

HK1803

**北京體育文化產業集團有限公司**

BEIJING SPORTS AND ENTERTAINMENT INDUSTRY 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 : 1803)

ENVIRONMENTAL, SOCIAL AND  
GOVERNANCE REPORT **2016**  
**2016** 環境、社會及管治報告

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## ABOUT THIS REPORT 關於本報告

### OVERVIEW

This report is the first Environmental, Social and Governance (“ESG”) report issued by Beijing Sports and Entertainment Industry Group Limited (the “Company”) for the purposes of sharing the achievements of the Company with the public in respect of corporate social and environmental responsibilities.

### BASIS OF PREPARATION

The principles of preparation hereof are mainly with reference to the revised Environmental, Social and Governance Reporting Guide (the “Guide”) under Appendix 27 to the Main Board Listing Rules published by the Hong Kong Stock Exchange Limited in December 2015. The disclosure of this report was prepared based on the following progress of work, including determination of boundary of the ESG report, identification and prioritization of important stakeholders, material ESG issues, qualitative and quantitative information collection based on the reporting framework, and review of information and data.

### REPORTING SCOPE AND PERIOD

The reporting period is from 1 January 2016 to 31 December 2016.

Materials, policies, statements and data set forth in this report cover the headquarters, the subsidiaries under effective control and holding subsidiaries of the Company. This report shall be published annually.

### DESCRIPTION OF APPELLATION

All references to “the Group”, “the Company” and “We” herein refer to Beijing Sports and Entertainment Industry Group Limited.

### 概覽

本報告是北京體育文化產業集團有限公司（「本公司」）發佈的首份環境、社會及管治（「ESG」）報告，旨在同各界分享本公司在企業社會與環境責任的成果。

### 編製依據

本報告的編制原則主要參考香港聯合交易所有限公司於2015年12月公佈經修訂的主板上市規則附錄二十七《環境、社會及管治報告指引》（「指引」）。報告披露的內容根據以下工作情況編寫，包括決定ESG報告的界限、識別和排列重要的利益相關方以及ESG重要議題、基於報告框架的定性與定量的信息採集、對資料及數據進行檢視等。

### 報告範圍及邊界

報告的時間範圍為2016年1月1日—2016年12月31日。

本報告中的材料、政策、聲明、數據等覆蓋公司總部和下屬實際控制的子公司、控股子公司。本報告為年度報告。

### 名詞註釋

本報告內所有的「北京體育文化」、「公司」、「我們」均代指北京體育文化產業集團有限公司。

## ABOUT THIS REPORT 關於本報告

### DATA SOURCE AND RELIABILITY ASSURANCE

The data and cases set forth in this report are mainly extracted from the statistical reports and relevant internal documents of the Company. The Company undertakes that this report does not contain any false information or misleading statement, and accepts responsibility for the contents of this report as to its authenticity, accuracy and completeness.

### CONFIRMATION AND ENDORSEMENT

This report was approved by the board of directors on 16 June 2017 upon confirmation by the management.

### ACCESS AND FEEDBACK TO THIS REPORT

An electronic version of this report is accessible on the HKEXnews website of the Stock Exchange ([www.hkexnews.hk](http://www.hkexnews.hk)) or the official website of the Company (<http://www.bsehk.com/html/index.php>).

### 數據來源及可靠性保證

本報告的數據和案例主要來源於公司統計報表及內部的相關文件。公司承諾本報告不存在任何虛假記載、誤導性陳述，並對其內容真實性、準確性和完整性負責。

### 確認及批注

本報告經管理層確認後，於2017年6月16日獲董事會通過。

### 獲取及回應本報告

報告電子版可在聯交所披露易網站([www.hkexnews.hk](http://www.hkexnews.hk))或公司官方網站(<http://www.bsehk.com/c/index.php>)獲取。

## ABOUT THE COMPANY

### 關於本公司

Beijing Sports and Entertainment Industry Group Limited (the “Group”, the “Company, and “we”) is a Main Board listed company in Hong Kong (Stock Code: 01803.HK) and a subsidiary of Beijing Enterprises Group (“The BG Group”). With its competitive advantages in industry expertise, financial strength, governmental support and international industry resources, the Company focuses on the investment and development of sports and cultural businesses in China and promotes popularization of fitness and cultural business.

### OUR VISION

“Sincerity, righteousness, wholesomeness, happiness”

The Company is committed to constructing new sports and leisure stadiums with clean air for the public and providing urban stadium construction solutions by introducing entertaining and cultural themes, particularly driving the development of ski industry and ice-themed amusement parks that enable us to lead the way in sports culture in the recreational era. Meanwhile, we focus on physical education and training in our efforts to facilitate workout and training of mind and body with fresh air for the well-being of millions of people nationwide. This is the mission we strive for!

### OUR BUSINESSES

#### Five Major Business Sectors

- I. Provision of urban stadium construction solutions by building innovative sports parks; and development, investment, construction and operation of new stadiums
- II. Leading in sports culture in the recreational era by establishing entertaining and cultural theme parks and developing ski industry and ice-themed amusement parks
- III. Investment and operation of sports training and routine investment management of various sports
- IV. Operation of sports clubs
- V. Development, investment and operation of sports media

北京體育文化產業集團有限公司(「北體集團」)為香港主板上市公司，股票代碼01803.HK，隸屬於北京控股集團。北體集團專注於體育及文化產業的投資與發展，推動全民健身及文化事業，擁有行業技術優勢、投融資優勢、政府資源以及國際化的產業資源。

### 我們的願景

「誠心·正意·健康·快樂」

北體集團致力於為百姓大眾建造空氣清潔的新型運動休閒場館，提供城市場館建設解決方案。引入娛樂文化主題，佈局冰雪產業打造冰雪主題樂園，成為娛樂時代的體育文化引領者。同時著力體育教育培訓事業，讓億萬國人在清新的空氣中鍛煉體魄、強健意志、快樂身心。這就是北體人為之竭力奮鬥的使命!

