



中國秦發集團有限公司 CHINA QINFA GROUP LIMITED

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：866

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



ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

環境、社會及管治報告

ABOUT THIS REPORT

This environmental, social and governance report (collectively referred to as the “ESG Report”) details the policies, measures and performance of environmental, social and governance (collectively referred to as the “ESG”) of the Group. By presenting this report to the stakeholders, the Group will disclose our measures and performance on sustainability issues in a transparent and open manner, in an effort to strengthen stakeholders’ confidence in the Group and further deepen their understanding of the progress and development direction of the Group on sustainability issues.

REPORTING SCOPE

This ESG Report aims to disclose to our stakeholders the ESG performance during the period from 1 January to 31 December 2019 (the “Reporting Period”). The Group is a leading non-state owned thermal coal supplier in China operating an integrated coal supply chain, including coal mining, purchase and sales, filtering, storage, blending of coal in the PRC and shipping transportation business, and expands its integrated coal supply chain through upward vertical integration to provide high-quality coal supply and related services to our customers. As compared with 2018, the scope of this ESG Report covers the operation at our office in Guangzhou and Xingtai Coal Mine (“Xingtai Coal Mine”) owned by Huameiao Energy under the Group, and extends to Fengxi Coal Mine (“Fengxi Coal Mine”) owned by Huameiao Energy under the Group. The Group has adopted the principle of materiality when planning and preparing the ESG Report. Unless otherwise stated hereto, this report covers the operations at Guangzhou office, Xingtai Coal Mine and Fengxi Coal Mine, which represents most of the environmental and social impacts of the Group. The Group will continue to improve our internal collaboration on data collection and consider enhancing the transparency and responsibility of disclosure.

關於本報告

本環境、社會及管治報告(統稱「ESG報告」)詳列本集團在環境、社會及管治(統稱「ESG」)方面的政策、措施和績效。透過與持份者匯報，讓本集團以透明及公開的方式披露本集團在可持續發展議題上的措施和表現，以增加持份者對本集團的信心，並進一步瞭解本集團於可持續發展議題的進程和發展方向。

報告範圍

本ESG報告旨在向本集團的持份者披露在二零一九年一月一日至十二月三十一日(「報告期」)的ESG表現。本集團是中國領先的非國有動力煤供應商，經營一體化煤炭供應鏈，包括於中國採煤、煤炭購銷、選煤、存儲、配煤及航運運輸業務，並通過上游垂直整合拓展其一體化煤炭供應鏈，為廣大客戶提供優質的煤炭供應及相關服務。與二零一八年度相比，本ESG報告的範圍包括位於廣州的辦公室營運及本集團旗下華美奧能源擁有之興陶煤礦(「興陶煤礦」)，並擴展至本集團旗下華美奧能源位於擁有之馮西煤礦(「馮西煤礦」)。本集團在規劃和建立ESG報告時採用了重要性原則 - 除非另有說明，本報告涵蓋了位於廣州、興陶及馮西的營運業務，代表本集團大部分的環境和社會方面的影響。本集團將繼續完善在數據收集方面的內部協調，並考慮提升有關披露透明度和責任。

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ENVIRONMENTAL, SOCIAL AND GOVERNANCE APPROACH

The Group's ESG approach is aimed at "becoming an influential energy conglomeration highly integrated with production, transportation and sales". In this regard, the Group publishes an ESG Report annually, which is available for public inspection at any time. In addition, the Group is determined to create such long-term values that drive the Group's business growth and sustainable development and align with environmental interests for the stakeholders. Accordingly, the Group adopts a sustainability policy, which covers the Group's activities in the areas of the environmental, employment, business integrity, and community. The Group strives to incorporate these principles into its practices and governance, and is committed to contributing to the social and environmental sustainability.

BASIS OF PREPARATION

This report is prepared and presented with reference to the requirements under the Environmental, Social and Governance Reporting Guide set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited:

1. **Materiality:** The threshold at which the relevant ESG issues become sufficiently important to investors and other related parties that they should be reported.
2. **Quantitative:** Key performance indicators (KPIs), if any, need to be measurable, and give effective comparative data where appropriate. Furthermore, the purpose and impacts shall be explained.
3. **Balance:** This report should provide an unbiased picture of the Group's performance in the ESG issues, and should avoid selections, omissions, or presentation formats that may inappropriately influence a decision or judgment by the report reader.
4. **Consistency:** This report should use consistent methodologies to allow for meaningful comparisons, and disclose in the report any changes to these methodologies.

環境、社會及管治方針

本集團的環境、社會及管治方針乃「成為一家有影響力的生產、運輸及銷售高度一體化的能源集團」。因此，本集團每年發佈ESG報告，以供各界隨時查閱。此外，本集團矢志為持份者締造配合本集團業務增長及可持續發展，同時符合所在環境利益的長遠價值。據此，本集團採納可持續發展政策，該政策涵蓋集團於環境、僱傭、商業誠信、及社區等領域。本集團會努力將該等原則作為集團實踐及管治的一部份，致力為社會及環境之可持續性發展作出貢獻。

編製基準

本報告根據香港聯合交易所有限公司證券上市規則附錄二十七對《環境、社會及管治報告指引》的要求編撰及呈列相關資料：

1. **重要性：**當環境、社會及管治的相關事宜會對投資者及其他關聯方產生重要影響時，本報告須作出彙報。
2. **量化：**如有訂立關鍵績效指標，該指標須可予以計量並於適當情況下作出有效對比，而所訂立的指標亦須闡述其目的及影響。
3. **平衡：**本報告須不偏不倚地呈報集團在環境、社會及管治方面的表現，以及避免不恰當地誤導讀者決策或判斷的選擇、遺漏或呈報格式。
4. **一致性：**本報告使用一致的披露統計方法，使相關數據日後可作有意義的比較。若統計方法於日後有所變更，亦須在報告中註明。

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MESSAGE FROM THE CHAIRMAN

We believe in striving to promote the social, environmental, and economic sustainability, which represents the best business model for investors and surrounding communities. This is reflected in our investments that have a positive impact on the community. This belief drives our continuing commitments to reduce carbon footprint in our operations and environmental risk in our work, which also aligns with our goal of delivering the best results to our shareholders and accounts for our stakeholders and the planet.

During the year, in light of the requirements of the stakeholders including society, customers, suppliers, and employees, we incessantly and proactively evangelized about sustainability-driven consumption and green production, and cooperated with suppliers to promote the sustainability of the supply chain. In addition, we attached great importance to employee benefits and individual development, treated each employee with equality and respect, and encourage employees' innovation. All these initiatives aimed to create and maintain an amicable workplace and business atmosphere. In response to local government policies, we paid attention to poverty-stricken students by providing them with cash and supplies.

Finally, on behalf of the Board of Directors, I would like to express my gratitude to all shareholders, business partners and customers for their long-term support, understanding and trust in the Group, and convey my sincere appreciation to all employees for their efforts and contributions. We will continue to build a warm and high-quality living standard for the public in a green and sustainable way, and join forces with various stakeholders on the road of sustainable development to create a more brilliant future.

Xu Da
Chairman
27 July 2020

主席致辭

我們相信，努力促進社會、環境及經濟的可持續發展是對投資者，及週邊社區的最佳商業模式。這體現在我們對社會具有正面影響的投資當中。此信念促使我們持續致力於在工作中減少營運碳足跡及降低環境風險，並符合我們向股東交付最佳成果的目標，及向我們的利益相關者和地球負責。

這一年，面對社會、客戶、供貨商、員工等利益相關方的要求，我們不曾有一刻懈怠 – 我們積極倡導可持續消費和綠色生產，攜手供貨商，推動供應鏈的可持續性。此外，我們重視員工福利及個人發展，以平等尊重的態度善待每一位員工，激發員工創新力，創造並維護良好的工作環境和企業氛圍。我們亦關注貧困學生，響應地區政府為他們提供現金和物品資助。

最後，我謹代表董事會感謝各位股東、業務合作夥伴及客戶長久以來對本集團的支持、理解及信任，亦衷心感謝全體員工的努力和貢獻。我們將以綠色可持續的方式繼續為社會大眾締造溫暖、高質量的生活，在可持續發展的道路與各利益相關方攜手共進，創造更加精彩的未來。

徐達
主席
二零二零年七月二十七日

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COMMUNICATION WITH STAKEHOLDERS

The Group believes that the feedback from the stakeholders not only facilitates a comprehensive and pertinent assessment of its ESG performance, but also helps improve our performance accordingly. Therefore, the Group communicates with the stakeholders in an open, honest and positive manner through various channels, including results announcements and annual reports. In addition, the Group shares the latest information about the Group with the stakeholders on the online platforms, such as the Group's website.

