

Environmental Policy

环境政策

Current Version 当前版本	Effective Date 生效日期
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1. Purpose 目的

This policy aims to guide Beijing Aden Hotel Services Co., Limited to attach great importance to environmental protection in the course of its operation, to reduce the negative impact on the environment through scientific and effective management measures, to save natural resources and to promote sustainable development of the company. At the same time, establish a good corporate environmental image, enhance the environmental awareness of employees, and contribute to the protection of the ecological environment of society.

本政策旨在引导北京埃顿酒店服务有限公司在运营过程中，充分重视环境保护工作，通过科学有效的管理措施，减少对环境的负面影响，节约自然资源，推动公司实现可持续发展。同时，树立良好的企业环保形象，增强员工的环保意识，为社会的生态环境保护贡献力量。

2. Application and Scope 范围与场合

This policy applies to all operational activities of all departments and employees of Beijing Aden Hotel Services Co., Limited, covering all aspects such as food services, logistics support, and facility maintenance. In addition, suppliers and partners related to the company's operations are also required to comply with the environmental protection requirements covered in this policy.

本政策适用于北京埃顿酒店服务有限公司所有部门及员工的各项运营活动，涵盖餐饮服务、后勤保障、设施维护等各个环节。此外，与公司运营相关的供应商及合作伙伴也需遵守本政策中涉及的环保要求。

3. Reference Documents 参考文件

Environmental Management Systems-Requirements with Guidance for Use ISO 14001:2015 《环境管理体系 要求及使用指南》

Environmental Protection Law of the People's Republic of China 《中华人民共和国环境保护法》

Law of the People's Republic of China on Prevention and Control of Water Pollution 《中华人民共和国水污染防治法》

Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes 《中华人民共和国固体废物污染环境防治法》

Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution 《中华人民共和国大气污染防治法》

Law of the People's Republic of China on the Prevention and Control of Soil Pollution 《中华人民共和国土壤污染防治法》

4. Responsibilities 职责

Management Level: Approve environmental policies and related systems, and provide the necessary resource support for environmental work. Regularly listen to work reports from EHS team, supervise and evaluate the implementation of environmental policies, and make adjustments and decisions based on actual circumstances.

管理层：审批环境政策及相关制度，为环保工作提供必要的资源支持。定期听取环保管理部门的工作汇报，对环境政策的执行情况进行监督和评估，根据实际情况做出调整和决策。

EHS Team: As the leading department for the implementation of environmental policies, it is responsible for formulating and improving relevant environmental management systems and operating procedures, organizing and conducting environmental inspection and assessment work, and supervising the implementation of this policy by various departments. At the same time, collect and analyze environmental data and report the implementation effect of the Environmental Policy to the company's management on a regular basis.

EHS 团队：作为环境政策实施的主导部门，负责制定和完善环境管理相关制度和操作流程，组织开展环保检查和评估工作，监督各部门对本政策的执行情况。同时，收集和分析环保数据，定期向公司管理层汇报环境政策的实施效果。

All Functional Departments: Strictly adhere to this Environmental Policy and related regulations, and take effective measures in daily operations to reduce energy consumption, control greenhouse gas emissions, regulate waste disposal and chemical use. Each department must designate a responsible

officer to oversee environmental protection work, maintain accurate records of environmental data, and promptly report any issues or suggestions to the EHS team.

各职能部门：严格遵守本环境政策及相关制度，在日常运营中采取有效措施减少能源消耗、控制温室气体排放、规范废弃物处理和化学品使用。指定专人负责本部门的环保工作，记录相关环保数据，并及时向 EHS 团队反馈问题和建议。

5. Review and Update 审查与更新

Review Cycle: This Environmental Policy should be reviewed at least once a year. The review work shall be led by the EHS team and completed with the cooperation of all relevant departments. In the event of special circumstances such as major adjustments to national environmental protection policies or significant changes in the company's operation mode, review should be conducted in a timely manner.

