



Dragon Crown Group Holdings Limited 龍翔集團控股有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

Stock Code 股份代號: 00935



環境、社會及管治報告 2018 Environmental, Social and Governance Report



Environmental, Social and Governance Report

環境、社會及管治報告

ABOUT THIS REPORT

Dragon Crown Group Holdings Limited <HK.935> (hereafter “The Company”) and its subsidiaries (hereafter “The Group”) strive continuously to incorporate sustainability initiatives into our daily operations and management. While sharing the vision of becoming the preferred choice of our stakeholders, the Group is committed to improving our Environmental, Social and Governance (“ESG”) performance by upholding good corporate governance standards, protecting our environment, engaging the community and promoting social integration.

This ESG Report aims to share our key sustainability performances and outline our milestones on our sustainability journey during the financial period 1 January 2018 to 31 December 2018 with our stakeholders. Our reporting boundary is limited to Hong Kong, Ningbo, Nanjing and Weifang unless other specified. As the business operation in Tianjin was ceased in 2016, this report does not include the relevant data.

This report has complied with the “comply or explain” provisions stipulated in the “Environmental, Social and Governance Reporting Guide” under Appendix 27 of the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong Limited. The Board has endorsed and confirmed this report and the disclosure contents. We welcome your feedback regarding this report and our overall sustainability practices. Please provide your comments by email to <myfarm@dragoncrown.com>.

關於本報告

龍翔集團控股有限公司<股份代號：935>（「本公司」）及其附屬公司（統稱「本集團」）致力將可持續發展概念融入到本集團的日常營運和管理當中。本集團秉持成為持份者最佳選擇的願景，重視良好企業管治、保護環境、關懷社區、推廣共融社會，致力提升可持續發展表現。

此環境、社會及管治報告（以下簡稱「本報告」），旨在向持份者分享本集團於2018年1月1日至2018年12月31日報告期間在環境、社會和企業管治方面的表現，並闡述本集團的可持續發展旅程。除非另有說明，本環境、社會及管治報告僅涵蓋集團在香港、寧波、南京及濰坊的業務。由於天津業務已於2016年停止營運，故此報告內容並不包括其數據在內。

本報告乃根據香港聯合交易所有限公司的《主板上市規則》附錄二十七的《環境、社會及管治報告指引》撰寫，並符合「不遵守就解釋」的披露責任。本報告的披露內容已經由董事會批准及確認。歡迎閣下對本報告及本集團在可持續發展方面的工作提出寶貴意見。有關意見請電郵至 <myfarm@dragoncrown.com>。

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GROUP BUSINESS

The Group is one of leading integrated terminal service providers in the People Republic of China (“PRC”) specialised in the terminal and storage of liquid petrochemical products. We offer a comprehensive range of high quality terminals and storage of liquid petrochemical services ranging from loading and unloading and storage of liquid petrochemical products at our own jetties and tank farms respectively, and delivery of such products by utilising our dedicated pipelines and other basic terminal infrastructure. Through our owned terminal facilities, including storage tanks, dedicated pipelines, jetties and the related exclusive coastline use right, we are able to enhance our ability to manage our operation cost and provide flexibility for our future business expansion.

Leveraging on our specialised integrated terminals services, we are committed to becoming the leading provider of integrated terminal services for liquid petrochemical products in the PRC. We strive to capitalise on the development trend of the PRC liquid petrochemical market and continue to focus on the provision of terminal and storage service to leading liquid petrochemical manufactures. We aim to maintain our established and long-term relationships with, and strive to become the exclusive or primary liquid petrochemical terminal service provider for our customers.

The Group operates three terminals in Mainland China, located in Ningbo, Nanjing and Weifang.


集團業務

本集團是中國一家領先綜合碼頭服務供應商，提供全面的液體石化品碼頭和儲存服務，包括分別在本集團自有的碼頭及罐區裝卸液體及儲存液體石化品，以及利用本集團的專用管道及其他碼頭基礎設施交付有關產品。透過本集團的自有碼頭設施（包括碼頭、儲罐、專用管道及相關獨家海岸線使用權），本集團擁有增強管理運營成本的能力及就未來業務擴充提供便利。

憑藉本集團專業的綜合碼頭服務，本集團致力於成為中國領先的液體石化品綜合碼頭服務供應商。本集團致力把握中國液體石化品市場的發展趨勢，並繼續專注向領先液體石化品製造商提供碼頭及儲存服務。本集團努力維繫與客戶已建立的長期關係，並力爭成為本集團客戶的獨家或首選液體石化品碼頭服務供應商。

本集團於中國內地共營運三個碼頭，分別位於寧波、南京及濰坊。





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CORPORATE CULTURE

The Group is committed to achieving high standards of corporate governance to safeguard shareholders' rights and interests, and enhance corporate value and accountability.

The Group adheres to the core value of “Integrity, Efficiency, Innovation and Progress”, attaches great importance to the development of talents, and expects employees to value morality, conserve the global environment and support social welfare. It believes that creating long-term value for stakeholders is particularly important to maintain the success of its business. The Group is committed to communicating with the majority of stakeholders and obtaining their trust and support.

