



China Tianbao Group Development Company Limited

中國天保集團發展有限公司

(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: 01427



# 2022 環境、社會及管治報告

## ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

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## ABOUT THIS REPORT 關於本報告

This Environmental, Social and Governance (“ESG”) Report (“the Report” or “ESG Report”) of China Tianbao Group Development Company Limited (hereinafter referred as “Tianbao”, “we” or the “Company”, and together with its subsidiaries, collectively as the “Group”) is prepared in accordance with the ESG Reporting Guide (“HKEx ESG Reporting Guide”) outlined in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) and based on the principles of materiality, quantification, balance and consistency.

The contents covered in this report comply with the “comply or explain” provisions as required in the HKEX ESG Reporting Guide during the Reporting Period and the reporting principles of “materiality”, “quantification”, “balance” and “consistency”.

**Materiality:** The materiality of the Group's ESG issues is determined by the board of directors (“Board”) of the Company. The stakeholder communication and the process and criteria of identification of material issues are all disclosed in this report.

**Quantification:** Statistical standards, methods, assumptions and/or calculation tools for quantitative key performance indicators herein and source of conversion factors are all explained in this report.

**Balance:** The Report shall provide an unbiased picture of the performance of the Group during the Reporting Period. It should avoid selections, omissions or presentation formats that may inappropriately influence the decision or judgment by the readers of this report.

**Consistency:** The statistical methodologies applied to the data disclosed in this report shall be consistent with the previous year unless otherwise specified.

The Board has overall responsibility for the ESG strategy and reporting of the Company.

中國天保集團發展有限公司(以下稱為「天保」、「我們」或「本公司」,並與其附屬公司合稱為「本集團」)的環境、社會及管治(「ESG」)報告(「本報告」或「ESG報告」)參考香港聯合交易所有限公司(「港交所」)上市規則附錄二十七環境、社會及管治報告指引(「港交所ESG報告指引」),並依照重要性、量化、平衡及一致性原則,來編製本集團的報告內容。

本報告所涵蓋的內容符合港交所證券上市規則《環境、社會及管治報告指引》於報告期內所規定的「不遵守就解釋」規定,以及「重要性」、「量化」、「平衡」及「一致性」的匯報原則。

**重要性:** 本集團ESG議題的重要性由本公司董事局(「董事局」)釐定。權益人溝通及實質性議題識別過程與標準均在本報告中進行披露。

**量化:** 本報告中量化關鍵績效指標的統計標準、方法、假設及/或計算工具以及轉換因素的來源均在本報告中進行說明。

**平衡:** 本報告須不偏不倚地呈報本集團於報告期內的表現。避免可能不恰當地影響本報告讀者決策或判斷的選擇、遺漏或呈報格式。

**一致性:** 如無特別說明,本報告披露的數據所採用的統計方法與上年度保持一致。

董事局對本公司的ESG策略及匯報承擔全部責任。

# ABOUT THIS REPORT

## 關於本報告

### REPORTING BOUNDARIES

The scope of this ESG Report summarizes the environmental and social performance regarding corporate social responsibility of the Group's material business operations.

Reporting period: January 1, 2022 to December 31, 2022, the financial period of our Annual Report 2022 (the "Reporting Period")

Business scope: (i) Property development  
(ii) Construction contracting

Geographical scope: The People's Republic of China ("the PRC")

The reporting boundaries are determined by whether the subsidiaries are contributing to the operating business of Tianbao. In 2022, all subsidiaries and business entities of Tianbao are included in the ESG Report.

### REFERENCE GUIDELINES

Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited – ESG Reporting Guide.

### CONFIRMATION AND APPROVAL

The Report was approved by the Board on March 23, 2023 after confirmation by the management.

### FORM OF ISSUANCE

The report is issued in the form of online versions and available for access and download from the website of The Stock Exchange of Hong Kong Limited ([www.hkexnews.hk](http://www.hkexnews.hk)) and the website of the Company ([www.chinatbjt.com](http://www.chinatbjt.com)).

### CONTACT

Should you have any enquiries or feedback on this Report, please do not hesitate to contact us via the following methods:

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Tel: +86 0312-3650258  
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Official website: <http://www.chinatbjt.com/>

### 報告範圍

本ESG報告的範圍概述了本集團重要業務運營在企業社會責任方面的環境和社會表現。

報告期：2022年財政年度(2022年1月1日至2022年12月31日)(「報告期」)

業務範疇：(i) 房地產開發  
(ii) 建築承包

地理範圍：中華人民共和國(「中國」)

報告範圍取決於附屬公司是否為天保的經營業務做出貢獻。在2022年，天保的所有附屬公司及業務實體均被納入ESG報告。

### 參考指引

香港聯合交易所有限公司上市規則附錄二十七環境、社會及管治報告指引 — ESG報告指引。

### 確認及批准

本報告經管理層確認後，於2023年3月23日獲董事局通過。

### 發佈形式

本報告以網絡版形式發佈，可在香港聯合交易所有限公司網站([www.hkexnews.hk](http://www.hkexnews.hk))及本公司網站([www.chinatbjt.com](http://www.chinatbjt.com))查閱及下載。

### 聯絡方式

如閣下對本報告有任何查詢或意見，請隨時透過以下方式與我們聯繫：

地址：中國河北省涿州市  
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## CHAIRMAN STATEMENT 主席的話

During the past year, we have worked hard and generated superior result for our shareholders, and we also employed extensive resources to promote sustainable development and better ESG performance.

We have built a solid foundation of ESG management system over the years and we strive for the best ESG practices in industry in the future. Our governance structure has an integrated ESG management system for better board-level oversight. Moreover, we are also aware as a socially responsible corporate, we need to provide the best resources for our employees to improve their self-being and productivity. Over the past year, we have introduced different training workshops for the workers and staff, and the results are highly positive.

We also see climate change is a crucial topic that may bring disastrous impact to the operation of our business in near future. We will do our best to contribute and reduce our carbon footprint.

I would also like to take this opportunity to express my appreciation to our staff last year for their contributions made to the Company in order to achieve outstanding business performance.

### Li Baotian

*Chairman of the Board, Executive Director and Chief Executive Officer*

March 23, 2023

過去一年，我們努力不懈，為股東創建卓越成就，我們亦動用了海量的資源，以推動可持續發展及更出色的ESG表現。

歷年來，我們為本集團的ESG管理系統確立了穩固基礎，並極力爭取於未來達至業內實踐ESG措施的最出眾典範。我們的管治架構融合了ESG管理系統，就董事局層面而言會有更好的監督。此外，作為一家重視社會責任的企業，我們深知需要為僱員提供最好的資源，以改善其自我價值及生產效率。過去一年，我們為工人及員工提供了不同培訓課程，獲取極為正面的成果。

我們亦視氣候變化為一個至關重要的議題，其有可能於不久將來，對我們的業務營運構成災難性影響。我們定當竭盡所能，減少碳足跡。

我也想藉此機會感謝我們的員工，為實現出色的業務業績而對公司做出的貢獻。

### 李保田

*董事局主席、執行董事兼行政總裁*

2023年3月23日

### CORE VALUES/MANAGEMENT PRINCIPLES

Tianbao has continuously provided high quality service to the clients as a leading construction and property development company. The ESG management system is fully embedded in the business decision-making process and a top-down management approach is adopted to address all material ESG issues. A governance framework is developed to ensure common principles of ESG management are adhered across the Group. All ESG issues are identified separately from various departments and specific policies are in place to provide guidance in day-to-day operations.

### ORGANIZATIONAL STRUCTURE

The Group has a clear organizational structure to perform different business operations and development effectively. An ESG executive committee is setup to regularly monitor the ESG development and performances of Tianbao and report to the Board.

### 核心價值／管理原則

天保作為一家擁有領先地位的建築及房地產開發商一直為客戶提供最優質的服務。其ESG管理系統完全納入業務決策過程，並採用自上而下的管理方法來解決任何與ESG相關的重大問題。制定治理結構以確保整個集團遵守ESG管理的共同原則。所有ESG問題均與各個部門分開標識，並且制定了具體政策為日常運營提供指導。

### 組織架構

本集團擁有清晰的組織架構，以助有效率地開展各種類型的業務運營和發展。本集團成立了ESG執行委員會，以定期檢視天保的ESG發展及業績，並向董事局報告。

# OVERVIEW

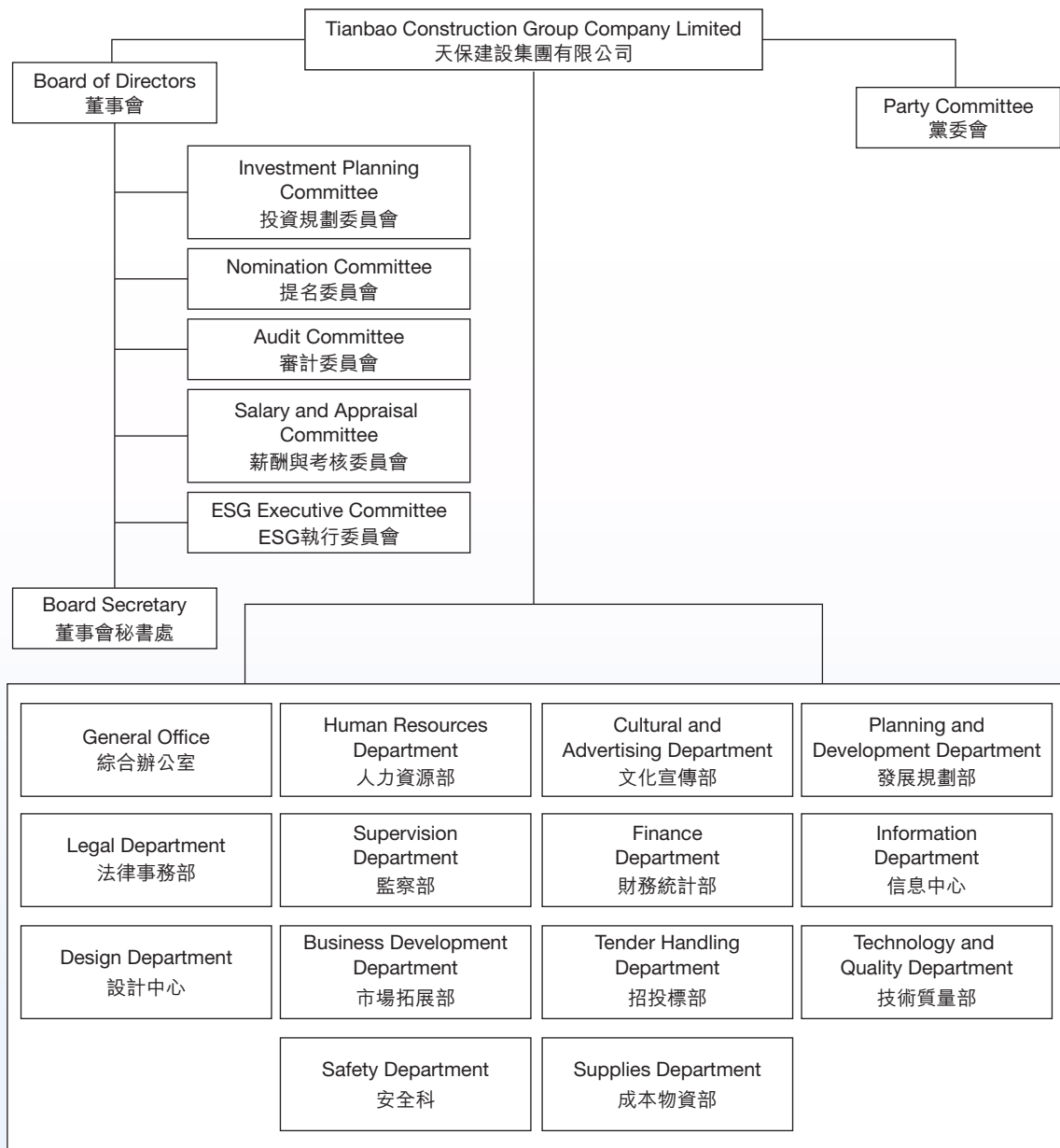
## 概述

The following charts demonstrate the organizational structure of Tianbao Construction Group Company Limited and Tianbao Real Estate Group Co., Ltd..

