

民生教育集团有限公司

Minsheng Education Group Company Limited

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立的有限公司)

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2018

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



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2018 ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

2018 環境、社會及管治報告

SCOPE AND REPORTING PERIOD

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

The Group principally engages in providing private higher education in the People’s Republic of China (the “PRC”). This ESG report covers the Group’s overall performance in two subject areas, namely, Environmental and Social of key business operations of five campuses in the PRC, of which were in full operations from 1 January 2018 to 31 December 2018 (the “Reporting Period”), unless otherwise stated. The business operations to be reported include:

- Chongqing College of Humanities, Science and Technology (“CQ-CHST”);
- Pass College of Chongqing Technology and Business University (“CQ-PASS”);
- Chongqing Vocational College of Applied Technology (“CQ-VCAT”);
- Inner Mongolia Fengzhou Vocational College, Qingcheng Branch (hereafter “IM-FZVC”); and
- Chongqing Electronic Information College (“CQ-EIC”).

One major operational change in the scope compared with the period from 1 January 2017 to 31 December 2017 (the “Last Reporting Period”) was the full operation of the CQ-EIC after acquisition. No other major changes in the business model and operational location have occurred. Due to the enlarged scope as well as the updated emission factors used for calculation of emission data, the comparison of environmental results was not presented in this report as it may not yield a consistent and meaningful benchmark.

範圍及報告期間

這是民生教育集團有限公司(「本公司」，連同其附屬公司統稱「本集團」)遵行香港聯合交易所有限公司證券上市規則(「上市規則」)附錄二十七所載《環境、社會及管治報告指引》(「環境、社會及管治報告指引」)項下的「不遵守就解釋」規定發出的第三份環境、社會及管治(「環境、社會及管治」)報告。

本集團主要於中華人民共和國(「中國」)提供民辦高等教育。本環境、社會及管治報告涵蓋本集團於中國在2018年1月1日至2018年12月31日期間(「報告期間」)全面營運的五所學校的主要業務營運在環境及社會兩個方面的整體表現，另有說明除外。報告將予呈報的業務營運包括：

- 重慶人文科技學院(「重慶人文科技學院」);
- 重慶工商大學派斯學院(「重慶派斯學院」);
- 重慶應用技術職業學院(「重慶應用技術職業學院」);
- 內蒙古豐州職業學院(青城分院)(「內蒙古豐州職業學院」); 及
- 重慶電信職業學院(「重慶電信職業學院」)。

與2017年1月1日至2017年12月31日期間(「上一報告期間」)相比，報告範圍的主要營運變動在於重慶電信職業學院於收購後投入全面營運。業務模式及經營地點並無發生其他重大變動。由於報告範圍擴大及計算排放數據所用的排放系數更新，本報告並無呈列環保表現的比較，蓋因未必能夠提供一致性及有意義的基準。

The Group has complied with all the “comply or explain” provisions set out in the ESG Reporting Guide during the Reporting Period.

STAKEHOLDER ENGAGEMENT AND MATERIALITY

The Group values input and feedback of its stakeholders as they bring potential impacts to the Group’s business. Key stakeholders including shareholders, directors, management team, teachers and staff and students have been involved in the discussion sessions to discuss and to review areas of attention which will help the business meets its potential growth and be prepared for future challenges.

In order to identify the most significant ESG aspects, the Group distributed quantitative surveys to stakeholders. Through the stakeholder surveys carried out during the Reporting Period, the following topics have been deemed as the most important by stakeholders:

- Occupational Health and Safety;
- Anti-corruption;
- Water;
- Environmental Protection Measures;
- Employment;
- Development and Training;
- Labour Standards; and
- Service quality.

Compared with the Last Reporting Period, social aspects were still the main focus of stakeholders, nevertheless, two environmental topics have also been added to the concerned aspects. The above aspects were strictly managed through the Group’s policies and guidelines, which include Environmental Protection Law of the PRC and Energy Conservation Law of the PRC. Key achievements realized during the Reporting Period also corresponds to the continuous improvement made on the

於報告期間，本集團已遵守《環境、社會及管治報告指引》載列的所有「不遵守就解釋」條文。

權益人參與及重要性

本集團十分重視權益人的意見及反饋，因其會對本集團業務帶來潛在影響。主要權益人（包括股東、董事、管理團隊、教職工及學生）一直參與討論會議，討論及審視有助業務達致其潛在增長，以及為未來的挑戰作好準備而需注意的範疇。

為識別最為重要的環境、社會及管治範疇，本集團對權益人進行定量調查。透過於報告期間進行的權益人問卷調查，權益人認為以下議題至關重要：

- 職業健康及安全；
- 反貪污；
- 水資源；
- 環保措施；
- 僱傭；
- 發展與培訓；
- 勞工準則；及
- 服務質量。

與上一報告期間相比，社會層面仍是權益人的關注焦點，但有兩項環境議題亦納入關注範疇。透過本集團的相關政策及指引，包括中國環境保護法及中國節約能源法，嚴格管理上述事宜。本集團於報告期間取得多項主要成就，亦與上述重大議題方面表現的持續提升息息相關。舉例而言，為解決第一項主

above material topics. For example, to address the first key material topic, a new Fitness Activity Working Plan has been established in CQ-CHST to provide resources to maintain satisfactory health levels for teachers and staff. CQ-CHST emphasizes “Fitness, and Happy Life” and actively encourages doing exercises in the morning and in between classes, as well as attending various kind of extracurricular activities. The Group will continue to identify areas of improvement for the concerned aspects and keep close communication with its stakeholders to share and exchange ideas for advancing the Group’s ESG management.

STAKEHOLDERS’ FEEDBACK

The Group welcomes stakeholders’ feedback on our environmental, social and governance approach and performance. Please give your suggestions or share your views with us via email at msedu@minshengedu.com.

THE GROUP’S COMMITMENT ON ESG

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

The Group is responsible for its impacts to the environment arising from its business operations. The Group’s business model belongs to service industry, thus no significant pollutants were generated, adverse impact to the surrounding environment is also minimal. Meanwhile, the Group is deeply aware of the importance to promote environmental protection, energy conservation, and green campus construction. The Group has continued to take measures to save energy, reduce direct and indirect emissions, as well as to reduce/reuse/recycle waste. The Group encourages students and staff to adopt energy saving and emission reduction behaviours, to adopt low-carbon lifestyle, to take initiatives and to participate in environmental protection.