The operation of the Group affects a spectrum of stakeholders, such as investors, shareholders, employees, suppliers and customers, who have different expectations on the Group. The Group will continue to maintain its communications with the stakeholders and collect opinions from the stakeholders through various channels for the purposes of improving its ESG approaches. At the same time, the Group will enhance the reporting principles of quantification, balance and consistency, in order to define the content of the ESG Report and presentation of the information in a manner that better meets the expectations of the stakeholders.

KEY ISSUES IDENTIFICATION

In order to disclose the sustainability issues that are comparatively material to the key stakeholders, the Group's identified key stakeholders have pinpointed issues in connection with the Group for materiality assessment, and the senior management and other employees of the Group have been invited to assist the board of directors of the Group in determining the materiality of related ESG issues by online questionnaire and interviews. The questionnaire results not only facilitate the determination of the most material ESG issues for the Group, but also provide a material reference for the Group to determine and improve its sustainability strategy and establish the reporting framework.

與持份者溝通

本集團相信持份者的反饋不僅有利於全面和中肯地評估其ESG表現，同時可使其依據改善表現。因此，本集團以公開、誠實及積極的態度與持份者進行開放及定期的溝通。當中包括多種溝通渠道，例如業績發佈、年報等。本集團亦通過網絡平台，例如集團網站與持份者分享本集團最新資訊。

本集團的業務影響不同持份者，例如投資者、股東、員工、供應商及客戶等；而他們對本集團亦有不同期望。本集團將與持份者保持溝通，並透過更廣泛形式收集持份者的期望，完善環境、社會及管治方針。同時，本集團亦會加強量化、平衡及一致性的匯報原則，以更符合持份者期望的方式，界定ESG報告的內容及呈列資料。

識別關鍵議題

為了披露與主要持份者言相對重要的可持續發展議題，本集團已識別主要持份者挑選與本集團相關的議題進行重要性分析，並邀請本集團高級管理層和其他員工透過網上問卷調查及訪談，以協助本集團董事會釐定相關ESG議題的重要性。調查結果不僅有助於確定對本集團而言最重要的ESG議題，而且亦成為協助本集團確定和完善其可持續性戰略的重要參考，並形成報告框架。

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Material key issues 重要關鍵議題	1. Health and Safety 1. 健康與安全	2. Employment 2. 僱傭	3. Exhaust Gas Emissions and Management 3. 廢氣排放與管理
Other key issues 其它關鍵議題	Use of Resources 資源使用	The Environment and Natural Resources 環境及天然資源	Labor Standards 勞工準則
	Development and Training 發展及培訓	Supply Chain Management 供應鏈管理	Product Responsibility 產品責任
	Anti-corruption 反貪污	Community Investment 社區投資	

Table 1 – Priority of Key ESG Issues During the Reporting Period

表1 – 報告期內，ESG關鍵議題優先排序

AWARDS AND MEMBERSHIP

During the Reporting Period, the Group’s ESG performance was recognised by numerous institutions and associations that granted a number of awards and honors to the Group. The Group will continue its effort to contribute to long-term sustainability.

獎項和會員資格

於報告期內，本集團在環境及社會的管治表現得到多個機構和協會的認可，並於報告期內獲得獎項和成就。本集團將繼續努力，為可持續發展作出貢獻。

Awards, honors and membership

獎項、成就及會員資格

Issuing organization

頒發機構

52nd on the lists of “Guangdong Top 100 Circulation Businesses”
(廣東流通行業百強)
廣東流通行業百強第52名
318th on the lists of “Guangdong Top 500 Enterprises”
(廣東省企500強)
廣東企業500強第318名

GuangDong Provincial Enterprise Confederation and
Guangdong Provincial Association of Entrepreneurs
廣東省企業聯合會及廣東省企業家協會
GuangDong Provincial Enterprise Confederation and
Guangdong Provincial Association of Entrepreneurs
廣東省企業聯合會及廣東省企業家協會

Table 2 – Awards, Honors and Membership Received by the Group During the Reporting Period

表2 – 報告期內，本集團獲得的獎項、成就和會員資格

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A. ENVIRONMENTAL

The Group is in strict compliance with the laws and regulations relating to atmospheric and greenhouse gas (“GHG”) emissions, discharges into water and land, and generation of hazardous and non-hazardous waste, including but not limited to the Environmental Protection Law of the People’s Republic of China (the “PRC”), the Cleaner Production Promotion Law of the PRC, the Water Pollution Prevention and Control Law of the PRC, the Law of the PRC on the Prevention and Control of Environment Pollution Caused by Solid Wastes, the Energy Conservation Law of the PRC, and the Renewable Energy Law of the PRC. During the Reporting Period, the Group did not violate any laws and regulations relating to atmospheric and GHG emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. On top of environmental protection, the Group will continuously strive to improve energy efficiency and reduce emissions in locations where we operate. Set forth below are certain environmental measures.

1. GREENHOUSE GAS AND EXHAUST GAS EMISSIONS

The Group has established internal guidelines to promote its environmental policy. By developing specific environmental guidelines for office operations, the Group systematically integrates the use of resources and management of emissions into day-to-day operations. In addition, the Group assesses the progress of emission reduction every twelve months to determine the effectiveness of the relevant measures and the achievement of targets. The Group’s exhaust gas emissions come from air pollutants generated from the transportation of products and fossil fuel burning in boilers, such as nitrogen oxides (NO_x), sulphur oxides (SO_x) and respirable particulate matter.

A. 環境

本集團嚴格遵守與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相關的法律法規，包括但不限於《中華人民共和國（「中國」）環境保護法》、《中國清潔生產促進法》、《中國水污染防治法》、《中國固體廢物污染環境防治法》、《中國節約能源法》和《中國可再生能源法》。於本報告期內，本集團沒有違反與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相關的法律法規。此外，在保護環境的大前提下，本集團將繼續努力提高能源效率，在經營所在地減少各排放。以下為有關環境保護的若干措施。

1. 溫室氣體及廢氣排放

為配合本集團之環保政策，集團制定了內部指引。透過建立具體有關辦公室的環保指引，將資源使用和管理排放物有系統地融入日常營運之中。此外，本集團每十二個月評估減廢氣進度，以量度相關措施的有效性及其目標的達成程度。本集團的廢氣排放物來自運輸產品和鍋爐燃燒化石燃料所產生之空氣污染物，例如氮氧化物（NO_x）、硫氧化物（SO_x）及可吸入顆粒物。

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Emissions 排放物	Emission (kg) 排放量(千克)	
	2019 二零一九年	2018 二零一八年
Nitrogen Oxides (NO _x) 氮氧化物(NO _x)	17,719.43	44,545.0
Sulphur Oxides (SO _x) 硫氧化物(SO _x)	23,115.27	63,021.6
Particulate matters 顆粒物	4,017.21	24,619.6

Table 3 – Total Emission During the Reporting Period

表3 – 報告期內的排放物總量

The Group's GHG emissions derive from fossil fuel burning and electricity purchased for daily operations. During the Reporting Period, the total amount of GHG generated by the Group was 57,185.91 tonnes of carbon dioxide equivalent (2018: 72,869.30 tonnes). As compared to the previous reporting year, the decrease in the GHG emissions was mainly due to the fact that the Group has updated the calculation of fugitive emissions (underground mining and post-mining activities) in order to derive more accurate statistics and improve transparency. In addition, the Group has made achievement in improving air pollutant emissions. With the desulfurization and denitrification technology improvement projects introduced for boilers, the nitrogen oxides and sulphur oxides produced by the Group were effectively reduced.