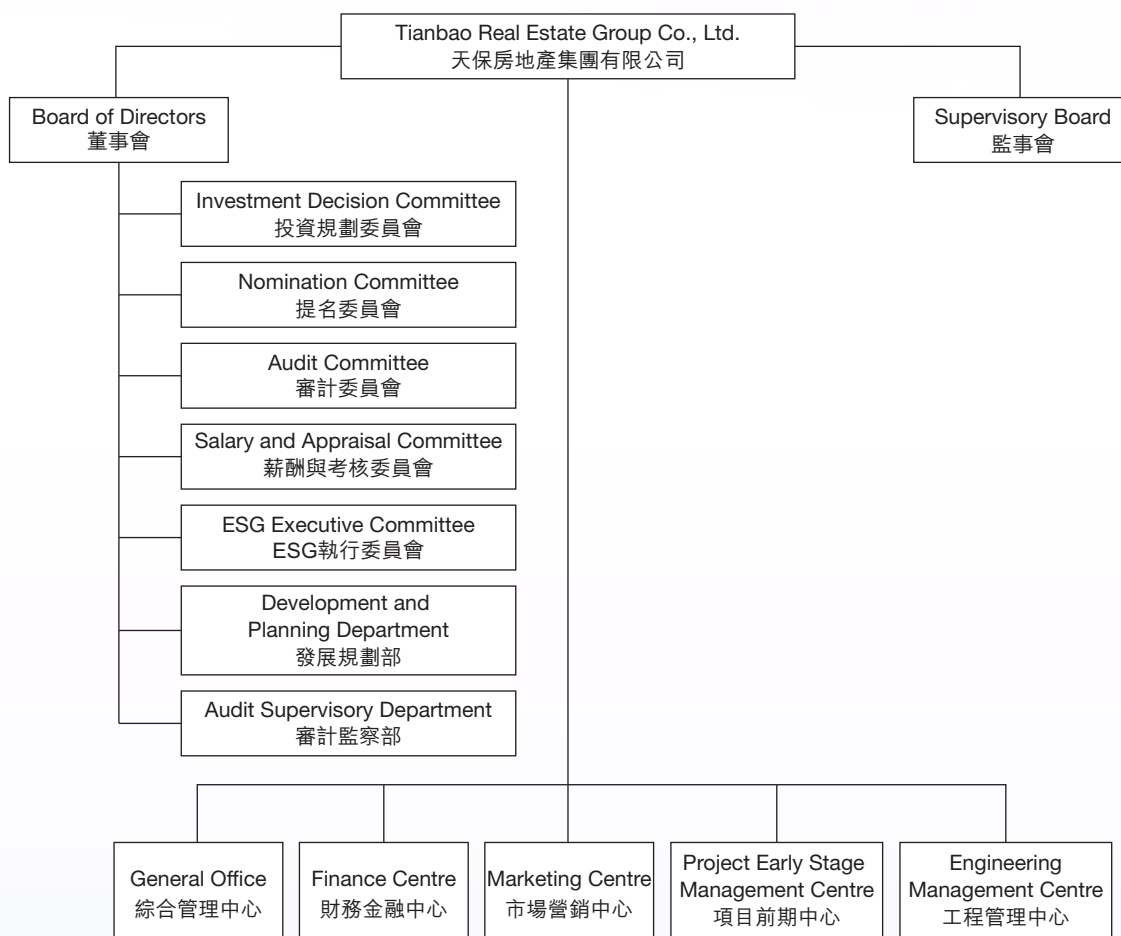
以下圖表展示了本集團旗下天保建設集團有限公司和天保房地產集團有限公司的組織架構。

### ORGANIZATIONAL CHART OF TIANBAO CONSTRUCTION GROUP COMPANY LIMITED

#### 天保建設集團有限公司架構圖



ORGANIZATIONAL CHART OF TIANBAO REAL ESTATE GROUP CO., LTD.  
天保房地產集團有限公司架構圖





## STAKEHOLDER IDENTIFICATION AND COMMUNICATION

### 權益人識別和溝通

To better understanding the concerns of our stakeholders, we have incorporated stakeholder engagement into our ESG Report. We believe this would significantly improve the Group's ESG performance from day-to-day. We have engaged different types of stakeholders, such as suppliers, employees, clients, etc. to provide valuable comments on our ESG issues. As a result, we could harness this information to further improve the internal control system and corporate governance structure. The table below summarizes the key methods to communicate with our stakeholders.

本集團深信邀請各權益人為本年度環境、社會及管治措施提出意見能夠顯著提升本集團的可持續發展表現，而且是了解各利益相關方的重點活動之一。因此，本集團邀請我們的供貨商、員工、客戶及其他利益相關者評論我們對各事宜的處理方法，並進一步完善內部監控制度和公司治理結構，訂立更長遠的政策。下表列出了本集團與內外部利益相關者溝通的關鍵方法。

	Types of Stakeholders 權益人種類	Focus Topics 關注議題	Means of Communication 主要溝通方法
Internal Stakeholders	Board of Directors	Risk Management Corporate Operating Conditions Corporate Reputation	Consultation via phone calls and emails Direct communication Meetings Suggestion box
內部利益相關方	董事局	風險管理 公司營運狀況 企業信譽	電話郵件諮詢 面對面溝通 會議 意見箱
	Employees	Occupational Training and Development Remuneration and Benefit Health and Safety	Consultation via phone calls and emails Direct communication Meetings Suggestion box
	員工	職業培訓及發展 薪酬與福利 健康安全	電話郵件諮詢 面對面溝通 會議 意見箱

# STAKEHOLDER IDENTIFICATION AND COMMUNICATION

## 權益人識別和溝通

	Types of Stakeholders 權益人種類	Focus Topics 關注議題	Means of Communication 主要溝通方法
External Stakeholders	Shareholders/Investors	Stable Investment Returns Transparency of Information Disclosure	Annual General Meeting Consultation via phone calls and emails Annual report
外部利益相關方	股東／投資者	穩定的投資回報 信息披露的透明度	年度股東大會 電話郵件諮詢 年報
	Suppliers/Customers	Sound Performance of Contract Standard Supply Chain Management System and Procurement Process Complaint System	Annual report Meetings
	供貨商／客戶	履行合約精神 規範的供應鏈管理系統及採購流程 申訴機制	年報 會議
	Distributors	Complete Information Exchange System Steady and Stable Supply of Products	After-sales opinion box Consultation via phone calls and emails Meetings
	經銷商	完善的信息交流機制 穩定的產品供應	售後服務意見箱 電話郵件諮詢 會議
	Government	Operation in Compliance with Laws and Regulations	Annual report Meetings
	政府	合規企業經營	年報 會議
	Community/ Academic Institutions	Contribution to Community Development	Annual report Community service
	小區／院校	小區發展及貢獻	年報 小區服務

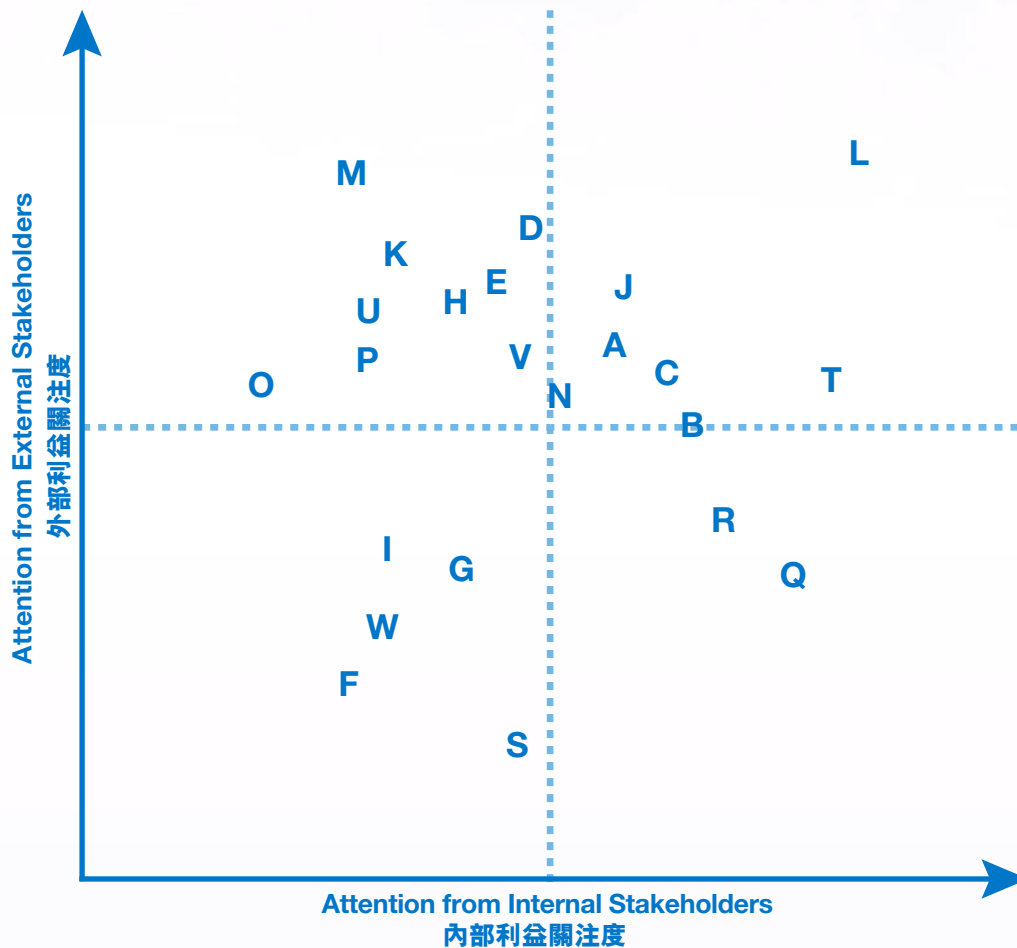
## MATERIALITY ASSESSMENT 重要性評估

In order to incorporate stakeholders' feedback on sustainability topics in this year's ESG report and understand the material topics of our ESG work, Tianbao organised the major stakeholders to conduct the materiality assessment of relevant issues. Material topics are evaluated and assessed externally and internally according to the impact on business of the Group. The Group believes to conduct the materiality assessment biennially given that the business of the Group does not experience material changes. The Group has identified the following major concerns of stakeholders: environmental management policies and measures, water consumption and wastewater discharge control, occupational health and safety, product safety and quality assurance management, and employees' education and training. Please refer to the ESG report 2022 for the detail results of the materiality assessment.

