



# 日照港裕廊股份有限公司 Rizhao Port Jurong Co., Ltd.

(A joint stock company incorporated in the People's Republic of China with limited liability)  
(於中華人民共和國註冊成立的股份有限公司)

Stock Code 股份代號：6117



## 2019

ENVIRONMENTAL, SOCIAL AND  
GOVERNANCE REPORT  
環境·社會及管治報告

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# 關於本報告

## ABOUT THE REPORT

### 編製依據

日照港裕廊股份有限公司2019年環境、社會及管治報告(以下簡稱「本報告」或「ESG報告」)是日照港裕廊股份有限公司(以下簡稱「裕廊公司」或「本公司」或「我們」)首次向社會披露ESG報告。本報告按照香港聯合交易所有限公司(「香港聯交所」)《上市規則》所載之附錄二十七《環境、社會及管治報告指引》(「ESG報告指引」)撰寫。本報告涵蓋的內容已符合環境、社會及管治報告指引中「不遵守就解釋」的披露要求。我們於報告最後提供索引表以便讀者查閱。

本報告綜合考慮了本公司利益相關方關注重點與公司業務特點，旨在使利益相關方及其他讀者了解本公司ESG政策、舉措及表現，促進各利益相關方與本公司進行更充分的溝通與了解。

### 報告時間

除另有說明外，報告涵蓋期間為2019年1月1日至12月31日(「報告期」)。

### 資料來源

本報告的資料和案例主要來源於公司統計報告、相關文檔及內部溝通文件。本公司承諾本報告不存在任何虛假記載、誤導性陳述，並對其內容真實性、準確性和完整性負責。

### 報告獲取及反饋

本報告提供繁體中文版本和英文版本供讀者參閱，報告電子版可在香港聯交所網站(www.hkexnews.hk)及本公司官方網站(www.rzportjurong.com)獲取。如有歧義，請以繁體中文為準。

我們重視利益相關方的意見，並歡迎讀者通過以下聯絡方式與我們聯繫。您的意見將協助我們進一步提升環境、社會及管治表現。

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### References for Preparation

Rizhao Port Jurong Co., Ltd. 2019 Environmental, Social and Governance Report (“the Report”, “ESG Report”) is the first ESG Report of Rizhao Port Jurong Co., Ltd. (“Jurong”, the “Company”, the “Corporation”, “we”). The ESG Report was prepared in compliance with the disclosure requirements of the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”) set out in Appendix 27 to The Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Hong Kong Stock Exchange”). The Report has complied with the “comply or explain” provisions in the ESG Reporting Guide. We provide an index table at the end of the Report for readers to refer to.

The Report takes into full consideration the main areas of stakeholders’ focus and the Company’s business characteristics. It aims to help stakeholders and other readers to understand the Company’s ESG policies, measures and performance, and to enhance comprehensive communication and understanding between various stakeholders and the Company.

### Reporting Period

Unless otherwise specified, the Report covers the period from 1 January 2019 to 31 December 2019 (“the reporting period”).

### Source of Information

The source of information and cases of this report was mainly derived from the Company’s statistical reports, relevant documents and internal communication documents. The Company undertakes that there is no false record and misleading statement in this report, and assumes liabilities to the authenticity, accuracy and completeness of the information in this report.

### Access and Response to the Report

This report is published in traditional Chinese and English and its electronic version is available on the website of the Hong Kong Stock Exchange (www.hkexnews.hk) under the category of “Financial Statements/ESG Information” of the Company or the website of the Company (www.rzportjurong.com). In case of any discrepancy, the traditional Chinese version shall prevail.

We attach great importance to stakeholders’ opinions and welcome readers to contact us through the channel below. Your comments will help us to further enhance our ESG performance.

Email: projsunshinerzport@163.com

# 關於本公司

## ABOUT RIZHAO PORT JURONG CO., LTD.

日照港裕廊股份有限公司是日照港集團與裕廊海港於2011年3月17日組建的中外合資有限公司。公司主要運營4個泊位及租出4個泊位，總設計年吞吐量為18.1百萬噸。

我們的港區位於日照港石臼港區，地理位置優越，地處山東半島南翼黃海之濱，享有優質的自然條件及發達的聯運網絡。日照港是天然深水良港，氣候溫和，全年不凍不淤，位於開闊水域，海牀平坦。我們的泊位天然水深介乎8.0至15.2米，可停靠當前世界上最大的散糧運輸船。我們亦是中國唯一一個與兩條超1,000公里的主要鐵路線(即瓦日線及新荷兗日-隴海線)直接相連的港口。

我們為中國最大的糧食及木片進口港，大豆、木片和木薯乾三大主力貨種的市場佔有率全國第一。我們擁有完備且先進的港口基礎設施及卓越的運營效率。公司碼頭配備高度自動化的輸送帶及管道系統，配套建有業界領先的糧食筒倉倉容。可提供裝卸、泊位租賃、港務管理、堆存及物流代理服務等全面港口相關服務，主要涵蓋大豆、木薯乾、木片、玉米及植物油等貨種。

公司自2011年組建以來經歷了快速增長，經營貨種由2011年的大豆、木片、木薯乾3個增加至20餘個。

我們於往績記錄期內獲得了多個獎項，包括「中國港口科技進步一等獎」「全國交通運輸行業誠信企業」「全國交通運輸行業質量管理小組活動優秀企業」「山東省企業設備管理先進單位」「日照市口岸港航系統安全生產先進單位」「日照市園林式居住區(單位)」等。

2019年，公司獲得勞氏獎亞太區「年度最佳交易獎」，為公司上市以來獲得的第一項國際性大獎。

Rizhao Port Jurong Co., Ltd. was established as a sino-foreign equity joint venture on March 17, 2011 by Rizhao Port Group Co., Ltd (“Rizhao Port Group”) and Jurong Port Pte Ltd. The Company operated four berths and leased out four berths, with a total designed annual throughput capacity of 18.1 million tons.

We are located at the Shijiu port area of the Port of Rizhao, on the southern coast of the Shandong Peninsula opening to the Yellow Sea and enjoy favourable natural conditions and a well-connected transportation network. The Port of Rizhao is a natural deep water port that enjoys a temperate climate, ice-free and silt-free conditions, with open water and a flat seabed. Our berths have a natural water depth ranging from 8.0 to 15.2 meters, enabling us to handle the largest bulk grain vessels in the world. We also enjoy benefits from being the only port in China that is directly connected to two major rail lines of over 1,000 kilometers, namely, the Wa-Ri Rail Line (瓦日線) and the Xin-He-Yan-Ri-Longhai Rail Line (新荷兗日-隴海線).

We are the largest port for grain and woodchip imports in China. Our throughput of soybean, woodchip imports, and dried tapioca imports ranked first in China. We are equipped with comprehensive and advanced port infrastructure and our operations are highly efficient. We have highly automated and efficient conveyor belt and pipeline systems, industry-leading grain storage capacity and silo turnover rates and strong dispatching capacity. We provide comprehensive port-related services such as loading and unloading, berth leasing, port management, storage and logistics services for soybean, dried tapioca, woodchips, corn and edible oil.

The Company has achieved rapid growth since our establishment in 2011. Our cargo types have expanded from 3 in 2011 (soybeans, woodchips and dried tapioca) to over 20.

Since our formation, We have received numerous awards, including the “First Place in China Port Technology Development”, “National Transportation and Logistics Reputable Enterprise”, “National Transportation and Logistics Quality Management Outstanding Enterprise”, “Leading Enterprise of Equipment Management in Shandong Province”, “Leading Enterprise of Port and Shipping Safety Production of Rizhao City” and “Garden residential area (company) in Rizhao city”.

In 2019, we received the “Lloyd’s List Asia Pacific Awards-Deal of the Year”, the first international award that the Company has won since listing.



### (一) ESG管理理念

本公司秉承「發展港口、服務社會、成就員工」的企業使命，以「建設世界一流海洋強港」為願景，堅持「誠信、擔當、實幹、創新」的價值觀，發揚「愛港如家、興港有責」的企業精神，打造可持續的商業發展模式，努力建設綠色港口，承擔社會責任，實現經濟價值、環境價值和社會價值的統一。

我們認同可持續發展價值觀，將對ESG的考量融入本公司業務運營。公司董事會負責引導和審閱ESG策略及報告，監管本公司ESG工作及重要事宜，確保該等策略反映本公司的核心價值及ESG相關風險管理體系得到適當和有效地運行。

報告期內，我們基於自身業務特點，建立社會責任和環境保護的組織和管理體系，明確各部門ESG領域之職責。我們通過對體系的不斷檢查與完善，積極提升ESG績效表現。我們努力在全體員工中推行環保與社會責任文化，推動ESG理念融入公司運營，促進本公司可持續發展。

### (II) ESG Management Concept

The Company adheres to the mission of “developing ports, serving the society, and achieving employee value”, with the vision of “building an international first-class port”. We uphold the values of “integrity, responsibility, hard work, and innovation”, and promote the spirit of “love and prosper port”. We strive to create a sustainable business development model, build a green port, undertake our social responsibility, and realize the value of economy, environment and society.

We follow sustainable development and integrate ESG considerations into our business operations. The Company’s Board of Directors is responsible for guiding and reviewing ESG strategies and reporting, and overseeing the Company’s ESG work and important matters to ensure that the strategies reflect the Company’s core values, and ESG-related risk management system is properly and effectively operated.

During the reporting period, on the basis of our business characteristics, we established an organization and management system for social responsibility and environmental protection, and clarified the responsibilities of each department in the ESG field. Through continuous inspection and improvement of the system, we actively upgraded our ESG performance. We strived to promote the culture of environmental protection and social responsibility among all employees, the convergence of ESG concepts and the Company’s operations, and the sustainable development of the Company.

## (二) 利益相關方參與

本公司理解利益相關方對本公司長期發展的重要性。我們搭建與利益相關方溝通的渠道，積極、坦誠地與該等人士溝通交流。

我們識別的主要利益相關方、關注議題及溝通渠道列示於下表：

| 利益相關方<br>Stakeholders                | 主要關注的實質性議題<br>Key issues of concern  | 主要溝通回應方式<br>Major communication and response channels  |
|--------------------------------------|--|--|
| 政府及監管機構<br>Government and regulators | 資源使用、排放物、僱傭、健康與安全、反貪污<br>Use of resources, emissions, employment, health and safety, anti-corruption                             | 定期會議、公文往來、信息披露、政策諮詢等<br>Regular meetings, official documents, information disclosure, policy consultation, etc.                                |
| 股東及投資人<br>Shareholders and investors | 產品責任、反貪污<br>Product responsibility, anti-corruption  | 官方網站、股東大會、信息披露、路演等<br>Official website, shareholder meetings, information disclosure, roadshows, etc.  |
| 員工<br>Employees                      | 僱傭、發展及培訓、健康與安全、勞工準則<br>Employment, development and training, health and safety, labour standards                                 | 職工代表大會、工會主席接待日、員工活動、個人訪談等<br>Staff congress, union chairman reception day, staff activities, individual interviews, etc.                       |
| 媒體<br>media                          | 排放物、資源使用、環境及天然資源、僱傭、健康與安全<br>Emissions, use of resources, the environment and natural resources, employment, health and safety   | 企業採訪、信息披露、媒體發佈會等<br>Corporate interviews, information disclosure, media conferences, etc.  |
| 供應商<br>Suppliers                     | 供應鏈管理、產品責任、反貪污<br>Supply chain management, product responsibility, anti-corruption   | 供應商考察、公開招投標會議、電話溝通、意見郵箱等<br>Supplier inspection, public bidding meetings, telephone communication, opinion mailbox, etc.                       |
| 客戶<br>Customers                      | 產品責任<br>Product responsibility   | 官方網站、熱線電話、意見郵箱、客戶滿意度調查、拜訪、會議及論壇等<br>Official website, hotline, opinion mailbox, customer satisfaction survey, visits, meetings and forums etc. |
| 社區<br>Community                      | 排放物、資源使用、環境及天然資源、僱傭、社區投資<br>Emissions, Use of resources, the environment and natural resources, employment, community investment | 社區活動、志願者活動、信息披露等<br>Community activities, volunteer activities, information disclosure, etc.   |

## (II) Stakeholder Engagement

The Company understands the importance of stakeholders to our long-term development. We have built channels for communication with stakeholders and actively and candidly communicate with them.

The main stakeholders, issues of concern and communication channels we identified are listed below:

### (三) 實質性議題識別與分析

報告期內，我們基於多種溝通渠道，並結合本公司運營內容，篩選識別出利益相關方最關注的ESG議題包括「資源使用」「排放物」「僱傭」及「健康與安全」；較重要議題包括「環境及天然資源」「發展及培訓」「產品責任」及「供應鏈管理」；相關議題為「勞工準則」「反貪污」及「社區投資」等。

### (III) Materiality Identification and Assessment

During the reporting period, based on a variety of communication channels and combined with the Company's operating content, we screened and identified the ESG issues most concerned by stakeholders including "Use of resources", "Emissions", "Employment" and "Health and Safety"; other important concerns include the "Environment and Natural Resources", "Development and Training", "Product Responsibility" and "Supply Chain Management"; other relevant concerns being "Labour Standards", "Anti-corruption" and "Community Investment".



# 加強環境管理

## STRENGTHEN THE ENVIRONMENT MANAGEMENT

### (一) 環境管理體系

本公司嚴格遵守適用環境法律法規，包括《中華人民共和國環境保護法》《中華人民共和國海洋環境保護法》《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》《中華人民共和國節約能源法》《中華人民共和國清潔生產促進法》等。我們致力於把港口發展和資源利用、環境保護有機結合起來，堅持走能源消耗少、環境污染小、增長方式優、規模效應強的可持續發展之路，建設智慧綠色港口。

為加強港口環境保護管理，防治港口環境污染，我們制定《環境保護管理辦法》，對環境監督管理、建設項目環境管理、污染防治管理、環境應急管理、環境監測管理、環境科研與教育以及相應的獎懲措施做出了詳細規定。

我們建有環境管理組織，明確各單位、部門環保職責。於公司層面，我們設立由公司管理層參與的環境保護領導小組，全面管理公司環保工作。我們明確公司全體員工的環境義務，遵循「誰主管，誰負責」、「誰組織，誰負責」、「誰在崗，誰負責」和「屬地管理」的原則，將環境保護管理工作納入到各單位、部門的綜合考評中。

對於對環境有潛在影響的建設項目，我們嚴格落實環境影響評價制度、審批制度、「三同時」(防治污染及其他公害的設施與主體工程同時設計、同時施工、同時投產使用)制度。新建項目均需採用能耗小、物耗低、排污少的清潔生產工藝，排放污染物必須符合國家或地方規定的排放標準和污染物總量控制要求。

### (II) Environment Management System

The Company strictly abides by applicable environmental laws and regulations, including the *Environmental Protection Law of the People's Republic of China* (《中華人民共和國環境保護法》), the *Marine Environment Protection Law of the People's Republic of China* (《中華人民共和國海洋環境保護法》), the *Atmospheric Pollution Prevention and Control Law of the People's Republic of China* (《中華人民共和國大氣污染防治法》), the *Law of the People's Republic of China on Water Pollution Control* (《中華人民共和國水污染防治法》), the *Law of the People's Republic of China on the Prevention and Control of Environment Pollution Caused by Solid Wastes* (《中華人民共和國固體廢物污染環境防治法》), the *Energy Conservation Law of the People's Republic of China* (《中華人民共和國節約能源法》), and the *Cleaner Production Promotion Law of the People's Republic of China* (《中華人民共和國清潔生產促進法》), etc. We are committed to building a smart and green port by organically integrating port development with resource utilization and environmental protection, and adhere to sustainable development with low energy consumption and low environmental pollution while achieving strong growth and economies of scale.

In order to strengthen environmental protection management and prevent environmental pollution, we have formulated the *Environmental Protection Management Measures* (《環境保護管理辦法》), which makes detailed regulations on environmental supervision and management, environmental protection management of construction projects, pollution control and management, environmental emergency management, environmental monitoring management, environmental scientific research and education, and corresponding reward and punishment measures.

