



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

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

Stock Code 股份代號: 702



# 2020

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



## TABLE OF CONTENT

I.	PREAMBLE
II.	REPORTING BOUNDARY AND PRINCIPLES
III.	MESSAGE FROM THE BOARD
IV.	ESG MANAGEMENT STRATEGY
V.	STAKEHOLDER ENGAGEMENT
VI.	ENVIRONMENTAL SUSTAINABILITY
VII.	SOCIAL SUSTAINABILITY
	APPENDIX
	END OF REPORT

## 目錄

	PAGE 頁次
I. 引言	2
II. 匯報範圍及原則	3
III. 董事會序言	5
IV. ESG管理戰略	7
V. 利益相關者的參與	8
VI. 環境可持續發展	13
VII. 社會可持續發展	20
附錄	35
報告結束	40



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### I. PREAMBLE

Oil and gas have long been the essential components of global energy system. Nowadays, an emerging topic along the entire oil and gas value chain is the action towards sustainability. Given the potential impacts of the oil and gas industry's operations on a range of sustainability-related areas, including global warming, ecosystems, workers' health and the wellbeing of local communities, which are commonly recognised to be accompanied by material environmental, social and governance ("ESG") risks in upstream infrastructure development and operations, it is of paramount importance for the private sector to integrate sustainable concepts and practices into business operations, as well as leveraging its inherent strength in the value chain to facilitate collaboration and collective actions in changing towards sustainability.

In China, a thriving civilisation call for good eco-environment has been embraced with the vision of a global community of shared future and ambition to accelerate its transformation towards green and low-carbon development in economy and society. During the 14<sup>th</sup> Five-Year Plan period, Shanxi Province published the 14<sup>th</sup> Five-Year New Technology Plan of Shanxi Province, placing great emphasis on chemical research on unconventional natural gas technology, co-production of "three gases" (三氣共採), deep coalbed methane ("CBM") exploration and development, combined mining of multiple coalbeds, and graded utilisation of coalbed methane. Under the overarching guidance of the 14<sup>th</sup> Five-Year Plan that highlights building a clean and diversified energy supply system, Sino Oil and Gas Holdings Limited (the "Company") and its subsidiaries (the "Group") deeply understands its pivotal role to play in strengthening core technology research and incorporating ESG principles into the way it operates and develops, and keeps putting forward sustainable solutions for minimising its environmental impacts and enlarging its social contributions, while maintaining a growing momentum in business development.

### I. 引言

長期以來，石油和天然氣一直是全球能源系統的重要組成部分。如今，為實現可持續發展而採取行動是整個石油和天然氣價值鏈中的一個新興話題。鑑於石油和天然氣行業的營運對包括全球暖化、生態系統、員工健康和當地社區的福祉等一系列可持續發展相關領域所帶來的潛在影響，人們普遍認為上游基礎設施的開發和營運伴隨著重大的環境、社會和治理（「ESG」）風險，而對於私營機構而言，將可持續發展理念和實踐融入商業營運，以及利用其在價值鏈中的固有優勢促進合作和集體行動，從而邁向可持續發展是至關重要的。

在中國，「生態興則文明興」在樹立人類命運共同體理念和加速經濟社會發展向綠色低碳轉型中不斷得到重視。在「十四五」規劃期間，山西省發布了《山西省「十四五」新技術計劃》，重點關注非常規天然氣技術的化學研究、「三氣共採」、深層煤層氣勘探開發、多煤層聯合開採以及煤層氣分級利用等。在「十四五」規劃關於構建潔淨和多元化能源供應體系的總綱領下，中國油氣控股有限公司（「本公司」）及其子公司（「本集團」）深知加強核心技術研究並將ESG原則納入經營和發展方式所發揮的關鍵作用，並會透過不斷提出可持續的解決方案，在保持業務發展勢頭的同時減少對環境的影響，提升對社會的貢獻。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### II. REPORTING BOUNDARY AND PRINCIPLES

In strict compliance with the requirements under Appendix 27 – ESG Reporting Guide of Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“Stock Exchange”), the Group is pleased to present its fifth ESG Report for the year ended 31 December 2020 (“FY2020”), which demonstrates the Group’s approach and performance in terms of ESG management and corporate sustainable development for FY2020. For corporate governance section, please refer to pages 27 to 40 of the Company’s 2020 Annual Report.

The ESG Report has been prepared with reference to the latest amendments to the existing ESG reporting regime adopted by the Stock Exchange. If there is any conflict or inconsistency, the English version shall prevail.

#### Boundary Setting

Given the business nature of the Group, the boundary of the ESG report remains consistent with last year that covers the performance and management policies of the Group’s business operations in Mainland China including Raw Coal Washing Project and CBM Business in Shanxi Province.

The coal washing plant is located at Qinshui Basin, Shanxi Province. The washing process involves separation of coal from soil and rock into graded sized chunks through centrifugation, magnetism and flotation technologies. In FY2020, the coal washing operations recorded a total sale of refined coal approximately 160,000 tonnes (FY2019: 201,000 tonnes).

### II. 匯報範圍及原則

本集團嚴格遵守香港聯合交易所有限公司（「聯交所」）證券上市規則附錄27—環境、社會及管治報告指引的規定，欣然呈列其第五份截至2020年12月31日止年度（「2020財年」）環境、社會及管治報告，用以展示本集團於2020財年在ESG管理和企業可持續發展方面的方針及表現。有關企業管治部分，請參閱本公司2020年年報第27至40頁。

本ESG報告參考聯交所採納的現有ESG報告制度的最新修訂而編製。如有任何爭議或差異，應以英文版本為準。

#### 範圍設定

鑑於本集團的業務性質，本ESG報告的範圍與去年保持一致，涵蓋了本集團在中國內地包括山西省原煤洗選項目和煤層氣業務的表現和管理政策。

洗煤廠位於山西省沁水盆地。洗選過程包括通過離心分離、磁力和浮選技術，將煤炭從泥沙石礫中分離成大小分級的煤塊。於2020財年，洗煤業務共錄得精煤銷售約16萬噸（2019財年：20.1萬噸）。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

Sanjiao CBM Project is located in Ordos Basin in Shanxi and Shaanxi Provinces. It involves continuous extraction, compression and distribution of CBM. In FY2020, the CBM Project had 18 (FY2019: 4) new wells and completed a total of 140 (FY2019: 122) wells, comprising 88 (FY2019: 70) multilateral horizontal wells and 52 (FY2019: 52) vertical wells. Out of the total 140 wells, 102 wells were in the normal dewatering and gas producing stage, of which 102 wells accessed to a gas collection pipeline network. In FY2020, the CBM Project recorded CBM production of approximately 101.75 million m<sup>3</sup> (FY2019: 103.22 million m<sup>3</sup>). The Project uses three designated CBM pipelines in the Sanjiao block and its surrounding areas, built by the Shanxi provincial government as its major sales channels, including (1) the CBM pipeline from Sanjiao to Linxian for gas supply for residential, commercial and industrial use, as well as heating in winter; (2) the designated CBM pipeline of the Sanjiao CBM block for gas supply to Senze Coal & Aluminium Group, a local coal processor and aluminium manufacturer; and (3) the CBM pipeline from Sanjiao to Luliang (for gas supply to Xiaoyi and central Shanxi).

### Reporting Principles

#### Materiality

In FY2020, the Group performed a materiality assessment of the ESG-related topics with reference to the recommended procedures of the Stock Exchange through surveys with its key stakeholders. Both internal and external stakeholder representatives were invited in the survey and the outcome enabled the Group to prioritise the relevant ESG issues material to the Group in its ESG management and journey towards sustainability.

#### Quantitative

The Group collected and presented its performance in greenhouse gas ("GHG") emissions, consumption of various energy resources and various social Key Performance Indicators ("KPIs") such as the number of employees in terms of age, geographic locations, gender and position types.

三交煤層氣項目位於山西省和陝西省的鄂爾多斯盆地，項目涉及煤層氣的持續排採、壓縮和分銷。於2020財年，煤層氣項目新增18口井（2019財年：4），共完成140口井（2019財年：122），包括88口多分支水平井（2019財年：70）和52口直井（2019財年：52）。在所有140口井中，有102口井為正常排採井，接入集氣管網的井為102口。於2020財年，煤層氣項目錄得煤層氣產量約為10,175萬立方米（2019財年：10,322萬立方米）。項目以三交區域內及其周邊地區由省政府規劃的三條已建成煤層氣專用管線作為主要銷售渠道，包括：(1)三交至臨縣煤層氣輸氣管道，供應臨縣城市居民、工商業用氣及冬季取暖用氣；(2)三交區塊專用煤層氣管道，向一間當地的煤鋁生產企業—森澤煤鋁集團供氣；以及(3)三交至呂梁煤層氣輸氣管道，供應孝義及山西省中部天然氣管網。

### 匯報原則

#### 重要性

於2020財年，本集團參照聯交所的建議程序，通過對其主要利益相關者的調查，對ESG相關議題進行了重要性評估。內部和外部利益相關者代表均受邀參與調查，調查的結果使本集團能夠在ESG管理和實現可持續發展的過程中優先考慮對集團而言重要的相關ESG事宜。

#### 量化

本集團收集並展示了其在溫室氣體（「GHG」）排放、各種能源資源消耗和各種社會關鍵績效指標（「KPI」）方面的表現，如按年齡、地理位置、性別和職位類型劃分的僱員人數。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### **Balance**

An unbiased picture of the Group's environmental and social performance as well as its impacts on the environment and natural resources (both positive and negative) was described in the ESG Report.

### **Consistency**

The application of principle Consistency was reflected in the boundary setting process and reporting framework that the Group based in generating the ESG Report. In particular, the Group adhered to the procedures set forth in "How to Prepare an ESG Report? – Appendix 2: Reporting Guidance on Environmental KPIs and Appendix 3: Reporting Guidance on Social KPIs" issued by the Stock Exchange in collating statistics and presenting its ESG performance.

## **III. MESSAGE FROM THE BOARD**

Adhering to its corporate value of "People Oriented, Effective Use of Resources, Bring Harmony with Great Virtue", the Group has relentlessly been committed to improving its ESG management system and dedicated to being a professional international oil & gas explorer and producer with full respect for its people, the ecosystem and the welfare of a wider society simultaneously. Since the global community heavily relies on oil and gas products for development, it is crucial for all industry players to focus on the broad environmental and social issues engendered by exploration and production processes that are manifested at both local and global levels. As an enterprise with its principal businesses in CBM exploration and extraction, as well as raw coal washing operations, the Group has developed a systematic thinking that reviews and optimises its business practices through ESG lenses holistically, striving to address a variety of potential environmental impacts during operations while delivering significant co-benefits to the society.

### **平衡**

本ESG報告中不偏不倚地描述了本集團的環境和社會績效，以及其對環境和自然資源的影響（正面和負面）。

### **一致性**

一致性原則的應用體現在本集團編製本ESG報告所依據的範圍設定過程和報告框架中。具體而言，本集團遵守由聯交所刊發的「如何編備環境、社會及管治報告－附錄二：環境關鍵績效指標匯報指引和附錄三：社會關鍵績效指標匯報指引」中規定的程序，整理統計數據並展示其ESG表現。

## **III. 董事會序言**

秉承「以人為本，善用資源，厚德載物」的企業價值觀，本集團堅持不懈地致力於完善其ESG管理體系，旨在成為一個專業的國際化油氣勘探和生產企業，同時充分尊重員工、生態系統和社會福祉。由於全球社會嚴重依賴石油和天然氣產品的發展，所有行業參與者均須關注勘探和生產過程中所產生的一系列在本地和全球範圍內均體現出的環境和社會議題。作為一家以煤層氣勘探和開採以及原煤洗選為主要業務的企業，本集團已形成一套系統化的思維，透過ESG視角全面審查和優化其業務實踐，努力解決營運過程中各種潛在的環境影響，同時積極為社會帶來福祉。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

As one of many industries that are most exposed to climate-related risks, the oil and gas sector undoubtedly needs to refine its business strategy and moves towards cleaner and eco-friendly operation model. In response to the China's plan to have carbon dioxide (CO<sub>2</sub>) emissions peak before 2030 and to achieve carbon neutrality before 2060, the Group keeps reviewing its operations and prepares its energy strategy with the leadership of the Board and by building cross-functional accountability. Meanwhile, the Group continues to make good track on its energy performance through metrics from the Group's level down to its major business segments and projects.

