Guidelines on Corporate Social Responsibility for
Chinese International Contractors (Version 2.0)

中国对外承包工程行业
社会责任指引(2.0版)

中国对外承包工程商会
CHINA INTERNATIONAL CONTRACTORS ASSOCIATION

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前　言

社会责任是企业与利益相关方实现共同发展的重要保障和路径选择。企业履行社会责任，将社会责任理念融入企业发展战略和日常管理，有利于提升企业的长期盈利水平和可持续发展能力，有利于维护员工和其他利益相关方的合法权益，有利于营造良好的外部经营环境，最终实现企业和社会的共同和谐发展。

2010年，中国对外承包工程商会（简称“承包商会”）发布了行业内首部社会责任自愿性标准——《中国对外承包工程行业社会责任指引》（简称《指引》）；2012年，商务部向各地方商务主管部门和行业企业正式转发《指引》；2018年，承包商会将《指引》确定为团体标准（标准号T/CHINCA　2—2018）。《指引》为中国对外承包工程企业在社会责任管理、员工权益保护、社区沟通、责任供应链、环境保护等方面的工作提供重要的参考指南。在发布《指引》基础上，承包商会还通过编制《<指引>实施手册》、举办系列培训、开展企业社会责任绩效评价等方式，推动《指引》在行业内的广泛应用，有力促进了企业社会责任意识、管理和实践水平的提升。

《指引》发布12年来，国际社会对可持续发展的关注与日俱增，各利益相关方对企业履行社会责任提出了更高的要求，中国承包商在海外加强环境、社会和治理（ESG）方面的管理实践势在必行。联合国2030年可持续发展目标明确提出要“建设有风险抵御能力的基础设施”，世界银行、亚洲开发银行、泛美开发银行、亚洲基础设施投资银行等国际金融机构对其支持的基础设施项目提出了社会环境可持续的要求。中国政府强调，参与“一带一路”建设的企业应积极履行社会责任，遵守国际通行的社会环境规则和标准。2019年，商务部等19部委在《关于促进对外承包工程高质量发展的指导意见》中明确提出，企业要加强同项目所在国政府、企业和民众的沟通和利益融合，尊重当地风俗习惯，开展属地化经营，促进当地就业，注重环境保护，履行社会责任，实现持久发展。2021年，国资委将ESG纳入推动企业履行社会责任的重点工作，要求国有企业在ESG体系建设中发挥表率作用。

为适应国内外可持续发展的新形势和新要求，继续引领和推动行业的可持续发展，承包商会组织专业团队，历时9个月对《指引》进行了全面的修订，最终形成了《指引2.0版》。《指引2.0版》按照ESG框架重新调整了《指引》结构，强调企业应充分考虑项目全生命周期的社会和环境责任。同时，《指引2.0版》增加了社会责任治理、适应和减缓气候变化等议题，对部分法律规定的基本责任内容进行了精简。

《指引》修订过程中，承包商会参考国际可持续标准联盟（ISEAL）的可信度原则规范工作流程。为提高修订过程的透明度，承包商会通过企业调研、座谈会和网上公示等方式广泛吸收行业企业、国际组织、专业机构等利益相关方的意见和建议。德国国际合作机构（GIZ）在中德可持续发展中心（Sino-German Center for Sustainable Development，CSD）框架下，对《指引》修订给予了大力支持；责扬天下（北京）管理顾问有限公司作为技术支持单位，全程参与了《指引》内容的修订。

《指引2.0版》由中国对外承包工程商会组织编制和发布，并将根据行业发展需要和企业应用情况适时进行修订。

中国对外承包工程行业社会责任指引(2.0版)

1 范围

本《指引》适用于参与境外基础设施项目规划设计、建设、运营维护等相关业务活动的中国企业，可用以帮助企业提升社会责任意识，加强社会责任管理，改进社会责任绩效。

本《指引》未穷尽社会责任方面所有可能的要求，也不排斥与其他有关社会责任的标准、体系或倡议同时或互补适用。

2 术语和定义

社会责任

指企业在决策和经营活动中以透明和道德的行为方式对利益相关方承担的责任。企业在履行社会责任的过程中，应考虑环境、社会和治理因素，提升基础设施项目对经济、社会、环境可持续发展的促进作用。

利益相关方

指在对外承包工程业务开展过程中，可影响企业/业务决策和活动、或者受决策和活动影响的个人或组织，包括：股东、投资者、员工、客户（业主）/消费者、合作伙伴（供应商、分包商）、政府、行业组织、社区（民众）、媒体、非政府组织等。

