



**中國油氣控股有限公司**  
**SINO OIL AND GAS HOLDINGS LIMITED**

Stock Code 股份代號: 702



*Environmental, Social and  
Governance Report*  
環境、社會及管治  
報告

**2016**

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Table of Contents

<b>Scope and Reporting Period</b>
<b>Stakeholders' Engagement and Materiality</b>
<b>Stakeholders' Feedback</b>
<b>Sustainability Commitment</b>
<b>A. Environmental</b>
1. Greenhouse Gas Emission
2. Direct Emission
3. Electricity
4. Water
5. Packaging
6. Hazardous Waste
7. Non-hazardous Waste
<b>B. Social</b>
1. Employment and Labour Practices
(i) Employment
(ii) Employee Health and Safety
(iii) Development and Training
(iv) Labour Standards
(v) Equal Opportunity
2. Operating Practices
(i) Supply Chain Management
(ii) Product Responsibility
(iii) Anti-corruption
3. Community
(i) Community Investment

### 目錄

<b>範圍及報告期間</b>	2
<b>權益人之參與及重要性</b>	2
<b>權益人意見</b>	2
<b>可持續發展使命</b>	2
<b>A. 環境</b>	3
1. 溫室氣體排放	4
2. 直接排放	5
3. 電力	5
4. 用水	6
5. 包裝	6
6. 有害廢棄物	6
7. 無害廢棄物	6
<b>B. 社會</b>	7
1. 僱傭及勞工常規	7
(i) 僱傭	7
(ii) 僱員健康與安全	8
(iii) 發展及培訓	10
(iv) 勞工準則	10
(v) 平等機會	11
2. 營運常規	11
(i) 供應鏈管理	11
(ii) 產品責任	12
(iii) 反貪污	12
3. 社區	13
(i) 社區投資	13

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### SCOPE AND REPORTING PERIOD

This is the first ESG report by Sino Oil and Gas Holdings Limited (the “Company” or “Sino Oil and Gas”, and together with its subsidiaries, collectively the “Group”), highlighting its Environmental, Social, and Governance (the “ESG”) performance, with disclosure reference made to the ESG Reporting Guide as described in Appendix 27 of the Listing Rules and Guidance set out by The Stock Exchange of Hong Kong Limited.

This ESG report covers the Group’s overall performance in two subject areas, namely, Environmental and Social of the business operations in Mainland China including coal washing plant and coalbed methane (“CBM”) project in Shanxi Province from 1 January 2016 to 31 December 2016, unless otherwise stated.

### STAKEHOLDERS’ ENGAGEMENT AND MATERIALITY

In order to identify the most significant aspects for the Group to report on for this ESG report, key stakeholders including investors, shareholders and employees have been involved in meetings and community engagement activities to discuss and to review areas of attention which will help the business meets its potential growth and be prepared for future challenges.

### STAKEHOLDERS’ FEEDBACK

The Group welcomes stakeholders’ feedback on our environmental, social and governance approach and performance. Please give your suggestions or share your views with us via email at [contact@sino-oilgas.hk](mailto:contact@sino-oilgas.hk).

### SUSTAINABILITY COMMITMENT

#### Our Commitment to the Environment

Sino Oil and Gas understands its business nature and pays every effort to commit in environmental protection as well as ensuring the environmental health and safety for surrounding communities. By investing in development of advanced technology, Sino Oil and Gas aims to reduce its overall greenhouse gas emissions, which will benefit not just our shareholders, but our community and the world at large.

### 範圍及報告期間

此乃中國油氣控股有限公司（「本公司」或「中國油氣」，連同其附屬公司統稱「本集團」）第一份環境、社會及管治報告，以強調本公司於環境、社會及管治（「環境、社會及管治」）方面之表現，乃參考上市規則附錄二十七的「環境、社會及管治報告指引」及香港聯合交易所有限公司指引所披露。

除另有說明外，本環境、社會及管治報告涵蓋本集團中國內地業務包括位於山西省之洗煤廠及煤層氣項目於2016年1月1日起至2016年12月31日止環境及社會兩個主要範疇之整體表現。

