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 NORTH ASIA RESOURCES  
 北亞資源

**NORTH ASIA RESOURCES HOLDINGS LIMITED**

**北亞資源控股有限公司**

(Incorporated in Bermuda with limited liability)(於百慕達註冊成立之有限公司)  
 Stock Code 股份代號 : 0061



Environmental,  
 Social and  
 Governance Report  
**2016** 環境、社會及  
 管治報告

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## I. PREAMBLE

### 引言

North Asia Resources Holdings Limited (the “Company”) and its subsidiaries (collectively, the “Group”) are committed to their sustainable development and social responsibility. The Group firmly believes that environmental protection is an important topic in today’s society. Under the principles of energy conservation and environmental protection, the Group has made due contributions in every aspect of its businesses to mitigating global climate change. In 2016, the Group prepared the Environmental, Social and Governance Report (the “Report”) to demonstrate its efforts in sustainable development. This report is also designed to allow shareholders, investors and the public to have a more comprehensive and profound understanding of the Group’s corporate governance and culture. The Group is willing to take more responsibilities for the society with a view to balancing the shareholders’ interests and the society’s benefits.

北亞資源控股有限公司（「本公司」）及其附屬公司（統稱為「本集團」）致力於可持續發展並且堅持履行社會責任。本集團堅信環境保護問題是當今社會的重要話題，並且從自身做起，在節能環保的理念下，本集團在每個業務環節中為解決全球氣候變化問題做出應有的貢獻。在2016年，本集團編制環境、社會與管治報告（「本報告」），旨在闡述其在可持續發展方面作出的努力。本報告更可讓股東、投資者以及公眾對本集團的企業管治和文化有更全面、更深入的了解。本集團願意承擔更多的社會責任，並平衡股東利益和社會利益。



## II. REPORTING PERIOD AND SCOPE OF THE REPORT

### 報告時期及報告範圍

This Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide set out in Appendix 27 to the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited. This Report covers the Group's operation scope including its offices located in Hong Kong, the People's Republic of China (the "PRC") and Cambodia and coal mines located in the PRC. For corporate governance practices, please refer to the Corporate Governance Report on pages 40 to 58 of the 2016 annual report. Unless otherwise stated, the reporting period is financial year ended 31 December 2016, which is from 1 January to 31 December 2016.

本報告乃根據香港聯合交易所有限公司證券上市規則附錄27所載的《環境、社會及管治報告指引》編制。本報告所涵蓋的營運範圍包括本集團位於香港、中華人民共和國（「中國」）和柬埔寨的辦公室和位於中國的煤礦。本公司的企業管治常規資料請參閱於本年度年報第40頁至第58頁的企業管治報告。除非另有說明，本報告的呈報期間為截至2016年12月31日止年度，即由2016年1月1日起計至2016年12月31日。



### III. STAKEHOLDERS ENGAGEMENT

#### 持份者參與

To conduct the Group's materiality assessment in identifying and understanding the main concerns and material interests of the stakeholders for the purpose of this Report, the Group has engaged its stakeholders to conduct a materiality assessment survey. The selected stakeholders were based on their influence and dependence on the Group. The management of the Group has selected those who have a high level of influence and dependence on the Group. The selected stakeholders expressed their views and concerns on major social and environmental issues. The stakeholder engagement has been conducted through an online survey. The Group believes that the stakeholder engagement has an influence on its sustainability strategy and the fulfilment of its social responsibility.

After assessing the feedback from its stakeholders, the Group has reviewed the sustainable strategies, practices and measures in 2016 and highlighted the material and relevant aspects throughout this Report so as to align them with the stakeholders' expectations.

為確認及了解持份者的主要關注問題及重要利益，本集團已與其持份者進行重要性評估調查。所選的持份者乃基於持份者對本集團之影響及依賴程度為基礎。本集團之管理層篩選出對本集團具較大影響力及高度依賴性之持份者。所選定的持份者已獲邀表達其對主要社會及環境問題的意見及關注事項。持份者以問卷形式參與此調查。本集團相信持份者的參與，對於本集團可持續發展方針策略及履行社會責任具有影響力。

對本集團持份者的回饋進行評估後，本集團已於2016年審核可持續發展策略、常規及措施，本報告內闡述對持份者重要及相關方面的議題從而符合持份者的期望。





## IV. ENVIRONMENTAL SUSTAINABILITY

### 環境可持續發展

The Group is committed to sustainability of the environmental protection and integrates the concept of sustainable development into all aspects of business operation. Energy conservation and emission reduction are the key concerns of the Group. This section primarily disclosed the policies and practices of the Group on emissions, use of resources, the environmental and natural resources for the year 2016.

#### A.1. EMISSIONS

The Group strictly adheres to relevant laws and regulations including the Environmental Protection Law of the PRC, the Water Pollution Prevention and Control Law of the PRC, the Law of the PRC on Prevention and Control of Environmental Pollution by Solid Waste, the Prevention and Control of Atmospheric Pollution of the PRC and the Law of the PRC on Pollution Prevention and Control of Environmental Noise. The principal businesses of the Group include agricultural and processing business, systems integration and software solution business and coal mining operations. Among them, in 2016, agriculture and processing business only focus on the marketing and sales of cassava starch, while the five mines in the coal mining business were suspended for rectification requested by several notices issued by local government. Therefore, business operation of the Group is mainly in the offices and coal mines rectification in 2016, whose emissions include wastewater and solid waste generated in the offices and coal mines rectification.