社会责任治理

指明确企业领导层的社会责任管理和监督职责，加强治理层利益相关方参与，确保在重大决策中考虑环境、社会影响，并监督社会责任管理工作的开展。

社会责任风险

指企业的决策和活动可能对利益相关方产生不利影响的风险或企业因未履行社会责任而导致经济和名誉损失的风险。

供应链

指与对外承包工程企业存在业务关系的投资者、业主或客户、分包商、供货商（建材、设备、产品）、专业服务提供商以及劳务派遣公司等组成的供需网络。

社会责任信息披露

企业就其决策和活动产生的经济、社会和环境影响所进行的系统性信息披露，包括企业履行社会责任的理念、计划、行动和绩效等内容。

童工

指与企业发生劳动关系、从事有经济收入的劳动且未满16周岁的少年儿童。当地法律规定最低工作年龄低于16周岁且符合国际劳工组织相关公约的例外规定，则以较低年龄为准。

强迫劳动

以惩罚相威胁，强迫任何人从事非本人自愿的一切劳动或服务。

腐败

指为谋取私利而滥用授权的行为，例如与公职人员或私营组织人员有关的贿赂（索取、提供或接受金钱或实物的贿赂）以及利益冲突、欺诈、洗钱、挪用、隐瞒真相和妨碍司法公正的行为。

全生命周期

是指基础设施项目的投资、规划、设计、建设、运营、维护、废止等阶段。

3 规范性引用文件

以下规范性引用文件中的术语和定义适用于本标准。

GB/T 36000—2015《社会责任指南》(ISO 26000:2010,MOD)

GB/T 39604—2020《企业社会责任管理体系要求及使用指南》

T/CHINCA 1-2018《中国企业境外可持续基础设施项目指引》

4 基本原则

对外承包工程企业履行社会责任应遵循如下基本原则：

遵守法律法规

遵守所在国家或地区的法律法规及中国政府有关规定，遵守国际通行的商业惯例，遵守当

地风俗和宗教信仰，强化行业自律，维护国家利益和社会公共利益。

尊重利益相关方

重视与利益相关方的沟通交流，在企业决策和活动过程中充分考虑和回应利益相关方的合理期望和诉求，积极防范和化解各类经济、社会、环境风险。

透明和道德经营

披露任何可能对当地经济、社会和环境产生重大影响的决策和活动，并根据道德、法律和透明原则开展企业活动。

持续改善绩效

根据企业自身业务发展实际，围绕社会责任核心议题，持续改进在治理、社会和环境方面的绩效。

5 治理

5.1 领导力

5.1.1 治理结构

5.1.1.1 企业应健全治理结构，通过在董事会增加社会责任监督职能或建立社会责任专业委员会等方式，明确董事会和高级管理层的社会责任监管职责。

5.1.1.2 企业董事会应将社会责任理念融入企业宗旨愿景、发展战略、企业文化等，并根据企业业务发展特点，制定社会责任工作目标。

5.1.1.3 企业高级管理层应根据社会责任工作目标，设置社会责任管理或协调部门，明确职责权限，将社会责任工作落实到各级单位和各个岗位，且覆盖工程项目的各主要环节。

5.1.1.4 企业应加强社会责任风险识别和评估，考虑不同利益相关方尤其是妇女、儿童、残疾人等群体的差异性需求，制定风险应对措施，以防范和应对各类社会责任风险。

5.1.2 能力建设

企业应加强管理层社会责任能力建设，常态化开展社会责任基本理论和发展实践等专题培训活动，提升管理层社会责任意识和能力。

5.1.3 监督作用

董事会或高级管理层应监督、评估各级单位社会责任工作的落实情况。

5.2 社会责任管理

5.2.1 计划

社会责任管理或协调部门负责制定企业年度社会责任工作计划，将战略目标细化为可度量、可考核的关键绩效指标。

5.2.2 运行

5.2.2.1 建立社会责任管理过程准则，完善企业质量、环境、职业健康安全等制度，将社会责任要求融入公司管理体系。

5.2.2.2 按照企业社会责任目标和年度工作计划，投入必要的人员、资金、物资等资源，开展全过程社会责任管理。

5.2.3 绩效评估

定期开展社会责任绩效评估，审查关键绩效指标的执行情况，将企业社会责任纳入各级单位业绩考核范畴。

5.2.4 持续改进

根据社会责任管理和绩效评估结果，制定、落实改进措施，并作为下一阶段企业社会责任目标和计划的参考依据。

5.3 信息披露

建立、健全企业社会责任信息披露机制，通过企业网站、刊物、座谈会、媒体见面会等方式及时向利益相关方披露社会责任信息，定期发布社会责任报告（或可持续发展报告、ESG报告等）。