ENVIRONMENT

In Year 2018, the Group has managed its environmental performance in the following areas in accordance with the “Operating Control Procedure for the Environment”, the “Control Procedure for Identification and Evaluation of Environmental Factors”, and the “Control Procedure for Supervision and Measurement of Health, Safety and Environment (“HSE”) Performance”. These procedures have been developed and implemented by the HSE Division, which also monitors and manages the environmental protection practices of our daily operations. We also endeavour to minimise the impact of our activities, products and services on the environment, and to realise continuous improvement in environmental management according to relevant laws, regulations, standards and other requirements. During the reporting year, the Group did not discover any non-compliance case regarding to applicable environmental laws and regulations.

企業文化

本集團致力達致高水平之企業管治，以保障股東權益、提升企業價值及問責性。

本集團秉承「誠信、效率、創新、進取」的核心價值觀，重視人才發展，並期望員工重視品行道德、保育地球環境、支持社會公益。本集團相信為利益相關者締造長期價值對維持其業務成功尤其重要。集團致力與廣大利益相關者溝通並獲得彼等之信任及支持。

環境

在2018年財政年度，本集團繼續透過《環境運行控制程序》、《環境因素識別與評價控制程序》及《HSE績效監視和測量控制程序》等管理我們在以下各範疇的環保表現。有關管理由健康、安全及環境(HSE)部門負責建立及實行，該部門亦負責公司日常環境保護工作的監督管理。本集團在公司營運、產品和服務過程中，將對環境的影響降到最低，並符合相關環境保護的法例法規、標準及其它要求，實現環境管理的持續改進。於本報告年度，本集團沒有發現任何與環境法律及規例相關的違規情況。



Air Emissions

Air pollution is one of the major environmental issues in metropolitan cities. We reckon that every company should take its responsibility to tackle this problem. To mitigate air pollution, the Group has been taking considerable measures to control emissions.

Air emissions from the Group have been treated pursuant to the "Integrated Emission Standard of Air Pollutants". The emissions from loading and unloading of petrochemical tank trucks are collected and treated via activated carbon adsorption filter to ensure that they meet the National Grade 2 Emission Standard before being discharged to the atmosphere at high altitude. Storage tanks are installed with internal floating roof and the nitrogen sealed as a preventive measure to reduce petrochemical vaporisation and emission. This measure can also inhibit vapour exhaust that may be created during petrochemical transportation due to temperature differences effect on storage tanks, resulting in the commonly known as Tank Breathing phenomena. Petrochemicals are being stored in sealed tanks which are equipped with pressure-vacuum vents, vapour return pipes, and emission control systems in order to effectively prevent vapour emissions. The Group has adopted totally sealed loading and unloading technologies, which in sync with clients' totally-sealed tank trucks. Also during the loading of marine vessels, the Tail Gas generated will dilute and be discharged while the vessel is afloat on the river.

Furthermore, the Group has implemented the following measures that aimed to minimise air emissions from our vehicular usage:

- Regular maintenance and cleaning of vehicles and other machines
- Green driving behaviours such as avoid speeding, hard braking and no idling engine
- Consider driving the shortest route
- Fuel saving initiatives are monitored

廢氣排放

空氣污染已成為城市中主要的環境問題之一。我們認為每間公司均有責任共同應對問題。為了減低空氣污染，本集團一直採取各項措施來控制排放。

公司排放的廢氣經過處理後達到《大氣污染物綜合排放標準》。石化品的裝卸車產生的廢氣，集中收集後經過尾氣處理裝置碳纖維吸附後達到國家二級排放標準後高點排放。儲罐採用內浮頂並加氣封的工藝，以減少石化品的自然揮發，與及抑制石化品在儲運過程中由於儲罐受到溫差影響，導致儲罐出現俗稱「呼吸」的效應，從而產生的氣體排放。石化品的儲存採用密閉形式，儲罐亦設置呼吸閥、廢氣回收管道和廢氣洗滌處理系統，有效控制廢氣直接排放。公司採用密封式裝卸技術對應客戶之全封閉槽車作業，避免廢氣直接排放。而當石化品裝船作業時，產生的廢氣會在江面稀釋排放。

另外，為了減低我們車輛的廢氣排放，本集團已實施以下措施：

- 定期保養和清潔車輛及其他機械
- 採取綠色駕駛行為（例如避免突然加速／剎車、停車熄匙）
- 考慮使用最短路線
- 恒常監測省油措施

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The Group has strictly complied with the emission standards of the “Environmental Protection Law of the People’s Republic of China”, the “Integrated Emission Standard of Air Pollutants” and the “Emission Standard of Pollutants for Petroleum Chemistry Industry”.

The following table shows the types of emissions and emission data of the Group. The sources of air emissions are mainly from the use of commercial vehicles, staff shuttles and use of liquefied petroleum gas in daily operations.

Air emissions 廢氣排放	Unit 單位	
Total NO _x Emissions 氮氧化物排放量	kg 公斤	21,101.80
Total SO _x Emissions 硫氧化物排放量	kg 公斤	105.00
Total PM Emissions 顆粒排放量	kg 公斤	19.20

Greenhouse Gas Emissions and Energy Conservation

The impact of global climate change is a challenge that businesses and organisations around the world must face and address. The Group understands that preventing pollution and saving energy are essential to creating a sustainable environment. The Group is committed to minimising the adverse impact that its operations may have inflicted on the environment. One of the countermeasures is to enhance energy use efficiency and integrate these concepts into the Group’s business processes to achieve energy conservation and tackle climate change.

