

# 民生教育集团有限公司

Minsheng Education Group Company 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: 1569

## Environmental, Social and Governance Report

# 2017

環境、社會及管治報告



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## SCOPE AND REPORTING PERIOD

This is the second Environmental, Social and Governance (the “ESG”) Report issued by Minsheng Education Group Company Limited (the “Company”, together with its subsidiaries, the “Group”) in compliance with the “comply or explain” provisions under the Environmental, Social and Governance Reporting Guide set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Listing Rules”).

The Group continues to principally engage in providing private higher education in the People’s Republic of China (the “PRC”). This ESG report covers the Group’s overall performance in two subject areas, namely, Environmental and Social of key business operations in the PRC from 1 January 2017 to 31 December 2017 (the “Reporting Period”), unless otherwise stated. In detail, the five campuses of the Group operate in the PRC include:

- Chongqing College of Humanities, Science and Technology (hereafter “CQ-CHST”)
- Pass College of Chongqing Technology and Business University (hereafter “CQ-PASS”)
- Chongqing Vocational College of Applied Technology (hereafter “CQ-VCAT”)
- Inner Mongolia Fengzhou Vocational College, Qingcheng Branch (hereafter “IM-FZVC”)
- Chongqing Electronic Information College (the Group acquired this campus in November 2017. Due to its short operational period and insignificant impacts, it is not included in the scope of this report. Its social and environmental impacts will be incorporated into the next reporting period.)

## 範圍及報告期間

這是民生教育集團有限公司(「本公司」，連同其附屬公司統稱「本集團」)遵行香港聯合交易所有限公司證券上市規則(「上市規則」)附錄二十七所載《環境、社會及管治報告指引》項下的「不遵守就解釋」規定發出的第二份環境、社會及管治(「環境、社會及管治」)報告。

本集團繼續主要於中華人民共和國(「中國」)提供民辦高等教育。本環境、社會及管治報告涵蓋本集團由2017年1月1日至2017年12月31日期間(「報告期間」)於中國的主要業務營運在環境及社會兩個方面的整體表現，另有說明除外。本集團於中國經營的五所學校詳情如下：

- 重慶人文科技學院(下稱「重慶人文科技學院」)
- 重慶工商大學派斯學院(下稱「重慶派斯學院」)
- 重慶應用技術職業學院(下稱「重慶應用技術職業學院」)
- 內蒙古豐州職業學院(青城分院)(下稱「內蒙古豐州職業學院」)
- 重慶電信職業學院(本集團於2017年11月收購該學院。由於其經營時間尚短且影響不大，故並無納入本報告範圍內。其對社會及環境的影響將於下個報告期間呈報。)

## STAKEHOLDER ENGAGEMENT AND MATERIALITY

In order to identify the most significant aspects for the Group to report on for this ESG report, key stakeholders including shareholders, directors, management team, teachers and staff and students have been involved in discussion sessions to discuss and to review areas of attention which will help the business meets its potential growth and be prepared for future challenges.

Through the stakeholder surveys carried out during this Reporting Period, the following topics were deemed as the most important by stakeholders:

- Air Emissions;
- Waste and Effluent;
- Environmental Protection Measures;
- Occupational Health and Safety;
- Safety of Employees and Students; and
- Food Safety of School Canteen.

## STAKEHOLDERS' FEEDBACK

The Group welcomes stakeholders' feedback on our environmental, social and governance approach and performance. Please give your suggestions or share your views with us via email at [msedu@minshengedu.com](mailto:msedu@minshengedu.com).

## THE GROUP'S COMMITMENT ON ESG

The Group is committed to achieving the best academic outcomes for students and endeavours to improve the quality of education at all schools it operates. The Group continuously invests in upgrading facilities and allocating new resources to accommodate the needs of all employees and students, to provide them with the best study, work, and living environment. The Group actively seeks to maximize the team benefits for investors and strives to balance the economic, social, and environmental performances for sustainable development.

## 權益人參與及重要性

為識別對本集團最為重要的範疇，以便於本環境、社會及管治報告中匯報，主要權益人(包括股東、董事、管理團隊、教師與職工及學生)一直參與討論會議，討論及審視有助業務達致其潛在增長，以及為未來的挑戰作好準備而需注意的範疇。

透過報告期間進行的權益人問卷調查，權益人認為以下議題至關重要：

- 廢氣排放；
- 廢棄物及廢水；
- 環保措施；
- 職業健康及安全；
- 僱員及學生的安全；及
- 學校食堂食品安全。

## 權益人的反饋

本集團歡迎權益人就我們在環境、社會及管治的方針及表現提供反饋。請發送電郵到 [msedu@minshengedu.com](mailto:msedu@minshengedu.com) 提供建議或分享閣下的意見。

## 本集團就環境、社會及管治作出的承諾

本集團致力為學生提供最佳教學服務，並努力提升旗下所有學校的教育質量。本集團不斷斥資升級學校設施，並投入新資源滿足全體僱員及學生的需求，為他們提供最佳的學習、工作及生活環境。本集團積極尋求最大化投資者集體利益，竭力平衡經濟、社會及環境表現，促進本集團可持續發展。

The Group is deeply aware of the importance to promote environmental protection, energy conservation, and green campus construction. The Group has continued to take measures to save energy, reduce direct and indirect emissions, as well as to reduce/reuse/recycle waste. The Group encourages students and staff to adopt energy saving and emission reduction behaviours, to adopt low-carbon lifestyle, to take initiatives and to participate in environmental protection.

The Group considers the physical and mental health and professional development of the faculty and staff as being of paramount importance. Free physical examinations are provided to employees each year. Various cultural and sports activities are organized regularly, such as literary and art parties, singing competitions, and sports games. Meanwhile, employees are selected as visiting scholars at both domestic and overseas institutions, and to attend various training workshops and seminars. The Group also invites well-known experts to provide on-site training, to help maintain the highest level of professional skills for employees.

#### A. ENVIRONMENTAL

The Group strictly follows applicable laws and regulations when it comes to environmental management, including the Environmental Protection Law of the PRC, Pollution Prevention Law of the PRC, Water Pollution Prevention Law of the PRC, Solid Waste Pollution Control Law of the PRC, and Energy Conservation Law of the PRC. No non-compliance with relevant laws and regulations that have a significant impact on the Group relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste had been identified during the Reporting Period.

Measures to mitigate direct and indirect emissions are highlighted below, with resource-saving initiatives and waste reduction schemes detailed in each corresponding section.

本集團深知促進環保、節能及綠色校園建設的重要性，並繼續採取措施實現節能、減少直接和間接排放及減少／再用／循環利用廢棄物。本集團鼓勵學生及員工注重節能減排、踐行低碳生活方式、採取措施及積極參與環境保護。

本集團教職員工的身心健康及職業發展至關重要。每年為僱員提供免費體檢，並定期組織豐富的文體活動，如文藝晚會、歌唱比賽及運動會。同時，甄選僱員作為國內外機構的訪問學者，出席各種培訓工作坊及研討會。本集團亦邀請著名專家到校開展培訓，促進員工保持最高專業技術水平。

#### A. 環境

在環境管理方面，本集團嚴格遵循適用法律法規，包括中國環境保護法、中國污染防治法、中國水污染防治法、中國固體廢物污染防治法及中國節約能源法。於報告期間，並無發現違反有關廢氣及溫室氣體排放、向水及土地排污以及有害及無害廢棄物產生方面且對本集團影響重大的相關法律法規的情況。

下文闡述有關減少直接及間接排放的措施，並於相關章節詳述有關節能措施及減廢計劃。

To provide stakeholders with a consistent and meaningful benchmark, comparison of environmental results achieved will be presented in the next reporting period.