要重大議題，重慶人文科技學院制定新的《全民健身活動工作方案》，提供資源促進教職工身體健康水平。重慶人文科技學院提倡「健身強體、快樂生活」，並積極鼓勵開展早操及課間操，以及參加各種課外活動。本集團將繼續識別關注範疇有待改善之處，並與權益人維持密切溝通，交流分享各種建議意見，提升本集團在環境、社會及管治方面的管理。

權益人的反饋

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

本集團就環境、社會及管治作出的承諾

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

本集團對其業務營運造成的環境影響負責。本集團的業務模式屬於服務行業，因此並無產生重大污染物，且對周邊環境的不利影響甚微。此外，本集團深知促進環保、節能及綠色校園建設的重要性，並繼續採取措施實現節能、減少直接和間接排放及減少／再用／循環利用廢棄物。本集團鼓勵學生及員工注重節能減排、踐行低碳生活方式、採取措施及積極參與環境保護。

The board of the directors of the Group (the “Board”) is aware of the business risks associated with the ESG-related factors and considers that appropriate internal control systems are in place. Latest ESG-related documentations are distributed and circulated among all the Board for review and approval, and the Board confirms that it has reviewed and approved the ESG Report.

A. ENVIRONMENTAL

A1. Emissions

The Group has no policy in related to environmental protection and pollution control but stringently complies with national and local laws and regulations relating to air and greenhouse gas (GHG) emissions, discharges into water and land, and generation of hazardous and non-hazardous waste, including but not limited to the followings:

- Environmental Protection Law of the PRC,

which is formulated to protect and improve people’s environment and the ecological environment by preventing and controlling pollution and other public hazards, as well as to safeguard human health;
- Law of the PRC on the Prevention and Control of Environment Pollution Caused by Solid Wastes,

which is formulated to prevent and control environmental pollution by solid wastes, by implementing the principles to reduce the discharge and harm of solid wastes, utilizing solid wastes by converting them into non-hazardous wastes through treatment;
- Law of the PRC on the Prevention and Control of Atmospheric Pollution;

which is formulated to prevent and control atmospheric pollution, protect and improve people’s environment and the ecological environment;

本集團董事會(「董事會」)了解環境、社會及管治相關因素的有關業務風險，並認為已就此建立適當的內部監控系統。本集團向董事會成員派發及傳閱最新環境、社會及管治相關文件以供彼等審批，及董事會確認其已審閱及批准本環境、社會及管治報告。

A. 環境

A1. 排放物

本集團雖無制定有關環保及污染防治的政策，但嚴格遵守有關廢氣及溫室氣體排放、向水及土地排放以及有害及無害廢棄物產生的國家及地方法律法規，包括但不限於以下各項：

- 中國環境保護法，

制定本法旨在透過防治污染及其他公害，保護及改善生活環境與生態環境，以及保障人體健康；
- 中國固體廢物污染環境防治法，

制定本法旨在透過實行減少固體廢物排放及危害的原則，以及對固體廢物進行無害化處理以回收利用，從而達致防治環境污染目的；
- 中國大氣污染防治法；

制定本法旨在防治大氣污染，保護及改善生活環境與生態環境；

- Water Pollution Prevention and Control Law of the PRC,

which is formulated to prevent and control water pollution, protect and improve the water environment by safeguarding the drinking water safety; and

- Energy Conservation Law of the PRC,

which is formulated to promote energy conservation in the society, enhance energy utilization efficiency. The term 'energy' refers to coal, petroleum, natural gas, electric power and other resources from which useful energy can be derived directly or through processing or transformation.

No non-compliance with relevant laws and regulations that have a significant impact on the Group relating to air and GHG gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste had been identified during the Reporting Period.

All emission data presented in this report was calculated with updated emission factors available at the time of report preparation.

- 中國水污染防治法，

制定本法旨在防治水污染，透過保障飲用水安全，保護及改善水環境；及

- 中國節約能源法，

制定本法旨在推動全社會節約能源，提高能源利用效率。「能源」一詞指煤炭、石油、天然氣、電力及其他直接或通過加工或轉換而取得有用能的各種資源。

於報告期間，並無發現違反有關廢氣及溫室氣體排放、向水及土地排污以及有害及無害廢棄物產生方面且對本集團影響重大的相關法律法規的情況。

本報告呈列的所有排放數據乃根據編製報告時可取得的最新排放系數計算。

A1.1 Air Emissions

During the Reporting Period, passenger cars and other mobile machinery operated on gasoline and diesel have been used for daily business operations. Their combustion generated several air emissions include nitrogen oxides (“NO_x”), sulphur oxides (“SO_x”) and respiratory suspended particles (“PM”).

A1.1 廢氣排放

於報告期間，汽油及柴油類汽車及其他移動機械用於日常運營。汽油及柴油燃燒產生若干廢氣排放，包括氮氧化物、硫氧化物及可吸入懸浮顆粒。

Mobile fuel source 汽車燃料來源	Air emissions (non-GHG) from the vehicle operations 車輛運作產生的廢氣排放(非溫室氣體)		
	NO _x (kg) 氮氧化物 (千克)	PM (kg) 懸浮顆粒 (千克)	SO _x (kg) 硫氧化物 (千克)
Gasoline and diesel 汽油及柴油	59.10	7.06	3.54

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

附註：除另有說明外，本報告中環境參數計算的排放系數乃參照上市規則附錄二十七及香港交易及結算所有限公司所提述參考文件而作出。

Liquified petroleum gas (“LPG”) was used in IM-FZVC for canteen operations. The combustion of LPG generated SO_x and NO_x as presented in the following table. In addition, it also generated GHG emission as presented in the next section. Other schools used natural gas for canteen operations, which was also used for other activities such as heating water.

內蒙古豐州職業學院的餐飲場所營運採用液化石油氣，其燃燒產生硫氧化物及氮氧化物(如下表所示)，並產生溫室氣體排放(如下節所示)。其他學校的餐飲場所營運採用天然氣，加熱水等其他活動亦採用天然氣。

Stationary fuel source 固定燃料來源	Air emissions (non-GHG) from LPG consumption at IM-FZVC 內蒙古豐州職業學院液化石油氣消耗產生的廢氣排放(非溫室氣體)	
	NO _x (kg) 氮氧化物(千克)	SO _x (kg) 硫氧化物(千克)
LPG and natural gas 液化石油氣及天然氣	319.79	1.60

A1.2 Greenhouse Gas Emissions

There were 17,851 tonnes of carbon dioxide equivalent (CO_{2eq.}) GHG (mainly carbon dioxide, methane and nitrous oxide) emitted from the Group's operation during the Reporting Period. The overall intensity of the GHG emissions for the Group was 0.39 tCO_{2eq.} per person (i.e. including all teachers, staff, and students). Indirect GHG emissions generated from the landfilling of waste papers were not presented due to lack of waste data.

The GHG reported included the following activities and scopes:

- Direct (scope 1) GHG emissions from the combustion of fuels for mobile transportation;
- Direct (scope 1) GHG emissions from the combustion of natural gas for daily activities and LPG for canteens;
- Energy Indirect (scope 2) GHG emissions from purchased electricity and natural gas; and
- Other Indirect (scope 3) GHG emissions from municipal freshwater and sewage processing, and business air travel.