The Group has strictly complied with the mandates of the “Emission Standard of Pollutants for Petroleum Chemistry Industry” that promulgated by the Ministry of Environmental Protection (the “MEP”) and the General Administration of Quality Supervision, Inspection and Quarantine (the “AQSIQ”) of the PRC. The standard also includes the requirements applicable to the control of greenhouse gas emissions for the industry. The Group also complies with the “Energy Conservation Law of the People’s Republic of China” and related laws and regulations, and is committed to reducing the energy consumption in the operations of offices and storage facilities.

本集團嚴格遵守《中華人民共和國環境保護法》、《大氣污染物綜合排放標準》、《石油化學工業污染物排放標準》的排放標準。

下表顯示本集團的排放物種類及相關排放數據，本集團之空氣排放物主要來自商務車、員工巴士及日常運作中液化石油氣之使用。

溫室氣體排放與節約能源

如何應對全球氣候變化是各國企業和組織必須面對的一個挑戰。本集團深明防止污染及節省能源是締造可持續環境的關鍵，致力減低營運時對生態環境產生的影響，其中一項對策是提高能源使用效益，並將該等概念融入其業務過程，以達至節約能源和應對氣候變化。

集團嚴格遵守中華人民共和國環境保護部及國家品質監督檢驗檢疫總局對石油化工業頒佈的《石油化學工業污染物排放標準》，並規定其溫室氣體排放標準。本集團亦遵守《中華人民共和國節約能源法》及相關法律法規，致力於減低辦公室、倉儲等運營過程中的能源消耗。



Furthermore, the Group has continuously implemented and maintained the policies of the Quality, Health, Safety and Environment (“QHSE”) Management System according to the ISO14001:2015 “Environmental Management Systems-Requirements with Guidance for Use”. Under the “Operating Control Procedure for the Environment”, our energy consumption reduction measures cover the following aspects:

- Extensive promote and raise employees’ awareness of environmental protection and energy saving in order to enhance the QHSE performance.
- Formulate specific energy management measures, communicate related goals with employees, evaluate related indicators and establish a reward and punishment system.
- Vigorously promote the use of new technologies and methods, and replace energy-intensive technologies and equipment for better energy utilisation to minimise energy wastage.
- Use resources with the principles of efficiency, safety, and energy conservation.
- Use energy saving equipment and conduct regular devices maintenance.
- Implement precautionary measures to avoid polluting the environment.

During the reporting year, we consumed 17,974,593 kWh of electricity in the operations of our terminals across China and Hong Kong offices. The following table shows our GHG emissions and energy consumption in this reporting year.

另外，集團亦按ISO14001:2015《環境管理體系要求及使用指南》標準的要求建立、實施、保持並持續改進QHSE管理體系的相關政策。《環境運行控制程序》中有關節能降耗管理的政策如下：

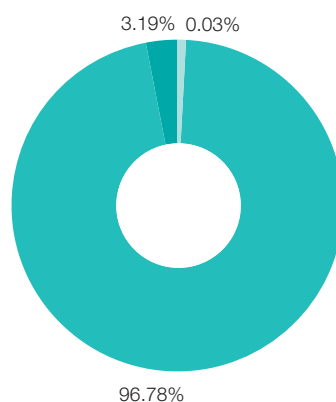
- 廣泛進行節能宣傳教育，增強員工的環保節能意識，不斷提高品質健康安全環境管理績效。
- 制定具體節能管理辦法，下達目標指標並層層分解，對節能指標進行考核，實施獎懲。
- 大力推廣使用新技術，淘汰高能耗工藝設備，提高能源的利用率，避免能源浪費。
- 按照高效、安全、節能的原則利用資源。
- 選用節能設備，對各類使用器具進行維護管理。
- 採取預防污染措施，防止對大自然造成污染。

於本報告年度，我們於中國各地碼頭及香港辦公室營運過程中共消耗電力17,974,593千瓦時。下表顯示了我們於本報告年度的溫室氣體排放量和能源使用量。

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Total Greenhouse Gas Emissions
總溫室氣體排放



■ Total Scope 1 Emissions 範圍1溫室氣體總排放量
■ Total Scope 2 Emissions 範圍2溫室氣體總排放量
■ Total Scope 3 Emissions 範圍3溫室氣體總排放量

GHG Emissions

溫室氣體排放

Unit

單位

Total Scope 1 Emissions 範圍1溫室氣體總排放量	tCO ₂ e 二氧化碳當量(公噸)	342,453.91
Total Scope 2 Emissions 範圍2溫室氣體總排放量	tCO ₂ e 二氧化碳當量(公噸)	11,272.34
Total Scope 2 Emissions/Employee 範圍2溫室氣體總排放量/僱員	tCO ₂ e/employee 二氧化碳當量(公噸)/僱員	31.58
Total Scope 3 Emissions 範圍3溫室氣體總排放量	tCO ₂ e 二氧化碳當量(公噸)	115.53
Total GHG Emissions 溫室氣體總排放量	tCO ₂ e 二氧化碳當量(公噸)	353,841.79
Total GHG Emissions/Employee 溫室氣體總排放量/僱員	tCO ₂ e/employee 二氧化碳當量(公噸)/僱員	991.15

Energy Consumption

能源使用

Unit

單位

Diesel Consumption 柴油消耗量	L 升	522,689.16
LPG Consumption* 液化石油氣消耗量	L 升	220,915,429.00
Petrol Consumption 汽油消耗量(車用)	L 升	58,903.05
Electricity Consumption 電力消耗量	kWh 千瓦時	17,974,593.00
Electricity Consumption/Employee 用電量/僱員	kWh/employee 千瓦時/僱員	50,349.00

* Major increase came from our operations in Weifong.

