



CITIC Resources Holdings Limited

中信資源控股有限公司

(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 : 1205



2017

Environmental, Social and Governance Report

環境、社會及管治報告



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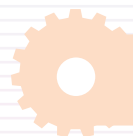


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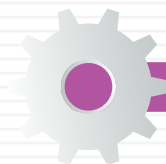


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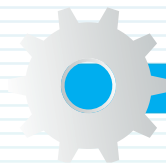


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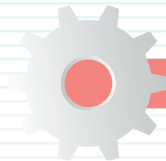


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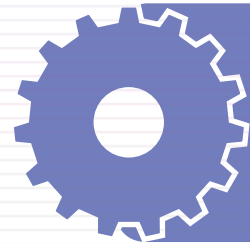


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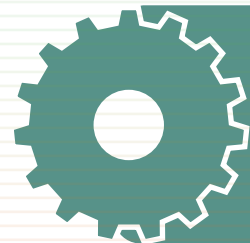
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About the Report

關於本報告

The Environmental, Social and Governance (“ESG”) Report (the “Report”) serves as a review on the efforts and achievements made by CITIC Resources Holdings Limited (the “Company” or “CITIC Resources”), its subsidiaries and joint ventures (collectively, the “Group”) for its sustainability issues in 2017. As a channel of communication for all stakeholders, the Report also responds the material issues what stakeholders concern, to facilitate mutual understandings. It is recommended to read the Report in conjunction with the Group’s 2017 Annual Report, in particular the Corporate Governance Report contained therein to understand our ESG performance throughout the whole year.

Reporting Boundary

The Report covers the businesses which the Group has control over and also has significant influence in their environmental and social aspects, and mainly discloses the main measures and activities conducted from 1 January 2017 to 31 December 2017 (the “Reporting Period”).

The subsidiaries covered in the Report as follows:

- CITIC Resources (the head office of the Group in Hong Kong)
- CITIC Canada Energy Limited
 - JSC Karazhanbasmunai
- CITIC Haiyue Energy Limited
 - Tincy Group Energy Resources Limited
- CITIC Seram Energy Limited
- CITIC Petroleum Technology Development (Beijing) Limited
- CITIC Resources Australia Pty Ltd

The Group may consider expending the reporting scope to cover other joint ventures and associates as appropriate in the future.

本環境、社會及管治報告(「本報告」)旨在回顧2017年中信資源控股有限公司(以下簡稱「本公司」或「中信資源」)聯同其附屬公司及合資公司(統稱「本集團」)在可持續發展方面所做的工作及取得的成效，同時回應持份者所關注的重要議題，為持份者提供互動溝通渠道，促進相互理解。本報告應與本集團《2017年報》，特別是其中的本集團《企業管治報告》一併閱讀，以全面了解本集團在環境、社會和管治方面的年度表現。

報告範圍

本報告涵蓋本集團具有控制權且在其環境及社會方面具有重要影響的業務，主要匯報本集團於2017年1月1日至2017年12月31日(「報告期」)期間實施的主要措施以及活動。

本報告涵蓋的附屬公司包括：

- 中信資源(為本集團於香港的總辦事處)
- CITIC Canada Energy Limited
 - JSC Karazhanbasmunai
- 中信海月能源有限公司
 - 天時集團能源有限公司
- CITIC Seram Energy Limited
- 中信石油技術開發(北京)有限公司
- CITIC Resources Australia Pty Ltd

本集團將來或會酌情考慮將報告的範圍適當地擴展至其它所屬合營項目及聯營公司。

About the Report

關於本報告

Preparation Basis

The Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide under Appendix 27 of the Main Board Listing Rules of The Stock Exchange of Hong Kong Limited (the “**Hong Kong Stock Exchange**”). “Hong Kong Stock Exchange Environmental, Social and Governance Content Index”, Appendix 2 of the Report, provides reference information for readers.

Feedback to the Report

Comments and suggestions regarding the Report and the sustainability performance of the Group are welcome and can be emailed at “ir@citicresources.com”.

編制基礎

本報告的編寫遵循香港聯合交易所有限公司（「**香港聯交所**」）證券上市規則附錄二十七所載之《環境、社會及管治報告指引》。本報告的附錄二為《香港聯交所環境、社會及管治報告指引內容索引》，此索引為讀者提供對照參考。

意見反饋

如讀者對本報告或本集團的可持續發展表現有任何意見及建議，請發送至「ir@citicresources.com」。

The Group Overview

集團簡介

The Group manages a diversified business portfolio, covering energy, metals, and import and export of commodities sectors, and strives to conduct businesses in a sustainable approach. The Group has been listed on the Hong Kong Stock Exchange since 1997.

Introduction of the Subsidiaries Covered in the Report

CITIC Canada Energy Limited, a joint venture established by the Group and JSC KazMunaiGas Exploration Production, through which the Group owns 50% of the issued voting shares of JSC Karazhanbasmunai (“**KBM**”) (which represents 47.31% of the total issued shares of KBM). KBM is engaged in the development, production and sale of oil and holds the rights to explore, develop, produce and sell oil from the Karazhanbas Oil and Gas Field in Mangistau Oblast, Kazakhstan (the “**Karazhanbas oilfield**”) until 2035.

CITIC Haiyue Energy Limited (“**CITIC Haiyue**”), an indirect wholly-owned subsidiary of the Group, owns a 90% interest in Tincy Group Energy Resources Limited (“**Tincy Group**”). Tincy Group holds the right to explore, develop and produce petroleum from the Hainan-Yuedong Block in the Bohai Bay Basin in Liaoning Province, China (the “**Hainan-Yuedong Block**”) until 2034. Tincy Group is currently cooperating with China National Petroleum Corporation in the operation of the Yuedong oilfield (“**Yuedong oilfield**”), the principal oilfield within the Hainan-Yuedong block.

CITIC Seram Energy Limited (“**CITIC Seram**”), an indirect wholly-owned subsidiary of the Group, owns a 51% participating interest in the production sharing contract which grants the right to explore, develop and produce petroleum from the Seram Island Non-Bula Block, Indonesia (the “**Seram Block**”) until October 2019.

CITIC Petroleum Technology Development (Beijing) Limited (“**CITIC Petroleum**”), an indirect wholly-owned subsidiary of the Group, focuses on crude oil-related technology development.

CITIC Resources Australia Pty Limited is an indirect wholly-owned subsidiary of the Group, and its subsidiaries manages the operations of the import and export of commodities in Australia.

本集團的業務多元化，範疇涉及能源、金屬及進出口商品等領域，並一直致力於以可持續方式管理各項業務。本集團自1997年起，在香港聯交所上市。

本報告涵蓋的附屬公司簡介

CITIC Canada Energy Limited，一間本集團與JSC KazMunaiGas Exploration Production共同成立的合資企業，本集團透過其擁有JSC Karazhanbasmunai（「**KBM**」）的50%附投票權已發行股份（本集團佔**KBM**已發行總股份的47.3%）。**KBM**從事石油開發、生產及銷售業務，並持有哈薩克斯坦Mangistau Oblast內Karazhanbas油田（「**Karazhanbas 油田**」）的石油勘探、開發、生產和銷售權，直至2035年止。

中信海月能源有限公司，為本集團的間接全資附屬公司，擁有天時集團能源有限公司（「**天時集團**」）的90%權益。天時集團持有位於中國遼寧省渤海灣盆地的海南－月東區塊（「**月東區塊**」）的石油勘探、開發和生產權利，直至2034年止。天時集團目前與中國石油天然氣集團公司合作經營海南－月東區塊最主要的月東油田（「**月東油田**」）。

CITIC Seram Energy Limited（「**CITIC Seram**」），為本集團的間接全資附屬公司，擁有石油分成合同的51%分成權益，合同授予其在印度Seram島Seram Non-Bula 區塊（「**Seram 區塊**」）勘探、開發和生產石油的權利，直至2019年止。

中信石油技術開發（北京）有限公司（「**中信石油**」），為本集團的間接全資附屬公司，在中國北京從事石油技術開發業務。

CITIC Resources Australia Pty Limited，是本集團的間接全資附屬公司，其子公司在澳洲從事進出口商品業務。

The Group Overview

集團簡介

2017 Performance

During the Reporting Period, with the unstinting and concerted efforts by the Management and staff, the Group strived for continuous enhancement in scientifically decision-making and professional management, and deepened the efforts to reduce costs and increased efficiency, resulting in an improvement in both efficiency and profitability of each projects. Furthermore, the Group proactively optimised its debt structure and also managed to maintain a strong cash position. These efforts and results have laid significant improvements in the Group's performance with favourable financial indicators. The Group recorded a profit attributable to shareholders of HK\$518 million at the end of the Reporting Period, achieving the business objectives set at the beginning of the Reporting Period successfully.

The Group was honoured with the "Best Corporate Governance Award" in 2017 China Financial Market Award Gala, which was jointly organized by the financial magazine China Financial Market and other professional organizations including The Listed Companies Council of Hong Kong Chinese Enterprises Association. This demonstrates the recognition and endorsement from capital market and business community for the Company's determination to safeguard the interests of shareholders and stakeholders.

Investor Relations

The Group is committed to maintaining effective two-way communication with investors through multiple channels to enhance the transparency of disclosure. For shareholders and investor's enquiries, the Group has built up its diversity of communication by annual general meetings ("AGM"), analyst briefings, road shows, investor tours, conference calls, luncheons, the investor relations section in the corporate website and a hotline, which enable the Group to better understand investors' concerns and expectations. The Group pays attention to the protection of investors' rights and interests, provides strong support for investors' investment decisions, and enhances investors' understanding and recognition on the Group's development.

2017 年度表現

本報告期內，本集團管理層及員工凝神聚力，銳意進取，致力提升科學決策和專業化管理水平，深入開展降本增效，各項目的運營效率與盈利能力得到提升，債務結構得到優化，現金流狀況穩健，財務指標持續改善，經營業績大幅提升，截至報告期末實現淨利潤5.18億港元，圓滿完成年初預定經營目標。

本集團在由《中國融資》雜誌社和香港中國企業協會上市公司委員會等專業機構共同舉辦的「2017年中國融資大獎」評選中，榮獲「年度最佳企業管治獎」，體現了資本市場與業界對本集團維護股東及持份者利益所作出的努力的充分肯定。

投資者關係

本集團致力透過多元化的渠道，與投資者保持有效的雙向溝通，提高信息披露的透明度。本集團通過召開股東周年大會（「股東大會」）、組織分析師簡報會、開展實地路演、接待投資者來訪、召開電話會議及午餐會、開設企業網站投資者關係專欄和開通熱線電話等方式，構建多元化的溝通渠道，更深入地了解投資者的關注與期望。本集團關注投資者權益保護，為投資者的投資決策提供有力支持，增進投資者對本集團發展的理解和認同。

Stakeholder Engagement and Materiality Assessment

持份者溝通與重要性評估

Communicating with the stakeholders and understanding their concerns are an important part of the Group's social responsibility and sustainable development. Through various channels, the Group actively communicates with the stakeholders on various environmental and social issues and establishes relationships based on mutual trust and benefit with the stakeholders.

與持份者充分溝通並深入了解持份者關注的議題，是本集團履行社會責任和實現可持續發展的重要部分。本集團透過不同的渠道積極與持份者就多項環境和社會議題進行交流，與持份者建立互信互惠的關係。

Major Stakeholders	Communication and Engagement	主要持份者	溝通與參與機制
Shareholder	AGM, Listing Information Disclosure, Diversified Communication Channels	股東	股東大會、上市信息披露、多元化溝通渠道
Business Partner	Management Mutual Visits, Special Inspections, Regular Reporting Systems	業務合作方	高層互訪、專項檢查、定期通報制度
Customer	Customer Satisfaction Survey, Customer Complaint Management, Daily Communication with Customers	客戶	客戶滿意度調查、客戶投訴管理、客戶日常溝通
Employee	Training and Learning, Employee Activities, Team Building, Skill Competitions, Staff Satisfaction Survey	員工	培訓與學習、員工活動、團隊建設、技能比賽、員工滿意度調查
Supplier	Supplier Management Systems, Onsite Audits, Regular Communication	供應商	供應商管理制度、現場審計、定期溝通
Contractor	HSE Management and Training, Monthly Regular Meetings, Daily Morning Session	承包商	HSE管理與培訓、每月例會、每日晨會
Peer	Industry Forums, Industry Associations, Visits	同行	行業論壇、行業協會、參觀交流
Government	Qualification Reviews, Regular Special Reports	政府	資格審查、定期專項報告
Potential Investors and Financial Institution	Listing Information Disclosure, Investor Briefings, Roadshows, and Analyst Briefings	潛在投資者與金融機構	上市信息披露、投資者說明會、路演、分析師簡報會
Community and the Public	Information Disclosure, Social Welfare Activities	社區與公眾	信息披露、參與或舉辦社會公益活動

Stakeholder Engagement and Materiality Assessment

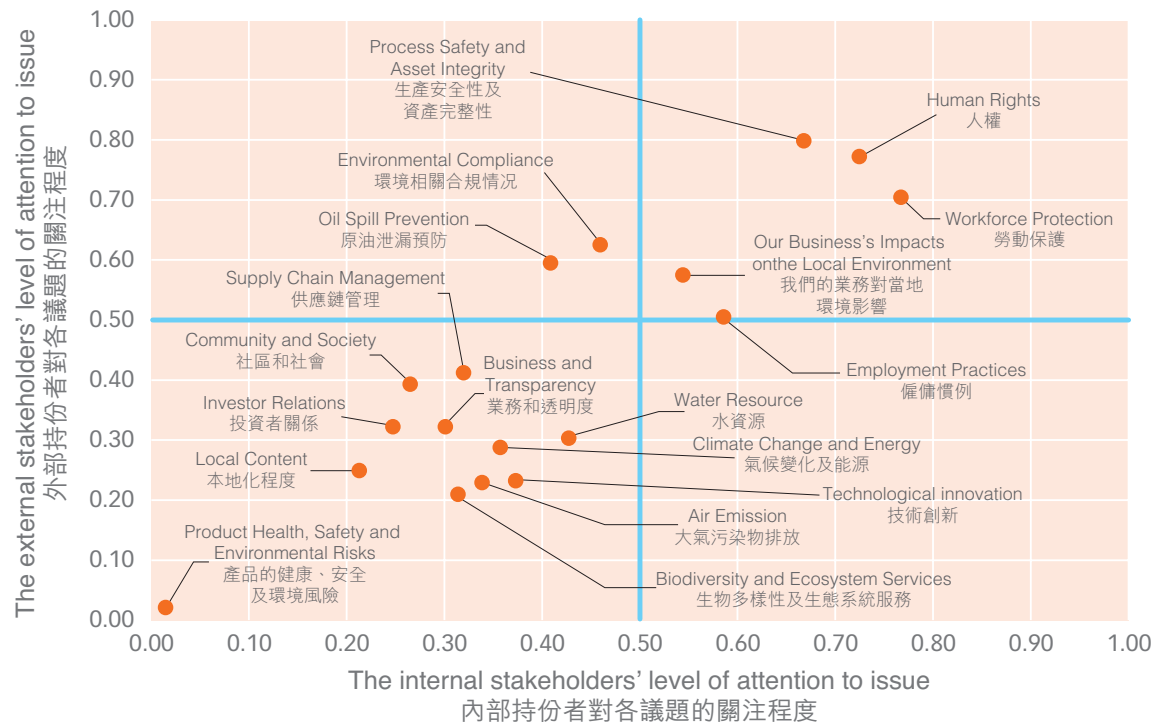
持份者溝通與重要性評估

During the screening of material issues, the Group adopted the Principle of Materiality in the *Hong Kong Stock Exchange Environmental, Social and Governance Reporting Guide* and the *Oil and gas industry guidance on voluntary sustainability reporting* developed by the International Petroleum Industry Environmental Protection Association (“IPIECA”), and shed light on sustainability issues related to the Group. The Group then collected the opinions from the main stakeholders through a materiality assessment survey and finally came up with the ranking of the sustainability issues. The main stakeholders involved in the survey were the parties highly related to the Group’s business and energy industry, including shareholders, business partners, employees, customers, suppliers (including services, materials and equipment suppliers), contractors, government authorities, and financial institutions and potential investors.

The following materiality assessment matrix lists the level of attention of the Group’s major internal and external stakeholders to different issues. The issues that the closer to the upper right corner of the matrix indicates that the stakeholder is more concerned, and the closer to the lower left corner, the lower the attention.

