

XIN YUAN ENTERPRISES GROUP LIMITED 信源企業集團有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之有限公司)

Stock Code 股份代號 : 1748



2018

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



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About This Report

關於本報告

ABOUT THIS REPORT

This Environmental, Social and Governance report (the “report”) outlines the efforts and achievements in sustainable development of Xin Yuan Enterprises Group Limited and its subsidiaries (collectively referred to as “the Group”) during 2018.

REPORTING SCOPE

The report covers operations of the Group’s offices in the People’s Republic of China (“PRC”), Hong Kong Special Administrative Region (“Hong Kong”) and Singapore, and our asphalt tanker chartering business, and discloses the measures implemented and activities taken from January 1, 2018 to December 31, 2018 (the “reporting period”).

REPORTING STANDARDS

This report is prepared in accordance with the provisions set out in *Appendix 27: The Environmental, Social and Governance Reporting Guide of the Main Board Listing Rules* (the “Listing Rules”) published by The Stock Exchange of Hong Kong Limited (“SEHK”). The disclosed information is in accordance with the “comply or explain” requirements set out in the guidelines.

FEEDBACK ON THE REPORT

We welcome your feedback on our sustainable development. Your support is an important driving force for our sustainable development. Please contact us through the following contact information:

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關於本報告

本環境、社會及管治報告(「本報告」)概述信源企業集團有限公司及其附屬公司(統稱為「本集團」)就二零一八年的可持續發展事項作出的努力及成就。

報告範圍

本報告涵蓋了本集團在中華人民共和國(「中國」)、香港特別行政區(「香港」)和新加坡各辦公室的運營情況，以及本集團的瀝青船出租業務，披露了二零一八年一月一日至二零一八年十二月三十一日(「報告期」)內實施的措施和開展的活動。

報告標準

本報告根據香港聯合交易所有限公司(「聯交所」)《主板上市規則》附錄二十七《環境、社會及管治報告指引》(「指引」)中的要求編製，並遵照指引中的「不遵守就解釋」要求進行披露。

對本報告的反饋方式

本集團歡迎您就本集團的可持續發展提供反饋。您的支持是我們持續發展的重要動力。請通過以下聯繫信息與我們聯繫：

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About This Report

關於本報告

COMMUNICATE WITH STAKEHOLDERS

We are committed to meeting the expectations of stakeholders while developing our business. During the reporting period, we have identified stakeholders that have significant influence on the Group and topics that are relatively important to the sustainable development of the Group based on *How to Prepare an ESG Report? A Step-by-step Guide to ESG Reporting* published in November 2018 by the SEHK and the comparative peer analysis. As our next step, we will develop communication plans to carry out corresponding communications with stakeholders. The following table outlines the communication channels established by the Group to engage and communicate with stakeholders in order to understand their views and expectations.

利益相關方溝通

我們致力於在發展業務的同時滿足各利益相關方的期望。於報告期間，我們根據聯交所於2018年11月出版的《如何編備環境、社會及管治報告 — 環境、社會及管治彙報指南》與同行業對比分析等方法，識別出對本集團有較明顯影響的利益相關方及對本集團可持續發展較為重要的議題。後續將會制定利益相關方溝通計劃並開展相應溝通工作。下表概述本集團所建立與利益相關人士接觸及溝通的渠道，藉此了解他們的意見與期望。

Main Stakeholders of the Group 本集團主要利益相關方

Governments and regulators

政府與監管機構

Suppliers

供應商

Shareholders and investors

股東及投資者

Trade and industry associations

同業及行業協會機構

Customers and potential clients

客戶及潛在客戶

Employees

員工

Community public

社區公眾

Channels of Communications 與利益相關方的溝通渠道

Abide by laws and supervision by regulators, and implement relevant industrial policies according to law
依法接受監管、實行相關產業政策

Open tendering, regular communication, inspection and evaluation

公開招標、定期溝通、檢查與評估

Shareholder meeting, roadshow, investor presentation
股東大會、路演、投資者簡報

Business communication
行業交流

Website, email, satisfaction survey, etc
網站、電子郵件、滿意度調查等

Regular meetings, training, staff activities
定期會議、培訓、員工活動

Public channels such as website, etc
網站等公共渠道

Environment 環境

We actively consider environmental impacts throughout our business life cycles. We are committed to reducing emissions and saving energy in our own operations and advocate our customers and suppliers to reduce environmental emissions and resource use, so as to jointly reduce our impact on the environment. As the main business of the Group is asphalt tanker chartering, we have a team of engineers who actively participate in ship design and entrust well qualified and well-known shipyards to build new ships to meet customer requirements. Since the management of the Group's ships (including technical management, crew management, crew insurance, safety management and compliance with international conventions) is outsourced to third-party ship management companies, the Group is not directly involved in the management of environmental pollution and safety operation of the ships. Our direct impact on the environment mainly results from electricity and water used in our offices. On one hand, we strive to implement our green office policy in order to reduce the waste emissions and resource usage in our offices. On the other hand, we also consider the environmental impacts of ship construction and operations, so we promote implementing green ship designs, using advanced technology production to save energy, and significantly reducing our ship's environmental impact through using energy-saving and pollution reduction equipment, thus practicing our corporate social responsibility.

The Group is not aware of any significant environmental impact arising from non-compliance with relevant laws and regulations on air emission and greenhouse gas emissions, discharge to water and land, and the generation of toxic and non-toxic wastes within the reporting period.

