



ENVIRONMENTAL, SOCIAL  
AND GOVERNANCE REPORT  
環境、社會及管治報告

2017



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# ABOUT THIS REPORT 關於本報告

## Scope of this Report

In this report, “ESG” refers to the matters under the two subject areas, namely “Environmental (Subject Area A)” and “Social (Subject Area B)”, as set out in the Environmental, Social and Governance Reporting Guide in Appendix 27 of the Listing Rules (“the Guide”). Please refer to our Corporate Governance Report in 2017 Annual Report of PVI Corporation Limited (“PVI” or the “Company”) which discusses our performance in corporate governance.

The ESG data in this report covers material issues (which assessment process is set out in the section headed “Materiality Assessment and Stakeholders Engagement” below) of all of our business segments discussed in the Business Review in PVI’s 2017 Annual Report, with the exception of those business entities: (i) in which we have a 50% interest or less; and (ii) which ESG implications shall be insignificant in PVI and its subsidiaries (collectively the “Group”). The reporting period for the ESG data is for the year ended 31 March 2017.

## PVI’s approach to ESG risks, impacts and opportunities

We consider ourselves duty-bound to assess and manage all foreseeable risk factors as effectively as possible, as we believe entities that best manage ESG risks, impacts and opportunities are more financially sustainable in the long term and will deliver better long-term financial performance.

We recognize the need to consider ESG risks in our investment and the operation process of our project subsidiaries and their impact on financial performance and the communities in which both we and our project subsidiaries operate.

## 本報告的範圍

在本報告中，「環境、社會及管治」指的是根據上市規則附錄27《環境、社會及管治報告指引》《指引》所載兩個主要範疇下的事項，「環境(主要範疇A)」和「社會(主要範疇B)」。關於企業管治部分請參考保華集團有限公司(「保華」或「本公司」)2017年報中的企業管治報告。

本報告中的環境、社會及管治資料涵蓋了保華2017年報中業務審視部分討論的所有業務分部的重要事項(其評估過程在以下標題為「重要性評估和持份者參與」的章節中列明)，除了(i)我們持有股權等於或少於50%的業務；及(ii)其在保華及其附屬公司(統稱「集團」)的環境、社會及管治影響微不足道的業務。本報告包含了截至2017年3月31日止年度期間的環境、社會及管治資料。

## 保華應對環境、社會及管治的風險、影響和機遇的方法

我們自認為有責任盡可能有效地去評估和管理所有可預見的風險因素，因我們相信能有效管理環境、社會及管治的風險、影響和機遇之企業，長遠來看在財務上能更具可持續性且在長期的財務表現上會更好。

我們意識到有必要考慮我們在投資上以及附屬項目公司在經營過程中的環境、社會及管治風險，以及它們在財務表現及我們和附屬項目公司經營的社區上的影響。

Our vision and strategy on ESG is set out broadly in our ESG Policy. In our ESG Policy, the guiding principles in respect of each ESG area (as set out in the Business Review of PYY's 2017 Annual Report) have been developed to provide guidance on our ESG management approach and strategy. Through dialogue with the management of the business units and other stakeholders, we develop strategic approaches to addressing ESG challenges and integrating them in business practices. We also monitor performance through risk-assessment reviews and we build awareness through trainings. The findings and recommendations are reported to the Board.

We require all business units to implement the requisite level of risk management control to ensure compliance with our ESG Policy, taking into account business needs and local circumstances. Appropriate operational procedures and controls are in place and all employees are provided with relevant information, training and supervision to reduce and manage those risks. Strong emphasis is placed on preventing accidents and incidents, but should they happen we have appropriate emergency plans which are rehearsed routinely.

Business units are required to perform control self-assessments annually to assess the effectiveness of their systems of internal control. The control self-assessment performed is in the form of a questionnaire which includes a specific section on ESG matters. The manner in which the effectiveness of these risk management and internal control systems are reviewed is discussed under the section headed "Review of Risk Management and Internal Control Systems" of the Corporate Governance Report in PYY's 2017 Annual Report.