* 主要增加來自我們於濰坊的營運。



Water Management

Water shortage and pollution have become global issues, which lead to health, food supply, ecological crises and other issues. In order to protect our precious water resources, we strive to reduce water usage in our daily operations. We have been exploring every possible way to better utilise and preserve water resources.

The Group strictly controls and manages the quality of sewage with the “Integrated Wastewater Discharge Standard of the PRC”, the “Emission Standard of Pollutants for Petroleum Chemistry Industry” issued by the MEP and the AQSIQ, and the “Provincial Discharge Standard of Main Water Pollutants for Chemical Industry” issued by Environmental Protection Department of Jiangsu Province.

Wastewater produced during the production and management processes, the laboratory wastewater and wastewater produced from maintenance and construction processes containing chemicals and reagents are treated with sedimentation to remove oil. The wastewater is subsequently neutralised and injected with air to meet with the acceptance standards before releasing to the central sewage treatment plant in the chemical industry zone.

During the reporting year, water consumption data in our operations in different terminals of PRC are as follows:

Water consumption

水資源使用

Unit

單位

Water Consumption	cubic metre	185,745.00
耗水量	立方米	
Water Consumption/Employee	cubic metre/employee	520.29
耗水量／僱員	立方米／僱員	

水資源管理

水資源短缺和污染已成為全球性問題，導致健康、食品供應、生態危機等問題。為了保護寶貴的水資源，我們在日常營運中節約用水，從多方面探索更多方法以減少浪費。

集團嚴格遵守《中華人民共和國國家標準污水綜合排放標準》、《中華人民共和國水污染防治法》，環境保護部國家品質監督檢驗檢疫總局發佈的《石油化學工業污染物排放標準》及江蘇省環境保護廳江蘇省品質技術監督局發佈的《化學工業主要水污染物排放標準》，以其標準及要求管理排放水質。

集團生產管理過程中產生的生產廢水、化驗廢水及維修施工產生的含化學品及化驗試劑的廢水經隔油沉渣、中和、氣浮等措施處理後，達到化工區污水處理廠接管標準後送化工區污水處理廠集中處理。

於本報告年度，我們於中國各地碼頭運作中水資源使用之數據如下：

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Resources Management and Waste Reduction

The Group is committed to maintaining a high standard of environmental management and minimising the corporate impact on the environment and society, making our utmost efforts to reduce the consumption of resources in our operations. We follow the practice of “paperless office”, as office files are transferred through the network as much as possible, and double-sided printing are adopted for printing and copying to reduce the amount of paper used.

We also recognise the importance of waste reduction and separation, and implement recycling at the source. In our operations, we strive to implement various waste management measures. As all employees have the responsibility to operate in an environmentally friendly manner, we often remind our employees to protect the environment in our daily operations.

We measure the amount of material used to gauge our performance of environmental protection. The table below shows the material consumption figure during our business operations in offices:

Material Consumption	Unit
資源使用	單位

Paper Consumption	tonnes
耗紙量	公噸

資源管理及減少廢物

本集團致力維持高標準的環境管理，並盡量減少企業對環境和社會的影響。我們盡最大的努力，以減少我們的營運中所帶來的資源消耗。辦公檔案盡量利用網路傳遞，實行「無紙化辦公」，列印、複印用紙應採取雙面印刷等措施減少用紙量。

我們亦認識到垃圾減量和垃圾分類的重要性，在源頭進行回收。在我們的營運界限之內，不斷的努力來實行各種廢棄物管理措施。全體僱員均有責任以環保方式營運，我們在日常營運中亦時常提醒員工保護環境。

我們量度各項物料用量，以衡量我們的環保表現。下表顯示了我們在辦公室業務運營時所使用的物料數據：



SOCIAL

EMPLOYMENT AND LABOUR PRACTICES

Employment

Employees are the cornerstone of the Group's business growth and the most valuable assets. Talents is the key to achieve our economic, environmental and social goals. The Group believes that establishing a working environment with a sense of belonging can effectively implement the values of corporate sustainable development. Therefore, the Group strives to create a pleasant working environment that all employees can exert their strengths.

The Group has adopted the labour contract system in the Mainland, and signed employment contracts with employees on an equal basis under the "Labor Law of the PRC" and related local regulations. The "Employment Ordinance" in Hong Kong is used for Hong Kong employees.

The Group promotes equal opportunities and respects different ages, genders, nationalities, people with disabilities and religions. Any type of discrimination would not be tolerated, and employees are encouraged to report any discriminatory behaviours to the management. The Group treats all employees equally in all employment decisions including recruitment and promotion.