為向權益人提供一致性及有意義的基準，有關取得的環保表現的比較將於下一個報告期間呈列。

To strengthen the Green Campus Initiative, the Group has begun to implement the following schemes of energy management throughout campus areas:

為強化綠色校園計劃，本集團於各校區著手實施以下能源管理計劃：

1. Solar energy collectors have been installed in apartment buildings to provide auxiliary heaters for hot water in the dormitory.
  2. A total investment of RMB2.75 million was used to renovate natural gas pipelines.
  3. To encourage efficient use of dormitory air conditioning ("AC") system, the Group formulated the "Management Rules for the Use of Air Conditioning for Students' Dormitories", in particular:
    - AC system is centrally managed, which is turned on during hot days and certain time period of the day when occupancy is sufficient;
    - temperature is set at no less than 26 degrees Celsius to allow energy saving and maintenance of healthier indoor environment;
    - doors and windows shall be closed when AC is operating, this is recommended to reduce the use of AC if the outdoor temperature is comfortable; and
    - an Awareness Raising Program has been established to encourage pro-environmental behaviors, such as energy saving and emission reduction, and to advocate a low-carbon lifestyle. Practically, the machine shall be stopped during non-occupancy.
1. 於公寓大樓安裝太陽能聚熱器，為宿舍區熱水提供輔助加熱。
  2. 斥資合共人民幣275萬元改造天然氣管道。
  3. 為鼓勵善用宿舍空調(「空調」)系統，本集團制定《學生宿舍空調使用管理規定》，尤其：
    - 空調系統實施中央管理，可於炎熱的日子及在住宿人數充足的情況下於當日特定時段使用空調；
    - 溫度不得低於攝氏26度，節約能源的同時，保持健康室內環境；
    - 空調運行期間須關閉門窗，如戶外溫度適中，建議減少使用空調；及
    - 推行「提高意識計劃」，鼓勵親環境行為，諸如節能減排及倡導低碳生活。具體而言，機器於非使用狀態時應當關閉。

4. Effective Vehicle Management has been implemented. It

- conducts annual review of fuel consumption for each vehicle, the mileage data is then used to benchmark the driving behaviours of drivers;
- strengthens driver's technical skills via training programs in order to standardize individual operation and to maximize the fuel economy;
- carries out daily maintenance for each vehicle;
- plans in advance before dispatching vehicles. Carpooling is encouraged when schedule allows, to reduce total fuel consumption; and
- encourages the use of public transport for those non-urgent activities.

**1. Emissions and Waste**

**(i) Air Pollutant Emissions**

No direct on-site air emissions were generated during the Reporting Period. Indirect air emissions, which include both greenhouse gas ("GHG") and non-GHG, were generated from the consumption of gasoline and diesel for group vehicles, consumption of natural gas for canteens, water heating and hot water, liquefied petroleum gas (LPG) for canteens, and purchased electricity.

*Vehicle Operation and Emissions*

Passenger cars consuming gasoline were used for daily operation. Their combustion generated several air emissions including nitrogen oxides ("NO<sub>x</sub>"), sulphur oxides ("SO<sub>x</sub>") and respiratory suspended particles ("PM").

4. 實施高效汽車管理，即會：

- 每年檢討每輛汽車的燃油耗用量，並利用里程數據衡量司機的駕駛行為；
- 舉辦培訓課程，強化司機技能，達致標準操作，同時擴大油耗效益；
- 每日均須對每輛汽車進行保養護理；
- 提前做好汽車調配規劃。在時間允許下盡量拼車出行，藉此減少油耗總量；及
- 辦理非緊急事務時，鼓勵乘坐公共交通工具。

**1. 排放物及廢棄物**

**(i) 空氣污染物排放**

於報告期間並無直接廢氣排放。間接廢氣排放包括集團汽車汽油及柴油消耗、餐飲場所、水暖及熱水天然氣消耗、餐飲場所液化石油氣消耗，及外購電力耗用所產生的溫室氣體及非溫室氣體。

*車輛營運及排放*

燃油類汽車用於學校的日常運營。汽油燃燒產生若干廢氣排放，包括氮氧化物、硫氧化物及可吸入懸浮顆粒。



Mobile fuel source 汽車燃料來源	Air emissions (non-GHG) from the vehicle operation by the Group 本集團車輛運作產生的廢氣排放 (非溫室氣體)		
	NO <sub>x</sub> (kg) 氮氧化物 (千克)	PM (kg) 懸浮顆粒 (千克)	SO <sub>x</sub> (kg) 硫氧化物 (千克)
Gasoline 汽油	1,037.32	82.41	3.11

Note: Emission factors for calculations on environmental parameters throughout the report were made by reference to Appendix 27 to the Listing Rules, and their referred documentation as set out by the Hong Kong Exchanges and Clearing Limited, unless stated otherwise.

附註：本報告中環境參數計算的排放因素乃參照上市規則附錄二十七及香港交易及結算所有限公司所提述的文件，另有說明除外。

#### LPG Emissions

IM-FZVC used LPG for canteen operations, the combustion which generated SO<sub>x</sub> and NO<sub>x</sub> as presented in the following table. In addition, it also generated GHG emission, presented in the next section. The other three schools used natural gas for canteen operations and only generated GHG emissions.

#### 液化石油氣排放

內蒙古豐州職業學院的餐飲場所營運採用液化石油氣，其燃燒產生硫氧化物及氮氧化物(如下表所示)，並產生溫室氣體排放(如下節所示)。另外三家學校的餐飲場所營運採用天然氣，並僅產生溫室氣體排放。

Canteen fuel source 餐飲場所燃料來源	Air emissions (non-GHG) from LPG consumption at IM-FZVC 內蒙古豐州職業學院液化石油氣消耗產生的廢氣排放(非溫室氣體)	
	NO <sub>x</sub> (kg) 氮氧化物 (千克)	SO <sub>x</sub> (kg) 硫氧化物 (千克)
LPG 液化石油氣	0.33	<0.01

**(ii) GHG Emissions**

There were 12,834.18 tonnes of GHG emitted in the Reporting Period, reported in carbon dioxide equivalent (“CO<sub>2eq.</sub>”). The GHG reported include the following activities and scopes:

- direct (scope 1) GHG emissions from the combustion of fuels for mobile transportation;
- direct (scope 1) GHG emissions from the combustion of natural gas and LPG for canteens;
- energy Indirect (scope 2) GHG emissions from purchased electricity and natural gas; and
- other Indirect (scope 3) GHG emissions from municipal freshwater and sewage processing.

**(ii) 溫室氣體排放**

於報告期間共排放12,834.18噸溫室氣體，以二氧化碳當量呈列。呈報的溫室氣體包括以下活動及範圍：

- 交通工具燃油燃燒所產生的直接(範圍一)溫室氣體排放；
- 餐飲場所天然氣及液化石油氣燃燒所產生的直接(範圍一)溫室氣體排放；
- 外購電力及天然氣產生的能源間接(範圍二)溫室氣體排放；及
- 市政淡水及污水處理所產生的其他間接(範圍三)溫室氣體排放。

Other indirect GHG emissions during the Reporting Period such as those from business air travel and waste disposal were cut-off due to their insignificant impact estimated.