In 2020, the outbreak of COVID-19 Pandemic (the "Pandemic") brought unprecedented uncertainties and challenges to businesses, severely affecting the global economy and financial markets as well as causing millions to lose their lives. Facing the crisis, the Group immediately built emergency leadership team and taskforces at different levels, formulating and implementing policies including "COVID-19 Epidemic Prevention and Control Work Plan" and "Emergency Plan", and taking effective actions by following the governments' instructions, in order to protect the safety of its employees while maintaining its operations.

As the world starts to look beyond the Pandemic in 2021, the Group believes that there is a strong business case to ensure a "green" recovery and address sustainability challenges in the context of global reconstruction efforts. On behalf of the Board, we look forward to charting a course to realise this sustainable future with our stakeholders, and hereby present our FY2020 ESG Report.

**Dai Xiaobing**

*Chairman*

Hong Kong, 22 July 2021

石油和天然氣行業作為受氣候相關風險影響較大的眾多行業之一，其無疑需要完善商業戰略，並向更潔淨和環保的營運模式邁進。為響應中國在2030年前碳達峰(CO<sub>2</sub>)，並在2060年前實現碳中和的計劃，本集團在董事會的領導下，通過建立跨職能部門的問責制，不斷審查其業務並為其能源戰略做準備。與此同時，本集團繼續通過從集團層面到主要業務板塊和項目所建立的指標，對其能源表現進行有效追蹤。

2020年，新冠疫情大流行(「疫情」)的爆發給企業帶來了前所未有的不確定性和挑戰，嚴重影響著全球經濟和金融市場，並導致數百萬人因此而喪生。面對危機，本集團第一時間組建各級應急領導小組和工作組，制定實施「新冠病毒疫情防控工作方案」、「應急預案」等政策，並按照政府指示採取有效行動，以在維持營運的同時保障其員工的安全。

2021年，隨著世界開始將目光投向後疫情時代，本集團相信在全球重建工作的大背景下，確保「綠色」復甦和應對持續性挑戰能為本集團帶來很大的商業優勢。我僅代表董事會，期待與我們的利益相關者共同制定實現可持續未來的路線圖，並在此提呈我們2020財年的ESG報告。

**戴小兵**

*主席*

香港，2021年7月22日

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### IV. ESG MANAGEMENT STRATEGY

At the centre of the Group's ESG management approach is a sustainability commitment signalled from the top that has inherently been evolved from the Group's business principle – "Equal emphasis on business and capital, Equal attention to resources and talent". The Board of Directors of the Group (the "Board") takes the lead on and oversees the planning, implementation and reporting of the Group's progress towards sustainability. The robust governance, resourceful and dedicated management teams together with diligent employees are the Group's key to unlocking its potential to constantly overcome challenges and navigate through the complex market environment to achieve sustainability.

Our ESG management approach primarily focuses on two pillars, namely our environmental commitment and employees' wellbeing. To acquire material ESG information including potential ESG-related risks that may have significant impacts on the Group, efficient dialogues between the management team and frontline operators as well as regular ESG newsletters summarising the latest regulatory frameworks at both domestic and global stages have been taken as useful ways for ESG risk analysis by the Group.

### IV. ESG管理戰略

本集團ESG管理方法的核心始於集團高層對可持續發展的承諾。該承諾是本集團經營方針「資源與人才並舉，實業與資本並重」的延伸。本集團董事會（「董事會」）領導並監督本集團在可持續發展方面的規劃、實施和進程報告。一個健全的管治、靈活且敬業的管理團隊及勤奮的員工是本集團發揮潛力、不斷克服挑戰並能在複雜的市場環境中實現可持續發展的關鍵。

我們的ESG管理方法主要專注於兩大領域，即我們的環境承諾和員工福祉。為獲取重要的ESG資訊，包括可能對本集團產生重大影響的潛在ESG相關風險，管理團隊與一線員工之間的有效溝通以及定期分享ESG新聞資訊（總結國內和全球範圍內的最新監管框架）被視作本集團開展ESG風險評估的有效方法。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### V. STAKEHOLDER ENGAGEMENT

### V. 利益相關者的參與



The Group has been consulting with its main stakeholders to identify their concerns about the Group's ESG development on a continuous basis. The Group maintains a sound relationship with its stakeholders including suppliers, employees as well as professional organisations in a proactive manner, and regularly involved their representatives in expressing their opinions in terms of the Group's sustainable development through the channels highlighted below.

本集團一直與其主要利益相關者進行溝通，以持續了解其對本集團ESG發展的關注。本集團積極與包括供應商、員工和專業組織在內的利益相關者保持良好關係，並定期與其代表通過以下渠道就本集團的可持續發展發表看法。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Communication with Key Stakeholders

### 與關鍵利益相關者的溝通

Stakeholders 利益相關者類別	Expectations and Concerns 期望與關切	Communication Channels 溝通方式
Government and regulatory authorities 政府和監管機構	<ul style="list-style-type: none"> <li>Law and regulation compliance</li> <li>Anti-corruption policies</li> <li>Occupational health and safety</li> <li>遵守法律法規</li> <li>反腐敗政策</li> <li>職業健康與安全</li> </ul>	<ul style="list-style-type: none"> <li>Supervision on the compliance with local laws and regulations</li> <li>Routine reports and tax payments</li> <li>遵守當地法律法規的監管</li> <li>常規報告和支付稅項</li> </ul>
Shareholders 股東	<ul style="list-style-type: none"> <li>Return on investments</li> <li>Corporate governance</li> <li>Law and regulation compliance</li> <li>投資回報</li> <li>企業管治</li> <li>法律法規的合規性</li> </ul>	<ul style="list-style-type: none"> <li>Regular reports</li> <li>Announcements</li> <li>Annual general meetings</li> <li>定期報告</li> <li>公告</li> <li>年度股東大會</li> </ul>
Employees 僱員	<ul style="list-style-type: none"> <li>Employees' remuneration and benefits</li> <li>Career development</li> <li>Training opportunities</li> <li>Occupational Health and Safety</li> <li>GHG emissions reduction</li> <li>僱員的薪酬和福利</li> <li>職業發展</li> <li>培訓機會</li> <li>職業健康和安全</li> <li>溫室氣體減排</li> </ul>	<ul style="list-style-type: none"> <li>Performance appraisal</li> <li>Training courses</li> <li>Written comments via emails, notice boards, telephone calls</li> <li>Workshops</li> <li>表現評估</li> <li>培訓課程</li> <li>通過電郵的書面建議、通告版和電話</li> <li>研討會</li> </ul>
General public 公眾	<ul style="list-style-type: none"> <li>Involvement in communities</li> <li>Environmental, social and economic impacts of the Group's investments</li> <li>Employment opportunities</li> <li>社區參與</li> <li>本集團投資的環境、社會及經濟影響</li> <li>僱傭機會</li> </ul>	<ul style="list-style-type: none"> <li>Responses to enquiries</li> <li>Corporate website</li> <li>Social media platforms</li> <li>對問詢的回應</li> <li>公司網站</li> <li>社交媒體平台</li> </ul>
Professional organisation 專業組織	<ul style="list-style-type: none"> <li>ESG awareness building</li> <li>Stakeholder inclusiveness</li> <li>Keeping pace with the times</li> <li>培養ESG意識</li> <li>利益相關者的參與</li> <li>順應時代潮流</li> </ul>	<ul style="list-style-type: none"> <li>Written comments/responses</li> <li>Meetings</li> <li>書面建議／回應</li> <li>會議</li> </ul>



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Materiality Assessment

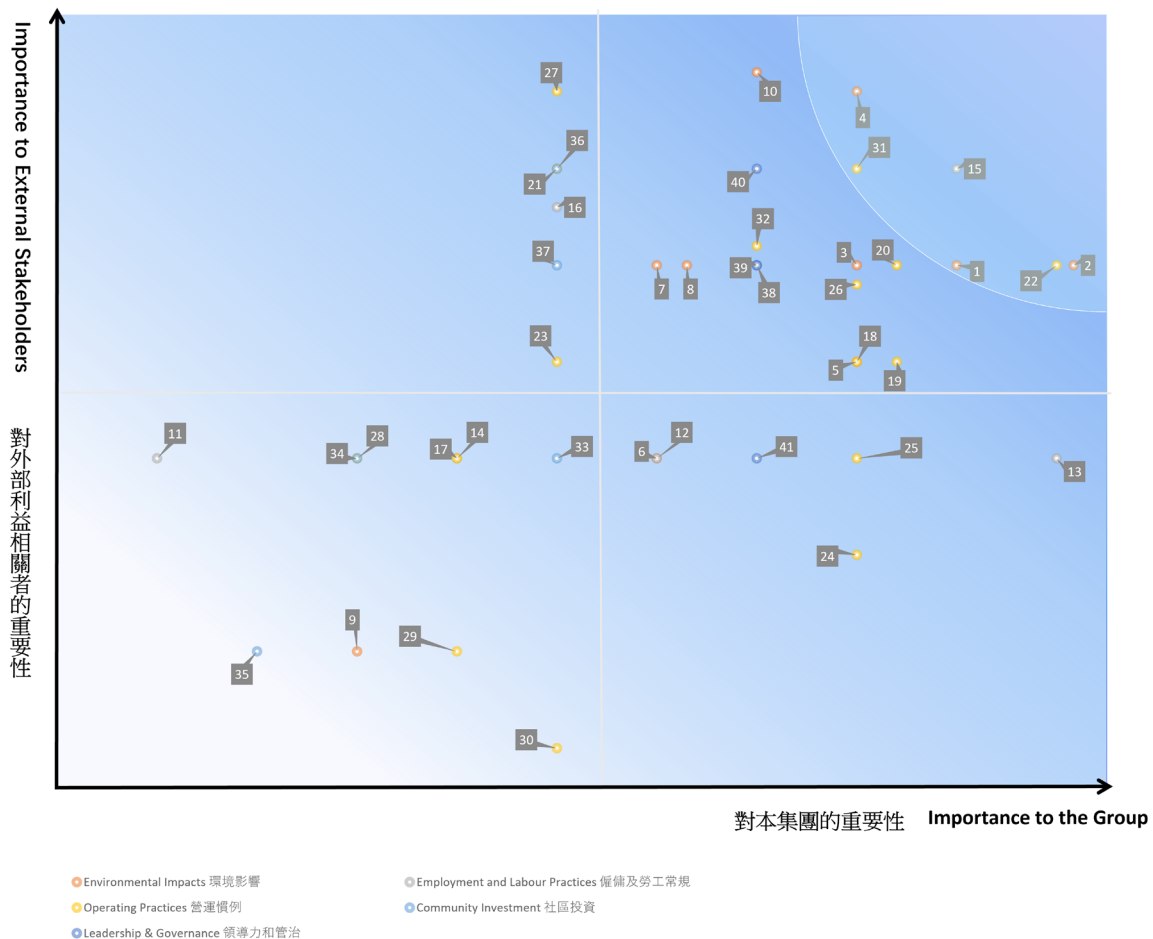
As ESG risks and opportunities vary among stakeholders of the Group involving different backgrounds, principal activities and business/operating models, the Group identifies the material ESG topics in a stepwise manner, including performing a materiality assessment survey with its selected stakeholder representatives in FY2020. Specifically, the selected stakeholders were invited to participate in an online survey to express their views on a list of ESG issues of the Group. The online survey contained numerous well-designed questions, which were believed to be material and relevant to the Group's business development and strategies from the stakeholders' standpoint. The objective, transparent and decision-useful materiality assessment allowed the Group to prioritise its ESG issues.

