

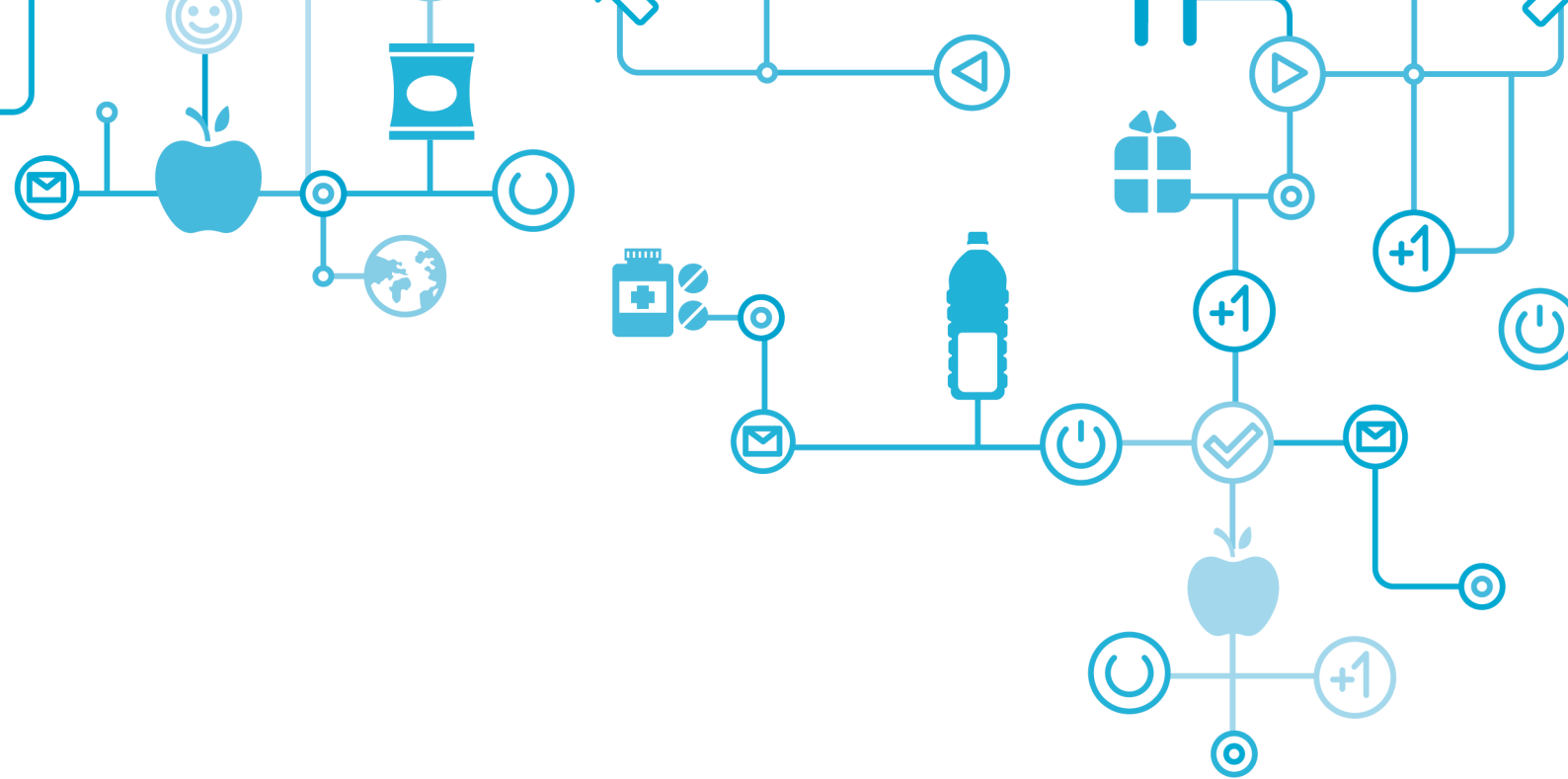


Environmental, Social and
Governance Report 2017
環境、社會及管治報告2017



易生活控股有限公司
Elife Holdings Limited

(Incorporated in the Cayman Islands with limited liability) (於開曼群島註冊成立之有限公司)
STOCK CODE 股份代號: 223



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Environmental, Social and Governance Report

環境、社會及管治報告

ABOUT THIS REPORT

Elife Holdings Limited (the “Company” together with its subsidiaries, hereinafter referred to as the “Group”) is pleased to present the Environmental, Social and Governance Report (the “Report”) to provide an overview of the Group’s management of significant issues affecting the operation, including environmental, social and governance issues.

PREPARATION BASIS AND SCOPE

This Report is prepared in accordance with Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”) – “Environmental, Social and Governance Reporting Guide” and has complied with the “comply or explain” provisions as set out in the Listing Rules.

This Report summarizes the performance of the Group in respect of corporate social responsibility, covering its operations which are considered as material by the Group – namely (i) trading of commodities businesses in the People’s Republic of China (the “PRC”), Hong Kong and overseas (the “trading business”) and (ii) provision of services in connection with unconventional gas and import of technical equipment for the unconventional gas industry in the People’s Republic of China (the “PRC”) (the “unconventional gas business”). The Group will continue to optimize and improve the disclosure requirements. This Report shall be published in both Chinese and English. Should there be any discrepancy between the Chinese and the English versions, the English version shall prevail.

REPORTING PERIOD

This Report demonstrates our sustainability initiatives during the reporting period from 1 April 2016 to 31 March 2017.

CONTACT INFORMATION

The Group welcomes your feedback on this Report for our sustainability initiatives. Please contact us by email to info@elifelife.com.hk.

INTRODUCTION

The Company had undergone significant business restructuring and transformation in 2016 having incurred increased losses in both operating income and profit, nevertheless the Company decided to undergo such restructuring and transformation in consideration of its future development to establish the foundation for future revenue. After the business restructuring, the Company conducts its business in the logistics and delivery, retail and value-added service markets through its online-to-offline (O2O) service platform that integrated smart terminals, as well as a vision in mobile technology, big data, cloud computing and artificial intelligence. It conforms to the Group’s business principle of “making life easier and benefit people’s livelihood” (易生活，惠民生).

