



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

Stock Code 股份代號: 702



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

2017 報告

Environmental, Social and Governance Report

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環境、社會及管治報告

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Environmental, Social and Governance Report

SCOPE AND REPORTING PERIOD

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

This ESG report covers the Company’s overall performance in two subject areas, namely, Environmental and Social of the business operations in Mainland China including coal washing plant and coalbed methane (“CBM”) project in Shanxi Province (collectively the “Group”) from 1 January 2017 to 31 December 2017, unless otherwise stated.

STAKEHOLDERS’ ENGAGEMENT AND MATERIALITY

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

STAKEHOLDERS’ FEEDBACK

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

SUSTAINABILITY COMMITMENT

Our Commitment to the Environment

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

範圍及報告期間

此乃中國油氣控股有限公司（「本公司」或「中國油氣」）本公司第二份環境、社會及管治報告，以強調本公司於環境、社會及管治（「環境、社會及管治」）方面之表現，乃參考上市規則附錄二十七的「環境、社會及管治報告指引」及香港聯合交易所有限公司指引所披露。

除另有說明外，本環境、社會及管治報告書涵蓋本公司中國內地業務包括位於山西省之洗煤廠及煤層氣項目（統稱「本集團」）於2017年1月1日起至2017年12月31日止環境及社會兩個主要範疇之整體表現。

權益人之參與及重要性

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

權益人意見

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

可持續發展使命

我們對環境之使命

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

Our Commitment to Employees

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

A. ENVIRONMENTAL

The coal washing plant is located at Qinshui Basin, Shanxi Province. The washing process involves separation of coal from soil and rock into graded sized chunks through centrifugation, magnetism and flotation technologies. In 2017, the coal washing operation recorded a total sale of refined coal approximately 340,000 tonnes (2016: 325,000 tonnes).

Sanjiao coalbed methane project is located in Ordos Basin in Shanxi and Shaanxi Provinces ("CBM Project"). It involves continuous extraction, compression and distribution of CBM. In 2017, there were 9 (2016: 28) new wells in CBM Project and it had completed a total of 117 (2016: 108) wells, comprising 65 (2016: 57) multilateral horizontal wells and 52 (2016: 51) vertical wells. Out of the total 117 (2016: 108) wells, 85 (2016: 85) wells were in the normal dewatering stage, of which 85 (2016: 69) wells had accessed to a gas collection pipeline network. In 2017, the CBM Project recorded CBM production of approximately 81.2 million m³ (2016: 69.5 million m³). The Project uses three designated CBM pipelines in the Sanjiao block and its surrounding areas, built by the Shanxi provincial government as its major sales channels, including (1) the CBM pipeline from Sanjiao to Linxian for gas supply for residential, commercial and industrial use, as well as heating in winter; (2) the designated CBM pipeline of the Sanjiao CBM block for gas supply to Senze Coal & Aluminum Group, a local coal processor and aluminum manufacturer; and (3) the CBM pipeline from Sanjiao to Luliang (for gas supply to Xiaoyi and central Shanxi).

我們對僱員之承擔

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

A. 環境

洗煤廠位於山西省沁水盆地。洗選過程涉及通過離心分離、磁力及浮選技術，將煤炭與泥沙石礫分開，成為按大小分級之煤塊。於2017年，這項目共銷售精煤約340,000噸(2016年：325,000噸)。

三交煤層氣項目位於山西及陝西省鄂爾多斯盆地(「煤層氣項目」)，這項目涉及持續排採、壓縮及分銷煤層氣。於2017年，共新增9口井(2016年：28)，截至2017年底累計完成鑽井共117口(2016年：108)，其中65口(2016年：57)為多分支水平井，餘下的52口(2016年：51)為直井。在上述117口井(2016年：108)中，正常排採井為85口(2016年：85)，當中接入集氣管網的井位85口(2016年：69)，於2017年，這項目生產約8,120萬立方米(2016年：6,950萬立方米)煤層氣。項目以三交區域內及其周邊地區由省政府規劃的三條已建成煤層氣專用管線作為主要銷售渠道其中包括：(一)三交至臨縣煤層氣輸氣管道，供應臨縣城市居民、工商業用氣及冬季取暖用氣；(二)三交區塊專用煤層氣管道，向一間當地的煤鋁生產企業－森澤煤鋁集團供氣；及(三)三交至呂梁煤層氣輸氣管道，供應孝義及山西省中部天然氣管網。

Environmental, Social and Governance Report

Environmental performance

Electrical equipment usage, waste management and disposal are among the major environmental performance of the Group. In response to the growing awareness towards environmental protection in the society, the Group has established environmental policies and process to ensure efficient use of resources and minimizing the impacts to the environment.