We established an environmental management organization to clarify the environmental protection responsibilities of each department and team. At the Company level, we set up an environmental protection leadership group with the participation of the Company's management to fully manage the Company's environmental protection. We clarify the environmental obligations of all employees of the Company, follow the principles of "who is in charge is responsible", "who organizes is responsible", "who is in the post is responsible" and "territory management", and incorporate environmental protection management into all departments' and teams' comprehensive assessment.

For construction projects that have a potential impact on the environment, we strictly implement the environmental impact assessment system, approval system, and "Three Simultaneities" (the facilities for preventing pollution and other public hazards are designed, constructed, and put into operation at the same time as the main project). New projects need to adopt a clean production process with low energy consumption, low material consumption, and low emissions. The discharge of pollutants has to meet the national or local emission standards and total pollutant control requirements.

## (一) 環境管理體系(續)

我們重視日常運營的環境監測質量控制，不斷提高監測工作質量，通過環境監測掌握了解公司現場環境污染現狀，分析預測污染變化趨勢，為公司現場環境管理和環保決策提供依據。我們制定環境應急管理預案並按規定進行評估與備案，定期修訂更新並開展演習。

報告期內本公司未發生環境負面事件、環保訴訟、政府警告或處罰。

## (二) 資源使用

我們努力提升生產經營過程中各環節的資源使用效率，通過不斷改進，創新技術手段和管理模式達到節約資源的目標。本公司主要消耗的自然資源包括水、電、柴油與汽油。

能源是企業發展的重要物質基礎，為了加強各類能源使用管理，節能增效，我們制定了《能源管理規定》，對用電、用水、用油及能源使用及計量工作進行管理。我們每年設置節能目標，並進行細化分配，不斷推動能源效率提升。

### 分解能源指標，落實部門考核

2019年，本公司制定的能源管理目標為3.12噸標煤/萬噸吞吐量。為確保順利完成年度指標，在公司範圍內進行了能源指標二次分配，把任務細化到每個單位、部門的績效考核，使得節能降耗工作落到實處。

2019年全年，公司年實際萬噸吞吐量能源消耗約2.68噸標煤，同比去年降低7.81%。其中，2019年度用電量同比降低10.05%；柴油耗用量同比降低13.89%；汽油耗用量同比降低12%，順利完成設定的目標。

報告期內，我們推進精细化管理，實施了一系列舉措以減少資源使用量。

## (I) Environment Management System (continued)

We attach importance to the quality control of environmental monitoring in daily operations, continuously improve the quality of monitoring, understand the status of the Company's on-site environmental pollution through environmental monitoring, analyze and predict the trend of pollution changes, and provide a basis for the Company's on-site environmental management and environmental protection decisions. We have formulated environmental emergency management plan and conduct assessment and records in accordance with relevant regulations, regularly revise and update the plan and carry out exercises.

During the reporting period, the Company had no case of negative environmental incidents, environmental lawsuits, government warnings or penalties.

## (II) Use of Resources

We strive to improve the efficiency of use of resources in all aspects of operation processes, and achieve the goal of resource conservation through continuous improvement, innovative technology and management models. The main natural resources consumed by the Company include water, electricity, diesel and gasoline.

Energy is an important material foundation for the development of the Company. In order to enhance the management of various types of energy consumption, save energy and increase efficiency, we have formulated the Energy Management Regulations (《能源管理規定》) to manage electricity, water, oil and energy consumption and measurement. We set energy-saving targets every year and make detailed allocations to continuously promote energy efficiency.

### Allocated energy targets and implemented department assessment

In 2019, the energy management target set by the Company was 3.12 tons of standard coal per 10,000 tons of throughput. In order to ensure the successful completion of the annual target, we allocated the target within the Company into tasks that were linked to the performance assessment of each department and teams, making the work of energy saving and consumption reduction could be practicable.

In 2019, the Company's actual annual energy consumption was approximately 2.68 tons of standard coal per 10,000-ton throughput, with a decrease of 7.81% lower than last year. Compared with 2018, the electricity consumption in 2019 decreased by 10.05%; the diesel consumption decreased by 13.89%; the gasoline consumption decreased by 12%. The energy target was successfully completed.

During the reporting period, we promoted refined management and implemented a series of measures to reduce the use of resources.

## (二) 資源使用(續)

為優化能源使用效率，我們淘汰高能耗設備，提升設備能效。我們逐步將高壓鈉燈更換為高效節能的LED燈具，調整燈具運行時間，充分利用自然光，優化夜間照明方案；科學編製皮帶運行及筒倉清倉、倒倉流程作業計劃，充分利用峰谷時段，組織安排生產作業；辦公設備不使用時設置為節電模式，長時間不使用的要及時關閉，減少待機能耗；嚴格控制燃油設備及公車使用，避免設備不必要的空載運行，公車用油根據行駛公里數核算用油，對超量使用者進行責任追究。

## (II) Use of Resources (continued)

In order to optimize energy efficiency, we eliminated high-energy-consuming equipment and improved equipment energy efficiency. We replaced high-voltage sodium headlights with high-efficiency and energy-saving LED lamps, adjusted the operating hours of the lamps, made full use of natural light, and optimized the night lighting scheme. We designed reasonable operational plans of belt conveyor operations, silo clean up and turnover, making full use of peak time power and valley time power. When the office equipment is not in use, it is set to the power-saving mode, and will be turned off in time to reduce standby time energy consumption. We strictly controlled the use of fuel equipment and public cars to avoid unnecessary no-load operation. The fuel used for official cars was calculated based on the number of kilometers traveled, and conducted accountability for excess users.

### 升級照明控制系統，優化照明模式

公司分析現有的28基高桿燈分佈情況及實際照明需求，優化制定出夜間高桿燈開關規定：將不作業時的高桿燈分為常開、半光、常半光、可關閉等幾種狀態，並在定時控制的基礎上增加了照明遠程控制系統，由夜間生產人員實時控制，達到節能目的。

### Upgraded lighting control system and optimized lighting mode

The Company analyzed the distribution of the existing 28 high-pole lights and actual lighting needs, and formulated the regulations for night high-pole light switch: the use mode of high-pole lights were divided into normally open, half-light, normally half-light, and turned off, etc. On the basis of timing control, a lighting remote control system was added, which was controlled in real time by night production personnel to achieve energy saving.

### 推進技術改造，提升機械效率

2019年本公司實施了「西3#泊位三台門機更新項目」，由原來的低壓門機更新為高壓門機，在總裝機功率變化不大的情況下，提高了木片卸船效率。通過提高生產效率的方式減少了能源使用量。

### Promoted technological transformation and improved mechanical efficiency

In 2019, the Company implemented the "The Upgrade Project of the Three Port Cranes on West-3 Berth". The three port cranes were upgraded from the original low-voltage cranes to high-voltage cranes, which improved the efficiency of unloading wood chips without changing the total installed power. Hence, we reduced energy use by increasing production efficiency.

## (二) 資源使用(續)

為節約水資源，我們加強用水設備的日常維護管理，在顯著位置設置節水提示標誌並公佈維修電話；注重洗手間節約用水，避免出現「長流水」現象，減少水資源浪費。

## (II) Use of Resources (continued)

In order to save water, we strengthened the daily maintenance management of water-using equipment, posted water-saving reminder signs and published maintenance telephones in prominent places. We paid attention to saving water in bathrooms and avoided water left running all the time to reduce the waste of water.

### 普查地下管路，杜絕跑冒滴漏

2019年度，結合公司現場綜合整治活動，我們對場地地下管道及閥門進行普查，並邀請專業人員進行現場指導，杜絕跑冒滴漏情況的存在。

### Inspected underground pipelines to prevent water leakage

In 2019, in conjunction with the Company's on-site comprehensive remediation activities, we conducted a general inspection of the underground pipelines, and invited professionals for on-site guidance to prevent water leakage.

## (三) 排放物管理

本公司的排放物主要包括各類有害及無害廢棄物、廢水、廢氣和粉塵。本公司已建立污染物排放控制體系，積極開展專項整治工作，降低排放物對環境的影響，保障合規排放及處置。

## (III) Emission Management

The Company's emissions mainly include various types of hazardous and non-hazardous waste, wastewater, exhaust gas and dust. The Company established a pollutant emission control system, and actively carried out special rectification work to reduce the impact of emissions on the environment and ensure compliance of emissions and disposal.

### 環境綜合整治

2019年我們制定發佈《現場綜合整治實施方案》，開展現場整治檢查9次，組織夏季和冬季清淤清障專項檢查4次，總結問題並進行改進及覆核，促進現場環保水平不斷提升。

### Comprehensive environmental improvement

In 2019, we formulated and released the *Implementation Plan for Comprehensive rectification on Site* (《現場綜合整治實施方案》), carried out 9 rectification inspections on site, organized 4 special inspections on dredging and barrier removal in summer and winter, and summarized the problems and made improvements and reviews to promote the continuous improvement of the environmental protection on site.

### 1. 廢棄物

公司運營產生的有害廢棄物主要包括含(礦物)油廢棄物、危廢包裝物、油桶、廢舊電瓶等。我們已建立危險廢棄物存放庫，對危險廢棄物進行分類合規存放，當儲存的危險廢棄物達到一定量後交由有資質的第三方機構處理。本公司產生的無害廢棄物主要為生活垃圾及場地清掃產生的生產垃圾等，統一交由物業公司回收處理。

### 1. Waste

The hazardous waste generated by the Company's operations mainly includes (mineral) oil-containing waste, hazardous waste packaging, oil drums, and used batteries. We have a hazardous waste repository to classify and store hazardous waste in compliance with regulations. When the stored hazardous waste reaches a certain amount, it will be handed over to a qualified third-party organization for disposal. The non-hazardous waste generated by the Company is mainly domestic waste and production waste generated by site cleaning, etc., and are handed over to the property company for recycling.

### (三) 排放物管理(續)

#### 1. 廢棄物(續)

報告期內，我們積極開展廢棄物管理檢查工作，促進公司廢棄物管理能力提升。

##### 開展專項檢查，提升管理水平

2019年，我們共組織聯合危廢專項檢查4次，發現問題並及時改進，通過覆核審核等步驟形成管理閉環。針對發現問題，共組織危廢管理培訓3次，增強現場危廢管理意識，提高危廢管理水平。2019年內共接受外部危廢檢查10餘次，全部順利通過。

#### 2. 廢水

本公司建有一座污水處理站，所有污水(主要為含塵雨水及生活污水)必須按規定進行處理，防止水污染。對含塵雨水，我們進行再利用，在處理達標後回用於綠化、場地抑塵灑水和生產作業的噴淋抑塵，實現水資源再利用，減少浪費。

#### 3. 廢氣及粉塵

本公司產生的廢氣主要來源於機動車輛和使用燃油的機械設備。我們對現有機動車輛按國家有關規定採取治理措施，保證達到國家廢氣排放標準。新購置的機動車輛及其他機械設備須符合國家環境保護相關標準。我們通過制定相關使用規範，在保障生產運營效率的同時減少廢氣排放，保障排放合規，降低對環境的影響。

### (III) Emission Management (continued)

#### 1. Waste (continued)

During the reporting period, we actively carried out waste management inspections to promote the Company's waste management capabilities.

##### Carried out special inspections to improve management

In 2019, we organized a total of 4 joint hazardous waste special inspections, solved problems for improvement, and formed a closed management loop through steps such as review and audit. In response to problems we found, we organized 3 hazardous waste management trainings to enhance on-site hazardous waste management awareness of employees and improve the hazardous waste management. In 2019, we accepted more than 10 external hazardous waste inspections and passed them successfully.

#### 2. Wastewater

The Company has a wastewater treatment station. All wastewater (mainly dusty rainwater and domestic sewage) must be treated in accordance with regulations to prevent water pollution. After treating the dusty rainwater and reaching relevant standards, we reuse the water for greening, reducing on-site dust suppression during production and operation, so as to achieve water reuse and reduce.

#### 3. Gas Emission and Dust

The gas emission generated by the Company mainly derives from motor vehicles and mechanical equipment using fuel oil. We take measures to existing motor vehicles in accordance with relevant regulations to ensure that the gas emission meets national standards. All newly purchased motor vehicles and other mechanical equipment will comply with relevant national environmental protection standards. By formulating relevant regulations on the use of motor vehicles and mechanical equipment, we reduced gas emissions in compliance with laws while ensuring the efficiency of production and operation, reducing the impact on the environment.

**(三) 排放物管理(續)****3. 廢氣及粉塵(續)**

本公司貨種以糧食、木片和木薯乾為主，粉塵污染是環境管理工作關注的重點領域。我們設有《散貨作業粉塵防控作業標準》，確保大豆、玉米、木片和木薯乾等散貨在接卸、倒運、堆存加高、發運裝車等作業環節中粉塵可控、綠色環保、順暢高效。我們積極研究粉塵防治新工藝、新技術，採取綜合防治手段，有效控制生產性粉塵對環境的污染。

我們採取以下措施，減少港區粉塵產生：

- 配有射霧車10台，射霧炮3台，用於裝車後清洗車體，輔助皮帶機抑塵，前沿卸船場地降塵。從卸船、輸送到裝車，均有相應的抑塵措施保障環境管理工作有序進行。
- 在西3#泊位建立中國唯一的全封閉木薯乾卸載系統，減少卸載流程中產生的粉塵量。在其他泊位卸載木薯乾時，每處起塵點必須配備一台抑塵設備，並保證抑塵效果。
- 木薯乾作業採用全封閉式裝車系統，在輸送到裝車過程保證貨物粉塵在可控範圍內。
- 大豆傳輸皮帶轉接塔上設有除塵器，皮帶採用半封閉式防護罩防止貨物運輸起塵。
- 玉米、木薯乾等易起塵貨物的堆存以封閉區內堆場為主，散貨(不含木片堆場)垛位堆存或發運結束後及時苫蓋。

**(III) Emission Management (continued)****3. Gas Emission and Dust (continued)**

The Company's cargo types are mainly grains, wood chips and dried tapioca hence dust pollution is a key area of concern for environmental management. We set up the *Standards for Preventing and Controlling Dust in Bulk Cargo Operations* (《散貨作業粉塵防控作業標準》) to ensure that the bulk cargos such as soybeans, corn, woodchips and dried tapioca are dust-controllable, green and environmentally friendly, and smooth and efficient during the operations of unloading, reversing, stacking heightening, shipping and loading. We actively research on new technologies for dust prevention and control, and adopt comprehensive prevention and control measures to effectively control the pollution of dust to the environment.

We take the following measures to reduce dust production in the port area:

- We have 10 mist-spray trucks and 3 mist-spray cannon, which are used to clean the vehicle body after loading, assist belt conveyor to suppress dust, and suppress the dust at the frontal unloading site. From unloading, transportation to loading, there are corresponding dust suppression measures to ensure the orderly implementation of environmental management.
- We equipped the only fully-enclosed dried tapioca unloading system in China at West-3 Berth to reduce the amount of dust generated during the unloading process. When unloading dried tapioca in other berths, each dust point must be equipped with a dust suppression device to ensure the dust suppression effect.
- The dried tapioca operation uses a fully-enclosed loading system to ensure that the dried tapioca dust is within the controllable range during unloading to delivery trucks.
- A dust collector is provided on the transfer tower of the soybean transmission belt, and the belt adopts a semi-closed protective cover to prevent dust from the transportation.
- The storage of dusty goods such as corn and dried tapioca is mainly in the yard in the enclosed area, and the bulk goods (excluding woodchip storage yard) are stacked or covered in time after the shipment is completed.

### (三) 排放物管理(續)

#### 3. 廢氣及粉塵(續)

- 所有重載車輛出港前必須進行有效苫蓋、吹掃或清洗車體，防止出現道路污染及揚塵。
- 對抑塵網進行翻新改造，將原有柔性抑塵網改換為抑塵板，便於後續清洗並延長使用年限。



我們加強特殊天氣中的生產控制，制定並下發《秋冬季大氣污染防治方案》和《橙色預警天氣減排應對方案》，健全重污染天氣應急機制，提高公司應對重污染天氣的預防、預警和應急處置能力。

### (四) 環保理念提升

我們通過開展環保培訓和宣傳工作，提升員工環保理念。通過將環保要求寫入作業指導書中，並利用班前、班後會和部門例會組織員工學習環保知識，提高現場環境管理控制能力。報告期內我們先後開展重污染天氣應急預案、危廢管理等專題培訓。

### (III) Emission Management (continued)

#### 3. Gas Emission and Dust (continued)

- All heavy-duty transport vehicles must be effectively covered, blown or cleaned before leaving the port to prevent road pollution and dust.
- We renovated the dust suppression net and replaced the original flexible dust suppression net with a dust suppression board, which is convenient for subsequent cleaning and extended the service life.