#### Wastewater discharge

##### Coal mine rectification

Some of the coal mines in the Group are involved in rectification. Therefore, the wastewater is mainly generated from the mines rectification procedures. Industrial sewage treatment stations and domestic sewage treatment stations were built at five coal mines of the Group in order to treat the industrial and domestic wastewater generated at the operation sites respectively. Treated industrial wastewater was recycled to be used as supplementary water for production and underground dust sprinkler. Treated domestic wastewater was recycled to be used for greening and road dust sprinkler. The rest of treated domestic wastewater was transferred to the local power plant through pipelines for comprehensive utilisation. The Group is committed to maximising the use of water resources and strengthen the use of circulating water in all business aspects. In addition, the Group has set up an initial rainwater collection pool in the mining sites to collect and precipitate the initial rainwater. The treated rainwater will be used in the production.

本集團致力於為環境保護的可持續發展作貢獻，將可持續發展理念融入到日常運營的各個環節，並且將節約能源及控制排放作為本集團重點關注的問題。本節主要披露本集團於2016年有關排放物、資源使用、環境及天然資源的政策及常規。

#### A.1. 排放物

本集團嚴格遵守《中華人民共和國環境保護法》、《中華人民共和國水污染防治法》、《中華人民共和國固體廢物污染環境防治法》、《中華人民共和國大氣污染防治法》、《中華人民共和國環境噪聲污染防治法》等相關法律法規。本集團主要業務包括農業及深加工業務、系統集成及軟件解決方案業務及煤炭開採業務。其中，在2016年，農業及深加工業務只涉及到木薯澱粉市場推廣及銷售；煤炭開採業務涉及的5座礦因為地方政府發出的若干通知已於本年停工整頓。因此，本集團在2016年主要涉及到在辦公室經營業務和煤礦整頓業務，其排放物包含煤礦整頓和辦公室營運產生的廢水和固體廢物。

#### 廢水排放

##### 煤礦整頓

本集團部分煤礦涉及到整頓新建的工程，產生的廢水主要來自礦井整頓工程。本集團的5座礦建有礦井水處理站和生活污水處理站，分別用作處理礦區產生的工業污水和生活污水。處理後的工業污水可回用於生產補充用水及井下降塵灑水等；處理後的生活污水回用於綠化、道路降塵灑水，其餘經管道送至當地電廠綜合利用。本集團致力於做到將各個環節的水資源最大化利用，加強循環水的使用。並且，本集團在礦區設置了初期雨水收集池，對初期雨水進行收集和沉澱處理，處理後雨水作為生產用水。

## IV. ENVIRONMENTAL SUSTAINABILITY

### 環境可持續發展

#### Office operation

Wastewater in the offices is mainly domestic wastewater generated by employees. Since it is non-hazardous emission, it was discharged directly to the municipal sewage pipes networks. To reduce the wastewater amount, the Group encourages employees to conserve water. Specific measures are further explained under the section A.2. headed “Use of Resources” of this Report.

#### Solid waste discharge

The solid waste generated by the Group mainly includes domestic solid waste from the office-related business and non-hazardous production waste from the rectification of coal mines. Among them, the domestic solid waste generated from the office-related business were collected and further handled by the property management office of the relevant office building. As the coal mines are suspended production for rectification this year, the amount of solid waste generated in the operation sites is small, excluding hazardous solid waste. Industrial solid waste mainly comes from the rectification process, which were collected and possessed by specialised processing companies.

To reduce the environmental burden caused by solid wastes and to maximise the utilisation efficiency of resources, the Group has taken practical and effective measures, such as:

- Sell wasted plastic bags to waste recycling stations for comprehensive utilisation; and
- Classify domestic solid waste and sell recycled ones to the waste recycling stations.

#### Air emission and greenhouse gases (“GHGs”) emission

There is no air emission of the Group in 2016. As GHGs emissions are positively correlated to electricity consumption, the Group has tried to reduce the electricity consumption in its daily operation through specific measures, which are further explained in the subsection headed “Electricity consumption” under the section A.2. headed “Use of Resources” of this Report.

#### 辦公室業務

辦公室產生的廢水來自員工產生的生活污水，不含有害廢水，生活污水直接排放到市政污水管道。為了減少污水的產生量，本集團鼓勵員工節約用水。具體措施載於本報告A.2.資源使用分節。

#### 固體廢物排放

本集團產生的固體廢物主要包括辦公室業務產生的生活垃圾和煤礦整頓產生的無害生產垃圾。其中，辦公室產生的生活垃圾由辦公樓所屬物業管理處統一收集處理；由於本財年礦區停工整頓，其產生的固體垃圾量很小，不含有害廢物，生產垃圾主要來源於整頓過程產生的垃圾，由專門的處理公司收集並處理。

本集團為減少固體廢物帶來的環境負擔及實現資源的最大化利用採取了實際有效的措施，如：

- 將廢塑膠包裝袋賣給廢品回收站回收綜合利用；及
- 將生活垃圾分類收集，將可回收垃圾轉賣給回收站再利用。

#### 空氣排放和溫室氣體排放

本集團於2016年度沒有排放大氣污染物。由於溫室氣體排放量與電力消耗呈正相關關係，本集團力圖通過具體措施減少日常運行中的用電量，進一步措施載於本報告第A.2.資源使用的用電分節中。

## IV. ENVIRONMENTAL SUSTAINABILITY

### 環境可持續發展

#### A.2. USE OF RESOURCES

The Group complies with relevant laws and regulations in relation to its use of resources, including the Energy Conservation Law of the PRC, the Provisions on the Management of Water Conservation in Cities and the Construction Law of the PRC. Resources used by the Group mainly include electricity, water, paper and construction raw materials.