關於本報告

易生活控股有限公司（「本公司」，連同其附屬公司於下文統稱「本集團」）欣然提呈本環境、社會及管治報告（「本報告」），以概述那些影響本集團營運的重大管理事宜，包括環境、社會及管治事宜。

編製基準及範圍

本報告按照香港聯合交易所有限公司證券上市規則（「上市規則」）附錄二十七《環境、社會及管治報告指引》編製，並已遵守上市規則所載之「不遵守就解釋」條文。

本報告總結本集團之企業社會責任表現，其涵蓋被本集團視為重大之營運，即(i)於中華人民共和國（「中國」）、香港及海外經營之商品貿易業務（「貿易業務」）及(ii)於中華人民共和國（「中國」）提供與非常規天然氣相關之服務及為非常規天然氣行業輸入技術設備（「非常規天然氣業務」）。本集團將持續優化及改善其披露規定。本報告以中、英文版本刊發。中、英文版本如有任何歧義，概以英文版本為準。

報告期間

本報告闡述了我們於二零一六年四月一日起至二零一七年三月三十一日止報告期間內所發起之可持續發展計劃。

聯絡方式

作為我們可持續發展計劃之一部分，本集團歡迎閣下對本報告提出反饋意見。敬請以電郵聯絡我們，電郵地址為info@elifelife.com.hk。

緒言

本公司在二零一六年經歷了重大的業務調整與轉型，雖然在經營收入及利潤方面有較大的損失，但是本公司為未來的發展做出了選擇，為未來的盈利奠定了基礎。本公司經過業務轉型後，其業務經營現以物流配送、零售及增值服務為市場，以線上線下結合智能終端為平臺，以移動技術、大數據、雲計算與人工智能為前瞻，並配合本集團「易生活，惠民生」之經營原則。

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The Group is committed to responsible operation and value creation for stakeholders and community by integrating environmental and social factors into management considerations. Sustainability strategy is based on the compliance with the legal requirements in the area we operate and opinions from stakeholders. It is crucial for the Group's growth in order to achieve business excellence and to build capabilities for long-term competitiveness. The Group has established and implemented various policies to manage and monitor the risks related to the environment, employment, operating practices and community. Details of the management approaches to sustainable development of different areas have illustrated in this Report.

STAKEHOLDERS ENGAGEMENT

The Group acknowledges the importance of intelligence gained from the stakeholders' insights, inquiries and continuous interest in the Group's business activities. The following table provides an overview of the Group's key stakeholders and various platforms and methods of communication are used to reach, listen and respond.

Stakeholders 持份者	Issue of concern 關注事宜	Engagement channel 參與渠道
Government and Market Regulators 政府及市場規管機構	<ul style="list-style-type: none"> Compliance 合規情況 Proper tax payment 正當繳納稅項 Promote regional economic development and employment 推動地區經濟發展及就業 	<ul style="list-style-type: none"> On-site inspections and checks, 實地視察及檢查 Work reports preparation and submission for approval 編製並提交工作報告作審批 Information disclosure 資料披露 Annual, interim reports and other published information 年報、中期報告及其他已刊發資料
Shareholders and Investors 股東及投資者	<ul style="list-style-type: none"> Return on investment 投資回報 Information disclosure and transparency 資料之披露及透明度 Protection of interests and fair treatment of shareholders 股東利益獲得保障及股東獲得公平對待 	<ul style="list-style-type: none"> Annual general meeting and other shareholder meetings 股東週年大會及其他股東大會 Annual, interim reports and other published information 年報、中期報告及其他已刊發資料 Website 網站 Company contact information 本公司聯絡方式

本集團將環境及社會因素納入管理考量，致力進行負責任的營運並為持份者及社區創造價值。可持續發展策略建基於遵守我們營運所在地區之法律規定及各持份者之意見。有關策略對本集團之增長極其關鍵，有助其成為優秀企業及培養長遠競爭力。本集團已制定並實施多項政策，以管理及監督與環境、僱傭、營運慣例及社區等相關之風險。管理層針對不同領域的可持續發展方針之詳情已於本報告中說明。

持份者參與

本集團深明透過聽取持份者之獨特見解、查詢及持續關注本集團之業務活動而獲得情報之重要性。下表概述本集團之主要持份者以及各種用於接觸、聽取及回應之平台及通訊方式。

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Stakeholders 持份者	Issue of concern 關注事宜	Engagement channel 參與渠道
Employees 僱員	<ul style="list-style-type: none"> - Career development opportunities 事業發展機會 - Health and safety 健康與安全 	<ul style="list-style-type: none"> - Training 培訓 - Regular meetings on safety issues 討論安全問題之定期會議
Customers 客戶	<ul style="list-style-type: none"> - Safe and high-quality products 安全、高品質之產品 - Stable relationship 穩定關係 - Information transparency 資料透明度 - Business ethics 商業道德 	<ul style="list-style-type: none"> - Email and customer service hotline 電郵及客戶服務熱線 - Visits and meetings 拜訪及會議
Suppliers/Partners 供應商／合作夥伴	<ul style="list-style-type: none"> - Long-term partnership 長遠夥伴關係 - Honest co-operation 真誠合作 - Fair, open 公平、公開 - Risk reduction 降低風險 	<ul style="list-style-type: none"> - Regular meeting 定期會議 - Tendering process 招標過程 - Strategic cooperation 策略合作
Peer/Industry associations 同業／行業協會	<ul style="list-style-type: none"> - Experience sharing and co-operations 經驗分享及合作 - Fair competition 公平競爭 	<ul style="list-style-type: none"> - Industry conference, seminars 行業大型會議、研討會 - Site visit 實地考察
Public and communities 公眾及社區	<ul style="list-style-type: none"> - Community involvement 社區參與 - Social responsibilities 社會責任 	<ul style="list-style-type: none"> - Volunteering 志願活動 - Charity and social investment 慈善及社會投資

ENVIRONMENTAL ASPECTS

The Group is a supporter of environmental protection. To enhance long term environmental sustainability, eco-friendly measures to reduce carbon emissions were implemented and practices for effective use of resources to reduce wastage were introduced in the operation and management of the Group's business. In our unconventional gas business, it may involve various emissions that cause significant impact to the environment. Therefore, we have adopted policies and procedures to ensure that the operation meets certain requirements. In our trading business, the operation is carried in office only. Therefore, we focus on the efficient use of energy and resource in our offices and there are no material laws and regulations relating to emissions for the trading business.