我們對於環境、社會及管治的願景和策略在我們的環境、社會及管治政策中已列明。在我們的環境、社會及管治政策中，和每個環境、社會及管治範疇（在保華2017年報的業務審視中列出）有關的指引原則已制定並為我們的環境、社會及管治管理方法和策略提供指引。通過與業務經營單位之管理層和其他持份者的對話，我們制定策略去應付環境、社會及管治挑戰並將它們融入業務經營中。我們亦通過審視風險評估的方式監管表現，並通過培訓增強意識。相關的發現和建議向董事局匯報。

我們要求所有的業務經營單位，結合經營需要和當地情況，執行必要程度的風險管理以確保符合我們的環境、社會及管治政策。適當的操作規章及控制措施都已制定且已為所有員工提供了相關資訊、培訓和指導以便減少和管理這些風險。強調的重點在於阻止意外和事故的發生，即使發生這種情況，我們備有經過常規演練的應急預案。

我們要求業務經營單位執行年度的內部監控自我評估以分析它們內部監控系統的有效性。內部監控自我評估是以問卷的方式進行，其中包括了有關環境、社會及管治事項的特定部分。風險控制及內部監控系統有效性的審視方式，已在保華2017年報的企業管治報告中題為「風險管理和內部監控系統的檢討」這一章節進行討論。

## ESG Governance Structure

### 環境、社會及管治方面的管治架構

#### Board of Directors

##### 董事局

- ▶ Has overall responsibility for PYI's ESG strategy and reporting  
對保華的環境、社會及管治策略及匯報承擔全部責任
- ▶ Delegates the day-to-day responsibility for ESG-related matters to senior management and ESG Reporting Committee  
將環境、社會及管治相關事宜的日常職責委託給高級管理層及環境、社會及管治報告委員會
- ▶ Approves ESG Policy and ESG Report  
審批環境、社會及管治政策及環境、社會及管治報告

#### Audit Committee

##### 審核委員會

- ▶ Reviews the effectiveness of risk management and internal control systems related to ESG matters  
檢討與環境、社會及管治事項相關的風險管理和內部監控系統的有效性

#### Corporate Governance and Compliance Committee

##### 企業管治及法規委員會

- ▶ Reviews ESG policies and practices developed by senior management and ESG Reporting Committee and makes recommendations to the Board  
檢討由高級管理層及環境、社會及管治報告委員會所制定的環境、社會及管治政策及常規，並向董事局提出建議
- ▶ Reviews and monitors PYI's compliance with legal and regulatory requirements related to ESG matters and meets with the management to assess related compliance policies, programs and procedures  
檢討及監察保華在遵守環境、社會及管治法律及監管規定方面的情況，並與管理層舉行會議，以評估相關的合規政策、方案及程序
- ▶ Investigates or causes to be investigated any significant instances of non-compliance or potential compliance violations that are reported to the Corporate Governance and Compliance Committee  
調查或安排調查任何向企業管治及法規委員會舉報的重大違規或潛在違規事件
- ▶ Reviews ESG Report developed and prepared by senior management and ESG Reporting Committee  
檢討由高級管理層及環境、社會及管治報告委員會所編製之環境、社會及管治報告

#### Senior Management and ESG Reporting Committee

##### 高級管理層及環境、社會及管治報告委員會

- ▶ Develops PYI's ESG policies and practices  
制定保華的環境、社會及管治政策及常規
- ▶ Designs, implements and monitors the risk management and internal control systems related to ESG matters  
設計、實施和監察與環境、社會及管治事項相關的風險管理和內部監控系統
- ▶ Ensures compliance with legal and regulatory requirements related to ESG matters  
確保遵守與環境、社會及管治方面相關的法律及監管規定
- ▶ Prepares ESG Report  
編製環境、社會及管治報告

#### ESG Working Group

##### 環境、社會及管治工作組

- ▶ Assists senior management and ESG Reporting Committee in developing ESG policies and practices and preparing ESG Report  
協助高級管理層及環境、社會及管治報告委員會制定環境、社會及管治政策及常規和編製環境、社會及管治報告
- ▶ Assists senior management and ESG Reporting Committee in coordinating and implementing ESG policies and practices  
協助高級管理層及環境、社會及管治報告委員會統籌及實施環境、社會及管治政策及常規

#### Departments and Business Units

##### 部門及業務經營單位

- ▶ Complies with ESG policies and practices developed by senior management and ESG Reporting Committee  
遵循由高級管理層及環境、社會及管治報告委員會制定的環境、社會及管治政策及常規
- ▶ Implements good operation practices and ensure ESG compliance in daily operations  
實施良好營運操守並在日常操作中確保環境、社會及管治的合規性

## Materiality Assessment and Stakeholders Engagement

In deciding what ESG data or information is included in this report, we have taken into account the materiality of the relevant data or information, that is, its importance and relevance to PYI's business and operations.

PYI has conducted both internal and external materiality assessments through survey to assess and determine the materiality of each provision of the Guide. Internal materiality assessments have been conducted by PYI's senior managers and other key employees and resulted in PYI's own assessment of what the material issues are. External materiality assessments have been done with key stakeholders identified through consulting various departments (such as corporate communications, human resources, sales and marketing, procurement, legal and government relations, etc.) within PYI.