##### Water consumption

The Group's water consumption mainly includes tap water consumed by daily use of the employees from the office-related business and groundwater consumed by the relevant operations in the coal mine rectification. To reduce the consumption of water resources, the Group has taken the following measures in the offices and mining sites as below:

- Set the water-saving slogan in the toilet, requiring employees to close the faucet timely and not to waste water;
- Advocate groundwater recycling at mining sites;
- Employ property company to carry out regular checks on the water pipes and faucets to avoid leakage;
- Recycle treated wastewater from the production line and use it as greening water; and
- Select production equipment carefully and give priority to adopt water-saving equipment.

##### Electricity consumption

The Group's electricity consumption in 2016 mainly comes from the normal operation of the offices and the rectification need of the coal mines. The Group has taken energy-saving measures including:

- Employees who leave the office for a short time during office hours must set the computer to sleeping mode and turn off the computer, photocopiers, water dispenser and other electric equipment when getting off work;
- Use energy-saving lamps in the office area and set reasonable lighting partition based on actual needs;
- Educate the employees for the conservation of electricity within the company; and
- Reduce lighting in the office area where natural light is sufficient and turn off the lighting system after getting off work.

#### A.2. 資源使用

本集團遵守有關使用資源的相關法律法規，包括《中華人民共和國節約能源法》、《城市節約用水管理規定》和《中華人民共和國建築法》。本集團使用的資源主要包括電力、水、紙和建築原材料。

##### 用水

本集團用水主要包括辦公室業務員工日常生活所消耗的自來水和煤礦整改中相關活動所消耗的地下水。為減少水資源的消耗，本集團分別在辦公室和採礦場採取了以下措施：

- 在辦公室洗手間設置節水標語，要求員工及時關閉水龍頭，不隨意浪費；
- 在採礦場提倡地下水循環使用；
- 定期請物業公司進行水管防漏檢修，以避免出現洩漏而產生的浪費；
- 生產線中的清潔污水盡可能多的循環利用以及做綠化用水；及
- 謹慎選擇生產設備，優先採用節水設備。

##### 用電

本集團在2016年的電力消耗主要來源於辦公室的正常運營和煤礦的整頓工作用電。本集團採取的節電措施包括：

- 員工在上班時間內短暫離開辦公室時，必須將電腦設置為睡眠狀態，下班後及時關閉電腦、影印機、飲水機等設備電源開關；
- 辦公區域全部採用節能燈，對辦公區的照明合理進行分區，分區關燈；
- 在公司範圍內職員之間進行節約用電用水的教育和宣傳；及
- 辦公區在天然光線充足的地方，減少電燈使用數目，並在下班後統一關閉照明系統。



## IV. ENVIRONMENTAL SUSTAINABILITY

### 環境可持續發展

#### Paper and stationery consumption

Paper and stationery are mainly consumed by the Group in its offices. To improve the utilisation efficiency of paper and stationery, the Group has taken the following measures in the offices:

- Record monthly the paper consumption of each department and purchase paper according to their needs, and adjust the monthly purchases respectively;
- Office pen can be used for three months, and employees should replace the refill;
- Encourage the employees to double-sided/black and white print non-essential files and set print permissions;
- Advocate secondary use of paper and recycle draft paper, semi-finished paper and non-official files; and
- Use office automatic system to implement paperless electronic file delivery mode.

#### A.3. THE ENVIRONMENT AND NATURAL RESOURCES

The Group attaches great importance to conserving natural resources and increasing their utilisation efficiency. According to the actual operation of the Group in 2016, its main operating scope is office-related business. To optimise the office environment, besides the above measures for energy conservation and emission reduction, the Group is committed to prohibiting smoking in office area to ensure high quality of air environment, and implements 5S management system, arranges special personnel to regularly check the office environment in order to keep clean and healthy working environment.

#### 用紙及文具

紙張和文具的消耗主要來源於辦公室相關業務的運營需求。為了提高紙張和文具的利用率，本集團在辦公室採取了以下措施：

- 對各部門每月用紙情況進行統計，按其需求每月集中採購一次，並對每月採購進行調整；
- 辦公用簽字筆筆套可用三個月，只更換筆芯；
- 提倡非重要檔、資料雙面／黑白影印，並設置列印權限；
- 提倡二次紙張循環使用，對草稿、半成品及非正式檔應儘量重複利用紙張；及
- 利用辦公自動化系統推行無紙張電子檔傳遞模式。

#### A.3. 環境及天然資源

本集團非常重視節約自然資源以及提高其利用率。由於本集團2016年的實際經營情況，其主要運營範圍在於辦公室相關業務。為優化辦公室環境，除了上述節能減排之措施，本集團還致力於嚴禁在辦公場所吸煙以保證高質量的空氣環境，並在辦公室推行5S管理體系，安排專員定期檢查辦公環境，保持整潔健康的工作環境。

# V. SOCIAL SUSTAINABILITY

## 社會可持續發展

### EMPLOYMENT AND LABOUR PRACTICES

#### B.1. Employment

The Group treasures talent as it is one of the most valuable assets of the Group, which is also the key to success and maintaining sustainability of the Group. The Group is striving to provide its employees with a safe and suitable platform for developing their career professionalism and advancement.