Environment and natural resources

The Group is adhering to the principles of environmental protection and conservation of the natural resources during its ordinary operation, to ensure the environment and natural resources would not be materially impacted by its activities. During its decision-making process, the Group also takes the potential influences on the environment and natural resources into consideration so as to reduce the possible threats arising from its business activities on the environment and natural resources. In addition, the Group proactively to minimize any adverse impacts of its operation on the environment.

Emission policy and compliance

The Group always tries its best to comply with the environmental protection laws and regulations of China and there was no report of any violation during the reporting period (2016: nil). The Group's operations do not generate serious air or water emissions problems. During the use of various equipments, the production of related waste during operation has been monitored. The Group has actively promoted energy saving and carbon reduction policies to reduce emission and cost. In addition, policies to promote efficient use of energy to lower emission and cost are in practice.

Type of emissions

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

環境表現

電子設備使用量、廢棄物管理及處置為本集團的主要環保表現。為回應社會對環保意識不斷提高，本集團已制定環保政策及程序以確保有效使用資源及減低對環境的影響。

環境及天然資源

本集團於日常營運中堅守對環境保護及保護天然資源的原則，以確保其活動不會對環境及天然資源有重大影響。在其決策過程中，本集團同時考慮到對環境及天然資源的潛在影響，以減低其業務活動對環境及天然資源可能會帶來的威脅。此外，本集團積極主動地減低其營運對環境的不利影響。

排放政策及遵守

本集團致力遵守中國的環境保護的法律及規定，於報告期間並無任何違規報告（2016年：無）。本集團之營運沒有產生嚴重空氣或用水排放問題。在使用不同設備期間，已監察於營運時廢棄物的產生。本集團積極地推廣節省能源及減碳政策以減低成本及排放量。此外，亦已實施推廣有效使用能源政策以降低成本及排放量。

排放的種類

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

環境、社會及管治報告

1. Greenhouse Gas Emission

1. 溫室氣體排放

Scope of Greenhouse Gas Emissions	Emission Sources	Emission (in tonnes of CO ₂ e) 排放量 (以噸二氧化碳當量計)		Total Emission (in percentage) 總排放量 (百分比)	
溫室氣體排放範圍	排放來源	2017 2017年	2016 2016年	2017 2017年	2016 2016年
Scope 1					
範圍1					
Direct Emission 直接排放	Petrol Consumed 耗用汽油	221.62	280.61	11.09%	15.13%
	Diesel Oil Consumed 耗用柴油	1,304.11	1,418.53		
Scope 2					
範圍2					
Indirect Emission 間接排放	Purchased Electricity 購入電力	12,235.51	9,534.34	88.91%	84.87%
Scope 3					
範圍3					
Other Indirect Emission 其他間接排放	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用	N/A 不適用
Total					
總計					
		13,761.24	11,233.48		

Note: Combined margin emission factor (average) of 0.90 t-CO₂/MWh (2016: 0.88 t-CO₂/MWh) was used for purchased electricity in Mainland China.

註：已就中國內地購入電力使用合併邊際排放因子(平均)0.90噸二氧化碳／兆瓦時(2016: 0.88噸二氧化碳／兆瓦時)。

Emissions for CO₂, NO₂, SO₂ from CBM are lower than what is required to be considered in national standard (GB3095-2012), thus there is no data collection for such insignificant emission. There were 13,761.24 tonnes (2016: 11,233.48 tonnes) of carbon dioxide equivalent greenhouse gases emitted from the Group's operation in the reporting period.