我們主動考慮業務生命週期對環境的影響，致力於通過在自身運營中減少排放、節約能源，並倡導客戶及供應商降低環境排放及資源使用，共同減少對環境的影響。由於本集團的主要業務為提供瀝青船出租服務，我們擁有工程師團隊且積極參與船舶設計，並委託有良好資質和知名度的船廠建造滿足客戶要求的新船。由於本集團船舶的管理責任(包括技術管理、船員管理、船員保險、安全管理及遵守國際公約)外包予第三方船舶管理公司，因此本集團並不直接涉及船舶對環境污染與安全的管理。我們對環境的直接影響主要來源於辦公室用電、用水等方面。一方面，我們努力踐行綠色辦公室政策，以減少各辦公室廢棄物排放和資源使用量，另一方面，我們亦考慮到船舶在建造和行駛過程中對環境的影響，因此我們推動實踐綠色船舶設計理念，採用先進工藝節約生產能耗，通過節能、降污設備大大減少船舶對環境的影響，踐行我們的企業社會責任。

於報告期內，本集團並不知悉有任何因不遵守有關廢氣及溫室氣體排放、排放至水源和土地，以及產生有毒及無毒廢棄物之法例及規例而令環境受到重大影響之情況。

Environment

環境

GREEN OFFICE Emission Control

We comply with local laws and regulations, such as the *Environmental Protection Law of the People's Republic of China*. During the reporting period, the Group has not used any company vehicles, and its office activities have not caused significant pollution to air, water and land. Non-hazardous and hazardous wastes generated are also limited, and the environmental impact was not significant.

Resource Conservation

The Group's resource consumptions are mainly electricity, water and paper used in offices¹. As the Group does not operate in areas where water is scarce, it has no issue in obtaining water. During the reporting period, the total electricity consumption of the Group office was 15,229.33 kWh (435.12 kWh/person) and equivalent CO₂ emissions were 10.72 tonnes². Our office in China is equipped with kitchen to provide meals for employees. During the reporting period, total natural gas consumption in the kitchen was 330 cubic metres and the emission was equivalent to 0.71 tonnes³ of CO₂ emission. The Group's annual total carbon emissions were 11.44 tonnes and water consumption was about 219 tonnes (6.26 tonnes/person).

綠色辦公室 控制排放

我們遵守運營所在地的法律法規，如《中華人民共和國環境保護法》。於報告期間，本集團沒有公務用車，辦公活動對空氣、水及土地並未造成重大污染，產生的無害及有害廢棄物也較為有限，對環境影響並不重大。

節約資源

本集團的資源使用主要在辦公室用電、用水及用紙方面¹。由於本集團不在水資源短缺的地區運營，因此在取水方面並無問題。於本報告期間，本集團辦公室總用電量為15,229.33千瓦時(435.12千瓦時/人)，等效二氧化碳排放量為10.72噸²。我們的中國辦公室配有廚房，為員工提供膳食。於報告期間，廚房天然氣總耗量為330立方米，等效排放二氧化碳為0.71噸³。公司全年共計折合碳排放為11.44噸，總用水量約219噸(6.26噸/人)。

- 1 Our main business is asphalt tanker chartering, and does not involve the use of packaging.
- 2 The greenhouse gas emissions are from indirect greenhouse gas emissions generated in the production process of purchased power. The calculation of greenhouse gas emissions in the Chinese mainland refers to the *Average Carbon Dioxide Emission Factors of China's Regional Power Grids* in 2011 and 2012, and the calculation of greenhouse gas caused by power use in Hong Kong island refers to the emission factor in the *Sustainable Development Report* of Hong Kong Electric Company in 2018.
- 3 The natural gas combustion (from cooking) in our China branch produces direct greenhouse gas emissions, and the calculation of greenhouse gas emissions refers to the *Guide for Calculating Methods and Reporting of Greenhouse Gas Emissions of Enterprises in Other Industries (Draft)*. As the emission of air pollutants caused by the use of natural gas is limited, the environmental impact is not significant, so it is not disclosed.

- 1 本集團主營業務為瀝青船租賃，並不涉及包裝物的使用。
- 2 此處溫室氣體排放來源於外購電力在生產過程中所產生的間接溫室氣體排放，中國內地溫室氣體排放的計算參考《2011年和2012年中國區域電網平均二氧化碳排放因子》，香港港島地區電力使用造成的溫室氣體排放因子參考《香港電燈2018年可持續發展報告》。
- 3 中國分公司天然氣燃燒(爐灶煮食)產生直接溫室氣體排放，溫室氣體排放量的計算方法參考自《工業其他行業企業溫室氣體排放核算方法與報告指南(試行)》。由於天然氣使用導致的空氣污染物排放較為有限，對環境影響並不重大，故未進行披露。

Environment 環境

The Group formulates *the Measures of Energy Saving and Environmental Protection in Offices*, with the effective use of resources as our environmental management objectives. We have identified several energy-saving, water-saving and paper-saving measures in *the Measures of Energy Saving and Environmental Protection in Offices*, so as to manage electricity and water used in offices more effectively and reduce the use of paper and other resources. In the future, we will further collect specific data on the results of conservation of energy, water and raw materials. Examples of environmental initiatives implemented by the Group's offices are:

Saving electricity

- Offices should use natural light as much as possible to reduce the use of lights. Turn off electrical equipment when off duty.
- Set air conditioning at reasonable temperature to reduce its service time and avoid opening window when the air conditioning is on.