We strengthened production control in special weather, formulated and issued the *Autumn and Winter Atmospheric Pollution Prevention and Control Plan* and the *Emission Reduction Response Plan for Orange Early Warning Weather* to improve the emergency mechanism and enhance the Company's prevention, early warning and emergency handling capacity for heavy pollution weather.

### (IV) Improvement of Environmental Protection Awareness

We carried out environmental protection training and publicity to enhance employees' environmental protection awareness. By introducing environmental protection requirements in the work instruction book and organizing employees to learn environmental protection knowledge through pre-shift and post-shift meetings and department regular meetings, we improved on-site environmental management and control capabilities. During the reporting period, we conducted special training on emergency plans for heavy pollution weather and hazardous waste management.

#### (四) 環保理念提升(續)

我們通過結合重要環保節日開展環保宣傳，提高員工環保意識。於世界環境日，我們通過港區大屏幕進行環保知識普及；於植樹節，我們組織員工開展植樹活動。

我們積極開展綠化工作，優化港區整體環境。報告期內，港西八路及調度中心樓前綠化項目順利完成，新增港區綠化面積3,400平方米，移植苗木450餘株、綠籬500餘平米，使調度中心樓前呈現喬灌花草搭配的園林式景觀，港西八路南北兩側綠化對稱，整齊劃一。

#### (IV) Improvement of Environmental Protection Awareness (continued)

We carried out environmental protection publicity in conjunction with important environmental festivals to increase employees' environmental awareness. On the World Environment Day, we shared the knowledge of environmental protection through the big screen of the port area; on China's Arbor Day, we organized employees to carry out tree planting activities.

We actively conduct greening work to optimize the overall environment of the port area. During the reporting period, we completed the greening project in front of the building of the Gangxi 8th Road and the dispatch center, adding a green area of 3,400 square meters in the port area, and transplanting more than 450 seedlings and more than 500 square meters of green dill, so that the area in front of dispatch center became a garden landscape.





(五) 關鍵環境績效

(V) Environmental Key Performance Indicators

| 排放物 <sup>(1)</sup>                                   | Emissions <sup>(1)</sup>  |            |
|--|---|------------|
| 溫室氣體 <sup>(2)</sup> 排放總量(範圍1及範圍2) <sup>(3)</sup> (噸) | Total GHG <sup>(2)</sup> emissions (Scope 1 and 2) <sup>(3)</sup> (tons)                                      | 17,908.16  |
| 每萬噸輸送量溫室氣體排放總量(範圍1及範圍2)<br>(噸/萬噸吞吐量)                 | Total GHG emissions per 10,000 tons of transportation (Scope 1 and 2) (tons per 10,000 tons throughput)       | 13.07      |
| 有害廢棄物產生總量(噸)   | Total hazardous waste (tons)  | 22.34      |
| 每萬噸輸送量有害廢棄物產生總量(噸/萬噸<br>吞吐量)                         | Total hazardous waste per 10,000 tons of transportation (tons per 10,000 tons throughput)                     | 0.02       |
| 有害廢棄物合規處理率(%)  | Hazardous waste compliance rate (%)   | 100.00     |
| 無害廢棄物產生總量(噸)   | Total non-hazardous waste (tons)  | 589.60     |
| 每萬噸輸送量無害廢棄物產生總量(噸/萬噸<br>吞吐量)                         | Total non-hazardous waste per 10,000 tons of transportation (tons per 10,000 tons throughput)                 | 0.43       |
| <b>資源使用</b>  | <b>Energy and resources consumption</b>   |            |
| 綜合能源消耗總量 <sup>(4)</sup> (噸標準煤)                       | Total energy consumption <sup>(4)</sup> (tons of standard coal)   | 3,667.16   |
| 其中：  | in which:   |            |
| 汽油消耗量(噸標準煤)  | Gasoline consumption (tons of standard coal)  | 16.60      |
| 柴油消耗量(噸標準煤)  | Diesel consumption (tons of standard coal)  | 885.88     |
| 電力消耗量(噸標準煤)  | Electricity consumption (tons of standard coal)   | 2,764.68   |
| 每萬噸輸送量綜合能耗總量(噸標準煤/<br>萬噸吞吐量)                         | Total energy consumption per 10,000 tons of transportation (tons of standard coal per 10,000 tons throughput) | 2.68       |
| 用水總量 <sup>(5)</sup> (立方米)                            | Total water consumption <sup>(5)</sup> (cubic meter)  | 255,569.00 |
| 每萬噸輸送量綜合用水量(立方米/萬噸<br>吞吐量)                           | Total water consumption per 10,000 (cubic meter per 10,000 tons throughput)                                   | 186.55     |

## (五) 關鍵環境績效(續)

註：

- (1) 基於公司業務性質，其重大氣體排放為溫室氣體，主要源自使用由化石燃料轉化的電力及燃料；基於本公司生產性質，包裝物數據不適用於本公司。
- (2) 溫室氣體清單包括二氧化碳、甲烷和氧化亞氮，主要源自外購電力及燃料。溫室氣體核算按二氧化碳當量呈列，並根據生態環境部刊發的《2017年度減排項目中國區域電網基準線排放因子》及政府間氣候變化專門委員會(IPCC)刊發的《2006年IPCC國家溫室氣體列表指南》進行核算；
- (3) 溫室氣體範圍1：涵蓋由公司運營直接產生的溫室氣體排放；溫室氣體範圍2：來自公司內部消耗(購買獲得或取得的)電力所引致的「間接能源」溫室氣體排放；
- (4) 綜合能源消耗量是通過直接與間接能源消耗量，根據中華人民共和國國家標準《綜合能耗計算通則》(GB/T 2589-2008)換算因數進行核算；
- (5) 基於公司運營性質，水資源消耗主要為生產作業用水及員工辦公時間生活用水。本公司使用的水資源來自市政供水，在求取適用水源上無問題。

## (V) Environmental Key Performance Indicators (continued)

Notes:

- (1) Due to the Company's business features, the significant air emissions of the Company are GHG emissions mainly from electricity and fuels derived from fossil fuels; based on the Company's operational features, the packaging data does not apply to the Company.
- (2) The Company's GHG inventory includes carbon dioxide, methane and nitrous oxide, which are mainly derived from purchased electricity and fuels. GHG emissions data is presented in carbon dioxide equivalent and is based on the 2017 Baseline Emission Factors for Regional Power Grids in China (《2017年度減排項目中國區域電網基準線排放因子》) issued by the Ministry of Ecology and Environment of the People's Republic of China, and the 2006 IPCC Guidelines for National Greenhouse Gas Inventories(2019 Edition) (2006年IPCC國家溫室氣體列表指南(2019修訂版)) issued by the Intergovernmental Panel on Climate Change (IPCC).
- (3) Scope 1 GHG emissions arise mainly from the direct energy (natural gas) by the Company's operation. Scope 2 GHG emissions arise mainly from the consumption of indirect energy (purchased or acquired electricity) by the Company's operation.
- (4) Total energy consumption is calculated using direct energy and indirect energy data with reference to the coefficients in the National Standards of the People's Republic of China General Principles for Calculation of the Comprehensive Energy Consumption (GB/T 2589-2008) (《綜合能耗計算通則》(GB/T 2589-2008)).
- (5) Due to the Company's operational features, water consumption is mainly from operations and employees' domestic water. The Company's water resources consumed come from the municipal water supply. For water resources. The Company had no issues in sourcing water that is fit for purpose.

# 牢築安全底線

## ENHANCE SAFETY MANAGEMENT

### (一) 職業健康及安全管理體系

本公司秉承「安全第一、預防為主、綜合治理」的安全方針，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》等國家及地方法律法規，重視職業健康與安全控制，並竭力降低我們經營場所中出現生產安全事故的可能性。

我們已制定《崗位安全生產責任制度》《生產安全事件報告和處理規定》等19項安全與職業健康制度規範，並不斷優化完善制度內容，搭建職業健康與安全管理體系。公司設有安全委員會，由總經理、副總經理與各部門主要負責人任委員，負責安全事宜的整體監督、審查和管理。安全委員會每季度召開會議討論安全問題和事故隱患，並審閱更新公司安全管控措施，安排部署安全工作。

我們對設施、設備和機械進行日常檢查，以確保其正常運轉及安全操作。該等檢查由負責安全控制的專業團隊開展。我們建有安全隱患內部舉報制度，員工可通過書面、電話和微信渠道將安全隱患向安全技術中心舉報，安全技術中心收到舉報後將組織到事故隱患現場檢查核實，做出隱患整改的指令或措施要求，下達《事故隱患整改責任書》並督促整改。

我們實行「安全生產一票否決制度」和「一崗雙責制度」(崗位職責及安全環保職責)，將安全生產工作業績作為人員的聘用、選拔及晉升等重要考核內容之一，層層落實安全責任，提升全體員工的安全意識。

### (II) Occupational Health and Safety Management System

The Company adheres to the safety policy of “safety first, prevention foremost, and comprehensive governance”, abides by national and local laws and regulations including the Safety Production Law of the People’s Republic of China (《中華人民共和國安全生產法》) and the *Law of the People’s Republic of China on Occupational Disease Prevention and Control* (《中華人民共和國職業病防治法》), and attaches great importance to occupational health and safety control. We strive to reduce the possibility of production safety accidents in our business premises.

We formulated 19 safety and occupational health specifications, including the *Job Safety Production Responsibility System* (《崗位安全生產責任制度》) and *Production Safety Incident Reporting and Handling Regulations* (《生產安全事件報告和處理規定》), and have continuously optimized and improved the content of the specifications to establish a comprehensive occupational health and safety management system. The Company set out a Safety Committee, in which the general manager, the deputy general manager and the main heads of various departments serve as members, responsible for the overall supervision, review and management of security issues. The Safety Committee conducts quarterly meetings to discuss safety issues and potential dangers, reviews and updates the Company’s safety control measures, and arranges the deployment of safety work.

We conduct daily inspections of facilities, equipment and machinery to ensure the normal safe operation. These inspections are carried out by dedicated teams responsible for safety control. We established an internal reporting system for potential safety issues. Employees can report potential safety issues to the Safety and Technology Center through letters, phone calls, and WeChat. After receiving the report, the Safety and Technology Center will organize an inspection on the accident site, and release the Responsibility Letter for the Rectification of Potential Issues (《事故隱患整改責任書》) and require rectification.

We implement the “safe production: one-vote veto system” and “one post with double responsibility system” (post responsibility and EHS responsibility), taking safety production performance as one of the important assessments of personnel recruitment, selection and promotion, to enhance the safety awareness of our employees.

## (二) 安全生產

我們持續進行設備升級，提升設備自動化水平，降低安全風險。2019年，我們以「平安四季」為主線，排查、分析及改進各方面存在的安全缺陷，制定防範措施，加強現場控制，持續提升生產管理水平。公司主要負責人與分管負責人、各單位簽署安全生產目標責任書，各單位主要負責人與班組簽訂安全生產目標責任書，員工簽訂安全承諾書，逐級落實安全責任。

### 1. 作業現場安全控制

我們開展「現場管理專項整治」「安全生產綜合整治」「安全生產風險防控和隱患排查治理百日行動」等工作，持續關注作業現場安全控制，建立日滙總、旬分析、月通報、季度總結安全管理制度。報告期內共開展安全檢查20餘次，排查治理隱患2,919項，累計安全投入169萬元。

### 2. 雙體系建設及風險辨析

我們制定「雙體系」(風險管控和隱患治理)建設再造工程推進方案，明確時間進度節點和重點任務；建立了危險源識別和風險評價控制程序，遵循「相對獨立、環節清晰、易於管控」的原則，涵蓋了作業活動及關鍵部位。報告期內，我們加大對重點作業、關鍵環節、外來人員的檢查力度，督促落實風險控制措施。我們開展作業活動類風險全面梳理，完成了45個作業活動的風險辨析，共辨析危險源749項，完善控制措施2,175項。

## (II) Safety Production

We continuously upgrade and improve the level of automation of our facilities to reduce security risks. In 2019, focusing on “Safe Seasons”, we investigated, analyzed and improved safety flaws in all aspects, and formulated preventive measures, strengthened on-site control to continuously improve production management. The main responsible personnel of the Company signed the safety production target responsibility letter with the personnel in charge of each unit. The personnel in charge of each unit signed the safety production target responsibility letter with the team, and the employees signed a safety commitment letter, through which the safety responsibility is implemented in each level.

### 1. Work Site Safety Control

We carried out “Special rectification of on-site management”, “Comprehensive rectification of safety in production”, “100-day action of safety production risk prevention and control and potential danger investigation and governance”, and continued to pay attention to safety control on the site, establishing the safety management system including daily summary, ten-day analysis, monthly notification, and quarterly summary. During the reporting period, a total of more than 20 safety inspections were conducted, 2,919 potential dangers were investigated, and a total of RMB1.69 million was invested in safety management.

### 2. The Dual System Construction and Risk Analysis

We enhanced “dual system” (risk management and potential danger management) by conducting relevant projects, clarified the time schedule and key tasks. We established a hazard source identification and risk evaluation and control program, and followed the principle of “relatively independent, clear process, easy to control” which covered major operation activities and parts. During the reporting period, we enhanced the inspection of key operations, key process, and outsiders, and urged the implementation of risk control measures. We carried out a comprehensive review of operational activity risks, completed the risk analysis of 45 operational activities, identified a total of 749 dangerous sources, and improved 2,175 control measures.

## (二) 安全生產(續)

### 3. 重點領域及時段安全控制

2019年，我們開展危險貨物作業評價，並進行整改優化。針對特定時段我們執行不同的安全控制措施：在夏季，我們部署夏四防(防颱、防汛、防中暑、防雷電)，組織排水溝渠清理、防暑降溫措施落實情況等專項檢查，開展防台防汛無脚本實戰演練，督促落實高溫期間工作時間調整措施；在冬季，部署四防(設備防凍、生產區防火、人員防滑、防交通事故)等重點工作，建立每日督導制度，保障安全控制措施落實到位。

#### 紮實準備，迎戰第9號颱風「利奇馬」

2019年超強颱風「利奇馬」來勢洶湧，公司迅速成立了防抗9號颱風應急指揮部，編製專項防抗方案，制定強風應對措施和防台防汛應急操作手冊，全員行動，嚴陣以待。

我們分三批次、晝夜24小時，對現場進行拉網式排查，對貨物苫蓋、防高空墜物、安全用電、設備設施防傾倒、排水設施、應急物資儲備等方面進行全方位檢查，發現隱患馬上整改，整改不力追責問責；嚴格落實應急值班制度，在調度中心設立防台防汛應急指揮部，成立每班次60人以上的應急突擊隊，確保各環節聯動順暢，以最嚴格的標準，最充足的準備，成功完成防台工作。

## (II) Safety Production (continued)

### 3. Safety Control in Key Areas and Periods

In 2019, we carried out evaluations on operations of dangerous cargo and conducted rectification and optimization. For specific time periods, we implemented different safety control measures: in summer, we conducted “four preventions” (typhoon prevention, flood prevention, heatstroke prevention, and lightning prevention). We organized special inspections covering drainage ditches clearing and heatstroke prevention and cooling, and carried out drills to prevent typhoon and floods, and supervised the implementation of work time adjustment measures during high temperatures; in winter, we carried out “four preventions” (preparation of antifreeze, fire prevention in production areas, antiskid of personnel, and prevention of traffic accidents) and other key tasks, and established a daily supervision system to ensure that safety control measures are put in place.

#### Preparation for the Typhoon “Lekima”

In 2019, as the coming of the super typhoon “Lekima”, the Company established the anti-typhoon emergency command headquarters in time, prepared a special anti-resistance plan, and formulated strong wind response measures and the emergency operation manual for anti-typhoon and flood, with all our employees engaged.