煤層氣所排放之二氧化碳、二氧化氮及二氧化硫濃度遠低於有關國家標準規定(GB3095-2012)須予考慮之標準，其量過少，故此並無收集相關數據。於報告期間，本集團業務排放13,761.24噸(2016: 11,233.48噸)二氧化碳當量之溫室氣體。

Environmental, Social and Governance Report

Emission Prevention

To prevent and reduce greenhouse gas emission, the Group has energy saving practice in place that the employees of the Group are required to follow in order to mitigate emission and reduce electricity usage.

2. Direct Emission

A total of 81,546 litres (2016: 103,254 litres) of petrol was used for light trucks in the reporting period, contributing to 221.62 tonnes (2016: 280.61 tonnes) of carbon dioxide equivalent. A total of 441.05 tonnes (498,361 litres) (2016: 479.64 tonnes (541,966 litres)) of diesel oil was used for onsite generators, loaders, dump trucks and pickup trucks in the reporting period, contributing to 1,304.11 tonnes (2016: 1,418.53 tonnes) of carbon dioxide equivalent. A total of 8.64 kg (2016: 10.24 kg) of SO_x was emitted.

3. Electricity

The electricity consumption by the Group was 13,595,007 kWh (2016: 10,834,475 kWh) with an energy intensity of 61.52 kWh/m² (2016: 49.03 kWh/m²) (total floor area coverage for the Group was 220,978 m² (2016: 220,978 m²)). The Group also encourages energy saving practices inside the office areas, such as turning off lights and equipment before leaving work, installing motion sensors.

Energy Intensity by Production

以生產劃分之能源強度

	2017 2017年	2016 2016年	Unit 單位	Production 產品
Coal Washing Plant 洗煤廠	9.65	8.70	kWh/tonne 千瓦時／噸	Refined coal 精煤
CBM Project 煤層氣項目	0.13	0.21	kWh/m ³ 千瓦時／立方米	Coalbed methane 煤層氣

防止排放

為防止及減少溫室氣體排放，本集團已有節能措施規定其員工必須遵守以減少排放及用電量。

2. 直接排放

本集團之輕型卡車於報告期間所使用之汽油合共為81,546公升(2016年：103,254公升)，佔二氧化碳當量之221.62噸(2016年：280.61噸)。廠內發電機、載貨機、翻斗車及農夫車在報告期間內耗用合共441.05噸(498,361公升)(2016年：479.64噸(541,966公升))柴油，相當於1,304.11噸(2016年：1,418.53噸)二氧化碳當量。已排放合共8.64千克(2016年：10.24千克)硫氧化物。

3. 電力

本集團之耗電量為13,595,007千瓦時(2016年：10,834,475千瓦時)，耗能強度為每平方米61.52千瓦時(2016年：每平方米49.03千瓦時)(本集團之總建築面積為220,978平方米(2016年：220,978平方米))。本集團亦鼓勵在辦公室範圍培養節能習慣，如下班時關燈關設備、安裝動作感應器等。

4. Water

Fresh water consumption by the Group was 40,149 m³ (2016: 45,480 m³) with water intensity of 0.18 m³/m² (2016: 0.21 m³/m²).

For coal washing plant, rainwater collection system is in place and 24,000 m³ (2016: 23,000 m³) of groundwater was extracted for operation. A total of 14,400 m³ (2016: 13,800 m³) of water was reused in the washing process.

For CBM Project, 9,290 m³ (2016: 22,480 m³) of water was collected by nearby river for operation. Wastewater was generated during extraction process, which was treated with localized wastewater treatment plant (with a capacity of 120 m³ per day (2016: 120 m³ per day)). The sludge went through dehydration process on-site and discharge water meets national standards (GB/T5750.4-5750.6-2006). The residues, compressed coal powder cakes, were given to nearby villagers as burning fuel for free.

5. Packaging

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

6. Hazardous Waste

The only type of hazardous waste from the Group was waste oil. The oil was generated from CBM's oil-injected compressors operation at compressed natural gas compression site. During the reporting period, 6.2 tonnes (2016: 0.8 tonnes) of waste oil were collected by licensed chemical waste collector.