The human resources policies of the Group strictly adhere to relevant employment laws and regulations in Hong Kong, the PRC and Cambodia, including the Employment Ordinance, the Mandatory Provident Fund Schemes Ordinance, the Minimum Wage Ordinance, the Labour Law of the PRC, the Labour Contract Law of the PRC and the Labour Law of Cambodia. The Group also complies with the employees' social security schemes that are enforced by the local governments in relation to employees' benefits. The human resources department of the Group reviews and updates the relevant company policies regularly in accordance with the latest laws and regulations.

To attract high-calibre candidates, the Group offers competitive and fair remuneration and benefits based on individuals' past performance, working experiences and market benchmarks. To motivate and reward existing management and employees, the Group constantly reviews its compensation packages and performs regular evaluations according to the business performance, price level, employees' capability and performance to adjust employees' salary. This method ensures that employees are recognised by the Group appropriately with regard to their efforts and contributions. The Group has set up the Share Option Scheme as a return sharing to those who has contributed to the Group, including key management personnel, in recognition of their long-term services. Meanwhile, any termination of employment contract would be based on reasonable and lawful grounds.

To cultivate employees' sense of belonging, the Group offers additional employee benefits in different areas including working meals allowance, well-equipped dormitories subsidy, personal accident insurance and travel subsidy. In addition, the Group has hosted a series of activities for its employees in 2016 such as birthday party, employee congress and company annual meeting. These events have helped the employees relieve stress, and served to exemplify the Group's corporate culture of solidarity and cohesion among employees.

### 僱傭及勞工常規

#### B.1. 僱傭

本集團珍惜人才，堅信僱員是企業最重要的資產之一，也是推動企業成功，保證可持續發展的關鍵。本集團力求為員工提供一個安全舒適的平台供其發展事業和提升專業。

本集團人力資源政策嚴格遵守香港、中國及柬埔寨適用的就業法律法規，包括《僱傭條例》、《強制性公積金計畫條例》、《最低工資條例》、《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《柬埔寨勞工法》和國家條例執行的社會保障計畫以保障員工利益。本集團人力資源部按照最新法律法規定期審查和更新公司相關政策。

為吸引高端人才，本集團根據個人的業績、經驗和市場基準，提供有競爭力，公平的報酬和福利。為激勵和獎勵現有管理層和員工，本集團根據經營業績情況、社會綜合物價水平、員工的工作能力及工作業績，定期進行員工考核及薪酬調整，確保其工作人員在績效和貢獻方面得到回報。本集團設有購股權計劃，旨在表揚為本集團作出貢獻之人士，包括主要管理人員，以表彰其長期服務。同時，終止僱傭合同必須有合理合法的依據。

為了培養員工的歸屬感，本集團按不同地區需要提供額外的員工福利，包括工作午餐補助、宿舍補助、人身意外傷害保險和出差補助等。此外，本集團於2016年舉辦了一系列員工活動，包括生日會、職工代表大會及公司年會等活動。這些活動有助於員工放鬆，有力地加強本集團員工團結一致的企業文化。

## V. SOCIAL SUSTAINABILITY

### 社會可持續發展

The Group determines working hours and rest period for employees in line with local employment laws. In addition to basic paid annual leave and statutory holidays stipulated by local employment laws, employees may also be entitled to additional leave entitlements such as marriage leave, maternity leave and compassionate leave. Employees maintain timely and smooth communication with each other and the management via emails, meetings and social networks.

The Group is committed to creating a fair, impartial and diverse working environment by promoting anti-discrimination and equal opportunity in all its human resources and employment decisions. For instance, training and promotion opportunities, dismissals and retirement policies are irrespective of the employees' sex, age, marital status, race, religion or any other non-job related factors in all business units of the Group. The human resources department supervises other departments to comply with the above requirements. Meanwhile, employees are encouraged to report any cases involving discrimination to the human resources department. The Group strictly abides by relevant local laws and regulations, including but not limited to the Disability Discrimination Ordinance and the Sex Discrimination Ordinance in Hong Kong. The equal opportunity policy of the Group allows zero tolerance towards discrimination or harassment at work. Any employees who violate the anti-discrimination policy may be subject to disciplinary action in writing or dismissal.

#### B.2. Health and Safety

To provide and maintain good working conditions and a safe and healthy working environment, the Group has established work safety and health policies that are in line with relevant laws and regulations stipulated in Hong Kong, the PRC and Cambodia, including the Occupational Safety and Health Ordinance, the Law of the PRC on the Protection of Production Safety, the Occupational Disease Prevention Law in the PRC, the Regulation on Work-Related Injury Insurance and the Labour Law of Cambodia.