### 權益人之參與及重要性

為確定本集團於本環境、社會及管治報告中所匯報之最重要方向，主要權益人包括投資者、股東及僱員已參與會議及社區參與活動，以討論及檢討有助業務發揮增長潛力及裝備應付未來挑戰的注意事項。

### 權益人意見

本集團歡迎權益人就我們的環境、社會及管治方針及表現提供意見。敬請閣下透過電郵向我們提出建議或分享意見，電郵地址為 [contact@sino-oilgas.hk](mailto:contact@sino-oilgas.hk)。

### 可持續發展使命

#### 我們對環境之使命

中國油氣了解其業務性質，並全力承擔保護環境，並確保周圍社區環境健康及安全。中國油氣藉著投資發展先進科技，致力減少整體溫室氣體之排放，使不只股東受益，益處更可推廣至社區乃至於全世界。

### Our Commitment to Employees

Safety is our top priority as employee is one of business' most important asset. Sino Oil and Gas ensures its production meets the highest standards of performance in all aspects of operation. We believe that by providing a safe and rewarding workplace for employees, comprehensive training and well-established management systems, we can embrace better efficiency, productivity, accountability, professionalism from all business operations.

### A. ENVIRONMENTAL

The coal washing plant is located at Qinshui Basin, Shanxi Province. The washing process involves separation of coal from soil and rock into graded sized chunks through centrifugation, magnetism and flotation technologies. In 2016, the coal washing operation recorded a total sale of refined coal approximately 325,000 tonnes.

Sanjiao coalbed methane ("CBM") Project involves continuous extraction, compression and distribution of CBM. In 2016, there were 28 new wells in Sanjiao CBM Project and it had completed a total of 108 wells, comprising 57 multilateral horizontal wells and 51 vertical wells. Out of the total 108 wells, 85 wells were in the normal dewatering stage, of which 69 wells had accessed to a gas collection pipeline network. In 2016, the Sanjiao CBM Project recorded CBM production of approximately 69.5 million m<sup>3</sup>. The Project uses three designated CBM pipelines in the Sanjiao block and its surrounding areas, built by the Shanxi provincial government as its major sales channels, including (1) the CBM pipeline from Sanjiao to Linxian for gas supply for residential, commercial and industrial use, as well as heating in winter; (2) the designated CBM pipeline of the Sanjiao CBM block for gas supply to Senze Coal & Aluminum Group, a local coal processor and aluminium manufacturer; and (3) the CBM pipeline from Sanjiao to Luliang (for gas supply to Xiaoyi and central Shanxi).

Type of emissions the Group involved in the reporting period was mainly electricity, petrol, diesel oil, and production-related water, land disposal and waste oil which are regulated under national laws and regulations. No packaging materials was involved in operation.

### 我們對僱員之承擔

僱員是我們業務之最重要資產，故此安全乃我們之首要重點。中國油氣確保生產在各營運表現方面符合最高標準。我們相信，為僱員提供安全而有益之工作環境，加上全面培訓及既有管理制度，能為我們不同業務帶來更佳效率、生產力、問責性、專業性。

### A. 環境

洗煤廠位於山西省沁水盆地。洗選過程涉及通過離心分離、磁力及浮選技術，將煤炭與泥沙石礫分開，成為按大小分級之煤塊。於2016年，這項目共銷售精煤約325,000噸。

三交煤層氣項目涉及持續排採、壓縮及分銷煤層氣。於2016年，共新增28口井，截至2016年底累計完成鑽井共108口，其中57口為多分支水平井，餘下的51口為直井。在上述108口井中，正常排採井為85口，當中接入集氣管網的井位69口，於2016年，這項目生產約6,950萬立方米煤層氣。項目以三交區域內及其周邊地區由政府規劃的三條已建成煤層氣專用管線作為主要銷售渠道其中包括：(一)三交至臨縣煤層氣輸氣管道，供應臨縣城市居民、工商業用氣及冬季取暖用氣；(二)三交區塊專用煤層氣管道，向一間當地的煤鋁生產企業—森澤煤鋁集團供氣；及(三)三交至呂梁煤層氣輸氣管道，供應孝義及山西省中部天然氣管網。

