



NORTHEAST ELECTRIC DEVELOPMENT CO., LTD.

東北電氣發展股份有限公司

(A joint stock limited company incorporated in the People's Republic of China with limited liability)

(在中華人民共和國註冊成立之股份有限公司)

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2019 Environmental, Social and Governance Report 環境、社會及管治報告



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About This Report 關於本報告

Northeast Electric Development Company Limited (“NEE” or the “Company”) and its subsidiaries (collectively referred to as the “Group”, “we”, “us” or “our”) have been preparing the Environmental, Social and Governance Report (the “Report” or the “ESG Report”) since 2017 and publish it at the fixed period annually. This is the third consecutive year that the Group has published its annual Environmental, Social and Governance Report. Based on practical experience of previous years, we strive to further implement the concept of sustainable and healthy development. The Report aims to give a fair picture of the Group’s exploration, development and practice in respect of environmental protection, corporate social responsibility and corporate governance in 2019, in a bid to help more stakeholders better understand the Group’s achievements in this respect.

During the preparation of the Report, the standards and guidelines we followed and referred to include the *Guidelines of the Shenzhen Stock Exchange for Standardized Operation of Companies Listed on the Main Board*, the *Environmental, Social and Governance Reporting Guide* (“ESG Reporting Guide”) stated in the Appendix 27 to the *Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited*, the *Guidelines for the Preparation of Corporate Social Responsibility Reports in China* issued by Chinese Academy of Social Sciences and the *GRI Sustainability Reporting Standards* issued by the Global Sustainability Standards Board.

The Report covers the period from 1 January 2019 to 31 December 2019. During the reporting period, the Group proactively promoted business transformation. Specifically, Hainan Garden Lane Flight Hotel Management Co., Ltd. (“Garden Lane Flight Hotel”), a subsidiary, independently developed hotel-related business, adding hotel accommodation and catering services into its business scope. Therefore, the Report focuses on the performances of the Company and its subsidiaries Fuxin Enclosed Busbar Co., Ltd (“Fuxin Busbar”) and Garden Lane Flight Hotel on environment, social responsibility and governance during the reporting period.

東北電氣發展股份有限公司(「東北電氣」、「本公司」)及其附屬公司(統稱「本集團」、「我們」)自2017年度起開始編制環境、社會及管治報告(「本報告」、「ESG報告」),每年度定期發布。今年已經是本集團連續發布年度環境、社會及管治報告的第三年,基於往年的實踐經驗,我們力求繼續深入踐行可持續健康發展的理念,本報告旨在如實反映2019年度本集團對於環境保護、企業社會責任及企業管治的探索、發展與實踐,幫助更多的利益相關方深入瞭解本集團在這方面的實踐成果。

在本報告的編制過程中,我們遵循和參考的標準及指引包括:深圳證券交易所《主板上市公司規範運作指引》、香港聯合交易所證券上市規則之附錄二十七《環境、社會及管治報告指引》(「ESG報告指引」)、中國社會科學院《中國企業社會責任編制指南》、全球可持續發展標準委員會《GRI可持續發展報告標準》。

本報告之涵蓋時間為2019年1月1日至2019年12月31日。因報告期內本集團積極推動業務轉型,由附屬公司海南逸唐飛行酒店管理有限公司(「逸唐飛行酒店」)自主開發酒店相關業務,新增了酒店住宿、餐飲業務,故本報告着重彙報本公司及附屬公司阜新封閉母綫有限責任公司(「阜新母綫」)和逸唐飛行酒店於報告期內在環境、社會責任及管治方面的表現。

About This Report 關於本報告

As the supreme decision-making division for ESG management of the Group, the Board of Directors is primarily responsible for the formulation and supervision of ESG strategies, ensuring the establishment of effective ESG risk management and internal supervision systems, and is responsible for considering and approving annual ESG reports. Meanwhile, the Group has designated relevant functional personnel to form a working group which shall carry out annual ESG work pursuant to the ESG management strategy resolved by the Board, and is mainly responsible for assessing and identifying ESG-related risks, making improvement plans, collecting and submitting data related to ESG management to the Board and preparing annual ESG reports.

Core Business

During the reporting period, based on the original research and development, design, production and sales businesses of power transmission and transformation equipment related products, the Group pushed forward the Company's overall transformation and upgrading from the traditional manufacturing sector to modern service industry, and made great efforts to expand hotel accommodation and catering business centering on airport hotels and relevant supporting services, with a view to seeking new business opportunities and profit growth drivers. As of the end of the reporting period, initial results have been achieved from the relevant business transformation which has brought about new momentum to the Company's sustainable operation and development. Main products include enclosed busbars mainly used for power system to improve the energy efficiency of transmission lines and support high power transmission (being an important piece of equipment for power system) and hotel accommodation, catering, and management services.

董事會作為本集團ESG管理的最高決策機構，是ESG策略的制定和監督的首要負責機構，確保建立行之有效的ESG風險管理和內部監控系統，並負責審議及批准年度ESG報告。同時，本集團已指定相關職能部門人員組成工作小組，依據董事會議定的ESG管理策略，落實ESG年度工作內容，主要負責評估及識別ESG相關風險，制定改進計劃，收集並向董事會彙報與ESG管理相關的數據，以及編制年度ESG報告。

核心業務

報告期內，在原有輸變電設備相關產品的研發、設計、生產和銷售業務的基礎之上，本集團積極推動公司整體由傳統製造業向現代服務業轉型升級，圍繞機場空港酒店及相關配套服務，大力拓展酒店住宿及餐飲業務，以尋求新的商業機會和利潤增長點。截至本報告期末，相關業務轉型已初見成效，並為公司持續經營和發展帶來新的動力。主營產品包括封閉母綫（主要應用於電力系統領域，用以提高輸電綫路能效，支持大功率電能的傳輸，是電力系統的重要設備）和酒店住宿、餐飲、酒店管理服務。

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Corporate Vision

Vigorously fulfilling its environmental responsibility of “**Friendly Environment, Warm Home**”, the Company strives to create an environment friendly enterprise. In line with the business objective of “**Good Faith for Reputation, Everlasting Innovation**”, it provides customers with better products and services through the concerted efforts of all employees to keep abreast of the times and struggle ahead.

As a responsible and visionary enterprise, we create value to shareholders and potential investors through optimising corporate governance, environmental protection, talent development and factory environment investment, and simultaneously support our business philosophy and objectives, promote sustainable development strategy, implement environmental-friendly policies, fulfill corporate social responsibility, devote to sustainable talent growth, and endeavor to build a more pleasant and harmonious social environment.

The Group actively improves its corporate governance structure to standardise its operation. The Group seriously complied with the provisions of “*Corporate Governance Code*” and “*Corporate Governance Report*” in Appendix 14 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and, where appropriate, adopted the recommended best practices as specified therein.

公司願景

公司一直踐行「**環境友好、保護家園**」的環境觀，懷着共建環境友好企業的願望，本着「**以信持譽、創新永恒**」的經營宗旨，通過全體員工與時俱進的市場意識和拼搏進取的堅韌毅力，為客戶提供更優質的產品及服務。

作為一家具有責任心及遠見的企業，我們通過優化營運管治、環境保護、培養人才和廠區環境投資等方面的措施，為股東和潛在投資者創造價值的同時，也可實現經營理念和業務目標，推動公司可持續發展，履行環境友好策略，肩負社會責任，推動人才持續成長，為建設更美好的和諧社會環境而奮鬥。

同時本集團積極完善公司法人治理結構，規範公司運作。本集團認真遵守香港聯合交易所證券上市規則之附錄十四《企業管治守則》及《企業管治報告》的規定，並在適當的情況下採納其中所載的建議最佳常規。

Environmental Responsibilities 環境責任

The Group has always adhered to the environmental protection concept of sustainable development, endeavoring to create a resource-conserving and environment-friendly development model so as to contribute to the construction of social and ecological civilization. During the reporting period, the Group conscientiously complied with and implemented national laws and regulations on environmental protection, energy conservation and emission reduction, strictly controlled pollutant discharge with focuses on wastewater, carbon emission and waste management. Besides, it developed *Control Procedures for Identification and Evaluation of Environmental Elements, Emergency Response and Preparation Procedures* and *Risk Response and Control Procedures* so as to effectively control environmental risks. Each production and operation unit set environmental objectives at the beginning of each year, detailed the objectives, and carried out monthly assessment and included the results in salary performance, ensuring the fulfillment of environmental responsibilities and social commitments. Meanwhile, the Company has established and constantly improves the green management system, energetically explores a low-carbon business model, adheres to transformation of energy-saving technology and exploiting potential to reduce consumption, and continues to promote the construction of an environment-friendly enterprise.