本集團根據當地就業法制定員工合理的工作及休息時間。除了當地就業法規定的法定假日及有薪年假外，員工也可以獲得額外的休假，如婚假、產假和喪假等。員工與管理層通過電子郵件、會議及社交媒體等，收集員工的意見，以維持暢通的交流渠道。

本集團致力創造一個公平、公正和多樣的工作環境，藉此推動所有人力資源和僱傭方面有關反歧視和平等機會決策，例如培訓和晉升機會、解僱或退休政策均一視同仁，不會因員工性別、年齡、婚姻狀況、種族、宗教信仰或任何其他與工作無關的因素而有差別。人力資源部監督各部門遵守上述規定。同時，員工可以向人力資源部報告和反映工作受到歧視。本集團嚴格遵守當地有關政府法例及規定，例如香港的《殘疾歧視條例》和《性別歧視條例》。本集團平等機會決策對任何工作場所的歧視或騷擾情況實行零容忍。任何違反反歧視政策的僱員，都可能受到書面警告或解僱等紀律處分。

#### B.2. 健康與安全

為了營造和保持良好的工作條件和安全健康的工作環境，本集團的安全和衛生政策遵照香港、中國及柬埔寨政府規定的各項法律法規，包括《職業安全及健康條例》、《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》、《工傷保險條例》和《柬埔寨勞工法》。

## V. SOCIAL SUSTAINABILITY

### 社會可持續發展

The Group has established a comprehensive mechanism for workplace safety by implementing various health and safety measures in the workplace. The management and employees must strictly follow the local labour laws and regulations in daily works. The Group is dedicated to enhance its employees' awareness of safety and aims to maintain a clean, smoke-free, healthy and safe working environment. The measures taken are listed below:

- Provide necessary personal protective wears and equipment for on-site workers according to different working nature and actual operation, such as goggles, protective clothing and masks;
- Require employees from coal mining segment to possess relevant working permits and receive special trainings;
- Set working notice and put up safety banners, slogans and warning signs to remind employees of emergency;
- Maintain unobstructed emergency exits in the workplace during working hours;
- Provide a well-lit and moderate temperature working environment;
- Prohibit smoking and drinking liquor in the workplace;
- Provide free physical examination for employees;
- Conduct health and safety training regularly;
- Carry out periodical cleaning of air-conditioning systems;
- Conduct emergency response drill;
- Perform safety inspection; and
- Hold the safety meeting periodically.

In addition, administrative department, safety department and human resources department and other relevant departments monitor and regularly assess the effectiveness of health and safety measures to remind employees of emergency and ensure the proper implementation of those policies.

本集團建立了一套保障工作場所安全的綜合機制，要求在工作地方實施一系列職業健康和安全措施。管理層和員工的日常工作必須嚴格遵照依照當地勞工法條例指引。本集團致力增強員工的安全意識及維持一個清潔、無煙、健康安全的工作環境。措施包括：

- 針對不同工作性質和實際操作情況，為員工提供適當的工作服及個人防護裝備，如：護目鏡、防護衣物及口罩；
- 礦場員工必須經過特殊培訓，獲得特殊工種許可證；
- 建立工作安全健康公告及張貼安全標語、口號和警示標誌，提醒員工防範事故發生；
- 在工作時期間工作場所的所有緊急出口都保持暢通；
- 提供光線充足及溫度適中的工作室；
- 嚴禁在工作場所吸煙喝酒；
- 定期為員工提供身體檢查；
- 舉行健康和安全教育培訓；
- 定期清理空調系統；
- 進行應急救援演練；
- 開展安全檢查；及
- 定期舉行安全會議等。

此外，行政部門、安全監督部門及人力資源部等相關部門時刻監督並定期評估健康和安全管理措施的效果，以提醒員工防範事故發生及確保政策妥善落實。

## V. SOCIAL SUSTAINABILITY

### 社會可持續發展

#### B.3. Development and Training

The Group offers comprehensive training and development programmes to its staff in order to strengthen their work-related skills and knowledge which in turn improve its operational efficiency and productivity. The Group has established the training centre in Nanjing Technology Centre to provide professional trainings for employees from system integration and software solution business, such as technical trainings and seminars for the NCR6635 automated teller machine ("ATM"). The training categories are mainly divided into new staff training, advanced training for existing employees and equipment training of new model/category of machines. In 2016, all employees of coal mining business had safety trainings for one week which was organised by coal safety officers from Gujian municipality. Besides internal training, the Group also provides training subsidies to eligible employees for participating external trainings, which encourages its employees to enhance their competitiveness.

#### B.4. Labour Standards

The Group strictly abides by the Employment Ordinance, the Labour Law of the PRC, the Labour Contract Law of the PRC, the Labour Law of Cambodia and other related labour laws and regulations in Hong Kong, the PRC and Cambodia to prohibit any child and forced labour employment. To combat against illegal employment on child labour and forced labour, prior to confirmation of employment, the Group's human resources staff requires job applicants to provide valid identity documents to ensure that the applicants are lawfully employable. The job applicants must also ensure that the information provided is true and correct. If illegal labor is found, the Group will immediately terminate the employment contract with relevant party.

#### B.3. 發展及培訓

本集團為不同職位的員工提供系統培訓和發展機會，以加強其專業技能和知識，從而提高生產效率和生產力。本集團在南京技術中心設有培訓中心，對系統集成服務及軟件解決方案業務的工程師進行技能培訓，如：NCR6635存取款機設備技術培訓及研討會。培訓政策分為新員工培訓、現任員工加強培訓及新型號／類別設備培訓。在2016年，煤炭開採業務中礦井的全部崗位工種都由古交市煤炭安全員進行為期一周的安全培訓。除了內部培訓，為鼓勵員工參加外派培訓以提升競爭力，本集團也會提供培訓補助予合資格員工。

#### B.4. 勞工準則

本集團嚴格遵守《僱傭條例》、《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《柬埔寨勞工法》等香港、中國及柬埔寨禁止任何童工和強制勞工的相關勞工法律及法規。為打擊非法僱用童工就業和強制勞工，本集團人力資源員工在確定聘用前，要求求職者提供有效身份證件，確保申請人合法聘用，而求職者也必須保證所提供的資料真實無誤。本集團若發現有任何僱傭非法勞力的情況，將立即終止與該方的僱傭合同。



# V. SOCIAL SUSTAINABILITY

## 社會可持續發展

### OPERATING PRACTICES

#### B.5. Supply Chain Management

It is critical and vital for the Group to maintain and manage a sustainable and reliable supply chain. To achieve this goal and maintain a good and long-term relationship with the suppliers, the Group conducts a comprehensive assessment of potential suppliers, sets up strictly standards to the quality level of suppliers' products and services and regularly reviews the suppliers' social and environmental responsibilities.