### 我們的業務

#### 五大業務板塊

- 一、創新型體育公園，新型場館的開發、投資、建設與運營，提供城市場館建設解決方案
- 二、娛樂文化主題公園，佈局冰雪產業打造冰雪主題樂園，成為娛樂時代的體育文化引領者
- 三、體育培訓的投資與運營及各類體育項目日常性投資管理
- 四、體育俱樂部的運營
- 五、媒介的開發投資與運營

### Innovative Sports Parks

We invested in, constructed and operated air dome stadiums in cities and suburbs, offering controllable air quality, thermostatic and modulated humidity with an energy-conservation feature. Such air supported dome structures and outdoor sports facilities such as fitness trails form multifunctional and all-weather innovative indoor sports parks, from which our professional operation team introduced high standard of unified management, in addition to related projects such as sports competitions, training and rehabilitation so as to build a multifunctional all-weather innovative sports park combining indoor sports stadiums and outdoor sports facilities.

### 創新型體育公園

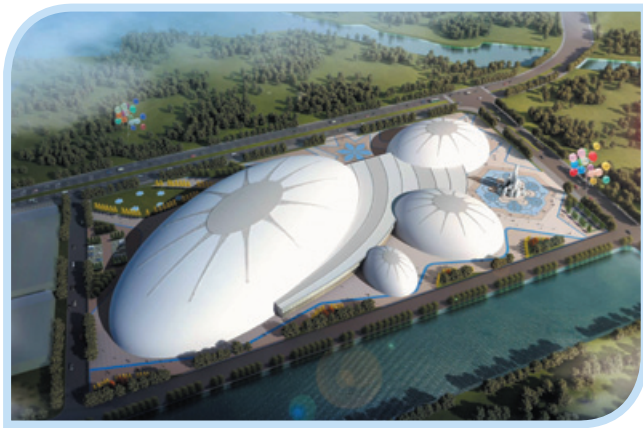
在城市內及近郊區投資建設空氣質量可控、節能環保、恆溫恆濕的氣膜體育場館，配以健身步道等多種室外體育設施，通過專業化高標準的運營團隊，導入高標準的統一管理以及觀賞類賽事、體育培訓和運動康復等相關項目。打造結合室內運動場館、室外運動設施的多功能全天候創新型體育公園。



## ABOUT THE COMPANY 關於本公司

### Entertainment and Cultural Theme Park (Ice-Themed Amusement Parks)

Beijing won the bid to host the XXIV Olympic Winter Games in 2022. Focusing on the ski industry, we introduced concepts, research and development, investment, construction and operation – the ice-themed amusement parks with air dome as the core structure manifested and enriched the ski industry. We hope that the establishment of a landmark would propel an advancement of the surroundings with a new lifestyle and business concept, and further change the skyline of a city by integrating ski-related creativity, cultural themed paradise, touristic experiences and lifestyles into commercially viable operation marking the opening of a new era.



### 娛樂文化主題樂園(冰雪主題樂園)

北京獲得2022年第二十四屆冬季奧林匹克運動會舉辦權，佈局冰雪產業，引入概念、研發、投資、建設及運營，以氣膜形式為建築主體，內部實現冰雪主題樂園，豐富冰雪產業業態，希望通過一個地標的樹立，成就一個片區的發展，展現出一種新的生活方式、經營觀念，進而能改變一個城市的天際線，將冰雪創意、文化樂園、遊人體驗及人們的生活方式組合成可運行的商業經營，並成為這個時代的記錄者。



### Investment and Operation of Sports Training and Routine Investment Management of Various Sports

Through investment and operation of various sports training institutes and sports-related clubs, we established a professional operation and management platform of sports stadiums encompassing sports fitness (such as football, basketball, tennis and badminton), training, recreation and parent-child interaction. The sports stadiums of the Group and contracted stadiums paved the way for quality services, including vocational training, youth training, coach training, sports tournaments and parent-child entertainment, which significantly contributed to the core competence of the sports stadiums of the Group, and ultimately, we cultivated professional management operation team specializing in social branding.

### Operation of Sports Clubs

Business promotion for professional sports clubs in the sports industry includes the relevant operations of the Phoenix (Women's) Football Club and the Baseball Club under The BG Group; and the business promotion for matches, activities and public welfare programs organized by the government and business organizations.

### 體育培訓的投資與運營及各類體育項目日常性投資管理

通過投資與運營各類體育培訓學校及體育相關俱樂部，打造集足球、籃球、網球、羽毛球等相關運動健身、培訓、休閒娛樂、親子互動的專業化體育場館運營管理平臺。從集團旗下體育場館及簽約場館導入優質的職業培訓、青少年培訓、教練員培訓、體育賽事、親子娛樂等服務出發，提高集團旗下體育場館的核心競爭力。最終向社會品牌化輸出專業的管理運營團隊。

### 體育俱樂部的運營

體育產業中職業運動俱樂部的運營推廣，包括北控體系下鳳凰女足和棒球俱樂部的相關運營，政府、企業機構等賽事、活動、公益等項目的運營推廣。



### Development, Investment and Operation of Sports Media

With appearance media (such as new stadiums) and new media services as a point of entry and gateway to investment, we further upgraded the operation of stadiums and built a new media platform by utilizing intelligent hardware and internet applications. We also introduced quality contents through collaboration with various media organizations, so as to provide services to new and public sports stadiums.

### 媒介的開發投資與運營

以新型場館等的外觀媒介及新媒體服務為投資切入點，進一步打通場館運營、運用智能硬件及互聯網應用服務打造新媒體平臺。并聯合各大媒體機構導入高品質內容，服務於新型及大眾體育場館。



## GOVERNANCE RESPONSIBILITY 責任管治

### ESG MANAGEMENT STRUCTURE AND MECHANISM

The Company has a well-established organizational structure with clearly defined lines of responsibility, which allows every employee to understand and discharge his/her own duties in good faith with diligence, and our management actively monitors ESG risks and performance. The ESG management structure of the Company is separated into three levels: the Board is responsible for monitoring and decision making; the company secretary and responsible persons of each division are responsible for coordination in the middle; while employees of each division are responsible for implementation and documentation at the bottom, ensuring that every department of the Company will take environmental and social factors into consideration under our policies. We strongly believe that through the concerted effort of all employees of the Company at all levels, we could establish a solid ESG management mechanism and system for carrying out management works in an orderly manner.

The Company is currently in a business expansion stage, and it should commit to fulfill its environment and social responsibilities by better managing the related ESG risks and implementing corresponding measures, thereby setting its own operational objectives after taking into account of the ESG risks and considerations.