1. Emissions

According to the *Environmental Protection Law of the People's Republic of China*, the *Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution*, the *Law of the People's Republic of China on Prevention and Control of Water Pollution*, the *Law of the People's Republic of China on the Prevention and Control of Ambient Noise Pollution*, the *Law of the People's Republic of China on Prevention and Control of Environmental Pollution by Solid Waste*, the *Energy Conservation Law of the People's Republic of China*, the *Law of the People's Republic of China on Promoting Clean Production* and other laws and regulations, the Group attaches great importance to the impact of various pollutants on the environment and emission management standards. Currently, pollutant discharge management

本集團始終秉持可持續發展的環保理念，力求打造資源節約型、環境友好型發展模式，為社會生態文明建設獻出一份力量。報告期內，本集團認真遵守和執行國家關於環境保護和節能減排方面的各項法律法規，嚴格控制污染物排放，重點落實廢水、碳排放和廢棄物管理，並制定《環境因素識別評價控制程序》、《應急響應準備程序》和《風險應對控制程序》，從而對環境風險進行有效控制。各生產經營單位於每年初制定環境目標，並將目標進行分解，按月考核並計入工資績效，確保實現環境責任和社會承諾；同時，本公司已建立並不斷完善綠色管理工作體系，積極探索低碳經營模式，堅持節能技改、挖潛降耗，持續深入推進環境友好型企業建設。

1. 排放物

根據中華人民共和國《環境保護法》、《大氣污染防治法》、《水污染防治法》、《噪音污染防治法》、《固體廢物污染防治法》、《節約能源法》及《清潔生產促進法》等系列法律法規，本集團高度重視各類污染物對環境的影響及排放物管理規範，現已將污染物排放管理納入對所屬企業環保績效考核中，在各酒店經營場所和生產廠區均設置環保骨幹，將環保績效考核與人員績

Environmental Responsibilities 環境責任

has been included in the environmental performance assessment of affiliated enterprises. Environmental protection specialists have been assigned in each hotel and production factory. Environmental performance assessment has been linked with personnel performance and promotion, which clarifies “**responsible persons, responsibilities, tasks, rewards and punishment**”, making sure that assessment indicators in connection with environmental protection cover all operation procedures. In 2019, there was no environmental violation with significant impacts on the Group.

At present, the Group focuses on hotel and catering management and the research and development, design, production, and sales of power transmission and transformation equipment related products. The business scope has changed from last year, and therefore emissions have increased accordingly. Exhaust gases, wastewater, solid waste, noise, smoke, dust and other pollutants are generated during production and operation activities. The specific composition of emissions is as follows:

效、晉升等掛鉤，實現「**定人員、定責任、定任務、定獎懲**」，使環保考核指標涵蓋了全部操作流程。2019年，未發生對本集團有重大影響的環境違規事件。

目前，本集團重點開展酒店及餐飲管理和輸變電設備相關產品的研發、設計、生產和銷售的業務，經營業務相較去年發生變化，因而排放量相應增加。在生產經營活動中會產生廢氣、廢水、固體廢棄物、噪聲和煙塵等污染物。具體排放物構成對照表如下：

No. 序號	Type 類型	Substance emitted 排放物	Amount/Weight in 2019 2019年數量／重量	Amount/Weight in 2019 2019年數量／重量
1	Atmospheric Emissions 大氣排放	Dust 粉塵	0.096mg/m ³	0.116mg/m ³
2		Smog 煙霧	-	-
3		Noise 噪音	45-53db	50-53DB
4		Carbon dioxide 二氧化碳	47.4t	1.7t
5		Nitrogen oxides 氮氧化合物	1.25t	1.3t
6	Sewage Emissions 廢水排放	Industrial wastewater 生產廢水	1540m ³	1245m ³
7		Sanitary wastewater 生活廢水	10286m ³	1418m ³
8	Wastes 廢棄物	Recyclable waste 可回收廢物	1.1t	1.2t
9		Non-recyclable waste 不可回收廢物	184t	17t
10		Hazardous waste 危險廢物	0.75t	0.8t

Environmental Responsibilities 環境責任

Power transmission and transformation products - Design and processing of closed busbar

During daily production, only greenhouse gases are released. Other pollutants generated like industrial wastewater and exhaust gases contain no dangerous chemical substance after filtration and can be directly released after meeting the environmental protection standards. Besides, there will be little dust and smog that is negligible and mechanical noise of no higher than 60dB within environmental protection standards. During the processing of materials, recyclable waste of solid leftover materials will be generated, such as waste aluminum, iron and copper. In 2019, a total of 1.1 tons of solid recyclable waste was generated, down slightly from last year.

Hotel accommodation, catering and hotel management services

In the newly-expanded business area, the Company also fully considers a plan that will reduce the impact on environment in building design, room renovation and equipment selection for the hotel catering project. During project construction, the Company actively took measures to control the pollution of smoke, dust, noise, exhaust gases, wastewater and solid waste on the construction site within the scope specified by laws, regulations and construction management rules. After hotel catering premises were put into operation, a series of environmental protection measures in strict accordance with national standards were also implemented. The project has passed the environmental protection acceptance for completion of construction projects by the local environmental protection bureau.

輸變電產品－封閉母綫設計及加工

日常生產活動中僅排放溫室氣體，產生經過濾後已不帶有任何化學危險物質的工業生產廢水和廢氣等污染物，且均可以在達到環保標準的情況下直接排放；產生少量的可忽略不計的粉塵煙霧；產生不超過60dB符合環保標準的機械噪音；在材料的加工過程中會產生固體邊角廢料的可回收廢棄物，如廢鋁、廢鐵和廢銅等，2019年共計產生1.1噸的固體可回收廢棄物，較去年略有下降。

酒店住宿、餐飲及酒店管理服務

作為新拓展的業務領域，本公司亦在酒店及餐飲項目的建築設計、客房改造及設備選用上充分考慮降低對環境影響的方案，在項目施工過程中積極採取措施將施工現場的煙塵、噪聲、廢氣、廢水、固體廢棄物等污染控制在法律、法規和施工管理規定的範圍內，在酒店餐飲經營場所投入運營後也嚴格按照國家標準執行一系列環境保護措施，該項目已通過當地環境保護局出具的建設項目竣工環境保護驗收。

Environmental Responsibilities 環境責任

Exhaust and greenhouse gas emissions

In view of the business nature and production activities of the Group, carbon dioxide, nitrogen oxides, little dust and other exhaust and greenhouse gases are generated during daily operation, mainly from (1) the combustion of fuel supplied by gas pipes for cooking with kitchen stoves in hotels and boiler heating; (2) the using of refrigeration materials by air conditioners in hotels and office areas; (3) factory machining; and (4) seasonal heating, etc.

The Group strictly complies with the *Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution* and continues to implement effective environmental protection measures. We have maintained the overall emission density of exhaust and greenhouse gases at a relatively low level. For smoke, dust and other pollutants produced during the operation process, we try to avoid open operation and set up ventilation devices. We use paint spraying equipment meeting national environmental protection standards to reduce the emission of harmful gases.

Greenhouse gases of the Group mainly come from air conditioning and seasonal heating in hotel rooms and office areas. A number of serious energy-saving policies were implemented in 2019, details of which are described in the section of “*Use of Resources*”.