在篩選重要議題的過程中，本集團根據香港聯交所《環境、社會及管治報告指引》的重要性原則、國際石油工業環境保護協會（「IPIECA」）的《Oil and gas industry guidance on voluntary sustainability reporting》，梳理出與本集團相關的可持續發展議題。本集團其後透過調查問卷採集主要持份者的意見，最終得出可持續發展議題的關注程度排序。參與調查問卷意見採集的主要持份者為與本集團業務及能源行業相關度高的有關人士，主要包括股東、員工、客戶、供應商（包括服務、物資及設備供應商）、承包商、政府部門及金融機構與潛在投資者。

以下的重要性評估矩陣羅列了本集團內外部主要持份者對於不同議題的關注程度。矩陣中越靠近右上角的議題代表持份者越關注，而越靠近左下角的議題，其關注度越低。



Stakeholder Engagement and Materiality Assessment

持份者溝通與重要性評估

The analytical results of the materiality assessment show that “Human Rights”, “Labour Protection”, “Process Safety and Asset Integrity”, “Our Business Impacts on the Local Environment”, and “Employment Practices” attract the major internal and external stakeholders’ attention. The Report fully considers the level of attention of both major internal and external stakeholders on various issues and responds in the following sections.

重要性評估的分析結果顯示出「人權」、「勞動保護」、「生產安全性及資產完整性」、「我們的業務對當地環境影響」、「僱傭慣例」等議題在內外部主要持份者中皆具較高的關注度。本報告將充分考慮內外部主要持份者對各議題的關注程度，並在接下來的章節中進行回應。

Relevant Impact and Responded Section of Each Issue

各議題的相關影響及回應章節

Issue (sorting by the level of attention) 議題 (按關注度排序)	Impact 影響所及		The Responded Section 本報告回應有關議題的章節
	Internal 內部	External 外部	
High Level of Attention 較高關注度			
Human Rights 人權	✓		Caring for Employees – Policy and Welfare 關愛員工 – 政策和福利
Workforce Protection 勞動保護	✓	✓	Caring for Employees – Workplace Health and Safety 關愛員工 – 工作場所的健康與安全
Process Safety and Asset Integrity 生產安全性及資產完整性	✓	✓	Caring for Employees – Workplace Health and Safety 關愛員工 – 工作場所的健康與安全
Our Business’s Impacts on the Local Environment 我們的業務對當地環境影響		✓	Caring for Environment – Environmental Management 保護環境 – 環境管理
Employment Practices 僱傭慣例	✓		Caring for Employees – Policy and Welfare 關愛員工 – 政策和福利

Stakeholder Engagement and Materiality Assessment

持份者溝通與重要性評估

Issue (sorting by the level of attention) 議題 (按關注度排序)	Impact 影響所及		The Responded Section 本報告回應有關議題的章節
	Internal 內部	External 外部	
Lower Level of Attention 較低關注度			
Environmental Compliance 環境相關合規情況	✓	✓	Caring for Environment – Environmental Management 保護環境 – 環境管理
Oil Spill Prevention 原油洩漏預防	✓	✓	Caring for Environment – Environmental Management 保護環境 – 環境管理
Supply Chain Management 供應鏈管理	✓	✓	Responsible Operation – Supply Chain Cooperation 負責任的營運管理 – 供應鏈合作
Water Resource 水資源	✓	✓	Caring for Environment – Resource Usage 保護環境 – 資源使用
Community and Society 社區和社會		✓	Community Involvement 社區投入
Climate Change and Energy 氣候變化及能源	✓	✓	Caring for Environment – Climate Change 保護環境 – 氣候變化
Business and Transparency 業務和透明度	✓	✓	Responsible Operation – Market Practice 負責任的營運管理 – 市場慣例
Technological innovation 技術創新	✓		Caring for Environment – Environmental Management – Climate Change – Resource Usage 保護環境 – 環境管理 – 氣候變化 – 資源使用
Investor Relations 投資者關係		✓	The Group Overview – Investor Relations 集團簡介 – 投資者關係
Air Emission 大氣污染物排放	✓	✓	Caring for Environment – Environmental Management 保護環境 – 環境管理
Biodiversity and Ecosystem Services 生物多樣性及生態系統服務	✓	✓	Caring for Environment – Environmental Management 保護環境 – 環境管理
Local Content 本地化程度	✓	✓	Community Involvement 社區投入
Product Health, Safety and Environmental Risks 產品的健康、安全及環境風險		✓	Responsible Operation – Market Practice 負責任的營運管理 – 市場慣例

Caring for Employees

關愛員工





Caring for Employees 關愛員工

The Group always adheres to the concept of “Staff is our most valuable asset and wealth”. By formulating clear policies and establishing a sound training mechanism, the Group protects employee rights and creates a motivated, fair and equitable, safe and healthy working environment for its employees. The Group continues to expand the space for employee career growth and promote employee career development. The Group also provides comprehensive welfare benefits, regularly reviews staff remuneration, and protects the immediate interests of the staff to attract and retain talents.

The Report focuses on responding to the issues with high attention identified in the materiality assessment survey in this section, including “Human Rights”, “Labour Protection”, “Process Safety and Asset Integrity” and “Employment Practices”.

Policy and Welfare

The Group respects employee’s rights and dignity. When developing policies, the Group pays full attention to the impact of these policies on employee rights and benefits. The Group strictly adheres to relevant laws and regulations on employment, establishes sound policies and mechanisms, protects employee legitimate rights and interests, and reflects our determination to safeguard human rights. Meanwhile, the Group establishes different channels to understand and collect employee comments and suggestions on our policies, working environment, and development strategies. The Group is also committed to enriching the Group’s staff composition and establishing the team of personnel with diverse races, educational backgrounds, work experience, nationalities and expertise.

本集團始終秉持「員工是最寶貴的資產和財富」的理念，通過制定清晰的政策指引與建立完善的培訓機制，保護員工的權益並為員工營造積極向上、公平公正、安全健康的工作環境。本集團持續拓展員工職業發展空間，促進員工的職業成長。本集團同時提供全面的福利待遇，定期檢討員工薪酬，保障員工切身利益，以吸引和留住人才。

本報告將於此章節重點回應重要性評估調查中識別為較高關注度的「人權」、「勞動保護」、「生產安全性及資產完整性」以及「僱傭慣例」議題。

政策和福利

本集團尊重員工的權利和尊嚴。本集團在制定政策時充分關注這些政策對員工的權利與福利的影響。本集團通過嚴格遵守僱傭相關法律法規、建立完善的政策與機制，保障員工的合法權益並體現本集團維護人權的決心，同時設立不同渠道了解和收集員工對本集團的政策、工作環境以至本集團發展策略的意見與建議。本集團也致力於豐富本集團的員工組成，打造包括不同種族、教育背景、工作經驗、國籍、專長的多元化團隊。



Caring for Employees 關愛員工

The strict compliance with relevant laws and regulations on employment, as well as the formulation and implementation of policies in accordance with law, is important cornerstones for protecting the rights and interests of our employees. The Group complies with the relevant local laws and regulations on employment (please refer to Appendix 1 for details) to ensure that all employees enjoy all rights and benefits, and fair and equitable treatment in accordance with the laws to protect their personal values, beliefs and privacy with different nationalities, races, genders and cultural backgrounds from violation. During the recruitment and hiring period, the Group proactively checks the identity documents of applicants to prevent the employment of child labour, and absolutely prohibits forced labour by clearly stipulating employee working hours per day. If any violation of the relevant laws and regulations is found, the relevant departments will report to the Management according to the internal policies of the Group. After investigation, the relevant departments rectify issues or circumstances in response to the investigation results. Based on fair, equal and diversified recruitment principles, the Group establishes and improves the recruitment mechanism, using work experience, skills and professional ethics as key reference indicators. The signing and dismissal of employment contracts are strictly conducted in accordance with the relevant local laws and regulations to fully protect the rights and obligations of both employees and the Group.

The establishment of sound and positive policies not only protects the rights and interests of employees, but also attracts and retains talents to further enhance the competitiveness of the Group. The Group is committed to perfecting the staff performance appraisal mechanism for employees, and considers the personal work performance of employees as the basis for the adjustment of salary and rank to stimulate the enthusiasm of employees and encourage them to realize their self-worth. Meanwhile, the Group provides diversified career development channels to enable employees to develop their talents in suitable jobs. The Group also formulates a comprehensive and effective welfare and indemnity system for employees, providing statutory holidays and additional holidays, such as annual leave, marriage leave, compassionate leave, maternity leave, paternity leave, jury leave, etc., and provides medical insurance in compliance with the requirements of local regulations to effectively protect employee's quality of lives.

The Group values the balance between work and life of employee and adopts a variety of ways to create a healthy and interactive workplace. The Group relieves employee work stress by organizing different activities based on the needs and expectations of employees, and hence enhances employee cohesion and morale.

嚴格遵守僱傭相關法律法規並依法制定與執行相關政策是保護員工權益的重要基石。本集團謹遵各業務運營地僱傭相關法律法規(詳細請參考附錄一)，確保所有員工依法享有各項權益和公平公正的待遇，保障不同國籍、種族、性別、文化背景的員工其價值觀、宗教信仰和私隱不受侵犯。本集團在招聘和聘用期間積極核查申請人的身份證件以防止僱傭童工，並明確規定員工每天的工作時數，絕對禁止強制勞動。如發現任何違反相關法律法規的情況，相關部門將根據本集團內部政策向管理層匯報，並在進行詳細調查後，將因應調查結果對違規問題或情況進行整改。本集團依據公正平等及多元化的招聘原則，並以工作經驗、技能和職業操守作為關鍵參考指標，建立並完善招聘機制。僱傭合同的簽署和解除均嚴格按照各業務運營地相關法律法規進行，以充分保障員工和本集團彼此的權利和義務。

建立完善和正面的政策不僅能夠保障員工權益，更可吸引和留住人才，以進一步增強本集團競爭力。本集團致力完善員工績效考核機制，將員工個人的工作表現作為薪酬和職級調整的依據，激發員工的積極性和鼓勵員工實現自身價值。同時，本集團提供多元化的職業發展通道，讓員工於合適的工作崗位發揮所長。本集團也為員工制定全面有效的福利及保障制度，提供法定節假日及額外假期，例如年假、婚假、恩恤假、產假、陪產假、陪審員假等，並提供符合業務運營地規定的醫療保險，切實保障員工的生活。

本集團重視員工工作與生活的平衡，採取多種方式營造健康與互動良好的工作場所。本集團根據員工的需要和期望，通過舉辦不同的活動舒緩員工的工作壓力，並藉此提升員工凝聚力和士氣。



Caring for Employees 關愛員工

During the Reporting Period, CITIC Resources strengthened the standardization of management and institutionalization of development, and strived to enhance the level of corporate management. CITIC Resources revised *Employee Handbook* to further clarify the responsibilities, rights and obligations of employees. Concurrently, CITIC Resources opened the Staff Portal Platform for employees. Through this platform, employees can view their personal information, holiday records and other data and submit or cancel their holiday application. Department managers and the Management members can also approve employee holiday applications through the platform.

A list of human resources-related policies, management measures and guidelines of CITIC Resources

- Employee Handbook
- Employee Training and Development Policy
- Guidelines on Business Travel Reimbursement Procedures
- Regulation for Managing Office Stationary and Equipment
- Regulation of Document Management
- Employee Holiday Compensation Management Measures

During the Reporting Period, the Group did not receive any complaints about unequal employment and there were no cases of illegal employment of child labour and forced labour.

As of 31 December 2017, the Group had 4,660 employees, which was the total amount of employees of the subsidiaries covered in the Report.

本報告期內，中信資源加強管理規範化、制度化建設，致力提升企業管理水平。中信資源修訂《員工手冊》，進一步明確員工的職責、權利與義務。同時，中信資源開設員工自助平台，通過平台，員工可查看個人資料、假期記錄等數據，還可申請或取消假期，部門主管與管理層亦可通過平台批核員工的假期申請。

中信資源人力資源相關政策、管理辦法、指引一覽

- 《員工手冊》
- 《員工培訓及進修管理辦法》
- 《出差報銷程序指引》
- 《辦公用品管理辦法》
- 《檔案管理辦法》
- 《員工節假日補假管理辦法》

本報告期內，本集團未接獲任何有關不平等僱傭的投訴，並且沒有發生任何有關非法僱用童工和強制勞動的案例。

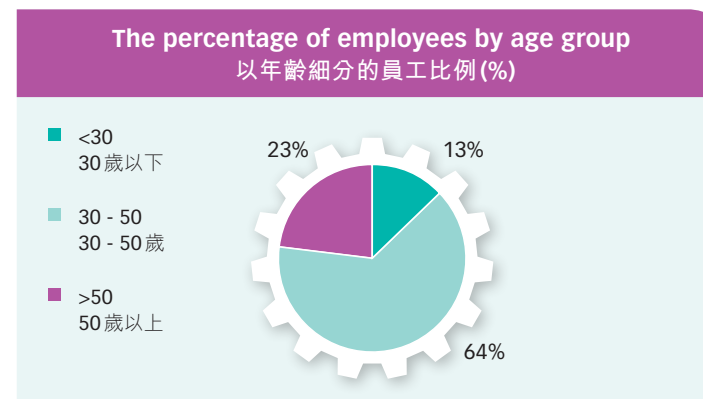
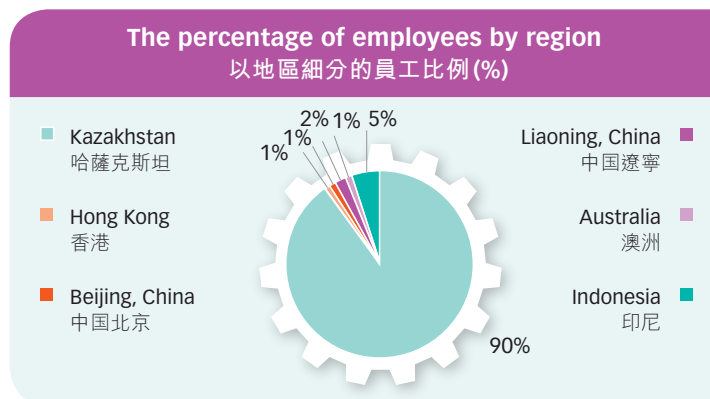
截至2017年12月31日，本集團擁有4,660名員工，為本報告涵蓋的附屬公司員工總數。



Caring for Employees 關愛員工

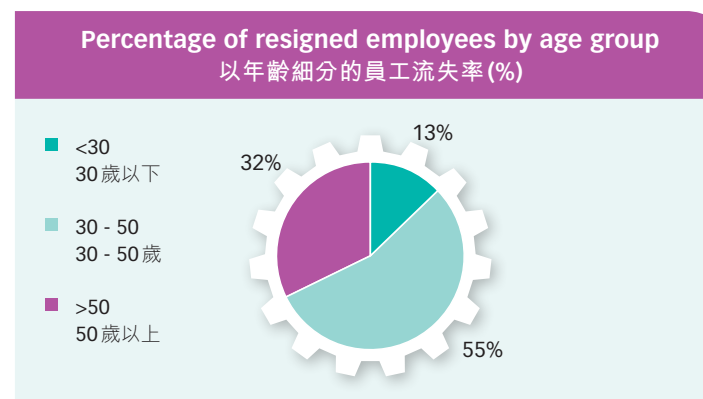
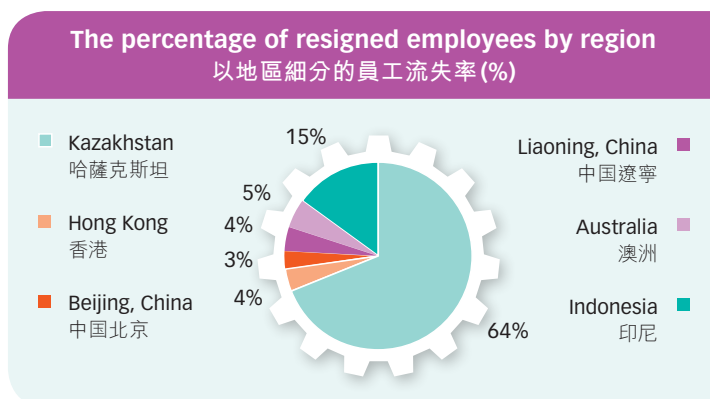
During the Reporting Period, the relevant data of the Group's employees is as follows:

本報告期內，本集團的員工相關數據如下：



During the Reporting Period, the relevant data of the Group's resigned employees is as follows:

本報告期內，本集團的離職員工相關數據如下：





Caring for Employees 關愛員工

Employee Welfare Sharing:

Karazhanbas oilfield

KBM provides employees with a complete indemnity system and welfare policies. In addition to the defined benefits in accordance with the "2016-2018 Staff Collective Contract", KBM also provides employees with medical expenses reimbursement, marriage, childbirth and funeral subsidies, and subsidies for disabled employees, as well as subsidies to retired employees with financial difficulties.

KBM pays full attention to staff's living conditions in the Karazhanbas oilfield. During the Reporting Period, KBM renovated the staff's accommodation in the living quarters of the Karazhanbas oilfield and managed all the accommodation to reach the same standard. The improvement of the accommodation in the Karazhanbas oilfield was the highest rated item in the 2017 employee satisfaction survey conducted by KBM.