##### System Integration and Software Solution

The main suppliers of this business segment are the global and domestic well-known software and hardware manufacturers. The Group follows internal manuals such as Supplier Management Procedures to select suppliers through written assessment, evaluation on sample testing and site-visit. Purchasing department and quality management centre review the supplier's business license, production license, quality system certificate ISO9001, product certificate and product agent certificate, who also perform site inspection and request samples from potential suppliers of conducting indicative tests and trials. Meanwhile, the selected supplier must meet the customer's designated requirements of brand and model as specified in the tender. Products' agents need to obtain the authorization documents from suppliers before they submit the tenders. Tenderer will enter into formal contracts with the Group after acceptance of the bid.

Eligible suppliers will be listed as one of the qualified suppliers of the Group. The Group carries out assessment for qualified suppliers semi-annually. The purchasing department conducts the assessment of the suppliers based on their product quality, delivery, degree of cooperation and other relevant aspects, and keeps records. Unqualified suppliers will be de-listed from the "List of Qualified Suppliers".

The Group values its relationship with the suppliers in order to establishing mutual trust. The Group communicates with suppliers by participating in different activities hosted by the suppliers such as product promotion, presentations and exhibitions, during which the Group will exchange information with the suppliers including customers' needs and feedback on the products, and conduct interviews and discussions together with customers.

### 營運慣例

#### B.5. 供應鏈管理

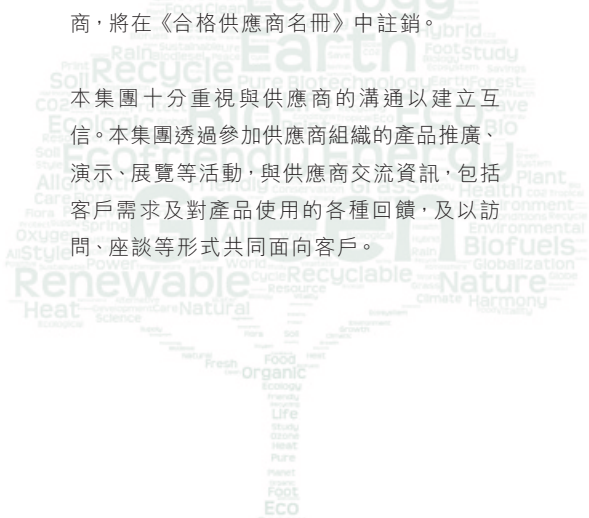
維持及管理可持續及可靠的供應鏈對本集團至關重要。本集團通過對潛在供應商進行全面評估、對供應商的產品及服務質素實施嚴格標準、定期審查供應商其社會及環境責任，以達成此目標，務求與供應商保持良好及長期的關係。

##### 系統集成及軟件解決方案業務

此業務的主要供應商為世界和國內著名品牌的軟件和硬件廠商。在篩選供應商時，本集團根據規章制度，如：《供應商管理程序》，透過書面評定、送樣評定及實地評定遴選合適供應商。採購部及質量管理中心審閱供應商之營業執照、生產許可證、ISO9001質量體系證書、產品合格證書、產品代理證等，並進行實地考察及按情況要求供應商提供樣品，進行各項指標性檢驗或試用。同時，選擇供應商標準必須符合招標書所列明客戶指定的品牌和型號要求等，而代理商的標書中需提供供應商的授權書才有資格入標，通過招標宣佈中標者後方訂立正式合約。

合適供應商將列入《合格供應商名冊》中。本集團每半年對名冊中的供應商進行考核。根據供應商提供產品的質量、供貨日期、配合程度等情況，由採購部對供應商進行考評，並在供應商考核表裡記錄。考核不合格的供應商，將在《合格供應商名冊》中註銷。

本集團十分重視與供應商的溝通以建立互信。本集團透過參加供應商組織的產品推廣、演示、展覽等活動，與供應商交流資訊，包括客戶需求及對產品使用的各種回饋，及以訪問、座談等形式共同面向客戶。



## V. SOCIAL SUSTAINABILITY

### 社會可持續發展

#### Coal Mining

The main suppliers of this business segment are manufacturers and distributors of coal mining equipment. The Group identifies eligible suppliers through tendering according to its internal regulation entitled Measures for Invitation and Submission of Tender. In screening of tenderers, the Group considers the environmental and social risk factors and requires the tenderers to provide relevant certificates (including business license and safety license), financial performance for past three years, illegal and criminal records and other relevant information. The coal mining equipment supplied must have certificate for product and Certificate of Conformity on Explosion Protection and Safety Certificate of Approval for Mining Products ("MA certificate").