廢氣及溫室氣體排放

基於本集團的業務性質及生產活動，日常經營排放二氧化碳、氮氧化合物及少量粉塵等廢氣和溫室氣體，主要來自於(1)因燃燒煤氣管道供應的燃料以供酒店廚房爐灶烹飪及鍋爐加熱(2)酒店及辦公區域的空調使用製冷物質(3)工廠機械加工(4)季節性取暖等。

本集團嚴格遵守《中華人民共和國大氣污染防治法》，並持續實施行之有效的環保措施，我們已將廢氣及溫室氣體排放密度整體維持在相對較低的水平，針對在生產過程中產生的煙塵、粉塵等污染物質，盡可能避免敞開式操作，並設置排風裝置；使用符合國家環保標準的噴漆設備，減少有害氣體的排放。

本集團溫室氣體的排放主要來源於酒店客房和辦公區域的空調、季節性取暖等。由於2019年已實施一系列嚴格的節能政策，該等政策的詳情將於《資源使用》章節闡釋。

Environmental Responsibilities 環境責任

The Group's emission of greenhouse gases is summarised as follows:

溫室氣體排放表現概要如下：

Item 項目	Weight (tons of carbon dioxide) 重量(噸二氧化碳) 2019	Weight (tons of carbon dioxide) 重量(噸二氧化碳) 2018
Total emissions 排放總量	47.4	1.7
Density (Emissions/Employees) 密度(排放/雇員)	0.30	0.01

1.2 Sewage emissions

The Group has fully satisfied the regulations provided in the *Law of the People's Republic of China on Prevention and Control of Water Pollution* and the *Notice of the State Council on Issuing the Action Plan for Prevention and Control of Water Pollution*. The producers under the Group have installed water recycling facilities. Most of the water supply and drainage facilities are provided and managed by property management companies, and the Group has discharged all domestic wastewater in accordance with the national control standards.

1.2 廢水排放

本集團已全面落實貫徹《中華人民共和國水污染防治法》及國務院關於《水污染防治行動計劃的通知》的要求，集團內生產企業已裝置水循環回收設施，且大部分供水及排水設施由物業管理公司提供及管理，生活污水均按照國家控制標準排放。

Environmental Responsibilities 環境責任

In 2019, as a result of the high demand for domestic water of new business, industrial wastewater and domestic wastewater discharged during production, operation, and hotel running by the Group and domestic sewage generated during daily office work by employees amounted to 11,826,000 cubic metres, an increase of 344% from last year. Wastewater discharge intensity is 11,826,000 cubic metres/RMB100 million revenue. All the Group's business sectors strictly comply with the requirements of the *Law of the People's Republic of China on Prevention and Control of Water Pollution* and other national laws and regulations, as well as emission standards, environmental impact assessment documents and pollutant discharging licenses, and discharge in accordance with standards.

1.3 Waste emissions

The Group generates waste during its operation. We have established and strictly implemented a waste management system, aiming to properly dispose all types of waste. In addition to effective waste management, we also promote the concept of circular economy throughout the operation process to reduce waste as much as possible. We encourage reuse, recycling and replacement of waste.

2019年度，本集團在生產運營、酒店經營過程中排放的生產廢水和生活廢水，以及員工在日常辦公過程產生的生活污水，受新增業務的生活用水需求量偏高的影響，本年度共排放污水11,826千立方米，較去年增加344%，污水排放強度為11,826千立方米／億元營收。本集團各業務板塊企業均嚴格遵照《中華人民共和國水污染防治法》等國家法律法規及排放標準、環評批復、排污許可證的要求，做到達標排放。

1.3 廢棄物排放

本集團在營運過程中會產生廢棄物，我們制定了廢棄物管理制度，並嚴格執行，旨在妥善處理各類廢棄物，實施有效的廢棄物管理的同時，在整個營運過程中推動循環經濟概念，盡可能減少產生廢棄物，鼓勵廢棄物利用、循環再造及替代使用。

Environmental Responsibilities 環境責任

1.31 Hazardous waste

Although the Group produces little hazardous waste every year, we have prepared the guidelines on management and disposal of hazardous waste. Any harmful waste produced will be disposed of in accordance with relevant environmental protection rules. As activated carbons for environmental protection facilities need to be replaced every six months, 0.75 ton of hazardous waste-activated carbon generated.

1.31 有害廢棄物

儘管本集團每個年度僅產生較少數量的有害廢棄物，我們亦制定管理及處置有害廢棄物的指引，對於產生任何有害廢棄物，我們必定按照相關環境規例處理該等廢棄物。因環保設施需每半年更換一次活性炭，進而產生危險廢物-活性炭0.75噸。

	Weight (tons) in 2019 (tons of hazardous waste) 2019年重量 (噸有害廢棄物)	Weight (tons) in 2018 (tons of hazardous waste) 2018年重量 (噸有害廢棄物)
Total emissions 排放總量	0.75	0.8
Density (Emissions/Million revenue) 密度(排放/百萬收入)	0.01	0.02

1.32 Non-hazardous waste

Certain non-hazardous solid waste is inevitably produced by the Group during machining and operation of hotel restaurants, mainly from raw material cutting and processing, kitchen waste of hotel restaurants, daily garbage of hotel rooms and waste from office work of employees. We adopt the classification management and centralized disposal of nonhazardous solid waste, while non-recoverable waste like paper and domestic waste is cleaned by qualified sanitation company. Recoverable solid waste, such as waste paper, scrap metal and wood refuse, is recycled. Discharge of main non-hazardous waste is summarised as follows:

1.32 無害廢棄物

本集團在機械加工及酒店餐廳經營活動中會不可避免的產生一些無害固體廢物，主要產生自原材料切割和加工工序、酒店餐廳廚餘垃圾、酒店客房日常垃圾以及員工辦公過程，我們採用對無害固體廢物實行分類管理，集中處置的原則，對不可回收廢物如紙張、生活垃圾等，則交給合資格的環衛公司定期清運，並對可回收的固體廢棄物，如廢紙、廢金屬和廢木料等回收利用。主要的無害廢棄物排放概述如下：

Environmental Responsibilities 環境責任

Type 類型	Weight (tons) in 2019 重量(噸) 2019	Weight (tons) in 2018 重量(噸) 2018
Recyclable waste – Copper 可回收廢物—銅	0.35	0.18
Recyclable waste – Aluminium 可回收廢物—鋁	0.30	0.75
Recyclable waste – Iron 可回收廢物—鐵	0.4	0.2
Non-recyclable waste – Garbage 不可回收廢物—生活垃圾	184	17

In order to reduce waste emissions, the Group actively promotes the related projects in regard to upgrading and transforming production process, using substitutes and advocating demand as needed by combining with business characteristics, and examines the amount of non-hazardous waste produced by each department regularly, so as to reduce the overall impact of non-hazardous waste produced on the environment during business operation.

- Further optimise the design drawing, avoid reworking, reduce the use of raw material and production of scraps, through which the Group decreases waste from sources;

為了減少廢棄物排放，本集團結合業務特性，從升級改造生產工藝、使用替代品、倡導按需索取三個方向，積極推進相關項目開展，並定期檢查各單位無害廢棄物的相關數目情況，從而整體降低業務運營產生的無害廢棄物對環境的影響。

- 進一步優化設計圖紙，減少二次返工，減少原材料的使用及邊角料的產生，從源頭上降低廢棄物的產生；

Environmental Responsibilities 環境責任

- Replace disposable hotel supplies with recyclable products and try to provide plastic products only when customers are in need, so as to cut the overuse of earth resources;
- Adjust the changing pattern of printer consumables, and encourage employees to print in black and white as well as on both sides, recycle and use waste printing paper;
- Apply “**environmental protection logos**” in hotel rooms to remind customers to reduce the frequency of changing accommodation supplies, so as to reduce goods consumption and save water;
- Launch “**Clean Your Plate Campaign**” and post warm tips in all restaurants and canteens suggesting moderate number of dishes;
- Change work model and advocate paperless office to reduce unnecessary paper waste.
- 更換酒店一次性用品，以可循環使用的產品作為替代品，並儘量僅在客人有需要時才提供塑料製品，從而減少對地球資源的過度使用；
- 調整打印耗材更換模式，倡導員工儘量黑白打印及雙面打印，回收和利用打印廢紙；
- 酒店客房內使用「**環保牌**」，提醒客人減少住宿用品的更換頻率，減少物品損耗和節約用水；
- 推行「**光盤行動**」，並在所有餐廳和食堂提供溫馨提示卡，建議客人適量點菜；
- 更換工作模式，提倡無紙化辦公，減少不必要的紙張浪費。

Environmental Responsibilities 環境責任

2. Use of Resources

The Group strictly abides by the *Law of the People's Republic of China on Conserving Energy*, the *Measures for the Administration of Industrial Energy Conservation*, the *Technical Regulations on Energy Conservation Design of Engineering Machinery and Standard and Common Industry*, the *Design Code for Energy Conservation of Machinery Industry*, and other laws, regulations and government rules. We have developed energy-saving systems and standard requirements based on business characteristics to further strengthen energy-saving management. Through measures such as promotion of energy-saving equipment and electrical appliances and setting steps to carry out classified collection of waste, we implement the environmental protection concept of energy-saving and consumption reduction in all aspects of industrial production and hotel operation.