审查周期：本环境政策应至少每年审查一次，审查工作由 EHS 团队牵头，各相关部门配合完成。若遇到国家环保政策重大调整、公司运营模式发生重大变化等特殊情况，应及时进行审查。

Review Content: Assess the applicability, effectiveness and compliance of this policy, check the completion of environmental protection targets, analyze existing problems and deficiencies, and collect feedback from departments, employees, customers and other relevant parties.

审查内容：评估本政策的适用性、有效性和合规性，检查各项环保目标的完成情况，分析存在的问题和不足，收集各部门、员工、客户及其他相关方的反馈意见。

Update Mechanism: Based on the review results, if it is found that this policy does not fit the company's development or does not conform to the actual situation, the EHS team shall organize the revision, seek the opinions of relevant departments after revision, and report to management for approval. After approval, the updated policy will be promptly released to all departments of the company and relevant parties, and training will be organized to ensure that all parties are informed of the policy changes.

更新机制：根据审查结果，如发现本政策存在不适应公司发展或不符合实际情况的内容，由 EHS 团队组织修订，修订后征求各相关部门意见，报管理层审批。审批通过后，及时向公司各部门及相关方发布更新后的政策，并组织培训，确保各方了解政策变化。

Record Retention: The process and results of policy review and update are documented in writing, including review reports, revision explanations, approval documents, etc., which are archived by the EHS team for a retention period of no less than five years.

记录保存：政策审查和更新的过程及结果形成书面记录，包括审查报告、修订说明、审批文件等，由 EHS 团队存档保存，保存期限不少于 5 年。

6. Definition 定义

Energy Consumption: Refers to the amount of various energy sources (such as electricity, natural gas, fuel oil, etc.) used by a company in the course of its operations.

能源消耗：指公司在运营过程中对各种能源（如电力、天然气、燃油等）的使用量。

Greenhouse Gases: Some gases in the atmosphere that can absorb long-wave radiation reflected from the ground and re-emit radiation, such as carbon dioxide and methane, whose emissions cause the greenhouse effect.

温室气体：指大气中能吸收地面反射的长波辐射，并重新发射辐射的一些气体，如二氧化碳、甲烷等，它们的排放会导致温室效应。

Waste: Refers to substances produced by companies in the course of their operations that are no longer useful, including household waste, kitchen waste, recyclables, hazardous waste, etc.

废弃物：指公司在运营过程中产生的不再具有使用价值的物质，包括生活垃圾、厨余垃圾、可回收物、有害废弃物等。

Chemicals: Refers to all kinds of chemical products used in operations, such as cleaners, disinfectants, detergents, etc.

化学品：指在运营中使用的各类化学制品，如清洁剂、消毒剂、洗涤剂。

7. Content 内容

Energy Consumption and Greenhouse Gases 能源消耗与温室气体

1. The company adheres to the principle of energy efficiency and greenhouse gas reduction in parallel, integrates energy management and greenhouse gas control into every aspect of its daily operations, achieves operational goals with minimal energy consumption, and takes the initiative to assume social responsibility for reducing greenhouse gas emissions.

公司坚持能源高效利用与温室气体减排并行的原则，将能源管理和温室气体控制融入日常运营的各个环节，以最小的能源消耗实现运营目标，主动承担减少温室气体排放的社会责任。

2. The company is committed to continuously increasing investment in energy-saving technologies and equipment, constantly optimizing the energy structure, and actively exploring the

application of renewable energy. Regularly disclose data on energy consumption and greenhouse gas emissions, accept supervision from all sectors of society, and strive to become a model for energy conservation and greenhouse gas reduction in the service industry.

公司承诺持续加大对节能技术和设备的投入，不断优化能源结构，积极探索可再生能源的应用。定期公开能源消耗和温室气体排放数据，接受社会各界监督，努力成为服务行业能源节约和温室气体减排的典范。

3. Strengthen energy management, establish energy consumption ledgers, regularly analyze energy consumption data, identify areas of energy waste and take improvement measures.