"Corporate Open Day" for Employee Children Held by KBM

KBM 為員工子女舉辦「企業開放日」活動

員工福利實踐分享：

Karazhanbas 油田

KBM 向員工提供完善的保障體系和福利政策。KBM 根據《2016-2018 年員工集體合同》向員工提供規定的福利外，更向員工提供醫藥費報銷、結婚生育和喪葬費、殘疾員工補助等，同時也對經濟困難的退休員工提供補助。

KBM 充分關注油田現場員工的飲食和住宿條件。本報告期內，KBM 對油田現場員工生活駐地宿舍進行維修，使所有現場員工的住宿條件達到同一標準。油田現場住宿條件的改善是 2017 年度員工滿意度調查問卷中得分最高的一項。



KBM Organized Summer Camp for Employee Children

KBM 為員工子女組織夏令營活動



Caring for Employees

關愛員工

During the Reporting Period, KBM organized summer camp for 515 children of employees. The participants of the camp travelled to Almaty and Aktau, and participated in sports and cultural activities. In addition, KBM also organized 50 secondary school students, who are the children of the employees, to visit Expo 2017 Astana and enjoy the beauty of Kazakhstan's capital.

Employee Training

"Talent is the foundation and driving force for the sustainable development of a corporate." The Group has formulated clear staff training and development plans to provide continuous education and training throughout its employee careers. The Group encourages employees to participate in targeted training courses and industry seminars to enhance employee skills, and hence improve their workability and career development.

The Group has established staff training plans and encourages employees to proactively participate. The training is classified into three categories: mandatory training, professional training, and personal career development training. Through various types of training, the Group can satisfy the needs of employees during all stages of their career. CITIC Resources developed the "*Employee Training and Development Policy*" and regulated the continuous education of its staff. In addition to the training assigned by the Group, each employee can apply an annually training allowance of HK\$2,500 to participate in the training courses organized by accreditation bodies so as to improve professional quality and ability.

本報告期內，KBM為515名員工子女組織夏令營活動。參與夏令營活動的員工子女前往阿拉木圖(Almaty)與阿克套(Aktau)等地遊覽，並參加體育比賽和文娛活動。此外，KBM還組織了50名中學生(員工的子女)參觀未來能源-阿斯塔納世博會(Expo 2017 Astana)，並領略哈薩克斯坦首都的美麗風貌。

員工培訓

「人才是企業可持續發展的根基和原動力」。本集團制定明晰的員工培訓和發展計劃，將繼續教育與培訓貫穿員工的職業生涯，鼓勵員工參加有針對性的培訓課程和相關行業研討會，提升員工的相關技能，增進其工作能力和促進其職業發展。

本集團制定員工培訓計劃，支持員工積極參與。培訓分為強制性培訓、專業培訓和個人職業發展培訓等三種類別，透過各類培訓滿足員工於不同階段的發展需要。中信資源通過制定《員工培訓及進修管理辦法》，對員工的繼續教育進行規範，每位員工除了參加本集團委派的培訓外，每年還可申請2,500港元的培訓津貼，參與由認可機構舉辦的培訓課程，提升專業質素和能力。



Caring for Employees 關愛員工

List of Training Contents

Training Type	Training Area
Mandatory Job Training	HSE
Professional Vocational Skill Training	Operational safety and lifesaving
Personal Career Development Training	Well Control
	Hydrogen Sulphide Treatment and Safety
	Industry Knowledge
	Fire Safety
	Advanced Machinery and Equipment Use
	Accounting
	Legislation
	Taxation
	Procurement Rules and Procedures

The Group also enhances the professional skills of its employees through seminars, team building, professional skill competitions and sports competitions to enhance the employee self-worth and sense of belonging.

培訓內容一覽

培訓類型	培訓領域
強制性工作崗位培訓	健康、安全及環境
專業職業技能培訓	作業安全及救生
個人職業發展培訓	井控
	硫化氫處理和安全
	行業知識
	消防安全
	專業機械和設備使用
	會計
	法例
	稅務
	採購規則及流程

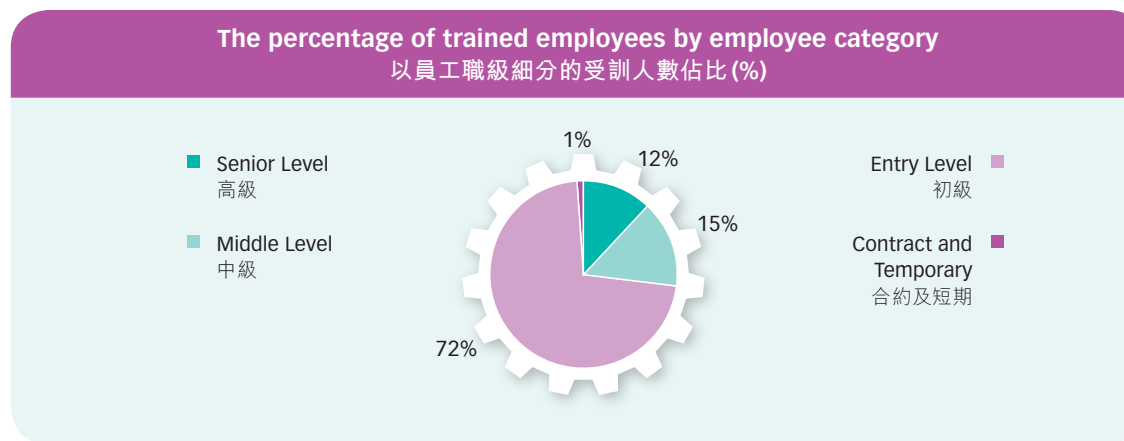
本集團還通過研討會、團隊建設、職業技能競賽和體育比賽等活動，增進員工的專業技能，提升員工的自我價值，提高員工的歸屬感。



Caring for Employees 關愛員工

During the Reporting Period, the training hours per trained employee of the Group were approximately 58 hours. The relevant data on employee training is as follows:

本報告期內，本集團參與培訓的人員人均受訓時間約 58 小時，員工培訓相關數據如下：



Employee Training Sharing:

員工培訓實踐分享：

Karazhanbas oilfield

Karazhanbas 油田

During the Reporting Period, JSC KazMunaiGas Exploration Production, the important business partner of the Group, conducted the 2017 Professional Competition in the Karazhanbas oilfield, and its subsidiaries have sent their teams to participate in the competition. After the two contests of theoretical and practical operations, the KBM team honoured 2 first prizes in the five different groups, including workover operations, machine operations, vehicle maintenance, etc., and won a total of 8 team awards and several individual awards.

本報告期內，業務合作方 JSC KazMunaiGas Exploration Production 2017 年職業能手大賽在 Karazhanbas 油田舉行，其旗下附屬公司均派出代表隊參加比賽。2017 年度在此次大賽中，經過理論和實際操作兩個環節的較量，KBM 代表隊在修井作業、機械操作和車輛維修等 5 個比賽項目中有 2 項拔得頭籌，總計獲得 8 個團隊獎項和數個個人獎項。

In June 2017, KBM organized its 1,200 employees to attend the Future Energy – Expo 2017 Astana to understand the latest development trends of green energy.

2017 年 6 月，KBM 先後組織 1,200 名員工參加未來能源 – 阿斯塔納世博會，了解綠色能源發展的最新趨勢。



Caring for Employees 關愛員工

Workplace Health and Safety

The results of the materiality assessment survey reflect the high level of attention to operational safety among internal and external stakeholders. Due to the nature of the oil and gas industry, the daily operations of the three oilfields were undertaken by the Group's employees of and the contractors. (For details, please refer to "Responsible Operation Management – Supply Chain Cooperation"). Therefore, the Group has always attached great importance to the health and safety of employees and the onsite workers.

The Group strictly complies with the requirements of the local laws and regulations on production safety and occupational disease prevention (for details, please refer to Appendix I). The Group also establishes sound policies to regulate employee personal protection in daily management, enhances the safety of the work environment, and ensures the safety and health of employees and other onsite workers. The Group implements the policy of "safety first, prevention-oriented, and comprehensive governance", establishes a safety concept that "all accidents can be prevented and avoided," and lays a solid foundation for safety management.

The Group has established a sense of responsibility for "who are in charge should take the responsibility" in its three oilfields. The Group strictly enforces the requirements of the safety management system, implements safety management operation procedures, and regularly conducts equipment supervision and inspection to minimize the risks of accidents. KBM, Tincy Group and CITIC Seram also continuously improves the emergency management and prevention mechanisms according to the different types of emergencies that may occur, and enhances employee and contractors' response capacity for potential hazards in workplace through work instructions, warning instructions and training on specific security topics. In addition, the Group, aiming at "Zero Accidents" in its work places, continues to improve and implement health, safety and environmental protection ("HSE") management processes and systems. The Group also distributes HSE manuals and explains HSE guidelines and procedures to employees and contractors. This can further enhance the health, safety, and environmental awareness of employees and contractors and effectively protect their personal safety.

工作場所的健康與安全

重要性評估調查結果反映出內外部持份者對營運安全的關注度較高。因行業本身的特殊性，三個油田的日常營運由本集團員工與承包商員工共同完成（詳情請參看「負責任的營運管理 – 供應鏈合作」）。因此，本集團一直高度重視員工以及所有現場工作人員的健康與安全。

本集團嚴格遵守業務運營地的安全生產及職業病防治法律法規的要求（詳情請參考附錄一）。本集團亦通過建立完善的政策，在日常管理中規範員工個人防護，增強工作環境的安全性，確保員工以及其他現場工作人員的安全和健康。本集團落實「安全第一，預防為主，綜合治理」的工作方針，樹立「一切事故都是可以預防和避免的」的安全理念，夯實安全管理工作基礎。

本集團於各油田樹立「誰主管、誰負責」的責任意識，嚴格執行安全管理制度的要求，落實安全管理操作規程，定期開展設備監督檢查，將事故風險降至最低。KBM天時集團及CITIC Seram亦根據可能出現的不同類型的突發事件，持續完善其應急管理及預防機制，並通過工作指引、警示說明和特定安全主題培訓等方式，增強員工及承包商對工作場所潛在危險的應對能力。此外，本集團以工作環境「零意外」為目標，持續完善並落實健康、安全及環保（「HSE」）管理流程和制度，並通過向員工及承包商派發HSE手冊、講解HSE指引和程序等，進一步提升員工及承包商的健康、安全和環保意識，切實保障員工及承包商人身安全。



Caring for Employees

關愛員工

The Group has continued to improve its equipment and facility management integrity system. The Group requests KBM, Tincy Group and CITIC Seram to conduct in-depth control and risk assessment of key equipment and facilities, identify hidden dangers in a timely manner and conduct prevention and control. The necessary security and detection systems have been installed in the production equipment or facilities in its three oilfields. When pressure control, temperature control, liquid level control, safety valve, fire protection system, or gas detection system fail, alarm signals are issued immediately to alert the operators to pay attention to safety and timely replace faulty parts. The Group requires that onsite staff must wear qualified personal protective equipment, especially when engaged in specific high-risk works, the onsite staff must wear designated labour protective gear and safety equipment to protect personal safety.

During the Reporting Period, the Group did not receive any complaints of occupational health and safety that would have a significant impact on the Group.

During the Reporting Period, the Group's work safety related data is as follows:

Indicator 指標	2017
Number of Work-related Injuries (Work injury leave > 7 days) 需報告工傷次數(工傷假 > 7天)(宗)	
KBM	1
Tincy Group 天時集團	0
CITIC Seram	0

During the Reporting Period, the number of work-related fatalities of the Group was 0.

本集團持續完善設備設施管理完整性體系。本集團要求 KBM 天時集團及 CITIC Seram 對關鍵設備設施進行深度管控與風險評估，及時識別隱患及進行防控。各油田的生產設備或設施均已安裝必要的安保系統和檢測系統，當壓力控制、溫度控制、液位控制、安全閥、消防系統或氣體檢測系統等發生故障時，立刻發出警報訊號，提醒操作人員注意安全和及時更換故障部件。本集團要求在油田現場的工作人員必須佩戴合格的個人防護裝備，特別是在從事特定高危工作時，工作人員必須配戴指定的勞動防護用品和安全裝備，保護人身安全。

本報告期內，本集團未曾接獲對本集團有重大影響的職業健康及安全的投訴。

本報告期內，本集團的工作安全相關數據：

本報告期內，本集團因工死亡的員工數為 0。



Caring for Employees 關愛員工

Workplace Health and Safety Sharing:

Karazhanbas oilfield

In order to avoid accidents as far as possible, KBM prepared the “*Safety Working Conditions and Production Process Safety Measures Plan 2017*”, and all equipment and systems in the Karazhanbas oilfield were assessed, tested, and technically certified according to the annual plan.

KBM stipulates that all workplaces should be equipped with corresponding technical specifications, safety operation manuals, and first aid kits, and formulates corresponding emergency plans. Meanwhile, KBM carries out renovations on various infrastructures, such as oil and gas transfer stations, crude oil central processing stations and water injection operation rooms, conducts noise control on test laboratories, and installs automatic fire alarms at material bases and other flammable sites. KBM also extensively refers to the operational management regulations established by the local benchmarked peer companies, such as the “*8 Safety Regulations*” developed by KazMunayGas which are used to regulate the operational procedures for fire, civil construction, confined spaces, etc., in the Karazhanbas oilfield and provides relevant training for employees and contractors.

The work-related accidents of employees and contractors are recorded by both the Labour Protection Department and the Safety Technology Department of the Karazhanbas oilfield. KBM’s safety managers and contractors discuss the accidents and take active measures to prevent accidents from happening again at each bi-weekly meeting held by the Safety Technology Department.

KBM has implemented the “*Behaviour Observation Plan*” since the second half of 2017. The plan can be summarized as follows: the plant director, zone leaders and team leaders observe and record the work flow of the staff in particular zones at any time, check whether the response measures comply with the regulations, conduct evaluation for employee carrying out, safety, and compliance-related works, and provide guidance on any non-compliance with safety regulations, and potential risks and consequences. The staff who is responsible for observation needs to enter observation records into the database and system for subsequent analysis and further improvement.

工作場所的健康與安全實踐分享：

Karazhanbas 油田

為盡可能避免意外事故發生，KBM 編制《2017 年安全勞動條件及生產流程安全措施計劃》，Karazhanbas 油田中的所有設備以及系統均按年度計劃進行檢測、試驗和技術鑒定。

KBM 規定所有的工作場所都應配備相應技術規範、安全作業手冊和急救藥箱，並制定相應的緊急情況處理預案。同時，KBM 對各種基礎設施，如油氣中轉站、原油中心處理站和注水車間操作間等進行裝修，對測試化驗室進行防噪處理，並在物資基地等易燃地點安裝了自動消防報警裝置。KBM 亦廣泛參考運營地同行對標企業所制定的營運管理規定，例如哈薩克斯坦國家石油天然氣公司的 8 項安全規定等，用於規範油田內用火、土建、密閉空間等方面的作業工序，並對員工及承包商開展相關培訓。

對員工和承包商的工傷事故，Karazhanbas 油田的勞動保護及安全技術部均會進行記錄。在每兩周一次的安全技術部會議上，KBM 的安全管理人員和承包商會就所發生的事故進行討論，並採取積極的措施防止事故的再次發生。

KBM 從 2017 年下半年起實施「行為觀察計劃」，該計劃可簡要概括為：車間主任、區長、班長隨時觀察、記錄轄區人員的工作流程、檢查應對措施是否符合規範，對工人所進行的、安全的、符合要求的工作進行正確評價，對不符合安全規定、有潛在風險以及相應後果進行指導。負責觀察的員工需把觀察記錄輸入至數據庫與系統中，供後續分析及改進。



Caring for Employees

關愛員工

In contrast to filling out records, investigating and punishing those responsible staff regarding previous safety and labour protection practice, the “*Behaviour Observation Plan*” only evaluates whether work behaviour is safe and complies with regulations, and makes suggestions for further improvement. It does not aim to punish onsite individuals who engage in violation of safety-related behaviour, but rather to focus on cultivating the safety awareness of all employees and contractors in their daily work, keeping safety standards in mind, helping and reminding each other, concentrating on prevention, and eventually forming a conscious and long-lasting mechanism.