We conducted net inspections in three batches, covering the whole day, to carry out comprehensive inspections on cargo covers, falling objects prevention, safe electricity use, anti-dumping of equipment and facilities, drainage facilities, emergency supplies, etc. We rectified potential risks in time and conducted accountability management; strictly implemented the emergency duty system, set up a flood control emergency headquarters in the dispatch center, with an emergency commando including more than 60 people per shift to ensure smooth processes. We successfully completed the work of anti-typhoon with the strictest standards and the most adequate preparation.

## (二) 安全生產(續)

### 3. 重點領域及時段安全控制(續)



現場安全檢查  
On-site safety inspection

## (II) Safety Production (continued)

### 3. Safety Control in Key Areas and Periods (continued)



遠程無死角監控  
Remote comprehensive monitoring

### 4. 消防安全

我們制定了《消防安全管理規定》，以「預防為主、防消結合」的工作方針開展消防安全管理工作。報告期內，我們開展消防評估工作，對港區各處存在的消防隱患進行全面排查和診斷。通過開展這項工作，強化了消防設施的檢查、巡查、維保和修復等日常工作，規範了作業現場管理，降低了火災發生風險。

### 4. Fire Safety Management

We formulated the Fire Safety Management Regulations (《消防安全管理規定》) to carry out fire safety management with the principle of “prevention foremost, and combination of prevention and reduction”. During the reporting period, we carried out firefighting assessment to conduct comprehensive investigation and identification of potential fire risks in various areas of the port. Through this assessment, we enhanced the daily work of inspection, patrol, maintenance and repair of firefighting facilities, regulated the operation site management, and reduced the risk of fire.

## (三) 職業健康管理

我們重視員工的職業健康，制定並實施一套有關職業健康與安全的指引、標準及程序。該等指引包括操作手冊、危險材料及重型機械處理程序、應急計劃及報告、事故處理程序等。鑒於處理不同貨種所用的設備及流程不同，我們編製了操作手冊，其中載明針對每種主要貨種的安全程序。

## (III) Occupational Health Management

We attach importance to the occupational health of our employees and have formulated and implemented a set of guidelines, standards and procedures with respect to occupational health and safety. These guidelines include operation manuals, procedures for handling dangerous materials and heavy machinery, emergency plans and reporting and accident handling, etc. in respect of the different equipment and processes used to handle different cargo types, we have specific operational manuals that set out safety procedures targeting each major cargo type that we handle.

### (三) 職業健康管理(續)

我們對所有員工定期提供職業健康安全培訓，提升員工職業健康防護能力。我們向員工發放勞保用品，並要求特殊崗位員工穿戴適當安全裝備並持有操作設備的特定資格及許可證。報告期內，我們建立勞保用品管理系統，通過線上管理，使勞保用品發放更加準確、便捷、人性化。

我們設有體檢制度，每年對全體員工進行體檢，並對特殊崗位員工進行職業健康檢查，及時發現並減小職業病風險。報告期內，特殊崗位員工職業健康檢查率100%。

我們關注勞務外包人員的健康安全。通過外包協議條款，我們要求外包商必須符合本公司的安全標準及遵守本公司有關職業健康安全的各項程序。如果外包商未遵守相關標準及程序，我們將要求外包商進行整改，並對外包商實施考核。

### (四) 安全教育

為提高員工的安全意識，使員工具備必要的安全生產知識，掌握本崗位的安全技能，我們建立了安全教育培訓體系，包括三級安全教育培訓、管理人員安全教育、特種作業人員安全教育培訓等多個培訓模塊。安全培訓涵蓋了安全生產法律法規、通用安全技術、勞動衛生和安全基礎知識、事故案例分析、職業病防護知識和事故應急處理措施等多方面內容。

報告期內，我們邀請外部專家和內部講師授課，共舉辦了6期「平安四季」專項素質提升班。利用月度會、班前會等時間，我們將安全知識普及到生產一線，定期組織安全知識考試，提升員工安全意識。2019年，公司積極開展安全演練活動，進行了筒倉坍塌事故現場無脚本實戰演練、防台防汛及消防應急等多項演練活動。

### (III) Occupational Health Management (continued)

We regularly provide occupational health and safety training to our employees to improve their occupational health protection capabilities. We distributed labour protection supplies to employees, and required employees in special positions to wear appropriate safety equipment with specific qualifications and to own permits for equipment operation. During the reporting period, we established a labour insurance supplies management system. Through online management, we made labour insurance supplies more accurate, convenient and user-friendly.

We set out a physical examination system and conduct annual examination for all employees, and occupational health checks for employees in special positions to detect and reduce the risk of occupational diseases in a timely manner. During the reporting period, the occupational health inspection rate of employees in special positions was 100%.

We are concerned about the health and safety of outsourcing labour. Through the terms of the outsourcing agreement, we require our subcontractor to follow our safety standards and various occupational health and safety procedures. If the subcontractor fails to abide by the relevant standards and procedures, we will require them to make rectifications and conduct assessments.

### (IV) Safety Education

In order to improve the safety awareness of our employees, enable them to obtain the necessary safety production knowledge, and master the safety skills of their positions, we have established a safety education and training system, including three levels of safety education and training, management safety education, special operation personnel safety education and training, and other education programs. Safety training covers many aspects including safety laws and regulations, general safety technology, basic knowledge of labour hygiene and safety, accident case analysis, occupational disease prevention and emergency treatment.

During the reporting period, we invited external experts and internal lecturers to give lectures, and held a total of six "Safety Seasons" classes for safety improvement. Taking advantage of monthly meetings, pre-shift meetings, etc., we shared safety knowledge to the front lines of production, regularly organized examinations on safety knowledge, and enhanced employees' safety awareness. In 2019, the Company carried out safety drills and related to silo collapse accidents, typhoon and flood control and fire emergency.

## (一) 僱傭與勞工準則

我們遵守《中華人民共和國勞動法》《中華人民共和國勞動合同法》等法律法規，並制定了《員工參加社會保險管理辦法》等規章制度，保障員工合法權益，構建和諧的勞動關係，嚴禁僱傭童工和強制勞工。報告期內，公司未出現使用童工或強迫勞工的情況。

公司已設立多項內部制度，規範管理員工招聘離職、薪酬福利、績效晉升等事宜。

### 1. 招聘與離職

我們建立了《員工招聘和調配工作辦法》《勞動合同管理辦法》等制度，通過社會招聘、校園招聘及內部推薦與自薦等方式尋找符合公司發展需求的人才。我們遵循信息公開、過程公開、結果公開的要求，堅持依法依規、公平公正、專業對口、人崗匹配、競爭擇優的原則，進行人員招聘和管理，杜絕用工歧視、性別歧視、職業歧視等行為。

## (II) Recruitment and Labour Standards

We abide by the *Labour Law of the People's Republic of China* (《中華人民共和國勞動法》) and the *Labour Contract Law of the People's Republic of China* (《中華人民共和國勞動合同法》) and other relevant laws and regulations, and have formulated rules and regulations including the *Administrative Measures for Employees' Participation in Social Insurance* (《員工參加社會保險管理辦法》) to protect employees' legitimate rights and interests, build a harmonious labour relationship, and prohibit the employment of child labour and forced labour. During the reporting period, there is no child labour or forced labour in the Company.

The Company has established a number of internal systems to regulate and manage employee recruitment and resignation, compensation and benefits, and performance promotion etc.

### 1. Recruitment and Resignation

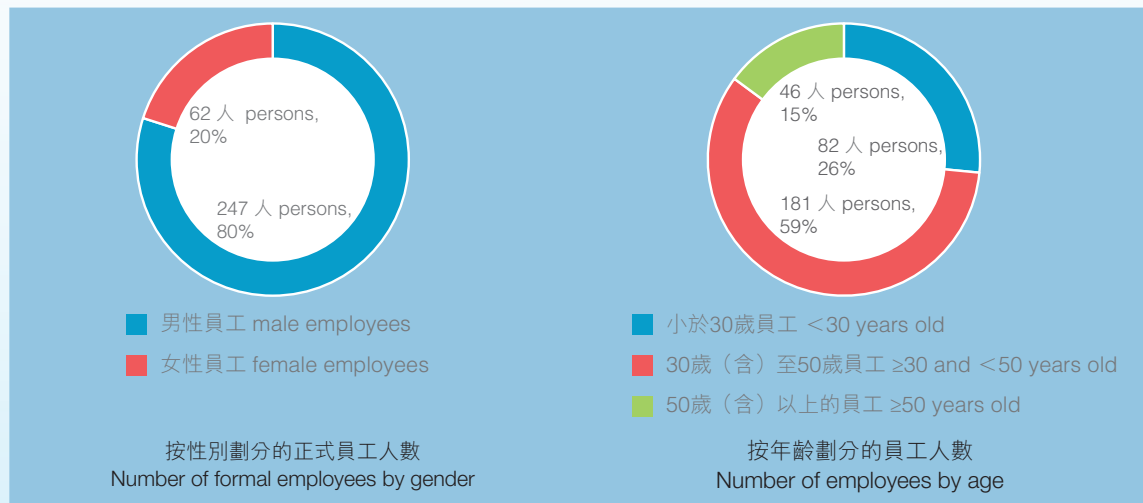
We have formulated regulations including the *Employee Recruitment and Redeployment Measures* (《員工招聘和調配工作辦法》) and the *Labour Contract Management Measures* (《勞動合同管理辦法》) to find talent that meet the Company's development needs through social recruitment, campus recruitment, internal recommendation and self-recommendation. We follow the requirements of information disclosure, process disclosure, and result disclosure, adhere to the principles of laws and regulations, fairness, match of major and job, and competitive selection, and conduct personnel recruitment and management to eliminate discrimination in employment, sex discrimination, and occupation discrimination.



(一) 僱傭與勞工準則(續)

1. 招聘與離職(續)

我們及時與員工簽訂勞動或勞務合同，確立勞動關係。員工離職時，公司按規範流程辦理離職手續。截至報告期末，本公司共有309名正式員工和225名勞務人員。



2. 薪酬及福利

我們建立了《薪資管理辦法》等制度，實行崗位績效工資制，為員工提供合理的薪酬待遇，嚴格依照相關法律為員工繳納社會保險及公積金。員工薪資主要包括基本薪酬、績效薪酬、薪點工資和住房補貼、津貼等。報告期內，我們創新優化薪酬分配手段，增加績效管理手段，使勞者多得、能者多得，調動員工積極性。

(II) Recruitment and Labour Standards (continued)

1. Recruitment and Resignation (continued)

We sign labour contracts with employees in a timely manner to establish labour relations. We follow the relevant regulations and procedures to handle resignation of employees. As of the end of the reporting period, the Company had 309 formal employees and 225 labour dispatch workers.

2. Salary and benefits

We have established regulations such as the Salary Management Measures(《薪資管理辦法》) and implemented a performance-based salary system to provide employees with reasonable remuneration. We provide social insurance and provident funds for employees in accordance with relevant laws. Employee's salary mainly includes basic salary, performance salary, wage point salary and housing subsidy, allowance, etc. During the reporting period, we optimized performance management that favours those work more and those with more capabilities to mobilise employee.

(一) 僱傭與勞工準則(續)

2. 薪酬及福利(續)

我們保障員工依法享受公共假日及帶薪休假，為按照規定休產假、護理假等假期的員工保留其工作崗位。公司不斷提高員工福利待遇水平，為員工發放過節福利、勞保福利、高溫補貼、「菜籃子」服務、餐補等其他福利。

(I) Recruitment and Labour Standards (continued)

2. Salary and benefits (continued)

We guarantee that our employees enjoy public holidays and paid vacations, and reserve their positions for employees taking maternity leave and nursing leave according to laws and regulations. The Company continuously improves benefits for employees and provides them with holiday benefits, labour insurance benefits, high temperature subsidies, “vegetable basket” services, meal supplements etc.

線上化員工服務

我們與日照港集團合作搭建線上員工服務平台，上線「舟道一卡通」app，將員工服務線上化，拓寬後勤服務途徑，為員工帶來更加便捷的服務體驗。通過手機登錄，員工在app內即可進行「菜籃子」(蔬菜及日用品預訂)服務、體檢預約等。



Online employee service

We cooperated with Rizhao Port Group to build an online employee service platform and launched the “Zhoudao Card” app to broaden employee service channels, and bring a convenient service experience to them. By logging in through the mobile phone, employees are able to enjoy “vegetable basket” (vegetable and daily necessities reservation) services and physical examination reservations.



## (一) 僱傭與勞工準則(續)

### 3. 考核與晉升

我們建立了《崗級浮動實施細則》《中層管理人員管理考核辦法》等制度。我們建立了覆蓋全員、導向明確、規範科學的崗位績效考核體系，調動員工主觀能動性和工作積極性。通過設置《員工招聘和調配工作辦法》《崗位競聘管理辦法》及《首席崗位評選暫行規定》等制度，我們建立了科學長效的用人機制，明確員工的晉升路線，激發員工在關鍵領域、重點難點工作中展現新作為，實現更大的個人價值。

### 4. 員工關懷

我們組織形式多樣的員工活動，如職工運動會、籃球賽、羽毛球賽、歌唱大賽及演講比賽等，不斷豐富員工業餘生活，提升員工幸福感和歸屬感。

我們重視青年員工精神文化建設。報告期內，公司先後開展了「興港我有責，奮鬥正青春」主題教育實踐活動、主題辯論賽、演講比賽、「書香裕廊」讀書分享、「走城市，看港口」參觀體驗、「青春裕廊，奮鬥起航」等活動，開闊青年員工的視野。公司團總支被授予「全國五四紅旗團支部(團總支)」榮譽稱號。

我們定期走訪困難職工，並給予其支持和幫助，讓員工切實感受到來自公司「大家庭」的溫暖。

## (II) Recruitment and Labour Standards (continued)

### 3. Assessment and Promotion

We have established regulations including the *Implementation Rules for Post-Level and Floating* (《崗級浮動實施細則》) and the *Measures for the Management Evaluation of Middle-level Management* (《中層管理人員管理考核辦法》). We have established a post-performance evaluation system that covers all employees, has a clear direction, and is standardized and rational, to motivate employees. By formulating the *Employee Recruitment and Deployment Methods* (《員工招聘和調配工作辦法》), the *Post Competition Management Methods* (《崗位競聘管理辦法》), and the *Temporary Regulations for Chief Position Selection* (《首席崗位評選暫行規定》) etc., we have built a rational and long-term employment mechanism to clarify the promotion path of employees and motivate employees in key areas and work to achieving personal values.

### 4. Employee Care

We organized a variety of employee activities, such as employee games, basketball games, badminton games, singing contests, and speech contests, etc., to constantly enrich employees' spare time and enhance their sense of happiness and belonging.

We put emphasis on creating the culture of young employees. During the reporting period, the Company carried out the activities for young employees including the educational practices themed "prosper the port as young employees", debates, speech contests, book sharing activities, port visits, and activities themed "strive while you are young" to expand the knowledge and experience of our young employees. The general branch to the Communist Youth League of the Company was awarded the honorary title of "National May Fourth Red Flag Youth Branch (General Branch)".

We regularly visit employees who are in difficulty, and give them support and help, to let them feel the warmth of the Company.

## (一) 僱傭與勞工準則(續)

### 4. 員工關懷(續)

我們關愛女性員工，維護女性員工孕期、產期及哺乳期的合法權益，杜絕性別歧視，定期為女性員工舉辦專題交流活動。

#### 女職工讀書交流會

我們關注女性職工的成長，鼓勵她們積極參與女職工讀書交流會，今年已是第十期。沐浴書香，分享收穫，伴隨新中國成立70週年，大家通過讀書會的形式為祖國生日獻上美好祝願。



### 5. 溝通

我們建立線上和線下員工溝通渠道，加強管理層和員工之間、員工相互之間的聯繫。公司定期開展工會主席接待日活動，收集整理員工的合理化建議並及時反饋、優化企業管理。

我們建立公司、站隊、班組三級廠務公開體系，擴大範圍，深化內容，確立清單，實現了廠務公開工作從「要我公開到我要公開」的根本性轉變；豐富廠務公開形式及內容，將「三重一大」決策、生產經營、考核通報、績效分配、評先樹優、福利發放等廣大職工關心的熱點、焦點和敏感問題進行公示，接受陽光監督，激發職工群眾參與公司管理的積極性和主動性。

## (II) Recruitment and Labour Standards (continued)

### 4. Employee Care (continued)

We care for female employees, guarantee their legal rights and interests during their pregnancy, childbirth and breastfeeding, eliminate gender discrimination, and regularly organize special activities for female employees.