為了在本年度ESG報告中納入各權益人對可持續發展議題的反饋意見，以及了解ESG工作的重大議題，天保組織了各主要利益相關方進行相關議題的重要性評估，並根據重要議題對本集團業務的影響，對該等議題進行外部和內部評估。鑑於本集團的業務沒有發生重大變化，本集團認為可以每兩年進行一次重要性評估。本集團已確定利益相關方的主要關注點是：環境管理政策及措施、水資源使用與排污措施、職業安全及衛生、產品安全及質量保證管理以及員工教育及培訓。有關重要性評估的詳細結果，請參閱2022年的ESG報告。

# MATERIALITY ASSESSMENT

## 重要性評估



<b>A</b> Environmental management system and related policies 環境管理政策及措施	<b>I</b> Information on greenhouse gas emission 溫室氣體排放的資料	<b>Q</b> Measures to reduce emissions and achievements 減少排放的措施及成效
<b>B</b> Compliance with laws and regulations on emissions 排放物管理及法規遵守	<b>J</b> Amount of hazardous waste generated and handling method 有害廢棄物總量及處理方法	<b>R</b> Amount of non-hazardous waste generated and handling method 無害廢棄物總量及處理方法
<b>C</b> Waste management and recycling method 廢物管理及其回收方法	<b>K</b> Energy efficiency and management 能源效益及管理	<b>S</b> Resource management 資源管理
<b>D</b> Water consumption and wastewater discharge control 水資源使用與排污措施	<b>L</b> Occupational health and safety 職業安全及衛生	<b>T</b> Employees' education and training 員工教育及培訓
<b>E</b> Employees' rights and turnover rate 員工權益與流失率	<b>M</b> Employees' welfare and remuneration 員工福利與薪資	<b>U</b> Policies on preventing child labour and forced labour 防止童工或強制勞工的政策
<b>F</b> Donation and community participation 捐贈及社區利益參與	<b>N</b> Stakeholder communication 與各權益人的溝通	<b>V</b> Supply chain management policy 供應鏈管理政策
<b>G</b> Product safety and quality assurance management 產品安全及品質檢驗管理	<b>O</b> Customer data protection and privacy policies 私隱權及資料保護	<b>W</b> Customer satisfaction survey 客戶滿意度調查
<b>H</b> Anti-corruption policies 反貪污政策	<b>P</b> Whistle-blowing procedures 舉報程序	

# ENVIRONMENTAL PERFORMANCE

## 環境範疇

### I. ENVIRONMENTAL ASPECTS

#### (1) Responding to Climate Change

##### 1. Strategies

We mainly refer to the analysis framework on climate-related risks and opportunities proposed by the Task Force on Climate-related Financial Disclosures (TCFD), and comprehensively identify, evaluate and analyse the climate change-related risks faced by the Company.

### 一、環境範疇

#### (一) 應對氣候變化

##### 1. 策略

我們主要參考了氣候相關財務信息披露工作組(TCFD)所提出的關於氣候相關風險及機遇的分析框架，全面識別、評估並分析了公司所面臨的氣候變化相關風險。

Risk type	Climate risk factors	Risk classification	Risk examples	Time dimension	Impact intensity
風險類型	氣候風險因素	風險分類	風險舉例描述	時間維度	影響強度
Physical risk	Extreme weather	Acute operational risk	Extreme weather will affect safety construction of project, delivery time of project, production and transportation of raw materials and construction of facilities; there are potential risks of work-related injuries during construction under extreme weather.	Long-term	High
實體風險	極端天氣	急性運營風險	極端天氣會影響項目安全施工、項目交付時間、原材料的生產和運輸以及建造設施；極端天氣下施工會存在潛在的工傷風險。	長期	高
	Climate change	Chronic operational risk	The rise of the sea level will affect the production and transportation of raw materials; global warming will lead to slow progress of construction.	Long-term	Low
	氣候變化	慢性運營風險	海平上升會影響原材料的生產及運輸；全球氣候變暖會導致施工進度緩慢。	長期	低
Transformation risk	New policies for low-carbon economy transformation	Market and technology risk	With China's commitment to a 3,060 dual carbon target and new government policies to support a low carbon transformation, the places where it operates may increase energy prices, set energy use caps, and increase operating costs.	Long-term	High
轉型風險	低碳經濟轉型新政策	市場及技術風險	中國承諾3,060雙碳目標，政府出台支持低碳轉型的新政策，經營所在地可能會提高能源價格，設定能源使用上限，增加運營成本。	長期	高

# ENVIRONMENTAL PERFORMANCE

## 環境範疇

Risk type	Climate risk factors	Risk classification	Risk examples	Time dimension	Impact intensity
風險類型	氣候風險因素	風險分類	風險舉例描述	時間維度	影響強度
	Energy transformation policy	Market and technology risk	As the government launches more stringent emission reduction policies, additional investment is required to replace or renovate high energy-consuming construction equipment and machinery.	Mid-long term	Medium
	能源轉型政策	市場及技術風險	因政府出台更嚴謹的減排政策，需新增投資用於替換或者改造高耗能施工設備和機具。	中長期	中
	Regulatory mandatory disclosure	Operation and reputation risk	Regarding the regulatory mandated disclosure of climate-related financial information, a lack of historical data and accurate calculating methods may affect the quality of disclosure.	Short-term	Low
	監管強制信息披露	運營及聲譽風險	監管強制披露氣候相關財務信息，缺乏歷史資料與精準核算方法，影響披露質量。	短期	低
	Green building policy	Market and technology risk	Due to the government's support for green buildings, the Company needs to enhance the design technology and construction level of energy-saving and environmental-friendly buildings.	Long-term	High
	綠色建築政策	市場及技術風險	因政府出台支持綠色建築，公司需要增強節能環保建築的設計技術和施工水平。	長期	高

Note: Short-term (1 to 3 years), Mid-long term (3 to 5 years), Long-term (over 5 years).

註：短期(1~3年)、中長期(3-5年)、長期(5年以上)

# ENVIRONMENTAL PERFORMANCE

## 環境範疇

### 2. Risk Management

In response to the potential financial impact of climate-related risks on the Company's business and operations, we focus on risk management related work to adapt to climate change risks, meet market demands, and seek long-term development.

We have formulated "Job Sheets of Safety Instruction of Winter Construction" to prevent and control construction safety risks in extreme weather such as high temperature and snowstorms to cope with extreme climate. Site supervisors are responsible to monitor the weather on-site regularly to prevent workers from working under extreme weather conditions. We also have developed "Green Construction Procedures" to reduce energy consumption and implement green construction.

### 3. Greenhouse Gas (GHG) Emissions

We recorded the emissions from fuel consumption on owned vehicles, purchased electricity and business travel as well as paper disposal. The Group adheres to the goal of further reducing GHG emissions. During the Reporting Period, our total GHG emissions (Scope 1, Scope 2 and Scope 3) were 6,438.2 t-CO<sub>2</sub> eq., of which the total GHG emissions of Scope 1 and Scope 2 were 6,396.8 t-CO<sub>2</sub> eq.. The specific GHG emissions are shown in the following table:

Type	類型	GHG emissions <sup>1</sup> (t-CO <sub>2</sub> eq.) 溫室氣體排放量 <sup>1</sup> (噸二氧化碳當量)
Gasoline	汽油	172.3
Diesel	柴油	1.5
Scope 1 in total	範圍一合計	173.8
Purchased electricity	外購電力	6,223
Scope 2 in total	範圍二合計	6,223
Business travel	商務出行	14.1
Paper disposal	紙張處理	27.3
Scope 3 in total	範圍三合計	41.4

<sup>1</sup> The statistical caliber of GHG emissions in 2022 is inconsistent with that of last year. The emission factor of purchased electricity is selected from the average emission factor of the national grid for 2022 issued by the Ministry of Ecology and Environment of the PRC; Scope 3 GHG emissions mainly take into account the carbon emissions generated by employees taking transportation (aircraft) during business travel and paper disposal. The emission factor of aircraft travel is from WRI screening tool. Other emission factors are from the Guidance on Reporting of Environment, Society and Governance of the Stock Exchange.

### 2. 風險管理

為應對氣候相關風險對公司業務和運營帶來的潛在財務影響，我們著力於風險管理相關工作，以適應氣候變化風險，滿足市場需求，尋求更長遠的發展。

我們制定了《冬季施工安全提示指導卡》，防控高溫、暴雪等極端天氣下的施工安全風險，以應對極端氣候。現場主管負責定期監察地盤的天氣，以防止工人在極端天氣狀況下工作。我們亦制定了《綠色施工管理制度》，減少能源消耗，落實綠色施工。

### 3. 溫室氣體排放

我們記錄了自有車輛燃料消耗、外購電力以及商務出行、紙張處理的產生的排放。本集團堅持進一步減少溫室氣體排放的目標。報告期內，我們溫室氣體排放總量（範圍一、範圍二與範圍三）為6,438.2噸二氧化碳當量，其中範圍一與範圍二溫室氣體排放總量為6,396.8噸二氧化碳當量，具體的溫室氣體排放情況如下表所示：

<sup>1</sup> 2022年溫室氣體排放量的統計口徑與去年不一致。外購電力排放因子選自國家生態環境部發佈的2022年全國電網平均排放因子；範圍三溫室氣體排放量主要考慮員工公務出行中乘坐交通工具（飛機）以及紙張處理所產生的碳排放，飛機出行的排放因子源於WRI screening tool。其它排放因子源於港交所《環境、社會及管治匯報指南》。

# ENVIRONMENTAL PERFORMANCE

## 環境範疇

Type	類型	GHG emission intensity (per employee) 溫室氣體排放密度 (每名員工)
Emission intensity (Scope 1 + Scope 2)	排放密度 (範圍一 + 範圍二)	13.6

## (2) Environmental Protection

### 1. Environmental Management System

We strictly abide by the Environmental Protection Law of the PRC, the Energy Conservation Law of the PRC, the Prevention and Control of Atmospheric Pollution Law of the PRC, the Prevention and Control of Water Pollution Law of the PRC, the Prevention and Control of Environmental Pollution by Solid Waste Law of the PRC, the Law of the PRC on Prevention and Control of Soil Pollution, the Prevention and Control of Noise Pollution Law of the PRC and other relevant laws, regulations and industry standards on environmental protection, and have formulated “Environmental Targets and Indicators Management Plan” based on our own operations, so as to regulate environmental management and strengthen the Company’s environmental protection work. We have set up an environmental protection leading group consisting of personnel from the safety department, the technical and quality department and the general office, which is responsible for supervising and inspecting the implementation of laws and regulations related to environmental protection and the performance of environmental protection work. In particular, the safety department is responsible for organising all units to implement environmental protection work.

With the goal of reducing the impact of our operations on the environment, we dispose of pollutants in a reasonable manner and take measures to control the pollution and harm of exhaust gas, wastewater, solid waste and noise to the environment to reduce pollutant emissions. At the same time, we have formulated and strictly implemented the “Green Construction Management System” to minimise the negative impact of construction activities on the environment and achieve four savings and one environmental protection (i.e. energy saving, land saving, water saving, material saving and environmental protection). In 2022, Civic Center (including public training site) project in Yu County of Tianbao Group won first-class achievement in the evaluation of green construction level of the first batch of construction projects in Hebei Province.

