



China Beidahuang Industry Group Holdings Limited
中國北大荒產業集團控股有限公司

(Incorporated in the Cayman Islands with limited liability) (於開曼群島註冊成立的有限公司)
(Stock Code 股份代號: 00039)



ENVIRONMENTAL,
SOCIAL AND
GOVERNANCE REPORT
環境、社會及管治報告

2018

INTRODUCTION

China Beidahuang Industry Group Holdings Limited together with its subsidiaries (referred to as the “Group”), mainly engages in green food products business, rental business involving logistics and office facilities, money lending business and construction business in the People’s Republic of China (referred to as the “PRC”) and Hong Kong. The Group has been striving to diversify the business mix and will seek for good investment opportunity with major focus in the PRC and Hong Kong. By controlling the costs, focusing on existing resources, expanding organically and through acquisitions when appropriate opportunities arise, the Group will operate with diversified and experienced business partners to further strengthen and grow the Group’s business.

While promoting a sound business growth, the Group is also committed to building an environmentally-friendly corporation while maintaining high quality standards in our service and operations. The Group considers social and environmental responsibilities as one of the core values in business operations, the Group strives for greater sustainability and transparency, as well as delivering service that foster a sustainable environment for future generation.

This report summarizes several subjects of the Group’s business practices for the Environment Social Governance (referred to as the “ESG”) report and its relevant implemented policies and strategies in relation to the Group’s operational practices and environmental protection.

The report covers the period from 1 January 2018 to 31 December 2018 (the “Reporting Period” or the “FY2018”).

REPORTING FRAMEWORK

The report has been prepared with reference to the ESG reporting Guide set out in Appendix 27 to the Main Board Listing Rules of the Stock Exchange of Hong Kong Limited.

緒言

中國北大荒產業集團控股有限公司連同其附屬公司（統稱「本集團」）主要於中華人民共和國（下稱「中國」）及香港從事綠色食品業務、物流及辦公設施租賃業務、放貸業務以及建設業務。本集團一直致力多元化發展業務組合，將主要集中於中國及香港物色投資良機，並透過控制成本、集中現有資源、內部擴展及適時收購，與多元化及經驗豐富之業務夥伴合作營運，以進一步加強及發展業務。

在推動業務穩健增長之餘，本集團亦矢志打造一家環保企業，同時維持優質服務及營運。本集團認為，社會及環境責任乃業務營運之其中一項核心價值，因此銳意擴大可持續發展及提高透明度，並以為下一代培育可持續發展之環境為目標提供服務。

本報告概述本集團業務慣例中有關環境、社會及管治（下稱「ESG」）報告之多個主題，以及本集團所落實有關營運慣例及環保之政策及策略。

報告涵蓋二零一八年一月一日至二零一八年十二月三十一日期間（「報告期」或「二零一八財政年度」）。

報告框架

報告乃參照香港聯合交易所有限公司主板上市規則附錄二十七ESG報告指引編製。

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REPORTING SCOPE

The general disclosure of the environmental and social policies and measures in this Report and the compliance issues cover the entire group, and the disclosure scope of the Environmental Key Performance Indicators section of the Report mainly covers the Group's subsidiaries and major joint ventures, including (i) Shenzhen Beidahuang Green Food Distribution Limited ("Green Food Distribution") which engages in the sales of green food products; (ii) Beijing Chuangzhangu Desheng Investment Management Co., Ltd ("Desheng"), (iii) Beijing Chuangzhangu Wangxin Investment Management Co., Ltd ("Wangxin"); (iv) Beijing Mumian Shangyuan Investment Management Co., Ltd ("Shangyuan") which engages in the leasing of office premises and facilities in PRC; and (v) Most Success Corporation Ltd ("Most Success") which engages in the leasing of logistics facilities.

COMMENTS AND FEEDBACK

The progress of the Group depends in part on stakeholders' valuable comments. For any doubts about or advice as regards to this ESG Report, please forward your comments and suggestions to info@sino-distill.com.

STAKEHOLDER ENGAGEMENT

The Group believes that understanding the views of the stakeholders lays a solid foundation to the long-term growth and success of the Group. The Group has a wide network of stakeholders, including employees, customers, suppliers, business partners, shareholders, government and the community.

報告範圍

本報告內環境及社會政策及措施之一般披露及合規議題涵蓋整個集團，而報告中「環境關鍵績效指標」一節之披露範圍主要涵蓋本集團之附屬公司及主要合營企業，包括(i)從事綠色食品銷售業務之深圳北大荒綠色食品配送有限公司(「綠色食品配送」)；(ii)北京創展谷德勝投資管理有限公司(「德勝」)；(iii)北京創展谷望新投資管理有限公司(「望新」)；(iv)於中國從事辦公物業及設施租賃業務之北京木棉上元投資管理有限公司(「上元」)；及(v)從事物流設施租賃業務之偉成興業有限公司(「偉成」)。

評價及反饋意見

權益人之寶貴評價有助本集團業務持續進步。閣下如對本ESG報告有任何疑問或建議，歡迎將評價及建議發送至info@sino-distill.com。

權益人參與

本集團相信，了解權益人之見解能為本集團長遠增長及成功奠定穩固基礎。本集團之權益人網絡龐大，包含僱員、客戶、供應商、業務夥伴、股東、政府及社區。



The Group develops multiple channels to the stakeholders which are summarized in the following table which provide them with the opportunities to express their views on the Group's sustainability performance and future strategies. To reinforce mutual trust and respect, the Group is committed to maintaining endure communication channels, both formally and informally, with stakeholders to enable the Group to better shape its business strategies in order to respond to their needs and expectations, anticipate risks and strengthen key relationships. The information collected through different communication processes serves as the underlying basis for the structure of this ESG report.