環境方面

本集團於環保工作上不遺餘力。為促進長遠環境之可持續性，本集團採取多項環境保護措施，以減少碳排放，並於其業務營運及管理引入實務規範，以善用資源、減少浪費。我們的非常規天然氣業務可能會產生不同排放，對環境造成嚴重影響。因此，我們已採納多項政策及程序，確保業務營運符合特定規定。我們的貿易業務僅限於辦公室運作，因此，我們於屬下各辦公室之業務營運中專注於有效地使用能源及資源，而與排放相關之重大法律及法規並不適用於貿易業務。

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EMISSIONS

The Group is fulfilling its commitment of the product safety and preventing accidents as a focus and carrying out control. For instance, it focuses no excuses for excessive methane gas emission during production to reduce the greenhouse effect. In our unconventional gas business, we do not involve in the operation of the gas extraction directly but we engage contractors to conduct the operation. Therefore, the direct air pollutant emissions are from petrol consumption of mobile vehicles only. During the reporting period, the emissions of air pollutants are as follows:

Air Pollutant	氣體污染物	Emission Volume (kg) 排放量 (千克)
Nitrogen oxides (NO _x)	氮氧化物(NO _x)	2.84
Sulphur oxides (SO _x)	硫氧化物(SO _x)	0.75
Particulate matter (PM)	顆粒性物質(PM)	0.43

The Group ensures that the operations are carried out under the following standards and regulations set by the PRC and China United Coalbed Methane Corp., Ltd., including but not limited to:

- Q/CUCBM 0401-2002 Coalbed Methane Logging Operating Procedures (煤層氣測井作業規程)
- Q/CUCBM 0201-2002 Coalbed Methane Geology Mud Logging Operating Procedures (煤層氣地質錄井作業規程)
- Coalbed Methane Well Fracturing Technical Specification (Trial) (煤層氣井壓裂技術規範 (試行)) 2000
- Coalbed Methane Production Engineering Technical Specification (煤層氣井排采工程技術規範) 2010
- DZ/T 0250-2010 Coalbed Methane Well Drilling Operating Procedures (煤層氣鑽井工程作業規程)
- GB/T 24504-2009 Methods for Coalbed Methane Well Injection/fall off Well Testing (煤層氣井注入/壓降試井方法)
- GB/T 19559-2008 Methods for Measuring Coalbed Methane Content (煤層氣含量測定方法)
- Make reference to GB/T 29119-2012 Coalbed Methane Resources Exploration Technical Specification (煤層氣資源勘查技術規範) (Adopted in 1 August 2013)

排放

本集團一向履行其對產品安全之承諾及重點預防意外發生，並正執行有關控制措施。舉例而言，本集團絕不容許於生產過程中釋放過量甲烷氣體，以減低溫室效應之影響。我們的非常規天然氣業務不涉及直接提取氣體，但我們有委聘承包商進行有關作業。因此，直接產生之氣體排放物僅為來自汽車燃油消耗。於報告期內，氣體污染物之排放量如下：

本集團保證，其業務運作已按照由中國政府及中聯煤層氣有限責任公司制定之下列標準及規例進行，包括但不限於：

- Q/CUCBM 0401-2002煤層氣測井作業規程
- Q/CUCBM 0201-2002煤層氣地質錄井作業規程
- 煤層氣井壓裂技術規範 (試行) 2000版
- 煤層氣井排采工程技術規範2010版
- DZ/T 0250-2010煤層氣鑽井工程作業規程
- GB/T 24504-2009煤層氣井注入／壓降試井方法
- GB/T 19559-2008煤層氣含量測定方法
- 參考GB/T 29119-2012煤層氣資源勘查技術規範 (二零一三年八月一日採納)

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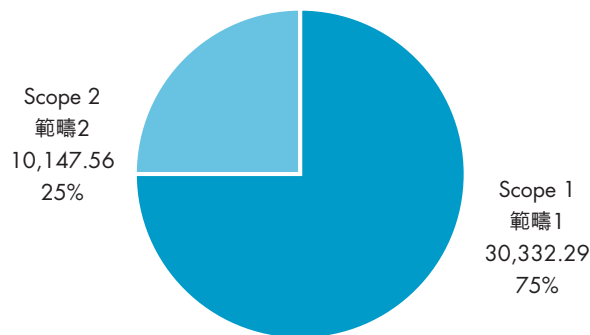
To ensure we have minimize the emissions from our operations, The Group conducts regular testing in relation to air, noise and waste water emitted or produced to ensure that pollution levels are within the allowed levels as stipulated in the relevant PRC laws and regulations, including but not limited to GB/T 8978 Discharge Standard for Wastewater (污水排放要求), SY/T6283 Health, Safety and Environmental Management System Guide for LPG/Natural Gas Well Drilling (石油天然氣鑽井健康、安全與環境管理體系指南), GB 5084 Agriculture Irrigation Water Standard (農業灌溉水質標準), GB/T 19923 Industrial Water Standard (工業用水水質).

The risks associated with climate change are real and warrant action. Increasing carbon emissions in the atmosphere cause a warming effect. There is broad scientific and policy consensus that actions must be taken to further quantify and assess the risks. The Group shares the same concerns on how to provide the world with the energy we need while reducing greenhouse gas emissions. We are committed to taking positive action to tackle climate change and we are dedicated to reducing the risk in the most efficient way for society. The Group is taking action by reducing greenhouse gas emissions in our operations. We have adopted energy saving initiatives that are mentioned in the section "Use of resources". The greenhouse gas emission data are illustrated as follows:

為確保我們的營運排放減至最低，本集團就所排放或產生之氣體、噪音及廢水定期進行測試，以確保處於中國相關法律及法規所訂明之污染容許水平，包括但不限於GB/T 8978污水排放要求、SY/T6283石油天然氣鑽井健康、安全與環境管理體系指南、GB 5084農業灌溉水質標準、GB/T 19923工業用水水質。

氣候變化之連帶風險是真實存在的並需對此作出應對。大氣層中碳排放量逐步增加，造成暖化效應。現時已有廣泛科學及政策共識，認為須採取行動進一步量化及評估風險。本集團同樣關心如何為世界提供所需能源，同時減少溫室氣體排放。我們決心採取行動，積極應對氣候變化，努力為社會大眾以最有效之方法降低有關風險。本集團正採取行動，減少自業務產生之溫室氣體排放。我們已採納於「資源使用」一節中提述之節能措施。有關溫室氣體之排放數據載列如下：

Greenhouse Gas Emission (kg CO₂ equivalent) 溫室氣體排放 (千克二氧化碳當量)



Notes:

The calculation of the greenhouse gas is based on the "Corporate Accounting and Reporting Standard" from greenhouse gas protocol.