### 重要性評估

鑒於本集團利益相關者的不同背景、主要活動和業務／營運模式，其面臨的ESG風險和機遇各不相同。因此，本集團逐步識別重大ESG議題，包括於2020財年與其選定的利益相關者代表開展重要性評估調查。具體而言，選定的利益相關者受邀參與在線調查，就本集團的一系列ESG議題發表看法。此次在線調查涵蓋了許多通過精心設計，且從利益相關者的角度而言被認為對本集團的業務發展和戰略具有重要意義的問題。此次客觀、透明且對決策有用的重要性評估使本集團能夠對其ESG事宜進行重要性排序。

### Stakeholder Engagement Materiality Matrix

#### 利益相關者的參與重要性分析矩陣



# Environmental, Social and Governance Report

## 環境、社會及管治報告

1	GHG Emissions 溫室氣體排放	15	Preventing Child and Forced Labour 杜絕僱傭童工和強制勞工	29	Product Design & Lifecycle Management 產品設計創新&產品生命週期管理
2	Air Pollution 空氣污染	16	Labour Practices 勞工權益	30	Access & Affordability 產品／服務獲取和可負擔性
3	Energy Management 能源管理	17	Green Procurement 綠色採購	31	Business Ethics & Anti-corruption 商業道德和反腐敗
4	Water & Wastewater Management 水資源和廢水管理	18	Communication and Engagement with Suppliers 與供應商的良好溝通及參與	32	Internal Communication & Grievance Mechanism 內部溝通和申訴機制
5	Solid Waste Stewardship 固體廢棄物管理	19	Environmental Risk (e. g. pollution) Management of Supply Chain 供應鏈的環境風險管理(如污染)	33	Community Engagement 與當地社區的交流和聯繫
6	Materials Management 原材料使用管理	20	Social Risk (e. g. human rights or corruption) Management of Supply Chain 供應鏈的社會風險管理(如人權或腐敗)	34	Participation in Philanthropy 公益慈善活動的參與
7	Land Use, Ecosystem and Biodiversity 土地使用、生態系統和生物多樣性	21	Supply Chain Materials Sourcing & Efficiency 供應鏈物料採購及效率	35	Cultivation of Local Employment 促進當地就業
8	Climate Change Mitigation and Adaptation 氣候變化緩解和適應	22	Health and Safety Relating to Products/Services 產品／服務健康和 safety	36	Local Environmental Protection 本地環保
9	Packaging Material Management 包裝材料管理	23	Customers Welfare 顧客福祉	37	Support of Local Economic Development 支持本地經濟發展
10	Renewable and Clean Energy 可再生和清潔能源	24	Marketing and Promotion 營銷和推廣	38	Business Model Adaptation and Resilience to Environmental, Social, Political and Economic Risks and Opportunities 商業模式對環境、社會、政治和經濟風險和機遇的適應性和恢復力
11	Diversity & Equal Opportunity 多元化和平等機遇	25	Intellectual Property Rights 保護知識產權	39	Management of the Legal & Regulatory Environment (regulation-compliance management) 法律監管環境變化的應對和管理(法律合規管理)
12	Employee Remuneration and Benefits 僱員薪酬條件和福利政策	26	Product Quality 產品質量	40	Critical Incident Risk Responsiveness 突發事件應急風險應對能力
13	Occupational Health and Safety 職業健康與安全	27	Customer Privacy and Data Security 顧客隱私保護和數據安全	41	Systemic Risk Management (e. g. Financial Crisis) 系統化風險管理(例如·金融危機)
14	Employee Development and Training 僱員發展及培訓	28	Labelling Relating to Products/Services 與產品／服務相關的標籤問題		



# Environmental, Social and Governance Report

## 環境、社會及管治報告

Through the materiality analysis, the Group identified “GHG Emissions”, “Air Pollution”, “Water & Wastewater Management”, “Preventing Child and Forced Labour”, “Health and Safety Relating to Products/Services” and “Business Ethics and Anti-corruption” as the ESG issues that were of great importance to the Group’s sustainable development.

### Stakeholders’ Feedback

Striving for excellence, the Group welcomes its stakeholders’ feedback and advice on the improvement of its corporate ESG approach and performance, especially the ESG issues identified as the most important ones in the materiality assessment of the Group. Readers are also welcomed to share their views on the ESG matters with the Group at [contact@sino-oilgas.hk](mailto:contact@sino-oilgas.hk).

通過本次重要性分析，本集團將「溫室氣體排放」、「空氣污染」、「水資源和廢水管理」、「杜絕僱傭童工和強制勞工」、「產品／服務健康和 safety」以及「商業道德和反腐敗」確定為對本集團可持續發展具有重要意義的ESG議題。

### 利益相關者的反饋

本集團追求卓越，積極歡迎其利益相關者對於優化其企業ESG方法和表現的反饋與意見，尤其是在重要性評估中被本集團識別為最重要的ESG事宜的反饋。本集團歡迎讀者透過 [contact@sino-oilgas.hk](mailto:contact@sino-oilgas.hk) 與我們分享關於ESG議題的看法。

### VI. ENVIRONMENTAL SUSTAINABILITY

Under the overarching 14<sup>th</sup> Five-Year Plan of China highlighting a green, low-carbon and high-quality development transition, the Group has sought long-term sustainability of the environment and community in which it operates. Striving to minimise the potential environmental impact during its daily operations, the Group strictly complied with relevant environmental laws and regulations in the PRC in FY2020, including but not limited to:

- Environmental Protection Law of the People's Republic of China;
- Environmental Impact Assessment Law of the People's Republic of China;
- Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution;
- Law of the People's Republic of China on Prevention and Control of Water Pollution;
- Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes;
- Law of the People's Republic of China on the Prevention and Control of Pollution from Environmental Noise;
- Law of the People's Republic of China on Conserving Energy;
- Mineral Resources Law of the People's Republic of China; and
- Shanxi Province Coalbed Methane Exploration and Exploitation Management Measures.

This section primarily discloses the Group's policies, practices and quantitative data on emissions, use of resources and the environment and natural resources in FY2020.

### VI. 環境可持續發展

在強調向綠色、低碳和高質量發展轉型的中國「十四五」總體規劃下，本集團尋求其經營所在環境和社區的長期可持續發展。於2020財年，本集團在日常營運中努力將潛在的環境影響降至最低，並嚴格遵守中國的相關環境法律法規，包括但不限於：

- 中華人民共和國環境保護法；
- 中華人民共和國環境影響評價法；
- 中華人民共和國大氣污染防治法；
- 中華人民共和國水污染防治法；
- 中華人民共和國固體廢物污染環境防治法；
- 中華人民共和國環境噪聲污染防治法；
- 中華人民共和國節約能源法；
- 中華人民共和國礦產資源法；以及
- 山西省煤層氣勘查開採管理辦法。

本節主要披露本集團於2020財年有關排放物、資源使用、環境及天然資源的政策、常規及量化數據。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Emissions

Given the business nature, the Group's air emissions mainly came from the fuel combustion for operations and transportation. In FY2020, the air emissions of sulphur oxides ("SO<sub>x</sub>"), nitrogen oxides ("NO<sub>x</sub>") and particulate matter ("PM") amounted to 181.5, 8,489.6 and 1,080.0 kg, respectively. In 2020, China made a pledge to achieve carbon peak by 2030 and carbon neutrality by 2060. In response to the national call towards zero-carbon economy, the Group has been dedicated to lowering its carbon footprint. In FY2020, the GHG emissions from the Group were primarily due to the combustion of fossil fuels and the purchase and consumption of electricity. Specifically, the Group's total GHG emissions were 15,666.1 tonnes CO<sub>2e</sub>, with an intensity of 0.07 tonnes CO<sub>2e</sub>/m<sup>2</sup> floor area. During the year under review, the Group's solid wastes were mainly from the Raw Coal Washing plant, which amounted to 299,293 tonnes. The Group did not generate any significant amount of hazardous waste in FY2020. The Group's total emissions in FY2020 were summarised in Table 1 in the Appendix.

### Air and GHG Emissions

Climate change is widely recognised to be caused by anthropogenic GHG emissions, mainly from transportation, industry and agriculture. Under the ambitious climate goals pledged by China to achieve carbon neutrality by 2060, the Group has targeted at slashing its carbon emissions by strictly controlling its electricity consumption and improving energy efficiency. For instance, the Group maintains and repairs its facilities on a regular basis to keep their high working efficiency.

### 排放物

鑒於業務性質，本集團的廢氣排放包括主要來自營運和運輸過程中燃料燃燒產生的污染物。於2020財年，硫氧化物（「SO<sub>x</sub>」）、氮氧化物（「NO<sub>x</sub>」）及顆粒物（「PM」）空氣污染物分為達到181.5千克、8,489.6千克及1,080.0千克。2020年，中國做出2030年碳達峰和2060年碳中和的承諾。本集團積極響應國家向低碳經濟轉型的號召，致力於有效降低其碳足跡。於2020財年，本集團的溫室氣體排放主要來自於化石燃料的燃燒以及對電力的購買和使用。具體而言，本集團溫室氣體排放總量為15,666.1噸二氧化碳當量，強度為0.07噸二氧化碳當量／平方米。於回顧年度內，本集團固體廢棄物主要來自原煤洗選廠，達到299,293噸。於2020財年，本集團並無產生有害廢棄物。附錄表一概述了本集團2020財年的排放總量。

### 廢氣及溫室氣體排放

包括交通、工業和農業在內的人類活動所產生的溫室氣體排放被廣泛認為是引起氣候變化的主要原因。在中國承諾2060年實現碳中和的宏偉氣候目標下，本集團通過嚴格控制電力消耗和提高能源效率以削減碳排放。例如，本集團定期保養和維修其設施以保持其高工作效率。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

In FY2020, the Group's air emissions mainly came from the consumption of fossil fuels for operations of onsite facilities in CBM projects including the use of light trucks for transportation and various machinery. In the Raw Coal Washing business segment, no significant air emissions were generated during the year under review, which was monitored strictly by the environmental monitoring institution, while in the CBM business segment, regular maintenance of the equipment for environmental protection was performed regularly. In the Group's CBM projects, air emissions during operations normally includes industrial exhaust gas from boiler chimneys and unorganised gas at industrial boundary. To control the emission of air pollutants, in FY2020, the Group acted in accordance with the requirements of local government, replacing coal-fired boilers with gas-fired ones, leading to a reduction of 30% in  $\text{NO}_x$  emissions. Meanwhile, the Group followed its monitoring plan during the year under review, entrusting a third-party qualified company to carry out monitoring work during operations. In terms of the control of unorganised gas at industrial boundary, air emissions are mainly the CBM vented in the well site and station under emergency, which is burned in compliance with the requirements of environmental assessments.

In FY2020, the GHG emissions of the Group increased slightly by approximately 8%, which was primarily due to the moderate growth in electricity consumption and the inclusion of business air travels and other types of Scope 3 GHG emissions into measurement and reporting.

The Group's policies in controlling air and GHG emissions that are inherently linked to the energy efficiency will be further described in the next subsection under "Electricity" and "Other energy resources".