A1.2 溫室氣體排放

於報告期間本集團業務營運共排放17,851噸二氧化碳當量溫室氣體(主要為二氧化碳、甲烷及氧化亞氮)。本集團溫室氣體排放的整體密度為每人0.39噸二氧化碳當量(即包括全體教職工及學生)。由於缺乏廢棄物數據，故並無呈報廢紙填埋所產生的間接溫室氣體排放量。

呈報的溫室氣體包括以下活動及範圍：

- 交通工具燃油燃燒所產生的直接(範圍一)溫室氣體排放；
- 日常業務天然氣燃燒及餐飲場所液化石油氣燃燒所產生的直接(範圍一)溫室氣體排放；
- 外購電力及天然氣產生的能源間接(範圍二)溫室氣體排放；及
- 市政淡水及污水處理及商務航空差旅所產生的其他間接(範圍三)溫室氣體排放。

Scope of GHG emissions	Emission sources		GHG Emission	Sub-total	Total GHG emission
溫室氣體排放範圍	排放來源		溫室氣體排放 (in tCO _{2eq.}) (噸二氧化碳當量)	小計 (in tCO _{2eq.}) (噸二氧化碳當量)	溫室氣體排放總量 (in percentage) (百分比)
Scope 1 Direct emission¹	Combustion of fuels in stationary sources	LPG 液化石油氣	3.92	4,883	27.4%
範圍一直接排放 ¹	固定來源燃料燃燒	Natural gas 天然氣	4,246.43		
		Combustion of fuels in mobile sources	Diesel 柴油	237.56	
	移動來源燃料燃燒	Gasoline 汽油	394.87		
Scope 2 Energy indirect emission	Purchased electricity ² 外購電力 ²		11,223.86	12,162	68.1%
範圍二能源間接排放	Purchased natural gas 外購天然氣		938.08		
Scope 3 Other indirect emission	Business air travel by employees 僱員商務航空差旅		66.76	806	4.5%
範圍三其他間接排放	Electricity used for processing fresh water by government departments/third parties 政府部門/第三方淡水處理用電		480.33		
	Electricity used for processing sewage by government departments/third parties 政府部門/第三方污水處理用電		258.96		
Total	總計			17,851	100%

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

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

Note 2: Combined margin emission factor of 0.6508 and 0.7598 tCO_{2eq.}/MWh was used for purchased electricity in Chongqing and Inner Mongolia, China, respectively.

附註2：中國重慶及內蒙古的外購電力排放量分別採用合併邊際排放系數每兆瓦時0.6508及0.7598噸二氧化碳當量計算。

A1.3 Hazardous Waste

As all campuses did not generate industrial hazardous waste during the Reporting Period, the amount of total hazardous waste is not presented in this report.

A1.4 Non-hazardous Waste

Non-hazardous waste was mainly generated from daily school operation, the amount of total non-hazardous waste was not recorded during the Reporting Period due to lack of appropriate measuring methods. Furthermore, the environmental impacts associated with the treatment of non-hazardous waste are considered much less significant than those associated with other activities such as energy consumption. The Group will review and explore systematic approach for collecting waste information in future.

A1.5 Measures to Mitigate Emissions

To control direct and indirect emissions from the vehicles, the Group continues to implement the Effective Vehicle Management System and:

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

A1.3 有害廢棄物

由於所有學校於報告期間均無產生工業有害廢棄物，故本報告並無呈報有害廢棄物總量。

A1.4 無害廢棄物

無害廢棄物主要來自日常學校營運，由於並無適當計量方法，報告期間未有記錄無害廢棄物總量。此外，處理無害廢棄物相關的環境影響被認為遠遠低於能源消耗等其他活動的相關環境影響。本集團將於日後審視及探討系統性方法以收集廢棄物資料。

A1.5 減排措施

為控制直接及間接汽車排放，本集團繼續實施高效汽車管理制度及：

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

- encourages the use of public transport for those non-urgent activities.

With the above mitigation measures being implemented, the fuel efficiency of vehicles in CQ-CHST during the Reporting Period was enhanced as compared to the Last Reporting Period.

To reduce emissions from natural gas, after the renovation of outdoor natural gas pipelines during the Last Reporting Period at CQ-CHST, indoor natural gas pipelines have been renovated during the Reporting Period within the teachers and staff dorms. Meanwhile, the Group also strengthens the maintenance on pipelines to ensure no leakage has occurred.

A1.6 Wastes Handling and Reduction Initiatives

The Group's business did not involve in generation of hazardous waste, so the handling procedure for hazardous waste is not presented in this report. For non-hazardous waste, reusing was prioritized whenever applicable. For non-hazardous waste that cannot be reused, they were collected by qualified recycling companies for recycling. Other domestic waste was transported to the municipal waste treatment centre by professional waste compression trucks purchased by schools.

For daily operation, the Group encourages all teachers, staff, and students to reduce, reuse, or recycle waste whenever applicable:

- 辦理非緊急事務時，鼓勵乘坐公共交通工具。

透過實施上述減排措施，重慶人文科技學院於報告期間的燃油效益較上一報告期間有所提高。

為減少天然氣排放量，繼上一報告期間改造重慶人文科技學院的室外天然氣管道後，於本報告期間改造教職工宿舍的室內天然氣管道。同時，本集團亦加大管道維護力度，以確保並無漏氣情況。

A1.6 廢物處理及減量措施

本集團的業務並無涉及產生有害廢棄物，因此本報告並無呈報有害廢棄物處理程序。無害廢棄物會盡可能進行回收再用，不可回收再用的無害廢棄物則由合資格回收公司進行回收處理。其他生活廢棄物由學校購置的專用廢棄物壓縮車運送至市政廢棄物處理中心進行處理。

在日常營運中，本集團鼓勵全體教職工及學生盡量減少、再用或循環回收廢棄物：

- To reduce plastic waste, e.g. one-time, non-reusable take-away food containers are banned throughout all campuses. In addition, all canteens in schools use reusable utensils to reduce plastic waste generated by disposable meals;
 - To increase life cycle, and reuse furniture and appliance whenever possible, e.g. damaged furniture and appliances will be repaired and/or reassembled first, then will be reused for downgrading applications. When they cannot be repaired and reused, qualified waste recovery companies will take them for downstream treatment, before finally considering disposal of such waste;
 - All campuses mainly utilize office automation (“OA”) system and multimedia teaching to reduce consumption of paper products; when their usage is un-avoidable, double-sided printing is encouraged;
 - Qualified recycling companies are involved for recyclable waste. All campuses provide recycling bins with clear instruction on separating recyclable and non-recyclable waste; and
 - For non-recyclables, they are collected by certified garbage compression trucks and handled by municipal solid waste treatment facilities.
- 為減少塑膠廢棄物，所有校園禁用一次性、不可重用外賣食物容器。此外，校內所有餐飲場所均採用可再用容器，以減少一次性餐盒所產生的塑膠廢棄物；
 - 盡量延長傢俱及電器的使用年期並竭力做到物盡其用，例如對於損壞的傢俱及電器，首先會予以維修及／或重新組裝，以供重新用作其他用途。如無法予以維修及再用，則轉移予合資格廢物回收公司進行下游處理，其後方會最終考慮棄置有關廢棄物；
 - 所有校園主要採用辦公室自動化(「辦公室自動化」)系統及多媒體教學，藉此減少紙質產品消耗；如須採用紙質產品，則鼓勵採用雙面打印；
 - 可循環再用廢棄物由合資格回收公司進行回收處理。所有校園均設有回收垃圾桶，其上清楚標明可回收及不可回收廢棄物的分類；及
 - 不可回收廢棄物由持證垃圾壓縮車收集，並由市政固體廢棄物處理廠進行處理。

The Group highly values the importance of sustainable behaviour education. Waste reduction schemes are regularly publicized in billboards at various locations in schools to promote sustainable education to teachers and staff and students. In addition, the logistics department closely monitors the implementation of the above waste management schemes. The department will review and assess the effectiveness of the implemented initiatives when necessary and measure the performance in the future.