### IDENTIFICATION OF STAKEHOLDERS AND STAKEHOLDER ENGAGEMENT

In order to identify the material ESG issues and continue to enhance our performance, the Company has been actively conducting comprehensive communications with various stakeholders groups for operational improvement. We are committed to communicate with individuals or organizations which have material interests in the decisions or activities of the Company through various channels, with an aim to develop our business and share common achievements.

Through materiality analysis, we identified that the key stakeholders of the Company include customers, employees, shareholders, investors, government departments and suppliers. We adopted diversified communication channels to maintain open dialogue with them. We set up customer interviews and hotlines for customer. We arrange various trainings and activities regularly to maintain our employee relationship and create a pleasant working environment for them. The Company also arrange to have regular meetings with shareholders or suppliers. In order to listen to the valuable opinions of our stakeholders through various channels, we have set up alternative communication channels, which include official website, emails, direct interviews and other public activities.

### ESG管理架構及機制

本公司擁有完善的架構，清晰的分工讓每一位員工明確自身的職責，每位員工在崗位上恪守職責，管理層積極管理ESG風險和表現。公司的ESG管理架構從自上而下分為三層：董事局負責監察及決策，然後交由公司秘書及各板塊負責人員負責統籌，最後由各板塊人員負責執行及記錄，確保公司各部門的政策均把環境及社會因素考慮在內。我們深信通過公司上下的通力合作，定能建立穩固的ESG管理機制體系，做出妥善的管理工作。

目前公司正處於業務擴張的階段，應當堅持恪守對環境與社會的責任，對相應的ESG風險採取妥善的管理，並落實相應的措施，從而設立自身的營運目標，同時兼顧ESG方面的風險與考慮。

### 利益相關方識別和溝通

為了識別公司的重要ESG議題及持續改善其表現，公司向來積極與各利益相關方群體進行全面溝通，務求使我們的自身業務變得更加完善。我們致力與一些在組織的決策或活動中有重要利益的個人或團體進行多種交流，使業務蒸蒸日上，並分享共同的成果。

經過重要性分析，公司的主要利益相關方包括客戶，員工，股東，投資者，政府部門和供貨商。我們採用多元化的溝通方式與他們保持聯絡。針對與客戶的溝通，我們設有客戶訪談與熱線電話。我們時常安排各種培訓與活動，保持與員工之間的聯繫。為他們營造一個愉快的工作環境。公司亦安排與股東或供貨商進行日常會議，此外還有不同的溝通管道，如官方網站，電郵，直接溝通訪問，以及其他公開交流活動，通過多種渠道接收各方的寶貴意見。

## LIST OF MATERIAL ESG ISSUES

According to the current operations, industry characteristics, expectations and opinions from our stakeholders, and with reference to the Guide published by the HKEX, the Company listed a series of key issues in the table below. The importance of these ESG issues is considered based on whether they have significant impact on the stakeholders of the Company or not, and the Company should endeavor to better manage these issues and disclose relevant current status and performances.

### Environment:

#### 環境：

- Energy consumption and energy conservation
- 能源消耗和節能
- Greenhouse gas emissions
- 溫室氣體排放
- Waste
- 廢棄物

### Operating practices:

#### 營運慣例：

- Quality management
- 質量管理
- Health and safety of consumers/customers/occupants
- 消費者／顧客／場地使用者的健康與安全
- Supply chain management
- 供應鏈管理
- Anti-corruption
- 反貪污

## ESG重要性議題列表

公司按照現時的運營狀況、行業特點、利益相關方的期望和意見，以及參考香港聯交所ESG指引，并對應環境和社會各層面，在下表列出了一系列的重要議題。環境、社會及管治議題的重要性考量是基於這些議題對本公司的利益相關方是否產生重要影響，本公司應當盡可能妥善管理這些議題，并披露相關現況及表現。

### Employment and labour practices:

#### 僱傭及勞工常規：

- Employee training and development
- 員工培訓與發展
- Talent retention
- 人才挽留
- Occupational health and safety
- 職業健康和 safety
- Employees remuneration and benefits
- 員工待遇

### Community investment:

#### 社區投資：

- Promotion of healthy lifestyle and the development of sport industry
- 推動健康生活及運動產業的發展
- Community activities, charitable donation and voluntary works
- 社區活動、慈善捐贈及義務工作

## ENVIRONMENT 環境

As a member of the global village and a socially-responsible corporation, the Company concerns the impact of its business operations on climate change and the natural environment, and set an example by specially formulated the “**Environmental Protection and Energy Conservation Regulation** (《環保節能管理規定》)” to properly manage the impact on the environment. Working together with all its departments, the Company could minimize its carbon emissions and resource consumption as well as its impact on the natural environment.

### EMISSIONS AND USE OF RESOURCES

The Company encourages its staff to cultivate their awareness on environment caring and protection, the Group formulated various environmental protection measures in its office based on its established environmental policies. The environmental protection measures of the Group aim at saving electricity, water, paper and other resources, reducing emissions and resources consumption of the Group in general and building a green office.

- **Energy conservation and carbon reduction**

As the use of electricity leads to carbon emission and power generation requires consumption of natural resources, the Group uses energy-efficient electrical appliances to the extent possible. We have replaced incandescent light bulbs with energy saving light bulbs which can reduce energy consumption without affecting the brightness and protect the environment without affecting employees' working environment. In hope of making the best use of all resources, we encourage employees to turn off all electrical appliances after use or after work, such as air-conditioners, water dispensers, printers and computers. Furthermore, as air-conditioners are high energy consumption appliances in the office, we have formulated an air-conditioner user guideline which states the appropriate air conditioning temperature in different seasons, allowing employees to work in a comfortable environment and reducing unnecessary energy consumption.