本集團的溫室氣體排放來自日常營運所燃燒的化石燃料及購買電力。於報告期內，本集團產生的溫室氣體總量57,185.91噸二氧化碳當量(2018年度：72,869.30噸)。溫室氣體排放量對比上一報告年度減少，主要由於本集團已就逃逸排放(井工開採及礦後活動)之計算方法作出更新，藉此更準確地統計數據和提高透明度。另外，本集團於改善空氣污染物排放方面取得成果 – 透過對鍋爐進行脫硫及脫硝技術改善工程，本集團產生的氮氧化物和硫氧化物有效減少。

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GHG emission scope 溫室氣體排放範圍	Emission source 排放來源	Emission 排放量 (tonnes of Co2 equivalent) (以噸二氧化碳當量計)	
		2019 二零一九年	2018 二零一八年
Scope 1:			
範圍1:			
Direct emissions 直接排放	Fossil fuel burning (stationary sources) 化石燃料(固定源)	798.40	366.00
	Fossil fuel burning (moving sources) 化石燃料(移動源)	642.98	50.00
	Fugitive emissions (underground mining and post-mining activities) 逃逸排放(井工開採及礦後活動)	17,231.28 (Note 1) (註1)	53,417.30
Scope 2:			
範圍2:			
Indirect emissions 間接排放	Purchased electricity 購買電力	38,510.10	19,036.00
Other indirect emissions 其它間接排放	Discarded waste paper 棄置廢紙	3.15	N/A 不適用
Total 總計		57,185.91	72,869.30
Intensity (emissions per employee) 密度(排放量/員工)		25.75 (Note 2) (註2)	0.82 (Note 3) (註3); 0.02 (Note 4) (註4)

Table 4 – Total GHG Emissions During the Reporting Period

表4 – 報告期內的溫室氣體排放總量

(Note 1) During the Reporting Period, the Group updated the calculation of fugitive emissions (underground mining and post-mining activities), the quantification process of which refers to the Global Warming Potential Values of methane and carbon dioxide in Fifth Assessment Report of Intergovernmental Panel on Climate Change.

(註1) 報告期內，本集團已就逃逸排放(井工開採及礦後活動)之計算方法作出更新，量化過程參考Intergovernmental Panel on Climate Change (IPCC)第5次評估報告的甲烷及二氧化碳的全球暖化潛能值。

(Note 2) During the Reporting Period, the Group updated the calculation of GHG emission intensity, which is uniformly determined by dividing the emissions by the number of employees.

(註2) 報告期內，本集團已就溫室氣體排放密度計算方法作出更新，並統一以排放量除以員工人數釐定。

(Note 3) The GHG emission intensity of the Group at Guangzhou office for 2018 was determined by dividing the MWh equivalent by the number of employees.

(註3) 二零一八年度本集團廣州辦公室的溫室氣體排放密度以兆瓦時等值除以員工人數釐定。

(Note 4) The GHG emission intensity of Xingtiao Coal Mine of the Group for 2018 was determined by dividing the MWh equivalent by the raw coal output per ton.

(註4) 二零一八年度本集團興陶煤礦的溫室氣體排放密度以兆瓦時等值除以每噸原煤產量釐定。

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The Group has adopted different measures to reduce air pollutants and GHG emissions. For instance, the Group actively encourages its employees to apply the “4R” principle (reduce, reuse, recycle and replace) in the office. To be more specific, electronic scanning substitutes direct paper printing, documents are transmitted by email to reduce the use of paper, and disposable products are avoided. On a regular basis, the Group reminds its employees to reuse single-side printed wastepaper for printing internal documents. Water dispensers deployed in our office also use recyclable plastic bottles.

The Group is also concerned about carbon emissions caused by business travel, and has introduced a number of measures in this regard, including preference to local suppliers, centralised management of vehicle use, and interaction with business partners via modern communications tool.

The environmental protection system code, including the Environmental Management System Requirements and Guidelines (GB/T24001-2016/ISO14001:2015) and Energy Management System Requirements and Guidelines (GB/T23331-2012), are strictly implemented by the Group for the establishing of internal environmental management system. At the meantime, the Group carries out regular reviews to ensure that the employees are in full compliance with the rules.

Furthermore, the Group fully complies with the requirements of environmental laws and regulations, including the Environmental Protection Law of the PRC and the Environmental Impact Assessment Law of the PRC to minimize the impacts brought by the Group’s daily operation. For all inevitable emissions, including greenhouse gases and wastewater emissions, the Group has fully complied to the requirements stated in the Ambient Air Quality Standards of the PRC (GB3095-1996), the Integrated Wastewater Discharge Standard of the PRC (GB8979-1996) and the Code for Design of Outdoor Wastewater Engineering (GBJ14-1997), effectively reducing the impact of the Group on both air and water quality.

本集團採取不同措施以減少空氣污染物及溫室氣體排放。例如積極鼓勵員工奉行辦公室「4R」原則，分別為減少使用(Reduce)、再用(Reuse)、循環再造(Recycle)以及替代(Replace)，措施包括使用掃描功能替代直接列印紙張，並轉用電郵傳遞文件，減少使用紙張，亦避免使用一次性產品。本集團更不時提醒員工將單面列印的廢紙重覆再用，用於內部文件列印。另外，本集團辦公室中的飲水機採用可回收膠樽，可被循環再造。

本集團亦關注差旅帶來的碳排放並積極推行多項措施，包括優先選用本地供應商、集中管理車輛使用、以及善用現代化通訊工具與業務夥伴進行溝通。

本集團嚴格執行環保體系守則，包括環境管理體系要求及使用指南(GB/T24001-2016/ISO14001:2015)及能源管理體系要求及使用指南(GB/T23331-2012)以便建立內部環境管理體系。同時，本集團透過定期考核確保僱員完全遵守規定。

此外，本集團亦完全遵守相關的環保法例，包括《中華人民共和國環境保護法》及《中華人民共和國環境影響評價法》的規定以盡量減少本集團日常運營帶來的影響。就所有不可避免的排放(包括溫室氣體及廢水排放)而言，本集團已完全遵守中華人民共和國環境空氣質量標準(GB3095-1996)、中華人民共和國污水綜合排放標準(GB8979-1996)及室外污水工程設計規範(GBJ14-1997)所述規定，該等規定有效減少本集團對空氣及水質量的影響。

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Waste Management

Persisting in the principles of waste management, the Group strives to properly handle and dispose waste generated from business activities. In order to reduce environmental impacts, the Group classifies and recycles waste wherever practicable.

廢棄物管理

本集團堅持廢棄物管理原則，並致力妥善處理及處置來自業務活動所產生的廢棄物。為達致減少環境影響的目標，本集團在可行的情況下將廢棄物分類回收。

Waste 廢棄物	Quantity generated (tonnes) 產生量(噸)		Intensity (quantity generated per employee) 密度(產生量/員工)	
	2019 二零一九年	2018 二零一八年	2019 二零一九年	2018 二零一八年
Total hazardous waste 有害廢棄物總量	5,408.85 (Note 1) (註1)	24.57	2.44 (Note 1) (註1)	0.01 (Note 2) (註2)
Total non-hazardous waste 無害廢棄物總量	0.65 (Note 3) (註3)	4,143.7	3x10⁻⁴ (Note 3) (註3)	1.39

Table 5 – Waste Generated During the Reporting Period

表5 – 報告期內所產生廢棄物

(Note 1) During the Reporting Period, the Group updated the calculation of the total amount and intensity of hazardous waste, which is uniformly determined by dividing the quantity generated by the number of employees. The data includes waste mineral oil produced, general dust and waste oil drums used.

(註1) 報告期內，本集團已就有害廢棄物總量和密度計算方法作出更新，並統一以產生量除以員工人數釐定。數據包括產生之廢礦物油、一般性粉塵及使用之廢油桶。

(Note 2) The hazardous waste intensity of the Group for 2018 was determined by dividing the quantity generated by the output of raw coal per thousand tonnes.

(註2) 二零一八年度本集團有害廢棄物密度以產生量值除以每千噸原煤產量釐定。

(Note 3) During the Reporting Period, the Group compiled statistics on the total non-hazardous waste (mainly being paper for general use) at Guangzhou office. The non-hazardous waste (mainly coal gangue and boiler slag) generated by Xingtiao Coal Mine and Fengxi Coal Mine was used by the Group for power generation and road repair respectively in an environment-friendly manner. However, the Group did not compiled statistics on the non-hazardous waste generated by Xingtiao Coal Mine and Fengxi Coal Mine. The Group will continue to improve internal coordination in data collection.

(註3) 報告期內，本集團已統計位於廣州辦公室的無害廢棄物總量(主為為一般用紙)。就與陶煤礦及馮西煤礦產生的無害廢棄物(主為為煤矸石和鍋爐爐渣)，本集團已分別使用於環保發電及修復道路。然而，本集團暫未就與陶煤礦及馮西煤礦產生的無害廢棄物作出統計。本集團將繼續完善數據收集方面的內部協調。

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As compared to that for the last reporting year, the Group reported a significant increase in total hazardous waste, mainly because the reporting scope for the year extended to Fengxi Coal Mine, and incorporated general dust to the total hazardous waste. The Group will continue to promote the practices of waste reduction, and anticipate a greater progress in the future.