Our employees are one of our important stakeholders. We provide employees with a good working environment, including workplaces with free of discrimination and harassment. We provide all employees with fair opportunities and competitive remuneration as well as other benefits including discretionary bonuses, medical insurance, etc.

As of 31 December 2018, the Group employs 357 staff in total.

社會

僱傭及勞工常規

僱傭

員工是本集團業務增長的基石，最寶貴的資產。人才是公司實現其經濟、環境和社會目標的關鍵。本集團相信建立一個有歸屬感的工作環境能更有效貫徹落實企業可持續發展的價值觀。因此，本集團努力營造一個愉快的工作環境，讓每一個員工都能發揮所長。

本集團於國內採用勞動合同制，按《中華人民共和國勞動法》及當地政府勞動法規與所有員工在平等的基礎上簽訂勞動合同。而香港員工之聘用，即依照香港的《僱傭條例》進行。

本公司提倡平等機會及尊重年齡、性別、國籍、傷健及宗教差異。絕不容忍任何歧視行為，並鼓勵員工向管理層彙報任何歧視行為。本集團在所有僱傭決定包括招聘及晉升上均對全體員工一視同仁。

本集團僱員為我們其中一個重要持份者。我們為僱員提供良好的工作環境，包括不存在歧視及騷擾的工作空間；為全體僱員提供公平的機會及具競爭力的薪酬，其他福利包括酌情花紅、醫療保險等。

本集團截止2018年12月31日共有357僱員。

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Workforce statistic 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。

		Staff Number	Turnover Rate
		僱員數目	流失率
Breakdown by geographical region	按地區劃分		
Hong Kong	香港	8	50.00%
Mainland China	中國內地	349	
Nanjing	南京	132	9.09%
Ningbo	寧波	31	0
Weifang	濰坊	186	19.35%
Breakdown by gender	按性別劃分		
Employees – Female	僱員 – 女性	53	13.21%
Employees – Male	僱員 – 男性	304	14.80%
Breakdown by age group	按年齡組別劃分		
Employees Age < 30	僱員 – 30歲以下	129	21.71%
Employees Age 30-50	僱員 – 30歲至50歲	189	11.64%
Employees Age > 50	僱員 – 50歲以上	39	5.13%
Breakdown by employment type	按僱傭類型劃分		
Employees – Part-time	僱員 – 兼職	4	/
Employees – Full-time	僱員 – 全職	353	/
Breakdown by employment category	按受僱組別劃分		
Employees – General	僱員 – 一般	305	/
Employees – Supervisory Level	僱員 – 督導層	18	/
Employees – Middle Level	僱員 – 中層	20	/
Employees – Senior	僱員 – 高層	14	/



Health and Safety

The sound development of the Group depends on the health and well-being of its employees. It is one of our primary responsibilities to ensure the health and safety of our employees. The Group is committed to providing employees with a safe working environment and enhancing their safety awareness by sharing safety knowledge.

The Group has developed, implemented, maintained and continuously enhanced the QHSE Management System according to the “Requirements on Occupational Health and Safety (“OHS”) Management System” to ensure that the products and services provided meet customer and operation regulatory requirements, to enhance customer satisfaction, improve our environmental and OHS management performance.

In the management handbook, the Group has specified the processes, key environmental factors and risks to be controlled of the QHSE Management System and its application in the daily operations. This includes the identification of factors affecting the company quality, environment and OHS management process. The Group implements the “Control Procedure for Occupational Health and Safety Operation” to ensure that the planning process and its controls meet the requirements. Furthermore, the Group also follows the “Compliance Obligation Procedure”, which clearly identify and establish channels to obtain compliance obligations related to the Group’s environmental factors and OHS risks.

In order to effectively manage major sources of dangerous, various risks and hazards, and to ensure compliance with the management approach, objectives and indicators, the Group aims to continuously improve and realise the OHS management performance and has established the “Control Procedure for Occupational Health and Safety Operation” and the “Control Procedure for Hazard Identification and Risk Assessment”.

The Group has promoted a healthy living and working environment to employees through safety training and daily safety education and promotion. This includes safety training for new, rotating and returning employees. The related records were updated properly.

During the reporting year, we did not record any casualty accident report and lost day due to work-related injuries.

健康與安全

本集團的穩健發展取決於員工的健康與福祉，而確保員工的健康和 safety 是我們的首要責任之一。本集團致力為員工提供安全的工作環境，並通過分享安全知識，加強他們的安全意識。

本集團按《職業健康安全管理體系要求》標準的要求建立、實施、保持並持續改進 QHSE 管理體系，以確保提供滿足顧客要求和營運合乎法律法規要求的產品及服務，增強顧客滿意度和提升公司的環境和職業健康安全管理績效。

本集團在管理手冊中確定了 QHSE 管理體系所需的過程、重要環境因素和需控制的風險及在日常營運中的應用，其中包括識別影響公司品質、環境和職業健康安全管理的過程。本集團實施《職業健康安全運行控制程序》，以確保過程策劃及其控制符合要求。此外，本集團亦同時實施《合規性義務履程序》，以明確識別並建立渠道獲得與本集團環境因素和職業健康安全風險相關的合規性義務。

為了對重要危險源及各種風險、危害實施有效控制，確保其符合管理方針、目標與指標的要求，以不斷改進及實現職業健康安全管理體系績效，本集團亦制定了《職業健康安全運行控制程序》及《危險源辨識與風險評價控制程序》等。

本集團透過安全培訓和日常安全教育與宣傳向員工推廣健康的生活和工作環境。當中包括對新員工、換崗員工、復工員工等進行安全教育，做好相應的記錄。

於本報告年度，我們並無錄得任何死傷意外報告，並無因工傷損失工作日。

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Development and Training

To enable our talents to develop their strengths and capabilities, the Group provides appropriate training and comprehensive staff development plans, as nurturing talents is the core of ensuring the Group's development and strengthening its competitiveness.