作為地球村的一員，以及負責任的社會企業公民，北京體育文化關注到業務營運對氣候變化及自然環境的影響，並以身作則，專門制定了《環保節能管理規定》，對環境影響作出妥善管理。各個部門全力配合，儘量減低碳排放及資源消耗，並將對自然環境的影響減至最低。

### 排放物及資源使用

北京體育文化鼓勵員工樹立愛護環境和保護環境的意識，本集團根據所定的環境政策，在辦公室制定多項環保措施。集團的環保措施以節約用電、水、紙張及其他資源為目標，全面降低本集團的產生的排放物及資源消耗，構建綠色辦公室。

- **節能減碳**

由於使用電力造成碳排放，發電亦需要消耗天然資源，因此本集團儘量運用高效節能的電器。我們選用節能燈代替白熾燈，此舉能在保持同樣亮度的光照下減少能源消耗，在推行環保措施的同時避免影響員工的工作環境。我們亦希望所有資源能物盡其用，鼓勵員工在使用完畢或下班後關掉各項電器的電源，包括空調、飲水機、打印機、電腦等。另外，空調在辦公室中屬高能耗的電器設備，我們制定了空調的使用守則，在不同季節制定適當的空調溫度，讓員工能在舒適的環境下工作。亦可減少不必要的能源耗用。

- **Water conservation**

While most urban residents in China have access to sufficient water resources, water scarcity remains in certain rural areas. We should cherish invaluable water resources. The Group always reminds its employees to make water conservation a daily habit, such as turning off the tap properly after use. We also recycle water for irrigation and cleaning. In addition, we closely monitor the condition of all pipes and any leakage discovered would be reported to relevant departments for follow-up and repair in order to prevent waste of water resources due to leaking pipes to the extent possible.

- **Paper conservation**

Daily office operation requires uses of papers. In order to prevent waste, the Group has developed a set of guidelines. We advocate duplex printing and encourage the use of used papers for printing or copying unimportant documents. The Group has implemented paperless office and encouraged its employees to use emails instead of printed documents. It recommends internet communication among departments in order to reduce uses of papers through computerized operating procedures.

- **Making the best use of resources**

As every production process consumes energy and raw materials, the Group pays attention to the usage of all resources and adopts corresponding environmental protection measures. The Group discourages the use of disposable articles, such as disposable cutlery and cups, so as to reduce waste. We recycle items in the office such as used inkjet cartridges, toner cartridges and batteries, in order to maximize the use of all resources.

- **珍惜用水**

國內的城市居民大都能享受充足的水資源，但部分鄉鎮的水資源仍然匱乏，我們需要謹慎使用珍貴的水資源。本集團經常提醒員工保持良好的用水習慣，用後必須把水龍頭妥善關上。我們亦會循環用水，用作澆水、清潔等。此外，我們關注所有管道的狀態，如發現任何漏水現象，會即時交由相關部門跟進及修理，儘量減少因管道滲漏而浪費水資源。

- **節約用紙**

辦公室的日常運營需要使用紙張，為免造成浪費，本集團已制定一系列的指引。我們提倡雙面打印，同時儘量在打印或複印非重要的文件時使用二次紙。本集團已推行無紙化辦公，鼓勵員工使用電子郵件代替紙本公文，各部門之間也可使用網絡溝通，通過把工作程序電子化來減少紙張的使用。

- **物盡其用**

各項物資的生產過程會耗用能源及原材料，因此，本集團關注各項資源的使用情況，並制訂相應的環保措施。本集團鼓勵員工減少使用一次性物品，如餐具、水杯等，減少浪費。我們亦在辦公室推行回收項目，包括廢墨盒、硒鼓、電池等，讓各項資源能夠發揮最大用途。

## ENVIRONMENT 環境

### ENVIRONMENT AND NATURAL RESOURCES

The Company values sports facility development as one of its major business segments. While the Group's stadiums are still at the development stage, we have devised policies for development projects to reduce the impact on the environment and natural resources and adopted suitable measures to minimize the impact thereon taking into account the impact of our projects on the environment and natural resources at the designing stage, in order to fulfill our commitment to the environment. As such, we have introduced the air dome construction design into our "Innovative Sports Park" project which is environmentally friendly. The air dome stadium is supported by air and its structure does not need any frames or pillars. This design does not only reduce the usage of construction materials, but also prevents corrosion, saves energy and is environmentally friendly and durable. While providing the community with a comfortable exercising environment, it reduces the impacts on the environment.

### 環境及天然資源

北京體育文化視發展體育設施為其中一個重點業務板塊。本集團的體育場館仍然處於開發階段，為了實現我們對環境的承諾，我們為發展項目制定了減少環境及天然資源的影響的政策，在設計階段考慮項目對環境及天然資源的影響，推行適當的措施把其影響減至最低。因此，我們的「新型體育公園」項目引入了環保的氣膜建築的設計，氣膜場館依靠空氣支撐，無需框架或樑柱。此設計一方面能夠減省建築材料的使用，另一方面又能防止腐蝕、節省能源，環保耐用，為社區提供舒適的活動環境的同時，降低對環境的影響。

## EMPLOYMENT AND LABOR PRACTICES 僱傭及勞工常規

The brand reputation of the Group is built by the constant contribution of its employees. As our success is attributable to the efforts of our employees, we ensure the Company offers reasonable treatment and protection, safe working environment, appropriate development and trainings to the extent possible in respect of policies, systems and practices.

### EMPLOYMENT AND LABOR STANDARDS

- **Basic System and Employment Practice**

In recognition of employees' contribution and to maintain their work efficiency and quality, the Group has formulated a series of human resources policies which provide explicit guidelines for the recruitment, promotion, dismissal, remuneration, benefits, training, performance appraisal and moral code of the employees in accordance with the Labor Law and the Labor Contract Law of the People's Republic of China, in order to standardize its human resources management.

- **Employment Policy**

The Company expects the employees to discharge their duties conscientiously with considerable trustworthiness, avoid wasting and adopt a humble interpersonal attitude. In order to carefully select the employees with the above characteristics, all job applicants need to pass the preliminary assessments and further assessments by representatives from different departments to ensure a fair recruitment process. Meanwhile, the Company has formulated policies to prevent child labor and forced labor. New employees are subject to probation and appraisal before assuming their positions formally.