加强能源管理，建立能源消耗台账，定期对能源消耗数据进行分析，找出能源浪费的环节并采取改进措施。

4. Promote the use of energy-saving equipment and technologies, such as LED lighting, energy-efficient air conditioners, and smart faucets, and gradually phase out high-energy-consuming equipment.

推广使用节能设备和技术，如 LED 照明、节能空调、智能水龙头等，逐步淘汰高能耗设备。

5. Plan energy use rationally, optimize the operating time of air conditioners, lighting and other equipment, and reduce unnecessary energy consumption.

合理规划能源使用，优化空调、照明等设备的运行时间，减少不必要的能源消耗。

6. Strengthen energy conservation education and publicity for employees, cultivate their energy-saving habits, and encourage them to actively take energy-saving measures at work.

加强对员工的节能宣传教育，培养员工的节能习惯，鼓励员工在工作中积极采取节能措施。

7. Monitor greenhouse gas emissions, formulate emission reduction plans, and reduce greenhouse gas emissions through energy structure adjustment, energy-saving renovations, etc.

监控温室气体排放情况，制定减排计划，通过能源结构调整、节能改造等方式减少温室气体排放。

Waste 废弃物

1. The company adheres to the principle of "reduction, resource utilization, and harmlessness", prioritizing the reduction of waste generation from the source, classifying and recycling the generated

waste, and disposing of the non-recyclable waste harmlessly to minimize the harm of waste to the environment.

公司遵循“减量化、资源化、无害化”的原则，优先从源头减少废弃物的产生，对产生的废弃物进行分类处理和回收利用，无法回收利用的则进行无害化处置，最大限度降低废弃物对环境的危害。

2. The company is committed to improving its waste management system, strengthening guidance on waste classification for employees and guests, and enhancing the efficiency of waste recycling. Regularly assess the effectiveness of waste management, set more challenging targets for waste reduction and recycling, and drive the continuous upgrading of waste management.

公司承诺不断完善废弃物管理体系，加强对员工和客人的废弃物分类引导，提高废弃物回收利用效率。定期评估废弃物管理效果，设定更具挑战性的废弃物减量和回收目标，推动废弃物管理工作持续升级。

3. Implement classified management of waste, set up classified bins, clearly label the classification standards and disposal requirements for each type of waste, and guide employees and guests to properly classify and dispose of waste.

实行废弃物分类管理，设置分类垃圾桶，并明确标识各类废弃物的分类标准和投放要求，引导员工和客人正确分类投放废弃物。

4. Strengthen the recycling of recyclables, cooperate with professional recycling agencies to establish recycling channels for recyclables and increase the recycling rate of recyclables.

加强可回收物的回收利用，与专业的回收机构合作，建立可回收物回收渠道，提高可回收物的回收利用率。

5. Reduce the generation of kitchen waste by controlling the amount of kitchen waste through rational purchasing, optimizing the cooking process, etc. Make resourceful use of kitchen waste, such as through composting.

减少厨余垃圾的产生，通过合理采购、优化菜品制作流程等方式控制厨余垃圾数量。对厨余垃圾进行资源化利用，如进行堆肥处理等。

6. Regulate the disposal of hazardous waste such as waste lead-acid batteries and waste chemicals, which must be handled by qualified units to prevent pollution to the environment.

规范有害废弃物的处理，如废铅酸蓄电池、废化学品等，必须交由有资质的单位进行处理，防止对环境造成污染。

Chemicals 化学品

1. The company adheres to the principle of "safety first, environmental priority" and strictly complies with relevant laws, regulations and standards in the procurement, storage, use and disposal of chemicals to ensure that chemicals do not cause harm to human health and the environment.