#### Book sharing activities for female employees

We pay attention to the growth and development of female employees and encourage them to actively participate in the book sharing activities. The year of 2019 is the tenth series of the activity. Along with the 70th anniversary of the founding of People's Republic of China, the female employees made good wishes for the birthday of the motherland in the form of book sharing.

### 5. Employee Communication

We established online and offline employee communication channels to strengthen the relations between management and employees, and among employees. The Company regularly conducts the reception day of the chairman of the labour union, collects suggestions of employees, and feedbacks in a timely manner to optimize our management.

We have established a three-tiered information disclosure system including the Company, departments, and teams with expanded scope, clarified content, and disclosure lists, which realized the fundamental transformation of the Company's information disclosure from passive disclosure to active disclosure. We enriched the content and form of the Company's information disclosure, and disclosed the hot spots and sensitive issues that employees care about, such as important decisions, production and operation, assessment and notification, performance and allocation, evaluation, welfare distribution, etc. We conducted "Sunlight supervision", and encouraged employees to participate in the Company's management with enthusiasm.

## (二) 發展與培訓

我們將員工視為公司的寶貴財富，關注員工職業發展，廣泛開展各類培訓項目。公司設立了《員工培訓管理辦法》，以規範化、制度化的管理加強公司員工培訓，貫徹公司「以人為本」「全面提升員工素質」的培訓思路。我們針對各類生產經營活動按需施教，開展靈活多樣的培訓活動，採取「內培為主、外培為輔」的形式，將集體學習與個人自學相結合，切實提升員工的知識結構和整體素質。

## (II) Development and Training

We regard employees as the Company's wealth, pay attention to the career development of employees, and carry out various training programs. The Company has established the *Employee Training and Management Measures* (《員工培訓管理辦法》) to strengthen the employee training with standardized and institutionalized management, and implement the company's training concept of "people-oriented" and "comprehensive improvement of employee's capability". We provide flexible and diverse training activities for various production and operations according to needs. We adopt the form of "internal training as the main and external training as the supplement" and integrate collective learning and self-learning to effectively improve the knowledge structure and overall capability of employees.

### 公司培訓類別 Training types

#### 崗前教育培訓

對新員工、轉崗員工進行政治思想、職業道德、規章制度、業務技能等方面的適崗培訓，使其具備履行崗位職責的能力，達到上崗要求。

#### Pre-job education and training

We provided new employees and transferred employees with pre-job training on political ideology, professional ethics, rules and regulations, business skills, etc., so that they have the ability to perform their duties and meet the job requirements.

#### 崗位培訓

為提高各崗位人員工作效率，增強員工的安全和質量意識，根據各工作崗位職責按需施教，有計劃、有針對性地開展培訓。

#### Job Training

In order to improve the work efficiency and enhance the safety and quality awareness of the employees, we conducted targeted training according to the needs and the responsibilities of each position.

#### 職業技能培訓

根據公司各單位、室技術工種崗位的實際情況，制訂切實可行的培訓計劃和方案，合理組織職業技能培訓與鑒定工作，為技能人才培养提供有效途徑。

#### Vocational skills training

According to the actual situation of the technical positions in the departments of the Company, we formulated practical training plans and programs, organized vocational skills training and appraisal, and provided effective ways for the cultivation of skilled talent.

#### 技術管理培訓

對技術和管理人員進行新設備、新工藝等專項培訓，從而帶動新技術、新方法的應用與推廣。

#### Technical management training

We organized special training for technical and management personnel on new equipment, new processes, etc., to drive the application and promotion of new technologies and methods.

## (二) 發展與培訓(續)

## (II) Development and Training (continued)

### 公司培訓類別(續) Training types (continued)

#### 管理人員培訓

按照規劃和年度計劃，對公司中層管理人員開展培訓，提高其專業素養和執行能力。對一般管理人員，開展有針對性的專業技術培訓，包括市場營銷、人力資源管理、財務管理等。

#### Management training

According to the scheme and annual plan, we conducted the training for middle-level management to improve their professional skills and execution capabilities. For general management, we carried out targeted professional technical training, including marketing, human resource management, financial management, etc.

#### 外部培訓

積極利用外部培訓資源，鼓勵員工參加公司統一組織的外培學習。根據生產需要，安排各單位、室參加外部相關業務技能培訓。外部培訓由綜合辦公室提前審核，並在公司批准後開展，以保障培訓的內容和質量。外培人員學成後，將自己所學的內容分享給公司相關同事，盡可能擴大外培效果。

#### External training

We actively make use of external training resources to encourage employees to participate in external training organized by the Company. According to production needs, we arranged departments to attend external business skills training. External training was reviewed in advance by the General Office and was carried out after being approved by the Company to ensure the content and quality of training. The trainees shared what they learned from the external training with the other employees.

我們關注青年員工成長，持續鍛造有知識、能創新、勇擔當的青年員工隊伍。通過廣泛開展導師帶徒、QC(質量控制)攻關、技術比武等活動，做好各項青年員工培訓工作，弘揚「工匠精神」「劳模精神」，引導青年員工紮根基層，學知識、學本領、比技能、比貢獻，努力培養高技能青年骨幹人才。

We pay attention to the growth and development of young employees and continue to build a team of young employees with knowledge, innovation and responsibility. Through activities such as apprenticeship, QC (quality control) research, technical competition, etc., we conduct excellent training of young employees, promote the “craftsman’s spirit” and “the spirit of model workers”, and guide young employees to learn knowledge from the grass-root, improve skills and make contributions, with the aim to cultivate young talent.

#### 青春學堂

自2016年以來，公司推進實施了青工素質提升工程—「青春學堂」，學堂以「港口發展需要、青工成長需求」為主線，建立起「自主培訓—自我提升—自發進取」的培訓引導機制，努力「把所有青工盡快培訓成為稱職員工、把優秀青工逐步培養為事業骨幹和帶頭人」，推動了「青年建功」「青工建業」兩大工程，有力推動了青年員工隊伍整體素質的不斷提升。

#### The “Youth School” program

Since 2016, the Company has promoted the implementation of the young employees improvement program - the “Youth School”. The program has established the “self-training, self-improvement, and self-development” as the training mechanism based on the “needs of port development and young employees”. We strive to train all young employees as competent employees as soon as possible, and cultivate excellent young employees to become leaders. We promoted the two programs of “Youth achievement” and “Youth contribution”, and the consistent and overall improvement of our young employees.

## (二) 發展與培訓(續)

我們亦積極開展公司管理人員的相關培訓活動，不斷提升其業務能力水平。

### 中層管理人員素質提升班

我們開展中層管理人員素質提升班，並鼓勵各班組、首席崗位、技術及業務骨幹等人員參加。我們豐富新穎的培訓主題包含安全消防知識、青工培訓、班組管理、財務知識、粉塵防爆等，使中層管理人員及各部門業務、技術骨幹開闊眼界，提升自身能力，充分發揮好「關鍵少數」作用，為推動公司改革發展做出相應貢獻。2019年，我們已累計舉辦8期素質提升班，共有350餘人次參培。

## (II) Development and Training (continued)

In addition, we actively carried out relevant training for the management to continuously improve their business capabilities.

### The improvement class for middle-level management

We conducted classes to improve the capabilities of middle-level management, and encouraged various teams, chief positions, technical and business personnel to participate. Our rich and innovative training topics included safety and fire fighting knowledge, the youth training, team management, financial knowledge, dust explosion prevention, etc. in order to broaden the horizons and improve capabilities of middle-level management and business and technical personnel, so that they could play the role of “key minorities” and make corresponding contributions to the Company’s reform and development. In 2019, we held a total of eight improvement classes, with more than 350 attendees.



公司通過先進的港口設施與卓越的運營效率，構築了行業領先的綜合集疏運能力。我們打造「靠泊能力大、卸船效率高、倉儲能力強、疏港速度快」的服務口碑，提升綜合競爭力和國際影響力，致力於成為有擔當、有作為、創新和開放的港口新高地。

### (一) 服務優化

我們認為確保卓越的服務質量對提升客戶滿意度至關重要。本公司已實施一套符合ISO 9001標準的質量控制政策、規則和程序，確保我們能為客戶提供高質量的港口服務。

公司制定了《服務質量管理辦法》《貨運質量管理辦法》《貨運服務質量監視測量控制程序》《不合格品控制程序》等制度體系，確保服務質量。我們設立六項服務承諾，全面提升服務質量管理，規範運營環境。

The Company has built an industry-leading integrated collection and distribution capacity relying on our advanced port facilities and excellent operational efficiency. We build a service reputation of “large berthing capacity, high unloading and transportation efficiency, robust storage capacity, and superior discharging capacity” to enhance comprehensive competitiveness and international influence. We strive to become a leading port with responsibility, achievements, innovation, and openness.

### (I) Service Optimization

We believe that ensuring excellent service quality is essential to customer satisfaction improvement. The Company has implemented a set of quality control policies, rules and procedures that comply with the ISO 9001 to ensure that we can provide customers with high-quality services.

The Company formulated the *Service Quality Management Measures* (《服務質量管理辦法》), the *Freight Quality Management Measures* (《貨運質量管理辦法》), the *Freight Service Quality Monitoring* (《貨運服務質量監視測量控制程序》), the *Measurement and Control Procedures and Unqualified Products Control Procedures* (《不合格品控制程序》) and other regulations to ensure our service quality. We set up six service commitments to comprehensively improve service quality management and regulate the operations.



## (一) 服務優化(續)

### 六項服務承諾

#### 卸船效率高

西5#泊位大豆卸船時間不超過3天，西18#大豆卸船時間不超過3.5天，木片自卸船時間不超過4天(單船貨物)。

#### 疏港速度快

糧食類貨物火車平均在港停時不超過7小時，汽運疏港平均在港停時不超過80分鐘車。

#### 計量精度高

確保卸船計量精度控制在2‰以內。

#### 數據提供及時

對客戶所需的倉容、倉溫等生產數據，確保每日9點前提供。

#### 意見反饋快

堅持以客戶為中心，落實「首問負責制」，對客戶提出的問題和要求盡速落實，不能立即解決的3天內給予答覆和反饋。

#### 廉潔自律嚴

不接受客戶、司機饋贈的禮金、禮品、卡券、宴請等，不刁難客戶、不「吃拿卡要」。

## (II) Service Optimization (continued)

### Six service commitments

#### Large berthing capacity

The time for unloading soybeans in West-5 berth shall not exceed 3 days, the time for unloading soybeans in West-18 berth shall not exceed 3.5 days, and the time for unloading woodchips shall not exceed 4 days (single ship cargo).

#### High unloading and transportation efficiency

The average time for grain cargo trains to stop at the port shall not exceed 7 hours, and the average time for the delivery truck to stop at the port shall not exceed 80 minutes/truck.

#### High measuring accuracy

We ensure that the unloading measurement accuracy is controlled within 2‰.

#### Timely data provision

We ensure that the production data including storage capacity and storage temperature required by customers are provided before 9 o'clock every day.

#### Quick feedback

We adhere to the customer-centric management, implementing the "guaranteed satisfactory solution system". We solve the problems and meets the requirements of the customers in a timely manner, and give feedback for those long-term solved problems within 3 days.

#### Integrity and self-discipline

It is prohibited to accept money, gifts, card coupons, banquets, etc. from customers and drivers, and create difficulties for customers.

## (一) 服務優化(續)

### 1. 生產效率提升

秉承「我用心，您放心」的服務宗旨，我們協調各部門職責，全力以赴抓質量、提效率，各環節緊密銜接、安全高效，構建以接卸效率為核心的生產組織機構；積極開展生產攻堅行動和課題攻關，堅持以解決問題為導向，不斷提升服務效率和質量。

#### 調度

調度中心應用「系統效率再提升攻堅小組」研究成果，瞄準效率制約瓶頸，優化卸船方案，科學規劃倉儲，充分發揮生產組織龍頭作用。

#### 操作

操作隊卸船司機技能精湛、操作精準，門機和卸船機配合默契、晝夜不間斷生產。裝車隊不斷優化裝車工藝及流程，開展技術突破，提升自動化水平，保障裝車效率和質量。

#### 營銷

營銷中心以客戶為中心，踐行六項服務承諾，加強與各方的溝通協調，全力提升客戶滿意度。

#### 維修

維修隊着力強化設備保障，加強重點部位監護，最大限度發揮系統能力，保障系統效率。

## (II) Service Optimization (continued)

### 1. Production Efficiency Improvement

Adhering to the service purpose that “we work hard to let you rest assured”, we coordinate the responsibilities of various departments, strive to improve quality, efficiency, procedures, and safety, and build a production organization centered on unloading and transport efficiency. We actively carry out tackling key actions of production and subjects, adhere to the problem-solving orientation, and continuously improve service efficiency and quality.

#### Dispatch

The Dispatch Center applies the research results of the “System Efficiency Improvement Team” to target the bottleneck of efficiency constraints, optimize the unloading plan, scientifically plan storage, and give full play to the leading role of the production organization.

#### Operation

The operation team’s unloading drivers have superb skills and precise operation, and with the tacit cooperation of the port crane team and unloading team, an uninterrupted production day and night can be guaranteed. The loading team continuously optimizes the loading process, makes technological breakthroughs and improves the level of automation to guarantees the loading efficiency and quality.

#### Marketing

The Marketing Center is customer-centric, implements six service commitments, strengthens communication and coordination with all parties, and strives to improve customer satisfaction.

#### Maintenance

The Maintenance Team focuses on equipment guarantee and monitoring of key parts to maximize the system capabilities and ensure system efficiency.

## (一) 服務優化(續)

### 1. 生產效率提升(續)

我們持續追求卓越，成立了「西5#泊位效率再提升」「筒倉防板結攻關」「火車裝車攻關」等課題小組，不斷優化作業流程，提供快捷優質服務。報告期內，我們刷新各項生產紀錄27項，生產效率大幅提升，散糧系統效率同比增長5%，木片系統效率同比增長13%。

#### 接卸效率「大滿貫」

2019年4月16日中午12時，在日照港最大的糧食接卸專用碼頭西5#泊位，裝載66,422噸大豆的「幸運」輪歷時42小時，順利完成接卸離泊。作業期間，連續刷新單班、晝夜及單船等三項生產紀錄，其中晝夜最高卸船量達53,700噸，實現了西5#泊位外貿大豆船舶接卸效率的「大滿貫」。



## (II) Service Optimization (continued)

### 1. Production Efficiency Improvement (continued)

We continue to pursue excellence, and set up research groups such as “West-5 Berth Efficiency Improvement”, “Silo Anti-hardening”, and “Train Loading” to continuously optimize the operation process and provide efficient and quality services. During the reporting period, we refreshed 27 production records, and our production efficiency was greatly improved. The efficiency of the bulk grain system increased by 5% year-on-year, and the efficiency of the woodchip system increased by 13% year-on-year.

#### The “grand slam” of operation records

At 12 noon on 16 April, 2019, at the West-5 berth, the largest bulk grain berth in Rizhao Port, it took 42 hours to successfully complete the unloading and transport of the 66,422 tons of soybeans from “Fortune” ship. During the operation, it renewed three production records of single shift, day and night, and single ship unloading volume. Among them, the maximum day and night unloading volume reached 53,700 tons, which achieved the “Grand Slam” of the unloading and transportation efficiency of the import trade soybean vessel of the West-5 berth.

