



山东港口  
SHANDONG PORT GROUP

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



2021

ENVIRONMENTAL, SOCIAL AND  
GOVERNANCE REPORT

環境·社會及管治報告

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# 一. 關於本報告

## I. ABOUT THE REPORT

### (一) 編製依據

日照港裕廊股份有限公司2021年環境、社會及管治報告(以下簡稱「本報告」[ESG報告])是日照港裕廊股份有限公司(以下簡稱「裕廊公司」「本公司」「公司」或「我們」)按照香港聯合交易所有限公司(「香港聯交所」)主板證券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「ESG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。

### (二) 報告時間

除另有說明外，本報告涵蓋期間為2021年1月1日至12月31日(「報告期」)。

### (三) 報告組織範圍

報告審慎選擇披露的範圍，以年度財務報告合併範圍為基礎，綜合考慮業務對社會、環境的影響以及對裕廊公司ESG管理的影響程度，進行信息披露。本公司無其他分子公司或其他附屬單位。

### (四) 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。

### (I) References for Preparation

Rizhao Port Jurong Co., Ltd. (“Jurong”, the “Company”, the “Corporation”, “we”) 2021 Environmental, Social and Governance Report (hereinafter referred to as “the Report”, “ESG Report”) is 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 Listing Rules (Main Board) of The Stock Exchange of Hong Kong Limited (the “HKEX”). The Report has complied with the “comply or explain” provisions in the ESG Reporting Guide. An ESG index table is also provided at the end of the Report for ease of reference to readers.

The Report fully takes into consideration of our stakeholders’ views and the Company’s business characteristics with 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.

### (II) Reporting Period

Unless otherwise stated, the Report covers the period from 1 January 2021 to 31 December 2021 (“the reporting period”).

### (III) Reporting Coverage

We determined the scope of information disclosure with great caution. Base on consolidation scope specified in the annual financial statements, we make information disclosures by comprehensively considering the impact of the business on society and the environment, as well as the degree of impact on Jurong’s ESG management. The Company does not have any other subsidiaries or affiliates.

### (IV) Source of Information

The source of information and cases of the Report are 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 the Report, and assumes responsibilities to the authenticity, accuracy and completeness of the information in the Report.

## 一. 關於本報告(續) I. About the Report (continued)

### (五) 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閱讀，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。如中英文版本有不一致陳述，請以繁體中文版本為準。

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。

郵件：projusunshinerzport@163.com

### (六) 匯報原則

**重要性：**本報告已在編製過程中識別主要利益相關方及其關注的ESG議題，並根據其關注議題的相對重要性水平，在報告中做有針對性的披露。

**量化：**本報告採用量化資料的方式展現環境與社會層面的關鍵績效指標，有關本報告中關鍵績效指標的計量標準、方法、假設及／或計算工具、以及使用的轉換系數來源，均已在相應位置做出說明。

**一致性：**本報告所披露數據採取與往年一致的統計方法，個別變動之處已做出解釋說明以確保一致性原則。

### (V) Access and Response to the Report

The 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) or the website of the Company (www.rzportjurong.com). In case of any inconsistent statement between traditional Chinese and English version, 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: projusunshinerzport@163.com

### (VI) Reporting Principles

**Materiality:** In preparing the Report, the Company has identified key stakeholders and key ESG issues of concern, and made targeted disclosure according to the materiality of such issues.

**Quantitative:** In the Report, environmental and social key performance indicators (KPI) are shown in the form of quantitative data, and the measurement standards, methods, hypothesis and/or calculation tools, source of conversion coefficient for the KPIs are explained in their respective paragraphs.

**Consistency:** In the Report, the statistics method used for data disclosure is consistent with that of the prior year. Individual changes have been explained accordingly to ensure consistency.

## 二. 關於本公司

### II. ABOUT RIZHAO PORT JURONG CO., LTD.

日照港裕廊股份有限公司是日照港集團與新加坡裕廊海港於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18.1百萬噸。

公司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，水域開闊，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。我們亦是中國唯一與兩條超1,000公里鐵路線（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，大豆和木片兩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港口相關服務。本年度進口大豆、木片繼續保持了全國第一的市場地位。

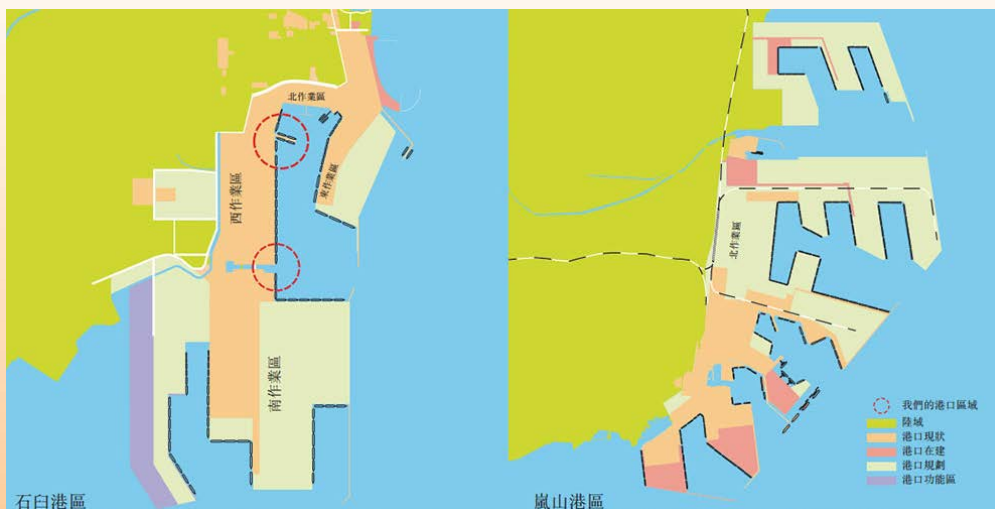
近年來，公司獲得多項社會認可和相關獎項，包括「全國首批進境糧食指定口岸」「中國港口科技進步一等獎」「全國交通運輸行業誠信企業」「全國交通運輸行業質量管理小組活動優秀企業」「山東省企業設備管理先進單位」「日照市口岸港航系統安全生產先進單位」「日照市園林式居住區(單位)」等。公司榮登「2021年金蜜蜂企業社會責任·中國榜」，從300餘家企業中脫穎而出，連續兩年獲得「金蜜蜂·入圍企業獎」。

Rizhao Port Jurong Co., Ltd. was established as a sino-foreign equity joint venture Company on March 17, 2011 by Rizhao Port Group Co., Ltd and Jurong Port Pte Ltd. The Company primarily operates 4 berths and leases out 4 berths, with a total designed annual throughput capacity of 18.1 million tons.

Located at the Shijiu port area of the Port of Rizhao, the southern coast of the Shandong Peninsula opening to the Yellow Sea, the Company enjoys favourable natural conditions and a well-connected transportation network. The Port of Rizhao is a natural deep water port that owns a temperate climate, ice-free and silt-free conditions, open water as well as 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 are also the only port in China connecting two major rail lines of over 1,000 kilometres, 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 import port of grain and wood chips in China, and the market share of the two main varieties of soybeans, and wood chips is the first in China. Applying comprehensive and advanced port infrastructure, we operate with high efficiency. Our ports are equipped with highly automated and efficient conveyor belt and pipeline systems, industry-leading grain storage, which can provide comprehensive port-related services such as loading and unloading, berth leasing, port management, storage and logistics services. In 2021, imported soybeans and wood chips continued to maintain the first market position in China.

In recent years, we have received numerous social recognition and related awards, including “The First Batch of Designated Ports for Imported Grain in China”, “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”. The Company was listed in the “2021 Golden Bee CSR·China List”. It has stood out from more than 300 enterprises and won the “Golden Bee · Shortlisted Enterprise Award” for two consecutive years.



## 二. 關於本公司(續)

### II. About Rizhao Port Jurong Co., Ltd. (continued)

#### (一) 董事會聲明

公司董事會按照香港聯交所《環境、社會管治及報告指引》要求，做出如下聲明：

公司董事會承諾對ESG治理工作承擔最終責任。由各職能部門組成的ESG管理領導小組及負責ESG工作的具體開展，持續推動本公司ESG工作的進行。

董事會重視ESG風險可能對我們產生的重大影響，每年結合ESG風險識別、利益相關方溝通結果等完善ESG關鍵議題，並通過開展利益相關方調研開展議題重要性評估工作，獲得ESG議題的優先排序結果，明確本公司ESG治理的工作重點。本年度重要性議題分析結果已經董事會審閱與討論。

公司已建立了ESG目標以更好地審視和管理公司的環境影響，公司董事會將對ESG目標的完成情況進行定期審視並開展檢討。

董事會已於2022年5月26日獲審閱並批准本報告。

#### (I) Statement of the Board of Directors

The Company's Board of Directors makes the following statement compatible with the requirements of *the Environmental, Social and Governance Reporting Guide* (《環境、社會管治及報告指引》) of HKEX:

The Company's Board of Directors commits to assuming the ultimate responsibility for ESG governance. The ESG management leadership group, composed of various functional departments, is responsible for carrying out specific ESG work to push forward with the Company's ESG work on a sustained basis.

The Board of Directors attaches great importance to significant impact that ESG risks may have on us. We perfect the list of ESG key issues annually based on ESG risk identification and the results of communication between stakeholders, and assess materiality of issues through stakeholders' survey to learn priorities among ESG issues, thus clarifying the Company's focus on ESG governance. The analysis results of material issues in the current year have been reviewed and discussed by the Board of Directors.

To better review and manage the Company's environmental impact, the Company has set up ESG objectives, achievements of which are reviewed by the Board of Directors on a regular basis.

The Report was reviewed and approved by the Board of Directors on 26 May 2022.

(二) 落實聯合國可持續發展目標

(II) SDGs Implementation



聯合國在2015年正式通過《改變我們的世界—2030年可持續發展議程》，提出17項可持續發展目標(SDGs)，旨在從2015年到2030年之間在全球範圍內消除貧困、饑餓、不平等、氣候變化等問題。本公司結合自身業務運營特點，積極回應聯合國可持續發展目標(SDGs)，努力承擔企業公民責任。

In 2015, the United Nations formally adopted the *Change Our World-2030 Agenda for Sustainable Development* and proposed 17 Sustainable Development Goals (SDGs), aiming to eliminate poverty, hunger, inequality, climate change and other issues globally from 2015 to 2030. Based on the characteristics of its own business operations, the Company actively responds to the United Nations Sustainable Development Goals (SDGs) and strives to assume corporate citizenship responsibilities.

關鍵ESG議題  
Key ESG Issues

對應SDGs  
Corresponding SDGs

實踐與績效  
Practice and Performance

公司治理  
Corporate Governance



- 廉潔運營，營造清風正氣，公司榮獲「全國交通運輸行業誠信企業」
- Operating with integrity and creating a clean and upright atmosphere, the Company won the “National Transportation and Logistics Reputable Enterprise”.
- 員工廉潔教育覆蓋率100%
- 100% staff integrity education coverage rate.
- 重視科技創新，探索智慧港口
- Devote to technological innovation and explore smart ports.
- 公司設有安全委員會，負責整體監督、審查和管理安全事宜
- Set up a safety committee which is responsible for overall supervision, review and management of safety matters.



二. 關於本公司(續)  
II. About Rizhao Port Jurong Co., Ltd. (continued)

**關鍵ESG議題**  
**Key ESG Issues**

**對應SDGs**  
**Corresponding SDGs**

**實踐與績效**  
**Practice and Performance**

環境管理  
Environment Management



- 公司設立環境保護領導小組，全面管理公司環保工作
- The Company has established an environmental protection leading group to comprehensively manage its environmental protection work.
- 嚴格落實環境影響評價工作，不斷提升環境監測能力
- Strictly implement environmental impact assessment work and continuously improve environmental monitoring capabilities.
- 逐步升級除塵設備，有效控制粉塵等污染物
- Gradually upgrade dust removal equipment to effectively control dust and other pollutants.
- 研發空濾清吹箱，有效控制作業時粉塵污染
- Develop air filter and blowing box to effectively control dust pollution during operation.

員工關懷  
Staff Care



- 加強安全管理，保障員工職業健康
- Strengthen safety management to protect employees' occupational health.
- 提升員工福利待遇，重視員工成長發展
- Improve employee benefits and focus on employee growth and development.
- 關愛女性員工，維護合法權益，杜絕性別歧視，定期為女性員工舉辦各類交流活動
- Care for female employees, safeguard their legitimate rights and interests, eliminate gender discrimination, and regularly hold various activities for female employees.
- 持續完善民主管理制度，保障員工民主權利
- Continue to improve the democratic management system and protect the democratic rights of employees.
- 員工體檢覆蓋率100%
- 100% staff medical examination coverage rate.
- 制定科學的工時管理制度，保證員工工作、生活平衡
- Develop a scientific management system for working hours to ensure that employees have a balance between work and life.
- 搭建全方位人才培訓及晉升體系
- Build a comprehensive talent training and promotion system.
- 注重員工人文關懷，開展豐富文體活動
- Focus on the humanistic care of employees and carry out rich cultural and sports activities.

**關鍵ESG議題**  
**Key ESG Issues**

**對應SDGs**  
**Corresponding SDGs**

**實踐與績效**  
**Practice and Performance**

產品質量及客戶服務  
Product Quality and  
Customer Service



- 推進港口服務供給側結構性改革，定制全程物流服務
- Promote structural reform on the supply side of port services and customize full logistics services.
- 提升貨物接卸效率，建立「無人化」「智慧港口」
- Improve the efficiency of cargo receiving and unloading, and establish a “unmanned” and “smart port”.
- 公司設立24小時監督投訴受理電話和意見箱，及時處理客戶投訴。客戶投訴結案率：100%
- Set up a 24-hour supervised complaint acceptance telephone and suggestion box to handle customer complaints in a timely manner. 100% customer complaint settlement rate.
- 運行隊灌包裝車班獲得山東省「青年文明號」、山東港口「青年安全示範崗」
- The filling and packaging shift of the operation team won the “Youth Civilization” of Shandong Province and the “Youth Safety Demonstration Post” of Shandong Port.
- 庫場隊理貨班獲得山東港口「青年文明號」
- The tally shift of the storage yard team won the “Youth Civilization” of Shandong Port.
- 操作隊岸機班獲得山東港口日照港「團員先鋒崗(隊)」
- The shore crane shift of the operation team won the “League Member Pioneer Post (Team)” of Rizhao Port, Shandong Port.
- 制定服務質量管理制度，建立標準化客戶服務流程，保障客戶服務質量
- We have developed a service quality management system and established a standardized customer service process, ensuring customer service quality
- 提升服務質量與效率，設立六項服務承諾，滿足客戶需求
- Set up six service commitments to meet customer needs and improve service quality and efficiency.

供應商管理  
Supplier Management



- 公司招投標業務全流程線上化，有效提高採購效率
- The entire process of the Company’s bidding business is online, effectively improving procurement efficiency.
- 嚴格審核供應商資料，防範採購過程中的貪污受賄風險
- Strictly review supplier information to prevent corruption and bribery risks in the procurement process.
- 建立完善的供應商日常管理、定期評價和年度審核機制
- Establish a complete supplier daily management, regular evaluation and annual review mechanism.
- 每年對供應商進行綜合能力評估，及時清退不合格的供應商，嚴重不合格者將被列入黑名單，終止合作
- Conduct comprehensive capability assessment of suppliers every year. For those unqualified suppliers, we will implement exit procedures such as blacklisting and termination.