本集團非常注重可持續行為教育，並定期在校內多個地點宣傳欄刊載廢物減量計劃，向教職工及學生宣傳可持續教育。此外，後勤部門密切關注以上廢物管理計劃的實施。該部門將於必要時檢討及評估實施計劃的效力，並計量其日後表現。

A2. Use of Resources

The Group conserves resources for environmental preservation and operational efficiency purposes. To meet the Group's environmental commitments, various efficiency-initiatives throughout operations have been implemented for minimizing the use of energy, water consumption and use of packaging materials. Through actively monitoring and managing the use of resources, the aim is to reduce operating costs as well as environmental footprint.

A2.1 Energy Consumption

During the Reporting Period, direct electricity consumption by the Group was 17,221,542 Kilowatt-hour (kWh).

Direct energy consumption (electricity)	直接能源消耗 (電力)	
Total electricity consumption (kWh) for the Group	本集團總用電量(千瓦時)	17,221,542
Total electricity consumption intensity (kWh per person)	總用電密度(人均千瓦時)	377

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

汽油、柴油、天然氣及液化石油氣的耗用量換算為以千瓦時為單位計量的間接消耗。

Indirect energy source 間接能源資源	Indirect consumption (in kWh)	
	Direct consumption 直接消耗	間接消耗(千瓦時)
LPG 液化石油氣	1,300 kg 1,300 千克	18,120.20
Gasoline 汽油	146,487 liter 146,487 升	1,298,117.26
Diesel 柴油	85,869 liter 85,869 升	858,544.30
Natural gas 天然氣	1,663,266 m ³ 1,663,266 立方米	16,436,534.53

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

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

A2. 資源使用

本集團期望可藉節約資源達致保護環境及提升營運效益之目的。為踐行本集團的環保承諾，我們於整個營運過程中實施多項節能措施，盡量減少能源消耗、用水及包裝材料用量。透過積極監控及管理資源使用，致力削減經營成本及減少環境影響。

A2.1 能源消耗

於報告期間，本集團的直接用電量為17,221,542千瓦時。

Indirect energy consumption (gasoline, diesel, natural gas, and LPG) 間接能源消耗(汽油、柴油、天然氣及液化石油氣)

Total indirect energy consumption (kWh) for the Group	本集團間接能源消耗總量 (千瓦時)	18,611,316
Total indirect consumption intensity (kWh per person)	總間接消耗密度 (人均千瓦時)	407

During the Reporting Period, total direct and indirect energy consumption for the Group was 35,832,858 kWh.

於報告期間，本集團的直接及間接能源消耗總量為35,832,858千瓦時。

A2.2 Water Consumption

During the Reporting Period, the total water consumption for the Group was 1,193,369 m³, with an intensity of 26.13 m³ per person. Fresh water was supplied by Municipal Water Supply Network mainly. No issues on sourcing water were reported during the Reporting Period.

Wastewater

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

A2.2 水資源消耗

於報告期間，本集團的總用水量為1,193,369立方米，人均用水密度為26.13立方米。淡水主要由市政供水系統提供。於報告期間，在獲得水資源方面並無任何問題。

廢水

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

A2.3 Energy Use Efficiency Initiatives

The Group ensures the rational use of energy resources. Energy-saving schemes have been implemented by the Group as follows:

- Using solar energy collectors to provide hot water in selected dormitories;

A2.3 能源使用效益措施

本集團確保合理使用能源資源。本集團已實施以下節能措施：

- 使用太陽能聚熱器為選定宿舍區提供熱水；

2. Implementing the “Management Rules for the Use of Air Conditioning for Students’ Dormitories” to encourage efficient use of dormitory air conditioning (“AC”) system, in particular:

- AC system is centrally managed, which is turned on during hot days and certain time period of the day when occupancy is sufficient;
- temperature is set at no less than 26 degrees Celsius to allow energy saving and maintenance of healthier indoor environment; and
- doors and windows shall be closed when AC is operating, this is recommended to reduce the use of AC if the outdoor temperature is comfortable;

3. The indoor natural gas pipelines were renovated during the Reporting Period, regular maintenance and check have been carried out to ensure no gas leakage; and

4. Campus regulations such as Regulations on the Management of Students’ Daily Behaviour and Regulations on Accommodation Management ensure proper usage of electric appliances, to achieve a synergy on energy saving and occupants safety.

With the above energy saving initiatives being implemented, the amount of electricity purchased by IM-FZVC and CQ-CHST was declined during the Reporting Period.

2. 實施《學生宿舍空調使用管理規定》以鼓勵善用宿舍空調(「空調」)系統，尤其：

- 空調系統實施中央管理，可於炎熱的日子及在住宿人數充足的情況下於當日特定時段使用空調；
- 溫度不得低於攝氏26度，節約能源的同時，保持健康室內環境；及
- 空調運行期間須關閉門窗，如戶外溫度適中，建議減少使用空調；

3. 報告期間進行室內天然氣管道改造，並定期進行維護及檢查，以確保無漏氣現象；及

4. 制定《學生日常行為管理規定》及《學生住宿管理規定》等校園規例，確保正確使用電器設備，在節省能源的同時，保證住宿安全。

透過實施上述節能措施，內蒙古豐州職業學院及重慶人文科技學院於報告期間的外購電量有所減少。

A2.4 Water Use Efficiency Initiatives

The Group continuously conserves water resources. Several water-saving schemes have been implemented by the Group as follows:

- Water-saving slogan was posted in various locations on campus;
- Water-saving valves have been installed in toilets;
- Regular maintenance and check have been carried out to ensure no water leakage; and
- For CQ-CHST in particular, the renovation project for major water and sewage pipelines have been carried out during the Reporting Period, which contributed to a reduction of fresh water leakage.

with the above water-saving schemes being implemented, water consumed by IM-FZVC and CQ-CHST was declined during the Reporting Period.

A2.5 Packaging Materials

As a service provider, no major packaging materials were used by the Group. Due to its minimal environmental impacts, no policies have been formulated related to packaging materials. For food packaging provided by campus canteens, Regulations on the Management of Food Safety and Safety Letter for Canteen Suppliers ensures that the packaging for food is safe and hygienic. A total of 7,225 pieces of rice bags and 4,688 bottles of cooking oil were used for canteen during the Reporting Period.