6 社会

6.1 员工权益和发展

6.1.1 平等和规范雇佣

6.1.1.1 建立平等雇佣制度，公平对待不同性别、年龄、国籍、种族、宗教信仰、残疾、婚姻状

况等的员工和应聘者，保护员工和应聘者个人信息及隐私。

6.1.1.2 不招聘和使用童工，不使用、不接受任何形式的强迫劳动，遵守当地对劳动时间的规定。

6.1.2 薪酬福利

6.1.2.1 制定完善的薪酬和福利制度，各工种和职级员工的平均薪酬应不低于所在地区和行业的平均标准，按时足额发放薪酬，建立员工薪酬增长机制，依法为员工缴纳社会保险。

6.1.2.2 为员工提供符合当地习俗和商业惯例、有助于保障员工生活水平的必要福利。

6.1.3 职业健康与安全

6.1.3.1 为员工提供健康安全的作业环境，提供预防职业伤害、意外事故以及处理紧急情况所需要的劳保用品和安全设备，最大限度降低员工的职业健康安全隐患。

6.1.3.2 定期组织员工安全施工培训，开展应急消防演练，提高安全风险意识，确保员工掌握基本的安全知识和技能。

6.1.3.3 结合所在地卫生状况，针对性开展员工健康知识宣传和培训，完善传染性疾病的防护措施，通过采取心理援助等措施，保障员工的身心健康。

6.1.4 员工培训与发展

6.1.4.1 完善员工培训制度，在平等和非歧视的基础上，定期开展员工职业技能专项培训，确保培训项目覆盖所有员工。

6.1.4.2 为员工提供语言、法律、文化、心理等方面的培训，促进不同文化背景员工间的相互尊重、理解和融合。

6.1.4.3 丰富员工文化活动，关心员工及其家庭，对困难员工给予必要支持。

6.1.5 员工沟通与交流

6.1.5.1 依据当地法律和惯例，建立劳资双方的协商机制。

6.1.5.2 建立企业与员工的双向沟通渠道和申诉机制，确保渠道畅通，及时了解并回应员工的期望与诉求。

6.2 社区参与和发展

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6.2.1 社区参与和沟通

6.2.1.1 加强与社区利益相关方的沟通与交流，考虑低收入群体、妇女、残疾人等人群对项目的实际诉求，保障各方对项目进展情况的知情权。

6.2.1.2 如项目实施对当地社区居民造成不利影响，企业应坚持损害最小化原则修改方案或根据合同约定提供必要的经济补偿。

6.2.1.3 如项目实施涉及居民搬迁，应加强与当地政府及其他利益相关方的合作，采取有效措施对受影响居民进行妥善安置，尽量使受影响的居民生活维持在原有水平。

6.2.1.4 建立公开、透明、有效的社区沟通和投诉机制，畅通与当地社区的沟通渠道，及时回应和处理受影响社区居民的诉求。

6.2.2 属地化经营

6.2.2.1 在同等条件下，优先雇佣受项目影响的社区居民，尽可能提高当地员工和管理人员的雇佣比例。

6.2.2.2 开展面向当地社区居民的公益性职业技能培训活动，促进相关工程技术向当地转移。

6.2.2.3 在同等条件下，优先采购项目所在地的原材料、产品和服务等，帮助供应商和分包商提升技术水平。

6.2.3 尊重文化差异

6.2.3.1 尊重当地文化传统，保护社区历史文化遗产，充分考虑并尽可能降低项目实施对当地文化遗产的负面影响。

6.2.3.2 主动融入当地社区，参加节日庆典等当地文化活动，必要时为有关活动提供支持。

6.2.3.3 邀请当地社区居民参与企业开放日、中国传统节日联欢等活动，加强与所在社区的文化交流。

6.2.4 支持社区发展

6.2.4.1 了解社区居民的优先发展诉求，因地制宜建立和实施力所能及的社区发展支持计划。

6.2.4.2 发挥企业工程经验和设备等优势，为社区发展和防灾减灾提供支持，助力社区民生改善。

6.2.4.3 开展公益慈善活动，支持社区改善教育基础设施，为社区民众提供义诊等医疗救助活动。

6.2.4.4 组织企业员工开展各类志愿者活动，增进与社区民众的交流。

6.3 客户权益

6.3.1 工程质量

建立和完善公司质量管理体系和制度，开展技术、工艺、流程等方面的创新，提高工程质量和效率，提升项目在全生命周期对环境和社会的价值。

6.3.2 客户沟通和隐私保护

6.3.2.1 与客户及时沟通承包工程服务信息，包括工程规划、施工工艺、材料变更等情况。

6.3.2.2 建立数据保护机制，采取必要措施保障客户隐私、工程信息和数据安全。

6.4 责任供应链

6.4.1 责任采购与分包

6.4.1.1 制定并公开境外项目产品和服务的采购原则，将企业社会责任标准纳入采购和分包合同，倡导供应商和分包商使用安全、节能、环保的设备和材料，尽可能降低供应链各环节对社会和环境的影响。