The Group strictly complies with the requirements of laws and regulations related to waste treatment, including the Pollution Control Standard for Hazardous Wastes Incineration of the PRC (GB18484-2001), Standard for Pollution Control on Hazardous Wastes Storage of the PRC (GB18597-2001) and Standard for Pollution Control on Landfill Sites for Hazardous Waste of the PRC (GB18598-2001), to handle and process the wastes, regardless of hazardous or non-hazardous, before disposal to minimize environmental impacts.

2. USE OF RESOURCES

The Group persists in the concept of energy conservation and emission reduction to achieve green production. In pursuing this environmental conception, the Group has implemented various measures to enhance energy efficiency, as well as paper and water consumption. By aggressively monitoring and managing use of resources, the Group aims to enhance the efficient use of resources, while implementing the procedures for lowering and reducing carbon emissions in our operation activities, both of which will help conserve energy. Given the business nature, use of packaging materials is irrelevant to the business of the Group. Set out in the following section are details of consumption of energy and water resources.

對比上一個報告年度，本集團之有害廢棄物總量大幅增加，主要由於本年度報告範圍擴展至馮西煤礦及把產生之一般性粉塵納入有害廢棄物總量。本集團持續推動減少產生廢棄物的風氣，本集團預期日後將會取得更大進展。

本集團嚴格遵行相關的廢棄物處理法例，包括中華人民共和國危險廢物焚燒污染控制標準(GB18484-2001)、中華人民共和國危險廢物貯存污染控制標準(GB18597-2001)及中華人民共和國危險廢物填埋污染控制標準(GB18598-2001)的規定以於處置之前處理及加工廢物(無論危險或不危險)，盡量減少對環境的影響。

2. 資源使用

本集團堅守節能減排的理念，實現綠色生產。為履行本環保理念，本集團已實施多項措施提升能源效益、減少用紙量和用水量。通過積極監察及管理資源使用，本集團旨在提高資源使用效率，在經營中實現低碳工序和減排，致力節省資源。鑒於業務性質，使用包裝物料與本集團的業務並不相關，而有關能源及水資源消耗之詳情將於下述章節討論。

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(a) Resources

During the Reporting Period, the resources directly consumed by the Group for operations are as follows:

Resources 資源	Unit 單位	Consumption 消耗量		Intensity (consumption per employee) 密度(消耗量/員工)	
		2019 二零一九年	2018 二零一八年	2019 二零一九年	2018 二零一八年
Purchased electricity (indirect energy) 外購電力(間接能源)	MWh 兆瓦時	39,788.28	31,201.6	17.91 (Note 1) (註1)	2.56 (Note 2) (註2); 0.01 (Note 3) (註3)
Gasoline (direct energy) 汽油(直接能源)	Litre 公升	12,303.34	N/A (Note 4) 不適用(註4)	5.54	N/A (Note 4) 不適用(註4)
Diesel (direct energy; moving sources) 柴油(直接能源：移動源)	Litre 公升	230,433.40	N/A (Note 5) 不適用(註5)	103.75	N/A (Note 5) 不適用(註5)
Diesel (direct energy; stationary sources) 柴油(直接能源：固定源)	Litre 公升	302,742.00	N/A (Note 5) 不適用(註5)	136.31	N/A (Note 5) 不適用(註5)
Water 水	Cubic metres 立方米	312,473.00	67,323.00	140.69 (Note 6) (註6)	22.628 (Note 7) (註7)

(a) 資源

於報告期內，本集團用於營運的直接消耗資源如下：

Table 6 – total energy consumption during the Reporting Period

(Note 1) During the Reporting Period, the Group updated its calculation of purchased electricity intensity, which is uniformly determined by dividing MWh by the number of employees.

(Note 2) The purchase electricity intensity of the Group at Guangzhou Office for 2018 was determined by dividing MWh equivalent by the number of employees.

(Note 3) The purchase electricity intensity of Xingtiao Coal Mine of the Group for 2018 was determined by dividing MWh equivalent by the output of raw coal per ton.

(Note 4) The gasoline consumption and intensity of the Group for 2018 was included to the overall direct energy consumption (GJ) for calculation purposes, and therefore was not separated into individual items for calculation. During the Reporting Period, the Group updated its calculation of gasoline consumption and intensity, which is uniformly determined by dividing litre by the number of employees. As no oil consumed by vehicles were recorded, the gasoline consumption and intensity of Xingtiao Coal Mine was not included during the reporting year.

表6 – 報告期內的資源消耗總量

(註1) 報告期內，本集團已就外購電力密度計算方法作出更新，並統一以兆瓦時等值除以員工人數釐定。

(註2) 二零一八年度本集團廣州辦公室的外購電力密度以兆瓦時等值除以員工人數釐定。

(註3) 二零一八年度本集團興陶煤礦的外購電力密度以兆瓦時等值除以每噸原煤產量釐定。

(註4) 二零一八年度本集團的汽油消耗量和密度納入整體直接能源消耗量(吉焦耳)作計算，故此未能分拆個別項目作單一計算。報告期內，本集團已就汽油消耗量和密度的計算方法作出更新，並統一以公升除以員工人數釐定。由於並未記錄車輛耗油量，與陶煤礦的汽油消耗量和密度放並未計入本報告年度。

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(Note 5) The consumption and intensity of diesel (stationary and moving sources) of the Group for 2018 was included to the overall direct energy consumption (GJ) for calculation purposes, and therefore was not separated into individual items for calculation. During the Reporting Period, the Group updated its calculation of diesel consumption and intensity, which is uniformly determined by dividing litre by the number of employees. As no oil consumed by vehicles were recorded, the moving sources of diesel consumption of Xingtao Coal Mine was not included during the reporting year.

(Note 6) During the Reporting Period, the Group updated the calculation of water intensity, which is uniformly determined by dividing cubic metre by the number of employees.

(Note 7) The calculation of water intensity by the Group for 2018 was determined by dividing MWh by the output of raw coal per 1,000 tons.

The Group recognises that excessive use of resources may lead to severe environmental issues. As compared with the performance last year, the Group reported a significant increase in use of resources, mainly because the reporting scope for the year extended to Fengxi Coal Mine amid the expanding business operation. The Group continues to encourage the practices of appreciating and reducing use of resources by cultivating the environmental awareness of the employees.

In promoting green actions in our daily operations, the Group has formulated several environmental management practices, which are committed to developing environmental management that is conducive to the sustainability development, details of which are set forth as follows:

Daily operation

- Pursue the “4R” principle;
- Keep the air conditioner temperature at 25°C or above;
- Adjust and reduce lighting in non-working areas;
- Gradually substitute for LED lighting in offices;
- Attach labels nearby the lighting and air-conditioner switches to remind employees to conserve electricity;

(註5) 二零一八年度本集團的柴油(固定源及移動源)消耗量和密度納入整體直接能源消耗量(吉焦耳)作計算，故此未能分拆個別項目作單一計算。報告期內，本集團已就柴油(及移動源)消耗量和密度計算方法作出更新，並統一以公升除以員工人數釐定。由於並未記錄車輛耗油量，與陶煤礦的柴油移動源排放並未計入本報告年度。

(註6) 報告期內，本集團已就用水密度計算方法作出更新，並統一以立方米除以員工人數釐定。

(註7) 二零一八年度本集團用水密度計算方法以兆瓦時等值除以千噸原煤產量釐定。

本集團意識到過度使用資源可引致嚴重環境問題。相比去年之表現，本集團之資源使用量大幅增加，主要由於本年度報告範圍擴展至馮西煤礦及業務發展日益增長所致。本集團持續透過培訓僱員之環境意識而鼓勵珍惜及減少使用資源。

為了於日常營運推廣綠色行動，本集團已制定若干環境管理慣例，致力發展有利可持續發展的環境管理。包括以下：

日常營運

- 奉行「4R」原則
- 保持空調溫度為攝氏25度或以上；
- 調整照明，減少非作業區照明；
- 辦公室正逐一轉換為LED照明；
- 電燈及空調開關處均有張貼提醒員工節約用電的標誌；

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- Remind employees to turn off idle lighting, air conditioning and other electrical equipment;
- Give preference to energy-efficient products when replacing electrical equipment;
- Put and irregularly replace potted plants in office area to purify the office environment;
- Advocate double-sided printing and recycling;
- Purchase materials which meet the national environmental standards;
- Use computer systems to realise office automation for basic procedures and approval processes;
- Encourage paperless office and store documents in a central server.
- 提醒員工必須關閉非使用中的照明、空調及其他電器設備；
- 更換電器設備時，優先選購效能較佳之產品；
- 為各辦公區域擺放和不定期更換植物，淨化辦公環境；
- 提倡雙面打印、循環再用；
- 要求採購的物料需符合國家環保規定的標準；
- 採用電腦系統實現辦公自動化，處理基礎流程及審批；及
- 鼓勵無紙化辦公，集團文件儲存在中央伺服器。

(b) Water consumption

The Group recognises the importance of water scarcity to the earth and environment. Water consumed by the Group is derived from the water supply within the local area without any difficulty in accessing to water sources. The Group proactively focuses on promoting measures to conserve water, including environmental signs attached in noticeable areas to remind employees to conserve water and enhance their water-saving awareness. As compared to that for the previous reporting year, the Group reported a significant increase in water consumption, mainly because the reporting scope for the year extended to Fengxi Coal Mine amid the expanding business.