7. Non-hazardous Waste

Non-hazardous waste from the Group's operation was land disposal from coal washing plant. 60,000 tonnes (2016: 55,000 tonnes) of residues such as soil, rock, dehydrated and compressed coal ash from coal washing processes were disposed in 2017 at 20-year-span designated filling area near the plant, which is approved, regulated and monitored by the government.

4. 用水

本集團之活水耗用量為40,149立方米(2016年: 45,480立方米), 水強度為每平方米0.18立方米(2016年: 每平方米0.21立方米)。

洗煤廠方面, 已備有雨水收集系統, 並在生產過程中抽取24,000立方米(2016年: 23,000立方米)地下水。合共14,400立方米(2016年: 13,800立方米)水已在洗選過程中重用。

煤層氣項目方面, 已從附近河流抽用9,290立方米(2016年: 22,480立方米)水作營運之用。廢水在排採過程中產生, 由當地廢水處理廠處理, 每日產能120立方米(2016年: 每日120立方米)。通過就地脫水過程之污泥及所排放之水符合國家標準(GB/T5750.4-5750.6-2006)。殘留物(經壓製之煤粉餅)乃免費給予附近村民作為生火燃料。

5. 包裝

本集團之業務營運並不涉及任何包裝物料。

6. 有害廢棄物

本集團所產生之唯一有害廢棄物為廢油, 乃壓縮天然氣壓縮場內之煤層氣之噴油壓縮機所產生。於2017年, 有6.2噸(2016年: 0.8噸)廢油獲持牌化學廢料收集商收集。

7. 無害廢棄物

本集團業務所產生之無害廢棄物包括選煤廠所產生之廢棄物。原煤洗選過程所產生之60,000噸(2016年: 55,000噸)殘留物(如土壤、石頭、經脫水及壓縮煤灰)於2017年棄置於廠房附近20年期指定堆填區, 並經政府審批、規管及監察。

Environmental, Social and Governance Report

B. SOCIAL

1. Employment and Labour Practices

The Group believes talent is one of its most valuable assets. The Group has well-established human resources management system and its employees can enjoy diversified career paths and unleash their potentials to realize work values and personal achievement values.

(i) Employment

The Group provides opportunities to employees with different backgrounds and characteristics so as to build a diversified workforce. The recruitment procedures strictly follow the Group's policies and systems. The Group formulates comprehensive staff handbook and sets out clearly the requirements of trainings, appraisals, deployments, employees benefit, etc.

The Group had a total number of 252 employees (2016: 304 employees) as of 31 December 2017. Almost all of them are from 22 (2016: 22) provinces in the People's Republic of China.

Workforce by Age Group

僱員總數按年齡組別分佈

Year 年度	18-25	26-35	36-45	46-55	>55
2017	28	100	54	50	20
2016	44	142	70	39	9

Workforce by Gender

僱員總數按性別分佈

Year 年度	Male 男	Female 女
2017	211	41
2016	255	49

B. 社會

1. 僱傭及勞工常規

本集團相信人才是其中最寶貴的資產之一。本集團擁有完善的人力資源管理系統。僱員可享有多元化的職業規劃以盡展他們的潛能，以實現工作價值及個人成就價值。

(i) 僱傭

本集團提供機會給予不同背景及個性的員工以建立多元化的工作團隊。招聘程序是嚴格遵從本集團的系統與政策。本集團已制定周詳的員工手冊清楚列明有關培訓、工作表現評核、調配及福利等規定。

於2017年12月31日，本集團合共有252名僱員（2016年：304名僱員），近乎全部來自中國22個（2016：22個）省。

Workforce by Category

僱員總數按類別分佈

Year 年度	Managerial Staff 管理層人員	General Staff 普通員工
2017	35	217
2016	40	264

Workforce by Geographic Region

僱員總數按地區分佈

Year 年度	China 中國
2017	252
2016	304

The Group has formulated a competitive salary and benefit package to attract, retain, and incentivize employees. Employees' remuneration is structured to encourage a sustainable workforce with a wide range of additional benefits.