6.4.1.2 明确供应商和分包商的准入、退出标准，制定相关的管理评估制度，将供应商和分包商社会责任履行情况纳入评估。对于在员工权益、环境保护、反腐败等方面不达标的供应商和分包商实行一票否决制。

6.4.2 反腐败

预防和抵制任何与当地政府、项目业主、供应商、分包商合作过程中的商业贿赂和其它腐败行为。

6.5 公平竞争

6.5.1 知识产权保护

遵守保护知识产权的法律法规和商业惯例，确定知识产权管理、使用的方式和流程，合法使用外部知识产权。

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6.5.2 维护行业发展秩序

遵守行业自律规则，坚持诚信合规经营，杜绝不正当竞争等行为。

7 环境

7.1 降污减废

7.1.1 减少污染

做好废气、废水、噪声、固体废弃物等的污染控制，尽可能降低项目对环境所产生的负面影响。

7.1.2 废弃物处置

加强对建筑垃圾等废弃物的回收利用，制定并落实危险废弃物的贮存、运输、利用、处置等办法，降低固体废弃物的危害性。

7.1.3 应急响应

在全生命周期落实污染防治工作，编制突发环境事件应急预案，在发生重大环境事件时，立即启动应急机制予以妥善应对和处置。

7.2 资源管理与综合利用

7.2.1 资源管理

建立资源利用管理体系，将节约资源理念融入项目全生命周期，提高能源、原材料、土地、水等资源的利用效率。

7.2.2 资源节约与循环利用

提高可再生、可循环利用材料的使用比例，积极开发利用可替代资源，减少资源的过度消耗。

7.3 生态保护

7.3.1 环境影响评估

在基础设施项目实施前，开展项目的环境基准调查、生态影响评估和利益相关方意见征询等工作，并向利益相关方及时通报有关结果。

7.3.2 减少生态影响

7.3.2.1 在设计阶段，应回避濒危动物水源地、珍稀物种保护地等生态功能敏感区，避免对生态系统产生重大影响。如无法完全避免，应主动采取措施优化施工方案，最大限度减少对生态的影响。

7.3.2.2 在项目施工阶段，应合理安排施工期，采取设置隔离带和缓冲带、建立生态廊道等措施，减少水土流失以及对动植物物种和自然栖息地的影响。

7.3.2.3 通过生态复绿、移植保护珍贵树种、施工后复原土地和排水灌溉系统等方式，及时修复项目对生态产生的影响。

7.4 减缓和适应气候变化

7.4.1 减缓气候变化

7.4.1.1 制定企业碳达峰、碳中和行动战略，设立科学的碳减排目标和计划，将气候变化因素纳入企业决策管理流程。

7.4.1.2 使用全生命周期方法测算项目的碳足迹，通过优化设计、回收利用等方式减少碳足迹。优先采购和使用节能、节水、节材的原材料、产品和服务，采用绿色施工技术进行项目建设。

7.4.1.3 增加企业生产、建设和运营过程中的清洁能源使用比例，通过工艺改造、技术升级等方式提升能源利用效率，减少温室气体排放。

7.4.2 适应气候变化

根据项目建设实际，采取相应措施适应气候变化，制定极端气候应对预案，切实保护项目以及企业员工和财产安全。

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Foreword

Corporate social responsibility (CSR) is an important facilitator in achieving the shared development between businesses and stakeholders. An enterprise that shoulders its corporate social responsibility and integrates CSR concepts in its development strategy and daily operations can improve its long-term profitability and sustainability. With good CSR practices, an enterprise can better protect the legitimate rights and interests of employees and stakeholders and attain a favorable environment for its development, finally realizing corporate growth and social progress.

To this end, in 2010, China International Contractors Association (CHINCA) issued the ***Guidelines on Corporate Social Responsibility for Chinese International Contractors (the Guidelines)*** as the first voluntary industry standards. In 2012, the Ministry of Commerce forwarded the ***Guidelines*** to local commerce authorities and industry enterprises. In 2018, the ***Guidelines*** was upgraded as association standards (T/CHINCA 2-2018) by CHINCA. The ***Guidelines*** provide important guidance for Chinese international contractors in CSR management, employee rights protection, community engagement, responsible supply chain, and environmental protection. In addition, CHINCA released an ***Operational Manual for the Guidelines***, hosted training courses, and conducted CSR performance evaluations. These efforts, over the years, have ensured the ***Guidelines*** to be widely applied in the industry and significantly elevated Chinese contractors' CSR awareness, management, and performances overseas.