於2020財年，本集團的廢氣排放主要來自煤層氣項目現場設施營運對化石燃料的消耗，包括輕型卡車運輸及各種機械的使用。原煤洗選業務板塊由環境監測機構嚴格監測，於回顧年度未產生大量廢氣排放。煤層氣業務板塊定期對環保設備進行維護保養。在本集團的煤層氣項目中，營運期間的廢氣排放通常包括鍋爐煙囪排放的工業廢氣和工業氣體排放。為控制大氣污染物的排放，本集團於2020財年按照當地政府要求，將燃煤鍋爐更換為燃氣鍋爐，進而將 $\text{NO}_x$ 排放量減少30%。同時，本集團於回顧年度按照監控計劃，委託第三方合資格的公司開展營運期間的監控工作。在工業氣體排放監控方面，廢氣排放主要是應急情況下在井場和站場放空的煤層氣，本集團按環評要求對其進行燃燒處理。

於2020財年，本集團溫室氣體排放量略有增加（約8%），主要是由於電力消耗有所上升，以及將商務航空差旅和其他類型的範圍三溫室氣體排放納入測量和報告。

本集團在控制與能源效率緊密相關的廢氣和溫室氣體排放方面所採取的政策將在以下「電力」和「其他能源資源」小節中進一步描述。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Wastewater

The wastewater was mainly the industrial sewage from exploration, utilisation and production process and other commercial wastewater during operations. The Group has developed water management plans as part of its internal environmental system, to reduce, reuse and recycle the industrial wastewater. All industrial wastewater must be processed scientifically and meet the standard of "Integrated waste discharge standard (GB 8978-1996) (污水綜合排放標準)" and requirements of environmental assessments before being discharged. Both business segments of the Group have built professional teams that are responsible for the execution of water management plans, tracking the performance of water efficiency as well as the conformance with relevant laws and regulations.

### Solid Wastes

The solid waste of the Group is comprised of soil, rock, dehydrated and compressed coal ash, waste rock, coal gangue, as well as other hazardous and non-hazardous materials. The commercial solid waste generated by its employees including paper, glass and plastic-made products in the office is normally well-sorted, recycled and handled by qualified municipal departments.

The Group believes that a responsible and safe waste stewardship is an important component of its sustainable development, thereby setting up and implementing effective internal policies in regulating the storage, management and disposal of solid waste from operations. In FY2020, the only hazardous waste from the Group was waste oil (HW08) from the oil-injected compressors in CBM projects, which was collected and treated by licensed chemical waste collectors. To better manage the hazardous waste, the Group has formulated Hazardous Waste Management Plan in accordance with the requirements of local environmental agencies including "Guidelines for the Development of Management Plans for Hazardous Waste Producers" (危險廢物產生單位管理計畫制定指南), and reported on its treatment and data of hazardous waste timely. The Group lays great emphasis on the incubation of "Circular Economy" concept in its operations, collecting and giving compressed coal powder cakes to nearby villagers as burning fuels for free.

### 廢水

廢水主要為勘探、開採和生產過程中產生的工業污水和其他營運過程中產生的商業廢水。為減少、再利用和回收工業廢水，本集團已制定水資源管理計畫作為其內部環境系統的一部分。所有工業廢水須經過科學處理，達到《污水綜合排放標準》(GB 8978-1996)和環評要求後方可排放。本集團兩個業務板塊均建立了專業團隊，負責執行水資源管理計畫、追蹤用水效率表現以及對相關法律法規的遵守情況。

### 固體廢棄物

本集團固體廢棄物主要由土壤、石頭、經脫水及壓縮煤灰、廢石、煤矸石以及其他有害和無害材料組成。員工在辦公室所產生的商業固體廢物包括紙張、玻璃和塑料製品，通常由合資格的市政部門妥善分類、回收和處理。

本集團認為負責任和安全的廢棄物管理是其可持續發展的重要組成部分，因此制定和實施有效的內部政策以規範對營運產生的固體廢棄物的儲存、管理和處置。於2020財年，本集團唯一的有害廢棄物是煤層氣項目噴油壓縮機所產生的廢油(HW08)，由持牌化學廢料收集商進行收集與處理。為更好地管理有害廢棄物，本集團根據《危險廢物產生單位管理計畫制定指南》等當地環保部門的要求，制定了「有害廢棄物管理計畫」，並及時上報危險廢棄物的處理情況和數據。本集團在營運中十分注重對「循環經濟」理念的孵化，收集經壓製的煤粉餅並免費贈送給附近村民用作燃料。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Noise

In FY2020, noise emissions of the Group mainly came from operations of machinery in CBM projects and the coal washing plant. In strict compliance with national and local regulations in terms of industrial noise emissions such as the Emission standards for industrial enterprises noise at boundary (GB12348-2008) (工業企業廠界環境噪聲排放標準), the Group has adopted various noise-reducing facilities and measures to mitigate the impact of noise on the surroundings. Low-noise equipment with better performance in noise control is always taken into considerations in equipment selection during procurement.

### Energy and Resources

In FY2020, the primary resources consumed by the Group were electricity, petrol, diesel, water and paper. Table 2 in the Appendix illustrates the amount of different resources used by the Group in FY2020. Given the business nature, the Group did not consume any packaging materials during the year under review.

### Electricity

The electricity consumed by the Group mainly came from its business operations. In FY2020, the electricity consumption of the Group in FY2020 was 20,312,449 kWh, which was 6.7% higher than that in FY2019.

The Group has integrated 'Saving Electricity' into its business strategy and operations. For instance, the Group's CBM business segment has used LED lights for all its projects so far, and selected inverter equipment to lower power consumption. In addition, the Group's offices specifically implemented the following practices during the year under review:

- Turned off all lights, electronic device and other power-consuming equipment at the end of the day;
- Switched off all idle lights and air conditioners; and
- Placed 'Save electricity and turn off the light when you leave please' stickers to encourage employees to conserve energy.

### 噪聲

於2020財年，本集團的噪音排放主要來自煤層氣項目及洗煤廠的機械作業。本集團嚴格按照《工業企業廠界環境噪聲排放標準》(GB12348-2008)等國家和地方有關工業噪聲排放的規定，採用了各種降噪設施和措施以減輕噪音對周圍環境的影響。本集團採購設備過程中始終將噪聲控制性能較好的低噪聲設備納入考量範圍。

### 能源與資源

於2020財年，本集團消耗的主要資源為電力、汽油、柴油、水及紙張。附錄中表二列明本集團於2020財年所使用不同資源的數量。鑑於其業務性質，本集團於回顧年度內並無消耗任何包裝材料。

### 電力

本集團消耗的電力主要來自其業務營運。於2020財年，本集團的用電量為20,312,449千瓦時，較2019財年相比增加6.7%。

本集團已將「節約電力」納入其業務策略及營運。例如，本集團煤層氣業務板塊迄今已在所有項目中使用LED燈，並選擇變頻設備以降低能耗。此外，本集團各辦事處於回顧年度內特別實施了以下做法：

- 在一天結束時關掉所有的燈、電子設備和其他耗電設備；
- 關閉所有閒置的燈和空調；以及
- 張貼「節約用電，離開時請關燈」貼紙，鼓勵員工節約能源。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Other Energy Resources

In FY2020, the Group consumed petrol and diesel as its primary energy resources for transportation and industrial operations. During the year under review, the amount of petrol declined by 8.2%, while the use of diesel oil dropped by 3.8% approximately due to the efficient management of fossil fuel consumption of the Group, constituting 186.5 and 816.6 tonnes CO<sub>2e</sub> respectively. To further manage the emissions and operating costs associated with the use of fossil fuels, the Group has adopted effective measures and focused on the measurement of energy performance with good monitoring system and against well-defined metrics.

### Water and Other Resources

Given that oil and gas exploitation, processing and production may pose potential health risks to nearby communities through the contamination of drinking water sources, and large volumes of fresh water used in operations may also raise water-scarcity concerns, the Group has put forward many practical solutions to lower its water footprint. In FY2020, the Group did not face any problem in sourcing water. During the year under review, the Group consumed a total of 73,237 m<sup>3</sup> water in operations and implemented internal policies to use water smartly. In coal washing plant, for example, the rainwater collection system has been installed and a total of 63,490 m<sup>3</sup> (FY2019: 19,100 m<sup>3</sup>) of water was reused in the washing process. In addition, the Raw Coal Washing plant has strengthened its recycling efforts and in FY2020, all wastewater from the plant was reused internally. To improve the utilisation efficiency of water resources, the Group has further adopted the following practices in its office operations:

- Fixed dripping taps timely to avoid further leakage of the water supply system;
- Strengthened the maintenance and repair on water taps, water pipelines and water storage; and
- Enhanced the awareness of water conservation among employees.

### 其他能源資源

於2020財年，本集團使用汽油和柴油作為其運輸及工業營運的主要能源。於回顧年度內，本集團對其化石燃料的消耗進行有效管理，使得汽油用量與柴油用量下降約8.2%和3.8%，分別對應186.5噸和816.6噸二氧化碳當量。為進一步管理與化石燃料使用相關的排放和營運成本，本集團已採取有效措施，並透過良好的監控系統和明確的指標，專注於對能源績效進行測量。

### 水與其他資源

鑑於石油和天然氣的開採、加工和生產可能會污染飲用水源，給附近社區造成潛在的健康風險，以及營運中使用的大量淡水也可能引發水資源短缺的關注，本集團提出許多實際可行的解決方案，以降低其水足蹟。於2020財年，本集團並未發現求取水源的任何問題。於回顧年度內，本集團在營運中共耗水73,237立方米，並落實內部政策以善用水資源。例如，洗煤廠安裝了雨水收集系統，在洗煤過程中重複使用了共63,490立方米（2019財年：19,100立方米）的水。此外，原煤洗選廠加強回收工作，2020財年該廠的所有廢水均在內部重用。為提高水資源的利用效率，本集團在辦公營運中進一步採取了以下措施：

- 及時修理滴水龍頭，避免供水系統進一步漏水；
- 加強對水龍頭、輸水管道和蓄水池的保養和維修；以及
- 提高員工的節水意識。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

The Group has long been incorporating the concept of 'Paperless Office' and 'Office Automation' in its office operations and encouraging its employees to use less paper in the workplace.

- Promoted office automation and disseminated messages by electronic means (i.e. emails or e-bulletin boards) as much as possible;
- Set duplex printing as the default mode for most of the network printers; and
- Encouraged all staff to reuse one-side printed papers as draft paper.

### Environment and Natural resources

As the Group keeps integrating sustainability mindset into its business strategy, a thorough and ongoing evaluation of business impacts on the environment and exploitation of natural resources is necessary and the key for the Group to identify and manage its exposure to potential environmental risks. In FY2020, the Group's major environmental impacts lay on air emissions, water usage and noise. To minimise the impacts, the Group has organised various business departments to carry out risk assessments on an annual basis and implemented different management approaches according to risk categories in order to control actual risks. Further, the Group has set up effective impact prevention and control measures, and built professional teams that are responsible for the supervision of action implementation.

In response to the calls for climate actions, the Group has made an analysis and materiality assessment of its exposure to potential climate-related risks, and set up adaptation plans in resilience building. For instance, the CBM projects of the Group are located in the Ordos Basin that is loess plateau. Due to its geographical landscape and condition, onsite operations normally generate dust in windy days. To minimise the impacts caused by climatic factors on nearby residents, the Group sprays water on construction roads and seeks to apply more advanced and effective measures to minimise the risk of dust pollution.