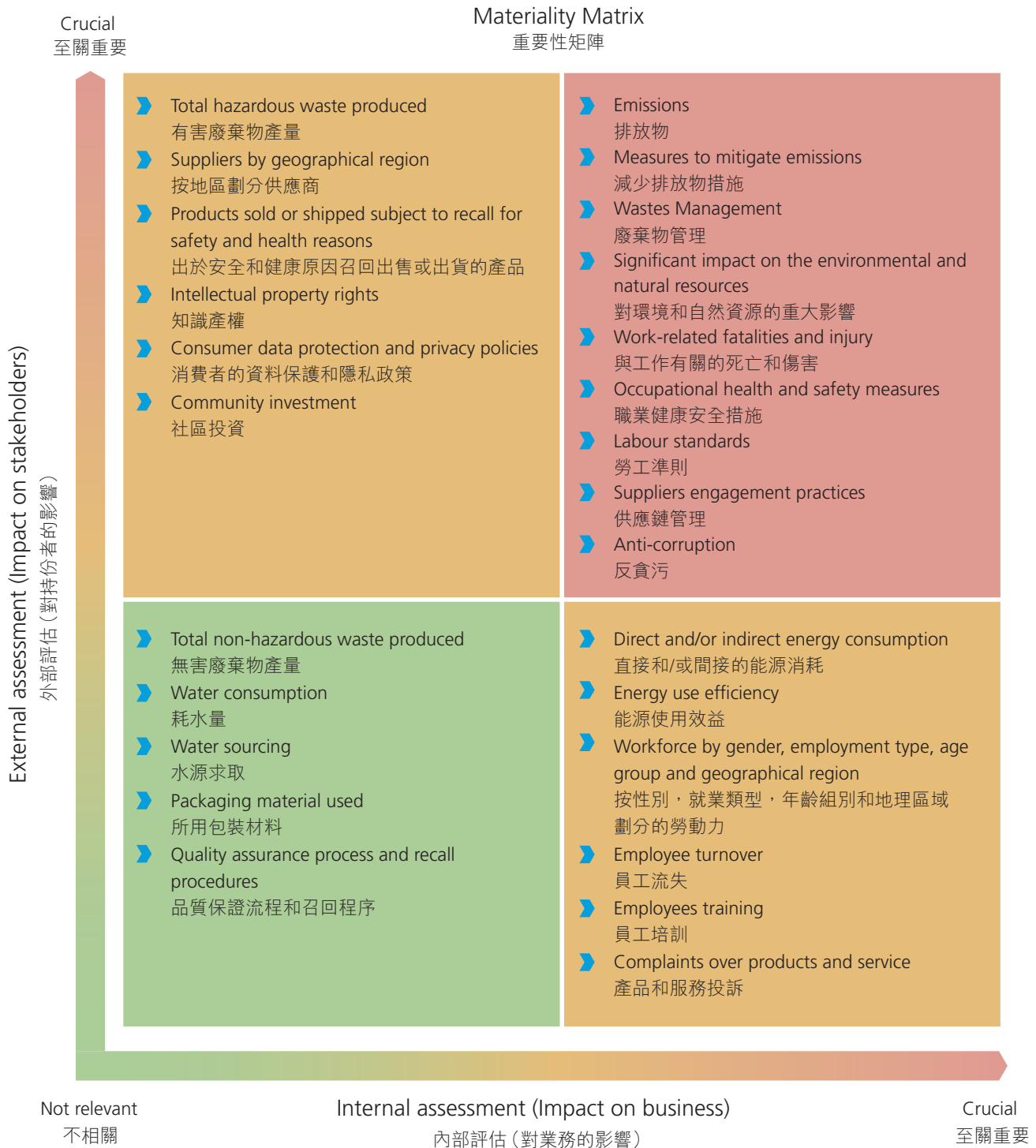
## 重要性評估和持份者參與

當決定何種環境、社會及管治資料和資訊可納入本報告時，我們考慮相關資料或資訊的重要性，即它對保華業務及經營是否重要和相關。

保華通過問卷調查方式同時進行了內部和外部的重要性評估，以篩選和識別指引中每一項議題的重要性。內部重要性評估由保華的高級經理和其他關鍵員工來進行，形成保華的自我評估以決定那些是重要的議題。外部重要性評估由保華各部門（例如企業傳訊部、人力資源部、銷售市場部、採購部、法律及政府關係部等）識別出的關鍵持份者來進行。

The Materiality Matrix below shows the result of our materiality assessment process:

以下的重要性矩陣顯示了我們重要性評估過程的結果：





# ENVIRONMENTAL Protection 環境保護

We strive to comply with all relevant environmental laws and regulations that are applicable to our various business operations. Our group legal team have been working closely with our business units to assess the impact of those promulgated environmental protection laws and regulations such as the “Environmental Protection Law of the PRC”, “Prevention and Control of Atmospheric Pollution of the PRC”, “Prevention and Control of Water Pollution of the PRC”, “Prevention and Control of Environmental Pollution by Solid Waste”, “Contingency Plan for Emergency Environmental Accidents”, etc.