It has been twelve years since the ***Guidelines*** was issued. During this period, there has been growing attention for sustainable development worldwide, with higher requirements raised by stakeholders for CSR performance. Hence, for Chinese international contractors, it has become imperative for them to further improve management in environmental, social and governance (ESG) factors in their overseas operations. The UN Sustainable Development Goals (SDGs) specifies the requirement in "building resilient infrastructure" ; the World Bank, Asian Development Bank (ADB), Inter-American Development Bank (IDB), Asian Infrastructure Investment Bank (AIIB), among other international financial institutions, have imposed social and environmental sustainability requirements on the infrastructure projects supported by them. The Chinese government has emphasized that all players in the Belt and Road Initiative (BRI) market shall deliver their social responsibilities and comply with universally recognized rules and standards in society and environment. In 2019, 19 Chinese ministries including the Ministry of Commerce, PRC jointly issued the ***Guiding Opinions on Promoting the High-quality Development of Chinese International Project Contracting Industry***. The document clearly states that enterprises should strengthen communication and seek common interests with the governments, enterprises, and the public of the host countries. They are also required to respect local traditions, localize operations, offer job opportunities, protect the environment, and fulfill corporate social responsibility to achieve sustainable development. In 2021, the The State-owned Assets Supervision and Administration Commission of the State Council (SASAC) announced to include ESG as one of the priorities in promoting CSR performance and urge state-owned enterprises (SOEs) to set an example in building an ESG management system. To adapt to the new trends and requirements in sustainable development at home and abroad to continue to lead and promote the sustainable development of the industry, CHINCA engaged a team of professionals to comprehensively revise and upgrade the ***Guidelines*** to ***Version 2.0*** through a nine-month effort. The ***Version 2.0*** is restructured according to the ESG framework. It emphasizes that companies should fully take into account their social and environmental responsibilities throughout the life cycle of a project. New topics such as CSR governance and climate adaptation and mitigation are included, while some statutory responsibilities are simplified.

During the revision process, CHINCA standardized a workflow based on credibility principles of the International Social and Environmental Accreditation and Labeling (ISEAL) Alliance. For the sake of transparency, CHINCA solicited opinions and suggestions of stakeholders including enterprises, international organizations, and professional institutions through field surveys, seminars, online notifications, etc. Within the framework of the Sino-German Center for Sustainable Development (CSD), the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provided substantial support for the revision. GoldenBee (Beijing) Management Consulting Co., Ltd. provided professional service for the revision.

The ***Version 2.0*** of the ***Guidelines*** is compiled and published by CHINCA and will be revised in due course according to industry developments and the application of enterprises.

Guidelines on Corporate Social Responsibility for Chinese International Contractors (Version 2.0)

1. Scope

The *Version 2.0* of the *Guidelines* applies to Chinese enterprises that engage in the planning & design, construction, operation & maintenance, and other relevant activities in international infrastructure projects. The *Guidelines* is to serve as a guidance for Chinese enterprises to strengthen CSR awareness, advance CSR management and performance.

The *Version 2.0* of the *Guidelines* does not cover all possible requirements related to CSR, nor does it exclude concurrent or supplementary application with other CSR standards, systems, or initiatives.

2. Terms and Definitions

Corporate social responsibility

It refers to the responsibility of an enterprise for the impacts of its decisions and activities on stakeholders through transparent and ethical behaviors. An enterprise shall integrate environmental, social and governance (ESG) considerations into its CSR process and strengthen the role of infrastructure in promoting ESG sustainability.

Stakeholder

It refers to an individual or organization that can affect or be affected by the corporate/business decisions and activities involved in international contracting projects, including shareholders, investors, employees, customers (owners)/consumers, partners (suppliers, subcontractors), governments, industry organizations, communities (the public), media, NGOs, etc.

Corporate social responsibility governance

It refers to clarifying corporate leadership's responsibility for CSR management and supervision, strengthening the participation of stakeholders at the executive level, ensuring that environmental and social impacts are considered in major decisions, and supervising the implementation of CSR management.

Corporate social responsibility risk

It refers to the potential negative impact of business decisions and activities on stakeholders, or the risk of economic and reputation losses caused by the enterprise's failure to fulfill its social responsibilities.

Supply chain

It refers to a supply and demand network consisting of investors, owners or clients, subcontractors, suppliers (building material, equipment and products), professional service providers as well as labor service companies and other parties with which the contractor has a business relationship.

Corporate social responsibility information disclosure

It refers to the systematic disclosure of information on the impacts of business decisions and activities on the economy, society and the environment, including the concepts, actions, performances, and plans of fulfilling social responsibilities.