二. 關於本公司(續)  
 II. About Rizhao Port Jurong Co., Ltd. (continued)

**關鍵ESG議題**  
**Key ESG Issues**

社會責任  
 Social Responsibility

**對應SDGs**  
**Corresponding SDGs**



**實踐與績效**  
**Practice and Performance**

- 專注扶貧及志願者活動，奉獻企業愛心
- We focus on poverty alleviation and volunteer activities, dedicating our corporate love.
- 組織青年開展「希望小屋」「一對一」幫扶等志願活動，慰問「希望小屋」貧困兒童，發起「十元關愛行動」，組織青年團員參加「創城社區志願者」「點燃青春小屋」「青春扶貧」「我為群眾辦實事」等志願服務活動。
- Organize youth to carry out voluntary activities such as “Hope Room” and “One-to-one” assistance, sympathize with poor children in “Hope Room”, launch “Ten Yuan Care Action”, and have organized youth members to participate in voluntary service activities such as “City Creation Community Volunteers”, “Lighting on Youth Home”, “Youth Poverty Alleviation”, “I Do Practical Things for the Masses” and other voluntary service activities.
- 積極履行企業社會責任，公司榮登「2021年金蜜蜂企業社會責任•中國榜」
- We actively fulfil corporate social responsibility and our Company was listed on the “2021 Golden Bee Corporate Social Responsibility • China Ranking”.

### (三) ESG管理

#### 1. 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，在推動業務經營發展的基礎上，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。

公司相信可持續發展才是好的發展。公司已根據香港聯交所上市規則要求，搭建了董事會全面領導、各部門統籌執行的ESG管理體系，將ESG管理融入公司日常運營。董事會整體負責ESG管理工作；董事會下設ESG管理領導小組，負責公司ESG管治策略及匯報，並監督重要ESG事宜，確保公司ESG管理體系設計合理、運行正常；由辦公室、財務室、證券事務室、營銷中心、安全環保室、技術保障中心、人力資源室、內審室等部門一起，協調和推動ESG各項具體工作的落實和提升。

### (III) ESG Management

#### 1. 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 fusion of economy, environment and society.

The Company holds a belief that a good development is sustainable development. In alignment with the listing rules of the HKEX, the Company has built an ESG management system featuring overall leadership of Board of Directors and coordinated implementation of various departments to integrate ESG management into daily operations of the Company. The Board of Directors is responsible for overall management of ESG. The ESG management leadership group under the Board of Directors is in charge of ESG governance strategy and reporting of the Company, and supervises important matters of ESG to ensure a well-designed and functional ESG management system. The coordination and promotion of each special ESG task are jointly implemented and improved by departments as Office, Financial Department, Securities Department, Marketing Center, Safety and Environmental Protection Department, Technical Support Center, Human Resources Department and Internal Audit Department.



## 二. 關於本公司(續) II. About Rizhao Port Jurong Co., Ltd. (continued)

### 2. 利益相關方參與

本公司始終相信與利益相關方建立緊密關係是促進公司可持續發展的關鍵。本公司與利益相關方建立了通暢的溝通渠道並進行持續溝通，充分了解各利益相關方對本公司的關注及期望，積極聽取並回應各利益相關方的意見及建議。

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 Stakeholders

#### 主要關注的實質性議題 Key issues of concern

#### 主要溝通回應方式 Major communication and response channels

政府及監管機構 Government and regulators	資源使用、減少排放、僱傭、安全生產與職業健康、守法守規、廉潔建設 Use of resources, reduce emissions, employment, production safety and occupational health, laws and rules abiding, honest construction	定期會議、文件報送、信息披露、政策諮詢等 Regular meetings, document submission, information disclosure, policy consultation, etc.
股東及投資人 Shareholders and investors	服務質量、守法守規、廉潔建設 Service quality, laws and rules abiding, honest construction	官方網站、股東大會、信息披露、路演等 Official website, shareholders' meeting, information disclosure, roadshow, etc.
員工 Employees	僱傭、員工權益保障、員工培訓與發展、員工福利、勞工準則 Employment, employee rights protection, employee training and development, employee welfare, employment	職工代表大會、工會主席接待日、員工活動、員工訪談等 Congress of workers, chairman of the trade union reception day, staff activities, staff interviews, etc
媒體 Media	減少排放、資源使用、保護生態、應對氣候變化、僱傭、員工權益保障 Reduce emissions, use of resources, ecological protection, climate change and response, employment, ecological protection	企業採訪、信息披露、媒體發佈會等 Enterprise interview, information disclosure, media conference, etc
供應商 Suppliers	供應鏈環境及社會風險管理、服務質量、守法守規、廉潔建設 Supply chain environment and social risk management, Service quality, laws and rules abiding, honest construction	供應商考察、公開招投標會議、電話溝通、意見郵箱等 Supplier inspection, public bidding meetings, telephone communication, opinion mailbox, etc.
客戶 Customers	服務質量、信息安全與隱私保護、客戶滿意度 Service quality, information safety and privacy protection, customer satisfaction	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 Official website, hotline, opinion mailbox, customer satisfaction survey, visits, meetings and forums etc.
社區 Community	保護生態、社區投資 Ecological protection, community investment	社區活動、志願者活動、信息披露等 Community activities, volunteer activities, information disclosure, etc.

### 2. Stakeholder Engagement

The Company has always believed that building close relationships with stakeholders is the key to promoting sustainable development. The Company has established smooth communication channels with the stakeholders and carried out continued communication. We fully understood the concerns and expectations of the stakeholders, and actively listened to and responded to the opinions and suggestions of the stakeholders.

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

### 3. 實質性議題識別與分析

本年度我們通過與主要利益相關方持續有效地溝通，結合問卷調研結果就《ESG報告指引》所列11個層面的ESG議題進行實質性分析，進一步細化各項議題內容，拆分出19個子議題，希望更全面地了解各利益相關方對於本公司的評價與期望，明確本公司ESG治理的工作重點，滿足各利益相關方的訴求。

我們識別出重要議題包括：安全生產與職業健康、守法合規、客戶滿意度、廉潔建設、減少排放、服務質量；一般重要議題包括：員工權益保障、保護生態、資源使用、信息安全與隱私保護、科技創新、員工培訓及發展、員工福利、僱傭、勞工準則供應鏈環境及社會風險管理、應對氣候變化、知識產權保護、社區貢獻。

本公司2021年度識別出的ESG重要性議題實質性分析結果如下：

### 3. Materiality Identification and Assessment

This year, through the efficient communication with major stakeholders and based on questionnaire survey results, we performed a materiality assessment on 11 ESG issues listed in the *ESG Reporting Guide* (《ESG報告指引》), further refined the content of each issue and split them into 19 sub-issues, hoping to gain a more comprehensive understanding of stakeholders' evaluation and expectations on the Company, and clarifying the Company's focus on ESG governance to meet demands of various stakeholders.

We identified material issues comprising production safety and occupational health, compliance with laws and regulations, customer satisfaction, integrity construction, emissions reduction and service quality, and less material issues including protection of employee rights and interests, ecological protection, use of resources, information security and privacy protection, technological innovation, training and development of employees, employee benefits, Employment, Labor Standards supply chain environmental and social risk management, response to climate change, protection of intellectual property rights and community contribution.

The materiality assessment on ESG issues identified in 2021 is detailed as follows:



## 三. 踐行綠色環保

### III. Practice Green

公司堅信企業必須對所在行業的環境承擔責任，積極響應國家綠色發展戰略並履行國家環保要求，將環境保護意識貫穿至整體業務運營中，努力打造可持續發展的綠色港口。

本年度我們結合公司實際發展制定出適用的ESG環境目標：

減排目標：

- 自2022年起，綜合能源萬噸單耗呈逐年下降趨勢，到2026年，綜合能源萬噸單耗降至2.5噸標煤／萬噸吞吐量以下。

無害廢棄物：

- 自2022年起，公司運營所在地區100%實施垃圾分類。

有害廢棄物目標：

- 自2022年起，公司運營所在地區產生的有害廢棄物100%交由有資質的第三方進行合規處理。

節能目標：

- 到2030年，公司新能源車數量佔同類車輛的比值不低於20%；
- 到2030年，公司所有5萬噸級及以上專業化泊位實現岸電設備全覆蓋。

節水目標：

- 自2022年起，萬噸吞吐量耗水量呈逐年降低趨勢；
- 到2026年，萬噸吞吐量耗水量較2021年下降10%；
- 到2031年，萬噸吞吐量耗水量較2021年降低15%。

The Company strongly believes that an enterprise is liable for the environment of the industry, actively responding to the national green development strategy, following national environmental protection requirements, and taking environmental protection into account throughout business operations to build a sustainable green port.

This year, we set applicable ESG environmental targets which were relevant to our actual development:

Emission reduction:

- The comprehensive energy consumption per 10,000 tons has appeared to be decreasing year by year since 2022, and it will be reduced to below 2.5 tons of standard coal per 10,000 ton throughput by 2026.

Non-hazardous waste:

Garbage classification has been fully implemented across the region where the Company operates since 2022.

Hazardous waste:

- All hazardous waste generated in operation locations has been treated by qualified third parties as required since 2022.

Energy saving:

- The percentage of new energy vehicles within the Company to vehicles for the same purpose will be no less than 20% by 2030;
- All specialized berths of 50,000 tons or above within the Company will be fully equipped with shore power facilities by 2030.

Water saving:

- Water consumption per 10,000 ton throughput has showed a downward trend year by year since 2022;
- By 2026, water consumption per 10,000 ton throughput will drop 10% compared with that in 2021;
- By 2031, water consumption per 10,000 ton throughput will drop 15% compared with that in 2021.

### (一) 環境管理體系

公司嚴格遵守《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》等法律法規，將清潔生產、環境保護與公司發展深度結合，打造一個走可持續發展道路的智慧綠色港口。

本公司十分重視環境管理。本年度公司制定並下發《2021年環境保護工作要點》《清潔生產考核管理辦法》《「一區一策」網格化管理標準》等制度措施，對日常環境保護、工廠及週邊道路環境、施工現場等方面做出詳細規定並進行嚴格管理，持續改善港區環境質量。同時針對偶發的重污染天氣情況，本公司根據日照市生態環境局要求，及時對生產組織、機械配備、道路清潔等方面進行調整，積極配合國家環保工作。

### (II) Environment Management System

The Company strictly abides by laws and regulations, including the *Environmental Protection Law of the People's Republic of China*, the *Marine Environment Protection Law of the People's Republic of China*, the *Atmospheric Pollution Prevention and Control Law of the People's Republic of China*, the *Law of the People's Republic of China on Water Pollution Control*, the *Law of the People's Republic of China on the Prevention and Control of Environment Pollution Caused by Solid Wastes*, the *Energy Conservation Law of the People's Republic of China*, and the *Cleaner Production Promotion Law of the People's Republic of China*, etc. We will deeply combine cleaner production, environmental protection and the Company development to build a smart green port on the path of sustainable development.

The Company places a high value on environmental management. This year, the Company has developed and issued policies and measures such as the *Environmental Protection Essentials of 2021* (*《2021年環境保護工作要點》*), the *Measures for Appraisal and Management of Clean Production* (*《清潔生產考核管理辦法》*) and the *Standards for Gridded Management of "One Region, One measure"* (*《「一區一策」網格化管理標準》*) to detail and closely follow the provisions concerning daily environmental protection, factory and surrounding road environment, construction sites, etc., improving the environment quality in the port on a sustained basis. Meanwhile, in response to occasional weathers with heavy pollution, the Company, following the requirements of Ecology Environment Bureau of Rizhao City, makes an adjustment with respect of production organizations, machinery and equipment and road cleaning in a timely manner to actively support the national environmental protection work.



### 三. 踐行綠色環保(續) III. Practice Green (continued)

本公司設有環境管理組織架構及由管理層參與的環境保護領導小組，統籌公司整體環境管理。公司遵循「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，明確公司全體員工的環保責任，將環境管理工作納入到各單位、部門的綜合考評中。本年度我們將環保抑塵機械、控塵措施納入作業計劃，並開展全員參與、覆蓋全流程的環保大排查，樹立「隱患不過夜」思想，排查問題當日完成整改反饋，廣泛徵集合理化建議，群策群力打好環保攻堅戰。

本公司嚴格落實環境影響評價、審批制度及「三同時」<sup>1</sup>制度。為紮實推進「安全、環保、效率」三位一體協調發展，全面提升清潔生產水平，公司於本年度制定《2021年綠色港口建設攻堅「1號任務」實施方案》，並開展5次環保設備和工藝技術交流，確定4大類攻堅任務，完成6項環保攻堅項目，投資費用約150萬元。與此同時，本公司於報告期內完成24套裝車作業現場抑塵工作及環保創新研發項目，控塵效果良好。本公司新建項目均採用能耗小、物耗低、排污少的清潔生產工藝，污染物排放指標均符合國家或地方標準及污染物總量控制要求。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。

The Company has established an environmental management structure and set up an environmental protection leadership group with the participation of management to coordinate overall management of environment across the Company. In compliance with the principles of “who is in charge is responsible”, “who organizes is responsible”, “who is in the post is responsible” and “territory management”, we clarify the environmental obligations of all employees, and incorporate environmental protection management into all departments’ and teams’ comprehensive performance assessment. This year, we applied environmental protection and dust suppression machinery and adopted dust control measures during operations. In addition, we carried out environmental protection inspection featuring full participation and whole-process coverage, promoted the awareness of “address hidden hazards on the day they are identified”, investigated problems and made targeted rectification as well as gave feedbacks within the same day, and extensively collected rational suggestions, calling for all-out efforts to fight a severe battle for environmental protection.

We strictly implement the environmental impact assessment system, approval system, and “Three Simultaneities”<sup>1</sup>. This year, in order to rigidly drive a coordinated development of “safety, environmental protection and efficiency”, and fully promote the clean production, the Company developed the *Implementation Plan for Overcoming “Task No. 1” in Building Green Port in 2021* (《2021年綠色港口建設攻堅「1號任務」實施方案》). We organized 5 exchanges in environmental protection equipment and processing technologies, identified work tasks in 4 categories, completed 6 work tasks regarding environmental protection, with investment costs of approximately RMB1.5 million. Moreover, during the reporting period, we completed the on-site dust suppression for 24 loading operations, as well as innovative R&D projects for environmental protection, achieving good results. Our new projects apply clean production processes with low energy consumption, low material consumption and low emissions, whose pollutant emission indicators conform to the state and local standards and total pollutant control requirements. During the reporting period, the Company had no cases of negative environmental incidents, environmental lawsuits, and government warnings or penalties.

<sup>1</sup> 三同時制度：建設項目中防治污染的措施與主體工程同時設計、同時施工、同時投產使用。

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.

## (二) 優化能源資源使用

本公司持續深耕節能環保的運營模式，努力創建綠色港口，提倡高效率低能耗。在確保各項污染物合規排放的同時，本公司不斷提升資源綜合利用率，並針對日常運營過程中用電、用水、用油及各類能源使用、計量工作等工作制定了《能源管理規定》。為提升能源使用效率，減少浪費，公司每年會設置節能目標，對日常工作進行精細化管理，落實責任，不斷推動提升能源、資源使用效率。公司已逐步在日常運營過程中汰換不環保的設備設施：於本年度報告期內，公司租賃8台電動汽車，以替代部分柴油皮卡車，未來將逐步用新能源代替非生產柴油消耗。公司聯合動力公司定期進行地下管道的檢修，杜絕「跑冒滴漏」現象發生。

## (II) Optimizing Use of Energy Resources

The Company further explores the business model of energy conservation and environmental protection, striving to building a green port and advocating a mode with characteristics of high efficiency and low energy consumption. We continuously improve the ratio of resource comprehensive utilization in the context of a compliant emission of various pollutants, and develop the *Energy Management Policy* (《能源管理規定》) for usage and measurement of electricity, water, oil and all kinds of energy during daily operations. In order to improve energy efficiency and reduce waste, we set annual energy-saving objectives, push ahead with refined management through specified responsibilities in daily operations to increase energy and resource efficiency on a sustained basis. We have gradually phased out facilities in daily operation with negative environmental impact. During the reporting period, we leased 8 electric vehicles to replace certain diesel pickup trucks, and will use new energy instead of diesel for non-production purpose on a gradual basis. We, together with power companies, inspect and repair underground pipelines on a regular basis to prevent water running and dripping.