本集團於報告期間主要涉及受國家法律法規所規管之電力、汽油、柴油及生產相關用水、廢棄物及廢油等排放類別。營運不涉及包裝物料。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### 1. Greenhouse Gas Emission

#### Scope of Greenhouse

#### Gas Emissions

#### 溫室氣體排放範圍

#### Scope 1

#### 範圍1

Direct Emission

直接排放

#### Emission Sources

#### 排放來源

Petrol Consumed

耗用汽油

Diesel Oil Consumed

耗用柴油

#### Scope 2

#### 範圍2

Indirect Emission

間接排放

Purchased Electricity

購入電力

#### Scope 3

#### 範圍3

Other Indirect Emission

其他間接排放

NA

不適用

#### Total

總計

Note: Combined margin emission factor (average) of 0.88 t-CO<sub>2</sub>/MWh was used for purchased electricity in Mainland China.

Emissions for CO<sub>2</sub>, NO<sub>2</sub>, SO<sub>2</sub> from CBM are lower than what is required to be considered in national standard (GB3095-2012), thus there is no data collection for such insignificant emission. There were 11,233.48 tonnes of carbon dioxide equivalent greenhouse gases emitted from the Group's operation in the reporting period.

### 1. 溫室氣體排放

#### Emission

#### (in tonnes of CO<sub>2</sub>e)

#### 排放量

#### (以噸二氧化碳當量計)

#### Total Emission

#### (in percentage)

#### 總排放量(百分比)

280.61

15.13%

1,418.53

9,534.34

84.87%

NA

0%

不適用

**11,233.48**

註：已就中國內地購入電力使用合併邊際排放因子(平均)0.88噸二氧化碳/兆瓦時。

煤層氣所排放之二氧化碳、二氧化氮及二氧化硫濃度遠低於有關國家標準規定(GB3095-2012)須予考慮之標準，其量過少無計算。於報告期間，本集團業務排放11,233.48噸二氧化碳當量之溫室氣體。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### 2. Direct Emission

A total of 103,254 litres of petrol was used for light trucks in the reporting period, contributing to 280.61 tonnes of carbon dioxide equivalent. A total of 479.64 tonnes (541,966 litres) of diesel oil was used for on-site generators, loaders, dump trucks and pickup trucks in the reporting period, contributing to 1,418.53 tonnes of carbon dioxide equivalent. A total of 10.24 kg of SOx was emitted.

### 3. Electricity

The electricity consumption by the Group was 10,834,475 kWh with an energy intensity of 49.03 kWh/m<sup>2</sup> (total floor area coverage for the Group was 220,978 m<sup>2</sup>). The Group also encourages energy saving practices inside the office areas, such as turning off lights and equipment before leaving work, installing motion sensors.

#### Energy Intensity by

#### Production

#### 以生產劃分之能源強度

	2016 2016年	Unit 單位	Production 產品
Coal Washing Plant 洗煤廠	8.70	kWh/tonne 千瓦時／噸	Refined coal 精煤
CBM Project 煤層氣項目	0.21	kWh/m <sup>3</sup> 千瓦時／立方米	Coalbed methane 煤層氣

### 2. 直接排放

本集團之輕型卡車於報告期間所使用之汽油合共為103,254公升，佔二氧化碳當量之280.61噸。廠內發電機、載貨機、翻斗車及農夫車在報告期間內耗用合共479.64噸（541,966公升）柴油，相當於1,418.53噸二氧化碳當量。已排放合共10.24千克硫氧化物。

### 3. 電力

本集團之耗電量為10,834,475千瓦時，耗能強度為每平方米49.03千瓦時（本集團之總建築面積為220,978平方米）。本集團亦鼓勵在辦公室範圍培養節能習慣，如下班時關燈關設備、安裝動作感應器等。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### 4. Water

Fresh water consumption by the Group was 45,480 m<sup>3</sup> with water intensity of 0.21 m<sup>3</sup>/m<sup>2</sup>.

For coal washing Plant, rainwater collection system is in place and 23,000 m<sup>3</sup> of groundwater was extracted for operation. A total of 13,800 m<sup>3</sup> of water was reused in the washing process.