Child labor

It refers to the employment of children under the age of 16 who have a de facto labor relationship with an enterprise and are engaged in economically remunerative labor. If the minimum age required by local law for a person to work is younger than 16 and that is compatible with the exception provisions of the relevant ILO conventions, the younger age shall apply.

Forced labor

It refers to any work or service which is exacted from a person under the menace of penalty and for which the said person has not offered himself voluntarily.

Corruption

It refers to the abuse of entrusted power for private gain, such as bribery (soliciting, offering or accepting bribes in money or in kind), conflicts of interest, fraud, money laundering,

embezzlement, concealment of the truth, and obstruction of justice.

Lifecycle

It refers to the various stages of an infrastructure project from investment, planning, design, construction, operation, maintenance, to closure.

3. Normative references

The terms and definitions in the following normative reference apply to the *Version 2.0* of the *Guidelines*.

GB/T 36000-2015 *Guidance on Social Responsibility (ISO 26000:2010, MOD)*

GB/T 39604-2020 *Social Responsibility Management Systems – Requirements with Guidance for Use*

TCHINCA 1-2018 *Guidelines of Sustainable Infrastructure for Chinese International Contractors (SIG)*

4. Principles

In fulfilling their social responsibilities, Chinese international contractors shall:

Comply with laws and regulations

Observe laws and regulations of the host countries or regions as well as relevant regulations of the Chinese government; follow internationally recognized business practices; respect local customs and religions; strengthen self-discipline of the industry; safeguard national and public interests.

Respect stakeholders

Vigorously engage in communication and exchange with stakeholders; fully consider and respond to the reasonable expectations and demands of stakeholders in the process of decision making and business activities; and prevent and mitigate various economic, social and environmental risks.

Operate transparently and ethically

Disclose any decision or activity that may have significant impacts on local economy, society and environment, and align business activities with the principle of transparency as well as legal and ethical principles.

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Continuously improve CSR performance

According to the actual business development of the enterprise, centering on the core issues of social responsibilities, and continuously improve their governance, social and environmental performance.

5. Governance

5.1 Leadership

5.1.1 Governance structure

5.1.1.1 An enterprise shall improve its governance structure. It shall clarify the CSR supervision responsibilities of the board of directors and senior management, by adding oversight functions to the board or establishing a professional CSR committee, etc.

5.1.1.2 The board of directors of an enterprise shall facilitate the integration of CSR commitments into corporate tenet, vision, development strategy and culture, and align CSR targets with its business characteristics.

5.1.1.3 To fulfill CSR targets, the top management shall set up a CSR management or coordination department, and assign authorities, responsibilities and accountabilities to all levels and positions and across the main functions of the projects.

5.1.1.4 An enterprise shall step up efforts to identify and evaluate the CSR risks, work out response strategies based on the varying needs of different stakeholders, such as women, children, and people with disabilities, so as to prevent and address various CSR risks.

5.1.2 Capacity building

An enterprise shall strengthen the CSR capacity of the management, and offer training programs on CSR basic theories and practices on a regular basis, so as to help its leadership improve CSR understanding and capabilities.

5.1.3 Oversight

The board of directors or the top management shall oversee and evaluate the effective implementation of CSR strategies at all levels.

5.2 Corporate social responsibility management

5.2.1 Planning

The CSR management or coordination department shall formulate annual work plans of the enterprise, and break down strategic objectives into measurable and assessable KPIs.

5.2.2 Implementation

5.2.2.1 An enterprise shall establish guidelines on CSR management process, improve institutional policies on quality, environment, occupational health and safety, and incorporate CSR requirements into its management system.

5.2.2.2 An enterprise shall have all necessary personnel, funds, supplies and other resources in place to meet its CSR objectives and carry out annual work plans, and shall strengthen CSR management throughout the entire process.

5.2.3 Performance evaluation

An enterprise shall carry out regular CSR performance evaluations and KPI reviews and incorporate CSR considerations into performance evaluations at all levels.

5.2.4 Continuous improvement

An enterprise shall make and implement improvement measures based on the CSR management and performance evaluation results and set further CSR objectives and plans accordingly.

5.3 Information disclosure

An enterprise shall put in place a sound CSR information disclosure mechanism and disclose CSR-related information to its stakeholders in a timely manner on its official website or internal publications, or through workshops, press conference or other channels. Besides, an enterprise is encouraged to issue CSR reports (or sustainability reports, ESG reports) at regular intervals.