A2.4 用水效益措施

本集團始終致力保護用水資源。本集團已實施以下若干節水措施：

- 在校園多個地方張貼節約用水標語；
- 在洗手間安裝節水閥；
- 定期進行維護及檢查，以確保無漏水情況；及
- 尤其在重慶人文科技學院，於報告期間進行主要輸水及污水管道的改造項目，以減少漏水情況。

透過實施上述節水措施，內蒙古豐州職業學院及重慶人文科技學院於報告期間的用水量有所減少。

A2.5 包裝材料

本集團作為一家服務提供商，並無消耗重大包裝材料。由於其對環境的影響甚微，故並無制定有關包裝材料的相關政策。就學校食堂所提供的食物包裝而言，《食品安全管理制度》及《食堂供應商食品安全責任書》足以確保食物包裝安全衛生。於報告期間，食堂合共使用7,225個大米包裝袋及4,688個食用油瓶子。

A3. The Environment and Natural Resources

During any construction and/or renovation projects, the Group strictly follows applicable environmental protection laws to minimize any ecological disturbance caused by those projects. The Group also continues to implement various environmental management policies as specified in above sections to create a clean, safe, and healthy campus environment.

A3.1 Significant Impacts of Activities on the Environment and Natural Resources

The Group's operation did not cause any significant adverse impacts on the environment and natural resources. The Group continuously monitors air emission, wastewater discharge, and noise level to ensure minimum impacts on the surrounding environment and creation of a healthier environment for its workers. The Group did not receive any complaints from the surrounding community regarding air pollution, odor, noise, or night light pollution.

Resource Conservation

The Group continues to promote a sustainable culture within faculty, staff, workers, and students. For the newly acquired CQ-EIC, several Energy Conservation and Environmental Protection Initiatives have been implemented, for example, in March 2018, the school organized "Green Mountain and Clean Water" campus greening and maintenance activities to cultivate young people's awareness of protecting the environment. The school also carried out activities such as "3.12 Tree Planting Day", "Building Green Campus" and "Earth Protection Day" during the Reporting Period.

A3. 環境及天然資源

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

A3.1 業務活動對環境及天然資源的重大影響

本集團的營運並無對環境及天然資源造成任何重大不利影響。本集團持續監控廢氣排放、廢水排放及噪音水平，確保盡量降低對周邊環境的影響並為其工人營造更為健康的環境。本集團並無接獲周邊社區關於空氣污染、氣味、噪音或夜間光污染的任何投訴。

資源保育

本集團繼續向教師、職工及學生灌輸可持續發展文化。新收購的重慶電信職業學院已實施若干節能及環保措施，例如於2018年3月，該校組織「青山綠水」校園綠化養護活動，以培養年青一代的環保意識。於報告期間，該校還開展「3.12植樹節活動」、「植樹護綠，共建綠色校園」及「保護地球日」等活動。

B. SOCIAL

1. Employment and Labour Practices

The Group stringently complies with national and local laws and regulations concerning employment and labour practices, including but not limited to the followings:

- Labour Law of the PRC;
- Labour Contract Law of the PRC;
- Law of the PRC on the Protection of Rights and Interests of Women;
- Law of the PRC on the Protection of Minors;
- Law of the PRC on the Protection of Disabled Persons;
- Social insurance Law of the PRC; and
- Provisions on the Prohibition of Using Child Labour.

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

B. 社會

1. 僱傭和勞工常規

本集團嚴格遵守有關僱傭和勞工常規的國家及地方法律法規，包括但不限於以下內容：

- 中國《勞動法》;
- 中國《勞動合同法》;
- 中國《婦女權益保障法》;
- 中國《未成年人保護法》;
- 中國《殘疾人保障法》;
- 中國《社會保險法》; 及
- 《禁止使用童工規定》。

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

B1. Employment

Five campuses covered in the ESG Report had a total number of 2,774 employees as of 31 December 2018. Two of them were from Japan and the United States of America, respectively, all other employees were from various provinces of the PRC.

There were no major updates on the human resources policies and working procedures during the Reporting Period, which continue to guide the management of employment and labour-related practices. There were no major changes in policies relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunities, diversity and anti-discrimination for the Group. Working hours are arranged in accordance with the law and according to the employee's specific job position.

Employees' rights and benefits, including public holidays, annual paid leave, sick leave, maternity leave have been formulated and executed according to the Labour Laws of the PRC, and are clearly listed in the employees' labour contracts. Employees have been provided with medical insurance, housing funds, and social insurance coverage. During the Reporting Period, the Group has adjusted and increased the base salary to further mobilize the enthusiasm of teachers and staff.

During the Reporting Period, each school has offered various cultural and sports activities, such as staff badminton, basketball competition, and singer competition. Through such events, the team spirit has been enhanced, and the physical and mental health of the faculty and staff has been promoted. In November 2018, CQ-CHST held its first "Parent-Child Reading Club for Faculty and Staff". By utilizing the abundant resources of the school library and the teaching

B1. 僱傭

於2018年12月31日，環境、社會及管治報告涵蓋的五所學校共有2,774名僱員。其中兩名分別來自日本及美利堅合眾國，所有其他僱員均來自中國各省。

於報告期間，人力資源政策及工作程序並無重大更新，繼續指導管理僱傭及勞動相關常規。本集團有關賠償及解僱、招聘及晉升、工作時間、休息時間、平等機會、多元化及反歧視的政策並無重大變化。本集團根據法律及僱員的具體工作崗位安排工作時間。

本集團已根據中國《勞動法》制訂及執行僱員享有的權利及福利(包括公眾假期、帶薪年假、病假及產假)，並於僱員勞動合約內清晰列明該等權利及福利。本集團亦向僱員提供醫療保險、住房公積金及社會保險保障。於報告期間，本集團調整及上調教師及職工的底薪，進一步調動其積極性。

於報告期間，各校開展職工羽毛球、籃球比賽及歌手比賽等豐富文體活動。該等活動不僅加強團隊精神，亦促進教職工的身心健康。於2018年11月，重慶人文科技學院舉辦首屆「教職工親子閱讀會」。透過善用學校圖書館的豐富資源及學前教育學院的教學資源，家長與孩子共

resources of the Preschool Education Institute, parents and children share the joy of reading together. It further stimulates children's interest in reading and facilitating the healthy growth of staff's children.