### 分解能源指標，落實部門考核

2021年，公司利用市交通局港口能耗監測項目，精準測算出岸邊設備、流程設備作業噸單耗，為生產計劃提供清晰明確的能耗參考。公司制定的能源管理目標為3.05噸標煤／萬噸吞吐量並於本年度順利完成。

### Decompose energy indicators and implement departmental assessments

In 2021, in light of the energy consumption data monitoring project of Municipal Transportation Bureau Port, we precisely calculated the actual tonnage consumption of shore equipment and process equipment operations, providing a clear reference for energy consumption of production plan. The energy management target set by the Company was 3.05 tons of standard coal per 10,000 ton throughput, which was successfully completed in the current year.

### (三) 排放物管理

公司嚴格遵守所有與我們營運有關環保法規及要求。我們不斷鼓勵員工、船員和供貨商為自己的行為負責，履行環保義務。公司主要排放物包括各類固體廢棄物、廢水、廢氣、和粉塵。本公司已建立污染物排放管理體系，修訂了《危險廢物污染防治責任制度》《廢棄物應急預案》，並積極開展專項整治工作，我們始終努力營造節能減排的綠色港口。

#### 廢氣

公司產生的廢氣主要來源於燃油機動車輛和機械設備。公司嚴格遵守國家相關法律法規要求，根據國家規定制定機動車管理措施，同時嚴格按照《危險廢物產生經營企業現場執法手冊》標準執行，確保已經使用及將要購買的機動車輛符合國家環保標準。

#### 廢棄物

公司在運營過程中產生的有害廢棄物主要包括：廢(礦物)油、廢棄濾芯、廢包裝物、廢舊電瓶等。於有害廢棄物及危險廢棄物，公司設置特定存放庫並進行分類合規存放，同時聘請有資質的第三方處理機構進行合規處理。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垃圾等，此類廢物交由物業公司根據政府要求統一處理。

### (III) Emission Management

The Company strictly observes all regulations and requirements concerning environmental protection relevant to our operations. Employees, crew and suppliers are constantly encouraged to take responsibility for their own actions and fulfill their environmental protection obligations. The Company's emissions mainly include various types of hazardous and non-hazardous waste, wastewater, exhaust gas and dust. The Company has established a pollutant emission control system, revised the *Responsibility System for Prevention and Control of Hazardous Waste* (《危險廢物污染防治責任制度》) and the *Waste Emergency Plan* (《廢棄物應急預案》), and actively carried out special rectification work, steadfastly striving to build a green port featuring energy saving and emission reduction.

#### Gas emissions

The gas emissions generated by the Company mainly derive from oil-fueled motor vehicles and mechanical equipment. In strict compliance with the requirements of relevant national laws and regulations, we have formulated motor vehicle management measures, which are strictly implemented in accordance with the *On-site Law Enforcement Manual for Hazardous Waste Generation and Operation Enterprises* (《危險廢物產生經營企業現場執法手冊》) to guarantee motor vehicles used and to be purchased meet national environmental protection standards.

#### Wastes

The hazardous waste generated by the Company's operations mainly includes (mineral) oil-containing waste, waste filter, hazardous waste packaging, and used batteries. We have established a special repository for hazardous waste to classify and store it in compliance with regulations, and have hired a qualified third-party processing agency to handle all kinds of hazardous waste as required. The non-hazardous waste produced is mainly domestic waste, waste generated by site cleaning, etc. Such waste is handed over to the property Company for unified treatment in accordance with government requirements.

### 廢水

為提升用水效益，公司建立了污水處理站，並按規定對所有污水(主要為含塵雨水及生活污水)進行處理。為了更有效地應對水資源緊張問題，公司將雨水進行回收，對含塵雨水進行達標處理。達標處理後的雨水會用於綠化、場地抑塵灑水和生產作業的噴淋抑塵等用途，實現水資源循環利用，減少浪費。本公司在求取適用水源方面無相關困難。

### 粉塵

本公司貨種以糧食、木片和木薯乾為主，在接卸等過程中會產生揚塵，因此粉塵防治成為環境治理重點。公司嚴格遵守《散貨作業粉塵防控作業標準》要求，針對貨品接卸、倒運、堆存加高、發運裝車等環節的粉塵增加除塵及收集環節，確保粉塵可控，同時積極研究防塵控塵新工藝、新技術，採用綜合防治手段，有效控制粉塵污染，助力綠色港口建設。本年度，我們在已有的除塵措施如配備射霧車、射霧炮，為岸基設備加裝除塵系統，在木薯乾卸船機加裝噴淋裝置等措施的基礎上，新增洗掃車5台、掃路王5台、灑水車1台，在筒倉、大豆灌包散發罐發貨口加裝抑塵料斗和伸縮溜管，在曲臂吊抓斗加裝加裝輔助負壓吸塵設施等措施，有效控制貨物裝卸、運輸等過程中粉塵外溢的情況發生。

### Wastewater

The Company runs sewage treatment station to improve water efficiency. All sewage (mainly dusty rainwater and domestic sewage) must be treated in accordance with regulations. The Company recycles rainwater to alleviate water shortage more efficiently. For dusty rainwater, after treatment and reaching relevant standards, it will be reused for greening, reducing dust suppression of site and production operation, so as to realize the recycling of water resources to reduce waste. The Company has no issues in sourcing water.

### Dust

The Company's main products are grain, wood chips and dried cassava, with the dust-control as the focus of our environmental governance work due to dust resulting from receiving and unloading. In strict accordance with the requirements of the *Dust Prevention and Control Operation Standards for Bulk Cargo Operations* (《散貨作業粉塵防控作業標準》), for dust generated in the processes of receiving and unloading, backhauling, stacking heightening, shipping and loading, we increase two steps such as dust removal and collection to ensure effective dust control. Besides, we actively research new technologies for dust prevention and control, and adopt comprehensive prevention and control measures to effectively control dust pollution, contributing to building a green port. This year, except for existing dust removal equipment and measures such as mist spray trucks, mist spray guns, installation of a dust removal system for shore crane equipment, installation of sprinklers on the dried cassava ship unloader, etc., there were new equipment and measures in place, including 5 cleaning sweeper trucks, 5 road sweepers, 1 sprinkler, installation of dust suppression hoppers and telescopic chutes at the delivery ports of silos, soybean filling and distributing tanks, installation of auxiliary negative pressure cleaners to the crank-type grabs, etc., to effectively control dust spillage during processes of loading and unloading and transportation.

### 三. 踐行綠色環保(續) III. Practice Green (continued)

#### 環保型空濾清吹箱創新研發技術攻關

為避免作業現場清吹設備空濾造成的揚塵，本年度我們研發了環保型空濾清吹箱。空濾清吹箱由兩部分組成，採用密閉式可視清吹室，可實現清吹操作過程可視化及防止粉塵外溢；下部由小型吸風機和集塵濾袋組成，可防止粉塵過濾收集過程中的外部灰塵產生。該項發明的誕生既滿足了公司流機設備空濾清吹，又可以服務外來車輛，一舉多效。

#### Breakthrough in innovative R&D technology for environmentally-friendly air filter cleaning and blowing box

In order to avoid dust generated from air filter of the cleaning and blowing equipment when conducting on-site operations, we have developed an environmentally-friendly air filter cleaning and blowing box this year, which is composed of two parts. The higher part utilizes a closed visual blowing space to visualize the blowing process and prevent dust spillage. While the lower part, consisting of a small suction fan and a dust collection filter bag, is used to prevent external dust during dust filtration and collection process. Such invention can not only achieve air filter cleaning and blowing of our mobile machinery, but also can render services to external vehicles, answering multiple purposes.



#### (四) 環保理念提升

公司高度關注國家關於環境保護方面的指示及要求，從自身角度努力降低對環境的影響，制定並實施《2021年綠色港口建設攻堅「1號任務」實施方案》，同時積極開展環保方面培訓及環保類宣傳教育，不斷提升員工環保意識。本年度公司通過以下行動提升環保理念落實：

- 根據日照市生態環境局《關於開展秋冬季大氣污染防治專項整治》的工作要求，針對重污染天氣問題制定了應對實施方案，第一時間聚焦生產各作業點突出問題，壓實責任、迅速行動，全面提高粉塵防控能力，提升道路保潔，分別從生產組織、機械配備、道路清潔等方面進行集中整改。
- 結合現場「5S」(seiri整理、seiton整頓、seiso清掃、seiketsu清潔和shitsuke素養)工作統籌推進環保「大整治、大提升」攻堅活動，開展岸機設備、流程設備、堆場設備設施、防護網、隔離墩、港界道路等全面清潔工作。本年度公司完成皮帶機設備設施、岸機、流機、流程、裝車線等設備及道路、隔離墩的衝刷；每日對綠化帶衛生清潔、綠植衝刷；排查港區港界道路易積水路段；疏通部分樓宇及道路的管道等，實現環境整體大幅提升，效果顯著。

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

The Company pays close attention to national instructions and requirements concerning environmental protection, striving to reduce the impact on the environment from our own perspective. We, on the one hand, develop and implement the *Implementation Plan for Overcoming "Task No. 1" in Building Green Port in 2021* (《2021年綠色港口建設攻堅「1號任務」實施方案》), and on the other hand, actively carry out trainings, publicity and education activities on environmental protection to continuously raise the environmental protection awareness of employees. This year, we raised environmental protection awareness through the following actions:

- In accordance with the work requirements of the *Specific Rectification Regarding Conducting Air Pollution Prevention and Control in Autumns and Winters* (《關於開展秋冬季大氣污染防治專項整治》) issued by Ecology Environment Bureau of Rizhao city, we formulated a response plan for weathers with serious pollution, under which we focused on prominent problems in operating points engaged in production at the first time, then solidified responsibilities and took quick actions to comprehensively enhance dust prevention and control capabilities and improve road cleaning, and finally conducted a centralized rectification regarding production organization, machinery and equipment and road cleaning.
- In conjunction with the on-site "5S" work (seiri, seiton, seiso, seiketsu, shitsuke), we made coordinated efforts to advance environmental protection activities named "Great Rectification and Improvement", performing a comprehensive cleaning work for shore crane equipment, process equipment, yard equipment and facilities, protective nets, isolation piers, port boundary roads, etc. This year, we completed the washing of belt conveyor-related equipment and facilities, shore crane, mobile machinery, process and loading line equipment, roads and isolation piers, carried out sanitary cleaning of green belts and flushing of green plants every day; examined the road sections that were prone to waterlogging across port boundary within the port, and dredged pipes of certain buildings and roads, achieving a great improvement in the environment as a whole with remarkable results.

### 三. 踐行綠色環保(續) III. Practice Green (continued)

- 開展「六五環境日」全員宣傳工作，結合港區環境「大整治、大提升」專項行動工作，帶領員工集體學習《公民生態環境行為規範》。利用班前班後會、專題培訓等形式，站隊長、值班長上好「清潔生產公開課」，深刻認識清潔生產重要性，提升全員環保生產意識。

#### (五) 應對氣候變化

氣候變化對臨海地區的影響可能直接波及本公司的業務運營，因而本公司致力於有效管理氣候變化風險，以加強應急及抵禦氣候環境變化的能力，減緩相關風險造成的負面作用。公司針對極端天氣建立了《裕廊公司應對極端天氣實施方案》，全方位涵蓋對於極端天氣情況下對防風、防凍、防滑、應急值守等應對措施的安排，極端惡劣天氣應急物資儲備清單等，同時成立極端天氣應急領導小組，保障及推動極端天氣發生時《裕廊公司應對極端天氣實施方案》的實施。2021年未發生因重大自然災害造成的安全生產事故。

- We promoted publicity activities among all employees during the “World Environment Day” (5 June), coupled with special actions for port environment, namely, “Great Rectification and Improvement”, leading a collective learning on the Eco – Environmental Code of Conduct for Citizens (《公民生態環境行為規範》) among employees. The station’s team leader and shift foreman gave a vivid “clean production public lecture” in forms of pre-shift and post-shift meetings, special training, etc., to make employees deeply understand the importance of clean production and raise their awareness of green production.

#### (V) Response to Climate Change

The climate change of coastal areas may have a direct impact on our business operations. Therefore, we are devoted to managing climate change risks on an effective basis to enhance our ability of responding to and combating climate change, and mitigate the adverse effects of relevant risks. The Company has developed the *Jurong’s Implementation Plan for Responding to Extreme Weather* (《裕廊公司應對極端天氣實施方案》), covering all arrangements in extreme climate events, including response measures against wind, frost and skid, on-duty personnel for emergencies, and list of emergency material reserve. In addition, an emergency leadership group for extreme weather is built to guarantee and drive the implementation of the above emergency plan in the event of extreme weather. In 2021, there were no production safety accidents resulting from major natural disasters.