Policies to minimise the environmental impacts from operations have been formulated and updated regularly by reference to the aforesaid laws and regulations. Moreover, a reporting system has been developed and all our business units are required to report promptly of any significant non-compliance issues including those related to environment.

For the year ended 31 March 2017, there was no material non-compliance with applicable laws and regulations related to environment that could have a significant impact on PYI.

我們努力遵守各項適用於我們經營的業務上有關環境的法規。我們集團的法律團隊與我們的業務經營單位緊密合作，評估諸如《中華人民共和國環境保護法》、《中華人民共和國大氣污染防治法》、《中華人民共和國水污染防治法》、《中華人民共和國固體廢物防治法》及《突發環境污染事件應急預案》等已頒佈的環保法規的影響。

我們已經制定了減少經營造成環境影響的政策並根據上述法律法規進行定期更新。此外，我們建立了一項匯報系統，所有業務經營單位都要立即匯報任何重大違法事項，包括與環境有關的違法事項。

於截至2017年3月31日止年度，沒有發生對保華產生重大不利影響的重大環保違法事項。



## Environmental Protection 環境保護



Dust suppression using vacuum cleaner truck at port area of Yichang Port  
於宜昌港港區使用吸塵車抑制粉塵



Wheel washing bay for vehicle entering or leaving port area of Yichang Port  
車輛進入或離開宜昌港港區時的車輪清洗間



Covering for the conveyor belt at port area of Yichang Port  
裝置於宜昌港港區的傳送帶上之覆蓋

### Emissions

There are various emission sources that can be identified in connection with port operations which could have negative impact on air quality. For example, inside the port area and in the surrounding area, there are dust and other airborne particles generated from cargo movement (in particular for those uncontainerized cargo) through vehicles, vessels, trains, cargo handling equipment as well as from stationary sources such as storage of coal piles. Greenhouse gas that generated from the combustion of fuels from the above mobile sources contribute also to global warming.

### 排放物

港口經營中會發現各種污染物來源，對空氣品質產生負面影響。例如，在港區範圍內和港區周邊，因貨物（特別是而非集裝箱運輸的貨物）通過車輛、輪船、火車和貨物裝卸設備等移動運載，及固定源如儲存的煤堆而產生的粉塵和其他大氣懸浮顆粒。上述移動源的油品燃燒產生的溫室氣體同樣造成了全球暖化。

Various preventive and corrective measures are in place to tackle the above issues. Environmental impact assessments have been carried out for new construction projects to ensure simultaneous design, construction and use of pollution control facilities with the main works (i.e. the “Three Simultaneity”). Covering stagnant stockpiles with tarpaulin, controlling vehicles’ speed and carriage as well as performing regular cleaning and maintenance of paved access roads have been performed to minimise the impact of fugitive dust. Facilities such as water spraying equipment (sprinklers and/or hand-held hoses), dust suppression truck, wheel washing bay and windbreak and dust-controlling walls at stockyards have been used and erected to control dust. Furthermore, in order to minimise greenhouse gas emission, low carbon diesels have been used and regular maintenance has been performed on all vehicles, vessels and other cargo handling equipment.

To promote use of green energy, the vehicle conversion centre established by Minsheng Gas in Wuhan, China facilitates the conversion of gasoline-driven vehicles to LPG ones that help to reduce the environmental impact in that area.

Further mitigating measures such as extension of windbreak and dust-controlling walls, covering for all fixed conveyor belt, reinforcement of high traffic routes and installation of continuous dust monitoring system at both cargo operation areas and stockyards are to be implemented.

## Waste Management

The availability of suitable land for landfill is decreasing while concerns about environmental and health impacts of landfill sites and waste treatment (both hazardous and non-hazardous ones) are increasing. We endeavour to reduce the amount of waste (going to landfill or to be processed otherwise) by source reduction and to encourage reusing and recycling as much as possible.

Hazardous waste such as used engine and lubrication oil is required to be first stored at designated storage area and then collected by licenced contractor. Non-hazardous waste such as domestic and office waste is collected by local sanitary bureau.