## (一) 服務優化(續)

### 2. 一站式服務

我們意識到客戶對一站式「全程物流」服務的需求。為降低客戶的綜合物流成本，我們自2018年起開始提供一站式「全程物流服務」，圍繞「港口+鐵路+海運」，不斷探索新業務模式。

#### 全程物流服務

我們開發了「日照—嘉祥」公轉鐵全程物流班列，全年累計發運貨物50萬噸；開啓「港口+海運」業務新模式，開發「日照—天津」「日照—南通」海運業務，轉水業務量創歷史新高；我們拓展豆粕鐵路發運新業務，加快臨港企業豆粕銷售及大豆加工速度。

## (II) Service Optimization (continued)

### 2. One-stop “berth to factory” Service

We are aware of the customer’s demand for a one-stop “berth to factory” service. In order to reduce the comprehensive logistics cost of our customers, we have started to provide one-stop “berth to factory” service since 2018, and continue to explore new business models around “ports + railways + shipping”.

#### Integrated logistics solutions

We launched freight agency services for a Rizhao-Jiaxiang rail line with a total of 500,000 tons of cargo shipped throughout the year. We created the new business models “port + shipping” with Rizhao-Tianjin and Rizhao-Nantong shipping business which refresh the history of shipping volume. We expanded the business of rail line transportation for soybeans and increased the sale and processing of soybeans for neighboring companies.

## (二) 技術及設備更新

公司碼頭已配備高度自動化的輸送帶及管道系統，配套建有業界領先的糧食筒倉倉容。我們的木片接卸系統可以直接與主要客戶的生產設施和港口堆場相連，大大提升了接卸效率。根據業務發展及客戶需求，我們亦通過技術創新和引進先進設備，不斷提升服務效率和質量。

## (II) Technological Innovation and Facility Upgrade

The Company’s wharf has been equipped with a highly automated and efficient conveyor belt and pipeline system, and the industry’s leading grain silo storage capacity. Our woodchip unloading and transport system is directly connected to the production facilities of major customers and port yards, greatly improving the unloading efficiency. According to our business development and customer needs, we have continuously improved service efficiency and quality through technological innovation and advanced equipment.

## (二) 技術及設備更新(續)

### 1. 設施提升

#### 三台25噸門機上岸

2019年，針對原有門機高度限位、設備老舊嚴重等影響系統效率的問題，我們立足客戶和生產需求，引進了3台25噸帶斗門機。

3台門機整機高62.4米，最大工作幅度35米，額定生產效率500噸/小時，門機漏斗自帶噴淋裝置。

設備各項參數和性能行業領先，預計新門機投產後，能夠提高接卸效率25%，大幅提升泊位通過能力。



#### 散糧火車裝車站擴建

面對火車裝車能力餘量有限，制約港口疏港能力的問題，我們根據現有三期出倉能力單線800噸/小時，建設了一條與之匹配的散糧專用車裝車線，裝車效率達800噸/小時，年裝車量可達200萬噸，並能兼顧敞車的裝車作業。本項目提高西5#泊位的通過能力和作業效率，降低臨港企業貨物運輸費用、加快貨物週轉量，為客戶提供高性價比的卓越服務體驗。

## (II) Technological Innovation and Facility Upgrade (continued)

### 1. Facility Upgrade

#### Three port cranes with 25 tons of unloading capacity

In 2019, we introduced three port cranes with 25 ton of unloading capacity to solve the problems such as the height limitation of the original port cranes and the outdated equipment which affected the efficiency of the system, meeting the needs of customers and production.

The height of the three port cranes is 62.4 meters, with 35 meters of maximum working range, and 500 tons per hour of the rated production efficiency. The port cranes are equipped with spray devices.

The parameters and performance of the cranes are leading in the industry, which is estimated to increase the loading and unloading efficiency by 25% and greatly increase the berth passing capacity.



#### Expansion of train loading station of bulk grain

Faced with the imitated train loading capacity and restrictions on the port's unloading and transport capacity, based on the existing three-phase warehouse capacity of 800 tons per hour, we built a matching bulk grain special train loading line. The efficiency of the loading line can reach 800 tons per hour, the annual loading capacity can reach 2 million tons, and the line can apply to loading operation of open freight train. This project improves the passing capacity and operating efficiency of West-5 berth, reduces the freight transportation costs of neighbouring enterprises, and speeds up the turnover rates. The expansion provides customers with cost-effective and excellent service experience.

## (二) 技術及設備更新(續)

### 2. 技術優化

我們對生產作業、汽運出港方面進行了信息化改造，形成「智慧港口」創新發展新優勢。實現筒倉無人裝汽車、無人裝火車、無人檢斤3個「無人化」流程，提升工作效率。此外，我們是首個將工業機器人引入火車裝車線的港口，使裝車時間縮減至原有裝車工藝耗時的五分之一。

#### 散糧自動化火車裝車系統

傳統裝車工藝依靠吊裝機械、運輸機械以及人工完成，效率低、成本高。

我們採用散糧自動化火車裝車系統，對火車裝車工藝進行系統整合。散糧自動化火車裝車系統通過自動檢測、精確定位和識別技術、機器人協同控制技術和分佈式網絡控制技術的集成應用，實現自動稱量、自動平車、機器人碼垛等自動化功能，提高效率，降低能耗及貨損貨差。

圍繞港口生產建設工作，我們鼓勵員工開展創新增效活動，取得了一系列成果。我們依照《中華人民共和國專利法》等相關法律法規開展知識產權保護活動，保護員工及公司發明創造，避免侵犯他方權利。至報告期末，我們擁有實用新型專利3個，分別為散糧帶式輸送機漏斗導料調整裝置、半氣墊帶式輸送機防皮帶跑偏裝置、港口貨運車輛RFID卡移動掃描終端支持裝置。

## (II) Technological Innovation and Facility Upgrade (continued)

### 2. Technological Innovation

We have carried out informatization transformation on production operations and transportation, forming the advantage of the “smart port”. We realized “three unmanned processes” including the unmanned loading of trucks and trains of silos, and unmanned weight check, which has improved work efficiency. In addition, we are the first port to introduce industrial robots to train loading lines, reducing the loading time to one-fifth of the original loading process.

#### Bulk grain automated train loading system

The traditional loading process relies on hoisting machinery, transportation machinery and manual completion, with low efficiency and high cost.

We apply the bulk grain automated train loading system to improve the train loading process. The bulk grain automated train loading system realizes automated weighing, automated smoothing, robot palletizing and other automated functions through the integrated application of automatic detection, precise positioning and identification technology, robot collaborative control technology and distributed network control technology, to improve efficiency and reduce energy consumption and cargo damage.

Regarding port production and construction, we encourage employees to carry out innovative and efficiency-improving activities and have achieved a series of results. We carry out intellectual property rights protection activities in accordance with the Patent Law of the *People's Republic of China* (《中華人民共和國專利法》) and other relevant laws and regulations to protect employees and the Company's inventions, and avoid infringement of other parties' rights. As of the end of the reporting period, we had 3 utility model patents, namely, the funnel guide adjusting device of bulk grain belt conveyor, anti-belt deviation device of half air cushion of belt conveyor, and the supporting device of mobile scanning terminal for port freight vehicle RFID card.

## (二) 技術及設備更新(續)

### 2. 技術優化(續)

#### 智能理貨小車

面對裝車和卸車環節人工掃卡存在的問題，我們基於物聯網技術和移動互聯網技術，創新研發出新型移動掃描終端——「智能理貨小車」，具有數據傳輸高效穩定、移動靈活等特點，實現了裝車和卸車環節「無人化」「不停車」，實現降本增效。

該成果於2019年獲得國家專利，並獲得2019年山東省職工優秀技術創新成果三等獎、日照市職工創新大賽職工技術創新類二等獎。



## (II) Technological Innovation and Facility Upgrade (continued)

### 2. Technological Innovation (continued)

#### Intelligent Tally Cart

Faced with the problems of manual card scanning during loading and unloading process, we developed a new mobile scanning terminal based on the Internet of Things technology and Internet technology, namely, the “Intelligent Tally Cart”. It has the characteristics of efficient and stable data transmission and flexible mobility, and has realized the “unmanned” and “non-stop” of loading and unloading, which reduces the cost and increases efficiency.

This achievement received the national patent in 2019, and won the third prize of Outstanding Technical Innovation Achievements of Employees in Shandong Province in 2019, and the second prize of the Employee Technical Innovation of the Employee Innovation Competition in Rizhao.



## (三) 客戶關係提升

報告期內，本公司已與日照港集團簽訂一份商標許可協議，獲許將「日照港」商標用於業務經營目的。我們遵循公平競爭原則，按照《中華人民共和國公司法》《中華人民共和國反不正當競爭法》《中華人民共和國廣告法》等相關法律要求，抵制任何限制市場競爭的行為，執行合規市場推廣，避免誇大宣傳，構建可持續的產業發展模式。

## (III) Customer Relationship Improvement

During the reporting period, the Company has signed a trademark licensing agreement with Rizhao Port Group and was allowed to use the “Rizhao Port” trademark for business purposes. We follow the principle of fair competition, and in accordance with relevant laws and regulations including *the Company Law of the People's Republic of China* (《中華人民共和國公司法》), *the Anti-Unfair Competition Law of the People's Republic of China* (《中華人民共和國反不正當競爭法》) and *the Advertising Law of the People's Republic of China* (《中華人民共和國廣告法》), resist any behavior that restricts market competition, implement compliant marketing and avoid exaggerate publicity, and build a sustainable industrial development model.

### (三) 客戶關係提升(續)

憑藉有利的地理位置、業界領先的集疏運能力及誠信的品牌聲譽，我們已與多家優質客戶建立了穩定的業務合作關係。我們秉承「我用心，您放心」的服務理念，不斷提升服務質量和客戶滿意度。

我們制定了《顧客關係管理辦法》《諮詢、投訴管理辦法》《顧客溝通與顧客滿意度測量控制程序》等多項制度，維護客戶關係，保障客戶切身利益。我們從客戶角度出發，考慮客戶的綜合物流成本，為客戶提供適合其需求的運輸計劃和方案，控制成本，實現雙贏。我們協調整合港口相關資源，包括物流、水鐵公路、政策信息資源，提升港口競爭力，增加客戶粘性。

報告期內，我們設立「品控數據服務中心」，圍繞六大類核心業務流程，梳理出6大類、22項、44個業務板塊，識別了160餘項過程環節並進行優化。「品控數據服務中心」為客戶提供「一站式」服務流程，實現了流程更簡、效率更高、服務更優，獲得客戶認可。

公司已建立完善的客訴制度和處理流程，通過網站、電話和線下渠道受理等方式接收客戶諮詢與反饋，不斷優化處理程序。此外，我們建立了貨運和服務質量專項管理制度，設立24小時監督投訴受理電話和意見箱，及時處理客戶投訴，以不斷提高貨運質量和服務質量。報告期內，客戶投訴結案率達100%。

我們注重客戶隱私保護，建立信息安全和隱私保護相關的保密條款。我們按照職級設定客戶檔案查閱權限，縮小接觸客戶資料人員範圍；對於不同貨種業務設立獨立銷售小組，減少客戶信息洩露風險。

### (III) Customer Relationship Improvement (continued)

With a favorable geographical location, industry-leading collection and distribution capacity and a strong brand reputation, we have established stable relationships with many high-quality customers. We adhere to the service concept of “we work hard to let you rest assured”, and continuously improve service quality and customer satisfaction.

We have formulated the *Customer Relationship Management Measures* (《顧客關係管理辦法》), the *Consultation and Complaint Management Measures* (《諮詢、投訴管理辦法》), the *Control Procedures of Customer Communication and Customer Satisfaction Measurement* (《顧客溝通與顧客滿意度測量控制程序》) and other relevant regulations to maintain customer relationships and protect customers' interests. From the perspective of customers, we consider customers' comprehensive logistics costs, and provide customers with transportation plans and programs that suit their needs, to control costs and achieve a win-win situation. We coordinate and integrate port-related resources, including logistics, waterway and highways, and policy information resources, to enhance our competitiveness and maintain customer relationships.

During the reporting period, we set up a “Quality Control Data Service Center”. In line with the six core business processes, we sorted out 6 major categories, 22 items, 44 business parts, identified and optimized more than 160 procedures. The Quality Control Data Service Center provides customers with a one-stop port service, which achieves simple processes, high efficiency, and better services and has been recognized by our customers.

The Company has established a comprehensive customer complaint system and handling process, receiving customer consultation and feedback through website, telephone and offline channels etc., and continuously optimizing the handling process. In addition, we have established a special management system for freight and service quality, set up a 24-hour telephone and suggestion box to supervise complaint handling, and handle customer complaints in a timely manner to continuously improve the quality of freight and service. During the reporting period, the customer complaint closing rate reached 100%.

We pay attention to customer privacy protection and have included confidentiality clauses related to information security and privacy protection in customer contracts. We set customer file access permissions according to positions, and narrow the scope of personnel who have access to customer data. We set up independent sales teams for different cargo types to reduce the risk of customer information leakage.



# 攜手夥伴共贏

CREATE A WIN-WIN SITUATION

## (一) 陽光採購

我們制定了《招投標、比價管理辦法》《業務項目外包控制程序》等相關制度，規範招標採購流程，推行陽光採購。公司物資採購主要分為招標採購中心集中採購和公司自行採購兩種方式。其中，雜品類、加工件等小額物資的採購由公司直接採購；大額物資採購依託日照港集團招標採購中心進行。

本公司超過5萬元的採購項目均實行招標採購完成。我們嚴防招標過程中的串標和圍標行為，並對招標結果及時公佈。必要時，我們邀請外部專家共同參與評標會，保障評標過程的公平公正。

## (二) 供應商管理

我們制定了《物資供應商管理辦法》《物資管理制度》，建立了完善有效的供應商管理體系，規範相關管理工作，嚴格執行供應商審批流程，審核供應商準入資質，降低供應商環境與社會風險。

我們在供應商合同協議中納入社會責任要求，包括職業健康安全、環境管理、廉潔誠信經營及質量體系認證等。我們每年對供應商的服務水平、質量和效率、環保和職業健康體系認證等多個方面進行評估，評估供應商綜合能力，對於低分供應商進行警示，對不合格供應商實行清退，嚴重不合格者列入黑名單，終止提供未來合作機會。

## (I) Sunshine Procurement

We have formulated the *Tendering and Bidding Management Methods* (《招投標、比價管理辦法》) and the *Procedures for Controlling Outsourcing Business Projects* (《業務項目外包控制程序》) and other relevant regulations to standardize the bidding and procurement process and promote open and transparent procurement. The Company's material procurement mainly includes two methods: centralized procurement by the Rizhao Port Group Bidding and Procurement Center and the Company's procurement. Small amounts of materials such as miscellaneous items and processed parts are purchased by the Company; large amounts of materials are carried out by the Rizhao Port Group Bidding and Procurement Center.

The Company's procurement projects of more than RMB50,000 have to go through public bidding processes. We prevent collusion during the bidding processes and announce the bidding results in a timely manner. When necessary, we invite external experts to participate in the bid evaluation to ensure the fairness of the bid evaluation process.

## (II) Supplier Management

We have formulated the *Material Supplier Management Measures* (《物資供應商管理辦法》) and the *Material Management System* (《物資管理制度》), and established a comprehensive and effective supplier management system to standardize relevant management. We strictly implement the supplier approval process, and review supplier qualifications to reduce the supplier environment and social risks.

We include social responsibility requirements in supplier agreements, including occupational health and safety, environmental management, integrity and quality system certification. Every year, we evaluate the service capability, quality and efficiency, environmental protection and occupational health system certification of suppliers, etc., to assess the comprehensive capabilities of suppliers. We notify suppliers with low scores, eliminate unqualified suppliers, and add seriously unqualified suppliers into the blacklist and stop the future cooperation.

### (三) 推進產業共進

我們積極參與行業相關活動，依托港口優良資源和專業化優勢，發揮港口的橋樑紐帶作用，倡導與供應鏈上下游企業合作共贏的新模式。

### (III) Industry Development

We actively participate in industry-related activities, rely on the port's excellent resources and specialized advantages to play the role as a port and advocate a new model of win-win cooperation with enterprises in the supply chain.