於報告期間，商務航空差旅及廢棄物處理等產生的其他間接溫室氣體排放不作呈報，蓋因估計其影響並不重大。

Activities <sup>1</sup>	活動 <sup>1</sup>	GHG emissions (in tonnes CO <sub>2eq.</sub> ) 溫室氣體排放 (噸二氧化碳當量)	%
<b>Scope 1 Direct GHG emissions</b>			
Natural gas used for canteen <sup>2</sup>	餐飲場所使用的天然氣 <sup>2</sup>	2,346.07	
LPG used for canteen <sup>2</sup>	餐飲場所使用的液化石油氣 <sup>2</sup>	5.10	
Gasoline and diesel used for mobile transportation	交通工具使用的汽油及柴油	57.43	19%
<i>Scope 1 total</i>	<i>範圍一 總計</i>	2,408.60	
<b>Scope 2 Energy indirect GHG emissions</b>			
Purchased electricity <sup>3</sup>	外購電力 <sup>3</sup>	8,984.08	
Purchased natural gas	外購天然氣	642.85	75%
<i>Scope 2 total</i>	<i>範圍二 總計</i>	9,626.93	
<b>Scope 3 Other indirect GHG emissions</b>			
Freshwater and sewage processing	淡水及污水處理	798.65	
<i>Scope 3 total</i>	<i>範圍三 總計</i>	798.65	6%
Total GHG emissions	溫室氣體總排放量	12,834.18	100%
GHG intensity (tonnes CO <sub>2eq.</sub> per total Group headcount)	溫室氣體排放密度(本集團人均噸二氧化碳當量)	0.34	

Note 1: Emission factors were made reference to Appendix 27 to the Listing Rules and their referred documentation as set out by Hong Kong Exchanges and Clearing Limited, unless stated otherwise.

附註1：除另有說明外，排放系數乃參照上市規則附錄二十七及香港交易及結算所有限公司所載參考文件而作出。

Note 2: Emission for the combustion of natural gas for stationary source were calculated with emission factors from Greenhouse Gas Protocol Calculation Tool – GHG Emissions from Stationary Combustion (for Chinese fuels).

附註2：燃燒固定來源天然氣的排放量乃根據溫室氣體議定書計算工具－固定燃燒源溫室氣體排放物(Greenhouse Gas Protocol Calculation Tool – GHG Emissions from Stationary Combustion)(中國燃料)的排放系數計算。

Note 3: Combined margin emission factor of 0.6508 and 0.7598 tonnes CO<sub>2eq.</sub>/MWh was used for purchased electricity in Chongqing and Inner Mongolia, China, respectively.

附註3：中國重慶及內蒙古的外購電力排放量分別採用合併邊際排放系數每兆瓦時0.6508及0.7598噸二氧化碳當量計算。

### (iii) Hazardous and Non-hazardous Wastes

All campuses did not generate major industrial hazardous waste during the Reporting Period. Solid waste was mainly generated from daily school operation, the majority of which was non-hazardous waste. The amount of non-hazardous waste generated was not recorded during the Reporting Period as the environmental impacts associated with the treatment of non-hazardous waste are considered much less significant than those associated with other activities such as energy consumption. A “Reduce, Reuse, Recycle” waste treatment hierarchy has been implemented. For example:

1. to reduce plastic waste, e.g., one-time, non-reusable take-away food containers are banned throughout all campuses. In addition, all canteens in schools use reusable utensils to reduce plastic waste generated by disposable meals;

### (iii) 有害及無害廢棄物

於報告期間，所有校園均無產生重大工業有害廢棄物。固體廢棄物主要來自日常學校營運，絕大部分為無害廢棄物。報告期間未記錄產生無害廢棄物的數量，因為處理無害廢棄物相關的環境影響被認為遠遠低於處理其他活動(如能源消耗)相關的環境影響。廢物處理遵循「減廢、再用、循環再造」原則。舉例而言：

1. 為減少塑膠廢棄物，所有校園禁用一次性、不可重用外賣食物容器。此外，校內所有餐飲場所均採用可再用容器，以減少一次性餐盒所產生的塑膠廢棄物；

2. to increase life cycle, and reuse furniture and appliances whenever possible, e.g. damaged furniture and appliances will be repaired and/or reassembled first, then reused for downgrading applications. When they cannot be repaired and reused, qualified waste recovery companies will take them for downstream treatment, before finally considering the disposal of such waste;
  3. all campuses utilize office automation (“OA”) system and multimedia teaching to reduce consumption of paper products; when their usage is un-avoidable, double-sided printing is encouraged;
  4. qualified recycling companies are involved for recyclable waste. All campuses provide recycling bins with clear instruction on separating recyclable and non-recyclable waste; and
2. 盡量延長傢俱及電器的使用年期並竭力做到物盡其用，例如對於損壞的傢俱及電器，首先會予以維修及／或重新組裝，以供重新用作其他用途。如無法予以維修及再用，則轉移予合資格廢物回收公司進行下游處理，其後方會最終考慮棄置有關廢棄物；
  3. 所有校園均採用辦公室自動化系統及多媒體教學，藉此減少紙質產品消耗；如須採用紙質產品，則鼓勵採用雙面打印；
  4. 可循環再用廢棄物由合資格回收公司進行回收處理。所有校園均設有回收垃圾桶，其上清楚標明可回收及不可回收廢棄物的分類；及

5. for non-recyclables, they are collected by certified garbage compression trucks and handled by municipal solid waste treatment facilities.

The Group highly values the importance of sustainable behaviour education. Waste reduction schemes are regularly publicized in billboards at various locations to promote sustainable education to teachers, staff, workers, and students. In addition, the logistics department closely monitors the implementation of the above waste management schemes.

#### **(iv) Wastewater**

Major sources of wastewater discharged during the Reporting Period were domestic sewage from campuses and wastewater from canteens. Wastewater was treated in septic-tank on-site before discharging to central wastewater pipelines and further treatment in municipal wastewater treatment plant.

5. 不可回收廢棄物由持證垃圾壓縮車收集，並由市政固體廢棄物處理廠進行處理。

本集團非常注重可持續行為教育，並定期在多個地點宣傳欄刊載廢物減量計劃，向教師、職工、工人及學生宣傳可持續教育。此外，後勤部門密切關注以上廢物管理計劃的實施。

#### **(iv) 廢水**

報告期間排放的廢水主要來自校園的生活廢水及餐飲場所的廢水。廢水首先由校區化糞池處理，然後排放入中央廢水管道，再由市政廢水處理廠作進一步處理。

## 2. Use of Resources

### (i) Energy Consumption

The energy source consumed by the Group during the Reporting Period included electricity, gasoline, diesel, natural gas and LPG for canteen. Annual consumption of gasoline and LPG was converted to indirect consumption in Kilowatt-hour (kWh) unit.

The electricity consumption by the Group was 13,773,067 kWh in total. Several energy-saving schemes have been implemented by the Group as follows:

- all teaching and office buildings have installed LED lighting with high efficiency, long life-cycle, better product safety, energy-saving type and stability;
- the natural gas pipelines were renovated in 2017, regular maintenance and check also have been carried out to ensure no gas leakage; and
- campus regulations such as the Regulations on Students' Daily Behaviour Management and Regulations on Accommodation Management ensure proper usage of electric appliances, to achieve a synergy on energy saving and occupants safety.

## 2. 資源使用

### (i) 能源消耗

報告期間本集團耗用的能源資源包括餐飲場所使用的電、汽油、柴油、天然氣及液化石油氣。汽油及液化石油氣的年耗用量換算為以千瓦時計量的間接消耗。

本集團的用電量合共為13,773,067千瓦時。本集團已施行以下若干節約能源措施：

- 所有教學及辦公大樓均安裝高效LED照明系統，具備較長使用週期、產品安全性能、節約能源功能及穩定性更佳；
- 2017年進行天然氣管道改造，並定期進行維護及檢查，以確保無漏氣現象；及
- 制定《學生日常行為管理規定》及《學生住宿管理規定》等校園規例，確保正確使用電器設備，在節省能源的同時，保證住宿安全。

Direct energy source (electricity)	直接能源來源 (電力)	
Total electricity consumption (kWh) for the Group	本集團總用電量(千瓦時)	13,773,067
Total electricity consumption intensity (kWh per total Group headcount)	總用電密度 (本集團人均千瓦時)	367.97

Consumption of gasoline, diesel, natural gas, and LPG was converted to indirect consumption in kWh unit.