我們已採取了各種防治及糾正的措施來應對上述問題。在建設新項目時，會進行環境影響評價，並確保防治污染的設施與主體工程能同時設計、同時施工、同時投產使用（三同時制度）。我們亦採取了貨場覆蓋油布，控制車速和載貨量，港區進出口路面清掃及維護等措施來減少揚塵造成的影響。灑水設備（噴灑器和／或手持式水喉）、多功能抑塵車、車輪清洗間及貨場區的防風抑塵網等設施已安裝並投入使用來控制粉塵。此外，為了減少溫室氣體排放，車輛、船舶和其他貨物裝卸設備已使用低碳柴油。

為了提倡綠色能源的使用，民生石油在中國武漢建立的車輛改裝中心為汽車「油改氣」提供支援，以減少對該地區環境的影響。

而將實施的其他彌補措施還包括擴大防風抑塵網、覆蓋所有傳送帶、鞏固主要運輸道路、以及在貨物裝卸區域和貨物堆場均安裝不間斷的粉塵監控系統。

## 廢棄物管理

因適用於垃圾堆填的土地之供應正在減少，而有關垃圾堆填區及廢物處理（包括有害廢棄物和無害廢棄物）對環境和健康影響的擔憂也在增加。我們盡可能地透過源頭減廢及鼓勵再利用和回收利用廢棄物以減少將要堆填或處理之廢棄物的數量。

例如使用過之機器潤滑油等有害廢物必須首先存放在指定的儲存區域，然後由持牌承包商收集。無害廢棄物如生活和辦公室廢棄物由當地衛生局收集。

## Use of Resources

Energy consumption has a direct effect on our environment, operational costs and exposure to fluctuations in energy supply and prices. On the other hand, water is becoming a precious resource especially under increasing pressure from factors such as drought, population increase and rising demand for industrial uses. Moreover, withdrawals of water from underground and from the river by some of our operation sites may also have impact on the environment in that area. In view of this, we have adopted policies on the effective use of resources in accordance with the relevant requirements of "Energy Conservation of the PRC", "Water Law of the PRC" and "Mineral Resources Law of the PRC".

Various measures have been implemented to encourage energy-saving. Energy-saving plans have been implemented and the results of which are linked with the management's annual performance appraisal. In our operation sites, alternative cleaner and less greenhouse gas intensive fuels for our cargo handling equipment have been used such as replacement of quay container cranes from diesel cranes to electrical cranes. Energy inefficient cargo carriage (such as vehicle and vessel) have been upgraded in accordance with national announcement and their regular maintenance have been scheduled. Also, energy inefficient lighting in our terminals are in the process of being replaced by LED light.

In office, efficiency use of electrical appliances have been promoted and communicated to staff such as turning off of lighting during breaks and shutting down all appliances after office hours. Some of our offices are installed with temperature guide for switching on air-conditioners when temperature reaches a pre-set level.

For water usage, measures such as efficiency use of water have been promoted and communicated to staff. Water efficient fixtures and fittings such as showerheads, taps and hoses have been installed in some operation sites. In our LPG storage-tank farm, pools have been maintained to collect water from water pipe which is recycled for tank cooling during summer heat.

PYI is committed to manage all business operations with sensitivity to environmental protection. We will review our environmental protection practices from time to time and will continue to apply eco-friendly measures and practices in our operation.

## 資源使用

能源消耗對我們的環境、經營成本及能源供應和價格的變化產生直接影響。另一方面，尤其在乾旱、人口增長及工業需求增加等因素的壓力不斷增加下，水正變成一項珍貴的資源。此外，我們部分的經營地點從地下或江河取水可能對該區域內的環境造成影響。因此，我們根據《中華人民共和國節約能源法》、《中華人民共和國水資源法》及《中華人民共和國礦產資源法》的有關規定制定了高效使用資源的政策。

為了鼓勵節約能源，我們採取了各項措施。節能計劃已實施且實施結果與管理層的年度經營表現評估相關聯。在我們的經營地點，我們使用更清潔和更少溫室氣體排放燃料的貨物裝卸設備，例如把使用柴油的碼頭集裝箱起重機更換為電動起重機。低效能源的車輛和輪船等貨物運輸工具已根據國家公告升級並按時定期保養。同樣，低效能源的碼頭照明正陸續更換為LED燈。

在辦公場所，我們宣導並向員工宣傳提高電器的使用效率諸如休息期間關燈及下班後關閉所有電器等。我們的一些辦公場所已經安裝了溫控指引，當溫度達到預先設定的水平時空調才會啟動。

在水利用方面，提升水利用率的措施已實施並已向員工宣傳。諸如噴淋頭、水龍頭和水管等節水設備和裝置已在我們的部分經營場所安裝。在LPG儲配庫，我們設置了蓄水池來收集水渠中的水以便在夏季高溫時為儲罐降溫。

保華致力細心管理所有業務經營的環境保護。我們將不時審視我們的環境保護工作，且繼續在我們的經營中實施綠色生態環境的措施和工作。

# SOCIAL

## 社會



Credibility and reputation are invaluable assets for PYI which operates in diverse economic, social and cultural contexts. Therefore, we have developed common principles, values and responsibilities that guide our relations with the market, the communities in which we operate, the people who work with us and all those who have a legitimate interest in our activities.