For CBM Project, 22,480 m<sup>3</sup> of water was collected by nearby river for operation. Wastewater was generated during extraction process, which was treated with localized wastewater treatment plant (with a capacity of 120 m<sup>3</sup> per day). The sludge went through dehydration process on-site and discharge water meets national standards (GB/T5750.4-5750.6-2006). The residues, compressed coal powder cakes, were given to nearby villagers as burning fuel for free.

### 5. Packaging

The Group did not involve any packaging materials in its business operation.

### 6. Hazardous Waste

The only type of hazardous waste from the Group was waste oil. The oil was generated from CBM's oil-injected compressors operation at CNG compression site. 0.8 tonnes of waste oil were collected by licenced chemical waste collector in 2016.

### 7. Non-hazardous Waste

Non-hazardous waste from the Group's operation was land disposal from coal washing plant. 55,000 tonnes of residues such as soil, rock, dehydrated and compressed coal ash from coal washing processes were disposed in 2016 at 20-year-span designated filling area near the plant, which is approved, regulated and monitored by the government.

### 4. 用水

本集團之活水耗用量為45,480立方米，水強度為每平方米0.21立方米。

洗煤廠方面，已備有雨水收集系統，並在生產過程中抽取23,000立方米地下水。合共13,800立方米水已在洗選過程中重用。

煤層氣項目方面，已從附近河流抽取22,480立方米水作營運之用。廢水在排採過程中產生，由當地廢水處理廠處理（每日產能120立方米）。通過就地脫水過程之污泥及所排放之水符合國家標準（GB/T5750.4-5750.6-2006）。殘留物（經壓製之煤粉餅）乃免費給予附近村民作為生火燃料。

### 5. 包裝

本集團之業務營運並不涉及任何包裝物料。

### 6. 有害廢棄物

本集團唯一產生之有害廢棄物為廢油，乃壓縮天然氣壓縮場內之煤層氣之噴油壓縮機所產生。於2016年，有0.8噸廢油獲持牌化學廢料收集商收集。

### 7. 無害廢棄物

本集團業務所產生之無害廢棄物包括洗煤廠所產生之廢棄物。原煤洗選過程所產生之55,000噸殘留物（如土壤、石頭、經脫水及壓縮煤灰）於2016年棄置於廠房附近20年期指定堆填區，並經政府審批、規管及監察。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### B. SOCIAL

#### 1. Employment and Labour Practices

##### (i) Employment

The Group had a total number of 304 employees as of 31 December 2016. All of them are from 22 provinces in the People's Republic of China.

##### Workforce by Age Group

僱員總數按年齡組別分佈	18-25	26-35	36-45	46-55	>55
Year 年度					
2016	44	142	70	39	9

##### Workforce by Gender

僱員總數按性別分佈	Male 男	Female 女
Year 年度		
2016	255	49

Employees are entitled to life insurance, medical insurance with hospitalization coverage, communal and personal accident insurance, maternity insurance, compensation, mobile phone fee allowance, gifts during festival, marriage gift, maternity gift, housing allowance and annual body check-up in specific aspects of respirable particles, noise exposure and chemical exposure (a total of 177 employees have been covered in CBM Project in 2016). Canteen, housing and meals for provided for resident employees, as well as newly built indoor basketball and badminton court, fitness centre and pool tables.

### B. 社會

#### 1. 僱傭及勞工常規

##### (i) 僱傭

於2016年12月31日，本集團合共有304名僱員，全來自中國22個省。

僱員可享人壽保險、醫療保險(連住院保障)、因公或因私意外保險、生育保險、補貼金、手機費津貼、節日賀禮、結婚賀禮、分娩賀禮、房屋津貼及就可吸入粉塵、噪音及化學品等特定方面進行每年體檢(於2016年就煤層氣項目有合共177名僱員受惠)。為留宿僱員提供飯堂、住所及用餐，以及新建成之室內籃球場及羽毛球場、健身中心及桌球室。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

The annual turnover rates (categorized by age and gender groups) in the reporting period are as follows:

於報告期間，年度流失率（按年齡及性別分佈）如下：

### Annual Turnover Rate by Age Group

#### 年度流失率按年齡組別分佈

	18-25	26-35	36-45	46-55	>55
<b>Year年度</b>					
2016	45%	14%	9%	23%	22%

### Annual Turnover Rate by Gender

#### 年度流失率按性別分佈

	Male 男	Female 女
<b>Year年度</b>		
2016	16%	19%

### (ii) **Employee Health and Safety Health, Safety and Environment (“HSE”) Management Committee**

To further strengthen effective HSE controls, to prevent and minimise near miss and incidents related to HSE, and to enhance protection for operating employees at work, the Group has set up HSE Management Committee to regular review the Group’s HSE direction, policy, organization, procedures, supervision and monitoring works, HSE measures, documents, etc.

### (ii) **僱員健康與安全 安全健康環保管理委員會**

為進一步加強安全健康環保監控效能，避免及盡量減少與安全健康環保有關之漏洞及事件，並加強在施工期間對操作僱員之保障，本集團已設立安全健康環保管理委員會，定期檢討本集團之安全健康環保方向、政策、組織、程序、監管及監察工作、安全健康環保措施、文件等。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### HSE Management Manual and Guidelines

The Group also regularly updates its HSE Management Manual which covers management approach, HSE's objectives and targets, relevant laws and regulations, operational organization and responsibility, document controls, preventive and corrective measures.

The Group also has comprehensive HSE guidelines for all departments and job positions (management, financial, procurement, sales, transportation, security, production, laboratory, weighting room), as well as operational procedures for all machinery (in aspects of safety measures, maintenance checks, repair works) in the plant.

### Personal Protective Equipment

Employees are provided with personal protective equipment such as gas mask, rainboots, laundry powder, gloves, uniforms, insulating gloves and boots. This is also clearly stated in each employee's employment contract.

### Emergency Procedures

The Group understands the potential health and safety hazard for employees working at Sanjiao CBM project. An emergency procedures listing each department's responsibility, procedures, emergency contact person and organization have been provided to all employees and mock emergency training has also been arranged to enhance employees' awareness to enable them to take immediate action to any harmful incidents or accidents.

### 安全健康環保管理手冊及指引

本集團亦定期更新其安全健康環保管理手冊，手冊內容包括管理途徑、安全健康環保目的及目標、相關法律法規、營運組織及職責，文件監控、預防及糾正措施。

本集團亦為廠內各部門、各職位(管理、財務、採購、銷售、運輸、保安、生產、實驗室、量重室)設有全面之安全健康環保指引，以及全部機器之操作程序(指安全措施、維護檢查、維修工作等方面)。

### 個人保護裝備

僱員獲提供面罩、水鞋、洗衣粉、手套、制服、絕緣手套及靴等個人保護裝備。此事已在各僱員之僱傭合約內列明。

### 應急程序

本集團明白，在三交煤層氣項目工作之僱員有潛在健康及安全危機。應急程序列有各部門之職責、程序、緊急聯絡人員及組織，已向全體僱員提供，並已安排應急演習，以提高僱員意識，使能在發生任何具傷害性之事件或意外發生時作出即時行動。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### HSE Communication

Communication channel includes daily safety briefing, weekly progress meeting and monthly management meeting to discuss and review operational and safety matters.

### 安全健康環保方面之溝通

溝通渠道包括每日安全簡報、每周進度會議及每月管理層會議，以討論及檢討營運及安全事宜。

### Occupational Health and Safety Data

Work related fatality  
Work injury cases >3 days  
Work injury cases <3 days  
Lost days due to work injury

### 職業健康與安全數據

因工作關係而死亡  
工傷個案(多於3日)  
工傷個案(少於3日)  
因工傷損失工作日數

Year 年度  
2016

0  
0  
0  
0

### (iii) Development and Training

In addition to compulsory induction training, the Group also enforces weekly operational training and yearly plant HSE training. Other training courses in 2016 included procurement management, middle management skill, special equipment use, safety training for each types of operations and food hygiene training for canteen employees.