In order to ensure that the Group can continue to satisfy customers and applicable legal and regulatory requirements, the Company provides personnel required for the QHSE management system and its process operations, important environmental factors and risks control, including qualified management personnel, production technicians, measurement personnel, safety management personnel and operating personnel.

The Administrative and Human Resources Department is responsible for the establishment, implementation and maintenance of the "Human Resources Allocation, Training and Assessment Procedures", and clarifying the responsibilities, allocation, training and education of human resources and the appraisal of personnel capabilities. The Group will provide training subsidies to support employees to receive external professional training in response to their future needs.

During the reporting year, the total training hours of employees were 10,805 hours. Detailed breakdown of training are as follows:

Employee Category	僱員類別	Percentage of staff members received training by employee 員工接受培訓的百分比	Training hours 培訓時數	Average training hours completed per employee 每名員工平均受訓時數
- Senior	- 高層	78.6%	242	17.3
- Middle Level	- 中層	95.0%	638	31.9
- Supervisory Level	- 督導層	100%	678	37.7
- General	- 一般	98.0%	9,247	30.3
Gender	性別			
- Male	- 男性	98.0%	9,292	30.6
- Female	- 女性	96.2%	1,513	28.6

發展及培訓

為使我們的人才能夠發揮所長、盡展所能，本集團提供適切的培訓，以及訂立全面的員工發展計畫，培育人才是確保集團發展及加強競爭力的核心。

為確保集團能夠持續滿足顧客和適用的法律法規要求，公司提供QHSE管理體系及其過程運行、重要環境因素和需控制風險運行控制所需的人員。包括符合要求的管理人員、生產技術人員、計量人員、安全管理人員、操作人員等。

行政人事部負責建立、實施和保持《人力資源配置、培訓和考核程序》，明確人力資源管理職責、配置、培訓和教育、人員能力評價等內容。集團會提供培訓津貼，以支持員工接受外部專業培訓，以回應他們未來的需要。

於本報告年度，員工總培訓時數為10,805小時。詳細培訓分類如下：

Labour Standards

The Group prohibits the use of child labour and forced or compulsory labour at all its units and suppliers, strictly abides by the “Provisions on the Prohibition of Using Child Labor”. No employee is made to work against his/her will or work as forced labour, or subject to corporal punishment or coercion of any type related to work. During the recruitment process, the Administration & Human Resources Department inspects the proofs of identity of applicants. They would verify the photos on the documents and review the ages. During the reporting year, the Group has fully complied with employment-related laws and regulations and found no violations of laws and regulations regarding child labour and compulsory labour.

OPERATING PRACTICES

Supply Chain Management

Understanding our wide range of influence in the supply chain operations, the Group is committed to promoting sustainable and responsible practices. The Group manages and assesses the environmental and social risks of all businesses and supply chain phases. According to the vendor and supplier selection mechanism, the prospective contractors shall share the same environmental protection vision with the Group. When signing a procurement contract, we require suppliers to submit relevant certificates to prove their qualifications and to ensure that their operations are in accordance with the related labour, environment and other laws and regulations. The Group strives to enhance its supplier’s management awareness and capabilities, and is committed to promoting sustainable development throughout the supply chain and providing reliable services to build a mutually beneficial relationship.

Product and Service Responsibility

The Group provides a full range of integrated terminals and liquid petrochemical products storage service, including the handling and loading and storage of liquid petrochemical products at our own jetties and tank farms respectively, as well as the delivery of such products by utilising our dedicated pipelines and other terminal facilities. A monitoring system is in place to ensure the safety of operations. Ensuring the safety storage and delivery of liquid petrochemical products is our top responsibility.

勞工準則

本集團嚴格遵守《禁止使用童工規定》，禁止一切單位和供應商使用童工、強迫或強制勞動員工。我們亦嚴禁任何形式的體罰或工作相關的脅迫。行政人事部於招聘過程中需檢查應聘者的身份證明文件，以核對文件上照片並審查年齡。於本報告年度，本集團完全符合於僱傭相關的法律與規例，並未發現任何違反童工及強制勞工法律及法規的行為。

營運慣例

供應鏈管理

本集團致力提倡可持續且負責任的做法，知悉我們在供應鏈的營運中有著廣泛影響。本集團管理及評估各方業務以及各個供應鏈階段的環境及社會風險。依據賣方及供應商甄選機制，準承包商須與本集團的環保願景一致。在簽訂採購合約時，我們要求供應商必須向我們提供有關證書，證明其擁有所需資格並確保其營運過程符合相應勞工、環境和其他法例法規。本集團努力提高供應商的管理意識及能力，並且致力於供應鏈上下提倡可持續發展，提供可靠的服務打造互利共贏的關係。

產品及服務責任

本集團提供全面的液體石化品碼頭和儲存服務，包括分別在本集團自有的碼頭及罐區裝卸及儲存液體石化品，以及利用本集團的專用管道及其他碼頭基礎設施交付有關產品。營運範圍內設有監察系統以保障作業安全，確保液體石化品安全儲存及交付是我們首要的責任。

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According to the “Operating Control Procedure for the Environment”, the Group has ensured good quality of petrochemicals. The Group uses totally sealed storage and sealed vehicles during the delivery to prevent leakage.