Employees are entitled to life insurance, medical insurance with hospitalization coverage, communal and personal accident insurance, maternity insurance, compensation, mobile phone fee allowance, gifts during festival, marriage gift, maternity gift, housing allowance and annual body check-up in specific aspects of respirable particles, noise exposure and chemical exposure (a total of 183 employees (2016: 177 employees) have been covered in CBM Project in 2017). Canteen, housing and meals are provided for resident employees, as well as indoor basketball and badminton court, fitness centre and pool tables.

本集團已制定具競爭力的薪酬和福利待遇以吸引、挽留及激勵僱員。僱員報酬的制定是以廣泛的額外福利以鼓勵可持續發展的僱員團隊。

僱員可享人壽保險、醫療保險（連住院保障）、因公或因私意外保險、生育保險、補貼金、手機費津貼、節日賀禮、結婚賀禮、分娩賀禮、房屋津貼及就可吸入粉塵、噪音及化學品等特定方面進行每年體檢（於2017年就煤層氣項目有合共183名僱員（2016年：177名僱員）受惠）。為留宿僱員提供飯堂、住所及用餐，以及室內籃球場及羽毛球場、健身中心及桌球室。

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The annual turnover rates in the reporting period are as follows:

於報告期間，年度流失率如下：

Annual Turnover Rate by Age Group

年度流失率按年齡組別分佈

Year 年度	18-25	26-35	36-45	46-55	>55
2017	57%	42%	30%	8%	0%
2016	45%	14%	9%	23%	22%

Annual Turnover Rate by Gender

年度流失率按性別分佈

Year 年度	Male 男	Female 女
2017	33%	20%
2016	16%	19%

Annual Turnover Rate by Geographic Region

年度流失率按地區分佈

Year 年度	China 中國
2017	31%
2016	19%

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

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

HSE Management Manual and Guidelines

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

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

Personal Protective Equipment

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

**(ii) 僱員健康與安全
安全健康環保管理委員會**

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

安全健康環保管理手冊及指引

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

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

個人保護裝備

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

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Emergency Procedures

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

HSE Communication

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

應急程序

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

安全健康環保方面之溝通

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

Occupational Health and Safety Data 職業健康與安全數據

		2017	2016
		2017年	2016年
Work related fatality	因工作關係而死亡	0	0
Work injury cases >3 days	工傷個案(多於3日)	0	0
Work injury cases <3 days	工傷個案(少於3日)	0	0
Lost days due to work injury	因工傷損失工作日數	0	0

(iii) Development and Training

In addition to compulsory induction training, the Group also enforces weekly operational training and yearly plant HSE training. Other training courses in 2017 included procurement management, middle management skill, special equipment use, safety training for each type of operations and food hygiene training for canteen employees.

(iii) 發展及培訓

除強制性入職培訓外，本集團亦實施每周營運培訓及每年廠房安全健康環保培訓。2017年其他培訓課程包括採購管理、中層管理技巧、使用特別設備、各類業務之安全培訓，以及向食堂僱員提供食品衛生培訓。

環境、社會及管治報告

Percentage of employees trained

僱員培訓百分比

By Gender

按性別

Year 年度

Male

男

Female

女

2017

100%

100%

2016

100%

100%

By Category

按類別

Year 年度

Managerial

Staff

管理層人員

General

Staff

普通員工

2017

100%

100%

2016

100%

100%

Average training hours per staff

僱員人均培訓時數

By Gender

按性別

Year 年度

Male

男

Female

女

2017

44.9

45.6

2016

30.7

31.5

By Category

按類別

Year 年度

Managerial

Staff

管理層人員

General

Staff

普通員工

2017

45.1

45.0

2016

29.9

30.9

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(iv) Labour Standards

No child nor forced labour is allowed in the Group's operation, as clearly stated in each employee's employment contract. Identification card is required during job application process to ensure no under aged or illegal workers. Recruitment and employment of the Group are carried out in strict compliance with relevant national and local regulations to ensure right and proper candidate are hired.