2.1 Energy consumption

The main energy consumption of the Group in its daily operations is electricity and water consumption.

2. 資源使用

本集團嚴格遵守《中華人民共和國節約能源法》、《工業節能管理辦法》、《工程機械、標準通用行業節能設計技術規定》和《機械行業節能設計規範》等法律法規及政府規章制度，我們已根據業務特點制定了節能制度和規範要求，進一步加強節能管理，通過推廣節能型的設備及電器、逐步推行垃圾分類收集等舉措，將節能降耗的環保理念滲透到工業生產和酒店運營的各項環節。

2.1 能源消耗

電力和水資源是本集團於日常營運的主要能源消耗。

No. 序號	Type of resource 資源種類	Unit 單位	Consumption in 2019 消耗量2019年	Density (per Million revenue) 密度(每百萬 收入)2019年	Consumption in 2018 消耗量2018年	Density (per Million revenue) 密度(每百萬 收入)2018年
1	Power 電力	Kw/h	3,234,500	32,345	1,180,000	36,521
2	Water 水	M ³	11,826	118	2,663	82

Environmental Responsibilities 環境責任

We took proactive measures to achieve the goal of using electricity economically and efficiently and reducing carbon emissions. Through the publicity of environmental protection knowledge in various channels and the adoption of effective measures, the electricity efficiency of the Group has been improved correspondingly with everyone's joint efforts:

- Ensure the normal operation of equipment by reasonable renovation and update, regular repair and maintenance of equipment used in factory workshops, hotel rooms and office areas;
- Improve the air conditioning and lighting management of public areas and hotel rooms, adopt a series of appropriate energy-saving and environmental protection measures, including the installation of energy efficient lighting devices (such as LED lamps or energy-saving light bulbs) to reduce power consumption, replacement of heat recovery wheels of new fans in guest rooms, advocating turning off lights when the natural light suffices in the office areas;
- Apply energy-saving measures of cooling and air conditioning systems, and encourage employees to open windows to circulate air and shut down air conditioners as much as possible when it is in moderate temperature, in an effort to save energy and reduce emission.

In addition, the Group vigorously pushes green office, advocates green traveling by encouraging employees to take public transportation or shared bicycles and arranging a commuter bus for employees to solve the “**last kilometer**” travelling problem of employees, thus reducing the emission of exhaust gas.

我們積極採取相關措施以達到節約用電、高效用電及減少碳排放的目標，經過多渠道宣傳環保知識及採取有效措施，在大家的共同努力下，本集團用電效益相應提升：

- 通過對工廠車間、酒店客房、辦公區域所使用設備進行合理改造更新，定期維護保養，確保設備的正常運行；
- 完善經營公共區域及酒店房間空調、照明管理，採取一系列合適的節能環保措施，包括安裝節能照明裝置，如LED燈具或節能燈泡以減低耗電量、客房新風機更換熱回收輪、倡導在辦公區域自然光綫充足的情況下減少開燈；
- 采用製冷和空調系統節能措施，倡導員工在溫度適宜的時候，盡量開窗通風，關閉空調，節能減排。

此外，本集團大力推行綠色辦公，倡導員工綠色出行，上下班儘量采用公共交通或共享單車，安排員工上下班班車，解決了員工「**最後一公里**」出行問題，減少廢氣的排放。

Environmental Responsibilities 環境責任

2.2 Water consumption

Due to the Group's business nature, there is domestic water consumed in the daily office, dining and bathing process of employees, water for watering the lawn and fire demand, apart from the water consumption in the product manufacturing process. Domestic water is sourced from municipal water supply. Most of the water supply facilities are provided and managed by property management companies, so the procurement of suitable water sources is not relevant to the Group.

In order to standardize the water utilization, relevant water resource management measures have been formulated by all business sectors of the Group based on their own characteristics, including the *Regulations on the Management of Water, Electricity and Gas Consumption* in the aspect of machining business and the *Measures for the Management of Water and Electricity Consumption* in the aspect of hotel catering business, etc., to strengthen the management and utilization of water resources. We continue to strengthen the publicity, education and training, actively arrange water management personnel of each unit to participate in different water-saving business training, encourage them to learn more and enrich knowledge through online platforms, and encourage each unit to actively implement various water-saving publicity and education activities according to its characteristics of water utilization.

2.2 水源消耗

由於本集團業務性質，除在產品生產過程中消耗水資源外，還在員工日常辦公、餐飲和洗浴過程消耗生活用水，以及澆灌草坪和消防用水等，生活用水均來自於市政用水，大部分供水設施由物業管理公司提供及管理，故採購適合水源與本集團不相關。

為了規範企業用水，本集團各業務領域根據自身特點制定了相關水資源管理辦法，機械加工業務方面制定《用水用電用氣管理規定》，酒店餐飲業務方面制定《水電節約管理辦法》等，強化水資源管理和利用，我們不斷加強宣傳教育和培訓，積極安排各單位用水管理人員參與各類節水業務培訓，鼓勵他們通過網絡平臺加強學習，充實知識，鼓勵各單位根據本單位用水特點，積極開展各種形式的節水宣傳教育活動。

Environmental Responsibilities 環境責任

2.3 Use of packaging material

Based on the nature of our business, during processing of materials provided by clients, production and packaging, and restaurant operation, the Group will consume a large amount of packaging materials for product packaging. In 2019, a total of 16 tons of packaging materials was used, and the amount of consumables increased by 9.75 tons year on year, the specific comparison is as follows:

Type 類型	Weight (tons) in 2019 重量(噸)2019	Weight (tons) in 2018 重量(噸)2018
Wooden box 木箱	6.5	2.6
Carton 紙箱	0.8	0.35
Plastic 塑料	0.7	0.3
Box iron 槽鋼	8	3
Total 總計	16	6.25
Density (Weight/Revenue in millions) 密度(重量/百萬收入)	0.16	0.19

2.3 包裝材料使用

基於我們的業務性質，在來料加工、生產及後期包裝、餐廳經營過程中，本集團會消耗大量用於產品包裝的包裝材料，2019年共計使用16噸的包裝用材料總量，同比耗材量增加9.75噸，具體對照如下：

3. Environment and Natural Resources

We always adhere to the concept of environmental protection responsibility, pursue the philosophy of sustainable environmental protection in the Company's operation and production and employees' work and life through internal management, and implement various resource saving measures, such as selecting environment-friendly materials as much as possible in hotel decoration and construction, starting business after passing the environmental impact assessment test by environmental protection department; setting up air cleaners in guest rooms and the lobby, and retrofitting old boilers to cut carbon emissions; carrying out video conferences to reduce unnecessary business trips; simplifying the venue decoration, reducing unnecessary roll screen, podium KT board, etc., printing necessary table cards, banners, reminder boards only, and maximizing the efficiency of reuse as much as possible.

3. 環境與天然資源

我們始終踐行環境保護責任的理念，通過內部管理將可持續的環保理念傳遞到公司經營生產、員工工作和生活中，實施各種節約資源的措施，比如酒店裝修建造時盡可能選擇環保材料，且在通過環保部門的環評測試後才可開業；客房及大堂等設置空氣淨化器，對舊鍋爐進行改造，減少碳排放；推行視頻會議，減少員工不必要的差旅出行；簡化會場布置，不製作不必要的易拉寶、演講台KT板等，只印刷必要的桌牌、橫幅、提示板，並盡可能提高重複使用效率。

Environmental Responsibilities 環境責任

In order to fully implement the concept of sustainable development, the Company actively guides its subsidiaries to promote green office, encourage them to save resources and energies, reduce pollutant emissions, and use and recycle renewable products. At the same time, the Company is people-centered, advocates harmonious working, and actively creates a green and comfortable office environment for employees. Employees adopt the form of network office, and are encouraged to print files and materials on both sides, arrange and recycle reusable paper regularly. The Company promotes to grow plants in the office to purify the air and reduce air pollution.

Meanwhile, we focus on the environmental education and advocacy among staff to raise the awareness of our people to understand the importance of resource conservation. They are encouraged to make full use of resources, to maximize their effectiveness and to avoid wastage of resources.