與以往安全和勞動保護工作中填寫大量記錄、事後調查和懲戒責任人的做法不同的是，「行為觀察計劃」只對工作行為是否安全和符合規範做出評價，並提出改進建議，不對違反安全行為的個人進行現場處罰，重點在培養全體員工和承包商日常工作中的安全意識，牢記安全規範，互幫互助，重在預防，形成自覺長效的機制。



KBM Strengthened
Production
Equipment
Inspection
KBM 加強生產設備
檢測



Caring for Employees 關愛員工

Yuedong oilfield

In order to protect the occupational health and safety of employees and contractors as far as possible, Tincy Group organizes and conducts onsite hazard factor identification. Based on the identification of hazard factors, Tincy Group sets up occupational hazard factor notifications and production safety hazard notifications at each production site, and indicates the main hazard factors for each position and the protective measures that should be taken. In addition, Tincy Group equips employees and contractors with anti-static work clothes, goggles, ear plugs and other protective equipment, as well as protective gear such as anti-hydrogen sulphide positive pressure breathing apparatus, life jackets, lifeboats, etc. Based on the nature of each position, Tincy Group also arranges training on anti-hydrogen sulfide, well control, offshore work, HSE basic knowledge, etc., to ensure that employees and contractors in different positions have acquired the knowledge of health and safety related to their work.

Tincy Group has established a work permit management system for contractors, and the contractors must obtain a permit to work in the Yuedong oilfield. In response to the particularities of the artificial platforms of the Yuedong oilfield, Tincy Group provides employees and contractors with relevant offshore safety training on a regular basis. Meanwhile, Tincy Group requires that the contractors must establish a safety and environmental protection management system to strictly enforce industry specifications and standards, and to continuously perform the required health and safety related training for its employees.

In September 2017, Tincy Group organized an annual comprehensive emergency drill at the onshore terminal processing station. The drill included rescue, firefighting, crude oil retrieval, etc. With the joint efforts of the participating staff, the poisoned staff were quickly rescued, tank fires were extinguished timely, oil spills and sewage were effectively recovered and disposed of. In addition, Tincy Group and the Liaohe Oilfield Oil Spill Emergency Centre jointly conducted an annual comprehensive marine emergency joint drill in the areas surrounding the artificial platforms. The drill simulated accidental fires occurred on the artificial platforms, including platform well control, platform firefighting, escape, sea rescue, leakage of crude oil, etc., and fully verified the feasibility and operability of the emergency plans. Overall, 6 vessels and 95 persons participated in the drill.

月東油田

為盡可能保障員工及承包商職業健康與安全，天時集團組織開展現場危害因素風險識別工作，根據危害因素識別情況，在各生產場所設立職業危險因素告知牌和安全生產風險告知牌，標明各工作崗位的主要風險因素及應採取的防護措施。此外，天時集團為員工及承包商配備了防靜電工作服、護目鏡和耳塞等勞動防護用品，以及防硫化氫正壓式呼吸器、救生衣、救生艇等防護設備設施，同時根據各工作崗位性質，安排防硫化氫、井控、海上作業、HSE 基礎知識等相關內容的培訓，確保不同工作崗位的員工及承包商掌握與其工作相關的健康與安全知識。

天時集團對承包商設立工作許可管理制度，承包商須取得許可方可在油田工作。天時集團因應油田海上平台的特殊性，定期為員工與承包商提供相關海上作業安全培訓，同時要求承包商建立安全和環保管理體系，嚴格執行行業規範和標準，持續地對其員工進行健康安全方面的相關培訓。

2017年9月，天時集團在陸上集中處理站組織並開展了年度綜合應急演習，演習內容包括救援、消防、洩漏原油回收等三個方面，通過參演人員的共同努力，中毒人員得到快速救護、油罐火情及時撲滅、溢油與污水得到有效回收與處置。此外，天時集團與遼河油田溢油應急中心在平台周邊海域開展了年度海上綜合應急聯合演習，演習模擬海上平台意外發生火災事故，內容包括平台井控、平台消防、逃生、海上救生、洩漏原油回收等五個方面，充分驗證應急預案的可行性和可操作性。演習共動用各類參演船舶6艘、95人參加了是次應急聯合演習。



Caring for Employees 關愛員工



The Annual Comprehensive Marine Emergency Joint Drill and Comprehensive Emergency Drill at the Onshore Terminal Processing Station Organized by Tincy Group

天時集團組織開展海上綜合應急聯合演習和陸上集中處理站綜合應急演習

Tincy Group strives to fulfil its social responsibility for production safety. In December 2017, Tincy Group was presented with the “2017 Outstanding Production Safety Operator” issued by the Liaohe Offshore Management Office of the China National Petroleum Safety Operational Office of the National Safety Supervision Bureau, China.

Seram Block

During the Reporting Period, Directorate General of Oil and Gas, Ministry of Energy and Mineral Resources Indonesia (“MIGAS”) presented CITIC Seram with the “2017 MIGAS Safety Production Award”. As of the end of the Reporting Period, the Seram block recorded more than 8.76 million man-hours without major safety incidents.

天時集團努力踐行安全生產的社會責任。2017年12月，天時集團榮獲國家安全生產監督管理局國家海洋石油作業安全辦公室中油分部遼河海監處頒發的「2017年度優秀安全生產作業者」。

Seram 區塊

本報告期內，印尼能源和礦產資源部石油和天然氣總局（「MIGAS」）向CITIC Seram頒發2017年MIGAS安全生產獎。截至報告期末，Seram區塊實現連續876萬工時無重大安全事故。

Caring for Environment

關注環境





Caring for Environment

關注環境

“Our Business’s Impacts on the Local Environment” is an environmental issue of concern to the internal and external stakeholders of the Group. The Group fully recognizes the importance of this issue and responds to the environmental impact of its business operations in the operating locations in this section.

The Group continues to focus on the impact of its own business on the environment. The environmental impacts of the Group’s business mainly come from the emission of atmospheric pollutants, waste generation, greenhouse gas emission and the changes to the natural environment around the operating locations. The Group always upholds the values of “striving to protect the natural environment in the operation zones and adjacent communities”, abides by the relevant local laws and regulations on environmental protection, formulates internal environmental management guidelines, conducts regular environmental performance monitoring, applies multiple green and low-carbon technologies, and implements carbon reduction measures to reduce the consumption of resources such as electricity, fuels and water. The Group integrates its environmental protection responsibilities into its daily operations and continues to improve and complete environmental management through a series of measures to minimize the impact on the surrounding natural environment. Meanwhile, the Group fully considers the impact of climate change on the business and operation of the Group.

During the Reporting Period, the Group did not have any material violation of laws and regulations on environmental protection in the operating locations.

Environmental Management

The Group strictly complies with the environment-related laws and regulations in the operating locations (please refer to Appendix I for details), maintains effective communication with relevant government authorities, continuously monitors environmental performance, implements environmental management system and policies, and strengthens green technology innovation to reduce air emissions, water consumption, and waste generation. The Group is aware that its own businesses have different impacts on the local environment and residents. Therefore, the Group requires its subsidiaries to proactively achieve the requirements and provisions on environmental protection issued by the local governments and enhances its subsidiaries’ emphasis on environmental protection. The Group promotes the concept of environmental protection within its control and strikes a balance between business development and environmental protection.

「我們的業務對當地環境影響」是本集團內外部持份者相對關注的環境議題。本集團充分認識到此議題的重要性，將透過本章節回應本集團的業務對業務運營地的環境影響。

本集團持續關注自身業務對環境產生的影響。本集團業務對環境的影響主要來自開採石油時產生的大氣污染物排放、廢棄物排放、溫室氣體排放及對運營地周圍自然環境的改變。本集團一直秉持「努力保護作業區域和所在社區的自然環境」這一價值觀，遵守業務運營地的環保法規要求，制定內部環境管理指引，定期監測環境表現，應用多項綠色低碳技術和實施減碳措施以減省電力、燃料和水等資源的消耗。本集團將保護環境的責任融入日常營運過程，透過一系列措施持續改進及完善環境管理工作，盡可能降低對周圍自然環境造成的影響。同時，本集團充分考慮氣候變化對本集團業務經營帶來的影響。

本報告期內，本集團並無任何違反運營地環保法律法規的重大事項。

環境管理

本集團嚴格遵守運營地的環境相關法律法規（詳細請參考附錄一），始終和相關政府部門保持良好溝通，持續監控環境相關績效，並通過落實環境方面的管理制度與政策加強綠色技術創新以降低大氣污染物的排放、水資源的消耗和廢棄物的產生。本集團意識到自身業務會給運營地的環境及居民帶來不同的影響，所以要求所屬公司積極配合當地政府部門的環境保護要求與規定，提升所屬公司對環境保護的重視程度。本集團在其可控制的範圍內積極倡導環境保護理念，努力在業務發展和環境保護之間取得平衡。



Caring for Environment 關注環境

As the three oilfields are located in different countries, the policies vary according to the local laws and regulations in the operating locations. The following describes the basic environmental management in the three oilfields and the related results of environmental protection during the Reporting Period.

Karazhanbas oilfield

KBM has formulated effective environmental protection initiatives and action programme in accordance with the requirements of Kazakhstan's environmental protection regulations. Firstly, KBM monitors the atmosphere, soil, water, flora and fauna, radiation and sea water quality of the Caspian Sea surrounding the oilfield; secondly, KBM establishes various emission standards and emission reduction programs which have been approved by local regulatory agencies; thirdly, independent authorities and laboratories are invited to conduct tests on air emissions and waste generation; fourthly, oil sand, electronic waste, chemicals, daily life garbage, etc., are treated timely; fifthly, KBM promotes the awareness of environmental protection and carries out greening activities in the oilfield. KBM has established an environmental monitoring and control system that covers various sources of pollution and assessed the environmental impact of its operational activities at operations sites on a quarterly basis. KBM has also prepared emergency plans approved by authoritative agencies for high-risk facilities to effectively reduce the potential environmental damage caused by emergencies.

The construction waste, drilling waste mud and drilling fluids, etc., generated in the Karazhanbas oilfield are all processed by accredited contractors. KBM requires the contractors to provide laboratory analysis reports to ensure that the treatment of drilling waste mud and drilling fluids has met the environmental requirements. KBM also recovers oily wastewater, performs oil-water separation and filtration treatment, and realizes the recovery of the oil residue and the injection of treated wastewater. The sewage in the living quarters is treated in a treatment facility and discharged into an artificial pool for volatilization or injection into the underground reservoir to minimize groundwater and surface water pollution.

由於油田位於不同的國家，運營地的政策因應當地法律法規要求而有所不同。以下將分別闡述各油田的基本環境管理，以及本報告期內環境保護工作的相關成果。

Karazhanbas 油田

KBM根據哈薩克斯坦環保法規要求，制定了行之有效的環保計劃與行動方案：一是對油田周圍的大氣、土壤、水、動植物、輻射和 海海水水質進行監控；二是制定各類排放物標準和減排設計方案並獲得當地監管機構的批准；三是通過獨立機構和實驗室對大氣污染物排放與廢棄物產生情況進行檢測；四是及時處理油泥砂、電子廢棄物、化學品以及日常生活垃圾等；五是進行環保宣傳並在油田進行綠化活動。KBM建立了涵蓋各類污染源的環境監察控制系統，並於每季度對營運場所等區域業務活動的環境影響進行評估。KBM亦為高風險設施制定了由權威機構批准的應急預案，有效降低潛在緊急事件對環境的損害。

Karazhanbas 油田產生的建築垃圾、鑽井廢棄泥漿、鑽井液等廢棄物均交由有資質的單位進行處理。KBM要求承包商提供化驗室分析報告以確保鑽井廢棄泥漿和鑽井液的處理已達到環保要求。同時，KBM回收油污水並進行油水分離和過濾處理，實現油渣回收及處理後污水回注；而生活區的污水經處理設施處理後，排入人工池經自然揮發或回注入地下蓄水池，以盡可能減少對地下水和地表水的污染。



Caring for Environment 關注環境

The environment-related results during the Reporting Period as follows:

During the Reporting Period, KBM had examined the environmental performance of its operating location on a quarterly basis in accordance with the production environmental protection management plan, analysed the inspection results, and held regular meetings with its business partner JSC KazMunaiGas Exploration Production to comprehensively evaluate the environmental impacts of its production and operation on the surrounding area.

During the Reporting Period, after dismantling, transportation and disposal of the old oil and gas transfer stations and its related buildings, KBM has cleaned and re-contoured the landscape. In addition, according to the opinions of the Environmental Protection Agency of the Mangistau Region, Kazakhstan, KBM completed the processing of drilling waste left over from past years. KBM not just solved the long-term impact of these wastes on the surrounding environment, but also improved the undesirable environment of the local flora and fauna.

The “Kazakhstan Environmental Protection Regulations” issued on 9 January 2017 states in item 10, Chapter 199 that “Once a pollution accident occurs, a natural resource user should notify the environmental protection authorities within 2 hours.” Thus, KBM updated the accident notification procedure and the crisis management code and required that the reported information should cover the location, time, cause and process of the accident, corresponding environmental impacts, etc., so as to make timely judgment on severity and take necessary measures against accidents appropriately.

The Karazhanbas oilfield is located in a deserted saline-alkaline zone where soil is innutritious, and rainfall is scarce. With the purpose of improving the ecological environment, KBM planted tree around the operating areas, natural gas production sites, and canteens in the oilfield.

With the aim of effectively reducing the environmental impact caused by accumulated waste, KBM built a dedicated solid living waste dump site in 2017 to properly stack the living waste generated from the oilfield and ensure to be within the maximum stacking standard set by the local government authorities. KBM has also arranged waste disposal companies to carry out the transportation and disposals and as well as daily disinfect and deodorization in the dump site to ensure the environment safety.

本報告期內環境相關成果：

本報告期內，KBM 按照生產環保管理計劃，每季度對運營地的環境表現進行檢查，並對檢查情況進行分析，定期與業務合作方 JSC KazMunaiGas Exploration Production 召開分析會議，綜合評估生產運營對周邊地區的環境影響。

KBM 於報告期內開始對舊油氣中轉站及其相關建築物進行拆裝、轉運和處理，對現場進行清理和地表復原。除此以外，按照哈薩克斯坦曼吉斯套州 (Mangistau Region, Kazakhstan) 環境保護局提出的意見，KBM 完成了過往遺留的鑽井廢棄物的處理，解決了長期以來這些廢棄物對周圍環境的不利影響，改善了當地動植物的生活環境。

於 2017 年 1 月 9 日發布的《哈薩克斯坦環保法規》在第 199 章第 10 項列明：「自然資源使用者在發現污染事故 2 個小時以內應該通報環保機關」。為此，KBM 更新了意外通報程序和危機處理守則，要求在上報信息中必須包含事故發生的地點、時間、事故原因與過程、環境影響等重要信息，以及時判斷嚴重性並採取必要措施予以妥善處理。

Karazhanbas 油田地處荒漠鹽鹼地帶，土壤貧瘠並且降雨稀少。為改善生態環境，KBM 每年對油田廠區、天然氣生產場地、食堂周邊等區域進行植樹綠化。

為有效降低廢棄物堆積引起的環境問題，2017 年 KBM 新建一個專用固體生活垃圾場，妥善堆放油田現場產生的生活垃圾，確保控制在當地政府部門規定的最大堆放標準以內。KBM 還安排垃圾處理公司進行外運和處置，每天對垃圾場進行消毒與除臭處理，確保周圍環境安全。



Caring for Environment 關注環境



KBM Built a
Dedicated Solid Living
Waste Dump Site
KBM 新建專用固體生
活垃圾場

Yuedong oilfield

Tincy Group has incorporated environmental protection measures into the HSE management system, formulated comprehensive processes and guidelines, and set clear targets and indicators to continuously improve environmental performance. Tincy Group has also formulated *Emergency Preparedness and Response Management Procedures, Accidents and Incident Handling Control Procedures, Comprehensive and Special Emergency Response Plans, and Emergency Plans for Emergent Environmental Incidents at the Onshore Terminal Processing Station*. Tincy Group carries out an annual onshore terminal processing station comprehensive emergency drill and an annual comprehensive marine emergency joint drill respectively to improve the emergency awareness, operation ability and disposal ability of management and staff (for details, please refer to “Caring for Employees – Workplace Health and Safety”). In addition, Tincy Group has set up oil leakage collection devices, offshore oil and gas confined distribution and pipeline emergency shutdown systems in both the artificial platforms and the onshore terminal processing station to prevent environmental pollution and protect the operating areas. Tincy Group has engaged the relevant government environmental monitoring centre to conduct the annual environmental monitoring of both the artificial platforms and the onshore terminal processing station during the production and operation period.

月東油田

天時集團將環境保護措施納入HSE管理系統中，制訂了完善的流程和指引，並制定清晰的目標及指標，不斷提升環境表現。天時集團還制定與環境有關的《應急準備與響應管理程序》、《事故、事件處理控制程序》、《綜合與專項應急預案》及《陸上集中處理站突發環境事件應急預案》，規定每年分別舉行一次陸上集中處理站綜合應急演習和海上綜合應急演習，提高管理人員、操作人員的應急意識、操作能力和處置能力（詳細請參看「關愛員工 – 工作場所的健康與安全」）。此外，天時集團在海上平台及陸上集中處理站設置漏油收集裝置、海上平台油氣密閉分輸、管路應急關斷系統，防止環境污染和保護作業區域。天時集團委托政府相關環境監測中心每年完成生產營運期間海上平台和陸上集中處理站的環境監測。



Caring for Environment 關注環境

According to the requirements of the Chinese government's 13th Five-Year Plan, Tincy Group has gradually adopted advanced production technologies in the production process and reduced pollutant emissions through the recycling of materials. Tincy Group has also engaged qualified contractors to carry out harmless disposal for hazardous wastes in accordance with the regulations in the operating location so as to realize the reuse of resources.