- Scope 1: Direct emissions from operations that are owned or controlled by the company;
- Scope 2¹: "Energy indirect" emissions resulting from the generation of purchased or acquired electricity, heating, cooling and steam consumed within the company

附註：

溫室氣體量是根據溫室氣體盤查議定書之「企業會計與報告標準」計算。

- 範疇1：自公司所擁有或控制之業務直接排放；
- 範疇2¹：自公司消耗外購電力、冷暖氣及蒸汽所產生之「能源間接」排放

¹ The purchased electricity consumption only includes the subsidiaries as follows: Elife (North America) Limited, Sino Talent Holdings Limited, Elife Limited

¹ 僅包括以下附屬公司之外購電力消耗：Elife (North America) Limited、新圖集團有限公司、易生活有限公司

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Scope 1 emissions comes from the combustion of petrol in mobile source in Hong Kong and the PRC. Scope 2 emissions comes from the electricity supplied in Hong Kong, Mainland and United States. The greenhouse gas emission for scope 1 and scope 2 are 30,332.29 kg, and 10,147.56 kg respectively. The total greenhouse gas emission in the year was 40,479.85 kg CO₂ equivalent.

The Group has complied with the Environmental Law of the PRC. During the reporting period, the Group did not aware any material non-compliance with the 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.

USE OF RESOURCES

The Group has encouraged its employees to participate in its green office initiatives, ranging from saving paper (such as paperless office, e-fax, duplex or recycle paper printing) and electricity to green travel (by using video and telephone conferencing instead of part of business trips), in an effort to integrate the low-carbon green concept into their daily work. The Group has implemented energy-saving lighting fixtures to mitigate emissions and reduce electricity usage and its carbon footprint. Everyone has enforced good practices in the maintenance of lighting and electric appliances such as computers, electric lighting and air-conditions etc. It encourages employees to switch off lights during office lunch hours and after office hours. Besides, the Company will monitor power consumption regularly and evaluate our energy saving measures to make improvements where necessary to enhance energy efficiency.

During the reporting period, consumption of petrol represented a major proportion of the composition of our energy use. The direct energy consumption from the use of 12,980 liters² of petrol was 115,885.32 kWh. The indirect energy consumption from the purchased electricity was 14,916 kWh. The total energy consumption of the year was 130,801.32 kWh. Regarding the water consumption, the water supply service is provided by the landlord of the office building. Therefore, the water consumption is not directly controlled by our Group. However, we also raise the awareness of employees about water saving notices through email and other communication channels.

範疇1排放源自香港及中國之汽車燃油消耗。範疇2排放來自於香港、中國大陸及美國供應之電力。範疇1及範疇2之溫室氣體排放量分別為30,332.29千克及10,147.56千克。年內總溫室氣體排放量為40,479.85千克二氧化碳當量。

本集團已遵守中國環境保護法。於報告期內，本集團並不知悉任何不遵守對發行人有重大影響且與廢氣及溫室氣體排放、向水及土地之排污、有害及無害廢棄物之產生等有關之法律及法規的重大情況。

資源使用

本集團鼓勵其僱員參與其綠色辦公室計劃，從節省紙張（例如辦公室無紙化、電子傳真、雙面或環保紙列印）及用電開始，到實行綠色差旅（使用視像及電話會議取代部分差旅），以致力把低碳綠色概念結合至僱員日常工作中。本集團已採用節能照明裝置，以減輕排放同時將用電及其碳足印降低。公司上下全體員工均已遵行良好實務規範，對電腦、電燈及空調等照明工具及電器進行保養工作。實務規範鼓勵僱員於午膳時間及辦公時間後關閉照明。除此之外，本公司將定期監察電力消耗，並評估我們的節約措施，以改善不足之處，提升能源效益。

於報告期內，燃油消耗佔我們能源使用之主要部分。自12,980公升²燃油消耗所產生之直接能源消耗量為115,885.32千瓦時。自外購電力所產生之間接能源消耗量為14,916千瓦時。年內總能源消耗量為130,801.32千瓦時。至於耗水方面，供水服務是由辦公室大廈業主提供。因此，耗水量並非由本集團直接控制。然而，我們亦有透過電郵及其他通訊渠道，提升僱員有關節約用水之意識。

Resource	資源	Consumption (kWh) 消耗 (千瓦時)
Petrol	燃油	115,885.32
Purchased Electricity	外購電力	14,916.00
Total	總計	130,801.32

² It includes the consumption in Hong Kong and the PRC and the consumption in Hong Kong is based on estimation.

² 包括於香港及中國之消耗量，香港消耗量是根據估計得出。

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THE ENVIRONMENT AND NATURAL RESOURCES

The Group has developed and implemented a Health, Safety and Environment Policy ("HSE Policy") to help achieve the objectives and targets set out in the policy. The processes seek to provide our employees and contractors the necessary directions to practise safe work behaviours and make each individual accountable for the implementation of the HSE rules and procedures.

The HSE performance is driven by our commitment of "Zero Injury", "Zero Harm", "Zero Pollution" to our people and communities and minimal adverse impacts on the environment. For the unconventional gas business, we have formally approved the sub-contractor who has obtained the ISO 14001:2004 certificate which is fulfilled the guidance of Environmental Management System issued by the PRC government, in order to comply with national and regional environmental protection regulations.

The Group strives to mitigate the impact to the environment from the business operation through integration of the policies and measures as mentioned in the "Emissions" and "Use of Resources" sections.

SOCIAL ASPECTS

EMPLOYMENT AND LABOUR PRACTICES

EMPLOYMENT

The Group has always regarded employees as the most valuable assets, and the Group understands the vital importance of talents in its long-term development. The Group is dedicated to provide employees with good working conditions and a safe working environment and promote a healthy living style. Continuing career development and various job training to improve the quality, competence and skills of employees.

The Group has established and implemented a set of human resources management policies and procedures in place with the aim to provide ideal working environment to its staff in order to comply with local employment laws and regulations, such as Chapter 57 Employment Ordinance in Hong Kong, the Labour Law of the PRC, the Labour Contract Law of the PRC and the US Labour Law.

Competitive remuneration is offered to employees and reviewed individually on annual basis. Other fringe benefits include comprehensive medical insurance, employment compensation insurance, directors' liability insurance, severance payment, mandatory provident fund, annual leave, sick leave and maternity leave. The Group also provides performance incentives for employees such as discretionary bonus, share options scheme and share award scheme in order to boost up the loyalty of employees. The Group also hosts Chinese New Year lunch, Mid-Autumn Festival lunch, Christmas party in which the colleagues can interact socially and enjoy the fellowship.