本集團設有多個渠道，為權益人提供機會表達對本集團可持續發展表現及未來策略之見解，該等渠道於下表概述。為加強互信及彼此尊重，本集團矢志維持與權益人持續溝通之正式及非正式渠道，讓本集團可優化業務策略，以回應權益人權益人之需要及期望、預測風險及鞏固主要關係。透過不同溝通過程蒐集之資訊乃作為本ESG報告架構之根本基礎。

Stakeholder Groups 權益人組別	Engagement channels 參與渠道	Possible concerned issues 可能關注之議題
Investors	<ul style="list-style-type: none"> • General meetings • Regular corporate publications including financial reports • Circulars and announcements • Corporate website • Direct communication • Meetings and responses to phone and written enquiries 	<ul style="list-style-type: none"> • Business strategies and sustainability • Financial performance • Corporate governance
投資者	<ul style="list-style-type: none"> • 股東大會 • 定期公司刊物，包括財務報告通函及公佈 • 公司網站 • 直接溝通 • 會議以及對電話及書面查詢之回應 	<ul style="list-style-type: none"> • 業務策略及可持續發展 • 財務表現 • 企業管治
Clients	<ul style="list-style-type: none"> • Direct communication • Emails • Complaint hotlines • Business meetings 	<ul style="list-style-type: none"> • Service quality and reliability • Client information security • Business ethics
客戶	<ul style="list-style-type: none"> • 直接溝通 • 電郵 • 投訴熱線 • 商業會議 	<ul style="list-style-type: none"> • 服務質素及可靠程度 • 客戶資料保安 • 商業道德



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Stakeholder Groups 權益人組別	Engagement channels 參與渠道	Possible concerned issues 可能關注之議題
Employees	<ul style="list-style-type: none"> Appraisals On-the-job coaching Trainings Internal memorandum Human resources manual Exit interview 	<ul style="list-style-type: none"> Training and development Employee remuneration Rights and benefits Working hours Occupational health and safety Equal opportunities Sexual harassment
僱員	<ul style="list-style-type: none"> 評核 在職指導 培訓 內部備忘 人力資源手冊 離職面談 	<ul style="list-style-type: none"> 培訓及發展 僱員薪酬 權利及福利 工作時數 職業健康與安全 平等機會 性騷擾
Suppliers and business partners	<ul style="list-style-type: none"> Business meetings Tendering for procurement of products or services 	<ul style="list-style-type: none"> Fair competition Fulfillment of promises Payment schedule
供應商及業務夥伴	<ul style="list-style-type: none"> 商業會議 產品或服務採購投標 	<ul style="list-style-type: none"> 公平競爭 履行承諾 支付時間表
Government and other regulatory authorities	<ul style="list-style-type: none"> Statutory filings and notification Regulatory or voluntary disclosures 	<ul style="list-style-type: none"> Compliance with law and regulations Treatment of inside information Co-operation with enquiries
政府及其他監管機關	<ul style="list-style-type: none"> 法定存檔及通知 監管或自願性披露 	<ul style="list-style-type: none"> 遵守法律及法規 處理內幕消息 配合查詢
Local community	<ul style="list-style-type: none"> Community activities Donations 	<ul style="list-style-type: none"> Fair employment opportunities Environmental protection
當地社區	<ul style="list-style-type: none"> 社區活動 捐款 	<ul style="list-style-type: none"> 平等就業機會 環境保護

MATERIALITY ASSESSMENT

The Group has maintained close communication with the stakeholders since the Group listed in Hong Kong Stock Exchange. Through ongoing discussions and direct communications with the stakeholders, the Group understands the main concerns and material issues that matter most to the stakeholders. The main concerns and material issues are listed below:

重要性評估

本集團自於香港聯交所上市以來一直與權益人保持密切溝通。透過持續與權益人討論及直接溝通，本集團得以了解權益人最為關注之主要事宜及重要議題。該等主要關注事宜及重要議題列示如下：

ESG aspects as set out in ESG Reporting Guide

ESG報告指引所載列之ESG層面

A. Environmental A1 *Emissions*

A. 環境 A1 排放物

A2 *Use of Resources*

A2 資源使用

A3 *The Environment and
Natural Resources*

A3 環境及天然資源

Material ESG issues for the Group

本集團之重要ESG議題

1. Air Emission
2. Greenhouse Gas Emission
3. Waste Management

1. 廢氣排放
2. 溫室氣體排放
3. 廢棄物管理

4. Energy Consumption
5. Water Consumption
6. Paper Consumption

4. 耗能
5. 耗水
6. 耗紙

7. Environmental Risk Management

7. 環境風險管理

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ESG aspects as set out in ESG Reporting Guide

ESG報告指引所載列之ESG層面

Material ESG issues for the Group

本集團之重要ESG議題

ESG aspects as set out in ESG Reporting Guide ESG報告指引所載列之ESG層面	Material ESG issues for the Group 本集團之重要ESG議題
B. Social	
<i>B1 Employment</i>	8. Human Resources Practices 9. Remuneration Policies 10. Equal Opportunity
B. 社會	
<i>B1 僱傭</i>	8. 人力資源慣例 9. 薪酬政策 10. 平等機會
<i>B2 Health and Safety</i>	11. Employees' Health and Workplace Safety
<i>B2 健康與安全</i>	11. 僱員健康及工作環境安全
<i>B3 Development and Training</i>	12. Employee Development
<i>B3 發展及培訓</i>	12. 僱員發展
<i>B4 Labour Standards</i>	13. Anti-child and Forced Labour
<i>B4 勞工準則</i>	13. 防止童工及強制勞工
<i>B5 Supply Chain Management</i>	14. Supplier Practices
<i>B5 供應鏈管理</i>	14. 供應商慣例
<i>B6 Product Responsibility</i>	15. Service Quality and Client Satisfaction 16. Protection of Client Privacy
<i>B6 產品責任</i>	15. 服務質素及客戶滿意度 16. 保障客戶私隱
<i>B7 Anti-corruption</i>	17. Anti-corruption and Anti-money Laundering
<i>B7 反貪污</i>	17. 反貪污及反洗錢
<i>B8 Community Investment</i>	18. Community Support
<i>B8 社區投資</i>	18. 社區支援

The recognition of sustainable development and environmental reform are the most fundamental elements to the operation of the Group; as well as the relationship and happiness of all the employees have become the leading priorities in the Group's operation.

認同可持續發展及環境改革對本集團營運而言最為關鍵，而讓全體僱員關係和諧及生活愜意已成為本集團營運之首要考慮因素。

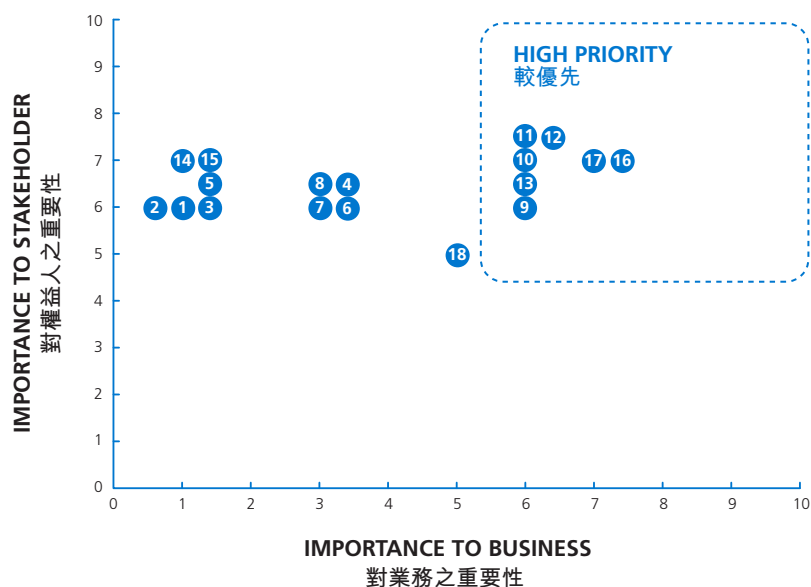
The Group is dedicated to fair and equal treatment in all areas of human resources, including recruitment and promotion, compensation and dismissal, working hours, benefits and welfare.