(v) Equal Opportunity

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

(iv) 勞工準則

各僱員之僱傭合約列明，本集團業務不得僱用童工或強制勞工。應徵過程中需出示身分證明，確保並無未滿法定年齡或非法勞工。本集團之招聘及僱用嚴格遵守相關國家及地方法規，以確保聘用正確及合適人選。

(v) 平等機會

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

2. Operating Practices

(i) Supply Chain Management

The Group has a standardized procurement management procedure.

For general procurement, any single procurement item costs over USD100,000 or above, tender will be issued to hiring suppliers; if less than USD100,000, quotation will be obtained from 3 different suppliers for cost comparison. There is no change of procurement policy during the reporting period. Currently, the Group has 16 (2016: 16) major suppliers that are situated in China.

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

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

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

2. 營運常規

(i) 供應鏈管理

本集團有標準採購管理程序。

一般採購方面，每一個採購項目成本如為100,000美元或以上，須投標聘用供應商；如為100,000美元以下，則須取得三家不同供應商之報價以作比對。在報告期間採購政策並沒有更改。目前，本集團有十六家(2016年：十六家)位於國內的主要供應商。

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

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

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

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(ii) **Product Responsibility**

Quality Assurance and Complaints

The Group will deal with any customer complaints and product matters to fulfill customers' requirements on product quality and services and enable communication with customers and problem handling in a timely and effective manner. As mentioned in Supply Chain Management section, the Group has standard procedure to follow any major concerns raised by customers or end-users, as well as standard routine on assuring product quality. The Group has received no product recalls or service complaint in the reporting period (2016: nil).

Intellectual Property

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

Customer Data Protection and Privacy Policies

The Group understands that data privacy is a significant concern for customers and implemented strict control in protection of customer data and privacy to gain the trust from our customers and stakeholders. The Group requires employees to keep internal information such as consumer data and employee data confidential. In case of any information leakage is noticed, the Group will ascertain the source of leakage to prevent any further leakage of information.

(ii) **產品責任**

品質保證及投訴

本集團會處理任何客戶的投訴及產品事宜，並能有效及適時地與客戶溝通及處理問題以滿足客戶對產品的服務及質量要求。誠如「供應鏈管理」一節所述，在客戶或最終用戶提出任何重大關注事項時，本集團有基本程序可依，亦有基本流程保證產品質素。本集團在報告期間內並無收到產品召回或服務投訴（2016年：無）。

知識產權

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

保護客戶資料及私隱政策

本集團明白資料私隱是客戶關注的重點，並已實施嚴格監控以保護客戶資料及私隱以獲得客戶及權益人對本集團的信任。本集團要求僱員對有關客戶及員工的內部資料保密。如發現有任何資料泄漏，本集團會確定泄漏源頭以防止進一步的消息泄漏。

(iii) Anti-corruption

The Group is continuously optimizing its internal guidelines and code of conduct in respect of anti-corruption, aiming at cultivating a culture of high integrity. The Group encourages whistleblowing whereas an employee or a third party could report any concern about suspected misconduct, malpractice or irregularity, and conflict of interest in strict confidence.

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

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

During the reporting period, the Group had not received any report of corruption, threat, fraud and money laundering and there were no legal cases regarding corrupt practices brought against the Group or its employees (2016: nil).

(iii) 反貪污

本集團不斷優化有關反貪污的內部指引及行為守則，旨在培養高度誠信文化。本集團鼓勵舉報政策，員工或第三方可嚴格保密地舉報涉嫌不當行為、瀆職或違規行為及利益衝突。

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

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

在報告期間，本集團沒有收到任何貪污、勒索、欺詐及洗黑錢的報告，亦沒有牽涉本集團或其員工貪污行為的法律案件（2016: 無）。

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3. Community

(i) Community Investment

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

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

The coal washing plant provides excellent job opportunities for nearby farm workers during non-harvesting seasons. The indoor basketball and badminton court is open to public, in which community bonding times can be seen especially on Sundays.

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

3. 社區

(i) 社區投資

本集團明白讓周圍社區參與之重要性，此乃可持續業務之成功關鍵。

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

洗煤廠為毗鄰農場工人提供農閒時之工作機會。室內籃球場及羽毛球場對外開放，藉此與社區連結，尤其在星期日。

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



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