同分享閱讀樂趣。該活動進一步激發孩子的閱讀興趣，促進職工孩子的健康成長。

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

本集團已建立一套成熟的僱員評核機制及系統。每三至四年，本集團會透過所有僱員可參與的全面內部競爭程序補充新的領導。空缺職位亦將由新領導及時填補，且任何表現出色的僱員均有機會獲得晉升。

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

終止勞動合約包括不同類型及類別，如辭任、解僱及根據多種情況終止僱傭。解僱須嚴格按勞動合約詳載的解僱程序進行。本集團可在若干情況下解僱員工，如僱員嚴重違反本集團規則及條例。僱員亦可在發出至少30日的通知後自願終止勞動合約。

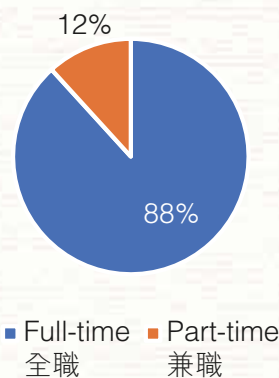
The recruitment procedure is guided by the Labour Law of the PRC. There is no discrimination among the Group's policies and during recruitment. All posts are filled based on objective criteria including professional qualifications, educational level, skills needed for the post and other miscellaneous factors (such as physical and mental conditions). Performance evaluation is rated by the actual performance, the conduct, and professional ethics of the teachers, as well as professional qualifications etc. The Group did not observe any discriminatory act during the requirement or employment processes.

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

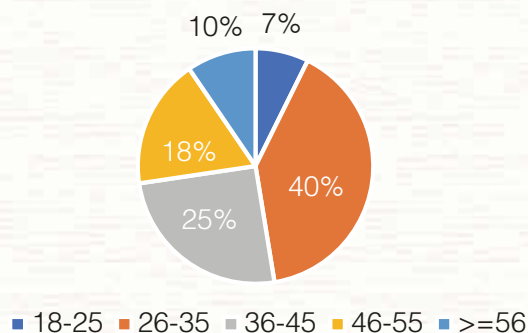
Equal opportunity is provided to all employees in respect of recruitment, promotion, appraisal, training, development and other aspects. Employees are not discriminated against or deprived of opportunities based on gender, ethnic background, religion, color, sexual orientation, age, marital status, or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

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

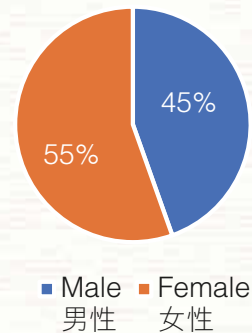
Total Workforce (number of employees, %) by Employee Type
按僱員類型劃分的全體員工
(僱員人數，百分比)



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



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



B2. Health and Safety

The Group highly values the importance of providing a safe and accident-free environment for all staff, teachers, and students. Each school strictly follows the listed rules, regulations, and various plans, including but not limited to:

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

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

B2. 健康與安全

本集團高度注重為所有職工、教師及學生提供安全無事故的環境。各校嚴格遵守所列規則、法規及多項計劃，包括但不限於：

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

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

In January 2018, CQ-CHST has formulated the Work Program of Campus Environment Renovation. The aim of the program is to “create a safe and healthy campus environment and serve the growth of students”. After implementation, the outstanding problems in campus environment, such as hygienic condition, has been comprehensively rectified. The follow-up education, supervision and assessment have been strengthened, the environmental awareness of teachers and students has been continuously improved. The school will strive to build a clean, safe, healthy, harmonious, and civilized campus environment.

Various activities have also been carried out to promote safety awareness for faculty, staff, and students:

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

- In January 2018, the school formulated Fitness Activity Working Plan. With the theme of “Fitness, and Happy Life”, the school encouraged teachers and students to actively participate in various forms of physical exercises and sports activities to form a healthy lifestyle;
- In April 2018, the school held a School Bus Safety Work Conference to improve drivers' safety awareness, to enhance their safety prevention ability and expand their safety knowledge, with the aim of improving campus traffic safety;

於2018年1月，重慶人文科技學院制定《校園環境整治工作方案》，旨在「營造安全健康的校園環境，促進學生茁壯成長」。於落實該項方案後，衛生條件等校園環境問題得到全面整改。該校亦加強後續教育、監督及評估，不斷增強師生的環保意識。學校將致力建設清潔、安全、健康、和諧及文明的校園環境。

學校亦開展多項活動，向教員、職工及學生宣傳安全意識：

重慶人文科技學院開展的健康及安全宣傳活動包括：

- 於2018年1月，該校制定《全民健身活動工作方案》。圍繞「健身強體、快樂生活」主題，該校鼓勵師生積極參加各種體能鍛煉及體育活動，創造健康的生活方式；
- 於2018年4月，該校召開「校車安全工作會」，提升司機的安全意識、增強其安全防範能力及豐富其安全知識，致力改善校園交通安全；

- In May 2018, the Security Department and the Nursing College conducted a joint demonstration of first aid practices in preventing terrorism. It promoted the knowledge of first aid to teachers and students through the demonstration of cardiopulmonary resuscitation and different types of wound dressing techniques; and
 - In November 2018, the school launched a series of activities to enhance fire safety knowledge of teachers and students.
- 於2018年5月，安保部門與護理學院聯合舉行防恐急救演示，透過展示心肺復甦及各種創傷包扎技巧，向師生宣傳急救知識；及
 - 於2018年11月，該校推出一系列活動，增強師生消防知識。

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

內蒙古豐州職業學院開展的健康及安全宣傳活動包括：

- From March to April 2018, the school launched the rectification of the hygienic condition for the Dongpingfang Teaching Area with the theme of "Stop littering and create a civilized environment";
 - In April 2018, teachers of the Nursing Department are invited to provide Physiological Health Education in each classroom during the Female Physiological Health Education Activity Month;
 - In May 2018, mental health education was provided to student cadres;
 - In June 2018, the school organized a handwritten propaganda contest for student cadres on "Beautiful China, Beautiful Campus"; and
 - In September 2018, the school launched the "Cleaning up Male Students' Dormitory Buildings" event.
- 於2018年3月至4月，圍繞「停止亂丟垃圾，營造文明環境」主題，該校著力整改東平房教學區的衛生情況；
 - 於2018年4月，在女生生理健康教育活動月邀請護理部門老師對各班開展生理健康教育；
 - 於2018年5月，向學生幹部開展心理健康教育；
 - 於2018年6月，該校面向學生幹部組辦「美麗中國、美麗校園」手抄報宣傳大賽；及
 - 於2018年9月，該校發起「男生宿舍大掃除」活動。

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

- In January 2018, the school carried out special safety inspections on the school's teaching buildings and dormitories to eliminate potential safety hazards;
- In May 2018, the school launched the "Health Classroom and Campus Tour" activity, inviting doctors from local hospital to give a special lecture on the health knowledge to female university students;
- In May 2018, the school invited the local fire department to give a lecture on fire safety knowledge entitled "University Fire Knowledge Training";
- In June 2018, the school held the first "Campus Mountaineering Cross-country Walking" competition; and
- From November to December 2018, the school held the "125 Mental Health Education Series Activities", including Exhibition Competition for Psychological Home Construction, Psychological Lecturing, and "Love Holding Heart-to-Heart" Activity.