汽油、柴油、天然氣及液化石油氣的耗用量換算為以千瓦時為單位計量的間接消耗。

Indirect energy source	間接能源資源	Direct consumption 直接消耗	Indirect consumption (in kWh) 間接消耗 (千瓦時)
LPG (in kg)	液化石油氣(千克)	1,762	24,559.84
Gasoline (in liter)	汽油(升)	132,001.82	1,169,754.26
Diesel (in liter)	柴油(升)	72,658.16	726,460.96
Natural gas (in m <sup>3</sup> )	天然氣(立方米)	1,073,199.85	10,605,450.35
Total indirect consumption	間接消耗總量		12,526,225.41
Total indirect consumption intensity (kWh/total Group headcount)	總間接消耗密度(千瓦時/本集團人均)		334.66

Note: Conversion factors were made reference to IEA Energy Statistics Manual and 2006 IPCC Guidelines for National Greenhouse Gas Inventories.

附註：換算系數乃參照《國際能源署能源統計手冊》及《2006年IPCC國家溫室氣體清單指南》而作出。

## (ii) Water Consumption

The total water consumption for the Group was 1,101,584 m<sup>3</sup>. No issues on sourcing water were reported during the Reporting Period. Several water-saving schemes have been implemented by the Group as follows:

- water-saving slogan was posted in various locations on campus;
- water-saving valves have been installed in toilets;
- regular maintenance and check have been carried out to ensure no water leakage. For CQ-CHST in particular, the design of the renovation for major water pipelines was completed in 2017 and will begin renovation work in 2018.

## (ii) 水資源消耗

本集團的總用水量為1,101,584立方米。於報告期間，在獲得水資源方面並無任何問題。本集團已施行以下若干節水措施：

- 在校園多個地方張貼節約用水標語；
- 在洗手間安裝節水閥；
- 定期進行維護及檢查，以確保無漏水情況。尤其在重慶人文科技學院，主要輸水管道的改造設計已於2017年完成，並將於2018年啟動改造工程。



Water consumption	用水量	
Total water consumption (m <sup>3</sup> ) for the Group	本集團總用水量(立方米)	1,101,584
Total water consumption intensity (m <sup>3</sup> per total Group headcount)	總用水密度(本集團人均立 方米)	29.43

**(iii) Packaging Materials**

As a service provider, no major packaging materials were used by the Group. Due to its minimal environmental impacts, neither policies nor data have been recorded related to packaging materials. For food packaging provided by campus canteens, complying with the Regulations on the Management of Food Safety and Safety Letter for Canteen Suppliers collectively ensure that the packaging for food is safe and hygienic.

**(iii) 包裝材料**

本集團作為一家服務提供商，並無消耗重大包裝材料。由於其對環境的影響甚微，故並無有關包裝材料的相關政策或記錄數據。就學校食堂所提供的食物包裝而言，遵守《食品安全管理制度》及《食堂供應商食品安全責任書》足以確保食物包裝安全衛生。

**3. The Environment and Natural Resources****(i) Significant Impacts of Activities on the Environment**

The Group's operation does not cause significant adverse impacts on the environment. During any construction and/or renovation projects, the Group strictly follows applicable environmental protection laws to minimize any ecological disturbance caused by those projects. The Group also continues to implement various environmental management policies as specified in above sections to create a clean, safe, and healthy campus environment.

**3. 環境及天然資源****(i) 業務活動對環境的重大影響**

本集團的營運並無對環境造成重大不利影響。於任何施工及／或改造項目期間，本集團嚴格遵循適用環境保護法，盡量降低該等項目所引致的任何生態失衡。本集團亦繼續實施上文各章節所述的多項環境管理政策，致力營造清潔、安全及健康的校園環境。

## (ii) Resource Conservation

In addition to the resource conservation listed above in various sub-sections in this ESG report, the Group has a sustainable culture embedded within our faculties, staff, and students.

In 2017, our faculty members published a research article in a local journal (i.e. the Ba Yu Wind): The Pathway to Green Development: Strategic Transformation and Development of Local Colleges and Universities.

CQ-CHST also opened relevant elective courses to non-environmental major students, such as “Homeland Governance: An Introduction to Environmental Science”.

Furthermore, the Group fully supports student environmental protection activities and initiatives. For example, in March and November 2017, CQ-CHST organized the “Green Plants Adoption” campaign to distribute green plants to students free of charge to make their dormitory environment healthier. In April and May 2017, two events, “Basket Making by Waste Paper” and “Waste Paper Folding”, were organized to turn waste into usable products. Similarly, CQ-VCAT carried out several environmental protection activities in 2017, such as “Cleaning Up Campus and Environmental Hygiene Activities”, “the Most Beautiful Campus Event”, “Tree Planting Activities”, “Dormitory Hygiene Activities”.

## (ii) 資源保育

除本環境、社會及管治報告前面各節所載述的資源節約措施外，本集團向教師、職工及學生灌輸可持續發展文化。

於2017年，我們的教師於地方刊物《巴渝風》刊發一篇研究文章《綠色發展之路：地方高校轉型發展的戰略選擇》。

重慶人文科技學院亦面向非環境專業學生開設「家園治理：環境科學概論」等相關選修課程。

此外，本集團為學生環保活動及計劃提供大力支持。舉例來說，於2017年3月及11月，重慶人文科技學院舉辦「綠色植物領養」活動，免費向學生分發綠色植物，營造更健康的宿舍環境。於2017年4月及5月，我們舉行「廢紙編籃」及「廢紙折花」兩項活動，鼓勵學生化廢為寶。同樣地，重慶應用技術職業學院於2017年組織多項環保活動，諸如「清理校園環境衛生活動」、「最美校園活動」、「植樹活動」及「治理宿舍衛生活動」。

## B. SOCIAL

### 1. Employment and Labour Practices

The Group has established mature Human Resources policies and working procedures to manage employment and labor-related practices. No non-compliance with relevant laws and regulations that have a significant impact on the Group relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare can be identified during the Reporting Period.

#### (i) Employment

The Group strictly adheres to applicable laws during any recruitment, employment, and dismissal processes. No non-compliance with relevant laws and regulations that have a significant impact on the Group relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare had been identified during the Reporting Period.

#### *Compensation and Benefits*

Employees' rights and benefits, including public holidays, annual paid leave, sick leave and maternity leave have been formulated and executed according to the Labour Laws of the PRC, and are clearly listed in the employees labour contracts. Employees have been provided with medical insurance, housing funds, and social insurance coverage.

The faculty and staff remuneration package are adjusted according to the employee performance evaluation, and in accordance to the general market remuneration standards. Employees are compensated for overtime work in accordance with the provisional regulations on vacation, duty and overtime management of the Group.