Saving water

- Actively promote water-saving appliances. Strengthen daily maintenance and management of water-using equipment.

Saving paper

- Promote paperless office, advocate using double-sided paper when printing. Reduce the number of copies and send documents and notices on the internet.
- Advocate bringing drinking cups and reduce the use of disposable paper cups.

本集團制定了《辦公室節能環保措施》，將有效利用資源作為我們的環境管理目標。我們在《辦公室節能環保措施》中確定了多項節能、節水及節約用紙的措施，以便更有效管理辦公室用電、用水，減少紙張等資源使用。我們會在未來更進一步統計在節能、節水和節約原材料等方面的具體成果。以下為本集團辦公室推行的環保措施例子：

節約用電

- 辦公室儘量採用自然光，減少開燈，電器設備下班時關閉電源。
- 合理設置空調溫度，減少空調使用時間，避免開空調時開窗。

節約用水

- 積極推廣節水器具，加強用水設備的日常維護和管理。

節約用紙

- 推行無紙化辦公，需打印時提倡雙面用紙，減少複印次數，並充分利用網絡發送文件和通知。
- 提倡自帶水杯，減少使用一次性紙杯。

Environment 環境

Waste Management

In order to effectively manage the company's waste discharge, we have established the *Waste Management System*, defined the management responsibility and office waste disposal method. Reduce waste discharge through reducing consumption and promote recycling. Non-recyclable harmless (such as kitchen waste) and hazardous waste (such as electronic waste) are handled and transported by qualified units. Recyclable wastes such as waste paper are sent to recyclers. The following table shows the total amount of waste generated by the Group office during the reporting period:

廢棄物管理

為了有效管理公司的廢棄物排放，我們建立了《廢棄物管理制度》，確定了辦公室廢棄物的管理責任和處置方法，並通過減少使用量、回收利用的方法減少廢棄物排放。對於不可回收的無害(如廚餘)及有害廢棄物(如電子廢物)，我們交由有資質的單位清運；廢紙等可回收廢棄物則交由回收商回收處理。下表展示了報告期內本集團辦公室產生的廢棄物總量：

	Unit 單位	Quantity 數量
Non-hazardous Waste 無害廢棄物		
Household waste 生活垃圾	Tonnes 噸	About 0.5 約0.5
Household waste density 生活垃圾排放密度	Tonnes per person 人均噸	About 0.02 約0.02
Waste paper 廢紙	Tonnes 噸	About 0.001 約0.001
Waste paper density 廢紙排放密度	Tonnes per person 人均噸	About 0.0004 約0.0004
Food waste 廚餘垃圾	Tonnes 噸	About 0.2 約0.2
Food waste density 廚餘垃圾排放密度	Tonnes per person 人均噸	About 0.005 約0.005

Environment 環境

	Unit 單位	Quantity 數量
Hazardous Waste 有害廢棄物		
Electronic waste ⁴ 電子廢棄物 ⁴	– –	1 laptop, 1 switch, 1 router, 1 printer 1台筆記本電腦、1台交換機、1台路由器、1台打印機
Fluorescent lamp 熒光燈管	Pieces 個	24 24
Waste batteries 廢舊電池	Pieces 個	18 18
Ink cartridges 打印機墨盒	Pieces 個	4 4

⁴ This kind of waste is temporarily stored and will be recycled after reaching the scrapping period.

⁴ 該類別廢棄物處於閒置狀態，待達到報廢期限再進行回收處理。

Environment 環境

ECO-FRIENDLY SHIPS

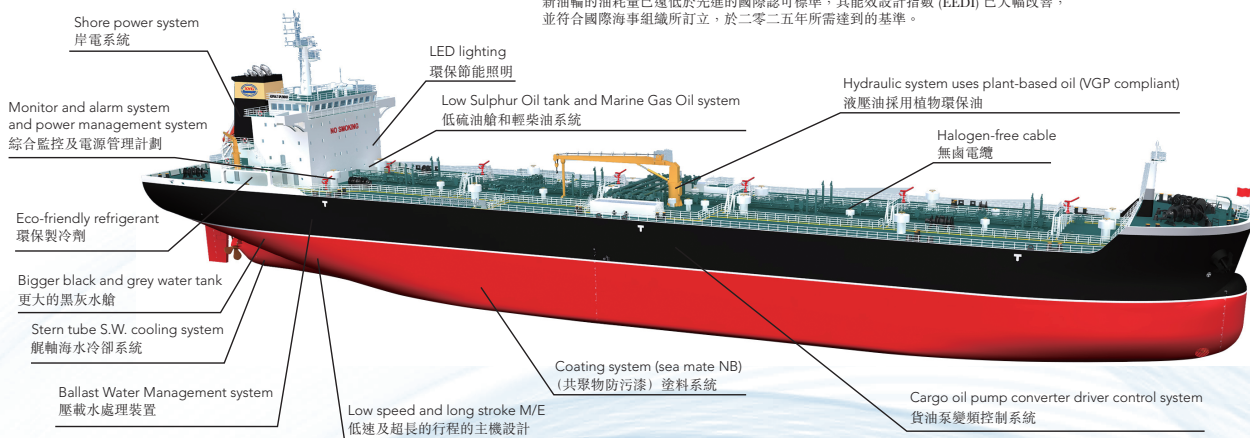
The Group has a professional ship engineering team to participate in customizing ship design for third party shipyards to build. In order to reduce the environmental impact as far as possible, we adopt advanced environmental protection concept in ship designs to provide customers with ships with low oil consumption and low emissions. The improved production techniques have helped to reduce energy consumption during the production process. Also, manufacturers of low energy consumption equipment are prioritized, so the asphalt tankers can achieve energy saving and consumption reduction throughout design to operations.