集團的品牌信譽由員工一點一滴的付出累積而成。由於我們的成功歸因於員工的努力，所以我們從政策、制度及執行上盡可能確保公司給予合理的待遇和保障、安全的工作環境，以及合適的發展與培訓。

### 僱傭與勞工準則

- **基本制度與僱傭常規**

為了對員工的貢獻予以肯定，並保持員工的工作效能及素質，本集團制定了一系列符合中華人民共和國《勞動法》及《勞動合同法》的人力資源政策，對員工的招聘、晉陞、解雇、薪酬、福利、培訓、績效考核、員工行為道德守則等作出明確指引，以推行規範化人力資源管理。

- **僱傭政策**

公司期望員工能夠盡忠職守，並具有良好信譽，不浪費，秉持謙和的態度待人接物。為嚴謹挑選具備以上特質的員工，所有應聘者均需要通過由不同部門代表負責的初試及複試，以確保過程公平。同時，公司制定了防止童工及強制勞工的政策，避免僱用童工及強制勞工。新入職人員均需通過試用期考核方可正式上崗。

## EMPLOYMENT AND LABOR PRACTICES

### 僱傭及勞工常規

The Group's human resources policies emphasize fairness and justice. In this regard, the Group has made an annual performance appraisal scheme which objectively evaluates employees' work performance such as attendance rate and accomplishment. Social identities such as race, nationality, religion, gender, age and marital status will have no impact on the Company's evaluation and treatment for the employees. Employees with outstanding results in performance appraisals are entitled to corresponding rewards such as performance bonus and promotion opportunities which are intended to encourage employees to strive for the best performance.

According to the Company's anti-corruption policies, in order to uphold the integrity and discipline of the entire Group, employees who violated any rules or guidelines, such as acquisition of improper gains, divulgence of trade secrets, fraud or document forgery, are subject to disciplinary sanctions based on the nature and seriousness of the offense where summary dismissal can be put into effect for serious cases.

- **Remuneration and Benefits**

A sound remuneration and benefits system can help the Group retain talents. The Group has established detailed remuneration and benefits standards which clearly specify the composition and release method of salaries in accordance with the national and local regulations. The salary of the Group consists of three components, including fixed salary, performance bonus and floating salary which is rewarded based on the work performance of employees. In addition, the allowances granted by the Group have an extensive coverage, including housing, transportation, communication, meal, clothing and festivals, which satisfy different needs of the employees. In order to provide a pleasant working environment for the employees, the Group especially offers a variety of benefits schemes, such as birthday benefits, women's day benefits and major festivals benefits.

本集團的人力資源政策強調公平、公正。為此，集團訂立了年度績效考核計劃，客觀地評估員工的工作表現，如考勤率、業績等，員工的社會身份如種族、國籍、宗教、性別、年齡、婚姻狀況等將不影響公司對其評價及待遇。在績效考核中表現優良的員工能獲得相應報酬，如績效獎金、晉陞機會等，鼓勵員工力求最佳表現。

根據公司的反貪腐政策，如員工在任職期間違反任何規則及紀錄，以公司名義收受不正當利益、洩露商業機密、欺詐、偽造文件等，將按所犯規則的性質和嚴重性獲紀律處分，嚴重者可被予以實時解聘，保持集團上下廉潔守紀。

- **薪酬和福利**

完善的薪酬和福利制度有助於集團吸引優秀人才留任。集團已按照國家及地區法規制定詳盡的薪酬及福利標準，清楚列明工資的組成及發放方式。本集團的工資由三個部分組成，包括固定工資、績效獎金及浮動工資，按員工工作表現給予其應有的報酬。此外，集團所發放的津貼範疇甚廣，包括住房、交通、通訊、工作餐、服裝、節日津貼等，以滿足員工不同的需求。本集團務求為員工締造更愉快的工作環境，特意制定各式各樣的福利計劃，包括生日福利、婦女節福利、重大節日福利等。

## EMPLOYMENT AND LABOR PRACTICES 僱傭及勞工常規

### • Working Hours and Holidays

The Group encourages employees to finish their work within regular working hours in a bid to allow employees to enjoy their personal lives after busy work and get sufficient rest. In the event of overtime work resulting from extraordinary and ad hoc tasks, the Group would offer compensation leave or overtime reimbursement with the corresponding time to safeguard the employees' due rewards. In accordance with regulations and standards, employees are also entitled to various paid leaves such as marital leave, bereavement leave and work-related injury leave.

### HEALTH AND SAFETY

We are well aware that the Group is responsible for safeguarding its employees' health and safety. As the Group attaches importance to the health of every employee, it regularly arranges exhaustive health checkup for all employees of the Group at renowned domestic physical examination institutions every year. The Group has formulated appropriate health and safety policies in compliance with the Labor Law. Our workplaces and the nature of business do not involve substantial safety risks and we have employed experienced and qualified employees to ensure health conditions of the employees are suitable for duties of their work positions in order to prevent accidents.

### DEVELOPMENT AND TRAINING

Employees are invaluable assets of the Company. To continuously upskill the employees, the Company has established a set of training and development policies for its employees to enhance their professional knowledge and skills and designed career plans for employees to help them establish explicit goals and to enlighten their development prospects.

### • 工作時間與假期

集團鼓勵員工在標準工作時間內完成工作，讓員工在繁忙的工作之餘能享受其私人生活，獲得充足休息。如有特殊、突發性任務而導致的超時工作可視為加班，集團會給予相應時間的補休或加班工資，保障員工獲取應有的報酬。集團也按照法規標準賦予員工各種帶薪休假的權利，包括婚假、喪假、工傷假等。

### 健康與安全

我們深知集團具有保障員工健康及安全的重大責任。關注每一位集團員工的身體健康，每年固定時間段安排集團全體人員接受國內知名體檢機構進行細緻身體檢測。集團已遵從《勞動法》制定合適的健康與安全政策。我們的工作場所及業務性質並沒有重大的安全風險，而且我們聘用經驗豐富及合格的員工，確保員工的身體狀況適合其工作崗位的職責，以免意外發生。

### 發展與培訓

員工是公司的寶貴資產，為使員工能持續增值，公司為員工制定一系列培訓及發展政策，讓員工的專業知識及技能加以提升，並為他們制定職業生涯規劃，讓他們有明確的奮鬥目標及發展前景。



## EMPLOYMENT AND LABOR PRACTICES

### 僱傭及勞工常規

The Company designs a series of diversified training programs for its employees every year with extensive contents including corporate culture, professional knowledge and skills, team building, industry orientation and public welfare activities. Our training programs are designed based on the needs of the department where the employees belong. For instance, employees from the legal department would receive legal knowledge trainings in relation to the Company Law, Contract Law, Labor Law and laws relating to corporate investment and financing, so as to ensure the employees could acquire the most updated knowledge relating to the industry which is necessary for their work. We have diversified forms of trainings which, in addition to internal education lectures and themed presentation organized by employees, include themed trainings in relation to business development and communication skills given by external experts, who are specially invited by the Company. A variety of trainings help enhance employees' comprehensive strengths and stimulate their potentials.