(b) 用水

本集團深明珍貴水源對地球及環境的重要性。本集團之用水來自區來自來水供應，以及於求取適用水源沒有任何問題。本集團積極著重於促進節約用水措施，例如於當眼處張貼環保標誌，提醒員工節約用水，提高員工的節約意識。對比上一個報告年度，本集團之耗水量大幅增加，其乃主要由本年度報告範圍擴展至馮西煤礦及業務發展增長所致。

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3. ENVIRONMENTAL AND NATURAL RESOURCES

As a socially responsible enterprise, the Group acknowledges the protection of nature and the environment as integral part of our corporate values. Whilst constantly seeking to reduce resource consumption and environmental impacts, the Group will explore methods to improve profitability, and continue with our commitments to sustainability.

Besides continuing to identify, assess, and manage potential adverse environmental impacts, the Group will remain committed to maintaining the balance between the industry and the ecology, and pursue the long-term sustainability development. In the midst of reviewing our operation strategies and planning the industrial development in the future, the Group will take environmental protection and appreciation of natural resources into consideration.

4. CLIMATE CHANGE

The Group's business scope is comprised of Guangzhou business, as well as coal mines in Shuozhou and Xinzhou in Shanxi. The major impact brought by climate change is the threat of typhoons. In this regard, the Group has identified and assessed the risks arising from climate change, and formulated safeguards for the safety of the Group and employees, including strict compliance with the extreme weathering guidelines announced by the government. As regards daily operation, the human resources department advises the employees to close all windows while evacuating the workplace prior to the advent of the typhoon so that the risk of breaking windows is minimised.

The Group has formulated emergency guidelines and measures to minimise the destruction brought by disasters. The Group will review its climate change policies on a regular basis to ensure their effectiveness.

3. 環境及自然資源

作為一家對社會負責任的企業，保護大自然及環境已成為本集團企業文化的重要一環，本集團不斷尋求減少資源消耗和環境影響同時增大利益的方法，並繼續致力實現可持續發展。

此外，本集團將繼續識別、評估及管理對環境的潛在不利影響，並致力維護產業與生態環境間之平衡，追求長期持續發展。在檢討經營策略、規劃未來產業發展的同時，本集團定必將環境保護及珍惜天然資源納入考慮因素當中。

4. 氣候轉變

本集團業務範疇包括廣州，及分別位於山西朔州及忻州的煤礦。有關氣候轉變帶來的影響主要來自颱風威脅。據此，本集團已識別並評估氣候轉變風險，並制定措施以保障集團和員工的安全，包括嚴格遵循政府發佈的相關極端天氣指引。日常營運方面，人力資源部門於颱風前會提示員工在離開工作場所時必須把所有窗戶關閉，以減少窗戶被颱風吹破的風險。

本集團已制定應急指引和措施，以減少日後受到災害侵襲的破壞。集團會定期檢討氣候轉變政策，致力確保成效。

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B. SOCIAL

1. EMPLOYMENT AND LABOR PRACTICES

The Group considers employees as the most valuable resource of a business, as they play a critical role in affecting the product and service quality of the Group, while serving as the foundation for the business sustainability of the Group. The Group vigorously maintains a workplace that pursues safety, health, fairness and impartiality without discrimination, and remains committed to safeguard the harmonious relationship between the Group and the employees. Furthermore, the Group builds and collaborates with the talent pool to facilitate the long-term sustainability development of the Group.

(a) Equal Opportunity Policy

The Group is strongly convinced that equal employment can improve employee satisfaction, which in turn helps retain and motivate outstanding talents who will assist with the Group's business development. As such, in order to protect prospective employees against discrimination in the hiring process, the Group has formulated relevant recruitment procedures to ensure that recruitment decisions are made based on the capabilities, knowledge and experience of applicants related to the open positions, irrespective of such factors as gender, age, race, family status, religious belief and disability.

B. 社會

1. 僱傭與勞工常規

本集團認為僱員是企業最寶貴的資源，員工對本集團的產品和服務質素存在關鍵性的影響，亦是維持企業持續發展的基石。本集團積極構建一個安全健康、公平公正、不存在歧視的工作環境，並致力維護本集團與員工的和諧關係，凝聚人才、合力推動本集團產業的長期可持續發展。

(a) 平等機會政策

本集團深信平等的僱傭關係可提高員工滿意度，從而保留和激勵優秀人才，加快本集團的產業發展。據此，為了使員工在聘用階段中不受到任何歧視，本集團制定了相關招聘程序，確保人事決策建基於應徵者的才能、知識及與職位有關的經驗，而排除性別、年齡、種族、家庭狀況、宗教信仰或殘疾等因素。

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(b) Compensation System

The Group is always committed to a fair and competitive compensation package that attracts and retains high-caliber talents, in the form of basic salary, mandatory provident fund, and other fringe benefits, which is also subject to a periodic review. In the meantime, the Group fully considers raising the employee compensation in line with the Group's performance, for the purpose for ensuring that the employees are rewarded fairly based on their contributions. In assessing and determining the employees' remuneration, the Group considers a variety of factors, including their capability, the Group's performance, and the market rate.

In addition, to support human resources function, the Group also has a set of comprehensive human resources management policy, which is comprised of compensation and benefits, working hours and holidays, recruitment and selection, performance management, promotion, employment termination, training and development.

The Group is always in strict compliance with relevant policies and guidance regarding equal employment opportunities, child labor, forced labor and employment, including the Provisions on the Prohibition of Using Child Labor, Special Protection Regulations for Juvenile Employees, the Labor Law of the PRC and the Labor Contract Law of the PRC. During the Reporting Period, the Group did not identify any violation of the relevant employment laws and regulations, nor did it receive any complaints related to recruitment.

(b) 薪酬體系

本集團一直以包含基本薪金、強制性公積金及其他附帶福利的公平及具競爭力薪酬方案，吸引及保留優秀人才，並定期檢討薪酬待遇。同時，本集團充分考慮員工薪酬可以與集團業績同步增長，確保員工能夠公平的獲得價值並按貢獻程度分享價值。集團會考慮多種因素來評估及制定薪酬水平，當中包括員工的工作能力、集團效益、市場水平等。

此外，本集團亦有一套全面的人力資源管理政策以支持人力資源。該政策包括薪酬及福利、工作時間及假期、招聘及篩選、表現管理、晉升、僱傭終止、培訓及發展。

本集團一直嚴格遵守有關平等就業機會、童工、強制勞動及僱傭相關政策及指引，包括《禁止使用童工規定》、《未成年工特殊保護規定》、《中華人民共和國勞動法》及《中華人民共和國勞動合同法》等。於報告期內，並無違反相關的僱傭法律及法規的個案，亦無與招聘相關的投訴個案。

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	2019 二零一九年		2018 二零一八年	
Total employees 所有員工	2,221		2,237	
Male 男性	91.45%		92.76%	
Female 女性	8.55%		7.24%	
Turnover Rate 流動率	12.52%		32.37%	
Male 男性	89.57%		95.16%	
Female 女性	10.43%		4.84%	
By age 按年齡	Male 男性	Female 女性	Male 男性	Female 女性
Under 16 years old 16歲以下	0	0	0	0
16-24 years old 16-24歲	1.53%	0.32%	2.59%	0.76%
25-40 years old 25-40歲	38.32%	3.20%	40.77%	6.30%
41-59 years old 41-59歲	49.12%	4.86%	47.70%	0.13%
60 years old or over 60歲或以上	2.48%	0.18%	1.70%	0.05%
By employee category 員工類別	Male 男性	Female 女性	Male 男性	Female 女性
Management 管理層	2.75%	0.00%	2.64%	0.04%
Functional departments 職能部門	5.67%	2.52%	19.13%	4.43%
Frontline departments (including local teams and groups) 一線部門(包括本地團隊及集團)	83.03%	6.03%	70.99%	2.77%

Table 7 – Employee Breakdown by Gender, Age Group and Employee Category

表7 – 報告期內按性別、年齡組別及員工類別劃分的員工明細

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2. OCCUPATIONAL HEALTH AND SAFETY

The Group appreciates the health and well-being of every employee, as a result of which, the Group has established a risk assessment and occupational health management system. The system, among others, consists of a number of procedures, including risk identification, analysis, evaluation, treatment, monitoring and reviewing based on the existing controls and recommendations to reduce those risks that are seemingly beyond the acceptable extent.