環保船隻

本集團有專業的船舶工程團隊，參與定製造船資料供第三方造船廠建造船隻。由於本集團租出的瀝青船在生產和行駛過程中也會間接對環境造成影響，為了儘可能減少環境影響，我們在船體設計階段採取先進環保理念，為客戶提供低耗油量及低排放量的船舶，在生產階段改進工藝減少生產能耗，並優先選用能耗較低的設備和配套廠家，以達到瀝青船從設計到運營階段節能降耗的目的。

Xin Yuan Enterprises Group Limited Eco-Friendly Ship Designs 信源企業集團有限公司船舶環保設計措施

The Group has widely adopted new technologies on energy saving and environmental protection in the building of new ships. The fuel consumption of the new ships has been far below the internationally recognized standards. The Energy Efficiency Design Index (EEDI) has largely improved and have met the requirements of IMO standard for 2025. 本集團把節能降耗和保護環境的新技術廣泛運用到新造船隻上。新油輪的油耗量已遠低於先進的國際認可標準，其能效設計指數 (EEDI) 已大幅改善，並符合國際海事組織所訂立，於二零二五年所需達到的基準。



Eco-friendly Ship Designs Improve Energy Efficiency

- Advanced ship design, increased skeg stern design compared with conventional ships. Improved streamline design can reduce water resistance and greatly improve energy efficiency.
- The advanced power management system helps to distribute the power load reasonably and efficiently, and continuously monitor and adjust to maintain the high level of energy efficiency of the ships at any time.

環保船體設計 提升能效

- 先進的船型設計，相比常規船舶增加了艙部導流等設計。改善船舶線形設計，減少水阻力，大幅度提升船舶能效。
- 先進的電力管理系統，有助於合理高效地分配電力負荷，並持續監測調整，隨時保持船舶高能效水平。

Environment 環境

- Frequency conversion control system is used as much as possible to reduce power consumption.
- During berthing, the ship can be powered by shore's power system, which significantly reduces the power consumption of the ship and the discharge of air pollution from the dock.
- 用電盡可能使用變頻控制系統，大量配置節能燈，降低用電能耗。
- 船舶靠泊期間可通過岸電系統供電，明顯減少船體用電及碼頭空氣污染排放。

Pollution Prevention

- Equipped with ballast water treatment device, reduce the microorganisms in ballast water after treatment. Prevent biological pollution of water.
- The stern shaft adopts seawater cooling and water seal design, eliminating the risk of oil leakage in case of failure compared with traditional ships.
- Solid waste and oil from ships can be treated at high temperature through the hull-mounted incinerators.
- The ship uses halogen-free cable, fluorine-free refrigerant, plant degradable hydraulic oil, asbestos-free binder and other green and degradable environmental protection materials to effectively prevent environmental pollution during the construction and operation of the ships.
- The low sulphur fuel system effectively reduces the sulphur content in the exhaust gas.
- Copolymer antifouling paint is adopted in the coating of entire ships, effectively preventing pollution from paints, the attachment of marine organisms on the hulls, and reduce marine ecosystem pollution caused by biological migration.
- 配置壓載水處理裝置，對船舶壓載水進行處理，減少壓載水中的微生物。防止水生物污染。
- 艙軸採用海水冷卻及水密封設計，相對於傳統船舶，杜絕了故障時漏油的風險。
- 船上的固體垃圾及污油可通過船體配置的焚燒爐經行高溫無公害處理。
- 船舶使用無鹵電纜、無氟製冷劑、植物可降解液壓油，無石棉包紮物等綠色可降解的環保材料，有效防止在船舶建造及運營過程中對環境的污染。
- 低硫燃料系統有效降低了廢氣中的硫含量。
- 全船塗料系統採用的是共聚物防污漆，有效防止油漆對海水的污染，並能夠阻止海洋生物對船體的附著，減少生物遷移帶來的海洋生態系統的污染。

防止污染

Social 社會

CARING FOR EMPLOYEES

Protecting Employee's Rights and Benefits

Employees' contributions are the key to the long-term sustainable development and success of the Group. The Group strictly abides by relevant laws and regulations of the place where it operates, such as the *Labour Law of the People's Republic of China*, *Employment Ordinance of Hong Kong*, *Employment Act of Singapore*, etc., and formulates the *Personnel Management System* in accordance with relevant laws and regulations and in combination with the Group's situation. Employees' obligations and rights are also listed in the *Employees' handbook*. The above system stipulates in detail the remuneration and dismissal, recruitment and promotion, working hours, rest periods, equal opportunities, anti-discrimination, training and development, and other benefits of employees. All subsidiaries of the Group are required to strictly implement the system above in order to effectively protect the rights of employees in the above aspects. The Group also provides competitive compensation and benefits, such as marriage allowance and maternity allowance, to all employees. During the reporting period, the Group was not involved in any case of violation of employees' rights and interests.

The Group adheres to the employment principle of "Appointing employees according to their merits and using their talents according to their ability", taking into consideration all aspects of employees' abilities, and adhering to the principles of equality and anti-discrimination. Employees of any nationality, ethnic group, race, gender, religion and cultural background are treated equally to ensure that every employee of the Group are treated fairly.