本集團竭力在人力資源各個範疇均給予公平及平等之待遇，當中包括招聘及晉升、補償及解僱、工作時數、利益及福利。

Pursuant to environmental and social issues based on the ESG Reporting Guide within the scope of sustainability and the information collected from the stakeholders and the assessments of their importance on business, the Group built a two-dimensional materiality matrix and identified the following issues that are in high priority to the stakeholders and the Group. The priorities are set based on the management's view as well as stakeholders' feedback.

根據可持續發展範圍內以ESG報告指引為基礎之環境及社會議題，以及從權益人蒐集之資訊和對該等項目對業務之重要性之評估，本集團已建立二維重要性矩陣，並識別出下列對權益人及本集團而言較優先之議題。優先次序乃基於管理層之見解及權益人之反饋意見排列。

Materiality Matrix
重要性矩陣



High Priority Issues

較優先之議題

No 編號	Topics 課題
9	Remuneration Policies 薪酬政策
10	Equal Opportunity 平等機會
11	Employees' Health and Workplace Safety 僱員健康及工作環境安全
12	Employee Development 僱員發展
13	Anti-child and Forced Labour 防止童工及強制勞工
16	Protection of Client Privacy 保障客戶私隱
17	Anti-corruption and Anti-money Laundering 反貪污及反洗錢

APPROACH TO SUSTAINABILITY DEVELOPMENT

As a responsible company, the Group continues to step up for sustainability measures as a corporate responsibility as well as meeting the customers' standards. To make the Group's investors and stakeholders properly informed for assessment, the Group has set out below its efforts to minimize the negative influence to the environment, promote the Group's employees' well-being and contribute to the community during the Reporting Period.

MISSION

China Beidahuang upholds the core values of "integrity, market-driven, accurate positioning, and seeking joint development", while adopting a people-oriented approach that values employees' personal development, remuneration and benefits, with the hope of allowing all employees to achieve a balance between their personal health, work, and living. Through a complete remuneration policy and promotion mechanism, we offer adequate livelihood protection for our employees and prioritise their needs in our salary and welfare policies, offering clear guidance and corresponding pathway for staff aspiring to become management.

達致可持續發展之方針

作為一家負責任之公司，本集團不斷加強可持續發展措施，以履行企業責任及符合客戶標準。為使本集團之投資者及權益人妥善獲得資訊以進行評估，本集團於下文載列其於報告期在儘量減低對環境之負面影響、推動僱員福祉及貢獻社區方面之工作。

使命

中國北大荒秉承「誠信為本，市場為導，準確定位，共謀發展」之核心價值，同時採取以人為本之方針，重視僱員個人發展及薪酬待遇，務求讓全體僱員在個人健康、工作及生活作息三方面取得平衡。我們設有全面之薪酬政策及晉升機制，為僱員提供足夠生活保障；於制訂薪金福利政策時優先考慮僱員需要；並為有志晉身管理階層之員工提供明確指引及相應發展機會。

ENVIRONMENTAL RESPONSIBILITY

The Group is aware of the environmental impact arisen from the operation of the working offices and manufacturing sites, thus the Group encourages the staff not to just think green, but also to act green. The Group has implemented policies and taken measures to ensure the operation and activities that minimize the potential adverse impact on the environment and preserve natural resources. The Group strives to comply with all relevant environmental laws and regulations of Environmental Protection Department in the relevant countries. Owing to the nature of the business, the Group's commitment to the environment focuses on the conservation of energy, investments on efficient green technologies, and reduction of waste.

Aspect A.1: Emissions

The Group's business is principally engaged in the sales of green food products and the leasing of logistic and office facilities. The operations of the Group in the past year have not generated severe air pollutions in any way. The Group has implemented effective energy conservation measures to minimize the emissions and the environmental hazard.

Air Emission

The Group's air emissions are mainly generated by the use of vehicles. The Group strives to improve the air quality at the roadside and improve traffic flow problem. The Group encourages the employees to take public transportation for commuting and replacing heavy polluting vehicles with more environmentally-friendly vehicles.

環境責任

本集團深明辦公室及製造場址運作會對環境造成影響，因此鼓勵員工不僅關注環保，更要身體力行。本集團已實行政策及採取措施，確保營運及活動儘量減低對環境之潛在不利影響，並保育天然資源。本集團致力遵守相關國家環境保護部門之所有相關環境法律及法規。基於業務性質使然，本集團對環境之承諾集中於節約能源、投資於具效益之環保技術及減少廢物。

層面A.1：排放物

本集團主要從事綠色食品銷售以及物流及辦公設施租賃業務，其營運於去年並無造成任何嚴重空氣污染。本集團已實行有效之節能措施，儘量減少排放物及減低環境損害。

廢氣排放

本集團之廢氣排放主要源自使用汽車。本集團致力改善路邊空氣質素及紓緩交通流量問題，並鼓勵僱員乘搭公共交通工具通勤及以較環保之車輛取代嚴重污染環境之車輛。

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During the Reporting Period under review, the Group's key exhausted gases generated from the combustion process are Sulphur Oxides (SOx), Nitrogen Oxide (NOx), and Particulate Matter (PM). As illustrated in the table below, the Group produced 92.83g, 1,075.68g and 79.20g of SOx, NOx and PM in the Reporting Period.

於回顧報告期，本集團在燃燒過程中產生之主要廢氣為硫氧化物 (SOx)、氮氧化物 (NOx) 及顆粒物 (PM)。誠如下表所說明，本集團於報告期產生92.83克SOx、1,075.68克NOx及79.20克PM。

Air Emissions

2018 (in g)
二零一八年
(以克計)

廢氣排放

Sulphur Oxides (SOx)	硫氧化物(SO _x)	92.83
Nitrogen Oxide (NOx)	氮氧化物(NO _x)	1,075.68
Particulate Matter (PM)	顆粒物(PM)	79.20

Greenhouse Gas Emission

The carbon footprint of the Group's day-to-day operations is primarily generated from the use of electricity and vehicles. The amount of each greenhouse gas emission for the Reporting Period is summarized in the table below.