The Group understands the importance of customer data confidentiality. All customer data will only be used for commercial purposes and will be processed confidentially. The Group is committed to achieving loyalty, integrity and fairness in its business operations. We support fair trade and operating practices, and ensure that all communication documents are updated in a timely manner and comply with government regulations in the operating regions. The Group closely follows the principles of the best practices in the industry to guard against any risks related to the Company’s business activities. During the reporting year, the Group has found no violations of relevant laws and regulations regarding health and safety, advertising and privacy in the provision of services.

Anti-corruption

The Group firmly believes that maintaining high moral standards and integrity is an important part of satisfying stakeholders’ expectations, and adopts zero tolerance for fraud and money laundering.

The Group has strictly complied with the “Company Law of the People’s Republic of China”, “Anti-Money Laundering Law of the People’s Republic of China”, “Anti-monopoly Law of the People’s Republic of China”, “Law of the People’s Republic of China Against Unfair Competition”, “the Interim Provisions on Banning Commercial Bribery” and the “Prevention of Bribery Ordinance” enforced by the Independent Commission Against Corruption (“ICAC”). The Group has also based on its situation to formulate the “Business Conduct and Ethics Code” in line with its own circumstances. It strictly regulates behaviours such as gift offering and gift sending to strengthen the Group’s governance and internal control, regulate business operations, safeguard the legitimate rights and interests of shareholders, and promote the Group’s healthy and stable development.

按照《環境運行控制程序》，本集團石化品的儲存採用密閉形式，運送過程採用密封式裝卸車有效預防洩漏，確保石化品質素完好無缺。

本集團明白顧客資料保密的重要性，所有顧客資料只會用作商業用途並獲保密處理。本集團致力於業務營運中達致忠誠、正直和公平。我們支持公平貿易及營運慣例，並確保所有通訊文件均適時更新以及遵守營運地區的政府規例。本集團謹遵行業最佳慣例所載的原則，以防範本公司業務活動的任何相關風險。於本報告年度，本集團並沒發現在提供服務方面有任何不遵守健康及安全、廣告及私隱的相關法律及規例。

防止賄賂及防止貪污

本集團堅信保持崇高的道德標準及誠信是符合持份者期望重要一環，並對欺詐及洗黑錢等行為採取零容忍。

本集團嚴格遵守《中華人民共和國公司法》、《中華人民共和國反洗錢法》、《中華人民共和國反壟斷法》、《中華人民共和國反不當競爭法》、《關於禁止商業賄賂行為的暫行規定》，以及廉政公署所執行的《防止賄賂條例》，並根據自身情況，制定了《業務行為與道德守則》，對送禮與饋贈等行為嚴格的規管，以加強集團的治理和內部控制，規範經營行為，維護股東合法權益，促進集團健康及其穩定發展。



To ensure the highest standards of openness, honesty and accountability, each employee or director is responsible for asking questions, seeking guidance, reporting suspected violation and paying attention to the Code. Any employee or director, who realises any other employee or representative of the Group has engaged in or is engaged in unlawful act that involves the Group or violations of the Code, shall report to his or her supervisor or executive director. Employees can report violations to executive directors in an anonymous manner. If executive directors receive relevant reports of violations, they shall deal with it in accordance with internal rules and regulations. In addition, employees can also report to the relevant authorities in PRC or the ICAC Report Centre in Hong Kong in person.

During the reporting year, no major violations of commercial fraud laws and regulations have been discovered, and the Group and its employees were not involved in any corruption-related incidents.

COMMUNITY

Community Investment

The Group understands that community development is part of sustainable development. We contribute to society and promote sustainable development by assessing and managing the impact of our services and products on the society.

We are concerned with the interests of the society. The Group encourages employees to participate in community welfare and volunteer work, and actively maintains communication with non-government groups to understand the needs of the community.

During the reporting year, the Company donated HK\$15,000 to Tung Wah Group of Hospitals to support its various services.

Looking ahead, the Group will encourage employees to actively participate in various community activities and increase communication with the public. Through participating in volunteering activities, the Group will bring more positive effects to the development of the community with its own growth.