The Group abides by the labour laws mentioned above and strictly prohibits any form of child labour and forced labour, and developed the *Child Labour Prevention and Remedial Procedures*. Identity verification is conducted from recruitment to avoid hiring anyone under the age of eighteen. No violations of labour laws and regulations were found within the Group during the reporting period.

關愛員工

保障員工權益

員工的努力付出是本集團長期持續發展與成功的關鍵。本集團嚴格遵守運營所在地的相關法律法規，如《中華人民共和國勞動法》、香港《僱傭條例》、新加坡《Employment Act》等，並根據相關法律法規，結合公司情況，制定《人事管理制度》，《員工手冊》中亦列明各項義務和權利。上述制度對員工有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、反歧視、發展及培訓等以及其他福利等方面進行詳細規定，並要求本集團各附屬公司嚴格執行，以切實保障員工在上述方面的權利。出於對人才的重視，本集團亦為各員工提供具競爭力的薪酬及各式福利，如結婚津貼、生育津貼等。於本報告期內，本集團未曾接獲任何有關侵犯員工權益的個案。

本集團遵循「任人唯賢，量才而用」的聘用準則，綜合考慮員工各方面能力錄用，同時堅守平等和反歧視的原則，對於任何國籍、民族、種族、性別、宗教及文化背景的员工一視同仁，確保每一位公司員工都能受到公平對待。

本集團遵守上述相關勞工法例，嚴禁任何形式的童工、強迫勞動，並制定了《童工預防及補救程序》，從招聘環節起便通過身份核查，避免僱用任何未滿18歲人士。於報告期間，本集團內並無發現違反勞工法規的情況。

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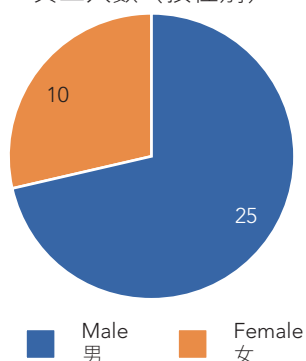
The Group has set up clear complaint channels for employees. If an employee has any dissatisfaction or opinions, they can appeal to the leader orally or in written form. The leader in charge will communicate with him/her in a face to face discussion and will provide opinions within a certain time limit.

本集團為員工設置了清晰的申訴渠道。員工如有任何不滿或意見，可以與分管領導通過口頭或書面形式提出申訴，分管領導會當面溝通，並會於確定時限內給予處理意見。

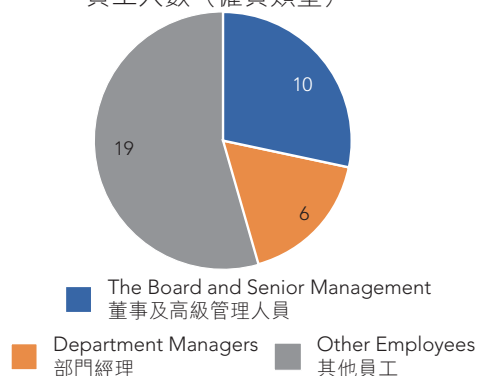
Data of Our Workforce

員工數據

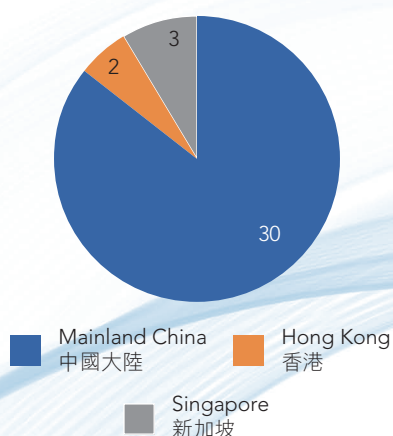
Total Workforce by Genders
員工人數（按性別）



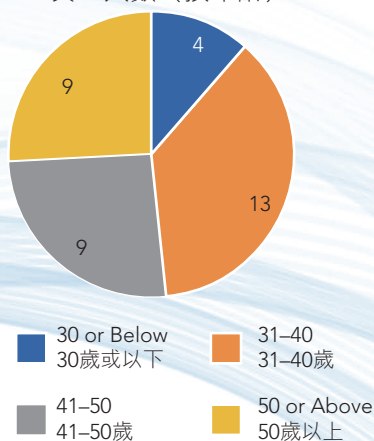
Total Workforce by Employment Categories
員工人數（僱員類型）



Total Workforce by Geographical Distributions
員工人數（按地區）



Total Workforce by Age Groups
員工人數（按年齡）



The Group strives to meet employees' needs and understand their expectations. During the reporting period, 3 employees⁵ have left the Group and the annual turnover rate is 8.5%. The Group communicates with each departing employee and provides feedback and makes appropriate adjustments.

本集團盡力滿足員工的需要及了解他們的期望，於報告期間，本集團有3名⁵員工離職，流失率為8.5%。本集團與每位離職員工都進行溝通，並作出反饋和適當調整。

5 The three resigned employees categorized by gender: three male employees and zero female employees. By age: 1 is 30 to 39 years old, 2 are 40 to 49 years old.

5 3名離職員工按性別劃分：男員工3名，女員工0名。按年齡劃分：30-39歲1名、40-49歲2名。

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Enriching Employees' Life

In order to enrich employees' spare time, relieve work pressure, we organized different kinds of activities for the employees, such as "Strive Together and Create a Better Future" team building activities, and the 2018 Annual Dinner with the theme of "Happy and Grateful, Growing Together", to enhance communication between employees, to foster strong cohesion among employees, and to enable employees to work with higher enthusiasm.