The environment-related results during the Reporting Period as follows:

During the Reporting Period, Tincy Group insisted on promoting energy efficiency and environmental protection by green technologies. Tincy Group developed a step-by-step self-balancing workover rig derrick ("**Electrical Workover Rig**") that replaces diesel with electricity to increase efficiency and reduce energy consumption. This technology won the first prize of the "Liaohe Oilfield Scientific and Technological Progress Award" and was granted a utility model patent from the State Intellectual Property Office, China.

In addition, a tapered metal sealed casing head was successfully developed by Tincy Group, which can effectively solve the problem of leakage of steam from the sealed casing head after steam soak in the heavy oil (as a kind of crude oil) production process. This new casing head, which can improve the quality of steam soak and reduce the loss of thermal energy, was also granted a utility model patent by the State Intellectual Property Office, China.

Tincy Group has actively fuelled the heating systems and boilers with associated natural gas in the extraction and centralized transportation production process. Tincy Group has regularly maintained the steam injection boilers on the artificial platforms, removed boiler ash, replaced fuel injectors, inspected burners, adjusted combustion conditions, and reduced fuel consumption and exhaust emissions, in order to increase thermal efficiency and hence greatly reduce emission of atmospheric pollutants such as sulphur dioxide and nitrogen oxides.

Air emission from the onshore terminal processing stations has been monitored by accredited environmental monitoring entities, in compliance with relevant laws, regulations and emission standards during the Reporting Period.

天時集團根據中國政府「十三五」規劃的要求，在生產過程中逐步採用先進的生產技術，通過物料的循環利用減少污染物排放。天時集團還委托具備處理危險廢棄物資質的承辦商，按照運營地的規定對危險廢棄物進行無害化處理，實現資源再利用。

本報告期內環境相關成果：

本報告期內，天時集團堅持以綠色技術創新推動節能環保。天時集團研發步進式自平衡井架修井機（「**網電修井機**」），以電力代替柴油，可提高工作時效並降低能耗。該項技術榮獲了「遼河油田科技進步獎」一等獎，並獲得中國國家知識產權局實用新型專利。

此外，天時集團研發製造的一種內外錐形金屬密封套管頭，有效解決稠油（為原油的一種）開採過程中蒸汽吞吐後套管頭密封洩漏的問題，提高了蒸汽吞吐的質量，減少了熱能損失，獲得國家知識產權局授予的實用新型專利。

天時集團積極利用伴生天然氣作為開採原油與集中運輸過程中加熱系統和鍋爐的燃料，並定期對海上平台注汽鍋爐開展維護保養，定期對鍋爐清灰，更換噴油嘴，檢測燃燒器，調整燃燒狀態，減少燃料損耗及廢氣排放量，提高熱效率，大大減少二氧化硫、氮氧化物等大氣污染物的排放。

陸上集中處理站的大氣污染物經合資格的環境監測公司監測，本報告期內符合相關法律法規要求和排放標準。



Caring for Environment 關注環境



Tincy Group Successfully
Developed an Electrical
Workover Rig

天時集團成功研製網電修
井機

During the Reporting Period, Tincy Group has strictly complied with the relevant laws and regulations for hazardous waste generated from the onshore terminal processing stations, established the "Hazardous Waste Management Handbook", conducted hazardous waste training and relevant emergency drills, formulated a hazardous waste transportation and management plan and submitted to relevant authorities for approval, and engaged accredited hazardous waste treatment entities to carry out harmless disposal of hazardous wastes in accordance with the local requirements.

The domestic sewage generated from the platforms is discharged after being treated by the domestic sewage treatment facilities, and the dedicated staff regularly maintain equipment and sample sewage discharge on each platform. The sample sewage is sent to the accredited environmental monitoring centre to further ensure the compliance with the sewage discharge standards. During the Reporting Period, the test results showed that the domestic sewage treatment facilities on all platforms were effective, and all the sewage discharge indicators complied with the relevant standards. The wastewater from production on the platforms is not discharged directly to the sea in order to avoid ocean pollution, and transported to the onshore terminal processing station for further treatment.

本報告期內，天時集團針對陸上集中處理站產生的危險廢棄物，嚴格執行相關法律法規要求，建立《危險廢棄物管理手冊》，開展危險廢棄物培訓與應急演練，制定和報請相關機關審查批准危險廢棄物轉移計劃和管理計劃，並委託具資質的危險廢棄物處理公司按照運營地規定對危險廢棄物進行無害化處理。

海上生活污水經生活污水處理設備處理後達標排放，專責人員於各生產平台定期開展設備維修保養及排放污水採樣工作，樣本污水均送至具有檢測資質的環境監測中心進行檢測，進一步驗明生活污水排放達標。本報告期內檢測結果顯示，各平台的生活污水處理裝置均有效運行，所有污水排放指標符合相關標準。海上平台的生產污水則經集中運輸系統輸送到陸上集中處理站處理，並不直接向海排放，避免對海洋的污染。



Caring for Environment

關注環境

Tincy Group planted 20 trees, such as fruit trees and golden Siberian Elm, and lawn totalling 1,600 square meters around the office building, creating a fresh and beautiful working environment.

The larga seal is a kind of national class 2 key protected animal and marine finned mammal that breeds in China. Liaodong Bay in the Bohai Sea is one of the breeding areas of the larga seal. A newly born seal cub, which is raised and protected by a mother seal, cannot swim and only can lie on a surface of ice or an object higher than sea level. In early 2017, Tincy Group's HSE department received a phone call from the staff in the Platform B. A larga seal cub was separated from its mother seals and lay alone on the water retaining dam at the north side of the Platform B. If immediate manual assistance was not provided, the seal cub would not be able to survive. HSE department immediately rented a fishing vessel from Jinzhou to the platform B. With the assistance of Platform B staff, they managed to transfer the pinched seal cub to the fishing vessel and drove far into night and rushed to Jinzhou Fishery Terminal. After landing, HSE department hired a truck to transport the seal cub to Sandaogou Fishery Terminal in Panjin City and handed it over to the experts from the Chinese Academy of Marine Sciences who waited for a long time. At the Dalian rescue station, the seal cub quickly recovered under the conservation of the experts.

天時集團在辦公樓區域新種植果樹、黃金榆等樹木20棵，新鋪草坪1,600平方米，創造了一個清新、優美的工作環境。

斑海豹屬中國國家二級重點保護動物，是一種在中國繁殖的海洋鰭腳類哺乳動物，渤海遼東灣是斑海豹繁殖區之一，剛出生不久的斑海豹幼崽不會游泳，只能趴伏在冰面或高出水面的物體上，由母斑海豹哺育和保護。2017年年初，天時集團HSE部接到海上B平台員工的求助電話，一隻斑海豹幼崽與母斑海豹失散，正獨自趴在B平台北側的擋水填上，如果不立即進行人工救助，將無法存活。HSE部聞訊立即從錦州租用一艘漁船趕往B平台，在B平台員工的協助下，設法把受困的斑海豹幼崽轉移到漁船上並連夜駛往錦州市漁業碼頭。上岸後，HSE部又雇用一台貨車把斑海豹幼崽轉運至盤錦市三道溝漁業碼頭，移交給在此等候多時的中國海洋科學院專家。在大連救助站，斑海豹幼崽在專家的養護下很快恢復了健康。



Tincy Group
Successfully Rescued a
larga seal cub stranded
on the ice

天時集團成功救助在冰
面上擱淺受困的斑海豹



Caring for Environment 關注環境

During the Reporting Period, Tincy Group strictly complied with all local environment-related laws and regulations, strengthened its operations management such as pollution control and on-line monitoring, conducted regular reporting, and prepared emergency response measures for environmental emergencies. The Environmental Protection Bureau of Liaodong Bay New Area in Panjin City recognized the efforts and performance of Tincy Group during the Reporting Period, and particularly gave a commendation to Tincy Group.

Tincy Group disposed of the waste in its logistics base. As development and production went on, the waste generated from the platforms in the Yuedong oilfield has increased. Tincy Group organized tendering according to the commercial procedures and the requirements of the relevant regulations for disposing of waste materials. Tincy Group cooperated with the successful contractors to track and confirm the entire process including onsite loading, weighing, and safe transportation, in order to ensure standardized transportation and treatment of waste. During the Reporting Period, a total of 262 tonnes of waste was cleaned up and an income reached a record of RMB 530,000. After the waste was transferred, Tincy Group kept the site clearly and orderly. Now the logistics base has become a material support base in compliance with the requirements of standardized operation and management.

Seram Block

CITIC Seram strengthens the control of water and air pollutants, hazardous waste management, and sewage discharge control in accordance with the requirements of Indonesian environmental protection regulations. CITIC Seram engages independent laboratories to periodically assess the impact of its operations on the environment, and takes precautionary measures based on the test results. CITIC Seram classifies non-hazardous wastes at the sources and performs recycling as far as possible. Wastes that cannot be recovered will be incinerated or buried. CITIC Seram also recovers and reuses lubricants used in workover and production processes, as well as crude oil extracted or filtered from oil-sewage treatment facilities. The hazardous and toxic wastes are stored in a temporary storage in Seram Block before being handed over to a third party to be transported to a licensed storage and processing facility. And the transport processes are witnessed by the local government authority. During the Reporting Period, temporary storage has been cleared and all such wastes have been moved out of Seram Block. CITIC Seram carries out a grading process according to the type of wastewater and ensures that each indicator meets the discharging standards through a series of treatment processes such as a settlement system and a spray system. Domestic sewage is discharged after being centrally treated by an accredited sewage plant, and samples are tested on a monthly basis.

本報告期內，天時集團嚴格遵守運營地的各項環境相關法律法規，加強污染控制與在綫監測等運行管理，定期報告，扎實準備突發環境事件應急響應措施。盤錦遼東灣新區環境保護局充分認可天時集團於本報告期的努力與表現，特別予以嘉獎通報。

天時集團處置時域基地廢棄物。隨著開發生產時間的推進，月東油田於人工島上產生的廢棄物日漸增多。天時集團根據報廢物資處置相關制度要求，依據商務程序組織招投標。天時集團協同中標商，對現場裝車、稱重檢斤、安全拉運進行全過程跟蹤、簽字確認，保證廢棄物拉運處理規範化操作。本報告期內共清理廢棄物262噸，收入人民幣53萬元。廢棄物運出後，天時集團對場地進行了清理規整、達標擺放，現在時域基地成為標準化運行管理的生產保障基地。

Seram 區塊

CITIC Seram 按照印尼環境保護法規的要求，加強水和空氣污染物控制、有害廢棄物管理、污水排放控制，聘請獨立實驗室定期評估業務營運對環境的影響，並根據測試結果有針對性地強化防範措施。CITIC Seram 對無害廢棄物實行源頭分類，儘可能回收重用，對確實無法回收的廢棄物才會焚燒或堆埋。CITIC Seram 同時對修井和生產過程中使用的潤滑油、對油污水處理設備中汲取或過濾出的原油進行回收再利用。危險和有害廢棄物先儲存在 Seram 區塊的臨時儲存區中，然後由第三方運輸至核准的儲存區和處置設施，政府相關部門對運輸過程實施監管。本報告期內，Seram 區塊的臨時儲存區均已清空，所有危險和有害廢棄物均從 Seram 區塊運出。CITIC Seram 按照污水類型進行分級處理，透過一系列過程，如沉降系統和噴灑系統，確保各項指標均符合排放標準。生活污水則由合資質的污水廠統一處理後排放，並會每月抽檢樣本。



Caring for Environment

關注環境

The environmental monitoring system and accident reporting system, as an important part of HSE management system, can effectively monitor the concentration of various emissions to ensure compliance with emission standards. In the event of any abnormality situation, the dedicated personnel will deal with. In addition, CITIC Seram also conducted environmental assessments on specific projects.

The environment-related results during the Reporting Period as follows:

During the Reporting Period, CITIC Seram has continued to implement environment-related measures in accordance with HSE Management System and strengthen the use of associated natural gas to replace the more polluting diesel. Currently, turbines in major production facilities and onsite facilities all adopted associated natural gas as fuel and hence the air pollutant emission has been reduced. During the Reporting Period, the use of diesel was limited to those situations when emergency and operational testing in CITIC Seram.

CITIC Seram conducted internal and external environmental audits through internal resources and independent consultants respectively.

CITIC Seram has launched a two-year large-scale afforestation program covering 450 hectares within its operating area. At the end of the Reporting Period, CITIC Seram had initially completed site selection and seedling production.



CITIC Seram
Conducted Initial Site
Selection and Seedling
Production of the
afforestation program
CITIC Seram 初步完成
植樹造林計劃的選址和
苗圃培育

環境監察系統和事故報告系統作為HSE 管理系統的重要部分，可有效地監測各類排放物濃度以確保達標排放。在發生任何異常情況時，專責人員會處理跟進。此外，CITIC Seram 亦對特定項目進行環境評估。

本報告期內環境相關成果：

本報告期內，CITIC Seram繼續遵循HSE 管理系統要求落實環境相關措施，並持續加強伴生天然氣的應用，以代替污染較大的柴油。目前，主要生產設施和現場設施中的渦輪均開始使用伴生天然氣作為燃料，減少了大氣污染物排放。本報告期內，CITIC Seram 柴油的使用僅限於緊急情況和營運測試期間。

CITIC Seram 透過內部資源以及獨立顧問開展內外部環境審計。

CITIC Seram 推行植樹造林計劃，計劃兩年內在作業區域450公頃範圍內進行大規模植樹。本截至報告期末，CITIC Seram 已經完成初步的選址和苗圃培育等工作。



Caring for Environment

關注環境

CITIC Seram was presented with BLUE PROPER Award issued by the Indonesian government in recognition of its outstanding environmental performance during the operation period from 2016 to 2017.

Climate Change

The Group has profoundly recognized that climate change is an important issue in this century that the world faces, and is aware of the efforts that the Group can make. The Group has been paying close attention to the *Notice on China's National Climate Change Program* issued by the State Council of China in 2007 and the *National Plan for Climate Change (2014-2020)* released in 2014, and adopted policies, measures, technological transformations, etc., to respond to the national plans and goals. The Group is also concerned about climate change related policies in other operating locations. The Group understands that climate change can bring both opportunities and risks to its business operation and will continue to focus on and analyze the positive and negative impacts on the Group resulted from the climate change.

Although the level of attention of the Group's internal and external stakeholders to climate change is relatively low, for the above reasons, the Group will continue to pay attention to this issue and disclose relevant information.

In response to greenhouse gas emissions, the Group currently builds upon the fulfillment of its operational responsibilities and, where feasible, puts in more resources to reduce greenhouse gas emissions. The measures taken by each subsidiary and joint venture during the Reporting Period will be described separately as follows.

Karazhanbas oilfield

During the Reporting Period, KBM strengthened the use of residual heat, and improved energy efficiency, and reduced direct and indirect greenhouse gas emissions. Four energy-saving boilers, which can recycle and reuse the residual heat, were commissioned in 2017, reducing gas consumption and hence direct greenhouse gas emission.

The Karazhanbas oilfield is located in a semi-desert region with dust and high salinity. Because sand and dust cause serious power loss in the transformer substation, KBM periodically removes sand and dust to reduce power loss. During the Reporting Period, KBM has adopted new energy-saving measures, such as installing light-emitting diode ("LED") lamps, light bulbs and street lamps, 6 kV capacitor batteries, new energy-saving transformers, inverters on high-power pump equipment, etc. The annual saving of electricity reached around 2,500,000 kWh, reducing indirect greenhouse gas emission.