本集團長期以來一直將「無紙化辦公」和「辦公自動化」理念融入辦公室營運，並鼓勵員工在工作場所減少用紙。

- 推廣辦公自動化以及盡可能以電子方式（即電子郵件或電子公告板）傳遞信息；
- 將雙面打印設置為大多數網絡打印機的默認模式；以及
- 鼓勵所有員工重複使用單面打印紙作為草稿紙。

### 環境和自然資源

由於本集團不斷將可持續發展理念融入其業務戰略，因此徹底和持續地評估其業務對環境及自然資源開發的影響是十分必要的，而這也是本集團識別和管理其潛在環境風險的關鍵。於2020財年，本集團的主要環境影響為廢氣排放、用水及噪聲。為降低產生的影響，本集團每年組織各業務部門開展風險評估，並根據風險類別實施不同的管理方法，以控制實際風險。此外，本集團建立了有效的影響防控措施並組建專業團隊，負責對行動開展進行監督。

為響應氣候行動的號召，本集團對潛在的氣候相關風險敞口進行了分析和重要性評估，並在韌性建設中制定了適應計劃。例如，本集團的煤層氣項目位於鄂爾多斯盆地，屬於黃土丘陵溝壑區。由於其地理環境和條件，現場作業在大風天氣時通常會產生粉塵。為盡量減少氣候因素對附近居民的影響，本集團在施工道路上灑水，並尋求採用更先進有效的措施，將揚塵污染風險降至最低。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### VII. SOCIAL SUSTAINABILITY

#### EMPLOYMENT AND LABOUR PRACTICES

##### Employment

As part of its corporate sustainability strategy, the Group believes that it is vital to create an inclusive corporate culture that respects and cares for its employees. The Group treasures its employees' talent and strives to provide its employees with a suitable platform and working environment for their professional development. As of 31 December 2020, the total number of employees of the Group was approximately 299 (including all operations and operating sites). In particular, the Raw Coal Washing business segment and CBM business segment had 108 and 165 employees respectively in mainland China, while others came from the Group's other business functions. The breakdown of the Group's workforce in terms of age, gender and position levels is detailed in Table 3 in the Appendix.

##### Law compliance

The Group's employment policies and practices abide by the relevant laws and regulations. In FY2020, the Group complied with the relevant laws and regulations, including the following:

- Labour Law of the People's Republic of China ;
- Law of the People's Republic of China on Promotion of Employment;
- Insurance Law of the People's Republic of China;
- Labour Contract Law of the People's Republic of China;
- Minimum Wage Regulations; and
- Regulations on the Supervision of Labour Security.

### VII. 社會可持續發展

#### 僱傭及勞工常規

##### 僱傭

作為企業可持續發展策略的一部分，本集團認為營造一種相互尊重和關心員工的具有包容性的企業文化至關重要。本集團珍惜員工的才能，努力為員工提供適合其職業發展的平台和工作環境。截至於2020年12月31日，本集團僱員總數約為299人（包括所有營運及營運地點）。其中，原煤洗選業務板塊和煤層氣業務板塊在中國內地分別擁有108名和165名員工，而其他則來自本集團其他業務職能部門。本集團員工按年齡、性別及職位劃分的詳情載於附錄表三。

##### 遵守法律

本集團的僱傭政策和實踐遵守相關法律法規。於2020財年，本集團已遵守相關法律及法規，包括以下各項：

- 中華人民共和國勞動法；
- 中華人民共和國就業促進法；
- 中華人民共和國社會保險法；
- 中華人民共和國勞動合同法；
- 最低工資規定；以及
- 勞動保障監察條例。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### **Recruitment and promotion**

The Human Resources Department of the Group is responsible for reviewing and updating relevant company human capital management policies on a regular basis in strict compliance the latest laws and regulations. The Staff Handbook (員工手冊) and associated internal policies regulate the Group's employment practices and serve as the foundation for maintaining a respectful, inclusive and safe working environment within the Group. Pursuant to the Recruitment Management Measures (招聘管理辦法) that covers the whole recruitment process from demand verification to on-boarding process, the Group offers fair and competitive remuneration and benefits in accordance with the applicants' educational backgrounds, personal attributes, job experiences and career aspirations to attract high-calibre candidates. With reference to market benchmarks in relation to staff promotion, the Group provides equal opportunities of promotion and development for eligible employees who have shown outstanding performance and potential in their positions.

### **Compensation and dismissal**

The Group regularly reviews its compensation packages and performs appraisals of its employees to ensure that all employees can be recognised and compensated by the Group appropriately with respect to their capability, efforts and contributions. A competitive salary and benefit policy has been set up and implemented to attract, retain and incentivise the employees of the Group. The Group strictly prohibits any kind of unfair or illegitimate dismissal, thereby implementing stringent policies regulating the procedures of dismissal, including verbal warning, warning in writing and termination of employment contracts if necessary.

### **招聘和晉升**

本集團人力資源部負責定期審查和更新公司相關人力管理政策，確保嚴格遵守最新的法律法規。「員工手冊」等相關內部政策規範了本集團的僱傭實踐，而這是本集團內部保持尊重、包容和安全工作環境的基礎。本集團「招聘管理辦法」涵蓋從需求確認到入職的全過程，根據應聘者的教育背景、個人素質、工作經歷和職業願景，提供公平、具有競爭力的薪酬福利吸引高素質候選人。本集團參照與員工晉升有關的市場基準，為在其職位上表現突出且有潛力的合資格僱員提供平等的晉升和發展機會。

### **薪酬及解僱**

本集團定期檢討其薪酬待遇並對其僱員進行評估，以確保所有僱員的能力、努力和貢獻均能得到本集團合理的認可和補償。本集團已制定並實施具有競爭力的薪酬福利政策，以吸引、留住和激勵本集團員工。本集團嚴格禁止任何形式的不公平或非法解僱，並實施嚴格的解僱程序政策，包括口頭警告、書面警告和在必要時終止僱傭合同。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### **Working hours and rest periods**

In compliance with relevant ordinances, the Group has followed Staff Handbook (員工手冊), Staff Attendance Management Measures (員工考勤管理辦法) and Staff Leaves Management Regulation (員工休假管理規定) to determine and manage the working hours and rest periods for its employees. The Group respects the rights of employees for rest and in addition to basic annual leave and statutory holidays, the employees of the Group are also entitled to extra leave benefits, such as marriage leave, maternity leave, paternity leave, compassionate leave as well as study and examination leave.

### **Equal opportunity, diversity and anti-discrimination**

As an equal opportunity employer, the Group prohibits any discrimination and promotes equality in the workplace and endeavours to create a fair, respectful and diverse working environment in all its human resources and employment decisions. The decisions in hiring, training, promotion opportunities, dismissal and retirement policies are all based on factors irrespective of its employees' age, sex, marital status, pregnancy, family status, disability, race, colour, descent, ethnic origins, nationality, religion or any other non-job related factors. The Group has zero tolerance in relation to any workplace discrimination, harassment or vilification in accordance with local ordinances and regulations. Employees are vigorously encouraged to report any incidents involving discrimination to the Human Resources Department of the Group, which takes the responsibility for assessing, dealing with, recording and taking any necessary disciplinary actions in relation to the substantiated cases.

### **工作時數和假期**

本集團按照「員工手冊」、「員工考勤管理辦法」、「員工休假管理規定」等規定並遵守相關法例，確定和管理本集團僱員的工作時間和休息時間。本集團尊重員工的休息權利，除基本年假和法定假期外，本集團員工還享有額外的假期福利，如婚假、產假、陪產假、恩恤假以及學習和考試假。

### **平等機會、多元化和反歧視**

作為平等機會僱主，本集團禁止任何工作場所中的歧視，促進平等並努力在其所有人力資源和僱傭決策中創造一個公平、相互尊重且多元化的工作環境。聘用、培訓、晉升機會、解僱和退休政策的決定並非以員工的年齡、性別、婚姻狀況、懷孕、家庭狀況、殘疾、種族、膚色、血統、族裔、國籍、宗教或任何其他與工作無關的因素為基準。根據當地法例和法規，本集團對任何工作場所的歧視、騷擾或誹謗採取零容忍態度。本集團積極鼓勵員工向本集團人力資源部報告任何涉及歧視的事件，人力資源部負責對事件進行評估、處理、記錄和採取任何必要的紀律處分。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Other benefits and welfare

The Group's employees are entitled to benefits including endowment insurance, medical insurance with hospitalisation coverage, communal and personal accident insurance, maternity insurance, compensation, mobile phone fee allowance, gifts during festivals, marriage gift, maternity gift, well-equipped staff dormitories, housing allowance and annual body check-up in specific aspects of respirable particles, noise exposure and chemical exposure. In FY2020, due to the social distancing rules of epidemic prevention and control work, the Group did not arrange many activities for its employees.

In FY2020, the Group was in compliance with the relevant laws and regulations in relation to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, welfare and other benefits that have a significant impact on the Group.

### Health and Safety

In FY2020, the Group complied with the relevant laws and regulations in relation to health and safety protection, including the following:

- Production Safety Law of the People's Republic of China;
- Law of the People's Republic of China on Prevention and Control of Occupational Diseases;
- Fire Control Law of the People's Republic of China;
- Special Equipment Safety Law of the People's Republic of China;
- Regulation on Work-Related Injury Insurance; and
- Regulations on the Reporting, Investigation and Disposition of Work Safety Accidents.

### 其他待遇和福利

本集團員工享有的福利包括養老保險、醫療保險(連住院保障)、因公或因私意外保險、生育保險、補貼金、手機費津貼、節日賀禮、結婚賀禮、分娩賀禮、設備齊全的員工宿舍、房屋津貼以及就可吸入粉塵、噪音及化學品等特定方面進行每年體檢。2020財年，由於疫情防控工作的社交距離規定，本集團未為員工安排很多活動。

於2020財年，本集團遵守有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視、福利及其他待遇方面對本集團具有重大影響的相關法律法規。

### 健康與安全

於2020財年，本集團遵守與健康和安全管理相關的法律法規，包括如下：

- 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；
- 中華人民共和國消防法；
- 中華人民共和國特種設備安全法；
- 工傷保險條例；以及
- 生產安全事故報告和調查處理條例。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

The Group endeavours to create and maintain a healthy and safe workplace for its employees and commits to address any exposures of its employees to occupational health and safety risks. As the physical and mental health of employees is a priority to the Group's long-term success, the Group implemented strict internal safety and health policies in FY2020, such as Compilation of Health, Safety Environment (HSE) Management Systems (健康安全環境管理制度彙編). In particular, the Compilation of Health and Safety Environment (HSE) Management Systems (健康安全環境管理制度彙編) summarises all relevant policies and procedures that guide the Group's employees to minimise their exposure to potential occupational risks, including Occupational Hazard Prevention System (職業危害預防制度), Health, Safety Environment (HSE) Management Reward and Punishment System (健康安全環境(HSE)管理獎懲管理辦法), Hazardous Sources Management Measures (危險源管理辦法), Personal Protective Equipment Management Measures (個人防護用品管理辦法) and Measures for the Safety Management of Hot Work (動火作業安全管理辦法).

The Group has set up an HSE Management Committee and professional teams that are responsible for regularly reviewing and overseeing the Group's HSE policy, procedures, measures, documentation and effectiveness of implementation. Meanwhile, the Group regularly updates its health and safety related policies and process that are aligned with its business objectives and targets, as well as in compliance with relevant laws and regulations. The Group promotes the principle of "safety management is prerequisite of work management" (管工作必須管安全) and requires all business managers to supervise and monitor the implementation of the Group's safety policies.

The Group has been equipped with various types of equipment for occupational disease protection such as facilities for effective noise reduction and emergency rescue, and provides its workers with suitable personal protective equipment including masks, earplugs, protective clothing and others.