風險識別 Risk identification	潛在財務影響 Potential financial impact	應對措施 Response
<p>颱風等極端天氣港口無法正常運營</p> <p>Extreme weather including typhoons, etc. leads to disruptions of the port's operation</p>	<ul style="list-style-type: none"> <li>收入減少：業務運營受到影響；</li> <li>資產變動：資產受損貶值</li> <li>支出增加：維修損壞的港口基礎設施設備，增加苫蓋垛位成本</li> <li>Lower income: Affected business operations;</li> <li>Assets movements: Impairment and depreciation of assets</li> <li>Rising expenditures: higher costs in covering goods stacks as a result of the maintenance of damaged infrastructure and equipment in the port</li> </ul>	<ul style="list-style-type: none"> <li>設置應急體系及預案，每年進行防台防汛應急演練</li> <li>Set up an emergency system and plan, and conduct emergency drills with regards to typhoon and flood prevention every year</li> </ul>
<p>實體風險 Physical risks</p> <p>極端天氣導致運輸延誤，影響海上運輸質量</p> <p>Extreme weather gives rise to transportation delays, thus affecting the quality of maritime transportation</p>	<ul style="list-style-type: none"> <li>品質下降：增加堆存管理難度</li> <li>成本增加：增加作業難度，增加變動成本</li> <li>Quality decline: Increase the difficulty of storage management</li> <li>Cost increase: Increase the difficulty of operation, increase the variable cost</li> </ul>	<ul style="list-style-type: none"> <li>分類存放、優先發運，減少堆存週期</li> <li>制定單船貨物服務方案</li> <li>Classified storage, priority delivery, reduce storage cycle</li> <li>Develop single ship cargo service plan</li> </ul>
<p>轉型風險 Transitional risks</p> <p>行業加速發展智慧綠色港口</p> <p>Accelerate the development of smart and green ports throughout the industry</p>	<ul style="list-style-type: none"> <li>成本增加：研發、採購新設備與技術</li> <li>Rising costs: R&amp;D and purchase of new equipment and technology</li> </ul>	<ul style="list-style-type: none"> <li>推動智慧綠色港口建設，逐步落實智慧綠色港口建設方案</li> <li>Advance the construction of smart and green ports and implement the construction plan for smart and green ports on a gradual basis</li> </ul>
<p>廣泛使用新型節能設備，促使企業採購新設備、替換舊設備</p> <p>Widespread use of new energy-saving equipment makes the enterprise purchase new equipment to replace old ones</p>	<ul style="list-style-type: none"> <li>資產減少：原舊設備停用</li> <li>Assets reduction: Decommissioning of old equipment</li> </ul>	<ul style="list-style-type: none"> <li>推進清潔能源、新能源，節能設備的使用，如智能理貨小車等</li> <li>Promote the use of clean energy, new energy, and energy-saving equipment such as intelligent tally cart, etc.</li> </ul>



三. 踐行綠色環保(續)  
III. Practice Green (continued)

機遇識別 Opportunity recognition	潛在財務影響 Potential financial impact	應對措施 Response
發展綠色智慧港口，提升能源效率 Develop a green and smart port to improve energy efficiency	<ul style="list-style-type: none"> <li>• 運營成本降低</li> <li>• Lower operation costs</li> </ul>	<ul style="list-style-type: none"> <li>• 持續加大低碳節能技術投入，研發節能工藝，如太陽能智慧無人理貨小車等</li> <li>• Continuously increase investment in low-carbon and energy-saving technologies and develop energy-saving processes such as solar-powered intelligent unmanned tally cart</li> </ul>

(六) 關鍵環境績效

(VI) Environmental Key Performance Indicators

排放物 <sup>(1)</sup>	Emissions <sup>(1)</sup>	本年度數據 2021
溫室氣體 <sup>(2)</sup> 排放總量(範圍1及範圍2) <sup>(3)</sup> (噸) 每萬噸輸送量溫室氣體排放總量(範圍1及範圍2) (噸/萬噸吞吐量)	Total GHG emissions <sup>(2)</sup> (Scope 1 and 2) <sup>(3)</sup> (tons) Total GHG emissions per 10,000 tons of transportation (Scope 1 and 2) (tons per 10,000 ton throughput)	21,278.61 11.56
有害廢棄物產生總量(噸) 每萬噸輸送量有害廢棄物產生總量 <sup>(4)</sup> (噸/萬噸吞吐量)	Total hazardous waste (tons) Total hazardous waste per 10,000 tons of transportation <sup>(4)</sup> (tons per 10,000 ton throughput)	34.56 0.02
有害廢棄物合規處理率(%) 無害廢棄物產生總量(噸) 每萬噸輸送量無害廢棄物產生總量 <sup>(5)</sup> (噸/萬噸吞吐量)	Hazardous waste compliance rate (%) Total non-hazardous waste (tons) Total non-hazardous waste per 10,000 tons of transportation <sup>(5)</sup> (tons per 10,000 ton throughput)	100.00 7,660.00 4.16

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《2019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；

Note:

- (1) Due to the Company's business features, the key air emissions of the Company are GHG emissions mainly from electricity and fuels derived from fossil fuels; packaging materials are not applicable to the Company's operations.
- (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 2019 Baseline Emission Factors for Regional Power Grids in China (《2019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 (2006年IPCC國家溫室氣體列表指南) 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.

- |  |   |
|--|---|
| <p>(4) 本年度統一處理了一批上一年度的剩餘廢礦物油，故本年度每萬噸輸送量有害廢棄物數據較2020年有較大變動。</p> <p>(5) 本年度公司應上級環保「大整治、大提升」攻堅活動要求對於現場作業區域及辦公樓內的大量無害廢棄物進行了統一整理及清退工作，故本年度每萬噸輸送量無害廢棄物數據較2020年有較大變動。</p> | <p>(4) In 2021, a batch of residual waste mineral oil from the previous year has been uniformly processed, so the data of hazardous waste per 10000 tons transported in this year has a great change compared with that in 2020.</p> <p>(5) In 2021, the Company has carried out unified sorting and return of a large number of harmless wastes in the on-site operation area and office building in response to the requirements of the “Great Rectification and Improvement” of environmental protection. Therefore, the data of harmless wastes per 10000 tons in this year has changed greatly compared with that in 2020.</p> |
|--|---|

資源使用	Energy and resources consumption	本年度數據 2021
綜合能源消耗總量 <sup>(1)</sup> (噸標準煤)	Total comprehensive energy consumption <sup>(1)</sup> (tons of standard coal)	4,414.78
其中 <sup>(2)</sup> ：	in which <sup>(2)</sup> :	
汽油消耗量(噸標準煤)	Gasoline consumption (tons of standard coal)	14.78
柴油消耗量(噸標準煤)	Diesel consumption (tons of standard coal)	1,158.00
電力消耗量(噸標準煤)	Electricity consumption (tons of standard coal)	3,242.00
每萬噸輸送量綜合能耗總量 (噸標準煤/萬噸吞吐量)	Total energy consumption per 10,000 tons of transportation (tons of standard coal per 10,000 ton throughput)	2.40
用水總量 <sup>(3)</sup> (立方米)	Total water consumption <sup>(3)</sup> (cubic meter)	381,661.00
每萬噸輸送量綜合用水量(立方米/萬噸吞吐量)	Total water consumption per 10,000 (cubic meter per 10,000 ton throughput)	207.35
註：	Note:	
(1) 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 2589-2020)換算因數進行核算；	(1) Total energy consumption is calculated using direct energy and indirect energy data with reference to the coefficients in the <i>National Standards of the People's Republic of China General Principles for Calculation of the Comprehensive Energy Consumption (GB/T 2589-2020)</i> (《綜合能耗計算通則》(GB/T 2589-2020)).	
(2) 公司逐年優化生產結構，提高能源使用效益及設備利用率，故每萬噸輸送量綜合能耗總量及每萬噸輸送量綜合用水量有所下降。	(2) The Company has optimized the production structure year by year and improved the energy use efficiency and equipment utilization rate. Therefore, the total comprehensive energy consumption per 10000 tons of transportation and the comprehensive water consumption per 10000 tons of transportation have decreased.	
(3) 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。	(3) 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. The Company has no issues in sourcing water.	

# 四. 牢築安全基石

## IV. Enhance Safety Management

### (一) 安全生產管理

公司重視安全生產管理，嚴格遵守《中華人民共和國安全生產法》等國家及地方法律法規，秉承「安全第一、預防為主、綜合治理」的方針，竭力預防公司運營過程中安全事故的發生。

為切實推進安全生產，公司設立了安全委員會，由總經理、副總經理與各部門主要負責人任委員，負責整體監督、審查和管理安全事宜。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，安排部署相關工作。

#### 1. 作業現場安全控制

我們不斷加強相關制度建設，修訂了《崗位安全生產責任制》《安全檢查管理制度》等制度文件，建立日匯總、周通報、月總結的安全管理機制，組織開展《中華人民共和國安全生產法》全員培訓宣貫，提升員工安全生產意識。我們針對相關方建立了公司級月度安全培訓機制，落實屬地管理責任，並建立聯席會議機制。同時為加強作業現場安全管控，我們會對作業現場發現的問題及時通報整改。本公司在報告期內共開展大型安全活動3次，排查整治安全隱患2326項，印製了《安全一口清手冊》以強化員工基本功建設。

#### 2. 雙體系建設及風險辨析

本公司根據「雙體系」(風險管控和隱患治理)建設推進方案，通過風險辨析、重點領域及時段安全控制，保障安全生產。報告期內，重新組織梳理完成86項作業活動，重新評估36項設備設施風險，風險點辨析786項，制定管控措施2,599項；重新梳理21個崗位，確認59項「崗位紅線」行為，制定124項管控措施，建立臨港廠家互聯互通工作機制，加大關聯區域安全管控。

### (II) Production Safety Management

The Company attaches great importance to occupational health and safety control, abides by national and local laws and regulations including the *Production Safety Law of the People's Republic of China* (《中華人民共和國安全生產法》) etc., and adheres to the policy of "safety first, prevention foremost, and comprehensive governance". We strive to reduce safety accidents in our business operations.

In order to effectively promote production safety, the Company sets out a Safety Committee, in which the general manager, the deputy general manager and the main heads of various departments serve as members, to take responsibility for the overall supervision, review and management of safety-related issues. The Safety Committee conducts quarter meetings to discuss safety issues and potential dangers, reviews and updates the Company's safety control measures, as well as arranges the deployment of safety work.

#### 1. Work Site Safety Control

We continue to enhance safety control system. We have revised regulations such as the *Job Production Safety Responsibility System* (《崗位安全生產責任制度》) and the *Safety Inspection Management System* (《安全檢查管理制度》). We also have established the daily summary, weekly notification and monthly summary safety management system, organized and conducted thorough training and publicity on the *Production Safety Law of the People's Republic of China* (《中華人民共和國安全生產法》), and enhanced the awareness of employees on production safety. We have established a monthly safety training mechanism at the Company level for relevant parties, implemented localized management responsibilities, and set out a joint conference mechanism. In order to strengthened job site safety control, we have rectified problems identified on site during the inspection and reported in a timely manner. During the reporting period, 3 primal safety activities were conducted, 2,326 hidden dangers were checked and addressed, and the *Safety Manual to Eradicate Safety Hazards at One Time* was printed to enhance the awareness and capability of employees.

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

According to the promotion plan of building the "dual system" (risk control and hidden danger management), we ensure production safety by risk identification and analysis, as well as safety control toward key areas and periods. During the reporting period, 86 operational activities were reorganized, reviewed and completed, 36 equipment and facility risks were re-assessed, 786 hidden risks were identified and 2,599 control measures were formulated; 21 posts were re-classified, 59 "post red line" behaviors were confirmed, 124 control measures were formulated, and a working mechanism for the interconnection of factories near the port was established, so as to solidify the safety control of related areas.

### 3. 重點領域及時段安全控制

我們根據不同季節和時間執行不同的安全控制措施：在夏季，組織排水溝渠清理、落實防暑降溫措施及防台防汛實戰演練，調整高溫期間工作時間；在冬季，制定《「冬季四防」工作方案》及《極端天氣實施方案》，明確「防火、防風、防滑、防凍」管理措施及極端天氣應急措施，完善應急物資儲備能力。我們根據生產實際，對公司值班制度進行修訂，優化值班值守人員隊伍，明確夜間值班人員碰頭會模式，加強重點時段的安全管控。

同時本公司加強信息化手段投入，以技防代替人防，降低安全風險。我們進一步完善現場安全檢查隊伍，作業現場安全檢查採用班組長自查、基層單位管理人員檢查、現場安全員檢查、管理人員檢查的逐級檢查形式，明確業務主管單位責任並嚴格把關作業現場安全。同時本年度制定了《安全生產「大排查大整治」工作方案》，組織員工進行安全隱患排查治理工作，並邀請兄弟單位安全技術管理人員協助進行，多方合作促進公司生產安全平穩運行。為穩健落實員工安全生產意識，公司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，提升全體員工安全意識。本年度公司沒有因工傷造成損失的工作日數。

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

We implemented different safety control measures according to different seasons and times: in summer, we organized drainage ditch cleaning, implemented heatstroke prevention and cooling measures, combated drills for typhoon prevention and flood prevention, and adjusted working hours during periods of high temperature; in winter, we carried out the *Work Program for "Four Preventions" in Winter and the Implementation Plan for Extreme Weather*, so as to specify management measures such as "fire prevention, wind resistance, anti-skid, antifreeze" and emergency measures for extreme weather, thus improving the reserve capacity of emergency materials. Based on actual production conditions, we have revised the Company's duty system, optimized the on-duty personnel teams, defined the mode of night-duty meeting, and strengthened safety control over key periods.

At the same time, we strengthened the input of informatization and replaced manual defense with technological defense, consequently reducing the safety risk. We further improved the field safety inspection team, and adopted level-by-level inspection measure, i.e., self-inspection by team leader, inspection by managers from the front-line units, inspection by site safety personnel, and inspection by management personnel, thus clarifying the responsibilities of the business competent units and strictly controlling the job site safety. In addition, this year, the *Work Plan for "Major Inspection and Rectification" of Production Safety* was drawn up, and employees were organized to carry out the work of identifying safety hazards while safety technical management personnel of sister units were invited to assist, hence various parties cooperated to promote the safe and smooth operation of the Company's production. In order to raise the employees' awareness of production safety, the Company taking production safety performance as one of the important assessments of personnel recruitment, selection and promotion, to perform safety responsibilities at all levels and enhance the safety awareness of our employees. There were no lost days due to work injury in the current year.

指標名稱	Indicators	2019年 2019	2020年 2020	2021年 2021
過去三年因工作原因導致僱員死亡人數	Number of work-related fatalities in the past three years	0	0	0
過去三年因工亡故的比率	Rate of work-related fatalities in the past three years	0%	0%	0%

## 四. 牢築安全基石(續) IV. Enhance Safety Management (continued)

### 4. 消防安全

2021年公司修訂完善了《日照港裕廊股份有限公司消防安全管理辦法》和《日照港裕廊股份有限公司動火作業管理辦法》等有關制度，定期組織各部門開展消防防火巡查和檢查、消防安全培訓以及應急演練等，並對演練發現的問題及時作出整改。本年度共計開展各類消防演練10餘次，包括火災應急能力「無腳本」拉動演練、119消防日應急演練、主要流程皮帶機火災處置和綜合應急演練、庫房等電氣火災處置演練等；組織員工消防安全教育培訓（現場和集中講課等方式）5次以上，包括消防基本知識、電氣火災、糧食倉儲和流程設備火災預防及處置和消防器材的使用操作等。

### 4. Fire Safety Management

In 2021, the Company revised and rectified the relevant regulations such as the *Fire Safety Management Regulations of Rizhao Port Jurong Co., Ltd.* (《消防安全管理辦法》) and the *Measures for the Management of Fire Prevention of Rizhao Port Jurong Co., Ltd.* (《動火作業管理辦法》). Various departments are regularly organized to carry out inspection, training and emergency drills of firefighting, during which problems identified were corrected. In the current year, over 10 varied fire drills were conducted, including fire emergency response “no script” drill, 119 fire prevention daily emergency drill, major process conveyor belts handling, comprehensive emergency drill and electrical fire prevention such as warehouse handling drill etc.; training for fire safety education (on-site and centralized lectures) was organized over 5 times, including basic knowledge of fire prevention, fire prevention of electrical, grain storage and process equipment, and operation of firefighting equipment.



消防演練現場  
Site of fire drill

## (二) 職業健康管理

公司嚴格遵守《中華人民共和國職業病防治法》等法律法規要求，重視員工職業健康管理，制定並實施了《裕廊公司職業病防治責任制度》《日照港裕廊股份有限公司勞動防護用品管理辦法》等制度，根據不同設備設施編製操作手冊，確保員工在崗期間的健康與安全。

### 1. 員工職業健康防護

我們定期組織員工進行職業健康安全培訓，提升員工職業健康防護能力。我們向員工發放勞保用品，並要求特殊崗位人員穿戴防護設施並持證上崗。報告期內，我們建立了員工勞保用品管理系統，發放新式工服600餘人次，通過線上管理，使勞保用品發放更加準確、便捷、人性化。

對於本年度疫情發展逐漸平穩，疫情防控工作已成為常態化管理。本年度公司針對9個重點崗位疫情防控「一口清」並要求參與作業的員工熟練掌握疫情防控措施。我們嚴控人員進出港區和船舶，設置4處防疫值班崗亭，防護服穿脫室。本年度我們新增AI智能防疫系統，智能管控通道通過應用人臉識別技術、非接觸式測溫技術、視頻訓練技術、自動控制技術等，完成系統集成，實現船岸限定區域人員的智能監管。本年度公司累計發放一次性口罩約16萬隻，N95口罩6.1萬隻、防護服3.1萬件，其他疫情防控物資1.6萬件，組織核酸檢測3.3萬餘人次，共計費用約321萬元。

## (II) Occupational Health Management

The Company attaches importance to the occupational health of our employees, abides by the *Law of the People's Republic of China on Occupational Diseases Prevention and Control* (《中華人民共和國職業病防治法》) and other laws and regulations, and has formulated and implemented the *Responsibility System for the Prevention and Control of Occupational Diseases of Rizhao Port Jurong Co., Ltd.* (《裕廊公司職業病防治責任制度》), and the *Measures for the Labor Protection Supplies Management of Rizhao Port Jurong Co., Ltd.* (《日照港裕廊股份有限公司勞動防護用品管理辦法》). In respect of different equipment and facilities, we have compiled operation manuals to ensure the health and safety of employees during production operations.