豐富員工生活

為了豐富員工的業餘生活，舒緩工作壓力，我們為員工舉辦各種活動，如「團結拼搏，共創未來」團隊建設活動，及主題為「幸福感恩，共同成長」的2018年年會，促進員工之間的交流，增強了員工的團隊凝聚力，讓員工以更大的熱情投入到工作中。



On November 28, 2018, the Group organized a team building activity with the theme of "Strive Together and Create a Better Future" to motivate our employees, to improve communication and collaboration among them, and to enhance team cohesion and their sense of belonging to the company.

2018年11月28日，本集團舉辦主題為「團結拼搏、共創未來」的團隊建設活動，以激勵公司團隊，提高團隊成員的溝通、協作能力，增強團隊凝聚力和企業認同感。

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Health and Safety

The Group strictly abides by the *Work Safety Law of the People's Republic of China*, the *Law of the People's Republic of China on the Prevention and Control of Occupational Diseases* and other relevant laws and regulations, and has formulated the *Occupational Health and Safety Management Measures* and make efforts to provide a safe working environment for all office employees. We provide pre-job safety education and training for each new employee to help them master the required safety knowledge and emergency response ability. At the same time, we have identified the types of possible occupational diseases, prepared targeted protective measures and inspection measures, provided personal protective and medical equipment, and strictly required employees to comply with the relevant safety rules and regulations to avoid accidents. During the reporting period, there were no accidents in which the Group suffered any injuries or deaths due to work, nor were there any cases in which the Group was materially affected by non-compliance with laws and regulations relating to occupational health and safety or labour standards.

The Group has arranged safety training and drills for employees. According to the China Maritime Safety Administration, the Chinese crew engaged in international navigations must possess seaman's book issued by the Harbour Superintendence Administration of the People's Republic of China and other relevant certificates. According to the rules, ship personnel must possess seaman's book and certificates of basic safety training, advanced firefighting training, proficiency training in first aid and security awareness before boarding. Since the crew of the Marine Department and the Technique Department need to board the ship from time to time when repairing and maintaining the ship, the staff of these departments need to receive the training for professional certificates provided by external organizations from time to time, to keep the certificates valid through examinations. The offices also hold regular safety training and fire drills.

健康與安全

本集團嚴格遵守《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》及其他相關法律法規，制定了《職業健康安全管理辦法》，致力為各辦公室員工提供安全的工作環境。我們為每一位新員工都安排崗前安全生產教育和培訓，以幫助其掌握所需的安全知識及應急處理能力。同時，我們識別了可能發生的職業病類型，並針對性地準備了防護措施和檢查措施，統一提供個人醫護用品，並嚴格要求員工遵照相關的安全規章制度，避免意外的發生。報告期內，本集團並沒有發生任何因工作而傷亡的意外，亦沒有任何因不遵守有關職業健康及安全或勞工標準之法例及規例而令其受到重大影響之情況。

本集團為不同員工針對性地安排了安全培訓和演練。根據中國海事局規定，從事國際航行的船舶的中國籍船員必須持有中華人民共和國港務監督機構頒發的海員證和有關證書，上船人員需按照規定具備海員證及基本安全培訓、高級消防培訓、精通急救培訓和保安意識培訓合格證書方可上船。由於海務部和機務部船員在船舶維修及保養時需不時跟船及訪船，因此該部門員工需不定期接受外部機構提供的工作證照培訓，以通過考試並保持證書有效。辦公室則定期舉辦安全培訓和消防演練。

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Training and Development

The Group attaches great importance to the common growth and development of employees, provides sustainable career development channels and comprehensive training plans for employees, encourages employees to carry out business education, and implements the policy of "One post, multiple functions". We have formulated *the Employee Training System*, and organized training according to levels and positions for employees to improve their ability and deepen their integration into the corporate culture, so as to effectively unleash their potential.

The Group provides a variety of training programs for directors, senior managers and employees. For new employees, trainings focus on corporate culture, professional knowledge and skills. For middle and senior management staff, management ability training includes indoor lectures, outdoor training, knowledge sharing and so on are arranged. In addition, depending on business need, we also provide special professional trainings for outstanding employees such as dedicated lectures and training courses. During the reporting period, all employees of the Group participated in various trainings, and the average training time of the trained employees is 5 hours. In the future, we will continue to strengthen our trainings, foster the interaction and communication between employees, promote "internal training" through "external training" by encouraging trained personnel to train other employees, in order to maintain the comprehensive training coverage and constantly enrich the content and forms of our trainings.