## (二) 環境保護

### 1. 環境管理體系

我們嚴格遵守《中華人民共和國環境保護法》《中華人民共和國節約能源法》《中華人民共和國大氣污染防治法》《中華人民共和國水污染防治法》《中華人民共和國固體廢物污染環境防治法》《中華人民共和國土壤污染防治法》《中華人民共和國環境噪聲污染防治法》等環境保護相關法律法規及行業標準，結合自身運營情況，制定了《環境目標指標管理方案》，規範環境管理，加強公司的環境保護工作。我們設立了環境保護領導小組，負責監督檢查環境保護相關法律法規的執行及環境保護工作的落實情況，成員由安全部、技術質量部、綜合辦公室等人員組成，其中，安全部負責組織各單位落實環境保護工作。

為降低自身運營對環境的影響，我們合理處置污染物，採取措施控制廢氣、廢水、固體廢物以及噪聲對環境的污染和危害，減少污染物排放。同時，我們制定並嚴格落實《綠色施工管理制度》，最大限度地減少對環境負面影響的施工活動，實現四節一環保（節能、節地、節水、節材和環境保護）。2022年，天保集團的蔚縣市民中心（含公共實訓基地）項目在河北省第一批建設工程綠色建造水平評價中獲一等成果。



# ENVIRONMENTAL PERFORMANCE

## 環境範疇

During the Reporting Period, the Group complied to all abovementioned national and local laws, regulations, and other related industrial standard.

### 2. Environmental Protection

#### (1) Wastewater Management

The water resources used in the operation of the Company are relatively small, so only a small amount of wastewater is generated. All wastewater generated by us is discharged into the municipal pipe network after relevant treatment, and then treated by the local sewage treatment plant. The sewage discharge system is monitored on a daily basis to resolutely prevent non-standard discharge. We promote the awareness of water conservation to reduce wastewater discharge.

#### (2) Exhaust Gas Management

The exhaust gas generated directly from our daily operations is relatively limited, mainly due to the fugitive dust emitted from the construction sites and the fuel consumption on owned vehicles. The exhaust gas emitted mainly includes nitrogen oxides, sulphur oxides and particulate matter. We adhere to the goal of reducing exhaust gas emissions year by year. In 2022, the emissions of nitrogen oxides, sulphur oxides and particulate matters are as follows:

Air Emissions <sup>2</sup>	空氣排放物 <sup>2</sup>	Unit 單位	Emissions in 2022 2022年排放量
Nitrogen oxides (NO <sub>x</sub> )	氮氧化物 (NO <sub>x</sub> )	kg 千克	41.23
Sulphur oxides (SO <sub>x</sub> )	硫氧化物 (SO <sub>x</sub> )	kg 千克	0.94
Particulate matter	顆粒物	kg 千克	3.15

In order to achieve the goal of exhaust gas emissions, we continue to implement the management of emissions of dust and vehicle exhaust gas. For dust, we strictly implement “Environmental Targets and Indicators Management Plan” to reduce dust emissions and adopt dust reduction measures. For the management of vehicle exhaust gas emissions, we have formulated “Vehicles Standard Operating Procedures” and “Drivers Shift Procedures” to regulate the use of vehicles during work, requiring drivers to establish the awareness of oil conservation, regularly check vehicles to prevent oil leakage, and regularly replace engine oil to reduce exhaust gas emissions.

<sup>2</sup> The calculation method is selected from the Guidance on Reporting of Environment, Society and Governance of the Stock Exchange.

於報告期內，本集團已遵守上述所有國家及地方法律、法規及其他相關行業標準。

### 2. 環境保護

#### (1) 廢水管理

公司運營過程中，使用水資源相對較少，因此只產生少量廢水。我們產生的所有的廢水均通過相關處理後排入市政管網，由當地的污水處理廠進行處理，並對污水排放系統進行日常監控，堅決杜絕達標排放。我們宣貫節約用水，減少廢水排放。

#### (2) 廢氣管理

我們日常業務中直接產生的廢氣相對有限，主要源於施工場地無組織排放的粉塵以及自有車輛的燃料消耗，排放的廢氣主要包括氮氧化物、硫氧化物以及顆粒物。我們堅持逐年減少廢氣排放的目標，2022年，氮氧化物、硫氧化物以及顆粒物排放量如下所示：

為實現廢氣排放目標，我們持續落實粉塵與車輛廢氣的排放管理，對於粉塵，我們嚴格執行《環境目標指標管理方案》，減少粉塵排放並採取降塵措施。對於車輛廢氣排放管理，我們制定了《車輛管理制度》《司機班管理制度》，規範工作期間的車輛使用，要求駕駛員樹立節約用油意識，定期檢查車輛以防車輛有漏油現象，定期更換機油，減少廢氣的排放量。

<sup>2</sup> 計算方法選自港交所《環境、社會及管治匯報指南》。

### Dust Control and Dust Reduction Measures:

- Construction waste in high-rise or multi-storey buildings is lifted and removed by using closed temporary waste corridor or containers. Transporting construction waste by elevator or throwing from the sky is strictly prohibited. Construction waste should be removed in time and sprinkled to reduce dust.
- Concrete in the planning city shall use commercial concrete, and on-site mixing is prohibited. If commercial concrete cannot be used due to various reasons, the mixing equipment set up at the construction site shall be equipped with closed enclosures and a spray dust reduction device.
- Cement and other fine particulate bulk materials that are prone to flying shall be stored in the warehouse or covered closely. Dust control measures at construction sites should be strictly implemented.
- When transporting cement and other fine particulate bulk materials and construction slag that are prone to flying, they must be sealed, wrapped, covered, and must not leak or spread along the way. Effective measures should be taken when unloading to prevent dust.
- The construction site shall formulate a sprinkler and dust reduction system, equip with sprinkler equipment, and designate special personnel to be responsible for sprinkling on site to reduce dust and timely clean floating soil.

### 粉塵控制與降塵措施：

- 高層或多層建築清除施工垃圾必須搭設封閉式臨時專用垃圾道或採用容器吊運，嚴禁用電梯井下送施工垃圾，嚴禁凌空拋撒。施工垃圾應及時清運，並灑水降塵。
- 規劃市區內混凝土應使用商品混凝土，禁止現場攪拌。確因各種原因無法使用商品混凝土，在施工現場設置的攪拌設備，應搭設封閉式圍擋及安裝噴霧降塵裝置。
- 水泥和其它易飛揚的細顆粒散體材料，應安排在庫內存放或嚴密遮蓋。嚴格執行施工現場的揚塵控制措施。
- 運輸水泥和其它易飛揚的細顆粒散體材料和建築渣土時，必須密封、包裝、覆蓋、不得沿途洩漏、遺撒，卸運時應採取有效措施，以防止揚塵。
- 施工現場要制定灑水降塵制度、配備灑水設備，指定專人負責現場灑水降塵和及時清理浮土。

## ENVIRONMENTAL PERFORMANCE

### 環境範疇

#### (3) Waste Management

We attach great importance to waste management and adhere to the goal of reducing waste emissions year by year. The waste generated by us is mainly non-hazardous waste, while hazardous waste is minimal. During the Reporting Period, the non-hazardous waste generated by us was mainly domestic waste such as paper from the office and construction waste from construction sites. We classify and manage domestic waste according to the principle of waste classification. In order to achieve the goal of reducing waste emissions, we implement green construction, save materials and develop and utilise the construction waste generated.

#### Material saving measures for construction:

- To strengthen the organisation and management of construction, improve the management level of construction, and reduce the waste of construction materials and large amount of waste caused by rework due to construction quality.
- To optimise the construction plan, select green materials, actively promote new materials and new processes, promote the rational use of materials, and save the actual consumption of construction materials.
- To review the relevant content of material saving and material resource utilisation in examination of working drawing, achieving a 30% reduction in material loss rate compared with the fixed loss rate.

#### (3) 廢棄物管理

我們重視廢棄物的管理，堅持逐年減少廢棄物的排放目標。我們產生的廢棄物主要為無害廢棄物，有害廢棄物極少。報告期內，我們產生的無害廢棄物主要為辦公所產生的紙張等生活垃圾以及建築場地所產生的建築垃圾。我們按照垃圾分類的原則，對生活垃圾進行分類管理。為實現減少廢棄物排放的目標，我們落實綠色施工，節約材料使用並對產生的建築垃圾進行開發利用。

#### 施工節材措施：

- 加強建築施工的組織和管理工作，提高建築施工管理水平，減少因施工質量原因造成返工而使建築材料浪費及垃圾大量產生。
- 優化施工方案，選用綠色材料，積極推廣新材料、新工藝，促進材料的合理使用，節省實際施工材料消耗量。
- 圖紙會審時，應審核節材與材料資源利用的相關內容，達到材料損耗率比定額損耗率降低30%。

### Development and utilisation of construction waste:

- To reuse the bricks and tiles in construction waste after cleaning.
- To recycle the sorted scrap metal, steel and waste glass as raw materials for production.
- In addition to being reused as formwork and building materials, the waste wood in the construction project can be used as raw materials for paper making or as fuel, or used in the manufacturing of MDF board after being broken down into debris by wood crusher.

### 建築垃圾開發利用：

- 建築垃圾中磚、瓦經清理後重複使用。
- 廢金屬及鋼料、廢玻璃分揀等經分揀後回煉、做生產原料。
- 建設工程中的廢木材，除了作為模板和建築用材再利用外通過木材破碎機，弄成碎屑可作為造紙原料或作為燃料使用，或用於製造中密度纖維板。

Waste Types	廢棄物種類	Unit 單位	Consumption in 2022 2022年排放量
Non-Hazardous Waste	無害廢棄物	Tonnes噸	5.7
Non-Hazardous Waste Intensity	無害廢棄物密度	Tonnes/person 噸／人	0.012

#### (4) Noise Pollution Control

We strictly comply with relevant noise emission standards and requirements of laws and regulations, strengthen noise pollution prevention and control, formulate noise reduction measures, and test and record the noise at the construction site. The noise emission shall not exceed the national standards.

### Noise pollution prevention and control measures:

- Take noise and vibration isolation measures by using equipment with low noise and low vibration to avoid or reduce construction noise and vibration.
- The strong noise equipment in the construction site should be located in the best operation area and the site is as far away from the hospital, school and residential area as possible, and the operation time should be controlled by adopting closed or semi-closed operation mode.
- Vehicles transporting materials are strictly prohibited from whistling as they enter the construction site. Materials shall be handled with care.

#### (4) 噪聲污染治理

我們嚴格遵守噪聲排放相關標準與法律法規要求，加強噪聲污染防治，制定降噪措施，並對施工現場場界噪聲進行檢測和記錄，噪聲排放不得超過國家標準。

### 噪音污染防治措施：

- 使用低噪音、低振動的機具，採取隔音與隔振措施，避免或減少施工噪聲和振動。
- 施工場地的強噪聲設備應選擇最佳的作業區域，盡量設在遠離醫院、學校、居民區一側，可採取封閉或半封閉式作業，同時控制作業時間。
- 運輸材料的車輛進入施工現場，嚴禁鳴笛。裝卸材料應做到輕拿輕放。

# ENVIRONMENTAL PERFORMANCE

## 環境範疇

### 3. Green Office

We advocate green office and have formulated relevant systems such as the “Regulations on the Management of Paper Usage” and the “Regulations on the Management System of Driver Group” to standardize the management of paper usage and personnel travel. At the same time, we encourage energy conservation in the office by allocating the number of heaters, air conditioners and fans in a reasonable way, giving priority to energy-saving wires and lamps, and reminding employees to turn off lights when they leave.

#### Paper Usage

- Paperless office has been realised within the Company through the comprehensive application of information technology, and documents are circulated by internal mail of the Company;
- Printing paper for use on both sides;
- Non-paper is printed with the Company’s correspondence paper and recycled paper;
- Set up waste paper recycling bins to reuse unused paper.