## B. 社會

### 1. 僱傭和勞工常規

本集團設有成熟的人力資源政策及管理僱傭的工作程序以及與勞工相關的常規。於報告期間，並無發現違反有關賠償及解僱、招聘及晉升、工作時間、休息時間、平等機會、多元化、反歧視以及其他利益及福利且對本集團影響重大的相關法律法規的情況。

#### (i) 僱傭

本集團於招聘、僱傭及解僱程序中均嚴格遵循適用法律。於報告期間，並無發現違反有關賠償及解僱、招聘及晉升、工作時間、休息時間、平等機會、多元化、反歧視以及其他利益及福利且對本集團影響重大的相關法律法規的情況。

#### *補償及福利*

本集團已根據中國《勞動法》制訂及執行僱員享有的權利及福利(包括公眾假期、帶薪年假、病假及產假)，並於僱員勞動合約內清晰列明該等權利及福利。本集團亦向僱員提供醫療保險、住房公積金及社會保險保障。

教師及職工的薪酬待遇根據僱員表現評估及市場整體薪酬水平進行調整。如有加班，僱員將依據本集團《休假、值班及加班管理暫行規定》獲得補償。

#### *Appraisal and Dismissal System*

The Group has established a mature mechanism and system in identifying the appraisal of employees. Every three to four years, the Group will supplement new leaders via a thorough internal competition process engaged by all employees. Vacancies will also be filled by new leaders timely. An employee also has the chance to be promoted if he/she achieves outstanding performance.

A dismissal must be strictly based on the dismissal process detailed in the labour contract. The Group can dismiss an employee under certain circumstances, such as when the employee seriously violates the Group's rules and regulations. Employees can also terminate the labour contract on a voluntary basis, following a minimum notice period of 30 days.

#### *Equal Opportunity, Diversity and Anti-discrimination*

Equal opportunity is provided to all employees in respect of recruitment, promotion, appraisal, training, development and other aspects. Employees are not discriminated against or deprived of opportunities based on gender, ethnic background, religion, color, sexual orientation, age, marital status, or family status.

All posts are filled based on objective criteria including professional qualifications, educational level, skills needed for the post and other miscellaneous factors (such as physical and mental conditions). Performance evaluations are rated by the actual performance, the conduct, and professional ethics of the teachers, as well as professional qualifications etc. The Group did not observe any discriminatory act during the requirement or employment processes.

#### *評核及解僱制度*

本集團已建立一套成熟的僱員評核機制及系統。每隔三至四年，本集團會透過所有僱員可參與的全面內部競爭程序補充新的領導。空缺職位亦將由新領導及時填補，且表現出色的僱員均有機會獲得晉升。

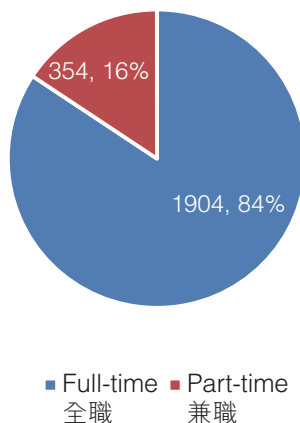
解僱須嚴格按勞動合約詳載的解僱程序進行。本集團可在若干情況下解僱員工，如僱員嚴重違反本集團規則及條例。僱員亦可在發出至少30日的通知後自願終止勞動合約。

#### *平等機會、多元化及反歧視*

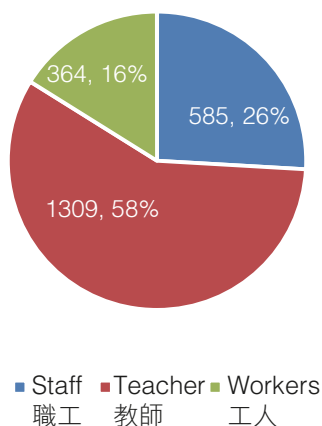
所有僱員在招聘、晉升、評核、培訓、發展及其他方面均享有平等機會。僱員概無因性別、種族背景、宗教信仰、膚色、性取向、年齡、婚姻狀況或家庭狀況而受到歧視或被剝奪機會。

所有職位均依據客觀標準(包括專業資格、教育水平、有關職位所需技能及身心狀況等其他各項因素)安排人選。表現評估根據實際表現、行為以及教師職業道德及專業資格等進行評定。於招聘或僱傭過程中，本集團並無任何歧視行為。

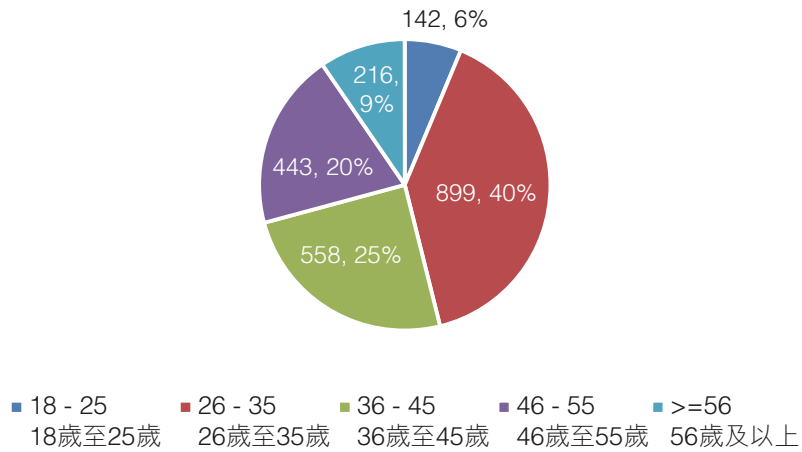
Total Workforce (number of employees, %) by Employee Type  
按僱員類型劃分的全體員工(僱員人數,百分比)



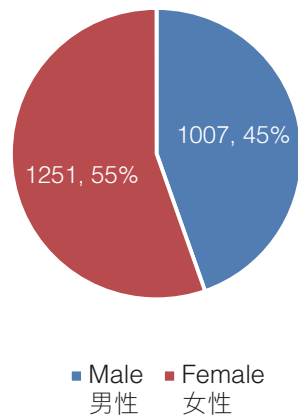
Total Workforce (number of employees, %) by Employee Category  
按僱員類別劃分的全體員工(僱員人數,百分比)



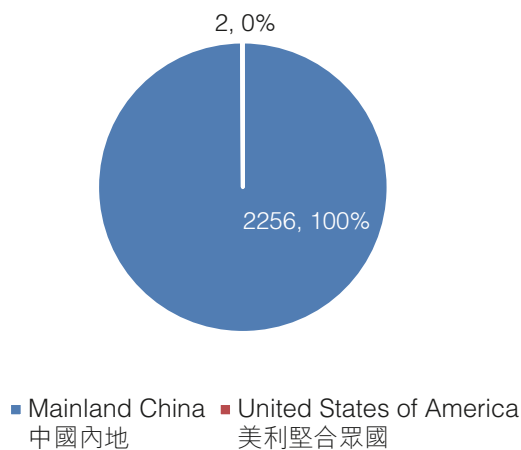
Total Workforce (number of employees, %) by Age Group  
按年齡組別劃分的全體員工(僱員人數, 百分比)



Total Workforce (number of employees, %) by Gender  
按性別劃分的全體員工(僱員人數, 百分比)



Total Workforce (number of employees, %) by Geographical Region  
按地區劃分的全體員工(僱員人數, 百分比)



**(ii) Health and Safety**

To ensure the safety and health of school staff and students during residency period, each campus has formulated the following rules, regulations, and various plans:

- Regulations on the Management of Food Safety
- Safety Letter for Canteen Suppliers
- Regulations on the Management of Students Behaviour
- Contingency Plan for Food Safety Accidents
- Contingency Plan for Natural Disasters
- Contingency Plan for Campus Emergent Events
- Fire Safety Management System
- Safety Education Management System
- Implementation Plan for Comprehensive Management of Electrical Fires

**(ii) 健康與安全**

為確保學校員工及學生在在校期間的安全與健康，各校園已制訂以下規則、規例及若干計劃：

- 食品安全管理制度
- 食堂供應商食品安全責任書
- 學生日常行為管理規定
- 食品安全事故應急處置預案
- 自然災害事件預案
- 校園突發事件預案
- 消防安全管理制度
- 安全教育管理制度
- 電氣火災綜合治理工作實施方案

Each campus regularly conducts various inspection work to eliminate potential safety risks, including water, electricity and gas safety inspection, road safety inspection, office and dormitory safety inspection. Each year, the Group will arrange fire drills in dormitory and teaching buildings.