本集團致力為其僱員創造及維持健康及安全的工作場所，並致力解決僱員的任何職業健康及安全風險。由於員工的身心健康是本集團長期成功的重中之重，本集團於2020財年實施了嚴格的內部安全與健康政策，例如「健康安全環境管理制度彙編」。具體而言，「健康安全環境管理制度彙編」匯總了所有相關政策和程序，以指導本集團員工最大限度地減少其對潛在職業風險的暴露，包括「職業危害預防制度」、「健康安全環境(HSE)管理獎懲管理辦法」、「危險源管理辦法」、「個人防護用品管理辦法」以及「動火作業安全管理辦法」。

本集團成立了HSE管理委員會和專業團隊，負責定期審查和監督本集團HSE政策、程序、措施、文件和實施的有效性。同時，本集團按照業務目標以及以遵守相關法律法規為基準，定期更新與健康和安全的相關政策和流程。本集團提倡「管工作必須管安全」的原則，要求各業務經理對本集團安全政策的執行情況進行指導和監督。

本集團已配有能夠有效降噪和支持應急救援的各類職業病防護設備，並為員工提供合適的個人防護用品，包括口罩、耳塞、防護服等。

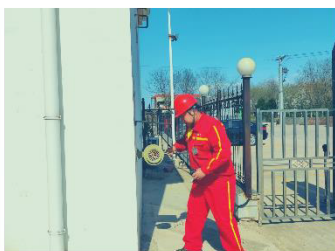


# Environmental, Social and Governance Report

## 環境、社會及管治報告

In FY2020, the Group has formulated and launched an Occupational Hazard Training Programme, which covered topics including the interpretation of “Production Safety Law” and relevant laws, the Group’s occupational health and safety management system and operating procedures, internal emergency response plans for occupational hazard accidents, the concept and prevention principles of occupational diseases, the major hazards and preventive measures of occupational disease factors (dust, noise, etc.) during operations and case studies. In April 2020, to further improve the emergency response capability of employees and evaluate the practicability and reliability of emergency response plans for CBM leakage and fire accidents, the Group organised a CBM leak fire emergency drill, aiming at enhancing its workers’ knowledge and awareness of safety protection.

於2020財年，本集團制定並啟動職業危害培訓計劃，內容涵蓋「安全生產法」及相關法律的解讀、本集團職業健康安全管理体系及操作規程、職業危害意外的內部應急響應預案、職業病概念和預防原則、作業中職業病因素（粉塵、噪聲等）的主要危害和預防措施以及案例分析。2020年4月，為進一步提升員工緊急應變能力及評估煤層氣洩漏及火災事故的緊急應變方案的實用性和可靠性，本集團組織開展了煤層氣洩漏火災應急演練，旨在提高員工對煤層氣洩漏事故的安全保護知識與認知。



**FY2020**  
2020財年

### **CBM LEAK FIRE EMERGENCY DRILL** 煤層氣洩漏火災應急演練

APRIL  
四月



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### **Response to the COVID-19 Pandemic**

In 2020, the outbreak of the Pandemic profoundly affected public health, the economic and social stability and threatened the livelihoods and wellbeing of millions. Facing the challenges and uncertainties, the Group took swift actions, building the Epidemic Prevention and Control Leadership Team and setting up internal guidelines and policies, including the “Epidemic Prevention and Control Work Plan” (新型冠狀病毒疫情防控工作方案), “Epidemic Prevention and Control Knowledge Handbook” (疫情防控知識手冊), “Epidemic Prevention and Control Guide” (疫情防控指南) and “Epidemic Prevention and Control Work Emergency Plan (疫情防控工作應急預案). In response to the call of national and local governments, the Group imposed rigorous requirements as follows:

- General Management Department is responsible for monitoring the body temperature of the staff on duty every morning and evening, keeping records and checking the body temperature of outside personnel;
- Production departments (ground engineering department, production operation department) should reduce the number of people going out. If they need to go out for work, the personnel or inspectors must wear masks after the approval by the leader and avoid going to crowded places.
- All departments shall efficiently manage the issuance of masks and other personal protective equipment for employees, strengthen temperature monitoring and establish a ledger to keep records, etc.

During the year under review, the Group was not in violation of material relevant laws and regulations in relation to providing a safe working environment and protecting its employees from occupational hazards that may have a significant impact on the Group.

### **應對新冠疫情**

2020年，疫情嚴重影響了公共衛生和經濟社會的穩定，威脅著數百萬人的生計和福祉。面對挑戰和不確定性，本集團迅速行動，建立疫情防控領導小組，制定了內部方針政策，包括「新型冠狀病毒疫情防控工作方案」、「疫情防控知識手冊」、「疫情防控指南」以及「疫情防控工作應急預案」。為響應國家和地方政府的號召，本集團對以下方面做出嚴格要求：

- 綜合管理部負責每天早晚對工作人員進行體溫監測，做好記錄，並對外來人員進行體溫檢測；
- 生產部門（地面工程部、生產運營部）減少外出人數。人員或巡查員如需外出工作，須經領導批准並佩戴口罩，避免前往人多密集場所；
- 各部門要做好員工口罩等個人防護用品的發放管理工作，加強體溫監測，建立台賬留存記錄等。

於回顧年度內，本集團並無違反任何有關提供安全的工作環境及保護僱員免受職業危害且對本集團有重大影響的相關法律及法規。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Development and Training

Upholding the belief of “Training is the greatest wealth that an enterprise gives to its employees, while the greatest value-added space for an enterprise is the development of its human capital”, the Group encourages and supports its employees to further improve and develop their job-related skills and knowledge for career development.

For the newly hired staff, the Group designs and provides comprehensive induction training programmes according to “New Staff Management Regulation” (新員工管理規定) and the Human Resources Department, which is responsible for the implementation and monitoring of the Group’s training policies, and establishes training files for the new employees in accordance with the “Training File Management Measures” (培訓檔案管理辦法). In addition, the Group focuses its efforts on safety training, eliminating any potential risks that may cause accidents and strengthen emergency response capabilities of all employees. In FY2020, the training courses held by the Group for its employees included Production Safety Knowledge and Management Ability Assessment (安全生產知識和管理能力考核), Fire Safety Training (消防安全培訓), Occupational Health and Safety Training (職業健康安全培訓), Summer Production Safety Training (夏季安全生產培訓) and Winter “Ten Prevention” Safety Training (冬季「十防」安全培訓).

The breakdown of the Group’s training information in terms of gender, employee category and training hours is detailed in Table 6 and 7 in the Appendix.

### 發展及培訓

本集團秉承「培訓是企業給予員工最大的財富，企業最大的增值空間是人力資本增值」信念，鼓勵和支持員工進一步提高和發展與工作相關的技能和職業發展所需的知識。

對於新入職的員工，本集團根據「新員工管理規定」設計並提供全面的入職培訓計劃。人力資源部負責本集團培訓政策的實施和監督，按照「培訓檔案管理辦法」的規定，為新員工建立培訓檔案。此外，本集團注重安全培訓，消除任何可能導致事故的潛在風險，增強全體員工的緊急應變能力。於2020財年，本集團為員工舉辦的培訓課程包括安全生產知識和管理能力考核、消防安全培訓、職業健康安全培訓、夏季安全生產培訓以及冬季「十防」安全培訓。

本集團培訓資料按性別、員工類別及培訓時數的分類詳列於附錄表六與表七。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Labour Standards

In FY2020, the Group abided by the relevant laws and regulations including the Provisions on the Prohibition of Using Child Labour (禁止使用童工規定) to prohibit any child and forced labour employment. To combat against illegal employment on child labour, underage workers and forced labour, the Human Resources Department of the Group requires all job applicants to provide valid identity documents and other materials including academic transcript, qualification/professional certificate and photos, checks the alignment of the appearance of job applicants with their ID card, double-confirms the age of the applicant, to ensure that they are lawfully employable prior to the confirmation of the employment. All applicants should fill in the “Job Registration Form” issued by the Group. The Human Resources Department of the Group is responsible for the recruitment that should adhere to the Business Social Compliance Initiative standards, and monitors and keeps the compliance of corporate policies and practices under relevant laws that prohibit child labour and forced labour. Once the Group finds any case against labour standards, a report will be made to the police and the employment will be immediately terminated.

In FY2020, the Group was not in violation of any relevant laws and regulations, in relation to the prevention of child and forced labour that have a significant impact on the Group.

### 勞工準則

於2020財年，本集團遵守《禁止使用童工規定》等相關法律法規，禁止任何童工及強制勞工。為打擊非法僱傭童工、未成年工人和強迫勞工，本集團人力資源部要求所有求職者提供有效的身份證件和包括成績單、資格／專業證書和照片等在內的其他材料，檢查應聘者面容是否與身份證一致，再三確認應聘者年齡，確保在聘用前已可合法就業。所有應聘者應填寫本集團出具的「工作登記表」。本集團人力資源部招聘過程應遵守商業社會責任倡議標準，並監督和保持公司遵守禁止童工和強迫勞工相關法律的政策和慣例。一旦發現任何違反勞工標準的情況，本集團將向警方報案，並立即終止僱傭關係。

於2020財年，本集團在防止童工或強制勞工方面，並無違反任何對本集團有重大影響的相關法律及規例。

### OPERATING PRACTICES

#### Supply Chain Management

The Group has set up a series of standard procedures for supply chain management and implemented its internal policies in controlling the potential environmental and social risks in incoming goods and supplier management. For general procurement of any single procurement item that costs USD100,000 or above, a tender process is launched for the evaluation and selection of suitable suppliers, whilst for products below USD100,000 in value, at least 3 different suppliers are selected for comparison in terms of product quality and cost.

#### Raw Coal Washing Business

In the selection of coal suppliers, the Procurement Department normally performs due diligence of candidates through the onsite visit to various coal mines, collects coal samples for quality testing (moisture and ash content) and reviews the mines' latest sales price and market trend for decision-making. Once the supplier and sales price are set, the Procurement Department is responsible for monitoring the quality of coal products and market price. At coal washing plant, the trucks carrying coal should arrive at plant in accordance with agreed-upon requirements and be weighted at designated area, followed by sample testing. All information including coal supply record, onsite weighting record and coal quality sampling record are archived by the Financial Department.

### 營運慣例

#### 供應鏈管理

本集團已建立一系列供應鏈管理的標準程序，並實施內部政策以控制進貨及供應商管理中的潛在環境及社會風險。一般採購單項成本在10萬美元或以上，將啟動招標程序，以評估和選擇合適的供應商。對於價值低於10萬美元的產品，本集團至少選擇3個不同的供應商對產品質量和成本進行比較。

#### 原煤洗選業務

在煤炭供應商的選擇上，採購部通常透過對各個煤礦的實地考察，對候選者開展盡職調查，採集煤樣進行質量檢測（水分和灰分含量），並審查煤礦最新售價及市場走勢後進行決策。供應商和銷售價格確定後，採購部負責監控煤炭產品的品質和市場價格。在洗煤廠，運載煤炭的卡車應按照約定的要求到達洗煤廠，並在指定區域量重及抽樣檢測。煤炭供應記錄、現場量重記錄、煤質抽樣記錄等所有信息均由財務部存檔。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### CBM Business

The major suppliers of the Group's CBM business segment are hardware and electrical machinery suppliers. To maintain a good dialogue with suppliers, the Group makes use of calls, video conferences, onsite technical exchange and onsite visit, in order to create a stable and reliable supply chain. To minimise the supply chain risks, the Group verifies its suppliers' business legality on a regular basis. When necessary, suppliers are required to provide company policies, proof of responsible operations and to demonstrate their commitment and actions in protecting their employees' health and safety in the workplace. If any illegal practice is found among suppliers, the Business Department of the Group should take corrective actions according to the Contractor Management Measures (承包商管理辦法), evaluate the consequences that may occur, summarise the experience learned from incidents and strengthen the management of corresponding contractors in the future. The CBM business segment of the Group has set up and implemented Business Department Management Measures (商務部管理辦法) that defines the duties of each party in the project and systemises the procedures of projects from project approval, implementation, to order management and documentation.

The Group considers environmental factors during the procurement and gives priority to local suppliers in collaboration. For instance, the hardware fitting for operations of CBM projects are provided by local suppliers in the region where the Group operates.