CITIC Seram 獲頒由印尼政府頒發的 BLUE PROPER 獎項，以肯定 CITIC Seram 在 2016 年至 2017 年期間良好的環境相關表現。

氣候變化

本集團深刻認識到氣候變化是本世紀全球面對的重要議題，並意識到本集團所能做出的努力。本集團一直密切關注中國國務院於 2007 年發佈的《中國應對氣候變化國家方案的通告》及 2014 年發佈的《國家應對氣候變化規劃 (2014-2020 年)》，並通過政策、措施和技術改造等方面響應國家的計劃和目標。本集團同樣關注其他運營地的氣候變化相關政策。本集團理解氣候變化能夠同時為業務帶來機遇以及風險，將持續關注並分析氣候變化對本集團的正面與負面影響。

雖然本集團的內外部持份者對氣候變化的關注度相對較低，但基於上述理由，本集團將持續關注此議題並披露相關信息。

針對溫室氣體排放，本集團現階段立足於履行運營地的相關責任，並在可行的情況下投放更多的資源以減少溫室氣體排放。以下將分別闡述各附屬公司與合資公司於本報告期內所採取的措施。

Karazhanbas 油田

本報告期內，KBM 加強餘熱利用，提升能源使用效率，降低直接和間接的溫室氣體排放。本 2017 年投入運行的 4 台 23 噸節能型鍋爐，採用新的節能設計，實現餘熱循環利用，降低天然氣耗用量，並減少直接溫室氣體排放。

Karazhanbas 油田位於半荒漠地區，粉塵多，土壤含鹽量高，沙塵導致變電站綫路電能損耗嚴重，因此 KBM 定期對其進行除塵除鹽作業，降低電能損耗。本報告期內，KBM 通過採用新的節電工藝，如使用發光二極體 (「LED」) 燈管、燈泡與路燈、應用 6 千伏電容電池和新型節電變壓器、大功率泵類設備加裝變頻器等節電設備，年實際節省電量約 250 萬千瓦時，大大降低間接溫室氣體排放。



Caring for Environment

關注環境

Yuedong oilfield

During the Reporting Period, Tincy Group strengthened the application of associated natural gas. The boilers on the artificial platforms use associated natural gas as fuel as far as possible to reduce venting and hence reduce the impact on the climate. Meanwhile, Tincy Group began to use recycled hot water to replace the electric heating system in its operation process. It is estimated that about 450,000 kWh of electricity can be saved each year, reducing indirect greenhouse gas emission.

Seram Block

CITIC Seram replaced diesel with associated natural gas to fuel the gas turbines in its main production facilities, generating electricity for the production area, well zone and living quarter to meet production requirements and daily living. During the Reporting Period, CITIC Seram's annual associated natural gas usage amounted to 13,000,000 cubic meters, representing a 72% of the associated natural gas output, and its annual self-generated capacity was approximated 12,000,000 kWh.

CITIC Seram strictly controls greenhouse gas emissions and conducts tests every six months to ensure that actual emission is in line with the prescribed emission.

Resource Usage

As an operator of the oil and gas industry, the Group regards "protecting and prudently using natural resources" as one of its core values. The Group focuses on the entire process of exploration, development and production, adopts reasonable management and supports by advanced technologies and equipment, in order to increase the utilization of energy and water. The Group understands the importance of the effective use of energy and strives to improve energy efficiency through technological transformation, equipment upgrades, and refinement of production process (for more details, please refer to "Climate Change – Karazhanbas oilfield" and "Seram Block"). As the three oilfields are located in remote locations or remotely from land, KBM, Tincy Group and CITIC Seram need to use fresh water from the natural environment for production and daily living. Therefore, the Group profoundly understands the value of water resources and has always adhered to the concept of "valuing water resources and improving the efficiency of water resources utilization". The Group promotes the efficiency of water use in all aspects of production process and increases the water saving awareness in the daily life of employees.

月東油田

本報告期內，天時集團加強伴生天然氣的應用。海上平台的鍋爐盡可能利用伴生天然氣，降低放空排放，減少對氣候的影響。同時，天時集團於運營過程中開始採用循環熱水替換電加熱系統，估計每年可節省用電量約45萬度，減少了間接溫室氣體排放。

Seram 區塊

CITIC Seram的主要生產設施和作業區的燃氣渦輪已停用柴油，使用伴生天然氣為燃料，產生的電力用於廠區、井區及營區，滿足生產及生活所需。本報告期內，CITIC Seram伴生天然氣年使用量達13,000,000立方米，佔伴生天然氣總產量的72%，全年自行發電量約為12,000,000千瓦時。

CITIC Seram嚴格控制溫室氣體的排放，每半年進行一次檢測，確保實際排放量不超過規定排放量。

資源使用

本集團作為油氣行業的作業者，視「保護和慎用自然資源」為核心價值觀之一。本集團著眼於勘探、開發和生產的全過程，採用合理的管理並輔以先進技術和設備，務求提高能源和水的利用率。本集團明白有效利用能源的重要性，致力通過技術改造、設備升級、加強生產運行的精細化管理，以提高能源使用效率（詳情請參考「氣候變化 – Karazhanbas 油田」以及「Seram 區塊」）。由於油田現場多地處偏遠地區或遠離陸地，各油田需要從自然環境中取用淡水用於生產與生活。因此，本集團深刻明白水資源的寶貴，並一直秉持「珍惜水資源，提高水資源利用效率」的理念，於生產營運的各環節中提升水資源利用效率，並於員工的日常生活方面倡導節約用水的意識。



Caring for Environment 關注環境

The water sources of the three oilfields 油田的水源

Oilfields 油田	Water sources 水源
Karazhanbas oilfield Karazhanbas 油田	River, Groundwater 河水、地下水
Yuedong oilfield 月東油田	Artificial platform wells, Municipal water supply 海上平台水井、市政管網
Seram Block Seram 區塊	Groundwater 地下水

Since the three oilfields are located in different countries, the use of resources varies depending on the environment. The following describes the relevant performance on resource usage in the three oilfields during the Reporting Period.

Karazhanbas oilfield

The resource usage related results during the Reporting Period:

During the Reporting Period, KBM enhanced the recycling of residual heat, adopted various energy-saving measures (for more details, please refer to "Climate Change – Karazhanbas oilfield"), and purchased five sets of water purifiers, which were installed in five canteens serving large number of staff with large water consumption. These water purifiers are equipped with such as impurity filtration, ozone treatment, purification, ultraviolet disinfection, etc., which can treat the water of the Volga River to drinking water that is fully in line with Kazakhstan's health standards, saving groundwater resources and procurement cost of drinking water

During the Reporting Period, KBM has put four 23-ton energy-saving boilers into operation, using new design to achieve residual heat recycling and reducing natural gas consumption.

由於油田位於不同的國家，資源使用的情況因應當地環境而有所不同。以下將分別闡述各油田於本報告期內在資源使用方面的相關表現。

Karazhanbas 油田

本報告期內資源使用相關成果：

本報告期內，KBM加強餘熱的循環再利用，採取多種行之有效的節能措施（詳情請參看「氣候變化 – Karazhanbas 油田」），此外還採購了5套淨水裝置，安裝在人員集中、用水量大的5個食堂中。這些淨水設備配備了雜質過濾、臭氧處理、淨化、紫外綫殺菌消毒等處理工序設備，可將伏爾加河的河水處理至完全符合哈薩克斯坦衛生標準的飲用水，節約了地下水資源並節省了採購飲用水的費用。

KBM於本報告期內投入及開始運作4台採用節能設計的23噸鍋爐，利用新式設計實現餘熱循環利用，降低了天然氣的耗用量。



Caring for Environment

關注環境



Karazhanbas Oilfield
the 23-ton Energy-
saving Boilers in the
Karazhanbas Oilfield
Karazhanbas 油田投運
四台節能型鍋爐

Yuedong oilfield

There is a well for domestic water use on each of the two artificial platforms in the Yuedong oilfield, while the onshore terminal processing station receives production and domestic water from the municipal water supply. Tincy Group reasonably adjusts and controls the water availability from the wells and municipal water supply according to the water level in the fresh water tanks and actual consumption, so as to avoid overflow due to the high-water level. Meanwhile, Tincy Group also regularly checks the freshwater pipe system, and if there is water leakage, it will be treated in a timely manner to avoid wasting fresh water.

Tincy Group improved energy efficiency by optimizing production management, rationally controlling production parameters, changing heating methods, and maintaining equipment.

The resource usage related results during the Reporting Period:

During the Reporting Period, Tincy Group launched the "To save a drop of water, a kWh of electricity, one litre of oil" activity and held thematic meetings to research and implement specific measures to reduce resource consumption. In order to practising the green and low carbon concept, the Production and Operation Department has compiled detailed oil, water and electricity consumption records and prepared dynamic oil and water reports on a daily basis to manage resource usage efficiently.

月東油田

月東油田兩個海上平台各有一口水井用於汲取生活用水，而陸上集中處理站則從市政管網獲取生產及生活用水。天時集團根據清水儲存罐的水量高低及用水量合理調節及控制水井與市政管網供水量，避免因水位過高而導致清水儲存罐溢流。同時天時集團亦會定期檢查清水管網系統，如發現漏水現象及時進行處理，避免造成清水浪費。

天時集團透過優化生產管理、合理調控生產參數、改變加熱方式、做好設備維護保養等方式以提升能源使用效率。

本報告期內資源使用相關成果：

本報告期內，天時集團開展「節約一滴水、節省一度電、少用一升油」活動，多次召開專題會議，研究落實降低資源消耗的具體措施。生產運行部每天編制詳細的油、水、電消耗記錄和動態油水報告，有效管理資源使用，提高資源使用效益，踐行綠色低碳理念。



Caring for Environment 關注環境

Tincy Group adopted the new Electrical Workover Rig for workover operations (for more details, please refer to “Environmental Management – Yuedong oilfield”), and the energy consumption of the electrical workover rig and conventional workover rig under similar conditions was tested. The conventional workover rig consumed 99.5 litres of diesel, equivalent to 145 kg of standard coal equivalent (diesel equivalent coal conversion factor is 1.4571 kg standard coal equivalent/ton), while the electrical workover rig consumed 248 kWh of electricity, equivalent to 100 kg of standard coal equivalent (electricity standard coal conversion factor is 0.404 kg standard coal equivalent/kWh). This provides an annual energy saving about 30% and reduces the annual fuel cost about RMB 150,000.

Regarding the crude oil extraction and centralized transportation, Tincy Group adopted the heating mode by using recycled hot water, which can save about 1,000 kWh of electricity per well per day, representing an annual electricity saving about 450,000 kWh. Tincy Group improved the method of crude oil transportation by the differential pressure fluid flow, resulting in a reduction of the operating hours of the oil pumps. This provides an annual electricity saving about 1,000 kWh per 10,000 tonnes of crude oil exported.

As the production scale expanded, associated natural gas output was inadequate for daily operation. Tincy Group conducted trial production for a new associated natural gas well with a gas production capacity about 20,000 cubic meters per day and supplied to boilers on the artificial platforms. A total of 1,000 tonnes of crude oil as fuel was saved during the Reporting Period.

In order to reduce the usage of crude oil as far as possible, Tincy Group’s onshore terminal processing station managed to control the temperature of purifying oil tanks, maintained the heating boilers, and optimized production and operation management. Despite the increasement of oil and water mixture, a total of 35 tonnes of crude oil as fuel was saved during the Reporting Period.

Seram Block

CITIC Seram fairly extracts groundwater from wells in the Seram Block to supply for daily operations and domestic uses of staff living quarter. Apart from monitoring the water consumption of each well at the production sites, CITIC Seram also reports the water consumption to the government authorities on a regular basis.

天時集團於修井作業方面採用了新的網電修井機(詳情請參看「環境管理 – 月東油田」), 並對網電修井機與常規修井機在相似工況下的耗能進行測試, 常規修井機耗油 99.5 公升, 相等於折合標準煤 145 千克標準煤(柴油折標煤系數按 1.4571 千克標準煤/噸), 而網電修井機耗電 248 千瓦時, 相等於折合標準煤 100 千克標準煤(電折標煤系數按 0.404 千克標準煤/千瓦時), 按年同比節能 30%, 每年可節省燃料費人民幣約 15 萬元。

於原油開採及集中運輸方面, 天時集團改用循環熱水加熱方式, 每口井每天可節省電量約 1,000 度, 全年節省電量約 45 萬度。天時集團改進原油的外輸方式, 利用液位差壓進行自壓輸送, 減少油泵運行時間, 每外銷 1 萬噸原油可以節省電量約 1,000 千瓦時。

隨著生產規模的擴大, 自產的伴生天然氣量無法滿足鍋爐燃料日常營運用量的需求, 天時集團對新伴生天然氣井進行測試生產, 產氣量每天約 2 萬立方米, 供海上平台的鍋爐使用。本報告期內, 節省燃料原油消耗約 1,000 噸。

天時集團陸上集中處理站通過合理控制淨化油罐儲存溫度、做好加熱鍋爐維護保養、優化生產運行管理等方式, 盡可能減少燃料原油耗用量, 本報告期內, 在處理油水混合物量增加的情況下, 全年節約燃料用原油約 35 噸。

Seram 區塊

CITIC Seram 適量汲取來自油田水井的地下水, 用於維持日常營運和員工生活駐地的日常使用。為監察實際用水量, CITIC Seram 除利用水錶詳細記錄生產現場每口井的用水情況外, 亦會定期向政府主管部門報告用水量。

Caring for Environment 關注環境



During the Reporting Period, the environmental data are as follows:

本報告期內，環境相關數據如下：

Indicator 指標	2017	
	Amount ¹ 數量 ¹	Intensity 強度 (per barrel of crude oil) (以每桶原油計算)
Air Emission (tonne) 大氣污染物排放量(噸)		
NO _x 氮氧化物	7.57	2.61E-06
SO _x 硫氧化物	14.83	5.11E-06
PM 顆粒物	2.02	6.95E-07
Greenhouse Gas Emission (CO₂ equivalent) (tonne) 溫室氣體排放量(二氧化碳當量)(噸)		
Scope 1 範圍一		
Stationary and Mobile Sources 固定源和移動源	21,998.12	
Flaring Emission 火炬燃燒排放	7,457.54	
Scope 2 範圍二		
Purchased Electricity 外購電力	32,013.08	
Total Greenhouse Gas Emission 溫室氣體總排放量	61,468.74	0.02

Caring for Environment 關注環境



Indicator 指標	2017	
	Amount ¹ 數量 ¹	Intensity 強度 (per barrel of crude oil) (以每桶原油計算)
Hazardous Waste (tonne) 有害廢棄物(噸)		
Oil sand 油泥沙	1,474.39	0.0005
Non-hazardous Waste (tonne) 無害廢棄物(噸)		
Living waste 生活垃圾	286.50	0.0001
Metal ² 金屬 ²	262.48	0.0001
Wastewater 污水		
Industrial Oily Wastewater Treated 工業油污水回收處理	549,515.0	0.19
Domestic Sewage 生活污水	6,286.88	0.002
Direct Energy Usage 直接能源總耗量		
Associated Natural Gas (m ³) 伴生天然氣(立方米)	10,111,200.34	3.48
Gasoline (litre) 汽油(公升)	44,870.0	0.015
Diesel (litre) 柴油(公升)	13,085.2	0.005
Crude Oil (tonne) 原油(噸)	2,648.82	0.0009

Caring for Environment

關注環境



Indicator 指標	2017	
	Amount ¹ 數量 ¹	Intensity 強度 (per barrel of crude oil) (以每桶原油計算)
Indirect Energy Usage 間接能源總耗量		
Electricity Usage (kWh) 耗電量(千瓦時)	41,206,176.0	14.19
Water Consumption (tonne) 耗水量(噸)		
Well 水井	827,494.0	
Municipal Water Supply 市政水網	19,711.0	
Total Water Consumption 總耗水量	847,205.0	0.29
Greening 植樹綠化		
Newly Planted Trees 新種植樹木(棵)	20	
Newly laid lawn (m ²) 新鋪草坪(平方米)	1,600	

¹ These are the environment-related data of Tincy Group

² The scrap metal treated during the Reporting Period was accumulated from production activities over the past years

¹ 為天時集團的環境相關數據

² 本報告期內處理的廢棄金屬為過往幾年生產活動所累積的數量

Responsible Operation

負責任的營運管理





Responsible Operation 負責任的營運管理

The Group upholds a high standard of business integrity on all fronts of operation. All staff members are required to observe a set of corporate policies and procedures and uphold high ethical standards when conducting business activities. We apply ourselves continually to improve the efficacy and effectiveness of supply chain management. By exploring different means and channels to strengthen the cooperation with stakeholders, we aspire to build long-standing relationships on mutual trust, so as to fulfil social responsibility together with all business partners.

Supply Chain Cooperation

The Group has always adhered to the concept of “working and growing hand in hand”. The Group keeps close contact with suppliers and contractors and looks forward to enhancing sustainable development performance with them together.

The Group’s upstream supply chain mainly involves suppliers and contractors, while oil buyers play a major role in the Group’s downstream supply chain. Due to the nature of the Group’s business, the contractors’ staff need to work with our employees at the operating locations, while the suppliers only deal with the supply of services, materials and equipment and are not required to directly participate in the oilfield-related work. As the contractors bear the same health and safety risks as same as the Group’s employees at the operating locations, the Group’ HSE policies and systems cover all the contractors, which means they are managed, restricted and protected by our HSE policies and systems, to ensure the safety of the contractors’ staff and to prevent damage to themselves and the Group’s employees due to their improper operation (for details, please refer to “Workplace Health and Safety”). Moreover, the Group expressly requires the suppliers and contractors to abide by and implement applicable laws and regulations in their operations in order to ensure that all supply chain management and measures comply with relevant requirements.