為確保公開、誠實和問責制的最高標準，每位員工與董事均有責任就本守則之遵守提出問題、尋求指導、報告可疑之違規行為並予以關注。任何員工或董事若知道或相信集團的任何其他員工或代表，曾經或正在從事使集團涉及之違法行為或違反本守則之違規行為，應向其上司主管或執行董事報告。僱員可以透過匿名方式，向執行董事檢舉違反守則之違規行為。若執行董事收到有關違反本守則之違規行為的檢舉，會根據內部守則處理。此外，僱員也可以親身到國內的有關機關或香港的廉政公署舉報中心舉報。

於本報告年度，並沒有發現任何重大違反商業欺詐法律及法規的行為，本集團及其員工亦沒有牽涉在任何與貪污相關的事件中。

社區

社區公益與投資

本集團明白社區發展是可持續發展的一部份。我們透過評估和管理自身服務及產品對社會的影響，從而貢獻社會，推動可持續發展。

我們心繫社會的利益。本集團鼓勵員工參與社區福利及志願工作，積極與非政府組織保持溝通，以瞭解社會的需要。

於本報告年度，公司慈善捐獻達港幣15,000元給予東華三院以支持其各項服務。

展望將來，本集團會組織員工積極參與各種社區活動，增加與民眾溝通。透過參與慈善活動，以本集團自身的成長為社區的發展帶來更多的正面效應。

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ESG GUIDE CONTENT INDEX

《環境、社會及管治報告指引》內容索引

Disclosure, Aspects, General Disclosure and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 內容	Cross Reference/ Statement 本報告內的交叉參照/聲明
A. Environmental A. 環境		
Aspect A1: Emissions 層面 A1：排放物		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Environmental 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。	Environmental — Air Emissions 環境 — 廢氣排放
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）。	Environmental — Greenhouses Gas Emissions and Energy Conservation 環境 — 溫室氣體排放與節約能源

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Disclosure, Aspects, General Disclosure and KPIs 主要範疇、層面、一般披露及關鍵績效指標	Description 內容	Cross Reference/ Statement 本報告內的交叉參照/聲明
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)。	We do not report on this issue as we do not produce significant amount of waste in our business. 由於本集團並無大量產生有害廢棄物，故並無就此事宜作出報告。
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)。	We do not report on this issue as we do not produce significant amount of waste in our business. 由於本集團並無大量產生無害廢棄物，故並無就此事宜作出報告。
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 – Greenhouses Gas Emissions and Energy Conservation 環境 – 溫室氣體排放與節約能源
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 – Resources Management and Waste Reduction 環境 – 資源管理及減少廢物

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Aspect A2: Use of Resources 層面 A2：資源使用		
General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	Environmental 環境
KPI A2.1 關鍵績效指標 A2.1	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). 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)。	Environmental — Greenhouses Gas Emissions and Energy Conservation 環境 — 溫室氣體排放與節約能源
KPI A2.2 關鍵績效指標 A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度(如以每產量單位、每項設施計算)。	Environmental — Water Management 環境 — 水資源管理
KPI A2.3 關鍵績效指標 A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果。	Environmental — Greenhouses Gas Emissions and Energy Conservation 環境 — 溫室氣體排放與節約能源
KPI A2.4 關鍵績效指標 A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 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。	Environmental — Water Management 環境 — 水資源管理
KPI A2.5 關鍵績效指標 A2.5	Total packaging material used for finished products. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	We do not produce or sell any physical product. 我們業務並無生產或出售任何實體產品。

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Aspect A3: The Environment and Natural Resources 層面 A3：環境及天然資源		
General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	Environmental 環境
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 環境
B. Social B. 社會		
Aspect B1 Employment 層面 B1：僱傭		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (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。	Social — Employment 社會 — 僱傭
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。	Social — Employment 社會 — 僱傭
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。	Social — Employment 社會 — 僱傭

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Aspect B2 Health and Safety 層面 B2：健康與安全		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (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。	Social — Health and Safety 社會 — 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。	Social — Health and Safety 社會 — 健康與安全
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。	Social — Health and Safety 社會 — 健康與安全
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。	Social — Health and Safety 社會 — 健康與安全



Disclosure, Aspects, General Disclosure and KPIs	Description	Cross Reference/ Statement
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Aspect B3: Development and Training 層面 B3：發展及培訓		
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	Social – Development and Training 社會 – 發展及培訓
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。	Social – Development and Training 社會 – 發展及培訓
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。	Social – Development and Training 社會 – 發展及培訓
Aspect B4: Labour Standards 層面 B4：勞工準則		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	Social – Labour Standards 社會 – 勞工準則
KPI B4.1 關鍵績效指標 B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	Social – Labour Standards 社會 – 勞工準則
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。	Social – Labour Standards 社會 – 勞工準則

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Aspect B5: Supply Chain Management 層面 B5：供應鏈管理		
General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	Social — Supply Chain Management 社會 — 供應鏈管理
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。	Social — Supply Chain Management 社會 — 供應鏈管理
Aspect B6: Product Responsibility 層面 B6：產品責任		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 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。	Social — Product and Service Responsibility 社會 — 產品及服務責任
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。	Social — Product and Service Responsibility 社會 — 產品及服務責任
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。	Social — Product and Service Responsibility 社會 — 產品及服務責任



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Aspect B7: Anti-corruption 層面 B7：防止貪污		
General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 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。	Social – Anti-corruption 社會 – 防止賄賂及防止貪污
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。	Social – Anti-corruption 社會 – 防止賄賂及防止貪污
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。	Social – Anti-corruption 社會 – 防止賄賂及防止貪污
Aspect B8: Community Investment 層面 B8：社區公益與投資		
General Disclosure 一般披露	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. 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。	Social – Community Investment 社會 – 社區公益與投資
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）。	Social – Community Investment 社會 – 社區公益與投資



Dragon Crown Group Holdings Limited
龍翔集團控股有限公司