### (iii) 發展及培訓

除強制性入職培訓外，本集團亦實施每周營運培訓及每年廠房安全健康環保培訓。2016年其他培訓課程包括採購管理、中層管理技巧、使用特別設備、各類業務之安全培訓，以及向食堂僱員提供食品衛生培訓。

Year 年度  
2016

Total Number of Employee  
Total Training Hours (approximate)  
Average Training Hours Per Employee

僱員總數  
培訓總時數(約數)  
僱員人均培訓時數

279  
524  
1.88

### (iv) Labour Standards

No child nor forced labour is allowed in the Group's operation, as clearly stated in each employee's employment contract. Identification card is required during job application process to ensure no under aged or illegal workers.

### (iv) 勞工準則

各僱員之僱傭合約列明，本集團業務不得僱用童工或強制勞工。應徵過程中需出示身份證明，確保並無未滿法定年齡或非法勞工。

### (v) **Equal Opportunity**

Equal opportunities are given to employees in respect of recruitment, training and development, job advancement, and compensation and benefits. The employees are not discriminated against or deprived of such opportunities based on gender, ethnic background, religion, colour, sexual orientation, age, marital status, family status, retirement, disability, pregnancy or any other discrimination prohibited by applicable law. The Group rewards employees for their credits and performs disciplinary action for their misconduct. Such reward and penalty system helps maintaining the Group's reputation, and enhances employees' disciplines, work accuracy, quality, productivity and responsibility.

## 2. **Operating Practices**

### (i) **Supply Chain Management**

The Group has a standardized procurement management procedure.

For general procurement, any single procurement item costs over USD100,000 or above, tender will be issued to hiring suppliers; if less than USD100,000, quotation will be obtained from 3 different suppliers for cost comparison.

For choosing coal supplier, procurement department evaluates the Groups' latest business plan and set most cost-efficient sales price of coal by paying visit to various coal mines, collecting coal samples for quality testing (moisture and ash content), reviewing the mines' latest sales price and market trend.

Once coal supplier and sales price have been set, procurement department regular monitors the coal's quality and market price. If any major changes or incident happens on either supply or demand side, procurement department will report to the Group's management in timely manner for making appropriate decision and adjustment with the supplier.

### (v) **平等機會**

本集團在招聘、培訓及發展、晉升以及補償及福利等方面為員工提供平等機會。僱員並不會基於性別、種族背景、宗教、膚色、性傾向、年齡、婚姻狀況、家庭狀況、退休、殘障、懷孕或適用法律所禁止之任何其他歧視因素，而遭受歧視或被剝奪平等機會。本集團對僱員有功即賞，惟若行為不檢，則會施以紀律處分。上述賞罰制度有助於維持本集團聲譽及提高僱員紀律、工作準繩度、質素、生產力及責任感。

## 2. **營運常規**

### (i) **供應鏈管理**

本集團有標準採購管理程序。

一般採購方面，每一個採購項目成本如為100,000美元或以上，須投標聘用供應商；如為100,000美元以下，則須取得三家不同供應商之報價以作比對。

選擇煤炭供應商方面，採購部評估本集團最新商業計劃，並在到訪不同煤礦，收集煤炭樣本作品質測試（水分及灰分含量）、檢討煤礦最新售價及市場走勢後，設定最具成本效益之煤炭售價。

訂定煤炭供應商及售價後，採購部定期監察煤炭品質及市場價格。如在供應或需求方面發生任何重大變動或事件，採購部將即時向本集團管理層匯報，以與供應商作出適當決定及調整。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

At coal washing plant, trucks carrying coal will arrive at plant in accordance to the previously agreed supply time and period between coal mine and the Group. The trucks are weighted at designated area and samples are taken for quality testing inside the plant. All data including coal supply record, on-site weighting record and coal quality sampling record are collected by financial department for continuous monitoring.

### (ii) **Product Responsibility**

#### **Quality Assurance and Complaints**

The Group has received no product recalls or service complaint in the reporting period. As mentioned in Supply Chain Management section, the Group has standard procedure to follow should any major concerns raised by customers or end-users, as well as standard routine on assuring product quality.