培訓與發展

本集團十分關注與員工的共同成長發展，為員工提供可持續的職業發展通道以及全面的培養計劃，鼓勵員工進行業務深造，貫徹「一崗多能」的政策。我們制定了《員工培訓制度》，根據員工的不同等級和崗位組織培訓，提升員工工作能力，加深其對企業文化的融入，從而有效地發揮其潛力。

本集團為董事、高級管理人員和員工提供了多種培訓項目，對新進員工的培訓注重企業文化、專業知識和技能，對基層骨幹、中高層管理員工提供管理能力的培訓方案，培訓形式包括室內宣講、戶外拓展、知識分享等。此外，視業務的需要，我們還為優秀員工進行特定目的的專業培訓，如開展專項講座、培訓班等。於報告期間，本集團所有的員工均參與了各類培訓，受培訓員工的平均培訓時數為5小時。在未來，我們將會繼續加強培訓工作，促進員工之間的互動交流，以「外部培訓」帶動「內部培訓」，鼓勵已受訓員工為其他員工進行培訓，保持培訓全面覆蓋，並不斷豐富培訓內容和形式。

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OPERATING PRACTICES Supply Chain Management

The Group's main suppliers are ship manufacturers, parts and materials suppliers, and ship management companies. Managing the environmental and social impacts of suppliers is also an important part of our sustainable development management system. In order to effectively manage the environmental and social risks of suppliers, we have formulated the *Green Procurement Standard* and the *Provisions on the Management of Spare Ship Parts and Material Supply*. When selecting new suppliers, in addition to price, we also consider quality, delivery time, service and ability in technical development as well as the implementation of environmental protection activities. On the basis of suppliers' product quality, performance, price and other factors, priority is given to spare parts that meet the Environmental Load Material Management Standard⁶. In addition to conducting evaluations when new suppliers are introduced, or when changes occur to the evaluation method or the supplier system, we conduct yearly evaluation and update our green procurement system every year. The evaluation results and corresponding countermeasures are shown in the following table:

Supplier Evaluation Results and Countermeasures

營運慣例 供應鏈管理

本集團的供應商主要為船舶製造商、配件和物料供應商，以及船舶管理公司。管理供應商的環境及社會影響也是我們可持續發展管理體系的重要一環。為有效管理供應商的環境與社會風險，我們制定了《綠色採購標準書》及《船舶備件、物料供應管理規定》，在選用新供應商時，除價格因素外，亦考慮質量、交期、服務和技術開發能力，以及供應商環保活動的開展情況。在供應商產品滿足質量、性能、價格等因素的基礎上，優先考慮滿足環境負荷物質管理標準的備件物料⁶。除了在新引入供應商、評價方式或供應商體系變更時舉行評價，我們每年進行一次定期評價，並逐年更新綠色採購體系。評價的結果及應對方針如下表所示：

供應商評價結果與應對方針

Level 等級	Criteria for New Suppliers 新供應商的評價標準	Criteria for Continuing Orders with the Supplier the Second Year 下一個年度繼續交易的判斷標準
Level A Total Score 100 No Inadequacy A 級 總分為100分 無不適合	Orders can be placed. 可以開始交易。	Orders can be continued. 可以繼續交易。

6 Substances that create environmental burdens refer to chemical substances that have harmful effects on ecosystems, including the earth's environment and human being. The Group has developed the Environmental Load Material (Group) Management List, which specifies a series of substances to be controlled.

6 造成環境負擔的物質，指對包括地球環境以及人類在內的生態系統造成有害影響的化學物質。本公司制定了《環境負荷物質（物質群）管理清單》文件，指定了一系列需進行管控的物質。

Level 等級	Criteria for New Suppliers 新供應商的評價標準	Criteria for Continuing Orders with the Supplier the Second Year 下一個年度繼續交易的判斷標準
Level B Total Score 80–99 No Inadequacy B 級 總分為 80–99 分 無不適合	Orders can be placed. Request improvement plan and report improvement results and evidence. 可以開始交易。 要求制定改善計劃以及報告改善 結果和證據。	Orders can be continued. Request improvement plan and report improvement results and evidence. 可以繼續交易。 要求制定改善計劃以及報告改善 結果和證據。
Level C Total Score 50–79 No Inadequacy C 級 總分為 50–79 分 無不適合	Condition: Request improvement plan and report improvement results and evidence. 條件：編制改善計劃書，並報告改 善結果和證據。	Condition: Request improvement plan and report improvement results and evidence 條件：編制改善計劃書，並報告改善 結果和證據。
Level D Total Score below 49 May Have Inadequacy (Also Include Unevaluated Ones) D 級 總分為 49 分以下 或有不適合 (也包括未評價的)	In principle, no order is allowed. But if there is any chance of improvement, the orders can be reinitiated. 原則上不能進行交易。但是若 判斷有可能改善的話，可以開始 交易。	Remaining on this level will lead to termination of orders. 連續處於該等級的話，要停止交易。

In the reporting period, the Group has 13 suppliers. Among them, there are 2 from north China, 6 from east China, 1 from northeast China, 2 from Hong Kong and Macao, and 2 from overseas regions.

於報告期內，本集團共有 13 家供應商。其中中國華北地區 2 家，華東地區 6 家，東北地區 1 家，港澳地區 2 家，海外地區 2 家。

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Product Responsibility¹

The Group's main business is asphalt tanker chartering, and the quality and reliability of the ships have an important impact on navigation safety and marine environmental protection. Therefore, we have formulated the policy of "safeguarding personnel health, ensuring ship safety, and protecting marine environment". We follow domestic and international laws and practices, such as the *International Management Code for the Safe Operation of Ships and for Pollution Prevention (ISM Code)*. During the reporting period, the Group strictly supervised and controlled the quality of ship and delivered three new asphalt tankers. New ships have advantages in advanced technology, high levels of safety and reliability, better energy and fuel efficiency, etc., and have helped to win the favour of customers and expanded the market share.

The Group respects the intellectual property rights, and actively protect customer privacy and trade secrets. The establishment of the *Company's Confidential Information Security System* is on the basis of relevant national provisions (such as the *Specifications for the Administration of Intellectual Property Rights of Enterprises and the Contract Law of the People's Republic of China*) and the specific situation of the Group. The company's secrets are managed under different hierarchies, and relevant departments have formulated management measures to ensure the information safety to preventing the occurrence of information security incidents.