During the reporting period, the Group was not aware non-compliance with laws and regulations relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

環境及天然資源

本集團已制定及實施一套有關健康、安全及環境之政策（「健康、安全及環境政策」），以協助達成政策所載之目的及目標。有關過程期望可為僱員及承包商提供所需之方向，以實踐安全工作行為，及使每名僱員有責任實施健康、安全及環境規則及程序。

健康、安全及環境表現是受我們所作之承諾推動，我們承諾為我們屬下人員及所在社區，實現「零受傷」、「零傷害」、「零污染」，並盡量減低對環境造成不利影響。有關非常規天然氣業務，為符合國家及地區環保規例，我們遵從中國政府頒佈之環境管理體系指引，正式錄用了已取得ISO 14001:2004認證之分包商。

本集團透過融入「排放」及「資源使用」章節下所述之政策及措施，矢志減輕業務營運對環境造成之影響。

社會方面

僱傭及勞工常規

僱傭

本集團一向視僱員為最寶貴之財產，本集團亦明白人才對其長遠發展之必然重要性。本集團致力為僱員提供良好的工作條件及安全的工作環境，促進僱員有健康生活。為改善僱員質素、能力及技能，給予持續進修及各項在職培訓。

為遵從本地僱傭法律及法規，包括香港法例第57章《僱傭條例》、中國《勞動法》、中國《勞動合同法》及美國勞工法例，本集團已制定並實施一套人力資源管理政策及程序，以提供理想的工作環境予其僱員。

本集團為僱員提供具競爭力之薪酬，並每年就有關薪酬作個別檢討。其他附帶福利包括全面醫療保險、僱員賠償保險、董事責任保險、遣散費、強制性公積金、年假、病假及產假。本集團亦為僱員提供績效獎勵，如酌情花紅、購股權計劃及股份獎勵計劃，以提高僱員忠誠度。本集團亦舉辦農曆新年午餐、中秋節午餐、聖誕派對，讓各同事可交流聯誼及彼此愉快相處。

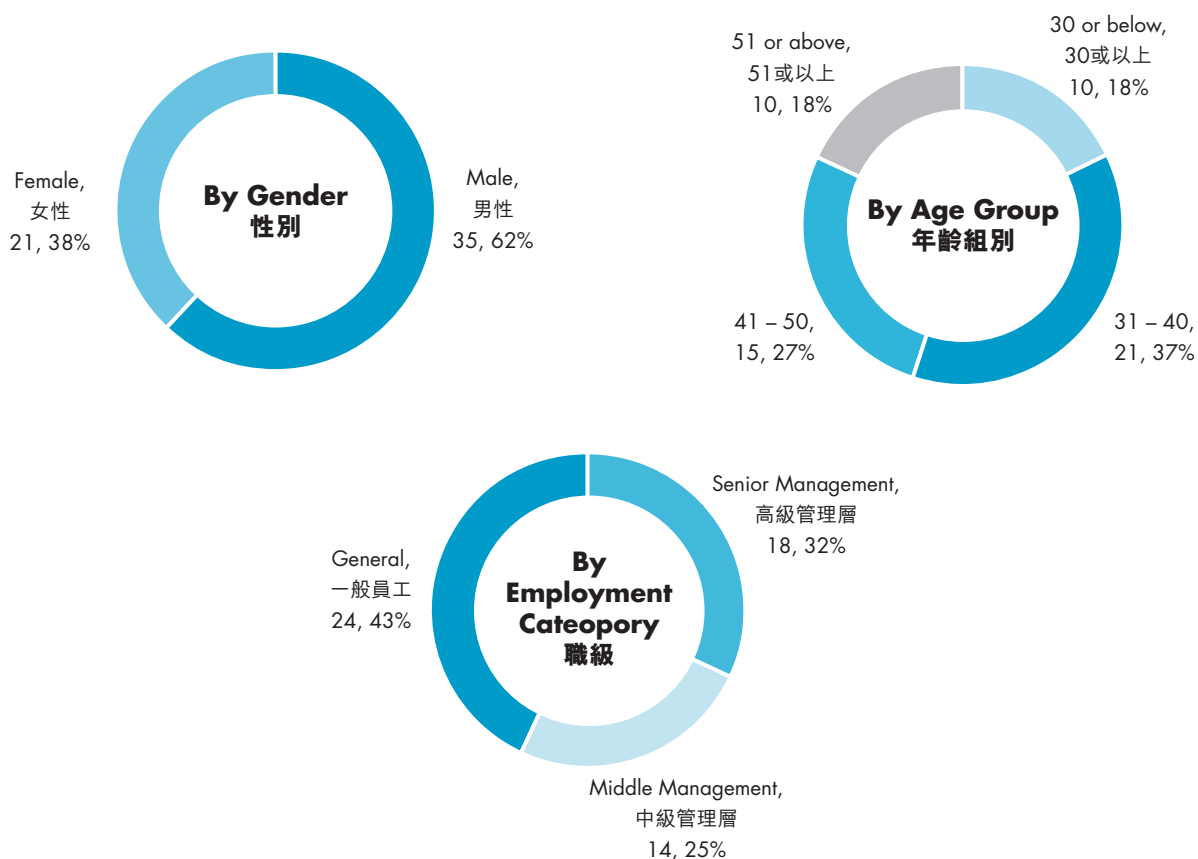
於報告期內，本集團並不知悉任何不遵守與薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利等有關之法律及法規的情況。

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環境、社會及管治報告

As at the end of the reporting period, the employee composition by gender, by employee category and by age group are as follows:

於報告期末，僱員按性別、職級及年齡組別劃分如下：



Environmental, Social and Governance Report

環境、社會及管治報告

At the end of the reporting period, the turnover rate of the employee by gender, age group and geographical location are as follows:

於報告期末，按性別、年齡組別及地理位置劃分之僱員流失率如下：

		Turnover rates 流失率
By Gender		
按性別		
Male	男性	3%
Female	女性	5%
By Age Group		
按年齡組別		
30 or below	30或以下	0%
31 – 40	31 – 40	5%
41 – 50	41 – 50	7%
51 or above	51或以上	0%
By Geographical Location		
按地理位置		
Hong Kong	香港	8%
PRC	中國	0%
US	美國	0%

HEALTH AND SAFETY

The Group provides a healthy and safe working environment for employees proactively, for instance, to ensure hygienic working conditions, cleaning of office and disinfection treatment of carpets are carried out at regular intervals. There is no accident or work injury occurred of the Group during the reporting period. The Group's management is committed to minimising risk and providing a safe and secure workplace for all employees. The Group has complied with relevant laws and regulations, including but not limited to the Occupational safety and Health Ordinance, the Occupational safety and Health Act. During the reporting period, the Group did not aware of non-compliance with laws and regulations relating to providing a safe working environment and protecting employees from occupational hazards.