各校園定期開展多項檢查工作以消除安全隱患，包括水電及燃氣安全檢查、道路安全檢查、辦公室及宿舍安全檢查等。此外，本集團每年還會安排宿舍及教學樓火警演習。

Various activities have been carried out to educate teachers, staff, and students. The activities also promote their safety awareness and healthy lifestyle, in particular:

本集團透過各種活動對教師、職工及學生進行相關教育。有關活動亦有助提高其安全意識及促使養成健康生活方式，具體為：

CQ-CHST's health and safety promotion activities include:

重慶人文科技學院健康與安全宣傳活動包括：

- a workshop on emergency awareness training and first-aid training were provided to staff and students in October 2017;
- Spring Disease Prevention Campaign was carried out during February/March 2017 to spread relevant health knowledge, and to prevent seasonal diseases such as influenza;
- Mental Health Knowledge Lecture was arranged in April 2017;
- Fitness Knowledge Lecture was arranged in June 2017; and
- Starlight Running has been launched every month since April 2017.

- 於2017年10月向員工及學生提供應急意識培訓及急救培訓講座；
- 於2017年2月／3月開展春季疾病預防活動，以宣傳相關健康知識，及預防流感等季節性疾病；
- 於2017年4月安排心理健康知識講座；
- 於2017年6月安排健身知識講座；及
- 自2017年4月起每月舉行微光夜跑活動。

IM-FZVC's health and safety promotion activities include:

內蒙古豐州職業學院健康與安全宣傳活動包括：

- mental health education was provided to full-time teachers in 2017; and
- training of Chinese Qigong was provided to faculty and staff members.

- 於2017年向全職教師提供心理健康教育；及
- 向教師及職工提供中國氣功培訓。



CQ-PASS's health and safety promotion activities include:

- regular seminars and workshops have been provided to faculty, staff, and students, including Safety Education for Freshmen, Health Education Lecture; and
- annual free medical examination was provided for all employees.

CQ-VCAT's health and safety promotion activities include:

- various dormitory safety talks, examination on high-power electrical appliances, self-rescue education during earthquake, and travel safety education have been provided to faculty, staff, and students; and
- a health promotion column was set-up to provide educational materials on health and food safety.

No material work-related fatality or injury cases were reported during the Reporting Period. No non-compliance with relevant laws and regulations that have a significant impact on the Group relating to providing a safe working environment and protecting employees from occupational hazards had been identified during the Reporting Period.

### (iii) Development and Training

The following training categories were carried out during the Reporting Period:

- internal training: in July 2017, newly recruited faculty and staff members were trained, co-organized by human resources, administration department and second-level college;

重慶派斯學院健康與安全宣傳活動包括：

- 定期向教師、職工及學生提供研討會及講座，包括新生安全教育、健康教育講座；及
- 每年免費向所有僱員提供體檢。

重慶應用技術職業學院健康與安全宣傳活動包括：

- 向教師、職工及學生提供各種宿舍安全講座、高電量電器檢查、地震自救教育及旅行安全教育；及
- 設立健康宣傳專欄以提供有關健康與食品安全的教育資料。

本集團於報告期間概無與工作相關的人員的嚴重傷亡的報告。於報告期間，並無發現違反有關在提供安全工作環境及保障僱員免受職業危害且對本集團影響重大的相關法律法規的情況。

### (iii) 發展與培訓

於報告期間進行的培訓分類如下：

- 內部培訓：於2017年7月，由人力資源、行政管理部門及二級院校聯合組織，對新入職的教員及職工進行培訓；

- pre-job training: in July 2017, newly recruited faculty members, counsellors, and prospective teaching staff in Chongqing were sent to training schools according to the central arrangement by the Chongqing Municipal Board of Education;
  - network training: all staff members could freely join the network training platform purchased by the Group; and
  - professional training: according to the training needs identified by each department, relevant faculty and staff members were selected to participate in various training sessions and workshops organized domestically and/or overseas.
- 入職前培訓：於2017年7月，根據重慶市教委的統一安排，將重慶新入職的教師、輔導員及準教職員工送至培訓學校參加培訓；
  - 網絡培訓：所有員工可透過由本集團購買的網絡培訓平台自由參與培訓；及
  - 專業培訓：依據各部門培訓需要，選擇相關教職人員參加國內外各種培訓課程及講座。

Training needs are identified through two major mechanisms. Firstly, each department recommends the best candidate according to their performance review, the career development needs and other relevant criteria. Secondly, second-level college determines the training needs according to their departments' development needs, then recommend relevant faculty and staff members to attend training sessions accordingly.

培訓需要主要透過兩種機制確定。首先，各部門按員工的表現審查、職業發展需求及其他有關標準推薦最佳人選。其次，二級院校依照其下屬部門的發展需求確定培訓需要，然後推薦相關教職人員參加相應培訓課程。

For effective management on training-related activities, both before and after training records are kept. Training objectives shall be first identified and clearly defined, evaluation methods shall be constructed and training outcomes shall be analysed before training begins. After training, the trainees will hold various sessions to share their training experience with other staff members.

為有效管理培訓相關活動，在培訓前後均會作出培訓記錄。培訓之前，首先明確培訓目標，並構建評估方法及分析培訓效果；而培訓之後，受訓者將舉行各類講座與其他員工分享培訓經驗。

**(iv) Labour Standards**

All employment and recruitment processes strictly abide by the Labour Law and Labour Contract Law of the PRC. The Group prohibits forced labour, illegal labour, or child labour. For each new employee, the human resources department strictly verifies the identity card and related information of the recruited personnel. During employment, the conduct and professional ethics of teacher and staff are evaluated.

No non-compliances with relevant laws and regulations that have a significant impact on the Group relating to preventing child and forced labor had been identified during the Reporting Period.

**2. Operating Practices**

**(i) Supply Chain Management**

The supply chain is managed under the Management Method of Material Procurement of each campus. Suppliers' social and environmental risks are not specified within the Management Method of Material Procurement. Each campus of the Group has its own Management Method of Material Procurement to manage their supply chain. Currently such management method has not included the management of social and environmental risks of supply chain. Nevertheless, the Group will review the development and implementation of such Management Method in the coming years.

During the purchasing of material and/or equipment with an amount exceeding RMB20,000, the suppliers will be identified through a bidding process. For those purchase or procurement with an amount under RMB20,000, suppliers shall be identified by comparing the price of 3 or more compliance suppliers.

**(iv) 勞工準則**

本集團所有僱傭及招聘程序均嚴格遵守中國《勞動法》及《勞動合同法》。本集團禁止強迫勞工、非法勞工或童工。對於每位新僱員，人力資源部均會嚴格核實聘用人員的身份證及相關資料。招聘過程中，亦會對教師及職工的行為及職業道德加以評估。

於報告期間，並無發現任何違反有關防止使用童工及強迫勞工且對本集團影響重大的相關法律法規的情況。

**2. 營運常規**

**(i) 供應鏈管理**

供應鏈按各校園的《物資採購管理辦法》進行管理。《物資採購管理辦法》並無載明供應商的社會及環境風險。本集團各校園就供應鏈管理設有其自身的《物資採購管理辦法》。該管理辦法目前尚未納入供應鏈之社會及環境風險管理。然而，本集團將於未來數年檢討有關管理辦法之發展及執行情況。

當物資及／或設備購買金額超過人民幣2萬元時，將透過招標程序確定供應商。如購買或採購金額低於人民幣2萬元，則透過對比三家或以上合規供應商的報價確定供應商。

The purchase or procurement of major materials for construction projects must list the details of the name, specification and quantity of the material. Change of major materials shall not exceed 10% after a project is approved. Otherwise, the project should be resubmitted and reassessed, with reasons for the change of materials fully justified.