In social context, PYI will maintain the following core values:

### Genuine

We are sincere, trustworthy and reliable.

*Operating with integrity, being ethical and treating others with respect is at the heart of PYI's culture.*

### 真誠

我們真誠、可靠及值得信賴。

誠信經營、崇尚道德和尊重他人是保華文化的中心。

### Involved

We are inclusive, open and actively engaged with our customers, partners, employees and the communities we serve.

*People are our greatest asset.*

### 包容

我們以包容、開放和積極的態度來接待我們的客戶、合作夥伴、僱員和服務的社區團體。

人是我們最大的資產。

### Exceptional

We are committed to creating exceptional experiences that delight our employees and customers.

*At PYI, good enough is not good enough.*

### 傑出

我們承諾創造一個使自己的僱員和客戶感到欣慰的出色經歷。

在保華，只有更好，沒有最好。

可信度和商譽對運行在多元經濟、社會、文化下的保華來說是無價的資產，因此我們制定了用以指導我們與市場、社區團體、同事以及那些經營活動中持份者的關係的共同準則、價值標準和責任。

在社會領域下，保華將堅持以下核心價值：

These core values reflect the importance that PYI attaches to the integrity, respect, responsibility, competence and safety in carrying out our business.

這些核心價值反映了保華重視誠實、尊重、責任、能力和安全的態度經營業務。

## Social 社會

### Employment

We believe that focusing on talent management and emphasizing staff engagement will in turn drive the growth of our business. Meanwhile, we have established policies in relation to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare by reference to laws and regulations such as “Labour Law of the PRC”, “Labour Contract Law of the PRC”, “Social Insurance Law of the PRC”, “Provision of Minimum Wages”, etc.

In practices, a performance-based remuneration and appraisal system has been adopted to ensure fair pay to our employee and to attract and retain talents. Other than salary, regular staff welfare and benefits such as maternity and breastfeeding leaves, high temperature subsidies, etc., have also been provided.

For the year ended 31 March 2017, there was no material non-compliance with applicable laws and regulations related to employment that could have a significant impact on PYI.

### Health and Safety

We recognise the importance of occupational health and safety, and endeavour to provide a safe working environment to our staff by encouraging safety practices and enhancing their awareness through regular training and safety drills.

Policies have been established by reference to relevant laws and regulations such as the “Law of the PRC on Work Safety”, the “Law of the PRC on Prevention and Control of Occupational Diseases”, “Fire Prevention Law of the PRC”, etc.

### 僱傭

我們堅信重視傑出的管理層和強調員工參與會帶來業務的增長。同時，我們根據《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國社會保險法》及《最低工資規定》等法規，建立了相關制度來規定薪酬、解僱、僱傭及晉升、工作時間、休假時間、平等機會、員工多樣化、反歧視及其他的利益和福利。

在實踐中，我們採用以工作表現為基礎的薪酬和考核體系，以確保員工得到公平報酬並吸引和留住優秀人才。除了工資，我們還提供常規的員工福利如婚假、哺乳假、高溫補貼等。

於截至2017年3月31日止年度，沒有發生對保華產生重大不利影響的重大勞動違法事項。

### 健康與安全

我們認識到職業健康與安全的重要性，並致力於為員工提供一個安全的工作環境，鼓勵安全操作並通過定期培訓和安全演練來增強員工的安全意識。

根據《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》和《中華人民共和國消防法》等法規，我們制定了相關的規章制度。

Various measures have been employed to ensure health and safety of our employees. Our ports and logistics operations have set up their safety committee or supervision department to conduct comprehensive supervision and management of work safety within their companies. Regular training and drills on safety and fire have been organised. Moreover, all employees engaged in specialty works (such as cargo handling equipment workers and workers in our LPG/CNG filling stations) are required to be licenced. Annual health examination and sport activities have also been arranged to promote good health and well-being.

For the year ended 31 March 2017, there was no material non-compliance with applicable laws and regulations related to occupational health and safety that could have a significant impact on PYI.

我們已採取各項措施保障員工的健康及安全。我們經營港口物流的業務單位都已建立安全委員會或安全監督部門，在公司內部對安全生產進行全面的監督和管理。公司亦定期組織有關安全和消防方面的培訓及演練。此外，特殊工種(如貨物裝卸操作工、液化石油氣／壓縮天然氣加氣工)的員工需持證上崗。公司還提供年度健康體檢及安排各項體育運動來提高員工健康水平。

於截至2017年3月31日止年度，沒有發生對保華產生重大不利影響的重大職業健康及安全違法事項。



Fire drill at gas filling station of Minsheng Gas  
民生石油加氣站的消防演習



Safety training in Yichang Port  
宜昌港的安全培訓



Fire drills at LPG storage-tank farm of Minsheng Gas  
民生石油儲配庫的消防演習



## Development and Training

We believe that continuous staff training and development is essential for the discharge of their duties and responsibilities effectively and efficiently. Our training and development programmes include but not limited to on-job training, internal seminars held by internal and outside professionals, etc. Staff at middle and senior levels are also encouraged to take external training and professional examinations with the provision of subsidies.

