in order to avoid delay in delivery of the product. Suppliers of equipment related to the production, transport and storage of petroleum products must have relevant product qualification certificates. Before the equipment is put into use, Henan Yanchang will arrange relevant departments for inspection, and the products can be put into use after acceptance. If products are not qualified, the supplier will be required to replace the products until the products are accepted. Henan Yanchang also requires employees to conduct routine inspection and regular maintenance of related equipment.

Through the above regulatory measures, the Group can ensure that all products sold meet customer requirements.

#### After-sales service

Both Novus and Henan Yanchang have set up complaint mechanism, and customers may make complaints to the Group through complaint channels. The relevant department will follow up any complaint and report back to the complainant. The Group will analyze any product recall from four aspects: economic, technological, environmental impact and related policies. After considering various factors, the product recall process will be started as required. Henan Yanchang has also developed an after-sales service policy, holding regular meetings with customers to establish long-term, harmonious and stable relationships.

#### Privacy of consumer data

The Group focuses on information security and confidentiality. In addition to complying with applicable local legislation and regulations, the Group also provides appropriate data protection policies in line with subsidiaries' different business natures.

Novus properly stores information collected from its vendors and customers, and also require employees not to disclose data to other companies to prevent data leakage.

Henan Yanchang's business involves wholesale and retail, storage and transport of oil products. All customer data are stored in Henan Yanchang's customer information system. The system is provided and maintained by professional technology company to strengthen system security and avoid hacker intrusion. Technology company send monthly system security reports to Henan Yanchang's information technology security department to evaluate system security. If the report is found to be abnormal, the Information Technology Security Department will immediately consult the technology company for follow-up. In addition, Henan Yanchang will not use customer data for promotion purpose without customers' consent.

### 3.2.7 Anti-Corruption

The Group understands that employee integrity, impartiality and honesty are basic factors in the success of the business. Therefore, the Group has developed an internal oversight system to prohibit bribery, extortion, fraud and money laundering, and to ensure that all employees act in an honest and impartial manner.

#### Preventive measures

All levels of employees are required to comply with internal corruption prevention policies, such as Novus' "Code of Business Conduct and Ethics" or Henan Yanchang's "Management Policies For Executive Business Expenses" etc. Tendering shall be carried out in accordance with established procedures when purchasing products or services. In addition, the Group employs independent auditors to audit the Group's financial statements, to ensure that the Group's accounts are correct and to strengthen financial oversight to protect the interests of shareholders.

#### Whistle-blowing procedures

The Group has developed the Whistle-blowing Policy to provide channels for employees to report inappropriate and illegal instances of fraud, corruption and other incidents to the Chief Executive Officer of the Company (or the Chairman of the board of directors of the Company if the concern involves the Chief Executive Officer himself). After receiving the report, the Chief Executive Officer or the Chairman or the dedicated person will conduct investigation and report its findings to the informant.

Based on the above-mentioned monitoring and prevention measures, there were no cases of corruption involving either of the subsidiaries or individual employees of the Company during the Reporting Period, and no corruption was found.

### 3.2.8 Community Investment

In the course of its business operations, the Group has invested resources to focus on the needs of the neighbouring community, support community development and look forward to maintaining a good relationship with the local community, so as to achieve a win-win situation.

Novus has a dedicated department to collect the views of neighbouring community groups and consult them, before project commencement. Production start after obtaining local communities' consent to prevent production activities affects the neighborhood.

Novus also actively supports community activities in the operating area, particularly local cultural and sports development, including sponsorship of the Wild Cow Milking game and the hockey team for 5 consecutive years.

Henan Yanchang encourages all of its staff to donate clothing to people in poor region to help them to survive the winter.



#### 4. Future Prospects

This Report encapsulates the Group's efforts in environmental protection, occupational safety, staff welfare and community responsibility. In the future, Yanchang Petroleum International will continue to uphold the business philosophy of "ensuring a safe and healthy workplace and the protection of the environment", and plans to put more resources into the areas of environmental protection and community participation in order to promote the sustainable development of the Group.

## Hong Kong Stock Exchange Environmental, Social and Governance Reporting Guide Index

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