施工項目主要物資的購買或採購，須列明物資名稱、規格及數量等詳情。項目一經批准，主要物資變更不得超過10%，否則項目須重新提交評估，並充分說明物資變更的理由。

## (ii) Service Responsibility

As a higher education service provider, the Group strives to provide best quality education services to ensure students' academic success. The graduation rates from all schools achieved over 90% during the Reporting Period.

## (ii) 服務責任

作為高等教育服務提供商，本集團致力打造超卓教育服務，確保學生學有所成。於報告期間，所有學校的畢業率均達90%以上。

		CQ-CHST 重慶人文 科技學院	CQ-PASS 重慶 派斯學院	CQ-VCAT 重慶 應用技術 職業學院	IM-FZVC 內蒙古豐州 職業學院
The total number of graduates during the Reporting Period	於報告期間的總畢業生人數	4,349	1,867	351	416
The total number of graduates obtaining the graduation certificate (the degree)	取得畢業證書(學位)的總畢業生人數	4,274	1,861	321	416
Graduation rate (%)	畢業率(%)	98%	100%	92%	100%

### Teaching Quality Assurance

The Group actively monitors the teaching quality provided to students. Regulation on Identification and Handling of Teaching Accidents guides the assurance of teaching quality. For any verified cases for disqualified teaching: the second-level college collects any written testimonies and relevant information from the students and any other responsible parties, holds a joint-meeting against the responsible faculty member. The preliminary assessment is then drafted, with all materials submitted to the Dean's Office. The Office further holds a meeting with the Academic Affairs Office to further discuss the case to draw a final conclusion. A disqualified teaching case is categorized into following three hierarchies, with corresponding penalties identified:

### 教學質量保證

本集團積極監控提供予學生的教學質量。《教學事故認定及處理條例》有助確保教學質量。不合格教學情況一經核實：二級學院自學生及任何其他責任人收集任何書面證明及相關資料，並針對負責教師舉行聯合會議。其後擬定初步評估，連同所有材料一併提交院長辦公室。院長辦公室與教務處另行召開會議，進一步討論有關情況並作出最終結論。不合格教學情況分為以下三個層級，並設有相應懲處：

- Level 1 – minor teaching accidents: internal circulation of a notice will be held against the responsible party, whom is also disqualified for any outstanding performance evaluation of the year;
  - Level 2 – major teaching accidents: in addition to the penalties specified for level 1 accident, the accident will be publicized within the whole college and a Warning Letter will be distributed to the responsible party; and
  - Level 3 – catastrophic teaching accidents: in addition to the penalties specified for level 2 accident, a dismissal can be held against the responsible party depending on the consequences of the accident.
- 第1級－輕微教學事故：將內部通報責任人，該人士亦被取消資格參與該年度的任何優秀表現評審；
  - 第2級－重大教學事故：除第1級事故規定的懲處外，將在全校通報該事故，並將向責任人發出警告函；及
  - 第3級－嚴重教學事故：除第2級事故規定的懲處外，可視乎事故後果嚴重程度解僱責任人。

#### *Marketing Strategies*

The Group continues to adopt effective marketing strategies to attract applications of high quality students. The Group promotes its brand names via social media platform including Weibo, website and WeChat. Detailed information on each school's majors, facilities and others can be easily accessed from the school websites.

For any marketing and promotional activities, the Group ensures that the relevant activities are in compliance with applicable laws and regulations such as the Advertisement Law of the PRC. No false nor misleading contents shall be contained within any advertisement.

#### *市場營銷策略*

本集團持續採用有效的市場營銷策略，以吸引優質學生申請入讀。本集團透過微博、網站及微信等社交媒體平台對其品牌名稱進行宣傳。有關各學校的專業課程、教學設施及其他方面的詳細資料可參閱學校網站。

就任何市場營銷及推廣活動而言，本集團確保有關活動遵守《中華人民共和國廣告法》等適用法律法規。任何廣告中不會包含錯誤或誤導的成分。

### *Food Safety*

The Group realizes that there is little margin for error in any processes of food handling, including preparation, processing, cooking, thawing, packaging, storage, and serving of the food. Food safety is always at the top of the list. The Group's Regulations on the Management of Food Safety guides the standard operations in canteens to ensure food safety.

Canteen staff must have a medical examination every year, and go to the government department to apply for a health certificate before working. Standard washing, cleaning, sanitizing methods and procedures are also established for employees, and working areas must maintain high standards of hygiene in the canteens.

### *Intellectual Property*

As a think tank, the Group protects its intellectual property ("IP") rights, and strictly prohibits third-party to use/sell/reproduce in any IP materials illegally. The Group highly regards the academic integrity and forbids any form of plagiarism by faculty, staff, and students. Following policies and practices guide the protection of IP rights:

- Procedure for Treatment of Academic Misconduct
- Academic Code of Conduct; and
- Notice on Consolidation of Academic Integrity and Prevention of Academic Misconduct

CQ-VCAT holds annual "Intellectual Property Propaganda Week" to promote the IP rights education among employees and students so that they will become more literate about the IP-related knowledge in this information era.

### 食品安全

本集團認為食品處理的任何過程(包括準備、處理、烹飪、解凍、包裝、儲存及上菜)不容有失。我們一直把食品安全作為重中之重。本集團設有食品安全管理制度，為餐飲場所的運作標準作出指引，以保證食品安全。

餐廳場所的僱員每年必須進行體檢，並到政府部門辦理健康證後方可上崗。本集團亦就僱員建立標準的洗滌、清潔、消毒的方法及程序，且工作場所必須保持餐飲場所的高衛生標準。

### 知識產權

作為一家學術機構，本集團致力保護其知識產權(「知識產權」)，並嚴禁第三方非法使用／出售／轉載任何知識產權材料。本集團高度重視學術誠信，並禁止教師、職工及學生以任何方式進行抄襲。以下政策及常規有助保護知識產權：

- 學術不端行為處理辦法
- 學術規範；及
- 關於進一步加強學術規範和防止學術不端行為的通知

重慶應用技術職業學院每年舉行「知識產權宣傳周」，向僱員及學生貫宣知識產權教育，在當今資訊時代掌握更多知識產權相關知識。

In 2017, the following IP related materials have been identified for the Group:

- number of approved subjects/projects: 87 cases
- total funding for approved subjects/projects: RMB1,325,500
- Academic achievements published via various channels (meetings, journals, reports, etc.): 640 pieces

#### *Cyber Security and Data Protection*

The Network Security Law of the PRC and the Computer Information and Network Security Management Method issued by the Group guide the Information Technology management within all campuses to guarantee safe and efficient use of network for the purpose of office work, teaching and other education-related activities.

The Group issues the Management Method of Campus Network User, to guide the proper behaviours of network users. All users need to register with their real name to use the Internet. All office accounts are managed by the second-level departments for central management of accounts of their subordinate units. Regular sessions on Network Safety Education have been provided to students.