溫室氣體排放

本集團日常營運產生之碳足印主要因使用電力及汽車而產生。下表概述報告期各種溫室氣體之排放量。

Emission Sources

CO₂e
Emission
(2018)
(in tonnes)
CO₂e排放
(二零一八年)
(以噸計)

排放來源

Scope 1 Direct Emission

範圍1直接排放

Company Vehicles	公司車輛	15.28
Sub-total	小計	15.28

Scope 2 Indirect Emission

範圍2間接排放

Purchased Electricity	購回來之電力	88.37
Sub-total	小計	88.37

Scope 3 Other Indirect Emission

範圍3其他間接排放

Emission from Paper Waste	廢紙排放	1.46
Emission from Other Waste	其他廢棄物排放	4.50
Sub-total	小計	5.96

Total

總計

109.61

During the Reporting Period, the Group generated a total of 109.61 tonnes of carbon dioxide equivalent (tCO₂e) greenhouse gases (mainly carbon dioxide, methane and nitrous oxide).

As the Group rented the premise for operations, the water supply and discharges are solely controlled by building management office which considered that the provision of water usage data to individual occupant is not feasible, therefore we cannot consolidate the relevant data.

In the Group's rental business, tenants of our logistic and office facilities are responsible for all the water and electricity consumptions on their own, which are not included in the calculation scope of emissions generated in our daily operations.

The Group is committed to reducing the emission. The Group has established the procedures regarding to the management of emissions to the atmosphere. The Group has taken the following measures to mitigate the emissions:

- Choose direct flights for unavoidable business trips;
- Conduct video conferencing or use emails to reduce carbon footprint from flights;
- Keep company fleet properly tuned as inefficient car will use more fuel and emit more pollutants; and
- Ensure no idling vehicles with running engines.

於報告期，本集團產生共109.61噸二氧化碳當量(tCO₂e)溫室氣體（主要為二氧化碳、甲烷及氧化亞氮）。

由於本集團租用處所作營運用途，故耗水及排水由樓宇管理辦事處全權控制，而該辦事處認為向個別租戶提供用水數據並不可行，因我們無法綜合相關數據。

於本集團之租賃業務中，我們物流及辦公設施之租戶負責彼等本身所有耗水及耗電，而計算我們日常營運產生之排放範圍時並無計入該等資料。

本集團竭力減低排放，並已設立各種有關管理向大氣排放之程序，以及採取以下措施減少排放：

- 公幹若屬無可避免，則會選搭直航班次；
- 舉行視像會議或使用電郵減少因航班而產生之碳足印；
- 確保妥善調節公司車隊，原因為低效能之車輛會耗用較多燃料及排放較多污染物；及
- 確保停車熄匙。



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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Waste Management

The wastes generated from the Group's operation mainly consist of landfill. The Group has taken the following measures to increase volume of waste being recycled:

- Organize and maintain the garbage and recycled waste storage areas;
- Place posters on walls and labeling the type of waste or recyclable on the bin;
- Sort recyclable waste into appropriate receptacles; and
- Educate the employees on sorting methods.

Hazardous and Non-Hazardous Waste Management

The Group has established clear and concrete guidelines on waste management. Wastes are categorised into recyclable, hazardous and non-hazardous waste, and are stored separately.

The amount of disposed waste is recorded and matched with contractors' reports to ensure they are entirely disposed in the most appropriate manner.

In addition, employees are reminded regularly to protect the environment through various channels, including emails, notices and promotion slogans. The Group's non-hazardous wastes, which are mainly landfill, are collected by government departments or nominated environmental agencies in compliance with the local regulations.

With efforts to reduce wastes as much as possible, the following table illustrates the amounts of hazardous and non-hazardous wastes generated during the Reporting Period.

廢棄物管理

本集團營運產生之廢棄物主要包括堆填廢物。本集團已採取以下措施增加廢棄物回收量：

- 安排及維護垃圾及回收廢棄物存放區；
- 於牆身張貼海報，並於垃圾箱貼上廢棄物或回收物種類標籤；
- 將可回收之廢棄物分類並存放於適當位置；及
- 教育僱員如何進行分類。

有害及無害廢棄物管理

本集團已制定清晰而具體之廢棄物管理指引，廢棄物會分類為可回收、有害及無害廢棄物，並分開存放。

本集團會記錄廢棄物棄置量，並與承包商之報告作比對，確保以最適當之方式棄置所有廢棄物。

此外，本集團定期透過電郵、通告及宣傳口號等不同渠道提醒僱員保護環境。遵照地方法規，本集團之無害廢棄物（主要為堆填廢物）由政府部門或指定環境機關收集。

經本集團努力盡可能減少廢棄物後，下表說明於報告期產生之有害及無害廢棄物數量。

Emission Sources	Total volume in 2018 (in tonnes) 二零一八年總量 (以噸計)
Non-hazardous waste	無害廢棄物
	3.30

Aspect A.2: Use of Resources

The Group is committed to continually monitoring and improving environmental performance as an integral and fundamental part of business strategy and operating methods, as well as complying with relevant government policies and environmental legislations.

Energy

The Group's energy consumption mainly comes directly from electricity in the operation. The following table illustrates the energy consumption by types and volumes during the Reporting Period:

Energy	Unit	Total volume consumed (2018) 總耗量 (二零一八年)
能源	單位	
Electricity	電力 kWh 千瓦時	167,040

Efficient Electricity Use

The Group's operations generated green house gases indirectly by electricity consumed to power the facilities. The Group has committed to minimizing energy usage. The commitments are driven by energy saving intuition. The following measures are implemented by the Group:

- Turn off all lights and air conditioners when the staffs leave the company;
- Turn off all electronics or switch to energy saving mode when they are not in use;
- Install energy efficient lightings and cooling system in all the offices and branches;
- Replace all the computer equipments, servers, and monitors with energy efficient models; and
- Maintain room temperature on an average between 24 and 26 degrees.