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

- In December 2018, the college conducted fire safety emergency evacuation drill, simulated fire scene, provided training on prevention of fire and fire hazards, and strengthened students' safety knowledge; and

重慶派斯學院開展的健康及安全宣傳活動包括：

- 於2018年1月，該校就學校教學大樓及宿舍區展開專項安全檢查，以排除潛在安全隱患；
- 於2018年5月，該校發起「健康夢想課堂暨健康巡講進校園」活動，邀請當地醫院醫生為大學女性學生講授健康知識專項講座；
- 於2018年5月，該校邀請當地消防部門講授題為「大學消防知識培訓」的消防知識講座；
- 於2018年6月，該校舉辦首屆「全民健身之環校園登山越野走」競賽；及
- 由2018年11月至12月，該校舉辦「125心理健康教育系列活動」，包括心理家園建設展覽競賽、心理講座及「愛的抱抱心連心」活動。

重慶應用技術職業學院開展的健康及安全宣傳活動包括：

- 於2018年12月，該學院進行消防緊急疏散演習、模擬火災情景、提供防火及火警危險培訓並增強學生的安全知識；及

- In 2018, the Student Department organized school counsellors to inspect students' dormitories regularly every month for violations of rules and regulations such as the use of high-power electrical appliances.

- 於2018年，學生事務部組織學校輔導員每月定期檢查學生宿舍有否違反相關規則及規定的情況，如使用大功率電器等。

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

重慶電信職業學院開展的健康及安全宣傳活動包括

- In May 2018, the school organized emergency evacuation drills during the theme activity week of "Disaster Prevention and Mitigation", in September 2018, the school conducted an emergency evacuation drill again;
- In May 2018, the school launched a "safety education on prevention of drowning" lecture;
- In November 2018, the school carried out a large-scale investigation and renovation project to identify and rectify campus safety hazards; and
- In November 2018, the school launched a fire prevention propaganda campaign with the theme of "strengthening fire prevention propaganda and promoting fire safety knowledge".

- 於2018年5月，該校於「防災減災」主題活動週舉辦緊急疏散演習，並於2018年9月再度進行緊急疏散演習；
- 於2018年5月，該校組辦「防溺水安全教育」講座；
- 於2018年11月，該校展開大規模調查及改造項目，以發現及整改校園安全隱患；及
- 於2018年11月，該校發起主題為「強化消防宣傳，普及消防安全知識」的消防宣傳活動。

During the Reporting Period, there was no material non-compliance with the applicable laws and regulations relating to occupational health and safety which had a material impact on the Group.

於報告期間，並無發現嚴重違反有關職業健康及安全且對本集團影響重大的相關法律法規的情況。

B3. Development and Training

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

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

Similar training categories as the Last Reporting Period were carried out during the Reporting Period:

- Internal training for newly recruited faculty and staff members;
- Pre-job training for newly recruited faculty members, counsellors, and prospective teaching staff in Chongqing were sent to training schools according to the central arrangement by the Chongqing Municipal Board of Education;
- Network training was provided to all staff members, using a platform jointly established by the Group's network training platform and the national network training centre; and

B3. 發展與培訓

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

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

於報告期間，本集團進行的培訓類別與上一報告期間類同：

- 對新入職的教職人員進行內部培訓；
- 根據重慶市教委的統一安排，將重慶新入職的教師、輔導員及準教職員工送至培訓學校參加入職前培訓；
- 所有員工可透過由本集團網絡培訓平台及國家網絡培訓中心聯合建立的平台參與網絡培訓；及

- Professional training was provided to employees according to the training needs identified by each department, relevant faculty and staff members were selected to participate in various training sessions and workshops organized domestically and/or overseas.

In addition, IM-FZVC has specifically provided several other types of training to teachers: college counsellors training, school food safety on-site training, vocational education information security and management teaching resources database of Inner Mongolia regional application and promotion training.

B4. Labour Standards

The Group strictly follows relevant laws and regulations such as Labour Law and Labour Contract Law of the PRC, Provisions on the Prohibition of Using Child Labour. All employment and recruitment processes strictly abide by the above-listed laws. The Group prohibits forced labour, illegal labour, or child labour. For each new employee, the human resources department strictly verifies the identity card and related information of the recruited personnel. During employment, the conduct and professional ethics of faculty and staff are evaluated.

No child labour, forced, or compulsory labour was reported and/or identified within any sites of the Group during the Reporting Period. There are no major risks associated with incidents of child labour, forced or compulsory labour within the Group's business operation.

- 依據各部門培訓需要，選擇相關教職人員參加國內外各種培訓課程及講座，藉此為僱員提供專業培訓。

此外，內蒙古豐州職業學院特別為教師提供其他多種培訓，包括學院輔導員培訓、學校食品安全現場培訓、職業教育信息安全與管理專業教學資源庫內蒙區域應用推廣培訓。

B4. 勞工準則

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

於報告期間，本集團任何場所概無呈報及／或發現童工、強迫或強制勞工情況。本集團業務營運中不存在涉及童工、強迫或強制勞工事件的重大風險。

2. Operating Practices

B5. Supply Chain Management

The Group has no policy on managing the environment and social risks of the supply chain. Nevertheless, the Group sets out practices and encourages suppliers to maintain a high standard on business ethics and conducts, with satisfactory environmental and social performance.

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

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

B6. Product Responsibility

Product Labelling, Health and Safety, and Advertising

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

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

2. 營運常規

B5. 供應鏈管理

本集團並無制定供應鏈環境及社會風險管理政策。然而，本集團列明相關實務並鼓勵供應商保持高標準的商業道德和行為，並達到令人滿意的環境及社會表現。

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

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

B6. 產品責任

產品標籤、健康與安全及廣告

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

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

No non-compliance with relevant laws and regulations that have a significant impact on the Group relating to health and safety, advertising, and labeling relating to services provided had been identified during the Reporting Period.

於報告期間，並無發現違反有關提供服務所涉及健康與安全、廣告及標籤方面且對本集團影響重大的相關法律法規的情況。

Quality Assurance

As a higher education service provider, the Group strives to provide best quality education service to ensure students' academic success. The overall graduation rates for the Group was 98%, with all schools achieved over 94% during the Reporting Period.

質量保證

作為高等教育服務提供商，本集團致力打造超卓教育服務，確保學生學有所成。於報告期間，本集團整體畢業率為98%，所有學校的畢業率均達94%以上。

		CQ-CHST 重慶人文 科技學院	CQ-PASS 重慶 派斯學院	CQ-VCAT 重慶應用技 術職業學院	IM-FZVC 內蒙古豐 州職業學院	CQ-EIC 重慶電信 職業學院
The total number of graduates during the Reporting Period	於報告期間的總畢業生人數	4,487	2,520	609	450	1,608
The total number of graduates obtaining the graduation certificate	取得畢業證書的總畢業生人數	4,431	2,476	573	450	1,595
Graduation rate (%)	畢業率(%)	99%	98%	94%	100%	99%

Teaching Quality Assurance

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

教學質量保證

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

Food Safety

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

Major canteen staff receive appropriate training in hygiene matters that are in line with their work activity. Standard washing, cleaning, sanitizing methods and procedures are also established for employees and working areas to maintain high standards of hygiene in the canteens.

During the Reporting Period, the Group did not have any material non-compliance of the relevant laws and regulations regarding product or service safety and health.