### 1. Protection of Employee Occupational Health

We regularly provide occupational health and safety training to our employees to improve their occupational health protection capabilities. We distributed labor protection supplies to employees and required employees in special positions to wear appropriate safety equipment with specific qualifications and permits of equipment operation. During the reporting period, we established a labor insurance supplies management system and distributed over 600 new uniforms. Through online management, we made the distribution of labor insurance supplies more accurate, convenient and user-friendly.

With regards of the fact that the pandemic has gradually been under control in the current year, the prevention and control of Covid-19 has become a routine management. In the current year, the Company targeted 9 key posts for the pandemic prevention and control, prepared the "brochure", and required the employees involved to be proficient in prevention and control of Covid-19. We strictly confined the entry and exit of the port areas and ships, and set up 4 anti-pandemic duty booths, as well as protective clothing dressing room. This year we added the AI intelligent pandemic control system, with the intelligent control channel applying face recognition technology, contactless temperature measurement technology, video training technology, automatic control technology, the system integration was completed, so as to enable intelligent supervision of personnel in restricted areas on the shore. In the current year, the Company distributed approximately 160,000 disposable masks, 61,000 N95 masks, 31,000 protective clothing, 16,000 other pandemic prevention and control materials, and organized over 33,000 nucleic acid tests, for a total cost of approximately RMB3.21 million.

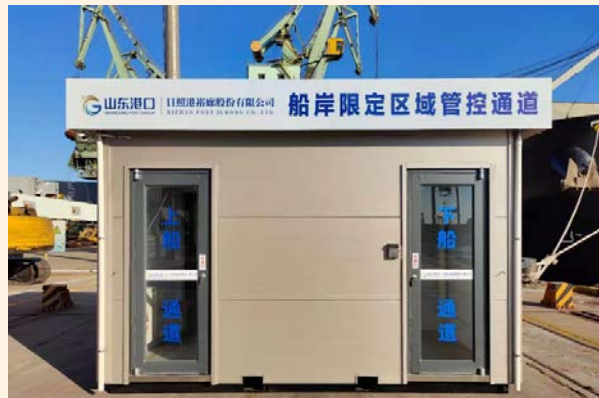
## 四. 牢築安全基石(續) IV. Enhance Safety Management (continued)

### AI智能防疫系統

港口作為對外貿易的門戶，在常態化疫情防控中，是「外防輸入」的重要關口，而船岸限定區域的船舶梯口管控，成為最後一道防線。公司按照「智能化、一體化、無接觸」的思路，在碼頭前沿設計研發了AI智能防疫系統，該系統將上下船流程進行了集成，通過AI智能識別、5G通訊、人臉辨識、紅外測溫等技術手段，實現了船岸限定區域的智能管控。

### AI intelligent control system

As the key part for foreign trade, the port is an important part for “external prevention and control” in the normalised pandemic prevention and control. The control of ship ladder port in the restricted area of ship-shore becomes the last line of defence. The Company has designed and developed an AI intelligent pandemic control system at the front of the terminal in accordance with the idea of “intelligence, integration and no contact”. The system integrates the embarkation and disembarkation process, and realises intelligent control of the ship-shore restricted area through AI intelligent identification, 5G communication, face recognition and infrared temperature measurement and other technical means.



### 2. 員工健康體檢

本公司建立體檢制度，開展全員年度體檢，對特殊崗位員工開展有針對性的職業健康檢查，及時發現相關職業健康風險並採取防控措施，減小因工作可能對員工造成的危害。

公司高度重視勞務外包人員的健康與安全，對勞務人員開展健康體檢。根據外包協議條款，我們要求外包商必須符合本公司的安全標準並遵守本公司有關職業健康安全各項程序。我們會對外包商實施考核，如果出現未遵守的情況將要求外包商進行整改。

### 2. Employee Health Physical Examination

We have set out a physical examination system, conducting annual physical examination for all employees. Meanwhile, we conducted occupational health checks for employees in special positions to discover occupational diseases risk and take prevention measures in a timely manner, reduce the harm caused to employees by work.

The Company attaches great importance to the health and safety of outsourcing labor and offers them health physical examination. According to the terms of the outsourcing agreement, we require our subcontractors to comply with our safety occupational health standards. We perform assessments on outsourcers. If there is a non-compliance, we will require the outsourcing parties to make rectification.

### (三) 加強安全教育和演練

本公司建立了安全教育培訓體系，以更好地提高員工安全意識，掌握必要的安全技能。培訓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。公司結合國家新《安全生產法》的實施，通過邀請外部專家、網上培訓等線上線下的模式進行教育，提升各級人員安全意識。

2021年，我們開展消防、觸電等各類應急演練活動，印製應急處置卡23類，針對現場生產實際不斷整改優化演練模式，並要求第三方機構及專業醫護人員進行應急技能及應急救護知識培訓，進一步提升公司各級人員的應急能力提升。

### (III) Strengthen Safety Education and Drills

In order to improve the safety awareness of our employees, enable them to master the safety skills, we have established a safety education and training system. The system includes three levels of safety education training, management personnel safety education, special operations personnel safety education training, and other training modules. Safety training covers many aspects including safety laws and regulations, general safety technology, basic knowledge of labor hygiene and safety, accident case analysis, occupational disease prevention and emergency treatment. In connection with the implementation of the new Work Safety Law of the PRC, the Company conducts education on the online and offline basis, and invites external experts to enhance personnel safety awareness at all levels.

In 2021, we launched varied emergency drills for fire prevention and electric shock, and printed emergency handling cards of 23 categories, through which we continuously rectified and optimized the drill mode on site. At the same time, we required third-party organizations and medical professionals to conduct training on emergency response skills and first aid knowledge, thus further enhancing the emergency response capability of personnel at all levels of the Company.



## 五. 携手員工共進

### V. Promote Employee Development

本公司嚴格遵守《中華人民共和國勞動法》《中華人民共和國勞動合同法》《中華人民共和國社會保險法》等法律法規，制定了《員工參加社會保險管理辦法》等規章制度，尊重和保護員工的各項合法權益，致力於員工構建平等、多元化的工作環境，構建和諧勞動關係。公司已設立多項內部制度，以規範管理員工招聘或離職、工作時間、薪酬福利、職位晉升等事宜。

We strictly abide by the *Labor Law of the People's Republic of China* (《中華人民共和國勞動法》) and the *Labor Contract Law of the People's Republic of China* (《中華人民共和國勞動合同法》), the *Social Insurance Law of the People's Republic of China* (《中華人民共和國社會保險法》) 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 respect and protect employees' legitimate rights and interests. We are committed to building an equal and diversified working environment and harmonious labor relations for our employees. The Company has established a series of internal rules to regulate and manage employee recruitment and resignation, working time, compensation and benefits, and performance promotion, etc.

#### (一) 僱傭及勞工準則

#### (I) Recruitment and Labor Standards

##### 1. 招聘與離職

##### 1. Recruitment and Resignation

我們堅持平等自願、協商一致原則合法聘用及解聘員工，嚴禁和抵制任何形式的僱傭童工、強制勞工、歧視行為，並對上述情況進行內部監督。我們制定了《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、結果公開的原則，每名求職者須提供有關其教育背景、學歷及工作經驗的資料，由人力資源部審閱核實。確定人才後，我們會及時與員工簽訂勞動或勞務合同，確立勞動關係。此舉使我們能夠按職務要求聘用恰當人選並避免僱用童工。報告期內，公司未出現僱傭童工、強迫勞工、用工歧視、性別歧視等行為。如發現上述情況，我們將依據法律法規以及公司要求進行嚴格處理。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328名正式員工和197名勞務人員。

We adhere to the principle of equality, voluntariness and mutual agreement to legally recruit and dismiss employees. We strictly prohibit all forms of employment of child labor, forced labor and discrimination, and conduct internal supervision over the aforementioned cases. We have formulated regulations including the *Employee Recruitment and Redeployment Measures* (《員工招聘和調配工作辦法》) and the *Labor Contract Management Measures* (《勞動合同管理辦法》), hiring talents that meet the Company's development needs through social recruitment, campus recruitment, internal recommendation and self-recommendation. We conduct personnel recruitment and management following the requirements of transparent information disclosure and process. Each job applicant must provide information of educational background, qualifications and work experience, which are reviewed and verified by the Human Resources Department. Once confirmed, we would sign labor contracts with employees in a timely manner to establish labor relations. This approach enables us to recruit the proper applicants and avoid child labor in accordance with the occupational requirements. During the reporting period, the Company did not engage in any situation such as child labor, forced labor, discrimination in employment, or gender discrimination etc. If there exists aforementioned situation, we will handle it in strict accordance with the laws and regulations and the Company's requirements. We follow the relevant regulations and procedures to handle resignation of employees. As of the end of the reporting period, the Company had 328 formal employees and 197 contracted workers.

本公司在員工聘用、薪酬、晉升、解聘和退休等方面，堅持對不同國籍、民族、種族、性別、宗教信仰和文化背景的員工一視同仁，平等對待。本公司奉行宗教信仰自由，尊重不同民族員工習慣與信仰。

The Company insists on treating employees of different nationalities, ethnicity, races, gender, religious beliefs and cultural backgrounds equally in terms of employment, remuneration, promotion, termination and retirement. The Company adheres to the principle of freedom of religious belief, and respects the habits and religion of employees from different ethnicities.

五. 携手員工共進(續)  
V. Promote Employee Development (continued)

僱傭及員工流失情況		Employment and employee turnover		本年度數據 2021
員工總數		Total workforce		328
按性別劃分員工總數	男性員工總數	Total workforce by gender	Total number of male employees	257
	女性員工總數		Total number of female employees	71
按年齡劃分員工總數	年齡30歲(不含)以下的員工總數	Total workforce by age	Number of employees aged 30 (exclusive) and below	97
	年齡30歲至50歲(不含)的員工總數		Number of employees aged 30 to 50 (exclusive)	179
	年齡50歲(含)以上的員工總數		Number of employees aged 50 (inclusive) or over	52
按地區劃分員工總數	山東省員工總數	Total workforce by geographical region	Number of employees in Shandong Province	327
	其他地區員工總數		Number of employees in other regions	1
按僱傭類型劃分員工總數	高層管理人員總數	Total workforce by employment type	Total Number of senior management personnel	5
	中層管理人員總數		Total number of mid-level management personnel	22
	基層員工總數		Total number of junior employees	301
離職員工總人數		Total number of employees resigned		2
按性別劃分的員工流失比率	男性員工流失比率	The employee turnover rate by gender	Turnover rate of male employees	0.39%
	女性員工流失比率		Turnover rate of female employees	1.41%
按年齡組別劃分的員工流失比率	年齡30歲(含)以下的員工流失比率	Turnover rate of employee by age	Turnover rate of employees under aged 30 (inclusive) and below	2.10%
	年齡30歲至50歲(不含)的員工流失比率		Turnover rate of employees aged 30 to 50 (exclusive)	0.00%
	年齡50歲(含)以上的員工流失比率		Turnover rate of employees aged 50 or over (inclusive)	0.00%
按地區劃分的員工流失比率	山東省員工流失比率	Turnover rate of employees by geographical region	Turnover rate of employees in Shandong Province	0.61%
	其他地區員工流失比率		Turnover rate of employees in other regions	0.00%

## 2. 薪酬及福利

我們制定了《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，嚴格依照相關法律法規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。我們為員工發放過節福利、勞保福利、「菜籃子」服務、餐補等其他福利。本年度我們還提高了夏季防暑降溫費標準。我們保障員工享受國家法定公共假日，並為員工提供帶薪年假。報告期內，我們優化了薪酬分配管理制度，通過增加績效獎勵，使勞者多得、能者多得，調動員工積極性。

## 3. 考核與晉升

我們搭建了全方位的人才發展管理體系，制定了《員工招聘和調配工作辦法》《崗位競聘管理辦法》《首席崗位評選暫行規定》《崗級浮動實施細則》《中層管理人員管理考核辦法》等制度，並據此建立了覆蓋全員的崗位績效考核體系，持續完善員工晉升體系中的激勵機制。同時我們不斷完善科學長效的用人機制，明確員工的職業晉升路線，激發員工的個人潛能，實現個人價值的最大化。

## 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. In accordance with relevant laws, we provide social insurance and provident funds for employees. Our employee's salary mainly includes basic salary, performance salary, wage point salary and housing subsidy, allowance, etc. We provide employees with holiday benefits, labor insurance benefits, high temperature subsidies, "vegetable basket" services, meal supplements and other benefits. This year, we also raised the standard of heatstroke prevention and cooling fees in summer. We assure our employees enjoy public holidays and paid vacations and provide employees with paid annual leave. During the reporting period, to mobilize the enthusiasm of employees, we innovated and optimized performance management that increased performance rewards, so that employees can gain more with more efforts and higher capacities.

## 3. Assessment and Promotion

We have established an all-round talent development management system. In this regard, we have formulated regulations including 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》), the *Temporary Regulations for Chief Position Selection* (《首席崗位評選暫行規定》), 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》), etc. Through the above regulations, we have set out a post-performance evaluation system that covers all employees. Therefore, we constantly rectify the incentive mechanism in the promotion system. At the same time, we continue to improve our scientific and long-term employment mechanism, specify a career promotion path for our employees, stimulate their personal potential, and maximize their individual value.

#### 4. 員工關懷活動

公司為員工提供多樣化的員工活動，豐富員工業餘生活。本年度我們組織員工參加日照港集團籃球賽、足球賽、乒乓球賽、羽毛球賽，並在羽毛球獲第二名、籃球獲第四名、乒乓球獲優秀組織獎、足球獲精神文明獎。公司組織員工參加趣味乒乓球賽、五子棋比賽等活動。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。

我們特為女性員工舉辦各類交流活動，如博物館參觀、女職工健康講座、草莓採摘活動等，為女性員工帶來溫暖。為加強員工身體素質，我們在公司黨建基地打造職工文體活動區，配備了跑步機、乒乓球台、綜合訓練器械等專業設備，調劑員工業餘生活。



A forum on the strawberry picking activity  
草莓採摘活動

#### 4. Employee Care Activities

The Company provides employees with a variety of activities to enrich employees' spare time. In the current year, we organized our employees to participate in the basketball, football, table tennis, and badminton tournaments held by the Rizhao Port Group, and won the second place in badminton, the fourth place in basketball, the Outstanding Organization Award in table tennis, and the Spiritual Civilization Award in football. The Company organized employees to participate in fun table tennis games, gobang game competitions, and other activities. We care for female employees, assure their legal rights and interests during their pregnancy, childbirth and breastfeeding, so as to eliminate gender discrimination.