### 煤層氣業務

本集團煤層氣業務分部的主要供應商為五金機電供應商。為保持與供應商的良好溝通，本集團通過電話、視頻會議、現場技術交流和現場調研等方式，致力打造穩定可靠的供應鏈。為將供應鏈風險降至最低，本集團定期確認其供應商的業務合法性。本集團必要時要求供應商須提供公司政策、負責任的營運證明並展示其在保護員工所在工作場所健康和安全方面的承諾和行動。如發現供應商存在違法違規行為，本集團商務部應按照「承包商管理辦法」的規定採取整改措施、評估可能發生的後果、總結事件經驗並在未來加強對相關承包商的管理。本集團煤層氣業務板塊制定並實施了「商務部管理辦法」，其說明了項目各方的職責，將項目從項目審批、實施、訂單管理到文件編製等流程系統化。

本集團在採購時將環境因素納入考量，優先與本地供應商合作。例如，煤層氣項目營運所需的五金配件由本集團經營所在地區的供應商提供。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Product Responsibility

In FY2020, the Group abided by the relevant rules, regulations and standards that have a significant impact on the Group concerning health and safety, advertising, labelling and privacy matters with respect to its operations and services and methods of redress, including but not limited to the following:

- Product Quality Law of the People's Republic of China;
- Intellectual Property Law of the People's Republic of China;
- Law on Protection of Consumer Rights and Interests of the People's Republic of China;
- Standardisation Law of the People's Republic of China; and
- Coal Industry Law of the People's Republic of China.

Given the Group's business nature and the principle of materiality, the labelling-related issues are not significant to the Group, thereby not being discussed in this section.

### Quality Control & Safety

Adhering to the principle of "People-oriented, Compliance and Discipline, Risk Forecast and Control, Sustainable Development, Occupational Hazards Control and Create A Green Environment", the Group has set up and implemented policies in improving the product quality, including standardising internal testing procedures and entrusting qualified external organisations for tests. In FY2020, the Group received no product recalls for health and safety reasons.

### 產品責任

就本集團的營運及服務的健康與安全、廣告、標籤、私隱事宜以及補救方法而言，本集團於2020財年遵守相關規則、法規及標準，包括但不限於以下：

- 中華人民共和國產品質量法；
- 中華人民共和國知識產權法；
- 中華人民共和國消費者權益保護法；
- 中華人民共和國標準化法；以及
- 中華人民共和國煤炭法。

鑑於本集團的業務性質和重要性原則，標籤相關議題對本集團並不重要，因此不在本節討論。

### 質量控制與安全

本集團秉承「以人為本、遵規守紀、風險預控、持續發展、控制職業危害、營造綠色環境」的原則，制定並實施了提升產品質量的政策，包括將內部測試程序標準化，並委託合資格的外部機構進行測試。於2020財年，本集團未收到因健康和 safety 原因而召回的產品。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### **Data and customer privacy**

The Group abides by the laws in relation to customer privacy and implements internal procedures to ensure that its customers' rights are strictly protected, and any confidential information will not be leaked deliberately or unintentionally to external parties without the authorisation of the Group's senior management and its customers. The information collected by the Group from its customers would be used only for the purpose for which it has been collected. During the reporting year, there were no complaints received by the Group concerning the breaches of customer privacy and losses of customer data.

### **Intellectual Property Rights**

The Group's policy regulates that no employees be allowed to install software or bring their own computers to office without authorisation, which is an effective move to prevent any theft or infringement upon its intellectual property rights.

### **Advertising & Marketing**

Any misrepresentation or exaggeration advertising is strictly prohibited by the Group. The Group has set up and implemented the Sales Management System that prevents any violations of relevant advertising laws and regulations.

### **Anti-Corruption**

To maintain a fair, ethical and efficient working environment, the Group abides by the local laws and regulations relating to corruption and bribery including the Anti-corruption law of the People's Republic of China (中華人民共和國反腐敗法), the Law of the People's Republic of China on Anti-money Laundering (中華人民共和國反洗錢法) and the Law of the People's Republic of China on Tenders and Bids (中華人民共和國招標投標法).

For Raw Coal Washing business, the payment methods should be clearly written in the contract with coal suppliers to prevent its employees from being involved in any crimes. The Group has built an Inspection Team that is responsible for regulating and monitoring the practices relating to bribery, extortion, fraud or money-laundering in the Group. In FY2020, the Group held an anti-corruption training workshop called "Refusing dinner invitations, grabbing, obstructing and demanding bribes" (拒絕吃拿卡要), in which around 108 employees participated to develop the awareness of anti-corruption.

### **數據和客戶隱私**

本集團遵守有關客戶隱私的法律，並實施內部程序以確保其客戶的權利得到嚴格保護，以及任何機密信息在未經本集團高級管理層及其客戶授權的情況下，不得有意或無意洩露給外部人士。本集團從其客戶收集的信息僅用於收集時承諾的目的。於報告年度內，本集團並無接獲有關侵犯客戶隱私或客戶資料丟失的投訴。

### **知識產權**

本集團的政策規定，任何員工不得在未經授權的情況下在電腦上安裝軟件或將個人電腦帶到辦公室。該政策是防止任何竊取或侵犯其知識產權的有效舉措。

### **廣告與營銷**

本集團嚴禁任何虛假陳述或誇大宣傳。本集團已建立並實施銷售管理制度，以防止任何違反相關廣告法律法規的行為。

### **反貪污**

為維護公平、合乎道德且高效的工作環境，本集團遵守當地有關反腐敗和賄賂的法律法規，包括《中華人民共和國反腐敗法》、《中華人民共和國反洗錢法》和《中華人民共和國招標投標法》。

對於原煤洗選業務，與煤炭供應商的合同中須訂明支付方式，防止其員工捲入任何犯罪活動。本集團已成立監察組，負責監管及監察本集團有關賄賂、勒索、欺詐或洗錢的行為。於2020財年，本集團舉辦了「拒絕吃拿卡要」的反腐敗培訓課程以培養員工反腐敗意識，共有約108名員工參加了該課程。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

For CBM business, the reward and punishment system has been implemented based on a scoring system and managed under joint liability. An annual appraisal is performed with employees who are considered for future promotion. In accordance with the Group's Off-Office Audit Management Measures (離任審計管理辦法), the outgoing employees are audited and anyone who is found to be connected with corrupt practices will be transferred to the judicial authority for handling.

In FY2020, no concluded legal cases regarding corrupt practices were brought against the Group or its employees.

### Community Investment

Since its inception, the Group has been committed to engaging with community groups and supporting the development of local communities by minimising its impacts of operations on nearby residents and leveraging its strength to address urgent social challenges and livelihood issues. In particular, the Group has focused its efforts on accelerating local employment, harnessing unconventional clean energy resources, connecting with local citizens and assisting members in the society to fight against the Pandemic.

#### **Accelerating local employment**

Supporting local employment, the Group's Raw Coal Washing plant has provided job opportunities for nearby farm workers during non-harvesting seasons.

煤層氣業務實行計分獎懲制度，並在共同責任下管理。本集團對考慮未來晉升的僱員進行年度評估。根據本集團「離任審計管理辦法」的規定，本集團對離任員工進行審計，對發現有腐敗行為的人員移送至司法機關處理。

於2020財年，本集團未發生任何就本集團或其僱員有關貪污行為的法律結案。

### 社區投資

自成立以來，本集團一直致力於與社區團體合作，通過盡量減少營運對附近居民的影響，以及利用自身優勢解決嚴峻的社會挑戰和民生問題，支持當地社區的發展。具體而言，本集團專注於促進當地就業、利用非常規清潔能源、與當地居民的聯繫以及協助社會成員抗擊疫情。

#### **促進當地就業**

本集團為支持當地就業，其原煤洗選廠在農閒季節為附近農場的工人提供就業機會。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### ***Harnessing unconventional clean energy resources***

The Group has been continuously intensifying the exploration and development of CBM, and endeavouring to tackle key technical bottlenecks in business development, in order to strengthen technological innovation to contribute to the green development of China.

### ***Connecting with local citizens***

The Group has set up the Public Relation Department to engage with surrounding neighbourhood on construction, roads and bridges repair works, as well as opening basketball and badminton court to the public on Sundays. Activities including festive events are hosted occasionally with local citizens by the Group to promote the dialogues with indigenous people.

### ***Assisting members in the society to fight against the Pandemic***

During the Pandemic, the Group not only cared about the health of its employees, but also made efforts to assist the underprivileged and people in need to tide over such difficult times. The Group donated masks to local frontline health workers and daily necessities including instant noodles and milk to the impoverished villages.

### ***利用非常規清潔能源***

本集團不斷加大煤層氣勘探和開發力度，著力攻克業務發展關鍵技術瓶頸，從而加強技術創新並為中國綠色發展貢獻力量。

### ***與當地居民的聯繫***

本集團成立公關部門，就施工及路橋維修工程與周邊社區進行接觸，於週日向公眾開放籃球場和羽毛球場，並不定期與當地居民一起舉辦慶祝節日活動等，以促進與當地人們的聯繫溝通。

### ***協助社會成員抗擊疫情***

疫情期間，本集團不僅關心員工的健康，更努力幫助弱勢群體和有需要的人士渡過難關。本集團向當地前線防疫人員捐贈口罩以及向貧困村捐贈即食麵、牛奶等生活必需品。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

### APPENDIX

**Table 1 – The Group's Total Emissions by Category in FY2020 and FY2019<sup>6</sup>**

Emission Category	Key Performance Indicator (KPI)	Unit	Amount in FY2020	Intensity <sup>1</sup> (Unit/m <sup>2</sup> Floor Area) in FY2020	Amount in FY2019	Intensity <sup>2</sup> (Unit/m <sup>2</sup> Floor Area) in FY2019
排放物類別	關鍵績效指標	單位	2020財年排放量	2020財年強度 <sup>1</sup> (單位/平方米)	2019財年排放量	2019財年強度 <sup>2</sup> (單位/平方米)
Air Emissions 廢氣排放	SO <sub>x</sub> 硫氧化物	Kg 千克	181.5	-	-	-
	NO <sub>x</sub> 氮氧化物	Kg 千克	8,489.6	-	-	-
	PM 顆粒物	Kg 千克	1,080.0	-	-	-
GHG Emissions 溫室氣體排放	Scope 1 (Direct Emissions) <sup>3</sup> 範圍一(直接排放) <sup>3</sup>	Tonnes of CO <sub>2</sub> e 以噸計的二氧化碳當量	1,003.1	-	1,057.9	-
	Scope 2 (Energy Indirect Emissions) <sup>4</sup> 範圍二(能源間接排放) <sup>4</sup>	Tonnes of CO <sub>2</sub> e 以噸計的二氧化碳當量	12,392.6	-	13,514.2	-
	Scope 3 (Other Indirect Emissions) <sup>5</sup> 範圍三(其他間接排放) <sup>5</sup>	Tonnes of CO <sub>2</sub> e 以噸計的二氧化碳當量	2,270.4	-	-	-
	Total (Scope 1, 2 & 3) 總排放(範圍一、二及三)	Tonnes of CO <sub>2</sub> e 以噸計的二氧化碳當量	15,666.1	0.07	14,572.1	0.07

<sup>[1]</sup> Intensity for FY2020 was calculated by dividing the amount of air, GHG and other emissions respectively by the Group's floor areas of operations in FY2020, which was around 220,978 m<sup>2</sup>;

<sup>[2]</sup> The amount and intensity in FY2019 were extracted from the data in the ESG report for FY2019 and divided by the Group's floor areas of operations in FY2019, which was around 220,978 m<sup>2</sup> respectively;

<sup>[3]</sup> The Group's Scope 1 (Direct Emissions) included only the consumption of petrol and diesel oil;

<sup>[4]</sup> The Group's Scope 2 (Energy Indirect Emissions) only included only electricity consumption. It is noted that the combined margin emission factor (average) of 0.71 t-CO<sub>2</sub>/MWh was used for purchased electricity in Mainland China in FY2019, whilst the updated emission factor was 0.61 t-CO<sub>2</sub>/MWh in FY2020;

### 附錄

**表一 本集團2020財年與2019財年按類別劃分的排放總量<sup>6</sup>**

<sup>[1]</sup> 2020財年的強度是按本集團2020財年所產生廢氣、溫室氣體或其他排放量分別除以本集團2020財年的營運樓面面積220,978平方米得出；

<sup>[2]</sup> 2019財年的排放量和強度分別來自2019財年ESG報告中的數據以及按除以本集團2019財年的營運樓面面積220,978平方米得出；

<sup>[3]</sup> 本集團範圍一(直接排放)僅包含汽油和柴油的消耗；

<sup>[4]</sup> 本集團範圍二(能源間接排放)僅包括電力的消耗。值得注意的是，2019財年中國內地購電使用的綜合邊際排放因子(平均)為0.71噸二氧化碳/兆瓦時，而2020財年更新的排放因子為0.61噸二氧化碳/兆瓦時；



# Environmental, Social and Governance Report

## 環境、社會及管治報告

<sup>[5]</sup> The Group's Scope 3 (Other Indirect Emissions) in FY2020 only included other indirect emissions from business air travel and electricity used for processing fresh water and sewage by government department; and

<sup>[6]</sup> The methodology adopted for reporting on GHG emissions set out above was based on "How to Prepare an ESG Report? – Appendix 2: Reporting Guidance on Environmental KPIs" issued by the Stock Exchange, Guidelines to Account for and Report on Greenhouse Gas Emissions and Removals for Buildings (Commercial, Residential or Institutional Purposes) in Hong Kong and the 2006 IPCC (Intergovernmental Panel on Climate Change) Guidelines for National Greenhouse Gas Inventories.