層面A.2：資源使用

本集團致力持續監察及提升環境表現，作為業務策略及經營方法之完整及根本部分，同時遵守相關政府政策及環境法例。

能源

本集團之主要能耗直接來自營運之電力。下表說明於報告期之耗能種類及數量：

電力使用效益

本集團之營運需為設施供電，所耗電力間接產生溫室氣體。本集團一直倡議節能，儘量減少能源使用。本集團已推行之措施如下：

- 員工離開公司時關掉所有照明及空調；
- 關掉所有閒置電器或開啟節能模式；
- 於所有辦公室及分公司安裝具能源效益之照明及冷氣系統；
- 將所有電腦設備、伺服器及顯示屏更換為具能源效益之型號；及
- 將室內溫度保持於平均24至26度。

Packaging

The Group regularly communicates with the customers to minimize the packaging material as the Group aims to protect the environment. In the Group's sales of green food products business, the products delivered generally have already been packed by suppliers, and all the Group has to do is to repack the products by cartons and deliver them to various customers.

Aspect A.3: The Environment and Natural Resources

Paper Reduction

Consumption of paper significantly draws negative impacts to the world. Voluminous paper consumption leads to deforestation. Serious efforts are needed to ensure that the environment is protected.

With the aim of minimizing the impact of the Group's business operation on the environment, the Group implements measures for environmental protection that minimizes the paper usage in the office and strives to use paper in the most efficient ways and make it convenient for staffs and clients to do so. During the Reporting Period, the total paper consumption of the Group for the use of production and office amounted 0.21 tonnes.

The followings are the practical guidelines which help the Group to implement a cost-saving, paper reduction program:

- Promote reduction strategies, such as reusing paper that has been printed on one side for draft or internal printing, and sharing printed copies of information in the office rather than printing multiple copies;
- Provide paperless billing options for clients and impose smart printing modes for staff;
- Encourage the staffs to use electronic communications for directory forms, reports and storage when possible; and
- Recycle all paper, carton box and envelope that have non-confidential information from the Group.

包裝

本集團定期與客戶溝通，為環保儘量減少包裝材料。本集團銷售綠色食品業務所交付之產品，通常已由供應商包裝妥當，而本集團之唯一工作是以瓦通紙重新包裝產品，並交付各個客戶。

層面A.3：環境及天然資源

節約用紙

耗用紙張嚴重影響地球，大量耗紙更導致伐林，環保工作絕對刻不容緩。

為儘量減低本集團業務營運對環境之影響，本集團實施多項環保措施，減少辦公室用紙，以最具效益之方式使用紙張，並為此向員工及客戶提供便利措施。於報告期，本集團之生產運作及辦公室耗紙總量為0.21噸。

以下為有助本集團推行「節約成本，減少用紙」計劃之實務指引：

- 推動節約策略，例如起草或內部印刷時重用單面紙張，以及共用辦公室資料複本，而非多份印刷；
- 為客戶提供無紙賬單選項，向員工實施智能印刷模式；
- 鼓勵員工儘可能使用電子通訊方式作電話簿、表格、報告及儲存資料用途；及
- 循環再造並無本集團機密資料之所有紙張、瓦通紙箱及信封。

Water Utilization

The Group has adopted the following measures to save water:

- Always turn taps off tightly so they do not drip;
- Make use of dual-flush toilet to save water;
- Adopt effective water-saving production methods and instruments;
- Check the hoses and pipes for leaks, cracks, and other damage regularly and repair it in a timely manner; and
- Give priority to effective water-saving products in purchase decision.

SOCIAL RESPONSIBILITY

The Group believes building strong and lasting relationship with the employees and suppliers is essential to the on-going commitment as a socially responsible manner. Besides, maintaining an honest and authentic dialogue is indispensable as a responsible organization and partner to the stakeholders.

Aspect B1: Employment and Remuneration Policies

Employees of the Group are remunerated at a competitive level and are rewarded according to their performance and experience. The promotion and remuneration of the Group's employees are subject to regularly review. Employees are entitled to Retirement Fund, transportation allowance, discretionary bonus and various types of paid leave (marriage, study and examination, compensation, paternity, maternity and funeral) in addition to annual leave and sick leave. Details are set out in the staff handbook, to ensure transparency of information on the employees' responsibilities and rights.

The Group's essential policies and procedures are also included in the staff handbook which will be reviewed and updated regularly. The Group discourages and disallows any behavior that violates the regulations under staff handbook. Offenders will receive warning, and the Group has the right to terminate employment contract with offenders for serious violations. During the Reporting Period, the Group did not find any significant violations of laws and regulation relating to human resources.

用水

本集團已採納以下措施節水：

- 經常關好水龍頭以免滴水；
- 使用二段式沖廁節水；
- 採用有效節水之生產方法及工具；
- 定期檢查消防喉及水管有否滲漏、裂紋及其他損壞，並即時維修；及
- 採購時優先選擇有效節水產品。

社會責任

本集團相信與僱員及供應商建立穩固而長久之關係乃持續履行社會責任承諾之要素。再者，保持真誠對話亦是負責任組織及夥伴面對權益人不可或缺之一環。

層面B1：僱傭及薪酬政策

本集團僱員之薪酬待遇具有競爭力，按表現及經驗獲得報酬。本集團僱員之晉升及薪酬定期檢討。僱員可享退休基金、交通津貼、酌情花紅，以及年假及病假以外之不同類型有薪假期（婚假、進修及考試假、補假、待產假、產假及奔喪假）。有關詳情載於員工手冊，以確保有關僱員責任及權利資料之透明度。

本集團之重要政策及程序亦載於員工手冊內，會定期檢討及更新。本集團不鼓勵亦不允許任何違反員工手冊規例之行為。違例者會被警告，而本集團有權與嚴重違例者終止僱傭合約。於報告期，本集團並無發現任何重大違反有關人力資源之法律及法規。

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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Employment

The Group is an equal opportunity employer and does not discriminate on the basis of personal characteristics, gender or age. The Group has staff handbook outlining the terms and conditions of employment, expectation for employees' conducts and behaviors, employees' rights and benefits. There are policies established and implemented that promote harmonious and respectful workplace. With the aim to ensure fair and equal protection for all employees, the Group has zero tolerance on sexual harassment or abuse in the workplace in any form, which is a violation of the labor laws in all countries.