The Group has identified higher-risk jobs. Accordingly, the Group has implemented a series of occupational health and safety measures to safeguard the safety of employees. The Group requires its employees to strictly comply with the company safety policy and guidelines, which clarify and specify the workflows, various safety measures and guidance, as well as employees' responsibilities for their health and safety at our workplace. For example, the Group regularly conducts reviews on their use of protective measures to ensure tools are properly used and utilized. In addition, the Group has also formulated emergency procedures, including the medical service agreement and Coal Mines Rescue Agreement entered into with local hospitals to ensure any injured staff would receive proper treatment.

The Group has always been in compliance with laws and regulations related to occupational safety and health, including the Safety Law, Law of the PRC on the Prevention and Treatment of Occupational Diseases. In addition, the Group closely follows some specific regulations for our industry, including the Regulation on Safety Supervision of Coal Mines of the PRC, Coal Mine Safety Rules, Regulation on Safety Testing and Inspection of Air Compressors, and Primary Ventilation System and Primary Drainage System.

During the Reporting Period, the Group was not aware of any violation of laws and regulations related to occupational safety and health, nor did it receive any complaints about work conditions. Furthermore, there were no (2018:0) work-related fatalities within the Group.

2. 職業健康與安全

本集團重視每一名員工的健康與福祉。本集團已制定風險評估及職業健康管理制，其中包括一系列步驟，如基於現有監控及建議的風險識別、分析、評估、處理、監管及檢討等措施，以減少不被視為可接受限度內的風險。

本集團已識別較高危的工作崗位。據此，集團已實施一系列職業健康與安全措施，以保障員工的安全。本集團嚴格要求僱員遵守公司安全政策及指引，當中清楚列明工作流程、各種安全措施及指引，以及僱員有關工作場所健康與安全的責任。例如，本集團定期檢討僱員對防護措施的使用情況，確保不同工具的適當使用。另外，本集團亦已制定應急程序，並與當地醫院訂立《醫療服務協議》及《礦山救護協議》，確保任何受傷員工能獲得妥善照顧。

本集團一直嚴格遵守有關職業安全健康相關的法例和法規，包括《安全法》、《中華人民共和國職業病防治法》等。此外，本集團亦緊密遵行業的特定法規，例如《中華人民共和國煤礦安全監察條例》、《中華人民共和國煤礦安全規程》、《空氣壓縮機安全檢測檢驗規範》、《主通風機系統及主排水系統》等。

於報告期內，本集團並無發現違反與職業安全健康相關的法例和法規，或關於工作情況的投訴個案，及沒有任何因工作而死亡(2018：0)的情況。

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3. DEVELOPMENT AND TRAINING

The Group recognises the importance of professionally trained employees to its business growth and future success. Therefore, the Group encourages them to participate in personal development and job-related training courses. In addition, the Group conducts performance appraisal on a regular basis every year, and provides guidance to the employees based on the appraisal results. The Group has developed an employee training policy that comprises a complete set of training measures. This policy specifies the management responsibilities of the person in charge of training in each department, and improve the expertise and skills of the employees by providing them with corresponding training courses.

In daily operation, the Group provides induction training to new employees, and allows experienced employees to act as mentors to guide newcomers. The Group believes such arrangement would be the best practice to cultivate the spirit of communications and teamwork, as well as to improve technical skills and managerial capability. In return, the employees are motivated to pursue learning and further development at all levels.

Set out below is the percentage of employees trained by gender and employee category during the Reporting Period:

	2019 二零一九年		2018 二零一八年	
	Male 男性	Female 女性	Male 男性	Female 女性
By employee category 員工類別				
Management 管理層	100%	0	100%	0
Functional departments 職能部門	55.6%	44.4%	93.50%	4%
Frontline departments (including local teams and groups) 一線部門(包括本地團隊及集團)	93.9%	6.1%	99.75%	0.25%

Table 8 – Percentage of Employees Trained by Gender and Employee Category during the Reporting Period

3. 發展及培訓

本集團認為具備專業培訓之員工為帶領業務增長及未來成功的關鍵。因此，本集團鼓勵彼等參與個人發展及工作相關的培訓課程。此外，本集團每年進行定期績效考核，根據考核結果向員工發出指引。集團制定了員工培訓政策，擁有完整的培訓體系，當中訂明各部門培訓負責人的管理職責，為員工提供相應的學習及培訓課程，以持續增長員工的工作知識和技能。

於日常營運中，本集團向新僱員提供入職培訓，並讓有經驗的僱員擔任導師，指導新入職員工。本集團相信，有關安排將會是促進溝通及團隊精神、提高技術技能及管理能力和鼓勵僱員在所有層面學習及進一步發展的最好方法。

於報告期內，按性別及員工類別劃分的員工培訓率如下：

表8 – 報告期內按性別及員工類別劃分的員工培訓率

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Set out below are the training hours per capita by gender and employee category during the Reporting Period:

於報告期內，按性別及員工類別劃分的平均員工培訓時數如下：

By employee category 員工類別	2019 二零一九年		2018 二零一八年	
	Male 男性	Female 女性	Male 男性	Female 女性
Management 管理層	8	8	24	0
Functional departments 職能部門	8	8	48	24
Frontline departments (including local teams and groups) 一線部門(包括本地團隊及集團)	8	8	72	0

Table 9 – Training Hours per Capita by Gender and Employee Category during the Reporting Period

表9 – 報告期內按性別及員工類別劃分的平均員工培訓時數

4. LABOR STANDARDS

(a) Prohibition of Child Labor and Forced Labor

The Group always respects and strictly complies with all applicable national laws and local regulations as well as relevant labor laws and regulations in the place where it operates. In addition, the Group develops rigorous and systematic measures for recruitment and selection, prevents itself from illegally hiring child labor and ensures that the employment is in compliance with relevant laws and regulations.

Before hiring any applicant, the Group will check the age-related documents to verify his/her age. Adhering to the principle of fair and voluntary recruitment, the Group strictly forbids forced or fraudulent recruitment, ensures that all employees work on a voluntary basis, and prohibits forced labor in any form. In addition, the Group has set up a whistle-blowing mechanism for child labor and forced labor to encourage the employees to report any suspicious cases truthfully.

4. 勞工準則

(a) 禁止使用童工和強迫勞工

本集團一向重視並嚴格遵守營運所在地所有適用的國家法律及地方法規以及相關勞動法律法規，並已制訂嚴謹及有系統的招聘及篩選措施，防止非法聘用童工，並確保僱傭遵循相關法律法規。

本集團規定在聘用任何應徵者之前均會檢查與年齡相關的檔案，有效核實其年齡。本集團秉持公正自願原則進行招聘，嚴禁以強逼或欺詐手段招募，又確保所有員工都在自願的基礎上勞動或工作，禁止任何形式的強迫勞工。此外，集團設立童工及強制勞工的匯報機制，鼓勵員工如實舉報。

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(b) Employee Benefits

The Group also strives to build a harmonious labor relationship and a happy workplace, and promote a positive and healthy lifestyle, which will help the employees become more engaged in their work. Therefore, the Company organizes regular health checkup for our employees, so that they will have a better understanding of their personal health issues. In addition, the Group offers employees fringe benefits, such as housing provident fund and supplementary medical insurance, to improve their pension, medical insurance and ultimately their living quality.

Other aspects of employees' life are also included to the Group's agenda, such as maternity leave and paternity leave. In addition, the Group understands the importance of listening carefully to our employees, and allows them to express their opinions to their superiors. In February 2019, the Group organized a conference in Guangzhou, which gathered the management team and leaders from each section to present their work performance and explore how to make greater achievements by implementing the measures to establish and review business targets, talent training, and management improvement.