We encourage employees to actively participate in environmental public welfare activities, and arrange for employees to participate in the public welfare activity themed marine organism proliferation and release of “**Gratitude for Marine • Love for Hainan**” organized by the substantial shareholder HNA Group. In addition, we actively encourage employees to actively practice green public welfare activities in their daily lives, such as driving to and from the workplace as little as possible, taking public transportation, and minimizing the waste of working meals in the canteen.

為貫徹落實可持續的發展理念，本公司積極引導所屬企業推行綠色辦公，鼓勵節約資源和能源，減少污染物排放，使用並回收可再生產品；同時提倡以人為本，和諧辦公，積極為員工打造綠色舒適的辦公環境。

充分使用網絡辦公，提倡文件材料雙面打印，定期整理回收可利用的紙張。提倡辦公室種植綠色植物，淨化空氣，減少空氣污染。

同時，重視員工的環保教育和宣傳工作，以提高員工明白節約資源的重要性，鼓勵他們充分利用資源，發揮其最大效能，且杜絕資源使用中出現浪費現象。鼓勵雇員積極參與環境公益活動，安排員工參加大股東海航集團組織舉辦的「**感恩海洋•大愛海南**」海洋生物增殖放流主題公益活動。此外，積極倡導員工積極在日常生活中踐行綠色公益活動，如儘量少開車上下班，乘坐公共交通綠色出行方式；儘量減少食堂工作餐的浪費等。

Social Responsibility 社會責任

1. Economic Benefits

The Group has always focused on its economic responsibilities, aiming at economic responsibility goals in such aspects as improving economic benefits, implementing product and service quality management, protecting the interests of consumers, maintenance of long-term cooperation with suppliers and innovative development. Taking “**quality priority and service first**” as the Company’s management philosophy, we value consumers’ experience, sincerely accept various opinions and suggestions, and deal with product and service complaints efficiently, which enables us to continuously improve the hotel service and product process, and maintain our good image in the market. Meanwhile, we also regard all suppliers as our important business partners, and actively establish good long-term relationships with them, to provide enduring impetus to the Group’s stable development.

2. Product Responsibility

Focusing on product quality, the Group has built and implemented a strict quality management system. During the year, we have formulated the *Quality, Environment, Occupational Health and Safety Management Manual* and the *Procedure File* for the product manufacturing process of Fufeng Busbars, and implemented metal enclosed busbar standard GB/T8349-2000. We set up the quality inspection and process department, and increase relevant functions of product process inspection, thus effectively ensuring inspection in the production process and process implementation effect. At the same time, the product quality is strictly controlled by increasing the number of full-time inspectors and implementing the employment system for part-time inspectors in each workshop. We also encourage employees to make technological innovations and minor reforms to improve the process, enhance the product quality and productivity. During the year, we have promoted technological renovation and achieved 3 new product research & development and innovation.

1. 經濟效益

本集團始終關注自身所承擔的經濟責任，圍繞提升經濟效益，落實產品及服務品質管理、消費者權益保護、供貨商長期合作關係維護和創新發展等諸多方面的經濟責任目標。我們將「**質量為本，服務為先**」作為公司管理理念，珍視消費者的消費體驗，認真接納各項意見和建議，高效率地處理產品和服務投訴，這令我們得以不斷改善酒店服務及產品工藝，並維持我們良好的市場形象。與此同時，我們亦將全體供應商視作重要的商業夥伴，積極與之建立長期良好的合作關係，為本集團的穩定發展提供持久動力。

2. 產品責任

本集團非常重視產品質量，已建立並執行了嚴格的質量管理體系。於本年度內，我們針對阜封母綫產品生產流程制定了《質量、環境、職業健康安全管理手冊》、《程序文件》，執行金屬封閉母綫標準GB/T8349-2000。我們設立了質檢與工藝部，增加產品工藝檢驗的相關職能，從而有效保障生產過程檢驗和工藝貫徹效果。同時，通過增加專職檢驗人員數量，於各車間內實行兼職檢查人員聘任制，嚴格把關產品質量。我們亦鼓勵員工進行技術創新和小改小革，對工藝過程進行改進，提高產品質量提高生產效率。本年度內推進技術改造並取得3項新產品研發創新。

Social Responsibility 社會責任

To standardize product quality appraisal and substandard product recovery procedure, we formulated the *Regulations on the Control and Management of Substandard Products*, the *Quality Rejection System* and the *Substandard Product Control Procedure* to define the power and responsibilities of the person in charge of test, acceptance and release. The *Notice of Reworking and Repair* and the *Notice of Defective Products* shall be issued when non-conforming products are found in the appraisal process, and the quality responsibility will be investigated. We also think highly of the after-sales service of products on the basis of ensuring the quality of ex-factory products, and have formulated the *After-sales Management Regulations* and the *Regulations on Quality Information Feedback and Service Management*. If products are found to be of serious quality defects or hidden dangers after they are sold, they shall be timely recalled or other effective measures shall be taken, so as to further improve the quality of products and services.

We insist on the supplier access and evaluation mechanism in the hotel catering business in which the Group is engaged, and have signed commitment letters of food safety and quality with all suppliers to strictly carry out quality, environment, safety standards and inspection systems, strictly implement regulations on the usage and management of food additives. Each of the procurement, inspection, storage, processing and production links is under strict control to ensure the food safety and specification, striving to offer high-quality catering services for each customer.

為規範產品質量鑒定和不合格產品回收程序，我們制定了《不合格品控制管理規定》和《質量否決制度》、《不合格品控制程序》，用以界定試驗、接收、放行責任人的責權範圍。鑒定過程中發現不合格產品時，需出具《返工返修通知單》、《廢品通知單》，並將追查質量責任。在確保出廠產品質量水準的基礎之上，我們亦重視產品的售後服務，制定了《售後管理規定》，《質量信息反饋與服務管理規定》，售後發現存在嚴重質量缺陷、隱患的產品，應當及時召回或採取其他有效措施，進一步完善並提高產品質量和服務水平。

在本集團從事的酒店餐飲業務中，我們堅持供應商准入和評價機制，與所有供應商簽訂了食品安全質量承諾書，嚴格執行質量、環境、安全標準和檢測制度，嚴格實施食品添加劑使用管理規定，嚴把採購、驗貨、貯存、加工、出品的每道環節，確保食品安全和規格水準，竭力為每位客戶提供高品質餐飲服務。

Social Responsibility 社會責任

3. Service Responsibility

As a hotel operator, we keep up with the market trends and demands, devoting to creating an airline hotel brand and delivering high-quality and convenient services and facilities for each customer. To this end, we have established a set of strict management regulations and rules for hotel and catering service quality as core standards of personnel management, operation and management and service quality management, including but not limited to the *Operation Manual*, the *Operation Manual of Marketing Management*, the *Catering Regulations and Rules*, the *Catering Standard Operating Procedures*, etc. In addition, we have insight into customers' demands, establish complaint and suggestion mechanisms, actively collect customers' opinions for regular analysis and research, with an aim to improve the hotel operation and employees' performance, and continuously strengthen the service awareness of staff in the hotel.

The Group is firmly against any fraudulent and exaggerated promotion in the process of product sales and hotel operation. We closely monitor the authenticity and positivity of the promotion contents. All product labels and advertising promotional materials must comply with the Group's policies and only can be withdrawn from the market upon careful inspection. Furthermore, the Group strictly complies with all laws and regulations related to the privacy of personal data. In accordance with our privacy policies, all personal data collected must be kept strictly confidential, including setting different levels of access, only granting access to and handling customers' personal data by the authorized personnel, requiring hotel staff to sign confidentiality agreements, keeping relevant records of the access to customers' data by staff.