As tender offerors, the coal mines of the Group appoint tender agency with good reputation to organise tendering activities or invitation of tenders. Coal mines of the Group assess the qualification of construction tenderer and select at least three qualified tenderers. Then they will compare the qualified tenderers with similar certificates to ensure the quality and efficiency of the project. Based on the internal procedures of the coal mines, the supplied machineries and equipment are required to be inspected and obtain acceptance before entering to the operation sites. Machineries and equipment can only be applied when they are rated as safe and qualified equipment.

#### Agricultural and Processing Business

In 2016, the Group has commenced the trading of cassava starch products. The supplier mainly provides fresh cassava to the Group. Supplied products are required to meet the starch ingredient specified by the Group to ensure product quality.

#### 煤炭開採業務

此業務的主要供應商為用於煤炭開採的設備製造及分銷商。本業務按《招投標管理辦法》以招標採購形式選定供應商。在篩選供應商時，本集團會考慮環境和社會風險等因素，要求報名競標供貨廠家提供資質證明（營業執照、安全許可證等）、近3年業績、查詢違法經營記錄、犯罪記錄等相關材料。供貨的機電設備必須有產品合格證、防爆合格證及礦用產品安全標誌認證（簡稱MA認證）。

本集團煤礦為招標主體單位，分別委託資信良好的招標代理機構承辦招標活動或組織邀請招標活動。由煤礦對投標單位進行資格審查，一般情況下，經資格審查合格的單位不得少於3家。3家以上相同資質的工程單位進行對比選定，確保項目的品質和效益。按礦場內部程序，供應商的機器設備均需經在入礦場時進行檢查及驗收，評定為安全合格的機器設備才可使用。

#### 農業及加工業務

於2016年，本集團開始銷售木薯澱粉產品。供應商主要供應鮮木薯予集團。供應產品需符合本集團所規定之澱粉含量，以保證產品質量。

# V. SOCIAL SUSTAINABILITY

## 社會可持續發展

### B.6. Product Responsibility

#### System Integration and Software Solution

The Group acts as agent and distributor of bank-used ATM and cash recycling system (“CRS”) machine and system application equipment and software applied to financial, securities, insurance, post and other industries. The Group has strictly complied with relevant laws and regulations including Law of the PRC on Product Quality and Law of the PRC on Import and Export Commodity Inspection.

The Group pays great importance to its service quality and technical level, and ensures the stable development of the service quality. To meet the different requirements of the customers, the Group is dedicated to provide adequate resources to ensure service quality and cooperation with suppliers comprehensively. The products that are sold and distributed by the Group are designated and accepted by customers with international reputation. In addition, the Group has fully verified the products of the suppliers before the issuance of tenders in the selection of suppliers, including product quality, safety, advertising and labelling management. The Group also offers after-sales service for at least 12 months to ensure product quality.

Data of system integration and software solution is immediately or regularly backed up to avoid system failure or delay. The intranet of the Group has set up a firewall and implemented segregation of duties in authorisation, which prevent non-authorised persons to enter the operating system. Designate staff is assigned and responsible for updating and upgrading the operating programs and systems from time to time.

The Group strictly implements the confidentiality policy on customer information and privacy to ensure that customers' rights are strictly protected. To prevent loss or leakage of customer information, the Group has a sound regulatory system and related safeguards are written in contracts with customers.

### B.6. 產品責任

#### 系統集成及軟件解決方案業務

本集團主要代理和分銷由廠商提供銀行專用的自動提款機及自動存取款一體機及代理和分銷用於金融、證券、保險、郵政等行業的電腦應用設備和軟件產品。本集團嚴格遵守業務的相關法律法規，包括《中華人民共和國產品質量法》及《中華人民共和國進出口商品檢驗法》等。

本集團注重服務品質與技術深度，追求服務品質的穩定發展，以充足的資源保障服務品質，多方位與廠商合作以滿足客戶各層次的需要。本集團代理和分銷的銷售產品均為客戶指定及認可，並且是享有國際聲譽的品牌。此外，在篩選供應商過程中及發出招標書前，本集團已經對各供應商的產品進行了充分鑒定，包括對產品的質量、安全、廣告和標籤等管理。本集團也會在產品銷售後承擔12個月或以上的售後服務，以確保產品質量。

系統集成及軟件解決方案業務的重要數據均即時或定期備份，以避免系統發生故障或延誤。本集團的內聯網設有防火牆及實施分級授權使用，非相關人員無權進入作業系統，也會由專人不時地更新作業系統及升級程式。

本集團嚴格執行對客戶資料及隱私的保密制度，以確保的客戶的權利受到嚴格保障。本集團設有完善的監管體系，有關的保障條款均寫入與客戶簽訂的合約中，防止客戶資料丟失或外泄。



## V. SOCIAL SUSTAINABILITY

### 社會可持續發展

#### Coal Mining

The Group is also engaged in mine construction and production of coal. The Group strictly adheres to relevant laws and regulations, including the Mineral Resources Law of the PRC, Work Safety Law of the PRC, the Coal Industry Law of the PRC, the Mine Safety Law of the PRC and Regulations on Safety Supervision over Coal Mines. Five coal mines of the Group have implemented the safety requirements requested by relevant authorities in Shanxi Province during the year of 2015 and 2016. The required inspection on prevention measures includes gas leakage, coal mine flooding, fire, land pressure, hoisting-and-transport, roof collapse, and grime. During the reporting period, the operation of Group's coal mines was further delayed due to the rectification measures, except for Fuchang Mine where the improvement works have been completed.