公司坚持“安全第一、环保优先”的原则，在化学品的采购、储存、使用和废弃处理等环节，严格遵守相关法律法规和标准，确保化学品不对人体健康和环境造成危害。

2. The company is committed to gradually reducing the use of toxic and harmful chemicals and giving priority to environmentally friendly, low-toxic and low-residue chemicals. Establish a full life-cycle management file for chemicals, strengthen monitoring of the use of chemicals, conduct regular safety and environmental assessments of chemicals, and ensure the standardization and safety of chemical management.

公司承诺逐步减少有毒有害化学品的使用，优先选用环保、低毒、低残留的化学品。建立健全化学品全生命周期管理档案，加强对化学品使用过程的监控，定期开展化学品安全和环保评估，保障化学品管理的规范性和安全性。

3. Establish a management system for chemicals and enforce strict control over the purchase, storage, use and disposal of chemicals. When purchasing chemicals, give priority to environmentally friendly, low-toxicity, low-pollution products and require suppliers to provide safety data sheets for chemicals.

建立化学品管理制度，对化学品的采购、储存、使用和废弃处理进行严格管理。采购化学品时，优先选择环保、低毒、低污染的产品，并要求供应商提供化学品安全技术说明书。

4. Strengthen the management of chemical storage, set up dedicated chemical storage areas, ensure that the storage environment meets safety requirements, and prevent chemical leakage.

加强化学品储存管理，设置专门的化学品储存区域，确保储存环境符合安全要求，防止化学品泄漏。

5. Standardize the process of chemical usage, provide training on chemical usage to employees, ensure their correct use of chemicals, and reduce chemical waste and environmental pollution.

规范化学品使用流程，对员工进行化学品使用培训，确保员工正确使用化学品，减少化学品的浪费和对环境的污染。

6. Standardize the process of chemical usage, provide training on chemical usage to employees, ensure their correct use of chemicals, and reduce chemical waste and environmental pollution.

对废弃化学品进行分类收集和处理，交由有资质的单位进行处置，严禁随意排放。

Environmental Services and Environmental Advocacy 环保服务与环保倡导

1. Actively carry out environmental protection advocacy activities, promote environmental protection knowledge and concepts to employees, guests, and the general public, and raise everyone's environmental awareness. For example, post environmental protection promotional posters in offices and project sites, and carry out environmental protection-themed activities.

积极开展环保倡导活动，向员工、客人和社会公众宣传环保知识和理念，提高大家的环保意识。例如，在办公室和项目点内张贴环保宣传海报、开展环保主题活动等。

2. Encourage employees and guests to take part in environmental actions such as saving water and reducing the use of disposable items, and work together to protect the environment.

鼓励员工和客人参与环保行动，如节约用水、减少使用一次性用品等，共同为环境保护贡献力量。

Quantitative Targets 量化目标

Energy Consumption and Greenhouse Gas (GHG) Targets 能源消耗与温室气体目标

Commit to reducing the total consumption of GHG emissions (Scope 1 & Scope 2) by 42% by 2030 with 2021 as the base year; Reduce Scope 3 emissions by 25%.

Achieve carbon neutrality in direct operations by 2050.

承诺以 2021 年为基准年，到 2030 年碳排放（范围 1、范围 2）消耗总量降低 42%；范围 3 排放量降低 25%。

到 2050 年实现直接运营碳中和。

Commit to reducing energy consumption by 42% by 2030 with 2021 as the base year.

承诺以 2021 年为基准年，到 2030 年能源消耗量降低 42%。

Waste Targets 废弃物目标

By 2030, the recycling rate of waste will increase by 25% compared to 2024.

到 2030 年，废弃物回收利用率在 2024 年的基础上提高 25%。

Chemicals Targets 化学品目标

Base Year: 2024

基准年：2024 年

Target 1: By 2028, the proportion of environmentally friendly chemicals purchased will reach 80%.

目标 1：到 2028 年，环保型化学品的采购比例达到 80%。

Target 2: Reduce chemical waste by 10% by 2030 compared to 2024.

目标 2：到 2030 年，化学品废弃量在 2024 年的基础上减少 10%。