Our Hangzhou training centre is responsible for organising various regular internal training programmes and the publication of monthly training newsletter for the Group. In addition to internal training programmes, we also encourage employees to take part in external courses such as seminars, discussions and conferences held by both governmental and professional bodies.

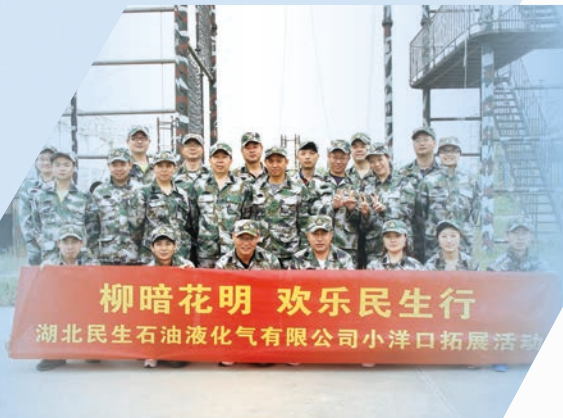
Further discussion on trainings provided to directors and senior management, and for certain training programmes forming part of our risk management and internal control systems can be found on pages 52 and 53 of PYI's 2017 Annual Report.

## 發展及培訓

我們堅信，為了讓員工有效和高效地履行職責和責任，持續的員工培訓和發展是必要的。我們的培訓和發展項目包括但不限於工作中培訓、由內部和外部專家授課的內部講座等。我們還提供補貼鼓勵中高層管理人員參加外部培訓和專業考試。

我們杭州的培訓中心負責為集團組織各類常規的內部培訓及發行培訓月刊。除了內部的培訓項目，我們也鼓勵員工參與外部由政府 and 專業團體舉辦的講座、討論會和研討會。

有關提供予董事及高級管理人員之培訓，以及構成我們風險管理及內部監控系統有關的培訓描述，可參閱保華2017年報第52及53頁。



War games activities held by Minsheng Gas  
民生石油舉辦的野戰活動



Periodical training held by Jiaxing Feeder Port  
嘉興內河碼頭定期舉辦的培訓活動



Business etiquette training held by Minsheng Gas  
民生石油舉辦的禮儀培訓活動

## Labour Standards

We have established policies that strictly prohibit the employment of child and forced labour. Employee's right on working hours, holidays and annual leaves are strictly complied with relevant laws and regulations and have been promoted and communicated to all staff, especially to newly employed ones.

For the year ended 31 March 2017, there was no material non-compliance with applicable laws and regulations that related to labour standards could have a significant impact on PYI.

## Supply Chain Management

We recognise that proper management of our supply chain could bring positive impact to our natural and social environment and so we strive to promote and communicate with our partners along the supply chains about our environmental and social practices. Policies and procedures have been established in our procurement and tendering process for our selection of capable and responsible suppliers and contractors.

## Product Responsibility

We commit to offer products and services with high standards of safety, quality and reliability as well as protecting the personal information of our customers so as to maintain their trust in us.

Policies have been established by reference to relevant laws and regulations such as the "Product Quality Law of the PRC" and the "PRC Law on the Protection of Consumer Rights and Interests". Quality management teams have been set up in our operations to conduct regular inspection, quality analysis or sample checks on products and services provided. For example, our LPG/CNG distribution operation in Wuhan, China has conducted sample tests of the LPG at various stages, for example, (i) before and after purchase; (ii) at its storage-tank farm; and (iii) subsequently stored and delivered to ensure the product quality. Various communication channels have also been established by the customer support team to collect information about customers' satisfaction to the services and products they provided for operation improvement.

For the year ended 31 March 2017, there was no material non-compliance with applicable laws and regulations related to product responsibility that could have a significant impact on PYI.