於2017年，本集團識別的知識產權相關材料如下：

- 已批准課題／項目數目：87項
- 已批准課題／項目資金總額：人民幣1,325,500元
- 透過會議、刊物、報告等各種渠道刊發的學術成果：640篇

#### *網絡安全及數據保護*

《中華人民共和國網絡安全法》及本集團頒佈的《計算機信息網絡安全管理辦法》為校園內信息技術管理提供指引，以保證辦公、教學及其他教育相關活動的網絡使用安全高效。

本集團頒佈《校園網用戶管理辦法》，為網絡用戶良好行為提供指引。所有用戶須實名註冊上網。所有辦公賬號由二級部門管理，以對其直屬單位賬號實施集中管理。本集團定期為學生提供網絡安全教育課程。

For any cyber security incident, the emergency plan will be initiated. Technical measures will be implemented to eliminate risks; investigation and evaluation of the incident will be conducted to prevent any further expansion, relevant information will be disseminated to the public.

如發生任何網絡安全事件，本集團將啟動應急計劃。本集團將執行技術措施以消除風險，並就有關事件展開調查及評估以防止事件進一步擴大，以及向公眾發佈相關資料。

To ensure the stability of the network, the following schemes have been implemented for various hardware and software, for network, server, security, and server rooms:

為確保網絡穩定性，針對各硬件軟件、網絡、伺服器、安全及伺服器機房實行以下計劃：

- only branded equipment will be purchased, suppliers are also required to ensure product quality and after-sales service;
  - regular hardware inspections of all equipment are performed, upgraded, and/or replaced if necessary. For safety devices, hardware failures are recorded, and suppliers will be notified for proper maintenance;
  - regular software inspections are conducted to identify software vulnerabilities. Repairs are also performed;
  - security product configuration commands are reviewed on a regular basis, and redundant commands are deleted; and
  - server rooms adopt brand Uninterruptible Power Supplies (“UPS”) and AC equipment, 8 hours of uninterrupted power supply are guaranteed for UPS of core server rooms, so that servers and network devices can be used without interruption in case of blackout.
- 僅購買品牌設備，供應商亦須確保產品質量及提供售後服務；
  - 必要時對所有設備的硬件進行常規檢測、升級及／或更換。安全裝置方面，記錄硬件故障，並通知供應商進行妥善維修；
  - 進行軟件常規檢測，找出軟件漏洞並進行修復；
  - 定期檢討安全產品配置指令，並刪除冗餘指令；及
  - 伺服器機房採用品牌不間斷電源及交流電源設備，保證核心伺服器機房八小時不間斷電力供應，即使停電仍可繼續使用伺服器及網絡裝置。



**(iii) Anti-corruption**

Both Management Method of Material Procurement and Project Management of Logistics Service Centre regulate the discipline and professional conduct of employees, to fully prevent any bribery, extortion, fraud, money laundering and gambling. A comprehensive whistleblowing procedure is executed.

Teaching staff are not allowed to arrange external private training and collect tuition fees from students, or accept any property from students, parents, and other school employees. Any abuse of authority and the making of false or bias evaluation or assessment on students' work will lead to a serious violation against the Group's regulations. Any violation may result in a written warning, disciplinary measures, up to and including dismissal or termination of the employment contract.

No non-compliance with relevant laws and regulations that have a significant impact on the Group relating to corruption, bribery, fraud and money laundering had been identified during the Reporting Period. There was no case of violation of laws and regulations relating to anti-corruption against the Group or the Group's employees for the year ended 31 December 2017.

**(iii) 反貪污**

《物資採購管理辦法》及《後勤服務中心項目管理辦法》規範僱員紀律及專業操守，嚴禁任何賄賂、勒索、欺詐、洗錢及賭博行為。本集團施行完善舉報程序。

教師不得組織校外私人培訓並向學生收取學費，亦不得收受來自學生、家長及其他學校僱員的任何財物。濫用職權或對學生的學業作出失實或帶有偏見的評分或評估，將導致嚴重違反本集團規定。任何違反行為或會招致書面警告、紀律處分，甚至包括免職或終止僱傭合約。

於報告期間，並無發現違反有關貪污、賄賂、欺詐及洗錢且對本集團影響重大的相關法律法規的情況。截至2017年12月31日止年度，概無針對本集團或本集團僱員提請有關違反反貪污法律及法規的訴訟案件。

### 3. Community

#### (i) Community Investment

The Group strives to implement corporate social responsibility and actively participates in public welfare activities. Each School has established scholarships and grants to help students with financial burden and/or to reward students with outstanding academic achievement. In addition, the Group philanthropically supports local “Poverty Alleviation” projects. The Group considers knowledge as the most valuable intangible asset that shall be distributed to least-developed villages, thus the Group continuously supplies educational resources to rural schools. The Group also encourages students to participate “Going to the Countryside” initiative, a program under which college students visit rural places to spread scientific knowledge, offer medical service, and serve the general public.

### 3. 社區

#### (i) 社區投資

本集團努力踐行企業社會責任，積極參與公益事業。各學校設立獎學金及助學金，以幫助有財務負擔的學生及／或獎勵學習成績優異的學生。此外，本集團樂善好施，熱心支持當地「扶貧」項目。本集團視知識為寶貴無形資產，倡導向貧困鄉村傳播文化知識，因此不斷為農村學校提供教育資源。本集團亦鼓勵學生參加「三下乡」活動，組織大學生深入農村地區，傳播科學知識，提供醫療服務，造福廣大民眾。

<b>Donation</b> 捐贈	
CQ-CHST 重慶人文科技學院	Donated 80 copies of China Education Daily to rural schools, with a total sum of RMB28,800. 向農村學校捐贈80份《中國教育報》，總值人民幣28,800元。
CQ-PASS 重慶派斯學院	Donated 80 copies of China Education Daily to rural schools, with a total sum of RMB28,800. 向農村學校捐贈80份《中國教育報》，總值人民幣28,800元。
<b>Employees and students engagement activities</b> 僱員及學生參與活動	
CQ-CHST 重慶人文科技學院	Nursing School students organized community service activities, including providing free blood pressure measurement, massage and other services for local residents, disseminating knowledge regarding the prevention of common summer illnesses, and demonstrating first-aid practices. 護理學院學生組織社區服務活動，包括為當地居民提供免費血壓測量、按摩及其他服務、宣傳有關夏季常見疾病預防知識及展示急救操作。
	Management School students set up a volunteer team to provide tutorship to left-behind children in the kindergarten, whose parents are migrant workers in other cities, and organized cultural activities to play with the children. 管理學院學生成立義工團隊，為幼兒園留守兒童(其父母在其他城市工作)輔導課業及組織文化活動，寓教於樂。
	Management School faculty members and students set up a working group to engage in the "Poverty Alleviation Service" to the rural areas, to survey the family situation of the difficult residents, to visit the empty-nest elderly, and to carry out a series of household works for the poor families, and tutorship for the left-behind children. 管理學院的教員及學生成立工作小組，展開農村地區「扶貧服務」，調查困難居民的家庭狀況、探望空巢老人、為貧困家庭分擔家務及為留守兒童輔導課業。

<p>CQ-PASS 重慶派斯學院</p>	<p>Students participated in the “Going to the Countryside” initiative; 學生參加「三下乡」活動；</p> <p>Depending on the students’ major, various voluntary work had been carried out, for example, Management School students organized “Education Care Service”, and Software Engineering students organized “Science and Technology Support for the Rural Service” 視乎學生的專業，開展多項義工工作，如管理學院學生組織「教育關愛服務」，而軟件工程學生組織「科技下鄉服務」</p>
<p>CQ-VCAT 重慶應用技術職業學院</p>	<p>Students participated in the “Going to the Countryside” initiative; 學生參加「三下乡」活動；</p> <p>Students from the Department of Art Education organized the “Education Care Service”, conducted various teaching activities in the local community, visited the lonely elderly, and performed in several art shows. 教育藝術系學生組織「教育關愛服務」，於當地社區展開各種教學活動、慰問獨居老人及舉辦多場文藝表演。</p>



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