3. 服務責任

作為酒店運營商，我們緊貼市場趨勢和需求，致力於打造航空酒店品牌，向每位客戶提供優質、便捷的服務與設施，為此，我們已建立起一套嚴密的酒店及餐飲服務質量管理規章制度，包括但不限於《運營手冊》、《市場銷售管理操作手冊》、《餐飲規章制度》、《餐飲標準操作程序》等，將其作為人員管理、經營管理、服務質量管理的核心標準。此外，我們細心洞察客戶的需求，建立投訴建議機制，主動收集客戶意見，定期分析及研究，以改善酒店運營和員工表現，不斷強化酒店員工的服務意識。

在產品銷售和酒店營運過程中，本集團堅決反對以任何虛假及誇張方式進行宣傳，我們嚴密監控宣傳內容的真實性和正面性，所有產品標籤和廣告宣傳文案等均須遵循本集團的政策，並經過仔細核對檢驗後才能退出市場。另外，本集團嚴格遵守有關個人資料隱私的所有法律及規例。根據我們的隱私政策，收集到的所有個人資料均嚴格保密，包括設置不同級別的訪問權限，僅允許獲得授權的人員接觸、處理客戶個人資料、酒店員工須簽署保密協議、登記員工查閱客戶資料的相關記錄。

Social Responsibility 社會責任

4. Supply Chain Management

Based on years of operational development experience in the electrical equipment manufacturing industry, we have gained a good understanding of the industry and its upstream and downstream industries, and evaluate and manage suppliers on that basis to select qualified suppliers and create files for qualified suppliers. Suppliers are evaluated according to the *Supplier Evaluation Standards*. Supplier of bulk raw materials and electrical components are relatively stable with good credibility in cooperation. During the reporting period, the Group is not aware of any significant quality issues and supplier complaints.

With regard to our newly developed hotel catering business, we carefully choose suppliers and contractors, and select accredited partners. At present, we have established a reliable supplier network, offering diversified products and services covering catering, cleaning and laundry, guest room supplies and hotel facilities. As the supply chain is directly linked to the level of services we provide for customers, the Group maintains close liaison with our suppliers to monitor their performance and ensure compliance with our service commitments, in an effort to provide superior living experience for our customers.

4. 供應鏈管理

基於多年來在電氣設備製造行業的運營發展經驗，我們對行業及其上下游產業均有良好的認識，並以此對供應商進行評價和管理，評選出合格供應商，建立合格供應商檔案。按《供方評價準則》對供應商進行評價。大宗原材料和電氣件供應商比較穩定，合作信譽度較高，報告期內，本集團未知悉出現任何重大質量問題和供應商投訴。

而針對新開發的酒店餐飲業務，我們審慎挑選供應商和承包商，甄選出認可合作夥伴，目前我們已建立起可靠的供貨商網絡，提供由餐飲、清潔及洗衣、客房用品及各種酒店設施等多元化產品及服務。由於供應鏈將直接關係到我們向客人提供服務的水準，因此，本集團與我們的供貨商始終維持緊密的聯繫以監察他們的表現，確保符合我們的服務承諾，為客人提供優質的入住體驗。

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In order to efficiently manage the supply chain and lower risks, the Group's procurement department is in charge of the unified management of procurement matters related to daily hotel operation. We have established a sound management system for the supply chain system to improve its coordination and stability. Meanwhile, due to a deep knowledge that procurement decisions may have a profound impact on the society and environment, possible adverse effects of the procurement process on the environment and society are reduced as much as possible, such as taking the environmental protection into consideration when purchasing hotel appliances and supplies, purchasing environment-friendly products as far as possible, including LED lights, biodegradable shopping bags, hazardous chemicals and cleaning supplies with environmental certification and labelling, and advocating purchase of green and local agricultural products. In the future, we will continue to strengthen the screening and evaluation of suppliers, and welcome the participation of qualified, competent and quality suppliers to achieve **"win-win development"**.

Similarly, we also attach great importance to the relationships with suppliers and regard them as important business partners in the design and processing process of power transmission and transformation equipment related products. All suppliers are selected in strict accordance with the supplier selection process. The professional review panel has conducted stringent accreditation on suppliers' qualification, technological capacity, productivity and others. Only those accredited suppliers will be on the list of cooperative units, by which the raw materials necessary for production are offered.

為了更好地管理供應鏈並降低風險，本集團採購部門統一負責管理與日常酒店營運有關的採購事宜。我們已制定良好的供應鏈系統管理制度，提高供應鏈協調性和穩定性，同時，我們深知採購決定可能會對社會和環境產生深遠的影響，儘量減少採購過程中對環境和社會可能產生的不良影響，例如將環保作為採購酒店設施和用品的考量因素，盡可能購買對環境友好的產品，包括LED照明、可降解購物袋、具有環保認證和標識的危險化學品及清潔用品、提倡綠色和本地農產品採購等。未來，我們仍將不斷強化供貨商篩選與評定，並誠摯歡迎合資格、有能力及優質的供貨商參與，實現「**共贏發展**」。

同樣地，在輸變電設備相關產品設計和加工過程中，我們也極為重視供貨商關係並視其為重要商業夥伴。所有供貨商的選用均嚴格遵守供貨商選用流程，由專業技術團隊對供貨商的資質、技術水平、生產能力等方面進行嚴格評審，將通過評選的供貨商進入協作單位名單，產品生產所需的原材料由協作單位供應。

Social Responsibility 社會責任

During the year, the Group is not aware of any major suppliers' actions or practices that had a significant negative impact on business ethics, environmental protection, human rights and labour practices.

於本年度，本集團並不知悉任何主要供貨商有對商業道德、環境保護、人權及勞工常規造成重大負面影響的行為或慣例。

5. Employment

At the strategic perspective of maintaining the healthy development of the Company, we are fully aware that employees are one of our valuable assets, and ensuring employees' interests and career development is our important social responsibility. Therefore, we effectively implement the principle of **"legal and reasonable employment, promotion of harmonized labour relationship"**. Strictly complying with the *Labour Contract Law of the People's Republic of China* and local laws and regulations, and sticking to the principles of equality and diversification, the Group has established a fair, democratic, competitive and meritocratic selection and employment mechanism and enters into labour contracts in accordance with the law. Meanwhile, we have formulated and improved relevant policies and implementation rules including the *Salary Management*, the *Recruitment Management*, the *Administrative Measures for Employees' Vacation* and the *Employee Manual*. The human resources department strictly controls the attendance time and salary structure of employees, evaluates the performance and ability of employees on a regular basis and takes such results as the benchmark of employees' salary adjustment and promotion. At the same time, the department managers are also encouraged to actively communicate with employees and give them feedback to continuously improve their performance and efficiency.

5. 僱傭

從維護公司健康發展的戰略角度考慮，我們充分意識到員工是企業寶貴的資產之一，保障員工權益和職業發展是我們重要的社會責任與擔當，切實做到「**依法合理用工，促進和諧勞動關係**」。本集團嚴格遵守《*中國人民共和國勞動合同法*》及地方性法律法規，堅持平等化、多元化原則，建立公平、民主、競爭、擇優的選人用人機制，並依法簽訂勞動合同。同時，我們已制定並完善《*薪酬管理*》、《*招聘管理*》、《*員工假期管理辦法*》、《*員工手冊*》等相關政策和實施規程，由人力資源部門嚴格控制員工的出勤時間及薪酬架構等，定期對員工的工作表現和能力做出評估，並以此作為員工薪酬調整及職位晉升的基準，同時更鼓勵部門管理人員積極與員工溝通反饋，以持續提升工作表現和成效。

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In order to improve employees' identification and belonging, the Group also actively provides multiple benefits for employees including annual physical examination, holiday allowance, high temperature allowance etc., enabling each staff to be respected and cared as much as possible, thus enhancing the corporate cohesiveness.

The Group strictly forbids any unethical employment approaches, including child labour and forced labour in the workplace, ensures employees to enjoy labour rights and perform their obligations in accordance with laws, and earnestly fulfills social responsibilities. During the year, the Group is not aware of any material violations of laws and regulations relating to employment and labour practices.

6. Health and Safety

We are committed to providing employees with a safe and healthy environment for daily working and clearly identify **"emphasis on employees' health and concern with occupational health"** as one of our corporate responsibilities, which is essential to improving occupational health and work efficiency of employees. In strict abidance by relevant national laws and regulations on occupational health, including but not limited to the *Work Safety Law of the People's Republic of China*, the *Law of the People's Republic of China on the Prevention and Control of Occupational Diseases*, the *Occupational Safety and Health Rules*, we have developed an internal safety management manual in which a number of safety management and accident prevention measures are set out, and provide employees with labour protective articles including masks, gas masks, protective glasses, gloves, work clothes, towels in accordance with labour protection requirements. Physical examination for employees is arranged each year. Canteen management personnel will take physical examination for health certification, and trainings are provided to personnel in special positions for operation certificate.