During the Reporting Period, the Group had effectively supervised and ensured the operations of contractors and suppliers in compliance with laws and regulations, and hence the requirements of safety, training, equipment and staffing pattern for production and operation processes were fulfilled. The products and services provided by the suppliers and contractors reached the industrial standards, ensuring the achievement of the safety, quality and production objectives.

本集團堅守誠信為本的理念，在市場慣例上秉持最高標準，要求所有員工在進行商務活動時，遵從本集團的政策和制度，並恪守商業道德。本集團不斷提高供應鏈管理能力，多年來以不同方式和渠道加強與持份者的合作，建立長久互信的合作關係，帶動合作夥伴共同履行社會責任。

供應鏈合作

本集團一直秉持「攜手同行 共同成長」的理念，與供應商和承包商保持緊密聯繫，並期望與供應商和承包商共同提升可持續發展表現。

本集團的上游供應鏈主要涉及供應商和承包商，而下游供應鏈主要涉及石油買家。由於本集團的業務特性，承包商的工作人員需要在各運營地與本集團員工一起工作，而供應商只涉及服務、物資及設備的供應，並不參與油田相關的直接工作。鑒於承包商於各運營地工作時需要面臨與本集團員工一樣的健康與安全風險，承包商需要接受本集團的HSE政策及制度的管理、約束與保護，以確保承包商工作人員的安全，並防止因他們的操作不當而引致自身以及本集團員工受到傷害（詳情請參看「工作場所的健康與安全」）。除此之外，本集團明確要求供應商和承包商必須遵守和執行運營地適用的法律法規，確保所有供應鏈管理措施符合相關要求。

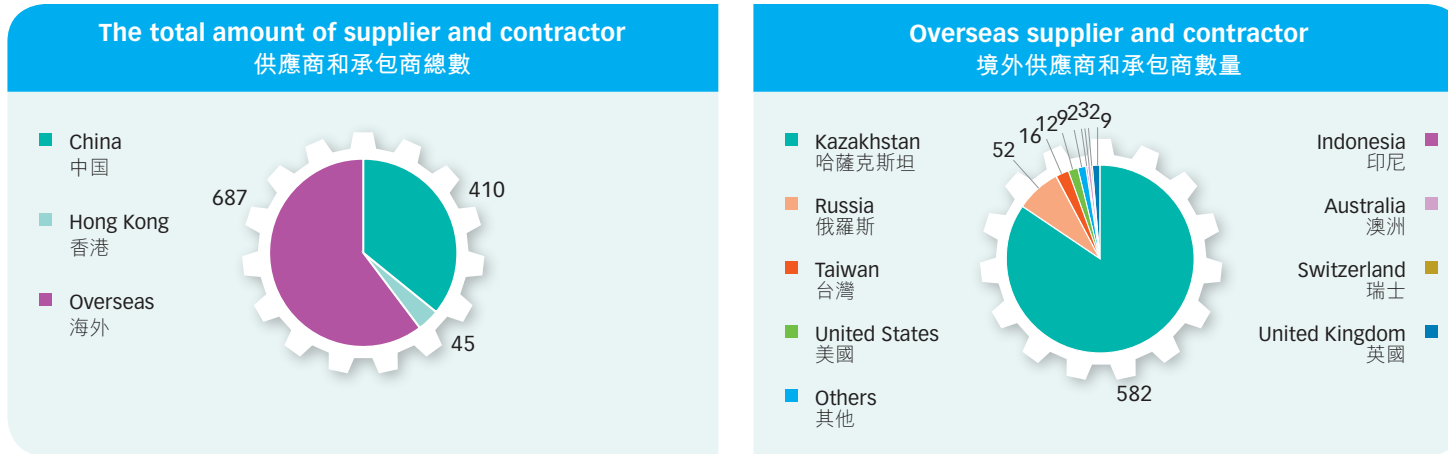
本報告期內，本集團有效監督和保障了承包商和供應商的合規運作，確保在生產和經營中的安全、培訓、設備和人員配備符合要求。供應商和承包商所提供的產品或服務質素達到行業標準，保證了有關安全、品質和生產進度目標的完成。



Responsible Operation 負責任的營運管理

During the Reporting Period, the Group's suppliers and contractors related data is as follows:

本報告期內，本集團的供應商和承包商相關數據：



During the Reporting Period, the Group has either evaluated all contractors or required them to submit a self-clarification on the quality of service.

本報告期內，本集團已對全部承包商實行評估或要求他們提交自我聲明。

Supply Chain-related Management Sharing:

供應鏈相關管理實踐分享：

Karazhanbas oilfield

KBM not just procures materials according to the Samuruk's procurement rules, but also digitizes the processes of procurement. According to the Samuruk's rule, KBM must select contractors from the list of contractors authorized by the Samuruk funds.

Karazhanbas 油田

KBM 根據薩穆魯克的採購規則進行採購，並對採購過程實施電子化。根據該規則，KBM 必須在已通過薩穆魯克基金審核的承包商名單中作出選擇。



Responsible Operation 負責任的營運管理

KBM's approaches to procurement include tendering and inquiry. When conducting procurement through tendering, KBM considers and evaluates the bidders on aspects of technical specifications, legal person registration documents, authorization letter for representatives, and bank guarantees in accordance with the bidding. A Dutch auction is conducted according to the comparison results of the bidders, and the bidder providing the lowest price can win the tender. When making inquiries for procurement, the bidders are required to provide the technical specifications. If the specifications match, the bidders providing the lowest price can win the tender.

KBM also signed a formal contract with the contractor to ensure that the contractor understands and executes the relevant HSE requirements. All requests for tendering and procurement involving construction and services, applications for "Safety, Labour and Environmental Protection Requirements" have been included in the tender documents. When signing the contract, the contractors must also sign and confirm the "Safety, Labour and Environmental Protection Requirements" attached in the contract.

Yuedong oilfield

The enhancement of material turnover rate has helped Tincy Group to continuously strengthen its inventory management and reduce the relevant costs. During the Reporting Period, through the enhancement of monthly and quarterly counting, Tincy Group has clearly grasped the inventory conditions, established an inventory planning system, reduced the procurement budget, and established buffer inventory to ensure that the commonly used materials are effectively supplied, and hence production and operation are guaranteed. Meanwhile, Tincy Group invigorated the procurement plan; the procured materials in the particular period should be consumed timely to avoid creating redundant inventory. As of the end of the Reporting Period, the monetary amount of inventory decreased by nearly 20% year-on-year.

Market Practice

The Group's business footprint has spread across many countries or regions and strictly complies with laws and regulations relating to sales guarantees and credit management, oil production and quality control, privacy and information security, as well as trademarks, patents, intellectual property, etc. The concerned parties are required to sign confidentiality agreements for the protection of confidential data or proprietary information when engaging the sale and transportation of crude oil. Unless written consent is obtained from both concerned parties, no such data or information shall be disclosed to any third parties.

KBM 通過招標和詢價等方式進行採購。在通過招標方式進行採購時，KBM 根據招標文件的要求對參標商在技術規格、法人登記證明文件、代表授權書和銀行保函等方面進行評價。根據對參標商的比對結果進行降價式拍賣，拍賣結果由低價者中標。而在進行詢價採購時，參標商須提供技術參數規格，如果規格相符，報價最低的參標商中標。

KBM 亦通過與承包商簽訂規範的合同，確保承包商了解並執行相關 HSE 要求。所有涉及工程與服務的招標採購，有關「安全、勞動和環境保護要求」的申請已經包含於招標文件中。簽訂協議時，承包商亦必須在「安全、勞動和環境保護要求」合同附件上簽字確認。

月東油田

天時集團不斷加強庫存管理，提高物資周轉速度，減少佔用資金。本報告期內，天時集團通過加強月度、季度盤點，清晰了解各類庫存狀況，建立庫存計劃體系，減少採購金額，通過設置安全庫存，使常用物資得到有效供應，保障了生產運行。同時，天時集團加強採購計劃的有效性，當期採購物資當期消耗，避免造成冗餘積壓庫存。截至報告期末，庫存金額同比下降近 20%。

市場慣例

本集團的業務足跡遍布多個國家或地區，在日常營運管理中嚴格遵守有關保障銷售和信用管理、石油生產和品質監控、私隱保密和資訊安全，以及商標、專利與知識產權等適用的法律法規。在銷售和運輸原油產品時，有關方必須就保護機密數據或專有信息簽訂保密協議，除非獲得雙方書面同意，否則絕對禁止向任何第三方披露相關數據和信息。



Responsible Operation 負責的營運管理

The Group has established codes and systems to strictly regulate the daily operation and management so as to eliminate all kinds of behaviours and approaches that may lead to corruption, fraud and bribery.

During the Reporting Period, the Group did not have any complaints or reports of violations of laws and regulations related to fraud, extortion, money laundering or bribery.

Since the three oilfields are located in different countries, market practices vary depending on the local situation. The following sections will separately describe the supply chain management of each oilfield during the Reporting Period.

Karazhanbas oilfield

During the Reporting Period, with the aim of delineating the departments' duties, rights and obligations, a well-known consultancy firm was engaged to systematically review the workflows and formulate standard operation procedures and inter-department collaboration procedures. Meanwhile, KBM has effectively prevented potential risks, including bribery, extortion, fraud, and money laundering, through strengthened supervision over procurement, sales, taxation and compliance. KBM also has a dedicated hotline for all employees to report illegal activities in a timely manner.

Yuedong oilfield

According to the Yuedong oilfield's policy, staff is prohibited from visiting or contacting any prospective contractor or supplier prior to tendering or requesting for quotation without authorized approval. When dealing with unfamiliar services or supplies, centralised arrangements will be made by Tincy Group to inquire and communicate with prospective contractors or suppliers, in order to determine an appropriate procurement strategy. If an interview with a bidder is necessary, approved by an authorised officer, should take place during working hours at a specified office in the presence of at least two business and technical bid evaluation staff members. The entire process of bid opening should be recorded with a video camera and saved in an electronic format. Audio recording should also be made for all negotiations and electronic files should be saved for record. Unless approved by an authorised officer, no employee may meet any bidders outside working hours and the specified office for any matter related to tendering.

本集團通過建章立制，對日常營運管理過程嚴格規範，杜絕各種可能引致貪腐、欺詐和商業賄賂的行為和途徑。

本報告期內，本集團並無任何違反與詐騙、勒索、洗黑錢或行賄受賄等相關法律和法規的投訴或舉報。

由於油田位於不同的國家，市場慣例實踐因應當地環境而有所不同。以下將分別闡述各油田本報告期內供應鏈管理情況。

Karazhanbas 油田

本報告期內，KBM邀請了知名諮詢公司對各工作流程進行了系統性梳理，制定了各部門的業務流程護照、部門間相互協作程序等文件，明確了各部門的職責、權利和義務。同時，KBM加強採購、銷售、稅務、法律等方面的監督，有效預防潛在風險，防止賄賂、勒索、欺詐和洗錢等活動。KBM亦設有專門的熱線電話，所有員工均可及時舉報各類違法行為。

月東油田

天時集團規定如未經公司同意，招標或詢價前不得對潛在承包商和供應商進行現場實地考察或存在任何形式的交流。對於不熟悉的服務或物資，天時集團可以統一安排與潛在承包商或供應商進行諮詢和交流，以便制定恰當的採辦策略。如確需與參標商面談，經授權人批准後，會面應在辦公時間和規定的辦公場所進行，且有兩名以上商務和技術評標人員在場。對開標過程進行錄影並留存電子檔案，談判過程亦進行錄音並留存電子檔案。同時規定未經授權人批准，天時集團任何相關人員不得在非辦公時間或非辦公場所就與招標有關的任何事項與參標商接觸。

Responsible Operation 負責的營運管理

Quality Management

The Group produces and supplies products in strict accordance with the local laws and regulations related to quality management.

Yuedong oilfield

Tincy Group has continued to improve the quality assurance procedures and strictly control the quality of crude oil. A two-tier inspection system has been deployed to assure product quality. Samples are taken for internal tests before engaging third parties for further quality inspection. The China Certification & Inspection Group (“**CCIC**”) and a third-party testing company (SGS) are engaged to jointly examine oil quality before delivery. The positive/negative deviation between the water testing results generated by CCIC and SGS should not exceed 0.2%. In the event of a deviation exceeding 0.2%, the oil discharging operation must be suspended for re-test. The management may visit the production site without prior notice to observe onsite sampling, and to carry out random checks at the laboratory both on the testing procedures and past test data.

During the Reporting Period, Tincy Group’s offshore operations were subject to stringent quality management and quantitative assessments. Once the regulations were violated, the operating budget of the non-compliant contractors would be deducted to improve operational quality and safety management.



質量管理

本集團嚴格按照運營地的質量管理相關法律法規生產與供應產品。

月東油田

天時集團持續完善品質保證程序，嚴格監控石油產品的質量。在第三方作出進一步檢驗前，天時集團進行內部抽樣檢驗，以雙重檢驗確保產品質量。在石油產品交運前，天時集團聘用中國檢驗認證集團（「**CCIC**」）與獨立檢測機構（「**SGS**」）進行聯合質量檢驗，每次**CCIC**和**SGS**的含水檢驗數據正負偏差不得超過千分之二，如不達到規定，天時集團將停止提油並進行重新化驗。相關管理部門會於不提前通知的情況下，到採油現場查看取樣人員操作過程，並到實驗室進行現場抽查檢驗過程和以往檢驗數據。

本報告期內，天時集團海上作業項目實行嚴格的質量管理與量化考核，一旦違規，將扣減違規承包商的作業費用，提高作業質量與安全管理水平。

Community Involvement

社區投入





Community Involvement 社區投入

The Group believes that listening and responding to the social issues within its operating locations will foster all parties to resolve the latent conflicts proactively and build a sustainable community together. Being a responsible corporate citizen, the Group actively encourages the subsidiaries to respond to the concerns of the community and other key stakeholders and implement the commitments with concrete actions. The Group, adhering to the local laws and regulations, minimizes the potential adverse impacts on the community as well as providing more assistance to the community. During the Reporting Period, the Group had launched a great variety of community activities to enhance the neighbourhood cohesion and promote social harmony.

本集團相信聆聽和回應業務運營地的社會問題，能使各方積極地解決潛在的分歧，一起建設可持續發展的社區。作為負責任的企業公民，本集團積極呼籲各附屬公司對社區和其他主要持份者的關注作出回應，用實際行動踐行承諾。本集團在營運過程中遵守運營地相關法律法規，盡量減少對社區帶來潛在不利影響，並願意為社區提供更多幫助。本報告期內，本集團繼續開展多種關愛社區的活動，提高社區凝聚力，促進社區和諧。

Key Performance Indicator	關鍵績效指標	2017
The total amount of community involvement ('0000 HKD)	捐款總數(萬港元)	95
Assistance to the underprivileged	用於幫扶弱勢群體	22
Support in education	用於支持教育事業	4
Support in cultural development	用於支持文化事業	10
Others	其他	59

Karazhanbas oilfield

As a socially responsible corporation, KBM designates an annual budget for community development and charitable donations, including supporting social groups, cultural development, underprivileged groups, education, health and medical development, etc. KBM participated in "Mission 2017" Corporate Social Responsibility Competition organized by Kazakhstan and was awarded with a championship of both "The Best Collective Contract" and "The Best CSR Company" in the Mangistau province, Kazakhstan. KBM expects to assist the community development in multiple aspects and provide health and the local residents with practical assistance through a series of activities.