## 勞工準則

我們制定了制度嚴格杜絕使用童工及任何強制勞工，並嚴格根據相關法規執行有關工作時間、假期及年休假等員工權利，並宣傳告知員工，特別是新僱用的員工。

於截至2017年3月31日止年度，沒有發生對保華產生重大不利影響的重大違反勞工準則的事項。

## 供應鏈管理

我們認識到，對供應鏈的良好管理能為我們的自然和社會環境帶來正面的影響，所以我們努力與供應鏈上的合作夥伴就我們的環境和社會行為增強溝通。我們建立了採購和招標的制度及程序來挑選合格及負責任的供應商及承包商。

## 產品責任

我們承諾提供高標準的安全、品質和可靠的產品和服務，同時保護客戶的個人資訊，以保持他們對我們的信任。

根據《中華人民共和國產品質量法》、《中華人民共和國消費者權益保護法》等法規，我們制定了相關的規章制度。在經營中我們建立了品質管制團隊來進行常規的品質檢測、產品和服務的品質分析及樣品檢驗。例如，我們在武漢的液化石油氣/壓縮天然氣零售業務，已執行各個階段的液化石油氣樣品檢測，如於(1)採購前和採購後；(2)在儲配庫；以及(3)隨後的存儲和運輸，以確保產品品質。設立售後團隊來收集客戶滿意度資訊，建立各類溝通渠道來改進經營。

於截至2017年3月31日止年度，沒有發生對保華產生重大不利影響的重大產品責任違法事項。



## Anti-corruption

PYI believes that honesty, integrity and fair play are important company assets in business. We are committed to ensure that PYI's reputation is not tarnished by dishonesty, disloyalty or corruption. As outlined in our Code of Conduct, it is our policy that: no one in our group shall solicit and accept advantages from suppliers, customers, competitors or any person in connection with our business; and, under no circumstance shall anyone in our group offer any advantage, without lawful authority or reasonable excuse, to any person as an inducement or reward in connection with that person's work.

All employees are encouraged to assist in tackling fraud, corruption and other malpractice, and to report any suspicions of bribery via one of the contacts provided through the group enquiry and complaint procedures. There are specific channels for the employees to report irregularities that come to their attention in confidentiality. We also have measures in place to ensure that no employee will ever suffer any disadvantage in the workplace as a result of speaking up. The effectiveness of the procedures is reviewed and monitored by the Audit Committee.

For the year ended 31 March 2017, there was no material non-compliance with applicable laws and regulations related to anti-corruption that could have a significant impact on PYI.

## 反貪污

保華堅信，誠實、公正和公平在經營中是公司的重要資產。我們承諾確保保華的聲譽不被欺詐、失信和貪污所玷污。正如我們的《行為準則》上所說：任何員工都不許從供應商、客戶、競爭對手以及與保華有業務聯繫的任何人士索取和收受好處；以及，在任何情形下，集團內任何人不得提供任何沒有法律授權或者合理理由的好處給他人，作為與他工作相關的利益誘惑和回報。

我們鼓勵所有員工協助阻止欺詐、貪污和其他不當行為，亦鼓勵通過信訪及投訴機制向集團的連絡人舉報任何可疑的賄賂。集團為員工設有特殊途徑用以秘密舉報引起他們關注的不當行為。我們也在採取措施確保員工不因舉報而在工作場所遭受任何不利。有關制度的有效性由集團審核委員會來審核和監督。

於截至2017年3月31日止年度，沒有發生對保華產生重大不利影響的重大貪污違法事項。

## Commitment to Community

We demonstrate strong commitment to community, focusing on education and youth development such as sponsoring educational exchange program for students coming from Nantong for eleven years. During the year, we also donated, together with Paul Y. Engineering, HK\$1 million to Friends of Hope Education Fund to support their educational works in the Mainland and Hong Kong. For the ninth consecutive years, we were awarded with the title of “Caring Company” by the Hong Kong Council of Social Service in recognition to our corporate citizenship and our ongoing effort in caring the community. Our local operations also implemented local programs to fulfill our commitments to give back to the society and to enhance the relationships with the nearby communities, for example, in Yichang (Hubei Province, China), our local operation proactively supported poverty alleviation programs promulgated by the local government.

## 回饋社區

在回饋社區方面，我們竭力履行承諾，尤其著重教育和青少年發展方面，體現於贊助南通的學生進行學術交流活動達十一年。年內，保華連同保華建業，捐贈了100萬港元給「希望之友教育基金」，以支持香港和內地的教育發展。連續九年，我們獲得了香港社會服務聯會頒發的「商界展關懷」的稱號，以表彰我們的企業公民責任和我們對社區關愛的持續努力。我們內地的經營單位也同樣開展當地的各項活動來履行我們回報社會的承諾並加強與周邊社區的聯繫。例如，我們在宜昌（中國湖北省）的業務單位，積極參與當地政府發起的扶貧項目。



Community clean-up activities organized by Yichang Port  
宜昌港組織的社區清潔活動



Educational exchange program for students coming from Nantong sponsored by PYI  
保華贊助來自南通的學生來港學習交流



Precision poverty alleviation organized by Yichang Port  
宜昌港組織的精準扶貧活動