We organized various exchange activities for female employees, such as museum visits, health seminars for female workers, strawberry picking activities, etc., delivering warmth to female employees. In order to strengthen the physical health of our employees, we have built a recreational and sports activity area for employees in the Company's party building base, equipped with professional facilities such as treadmill, table tennis table and comprehensive training equipment, so as to enrich employees' spare time.



"Reunion at Mid-autumn Festival like a Family"  
「情滿中秋共叙'家'話」座談會

#### 5. 員工慰問

公司結合實際情況，在國家法定節假日為員工送來公司的溫暖，為船舶作業專班職工送去月餅、水果、飲料等，表達節日祝願。本公司積極開展「精準幫扶」「愛心捐助」活動，通過走訪慰問困難職工，向困難群眾傳遞公司溫暖和親切的關懷。本年度，公司看望特困、烈屬20餘人次，發放特困救助金13,000元；全年走訪慰問結婚、生育、生病住院的職工10人次，共計投入6,000元。

#### 5. Visits and Care for Employees

The Company delivers warmth to employees on national holidays in light of the actual situation, and distributes moon cakes, fruits and beverages to special shift staff for ship operation to express holiday greetings. We actively carried out the activities of "Assistance in Difficulties" and "Love Donations". Through visits and condolences to the needy employees, we conveyed the Company's warm and cordial care to the needy people. In the current year, the Company visited over 20 employees and dependent of martyrs in need, and provided RMB13,000 to them. The Company visited and expressed sympathy to 10 employees who were married, gave childbirth or in hospital, and donated RMB6,000 in total throughout the year.

## 五. 攜手員工共進(續) V. Promote Employee Development (continued)



專班送溫暖  
Special team delivering warmth and cordial care

### 6. 員工溝通

我們重視與員工溝通，通過建立通暢的員工溝通渠道，加強管理層和員工之間、員工相互之間的聯繫。我們定期舉辦職工代表大會，認真聽取職工的意見和建議，保證職工權利落到實處。今年職代會審議了公司重大決策及有關職工切身利益的重大事項，組織職工代表建言獻策，以及對員工考核、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。公司通過開展青年員工座談會、一線調研、合理化建議徵集等方式，廣泛聽取職工的意見和建議，有效實現職工民主參與、民主管理和民主監督的權利。我們持續推進常務公開，把職工的滿意度和知情率作為評價廠務公開工作的重要指標，積極營造職工參與民主管理的良好氛圍。

### 6. Employee Communication

We have paid high attention to employee communication and established smooth employee communication channels which can strengthen the relations between management and employees, and among employees. We hold regular congresses of workers and staff to listen to the opinions and suggestions of employees and ensure their rights in all aspects. This year, the congresses of workers and staff reviewed major decisions of the Company and important matters related to employees' interests, and organized staff representatives to express their opinions and suggestions. In addition, we publicized the Company's major operation decisions, employee appraisal, performance, evaluation of the best, welfare and other hot, focus and sensitive issues that employees care about. We accepted the "supervision" from employees, and stimulated their enthusiasm and initiative to participate in the Company's management. The Company has extensively listened to the opinions and suggestions of employees by conducting young employee seminars, first-line research, and soliciting proper suggestions, thus effectively ensuring the rights of employees to participate in, to manage and to supervise on a democratic basis. We continue to promote general affairs disclosure, taking the satisfaction and be-informed rate of employees as important indicators for assessing the work of factory affairs disclosure, and actively creating a positive atmosphere for employees to participate in democratic management.

## (二) 發展及培訓

公司貫徹「以人為本」[全面提升員工素質]的培訓思路，重視員工職業發展，設立了《員工培訓管理辦法》。我們針對公司各類生產經營活動的需要，為員工組織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。

本公司持續打造有知識、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。本年度公司組織籌辦了第六期「青春學堂」，搭建「四位一體」(團員政治理論教育、「夜校」「青春學堂」「班組長素質提升訓練營」)青年培養體系，促進青年員工互動交流，分享知識經驗。

2021年，公司通過紮實的人才培養工作，取得諸多榮譽：

- 運行隊灌包裝車班獲得山東省「青年文明號」、山東港口「青年安全示範崗」；
- 庫場隊理貨班獲得山東港口「青年文明號」；
- 操作隊岸機班獲得山東港口日照港「團員先鋒崗(隊)」。

## (II) Development and Training

We pay attention to the career development of employees and have established the *Employee Training and Management Measures* (《員工培訓管理辦法》), implementing the Company's training concept of "people-oriented" and "comprehensive improvement of employee's capability". In light of the need of the Company's various production and operation activities, we organized flexible and diverse training activities for employees, adopted the form of "internal training as the main and external training as the supplement" and integrated collective learning and self-learning to effectively improve the knowledge structure and overall capability of employees.

The Company is continuously committed to building a skilled young workforce who are innovative and responsible. Through extensive activities such as mentoring, QC (quality control) and technical competition, providing trainings for young employees and delivering the "craftsman spirit" and "model worker spirit", we guide young employees to be rooted at the grass-roots level, learn knowledge, compete with each other regarding skills and contributions, thus striving to cultivate high-skilled young backbone talents. In this year, we organized the sixth phase of the "Youth School", and built a "Four-in-One" youth training system to facilitate young employees to interact, exchange and share knowledge and experience with each other.

In 2021, we received many honors through solid talent development:

- The filling and packaging shift of the operation team won the "Youth Civilization" of Shandong Province and the "Youth Safety Demonstration Post" of Shandong Port;
- The tally shift of the storage yard team won the "Youth Civilization" of Shandong Port;
- The shore crane shift of the operation team won the "League Member Pioneer Post (Team)" of Rizhao Port, Shandong Port.

## 五. 攜手員工共進 (續) V. Promote Employee Development (continued)

### 公司培訓類別 Training types

#### 崗前教育培訓

對新員工、轉崗員工進行思想政治、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、服務質量意識，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 work efficiency and enhance the safety and quality awareness of the employees, in accordance with the responsibilities of each position, we conducted targeted training according to the needs.

#### 職業技能培訓

根據公司各單位、各部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，為技能人才培養提供有效途徑。

#### 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.

#### 技術知識培訓

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 Knowledge Training

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

#### 管理人員培訓

按照規劃和年度計劃，對公司中層以上管理人員開展培訓，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.

**公司培訓類別**  
**Training types**

**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、部室參加外部相關業務技能培訓。外部培訓由人力資源室提前審核，並經公司批准後開展，以保障培訓的效果和質量。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 approval by the Company to ensure the content and quality of training. The external trainees shared what they learned with other employees to share, enlarging the effect of external training.

僱培訓關鍵績效指標		KPI for Training		本年度數據 2021
按性別劃分的受訓僱員百分比	男性員工受訓百分比	Proportion of trainees by gender (%)	Male (%)	100.0
	女性員工受訓百分比		Female (%)	100.0
按僱員類別劃分的受訓僱員百分比	高層管理人員受訓百分比	Proportion of trainees by category (%)	Proportion of senior management trained (%)	100.0
	中層管理人員受訓百分比		Proportion of middle-level management trained (%)	100.0
	基層員工受訓百分比		Proportion of grass-root employees trained (%)	100.0
按性別劃分的人均受訓時長	男性員工人均受訓時長	Per capita training hours by gender	Per capita training hours of male employees	35.0
	女性員工人均受訓時長		Per capita training hours of female employees	32.0
按僱員類別劃分的人均受訓時長	高層管理人員人均受訓時長	Per capita training hours by category	Per capita training hours of senior management	20.0
	中層管理人員人均受訓時長		Per capita training hours of middle-level management	25.0
	基層員工人均受訓時長		Per capita training hours of grass-root employees	35.3



## 六. 追求卓越運營<sup>2</sup>

### VI. Pursue Excellent Operations

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) 提升品質

提供卓越的服務是提升客戶滿意度的關鍵。本公司制定並實施了《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》等質量控制政策、規則和程序，並設立了六項服務承諾，全面提升服務質量管理，規範運營環境，為客戶提供高質量的港口服務。

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 transport 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) Promoting Quality

Ensuring excellent service quality is essential to customer satisfaction improvement. Including 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 and Measurement Control Procedures* (《貨運服務質量監視測量控制程序》), the *Non-conforming Product Control Procedures* (《不合格品控制程序》), the Company has implemented a set of quality control policies, set up six service commitments, comprehensively improved service quality management, standardized the operating environment, and ensured that customers are provided with high-quality port services.

<sup>2</sup> 已售或已運送產品的數據以及質量檢定過程及產品回收程序的條款並不適用於本公司行業，因為我們沒有生產及出售任何實體產品。  
The data of sold or shipped products and the terms of quality verification process and product recovery procedure do not apply to the industry as we do not produce nor sell any physical products.

(一) 提升品質(續)

(I) Promoting Quality (continued)

六項服務承諾

Six service commitments

卸船效率高

High unloading efficiency

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)。

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).

疏港速度快

High transport efficiency

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。

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.

計量精度高

High measuring accuracy

確保卸船計量精度控制在2%以內。

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

數據提供及時

Timely data provision

對客戶所需的倉容、倉溫等生產數據，確保每日9點前提供。

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

意見反饋快

Quick feedback

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。

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

廉潔自律嚴

Integrity and self-discipline

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」。

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

### (一) 提升品質(續)

#### 1. 生產效率提升

我們秉承「效率事關港口聲譽，如生命」的生產組織理念，基於「我用心，您放心」的服務宗旨，以效率為中心，強化溝通協作，優化生產模式，構建了以接卸效率為核心的生產組織機構。同時，我們積極開展生產攻堅行動和課題攻關，不斷提升服務效率和質量。本公司通過強化與調度中心溝通合作、優化生產運輸的操作模式、提升公司現有設備水平、強化維修隊伍四方面，保障生產效率。

我們通過創新技術，引進先進設備，確保公司實力過硬。公司碼頭配備了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直接與主要客戶的生產設施和港口堆場相連，提升了接卸效率。智能理貨小車實現了理貨智能化，提高生產效率。

### (II) Promoting Quality (continued)

#### 1. Production Efficiency Improvement

Adhering to the production organization concept of “efficiency, as life, matters the reputation of the port” and based on the service purpose that “we work hard to let you rest assured”, we focus on efficiency, strengthen communication and collaboration, optimize production model, and build a production organization centered on unloading and transport efficiency. Besides, we actively carry out tackling key actions of production and research issues, continuously improving service efficiency and quality. The Company ensures production efficiency through four aspects, such as strengthening the communication and cooperation with the Dispatch Center, optimizing the operation mode of production and transportation, improving the level of the Company’s existing equipment and strengthening the maintenance team.

We pay attention to technological innovation, and introduce advanced equipment to ensure the strength of the Company. 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 unloading and transport system is directly connected to the production facilities of major customers and port yards, greatly improving the unloading efficiency. The application of Intelligent Tally Cart has realized intelligent tally and improved the production efficiency.

## (一) 提升品質(續)

### 1. 生產效率提升(續)

#### 調度

調度中心強化溝通協作，壓縮非生產作業停時，瞄準制約效率的瓶頸問題，優化卸船方案，科學規劃倉儲，充分發揮生產組織龍頭作用。本年度協調借泊手續、減載移泊共計78艘次，緩解船舶壓港，滿足客戶需求。

#### 操作

優化生產模式，創新清艙工藝，推進無人清艙，疏港效率再創新高。

#### 設備

加大科技創新投入，引入作業現場無人化管理，實現作業監控模式轉型；圍繞風險點加大科研力度。

#### 維修

穩步推進大修技改項目，全力提高設備保障能力，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。

通過本年度多方的默契合作，公司取得了出色的成績：

- 本年度進口木片吞吐量創歷史新高
- 進口玉米吞吐量首次突破200萬噸，成為北方最大的玉米進口港
- 鐵路疏港量首次突破400萬噸
- 進口糧食吞吐量較去年提前26天突破千萬

## (II) Promoting Quality (continued)

### 1. Production Efficiency Improvement (continued)

#### Dispatch

By strengthening the communication and cooperation and shortening the shutdown time of non-production operation, the Dispatch Center targeted at addressing bottleneck of efficiency constraints, optimized the unloading plan, and plans scientific storage, gave full play to the leading role of the production organization. This year, the coordination of berthing procedures, load reduction and shifting have been made for 78 times to alleviate the pressure of ships on the port and meet the needs of customers.

#### Operation

Optimized production model, innovative clean-out process and the advancement of unmanned clean-out contribute to a new high in unloading and transport efficiency.

#### Equipment

The investment in scientific and technological innovation was increased, and unmanned management of the work site was applied to achieve the transformation of the operation monitoring model; and scientific research was enhanced around risk points.

#### Maintenance

Steady progress was achieved for the overhaul and technical transformation project, and the ability to protect equipment was enhanced. The Maintenance Team focuses on equipment assurance and monitoring of key parts to maximize the system capabilities and ensure system efficiency.

Through the cooperative efforts of various parties this year, the Company has made outstanding achievements:

- The volume of imported wood chips reached a record high this year.
- The volume of imported corn exceeded 2 million tons for the first time, making the port the largest port of corn import in the north.
- The railway shipments of inventory in ports exceeded 4 million tons for the first time.
- The volume of imported grain exceeded 10 million tons 26 days ahead of last year.

## 六. 追求卓越運營<sup>2</sup>(續) VI. Pursue Excellent Operations (continued)

### (一) 提升品質(續)

#### 2. 一站式服務

我們十分關注客戶對一站式「全程物流」服務的需求。為降低客戶的綜合物流成本，公司自2018年起開始提供一站式「全程物流」服務，圍繞「港口+鐵路+海運」，不斷探索創新業務模式。

### (二) 技術創新

技術創新是保障企業可持續發展的關鍵部分之一。我們鼓勵員工開展創新增效活動並取得一系列成果。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工作，保護員工及公司發明創造，避免侵犯他方權利。截至本報告期末，本公司新增實用新型專利2項。

本年度我們對生產作業、汽運出港等方面進行信息化改造，形成「智慧港口」創新發展新優勢。

- 汽運集疏港作業識別認證方式實現了由RFID(射頻識別技術)到ETC(電子不停車收費系統)的切換，效率更高，客戶體驗更優；
- 開發應用了智能控車系統，實現了職能轉換，降低了人力配備，提高了工作效率；
- 通過應用5G通訊技術，研發了船艙佈控球，實現了船舶作業無人指揮、上下船舶智能管控；
- 升級改造流程設備監控系統，建設筒倉佈控球、大型設備防風預警系統，加強了安全管控，不斷提升工作效率。

### (I) Promoting Quality (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”.

### (II) Technological Innovation

Technological innovation is one of the key parts to ensure the sustainable development of enterprises. We encourage employees to carry out innovative and efficiency-improving activities to achieve a series of results. To protect employees and the Company’s inventions, and avoid infringement of other parties’ rights, we have carried 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. As of the end of the reporting period, we had added 2 utility model patents.

We carried out informatization transformations in production operations and outbound automobile transportation to form a new advantage in the innovation and development of the “smart port”.

- The authentication method of port’s automobile assembling & evacuating capability enables the switching from RFID (Radio Frequency Identification) to ETC (Radio Frequency Identification), which is more efficient and brings a better experience to customers.
- The intelligent vehicle control system was developed and applied to realize the function transformation, reduce the manpower allocation and improve the work efficiency.
- Through the application of 5G communication technology, we developed a ship cabin control ball, and achieved the unmanned command of ship operation and the intelligent control of boarding and disembarking.
- We have the process equipment monitoring system upgraded and transformed, and built silo ball control and wind prevention and early warning system for large equipment to strengthen safety control and further improve work efficiency.