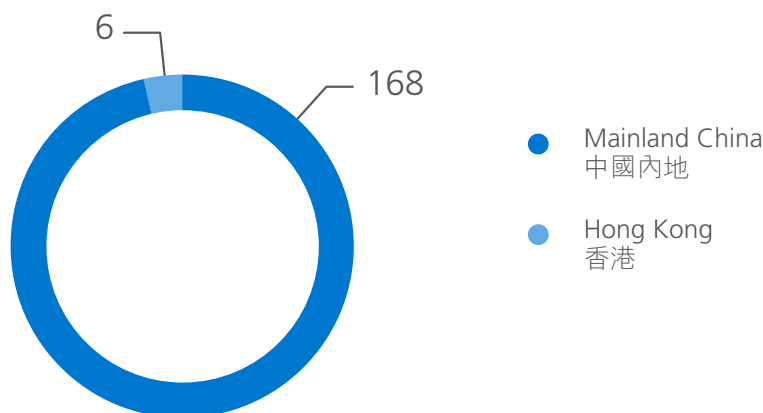
During the Reporting Period, the Group has 174 full-time employees. The following chart sets out a breakdown in percentage of the Group's total employees by geographic region. In 2018, the employees in the Group mainly comes from Mainland China, which consists of 168 employees (96.6% of the total workforce); while Hong Kong consists of 6 employees which represents 3.4% percent of the total workforce.

僱傭

本集團乃平等機會僱主，不會因個人特徵、性別或年齡而歧視任何人士。本集團之員工手冊載有僱傭條款及條件、對僱員操守及行為之期望、僱員之權利及福利。本集團亦制訂及實施多項政策促進和諧共融之工作場所。為公平公正地保障全體僱員，對於工作場所內有違世界各國勞工法之任何形式性騷擾或瀆職，本集團均採取零容忍態度。

於報告期，本集團有174名全職僱員。下圖載列本集團僱員總數按地區劃分之百分比明細。於二零一八年，本集團之僱員大部分來自中國內地，為數168人（佔總僱員人數96.6%），而香港則為數6人（佔總僱員人數3.4%）。

Total Workforce by Geographic Region in 2018
二零一八年按地區劃分之僱員總數



In addition, the human resources department conducts a comprehensive recruitment review process to ensure that the data provided by the candidates are accurate. The Group's recruitment and promotion process are carried out in a fair and open manner for all employees; employees are recognized and rewarded by their contribution, work performance and skills, and outcomes will not be affected by any discrimination on the grounds of age, sex, physical or mental health status, marital status, family status, race, skin color, nationality, religion, political affiliation and sexual orientation and other factors.

The Group strictly prohibits the employment of children or forced labor and sets out the policies in the labor code to eradicate child labor, juvenile workers and forced labor.

In relation to dismissal, we usually terminate the labour relationship only after giving a written notice to the employee 30 days before he or she leaves, or paying an additional one month salary. Whenever an employee quits, human resources department will interview him or her before quitting to find out the reason of quitting and conduct other procedures, such as calculating and paying the outstanding salaries, severance and long service payments (if any) with reference to the "Labour Law of the PRC", the "Law of the PRC on Employment Contracts", the "Employment Ordinance", the "Inland Revenue Ordinance", and the "Mandatory Provident Fund Schemes Ordinance".

此外，人力資源部會進行全面招募審閱流程，確保應徵者提供準確資料。本集團之招募及晉升流程適用於全體僱員，公平公開。僱員會按其貢獻、工作表現及技能獲得認可及回報，而結果將不會存在因年齡、性別、生理或心理健康狀況、婚姻狀況、家庭狀況、種族、膚色、國籍、宗教、政治立場、性取向及其他因素而產生之任何歧視。

本集團嚴禁僱用童工或強制勞工，並訂有勞工守則政策，消除童工、未成年工人及強制勞工。

關於解僱，我們一般只會於僱員離職前30天向彼發出書面通知後，或於支付一個月額外薪金後，方會終止勞資關係。每當僱員請辭，人力資源部會於僱員辭職前與彼會面，了解離職原因並進行其他程序，例如參照《中國勞動法》、《中國勞動合同法》、《僱傭條例》、《稅務條例》及《強制性公積金計劃條例》計算及支付未付薪金、遣散費及長期服務金（如有）。

Aspect B2: Health and Safety

The Group strives to provide a safe and healthy workplace for the employees as the Group complies with all applicable rules and regulations regarding to Occupational Safety and Health (OSH) such as the “Labour Law of the PRC”, the “Law of the PRC on Employment Contracts”, the “Law of the PRC on the Protection of Women’s Rights and Interests”, the “Social Insurance Law of the PRC”, the “Provisions on Minimum Wages”, the “Employment Ordinance”, the “Minimum Wage Ordinance”, the “Mandatory Provident Fund Schemes Ordinance”, and the “Employees’ Compensation Ordinance”). The Group adopts the policies and measures to promote occupational health and safety, which include, but not limited, to the followings:

- OSH guidelines and practices are established for ensuring healthy and safe working conditions for our employees;
- A safety orientation is provided to the new employees so as to ensure a thorough understanding of health and safety, and their roles and responsibilities;
- Necessary protective equipment, such as safety shoes and ear protection, are provided to the factory workers;
- Regular inspections are conducted and any unsafe conditions would be reported and investigated; and
- OSH seminars and workshops are held regularly in order to raise awareness of occupational safety.

The Group is not aware of any material non-compliance with the above-mentioned relevant laws and regulations that have a significant impact on the Group relating to providing a safe working environment and protecting employees from occupational hazards during the Reporting Period.

層面B2：健康與安全

本集團致力為僱員提供安全與健康之工作場所，並遵守一切與職業安全與健康（「職安健」）有關之適用規則及法規，例如《中國勞動法》、《中國勞動合同法》、《中國婦女權益保障法》、《中國社會保險法》、《最低工資規定》、《僱傭條例》、《最低工資條例》、《強制性公積金計劃條例》及《僱員補償條例》。本集團採納政策及措施推動職業健康與安全，包括但不限於以下各項：

- 制訂職安健指引及常規，確保僱員具備健康與安全之工作條件；
- 履新僱員獲提供入職安全指導，確保清楚了解健康與安全，以及彼等之角色及責任；
- 廠房工人獲提供必要之保護裝備，例如安全鞋及聽覺保護裝備；
- 進行定期檢查，匯報及調查任何不安全狀況；及
- 定期舉辦職安健講座及工作坊，提高職業安全意識。

於報告期，就提供安全工作環境及保護僱員免受職業危害而言，本集團並不知悉有任何重大違反上述對本集團有重大影響之相關法律及法規之情況。

In addition, the Group has assigned responsible person to identify any actual and potential hazards and risks to each individual and work towards safe and hygienic work environment, and to ensure that office and work environment is in line with or higher than requirements of relevant laws. The appointed operation site managers have also arranged rescue, fire and evacuation drills to improve staff safety awareness; and employees are expected to comply with the policies and procedures, and cooperate in all safety trainings.