#### 「一帶一路」木薯經貿合作

2019年，公司承辦召開了「2019年中泰木薯業務合作交流會」，與來自中泰兩國的政府代表、口岸單位、進出口商、行業專家、知名企業等100餘人共同探討長期合作關係，共建「一帶一路」，共創行業價值。

#### Dried tapioca trade cooperation contributing to “the Belt and Road” initiative

In 2019, the Company co-organized the “2019 China-Thailand Dried Tapioca Business Cooperation and Conference” to discuss long-term cooperation with more than 100 attendees from government representatives, port units, importers and exporters, industry experts, and well-known enterprises from China and Thailand. We jointly create industry value and contribute to the “the Belt and Road” initiative.



# 建立誠信港口

## BUSINESS INTEGRITY

### (一) 廉潔管理

我們嚴格遵循國家在反賄賂、反欺詐、防止勒索及反洗錢等方面相關的法律法規，結合行業風險點，制定了完善的反舞弊管理制度，以建設「清廉港口」為目標，從嚴管理，建立誠信道德的運營環境。

我們制定《反舞弊及投訴舉報工作制度》等廉潔建設相關規章制度，加強公司治理和內部控制，降低經營風險，防止舞弊行為。董事會在黨委會、總經理辦公會、內部審計室及公司各職能部門的協助下，負責審查及監督本公司有關遵守法律及法規規定的政策及措施。公司內部審計室堅持懲防並舉、重在預防的原則，加強內部審計監督，督促各部門建立健全各業務流程的內部控制體系。我們明確各部門主要負責人為反腐第一責任人，並簽訂責任書。

我們承諾開展業務時遵守適用的法律和法規，包括在適用於本公司交易情況下，遵守美國財政部外國資產管制辦公室(OFAC)相關規定。為加強反洗錢及美國財政部外國資產管制辦公室(OFAC)合規管理工作，我們建立了有效的反洗錢及OFAC合規管理體系，制定《反洗錢及OFAC合規管理工作辦法》，以預防通過各種方式掩飾和隱瞞犯罪所得及其收益的來源和性質的洗錢活動。

### (二) 舉報處理

我們設立了多種舞弊舉報渠道，以擴大信息收集範圍。員工及與公司直接或間接發生經濟關係的社會各方可通過舉報電話、信函、郵件等途徑舉報公司及員工實際或疑似舞弊行為的信息，包括提供對公司及員工違反職業道德情況的投訴、舉報信息。

### (I) Integrity Management

We strictly comply with the national laws and regulations related to anti-bribery, anti-fraud, anti-extortion and anti-money laundering. Considering industry risks, we have formulated a complete anti-fraud management system. With the goal of building an “honest port”, we conduct strict management, and establish an honest and ethical operating environment.

We have formulated relevant integrity regulations including the *Anti-fraud and Complaint Reporting Regulation* (《反舞弊及投訴舉報工作制度》) and other rules and regulations to strengthen corporate governance and internal control, reduce operating risks, and prevent fraud. The board of directors, with the assistance of the Party Committee, General Manager's Office, Internal Audit Department, and various functional departments of the Company, is responsible for reviewing and supervising the Company's policies and measures for compliance with laws and regulations. The Internal Audit Department adheres to the principle of “punishment and prevention”, and strengthens internal audit and supervision, and urges all departments to establish and improve the internal control system for each business process. We clarified that the main person in charge of each department was the first person responsible for anti-corruption and signed a letter of responsibility.

We are committed to complying with applicable laws and regulations when conducting business, including relevant regulations of the Office of Foreign Assets Control of the United States Treasury Department (“OFAC”) where applicable to the Company's transactions. To strengthen anti-money laundering and compliance management of the OFAC, we established an effective anti-money laundering and OFAC compliance management system, and formulated the *Anti-Money Laundering and OFAC Compliance Management Measures* (《反洗錢及OFAC合規管理工作辦法》) to prevent any money laundering activities by covering up and concealing the proceeds of crime and the source and nature of the proceeds.

### (II) Reporting Process

We have established a variety of fraud reporting channels to expand the scope of information collection. Employees and all parties of the society that have direct or indirect economic relations with the Company can report information about the actual or suspected fraud by the Company and employees through telephone, letter, email, etc.

## (二) 舉報處理(續)

公司綜合辦公室負責受理員工、外部第三方實名或匿名舉報，記錄並及時向管理層報告，並對調查處理後的報告材料及時立卷歸檔。對於發現和疑似的舞弊行為，我們採取適當且有效的補救措施，及時評估改進流程及制度；對於觸犯法律的案件，移送司法機關依法處理。本報告期內，我們並未發現重大貪污和違規舞弊事件。

我們嚴格保護投訴人、舉報人和參與調查人員的權利與安全。我們禁止任何打擊報復行為，或對參與調查的員工採取敵對措施。對違規泄露檢舉人員信息或對舉報人員採取打擊報復的行為，我們將嚴肅處理。

## (三) 宣傳培訓

本公司積極開展管理層和員工的反舞弊培訓宣導活動。通過警示片宣傳教育，及「不作為、慢作為、亂作為」問題專項整治行動，不斷加強全體員工的紀律意識和合規意識。

我們重視員工意識形態培養工作，制定了《員工愛崗敬業十項承諾》，壓實「兩個責任」，本報告期內開展警示教育15次，總計1,685人次參與；並積極通過通訊報道及微信公眾號文章開展廉潔宣傳，營造公司廉潔氛圍。

## (II) Reporting Process (continued)

The Company's General Office takes the responsibility of accepting real-name or anonymous reports from employees and external third parties, recording and reporting to management, and filing the report materials after investigation and processing in a timely manner. For discovered and suspected fraud, we take appropriate and effective remedial measures to promptly evaluate and improve the process and system; for cases that violate the laws and regulations, we transfer them to the judicial organs. During the reporting period, the Company did not find any major bribery, extortion, fraud or money laundering case.

We strictly protect the rights and safety of complainants, whistle-blowers and investigators. We prohibit any actions against retaliation, or hostile actions against employees involved in investigations. We handle violations of the disclosure of whistle-blowers' information or retaliatory actions against whistle-blowers.

## (III) Media Communication and Training

The Company actively carries out anti-fraud education and training for management and employees. Through the education of education films and the special rectification actions on the issues of "inaction, slow action, and disorderly action", we continue to strengthen the sense of self-discipline and compliance of our employees.

We attach great importance to employee training and have formulated the Ten Commitments for Employee's Dedication and Engagement towards work, and emphasize the "two responsibilities". During the reporting period, we conducted 15 such trainings, with a total of 1,685 participants; we actively promote integrity through newsletters and WeChat articles, creating an atmosphere with integrity.

# 承擔社會責任

## COMMITMENT TO SOCIAL RESPONSIBILITY

我們持續與週邊社區建立溝通渠道，了解社區需求，積極開展各類公益活動，包括扶貧項目、志願者活動等，用實際行動回饋社會，履行「企業公民」責任。

We continue to establish communication channels with surrounding communities, understand their needs, and actively carry out various public welfare activities, including poverty alleviation programs, volunteer activities, etc. We give back to society through practical actions, and fulfill our social responsibilities as a “corporate citizen”.

### (一) 扶貧幫扶活動

我們積極開展社區扶貧工作，支持社區發展。我們通過與邨支部「結對子」的形式，幫扶困難群眾，幫助滯銷產品打通銷售渠道，向困難群眾傳遞公司溫暖和親切的關懷。

### (I) Poverty Alleviation and Assistance Activities

We actively carry out community poverty alleviation and support community development. Through “pairing” with the Village Party Branch, we helped the people in need, assisted unsalable products to open up sales channels, and express our warm and cordial care.

#### 結對幫扶活動

2019年中秋節來臨之際，公司代表前往五蓮縣高澤街道滿堂峪邨黨支部開展結對幫扶活動，先後走訪了貧困學生和孤寡老人，為他們送去了慰問品及節日的關懷和祝福。

#### “Pairing” activities

Before the Mid-Autumn Festival in 2019, the Company’s representatives went to the Party Branch of Mantangyu Village, Gaoze Street, Wulian County to send necessities of life, our care and blessing.



**(一) 扶貧幫扶活動(續)**

**(I) Poverty Alleviation and Assistance Activities (continued)**

**老人院慰問關懷**

**The nursing home visit**

2019年元旦期間，公司代表一行10人，到碧海社區敬老院開展送溫暖活動，為老人送去了毛巾、茶杯、糕點、水果等物品，給老人們帶來新年的歡樂和冬日的溫暖。

During the New Year's Day in 2019, the Company's representatives forming a group of 10 people went to the Nursing Home of Bihai Community, sent towels, tea cups, pastries, fruits and other items to the elderly, bringing the new year's joy and winter's warmth to them.



**(二) 青年志願者活動**

**(II) Youth Volunteer Activities**

我們持續發動青年員工的力量，將「青春學堂」內容不斷延伸擴展，組織團員青年參加「創城文明交通志願者」「暖冬行動」「青春扶貧」「足球公益行」「文明餐桌，從我做起」等志願服務活動，為推動公司發展匯聚青春正能量。2019年，公司不斷湧現出青年志願者的身影，他們投身雷鋒救援隊、牽手志願者協會等社會公益組織，弘揚踐行雷鋒精神，對外展現了港口青年積極向上、樂於奉獻的陽光形象。

We continue to motivate the power of young employees and extend the content of the "Youth School" program. We organized the members of the Communist Youth League to participate in "Transportation Volunteers", "Warm Winter Action", "Youth Poverty Alleviation", "Football Public Welfare", and "Civilized Dining Table" etc. to gather positive power for the Company's development. In 2019, many young volunteers joined our volunteer activities. They joined the "Lei Feng" Rescue Team and volunteer associations and other social welfare organizations, practiced the spirit of "Lei Feng", which showed the positive image of our young employees.

## (二) 青年志願者活動(續)

## (II) Youth Volunteer Activities (continued)

### 雷鋒精神伴我行

2019年3月5日，青年志願者服務隊授旗儀式在日照港舉行。我們向公司青年員工發出號召，鼓勵他們加入港口青年志願者服務隊，弘揚踐行「奉獻、友愛、互助、進步」的志願者精神，立足崗位、成長成才，實現青春的光榮與夢想。

### Following the spirit of “Lei Feng”

On 5 March 2019, the flag-giving ceremony of the Youth Volunteer Service Team was held in Rizhao Port. We encouraged our young employees to join the Port Young Volunteer Service Team, promoted the volunteer spirit of “dedication, friendship, mutual assistance, and progress”, and realize self-development together with our growth.



### 暖冬行動

2019年1月29日上午，在團市委、市志願者協會的號召下，公司青年志願者到奎山西客運站參加「暖冬行動」春運志願服務活動。活動中，志願者引導旅客坐車、幫助提拿行李，以實際行動確保安全出行、方便出行、溫馨出行。

### Operation Warm Winter

On the morning of 29 January 2019, at the call of the Youth League Committee and the Municipal Volunteers Association, our young volunteers went to Kuishan West Bus Terminal to participate in the “Operation Warm Winter” – the Spring Festival volunteer service. The volunteers guided passengers for car taking and helped with luggage to ensure a safe, convenient, and warm travel for passengers.



**(二) 青年志願者活動(續)**

**(II) Youth Volunteer Activities (continued)**

**雷鋒精神伴我行(續)**

**Following the spirit of Lei Feng (continued)**

**足球公益行**

**Charity through football**

2019年1月，公司青年志願者與港口青年足球隊一起走進後邨鎮曙光小學，開展愛心公益活動，為曙光小學的孩子們購買了足球等體育用品。公司團員青年與孩子們積極互動，為他們上了一堂趣味十足的足球課。

In January 2019, the Company's young volunteers and our youth football team visited the Shuguang Primary School in Houcun Town to carry out charity activities and send football and other sporting goods for the children. The members of the Communist Youth League of the Company interacted actively with the children and gave them an interesting football lesson.



**青年植樹活動**

**Tree Planting Activity**

公司「青年文明號」集體灌包裝車班組組織「青春與綠色同行」主題植樹活動，在北茶小鎮種下「青年文明號林」。

The Company's "Youth Civilization Group" loading and packaging team organized the "Youth and Green Walk" tree planting activity, and planted the "Youth Civilization Forest" in Beicha Town.





# 專題：眾志成城，同心抗疫

## UNITY IN COMBATING THE COVID-19

面對突然爆發的新型冠狀肺炎(COVID-19)疫情，公司積極響應國家號召，展現企業的責任擔當。疫情無情，人間有愛，我們注重員工安全，保障服務質量，盡心社會援助，與相關方同心携手，守望相助。

### (一) 強化管理體系

自疫情發生以來，公司一直將疫情防控工作置於最重要位置，積極強化疫情管理體系，明確管理責任，落實防控措施。公司第一時間召開疫情專題會議，統籌安排疫情防控工作。我們梳理防控清單19項，制定並下發《關於應對新型冠狀病毒感染肺炎疫情處置實施方案》《當前安全生產及疫情防控工作清單(推進計劃)》等制度，繪製「疫情防控流程圖」加強疫情期間的應急管理能力。公司各管理層及相關負責人實行24小時值班制度，層層壓實港口安全生產及疫情防控工作。截至2020年5月末，公司已召開疫情專題會議4次，組織專項檢查4次。

### (二) 注重員工安全

公司重視員工的健康安全，不斷提升港區安防水平。我們在碼頭、停車場、候工室等場所設置專人、定點監測點，配備電子測溫儀，推行站隊「一班三檢」。我們及時了解員工出行狀況，並按照政策要求員工進行隔離觀察；製作「疫情防控出入證」，加強員工出入管理；對所有員工開展防疫宣貫，並為復工員工提供防疫物資，提升員工防疫能力。截至2020年5月末，公司共集中採購電子測溫儀16個、消毒噴霧器8個、84消毒液14箱、口罩54,500個、護目鏡235個、一次性手套2,000副。

Facing the outbreak of the Corona Virus Disease 2019 (COVID-19) epidemic, the Company actively responded to the national call and demonstrated its corporate responsibility. The epidemic is ruthless while there is love in the world. We emphasized on employee safety and service quality. Together with relevant parties, we devoted our efforts to assist the society.

### (I) Enhance Management System

Since the outbreak of the epidemic, the Company has placed epidemic prevention and control in the most significant position, actively strengthened the epidemic management system, clarified management responsibilities, and implemented prevention and control measures. The Company held a special meeting on the epidemic situation in a timely manner to coordinate the prevention and control of the COVID-19. We sorted out 19 items in the prevention and control list, formulated and issued the Implementation Plan for Dealing with COVID-19 Outbreak(《關於應對新型冠狀病毒感染肺炎疫情處置實施方案》),the Current Work Safety and Epidemic Prevention and Control Work List (Promotion Plan) (《當前安全生產及疫情防控工作清單(推進計劃)》) and other regulations, and made the "COVID-19 prevention and control flowchart" to strengthen emergency management capabilities during the epidemic. The Company's management and relevant responsible personnel conducted a 24-hour on-duty system to enhance the safety management and epidemic prevention and control. As of the end of May 2020, the Company held 4 special meetings and organized 4 special inspections on epidemic prevention and control.

### (II) Attention to Employee Safety

The Company pays closely attention on the health and safety of employees and continuously improves the security level. We set up dedicated and fixed monitoring points in docks, parking lots, waiting rooms and other places, equipped with electronic thermometers, and implemented "one shift with three-time checks for our departments. We obtained the travel information of our employees and required them to conduct quarantine with observations in accordance with the policy. We made the "pass for COVID-19 prevention and control" to strengthen employee access management. In addition, we carried out publicity about epidemic prevention for all employees, and provided epidemic prevention materials for employees who came to work. As of the end of May 2020, the Company purchased 16 electronic thermometers, 8 drug sprayers, 14 boxes of 84 disinfectant, 54,500 masks, 235 goggles, and 2,000 pairs of disposable gloves.

## (二) 注重員工安全(續)

## (II) Attention to Employee Safety (continued)



## (三) 保證服務質量

## (III) Guarantee Service Quality

公司簡化疫情期間手續辦理，開展網上業務服務，對於船舶靠離、貨物發運等需留存的單證，以視頻、照片的方式確認後，通過傳真件進行接收操作，減少客戶來港，讓客戶省心、省力。

The Company simplified the procedures during the epidemic and developed online business services. Documents that need to be retained such as ship departures and cargo shipments were confirmed by video and photos, and received by fax in order to reduce travel and provide convenience to customers.