為提高員工的認同感和歸屬感，本集團也積極提供包括年度身體檢查、節假日補貼、高溫補貼等多種福利，盡可能令每位員工得到尊重和關懷，增強企業凝聚力。

本集團嚴格禁止任何不道德的雇用手法，包括在工作場所雇用童工和強迫勞工，保護員工依法享有勞動權利和履行勞動義務，切實履行社會責任。於本年度，本集團並不知悉存在任何有關僱傭及勞動實務的法律及法規的重大違規情況。

6. 健康與安全

我們致力為雇員提供安全健康的日常工作環境，並將「**重視員工健康，關注職業健康**」明確為企業責任之一，這對改善員工職業健康和工作效率至為重要。我們嚴格遵守國家有關職業健康法律法規，包括但不限於《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》、《職業安全及健康條例》等，並制定內部安全管理手冊，其中明確列載了多項安全管理和意外防範措施，並按勞動防護要求提供員工勞動保護用品，如口罩、防毒面具、防護眼鏡、手套、工作服、毛巾等勞保用品，對員工每年進行體檢，對食堂管理人員進行體檢辦理健康，對特殊崗位進行培訓並辦理崗位操作證。

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7. Development and Training

In order to effectively respond to market competition and industry changes and with the awareness of the importance of cultivating talents and enhancing professional skills to employees and an enterprise, we encourage employees to receive continuing vocational education and participate in professional training, such as the qualifications and follow-up training of secretary of the board organized by the Exchange, the follow-up training of the listed company's financial controllers, the independent directors' compliance training, to systematically learn and master relevant professional knowledge, which provides a practical guarantee for them to continuously update the knowledge and information required for their performance of duties as well as to enhance their ability to perform duties.

In addition, to assist employees in continuously pursuing excellence in work and enhancing expertise, we will also offer support to them through a variety of internal training programs, for example, professional skill improvement trainings relating to quality management system, special ultrasonic equipment, high-pressure test operation, argon arc welding, fire safety, new safety law and new product technology special effects organized by relevant functional departments. Orientation courses for new employees enable them to understand the business operations and working environment and fit into the Company as soon as possible. The Company also offers regular courses of corporate culture presentation for all employees to deepen the sense of corporate identity and boost employee morale. Further, we found that employees in different post grades and with different career planning have different individual needs, for which we need to

7. 發展及培訓

為了有效地應對市場競爭和行業變化，我們認識到培育人才及提升職業技能對員工和企業都是至關重要的，因此我們鼓勵員工參與職業繼續教育和專業培訓，如交易所組織的董秘任職資格和後續培訓、上市公司財務總監後續培訓、獨立董事合規培訓等，系統地學習掌握相關專業知識，為持續更新其履職所需的知識與資訊、履職能力提供了切實的保障。

另外，為了協助員工能够在工作上不斷追求卓越，並增進其專業知識我們也會通過各式各樣的內部培訓計劃給予他們支持。例如相關職能部門組織的質量管理體系、超聲波特種設備、高壓試驗操作、氬弧焊接、消防安全、新安全法、新產品技術特效等職業技能提升培訓。為新入職員工提供的迎新課程，使他們能够瞭解業務營運及工作環境，儘快融入企業；定期為全體員工提供的企業文化宣講課程，加深企業認同感，提振員工士氣；此外，我們發現員工因崗位職級、職業規劃不同而存在著個體需求差異，我們需要制定的培訓方案，為此我們制定了多元化培訓課程，並以業務研討會、線上線下授課等多種形式

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develop a training scheme. We have designed diversified training courses and provided them in various forms including business seminars and online and offline teaching, covering enterprise management, occupational health and safety, service quality improvement, corporate compliance, technology R&D, and environmental management and available for employees of different types of work and different levels from ordinary employees at the front-line production and operation to senior management.

8. Labour Standards

The Company strictly follows the Labour Contract Law of the People's Republic of China and other labour laws, regulations and policies, uphold equal and standardized employment, explicitly prohibits “**child labour**” and “**forced labour**”, and strictly implements the statutory holidays system.

During the year, the Group is not aware of any material violations of laws and regulations relating to child labour and forced labour.

提供，涉及企業管理、職業健康與安全、服務品質提升、企業合規、技術研發以及環境管理，涵蓋從一線生產、運營等基礎人員到高級管理人員等不同工種、不同層級的員工。

8. 勞工準則

本公司嚴格遵守《中華人民共和國勞動合同法》及其他人事法律法規和政策，堅持平等僱傭，規範用工，明確禁止發生「**僱傭童工**」、「**強制勞動**」等情況，依法簽訂勞動合同，嚴格執行法定節假日休息制度。

於本年度，本集團並不知悉任何重大違反童工及強制勞工相關法律及法規的事宜。

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9. Anti-corruption

In active response to the call of regulators on the construction of an industry of “**compliance, integrity, professionalism, and stability**”, the Group continues to establish systems in terms of combating corruption and upholding integrity (including but not limited to bribery prevention, extortion prevention, and fraud prevention), continuously strengthens the education on adherence to business ethics and the management of relevant personnel and strictly abides by the *Criminal Law of the People’s Republic of China*, the *Law of the People’s Republic of China on Anti-Corruption and Anti-bribery*, the *Law of the People’s Republic of China on Anti-money Laundering*, the *Law of the People’s Republic of China on Tenders and Bids*, the *Prevention of Bribery Ordinance* and other relevant laws. The Group always has zero tolerance for bribery, extortion, fraud, money laundering and other illegal behaviors. We require our employees and suppliers to be incorruptible and self-disciplined, always uphold the concept of integrity and fair competition, and resolutely prevent any bribery and corruption in business operations. For the purpose of enhancing transparency and overall ethical standards, helping employees obtain a better understanding of the Company’s anti-corruption requirements, improving prevention awareness, we have specified anti-corruption policies and monitoring measures in the employee manual, including the definition and scenario description of bribery of employees and suppliers, for example, gifts and tips receiving, to assist and let employees to be informed of anti-corruption requirements, and methods to prevent corruption in daily operations. Any employee who requests or accepts gifts (money or in any other form) from suppliers in business courses may be subject to disciplinary sanction or even dismissal.

9. 反貪污

為積極響應監管機構關於建設「**合規、誠信、專業、穩健**」的行業文號之號召，本集團持續開展反腐倡廉（包括但不限於防止賄賂、防止勒索以及防止欺詐等行為）制度建設，不斷加強恪守商業道德教育和相關人員的管理，嚴格遵守《中華人民共和國刑法》、《中華人民共和國反貪污賄賂法》、《中華人民共和國反洗錢法》、《中華人民共和國招標投標法》、《防止賄賂條例》等相關法例，對賄賂、勒索、欺詐及洗黑錢等不法行為始終採取零容忍。我們要求員工及供應商廉潔自律，始終秉持誠信正直和公平競爭的理念，堅決杜絕業務運營中發生任何賄賂和貪污行為。為提高透明度及整體道德標準，協助員工更瞭解公司對反貪的要求，提高防範意，我們已在員工手冊中規定反貪污政策及監控措施，包括對員工及供應商賄賂之定義及情景描述，例如收受禮物和小費等，以協助並指導員工知悉反貪污的要求，以及如何在日常營運中防止發生貪污行為，任何員工在業務過程中向供貨商要求或從供貨商收受禮品（不論以金錢或任何其他方式）將可能會面臨紀律處分，甚至是解雇。

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In a bid to standardize the code of conduct of employees and create a positive and initiative working atmosphere, the Group amended and improved such internal monitoring rules as the *Code of Conduct for Employees*, the *Reporting and Complaint Management System*, and the *Anti-fraud Management System*, and cultivated the sense of social responsibility and legal consciousness of employees and encouraged employees and relevant stakeholders to report misconduct in any form by launching propaganda of integrity cases during the report period.

10. Community Investment

The Group is well aware that the long-term development of an enterprise cannot materialize without the support and engagement of all parties in the society. As the participant and co-builder of a harmonious society, we are always grateful, actively give back to the society and encourage and guide employees to participate in social welfare voluntary services. We mobilize management personnel to involve in various public welfare projects led by regulators and shareholders, for example, one-to-one poverty alleviation, blood donation, public donation, care for orphans and the elderly in welfare homes, and other community activities.