The Group has always strictly complied with relevant laws and regulations on labor standards, including the Labor Law of the PRC. During the Reporting Period, the Group was not aware of any non-compliance with the laws and regulations on labor standards.

5. SUPPLY CHAIN MANAGEMENT

The Group emphasizes promoting efficient communications and cooperation with business partners to jointly maintain the quality and safety of products and services. The Group firmly believes that the solid business relationship with its suppliers can facilitate the long-term business development and growth.

The Group has developed a set of well-defined standardized procurement management procedures. As far as general procurement are concerned, our legal and procurement departments will first examine the supplier's financial positions, business scale and their business legitimacy, and will obtain quotations from at least 3 suppliers for cost comparison. The cost-efficient sales price of coal will be determined after conducting a quality comparison over coal samples.

(b) 員工福利

本集團亦致力建立和諧的勞資關係，創建愉快工作環境，推廣正面健康的生活方式，將有助他們更投入於工作。因此，本集團組織僱員進行定期體檢，讓僱員更好的瞭解自身健康狀況。同時，本集團為僱員提供住房公積金及補充醫療保險等福利，藉以改善僱員的退休和醫療保障，代僱員生活質量提升。

本集團亦將僱員生活的其他方面列入議程，例如在僱員提供產假和侍產假。此外，本集團了解仔細傾聽僱員心聲的重要性，讓僱員能夠向上級表達意見。於二零一九年二月，本集團在廣州舉行會議，召集管理團隊及各部門領導分享工作表現，並探討本集團如何通過設定和審查業務目標、人才培訓及改善管理等措施取得更高成就。

本集團一直嚴格遵守有關勞工準則法例及規例，包括《中華人民共和國勞動法》等。於報告期內，本集團並無發現有關勞工準則法例及規例的不合規事件。

5. 供應鏈管理

本集團強調促進與業務夥伴建立良好的溝通與合作關係，協力維護產品與服務的質量和安全。本集團堅信與供應商維持穩固業務，能有助業務的長遠發展和進步。

本集團已制定一套清晰的標準採購管理程序。就一般採購而言，法律及採購部門將首先檢查供應商的財務狀況、業務規模及其業務合法性，並向至少3家供應商獲取報價以作成本比較，及收集煤炭樣本作品質比較，最終設定實惠的銷售價格。

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In addition, we persist in national safety guidelines when assessing the suppliers' business, including AG1011-AG1013 Safety Inspecting-testing Specifications for Coal Mine, Coal Mine Safety Rules, and Coal Industry Law of the PRC. Annually, the Group continues to monitor our material and service suppliers and removes any unsatisfactory providers. Any supplier that does not fulfil requirements will be required to compensate us to safeguard the Company's interests in accordance with the service agreement entered into in advance. In case of any major change or incident happening to the supply chain, the procurement department will follow our internal guidelines to report the adjustments of suppliers to the Group's management in a timely manner.

The Group has established internal guidance that enforces supplier management to govern the supplier engagement. Suppliers are determined by screening and evaluation procedures among the suppliers, based on the quality and price. The Group has incorporated national safety guidelines as assessment criteria, such as AG1011-AG1013 Safety Inspecting-testing Specifications for Coal Mine, Coal Mine Safety Rules, and Coal Industry Law of the PRC. In addition, the Group has developed a set of supplier rating criteria to regularly assess the performance of new and existing suppliers. Only the highly qualified suppliers in compliance with regulatory requirements qualify for the supplier selection by the Group. The Group also carries out regular assessment on suppliers' overall capabilities, assets position, business nature, industrial reputation, product quality, goods delivery and compliance with law and regulations.

During the Reporting Period, the Group had a total of 825 cooperative suppliers, all of which were from China and Indonesia.

當我們評估供應商的業務時，我們亦堅持全國性安全指引，如《煤礦安全檢測規範》(AG1011 -AG1013)、《煤礦安全規程》、《中華人民共和國煤炭法》等。本集團亦每年監察我們的物資及服務供應商，並剔除不令人滿意的供應商。倘任何供應商不符合要求，則相關供應商將須根據我們事先簽署的服務協議向我們作出補償，以保障本公司之利益。倘供應鏈出現任何重大變動或發生事故，採購部門將遵從我們的內部指引，及時向本集團的管理層匯報供應商調整情況。

本集團已設立內部指引實施供應商管理以規管供應商的委聘。供應商的選擇乃根據品質和價格進行篩選和評估程序。本集團納入全國性安全指引作評估準則，例如《煤礦安全檢測規範》(AG1011 - AG1013)、《煤礦安全規程》及《中華人民共和國煤炭法》等。本集團亦已制定供應商評分標準，以對新委任供應商及現有供應商表現進行定期評估。只有符合監管要求的高質量供應商才符合資格供本集團選擇。本集團亦對供應商的整體能力、資產狀況、業務性質、行業聲譽、產品質量、貨物交付及遵守法律及法規情況進行定期評估。

於報告期內，本集團合共有825家合作供應商，全部來自中國和印尼。

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6. PRODUCT RESPONSIBILITY

(a) Pursuit of Higher Product Quality

The Group is committed to providing customers with high-quality coal products. To ensure that the quality of the Group's coal products is in line with industry standards and sustainability requirements, the Group has formulated strict policies and procedures for production and sales. For instance, our coal products must be stored in specific sites or go through only indoor areas to ensure no external cause will affect the product quality. In addition, the Group possesses laboratories which are up to national standards to conduct product inspection in a timely manner. All internal procedures are also drafted based on national regulations as below: Grade for Closed Process Water Circuit in Coal Preparation Plant (MT/T 810-1999), Coal Sizing Equipment-Performance Evaluation (GB/T15716-1995), General Rules for Analytical and Testing Methods of Coal (GB/T483-2007), Determination of Total Moisture in Coal (GB/T211-2007), Methods for Determining the Minerals in Coal (GB/T7560-2001) and Methods for Determining the Calorific Value of Coal (GB/T479-2000).

(b) Customer Data Protection and Privacy Policy

In safeguarding customer data, all orders and data of the Group's customers are processed and saved by dedicated personnel, and no access is given to other employees. As to safeguarding and protecting intellectual property rights, the Group will select products provided by legitimate manufacturers or suppliers. In addition, all employees of the Group have entered into an agreement to guarantee the confidentiality of the Company's data upon joining the Company. In case of any violation or divulgence of information, the Company will take legal actions against the relevant employee and terminate their employment contract immediately if needed.

The Group received no product recall or service complaint during the Reporting Period.

6. 產品責任

(a) 邁向更高產品質量

本集團致力向客戶提供優質煤炭產品。為確保本集團的煤炭產品質素符合行業標準及可持續發展要求，本集團已就生產及出售產品制定嚴謹的政策及程序。例如，煤炭產品必須儲存在特定地點或僅通過室內區域，確保沒有外部環境因素影響產品質量。本集團亦設有符合國家標準的實驗室，為產品進行質量檢驗；所有內部程序亦遵循下列國家規範：《選煤廠洗水閉路循環等級》(MT/T 810-1999)、《煤用篩分設備工藝性能評定方法》(GB/T15716-1995)、《煤炭分析試驗方法一般規定》(GB/T483-2007)、《煤中全水分的測定方法》(GB/T211-2007)、《煤中礦物質的測定方法》(GB/T7560-2001)及《煤的發熱量測定方法》(GB/T479-2000)。

(b) 客戶資料保護和隱私政策

為確保顧客資料得到保護，本集團所有客戶訂單及資料會由專人處理和保存，嚴禁其他員工查閱。在維護及保障知識產權方面，本集團會選擇由合法生產商或供應商提供的產品。另外，本集團所有員工已訂立協議以承諾於彼等加入本公司後對公司的數據保密。倘存在任何違反或信息洩露，若有需要，本公司將對相關員工提取法律訴訟並立即終止其僱傭合約。

於報告期間，本集團並無收到產品召回或服務投訴。

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The features of commercial coals produced by the Group are as follows:

本集團出產的商業煤特徵如下：

Coal features 煤質特徵	Huameiao Energy - Xingtao Coal 華美奧能源 - 興陶煤業	Huameiao Energy - Fengxi Coal 華美奧能源 - 馮西煤業	Huameiao Energy - Chongsheng Coal 華美奧能源 - 崇升煤業
Coal seam 煤層	4	9	9
Moisture (%) 水分(%)	9.13-12.11	2.07-2.90	8.70-11.84
Ash (%) 灰分(%)	21.07-29.94	18.36-30.42	21.25-23.85
Sulphur (%) 含硫量(%)	0.76-1.81	0.31-0.84	1.78-2.40
Volatile (%) 揮發物含量(%)	21.96-27.49	19.90-29.49	27.54-28.88
Calorific value (MJ/kg) 發熱量(兆焦耳/千克)	17.30-18.13	17.08-22.03	20.36-22.25

Table 10 – The Features of Commercial Coals Produced by the Group

表10 – 本集團出產的商業煤特徵

7. INTEGRITY

The Group is committed to promoting an integrity-driven operation and fair competition, and expects all employees to observe the highest standard of ethicality, as well as personal and professional conduct. The Group has developed a sound risk management code and internal control code. The Group also sets out the relevant policies in the employee handbook and guides the employees to abide by the code of conduct, which provides a clear definition of the provision and acceptance of interests, such as gifts and souvenirs, and ways to address conflicts of interest.