#### **Intellectual Property**

Centralized procurement of office computers and software has been the usual practice. No employees were allowed to install software or bring their own computers to office without authorization.

### (iii) **Anti-corruption**

For coal washing plant, specific payment methods (advance coal payment, transmittal, bank transfer) have been agreed and written in the contract with coal supplier to avoid employees to carry massive amount of cash and to protect employee from potential harms. By regularly monitoring coal supply activities and coal quality, the plant prevents potential deceitful behaviours or unlawful engagement from employees. Award and penalty system for employees is also in place during the whole procurement process.

在洗煤廠，載運煤炭之卡車會按煤礦與本集團預先協定之供應時間及期間進廠。卡車在指定地方量重，並會取樣在廠內測試品質。財務部會收集煤炭供應記錄、工地量重記錄及煤炭樣本品質記錄等全部數據，以作持續監察。

### (ii) **產品責任**

#### **品質保證及投訴**

本集團在報告期間內並無收到產品回收或服務投訴。誠如「供應鏈管理」一節所述，在客戶或最終用戶提出任何重大關注事項時，本集團有基本程序可依，亦有基本流程保證品質。

#### **知識產權**

中央採購辦公室電腦及軟件乃屬常規。僱員不得未經准許安裝軟件或將私人電腦帶到辦事處。

### (iii) **反貪污**

洗煤廠方面，已與煤炭供應商協定具體付款方法（預付煤款、電匯、銀行過戶），並在合約上列明，以免僱員持有大筆現金，亦保障僱員免受傷害。廠方定期監察煤炭供應活動及煤炭質素，藉此避免僱員進行瞞騙行為或參與非法活動。整個採購過程中，均設有向僱員施以獎懲之制度。

For CBM project, award and penalty system is on point basis and managed under joint liability. Annual recognition is given out to employees who will also be considered for future promotion and management appraisal. Depends on the level of responsibility or negative impacts to the Group caused by concerned employee, his/her direct and indirect supervisors, up to management level, will be warned and have their points deducted. The system proves to encourage each management level to proactively look for areas of concern or vulnerability, and to address the problems without delay.

### 3. Community

#### (i) Community Investment

The Group understands the importance of engaging surrounding community is the key to success to sustainable business.

On the operation side, the Group proactively constructed dust suppression screens at coal washing plant and noise barriers at CBM project to minimize disturbance to surrounding community.

The coal washing plant provides excellent job opportunities for nearby farm workers during non-harvesting seasons. The newly built indoor basketball and badminton court is open to public, in which community bonding times can be seen especially on Sundays. The plant is planning for more activities such as competitions for basketball, poetry reading and calligraphy in the next reporting period.

CBM project has set up public relation department on engaging residents, and has been actively engaged with surrounding neighborhood on construction, roads and bridges repair works. Moreover, activities and festive events have been hosted to strengthen communication channels between management, employees and residents.

煤層氣項目方面，獎懲制度以分數為基準，並在共同責任下管理。給予僱員之年度嘉許，在日後升遷及管理層評估時亦予考慮。視有關僱員之職責層次或對本集團之負面影響，其直屬或間接主管（包括管理層）將會被警告，同時扣分。此制度可鼓勵管理層主動發現關注點或弱點，並將問題即時處理。

### 3. 社區

#### (i) 社區投資

本集團明白讓周圍社區參與之重要性，此乃可持續業務之成功關鍵。

營運方面，本集團主動在洗煤廠興建隔塵板及在煤層氣項目興建隔音牆，盡量減少對周圍社區之干擾。

洗煤廠為毗鄰農場工人提供農閒時之工作機會。新建成之室內籃球場及羽毛球場對外開放，藉此與社區連結，尤其在星期日。廠方正策劃在下一個報告期間舉行更多活動，如籃球、詩歌朗誦及書法比賽等。

煤層氣項目已設立公關部門接觸住戶，並就施工及路橋維修工程接觸周圍鄰舍。此外，舉辦節目及節慶活動，加強管理層、僱員及住戶之間的溝通渠道。



**中國油氣控股有限公司**  
**SINO OIL AND GAS HOLDINGS LIMITED**