Aspect B3: Development and Training

The Group regards the staff as the most valuable assets. The Group dedicates significant resources to attract and retain the talented employees, and to ensure that people will grow along with the business.

In addition, on-the-job trainings and off-the-job seminars facilitated by the Management of the Group will be held from time to time. Such sessions will usually provide a detailed explanation and discussion of technical knowledge encountered by the staffs in the recent projects. The Group highly encourages the staffs to attend internal training courses to develop personal skills and expand the knowledge.

The Group has provided different types of training for the top management and staffs to enhance their level of communication and team building skills.

Furthermore, directors are given with guidance and preparation meetings about the Group's business and his/her duties responsibilities under the Listing Rules and the relevant statutory and regulatory requirements when newly appointed. The directors will be briefed regularly on the latest development regarding the Listing Rules and other applicable statutory requirements to ensure compliance and upkeep of good corporate governance practices.

此外，本集團已指派專責人員識別個人面對之任何實際及潛在危害及風險，並致力打造安全衛生之工作環境，並確保辦公室及工作環境符合或優於相關法律規定。獲委派之營運場址經理會安排救援、火警及疏散演習，加強員工安全意識；預期僱員遵從相關政策及程序，並在各個安全培訓上通力合作。

層面B3：發展及培訓

本集團視員工為最寶貴之資產，並投放大量資源吸引及挽留人才，確保彼等與業務同步成長。

另外，本集團管理層不時舉辦在職培訓及工餘講座。有關環節通常會詳細解釋及討論員工在近期項目所遇到之技術知識。本集團大力鼓勵員工出席內部培訓課程，發展個人技能，增進知識。

本集團已為最高管理層及員工提供不同類型培訓，加強溝通能力及建立團隊技巧。

此外，本集團會向新任董事提供關於本集團業務及其於上市規則及相關法定及監管規定下職責之指引及準備會議。董事獲定期簡介有關上市規則及其他適用法定規定之最新發展，確保合規及恪守良好企業管治常規。



Aspect B4: Labor Standard

The Group established and implemented Staff Manual which contains policies relating to relevant labor laws, regulations and industry practices, covering areas such as compensation, dismissal, promotion, working hours, recruitment, rest periods, diversity and other benefits and welfare.

In addition, the Group strives to ensure an equal and fair working environment. The Group has strictly complied with the Labor Ordinance and does not tolerate any form of sexual harassment, harassment and abuse in the workplace, which is a violation of the employment law in Hong Kong, the PRC and Malaysia.

The prohibition of child labor and forced labor practices are also set in accordance with all relevant laws and regulations that applied in the Group. Before hiring any job applicant, the Human Resources Department will verify their age by checking their documents that prove the age of applicant and ensure that the applicant's look is consistent with the photograph on the ID card. In 2018, no violations regarding the age of employment and labor dispute has occurred between the Group and the employees.

OPERATING POLICIES

Aspect B5: Supply Chain Management

The Group is committed to developing and maintaining effective and mutually beneficial working relationships with the business partners (suppliers, subcontractors, transporter, etc.). The Group requires each of the business partners to comply with the code of conduct of social responsibility and business ethics the Group set out. The Group will assess whether the business partners fulfill the code requirement annually. Violation of the code will lead to instant termination of the business partnership.

層面B4：勞工準則

本集團已制訂及實施員工手冊，載有關於相關勞工法律、法規及行業常規之政策，涵蓋範圍包括補償、解僱、晉升、工作時數、招聘、假期、多元化以及其他待遇及福利等。

再者，本集團致力確保公平公正之工作環境。本集團一直嚴格遵守勞工條例，不會容忍在工作場所任何形式之性騷擾、騷擾及瀆職，違反香港、中國及馬來西亞之僱傭法律。

本集團亦按照所有相關適用法律及法規制訂禁止童工及強制勞工之常規。於僱用任何應徵者前，人力資源部會檢查證明應徵者年齡之文件，核實彼等之年齡，並確保應徵者容貌與身份證照片相符。於二零一八年，本集團與僱員之間並無發生違反僱傭年齡及勞資糾紛之事宜。

營運政策

層面B5：供應鏈管理

本集團致力與業務夥伴（供應商、分包商及運輸商等）建立並維繫有效之互惠合作關係。本集團要求各個業務夥伴遵守本集團所訂之社會責任及商業道德操守守則。本集團會每年評核業務夥伴是否符合守則規定。違反守則會導致被即時終止業務夥伴關係。

Food product quality is essential to the green food products business as they are the main products. All suppliers must pass our stringent assessment procedure in order to be qualified as our approved suppliers, such as whether they have obtained relevant permits, whether their food products comply with the standards, and whether the suppliers meet the sewage and emission requirements in their own regions. The Group would not approve or purchase from unqualified suppliers. In addition, the Group continuously strengthens the quality monitoring on the suppliers, ensuring that the food products distributed by us are of good quality.

For the rental business of logistics and office facilities, the suppliers mainly comprise of general office supplies, for example, paper and stationery. The Group generally select suppliers based on their scale of business and reputation. The Group also supports and encourages the suppliers to promote efficient use of resources and environmental protection and fulfill corporate social responsibility. The Group will take a fair and open principle on procurement of materials and services

Furthermore, the Group gradually takes environmental consideration into account in the procurement process. To integrate the environmental vision into the procurement of product supplies, the Group avoids disposable products and chooses suppliers who provide durable products with less packaging materials.

Priority will be given to environmentally friendly materials and office goods, so as to raise the suppliers' awareness of sustainable development.

食品乃綠色食品業務之主要產品，故食品質量至關重要。所有供應商必須通過我們嚴格之評核程序，方合資格成為我們之認可供應商，例如供應商是否已取得相關許可證，食品是否符合標準，以及供應商是否符合本身地區之污水及排放規定。本集團不會認可或採購自不合資格之供應商。另外，本集團不斷加強對供應商之質量監察，確保獲配送之食品品質優良。

至於租賃物流設施及辦公設施業務，供應商主要包含一般文儀供應，例如紙及文具。本集團通常按照供應商之業務規模及聲譽進行篩選。本集團亦會支持及鼓勵供應商促進有效運用資源及環保，並履行企業社會責任。本集團在採購物料及服務時將採取公平公開原則。

再者，本集團逐步在採購過程中考慮環境因素。為將環境考慮納入產品供應採購，本集團避免使用即棄產品，並選用產品耐用並使用較少包裝材料之供應商。

本集團優先使用環保物料及文儀用品，藉此提高供應商之可持續發展意識。



Aspect B6: Product Responsibility

Although the Group does not engage in the production of green food products, it pays close attention to the quality and certification of food products distributed. The Group only selects food products under strict control, and mainly distributes rice, grain and oil, including Jinggong No.1 Rice (京貢一號生態米), Royal Spring Soda Mineral Water (國水天然蘇打礦泉水), Qinmin Organic Noodles (親民有機掛麵) and Longhuayuan Peanut Oil (龍花源花生油).