Data Protection

The Group ensures strict compliance with the statutory requirements to fully meet a high standard of security and confidentiality of personal data privacy protection. The Network Security Law of the PRC and the Computer Information and Network Security Management Method issued by the Group guide the Information Technology management within all campuses, to guarantee safe and efficient use of network for the purpose of office work, teaching and other education-related activities.

食品安全

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

餐廳場所的主要僱員將接受與其工作活動相對應的衛生事項適當培訓。本集團亦就僱員及工作場所建立標準的洗滌、清潔、消毒的方法及程序，以保持餐飲場所的高衛生標準。

於報告期間，本集團並無任何嚴重違反有關產品或服務安全及健康的相關法律法規的情況。

數據保護

本集團確保嚴格遵守法定規定，以完全符合個人資料私隱保障高標準的安全性及保密性。《中華人民共和國網絡安全法》及本集團頒佈的《計算機信息網絡安全管理辦法》為校園內信息技術管理提供指引，以保證辦公、教學及其他教育相關活動的網絡使用安全高效。

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

To ensure the stability of the network, various schemes have been implemented for various hardware and software, for network, server, security, and server rooms. For any cyber security incident, the emergency plan will be initiated. Technical measures will be implemented to eliminate risks; investigation and evaluation of the incident will be conducted to prevent any further expansion, relevant information will be disseminated to the public.

During the Reporting Period, there were no non-compliance of the relevant laws and regulations in relation to the Group's investment practices and data privacy that had a significant impact on the Group.

Intellectual Property

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

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

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

為確保網絡穩定性，針對各硬件軟件、網絡、伺服器、安全及伺服器機房已實行多項計劃。如發生任何網絡安全事件，本集團將啟動應急計劃。本集團將執行技術措施以消除風險，並就有關事件展開調查及評估以防止事件進一步擴大，以及向公眾發佈相關資料。

於報告期間，並無發現違反有關本集團投資常規及數據私隱方面且對本集團影響重大的相關法律法規的情況。

知識產權

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

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

B7. Anti-corruption

To ensure ethical conduction of business, the Group strictly follows the Anti-Unfair Competition Law of the PRC, Criminal Law of the PRC, and other laws, regulations and regulatory documents related to commercial bribery.

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

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

The Group has not aided, abetted, assisted or colluded with an individual who has committed, or conspired to commit any unlawful activities. No non-compliance with relevant laws and regulations that have a significant impact on the Group relating to corruption, bribery, extortion, fraud and money laundering had been identified during the Reporting Period.

B7. 反貪污

為確保以合乎道德規範的原則開展業務，本集團嚴格遵守《中華人民共和國反不正當競爭法》、《中華人民共和國刑法》及其他與商業賄賂有關的法律法規及監管文件。

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

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

本集團並無援助、教唆、協助勾結個人以從事或串謀從事任何非法活動。於報告期間，並無發現違反有關貪污、賄賂、勒索、欺詐及洗錢且對本集團影響重大的相關法律法規的情況。

B8. Community Investment

The Group strives to implement corporate social responsibility and to participate in public welfare activities and will consider formulating formal policies on community engagement in the future. Each school has established scholarships and grants to help students with financial burden and/or to reward students with outstanding academic achievement. The Group encourages students to participate “Going to the Countryside” initiative, a program under which college students visit rural places to spread scientific knowledge, offer medical service, and serve the general public. During the Reporting Period, the Group has actively participated following community engagement events:

- During the Reporting Period, the Group donated a total of RMB1,200,000 to Chongqing Education Development Foundation to support poverty alleviation for Tianyuan Township in Wuxi County of Chongqing;
- In March 2018, the Youth Volunteer Service Group of the Nursing College of CQ-CHST launched a campaign to provide education on preventive measures of diseases to children and parents of Damiao Village, e.g. hand, foot and mouth disease, chicken pox, influenza and dental disease;
- From June to July 2018, teachers and students from CQ-EIC carried out summer social practice of “Going to the Countryside” in Longshui Lake Reservoir, Dazu District, Chongqing;
- In July 2018, the “Education Care Service Group” set up by the CQ-EIC launched a three-day social practice activity in Shuangqiao Jingkai District, Chongqing, with the aim of caring for the left-behind children;

B8. 社區投資

本集團努力踐行企業社會責任及參與公益事業，並將考慮未來制定有關社區參與的正式政策。各學校設立獎學金及助學金，以幫助有財務負擔的學生及／或獎勵學習成績優異的學生。本集團鼓勵學生參加「三下乡」活動，組織大學生深入農村地區，傳播科學知識，提供醫療服務，造福廣大民眾。於報告期間，本集團已積極參與以下社區參與活動：

- 於報告期間，本集團向重慶市教育發展基金會捐款合共人民幣1,200,000元，用以支持重慶市巫溪縣天元鄉扶貧工作；
- 於2018年3月，重慶人文科技學院護理學院青年志願者服務團開展活動，為當地大廟村兒童及家長提供手足口病、水痘、流感及牙病等疾病的預防措施教育；
- 由2018年6月至7月，重慶電信職業學院的師生在重慶市大足區龍水湖水庫進行「三下乡」夏季社會實踐；
- 於2018年7月，重慶電信職業學院成立的「教育關愛服務團」在重慶市雙橋經開區開展為期三天的社會實踐活動，旨在為留守兒童送去關懷；

- In July 2018, students from the School of Architecture and Design of CQ-CHST went to Honggang Community, Hechuan District to provide education on several new national policies on social welfare;
 - In July 2018, teachers and students from Foreign Languages College and Literature and Media College of CQ-PASS set up a working group to provide education caring service to Zhong County, Zhongzhou Street Zhong Bo Community Citizens' School in Chongqing to carry out a five-day summer social practice of "Going to the Countryside";
 - In July 2018, the Youth League Committee of CQ-PASS formed a "Cultural and Art Service Group" and visited the elderly in Dongcheng Street Community and Home for the Elderly in Nanchuan District; and
 - During summer vacations, students from CQ-VCAT participated in the "Going to the Countryside" to help poor villagers do farm work, to provide face-to-face counselling and explain to the community residents about anti-drug and anti-AIDS related knowledge.
- 於2018年7月，重慶人文科技學院建築與設計學院的學生到合川區紅崗社區提供國家關於社會福利若干新政策的知識教育；
 - 於2018年7月，重慶派斯學院外國語學院及文學與傳媒學院的師生成立一個工作小組，為重慶市忠縣忠州街道中博社區城鄉市民學校提供教育關愛服務，以進行為期五天的「三下乡」夏季社會實踐；
 - 於2018年7月，重慶派斯學院團委成立「文化藝術服務團」並看望南川區東城街道社區和敬老院的老人；及
 - 暑假期間，重慶應用技術職業學院的學生參加「三下乡」活動，幫助貧困村民幹農活、為社區居民提供面對面諮詢並向其宣講禁毒防艾的相關知識。



民生教育集团有限公司
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