**船舶無人指揮系統**

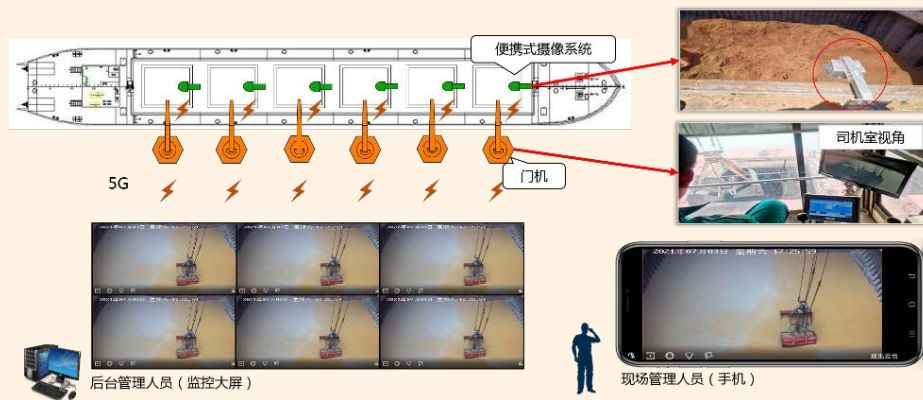
**Unmanned Vessel Command System**

船舶作業屬安全生產、疫情防控的一級風險點。卸船時一般會配備指揮手，指導門機作業。在疫情防護的高壓態勢下，為降低人身傷害及疫情防護風險，公司加大科研的投入力度，通過技防手段，實現了船舶作業無人指揮。

Ship operation is a primary risk point for work safety and pandemic prevention and control. Generally, a commander will be assigned during ship unloading to guide the operation of the gate machine. Under the high-pressure situation of pandemic prevention and control, in order to reduce the risk of personal injury and pandemic prevention and control, the Company increased investment in scientific research, and realized unmanned ship operation through technical prevention means.

佈防在船舶艙口的便攜式攝像系統，通過5G技術，將艙內實時畫面傳輸至司機駕駛室，為司機提供清晰無時延的作業指導；後台管理人員可通過監控大屏、手機等平台，實時掌握作業實況，確保卸船作業安全、高效。

The portable camera system mounted at the ship hatch transmits the real-time picture in the cabin to the driver's cab through 5G technology to provide clear and non-time-delay operation guidance for the driver. The background management personnel are able to keep track of the actual operation in real time through monitoring platforms such as large screen, mobile phone to ensure the safety and efficiency of ship unloading operation.



### (三) 服務客戶

公司嚴格遵守《中華人民共和國公司法》《中華人民共和國反不正當競爭法》等法律法規要求，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，保障客戶切身利益。我們從客戶角度出發，為客戶提供適合其需求的運輸計劃和方案。我們協調整合港口相關資源，包括物流、海鐵聯運、政策信息資源，提升港口競爭力，增加客戶粘性。

我們始終認為顧客至上，通過持續完善客訴制度和處理流程，建立了貨運和服務質量專項管理制度，規範客戶服務流程。客戶可以通過網站、24小時監督投訴受理電話、意見箱和線下渠道進行問題諮詢與投訴。針對接收到的投訴，我們將根據投訴類型進行有效分配，確保各類問題得到準確、迅速的處理，並提升投訴解決效率。同時，我們每年也會定期通過發放問卷進行客戶滿意度調查。報告期內，公司接獲關於產品及服務的有責投訴數目18件，客戶投訴結案率達100%。

為加強客戶隱私保護，本公司建立了信息安全和客戶隱私保護相關的保密管理制度。員工有相關權限才能查閱客戶信息，盡量縮小接觸客戶資料人員的範圍；對於不同貨種業務設立獨立的銷售小組，減少客戶信息泄露風險。

### (四) 合規宣傳

公司遵循公平競爭原則，嚴格遵守《中華人民共和國廣告法》《中華人民共和國商標法》等相關法律法規要求，反對任何限制市場競爭的行為，堅持規範市場推廣活動，避免誇大宣傳。報告期內，本公司已與日照港集團簽訂了商標許可協議，獲許將「日照港」商標用於本公司業務經營目的。

### (III) Customer Services

In strict 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》), 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 protect customers' interests. From the perspective of customers, we provide customers with transportation plans and programs that suit their needs. To enhance our competitiveness and enhance customer loyalty, we coordinate and integrate port-related resources, including logistics, waterway and highways, and policy information resources.

We have always been putting our customers first. By continuously improving the customer complaint system and handling process, we have established a special management system for freight and service quality to standardize the customer service process. Customers can consult and complain about problems through website, 24-hour supervision and complaint acceptance telephone, suggestion box and offline channels. For the complaints received, we will make effective allocation according to the complaint type to ensure that all kinds of problems are handled accurately and quickly, and to improve the efficiency of complaint resolution. Besides, we also issue questionnaires periodically every year to conduct customer satisfaction survey. During the reporting period, we have received 18 responsible complaints about products and services, with 100% customer complaint settlement rate.

In order to strengthen the privacy protection of customers, we have established a confidentiality management system related to information security and customer privacy protection. Employees can access customer information only when relevant permissions are granted. We minimize the scope of personnel who have access to customer data. Also, for different cargo types, we set up independent sales teams to reduce the risk of customer information leakage.

### (IV) Compliance Publicity

Complying with the principle of fair competition, and in accordance with relevant laws and regulations including the *Advertising Law of the People's Republic of China* (《中華人民共和國廣告法》), the *Trademark Law of the People's Republic of China* (《中華人民共和國商標法》) and other relevant laws and regulations, we resist any behavior that restricts market competition, implement compliant marketing and avoid exaggerate publicity. During the reporting period, the Company has signed a trademark licensing agreement with Rizhao Port Group Co., Ltd. and was allowed to use the "Rizhao Port" trademark for business purposes.

## 七. 助力夥伴共贏 VII. Create a Win-Win Situation

### (一) 陽光採購

公司制定了《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。除雜品類、加工件等小額物資由公司直接採購外，大額物資採購均依託日照港集團招標採購中心進行：物資類採購，我們將物資需求通過日照港集團內部物資系統提報，提報的物資需求將會從內務物資系統傳到對外公開的陽光採購平台<sup>3</sup>，供應商會在陽光採購平台針對提報的物資進行公開投標報價。針對採購金額達5萬元及以上的項目類採購，公司均採用公開招標形式通過陽光採購服務平台完成。我們嚴防招標過程中的串標和圍標行為，並及時公佈招標結果。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

公司制定了《物資供應商管理辦法》《物資管理制度》，並建立了完善有效的供應商管理體系，規範供應商管理工作。對於公司自行招標的維修類供應商，公司制定了嚴格的供應商招標流程，審核供應商准入資質，要求所有供應商簽訂資質承諾函。

### (I) Sunshine Procurement

To standardize the bidding and procurement process and promote open and transparent 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. Except for small-value materials such as miscellaneous items and processed parts that are directly purchased by the Company, large-value material purchases are all carried out relying on the Rizhao Port Group Bidding and Purchasing Center. For material procurement, we report the material demand through the internal material system of Rizhao Port Group Co., Ltd. The reported material demand will be transmitted from the internal material system to the open sunshine procurement platform, and the supplier will make public bidding and quotation for the reported materials on the sunshine procurement platform<sup>3</sup>. For projects with a purchase amount of RMB 50,000 and above, the Company completed the purchase through the sunshine procurement platform by adopting public bidding process. We strictly prevent any behavior of bid-rigging in the bidding process, and transparently announce the bidding results in a timely manner. When necessary, we will invite external experts to participate in the bid evaluation meeting to ensure the fairness and justice 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. For maintenance suppliers that the bid is invited by the Company itself, the Company has formulated a strict supplier bidding process, reviewed the supplier's access qualification, and required all suppliers to sign a qualification commitment letter.

<sup>3</sup> 陽光採購服務平台是在山東省國資委的決策部署下，為深入貫徹落實《中共山東省委 山東省人民政府關於加快推動國有企業改革的十條意見》由山東省公共資源(國有產權)交易中心(山東產權交易中心)建設運營，為企業實施陽光採購提供第三方綜合性服務的平台。  
Sunshine procurement service platform is under the state-owned assets supervision and administration commission of Shandong province's policy decisions, for the further implementation of the CPC Shandong provincial party committee of Shandong provincial government to accelerate push on account of the reform of state-owned enterprises "by the public resources in Shandong province) (state-owned property rights trading center (Shandong property rights trading center) construction operations, for enterprises to implement the sunlight procurement provides third-party integrated services platform.



## 七. 助力夥伴共贏(續) VII. Create a Win-Win Situation (continued)

同時我們亦關注供應商的環境及社會風險，在與供應商簽訂的合同協議中納入了社會責任相關內容條款，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，並優先選取具有環保相關認證的供應商。對於物資類供應商，公司採購中心統一根據部門提報的物資計劃進行集體採購，供應商從公司建立的合格供應商庫中選取。我們每年對供應商進行綜合能力評估，對於低分供應商進行警示，對不合格供應商實行清退，嚴重不合格者將被列入黑名單，終止提供未來合作機會

We also pay attention to the environmental and social risks of suppliers. We have contained clauses relating to social responsibility in the contract agreements signed with suppliers, including occupational health and safety, environmental management, integrity operation and quality system certification. We also give priority to suppliers with environmental protection certification. For material suppliers, the procurement center of the Company conducts collective procurement in a uniform manner according to the material plan submitted by the Department, and the suppliers are selected from the qualified supplier library established by the Company. We conduct comprehensive capability assessment for suppliers every year. For suppliers with low scores, we will give alert; for unqualified suppliers, we will implement exit procedures such as blacklisting and termination of future cooperation.

### 指標名稱 Indicators

### 本年度數據 2021

供應商總數 Total number of suppliers	370
按地區劃分的供應商數量 Number of suppliers by geographical region	
日照市地區供應商數量 Number of suppliers in Rizhao	230
非日照市地區供應商數量 Number of suppliers outside Rizhao	140

## 八. 誠信合規經營

### VIII. Perfect Integrity

#### (一) 廉潔管理

為築牢紀律規矩底線，加強公司治理和內部控制，降低經營風險，防止舞弊行為，公司制定《落實中央八項規定精神負面清單》《黨風廉政建設和反腐敗工作考核實施細則(試行)》《反舞弊及投訴舉報工作制度》等文件，修訂《黨委履行全面從嚴治黨主體責任清單》，由內部審計部門負責廉潔管理的監督工作，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。

公司明確各部門主要負責人為反腐第一責任人，並簽訂責任書。同時本年度公司要求員工簽訂《雙節廉潔自律承諾書》，並進行廉潔家訪及廉政談話。本年度公司重新識別廉潔風險點，推動公司內廉潔風險防控體系建設，提高廉潔風險防控的針對性。我們開展了業務流程及崗位職責風險點自查工作，編製公司權力運行圖，形成自上而下的廉潔風險防控機制。

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」)的相關規定。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，本公司建立了有效的反洗錢合規管理體系，制定《反洗錢及OFAC合規管理工作辦法》，以防範各類洗錢活動。

#### (I) Integrity Management

In order to strengthen the bottom line of discipline and rules, enhance corporate governance and internal control, reduce business risks and prevent fraud, we have formulated documents such as the *Negative List of the Spirit of the CPC Central Committee's Eight Rules* (《落實中央八項規定精神負面清單》), the *Provision for Implementation of the Assessment of Party Conduct and Clean Government (Trial)* (《黨風廉政建設和反腐敗工作考核實施細則(試行)》), the *Anti-fraud and Complaint Reporting Regulation* (《反舞弊及投訴舉報工作制度》), and revised the *List of Main Responsibilities of the Party Committee to Fully and Strictly Govern the Party* (《黨委履行全面從嚴治黨主體責任清單》). The internal audit department shall be responsible for the supervision of clean management, and make intensified efforts for internal audit supervision under the principle of combining punishment and prevention with prevention as the core to urge all departments to establish and improve the internal control system of each business process.

We specify that the principal responsible persons of departments are the first responsible persons for the fight against corruption who are required to sign a letter of responsibility. This year, we required employees to sign the *Commitment on the Integrity and Self-Discipline for Two Festivals (Mid-autumn Festival and National Day)* (《雙節廉潔自律承諾書》), and conduct home visits and talks regarding integrity. This year, the Company re-identified the corruption risk points, accelerated the development of corruption risk prevention and control system within the Company, and advanced the targeted corruption risk prevention and control. We carried out self-examination of risk points for business processes and job responsibilities, compiled the Company's accountability and authority operational chart, and formed a top-down integrity risk prevention and control mechanism.

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") the applicable to the Company's transactions. In order to strengthen anti-money laundering and compliance management of the OFAC, we have established an effective anti-money laundering and OFAC compliance management system, and formulated the *Anti-Money Laundering and OFAC Compliance Management Measures* to prevent all kinds of money laundering activities.

## (二) 舉報處理

我們為舉報貪腐相關行為提供暢通且多樣化的公開渠道，7×24小時保持通暢，員工及社會各方可通過電話、信函、郵件等途徑舉報公司或員工的舞弊行為，包括對公司及員工違反職業道德情況的投訴、舉報。

我們鼓勵員工對適當行為進行舉報。公司辦公室負責受理記錄實名或匿名舉報並向管理層報告，以便及時調查處理，將調查處理後的報告材料及時立卷歸檔。我們對處理舉報案件過程中發現的制度和流程缺陷，採取適當、有效的補救措施，並及時評估改善效果，對舉報形成從接收受理到案件處理的閉環管理。對於觸犯法律的案件，公司會將其移送司法機關依法處理。同時，公司禁止任何形式的打擊報復行為，嚴格保護投訴人、舉報人及調查人員的權利與安全。對違規泄露舉報人員信息或對舉報人採取打擊報復的行為，我們將嚴肅處理。本報告期內，公司未發生針對本公司及員工提出並已審結的貪污訴訟案件。

## (三) 宣傳培訓

公司積極開展反舞弊、反貪污培訓宣導活動，通過通訊報道及微信公眾號文章開展廉潔宣傳，加強廉潔警示教育，營造公司廉潔氛圍。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」(黨委主體責任、紀委監督責任)。本年度公司為員工開展廉潔專題培訓，向董事發送反貪污培訓材料，組織全體員工觀看廉潔警示教育視頻及各類警示教育44次，合計501人次。

## (II) Reporting Process

We provide smooth and diversified public channels for reporting corruption related acts, which is 7×24 unimpeded. Employees and all parties in the society can report frauds of the Company or employees through telephone, letter, email, etc., including complaints and reports on violations of professional ethics involving the Company and employees.

We encourage employees to report relevant behaviors. The Company's the General Office takes the responsibility of accepting real-name or anonymous reports, recording and reporting to management, timely conducting investigation and processing, and then filing the report materials. For system and process deficiencies discovered during handling reported cases, we take appropriate and effective remedial measures and evaluate the improvement effects in a timely manner, thus forming a closed-loop management of the reports from reporting, receipt to case handling. For cases that violate the law, we transfer them to judicial organs for handling in accordance with the law. Besides, we prohibit any form of retaliation and strictly protect the rights and safety of complainants, whistleblowers and investigators. We will seriously handle those behaviors that leak the information of the informant in violation of regulations or take retaliation against the informant. During the reporting period, no concluded legal cases regarding corrupt practices brought against the Company or our employees were identified in the Company.

## (III) Media Communication and Training

The Company actively organize anti-fraud and anti-corruption trainings and publicity activities. By carrying out honest publicity through newsletters and articles on WeChat Official Account, we strengthened the anti-corruption warning education, and created an atmosphere of integrity in the Company. We attach great importance to employee ideology training and have formulated the *Ten Commitments for Employee's Dedication and Engagement towards Work* (《員工愛崗敬業十項承諾》), emphasizing the "two responsibilities". This year, we conducted special training on integrity for our employees, sent anti-corruption training materials to directors, and organized all employees, totaling 501 participants, to watch the video of integrity warning and various types of warning education for 44 times.