In the unconventional gas business, our sites have developed "Health, Safety and Environment ("HSE") Management System" which comprises of various policies to oversee the safety and health related issues. Safety Production Committee has been established to manage all the related issues.

Regular Safety Meeting

The meeting is hosted by safety production committee and involves managers, engineers and related technicians. The company holds the meeting once a month. The departments hold once every two weeks and the production line holds once a week. The meeting is about discussion on targets and requirements for safety production.

Safety Education and Training

Safety education is delivered to the employees through different forms, including training course, lectures, seminars, competition, exhibition etc.

健康與安全

本集團主動為僱員提供健康及安全之工作環境。舉例而言，為確保工作環境衛生，辦公室及地毯均有定期清潔及消毒。本集團於報告期內並無錄得任何意外或工傷事故發生。本集團管理層致力將風險減至最低，為全體僱員提供安全、安定的工作環境。本集團已遵守相關法律及法規，包括但不限於《職業安全及健康條例》、《職業安全及健康法案》(Occupational Safety and Health Act)。於報告期內，本集團並不知悉任何不遵守與提供安全工作環境及保障僱員避免職業性危害等有關之法律及法規的情況。

於非常規天然氣業務方面，我們屬下各工作場所已設立「健康、安全及環境（「健康、安全及環境」）管理系統」，其由各項政策組成，以監察與安全及健康有關之事宜。安全生產委員會已經成立，以管理所有相關事宜。

定期安全會議

由安全生產委員會主持之會議涉及經理、工程師及有關技術員。本公司每月舉行一次會議、各部門每兩星期舉行一次會議及生產線每星期舉行一次會議，以討論有關安全生產之目標及要求。

安全教育及培訓

僱員透過培訓課程、講座、研討會、比賽、展覽會等不同方式接受安全方面之教育。

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Safety Precaution and Emergency Procedures

Our sites involve activities with potential hazards, such as handling of flammable gas and other chemicals. Emergency procedures are adopted to cover different incidents, including fires and explosion, presence of hydrogen sulfide, uncontrolled blowout, leakage of fuel, oil, radioactive and other toxic substance, adverse weather and natural disaster and cases of work injuries and fatalities.

Apart from the implementation of health and safety measures in the gas wells, we also concern about the working environment in office. We have established "Guidelines on Occupational Health and Safety" to raise the concerns about occupational health and safety in the office. It provides guidelines to employee to have an idea of occupational health and safety, potential hazards in the office and what should be done in prevention of health and safety problems that may be arisen. It covers various topics, such as lightning, indoor air quality and ventilation, office furniture, office equipment, manual work handling, fire safety etc. The Group have implemented measure in the following aspects.

Lighting

Good lighting conditions in the workplace enable the staff to see comfortably and avoid possible danger. Fluorescent lights recessed into the false ceiling and fitted with louver or diffuser to control glare and distribution of light. Blinds or curtains should be used to prevent glare and control the lighting level. Anti-glare filters can be used if necessary to reduce screen reflection and improve visual quality of the display.

Indoor Air Quality and Ventilation

Smoking is prohibited in all workplace and indoor area of the office. The indoor temperature and humidity are controlled in an optimum level to make the workplace more comfortable and help preventing bacteria from flourishing. Air outlets to be cleaned regularly in the office to reduce the dust level of indoor air and increase efficiency of the ventilation system.

Office Furniture/Working Posture

Staffs are provided with adjustable chairs to allow them to adjust the seat height. To enable the staff having a comfortable work office, staffs should assume correct seated posture so as to avoid musculoskeletal injury.

Office Equipment

Carbon powder used in photocopiers may contain harmful substances. During photocopying, it is necessary to place the cover properly to prevent eye irritation from the strong light. All office equipment will be properly maintained in good conditions as well.

安全預防及緊急程序

我們的工作場所進行涉及潛在危害之活動，例如處理可燃氣體及其他化學物等。所採納之緊急程序涵蓋不同意外事故，包括火災及爆炸、硫化氫意外、不可控井噴事故、汽油、放射性物質及其他有毒物質之泄漏、惡劣天氣及自然災害，以及工傷及死亡事故。

除於氣井實施健康及安全措施，我們亦關注辦公室之工作環境。我們已制定《職業健康及安全指引》，以提高辦公室內有關職業健康及安全之意識，並為僱員提供指引，使僱員於職業健康及安全、辦公室潛在危害及如何防止可能出現之健康及安全問題上擁有基本概念。有關指引涵蓋不同類別主題，例如照明、室內空氣質素及通風、辦公室傢俬、辦公室設備、體力處理工作、消防安全等等。本集團已就以下方面實施措施。

照明

工作間良好的光線條件能使員工視覺舒適及避開潛在危險。熒光燈嵌入假天花板，並配有遮光板或透光罩，可控制眩光及光線之分佈。防止眩光及控制光暗應使用百葉簾或窗簾。如有需要，可使用防眩光濾鏡以減少屏幕反射及改善顯示器之視覺質量。

室內空氣質素及通風

所有工作場所及辦公室室內範圍均嚴禁吸煙。室內溫度及濕度控制在最佳水平，使工作場所更舒適，有助防止細菌繁殖。辦公室之出風口有定期清潔，以減低室內空氣塵埃之水平及提升通風系統效益。

辦公室傢俬／工作姿勢

員工獲提供可調式椅子，讓彼等調整座椅高度。為了讓員工有一個舒適的辦公室，員工應保持正確的坐姿，以避免肌肉骨骼損傷。

辦公室設備

影印機用碳粉可能含有有害物質。影印時需蓋好頂蓋，以防止強光刺激眼睛。所有辦公室設備將妥善維護並保持良好狀態。

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Manual Work Handling

Heavy manual handling work should be minimized in the office. Risk assessment should be conducted for unavoidable manual handling operations before it is undertaken.

Others Safety Measures

All the fire safety equipment has to be checked and complied with the fire safety rules in the office. First aid box has been placed in the office. The items as required to be provided in the first aid box are in compliance with the regulation of Occupational Safety and Health Council as issued by the Labor Department.

