

APPENDIX 7: EMPLOYEE POLICY

Our Purpose

This policy sets out the general principles which guide The Hong Kong and China Gas Company (the “Company”) to deal with the employee related matters. All our subsidiaries, project companies, associates, suppliers and business partners are encouraged to make reference to the principles of this policy, where applicable.

Our Commitment

Towngas is committed to complying with all relevant laws, regulations and standards in relation to employment practices at its business locations;

Diversity and Equal Opportunities

The Company recognises the importance of diversity and is dedicated to building an inclusive workplace.

Corresponding to employment aspects, including recruitment, compensation and benefits, promotion, transfer, training, and termination, etc., the Company is committed to providing equal opportunities regardless of sex, pregnancy, family and marital status, race, colour, ethnic origin, disability, religion etc.

Training and Development

Training our people and developing their skills and competencies are essential for our long-term success as a company. Towngas has always focused on talent cultivation and actively enhancing human resources development, and we are committed to creating a culture of continuous learning. To this end, the Company arranges diversified training for employees in accordance with the knowledge and skillset required for each position. In addition, the Company also organises different forms of learning activities at appropriate times according to business development needs to help employees develop strategic thinking skills, inspire creativity and enhance leadership potential.

All training and development programmes organised by the Company have the following objectives:

- Strengthening the job skills/ knowledge of employees;
- Improving operational efficiency and productivity; and/ or
- Developing the potential of employees for maximising mutual benefit to individuals and Towngas.

Remuneration

This policy aims to help us recruit, grow and retain competent employees. It is designed to keep our pay levels competitive with other leading companies. Pay review takes reference on market pay levels, positions and performances. The Company conducts and participates in various pay surveys to determine the competitiveness of positions’ pay ranges.

In addition, the Company will consider a bundle of factors when determining the pay increase, including the Company’s business performance, employee’s individual performance, employee’s pay position and market’s pay levels, etc.