## 九. 承擔社會責任 IX. Undertake 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，用實際行動回饋社會，履行「企業公民」責任。憑借多年來我們在企業社會責任領域的突出表現，公司榮登「2021年金蜜蜂企業社會責任•中國榜」，從300餘家企業中脫穎而出，連續兩年獲得「金蜜蜂•入圍企業獎」。

2021年我們將「裕廊青春學堂」內容不斷延伸擴展，組織團員青年參加「創城社區志願者」「點燃青春小屋」「青春扶貧」「我為群眾辦實事」等志願服務活動，以青春正能量回饋社會。結合日照市創建文明城市活動，公司團員青年們自發組建志願服務隊，前往社區開展志願服務，積極開展環境整治並宣傳創城相關政策，努力為日照市爭創文明城市作出貢獻。

本年度公司組織慰問「希望小屋」貧困兒童，開展「一對一」幫扶，發起「十元關愛行動」，服務困難兒童健康成長；開展「慈心一日捐」活動，鞏固脫貧攻堅成果，助力鄉村振興，共計捐款32,500元；「春蕾助學」女童由20名增加到25名，共計捐款8,100元。公司團委結合「我為群眾辦實事」活動，組織團員青年前往五蓮縣戶部鄉王家大村和臧家棗河村「希望小屋」，開展「一對一」幫扶，贈送文具、書包等學習用品，分享成長故事和學習心得，充分凝聚關愛力量，服務困難兒童健康成長。

We continue to establish communication channels with surrounding communities, understand their needs, and actively carry out various public welfare activities. We give back to society through practical actions, and fulfill our social responsibilities as a “corporate citizen”. Relying on our outstanding performance in the field of corporate social responsibility over the years, the Company was listed on the “2021 Golden Bee CSR-China List”, stood out from more than 300 enterprises and won the “Golden Bee Shortlisted Enterprise Award” for two consecutive years.

In 2021, we continued to extend and expand the content of “Youth School” program, and have organized youth members to participate in voluntary service activities such as “City Creation Community Volunteers” “Lighting on Youth Home” “Youth Poverty Alleviation” “I Do Practical Things for the Masses” and other voluntary service activities, gave back positive youth energy to society. In combination with the activity of creating a civilized city in Rizhao, the youth league members of the Company spontaneously set up a volunteer service team to provide volunteer services in the community, took the initiative to conduct environment improvement and publicize relevant policies for building up an innovative city, making every effort to contribute to Rizhao's striving for a civilized city.

This year, we organized condolences to the underprivileged children of the “Hope Room”, carried out “one-to-one” assistance, and launched the “Ten-Yuan Care Action” to help the healthy growth of children in need; And we carried out “Compassion One Day Donation” to consolidate the achievements of poverty alleviation and help rural revitalization, with a total of RMB 32,500 donated; The number of girls in “Spring Bud Education Program” increased from 20 to 25, with a total donation of RMB 8,100. In combination with the activity of “I Do Practical Things for the Masses”, the Youth League Committee of the Company organized youth league members to go to the “Hope Room” in Wangjiada Village and Zangjiachahe Village, Huhu Township, Wulian County to carry out “one-to-one” assistance, give away stationery, school bags and other school supplies, share growth stories and learning experiences, and gather care and strength to serve the healthy growth of children in need.



本年度志願者活動現場情況  
The volunteer event site this year

# 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

範疇 Subject Area	議題 Aspect	績效指標 Performance indicators	在報告中位置 Corresponding Chapters
ESG管理 ESG Management	管治框架 Governance Structure	<p>由董事會發出的聲明，當中載有下列內容： A statement from the board containing the following elements:</p> <ol style="list-style-type: none"> <li>1. 披露董事會對環境、社會及管治事宜的監管； (i) a disclosure of the board's oversight of ESG issues;</li> <li>2. 董事會的環境、社會及管治管理方針及策略，包括評估、優先排序及管理重要的環境、社會及管治相關事宜(包括對發行人業務的風險)的過程；及 (ii) the board's ESG management approach and strategy, including the process used to evaluate, prioritise and manage material ESG-related issues (including risks to the issuer's businesses); and</li> <li>3. 董事會如何按環境、社會及管治相關目標檢討進度，並解釋它們如何與發行人業務有關聯。 (iii) how the board reviews progress made against ESG-related goals and targets with an explanation of how they relate to the issuer's businesses.</li> </ol>	「關於本公司」 About Rizhao Port Jurong Co., Ltd.
	匯報原則 Reporting Principles	<p>描述或解釋在編備ESG報告時如何應用匯報原則(重要性、量化、一致性)。 A description of, or an explanation on, the application of the following Reporting Principles in the preparation of the ESG report (Materiality, Quantitative, Consistency)</p>	「關於本報告」 About the Report
	匯報範圍 Reporting Boundary	<p>解釋環境、社會及管治的匯報範圍，及描述挑選哪些實體或業務納入環境、社會及管治報告的過程。若匯報範圍有所改變，發行人應解釋不同之處及變動原因。 A narrative explaining the reporting boundaries of the ESG report and describing the process used to identify which entities or operations are included in the ESG report. If there is a change in the scope, the issuer should explain the difference and reason for the change.</p>	「關於本報告」 About the Report

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)

範疇 Subject Area	議題 Aspect	績效指標 Performance indicators	在報告中位置 Corresponding Chapters
環境 Environmental	A1排放物 A1 Emissions	一般披露： General Disclosure	「踐行綠色環保」 Practice Green
		有關廢氣及溫室氣體排放、對水及土壤的排污、有害及無害廢棄物的產生等的： Information on:	
		(1) 政策；及 (a) the policies; and	
		(2) 遵守對發行人有重大影響的相關法律及規定的資料。 (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 A1.1 The types of emissions and respective emissions data.	「踐行綠色環保」 Practice Green
		A1.2 直接(範圍1)及間接能源(範圍2)溫室氣體排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算) A1.2 Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	「踐行綠色環保」 Practice Green
		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) A1.3 Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	「踐行綠色環保」 Practice Green
		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) A1.4 Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	「踐行綠色環保」 Practice Green
		A1.5 描述所訂立的排放量目標及為達到這些目標所採取的步驟 A1.5 Description of measures to mitigate emissions and results achieved.	「踐行綠色環保」 Practice Green
		A1.6 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。 A1.6 Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved.	「踐行綠色環保」 Practice Green

範疇 Subject Area	議題 Aspect	績效指標 Performance indicators	在報告中位置 Corresponding Chapters
	<b>A2資源使用 A2 Use of Resources</b>	<p>一般披露： General Disclosure</p> <p>有效使用資源(包括能源、水及其他原材料)的政策。 Policies on the efficient use of resources, including energy, water and other raw materials.</p> <p>註：資源可用於生產、儲存、交通、樓宇、電子設備等。 <i>Note:</i></p>	「踐行綠色環保」 Practice Green
		<p>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)</p> <p>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).</p>	「踐行綠色環保」 Practice Green
		<p>A2.2 總耗水量及密度(如以每產量單位、每項設施計算)</p> <p>A2.2 Water consumption in total and intensity (e.g. per unit of production volume, per facility).</p>	「踐行綠色環保」 Practice Green
		<p>A2.3 描述所訂立的能源使用效益計劃目標及為達到這些目標所取得成果</p> <p>A2.3 Description of energy use efficiency initiatives and results achieved.</p>	「踐行綠色環保」 Practice Green
		<p>A2.4 描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。</p> <p>A2.4 Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved.</p>	「踐行綠色環保」 Practice Green
		<p>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</p> <p>A2.5 Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.</p>	不適用 Not Applicable

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)

範疇 Subject Area	議題 Aspect	績效指標 Performance indicators	在報告中位置 Corresponding Chapters
	<b>A3環境及天然資源</b> <b>A3 The Environment and Natural Resources</b>	一般披露： General Disclosure	「踐行綠色環保」 Practice Green
		A3減低發行人對環境及天然資源造成重大影響的政策。 Policies on minimizing the issuer's significant impact 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 A3.1 Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	「踐行綠色環保」 Practice Green
	<b>A4氣候變化</b> <b>A4 Climate Change</b>	一般披露： General Disclosure	「踐行綠色環保」 Practice Green
		A4識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。 Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	
		A4.1 描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。 A4.1 Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them.	「踐行綠色環保」 Practice Green
<b>社會</b> <b>Social</b>	<b>B1僱傭</b> <b>B1 Employment</b>	一般披露： General Disclosure	「携手員工共進」 Promote Employee Development
		有關薪酬及解僱、招聘及晉升、工作時間、假期、平等機會、多元化、反歧視以及其他待遇及福利的： Information on:	
		(1) 政策；及 (a) the policies; and	
		(2) 遵守對發行人有重大影響的相關法律及規例的資料。 (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.	



範疇 Subject Area	議題 Aspect	績效指標 Performance indicators	在報告中位置 Corresponding Chapters
社會 Social	B2健康與安全 B2 Health and Safety	B1.1 按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數 B1.1 Total workforce by gender, employment type, age group and geographical region.	「携手員工共進」 Promote Employee Development
		B1.2 按性別、年齡組別及地區劃分的僱員流失比率 B1.2 Employee turnover rate by gender, age group and geographical region.	「携手員工共進」 Promote Employee Development
		一般披露： General Disclosure	「牢築安全基石」 Enhance Safety Management
		B2 有關提供安全工作環境及保障僱員避免職業性危害的： Information on:	
		(1) 政策；及 (a) the policies; and	
		(2) 遵守對發行人有重大影響的相關法律及規例的資料。 (b) compliance with relevant laws and regulations that have a significant impact on issuer relating to providing a safe working environment and protecting employees from occupational hazards.	
		B2.1 過去三年(包括匯報年度)每年因工亡故的人數及比率。 B2.1 Number and of rate work-related fatalities.	「牢築安全基石」 Enhance Safety Management
		B2.2 因工傷損失工作日數 B2.2 Lost days due to work injury.	「牢築安全基石」 Enhance Safety Management
		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 B2.3 Description of occupational health and safety measures adopted, how they are implemented and monitored.	「牢築安全基石」 Enhance Safety 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)

範疇 Subject Area	議題 Aspect	績效指標 Performance indicators	在報告中位置 Corresponding Chapters
社會 Social	B3發展與培訓 B3 Development and Training	一般披露： General Disclosure	「携手員工共進」 Promote Employee Development
		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。 Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.	
		註：培訓指職業培訓，可包括由僱主付費的內外部課程。 Note:	
		B3.1 按性別及僱員類別(如高級管理層、中級管理層)劃分的受訓僱員百分比 B3.1 The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	
社會 Social	B4勞工準則 B4 Labour Standards	B3.2 按僱員類別及性別劃分，每名僱員完成受訓的平均時數 B3.2 The percentage of employees trained by employee category and gender (e.g. senior management, middle management).	「携手員工共進」 Promote Employee Development
		一般披露： General Disclosure	
		有關防止童工或強制勞工的： Information on:	
		(1) 政策；及 (a) the policies; and	
社會 Social	B4勞工準則 B4 Labour Standards	(2) 遵守對發行人有重大影響相關法律及規定的資料。 (b) compliance with relevant laws and regulations that have a significant impact on issuer relating to preventing child and forced labour.	「携手員工共進」 Promote Employee Development
		B4.1 描述檢討招聘慣例的措施以避免童工及強制勞工 B4.1 Description of measures to review employment practices to avoid child and forced labour.	
		B4.2 描述在發現違規情況時消除有關情況所採取的步驟。 B4.2 Description of steps taken to eliminate such practices when discovered.	

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)

範疇 Subject Area	議題 Aspect	績效指標 Performance indicators	在報告中位置 Corresponding Chapters
社會 Social	B5供應鏈管理 B5 Supply Chain Management	一般披露： General Disclosure	「助力夥伴共贏」 Create a Win-Win Situation
		供應鏈的環境與社會風險管理政策。 Policies on managing environmental and social risks of the supply chain.	
		B5.1 按地區劃分的供應商數目 B5.1 Number of suppliers by geographical region.	「助力夥伴共贏」 Create a Win-Win Situation
		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 B5.2 Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	「助力夥伴共贏」 Create a Win-Win Situation
		B5.3 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。 B5.3 Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	「助力夥伴共贏」 Create a Win-Win Situation
社會 Social	B6產品責任 B6 Product Responsibility	一般披露： General Disclosure	「追求卓越運營」 Pursue Excellent Operations
		B6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： Information on:  (1) 政策；及 (a) the policies; and  (2) 遵守對發行人有重大影響的相關法律及規定的資料。 (b) compliance with relevant laws and regulations that have a significant impact on issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	

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)

範疇 Subject Area	議題 Aspect	績效指標 Performance indicators	在報告中位置 Corresponding Chapters
		B6.1 已售或已運送產品數量中因安全與健康理由而須回收的百分比 B6.1 Percentage of total products sold or shipped subject to recalls for safety and health reasons.	不適用 Not Applicable
		B6.2 接獲關於產品及服務的投訴數目以及應對方法 B6.2 Number of products and service-related complaints received and how they are dealt with.	「追求卓越運營」 Pursue Excellent Operations
		B6.3 描述與維護及保障知識產權有關的慣例 B6.3 Description of practices relating to observing and protecting intellectual property rights	「追求卓越運營」 Pursue Excellent Operations
		B6.4 描述質量檢定過程及產品回收程序 B6.4 Description of quality assurance process and recall procedures.	不適用 Not Applicable
		B6.5 描述消費方資料保障及隱私政策，以及相關執行及監察方法 B6.5 Description of consumer data protection and privacy policies, how they are implemented and monitored.	「追求卓越運營」 Pursue Excellent Operations
<b>社會</b> Social	<b>B7反貪污</b> B7 Anti-corruption	一般披露： General Disclosure  有關防止賄賂、勒索、欺詐及洗黑錢的： Information on:  (1) 政策；及 (a) the policies; and  (2) 遵守對發行人有重大影響的相關法律及規定的資料。 (b) compliance with relevant laws and regulations that have a significant impact on issuer relating to bribery, extortion, fraud and money laundering.	「誠信合規經營」 Perfect Integrity
		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。 B7.1 Number of concluded legal cases regarding corrupt practices brought against issuer or its employees during the reporting period and the outcomes of the cases.	「誠信合規經營」 Perfect Integrity

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)

範疇 Subject Area	議題 Aspect	績效指標 Performance indicators	在報告中位置 Corresponding Chapters
		B7.2 描述防範措施及舉報程序，以及相關執行及監察方法。 B7.2 Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	「誠信合規經營」 Perfect Integrity
		B7.3 描述向董事及員工提供的反貪污培訓。 B7.3 Description of anti-corruption training provided to directors and staff.	「誠信合規經營」 Perfect Integrity
社會 Social	B8社區投資 B8 Community Investment	一般披露： General Disclosure  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。 Policies on community engagement to understand the needs of the communities where issuer operates and to ensure its activities take into consideration the communities' interests.	「承擔社會責任」 Undertake Social Responsibility
		B8.1 專注貢獻範圍(如教育、環境事宜、勞工需求、健康、文化、體育) B8.1 Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	「承擔社會責任」 Undertake Social Responsibility
		B8.2 在專注範圍所動用資源(如金錢或時間) B8.2 Resources contributed (e.g. money or time) to the focus area.	「承擔社會責任」 Undertake Social Responsibility