The Group complies with the regulations relating to food products in the PRC, such as the “Administrative Measures for Food Operation Licensing” and the “Food Safety Law of the PRC”, and obtained the food operation licences in order to operate the relevant businesses legally. The Group also pays attention to the quality and safety standards of food products, delighting customers to purchase and consume these products.

Public Interest and Accountability

For the management of personal data privacy, the Group is committed to protecting privacy and confidentiality of personal data of the customers. The employees are instructed to handle customer information with due care. The Group collects and uses customer information in a responsible and non-discriminatory manner. Only designated employees can assess customer information for business use. They are required to sign non-disclosure agreement upon employment to state that they are not allowed to disclose any information to unauthorized third parties.

The Group ensures the goods and services are conducted in a manner consistent with the highest ethical standards. This helps to ensure high products quality at all times to gain the confidence of customers and the public.

層面B6：產品責任

儘管本集團並無從事綠色食品生產業務，但仍有密切關注獲配送食品之質量及認證。本集團只會選購經嚴格監控之食品，主要配送大米及糧油，包括京貢一號生態米、國水天然蘇打礦泉水、親民有機掛麵及龍花源花生油等。

本集團遵守中國有關食品之法規，如《食品經營許可管理辦法》及《中國食品安全法》，並已取得食品經營許可證，依法經營相關業務。本集團亦注意食品質量及安全標準，使客戶能安心購買及食用產品。

公眾利益及問責

本集團管理個人資料私隱，力求保障客戶之個人資料私隱及保密，並指示僱員審慎處理客戶資料。本集團以負責任及不歧視之方式收集並使用客戶資料。只有指定僱員能接觸客戶資料作業務用途。該等僱員須於受僱時簽署不披露協議，述明彼等不得向未獲授權之第三方披露任何資料。

本集團確保貨品及服務均以符合最高道德標準之方式進行，有助任何時候均能生產優質產品，贏取客戶及公眾信任。

Fair and Open Competition

The Group promotes fair and open competition that aims to develop long-term relationships based on mutual trust. The Group ensures that all parties involved in the procurement process participate fairly, honestly and in good faith. The Group recognizes that adherence to the principles of competition is essential to the maintenance of the integrity of the procurement process.

Aspect B7: Anti-corruption

The Group is committed to achieving and maintaining the highest standards of openness, probity and accountability. Employees at all levels are expected to conduct themselves with integrity, impartiality and honesty. It is every employee's responsibility and it is all interest of the company to ensure that any inappropriate behavior or organizational malpractice that compromises the interest of the shareholders, investors, customers and the wider public does not occur.

The Group has adopted Code of Conduct in the Group's compliance policy which includes provisions for conflicts of interest, privacy and confidentiality of information, use of computer software control, bribery and anti-corruption.

Whistle-blowing policy is also implemented to encourage employees and others who have serious concerns about any aspects of the council's work to come forward and voice those suspected misconduct, illegal acts or failure to act. Employees who breach anti-corruption policy will face disciplinary action, which could result in dismissal for serious misconduct.

During the Reporting Period, no litigations regarding bribery have been instituted against the Group and the staff.

公平公開競爭

本集團提倡公平公開競爭，以互信為基礎建立長期關係。本集團確保參與採購過程之各方公平、信實及真誠地參與其中。本集團確認恪守競爭原則乃維持採購過程誠信之關鍵。

層面B7：反貪污

本集團致力落實及維持公開、誠信及問責之最高標準。全體上下僱員理應正直不阿、信實公平行事。每名僱員及本公司均有責任傾力確保不會發生有損股東、投資者、客戶及普羅大眾之任何不當行為或有組織舞弊。

本集團於其合規政策中採納操守守則，當中載有關於利益衝突、資料私隱及保密、電腦軟件監控應用、賄賂及反貪污之條文。

本集團亦已實施舉報政策，鼓勵僱員及其他對委員會工作任何方面有重大關注之人士挺身而出，舉報懷疑不當行為、不法行動或不行動。違反反貪污政策之僱員將面臨紀律行動，嚴重不當行為者有可能被解僱。

於報告期，本集團及員工並無就賄賂被提起任何訴訟。



Aspect B8: Community Involvement

For the Group's long-term development, community participation is important. As a responsible corporate citizen, the Group is constantly aware of the needs and is committed to promoting development and construction activities of the community at which the Group operates.

The Group takes up corporate responsibilities with the best efforts and benefits the community through a variety of actions, such as investment, donation, time, products, services, influence, management knowledge and other resources. Through this the Group also encourages employees to spend time and efforts in various community projects, making contributions to the community.

SUSTAINABILITY

The Group understands the importance of achieving economic, environmental and social sustainability for the long term success of the business. The sustainability guidelines lay out the principles and actions for managing and performing ethically and sustainably, throughout the operational flow. The Group will continue to deliver safe and quality services served by the enthusiastic team members without endangering the environment. The Group will also continue to provide hearty services to the customers and contribute back to the community.

CORPORATE GOVERNANCE

All management level has the responsibilities to maintain a good corporate governance practices. Meetings are held regularly and once the management or the staffs notice any improvement on the corporate practices, the relevant operating practices will be reviewed.

層面B8：社區參與

社區參與對本集團之長期發展起重要作用。作為負責任之企業公民，本集團一直關注有需要人士，不遺餘力推動本集團業務所在社區之發展及建設活動。

本集團竭盡所能履行企業責任，透過不同活動惠澤社群，例如投資、捐贈、付出時間、產品、服務、影響力、管理知識及其他資源。本集團亦藉此鼓勵僱員抽空參與不同社區項目，為貢獻社區出力。

可持續發展

本集團瞭解實現經濟、環境及社會可持續發展對業務長遠成功之重要性。可持續發展指引載列以有操守及可持續方式管理及執行各個運作流程之原則及行動。本集團將繼續由熱心之團隊成員在不會危害環境之情況下提供安全優質服務。此外，本集團堅持待客以誠，回饋社區。

企業管治

所有管理階層均有責任維持良好之企業管治常規，並會定期舉行會議，每當管理層或員工發現企業常規有改善之處，則會檢討相關營運常規。



China Beidahuang Industry Group Holdings Limited
中國北大荒產業集團控股有限公司