Karazhanbas 油田

作為積極承擔社會責任的企業公民，KBM 每年都會安排一定金額的預算，用於資助支持當地社會團體、文化發展、弱勢群體、教育和醫療衛生等慈善和社區發展項目。KBM 參加了哈薩克斯坦「使命 2017」企業社會責任競賽，在《最佳集體合同》和《最佳社會責任企業》兩項提名中均榮獲曼吉斯套州第一名。KBM 希望通過一系列的活動，既從不同方面促進社區發展，亦給予當地居民切實的幫助。



Community Involvement 社區投入

KBM organized an entertainment performance and a banquet dinner, presented with gifts for 110 elderly people in the Aktau's Elderly Home.
KBM 為阿克套市老人院的 110 位老人組織了一場歌舞演出和餐會，並贈送禮物。

KBM donated 1 million Kazakhs (KZT) to congenitally handicapped children and two children whose parents had passed away in the traffic accident.
KBM 向先天性殘疾兒童及因交通事故父母雙亡的兩位兒童捐款 100 萬哈薩克堅戈（「KZT」）。

At the beginning of the new school year, KBM Trade Union presented the children from low-income families in the Aktau with schoolbags, stationary and other suppliers as gifts to help smooth their way through school.
在新學期開學之際，KBM 工會向阿克套市低收入者家庭的入學兒童贈送書包、文具等用品，為孩子即將開始的求知之路備好行囊。

In response to the requests from the priest of the Bayandy Village, KBM donated 200 waste oil pipes for the construction of a mosque which could not be completed due to the shortage of construction materials.
應油田附近 Bayandy 村教長的請求，捐贈 200 根廢舊油管，用於修建因材料短缺而遲遲無法竣工的清真寺。

February
2月

April
4月

May
5月

August
8月

October
10月

November
11月

The KBM Trade Union and the Youth Expert Council representatives visited the children in the Aktau's Maternal and Child Health Centre and presented them with gifts.
KBM 公司工會和青年專家理事會代表探望阿克套市母嬰保健院的兒童，並贈送禮品。

KBM organized a artistic activities event for 50 children in the Aktau's Children Village, such as games and drawing competitions to show personal talents and cultivate their team spirits.
KBM 為阿克套市兒童村的 50 名兒童舉辦了一場文娛活動，組織游戲和繪畫比賽，培養孩子們的團隊精神，展現個人才能。

KBM visited the veterans of World War II and organized a charitable donation for them.
KBM 看望二戰老兵，贈送鮮花和禮物，並舉辦了慈善捐贈活動。

The members of the KBM Young Experts Council visited the low income groups in Aktau City and donated presents at their own expenses with an aim to drive more people to participate in the charitable activities.
KBM 青年專家理事會成員看望阿克套市低收入群體，自費捐贈禮物，帶動更多人參與到社會慈善活動中。

Community Involvement 社區投入



KBM staff
representatives
visited the veterans
of World War II
KBM 員工代表探望
二戰老兵

Seram Block

CITIC Seram has formulated annual plans and designated budgets to actively resolve the issues concerned by the local community throughout the years. CITIC Seram assisted to build a dormitory for the students from East Seram Regency in Ambon, provincial capital of Maluku, Indonesia in 2016. During the Reporting Period, CITIC Seram continued to concern and implement the measures to enhance the quality and efficiency of the dormitory administrators.

During the Reporting Period, CITIC Seram assisted East Seram Regency in Ambon, provincial capital of Maluku, Indonesia, to restore the road to Kufar Airport destroyed by the landslides caused by heavy rain. CITIC Seram sponsored partial construction materials and lifting equipment to ensure that the thoroughfare remains open.

CITIC Seram consistently maintains and operates the Wayhui clinic located in the Seram Block to provide outpatient services for the patients. During the Reporting Period, CITIC Seram provided outpatient and aftercare services more than 2,900 times to staff and their family, contractors and local residents.

Seram 區塊

CITIC Seram 多年來建立年度計劃和制定預算，積極協助解決社區所關注的問題。CITIC Seram 曾於2016年為印尼馬魯古省首府 Ambon 的東賽蘭 (East Seram Regency) 學生修建宿舍。本報告期內，CITIC Seram 持續關注並研究落實提高宿舍管理員工作質素與效率的措施。

本報告期內，CITIC Seram 積極協助印尼馬魯古省 (Maluku) 首府 Ambon 的東賽蘭地區修建因大雨造成山體滑坡而損毀的通往 Kufar 機場的道路，提供了部分建築材料與起重設備，使這條交通要道得以貫通無阻。

CITIC Seram 持續維護與運作位於 Seram 區塊的 Wayhui 診所，為求診人士提供門診服務。本報告期內，CITIC Seram 為員工及家屬 承包商及所在社區居民提供應診及診後服務逾2,900人次。

Appendix 1: Significant and applicable local laws and regulations that the Group complies with and abides by

附錄一：本集團於各運營地遵守並執行的重大相關法律法規

The significant and applicable laws and regulations that KBM complies with and abides by

Significant Environment-related Laws and Regulations

- Kazakhstan Environmental Protection Regulation
- Kazakhstan Land Regulation
- Kazakhstan Forest Regulation
- Kazakhstan Water Regulation

Significant Employment-related Laws and Regulations

- Kazakhstan Labour Regulation

Significant Work safety-related Laws and Regulations

- Kazakhstan Occupational Safety and Health Regulation

Significant Anti-corruption-related Laws and Regulations

- Kazakhstan Anti-Corruption Regulations

The significant and applicable laws and regulations that Tincy Group complies with and abides by

Significant Environment-related Laws and Regulations

- Environmental Protection Law of the People's Republic of China
- Atmospheric Pollution Prevention and Control Law of the People's Republic of China
- Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes
- Marine Environment Protection Law of the People's Republic of China
- Emergency Response Law of the People's Republic of China

Significant Employment-related Laws and Regulations

- Labour Law of the People's Republic of China
- Labour Contract Law of the People's Republic of China

Significant Work safety-related Laws and Regulations

- Production Safety Law of the People's Republic of China
- Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases

Significant Anti-corruption-related Laws and Regulations

- Criminal Law of the People's Republic of China

KBM 遵守並執行的重大法律法規

環境相關重大法律法規

- 哈薩克斯坦環保法規
- 哈薩克斯坦土地法規
- 哈薩克斯坦森林法規
- 哈薩克斯坦水源法規

僱傭相關重大法律法規

- 哈薩克斯坦勞工法規

工作安全相關重大法律

- 哈薩克斯坦職業安全與健康法規

防止貪污相關重大法律

- 哈薩克斯坦反貪污法規

天時集團遵守並執行的重大法律法規

環境相關重大法律法規

- 《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》
- 《中華人民共和國固體廢物污染環境防治法》

- 《中華人民共和國海洋環境保護法》

- 《中華人民共和國突發事件應對法》

僱傭相關重大法律法規

- 《中華人民共和國勞動法》
- 《中華人民共和國勞動合同法》

工作安全相關重大法律法規

- 《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》

防止貪污相關重大法律法規

- 《中華人民共和國刑法》

Appendix 1: Significant and applicable local laws and regulations that the Group complies with and abides by

附錄一：本集團於各營運地遵守並執行的重大相關法律法規

The significant and applicable laws and regulations that CITIC Seram complies with and abides by

Significant Environment-related Laws and Regulations

The Republic of Indonesia's Law Concerning Environmental Management

Significant Employment-related Laws and Regulations

The Republic of Indonesia's Labour Law

Significant Work safety-related Laws and Regulations

The Republic of Indonesia's Law on Occupational Safety and Health

Significant Anti-corruption-related Laws and Regulations

The Republic of Indonesia's Law on Corruption Eradication

The Republic of Indonesia's Law on Money Laundering Crimes

The Republic of Indonesia's Law on Anti-bribery

CITIC Seram 遵守並執行的重大法律法規

環境相關重大法律法規

印尼環境管理法規

僱傭相關重大法律法規

印尼勞工法規

工作安全相關重大法律法規

印尼職業安全與健康法規

防止貪污相關重大法律法規

印尼杜絕貪污法規

印尼洗錢罪法規

印尼杜絕受賄法規

Appendix 2: Hong Kong Stock Exchange Environmental, Social and Governance Content Index

附錄二：《香港聯交所環境、社會及管治報告指引內容索引》

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標			
	"Comply or explain" Provisions 「不遵守就解釋」	Section 章節(頁碼)	Reasons for Omissions 不披露的原因
A. Environment A. 環境			
Aspect A1: Emission 層面 A1 : 排放物	<p>General Disclosure</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(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.</p> <p>Note: Air emissions include NO_x, SO_x, and other pollutants regulated under national laws and regulations.</p> <p>Greenhouse gases include carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons and sulphur hexafluoride.</p> <p>Hazardous wastes are those defined by national regulations.</p> <p>一般披露</p> <p>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：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。</p> <p>註：廢氣排放包括氮氧化物、硫氧化物及其他受國家法律及規例規管的污染物。</p> <p>溫室氣體包括二氧化碳、甲烷、氧化亞氮、氫氟碳化合物、全氟化碳及六氟化硫。</p> <p>有害廢棄物指國家規例所界定者。</p>	<p>Environmental Management 環境管理</p> <p>Climate Change 氣候變化</p> <p>Resource Usage 資源使用</p>	

Appendix 2: Hong Kong Stock Exchange Environmental, Social and Governance Content Index

附錄二：《香港聯交所環境、社會及管治報告指引內容索引》

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標				
		"Comply or explain" Provisions 「不遵守就解釋」	Section 章節(頁碼)	Reasons for Omissions 不披露的原因
A. Environment A. 環境				
	KPI A1.1 關鍵績效指標 A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	Environment Management 環境管理 Caring for Environment (p.41) 關注環境 (p.41)	
	KPI A1.2 關鍵績效指標 A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Caring for Environment (p.41) 關注環境 (p.41)	
	KPI A1.3 關鍵績效指標 A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Caring for Environment (p.42) 關注環境 (p.42)	
	KPI A1.4 關鍵績效指標 A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	Caring for Environment (p.42) 關注環境 (p.42)	
	KPI A1.5 關鍵績效指標 A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	Environmental Management (p.27) 環境管理 (p.27) Climate Change (p.36) 氣候變化 (p.36)	
	KPI A1.6 關鍵績效指標 A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。	Environmental Management (p.27) 環境管理 (p.27)	

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附錄二：《香港聯交所環境、社會及管治報告指引內容索引》

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標				
	“Comply or explain” Provisions 「不遵守就解釋」		Section 章節(頁碼)	Reasons for Omissions 不披露的原因
A. Environment A. 環境				
Aspect A2: Use of Resources 層面 A2： 資源使用	<p>General Disclosure</p> <p>Policies on the efficient use of resources, including energy, water and other raw materials.</p> <p>Note: Resources may be used in production, in storage, transportation, in buildings, electronic equipment, etc.</p> <p>一般披露</p> <p>有效使用資源(包括能源、水及其他原材料)的政策。</p> <p>註：資源可用於生產、儲存、運輸、樓宇、電子設備等。</p>		Resource Usage 資源使用	
	KPI A2.1 關鍵績效指標 A2.1	<p>Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).</p> <p>按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。</p>	Caring for Environment (p.42) 關注環境(p.42)	
	KPI A2.2 關鍵績效指標 A2.2	<p>Water consumption in total and intensity (e.g. per unit of production volume, per facility).</p> <p>總耗水量及密度(如以每產量單位、每項設施計算)。</p>	Caring for Environment (p.43) 關注環境(p.43)	
	KPI A2.3 關鍵績效指標 A2.3	<p>Description of energy use efficiency initiatives and results achieved.</p> <p>描述能源使用效益計劃及所得成果。</p>	Resource Usage (p.37) 資源使用(p.37)	
	KPI A2.4 關鍵績效指標 A2.4	<p>Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.</p> <p>描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。</p>	Resource Usage (p.37) 資源使用(p.37)	

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Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標				
	"Comply or explain" Provisions 「不遵守就解釋」		Section 章節(頁碼)	Reasons for Omissions 不披露的原因
A. Environment A. 環境				
	KPI A2.5 關鍵績效指標 A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位估量。	Not Applicable 不適用	The Group's principle operations disclosed in the Report are the exploration, development and production of oil, and no packaging materials are involved in these processes. 在本報告中所披露的本集團的主要業務活動為石油勘探、開發和生產，在這個過程中不涉及包裝材料耗用。
Aspect A3: The Environment and Natural Resources 層面 A3： 環境及天然資源	General Disclosure Policies on minimising the issuer's significant impact on the environment and natural resources. 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。		Environmental Management 環境管理	
	KPI A3.1 關鍵績效指標 A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	Environmental Management (p.27) 環境管理 (p.27) Climate Change (p.36) 氣候變化 (p.36) Resource Usage (p.37) 資源使用 (p.37)	

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附錄二：《香港聯交所環境、社會及管治報告指引內容索引》

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標				
	"Comply or explain" Provisions 「不遵守就解釋」	Recommended Disclosures 建議披露		Section 章節
B. Social B. 社會				
Employment and Labour Practices 僱傭及勞工常規				
Aspect B1: Employment 層面 B1：僱傭	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 compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 一般披露 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： (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。	General Disclosure 一般披露		Policy and Welfare 政策和福利
		KPI B1.1 關鍵績效 指標 B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	Policy and Welfare (p.15) 政策和福利 (p.15)
		KPI B1.2 關鍵績效 指標 B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	Policy and Welfare (p.15) 政策和福利 (p.15)

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附錄二：《香港聯交所環境、社會及管治報告指引內容索引》

Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標				
	“Comply or explain” Provisions 「不遵守就解釋」	Recommended Disclosures 建議披露		Section 章節
B. Social B. 社會				
Aspect B2: Health and Safety 層面 B2： 健康與安全	<p>General Disclosure</p> <p>Information on:</p> <p>(a) the policies; and</p> <p>(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.</p> <p>一般披露</p> <p>有關提供安全工作環境及保障僱員避免職業性危害的：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。</p>	General Disclosure 一般披露		Workplace Health and Safety 工作場所的健康與安全
		KPI B2.1 關鍵績效指標 B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	Workplace Health and Safety (p.21) 工作場所的健康與安全 (p.21)
		KPI B2.2 關鍵績效指標 B2.2	Lost days due to work injury. 因工傷損失工作日數。	Workplace Health and Safety (p.21) 工作場所的健康與安全 (p.21)
		KPI B2.3 關鍵績效指標 B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	Workplace Health and Safety (p.20) 工作場所的健康與安全 (p.20)

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Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標				
	"Comply or explain" Provisions 「不遵守就解釋」	Recommended Disclosures 建議披露		Section 章節
B. Social B. 社會				
Aspect B3: Development and Training 層面 B3： 發展及培訓	General Disclosure	General Disclosure 一般披露		Employee Training 員工培訓
	Policies on improving employee knowledge and skills for discharging duties at work. Description of training activities. Note: Training refers to vocational training. It may include internal and external courses paid by the employer.	KPI B3.1 關鍵績效 指標 B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別(如高級管理層、中級管理層等)劃分的受訓僱員百分比。	Employee Training (p.19) 員工培訓 (p.19)
	一般披露 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。 註：培訓指職業培訓，可包括由僱主付費的內外部課程。	KPI B3.2 關鍵績效 指標 B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	Employee Training (p.19) 員工培訓 (p.19)

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Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標				
	“Comply or explain” Provisions 「不遵守就解釋」	Recommended Disclosures 建議披露		Section 章節
B. Social B. 社會				
Aspect B4: Labour Standards 層面 B4： 勞工準則	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 preventing child and forced labour. 一般披露 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。	General Disclosure 一般披露 KPI B4.2 關鍵績效 指標 B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	Policy and Welfare 政策和福利 Policy and Welfare (p.12) 政策和福利 (p.12)
Operating Practices 營運慣例				
Aspect B5: Supply Chain Management 層面 B5： 供應鏈管理	General Disclosure Policies on managing environmental and social risks of the supply chain. 一般披露 管理供應鏈的環境及社會風險政策。	General Disclosure 一般披露 KPI B5.1 關鍵績效 指標 B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	Supply Chain Cooperation 供應鏈合作 Supply Chain Cooperation (p.46) 供應鏈合作 (p.46)
		KPI B5.2 關鍵績效 指標 B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法。	Supply Chain Cooperation (p.45) 供應鏈合作 (p.45)

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Subject Areas, Aspects, General Disclosures and KPIs 主要範疇、層面、一般披露及關鍵績效指標				
	"Comply or explain" Provisions 「不遵守就解釋」	Recommended Disclosures 建議披露		Section 章節
B. Social B. 社會				
Aspect B6: Product Responsibility 層面 B6： 產品責任	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. 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。	General Disclosure 一般披露		Market Practice Quality Management 市場慣例 質量管理
		KPI B6.4 關鍵績效 指標 B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	Quality Management (p.49) 質量管理 (p.49)
		KPI B6.5 關鍵績效 指標 B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及私隱政策，以及相關執行及監察方法。	Market Practice (p.47) 市場慣例 (p.47)

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	“Comply or explain” Provisions 「不遵守就解釋」	Recommended Disclosures 建議披露		Section 章節
B. Social B. 社會				
Aspect B7: Anti-corruption 層面 B7： 反貪污	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. 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。	General Disclosure 一般披露		Market Practice 市場慣例
		KPI B7.1 關鍵績效 指標 B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	Market Practice (p.48) 市場慣例 (p.48)
		KPI B7.2 關鍵績效 指標 B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	Market Practice (p.48) 市場慣例 (p.48)
Community 社區				
Aspect B8: Community Investment 層面 B8： 社區投資	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. 一般披露 有關以社區參與來了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。	General Disclosure 一般披露		Community Involvement 社區投入
		KPI B8.1 關鍵績效 指標 B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	Community Involvement (p.51) 社區投入 (p.51)
		KPI B8.2 關鍵績效 指標 B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源(如金錢或時間)。	Community Involvement (p.51) 社區投入 (p.51)