7. 維護廉潔

本集團致力於提倡誠實經營及公平競爭，並期望所有員工恪守最高的道德、個人及專業操守準則。本集團已制定完備的風險管理守則及內部控制守則，包括於僱員手冊中載列相關政策並引導僱員遵守操守準則。操守準則明確界定了禮物及紀念品等利益的提供及接受以及如何處理利益衝突。

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The Group establishes and implements an internal integrity system to strengthen the integrity of the employees in governance practices. In addition, the Group has whistle-blowing procedures in effect, encouraging the employees, management team and directors to report any misconduct and dishonest behaviour, such as bribery, fraud and other offences. Furthermore, the Group has provided clear guidelines against misconduct, such as bribery, corruption, embezzlement, insider trading and theft of corporate assets, to ensure that the employees can report matters of concern to our HR department through various channels in an absolutely confidential manner. Where a case of misconduct is found out to be true following investigation, the Group will take appropriate corrective measures and disciplinary action against the person(s) involved. In the event of a criminal offence, the Group will report the case to the competent authority. In addition, the Group engages a third-party agency to audit its internal financial conditions each year.

During the Reporting Period, the Group complied with the Provisions on Prohibiting Corruption and Bribery of the Criminal Law of the PRC and any legal regulation and requirements for listed companies in Hong Kong. The Group was also not involved in any legal prosecution of corruption.

8. COMMUNITY ENGAGEMENT

The Group acknowledges the importance of making positive contributions to the communities in which it operates, and regards the community interests as one of its social responsibilities. The Group believes that enterprises and communities form an indivisible body, and business development depends on community support and assistance. To fulfil our social responsibilities to the fullest extent, the Group is committed to community activities and shoulders the responsibility as a good corporate citizen to contribute to the communities by encouraging our employees to provide charity and social services.

本集團已制定並實施內部廉政制度，加強員工清正廉潔的管治操守。此外，本集團建立有效舉報程序，鼓勵員工、管理人員和董事舉報任何不當行為和不誠實活動，例如貪污、欺詐，以及其他犯罪行為。另外，本集團已就有關不當行為，例如賄賂、貪污舞弊、挪用、內幕交易、盜竊集團資產等行為提供清晰指引，確保其員工可以絕對保密的方式透過不同渠道就其關注的事項向人力資源部報告進行通報。如調查個案屬實，集團將會採取合適的糾正措施和對涉事人作出紀律處分，倘若事件涉及刑事成分，集團會轉交有關當局處理。此外，本集團每年均會聘請第三方機構審核內部財務。

於報告期間內，本集團已遵守中華人民共和國刑法有關禁止腐敗及賄賂的規定以及於香港上市的公司的任何法律規定及要求，且沒有涉及關於貪污的法律檢控案件。

8. 社區參與

本集團深知對經營所在社區作出積極貢獻的重要性，並將社區的利益視為其社會責任之一。本集團認為企業和社區是不可分割的整體，企業發展同時也離不開社區的支持與幫助。為了更充份履行社會責任，本集團致力參與社區活動，並透過鼓勵員工參與慈善及社會服務，承擔良好企業公民為社區作出貢獻之責任。

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During the Reporting Period, the Group made the following donations, and sponsored and participated in various charity activities.

- Donations from the activities headed "Sending Warmth to People in Need" conducted by Finance Bureau of Shuozhou City
- Charity federation in Shuozhou City
- Donations to military personnel for poverty alleviation

Support for Schoolchildren and Universities Education

During the Reporting Year, in a spirit of the document coded Jin Kai Fa Ban (Zong) Zi [2018] No. 15, the Group pursued the "Educational Poverty Alleviation Action" to ensure that the "Implementation Opinions on Resolutely Winning the Tough Battle against Poverty" of the provincial Party committee and provincial government is thoroughly carried out. This action provided a one-time subsidy of RMB5,000 to each college student who sat the 2018 college entrance examination and was admitted to the first-tier universities and second-tier universities (including Class A and Class B) in and outside the province.

In addition, in a spirit of the documents coded Jin Kai Fa Ban (Zong) Zi [2018] No. 15 and Huai Tuo Pin Gong Jian Ban Zi [2018] No. 5, the Group provided a one-time subsidy of RMB5,000 to each of the seven college students in Taoxiang Village and donated some supplies such as down jackets, hats and school bags to the boarding schools in Taoxiang Village.

於報告期間，集團作出以下捐贈、贊助並參與多個慈善活動。

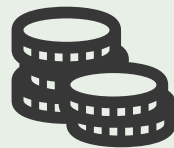
- 朔州市財政局「送溫暖、獻愛心」捐款
- 朔州市慈善總會
- 軍人扶貧捐款

支助學童和大學教育

於本報告年度，本集團按照(晉開發辦(綜)字[2018]15號)文件精神，為貫徹落實省委、省政府《關於堅決打贏全省脫貧攻堅戰的實施意見》，進行「教育扶貧行動」。是次行動為每名參加2018年普通高考並被省內外高校錄取就讀一本專業、二本A類和B類專業大學生提供一次性5000元資助。

此外，本集團根據(晉開發辦(綜)字[2018]15號)和(懷脫貧攻堅辦字[2018]5號)文件精神，為陶鄉村7名在校大學生提供一次性5,000元資助；及向陶鄉村寄宿學校捐贈羽絨服，帽子、書包等用品。

Donations in 2019 2019 捐款



exceeded
超過

¥180,000

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The Group will continue with regular reviews over its objectives for and orientation of community investments, and oversee community investment, sponsorship and donation activities, and related approval policies. In addition, the Group will examine whether its social performance aligns with its community investment policy and community objectives, while overseeing and improving its team capacity to safeguard the enforcement of community investment policies.

OUTLOOK

The Group believes that the currently implemented measures for environmental and social responsibility are sufficient for our compliance with the relevant laws and listing rules, but necessary reviews and amendments are required from time to time to meet the requirements of various laws, listing rules and internal management. Looking forward, the Group will continue to introduce more ESG measures that are conducive to business operations to live up our environmental and social commitments.

SHARE YOUR VIEWS WITH US!

We highly recognize your valuable views on this report. Your feedback helps us achieve our vision for a sustainable future. We invite you to share your comments using any of the following means:

FEEDBACK CHANNELS:

Address: Room 2201-2208, 22/F, South Tower, Poly International Plaza, No. 1, Pazhou Avenue East, Haizhu District, Guangzhou City

Tel: 8620-89898239

Email: ir@qinfagroup.com

本集團將繼續定期檢討社區投資的目標和方向，並監督社區投資、贊助和捐贈活動及批核政策。本集團又會每年審視本集團的社會表現是否切合社區投資政策和社區活動的目標，監管和優化團隊能力，並確保社區投資政策於各部門實行。

展望

本集團認為，目前實施環境保護和社會責任的措施對有關法例、上市規則的遵守是充分的，但仍會不時因應各項法例、上市規則和內部管理的需要而作出必要的檢討和修訂。此外，本集團未來會繼續在營運上進行更多有利環境、社會以及管治的措施，以反映本集團對環境及社會的承擔。

與我們分享您的意見！

我們重視您關於本報告的意見。這有助我們實現可持續發展的未來願景。我們邀請您透過以下方式來分享您的意見：

意見收集渠道：

地址：廣州市海珠區琶洲東路1號保利國際廣場南塔22樓2201至2208室

電話：8620-89898239

電郵：ir@qinfagroup.com



中國秦發集團有限公司
CHINA QINF A GROUP LIMITED