<sup>[5]</sup> 本集團2020財年範圍三（其他間接排放）僅包含商務飛機差旅以及政府部門使用電力處理食水及廢水所引致的間接排放；以及

<sup>[6]</sup> 上述溫室氣體排放報告採用的方法基於由香港交易及結算有限公司發行的「如何編備環境、社會及管治報告？附錄二：環境關鍵績效指標匯報指引」、「香港建築物（商業、住宅或公共用途）的溫室氣體排放及減除的核算和報告指引」以及「2006年IPCC國家溫室氣體清單指南目錄」。

**Table 2 – Total Resource Consumption in FY2020 and FY2019**

**表二 2020財年和2019財年資源消耗總量**

Use of Resources	Key Performance Indicator (KPI)	Unit	Amount in FY2020	Intensity <sup>1</sup> (Unit/m <sup>2</sup> Floor Area) in FY2020	Amount in FY2019 <sup>2</sup>	Intensity <sup>2</sup> (Unit/m <sup>2</sup> Floor Area) in FY2019
資源使用	關鍵績效指標	單位	2020財年總量	2020財年強度 <sup>1</sup> (單位/平方米)	2019財年總量 <sup>2</sup>	2019財年強度 <sup>2</sup> (單位/平方米)
Energy 能源	Electricity 電力	kWh 千瓦時	20,312,449	91.9	19,034,100	86.1
	Petrol 汽油	L 升	78,884.4	0.4	85,934	0.4
	Diesel 柴油	L 升	303,089.4	1.4	315,047	1.4
	TOTAL <sup>3</sup> 總量 <sup>3</sup>	MJ 兆焦	87,372,862.1	395.4	83,465,137.8	377.7
Water 水	Water 水	m <sup>3</sup> 立方米	73,237 <sup>4</sup>	0.3	97,216	0.4

<sup>[1]</sup> Intensity for FY2020 was calculated by dividing the amount of resources the Group has consumed in FY2020 by the Group's floor areas of operations in FY2020, which was around 220,978 m<sup>2</sup>;

<sup>[2]</sup> The amount and intensity in FY2019 were extracted from the data in the ESG report for FY2019 and divided by the Group's floor areas of operations in FY2019, which was around 220,978 m<sup>2</sup> respectively;

<sup>[3]</sup> The total energy was based on the energy conversion factors from the US Energy Information Administration; and

<sup>[4]</sup> For Raw Coal Washing business segment, the water consumption was 63,490 m<sup>3</sup>, while for CBM business segment, the water consumption was 9,747 m<sup>3</sup>.

<sup>[1]</sup> 2020財年的強度按本集團2020財年所消耗的資源量分別除以本集團2020財年的營運樓面面積220,978平方米得出；

<sup>[2]</sup> 2019財年的量和強度分別來自2019財年ESG報告中的數據以及按除以本集團2019財年的營運樓面面積220,978平方米得出；

<sup>[3]</sup> 總能源量基於美國能源信息署的能量轉換係數；以及

<sup>[4]</sup> 原煤洗選業務板塊的用水量為63,490立方米，煤層氣業務板塊的用水量9,747立方米。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

**Table 3 – Number of Employees by Age Group, Gender, Employment Type and Position Level of the Group in FY2020<sup>1</sup>**

**表三 2020財年本集團僱員按年齡、性別、僱傭類型及職位分佈<sup>1</sup>**

Unit : Number of employees 單位：員工數目		Age group 年齡組別			
Gender 性別	Aged 30 or below 30歲或以下	Aged between 31 and 40 31至40歲	Aged between 41 and 50 41至50歲	Aged 51 or above 51歲及以上	Total 總數
Male 男	49	66	37	71	223
Female 女	7	9	20	14	50
Total 總數	56	75	57	85	273

Employment type 僱傭類型		
Full time 全職	Part time 兼職	Total 總數
273	0	273

Position Level 職位			
General staff 一般僱員	Senior employees 高級僱員	Director and management 董事及管理層	Total 總數
236	25	12	273

<sup>[1]</sup> The employment data in headcount was obtained from the Group's Human Resources Department based on the employment contracts entered into between the Group and its employees. The data covered employees engaged in a direct employment relationship with the Group according to relevant local laws and workers whose work and/or workplace was controlled by the Group. The methodology adopted for reporting on employment data set out above was based on "How to Prepare an ESG Report? – Appendix 3: Reporting Guidance on Social KPIs" issued by the Stock Exchange.

<sup>[1]</sup> 僱傭數據是根據本集團與其僱員之間訂立的僱傭合同，從本集團的人力資源部獲得。此數據涵蓋根據當地有關法律與本集團有直接僱傭關係的僱員以及其工作和／或工作場所受本集團控制的員工。上述報告職工數據所採用的方法乃基於聯交所發佈的《如何編備環境、社會及管治報告？—附錄三：社會關鍵績效指標匯報指引》。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

**Table 4 – Employee Turnover Rate by Age Group, Gender and Geographical Locations in FY2020<sup>1</sup>**

**表四 2020財年本集團僱員流失率按年齡、性別及地理位置分佈<sup>1</sup>**

Unit : Number of employees 單位：員工數目		Age group 年齡組別			
Gender 性別	Aged 30 or below 30歲或以下	Aged between 31 and 40 31至40歲	Aged between 41 and 50 41至50歲	Aged 51 or above 51歲及以上	Total 總數
Male 男	13	11	6	16	46
Employee turnover rate (percentage) 僱員流失率 (百分比)	26.5%	16.7%	16.2%	22.5%	20.6%
Female 女	1	4	5	2	12
Employee turnover rate (percentage) 僱員流失率 (百分比)	14.3%	44.4%	25.0%	14.3%	24.0%
Total 總數	14	15	11	18	58
Total employee turnover rate (percentage) 總僱員流失率 (百分比)	25.0%	20.0%	19.3%	21.2%	21.2%

Geographical locations 地理位置		
Locations 地點	Employee turnover 僱員流失數目	Employee turnover rate (percentage) 僱員流失率 (百分比)
Mainland China 中國內地	58	21.2%

<sup>[1]</sup> The turnover data in headcount was obtained from the Group's Human Resources Department based on the employment contracts entered into between the Group and its employees. The methodology adopted for reporting on turnover data set out above was based on "How to Prepare an ESG Report? – Appendix 3: Reporting Guidance on Social KPIs" issued by the Stock Exchange.

<sup>[1]</sup> 員工流失數據是根據本集團與其僱員之間訂立的僱傭合同，從本集團的人力資源部獲得。上述報告員工流失數據所採用的方法乃基於聯交所發佈的《如何編備環境、社會及管治報告？—附錄三：社會關鍵績效指標匯報指引》。

# Environmental, Social and Governance Report

## 環境、社會及管治報告

**Table 5 – Number and Rate of Work-related Fatalities of the Group in Past Three Financial Years<sup>1</sup>**

**表五 本集團過去三個財政年度與工作相關的死亡人數和死亡率<sup>1</sup>**

Year 年份	FY2018 2018財年	FY2019 2019財年	FY2020 2020財年
Number of work-related fatalities 工作相關的死亡人數	0	0	0
Rate of fatalities (per hundred workers) 死亡率(每一百名員工)	0	0	0
Lost days due to work injuries 因工傷損失的天數	0	0	0

<sup>[1]</sup> The injury and fatality information was obtained from the Group's Human Resources Department. The methodology adopted for reporting the number and rate of work-related fatalities set out above was based on "How to Prepare an ESG Report? – Appendix 3: Reporting Guidance on Social KPIs" issued by the Stock Exchange.

<sup>[1]</sup> 因工傷亡數據從本集團的人力資源部獲得。上述報告員工因工死亡人數和死亡率所採用的方法乃基於聯交所發佈的《如何編備環境、社會及管治報告？—附錄三：社會關鍵績效指標匯報指引》。

**Table 6 – Number and Percentage of Employees Trained in the Group by Gender and Position Level in FY2020<sup>1</sup>**

**表六 2020財年本集團按性別和職位劃分的受訓人數及百分比<sup>1</sup>**

Unit : Number of employees 單位：員工數目		Position Level 職位		
Gender 性別	General staff 一般僱員	Senior employees 高級僱員	Director and management 董事及管理層	Total 總數
Male 男	145	13	12	170
Percentage of employees trained 受訓員工百分比	77%	57%	100%	76%
Female 女	38	1	0	39
Percentage of employees trained 受訓員工百分比	79%	50%	0%	78%
Total 總數	183	14	12	209
Percentage of employees trained 受訓員工百分比	78%	56%	100%	77%

<sup>[1]</sup> The training information was obtained from the Group's Human Resources Department. Training refers to the vocational training that the Group's employees attended in FY2020. The methodology adopted for reporting on the number and percentage of employees trained set out above was based on "How to Prepare an ESG Report? – Appendix 3: Reporting Guidance on Social KPIs" issued by the Stock Exchange.

<sup>[1]</sup> 培訓信息從本集團的人力資源部獲得。培訓是指本集團員工在2020財年參加的職業培訓。上述報告員工受訓人數和百分比數據所採用的方法乃基於聯交所發佈的《如何編備環境、社會及管治報告？—附錄三：社會關鍵績效指標匯報指引》。



# Environmental, Social and Governance Report

## 環境、社會及管治報告

**Table 7 –Training Hours Completed in the Group by Gender and Position Level in FY2020<sup>1</sup>**

**表七 2020財年本集團按性別和職位劃分的完成受訓時數<sup>1</sup>**

Unit : Training Hours 單位：受訓時數		Position Level 職位		
Gender 性別	General staff 一般僱員	Senior employees 高級僱員	Director and management 董事及管理層	Total 總數
Male 男	1,752	120	48	1,920
Average training hours 平均受訓時數	9.3	5.2	4	8.6
Female 女	648	24	0	672
Average training hours 平均受訓時數	13.5	12	0	13.4
Total 總數	2,400	144	48	2,592
Average training hours 平均受訓時數	10.2	5.8	4	9.5

<sup>[1]</sup> The training information was obtained from the Group's Human Resources Department. The methodology adopted for reporting training hours set out above was based on "How to Prepare an ESG Report? – Appendix 3: Reporting Guidance on Social KPIs" issued by the Stock Exchange.

<sup>[1]</sup> 培訓信息從本集團的人力資源部獲得。上述報告員工受訓時數數據所採用的方法乃基於聯交所發佈的《如何編備環境、社會及管治報告？—附錄三：社會關鍵績效指標匯報指引》。



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