A clear development path and career planning provide employees with a future development direction. The general department of the Group assesses the quality, personality, career aspiration and training prospects of the employees from all departments. After gaining in-depth understanding of an employee, it would start designing a career plan for the employee and help the employee to determine an appropriate personal development direction, which could be supported by the Company, in order to arrange proper trainings and development opportunities for the employee and continuously enhance the employee's quality, thereby propelling talents to stay with the Group and advance with the Company.

公司每年為員工制定一系列多元化的培訓計劃，內容涵蓋廣泛，包括企業文化、專業知識及技能、團隊建設、產業定向及公益活動培訓等。我們的培訓計劃針對員工所屬部門的需要進行設計，例如法務部的員工會接受有關《公司法》、《合同法》、《勞動法》及與公司投資和融資相關的法律知識培訓，確保員工能瞭解行業最新的相關知識，以備工作所需。我們的培訓形式多元，除了內部的知識串講培訓、員工自行組織的主題演講外，公司特地邀請外來專家開展有關業務發展、溝通技巧等主題培訓。各類型的訓練有助於提升員工的綜合素質，激發他們的潛能。

明確的發展途徑及生涯規劃為員工提供未來的發展方向。集團的綜合部組織會評估各部門員工的素質、個性、職業意願及培養前景等，對員工有深入的瞭解後，開展員工的職業生涯規劃，讓員工制定適合其個人的發展方向，並且能讓公司加以配合，為員工安排妥善的培訓發展機會，持續提升員工素質，同時讓有潛質的員工有動力在本集團留任，與公司一同邁步向前。

## OPERATING PRACTICES 營運慣例

High-quality services and persistence in honesty is our most distinctive image. In order to ensure our unswerving product and service level, we systematically execute the management system which allocates specific duties and makes inspection and improvement through balances in order to rigidly implement internal and supplier management.

### SUPPLY CHAIN MANAGEMENT

The Company has a set of strict policies for supply chain management which aims to ensure the Company's normal operation and efficiency. The Company carries out systematic supply chain management. Stringent reviews on the suppliers' compliance with the corresponding labor and environmental regulations are conducted by relevant procurement and legal departments when considering and screening suppliers. In addition, the bid-winning principles of adequate competition and reasonably-low price are adhered to meet the concept of maintaining industrial quality with reasonable prices. After engaging suppliers, we will regularly inspect and follow up on the plants and construction sites of suppliers to ensure reliability and sound operation.

### PRODUCT LIABILITY

Our products and services aim to enhance public sports facility users' physical health and interest cultivation. Hence, a good product inspection and service quality management is vital to the Company. Through establishment of sound procedures and systems, the Company has strict standards in respect of business procedures, facility management, employees' behaviors and disciplines, in order to further ensure the product quality and customers' safety and enhance staff's business standards and service quality. For instance, the Company assigns special personnel to carry out daily inspection and regularly repair, maintain and replace the equipment and facilities of parks and air dome stadiums with rectifications based on the inspection suggestions. The Company has also formulated a set of detailed reward and punishment rules for its employees which defined their functional scopes. Administrative and economic reward and punishment measures are executed in a fair, just and open manner according to the Company's system, the employees' responsibilities and work targets and plans. At the department level, the Company has explicit requirements in respect of performance and assessment for the purpose of optimizing the Company's product and service management. The Company has formulated internal and external management policies and standards respectively which specified the responsible departments for the purpose of maintaining a high-quality operation process. For example, with regard to project development, every department has complementary and irreplaceable responsibilities in throughout project development:

- the management: ensuring the sound operation of the entire framework of the Company;

高質量的服務和對誠信的堅持是我們最鮮明的形象。為確保始終如一的产品與服務水平，我們有系統地執行管理制度，推行專職分工，利用各種制衡，配合審查和改進，嚴格落實內部及供應商管理。

### 供應鏈管理

北京體育對於供應鏈管理有一套嚴格的政策，以確保公司的日常運作及效率。我們公司進行系統性供應鏈管理。在考慮及篩選供貨商時，相關採購及法律部門會嚴格審核供貨商是否符合相應的勞工和環境法規，同時，亦遵循充分競爭和合理低價的中標原則，以達到保持產業質量及合理價格的理念。在聘用供貨商後，我們會定期前往供貨商的工廠及施工地點進行巡查及跟進，以確保供貨商可靠性及運作正常。

### 產品責任

我們的產品及服務旨在提升廣大體育設施使用者的身體健康及趣味培養，所以良好的產品檢測及服務質量管理對我們公司極為重要。通過建立完善的規程及制度，公司在業務流程、設施管理、員工的行為、紀律等方面均有嚴格規範，進一步確保產品質量，保證客戶安全，提升員工的業務水平和服務質量。例如，公司派專職工作人員每日巡檢，定期維護、保養、更換公園及氣膜館的設施設備，並根據檢查建議積極作出整改。公司還為各工作人員制定了詳細的員工獎懲規則，界定了職能範圍，根據公司制度、員工的崗位職責及工作目標、計劃等，公平、公正、公開地進行行政及經濟獎懲措施。在部門層面，公司在績效及考核指標方面有明確規定，以完善公司的產品與服務管理。公司分別制定了內部及外部的管理政策和規範，識別了過程中各環節的責任部門，以保持高品質的運作流程。以項目發展為例，每個部門在整個項目發展都有著相輔相成而不可替代的職責：

- 管理層：保證整個公司架構的良好運作；

## OPERATING PRACTICES 營運慣例

- administration and human resources department: building up project teams as well as managing procurement activities and cost control;
  - technical training department: utilizing professional knowledge and skills to ensure normal and error-free operation of the project construction;
  - property management department: closely monitoring the daily operation of finished projects and providing supports to inspection and maintenance;
  - marketing and sales department: promoting the Company's products and services to the market as well as signing contracts and discussing project details with customers;
  - customer service department: maintaining close communication with customers and understanding customers' needs as well as recording and following up customers' feedbacks.
- 行政人事部門：建設項目隊伍，管理採購活動及成本控制；
  - 技術培訓部門：運用專業知識及技術，保證項目工程進行正常無誤；
  - 物業管理部門：緊密監測已完成項目的日常運作，支持檢查及維修；
  - 市場銷售部門：向市場推廣公司產品服務，與客戶簽定合同及溝通項目細則；
  - 客戶服務部門：與客戶密切溝通，瞭解客戶的需求，記錄及跟進客戶的反饋。

Each department has a thorough and detailed operation handbook which allows members of each department to grasp the standardized operation and comply with the strict standards and provides basis for leaders to supervise operation.