#### Transportation

- Reduce the number of vehicle outings;
- Promote car-sharing of staff for travel;
- Regular vehicle maintenance and oil changes to reduce exhaust emissions.

### 3. 綠色辦公

我們倡導綠色辦公，制定了《紙張使用管理規定》《司機班管理制度規定》等相關制度，在紙張使用，以及人員出行方面進行規範管理，同時，我們鼓勵節約辦公用電，合理配置採暖、空調、風扇數量，優先選用節能電線和節能燈具，並提醒員工做到人走燈關。

#### 紙張使用方面

- 公司實現無紙化辦公，全面應用信息化，下發文件使用公司內部郵件進行傳閱；
- 打印紙進行正反面使用；
- 非正式文件使用公司信箋紙、二次紙進行打印；
- 設置廢紙回收箱，將未完全利用的紙張進行二次使用。

#### 出行方面

- 減少車輛外出次數，
- 倡導工作人員拼車出行；
- 車輛定期保養維護，更換機油，減少廢氣的排放量。

# ENVIRONMENTAL PERFORMANCE

## 環境範疇

### (III) Use of Resources

#### 1. Energy Consumption and Management

Our energy consumption mainly includes electricity, gasoline and diesel. In the course of business operation, we control energy consumption by saving electricity in the office and regulating the use of vehicles. In addition, we have adopted a series of measures during construction, such as setting power consumption control index and selecting energy-saving equipment and processes to reduce energy consumption. In 2022, our overall consumption of gasoline and diesel showed a downward trend.

### (三) 資源使用

#### 1. 能源消耗與管理

我們的能源消耗主要包括電力、汽油和柴油。在業務運營過程中，我們從節約辦公用電，規範車輛使用方面控制能源消耗。此外，我們在施工過程中採取一系列措施如設定用電控制指標，選用節能設備與工藝等減少能源消耗。2022年，我們汽油與柴油整體消耗均呈現下降趨勢。

Energy Consumption	能源消耗種類	Unit 單位	Consumption in 2022 2022年消耗量	Year-to-year Change (%) 年度變化(%)
Electricity <sup>1</sup>	總耗電量 <sup>1</sup>	MWh 兆瓦時	10,912	-
Gasoline	汽油總耗量	Litre 公升	63,366	-29%
Diesel	柴油總耗量	Litre 公升	525	-84%

Energy Consumption	能源消耗種類	Unit 單位	Consumption Intensity in 2022 2022年消耗密度	Year-to-year Change (%) 年度變化(%)
Electricity	總耗電密度	MWh/person 兆瓦時/人	23.1	-
Gasoline	汽油總耗密度	Litres/person 公升/人	134.3	-25%
Diesel	柴油總耗密度	Litres/person 公升/人	1.1	-83%

<sup>1</sup> The statistics of electricity consumption for the year is inconsistent with that of previous years. The statistics of electricity consumption for 2022 shall prevail.

<sup>1</sup> 本年度耗電量統計口徑與往年不一致，耗電量統計以2022年統計口徑為準。

## ENVIRONMENTAL PERFORMANCE

### 環境範疇

#### Energy saving measures adopted during construction:

- Use construction machinery and equipment that meet the requirements of environmental standards and turn off the power when not in use, so as to effectively reduce power consumption and fuel use and save energy.
- Formulate reasonable construction energy consumption index to improve construction energy efficiency.
- Give priority to the use of energy-saving, efficient and eco-friendly construction equipment and machinery recommended by the state and the industry.
- Set up power consumption control indicators at construction sites, regularly conduct measurement, accounting, comparison and analysis, and take preventive and corrective measures.
- In the construction organisation design, the construction sequence and working surface should be reasonably arranged so as to reduce the number of machines in the operation area and to make full use of the common machine resources in the adjacent operation area. When arranging construction techniques, priority should be given to those that consume electricity or other construction techniques that consume less energy.
- Make full use of renewable energy such as solar energy and geothermal energy according to local climate and natural resource conditions.

#### 施工過程中的節能措施：

- 使用符合環保標準要求的施工機械設備，不使用時切斷電源，有效減少電量及燃料使用，節約能源。
- 制訂合理施工能耗指標，提高施工能源利用率。
- 優先使用國家、行業推薦的節能、高效、環保的施工設備和機具。
- 施工現場設定用電控制指標，定期進行計量、核算、對比分析，並有預防與糾正措施。
- 在施工組織設計中，合理安排施工順序、工作面，以減少作業區域的機具數量，相鄰作業區充分利用共有的機具資源。安排施工工藝時，應優先考慮耗用電能的或其他能耗較少的施工工藝。
- 根據當地氣候和自然資源條件，充分利用太陽能、地熱等可再生能源。

### 2. Water Resources Management

We use less water than other industries, but we still monitor water consumption, manage the use of water resources, implement water-saving measures, and efforts to improve water efficiency. In 2022, our water consumption is at 13,105 tonnes. In the future, we will continue to monitor water use to reduce water consumption. Tianbao only sources water from municipal supply and no abnormalities were observed.

Category	類別	Unit 單位	Consumption in 2022 2022年消耗量
Total water consumption <sup>Note 3</sup>	水總耗量 <sup>註3</sup>	Tonnes 噸	13,105
Water consumption intensity	耗水密度	Tonnes/person 噸/人	27.8

#### Water conservation measures:

- In combination with site layout, a collection and treatment system for rainwater, reclaimed water or reusable water is established on the construction site to make water resources available for cascade recycling. Water recycling devices must be set up for flushing water from machinery, equipment and vehicles on site.
- The use of municipal tap water is not suitable for spraying of the surface, irrigation, washing vehicles and toilets on construction sites. Non-traditional water sources or collected rainwater, sewage and domestic wastewater are preferred.
- Effective water-saving measures are adopted for on-site mixing water and curing water, and it is forbidden to water and cure concrete without measures. For example, the water for concrete curing is sprinkled instead of watering, and the direct use of tap water is not allowed.
- The water supply pipe network at the construction site is designed and deployed according to the water consumption, with reasonable pipe diameter and simple pipeline, and effective measures are taken to reduce leakage in the pipe network and water appliances.

Note 3: Water consumption in 2022 is inconsistent with that in 2021, as water consumption in 2022 includes water for domestic and engineering purposes.

### 2. 水資源管理

相較其他行業，我們耗水量較少，但我們仍會監測用水情況，對水資源使用進行管理，實行節水措施，並努力提高用水效率。2022年，我們的水資源消耗量為13,105噸。未來，我們將繼續監測用水情況，減少水資源消耗。天保僅從市政供水中獲取水源，未發現異常之處。

Category	類別	Unit 單位	Consumption in 2022 2022年消耗量
Total water consumption <sup>Note 3</sup>	水總耗量 <sup>註3</sup>	Tonnes 噸	13,105
Water consumption intensity	耗水密度	Tonnes/person 噸/人	27.8

#### 節水措施：

- 結合場地佈置，施工現場建立雨水、中水或可再利用水的收集處理系統，使水資源得到梯級循環利用。現場機具、設備、車輛沖洗用水必須設立循環用水裝置。
- 施工現場噴灑路面、綠化澆灌、沖洗車輛、沖洗大(小)便器不宜使用市政自來水，宜優先採用非傳統水源，或採用收集的雨水、污水和生活廢水等。
- 現場攪拌用水、養護用水採取有效的節水措施，嚴禁無措施澆水養護混凝土。如：混凝土養護用水改澆水為噴灑水，不允許直接使用自來水。
- 施工現場供水管網根據用水量設計佈置，管徑合理、管路簡捷，採取有效措施減少管網和用水器具的漏損。

註3：2022年水資源消耗量與2021年口徑不一致，2022年所統計的水資源消耗量包括生活用水與工程用水。



## ENVIRONMENTAL PERFORMANCE

### 環境範疇

- Water-saving household water appliances are used for production and domestic water at construction sites, and obvious water-saving signs are set at the water source.
- Water measurement and management measures are implemented at construction sites to strictly control water consumption during the construction phase.
- 施工現場生產、生活用水使用節水型生活用水器具，在水源處設置明顯的節約用水標識。
- 施工現場實行用水計量管理，嚴格控制施工階段用水量。

#### Efficient use of water resources:

- Priority will be given to reclaimed water mixing and maintenance, and rainwater should be collected for maintenance in areas and projects where available.
- Establish rainwater collection and utilisation system in large construction sites, especially large construction sites with abundant rainfall, to fully collect natural precipitation for use in suitable parts of construction and living.
- During the construction process, the reuse rate of non-traditional water sources and recycled water is targeted to exceed 30%.

Note: Due to the business nature of the Group, no massive consumption of packaging materials in daily operations.

#### 水資源高效利用：

- 優先採用中水攪拌、中水養護，有條件的地區和工程應收集雨水養護。
- 大型施工現場，尤其是雨量充沛地區的大型施工現場建立雨水收集利用系統，充分收集自然降水用於施工和生活中適宜的部位。
- 力爭施工中非傳統水源和循環水的再利用量大於30%。

註：由於本集團的業務屬性，在日常經營中未大量消耗包裝材料。

### Employment

Tianbao has a well-establishment human resources management system to ensure the overall employment situation being complied with all national and local laws and regulations, including the *Labour Law of the PRC*, the *Labour Contract Law of the PRC*, the *Employment Promotion Law of the PRC*, the *Labour Dispute Mediation and Arbitration Law of the PRC*, the *Regulation on the Annual Leave of Employees* and other relevant national labour laws and regulations. Tianbao also formulated various policy documents to systematically conduct employment activities, which could maintain Tianbao's competitiveness, such as *Measures on Salary Management*, *Measures on the Management of Recruitment and Interviews*, *Internal Employee Promotion Mechanism*, *Measures of Employee Attendance*, and *Measures on the Management of Employee Turnover*. The policies cover compensation and benefits, working hours and holidays, recruitment and promotion, dismissal, diversity, anti-discrimination, training and development. No non-compliance issues related to employment laws and regulations were observed during the Reporting Period.

In 2022, we have employed 472 employees who are all Chinese and full-time employment and located in the PRC. Employees are the most valuable asset and Tianbao highly values and treats them all fairly. The established human resources management system regularly reviews and updates all employment policies to better in line with industry latest standards, as well as maintaining employees' morale and facilitating the allocation of human resources. During the hiring process, the principles of "open recruitment, equal competition, not overstaffing and allocate the right position to the right person" are strictly upheld.

The major recruitment channels of Tianbao are organizing recruitment talks in campuses and labor market, posting online job advertisement, and internal referral with several rounds of interview with candidates. All qualification and experience requirements are clearly stated during interviews and job ads which could help the interviewees to effectively assess the candidates' background and abilities.

The Group also adheres to its internal measures to prevent employment discrimination on the grounds of nationality, age, ethnicity, religion, gender, marital status, pregnancy, sexual orientation, or political stance and all applicants are qualified for application and selection.