6. Society

6.1 Employees' rights & interests and development

6.1.1 Equality and regulated employment

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6.1.1.1 An enterprise shall establish an equal employment system, fairly treat its employees and job applicants regardless of their genders, races, nationalities, age, religions, disabilities and health related conditions, marital status etc., and protect their personal information and privacy.

6.1.1.2 An enterprise shall not recruit or use child labor, nor use or tolerate forced labor in any form. It shall observe local rules on work hours.

6.1.2 Renumeration

6.1.2.1 An enterprise shall establish and perfect its renumeration system as well as its pay raise scheme. The employees shall be paid, in full and on time, at a level no lower than the local average standard for the same jobs and ranks and covered by social insurance programs as required by law.

6.1.2.2 An enterprise shall provide employees with necessary benefits that help guarantee a proper living standard in line with local customs and business practices.

6.1.3 Occupational health and safety

6.1.3.1 An enterprise shall provide healthy and safe working environment, secure access to protection appliances and safety measures that help prevent occupational injuries and accidents or address emergencies, and minimize hidden health and safety risks in the workplace.

6.1.3.2 An enterprise shall offer regular training programs on safe engineering practices and organize fire drills to raise employees' awareness of risk and equip them with safety knowledge and skills.

6.1.3.3 An enterprise shall offer health education and training programs and strengthen preventive measures against diseases based on local health conditions to protect employees' health, support the mental well-being of its employees, taking effective measures such as psychological assistance.

6.1.4 Employee training and development

6.1.4.1 An enterprise shall improve its employee training schemes so as to provide regular occupational skills training on an equal and non-discriminatory basis. It shall also ensure

that the training programs cover all employees.

6.1.4.2 An enterprise shall offer training sessions on language, law, culture, psychology, etc. for employees to promote mutual respect, understanding and integration between those from different cultural backgrounds.

6.1.4.3 An enterprise shall invite employees to diverse cultural and social activities, support employees and their families, especially those in need.

6.1.5 Employee communication and exchange

6.1.5.1 An enterprise shall establish employer-employee negotiation mechanisms in accordance with local laws and practices.

6.1.5.2 An enterprise shall have two-way communication and complaint channels in place and keep them unimpeded between the enterprise and employees to promptly understand and respond to employee expectations and concerns.

6.2 Community engagement and development

6.2.1 Community engagement and communication

6.2.1.1 An enterprise shall strengthen communication and exchanges with the local community, consider the expectations of low-income groups, women, the disabled and other groups, and keep all parties informed of the process of the project.

6.2.1.2 An enterprise shall revise the project plan or make necessary compensations to residents as per the contract based on the minimum damage rule, if any negative impacts occur to the local community.

6.2.1.3 An enterprise shall enhance cooperation with the local government and other stakeholders, and take effective measures to relocate affected residents without compromising their living standards, if the project involves the relocation of residents.

6.2.1.4 An enterprise shall establish an effective, open and transparent communication and complaint procedure for the community, open communication channels with the local community, and promptly respond to and address the concerns of the affected community.

6.2.2 Localized operations

6.2.2.1 Given equal conditions, an enterprise shall show a tendency to hire local community residents affected by the project, increase the proportion of local employees and managers as much as possible.

6.2.2.2 An enterprise shall offer charitable vocational training for the local community, and promote the transfer of the relevant technologies and capabilities to the locality.

6.2.2.3 Given equal conditions, an enterprise shall show a tendency to procure local raw materials, products and services, and help suppliers and subcontractors improve their technical skills.

6.2.3 Respect for cultural differences

6.2.3.1 An enterprise shall respect local cultural traditions, protect heritages of the local community, take into full consideration and make all possible efforts to minimize negative impacts on local culture throughout the implementation of a project.

6.2.3.2 An enterprise shall actively integrate into local community, participate in local cultural activities, provide support for local cultural activities and projects when necessary.

6.2.3.3 An enterprise shall invite local residents to corporate open days, Chinese traditional festival celebrations and other events, strengthen cultural exchanges with the local community.

6.2.4 Support for community development

6.2.4.1 An enterprise shall understand the local development priorities, develop and implement support plans for community development based on its own advantages, resources and the particular local conditions.

6.2.4.2 An enterprise shall leverage the project experience and equipment strengths to support community development and disaster prevention, and help improve the livelihood of communities.

6.2.4.3 An enterprise shall organize charitable activities to support communities in improving educational infrastructure and providing free medical treatment and other medical assistance to the community.

6.2.4.4 An enterprise shall organize employees for various volunteer activities to enhance communication with the community.

6.3 Customers' rights and interests

6.3.1 Project quality

An enterprise shall establish and improve its quality management system, strive for technique and process innovations, improve project quality and efficiency, and maximize the project value to the environment and society throughout its full life cycle.