In addition, our sophisticated customer communication channels allow us to efficiently obtain their feedbacks and opinions whereas our complaint mechanism provides customers with a platform to express dissatisfaction and make inquiry. Customers' recommendation is the most critical driving force for the development of the Company. Therefore, after receiving complaints from customers, we immediately determine responsible departments, identify the cause, promptly follow up the issue and make improvements. In the event of customers' loss arising from the Company's fault or mistake, we would remedy the customers' loss and make reasonable compensation and due apology.

各部門都有一本完善具體的運營手冊，以供各部門成員學習規範化運營及遵守嚴格標準，及為領導進行運作督導有據可循。

另外，我們完善的客戶溝通渠道能有效地獲取他們的反饋和看法，以旗下的投訴機制為客戶提供了其反映不滿及疑問的機會。客戶的建議是公司發展進步最重要的推動力。因此，在接收到客戶投訴後，我們會立即落實責任部門及尋查原因，並及時跟進及改善，如因本公司的錯失不足造成了客戶的損失，我們會彌補客戶的損失，作出合理的賠償及致歉。

## ANTI-CORRUPTION

The Company has strictly complied with the national and local laws and regulations and has internally formulated the “**Regulations on Integrity and Self-Discipline Management**” which requires all employees of the Company (including directors, management and staff members) to comply with high-standard anti-corruption and integrity principles. This regulation aims to safeguard the interests of the Company and fulfill social responsibilities, in addition to promoting an upright and honest ambiance, encouraging employees to develop self-discipline and enhancing commercial and personal moral standards. Furthermore, the Company has formulated guidelines for employees to report any conflict of interests in order to prevent misunderstandings.

The general department of the Company is responsible for guiding, regulating and supervising employees' behaviors in respect of integrity and self-discipline, continuous consummation of relevant requirements according to laws and regulations as well as taking timely actions against violation acts. All other departments are also responsible for carrying out business in strict compliance with the procedures and systems and performing internal examination and supervision in order to uncover and report violation acts in a timely manner. Meanwhile, the Company has established various reporting channels, such as written reports, telephone reports and email reports to encourage employees to report on inappropriate corruption acts.

During the reporting period, neither the Company nor its employees was subject to any proceedings in respect of corruption. The Company will bring a claim in accordance with laws in respect of economic compensation for any economic loss of the Company caused due to any disciplinary offence or violation of laws such as corruption and bribery, and take serious actions based on the situation such as internal punishments and reports to authorities, termination of employment contracts and legal actions.

## 反貪污

北京體育嚴格遵守國家和當地的法律法規，於內部制定了《**廉潔自律管理規定**》，要求所有公司成員（包括董事、管理層和員工）嚴格遵守高水平的反貪污和廉潔守則。此規定以維護公司利益及社會責任為前提，提倡清正廉潔的風氣，鼓勵員工自我約束，提升商業及個人道德。另外，公司亦制定了明確的員工申報任何利益衝突指引，以減低雙方誤會的發生。

公司綜合部負責對公司員工在廉潔自律方面的行為進行引導、約束、監管，制定及不斷根據法律法規完善相關規定，並及時處理違反規定的行為；其餘各部門亦有責任嚴格按照流程和制度開展業務，發揮內部審核和監管作用，及時發現及報告違反規定的行為。同時，公司亦設立了書面、電話、電郵等舉報渠道，積極鼓勵員工舉報貪污腐敗的不當行為。

於匯報期內，公司及員工沒有牽涉任何貪污訴訟案件。公司將依法對任何違紀違法（如貪污腐敗、受賄索賄等）而給公司造成經濟損失的行為追索經濟賠償，並視情況作出內部處罰並通報、解除勞動合同及追究法律責任等嚴肅處理。

## COMMUNITY 社區

Investment and development of sports and cultural industry and promoting nationwide fitness and cultural business are always the focuses of the Group, which are closely related to the community. As such, community investment is an important element to facilitate sustainable development of the Group. The Company formulated policies based on the needs for sports and cultural facilities in the community and attached importance to community investments which improve the community environment and encourage the public to play sports, such as providing support to the construction of sports facilities, environmental protection and active community services. These activities and measures enabled us to create greater value for the community and realize sustainable development, which allowed the society and enterprises to complement each other, thereby achieving a win-win situation.

### BUILDING SAFE AND HEALTHY SPORTS STADIUMS FOR THE SOCIETY THROUGH OFFERING CONVENIENT WORK-OUT EXPERIENCE

Currently, due to the nationwide smog and haze pollution, the stadium area per capita has become insufficient which has posed challenges for the public to have an enjoyable, carefree and healthy sporting experience. We are committed to building safe and healthy multifunctional and all-weather stadium sites and innovative sports parks for the society. We invested in, constructed and operated air dome stadiums, offering controllable air quality, thermostatic and modulated humidity with an energy-conservation feature, as well as outdoor sports facilities such as fitness trails in cities and suburbs, from which our professional operation team introduced high standard of unified management, in addition to related projects such as sports competitions, training and rehabilitation.

We are also devoted to build air dome stadiums for secondary and primary schools in China to enable secondary and primary students to have an enjoyable, carefree and healthy sporting experience without worry for smog and haze. Meanwhile, we fully and reasonably deploy areas such as parkland and idle fields in cities to build community fitness and recreational facilities for the convenience of the public. We built a 30-minute city fitness trail through scientific planning of space. A sport-centered community can offer an ideal comprehensive experience to the public. Hence, we proactively engage in the comprehensive development of fitness and recreational facilities with culture, business and entertainment in order to build a fitness and recreational service complex.