為規範員工行為準則，營造風清氣正、積極向上的工作氛圍，本報告期內，本集團組織對《員工行為準則》、《舉報及投訴管理制度》和《反舞弊管理制度》等內控制度進行了完善修訂，並通過開展廉潔案例宣貫教育，培養員工的社會責任感和法律意識，鼓勵員工及相關利益方舉報任何形式的不當行為。

10. 社區投資

本集團深知企業的長遠發展離不開來自社會各方的支持與參與，作為和諧社會的參與者和共建者，我們常懷感恩之心，積極回報社會，鼓勵引導員工參與社會公益性志願服務。動員幹部員工響應監管機構和股東單位牽頭組織的各類公益項目，例如一幫一扶貧行動、愛心獻血、公益募捐、關愛福利院孤兒和孤寡老人等社區活動。

Corporate Governance 企業管治

The Group has been actively enhancing its corporate governance structure and standardizing its operations through strictly complying with relevant provisions such as the *Company Law of the People's Republic of China* and the *Securities Law of the People's Republic of China*. The Board of the Company is committed to maintaining a high standard of corporate governance, and believes that good corporate governance practices are crucial to the success and sustainable development of the Company's business in the long run.

During the reporting period, the Group has fully complied with all code provisions set out in the *Guidelines of the Shenzhen Stock Exchange for Standardized Operation of Listed Companies* and the *Corporate Governance Code* and *Corporate Governance Report* in Appendix 14 to the *Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited* and, where appropriate, adopted the recommended best practices as specified therein.

To protect the interests of the Group and the shareholders while enhancing the corporate value, the Group has been adopting a sound structure, good practices and proper procedures of corporate governance. The Board of Directors, now comprised of five executive directors and three independent non-executive directors, is the highest governing body of our Group. During the year, the directorships were filled promptly. The Group included a director who has the experience of hospitality business and appointed a female director, which is favorable to create a governance environment featuring with board diversity.

本集團嚴格按照《中華人民共和國公司法》、《中華人民共和國證券法》等有關規定，積極完善公司法人管治結構，規範公司運作。本公司董事會致力繼續提高企業管治的水平，並堅信良好的企業管治是公司業務的長遠成功及可持續發展關鍵之點。

在報告期內，本集團同樣全面遵守《深圳證券交易所上市公司規範運作指引》、《香港聯合交易所上市規則》附錄十四《企業管治守則》及《企業管治報告》的規定，並在適當的情況下採納其中所載的建議最佳常規。

為保障集團及股東利益及提升公司價值，集團一直以來奉行良好的企業管治架構實務及程序。董事會是本集團的最高管理機構，現由五名執行董事及三名獨立非執行董事組成。本年度內，及時增補董事，並進一步在董事會中引進與酒店業務背景的董事和委任一名女性董事，有利於打造董事成員多元化的管治環境。

Corporate Governance 企業管治

In strict compliance with good corporate governance principles, the Board has clear division of responsibilities. The Chairman is responsible for the management and leadership of the Board to ensure that our Group maintains strong and effective corporate governance practices and procedure. The Chief Executive Officer is responsible for the daily management and operation of our Group's business, who, with the assistance of other Board members and other senior management members, closely monitors the operation and financial results of our Group, identifies the operational deficiencies and carries out all necessary and appropriate actions to correct such deficiencies. The Chief Executive Officer is also responsible for formulating our Group's future business plans and strategies which are subject to the Board's approval. There are the Strategic Development Committee, the Investment Management Committee, the Remuneration Committee, the Nomination Committee and the Audit Committee under the Board, the membership of which will be adjusted in time based on actual circumstances, so as to lay a foundation to give a full play of their functions regarding corporate governance. Each committee regularly evaluates and reviews the effectiveness of its work in accordance with its terms of reference.

During the reporting period, the Board of the Company has strictly observed the policies and practices stipulated by laws and regulatory requirements, and also formulated and amended its regulations with reference to those policies and practices, with an aim to perfect our corporate governance policies and practices. The Company continues to focus on the training and continuing professional development of directors and senior management, and actively carries out internal review and rectification work to improve the Company's governance.

The Group reviews the Governance Code in a timely manner to strengthen the internal control and improve the prevention and management of risks. Compliance with the latest regulatory requirements is thus ensured. For more detailed corporate governance policies and procedures of our Group and other information, please refer to the Corporate Governance Report set out in the Annual Report 2019 of our Company.

董事會堅守良好的企業管治原則並有明確分工，主席負責管理及領導董事會，確保本集團維持強而有效的企業管治實務及程序。總裁負責本集團業務之日常管理運作，於董事會其他成員及其他高級管理層之協助下，緊密監控本集團之營運及財務業績，找出經營中不足之處，並作出所有必需及適當行動改善該等不足，其亦負責訂立本集團未來業務計劃及策略，待董事會批准。董事會之下已設戰略發展委員會、投資管理委員會、薪酬委員會、提名委員會及審計審核委員會，並根據實際情況，及時調整委員會成員，為充分發揮委員會在公司管治方面職能方面奠定基礎。各委員會根據其所屬職權範圍，定期評估及審查其工作的有效性。

在報告期內，本公司董事會嚴格遵守法律及監管規定方面的政策及常規，並以此制定及修訂公司規章制度，不斷完善企業管治政策及常規，持續關注董事及高級管理人員的培訓及持續專業發展，並積極開展內部審查整改工作，以提高公司管治水平。

本集團會適時檢視管治守則，強化內部監控、完善風險防範與管理，確保符合最新的監管要求。有關本集團更詳盡的企業管治政策和程序及其他數據，請參閱本公司2019年年報內所載之企業管治報告。

GUIDELINES AND INDEX OF THIS REPORT 本報告指引及索引

The Company has complied with the “comply or explain” provisions set out in the *ESG Reporting Guide in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited*. The table below sets forth an overview of our compliance with the provisions.

本公司已遵守《香港聯合交易所有限公司證券上市規則》附錄二十七《環境、社會及管治報告指引》所載的「不遵守就解釋」條文，下表為彙報守規情況的概要。

Areas, Aspects, KPIs 範圍、層面及關鍵績效指標	“Comply or explain” Provisions 「不遵守就解釋」條文	Reference page 參考頁碼
A Environmental A環境		
<i>Aspect A1</i> 層面A1	<i>Emissions</i> 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	5-6
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	6
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)	8-9
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)	11
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)	12
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	12-13

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Areas, Aspects, KPIs 範圍、層面及關鍵績效指標	“Comply or explain” Provisions 「不遵守就解釋」條文	Reference page 參考頁碼
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	12-13
Aspect A2 層面A2	Use of Resources 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	14
KPI A2.1 關鍵績效指標A 2.1	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/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)	14
KPI A2.2 關鍵績效指標A 2.2	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)	14
KPI A2.3 關鍵績效指標A 2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計劃及所得成果	15
KPI A2.4 關鍵績效指標A 2.4	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	16
KPI A2.5 關鍵績效指標A 2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位占量	17
Aspect A3 層面A3	The Environment and Natural Resources 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	17-18

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Areas, Aspects, KPIs 範圍、層面及關鍵績效指標	“Comply or explain” Provisions 「不遵守就解釋」條文	Reference page 參考頁碼
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	17-18
B Social B社會		
<i>Aspect B1</i> <i>層面B1</i>	<i>Employment</i> <i>僱傭</i>	
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. 有關薪酬及解雇、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	24-25
<i>Aspect B2</i> <i>層面B2</i>	<i>Health and Safety</i> <i>健康與安全</i>	
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雇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	25-26
<i>Aspect B3</i> <i>層面B3</i>	<i>Development and Training</i> <i>發展及培訓</i>	
General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升雇員履行工作職責的知識及技能的政策。描述培訓活動。	26-27

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Areas, Aspects, KPIs 範圍、層面及關鍵績效指標	“Comply or explain” Provisions 「不遵守就解釋」條文	Reference page 參考頁碼
<i>Aspect B4</i> 層面B4	<i>Labour Standards</i> 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	27
<i>Aspect B5</i> 層面B5	<i>Supply Chain Management</i> 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	22-23
<i>Aspect B6</i> 層面B6	<i>Product Responsibility</i> 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、廣告宣傳品、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。	19-21

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Areas, Aspects, KPIs 範圍、層面及關鍵績效指標	“Comply or explain” Provisions 「不遵守就解釋」條文	Reference page 參考頁碼
<i>Aspect B7</i> 層面B7	<i>Anti-corruption</i> 反貪污	
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。	28-29
<i>Aspect B8</i> 層面B8	<i>Community Investment</i> 社區投資	
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. 有關以社區參與來瞭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	29



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NORTHEAST ELECTRIC DEVELOPMENT CO., LTD.

東北電氣發展股份有限公司