### 就業

天保有一套完善的人力資源管理系統，以確保整體僱傭情況遵守所有國家和地方法律法規，包括《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國就業促進法》、《中華人民共和國勞動爭議調解仲裁法》、《職工帶薪年休假條例》及其他有關國家勞動法律法規。人力資源部還制定了各種政策文件來增強集團的競爭力，例如《薪酬管理辦法》、《招聘面試管理制度》、《員工晉升管理制度》、《考勤管理制度》和《員工離職管理制度》。該等政策涵蓋薪酬及福利、工作時數及假期、招聘及晉升、解僱、多元化、反歧視、培訓及發展。報告期內，未發現與僱傭法律法規有關的違規問題。

於2022年，我們已於中國僱用472名中國籍全職員工。員工是本集團最寶貴的財產，天保重視並公平對待他們。本集團建立的人力資源管理系統定時檢討和更新所有僱傭政策，以加強配合行業標準、維持員工的士氣並促進人力資源的分配。在招聘過程中，嚴格堅持「公開招聘、平等競爭、不超員和將合適的職位分配給合適的人」的原則。

天保的主要招聘渠道包括組織校園和勞動力市場的招聘會、發佈在線招聘廣告和安排幾輪與候選人面試的內部推薦。在面試和招聘廣告中會明確說明所有資格和經驗要求，這可以幫助被訪者有效評估候選人的背景和能力。

本集團還堅持其內部措施，以防止基於國籍、年齡、種族、宗教、性別、婚姻狀況、懷孕、性取向或政治立場的就業歧視，所有申請人都有資格申請和選擇。

## SOCIAL PERFORMANCE

### 社會表現

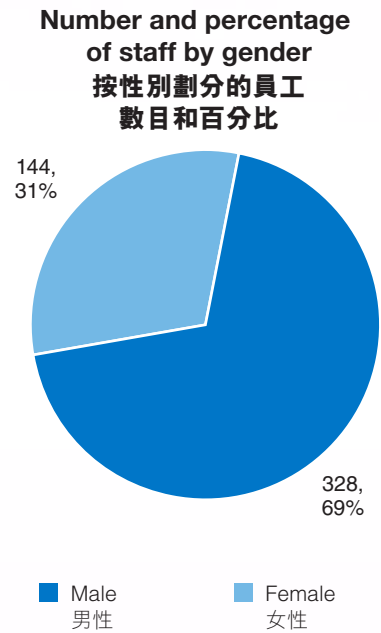
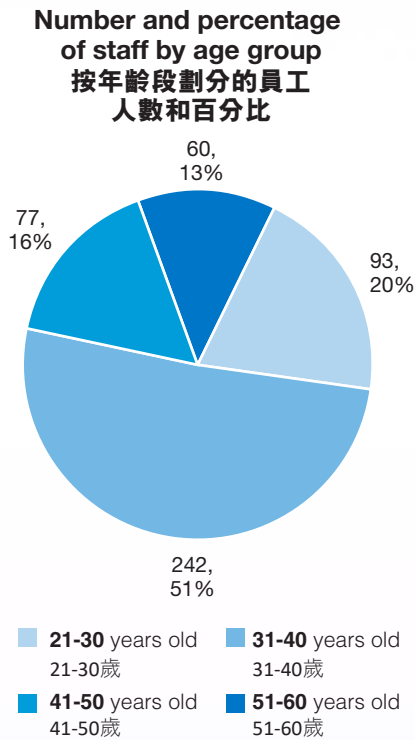
Tianbao adopts an all-round performance appraisal and promotion mechanism to provide equal and fair opportunities to all staff in order to promote the career development of employees. Tianbao has a clear vertical and horizontal development for the employees along their career path. Based on the performance appraisals for the evaluation of employees' capability, outstanding employees with suitable personality and contribution to Tianbao are able to receive a fair promotion as recognition and all employees will receive improvement recommendations according to their performance. Subject to approval from corresponding manager and Human Resources Department, Tianbao also encourages employees to apply for promotion across different departments according to their working ability.

Tianbao also offers a competitive remuneration package to every level of employees with a comprehensive job grading system, in order to effectively evaluating their pay structure and salary benchmarking in line with the market trends. All employees are entitled to statutory holidays and the Group's benefits, including paid leaves, marriage leaves and maternity leaves. Employees are encouraged to seek consultations from their managers and communicate with the management in order to maintain an open and credible relationship between employees and the management.

天保採納了全面的績效考核和晉升機制，以確保晉升的機會均等和公平，以促進員工的職業發展。僱員在職業道路上，天保提供清晰的縱向和橫向發展。根據評估員工能力的績效評估結果，表彰優秀員工對本集團的貢獻，他們將獲得晉升，所有員工亦將根據其績效結果獲得改進建議。在得到相應經理和人力資源部的批准後，本集團還鼓勵員工根據自己的工作能力跨部門申請晉升。

天保還透過一套完善的工作評級系統，為每個級別的員工提供具有競爭力的薪酬待遇，並根據市場趨勢，有效地評估他們各自的薪酬結構和薪水基準。所有員工均有權享受法定假期及本集團的福利，包括帶薪假、結婚假和產假。公司亦非常鼓勵員工尋求經理的諮詢並與管理層溝通，以保持員工與管理層之間的開放和可信的關係。

**Major indicators for employment**  
主要就業數據



**Employee turnover rate**  
員工離職率

By gender		按性別劃分	
Male	男性		11.4%
Female	女性		11.3%
By age group		按年齡段劃分	
Age 21-30	21-30 歲		19.7%
Age 31-40	31-40 歲		9.7%
Age 41-50	41-50 歲		6.8%
Age 51-60	51-60 歲		3.6%

Note: All employees of the Group work in the PRC.  
註：集團員工全部在中國工作。

# SOCIAL PERFORMANCE

## 社會表現

### Health and Safety

Tianbao strictly complies with all workplace health and safety related laws and regulation, in particular the *Labour Law of the PRC*, the *Fire Prevention Law of the PRC*, the *Prevention and Control of Occupational Diseases of the PRC*, by implementing the management system of occupational health and safety.

The environment, health and safety (“EHS”) management system established by Tianbao is strictly in-place with a series of policies and control procedures which have clearly highlight all standard operating procedures (SOP), regarding to instruction of safety equipment, workplace safety guidance, hazardous products handling and potential safety risks. The EHS committee regularly reviews the workplace potential hazard and risks in order to keep our employees safe. The implemented EHS policies help the Group prevent any potential health issue to our employees, such as food poisoning, occupational health hazards, and eliminating the spread of infectious diseases. Tianbao has held occupational safety workshops for the workers and staff to help them identify all potential risks that may occur in construction sites.

During the Reporting Period, the Group was not aware of any non-compliance issues with regard to relevant laws and regulations, which may significantly impact the Group to provide a safe working environment. From 2020 to 2022, there was no work-related fatalities occurred and no days was lost due to work injury.

### Development and Training

Tianbao has a well-established occupational training management system to provide a systematic framework for different business operating units within the Group to provide suitable training courses and workshops to different staff. The system could help us improve overall business performance, and realize the Group’s business goals.

We assign different trainings to different staff, including new employees, professional and technical personnel, specific job role personnel and key position personnel, according to the needs. In general, the internal trainings include basic introduction of the Group, compliance issues, engineering and technology management, and corporate culture. Pre-job training will be provided by the HR department and the corresponding department. Transfer training will also provide for the staff who have switched their job role among departments. External qualification training will also be provided to employees in order to obtain national recognized qualifications for construction business.

### 健康與安全

本集團通過實施職業健康及安全管理體系，嚴格遵守所有與工作場所健康和安全的法律法規，特別是《中華人民共和國勞動法》、《中華人民共和國消防法》、《中華人民共和國職業病防治法》。

天保建立的環境、健康與安全(「EHS」)管理體系配合一系列政策及控制程序嚴格實施，明確強調了所有有關安全設備、工作場所安全指南、危險產品處理和潛在安全的標準操作程序(SOP)。EHS委員會定期審查工作場所的潛在危害和風險，以確保員工安全。已實施的EHS政策有助於本集團預防員工的任何潛在健康問題，例如食物中毒、職業健康危害以及消除傳染病的傳播。天保為所有工人及員工舉辦了職業安全課程，以幫助他們識別所有可於建築工地出現的潛在風險。

報告期內，本集團沒有發現任何可能對本集團的工作環境產生重大影響的有關違規問題。從2020年到2022年，沒有因工傷亡的事件發生，也沒有因工傷而損失工作日數。

### 發展與培訓

天保擁有完善的職業培訓管理系統，為集團內不同業務部門的員工提供合適的培訓課程和講習班。該系統可以幫助我們改善整體業務績效，實現集團的業務目標。

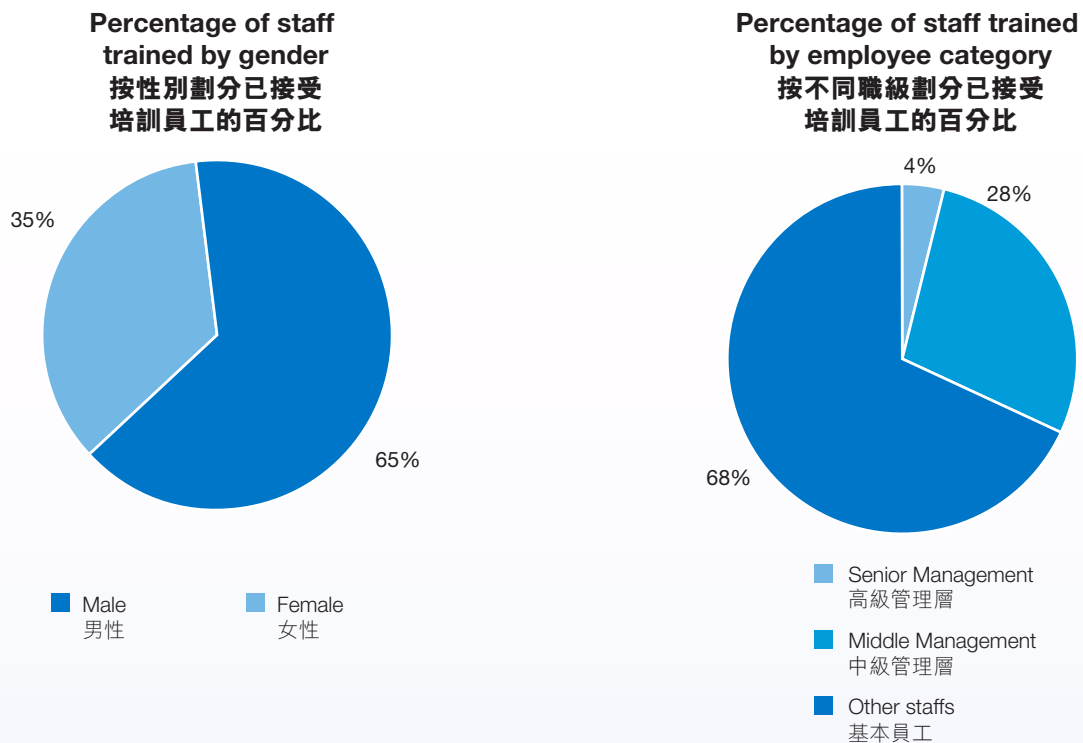
我們根據需要為新員工、專業技術人員、特定工作角色人員和關鍵崗位人員等不同人員分配不同的培訓。內部培訓主題通常包括對集團的基本介紹、合規性問題、工程和技術管理以及企業文化。人力資源部門和相應部門將提供崗前培訓。我們亦會為在部門之間轉換工作職責的員工提供調動培訓。為了獲得國家認可的建築業務資格，我們亦會向員工提供外部資格培訓。

## SOCIAL PERFORMANCE 社會表現

In 2022, the strategic partnership with Zhong Jian Zheng Yan (中建政研) is still in-place and conducted various management training workshops, including “Practice Operation and Risk Prevention and Control of General Contracting Model”, “General Contracting Policy Interpretation and EPC Management”, etc. The establishment of partnership would certainly enhance the overall competitiveness of the Group and we will introduce more training for our staff in the future.