6.3.2 Customer communication and privacy protection

6.3.3.1 An enterprise shall inform customers of service provisions for the contracted projects in a timely manner, including project planning, engineering techniques, change of materials, etc.

6.3.3.2 An enterprise shall establish a data protection mechanism to protect customer privacy, project information, and data security through necessary measures.

6.4 Responsible supply chain

6.4.1 Responsible procurement and subcontracting

6.4.1.1 An enterprise shall set and make public the principles and standards on product and service procurement for overseas projects; include CSR requirements in the procurement and subcontracting contracts; and encourage suppliers and subcontractors to use safe, energy-saving and environmentally friendly equipment and materials to minimize negative impacts of the entire supply chain on the society and the environment.

6.4.1.2 An enterprise shall define the criteria for the engagement/withdrawal of suppliers and subcontractors, formulate relevant management assessment system, incorporate the CSR fulfillment indicator in supplier and subcontractor assessment, set a veto mechanism for those fail to pass the assessment of key CSR aspects such as employees' rights&interests, environment protection and anti-corruption etc.

6.4.2 Anti-corruption

An enterprise shall prevent and resist commercial bribery and other corrupt practices in cooperation with local government, project owners, suppliers, and subcontractors.

6.5 Fair competition

6.5.1 Protect intellectual property rights

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An enterprise shall comply with laws and regulations and business practices on the protection of intellectual property rights, establish methods and procedures for the management and usage of intellectual property rights, and ensure legal compliance when using the external resources.

6.5.2 Maintain good order of the industry

An enterprise shall observe self-discipline rules of the industry, uphold business integrity and compliance, and reject unfair business practices.

7. Environment

7.1 Waste and pollution reduction

7.1.1 Pollution reduction

An enterprise shall effectively control potential pollutants such as waste gas, sewage, noise, solid waste and various kinds of waste pollution, so as to minimize the negative environmental impacts.

7.1.2 Waste disposal

An enterprise shall strengthen the recycling and reuse of construction waste and others, formulate and implement measures for storage, transportation, utilization and disposing of hazardous waste, reduce the harmfulness of solid waste.

7.1.3 Emergency response

An enterprise shall carry out pollution prevention and control throughout the life cycle of the project and prepare contingency plans for environmental incidents. In case a major environmental emergency occurs, it shall immediately activate its emergency mechanism to properly respond to and handle the situation.

7.2 Resource management and comprehensive utilization

7.2.1 Resource management

An enterprise shall establish a resource utilization management system, integrate the concept of resource saving into the full project life cycle, and promote efficient use of energy, raw materials, land, water, and other resources.

7.2.2 Resource saving and recycling

An enterprise shall increase the use of renewables and recyclables, and actively develop and utilize alternative resources, reduce waste and excessive consumption of resources.

7.3 Ecological protection

7.3.1 Environment impact assessment

An enterprise shall carry out environmental criteria survey, ecological impact assessment, stakeholder consultation, etc. before the implementation of an infrastructure project, and inform stakeholders of the results of assessment and survey in a timely manner.

7.3.2 Minimize ecological impacts

7.3.2.1 An enterprise shall avoid access to eco-sensitive zones, such as water sources and habitats of protected rare species, and prevent major impacts on the ecosystems in the project design phase. In case such impacts cannot be avoided, the enterprise shall take proactive measures to optimize the construction scheme to minimize the impact on ecosystem.

7.3.2.2 An enterprise shall make a reasonable construction schedule, set up isolation belts, buffer zones and ecological corridors or take other effective measures to minimize soil erosion and major impacts on plants, animals, and their natural habitats in the project construction.

7.3.2.3 An enterprise shall recover the impacted ecosystem in time by such means as ecological greening, transplantation and protection of precious tree species, and restoration of the land and drainage irrigation system after construction.

7.4 Climate change mitigation and adaptation

7.4.1 Climate change mitigation

7.4.1.1 An enterprise shall make the carbon peak and neutrality action strategy, set up scientific decarbonization targets and schemes, and integrate climate change factors into business decision making and management processes.

7.4.1.2 An enterprise shall use the full life cycle approach to measure the carbon footprint of its project and reduce it through improved design and recycling, etc. It shall also give priority to purchasing and using energy saving, water saving, material saving products and services, and adopt green construction techniques for project construction.

7.4.1.3 An enterprise shall increase the proportion of clean energy in its production, construction and operation processes, improve energy efficiency and reduce greenhouse gas (GHG) emission through technical transformation and upgrading.

7.4.2 Climate change adaptation

An enterprise shall take appropriate measures to adapt to climate change, develop contingency plans for extreme weather events, and protect the project and safety of employees and property according to the actual situation.

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