The coal product of the Group is coking coal, whose quality is up to the National Standard for Coal Classification in PRC (GB/T5751-2009). In order to ensure the safe production of coal mines, the Group has formulated internal manuals and established daily inspection policy on coal quality. The Group has also formulated sound management policy for waste treatment from underground drainage pipes and lanes. Coal mining employees have to receive authorised trainings and examinations and possess relevant working permits before being on duty to ensure personal safety.

The Group creates specialised customer profiles and customer information platform to store and maintain customer data. Before completion of certain cooperation, relevant information is kept by the designated salesman, and the related electronic files are locked by password. The data and file are transferred to file rooms after the deal.

#### Agricultural and Processing Business

The Group is commencing on a new business by forming a working team in Cambodia to monitor the cultivation of cassava, production and processing of cassava starch. The Group has strictly complied with relevant laws and regulations. The team is currently responsible for the management of warehouses and logistics arrangements; handling marketing and sales of cassava starch; and the cultivation of new varieties and new process flows.

#### 煤炭開採業務

本集團也從事礦井建設及煤礦生產。本集團嚴格遵守業務的相關法律法規，包括《中華人民共和國礦產資源法》、《中華人民共和國安全生產法》、《中華人民共和國煤炭法》、《中華人民共和國礦山安全法》、《煤礦安全監察條例》等。由於山西省相關政府部門於2015年及2016年發出若干通知，就本集團的五個礦區要求執行煤礦安全規定，檢查包括瓦斯泄漏、煤礦透水、火災、沖擊地壓、提升運輸、頂板、煤塵等防治措施。於年內，除福昌礦區的整頓工作已完成外，其他礦區正執行通知所規定的整頓措施，因此營運再度延遲。

本集團的主要煤炭產品符合《中國煤炭分類國家標準》(GB/T5751-2009)，屬於主焦煤。為保障煤礦的安全生產，本集團制定內部守則，建立日常煤質檢查工作制度，對井下排水管和巷道內的雜物處理有完善的管理制度。各煤礦崗位人員必須經法制培訓考試及持有《上崗資格證》後，方可上崗，以保障員工的人身安全。

此業務建立專門的客戶檔案，同時建立客戶資訊平台，以保存及維護客戶資料。業務完成前，相關信息由專門業務員保管，並由電子檔案密碼保存；業務結束後，客戶檔案移交至檔案室保管。

#### 農業及加工業務

本集團的新業務於柬埔寨建立工作團隊以監管木薯種植、生產及加工木薯澱粉。本集團嚴格遵守當地的相關法律法規。團隊現時主要負責管理貨倉及物流安排；處理木薯澱粉之市場推廣及銷售；及為種植研發新的品種及新的工藝流程。





## VI. ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT CONTENT INDEX

### 環境、社會與管治報告內容索引

Aspects 層面	ESG Indicators 指標	Description 內容	Page 頁次
<b>A. Environmental</b>			
<b>A. 環境</b>			
A1: Emissions	General Disclosure	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste.	5
A1 : 排放物	一般披露	有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的：  (a) 政策；及  (b) 遵守對發行人有重大影響的相關法律及規例的資料。	7
A2: Use of Resources	General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials.	
A2 : 資源使用	一般披露	有效使用資源（包括能源、水及其他原材料）的政策。	
A3: The Environment and Natural Resources	General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources.	8
A3 : 環境及天然資源	一般披露	減低發行人對環境及天然資源造成重大影響的政策。	

# VI. ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT CONTENT INDEX

## 環境、社會與管治報告內容索引

Aspects 層面	ESG Indicators 指標	Description 內容	Page 頁次
<b>B. Social</b>			
<b>B. 社會</b>			
<b>Employment and Labour Practices</b>			
<b>僱傭及勞工常規</b>			
B1: Employment B1 : 僱傭	General Disclosure 一般披露	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.  有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的：	9
B2: Health and Safety B2 : 健康與安全	General Disclosure 一般披露	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.  有關提供安全工作環境及保障僱員避免職業性危害的：	10



## VI. ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT CONTENT INDEX

### 環境、社會與管治報告內容索引

Aspects 層面	ESG Indicators 指標	Description 內容	Page 頁次
B3: Development and Training B3 : 發展及培訓	General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	12
B4: Labour Standards B4 : 勞工準則	General Disclosure 一般披露	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的：  (a) 政策；及  (b) 遵守對發行人有重大影響的相關法律及規例的資料。	12
<b>Operating Practices</b> 營運慣例			
B5: Supply Chain Management B5 : 供應鏈管理	General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	13

## VI. ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT CONTENT INDEX

### 環境、社會與管治報告內容索引

Aspects 層面	ESG Indicators 指標	Description 內容	Page 頁次
B6: Product Responsibility	General Disclosure	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	15
B6 : 產品責任	一般披露	有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的：  (a) 政策；及  (b) 遵守對發行人有重大影響的相關法律及規例的資料。	
B7: Anti-corruption	General Disclosure	Information on:  (a) the policies; and  (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	17
B7 : 反貪污	一般披露	有關防止賄賂、勒索、欺詐及洗黑錢的：  (a) 政策；及  (b) 遵守對發行人有重大影響的相關法律及規例的資料。	
<b>Community</b>			
<b>社區</b>			
B8: Community Investment	General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests.	17
B8 : 社區投資	一般披露	有關以社區參與來瞭解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	



**N A R**  
*NORTH ASIA RESOURCES*  
北亞資源

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