DEVELOPMENT AND TRAINING

Employees of the Group are encouraged to take part in external training courses. The Group has policy to support employees who attend job related training courses or professional seminars through sponsoring. Other tailor-made training programmes are organised for employees in PRC's subsidiaries in specific work units, providing them with practical learning opportunities relevant to their jobs or functions. The Group also provides continuous professional development training for its directors and senior management to develop and refresh their knowledge and skills. These include seminars and workshop on leadership development, corporate governance practices as well as updates on regulatory development and requirements.

At the end of the reporting period, the percentage of employee received training by gender and employment category are as follows:

體力處理工作

辦公室應盡量減少沉重體力處理工作。如無可避免地須進行體力處理工作，在進行前須對有關風險作出評估。

其他安全措施

所有消防安全設備均須作檢查及符合辦公室消防安全規定。辦公室已放置急救箱。急救箱內規定之物品已符合勞工處頒佈之職業安全及健康規例。

發展及培訓

本集團鼓勵僱員參與外部培訓課程。本集團已定有政策，以資助形式支持僱員出席在職培訓課程或專業研討會，並特別為中國附屬公司各特定工作單位之員工安排其他培訓項目，給予彼等與彼等職位或職能相關之實踐學習機會。本集團同時亦為其董事及高級管理層提供持續專業發展訓練，以增進及補充彼等之知識及技能。有關訓練包括研討會及工作坊，題材涉及領導力發展、企業管治常規以及監管發展及要求。

於報告期末，按性別及受僱組別劃分之僱員接受培訓百分比如下：

		Percentage of employee received training 僱員接受培訓百分比
<hr/>		
By Gender	按性別	
Male	男性	34%
Female	女性	33%
By Employment Category	按受僱組別	
Senior Management	高級管理層	67%
Middle Management	中級管理層	21%
General Staff	一般員工	17%

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The average training hours by gender and employment category are as follows:

按性別及僱員組別劃分之平均培訓時數如下：

		Average training hours received per employee 每位僱員平均接受培訓時數
By Gender		
Male	按性別 男性	5.40
Female	女性	3.48
By Employment Category		
Senior Management	按受僱組別 高級管理層	10.00
Middle Management	中級管理層	4.14
General Staff	一般員工	1.00

LABOUR STANDARDS

The Group's staff handbook sets out the Group's standards for compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. All employees are treated equally and their employment opportunities will not be affected by their race, religion, gender and age. There is no child nor forced labour in the Group's operations. Candidate aged below 16 will not be considered as stipulated in the human resource policy.

The Group strictly complies with the requirements of the Employment Ordinance in Hong Kong, the Labour Contract Law of the PRC and US Labour Law without violating the relevant rules and regulations including the worker's wages, overtime payments and related benefits are made with reference to the local minimum wage, and holidays and statutory paid leaves are in compliant with the requirements in the PRC. The employees of the Group's subsidiaries which operate in the PRC are required to participate in a central pension scheme operated by the local municipal government, the scheme includes endowment insurance, medical insurance, unemployment insurance, employment injury insurance, maternity insurance and housing provident fund.

During the reporting period, the Group did not aware any non-compliance with laws and regulations relating to child labour and forced labour.

勞工準則

本集團之員工手冊載有本集團有關薪酬及解僱、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之標準。所有僱員均獲平等對待，彼等之就業機會不會因種族、宗教、性別及年齡等因素而受到影響。本集團業務營運中並無任何童工或強制勞工。人力資源政策訂明不會考慮聘用16歲以下人選。

本集團嚴格遵守香港《僱傭條例》、中國《勞動合同法》及美國勞工法例，並無違反相關規則及規例，包括參考本地最低工資、節假日及法定有薪假期並遵照中國法規給予員工工資、超時工資及相關待遇。本集團旗下中國營運附屬公司之僱員均必須參加由地方市政府營辦之中央退休金計劃，該計劃包含養老保險、醫療保險、失業保險、工傷保險、生育保險及住房公積金。

於報告期內，本集團並不知悉任何不遵守與童工及強制勞工有關之法律及法規的情況。

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OPERATING PRACTICES

SUPPLY CHAIN MANAGEMENT

Due to the Group's business nature, we have relatively fewer suppliers and a less complicated supply chain. Our main suppliers are only involved in third-party services providers such as information technology service, property management service, advertising service, legal and consulting service, office equipment, printing and stationery suppliers.

The Group has established "Supply Chain Policy" to ensure our suppliers are committed to meet our standards of technical competence, innovation, product quality, reliability and delivery performance, financial soundness, ethics and social responsibility. The key considerations are defined in suppliers' selection including product quality and price, reputation and creditability, energy saving and environmental measures and occupational safety. Under the same conditions, suppliers with sound management and active fulfillment of social responsibility will be given preference. For those suppliers who cannot meet the Group's quality standard, they will be excluded in the vendor list. Through these efforts, the Group extended its management standards to its suppliers, resulting in mutually beneficial cooperation on quality control. During the reporting period, we have 7 suppliers from the PRC only.

PRODUCT RESPONSIBILITY

Providing efficient and high-quality service to customers are the utmost concern for the Group. The Group has been in strict compliance with related laws and regulations, including but not limited to the Consumer Product Safety Act, the Federal Trade Commission Act. Our aim is for our customers to have confidence in our products and services, and sufficient information to make informed choices. Therefore, the Group has a set of policies and procedures to oversee and manage issues related to quality management, complaint handling and customer data information protection and privacy. During the reporting period, the Group did not aware of any non-compliance with laws and regulations or complaints relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.

Safety and Quality Management

The Group has established "Quality Management Policy" with aims to add value for our clients through our business processes that support the services offered. To enhance our service quality, the Group collects customers' feedback on services provided. The Group guides staff to familiarize with the standard operational procedures. The Group is committed to provide quality service to customers through improving the administrative ability of senior management and the functional capability of operation staff.

For the unconventional gas business, we have established series of internal inspection rules in which gas products are up to the required safety standards and quality. In addition, we regularly organise hazard investigations, production safety reviews, emergency drills and production safety activities to ensure that the production and operation comply with relevant safety regulations and internal control. In order to improve the employee's awareness of their role and responsibilities, the management inspects the procedures on regularly basis and also on emergency basis. In the circumstance if the checking is not fulfil the standards, the management requires the employees to rectify proactively.