本集團一直以來專注於體育及文化產業的投資與發展，推動全民健身及文化事業，與社區有著密切的聯繫。因此，社區投資是推動集團的可持續發展重要的要素。北京體育根據社區對體育文化設施的需要制定了政策，專注做好改善社區環境及鼓勵全民健身的社區投資工作，例如支持運動設施建設，環境保護，積極服務社區等。這些活動及措施讓我們為社區創造更大的價值，實現可持續發展，讓社會與企業兩者相輔相成，達致互利共贏的美好局面。

### 為全民打造安全健康的運動場所，提供便捷的運動體驗

目前全國城市範圍內霧霾污染，人均場館面積亦不足，大眾難以享受暢快、健康的運動體驗。我們致力為全民打造安全健康的多功能全天候場館群及創新型體育公園，在城市內及近郊區投資建設空氣質量可控、節能環保、恆溫恆濕的氣膜體育場館，配以健身步道等多種室外體育設施，通過專業化高標準的運營團隊，導入高標準的統一管理以及觀賞類賽事、體育培訓和運動康復等相關項目。

我們還將致力為國家中小學建立氣膜場館，讓中小學生更直接的享受到無懼霧霾暢快、健康的運動體驗。同時，我們充分合理利用公園綠地、城市空置場所等區域，建設便民利民的社區健身休閒設施，科學規劃空間佈局，形成城市30分鐘健身圈。以體育為中心的社區可為大眾提供良好的綜合體驗，因此，我們積極開展健身休閒設施與文化、商業、娛樂等綜合開發，打造健身休閒服務綜合體。

## PROMOTING SPORTS CULTURE AND HEALTHY LIFESTYLE

We are committed to promoting sports culture through sports performance enhancement and interest development. Currently, we have introduced quality services from stadiums and contracted stadiums under the Company, such as vocational training, youth training, coach training, sports tournaments and parent-child entertainment. By establishing a variety of sports training institutes and sports-related clubs, we have established a professional sports stadium operation and management platform encompassing sports fitness (such as football, basketball, tennis and badminton), training, and recreation and parent-child interaction. We also irregularly organize various sports tournaments, nationwide fitness activities and creative recreational activities to arouse public awareness of health and culture.

Beyond our passion for sports, culture and healthy lives, we have also established an outstanding management framework through expanding our business in order to create greater value for the local community and secure the healthy and stable growth of the Company, thereby generating more positive energy for the community development and bringing prosperity to the society.

## 推廣體育文化及健康生活模式

我們致力從運動表現提升及興趣培養為出發點推廣體育文化。現時，我們從北體集團旗下體育場館及簽約場館導入優質的職業培訓、青少年培訓、教練員培訓、體育賽事、親子娛樂等服務。我們將通過建設各類體育培訓學校及體育相關俱樂部，打造集足球、籃球、網球、羽毛球等相關運動健身、培訓、休閒娛樂、親子互動的專業化體育場館運營管理平臺。我們亦不定期舉辦各類型體育賽事、全民健身活動及文娛創意活動以提高大眾的健康及文化意識。

我們不僅對體育、文化及健康生活懷有熱情，還通過不斷增長的業務規模，建立優秀的管治架構，為當地社區創造更高的價值，使公司健康與穩定的成長，為社區的發展帶來更多的正能量，造福社群。

## APPENDIX: ENVIRONMENTAL, SOCIAL AND GOVERNANCE CONTENT INDEX

### 附錄：ESG指標索引

Indexes 指標	Description 指標描述	Disclosure status 披露情況	Section 報告章節	Page 頁碼	
<b>A. Environmental</b> <b>A. 環境</b>					
Emissions 排放物	Information on the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to exhaust gases and greenhouse gases emissions, discharges into water and land and generation of hazardous and non-hazardous waste 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的政策及遵守對發行人有重大影響的相關法律及法規的資料	Disclosed 已披露	Environment 環境	10 & 11 10及11	
Use of Resources 資源使用	Policies on the efficient use of resources, including energy, water and other raw materials 有效使用資源（包括能源、水及其他原材料）的政策	Disclosed 已披露		10 & 11 10及11	
Environment and Natural Resources 環境及天然資源	Policies on minimizing the issuer's significant impact on the environment and natural resources 減低發行人對環境及天然資源造成重大影響的政策	Disclosed 已披露		12	
				12	
<b>B. Social</b> <b>B. 社會</b>					
Employment 僱傭	Information on the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to salary and dismissal, recruitment and promotion, working hours, leaves, equal opportunity, diversity, anti-discrimination and other benefits and welfare 有關薪酬及解僱、招聘及晉陞、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的政策及遵守對發行人有重大影響的相關法律及規例的資料	Disclosed 已披露	Employment and Labor Practices 僱傭及勞工	13 to 15 13至15	
Labor Standards 勞工準則	Information on the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child or forced labor 有關防止童工或強制勞工的政策及遵守對發行人有重大影響的相關法律及規例的資料	Disclosed 已披露		13 to 15 13至15	
Health and Safety 健康與安全	Information on the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards 有關提供安全工作環境及保障僱員避免職業化危害的政策及遵守對發行人有重大影響的相關法律及規例的資料	Disclosed 已披露		15	
Development and Training 發展與培訓	Policies on improving employees' knowledge and skills for performing job duties. Description of training activities 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動	Disclosed 已披露		15 to 16 15至16	

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Indexes 指標	Description 指標描述	Disclosure status 披露情況	Section 報告章節	Page 頁碼
Supply Chain Management 供應鏈管理	Policies on managing environmental and social risks of the supply chain 管理供應鏈的環境及社會風險政策	Disclosed 已披露		17 17
Product Responsibility 產品責任	Information on the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters of products and services provided and methods of rectification 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救辦法的政策及遵守對發行人有重大影響的相關法律及規例的資料	Disclosed 已披露	Operating Practices 運營慣例	17 & 18 17及18
Anti-corruption 反貪污	Information on the policies and compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering 有關防止賄賂、勒索、欺詐及洗黑錢的政策及遵守對發行人有重大影響的相關法律及規例的資料	Disclosed 已披露		19 19
Community Investment 社區投資	Policies on community engagement to understand the needs of the communities where the operation locates and to ensure its business activities take communities' interests into consideration 有關以社區參與來瞭解營運所在社區需要和確保其業務活動會考慮社區利益的政策	Disclosed 已披露	Community 社區	20 & 21 20及21





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**北京體育文化產業集團有限公司**

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