公司成立疫情期間專題疏港小組，主動對接客戶復工復產需求，協調客戶加快卸船和疏港。我們強化內外部資源統籌，內部建立生產聯控機制，協調多部門根據客戶需求精準安排生產方案，對外積極協調海關及運輸單位，提升貨物疏港效率。疫情發生後，我們接卸防疫酒精原料和民生糧油物資100餘萬噸。

The Company set up a special unloading and transport team to meet the customer needs of production, and ensure the unloading and transportation efficiency during the epidemic. We strengthened internal and external resource coordination. Internally, we established a joint production control mechanism, coordinated multiple departments to accurately arrange production plans according to customer needs; externally, we actively coordinated customs and transport companies to improve the unloading and transportation efficiency. We handled more than 1 million tons of raw materials for alcohol used for epidemic prevention, and grain and oil supplies for people's livelihood.

## (四) 開展社會援助

## (IV) Conduct Social Assistance

公司積極開展公益志願服務，攜手週邊社區共抗疫情。疫情發生以來，公司組織青年志願者對汽運客戶服務區進行衛生清理、殺菌消毒，並對來往汽運司機發放防疫知識宣傳單；成立「青年突擊隊」，在所處的社區幫助小區門衛進行外來人員登記和測量體溫，在小區內張貼防控疫情宣傳海報。我們舉辦「抗擊疫情，青春裕廊在行動」線上學習分享活動，邀請青年員工通過網絡積極學習疫情知識、分享個人心得、傳達疫情防護要求，宣傳疫情防護知識，凝聚廣大青年力量，架起了一座抗疫連心橋。

The Company actively organized public welfare volunteer activities and fight against the COVID-19 together with surrounding communities. Since the outbreak of COVID-19, the Company organized young volunteers to conduct sanitation cleaning, sterilization and disinfection at the customer service area of transport station, and gave out leaflets about anti-epidemic knowledge to drivers. We established the "Youth Commando" to assist communities for visitor registration and body temperature checking, and posted posters for COVID-19 prevention and control in communities. We organized an online learning and sharing activity of "We are in Action to Fighting against COVID-19", inviting young employees to learn the knowledge of anti-epidemic and share their experience and the requirements of anti-epidemic through the Internet, gathering the strength of youth. Through this, we help communities united together to fight against COVID-19.

疫情一日不除，我們一日不懈。我們將持續關注疫情發展情況，不斷提升公司面對突發公共事件的應對能力，展現出企業應有的抵禦風險的應變能力，用實際行動履行企業的社會擔當，與全國人民眾志成城，堅決打贏這場沒有硝煙的戰爭。

We will continue to fight against COVID-19 until it is eliminated. We pay attention to the epidemic and continuously improve the company's ability for handling public emergencies and the resilience to relevant risks. We will fulfill our corporate responsibility through practices and strive to fight against the epidemic together with the people of the country.

# 附錄：香港聯交所《環境、社會及管治報告指引》內容索引表

## Appendix: Hong Kong Stock Exchange ESG Reporting Guide Content Index

| ESG指引內容   |                         | 對應章節   |   |
|---|-------------------------|--|---|
| ESG Guide   |                         | Correspondent Chapters   |   |
| 環境<br>Environmental   | A1排放物<br>A1 Emissions   | 一般披露<br>General Disclosure   | 2.1 環境管理體系<br>2.3 排放物管理   |
|   |                         | 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：<br>Information on:   | 2.1 Environmental Management System<br>2.3 Emission Management          |
|   |                         | (a) 政策；及<br>(a) the policies; and  |   |
|   |                         | (b) 遵守對發行人有重大影響的相關法律及規例的資料。<br>(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. |   |
|   |                         | A1.1 排放物種類及相關排放數據。   | 2.3 排放物管理<br>2.5 關鍵環境績效   |
|   |                         | A1.1 The types of emissions and respective emissions data.   | 2.3 Emission Management<br>2.5 Environmental Key Performance Indicators |
|   |                         | A1.2 溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。   | 2.5 關鍵環境績效  |
|   |                         | A1.2 Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).   | 2.5 Environmental Key Performance Indicators                            |
|   |                         | A1.3 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。   | 2.5 關鍵環境績效  |
|   |                         | A1.3 Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).  | 2.5 Environmental Key Performance Indicators                            |
|   |                         | A1.4 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。   | 2.5 關鍵環境績效  |
|   |                         | A1.4. Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).   | 2.5 Environmental Key Performance Indicators                            |
|   |                         | A1.5 描述減低排放量的措施及所得成果。  | 2.1 環境管理體系<br>2.3 排放物管理   |
|   |                         | A1.5 Description of measures to mitigate emissions and results achieved.   | 2.1 Environmental Management System<br>2.3 Emission Management          |
| A1.6 描述處理有害及無害廢棄物的方法、減低產生量的措施及所得成果。   | 2.3 排放物管理               |  |   |
| A1.6 Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. | 2.3 Emission Management |  |   |

附錄：香港聯交所《環境、社會及管治報告指引》內容索引表(續)  
Appendix: Hong Kong Stock Exchange ESG Reporting Guide Content Index (continued)

| ESG指引內容           |                               | 對應章節  |  |   |
|-------------------|-------------------------------|---|--|---|
| ESG Guide         |                               | Correspondent Chapters  |  |   |
| 環境<br>Environment | A2資源使用<br>A2 Use of Resources | 一般披露<br>General Disclosure  |  |   |
|                   |                               | 有效使用資源(包括能源、水及其他原材料)的政策。<br>Policies on the efficient use of resources, including energy, water and other raw materials.  | 2.2 資源使用<br>2.2 Use of Resources   |   |
|                   |                               | A2.1 按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。   | 2.5 關鍵環境績效   |   |
|                   |                               | A2.1. Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).      | 2.5 Environmental Key Performance Indicators   |   |
|                   |                               | A2.2 總耗水量及密度(如以每產量單位、每項設施計算)。   | 2.5 關鍵環境績效   |   |
|                   |                               | A2.2 Water consumption in total and intensity (e.g. per unit of production volume, per facility).   | 2.5 Environmental Key Performance Indicators   |   |
|                   |                               | A2.3 描述能源使用效益計劃及所得成果。<br>A2.3 Description of energy use efficiency initiatives and results achieved.  | 2.2 資源使用<br>2.2 Use of Resources   |   |
|                   |                               | A2.4 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果。<br>A2.4 Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. | 2.2 資源使用<br>2.5 關鍵環境績效<br>2.2 Use of Resources<br>2.5 Environmental Key Performance Indicators |   |
|                   |                               | A2.5 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位估量。<br>A2.5 Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.                | 不適用<br>Not Applicable  |   |
|                   |                               | A3環境及天然資源<br>A3 The Environment and Natural Resources   | 一般披露<br>General Disclosure   | 2. 加強環境管理<br>2. Strengthen the Environment Management |
|                   |                               | 減低發行人對環境及天然資源造成重大影響的政策。<br>Policies on minimising the issuer's significant impacts on the environment and natural resources.  |  |   |
|                   |                               | A3.1 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。<br>A3.1 Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.    | 2. 加強環境管理<br>2. Strengthen the Environment Management  |   |

附錄：香港聯交所《環境、社會及管治報告指引》內容索引表（續）  
Appendix: Hong Kong Stock Exchange ESG Reporting Guide Content Index (continued)

| ESG指引內容                    |   | 對應章節   |
|----------------------------|---|--|
| ESG Guide                  |   | Correspondent Chapters   |
| <b>社會</b><br><b>Social</b> | <b>B1僱傭</b><br><b>B1 Employment</b>           | <p>一般披露<br/>General Disclosure</p> <p>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、反歧視以及其他待遇及福利的：<br/>Information on:</p> <p>(a) 政策；及<br/>(a) the policies; and</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。<br/>(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.</p> <p>B1.1 按性別、僱傭類型、年齡組別及地區劃分的員工總數。<br/>B1.1 Total workforce by gender, employment type, age group and geographical region.</p> <p>B1.2 按性別、年齡組別及地區劃分的員工流失比率。<br/>B1.2 Employee turnover rate by gender, age group and graphical region.</p> |
|                            | <b>B2健康與安全</b><br><b>B2 Health and Safety</b> | <p>一般披露<br/>General Disclosure</p> <p>有關提供安全工作環境及保障僱員避免職業性危害的：<br/>Information on:</p> <p>(a) 政策；及<br/>(a) the policies; and</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。<br/>(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.</p>  |
|                            |   | <p>4.1 僱傭與勞工準則<br/>4.1 Recruitment and Labour Standards</p> <p>4.1 僱傭與勞工準則<br/>4.1 Recruitment and Labour Standards</p> <p>4.1 僱傭與勞工準則<br/>4.1 Recruitment and Labour Standards</p> <p>本公司計劃進行細化管理並在未來披露。<br/>The Company plans to refine management and disclose in the future.</p> <p>3. 牢築安全底線<br/>3. Enhance Safety Management</p>   |

附錄：香港聯交所《環境、社會及管治報告指引》內容索引表(續)  
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| ESG指引內容<br>ESG Guide       |  | 對應章節<br>Correspondent Chapters   |
|----------------------------|--|--|
| <b>社會</b><br><b>Social</b> | B2.1 因工作關係而死亡的人數及比率。<br>B2.1 Number and rate of work-related fatalities.   | 本公司計劃進行細化管理並在未來披露。<br>The Company plans to refine management and disclose in the future. |
|                            | B2.2 因工傷損失工作日數。<br>B2.2 Lost days due to work injury   | 本公司計劃進行細化管理並在未來披露。<br>The Company plans to refine management and disclose in the future. |
|                            | B2.3 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。<br>B2.3 Description of occupational health and safety measures adopted, and how they are implemented and monitored.            | 3. 牢築安全底線<br>3. Enhance Safety Management  |
|                            | <b>B3發展及培訓</b><br><b>B3 Development and Training</b>   | 一般披露<br>General Disclosure   |
|                            | 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。<br>Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.       |  |
|                            | B3.1 按性別及員工類別(如高級管理層、中級管理層等)劃分的受訓員工百分比。<br>B3.1 The percentage of employees trained by gender and employee category (e.g. senior management, middle management). | 本公司計劃進行細化管理並在未來披露。<br>The Company plans to refine management and disclose in the future. |
|                            | B3.2 按性別及員工類別劃分，每名員工完成受訓的平均時數。<br>B3.2 The average training hours completed per employee by gender and employee category.  | 本公司計劃進行細化管理並在未來披露。<br>The Company plans to refine management and disclose in the future. |

| ESG指引內容      |   | 對應章節  |   |
|--------------|---|---|---|
| ESG Guide    |   | Correspondent Chapters  |   |
| 社會<br>Social | <b>B4勞工準則</b><br><b>B4 Labour Standards</b>         | <p>一般披露<br/>General disclosure</p> <p>有關防止童工或強制勞工的：<br/>Information on:</p> <p>(a) 政策；及<br/>(a) the policies; and</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。<br/>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.</p> <p>B4.1 描述檢討招聘慣例的措施以避免童工及強制勞工。<br/>B4.1 Description of measures to review employment practices to avoid child and forced labour.</p> <p>B4.2 描述在發現違規情況時消除有關情況所採取的步驟。<br/>B4.2 Description of steps taken to eliminate such practices when discovered.</p> | <p>4.1 僱傭與勞工準則<br/>4.1 Recruitment and Labour Standards</p> <p>本公司計劃進行細化管理並在未來披露。<br/>The Company plans to refine management and disclose in the future.</p> <p>本公司計劃進行細化管理並在未來披露。<br/>The Company plans to refine management and disclose in the future.</p> |
|              | <b>B5供應鏈管理</b><br><b>B5 Supply Chain Management</b> | <p>一般披露<br/>General Disclosure</p> <p>管理供應鏈的環境及社會風險政策。<br/>Policies on managing environmental and social risks of the supply chain.</p> <p>B5.1 按地區劃分的供應商數目。<br/>B5.1 Number of suppliers by geographical region.</p> <p>B5.2 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、以及有關慣例的執行及監察方法。<br/>B5.2 Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.</p>  | <p>6. 携手夥伴共贏<br/>6. Create a Win-win Situation</p> <p>本公司計劃進行細化管理並在未來披露。<br/>The Company plans to refine management and disclose in the future.</p> <p>6.1 陽光採購<br/>6.2 供應商管理<br/>6.1 Sunshine Procurement<br/>6.2 Supplier Management</p>                    |

附錄：香港聯交所《環境、社會及管治報告指引》內容索引表(續)  
Appendix: Hong Kong Stock Exchange ESG Reporting Guide Content Index (continued)

| ESG指引內容<br>ESG Guide |                                     | 對應章節<br>Correspondent Chapters  |  |
|----------------------|-------------------------------------|---|--|
| 社會<br>Social         | B6產品責任<br>B6 Product Responsibility | 一般披露<br>General Disclosure  | 5. 追求卓越運營<br>5. Pursue Excellent Operations  |
|                      |                                     | 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的：<br>Information on:  |  |
|                      |                                     | (a) 政策；及<br>(a) the policies; and   |  |
|                      |                                     | (b) 遵守對發行人有重大影響的相關法律及規例的資料。<br>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress |  |
|                      |                                     | B6.1 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。<br>B6.1 Percentage of total products sold or shipped subject to recalls for safety and health reasons.  | 不適用<br>Not Applicable  |
|                      |                                     | B6.2 接獲關於產品及服務的投訴數目以及應對方法。<br>B6.2 Number of products and service related complaints received and how they are dealt with.  | 本公司計劃進行細化管理並在未來披露。<br>The Company plans to refine management and disclose in the future. |
|                      |                                     | B6.3 描述與維護及保障知識產權有關的慣例。<br>B6.3 Description of practices relating to observing and protecting intellectual property rights.   | 5.2 技術及設備更新<br>5.2 Technological Innovation and Facility Update                          |
|                      |                                     | B6.4 描述質量檢定過程及產品回收程序。<br>B6.4 Description of quality assurance process and recall procedures.   | 不適用<br>Not Applicable  |
|                      |                                     | B6.5 描述消費者數據保障及私隱政策，以及相關執行及監察方法。<br>B6.5 Description of consumer data protection and privacy policies, how they are implemented and monitored.  | 5.3 客戶關係提升<br>5.3 Customer Relationship Improvement                                      |



附錄：香港聯交所《環境、社會及管治報告指引》內容索引表（續）  
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| ESG指引內容      |   | 對應章節   |   |
|--------------|---|--|---|
| ESG Guide    |   | Correspondent Chapters   |   |
| 社會<br>Social | <b>B7反貪污</b><br><b>B7 Anti-corruption</b>       | 一般披露<br>General disclosure   | 7. 建立誠信港口<br>7. Perfect Integrity   |
|              |   | 有關防止賄賂、勒索、欺詐及洗黑錢的：<br>Information on:  |   |
|              |   | (a) 政策；及<br>(a) the policies; and  |   |
|              |   | (b) 遵守對發行人有重大影響的相關法律及規例的資料。<br>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.                                      |   |
|              |   | B7.1 於匯報期內對發行人或其員工提出並已審結的貪污訴訟案件的數目及訴訟結果。<br>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.            | 本報告期內，我們並未發現重大貪污和違規舞弊事件。<br>During the reporting period, the Company did not find any major bribery, extortion, fraud or money laundering case. |
|              |   | B7.2 描述防範措施及舉報程序，以及相關執行及監察方法。<br>B7.2 Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.   | 7.2 舉報處理<br>7.2 Reporting Process   |
|              | <b>B8社區投資</b><br><b>B8 Community Investment</b> | 一般披露<br>General Disclosure   | 8. 承擔社會責任<br>8. Commitment to Social Responsibility   |
|              |   | 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社區利益的政策。<br>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 |   |
|              |   | B8.1 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。<br>B8.1 Focus areas of contribution (E.g. education, environmental concerns, labour needs, health, culture, sport).   | 8. 承擔社會責任<br>8. Commitment to Social Responsibility   |
|              |   | B8.2 在專注範疇所動用資源(如金錢或時間)。<br>B8.2 Resources contributed (e.g. money or time) to the focus area.   | 8. 承擔社會責任<br>8. Commitment to Social Responsibility   |