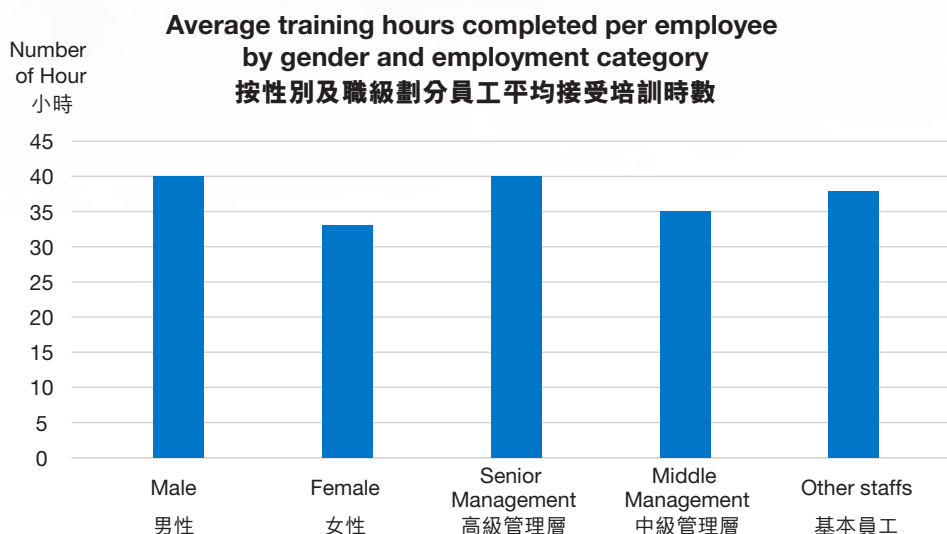
2022年，本集團依然保持與中建政研的戰略夥伴關係，及舉行多個管理培訓講習班，包括「常規營運、風險預防及總承包模式控制」、「總承包政策解釋及EPC管理」等。建立合作夥伴關係肯定會增強集團的整體競爭力，並且將來我們將為員工提供更多培訓。

### Major indicators for development and training 主要培訓與發展數據



## SOCIAL PERFORMANCE

### 社會表現



Note: Senior management refers to the General Manager, District Manager. Middle Management refers to Departmental Manager. Other staff refer to department staff.

註：高級管理人員是指總經理、分區經理。中層管理人員是指部門經理。基本員工是指部門人員。

### Labour Standards

Tianbao has a strict monitoring system to ensure all hired labour being protected in compliance with the requirements of the *Labour Law of the PRC*, as well as the *Labour Contract Law of the PRC*, *Provisions on Prohibition of Child Labour of the PRC* and *Law of the PRC on the Protection of Minors*. Child labour and forced labour are strictly prohibited within Tianbao. To prevent the occurrence of such situation during pre-employment stage, all candidates' valid identification documents are verified by the HR staff to ensure all applicants are employable by law. The employment policy document of the Group has clearly written the employment requirements, including education qualifications, job experience, etc. All HR staff are under proper training to prevent employing any child labour. An employment letter will be issued to successful candidates, and the HR staff will further verify and register the candidate's identity, including job position, pay structure, day of employment and other personal information. If any situation of child labour or forced labour has been observed, the incident will be immediately reported to the management and the management will immediately contact their guardian. Tianbao possesses the rights to terminate the employment instantly if the related personnel are found to provide false information. Tianbao will also conduct internal evaluation to take improvement action if necessary.

### 勞工標準

天保具備嚴格監控系統，以確保所有受僱勞工受《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國禁止使用童工規定》和《中華人民共和國未成年人保護法》的保護，並嚴格遵守上述法規的要求。天保嚴禁集團內的童工和強迫勞動情況。為了在僱用階段前已防止這種情況的發生，所有待聘人仕的有效身份證明文件均由人力資源人員進行核實，以確保所有申請人均可依法受聘。本集團的就業政策文件已明確規定了就業要求，包括學歷，工作經驗等。所有人力資源員工都接受了培訓，以防止僱用任何童工。受聘信將會向成功的應聘者發出，人力資源人員會進一步核實並註冊應聘者的身份，包括職位、薪資結構、工作日期和其他個人信息。如果發現童工或強迫勞動的任何情況，該事件將立即報告給管理層，管理層會立即聯絡該等人士的監護人。如果發現相關人員提供虛假信息，天保有權立即終止僱傭關係。如有需要天保亦會進行內部評估以作出改善。

No non-compliance issues with relevant laws and regulations relating to child and forced labour were discovered by the Group during the Reporting Period.

### Supply Chain Management

Tianbao is highly aware that supply chain is the most crucial component in their business operation. An effective supply chain management system could help Tianbao achieve its ESG development goal in the future. Therefore, the Group has implemented several measures to manage the supply chain's environmental and social risks.

The existing "Supply Chain Management System" help the Group effectively manage the tendering process in construction contracting business, including site surveying, design, feasibility study, construction, supervision, materials and equipment procurement, engineering consultation and other services along the project development process. Five different level of grading, ranging from failure (D-grade) to strategic partnership level (S-grade), are adopted in the aspects of research and development, engineering, procurement, consulting management, and others. Based on the suppliers' quality of works, business scale, and engagement period with us, the suppliers will have their respective assessed scores. We also regularly assess their performance during the course of project development and after the completion of each contract agreement by the review panel, which includes the cost control department, tendering and purchasing department, and the project management department. Tianbao has also established "Green procurement policy" to promote the use of low-carbon or environmentally friendly materials.

Furthermore, all suppliers and subcontractors are required to provide their established safety and civilized construction, environmental management policy to prevent noise and air pollution, as well as waste management. In the meantime, Tianbao will conduct regular qualification review in the selection process of suppliers. If necessary, pre-job trainings regarding to construction, operation precautions, safety and environmental protection procedures will also provide to the appointed subcontractors. During the review process, suppliers are required to provide related evidences on their environmental and social qualification, such as valid environmental protection certification on their raw materials. Tianbao also aims at educate and encourage our long-term suppliers using more environmental-friendly materials and measures to conduct their works in construction sites.

報告期內，本集團未發現任何與童工和強迫勞動有關的違規問題。

### 環境和社會風險的供應鏈管理

天保深知供應鏈是其業務營運中至關重要的成份。有效的供應鏈管理系統，可以幫助我們未來實現ESG發展目標。因此，本集團已實施數項管理供應鏈的環境及社會風險之措施。

現有的「供應鏈管理系統」可幫助本集團有效管理建築承包業務中的招標過程，包括在項目開發過程中進行現場勘測、設計、可行性研究、施工、監督、材料和設備採購、工程諮詢及其他服務。在研發、施工、採購、諮詢管理等方面，採用了五個不同的等級級別，從不合格(D級)到戰略合作夥伴級(S級)。根據供應商的工作質量、業務規模和與我們的合作時間，供應商將獲得各自的評估分數。我們還會在項目開發過程中以及每份合同協議完成後，由成本控制部門、招標和採購部門以及項目管理部門在內的審核小組定期評估其績效。天保亦制定了「綠色採購政策」以推動低碳及環保物料的使用。

此外，本集團要求所有供應商分包商具有既定的安全文明施工程序、防止噪聲和空氣污染的環境管理政策以及廢物管理措施。同時，天保在供應商選擇過程中進行定期的資格審查。如有必要，還將向指定的分包商提供有關施工、操作預防措施、安全和環境保護程序的崗前培訓。在審核過程中，要求供應商提供有關其環境和社會資格的相關證據，例如其原材料的有效環境保護證明。天保還旨在教育和鼓勵我們的長期供應商使用更多的環保材料和措施在建築工地進行工作。



## SOCIAL PERFORMANCE

### 社會表現

#### No. of suppliers by region in China

Northeast China	1
Northern China	1,305
Eastern China	34
Southern China	1
Central China	191
Southwest China	48
Northwest China	143

#### Product Responsibility

Customers' personal information is Tianbao's first priority to safeguard and protection. The existing "Customer Information Management System" has put restriction to all sales and development projects in sales planning department. Such restrictions have ensured the customers' information will not be leaked to other parties. A commissioner is assigned at the sales planning department to oversee the handling of customers' information and make sure the information is properly stored and destroyed accordingly.

Tianbao formulates the corporate patent management policy by strictly abiding the *Patent Law of the PRC* and the *Implementation Rules of the Patent Law of the PRC*. With the in-place patent management policy, all employees are encouraged to invent and create new products and adopting innovative technology to strive the growth of business. On the other hand, we have formulated enterprise construction methods in accordance with the provisions highlighted in the *Management Methods for the Construction of Construction Engineering Methods*. It could enable the construction units adapting different construction technologies as preferred to carry out their research development and engineering trials. Once the construction technology is refined by the Group's technical staff and evaluated by provincial construction departments, such construction engineering method will become valid.

For trademarks and registered domain, we have complied with the *Trademark Law of the PRC* and formulated corporate trademark and domain management policies. It could ensure the Group effectively manage the domain registration service agencies and hence the stable operation of the domains according to the Administrative Measures for Internet Domains.

#### 按中國地區劃分的供應商數目

中國東北	1
華北	1,305
華東	34
華南	1
華中	191
中國西南	48
中國西北	143

#### 產品責任

天保視保障及守護客戶的個人信息為首要任務。現有的「客戶信息管理系統」向管理銷售策劃部門的所有銷售和開發項目施加限制，該等限制確保了客戶的信息不會洩露給第三方。銷售策劃部門指派了一名專員來監督客戶信息的處理，並確保所有資料妥善保存及銷毀。

天保嚴格遵守《中華人民共和國專利法》和《中華人民共和國專利法實施細則》，制定企業專利管理政策。實行就地專利管理政策，鼓勵所有員工發明和創造新產品，並採用創新技術來推動業務增長。另一方面，我們按照《工程建設工法管理辦法》中強調的規定制定了企業工法管理方法。它可以讓建築單位優先進行研究開發和工程試驗不同的建築技術。一旦由集團技術人員完善了施工技術並經過省級建設部門的評估，這種工法將生效。

對於商標和註冊域名，我們遵守了《中華人民共和國商標法》，並製定了公司商標和域名管理政策。可以確保本集團根據《互聯網域名管理辦法》有效地管理域名註冊服務機構，從而確保域名的穩定運行。

A comprehensive system is setup to regulate all advertising materials and to ensure the information are aligned with the Group's value. Prior to publishing publicly, the content will under review by internal management personnel.

For quality assurance, all of the construction works are in accordance to national standards, technical standards and other relevant quality requirements. ISO9001 Quality Management System is also in-place to provide a systematic and credible quality inspection management system. We also hire qualified engineering consultants to oversee and monitor the overall quality of the construction projects. For the quality output of the works, different third-party assurance professionals are also appointed to conduct quality review in different aspects of works, such as materials, structure, indoor environmental quality, weather lightning protection, earthquake resistance, energy saving, fire protection, etc. If any disqualifies are observed by the third-party, we will immediately consult engineering consultants for a comprehensive rectification suggestion and carry out rectification works until the work output meeting the quality standard.