產品責任¹

本集團主要業務為瀝青船出租，船舶的質量可靠程度對航行安全和海洋環境保護有着重要的影響，因此我們制定了「保障人員健康、保證船舶安全、保護海洋環境」的方針，遵循國內外法例與常規，如《國際船舶安全營運和防止污染管理規則(ISM規則)》，通過加強過程控制，設定量化目標並定期評審，強化員工培訓並正確維護，以確保船舶運營可靠安全。於報告期間，本集團嚴格控制船舶監造質量，新交付了三條瀝青船舶。新造船在技術先進、安全可靠、節能省油等方面均具有優勢，贏得了客戶青睞，擴大了市場份額。

本集團尊重知識產權，積極保護客戶私隱和商業機密，並結合國家相關規定(如《企業知識產權管理規範》及《中華人民共和國合同法》)及公司具體情況，制定了《公司信息安全保密制度》，將公司機密分等級管理，規定相關部門保障計算機信息安全的措施，杜絕信息安全事件的發生。

¹ As the Group's business does not involve the production of physical products, the report does not cover product labelling.

¹ 因本集團業務不涉及實體產品的生產，本報告不涵蓋有關產品標籤方面的內容。

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The Group abides by the *Contract Law of the People's Republic of China* and the *Advertising Law of the People's Republic of China*, and strives to ensure that the content of our advertising and promotional messages is appropriate and in compliance with regulatory requirements. Furthermore, to understand customer's opinions on our service, and to improve based on customer feedback, we take the initiative to receive and understand customers' opinions and set up the standard customer complaint procedures. After receiving customer complaints, the business department of the Group will confirm with the responsible department and personnel to provide timely feedback on counter measures and summarize the lessons learned. During the reporting period, the Group have not received any complaints from customers, nor was there any violation of laws relating to intellectual property and information security.

Anti-Corruption

In order to build a good business environment and optimise the benefits of the customers, employees and the society, the Group adheres to the highest standards of business ethics. The Group strictly prohibits bribery, extortion, fraud and money laundering, and formulated the *Anti-corruption and Anti-bribery Code of Conduct ("CoC")* by referring to the *Company Law of the People's Republic of China*, the *Criminal Law of the People's Republic of China*, the *Anti-Money Laundering Law of the People's Republic of China*, such as the *Prevention of Bribery Ordinance of Hong Kong* and other laws and regulations, and listing out our policies and measures against fraud, bribery, extortion and money laundering that apply to all employees of the Group. In the CoC, we have specified the reporting channels (phone number and mailbox) for employees, encouraging employees to report incidents of violations of laws and regulations. We take the employees' opinions seriously and strictly protect the information of the whistle-blower. We also encourage all our business partners to follow our anti-corruption policy. There were no cases of bribery, extortion, fraud or money laundering involving the Group's employees during the reporting period, nor were there any cases in which the Group was materially affected by any breach of anti-corruption laws and regulations.

本集團遵守《中華人民共和國合同法》及《中華人民共和國廣告法》，致力於確保我們發佈的廣告及推廣信息內容合適及符合法規要求。此外，為了解客戶對服務的意見，並針對客戶反饋進行改善，我們主動了解客戶反饋，亦設置了規範的客戶投訴程序，公司商務部在收到客戶投訴後將確定投訴負責部門及責任人，並及時提供處理意見和整理經驗反饋。於報告期間，本集團沒有收到任何客戶投訴，亦無與廣告、知識產權及信息安全方面違反法例的情況。

反貪污

為構建良好的商業環境，追求客戶、員工和社會利益的最大化，本集團堅持高標準的商業道德，嚴格禁止賄賂、勒索、欺詐及洗黑錢行為，參考中國《中華人民共和國公司法》、《中華人民共和國刑法》、《中華人民共和國反洗錢法》等及香港《防止賄賂條例》等法例，制訂《反腐敗和反賄賂行為準則》（《準則》），列明有關反欺詐、反賄賂、反勒索及反洗黑錢的方針和措施，適用於本集團的全體員工。我們在《準則》內規定了員工的舉報途徑（舉報電話和舉報信箱），鼓勵員工對違法、違規行為進行舉報，並重視員工意見，嚴格保護舉報人的信息不受洩露。我們亦鼓勵所有業務夥伴遵循我們的反貪污方針。於報告期間，未有涉及本集團員工賄賂、勒索、欺詐及洗黑錢的情況，本集團亦沒有任何因違反有關反貪污之法例及規例而令其受到重大影響之情況。

Social 社會

COMMUNITY INVESTMENT

Developing harmonious relationship with the community is an integral part of our business development. We support community development and encourage our business units and staff to contribute to the community. At present, the Group has developed *the Management Measures for the administration of Charity and Public Welfare Activities* to carry out community investment projects in a more organized way in the future, to practice the philosophy of social responsibility and to support community development.

社區投資

與社區和諧相處是我們業務發展不可或缺的一環。我們支持社區發展，並鼓勵業務部門及各員工為社會作出貢獻。目前本集團已擬定《慈善與公益活動管理辦法》，在未來更有規劃地開展社區投資項目，踐行社會責任的理念及支持社區發展。

XIN YUAN ENTERPRISES GROUP LIMITED
信源企業集團有限公司