營運慣例

供應鏈管理

基於本集團之業務性質，我們有較少供應商及相對不複雜之供應鏈。我們的主要供應商僅涉及提供第三方服務之供應商，如資訊科技服務、物業管理服務、廣告服務、法律及諮詢服務、辦公室設備、印刷及文儀用品供應商。

本集團已制定「供應鏈政策」，以確保我們的供應商全力配合我們於技術能力、創意、產品品質、可靠性與交付表現、財務穩健性、商業道德及社會責任等各方面之標準。揀選供應商之主要考慮條件已作界定，其包括產品品質及價格、聲譽及信譽、節能及環保措施以及職業安全等。按照相同條件，管理健全及積極履行社會責任之供應商將獲優先揀選。該等未能符合本集團品質標準之供應商將排除於供應商名單之外。憑藉此等努力，本集團將其管理標準延伸向其供應商，實現品質控制互惠合作。於報告期內，我們於中國僅有7間供應商。

產品責任

對本集團而言，為客戶提供高效、優質之服務是其最大關注事項。本集團一直嚴格遵守有關法律及法規，包括但不限於《消費品安全法案》(Consumer Product Safety Act)、《聯邦貿易委員會法案》(Federal Trade Commission Act)等。我們的目標是使客戶對我們的產品及服務有信心，並使彼等獲得足夠資訊以作出知情決定。因此，本集團已制定一套政策及程序，以監督及處理多項與品質管理、應對投訴及保障客戶數據資料安全及私隱有關之事宜。於報告期內，本集團並不知悉任何不遵守與所提供產品及服務之健康與安全、廣告、標籤及私隱以及糾正方法有關之法律及法規的情況或投訴。

安全及品質管理

本集團已訂立「品質管理政策」，其旨在透過我們的業務過程對所提供服務之支持，為我們的顧客增值。為提升我們的服務質素，本集團就所提供服務收集客戶意見。本集團指引員工熟習標準營運程序。本集團致力透過改善高級管理層之行政能力及營運員工之功能能力，向客戶提供優質服務。

就非常規天然氣業務而言，我們已訂立一系列內部規則，其中氣體產品已符合規定安全標準及品質。此外，我們定期安排危害調查、生產安全檢討、應急演練及生產安全活動，以確保生產及營運遵循有關安全規則及內部控制。為提高僱員對自身職務及職責之認識，管理層會定期及於緊急時檢查各項程序。倘經檢查後發現未能達到標準，管理層將要求僱員主動作出更正。

Environmental, Social and Governance Report

環境、社會及管治報告

Customer Data Protection and Privacy

The Group upholds a belief that information security and privacy is the key principle for operation. As stipulated in the staff handbook, we require the employees not to retain or disclose any confidential information about our business activities and other sensitive confidential data to any third parties. Any employees who breaches the regulations shall be subject to disciplinary sanction or legal action.

ANTI-CORRUPTION

The Group has established a Code of Conduct as contained in the staff handbook. Employees are prohibited to request, receive or accept any forms of benefits from any persons, companies or organisations having business transactions with the Group. Gifts to customers or potential customers are subject to pre-approval by the Group's Administrative Department. The Group's subsidiaries also implement the "Rules on Tender" in order to avoid anti-corruption during the selection process of tenders.

The Group has been in strict compliance with related laws and regulations relating to bribery, extortion, fraud and money laundering, including but not limited to the Prevention of Bribery Ordinance in Hong Kong, the U.S. Foreign Corrupt Practices Act. During the reporting period, the Group did not aware of any non-compliance with related laws and regulations relating to relating to bribery, extortion, fraud and money laundering.

COMMUNITY

COMMUNITY INVESTMENT

As a socially responsible company, the Group is committed to understanding the needs of the communities in which we operate. The Group plans to implement related policy, which aims to build trust and stable relationship with our stakeholders. The Group strives to contribute to the society by focusing on four area including living standard of the community, culture, education and development and labour corporation.

Volunteer Services

The Group aims of serving the community by bringing together individuals that share the same passion for making a positive difference to the community through the social activities of the Group. Our staff is equally committed to community service, generously giving their time and effort to help those less fortunate. During the reporting period, our staff participated the volunteer services in visiting the home elderly with donation of packs of rice to Captain Church Limited in order to express the care and sincerely thank to the elderly.

Fostering Program for Mainland Children

Since year 2013, the Group has sponsored 4 primary students in Mainland China whose family has financial difficulties in paying the school fees and discontinued their studies. The Group joined the fostering program and donated money as supporting for students to continue their education and sponsor their living fee until graduation from university.

保障客戶數據安全及私隱

本集團持守以資訊安全及私隱作為主要經營原則之信念。誠如員工手冊所訂明，我們規定僱員不得保留或向任何第三方披露任何有關業務活動之機密資料及其他敏感機密數據。任何僱員如違反有關規條將會接受紀律制裁或被訴諸法律行動。

反貪污

本集團已制定一套行為守則載入員工手冊內。僱員不得向任何與本集團有商業往來之人士、公司或組織，要求、收取或接納任何形式之利益。向客戶或潛在客戶贈送禮物須事先獲本集團行政部門批准。本集團之附屬公司亦實施「招標規則」，以避免招標甄選過程出現貪污舞弊。

本集團一直嚴格遵守有關賄賂、勒索、欺詐及洗黑錢活動之相關法律及法規，包括但不限於香港《防止賄賂條例》、美國《海外反腐敗法》(U.S. Foreign Corrupt Practices Act)等。於報告期內，本集團並不知悉任何不遵守與賄賂、勒索、欺詐及洗黑錢活動有關之法律及法規的情況。

社區

社區投資

作為一間實踐社會責任之公司，本集團致力了解經營所在社區之需要。本集團計劃實施相關政策，務求與我們的持份者建立互信及穩定的關係。本集團專注於以下四個方面全力為社會作出貢獻，包括社區生活水平、文化、教育發展及勞務合作。

志願服務

本集團透過各項社會活動凝聚一眾懷有共同熱誠，力求為社區作出正向改變之人士，共同服務社區。我們的員工同樣熱心社區服務，無私付出自身時間及精力幫助較不幸之人士。於報告期內，我們的員工參與探望長者居所之志願服務，並向上教會有限公司捐贈多包白米，以對長者表達關懷及謝意。

內地兒童助養計劃

自二零一三年，本集團已資助4名中國內地小學生，彼等家庭皆因財政理由難以支付學費而放棄彼等之學業。本集團參加有關助養計劃並捐贈金錢，以支持學生繼續學業及資助彼等之生活費，直至從大學畢業為止。

Environmental, Social and Governance Report

環境、社會及管治報告

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE INDEX

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