

APPENDIX 7: EMPLOYEE POLICY

Our Purpose

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

Our Commitment

The Group 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 Group 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 Group 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. The Group 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 Group arranges diversified training for employees in accordance with the knowledge and skillset required for each position. In addition, the Group 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 Group 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 the Group.

Remuneration

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

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