The Group has complied with relevant laws relating to health and safety, advertising, labelling and privacy matters, such as the Advertisement Law of the PRC. As a construction contractor, we do not tolerate any defects during construction relating to safety reasons. The Group has an established "Technical and Quality Control Procedure" (技術質量部制度匯編) to ensure the construction service provided are in compliance with "Construction Law of the PRC" (中華人民共和國建築法) and "Construction Engineering Quality Management Regulations" (建築工程質量管理條例). With the highest operational standard withhold by the Group, no products and services recall were discovered by the Group during the Reporting Period.

If the Group received complaints on the quality of construction output, the Group will immediately follow up the issues and assign staff to inspect the defects. The established "Technical and Quality Control Procedure" has listed out the standard operating procedures of managing unqualified products. During the Reporting Period, the Group did not receive any complaints on our products and services.

### Anti-Corruption

Tianbao does not tolerate any unethical activities happened within the business. Tianbao upholds the highest level of ethical standard and advocates integrity and honesty as the core values and strictly complies with the Anti-corruption and Bribery Law of the PRC. We have issued Anti-corruption and Anti-bribery Management System, the Anti-fraud and Anti-money Laundering Internal Control System to prevent bribery, extortion, fraud and money laundering.

本集團建立了一套完善的系統來規範所有廣告材料，並確保信息與本集團價值保持一致。在公開發佈之前，內容將由內部管理人員進行審核。

為了保證質量，所有的建築工程均符合國家標準、技術標準和其他有關質量要求。本集團遵循實施中的ISO9001質量管理體系，以提供系統且可信的質量檢驗管理體系。我們還聘請合格的工程顧問來監督和監控建設項目的整體質量。對於工程的質量，還請不同的第三方專業機構對項目進行質量審查，例如材料、結構、室內環境質量、防雷、抗震、節能、防火，如果發現有任何不合格，我們將立即諮詢工程顧問以尋求全面的整改建議，並進行整改工作，直到工程質量達到質量標準為止。

本集團一直遵守有關健康和 safety、廣告、標籤和隱私事項的相關法律，如中國的《廣告法》。作為一個建築承包商，我們不允許在施工過程中出現任何與安全有關的缺陷。本集團有一個既定的技術質量部製度彙編，以確保所提供的建築服務符合《中華人民共和國建築法》和《建築工程質量管理條例》的規定。由於本集團堅持最高的操作標準，本集團在報告期內沒有發現產品和服務的召回。

如果本集團收到有關建築工程質量的投訴，本集團將立即跟進問題，並派人檢查缺陷。本集團製定的《技術與質量控制製程序》中已列出了管理不合格產品的標準操作程序。報告期內，本集團沒有收到產品及服務的投訴。

### 反貪污

天保不容忍企業內部發生任何不道德的活動。天保秉承最高的道德標準，倡導以誠信為核心價值觀，嚴格遵守《中華人民共和國反貪污賄賂法》。我們發佈了反腐敗和反賄賂管理制度、反欺詐和反洗錢內部控制制度，以防止賄賂、勒索、欺詐和洗錢。

## SOCIAL PERFORMANCE

### 社會表現

The established audit and supervision department is responsible for preventing commercial bribery and exercising disciplinary inspection of the Group's economic activities, including raw material procurement, facilities engineering, business sales, quality supervision. All employees are required to sign "Integrity and Self-discipline Agreement" along with the employment contract.

Tianbao also provides training documents to all staff and Board, the content includes the basics of anti-corruption, the internal policies of anti-corruption, and the roles of audit and supervision department in tackling corruption.

There were no legal cases regarding corrupt practices brought against the Company or its employees during the Reporting Period.

For whistle-blowing procedures, please refer to "WHISTLEBLOWING MECHANISM" section headed "Corporate Governance Report" of Annual Report 2022. During the Reporting Period, no cases of extortion, bribery, fraud and money laundering were observed by the Group.

#### Community Involvement

Tianbao Group always regards social responsibility as the foundation of corporate development, continues to deepen charity and public welfare undertakings, to benefit more people with practical actions. During the epidemic in 2022, the Company organised visits to several epidemic prevention and control and isolation sites, to send disinfection materials, masks and other epidemic prevention materials to front-line staff fighting against the epidemic and those in quarantine. Tianbao Group also organised a regional company in Yuxian to visit the Kindergarten of Qianjin Road, Yuzhou Town, and provided RMB10,000 of holiday consolation money. RMB500,000 was donated to Yuxian Special Education School. In addition, with the help of the Disabled Persons' Federation, the Company has provided employment opportunities to four disabled persons to effectively promote the welfare of the disabled.

Tianbao believes by maintaining an active involvement and commitment to the society will benefit to the whole society and Tianbao will continue to contribute back to the society.

審計監察部負責防止商業賄賂並對集團的經濟活動進行紀律檢查，包括原材料採購、設施工程、業務銷售、質量監督。所有員工都必須與僱傭合同一起簽署「廉潔自律協議書」。

天保亦為所有員工及董事局提供培訓文件，其中內容包括反腐敗的基本概念、反腐敗的內部政策及審計監察部應付腐敗行為的職務。

在報告期內，沒有針對本公司或其員工的腐敗行為的法律案件。

關於舉報程序，請參閱2022年度報告「公司治理報告」中的「舉報機制」。在報告期內，本集團沒有發現勒索、賄賂、欺詐和洗錢的案件。

#### 社區投資

天保集團始終把承擔社會責任作為企業發展的基礎，持續深耕慈善公益事業，以實際行動惠及更多群體。於2022年疫情期間，公司組織前往多個疫情防控隔離點，為奮戰在疫情防控一線工作人員和隔離人員送去消毒物品、口罩等防疫物資。組織蔚縣區域公司走訪慰問蔚州鎮前進路幼兒園，並送去節日慰問金人民幣一萬元。為蔚縣特教學校捐款人民幣五十萬元。攜手殘聯機構，為四名殘疾人提供就業機會，切實推進殘疾人福利保障。

天保相信，通過保持對社會的積極參與和承諾，將使整個社會受益，而天保將繼續為社會做出貢獻。

ESG Reporting Guidelines Aspects and General Disclosure 環境、社會及管治報告 指引層面及一般披露		Description 描述	Pages/Remarks 頁數／備註
<b>A. Environmental</b> <b>A. 環境</b>			
<b>Aspect A1: Emissions</b> <b>層面A1：排放物</b>			
General Disclosure 一般披露	A1	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas 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： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例。	12-20
KPI 關鍵績效指標	A1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	16-19
	A1.2	Greenhouse gas emissions in total and intensity. 溫室氣體總排放量及密度。	14-15
	A1.3	Total hazardous waste produced and intensity. 所產生有害廢棄物總量及密度。	18
	A1.4	Total non-hazardous waste produced and intensity. 所產生無害廢棄物總量及密度。	19
	A1.5	Description of measures to mitigate emissions and results achieved. 描述所訂立的排放量目標及為達到這些目標所採取的步驟。	15-20
	A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	18

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## 內容索引

ESG Reporting Guidelines Aspects and General Disclosure 環境、社會及管治報告 指引層面及一般披露		Description 描述	Pages/Remarks 頁數／備註
<b>Aspect A2: Use of Resources</b> <b>層面A2：資源使用</b>			
General Disclosure 一般披露	A2	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。	21-24
KPI 關鍵績效指標	A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total and intensity. 按種類劃分的直接及／或間接能源(如電、氣或油)總耗量及密度。	21
	A2.2	Water consumption in total and intensity. 總耗水量及密度。	23
	A2.3	Description of energy use efficiency initiatives and results achieved. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	21-22
	A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	23-24
	A2.5	Total packaging material used for finished products and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量及(如適用)每生產單位佔量。	24

ESG Reporting Guidelines Aspects and General Disclosure 環境、社會及管治報告 指引層面及一般披露		Description 描述	Pages/Remarks 頁數／備註
<b>Aspect A3: The Environment and Natural Resources</b> <b>層面A3：環境及天然資源</b>			
General Disclosure 一般披露	A3	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。	12-24
KPI 關鍵績效指標	A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	12-24
<b>Aspect A4: Climate Change</b> <b>層面A4：氣候變化</b>			
General Disclosure 一般披露	A4	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	12-14
KPI 關鍵績效指標	A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	12-14

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<b>B. Social</b> <b>B. 社會</b>			
<b>Employment and Labour Practices</b> <b>社會僱傭及勞工常規</b>			
<b>Aspect B1: Employment</b> <b>層面B1：僱傭</b>			
General Disclosure 一般披露	B1	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer. relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視及其他待遇及福利等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例。	25-27
KPI 關鍵績效指標	B1.1	Total workforce by gender, employment type (for example, full-or part time), age group and geographical region. 按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數。	25-27
	B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	27

ESG Reporting Guidelines Aspects and General Disclosure 環境、社會及管治報告 指引層面及一般披露		Description 描述	Pages/Remarks 頁數／備註
<b>Aspect B2: Health and Safety</b> <b>層面B2：健康與安全</b>			
General Disclosure 一般披露	B2	Information on: (a) the policies; and (b) 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性危害等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例。	28
KPI 關鍵績效指標	B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過去三年(包括匯報年度)每年因工亡故的人數及比率。	28
	B2.2	Lost days due to work injury. 因工傷損失工作日數。	28
	B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	28



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ESG Reporting Guidelines Aspects and General Disclosure 環境、社會及管治報告 指引層面及一般披露		Description 描述	Pages/Remarks 頁數／備註
<b>Aspect B3: Development and Training</b> <b>層面B3：發展與培訓</b>			
General Disclosure 一般披露	B3	Policies on improving employees' knowledge and skills for discharging duties at work. 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。	28-30
KPI 關鍵績效指標	B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別(如高級管理層、中級管理層)劃分的受訓僱員百分比。	29
	B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	30
<b>Aspect B4: Labour Standards</b> <b>層面B4：勞工準則</b>			
General Disclosure 一般披露	B4	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例。	30
KPI 關鍵績效指標	B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	30
	B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	30

ESG Reporting Guidelines Aspects and General Disclosure 環境、社會及管治報告 指引層面及一般披露		Description 描述	Pages/Remarks 頁數／備註
<b>Operating Practices 營運慣例</b>			
<b>Aspect B5: Supply Chain Management 層面B5：供應鏈管理</b>			
General Disclosure 一般披露	B5	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。	31-32
KPI 關鍵績效指標	B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	32
	B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。	31
	B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	31
	B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	31

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## 內容索引

ESG Reporting Guidelines Aspects and General Disclosure 環境、社會及管治報告 指引層面及一般披露		Description 描述	Pages/Remarks 頁數／備註
<b>Aspect B6: Product Responsibility</b> <b>層面B6：產品責任</b>			
General Disclosure 一般披露	B6	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labeling and privacy matters  relating to products and services provided and methods of redress. 有關所有提供的產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例。	32-33
KPI 關鍵績效指標	B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	33
	B6.2	Number of products and service-related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	33
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ESG Reporting Guidelines Aspects and General Disclosure 環境、社會及管治報告 指引層面及一般披露		Description 描述	Pages/Remarks 頁數／備註
<b>Aspect B7: Anti-corruption</b> <b>層面B7：反貪污</b>			
General Disclosure 一般披露	B7	Information on: (a) the policies; and (b) 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： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例。	33-34
KPI 關鍵績效指標	B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	33-34
	B7.2	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	33-34
	B7.3	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程序，以及相關執行及監察方法。	33-34

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<b>Aspect B8: Community Investment</b> <b>層面B8：社區投資</b>			
General Disclosure 一般披露	B8	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮小區利益的政策。	34
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